

**Glyndon City Council**  
**9/9/2020**  
General/Water & Sewer Fund Budget Review &  
Regular Council Meeting at 7:00 A.M.  
Glyndon Community Center

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, and Randall Henriksen.

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.

➤ Affield called Councils attention to the addition of the approval of the Magnum Electric bid to the Resolution of Payments. This item was added after the agenda had been sent out, and is not a COVID-19 purchase.

- a. **Minutes – 8/26/20 Council Meeting**
- b. **Minutes – 8/26/20 Maintenance/Fire & Rescue Budget Review Minutes**
- c. **Approve Resolution of Payments**
  - **Code 4 Services for Police Department Laptop for Squad - \$3,491.92**
  - **Move \$7,444.05 from Community Center Restricted Savings to 101-43000-39203 Revenue Account for Roof and Miscellaneous Repairs**
  - **Move \$21,500 from Community Center Escrow to 101-43000-39203 Revenue Account for Miscellaneous Repairs**
  - **Move \$20,000 from Park Equipment Escrow to 101-47000-39203 Revenue Account for Park Installation in Southview**
  - **Approve Magnum Electric Bid for Replacing Existing Lights with LED Flat Panels in the Glyndon Police Dept – Work will be done now that COVID Air Exhaust Repairs will be Completed**

4. **Additions to Agenda**

➤ **Dog Park Discussion – Tracy Tollefson**

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. Approve Resolution 2020-12 – A Resolution to Adopt the Clay County All-Hazard Mitigation Plan** – Mayor Johnson said the information is available in the agenda packet along with a copy of an email regarding the Resolution from Gabe Tweten, Emergency Management Director at the Clay County Sheriff's Office. A motion to approve Resolution 2020-12 was made by Joe Olson, seconded by Justin Schreiber. All in favor.  
Motion Carried.

**b. Dog Park Location Discussion – Dave Owings** – Owings began by saying he included in the agenda packet two (2) maps showing possible locations for a City-owned dog park. One location is at Johnson Park, and the other is by the coulee area off of 12<sup>th</sup> Street SE. Owings said each map shows lines approximating where the dog park fencing would be. He also included a phase document, highlighting how the project could begin fundraising efforts. Owings said at the previous Council meeting he had mentioned an estimate from Dakota Fence was around nineteen-thousand dollars (\$19,000) for the fencing. He feels the entire project can be implemented for a lot less, mainly using chain-link panels purchased from possibly Menards. The fenced-in portion would feature two (2) lawnmower gates, one (1) pedestrian gate for each section, and two (2) picnic tables. He figures all this can be done for around seven thousand dollars (\$7,000). He said it may depend on getting a contractor to dig the concrete post holes. Owings said he may have a contact who would be willing to donate their time and machinery for this. He is going to be looking for volunteers to get this project rolling. He would like to see water access added to the park, but admitted this would be an expensive additional cost to the City to provide. Per the phasing document, the City would decide on a location first, then a non-profit sponsor would be formed to start the fundraising. He would like to see all funds raised by May of 2021 in order for the park to get started next year. He would like to put a timeline on this, so that if the funds are not raised by the deadline, then the park project does not move forward. As he sees, the only costs to the City would be for maintenance such as lawn-mowing and the occasional clean up of feces. Mayor Johnson asked if there would be any incentive to put out an informational flyer, to allow residents to think it over? Owings said yes, and he has already made up a public Facebook page dedicated to the project. Administrative Assistant Johnson said a survey could be made up for the City's Facebook page? Owings agreed, and said the idea for this project stems from him walking his own dogs and talking with several residents who have expressed an interest for a dog park. Savageau said she would prefer to not see this implemented at Johnson Park, mainly because so many kids use the green space there and this would take up a large portion of it. She also questioned how residents would be able to access the location at the coulee, as there is a large ditch there? She said there have been resident complaints regarding people driving their ATVs through the coulee area, and if a permanent access is established this may exacerbate the situation. Owings said a chain-link boundary fence could be added as part of the project which would restrict driving access, and leave only pedestrian access to the park. Owings asked Randall Henriksen how much it would cost to have a section of culvert piping installed there? Henriksen said it may run a couple hundred dollars (\$200). Owings said this cost, along with what he estimated fencing panels from Menards would cost, both equal to less than five thousand dollars (\$5,000). His own original estimate of seven thousand dollars (\$7,000) was to allow for any structural improvements like this. Mayor Johnson said to check with Maintenance to see if any culverts are left out at the ponds area. He said first thing he would like to see is how residents feel about this project, whether it is through a survey or on a Facebook page. Schreiber agreed, and said he would like to gauge resident interest and see if there is enough of a demand for a dog park. He said he does not see a lot of people using the dog park in north Moorhead when he drives by. He also does not think that much green space should be taken away at the Johnson Park location. Owings said this is fine, he has no problem tabling the discussion for another meeting down the road, and would like to see a survey go out. Olson added he believes the coulee location was also a dedicated park space years ago, and construction equipment has been stored there temporarily during the Parke Avenue reconstruction, he would like to make sure that area is put back to how it was.

Savageau agreed, and also wanted to know if this area is in the flood plain? Owings does not believe so, as FEMA would not have allowed any access to the area for construction crews to store their equipment. Council agreed to have a survey sent out for a thirty (30) day time frame, and table the discussion until the next regular evening meeting.

**c. Set Date for Public Hearing for Declaring the Property and Structures Located at 418 2<sup>nd</sup> Street SE to be a Hazardous Property** – Affield said the proposed date is Wednesday, September 23<sup>rd</sup> at 6:30 p.m. This Public Hearing is the next step in moving the process forward of cleaning up the property. Affield said this Public Hearing is required, and City Hall will send out notice letters to the surrounding properties within three hundred fifty (350) feet. All attendees, including the owners of the property, will have an opportunity to speak. Any findings from the hearing will be discussed and included in a Resolution prepared by Ken Norman and then voted on by Council at the next regular meeting. The Resolution will then be presented to a judge to see what the City will be allowed to enforce to clean up the property. A motion to set the Public Hearing date regarding 418 2<sup>nd</sup> Street SE for Wednesday, September 23<sup>rd</sup> at 6:30 p.m. was made by Kimberly Savageau, seconded by Dave Owings. All in favor. Motion Carried.

**d. Approve Purchase of a 2021 Ford Explorer for the Glyndon Police Department – Justin Vogel** – Vogel said this was placed on the budget to allow time for the order to be placed, but will not be paid for until 2021. He said the ordering process can take up to four-to-six (4-6) months, and will hopefully be delivered by March or April. The squad will then need to go to Code 4 to have the equipment installed and decals put on, then it will be road ready by early summer Vogel said he included a photo of the new decals in the agenda packet, and said Officer Schock has been working hard on the design. Mayor Johnson asked what will happen with the vehicle being replaced? Vogel said it will be stripped down and sold, possibly through an online auction. Affield said the funds from the sale will then go into the Police Escrow account to be used for the next squad purchase. Olson asked to clarify which line in the budget this is coming from? Vogel said he put this in the regular budget to show direct movement in and out, and the escrow account will allow funds to pool up for future squad purchases. Vogel said the base price of the vehicle, will roughly be around thirty-five thousand dollars (\$35,000) with ten thousand dollars (\$10,000) to equip it. A motion to approve the purchase of a 2021 Ford Explorer squad vehicle was made by Dave Owings, seconded by Kimberly Savageau. All in favor. Motion Carried.

## **7. Discuss Additions to the Agenda**

➤ **Dog Park Discussion – Tracy Tollefson** – Tollefson said she attended this meeting in order to give some feedback on the proposed dog park project. She said she feels it is important to determine if this project aligns with the City goals? She pointed out there are outstanding CIP items and she is concerned about any costs which may get passed on to residents. Tollefson also wanted to call attention to the Glyndon Dog Park Facebook page which claimed there would be no cost to the City, as she feels this claim is almost impossible to carry through when it is a City project. If it is approved, certain costs such as water access, equipment purchases, etc. will need to be accounted for. She said these details were not covered at the previous meeting. Tollefson said a survey can be a very beneficial tool, but in her experience using surveys at the school, they need to be very detailed and informative so as not to appear one-sided. Any potential conflicts or concerns need to be covered in order to be as transparent as possible. Tollefson mentioned the local retriever club which only charges members fifty (50) dollars per year to have access to their dog run, and this helps benefit a local business. Looking at the current budget, she said if there are any costs associated with this project then the City is facing deficit spending. Tollefson said if this is the case, the City needs to ask itself how this project fits their goals? She also

advised checking into whether a Council Member is legally able to start a 501(c) non-profit, as this rule applies to school board members and may also apply to municipal officials. As for the proposed location at Johnson Park, Tollefson also expressed her concern about losing green space. She said the school is losing a baseball field and will not be getting one back due to reconstruction. She also said the City will need to remember to factor in other costs, such as employees needing to maintain the park, water access implementation, etc. Tollefson also felt bringing up the issue at a 7:00 a.m. meeting instead of an evening meeting is not the best way to get public input. Mayor Johnson said his opinion is if the project is feasible, and enough information goes out to residents ahead of time, it would be beneficial to those residents who have dogs. He agrees with Tollefson in that nothing is truly cost-free, but he also agrees with Owings in the number of residents he has spoken to who have expressed interest in having a dog park. Mayor Johnson feels if the residents are well-informed it will be the best way to determine the need for one. He said he disagrees slightly in that when he drives by the dog park in north Moorhead, he sees a lot of people using it. Tollefson asked what the rationale is for not supporting the dog park outside of town? Affield said most likely people would prefer to walk their dogs to the park and not have to load them into their cars. Mayor Johnson agreed, and would rather see residents have someplace nearer to home. Administrative Assistant asked if the dog park has to be on City property? Savageau said if it is going to be maintained by the City, it will need to be on City property. Vogel said there is always the insurance liability to think of, too. He said if the project goes far enough, Attorney Ken Norman will need to look at all of the liability issues first. Olson said this project appears to be a slow-moving one, and was not intended by Owings to be decided on today. He said this is more in the brainstorming stage, and Owings agreed. Mayor Johnson recommends receiving resident feedback first, either by social media or by survey. Olson suggested City Hall can do a general survey to gauge interest, put out prices, ask for input, etc. Owings said the phase document can be included with the survey with the understanding nothing has been set in stone. He is not sure what cost amount should be included in the survey since the estimate given by Dakota Fence was only provided as a reference, not actually who the City would choose to go with. Tollefson suggested doing a survey with very detailed questions in order to provide residents with a clearer idea of the project. Council agreed.

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

**a. CARES Act Funding Update for COVID – Owings & Savageau** – Savageau said the COVID Committee finally received some of the bids for the repairs on their list. The expense of these items is higher than the dollar limit the Committee set and therefore will need Council approval. Mayor Johnson asked when the approved COVID list needs to be submitted? Savageau said the full list of expenditures needs to be submitted by November 15<sup>th</sup>, but the City is granted ninety days (90) after to implement the work. Schreiber asked how much of the C.A.R.E.S Act funding will remain? Savageau and Affield did not have the papers in front of them, but both estimated the remainder to be around forty-two thousand dollars (\$42,000). Savageau also said the committee approved the purchasing of disinfecting spray guns for the Fire Hall, Police, and Maintenance Departments. Savageau mentioned Chief Cuchna is requesting bids for a zoom room at the Fire Department. Affield also mentioned there was a committee approval to purchase a new copy/printing/scanning machine for her office, in order to avoid sharing the copier with Johnson. Schreiber asked about sanitizing stations for the parks? Savageau said the Committee did not approve these out of the fear they will be vandalized and not used properly. Affield said more towards October they will take a look at current sanitizing supplies and perhaps put in one more order.

- **Approve Home Heating & Plumbing \$8,600 Mechanical Bid for COVID Exhaust Repairs in City Buildings – Requested Bid from Laney’s Not Received** – Savageau said the mechanical bid is for the air exchanger units for all City buildings. She noted this bid does not account

for the work to be done at the Fire Hall, which was just over eight thousand dollars (\$8,000) but needs to also be included with the motion.

- **Approve Bid from Home Heating & Plumbing \$14,975 or Valley Services \$14,732 for COVID Plumbing Repairs in City Buildings** – Savageau explained these bids are for replacing the plumbing fixtures with touchless ones in all City buildings.

A motion to approve both bids by Home Heating & Plumbing to provide the necessary mechanical and plumbing repairs to all City buildings including the Fire Hall bid per COVID guidelines was made by Justin Schreiber, seconded by Joe Olson. All in favor.  
Motion Carried.

**b. General/Water/Sewer Budget Review –**

- **Expenditures:** Affield went through the following line items from the **General Fund:** (*italicized*): *Salaries:* This line was raised by one thousand dollars (+\$1,000) to account for the increase in the STEP plan. *Full Time Hourly:* This line was raised two hundred dollars (+\$200) to include cleaning pay for the employee who cleans the Police Department and now will be cleaning City Hall. *Full-time Hourly/Overtime:* Stayed the same. *Council Members:* Stayed the same. *Mayor:* Increased by three hundred dollars (+\$300) to account for special meetings. *Other:* This line is used for Election Judge meals and pay, but there will be no election next year so this is set at zero dollars (\$0). *PERA:* Adjusted to salaries. *FICA:* Adjusted to salaries. *Employer Paid Premium Health Insurance:* Mayor Johnson asked if Affield had spoken to the insurance provider? Affield said no, but she did receive by mail what next years increase will be, it will go from six hundred seventy-two dollars (\$672) to seven hundred four dollars and fifty cents (\$704.50). She informed Council this line item comes out of the general fund which kind of struggles as there is not a lot of revenue coming in. She would like to request Councils approval to move a portion from this line and the Health Savings line into the Water & Sewer fund in order to help the General Fund. Savageau asked to clarify if all employees' health insurance comes out of the General Fund? Affield said that is correct. Savageau said then for instance, it will make more sense to have the Maintenance department's health insurance and salaries all come out of the same fund. Affield said yes, and she will most likely move all five (5) insurance lines over. Owings approximated about one hundred five thousand dollars (\$105,000) would be moved? Affield said no, not all of it because the Police Department's insurance will stay with the General Fund. *Workman's Comp:* This line increased. *Office Supplies:* Increased by one hundred dollars (+\$100). *Computer Supplies:* Stayed the same. *General Training:* Stayed the same. Affield said she would like to take a City Clerk training class down the road. *Operating Supplies:* Increased by four hundred dollars (+\$400). *Professional Services:* Stayed the same. *Auditing/Accounting Services:* Affield received the new dollar figure from Eide Bailly, which increases every year. She said it generally increases by about five hundred dollars (\$500) each year. *2-Year Tax Abatement:* Affield said she will receive this figure at the end of the year. *Legal Fees:* Increased by five thousand dollars (+\$5,000), although Affield thinks this may go up more due to upcoming items concerning the property at 418 2<sup>nd</sup> St and 202 Eglon Ave. *Criminal Legal Fees:* Increased by two hundred dollars (+\$200). Affield said there is a set contract for this. *Building Inspector Fee:* Stayed the same. *Building State Surcharge:* Variable, depends on how many buildings and homes are built in the year. *Telephone:* Stayed the same. *Postage:* Stayed the same. *Travel/Mileage:* Stayed the same. *Advertising:* Stayed the same. *Legal Notice Publication:* Stayed the same. *General Liability Insurance:* Stayed the same. *Xcel-Electric/Gas:* Stayed the same. *Red River Co-op:* Increased by two thousand dollars (+\$2,000) due to the streetlights and lift stations in Southview. *Repairs/Maintenance Building:* Increased by four thousand dollars (+\$4,000) as this line includes all City buildings. Affield said going forward all repairs to the Fire Hall will come from the Fire Department

Fund due to receiving funds each year from Sanford Health for ambulance building rental. She said this fund has around thirteen thousand dollars (\$13,000) already, which will be transferred from escrow once used. New carpet for the Police Department will also come from this line item next year. Vogel estimated the carpet installation plus labor to be around five thousand dollars (\$5,000). *Office Equipment Rental*: Increased by five hundred dollars (+\$500) due to upcharges each year with the copier lease. *Dues & Subscriptions*: Stayed the same. *Awards & Indemnities*: Stayed the same. *Furniture & Fixtures*: Stayed the same. *LOMC Insurance*: Stayed the same. *LOMC Dues*: Stayed the same. *Banyon*: Stayed the same. *City Specials Principal*: Increased slightly. *City Specials Interest*: Increased slightly. *Bank Fees/Penalties*: Decreased by two hundred dollars (-\$200). *Glyndon Days*: Stayed the same. **Community Center**: *Operating Supplies*: Stayed the same. *Repair/Maintenance Supplies*: Decreased by two thousand dollars (-\$2,000). *Repairs/Maintenance Building*: Affield said she has a question for Council on what to do with this line, as once funds are transferred from the escrow account to pay for repairs there will still be a balance so she feels the entire twenty thousand (\$20,000) should be pulled out of the budget at this time. Schreiber agreed. Savageau asked to clarify how much was in the escrow? Affield said there is about thirty-five thousand dollars (\$35,000) remaining for any other repairs. Affield discussed the last item to repair inside the building would be the flooring, suggesting Council look at the painted floors in the bathrooms. **Stockwood**: *Stockwood Transformer Expense*: This is when Council helps with a transformer when a business builds in Stockwood, we receive a credit from Xcel to help pay for this. *Stockwood Special Assessments*: There are four (4) lots still remaining. **Water**: *Salaries*: Increased five hundred dollars (+\$500) according to the STEP grid. *Office Supplies*: Decreased by three hundred dollars (-\$300). *Uniforms*: Stayed the same. *General Training*: Stayed the same. *Operating Supplies*: Decreased by two thousand dollars (-\$2,000). *Motor Fuels*: Increased by one thousand dollars (+\$1,000). Owings wanted to touch on General Training again, and asked if this will increase for water certification for Walvatne? Affield said she did not know if Walvatne would start studying for this yet. Owings said he told Walvatne to start after the lawnmowing season is finished. Affield said this line can be raised if needed? Owings said there is a water class in the spring Walvatne can attend prior to taking his certification tests. Owings said to leave the line at the amount it is at, because he does not think the training class is all that expensive. *Motor Fuels*: Increased by one thousand dollars (+\$1,000). *Chemicals & Chem Product*: Stayed the same. *Professional Services*: Decreased by ten thousand dollars (-\$10,000). *Cell Phone*: Stayed the same. *Postage*: Slight increase. *Travel/Mileage*: Stayed the same. *Xcel Electric/Gas*: Decreased by one thousand dollars (-\$1,000). *Water & Yard Meters*: Stayed the same. *Land Rental*: Affield said this figure is provided by BNSF. *Generator Lease*: Decreased slightly. *Banyon*: Stayed the same. *Tower Construction & Maintenance*: This line was zeroed out, and will not be used again until 2025. *2014B Series Bond*: This figure is provided by David Drown Associates. **Sewer**: *Salaries*: Increased by five hundred dollars (+\$500) in accordance with the STEP grid. *Office Supplies*: Decreased by four hundred dollars (-\$400). *Uniforms*: Stayed the same. *General Training*: Increased from zero dollars to one thousand dollars (+\$1,000) as A. Olson will be taking sewer certification tests next year. *Operating Supplies*: Decreased by one thousand dollars (-\$1,000). *Motor Fuels*: Increased by one thousand dollars (+\$1,000). *Chemicals & Chem Product*: Stayed the same. Mayor Johnson asked why the Motor Fuels line goes up each year? Savageau said it is because gas prices fluctuate beyond being able to guess what the total will be at the end of the year, and it is better to set the fund high and come in low. Savageau explained the budget is Council's best guesstimate of what will happen the next year with expenses and revenues. *Professional Services*: Will be staying the same. Affield explained it went over this year due to the new lift station, but will be reimbursed from the sewer funds. *Cell Phone*: Stayed the same. *Postage*: Increased slightly. *Travel/Mileage*: Increased by two hundred dollars (+\$200). *Xcel Electric/Gas*: Increased by one thousand dollars (+\$1,000) to account for the new lift stations. *Land Rental*: Increased slightly. *Water Shed District*: Affield explained some ditch work will be done next year, and so the line increased from zero dollars to four thousand dollars and fifty cents (+\$4,000.50) to cover the fee. *Banyon*: Stayed the

same. **Projects Fund – Bonds:** Mayor Johnson asked when the last bond will drop off? Affield said 2023 will be the last payment on the tax abatement bond. She said this bond was taken out for the bridge work on Parke Avenue by the coulee. Affield also pointed out the Centennial TIF bond is done. She said Jason Murray has suggested the City go higher when setting the tax levy in order to cover upcoming payments on other bonds, and referred to the percentage numbers provided in the packet.

- **Revenues: General Fund:** *General Property Tax:* Affield said she has been speaking with Lori Johnson at the County and this number may increase. Savageau asked why the amount for 2020 was so high compared to what 2021 will be? Affield said this is what she is checking on, and thought maybe Stockwood was included in this? *Delinquent Taxes:* Stayed the same. Affield explained the revenue will show up less as the City gave the two (2) establishments a credit of five hundred seventy-five dollars (\$575) due to the COVID-19 pandemic. These funds were reimbursed to the City with the COVID CARES funds the City received. *Licenses & Permits:* Increased by one hundred dollars (+\$100). *Liquor License/Permit:* Stayed the same. *Building Permits:* Stayed the same. *Building Permit State Surcharge:* Stayed the same. *Animal Licenses:* Stayed the same. *State Grants & Aids:* Affield said this line comes from PERA. *Local Govt. Aid:* This line will increase to four hundred seven thousand, two hundred ninety-eight dollars (\$407,298) for 2021. *Glyndon Days Donation:* Decreased five hundred dollars (-\$500). *Interest Earnings:* Decreased two hundred dollars (-\$200). *Other Rent & Royalties:* Stayed the same. These funds are fees coming from Midco for their water tower lease. *Franchise Fees:* Affield said this is a new line to account for fees paid to the City by Xcel, Midco, Arvig, and Red River Valley Co-op. She said this is the first year for these fees, so a final total will not be known yet. Savageau asked if Midco will be keeping the service attached to the water tower? Affield said she believes they are. **Community Center:** *Rent:* Stayed the same. **Stockwood:** *General Property Taxes:* Affield said next year it is marked as zero dollars, stating David Drown & Associates would like the City to move these revenues into the General Fund. *Project Reimbursement:* This revenue is from the Xcel Energy transformer, and soon Fuchs Sanitation will be digging ground for their new building. Schreiber wanted to go back and inquire about the revenue amount listed for Stockwood, and asked if this and the General Property Taxes revenues are going to move to General Fund? Affield said yes. Schreiber said the amount seems to be pretty low? Savageau said the amount showing is not right at this point yet, and Affield agreed. Owings said the moving of the funds have not happened yet. Affield said there are additional funds coming back and she is still waiting to get final numbers from the auditors. **Water:** *PFA System Replacement:* Affield said money still needs to be set aside for the 2018A PFA bond and kept separate until the loan is paid off. *Water Sales:* Decreased by five thousand dollars (-\$5,000) because this year's total is coming in lower. *Water Connection Fee:* Decreased slightly. *Water Penalty:* Stayed the same. *Water Looping:* Decreased slightly. *Water Tower User Fee:* Revenues from this fee pay for the 2014B Bond. Schreiber asked why the City collects more in fees than what it pays out? Affield said what is nice about this line item is that once enough funds are received for the water tower it will come off of the utility bill. The more homes or business that are built in the community will help pay this bond back sooner. Schreiber clarified by asking if the City is pulling in ninety-eight thousand dollars (\$98,000) but only making a payment of ninety-five thousand dollars (\$95,000), where does the extra three thousand dollars (\$3,000) go? Affield said this amount would stay in the special fund. Owings explained it was originally set up this way in the hopes the loan could be paid off a year or two in advance. Schreiber said the extra funds just sitting there could be put into a bank account to earn interest. Affield said she would have a discussion with Jason Murray about options the City could look at in terms of gaining interest on the extra amount. Owings suggested the extra amount at the end of each year could be applied directly to the loan. *Water Meter Sales:* Stayed the same. *NSF Charge:* Increased slightly. **Sewer:** *Utility Pump Station Fee:* Increased by one thousand dollars (+\$1,000) due to new homes being built. *Sewer Sales:* Stayed the same. *Sewer Connection Fee:* Increased from zero to six hundred dollars (+\$600) to reflect newly built home connections. *Sewer Penalty:* Stayed the same.

*Storm Water:* Increased by one thousand dollars (+\$1,000). *Special Assessments:* Stayed the same. **Project Funds – Bonds:** Separated to show what amounts Affield will need to pay for the loans. **MN DOT Road Repair-Reconst Asst:** *State Grants & Aids:* Affield said she should place ten thousand dollars (\$10,000) in this fund to show what state grants will be coming, but was waiting to see if the COVID situation affected this.

Estimated budget **expenses:** \$2,667,056.27. Estimated budget **revenues:** \$2,601,034.00. Estimated **deficit:** \$66,022.27. Owings asked if this deficit will still be there with the one hundred thousand dollars (\$100,000) coming from Stockwood? Schreiber said he didn't think so, and Savageau said no. Affield said there are still some adjustments she will be making, but she said overall the Council needs to be better in terms of managing the General Fund. She will get updated numbers to them prior to the next budget meeting. Council discussed and decided to meet at 5:00 pm prior to the Public Hearings to get a better grasp on the budget as a whole. Owings asked Affield if Jason Murray had provided a percentage or a dollar amount of where the City should be for next year? Affield said he did not provide an actual number, but advised the City to set it higher than prior years. Affield said she took this to mean the tax percentage should be between seven and nine (7-9) percentage. Savageau feels once the final number for property taxes comes back, then Council will have a much better idea. She reminded Council the preliminary tax percentage number is the first one residents see, even though the final number is generally less. Owings said this is where a lot of backlash stems from. Savageau agreed, and said Council should really try to set the preliminary number a lot closer to what it actually will be. Schreiber inquired about the potential development south of town? Affield said Sullivan will eventually be building homes, but not until possibly next year. She said he does have a building review being done by Schroeder for a building to go up in Stockwood. Savageau cautioned when a property is assessed, it is for the following year, not the current year. She said if a homeowner builds new and it is not completed until after January 3, 2021, the assessments on that property will not come back to the City until 2023. So she said new construction certainly helps, but trying to factor in those funds can be difficult. Schreiber agreed, but still feels something needs to get going because of how long it takes to get those tax revenues. Affield said there may be some revenue funds coming from transformer credits in Stockwood. Schreiber wondered if the City should take advantage of the transformer credit and put transformers on the four (4) remaining lots in Stockwood? Affield said they can be installed, but to get the credit the meter has to be running. The last year for the transformer credit in Stockwood will be August of 2021.

**c. 2021 Tax Levy Discussion** – Affield referred to the two (2) sheets included in the agenda packet, which shows percentages and what the levy has been set at in prior years. She said this is just for Council to review.

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

**a. Justin Vogel, Police Chief** – Vogel said his department is getting a form ready for watching residents' homes when they are going to be out of town. This will work like a building check, and residents will be able to complete the form online and submit it to his department.

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

**c. Maintenance/Public Works** – Owings said he received the paperwork for the difference on the Bobcat versus the Toolcat. He is going to present this information at the next regular meeting. He said there would be an increase in price, but the machine is something far more useful to the department than the Bobcat. Affield said there is only one thousand dollars (\$1,000) in the budget for a new lease, but if a Toolcat is purchased outright then the lease money would no longer need to be set aside. Owings



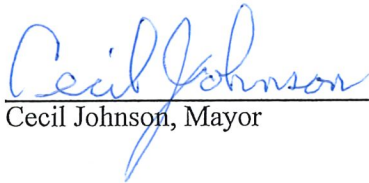
said there is some discussion by A. Olson to not trade in the Bobcat based on the number of hours it was used, but then possibly trade it in down the road as it will cost us closer to six thousand dollars (\$6,000) this year because of the number of hours used in 2020. A. Olson does not feel the City should do the trade in process every year if they purchase the Tool Cat. Owings also wanted to mention the department has a GPS device which the seasonal employees used this summer to mark and track a lot of different maintenance-related items throughout the City.

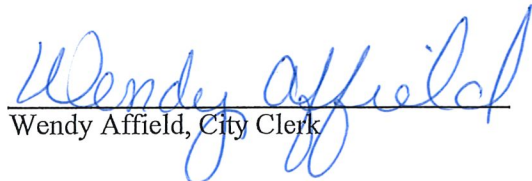
**d. Wendy Affield, City Clerk** – Affield said she received a Developer’s Agreement from Sullivan’s attorney, and will be going over a few items with Norman. She also mentioned the City is still waiting on fence materials for Southview Park, but Walvatne was able to plant all of the trees and installed the watering bags around them. He plans on getting woodchips to place around the trees. Affield said Developer Kelly Richards seeded the soil area, and it is possible the parking lot location may need to be moved slightly. Savageau said they are going to wait and monitor how much actual vehicle traffic the park generates prior to deciding on the parking lot size. Savageau and Affield think the parking area at Johnson Park is more suitable for the space. Owings asked if Affield can contact City Engineer Kris Carlson for an update on the Quiet Zone? Affield said it is likely not going to be worked on until next year. Savageau said Carlson had told Council the crossing on Partridge Avenue cannot be started on until the concrete work on the Parke Avenue crossing is finished. She said she would also like Affield to ask Carlson about the seal coating project, and if the next one to do will be in Southview? Affield said this will need to be reflected in the budget, too. Savageau asked if the current funds which were set aside will be enough to do Southview? She would like Carlson’s input on this. Affield also reminded Council there are funds from MNDOT state aid, totaling thirty-six thousand, one hundred seventy-six dollars (\$36,176). Owings asked if surrounding cities might also join in on seal-coating to share the cost? Affield said the City did receive a good price on the last project.

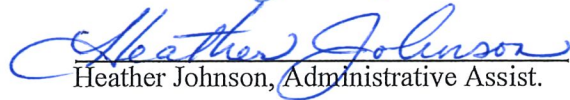
**10. Open Forum** – Randall Henriksen said he attended today’s meeting to inquire about the status of the boulevard in Stockwood? He is wondering if anyone from the City has spoken to Sullivan about his property? Owings said he believed A. Olson went and mowed the boulevard? Henriksen said some of it was mowed, but the weeds are still very high and it still looks terrible. Mayor Johnson said Sullivan will be here today and he will talk to him again about moving the equipment sitting out there.

**11. Miscellaneous Announcements** –

**12. Adjournment** – A motion was made by Kimberly Savageau to adjourn at 8:51 a.m., seconded by Justin Schreiber. All in favor.  
Motion Carried.

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

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

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

September 9, 2020 Glyndon City Council Meeting Minutes