

**Glyndon City Council**

**01/08/20**

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; Police Chief Michael Cline; Administrative Assistant Heather Johnson.

**As Per Sign in Sheet:** Molly Holte, Brenna Balken; Night Owl Security representative Mark Kraft.

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

- **Minutes – 12/23/19 Council Meeting**
- **Approve Resolution of Payments**
  - **Approve Volunteer Firefighter Applications from Todd Ellis & Ryan Letness for Joining the Glyndon Fire Department**

4. **Additions to Agenda**

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. Security System Bid for City Hall from Loffler IT Solutions Group** – Cline stated this bid was submitted by Corey English; he was unable to be at the meeting this morning to go over the details. He would be available by phone if Council has any questions or concerns. Cline stated this bid is an updated version to include three (3) panic buttons rather than just one (1), and due to the error Loffler will not charge any extra. Affield confirmed, and said the bid will remain at two thousand, nine hundred five dollars (\$2,905). Cline also noted to Council this bid breaks down the maintenance fees and the charges for connecting to dispatch services. Loffler prefers to link security equipment via cell service to avoid any issues when the power goes out. Cline said this is the same company which did the wiring for the interview room at the Police Department, and he is pleased with the work this was does. Schreiber asked if there would be monitoring capabilities in the Clerk's office? Cline stated camera footage will be viewable on all computer screens in the office. Affield said the other two bids were from Night Owl Security, Inc. and Computer Wrench. Chief Cline believes Computer Wrench is not bonded to install security equipment in Minnesota. She said a representative from Night Owl will be present later at this meeting to discuss their bid. Mayor Johnson asked if these bids include an outdoor camera? Cline said yes, as there will be a total of three cameras: one for outside viewing of the parking lot/front door, one viewing the entrance into the lobby, and one for behind the Administrative Assistant's station facing the

desk area. Schreiber asked if there was any timeline given for installation? Cline said the equipment can be installed as soon as a bid is approved.

**b. Annual Organizations** – Mayor Johnson read aloud the following designations for 2020 organizations:

1. **Official Depository:** Northwestern Bank, Dilworth, MN.
2. **Official Newspaper for Publication and Public Notices:** Clay County Union, and FM Extra.
3. **Council Bi-Laws:** A copy is provided in the agenda packet.
4. **Vice-Mayor:** Dave Owings has been appointed.
5. **2020 Council Committee Appointments:** Council members have been appointed to the following 2020 Committees:
  - *Maintenance Department* – Dave Owings & Joe Olson
  - *Fire & Police Department* – Kimberly Savageau & Justin Schreiber
  - *Finance Department* – Mayor Johnson & Justin Schreiber
  - *School Board Liaisons* – Kimberly Savageau & Justin Schreiber
  - *HR Committee* – Dave Owings & Joe Olson
  - *Council Representative to FM Metro COG* – Joe Olson & Kimberly Savageau
  - *Planning & Zoning Committee* – Mayor Johnson & Joe Olson
  - *Economic Development Committee* – Kimberly Savageau & Justin Schreiber

6. **2020 IRS Mileage Rate is Set at 57.5 Cents Per Mile** – Affield said the IRS has lowered this amount from last year's fifty-eight cents (\$.58) per mile.

A motion to approve the Annual Organizations for 2020 was made by Justin Schreiber, seconded by Joe Olson. All in favor.  
Motion Carried.

**c. Give 10-Day Public Notice of Xcel Franchise Fee Ordinances #187-#190** – Mayor Johnson noted to Council a third reading of the ordinances will take place at the next meeting on January 22<sup>nd</sup>, 2020. Affield stated a Public Hearing is not required for this, just a 10-day notice, she will send out an email alert and also put it on the City website.

**d. Security System Bid for City Hall from Night Owl Security** – Mark Kraft came to Council to discuss Night Owl's bid for installation of a security system. Kraft presented three (3) separate sheets of bids, and said the first contains the estimate for IP security equipment, HDMI cables, and labor at two-thousand, nine hundred forty dollars (\$2,940). Kraft said if City Hall decides to provide its own monitor for behind the front desk, then the bill will be roughly two hundred (200) dollars less. Affield asked if she and Johnson will be able to view camera footage on their computers? Kraft said yes, it will be linked as a web browser. Olson asked if it is viewable on a cell phone? Kraft responded yes, and an administrator would be assigned to the account and can share the code with whomever would want access to the camera footage. Mayor Johnson asked what footage range the cameras have? Kraft said he estimated the range to be from the corner of City Hall's building to the intersection. Schreiber asked if the footage can be set up to only record to motion? Kraft said yes, or it can be set up to record continuously. Johnson asked if he has any photo examples of what the camera resolution looks like? Kraft did not have any on hand, but said these cameras are 4 mega-pixel with 1080p resolution. Schreiber asked how large the storage drive is? Kraft said storage can go up to 12 terabytes, which is approximately three weeks to a month of storage. Johnson asked approximately how long does it take to install a system like this? Kraft said systems like these can be done in a day. The second sheet is an estimate for three (3) panic buttons and labor at six hundred ninety-five dollars (\$695). The last sheet is the cost for a 12-month

subscription to the dispatch service, to be billed annually at three hundred dollars (\$300/yr). Not including the annual subscription, Night Owl's bid comes in at three-thousand, six hundred thirty-five dollars (\$3,635).

Cline asked if Council was going to approve a bid today, or discuss further? Mayor Johnson said an approval should be done today. Affield informed Council Night Owl's total bid would be three thousand six hundred thirty-five dollars and fifty cents (\$3635.50) and Loffler IT's would be two thousand nine hundred five dollars (\$2905.00). Schreiber said his employer already uses Loffler IT and is happy with their system, and so he would recommend going with their bid. Cline said he agreed, and is happy with Loffler's installation of wiring in the interview room. Schreiber also suggested a monitor be placed in the Chief's office as well. Cline said he also prefers Loffler's use of cell towers for security systems, as the signal will not get lost if there is a power outage, like with land lines and cables. Council agreed to accept the bid from Loffler IT Solutions Group to install the City Hall security system. A motion to approve the bid was made by Kimberly Savageau, seconded by Joe Olson. All in favor. Motion Carried.

**e. Choose Committee for Police Chief Application Review Process** – Mayor Johnson said he would prefer to narrow down the number of interviewers to two (2) members of Council, Chief Cline and one other representative. Cline said he suggests having City of Hawley Police Chief Joe Backlund sit in, as he has volunteered to do so. He said it will be important to include someone on the interview panel who has experience being a Chief of Police, and knows Backlund is very thorough with his questions. Mayor Johnson asked if the City Attorney should be present? Savageau says she does not feel the City should pay the hourly rate for Norman when he is not actually the one who prosecutes cases. She believes the interview panel should start as a small committee to go through the applications, then narrow down to the final two or three finalists who will then interview with full Council. Savageau continued by saying she feels any possible negotiation process with the new Chief would also benefit by having the entire Council present at the interview. She asked to clarify if full Council is who makes the final hiring decision? Cline said yes, and reminded Council the interviews will be scored based on several factors, including years of experience, education, military status, etc. He said there are a total of six (6) applicants from around the region, with the minimum experience at fifteen (15) years. Savageau said the interview committee can narrow down the finalists and present their choices to Council. Affield asked Savageau if she would want the Fire & Police Department Committee members to be the ones to go through the applications? Savageau said maybe one from HR and one from Fire & Police? Owings said in order to avoid legal issues, he thought no more than two (2) Council members can be on a committee. Mayor Johnson asked if it would consist of five (5) total members? Owings said there would be the Chief, Hawley's Chief, Affield, and two (2) Council members. Savageau agreed, and said the committee can decide among the six (6) applicants which ones will continue on. Cline said his suggestion would be to narrow it down to four (4), and for Council to keep in mind the start date for the new Chief will be March 1<sup>st</sup>. Council agreed to the following as members of the interview committee: Joe Olson, Dave Owings, City Clerk Wendy Affield, Hawley Chief of Police Joe Backlund, and City Police Chief Michael Cline. Savageau clarified this committee will grade the initial applications before presenting the finalists for interviews with full Council. Cline said he and Backlund will compile the questions for the final interviews, but he is open to having any Council Member present questions in which they feel pertain to the City. Cline asked Savageau to clarify what "grading" means in terms of applications? Savageau said applications are now awarded points for meeting certain criteria, and said for example some applicants are awarded points for veteran status, more education, etc. Affield said she would provide to the committee copies of application grading sheets.

7. **Discuss Additions to the Agenda**
8. **Old Business/Unfinished Business**

**a. Discussion Concerning Community Center Repairs** - Mayor Johnson informed Council Lofgren would not be present at the meeting due to a power outage at his home. Olson acknowledged Lofgren's absence, but asked why the bids were not emailed or printed and ready for today's meeting? Affield said she had not received them from Lofgren. Olson officially requested all bids be sent directly to Affield once Lofgren is back at work. Council tabled the discussion until the next regular meeting.

**9. Department Reports / Committee Reports**

- a. Mike Cline, Police Chief** – Nothing at this time.
- b. Bob Cuchna, Fire Chief** – Not Present.
- c. Scott Lofgren, Maintenance/Public Works Supervisor** – Not Present.
- d. Wendy Affield, City Clerk** – Affield stated she is currently preparing 2019 W-2s and 1099s, and noted she is sending information over to Eide Bailly for their audit preparation. They requested and will be looking at paperwork regarding bonds and bank information. Affield also stated she went to election training for the upcoming Presidential Nomination Primary (PNP) coming up on March 3<sup>rd</sup>. During this special election the voter will need to declare their political party, they will receive either a ballot for Republican or Democrat. Information for residents will be put into an email alert and on the City website. Affield informed Council during this election one of the regular election judges will not be able to be present, and since the City Clerk must be at the polling place during this election, she will be taking that judge's place.

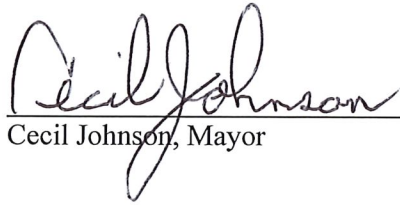
**10. Open Forum**

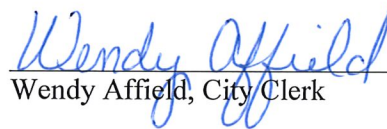
**11. Miscellaneous Announcements** – Cline wanted to update Council about the recent search warrant issued for 418 2<sup>nd</sup> Street, and said one of his Officers, the City Building Inspector Steve Schroeder and himself executed a search of the outside and inside of the home on Monday, January 6<sup>th</sup> at 3:00 p.m. to determine its livability. He stated pictures were taken by both Mr. Schroeder and himself, and they each will do their report and send it to the City Attorney, Ken Norman. Cline said the overall living condition of the home needs to be addressed, as there is now a rodent infestation, snow is creeping into the home, food in the refrigerators has gone bad, there is mold growing, etc. There is no gas or water hooked up currently to the home, and the inside temperature was 32 degrees. He said he is not sure if the home is structurally sound or not, but the interior is definitely not inhabitable. Affield said she checked with the County to see if the special assessments had been paid this year, and they have not. She said because the specials are currently forty-five thousand, eight hundred two dollars (\$45,802), in order to avoid default the owner would need to pay ten percent (10%) of the total assessment and make arrangements to set up a second "confession of judgement". Olson asked how long it would be until the City knows. The County will let Affield know in a few weeks if anything was set up with the property owners. Cline asked why they would only have to pay 10% of what they owe. Savageau explained further this process does not mean the property owner is absolved from paying the entire assessment amount, but they would instead be given an annual installment to pay it off. They would have to pay their yearly payment along with the required payment for the delinquent assessment amount.

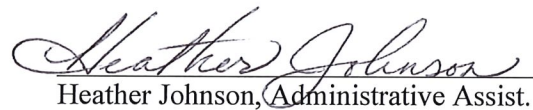
Mayor Johnson also wanted to discuss the similar situation with the Lugo property at 202 Eglon Avenue. He asked Council if the City Attorney should keep working on this property, too? Affield said it depends on whether Council wants to act on the issue right now, or sometime this year? Olson said he feels this should move forward right away, but Affield said it may be better to work on one property at a time to resolve the issues effectively. Savageau asked if Affield knew how many years the property taxes have not been paid at 202 Eglon Ave, or to check with the County? Mayor Johnson said this coming year will be the second year the taxes have not been paid. Savageau said it would still be better to check with the County to make sure, before moving forward with any other action. Affield explained she is only requesting to wait until the audit is completed in March before we move forward on the Lugo property.

Mayor Johnson said Council will know more in March, as one of the descendants of the property owner will be in town to discuss the issue. Owings noted to Council the City of Ada recently appointed a "Nuisance Officer" to assess the conditions of properties considered to be nuisances, instead of having actual Council Members do it to avoid any conflicts of interest. The position is something which would have more influence behind it to enforce nuisance ordinances. Mayor Johnson said it would be a good thing to look into. Council agreed to hold off further discussion of the Lugo home until then, and focus on the property at 418 2<sup>nd</sup> Street first.

**12. Adjournment** – A motion was made by Joe Olson to adjourn at 8:02 a.m., seconded by Dave Owings. All in favor.  
Motion Carried.

  
Cecil Johnson, Mayor

  
Wendy Affield, City Clerk

  
Heather Johnson, Administrative Assist.

January 8, 2020 Glyndon City Council Meeting Minutes