

Glyndon City Council
8/12/2020

7:00 a.m. Regular Council Meeting &
Police Department Budget Review
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: Tracy Tollefson.

3. **Motion to Approve Consent Agenda – As requested by City Clerk Wendy Affield - Payments to the 3 Election Judges for work during the August 11, 2020 Primary: Tammy Sperr, Brittany Blickenstaff, and Deborah Krupich will be added to the Resolution of Payments.** A motion to approve the Consent Agenda was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.

Motion Carried.

a. **Minutes – 7/22/20 Council Meeting**

b. **Approve Resolution of Payments**

- **Approve Resignation Letter from Kyle Rosenfeldt from the Glyndon Volunteer Fire Department**

4. **Additions to Agenda - None**

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

6. **New Business**

a. **2021 Certified LGA Funds from MN Department of Revenue - \$407,298.00 –** Affield informed Council this amount is roughly thirteen-thousand dollars (\$13,000) higher than last year.

b. **Yield or Stop Sign Requested for Exiting Dollar General's Parking Lot –** Affield stated she received an email from a resident who lives just outside City limits by the Dollar General, and this person stated she would like to see a stop sign or yield sign installed by the exit to the store, as many people do not stop for traffic coming down their street. Mayor Johnson asked Chief Vogel if there have been any complaints regarding this made to his department? Chief Vogel said no, and feels there is no need for a sign until the road behind Dollar General is finished. He said there is not enough traffic right now to warrant the installation of a sign.

c. **Create Committee for COVID-19 Cares Act Relief Fund Spending –** Mayor Johnson said this committee will be comprised of two (2) Council members, and the Department Heads. Affield said per the requirements of the Cares Act Fund, the City will need to compile monthly expenditures relating to COVID-19, and so far the total is thirteen thousand, six hundred seventy dollars (\$13,670) which has been spent. She said more purchases are pending, such as electronic soap dispensers, sanitizer stands, etc., for all City buildings. What remains is ninety-two thousand, one hundred seven dollars (\$92,107).

Affield said each department is to put together a list of COVID-19 related items and submit them to the committee for approval. Mayor Johnson asked if the County has donated anything to the City? Chief Vogel said there has been a donation of masks, and Affield said the Chamber of Commerce also donated masks to the City. Affield said there are bids coming in for supplying all City buildings with touchless toilets and sinks. Savageau and Owings volunteered to be the two (2) Council Members on the committee. Savageau also reminded Council these funds need to be spent by November 15th of this year as any remaining funds will go to the County. Chief Vogel said Home & Hearth Plumbing & Heating came out to look at all the City buildings, and will be providing a bid for all touchless equipment and exhaust systems. Mayor Johnson appointed Dave Owings and Kimberly Savageau to the Cares Act Relief Fund Committee. Council also discussed moving things along by only having Council approval for items of a certain dollar amount, and lesser items can simply be approved by Department Heads. A motion to submit COVID-19 related purchases totaling over ten thousand dollars (\$10,000) to Council for approval was made by Dave Owings, seconded by Joe Olson. All in favor. Motion Carried.

d. Approve Resolution 2020-11 – A Resolution Qualifying Part-Time Police Officers to Receive the Police PERA Retirement Plan – Chief Vogel stated this move is to bring his department more up to the standards set forth by the Police Pension, and said this will help to recruit better qualified officers. He said there is a seven percent (7%) increase in difference between what the City currently contributes and what the Police plan will contribute. A motion to approve Resolution 2020-11 was made by Joe Olson, seconded by Kimberly Savageau. All in favor. Motion Carried.

7. Discuss Additions to the Agenda - None

8. Old Business/Unfinished Business

a. Southview Park Excavating and Seeding Bids – Affield said the City has received three different bids and each one is very different in terms of work provided, and all of them are very spendy. All Things Landscaping provided their bid at nine thousand, six hundred twenty-five dollars (\$9,625), which included labor for planting the trees, although Affield believes our own maintenance crew can do the work. She said the above-ground sprinkler is an optional cost too, but then the City would be responsible for installing their own water system. Affield said this is the only bid to include over-seed work forty-five (45) days after initial germination. The second bid is from MGI Landscapes and came in at nine thousand, four hundred dollars (\$9,400), but does not include over-seeding which would increase the cost by nine hundred fifty to twelve hundred more (+ \$950-\$1200). The final bid is from Pro Landscapers, LLC for thirteen thousand, three hundred fifty-seven dollars (\$13,357). Affield said the work being done is to grade the soil around the park, to make sure it is level, to check on proper drainage, seeding, and then over-seed. She said fencing should be arriving for installation in another couple weeks, but she said the initial groundwork needs to be leveled prior to the fence being put in. Based on the high cost of these bids, she is wondering if Council wants to table the item and look for other estimates? She spoke with Kelly Richards who felt the ground was already pretty level and the City could use a grader and grade it out themselves. Savageau said the most important thing is to make sure the land drains correctly in order to avoid any major costly repairs down the road. Owings said he is going to talk with Maintenance employee Luke Walvatne about what kind of leveling work he could do with a skid steer, and since there is a little bit of time he would suggest tabling the issue. Mayor Johnson agreed. Schreiber said the first bid includes bringing in soil, where the other two bids do not. He said he would choose All Things Landscaping's bid based on this alone. Council agreed to table the issue until after Owings has a chance to talk with the City Maintenance crew.

b. Review Police Department Budget – Chief Justin Vogel – This initial review will be broken down per only the line items discussed (*italicized*).

Expenditures: Vogel stated he sat down with Affield and together they were able to combine some categories so there will not be as many accounts to look through. *Salaries:* Vogel increased the line to reflect what his salary would be on the 2021 pay grid, but did not yet add in a cost of living raise. *Full-Time Hourly/Overtime:* Increased to reflect the 2021 pay grid. *Part-Time Employees:* Increased to seven thousand dollars (\$7,000) for 2021. *Special Purchases:* Increased to ten thousand, five hundred dollars (\$10,500). Vogel said some firearms will need to be purchased as right now there are no extras. Mayor Johnson asked to confirm if Officers buy their own handguns? Vogel said they do not, as the department prefers to have all officers trained on the same firearm. He went on to say the department will use this fund to purchase a new camera and iCloud subscription services, he is hoping to get the evidence lockers under the COVID Care Funds. Owings asked if there will be a mandate for body cameras in the future? Vogel said eventually, yes. *Office Supplies:* Vogel said this line generally includes business cards, stamps, file folders. It was increased to three thousand dollars (\$3,000) for 2021. *Uniforms:* Vogel said he increased this line quite a bit, as the department is currently running with used, mix-matched uniforms and he wants to see all officers wearing the same equipment. This line was increased to five thousand dollars (\$5,000) to allow more leeway if an additional officer needs to be hired. *Computer Supplies:* Vogel added to this line and is requesting any additional funds not used this year be rolled over. He wants to save up to purchase up to date and weather-resistant computers for the squad cars, which can run about three thousand five hundred dollars (\$3,500) each, and the department will need three (3). Affield stated Police and City Hall are both in the General Fund, and Vogel can use whatever funds remain from City Hall's computer supplies line to help with the purchase. Owings asked if these computers are the Toughbooks? Vogel said yes, they are a type of Toughbook, but these particular ones will be made to stay stationary in the squads. *General Training:* Vogel said whatever funds are used from this line are usually reimbursed back by the POST Board, which is why it has not been budgeted for in the past. He would like to increase this line to eight thousand dollars (\$8,000) in the instance the reimbursement is not granted. He said proper training for his department is going to be a priority going forward. Affield said for auditing purposes, it is better to show the funds coming in and out rather than relying on just the reimbursement. Savageau agreed. Mayor Johnson asked if training includes special sessions in places like Minneapolis? Vogel said yes, as just one particular BCA training course in Wilmar, MN can total around eighteen hundred dollars (\$1,800). *Operating Supplies:* This line was increased to six thousand dollars (\$6,000) due to certain existing equipment being outdated and needing upgrading. Vogel said this line and *Special Purchases* are basically one in the same, and with Council's approval he could certainly combine the two categories down the road. *Vehicle Repair:* Vogel said it is very hard to stay within the current budget when there are four vehicles to keep properly maintained, especially with all the car washes, oil changes, etc. He has raised this line to eight thousand dollars (\$8,000). *Motor Fuels:* This line was increased to seventeen thousand, five hundred dollars (\$17,500) in order to account for the price of gas going up. *Professional Services:* Vogel said a couple categories were combined into this, and this line is used for payment on background checks, psychological testing, and medical evaluations for new hires. This line was increased to twenty-five hundred dollars (\$2,500) to accommodate for these costs. Savageau asked about the Postage line being brought to zero dollars (\$0)? Vogel said he combined this category into *Operating Supplies*. *Motor Vehicles:* Vogel said this particular line will be increased the most, from zero (\$0) to forty-five thousand dollars (\$45,000) due to the department needing a new squad car. He said new Ford Explorer squads run about thirty-four thousand dollars (\$34,000) but with an additional ten thousand (\$10,000) for necessary equipment. He said the next couple years will be hard on the budget due to two more squads needing to be replaced, and he would like to eventually have all department vehicles on a five (5) year rotation. Olson asked if there is a long wait time for police vehicles? Vogel said yes, and it can take up to five (5) months for a squad to be ready. He would like to have the first vehicle ordered by this October, with Council approval. Schreiber suggested using what funds are already available from this year's budget to go ahead and

purchase the new squad car. *Police Escrow:* Vogel said he would like to see this line higher than last year, because if every five (5) years new vehicles are needed, his department will already have the funds and won't need to dip into anything else. He is setting this line at twelve thousand, five hundred dollars (\$12,500). Owings asked if the total overage for the budget, without the squad car added in, would be about forty-two thousand dollars (+ \$42,000)? Olson said yes, but there are County funds involved too. Savageau said she and Schreiber told Vogel to bring everything he needs for his department, and while not everything may be approved, at least there would be no missing expectations for next year. She said it works better in the long run to spend more in order for new officers to stay longer. Vogel agreed, and said he is also looking at hiring a part-time Administrative Assistant to help with all of the State reporting, grant writing, research, transcription, etc. This person would also need to know BCA and NIBRS reporting processes, go through a background check, and be able to differentiate between private and public data. He estimates this position would be about twelve thousand dollars (\$12,000) per year. Olson explained how he does not feel the escrow line amount will be the same for each department because of the different ages of equipment and needs for certain items. Mayor Johnson asked if the current City Hall Administrative Assistant would be able to fill the role? Vogel said he would need someone who knows the ins and outs of filing reports, preferably someone who has already had a police background and also experience with grant writing. Affield suggested adding six thousand dollars (\$6,000) to the *Part-Time Wages* line now, in order to start the process of getting someone hired? Vogel informed Council the possibility of grant funds the City may receive from this new employee's grant writing may offset her yearly salary. Vogel would like to start a few programs and be more involved with the residents in the Community. Savageau asked if there is a location at the department office for a new Administrative Assistant? Vogel said yes, as this person would be working evenings and would use his computer for access to certain files. Vogel also mentioned budgeting for wages will help each time the Police Union Contract comes up for negotiation. Owings asked for clarification on if raises will still be percentage based going forward, and if this will cause issues with the union contracts? Savageau said there are no more percentage-based raises due to the Council's implementation of the new pay grid system. Vogel said COLA will be different, and is set based on the times. Council agreed to increase the *Part-Time Wages* line in order to make room for a new assistant, and also increase the *Computer Supplies* line for the preparation of new squad computers.

Revenues: Affield said this portion has not been finalized, as the City is still waiting to see what the final LGA funding will be. Mayor Johnson asked when the final portion of the LGA funds comes in? Affield said it should be sometime this fall. Affield said the *Safe & Sober* line varies every year, depending on how much the department gets from TZD. *Police Training Reimbursement:* Vogel said these funds should be coming in this week or next. Schreiber asked if this line is not a guarantee each year, will eight thousand (\$8,000) be put in again just as an estimate? Vogel said it is tough to estimate, as generally the department will get it all back, but there is always the chance zero funds come in. Savageau suggested putting some sort of amount in the line, just to show a number value. Schreiber agreed. Council decided to increase this line to five thousand dollars (\$5,000).

9. Department Reports / Committee Reports

a. Justin Vogel, Police Chief – Vogel stated there have been four (4) applicants so far for the Part-Time Officer position. Right now, the department only has two (2) full-time officers on rotation to cover shifts. He also said the department has a new Facebook page, with Officer Zach Gruver acting as administrator. Vogel said they are also working on applying for grants to bring in additional revenue. Owings wondered if a part-time assistant for the Police Department would be able to research grants for the City as well? Vogel said it could be possible, and feels an assistant would be a vital asset not only for his department but for the entire City.

b. Bob Cuchna, Fire Chief – Not present.

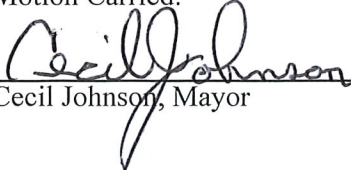
c. Maintenance/Public Works – Owings said the Maintenance Committee decided to list the dump truck for eight thousand, five hundred dollars (\$8,500), and gave employee A. Olson direction to find a good channel for advertising. His suggestion would be to avoid Craigslist and sell on Facebook Marketplace, which is free. Owings also said the boom truck will be listed for one thousand dollars (\$1,000), although there is already an interested party willing to purchase at this price. Council gave permission to sell the boom truck at this price. Owings said A. Olson was also able to sell the old mosquito spraying machine for four hundred dollars (\$400). The Maintenance Committee will be reviewing the skid steer lease, and will need to determine if it is worth it in the long run since the budget went over last year. Owings also wanted to look into getting ozone machines for the Community Center, as a recent study has shown they kill a higher percentage of bacteria than some current chemicals. The purchase would qualify as COVID-19 Cares Act funding. He said these machines operate for two-to-three hours after an event and would detoxify the air, preferably containing any traces of coronavirus. Owings said he has one in his home, and they can cost anywhere from eighty to five hundred dollars (\$80-\$500). He also stated come early November, this will be the best time to start advertising for a new City Supervisor so the start date for this person would be January 1st, 2021. Savageau wanted to remind Affield to remove any sold equipment or vehicles from City insurance plans. Owings also wanted to take a moment to appreciate all the hard work from our part-time maintenance employees, Ian and Ty, and would recommend hiring them again next year if they are interested.

d. Wendy Affield, City Clerk – Affield said the Primary Election was held yesterday, and based on the turnout she feels the November election will be busy. City Hall purchased plastic partitions to use for COVID regulations at City Hall and since the County only provided two (2) partitions for the election we used the ones I ordered so all election judges were protected. Affield informed Council Heather Johnson has been looking into various online payment processing companies, and is continuing research as one bid came back drastically higher than what was originally quoted back in April of this year. Mayor Johnson asked if there is a good number of people who ask if we have online services? Johnson said yes. Savageau asked if this program would only be for utility billing? Johnson said no, residents would be able to pay for permits, licenses, and anything else the City might need online payments for in the future. Savageau also said any fees associated with these payments would need to be paid by the payer, not the City. Johnson agreed, and said the City would only be responsible for the initial purchase of the payment module, and any associated yearly support fees. Savageau suggested looking into the same payment program they use at the County, as she is fairly certain there are no additional costs, just the transaction fee paid by the online user.

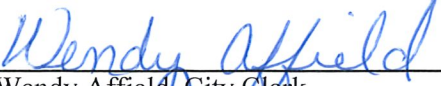
10. Open Forum –

11. Miscellaneous Announcements –

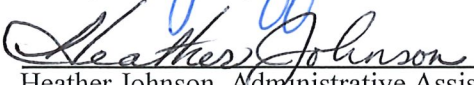
12. Adjournment – A motion was made by Kimberly Savageau to adjourn at 8:28 a.m., seconded by Justin Schreiber. All in favor.
Motion Carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assist.