

**Glyndon City Council**  
**10/27/2022**

Regular Budget Meeting – 5:00 p.m.  
Glyndon City Hall Chambers

1. **Call to Order:** Mayor Tracy Tollefson called the meeting to order at 5:00 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber; City Clerk Wendy Affield; Water Superintendent Andy Olson.

**Attendees:** None

**Virtual Attendees:** None

**Absent:** Council Members Kimberly Savageau and Patric McCoy.

3. **Budget Discussion** – Mayor Tollefson wanted to make a quick note that Chief Vogel is at the Community Center for the Police Department’s Cops & Kids Halloween Party.
4. **Budget Changes / Utility Bill Adjustments** - Affield said she made the changes that Council had requested for her to do in terms of the 2023 utility rates, and those are noted in the packet. Mayor Tollefson asked to clarify that everything is being kept the same, with the exception of moving some of the funds to a Capital Improvement Plan line? Affield said that is correct, and this would also reflect a lowering of the sewer charge. She said she also included the Employer Paid Dental Coverage in the new budget numbers as it has already been approved. She said if everything works out then there will be close to forty thousand dollars (\$40,000) for capital improvement projects. Mayor Tollefson asked if the funds for an additional officer are included in these current numbers? Affield said no, as Tollefson had requested she take it out. She said the total dollar amount for the officer would be thirty-six thousand, eight hundred ten dollars and thirty-eight cents (\$36,810.38). This would include vision, life, dental, salary, health insurance, PERA, and FICA for half a year. Mayor Tollefson stated this will start in July. Affield said this can be used whenever Council feels they need it, depending on how the hiring process goes. Mayor Tollefson said when she spoke with Vogel he stated that unless he loses an officer prior, then the July timeframe would be realistic. She said if Vogel ends up losing two officers, that will change the scenario. Owings said Vogel has made it aware the academies right now have very small class sizes, and a very small pool of graduates to choose from. Mayor Tollefson said Vogel had been informed and understood that if anything changes that he can come to Council right away. Owings said he agrees and if it comes down to that he will back Vogel’s request, mainly because Vogel wouldn’t come to them if he didn’t have validation for it. Affield said Vogel does keep close contact with many of the other Chiefs in the state and pays attention to how their hiring processes are going.

Mayor Tollefson said she also wanted to look at and discuss the Council’s opinion on the advertising sign on Hwy 10. She said if the City were to take ownership of the sign, what would their opinions be of selling advertising for it? She said Jason McCoy from the Positive Community Norms Coalition has already granted ten thousand dollars (\$10,000) towards the sign for the school, and if the school allocated another ten thousand (+\$10,000), then perhaps the City could sell the remaining ad spots to be able to use it for both City and school use. Schreiber clarified that the sign would stay the same size, but the cost would be for updating it to digital? Mayor Tollefson said yes, and also said the DGF Superintendent had asked if the City would be interested in taking it over and the school would then donate their portion. Affield said she spoke to City Attorney Ken Norman about it, and he was concerned

that the City does not own the property on which the sign sits. Mayor Tollefson said when the school had the sign, they had a contract drawn up with the mobile home park owners. She just wants to know if Council feels this is something the City would like to have, or should the school take the leadership on it? She said if the City could raise the funds for the signage, pay for the purchase of it, and work out an agreement with the mobile home park, would then the Council be in favor? Owings asked if there is a dollar amount for the entire cost? Mayor Tollefson said it is seventy thousand dollars (\$70,000) to replace the sign. This would involve the money donated from the school (\$10,000), the donation from McCoy/PCN (\$10,000), and the budgeted portion from the City (\$10,000), then the remainder could be raised by selling off the advertising spots. Mayor Tollefson mentioned she can visit with the school and see if they want to seek out sponsorships. Affield asked if the City could just donate their portion and have the school remain in charge of it? Mayor Tollefson said the school does have a lot of things they would like to promote and advertise, but she is indifferent as to whom takes it over. Affield said the other main concern Norman had was whether the City would be able to pick and choose who gets to have something advertised, or would they be forced to advertise something that may not be appropriate? Schreiber said this is his concern as well. Mayor Tollefson said the school would definitely have stringent parameters regarding advertising. Owings asked to clarify if this would be a one-time payment of ten thousand (\$10,000) from the City, and then it would be an annual payment of some amount thereafter? Mayor Tollefson said it could possibly be just a set maintenance fee, something like two thousand per year (\$2,000/yr.), along with whoever else is on the board. Schreiber asked if she has a photo or rendering of what the sign will look like? Mayor Tollefson said Super Frog Signs would place seven ad boards on each side with larger spots on the bottom which would get split up for the City, the school, and the PCN Coalition. Owings again asked to clarify that the initial cost to the City is the ten thousand dollars (\$10,000), but then the annual maintenance fee allows for the City to have unlimited ad space? Mayor Tollefson said yes, and the other smaller purchasers would have shorter, quicker ads on the rolling board. She added that the ads can be programmed from a computer. Owings then asked how the City would be billed? Mayor Tollefson said if the school retains ownership of the sign then they would invoice the City. Owings said he can get behind this for the City, but would also request to have an annual maintenance review on the sign. Schreiber agreed, and said he felt if the City was running it there would be more headache involved. Affield asked if this should be added to the next regular Council meeting agenda? Mayor Tollefson said yes. Olson asked if there would be any issue with the trees that overhang and block the view of the sign? Mayor Tollefson said they could check with either the mobile home park or maybe MnDOT to get those cleaned up.

Mayor Tollefson said she noticed the COLAs are not included in the budget sheets? Affield said they are not included as Council has not made a decision yet. She said a decision will need to be made any time before the budget is set in December. Affield explained the difference between 2%, 3%, and 4% COLAs. Mayor Tollefson asked if they could have some discussion on it now, and then when it comes to vote they won't have to waste any further time on it during the meeting.


Mayor Tollefson said so far they have notes on the additional officer, the COLAs, and the sign. Affield added that Council needs to review how they want to spend the ARPA funds. Mayor Tollefson asked if the ARPA worksheet in the packet shows the amounts that each department would save from their budgets? Affield said yes. Mayor Tollefson asked if Administrative Assistant Heather Johnson was still pushing for the SMS texting service? Affield said yes, and that she and Olson want to implement it too as there have been a few recent issues where SMS texting would have been more efficient than sending out an email alert. Olson agreed, especially if there is an issue that only needs to go to certain sections of town. He said if they utilized the SMS texting then specific homeowners could text the City their meter read numbers monthly until the reader equipment comes in. Affield said there are a few different companies that offer the service, and she will have Johnson do some more research on them and get some prices. Mayor Tollefson said that sounds good. Affield went on to say that ARPA funds could help pay off the Water Plant Generator lease, be spent on a new police squad, a thermal imager and hose

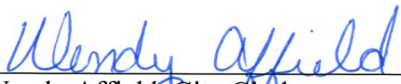
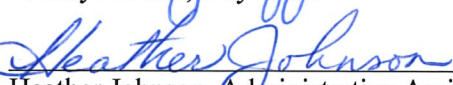
washer for the Fire Department, and possibly some new park equipment for Johnson Park. Mayor Tollefson asked about the current status of the ATV/UTV the Fire Department had been looking at? Affield said she spoke with Fire Chief Cuchna and informed him the reserved savings has roughly twenty-thousand two hundred dollars (\$20,200) in it, and the escrow has forty-two thousand five hundred dollars (\$42,500), these are funds they could use to purchase the ATV/UTV. Cuchna said they were going to visit with the Townships to see if they would help also. Owings asked to clarify if the total dollar amount listed would have some money left over? Affield said yes, and was hoping to use it towards park equipment since those are so expensive. Affield did file the paperwork to see if the City could receive a grant for park equipment. Owings asked if the ARPA funds need to be spent by a certain time? Affield said it should be spent by 2024, but she sees no reason to wait as park equipment keeps going up every year. Affield explained how the City would receive the grant funds but noticed they added on a material surcharge, so she does not feel it is a very good deal for the City at this time. Owings wondered if the leftover funds could be used as a first payment for a splash pad in 2024. He feels there has been some positive feedback regarding that, and Affield said she has seen parks that have both a splash pad and park equipment nearby. Schreiber agreed that it would be nice to see some different equipment than what is already at the other parks. Affield said she sent an email to Dakota Playground with some unique park equipment ideas and is waiting on an estimate. Owings said there is probably a lot more to consider, and suggested a site survey may need to be done first. Schreiber also mentioned the recent popularity of Pickleball courts and noted there is some good green space at the parks. Owings agreed and said he has noticed it is popular among older adults. Olson said he could reach out to Moorhead and ask them how their new courts are working out and get more information. Mayor Tollefson mentioned Frolfing too. Owings said he loves to do that as well and feels it would be a good idea, but finding a good location is the harder part. Affield said the last thing she wanted to check on was whether Olson wanted to change the “temporary seasonal” salary amount in the budget. Olson said for next year he would like to keep everything the same and see how it goes, then revisit it for the 2024 budget.

Schreiber asked Affield what line the Community Center revenues fall under? Affield said those are under the General Fund, and as of right now the building revenues are at two thousand, three hundred twenty-five dollars (\$2,325) for the year. Affield informed Council she visited with Shonna Severson concerning the refrigerator situation at the Community Center, thinking UC Hope should purchase the larger fridge and maybe the freezer and have the City purchase a fridge/freezer combo that can be put on the other wall, so it is easier to open because of the counter there. Schreiber said he was thinking about some kind of partnership with UC HOPE in terms of repairing the parking lot. Affield said there is a little over thirty-six thousand dollars (\$36,000) in the escrow which can be used towards a new parking lot.

6. **Open Forum** – None.

7. **Adjournment** - A motion to adjourn at 5:46 p.m. was made by Justin Schreiber, 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