

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; Administrative Assistant Heather Johnson.

As Per Sign in Sheet: Gerald Thomas.
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. 2/23/2021 - Council Meeting Minutes**
- b. Approve Resolution of Payments**

- **702 Communications – Setting up MS Office 365 for City Emails & Cloud Back-up for Office Files - \$977.50** – Owings asked if Council emails will be changing, or who all will be getting the upgrade? Affield said mainly just City staff will be getting the licenses, and each license allows up to five (5) users. Owings then asked if this purchase meant moving away from the current email configuration by Simple Website Creations? Affield said yes, as the current system is not secure enough, and going forward the City will now have back up support for other documents and data.

4. Any Additions to the Agenda –

- **Move Next Regular Council Meeting to Tuesday, March 23rd – Justin Schreiber**
- **Firehall Upgrades & Estimates – Bob Cuchna**

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. Open Forum – None.

7. Department Reports – Committee Reports

- a. Justin Vogel, Police Chief** – Vogel said his department has been very busy lately, especially with the recent police reform changes in Minnesota. He said protocols will be changing, mostly dealing with use-of-force situations. Vogel said it has been recommended to all surrounding Police Departments to purchase body cameras for all uniforms. He said applications for the Full-time Officer position will be closing next Monday, and several applications have come in. He said the new squad car is almost ready and is waiting for the new decals to be applied. Mayor Tollefson asked what will happen with the old vehicle? Vogel said once the decals have been removed, then they can move forward with selling it.

b. Andy Olson, Maintenance Supervisor – Olson said he did not have much to discuss, other than there should be no flooding issues this year due to the lack of snowfall and the recent warm temperatures.

c. Wendy Affield, City Clerk – Affield said she wanted to briefly mention the recent vandalism at Johnson Park, in case someone mentions it to any of the Council. She said she has been busy helping with the Eide Bailly audit this week, and so far, it has been going well. Mayor Tollefson thanked Affield for including the finance report in the agenda packet.

8. New Business

a. Discuss Parcel Split Request from Gerald Thomas – Mayor Tollefson said there had been a recent meeting with Thomas, and more information has been included in the agenda packet. She asked Thomas to present to Council what his request is for these parcels. Thomas referred to the zoning map in the packet and said he would like to separate a portion of his commercial property to residential, stating his neighbors have agreed to grant him an access easement for him to drive straight onto his property. He said his intention is to move in a home and build a garage on the back portion of the residential parcel. Mayor Tollefson said at the recent meeting with Thomas, one of the things discussed was the home will be moved onto the property as it is going to be built by the high school in West Fargo. She said City Building Inspector Steven Schroeder did note the parcels will need to show some type of physical separation, either by a fence or a tree line according to the City Zoning Ordinance. She said a Public Hearing for this needs to be scheduled and the zoning request may need to be updated to reflect that a pre-built home will be moved, and not one built on the property. Savageau wanted to check with Fire Chief Cuchna since he is present, on whether he foresees any access issues with the proposed easement? Cuchna said no, as it appears the fire hydrant in that area will be within three hundred (300) feet of the house, but he also said Thomas should check with Schroeder to be sure. He also said he does not foresee any access issues with their fire truck. Savageau said she does not see any issues with separating the parcels, as the block already has mostly residential housing already. She said if the Council decides to move forward with the Public Hearing, it should be contingent upon the recording of an access easement agreement. Thomas agreed to do so, and also agreed to purchase a performance bond required by Council due to past issues with contractors not following through. Council agreed to research how the performance bond will be purchased, and table it until March 23rd.

b. Discuss Petition for Rezoning from Gerald Thomas & Set Date for Public Hearing – Council agreed to table the rezoning/parcel split discussion until the Public Hearing. A motion to set the Public Hearing for Tuesday, March 23rd, 2021 at 6:00 p.m. in the Glyndon Council Chambers was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.

c. Jet-Way Multiple Services, Inc – Clean 1/3 of the City’s Sanitary Sewers for \$7,650 – **Andy Olson** – Olson said he is presenting this proposal from Jet-Way as they are the main vendor for sewer flushing for the City. He said the flushing of the City’s sanitary sewers would be on a three (3) year rotation. There is also either a four or five-year (4-5 yr.) option. Olson feels this is a necessary preventative measure, and it was recommended by Ulteig Engineering as well. He said this will allow his department to keep a better record of the sewers. Schreiber asked if the estimate is a price-lock for the entire three years? Olson said yes. Council Member Olson also noted Jet-Way is the only company around who does this type of service. A motion to approve the proposal by Jet-Way Multiple Services, Inc. was made by Dave Owings, seconded by Kimberly Savageau. All in favor.

d. February 2021 Expenses & Revenues – Mayor Tollefson said this is informational only, and Affield noted the portions which are highlighted will be transferred at the end of the year.

e. LOMC Liability Coverage Waiver Form – Affield said this waiver form is completed every year when the contract is renewed. A motion to approve the League of MN Cities liability coverage waiver was made by Kimberly Savageau, seconded by Joe Olson. All in favor.
Motion Carried.

9. Time to Discuss the Additions to the Agenda –

- **Firehall Upgrades & Estimates – Bob Cuchna** – Cuchna said first he wanted to make note that his department will receive a five-thousand-dollar (\$5,000) grant check from American Crystal Sugar, who will be presenting the check to him at 8:00 today here at City Hall if anyone would like to stay and watch. He said they will be using the funds to purchase new helmets.

Cuchna said he also wanted to revisit the issue of upgrades to the fire hall, and is wondering if Council has further input? He said they went through the list of repairs and has whittled it down to roughly fifteen-thousand dollars (\$15,000). A local resident is going to donate some time to help paint the interior, and other things in the fire hall can be reused at this point in order to save money. Olson said when he and Schreiber met with Cuchna previously, they discussed future plans for the building and it was determined a new fire truck is the most important item on the CIP list. Cuchna said he does not see the City being able to afford a brand-new building for the fire hall anytime soon, and so he has chosen just a few items for repair. Mayor Tollefson said she recently toured the building and feels there should be a good way to help out with these needs. Schreiber agreed, and said a new fire truck will be the high-ticket item whereas the building is adequate for now. He said funds from F-M Ambulance will go towards the repair costs, and the estimate Cuchna has would cover all the repairs they need. Savageau feels the entire building itself needs to be factored in, if not now then it needs to be included in the CIP with an overall cost. Mayor Tollefson said the estimate Cuchna has presented is for repairs needed to improve the overall look of the current building, but it does not mean that a new building cannot be planned for in the future. She said the upcoming Strategic Planning meeting will be important so that all departments can come together with lists of their needs for five-to-ten years (5-10 yrs.) down the road. Then the Council can sit down and investigate what can be afforded and prioritize where funds will go. Cuchna agreed, and said an engineer should really be the one to look at what a new fire hall would cost. Savageau said she is fine with approving these repairs for now, but is concerned there will be a space issue in the future which could be remedied earlier. She said a bond may have to be taken out to get a new building, the amount you are looking at to remodel the building could be used for bond payments to get something that would be a better fit for the department. Cuchna agreed, and said his department is looking into what items are a priority and what are not. He has all the needed information, but it will be up to Council to make the final decisions.

Chief Vogel asked if the City could budget for a City Planner for looking at all departments? Olson said this is where an architect would come into play, and Schreiber agreed it would be a good idea and would keep costs consistent. Owings said the City has in the past looked into hiring an architect, and the fees were somewhere around fifty-thousand dollars (\$50,000) and so the idea was shelved at the time. He suggested it may need to be budgeted for in the future. Savageau agreed, and said she would prefer to get buildings built first, rather than constantly spending money on little repairs. She said these large projects could be achieved if done in stages or phases instead. Council Member Olson suggested having as much information possible on what each department is looking for before bringing it to an architect. Mayor Tollefson informed Cuchna today is not the day Council will approve the remodeling request, it will need to be discussed more at a later meeting. Council agreed to table the discussion until the first CIP/Strategic Planning Committee meeting on April 7th.

• **Move Next Regular Council Meeting to Tuesday, March 23rd – Justin Schreiber** – Schreiber stated at the beginning of the meeting he has a prior conflict for Wednesday the 24th and would like to know if the Council could meet on the 23rd instead. Affield pointed out there is also a Finance Committee meeting and a Public Hearing on the same evening. Council agreed to move all meetings to Tuesday the 23rd. A motion to move all meetings scheduled on Wednesday the 24th to Tuesday the 23rd was made by Dave Owings, seconded by Justin Schreiber. All in favor.
Motion Carried.

10. Old Business/Unfinished Business Updates


a. Glyndon Days Update – Mayor Tollefson & Dave Owings – Mayor Tollefson said the planning is ongoing, and Owings added he sent out a new Parade Entry Form for review. He uses a specific email account for these, and will include Administrative Assistant Johnson on this, as well as have her update the mailing list. Owings said he is proposing to use Southview Addition as a loading area for the parade as opposed to Johnson Park, as he feels this will move traffic better. Vogel asked where the parade typically starts and ends? Owings said normally the parade would start at Johnson Park and come north up Parke Ave, and ends roughly after taking a right onto 2nd Street. He said he also spoke with UC Hope, and they had mentioned their interest in staging the vendor and craft show by their location. Schreiber agreed and said the street is a little bit wider over there, so there would be more room. He also mentioned with food trucks, they will want to know approximately how many attendees there will be prior to committing. Affield suggested local groups could maybe sell food instead. Mayor Tollefson asked if there is a contingency plan for inclement weather, such as moving vendors to the gym if needed? Affield said that could work. She said bouncy houses are the real draw, and it would work better to have one for the picnic and the rest on Saturday. Mayor Tollefson said the bouncy houses could maybe be placed in the school’s parking lot, and the vendor show could be in front on Parke Ave., pending any construction. Owings said the City can start posting on social media for vendors and crafters, to get the ball rolling. Johnson asked if it had been decided whether to charge for wristbands on Saturday for the bouncy houses? Olson said he thought it was going to be free? Savageau said there generally will be a better turn out when there is a fee, and also this way the City can control the number of tickets issued in terms of managing crowd size due to Covid-19 guidelines. Mayor Tollefson said the one bouncy house for the picnic can be free of charge. Schreiber suggested using some type of fencing or enclosure to keep the bouncy houses separate. Owings asked if this year there would be any beer or alcohol sales? He said in previous years the Rod ‘n’ Gun Club operated these sales and checked I.D.s, but he wants to defer to Vogel first. Vogel said he would rather see a local club or business run this, so his officers are free to do other things during the events. Owings asked Affield if the City is covered for liability insurance? Affield said yes. Schreiber said he will contact Rod ‘n’ Gun Club to see what they can plan.

11. Miscellaneous Announcements – Savageau said she has a prior conflict and will not be present for the Strategic Planning Committee meeting on April 7th, but she is hoping to attend towards the end.

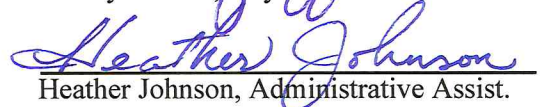
12. Adjournment – A motion was made by Joe Olson to adjourn at 7:55 a.m., seconded by Dave Owings. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assist.