

Glyndon City Council
5/10/2023
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: Patrick McCoy; Steven Ring, Bryant DeVries; Police Chief Justin Vogel; City Clerk Wendy Affield.

As Per Sign in Sheet: Dan Farnsworth & Paul Bervik from MetroCOG; Nick Olek.

Virtual Attendees: Fire Chief Bob Cuchna; Ryan Wentzel

Absent: Council Member Justin Schreiber

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

a. **4/26/2023 – Public Hearing Minutes**

b. **4/26/2023 – Council Meeting Minutes**

c. **5/3/2023 – Special Meeting Minutes**

d. **Approve Resolution of Payments**

- **Approve Committee Meeting Dates and Times for May-August**
- **Approve Using \$13,255 of ARPA Funds for Purchase of Hose Washer for Fire Department from Heiman Fire Equipment**
- **O'Reilly's Invoice for \$91.66**
- **MACs Invoice for \$12.99**
- **Mileage for Fire Chief Bob Cuchna**

4. **Any Additions to the Agenda** – None.

5. **Motion to Approve the Agenda** – A motion to approve the agenda was made by Steven Ring, 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** – Chief Vogel stated his department is still very busy with lots of calls for service recently, and they are still a bit short-handed with one officer out and another in training. The department's new squad should be ready by next week. Mayor Tollefson asked if the school will be requesting the Police Department's assistance on any end-of-year activities? Chief Vogel said yes, they will be helping out with prom, and also with the end of school lunch at Johnson Park. He said they are also working on this summer's schedule for youth events and community outreach and will be assisting UC HOPE with two different events for kids. Mayor Tollefson said if UC HOPE would like to have a Council Member present for any event, have them reach out to Council and someone will gladly be there. Vogel agreed that is a great idea. Mayor Tollefson also wanted to add that the post-prom event will be

held at the Glyndon site this year instead of in Dilworth. She said they now prefer to have everything at the same site.

b. Maintenance Committee – Tollefson & DeVries – Mayor Tollefson said new Water Superintendent Travis Braton will be starting officially next Monday, May 15th. Affield said Braton will also be here this coming Friday to get a tour of the ponds and lift stations. Mayor Tollefson said Braton had previously mentioned the Minnesota Municipal Utilities Association (MMUA) and asked if the City was a part of that? Affield said no. Mayor Tollefson then said her brother-in-law works for the MMUA and said they will get a few towns together to train so they can keep the costs low. She thinks it might be something to look into, especially from a safety perspective as they do all kinds of training. She also noted that Xcel Energy came out and fixed the light pole which had been knocked over in Southcreek, and asked if the City normally schedules a street sweep prior to graduation day? Affield said yes, and then usually once more prior to Glyndon Days. Mayor Tollefson said it would be good to have Wegenast sweep off the medians prior to the street sweepers coming through.

c. Bob Cuchna, Fire Chief – Cuchna said the department has been very busy lately with grass fires, and also assisted with a large fire over in Moorhead.

- **Estimates for Repairs to the Fire Department Generator** - He is currently trying to get some of the fire hall's equipment fixed and thanked Ring for having Cummins and Air Mechanical come out to get some estimates for a new generator. He said one of the quotes is likely for a generator the same size as what they currently have and thinks it may be too small. Cuchna said they will need to look at a generator which can also support a larger-size air compressor. He said these quotes are good to at least get an idea of what a new one will cost.

Cuchna then made note to Vogel that he checked with the Red Cross and they do vet their volunteers beforehand in the case of emergencies. Vogel said he had also spoke with them but his department will do their own vetting as well. Cuchna said the previous Council meeting's minutes appeared to state that the City does not have a shelter-in-place plan, but he says there is one. He said there just isn't a current Memorandum of Understanding with the Red Cross. Mayor Tollefson asked to clarify if the Council needs to correct the minutes? Cuchna said no, he just wanted everyone to know there is a shelter-in-place plan, just not a current MOU. Vogel said when he spoke with the Red Cross they said they have never had one with the City. He said he worked with the Red Cross representative and came up with a plan that will be discussed later during the meeting. Cuchna said that is good news, and they will also need to get one ready for the churches and the school.

- **Would Like Approval to Order 4 Indian Smokechaser Pro 5-Gallon Fire Pumps That Would Total \$1,108** – Cuchna said they found several pumps which were old and leaking, and two pipes broke off of another pump so they are waiting on parts for that. He said replacing these are just a formality, but because the cost is over \$1,000, he will need Council's approval. Ring said regarding the current generator, if Cuchna believes it is too small then he should have someone come out and do a test load on the building, and that way determine exactly what size will be needed. He said it would be a futile effort to have quotes for generators which end up not being right for the building's size and needs. Cuchna agreed and said some equipment had been added to the building after the current generator was already there. He said he will contact Cummins again. Ring also said the two companies who have done diagnostics already have said the shed where the current generator sits needs to be torn down otherwise they will not warranty a new generator. Cuchna agreed, and thinks the generator was probably put in there because it had a concrete pad. A motion to approve the order of four new fire pumps was made by Bryant DeVries, seconded by Steven Ring. All in favor.
Motion Carried.

d. Wendy Affield, City Clerk – Affield said she was notified by the Metropolitan Council of Governments (MetroCOG) that there will need to be a new liaison from the City as Dave Owings was the previous one. Representative Dan Farnsworth explained they are a federal transportation planning organization for the Fargo-Moorhead area as far east as Hawley and Barnesville and to the west to Casselton and Kindred. He said they can help with federal transportation funding and allocate those funds where needed. He gave Parke Avenue as an example, and said they also assist in planning the Safe Routes to School Plan for the DGF School District. Affield said MetroCOG has also assisted the City with their zoning ordinance. Ring said he will volunteer to be the new liaison.

e. Tracy Tollefson, Mayor – Mayor Tollefson said she only wanted to note that today is the final Spring Clean Up Day. She asked if there was additional assistance for the Maintenance Department today since they are shorthanded? Vogel said workers are on hand from both the County's Sentence To Serve and Work Detail programs. He expects everything to be all wrapped up by the end of the day.

8. Committee Reports – None.

9. New Business –

a. Clay County Heartland Trail Presentation from Dan Farnsworth – Farnsworth explained he and counterpart Paul Bervik are from MetroCOG and are presenting information today about The Clay County Heartland Trail project. He said they are looking to get funds for an upcoming 2024-2025 study regarding the implementation of the trail. Farnsworth referred Council to the presentation packet as he went along.

Overview: The current Heartland Trail is a 49-mile paved shared-use path that extends from Park Rapids, MN to Cass Lake, MN. It was constructed in 1976 with the Walker to Cass Lake portion constructed in 2002. In 2006, the MN legislature authorized the extension of the Heartland Trail from Park Rapids to Moorhead. Farnsworth said it used to be a rail bed that eventually was abandoned and eventually turned into a trail. The state approved the extension of the trail to Moorhead but did not allocate any funding for it. In 2011, the MN DNR put together a master plan for a high-level alignment of the trail, and the possible towns it might run through.

Trail Information: Farnsworth referred to the map showing different high elevation alignment options from Park Rapids to Moorhead and said depending on the route taken the trail is anywhere from 85 miles to 100 miles long. He said the current route which is being looked at has already had some work done in Becker County from Detroit Lakes to Frazee. Farnsworth said it is visible now on the north side of Hwy. 10, and approximately 11 miles is fully finished. Mayor Tollefson asked if Becker County has achieved this through their strategic planning or other methods? Farnsworth said he believes so, but knows they have had a lot of local support through the Tourism Department and their Chamber of Commerce. Vogel asked if this trail is mainly for pedestrian and bicycle use, or are snowmobiles allowed too? Farnsworth said it will be for everyone including snowmobiles, but that is only until the trail reaches or goes through a town, and it will be up to each town to decide if they want to allow snowmobiles per their ordinances. Vogel asked about using ATVs or side-by-side vehicles? Farnsworth said those are not allowed on the trail.

Proposed Trail Alignment in Clay County: Farnsworth said the map for this portion of the trail shows two different alignment options after going through the City. He said it is roughly 37 miles long, and so far connects Hawley with Buffalo River State Park, with the goal of going through Glyndon and Dilworth on to Moorhead. He said the Parke Avenue Project included a one-mile stretch of the trail with its ten (10) foot pathway. Farnsworth said the connection to Parke Avenue would come from 12th Street

South, then up Parke Ave to either cross Highway 10 and go up to 28th Avenue N, or it could head west along Highway 10 to Dilworth. Vogel asked why the last portion of the trail goes so far north of Moorhead? Farnsworth said this has been discussed as Centennial Park was to be built up there and then the path could connect to the 12th Avenue overpass. He said traffic in Moorhead makes it really tricky to plan a pathway through town, but it is being looked at, especially since one alignment would be from Highway 10 into Moorhead. Affield said at the recent MetroCOG meeting she attended, Dilworth City Administrator Peyton Mastera had been vocal about having the trail go through Dilworth and then north on 7th Street. Mayor Tollefson noted that 7th Street has a brand-new sidewalk, and Farnsworth agreed saying that route is also being considered as a possibility. Affield said she worries more for safety reasons if the route goes so far north and away from town.

Recent Clay County Efforts: Farnsworth said the County formed a Heartland Task Force in 2014, and in 2015 held public meetings about the trail. A preliminary alignment was put together and a new traffic signal/trail crossing was installed on Highway 10 in Hawley. He said they have also had several meetings with area landowners and developers who would be affected by the trail. And again, he said the one-mile stretch in Glyndon was a part of this plan.

Clay County Heartland Trail Study: Farnsworth said MetroCOG is looking at taking the next step and conducting a study of the alignments and all possible options. He said this is a 2-year study which would begin next year, and consultants would be hired to put together the necessary alignment details. This study would also provide planning-level cost estimates and would engage both the public and property owners. Farnsworth said this study will also help put the trail into consideration for future grants and funding. He said MetroCOG gets studies eighty percent (80%) federally funded, and then the remaining twenty percent (20%) has to come from the local jurisdictions. Clay County's portion would be twenty-five thousand dollars (\$25,000) over the two years, and the City's portion would come to six thousand dollars (\$6,000). He said if the City is willing to move forward, the first-year payment would be three thousand dollars (\$3,000). Mayor Tollefson asked if they have already met with Moorhead, Dilworth, and Hawley? Farnsworth said they have met with Clay County, Moorhead, and Dilworth. She then asked if the costs listed here were determined by population? Farnsworth said they were more based on spreading it out. Mayor Tollefson asked when MetroCOG would need an answer? Farnsworth said it doesn't have to be today, but perhaps in a month or so would be good. Ring asked if the project begins in 2024? Farnsworth clarified that the study would begin in 2024. Ring then asked what borders of the trail would the City be responsible for? Farnsworth said only the portion which lies within the City limits. DeVries noted if the trail goes north of town, the road up there is going to be redone this summer, which may make future implementation easier. Vogel asked if the trail ends up going along Highway 10, which side would it be on? Farnsworth said the study so far is showing the trail would be on the south side. Vogel said if the trail comes through the City's downtown area, would that improve the likelihood of getting grants as the City grows? Farnsworth said it is very likely, and other towns have revitalized their downtowns this way. Mayor Tollefson asked if Council wants to wait and take some more time to discuss it, or make a motion today? Council agreed to move forward. A motion to approve the funds requested for the Heartland Trail Study for 2024-2025 was made by Patrick McCoy, seconded by Steven Ring. All in favor.
Motion Carried.

b. American Red Cross Facility Use Agreement Discussion – Mayor Tollefson said there was previous discussion about this agreement but now the plan is more formal. Vogel said this is more of a standard agreement, and he also had City Attorney Ken Norman take a look at it too. He said if the Red Cross has to use the Community Center, then it is during a disaster such as a tornado or major flood. If the Governor declares a national emergency, this is when Red Cross takes over and all costs would be covered federally, including salaries and any equipment usage. Mayor Tollefson asked about Norman's

notes, and if these are going to be revisions sent back to the Red Cross? Vogel said this is just a blanket agreement and no changes could be made. Ring asked if there was only a local emergency, what would the City be able to do? Vogel said it would then be up to the City whether or not to open the Community Center. He said it would also be wise to consider the size of the center, and if it for some reason can't be open, then what is our next available option. Mayor Tollefson said at the school they are considering a similar agreement as well. A motion to approve the American Red Cross Facility Agreement was made by Steven Ring, seconded by Bryant DeVries. All in favor.
Motion Carried.

c. Current Wheelage Tax Funds Available for the City is \$22,576.73 – Informational only.
Affield said these funds accumulate and get used for larger projects. Ring asked for more clarification about this tax? Affield said she believes these are calculated by the County from individual vehicle registrations within each city, but will do some more research on it and get back to Council.

d. April 2023 Expense/Revenue Budget Sheets for Review – Informational only.

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

11. Old Business/Unfinished Business Updates –

a. Nuisance Ordinance #194 – Mayor Tollefson said the ordinance is still being reviewed by Norman. She asked if he has given any inclination to when he might be finished? Affield said maybe by the next regular meeting, although Norman has said he wants to be as thorough as possible. Vogel said he also spoke with Norman and discussed going into every detail to make sure it is solid when it's finally ready, and it is a lot of information to review. Whatever changes Norman may suggest will be presented to Council for review. Affield said Council can choose to do a public meeting also. Mayor Tollefson agreed and said it will be important for the entire community to look at the whole draft prior to it being finalized. Ring said it would be wise for Council to brush up as much as possible on it as there will likely be a lot of questions from residents. DeVries agreed and said he thinks this is why resident Nick Olek is here today. Olek said he had heard some things and wanted to clarify where the Council is in the process, and how the community will eventually be involved. Mayor Tollefson said it will be very important for the Council to be able to hear directly from residents about any suggestions they may have, or other concerns. She said the goal is not to impose fees and make a bunch of money, but rather to ensure the ordinance is uniform for everyone. Olek said he has a lot of thoughts already, but wants to wait until the ordinance is ready and really ensure everyone gets a chance to talk about it. He asked what was the main focus behind getting this ordinance put together? McCoy said it is mainly because the City needs something codified, as there needs to be a standard procedure to follow. He said the Council realized via reviewing other policies that this was missing and needed to be put in place. Mayor Tollefson said the goal was to have something in place that says if you are a resident or business within City limits, then this is the expectation for your property. She said the City's current ordinances are not organized, and the discussion last year was to dig in and review all of the ordinances to see what needs to be clarified or amended, and to move towards having a concise, all-in-one resource that everyone can read if they have questions. Olek asked what the Council's timeline is for this ordinance? Mayor Tollefson said the Council first has to wait until Norman finishes his review, then there will be a public meeting so residents can ask questions then the Council will have to do two (2) readings before it can pass. She said the goal is to be as welcoming as possible for any thoughts or comments, and will likely hold the meeting at the Community Center. Olek then asked how the Council plans to get the word out? Vogel said there is too much content in the ordinance to do a poll, but the City will be publishing notices on it via the website, Facebook page, text, and email alerts. Affield said they will also need the public's help in getting the word out. Mayor Tollefson agreed and said both businesses and residents alike really need to come

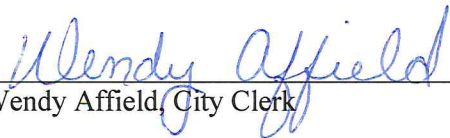
forward with their thoughts and concerns, as the ultimate goal is to have this ordinance benefit the entire city and have things looking nice so that people will want to move here.

12. Miscellaneous Announcements & Recognitions – Affield said the new committee meetings calendar has a couple of things needing to be changed, and then she will email everyone an updated copy.

13. Adjournment – A motion was made by Steven Ring to adjourn at 7:52 a.m., seconded by Bryant DeVries. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk

Heather Johnson, Administrative Assistant

May 10, 2023 Council Meeting Minutes