

Glyndon City Council
4/22/2020
6:00 p.m. Regular Council Meeting
Glyndon Community Center – COVID 19

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, Kimberly Savageau, Justin Schreiber; City Clerk Wendy Affield; Maintenance Supervisor Scott Lofgren; Police Chief Michael Cline and Justin Vogel; Fire Chief Bob Cuchna.

As Per Sign in Sheet: Rod & Kim Schock; Delaine, Alison, Hunter & Andi Vogel; Daryll & Carol Lammers; Nancy Cline and Payton Wilde.

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.

- a. **Minutes – 4/8/20 Council Meeting**
- b. **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 Joe Olson. All in Favor.
Motion Carried.

6. **New Business**

a. On Behalf of the City of Glyndon, I want to thank Chief Michael Cline for his exceptional performance during these past 22 years, congratulations on your retirement – Mayor Johnson – Mayor Johnson wanted to extend his thanks to Chief Cline, and expressed his deep appreciation for all he has done for the City of Glyndon. Mayor Johnson felt Cline was directly responsible for getting the City of Glyndon’s name known well throughout the region. Cline said he too wanted to express his gratitude to the City and to Mayor Johnson, and personally thank Council for everything during his tenure as Chief. Mayor Johnson then presented Cline with a photo memory book commemorating his time with the City, and also a personalized humidor bearing his name and retirement date.

b. Swearing in new Police Chief Justin Vogel – Mayor Johnson read aloud the Oath of Office to Justin Vogel. Those in attendance applauded and extended their welcome to the new Chief.

c. Life Saving Award Given to Police Officer Ryan Schock – Chief Cline presented the Life Saving Award to Officer Ryan Schock by stating this medal is awarded for outstanding police conduct in saving a human life. Cline went on to say the incident in question involved exceptional courage, thereby earning the respect and admiration of the City and Police Department. Officer Schock was applauded by those present, and some time was given to allow for photos.

d. Alleyway Build Up and Road Grader Project – Owings said this was originally going to be Maintenance employee Andy Olson providing the information, but will now be presented by Lofgren instead. Lofgren said he spoke with Randall’s Excavating on getting a price for gravel to maintain the alleys, along with a bid for the work. He has not received the bid yet, but guesses it may take around twenty (20) loads of gravel to complete the alleys. Affield asked about the grader, and Lofgren confirmed he did pick up the maintainer. Schreiber asked what kind of work Randall’s would do for the alleys? Lofgren said they would drop the gravel and spread with their machines. Owings asked if we could do it with the new maintainer? Lofgren said yes. Savageau asked why the City would hire out the work if we have the equipment to do it? Lofgren said it can be done in-house, it is just an option to have Randall’s do the work. Mayor Johnson asked if the alley behind the apartment buildings should be maintained? Lofgren said yes, it can definitely be included. Olson asked how long it would take to be done in-house as opposed to Randall’s doing the work? Lofgren guess it would take a week and a half for his department to do the job. Affield asked to clarify if alley work had already been done last summer by a previous maintenance employee? Lofgren confirmed, and said two loads of gravel were brought in for each alley. Olson said it is now up to someone like Randall’s to dig out the potholes, build up the alleys, and be able to do it quicker than the City can. Owings then asked for permission to have the quote from Randall’s be approved by himself and Olson as they are the Maintenance Committee. A motion to have the Maintenance Committee, comprised of Owings and Olson, approve a bid to repair the alleyways from Randall’s Excavating upon receipt of said bid was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.

e. Reopening Recycling Center – Mayor Johnson – Mayor Johnson said he has been receiving a number of calls from residents wondering why the Recycling Center cannot be open during the COVID-19 situation. He said he called to enquire with surrounding cities, and found Dilworth and Hawley both have their recycling centers closed, but Barnesville just today opened theirs. Mayor Johnson said the point of having a worker present is to keep people from leaving items which are not recyclable. But he said he understood people’s need to lessen the growing pile of recyclables in their garages. Cline mentioned there will not be a Clean Up Week in May like usual, and so residents are going to want to take their items somewhere. He suggested leaving the center open, but restrict use somehow. Affield said the current worker is staying at home, but when she returns, she will be working less hours due to the County’s recycling reduction in their reimbursement. Mayor Johnson asked if a dumpster could be placed outside? Lofgren said a roll-off would not work because of rain, but a separate lidded container could work. Affield said the Police Officers who work on Saturday would be able to open and close the building. Savageau recalled at a previous meeting with Fuchs Sanitation where it was decided they would provide an outdoor container for cardboard only, and she is wondering what the status is? Mayor Johnson agreed. Affield said she would follow up with Fuchs Sanitation. She is asking if Council is agreeing to opening the center starting Thursday for regular items? Cline suggested if Council is concerned about an outdoor bin being filled with other items, an additional camera could be placed on the building to prevent people from dumping anything other than cardboard. He said Corey at Loeffler Security could be asked how much another camera would cost. Olson said it might be getting too far into it, and we should see how the center does being unmanned for a while first. Council agreed to reopen the Recycling Center to regular hours, no employee present, with a restriction on the number of users at one time.

f. Park Equipment from Elementary Playground – Lofgren said he was contacted by DGF Community Education Director Tracy Tollefson about the school looking to donate the current playground equipment to the City, as they will be moving the elementary portion of the school to Dilworth next year and will not be needing it. Lofgren said the school board will be taking a vote on whether the equipment will be donated to the City of Glyndon or Dilworth, but whoever is awarded it will be responsible for paying for the removal and moving of the equipment. He said the equipment is still in really good shape, and would be worth asking for. Affield said she will respond to Tollefson for sure by

Friday. Lofgren said the equipment would go well in Johnson Park, although it might be best to use it for the park in Southview when it becomes ready to build. He said the park space in Southview would provide plenty of room for this equipment and more. Affield mentioned there was some interest by developer Kelly Richards to have a basketball court placed there also. Olson said he is guessing removal of playground equipment is pretty expensive, like maybe in the forty thousand dollar-range (\$40,000)? Savageau agreed but said having to purchase this kind of equipment can easily run upwards of two hundred thousand dollars (\$200,000), so the City would benefit receiving the equipment. Owings asked if the City would need to submit a bid of some kind to the school board? Affield said the equipment is free, but the school board needs to know by this Friday what pieces the City would like to have. Schreiber feels putting this equipment out in Southview will be a great way to show the new homeowners in the development where the park is actually going to be. He asked if Southview would be ready to start on the park area yet? Lofgren said Richards is about two (2) houses away from using all of the material sitting on the park grounds. Once all of that material is removed, then the park can get underway. A motion to direct Wendy Affield to request all of the available playground equipment (minus swing-set) from the DGF School Board was made by Dave Owings, seconded by Kimberly Savageau. All in favor. Motion Carried.

g. 1st Quarter Budget Figures – Affield said these figures are informational only. Mayor Johnson said these can be reviewed and discussed at the next Council meeting. Affield said the auditors like to make sure the Council is up to date on budget numbers throughout the year. Savageau asked Affield if COVID-19 related items and purchases are being kept track of separately? Affield said yes.

7. Discuss Additions to the Agenda

8. Old Business/Unfinished Business

a. 2nd Reading of Ordinance #192 – An Ordinance Granting Midcontinent Communications a Non-Exclusive Franchise Agreement and the Right to Operate and Maintain a Cable Video System Within the City Limits – A motion to waive the complete reading of Ordinance #192 and accept this as the second reading was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor. Motion Carried.

b. 3 Lift Station Monitoring Control Panels – Integrated Process Solutions (IPS) Bid – Mayor Johnson asked about the difference in the contractor? Lofgren said IPS is the individual firm who supplies the telemetry to the lift stations and the water treatment plant. Affield noted to Council they have already approved the new pumps and the monitoring, but the telemetry will come from a different contractor. She said she wanted to show to the auditors there was approval given for IPS and also that Council has the correct figures, as it is not four thousand dollars (\$4,000) like discussed at the previous meeting. Lofgren said when the previous lift station panel purchase was approved, there was no telemetry included on the bid. He explained this new bid reflects the correct amount for installation of telemetry at three sites (one at the trailer park and two in Stockwood), at twelve thousand dollars (\$12,000). Affield said she would need a motion for this update to the change in contractor. A motion to accept the bid from Integrated Process Solutions, including updates, was made by Joe Olson, seconded by Kimberly Savageau. All in favor. Motion Carried.

c. Capital Improvement Plan – Fire Department – Cuchna said he would refer to Olson to explain further. Olson said he wanted to update the Council on recent discussions with City department heads, and he said Cuchna has done a great job on writing up what things need to be done concerning the Fire department. Mayor Johnson asked for clarification? Olson said there are items needing to be paid for, issues needing to be addressed. He said for example, there is an old generator needing to be replaced,

electrical outlets needing work, etc. Olson feels these things need to be looked at right away and corrected, and he would like to get quotes and estimates in order. He is asking Lofgren to obtain prices for a new generator, bids on electrical, prices on new carpeting and getting the overhead door fixed. Owings said what type of generator to buy will also need to be addressed, in terms of gas, propane, or diesel. Lofgren said he would look into it. Olson also wants Affield to design a master plan format for Capital Improvement by the next Council meeting. A packet which can be reviewed by Council showing Fire Hall, City Hall, Maintenance separately, broken down in columns for a full ten-year-plan. He said this way there will be something which can be looked at down the road and Council will know what funds are available per department. Owings said Affield is still finishing up with the auditors, so it may be better to check and see if she has time down the road to complete this plan format? Affield said she should be able to get it done by the regular Council meeting on May 27th. Lofgren will need to get these numbers ready for Affield no later than May 22nd. Schreiber said it may be better for the City to make a policy which would set aside funds each year for these types of capital improvements. Savageau agreed, and said it would be similar to existing rollover-fund accounts in the budget. Mayor Johnson asked if each project has to have a separate fund created? Schreiber said in this case no, it would simply be a fund account titled specifically for capital improvements. Owings said the policy would be to ensure the funds go where they are supposed to, as they are just ledger entries in Banyon. Olson said there may be certain items which will not be able to be paid from Capital Improvement Funds because of the cost, but could instead be formed by David Drown Associates into different bonds.

d. Parke Avenue Update – Affield informed Council surveying will be done today to start prepping for installing the rest of the curb and gutter. Lofgren stated road restrictions will not come off until the week of May 4th. He said the remaining work will go quick once they get started, and Affield said crews are hoping to be done sometime in early June. Schreiber asked about the concrete at the railroad section? Lofgren said that repair will be done before the curbing on Partridge Ave gets started. He said BNSF also needs to come in and move the crossing arms on Partridge Avenue.

e. Community Center Update – Lofgren said half of the new LED lights are in. Schreiber asked if the brightness can be adjusted? Lofgren said he would check if there is a lumens setting. Lofgren also noted he has not yet received a bid from Home Heating regarding adding an exhaust fan in the attic, as they wanted to have an electrician take a look first. Mayor Johnson asked about adding whirlybirds to the roof? Lofgren said if there is a proper exhaust fan installed, there will not be any need to cut holes in the roof, it should take care of the condensation problem.

• **Bathrooms – Infant Changing Tables – Locks on Doors – Unisex Signage - Ceiling Tile – Corner Guards – Wall Bumpers – Interior Doors – Vinyl Base** - Affield said she received the bid from Curtis Stubstad from Midwest Constructions Specialties in the amount of eleven thousand, three hundred seventy-seven dollars (\$11,377) for the listed repairs. She said Stubstad listed the ceiling tiles to be around four (4) dollars each, and there are over four hundred (400) to be replaced. Affield also pointed out two different pricing options for changing tables, but she does not feel the expensive Koala tables will be necessary. Lofgren said both bathrooms will now be unisex going forward and will be able to be locked from the inside. Affield said there are various “family” bathroom signs which can be chosen for this purpose. She said City Building Inspector Steve Schroeder pointed out some areas of the bathrooms which will require updating to meet code, such as panels behind the toilets. She said these are included in the bid. Lofgren said all the windows and doors will be trimmed, and vinyl bumpers to protect the walls will be installed. He said the interior walls have been abused over the years, mainly by tables and chairs getting stacked against them. Owings said it will be nice to have bathrooms now compliant with ADA regulations, considering the types of events held at the Community Center. He said the unisex bathrooms would also help with busier events. Affield said the extra toilet in the women’s restroom will now be removed. Owings said he will abstain from voting on the bid as he has a personal connection to Stubstad, but he feels everything so far proposed is necessary work to be done. A motion to accept the Community

Center repair proposal submitted by Midwest Constructions Specialties was made by Kimberly Savageau, seconded by Joe Olson. All in favor; Johnson, Schreiber, Olson and Savageau. Abstained; Owings. Motion Carried.

- **Flooring Material & Labor** – Affield said the material-only bid from Carpet Garage came in at approximately twelve thousand, one hundred dollars (\$12,100), and the labor roughly ten thousand dollars (\$10,000). She said it might be more prudent to fix the current floor tiles instead. Schreiber agreed. Owings said he feels it is not a waste of money doing these repairs, as it is building for the future. Lofgren agreed and said the Community Center is starting to look better than it ever has in the past.

- **Furnace Replacement** – Affield provided the furnace bid from Dakota Plain Mechanical, which came in at approximately fourteen thousand, four hundred dollars (\$14,400). Lofgren is still waiting for a second bid from Home Heating.

- **East Overhang Improvements** – Olson said the bid to replace the concrete under the park shelter behind the building would be roughly thirty-four thousand dollars (\$34,000) per the bid provided by City Engineer Kris Carlson. Lofgren said one of the posts is gone, and another is starting to go too. Olson said this bid was just a number for Council to review, or to decide just to tear down the shelter. Savageau said she would rather have it taken down than spend that much money to repair it. Owings asked if there was any urgency to tearing it down? Savageau said it should be looked at right away if it is a safety issue. She also suggested Mayor Johnson consider appointing a Capital Improvement Committee for 2021, in order to hash out these decisions rather than at a full Council meeting. Mayor Johnson agreed.

- **Parking Lot – Gravel option** – Olson said he also asked Carlson to get an estimate on the cost for a full reconstruction of the parking lot, and Carlson came back with roughly one hundred sixty-one thousand dollars (\$161,000). He clarified this does not include the bid for the east overhang. Lofgren said he had requested a bid from Randall's Excavating for removing the current asphalt. Mayor Johnson said the old Depot could be removed at the same time, and Lofgren said he is in discussions with a gentleman who would like to have the building.

- **Master Plan – New Center – Architect** – Olson said he wanted Council to see the parking lot estimate especially, as this high dollar amount is exactly something which should factor in to the new Master Plan for the Community Center. He spoke with architect Kerry Peuser from Michael J. Burns Architects, Ltd. who would come out and give a free walkthrough and site analysis without needing to sign a contract. Olson said Peuser suggested Council narrow down what they envision the Community Center needs to be in the future. Schreiber said even if a plan is developed, it does not necessarily mean all of it will go through. Olson said the initial quote would be ten thousand dollars (\$10,000), and then an overall blueprint would be provided. After agreeing on the blueprint, then the City would enter into a contract with the architect and go from there.

9. Department Reports / Committee Reports

- a. **Mike Cline, Police Chief** – Cline said the department is currently at one thousand, two hundred eighty-nine (1,289) calls for service for the year, or approximately three hundred twenty-two (322) per month. He noted his officers are still taking calls and making traffic stops, although they are not as busy as before the stay-at-home order was issued. For medical calls, he has told his officers to allow fire/rescue and ambulance services to enter a home first, and remain outside unless needed. Training in new Chief Vogel has been going well, he comes with computer experience in regards to programs like New World. His department has brought in nine (9) vehicles with the help of Ed's Towing,

and some will be available for auction in May and 4 will be disposed of right away. Officer Tri received his performance review this month, and there will be range training coming on Friday, as well as their software updated and Tasers at that time. Cline said he provided Council copies of his Year-End Review, and hopes everyone gets a chance to look at it. Schreiber said he really likes the newly designed patch for the department, and wants to thank him for the past twenty-two (22) years of service. Council agreed, and also extended their welcome to new Chief Vogel. Cline thanked Council for the opportunity to be the Chief, he is very grateful and has enjoyed his time leading the department.

b. Bob Cuchna, Fire Chief – Cuchna said he is pleased to see the Council begin to tackle some Capital Improvements, and he submitted his notes for the Fire Department. He also wanted to update Council on recent DOC meetings, OSHA fit testing requirements, and coronavirus procedures. Cuchna said he is advising his department much like the Police department in having his personnel enter homes for medical calls only when necessary. He said dispatch services are being updated as well, had Heather order 4 gallons of hand sanitizer for the City departments, and is working on getting a mask for Terry Cummings when he comes back. Cuchna stated a mask will not keep you from getting the virus, it is only to help you from spewing stuff all over the place. He is also suggesting anyone who sees sanitizing wipes to buy if they can. Cuchna recommended to keep good air flow through City buildings. Cuchna wanted to remind Council they may see a decrease in LGA revenue this year due to the economic setbacks caused by the pandemic. Owings asked how many personnel are now on the Fire/Rescue squads? Cuchna estimated there are twenty-two or twenty-four (22 or 24) volunteers now.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren picked up the new maintainer yesterday, and will be working on repairing the alleyways in the next week or two. Road restrictions come off on May 4th, so gravel will then be hauled in. Owings stated he and Olson would like to schedule another Maintenance Committee meeting with Lofgren for next week.

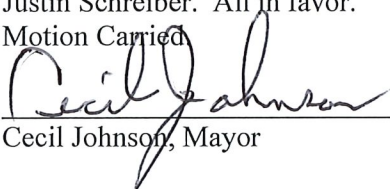
d. Wendy Affield, City Clerk – Affield said she too wanted Council to be aware of the possible LGA revenue decrease, as the City received approximately three hundred ninety-five thousand dollars (\$395,000) for 2020. If the City does not receive LGA funds next year, there will be a drastic change with the budget. She also said there are Earth Day shirts available if anyone wants one. Savageau wanted to update Council and said there will not be an Ice Cream Social this year due to social distancing guidelines. Lofgren said this Friday the school will be handing out caps and gowns to the graduating seniors outside and a portion of Parke Ave in front of the school will be closed temporarily from 8:00 am to 9:00 am to allow people to park and have space for photos. Owings asked if the next Council Meeting would be able to change to Tuesday the 12th. Mayor Johnson and Council Member Sauvageau both have meetings on the 12th and will need to see if they can be moved or if they will be cancelled.

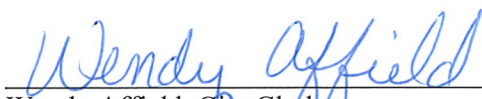
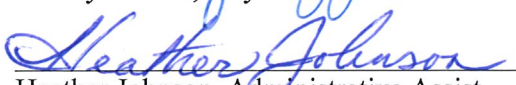
10. Open Forum –

11. Miscellaneous Announcements –

12. Adjournment – A motion was made by Kimberly Savageau to adjourn at 7:53 p.m., seconded by Justin Schreiber. All in favor.

Motion Carried


Cecil Johnson, Mayor


Wendy Affield, City Clerk

Heather Johnson, Administrative Assist.