

Glyndon City Council
8/26/2020
Maintenance/Community Center/
Fire & Rescue Budget Review Meeting – 5:00 P.M.
Glyndon City Hall – Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 5:00 p.m.
2. **Roll Call:** City Council members present: Dave Owings, Justin Schreiber, Joe Olson, and Kimberly Savageau; City Clerk/Treasurer Wendy Affield; City Engineer Kris Carlson; Police Chief Justin Vogel.

As per sign in sheet: Tracy Tollefson.

3. **Maintenance Budget Discussion – Dave Owings:** Owings began by going over the expenditures first. (*Line items discussed will be italicized*)

Expenditure Budget: *Office Supplies:* No changes. *Operating Supplies:* There will be a decrease of two thousand dollars (-\$2,000). *Vehicle Repair/Maintenance:* This line stayed the same amount. *Motor Fuels:* Stayed the same. Owings is hopeful there will be less snow this year. *Chemicals and Chemical Products:* Stayed the same. Dave's Spray Service is generally the service used. Schreiber asked what locations are sprayed? Owings said parks and the ponds. Affield said he sprays all City owned grounds too, usually in the spring and fall. *Mosquito Spraying – RO:* Stayed the same. Owings said there was a new fogger purchased and chemicals, but Andy Olson would like to keep the number the same in the budget so we can have at least one aerial spray included in next year's budget prior to Glyndon Days. *Forestry – RO:* Stayed the same. *Street Maintenance Materials:* This line increased by two thousand dollars (+\$2,000) to account for certain repairs. Affield said this is to include the extra gravel purchased for City alleyways. *Landscaping Materials:* An extra four hundred dollars (+\$400) was added for hanging flower baskets. Affield asked if Xcel does not allow for any hanging baskets, she is wondering if Council would want large flower pots for the ground? Savageau said she would prefer to see more flower baskets throughout town rather than all along Hwy 10. *Street Seal Coating – RO:* This line stays the same as it was decided by Council to keep maintaining roads every other year. Affield said this line will roll over this year so there will be thirty-two thousand dollars (\$32,000) to use next year. *Professional Services:* This line was increased by seven thousand dollars (+\$7,000) due to hiring out for snow removal from last winter. Owings said employees A. Olson and Walvatne already have a plan in place for snow plowing, but there will be a need for hiring Randall's Excavating to help out regardless. Olson said there may be issues during heavy snowfall events with only two employees. Owings agreed, and said it has been discussed to possibly have an on-call person to help out in these situations although this has not been budgeted for. He said it is still up for discussion whether the department will hire for an additional person, although the budget does account for three employees. Owings mentioned the Maintenance Department will be looking at installing a snow fence in Southview to help with the snow issue we have in that location. *Bobcat Trade-In Yearly:* Owings said Walvatne explained City Maintenance would be better using a "Toolcat," which is a side-by-side utility vehicle and

our various attachments would work with this piece of machinery. Walvatne also suggested purchasing a front lawn-mowing deck for the Toolcat, which would take care of the weeds around the coulee. Owings said this purchase may replace the current Bobcat, but the City may need to come up with some extra funds for it. Owings informed Council he is still looking for a snowplow for the City. Affield said the City of Moorhead just purchased two (2) Toolcats and her husband was visiting with A. Olson about them. Walvatne had mentioned to Owings that these Toolcats also have the capability to hold water tanks in the back for watering the City flowers. *Motor Vehicles*: Stayed the same. *Maintenance – Escrow - RO*: Owings said this line will stay at seven thousand, five hundred dollars (\$7,500) for any equipment purchases. Affield said this year's amount has already been spent on the maintainer to keep the alleys graded. *Parks – Yearly Repairs*: Owings stated this line was going to be lowered, and then after discussion with A. Olson it was decided to leave it as is. Affield said A. Olson is going to be fixing up, painting, and staining the bathrooms and equipment in Johnson Park, along with other fixes and repairs at the other parks. *Park Equipment – RO*: Affield said there is currently around sixty-nine thousand dollars (\$69,000) so far this year, and funds will be transferred over equaling forty-one thousand, five hundred dollars (\$41,500) from Southview Park special assessments and twenty thousand (\$20,000) from the Park Escrow account. She said there will be approximately two thousand dollars (\$2,000) left to go towards seeding the new park. *Equipment Purchases*: Still at zero.

Revenue Budget: Affield said this section only contains two lines, *Mosquito Fee – RO* and *Forestry Fee – RO*. These funds come directly from the utility bills, and may go up a little bit this year after new homes and business are accounted for.

➤ Owings mentioned he and Mayor Johnson have had a discussion over a new dog park. Owings received a quote for a seventy-five-foot by two hundred-foot (75ft. x 200ft.) park split in two (2) sections, including pedestrian gates and lawnmower gates, from Dakota Fence for nineteen thousand dollars (\$19,000). Savageau asked where this would be located? Owings suggested the east end of Johnson Park by the tree row. Owings said he is also looking at visiting with a few businesses concerning a charitable donation for the project. Olson mentioned the land the City owns east of his house may also work for a dog park. He said a Frisbee Golf course has also been suggested, although there needs to be enough land to have an 18-hole course.

➤ Fire Chief Bob Cuchna not yet present; Council moves ahead to the Community Center Budget at this time.

4. Fire & Rescue Budget Discussion – Bob Cuchna – Schreiber began by asking why the fee for ambulance parking is not included as a line item in the Rescue Revenue Budget? Affield said Cuchna has her put those funds in the restricted savings Fire/Rescue account. She said it is roughly six thousand dollars per year (\$6,000), and it started back in August of 2018.

Fire Expenditures Budget: *Other Pay (General)*: Affield said these wages are also included with the *Charges for Standby Services* line, for a total of fourteen thousand, six hundred ten dollars (\$14,610). Cuchna agreed, and said he groups those together along with FICA. *Office Supplies*: This line increased due to the replacement of computers. *Uniforms*: Cuchna

said prices of uniforms has gone up, plus the department was due for new helmets. He increased this line to cover for these purchases, which is roughly three (3) sets of uniforms each year. In 2021 he will be purchasing the new helmets. *Motor Fuels*: Staying the same. *Professional Services*: Cuchna said there will be medical evaluations done on his crew this year still. *Books & Pamphlets*: This line was for items provided to the schools, although the teachers are not doing this as much anymore. *Other Equipment*: Cuchna said the costs of tests, foam, couplings, etc. fall under this category. Mayor Johnson asked Cuchna if he has talked much with the townships? Cuchna said he does not talk to the townships very often, but he will be reaching out to them to remind them if they do not use their CARES Act funds then they can donate to Fire & Rescue. He said they will want to sit down and talk to the City about sharing some costs his department will be accruing due to items in his Capital Improvement Plan. Specifically, new fire trucks, which have to be ordered one year in advance. Affield said thirty thousand dollars (\$30,000) was put into the Fire Department Escrow for 2021, which can be repeated next year in order to help pay for the new trucks. She said a bond may have to be taken out to help with the rest of the costs. Cuchna agreed, and reminded Council these specialty trucks are good for up to twenty-eight (28) years. Olson asked if these kinds of trucks can be leased? Cuchna said yes, as they are under government lease programs.

Fire Revenues Budget: Affield asked if the fees from Sanford for ambulance parking should be moved from restricted savings into revenue instead? Cuchna said that was fine, as he doesn't actually see those funds anyway. Savageau said for auditing reasons it would be better this way. Affield said she will check with Eide Bailly to see which revenue line these funds should go into.

Rescue Expenditures and Revenues Budgets: Affield said these budgets are simple and did not fluctuate much at all. Cuchna said both should be the same as last year, with the exception of a couple line items. Affield said *Vehicle Repair/Maintenance* and *Radio Units* went up slightly. Cuchna explained the last line item is for radio batteries, chargers, and other small items.

➤ Owings asked Cuchna how many people are currently volunteering in these departments? Cuchna said he is guessing slightly, but he believes there are twenty-two (22) on the fire side, and two are about to go inactive. He said there are two or three (2 or 3) who are rescue-only. Cuchna said he will not be at the next regular meeting but would like Council to approve his COVID-19 PPE purchases as they are under the one thousand-dollar (\$1,000) threshold.

5. Community Center Budget Discussion – Wendy Affield

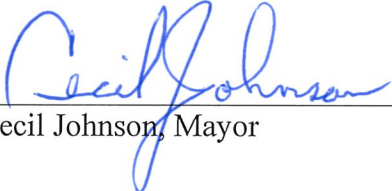
Expenditures Budget: Affield said she kept all fund lines the same amounts for 2021. *Operating Supplies*: This line has gone a little higher than budgeted, but she will be double-checking the coding on all receipts to be sure. *Repairs/Maintenance Building*: Affield informed Council there is an escrow account with around fifty-nine thousand dollars (\$59,000) in it so whatever is needed at the end of the year she will transfer to the revenue account to offset the expenses used for fixing up the center. Schreiber asked what the difference is between this line and the *Repairs/Maintenance Supplies* line above? Affield said the supplies line is more for smaller repairs, such as door replacements. Savageau also stated the building line is a rollover fund which has had money put in to cover for larger repairs like the roof. It was asked if this line should be reduced? Schreiber mentioned the floor may need to be looked at replacing. Affield

informed Council A. Olson has had the Seasonal Workers paint the floors in the bathrooms with a special floor paint. They will be doing 3 coats of paint with a clear top coat to help with the durability. Olson said the parking lot is still an issue, and will cost quite a bit. Mayor Johnson asked about the funds which the Glyndon Lions puts away? Affield said these funds were put into the restricted savings with other donations which at this time there is seven thousand, four hundred forty-four dollars and five cents (\$7,444.05). Owings asked if these funds should rollover, or be used on the roof? Savageau and Olson said these funds need to go towards the roof repairs, and was already approved by Council. Owings said he thinks there still needs to be a motion to move funds from the Restricted Savings. Council discussed keeping the funds there for replacing the floor. Schreiber suggested lowering the supplies line by two thousand. Council agreed.

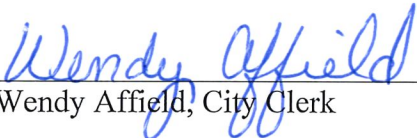
Revenues Budget: No discussion.

6. Open Forum -

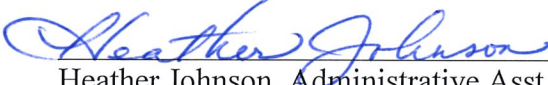
7. Adjournment – A motion to adjourn the Maintenance/Fire & Rescue Budget Review Meeting at 5:54 p.m. was made by Dave Owings, seconded by Justin Schreiber. All in favor. Motion Carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Asst.

August 26, 2020 Maintenance/Community Center/Fire & Rescue Budget Review Meeting Minutes