

Glyndon City Council
2/9/2022
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: Dave Owings, Justin Schreiber, Patric McCoy, and Kimberly Savageau; Police Chief Justin Vogel; City Clerk Wendy Affield; Water Superintendent Andy Olson; City Attorney Ken Norman; City Engineer Kris Carlson.

As Per Sign in Sheet: None.

Virtual Attendees: Fire Chief Bob Cuchna.

3. **Motion to Approve Consent Agenda** – A motion to approve the consent agenda was made by Justin Schreiber, seconded by Patric McCoy. All in favor.
Motion Carried.

- a. **1/26/2022 – Council Meeting Minutes**

- b. **Approve Resolution of Payments**

- **Approve Code 4 Services \$3,100 Stalker DS2X Radar Estimate – Police Department**

4. **Any Additions to the Agenda** –

- a. **Reimbursement for Training Sessions for Patric McCoy**

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 said he has no updates at this time.

- b. **Andy Olson, Maintenance Supervisor** – Olson said he has been working with the County regarding snow removal on Parke Avenue, it was agreed they will assist the City in helping to remove snow off of the boulevards. Olson said there are electric speed signs by the school on Parke Avenue, and he now has a key to access the boxes in the event there are any repairs his department can help to maintain. His last update is about new water meters, stating he has run out of them for the Southview development. He said they are on backorder due to supply issues, with no clear indication of when they will arrive. Olson said he is working with surrounding cities to see if there are any that can be borrowed for the interim. Mayor Tollefson asked if the meters might arrive by springtime when new residents will want to water their new lawns? Olson said he is hopeful they arrive by then. Affield asked if there are any available right now for the new homes coming up soon? Olson said no, but he will do all that he can to get some. He said all current houses which have been completed have a meter, but he won't have one for any future houses until the order comes in. Affield asked if homeowners will be allowed to move in without

water access, or will they have water that is not metered? Olson said his sales rep from Sensus will do all he can to make sure he can find a meter. Affield said the utility bill credit given to new construction homes will help alleviate some pressure, but eventually the City will need to have a water read of some sort. Savageau asked to confirm that Olson has enough on order? Olson said yes, he's ordered quite a few and he put in the order roughly six to seven (6-7) weeks ago. Savageau said if it comes down to it, the City can base the reads on an average of water used by similar houses. Affield asked if the plumbing needs to be changed somehow, as there would be a gap where the meter normally is installed? Olson said there is a connection piece that can be attached. Mayor Tollefson asked Olson to keep Council updated on the status of the order. Owings added there are supply chain issues everywhere, and he suggested moving up any other orders of items normally ordered at a certain time of year, just to make sure things arrive close to when they are needed.

c. Bob Cuchna, Fire Chief – Present via Zoom. Cuchna said he provided a bid for the flooring repairs at the Fire Hall, which is in the packet. He said this bid is for a better product and is stronger than regular epoxy-type flooring, which is why he has chosen this bid over others. Cuchna said his main concern was to find something not as slippery and easier to keep clean than epoxy. Mayor Tollefson asked if the bids were comparing two different types of products, or similar ones? Cuchna said the products are similar to each other in that they both are considered “flake type” covering. Affield said there was only about a two-hundred-dollar (\$200) difference between the two bids.

d. Wendy Affield, City Clerk – Affield said she has no updates at this time.

8. New Business

a. Approve Epic Concrete Coatings Estimate for \$6,003.88 for Repairing Kitchen/Office/Conference Room Floors at the Fire Department – A motion to approve the bid from Epic Concrete Coatings was made by Kimberly Savageau, seconded by Dave Owings. All in favor. Motion Carried.

b. Fire Hydrant Signage Discussion – Olson said these signs are absolutely needed, as it is standard in most cities to have these. He said a lot of the older hydrants have some sort of reflective symbol, but some in other neighborhoods have been knocked down or damaged. He said he is not particular over which sign to choose, but noted certain poles can make accessing the hydrant more difficult. Mayor Tollefson asked Cuchna his opinion of these signs? Cuchna said the sign itself does not need to be huge, but his department does not have the ratcheting type wrenches so the signposts would need to be far enough away to be able to get their wrenches on the hydrant. Cuchna feels it is very important to get the hydrants marked properly. Mayor Tollefson asked how many hydrants are in town? City Engineer Carlson said there are well over one hundred (+100). She then asked if the purchase will be for both signs and poles? Affield said the signs for sure, but Olson has around sixty-six (66) poles already. Olson said his main concern is just to have enough to mark all of the hydrants in Southview. Schreiber asked which estimate was recommended? Affield said it depends on if the sign will be reflective or not. Mayor Tollefson suggested ordering the non-reflective signs first just to see how they are. Affield also suggested ordering sixty (60) in order to match up with the current poles. A motion to order sixty (60) non-reflective aluminum fire hydrant signs was made by Justin Schreiber, seconded by Patric McCoy. All in favor. Motion Carried.

c. January 2022 Expenses & Revenue Sheets for Review – Affield said she has no updates but if anyone has questions they can reach out to her.

d. Approve Resolution 2022-2 – A Resolution Designating the Polling Place for Precinct One in the City of Glyndon – A motion to approve Resolution 2022-2 was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

e. Business Cards for Council Members – Patric McCoy – McCoy said when he was recently at the League of MN Cities training he noticed most attendees were handing out or exchanging business cards, so he thought it might be worthwhile to have them for future use. Mayor Tollefson said she is indifferent on the request. Owings said for those who may be on the Council longer than him it might be advantageous to have them. McCoy said with the City growing, it was discussed at the training how important networking is becoming in the sharing of information between cities. Mayor Tollefson said McCoy can certainly work with Affield in getting some cards ordered along with any other Council Member who is interested.

9. Time to Discuss Additions to the Agenda –

a. Training Session Reimbursement for Patric McCoy – A motion to approve the reimbursement was made by Kimberly Savageau, seconded by Dave Owings. McCoy recused himself.
Motion Carried.

10. Old Business/Unfinished Business Updates –

a. Tabled from January 26, 2022 Meeting – Discuss L85 Bobcat Loader Purchase for \$83,105.53 – Purchase Outright or Lease – Mayor Tollefson suggested the City try to save on interest by purchasing the loader outright. McCoy said he feels the same, but wanted to wait to discuss it until Olson was present. Olson said it is also good that the City won't have to limit the hours used on the loader each year, as his department will be using it frequently. Affield was not aware the hours were going to be limited since it was going to be a lease-to-own program. Olson said he is not sure, but thought the salesperson originally said something about yearly hours. Schreiber asked what the original order for forks was to be used for? Olson said those were removed as his department already has some. Schreiber then asked if the current blower would work on the loader, too? Olson said yes, which is why they chose this particular model. Mayor Tollefson said as a general reminder to all to completely review contracts to ensure the City is getting what they need and within what they budgeted for. A motion to purchase the L85 Bobcat Loader outright was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

b. Update on 418 2nd Street SE Property – Ken Norman – Norman said this situation is governed by the abandoned property laws in MN, and it is clear that after six (6) months have passed, property is officially deemed as abandoned. He said the timeframe is almost passed and a notice was previously sent to the previous owners regarding the situation. Norman said the City now must provide a written thirty-day (30) notice to them stating they have this time to clear any items out of the home on the property or forfeit them to the City. He said this notice has to be received via certified mail, or by personal service. Norman stated he communicated via email with the previous owners regarding how they can request access to the home from the City. He noted in his email they will be required to provide the City forty-eight (48) hours advance notice before they can come onto the property and be given access. He said this final written notice will be mailed out on February 16th, 2022. Vogel asked Norman to have the letter ready as soon as possible so he can find appropriate personnel to deliver it on or close to the 16th. Norman clarified the previous owner's thirty-day timeframe starts once they are both officially served a letter, as it cannot be only one person considered "served" in this situation.

c. Executive Closed-Door Session – Mayor Tollefson Please Read:

“At this time the meeting will be closed as permitted by Minnesota Statutes, section 13D.05, subdivision 3a, to discuss litigation strategy with City Attorney Ken Norman concerning the property located at 202 Eglon Avenue.”

A motion to close the regular meeting was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.


--- Closed-door Session Ended ---

A motion to reopen the regular meeting was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.
Motion Carried.

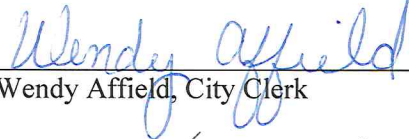
11. City Attorney Ken Norman was Authorized to Attend the Hearing on February 16, 2022 Concerning 202 Eglon Avenue and to Report Back to Council with the Findings – Mayor Tollefson said, “Upon discussion the City Council is now formally directing City Attorney Ken Norman to move forward with the information received regarding 202 Eglon Avenue.” A motion to approve Norman to attend the next court hearing was made by Kimberly Savageau, seconded by Dave Owings. All in favor.
Motion Carried.

12. Miscellaneous Announcements & Recognitions –

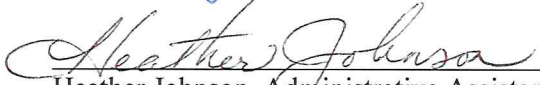
13. Adjournment – A motion was made by Kimberly Savageau to adjourn at 7:53 a.m., seconded by Patric McCoy. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant

February 9, 2022 Council Meeting Minutes