

Glyndon City Council
7/26/2023 – 6:00 P.M.
Regular Council Meeting
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; Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; City Clerk Wendy Affield.

As Per Sign in Sheet: Tony Doll; Clay County Commissioner Frank Gross; Brock Franke; Myron Annis

Virtual Attendees: City Engineer Kris Carlson

Absent: Council Member Patrick McCoy

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

a. 7/12/2023 – Council Meeting Minutes

b. Approve Resolution of Payments

- **Approve Matthew Ober’s Application to be a Glyndon Volunteer Firefighter**
- **Purchase of Dakota Playground Equipment**

4. Any Additions to the Agenda –

- **Purchase of New Steel Door from D&M Industries for Police Station – Chief Vogel**

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

6. Open Forum – Public Comments/Concerns – Clay County Commissioner Frank Gross was present to discuss the County’s new solid waste facility and also the construction of a new substance abuse center. He said the current center’s bed capacity will now be doubled to 32 beds, and the groundwork has already been broken on the project. He also wanted to mention the upcoming re-development on the site of the former Moorhead Center Mall, which is the current home for the motor vehicle department so they will also be moving closer to the substance abuse center location. Gross presented the drawings for the new Roers Development project, which will be for mixed uses and include apartment buildings, first-floor businesses, the Moorhead Library, and a museum. He also discussed the West Central Regional Water District and its survey of Clay County water. They will be helping smaller surrounding cities who do not have water wells by forming a coalition with them and sharing water. Mayor Tollefson said this is similar to how Dilworth contracts water usage through Moorhead. Gross said the Commission is just going around to see what cities in the county might be interested in contracting with the WCRWD, and to provide as much information as they can. He said he is available at any time to answer questions if needed. The Council thanked him for coming today.

Resident Myron Annis was present to discuss his culvert issues and passed around photos to Council. He is upset that the culvert is too small and the water builds up in his yard up to his house, and has been dealing with this problem for at least 9 years. Mayor Tollefson asked Annis if he has talked to Braton about this? Annis said yes, but let Braton explain a little more. Braton said he spoke to City

Engineer Kris Carlson about it, and though they realize a larger culvert cannot be placed in this section of road Carlson said to fix the issue would require replacing a different section of culvert at the corner intersection. Carlson suggested putting in two more culverts to help move the water moving north to south. Braton said the City does not have the funding to do this type of project right now, but he would also like to see what happens with this coming winter's snowfall and spring melt. Annis is concerned with the potential water over-flow to his house, even if a larger culvert gets put in. Braton said he is new to the City, and has not yet seen how the water backs up. Annis became upset and said he doesn't want to hear that the City is going to push this off for another year and does not believe the City has no money to repair the problem. Mayor Tollefson said she understands and wants to find a resolution or research some more options. She said there has been previous issues with the water due to how the Community Center parking lot was being cleared of snow, and Braton is now aware of that and will move the snow elsewhere. She asked Carlson if he had anything to add. Carlson said he would be happy to come to town to visit with Annis and look at the culvert a little closer, but he feels the majority of the drainage issues boil down to spring run-off and culverts are not thawed. He feels a change in how the snow is removed from this area will alleviate a large portion of the problem. Mayor Tollefson said it would be great if Carlson could come to town and meet with both Braton and Annis. Carlson agreed and said a lot of these drainage problems will be fixed in the future when the City starts doing more road projects, but there could be a short-term fix he can look at. Annis said even with the clearing of the snow he still had flooding, so he feels only a replacing of the culverts is going to solve it. Carlson said if Annis is willing to show him the area, he will have a better idea of how to move forward. Annis agreed to the meeting, and Affield will help arrange it for next week.

7. Department Reports – Committee Reports -

a. Justin Vogel, Police Chief – Vogel said the current staffing update is that they are now down to only two officers, and it could be a three-to-four-week timespan. He said due to the recent shooting death of Fargo Officer Jake Wallin, he had sat down to talk with his officers to check in as how they are feeling about it. He said one of the main concerns was the lack of a front door with a peephole at the Police Station, and the officers do not feel safe answering the door when they cannot see who is behind it. He just received an estimate today stating a new steel door with a peephole will cost roughly \$1,100 dollars. Vogel said between himself and Officer Amaya they are working modified shifts until they are fully staffed again. He said there have been more reports about loose dogs, and his department has issued over 8 or 9 citations so they are addressing it. Schreiber asked if the fine increases with these citations? Vogel said no, but when the same person receives more than 5 then the judge will see a pattern and act on it. Mayor Tollefson said sometimes the concern is if someone will get bitten by a dog. Vogel agreed and said there have been no reports of anyone being bitten, but if that happens then it becomes a different issue and is addressed differently. He said if they discover a loose dog, they make every effort to return it to the rightful owner first and issue the citation, rather than impounding it. A motion to approve the purchase of a new steel door for the Police Station was made by Bryant DeVries, seconded by Steven Ring. All in favor.
Motion Carried.

b. Travis Braton, Public Works/Maintenance – Braton said he met with Shannon Thompson from Clay County Recycling about the Recycling Center building in town. He said the County was not able to produce any paperwork showing they purchased a portion of the building, so it is now his belief the City owns the entire building. Braton said Thompson informed them there are no funds available to help with constructing a new area for the recycling and the City needs to keep the recycling as it is a location for surrounding townships, but he is now looking at adding a lean-to on the maintenance building that will be covered and move the recycling roll-off there. He said after visiting with Angie Kuehl from Fuchs Sanitation he would like to have a booth set up during the Glyndon Days event on Saturday

survey residents on curbside recycling. Mayor Tollefson asked if they would have an online survey as well? Ring said they could end up with doubled responses that way, and Braton said there were not that many respondents to the first survey. Braton said even though the City is still required to offer a recycling location, he feels there will be a huge reduction in what is brought to the building if curbside collection is offered. He said single-sort collection is what would be offered, but it would not include glass. He said he has called a contractor to take a look at building the lean-to, but it would be at the City's expense and also would require a 14-foot door to have room to empty the roll-off. Braton said the extension would be pole-style. He said the City does not own any other property where a separate building could be built, so this lean-to would alleviate having any recycling bins be outside. This would also free up the south end of the building to house maintenance items. Braton stated he would run out of the south end of the building in the summer and the north end in the winter since that portion is heated. Affield said she asked Thompson if any area recycling centers have workers, and Thompson said not really anymore. She said this would be one area where the City could then save \$3,000-\$4,000 dollars per year by not having the current employee, who only works on Saturdays. She said the County currently reimburses the City's recycling costs at \$22,000 dollars per year. Braton said he will provide Council with building estimates when he gets them. He also said the cost to residents for having curbside recycling would possibly be between \$6.00-\$7.00 dollars per month, it would be collected every two weeks, and residents would receive a \$2.00 credit to their garbage service each month. Braton explained the idea behind that is you are recycling more so your garbage portion will be less. DeVries asked if things move forward and curbside ends up "a go", then the service starts right away? Braton said no, Fuchs Sanitation would then put in the order for the totes which would have some shipping time to get here, and then the totes would be assembled by Fuchs before being distributed to the residents. DeVries asked if cardboard would still need to be brought to the Recycling Center? Braton said no, the new totes would allow for single-sort recycling except for glass. Ring asked if the amount the County reimburses the City would change if curbside was offered? Braton said no, it is capped at \$22,000 dollars. He is hoping to reduce the amount of recycling coming in so the City can get rid of any bins that aren't needed. DeVries asked to clarify if this moves forward then all residents pay for the service regardless of use? Braton said that is correct, and Glyndon is now one of the few cities who does not offer the service. Affield said this is something Council will need to consider during the budget discussions, and to consider the amount of time it takes to implement the service. Braton also spoke with Thompson about moving the location of the City's compost roll-off out to the burn site instead. He said this would save the City from paying Fuchs Sanitation to haul away the compost, but he needs to do some more research going forward. Next week he said they will be trimming trees and getting the City Park ready for Night to Unite and Glyndon Days, and also taking a look at the dead trees along Eglon Avenue.

- **Approve Purchase of a Stihl TS800 Concrete Saw for \$1,799 from Acme Tools** – Braton said this is a quote from Acme Tools, and would be used to do maintenance on City manholes rather than hiring the work out. He said it has cost around \$4,500 to have an outside source lower a manhole. Braton said for example there is a sinkhole off Parke Avenue, and this particular saw will be able to cut through and dig out the hole. In other quick news, he said his crew will try to do hydrant flushing the week of August 14th, and will be accompanied by the Fire Department in order to evaluate all of the hydrants. A motion to approve the purchase of a new concrete saw was made by Bryant DeVries, seconded by Steven Ring. All in favor.
Motion Carried.

- c. **Bob Cuchna, Fire Chief** – Cuchna said his department has been receiving a lot of applications from people who live outside the City limits, and although he would like to see more from in-town, he said they need as many volunteers as they can get.

• **Approve Purchase of a Trailer for the Fire Department – Bids Included from Lakes Area Trailers (\$7,116.50), Visto’s Trailer Sales (\$5,855), Ultimate Transportation (\$5,500 and \$4,900)** – Cuchna said Assistant Chief Brock Franke will be leading the discussion about the trailer. Franke asked if Council had been made aware of the donations from the area townships? Mayor Tollefson said yes. Franke said the Fire Department has been in the market for a new trailer for a while now, and they have been attempting to get a grant for it. He said they were then approached by Glyndon Township who had some COVID-19 funds remaining that they wanted to donate, so they approved to use those funds towards the purchase of a new UTV as part of the department’s wildland project. He said it will be ready for service soon and hopes to display it during Night To Unite. Franke said then they approached the other townships about wildland gear for the department, which costs \$3,500 per set. He said this trailer is an accessory for the UTV and will help haul tanks of water. He said both Moland and Riverton Townships approved donations of \$10,000 dollars each to help with these purchases. Franke said they were also able to attain some donated wildland gear sets which will help with costs. Outside of the gear and the trailer, he said the other big-ticket item will be a second tanker pump which will help fill the UTV from the roadside. He said they really need an aluminum trailer as it will last longer, and the estimate they are proposing is the one from Visto’s Trailer Sales. This particular option has a rail around the edges as the other two do not, he said. Schreiber asked about the other township funds? Franke said Moland’s donation of \$10,000 dollars will be used towards this trailer, some lighting at the Fire Hall, and other miscellaneous items. A motion to approve the purchase of a new trailer from Visto’s for \$5,855 dollars was made by Justin Schreiber, seconded by Steven Ring. All in favor.
Motion Carried.

Cuchna said his budget numbers have been provided to Affield, and the Rescue Department’s numbers have not really changed. He said Council can reach out to him if they have any questions about the preliminary numbers. Cuchna said there will be some purchases coming up that will be over \$1,000 dollars, such as truck tests, truck maintenance, and other repairs. In other news, he said Braton may be assisting with some in-town volunteer duties, and he is working with the state pension office on some matters to see if he can volunteer for two (2) departments. Cuchna said he was contacted by former Council Member Dave Owings about a used gear dryer and found a link to an auction listing for one. He said brand-new these cost around \$9,000 dollars, so he would like to get Council’s approval to put in a bid. Ring asked what Cuchna has left in his budget to spend on these items? Cuchna said he has not put all of his numbers in a spreadsheet yet, but he believes there should be more than enough in the Fire Department’s restricted savings. Mayor Tollefson said it sounds like this dryer can be bid for a really good price, but she asked if there is a limit the Council wants to cap it at? Cuchna does not want to spend over \$2,500 dollars on this dryer. Council agreed. A motion to allow Cuchna to use funds from the restricted savings to bid on a used gear dryer was made by Steven Ring, seconded by Bryant DeVries. All in favor.
Motion Carried.

Cuchna then discussed the generator issue and said he has been working with a gentleman on this and was informed an electrician needed to come out to look it over. He said there should be a couple of portable generators stored somewhere that they can use, and should have MN DNR stickers on them. Braton said he has seen them and they are over at the main lift station. Cuchna said the City does not own them but they are allowed to use them at the Fire Hall. Ring asked if he has heard what amp of generator they will need. Cuchna said he is hoping to hear back soon about what the station will need in terms of a new generator and would also like to look at a way to increase storage capacity at the Fire Hall. Cuchna thought maybe a lean-to off the Fire Department might be an option to help with more room that is needed.

d. Wendy Affield, City Clerk – Affield said she has no updates at this time.

e. Kris Carlson, City Engineer – Project Updates – Carlson said he wanted to first start with the Hwy 10/Parke Avenue intersection project and stated it is now complete. He said he will do a final walkthrough and present the final budget numbers at the next Council meeting. Carlson said his next update is regarding the Charleswood Addition, and he did some follow-up with the contractors to get an idea where the project is at. He said after talking with the contractors and also the City's bond representative from David Drown Associates, Jason Murray, he feels fairly confident the bid numbers will not go down next year. Murray said a recent development bid in Hawley came back with assessment numbers of \$68,000 dollars per lot, which higher than the numbers for Charleswood. Carlson said the largest contributing factor is the cost of labor, it keeps rising, and he is concerned if the City were to wait until next year the assessment prices will only go up further. He said they are approaching the final days of the 60-day bid hold, and if the City wants to avoid a penalty then a decision needs to be made. Carlson said based on all information provided, he is comfortable moving forward with the project from a cost perspective. Schreiber said if Council decides to move forward, will the project begin this year? Carlson said it would start this year, with dirt work beginning this fall and road work next spring. DeVries asked about the Developer's Agreement, and if all parties had signed or what the status is? Affield said she sent an email to all the Developers letting them know this project was likely to move forward, and one of them responded that he is excited to move forward but was concerned with the Letter of Credit since he was not approved for the higher amount. She said not all of the Developers have signed the agreement, and City Attorney Ken Norman has given Council a letter with his concerns, but she is not sure if the Letter of Credit can be enforced without a fully signed agreement. Schreiber asked how many are left to sign the agreement? Affield said there are 3 to 4 signers left, Jim Sullivan, his son Mike Sullivan, one of the owners of Upscales Company and the individual landowners that have one (1) lot. She said Norman advised that if the agreement is not fully signed then it cannot be recorded, but if Council approves moving forward, then Murray can start working on the bond. She said if construction begins in August, then the first draw from the bond would likely occur in September or October. Affield also said the downfall then is the City would no longer have the 25% security from the letters of credit for each Developer. Ring asked to clarify if Council approves the project, then do they still need to wait on bonds from the Developers? Affield said no, and explained that it would be the City moving the project forward and taking out the bond. Mayor Tollefson said if any of the lots go into default, then after 4 years the City assumes ownership of them. A motion to approve Resolution 2023-6, a Resolution accepting the bid for Charleswood Development, was made by Steven Ring, seconded by Bryant DeVries. All in favor. Motion Carried.

Affield asked Carlson when he estimates the project might be completed? Carlson said the project should be wrapping up around the 4th of July, 2024, depending on if spring is long or short. He also said once the contracts are finished this week, he will get them back to Affield so she can get moving on the bond. Mayor Tollefson asked when construction might begin? Carlson said he estimates crews will start sometime after Labor Day this year. Ring asked to clarify that homes can start being built towards the end of July next year? Carlson said yes.

f. Tracy Tollefson, Mayor – Mayor Tollefson said she recently attended a meeting with the Mayors of Barnesville and Dilworth, Clay County Sheriff Mark Empting, two Clay County Commissioners, Deputy Chief Chris Martin, and the Barnesville City Administrator. She said the meeting was to discuss the Red River Dispatch Center's new building coming up and how the County charges for 9-1-1 services and other services. She said they talked about the overall costs and the Memorandum of Understanding (MOU) that is signed each year by cities. Mayor Tollefson said if the City does not sign this MOU, then some of the services provided by the RRDC will be impacted. She said she hopes Council decides to sign the MOU, as the County also provides other services besides 9-1-1 assistance. She will share more information at the next meeting when the MOU is presented. Vogel asked for a copy as he has not seen it yet. He said in previous years, area Chiefs of Police were included

in these meetings but have since been replaced by Commissioners and other higher ups, so he and other Chiefs have been left in the dark to these proceedings and discussions. Vogel said over 75% of the RRDC's services are paid for by the North Dakota side due to population size. He said Glyndon has the smallest population so our cost for these services is minimal. If the City were to choose not to sign the MOU, then his department would be left on their own to answer any non-emergency calls. Vogel said the City's cost of seventy-five hundred dollars (\$7,500) dollars for RRDC's services is nothing compared to hiring a full-time office person to answer all of the calls at fifty thousand dollars (\$50,000) per year. He said regardless, the residents would end up paying the County for these services anyway if Glyndon does not sign the MOU. Mayor Tollefson said she does not have the final version of the MOU yet as there was a decision made to shorten the terms from four (4) years down to three (3) years.

Mayor Tollefson said she also wanted to quickly talk about a meeting she had with Vogel back in February with the City of Dilworth, discussing a possible consolidation of both Police Departments. She said there have been follow up meetings since then, including one with a City who has recently consolidated their Police Department with another City's. Mayor Tollefson said at the beginning of these discussions, the City of Dilworth was not fully staffed, and they reached out to Vogel to get his thoughts, and now they've recently had another meeting about it. She said the overall feeling from the City at this time is that we have a good foundation with our Police Department, good leadership, doing very well with growth and have a great community outreach program. Mayor Tollefson said if there were to be a consolidation, they would have to consider how it would work, how would it look like overall? She said there would likely be only one Chief chosen, and all parties would need to consider whether the position would require each Chief to apply for it. Also in consideration would be the opportunity for growth and advancement within the department itself. Mayor Tollefson said it was now time to present these discussions to the Council to decide if any more needs to be said, or is it something they decide not to pursue? Schreiber said there has not been much movement in discussions during these meetings, so it is a bit frustrating when you spend as much time as we have but it sounds like Dilworth is in a better position now than they were five months ago. Schreiber feels it would be best to get the whole Council's input. Ring said in the four (4) years he has lived in the City he has been impressed by our local officers, so at this moment he is content with the department as it is. DeVries said it is like running a small business, and if you try to grow too big too quickly, then things can go haywire. He said when you have a good crew you don't want to lose them, but he would have to look at some numbers before deciding anything. All in all, DeVries said he feels this department does a great job and the officers go above and beyond every day, which comes from good leadership and if good leadership remains, they are doing just fine as is.

Vogel said he is willing to provide his thoughts on how all of this started, but if any of the Council have questions or concerns, he is open to answering. Chief Vogel was approached by the Dilworth's Police Chief about combining departments. Chief Vogel discussed the positives and negatives of combining departments. Chief Vogel advised due to the current concerns after the last meeting he feels the best interest of the City of Glyndon would be to remain its own entity. He said he takes a lot of pride in knowing his current officers have been here the longest out of any that the City has had, especially when cities three times larger are shutting their Police Departments down due to lack of staff. He said his officers right now are very vested in the community and are members of several local clubs and groups, which is something they are not required to do but instead choose to do in their off time. DeVries said he sees Vogel doing things above and beyond his job title all the time, and to him as a citizen, that is a big deal. He said he personally sees the officers at all of the ball games talking to everyone and being engaged with the community. DeVries said he is proud of his town and all of the officers and would like to keep things small. Mayor Tollefson agreed and said during these meetings she feels they have emphasized how pleased she and the citizens are with our Police Department. She said Council truly does appreciate and respect the leadership we already have, but it was important today to discuss it in the open

so everyone knows and is on the same page. Mayor Tollefson said she will contact Dilworth tomorrow to let them know this proposal is at its end as far as the City is concerned. DeVries and Ring both agreed, with DeVries thanking Vogel for his candor today as it is hard to talk about these things sometimes. Mayor Tollefson said in the beginning of these discussions, Vogel was making every effort to ensure that both cities would receive the best treatment and how to find a way to improve both communities. She reiterated what DeVries had said and wanted to extend sincere gratitude to Vogel and his department for everything they do.

8. Committee Reports –

a. Ordinance Committee – Nuisance Ordinance #194 – Mayor Tollefson said the ordinance in its entirety is included in this packet, and it has been reviewed by both City Attorney Norman and City Prosecuting Attorneys. She encourages Council to look through it very carefully. Affield said once Council reviews it, then there will be more discussion at the August 9th meeting to see if any changes need to be made. Norman will be present to answer any questions, and she will also have the fines included in Ordinance #166 - Fee Schedule that can be changed annually. She said there will also be another small ordinance to review at this meeting, which details the appeal processes. Mayor Tollefson again urged all of Council to read through every line and make sure they have reviewed it fully, as it will be on them to support it and be behind it once the enforcement takes place. Vogel said all initial notifications will come as a letter in the mail, and the recipient will be given a set number of days to come into compliance prior to any citations being issued. Mayor Tollefson said there will also be an Ordinance Panel comprised of two (2) Council Members and a community member who would review any appeals. Ring asked if any current properties will be grandfathered in? Schreiber said at the next meeting they will need to schedule a Public Hearing first to get resident feedback, and then it will take a couple readings before the ordinance goes into effect. Ring asked if there is an actual start date applied to new City ordinances? Affield said after the two (2) readings are complete and it is published then the ordinance takes effect. Vogel said once all is ready, the announcement of it can be put out on the City website, Facebook page, and newsletter to allow residents time to get their properties cleaned up. He said this ordinance has been compiled from surrounding cities' nuisance ordinances, so there is nothing included that has been "pulled out of thin air." Ring asked if any of the building permit requirements will need to be addressed due to this ordinance? Vogel said building permit issuance has its own separate rules and guidelines. Affield asked Ring to send her more information on which pages he is referring to and she will look into it.

9. Old Business/Unfinished Business Update –

a. Night To Unite & Glyndon Days Final Set-up Discussion

10. New Business

a. Approve Resolution 2023-6 – A Resolution Accepting Bid for Charleswood Development –
(This resolution was approved above in the section marked for City Engineer – Kris Carlson)

b. Present Budget to Council

• **Police Department – Chief Justin Vogel** – Vogel said the only real change to his budget this year is the absence of a vehicle purchase, which was done this year. He said other than that, all other line items have stayed the same or decreased slightly. Vogel said as it sits now, his budget is -\$30,000 dollars less than last year. Schreiber said the Police Committee also was able to go through the budget with Vogel.

• **Fire/Rescue Department – Chief Bob Cuchna** – Ring said he and Cuchna briefly discussed the budget but did not go into depth due to McCoy being absent. He said they talked more about larger purchases that were mentioned earlier tonight, but he does have a copy of the budget. Ring said one other thing they discussed would be the purchase of new fire trucks, although he advised Cuchna to have all current vehicles evaluated and maybe see if they can “reduce rather than replace.” He said he has done some initial checking, and there are a couple companies who can come in and evaluate the vehicles and provide condition reports. Ring said he just wants to be sure before they go to the public asking for \$1.3 million dollars for new trucks, they do their due diligence first and see if the current vehicles are still useable. Overall, he said Cuchna’s budget is about the same as last year with the exception of those larger purchases. Ring asked when the budget needs to be finalized. Affield stated Council will need to set the preliminary levy percentage by the end of September, you can go down percentages, but you cannot increase them, then by the middle of December the final levy amount should be decided on. Ring would also like to start looking into grants for some of our bigger purchases. Affield informed Council we did receive a ten-thousand-dollar (\$10,000) grant for the generator at the Water Treatment Plant.

c. At this time, Mayor Tollefson will Close the Regular Meeting as Permitted by Minnesota Statute 13.D.03 for Contract Labor Negotiations –

Mayor Tollefson read aloud the following statement: “The regular council meeting will be closed at this time for contract labor negotiations as permitted by Minnesota Statute 13.D.03.”

A motion to close the meeting was made by Steven Ring, seconded by Justin Schreiber. All in favor. Motion Carried.

--Closed door session begins at 7:54 p.m.--

A motion to re-open the regular meeting at 8:55 p.m. was made by Justin Schreiber, seconded by Steven Ring. All in favor. Motion Carried.

11. Time to Discuss Additions to the Agenda –

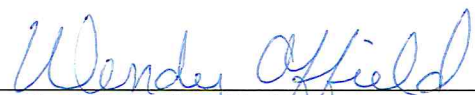
- **Purchase of New Steel Door from D&M Industries for Police Station** – *(This was approved under Justin Vogel, Police Chief’s Discussion)*

12. Miscellaneous Announcements & Recognitions – None.

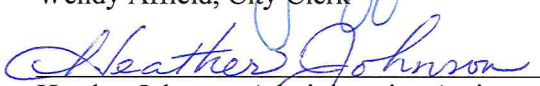
13. Adjournment – A motion was made by Justin Schreiber to adjourn at 8:56 p.m., seconded by Steven Ring. All in favor. Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant