

Glyndon City Council
09/11/2019
7:00 a.m. General Fund Review &
Regular Council Meeting
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 Engineer Kris Carlson; City Clerk Wendy Affield; Administrative Assistant Heather Johnson; City Maintenance Supervisor Scott Lofgren; Police Chief Michael Cline.

As Per Sign in Sheet: William Rettig and Tracy Tollefson

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

- a. **Minutes – 8/28/19 Police/Fire & Rescue Budget Meeting**

- b. **Minutes – 8/28/19 Council Meeting**

- c. **Approve Resolution of Payments** – Affield added a note regarding a five hundred-dollar (\$500) bill from David Drown & Associates for doing our financial consulting services.

- d. **Miscellaneous Items:**

- **Approval for Fire Chief Bob Cuchna to Purchase Both Fire Gear & Hoses that will Run Over the \$1,000 Limit**
- **Approve Five Change Orders for Parke Avenue**

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. **Traffic Safety on Andrews Avenue – Will Rettig** – Rettig addressed the Council by stating he is a resident at 114 Andrews Avenue, on the corner of Andrews Ave and 2nd Street. He stated his neighborhood is right on the edge of the Stockwood Business Addition, and is representing his concerns along with several of his neighbors' concerns. He is asking Council to discuss what is being done, or could be done, to ensure Andrews Avenue does not become the main "back door" for large trucks entering Stockwood. There has been an increase in both truck traffic and speed limits violated. He is asking Council for a way to restrict access or reduce traffic in order to ensure the safety of the residents living in the neighborhood. Mayor Johnson gave an update regarding the noise stemming from the refrigeration trucks, and stated he spoke with one of the owners of the trucking business and will in the future have a face-to-face conversation regarding reducing or eliminating the noise. Mayor Johnson stated he has observed two or three semi-trailers in the lot idling, and so he hopes to clear up the issue when he speaks with the other owner. In regards to Andrews Avenue, Mayor Johnson feels the City needs to look further into having an access which heads east onto Hwy 10. City Engineer Carlson has

been researching options for Stockwood truck access. Mayor Johnson asked Rettig to allow the City more time to finish research on the access, as well as the noise issue. Carlson stated the City has preliminary layouts, and once the construction on Parke Avenue is complete it may be possible to route truck traffic there via 2nd Street. Currently, only Eglon Avenue and Andrews Avenue have pathways westbound on Hwy 10 which is why the large trucks have been using them more. Affield noted MnDOT has been made aware, but are currently not allowing for another access to be added. Rettig stated he is appreciative of the City for looking into the issue. Olson asked when the portion of Parke Ave from Hwy 10 to the tracks will be completed? Carlson stated the crews are expecting to be done by end of next week. In terms of the process with MnDOT, Olson wanted to know if the City had any options going forward? Carlson responded MnDOT has given a final 'no' on adding another access, and once an access has been removed it is almost impossible to get back. Mayor Johnson noted the City has spoken with Senator Kent Eken as well, but has not heard back. Rettig also wished to mention the speeds at which traffic is coming down the road, and whether some enforcement of the speed limit can take place? Mayor Johnson stated Chief Cline can work out an enforcement plan.

b. Discussion Concerning New School Bus Zone on Parke Avenue – Tracy Tollefson –

Tollefson stated she was present on behalf of DGF Schools, and wanted to discuss with the Council upcoming changes to the parking zones on Parke Avenue regarding bus drop-offs. She also noted several staff parking spots have been lost due to construction, as well as special education drop-off now occurring behind the school instead of in front. Parallel parking will be in place once construction is finished, and will affect bus lanes and routes going forward. She stated the School is requesting the City look into placing "No Parking" signs in front of the school, along with "stripe lines" to help streamline bus drop-offs. She suggested the no parking could just be during school hours, not at night or on weekends. This would also be extended to include Partridge Avenue to make it easier for buses to turn and head back to Hwy 10. Cline asked if the buses would be stacked or double-parked during these times? Tollefson responded there is approximately nine hundred (900) feet along Parke Ave to work with, with maybe five or six (5-6) buses at one time pulling in, and she does not foresee any issue with buses overcrowding each other. Cline said he is just concerned about any potential concerns where vehicles may get blocked. Tollefson stated there will be roughly five hundred fifty (550) feet to work with, and Carlson agreed. He recommends the City consider implementing "No Parking" from 8am to 5pm during school hours as this would allow for enough room for both buses and vehicles. Savageau asked how many spots would be available to parents for morning drop-offs? Tollefson responded the section which was previously used by staff for daytime parking would now be available for parents. Carlson offered to have Ulteig put together illustrations of the area to show Council how this section of Parke Ave will look when it is complete. Savageau asked if buses are done with drop-offs before parents start coming in? Tollefson responded the section will be a lot more organized with the finalization of the construction and the drop-off process will definitely run more smoothly. She added the District sees this new process as providing far more safety than before. Affield asked if parents will be notified? Tollefson responded yes. Schreiber asked about the referendum, and if this is included? Tollefson said if the referendum passes, the front of the school will be on the west side, and staff parking stretched around to the back of the building. The intent will be to separate staff, parents, students, and buses as much as possible. Mayor Johnson asked if Tollefson can foresee kids running across the street to get into school? Cline said based upon the current plan, there should be enough room to avoid kids having to cross the road. He continued by saying this new process is going to be a learning curve for all involved until everyone gets used to the flow. Tollefson agreed, and stated the School District is assuring there will be no buses blocking regular flow traffic. Carlson restated he will get some graphics put together to show the striping and how buses will be parked. Cline said his department will make sure to enforce any violations, and will schedule extra officers for the first couple weeks to monitor traffic. Olson asked if the City is needing to provide a timeline for a decision? Carlson wanted to note crews will have striping finished and signage soon, and final paving will be done by next week. Lofgren asked if 'No Parking' will be extended over to Partridge Ave? Affield stated this will be discussed in the next topic.

c. School Requesting No Parking on Partridge Avenue for Bus Route – Tracy Tollefson – Mayor Johnson stated he feels both sides of the street should be marked as “No Parking” to Hwy 10. Savageau stated the City needs to be cautious in how much it starts to block parking because it will simply push those vehicles to other streets, much like it did in Stockwood. She added there are already restrictions in place for snow removal, and so the City will need to make sure every resident along Partridge will have a place to park, be in a driveway or alley. Carlson said an option would be to enforce the same hours as the section on Parke Ave, where no parking would be allowed between 8 am and 5 pm. He said the City could decide to stretch the signs from 7th Street to 4th Street, as those blocks all have alleyways. Savageau stated her concern regarding residents’ complaints, and if they will be forced to park in alleys then the City will need to ensure snow removal is properly done. Olson feels if the buses will be using Partridge as a main route, then for sure there needs to be no parking. Carlson said there would be less issue if the no parking was only between 7th Street and 5th Street. Tollefson agreed, and said the district will be having only three buses move at a time, to ease the congestion. Owings offered the idea of having a “dedicated bus route”? Savageau did not think it would be wise for the City to flip-flop if things have to be changed down the road. She feels tabling the matter until more information/feedback is gathered from Carlson, Lofgren, and Cline would be best. Council agreed to table until the next regular meeting.

d. Employee Policy Handbook Discussion – Pages 15-25 – Savageau & Schreiber – Savageau said the first change is on Page 19, where some terminology was clarified. On Page 20, the sentence regarding cell phone usage was deleted and an entire subsection on Cellphone Use Policy was added. Cline wished to have Council make an exception for his Department on Page 22 which discusses “video or audio recording devices,” as the squad cars all have AV recording capability. Affield asked if wording should be changed to include the exception? Cline stated the policy as worded is too all-inclusive and does not take into account how his department often uses AV equipment. He also noted it is not illegal for someone to record another as long as one party is in agreement. Savageau posed the question of instances involving employees recording other employees, or closed-door sessions and meetings? She felt the City would not want those types of incidents occurring. Cline agreed, but said the policy can be adjusted or re-worded better. Affield stated she will contact HR Attorney Ben Thomas to do more research before the handbook is sent for final review. Savageau went on to explain there are certain sensitive City meetings where recordings should not take place, such as HR employee performance reviews. Cline inquired if such meetings were considered ‘closed’ and if those are recorded for minutes? Savageau and Schreiber both responded no, HR meetings are not recorded. Cline then asked if other special meetings are ever recorded? Affield responded yes, some are recorded but the information is not transcribed into minutes. She explained this section was implemented to prevent someone trying to record another without having permission from senior management. Cline agreed, and stated the City just needs to be cautious when doing the wording of their policy, and may want to narrow the scope. Cline mentioned he was not at the previous Council Meeting, and wished to ask Council for clarification on whether Police Reviews are something the Council can request to see? He stated as of now, all reviews conducted by the Police Department are in fact viewable upon request. Owings noted he had asked Cline about this previously, and thought Cline had said they were not viewable? Cline responded the reviews are viewable, but not background checks, as those contain protected information. Any performance reviews are definitely something the Council can request to see. Cline apologized to Owings and Council if he had previously misconstrued the difference between the two. Olson stated he feels police reviews should go through a formal process once completed, such as being submitted to HR. Cline agreed, and noted as the City grows there may be an actual HR department at City Hall where files can be kept instead of the safe in his office. Cline also updated the Council on his department’s shift rotations, which are currently 5 on, 2 off, with each shift roughly 11 or 12 hours. Savageau said in regards to the previous discussion on the police department’s use of overtime, she wanted to note the conversation was not negative, but was intended to help the Council determine how the next incoming

Police Chief should be paid. Schreiber agreed, and said the discussion needs to revolve around whether to pay more in an hourly wage or provide more comp time to the next Chief. He added the policy needs to differentiate between salary and hourly. Cline stated he will be able to provide the Council with a more detailed job description for the new Chief, and this will help the Council decide on pay. A motion to submit the changes to Pages 15-25 of the Employee Policy Handbook to HR Attorney Thomas for review was made by Kimberly Savageau, seconded by Joe Olson. All in favor.
Motion Carried.

e. General Budget Discussion –

With the exception of the following line items, all other line items either were not adjusted or were moved and/or deleted. Affield began the **General Fund** budget review by discussing the following categories: *Mayor (Salary)*: Added more special meetings to this category, and the amount was raised by three hundred dollars (\$300) to a total of six thousand dollars (\$6,000). *Other (Election Judges/Meals)*: This line item amount went up due to next year's upcoming elections. *Employer Paid Premium Health*: Insurance next year is going up forty-seven dollars (\$47) per employee. *Employer Paid Vision Coverage*: This line was already set from the prior year budget. *Employer Paid Life Insurance*: Was increased by fifteen dollars (\$15) to a total of five hundred fifty-five dollars (\$555). *LOMC Workers Comp Insurance*: This line amount went down due to the Maintenance Department separating their hours into separate categories, which saves the City approximately two thousand dollars (\$2,000). *Repair/Maintenance Supplies*: This line was dropped by one hundred dollars (\$100). *Criminal Legal Fees – Moorhead*: Was lowered by two hundred sixty-five dollars (\$265). *Building Inspector 50% Fee*: Increased by one thousand dollars (\$1,000) due to more permits issued this year, and those expected to be issued next year. *Telephone*: Increased by two hundred dollars (\$200). *Legal Notice Publication*: Decreased by one thousand dollars (\$1,000). *XCEL-Electric/Gas Bill*: This line was increased by three thousand dollars (\$3,000) to compensate for Stockwood Addition lighting. *Red River Coop (Lift Stations)*: Increased by two thousand dollars (\$2,000). Also includes the Xcel lift station. *Repairs/Maintenance Building*: Increased by two thousand dollars (\$2,000) due to the repairs to the Police Department bathrooms and other repairs to the Fire Hall building. *Glyndon Days*: Stayed the same, unless Council wishes to raise or lower it for next year. **Community Center**: All line items stayed the same for 2020. **Stockwood**: *Stockwood Transformer Expense*: Affield noted the City received a check for this, and the money will remain in the account until needed. *Stockwood Special Assessments*: Decreased to eight thousand dollars (\$8,000). Some assessments will still need to be paid as five (5) lots remain unsold. The City is waiting on deciding what to do about a road being installed to hook up to 110th Street. Water and sewer will also need to be installed for these lots. Schreiber asked to clarify, are the lots not sold? Affield stated, currently they are all spoken for, we have a waiting list, but they are not technically sold. Council agreed to table discussion on how best to sell these lots for the next regular meeting. **Garbage & Recycling Fund**: *Refuse/Garbage Disposal*: Increased by one thousand dollars (\$1,000). *Clean Up Week*: Was increased by one thousand two hundred dollars (\$1,200) because we went over budget this year. Affield informed Council any expenses that have to do with recycling is reimbursed to the City from the County, like wages, electricity and Fuchs Sanitation recycling charges. Mayor Johnson noted Fuchs Sanitation is starting curbside recycling in Dilworth this month, and is wondering if the City intends to follow the process? Affield believes Fuchs Sanitation would need to come to Council to present options when they are ready. Owings noted it mainly becomes a budgetary issue at this point. Olson agreed, but stated there would be benefits such as having a smaller recycling center which will provide more storage room for the Maintenance Department. Savageau agreed, and said it could easily be reduced to an outside dumpster with no need for a building at all. She asked if there is a balance in the Garbage Fund for something like this, if the City decides to go ahead with it in 2020? Affield responded yes. Mayor Johnson asked if the cost goes up for residents? Affield answered, she spoke with Fuchs and they are going to evaluate how it goes with Dilworth first, and so it could be a year before the City would find out final costs. **Project Funds – BONDS**: *Centennial Bond TIF Payment*: This line amount has been paid off. David Drown & Associates will help decertify the lots at

the end of the year to get them on the tax roll. *Stockwood 2014A Bond*: Decreased for both Principal and Interest. *Water Looping Project*: Affield stated she spoke with both the City Auditor and the PFA as to how to handle the System Replacement Fund, we need to do with this bond. Carlson explained this fund is to replenish short-term pumps, meters, etc. Minnesota Statutes, Section 446A.072, Subd 12 states fifty cents (\$.50) per one thousand (1,000) gallons of system flow needs to be deposited into a fund for the term of the loan. *2019A Parke Avenue Bond*: Affield stated she input the full amount, but there will be ten thousand five hundred ninety-three dollars (\$10,593) in sewer revenues that will need to be put into a separate fund to go towards the City's portion of the bond payment. **2016A Tax Abatement Note Fund: Capital Outlay (Tax Abatement)**: Decreased. **MnDOT RD Repair Fund: Bridges/Street Repair**: Will be rolled over like in previous years. Affield stated the City will have thirty thousand, nine hundred thirty-nine dollars and fifty cents (\$30,939.50) in MnDOT state aid for repairs. In 2018, five thousand (\$5,000) was used. These funds can be used for seal coating in the Centennial Addition. Mayor Johnson asked about the state of Pleasantview Ave, and if it can be repaired some time this year still? Carlson responded no, probably not as drainage needs to be repaired in the area first.

f. Schedule Budget Meeting for 5:00 pm on Wednesday, September 25th, 2019 – A motion to approve scheduling the next budget meeting for 5:00 pm on Wednesday, September 25th was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.

g. 2020 Tax Levy Discussion – Affield stated the City has the Wheelage Tax to use to keep the levy amount down, almost fifty-five thousand (\$55,000). If you look at the sheets from David Drown concerning all the bonds the City has and what the yearly payments are the first payment coming up for the 2019A Bond will be forty-seven thousand, one hundred thirty-nine dollars (\$47,139). By 2026, the payment will increase to two hundred ninety-one thousand, eight hundred fifty-five dollars (\$291,855), so the City will need to start building this fund in order to keep the Levy amount down in years to come. Savageau asked if any bonds were expected to come off in 2026? Affield responded the Tax Abatement bond would be coming off in 2024, that annual payment has been around twenty-six thousand dollars (\$26,000). Carlson said the TIF was set up to have things come off in order to help offset the cost to the City. Schreiber asked what interest amount has accrued from the CD at the bank? Affield responded the interest has totaled roughly twenty-four thousand dollars (\$24,000) so far. Carlson stated to date the project change orders have only come in at twenty-five hundred dollars (\$2,500) which is great for a big project like this. Schreiber stated, with the City growing, this will help spread the tax base around. Schreiber wants to make sure the levy does not deter individuals from building in Glyndon Affield informed Council she has heard Monsanto/Bayer is planning on adding to their building site. Mayor Johnson stated the Preliminary Tax Levy will need to be finalized by the end of September. Affield stated a preliminary percentage has to be decided on at the next meeting, you can always go down from the preliminary percentage but you cannot increase it.

h. Set Dates for Budget Meetings – Budget meetings were scheduled for the Wednesdays of September 25th at 5:00 pm, October 23rd at 5:00 pm, and November 27th at 5:00 pm. The Truth in Taxation Hearing was already scheduled for Wednesday, December 11th at 6:00 pm. A motion to approve the dates was made by Justin Schreiber, seconded by Dave Owings. All in favor.
Motion Carried.

i. Approve License Application from Dollar general for Retail Sales of Cigarette and Other Tobacco Products – Affield said the City ordinances do not make it specifically clear whether a license is actually required. She said none of the ordinances specify cost, either. The Council will need to decide on a fee, and whether there will be need for a renewal process. Owings felt the ordinance would need to be changed first before any business could be charged a fee. He suggested the application be signed and approved for now, and the ordinance be amended to include a fee for next year going forward.

Cline suggested the Council do research on what other cities charge for licensing fees, and set a target date for January 1st, 2020. Affield stated she would let the Dollar General know for now there is no fee. A motion to approve the Cigarette & Tobacco Products Retail Sales License Application for Dollar General was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

7. Discuss Additions to the Agenda



8. Old Business/Unfinished Business

a. Payroll Market Study Fee from David Drown & Associates – Joe Olson – Olson stated he received an email back from David Drown regarding the pay grid market study, and was informed it could be completed within a month to two-month timeframe. Drown would be able to provide a detailed grid with all employees factored in, which would tell the City where it is in terms of employee pay and the overall market. Olson stated he is in favor of the Council approving the study, as it will also clean up job descriptions as well. Owings asked if the funds for the study would come out this year? Affield responded yes. Olson wondered if the study is completed by the end of this year, would Council have time to budget salary changes for 2020? Owings responded salary changes would need to wait until 2021. The go-ahead for Drown to complete the market study was agreed upon by Council. A motion to approve the Payroll Market Study and Fee was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.

b. Update on Concerns from August 28th Council Meeting – Mayor Johnson and Wendy Affield - Affield began by updating the Council regarding the complaint brought forth by resident Louis Kuhry regarding the lighting nuisance. She spoke with City Attorney Ken Norman and also the LOMC, and was given a couple of samples of nuisance ordinances from other cities. After talking with Mr. Norman, the building which is causing the light nuisance is grandfathered in, and cannot be made to change their lights by the City. The issue will now have to be resolved between the building owners. Owings feels the appropriate action now would be for Council to send an official letter to the respective parties letting them know the City will not intervene. Olson asked about the truck noise issue which had been brought up? Mayor Johnson responded he has visited with one of the new owners. Lofgren asked what will happen when Fuchs Sanitation move to the location they purchased and need to start their trucks early in the morning. Olson said he is not sure what can be done, considering the area is considered part of an industrial park. Mayor Johnson said he will talk with the trucking company to see if they will have their trucks warm up at their Moorhead location instead.

9. Department Reports / Committee Reports

a. Mike Cline, Police Chief – The department is currently at two thousand, five hundred twenty-five (2,525) ICR's for the year, or approximately three hundred (300) calls for service per month. Combined department training with the City of Hawley is coming up for tactics and range. Cline said he spoke with HR Attorney Ben Thomas regarding the dismissal of Officer Praska. Thomas requested Council to concur that they will go forward with mediation, and to go on record with the decision in order to move forward with arbitration. The union representative has sent Thomas a letter stating they request mediation and the Council has twenty-one (21) days according to contract to make a decision. A motion to approve the recommendation by HR Attorney Ben Thomas not to move forward with mediation, and go with arbitration instead, was made by Joe Olson, seconded by Dave Owings. All in favor.
Motion Carried.

Cline continued by stating he has received ten (10) applications for the Full-time Officer position, and will be setting up interviews next week. He added this new hire will be aware of the arbitration process and would end up part-time if things change with Mr. Praska's situation.

b. Bob Cuchna, Fire Chief – Not Present.

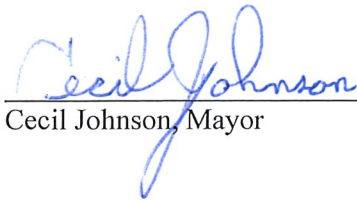
c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren stated the City alleyways are in disrepair, and the process of filling them up with gravel is not doing a proper job. In order to be fixed properly, they need to be maintained with correct drainage and currently his department does not have the right equipment or enough manpower in order to do the job. If drain tile needs to be placed, then sub-cuts and fabric need laying, all of which will make for an expensive project. There are heavy work trucks driving on the alleys, like the garbage trucks, and the weight is taking its toll. He stated if the City is willing to budget the funds for proper repair, then the alleys can be addressed the way they should. Affield asked, could we request Fuchs Sanitation take alternate routes other than the alleys? Lofgren responded those trucks need to get at the dumpsters around town. Olson said he wants to see a plan set in place for maintenance, and an estimate done on pricing options. Then the Council can do further research into resolving the issue. Owings asked if alley repair can be special assessed? Carlson responded yes; it is considered a local improvement. Savageau asked if potholes can be fixed with a load of gravel? She feels it should not be up to individual homeowners to fix them. Lofgren responded yes, but the fix only lasts a short time. He stated his department has already placed gravel in all the potholes this summer, but after a day the holes start to reappear. Carlson added several factors can affect how a pothole stays full, but with all the rain this summer it has been next to impossible to keep the holes filled. Lofgren restated if his department had the proper equipment, like a maintainer, they could work on alleys on a daily basis. Olson asked if Randall's Excavating had a maintainer? And if so, what would a maintenance contract through them cost? Lofgren responded; Randall's Excavating does not own a maintainer. Carlson offered to discuss this with Hough Const. and see what their prices might be. Savageau stated it would be wise to note some alleys need more maintenance than others. Some are only accessed by residential property owners, and some are accessed by commercial property owners. Mayor Johnson asked for Carlson to reach out to Hough, and table the issue until an estimate is available. Lofgren also wanted to address part of the problem is lack of manpower, he feels if his department had one more full-time person then things like alley repair and snow removal would be done quicker. He also said with the addition of a ten-foot (10') bike path on Parke Ave, this will increase the snow removal by about two (2) extra miles. Lofgren would like the Council to consider adding an additional person for maintenance. Lofgren informed Council Mr. Cummings is back to working four (4) hours a day until he is released by his doctor to work more. Savageau asked if Lofgren had completed any plans for the park in Southview? Lofgren responded no, and will be working on it this winter.

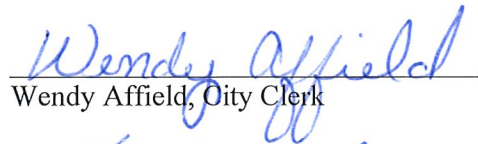
d. Wendy Affield, City Clerk – Affield stated to Council the new website for the City will be finished soon, hopefully by the end of next week. Some changes and updates were made, including the addition of an interactive calendar on the home screen. Johnson stated there is a test link available if Council wanted to review the website before it is finished.

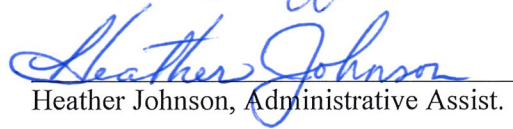
10. Open Forum – Owings wanted it to be known to Council he wishes to be more informed of any changes or updates regarding things happening in the City. He stated sometimes he feels "blindsided" when asked about certain new projects he has not been previously made aware of. Council took note of this request, and Affield stated she is not comfortable giving out information unless she has seen a plan.

11. Miscellaneous Announcements –

12. Adjournment – A motion was made by Justin Schreiber to adjourn at 9:04 a.m., seconded by Kimberly Savageau. All in favor.
Motion Carried.


Cecil Johnson, Mayor


Wendy Affield, City Clerk


Heather Johnson, Administrative Assist.

September 11th, 2019 Glyndon City General Fund Review & Council Minutes