

**Glyndon City Council**  
**9/14/2022**  
**Regular Council Meeting – 7:00 A.M.**  
**City Hall Council Chambers**

**1. Call to Order:** Mayor Tracy Tollefson called the meeting to order at 7:00 a.m.

**2. Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Kimberly Savageau; Police Chief Justin Vogel; City Clerk Wendy Affield; Public Works Supervisor Andy Olson; Fire Chief Bob Cuchna.

**As Per Sign in Sheet:** None

**Virtual Attendees:** Council Member Patric McCoy

**Absent:** None

**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. 8/24/2022 – Budget Meeting Minutes
- b. 8/24/2022 – Council Meeting Minutes
- c. 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 his department has been very busy with sports activities and juvenile complaints. He said they recently had a fleeing vehicle in which the intoxicated suspect was stopped in Dilworth, and also there was vandalism at the warming house but the juvenile suspects were caught. Vogel said he has been busy preparing for a POST Board audit, which occurs every five to six (5-6) years, and he was just notified last Friday that they will be auditing the department on September 28<sup>th</sup>.

- **2023 Police Squad Purchase** – Vogel said ordering a squad car right now is very difficult as the majority of car companies have already closed the order window. He said he called some area facilities and found one available squad in Hibbing, Minnesota. He said if this purchase is approved then his budget will actually be under what was previously estimated by several thousand dollars. He said this purchase would be covered by ARPA funds and what was set aside in his budget. Vogel said if not approved, then he would have to wait until January 2023 to try and order one again, but it would not be

available until 2024. The vehicle does not have to be paid for until it comes in, so the cost would come out of the 2023 budget. He said the build date would be sometime in June or July, and completion in the fall of 2023. This timeline is out of his hands, as car companies are not taking mass orders for government vehicles any more due to the decreased profit as opposed to consumer vehicle orders.

Vogel added that he recently attended the Chiefs meeting in Glenwood, Minnesota, where area chiefs of police gathered to discuss the ongoing hiring issues for police departments. He said for example, the City of Wheaton, Minnesota is facing a crisis as they are down to just the Chief and one other officer, with no applications coming in. He said Glenwood is having the same problems, with zero applicants. Schreiber asked about the particulars of the vehicle Vogel is looking at? Vogel said he was quoted for both a Chevy Tahoe and a Ford F-150, and the F-150 came in at twenty percent (20%) higher than what was paid for last year's vehicle, so that is why he is looking at the Tahoe in Hibbing. Owings asked if it is a dealership that orders these vehicles? Vogel said yes, but there are only a few who get awarded the government bid. Owings asked if the department is still doing good with the current officers? Vogel said yes, and his department was one of the few at the Chiefs meeting which is still operating with full capacity. He said looking back through the records, this is the longest period the department has ever gone without having to hire someone. However it will become difficult to hire officers if they leave to go somewhere else.

- **Updated Glyndon Police Department Policy and Procedure Manual** – Mayor Tollefson asked if Council can recall ever viewing any previous police policy manuals? She said although there are items within it that are out of Council's control, she feels it may be important to have a general knowledge of the policies and procedures. She also asked that in regard to adding an additional officer for half-time next year and full-time the following year, is Council fully aware of the request and knows all of the details? Mayor Tollefson said this would add approximately seventy-two thousand dollars (\$72,000) to the 2024 budget and she wants full Council to have all the information to make the right decision. She said she wants to avoid any items being added to the budget by a particular committee before the whole Council has been made aware. Affield said she emailed the entire Council the newest policy and procedures manual, and Vogel said going forward he can make sure to provide them with the latest edition each year.

**b. Andy Olson, Maintenance Supervisor** – Olson said the sealcoating project for Centennial Addition is going to take place today. Affield clarified that the crews completed the work yesterday, as they came a day early. He said the sewer fall discharge has been done and will be good until winter. Olson said previously there had been some discrepancy with the water/in and water/out numbers, but now the numbers are more evenly matched. Mayor Tollefson asked about the most recent bill from Randall's Excavating, and if it would be possible to get a timelier invoice from them? Affield clarified that the most recent bill came later on because the work just got completed. Owings asked for clarification? Olson said last winter there was a water main break on 9<sup>th</sup> Street SE, and work was done to dig into the street to try and locate the leak. He said the bill came in at over forty-seven thousand dollars (\$47,000), but the completion of the project was just finished a week ago. Mayor Tollefson said she knows there are unforeseen issues that come up, but is this one a case where the finalization could have waited? Olson said this one was an actual leak that was coming up onto the road, so unfortunately it could not wait. Affield said she checked on the insurance coverage and was informed the City only has liability which does not cover a situation like this. She said she will do some checking to see how much full coverage would be for the City, in the event of any future water main breaks. Owings asked why Olson wanted to wait for Randall's to bill us for the entire amount? Olson said he just wanted to make sure the job got finished, instead of waiting for who knows how long for it to get done. Owings said it might be better to figure out a way to ensure that bills are received more promptly and get assigned to the right fiscal year. Affield asked about the recent work Randall's did on Parke Ave and if that was covered by warranty? Olson said



he can check with City Engineer Kris Carlson. He said it is hard to predict what bills will be now that costs have increased over the last few years.

**c. Bob Cuchna, Fire Chief** – Cuchna said he has a couple requests for approval on items that are over one thousand dollars (\$1,000). First he said he wanted to answer Mayor Tollefson’s previous question about funds from a couple different lines in his budget. He said he has not gone through all of his budget lines or numbers yet, but the City gives a dollar percentage to the Fire Department along with revenue coming in from the Townships, and whatever that comes out to be ends up equaling the expenditures. Cuchna said they found out that the cabinet project can’t be completed all at once so they are going to purchase the storage cabinets they need now which comes to roughly two-thousand three hundred dollars (\$2,300). He said he also needs to purchase four (4) new helmets which are about one thousand five hundred dollars (\$1,500), and is seeking approval to get this all ordered. Savageau asked if these items are already in the Fire Department budget? Cuchna said yes. A motion to approve the purchase of storage cabinets and four new helmets for the Fire Department was made by Kimberly Savageau, seconded by Dave Owings. All in favor.  
Motion Carried.

**d. Wendy Affield, City Clerk –**

**• Will be Attending LOMC 2022 Clerks Academy on September 15<sup>th</sup> & 16<sup>th</sup> in Staples, MN** – Affield said she will be gone for the clerk’s conference this coming Thursday and Friday. She said she contacted Fuchs Sanitation about any updates regarding curbside recycling but has not heard back yet. Mayor Tollefson said this does not mean the City is required to do curbside recycling, but rather it would be good to get all the current information they can in case it is feasible.

**8. Committee Reports** – Mayor Tollefson said tonight’s PR/Glyndon Days Committee meeting has been cancelled and will be rescheduled for another date.

**9. New Business –**

**a. August Expense & Revenue Budget Sheets for Review -**

**b. Budget Discussion**

**1. Budget Adjustments** – Affield said unless there are any questions, she has provided written notes alongside the budget line items. Mayor Tollefson asked if the current budget has the COLA built in yet? Affield said no, just the police officers because of their contract.

**2. Cost of Living for Employees** – Only the police officer COLAs are listed currently.

**3. Preliminary Levy Percentage** – Mayor Tollefson said this needs to be decided at the next regular Council meeting. She said the main question is whether or not to stay consistent per the advice of Jason Murray at David Drown Associates. Affield said the percentage amount recommended is twelve (12%) and that would be if Council removed the fifty+ thousand dollars (\$50,000+) set aside for another bond. She said Murray is suggesting Council save at least thirty thousand (\$30,000) each year until 2025 to avoid having to make a huge adjustment for that year’s bond payment.

**4. Dental Insurance for Employees** – Mayor Tollefson said she asked Affield to compile a one-page document which shows the benefits currently being taken by City employees. This sheet also includes what it will cost to provide dental insurance for all employees. She said this breaks down overall what the City pays in benefits per month, and these are in addition to an employee’s wage. Affield said in



total it will cost two thousand, one hundred forty dollars and fifty-six cents (\$2,140.56) per year to provide dental care for all employees. Schreiber asked Savageau if there are funds already allocated which will then count each year going forward towards the cost? Savageau said at the County where she works, there is a “cafeteria” style plan, which goes up each year based on the increase to single care health insurance cost. She said this kind of plan would probably take some time to implement, she still feels dental insurance is important, but the City should avoid piecemealing everything and look at an overall option which might include some things not currently offered such as disability. Mayor Tollefson said at the school each employee gets so many dollars per year and are allowed to allocate those funds however they see fit. She said overall she would like to see Council remain consistent on whatever is decided on going forward. Mayor Tollefson asked if Council should make a decision today, or wait until more budget discussions have occurred? Savageau said even if they voted on it today, it would not go into effect until January 1<sup>st</sup>, 2023. She asked Affield what the timeframe is to get a new dental plan going? Affield said they should start getting it ready around the end of October or beginning of November. Council agreed to vote on it at the next regular Council meeting.

**5. Fiscal Year 2023 Requests/Additions** – Mayor Tollefson said she has requested of Affield to provide spreadsheets like the one in the packet for any future budget additions as well. She said these additions can be for any department and can be discussed during meetings. She also said she thinks these additions are important enough to really consider thoroughly, and to decide whether they are absolutely needed for the current fiscal year or the next.

- **Police Officer for ½ of 2023** – Mayor Tollefson said she knows that police officer recruitment right now is very difficult, but she also wants to consider that this would be a permanent addition to the budget each year going forward, and to remember the important street projects which need to be completed. She said she spoke with Vogel recently and said how wonderful a job his department is doing, and she recognizes the need to focus on officer retention. She is just wondering if this ½ officer addition is truly needed, or can it be pushed until 2024? She added that she knows Vogel has a lot of data to support this request, however her gut tells her there are roads in the City in desperate need of repair. Vogel said he can provide whatever information the Council feels they need and he is always available to answer questions via email or phone. He said he is very conscientious of his budget, and is very careful to be precise. Vogel said he does not want to have to make this request, but he knows there is an absolute need in order to keep the department moving in a positive direction. He said he is aware that his department could potentially lose two officers, which would leave the City with only the Chief and one officer, leaving the City extremely vulnerable. Mayor Tollefson asked Vogel if there were anything in his budget that would help offset the expense of the ½ officer? She went on to say if Vogel could provide a one-page sheet that breaks down all the information regarding this request, then it will be much easier for the Council to make an informed decision. Vogel conceded it would actually be more budget-friendly to just pay the current officer’s overtime because there would be no benefits involved, but he is trying to avoid officer burnout from working so many extra hours. He also noted that these shifts would end up being sixteen (16) hours or more, and he is currently working extra so that his officers don’t end up exhausted. Vogel said on top of that, if he loses any officers then there won’t be any time for community engagement programs. Mayor Tollefson agreed and said that is why she would like a one-page sheet with all of the important details so that everyone can make an informed decision. Vogel said if the hiring process everywhere wasn’t so bad right now, he would not even need to make this request. But he said current law enforcement training schools and academies have suffered a huge decline in student enrollment. Mayor Tollefson said when the ½ officer was added into the budget it was only with hers, Affield’s, and Vogel’s knowledge so she had Affield take it back out so that the full Council would be able to discuss it first and not feel like they missed something. Owings asked Vogel if he could provide the



Alexandria, MN Academy instructor's contact information? He said the reason being is he will be down there in a month to do some Career Day recruiting. Vogel said he will get that to him.

Affield said she wanted to make a quick budget note prior to moving on to the next topic. She said in the budget sheets there is now more money in the Workman's Comp line, and this is due to a 3-year evaluation of claims and since the City had a large claim in 2018, this line will actually go over budget due to a last payment of six thousand, six hundred dollars (\$6,600). She is hopeful this amount will not be used next year and the 2018 evaluation will drop off and 2021 will come on as there were zero claims that year. Savageau said she had a question on the revenues side regarding the Special Assessments line amount for 202 Eglon Ave S? Affield said those abatement funds are not guaranteed at this time, but she has sent the information to the County and it is set up as being paid next year. She said the hard part is not knowing if the City will actually receive that money. Mayor Tollefson asked Savageau if she thinks this should be left out of the budget? Savageau said no, as it probably has to be included because it is something that is due, but looking at the history there have been no payments made in the past. Affield said if the property was purchased and the specials were paid off then that is the only way she can see the funds coming to the City.

- **Fire Department Hose Cleaner & Thermal Imager** – Mayor Tollefson said the Fire Committee had mentioned these items at a previous meeting. Owings asked about the ARPA funds, and if those have to be spent by 2023. Affield said no, unless there is a project ongoing which can push the due date out further. Owings said his thinking is that these two items be purchased with budget funds, if available, sometime in November and save the ARPA money for something else.

**6. Compensation Packet for Employees** – Mayor Tollefson referred to the spreadsheet in the packet and noted there was a 3% COLA for the Police Department employees already included in the budget. She said this is for review and will be decided on at the next regular Council meeting.

**c. Resident Concerned with Lack of Street Lighting on 12<sup>th</sup> St from Southcreek Ave to Parke Ave** – Affield said she received an email from a resident who is concerned about the lack of street lighting in this area. She said they wanted Council to be aware of it and wondered if there is a way to add lighting. Affield said if 12<sup>th</sup> Street S gets redone in the future, that would be a good time to do it, as well as adding sidewalks. Vogel said there is an overhead light at one end by Johnson Park, and a standard residential light at the entrance to Southcreek but there is a big difference in the lighting. Affield said this was more just to remind Council to be aware of it. Schreiber said there is also a stretch of lights on Parke Avenue between 9<sup>th</sup> Street and 10<sup>th</sup> Street which are all out. Olson said he has made Xcel Energy aware of it, but it is a six-week wait for them to come and change out the bulbs.

\*Council Member Patric McCoy disconnects from Zoom and leaves meeting at 7:42 a.m.\*


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

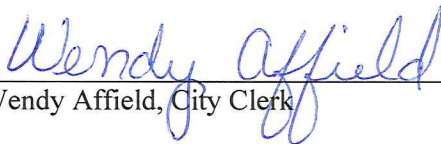
**11. Old Business/Unfinished Business Updates** – None.

**12. Miscellaneous Announcements & Recognitions** – Mayor Tollefson wanted to thank the Police Department for their assistance and help in the mornings at the school. She said the school and the kids really appreciate their presence.

**13. Adjournment** – A motion was made by Justin Schreiber to adjourn at 7:43 a.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

September 14, 2022 Council Meeting Minutes