

Glyndon City Council

5/26/2021

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, and Justin Schreiber; City Clerk Wendy Affield; Police Chief Justin Vogel; Maintenance Supervisor Andy Olson; City Engineer Kris Carlson.

As Per Sign in Sheet: Luis Perez, Colleen Murray, Kelly Ring, Harper Ring, Morgan Murray, Leela Ring, Kaelen Peters, Kendra Overson, Cindy Gray, and Kelly Richards.

Virtual Attendees: Michael Cline, Bob Cuchna, and Micheal Stransick.

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. **4/28/2021 – Strategic Planning Minutes**

b. **5/12/2021 - Council Meeting Minutes**

c. **Approve Resolution of Payments**

4. **Any Additions to the Agenda –**

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** – Resident Luis Perez said he was present tonight to talk about another resident's dog who keeps getting loose, and he is concerned about the children who live nearby. He said the dog kind of aggressive and he has contacted the Police Department in the past but feels the issue has not been resolved. Perez said he recently had a home camera installed and has been able to capture images and video of the dog trespassing and defecating on his property. As a separate issue, he said he has contacted the managers of the trailer park where he lives to request speed bumps be installed to protect the little kids who play in that area. He said the management has spoken with the owners of the trailer park, but they will not install the speed bumps. Perez would like to have the P.D. send a letter to the park owners requesting the installation. He also would like the P.D. to do something about the older teenagers who are running around the park in the early morning hours and causing a noise disturbance. Vogel said he had already spoken to the owner of the dog in question, and he has not personally ever seen the dog off of its chain, so if Perez has video proof of this then he should turn it over to the P.D. for review. A citation for dog-at-large can be issued once sufficient proof has been provided, otherwise the information is hearsay. Vogel said as far as the speed bump issue is concerned, his department is unable to do anything due to the trailer park being on private property, not City property. Perez said he is not expecting enforcement, but just some help on this from the P.D. Vogel said he will reach out again to the park managers to let them know it has been recommended for speed bumps to be installed as the park residents are concerned. He said his department is as concerned for the kids as Perez is, and will help out how they can, and will also follow up on the late-night vandalism reports when those calls come in. Vogel said if his department does not receive calls on these issues, they cannot properly investigate. Mayor Tollefson said Perez has brought to light several important issues regarding the trailer park, and feels the current P.D. will do a thorough job

in following up. She appreciates his concerns and is glad Perez came to the meeting tonight. Perez thanked Council for the time to speak, and wished them well.

7. Department Reports – Committee Reports

a. Justin Vogel, Police Chief – Vogel said Officer Mettert has now completed her training for Child Safety Seat Installation. This service can now be provided by his department for area residents. Mayor Tollefson said she would check into having Officer Mettert teach a class through DGF Community Education. Vogel said Officer Amaya is finishing up his Field Sobriety training in Fergus Falls, and should complete his FTO program by next week. After completion, Amaya will be working the day shift alongside Vogel. His swearing-in will be at the second Council meeting in June.

b. Andy Olson, Maintenance Supervisor – Olson said the new pumps for the 10th Street lift station were installed, and there have been no issues since they went in. He is following up on getting a quote for the main lift station but he would prefer City Engineer Carlson take a look at it first. Carlson said he will reach out to Electric Pump and see what options they have and what the best replacement pump will be for that station. Mayor Tollefson asked how the three part-time employees are doing? Olson said they are doing well, and just finished a bunch of painting of playground equipment at the parks.

c. Bob Cuchna, Fire Chief – Not Present.

d. Wendy Affield, City Clerk – Affield reminded Council that City Hall will be closed on Monday the 31st for Memorial Day, Admin. Assistant Johnson will be gone this Friday, and she herself will be gone on Tuesday, June 2nd. She also said the MPCA called to notify that Clint Leeper is no longer working there, and a new representative will be consulting with the City on any future dust or noise complaints. Affield said the recent Workman’s Comp audit just wrapped up, and A. Olson helped out with getting the hourly breakdown sheets ready. She said by doing these worksheets it saves the City on our Workman’s Comp yearly fee.

8. New Business

a. Girl Scout Troop 30293 Would Like Permission to Install Bird Houses in Each City Park – Leela Ring – Each of the girls from the troop introduced themselves and thanked the Council for allowing them to present their Bronze Award idea today. The troop said the idea is to dedicate a bird house to a loved one and place these bird houses in the local City parks. The bird houses are a way to devote to nature and promote wildlife within the parks. Each bird house will be designed in a way in order to attract certain bird species not often seen in the area. The troop said now that they have presented their proposal, they will get designs put together with the help of their dads, and seek out donations for supplies, decorations and plaques. The dedication of each bird house will be for special family members who love nature. Mayor Tollefson said she is impressed by their presentation and the planning seems to be very good already. Olson said the City is lucky to have a group who has such care and appreciation for the parks and nature. A motion to approve the installation of bird houses in the City’s parks by Girl Scout Troop 30293 was made by Kimberly Savageau, seconded by Dave Owings. All in favor. Motion Carried.

b. Updates from MetroCOG Representative Cindy Gray – MetroCOG Executive Director Gray was on hand to talk about the purpose of the organization, and to report on the status of communities within the metro planning area. She said she would like to first give a brief overview, explaining that “COG” stands for “Council of Governments”, and was originally formed in the 1960s. Gray said the main focus for MetroCOG is to provide an overlapping transportation organization to collaborate with the surrounding communities. Specifically, they carry out local planning tasks that do not use federal funds, and often work using multi-jurisdictional efforts. She said more recently the organization has taken on an MPO role, which is a Metropolitan Planning Organization. These multi-jurisdictions consist of bicycle

and pedestrian committees, transportation committees, and a policy board. Gray said they have been encouraged to take on more projects, hire consultants, and eventually take care of more in-house items. Per the packet provided by Gray, MetroCOG services include land use planning, transportation planning, public engagement, zoning assistance, grant applications, and more. Some examples include the Glyndon Comp Plan and DGF Safe Routes to School Plan. Gray noted there is a Council Member who represents Glyndon for MetroCOG, and she plans to reach out more when there are board meetings relevant to the City. Olson asked if MetroCOG can help seek out grants for the City? Gray said yes, as they will do an in-depth look at the project and run through different scenarios prior to any grant application. She said her staff recently received extensive training when they were involved with the Safe Routes to School Plan. Gray said she is aware the City has a land-use or comp plan which may need updating, and said MetroCOG is available to answer any questions or provide any help necessary. Mayor Tollefson asked about any updates regarding ADA parking and curbing? Gray said she had to check on some information with the Federal Highway Administration in MN, and the status is cities with less than fifty (50) employees fall below the current ADA requirement. Carlson clarified that any new projects need to be ADA compliant, but past projects are not retro-fitted to make those changes. Affield asked if there is a zoning change done at the City, are they able to request new color-coded maps from MetroCOG? Gray said absolutely they can provide those along with several other types of maps. Owings asked if MetroCOG is the type of organization to help in requesting the extension of 7th Street by the school? Carlson said yes, because if 7th Street is extended all the way to County Rd. 17, then there is a mandatory traffic study implemented. Owings asked if the school changes access/direction, does the SRTS plan also involve street routes at that point? Gray said yes, as the plan looks in-depth at any routes a child would use to get to school and they take into account if there are traffic directional changes. Olson asked if MetroCOG could assist in asking MnDOT to add a second stop light on Hwy 10? Gray said they are often asked to assist with those types of requests, and can certainly help facilitate meetings if needed. Council thanked Gray for coming, and Gray expressed her appreciation for the time to speak today.

c. Letter of Credit Discussion for Southview Addition (Bond 2017A) – Kelly Richards –

Mayor Tollefson referred to the copy of the letter in the packet, and said Richards is here to notify the City he would like to switch banks and replace the original LOC with a new one from Ultima Bank. She said the Finance Committee wants to ensure the new LOC matches word-for-word with the old one, and to ensure the old one does not expire prior to the new one starting. She said both City Attorney Ken Norman and Financial Advisor Jason Murray both approved the draft copy of the new LOC, and Affield said Norman requested the new LOC have wording added to state the LOC must follow the Developer's Agreement, along with the Draft Terms & Conditions from the old one be put into the new one. Affield also said the Developer's Agreement specifically mentions a "30-day" overlay. Mayor Tollefson said the current LOC expires at the end of business on June 15th, 2021. Richards said he thought it ended on June 1st, but said regardless there will be the same information and terms, just with a different bank. Savageau said once the two stipulations requested by Norman are added, then she has no issue with the bank change. She said she cannot recall why the original Developers Agreement specifically stated the 30-day overlap, but there had to have been a reason at the time. Olson said he would like to know what the reason was, as well. Owings said he thinks the wording may have just been standard operating procedural piece of legal document for a LOC, and he does not see any issue with Richards' request to change banks. Schreiber said he does not have any issue, either. Mayor Tollefson asked if it would be possible to get Norman's input on the 30 days, and if he has no issue, can those stipulations be added to get this resolved quicker? Olson said he feels it would be best to get Norman's input in order to get the LOC paperwork back to Richards by June 15th. Affield will reach out to Norman for more clarification.

d. Approve Resolution 2021-4 – A Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for Partridge Avenue Between 3rd St SE & 4th St SE – Kris Carlson

- Carlson said he has been waiting for the concrete situation to be resolved by the County and is here to ask for Council authorization to advertise for bids in order to complete the Quiet Zone. He said permits have been submitted to BNSF and are pending. If the bids are submitted, they are looking at an August 1st start date, with roughly four to six (4-6) weeks to complete. Owings asked if the bids go in mid-summer, will a

contractor even be available? Carlson said the contractors he has spoken to will be looking for work like this come fall, so he does not expect any issues there. A motion to approve plans and specifications to advertise for bids was made by Kimberly Savageau, seconded by Dave Owings. All in favor.
Motion Carried.

e. Approve Police Department WatchGuard Video Quote for \$3,835 – Chief Vogel – Vogel said this is part of the WatchGuard system which is the in-squad cameras. He said once a squad pulls up to the P.D., all video will then upload to the server automatically. Vogel said the funds to cover the cost are coming from the grant the P.D. received from BNSF, which also helped to cover a portion of the new server. He is hopeful this will open up some space in the budget to allow for the purchase of new tasers. A motion to approve the purchase of WatchGuard Video for the Police Department was made by Kimberly Savageau, seconded by Joe Olson. All in favor.
Motion Carried.

f. Approve Police Department Code 4 Estimate for \$3,634.77 – Getac Squad Computer – Chief Vogel – Vogel said this is also included already in his 2021 budget, and would be the last Getac computer to be purchased. A motion to approve the purchase of a new Getac squad computer was made by Kimberly Savageau, seconded by Joe Olson. All in favor.
Motion Carried.

g. Approve Resolution 2021-5 – A Resolution to Provide Guidelines for the Issuance of Sound Amplification Permits – Chief Vogel – Vogel said this was briefly discussed at the previous Council meeting, and this particular permit is already included in the Noise Ordinance. He said he worked with Affield to create a new permit application form, and it fits the guidelines set forth in the ordinance. The time limit on weekdays would be set at 10:00 p.m., and on weekends 11:00 p.m. Vogel said the fee for this permit is twenty-five dollars (\$25) and needs to be completed and submitted to the City four (4) weeks prior to the event. He said this permit will cover all events, including those such as Glyndon Days. Savageau asked if Vogel will be contacting the local bars to let them know about the new permit? Vogel said yes, and he will also contact Richards to go over the details of the permit in advance of his Southview event. Savageau asked to clarify if Council will have to approve each permit? Vogel said yes, as the four-week minimum is to allow enough notice for both the P.D. and Council to review. A motion to approve Resolution 2021-5 providing guidelines for new sound amplification permits was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

h. Approve Changes to Ordinance #166 – Fee Schedule – Mayor Tollefson clarified this is to approve the addition of the sound amplification permit. Affield said she also made one other minor change to the ordinance, which was for updating garbage service wording from “two, 32-gallon” bins to “limit one, 64-gallon tote.” A motion to approve changes to Ordinance #166 Fee Schedule was made by Kimberly Savageau, seconded by Justin Schreiber. 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 he recently met with Sellin Bros. and the County, who sent letters to the concrete contractor laying out options for them regarding finishing the train crossing on Parke Avenue. He said there will be another meeting coming up with MnDOT to determine the best route, with one option as leaving the current concrete as-is and receiving a significant deduction of the final cost. Carlson said he feels this option would be too cost-prohibitive, and would prefer the other option of having the concrete replaced entirely. As for the intersection of Parke Ave and Hwy 10, Carlson said the plans have been signed by himself and Dave Overbo from the County, and they are working

through property line details with District 4 right-of-way. He said the ADA is also asking the City to remove about six to eight (6-8) feet of the bullnose corner, which will also help school buses making the turn. Carlson said other than these updates, it is just a waiting period now to receive plans and get bids. Savageau asked when the actual, finalized date for the Parke Avenue Project will be? Carlson said the City's portion is all wrapped up, and what remains are the County's portion. He said there may be a couple leftover areas to finish seeding, but all in all the boulevards look good. Schreiber asked if Carlson has received any word on the Charleswood Development? Carlson said he received a preliminary report that had missing information, which he then requested clarification on. He feels a meeting needs to be held with the developer to lay out expectations, especially now since the original plans have changed. Affield wanted to briefly mention she sent TIF information from the other potential development off of 7th Street to Jason Murray for review, and there will be a meeting coming up to discuss the request.

b. Glyndon Days Update – Mayor Tollefson said the planning is wrapping up and going well. Savageau said she reached out to the Cub Scouts and went over the details for the Community Picnic, especially concerning how to serve food in the wake of Covid-19 guidelines. She said they may end up skipping the dessert portion of the meal, which was a cookie in years past. Mayor Tollefson said the Glyndon Days Committee is considering getting Dippin' Dots as an option, which can be served as a dessert both for the picnic and for Saturday's events. She said they looked at purchasing 400 cups, which can be divided between the two days and whatever is left from the picnic can be sold on Saturday. Affield said Bayer/Monsanto does not offer cash donations, but they are open to any suggestions on things they can purchase for Glyndon Days. She said maybe the Dippin' Dots would be a good option for them? Affield also said Northwestern Bank has donated both cash and 200 napkins; Walmart has donated a \$40 gift card; Hornbacher's donated a \$50 gift card; and Green Leaf Greenery is donating corn for the picnic along with a \$100 check. Affield said she also checked with Barnesville's Potato Days to see if they toss out candy during their parade, and they do not due to safety concerns. She said instead they have volunteers walk along with the parade to hand out candy. There are still some sponsors that can be contacted, and wristbands for the bouncy houses have been ordered. She said Officer Ryan Schock does design work, and she is going to see if he can design the Glyndon Days t-shirts for staff to wear. The bouncy houses in Barnesville for Potato Days are operated and monitored by an outside company, which is something to consider for next year, although the City would then only make a portion of the profits. Affield said they do not fence in their bouncy houses, and Games To Go did confirm their staff would monitor for wristbands. Vogel said his Admin. Assistant Stacy Pritchard found a clause within MN State gambling laws which states the City is able to host a BINGO event on the Friday night of Glyndon Days. He is just concerned about finding staff for this, and he is guessing it would take about 4 people to run. Affield said she checked on the selling of wristbands with Brian Stavenger, and he informed her the City is okay to sell these as long as all profits go back into the Glyndon Days operating fund. She said the city-wide Garage Sale will have maps printed out for attendees, and she has given the information to Pritchard to organize and promote. Affield said that for two portable toilets, one of which will be handicap accessible, the total is two-hundred sixty-five dollars (\$265). She asked if Council wants the delivery to be on Thursday, so they can be used for the picnic and also for Saturday, as pick up is already scheduled for Monday? Council agreed this would be their choice as long as the estimate stays the same, and is not "per day." Affield said the last thing to look over would be staffing numbers for the events:


- 5K Run – Mayor Tollefson said she needs the Police Department and Maintenance
- DGF Alumni Softball Game – 0
- Little Miss Glyndon Pageant – 2 (Mayor Tollefson & Dave Owings)
- 3-on-3 Basketball – 0
- Set-up for Community Picnic – All staff
- Shuck corn – 4
- Thursday Inflatable House – 0
- Community Picnic – All staff
- Live Music by 12 Strings – 0

- Bean Bag Toss – 1
- Water Balloon Toss – 2
- Parachute Popcorn Game – 1
- Dippin’ Dots – 1
- Clean-up process – All staff
- City-wide garage sale – 0
- BINGO Night – 4
- Set-up for Saturday events – All staff
- Car Cruise & Parade – Owings is not sure yet, but all Maintenance will be present
- Car Show – 0
- Vendor/Craft Show – 1
- Saturday Bouncy Houses – 0
- Selling wristbands – 2
- Pick A Duck – 1
- Bowling – 2
- Frozen T-shirt Game – 1
- Dippin Dots – 1
- Food Trucks – 1
- Clean-up process – All staff

Affield asked if the coloring contest should be added? Mayor Tollefson said yes. Owings notified Council the Glyndon Days Committee will be meeting with a KFGO sales representative to look at advertising options, so he wanted Council to be made aware there may be costs which would have to be approved, depending on the ad campaign options. Vogel said Pritchard is also able to help out with any parade planning, too.

11. Miscellaneous Announcements –

12. Adjournment – A motion was made by Kimberly Savageau to adjourn at 7:45 p.m., seconded by Justin Schreiber. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assist.

May 26, 2021 Council Meeting Minutes