

Glyndon City Council
8/25/2021
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; Police Chief Justin Vogel; City Clerk Wendy Affield; Administrative Assistant Heather Johnson.

As Per Sign in Sheet: None.

Virtual Attendees: Fire Chief Bob Cuchna, and Ryan Coburn.

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. **8/11/2021 – Council Meeting Minutes**
- b. **Approve Resolution of Payments**

4. **Any Additions to the Agenda** –

- a. **Schedule Next Budget Meeting – Wendy Affield**
- b. **Residential Christmas Light Contest – Dave Owings**

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** –

7. **Department Reports** – Committee Reports

a. **Justin Vogel, Police Chief** – Vogel said his department has been busy again, and they are preparing for school to start next week. He said the current squad radars just received their annual calibration, and the company advised him these radars are now obsolete. Vogel expects they will need to be replaced, and generally cost twenty-eight hundred dollars (\$2,800) each. Mayor Tollefson asked how many would need to be purchased? Vogel said three (3), and he is hoping to get some more use out of the current radars. Savageau asked if he is looking to include these as purchases for 2022? Vogel said he is hoping to include one in this year's budget as long as the squads won't be needing any major repairs. Then he hopes to include one each for 2022 and 2023. Schreiber asked to confirm if the school parking will be monitored by the police at the start of this school year? Vogel said he has not heard from the school in terms of what their plans are, and he wants to address some issues from last year such as vehicles which blocked mailboxes and driveways. He said the current construction is making things a little difficult. Mayor Tollefson said for this year the parking lot on the elementary side of the building will be split use, mainly for playground use. The newest parking lot in the back will also be split between

remaining construction equipment and staff use. She said students will be required to park in the softball field lot. The school will be sending out a communication tomorrow with more information for parents regarding traffic flow, parking, and speed. Vogel said his main concern would be to direct traffic in the appropriate direction, especially since Partridge Avenue will undergo some construction in the coming weeks. J. Olson asked Vogel if he could update the rest of the Council regarding the Law Enforcement Labor Services (LELS) union contract? Vogel said a notification regarding conditional agreement was sent by LELS, which is the mediation contract for 2022. He met with his liaisons to draft a response to the contract, which will then go to the Finance Committee. Vogel said he is looking to meet with LELS on September 22nd or 23rd. J. Olson said the appropriate Council committees will be notified prior to any final decision being made on the contract. Mayor Tollefson asked if Vogel could provide updates on calls for service (CSRs)? Vogel said as of today, the department is at twenty-seven hundred (2,700) CSRs, and this figure is roughly one thousand (1,000) more than Hawley, and about fourteen hundred (1,400) over Barnesville's numbers. He said both Dilworth and Moorhead have very high CSRs, and feels the high volume is mainly due to increase in crime but also COVID-19 related mental health calls. Savageau asked if the times an officer is on-hand for a school basketball game, are those considered part of CSRs? Vogel said yes, and those types of calls are considered "COPs", or "community-oriented policing." Savageau asked if these calls are higher this year due to his department becoming more active in the community, and not necessarily due to an increase in criminal activity? Vogel said it is both. He said traffic stops have actually decreased due to state restrictions regarding COVID-19 protocols, and also the cut in funding for TZD training, which stands for "Toward Zero Deaths." He said some departments are telling their officers not to pull people over for minor traffic violations such as expired tabs or registration, but he is still having Glyndon's officers do so. Mayor Tollefson thanked Vogel for all the work he and his officers are putting in, and said she appreciates being updated on CSRs just to know how the department is doing. Olson said he also appreciates having the numbers to look at in order to gauge overall activity.

b. Andy Olson, Maintenance Supervisor – Not present.

c. Bob Cuchna, Fire Chief – Cuchna joined the meeting live via Zoom, and said he just wanted to note a couple quick updates. He said his department's new helmets are coming in, and these were purchased using grant funds they received from American Crystal Sugar. Cuchna said he has received a number of the items and materials to start on the remodeling project for the Fire Hall, and so far the project has come under budget. He said the department is about at one hundred fifty calls for service (CSRs) so far for the year, which is higher than this time last year.

d. Wendy Affield, City Clerk – Affield said she recently attended a regional clerk's conference in Detroit Lakes, which was held at the brand-new Police Department. She said after the meeting they were given a tour of the building, which cost approximately six point seven million dollars (\$6.7M) and was funded by a half-cent sales tax implemented by the city. Affield said Detroit Lakes officials had originally planned to have the building paid off by 2028, but due to the sales tax they will be able to pay it off much earlier, around 2023. She said it might be worth looking into further for funding options. Affield said the new building was designed with several interesting features, and was designed mainly by input from the Police Chief.

8. New Business

a. Smart Texting Technology – Heather Johnson – Johnson said she was recently contacted by a sales rep from TextMyGov, which is a company specializing in smart text technology for municipal governments. She said the separate handout contains screen shots about the user dashboard, which Council can look over as they go. Johnson had Council use their cell phones for the quick demo, which was to type in various key words in which a resident can text to get specific City information. She said this particular application also works in terms of getting information out to residents quicker, via text

message rather than email alert. Johnson said she thought Council may have an interest in this and is not looking for a motion to purchase, but looking instead if Council wants her to gather more information. She said the annual cost of the application would be two thousand dollars (\$2,000/yr.) with an up-front installation and training fee of eight hundred dollars (\$800). The initial contract would be for two (2) years then it would go to yearly, and you could cancel at any time after the two (2) years. Mayor Tollefson asked to clarify if this program is similar to the current email alert system, but in text form instead? Johnson said yes, and also acts as a resource for residents who for example may need assistance from the P.D. as it can be customized to send a report to whatever department you choose. She said the sales rep would be willing to provide a short demo at the next regular Council meeting if they are interested. Savageau asked how residents would initially learn how to use the program? Johnson said it is customizable to learn what words people are texting in, and will text back suggested keywords for users. Schreiber asked if people would need to sign up to receive the alerts? Johnson said yes. Council agreed to have a quick demo scheduled for the next regular meeting.

b. Dental Insurance – Justin Vogel – Vogel said his officers have approached him asking about the option to have dental insurance included in their benefits. He feels his younger officers are now looking at being removed from their parents' dental insurance and will be needing their own, this might help with employee retention. Vogel said he would like to get some quotes to see how much it would cost the City to offer it. Mayor Tollefson said it does not hurt to request estimates so Council can look into it further. Savageau asked if Vogel is looking to have the City pay for the entirety of the premium, or just offering the service and the premium would come out of the employee's paycheck? Vogel said it will depend on what the quotes end up being, as maybe there can be an 80/20 split of some kind. Mayor Tollefson said she would agree with something like that, once estimates can be looked into further. Savageau said she would caution going forward with a benefit such as this, as once it is given it is extremely difficult to take away if the cost becomes to expensive. She said the City is getting bigger, and it will become necessary for more staff to be hired, but to keep in mind these benefits will only cost more and more and some employees may choose not to use it at all. Savageau said she is not opposed but definitely wants to look into it more deeply, and perhaps offer benefits "cafeteria style." Council directed to have Vogel and Affield look into estimates, and Affield said she has a meeting with the insurance man coming up.

9. Time to Discuss the Additions to the Agenda

a. Schedule Next Budget Meeting – Wendy Affield – Council agreed to schedule the next regular budget meeting for the evening of Wednesday, September 8th at 6:00 p.m., with the Strategic Planning Committee meeting to be held prior at 5:00 p.m. Council did not change the time of the regular Council meeting for that day, which remains at 7:00 a.m. A motion to approve the scheduling was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.

b. Residential Christmas Light Contest – Dave Owings – Owings said he would like to see some kind of impartial jury be chosen to select a "Christmas Lights" winner, and to start advertising or promoting the idea in the next newsletter. He said he would also like to start a winter festival, but he is still mulling over how to organize one. Owings said his intention is simply to bring more attention to the City. J. Olson asked when the ice rink generally opens? Affield said depending on the weather, the Maintenance Department tries to have it all ready by Christmas break. Mayor Tollefson asked if there can be some research done on how to organize a contest like this? Owings agreed this was possible, and said he wanted to gauge Council's opinion on the idea first. J. Olson said it could be nice to do a festival, especially with the new warming house by the rink. Council agreed to revisit the issue within the next month.

10. Old Business/Unfinished Business Updates

a. Update on Parke Avenue Railroad Crossing – Affield said there is a sheet included in the packet which goes over some updates. Mayor Tollefson said she recently attended a meeting with reps from Terracon over by the crossing, and it was made known their intent is to check on the current joints for any repairs needed. Once this report is finished, the repairs would be completed next week. She said City Engineer Kris Carlson said after the report and repairs are done, then the Parke Avenue Project would be considered completed. After this she said the construction on the crossing area on Partridge Avenue can get started. J. Olson asked if Carlson will be providing the update? Mayor Tollefson said yes, and she feels confident the City's concerns have been conveyed to the contractors. She said she will check in with Carlson tomorrow for more information.

b. Purchased Parcel #55.175.0030 (418 2nd Street SE) from the State of MN as Forfeited Property – Deed Recorded – Need to Discuss Next Step – Affield said this parcel has been officially purchased and recorded, so it is now legally owned by the City. City Attorney Ken Norman has told her the City needs to hold the inside personal property for sixty days (60 days) or have it stored in some manner. Vogel asked to clarify if it is thirty days (30) or sixty days (60)? As he reads it, it states there are “30 days for any personal property with an additional 6 months” after that. Mayor Tollefson said the former property owners have the initial 30 days to receive notice and remove their personal property, but after this time period the City has to store it for up to six months. She said they can be notified via certified letter about the terms. Vogel said with Council approval he would like to clean up what is remaining on the outside of the property, such as the large items like vehicles, machinery, etc. He said these items can be impounded and fees collected. Savageau asked if the outside items need to be held for six (6) months or just what is inside the house? Vogel said yes, all of it will need to be held or stored for six (6) months. He said if any items are not retrieved after the six (6) month time frame, then it is considered abandoned and goes back to the City. Mayor Tollefson asked if the vehicles have to be stored at the impound lot or could they be stored somewhere in the City? Vogel said the City is not charged any fees for using the impound lot, and it is the best facility for them since there is video surveillance. Mayor Tollefson asked about the other large items that are not vehicles? Vogel said it would be his recommendation to leave them as-is until the six (6) months are up. Mayor Tollefson then asked to clarify if Vogel and Affield are looking for Council approval to send a certified letter to the previous homeowners? Vogel said yes, and the letter should contain the legal state guidelines regarding abandoned property. Owings asked about such items as water heaters and furnaces? Vogel said these are also items which can be claimed by the previous owners. Schreiber asked if the previous owners could claim to not want any of it? Vogel said they would likely be able to change their minds unless a written agreement between themselves and the City was signed by all parties. Affield said it will be up to the City how they want to store the items, either by moving them to a different location or by leaving them in the house. Owings asked if the personal property inside the home is removed, can the City move forward with demolishing the building? Mayor Tollefson also asked if a trailer can be rented to store some items and left right there on the property? Vogel said his main concern would be theft, and so he is hoping to get more insight from City Attorney Ken Norman. A motion to approve starting the notification process via certified legal letter drawn up by City Attorney Ken Norman was made by Dave Owings, seconded by Justin Schreiber. All in favor.
Motion Carried.

c. Banner Discussion – Mayor Tollefson said A. Olson provided an estimate for banners and brackets, which is included in the agenda packet. She said she personally liked the banners that have “Welcome to” and then the City name. She thought perhaps one of these banners could be placed on every-other pole on Parke Avenue, a couple on 12th Street SE, and then also on Hwy 10, with the purchase of additional seasonal banners next spring so that all of them could be on a rotation? Mayor Tollefson said she likes the idea of having them staggered on these streets, along with some in front of the school bearing

the school's logo. Savageau asked if the estimate is for only one design, or could it be a mixture of designs? Mayor Tollefson thought the City banners would be all the same design, then the school can pitch in for any banners with their logo. She was hoping to keep the overall cost down by spreading out the banners so that they can cover more area. Owings said he personally likes to see a lot of banners, and Johnson suggested a compromise of banners on each pole, but with alternating designs. Savageau said the City of Moorhead offered "Veteran" banners where residents could sponsor a loved one who is or was a Veteran, and they would then donate towards the purchase of the banner. She thought this would be a nice option for Veterans Day. Mayor Tollefson agreed and said she saw banners of high school graduates in Twin Valley that was a nice touch. Council agreed they liked the "Welcome To" option, which was non-holiday specific, and features a winter design. A motion to approve the purchase of the first installment of banners was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.

d. Flag Discussion – Savageau said she received an email requesting to have flags set farther down on Hwy 10 as possible, and she is wondering if this is a possibility? Affield said there are some flags that are already put up each year, so this discussion could be a budget item for next year. Mayor Tollefson suggested looking at some summer designs for next year? Schreiber asked if any flags are hung down Parke Avenue? Vogel said the flags are generally set up down Hwy 10 and 12th Street SW. Affield said she can check to see if perhaps both the banners and the flags can be included in next year's budget. Council decided to table the flag discussion and purchase until the first meeting in November.

e. Glyndon Days Discussion – Savageau said she was glad to see how successful this year's festival was, and would suggest utilizing a volunteer app to help get people to sign up for different events. She said it is a great tool and allows potential volunteers to see different time-slot options they can choose from. One of those apps is called "Sign Up Genius," Mayor Tollefson said, and they use it frequently for school-related functions. Savageau said the difficulty in getting people to sign up is that they often do not know how long they will be required to work an event, and these apps make it easy for people to pick an hour for this or that event. She feels if this option is advertised early enough prior to the next festival, there might be more interest from volunteers. Savageau also would like to see the events simplified more, as some are more time consuming than they are worth. Vogel said he personally would prefer to see a separate committee formed, and to try to get the word out now so that there is plenty of time for a new committee to start planning. He said the City can still provide guidance and give approval where necessary, but with a separate committee then City employees can enjoy the events and not have to work. Vogel said as this was his first Glyndon Days, he was not able to meet and greet with the residents because he was working instead. He said all of the planning done this year interfered with City employees' day-to-day work and became stressful. Schreiber agreed and said he too would like to see a separate committee, but is wondering how to get the word out? He thought if the committee meeting schedule was planned out in advance, maybe one per month, then potential volunteers will be able to plan better. Affield asked if Schreiber thinks people might have to be paid to be on the committee? Schreiber said maybe, and wondered if it would be a cost to the City or perhaps something like gift cards can be given out. Savageau agreed and said some kind of stipend might be necessary. Mayor Tollefson agreed and said all of the events went so well due to everyone's hard work that she wants to take the time to go down the list of suggestions at a separate Glyndon Days meeting. She said this list will be good feedback for a future committee as we seek out more community involvement. Savageau agreed and said the City can help by stating exactly which events will continue on for next year, relieving the burden from Affield and Johnson while in turn giving a committee the freedom to choose how that is set in motion. Vogel said he would also like to move the Community Picnic to the following Tuesday on which the National Night To Unite is held. Owings said this was discussed in prior years, and what they found at the time was that Sanford could not commit due to their helicopters already being booked for larger cities. Vogel said he would rather see this be just for Glyndon residents, whereas the festival brings in visitors from surrounding areas. Owings asked to clarify if Vogel wants to set up a separate picnic? Vogel said no, his suggestion is to

move the Glyndon Days Community Picnic to the following Tuesday instead of the usual Thursday night. He said the City could have the option of hosting a picnic, or encourage individual neighborhoods to host smaller picnics that same night. Savageau agreed and said sometimes police departments will provide a “care package” of picnic items to those neighborhoods. She said it has been years since Sanford has brought their helicopter out, and Vogel said he would work as hard as possible on getting it booked. Mayor Tollefson said she likes the idea too, and it could be fun to have small, individual picnics for this event. Savageau said to keep in mind there would be no corn feed or Cub Scout dinner if the picnic isn’t city-wide. Vogel said the Scouts could be given the option of being a third food truck for the Saturday events? Mayor Tollefson agreed and said there will be much to discuss at the next Glyndon Days meeting. Vogel asked if it would be okay to start putting out information seeking volunteers for a committee? Council agreed, and Owings suggested perhaps this first year the committee can have a couple of Council Members on it just to help guide any new members. Mayor Tollefson agreed and said she would like to remain on the committee as she enjoys it so much. Owings said he would as well. Savageau said she wanted to mention that some of the Glyndon Days revenue will be helping to pay for the annual Ice Cream Social, which she is hopeful can be brought back and scheduled for next year. Owings wanted to quickly ask about the food vendors suggestion, which was to stay at two vendors for next year? Savageau said that was her suggestion, as she felt a third vendor would have been too many and perhaps wouldn’t encourage those vendors to come back. She said the Scouts could be a third option, but then they would be working and not get to enjoy the bouncy houses. Vogel suggested the Scouts could serve their dinner at the Bingo Night event? Affield said this is why it is probably better to host the Night to Unite as a city-wide event, in case there are neighborhoods that do not want to host smaller picnics individually. Vogel agreed, and said he is just hoping to promote more national recognition for the City.

11. Miscellaneous Announcements & Recognitions – Affield said she wanted to mention residents Shonna & Mike Severson had personally thanked the City for allowing their family to volunteer with Glyndon Days, and how much fun they had as they are new to the City. They are hoping to host a “Movie Night” in the City park coming up on Friday, September 10th.

12. Executive Closed-Door Session – Mayor Tollefson Please Read:

“At this time the meeting will be closed as permitted by Minnesota Statutes, section 13D.05, subdivision 3(a), to conduct a discussion concerning compensation/on-call pay for exempt employees.”

A motion to close the meeting was made by Dave Owings, seconded by Justin Schreiber. All in favor.
Motion Carried.

--Meeting Closed--

A motion to end the closed-door meeting was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

A motion to re-open the regular meeting was made by Justin Schreiber, seconded by Joe Olson. All in favor.
Motion Carried.

a. Potential Motion Regarding Compensation for Designated Exempt Positions – HR Committee – Mayor Tollefson said after extensive discussion among the Council, they will make three separate motions and provide an update for each. She said the HR Committee had previously met with

each department head and did an overview of each position. The agreement made for the following motions will be:

Public Works Supervisor – Due to rotation of on-call duties, this position will remain exempt status, will not receive any on-call or call-back compensation, no comp time accrual (effective at the end of this pay period). The Public Works Supervisor will receive additional five (5) hours stipend pay per week at the rate of 100% of their hourly wage (effective next pay period.) This position will be required to utilize any unused remaining comp balance by the end of the calendar year, either by December 31st, 2021 or by other agreed-upon time by the HR Committee. Going forward, no additional comp time can be accrued once this guideline is approved. A motion to approve was made by Dave Owings, seconded by Justin Schreiber. All in favor, with Joe Olson abstaining.
Motion Carried.

Police Chief – Mayor Tollefson said this position will mirror that of the Public Works Supervisor position. It will remain in exempt status, will not receive any on-call or call-back compensation, no comp time accrual (effective at the end of this pay period). The Police Chief will receive additional five (5) hours stipend pay per week at the rate of 100% of their hourly wage (effective next pay period.) This position will be allowed to receive the comp time hours worked that exceeded eighty (80) hours every two weeks beginning March 1st, 2021. Any hours accumulated greater than eighty (80) hours in a two-week period through the end of this pay period will be approved for a one-time comp balance that will need to be used by December 31st, 2021, or by other agreed-upon time by the HR Committee. Mayor Tollefson said this is in appreciation to Chief Vogel for all extra hours he has put in up to today. She said this position will also have no additional comp time accrual going forward once this guideline is approved. She clarified this will allow Vogel to run his department and his hours as needed without micro-management by the HR Committee. Savageau also wanted to clarify the comp time from March 1st until today will be paid hour-for-hour. Vogel asked for clarification on the difference between the stipend hours and the comp balance hours? Mayor Tollefson said the stipend hours are truly just for on-call time, and the “flex” time will be for Council Meetings like tonight and will need to be used up within the two-week pay period. Chief Vogel asked is this should be documented. Mayor Tollefson suggested to keep documenting your timesheet the way you have been. A motion to approve was made by Joe Olson, seconded by Dave Owings. All in favor.
Motion Carried.

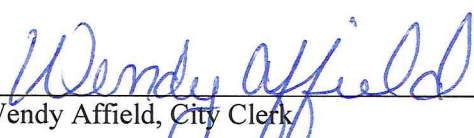
City Clerk – Mayor Tollefson said Council determined this position will remain in exempt status and does not warrant any on-call or call-back compensation. The recommendation from Council regarding comp time is in the event the City Clerk has to come in early or stay late, these hours be taken off within the two-week pay period. If the extra hours cannot be accounted for within the two-week timeframe, the City Clerk would then need to notify a member of the HR Committee for approval. Affield asked for clarification on if her current comp time accrual is being taken away. Mayor Tollefson stated it will now be called “flex time”. J. Olson said it will be hour for hour, and Mayor Tollefson gave the example of working extra hours one day but leaving early the next day for the same number of hours which were over. She said the HR Committee is looking for a “heads up” if Affield is not able to take the extra hours during the current pay period. Mayor Tollefson understands that during election time Affield may not be able to take off the time within the same pay period, it may need to be taken during the next pay period. J. Olson clarified the Council is encouraging Affield to flex her time within the two week pay period and she can earn that by preapproval, as well as the other two Department Heads to flex and manage their schedule within the two-week pay period. A motion to approve was made by Joe Olson, seconded by Justin Schreiber. All in favor.
Motion Carried.

Mayor Tollefson said she wished to emphasize each department head manage their department individually, and do what they need to do to get their work done, and any questions can be directed to the HR Committee.

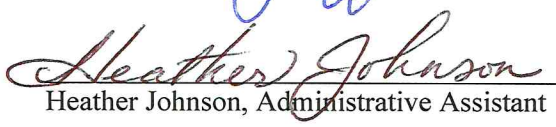
13. Adjournment – A motion was made by Kimberly Savageau to adjourn at 9:05 p.m., seconded by Justin Schreiber. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant

August 25, 2021 Council Meeting Minutes