

Glyndon City Council

03/13/2019

7:00 a.m. Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:57 a.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Joe Olson and Kimberly Savageau; Police Chief Mike Cline and Public Works Supervisor Scott Lofgren; City Clerk Wendy Affield and Administrative Assistant Susan Dayley.

As Per Sign in Sheet: Jason Murray and Rollie Greuel.
3. **Motion to Approve Consent Agenda** - A motion was made by Dave Owings to approve the Consent Agenda, seconded by Justin Schreiber. All in favor.
Motion Carried.
 - a. Minutes – 2/27/19 Council Meeting
 - b. Approve Resolution of Payments
4. **Additions to Agenda**
 - None
5. **Motion to Approve Agenda**
A motion to approve the 3/13/2019 Agenda was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.
6. **New Business**
 - a. **Standard & Poor's Financial Services Global Rating for the 2019A Bond – Wendy Affield** – Affield reported the City received an A+ rating from Standard & Poor's Financial Services Global for the 2019A Bond.
 - b. **Approve Resolution 2019-7 – Resolution Awarding the Sale, Authorizing the Issuance and Establishing the Terms of \$4,660,000 General Obligation Bonds, Series 2019A and Providing for Their Payment – Jason Murray** – Mr. Murray thanked Affield for a great job on the Standard & Poor's Financial Services Global Rating interview for the 2019A Bond and maintaining the A+ rating. Murray stated bids were received on the \$4.66 million-dollar bond for the City. Murray informed Council there were six (6) potential bidders, with Northland Securities coming in with the lowest interest rate of 2.88%. A month ago, Murray set preliminary rates at 3.16% in which Northland Securities were well below his estimate. On the Master Schedule in the Agenda, Murray pointed out, under the Sources and Uses Column, a City Contribution of \$17,000 was added. Murray explained this is essentially a 'wash', on the chart above it indicates Unused Writers Discount which means Northland Securities did not charge the full amount anticipated for selling the bond, he just has to show a contribution by law the underwriters discount into the debt service fund. Murray stated the 2020 tax levy is set at \$47,139.00. If there are any available contingency funds, they can be used to supplement the levy once the project is complete. Murray commented there were no major changes to report, we are pledging water, sewer, special assessments and the tax levy towards the payment of the bond. Mayor Johnson

asked when the City will begin paying on the bond. Affield stated it will be February 1, 2020. Murray reminded Council the increase in tax levy payments in later years on the bond schedule is due to other debt coming off, bonds being paid off so those levy funds will transfer to the 2019A Bond payment. Olson questioned whether the contingency funds need to be used within the project. Murray confirmed the contingency funds must be used towards the project, which can help lower the levy or special assessments. A motion to Approve Resolution 2019-7 – Resolution Awarding the Sale, Authorizing the Issuance and Establishing the Terms of \$4,660,000.00 General Obligation Bonds, Series 2019A and Providing for Their Payment was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

c. Adverse Weather Conditions Policy Discussion – HR Committee – Savageau stated the HR Committee was asked to review if ten (10) hours of storm pay should be given to Dayley. Savageau disclosed the day after the storms there were ten (10) hours Dayley requested as paid storm time since she was unable to make it to the main road because her township road was not plowed. Savageau stated the HR Committee made a determination, Dayley would be paid for two (2) hours and the other eight (8) would need to be used as vacation time. Savageau informed Council Dayley did not agree with the HR Committee’s decision so Savageau recommended she bring the issue to Council. Savageau suggested they collect the facts today regarding this topic and then the HR Committee will meet with Ben Thomas the HR Attorney. Once they are able to have the information analyzed, they will bring the conclusion to the next Council Meeting. Mayor Johnson commented the Adverse Weather Conditions Policy, as it is written, is very vague. Savageau agreed the policy is vague and this is why she would like Ben Thomas to interpret the issue in question. Savageau presented Council a revised version to put in place for the Adverse Weather Conditions Policy and she would like to have Ben Thomas review it. After discussion among Council and Staff, they will wait for a determination from Ben Thomas. Savageau handed out to Council and Staff the revised version of the policy and explained why she feels it should be changed. Savageau does not feel it is fiscally responsible to the citizens of Glyndon for us to be paying out employees for storm time, we have employees here that come in during a storm, we have our Police Department who needs to be here and she thinks if it gets to be ongoing, we could find ourselves paying employees time and a half for being here working during a storm. Owings asked if the County labels certain positions as essential staff. Olson and Savageau stated not when it comes to storm time. Savageau stated the Employee Policy Handbook has a few items that leave things open to interpretation that the HR Committee will be looking at revising. Schreiber explained some businesses are open 24 hours a day, employees need to be present all the time, storm days are not an option. Olson explained there are options given in the new revised policy where the employee can use compensatory time, vacation time, take unpaid or work can be made up during the pay period. Affield read a portion of the Adverse Weather Conditions Policy *“Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence”* stating it would be left up to the HR Committee or Council to decide. Olson feels the policy does leave it open to interpretation and agrees it should be changed.

d. Parking and Storing of Vehicles and Trailers – Dilworth’s Ordinance – Chief Cline supplied copies of parking ordinances from Glyndon, Dilworth and will obtain Hawley’s to review in order to create a new ordinance for the City. Cline, Lofgren and Affield will meet and present their ideas to the Council. Savageau commented she considered the recent snow accumulation a snow emergency and would like to get email alerts out to the residents to move their vehicles off the street in order for them to be plowed. Chief Cline suggested having in the newsletter starting in the summer and send email alerts during the winter.

7. Old Business/Unfinished Business

a. How Citations are Split – Shelley Jeffers, Court Administrator – Mayor Johnson requested items 7a and 7b be discussed jointly. Cline and Affield have been diligently working on a resolution for prosecution services. Cline reported himself, Mayor Johnson, Councilman Olson and Affield met with Steve Larson, County Administrator and Pam Foss from the County Attorney’s office. The County made an offer for services and we are waiting for a counter offer from the City of Moorhead’s Attorney’s office. Moorhead’s Attorney’s office offered a better price than what was proposed by the City and Chief Cline recommends moving forward with the City of Moorhead’s offer. Cline declared Hawley stayed with the County Attorney’s office with a 2-year contract, first year \$12,000 and the second year \$13,000. The City Attorney’s office offered a five-year contract starting at \$9,935 in 2019, \$10,235 in 2020, \$10,545 in 2021, \$10,865 in 2022 and \$11,195 in 2023 which is a three (3) percent annual increase. Affield reported Mr. Norman would like to add language in the contract stating, if the City is not pleased with the City of Moorhead’s Attorney services, the issue will be discussed and they will have 30 days to correct the problem and if not resolved the City will give them a 30 day notice to terminate the contract. Olson asked if an advisory board has been established. Cline stated not at this time, but would assume the Chief from each city would be on the board. Cline reported his cases have not been dismissed and is very pleased with the service they are providing. Mayor Johnson wondered if they began February 1, 2019. Cline confirmed, yes, they have and are moving forward with prosecuting cases. The downside is the Police Department is sending information to two separate places and hopefully in the future, the information can be emailed or sent in a wave file. Currently everything has to be put on a CD and hand delivered. Cline stated complaints can be signed in his own office by a finger print signature. Mayor Johnson questioned how the fines are divided up among the City, County and State Highway Patrol. Cline stated the City receives 2/3 and 1/3 goes to the County. The County also collects a \$75.00 state surcharge and \$11.00 for the County Law Library. Schreiber suggested tracking the cases throughout the year so you can compare to past and present years. A motion to Approve a 5-year contract with the City of Moorhead’s Attorney’s office was made by Joe Olson, seconded by Dave Owings. All in favor. Motion Carried.

b. Prosecution Discussion – Decide on Prosecution Services – Either Clay County or the City of Moorhead – Discussed with item 7a.

c. 1202 Lyndon Culvert Update – Mayor Johnson reported a meeting was held with Mr. Barth in which he agreed to have the City hire a contractor to do the removal of the added plastic culvert. Mr. Barth is aware he is responsible for the cost of this removal. Lofgren stated Randall’s Excavating agreed to repair the culvert at 1202 Lyndon Avenue and has already requested a one-call locate but has been delayed because of the recent weather event. Randall’s anticipates to have the project completed before the frost is out with the ditch restored as best as possible, it will not be landscaped but the water will be able to flow freely through the culvert. Lofgren commented the landscaping would have to be taken care of by another party. Mayor Johnson added Mr. Barth will be doing the landscaping as weather permits.

d. Glyndon Days Discussion – (discuss at the evening meetings)

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline reported 585 calls of service for the year, averaging 240 ICR’s per month. All employee performance reviews for 2018 are completed, Secretary of State Report and the Department of Defense Military Surplus Property paperwork is completed for 2018. The Year-End book was hand delivered to each Council

Member. Mayor Johnson complimented Chief Cline for a job well done on his annual report. Chief Cline added arrests for meth have been on the increase.

b. Bob Cuchna, Fire Chief – Absent

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren

commented the department is trying to keep up with snow removal. At this time the payloader is out of order and the plow truck is being repaired at Bert's Truck Equipment due to a broken wing-blade. Mayor Johnson reported Lofgren looked at a plow truck from the state and needs to determine a plan of action for the payloader situation. Lofgren reported the payloader is not repairable because of a hole in the engine block. An offer of \$2,000.00 was made to Lofgren from a person in the area and he would like to know Council's thoughts. Owings asked how much the City paid for the payloader. Lofgren believes it was \$15,000, 10 years ago. Owings recommends giving Lofgren the authority to sell the payloader for \$2,000.00. MnDOT announced to Lofgren they will have two snowplows for sale in May and possibly 6-8 snowplows in the fall. Lofgren will continue looking for a payloader in the spring once snow removal is finished. Lofgren would prefer purchasing a payloader over leasing one. Randall's and Bryant DeVries have been helping with snow removal in the City when they are available. Mayor Johnson recommends opening culverts in the City as needed when the snow melts. Lofgren responded they will be monitoring the culverts frequently. Schreiber asked if the slush would be cleared off the street because of the recent melt. Lofgren stated he will try with the V-Boss attached to the City pickup. Affield stated she received several calls concerning the condition of City streets. Lofgren added as soon as he gets the plow truck back, he will be going to work on the streets.

Mayor Johnson moved to discuss the DGF School construction project. Mr. Greuel reported, the vote was on Monday, March 11, 2019 and option 'B' received the majority votes at 76%. This option would have elementary PreK – 4th grade in Dilworth and grades 5th – 12th in Glyndon with other changes and features to the schools.

d. Wendy Affield, City Clerk – Affield stated the auditors were here last week collecting information to bring back to their office, they will analyze their findings, then forward the information to Brian Stavenger for review. Affield reported \$93,000.00 in securities has been deposited into the bank for bond 2019A.

Schreiber asked where things were with the replat of Stockwood. Affield explained Ulteig is waiting for information from the surveyor. Schreiber asked about Sullivan's development and Mayor Johnson stated he would be calling him today. Owings mentioned Pharma Med may be calling for open lots in Stockwood. Affield stated all the lots are spoken for.

9. Open Forum –

10. Miscellaneous Announcements –

11. Adjournment - A motion was made by Joe Olson to adjourn at 7:52 a.m., seconded by Kimberly Savageau. All in favor.

Motion Carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk

March 13, 2019 Glyndon City Council Minutes