

Glyndon City Council
11/23/2021
Regular Council/Budget 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: Dave Owings, Kimberly Savageau, and Justin Schreiber; Police Chief Justin Vogel; City Clerk Wendy Affield; Maintenance Supervisor Andy Olson; Fire Chief Bob Cuchna.

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 Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

- a. **11/15/2021 – Council Meeting Minutes**
- b. **Approve Resolution of Payments**

4. **Any Additions to the Agenda** –

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** –

7. **Department Reports – Committee Reports**

a. **Justin Vogel, Police Chief** – Vogel said his department continues to be very busy, and they are nearly at four thousand calls for service (4,000 CSR's) which is higher than the City has ever had before. He said his officers just completed low-light tactical shooting training, and taser training will be coming up in early December.

b. **Andy Olson, Maintenance Supervisor** – No updates at this time. Owings said he wanted to mention he saw some used street-sweepers up for auction if Olson wants to look into getting one for spring. Olson said he can ask Dilworth if they like the one they use.

c. **Bob Cuchna, Fire Chief** – Cuchna said his department is also very busy, with two hundred twenty-five calls for service (225 CSR's) which is the highest his department has ever seen. He said the Turkey Bingo night freewill donation meal went very well, and the Smoke Detector Program campaign through Red Cross will be worked on more down the road. Cuchna said the "Santa Parade" this year will be held on Saturday, December 11th from 1:00 p.m. to 4:00 p.m., tentatively. He said he is hoping Owings can be "Santa" again? Owings said he would be happy to help. Owings asked if anyone may know if someone has a decorative sleigh to use? He thought it may be fun for the firetruck to pull a sleigh through town. Cuchna said he will ask around. He said he is also waiting on word from Dilworth regarding "Home For The Holidays" on a time or date. He explained it is a shopping-style event for needy families

in which the department delivers presents and other essentials for Christmas. Cuchna said Olson has been working on their generator again, which may need to be looked at next year. Mayor Tollefson asked if the increase in calls has been due to lower numbers of volunteers for Fire Departments in general? Cuchna agreed that is definitely part of it, where in other cases it is because the Rescue Department is separate as ours is together.

d. Wendy Affield, City Clerk – Affield said City Hall will be closed this week on Thursday and Friday for Thanksgiving. She also recently attended a Region 1 Clerk’s meeting where part of the discussion regarded tax increment financing (TIF) and family medical leave (FMLA) topics.

8. New Business

a. Approve Purchase of Two 10-Compartment Gear Racks for the Fire Department - \$6,044 + Shipping – Cuchna said these racks are part of the Safety Program, and he has the room for the purchase in this year’s budget rather than next year’s. He said he got three different quotes, and all were reasonably comparable. Schreiber asked if there was one in particular Cuchna preferred over the others? Cuchna said all three are made by the same manufacturer, just sold by different companies. He said he just needs to confirm the shipping costs to see who comes in lowest. A motion to approve the purchase of two gear racks for the Fire Department was made by Justin Schreiber, seconded by Dave Owings. All in favor. Motion Carried.

b. Questions for Council Vacancy Interviews – Mayor Tollefson said Affield compiled some typical questions for this type of interview. Affield said she pulled them from different towns who have conducted similar interviews. She said Council can pick a certain number of questions they would like to ask, and each candidate will be asked the same ones. Schreiber asked if this will be similar to regular interviews in which she asks the questions and they take notes? Affield said yes, except this time full Council is present. Savageau asked if Council has to deliberate the same day? Affield said yes, it will be a closed-door session during the next regular Council meeting on December 8th. Mayor Tollefson asked if they can look over the questions and get back to her tomorrow? Affield said that will be fine, and it may be easier if each Council member picks out their top three questions to help narrow it down. Schreiber asked if it is still only four candidates so far? Affield said yes, and residents have until December 3rd to turn in an application if they are interested.

c. 2022 Utility Rates – Affield said garbage service for 2022 went up by thirty-six cents (+\$0.36), and the garbage tax increased by four cents (+\$.04). She said her suggestion would be to take this increase and offset it by decreasing the mosquito spraying charge by forty cents (-\$0.40), as there will be a build-up of these funds in this year’s budget to use. By doing this, the City will have a “zero increase” in utilities for the third year in a row, she said. Mayor Tollefson asked if there needs to be an increase for the clean-up week service? Affield said the City should be okay, as the purchase of a payloader will take away the need to hire out for clean-up week assistance. She said if Council approves, then the information can be released to residents prior to the start of next year. Council agreed. A motion to accept the 2022 Utility Rates was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor. Motion Carried.

9. Time to Discuss the Additions to the Agenda –

10. Old Business/Unfinished Business Updates

a. Quiet Zone Establishment Letter Sent to BNSF on November 19, 2021 – Affield said City Engineer Kris Carlson received a response from BNSF regarding a couple of items concerning the traffic count on the Partridge Avenue railroad crossing, as well as needing a signature from the County regarding

the crossing on Parke Avenue and County. Rd. 17. Affield said Carlson will address these items before re-submitting the documents officially for the final time.

b. 2022 Budget Review – Budget Sheet Changes – Affield said there might be one or two adjustments the Council may want to look at or address. She said the last budget change was on 11-17-21, where the five thousand dollars (\$5,000) for the Police salary expenditures was added in. Affield said there will be a couple more changes she would like to do yet, but these will be transfers and not actually affect any final numbers. Mayor Tollefson asked if the Water Stipend line should match the Sewer Stipend line at three thousand, eight hundred thirty-nine dollars (\$3,839) on the “changes” sheets she did? Affield said yes, and she will correct the missing digit on her spreadsheet. Schreiber asked if a payloader was found for less money than originally estimated? Affield explained the payloader will be leased for six years (6 yrs.) and will come to roughly eighty-nine thousand dollars (\$89,000) after the lease period. Olson said it is a lease-to-own situation, and Affield agreed stating Jason Murray from David Drown Associates said they would not be able to do a better deal. Schreiber asked about the increase to Building Permits? Affield said she has pre-calculated this increase for next year based on projections. She said there may be a couple more minor adjustments coming after some items are paid this month, and she will have an updated budget change sheet for the next Council meeting. Owings asked if there is an item in the 2022 budget which could be pulled due to having a surplus? He clarified by asking if there are funds available to pay for any items by the end of this year? Affield said it is possible, but noted she is waiting to hear back from the County regarding any funds from the second part of property taxes, including anything received from 418 2nd Street. Schreiber asked if there are any Covid-19 funds included in this budget? Affield said yes, it was roughly seventy thousand dollars (\$70,000), and those funds show on the revenue side under General: State Grants & Aids. She will ask Eide Bailly if anything needs to be transferred over to escrow. Affield said some additional Covid-19 funds just came in, around two thousand dollars (\$2,000), but these have not been added in yet. She also said the League of MN Cities will be sending a dividend check before the end of the year which will also get factored into the budget.

11. Miscellaneous Announcements & Recognitions – Mayor Tollefson wanted to extend the City’s thanks to Police Department Administrative Assistant Stacy Pritchard for all her hard work putting together the Turkey BINGO event, and also to all of the volunteers who helped.

12. Adjournment – A motion was made by Justin Schreiber to adjourn at 6:32 p.m., seconded by Kimberly Savageau. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant