

**Glyndon City Council**  
**3/9/2022**  
**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 and Kimberly Savageau; Police Chief Justin Vogel; City Clerk Wendy Affield; Water Superintendent Andy Olson.

**As Per Sign in Sheet:** None.

**Virtual Attendees:** Council Members Justin Schreiber and Patric McCoy; City Engineer Kris Carlson.

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. **2/23/2022 – Council Meeting Minutes**
- b. **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 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 been working on the new parking ordinance and will hopefully have it ready for Council’s review at the next meeting. He would like, if possible, for each of them to review it prior to the meeting so that discussion can be added to the agenda. Owings asked if this ordinance will only regulate street parking? Vogel said he has two options set aside, one which would only cover street parking, and the other would deal more so with yard parking, which he would like to see added to the nuisance ordinance instead. His reasoning for that is to have two separate types of fees for violations, and the nuisance fees would be stricter in order to better enforce the ordinance. Mayor Tollefson said she feels it would be better to get just the street parking ordinance taken care of first. Vogel said he can get started on the nuisance ordinance immediately following the parking one, but he would like Council first to decide on a committee for it, with two Council members and two department heads. He said this committee can keep going every year to make sure ordinances are up to date.

b. **Andy Olson, Maintenance Supervisor** – Olson said he has no updates other than currently deciding on new spring and summer banners for the street poles in town. Affield mentioned the new payloader is here. He said it may take a couple of weeks to receive the banners, but they will be able to put them up right away with the new lift attachment for the loader. Schreiber asked about the coulee, and was wondering with all this snow will there be a draining issue again this spring? He said he remembers a couple of years ago where there was so much snow that culverts were plugged up and water wasn’t able to

get where it needed to flow. Olson said he will take a look, as they are already monitoring the ditches but asked Schreiber if there was a specific area he had in mind? Schreiber said the ditch by Lyndon Avenue had issues with drainage when there was a lot of snow. He said it isn't urgent at the moment, but wants Olson to be aware of it when snow starts melting. Mayor Tollefson agreed and said there is a concrete drain over by her cul-de-sac in Southcreek which has difficulty getting unplugged, and once it gets cleared then water flow in other areas starts moving. She is hoping with the new loader Olson can clear out some of the snow on roadways which has hardened to the point of being extremely difficult to drive over. Olson said he will definitely get on it.

**c. Bob Cuchna, Fire Chief** – Not present.

**d. Wendy Affield, City Clerk** – Affield said the auditors came yesterday and will be here likely until Thursday, then for a month after they will work remotely and request items from her via email.

## **8. New Business**

**a. 2021 Glyndon Fire & Rescue Annual Report** – Mayor Tollefson said this report is for Council's information only. She asked Affield if Council needs to approve anything from the report? Affield said no, it is just a report of what the Fire Department did, updated, or news from over the last year.

**b. US Solar Garden 2020/2021 Savings** – Affield said she just wanted Council to be aware of the savings on electricity thus far from 2020, which was only a two-month period, through all of 2021. In 2020 the City saved one-hundred two dollars and ninety-two cents (\$102.92), and in 2021 the savings was one-thousand five hundred seventy-seven dollars and five cents (\$1,577.05). Affield said the City signed a twenty (20) year agreement with US Solar/Xcel Energy, so over that time period the City will save quite a bit.

**c. February 2022 Expenses & Revenue Sheets for Review** – Informational only. Mayor Tollefson asked Affield if there were any budget items causing any concern yet this year? Affield said no, as certain insurance funds get moved later.

**d. Employee Uniform Allowance** – Mayor Tollefson said she asked Affield to add this to the agenda not as a vote-for item, but rather as a discussion on the employee handbook and the uniform policy. She said the current uniform allowance is not specifically written in the employee handbook, as it has just been something Council has approved to be in the budget each year. Mayor Tollefson said this allowance has increased over time to the current four hundred dollars (\$400), and is primarily used by the Maintenance Department. Vogel said his department has one, as per their union contract. She asked if this allowance should be written into the employee handbook, and should it also include other departments? Her thoughts are that City Hall employees could wear, for example, fleece jackets with "City of Glyndon" embroidered on them, or other types of promotional clothing. Mayor Tollefson said other departments would not need to have as high of an allowance as maintenance, but she can see having an allowance of perhaps one hundred dollars (\$100) per year for office workers. She is not looking for a vote today, but further discussion. Savageau said she agrees the uniform allowance should be written in the employee handbook, but she does not feel all departments should be included. Owings said he agrees it should be in the handbook and feels the policy should extend to everyone. Savageau said other government entities she has worked for do not allow this, so that is why she is against it. Owings said he is of the opinion that if Council sends any City Hall staff to any conferences or training, he would like to see them wearing clothing with the City's logo on it. Mayor Tollefson said Maintenance uses the allowance to purchase many different non-customized items such as gloves, boots, hoodies, etc., and so she feels offering the allowance to all departments can be looked at as another benefit offered by the City in terms of appreciation. Owings said at his work, he has a budget where he can buy or have his employees go to the

company store and they can pick out a fleece jacket or dress shirt, up to a certain dollar amount. So he said he fully sees the “appreciation” aspect of it. Savageau said at the County where she works, the auditors will not allow that type of spending, and if employees want to purchase something from the County “store” they need to do so with their own money. She said it might be wise to run it past the auditors here for the week and see what they say? Mayor Tollefson asked Savageau what she feels is the difference between City Hall and Maintenance? Savageau said Maintenance has to wear heavy boots and other heavy clothing for their day-to-day work. Mayor Tollefson then asked what Schreiber or McCoy thought? McCoy feels it is a good idea to have the allowance available for all employees. Schreiber said if it is put into the handbook, then it should be offered to everyone since the Maintenance and Police Departments already have it. He said it also depends on whether certain clothing items will be required, or a certain color. He said at his work if they require their employees to wear certain things then the company expects to pay for it. Mayor Tollefson said they will do some more checking and report back at the next meeting.

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

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

**a. Set Public Hearing for Charleswood Corrective Plat** – Mayor Tollefson said the chosen time will be for Wednesday, March 23<sup>rd</sup> at 6:00 p.m., with the regular council meeting following. A motion to approve the Public Hearing date for Charleswood Corrective Plat was made by Dave Owings, seconded by Kimberly Savageau.

**b. Charleswood Developers Agreement Discussion** – Affield said after the recent committee meeting, she has separated the developers’ agreements, and provided them to both City Attorney Ken Norman and Council Member Kimberly Savageau, who in turn stated they wanted all agreements combined into one. She said this current agreement is made up of parts of an agreement previously worked on by Shockley, and some items are consistent with Kelly Richards’ agreement for Southview. Affield said there are some highlighted portions which should be reviewed, especially page two concerning electricity hookup. She asked Carlson if electrical can be assessed to each developer? Carlson said yes. Affield said this would be something needing to be changed for the final agreement, as the cost for electrical access may be too high up-front for many of the developers and would be better included with the specials. She said telecommunications are usually not charged for, as Arvig and Midco will just put in their own lines. Affield said on page four the chart will need to be added in showing how the letter of credit breaks down. Savageau said the committee also discussed having developers issue the City a cashier’s check instead of a letter of credit. Affield said Norman put verbiage in the agreement to include any kind of security. She said on page seven is the section on park space dedication, she feels the verbiage should be removed due to no park space being drawn on the current plat. She said the City would rather have the five-hundred-dollar (\$500) donation go towards something else, so there needs to be an adjustment on the wording. Owings asked how does this new plat affect the residents on 14<sup>th</sup> Street whose property abuts the new development? He said one of those residents will have specials assessed to the new plat. Carlson said those residents will be part of the public hearing process when it comes to that. Affield clarified those residents are actually part of the Centennial development. She said after that you will notice sections for individual notarized signatures from each of the owners. The following section, “Exhibit A”, shows the lots that each of them own, “Exhibit B” will be where the fee for improvements is attached. She said Norman added “Exhibit C” leaving space where the required security, name of developer, legal descriptions, and form and amount of security. Affield said those figures are not available yet, as the feasibility study needs to be done. Carlson agreed, and said what has been already submitted to him does not meet the minimum standard of care for a feasibility study to proceed. Carlson feels there is confusion as to who is taking care of what with the other engineers. Affield said the last section, “Exhibit D”, was also added by Norman and it is the Agreement of Special Assessments and Waiver of Irregularity and Appeal. Carlson said further discussion with the committee is needed because as it stands now, the developer/owners are losing time because of certain factors not being met. He said they are now looking

at possibly bidding out around June. Affield asked Carlson if it is his recommendation to let Ulteig Engineering take the project over and special assess their items in order to get the process moving forward quicker? Carlson agreed and said the longer the wait, the less time there will be to get this development ready by the end of this year. Owings asked if Carlson has presented anything to the developers? Carlson said not yet, as he wanted to present to Council first but he will reach out to Jim Sullivan. Mayor Tollefson asked if Council is comfortable moving forward? Owings then asked if the price of asphalt might be increasing soon due to current world events? Carlson said it is hard to forecast, but the City will be at an advantage as there are no state or federal funds involved. He said that will save on a lot of extra paperwork, but this project really needs to get going.


**c. Update/Discussion on 202 Eglon Avenue SE Property** – Affield said the Lugo family had ten (10) days to remove belongings and have the house razed, but the timeframe has passed. She requested four bids from companies regarding the demolition and is waiting on those. She also requested an estimate from Fuchs Sanitation on roll off dumpster costs. Affield said Kent Severson from the County Health Department will be here this week to assess the asbestos situation, and Olson will move some items around so that he can pull up flooring. She said before any demolition could take place, certain items inside would need to be removed and properly disposed of. She is hopeful the bids will be ready before the next Council meeting, as it will be nice to finally move forward on this. Vogel said he checked with the County Jail's STS and Work Detail Programs, and it appears both programs are no longer running but will not be up and running until summer. He said it will be up to the City to figure out how best to clean out both properties. Mayor Tollefson asked if the interior contents of this particular property can be disposed of? Vogel said yes. She asked if any local charities might be interested in any of the contents? Affield said that would be a good idea, and Vogel agreed. He said anything the City wanted to try and sell would just take up more time and proper storage would be costly, so his recommendation is to offer the local charities to come through and take things they could use. Mayor Tollefson asked to clarify if 202 Eglon Ave. is already at this point? Affield said yes, and 418 2<sup>nd</sup> Street will be ready on March 19<sup>th</sup>. Mayor Tollefson then asked if a vote from Council is needed to move forward? Vogel said he recommends asking Norman about this, just to cover all bases. Savageau said it will be good to check with Norman as the City does not own the property at 202 Eglon Ave. Affield said she will contact Norman right away. McCoy suggested the City also contact Habitat for Humanity Restore as they might be interested in some items as well.

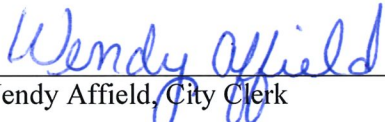
**d. Update/Discussion on 418 2<sup>nd</sup> Street SE Property** – Vogel said Maintenance has twice removed snow on the property to allow the previous owners access to gather any belongings, but they did not show for the first appointment and the second appointment they tried to send someone else out to the property. Vogel said he informed them that either one of them would need to be present, and since they live out of town the appointment was cancelled. He said they chose to come out today, so if they show up they will have until 4:00 p.m. to retrieve belongings. Mayor Tollefson asked what is the final day for them to remove items? Vogel said Saturday, March 19<sup>th</sup>. Affield asked if Council wants to start the rezoning process for the property? She said it is currently zoned R1-Residential, but it could be changed to C1-Commercial since it is already plumbed in with commercial water and sewer lines, that is why the assessments are higher on that property. Savageau said there will need to be public hearings for it, but agrees it makes more sense for that property to be commercial. Owings said it makes sense, as the redrawing of that addition would be more straight-line. Mayor Tollefson asked if a fence would be required there along the property line? Affield said yes, as it is a requirement that commercial be separated from residential with a fence. Mayor Tollefson said she agrees it makes the most sense to rezone that property into commercial, considering its location. She asked what the next step would be? Affield said if Council wants to proceed with a public hearing, then Council will need to set a date and then she will send the information ten (10) days prior to surrounding property owners within three-hundred-fifty (350) feet of the lot to be rezoned. Savageau suggests having this hearing on its own, instead of grouping it in with Charleswood, and also to have it located at the Community Center as there may be more people who want to attend. Schreiber and McCoy both said they agree to rezone it to commercial. Council set the public hearing date for the evening of Wednesday, April 6<sup>th</sup> at 6:00 p.m. at the Community Center. Mayor

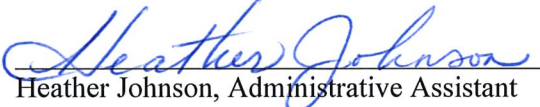
Tollefson then asked if after the hearing the Council would seek bids for the property? Affield said she checked with the League of MN Cities and learned the City would not necessarily have to seek bids, as it could be sold outright to whomever. Owings said he is not concerned with getting different bids, as he would prefer to move it along quicker. Savageau suggested waiting until after the public hearing to see what area residents might say, since that particular property is going to be adjacent to residential houses and there may be some concern about noise. Council agreed to hold off discussions until after the public hearing.

**11. Miscellaneous Announcements & Recognitions –**

**12. Adjournment** – A motion was made by Kimberly Savageau to adjourn at 7:40 a.m., seconded by Dave Owings. All in favor.  
Motion Carried.

  
\_\_\_\_\_  
Tracy Tollefson, Mayor

  
\_\_\_\_\_  
Wendy Affield, City Clerk

  
\_\_\_\_\_  
Heather Johnson, Administrative Assistant

March 9, 2022 Council Meeting Minutes