

Glyndon City Council
3/23/2022
Regular Council Meeting – 6:00 P.M.
(Following Public Hearing)
City Hall Council Chambers

1. Call to Order: Mayor Tracy Tollefson called the meeting to order at 6:14 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; City Public Works Supervisor Andy Olson; City Engineer Kris Carlson.

As Per Sign in Sheet: Shaun Erickson, Bryant DeVries.

Virtual Attendees: Fire Chief Bob Cuchna; Michael H.

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. 3/9/2022 – Council Meeting Minutes

b. Approve Resolution of Payments

- **Approve Glyndon Volunteer Firefighter Application from Gavan Nygaard**

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 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 very busy with almost 1,000 calls for service so far this year. He said they are still fully staffed, although several other agencies are now getting new applicants so he would like to meet with the Police Committee to start planning for recruitment strategies in the future.

b. Andy Olson, Maintenance Supervisor – Olson said the new spring banners should arrive in a couple of weeks, and the current winter ones have been taken down and stored. He said the streets were swept yesterday, and this year was earlier than normal due to the larger amount of sand used over the winter. Normally the streets are swept twice a year, but Olson said it is getting harder to nail down any dates with sweeping companies due to staffing shortages. He said next week his department will be getting the parks ready, and he has narrowed down candidates for the temporary seasonal positions. Olson said he has sent his choices to the Maintenance Committee for their review. He also said the water levels around town are maintaining well, so far no flooding issues. Owings asked what the price break for the banners were, like if there was a minimum amount to purchase? Olson said he does not remember exactly, and Affield said she can look up the invoice and send that to Owings.

c. Bob Cuchna, Fire Chief – Cuchna was present via Zoom. He said the flooring has been completed at the Fire Hall and looks very nice. He said they are still working on the cabinets and are currently deciding on whether to paint the original ones or purchase new ones, so he is going over some different estimates for that. Cuchna said he has not yet spoken with the newly hired volunteer firefighter, but is glad the City has approved his application. He also said he likes the new welcome booklet for new residents and was wondering if in his section of the booklet could we add “they are always looking for more volunteers.” Affield said they can definitely add that in.

d. Wendy Affield, City Clerk – Affield said the Glyndon Days Planning Committee had their first meeting tonight, and it went very well. She said she will start adding the updates to future Council meeting agendas. She noted each Council member has in front of them information about the League of MN Cities Annual Conference, which she has registered for and will be attending June 22nd through June 24th. She provided the informational flyer in case any of the Council are also interested in attending. Affield said the yearly audit conducted by Eide Bailly went very well this year, and they will come to the second meeting in April to present their findings.

8. Committee Reports – Mayor Tollefson said she spoke with Affield about including committee updates in the agenda after each committee meets to keep the entire Council up to date on what is being worked on, especially if something is at a point where it can be shared. She would like to get Council’s thoughts on this, and whether including this would be advantageous? Council was in agreement to include these updates.

a. Park Committee

• **Dog Park – Dave Owings** – Owings said he knows a project can take some time to develop, and he wanted to make note to Council he does not intend to run again, so he wants to see some land dedicated by the City for a dog park, to be located by the old dump site in the Stockwood Addition. He wants Council to start thinking about it, and he would like to start fundraising efforts to get it built. But first the land needs to be available for it, and he feels the effort will be worth it. Owings said he knows the original location he chose for the park was not agreed upon, but he is hoping this new location will be better. Mayor Tollefson feels the entire Council needs to agree to work together on any committee projects or issues, especially when it is in the best interests of the City. But she thinks it is up to the committee members to vet out any projects first, and then present to Council if it is something the committee truly sees as a priority. For example, she said she would not expect just any one idea of a member to be brought to Council for vote, if the entire committee was not in agreement. She suggested perhaps putting out a survey for residents to show what projects or amenities they would like to see the City work on like a dog park or a splash pad. Schreiber asked to clarify if residents are to be included in these committee meetings? Mayor Tollefson said yes. Savageau said the difficult part is determining how much of the Park budget can be spent on which project? She does not want to waste a resident’s time at a meeting if their ideas for projects are too much money for the City to cover. Mayor Tollefson agreed and said she just wants all Council members to be open-minded with what they want to do with the Park funds. She feels the more community engagement they can get, the better, and sometimes you have to start with small ideas and see how they grow. McCoy agreed that a committee is necessary in order to facilitate the discussion on ideas and also how to save for those projects. Mayor Tollefson suggested putting out a survey to gauge what kinds of projects the residents are interested in. Owings agreed but cautioned that the previous survey sent out about the dog park was not very detailed in scope, and so the Council would need to take the necessary time to put together an in-depth survey. He said any plan presented to the committee, whether by a resident or a committee member, has to consider all associated costs for the project other than what the City may be responsible for, such as taxes. For example, the dog park will need mowing and city staff to maintain it. McCoy said it will also need to be fenced. Owings said yes, but he knows someone who can have the majority of the fence donated to the City. He said once a plan is written up, then the City has to determine if the property is useable for something else? In the case of the

proposed dog park location, it used to be a dumping ground so Owings does not see in this instance where it could be used for anything else other than a green space. Mayor Tollefson asked if Council would agree to see what the committee determines as priorities first and then present at a meeting? Council agreed.

- **Splash Pad – Tracy Tollefson** – Mayor Tollefson said she does not have anything to add other than what was already said during the dog park portion.

b. Strategic Planning Committee –

- **Reschedule April 6, 2022 Meeting** – Affield said she included this year’s Council meeting dates in case they want to work around or add this meeting to one of those? She said the second scheduled meeting isn’t until November. Mayor Tollefson asked if Wednesday, May 25th would work? Or perhaps June 8th? Owings suggested trying a different day of the week instead of Wednesdays. McCoy said he can be available whenever. Council agreed to reschedule the meeting for Wednesday, June 8th at 6:00 p.m.

- **City Priorities – 12th St SE Paving/Stockwood Road/Sealcoating** – Mayor Tollefson asked if this is something that can be added to the Strategic Planning meeting? Affield said yes.

- **American Rescue Fund Spending Ideas** – Mayor Tollefson asked to clarify what the actual amount is at? Affield said it is currently seventy-two thousand, six hundred forty-three dollars and thirty-nine cents (\$72,643.39), and the second half payment will be coming soon, totaling one hundred forty-five thousand, two hundred eighty-six dollars and seventy-eight cents (\$145,286.78). She said the City also received an additional two thousand, three hundred seventy-eight dollars and eighty-seven cents (\$2,378.87) which was distributed from unused, excess funds from other cities. With all payments combined, Affield said the total ARPA funds will be one hundred forty-seven, six hundred sixty-five dollars and sixty-five cents (\$147,665.65). Mayor Tollefson asked if Affield could email to Council the full pdf which explains how the funds can be used? Affield said yes. Mayor Tollefson then asked to clarify when the funds need to be used? Affield said the City has until 2024 to use up the money, but each year whatever is spent needs to be reported. She said in the agenda packet she has included some examples highlighted by Administrative Assistant Heather Johnson which shows the funds can be used for parks and park equipment. She noted how the equipment in Johnson Park needs to be replaced, and the smaller equipment in Anstadt Park has been removed so that could have something added to it. Savageau asked if these bullet points were to be discussed at tonight’s meeting or at the Strategic Planning meeting? Affield said these points were just to make Council aware of what kinds of things the funds can be used for, so that they can have time to think about it before the meeting. Chief Vogel asked if in order to use these funds, can any project have previously had budget funds set aside for it, or will that exclude it from consideration? Savageau said these funds have been given a broader scope in terms of what they can be used for, and Affield agreed saying she will look into it further. Vogel said if it comes to that, then Council will have to plan ahead for future budgets in case they cannot use these funds for any budgeted item or project. Savageau asked if Affield has checked with the auditors about using these funds for lost revenue? Affield said the City would need to produce proof of the revenue loss, and the City really has not had any revenue loss other than the Community Center, but that revenue is quite small. Savageau asked about any loss in the Police Department? Vogel said it might only cover overtime. Affield said another use of the funds could be payroll. Savageau asked if Affield has seen what other communities have used their funds on so far? Affield said she has not yet, and Savageau also suggested she check with the League of MN Cities regarding the payroll option as it may relieve some of the auditing purposes down the road. She also said Johnson discovered the funds can be used to pay for enhanced public communication efforts, which would include any direct text messaging technology for the City and the residents. Another possible use of the funds could be for the purchase of a new police squad, Affield said. Vogel said his department was already looking at changing out one of the squads, so if funds could be used to purchase a new one that would take some pressure off of that budget line. Olson asked to clarify if the department heads would have to produce another list of items for this meeting since there was the other meeting last year?

Savageau said yes, there was that first meeting but those funds had to be spent in a very short amount of time so there was a small committee that made the final decisions. She said this time around the department heads can bring their list of items and Council will have more time to think on them.

As an added note, Mayor Tollefson wanted to briefly discuss the Glyndon Days Planning Committee meeting and said she, Owings, Affied, and Johnson were joined by residents Shonna Severson and Micah Thureen. She said they discussed the previous year's Glyndon Days packet and wondered if this year's festival should be shortened at all, but ultimately the committee decided to keep the same number of days. She said the city worker list and event schedule was also discussed, and the committee made some minor changes. One of those was to add an additional bouncy house to the Community Picnic night and to eliminate smaller games with the exception of ring toss for the kids. Mayor Tollefson said they also decided to have Severson's youth group set up an art show inside the Community Center for residents to view during the picnic. The committee decided to keep the city-wide garage sale and the BINGO Night event. Owings said they were looking at having an additional BINGO night sometime prior to Glyndon Days, and Mayor Tollefson said they had chosen Friday, May 6th. Affield said they will need to check in advance with the Police Department's Administrative Assistant Stacy Pritchard, as she is the one who completes the paperwork and organizes the games. Vogel said they definitely need to check with Pritchard first as she usually has a set schedule. Mayor Tollefson said as far as the Saturday events go, the schedule pretty much stays the same but they decided to change and shorten the times for the events. She said they are now having the Car Cruise go first at 9:30 a.m., followed by the Color Guard and Parade at 10:00 a.m., then the Bouncy Houses, food trucks, and the Craft & Vendor show would run from 11:00 a.m. to 2:00 p.m. She said there was also discussion on adding a third food truck, and possibly having the Red River Zoo come out to do a show for kids, as well as face painting. Mayor Tollefson said all of the discussions went smoothly, but down the road Owings and Johnson will need some assistance with the parade and the craft show. She said the committee will meet again on Wednesday, June 15th to finalize more details.

9. New Business –

a. 1st Reading of Ordinance #193 – An Ordinance for Parking Regulations in the City of Glyndon and Permitting the City Council to Adopt Parking Regulations and Parking Signage by Resolution on all City Streets within the City of Glyndon – Mayor Tollefson said the overall focus of the ordinance committee was to ensure residents are not hindered by these new changes, but rather to make sure cars are off the street during snow events for proper snow removal. She also included any vehicles which appear to have been parked in the same spot for days will be ticketed, or unlicensed vehicles just sitting on the street. Mayor Tollefson said there was a lot of discussion on this ordinance amongst the committee members, and the end result is an ordinance which will allow the City to ensure emergency vehicles can get through and not have streets become dumping grounds. She said the new time limit for street parking will be twenty-four (24) hours prior to vehicles or trailers having to be moved off-street. Vogel said this ordinance will take over the previous ordinances, which were pretty bare and needed updating. He said now the parking signs around town can actually be enforced with the ordinance, and this is very similar to what other surrounding cities are already doing. Vogel then read through sections of the new ordinance to highlight any specifics or changes:

Section A. Parking & Exceptions – Vogel said Point (1) details the discretions of the police officers regarding parking issues. For example if a “No Parking” sign is put up in town and if there is a special event going on, then the police department will need to be contacted first, not the Mayor or the Council. He said they will allow parking for those instances. Point (2) regulates any trailers, campers, or other pull-behind units. Vogel noted that these regulations are for areas of town which do not have any parking signs, as the signs still need to be abided by. Point (3) regulates the parking of semis and semi-trailers, busses, and construction roll-off dumpsters. He said these are not allowed on residential streets unless it is marked, but they are allowed in the industrial park section of town. For construction areas,

Vogel said most builders know that roll-offs need to be placed on the lot, not the street. He said the remaining Points in Section A are mainly taken from MN state statutes. The subheading for “Following Exceptions Apply” details how semis, busses, trucks/tractors/trailers can be parked in any parking zone so established by Council, meaning commercial areas such as Stockwood. He said this also covers public utility vehicles, City vehicles, moving company trucks, etc. as these are work-related and are temporarily providing a service.

Section B. Abandoning a Motor Vehicle – Vogel said these vehicles will be towed after a twenty-four (24) hour period.

Section C. Plowing After Snowfall – Vogel said the City attorneys left it up to the City how they want to word this, and he prefers to use the verbiage that streets will be plowed “when deemed necessary” after a snowfall. Vehicles left on the street after a period of twenty-four (24) hours may be towed or ticketed.

Section E. Penalties & Impoundment – Vogel said these will go back onto the owner of the vehicle, and the fines/fees listed are administrative, not state statute. He said the fine for regular parking infractions starts at twenty-five dollars (\$25.00) and will increase by ten dollars (+\$10.00) after fourteen (14) days, another ten dollars (+\$10.00) after thirty (30) days and so on until it reaches a max fee of fifty-five dollars (\$55.00) total. Fire lane/hydrant violations are forty dollars (\$40.00), and handicapped violations are two hundred dollars (\$200.00).

Vogel wrapped up by stating this new ordinance puts the City into an up-to-date generation of ordinances. He feels this is where the City needs to be. Mayor Tollefson said she also thinks Section D, regarding parking violations during solid waste removal days, is very important as well. Vogel agreed, especially now that the City has special totes which require the trucks to get much closer to them for proper pick-up. Savageau had a question on Section A., Point (1), and said she is unsure of the wording. She feels it is unclear as to which “following places” are being referred to, and suggested maybe Point (1) needs a subsection to be more concise? She said perhaps Points (2) through (22) could be indented and changed to i., ii., iii., or a., b., c., and so forth. Vogel said he can see where it may be unclear. Schreiber suggested doing a small write-up paragraph prior to Point (1), such as in Section B. Vogel agreed this would make more sense and be clearer all-around. Owings asked if vehicles or trailers need to have current licensing, and if so does the ordinance need to specify that? Vogel said the vehicles do in fact have to be licensed, and it is covered under Point (1). Savageau said she presumes state statutes already require any vehicles on the road to be licensed, and so the Police Department would be able to enforce those statutes. Vogel agreed, but said the fines under state statutes are very hefty compared to a municipal fine. Savageau suggested creating an additional Point under Section A which specifically states that vehicles and trailers must be licensed or change the wording in Point (1) to include all vehicles and trailers. Savageau then asked if Fuchs Sanitation will be notified regarding the placement of roll-off dumpsters? Vogel said yes, and they will also update anyone who currently may have one on the roadway. Affield said there would generally be three (3) readings of an ordinance, but the Council has the option of just doing two (2). Council agreed to doing only two (2) readings. A motion to approve the 1st Reading of Ordinance #193 with the changes requested was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

b. Ordinance Committee – Tracy Tollefson, Justin Schreiber, Chief Justin Vogel, City Clerk Wendy Affield – Mayor Tollefson stated there was consensus that a committee needed to be formed for the upcoming ordinance changes. Vogel recommended to have this committee organized annually, in order to keep the ordinances up to date. He said the next step for the committee will be to review the administrative appeals process for the parking ordinance. City Engineer Kris Carlson said the utilities ordinance also needs an overhaul, as some of it has not been updated since the 1930s. He said one of the

important issues to look at will be the sump pump ordinance, and where the City's responsibility lies. He said he will pull some of the more recent ordinances from surrounding cities to get a start on it. A motion to approve the newly formed Ordinance Committee was made by Kimberly Savageau, seconded by Dave Owings. All in favor.
Motion Carried.

c. Rural City Governing Boards of Clay County Meeting on April 19, 2022 from 4:00 pm to 6:00 pm, Law Enforcement Center, located at 911 11th Street N, Moorhead – Mayor Tollefson said this is just to denote the change in date. She said it is possible there may be more than two (2) Council Members present at this meeting, so that the public is aware.

d. New Resident Information Packet – Mayor Tollefson said this is included in the agenda packet for review. Affield said Johnson put together the packet by gathering information from other cities, and did a wonderful job. She said there is still room for any changes or suggestions. Mayor Tollefson asked if Council would have some time to look it over prior to its completion? Affield said suggestions or changes can be made anytime.

10. Time to Discuss Additions to the Agenda – None.

11. Old Business/Unfinished Business Updates –

a. Uniform Allowance Comparison List from Barnesville, Hawley, and Dilworth – Mayor Tollefson said this was an item she thought Council might want to consider adding to the current Employee Handbook regarding uniform allowance for City Hall staff. She said this does not affect the current allowances for either the Police Department or the Maintenance Department, but noted the Maintenance Department currently has a four-hundred-dollar-per-year (\$400/yr.) allowance for clothing. Savageau said she is shocked those surrounding cities are allowing as high as six-hundred-dollars-per-year (\$600/yr.) for clothing for all full-time employees. Mayor Tollefson said that some of the amounts listed might seem larger, but she feels it is something that will help for employee retention. Savageau said at her place of employment, she is required to pay for her own clothing. Owings asked Savageau what dollar amount she could see as possible? Savageau said she could see perhaps one-hundred dollars (\$100.) She said that amount could easily cover a “City of Glyndon” jacket, and likely wouldn't be needed every year. Savageau said she agrees it is good in terms of retention, but it is also important to remember that there might be more employees down the road as the City grows. Mayor Tollefson said she can see that, but also feels comfortable investing two-hundred or three-hundred dollars (\$200-\$300) each year in our City staff. Savageau cautioned that the budget may take a hit somewhere else in order to cover this cost, and suggested perhaps starting small as the amount can always go up, but it will be harder to take it away. She also mentioned considering whether an employee might find having dental benefits more beneficial than a clothing allowance. Savageau said she is just more comfortable with the City trying to provide a benefit which will actually be a benefit to the employee, not just an article of clothing. Mayor Tollefson said she doesn't see the amount as being too much, even if it is just one-hundred dollars per person (\$100/ea.), and the City should look to support its City Hall staff. Schreiber said he could agree to start off with one-hundred dollars (\$100) and see where it goes from there. Owings agreed. McCoy also agreed and said he thinks it's a good idea and it shows investment in the staff. Mayor Tollefson asked if part-time employees should be pro-rated? Vogel said his part-time Administrative Assistant could fall under his employee allowance. Savageau said she can see it possibly becoming an issue if it is extended to all part-time staff and would prefer to see this be applied to only full-time employees. Savageau asked if this would take effect for the 2023 budget as this year's has already been approved? Mayor Tollefson said she would support it being added to the current 2022 budget. Affield said the allowance would come out of half Water and half Sewer funds, as this is how payroll is already set up and follows the current Maintenance Department's uniform allowance. Owings said he would also be supportive of having it included this year. He asked if it might be an audit issue for Savageau? Affield said she has already spoken to the auditors

and they were fine with it. Savageau said she didn't want Affield to feel as if she is against this for her in particular, but is looking at it from a resident's point of view and wondering what they might think. She feels it would be better to include it in the 2023 budget. Schreiber and McCoy both said they are fine with it being included for 2022. A motion to approve an annual Uniform Allowance of one hundred dollars (\$100.00) for each City Hall full-time staff member, to be included in the 2022 budget, was made by Dave Owings, seconded by Patric McCoy. Mayor Tollefson, Dave Owings, Justin Schreiber, and Patric McCoy voted in favor. Savageau opposed.

Motion Carried.

b. Approve Charleswood Corrective Plat – A motion to approve the Charleswood Corrective Plat was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.

Motion Carried.

c. Review Demolition Bids for 202 Eglon Avenue S and 418 2nd Street SE – Mayor Tollefson stated that three bids came in, one from Fitzgerald Construction, one from Randall's Excavating, and one from Dirt Dynamics. She said all three are included in the packet for review, and as she was looking through them she questioned on Randall's a section which talks about "removal of all concrete" in the bid, but farther down it says, "no concrete removal"? Affield said she noticed the discrepancy, too. The bid from Fitzgerald Construction came to twenty-one thousand, one-hundred ninety-five dollars (\$21,195.00), the bid from Randall's is twenty-three thousand, five hundred dollars (\$23,500.00), and the bid from Dirt Dynamics is thirty-four thousand, seven-hundred dollars (\$34,700). Mayor Tollefson said each bid made note of removing all outbuildings, filling the hole with clay, replacing topsoil, they all appear to be similar to one another. Savageau asked about the asbestos report? Affield said it has not come back yet. Vogel asked if the report comes back with certain results will the bids need to be redone? McCoy said there would be an entirely different company involved. Carlson said it would then involve a licensed asbestos-removal company. Olson said the inspector was pretty confident that there would be no issues, but needed to submit the report regardless. Mayor Tollefson said the lowest bid is from Fitzgerald Construction. Savageau asked to clarify if the City will have to remove the contents of each home, or if that is included in the bids? Affield said no, the City is responsible for cleaning out the contents. She pointed to the final page which shows how much Fuchs Sanitation would charge for the use of any roll-off dumpsters. Olson said he checked on some labor service providers, which would charge around twenty-three dollars per hour (\$23/hr.) per laborer to help clean out the properties. He said if they have five laborers to hire it would cost around nine hundred dollars (\$900) for the day, and there are a lot of items in both houses. Mayor Tollefson asked Affield how soon the demolition could take place? Affield said anytime. Schreiber asked if the costs incurred get put back on to the property somehow? Savageau said yes, the costs will be applied as a special assessment, including all labor fees. Owings asked if there needs to be a separate motion for each house, or how will this get approved to move forward? Affield said more information is needed regarding the labor services costs prior to deciding on those. She said a motion can be made regarding the demolition bids in order to get going. Savageau noted there is a specific timeframe for special assessments to be certified with the County in order to be put on the property taxes, so be mindful of that. Carlson said he believes that is November 15th each year. McCoy asked about setting a completion date? Affield also asked if there are road restriction deadlines? Carlson said the road restrictions usually end six weeks after they go on, so it would be looking like May sometime. Mayor Tollefson asked to clarify if he means Council should set the completion date prior to June 1st? McCoy said no, because they can't get the heavy trucks in until May due to the road restrictions. Carlson said the current restrictions started almost two weeks ago, so it will likely be mid-May before the heavy trucks can come in. Savageau suggested waiting to set a date until asking the demolition company what their schedule looks like. Vogel said they have already contacted Xcel Energy to get the gas lines disconnected ahead of time as they are running behind too. A motion to approve the bids from Fitzgerald Construction for both properties, contingent upon availability and completion date no later than June 15th, 2022, was made by Dave Owings, seconded by Patric McCoy. All in favor.

Motion Carried.

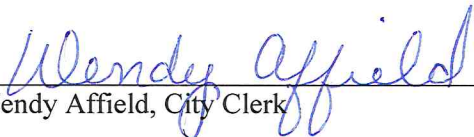
d. Update/Discussion on 202 Eglon Avenue S and 418 2nd Street SE – Vogel said he would like to request a motion to allow UC Hope Thrift Store access to the property to see if there is anything they could use for donations back to the community. He said it will also help to clear up the property a little bit. A motion to allow UC Hope Thrift Store to access the property at 418 2nd Street SE was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

12. Miscellaneous Announcements & Recognitions –

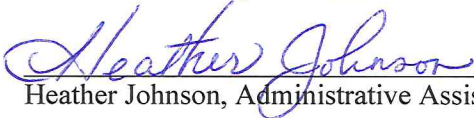
13. Adjournment – A motion was made by Patric McCoy to adjourn at 7:20 p.m., seconded by Justin Schreiber. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant

March 23, 2022 Council Meeting Minutes