

Glyndon City Council
1/26/2022
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, Justin Schreiber, Patric McCoy, and Kimberly Savageau; Police Chief Justin Vogel; City Clerk Wendy Affield.

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 Justin Schreiber. All in favor.
Motion Carried.

- a. **1/12/2022 – Special Meeting Minutes**
- b. **Approve Resolution of Payments**

4. **Any Additions to the Agenda** –

- a. **Leadership Training – Dave Owings**

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 said his department has been incredibly busy, as just in the last week they recovered four (4) stolen vehicles. He said some of these vehicles are tied up in a burglary ring in the metro area, which is helping to solve other recent burglaries. Vogel mentioned the recent news article about the “1000 Calls For Service” per officer in Moorhead, and he said this number is consistent with what his department is also facing, as last year went over 4,000 CSRs. He also said COVID-19 has had a big impact on his department, causing staff shortages in the last week. Schreiber asked if they are following CDC guidelines for quarantine standards. Vogel said if one of his officers starts exhibiting any symptoms, he has them go and take a test. If they test positive, then he has them quarantine at home until they are no longer symptomatic. Vogel said if an officer is exposed to a positive close contact, then he has them wear a mask if they are not symptomatic and then take a test. He said next week he will be gone to attend Camp Ripley for training. Mayor Tollefson mentioned a resident had sent in a very nice email message thanking Vogel and his officers for their service and appreciate how “visible” they are within the community. She said she also extends these thanks on behalf of herself and Council.

- b. **Andy Olson, Maintenance Supervisor** – Not present.

c. Bob Cuchna, Fire Chief – Not present. Savageau said Cuchna was going to try and make it today but had a prior work conflict, and so she wanted to present something to Council on his behalf. She and McCoy recently met with Cuchna regarding the upgrades and remodeling plans for the fire hall which were started last year. He plans to start out with the flooring and then see how much is left to cover other repairs. Savageau asked Affield how many estimates would be needed for the flooring? Affield said it is usually good to have two (2) separate bids to get a good comparison. Savageau said once Cuchna gets these two (2) bids then he will present to Council. Mayor Tollefson said she also spoke with Cuchna and had told him to have his Fire Committee present their findings first.

d. Wendy Affield, City Clerk – Affield said she is currently finishing up work on 1099s and W2s to get them submitted to the state by the end of this month. Schreiber asked if she has heard from Charleswood Addition Developer Jim Sullivan recently? Affield said he recently met with the Planning & Zoning Committee, which is Mayor Tollefson and Savageau, and she was present also. She said they spoke about the Developer's Agreement, and she is going to remove the TIF (Tax Increment Financing) and phasing portions out of it. According to Sullivan, he has already sold forty-four (44) lots and Affield said each of those owners will need to be part of the agreement and sign it. She said there is a realtor working with Sullivan who will be getting those signatures submitted to her. City Engineer Kris Carlson is working with Sullivan's engineer Randy Toos to meet regarding the feasibility study. Affield said once these items are completed and the letter of credit is drawn up, then the process can move forward. Mayor Tollefson asked if this puts the timeline around March? Savageau said yes, Council had previously set a goal to have a signed Developer's Agreement presented to them by February 23rd, 2022. Affield said there have already been calls from lot owners asking when they can get a building permit to start, but she has had to tell them the infrastructure has not been put in place yet. Council discussed the pinning issue that was found during the pinning of Southview and Savageau stated she is not an engineer, but it was her understanding that the corrected plat fixed it all. Owings asked what the committee thought after their meeting? Mayor Tollefson said she felt the discussion went well, and it was nice to have step-by-step guidance from Carlson as well as previous legal information provided by Savageau. Schreiber asked if Sullivan is looking for the City to bond the project? Affield said yes, the City will bond and then each property will be special assessed for the infrastructure. Mayor Tollefson said Sullivan told her those that have already purchased lots have been made aware of the situation. Schreiber asked Affield if Jason Murray from David Drown Associates has been contacted about this? Affield said yes, Murray is aware and is waiting to move forward with the bonding once the agreement has been finalized.

8. New Business

a. Hiring ASP Security for Community Center Events Involving Alcohol – Chief Vogel – Vogel said his department is currently responsible for being present at any Community Center event which involves alcohol, and they charge \$35/hour. He did some research with neighboring cities to see what they charge, and he discovered most hire out the security to ASP Security in Moorhead. Vogel said he would like to do the same as it is difficult to plan schedules for his officers when they have to work these events. He said personal time off, holidays, and COVID-19 issues also make things tough for scheduling. Vogel said ASP charges \$29.00/hour for providing security at any function and it would be no cost to the City and no overtime issues. He said there would be an increase to \$43.00/hour if the event falls on a holiday. These security officers are not licensed police officers, and so any law enforcement action taken if needed would be done by the Glyndon Police Department. Affield said she will work with Administrative Assistant Heather Johnson to ensure all current Community Center paperwork and applications reflect this update. Savageau said it would be wise to ask ASP for a list of what they consider to be a "holiday" as those can be interpreted differently. Vogel said he will do that. Owings asked if there is ever an instance at the Community Center where two officers would need to be present? Vogel said since he came, he has not seen an occasion yet where two have been needed, and did say that ASP keeps a detailed list of persons they have had issues with in the past. If it were ever needed, Vogel said that ASP can provide an extra officer as long as the renter is aware the charge will double. Owings said he was thinking in advance of

perhaps having two officers present for Glyndon Days if there was to be a dance plus outdoor drinking. Vogel said it all depends on where the alcohol will be sold, and whether drinking of the alcohol will be both outside and inside the facility. He also noted that if a renter has to cancel the event for whatever reason, they will still be refunded their deposit as long as the security officer has not yet left their house/home. Schreiber asked who will set these up? Vogel said he will work closely with City Hall on any of these alcohol events. Owings suggested there be some sort of verbiage in the contract for renters to be aware some events may require more than one security officer. Council agreed. A motion to approve hiring ASP Security for alcohol-related Community Center events was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

b. Approve Resolution 2022-1 – A Resolution Adopting the Minnesota General Records Retention Schedule for Cities – A motion to approve Resolution 2022-1 was made by Patric McCoy, seconded by Justin Schreiber. All in favor.
Motion Carried.

9. Time to Discuss Additions to the Agenda –

a. Leadership Training – Dave Owings – Owings began by saying he was in contact recently with Alexis Scott from the Dale Carnegie Institute, and discussed with her customizable training sessions for the department heads. Through those discussions, Scott has put together some ideas and would like to do a presentation to the Council some time this year. He said he would like to see it be an evaluation of each department head individually, followed by a specially designed course for each of them to attend. Mayor Tollefson asked if these trainings are for professional development, three-sixty evaluation or more for team building? Owings said he envisioned sessions which follow the “predictive index”, which is a behavioral test for individuals and separates them into certain quadrants based on personality type. He said this kind of test allows for people to use the information to effectively build better relationships at work and to improve team building skills. Mayor Tollefson said when she worked at Concordia they did a similar test and all department heads were able to see clearer how their differences in personality affected their communication. Owings said he is a big fan of leadership training, as he sees this as a building block for the future and feels it is the duty of Council to provide this for employees. Mayor Tollefson asked if this training could be considered professional development, and be applied to all employees? Owings said yes, Scott can provide session training to all employees. Mayor Tollefson said she loves professional development training and wants to make sure City employees have the opportunity to get involved. Owings agreed and saw it as a valuable investment to the City’s employees.

10. Old Business/Unfinished Business Updates –

a. Update on 202 Eglon Avenue Property – Ken Norman’s Email – Affield said February 16th, 2022 is the next court hearing before the judge. Norman said he would like to have a closed-door session at the next Council meeting prior to the hearing to go over how Council wishes to proceed in this matter. She said she will schedule it and put it on the agenda for the February 9th, 2022 Council meeting.


b. Quiet Zone Update from Railroad Grade Crossing Inspector Tom Domres – Department of Transportation – Mayor Tollefson said this is information for Council to review regarding the Quiet Zone. Affield said in this update there is mention that the trains will no longer be sounding their horns at the 100th Street S (Cty. Rd 17) crossing either. She said when she spoke to City Engineer Kris Carlson he noted there are extra signs at the Parke Avenue crossing needing to be removed by the spur, located by the elevator, as this area was not included in the original Quiet Zone paperwork. Carlson is going to contact David Overbo with Clay County to see if the County can put up “No Train Horn” signs on 100th Street S since it is a county road. Affield said if we hear train horns in the future, to contact Carlson and he will contact Inspector Domres to notify the appropriate BNSF personnel. Owings said he has a contact at

BNSF who informed him that when a Quiet Zone is enacted, there are supposed to be signs along the tracks 1,300 ft. from an upcoming crossing that informs the train's engineer of a Quiet Zone. Those particular signs did not get put up until January 14th, 2022, which is why residents were hearing train horns after the original Quiet Zone active date of January 4th. Affield said since then trains have been much better.

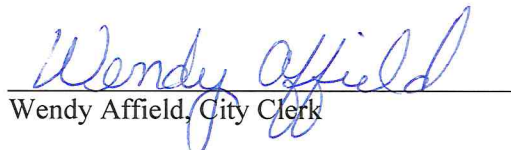
c. Discuss L85 Bobcat Loader Purchase Increase from \$77,676.28 to \$83,105.53 – Also 5-Year Lease instead of 6 Years – (Purchase Outright or Lease) – Affield said she spoke to the Bobcat salesman concerning the differences in the interest rates she sees on the different lease paperwork she received, and he explained the lease percentage cannot be locked in until the payloader is actually delivered. She said she would like Council to take a look at the price increase of the loader and come to a decision on how they would like to pay for it, leasing or purchasing outright. Affield said she has provided some different payment options showing the difference in interest totals after each lease period. She said we could possibly use the funds from the seal coating budget, and the seal coating itself could then be paid from the MnDOT Escrow account. Affield explained, those funds need to be used for street repairs/maintenance. Affield also informed Council some of the garbage funds could also be transferred to help pay the difference. Mayor Tollefson said she and Owings have planned to meet with Maintenance Supervisor Andy Olson to go over the details of the contract, but she is wondering if the decision from Council can wait until after they meet? Affield said yes, and the salesperson did move the delivery date up from June to March of this year. Savageau asked what the total would be if Council chose the option to buy outright with no lease? Affield said it would come to eighty-three thousand, one hundred five dollars and fifty-three cents (\$83,105.53). She said she did not want to sign the contract without Council's approval once she realized the amounts had increased from the original lease document. Savageau said she can see where the cost of equipment such as a payloader can increase or fluctuate, and if there are funds available to use in the Garbage fund or Sewer fund, would it not be better to just purchase it outright? Affield said she sees this as the best option, and it will save thousands on interest. Mayor Tollefson said she would like to add this to the next Council meeting agenda, and also that this is a good reminder to everyone to be mindful of what you are signing. Affield said she did have the salesperson remove the pallet fork options as Olson said he can do without them, and it saved sixteen hundred dollars (\$1,600) off the total price. She said for auditing purposes she will need to know specifically which lines to pull the funds from, after the Maintenance Committee meets with Olson. Owings said he can see justification to use Sewer funds for part of the payment, as the payloader can be used to help maintain around the City's sewage ponds. A motion to table the discussion until the next meeting on February 9th, 2022 was made by Dave Owings, seconded by Kimberly Savageau. All in favor. Motion Carried.

11. Miscellaneous Announcements & Recognitions –

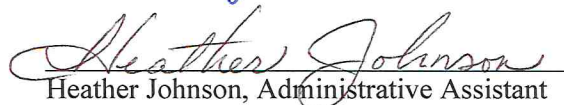
12. Adjournment – A motion was made by Justin Schreiber to adjourn at 6:41p.m., seconded by Kimberly Savageau. All in favor. Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant