

Glyndon City Council
9/13/2023 – 7:00 A.M.
Regular Council Meeting
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, Bryant DeVries, & Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; City Clerk Wendy Affield.

As Per Sign in Sheet:

Virtual Attendees: Jason Murray (David Drown Associates); City Engineer Kris Carlson; guest Harmonie Hoffman

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. 8/23/2023 – Public Meeting Minutes

b. 8/23/2023 – Council Meeting Minutes

c. Approve Resolution of Payments

- **Accept Donation Check of \$1,089 from UC Hope for the Police Department’s “Shop With A Cop” Program**
- **Approve Using \$8,702.80 of ARPA Funds to Purchase the V-Boss from Bert’s Trucking to Move Snow at the Ponds and Lift Stations**
- **Approve Ordering Seven Chairs from Office Max for the Council Chambers for \$1,518.82**

4. Any Additions to the Agenda –

• **Cleaning of Highline Wires – Steven Ring** – Ring wanted to quickly address and ask who is responsible for cleaning of highline wires behind residential properties? DeVries said it would be the responsibility of the electric company to clear any branches away from wires.

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

6. Open Forum – Public Comments/Concerns –

• **Harmonie Hoffman – Public Health Issues and Related Factors** – Hoffman said she wanted to share some statistics regarding divorce and school children. She said 1 out of every 2 children in school are a product of divorced parents. Hoffman said these children are likely dealing with mental health issues, and so education on how to help them is key. She said she became aware earlier this year that the summer student staff may not have been aware of mandatory guidelines and reporting, and with the new nuisance ordinance she wonders how the City will handle school employees that are not educated properly? She feels it is very important to have the right educators to help assist those children who are

dealing with divorce. Vogel said all school staff are required to be mandated reporters, and Social Services provides training on this every year. Hoffman said she is questioning the student staff who are in charge of Rebel Kids Care, and learned that most of those student employees are not properly trained. Mayor Tollefson said she works for the school and also very closely with the Rebel Kids Care program, and agreed with what Vogel said that all school staff is properly trained to be mandated reporters. She said training is completed upon hiring, so if Hoffman has other questions she can meet with her on that. Mayor Tollefson also added that from a City standpoint, this does not really fall under the nuisance ordinance. Hoffman said she just wanted to clarify a few things and thanked the Council for answering her questions.

7. Department Reports – Committee Reports -

a. Justin Vogel, Police Chief – Vogel said his department continues to be busy and is hoping to be fully staffed by next month. He and Affield have been working together on the new MN State Employee Assistance Program, which legislation passed at the end of their session and needs to be in place by the first of the year. Vogel also said his department will be hosting a Halloween Extravaganza at the Community Center with UC Hope on Tuesday, October 31st. Mayor Tollefson asked if this event will also include Dilworth P.D.? Vogel said not this year.

b. Travis Braton, Public Works/Maintenance – Braton said his department is getting ready for the winter season, and the sander truck is over at JTF Trucking getting fixed. He said they have the mini excavator in town this week, the electrical outlet at the ponds has been finished, ditches have been cleaned, and the culvert by Mr. Annis' house has been fixed. He said they put in a new culvert at the skating rink and some class 5 gravel in order to grade out the parking area. Braton said today he hopes to clear out the playground equipment in Johnson Park, and the old equipment will have to be hauled away. He said it cannot be donated to anyone due to liability issues, according to the City Attorney and the League of MN Cities. He said the new playground will hopefully arrive in the first part of October. Other than that, Braton said they will be working on patching the streets and repairing some manholes around town prior to winter.

- **Discussion Concerning Hiring of a 3rd Full-Time Maintenance Employee** – Braton said he would like to request hiring a third full-time person, as there is too much work for only two people. He said with the way the City wants snow to be cleared this winter, his department will need the help. Ring asked if this position would start after January 1st of next year, or would it be sooner? Braton said he would like to hire someone as soon as possible. He wants to be able to train someone to drive the plow trucks before the first heavy snowfall. Mayor Tollefson said she and DeVries of the Maintenance Committee met with Braton and discussed the importance of having a “2nd in command” if Braton should need to take time off. Affield said a third position would also allow for a better weekend on-call rotation schedule. Ring asked if the starting pay would be the same as what the current maintenance employee is making? Affield said it is on the same grade line on the pay grid, but depending upon experience the committee will decide what the final rate will be. Braton said it will also depend on whether the person applying is certified in water/wastewater. Mayor Tollefson agreed this will definitely help with snow removal and will greatly decrease the need to outsource anything. A motion to approve advertising for a 3rd full-time maintenance employee was made by Steven Ring, seconded by Patrick McCoy. All in favor. Motion Carried.

c. Bob Cuchna, Fire Chief – Not present.

d. Wendy Affield, City Clerk – Affield said she is busy working on the budget and also preparing the new bond paperwork. She said she will be gone tomorrow and Friday for a clerk's training

opportunity in Staples, MN. Vogel asked Affield if she can check with other city clerks as to how they are preparing for the new employee assistance changes? Affield said yes.

e. **Tracy Tollefson, Mayor** – Mayor Tollefson said she has no updates at this time.

8. Committee Reports – Mayor Tollefson informed Council they did have a Maintenance Committee meeting and discussed a new 3rd person, recycling lien-to and curbside recycling, which will be discussed later in the meeting.

9. Old Business/Unfinished Business Update –

a. **2024 Budget Review/Adjustments** - Affield referred Council to the budget sheets in the packet, and pointed out the changes which have been made and are highlighted in red. She said there are changes to both expenditures and revenues. Affield discussed the salary increase was added for the two (2) percent at five (5) years of service and two (2) percent at ten (10) years of service that was approved by Council. The Metro Cog fee of \$3,000 for the study they will be doing was also added. She reminded Council they will need to set the preliminary levy percentage at the next meeting, but we can still work on the budget until December. Mayor Tollefson asked if this includes the bond numbers for Charleswood Addition? Affield said not at this time, those numbers will be coming from special assessments and will be put in before the budget is finalized. Affield stated the revenues from the bond sale will offset the expenses from the project. Affield asked if it was ok to have added an extra one hundred dollars (\$100) to the uniform allowance for both her and Heather. No one asked her to remove it at this time. She said Council can contact her if they have any questions.

10. New Business

a. **Resolution 2023-8 – A Resolution Awarding the Sale and Issuance of \$3,005,000 General Obligation Improvement Bonds, Series 2023A to Robert W. Baird & Co., Inc.** – Murray said it was a successful sale yesterday with four total bidders. He said the lowest interest rate came in at 4.10%, only a bit higher than what he had originally estimated. He said this bond is fully supported by the special assessments in Charleswood. Murray said the bond is for three million five thousand dollars (\$3,005,000) and the first year is capitalized interest, so the first payment of principal and interest will be on February 1st, 2026, which will be paid with collections from special assessments. The first payment on February 1st of 2025 is capitalized interest that was borrowed to make the first payment. Murray believes the assessments will be certified next year for first collection in 2025 with the first payment in 2026. Carlson agreed and said there will be an assessment hearing in August 2024, which will provide plenty of time for the assessments to be certified. Murray explained this is a 20-year bond, and the resolution is ready for Council to approve unless they have any questions for him. Affield informed Council the City received an “A+ stable rating” from Standard & Poor. A motion to approve Resolution 2023-8 was made by Steven Ring, seconded by Bryant DeVries. All in favor.
Motion Carried.

b. **MN Healthcare Consortium Refund Check of \$10,335.98 – Health Insurance Settlement Refund for 2022 Plan Year – Low Claim Utilization – Credited to Insurance Reimbursement Revenue Account #101-41000-50000** – Informational only.

c. **Discussion Concerning Curbside Recycling – Travis Braton** – Braton said he recently spoke with Fuchs Sanitation regarding curbside recycling prices and was told the cost is around six to seven dollars (\$6 to \$7) per household, per month (per container). He said there are roughly four hundred and fifty (450) residences in town, based on totes. He has also been researching the City’s current recycling

process, and found that the revenue (which are costs reimbursed by the County), is about even with expenses. He feels with the City's impending growth, the curbside revenue would help offset the cost of the lean-to on the Recycling Center. Braton calculated that around ten thousand dollars (\$10,000) per year is spent on dumping the roll-off container and the outside cardboard dumpster. He is hoping to reduce the number of dumpsters around town, as they are finding people just randomly dumping their garbage into them and this would hopefully be resolved with curbside services. Affield added as part of the six-to-seven-dollar (\$6-\$7) monthly charge, residents would receive a two-dollar (\$2) credit on their regular garbage service. Braton said it would only take Fuchs Sanitation a short while to get the totes in, and the service would run every other week. He and Affield have looked at the cost savings of possibly removing the on-site worker position at the Recycling Center, stating after visiting with Shannon from the County there are not a whole lot of maned centers anymore. Ring asked if there would still be enough usage at the center to receive the County's reimbursement or if there are any extra funds can they be used to help out the cost to the residents? Affield said yes. Mayor Tollefson asked when Braton will have the final numbers from Fuchs Sanitation? Braton said he is going to reach out to her again this week. Affield said the City can see what curbside costs for a year and then see if we can do a cost savings for the residents. She said the City might even see enough of a profit in a year's time to be able to take the monthly charge on utility bills down by \$1 dollar. Mayor Tollefson stated we have not increased our utility bill rates for many years. Affield informed Council we will need to increase the water portion of the bill and she will bring that to Council at a later time. Vogel also noted that Glyndon is the only city in the surrounding area to not have curbside recycling yet.

d. Discussion Concerning Adding a Lean-to on the Maintenance Building for Recycling – Building Estimate is \$28,750 (not including concrete) – Travis Braton – Braton said he contacted several builders but only received one bid so far, and it is from Jason Brenna Construction. He said the lean-to would be a forty (40) foot by eighteen (18) foot addition to the east side of the Recycling Center and would then house the recycling bins leaving space for storage of maintenance equipment. Braton said the concrete portion could be done in-house, and is hoping the lean-to could be constructed this fall before winter. He said the costs would be covered by the garbage and recycling fund. DeVries said he wants to make sure the outside cardboard dumpster is still available if it needs to be, as boxes will quickly fill up a tote. Braton explained how there will be a door installed so you can walk into the lean-to from the old building but there will not be one going outside from the lean-to, only an overhead door. Ring said he feels the lean-to will be needed regardless, considering more equipment will likely be purchased down the road. A motion to approve the addition of a lean-to was made by Steven Ring, seconded by Bryant DeVries. All in favor.
Motion Carried.

e. Preliminary Levy Percentage – Affield noted to Council the two sheets in the agenda packet that show prior year percentages and said Murray has advised the City to stay steady with it as there are certain bond payments coming up. Affield explained you can always go down with your number, but you cannot go higher. Mayor Tollefson agreed and said last year the City was one of the lowest in the area. Ring asked Affield what percentage she would recommend based on the budget? Affield said she would advise Council to go no lower than 8% for the preliminary levy percentage.

11. Time to Discuss Additions to the Agenda – *Previously discussed above.*

12. Miscellaneous Announcements & Recognitions – Mayor Tollefson said Representative Jim Joy was selected as a League of MN Cities "Legislator of Distinction" for 2023. She said the LOMC recognizes 35 legislators this year from both the House and Senate.

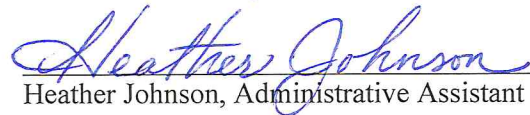
13. Adjournment – A motion was made by Steven Ring to adjourn at 7:46 a.m., seconded by Patrick McCoy. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant

September 13, 2023 Council Meeting Minutes