

Glyndon City Council

12/23/2019

7:00 a.m. 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, Kimberly Savageau; City Clerk Wendy Affield; City Maintenance Supervisor Scott Lofgren. Chief Cline arrived at 8:08 am.
3. **Motion to Approve Consent Agenda** – A motion to approve the Consent Agenda was made by Justin Schreiber, seconded by Kimberly Savageau. All in Favor.
Motion Carried.
 - a. **Minutes – 11/27/19 – Budget Meeting**
 - b. **Minutes – 11/27/19 – Council Meeting**
 - c. **Minutes – 12/11/19 – Truth in Taxation Public Hearing Minutes**
 - d. **Minutes – 12/11/19 - Council Meeting**
 - e. **Miscellaneous Items:**
 - **Approve Resignation Letter from Tonia King (Glyndon Fire & Rescue)**
 - **Approve 1-Day Liquor License for Glyndon Rod-n-Gun Event on February 1, 2020 at the Glyndon Community Center**
 - **Approve Gaming Permit Application for Glyndon Rod-n-Gun Event on February 1, 2020 at the Glyndon Community Center**
4. **Additions to Agenda**
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5. **Motion to Approve Agenda** – A motion to approve the agenda was made by Dave Owings, seconded by Justin Schreiber. All in Favor.
Motion Carried.
6. **New Business**
 - a. **Approve Ordinance #166 – An Ordinance Adopting the 2020 City of Glyndon Fee Schedule – Look at Adding Under Nuisance – 10-day Failure to Register Fee for Pets** – Affield said this was a suggestion made by Chief Cline, residents are failing to register their lost pets once they have been found by officers and returned. Mayor Johnson asked if the animal clinic charges for missing tags once owners come to pick up their pet? Affield responded yes, but clarified those same owners then do not register with the City. Mayor Johnson then asked if pet tags can be mailed to an owner? Affield said no because the City requires proof of vaccination at time of registration. A motion to approve Ordinance #166 – An Ordinance Adopting the 2020 City of Glyndon Fee Schedule with the addition of a 10-day Failure to Register Fee for Pets – was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.
 - b. **Approve Glyndon City Council Meeting Schedule for 2020** – Due to the Veterans Day and Thanksgiving holidays in 2020, Council decided to change the Wednesday, November 11th and

Wednesday, November 25th regular meetings to be scheduled instead on Tuesday, November 10th and Tuesday, November 24th, respectively. Council also rescheduled the Wednesday, December 23rd regular meeting to be held on Monday, December 21st. A motion to approve the Glyndon City Council Meeting Schedule for 2020, and to accept the date changes made for the November and December meetings was made by Kimberly Savageau, seconded by Dave Owings. All in favor.
Motion Carried.

c. Approve Payroll Schedule for 2020 – A motion to approve the Payroll Schedule for 2020 was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

d. Review Estimates from Magnum Electric, JDP Electric, & Sorenson Electric on Changing out the Lights in the Community Center – Lofgren presented to Council three (3) different bids for the replacement or the installation of new LED lighting for the Community Center. Submitted bids were from JDP Electric, Magnum Electric, and Sorenson Electric. Lofgren explained the bids were broken down into costs of fixture replacement in the common area and also in the kitchen area. He said all three (3) bids provided different options for Council to choose from, whether it be installing conversion tubes or flat-panel LED tiles. Bids ranged from six thousand, five hundred dollars (\$6,500) to eight thousand, eight hundred eighty dollars (\$8,880). Lofgren stated one bid included the option of replacing the bathroom fixtures, but in his opinion LED bulbs could be purchased by the City and replaced. He cautioned with replacing the fixtures, new ones are not always the same size or width so there may need to be some patching done to the ceiling. Mayor Johnson asked if the new lamp fixtures would be smaller than the current ones? Lofgren said the ones in the main room will be the same size, but the kitchen ones may be narrower. Owings asked which of the three (3) vendors he prefers to work with? Lofgren said he has no preference as he has hired each of these contractors before for various jobs around the City and is satisfied with their work. Schreiber asked if these new panels have to be entirely replaced when the bulb goes out? Lofgren responded yes, the flat-panel LED fixtures last a really long time, but when the bulb burns out then the entire panel is replaced. Schreiber asked about the heating bids? Lofgren said a couple have come in, but he does not have all three bids available for Council to review. He did say the ceiling has roughly ten inches (10”) of room available to install new ductwork. Mayor Johnson said he would like to see some type of circulation fan installed in order to combat the moisture build-up. Lofgren said he can ask for the cost of a fan to be amended to the original bids. Administrative Assistant Johnson asked how long the Community Center would need to be closed in order to complete the work? Lofgren said he guessed it would be around two (2) weeks. Schreiber asked if Lofgren has any bids for ceiling tile replacement? Lofgren said there will be a need for four hundred (400) new ceiling tiles, two foot by four foot (2’ x 4’). Owings asked for clarification on the last bid, and what it included as it was the lowest? Schreiber said it was lower because it did not include complete flat-panel installation, only bulb replacement. Lofgren said he would reach out to this contractor and have them update their estimate to include flat-panel installation. Council agreed to table discussion on the electrical bids until all come back for the same installation work. Lofgren asked Council if they want the fixtures in the bathrooms replaced? Schreiber said they can just have new LED bulbs put in. Lofgren said he also is waiting on plumbing bids to replace the faucets in the kitchen, along with the sinks and toilets in the bathrooms. He said so far, the low bid is roughly three thousand five hundred dollars (\$3,500). Mayor Johnson asked if it is also time to remove the sound-proofing carpet from the walls? Lofgren said yes, but there may be some damage or staining behind the carpet once removed. His suggestion would be to put another type of sound-proofing product over it, although he does not feel sound is much of an issue for this type of building. Mayor Johnson asked who could be brought in to do that type of work? Lofgren said any general contractor can do carpet replacement, and there are several contractors within the City. He said he can get some quotes for it, and Schreiber suggested it be done prior to any painting of the walls. Lofgren asked Council if they have been considering options for new flooring? His suggestion would be to tear up the current tiles and lay some type of laminate down instead, or find a

product which could be laid down right on top of the current concrete. Council agreed to table all Community Center repair discussions until the next meeting.

7. Discuss Additions to the Agenda

8. Old Business/Unfinished Business

a. 2nd Reading of Ordinance #187 – Electric Franchise Ordinance Agreement with Northern States Power Company – A motion to waive the complete reading of Ordinance #187 and accept this as the second reading was made by Kimberly Savageau, seconded by Dave Owings. All in favor.

Motion Carried.

b. 2nd Reading of Ordinance #188 – Gas Franchise Ordinance Agreement with Northern States Power Company – A motion to waive the complete reading of Ordinance #188 and accept this as the second reading was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.

Motion Carried.

c. 2nd Reading of Ordinance #189 – Electric Service Franchise Fee Ordinance with Northern States Power Company – A motion to waive the complete reading of Ordinance #189 and accept this as the second reading was made by Kimberly Savageau, seconded by Joe Olson. All in favor.

Motion Carried.

d. 2nd Reading of Ordinance #190 – Gas Service Franchise Fee Ordinance with Northern States Power Company – A motion to waive the complete reading of Ordinance #190 and accept this as the second reading was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.

Motion Carried.

9. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Owings wanted to state to Council he participated in the “Shop with a Cop” program and said it was a fun experience and a great opportunity to see the City’s officers in a different light. He said this is his third year participating, and he is glad to see the new officers in the department getting out to meet the community. Owings also added the recent meeting with the Police Union went well. Olson agreed, and said he has seen the officers at the local high school basketball games and noted it is good to have their presence there.

b. Bob Cuchna, Fire Chief – Not Present. Mayor Johnson noted to Council there was a Fire & Rescue member resignation letter turned in.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren said he does not have much to discuss, other than noting the City’s fire hydrants have all been repaired as of this fall. Mayor Johnson asked if the City should be responsible for moving snow around them so they are more accessible? Lofgren said yes, it can definitely be done with the skidsteer. Owings mentioned he is not comfortable with the piles of snow being left in the middle of the cul-de-sacs. Lofgren said he would contact Randall’s Excavating to have the piles removed. Mayor Johnson said the corners could use some snow removal so drivers are able to see around them, especially at the intersection of Parke Avenue and Highway 10. Lofgren agreed and said in the past Randall’s has helped clear sidewalks along Hwy 10 also. Schreiber asked if the concrete pad or road by Dollar General is the City’s responsibility? Lofgren said no, but he is not sure who the Dollar General has hired for their snow removal. Affield said she recalled the situation as the City would do snow removal once an actual road was built, with water and sewer lines but not until then. Affield said the City could look at removing snow from the concrete pad

only? Owings agreed, and said for safety reasons the City should just maintain the concrete portion. Lofgren also agreed, and said he can cover the section with sand and salt as well.

d. Wendy Affield, City Clerk – Nothing at this time.

10. Close the Meeting for Employee Performance Review

At this time the meeting will be closed as permitted by Minnesota Statutes, section 13D.05, subdivision 3(a), to conduct an annual Performance Review for City Maintenance Supervisor Scott Lofgren. Council Member Olson removed himself from the review due to the fact his brother is an employee of the Maintenance Department.

Review completed at 8:07 a.m. – Regular meeting re-opened

Chief Cline joined the meeting after the City’s Maintenance Supervisor Performance Review – Cline said he is going to be a few hours over on this payroll period. He is asking for Council’s approval to carry over those comp hours into next year. A motion to approve ten (10) comp hours be carried over until January 15th, 2020 for Chief Cline was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.

Motion Carried.

Mayor Johnson asked Council’s opinion on how to handle the traffic complaint questions posed at the previous meeting by Joel Walsvik. Savageau said he is welcome to attend the meetings, but if he is not on the agenda then he would need to wait until the Open Forum portion to ask his questions. She said if his questions do not bring anything new to the discussion, then Council needs to inform him his time is over as his concerns are law enforcement related, and not answerable or dealt with by the Council. Cline said he is compiling bids for the installation of a security system with cameras and panic buttons for City Hall, but the last bid has not come back yet. Owings said before Council signs off on a bid, he wants to ensure the clarity of the cameras are exceptional. Cline suggested the City refer all Walsvik’s future questions and concerns to City Attorney Ken Norman.

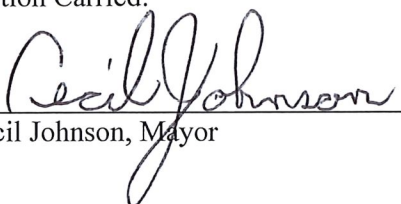
Cline also wanted to take this time to thank Owings for his participation in the “Shop with a Cop” program.

11. Open Forum –


12. Miscellaneous Announcements –

13. Adjournment – A motion was made by Justin Schreiber to adjourn at 8:30 a.m., seconded by Kimberly Savageau. All in favor.

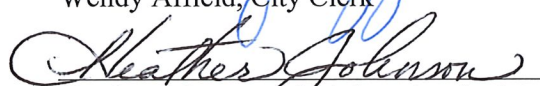
Motion Carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assist.