

**Glyndon City Council**  
**1/12/2022**  
**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: Justin Schreiber, Patric McCoy, and Kimberly Savageau; Police Chief Justin Vogel; City Clerk Wendy Affield; Public Works Superintendent Andy Olson.

**As Per Sign in Sheet:**

**Virtual Attendees:** Council Member Dave Owings; Fire Chief Bob Cuchna.

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. 12/15/2021 – Special Meeting Minutes
- b. 12/20/2021 – Council Meeting Minutes
- c. Approve Resolution of Payments

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 Patric McCoy. All in favor.  
Motion Carried.

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

7. **Department Reports – Committee Reports**

a. **Justin Vogel, Police Chief** – Vogel wanted to thank City Hall for the basket of treats for him and his officers in honor of Law Enforcement Appreciation Day. He said the new flooring has been installed at the station, and it looks very nice. Vogel said the department reached four thousand four hundred calls for service (4,400 CSRs) for the 2021 year. He said the department is looking forward to 2022. Schreiber asked if there have been any updates on the new squad car? Vogel said no, but he is hoping to see its arrival in either May or June but it could be extended until early fall. Mayor Tollefson asked if the new equipment ordered will outfit the new squad? Vogel said yes, and the only item remaining to be ordered is the radar and he has that budgeted under a different line item for this year. She asked what remains to install or repair at the station? Vogel said they just installed new garage lights, but they still need lockers and other small items to keep up to date until a new building is in the works.

b. **Andy Olson, Maintenance Supervisor** – Olson said he is also waiting on backordered equipment, and the loader the City purchased may not arrive until May or June. He said the insulation for the warming house is looking to be installed next Monday or Tuesday. Olson also said his department has been busy with snow removal. Schreiber asked where the piled-up snow in the cul-de-sacs is being placed when removed? Olson said, currently they are placing excess snow out by the far end of 12<sup>th</sup> Street SE, towards the area where the proposed dog park would have been to stay away from the construction site by the School. Schreiber was concerned with filling the coulee and having the water run through town.

Mayor Tollefson asked if some snow could be brought out to the dump area, or burn pile? Olson said that is a tough area as the snow trucks get stuck out there often. He said they also considered using snow to build walls out in Southview to help with the drifting. Mayor Tollefson asked if Olson thinks we will continue to need to contract out snow removal, or can the department manage it themselves? Olson said he thinks his department can handle it moving forward, but it is tough due to the new blower attachment for the Tool Cat not being large enough to handle the workload. He said down the line he would like to look at purchasing a larger blower attachment when the payloader arrives, as the current one takes his department too long to do snow removal in the cul-de-sacs. Mayor Tollefson then asked Olson to keep in mind that hiring out for snow removal is pretty costly to the City, and to try and have his department handle it even though it may take longer. She said there is already a large bill for outside snow removal that Council approved today, and she does not want to see these costs get out of hand. Olson agreed. She said she did have a resident give a compliment to his employees on the good job they did removing snow by the 4-plex on 10<sup>th</sup> Street. Owings asked if resident Steve Krupich could assist with snow removal as he has a larger blower? Olson said he spoke with him, but his blower is smaller than what the City currently has.

**c. Bob Cuchna, Fire Chief** – Cuchna said he does not have much for updates, but wanted to briefly mention Olson assisted his department by calling for an emergency furnace repair. He said they had a small fire break out in one of the junction boxes, and lost heat temporarily. Cuchna said he will have end-of-year numbers for Council soon.

**d. Wendy Affield, City Clerk** – Affield said the MN Energy Assistance Program that the City signed up for has already helped two residents with their utility bills when they were facing disconnection, this seems to be a good program for residents in need. She said the 2021 audit will begin on March 7<sup>th</sup> and run through the 11<sup>th</sup>. Affield asked if Council wished to continue having Council meetings at City Hall, or because of the high Covid count would they want to move over to the Community Center again? She said City Attorney Ken Norman had mentioned some other cities were moving back to virtual meetings for a while. Mayor Tollefson said they would probably need to rely on County and State recommendations and go from there. Affield said it is just something to keep in mind. Mayor Tollefson said she also wanted to mention there are electrical and water grants that are available, and if possible can City Hall put this information in the monthly newsletter or make a Facebook post to get the word out? Affield said yes, it has been in the newsletter already and also noted residents need to be at the point of disconnection before they can receive any aid.

## **8. New Business**

### **a. Annual Organizations**

- 1. Official Depositories** – Northwestern Bank in Dilworth
- 2. Official Newspaper for Publication and Public Notices** – Clay County Union and FM Extra
- 3. Council Bi-Laws**
- 4. Vice-Mayor** – Justin Schreiber
- 5. 2022 Council Committee Appointments**
  - **City Hall, Accountability, Efficiency** – Mayor Tollefson
  - **Human Resources** – Mayor Tollefson & Justin Schreiber
  - **Finance** – Mayor Tollefson & Kimberly Savageau
  - **DGF School Board Liaison** – Kimberly Savageau & Justin Schreiber



- **FM Metro COG** – Patric McCoy & Kimberly Savageau
- **Public Relations/Glyndon Days (with community membership)** – Mayor Tollefson & Dave Owings
- **Park Board (with community membership)** – Mayor Tollefson & Dave Owings
- **Heartland Trail Association** – Patric McCoy / Alt. Dave Owings
- **Police Department** – Justin Schreiber & Mayor Tollefson
- **Fire/Rescue Department** – Patric McCoy & Kimberly Savageau
- **Maintenance Department** – Mayor Tollefson & Dave Owings
- **Capital Improvement** – Mayor Tollefson & Full Council

**6. 2022 IRS Mileage Rate is Set at .585 Cents Per Mile** – Savageau asked if the wording could be changed to note the City will set the rate to whatever the IRS has set at that particular time, so in case they change the rate mid-year the City will be up to date. Council agreed.

**7. 2022 Council Committee/Regular Meeting Calendar**

A motion to approve the 2022 Annual Organizations was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.  
Motion Carried.

**b. Approve Ordinance #166 – An Ordinance Adopting the 2022 City of Glyndon Fee Schedule**  
– A motion to approve Ordinance #166, the 2022 Fee Schedule, was made by Kimberly Savageau, seconded by Patric McCoy. All in favor.  
Motion Carried.

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

**10. Old Business/Unfinished Business Updates** –

**a. 2022 Council Regular Meeting Schedule** – Informational only. Mayor Tollefson said these dates are not locked in stone, but all members try to adhere as best as they are able. On occasion a date may be changed due to more than one member being absent.

**b. 2022 Payroll Schedule** – Informational only.

**c. 2022 Utility Rates Per Month Sheet** – Informational only. Mayor Tollefson noted there is a 0% change in rates from the previous year.

**d. Discuss City’s Nuisance Ordinance Review Process** – Mayor Tollefson said she had Affield add this to the agenda due to Vogel’s research of Barnesville’s earlier this past year. She said she would like to see a committee formed to really dive in and dissect the current ordinances for any updates this year. Mayor Tollefson wants to see the City grow, and therefore she feels it is important to ensure the City’s ordinances are where they need to be for current times and not out of date. She wants this ordinance in particular to be addressed due to an ongoing aesthetic issue around the City. The subcommittee will be tasked with going through all of the ordinances to update them as needed, then report to Council for review, and at a later meeting the Council can approve them. Vogel said this particular ordinance will be the most controversial for the City, and so he wants to spend a vast majority of time on this one as it should involve both the City Attorney and the City Attorney’s office. He does feel this one is most important and should be worked on first to get it right. Affield said in the past, the City has always read a new ordinance three times before it is passed, but she said after reviewing with the League of MN Cities, this is not a requirement. Mayor Tollefson said she hopes for feedback from residents, but they will want

to keep this moving forward. Schreiber asked if there would need to be a Public Hearing? Vogel highly recommends it for this particular ordinance, but normally it would not be required. Mayor Tollefson stressed this isn't intended as a "gotcha" for residents, but rather to clean up the entire City for the benefit of growth. She said this may need to involve punitive damages for residents, but this is what she referred to as having "some meat" to the ordinance. Schreiber feels this is a great first step into getting the City cleaned up. Savageau agreed. Owings asked if Council has the ability to enforce neighborhood covenants? Savageau said no, as those are privately enforced, the City does not have any control over those at all. Owings said he knows of one town in Minnesota wherein the Police Chief is not enforcing the ordinances, and so he wants to ensure our Chief is fully onboard as he and his department will be the ones to knock on doors and enforce them. Vogel said he agrees, and wants everyone's full support on this particular ordinance. He said he can understand residents having cars or boats alongside their garages, but the main problem is unlicensed or junked vehicles in yards.

**e. Discuss City's Parking Ordinance Review Process – Justin Vogel** – Vogel said he also wants to look at this ordinance, as it is smaller and easier to review. He said in particular, if there were a measurable snowfall event, he would like this ordinance to state residents have 24 hours to remove vehicles from the streets to allow the plows to clear a path. He would also request roll-off dumpster not be allowed to sit on the street, they would need to be on the homeowner's property. Another portion he would like added would be a 72-hour notice for residents to move vehicles for anywhere that is not marked, and any junked vehicles left on the road will be moved or towed. Vogel said this can also be posted on social media to get the word out better. Mayor Tollefson asked if there is a map of all the City signs, or any signage stating, "emergency snow route," or is Vogel wanting to instill a City-wide parking ordinance? Vogel said he would prefer to see less signs added to streets and instead have an ordinance which encompasses all City streets. He also wants to have a set administrative fee for any violations, as currently there are no fees assessed. Savageau asked about any verbiage regarding County roads in town? Vogel said he would like it to state, "it covers Glyndon city limits". Mayor Tollefson wondered about getting the word out to potential tenants within the City, as they might not receive the communications about parking, whereas the owner of the property may receive those. Owings said he wants to include verbiage about alleyways, too. Savageau suggested a flyer can be posted in the foyers of the apartment complexes in town. Vogel said they currently put a tag on the vehicle for the first notice, and then an officer follows up on the second try. But he said this takes up an officer's time and he would like to see a better resolution. Savageau said she wanted to note there have been times when Council has been tough with enforcing ordinances, and other times when they have been lenient, so she definitely wants to stress the importance of moving forward and keeping the process going. Savageau emphasized Council is doing this for everyone in town.


**f. Update on 202 Eglon Avenue's Default Hearing – Ken Norman's Letter** – Affield said a few Lugo family members appeared via Zoom at the recent default hearing at the County. She said they requested and were granted by the judge twenty (20) extra days to file an answer to the court. Savageau asked if anyone from the family has applied for the necessary permits from the City? Affield said no. Mayor Tollefson said she had reached out to City Attorney Norman to inquire if anyone from the City needs to be present at these hearings, and he answered no.


**g. December 2021 Expense/Revenue Budget Sheets for Review** – Mayor Tollefson stated Affield provided a copy in the packet for Council to review, and if there are any follow-up questions they can contact Affield.

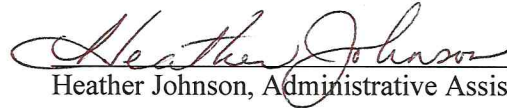
**11. Miscellaneous Announcements & Recognitions** – Mayor Tollefson wanted to acknowledge and welcome the newest member to Council, Patric McCoy, and shared the Council's excitement to have him here.



**12. Adjournment** – A motion was made by Patric McCoy to adjourn at 7:37 a.m., seconded by Kimberly Savageau. 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

January 12, 2022 Council Meeting and Budget Minutes