

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 Engineer Kris Carlson; City Clerk Wendy Affield; Police Chief Justin Vogel; Maintenance Supervisor Andy Olson; Administrative Assistant Heather Johnson.

As Per Sign in Sheet: None.

Virtual Attendees: None.

3. **Motion to Approve Consent Agenda** – A motion to approve the consent agenda was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

- a. **6/23/2021 – Council Meeting Minutes**

- b. **Approve Resolution of Payments**

- **Include in Resolution of Payments - Invoice from Strata for \$934.66**

4. **Any Additions to the Agenda** – None.

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

6. **Open Forum** – None.

7. **Department Reports – Committee Reports**

- a. **Justin Vogel, Police Chief** – Vogel said his department will be hosting the 2nd Annual Cops ‘n Kids Picnic this Thursday, and the first picnic a couple weeks ago was a big success, with around 85 attendees. He said Johnson Park was vandalized last night, and the doors to the bathrooms will be locked until everything can be cleaned up. He plans to work with the Maintenance Department to find a way to prevent future vandalism. Vogel said he will be busy the next few weeks with an ongoing trial in Moorhead.

- b. **Andy Olson, Maintenance Supervisor** – A. Olson said his employees will put a fresh coat of paint on the depot today. He said he is still waiting on estimates for City banners to put on the light poles and will have those ready for the next meeting. A. Olson said Arvig was here to do their final walkthrough to look over any landscaping issues, he also did a separate look on his own to make sure everything looks good. Owings asked if the first black dirt pile out by the burn site is ever sprayed for weeds? A. Olson said no, but if people need black dirt there is another, cleaner pile closer to the burn site that they can use.

- c. **Bob Cuchna, Fire Chief** – Not present.

d. Wendy Affield, City Clerk – Affield said there is an update on 418 2nd Street SE, as the property has now gone into forfeiture. The County will be sending the City the necessary paperwork to move forward in the process, and Council will need to draft a resolution. She said then the City will need to present to the County Commission its intent for the lot. Olson asked how long this process might take? Affield said Norman informed her the City will still need approval from the County for the purchase, and it could take a while. She said she should have more information from the County at the next regular meeting. Owings asked if the process is still ongoing for the Lugo property at 202 Eglon Avenue SE? Affield said Norman is also proceeding with the same paperwork for this property. Owings asked Affield if there is a way the City can provide some sort of “Developer’s Agreement Listing” so that residents can be informed of ongoing or potential projects? Savageau said Developer’s Agreements are not guaranteed, so these projects that could potentially be listed may not even go through. She asked if residents are inquiring about available lots, or more curious about projects as a whole? Owings said it involves a little of both, as some residents want to know if construction will be in their neighborhood, and others are interested in lot sizes. He said he sees some potential promotion of the City with a listing like this, and might attract more businesses or residents. Mayor Tollefson said the City could make a special newsletter for the projects which are more credible and get the word out that way. She asked Affield to estimate how long the wait will be for the City to determine what to do with the lot at 418 2nd Street? Affield said by the next regular Council meeting she will have more information going forward. Vogel said the City will also need to look into how to deal with the physical items that remain on the property, and whether there is procedure to follow. He said this may need to follow “abandoned property” rules, as there is a timeline to that process. Mayor Tollefson asked if the previous tenants were given so many days to retrieve their property, could this be resolved within a month? Vogel said this is unlikely, and Affield estimated it would probably be closer to September. Vogel said if the previous tenants are given a certain time to come get their items, then it is possible to move things along quicker. He said they had previously been given the opportunity to retrieve items but the tenants did not come. Olson said it would be nice to know what the total cost will be to demolish the house and have everything cleaned up. Savageau stated the City will need to wait to move forward on the cleaning of the property until the deed is in the City’s name. Affield said Norman is working on the City’s options right now, and Savageau agreed saying there are limits to what can be done to a forfeited property. Council agreed to discuss Norman’s findings at the next Council meeting.

8. New Business

a. Discussion Concerning MidStates Wireless Installing an Antenna on Top of the Water Tower – Tracy Tollefson – Mayor Tollefson said the school district’s contractor for the remodeling project had inquired about placement of the antenna. She said this antenna is used to communicate with the buses when they are out on a route. Reception for the antenna would be much better if it were placed on top of the City water tower, and the school is seeking approval for this from Council. Mayor Tollefson said the questions posed would be whether the City would allow the placement, and if this would be a conflict with the contract the City has with MIDCO, who already has an antenna on the water tower. If the antenna placement was approved, the final question would be whether a fee would be charged to the school? Savageau said her first thought is of the need for a fee, as it would not be fair to have residents pay for the power bill. Mayor Tollefson agreed, and said she was also concerned with interference with MIDCO. Affield said she checked with MIDCO and they confirmed there would be no issues. Owings suggested Council create a policy for non-profit use, and be able to cut the rate in half. Schreiber asked what the life expectancy of this antenna will be? Mayor Tollefson said the current antenna has been in good service for 15 years already, and she expects it to last many more. Schreiber said he would agree to the antenna with the creation of a policy and addition of a fee. Olson agreed as long as there is a fee. A motion to approve the placement of the antenna on the City water tower, along with a half-rate fee to be

paid by the DGF School District upon the creation of a resolution for non-profits, reviewed annually, was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.

b. Approve Resolution 2021-8 – A Resolution Accepting Bids for the Proposed 2021 Street Improvements on Partridge Avenue – Carlson said he originally estimated bids to be around one-hundred sixty thousand dollars (\$160k), but the lowest bid actually came in at one-hundred twenty-two thousand (\$122k) from Border States Paving. He said this is great news for the City, and now the railroad permits are in progress. Carlson said the paving work can begin after Glyndon Days, and he is expecting a completion timeframe of two to three (2-3) weeks. He will then make a call to the FRA and officially set up the site visit to approve the Quiet Zone. BNSF will have thirty (30) days to respond and inspect. A motion to approve Resolution 2021-8 to accept the bid from Border States for the Partridge Avenue improvements was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.
Motion Carried.

Mayor Tollefson then asked Carlson what the update is on the railroad crossing at Parke Avenue? Carlson said he received an email on the issue, and while a final date has not been set, the County has been pushing the contractors to finish the concrete work. Savageau asked if they have to replace all of the concrete at the crossing? Carlson said that is what is preferred, but MNDOT is giving the option to either repair or replace. Mayor Tollefson asked how long of a process this will be? Carlson said Sellin Bros. is having difficulty getting their subcontractors to come back and do the work. She said she is concerned with the timeline, as school will be starting soon. Owings wondered if the Parke Avenue crossing is not corrected, will BNSF not approve the Quiet Zone once Partridge Avenue is completed? Carlson said BNSF will not be concerned with Parke Avenue at all as it is a separate issue non-related to the crossing repair. He said their main concerns are proper elevations and a non-traversable curb, not a median or concrete repair. Savageau said she is also concerned about the timeline, it is not only school and bus routes that will be affected, but also the elevator will be starting fall harvest. Olson asked if Sellin Bros. can be pushed to get a different subcontractor? Carlson said he has already asked before, and the County is also looking into the same thing. Mayor Tollefson asked if Carlson can press Sellin Bros. for a faster response to the City? Carlson said yes, he can do that. Affield asked if the remaining landscaping issues from the Parke Avenue project are being handled or resolved? Carlson said he will be doing another walkthrough again soon with the County, for the most part the south end looks good, there are some spots on the north end that needs attention. Vogel asked if the concrete repair on Parke Avenue could possibly wait a while and the Quiet Zone can still be implemented? Carlson said that is definitely an option.

Schreiber then asked Carlson for an update on the intersection on Parke Avenue and Hwy 10? Carlson said there is an eight (8) foot gap between the City plat and the MnDOT right-of-way, and there is some confusion on how to work around or resolve the gap issue. He said this will take some time, and so it is likely this project will get pushed to next spring.

c. Anstadt Park Discussion – Park Committee – Mayor Tollefson said the Park Committee recently discussed the park due to the playground equipment being in bad shape and was removed. She said City Hall has received a couple calls wondering what the situation is for the park. At the meeting, each park was discussed but with Anstadt Park there is also the issue of the sign itself. Mayor Tollefson said Affield reached out to Superfrog Signs to see what their estimate for repair would be. Affield said they could totally restore the sign for around two hundred dollars (\$200), and if Council approves it they can start right away and have it done by Glyndon Days. A motion to approve the repair of the Anstadt Park sign by Superfrog Signs was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

Mayor Tollefson said the committee discussed a couple other items for the park, one being the installation of benches. She said one of Bud Anstadt's family members came to the meeting and offered monetary help from the family towards the purchase of a bench, or possibly even the installation of a gazebo. She also said she spoke separately with A. Olson about new playground equipment which they will discuss further at the next regular meeting. Affield said Bayer-Monsanto may assist with another pollinator garden at this park if the City would like that. She said the benches are quite expensive, right around sixteen hundred dollars (\$1600) per bench, and if there were three benches it could add up quick, which is why the gazebo idea was brought up. Mayor Tollefson said A. Olson is also going to research some ideas for the sign at Johnson Park, as it is sinking on one side. A. Olson agreed and said he is hoping to improve the appearance of some items at each park. Affield is working on some pricing for a swing set at Southview Park too, and possibly a handicap accessible swing option.

9. Time to Discuss the Additions to the Agenda

10. Old Business/Unfinished Business Updates

a. Glyndon Days Update – Mayor Tollefson said KFGO radio ads are in the works, and job duties for each event are assigned. Affield asked if Savageau could do the selling of the Dippin Dots on Saturday? Savageau said she will be available to work. Affield asked Schreiber if he is still available to help sell wristbands? Schreiber said yes. Mayor Tollefson asked about Little Miss Glyndon entries? Johnson said she has only received one entry so far. Mayor Tollefson wondered if another notice on Facebook should go out, as the entries can be sent in up until the 26th? Affield said they can certainly do that. She also mentioned the City received another donation for fifty dollars (\$50) in a gift card form from Cash Wise. She said Glyndon Days t-shirts for the staff have been designed and ordered by Officer Ryan Schock. Mayor Tollefson said Morty's had requested some tables and chairs from the City for their street dance, apparently, they have used them in the past? She said they had been given tables and chairs from Cecil, and A. Olson said he thinks they may have been the really old ones that were stored at the depot. He said those ones can be lent out, but not the ones in the Community Center. Owings said he has someone lined up to do sound for the parade, but he will need power access and was wondering if the school could provide it? Mayor Tollefson said construction is going on at the school, but it could be set up closer towards the new entrance on the east side where the new concrete slab was put in. Owings said he still does not have anyone lined up to be an announcer, and is open to suggestions. He is also wondering who to contact for getting set up to be in the city-wide garage sale? Vogel said he can pass on the information to Administrative Assistant Pritchard. Affield asked if Mayor Tollefson has ordered the Dippin Dots, and if there is a mix? Mayor Tollefson confirmed she sent out the order, and said there will be five (5) different flavors to choose from. Schreiber said he has someone lined up to sell Sno-Cones for Saturday, too. Affield said she is still needing volunteers for a twenty-minute shift on the dunk tank. Vogel said they will make sure to find people. Schreiber asked how many parade entries have come in so far? Owings said Johnson had confirmed around twenty (20), but that may not include the usual last minute local entrants. Vogel said his officers went around town last week to remind the local businesses about getting forms filled out. Affield asked if Owings will notify entrants about their space in the line up? Owings said no, it is usually a first-come, first-serve type line up when they get here.

b. June 2021 Expense/Revenue Sheet for Review – Informational only.


11. Miscellaneous Announcements & Recognitions – Mayor Tollefson wanted to express thanks from the City for all the hard work and planning for Glyndon Days put in by Affield, Johnson, and Pritchard. Owings agreed and feels this year will be quite busy based on the attendance of area events so far this summer.

12. **Adjournment** – A motion was made by Kimberly Savageau to adjourn at 7:52 a.m., seconded by Justin Schreiber. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk

Heather Johnson, Administrative Assist.

July 14, 2021 Council Meeting Minutes