

Glyndon City Council
2/10/2021
Regular Council Meeting – 7:00 A.M.
City Hall Council Chambers

1. Call to Order: Mayor Tracy Tollefson called the meeting to order at 7:00 a.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; Fire Chief Bob Cuchna; Administrative Assistant Heather Johnson.

As Per Sign in Sheet: Randall Henriksen.

Virtual Attendees: None

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

a. 1/27/2021 - Council Meeting Minutes

b. Approve Resolution of Payments

- **Nelson Auto Center payment of \$33,004 for New 2021 Squad Vehicle**

4. Any Additions to the Agenda – None.

5. Motion to Approve the Agenda –

6. Open Forum – Randall Henriksen said he was present today to ask how the Stockwood road development was coming along? He knows City Engineer Kris Carlson has been working on the design, but was looking for an update. Mayor Tollefson said Carlson was present at the previous Council Meeting to provide updates on projects, and he is still working on the plans for this road. Affield said Carlson is attempting to get a grant for this road. Henriksen said he is ready to go on his end in terms of his new building, and would like to request a blueprint or design for the utilities up to the pond area. He said if he has that, then he can install his own water main, sewer, fire hydrants, etc. He said at the very least he can use what the elevations will be so he can proceed. Affield said she can contact Carlson and see what he can provide. Henriksen said the other item he wanted to ask about concerned the letter the UC HOPE Thrift Store received regarding the placement of their portable sign, and he is wondering if there can be any allowance for the sign since it is for a non-profit organization? Affield said at this time, City ordinance specifically states a portable sign cannot be placed upon private property which does not belong to that business. Henriksen is asking if there is any way around this, as they did receive permission to place the sign from the property owner. Mayor Tollefson asked if Chief Vogel knew of anything specific in the ordinance? Vogel said the ordinance is very clear on portable sign placement, and if Council wants to allow this sign to be where it is, then the ordinance will need to be changed. Savageau asked if a variance to the ordinance can be drafted? Mayor Tollefson agreed, and said this thrift store is a huge benefit to the City, and the Council can certainly look into a way to allow the sign. Olson said he would be okay with a “non-profit” variance to the ordinance. Affield said she will put this on the agenda for the next meeting, and Council will review the issue then.

7. Department Reports – Committee Reports

a. **Justin Vogel, Police Chief** – Vogel said his department recently hosted “Skate with a Cop” and it was a success. He said about twenty-five (25) kids and their parents came out, and his officers will be working on the next event once the weather warms up. He said Officer Mettert is now off of the training program and on her own, and Officer Gruver received his final offer for State Patrol so he will be leaving next week. Vogel said the new squad came in and is at Code 4 Services getting the equipment installed, and should be road-ready by mid-April. He said the DGF Literacy Program is in effect again, and his officers will be taking turns reading to 2nd grade students starting on February 18th via Zoom. Schreiber asked if Vogel will be posting an ad for a new officer? Vogel said he is hoping to know more this week as to a good time to post, and it will be for a full-time position.

b. **Andy Olson, Maintenance Supervisor** – Olson said he did not have much today, and joked there has not been any snow to worry about lately. Affield said Olson has been looking into estimates for Christmas Lights for the City. He said it will be for twenty-two (22) poles, and the amounts will be brought to the budget when they are ready. Owings said he wanted to suggest the City Park be used as a staging area for a Christmas display of some kind, as he has seen other cities do displays decorated by local businesses. He did acknowledge the displays may only be up for a limited time in order to avoid vandalism, weather damage, etc. Mayor Tollefson liked the idea and said this would be a great topic for the Public Relations Committee. Olson said he has also noticed that depending on the display, they can be kept up for longer than just the Christmas season, especially if the design is like a snowflake or something.

c. **Wendy Affield, City Clerk** – Affield said the new Council desk installation will start today after the meeting, and should be all completed in time for the next meeting. Eide Bailly contacted her and would like to start the audit on March 8th, although due to Covid-19 they will not be coming to the City unless requested, instead they will have Affield scan documents over to them through their online portal. Affield said she would like to request from Council for two members to assist her in scheduling a meeting with the County regarding the Recycling Center building. She said the Maintenance Department needs more space, and this building already connects to the shop. Right now, the employees do not have room for all of the City vehicles and often have to move one truck just to get at another. Owings said he can join this meeting. Olson suggested this may go along with the Public Relations Committee plans. Mayor Tollefson agreed and said she will join, too. Affield said she would like to meet specifically with Shannon Thompson from the County, who is in charge of Recycling services, just to go over all of the City’s options. Mayor Tollefson asked when the audit is usually all completed? Affield said after the initial extension requested by Eide Bailly, it usually finishes up by May.

8. New Business

a. **Approve Resolution 2021-3: A Resolution Solidifying the City’s Support for Ensuring LGA is Paid in Full and on Time** – A motion to approve Resolution 2021-3 was made by Kimberly Savageau, seconded by Joe Olson. All in favor.
Motion Carried.

b. **Request to Purchase Modular Cage Bank for Animal Control** – Wendy Affield – Affield said this falls in both the Maintenance and Police categories, as both departments are part of Animal Control. Vogel said these will be for housing animals for a short time, like the duration of one shift. He said the PD has a heated garage, and these cages will not take up much space. He also wants to request from Council a fee of twenty-five dollars (\$25) to charge for the storing of an animal, and in order to release the owner needs to pay the fee, ensure the animal is registered with the City, and also provide vaccination documentation. Affield said if Council approves the fee, it will then be added to the 2021 Fee Schedule Ordinance at the next regular meeting. A motion to approve the purchase of the modular cages

along with the adoption of a \$25 holding fee was made by Kimberly Savageau, seconded by Dave Owings. All in favor.
Motion Carried.

c. Request to Change February 24th Council Meeting to the 23rd – Dave Owings - Mayor Tollefson said if this request is approved, please note there will be two other committee meetings which will also move to Tuesday the 23rd. Council is in agreement. A motion to approve changing the Regular Council Meeting on February 24th to Tuesday the 23rd was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.

d. January 2021 Expenses & Revenues – Mayor Tollefson said she has requested of Affield to provide a current monthly breakdown of the budget so that these numbers can be available in the agenda packets. She feels this will help Council keep better track of where the City is at budget-time. Affield said the highlighted items are the health insurance and health savings, which are included in payroll. She said she will just transfer those figures into the water and sewer funds. Mayor Tollefson said these will also be very helpful for each department head as well.

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

10. Old Business/Unfinished Business Updates

a. Review Repairs List for Fire Department Remodeling – Bob Cuchna – Cuchna said he spoke with Olson and Schreiber about some of the items on the original estimate and whether a second estimate is needed. He said he has a general contractor already lined up, but was not sure about a second quote. Cuchna said many of the repairs on the list are necessary in order for the inside to look nice. Savageau said the only thing that concerns her is that this list of repairs is not necessarily complete. She feels there are more items needing to be considered and a better, more comprehensive list is what she would like to see. Savageau said for example when she visited the Fire Hall, she noticed they need new chairs, desks, folding tables, etc. She said if only some items are taken care of in this original bid, what happens down the road when larger items need fixing and could have been taken care of all at once. Cuchna said he can see what she is saying, but did clarify they recently purchased newer folding chairs and tables, so those are only a year or two old. Savageau said those types of chairs will eventually break down, and it would be better for the department to look overall at what they will need for a long time and what will work best in their space.

Olson said he also spoke with Cuchna and visited the Fire Hall, and he knows the department generates their own revenue in which they can do these kinds of repairs. Olson asked Cuchna to clarify the types of repairs on his initial estimate. Cuchna said the Fire Hall needs new ceiling tiles, lighting, painting of walls and cabinets, sheetrock repair, etc. Schreiber said when he was talking with Cuchna he was picturing these repairs could be done in phases over the course of the year, as contractors will start to become quite busy and hard to book come spring. Savageau said again she feels Council needs to be presented with a better and more comprehensive list of wants and repairs from Cuchna to cover the long-haul, and not end up regretting they did not do more initially. Mayor Tollefson said she agrees with a lot that has been said, and she wants to be in a position where both Cuchna and Council agree on an effective, strategic plan. She said this is why she has set up Strategic Planning meetings for future planning City-wide. Essentially, she wants Council to be aware of everything each department will need to run effectively in the years to come. She feels no matter what, two quotes will always be needed as the comparison is necessary and is due diligence to the tax payers. Mayor Tollefson said she encourages Olson and Schreiber to work with Cuchna to determine what items are priority, what needs to get done first, and provide the quotes to Council. Cuchna said he has had a CIP for years, and Affield is currently working on getting him numbers from the budget. He is going to make a couple of tweaks to the current

CIP, and will get that information to Council when it is ready. Cuchna said he told Schreiber and Olson he is glad to see the City taking steps to address strategic planning, but has warned previous Councils that the sticker price for some repairs might come as a shock due to not being handled years ago. Council is in agreement to have Schreiber and Olson meet with Cuchna and prepare a more detailed plan with estimates by the next regular meeting.

b. Revisit Bids from Magnum Electric & Dakota Electric for Installing LED Lighting at the Water Treatment Plant – Revised Bid for Magnum is \$2,199.00 – Mayor Tollefson stated this bid from Magnum had already been approved via motion by Dave Owings, seconded by Justin Schreiber and passed on October 7th, 2020. The original bid was one thousand, four hundred ninety-seven dollars (\$1,497) and the revised bid is now two thousand, one hundred ninety-nine dollars (\$2,199). Olson asked what the increase was for? A. Olson explained the increase is due to having to order special custom-length LED lighting for the Water Treatment Plant, as the original lights are at a length which is no longer made. A motion to approve the revised bid from Magnum Electric was made by Dave Owings, seconded by Justin Schreiber. All in favor.
Motion Carried.

11. Miscellaneous Announcements – Mayor Tollefson extended her appreciation to Vogel and the Police Department for the “Skate with a Cop” event and said it was a good time had by all.

12. Adjournment – A motion was made by Joe Olson to adjourn at 7:42 a.m., seconded by Kimberly Savageau. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assist.

February 10, 2021 Council Meeting Minutes