

**1. Call to Order:** Vice Mayor Dave Owings called the meeting to order at 7:00 a.m.

**2. Roll Call:** Council Members Present: Mayor-Elect Tracy Tollefson, Dave Owings, Joe Olson, Kimberly Savageau, and Justin Schreiber; City Clerk Wendy Affield; Police Chief Justin Vogel; Maintenance Supervisor Andy Olson; Administrative Assistant Heather Johnson.

**As Per Sign in Sheet:** None

**Virtual Attendees:** None

**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.

**a. 12/9/2020 - Council Meeting Minutes**

**b. 12/21/2020 - Council Meeting Minutes**

**b. Approve Resolution of Payments**

- **Accept \$2,500 Donation Check from Randall’s Excavating to the Glyndon Police Department**

**4. Any Additions to the Agenda** – None.

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

**6. 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.*

**7. Department Reports – Committee Reports**

**a. Justin Vogel, Police Chief** – Vogel said his department is ready to get started on their Community Engagement program for 2021. Part of this will be “Lunch with a Cop” in the summer time, and “Skate with a Cop” some time before the end of February. In August other towns participate in National Night Out, he is hoping to have some neighborhoods sign up to participate in Glyndon. They will hand out grab bags and visit with the residents who participate in the program. Schreiber asked what day this typically falls on? Vogel said it is usually the second Tuesday in August. Savageau said it always occurs during Glyndon Days, and in prior years Chief Cline would host it during the Community Picnic on Thursday of that same week. Owings said in the past there were scheduling issues with the Sanford Emergency Helicopter, and other agencies as they were typically booked. Vogel said he is hoping Glyndon Days would run for the whole week, that way it will be easier to book ahead of time.

**b. Andy Olson, Maintenance Supervisor** – Olson said the skating rinks are still temporarily closed due to the warm weather. He is hoping by the weekend when the temperatures drop the Zamboni can be used to clean it up and make it smooth so it can be reopened. Affield said a resident suggested the warming house have a window installed so that parents can watch their children from the inside. Owings

asked if this would be feasible? Olson said a window would not be any trouble to install. Mayor Tollefson asked if the building itself will have any staining done to it? Olson said when it comes time to insulate the building is when all other maintenance will be done as well, including staining and making it look nice. He is wondering if a sign should be installed somewhere next to the building stating “Glyndon Skate Rink.” Schreiber asked if the City has done any maintenance on the pond in Southview, as he sees kids out there skating on it? Olson said no, but there may be something to discuss down the road. Savageau said she thought the main issue was the City really had no way of maintaining it due to the rip rap. Olson agreed, and said it is also a lot deeper than the pond off of Parke Avenue. He can lower the current ice rink to a level of three feet (3ft.), but he does not have a good way of lowering the pond at Southview. Council Member J. Olson agreed and said it had been agreed the Southview pond would be too unsafe due to its depth. A. Olson said it is roughly eight to ten feet (8-10 ft.) deep. Affield asked if the City would be liable if someone had an accident at the Southview pond? Savageau also asked if a sign stating “Skate at Your Own Risk” should be put up? Vogel said at other surrounding areas, the city bears no responsibility, and it is up to the residents living along the pond to maintain it. He said he would suggest our City do the same, and relieve itself of any responsibility while also promoting the safe rink that we already have. Owings agreed that some signs might be good, and maybe an email alert. Savageau said she isn’t sure about signs, as the developer is concerned about aesthetics of the neighborhood. Mayor Tollefson agreed. Savageau said perhaps they could place temporary signage. She suggested this be brought to City Attorney Norman first to see what he thinks prior to making a decision. Mayor Tollefson agreed, and the issue was tabled until next Council meeting.

Owings wanted to inquire with Olson about the beaver dam situation on Buffalo River? Olson said Randall’s Excavation was able to break up seven (7) different dams last week which were holding up the pond water. The Buffalo River Watershed District was coordinating with Randall’s on this, and will do so again in the spring. Olson said he is hopeful this will help take care of the water backing up onto the residential property along 110<sup>th</sup> Street SE. Schreiber asked if there was any trapping being done? Owings said Olson plans on placing some traps as the person from Downer is no longer interested.

**c. Wendy Affield, City Clerk** – Affield said she is working on year-end items, and is busy getting W2’s ready. She is starting the new payroll system this week. Mayor Tollefson asked if this was the overall expenditures so far this year and if this is the first run for 2021? Affield said yes, as those are most of the City’s bonds due in February, the rest due in August.

## **8. New Business**

**a. Elected Officials Oath of Office** – Vice Mayor Owings read aloud the Oath of Office for the following elected officials in 2021:

- **Mayor Tracy Tollefson**
- **Council Member Joe Olson**
- **Council Member Justin Schreiber**

### **b. Annual Organizations**

1. **Official Depositories:** Northwestern Bank in Dilworth
2. **Official Newspaper for Publication and Public Notice:** Clay County Union and FM Extra
3. **Council Bi-Laws:** Included in agenda packet. Mayor Tollefson asked if the agenda needs to be ready by the prior Friday, or if agendas can be put out on Monday? Affield said Monday is fine.

4. **Vice-Mayor Select:** Mayor Tollefson noted the rotating basis of this position, and has selected Kimberly Savageau to be Vice Mayor for 2021.

5. **2021 Council Committee Appointments**

- **City Hall, Accountability, Efficiency** – Mayor Tracy Tollefson
- **Human Resources** – Mayor Tracy Tollefson and Justin Schreiber
- **Finance** – Mayor Tracy Tollefson and Kimberly Savageau
- **DGF School Board Liaison** – Kimberly Savageau and Justin Schreiber
- **Economic Development-Planning/Zoning** – Mayor Tracy Tollefson and Kimberly Savageau
- **FM Metro COG** – Joe Olson and Kimberly Savageau
- **Public Relations/Glyndon Days (with community membership)** – Mayor Tracy Tollefson and Dave Owings
- **Park Board (with community membership)** – Mayor Tracy Tollefson and Dave Owings
- **Heartland Trail Association** – Joe Olson /Alt: Dave Owings
- **Public Safety (Fire/Rescue/Police)** – Joe Olson and Justin Schreiber
- **Maintenance Department** – Kimberly Savageau and Dave Owings
- **Capital Improvement** – Mayor and Full Council

6. **2021 IRS Mileage Rate Set At .56 Cents Per Mile**

A motion to approve the 2021 Annual Organizations was made by Kimberly Savageau, seconded by Joe Olson. All in favor.  
Motion Carried.

c. **Approve 2021 Council Meeting Schedule** - Mayor Tollefson said depending on the need at the time, the location may change from City Hall to the Community Center. A motion to approve the 2021 Council Meeting Schedule was made by Justin Schreiber, seconded by Dave Owings. All in favor.  
Motion Carried.

d. **Review 2021 Committee & Budget Meetings** – Mayor Tollefson said this is merely informative, and the intent was to try and have a place holder for some of these dates in advance. She is hoping some can be held prior to the evening Council Meetings, and give time for departments heads to present anything they need to bring before Council. Mayor Tollefson also said these will allow for some strategic planning sessions in which the community can participate. She also noted how she will look into having a Public Relations Committee which can coincide with the planning of Glyndon Days. Affield said she wanted to note the meetings which are highlighted in red are non-Council meeting days, and in July there will be meetings both in the morning and night, so this is just a reminder for Council Members to check ahead of time if this will work with their schedules. She also noted that budget review meetings are fine to have before 6:00 p.m. but suggests the last two (2) budget meetings be at 6:00 p.m. so the residents are able to attend. Affield stated, they are in green on the sheets. She is requesting the times for these be set to 6:00 p.m. with the Regular Council Meeting to follow. Olson asked Mayor Tollefson if these dates will be reviewed and agreed upon at the next regular Council Meeting? Mayor Tollefson said yes.

e. **Approve Resolution 2021-1 – A Resolution to Establish an Eligible Deferred Compensation Plan with Nationwide Retirement Solutions, Inc.** – Vogel said this will be a good added benefit for City employees, and will make a great recruitment tool as well. He said with this type of plan, there is no responsibility on the part of the City, only what each individual wants to contribute. Vogel said

even Council Members can choose to opt in and invest. A motion to approve Resolution 2021-1 was made by Kimberly Savageau, seconded by Dave Owings. All in favor.  
Motion Carried.

**f. Discuss Installing “No Parking Nov 1<sup>st</sup> to May 1<sup>st</sup>” Signs on 2<sup>nd</sup> Street for Snow Removal –** Affield said most of the other roads in town have no parking signage, except for 2<sup>nd</sup> Street. Vogel said this is correct, and with the previous snowfall there were two vehicles parked on the street that did not move at all, causing plow trucks to have to go around narrowing the drive lane for traffic. He said that if his officers are to issue any tickets, there needs to be something behind it to help enforce the ticket or to tow the vehicle. City Supervisor Olson agreed and said 2<sup>nd</sup> Street has been an issue for some time. In order to get the signs to set properly, he said they may need to wait until March. Mayor Tollefson said if need be, City Hall can send out communications to the public to get the word out. Savageau said she remembers Council discussing in the past if there was more than three inches (+ 3 in.) of snowfall that residents would then have twenty-four hours (24 hrs.) to move their vehicles off the street, City-wide. She said if more signs are added, there will now be nowhere for people to park or have guests to park. A. Olson said the City of Dilworth sends out a similar communication prior to any snow event. Vogel said he could get behind that, as it is really only an issue during the winter months. Mayor Tollefson asked if there were a lot of vehicles doing this? Vogel said no. Mayor Tollefson said then it is really only a minor issue at this point. Vogel agreed but said these vehicles remained parked through two different snow storms, which caused the issue to come up. He would like to see either a blanket ordinance or policy like the one Savageau suggested. Savageau said she feels the City already has implemented too many parking restrictions, and would prefer to see a City-wide policy rather than even more signs. Mayor Tollefson agreed, and said if it does not work they can always try something else. Savageau suggested that A. Olson do some research and see if the City will need a policy or an ordinance in order to enforce this City-wide. A motion to table the issue until the next regular meeting was made by Joe Olson, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**9. Time to Discuss the Additions to the Agenda – None.**

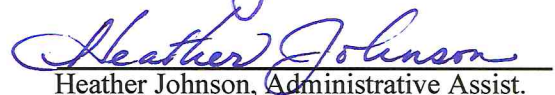
**10. Old Business/Unfinished Business Updates – None.**

**11. Miscellaneous Announcements –** Mayor Tollefson wanted to extend her thanks to Chief Vogel and the entire Police Department on behalf of National Law Enforcement Day. She also thanked A. Olson for the hard work on snow removal, and lastly wanted to note the City’s appreciation for the recent twenty-five-hundred-dollar (\$2,500) donation to the Police Department from Randall’s Excavating.

**12. Adjournment –** A motion was made by Justin Schreiber to adjourn at 7:34 a.m., seconded by Joe Olson. All in favor.  
Motion Carried.

  
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Tracy Tollefson, Mayor

  
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Wendy Affield, City Clerk

  
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Heather Johnson, Administrative Assist.