

**Glyndon City Council**  
**6/29/2022**  
**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; City Clerk Wendy Affield; Public Works Supervisor Andy Olson.

**As Per Sign in Sheet:** Angie Kuehl; Samantha VanWechel-Meyer (West Central Initiative)

**Virtual Attendees:** Police Chief Justin Vogel and Fire Chief Bob Cuchna

**Absent:** Council Member Kimberly Savageau; Council Member Patric McCoy

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

Motion Carried.

**a. 6/8/2022 – Council Meeting Minutes**

**b. 6/8/2022 – Capital Improvement Meeting Minutes**

**c. Approve Resolution of Payments**

- **Approve Charitable Gaming Raffle Permit for Glyndon Lutheran Church’s Activity on August 14, 2022**

**4. Any Additions to the Agenda –**

**5. Motion to Approve the Agenda** – A motion to approve the agenda was made by Dave Owings, seconded by Justin Schreiber. 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 will be decommissioning the 2016 squad car, as there are now one hundred and fifty thousand (150,000) miles on it and based on the condition it is in. A replacement vehicle was ordered back in November of 2021, and we are now on the expedited list for it to come in although no specific delivery date has been set. Mayor Tollefson asked what year will the new squad be? Vogel said it will be a 2022 model. She then asked if there was any indication of timeline for delivery? Vogel said before they were put on the expedited list, the delivery was set sometime before the end of this year. Owings asked if this new squad is going to be a pickup? Vogel said yes. Schreiber asked if any of the equipment inside the current squad gets kept or reused? Vogel said squads and equipment change every couple of years, so they cannot really hold on to anything besides the current radio and cameras. Affield questioned if we already have the new squad’s equipment? Vogel said yes, all of the new equipment is ready. Mayor Tollefson asked if the department is covered for the 4<sup>th</sup> of July holiday staffing? Vogel said since he is out, there are some constraints this weekend but he is hoping to be back on Tuesday. He said there was minor adjustments to officer schedules and there will be a bit more on-call time over the weekend. Vogel said the County is prepared to assist as well.

**b. Andy Olson, Maintenance Supervisor** – Olson first wanted to mention that the draining of the water tower two weeks ago went really well, and a total cleaning on the inside was completed. He said he will receive a final report showing how everything went, some before and after photos, and recommendations for future repairs. Mayor Tollefson said the newly painted parking lines at City Hall look good. Olson said they will also be working on some fire hydrants here and there.

• **Requesting Guide Rail Installation at the Main Lift Station – Bid for \$4,200 from Electric Pump** – A motion to approve the installation of guide railing at the Main Lift Station was made by Justin Schreiber, seconded by Dave Owings. All in favor.  
Motion Carried.

• **Requesting 2 Replacement Pumps at the Main Lift Station – Bid for each is \$16,200 for a total of \$32,400 + Freight + Installation Cost** – Mayor Tollefson asked if Olson has been given any estimates on what the freight or installation costs will be? Olson said it only takes about ten minutes to install when they are here, so he is expecting normal service call prices. Mayor Tollefson then asked if once this is completed, will all the lift stations be good? Olson said yes, some will have brand-new equipment and the other lift stations have been completed within the last two years. A motion to approve the bids for replacing two pumps was made by Justin Schreiber, seconded by Dave Owings. All in favor.  
Motion Carried.

**c. Bob Cuchna, Fire Chief** – *(Cuchna was not on Zoom at the original time of this section, but he did join later.)* Cuchna said his department recently received a three-hundred-dollar (\$300) donation from the Concordia Church, as they were recent attendees at the church's community gathering. He said he needs to meet with his Committee members from the Council prior to the upcoming budget meetings. Mayor Tollefson let Cuchna know the Fire Department's first budget meeting will be on Wednesday, July 13<sup>th</sup> at 6:00 p.m. Cuchna said he is hoping they can find a time earlier in the day for the budget meeting, as he is often not available after 6:00 p.m. Mayor Tollefson asked Cuchna to work with Affield on finding a better time.

**d. Wendy Affield, City Clerk** –

• **Increasing Mileage Rate on July 1, 2022 to Match the IRS Rate – From \$0.585 cents to \$0.625 cents** – Informational Only. Affield said she received some great information from her recent League of MN Cities conference in Duluth, and has printed out some of it if Council is interested or wishes to review it.

## **8. Committee Reports**

**a. Finance Committee** – Mayor Tollefson said the committee did not meet tonight, and are going to reschedule for a later date.

**b. Glyndon Days Update** – Mayor Tollefson said there are no recent updates other than what has been included in the agenda packet. Owings said there was a decision to increase the amount for advertising and a radio package was purchased through F-M Radio, which he feels will greatly help with getting the word out and increase attendance. He said he is still searching for a parade announcer, and Affield said perhaps the newest volunteer will be able to help out? She said she will have Administrative Assistant Heather Johnson reach out to the volunteer and see if they are interested. Owings said he has not been able to reach the general manager of Cashwise to inquire about the golf cart, and Affield said she will be there tomorrow to pick up a donated gift card so she can try to meet with him? Owings said he also needs to reach out to Pat Leach with Aggregate Industries and get him a parade entry, and Affield said they

can email him one. Owings said he recently found a new, local band that would be a great choice if the City ever decided to do a street dance for future Glyndon Days festivals, and would be nice to have for a Friday night event. He said for example they could host the BINGO Night event, and right after have the band start. Mayor Tollefson said that is definitely something to think about, possibly for next year. Affield asked Owings if he would have a vehicle to loan for Council photos during the parade? Mayor Tollefson also suggested one of the golf carts could be used. Owings said he would not be opposed to using his vehicle, but wonders about visibility. Affield asked if the Dippin Dots have been ordered? Mayor Tollefson said yes.

## 9. New Business –

**a. West Central Initiative Presentation – Want to discuss things they have been doing in our community and region** – WCI Development Specialist Samantha VanWechel-Meyer was present to provide a brief presentation and said she has been with WCI for three years, and they are trying to visit 83 cities annually as part of this initiative. She said they are a non-profit, regional development organization for a nine-county area, and are also a regional community foundation with work predominantly in economic development, community development, and workforce development. VanWechel-Meyer said their economic development falls under their loan programs, and often work with business start-ups or expansions who are needing some funding or gap financing. She said they also do full loans for certain businesses who may have been denied a regular bank loan. They also are promoting a new “Live Wide Open” campaign to encourage people to return, move to, or stay residing in Minnesota. She said she had been previously discussing childcare needs with Affield, and said that WCI also has programs designed to benefit early childhood care. They fund an Early Childhood Coordinator for each county, and she can provide the contact information for the Clay County coordinator. As for community development, she said the WCI works also with transportation planning and the Safe Routes To School program. She said their regional community foundation provides programs for many things such as public pools, pickle ball courts, and other community funds which can use WCI’s assistance for their non-profit needs. They will help non-profits with their tax receipts and provide fundraising and marketing assistance. VanWechel-Meyer said the WCI was recently awarded the Deed’s “Main Street Project” which is to help promote businesses along the Hwy 10 corridor. Final details are still being worked out by the state, and a request for proposals will come from the WCI directly to City Clerks likely this fall. Any businesses along Hwy 10 that are looking to get funding would be matched by the WCI. She said the regional development organization role WCI holds is how they pass on state and federal funding to their nine counties in the region. She said for example, within the last two years there has been eighty-two thousand dollars (\$82,000) in grants which have come directly to Glyndon businesses. Mayor Tollefson asked what the specific timeframe was for these grants? VanWechel-Meyer said it was from April 2020 through March 2022. She said the WCI also puts out a monthly Community Developers Newsletter, and the website address is [wcif.org](http://wcif.org) where people can subscribe to it, and the focus is on sharing funding opportunities geared to local community governments. She said this newsletter is an excellent way for communities to stay up to date on any new funding or grant opportunities. The WCI has also been actively focusing on COVID-19 recovery and offers fundraising programs for that too. VanWechel-Meyer said the most recent campaign promoted by WCI is providing apple trees to all of their 82 communities, and would be happy to provide some to the City if they are interested. She said this sums up her presentation but is happy to answer any questions? She said the common topics usually revolve around grants for fire department equipment, park and playground equipment, sewer and plumbing, and others. Owings asked about pools or splash pad support? VanWechel-Meyer said most of the support provided is through the Community Fund Program, and recently the City of Pelican Rapids is fundraising for a reconstruction and expansion of their current pool and facilities. They have a Community Fund that WCI is assisting them with, and their planning team has helped connect them with some grant opportunities. Owings also asked about dog parks? VanWechel-Meyer said that is a new one for her, and an excellent suggestion she sees as falling under the community fundraising category. Owings said he has one more to ask about, and that is “Frolf” or “frisbee golfing.”

VanWechel-Meyer said this is another great suggestion and one she will have to ask her team about. She said if the Council is interested in learning more about how the community fund programs work, this is her area of specialty and she would be happy to come back and share more information when they are ready. She said other area Councils and cities have done great work setting up their own community support fundraising programs, Barnesville being one of them and they are happy to share their input and advice. Council thanked VanWechel-Meyer for coming and presenting WCI's information.

**b. Approve Glyndon Days 2022 Proclamation** – Mayor Tollefson read aloud the proclamation, and a motion to approve it was made by Dave Owings, seconded by Justin Schreiber. All in favor. Motion Carried.

**c. Highway 10 Electronic Sign – Repairs/Refurbish – Mayor Tollefson** – Mayor Tollefson said she wanted to provide a couple of updates on this to Council, and said there will be a representative at the second Council meeting in July to go over some more details. She said Jason McCoy is the Positive Community Norms Coordinator with Clay County Public Health, and they received almost a million-dollar grant (\$1M) for the Positive Community Norms initiative. Mayor Tollefson said the grant will allow McCoy and his team to involve students, staff, and community in the D-G-F area to celebrate and promote their achievements and activities. She said one of her roles at the school is to promote DGF students, and there will be more active involvement with this role starting in the fall. The first year was kind of for getting up and going, it is a five (5) year grant. The main focus of the initiative is to get the word out on how our students are making healthy choices, and to create a culture of positivity rather than focusing on negative statistics. Mayor Tollefson said vaping is an example, and the district recently did a survey of students with nearly ninety percent (90%) responded that they have never tried vaping. She said those positive statistics are what needs to be promoted, and we are getting state and federal dollars to help us reach the goals for this initiative. She said this grant, led by Jason McCoy, will also have involvement from the DGF middle school advisor, because it is geared towards sixth through twelfth (6-12) grade students. Mayor Tollefson said the middle school advisor Brittnei Johnk works with the younger kids and the DGF Facts teacher works with the older kids. They have created a youth group called the DGF RISE Club (resilient individuals striving for excellence), and these students are also a part of this initiative for positivity. She said another piece to this is the community, and members of the initiative coalition will determine how these grant funds are spent. Mayor Tollefson explained that some of the funds are set aside for Jason McCoy's salary and the rest focuses on promoting positive messaging, which is how the electronic sign on Hwy 10 comes into this. She said it currently sits unused, and years back the school used to keep it updated and make changes but after it stopped working they quit using it. In the last three (3) months the coalition has met and said, "we as a coalition Clay County Public Health want to take ten thousand dollars (\$10,000) of the grant funds and put it towards the seventy-thousand-dollar (\$70,000) cost to repair the sign". So in the last couple months in her role working with the coalition, and Jason McCoy and other members, is how can we as a community, not just as a City and a School repurpose the sign. Mayor Tollefson explained a few months back she mentioned to Council that things are in the works that they are trying to come up with a plan so that the School, the City, and the communities can benefit from this. So the fiscal grant ends on June 30<sup>th</sup>, 2022, and so the school has to use it or lose it, and the coalition decided to donate the ten thousand (\$10,000) towards this initiative. She said an employee from the County sent the donated check to the City, and regardless of what the City or school decides to do with the sign, those funds have to be distributed. Mayor Tollefson said as of right now it came to the City, Wendy and I chatted this week and we talked with the auditors, and regardless of where it's going to go at some point a committee if it's this Council or the School Board decides what they want to do with the sign, there is a way to come up with the funds for the replacement of that sign by readvertising on it. Mayor Tollefson said the sign currently reads the same on both sides, and the electronic portion is not working, but there are portions of the sign ready-made for advertising, such as the large spot on the bottom for Sanford. She said the school had kind of set up the money from area businesses to get their names on the sign, and in visiting with the school's superintendent he is fine with the City taking over the sign. She said

if the City chooses not to take it over, the sign will go back to the school. Mayor Tollefson said the thought would be to take the bottom section and split it into two (2) and sell those two (2) adds on both sides for five thousand dollars (\$5,000) each. She said both sides, if sold, would equal twenty thousand dollars (\$20,000), ten thousand (\$10,000) from the grant, say I'm just throwing this out there, if it was ten thousand dollars (\$10,000) from the City you would be up to forty thousand dollars (\$40,000) and ten-thousand dollars (\$10,000) from the School District you would be up to fifty thousand dollars (\$50,000). She said there would still be twelve (12) spots remaining on the sign which could be sold. Mayor Tollefson said overall, whoever decides to take over the sign they would then have a reoccurring fee to those businesses to keep them on the sign and the businesses that are on that sign the goal would be to allow to advertise for them. She said personally, regardless of her position at the school or as the City Mayor, she feels like this sign is a great opportunity for promotion, such as for Southview lots, job openings, clean up week notices, etc., stating we could sell add slots. She said she will come up with a draft and mockup, which she already has on her computer as to what it will look like, and she has already spoken to several interested businesses that would like part of the bottom side. Mayor Tollefson said, and the thing is, you are not just paying five thousand dollars (\$5,000) for a bottom section, you are also getting the advertising on the board when it runs on the screen, and you look at the traffic flow on Hwy 10. Mayor Tollefson said the grant funds were sent back to the County, and the County will reissue the funds to the school. She would like Council to think on this as budget discussions start coming up, and McCoy will be coming on July 27th to give his presentation, but she wants a decision on who will be taking over the sign. She said the Superintendent at the school would really like to see the sign up and running by the time school starts. She said the sign would be repaired and then a legal document created stating they have "all their ducks in a row." She said she also spoke with the owners of the trailer park, and there will be more details to go over but it could be a great revenue source for the City. Mayor Tollefson said if the City chooses not to take it over, then the school will need to decide what they would charge the City to advertise on it. She said she sees the sign as a gift, as the City makes enough money to cover the overall cost of it, but she wants Council to really reflect on it. She said regardless of her role at the City or at the school, she will be doing a lot of the leg work to say who's going in what spots on that board and then present it to Council. If Council passes on it, then she will present the same options to the School Board. Mayor Tollefson said when she spoke with Jason McCoy earlier today on the phone, he told her he had "another five thousand dollars (\$5,000) for you." She said there is money available from this grant, and she thinks even next year there could be more to gain from the grant. She is a big advocate for the sign because she thinks it would be awesome to see sports games advertised, or events the City is hosting such as "Fire Prevention Week." She said she will share some more details and the mock-up with Affield and then they can provide a packet with all of the information for Council to make their decision. Mayor Tollefson said selfishly she feels the City can find the money in the budget but it will have to be a decision by the whole Council.

**10. Time to Discuss Additions to the Agenda –**

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

**a. Update on 202 Eglon Ave SE Demolition –** Affield said she has no updates other than the demolition has been completed, and once all of the bills have been submitted she will send the information to the County to have the costs assessed to the property. She said Council will need to decide how long to allow those costs to be paid back.

**b. Closed Door Session to Negotiate the Purchase Price for the Property Located at 418 2<sup>nd</sup> Street SE –** Mayor Tollefson said she had one question prior to starting the closed-door meeting, and that is whether the entire property has been cleaned up or if there are any remaining items besides the swing sets? Olson said there are some old tires they plan on moving, but that should be it. Kuehl said there is a large pile of lumber still, and mixed in with the tires there are possibly cans of oil or chemicals. Mayor

Tollefson asked about the condition of the swing sets? Olson said they are in tough shape, and they plan on disassembling them. She asked Olson what the timeframe would be to have the final items removed? Olson said they can get started on it tomorrow, as well as removing some branches from the property at 202 Eglon Ave.

**Mayor Tollefson Please Read:**

*“At this time the meeting will be closed as permitted by Minnesota Statutes, section 13D.05, subdivision 3c, to determine the asking price for real property to be sold by the public body located at 418 2<sup>nd</sup> St SE.”*

A motion to close the regular meeting for the closed-door session was made by Dave Owings, seconded by Justin Schreiber. All in favor.  
Motion Carried.


*-Meeting Closed-*

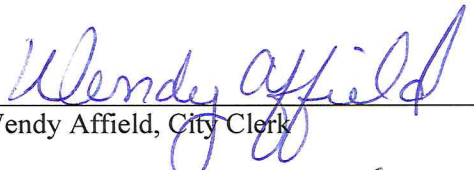
A motion to reopen the regular Council meeting was made by Justin Schreiber, seconded by Dave Owings. All in favor.  
Motion Carried.

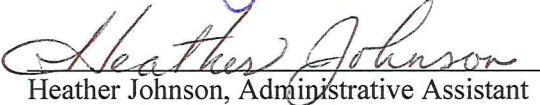
**c. Discussion Concerning Selling Property Located at 418 2<sup>nd</sup> St SE** – Mayor Tollefson said at the closed-door session the Council has agreed to the offer presented by Fuchs Sanitation and will move forward on the final details of the sale. A motion to approve the purchase offer by Fuchs Sanitation for the property located at 418 2<sup>nd</sup> Street SE was made by Justin Schreiber, seconded by Dave Owings. All in favor.  
Motion Carried.

**12. Miscellaneous Announcements & Recognitions** – Mayor Tollefson said she will be working on the new Safe Routes to School Plan, and would like to have Vogel on the planning board so if Affield can let him know that would be great.

**13. Adjournment** – A motion was made by Justin Schreiber to adjourn at 7:05 p.m., seconded by Dave Owings. 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