

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:00 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Joe Olson and Kimberly Savageau; City Clerk Wendy Affield.

**As Per Sign In Sheet:** Louis Kuhry.

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

a. **Minutes – 8/14/19 Council Meeting**

b. **Approve Resolution of Payments**

c. **Miscellaneous Items:**

- **DGF Trap Team Gaming Permit for October 12, 2019 located at the Glyndon Rod & Gun Club**

4. **Additions to Agenda**

➤ **Rental Ordinance Discussion** – Kimberly Savageau

➤ **Approve Dismissal of Officer Bryan Praska** – Wendy Affield

➤ **Parke Avenue Traffic Flow** – Justin Schreiber

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

6. **New Business**

a. **Night Noise in Commercial District – Louis Kuhry** – Kuhry stated he has concerns with the amount of noise coming from the industrial park and the diesel engines running all night. He stated he spoke with Chief Cline to register a complaint and was told he would need to speak with Council. He disagrees, and feels a noise abatement issue should not have to be brought before the Council. He stated he did not think the Council would knowingly allow an industrial park to be placed next to his home. He acknowledges the diesel engine noise does not occur all day or all night, but rather for an hour or two at a time. Kuhry added the majority of the noise emanates from the diesel engine repair shop on the corner. Olson asked Council for clarification if the shop in question is JTF Trucking, LLC? Affield responded yes. Olson asked Kuhry which house was his? Kuhry responded he lives just one house south of Andy Lake Woodworks, on Andrews Avenue. He also wanted to discuss the extra traffic on Andrews Avenue due to construction, and having the speed limits enforced. He stated some of the construction trucks are quite large, and many times the weight of those trucks on his street can be felt throughout his home when they hit certain “expansion cracks”. Mayor Johnson asked Kuhry to explain further what he means by “expansion”? Kuhry responded expansion cracks or “joints” are what allow the concrete or asphalt to shift when traffic drives over the road. He continued by saying the particular expansion joint in front of his home is widening, and when the trucks drive over it he can feel the reverberation in his home. He

would like the Council to address this and the noise issue. He also wanted to clarify it is not specifically truck engine noise that is troublesome, but instead it is the engines for the refrigeration units, which operate at higher rpms than other units. Mayor Johnson asked Council if they are aware of the train which sits at night and idles on the track while it waits for entry to Dilworth? He continued by saying the train makes a great deal of noise while it idles, and the noise comes and goes as it does. Same issue with the refrigeration units on trucks, as he recalls. Mayor Johnson stated he does not believe at the time of purchase the current owners knew what might happen regarding noise from their trucks. He agrees the noise is troublesome, but it is unknown what time the engines will be running and therefore hard to track. Schreiber asked Kuhry if he is also hearing engine noise from any of the other businesses in the area? Kuhry responded he will sometimes hear an engine warming up, but he does not have issue with those noises. His main problem is with the refrigeration units. He concedes the noise does not occur every day, or even every hour, but it is unbearable when it does occur. Schreiber noted the noise would be intermittent based on the trucking schedule. He wondered if maybe when those particular trucks are in town they be allowed to park at the Petro Serve parking lot? Kuhry said those trucks would sound much better in a non-residential area, maybe parked behind their building, or perhaps the City could plant some trees or shrubbery to help block the noise. Affield stated the adjoining land owners to Kuhry's property are in fact required to build a fence to separate the commercial area from residential, and so when they start developing the land a fence will go up. Kuhry said it will be a little helpful to have a fence eventually, but it will not make any difference in regards to the sounds coming from JTF Trucking. Mayor Johnson asked how many of Kuhry's neighbors are being directly affected? Kuhry responded there are five (5) houses on his side of the block. Olson felt the first step would be to contact JTF Trucking and see if the owner would be willing to work with the neighborhood in order to reduce noise. Mayor Johnson asked Council if he should have a conversation with the owner of the trucking business, and perhaps get a schedule of when the refrigeration trucks will be parked at their building? Kuhry stated it sounds more like that approach would only be asking if the owners will be willing to even try an alternative. Mayor Johnson responded an initial conversation is the best approach, as the City's noise ordinance (#145) is not very specific. Olson noted Section number 12 of the ordinance is the most inclusive regarding this situation, as it reads: "*Blowers. The operation of any noise creating blower or power fan or any internal combustion engine, the operation of which causes noise due to the explosion or aerating gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to deaden such noise.*" Owings stated he is concerned the ordinance specifies timeframes for other noises, but it does not mention any timeframe for the section regarding blowers. Savageau said she felt if the ordinance does not specify a time, then the assumption is the timeframe would be all day, 24 hours. Olson stated he agrees with Mayor Johnson the first step in the process should be to talk with JTF Trucking and involve them in the resolution of the issue. Kuhry agreed it is the most reasonable start. Savageau asked Kuhry if he or any other neighbors have talked to JTF Trucking about the issue? Kuhry responded no, as he is not sure who the owner of the company is. Savageau also agreed, and feels the trucking company owners should be reached out to first as they might not know their trucks are causing a disturbance. She noted if the problem continues after talking with them, then the City can look at enforcement of the noise ordinance. Mayor Johnson stated he will be the one to talk to JTF Trucking. Kuhry agreed with this result, but also wanted to address a lack of ordinances regarding light pollution and disturbances. Mayor Johnson stated he remembered their first conversation about this problem, and recalls the City reached out to the bar owner at that time and the issue was corrected. Kuhry agreed it was addressed at the time and corrected, but then it became a problem again when the owner changed to high-beam lighting again. Mayor Johnson asked if the new lights are set on a timer? Kuhry responded yes, the lights come on at dusk and remain on all night long. He stated the light is so bright now he has trouble seeing and has to shield his eyes just to walk up his front sidewalk. Mayor Johnson asked if the Council should have a conversation with the bar owner about his light? Olson stated he felt it might be a good start, but it should be addressed officially through an ordinance, and the City might need to make one regarding light pollution and disturbances. If the bar owner should decide he wants to keep his lights, where does the City go with the issue from there?

Mayor Johnson agreed, and suggested the Council first reach out to City Attorney Ken Norman and look into it further. Kuhry stated if the City does not have a specific light ordinance, then maybe there are county or state laws and regulations. Olson said the Council will reach out to the League of MN Cities, research the issue, and then go from there before speaking with the bar owner.

**b. Alley - East Side of Glyndon Lutheran Church – Mayor Johnson** – Mayor Johnson stated he has been having conversations with church leader Kayla Billings regarding the alley beside the church. The alley belongs to the City, and stretches between the church parking lot down to 7<sup>th</sup> Street. Billings has contacted Hough Construction, and they told her they would provide free millings for the alley and will pile it in the parking lot. For an additional fee, they will level it for her. Because the alley belongs to the City, Mayor Johnson is wondering if the City would be better off doing the leveling instead of Hough, and if the City should have all of the alleyways done at the same time? He stated he also spoke with Leroy Babolian about the drain tile in the parking lot, and drainage issues. Billings stated she would like to see that issue fixed as well? Olson said he felt Maintenance Supervisor Scott Lofgren should come up with a plan for all of the City's alleys, and gather an estimate of costs for materials, gravel, labor, etc. He feels this is something the City should be budgeting for every year. Affield stated some leveling has been completed, but more Class 5 needs to be purchased to finish. She said she was able to order Class 5 from Strata at a reduced cost. Olson said he would like to see a local business like Randall's Excavating provide an estimate for what it would cost to level the alleyways, as it would be better to have professionals do the work properly. He also suggested it might be worth it to have maintenance on the alleys done on a yearly basis, like the county does. Owings asked for clarification on the original question of asking Hough to provide free gravel? Mayor Johnson responded Billings is being provided with free millings only for the church parking lot and alley, and he would like to enquire if she would order enough from Hough to have some extra for the City. Owings agreed, and stated he is comfortable with having Billings do the ordering. He cautioned there could be other residents who might assume the City will do the same for their alleyways. Mayor Johnson noted the alley belongs to the City anyway, and Affield added the maintenance department has been leveling the other alleys. Schreiber said it is fine for City employees to be able to patch up the alleys for now, but going forward he would also like to see the cost for a company like Hough to level them all before winter. Owings asked if there is an excess of millings from the Parke Avenue project? Olson responded those are mixed back in as they go along. Mayor Johnson stated Hough will drop off their millings for the church, but it will be up to the church to level it off as there will be some larger clumps mixed in. Olson feels this is the cheap way to go about it, but thinks the City would be better off getting estimates for professional work, and to find out how long the millings will last as compared to gravel. Savageau feels this matter is more of a City Supervisor's type of responsibility and should not be left up to the Council to research and handle. She continued by saying alleyway maintenance has not been properly handled for at least fifteen (15) years and should be on a rotation just like the seal coating. She said it should be the Maintenance Supervisor's job to present options to the Council, not the other way around. Council decisions should revolve around policy, and not maintenance. Mayor Johnson said if residents complain about the alleys, those complaints usually come to the Council first before Maintenance hears about them. Savageau said regardless, it should not be up to individual residents to have to maintain their own alleys, and instead it needs to be addressed by Lofgren and a maintenance cost schedule brought to the Council by him. Mayor Johnson agreed, and reiterated Billings is getting millings for the alley and the main issue is whether the City levels it for her, or does she hire Hough to do it? Affield clarified Billings is going to need to hire someone to level the parking lot, as that section is separate. Olson agreed and said if there happens to be free millings to use, and the City maintenance employees are able to level it as best they can, then it is a good deal for the City. Mayor Johnson feels the church and the alley are part of the City, and so the City needs to take care of them. Savageau asked if the Council needs to ask Lofgren for a long-term plan, since there has never been one? Schreiber agreed, and noted there needs to be a winter snow removal and storage plan also.

**c. Employee Policy Handbook Discussion – Pages 7-14 – Savageau & Schreiber** – Savageau stated for Page 7 there are no changes, and Page 8 is clarified by adding the word “insurance” behind “term life.” On Page 9 there needs to be some discussion regarding Funeral Leave, as the prior wording was very vague on what an employee could or could not take for time off. She said her and Schreiber’s goal was to not leave anything up to interpretation, and they felt the “neighbor” or “close friend” designations were not clearly defined and were removed. Also implemented was a 5-day, 3-day, and 1-day leave breakdown based upon the situation. Mayor Johnson asked where the 5-day designation came from? Savageau responded the 5-day leave was already in the handbook for “spouse, child, parent or sibling.” “Mother-in-law” and “father-in-law” were then moved to a 3-day leave designation, along with “grandparent” or “grandchild.” Savageau stated her and Schreiber are looking for Council’s input about the changes? Affield wanted to clarify an employee would not be denied time off for the death of a close friend or neighbor, but instead would need to use vacation or comp time. Olson agreed. Mayor Johnson also agreed with the changes. Owings stated he did not have any issues either. Savageau continued on with Page 9, and stated there was a clerical error under Military Leave, which was corrected. Same with Page 11. On Page 12, Holidays were updated. Under Adverse Weather Conditions on Page 13, the paragraph was updated to reflect changes in how employees are paid for missing work due to weather issues. On Page 14, the section on Performance Reviews was updated. Schreiber stated he felt it was important to note Department Heads will receive their own performance reviews once per year, just like any other employee, which will be conducted by the Council. Savageau also noted the City has access to an “HR 360” program available through the League of MN Cities which has a ready-made performance builder department heads can use. Affield added this program also allows the employee to rate themselves. Owings asked if Council would require a customized report each time, or would a department head be able to use a standard template? Savageau stated the HR 360 program is customizable and users can pick from a list of categories which one they want to use. She added once a department head finds the categories they want and will use the most, they can just keep those as a standard review template. Olson stated the County already uses this program, and said it is easy to customize and work with. Mayor Johnson asked how often the County uses the program? Olson responded it is used once per year when performance reviews are due. Savageau added they can be used for probationary periods as well. She went on to note the statement “City Council HR Committee will conduct performance reviews for Department Heads” was already a part of the handbook, but she cannot recall actually having ever done one. Schreiber feels by doing these with a Department Head will be a great way to discuss future City planning, such as maintenance schedules or projects which were previously discussed. Olson suggested the Department Head reviews could be done closed-door like the County does. Savageau asked if Olson means a full-Council review would be done for each department head? Olson responded yes, which would keep it fair across the board, but would need to be kept very general or follow a general template as members of the Council will change per term. Savageau said she was fine with the full Council review, and Owings agreed. He asked when these reviews generally are performed during the year? Olson responded the County chooses annual dates based on when the employee was initially hired. Affield asked if the word “annually” should be added in this section? Olson and Schreiber agreed. Savageau said these Council reviews could take place at the beginning of a morning Council meeting, and be annually scheduled. Council agreed. Savageau noted Chief Cline added in a section regarding the Police Department’s Performance Review process. Owings asked if the Chief would do the performance reviews of his officers, but they are not supposed to be viewable by Council Members. Mayor Johnson stated he believes “the Mayor” is allowed to review the files for individual officers at any point. Owings stated he would like clarification on this so he knows for sure. Olson asked to clarify if the Council is allowed to do reviews for Chief Cline? Affield responded yes, as Cline is a Department Head. Schreiber wanted to make note with the Council to check on whether overtime pay is worked into the salary for the next incoming Chief? He is concerned the Council will pay out more once Cline retires due to the fact; he was able to use so much accrued comp time. He said the differences between “non-exempt employee” comp versus “exempt employee” comp needs to be looked at. He stated the pay either needs to be increased to accommodate for those extra hours, or change the

pay to hourly. Savageau agreed, and noted Cline had said back when he was hired, the pay was so low the comp time was negotiated for as part of his hiring. Schreiber also noted Cline said his officers start out with no vacation, and so comp time helps them be able to take a day off if needed. Affield stated this was just recently made available to the officers, as before they never had comp available to them, only the Chief. Olson feels if too much comp is being paid out to officers, then there is a scheduling problem. Schreiber asked if Lofgren's position is salaried? Affield responded no, only her position and Chief Cline's are salaried. Schreiber then noted Lofgren would be able to choose between comp or overtime pay. Affield stated he usually does not take much for comp or overtime, but it can vary if there are weather issues such as a lot of snow removal being needed. Affield then noted for her own position, with previous City Clerks comp was paid on top of salary, and so it continued when she took over. However, Affield said she would be fine with switching to hourly pay if needed. Schreiber said it is something for Council to look at, and noted it is tough to make policy when certain positions have already been grandfathered in. Olson agreed, and said with Cline retiring it will be a perfect opportunity to change the pay policy for that position. Owings wanted to clarify Council would be changing comp pay, but not changing a current active position such as City Clerk from salary to hourly? Schreiber said if Affield is not opposed to having her pay changed to hourly, it would be fine going forward to do so. Affield noted in the case of her husband who works for the City of Moorhead, he is salaried, but for 50 hours, not 40, whereas as she is currently salaried for only 40 hours. Owings stated if the City Clerk base salary is converted to hourly, a serious adjustment to the budget would need to be made because time-and-a-half would now be required to be paid out. Schreiber said it comes down to whether comp time equals the amount being paid out. Olson asked if the discussion could be brought into the next item on the agenda, as it regards to payroll? Owings agreed and asked if the Council needs to vote to approve the handbook changes? Council agreed. A motion to approve the changes and updates as documented for Pages 7-14 of the Employee Handbook, including Council doing Department Heads reviews, was made by Dave Owings, seconded by Joe Olson. All in favor.  
Motion Carried.

**d. Payroll Market Study Fee from David Drown & Associates – Joe Olson** – Mayor Johnson asked if David Drown should be hired to conduct a Market Study on the current wages for all City employees? And if yes, which cost option of the three offered services does the Council feel is the best? Olson started by saying he asked Affield to reach out and get this information from Mr. Drown, and feels the study that was done for the County was worth the cost. He thinks it is important for the City to know where it stands in regards to employee pay based upon job descriptions. He does not feel the City currently has very detailed job descriptions, and thinks a market study will greatly help with those. Olson gave the example of the new incoming Chief, and how it will help the City to know what the current standard of pay is for a Chief of Police. He said the downside to this type of study is to reveal the City is not paying an employee what they should be, and so costs to the City may be increased as a whole. Owings stated the Chief's current salary budget is comparable to what the City of Fargo's starting pay is for a new officer. He said it bears noting because there is an obvious difference between the duties of a newly hired officer and that of a Police Chief. Owings continued by pointing out a market study of "comparison cities", as is mentioned in Drown's email, does not reflect the fact our City is so close to a metropolitan area whereas similarly sized cities are not. Olson agreed and said this study could be spendy, but the City is merely guessing at what its employees should be paid. He feels the informational benefits of a market study far outweigh the costs in terms of the City being able to know exactly what each employee does, and going forward from there. He added this could help out with the comp time issue as well, and Drown could be asked to include comp pay in the study. Savageau asked if Option 1 could also include the implementation of a pay grid? Owings said it appears a salary plan is already part of Option 1? Olson responded the County already has a pay grid, and so Drown's study for them was easy to include suggestions on pay levels. But since Glyndon does not have a pay grid, Drown would have to let the City know if creating one is included with the cost of Option 1. Savageau asked if Drown would be willing to answer some of Council's questions on the three options before committing? Olson

responded yes, and he just wanted to be able to present this to Council in case it is something which will need to be budgeted for in the future. He thinks a conference call with Drown would be a good first step. Owings stated he would like to see it done prior to January 1<sup>st</sup>, 2020 if it is going to be done at all, rather than waiting and trying to factor it into the budget. He asked Affield if there would be any funds available now to pay for the study? Olson and Savageau both responded it is more of a time issue, than a cost issue. Owings asked if Olson thinks it will take longer than three (3) months to complete? Olson responded it took Drown's company a year and a half to complete the County's study, although he acknowledged the County has five hundred (500) employees compared to only nine (9) here in Glyndon. Savageau feels if the Council is going to go for the full package option, she would like to see the study include re-written job descriptions, a new pay grid, etc. Owings stated for the price, it seems like a deal. Savageau said she was not debating the cost, but rather the timeframe, and stated she does not think the entire study will be complete by the beginning of 2020. Owings agreed, but stated his intention to have the study paid for prior to next year. Savageau said it is likely Drown could invoice the City for the study before January. Olson agreed and said if Drown were to get it done this year and presents the market analysis six months from now, the City could have the funds ready by July 2020 when the budget preparations begin. Savageau restated her interest in knowing if there will be a pay grid included, and if Drown will implement the study's final numbers into the pay grid for the City. She feels it would be better if the City did not have its hands on the pay grid at all, to keep politics out of it. Olson said it would allow for the City to make easier decisions regarding cost-of-living when determining raises. Mayor Johnson said he is concerned with the City not being able to meet the amounts to cover raises. Owings stated the City would already have budgeted for those performance levels, and it will be determined during a review if the employee has reached a particular level. Savageau added when the study comes back, the Council will then have to decide if it can be fully implemented or not. If no, then can the City implement a percentage to get part-way there? Olson said Drown will present a few different fulfillment options to the Council. Some pay grids are based on steps, and others based on years, but all pay grids stop eventually and an employee will hit their maximum. Owings asked if employees are automatically guaranteed their raises, or will those be tied to their performance? Olson and Savageau said the Council would need to ultimately decide, but usually the pay grid is not connected to performance in any way. Savageau noted the City is currently giving all employees the same raise, and it is not based on their performance. If performance was to be tied to the pay grid, the City would then have to say 'yes' or 'no' to a raise in order to not deviate from the grid as problems will arise. Owings asked if the grid is in place, then why do a performance review? Savageau responded it is because if the City needs to let go of an employee, the performance reviews on file are used to substantiate the firing. Same for any issues with an employee, as it is better to have things on file. Olson agreed, and stated a performance review is useful for managers to keep track of employees' growth. Owings asked if the City has a level or cap on the number of incidents an employee may have before termination? Savageau responded no, there is no cap but the City can use its discretion based on the type of incidents occurring. Owings listed off some potential examples where this method could be taken advantage of, and Olson agreed. He stated it would be best if Council were to have Drown provide alternatives to those situations should they arise, or give more direction on what options the City would have regarding terminations. Affield noted there is always a chance a department head or manager may not like a certain employee, and will give them a bad performance review on purpose. She stated having a pay grid levels the field and managers will not be able to interfere in that manner. Council agreed to bring more questions to Drown before making an ultimate decision on the market study.

**e. Ulteig Estimate for Seal Coating in 2020 – Centennial & Part of 9<sup>th</sup> Street SE** – Affield stated this estimate was drawn up by City Engineer Kris Carlson, and would need to be budgeted for if Council approves. Schreiber asked if there were existing funds set aside for seal coating this year? Savageau responded yes, there was approximately sixteen thousand dollars (\$16,000) being carried over from this year into next year's budget. She asked Affield if there were any random road funds from other projects left over? Affield responded any left-over funds were going back into the Parke Avenue project,

but there will also be MnDOT state aid for street maintenance coming back to the City next year. Olson asked if it would be cheaper to have the City Maintenance crew do the coating? Savageau said the City is currently saving more in the end by having the work done every other year by an actual seal coat crew. Affield restated this is just an estimate for the Council to initially review, it will come up again during the budget process.

**f. League of MN Cities Recognition Honoring Representative Paul Marquart** – Affield stated this is just informational only. Mayor Johnson asked if a letter had been prepared? Affield responded a notice had already been written in the newspaper. Olson asked for the Council to send a card with everyone's signatures thanking Marquart for his service.

## **7. Discuss Additions to the Agenda**

➤ **Rental Ordinance Discussion – Kim Savageau** – Savageau stated her and Olson were to begin scheduling meetings to discuss a new Rental Ordinance, but Olson decided he will step down from this committee. Owings will take his place, and future meetings will be scheduled.

➤ **Approve Dismissal of Officer Bryan Praska – Wendy Affield** – Affield stated Cline had visited with HR Attorney Ben Thomas, and it was suggested by Mr. Thomas that Council needs to approve the dismissal of Officer Praska from the Glyndon Police Department. Affield said the dismissal will need to have a motion. Mayor Johnson asked if there should be more discussion on possibly allowing Praska to resign? Affield responded it can be discussed with Thomas down the road, but for now Council is only being asked to approve the dismissal. She stated the City will be working with the Law Enforcement Union in regards to arbitration. A motion to approve the dismissal of Officer Bryan Praska was made by Dave Owings, seconded by Justin Schreiber. All in favor.  
Motion Carried.

➤ **Parke Avenue Traffic Flow – Justin Schreiber** – Schreiber stated he wanted to discuss with Chief Cline having an officer help direct traffic flow on Friday evening after the DGF High School home football game. He stated he thought there are normally two officers on duty at the time on Friday nights. Owings stated he has asked Cline in the past for traffic assistance, and Cline lets it be known if a call comes in to the Police Department, the call will take priority over the traffic monitoring. Affield stated the evening shift is normally from 3:00 pm to 3:00 am, with the day shift ending at 4:00 pm, so only one officer would be on duty. Owings asked if extra officers are on duty due to the upcoming holiday weekend? Olson would like Chief Cline to asked one of his officers to come in on Friday night to help with the traffic leaving after the football game. Owings agreed, and felt maybe bringing in an officer for part-time hours would help, even just one to two hours. Olson feels it is a safety issue, as people do not know where to go because of the construction. Affield suggested Cline might be able to check with the County as the road actually belongs to the County? Schreiber stated the main problem is because there is currently only one entrance/exit on 7<sup>th</sup> Street, and people are going to be trying to use it both ways. Mayor Johnson stated it would be best to give Cline the option of getting an additional officer to help. Owings said the Council needs to direct Cline to put an officer there Friday night in order to get the issue handled. Schreiber offered a solution if Cline is not able to get an additional officer, in having a road block sign set up to direct traffic in the right direction. Olson feels Owings has a better solution, in having Cline take care of it. Owings also noted if the Council does not properly take care of the situation, the school and residents will hold the City accountable should an accident happen. He said the school did put a notice on their Facebook or web page about parents being aware of construction issues prior to the game. Savageau agreed and read out loud the school's notice to parents. Council was in agreement to take the issue to Cline.

## **8. Old Business/Unfinished Business**

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

a. **Mike Cline, Police Chief** – Not Present. Affield read Chief Cline’s letter of updates: “The department is at two thousand, three hundred fifty (2,350) ICRs for the year, with an average of two hundred ninety-four (294) ICRs for the month. On 8/19/19, Officer Bryan Praska was terminated by Glyndon Police Department. The union is currently fighting the process, and is asking either for mediation or arbitration. I have no intention to hire Mr. Praska back, and the packet of Officer Praska’s deficiencies were sent to the union rep, and also to City HR Attorney Ben Thomas. We are currently advertising to fill the empty position.” Olson asked if the position can be filled without the discussions with the union being finalized? He said it could be very likely the union wins their case, and Praska would be given his job back. Affield stated the issue will be left up to City HR Attorney Thomas to handle. Affield continued with Cline’s statement: “There was a meeting held with the City Clerk, the City Attorney, the City Building Inspector, and myself on 8/21/19 at 10:00 am. At the meeting was Sarah Peterson, Darrell Sjothun, and Coreen McCracken from J&J Repairs. During the course of the meeting, we were informed by Sarah not to deal with Darrell because he does not share information with her. During the course of the meeting, Mr. Schroeder informed Ms. Peterson what stipulations will need to be met prior to a building permit being issued. It was decided Ms. Peterson and Ms. McCracken would have a general contractor contact the City by September 4<sup>th</sup>, 2019 to let us know what they would need to do to meet Mr. Schroeder’s conditions.” Affield provided the Council with the list of stipulations for the building permit, then continued with the statement: “I spoke with Mr. Norman today, and it was decided Wendy will call Sarah or Ms. McCracken the first part of next week and try to determine when the general contractor will be coming in. If nothing happens, then a formal hearing would have to be held and attended by the entire Council to declare the property a hazardous site. After that, the timeframe would have to be decided and a decision to move forward in taking action to clean up the site.” Affield said Ms. Peterson and Mr. Sjothun during the meeting wanted the City to sign something stating the City was not allowing them to get a building permit. She informed them, being denied a permit was not true, and as long as they followed the stipulations, they would be allowed to get one. Schreiber noted one of the stipulations is to provide a bond, but he does not see it being on the list? He feels it is important to have it included on the list in order to prevent Peterson and Sjothun coming back at the City for not having it. Owings asked who Ms. McCracken is? Affield responded she is a family friend of Peterson’s, and her husband had recently taken a look at the property. She attended the meeting in order to help Peterson understand what needs to be accomplished, in terms of the property. Owings wanted to clarify Ms. McCracken is not in any way some type of legal counsel? Affield responded no, and Ms. McCracken was told by Schroeder since her and her husband are licensed contractors only in North Dakota, not Minnesota, they would not be allowed to do work on the property. Owings asked if a definite line of communication has been set with Peterson? Affield responded yes, she has been given Peterson’s phone number. Sjothun has made attempts to get information, but he has been told the City will only be working with Peterson as she is the property owner. Olson asked if there is a timeline set? Affield said she was not sure, as she only had Cline’s statement on hand. Schreiber said he felt if a bond is in place, it would set the timeline. Affield agreed and said a bond would state a starting time and end time for repairs. Schreiber asked if Schroeder had an estimate on the cost of repairs? Affield responded Schroeder had estimated around one hundred fifty thousand dollars (\$150,000). The bond would be set for the same amount as what the permit would be.

➤ Mayor Johnson wanted to go back and discuss more about Officer Praska’s termination. Olson said he felt Cline should be involved in the conversation to ask for more details as to why Praska is being let go. Affield stated Cline requested her to hire a new officer. Owings feels Cline has most likely provided enough documentation to support the termination, and is not expecting it to be an issue with the union. Mayor Johnson stated he spoke with Cline also, but he feels it might not be wise to hire a replacement yet. Affield stated she feels the department is short-handed, and needs another officer regardless. Schreiber agreed, and said the City needs to be able to fill the position due to it being a safety issue. Olson stated the Council should be concerned whether Praska is likely to receive his job back, and should wait to hear back from HR Attorney Thomas. Mayor Johnson noted Cline had said he has no



intentions of hiring Praska again. Affield said the Council has the right to terminate any employee, per the Employee Handbook. She said she believes the arbitration process is just standard protocol for the union. Council agreed to wait to hear more information from Thomas or Cline.

**b. Bob Cuchna, Fire Chief** – Not Present.

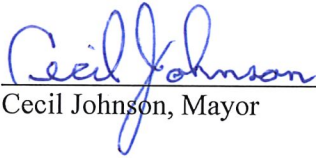
**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Not Present.

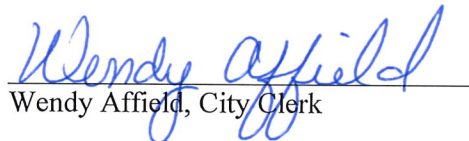
**d. Wendy Affield, City Clerk** – Affield reminded Council that City Hall will be closed on Monday for the Labor Day holiday. She noted she pulled two million (\$2M) from the CD for the County payment for asphalt laying, and she left two million (\$2M) in the CD. As of 8/22/19, the City made twenty-four thousand, seven hundred seventy-seven dollars and thirty-one cents (\$24,777.31) in interest. This amount will be applied towards the levy. Olson asked what the status is for maintenance employee Terry Cummings, will he be coming back to work? Affield responded Workman's Comp had not cleared him for work as of August 16<sup>th</sup>, and she would not hear more until the end of the month. If he is cleared to work, it will be only for part-time status to start with.

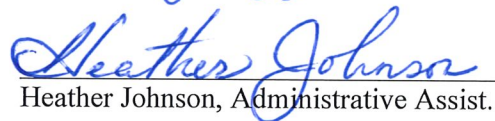
**10. Open Forum** –

**11. Miscellaneous Announcements** –

**12. Adjournment** – A motion was made by Justin Schreiber to adjourn at 8:04 a.m., seconded by Kim 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 28<sup>th</sup>, 2019 Glyndon City Council Minutes