

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, Joe Olson, Kimberly Savageau; City Clerk Wendy Affield; City Maintenance Supervisor Scott Lofgren; Police Chief Michael Cline and City Engineer Kris Carlson

Absent: Council Member Justin Schreiber.

As Per Sign in Sheet: Corey and Rachel Trick; Tracy Tollefson (DGF Community Education & Outreach); Bryan Thygeson (DGF Superintendent); Ron Fick and Sara Joelson.

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

- a. **Minutes – 9/11/19 Council Meeting**

- b. **Approve Resolution of Payments**

- c. **Miscellaneous Items:**

- **Expense Sheet Item for \$60.02 to Officer Ryan Schock – Mayor Johnson**

4. **Additions to Agenda**
 - **Police Chief Michael Cline Request of Closed-Door Session – Employee Issue**

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

6. **New Business**

- a. **Accept Application for Full-Time Police Officer Position – Zachary Gruver** – A motion to approve the application of Zachary Gruver for the Full-Time Officer Position was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.

- b. **Approve Job Description for Police Chief Position – Decide on a Wage Range – Chief Cline** – Cline stated the job description has been sent out to Council, the description came from Alexandria and was updated by himself to more accurately reflect the needs of the position today. He stated Council needs to approve the final edit of the job description. Olson said this version will help save cost when it comes to the market study currently being done. Savageau noted the first paragraph of the description will need to be updated to note Glyndon is not a Charter City, but rather a Statutory City. Affield stated she will make the necessary change. Olson asked Cline if any portion of the final edit needs to be reviewed by the City HR Attorney? Cline responded he did not think so, as this job description is pretty standard. He did make a change to the minimum education experience required,

from a 4-year Degree to a 2-year Degree, as many older officers did not attend a 4-year school. A motion to approve the final edit of the Glyndon Police Chief Job Description was made by Kimberly Savageau (to include the minor correction), seconded by Joe Olson. All in favor.
Motion Carried.

➤ Affield asked Council if they wished to set a wage range for the new Police Chief position? Savageau stated she felt Council should note their intention to wait until the market study is completed by David Drown Associates. Mayor Johnson said he somewhat agrees, but the Council also needs to decide on the preliminary budget at tonight's meeting. Cline stated he included the overlap into his budget already, but said Council will have to decide on the final salary amount. Both Savageau and Olson felt it would be better to wait until the market study is finished in order to avoid any discrepancies which might arise if they decide on a salary too soon. Savageau also noted the City could possibly lose out on some better qualified applicants if the salary is set too low. Olson stated he is worried about the City running out of time to set a salary before the market study is complete. He asked Cline if there has been any leeway included in his departmental budget? Cline said there can be some time expended because the interview process is usually quite lengthy. Affield said she can reach out to David Drown regarding the situation, and ask if he can provide the City a ballpark figure for salary. Council agreed to wait until more information comes back from David Drown.

c. Resolution 2019-12: A Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment – Decide on Number of Years and Interest Rate – Carlson informed Council when David Drown ran the numbers, everything was projected on a fifteen (15) year term with a four and a half (4 ½) percentage for interest. He recommends the City go with the initial recommendation regarding the assessments. A motion to approve Resolution 2019-12 was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.

d. Resolution 2019-13: A Resolution for Hearing on Proposed Assessment – Decide on Public Hearing Date – Carlson stated assessment requests need to be to the County typically by November 15th, and he recommends the Council discuss this during a Special Meeting. The resolution will need to be passed at a regular Council Meeting to approve and adopt the assessments. Savageau stated due to the high dollar amount which residents will be responsible for; she feels the discussion warrants its own Special Meeting. Owings agreed, and said the meeting should be on a day where the school does not have any evening items or functions planned. Council decided to have a Public Hearing at the Community Center on Tuesday, October 22nd, 2019 at 6:00 p.m. Olson asked if preliminary numbers were available from the last meeting? Carlson said his numbers are based on the bid, but we are tracking under at this point. If the final numbers come in significantly less, then another hearing can be held to recertify the specials. Carlson said he will prepare the letters and have them ready for Wendy on Monday. A motion to approve Resolution 2019-13 was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

e. Set 2020 Preliminary Tax Levy Percentage – Owings stated he would not go above four percent (4%). Affield said the City's main concern will be the bond payments in the upcoming years. She said the City needs to start setting funds aside because the tax levy payment in 2026 will be approximately two hundred ninety-one thousand dollars (\$291,000), and one hundred twenty-four thousand (\$124,000) in 2025. The recommendation by David Drown was to not set the percentage too low, in order to avoid a double-digit figure down the road. Affield reminded Council of the three (3) new businesses and one (1) new home built which will help ease the burden of the levy. Savageau said these new buildings will be behind one year in terms of what they will pay, since their portion of taxes will already be set from January 2019. Olson stated he does not want to set a high levy percentage either, but feels the City may have to in order to cover the upcoming bond payments. Mayor Johnson said he does

not wish to see any double-digit numbers either, and therefore he would like to set the percentage at six and a half (6.5) percent. Savageau agreed, and said there are other factors at play, such as not having to hire another new officer every six (6) months due to inadequate pay. She would like to see more continuity, and said she too would set her percentage number at six and a half (6.5) percent. She feels there is some uncertainty with the market study, and once it is complete the percentage may be able to be lowered. Olson stated his initial percentage number would be seven (7) percent, as he knows it can come down. He is mainly concerned about the cost of repairing the City's roads this fall as well as other projects which the City would be twenty (20) percent responsible for. Olson wants to wait to see the results of the market study and go over the Capital Improvement plan with Carlson first, and said he could agree at six and a half percent (6.5%) levy. Affield said the Council might want to consider deciding on either six (6) or seven (7). Mayor Johnson said he was comfortable with seven percent (7%), and Olson and Savageau agreed as more information from the market study will be available to Council by December. Owings says he disagrees with a higher percentage number, and cautions about the negative feedback when residents receive their levy letter. Affield agreed, but said eventually the Council would then have to vote on a double-digit levy. Mayor Johnson feels after the market study is complete, the Council will be better informed. A motion to set the Preliminary Tax Levy Percentage at seven percent (7%) was made by Joe Olson, seconded by Kimberly Savageau. All in favor, Mayor Johnson, Joe Olson and Kimberly Savageau. All opposed, Dave Owings.
Motion Carried.

7. Discuss Additions to the Agenda



8. Old Business/Unfinished Business

a. School Requesting No Parking on Partridge Avenue for Bus Route – Tracy Tollefson –
Tollefson said she has been working with both Carlson and Sellin Bros. to cover the school's options regarding the bus route on Parke and Partridge Avenues. The school is requesting the City support the moving of the bus drop-off location to the east side of Parke Ave. They are also requesting No Parking signage for both sides of Parke Ave. from the railroad tracks to 7th Street, for the timeframe of 7:00 a.m. until 4:00 p.m. She feels this will allow for a lot more safety for all involved. Mayor Johnson asked how the we get together and educate the public about this? Tollefson said the district uses many methods for communicating with parents and staff, including messenger alerts, mailers, and newsletters. She said the school is definitely willing to do their part on spreading information out to parents, and feels there will be minimal effect to residents. Olson asked Lofgren if there had been research done regarding Partridge Ave residents being able to park in their alleyways? Lofgren responded yes, he double checked and from 7th Street down to 10th Street, those residents all have alley access and/or driveways in the back. Olson noted there is not much room on the street for two-car driving as it is, and asked Lofgren his opinion on having no parking allowed at all times? Lofgren responded he would prefer to put up signage saying No Parking at all. Mayor Johnson agreed, and said it is almost impossible for two larger vehicles to pass each other on Partridge Ave. Carlson also wanted to point out the window for the 'No Parking' is still reasonably small, since it would be enforced only during school hours. He said residents will be able to parallel park in overflow situations and it does not change any of the striping plans on Parke Avenue. Carlson also said the City can place bags over the signs for times or situations when they are not needed. Savageau asked if there are signs which specifically state 'No Parking on School Days'? Carlson responded he is not sure, but said custom signs can certainly be made. Mayor Johnson asked if the handicap bus will be able to back up to Door #1? Tollefson responded no, as it will now be loading/unloading behind the school. Owings asked if the bus route will change if the school's referendum passes? Tollefson responded, bus routes as they are in the conceptual plan, are tentative and subject to change. Superintendent Thygeson also added if the project is approved, everything on the east side of Parke Ave. will be completely changed. Mayor Johnson asked if all buses coming from the south will be rerouted on

4th Street so they end up facing southward on Parke? Thygeson responded yes, as the goal is to have children not have to cross the street to get to the school. Savageau repeated her request to have the signs clarified by stating “No Parking on School Days”, as it can be tough during the holidays when residents would like to have guests at their homes. Carlson said he will get some signage options put together so Council can choose the best one. Olson said he would prefer to see the signs be absolutely clear in order to avoid any discrepancies. Affield asked for clarification on the particular street placement? Olson said the signage should start from 7th Street and go up until 4th Street. Savageau asked if Council was in agreement to have complete no parking on that stretch, or if it was to be no parking on school days? Olson responded he feels it should be 24-hour ‘no parking’ because Partridge Avenue is such a narrow road to begin with, and summer activities can cause parking problems as well. Tollefson said the school would prefer to see a sign only including the school-time hours, since many softball parents will use Partridge for parking because 7th Street is not an option. Savageau said she is not comfortable issuing 24-hour no parking, and said many homes along the street do not have double driveways and would have nowhere for guests to park. Cline agreed, and noted he has been asked about the parking situation by residents in the past, looking for exceptions for their guests for graduation parties, birthdays, etc. Olson said he would agree to the “school hours only” signage, but would want to see those hours enforced. He does not want to see cars abusing the hours, and parking overnight. Affield asked for clarification, because there are already signs up which say “No Parking November 1st through May 1st”. She said if another sign is added it will only confuse people. Olson suggested the signs could be changed to reflect the entire school year by saying “No Parking September 1st through June 1st” which would include snow removal months and leave summers open for parking. Council agreed to put the discussion on hold until more signage options can be presented by Carlson. Mayor Johnson asked if an electrical flashing speed limit sign should be placed by the school? Both Olson and Cline responded the City already has one. Carlson also stated an additional flashing speed sign will be placed on Parke Avenue by 12th Street once construction is complete.

➤ Thygeson wanted to speak briefly about the DGF school referendum and show to the Council the first major mailing to go out before residents receive their copies. Within the mailer, the school wanted to make clear the project goals, which are mainly safety and security of the students. Thygeson stated the “tax calculator” for residents is up and running now, and the information is available immediately. The mailer also includes the brand-new drawings, after many drafts and compiling the feedback from residents, parents, and committee members. He said the school district’s focus has been on refurbishing current space rather than adding on, as this works better in regards to school financing and receiving state grants. Thygeson stated he wanted the line of communication between the school and the City to be clear in terms of tax levies. He said they will be having boards up in Felton and in Dilworth at upcoming sports events in order to reach more residents. Council thanked Tollefson and Thygeson for the information and for coming in.

9. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Cline said the department is sitting at two thousand, seven hundred (2,700) ICR’s for the year, averaging three hundred (300) calls for service for the month. He taught a tactics class last week with the Hawley Police Department, and will be on the range this Friday for annual qualification. Cline gave Affield some information about the Police Department to put on the new website, and have issued two (2) citations to people who have attempted to drive beyond the construction barriers on Parke Avenue.

b. Bob Cuchna, Fire Chief – Not Present.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren said his department has repaired most items for the fall but still have three (3) fire hydrants to look at before freeze up. Two loads of Class 5 gravel have been brought in for each alley, with the exception of the alley in front of the shop. Some repair work has been done with the skid steer, but the bulk of the maintaining will be blade work done by Hough. He agrees with Savageau on having the alleys built up with Class 5 each year in order to

improve the drainage problems. He suggested installing drain tile in one (1) alley per year, or perhaps use the area in front of the shop as a test area for drain tiling. Savageau asked if this recent load of Class 5 was the first time it has been used on the alleys this summer? Lofgren responded no, but this most recent haul was larger than usual because he decided to use two (2) semi-truck loads of gravel per alley instead of just one (1). Mayor Johnson asked Carlson if he had any information to add regarding street maintenance? Carlson stated crews were going to be pulling barricades from Highway 10, and Parke Ave will then be clear through 3rd Street. Olson asked if the Parke Ave project is still on target, or behind at this point? Carlson responded because of the recent rainfall, some of the smaller side projects are behind, but the mainline piping should be done by the end of this week. Olson asked if there is a target end-date for the construction? Carlson said crews have stated their target completion date is November 15th, but he feels the large majority of the project will be finalized by the end of October, weather permitting. He said construction has now been moved beyond 9th Street, which is a huge hurdle because this means only two (2) blocks remain. Olson asked if there is still a large amount of contingency funds remaining? Carlson responded yes, as so far only two thousand, five hundred dollars (\$2,500) has been used for small repairs. Olson then asked if there ends up being quite a bit of contingency money left over, can those funds be used by the City to offset the special assessments? Carlson said yes, the City then could decide to recertify the assessments but the funds technically stay attached to the project. Olson said the Council had previously discussed waiting until the Parke Ave project was complete before taking a look at the seal coating needs of all the City's streets. Lofgren feels Pleasantville and 2nd need to be looked at. Affield asked about a section on 5th Street which appears to have had some sidewalk completely removed? Carlson said yes, a small section was removed. Savageau asked how often should roads have seal coat maintenance done? Carlson responded streets should typically receive seal coating every five (5) years, and engineers will set up "quadrants" in order to effectively cover all roads. Currently he said the City should be good for another year or two. Lofgren noted next year's seal coating work will cover the Centennial neighborhood and also 9th Street. Carlson said it is likely the County might decide to do 7th Street to the east as well, simply because it took the brunt of large machinery traffic during the Parke Ave construction.

d. Wendy Affield, City Clerk – Affield stated she sent an email about a request asking if the City would include a job posting for DGF Schools? She said it is up to Council to decide if job postings are something the City should be involve with, whether it be posted on the official website, Facebook page, or monthly newsletter. Olson said he was fine with whatever Affield decides. She also said the school has offered cleaning services for the Community Center as part of a National Honor Society Club volunteer project. The new City website is complete and up and running, and she encourages Council to take a look and see if there are any errors or things they would like to see added or changed. Affield also asked Council if they would like part-time employees' job descriptions included as part of the market study? Olson asked how much extra would be charged for including them? She said if all positions are included, it would mean any part-time employees in every department. With the Council added in, it would push the market study cost over what was budgeted. If everyone is included, the cost for eleven to twenty (11-20) employees jumps up from eight thousand, one hundred dollars (\$8,100) to fifteen thousand, two hundred fifty dollars (\$15,250). Savageau feels for the amount of money it would cost to include all employees, it would be better to spend it on the actual employees instead of the market study. She said each department head should be more than capable of knowing what to pay their part-time employees.

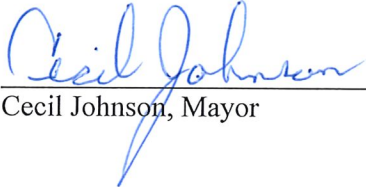
10. Open Forum –

11. Miscellaneous Announcements –

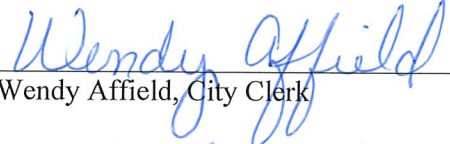
****At this time (7:24 p.m.), Council initiated a closed-door session with Police Chief Cline** - A motion to close the meeting was made by Kimberly Savageau, seconded by Dave Owings. All in favor. Motion Carried.**

****Regular Council Meeting Reopened at 7:50 p.m.**** - A motion to reopen the regular council meeting was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.


12. Adjournment – A motion was made by Joe Olson to adjourn at 7:50 p.m., seconded by Dave Owings. All in favor.
Motion Carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assist.

September 25th, 2019 Glyndon City Council Meeting Minutes