

Glyndon City Council
5/12/2021
Regular Council Meeting – 6:00 P.M.
City Hall Council Chambers

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: Darrell Sjothun, Randall Henriksen, and Kelly Richards.

Virtual Attendees: None

3. **Motion to Approve Consent Agenda** – A motion to approve the consent agenda was made by Joe Olson, seconded by Justin Schreiber. Mayor Tollefson ask Chief Vogel if he has had a chance to visit with Patsy Fuchs concerning the relocation of the Fire Department Monument that is located at the Police Department. Chief Vogel stated he has not visited with Mrs. Fuchs but will prior to the moving. He has talked with Fire Chief Bob Cuchna. All in favor.
Motion Carried.

a. 4/28/2021 – Council Meeting Minutes

b. Approve Resolution of Payments

- **Accept a \$119.99 Check from West Central MN EMS Corporation for the Glyndon Police Department to put towards the purchasing of an EMS Trauma First Aid Kit**
- **Approve Southview Special Assessment Draw Down on the Letter of Credit for \$62,558**
- **Move Fire Department Monument Located at the Police Department to the Fire Department** (*Chief Vogel has already spoken to Fire Chief Cuchna*)

4. **Any Additions to the Agenda –**

- **Cub Scouts Email – Wendy Affield**

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

6. **Open Forum – Public Comments/Concerns** – Randall Henriksen said he was present today to inquire about the asphalt pile in Stockwood boulevard, and would like to know when it is going to get cleaned up or leveled off? Mayor Tollefson said A. Olson will reach out to the property owner to see if he can assist with this or get more information. Olson said he will call tomorrow morning to ensure it gets cleaned up.

Kelly Richards spoke next, and said he was present to talk about the upcoming summer bash he is planning for June 12th, 2021 to help promote his Southview Development. He is thinking to have some food trucks, possibly starting around 5:00 pm, live music from around 7:00pm-9:30pm, and then a

firework show afterwards. He said all residents are welcome and will be encouraged to bring a lawn chair and a cooler. Mayor Tollefson said she spoke with Chief Vogel and Affield about this, mostly to ensure this event has everything covered in terms of ordinance compliance. She said the other concern is if alcohol will be involved and making sure people are abiding state laws and regulations. Vogel said the biggest obstacle to this event will be Richards obtaining the appropriate fireworks permit. He said the State Fire Marshall's office is where the permit is issued from and the pyrotechnician needs to be licensed in Minnesota. Vogel said there are also distance restrictions in terms of blast zone, which need to be adhered to in order to properly notify residents who live within that zone. He said Richards will not be able to host the fireworks himself, as Minnesota law states a business or corporation must host it, with a one-million-dollar (\$1M) insurance umbrella for coverage. Mayor Tollefson said a resident who lives in the area has already contacted the City with their concerns about this event, which is why all bases needed to be covered properly. Vogel said there will also be a sound amplifier permit needed, but those are easier to get. He said the City wants to help promote this event and have it be successful, but also follow all rules and processes. Affield reminded Richards that there cannot be any selling of alcohol, and no alcohol consumption on any City property or parks. Richards agreed, and also said he will be cleaning everything up early the next morning. Olson asked if the event can be promoted in the City newsletter? Richards said that would be fine with him informing everyone the residents of Glyndon are welcome to come. Vogel said there are only two more Council meetings prior to this event, so Richards will need to rush if he is planning to get everything signed off by Council.

7. Department Reports – Committee Reports

a. Justin Vogel, Police Chief – Vogel said his department is still quite busy and things are going well. He said Officer Mettert is undergoing training for Child Seat Safety & Installation, and once trained she can help area residents properly install their child seats. He said new Officer Amaya is undergoing training, and is currently in phase two getting some good calls and experience.

b. Andy Olson, Maintenance Supervisor – Olson said next week his crew will be working hard on Johnson Park getting new sand in, painting all the playground equipment and staining the wood structure. He said the public bathrooms will be open and fully functional by May 19th. Olson said they are also reseeding Southview Park where the grass did not take. He said he wanted to make mention of employee Luke Walvatne, who has been doing a great job, and has really been an asset to the department. Mayor Tollefson agreed and said the work he has done by the coulee looks very nice.

c. Bob Cuchna, Fire Chief – Not present.

d. Wendy Affield, City Clerk – Affield said resident Gerald Thomas recently spoke to her about his parcel split, and mentioned when they move the new house in, they will need to bring it in where the park is located questioning when the City will be relocated the park since it is in the wrong location. She said if the equipment cannot be saved when moved the Council may consider installing a gazebo/bench area or pollination garden instead. Mayor Tollefson said those are good ideas, and Affield said it can be discussed in more detail at the next Park Board Committee meeting.

8. New Business

a. 418 2nd Street SE – Sarah Peterson & Darrell Sjothun – Sjothun said he was present tonight to inquire how to proceed with getting their family back onto the property? He said they have money to pay their specials, even though the cost is quite high, and wants an inspection of the services being attached. Mayor Tollefson said the forfeiture process has already begun, and the City has given Sjothun ample opportunity to follow through with their promises to pay and clean up the property, so at this point the City is moving forward with the forfeiture process. Sjothun said he is not trying to live in the house, he

only wants access to the property granted. Mayor Tollefson said at this point, there is nothing the City can do to halt the process unless Sjothun and Peterson come up with the full amount of back taxes which are owed. Sjothun asked if the City would give him water if he paid the funds, stating the City should be the ones providing it to them. Sjothun stated any other resident in town would have service. Affield informed Sjothun that from the house to the curb stop is the resident's responsibility. Sjothun stated his services were hooked to the City's but nothing has been turned on. Affield reminded him the work was never inspected before he had it covered up. Mayor Tollefson reiterated what she previously said concerning following the direction that we as a Council feels is best for the City. Sjothun began to say the City Attorney has not cared to listen, but Olson interjected and said this is not the time or place to put blame or make excuses any longer. He said the Clay County Commission has denied Sjothun's request to pay only a portion of what is owed, and there are no other options other than to pay the full amount owed, which is over fifty (50) thousand dollars. Savageau asked if when Sjothun and Peterson were presented with the original paperwork for their home when they purchased it, was the full amount for special assessments disclosed to them by the County at that time? Sjothun said yes. Savageau said since it was made clear what the amount for specials was, then that amount is set and the City cannot change them. She said there is no changing of the past, and if Sjothun and Peterson wish to move forward, then they need to pay the full amount of property taxes owed to stop the forfeiture process. There are no other options, she said. Sjothun would like Council to consider taking some penalties off, then that could go towards opening up the water/sewer hookup so it can be inspected. Mayor Tollefson agreed and said at this time the City can do nothing for Sjothun or Peterson, the amount due is the amount due, and there is no deviating from it. She said the City will let the process roll out, and Council will now be moving on to the next agenda item.

b. Discussion to Repair/Replace Main Lift Station Pump #2 & 10th Street Lift Station Pump #1 – Andy Olson - Olson referred to the map included in the agenda packet, which has been color coded to show where the different lift stations are located. He said the area shaded in green is the 10th Street lift station, which is the oldest in the City, and said the pumps are wore out and one is out of service. Olson focused on the main lift station first just to give Council an overview. There are three (3) pumps at the main lift station that are bigger than what is located at the other lift stations. One of the pumps that is pulled and needs to be fixed. The oldest pump would cost roughly twenty-five hundred dollars (\$2500) to repair, and a brand new one is roughly twelve thousand dollars (\$12,000). He feels this particular pump would be okay to be repaired instead. Moving forward, City Engineer Kris Carlson's recommendation is to replace one pump each year. Olson said the lift station shaded in yellow is where the new one was recently installed at the trailer park. He said these new pumps are designed to have sharper blades which can cut up and slice better, they run far more efficiently and have not clog up since installed. Olson said he has received no alarms or service calls for these pumps. He said the estimate to have the old pump repaired at the 10th Street lift station came in at thirty-six hundred dollars (\$3,600), whereas the estimate to replace it is seventy-five hundred (\$7,500) and would be a pump just like the ones at the trailer park lift station. Olson said his recommendation is to have both older pumps replaced with new, as they will then be good for up to twenty (20) years. Owings asked if there are sufficient funds to cover new pumps in the Sewer account? Affield said this has not been budgeted for, and will be questioned in the next audit, but yes the funds are there. A motion to replace the two existing pumps at the 10th Street lift station and receive estimates on new plumbing for the main lift station, was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.

c. Discussion Concerning Park Benches for Southview Park – Affield said there are four (4) concrete pads already poured, and now the decision on a bench style is needed. Schreiber asked if these pads will hold a six foot bench? Affield said yes. She said eight hundred sixty-five dollars (\$865.01) of the five thousand dollars (\$5,000) in the Yearly Park Repairs account has already been spent but there is also fifteen thousand dollars (\$15,000) in the Park Equipment account that could be used. She said if there are four (4) benches purchased, the total cost would come to two-thousand, six hundred ninety-six dollars

(\$2,696). Savageau asked who would install the benches? Affield said the Maintenance Department would do the installation. Affield discussed the two (2) different styles stating if you did not purchase the surface mount style, she would recommend the additional forty-dollar (\$40) charge for a bracket on each bench if we purchase the free-standing style. Council agreed to the first option, and to order the green to match the current fencing. A motion to approve the purchase of the four benches for Southview Park was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

d. Clay County Planning & Zoning Comprehensive & Transportation Plan – Mayor
Tollefson said the focus of the questionnaire is “what are the top three issues or challenges for your City. Owings said he feels the biggest challenge for the City is funding for road repairs. Schreiber said he feels a lack of infrastructure and land for future development are the main challenges. Mayor Tollefson said her thoughts were mainly focused on limited revenue sources, bond balances, and overall budget constraints. Olson said his concerns echo Mayor Tollefson’s, and he feels the next five (5) years will be a big challenge when it comes to bonding. He is happy with the projects the City has accomplished so far, but he feels they need to “hold the line” now for the next five years. Savageau said she feels the biggest challenge for the City will be attracting commercial business, as the City is just a little too close to the FM metro area. Owings agreed, and said the new internet fiber network in town will hopefully help lure businesses but the City struggles in terms of commercial space.

Mayor Tollefson said the second question inquired about the “top strengths or opportunities” of the City? Schreiber said he felt the Parke Avenue project was a great enhancement, along with Stockwood Business Addition, and the improvements to the school. Mayor Tollefson agreed, and said she sees the top strengths for the City are its location on Hwy 10, as its not far from the metro, and also the school system. As for opportunity, she feels building upon the residential and commercial lots will be hugely beneficial. Olson felt the City’s biggest strength is its Council and its staff, and how well everyone works together. Savageau said the school district is her choice for greatest strength for the City, as it is such a good mix of rural and city life here.

Mayor Tollefson said the third question on the list was to provide comments or suggestions for the County’s Capital Improvement Plan. Affield said she had received an email answer from Fire Chief Cuchna, and his suggestion was to implement a County-wide fire protection district, as many smaller cities have trouble staffing during the daytime hours, or are not properly funded. Owings said his suggestion would be to extend 12th Street S all the way into Moorhead, as it would provide another route to Hwy 336 and be a dual access. Schreiber said he agrees with Cuchna’s suggestion, and feels county-wide emergency services are needed. Savageau said she would like to see infrastructure and connecting roads be addressed. Mayor Tollefson agreed, and said her answer was to see “assistance with connecting 7th Street or 10th Street”. Olson said he would like to see better funding or grant opportunities for small towns like Glyndon. Mayor Tollefson said it looks like there is some good feedback for Affield to send off to the County, and Affield said she will compile all the answers.

e. 702 Server Request for City Hall & Police Department – Chief Vogel & Wendy Affield –
Vogel said he received a quote from 702 Communications which provided the option to either purchase a new server outright, or to lease one. He said the lease term would be five (5) years, and 702 would provide the service and maintenance for it, but once the lease is over then the City would own the server. Vogel said a server can run very well for around five to seven (5-7) years. Owings said where he works, they automatically replace servers after five years. Vogel said his recommendation is to go with the lease option as 702 can make sure everything is running correctly, and all updates are installed properly. He said 702 is also going to make sure Watch Guard and the new body cams are all compatible with the server. Vogel said if the City chooses not to lease, then there is the cost of having 702 come out and do the installation and pay for all the parts. Savageau asked if this server will be large enough? Vogel said yes,

this particular server will cover the Police Station, the squad cars, and all body cameras when they get them. Affield said there is an additional thirty dollars (\$30) per month for anti-virus protection. She said City Hall's server would be separate from the Police Department's since we are at two different locations. The City Hall is looking at needing more space for our Banyon backups, we are running out of disc space. Owings recommends in five years that another server system be looked into. A motion to approve the lease agreement route for a server for both the Police Department and City Hall was made by Joe Olson, seconded by Dave Owings. All in favor.
Motion Carried.

f. April 2021 Expense/Revenue Sheet for Review – Mayor Tollefson said this is simply for Council to review, and feels these are good to have each month as an overall update.

9. Time to Discuss the Additions to the Agenda

- **Cub Scouts – Wendy Affield** – Affield said she received an email from the local Cub Scouts troop asking for permission to access the City's water in order to set up a dunk tank behind the Community Center in honor of their "Blue & Gold Celebration" on May 25th, 2021. A motion to approve the use of City water to fill the dunk tank for the Cub Scouts event was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.

10. Old Business/Unfinished Business Updates

a. Glyndon Days Update –

- **Permit/Guidelines for Outside Band/Alcohol During Glyndon Days** – Vogel said he is looking into getting an Amplified Sound permit drawn up for the outdoor music at Morty's Bar, as he wants to be consistent with area communities and their guidelines. He said this way the permit will apply to all businesses and individuals within the City. He is hoping anyone in town who is going to do an outdoor event will start coming to the City with these types of things prior to advertising them on social media. Savageau asked if these types of permits and forms, once drawn up, can be put on the City website for people to download? Vogel said yes.

- **Vendors – Food Trucks – Games/Prizes** – Administrative Assistant Johnson said as of the previous meeting, there were about nineteen (19) vendors and crafters signed up, and now we have over thirty-three (33). She said in order to properly notify residents and get the word out, more advertising will be needed than just on Facebook. Mayor Tollefson agreed, and also notified of the date change for Morty's golf tournament which has been moved to Wednesday the 28th, and the removal of Morty's fish fry, as they are only doing a bean bag tournament. She asked for suggestions on advertising other than using a street banner and a portable sign? Johnson wondered how much a radio spot might be? Mayor Tollefson said she feels this year will have a good turnout just based on the easing of Covid-19 restrictions. Affield asked if there should be a cap on the number of vendors? Schreiber said they should, as there will be a limited amount of room. Council will look at capping it at forty (40) booths. Johnson suggested the location should have access to electricity, as some vendors have requested it. Affield said the vendors generally are responsible for providing their own, as in past events. Vogel said the food trucks generate a lot of power, but Owings said they usually bring their own generators. Schreiber said the bouncy houses may need generators, too. Affield said the rep for Games To Go is supposed to come out and check on the space and electricity needs, but has not yet. Mayor Tollefson said they can brainstorm some of this at next week's Glyndon Days Committee meeting. Johnson asked if the Talent Show was still a possible event? Owings said he is still working on it, and knows of someone who may want to do a stand-up routine. He also is checking on getting an emcee for the parade. Olson asked Johnson if there were any specific

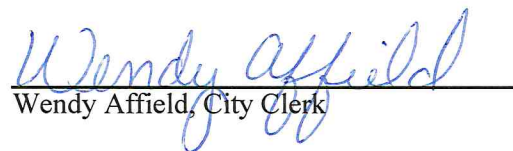
advertising options she had in mind? Owings suggested maybe checking with InForum for an online option, and Savageau said they should check with the F-M Extra. Schreiber said Barnesville's Potato Days utilizes radio ads, and Vogel suggested perhaps a billboard on Hwy 10 would be a good option? Affield said she has received a couple emails from residents suggesting a city-wide garage sale. Mayor Tollefson thought it had already been decided to do one on Friday and Saturday? Johnson asked if she should put that on the Glyndon Days page? Council agreed. Johnson asked if event staff t-shirts have been ordered, as they were waiting to see if sponsor names would be added on the back? Affield said they can get more in depth on that at the committee meeting next week. Affield asked if serving fresh corn on the cob is still an option, given current Covid-19 guidelines? Savageau said she will check with Clay County Public Health and see what they are recommending in terms of serving food. She is also in contact with Cub Scouts, and will update if they are able to serve at the Community Picnic. Affield said she also has ordered some small toys and a parachute game for Council members and Police Officers to participate in for the Saturday events. Johnson asked if the bouncy house area still needs to be fenced in? Schreiber said it should be in order to keep those who haven't bought a wristband out. Affield asked if there is enough fencing, as this will be a large area and might possibly be the whole park. Owings asked if Games To Go is providing their own staff? Affield said yes. Mayor Tollefson said they will just have to remind those staff members to check each individual for a wristband.

11. Miscellaneous Announcements – Affield mentioned the recent posting on Facebook featuring Council Member Dave Owings and Mayor Tracy Tollefson meeting with Senator Tina Smith and representatives from Midco concerning Midco coming to Glyndon and wanted to thank them both for participating. A. Olson said he wanted to mention he recently gave a short tour of the Recycling Center to some of the elementary students, and the feedback was really positive and they may do other types of tours for kids in the future. Mayor Tollefson said Affield is following up on a recent complaint of yard damage from Arvig crews, and will update at the next meeting. Owings said Affield had called him recently to check on his yard, but at this point he feels the damage is too severe to recover. Mayor Tollefson said this is definitely something the City will need to keep tabs on, and follow up with the appropriate vendors to get it resolved.

12. Adjournment – A motion was made by Kimberly Savageau to adjourn at 7:21 p.m., seconded by Justin Schreiber. Roll call vote, all in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assist.