

**Glyndon City Council**  
**10/21/2020**  
Regular Budget Meeting – 6:00 P.M.  
Glyndon Community Center

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, Kimberly Savageau, and Justin Schreiber; City Clerk Wendy Affield; Police Chief Justin Vogel.

**Absent:** Council Member Joe Olson.

**As Per Sign in Sheet:** Tracy Tollefson.

3. **New Business**

**a. Budget Discussion for 2021 Budget** – Affield began by referring to the extra budget sheet included with the agenda packet, and said it is a summary of the line items which have changes in amounts. She also said this summary will probably change prior to next month's budget meeting. Schreiber asked if there were any changes since this sheet was emailed? Affield said yes, she changed Xcel Energy's line amount due to a type-o, but this was the only change. She asked if Council has any questions? She said Jason Murray from David Drown Associates contacted her to let her know he will be reaching out to the County closer to November to get the final numbers. Affield said she is hoping he can zoom in for the next meeting on November 10<sup>th</sup>. Schreiber asked if Murray would have the tax projection for 2021? Affield stated hopefully he will get the numbers from the Clay County Auditor. Savageau suggested Affield send another email to Lori Johnson, as the County is very busy with the upcoming election process. Affield said she will go through the budget summary sheet line by line:

**Expenditures:**

**General Fund:** *Mayor:* Affield changed the Mayor's salary back to the six thousand dollars (\$6,000). *LOMC Workman's Compensation Insurance:* This line will increase by one thousand dollars (+\$1,000). *Operating Supplies:* This line will increase slightly by two hundred dollars (+\$200). *Legal Fees:* Affield said she is wondering if Council will want to increase this line for next year, considering the issues with two properties which will run past this year? As of now, she said the City is already over-budget with this line. Savageau feels it should be increased, and suggested going up perhaps to fifty thousand dollars (\$50,000)? Owings said there will be another developer's agreement coming up next spring to consider also. He agreed and said this line will need to at minimum be increased to fifty thousand (\$50,000). Mayor Johnson agreed and said he would rather be safe than sorry, in terms of having legal coverage. Council agreed, and Affield said she will make the change. *Xcel Energy:* This line will be decreased by two thousand dollars (-\$2,000). *Red River Coop Elec/Gas:* This line will be decreased by one thousand dollars (-\$1,000). *LOMC Membership Dues/Training:* Affield said this line may increase, depending on the upcoming election. She said Council will know for sure whether this amount increases by the time they set the budget. Schreiber asked if there are extra fees coming in from Arvig or Midco? Affield asked to clarify if he meant the franchise fees? Schreiber said yes. Affield said the City will be receiving franchise fees from Xcel, Arvig, and Red River Valley Coop. She said it is part

of Midco's contract once they are up and running. Schreiber asked if these fees get grouped together? Affield said they are grouped within the revenue section under Franchise Fees, explaining since this is the first year it is hard to figure.

**Community Center: Repairs/Maintenance Supplies:** Affield explained this line will be zeroed out and will be combined with the Utility Maintenance Supplies line. *Utility Maintenance Supplies:* She will be putting this number at four thousand, nine hundred dollars (\$4,900). This will lessen the confusion on where to code specific items. *Xcel Electric/Gas:* Savageau asked if this line could be adjusted? Affield said she decreased this line by two hundred dollars (-\$200), and it might be possible to decrease it even more, she will look into it more next month.

**Maintenance: Operating Supplies:** Affield said she increased this line by one thousand dollars (+\$1,000). *Vehicle Repair/Maintenance:* This line will increase by two thousand dollars (+\$2,000). She said this line is over budget this year.

**Sewer: Operating Supplies:** This line will increase by one thousand dollars (+\$1,000). *Xcel Elec/Gas:* This line will decrease by six hundred dollars (-\$600) from what was put in earlier.

Schreiber asked to go back to the Maintenance fund, and wanted to clarify the amount remaining in the *Park Equipment – RO* line? Affield said she has not made the transfers yet, as she was hoping to pay the remainder of the Southview Park fence costs. She estimated this rollover line has been mostly used up for this year. Mayor Johnson asked if Johnson Park was to receive any upgrades from this line? Affield said there may have been some staining and other maintenance, but she agreed it would be nice to get newer playground equipment in years to come.

#### **Revenues:**

**General Fund: Licenses and Permits:** This line increased slightly by fifty dollars (+\$50).

**Garbage & Recycling: Other County Grants/Aids:** This line decreased by two thousand dollars (-\$2,000) due to what the County will be reimbursing the City for recycling. Owings asked to clarify if it is the City of Downer which has all of their recycling bins outside? Affield said she thinks there are bins right outside the Mainline. She also spoke with Dave Olek from Fuchs Sanitation about whether a different location or smaller containers might be a better solution, and Olek said with outdoor bins there is a lot of contamination from being exposed to the elements. She said the City will need to do some more research on other options.

Schreiber asked to clarify with the Water Tower bond, if it would be beneficial to pay out the same as what is brought in? He is wondering if this would make the expense even? Affield said what she puts in for the water tower payment is how the bond was set up. Schreiber said he is just wondering if what the City takes in should be paid out at the same amount, instead of a slightly lower payment being made each time. Affield said this question would be better answered by Murray. She said certain bonds have specific payments set up. Owings said he recalled this bond being set up in a manner where the City had the option to pay it off sooner, if more rooftops were built. Mayor Johnson said this is definitely something to check on.

Owings said during the most recent COVID-19 meeting, it was discussed for the 2022 budget that all department heads should be attending "communications training". He said in the future there will also be regularly scheduled meetings for all the department heads, hopefully one meeting per month. He did

some research on Fred Pryor training courses, and the estimate would be around five hundred dollars (\$500) per department head. Owings said he would like Council to start thinking ahead about this, as a general reminder for the 2022 budget. He asked Affield if there are any trainings coming up for anyone? Affield said there were, but all had been canceled due to COVID-19. Owings said going forward, training courses for the Maintenance and Police department heads should come out of those specific fund accounts, and not out of the General Fund.

Schreiber asked to clarify if the eighteen thousand dollars (\$18,000) for Mosquito Spraying includes the price of the new fogger? Affield said yes, this was under the expenditures. Schreiber noted they budget more each year than what is brought in. Mayor Johnson said perhaps they can add in an aerial spray? Affield said Council had previously tried to budget for at least two to three aerial sprays, and weekly ground spraying. Savageau said if there had been an aerial spray done this year, the City would have received some negative feedback due to butterfly deaths. She said ground spraying would have been more effective this year had the weather not been so wet. Schreiber asked if the City will end up with the expected revenue numbers this year? Savageau said it should, as the revenue comes from utility bills.

Savageau asked to clarify if there were some surrounding cities setting their preliminary tax amounts around nine percent to ten percent (9% - 10%) but were trying to shoot for numbers closer to five percent (5%)? She said she could not remember from the previous budget meeting. Mayor Johnson said this is correct. Affield said the City of Barnesville is the highest at over nine percent (9+%). Savageau said the County is going for four point nine-nine percent (4.99%) as their preliminary number, and they generally hold to this number.

*(At this point, Council moves ahead to 4. Open Forum.)*

**b. Executive Closed-Door Session** – A motion to close the Regular Budget Meeting was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.  
Motion Carried.

Mayor Johnson read aloud the following:

*\*\*At this time the meeting will be closed as permitted by Minnesota Statutes, section 13D.5, subdivision 2(b), A Public Body Shall Close One or More Meetings for Preliminary Consideration of Allegations or Charges Against an Individual Subject to its Authority.\*\**

Mayor Johnson chose to end the closed-door session at this time (7:15 p.m.) and reopen the regular meeting. A motion to accept the recommendation by Chief Vogel to hire the representation of Pemberton Law Firm was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.  
Motion Carried.

**4. Open Forum** - *\*This is the time for the General Public to address the Council regarding this topic. The Open Forum shall not be used to make political statements, political endorsements or for any political campaign purposes.*

Tracy Tollefson was present to ask some budget questions, and mentioned she had already received some answers ahead of time via email by Affield. She said she just wanted to go over some things and make some comments. Tollefson asked if the City aligns any purchases throughout the year to match up with City needs? She said it does not appear the City uses any kind of list at the start of the year

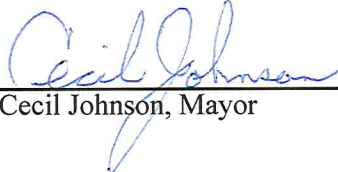
to go over future purchases. For instance, she used the Toolcat as an example of something which was mentioned at a Council meeting, and then two months later was purchased. She said at the school where she works, departments are required to submit their purchase lists in January for preparation to the school's budget in July. Justification for any purchase requests not included on this list needs to be presented to the school board, Tollefson said. She said it does not appear the City uses a capital list to start with at the beginning of the year for purchases, and feels this would help with the overall budget. Her questions mainly come from the residents' standpoint, and she asks how residents can better understand these purchase decisions? Affield explained one of the purchases in question was for the Maintainer, and this purchase was already set into the budget for 2020. She said the other large purchase was for a lawnmower since one of them was constantly needing repairs. Unfortunately, the City could not wait until the next year for a dependable lawn mower. Affield said the City has been looking for a new plow truck for many years, and Council Member Owings came across a great deal on a used one from MnDOT. Savageau said the City is also going in a much more efficient direction than it was just a year ago, due to several departmental changes. She said for example, the Council has found that the Maintenance Department has been limping along with certain equipment, but in actuality causing more expenses. Savageau said the same goes for the Police Department, and although the high dollar amounts for their purchases may seem shocking, they are necessary purchases in order to bring the department where it needs to be. She said the Council is now trying to be proactive with each department, and essentially spending more now to prevent having to fix costly mistakes in the future. Savageau said the City is hitting a turning point, and Council is doing what they can to be more proactive, not reactive. Tollefson agreed with this point, and said she is not trying to point fingers at any particular purchase for any of the departments. She said her main overall concern would be the long-range plans for each department. Chief Vogel said this has already been in the works starting earlier this year, where Council is revising their Capital Improvement Plan. He said for example, his current budget is where the budget should have been years ago, and now Council is actively working together to help build his department up. Vogel said that police equipment is the same cost no matter what city or county you're in, and because Glyndon does not have a large commercial tax base, these purchases can appear quite spendy. He said he is very pleased with how well Council is working with him to move his department forward, as he intends on building up and keeping quality officers for the City. Tollefson said she is happy to hear this, and just wants to see the City keep looking forward and planning for things beyond a year or two. She is now seeing a far better relationship building between the Police Department, Maintenance Department, and the school, and she is very happy both as a resident and as a school representative. Savageau agreed, and said going forward the Council has a new mindset of rooting out any old issues and finding ways to do things more efficiently. She feels the next year or two may be difficult in terms of discovering issues that were not resolved in the Maintenance Department, but then once these issues are resolved the City will be retaining quality employees. Affield said the new Maintenance employee received a compliment on the job he did with the leaves in the park explaining a homeowner came to City Hall to let us know how appreciative he was for the extra effort that was done this year. Owings said the Council does not agree to every purchase put before them, a payloader was asked for and Council did not feel it was in the best interest to purchase one. Savageau agreed and said it helps that each Council Member works in a field which benefits and adds unique perspective to their decisions. She said it will be good going forward now collaborating with the department heads. Owings agreed, and said this is why he would like to see some training course opportunities get scheduled. Tollefson asked Council's opinion on if it would be beneficial to have a payloader on hand versus paying out fifty-thousand dollars (\$50,000) for snow removal? Owings said the City now has a plan for snow removal going forward which will be more cost-effective. Tollefson said she had one last question, and asked if the City will be hiring for a third Maintenance employee, and if so, how will this affect the budget? Affield said salary and benefits for a third person is already in the budget. Owings said until Council fills the Public Works Supervisor position, those funds have to remain in the budget. Tollefson said she had one last point,

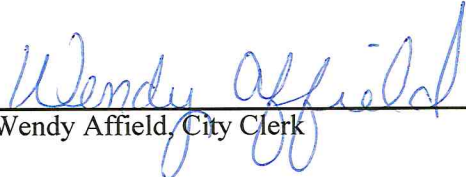
which is to say she hopes the City can keep taxes and assessments low so that residents are not pushed to the point of leaving. She said the more the City can plan ahead and prepare for goals, then the more the community will appreciate it. Schreiber agreed, and said Council is making it a point to ensure people want to move to Glyndon and be a part of this community, including businesses. He said this should be the main objective to plan for, even though sometimes this requires spending a little more. Tollefson agreed, and said going forward the City can try to inform the residents a bit better about any future plans or road developments. Council thanked Tollefson for all her comments and expressed their appreciation for her attending the meeting.

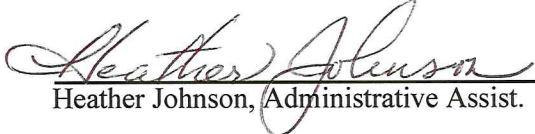
*(This is where the Closed-Door Session began)*

**5. Miscellaneous Announcements** – Affield wanted to mention to Council the bonding bill did pass, and MnDOT will receive a portion of funds to help pay for redoing the turning lane on Hwy 10 and Parke Avenue. She said the City and the County will be responsible to pay for the engineering fees, moving the stop light and purchasing the land needed for the turning lane. Mayor Johnson asked to clarify if the cost share is fifty-fifty (50/50)? Affield said that is correct. She said the City will need to work with the County on gaining some of the land for the project. Schreiber asked if the interest we earned off the CD from the Parke Avenue funds were still available to be used? Affield said yes, and City Engineer Kris Carlson believes there should be funds left over from the project that could also be used. He will be at the next meeting with figures for Council to review on the Stockwood road. Affield reminded Council the Quiet Zone will also need to be paid for out of the bond.

**6. Adjournment** – A motion was made by Dave Owings to adjourn at 7:18 p.m., seconded by Kimberly Savageau. All in favor.  
Motion Carried.

  
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Cecil Johnson, Mayor

  
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Wendy Affield, City Clerk

  
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Heather Johnson, Administrative Assist.

October 21, 2020 Regular Budget Meeting Minutes