

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; Administrative Assistant Heather Johnson.

As Per Sign in Sheet: Kevin Kuehl, and Connie Ochsner.

Virtual Attendees: City Engineer Kris Carlson.

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

a. 2/10/2021 - Council Meeting Minutes

b. Approve Resolution of Payments

- **Approve Resignation Letter from Full-time Officer Zachary Gruver**
- **Approve Resignation Letter from Part-time Officer Nezir Ahmed**
- **Recognize the National Awareness of Women in Construction and Proclaim the Week of March 7-13, 2021 as “Women in Construction Week”**

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 Justin Schreiber. All in favor.
Motion Carried.

6. Open Forum –

7. Department Reports – Committee Reports

a. Justin Vogel, Police Chief – Vogel said his department has been busy, and just got done with the Reading to Kids program with the 2nd graders at Glyndon Felton Elementary. He said Covid restrictions are starting to lighten up, and as such local businesses are doing better and there is an increase in traffic. Vogel said his department has opened up a Full-time Officer position, the ad will run until March 13th. There have been a few applications received so far, and once this post closes then the interviewing process will begin.

b. Andy Olson, Maintenance Supervisor – Olson said Maintenance employee L. Walvatne is now signed up to do the wastewater Class D training, and will take the test this coming September for his certification. After another six (6) months then Walvatne will take the water exam to complete his training. Olson said this is good, as then the department will have two (2) employees fully certified to run the Water plant. Olson also mentioned some updates on estimates he has gathered for holiday decorations

along Parke Avenue. He has counted thirty-three (33) light poles along Parke Ave., and the initial estimate for decorations would be between five thousand and seventy-five hundred dollars (\$5,000-\$7,500). He said this would also be enough decorations to wrap around Hwy 10. Olson said the other portion of the estimate is to add a power supply to each of the poles, and this would roughly cost another six thousand (\$6,000). Give or take, he said it is going to be about thirteen thousand dollars (\$13,000) for Christmas decorations. He said there was also some discussion about putting up flags along Parke Ave., which if approved could be done by May along with any flower baskets which get purchased for the summer. He is reaching out to Thompson Greenery in regards to the baskets. Olson said his department is also working on exercising the street valves around town to ensure they work, and is looking at utilizing the GPS mapping program to help keep track of all the curb stops. He compared it to how Google Maps works, and said it will be beneficial to both the water and sewer systems. Olson based his research on a similar program that the City of Moorhead runs, and will get back to Council with more information and estimates.

c. Wendy Affield, City Clerk – Affield said City Attorney Ken Norman called this morning and said the court default hearing date regarding 418 2nd Street has been set for April 5th. At this hearing, it is likely the judge will sign off on the order. She also said City Hall is getting ready for the audit, which will start on March 8th.

8. New Business

a. Approve First Amendment to the Cooperative City Prosecution Services Agreement – Justin Vogel – Chief Vogel said the City of Hawley decided to join the City prosecutors for their service, as they were using Clay County before. He said the agreement had to be updated in order to reflect the addition of Hawley. No dates or prices are changing, just the update of the agreement. A motion to approve the first amendment of the Cooperative City Prosecution Services Agreement was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

b. Approve Purchase of a New Water Meter Reader Gun – Andy Olson – Olson said the current water meter reading device is old and out of date, past the point of even being serviceable as they are no longer being made. He said there have been issues with the current device, and the new device has greatly improved technology. The new device plugs directly into the computer via USB connection, which will do away with the charging stand we currently have. Olson said this new device is also smaller and easier to bring into a person's home rather than a bulky laptop in order to do a water audit. He said the cost runs about roughly twenty-nine hundred dollars (\$2,899), and the other two older devices can be sold to make up a portion of the cost. Johnson told Council the current device also has a cord which is no longer made, and is often glitchy when trying to connect to the computer. A motion to approve the purchase of a new water meter handheld device was made by Kimberly Savageau, seconded by Joe Olson. All in favor.
Motion Carried.

c. Approve Adding \$25.00 Charge for Lost Animal Rescue to Ordinance #166 – 2021 Fee Schedule – Vogel said the new animal crates for his department were just ordered, and should arrive in six to 8 (6-8) weeks. The fee would be used for purchasing the crates and for the time to hold onto the lost animal which is not currently tagged. They would house the animal at the Police Department for up to twelve (12) hours and if the owner has not picked up the animal in that time, they would bring it to the FM Animal Shelter. Basically, the twenty-five dollars (\$25.00) is a charge for holding the animal, along with the six-dollar fee (\$6.00) for the Pet License. A motion to approve adding the \$25.00 animal fee to the Fee Schedule was made by Kimberly Savageau, seconded by Dave Owings. All in favor.
Motion Carried.

d. 2019 Water Fluoridation Quality Award from MN Department of Health – Affield said this is informational only. Mayor Tollefson extended kudos to the Water Department for this award.

e. Glyndon Days Update – Mayor Tollefson & Dave Owings – Mayor Tollefson said she, Owings and Johnson met recently for the first time to discuss this year’s possible Glyndon Days celebration. She acknowledged COVID-19 could play a factor in the planning of this, and with that in mind the GD Committee took a look at all of the surrounding area events being planned this summer and tried to choose a timeframe which would work out best. She said they ultimately decided to move GD from the busy month of August to the last week of July, specifically the 28th through the 31st. Mayor Tollefson said she spoke with the owners of both bars in town to see what they might be interested in, and their thoughts on hosting a dance. She said both establishments like the idea of doing events on alternate nights, and The Hill was interested in hosting a golf tournament and dinner for Friday night, leaving Morty’s to host a bean bag tournament and DJ/dance on Saturday night. She said The Hill would prefer to do their events on one night as opposed to two different nights, whereas Morty’s is willing to spread out their events over two nights if needed. Mayor Tollefson said the committee also talked about adding in a “Little Miss Glyndon” pageant, a 3-on-3 basketball tournament at the school, a possible talent show for Wednesday night, and having the picnic and bouncy houses on Thursday night. She thought the car show would do better on a Saturday, along with the parade, in order to keep attendees around longer. A vendor and craft show could also be held on this same day. Mayor Tollefson said the committee used prior years’ events to go through and help identify which City employee and Council Member will help organize what. She said there would be more focused attention on advertising, hopefully to include a GD banner to be hung across Parke Ave., and a heavy rotation in the monthly newsletter starting in March. She said the committee also discussed the importance of making the local businesses feel a part of the planning and promotion. Johnson said she feels a large focus needs to be on getting the necessary number of volunteers to help, as in the past it has been difficult. Owings clarified if there are to be food trucks this year, he feels those should be included in Saturday’s events as well. He asked about the large tent which had been previously used for people to sit under? Schreiber said he believes the Rod n’ Gun Club had one, but the one Owings is referring to was rented by the City from Rent All. Mayor Tollefson said Johnson can work with the musical group from 2019 to hopefully come out again. As for the bouncy houses, she is wondering if this year the City should charge for wristbands? Affield said that was done years before, and there were more attendees the year that people paid for wristbands than the year the event was free. She also added that maybe volunteers will be easier to get if people are told in advance they can sign up for an hour at a time instead of the whole day? Mayor Tollefson agreed, and said the main goal is to get the community to come together to help make this event happen. She said it is exciting to have GD to plan for, and really wants to stress the promotion of it starting in March. Affield and Johnson will keep updated on COVID requirements as the months progress into summer. Other suggestions have included a dunk tank, softball tournament, dog parade, and dog costume contest. Olson suggested UC Hope may want to be included if a vendor show is added along Eglon Ave. Mayor Tollefson said this is a good start, and has encouraged both Morty’s and The Hill to contact the City by the first week of March to discuss their plans. Owings reminded Council this event will need to be “all hands on deck” and will need part-time employees to participate as well. Council was in overall agreement to move forward with these plans, and more discussion at the next regular meeting.

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

10. Old Business/Unfinished Business Updates

a. Discuss Noise Level Testing Results for the Elevator – Justin Vogel – Vogel referred Council to the report he handed out, and proceeded to go over the results. He said there was a day recently where the weather was above zero and winds below 10 mph, so he chose this day to conduct the test.

Vogel said over the last few years his department has fielded complaints about the noise coming from the elevator, bees' wings accumulation, etc. He said his department has been working both with Kuehl Farms and MN Pollution Control in order to help solve these issues. Vogel said they have conducted a noise test to see where the decibel levels come in at, and the test involved two different stages. The time of the test was chosen by Vogel, and was at 3:24 p.m. when noise levels are quite high in town. The location was the alleyway directly behind the elevator and closest to residential homes in that area. The results of the test were as follows: the L10 results were 53.3 dBA, and the L50 results were 52.7 dBA. In order to pass the noise standards for a Classification 1 (residential) test, the results had to be lower than L10: 65 and L50: 60. The noise was found to be well below the minimum requirements for daytime. Vogel said the second stage of the test was conducted at night at 10:13 p.m., same location. The results of the test were as follows: the L10 was 47.9 dBA, and the L50 was 46.8 dBA. In order to pass the NIGHT noise standards for a Classification 1 (residential) test, the result had to be lower than L10: 55 and L50: 50. Again, the noise was found to be below the minimum requirements for nighttime noise. Vogel said as a result of these tests, his department is considering this issue to be closed and no longer taking complaints. He said they will continue to monitor compliance with the elevator, but otherwise enough time and energy has been spent on this. Mayor Tollefson said after reviewing the test results, she does not have any further questions on the issue. Savageau thanked Vogel and extended her appreciation for the report, as it is nice to see the numbers and the facts regarding this issue. Council was in agreement, and had no further questions for Vogel.

b. Discussion Concerning Portable Sign for UC Hope – City Attorney Norman’s Email Response – Vogel said there was a portable sign placed on another business’ property which did not meet the sign ordinance requirements, so a letter was sent from City Hall notifying UC Hope to please remove it or bring it up to code. He is hoping to help UC Hope bring the sign into compliance, and not issue any fines as of yet. Vogel said the current ordinance is fine, and there are ways he can help them with the issue. UC Hope board member Connie Ochsner was present to say they are willing to look at whatever they need to in order to be compliant. She apologized as they had not checked the ordinances prior to putting up the sign, and said UC Hope is just looking for some suggestions or insight as to how they can advertise their location. Ochsner asked Council if something like a folded sale sign would be allowed, but only during the hours they are open? Vogel said this may be a good option, as this type of sign is allowed if a business is doing some kind of promotion, but is only allowed for thirty (30) days if doing a fundraiser. His biggest concern is that all sign placement be fair across the board to all City businesses. He said he would be willing to have a sit-down meeting with UC Hope to assist in coming up with some solutions for them. Ochsner agreed this is a good idea, as UC Hope wants to be good neighbors in the community. Mayor Tollefson said a meeting sounds like a great way to come to a compromise, and left Vogel to set up a time.

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

“At this time the meeting will be closed pursuant to Minnesota Statutes 13D.05 for an Attorney-client privileged discussion concerning pending litigation.”

“We now have a closed session on the agenda for an Attorney-client privileged discussion related to pending litigation in a Veterans Preference Hearing matter involving employee Matthew Tri.”

A motion to close the regular meeting to go into closed-door session was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.
Motion Carried.

----- CLOSED SESSION -----

A motion to reopen the regular Council meeting was made by Justin Schreiber, seconded by Dave Owings. All in favor.
Motion Carried.

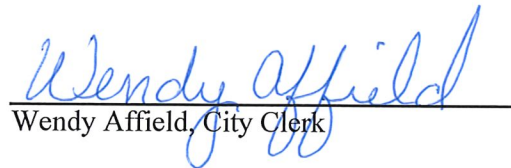
d. Potential Action Regarding Attorney-Client Privileged Discussion – A motion to approve the settlement agreement with Matthew Tri was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

11. Miscellaneous Announcements – Mayor Tollefson relayed to Council the letter of support for the 12th Street improvement project was given to DGF Superintendent Bryan Thygeson and she will provide word back once he has reviewed it. She said there would also be further road improvement updates from Carlson at the next Strategic Planning Committee meeting.

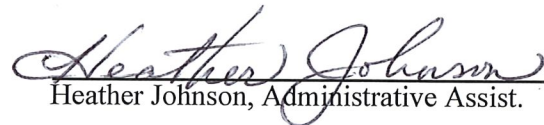
12. Adjournment – A motion was made by Joe Olson to adjourn at 7:10 p.m., seconded by Justin Schreiber. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assist.

February 23, 2021 Council Meeting Minutes