

**1. Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:15 p.m.

**2. Roll Call:** Council Members Present: Dave Owings, Joe Olson, Kimberly Savageau, and Justin Schreiber; City Clerk Wendy Affield; Police Chief Justin Vogel; Fire Chief Bob Cuchna.

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

**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. **10/28/20 Council Meeting Minutes**
- b. **11/10/20 Council Meeting Minutes**
- c. **11/13/20 Special Council Meeting Minutes – Election Canvassing Votes**
- d. **Approve Resolution of Payments**
  - **Hose Tester for Fire Department - \$2500 + Freight – Bob Cuchna**

**4. Any Additions to the Agenda**

- **Buffalo River Watershed District Meeting – Dave Owings**
- **Capital Improvement Plan – Dave Owings**
- **Park Plan for Warming House – Kimberly Savageau**

**5. Motion to Approve the 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 2020-18 – A Resolution Authorizing Tax Abatement on Select Property within the City of Glyndon for the Purpose of Promoting New Residential Homes** – A motion to approve Resolution 2020-18 was made by Kimberly Savageau, seconded by Joe Olson. All in favor.  
Motion Carried.

**b. Request for 1 Month Credit on Liquor License Due to COVID-19 Shutdown – The Hill Lounge - \$192.00** – Affield said she was emailed by the owner of The Hill Lounge, and was asked if there could be any discount taken off of the cost of the second-half payment of the liquor license due to being shutdown for one month. She said the amount for a one (1) month credit would be one hundred ninety-two dollars (\$192). She said there are no more COVID-19 Cares Act funds, so this would have to be granted by Council. Affield said this discount would also need to be granted to Morty's Bar & Grill. Mayor Johnson said he would go along with this. Council agreed. A motion to grant a one-month

discount of \$192 to both The Hill and Morty's Bar was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.  
Motion Carried.

**c. Request Change in Payroll Cycle from Semi-Monthly to Bi-Weekly** – Vogel said the City's current payroll is done in twenty-four (24) periods instead of the normal twenty-six (26), and this will allow for payroll to be processed in a longer timeframe for Affield, rather than all in one day. Payroll would be every other Friday, instead of on the 15<sup>th</sup> and the 30<sup>th</sup> which sometimes fluctuates due to the calendar day it falls on. He said this will ensure the check amounts stay consistent, barring any overtime, especially for his officers. Affield said it takes her a full day to try and get payroll done on time, whereas going forward she will have a full week to process it. Savageau said this is a good idea, as most places of employment do this already, and employees will know what to expect from each pay period. Schreiber agreed and asked when this would start? Vogel said this will start on December 27<sup>th</sup>. Schreiber said this will then make January 15<sup>th</sup>, 2021 the first payday of the year. Affield said she will begin working with Banyon next month to get this set up as Banyon suggested waiting for the first of the year because of how the withholding taxes are calculated. Owings asked if this was an additional module purchased from Banyon? Affield said no, it is the same payroll system, just a few changes need to be made. A motion to change the current payroll from semi-monthly to bi-weekly processing was made by Kimberly Savageau, seconded by Joe Olson. All in favor.  
Motion Carried.

**d. COLA Percentages for Employees 2021 Payroll** – Affield directed Council to the COLA percentages chart included in the packet, showing what the additional cost in the budget would be for each percentage. She said the last page in the packet shows what surrounding cities are setting their COLA percentages at, and most are choosing three percent (3%). Mayor Johnson asked if some of the included cities are larger than Glyndon? Savageau said that may be the case, but she said Glyndon is practically part of Fargo-Moorhead since it is so close. She says you can't judge by the size of the town because you are competing with employers in the F-M area. Savageau asked Vogel if there was a COLA set for the Police Department Union Employees? Vogel said not yet, negotiations will begin again next fall. Olson said he feels employee retention is one of the City's main goals, and keeping up with the times and staying competitive will be important. He said he is in favor of a three percent increase (+3%). Mayor Johnson agreed, and said he also thinks it is important to try and keep employees from moving on to somewhere else. A motion to implement a three percent (3%) COLA for the 2021 Payroll was made by Dave Owings, seconded by Joe Olson. All in favor.  
Motion Carried.

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

➤ **Buffalo River Watershed District Meeting – Dave Owings** – Owings said he attended a meeting last night with the Buffalo River Watershed District, along with township resident Mr. Babolian who lives closest to the ponds. The engineer at the meeting discussed a four-point plan, and he speculated it would take two (2) months to get passed. The BRRWD Council has to work on the legal verbiage on what the actual action will be. Those Council Members expressed the desire to get the dam problem resolved. One of their concerns will be gaining funding to change the straight-line course of the river, and possibly change it in order to form more of a zig-zag course. The MN Department of Natural Resources would help with this. The other concern is the timeframe, as the best time to break up beaver dams is during the winter when the ground will be hard enough to drive on without sinking. Owings said Randall's Excavating did do some work on Babolian's land with his permission, where some dams were broken up but no debris was removed. He said Maintenance employee A. Olson just recently discharged the remaining water from the ponds, so now the water level appears quite high on each side of Hwy 10 but not as high as before. Going forward, the BRRWD will now be in contact with all township residents

who border the tributary areas, and they will need permission from those residents to trap any beavers. For A. Olson, the proper procedure going forward for when there appears to be water build-up will be to first contact BRRWD, and they will determine if trapping needs to be done or the dam removed. The BRRWD will contact the appropriate persons from there, as they do not want anyone from the City directly contacting contractors. Owings said there is no fee or cost for this at this time, a number of residents have been contacting the BRRWD about the problem. Down the road there may be a fee charged to the City. Owings feels there should be a line item created for any issues on this, and thinks it should be twenty-five hundred dollars (\$2500). Affield asked if this should be under the Sewer Department? Owings said yes. He clarified the City would not directly pay out for any trappings, but would do so only if the City receives an invoice from BRRWD. A motion to add twenty-five hundred dollars (\$2500) to the Sewer Expenditure line for 2021 was made by Dave Owings, seconded by Justin Schreiber. All in favor.

Motion Carried.

➤ **Capital Improvement Plan – Dave Owings** – Owings said he was thinking about the effort and time by Schreiber and Olson into the research on future infrastructure projects, and wants to make a motion appointing both of them as CIP Committee Members for the next four (4) years. Olson said he would like to see this committee include the City Department Heads as well. This way there will be the two (2) representatives from Council along with a department head from City Hall, Maintenance, Fire and Police Department. He feels this will allow for a broader perspective and input on any future projects. Owings said he agreed, but if there is not a Maintenance Department Head available by the time this committee is formed, he will not be able to take this spot due to his position on the Maintenance Committee. Schreiber and Olson both agreed. Schreiber said he and Olson have big plans to work on, and will be relying on the needs and wants of each department in order to do any successful planning. Olson said City Engineer Carlson will also be an integral member of the committee. A motion to create a Capital Improvement Plan Committee with Council Members Justin Schreiber and Joe Olson appointed and serving for four (4) years was made by Dave Owings, seconded by Kimberly Savageau. All in favor. Motion Carried.

➤ **Park Plan for Warming House – Kimberly Savageau** – Savageau said her and Schreiber have been meeting with A. Olson regarding park issues, and the new warming house has been installed next to the new pond off of Parke Ave. She said currently there is no power to the warming house, and A. Olson received some quotes for the installation of electric. Both quotes he received were very high, and Savageau said there is too short of a window for any trenching this winter. Savageau said she knows there is no room in the budget for this year, but is hoping to push this onto next year's budget. She said kids right now do not have any activities they can do due to Covid-19 restrictions, and while it would be nice to have power in the warming house, she is also wondering if it should even be opened? She said there is really no way to socially distance inside such a small building. Owings said perhaps JDP Electric could bill the City towards the end of December and this way the bill would not need to be paid until January of next year? In his opinion, he would be fine with paying the initial quote from JDP in order to get the power hooked up for this winter. Savageau said this is just getting the lights hooked up, as heat cannot be done until the building is insulated. She said A. Olson has put benches inside so at the very least kids can get out of the wind and put on their skates. Vogel said he would advise against opening the building, as right now there is not enough room inside to adhere to the Governor's orders regarding social distancing. Olson said his thought is to not put electricity in this year, see how the rink goes just on its own, and in the spring the power can be hooked up. He said this will give the City time to paint, install a heater, and get it looking nice for next winter. Affield said there were two quotes, and one was a bit higher than the other due to having more work items listed. She said she would like to research the differences. Savageau agreed and said due to Covid we will have to leave it closed for now. Olson agreed, and said he is going to contact someone he knows who has previously donated electrical work to

certain causes around the City. Affield said it would be easier to have all the work done at the same time. Cuchna said he could take a look at his budget too, and maybe some funds can be used for this.

## 8. Old Business/Unfinished Business

## 9. Department Reports/Committee Reports

a. **Justin Vogel, Police Chief** – Vogel said his department is continuing to be busy, and they are currently in the training phase with Officer Mettert. Calls for service have been steady this year, and his department is trying to handle as much as they can via phone or email in order to comply with social distancing guidelines and limit exposure to his officers. Masks are mandated for all traffic stops, or any time they need to enter a building. Vogel said one of his officers is going through the background phase for a position with State Patrol, as they are currently hiring around sixty (60) new officers by February 2021. Owings asked if the most recent tire service at Dave's Tire in Hawley was the first time going there? Vogel said yes, they have the state bid and he is very happy with the service received.

b. **Bob Cuchna, Fire Chief** – Cuchna said he has a list prepared for his department's CIP for next year. He said they are slowing down with some of their projects, and are testing fire hoses to see what the psi is. He said the annual Santa at the Fire Hall will not be held this year, unfortunately due to COVID social distancing. Cuchna said his department is mulling over just doing the parade with Santa, driving the truck through town. Vogel said he has been in talks with the school for doing something similar along Parke Ave, and this could be a good opportunity to show off the finished road. Cuchna said usually the truck just drives through the streets with Santa riding passenger, and stops at the houses where kids are standing outside. Affield said this month's newsletter is already done, but an email alert can be sent out with parade information, it can be put on the City's Facebook page and City website. Cuchna said he will check and see what he can put together and let Affield know. Affield informed Cuchna she has some kids hand sanitizer that can be passed out by Santa from the COVID Cares Funds. Cuchna asked Affield if the air exchange units had been installed at the Fire Hall yet? Affield said she didn't know. Vogel said he believes those have already been put in. Cuchna said his department had a phone conference with ISO recently, and it went well. He said one area where the department was found to be lacking is in inspections, and Cuchna said figuring out a new inspections process is on the list of improvements. Another area was for training, he said his department will need to meet the required twenty (20) hours per month per firefighter. Owings had previously asked how many current firefighters the City had, Cuchna stated they have nineteen (19). Cuchna said they have had one hundred seventy-two (172) calls for service this year, and the medical/rescue side has been the busiest. He said he will have an updated payroll list for Affield by the first week in December. Cuchna said the last thing he wanted to discuss is a resolution which was passed years ago that stated the City would adopt whichever Fire Code the State had adopted at the time. He said he is unable to find the resolution, but it should be made an ordinance in case the City ever needs to enforce it. Owings said he thinks the resolution was made roughly seven or eight (7-8) years ago, if this helps in locating it. Savageau stated that Ordinance is #79 was passed on April 21<sup>st</sup>, 1980; "*An ordinance for the purpose of promoting the health, safety, and general welfare by enacting fire code regulations for the City of Glyndon*". Cuchna said this is similar to allowing residents to burn leaves in town when it is actually against State code to do so. Savageau asked if the State changes the fire code each year? Cuchna said no, it is changed on the national level usually every four (4) years. Savageau asked if the current fire code ordinance is out of date? Cuchna said yes. Savageau then asked if the ordinance itself needs to be updated every four (4) years? Cuchna said this is one option, or the current ordinance needs to be worded that the City follows current State code. Owings asked if State fire codes apply to regulations on truck equipment and upgrades? Cuchna said those fall more under ISO standards, which is different from ordinances and fire codes. Owings asked if there is an agency that holds a city accountable to ISO regulations? Cuchna said no, you just get scored certain levels which will be reflected on the City's insurance. He said residents will sometimes see this grade on

their homeowner's insurance. Savageau asked if Cuchna recommends the City repeal the ordinance for burning leaves? Cuchna said yes, as residents already have a location where they can take and dump leaves or yard waste. Olson asked if City Attorney Ken Norman should pull the State Fire Code and do the three (3) readings? Cuchna agreed Norman should be the one to draft the verbiage for it. Savageau agreed the ordinance allowing burning of leaves should be pulled, and said there must be other cities within the County who are following the same State Fire Codes.

**c. Dave Owings, Maintenance/Public Works** – Owings said the department had to do some mapping south of 12<sup>th</sup> Street prior to installing snow fence in Southview. He said there will be about one-thousand (1000) feet of material placed out there tomorrow. There was also some water meter training taking place this week. A. Olson mentioned there is also a gopher problem out by the ponds. Owings asked Mayor Johnson how much damage can gophers do to the ponds? Mayor Johnson said they can go underground which loosens the stability of the ground. Owings asked if Council should reach out to the township for trapping assistance? Olson said if the beaver issue is handled during the winter months, then come spring Council can decide what funds to allocate to gopher trapping. Owings asked if trapping should be added to the list of tasks for the Maintenance employees? Olson said this is a good idea. Savageau agreed, as gopher traps are not expensive. Owings said the job description should be amended in case someone was to be hired who would not want to do this sort of thing. Savageau stated she believes in the job description it states "*and other duties as assigned*", it should not need to be changed. Owings suggested changing it to pest control. Olson said he also has traps and has done trapping in the past, so he can help out too.

**d. Wendy Affield, City Clerk** – Affield said she submitted to the State the final Covid CARES Act report, and the City only went over by two dollars and fifty cents (\$2.50). The City Hall offices will be closed on Thursday and Friday for the Thanksgiving Holiday. Currently the building is locked to the public unless by appointment. Owings wanted Affield to be aware that only the vents have been worked on at the Fire Hall, nothing else. Olson asked if the bill had already been paid? Affield said yes, prior to the COVID deadline.

**10. Open Forum** - *\*This is the time for the General Public to address the Council regarding a City Business item that is not on the agenda. Typically, decisions will not be made at this meeting but will be referred to staff for further research. The Open Forum shall not be used to make political statements, political endorsements or for any political campaign purposes.*


Mayor-Elect Tracy Tollefson was present to ask Council why additions made to the meeting agenda are not done prior to printing out the packets? She is wondering if there is a deadline to submit, especially for discussion items which might add to the overall budget? Savageau said they do have a deadline for the agenda, but a lot of times things come up after the deadline which need to be discussed. She said for example, she spoke to A. Olson about the trenching just yesterday, and it would need to be done in an eleven (11) day window. Had they not added it until next Council meeting agenda it would have been too late. Savageau said additions to the agenda do not happen very often, but are necessary sometimes. Affield said she does post the agenda on the website for residents to view ahead of the meetings. She also said at times there are purchases made after the packet is already printed, and if the purchase is over one-thousand dollars (>\$1000) then Council has to approve it. Cuchna agreed and said some items cannot wait an additional two weeks until the next regular meeting.

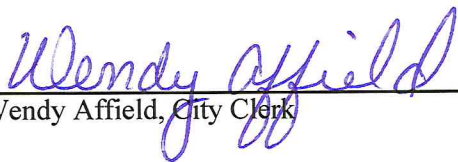
Tollefson also wanted to ask about Council Committees, and if they are to be established after the first meeting of the year, in January? She said this is per the League of MN Cities, and is wondering why the CIP Committee was formed this evening instead of this coming January? Savageau said this last year has been different, and for example Owings being chosen for another two (2) years on the Maintenance Committee was due to all of the work he has put in so far in building up the department this year. She

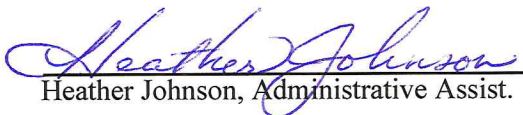
also said some Council Members have certain backgrounds which are beneficial to certain committees, and this helps in deciding who will be appointed to them. Savageau said had she been appointed to the Maintenance Committee, she would not have brought much for experience. Tollefson countered by asking if being on that committee would have helped Savageau gain more knowledge of that department? Tollefson stated, she would like to be part of the CIP Committee. Olson said he and Schreiber never really formed anything official, it has simply been based off how much work they've done so far on the CIP plan. He said most years these committees do change hands, but he personally would like to see a Council Member serve at least two (2) years based on how long it can take to get projects going, especially when committee members maybe only meet once per month. Tollefson agreed, and said there are pros and cons to both. Olson agreed and said come January the Council should take another look at some committees which are never used, like MetroCOG. Tollefson said January is usually a good time for most municipalities to get an idea of what committees they want to create or ones they want to keep, etc.

**11. Miscellaneous Announcements**

**12. Adjournment** – A motion was made by Kimberly Savageau to adjourn at 7:31 p.m., seconded by Justin Schreiber. All in favor.  
Motion Carried.

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

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

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

November 24, 2020 Council Meeting Minutes