

Glyndon City Council
7/12/2023 – 7:00 A.M.
Regular Council Meeting
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; Patrick McCoy; Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; City Clerk Wendy Affield.

As Per Sign in Sheet: None.

Virtual Attendees: (1) anonymous guest.

Absent: Council Member Bryant DeVries.

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. 6/14/2023 – Public Hearing Minutes for UC Hope Rezoning

b. 6/28/2023 – Council Meeting Minutes

c. Approve Resolution of Payments

- **Accept Donation Check of \$400 from Ulteig Engineers for Glyndon Days**
- **Accept Donation Check of \$1,000 from Felton Volunteer Fire Department to the Glyndon Volunteer Fire Department**

4. Any Additions to the Agenda – None.

5. Motion to Approve the Agenda – A motion to approve the agenda was made by Patrick McCoy, seconded by Steven Ring. 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 has seen a lot of calls for domestic disturbances lately, and also many reports of loose dogs running around town. The dogs are owned by the same person, and this person has received five citations just in the last week, so his officers are taking care of it. He said the open position for a full-time officer has had zero applications so far, and there are over 170 other agencies also trying to hire officers. Schreiber asked if when this job opening closes will Vogel wait a month and post it again? Vogel said he would like to discuss it more at the Police Budget Meeting. Mayor Tollefson asked to clarify if these dog incidents were all the same, or are some incidents different? Vogel said all calls were for the same dogs running loose. She then asked how the department is handling the staffing shortage with their schedules? Vogel said they have adjusted but the coverage is not as good as it should be. He said next month will be the hardest as it will just be him and one other officer. He said it does help that at the end of August school will be starting again and there won't be as many holidays to try and cover with only two people, so starting soon he will be putting himself on the line schedule where I will not be available every day during the workweek.

b. Travis Braton, Public Works/Maintenance – Braton said well #3 was replaced yesterday by Thein Well, and they installed a 10-horsepower pump instead of the 7 ½-horsepower. He said the new one runs about 340 gallons per minute, and now they are just waiting to repair a starter inside the electrical panel inside the plant. After these repairs Braton said they can begin to flush the City’s hydrants. He said MN Rural Water will be here next week as well. Braton said the new V-plow has been ordered, and his crews are busy keeping up with the mowing and prepping for Glyndon Days. He said he has a meeting today with Fuchs Sanitation to discuss possible building changes for recycling. Braton said there are two lift stations that have not been working for the last year and a half, so he has called the company and they stated the previous Supervisor had ordered parts, but they were not installed. He said MN Pump Works will be here on Monday to take a look at what they need to order. Schreiber asked which pumps were these? Braton said they are both in Southview. He said they are working but the alarms are showing both high float and low float issues and you can’t have both. Braton said it sounds like a modem issue when they switched from 3G boards to 4G cellular boards. Braton said the cattails at the Southview Pond have been sprayed by Kelly Richards and he helped repair one of the fountain pumps. This fall they may drain the pond down and mow the remaining cattails once the pond freezes. He also said the current building which used to be the old depot will hopefully get cleaned out as it costs \$1,200 dollars per year in insurance, so he is wondering if Council would agree to have it torn down? Affield said at one point a previous Superintendent had tried to see if anyone wanted the building and would move it, but no one offered. She said the original depot burned down years ago. Braton said he would like to discuss it more later, as he hopes to have an online auction down the road with items they do not utilize. Schreiber asked if the building is on concrete? Braton said there’s a small brick foundation, and a small furnace inside so at one point it was hooked up for gas. He feels it is kind of an eyesore and is costing the City quite a bit in insurance just to be a storage building.

Mayor Tollefson asked for more clarification about the recycling building that Braton mentioned earlier. Braton said the meeting with Fuchs Sanitation today will be mostly about curbside recycling numbers, and possible outdoor housing of the current recycling roll-off. He said if Clay County cannot find any records of their purchase of the current recycling building, then he would like to take it over and use it for winter indoor storage for the Maintenance vehicles. Mayor Tollefson said she would like to get more information on costs for the curbside recycling, as it may be a set price one year and then rapidly increase in five years. She said the most recent survey did not receive many responses. Braton suggested having a table set up during Glyndon Days to gauge the opinions of the residents and hopefully get more of a response.

c. Kris Carlson, City Engineer – Not present.

d. Bob Cuchna, Fire Chief – Not present.

e. Wendy Affield, City Clerk – Affield said this Friday City Hall will be hosting the MCFOA Region 1 Clerk’s Training at the Community Center from 9:30 a.m. to 3:30 p.m. She said Jason Murray from David Drown Associates will be present to talk about budgeting and tax levies. She said there will also be a person present to discuss cyber security issues and ransomware.

f. Tracy Tollefson, Mayor – Nothing at this time.

8. Committee Reports –

a. Fire/Rescue Department Update – Steven Ring – Ring said he and Cuchna met and went over some budget items. He said Cuchna feels the current fire trucks are reaching the end of standard industry

age. Ring feels if any kind of capital improvement plan will be made for this department, the Council should make sure all of the equipment is evaluated to see how many years they can still be used, if any. He also suggested finding out what kind of replacement options are out there for any current equipment. Ring said the two current fire trucks are 30 years old but are still in good condition. He discussed with Cuchna that if the townships provide any funding for new trucks, then they should first evaluate the condition of those trucks and have it done by a professional company. He said he has previous experience in acquisitions and knows of companies who can do the evaluation. Ring said for example if an evaluation states that a piece of equipment has roughly 10 years left on it, then the Council can make sure to budget properly and seek township funding for said equipment. He said a professional evaluation may also help to improve the space shortage at the Fire Hall, and will also serve to provide written documentation about the state of the equipment for the public's interest. Ring then said the current generator will soon be evaluated by a local company to see what the building's size requires. Mayor Tollefson asked if Braton ever got a chance to meet with Cuchna to look at the generator? Braton said he had not met with him yet, but he did take a look at it on his own. Ring said the current one is not functional at all due to a bad computer board, and no other company is able to work on it as it is proprietary. He said it would be over \$900 dollars just to have a Cummins technician travel from Brainerd to look at it, and that wouldn't include any labor. Mayor Tollefson asked if there is a backup? Ring said they would have to rent one. The two things that would need to be running if there was an outage would be the water pump and the compressor, plus the radios. Vogel said the only City building in town that has a generator is the Water Treatment Plant. He said they do not have one at the Police Station, and if the power goes out, they can't even open the garage doors to use their vehicles. Mayor Tollefson asked what the remedy is when there is an emergency? Ring said it was April when the generator went down and when he first did research on it, but he has not heard much from Cuchna and one way or the other it needs to be done. Braton said he could check with MN Rural Water as at one time there was availability of two military-grade generators for sale. He said there may be some rebates available for natural gas options, too. Ring agreed and said the generator should be natural gas. Braton said he will assist Ring in looking at some options and get some prices. Mayor Tollefson asked for Ring and Braton to coordinate a meeting with Cuchna to go over the details. Braton agreed and said they could look at some options for the Police Station, too. Ring suggested a portable generator. Mayor Tollefson said whatever is decided just be sure to keep Cuchna in the loop.

b. Charleswood Update – Mayor Tollefson said there was a meeting recently that she, Affield, Carlson, and some of the Developers got together to discuss the recent bids. She said the bids came in at over \$500,000 dollars more than what was originally estimated. This amount would cause the specials on each lot to increase by \$10,000 dollars and the lots are smaller than what are for sale in Southview. Mayor Tollefson said the overall thinking from the Developers is wondering if this amount will be doable for them. She said Carlson will now re-work some details and see if Ulteig can bring that total amount down, possibly by narrowing the width of the streets. The other option is to wait until next spring and re-bid the project. Carlson had mentioned a partial TIF, but Affield said she spoke with Murray about it and he does not feel a TIF is doable for this project based on the price of the homes. Ring asked if an RFP would be possible, where a max-budget bid is presented? Mayor Tollefson said it may help that the home prices in Charleswood would be much less than in Southview, so higher specials spread out over twenty (20) years might not be as big of a financial hit to those potential homebuyers. Affield said it will depend on the landowners to move this project forward, as they are the ones who have to come up with \$10,000 dollars more for their Letters of Credit. Mayor Tollefson said it is hard to decide whether to move ahead now or wait until next spring. Schreiber cautioned that when they waited to do spring bidding for the Parke Avenue project, the bids went up even more. McCoy said the City might send the wrong message to current and future developers if they decide to offer a TIF for this project only. Affield agreed and said it might have been different if there were not thirty plus lots still available in Southview. She said Carlson had thought if he looked at changing some details, he might be able to shave off \$1,800 dollars in

specials per lot. She said the City also has to consider if they were to try and get a bond, the grade might be affected or would be outright denied based on the details of the project. Mayor Tollefson said she spoke with Carlson on how to present the information to bond issuers, and discussed other options. She said she knows the residents in the area do not want to look at the huge dirt pile that remains in Charleswood, so she understands wanting to move forward with a plan. She said Carlson will hopefully have some updates for everyone at the next Council meeting.

c. Glyndon Days Update – Mayor Tollefson said planning is moving along and everyone is working on their individual assignments. Affield asked if they should do the same sign-up form for volunteers as they did last year? Council agreed. Affield said she ordered new banners and signs for advertising around the City, as well as new “no parking” signs to help keep the parade route clear. She said she is also waiting to hear back from the Dippin Dots rep, but the order list is ready to go. Schreiber asked if this year’s Glyndon Days t-shirts were for the staff only? Affield said yes, but would Council like to sell some? She said they haven’t been ordered yet, but they can order some extra if they want to sell them. Vogel wanted to check in and ask about the parade route? He said there does not seem to be any issue with the direction they choose to go, he just wants to make sure if they line up in Stockwood that they be sure to use both sides of the road as the line is pretty long and he wants to make sure there is enough space. Affield suggested having Randall’s move the boulders and have vehicles line up along that stretch. Vogel said he would be concerned about rain and that area getting muddy. Mayor Tollefson said she and McCoy had already discussed their preference for lining up in Stockwood. She asked Affield if there can be some Facebook posts letting residents know about the change? Affield said they can do that.

Vogel asked separately to have all members of Council present to attend the National Night To Unite and Community Picnic event that the Police Department is hosting on Tuesday, August 1st. He said there will be kids’ games, face painting, an ice cream social and meal served by the Glyndon Cub Scouts, and more. He said it will run roughly from 4:30 p.m. to 8:30 p.m. for those who will be helping to set up and tear down. And there will also be a slip-n-slide, so bring swimsuits Vogel said. Mayor Tollefson also noted the DGF Football Team wants to donate the dunk tank for Glyndon Days, and also staff it for us. Affield said a dunk tank is already on order, so the football team can just pay the City. Mayor Tollefson said she will let them know.

9. New Business –

a. Present Budget to Council

- **July 26th at 6:00 p.m. – Police Department & Fire/Rescue Department**
- **August 9th at 7:00 a.m. – Maintenance/Water & Sewer Department**
- **August 23rd at 6:00 p.m. – General/Community Center/Garbage/Recycling/Bonds**

b. June 2023 Expense/Revenue Budget Sheets for Review – Informational only.

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

11. Old Business/Unfinished Business Updates –

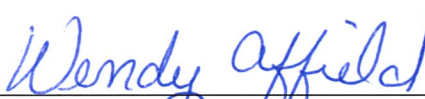
a. Nuisance Ordinance #194 – Mayor Tollefson asked if there is a timeline for this to be ready? Vogel said he would like to set a time to meet to go over everything with the ordinance committee, and then the attorneys will go over the fines and fees. After the committee meets then it can be presented to the full Council at the next meeting. Mayor Tollefson asked if next week works? Schreiber said he would be available around 1:00 p.m. or 2:00 p.m. next Friday the 21st. The committee agreed to meet at 1:00 p.m. that day at City Hall.

12. Miscellaneous Announcements & Recognitions –

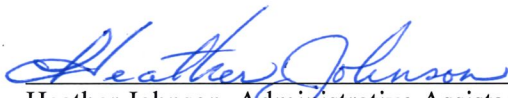
13. Adjournment – A motion was made by Steven Ring to adjourn at 7:54 a.m., seconded by Justin Schreiber. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant

July 12, 2023 Council Meeting Minutes