

**Glyndon City Council**  
**8/26/2020**  
**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, Kimberly Savageau, and Justin Schreiber; City Clerk Wendy Affield; City Engineer Kris Carlson; Police Chief Justin Vogel.

**As Per Sign in Sheet:** Tracy Tollefson, Bryant DeVries, and Randy Henriksen.

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 – 8/12/20 Council Meeting**

b. **Approve Resolution of Payments**

- **Approve Charitable Gaming Permit for DGF Trap Team for October 10<sup>th</sup>, 2020 at the Glyndon Rod n Gun Club**

4. **Additions to Agenda**

➤ **DGF School Update – Tracy Tollefson**

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

6. **New Business**

a. **All Paid (GovPayNet) – Credit Card Payment System Implemented for COVID-19** – Affield said Administrative Assistant Heather Johnson had done a lot of research on online payment processors as several people have inquired about it. She said there are people who would like to pay their permits via credit card and are unable to at this time. All Paid came with recommendations from four (4) different small cities in Minnesota, all of whom said the transition to online payments has been smooth with no issues. The City will incur no charges for implementation, as the convenience fee is passed on to the payer. Affield said the fee is percentage based. Residents will still have the option to pay their bills via cash, check, or by ACH which has no fee. Savageau said at the CARES Committee meeting yesterday, she and Owings approved the estimate from Simple Website Creations to make the necessary programming adjustments to the City website for any online forms and payments. Schreiber asked if there are any monthly or yearly charges to the City? Savageau said no, the City will only be facing the website charge for updating. Affield said this will be covered by the CARES Covid funding. A motion to approve the implementation of online payment processing by All Paid (GovPayNet) was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.  
Motion Carried.

b. **Set Date for Public Hearing for Fuchs Sanitation’s Petition for Vacating the City Utility Easements on Lots that were Combined; 2 and 5; 5 and 6; all Block 1 in Stockwood Business Park** – Mayor Johnson said a date has been chosen for the Public Hearing, to be set on Wednesday, September 23<sup>rd</sup>, 2020. Mayor Johnson asked to clarify which easements are being affected? Carlson said if the lots

are combined as proposed, the deed for the utility easements will not be there. If there does need to be a service line run, it will be private. Savageau said easements will only be for the internal lines on those lots, not external. Owings noted it is actually Lot 2. Affield said she will make the change. She said there is a regular Council meeting on this date, but the Public Hearing can be scheduled first as it should not be long. Affield informed Council letters will be sent to property owners that are within three hundred and fifty feet (350') of said property. Affield asked if these internal lines exclude the sideline easements? Carlson said those will still remain and he will send a diagram of the requested lines. A motion to approve Wednesday, September 23<sup>rd</sup> at 6:00 p.m. as the date for the Public Hearing was made by Dave Owings, seconded by Joe Olson. All in favor.  
Motion Carried.

**c. Approve MOU with the County to Undertake Improvements to Trunk Highway 10 and County State Aid Highway 19 (Parke Avenue) Consisting of Turning Radius Reconstruction Design, Utility Relocations and Right of Way Acquisitions** – Carlson said this is in response to the turning radius difficulties trucks and buses are experiencing turning off of Hwy 10 onto Parke Avenue. He said the State did a traffic study and came up with two (2) options, one being the adjustment of the turning radius to allow for large trucks/buses to turn the corner properly. Carlson said Ulteig is pursuing state funding with the County in order to cover the cost of reconstruction, which has made into the second round of reviewing. He said the MOU is simply an agreement between the City and the County to split the local share of the cost, and the local share would be for right of way acquisition from the corner lot, initial design engineering and any locates. All construction costs and construction engineering costs would be covered by the State Grant. Carlson estimates the local share costs to total around fifty to one hundred thousand dollars (\$50,000-\$100,000), which would then be split between the City and the County. He said if the funding falls through, the project will then be put on hold but by having the County apply moves the project along faster. Olson asked if this will be considered a 2021 budget item? Carlson said yes, and he is still going to check on what leftover funds may be available from the Parke Avenue project as this portion of the road is still considered Parke Avenue. Schreiber asked when the grant will be approved? Carlson said the City has made it through the second round, so he is guessing approval will be within a month. Mayor Johnson asked if Carlson is leading the progress? Carlson said the County is the lead for this project, but he will be included for the duration. A motion to approve the MOU with the County for Highway 10 Improvements and Reconstruction was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**d. Approve Degreasing Pumps for 3 Lift Stations** – Owings said Maintenance employee Andy Olson brought up the issue of lift station pumps needing to be cleaned better at the recent Covid-19 meeting. A. Olson said each month they have to clean the pumps by hand of fecal matter and debris, and said this process would be much easier with degreasing pumps. Affield said the purchase would have been approved at the meeting, but the price for the pumps is over one thousand dollars (\$1,000) and so it needs to be approved by Council. A motion to approve the purchase of degreasing pumps was made by Dave Owings, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**e. Schedule Budget Meetings for October and November** – Mayor Johnson said these meetings need to be scheduled for after 6:00 p.m. The following dates have been scheduled by Council:

- Wednesday, October 7<sup>th</sup> at 7:00 a.m. – Regular Council meeting (rescheduled from the 14<sup>th</sup> of October)
- Wednesday, October 21<sup>st</sup> at 6:00 p.m. – 2021 General Budget Meeting
- Wednesday, November 10<sup>th</sup> at 6:00 p.m. – 2021 General Budget Meeting

7. **Discuss Additions to the Agenda**

➤ **DGF School Update – Tracy Tollefson** – Tollefson stated she came to update Council on the school project. She said it was due to begin on June 1<sup>st</sup>, but due to Covid-19 and delays with permits, the project started forty-five (45) days late. For the beginning portion of the school year, there will be no parking in the lot behind the school. She said roughly three quarters (3/4) of the high school lot will be open for staff and students. Students will also be encouraged to park over at the softball field, and there may be increased parking along 4<sup>th</sup> and 5<sup>th</sup> Streets. School buses will still be able to pull in front for drop-offs. Tollefson added school starts on September 8<sup>th</sup>, and is asking Council for a little bit of flexibility in terms of parking as everyone adjusts to the new school year and parking restrictions. Affield asked if staff could use the Community Center parking lot? Tollefson said they will be encouraging staff to park where they can, including the parking lot at the Community Center. Carlson asked if the back parking lot to the school will be done this year? Tollefson said she was doubtful based upon the latest construction meeting, as the soil compaction tests were not at the level they should be. She is also going to reach out to the County to ask what the status is of the Parke Avenue turning radius on behalf of the school bus drivers. She said the buses can make the turn, but it is very tight when another vehicle is in the turn lane. Carlson agreed and said he is not sure why the County did not take a look at this issue when they were working that section of Parke Avenue last year. He said the hold up has been finding the funds to start the reconstruction. Tollefson said she will get in touch with the school's architects in order to provide MnDOT some more information on how the school bus route and new entrances will be. Chief Vogel asked if Tollefson has any maps or blueprints of the new layout she can provide to his department? Tollefson said yes, and she said these drawings are available on the school website.

➤ **Randall Henriksen** – Henriksen said he was present to talk about a couple issues. He said he first wants to discuss the new building he plans to build east of his shop. He is wanting to get elevations for the land next to him, and wants to put up an eighty-by-eighty-foot (80ft x 80ft) building. Henriksen asked Carlson when this area will have a road put in and when he can have water and sewer access? Carlson said as for elevation, Henriksen can match what his existing building is at. Henriksen said if he does, his new building will be over a foot-and-a-half (1.5ft) higher than his current shop. Carlson said he would go over and take a look today. Henriksen asked what the City intends to do, whether it be to sell the lots in this area or put in a road first and then sell the lots? Savageau said the City is waiting on grant funds, as the special assessment amounts will be determined from this. Carlson said there was also a slight hang-up as one side of the road would be township property, which cannot be assessed. Henriksen posed the option of combining his two lots in order to get sewer and water. Carlson said this could be a possibility, but he will need to go and take another look. Olson asked when the grant funds will come available? Carlson said it was an open-enrollment grant, so it is hard to tell as there would be a lot of applicants. Henriksen asked if he starts to bring in gravel for the new building, should he pull a building permit now? Affield said Henriksen should pull one now, as the permits are only good for one hundred eighty (180) days but he can always talk to the Building Inspector about the permit issuance. Henriksen said he has the building plans all laid out so he and Carlson can take a look and see where the best location to hook up to water and sewer will be. Henriksen said his other concern is the boulevard area in Stockwood where the land owner has left their large equipment. His said no one has come to move the equipment in over a year, and no one has bothered to mow. He does not feel the City is doing its part in helping to clean up not only this particular area, but the entire town. Henriksen stated he is frustrated to see junk and clutter everywhere but nothing being done about it. Mayor Johnson asked Affield if she had heard from the land owner? She was told he would address the grass/weed issue by Friday. Henriksen said haying has nothing to do with the rest of the garbage, rock pile, and equipment laying around. Olson asked if the City does the mowing, can the fee be assessed to the property? Henriksen became upset and said there is nothing being done about any junk and clutter in the town and he is really frustrated because he wants to see the City cleaned up. Mayor Johnson said the City has been sending residents nuisance letters about ordinance violations, and will continue to work on this problem. Olson said Council has

been recently going over the nuisance ordinances, and are trying to figure out how to better enforce them. Henriksen said he is getting tired of hearing people make jokes about how the City looks with all of the weeds growing everywhere. Owings said he wanted to first address what has been done legally. He said there are very specific rules and guidelines on what a City can and cannot insist residents do with their own property unless there is a specific ordinance. Owings said the dirt pile is a good example, as the City has no legal right to tell the property owner to remove it. Henriksen said this does not apply to the boulevard portion, as this would be City property. Owings agreed the City can go in and mow this portion and assess the property, but the ordinance will need to be amended in order to legally allow it. Affield said the maintenance staff have contacted Dollar General to mow their portion along Highway 10. Owings said everything boils down to the legality of ordinances, and what a City can do to have a person remove and clean up their own property. Savageau said as part of the Fire/Police Committee, she has met with Police Chief Vogel about this issue and it is actively being worked on. Vogel agreed, and said he has made this issue one of his first priorities as the new Chief but also advises everyone to exercise some patience as these things take time to resolve. He said he has gathered Barnesville and Moorhead's ordinances to look over and see where we can amend our own, but this takes time. Affield said it will be extremely important for the City and the City Attorney to go over the wording of an ordinance in order to avoid any issues. She said City Hall has been sending residents letters about junk and mowing, so at the very least people are aware of their properties. Savageau agreed, and said three (3) years ago, the City never sent out any letters to residents, and she is happy to now see some progress with communicating the ordinance requirements to property owners. Mayor Johnson thanked Henriksen for bringing these issues to light, and said the City will continue to work on them.

## **8. Old Business/Unfinished Business**

**a. Southview Park Update** – Savageau said the park committee has not met since the basketball court was installed, so now Council just needs to decide what to do with the funds remaining. There is the option of finishing up with the yardwork and waiting until next year to do the benches. Schreiber asked if there was a timeline for the fence to be installed? Affield said the fence should be coming soon, and the trees are at Andy's being watered. She said the ground by the park needs to be leveled before the trees can be planted. Owings said he had Walvatne rent a specific type of Bobcat in order to do the leveling, and is in the process now. Olson asked about the pieces of equipment at the park which are laying off to the side? Affield said the maintenance staff will be moving those pieces today hopefully. She also mentioned a resident has offered to use their seeding machine to seed the park for the City, and we would be responsible for buying the seed and watering the area properly. Savageau asked if the City has the right equipment for watering? Affield said A. Olson is checking into whether the City can hook up to a water source nearby the park grounds. She also purchased some bags for the trees which aids in keeping them fully watered.

**b. CARES Act Funding Update for COVID – Owings & Savageau** – Savageau said the CARES Act Funding Committee met yesterday and approved a few things. One was to have Simple Website Creations make the necessary adjustments to the City website to enable online payments, and the other approved items were maintenance equipment for the Community Center. Owings said other things have not yet been approved because another bid will be required by the auditors based on their totals. Once a second bid for these items comes in, then the committee will take another look. Olson asked when the COVID-19 list needs to be submitted? Affield said she was in the middle of the webinar which talked about the due date, but was pulled away and did not get to hear. She is now waiting for a printout of the webinar so she will have the due date information ready by the next Council meeting. Savageau said the County has a different deadline than cities do, and she believes the City will only have until November 15<sup>th</sup>. Affield said during the webinar it was discussed how cities are having difficulty getting their Covid-related items on time, and so the deadline may possibly get moved back. She said how cities are supposed to keep track of expenses has changed as well, the new form will be available to submit

July's again and Augusts by the 9<sup>th</sup> of September. Savageau wanted to make mention the COVID funds available to small businesses has a deadline of September 7<sup>th</sup>, 2020 at 11:59 p.m. These funds are kept separate as a part of the CARES funding the County received. Owings wanted to clarify if the liquor license fees which were reduced this year has been included with the CARES list? Affield said yes, she already put both businesses on the list and the fees were five hundred seventy-five dollars (\$575) each. Savageau said she reminded Fire Chief Cuchna to reach out to the townships the City has contracts with to let them know to apply for their portions of the CARES funding, and if they choose not to use any they can donate to the Fire & Rescue Department. She said the townships only have until September 15<sup>th</sup> to apply for these funds. Mayor Johnson said he recently attended a meeting with other area Mayors and they were discussing how best to notify the small businesses? Olson said it is already on our City website, it is on the City Facebook page, and there was information sent in an email alert. Olson asked if area daycares are eligible? Savageau said yes they are, up to three thousand dollars (\$3,000).

**9. Department Reports / Committee Reports**

**a. Justin Vogel, Police Chief** – Vogel said his officers have been busy working a vandalism problem the last couple days, as several mailboxes were damaged, streets and equipment were spray painted. The vandals were spotted by witnesses, and he has taken some statements and reviewed video of the suspects. Vogel is going to put some information out on the department's Facebook page if they do not figure out who they are. He said the page itself is doing well, and already has several hundred followers.

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

**c. Maintenance/Public Works** – Owings said he did not have much to add other than what was already covered. He is not sure when the part-time seasonal kids are done, but prior to school starting there are a few remaining jobs they will be completing. Owings is hopeful the Toolcat purchase is eventually approved as he feels it will be a vast improvement for the department as opposed to the current Bobcat. Mayor Johnson asked if the part-time employees can work some odd hours during the winter? Owings said he is not sure there would be enough work for them to do. Affield said there is also the issue of part-time seasonal work is not to extend past October 15<sup>th</sup>. Olson said if having part-time seasonal employees works well for the City, then down the road Council can change the timeframe stipulation.

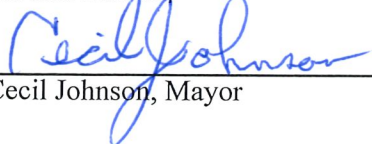
**d. Wendy Affield, City Clerk** – Affield said she is currently working on finishing up COVID-19 items and also the general budget. Savageau asked when Council will get its first look at the budget? Affield said she will have it ready by September 9<sup>th</sup>. She said Business Essentials will be coming in to look at the Council chamber chairs, as some may need repairs.

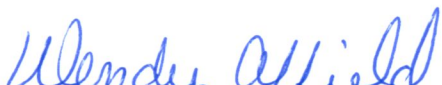
**10. Open Forum –**

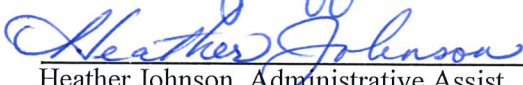
**11. Miscellaneous Announcements –**

**12. Adjournment** – A motion was made by Joe Olson to adjourn at 7:03 p.m., seconded by Dave Owings. All in favor.

Motion Carried.

  
\_\_\_\_\_  
Cecil Johnson, Mayor

  
\_\_\_\_\_  
Wendy Affield, City Clerk

  
\_\_\_\_\_  
Heather Johnson, Administrative Assist.