

Glyndon City Council

02/26/2020

6:00 p.m. Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:00 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Joe Olson, Justin Schreiber, Kimberly Savageau; City Clerk Wendy Affield; Police Chief Michael Cline; Fire Chief Bob Cuchna; City Maintenance employee Andy Olson; Administrative Assistant Heather Johnson.

As Per Sign-In Sheet: None.

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

Motion Carried.

- **Approve Resolution of Payments** – Olson wanted to note there will be further discussion of the snow removal payment to Randall’s Excavating included below in the Maintenance Department update.

4. **Additions to Agenda**

5. **Motion to Approve Agenda** – A motion to approve the agenda was made by Justin Schreiber, seconded by Dave Owings. All in Favor.

Motion Carried.

6. **New Business**

a. County Multi-Hazard Mitigation Discussion – Bob Cuchna – Cuchna came in to discuss the second meeting he had with the County regarding the new changes to multi-hazard mitigation procedures. This includes all the cities within Clay County, this coincides with any federal funding a municipality would want to be granted. Cuchna said the County is looking to implement these changes around April or May of this year when the final plan is completed. He provided Council a packet showing the latest review of the plan, which will be then sent back to the County and eventually back to the Department of Homeland Security. If the final plans are approved, then the County and all cities will need to adopt the plan. Within the packet different mitigation strategies are listed and explained, defined separately by hazard type, strategy, action, status, priority, expected timeframe, responsible party, and possible funding. Hazard types further break down to include situations such as severe winter/summer storms, summer storms with tornadoes, and floods. Cuchna wanted to ensure Council is aware this will affect the City for certain, as the current emergency system used by the City will become obsolete soon. CodeRED will be replaced going forward by a newer emergency system called Everbridge. He said the City will need to make a push to ensure all residents are aware and also make the necessary switch. Olson asked if this new system will also be implemented by April? Cuchna said it is coming soon, but hopefully before any spring flooding. Mayor Johnson asked if someone currently has the CodeRED system on their phone, will it automatically switch over to the new program? Cuchna said no, each person will have to manually sign up for Everbridge. Cline said the new system will be a lot more user friendly, and he will ask for more information from the County to provide to Council. Cuchna advised to look through the packet carefully, as the “Responsible Party” heading is important to see who specifically

needs to implement that particular mitigation strategy. He said there are twenty-seven (27) different strategies to look at and go over. Mayor Johnson asked if there is any County funding? Cuchna said for the City, probably not. But he said there may be funding for the four (4) mitigation action plans specifically for Glyndon. Mayor Johnson asked if it is up to the owners of the mobile home parks to meet these steps? Cuchna said yes, and stated it is a Minnesota statute requiring mobile home parks to have a feasible emergency plan in place. Mayor Johnson asked if this statute covers apartment buildings? Cuchna said no, as apartment buildings are considered less likely to suffer damage as other buildings. He said as for funding, there may be some through FEMA or with an HMA grant, and those would be a seventy-five/twenty-five (75/25) matching funds type of grant. Cuchna said sometime in mid-May the federal government will be completing their final mitigation plan. Schreiber asked if these plans include disasters like train derailments? Cuchna said no, these particular mitigation plans are for weather-related events only.

b. Electronic Timecard Module from Banyon – Dave Owings & Joe Olson – Owings stated to Council he asked Affield to get a bid from Banyon on their electronic timecard software after reviewing employee timesheets. He and Olson felt an electronic solution would make it easier for department heads to see where employees are logging their time per week. Owings said the Police department will need to have further review as their weeks run differently, but he feels the overall bid is better than expected. He and Olson do not need a motion for it at this time, but wanted to present the information to Council for discussion. Owings said the new software would track directly into the current Banyon system, and allow department heads to keep better control of hours. Overall it will improve and streamline payroll processes, and the system will automatically be keeping a running total for each employee. Olson said it will make it clearer for everyone in how they are actually earning their hours. Schreiber asked if this bid is a one-time payment? Affield said there will be an annual “software support” fee of five hundred ninety-five dollars (\$595). Olson said in the future a motion may be needed for this purchase, but not until there is more discussion on it. Schreiber asked how employees would get their paystubs? Affield said she would still be printing them out, that process will not change. Schreiber said at his company they have new software which is available on cell phones, and employees are able to look up their own paystub information right on their phones. Owings said the whole purpose is to help all the departments run smoothly, especially with the overall growth of the City. Olson also said it is better to keep up with the newer technology, as handwritten timecards are a thing of the past.

c. Midco Conversation – Dave Owings – Mayor Johnson stated he and Owings recently sat down and had a discussion with Justin Forde, the Senior Director of Government Relations with Midcontinent Communications. Owings said he has been hopeful to get Midco in the City, and is happy to see they will be coming to lay their lines this year. He said he mentioned the City does not currently have any commercial land available for them, and also stated his concerns about resident’s yards getting improperly maintained after they do their work. Forde said he understood, and said Steve Mathern is the general contractor for the crew doing the installation for the City. Forde also mentioned being very interested in granting funds to any 501c non-profits in the area, in order to show they are giving back to the community. Their grants are up to two thousand, five hundred dollars (\$2,500) and can be requested for “parks, fire, police” special items needed. Owings said he also mentioned the school’s backpack program as a possible non-profit for consideration. Mayor Johnson said Forde wants to make sure Midco has a definite presence in the City, possibly even through the purchase of a new scoreboard at the school.

d. Salary & Benefits Discussion for the New Glyndon Police Chief Position – Council agreed to move this discussion to the end of the meeting in order to have a closed-door session.

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

a. 2nd 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 second reading was made by Joe Olson, seconded by Kimberly Savageau. All in favor.

Motion Carried.

b. Maintenance Update – Dave Owings & Joe Olson – Owings said he and J. Olson are continuing to work with the Maintenance Department, and are getting things on track. At the previous Council meeting, City Supervisor Lofgren said he felt the new workflow chart was designed to make his worker fail. Owings said this comment caused some concern, as this is not the intention of the Maintenance Committee at all. Another meeting was called where the committee was able to explain their side, and Lofgren and Cummings were able to explain how they were interpreting the recent changes. Owings said their concerns were definitely understood, and he felt there was much better communication during this meeting. He said what was originally concerning was a comment at the first meeting where “things have not been touched for over twenty years” in the City. Owings said he and J. Olson wanted to address that comment, and are more comfortable with the direction the department will now be heading. Owings continued by saying the department needs to have more clearly-defined duties for each employee. He also said Lofgren needs better direction from Council in terms of duties and other items he feels have been neglected, and more control over snow removal. J. Olson agreed, and said when Lofgren originally approached Council for the addition of a fourth maintenance employee, he presented no justification for it. J. Olson said another person cannot be added on without first knowing what duties this person would be responsible for. He and Owings believe the department needs more streamlining and teamwork before another employee can be brought on board. Olson said as far as snow removal, the invoice from Randall’s Excavating for twenty-one thousand dollars (\$21,000) is certainly going to seem high, but it really is not when compared to the cost of a new payloader and the salary of a fourth person to run it. He also pointed out this year there was a lot of snowfall, which will not be the case every winter, and the Council would like to see how this process works for a couple years before buying its own payloader. Owings also noted to Council there will be new auto-dialers for all of the lift stations, which will help free up the weekend time for employees who are on call. He is of the opinion how better equipment will equate to a better-run Maintenance Department. Owings said the intention of the Maintenance Committee is to start with small steps to help improve functionality and to finally get at the items which have been neglected. It will be a slow work-in-progress to begin with, and minor changes will be made here and there. J. Olson said an important change for the department going forward will be to hire-out the equipment repairs, rather than having an employee use a majority of their day fixing something in the shop. This will save on cost in the long run, and is a more efficient process. Owings said one of the misperceptions of the work flow chart was the thought that one employee had to get all of the listed duties done in one day, which is not the case. Savageau asked what Lofgren meant when he said certain things had been neglected? J. Olson said they were referring to the City’s four hundred (400) curb stops/gate valves, and both Lofgren and Cummings said they are unable to exercise them. J. Olson said he and Owings were in agreement a better plan needs to be put in place so the maintenance workers will know where they are located, when they were last turned and go forward with a case-by-case basis. Savageau asked if these issues had been brought before previous Councils and been denied? Owings said no, and gave for example the City’s fire hydrants have not been painted in roughly twenty-eight (28) years. Affield stated the County Jail workers could have been brought in to do the painting of the hydrants. Owings said Lofgren has asked previous Councils to do the painting but quit asking because he was tired of being told “no.” J. Olson said now going forward if we have a plan presented to us, then we can help set the plan in motion. Owings said the Maintenance Committee wants to help Lofgren in the decision-making process. Savageau asked if things are being neglected with the two newer developments as well? Owings said checking into this is part of those changes as well, such as implementing a maintenance log and calendar. J. Olson agreed, and said before something can be put off as “not being

able to get done,” the Maintenance Committee now wants to see a comprehensive schedule explaining why? A. Olson said the new GIS mapping tool can now be used by the department to track and map out the entire City, and it will help immensely with finding curb-stops, gate valves, manholes, street signs, etc. Savageau asked A. Olson to estimate how long it takes to plow the entire City after a snow event? A. Olson said it can take him approximately two and a half (2 ½) hours to do the entire City once, but this is just opening up the roads. After the first run, then he goes through again in order to widen the roads. Savageau feels the Council would not have to ask these questions or micro-manage this much if the department had been managed well in the first place. Owings said snow removal needs to be better prioritized going forward, and it will most certainly be a team effort to clear the roadway. Olson said there will also be more maintenance meetings in the future, to get everything in line. Owings agreed, and said by implementing these new maps for the City, by utilizing shared calendars equipment/maintenance logs, will all help to build a better and more efficient department. Olson said the micro-managing is not avoidable at this point, but certainly necessary. Savageau also said it will be important to look into ordering more supplies online, rather than seeing a maintenance employee drive an extended distance just to pick up one item. Owings said they also made it clear at the previous maintenance meeting that unnecessary trips into town will need to be greatly reduced. Mayor Johnson wanted to ask again about snow removal, specifically the gravel stretch between 7th Street and 12th Street. He was wondering about the bill from the County, and if it is just for snow maintenance? Affield said the bill will go up a little this year to seven hundred seventy-five dollars (\$775) but it includes all maintenance for the road, not just snow removal. Olson wanted to ask for an update on the alley grader attachment Council had budgeted for? Affield confirmed it is in the budget, but Lofgren is waiting on purchasing until he finds out whether a government discount will apply.

9. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Cline said so far this year they have six hundred ninety-five (695) calls for service, working out to roughly eighty-seven (87) calls per week. He said this number is far ahead from this point last year. Cline said the department applied for and was granted a Hometown Heroes grant from the Fargo Force Hockey team, which provided the department a new AED machine, adult/infant pads and extra batteries. He said three (3) officers will be attending taser recertification in March, and yesterday his squad car suffered belt damage and needed to be towed by Ed’s Towing.

b. Bob Cuchna, Fire Chief – Cuchna said he came to present Council with the Fire & Rescue Department’s 2019 Annual Report, copies have been handed out for your review. If anyone has questions about the report, they can reach him by phone. He said overall calls for service were down last year, but calls for mutual aid went up quite a bit. Cuchna discussed the map area for mutual aid.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Not present. Maintenance employee A. Olson said the following week he will be gone to attend water training and to take the Class D state test.

d. Wendy Affield, City Clerk – Affield said the City pays a quarterly “water service connection fee” to the Department of Health which will be increasing this year. Since 2005 the fee was six dollars and thirty-six cents (\$6.36), but now it will be nine dollars and seventy-two cents (\$9.72). She wanted Council to note the increase in order to factor it in to the budget for next year. Affield informed Council Eide Bailly will be starting the audit process the week of March 9th, and the auditors plan on being at City Hall on Tuesday the 10th. Owings wanted to know more about the water tower payments, and asked Affield if she knew offhand how much was left on it? Affield said she did not know exactly and would email him the information. She estimated the payment is right around ninety-thousand (90,000) per year.

****Mayor Johnson:** At this time the meeting will be closed as permitted by Minnesota Statutes, section 13D.05, subdivision 3(a), to conduct a discussion on Benefits & Salary for the new Police Chief position.


****A motion to re-open the regular council meeting was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.
Motion Carried.**

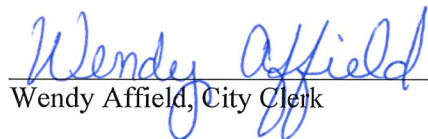
****Mayor Johnson said a decision on the new Police Chief was made during the closed-door session and will need a motion to approve the hiring. A motion to authorize City Clerk Wendy Affield to offer the number one candidate the Glyndon Police Chief position along with the approved compensation package was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.**

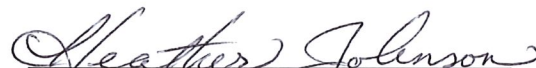
10. Open Forum

11. Miscellaneous Announcements

12. Adjournment – A motion was made by Kimberly Savageau to adjourn at 8:15 p.m., seconded by Justin Schreiber. All in favor.
Motion Carried.


Cecil Johnson, Mayor


Wendy Affield, City Clerk


Heather Johnson, Administrative Assist.

February 26, 2020 Glyndon City Council Meeting Minutes