

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 a.m.
2. **Roll Call:** Council Members Present: Justin Schreiber, Joe Olson, Kimberly Savageau; City Clerk Wendy Affield; City Maintenance Supervisor Scott Lofgren; Administrative Assistant Heather Johnson; Fire Department Representative Jacob Cuchna.

**Absent:** Council Member Dave Owings

**As Per Sign in Sheet:** Peggie Chisholm and Cindy Hendrickson (REACH); Tonia King; Tracy Tollefson (DGF Schools); Kelly Richards; Maddy Ohren and Breahna McCollum

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

- a. **Minutes – 9/25/19 Budget Meeting**
- b. **Minutes – 9/25/19 Council Meeting**
- c. **Approve Resolution of Payments**
- d. **Miscellaneous Items:**
  - **Purchase of City Hall Blinds from Budget Blinds of Detroit Lakes - \$2,055.90**
  - **Purchase of Police Department Blinds from Budget Blinds of Detroit Lakes – Less than \$1,000**

4. **Additions to Agenda**
  - **Temporary Removal of Job Posting Ad for Police Chief – Kimberly Savageau**

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

6. **New Business**

- a. **Expansion of the REACH Program in Glyndon – Cindy Hendriksen** – Hendriksen began by introducing REACH director Peggie Chisholm. Chisholm stated to Council the REACH program has been available for roughly thirty (30) years, originally located in Hawley, and the acronym stands for “rural enrichment and counseling headquarters.” REACH operates a food pantry, a backpack program in six schools, counseling services, and a thrift store. She said the program is looking to expand its services into Glyndon, as transportation to their location is a major issue for many participants. Chisholm stated REACH has been in contact with Pastor Kayla Billings through Glyndon Lutheran Church. The church previously operated a food pantry but it was not certified through the Great Plains Food Bank. She said the church’s pantry at the time did not provide dairy products, meats, or fresh produce, which are items REACH can provide with their food pantry services. REACH and Glyndon Lutheran Church came to an agreement to start a new certified pantry, which began operations on September 10<sup>th</sup>, 2019. Certification

was granted by Great Plains Food Bank after their inspection passed. Chisholm said the pantry is currently open on Tuesdays from 9:00 am until 4:00 pm. She explained the pantry is set up as a “client choice” model, meaning people can actually shop for their items like they would at any grocery store. This provides recipients with a feeling of empowerment and not feel like they are receiving handouts. She requested Council look into possible location options for their new site, which they would like to include a separate thrift store as part of the operation. Hendriksen said it was her desire to bring REACH into other areas because they currently service Glyndon, Felton, Barnesville, Lake Park, Hawley, Twin Valley, Ada, Gary, and Norman County (East/West). She stated the program currently operated at Glyndon Lutheran Church serves over thirty (30) families per month. Roughly fifteen to twenty (15-20) holiday baskets were made, and the school backpack program provided almost seventy (70) backpacks for Glyndon students alone, which is the highest number so far. Hendriksen and Chisholm said they are not asking Council for funding, but rather a permanent location in Glyndon, hopefully somewhere on Hwy 10. Senior services, is a program they are doing to help seniors stay in their homes by giving them the ability to catch themselves when they start to fall. It helps them will maintaining their balance. Mayor Johnson asked approximately what size building they would be needing? Hendriksen said they are hoping to have enough space to include a thrift shop, the food pantry, and small office spaces for employees, which can be used for the counseling services also. Chisholm said ideally a location next to the Dollar General on Hwy 10 would be great. Olson asked if the current REACH operation in Hawley is self-sustaining in terms of funding? Chisholm responded yes, the program recently did an overhaul in terms of how items are presented to recipients, and saw a four hundred seventy-five percent (475%) increase in revenue. This in turn is what has allowed REACH to expand its Senior Programming. She said REACH operates entirely on donations, as they receive no state or federal help. They would like to operate out of a building roughly the same size as the Community Center. Mayor Johnson stated they should reach out to developer Jim Sullivan, who worked with Dollar General to build in Glyndon. Sullivan owns other property along Highway 10 that may work out for REACH. Olson agreed, and stated the City could also contact Sullivan on their behalf. He also asked what is needed to raise the funds? Hendriksen said she is currently planning a city-wide rummage sale in order to help raise money, and was hoping it could become an ongoing event. Mayor Johnson stated he would reach out to Sullivan today and get back in touch with Chisholm and Hendriksen.

**b. Approve Resolution 2019-14 – A Resolution for No Parking on Partridge Avenue from 4<sup>th</sup> Street to 7<sup>th</sup> Street from September 1<sup>st</sup> to June 1<sup>st</sup>** – Mayor Johnson asked when the signs are expected to be installed? Lofgren responded he believes the timeframe should be no longer than two (2) weeks. Mayor Johnson asked if the signs state what times of the year no parking will be enforced? Lofgren said the no parking will start September 1<sup>st</sup> and go through June 1<sup>st</sup>. Three months out of the year parking will be allowed. The hours will be 24/7, meaning no parking will be allowed during the time stated on the signs. Schreiber asked how the enforcement will work during school events? Lofgren feels there will not be anyone parking that far away for a school event. Tollefson stated there is now some added parking behind the school, so she does not foresee an issue. Mayor Johnson asked about parking for summer recreational programs? Tollefson said they will be able to park over at the softball field since it will be open over the summer months. Lofgren also noted come November 1<sup>st</sup>, the enforcement will take place for both sides of the road, as currently the east side remains open for parking. He asked if the new school bus signs would be up next week? Tollefson said yes, and she had confirmed it with the project manager from Sellin Bros. Mayor Johnson said the City should make sure this is well-published to the residents in advance. Tollefson agreed, and said the school would do their due diligence and send out notifications to parents. Johnson stated City Hall can put out notices on the City’s Facebook page, website, and through email alerts. Lofgren also noted some kids may need reminding by school staff to use the crosswalks, instead of jaywalking at other portions of the street. Tollefson said the school can include a reminder in their communications to students. Savageau said the school does have a patrol which monitors Parke Avenue at the end of the school day, and these staff members ensure students cross safely. Mayor Johnson asked if this patrol is out every day? Tollefson responded yes, and it would be

news to her if she were told otherwise. A motion to approve Resolution 2019-14 regarding No Parking on Partridge Avenue from 4<sup>th</sup> Street to 7<sup>th</sup> Street from September 1<sup>st</sup> to June 1<sup>st</sup> was made by Joe Olson, seconded by Kimberly Savageau. All in favor.

Motion Carried.

**c. Assessment Worksheets for the City of Glyndon's Property Improvements on Parke Avenue - \$50,775.55** – Mayor Johnson stated this assessment is informational only, and asked if there will be an official hearing for discussion? Affield responded the hearing date has been set for Tuesday, October 22<sup>nd</sup> at 6:00 p.m. at the Glyndon Community Center. Schreiber said there is a DGF playoff football game scheduled on the same night. Affield responded the notice of hearing letters have already been sent out, and cannot be rescheduled at this point.

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

**a. Temporary Removal of Job Posting for Police Chief – Kimberly Savageau** - Savageau stated the posting was previously discussed at the last meeting, and she is aware the ad has already been posted. However, she is concerned about publishing the posting before Council has officially decided on what the salary will be. She explained if the City does not advertise the proper salary, it could directly affect the type of qualified candidates who will apply or may not apply if the wage is set too low. Schreiber said maybe the posting could include a range? Savageau responded yes, but the Council was also waiting on the results of the market study. Affield stated she received an email from a representative from David Drown & Associates who will be doing the study, she stated an average range of nearby cities' pay was figured to be between twenty-eight dollars, fifty-eight cents per hour (\$28.58/hr) up to thirty-four dollars per hour (\$34.00/hr). Mayor Johnson agreed with Schreiber, in having a range set in the posting. Affield stated she can pull the ad if needed until further notice. Savageau said she and Schreiber had also discussed comp time, and how it currently is paid out separately but perhaps the City needs to look at having comp included in the salary. Mayor Johnson agreed, and Savageau continued by saying a Police Chief should already know extra hours are going to happen based upon the nature of the job. Schreiber stated he would be in favor of setting a higher salary instead of paying separately for comp time, and the hours be based on a forty-to-fifty (40-50) hour week. Both he and Savageau agreed some weeks a Chief may work less hours, and some might be more, but an overall higher salary would cover the average. Affield asked Council if she should remove the posting and resume salary discussion at the next meeting? Savageau responded yes, as a higher salary might attract a better, more qualified field of applicants. Savageau asked if full-Council interviews would be conducted for this position? Mayor Johnson said he thought it should be, but asked if the previous Chief was hired by a full Council? Schreiber responded no; it was not full Council for the previous Chief's interview process. Affield informed Council Chief Cline mentioned having himself, one person from the HR Committee, one person from the Police Department Committee and herself (asking questions) participate in the interviewing process. Affield restated she feels Council should pull the posting for now, and revisit the salary issue at the next meeting. Schreiber asked if any applications had come in yet? Affield said no, as the ad was just posted today. He stated he thinks the job posting should be pulled and Council decide on a pay range. Mayor Johnson said if the Council takes its time on the matter, they have a better chance of doing it right. Council agreed to pull the job posting until the salary range could be decided on at the next regular meeting.

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

**a. Approve Benchmark Communities for Market Study** – Affield said Council needed to make a decision on which surrounding cities to include or remove from the list of "benchmark communities" for the market study. The final list will be submitted to Tessia Melvin, DDA Management Consultant, for pay range comparison. Olson stated he is glad to see Dilworth on the list, as Glyndon

competes with Dilworth in many areas, such as job openings. Savageau said she was not sure a community like Karlstad, MN should be included, due to their closest metro area being over an hour away. Schreiber agreed, and mentioned Hallock and Greenbush have the same issue. Mayor Johnson and Olson said the study should look at including more cities along Hwy 10. Schreiber suggested Wadena or even Perham. Savageau said including cities with larger populations closer to Glyndon's would make better sense. Council decided the following Minnesota communities were to be removed from the final list: Greenbush, Hallock, Karlstad, and Warren. Along with directing the market study to look at other Hwy 10 communities, Council added the following communities: Perham and Breckenridge. A motion to approve the Benchmark Communities Final List, to include the changes, was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.  
Motion Carried.

## 9. Department Reports / Committee Reports

a. **Mike Cline, Police Chief** – Not Present.

b. **Bob Cuchna, Fire Chief** – \*In place of Fire Chief Bob Cuchna, volunteer firefighter Jacob Cuchna was present\* - Cuchna asked the Council if they knew the number one cause of death for fire fighters and fire rescue personnel? Olson responded he thought it might be lung disease? Cuchna said the number one cause of death is actually cancer, studies are showing that cancer is related to the new plastics within furniture. He stated he was present at the meeting today to discuss the Fire Department's need for a new specialty washing machine called an extractor, and explained this type of washing machine is designed specifically for removing the cancer-causing agents found within protective gear when exposed to burning plastics. Cuchna said the department will be receiving a seven thousand, five hundred-dollar (\$7,500) grant by the MN DNR to pay for half the cost of the machine. He said the department is looking for Council's approval to pay for the remainder, as well as direction to which account to use. Affield stated she had already spoken to the Fire Chief about the purchase, and confirmed there are enough funds to cover the remaining purchase amount. Olson asked if the department has the proper amount of water hookups for the machine? Cuchna said this would be another factor for the Council to consider, as new electrical and plumbing work is needed, along with a larger drain. He explained the current drain under the fire trucks is not adequate for the amount of water produced by this new washing machine. Olson asked what the current washing process is for their uniforms? Cuchna said they use a regular high-capacity washing machine along with special chemical soap, but the machine simply does not have the rpm cycle to expunge the cancer-causing agents out of their uniforms/gear. Mayor Johnson asked if the other main issue is having the proper electric and plumbing to operate the machine? Cuchna responded yes. Lofgren said there is already an electrical panel in the building, and would not be much of an issue to add on this machine. Mayor Johnson asked how big the machine is? Cuchna said it is typical size of other high-capacity industrial washing machines, but spins at a much faster rate. Lofgren asked if the department would be getting rid of their current machine? Cuchna said no, as they would continue to use it for their other washables, such as towels and linens. A motion to approve the remaining funding for a new high-powered washing machine was made by Kimberly Savageau, seconded by Joe Olson. All in favor.  
Motion Carried.

c. **Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren presented Council with an information packet regarding a new grader-maintainer. Lofgren said his crew has been using a loaner from Bert's Truck Equipment this week, and feels this machine could be an answer to the City's issues with alley maintenance. He said two (2) loads of gravel were placed in each alley with this machine, and it worked extremely well. If the City had its own maintainer, we would not need to hire Hough at two hundred, fifty dollars per hour (\$250/hr) for the work. The loaner machine was hooked up to the Case tractor, and was able to easily place a "crown" of gravel at the center of an alley, and the six-foot (6ft.) blade attachment leveled out the gravel at the appropriate pitch. Lofgren said these are hardy machines,

and not much, if any, maintenance is required. It can be pulled either with the tractor or a half-ton pickup. He stated he does not feel a contract with Hough would be necessary if the City were to purchase its own maintainer. The current price for a new one is approximately seven thousand, four hundred dollars (\$7,400). Lofgren said this particular maintainer may come up for state auction in January, reducing the cost. Mayor Johnson said this machine would be great if it could dig out the potholes currently plaguing the alleys. Lofgren responded it does have the ability, as it has "teeth" along the blade which do the digging. Savageau asked if the City's current tractor has the capability to handle this machine? Lofgren responded the tractor is definitely not a commercial-grade tractor like a skid steer, but because the maintainer is hydraulic, the tractor only needs to be able to guide it as the maintainer is doing the actual work. Mayor Johnson asked if the skid steer could also pull this maintainer? Lofgren said it could, but you would lose the rear visibility the tractor has. He said the entire machine is approximately sixteen (16) feet long, and will not cause the tractor to move up and down like it would the skid steer. Mayor Johnson asked if this machine would be able to maintain the gravel stretch of road from 7<sup>th</sup> Street to 12<sup>th</sup> Street? Lofgren said it could, but since the blade is only six feet long (6ft) it would take about six trips back and forth to cover the whole road. Mayor Johnson asked how much is the County currently being paid for the road maintenance? Lofgren clarified we do not pay the County to do 7<sup>th</sup> Street, that is their responsibility, we only pay for 12<sup>th</sup> Street from the Southcreek entrance to the four corners. He said they are paid approximately fifteen hundred dollars (\$1,500) per year, but this price also includes winter snow removal. Lofgren said the maintainer would be better used on the City's alleys, and if kept indoors, it would last for many years. Mayor Johnson asked if the blade on the machine tilts to an angle, would it be usable for snow removal? Lofgren said he was not sure. Schreiber said he thinks the snow would build up too much for the maintainer to be of much use. Lofgren agreed, and said he thought the blade might even fall off at that point. Savageau asked if the City buys a maintainer like this, how many times per year would it be used? Lofgren said his department would definitely use it as needed, but would like to set up a twice per week schedule for alley maintenance. His goal with this maintainer would be to fix potholes before they become a problem. Schreiber said he could see where twice a week would be necessary just to get the current alley problems resolved and up to par, and asked if there are enough funds in the budget? Lofgren responded yes; it would be a tight squeeze but there are just enough funds in Street Maintenance Materials. Mayor Johnson asked again about the possibility of the machine being offered at state auction? Lofgren said the salesperson he spoke with at Bert's Equipment is hopeful it will be available at auction after January 1<sup>st</sup>. He said he would ask if the City could purchase the maintainer but make the payment after the first of the year. Affield asked if the escrow funds of seven thousand, five hundred dollars (\$7,500) should be moved into the Fire and also Maintenance budget for next year? If so, those funds might be able to be used towards the purchase of the maintainer. She also added there was no room in the Professional Services category as it is already over budget. Savageau pointed out there was already two thousand dollars (\$2,000) set aside next year for Hough, which would no longer be needed. She said her opinion would be to wait and see if the maintainer would be available at auction. Lofgren agreed, and said he would keep Council informed come January. He said the other brochure he provided to Council is information and pricing for a new mosquito fogger from London Fog. He spoke with other surrounding communities who use this type of fogger, and was told it works significantly better and provides a larger coverage area. The City's current fogger is a nine-horsepower motor (9HP), whereas the new fogger is an eighteen-horsepower motor (18HP). Lofgren said it is a little bigger but also is five times (5x) the machine our current one is. The approximate cost of a new one would be eleven thousand, nine hundred forty-five dollars (\$11,945). The City Supervisor for Dilworth has this exact fogger, and said very little maintenance is required and they had noticeably less mosquitoes this summer than in the past. Mayor Johnson asked how much had been set aside for three applications this year? Affield responded this year approximately nine thousand (9000) had been set aside and the same amount was set for next year. Schreiber asked if the new machine would allow for the pickup truck to go around town faster? Lofgren said typically the truck moves around five to ten miles per hour (5-10 mph). Schreiber noted the brochure states the new fogger can allow for speeds up to twenty miles per hour (20 mph). Lofgren stated he feels a machine of this caliber can last up to twenty (20) years or more. The City's current fogger was

purchased back in the 1990s and is experiencing maintenance issues, but he would still keep it in case it is needed for backup. Lofgren said he feels it is critical the City invest properly in terms of mosquito maintenance. Mayor Johnson asked if the funds for this fogger would need to be factored into the budget for next year, along with the other purchase of a maintainer? Affield responded yes, and the cost per resident for mosquito spraying would need to be increased. She said this would be discussed at the next budget meeting. Council agreed to table the discussion until the next budget meeting on Wednesday the 23<sup>rd</sup> at 5:00pm.

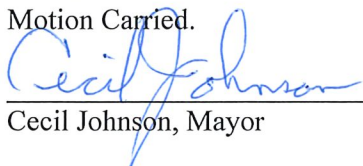
**d. Wendy Affield, City Clerk** – Affield stated a resident who lives at 504 Parke Avenue had reached out to the City regarding his concerns over a stretch of sidewalk which has been removed due to construction. The resident felt the rest of the sidewalk should be fixed or removed in order to prevent any injuries to pedestrians. Lofgren agreed, and said it has ended up looking like a sidewalk to nowhere. Affield requested Lofgren assess what can be done to level out the ground. Lofgren said his opinion would be to remove the remaining section completely. Mayor Johnson asked what would be put in the sidewalk's place? Lofgren and Affield both responded it would be replaced with dirt and grass. Lofgren continued by saying if it is filled with dirt it can be made level. Affield said at some point the City needs to visit the issue of all of the sidewalks, as many are in bad shape. Mayor Johnson asked if the resident wanted the sidewalk replaced, or if they wanted it removed? Affield said the resident responded he would be fine with removal, and just wanted to make sure no one eventually got hurt by its current condition. Council agreed to have the section removed. Affield went on to say at the next meeting she will have information about the Stockwood road, and the Council will need to make a decision. She said she would also like to have permission to have the interior of the Community Center painted, most likely a tan color. Mayor Johnson agreed, and said the carpet on the walls should be removed or replaced as well. Lofgren asked if there are other options available for sound-proofing, other than the current carpet? He suggested there may be sound-proof paneling or wainscoting which would achieve the same purpose but look better. Affield said there may even be a way to clean the current carpet. Olson said there are sound-panels for sale at Menards, and often they are used in interview rooms. Lofgren said he would look into it? Affield then asked what she should do with the escrow funds? She needs Council's recommendation to either pull or add funds. Savageau said she felt funds should be put in, and then they can see where they are with the budget after that. Affield said she sent the final revisions to the Employee Handbook to HR Attorney Ben Thomas, and requested some editing to the smoking in vehicles and recording device sections. She asked Council to clarify if they had agreed to allow employees to smoke in their personal vehicles? Schreiber and Olson both said yes, it would be allowed.

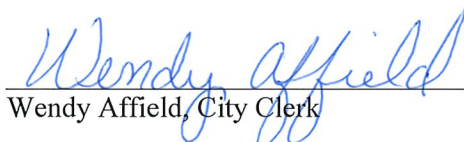
**10. Open Forum –**

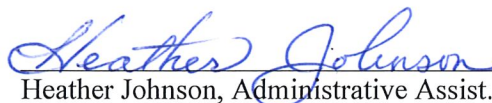
**11. Miscellaneous Announcements –**

**12. Adjournment** – A motion was made by Joe Olson to adjourn at 8:15 a.m., seconded by Justin Schreiber. All in favor.

Motion Carried.

  
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Cecil Johnson, Mayor

  
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Wendy Affield, City Clerk

  
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Heather Johnson, Administrative Assist.