

**Glyndon City Council**  
**12/14/2022**  
**Regular Council Meeting – 6:30 P.M.**  
**City Hall Council Chambers**

**1. Call to Order:** Mayor Tracy Tollefson called the meeting to order at 6:30 p.m.

**2. Roll Call:** Council Members Present: Dave Owings, Kimberly Savageau, Patrick McCoy; Police Chief Justin Vogel; Public Works Superintendent Andy Olson; City Clerk Wendy Affield.

**As Per Sign in Sheet:** Carter & Twila Neset; Steven Ring; Bryant DeVries  
**Virtual Attendees:** Council Member Justin Schreiber

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

- a. 11/22/2022 – Public Hearing Minutes
- b. 11/22/2022 – Council Meeting Minutes
- c. Approve Resolution of Payments

**4. Any Additions to the Agenda** –

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

**6. Open Forum – Public Comments/Concerns** – None.

**7. Department Reports – Committee Reports**

**a. Justin Vogel, Police Chief** – Vogel said the weather has been keeping his department busy, and the Shop With A Cop event got rescheduled to next Tuesday instead of this week. He said they are also getting year-end reports ready, and a replacement IT representative from 702 Communications will be coming out to get set up with the BCA and will also complete the necessary background checks. Mayor Tollefson asked how the new squad pickup was working out? Vogel said it is working out great so far.

**b. Andy Olson, Maintenance Supervisor** – Olson said his department will be working on getting the skating rink completed on Monday, as they are expecting to see lower temperatures next week. Mayor Tollefson asked how snow removal was going for them today, considering the snowstorm? Olson said it was challenging, but it went fine. He said they will be back at it again tomorrow morning for the next round of snow.

**c. Bob Cuchna, Fire Chief** – Not present.

**d. Wendy Affield, City Clerk** – Affield said she has no updates other than letting Council know that City Hall will be closed on Monday, December 26<sup>th</sup> due to Christmas falling on that Sunday. Mayor Tollefson asked if City Hall will also be closed on Monday, January 2<sup>nd</sup> for New Year's Day? Affield said that is correct.

## 8. Committee Reports

**a. Finance Committee – Discussion Concerning the Southview Addition Security for the 2017A Bond – Recommend the First Amendment to the Developers Agreement for Southview Addition to the City of Glyndon** – Mayor Tollefson informed Council that she, Savageau, Affield, and City Attorney Ken Norman recently had a meeting with Developer Kelly Richards and discussed the bond security for Southview Addition. She said the main focus of the meeting was to ensure that the City had a guarantee of security from Richards regarding the unpaid taxes and specials on the remaining lots. They discussed the original Developer’s Agreement with Richards and reviewed the history of the Letter of Credit. She said they reiterated to Richards that he needs to provide some form of financial security to the City in order to avoid the City having to take over ownership of those lots. Mayor Tollefson said after much discussion and with the guidance of Ken Norman, they came up with an amendment to the original agreement. She said the amendment states a clear dollar amount in which Richards will keep in a designated account that is primarily used to pay for those taxes and specials if Mr. Richards is unable. She added this is all in the hopes of avoiding the financial burden falling on the City. Mayor Tollefson said if the rest of Council is comfortable with the amendment, they can move forward with a motion. Schreiber asked if these funds will be going through a bank account? Mayor Tollefson said Richards will be responsible for paying the taxes and specials himself, but the funds that will be in this separate account will be saved as a form of security in case the City has to take over ownership. Affield said once Richards sells a lot and it becomes officially recorded, the City will release fifteen hundred dollars (\$1,500) from that account to Richards, as that is approximately the price of half the taxes and specials per lot. The new owners will be responsible from then on to pay the taxes and specials, not Mr. Richards. Mayor Tollefson explained this account is not like a letter of credit, but rather a savings account that Richards cannot draw from, only the City. Affield said the original Letter of Credit has already been dissolved, and also this account is not owned by the City. Mayor Tollefson explained that Savageau took the number of lots by fifteen hundred dollars (\$1,500) to get the amount requested to have in the special account and each time a lot is recorded the City will request funds to be released to Mr. Richards. Schreiber said that sounds good. A motion to approve the first amendment to the Developer’s Agreement for Southview Addition was made by Kimberly Savageau, seconded by Dave Owings. All in favor. Motion Carried.

## 9. New Business –

**a. Oath of Office for New Council Members – Patrick McCoy (2-year term), Steven Ring and Bryant DeVries (4-year terms)** – Mayor Tollefson read the oath of office for the newly-elected McCoy, Ring, and DeVries. She and the other members of the Council expressed their congratulations to each new member.

**b. Approve Resolution 2022-12 – Resolution Approving 2022 Tax Levy, Collectible in 2023** – Mayor Tollefson said the original discussion was for eight percent (8%), and asked if Council wished to discuss it further or make a motion? A motion to approve Resolution 2022-12 and set the 2022 Tax Levy at 8%, collectible in 2023, was made by Dave Owings, seconded by Patrick McCoy. All in favor. Motion Carried.

**c. Discuss Two New Computer Workstations for City Hall** – Mayor Tollefson said Affield has already built the cost into the budget worksheet, and the quote for the equipment is two-thousand, six hundred fifty dollars (\$2,650). A motion to approve the purchase of two new computer workstations for City Hall was made by Patrick McCoy, seconded by Kimberly Savageau. All in favor. Motion Carried.



**d. November's Expense/Revenue Budget Sheets for Review** – Informational only.

**e. Approve 2023 Regular Council Meeting Schedule** – Mayor Tollefson said the discussion regarding the subcommittees will take place in January 2023. She asked if the second November meeting was moved up due to Thanksgiving? Affield said yes. Mayor Tollefson said these meetings are announced to the public, so Council should make an effort to attend otherwise Affield will need to be contacted in advance. She reiterated that if a Council Member cannot attend in person, they also cannot vote on important issues. Affield also noted that the committee meetings are more flexible if they need to be adjusted but the regular Council Meetings should stay as approved. A motion to approve the 2023 Regular Council Meeting Schedule was made by Patrick McCoy, seconded by Dave Owings. All in favor.

Motion Carried.

**f. 2023 Payroll Schedule** – Informational only.

**g. 2023 Utility Rates Per Month Sheet** - Informational only.

**h. Approve Assignment and Assumption Regarding the TIF Development Agreement between Monsanto (now named Bayer Research & Development)** – Mayor Tollefson said this is a formal notification of the name change. Affield stated this is needed in order for her to make the TIF payment directly to Bayer Research, and Ken Norman has approved it. Savageau asked if the las TIF payment is in 2025. Affied stated, it is. A motion to approve the Assignment and Assumption was made by Kimberly Savageau, seconded by Patrick McCoy. All in favor.

Motion Carried.

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

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

**a. SMS Texting Service Comparison Between EZ Texting, TxtSquad, & TextMyGov** – Mayor Tollefson asked if Administrative Assistant Heather Johnson had provided a recommendation based on her research? Affield said Johnson had recommended to use EZ Texting, as there is no contract involved, it is charged on a monthly or yearly basis, and it is the cheapest of the three services. She said Johnson also noted it is very user-friendly. Mayor Tollefson said this is just an additional way for the City to get the word out to residents quicker than via email alert, and residents will have the option to either sign up or opt out. Schreiber asked how people will get signed up for it? Affield said they will publish notices in the monthly newsletter, the City website, and the City Facebook page. Schreiber then asked if people will need to opt in to receive the texts? Affield said yes. A motion to approve the SMS service recommendation of EZ Texting was made by Dave Owings, seconded by Patrick McCoy. All in favor.

Motion Carried.

**12. Miscellaneous Announcements & Recognitions** –

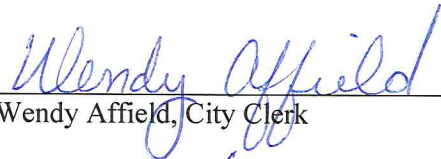
**a. Council Recognition to Dave Owings for 12 Years of Service on the Glyndon City Council (2011-2022)**

**b. Council Recognition to Kimberly Savageau for 8 Years of Service on the Glyndon City Council (2015-2022)**

Mayor Tollefson began by emphasizing both Savageau's and Owings' tenures on the Council, and said they have both brought forth many great ideas and did such great things for the City. She said the City wouldn't be where it is today without them, and she has had the pleasure of working with both of them for two years. She said everyday she was impressed by the knowledge they brought to the table, and kudos to them for their accomplishments. Both Savageau and Owings expressed their thanks, with Owings saying, "It's been a fun time."

**13. Adjournment** – A motion was made by Kimberly Savageau to adjourn at 6:20 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

December 14, 2022 Council Meeting Minutes