

**Glyndon City Council**  
**4/14/2021**  
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, and Justin Schreiber; City Clerk Wendy Affield; Police Chief Justin Vogel; Maintenance Supervisor Andy Olson; City Engineer Kris Carlson; Administrative Assistant Heather Johnson.

**As Per Sign in Sheet:** Troy Tooz, Mickey K., Randall Henriksen, and Jim Sullivan.  
**Virtual Attendees:** Council Member Kimberly Savageau.

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

- a. **3/23/2021 - Public Hearing Minutes**
- b. **3/23/2021 - Council Meeting Minutes**
- c. **Approve Resolution of Payments**
  - **Approve Hiring Teryn Amaya for the Full-Time Police Officer Position**
  - **Approve Hiring Ty Wegenast for the Part-Time Seasonal Worker Position**
  - **Approve Hiring Ian Mickelson for the Part-Time Seasonal Worker Position**
  - **Approve Hiring Parker Vinje for the Part-Time Seasonal Worker Position**

4. **Any Additions to the Agenda** – None.
5. **Motion to Approve the Agenda** – A motion to approve the agenda was made by Dave Owings, seconded by Justin Schreiber. Roll call vote, 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 busy, starting with the training for new Full-Time Officer Teryn Amaya. Amaya should be training with Chief Vogel until mid-June. Vogel would like to have a swearing-in for Amaya at the next evening Council meeting in May. He informed Council the new squad is in service with all the equipment installed and stated a lot of hard work and dedication was giving to the new decal design. Vogel said the Police Station has been hosting several ATF officials and U.S. Marshalls due to a murder suspect possibly hiding in the City, who was apprehended and is in custody. Around this same time, there were BCA agents also using the Police Station for a separate case, Vogel stated a new building will be a necessity in the near future as current space is too limited. Vogel also said he had his officers go to all the area businesses to gain updated keyholder information in case of emergencies, or instances where his officers need to get access to their buildings.

**b. Andy Olson, Maintenance Supervisor** – Olson said during the next two weeks there will be ongoing street repairs and patching, especially on Partridge Avenue. He said his department will also be discharging the ponds and it will occur over a seven (7) day period.

**c. Bob Cuchna, Fire Chief** – Not Present.

**d. Wendy Affield, City Clerk** – Affield said she attended the Buffalo River Watershed District's meeting in Barnesville, and they discussed the beaver dam issues. Randall's Excavation has cleared them out for now, but the BRRWD will continue to get estimates on any future removal for the City. She said from there it would be a yearly charge or contract for removal. Affield then said her and Mayor Tollefson recently attended Clay County's Rural Cities Meeting, where topics included Covid-19 updates and surrounding City updates.

## **8. New Business**

**a. Randall's Excavating Proposal to Assume all Costs for Installing Temporary Service to 607 2<sup>nd</sup> Street SE in Exchange for Services as Agreed Upon by the City Until the Street is Constructed in Front of Said Property** – Mayor Tollefson said this proposal is included in the agenda packet for Council to review. She said she and Affield and Carlson met with Henriksen regarding the lot to the east, and discussed ways in which to allow water and sewer access for Henriksen's new building. It has been agreed the City will not collect for sewer and water usage until the road has been completed. Carlson said the proposal looks fine, and does not foresee any issues. Council did not have any questions. A motion to approve the proposal by Randall's Excavating was made by Justin Schreiber, seconded by Joe Olson. Roll call vote, all in favor.  
Motion Carried.

**b. Relocating a Hydrant in Southview – Kris Carlson** – Carlson said he received a call about a lot in Southview Addition having a fire hydrant which is placed almost in the center of a lot. The developer will not be able to build on this lot until it is relocated. Carlson said this is informational only at this time, as he will be getting some estimates to bring back to Council. Olson asked if this will be a cost to the City? Carlson said there are a small amount of funds left from the bond which can be used, and whatever is left will be up to the City.

**c. Review Developers Agreement for Phase 1 of Charleswood Addition** – Jim Sullivan said Carlson will be putting a schedule together for him, but he is looking to build ten to twelve lots (10-12) for the first phase. He said he made an agreement with his financial advisors to start on a smaller scale. Olson asked what size homes are going in? Sullivan said they are looking to build two-story homes around twenty-two hundred (2,200) square feet, four (4) bedroom, three (3) bathroom, triple garage type layouts. He is planning on taking a second position to the bank, and contractors will pay for the lots. Mayor Tollefson asked what the home values will be? Sullivan mentioned with the increase in the cost of building supplies the houses will cost more than what was figured last year. Sullivan said they are trying to keep the sale prices around two hundred and fifty to two hundred seventy thousand (\$250,000 to \$270,000). Sullivan's Contractor showed Council a design of one of the homes he plans to build in the development. He said he has about ten (10) homes he can get started on right away. Carlson said the original Developer's Agreement is good to go, just needs updating on which lots will be in Phase 1. Mayor Tollefson mentioned the Letter of Credit needs to be in place and asked if Sullivan knows what the cost to the City will be yet? Affield said that will be included in the Feasibility Study. Carlson agreed and said it will also be updated to include some of the re-platting changes that were done and should be ready prior to a Public Hearing being set. Mayor Tollefson asked how soon a Public Hearing could be set? Carlson said once the Feasibility Report comes back and the Developer's Agreement is approved via



resolution, then it can be done at the next Council Meeting. Mayor Tollefson said going forward, Council needs to be more mindful of how developments are kept clean, without equipment lying around, as this can be a visibility thing for residents and potential buyers. She asked Sullivan about the large dirt pile in his potential development? Sullivan asked what Mayor Tollefson's position on the pile is? Mayor Tollefson responded it may come down to having a meeting on it. Sullivan said since both engineers are present tonight, perhaps they can shed some light on how the dirt pile came to be? Carlson said the dirt pile has been an eyesore for some time, but it is a necessary requirement for LOMA (Letter of Map Amendment) to build the development. And before any building permits can be issued, the LOMA has to approved, stating he expects the pile to be a non-issue soon. Sullivan asked who was in charge at the time, as he does not feel it is his fault the pile has remained so long? Engineer Troy Tooz said some miscommunication had happened back in the day, where instructions to have two, smaller piles were not made clear. Carlson said he cannot speak to what occurred prior to his involvement, but he understands where Sullivan is coming from. Affield said it came down to a discrepancy between the two plans which were drawn up at the time, and all parties missed the note which stated Sullivan was to be notified when the pile was being constructed from the excess material from the pond. Mayor Tollefson agreed and said she wanted to stress to Sullivan that there is no blaming him, only her concern moving forward that the development remain as clean as possible to ensure its success. Olson asked Sullivan if he begins to build houses this summer, what exactly happens with the dirt pile? Carlson said the pile will disappear as it is needed to build the lots, many of which are slab-on-grade and need to be built at a higher elevation. Tooz said a significant amount will be taken care of during compaction, and the intent is to use it all. Affield said the spreading of the dirt pile is actually included in the bond, so it will be taken care of. Carlson asked if two contracts are still being looked at, one for underground and one for paving when it comes to the bidding process. Sullivan stated, that is correct. Sullivan is glad to have had the discussion with Council today. Affield asked if sidewalks or a trail was required in the development. Sullivan informed Council the sidewalk on Parke Avenue will be installed. Sullivan also wanted to ask Council about the possible placement of a park or what to do with the dedicated funds? Affield clarified there needs to be a decision between those funds going to Southview Park or possibly Johnson Park. Sullivan said he could also put in a park on one of his lots. Further discussion on a park will be done at a later time. Savageau (via Zoom) interjected to ask Affield if the bonding had been reviewed by David Drown Associates yet? Affield said they have it, and they are just waiting for the Developer's Agreement to be finalized. Sullivan said if the bonding is an issue, he will just put the first ten (10) homes in himself. Schreiber asked to clarify if the bonding was just for Phase 1? Carlson said yes.

**d. March 2021 Expenses & Revenues – Informational only.**

**e. Renew Code of Ethics for the Public Service of the City of Glyndon – Added Mayor Tollefson's Name** – Affield said this is mainly to update the Code to reflect the change in Mayor. It will be renewed every January after an election. A motion to approve the addition of Mayor Tollefson's name to the Code of Ethics was made by Dave Owings, seconded by Justin Schreiber. Roll call vote, all in favor.  
Motion Carried.

**f. Gateway to the Lakes Advertisement to Promote the City** – Mayor Tollefson referred to last year's example advertisement which is in the agenda packet. Affield said the publication representative reached out again this year to see if the City would be interested in doing another ad. She said the total is roughly nine hundred dollars (\$900) for a full-page ad. There is one-thousand dollars (\$1,000) budgeted for advertising. Affield suggested the option of doing a half-page ad, too. Mayor Tollefson said the new ad should feature one of the homes from Southview Addition. She also suggested a couple other small edits prior to finalizing the ad, and would prefer a half-page ad. Council agreed. A motion to approve a half-page advertisement in the Gateway to the Lakes publication was made by Joe Olson, seconded by Kimberly Savageau. Roll call vote, all in favor.



Motion Carried.

**g. Wheelage Tax Funds of \$77,445.22 will be Requested from the County and Used Towards the 2019A Bond Payment** – Affield said this is the final step in requesting the funds from the County. Olson asked if the process would start over after this? Affield said yes. Savageau said there is a ten dollar (\$10) extra fee on the vehicle tab renewal at the DMV, the City receives most of the funds except for a small administrative fee that goes to the County. Schreiber asked if this would cover the first payment entirely? Affield said no. Mayor Tollefson asked if this was built into the City’s revenue in order to offset the cost of the bond payment? Affield said yes, as it was built knowing the Parke Avenue project was coming. Carlson agreed and said this wheelage tax was originally built up with the intent to pay for the first bond payment. Olson asked after this payment, will the wheelage tax start over and be built up to pay for other things like road improvements? Affield believes the next wheelage funds will need to go towards a different street project based upon the questions on the application. A motion to approve using the Wheelage Tax funds for the first 2019A bond payment was made by Justin Schreiber, seconded by Dave Owings. Roll call vote, all in favor.  
Motion Carried.

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

**10. Old Business/Unfinished Business Updates**

**a. Kris Carlson – Project Updates** – Carlson said there is an update on the finality of the Parke Avenue Project, and he is working with the County on getting the concrete resolution from the contractor. He said he is putting together a letter to send to Sellin Bros. on their options for finishing the concrete over the railroad crossing. Once this section is finished, then the railroad crossing intersection on Partridge Avenue can begin and the quiet zone can be finalized. Carlson next went on to discuss the intersection at Parke Avenue and Hwy 10, saying the final plans will be submitted this week. He met with a rep from the DOT on the acquisition, and he went over the preliminary numbers which look very favorable for the City, working out to be a fifty-fifty (50/50) cost share with the County. Mayor Tollefson asked if this project would begin this summer? Carlson said that is the plan. He also said he is looking over the budget funds which will be remaining after the project is done, and will have those numbers for Council at the next meeting. He is projecting to be well-under what was originally budgeted for. Schreiber asked about the grant Carlson has applied for concerning paving 12<sup>th</sup> St SE, and what the status is for that? Carlson said there was a record number of applicants, and so the whole process has been extended by a month. He is guessing there will be a response sometime in mid-July or later.

**b. Glyndon Days Update – Mayor Tollefson & Dave Owings** – Mayor Tollefson thanked Administrative Assistant Johnson for her work on the Glyndon Days updates and worksheet. She said the softball tournament time and date is still being narrowed down. She wondered if new “Event Staff” shirts will be needed this year? Olson said he still has his from previous years, but is not opposed to getting new ones. Mayor Tollefson said to go ahead with new shirts for this year, with Johnson suggesting bright blue. Council agreed. Mayor Tollefson then asked about a Glyndon Days banner or portable signs? A. Olson said at the moment the old banner is missing, so it may be time to purchase a new one anyway. He said there were two poles gone now where the old banner used to hang, so he will try to find a better location if we purchase a new one. Mayor Tollefson asked if there could be a trailer sign promoting GD, then maybe ask the Church if they can place it on the grass area? Chief Vogel said that would be an issue with the current ordinance against temporary signs, and it would be better for the City to stay neutral. Mayor Tollefson said some event times need to be re-checked, and the 5K will probably start at 5:00 pm on Tuesday. The 3-on-3 basketball tournament will be changed to start at 5:00 pm as well. Affield asked if Kim the Clown should attend on both Thursday and Saturday, or just on Saturday? Savageau said she does not see the need to have her there on both nights, and in the past the line was very long when she



came for the Thursday picnic. Affield said they will arrange to have her attend on Saturday. Mayor Tollefson said the bars' events are still being decided, so the times are not set yet. Owings said he is working on getting some advertising ideas going in order to get the word out about the Car Cruise & Parade. Savageau said she has not reached out to the Scouts yet regarding the Community Picnic, but will do so in the next couple weeks. Owings said there should be better luck this year getting vendors to sign up for the craft show, as there were no sales opportunities last year due to everything being shut down. Johnson said she is a member of eight or nine different Vendor Groups on Facebook, and will be posting a vendor ad for Glyndon Days next week. Mayor Tollefson asked about the Rod n' Gun Club? Schreiber said he will be contacting them soon, and wanted to ask about a potential location for the vendor booths? He was wondering if there would be room to place them near UC Hope thrift store? Johnson used the map to show there would be a better spot to place the booths if they wrapped around the corner of 3<sup>rd</sup> Street and Partridge Avenue, this would provide access to electrical outlets for the vendors while still be nearby UC Hope. Affield suggested parking could be allowed on the grass by the railroad tracks. Mayor Tollefson said that she likes the location. Chief Vogel said his only concern would be construction equipment nearby if the railroad intersection on Partridge Ave starts around then. Carlson said the project has not yet been bid out, so he can work around Glyndon Days so they do not interfere. Affield asked if a large tent needs to be rented this year? Schreiber said he will talk to Rod n' Gun first to see if they want one. Mayor Tollefson asked about wristbands, and what amounts should be charged? Schreiber said if there are enough bounce houses, then a ten dollar charge (\$10) would be appropriate. Johnson asked about any discounts for multiple wristband purchases? Savageau suggested an option of setting a family max and cap the cost at a certain dollar amount. Mayor Tollefson suggested the max cap be set at thirty dollars (\$30). Council agreed. Johnson asked if there needs to be a beer garden fee? Schreiber said in the past, there was no entry fee and people only paid for their beverages. He did say that the City will need to pay an insurance rider for the event. Affield said she believes it was one hundred twenty-five dollars (\$125) for the rider. Chief Vogel asked if there are wristbands required for entry to the beer garden? Schreiber says he believes there was, and Affield said attendees are required to stay within the fenced-off area. Owings asked about getting a Grand Marshal for the parade, and if anyone has a recommendation? Mayor Tollefson asked Council to think about ideas so they can talk about it at the next meeting. Affield said she included some examples of bouncy houses in the agenda packet, and was wondering if Council had any they preferred? She said a discount is usually given, and we pay the company to provide their own employees to operate the inflatables. Schreiber said if we are charging a fee, there should be more than five this year, and a variety for all ages. Affield asked if Council wants to include a dunk tank? Council agreed to get one along with the inflatables, with more updates to follow at the next regular Council Meeting.

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

*“At this time, the meeting will be closed as permitted by section 13D.03 to discuss the City’s labor negotiation strategy related to callback/compensation time.”*

A motion to close the regular Council meeting was made by Justin Schreiber, seconded by Kimberly Savageau. Roll call vote, all in favor.  
Motion Carried.

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A motion to reopen the regular Council meeting, contingent upon further follow-up and review by the HR Committee on job descriptions/callback/compensation, was made by Dave Owings, seconded by Joe Olson. Roll call vote, all in favor.  
Motion Carried.

11. **Miscellaneous Announcements** – Johnson mentioned there is a local resident, Kelli Guhlke, who would like to volunteer and attend the Glyndon Days Committee meeting next Tuesday.

12. **Adjournment** – A motion was made by Kimberly Savageau to adjourn at 8:34 a.m., seconded by Justin Schreiber. Roll call vote, all in favor.  
Motion Carried.

  
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Tracy Tollefson, Mayor

  
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Wendy Affield, City Clerk

  
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Heather Johnson, Administrative Assist.

April 14, 2021 Council Meeting Minutes