

**Glyndon City Council**  
**1/25/2023**  
**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: Justin Schreiber, Bryant DeVries, Patrick McCoy; Police Chief Justin Vogel; Public Works Superintendent Andy Olson; Fire Chief Bob Cuchna and City Clerk Wendy Affield.

**As Per Sign in Sheet:** None

**Virtual Attendees:** Council Member Steven Ring

**Absent:**

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

**a. 1/11/2023 – Council Meeting Minutes**

**b. Approve Resolution of Payments**

**4. Any Additions to the Agenda –**

**a. Maintenance Committee Discussion Regarding a Snow Pusher Attachment –** Mayor Tollefson explained during the recent Maintenance Committee meeting a new pusher attachment for the payloader was discussed as it would be wider and more efficient in moving snow. DeVries said they are hoping to locate one that is cheaper but would like to move forward on this quickly. Mayor Tollefson said the estimate from Bobcat for a brand-new pusher was eight-thousand three hundred sixty-one dollars and ten cents (\$8,361.10). She said both Olson and DeVries will be doing searches for cheaper, used options before purchasing a new one. She asked Affield if there were any questions or concerns? Affield said no, but the committee would need to present whichever option is chosen to full Council for approval. DeVries said he is online looking for equipment often, and if a good purchase becomes available it does not last long, so he is hoping to find something and move forward with a purchase quickly. Affield said that would be fine if Council makes a motion during this meeting to allow the purchase of the pusher. Schreiber said he is okay with approving a purchase as long as the funds are available in the budget. Affield said the Maintenance fund has enough in the escrow line for this. McCoy said if there are enough funds then the purchase should be made sooner rather than later, especially if a pusher is found for a good price. Mayor Tollefson then said she will officially add this to the agenda for a later motion if the price does not exceed eight thousand five hundred dollars (\$8,500).

**5. Motion to Approve the Agenda –** A motion to approve the agenda was made by Patrick McCoy, seconded by Justin Schreiber. 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 continues to be very busy, mainly involving domestic disputes, arrests, and vehicle pursuits. He has completed the submission of a few grants, one of which is for body cameras, and it would cover half the cost. Another grant is in the pre-approval process and will be for four (4) new defibrillators, they received two (2) last year and the new ones this year can be used to replace the old ones at City Hall and the Community Center. Vogel said his department will be hosting UC Hope Night at the high school next week, and they will try to continue this event in future years. He said they recently completed radio training with the Fire Department, and it was very informative. He said the department is still suffering from the ongoing hiring and staffing issues that all police departments are facing. Most surrounding cities are also looking for officers, so the competition is going to be tough. He said they will continue to have an ongoing job posting and hope a qualified candidate comes along, but he expects the hiring struggles to continue for a long time. Mayor Tollefson said Vogel has been working very hard on trying to recruit and advertise for an officer, with Vogel adding he is even attempting to reach out to retired officers that he knows.

Mayor Tollefson said she wanted to touch back on the UC Hope Night event, and asked Vogel if he has all of the equipment he will need for any of the planned activities, such as dodgeball? Vogel said the dodgeballs have been picked up by UC Hope, and they have the bases ready for kickball. Mayor Tollefson said she can help out if they need any additional items or assistance from the school. Vogel let the new Council Members know that he is available at any time to answer any questions they might have, or can help bring them up to speed on his department.

**b. Andy Olson, Maintenance Supervisor** – Olson said he has no updates other than the discussion of the snow pusher. Mayor Tollefson said they had a Maintenance Committee meeting right before tonight's Council meeting, and discussed snow removal, cleanup of Southview, the snow pusher, and student staffing for summer, which is currently looking like they will hire two (2) students. She said employee Ty Wegenast was given some more training on the plow truck recently, adding to his experience. They also discussed insurance claims, any upcoming issues prior to spring, and touching base on getting updated equipment and vehicle lists for the department. She said this will help in determining what kind of equipment is needed for future capital improvements. Affield said she can help too, as the League of MN Cities will have this information as well. DeVries said he is now also focusing on the upcoming snow melt, and what sort of issues that might present.

**c. Bob Cuchna, Fire Chief** – Cuchna said they helped with a recent fire south of town which burned through the house of a young couple with three children. He asked Affield if she had received an application from Carl Ford? Affield said she just received it today and has not had a chance to look it over. Cuchna said he would like to get an approval for Ford's hiring, pending background check. He said Ford will be a driver only, as the department needs more experienced drivers. Affield asked if he would like this to be added to the next Council meeting's agenda, once the background check clears? Cuchna said no, he is wanting approval right away since he is here tonight. Affield said typically an application approval is an item added to the Consent Agenda. Cuchna said he was okay with waiting until the background clears, if that makes the process easier. He also wanted to address the ARPA Covid funds which have been previously discussed by Council, as they are looking to get a hose washer roller, and thermal imager. He is wondering where the discussion stands as he is looking to move forward and purchase these items? Schreiber asked if these items had already been listed? Affield said yes, but Council has not yet decided what to do with the funds. Mayor Tollefson asked when the Fire Department Committee meets next? Cuchna said he is not sure, but since Ring is a new committee member this year, he is willing to meet whenever it is convenient to bring him up to speed. Affield said the next meeting is scheduled prior to the next night Council meeting, at 5:30 P.M. on Wednesday, February 22<sup>nd</sup>. Mayor Tollefson said Cuchna can certainly move that meeting up to as soon as the committee deems necessary,

but if they do then they need to notify Affield of the date and time. Cuchna said he is available any evening now, and Ring also said his schedule is very flexible so he can email sometimes that are good. Cuchna also said he is starting to work on the 2022 Year End Report, and he will provide it for the agenda when it is completed.

**d. Wendy Affield, City Clerk** – Affield said the 2022 audit with Eide Bailly will take place the week of March 13<sup>th</sup> through the 17<sup>th</sup>. She said they will initially request emailed documents now and then they will come out to City Hall for three-to-four days. After that they usually request more documents before completing and presenting the audit in April or May. Affield said the new computers have been installed at City Hall and they are much faster than the old ones. She said Administrative Assistant Heather Johnson will be on vacation all of next week. Mayor Tollefson asked how the SMS texting service is working out? Affield said we have not had to send an alert out yet, and the process seems to be simple, stating Johnson showed her how to create one if she needs to. Affield said these texts will be for emergency alerts only, not for random notices such as Council meeting dates, or utility bill due dates.

**e. Tracy Tollefson, Mayor** – Mayor Tollefson asked if it would be possible to get the Nuisance Ordinance discussion rolling, and whether it should involve just the Police Committee or some others? Vogel said it should be its own separate committee as they will need to get a draft created and approved by both City attorneys. He said we already had a rough draft written, and he would like Mayor Tollefson and Schreiber to look at it first to see what portions they like and what portions they do not. Mayor Tollefson asked for Vogel to resend it so they can go over it again. Vogel explained the draft is part of a few towns put together. Vogel said he does not want to wait until the next Police Committee meeting to discuss it as there is a lot to go over, so he would prefer a separate meeting just for the ordinance. After that the full Council can review it before it gets sent to the attorneys for final editing and approval. He said this particular ordinance is going to take a lot of work and a lot of discussion. Schreiber asked if this would require a public hearing? Affield said no, it would just need to be read at two different Council meetings to become official. Vogel said in a good year, the Council could knock out a difficult ordinance and also an easy one, as it is hard to get things moving with only two Council meetings per month. Mayor Tollefson said she hopes they could get through more ordinances than just two. Vogel said it becomes more difficult and time consuming the larger the ordinance is, especially when you need to work around the schedules of two different attorneys. Mayor Tollefson said they should find a time within the next couple of weeks to meet on this, and that Affield email everyone once Schreiber gives her some available dates.

**8. Committee Reports** – None.

**9. New Business** –

**a. Request Paying Off the 2016A General Obligation Tax Abatement Note One Year Early by Using Funds from the Stockwood Transformer Credit - \$26,000** – Affield said the City has only one payment left on this bond, and if it is paid off early the City saves five hundred eighty-five dollars (\$585) in interest. This bond covered electricity for Stockwood and also the coulee which was built prior to the start of the Parke Avenue project. She said there are escrow funds which have been received back from Xcel Energy from the number of transformers installed in Stockwood, and a percentage went back to the landowner if they had to purchase it. However, if the property owner did not have to pay for their transformer then the funds stayed with the City. Currently the escrow fund has forty-five thousand, eight hundred seventy-three dollars and fifty-five cents (\$45,873.55). Affield said she spoke to the City's Financial Advisor, Jason Murray, and suggested twenty-six thousand dollars (\$26,000) be used to pay off the remainder of the bond and then it would not have to be part of next year's budget. Affield looks at it as the Xcel transformer credit funds could be used to pay for the electricity that was installed in Stockwood. She said the remaining escrow balance would then be nineteen thousand, eight hundred

seventy-three dollars and fifty-five cents (\$19, 873.55). A motion to approve making a final payment to the 2016A General Tax Abatement obligation was made by Justin Schreiber, seconded by Bryant DeVries. All in favor.  
Motion Carried.

**b. Approve Ordinance #166 – An Ordinance Adopting the 2023 City of Glyndon Fee Schedule** – Affield said this highlights only the changes which were made to the utility rates this year. Mayor Tollefson asked if next month’s newsletter could have a section which will explain the addition of the Capital Projects line in the utility bill better, so that it is clarified more for the residents? She said some people have asked questions whether their bill will be increased, and what the capital projects fund entails. So she would like to see it explained that the bills are not increasing at all, but rather some rates were decreased in order to move them to the Capital Projects line. A motion to approve Ordinance #166 was made by Bryant DeVries, seconded by Patrick McCoy. All in favor.  
Motion Carried.

#### **10. Time to Discuss Additions to the Agenda –**

**a. Maintenance Committee Discussion Regarding Purchase of Snow Pusher Attachment** – A motion to approve the research and purchase of a snow pusher attachment for the loader by the Maintenance Committee, not to exceed \$8,361.00, was made by Justin Schreiber, seconded by Patrick McCoy. All in favor.  
Motion Carried.

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

**a. Discussion Concerning Council Compensation for Zoomed Meetings** – Mayor Tollefson wanted to discuss this option, and whether the compensation should be reduced for those who attend a meeting remotely? McCoy asked if the Mayor still wants Council members to attend meetings if they are out of town? Mayor Tollefson said she would like members to attend as often as possible, and she is not so much concerned about the cost as opposed to the fact that members cannot vote if they are not present. She said she would like further input from the whole Council. DeVries said it was only a few years ago that all members of the Council were always present, so he is wondering what the process was prior to Zoom being introduced? Affield said if a member was not present, they were not paid. Once Zoom meetings were started the city would pay the full amount if a member was online for a meeting. DeVries feels they all signed up for this job and should make an effort to be present for each meeting. Schreiber said he knows you can’t vote, but he would still log online for a meeting if he is called away due to work. Mayor Tollefson asked if this is something that warrants reduced compensation? Schreiber said he can agree with those instances having a pay reduction, as the amount of pay has already been accounted for in the budget. Mayor Tollefson said she knows that work schedules can make things difficult, but she would like to see less meetings having to be rescheduled this year. Affield said committee meetings are not an issue, but Council meetings should really stay the same. Mayor Tollefson said she suggests if a member is present, then it is full compensation, but if they attend remotely then the pay would be one hundred dollars (\$100) instead of one hundred fifty dollars (\$150). Vogel said the biggest thing is to keep the meeting dates consistent so Department Heads can plan to attend. Affield said she asked this question at a recent regional clerk’s meeting, and found that some cities will still pay full compensation even if a member does not attend in person or remotely. McCoy said he is fine with any decision, as he agrees members should be enticed to be present. He feels bad that his work takes him out of town frequently, but he cannot get around that. Ring said he is okay with whatever decision is made. A motion to approve the full \$150 compensation for attended meetings, \$100 compensation for meetings attended remotely, and zero compensation for missed meetings was made by Justin Schreiber, seconded by Patrick McCoy. All in favor.

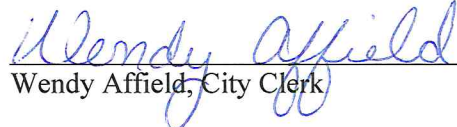
Motion Carried.


**12. Miscellaneous Announcements & Recognitions – None.**

**13. Adjournment** – A motion was made by Patrick McCoy to adjourn at 6:37 p.m., seconded by Bryant DeVries. All in favor.

Motion Carried.

  
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Tracy Fellefson, Mayor

  
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Wendy Affield, City Clerk

  
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Heather Johnson, Administrative Assistant

January 25, 2023 Council Meeting Minutes