

**Glyndon City Council**

**7/8/2020**

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, Kimberly Savageau, and Justin Schreiber; City Clerk Wendy Affield; Administrative Assistant Heather Johnson; Police Chief Justin Vogel.

**As Per Sign in Sheet:** None.

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

**a. Minutes – 6/24/20 Council Meeting**

**b. Approve Resolution of Payments**

- **Approve Hiring Ian Mickelson & Ty Wegenast for Seasonal Employment**
- **Approve Hiring Israel Ayala for Recycling Center Attendee**
- **Approve Termination of Maintenance Supervisor Scott Lofgren as of 6/10/20**
- **Approve \$486.00 for Community Center Bumper Guard Wall Trim on North Wall**

4. **Additions to Agenda**

➤ **BNSF Grade Crossing Signal Installation Agreement**

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

6. **New Business**

**a. Salary Range for Andrew Olson** – Owings said he, Mayor Johnson, and Affield recently conducted interviews for the open maintenance position, and it was evident one of the candidates was the most qualified. This candidate discussed some concern regarding the salary, so after the interviews we visited about it. Owings said the new pay plan step grid shows where previous and current Maintenance staff were at in terms of salary, and he feels going forward it will be more appropriate to move employee A. Olson up to the \$23.53 step on the grid. Owings said he would like to make that as a motion. Mayor Johnson said he would like to discuss it further before going into a motion. He said two of the candidates would not be able to leave their current jobs based on what the City is currently offering. He asked Savageau if the pay grid can be moved to where the Council would want it to be? Savageau said she needs further clarification, and asked if the Maintenance staff are currently being paid on Grade 7, why would the City then offer the same position at only Grade 5? She said this difference in grade number would then suggest the job duties are not the same between maintenance employees. Olson said they would need to be on the same grade. Affield said when she had discussed it with Mayor Johnson and Owings, they had felt A. Olson was doing a heavier workload now than before, which is why they were

suggesting moving him up to STEP 6 on the grid. Savageau said she agrees completely A. Olson is now doing more work, but asked if both maintenance employees are considered the same or different in terms of title? Owings and Affield both said the employees would be considered the same. Affield asked if the starting wage should be moved to \$20.30 instead? Savageau said her point is if two employees are considered the same in terms of job title, then they should be paid on the same grade level. She said it would be different for a Maintenance Supervisor, because the job duties and job title are different. Owings agreed, and said the most qualified candidate so far is currently making twenty-two dollars (\$22) per hour and would also have concerns about the City's health insurance coverage for families. The candidate inferred he would not be able to accept the position based on the current insurance option. Affield said if the job position will now be offered at a higher salary, the job advertisement needs to be published again in order to attract more qualified applicants. Savageau agreed, and feels the position should be on the same grade with a starting amount of \$20.30. Owings said he is comfortable with that also. Affield suggested publishing the job ad with Indeed as well. Owings asked if Savageau is recommending A. Olson be moved to Grade 9, Step 2 on the grid? Savageau said in order to do that the job title and description of duties would need to change. Owings asked if it would be better to move A. Olson from Step 2 to Step 6 on the grid, based upon the amount of knowledge he has gained in such a short time? Savageau said she would be fine with this move. Schreiber asked if Maintenance employees were still getting compensated for receiving their certifications? Savageau said yes, and it now will be an issue because this moves the pay to a different spot on the grid. She said paying them separately for these certifications will have to stop going forward. Mayor Johnson asked if there is any advancement for these employees in this department? Schreiber said no, unless the department head position is vacated. Savageau said this particular position is what it is, and candidates will need to accept this when they apply. Mayor Johnson then asked when the time comes to hire for the Maintenance Supervisor position, will Council need to start over again in terms of starting salary? Savageau said salary will already be determined by the grid because the job description and title are already worked into Grade level 12, along with COLA. She said the point of having the pay grid was to avoid having to figure out raises each year at budget time. Schreiber also pointed out A. Olson is receiving overtime pay, and this should be a factor when considering which step to move him to. Mayor Johnson asked if there is a stipulation based on how many overtime hours can be accumulated? Schreiber said at this point it does not matter because the City is so shorthanded and there is a lot of work to get done that overtime is unavoidable. Affield said he makes a valid point, in terms of overtime pay on top of current wage. Savageau suggested the job title for A. Olson be changed in order to move him to Grade 8 or 9? Owings said A. Olson has suggested the department would be fine with only two full-time maintenance workers and two seasonal workers, thereby avoiding having to hire a third full-time maintenance worker. Mayor Johnson said if the City continues to grow, would there be a need to also hire seasonal workers in the winter too? Owings said he felt A. Olson needed the seasonal help more so in the summer simply due to all of the mowing. Affield suggested Council table the issue until they can speak directly with A. Olson? Owings wondered if all three issues should be tabled? Savageau said the salary range is pretty plain, and if it ends up tabled then it will be into the end of July before being resolved, and into August before someone is hired. Council agreed to move forward with the salary range determination and the re-advertising of the job posting, and then table the salary discussion for A. Olson until the next regular meeting.

**b. Salary Range for New Maintenance Worker** – Council agreed to hire a new full-time Maintenance worker at Grade 7, Step 1, at twenty dollars and thirty cents (\$20.30) per hour. Affield asked if a motion was needed? Savageau said no, as it is the starting step on the grid. Owings asked if job titles should be included on the grid? Again, Savageau answered no, because it is just a grid of numbers only, and the PDQs determine what job titles fall under which grade.

**c. Discussion of Offering Position to Interviewed Recipient or Advertise Again** – Council agreed to re-list the job advertisement for Full-time Maintenance Worker until the end date of Monday, July 20<sup>th</sup>.

**d. 2<sup>nd</sup> Quarter Budget Figures** – Affield said the figures included in the packet are informational only, and just for Council to review. Savageau asked about COVID-19 expense tracking? Affield said there is a line item created in the budget already for these expenses but payroll numbers are not included in that line item.

**e. Budget Meeting Schedule** – Council set the following dates for upcoming Special Budget Meetings:

- Police Department & Fire/Rescue: Wednesday, July 22<sup>nd</sup> at 5:00 p.m.
- Maintenance Department: Wednesday, August 12<sup>th</sup> at 7:00 a.m.
- General Budget: Wednesday, August 26<sup>th</sup> at 5:00 p.m.
- Preliminary Levy: Wednesday, September 9<sup>th</sup> at 7:00 a.m.

## 7. Discuss Additions to the Agenda

➤ **BNSF Grade Crossing Signal Installation Agreement** – Affield said she just received this agreement via email this morning from City Engineer Kris Carlson, and said it is for moving forward with BNSF regarding the Quiet Zone and repairing the crossing arms. She said if Council approves the agreement it will get the ball rolling faster on the Quiet Zone project. Owings asked if this was to be voted on? Affield said yes, a motion would be needed. A motion to approve the BNSF Grade Crossing Signal Installation Agreement was made by Joe Olson, seconded by Kimberly Savageau. All in favor. Motion Carried.

## 8. Old Business/Unfinished Business

**a. 418 2<sup>nd</sup> Street Discussion Concerning Nuisance Ordinance** – Olson said he has had some discussions with City Attorney Ken Norman and Building Inspector Steve Schroeder, and he is waiting on a call back from the State Building Inspector. Olson said he is trying to look at all options in order to move forward. He is now cautioning Council to mind what is said during meetings as this is now going into the legal portion. Mayor Johnson stated he also wants to move forward but said if Council decides to start involving the State, he advises keeping the current building inspector in the loop because it is very difficult to find licensed inspectors these days. Olson agreed, and said once he receives a call back from the State, he will be calling Schroeder. He did say he has some frustration as Schroeder appears to be stumped in how to proceed, and his goal is to find an inspector who will know what to do with this particular situation. Olson wants to see Schroeder stay on as Building Inspector, and will be notified on any findings. He also spoke with Kent Severson at the County, who works with the hazardous portion of inspections. Severson stated he would like to be involved in the process, but does not have the authority to condemn a home. Olson said he will put Severson in contact with Schroeder in order to move forward. Vogel stated to Council he provided recent photos of the property, in order to show the condition, it is in. He said the owners have moved more items onto the property instead of removing, in violation of the citations they have received. The citations are still in process with the Court, but are not closed yet due to COVID pushing everything back. Vogel said he agrees the City needs to take action with this situation, and not sit back and wait for something to happen. Mayor Johnson said the same type of action apply to 202 Eglon Ave S, formerly the Cecilia Lugo property. He said the major issue is trying to contact all of Lugo's descendants in order to move forward. Affield said Norman was given updated paperwork

regarding this property. Olson said he wants to move full-steam ahead with this house as well. He said he and the Mayor will continue to make calls, and will inform Council on any new updates.

## **9. Department Reports / Committee Reports**

**a. Justin Vogel, Police Chief** – Vogel said he and Affield have been working together on updating City ordinances, and noted it will be a slow process starting with the nuisance ordinance. He had a recent meeting with local Chiefs of Police to go over ordinances and current fine amounts as the court is requesting updates. Vogel also noted speed signs are up on Hwy 10, and he will try to keep them in the City as long as possible since they will eventually have to go back to the State Patrol. Mayor Johnson asked about the upcoming MnDOT project on Hwy 10 and if the detour routes had been set? Administrative Assistant Johnson said the map had been published in last month's newsletter. Vogel said he can send a copy to the Mayor. Savageau said residents who live near Hwy 10 received a letter from MnDOT regarding the detours. Affield said Sellin Bros. is also working on this project. Mayor Johnson asked when the next meeting will be with the Red River Regional Dispatch Center? Vogel said he is not on the committee yet, but other local chiefs are and will update him.

**b. Bob Cuchna, Fire Chief** – Not present.

**c. Maintenance/Public Works** – Owings said the new Toro lawnmower has been delivered and the seasonal employees really like using it. He is still working on how to post the existing equipment for sale with everything else going on. Owings said he received the inspection report for the dump truck, and he feels it is a good decision to sell it. He also stated he received a general complaint regarding the new seasonal maintenance employees having their back turned to Hwy 10 as they are watering the flowers. He said it is required to wear headgear and also be facing towards the busy highway. He said A. Olson has made them aware of the requirement. Affield said the City has recently received several compliments on how the mowing is being taken care of this summer. Mayor Johnson said there is an issue with a certain portion of County ditch not being mowed on 12<sup>th</sup> Street S. He said there have been complaints, but the resident claims she cannot mow the ditch because it is too steep. A. Olson had informed Mayor Johnson it would not be an issue for the maintenance crew to take care of. Affield said the other two residents who live along this section are able to mow their ditches. Mayor Johnson said he advised A. Olson to mow it for now, and if other residents begin to complain, then we will stop having the City do it. Savageau cautioned this becoming a "slippery slope" where the City gets stuck mowing other properties too. Council agreed to send the resident a letter advising they find a way to mow the ditch after Maintenance takes care of it this one time.

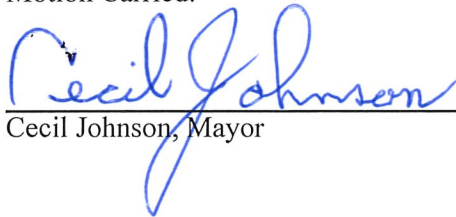
**d. Wendy Affield, City Clerk** – Affield said a new Recycling Center employee was hired and started yesterday. He will be working Tuesdays and Saturdays, six (6) hours each shift. She purchased a small refrigerator for him and a bucket and mop for cleaning the floors. Savageau asked what the hours are going to be now for the Recycling Center? Affield said they are going to stay the same, but he may stay longer than the posted hours just like the previous employee did. Owings asked if the City can advertise the different hours? Affield said we most likely can, but since the Center belongs to the County, they may have final say on the hours. Savageau suggested updating the hours on our website and have something about it in the newsletter to let residents know. Olson said the outside cardboard dumpster is going well and he has received a few compliments. Affield agreed, and said the basketball hoops for Southview arrived Monday, and the concrete for the benches has been poured. She said there is still about four to five (4-5) weeks to wait for the fence to be installed. The trees for the park can be picked up any time. Mayor Johnson asked if the park is ready to be open for kids to play on? Affield said the City will not know until the ground work is finished. Schreiber said the woodchips have been leveled and he believes the yellow caution tape has been removed so he feels kids can go there and play now. Affield

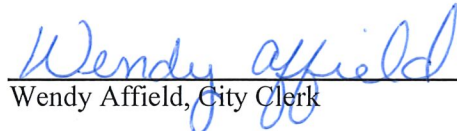
also stated she sent the Red River Electric Cooperative invoice to the League of Minnesota Cities. The City will pay the invoice and be reimbursed by the LOMC.

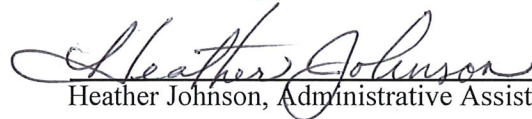
**10. Open Forum –**

**11. Miscellaneous Announcements –** Vogel wanted to add there will be a CPR class held at City Hall from 1:00 p.m. to 4:00 p.m. for any employees needing to re-certify or be certified. Owings asked Olson if he had heard from the County whether they would sell the shop building located by the compost site? Olson said the answer from the County was “no, they will not be selling it.”

**12. Adjournment –** A motion was made by Justin Schreiber to adjourn at 8:08 a.m., seconded by Dave Owings. All in favor.  
Motion Carried.

  
Cecil Johnson, Mayor

  
Wendy Affield, City Clerk

  
Heather Johnson, Administrative Assist.

July 8, 2020 Glyndon City Council Meeting Minutes