

Glyndon City Council

11/27/2019

5:00 p.m. 2020 Budget Meeting
Glyndon City Hall – Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 5:00 p.m.
2. **Roll Call:** City Council members present: Dave Owings, Justin Schreiber, Joe Olson, and Kimberly Savageau; City Clerk/Treasurer Wendy Affield; City Police Chief Michael Cline.

As Per Sign in Sheet: Residents Mike Huber, Peyton Wilson, and Jacob Strand. Visitor Dennis Huber.

3. **Budget Discussion:** Affield began discussion by going through the highlighted line items from the Expenditure Worksheet.

Expenditures: *Part-Time Employees:* This line item is for the Police Department, and is currently nearing eight (8) thousand dollars with only five (5) thousand dollars budgeted. She is asking if Council will be increasing this line for next year? Cline said he trusts her judgement on any increase. Affield said she feels this line should be increased to six thousand, five hundred dollars (\$6,500) for next year. Council agreed. *Cell Phone (Police):* Affield pointed out the year-to-date amount for this line is two thousand, two hundred eleven dollars and fifty-nine cents (\$2,211.59), and she is wanting to up the 2020 budget amount to two thousand, four hundred dollars (\$2,400). Mayor Johnson asked how many cell phones are used by City employees? Affield said there are four (4) for the Police Department. Council agreed. *Motor Fuels (Maintenance):* Affield pointed out the current amount is almost six thousand dollars (\$6,000) already, she would like to increase this line to seven thousand (\$7,000). Mayor Johnson asked if there was a need to increase it since the year is almost over? Affield responded, the motor fuels will most certainly go over the budget amount by the end of the month. Owings noted the 2019 budget amount was only set to four thousand, five hundred (\$4,500). Affield agreed and said this is why she would like to increase this line to maybe six thousand, four hundred (\$6,400). Olson asked which Maintenance vehicles this line includes? Affield said these motor fuels are for the City plow, the tractor, and the lawnmowers. Council agreed to the increase. *Professional Services (Maintenance):* Affield said the 2020 amount has been set at five thousand dollars (\$5,000) but this year we have already went over spending thirteen thousand dollars (\$13,000). Olson asked what the amount would include? Affield said this includes payments to Randall's Excavating for snow removal and also Super Frog for sign repairs. Olson said since the City is not purchasing a new payloader this year, this line will need to be increased to cover hiring out for snow removal. Mayor Johnson asked about any water line valves needing repair? Affield said those costs will come out of the water fund. Affield suggested increasing the line to ten thousand dollars (\$10,000) since the sign repairs will not factor in next year. Olson said maybe it should be increased to thirteen thousand dollars (\$13,000) in order to cover both snow removal and any extra payloader work needing to be done around the City. Council agreed. *Motor Fuels (Water):* Affield feels this line will most likely be fine set at three thousand dollars (\$3,000), but wanted Council to take a look anyway. Council agreed to leave the line set as is. *Travel/Mileage Expense (Water):* Affield said this line is mostly for training courses taken by the maintenance employees, and more certification testing is coming up next year for employee Andy Olson. Mayor Johnson pointed out there may be more of those classes involved next year. Savageau agreed, and said she felt this line could be increased to one thousand dollars (\$1,000). Council agreed. *Professional Services (Sewer):* Affield said this line needs to be looked at, as the current amount of twenty-four thousand, two hundred thirty-six dollars and eighteen cents (\$24,236.18) is over the 2020 budget amount already. She said the most has been spent on lift station repairs for the south side trailer court. Mayor Johnson said the pumps in the station are original

and now starting to plug up every couple of weeks. Hughes Lift Station is the current repair company. Olson asked if this company has any estimate on what brand-new pumps might cost? Mayor Johnson said he is not sure, and feels the owner of Hughes Lift Station should come in and provide some estimates. Council agreed to leave the amount for 2020 as is until more information on new pumps are provided. *Garbage & Recycling Fund:* Affield said the line item amounts will change from what is listed, as she is waiting to discuss Fuchs Sanitation's proposal on curbside recycling. Olson asked about the eight thousand, five hundred dollars (\$8,500) which was to have been allocated for the blade to repair the alleys? Affield said the amount is actually only seven thousand, five hundred (\$7,500) and will come from the Maintenance Escrow line. Savageau asked if the alley drainage issue has been adequately addressed? She is wondering if more money should be budgeted for extra gravel? Affield said there is twelve thousand dollars (\$12,000) set aside in the Street Maintenance Materials line, which would include gravel purchases. Affield also noted if the City switches to curbside recycling, the large machinery Fuchs Sanitation uses for garbage pickup will no longer be driving on the alleyways, which will help with their maintenance. Olson also wanted to ensure there would be enough for purchasing gravel to repair 12th Street SE.

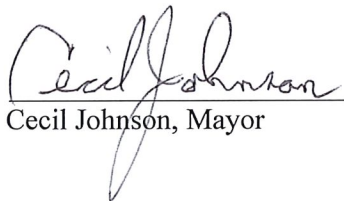
Revenues: *General Property Taxes (General Fund):* Affield said the final levy amount will be included on this line. *Building Permits:* She said the City so far this year has brought in fourteen thousand dollars (\$14,000) in permit fees, and is wondering if Council wants to raise the amount? Owings feels the line could be increased to seven thousand, five hundred dollars (\$7,500) because the City is growing. Council agreed. *Miscellaneous Revenues:* Affield said she wants to decrease this line to one hundred fifty dollars (\$150), and clarified this line is for when residents come in to City Hall for use of the copy or fax machine. *Interest Earnings:* Affield said this line is already over one thousand (\$1,000) and would like to increase it to be set at one thousand (\$1,000). Council agreed. *State Grants & Aids (Police):* Affield said the department this year brought in thirty-one thousand, eight hundred twelve dollars (\$31,812) from the State of MN in grants. She is looking to increase this line to thirty thousand dollars (\$30,000). Owings said this amount may not be as high with a new Chief coming in. Affield said these particular grants are based on the number of employees in the department, and are dispersed by the State each year. Council agreed to set the line at twenty-eight thousand (\$28,000) for 2020. *Police Training Reimbursement:* Affield said for next year there are no funds set, whereas last year this line was set at fifteen hundred (\$1,500). She is seeking Council's and the Chief's approval to move revenue to this line, have the Chief then pay out what is needed for training, and what amount remains can be put in the restricted savings. Cline responded he is fine for her to do whatever is easiest, as long as the remaining funds do not get placed back into the General Fund. Affield said she would like to then raise this line to four thousand, five hundred (\$4,500). *Safe & Sober - TZD:* Affield said during the previous budget discussion this line was decreased to thirty-three hundred (\$3,300), however since then another check has come in so she is re-upping the amount to four thousand (\$4,000). Cline said as long as there are full-time officers training, then the department will continue to receive those funds. *Stockwood Revenue (Stockwood):* Affield said this line is still sitting at zero because there are five (5) lots remaining unsold in Stockwood. She is wondering if Council wants to increase it? Owings said he felt the line should stay at zero as anything coming in can be looked at as bonus funds. Council agreed. *Garbage & Recycling:* Affield said these numbers also have not changed, due to the impending discussion on curbside recycling. She finished up discussion by showing the Council the final totals for Expenditures and Revenues. The total Surplus as the budget stands now is one hundred three thousand, four hundred ninety-seven dollars and three cents (\$103,497.03).

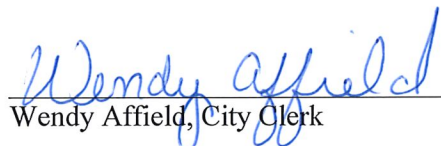
Owings continued discussion by addressing the Police Chief salary. He asked Cline if he feels it would be correct for the City to hire the new Chief at the same salary he is currently making? Cline said based on the salaries of surrounding cities' chiefs, he does not think the City would gain a qualified applicant unless the pay matches at minimum what he is making. He added he feels the market study number is more accurate to what the City should be offering. Mayor Johnson asked if it would be better to start a

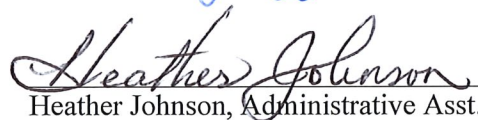
new Chief at a slightly lower salary and perhaps initiate a probationary period? Cline said he sees no problem with that approach. Savageau asked Cline what the comp package was at the time of his hiring as compared to his wage? Cline said he was hired at fourteen (14) dollars per hour, plus a personal vehicle, and comp was set at time-and-a-half. He added this wage would not suffice today, but an hourly wage plus overtime would be a better, more appealing offer. Cline advised Council to have a wide salary window in order to better gauge the applicants. Owings said he feels a window between sixty-two and sixty-eight (62 and 68) thousand would be a good place to start. Cline said the lower end of that range is less than what he currently makes, so he advised Council take a closer look at their numbers before posting the job. Savageau agreed, and feels the City needs to do its due diligence in regards to a salary in order to obtain the quality candidate it deserves. Cline agreed, and said the City needs to hire someone with a good amount of administrative experience as well. Savageau said she feels the salary window needs to at least start in the seventy (70) thousand-dollar range. Cline felt this is a good number to work with, as this equals out to around thirty-three (33) dollars per hour, which is more than most patrol officer wages. Schreiber said he is more in favor of a higher salary with no comp time. Owings agreed, and is comfortable with a higher range. Olson also noted there will be a benefits package added to the salary, such as use of a personal vehicle provided by the City. Savageau also suggested leaning heavily on “investigative experience” when choosing the next Chief. Council decided to set the new position salary with no comp, maxing at a dollar amount of seventy (70) thousand dollars.

Olson asked Council if money needed to be set aside for the new park in Southview? Affield responded, once the assessment funds are paid to the City, she will be taking out five hundred dollars (\$500) per lot which will be set aside for the park in Southview. Olson added he would like to see Council initiate a Park plan, and see improvements implemented to the ponds.

4. Adjournment – A motion to adjourn the Budget Review Meeting at 5:56 p.m. was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.


Cecil Johnson, Mayor


Wendy Affield, City Clerk


Heather Johnson, Administrative Asst.

November 27th, 2019 Budget Meeting Minutes