

Glyndon City Council

02/12/2020

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, Joe Olson, Justin Schreiber; City Clerk Wendy Affield; City Maintenance Supervisor Scott Lofgren; Police Chief Michael Cline; Administrative Assistant Heather Johnson.

Absent: Council Member Kimberly Savageau.

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.

- **Minutes – 1/22/20 Council Meeting**
- **Approve Resolution of Payments**

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. Approve Resolution 2020-1 – A Resolution in Support for the Heartland Trail Bonding Bill Funding – Mayor Johnson said at this time there have been no recent updates, and the bonding bill is currently at three (3) million dollars. A motion to support the Heartland Trail Bonding Bill funding was made by Dave Owings, seconded by Justin Schreiber. All in favor.

Motion Carried.

b. Approve Resolution 2020-2 – A Resolution Appointing Election Judges for the 2020 Presidential Nomination Primary Held on March 3, 2020 – Affield informed Council this is a notification showing who the election judges are for the March 3, 2020 Election. She will be a judge herself for the PNP, but not for the other elections this year. City Clerks need to be present for the PNP election. A motion to approve the appointment of PNP Election Judges was made by Joe Olson, seconded by Justin Schreiber. All in favor.

Motion Carried.

c. Approve Resolution 2020-3 – A Resolution Designating the Polling Place for Precinct One in the City of Glyndon – A motion to designate the Glyndon Community Center as the polling place for Precinct One was made by Justin Schreiber, seconded by Joe Olson. All in favor.

Motion Carried.

d. 1st Reading of Ordinance #191 – Electric Service Franchise Fee Ordinance with Red River Valley Cooperative Power Association – A motion to waive the complete reading of Ordinance # 191 and accept the first reading was made by Joe Olson, seconded by Dave Owings. All in favor. Motion Carried.

e. Discussion and Overview of Employee Time Sheets – Dave Owings & Joe Olson – Olson said he and Owings had been looking over previous employee time cards and how time is being tracked. Owings said the discussion of how time sheets are completed came up during a phone conversation he had with HR Attorney Ben Thomas. After reviewing sections of the Employee Policy Handbook, it was determined that employees should not be accruing overtime until after forty (40) hours have been logged. It came to light after it was revealed an employee had been using sick time and comp time to the point of jeopardizing their benefits. Owings said he talked with Affield about future payroll changes. Olson said when it comes to comp time, it needs to be determined what an actual work week is. Cline noted his officers work a longer shift of ten to twelve (10-12) hours as a standard shift. The contract with the Police Union may be different, and will supersede the City's handbook. Olson explained we have a work week of forty (40) hours, just because you work a long day does not mean it turns into comp time. Owings said they will look further into the contract details to make sure. Mayor Johnson asked who is in charge of filling out the time cards? Olson said each employee fills out their own sheet, and then it is submitted to Affield. Affield informed Council, she was taught to calculate comp time after working an eight (8) hour day, she will need to change how she was trained. Thomas also informed Owings as of January 2020, comp time has been changed so that if an employee earns comp hours during week one of the month, but uses it up in week four, the employee is now responsible for paying the taxes. Owings explained week one is the week taxes are supposed to come out. He said the problem is the HR payroll industry has not yet created a module in order to address this change. Olson also wanted to clarify an employee is not able to use sick time in a forty (40) hour week and still earn comp time. Owings thinks Affield will need to have proper training in order to make the payroll transition. Affield agreed, and said she will also need to make some adjustments to the time sheet itself. Owings said it is possible the number of times payroll is done each month may need to change. Olson also noted the "on-call" pay for weekend work needs to be a straight figure. Owings agreed, and said many items will still need to be hammered out. Cline cautioned Council to double-check the Union contract as some pay periods his officers will work one hundred four (104) hours. Owings said there will need to be some figuring and checking on where the workweek cutoff will be for the Police Department. Schreiber said Cline's department might be better off utilizing an eighty-hour (80 hr) workweek instead. Cline said he would check with the City of Hawley to see how they pay their officers. Lofgren explained, his workers are on call 24/7 but are guaranteed two (2) hours on Saturday and two (2) hours on Sunday if it is their weekend to be on call. Olson suggested he and Owings, since they also represent the HR Committee, should sit down with Affield and make sure everyone is on the same page. Schreiber suggested the time sheets be altered to reflect a seven (7) day workweek. Olson said the current comp time situation makes scheduling difficult for a department as small as ours, as an employee can accumulate comp hours too quickly and then take off time so the City does not have the coverage needed. Owings also noted an employee is only allowed a maximum of forty (40) hours of comp time to carry over, except for Chief Cline who can have fifty (50) hours. Olson said at the County they use a computer program which automatically calculates and categorizes hours, comp time, and over time, and perhaps the City should look into getting the same thing. Affield stated, she currently enters this information into our system manually and the program calculates the comp time. Council agreed to look at the payroll system further, look at any computer programs which may be helpful, and provide Affield with any training she may need to adjust. Affield said she will also make some temporary adjustments to the time sheets. Holidays do count in the forty (40) hour work week when calculating time cards. Owings said it will also be beneficial to review the actual accrual rate of time off, and possibly raise the maximum accrual from two hundred twenty five (225) to three hundred and twenty (320) hours. Olson suggested inquiring with our Banyon Data Systems to see if they offer a time-card function. Schreiber said they use a similar program at his job, and it is

very helpful in tracking time and organizing different payouts. Cline informed Council the Union Contract tries to mimic the Employee Handbook, so all employees are treated fairly. Council explained how the department heads need to pay more attention to their workers time sheets and how many hours they are working each week. Schreiber explained as a department head you are in charge of your payroll; you need to stay within your perimeters that are established for you.

7. Discuss Additions to the Agenda

8. Old Business/Unfinished Business

a. Community Center Update – Mayor Johnson said the partition within the building has now been removed, the carpeting on the walls removed and the sheetrock replacement has been finished. Maintenance employee Andy Olson cleared the roof and gutters from ice and snow, which will hopefully help with the leaking problem. Lofgren said he is hiring a contractor to look at the roof, and if it is salvageable then taping and texturing on the inside can begin. Olson wondered if the entire roof should be replaced? Lofgren said currently the tin is so thin that it is a safety hazard to even walk on, and there will be issues with putting in new duct work for a new furnace. Owings asked if it is even feasible at this point to do a complete replacement of the roof? Olson suggested Council look into what it would cost to simply build a brand-new community center in comparison to what it will cost to finish all of the necessary repairs. Lofgren said repairs will be roughly around seventy-five thousand dollars (\$75,000) when all is said and done. Schreiber said a new building of a similar size would probably not cost much more than that. Affield said she had been looking at newer designs in other cities, and said it would be nice to have an actual meeting room adjacent to a larger room with a small kitchenette. She also noted the City puts away funds each year in order to save for a new roof, but those same funds could be used as a bond payment on a new building. Mayor Johnson agreed it is time to start shopping around for a new building, and he also wanted to mention possibly demolishing the old depot building. Affield agreed, and said the City pays the most insurance on that particular building. Owings asked Lofgren if there is anything important stored in the building? Lofgren stated yes, he has street signs and sandbags, along with record boxes belonging to City Hall. He said it would be cheaper to have a 16' x 16' storage shed instead of the depot. Mayor Johnson said if a new community center was built, extra storage space could be built onto the back for those items.

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 – Lofgren stated Andy Olson helped him with the documents the Maintenance Committee requested at the previous Maintenance Department meeting. Of these, he included an Equipment Log, a shared calendar for scheduling, a Maintenance Log, and also a Vehicle Repair Log. Lofgren said these will all be accessible between himself and the other maintenance employees. He said come spring, these lists and logs will be more complete. Owings explained to Council the requests for these lists were made at the meeting and the notes will be typed up by Administrative Assistant Johnson and made available for anyone who would like to read them. Lofgren said at this time he wanted to take issue with the work flow chart which was designed by the Maintenance Committee. He said the chart as it is now will not work, as various jobs will not be able to be completed by one person alone. Further, he feels as though the chart was designed to ensure the failure of employee Terry Cummings. Mayor Johnson asked who came up with the work flow chart? Owings said it was designed by himself and Olson. Olson conceded there are roles which are going to overlap, and the ultimate goal of the chart was to ensure each maintenance employee would be fully aware of what their job duties are. The Maintenance Committee wants to ensure the future employees of this department will be well-prepared for when employees are ready to retire. Olson said the duties as

they are laid out should be completed with no problems within an eight (8) hour day. It is the opinion of the Maintenance Committee that Cummings is not adhering to the requirements of his position. Owings added the Committee felt his time would be better served if things such as oil changes and repairs to machinery were done by a vendor instead of in the City shop. Owings said Lofgren can provide the Committee a better plan if he feels this work flow does not suit the department. Mayor Johnson said he feels the chart is not even in terms of workload. Olson responded the chart was drafted in order to provide proper duties for the two (2) maintenance employees so one does not get burnt out. Olson explained in the past we have lost workers because the workload was not fair. Owings added the Committee made the chart to be as detailed as possible, which is why it appears lopsided even though it is not. He said they did not want to leave any room for interpretation in terms of actual job duties. The idea behind creating this list was brought about by Lofgren stating a fourth maintenance employee was needed, but could not provide any justification for the request. Affield suggested finding out exactly how much time is spent doing each specific duty. Mayor Johnson asked Olson how many people he supervises at his job with the County? Olson said he has five (5) employees, and has no problems covering their duties. Lofgren stated he has certain items on his maintenance log which do not get done, which is why he wanted another employee. Olson said the City needs him to be more of a float-type employee, to cover for when someone is gone. Owings agreed, and said Lofgren's position is more administrative in nature. Owings said the Committee is not opposed to an alternative solution, as the work flow chart is just a starting point. Lofgren agreed, and said this will need to be a team effort to make it work. He also asked Council if they want to sell the boom truck? Owings said he was informed there are major repairs needing to be done, and wondered if it is worth keeping if only used for hanging Christmas lights? Affield suggested not selling it, as she can think of other uses the City needs the boom truck for, such as changing light bulbs on the traffic lights, hanging flower pots and flags. Council agreed to keep the boom truck for the time being. Owings also noted to Council he has instructed Lofgren to get more information on auto-dialers for the lift stations, in order to provide maintenance employees remote access to those stations.

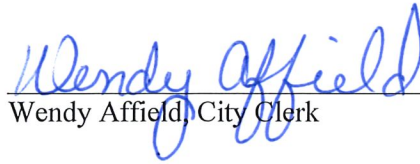
d. Wendy Affield, City Clerk – Affield stated Heather Johnson spoke to her about the possible addition of reading meters to her job duties, and how she asked that meter reading remain with maintenance employee Olson. Affield said she had agreed, as the reads are only done once a month and do not take up much of Olson's time whereas Johnson is already very busy with other duties that week. Olson and Owings agreed to keep it the way it is. Affield went on to say she will be leaving on vacation from February 17th through the 26th, but will be back for the Council Meeting on the 26th. She will provide a phone number in case of an emergency. She also added the auditors will be here the week of March 9th. Affield wanted to ask Council's opinion regarding shutting water off for past-due accounts, and how to recoup funds? Lofgren said it can be kind of difficult to turn the valves in the winter. Mayor Johnson also wondered if there was a legal issue for turning off water when the pipes could freeze. Affield said there is one past-due property currently on the market to be sold, so City Hall will be adding their past due amount to their property taxes. Owings said since billing is coming up, he can be available to help answer phones if Johnson needs some assistance on those days. Lofgren notified Council he will be gone a few days next week. Affield also said Johnson will be available to assist for any upcoming interviews for the new Police Chief, and will have access to her computer should anything need to be added to next meeting's agenda.

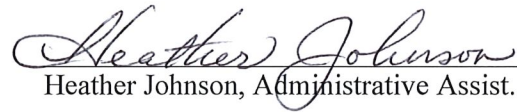
10. Open Forum –

11. Miscellaneous Announcements –

12. Adjournment – A motion was made by Dave Owings to adjourn at 8:45 a.m., seconded by Joe Olson. All in favor.
Motion Carried.


Cecil Johnson, Mayor


Wendy Affield, City Clerk


Heather Johnson, Administrative Assist.

February 12, 2020 Glyndon City Council Meeting Minutes