

1. Call to Order: Mayor Tracy Tollefson called the meeting to order at 6:00 p.m.

2. Roll Call: Council Members Present: Mayor Tracy Tollefson, Dave Owings, Joe Olson, Kimberly Savageau, and Justin Schreiber; City Clerk Wendy Affield; Police Chief Justin Vogel; Maintenance Supervisor Andy Olson; City Engineer Kris Carlson.

As Per Sign in Sheet: Kelly Richards, Bryant DeVries
Virtual Attendees: None

3. Motion to Approve Consent Agenda – A motion to approve the consent agenda was made by Justin Schreiber, seconded by Dave Owings. All in favor.
Motion Carried.

a. 1/13/2021 - Council Meeting Minutes

b. Approve Resolution of Payments

- **Approve 1st Amendment to License Agreement with F-M Ambulance Service, Inc – Extending Agreement to December 31, 2021**
- **Approve Kristy Simmons Application to be Part of the Glyndon Volunteer Rescue Squad**

4. Any Additions to the Agenda – None.

5. Motion to Approve the Agenda – A motion to approve the agenda was made by Kimberly Savageau, seconded by Joe Olson. 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 the department is doing well, and one of his officers has received a conditional offer of employment from the State Patrol. He is figuring to start advertising for a full-time position in mid-February, have the opening posted for a month, and then start the psych background. He anticipates having a new officer by the end of March, and then they will be fully staffed again. Vogel said the new secretary is starting to apply for grants, and some will be coming up in February. He said the department will be hosting “Skate with a Cop” next Tuesday evening from 6pm-8pm at the local skating rink.

b. Andy Olson, Maintenance Supervisor – Olson said his department is going to start focusing more on Southview when plowing snow, and also Centennial as these two developments get hit hardest with snowfall. Olson said there has not been a lot of snow yet, but now that there are two plow trucks he wants to coordinate better. He said this will result in earlier morning start times on the south side of town.

c. **Wendy Affield, City Clerk** – Affield said Arvig came to City Hall to meet about burying fiber cable in town this summer. Owings asked if this means Arvig is going to re-dig in areas where Midco had just gone through. Affield said yes. City Engineer Carlson said Arvig has a good majority of their work already done, but he did make sure to inform them of the City’s concerns about hitting gas and sewer lines. Mayor Tollefson asked if Arvig is doing the whole town? Affield said yes, and they still need to submit their permit for digging within City right-of-way which A. Olson will look at and approve.

8. New Business

a. **Southview Discussion – Kelly Richards** – Richards was present tonight to discuss the Letter of Credit he has with the bank for the Southview Development. He is proposing to replace the LOC with cash, and avoid utilizing the bank. He said the LOC is currently just under two-hundred thirty-five thousand dollars (\$235,000) which will be dropping again later this year. Richards said his installment of special assessments is about one-hundred twenty thousand dollars per year (\$120,000/yr.). He is requesting to put in one year’s worth of specials into a reserve account with the City in order to pay for those specials. He said by doing this it will free up funds for other projects he is looking at starting. He is encouraged the development is no longer an empty field, and more new home construction will be ramping up this spring and summer. He is in agreement the City needs to be protected, but feels the LOC is not the way to go any longer. Richards also noted he pays a fee to the bank for having the LOC, and said the City is responsible for paying half of the fee, although he says he’s never charged the City for this yet. He feels the LOC was not set up correctly by the bank so he was left to default the first year when the bank had the funds to pay the specials. The second year appeared to have been done differently by Affield since it was paid first, he said. He is not completely sure why there was a change, but he would also like to request the City reimburse payment for that first year for the bank fee. Mayor Tollefson said the Council may recommend to review the Developer’s Agreement and where everything stands currently with the LOC. She said then they can focus more on his requests, as they can’t officially make a decision tonight without first discussing it with the City’s financial advisors. Richards agreed, and said he understands the City needs to protect itself. He said if the LOC is done away with, then the City will also save money in the end. Mayor Tollefson asked if Richards has sent this request in writing to either City Attorney Ken Norman or to Affield? Richards said no. Savageau agreed by saying Richards should present Council with a formal presentation on this in order for Council to make an informed decision. She said the entire Council and the City wants to see Southview thrive and grow, but Council will require a written request before any changes are made. Richards agreed and said he will get something drawn up in the next couple of weeks, as there is another project he would like to get started on. Olson asked if a reserve savings like the one Richards is proposing was opened for a year’s worth of specials, would there be language written noting quit claim deeds? Affield said this verbiage is already written within the Developer’s Agreement. Richards agreed, and said any unsold lots are to go back to the City. Mayor Tollefson requested Richards get the proposal to Mr. Norman and Affield, then the Council will go from there. Council is in agreement.

b. **Ulteig Engineering Updates – Kris Carlson** – Carlson said he met with MnDOT regarding the concrete on Parke Avenue around the railroad tracks. He received some recommendations on doing joint repair and other options and is waiting on some others. Carlson said he is pushing to have these repairs done by early summer in order to work on Partridge Avenue, which he said is ready to go. Affield said a Council Member from the City of Frazee stopped in today to inquire about the process and what insurance is needed for a Quiet Zone. Carlson said once the construction on Parke Avenue is finished, then the Quiet Zone for Glyndon can get started.

Carlson said plans have been sent to the County for their review regarding the intersection of Hwy 10 and Parke Avenue. Once the County does their review, then the plans will get sent to MnDOT. He said he has been in talks with the property owner, and is getting appraisals lined up. Carlson said they are targeting mid-June to early July bid opening and hoping for construction to start in August. He said all

involved would hope to have this finished prior to school starting. The only possible hold-up will be the right-of-way acquisition, he said, but the initial discussions have been going well.

Carlson said he is going to engage with one of his market development managers to help with any available grants for the road in Stockwood Addition. He is hoping to get this person's expertise in order to keep this project moving forward. Mayor Tollefson asked about the Capital Improvement Plan (CIP)? Carlson said he will review it and check off the things which have already been completed, and look at reprioritizing some of the other items left on the plan. Mayor Tollefson the Strategic Planning work sessions will be the time to discuss the Capital Improvement Plan. Carlson said it would be in the City's best interest to have some of the more important projects identified in case any stimulus money becomes available. Olson wanted to confirm there were no road projects scheduled for this summer? Carlson said no, other than the intersection at Hwy 10.

c. Approve Resolution 2021-2 – A Resolution of Support for 12th Street SE Local Road Improvement Program (LRIP) Grant Application – Carlson explained this is the Council's resolution supporting the County's efforts to pursue a grant for the reconstruction of 12th Street S. The reconstruction would come from a grant. He said the City would be responsible for paying for any right-of-way and engineering costs. Carlson said he will be putting in a request totaling four-hundred fifty thousand dollars (\$450,000) for entire costs of the project. He said 12th Street will be changed into a ten-ton paved road, which will help bear the weight of the heavy trucks coming from Bayer/Monsanto and other ag trucks. Schreiber asked if this project bid would be for this year? Carlson said this would be for early 2022. He said the grant application is due by March 3rd, and he is working with Affield on the final numbers. He is also hoping to get letters of support from the residents and also the school, since the buses do make stops along 12th Street. Carlson said the gravel gets in bad shape throughout the school year from the buses. He is focusing on the overall safety improvement aspect of the reconstruction in the grant application, and any support letters will be helpful. Olson asked if any of the residents along 12th Street who are still paying specials will have to pay more? Carlson said it would be up to the City how to handle that, as the City will be responsible for any engineering or oversight costs. Schreiber asked if the City would be getting the entire one-point-two-five million? Carlson said when you apply, you generally only get what the entire cost of your particular project is, and if you are able to prove the funds will be for a "regionally important" road then your chances of getting the funds go up. Schreiber asked how far along the road this would cover? Owings said he thought the City owned 12th Street out to the stop signs, through an agreement with the township. Carlson said he would double check on that with Norman, and if more of the road needs to be factored in with the application, then he will do so and update it. Mayor Tollefson asked if there would be any benefit to extending the road request past the culvert? Carlson said it all comes down to timing of certain projects, and it will be up to the Council to decide if they want to pave the road all the way to the stop signs. A motion to approve Resolution 2021-2 was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

d. Requesting Waiver of Liquor License – Myron Knodel email – Mayor Tollefson said this discount would be similar to what each of the two liquor establishments have received previously. She asked Affield if the recommendation would be for the period of closure due to Covid-19? Affield said Knodel implied he was asking for a one hundred percent (100%) refund. She said the Council has previously discounted both establishments for four (4) months, and noted this income is included as part of the budget. Mayor Tollefson suggested the discount be prorated for the number of days of the shutdown. Chief Vogel asked if Knodel has received any Covid funding from the County? Affield said he may have, but is not sure. She said she would recommend a one (1) month discount. Council agreed. A motion to prorate the liquor license fee to a one-month discount of one-hundred-ninety-two dollars (\$192) was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.

e. Review Repairs List for Fire Department Remodeling – Savageau said she received an email from Fire Chief Cuchna, and said she and Schreiber met with him to help Cuchna put together a Capital Improvement Plan for his department. She said she was not aware Cuchna planned to already have a contractor on standby, as she was only expecting a list to be put together. Mayor Tollefson said in the future it will be nice to receive a list of “big ticket” items from each department in order for Council to allocate funds better. Schreiber asked if the restricted savings is for the Fire Department? Affield said yes, along with an Escrow line. She said she did advise Cuchna the Council may want him to ask for a second bid as the current list he has is over thirty thousand dollars (+\$30,000). Olson said this current list is nice to have, but would feel better if it was included as part of an overall plan for the year. He also said part of a CIP is to look at a building and determine if it will still be used for the same thing ten years down the road or not? Olson said it would not make sense to dump this much money into repairs if the building won’t even house the Fire Department down the road. Schreiber and Savageau both said these current repairs are slightly different than what they talked about with Cuchna. She said the interior of the building has long needed some updating, but this list needs more in-depth discussion with Cuchna. Mayor Tollefson said this is why she would like to see each department come to Council with specific needs. Schreiber agreed, and said the list needs more explaining such as what kind of flooring will be installed, and what kind of heating system? Council agreed to table the issue until a meeting with Cuchna can be set. Affield informed Council Cuchna will be attending the next meeting to discuss this request.

f. Closed Door Session – Mayor Tollefson read the following:

“At this time the meeting will be closed for preliminary consideration of allegations against an individual subject to the Council’s authority pursuant to Minnesota Statutes 13D.05.” – A motion to close the regular Council Meeting to enter into a closed-door session was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.

A motion to re-open the regular meeting was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

d. Potential Action Regarding Employee Subject to the Council’s Authority – A motion to approve the termination of said employee as of January 11, 2021 was made by Kimberly Savageau, seconded by Joe Olson. All in favor.
Motion Carried.

Mayor Tollefson asked if Council would like to discuss hiring again for this position? Affield suggested in the interim on Saturdays the on-call Maintenance person could be the one to open the Recycling Center and the Police Department could close it? Savageau asked to clarify that this would not be extra pay, but included as the on-call pay and only temporary? Affield said that is correct. Mayor Tollefson said there may be some high school kids who would be interested in taking the position. Chief Vogel agreed, and said it is mainly the Saturday opening they would need someone for, as during the week it is not an issue. Savageau also suggested there be rugs placed inside again, since the floor gets slippery in the winter time. Mayor Tollefson asked A. Olson if he was okay with this temporary set up? A. Olson said yes, it will be no problem. Mayor Tollefson asked if the position should be advertised again as it was? Affield said asking a high school student is a good idea, too. Olson said he liked Owings’ previous mention of having outdoor recycling bins and retain the current building for Maintenance storage. Owings said there is some indecision on the size of the bins, whether they should be covered, and a location for them, but he can’t get around the fact the City and the Maintenance Department definitely needs the space. He sees other cities using the outdoor bins which are covered, and they seem to work. Owings feels

Council needs to focus more on this option and work with Fuchs Sanitation on it. Mayor Tollefson said she will put the word out at the school in the meantime, and hopefully get a student to cover Saturdays until Council makes a decision on the building. A motion to advertise for a part-time Recycling Center Attendant was made by Kimberly Savageau, seconded by Dave Owings. All in favor.
Motion Carried.

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

10. Old Business/Unfinished Business Updates

a. Tabled Item – No Parking After a Snow Event – Alert or Signs – Chief Vogel stated he is just needing one additional sign for 2nd Street, until an Ordinance or City-wide message regarding snow events can be made. Affield agreed this is only temporary, and asked A. Olson if they had a sign on hand? A. Olson said yes. Mayor Tollefson asked if this sign is just for the stretch of 2nd Street between Parke Avenue and Partridge Avenue? Chief Vogel said yes, and the City can then put out an email alert to notify residents of the sign. He needs to have this in order to enforce any tickets or possible towing situations during snow events. Both Mayor Tollefson and Savageau felt that an email alert advising people to move their vehicles after two to three inches (2”-3”) of snowfall might be a better option. Owings said if these alerts include any verbiage regarding towing, the City would need to have that in an ordinance first. Vogel agreed and said this would be the end goal. Savageau said the City’s ordinance on parking as a whole needs to be revamped prior to making any additions to it, such as this. Mayor Tollefson agreed, and would like to see more information presented by Vogel and A. Olson as to what surrounding cities do. Owings said ordinances are time-consuming and feels time is running out this winter to get the word out. Mayor Tollefson agreed and said she would prefer to try communicating the message to the residents first and then go further with the ordinance. Council agreed to add the sign and continue to reach out to residents until the ordinance can be revamped. A motion to add a “No Parking” sign on 2nd Street for snow removal purposes was made by Joe Olson, seconded by Dave Owings. All in favor.
Motion Carried.

b. Tabled Item – 2021 Committee & Budget Meetings – Affield said the information in the packet is for Council to review, as she has no changes at this time. She highlighted the meetings which are for the budget. She also made mention of the last December meeting and asked if it should be moved to the Monday the 20th due to the holiday. Mayor Tollefson said she is going to move the Strategic Planning out another week due to Carlson needing more time to gather information for it. A motion to approve the 2021 Committee & Budget Meeting schedule was made by Justin Schreiber, seconded by Joe Olson. All in favor.
Motion Carried.

c. Skating on City Ponds/Non-Designated Skating Rinks – Affield said Council had asked at the previous meeting for her to check on the insurance rules for pond skating, and included some more information for them in the agenda packet. It was recommended the City add signage regarding the issue, but it is not required. A. Olson said he would prefer not to have any signs added, as it tends to clutter up the view. Council agreed.

11. Miscellaneous Announcements –

12. Adjournment – A motion was made by Kimberly Savageau to adjourn at 7:10 p.m., seconded by Joe Olson. All in favor.
Motion Carried.


Tracy Fellefson, Mayor


Wendy Affield, City Clerk


Heather Johnson, Administrative Assist.

January 27, 2021 Council Meeting Minutes