

Glyndon City Council
9/22/2021
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; Public Works Supervisor Andy Olson.

As Per Sign in Sheet: None.

Virtual Attendees: Jason Murray

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. **9/8/2021 – Council Meeting Minutes**
- b. **9/8/2021 – Budget Meeting Minutes**
- c. **Approve Resolution of Payments**

4. **Any Additions to the Agenda** –

- a. **Approve Hiring of Dave Schneider for Glyndon Fire Department**

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** – None.

7. **Department Reports – Committee Reports**

a. **Justin Vogel, Police Chief** – Vogel said his department has been really busy. He said his officers have been assisting area departments due to increased criminal activity in Moorhead. Vogel also said there has been an increase in calls at the school. ICRs (calls for service) are up, mainly reports on assaults and thefts. Olson asked if Vogel is in touch a lot with Jason McCoy from the State regarding vaping problems? Vogel said he occasionally is in contact with McCoy. Mayor Tollefson said she works quite a bit with him at the school, and it is going well. Vogel said his department received a five-hundred-dollar (\$500) grant from Walmart, and they are waiting on a couple other grants to come in.

b. **Andy Olson, Maintenance Supervisor** – A. Olson said he wanted to update Council on the sewer blockage issue at Ivan's Drywall, and he has determined the grease problem is not coming from Morty's Bar & Grill as they dump their kitchen grease into a separate container at the end of each day. He said he also reached out to the Neta Apartments building manager, and they are going to issue a letter to renters about not dumping certain items down their drains. A. Olson said the trailer park management will be doing the same. He said all three businesses who are being affected by the blockage are now aware the next step is to meet together with the City on how to move forward. He has not made any determination on reimbursing the costs incurred by Ivan's Drywall, as that would be part of the discussion. A. Olson said

he will contact them or Ms. Slack tomorrow and update them on the situation. Mayor Tollefson asked to clarify if A. Olson has determined this is on the business owner's side, and not City responsibility? A. Olson said yes, and the City has gone as far as they can to help but cannot do more as the sewer blockage is on private property. Schreiber asked if Morty's Bar & Grill dumps their grease into a specific grease trap? A. Olson said no, it is actually a separate container and does not go into any type of drain. Owings asked if A. Olson has reached out to City Engineer Kris Carlson about the railroad project on Partridge Avenue? Olson said he has not heard from him. Mayor Tollefson said she believes they were going to start soon and be done in October. Affield said the delay was due to permits for the construction not being ready by the original start date.

c. Bob Cuchna, Fire Chief – Not present.

d. Wendy Affield, City Clerk – Affield said City Attorney Ken Norman spoke with her and Vogel about updates on 202 Eglon Ave S. Norman stated he has “filed the court action regarding the Lugo property, and service documents have been sent to the appropriate jurisdictions as well as publication of these notices.” He said if the Lugo heirs do not respond then the City will seek a default hearing with the court. Mayor Tollefson asked how long of a timeframe is this notification process? Affield said it is twenty (20) days for the heirs to respond. She said Norman has since discovered there is a three hundred-thousand-dollar (\$300,000) lien against the property from Social Services, and that would have to be paid back by the surviving family members first before they could sell the property. Savageau asked about tax forfeiture? Affield said only half of 2018 taxes have been paid, nothing since. She said Norman stated the property would have to go into tax forfeiture in order for the City to reclaim it. Savageau asked about the option of the City posting “unknown heirs” and claiming it that way? Affield said the City can only demolish the house but cannot claim the property unless it goes into tax forfeiture. Vogel said all of the items within the inside of the house would need to be removed and stored by the City for six (6) months, as the heirs would still technically own the lot. Affield said the main problem with this particular property is that it never went into probate. Olson said he would like to see this move forward, in any way possible, although he's not sure how to proceed. Mayor Tollefson asked if the City should get a second legal opinion? Olson agreed and would like to see a more succinct plan be put in place, as other cities also go through these issues. Savageau said because they are delinquent on their tax payments, should they not soon be in default? Affield said come March 2022 is when the County will send more information to her. Savageau said it may be worth a call to the County to get more clarification on a timeline for tax forfeiture. Olson said he feels a professional attorney should have come to this conclusion far sooner, and wants to see an end date to all of this. Affield said after the twenty (20) days are up, then the City can go before the court to get the demolition order. Vogel said it will get expensive in terms of storing the internal property, as the City will still not technically own the house. Mayor Tollefson said it would be helpful if Norman could provide the City with a more definitive process for the next steps. Council agreed.

8. New Business

a. Approve Placement Agent Engagement Letter from Baird for the \$1,009,000 General Obligation Refunding Bond Series 2021A – Replacing 2014B Bond (Water Tower) – Jason Murray from David Drown & Associates was present via Zoom and said the next two agenda items kind of run together. He said this is a proposal to repay the 2014B Bond, and there are savings shown of just over one-hundred three thousand dollars (\$103,000). He said this will pledge Water revenues towards the annual debt service, and the terms would not be modified or extended. Murray said if Council agrees with these savings, the next step is to approve the engagement letter to Baird. He said Baird is the negotiating agent company DDA uses for placement services, as DDA by law cannot go directly to the bank with this letter. Murray said if Council approves, DDA will move to close on the new bond on November 3rd, 2021. The first payment on the new bond will be in 2023. Savageau asked if this bond was for the water tower? Murray said yes. Savageau then asked to clarify about pre-payment not being allowed for the previous

bond, and if that applies with the new one as well? She is wondering if that same timeframe is being started over again? Murray said yes, the terms from the bank stated it can be paid off early if we wanted to in 2032. Savageau asked if the water tower fees which are charged on the city utility bills will be affected now that there are more homes? Affield said she had already discussed this with Murray, and the city will have the option of lowering that fee on the utility bill, or they can put the extra into water tower maintenance. A motion to approve the placement engagement letter from Baird was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.

Motion Carried.

b. Approve Resolution 2021-10 – A Resolution Authorizing the Issuance, Sale, and Delivery of \$1,009,000 General Obligation Water Revenue Refunding Bonds, Series 2021A Bond – A motion to approve Resolution 2021-10 was made by Dave Owings, seconded by Joe Olson. All in favor.

Motion Carried.

c. Survey of Additional Services (Splash Pad, Dog Park, etc.) – Mayor Tollefson asked if Council would be interested in getting a survey from residents seeking ideas for the community, although the budget might not allow for these concepts just yet? She is suggesting tabling any survey discussion until farther down the road. Council agreed.

d. Performance Evaluations on City of Glyndon Staff – Mayor Tollefson said currently the department heads conduct the performance evaluations for those employees directly under them, but she is wondering if the department heads themselves have ever had performance evaluations? If so, how often? Savageau said Council started them a couple years back, and they were good about keeping up with them but somewhere they got stalled. Olson thinks they have only missed one year. Mayor Tollefson asked if this should get back on track? Council agreed, and Owings said it should be noted that all members of Council were present for the evaluations. Affield said the previous evals were done at the beginning of the year, in January. Council agreed to reinstate performance evaluations for department heads starting January 2022.

e. Glyndon Days 2022 Discussion & Confirming the Date – Affield said Admin. Asst. Johnson compiled some dates listed for area communities' events, but some may not be accurate due to being too far out. Mayor Tollefson asked if Council wants to stick with what they had last year, or maybe look at July 18th – 23rd of 2022? Council agreed those are good dates for Glyndon Days next year. A motion to officially set the dates for the 2022 Glyndon Days Festival as Monday, July 18th through Saturday the 23rd was made by Joe Olson, seconded by Justin Schreiber. All in favor.

Motion Carried.

f. Change October 13th, 2021, 7:00am Council Meeting to October 6th, 2021, at 7:00am – A motion to reschedule the next regular Council Meeting for Wednesday, October 6th at 7:00am was made by Kimberly Savageau, seconded by Dave Owings. All in favor.

Motion Carried.

g. Discussion Concerning Dental Insurance Quotes from Standard Insurance Company (Agility) and Beam Smarter Dental Care – Affield said this is informational only, and are the two estimates provided for dental care. Council can review the quotes and reconvene at the next meeting. Affield said the Agility quote appears to be the better option. Mayor Tollefson asked if dental coverage could be offered as a cost-share between the City and the employee? Vogel said it can, and one option would be an 80-20 cost split. He said this mainly affects his officers, as they are younger in age and starting to “fall off” of their family plans. Savageau said she feels it would be better for the City to offer an overall dollar amount to employees, and then they can choose what benefits they wish to sign up for.

She would request Council take another look at all current benefits and decide from there. Council agreed to revisit the issue.

h. Lead/Copper Tap Water Monitoring Report from MN Department of Health – A. Olson said he is glad to state the City is in full compliance, and this report is only for informational review.

i. Discussion on Plumbing Permit Fees for New Construction – Mayor Tollefson asked Council if they are wanting to lower the current new construction plumbing permit fees in order to match what Dilworth charges, and if so, should they make the change now or wait until January 1st, 2022? Olson suggested it go into effect sooner rather than later, and Savageau said she likes the idea of starting the new fees on October 1st, 2021. A motion to approve lowering the fees for new construction plumbing permits from \$425 to \$265 for water connection, and the sewer connection lowered from \$200 to \$100 was made by Joe Olson, seconded by Dave Owings. All in favor.
Motion Carried.

j. Discussion Concerning COLAs for City Employees – A motion to table this discussion to the next regular meeting was made by Kimberly Savageau, seconded by Joe Olson. All in favor.
Motion Carried.

k. 2022 Tax Levy Discussion – Schreiber said in his opinion he would set it at six percent (6%). Owings agreed. Mayor Tollefson also agreed. Olson said he would still like to see it set at only five percent (5%). Savageau said this is only the preliminary number, and it can always go down. Olson then said he would agree to six percent (6%). Savageau said she initially was set on eight percent (8%) but could also see six (6) for now. She said she would not go further down for the final, considering what payments are coming up for next year. A motion to set the preliminary tax levy at six percent (6%) was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.
Motion Carried.

9. Time to Discuss the Additions to the Agenda -

a. Approve Hiring of Dave Schneider for Fire Department – A motion to approve the hiring of Dave Schneider for the Volunteer Fire Department, pending background results, was made by Kimberly Savageau, seconded by Joe Olson. All in favor.
Motion Carried.

10. Old Business/Unfinished Business Updates

a. Market Study Maintenance Proposal from Tessia Melvin at David Drown & Associates – Affield said the information provided was requested by Council in order to determine if any maintenance update is needed with the salary market study. She said the annual cost for the market study maintenance would be twenty-seven hundred dollars (\$2,700) a year. Vogel said they can discuss some findings in greater detail during the closed-door session. Mayor Tollefson asked if this is a topic which can be tabled until the next regular Council meeting? Affield said yes. A motion to table the market study maintenance discussion was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

b. Fuchs Sanitation Building Discussion for Site Located at 209 & 219 Lund Ave SE – Mayor Tollefson asked to clarify if a couple of the Council Members were going to tour the location prior to making a decision? Olson said he is not sure the City is in the position to purchase these buildings. Savageau said it was originally thought the Maintenance Department may use the building, but since then the department has been able to find storage space with their current buildings. A. Olson said there are

other building options which the City can decide on at a later time. Owings and Schreiber agreed. Council directed Affield to inform Fuchs Sanitation that the city will not be purchasing their buildings at this time.

c. Archery Range Update – Andy Olson – J. Olson said there have been some residents interested in using the land by the ponds for archery practice again, although the space would be smaller now. He said it does not take much to maintain, so he is indifferent to what Council decides. Vogel said he is okay with having one as long as there is a sign to indicate no firearms are allowed. He said it is a good location, and this way residents won't be practicing in their backyards. Council agreed to allow the archery site to be opened again, with A. Olson sending the proper notification.

d. Holiday Events Discussion – Lighting/Decorating Contest, Harvest Fair, Winterfest, etc. – Owings said there is one community which has a tree decorating contest, with the trees only being up for a short time. He said if the city wanted to do something similar, the city park shelter behind the Community Center would be the best location. Owings said he would like to possibly enlist the help of his friend who organizes the Holiday Light Contest in Barnesville stating they get donations. He would like to just start with a residential contest, but is wondering who would be the judge? Owings said it would most likely need to be someone who does not live in town, and the prize could hopefully support a local business somehow. Affield said Barnesville offers "Barnesville Bucks" which can be used at any local business in town. Owings said as for the trees, he would be hoping to see at least twenty businesses do some sort of decorating, then residents could come to the park to see them. Mayor Tollefson suggested maybe local businesses could decorate their locations, and this way residents can drive around town to look at them. Owings said this is a good idea, too. A. Olson said maybe trees could be set up by the warming house, since kids are already there to use the snow hill. Affield said she and Vogel had discussed having kids paint or decorate pumpkins for a "harvest festival" activity at the Community Center. Owings said he has also been approached about having another BINGO night, possibly a costume-theme for Halloween? After looking at the Community Center calendar, Council set aside Thursday, November 18th and Friday, November 19th as the next BINGO Night event, pending contact with UC HOPE Thrift Store. Savageau said they will also need to check with the previous organizer, Stacy Pritchard, to see if she can work the event and get the equipment.

11. Miscellaneous Announcements & Recognitions -

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 review and discuss the police officers' labor negotiation proposal."

A motion to close the regular meeting was made by Kimberly Savageau, seconded by Dave Owings. All in favor.
Motion Carried.

--Meeting Closed--

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

13. 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 review and discuss On Call/Flex Time."

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

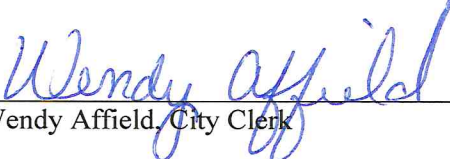
--Meeting Closed--

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

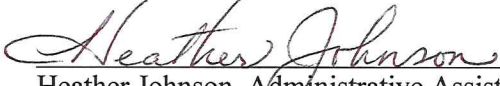
14. Adjournment – A motion was made by Kimberly Savageau to adjourn at 9:01 p.m., seconded by Joe Olson. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant

September 22, 2021 Council Meeting Minutes