

1. **Call to Order:** Mayor Tracy Tollefson called the meeting to order at 6:20 p.m.

2. **Roll Call:** Council Members Present: Mayor Tracy Tollefson, Joe Olson, Kimberly Savageau, and Justin Schreiber; City Clerk Wendy Affield; Police Chief Justin Vogel; Maintenance Supervisor Andy Olson; Fire Chief Bob Cuchna.

Absent: Council Member Dave Owings (arrived later)
As Per Sign in Sheet: Mike Robertson, Gerald Thomas, Randall Henriksen, Jason Argall, Josh Argall.
Virtual Attendees: None.

3. **Motion to Approve Consent Agenda** – A motion to approve the consent agenda was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.
 - a. **3/10/2021 - Council Meeting Minutes**
 - b. **Approve Resolution of Payments**
 - **Approve Hiring Jason Werk for the Recycling Center Attendee Position**
 - **Approve \$5,000 Grant Check from American Crystal Sugar to Glyndon Fire & Rescue Department**

4. **Any Additions to the Agenda –**

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

6. **Open Forum** – Randall Henriksen said he was present today to discuss his plans regarding his new shop. He said all of his plans are in place, and all permits to the state have been submitted, but he is concerned that the City has not moved forward with sewer and water plans for the road in front. Mayor Tollefson asked Affield if there was any update from City Engineer Kris Carlson? Affield said Carlson had recently spoken with Henriksen’s engineer and had given him some more updates. Henriksen presented Council with what he said his engineer was given for blueprints and said he has been waiting for months for Carlson to get a sewer/water design so he knows the elevation and curb height for how his lines can be connected. He said all he’s been told is that the City is still waiting on grants, but he does not understand why there is a hold up in the process. Mayor Tollefson said there should be a separate meeting with Henriksen and also Carlson in order to lay out the situation better. Henriksen said he is getting tired of waiting on a design, and wants to know if he can stub through and connect the lines himself? Mayor Tollefson asked Savageau if she had any insight from previous Economic Development Committee meetings? Savageau said she feels the issue of specials might be a little more complex, and Henriksen may run into other problems if he decides to do the work himself. Mayor Tollefson said Affield can arrange a meeting this week to go over the issue, rather than attempt to hash it out during an open forum. Savageau and Schreiber both agreed there is more to be discussed, and Carlson will have better detailed maps they can all go over at a sit-down meeting.

7. Department Reports – Committee Reports

a. Justin Vogel, Police Chief – Vogel said he has interviews coming up this week for a Full-time Officer, and he has narrowed it down to four (4) applicants. He is hoping to have the final applicant ready to start in mid-April.

b. Andy Olson, Maintenance Supervisor – Olson said today the street sweepers will be in town, as the snow has melted sooner than usual. He said the second cleaning of the streets will be scheduled the week before Glyndon Days. Olson said he and Walvatne will also begin patching any rough areas of the City's streets in the next couple weeks. He said you will see blue markings around town where they have inspected valves in the streets and now Jetway will be coming to clean out a few. He wanted to show Council the new Archer 3-meter device, and said they used it for this first-time last week and everything went very well. It has cut down the reading time immensely. Olson said maintenance on the City parks will also begin this week, getting benches and trash cans ready. He said the bathroom at Johnson Park will not be open just yet, until a plumber can finish installing the sensor toilets and sinks. Olson also said the ponds just recently started turning over, so unfortunately there is a foul odor emanating around town due to this, and can last up to ten (10) days. He will be discharging the ponds come mid-April. Affield said Andy had her order decorative garbage bins that will be placed in the parks and also along Parke Avenue. Olson said these new bins are more professional-looking.

c. Bob Cuchna, Fire Chief – Cuchna said his department is at forty-six calls for service (46 CFS) so far this year, and they have been busy just like last year. He said he is available to answer any questions regarding his End-of-Year report for 2020, in case Council has any concerns. Olson said he is looking forward to going over more with Cuchna at the upcoming Strategic Planning Committee meeting on April 7th. Mayor Tollefson thanked Cuchna for the detailed overview in his report.

d. Wendy Affield, City Clerk – Affield said Fuchs Sanitation is using the Community Center as a temporary office space until they can get moved into their new building. The recent fire to their old building has displaced them for a short time. Affield said the City auditors will be visiting with her and Mayor Tollefson to present their draft, and hopefully will be presenting it to full Council on April 28th. Affield informed Council she received a phone call from a person who owns a nutritional shake company in Lake Park and was interested in any available property in town. Mayor Tollefson said she knows of this place, and said it is always busy when she drives by. Affield said this person would like to stop by City Hall sometime and perhaps meet with the Planning & Zoning Committee to possibly work something out. Olson asked Affield if she has heard anything more about the second round of COVID C.A.R.E.S. funding? Affield said she has not, only some possible dollar amounts. Savageau said she has heard this second round will provide recipients with up to two (2) years to spend their allotted amounts.

8. New Business

a. Approve Parcel Split Request from Gerald Thomas for Parcel #55.450.0130 – Savageau said the record needs to reflect Council Member Dave Owings has now joined the meeting. A motion to approve the parcel split was made by Joe Olson, seconded by Justin Schreiber. All in favor. Motion Carried.

b. Approve Petition for Rezoning from Gerald Thomas for Parcel #55.450.0130 – C1 Commercial to R1 Residential – A motion to approve the rezoning of parcel #55.450.0130 from C1 to R1 was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor. Motion Carried.

c. Discuss Quotes for Installing a Window in the Maintenance Building Office – Houska Construction (\$1,400) and Rick Halverson Construction (\$1,640) – Olson said his office is in the Water Treatment Plant, but Walvatne’s office is located inside the maintenance shop, which has no windows or much for ventilation. He said he sought out a couple of quotes for the installation of a new window, and has included them here for Council to review. Owings said he has no issues, and feels this will be a good thing to do for Walvatne. A motion to approve the new window estimate by Houska Construction was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

d. Discuss Maintenance Department Summer Employment Request – Andy Olson – Olson said last summer there were two (2) part-time employees hired to help out with groundwork and landscaping. Both individuals worked about twenty (20) hours per week. He said the City received a lot of good feedback from the work they did, and he is hoping to bring them both back for this year, as well as adding a third part-time individual. Olson said this would roughly be sixty (60) hours per week total for all three combined. He said this summer’s focus will be on painting the hydrants and parks, and he feels it will be beneficial to have three instead of two. Mayor Tollefson asked Olson if he feels a third part-time position is better than having a third full-time person? Olson said for now, yes, as he would rather hire out for a full-time person when the City grows a little more. Schreiber asked if school ending and start dates may affect the hours? Olson said the hours will be flexible and more weather-dependent. Affield asked if the two previous part-time employees come back, they will have graduated and may possibly be interested in more hours? Olson said he already reached out to both and told them the hours would be the same as last summer. Council Member Olson said it is his opinion a third full-time employee often gets burned out from doing all the mowing and having three part-time people will help greatly. Owings said last summer the wages for the two part-timers came to less than ten thousand (<\$10,000), so he agreed this is more economical and a huge benefit to the Maintenance Department. He said he is fully supportive of starting with two, and maybe moving up to a third person after talking with the other two individuals. Savageau asked if the previous two part-timers worked any weekends last year? Olson said they did not, but there will be more flexibility this summer as he plans on having one of them water the City’s flowers on Saturday. Savageau said she is fine with seeing how a third part-timer will work, knowing that they can rotate and not be forced to work every weekend. Mayor Tollefson agreed and said this is minimal dollars as opposed to a third, full-time spot. A motion to approve hiring up to three part-time positions, to fill up to one hundred twenty (120) hours per pay period, was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.

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


10. Old Business/Unfinished Business Updates

a. Glyndon Days Update – Mayor Tollefson suggested for the Council Meeting scheduled for the evening of July 28th, that it be changed instead to a morning meeting to avoid conflict with the evening events. Schreiber asked if there was a budget meeting scheduled for the same day? Affield said there is only the Council Meeting for that day. Mayor Tollefson said she and Affield spoke about any necessary permits regarding Morty’s and their planned events. She said she wants to talk with Chief Vogel about possibly adding on a 5K run, maybe to occur on Tuesday, the 27th. Owings said he has started preparing for the Car Cruise/Parade and has put together some forms to send out. Savageau suggested checking whether the forms should be stating “no throwing candy” due to insurance requirements, as the candy may have to be handed out. Owings said he wanted to acknowledge visitor Josh Argall, as he has mentioned to him about possibly helping organize the talent show. He said he would like to suggest moving it to Friday night, but didn’t know if that would conflict with any other events. Vogel asked if either of the two bars have solidified their plans yet? Mayor Tollefson said The Hill will most likely not do any kind of dance,

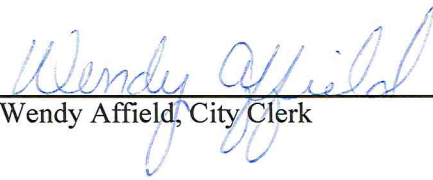
but are looking to have a fish fry and golf scramble, whereas Morty's will be having a dance, golf tournament, and also a beanbag tournament. She still feels the 5K run would be better off on that Tuesday. Council was not opposed to having it on Tuesday. Owings said he will continue to work on planning the talent show with Argall, and will hopefully plan for it to be on Friday night. Affield asked where the show would take place? Owings said he would like to use the high school auditorium. Mayor Tollefson said there may be some construction issues which they will have to monitor as the months go by. Vogel asked if there have been decisions made on the actual start and end times for these events, as he will need those to properly staff? Mayor Tollefson said she will email Administrative Assistant Johnson the times from each of the bars, and will collaborate with her so she can update the planning form. Affield asked how many bouncy houses should she book? Council agreed to have one bouncy house for the picnic on Thursday night, and have at least five or six (5-6) for Saturday, since there will be wristbands for that. Schreiber asked if the bouncy houses will be set up after the parade? Owings agreed that would be a good time, as the parade will wrap up around 12:00 pm, 12:30 pm. Olson and Schreiber both said the houses need to be inflated and ready to go so there is no gap time or waiting when the parade is over. Olson said the houses would best be set up by 11:30 am. Owings asked if there was going to be a tent rental this year? He does not feel one would be necessary unless the City decides to do a beer garden. Schreiber said he will check with the Rod n' Gun Club to see if they would like to run the beer garden, once they know what the hours will be. Affield suggested a four (4) hour timeframe might be good. Schreiber suggested 11:30 am to 3:30 pm. Mayor Tollefson said she is aiming for 6:00 pm to 10:00 pm for the 3-on-3 basketball tournament. The Little Miss Glyndon pageant might work best at 5:00 pm in the high school theater. She asked Savageau if she has narrowed down a time for the picnic on Thursday? Savageau said she has not planned anything for the picnic yet, as she will first be contacting Clay County Public Health to see what the Covid-19 requirements and guidelines for serving food will be. Mayor Tollefson asked what the hours for the picnic have been in the past? Savageau said she believed it has been somewhere around 5:30 pm to 7:30 pm, and Affield said she believes it has run until 8:00 pm in the past. Savageau said they can base the time around when the bouncy house and the corn will be ready, but certainly no earlier than 5:30 pm so people have time to get home from work. Vogel said the DGF Fishing team has reached out and offered to help in any capacity as well. Mayor Tollefson said she will contact both bars to narrow down their times. Affield reminded Council and Vogel to double check if the bars will need to get fencing if they decide to serve alcohol in the parking lots. Owings also suggested checking on if the bars need special permits to have outdoor music, too. Vogel said his planning will go well as long as he has definite times for everything. Affield asked if the picnic will be at Johnson Park or at the City Park? Savageau said the facilities are better at the Community Center next to the City Park. Affield said it was nice to have the kitchen so handy in order to prepare the food, as all of the roasters are already there, and no tents were needed to cover the food area so they could set them up for other activities to use. Council agreed. Affield also reminded Schreiber to contact the porta-potty company as there will need to be some again this year. Mayor Tollefson said the Car Show will be from 12:00 pm to 3:00 pm on Saturday.

11. Miscellaneous Announcements –

12. Adjournment – A motion was made by Justin Schreiber to adjourn at 7:22 p.m., seconded by Dave Owings. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk

Heather Johnson
Heather Johnson, Administrative Assist.

March 23, 2021 Council Meeting Minutes