

**Glyndon City Council**  
**8/11/2021**  
**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, Kimberly Savageau, and Justin Schreiber; Police Chief Justin Vogel; Maintenance Supervisor Andy Olson; Administrative Assistant Heather Johnson.

**As Per Sign in Sheet:** None.

**Virtual Attendees:** City Clerk Wendy Affield, Sherry (no last name provided).

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

- a. **7/28/2021 – Council Meeting Minutes**

- b. **Approve Resolution of Payments**

- **Approve Gaming Permit Application for Glyndon’s Rod ‘n Gun Club Event on December 4<sup>th</sup>, 2021, at the Glyndon Community Center**
- **Approve 1-Day Liquor License for Glyndon’s Rod ‘n Gun Club Event on December 4<sup>th</sup>, 2021, at the Glyndon Community Center**

4. **Any Additions to the Agenda –**

- a. **Approve Purchase of New Handheld Colorimeter for Water Sample Reading for \$1,527.00 – Kimberly Savageau & Andy Olson**
  - b. **Glyndon Days Items to Remember for Next Meeting – Dave Owings**

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

6. **Open Forum –**

- a. **Ivan’s Drywall and Painting, Inc. – Ongoing Sewer Issues – Fenya Slack – Was not present.**

7. **Department Reports – Committee Reports**

- a. **Justin Vogel, Police Chief** – Vogel said his department has been busy lately, and he noted the recent mandates from Post Board regarding “police use of force” which will be implemented across the state in the next month. He said these will be new mandatory policies and procedures implemented in his department. Vogel also wished to mention he was recently assigned to the Personnel Committee for the Red River Regional Dispatch Center.

**b. Andy Olson, Maintenance Supervisor** – Olson said he has one main topic to discuss, he said over the next couple of weeks his department will be flushing the city sewer system mains north of the tracks. Olson said he is hoping to give residents at least a week’s notice so that if any “air bubbling” occurs in basement toilets, they will know what it is from. Owings asked if the air pressure from this flushing will come up through any floor drains in basements? Olson said it may affect the basement toilets. Mayor Tollefson said if the City gives proper notice, it will help residents to keep an eye on the issue. He said the issue with Ivan’s Drywall sewer line appears to be blockage coming from the “L” bend in the pipe by Pleasantview Avenue. He said Morty’s Bar & Grill, Ivan’s Drywall, and the apartment building to the west all share the same line, and it can cause backup issues. Olson said they need to investigate further, but he would like to do a flushing of this line at least once per year for preventative measures. A. Olson discussed a few more locations in town he would like to put on the yearly flushing to keep the lines clean. Mayor Tollefson asked if there is anything the city can do to notify residents of what they can or cannot flush? A. Olson agreed, and Administrative Assistant Johnson said City Hall sent out a communication last year for this very reason, and she can send it out again at any time. Schreiber asked if the issue might be related to the road? A. Olson said it could be, but he does not think so. Johnson said Maintenance employee L. Walvatne had felt the issue was due to the collapsed road. A. Olson said he feels the main blockage issue has more to do with the elbow bend in this spot, with the pipe only being eight (8) inches wide. Mayor Tollefson said A. Olson should find out more after it gets flushed again and can present more information at the next Council meeting.

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

**d. Wendy Affield, City Clerk** – Present via ZOOM. Affield asked Olson to clarify that Jetway had already been in town to flush the lines? A. Olson said they were only able to flush half of the line at Ivan’s Drywall, as they needed to dig further down to access the rest of the line. Mayor Tollefson asked if there will be a camera extended down with this second flush? Olson said yes.

## **8. New Business**

**a. Discuss Attorney Fees – Mayor Tollefson** – Mayor Tollefson said she had requested from Affield to see overall expenses for attorney fees, and she is extending an “F.Y.I.” that should Council or anyone need certain City information, to try and get said information via Affield first, rather than directly contacting the attorney. She said each phone call and email can add up and be very costly and is hoping to draw Council’s attention to being more mindful before calling either the City’s Human Resources Attorney, or City Attorney Ken Norman. Council Member J. Olson agreed, stating he has known developers to do the same thing, when they should have contacted City Hall first. Vogel asked if the City has looked into a “flat fee” type contract with the attorneys? Mayor Tollefson asked Affield to compile some numbers when she gets back from vacation so that Council can look further into it. Owings said to keep in mind Norman does not charge very much compared to other attorneys. J. Olson asked if attorney invoices are itemized? Johnson and Affield both confirmed they are itemized.

**b. July Expense & Revenue Sheets for Review** – Review only. Affield said she has completed the health savings and health insurance transfers for the first six (6) months of the year.

## **9. Time to Discuss the Additions to the Agenda**

**a. Review and Approve Purchase of New Handheld Colorimeter for Water Sample Reading for \$1,527.00 – Kimberly Savageau & Andy Olson** – A. Olson handed out the information for the new colorimeter, and explained these devices are used to collect all his department’s water and wastewater samples. He said the current device he uses has been determined “obsolete” by the Minnesota Pollution Control Agency (MPCA) and the MN Department of Health, and therefore he is now required to purchase a

new one as a discharge is coming up in September. Mayor Tollefson asked if there is a lead-time on receiving this once ordered? A. Olson said yes, which is why it is an urgent purchase. Savageau asked if A. Olson has room in the budget for this purchase? A. Olson said yes, as it will be split between water and sewer funds. A motion to approve the purchase of a new colorimeter for water sampling was made by Kimberly Savageau, seconded by Dave Owings. All in favor.

Motion Carried.

Affield asked how much the new device will be? Savageau said the cost is fifteen hundred dollars (\$1,527). Owings said these types of devices generally have a four-to-five-year (4-5 yr.) life span, and so he recommends A. Olson account for this type of replacement purchase in future budgets.

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

**a. Glyndon Days Update** – Tracy Tollefson and Dave Owings - Mayor Tollefson said she quick wanted to note a couple of things since Affield is not here and will discuss Glyndon Days more in depth when she gets back. She said she has been keeping notes on items to remember for next year's event but would like to hear from Owings on his thoughts. Owings said he had two items he wanted to mention quick, and the first is to try and obtain a mobile or portable microphone system for announcing the Parade next year. He said the city should have one available for many different occasions. The second item is to say how many people have mentioned how much they enjoyed "BINGO Night," and maybe there should be quarterly events? Mayor Tollefson said the owner of Lupe's Tacos was extremely happy with the turnout and would like to come back for more events. Owings agreed and said all of the vendors he spoke to had said how much they enjoyed participating and grateful there was no entry fee. He said going forward, his suggestion would be to keep it this way as there were so many vendors who attended. Mayor Tollefson agreed and said many of these suggestions should be mentioned during the next Strategic Planning Committee meeting.

**b. HR Meeting with City Department Heads** – Mayor Tollefson added there will be an HR Committee meeting with Chief Vogel, A. Olson, and Affield next week to discuss ongoing questions regarding "call back/on-call" procedures, and from this meeting they will present the recommendations at the next Council meeting.

**c. Upcoming Committee Meeting Dates** – Mayor Tollefson wanted to note there are some upcoming committee meeting dates which may not be needed or can be combined with other meetings and would like Council's input after they have reviewed them.

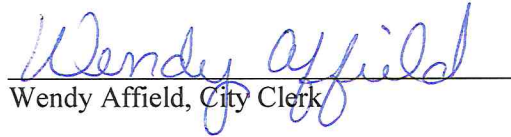
**d. Ordinance #77 Review** – Mayor Tollefson said this is considered the City's "clean up" ordinance and it needs to be reviewed. She would like to have more discussion on it soon, as well as more discussion on City Street signs and parking signs. There are a few random parking signs which are older and do not apply to the current parking ordinance. A. Olson said he would check into that as there may be more out of date parking signs. She said the new sign at Anstadt Park looks good, too.

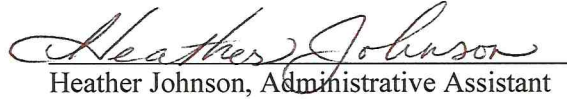
## **11. Miscellaneous Announcements & Recognitions –**

**a.** Thank you everyone for all their hard work and planning to make Glyndon Days Week such a success – Glyndon Days Discussion will be on the next agenda

**12. Adjournment** – A motion was made by Joe Olson to adjourn at 7:26 a.m., seconded by Kimberly Savageau. All in favor.  
Motion Carried.

  
Tracy Tollefson, Mayor

  
Wendy Affield, City Clerk

  
Heather Johnson, Administrative Assistant

August 11, 2021, Council Meeting Minutes