

Glyndon City Council
2/22/2023
Regular Council Meeting – 6:00 P.M.
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson called the meeting to order at 6:02 p.m.

2. **Roll Call:** Council Members Present: Justin Schreiber, Steven Ring, Bryant DeVries, Patrick McCoy; Police Chief Justin Vogel; Public Works Superintendent Andy Olson; City Clerk Wendy Affield.

As Per Sign in Sheet: None

Virtual Attendees: Fire Chief Bob Cuchna

Absent:

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

a. **2/8/2023 – Council Meeting Minutes**

b. **Approve Resolution of Payments**

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 Bryant DeVries. 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 is currently undergoing the BCA audit which will take about two more weeks to complete. He recently had 702 Communications there to beef up the server and work on other safety issues. Vogel said the recent snowstorm has kept them very busy, and the Community Center was opened up one evening to allow stranded motorists from Hwy 10 to have a resting place. He said this is normally not done, but the severity of the storm forced the issue. He said there were about a dozen people in the center, and between his department and the Fire Department they were able get a tow service assigned to our area to help the individuals with their vehicles. Vogel said it worked out well this time, but he does not want this to become a regular occurrence for safety and manpower reasons. He is very pleased it went smoothly and was grateful to Officer Ryan Schock for managing the night so well.

b. **Andy Olson, Maintenance Supervisor** – Olson said he has no new updates, but due to tonight's blizzard he and Wegenast will be out early to plow the streets. He intends to hit Southview first, and then work their way through the rest of town. Schreiber asked if the County comes out early in the mornings as well? Olson said he is usually here before the County plow trucks.

c. **Bob Cuchna, Fire Chief** – Present via Zoom. Cuchna said he canceled tonight's Fire & Rescue Committee meeting as he would like to meet at the Fire Hall instead. They rescheduled for next Wednesday the 1st at 6:30 p.m. He said he recently spoke with Vogel about opening up the Community Center but said his volunteers did not reach out to him about it. Cuchna said he agrees with Vogel that

opening the center should be opened very rarely, however when the National Guard calls he can see that the situation was a bit more dire. He said if this situation were to occur again, his volunteers are supposed to reach out to him first, so he will try to set some rules so going forward everyone has a procedure to follow. Mayor Tollefson asked if another situation arises where the National Guard calls for assistance, are there any existing procedures to be followed? Cuchna said not really, but they used to follow the Red Cross' guidelines for shelters. He said years ago, the Red Cross actually had cots and blankets stored at the Community Center but not anymore.

d. Wendy Affield, City Clerk – Affield said she is currently working on a list she received from Eide Bailly of information they will need for their audit process. She said as far as the Community Center goes, the trailer court owners had asked to use it in case of any weather emergencies, but previous Council stated they used it years ago but too many issues and problems arose. She said mainly it needs to be supervised during these emergencies. Mayor Tollefson said that is why she is wondering if there are any existing procedures. Vogel said he ensured his officer was there for the duration, and his biggest concern would be that the center is properly manned. However the issue then is that an officer is tied up at the center when they should be available for calls coming in or other emergency situations. Mayor Tollefson asked again if there are any procedures to follow, such as ensuring food is on hand, or blankets, etc.? Vogel said for these types of situations it is usually the Police Department which will handle it, as well as the Fire & Rescue Department. Affield said there are some picnic blankets at the Community Center but they are locked in the storage room.

e. Tracy Tollefson, Mayor – Mayor Tollefson said she wanted to discuss the employee handbook, explaining she wants to look at surrounding cities' handbooks to see if we are missing any details. She asked Affield if she could share the handbook link with the rest of Council. Mayor Tollefson feels the entire Council or perhaps a subcommittee should look through it and maybe add more substance to certain sections. She said one of the items she wants to look at are holidays, and go through which ones the City should follow or bypass. Another topic to discuss for example would be alcohol and drug testing upon hire, upon accident. She understands the Police Department has their own policy and procedures they have to follow; she just thinks there are different things that warrant being in the handbook. Council agreed to review the handbook, starting with the HR Committee. Affield explained if anything was changed in years prior it was minimal things like changing the payroll process wording from semi-monthly to biweekly. Affield reminded Council that the Police Union contract is something separate from the handbook and will need to be followed also. Vogel said he can email the Council a copy so they can review it. Schreiber asked to clarify if it is this year for the Union contract negotiations? Vogel said yes, it is this year.

8. Committee Reports –

a. Police Committee – Mayor Tollefson said this meeting focused on staffing, and the potential loss of officers. She said one officer is currently undergoing background checks with the MN DNR, and those results have not been completed yet. They are also still working closely with the BCA during this audit, and likely will not have another audit for 3-5 years. She explained this audit looks closely at department policies, contracts, requirements, etc. Mayor Tollefson said Chief Vogel has been in close contact with area police departments regarding short-staffing issues, and it has become a common theme among all cities. She said they recently met with the City of Dilworth and may have future discussions which they will share with the Council. Mayor Tollefson said the committee also discussed internships, and if there was a need to offer a police department internship. She said it could be a good opportunity to retain an officer down the road. She said the committee also discussed the police budget, and looked at neighboring towns to compare numbers. Body cameras and other equipment needs were also discussed.

b. Fire/Rescue Committee – Meeting was rescheduled for Wednesday, March 1st at 6:30 p.m.

9. New Business –

a. 2022 Annual Street Allotment from Clay County – Informational only. Mayor Tollefson explained this is regarding the seven thousand, eight hundred eighty-seven dollars and sixty-six cents (\$7,887.66) granted to the City by Clay County. Affield said these funds are treated as a reimbursement to the City for any money spent doing maintenance on County-owned roads for the year. DeVries asked how the County determines the amount for each city? Affield said she does not know how the County determines it, just that the City receives this resolution each year. DeVries said he is just curious as to why Dilworth received over thirty thousand dollars (+\$30,000)? Ring wondered if it has anything to do mileage total of the roads in each city? Vogel said his guess would be that it is based on the number of County roads that go through each city. Mayor Tollefson asked Affield to get some clarification from the County as to how they calculated these amounts, and present it at the next meeting. She is curious to know if it is based on population too.

b. LOMC Liability Coverage Waiver Form – A motion to not waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04 was made by Patrick McCoy, seconded by Steven Ring. All in favor.
Motion Carried.

c. Employee Handbook Discussion – Mayor Tollefson – Mayor Tollefson said she does not have anything more to add than what she said above during her department report. She said the HR Committee will begin the process and come back to full Council with more information.

d. Nuisance Ordinance Discussion – Mayor Tollefson said the committee will have their initial meeting tomorrow night and then it will be added as an ongoing agenda item starting March 8th, 2023.

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

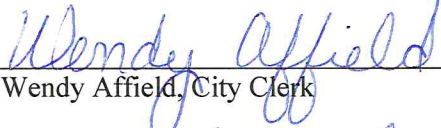
11. Old Business/Unfinished Business Updates – None.

12. Miscellaneous Announcements & Recognitions – Mayor Tollefson wanted to call attention to what Vogel had mentioned earlier about Officer Ryan Schock’s excellent handling of the storm shelter issue, and that Schock received an official Letter of Appreciation from Clay County Sheriff Mark Empting thanking him for all of his help that night. DeVries mentioned we have to keep our keys out of our vehicles so they do not end up in the plowed field when your taking off for the day.

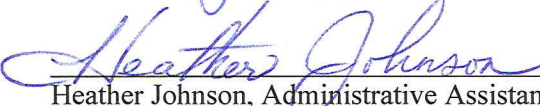
13. Adjournment – A motion was made by Bryant DeVries to adjourn at 6:22 p.m., seconded by Steven Ring. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant