

Glyndon City Council
1/11/2023
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: Justin Schreiber, Bryant DeVries, Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Andy Olson; City Clerk Wendy Affield.

As Per Sign in Sheet: Ralph Mitchell
Virtual Attendees: Council Member Patrick McCoy

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

- a. **12/28/2022 – Council Meeting Minutes**
- b. **Approve Resolution of Payments**
 - **Approve 3rd Amendment to License Agreement with F-M Ambulance Services Inc. – Extending Agreement to December 31, 2023**
 - **Approve the Volunteer Firefighter’s Benefit Association Annual Dues Payment**

4. **Any Additions to the Agenda** –

5. **Motion to Approve the Agenda** – A motion to approve the agenda was made by Steven Ring, seconded by Bryant DeVries. All in favor.
Motion Carried.

6. **Open Forum – Public Comments/Concerns** –

- **Snow Plowing Concern – Ralph Mitchell** – Mitchell said he was present today concerning snow that has been pushed up against his garage by City plows this winter. He said his garage is five feet (5 ft.) off of the property line, and yet snow has been pushed up right against it. Mayor Tollefson referred to the photo, which was provided in the agenda packet, and asked if Mitchell also had a concern about junk being left in the alleyway? Mitchell said yes, he is unable to back out his trailer due to his neighbor’s items being left out in the alley way. He said this is in violation of Ordinances #77, #117, and #193. Mitchell said his neighbor’s vehicles are not parked on their own property but are left in the alleyway by at least ten feet (10 ft). Mayor Tollefson said the City can certainly have a discussion on the maintenance side as to the proper removal of the snow by his garage. She said as for the junk issue, the City will be working on a revised nuisance ordinance this year to tackle this problem as there are other properties around town with the same concerns. Mitchell said his neighbor’s junk has been piling up for over five (5) years and the property is considered residential, not commercial. He said his neighbor does not remove any of it, just moves it around to different places which is sometimes city property. Mayor Tollefson said the Council will look into the issue. Mitchell said he also wanted to ask about the grain elevator behind his son’s home, which has caused the property value to suffer and the taxes to be increased. Mayor Tollefson said the value of the home would not be a City issue, but rather a question to take to the County Assessor’s office. Mitchell asked why the elevator was allowed to be built without a permit? Mayor Tollefson said the issues to focus on today are the ones Mitchell asked to address, and not

ones that have already been discussed and resolved in the past. She said the Council cannot address property values, but they can address the snow removal and have Maintenance Superintendent Andy Olson take care of it. She said as for the junk issue, Chief Vogel does discuss this with Council, so they are aware of several areas around town that have nuisance issues. Mayor Tollefson went on to say that the current ordinances which address nuisances do not have much “meat” behind the enforcement, which is why the Council will be revising those ordinances this summer as they all agree it is a priority. Mitchell said the snow problem occurred last winter too, which caused his garage to flood. Mitchell said it boils down to if the junk was not in the alleyway, then the City wouldn’t have trouble clearing snow and it wouldn’t get pushed onto his property and against the side of his garage. Mayor Tollefson said Council is now aware of the problems and will address them, and Olson will be in contact with Mitchell regarding the snow removal. She thanked Mitchell for his time coming in and sharing these issues with the Council.

7. Department Reports – Committee Reports

a. Justin Vogel, Police Chief – Vogel said his department continues to be busy, especially over the holidays. He said they are as of now still fully staffed, and he will start the interviewing process with two possible candidates next week.

b. Andy Olson, Maintenance Supervisor – Olson said he has no updates at this time other than working on snow removal in certain parts of the City. Mayor Tollefson asked about the snow pile over at the Community Center? Olson said they were able to clear that out and move the pile elsewhere. Mayor Tollefson clarified to Council there was a snow pile which was affecting a neighboring property, and the property owner has flooding issues in the spring from this pile. She said the Maintenance Committee decided to have this pile removed to the southwestern corner of the parking lot instead. DeVries asked Olson if his department could go around and knock down some of the snow on the street corners? He said the snow can pile up quickly in those spots and create more of a headache down the road. Olson said they will get to work on it. Mayor Tollefson also made note of the corner at 3rd Street and Parke Avenue, right across from the Police Station, and said the visibility there is poor. Olson said they would take care of it.

c. Bob Cuchna, Fire Chief – Not present.

d. Wendy Affield, City Clerk – Affield said she has no updates at this time, just working on getting W2’s finished. Schreiber asked when the SMS Text Alert service would be starting? Affield said it is already in effect, and there are sign-up options online. She said they have already received a number of opt-in forms from residents. Mayor Tollefson informed the new Council Members that last year the Council approved using some ARPA funds to purchase an SMS text alert service so City notifications could be sent out faster than the current email alerts.

e. Tracy Tollefson, Mayor – Mayor Tollefson said she wanted to highlight a couple of things at the start of the year in order to help bring the new Council Members up to speed. She said at this time of year the Council Committees are chosen, and for 2023 three committees were removed and a couple of committees were combined. She said the member selection process took into account the current knowledge that certain Council members have, such as DeVries being chosen for the Maintenance Committee as he works in the construction sector. Last year the committee meeting schedule was done for the full year and while some were cancelled due to no new issues to discuss, she said it was nice to have individual committees then report any news at the following Council meeting. She said these meetings will now be scheduled quarterly, hopefully making it easier to work around everyone’s schedules. Mayor Tollefson also noted that if any Council Member will not be able to attend any particular meetings, then they need to notify Affield in advance and should also try their best to adhere to

the scheduled times on behalf of their constituents. She said she would like to discuss in the future whether a Council Member would only receive half-pay or perhaps no pay if they miss a scheduled meeting? She said if a member joins a meeting remotely, and they are not allowed to vote on any matters, does it warrant the full compensation that day. It is also important to remember that Council meetings are now available on Zoom recordings, so Council Members need to be aware of how they present themselves. Mayor Tollefson mentioned, if we are approached by anyone in the community, we need to remember that we cannot make decisions independently, we are one of five and need to make sure full Council is aware of any concerns. Mayor Tollefson also pointed out that if there are any conflict-of-interest concerns please make sure Affield is aware of the situation. She also reminded members that Affield is able to provide any and all budget or financial numbers upon request. There are some items within the budget which have already been approved, too. She gave the example of the Council's approval to increase the budget to allow for the hiring of an additional Police Officer based on information and data that was provided to them months ago. Mayor Tollefson also noted the current ordinances are quite dated, and this issue will be a big one for this new Council to look at. She noted there is an employee handbook available for the new members to review, and she visited with Affield about whether it needs to be updated. Another topic the Council might look at are the holidays that are recognized by the City, and whether they need to include any others based on what surrounding cities offer their employees. She said she also wants Council to focus on employee evaluations and to make sure they get done, which is something the HR Committee can take a look at.

8. Committee Reports – None.

9. New Business –

a. Annual Organizations

1. Official Depositories – Northwestern Bank in Dilworth.

2. Official Newspaper for Public Notices – Clay County Union and the FM Extra.

3. Vice Mayor – Justin Schreiber.

4. 2023 Council Committee Appointments

- **City Hall, Accountability, Efficiency –** Mayor Tracy Tollefson
- **Human Resources –** Mayor Tracy Tollefson and Justin Schreiber
- **Finance, Economic Development, Planning & Zoning –** Mayor Tracy Tollefson and Steven Ring.
- **Police Committee –** Mayor Tracy Tollefson and Justin Schreiber
- **Fire/Rescue Committee –** Patrick McCoy and Steven Ring
- **Maintenance Committee –** Mayor Tracy Tollefson and Bryant DeVries
- **Public Relations, Glyndon Days, Parks & Recreation –** Mayor and Full Council
- **Capital Improvement Committee –** Mayor and Full Council

5. 2023 IRS Mileage Rate is Set at \$0.655 Cents Per Mile – Mayor Tollefson asked Affield what the mileage rate was before? Affield said it was two different amounts last year but went up to \$0.625.

6. 1st Quarter Committee Meeting/Regular Meeting Schedule – Mayor Tollefson said the schedule has been provided in the packet, and she tried to ensure that these were scheduled an hour before the regular Council meetings.

A motion to approve the Annual Organizations, 2023 Mileage Rate, and 1st Quarter Committee meetings schedule was made by Steven Ring, seconded by Justin Schreiber. All in favor. Motion Carried.

b. December 2022 Expense/Revenue Budget Sheets for Review – Informational only.

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

11. Old Business/Unfinished Business Updates – None.

12. Miscellaneous Announcements & Recognitions – Mayor Tollefson asked if the Police Department has any events coming up? Vogel said they had discussed possibly doing an outdoor ice-skating event, but due to staffing issues they have not made any definite plans. He said they happened to bring in a lot of donations over the last year, and they look forward to getting some fun events going this spring and summer.

Mayor Tollefson also wanted to mention Affield has spoken with Justin Sorum from Clay County regarding the snow removal issues on Parke Avenue. She said residents have called in for assistance, and the County came out to clear out some space to help with visibility. DeVries asked if the City should bill the County for portions on Parke Avenue that is cleared out by us, since it is a County road? Mayor Tollefson explained the County has been very good to work with and is quick to send out help when it is requested. Affield also noted it is the City's responsibility to clean the ten (10) foot pathway on the east side of Parke Avenue. DeVries said he feels it would be a good question or conversation to have with the County to see if the City could get reimbursement for any snow removal that would technically be the County's responsibility. Mayor Tollefson said the question could be run by Sorum to see what the County might consider. Olson said the County has been very good about trying to get the snow handled better on Parke Avenue, but it is just a common issue that will come up every year. DeVries agreed and said it didn't help when the very first snowfall dumped so much wet snow right away that the City has had a hard time playing catch up.

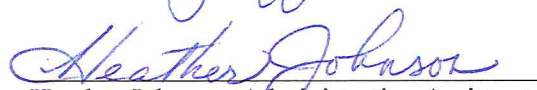
13. Adjournment – A motion was made by Steven Ring to adjourn at 7:38 a.m., seconded by Bryant DeVries. All in favor. Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant

January 11, 2023 Council Meeting Minutes