

**Glyndon City Council**  
**10/6/2021**  
**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, 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:** None.

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

- a. **9/22/2021 – Council Meeting Minutes**

- b. **9/22/2021 – Budget Meeting Minutes**

- c. **Approve Resolution of Payments**

- **Accept \$500 Walmart Donation Check for the Glyndon Police Department**
- **Accept \$1000 UC Hope Donation Check for the Glyndon Volunteer Fire Department**
- **Approve Southview Special Assessment Draw Down on the Letter of Credit for \$58,009**
- **Approve UC Hope Gaming Application for BINGO at the Glyndon Community Center for November 18, 2021**

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 Kimberly Savageau. All in favor.  
Motion Carried.

6. **Open Forum** – None.

7. **Department Reports – Committee Reports**

- a. **Justin Vogel, Police Chief** – Vogel said his department continues to be busy, with Officers Mettert and Schock assisting with a motorcycle accident last week wherein life-saving measures were performed, and the crash victim survived. He said his officers will be hosting “pumpkin painting” tomorrow with first graders from DGF Elementary.

- b. **Andy Olson, Maintenance Supervisor** – Olson said his department will be discharging ponds tomorrow, and it takes about a week to complete. He said there may be some build up of water along Hwy 10 in case any residents call with questions. Mayor Tollefson asked if an email alert to the City should go out? Olson said no, as it only affects the very few residents who live along a small section of Hwy 10, closer to Dollar General. He said he does not expect much of an issue this year due to the drought conditions. Olson said the Buffalo River Watershed District next week will be clearing out the main ditch under Parke Avenue by 10<sup>th</sup> Street. Mayor Tollefson asked if the Watershed District will be making sure

the area looks as nice as it does now when they are done? Olson said yes, and they are going to really focus on the area under the bridge.

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

d. **Wendy Affield, City Clerk** – Affield said she has no updates at this time.

## 8. **New Business**

a. **Approve Resolution 2021-11 – A Resolution Accepting Resignation and Declaring a Vacancy from Council Member Joseph Olson** – Mayor Tollefson said she is very sad to see Olson leave, and she has enjoyed the short time she got to work with him. She said he has done a remarkable job during his time on the Council, and he was always approachable and knowledgeable. A motion to approve and accept the resignation of Joe Olson was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.  
Motion Carried.

b. **Discuss the Next Step to Fill the Council Member Vacancy** – Mayor Tollefson said Affield has reached out to City Attorney Ken Norman to inquire about the next steps. Affield said Norman recommends waiting until the next election to hold a special election to appoint the new member that will finish Olson’s term. Norman suggested sending out a notification for the temporary opening in the monthly newsletter and by email alert. He said the candidate would fill the position temporarily until the special election, and Council can open up a sixty-day (60) window for interviews in December. Owings suggested offering the previous person who ran for the position the first chance to take it. Affield said it would not be a requirement to do so, but Council can reach out to that person. Schreiber agreed with contacting the previous candidate to gauge their interest but wants to see it opened up for all residents to apply. Owings asked about a potential tie among the Council if they vote on the new member. Affield said if there was a tie in voting, then the Mayor gets final decision. Council agreed. A motion to start the process via notification in the City newsletter and begin interviewing for an interim Council Member to start January 1<sup>st</sup>, 2022, was made by Justin Schreiber, seconded by Dave Owings. All in favor.  
Motion Carried.

c. **Discuss Flooring Bids for the Police Department Building – Floor to Ceiling/Carpet One and Carpet World** – Vogel said he was directed by Council a while back to look into estimates for new carpet at the Police station, and he received two quotes back. The estimate from Floor to Ceiling includes the work being finished by the end of the year, whereas the timeline for Carpet World is uncertain. Floor to Ceiling sent out a contractor to take measurements and estimated the costs to be just under ten thousand dollars (\$9,999.58), and the estimate from Carpet World was approximately the same (\$9,966.12). Schreiber asked if this repair was already included in the budget? Vogel said yes, and Affield clarified it is already under the General Fund under “Building Repair/Maintenance.” Savageau feels if the cost for the new carpet was included in this year’s budget, then she would like to see the installation be done by the end of this year as well. Vogel also mentioned there may be an extra fee charged by either company should there be any major repairs to the flooring underneath the carpet they would have to fix. He said his recommendation would be to choose Floor to Ceiling’s bid. A motion to approve the Floor to Ceiling bid for carpet replacement at the Police station was made by Justin Schreiber, seconded by Dave Owings. All in favor.  
Motion Carried.

d. **September Expense & Revenue Sheets for Review** – Informational only.

## 9. **Time to Discuss the Additions to the Agenda** – None.

## 10. Old Business/Unfinished Business Updates

**a. Update on Projects: Parke Avenue/Partridge Avenue Quiet Zone/Turning Lane on Parke Avenue & Hwy 10 – Mayor Tollefson** – Mayor Tollefson said she recently spoke with City Engineer Kris Carlson and received an overall update on these projects. Affield said Carlson came in to check on the beginning of the Partridge Avenue construction, and he has not heard from the County concerning the repairs to Parke Avenue by the railroad tracks. Mayor Tollefson said Carlson visited with Sellin Bros. Construction, and the County and it was discussed not to allow the subcontractor to fix the issue any further. Affield said if everyone can come to an agreement this will free up about seventy-two thousand dollars (\$72,000) and then the City could save thirty percent (30%) of it to go towards the bond payment. Affield informed Council the County would keep an eye on the area knowing it will need to be repaired years down the road. She said the railroad crossing on Partridge Avenue will end next week sometime after it has been striped, and signs put up. Mayor Tollefson said the turning lane on Parke Avenue will be pushed back until next spring.

**b. UC Hope Turkey BINGO Night on November 18<sup>th</sup>, 2021, at the Glyndon Community Center** - Vogel said UC Hope reached out and is excited to put on another event, but the time just needs to be settled on. He said one suggestion is to have the event be featured during supper time hours, this way another non-profit can offer a meal of some kind, bringing in more donations. Vogel also said Council may want to consider purchasing BINGO equipment for future use, as the previous event had equipment which was borrowed. He also said there is a choice of different cards as well. Savageau said the hard cards are difficult to use because of the time it takes to sell them in between games, and she prefers to see the paper packages as those are cheaper and easier to manage. She said it is also hard to eat and play at the same time, so she is suggesting the meal come first prior to starting the BINGO games. Vogel agreed and said they could advertise the games to start at 7:00 p.m., but the meal would be at 6:00 p.m. and served by whichever local non-profit would like to participate. Mayor Tollefson said she liked having the Cub Scouts on hand to serve hot dogs and chips. Affield said daubers will also need to be purchased and can be sold. Savageau said it is pretty common for BINGO players to purchase their own daubers, usually for \$1.

**c. Supply Options for BINGO on November 18<sup>th</sup>, 2021** – Mayor Tollefson asked Vogel his opinion on which supplies should be purchased? Vogel said he recommends the paper cards over the hard, plastic cards as it will be easier to sell them. He also recommends purchasing the roller machine for the BINGO numbers, and all told he feels everything should come to less than five hundred dollars (\$500). Vogel suggested looking into a speaker system, as he did not include that in his estimate. Mayor Tollefson agreed and said there are good quality sound equipment kits for sale at Costco. Owings asked to clarify which supplies are being purchased? Mayor Tollefson said she feels it should be the roller machine, the paper cards, the daubers, and the sound equipment. A motion to purchase supplies for November 18<sup>th</sup> BINGO Night was made by Kimberly Savageau, seconded by Dave Owings. All in favor. Motion Carried.

**d. Holiday Lights Contest Discussion** – Mayor Tollefson asked if this were something that would require rules? She was hoping this would just encourage residents to decorate their houses. Council did not feel rules were necessary and having only one winner would suffice. Affield asked if the prize would be something like a local gift card? Mayor Tollefson suggested maybe something in the amount of fifty dollars (\$50)? Owings said he could go with that amount. A motion to approve the Holiday Lights Contest with (1) \$50 gift card winner was made by Dave Owings, seconded by Justin Schreiber. All in favor. Motion Carried.

## 11. Miscellaneous Announcements & Recognitions – None.

**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 On Call/Flex Time.”*

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


--Meeting Closed--

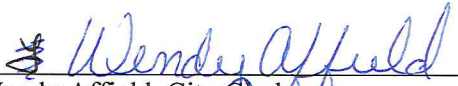
A motion to re-open the regular meeting was made by Justin Schreiber, seconded by Dave Owings. All in favor.  
Motion Carried.

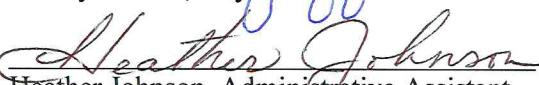
Mayor Tollefson said the Council wanted to provide an update to the On-Call/Flex Time issue, and she said they decided on the following:

*Public Works Supervisor and Police Chief* – Any hours worked over 45 in one week will be flexed (within the two weeks’ pay period). This includes snow events, investigations, and others which are somewhat scheduled. If time is not able to be flexed during the current pay period, a notification to a Council Member will be needed. Savageau clarified these flex hours are not to be carried over or built up over time. She said this should help to clarify any confusion over what a “scheduled event” is or a “non-scheduled event.” Mayor Tollefson said the 45 hours have to be physically worked, and not using partial vacation or sick time to make up the rest. Owings wanted to note with the Maintenance Department the main thing is that if you’re going to flex, we want to have coverage within the City for the hours of 8:00 am to 4:30 pm, Monday through Friday, stating Andy can work that out with Luke. He said the same applies for the Police Department. Mayor Tollefson said the stipend pay will remain in effect. Mayor Tollefson emphasized to Affield if she has special meetings after hours to attend like the Rural Cities meeting, they are good things to do, explaining those also would be included in Affield’s flex time along with Council Meetings. Mayor Tollefson asked if anyone had any questions. Chief Vogel asked if holidays are considered “worked hours”? Mayor Tollefson and Savageau both answered that holidays are different than a vacation or sick day and will be considered as part of an employee’s hours worked. Olson asked to clarify if he comes in an hour early on a snow day, is he to flex that and leave an hour early, or does it need to be written down and included as part of his stipend? Schreiber said unless he works a full 45 hours in that week, then nothing gets flexed. Savageau said that it is part of a Department Head’s duty to come in early and stay late sometimes, and not something to be flexed. Mayor Tollefson said it is essential each Department Head makes sure their department is covered for the hours of 8:00 am to 4:30 pm for Andy, 7:30 am to 3:30 pm for Justin and 8:00 am to 4:30 for Wendy. Make sure the City buildings are staffed and we have coverage for those times.

**13. Adjournment** – A motion was made by Justin Schreiber to adjourn at 7:57 a.m., seconded by Dave Owings. All in favor.  
Motion Carried.

  
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Tracy Tollefson, Mayor

  
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Wendy Affield, City Clerk

  
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Heather Johnson, Administrative Assistant