

Glyndon City Council
12/20/2021 (MONDAY)
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: Dave Owings, and Kimberly Savageau; Police Chief Justin Vogel; City Clerk Wendy Affield; Public Works Superintendent Andy Olson.

As Per Sign in Sheet: Patric McCoy.

Virtual Attendees: Council Member Justin Schreiber.

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. **12/8/2021 – Truth-in-Taxation Meeting Minutes**

b. **12/8/2021 – Council Meeting Minutes**

c. **Approve Resolution of Payments**

- **Approve Temporary 1-Day Liquor Permit for Glyndon Rod-n-Gun Club’s Fishing Derby on January 29, 2022 at the Glyndon Community Center**
- **Add a \$2,310 Payment to Grand Forks Fire Equipment for New Fire Hoses**

4. **Any Additions to the Agenda** – None.

5. **Motion to Approve the Agenda** – A motion to approve the agenda was made by Kimberly Savageau, seconded by Dave Owings. All in favor.
Motion Carried.

6. **Open Forum – Public Comments/Concerns** – None.

7. **Department Reports – Committee Reports**

a. **Justin Vogel, Police Chief** – Vogel requested to move sixteen (16) hours of his comp time over to 2022, to be used by the end of February. The reason is one of his officers is going on funeral leave and another one is trying to get her comp hours below forty (40). Mayor Tollefson asked if moving these additional hours is for Vogel, or one of the officers? Vogel said they would be for him. A motion to move the sixteen (16) hours of comp time for Chief Vogel over to 2022, to be used by the end of February, was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

b. **Andy Olson, Maintenance Supervisor** – Olson said his department is still working on the skating rink and will be applying one more layer of ice to prepare it for Christmas break. He said they are using one of the hydrants to fill it, and so there may be some discoloration to residents’ water. Mayor Tollefson asked about the insulation for the warming house? Olson said the installer is behind schedule and they be here within the next couple weeks. Mayor Tollefson asked if this is something his department could do? Olson said no, and explained it is a spray-type foam insulation. He said even without the insulation, the warming house still gets warm inside for now by using a small heater. Olson said after the

insulating is complete, the only thing left will be to finish the walls on the inside. Schreiber asked about the pond in Southview, as there are usually skaters on it, and he wondered if our Maintenance Department maintains that one too? Olson said they currently do not, but would do so if Council decided on it. Affield said she thought the City Engineer had cautioned the City not to maintain it? Olson said yes, Carlson did, stating there could be a liability issue because of the depth of the pond. Affield also mentioned the Council previously discussed not having the riprap around the pond damaged if equipment was driven over it. She said it had been determined the City would not give permission, and if skaters wanted to use it they would do so at their own risk.

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. **Appointed Officials Oath of Office for Patric McCoy – McCoy will serve on the Council from January 1st, 2022 to November 22nd, 2022** – Mayor Tollefson, Owings, and Savageau all inquired as to why this position would not serve until the end of December 2022? Affield believes she read a section while checking out council vacancy that after a Special Election the individual who won would take over right away, but she would check on this and let Council know. Mayor Tollefson wondered if it should be noted this will run through until the end of 2022? Savageau also wanted to clarify if there would be three open positions voted on next November? Affield said no, as this particular position will have its own special election for a two-year run, and the other two seats will be for separate four-year terms, even though the elections will be held on the same day. Savageau said she just doesn't want to discourage McCoy if he was interested in running for a longer term. McCoy said he was fine with either option, and would not be discouraged to run again next November. Mayor Tollefson asked if they should change the wording to say "December 31st, 2022"? Council agreed. Mayor Tollefson then asked McCoy to stand as she read aloud the Oath of Office for him to repeat:

"I, Patric McCoy, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will discharge faithfully the duties of the office of Council Member, in the City of Glyndon, County of Clay, State of Minnesota, to the best of my judgment and ability. So, help me God."

Mayor Tollefson then welcomed McCoy to Council, and expressed everyone's excitement over his new position as Council Member. She said he will officially sit at the Council table at the first meeting of next year, which will be on Wednesday, January 12th, 2022 at 7:00 am. McCoy thanked everyone and said he will stay for the remainder of this meeting.

b. **Approve Parcel Split for Parcel #55.900.0360 Owned by Karen Offutt & Terry Seter – Kimberly Savageau** – Savageau said this parcel is owned by the Seter's but will be split off and sold to the School District. She said since it is within the City limits, Council has to approve it in order for the County to proceed with the recording of the deed. A motion to approve the parcel split for parcel #55.900.0360 was made by Kimberly Savageau, seconded by Dave Owings. All in favor. Motion Carried.

c. **Request Changing Vacation and Sick Leave Timecard Accumulation to Biweekly instead of Monthly** – Affield said as of now, vacation and sick leave hours accumulate after the last payroll of each month, so these hours are not reflected on employee pay stubs until the first check of the following month. She spoke with Banyon Data Systems, and they said the change to biweekly is easy and just a manner of updating the settings in the payroll program. Affield said once this change is made, hours accumulated will show up on each pay stub of the month. A motion to approve changing vacation and sick leave

accumulation to bi-weekly instead of monthly was made by Kimberly Savageau, seconded by Dave Owings. All in favor.
Motion Carried.

d. Dividend Check from the League of MN Cities for \$9,449 – Owings asked Affield if these funds were counted as part of the 2022 budget? Affield said no, as these funds were unexpected. He then asked if these funds could be used to provide each of the Department Heads with professional development training in 2022? Mayor Tollefson agreed and updated the Council on a discussion she and Owings had about training opportunities for team building, and it would be a good resource for the City to invest in its employees. She said they would not have to use all of the funds but could possibly earmark some of it for training. Affield said normally these extra funds are deposited into the General Fund as revenue, which would not be in the budget for next year. She said this is just one example of funds which are not transferred over.

e. Approve Using the Surplus Funds from the 2019A Parke Avenue Bond to Make the Payment in 2022 – Mayor Tollefson said this has been discussed previously, and Schreiber has been brought up to date. Affield said the only unknown at this time is the amount. Savageau asked if some of this will be used towards the Parke Avenue/Hwy 10 corner project? Affield said there will be funds coming in from MnDOT which will go towards that project. A motion to approve using the surplus funds from the 2019A Parke Avenue Bond to make the payment in 2022 was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.


f. Approve Resolution 2021-12 – Resolution Approving 2021 Tax Levy, Collectable in 2022 – Mayor Tollefson said Council needs to decide on the percentage and make a motion. She said Council has previously discussed going with six percent (6%). Schreiber said he wants to stay at this percentage, and based upon Jason Murray from David Drown Associates' advice, he feels it is best for the City considering upcoming improvements and projects. Mayor Tollefson asked the other Council Members if they are supportive of the six percent (6%)? Council agreed. A motion to approve Resolution 2021-12, a resolution approving a six percent (6%) 2021 Tax Levy collectable in 2022, was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

g. Approve 2022 Budget – Mayor Tollefson noted Affield had gone and made the necessary changes for this final draft. She said many of these changes were moving funds from one account to another. Affield said two line items updated were Legal Notice Publication, which she increased by five hundred dollars (+\$500), and Compost – City of Moorhead, which was increased by two hundred dollars (+\$200). She said all other line item changes have offset. Mayor Tollefson asked if there were any other questions or discussions needed? She wanted to briefly mention the idea of a City splash-pad in the near future, though it was not budgeted for this year. Also, she would like to revisit the discussion on the School sign on Hwy 10, to possibly be used for advertising and promotion of the City. She will continue to look at pricing, but sees this sign as a valuable advertising tool. A motion to approve the 2022 Budget was made by Kimberly Savageau, seconded by Dave Owings. All in favor.
Motion Carried.

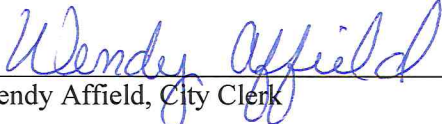
9. **Time to Discuss Additions to the Agenda** – None.
10. **Old Business/Unfinished Business Updates** – None.
11. **Miscellaneous Announcements & Recognitions** –

• Holiday Lights Winners – 1st Place is located at 101 14th Street SW, 2nd Place is located at 1120 Southcreek Avenue SE, and 3rd Place is located at 11 9th Street SE. Affield said Administrative Assistant Heather Johnson did the judging, and also picked up the gift cards for the winners. She said a “Holiday Lights Contest Winner” sign was placed in the yard of the 1st Place winner.

12. Adjournment – A motion was made by Dave Owings to adjourn at 6:21 p.m., seconded by Kimberly Savageau. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant

December 20, 2021 Council Meeting and Budget Minutes