

Glyndon City Council
9/28/2022
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; 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:

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

a. 9/14/2022 – Budget Meeting Minutes

b. Approve Resolution of Payments

- **Approve Southview Special Assessment Draw Down on the Letter of Credit for \$53,690 to Pay the County by October 15, 2022**

4. Any Additions to the Agenda – None.

5. Motion to Approve the Agenda – A motion to approve the agenda was made by Justin Schreiber, 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 just had their POST Board audit today, and it went very well. He said the auditor was very impressed and stated he had no issues or concerns. Vogel said on October 27th they will be hosting the Cops ‘N Kids Halloween Extravaganza, along with the Dilworth Police Department. This year it will be held in Glyndon at the Community Center, whereas in years past it has been in Dilworth. He said the average attendance is around six hundred (600) people. If there is a good turnout this year then he will look to alternate years with Dilworth going forward. Vogel said the event will run from 5:00 p.m. to 8:00 p.m., and there will be games, prizes, pumpkin painting and more.

- **2023 Police Squad Purchase** – Vogel said this vehicle is the one he found in Hibbing, MN. The final cost comes under what he had initially estimated for his capital improvement list, and is also

two-thousand dollars (\$2,000) less than the F-150 he was pricing out. This vehicle will replace Vogel's current squad and will feature one transport cage inside. Affield mentioned that the current vehicle will be sold and go towards the cost of a future squad. Vogel agreed and said by the time the new vehicle gets fully equipped then his current squad will have roughly one hundred thirty thousand (130,000) miles on it. The dealership is holding the order for him but cannot reserve it much longer. Mayor Tollefson asked to clarify if ARPA funds will be used towards this purchase? Affield said yes, thirty thousand dollars (\$30,000) has been discussed unless they would like to use more which would then release some of the general funds to go towards other items. Vogel said that if this purchase is approved the funds would not be used until next year, leaving time to decide how and where to pull money from the budget. However, the decision to move forward still needs to be made, he said. A motion to approve the purchase of a 2023 Chevy Tahoe for the Chief's new squad vehicle was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.
Motion Carried.

b. Andy Olson, Maintenance Supervisor – Olson said his department will be flushing hydrants in a couple weeks and it will take about four days to complete. He said they will also be winterizing the bathrooms at Johnson Park next Monday. Mayor Tollefson mentioned the Maintenance Committee's discussion regarding the flushing of the sewers with Jet Way, and whether it was necessary this year or if it could be delayed. She said based on the budget the question is out there about waiting. Olson said they have flushed a majority of the lines but would like to push the remaining portion back one year. He said then the whole town would be flushed within four (4) years which is pretty good and gets the City back on a regular cycle.

c. Bob Cuchna, Fire Chief – Cuchna said he has a couple of updates, but first asked Olson to allow his department to tag along when they flush the hydrants so they can do some ISO points. He said he has some expenditure approvals for the Council which are over the one-thousand-dollar (\$1,000) threshold. Cuchna listed off bumper gear, helmets, boots, cascade bottles, truck maintenance, and truck tests. He said all of these items are covered by funds within his regular budget. A motion to approve the purchase of listed items for the Fire Department was made by Kimberly Savageau, seconded by Dave Owings. All in favor.
Motion Carried.

Mayor Tollefson wanted to mention the great turnout from the Fire Department volunteers who came out to tour the school's new construction updates and layout, which was needed in case of emergency situations. She said Vogel and his department have also been on many walkthroughs during the construction process.

d. Wendy Affield, City Clerk – Affield said she just spoke with a representative from Xcel Energy concerning the light outages between 9th Street and 10th Street on Parke Avenue, and they acknowledged there is a voltage issue along that stretch that they will be working on. Affield then said during the recent clerk's conference she attended it was made known that any committee meetings need to have minutes taken. She said if she is not present at the meeting, then someone else should keep minutes or use a recorder and Administrative Assistant Johnson can transcribe them later. The minutes do not have to be approved by Council but should be signed by all who were in attendance. Owings said Microsoft Teams software that comes with Office 365 subscriptions offers transcription services, and he uses it all the time at his job. He said it works really well and would be an option for those committee members to use while having the meeting. Mayor Tollefson said that would be timesaving, especially for Ms. Johnson. She asked how long the recordings can go? Owings said his all-employee meeting yesterday was six hours long, and was all recorded. He said if you turn a laptop or a similar device on and have Teams running, all

you would need to do is have your mic on and the speakers turned off to avoid echo. Mayor Tollefson said that sounds neat, and maybe should be tested out? Owings said it is really easy to use and could be a beneficial tool for small committee meetings.

8. Committee Reports –

9. New Business –

a. Fuchs Sanitation Curbside Recycling - \$6.00 for Recycling with a -\$2.00 Credit on the Regular Garbage Pickup = \$4.00 Total on Utility Bill to Implement Curbside Recycling – Savageau asked if this is something a resident could opt in or out of? Affield said no, every resident would have to have it on their utility bill if the City chooses to do it. Mayor Tollefson asked if this is something that should be put to the residents, such as a survey? She said gauging community support could help point Council in the right direction. Savageau said she feels a lot of residents would be in support of it, but there are also many elderly residents who barely put out their garbage once a week and might find this extra charge too expensive for something they won't use. Affield said she did check on how often the recycling would be picked up, and it would be every other week. Mayor Tollefson said she would still like to see the question be asked of residents, and besides a web link for responses there could also be a mailer sent out with the utility bills. Schreiber said he would support a survey. Savageau agreed and said the survey needs to have multiple ways for the residents to respond, in order to get the most accurate results. Owings said if a survey is done, he would like to see each response tracked in order to get the best gauge of how different pockets of the City feel about it. He would even go so far as to seek out a more comprehensive door-to-door survey, but feels a proper response would be around seventy-five percent (75%). Schreiber asked Affield if she knows how Dilworth charges for it on their utility bills? Affield said Dilworth locked into a contract right away, and they get funds from the County which then is used for their curbside recycling program. She said the City also receives a certain amount of funds for recycling, but we would need to still have the Recycling Center available for County residents so those funds would not be able to offset the fee very much. Dilworth and the County did not initially realize how expensive curbside recycling would be, that is when the County put a cap on our recycling reimbursement. Savageau said that is her fear too, as four dollars (\$4) might not seem much at first, but recycling charges keep going up every year. She said too that if curbside recycling is started then it is very hard to take it away down the road. Affield agreed and said the amount has already increased from what it was when she first researched the costs. Savageau asked if Fuchs would be giving credit on the garbage fee, or the City? Affield said Fuchs would be giving the City the credit, so then the garbage fee could be lowered. Mayor Tollefson said they should start with the survey and see what research comes back. McCoy thanked Affield for looking into it for the Council.

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

11. Old Business/Unfinished Business Updates –

a. Budget Discussion

1. Budget Adjustments – Included in the packet.

2. Breakdown of Property Tax Statement - Included in the packet.

3. COLA Percentage for Employees – Mayor Tollefson asked Council if this is something they want to vote on now, or review more during the final budget discussion? She said her second

question would be whether it is an automatic three percent (3%) to match the Police Department? Schreiber said he does not know if they need to act on it now. Owings said his feeling is to go the maximum at four percent (4%) just based on how employee retention everywhere is going, and he would really like to keep the City's current employees. Schreiber said he needs more time to decide. Mayor Tollefson said she agrees with trying to retain staff, and hopes employees want to stay because of the good work environment provided but she would lean more towards three percent (3%). Savageau said she would also like more time to review everything, but does not need to wait until the final budget numbers come in to decide.

4. Dental Insurance for Employees – Mayor Tollefson said she feels dental insurance is an important thing to have, but is wondering if this is the time to do that or wait until budget time? Vogel said it would be best to do it now, because enrollment periods are coming up quick for insurance companies and this way employees could make a decision if they need to be on their spouse's policy. Savageau said she agrees and would vote on it today. Schreiber said he has no problems with adding dental insurance to the City's benefits, and it is part of employee retention. He said he agrees with what Savageau has said before in coming up with a benefits plan so that everyone knows where the funds are being spent. Mayor Tollefson said she would rather see a lump sum option provided, but asked McCoy what his thoughts are? McCoy agreed but said he is on board with dental. Mayor Tollefson questioned once benefits have been given can they be taken away? Affield said she would have to check with the Attorney. Schreiber made the remark that any new employee would fall into the new benefit package if Council decided to change to a cafeteria style plan. A motion to approve dental insurance coverage for all employees was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor. Motion Carried.

5. Set Preliminary Levy Percentage – Mayor Tollefson said the numbers from Jason Murray at David Drown Associates are in the packet, and if the City needs to get to the debt service number that is shown, then the levy would need to be set higher. Schreiber asked Affield for clarification on the number she uses for the revenues and expense sheets? Affield said she uses the general fund number, which is the \$305,000 property tax revenues that Murray generally goes by for his chart. She said it is hard to know for sure until they get the final numbers back from the County. Schreiber asked if they know what area cities are setting their levies at yet? Affield said she printed off some of the levies from last year, and Frazee chose 5.5%, Lake Park was at 8%, Barnesville was at 10%, Dilworth was at 3.9%, Glyndon and Hawley were both at 6%, and Ulen was 12.2%. Savageau said she knows Murray has advised Council to set aside funds each year to make the big bond payment coming up in 2025, but she is wondering if those funds will be placed into a reserve that would grow and only be used specifically for that purpose? Affield said yes, that is the additional thirty-three thousand, one hundred ninety-five dollars (\$33,195) Murray had mentioned, and he had also originally added another fifty-five thousand (\$55,000) for capital improvement projects but she took it out as that would have increased the potential levy number into the 20's. She said it would be three (3) years each at the thirty-thousand-dollar (\$30,000) mark to make the big bond payment in 2025, but around that time a bond should drop off. Schreiber asked if there are more things to capture coming on to the tax roll? Affield said for example the City should have captured the Dollar General's tax capacity when it was built a couple of years ago but did not, and the levy was set too low at the time. She said now there will be some homes coming off of the two-year tax abatement program, and the City should take advantage and capture those. Mayor Tollefson asked if the City captures the thirty-three thousand (\$33,000) and there is still a surplus, why would the levy need to be set so high? Affield said some of the surplus comes from the sewer fund which is usually around one hundred thousand dollars (\$100,000). Schreiber asked since the City set its levy at six percent (6%) last year and came out okay, why would Murray want the levy set high again? Affield explained it is because the City is not putting any money aside for projects if the levy is too low. Mayor Tollefson said she questions why the surplus funds can't be

used or allocated elsewhere when the audit came back and showed the City is doing so well? Affield said it is mainly the sewer fund that is sitting well, whereas the water fund needs to be growing more. She said when it comes time to look at next year's utility rates, she will be requesting that the sewer portion go down and have an increase in the water in order to raise that fund up. Schreiber asked if the City continues with the water and sewer revenues as they are due to having good, well-functioning ponds, then those funds continue to grow, correct? Affield said yes, but having those higher funds help the City get bonds. Schreiber agreed, and said he is thinking about in the future implementing a Capital Improvement line on the utility bills and then lowering the water and sewer fees. Affield said that would be a good idea, and Murray had agreed. Mayor Tollefson asked Council if they were comfortable with staying at six percent (6%) for the levy? Affield said she recommends going no lower than eight percent (8%). Mayor Tollefson said she is concerned more for the residents who are on a fixed income, and hopes it can come down from there. Schreiber asked if the school district has anything coming on this year? Mayor Tollefson said there will be some sort of increase. Savageau said the school usually takes the maximum. A motion to set the preliminary levy percentage at eight percent (8%) was made by Dave Owings, seconded by Justin Schreiber. All in favor.
Motion Carried.

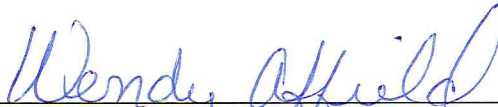
b. UC HOPE Discussion Concerning the Community Center – Affield said a meeting needs to be set. Mayor Tollefson said that between herself, Owings, Affield, and Johnson they will work tomorrow on setting a date for discussion.

12. Miscellaneous Announcements & Recognitions – Owings wanted to mention if there is a “want list” of equipment that could be purchased used from the State, then the State would provide “first dibs” to the City. He said it might be helpful to keep informed of any good equipment coming up for sale.

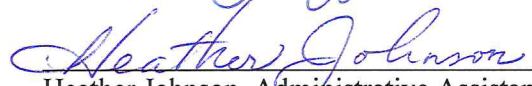
13. Adjournment – A motion was made by Kimberly Savageau to adjourn at 6:48 p.m., seconded by Dave Owings. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant

September 28, 2022 Council Meeting Minutes