

Glyndon City Council
11/8/2023 – 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: Bryant DeVries, Justin Schreiber, Patrick McCoy, Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; City Clerk/Treasurer Wendy Affield and City Engineer Kris Carlson.

As Per Sign in Sheet: Senator Rob Kupec
Virtual Attendees: Zoom not working
Absent:

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

- a. 10/25/2023 – Council Meeting Minutes**

- b. Approve Resolution of Payments**

- **Approve Donation Check for \$1,000 from Bell Bank for the Glyndon Police Departments Shop with a Cop Program**
- **Approve Hiring Blake Tobey for the Maintenance Worker Position Starting November 13, 2023**
- **Approve Payment to Bayer/Monsanto for the 2023 TIF amount of \$60,339.24**
- **Approve Change Order #1 with R.L. Larson Excavating – Extending the completion time for the Charleswood project from September 29, 2023, to November 30, 2023**

- 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. Mayor/Department Reports -**

- a. Justin Vogel, Police Chief** – Chief Vogel informed Council the Halloween Trunk & Treat Party was a huge success with around 350 people participating throughout the night. With the donation check from above normally the Shop with a Cop Christmas Program helps 5-7 kids but this year it will be able to help 20-25 kids from Glyndon. Chief Vogel is getting a quote from Axon for body cameras, he will present it at the next Council Meeting.

- b. Travis Braton, Public Works/Maintenance** – Braton stated they have been cleaning up the shop and the loader is in for its five-hundred-hour maintenance.

- c. Bob Cuchna, Fire Chief** – Not present.

d. Wendy Affield, City Clerk – Affield informed Council we interviewed four (4) qualified candidates, and we will be having a second interview with two of them in a more comfortable atmosphere to explain more of the job in detail and see who feels like the right fit.

e. Tracy Tollefson, Mayor – Mayor Tollefson let Council know Justin Schreiber, Chief Vogel and herself met with Mayor Chad Olson, Vice-Mayor Juile Nash, Payton Mastre City Administrator, and Interim Chief Hunter Rawson all of Dilworth the other day to again discuss the possibility of merging Police Departments. The City of Dilworth did hire a consultant to find applicants for their Police Chief position a few weeks ago at their Council Meeting. Mayor Tollefson needs to return a call from Julie Nash, who when they walked away from a prior meeting it was Nash's understanding their Council even though they hired a consultant felt they were more supportive of an internal hiring, meaning you would have the City of Dilworth and the City of Glyndon's employees applying. Mayor Tollefson is wondering if they are going to open it up to just their city employees or are they just going to go full bore with hiring nationwide. Mayor Tollefson and Justin Schreiber have not had a chance to visit after that meeting and she has not returned Julie Nash's phone call because she would like to hear what the Council is thinking. Mayor Tollefson's reservation is if we do an internal search between the two cities, expressing how happy we are with where our leadership is in the City of Glyndon, we have great staffing and we do not know what tomorrow may bring but she thinks Chief Vogel did a great presentation on the pros and cons and in her mind listening to both Vogel and Rawson that day they have a good idea of what the vision could be. From Mayor Tollefson's standpoint in their roll we look to our leaders to kind of give us input and advise on what they see for day to day operations, we are elected to approve budget, adopt ordinances and provide leadership for the City and if department heads go rouge, then we step in but we really want to empower our leaders to do their jobs and at the meeting she personal looked at Hunter and Justin to say "what do you see". Mayor Tollefson understands Councils may have different styles as to how things are done but she is happy with what we have with our Police Department. Mayor Tollefson would like to hear from the other Council Members but wants everyone to know she feels it would be very difficult to expect Chief Vogel who has done a fabulous job leading our City in public safety and has a great staff to say lets consolidate and then you and Hunter apply to see who will be the Chief. Mayor Tollefson does not feel we are in a position that we have to consolidate, she believes we entertained the conversation because of the shortage at the time in Dilworth and it just expanded. Mayor Tollefson asked Schreiber if there was anything else he could provide concerning the meetings they have had with Dilworth. Schreiber stated, they have a process their Council approved, and it sounds like that is where they are headed at this time. Schreiber appreciates Chief Vogels leadership and the direction he is taking his officers and wants to make sure Chief Vogel is not feeling there might not be a position if we moved forward with the merger. Schreiber feels if Dilworth wants to keep moving forward with their decision to search for a Chief, he is not interested in moving forward with the merger. McCoy thinks the City should pursue it carefully and cautiously for the reasons that were mentioned, we need to be cognizant that there is no room for advancement in our department. McCoy thinks we should pursue it in the self interest of the department but with the caveat that we all know we want Chief Vogel leading it. Mayor Tollefson asked McCoy, if the City of Dilworth wants to keep following the path they are going what is his recommendation. McCoy stated, walk away. Mayor Tollefson believes from Chief Vogels concept that was laid out for everyone they would not be adding tons of positions, they probably would have the same model they have now, a Chief, an investigator, a CSO, and a Sergeant. Mayor Tollefson stated we are willing to have more conversation, the hard part where they might run into a roadblock is with the Chief's position. Ring votes no to combining at this time, he is very happy with the Police Department we have. DeVries is comfortable with what we have also. Chief Vogel explained there are benefits to, but it puts him in a weird position professionally and personally, but you need to look at the citizens from both cities, you need to look at the big picture. He discussed how Mayor Olson wanted him to apply for Dilworth's Chief position, Chief Vogel stated he will not be doing that, Glyndon hired him after spending fifteen (15) great years in Moorhead and he is not apply for his job again. Chief Vogel did a lot of

homework on this merger with other towns that have done this and not one Chief had to reapply for their position, they had it all figured out prior to the merger. Does he think the merger is positive and has a possible great potential? Yes, he does because as we know there are not enough kids going to school for law enforcement anymore. He explained how the small cities used to be a steppingstone before they moved to a big city but now there are so many sign-on bonuses, topping out at over one hundred thousand dollars in three years, wondering how these little cities can compete with that. We take pride in our department; we have great support from the community, but we need help from the government to survive. Mayor Tollefson will touch base with Julie Nash and keep everyone posted.

f. Kris Carlson, City Engineer – Carlson informed Council he will have updated budget numbers for them at the next meeting for the Charleswood project, which are looking good at this time. All utilities are in and were completed in less time than they thought so the engineering numbers should be lower on this project. He expects six weeks after spring starts the roads should be paved and open for business. He will be meeting with his inspector in Charleswood this morning to make sure everything has been winterized.

Carlson discussed the local road improvement program through MnDOT and informed Council if they are interested in applying for a grant, they would first have to get the County to sponsor the City. He is visiting with Clay County Engineer Justin Sorum, and they were wondering what street the City would want to try and get funding for. The three areas would be the road in Stockwood, 12th Street SE or 7th Street to County 17. Carlson will put together the information needed and if they go with 7th Street it is more than likely a traffic study would need to be done by Metro Cog. Ring feels 7th Street would be the priority right now. Council agreed to move forward with submitting the paperwork for 7th Street to County 17. Carlson explained the City needs to start chipping away at some street projects and 12th Street already has the base there so it would not be as expensive as a street that needs to be fully reconstructed. Braton asked what the price of Stockwood would be. Carlson figures it would be around 1.5 million with the way prices have been. Carlson stated how tricky that one is because you cannot assess the properties to the east because they are not within city limits. Braton is concerned about how the large trucks are damaging Andrews Avenue and the City owns four (4) lots we cannot sell until utilities and a road are put in. Carlson feels we need to look at a truck route in town, leaning towards building up 2nd Street so the trucks can get to a controlled intersection with the stop light. Mayor Tollefson feels finishing 7th Street would bring more house tops and commercial businesses to town. Schrieber and McCoy would like to see 7th go through. Ring asked if Stockwood could be graveled. Carlson explained the water and sewer would need to be installed also. Carlson stated, losing the full access in Stockwood was hard but there is nothing we can do to change MnDOT's mind. Chief Vogel would like to make sure Stockwood is part of the 10-year Improvement Plan. If any streets on the north side of the tracks are rebuilt, we would probably install curbs and gutters and get rid of the ditches which would mean a retention pond would need to be built.

Carlson asked if when they are paving Charleswood does Council want them to pave the parking lot at Johnson Park? Council would like that done if possible.

7. Committee Reports – None at this time.

8. New Business –

a. Discussion with Senator Rob Kupec – Kupec thanked Council for letting him come and visit, explaining he is here to answer any questions with past legislative sessions, things we want to look at in the upcoming year even though it is not a budget year, it is a policy year. Kupec stated there will be a bonding bill of some sort, they stashed away some funds last year but since there has not been one for a few years a lot of cities are looking for funds to help pay for necessary projects. Kupec explained how it

is hard for small towns to keep up with the expenses of having a water system so they will be looked at when it comes to a bonding bill. Kupec feels if you can get the funding for 7th Street that would be a good option for the City because these grant opportunities like to see the towns help with paying for the project, it is an easier sell for the bonding committee. Kupec agreed with Chief Vogels take on how hard it is to find officers, explaining his wife works for the Department of Criminal Justice with MSUM and they only had either 13 or 15 students on the criminal justice side which used to be around 40 and most of the students wanted to go into law enforcement and this year there was only 2 that wanted to become an officer. Kupec feels there are functions in our society that are crucial like fire, ambulance, police, and teachers and we need people going into these professions or we will be in trouble. Kupec informed Council one thing that was changed last year was the transportation bill where cities under 5000 will get dedicated funds every year similar to LGA but these will be specific for roads. One question he has been tasked with was to see what the City will be doing with the Public Safety funds that will be coming soon. Chief Vogel is hoping to spend a portion on body cameras for the Police Department. Chief Vogel is very appreciative of the \$58,000 the City will be getting but would like to see the funds figured out differently since the funds are calculated by population, we do not get as much as the larger cities. Affield asked if this is a one-time payment. Kupec stated it is. Kupec knows it is easier to run a city if you know what funds are coming from the state, you can plan better. Braton asked if they are putting funds away for smaller cities to help with upgrading a water treatment plant. Kupec stated, they are not putting anything away at the moment, they are just proposing it for bonding. Carlson informed everyone Public Facility Authority (PFA) is a place that does help with these types of projects. Chief Vogel asked if there is any new information concerning the School's Resource Officers. Kupec believes they will be looking into this more during the upcoming session. When the program is done correctly, we know how crucial it is to have that relationship between Police Officers and students. Senator Kupec will give a letter of support for 7th Street if the City would like.

b. Review 2024 Utility Rate Adjustments (*need a motion*) – Affield stated when the Auditors were here they made a remark about trying to increase our water fund a little so after visiting with Braton we came up with a three dollar (+\$3.00) increase to the monthly water charge, you will see the seven dollars (+\$7.00) curbside recycling charge which in turn decreases the garbage charge by two dollars (-\$2.00), forestry is increasing by sixty cents (+\$.60) and mosquito is decreasing by ninety cents (-\$.90). The total increase on the 2024 Utility Rate sheet will be seven dollars and fifty cents (+\$7.50). Affield mentioned we have not had an increase for over four (4) years. Mayor Tollefson asked what the rate per one thousand (1,000) gallons will be. Affield stated it will stay at five dollars (\$5.00) and it has been that amount since before she came in 2014. Carlson stated the typical amount a household uses per month is four thousand (4,000) gallons. A motion was made by Steven Ring to approve the 2024 Utility Rates sheet, seconded by Patrick McCoy. All in Favor.
Motion Carried.

c. Community Center Rules & Regulations Update on Alcohol Security (*need a motion*) – Affield pointed out the few changes to the Community Center's rules and regulations are in red and questioned if "Applications will not be accepted more than one year in advance of the event" needs to be in there. After further discussion it was decided to keep it in. Affield went on with the next change under number three (3.) which was that the full event deposit needs to be paid to hold the date and we only have two (2) categories, not three (3) anymore. A number five (5.) has been added to explain the refundable cleaning deposit and Chief Vogel suggested increasing the deposit for non-residents of Glyndon. Council agreed to have non-Glyndon residents pay two-hundred dollars (\$200) instead of one-hundred dollars (\$100). A few different spots concerning alcohol were changed and "bring your own bottle functions are prohibited" was removed and a two (2) week notice is required for any event that will have alcohol so the City can line up a security guard with a minimum requirement of four (4) hours. Affield informed Council she does let people know if they do have alcohol and a security guard has not been paid for the

Glyndon Police Department has the right to shut the event down and the cleaning charge will not be refunded. Mayor Tollefson asked if the hourly rate needs to be included for the security guard. Affield stated, it is on the application form. Chief Vogel explained his officers do not do the security anymore, we hire ASP Security. Justin Schreiber made a motion to approve the changes to the Community Center Rules and Regulations, seconded by Bryant DeVries. All in Favor.
Motion Carried.

d. Discussion Regarding Having a Time Limit During the Open Forum Section – Patrick McCoy would like to make sure there is a time limit on the open forum discussion but feels it is very helpful during a public meeting to get all the information needed from the residents. He is wondering if other towns have time limits. Carlson informed Council other Council Meetings he attends have a three to five (3-5) minute limit, but you do not want to change anything with Public Hearings. Mayor Tollefson is fine with having a time limit. DeVries asked questions to the gentleman at the last meeting wondering what his solution was for the issue he was discussing knowing this was not the first time he brought this up at a meeting.

e. Discussion Regarding Attendance of the New Administrative Assistant During City Council Meetings – Patrick McCoy mentioned this was brought up during the Administrative Assistant interview process and he is wondering if this is something that can be changed so when the new person comes on they would be allowed to come to the meetings to hear first hand what is happening or changing in the City since they will not know who's voice is who's and they would understand better what they are typing when doing the minutes. Affield mentioned she attended all the meetings when she was the Deputy Clerk and it was very helpful when doing the minutes and answering the phones, she could explain more things to the people who called with questions. Council is fine with what Affield suggests.

f. 2024 Health Insurance Increase from \$765.44 to \$813.66 / Health Savings Increase from \$3,000 to \$3,200 / Dental Insurance Increase from \$29.10 to \$30.26 (informational only) – Affield stated the adjustment will be in the budget at the next meeting.

g. October Expense & Revenue Budget Sheets for Review (informational only) – Affield stated after November it will be easier to get closer numbers for the 2024 budget. Schreiber asked if we would be having another budget meeting before we set the levy percentage at the end of December. Affield recommended having it at the next meeting. Schreiber stated he will not be here in person; he will be on zoom. Affield then suggested having it on December 13th prior to the Truth in Taxation Hearing. A motion was made by Steven Ring to schedule a Budget Meeting at 5:00 pm on Wednesday, December 13, 2023, seconded by Patrick McCoy. All in Favor.
Motion Carried.

9. Old Business/Unfinished Business Update – Nothing at this time.

10. Time to Discuss Additions to the Agenda – Nothing at this time.

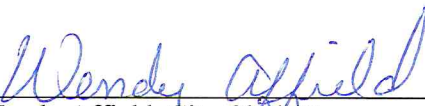
11. Open Forum – Public Comments/Concerns

12. Miscellaneous Announcements & Recognitions – DeVries suggested having an advertising campaign now that we have two (2) residential housing additions. Maybe do a radio ad, be at the Home Show at the dome or even do a commercial. Affield was asked to check when the Home Show is at the dome. Mayor Tollefson mentioned the school did a commercial for a very reasonable price that you can watch on their website. Carlson mentioned that maybe Ulteig Engineering might be able to do some drone pictures in the spring or summer when the grass is green.

13. Adjournment – A motion was made by Steven Ring to adjourn at 8:07 a.m., seconded by Justin Schreiber. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk/Treasurer

November 8, 2023, Council Meeting Minutes