

Glyndon City Council
7/27/2022
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, Kimberly Savageau, Patric McCoy; Police Chief Justin Vogel; City Clerk Wendy Affield; Public Works Supervisor Andy Olson.

As Per Sign in Sheet: Cori Musolf, Mike Severson, Shonna Severson, Connie Ochsna, Kari Peterson (all representatives from UC HOPE).

Virtual Attendees: Fire Chief Bob Cuchna.

Absent: None.

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

a. 7/13/2022 – Council Meeting Minutes

b. Approve Resolution of Payments

- **Accept Donation Check for \$2,500 from Fargo-Moorhead Area Foundation for Glyndon Police Department’s Outreach Program**
- **Accept Donation Check for \$100 from Anytime Mobile Truck Service for Glyndon Police Department’s Outreach Program**
- **Accept Donation Check for \$100 from Nate Paulson for Glyndon Police Department’s Outreach Program**
- **Accept Donation Check for \$500 from Walmart for Glyndon Police Department’s Outreach Program**
- **Accept Donation Check for \$1,000 from Felton Volunteer Firemen, Inc. to the Glyndon Fire Department**

4. Any Additions to the Agenda – None.

5. Motion to Approve the Agenda – A motion to approve the agenda was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

6. Open Forum – Public Comments/Concerns – Owings recommended moving the UC HOPE topic up to the open forum in order to reduce the wait time for their representatives. Mayor Tollefson agreed, and turned the meeting over to them. Kari Peterson began by saying they had previously sent Council a letter, which is now included in the agenda packet. She said the letter highlighted what UC HOPE has been doing for the community since their non-profit opened in 2020. She wanted to also thank the City for all their help in making Glyndon Days a success this year. Peterson said on Thursday evenings, UC HOPE has been hosting a kid’s program with activities and meals. Shonna Severson said the main focus is to help those kids feel like they belong within the community, and to give some kids a sense of friendship and a safe place where they can go. She said they saw a need in the community and wanted to help fill it. Peterson said recently UC HOPE has been renting the Community Center on Thursdays a couple of

months at a time, but as the school year approaches what they would like to do is use the building more often and have a regular after-school program. She said this would coincide with the evening meeting as well. Peterson said they are also now focusing on getting seniors involved with some programs, and have started a “Cards & Coffee” event for those who are ages 50 and older. She said they potentially would like to add an additional day to host more programs, but they run into the issue of not having the room at their thrift store location. She said they feel the Community Center is the perfect place for them as there is the City Park on the same property, plus the full kitchen and family bathrooms. Peterson said they wanted to present to Council their request to take over the Community Center so that they can expand on these programs. She said they would like to brainstorm some ways in which to do this with the Council. She said it would be so great if they could start stocking some food items in the kitchen and be able to store other items on site. Severson agreed and said they currently bring items from their homes, but are not able to leave them there and they just feel with more space then “the sky is the limit” on what other programs they can introduce to the community. She stressed that UC HOPE does not want to use the building to take away any rental opportunities for residents, but rather to increase them. Peterson said they would like to do more art days for kids, and keep a bulletin board up to advertise for their programs. She said she hopes Council will be interested in brainstorming how UC HOPE can use the building more often. Mayor Tollefson said this may be a situation where Council will need to sit down and discuss it in depth, whether it be regarding any fees or potential storage issues down the road. She said the center is kind of a hub for the community, and also for the City as they use it for local and state elections, Glyndon Days, and other events. She said it is nice for the City to know there is a place like this to have for events, but she is not sure they are in a position to say they can build a new City Hall with a new center attached to it. Mayor Tollefson feels this will be better served by a committee discussion to see how the City can work with UC HOPE on this, especially as the City grows in population down the road. Affield said there used to be a meal program in the center from Monday through Friday and they paid the City around five hundred dollars (\$500) per month to use the building and store their supplies. Mayor Tollefson said she can see that option too, and would love to see more seniors have a place to go for coffee and conversation. Peterson said that is also their focus, and ideally they would like to have events planned out a month in advance as she knows there are other civic groups in the community that use the building too. She said they would even be willing to help in the clean-up efforts in order to offset the rental and overhead costs, as right now they pay twenty-five dollars (\$25.00) per day they use the building. Another volunteer mentioned it is not their intention to take the building all for themselves, but rather find a good way to be able to use it more without hauling their equipment in and out each time. Peterson said she likes the idea of having a sub-committee figure out a way to make it work, and she acknowledges UC HOPE is still working out the logistics of some programs. She also wanted to thank Chief Vogel and his officers as they have been a huge part of the Thursday night kid’s program, and they would like to continue as long as possible. Mayor Tollefson agreed and said the Council will reach out to them about the committee, as she would like to see Affield and Vogel both on it. Peterson said that would be perfect. Owings asked if UC HOPE has a deadline for a response? Peterson said they are planning events in conjunction with the start of the school year, so they are looking ahead to extend their current Thursday evenings and possibly looking at an additional night for the months coming. As to that, she said they are hoping to hear back by September of this year, if possible. Mayor Tollefson said they will make sure to get back, and thanked all of them for their comments.

7. Department Reports – Committee Reports

a. Justin Vogel, Police Chief – Vogel said his department is still quite busy, and there were a couple of instances of vandalism over the weekend. He said the situation has been resolved fairly among all parties involved, so he is expecting a quiet remainder of the summer. Vogel said the BINGO Night during Glyndon Days was a big hit, as was the entire festival overall.

• **Night-To-Unite & Ice Cream Social – Tuesday, August 2nd from 6:00 pm to 8:00 pm at the Community Center/Park** – Vogel said this event is coming up next week, and his department will be hosting it along with the annual Ice Cream Social. He said he is not aware that the City has ever previously hosted this event, as it is a national evening where all Police Departments across the country get together with their communities and help neighbors meet one another, discuss any concerns, or even host block parties. Vogel said he thought it might be beneficial to host this along with the Ice Cream Social, and this way the Community Center can be used for both with the goal of raising enough interest in future years to host the block parties. He said for now he just wants to promote the event as much as possible to get the name out there, and he is requesting help from the Council to run it. He said they plan on having the slip and slide out again for kids, which was a big hit at the Community Picnic. Mayor Tollefson asked if there is anything Affield needs to be ready for the Ice Cream Social part of the event? Affield said she has almost everything ready other than picking up the ice cream. Vogel said the biggest help will be for Council to tell friends and family to help get the word out. He said members of UC HOPE will be assisting again, and there will be a popcorn machine set up too.

• **No Parking Signs for 7th Street from Parke Avenue going to the West** – Vogel said he briefly mentioned this at the last Council meeting, but needs to bring it to Council’s attention again as this will be the area on the south side of the school along 7th Street heading west from Parke Avenue. The issue at hand will be allowing enough room for school buses to get in and out of the school parking lot. He said he has a couple of options for Council to choose from in terms of what kind of signage they want. There is the option of having “No Parking from 7:00 am to 4:00 pm” on only one side of the street, like the ones along Parke Avenue next to the school, where these signs would prevent cars from parking in front of homes and blocking driveways. Or he said there is the option of having both sides of the street as “No Parking” during the same timeframe. Owings said he would recommend extending the end time to 4:30 pm instead. Vogel said he agrees with that, because then the mail will still get delivered and people will be able to park for any after school activities. Savageau asked if any of the “No Parking” in front of the school along Parke Avenue will be reopened now? Affield said not on the east side of the street. Savageau said if events will be leading people to park in the parking lot on the west side of the school, what sense does it make to have absolutely no parking on the east side of Parke Avenue? She said folks who live along that stretch won’t be able to allow guests to park in front of their homes. Vogel said he understands what she is saying, and Mayor Tollefson said the residents who live there have said they like not having any parking there during the day, but it only became a concern when there was a game going on. Savageau clarified and said she feels the signs could be changed to “No Parking from 7:00 AM to 4:30 PM” just like on 7th Street, but only have them be posted on the east side of Parke Avenue. She said that portion of Parke Avenue was specifically designed to allow parking, and it wouldn’t be fair if the church there couldn’t have attendees be able to park out front. Vogel said they just need to be careful on where they decide to allow parking on Parke Avenue. Mayor Tollefson said she thinks it would be a good idea to allow it just from 7th Street north to 4th Street, and only on the east side. Owings asked if the school has any intention on having a gravel lot over by the football field? Mayor Tollefson said no, not until 7th Street goes through all the way to County Road. 17. Vogel said his main concern is congestion in the new parking lots. Mayor Tollefson said the entry door on Parke Avenue by the new gym will only be accessible to players, not the public, and the old gym entry door will be gone soon. Going forward, she said the school will be directly all parking to be on the west side for all activities, and to come in at the new southwest entrance. She said buses will come in from the north side from the new parking lot where there will be two lanes, one for parent drop-off and the other for the buses, and then the road turns into a one-way for southbound buses only. Mayor Tollefson said it will also help that the high school students will be getting done earlier than when the buses come to drop off the Dilworth Elementary students. Vogel said he will talk with the County first prior to deciding on any signs, since Parke Avenue is a county road, but he said a motion for 7th Street can be initiated. Mayor Tollefson confirmed the section on Parke Avenue would only be from 7th Street to 4th Street? Vogel said yes. Affield asked what the time limit on the signs will say? Vogel said to have them match both sides of the street as “7:00 AM to 4:00 PM” or

whatever the current signs state. Affield said she will need to research and see if this requires a resolution to be passed first. Savageau also wanted to ask about the “No Parking” signs on Partridge Avenue during the day for school buses, and whether those are still needed? Mayor Tollefson said yes, because it could be up to four (4) buses which will continue to use that route. She said she would be hesitant to remove those signs until she knows more from the school’s transportation advisor. Vogel said in the future as the City starts fixing roads and putting in new curb and gutter, then the smaller and narrow streets like Partridge Avenue won’t have any difficulty with parking in front of houses.

b. Andy Olson, Maintenance Supervisor – Olson said he only has one update, and that is employee Luke Walvatne has left to pursue employment elsewhere. Mayor Tollefson said the Maintenance Committee will meet later to discuss the department shortage. Olson said Walvatne was a good employee and did a good job while he was here. Mayor Tollefson asked how long the two seasonal employees would be available? Olson said until the end of September.

c. Bob Cuchna, Fire Chief – Cuchna was present via Zoom. He asked Vogel if the Fire Department will be needed to help out for Night To Unite? Vogel said yes, definitely his crew would be welcome to assist and perhaps have the pool filled again like it was for the Community Picnic. Cuchna said he will check and see who may be available for that night. He went on to say that he recently met with McCoy and Savageau from the Fire Department Committee to discuss his budget, and he noted that there are no special items on it, just mainly operational things. He asked if he needs to have his final numbers turned in by August 19th? Savageau said that is correct. Cuchna said he has gotten started on some annual purchases, with some items that have come down in price such as clothing. He asked if he should provide numbers as he goes, or wait to submit until he knows more final numbers? Savageau said once he has the final quotes for things, then he can provide them and Council can approve them. She said only the purchases over one-thousand dollars (\$1,000) need approval. Cuchna said he knows equipment purchases are going to be over as a whole, but individually each purchase is under that dollar limit. Savageau said when the committee met with Cuchna, the big need is a new firetruck. She said there have been talks of combining two trucks into one, as what’s being put aside into escrow will never be enough to purchase one outright. She said they will need to discuss as a Council where in the budget a bond can be taken out to make the purchase. As for ARPA funding, she is considering using some of those if it qualifies for a truck or other purchases the department needs. Cuchna said if Council needs an update on how much a new truck will cost currently, he said he is working on getting a quote from a company in West Fargo. He said the sales rep would be willing to come to a Council meeting to go over some of the financing options. Cuchna said interest rates have risen, which has of course pushed up the sales prices, and a new truck in today’s market will cost anywhere between six hundred thousand to six hundred, fifty thousand dollars (\$600K - \$650K). He said he will continue to get other estimates as well. Savageau said there are a couple of other items Cuchna will need that could come to around twenty-five thousand dollars (\$25,000), and she encouraged him to get those estimates to Council too prior to budget discussions. She said the Police Department has received some new items and equipment in the last couple of years, so Council needs to see what they can do for the Fire Department. Affield said there is ARPA funds to be used, and Mayor Tollefson agreed. McCoy said there needs to be some traction on the top two requests that Cuchna has, as they have been passed over the last couple of budget rounds and are at the “beyond-need” stage. Savageau asked if Vogel will need to budget again for a new squad, since it was in the budget for last year? Vogel said yes, it is in this year’s budget again. He said two of the three squads have well over one hundred forty thousand (140,000) miles. Affield said she had looked at the ARPA funds and said it could potentially be divided up between all the departments so that a portion of these needs could be covered. Cuchna said he and his department might look at asking the surrounding townships if they will contribute some funds towards these equipment needs, as well as looking into a DNR grant or other types of fundraising. Mayor Tollefson asked if he will be reaching out the townships within the next month? Cuchna said probably not. He said there is only the Glyndon Township that is committed so far, and have already set an amount for their contribution. There will be a letter drawn up soon that his department will

send out to the other townships and see what responses they receive. Affield asked if Cuchna is looking at purchasing a 4-wheeler or a UTV? Cuchna said he is looking at a UTV and trailer for firefighting purposes. Mayor Tollefson told Cuchna the sooner the better on providing Council with his needs list.

d. Wendy Affield, City Clerk – Affield said she is going to take some days off next week and will still be available for calls on her cell phone if needed. Otherwise she said she is busy getting ready for the budget meetings.

8. Committee Reports –

• **Budget Committee Meetings – Please make sure all Budget Meetings are completed and the numbers are given to Wendy prior to August 19th** – Mayor Tollefson asked Affield if she has met with each department head so far? Affield said yes to all except Cuchna. Mayor Tollefson said the Maintenance Committee did not get time to finish their meeting tonight so they will meet next week.

9. New Business –

a. UC Hope Community Center Discussion – Discussion was moved up to the Open Forum section of the meeting. Owings said he wanted to continue the discussion just briefly. He said in his opinion the Community Center is not there to make money, but rather a place provided by the City for residents to be able to use. So he would prefer to see UC HOPE use the building for free, due to their impact on the community. McCoy agreed. Mayor Tollefson said collaboration with them will be a good thing, and McCoy said whenever there is a need for volunteers UC HOPE is always there to help. Mayor Tollefson said she knows UC HOPE is currently working with the school on a project called Central Cass Treehouse, which is an organization that two employees from Microsoft started, and its focus is to “empower Central Cass students to meet their physical, mental, and social needs.” She said it is an unbelievable effort being put together, and they are hoping to springboard off of this with the “Rebel Hope Chest.” She said this program should start to roll out in the community within a couple of weeks, which will have the same focus for kids as the CCT program. Mayor Tollefson said for example if a student has a need for a haircut, or shoes, or clothing, then UC HOPE will make sure those items are shopped for and provided for the student, and it will be delivered confidentially on site, free of charge. So she feels UC HOPE has done amazing work in the short time their organization was created.

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


11. Old Business/Unfinished Business Updates –

a. Glyndon Days Discussion – Affield said this year’s festival was wonderful and a lot of attendees came out. She asked Council if they have any ideas or suggestions looking ahead to next year? Savageau said the parade route currently can cause congestion and Owings had suggested running it next year through Stockwood and then south on Parke Avenue down to 12th Street and disperse out to the west to County Road 17. He said his main concern with that would be having enough room to line up all the entrants. Savageau agreed and said one issue this year were the latecomers to the parade, and finding a way to get them lined up in time once the roads were blocked. Owings agreed, and also mentioned wanting to have the classic car show closer to the other events but not knowing how that can be accomplished. Savageau agreed and said while it was nice to have a golf cart shuttle, some residents said they didn’t know how to get a ride or where to get on. So her suggestion is to set a specific location on each end that is designated for shuttle pick up, and posted shuttle times. Mayor Tollefson said the car show prefers the location at Johnson Park due to the shade provided by the trees, and when they used the church parking lot in previous years, they were asked by the church to find a different location as they wanted to use their lot for other activities during Glyndon Days. She said the organizers also like to use

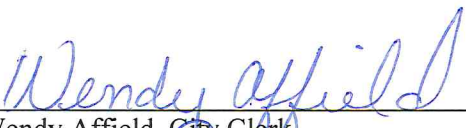
the shelter down at Johnson Park with the availability of bathrooms. Owings said maybe if they had a hay wagon on a continuous loop that people could hop on, or perhaps renting a trolley type vehicle might help ease the distance for those who want to see all events and not have to drive so far. Mayor Tollefson mentioned using the school gym for a craft show location, but Affield said that was tried in the past with no success. Affield said she feels people need to be able to actually see the booths, but it would certainly work in situations where there is inclement weather. Owings said he is not fond of the back-up plan scenario, and prefers to have events as “rain or shine” no matter what. Vogel agreed. Affield asked how many parade entrants there were this year? Owings said there ended up being forty-two (42), which included six no-shows. Mayor Tollefson said if there are any other thoughts or suggestions for next year those can be emailed to Affield. Savageau said she would like to cancel any hired musicians for next year as they are quite expensive and those funds could be better used elsewhere. She felt the radio box music which Olson set up on Saturday is a better option overall in terms of cost. Affield and Vogel mentioned how delicious the corn was from Green Leaf Nursery. Owings said the twenty-five (25) dozen should be the perfect amount each year. Savageau said she checked with the Cub Scouts to see how they did during the Community Picnic, and she was told they did good donation-wise. Affield said the Dippin Dots were an excellent addition this year, and Savageau agreed saying a lot of older residents had never had them before and really enjoyed them. Affield said this year was a great turnout for volunteers too, in terms of helping with set-up and tear-down of chairs and tables. Savageau agreed, but said next year there should be more specific directions for volunteers so that they know what the duties are. Owings also wanted to add that he received compliments from all of the vendors as to how well Administrative Assistant Heather Johnson had organized the craft show and her timely responses to all their questions or needs, along with their appreciation that there was no vendor fee. Affield said Johnson had actually heard from a few vendors who suggested that the City should charge something going forward, as they are less likely to cancel if they had already paid their fee.

12. Miscellaneous Announcements & Recognitions – Mayor Tollefson wanted to give kudos to Vogel and his department for all their work on the Cops & Kids park lunches.


13. Adjournment – A motion was made by Patric McCoy to adjourn at 7:07 p.m., seconded by Justin Schreiber. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant

July 27, 2022 Council Meeting Minutes