

Glyndon City Council
4/12/2023
Regular Council Meeting – 7:00 A.M.
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson called the meeting to order at 7:05 a.m.
2. **Roll Call:** Council Members Present: Bryant DeVries, Justin Schreiber, Steven Ring, Patrick McCoy; City Engineer Kris Carlson; Maintenance Worker Ty Wegenast and City Clerk Wendy Affield.

As Per Sign in Sheet: None

Virtual Attendees: Police Chief Justin Vogel and RaeAnn Berg.

Absent: None

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

a. **3/22/2023 – Glyndon Days/Park Board Meeting Minutes**

b. **Approve Resolution of Payments**

- **Accept Resignation Letter from Jacob Cuchna for Working Snow Removal for the Glyndon Maintenance Department**

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** – Chief Vogel informed Council he is still fully staffed, has been helping Ty out around the city and there have been two hydrants that have needed repairs. Chief Vogel stated he is in Duluth until Friday but if they need anything please give him a call.

b. **Andy Olson, Maintenance Supervisor** – Ty Wegenast informed Council all the storm lift stations should be working well, stating he turned the one off in Southview because it was filling up the ditch and once the water recedes, he will turn the pump back on. Kris Carlson let the Council know he has checked everything, and things are functioning properly. He has no concerns at this time even though the Parke Avenue coulee is high.

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

d. **Wendy Affield, City Clerk** – Affield informed Council the record retention process has been started in the filing room and it will be nice once it is completed, and she is grateful for all Johnson's and Mettert's help with the process. After just a few days we can already see a difference with most things prior to 2015 being shredded and then a new filing system will be implemented. The audit is winding

down, but Affield has not been informed of when Eide Bailly will present it to Council. Usually, it is the end of April, first meeting in May. Mayor Tollefson asked when the nuisance ordinance will be added back on the agenda. Affield stated it can be put back on the next agenda. Mayor Tollefson reminded Council to review the draft ordinance because you will probably be receiving questions from your neighbors, and you want to make sure you can update them on what it consists of.

e. Tracy Tollefson, Mayor – Mayor Tollefson does not have anything else to discuss other than just watching the water situation and making sure areas are not flooding around town.

8. Committee Reports – Nothing at this time.

9. New Business –

a. Mayor Tollefson Please Read – *“At this time we will have a closed session for preliminary consideration of allegations against an individual subject to the Council’s authority pursuant to Minnesota Statutes 13D.05.”*

Steven Ring made a motion to close the regular meeting at 7:10 a.m. to have a closed-door session, seconded by Patrick McCoy. All in Favor.
Motion Carried.

The regular meeting was reopened at 7:39 a.m.

Mayor Tollefson stated as a follow-up to our closed-door meeting, Justin Schreiber moved to approve the intent to terminate an employee subject to the City Council’s authority identified in the attached confidential exhibit as employee “A”. Mayor Tollefson stated Council Member Schreiber moved to approve the intent to terminate an employee subject to the City Council’s authority identified in the attached confidential exhibit as employee “A”, the motion was seconded by Steven Ring and carried unanimously. Mayor Tollefson did a roll call vote: Council Member DeVries, Yes; Council Member Justin Schreiber, Yes; Mayor Tracy Tollefson, Yes; Council Member Patrick McCoy, Yes and Council Member Steven Ring, Yes. Let the roll call vote say 5 to 0.

b. Charleswood Developers Agreement Discussion – Steven Ring made a motion to approve the Charleswood Developers Agreement, seconded by Bryant DeVries. All in Favor.
Motion Carried.

Schreiber asked if the Letter of Credit stuff is in place. Affied explained this is the first step having this approved so she can send copies to the property owners, and they can visit with their bankers concerning the Letter of Credit instructions in the Developers Agreement. Carlson explained the numbers they are working with right now are just an estimate, they will need to lock the Letter of Credits in prior to the project being awarded.

c. Gateway to the Lakes Magazine Advertisement – Mayor Tollefson explained to Council we do this every year, and it helps promote Glyndon Days and the City as a whole. DeVries suggested going with a full page this year implementing some sport events that are happening in town. The cost from half a page to a full page is seven hundred and fifty dollars (\$750) to eleven hundred dollars (\$1,100). Mayor Tollefson asked Affield to send out a draft copy of the advertisement before having it go to print. Steven

Ring made a motion to do a full page in the Gateway to the Lakes magazine, seconded by Bryant DeVries. All in Favor.
Motion Carried.

d. Request Ulteig Engineering to Prepare a Preliminary Engineering Study for 7th Street SW – Project No. 1-23.23520 not to Exceed \$4,500 – Mayor Tollefson explained this was discussed with Senator Kupec last week along with Clay County Engineer Justin Sorum, City Engineer Kris Carlson, City Clerk/Treasurer Wendy Affield, Mayor Tracy Tollefson, Council Member Justin Schreiber, County Commissioner Frank Gross. This topic was discussed to see if there were any grant funds available to help pay for the project. Carlson said this report will need to be done no matter what so if you want to have an idea of what the cost would be you may want to have it done now and then he can work with a grant writer to see if it can be added to a future bonding bill. A motion was made by Bryant DeVries to request Ulteig Engineering to prepare a preliminary engineering study for 7th Steet SW to County 17, seconded by Steven Ring. All in Favor.
Motion Carried.

e. Approve Maintenance Agreement Between the City of Glyndon and Clay County for Roadway Blading and Snow Plowing on 12th Street SE – Southcreek entrance east to County 71 – Ring asked if there was a reason a section of that road has not been paved. Carlson informed Ring he would visit with him and explain the situation. Ring asked if that stretch of road gets sprayed with chloride for dust control. The City pays the County to do that stretch with chloride. Carlson informed Council he pulled out the first two blocks of Parke Avenue in the Charleswood study, stating we will want to handle that separately since it is a reconstruction area, he will modify the Feasibility Study and will bring it to the next meeting just so Council has it and then we will need to call for a Public Hearing. Carlson will be putting together an assessment policy he would like the City to put into place prior to any more reconstruction projects so we know what is the City’s responsibility and what is the homeowners. Justin Schreiber made a motion to approve the maintenance agreement between the City of Glyndon and Clay County, seconded by Steven Ring. All in Favor.
Motion Carried.

f. Letter for Early Voting Hours Concern on the Elections Omnibus Bill – Informational only.

g. MN Department of Health Consumer Confidence Report for 2022 – Informational only.

h. March 2023 Expense & Revenue Budget Sheets for Review – Informational only.

10. Time to Discuss Additions to the Agenda – Nothing was added.


11. Old Business/Unfinished Business Updates –

a. Glyndon Days Games to Go Quote for Inflatables/Face Painting/Balloon Artist/Caricature Artist/Dunk Tank/Gyroscope – Affield informed Council we did receive a donation of one thousand dollars (\$1,000) from UC Hope for Glyndon Days. UC Hope also donated five hundred dollars (\$500) towards the PD’s Outreach Program and the BINGO funds from Glyndon Days will be donated towards Glyndon’s Shop with a Cop Christmas event.

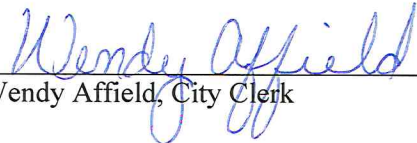
Steven Ring made a motion to accept the Games to Go quote for the Glyndon Days activities, seconded by Bryant Devries. All in Favor.
Motion Carried.

12. Miscellaneous Announcements & Recognitions – Mayor Tollefson made the announcement of the upcoming Public Hearing and Council Meeting that will be held on Wednesday, April 26th at 6:00 p.m.

13. Adjournment – A motion was made by Patrick McCoy to adjourn at 7:55 a.m., seconded by Justin Schreiber. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk

April 12, 2023, Council Meeting Minutes