

Glyndon City Council
11/21/2023 – 6:00 P.M.
Regular Council Meeting
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: Bryant DeVries, Patrick McCoy; Police Chief Justin Vogel; Public Works Superintendent Travis Braton and City Clerk/Treasurer Wendy Affield.

As Per Sign in Sheet:

Virtual Attendees: Justin Schreiber at 6:06 pm

Absent: Steven Ring

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

a. 11/8/2023 – Council Meeting Minutes

b. Approve Resolution of Payments

- **Approve Donation Check for \$1,000 for Safety Equipment from UC Hope for the Glyndon Fire Department**
- **Approve Hiring Kayla Nosal for the Administrative Assistant Position Contingent on Passing the Background Check** (*starting December 11, 2023*)
- **Approve Paying Builders' FirstSource \$21,101.26 for the Materials for the Recycling Center's Lean-to on the Maintenance Building** (*use garbage funds*)
- **Affield Requested to add Braun Intertec's Invoice for \$490 for Work Done on Charleswood**

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 Bryant DeVries. All in favor.
Motion Carried.

6. Mayor/Department Reports -

a. Justin Vogel, Police Chief – Chief Vogel mentioned he has been pricing out body cameras for his officers and Axon is the quote he feels would work best for his department, stating their tasers are also purchased from Axon. The quote came in at almost forty-five thousand dollars (\$45,000) for all new squad and body cameras. He explained how after two and a half (2 ½) years we will receive new body cameras because they are like cell phones, they do not keep a charge for very long and we need them for eleven to twelve (11-12) hour shifts. The cameras in the squads last longer than the body cameras do and we now have Watch Guard in the squads and Axon is a better product. With the tasers we have once they are pulled out of the holster the body camera will automatically turn on. State Patrol, Dilworth, Moorhead, and West Fargo all use Axon for their body cameras and if we are assisting one of those departments and a taser is drawn, all body cameras will be activated. Chief Vogel informed Council he has some seizure funds that could go towards this purchase and also, we are receiving funds in December from the State that Senator Kupec said could be used towards this purchase. Chief Vogel just wanted to

let Council know about his request so they can digest it and he will discuss it more at a meeting in December.

b. Travis Braton, Public Works/Maintenance – Braton informed Council the water, sewer and stormwater utilities have been installed in Charleswood. He is still looking for a third person for the Maintenance Department but will utilize seasonal workers until he finds the right person. Jacob Cuchna will be our main snow removal seasonal worker with a pay increase from last year. Braton is hoping the recycling Lean-to will start being constructed soon and the agreement is being reviewed by our City Attorney. The materials will be purchased by the City so we will save on the sales tax. Affield wanted to make sure Council was aware of the seasonal workers' pay increase to twenty-two dollars (\$22.00) an hour. Schreiber asked if the Lean-to has concrete flooring or just gravel? Braton explained it will have gravel until they are able to pour it next year.

Mayor Tollefson wanted to make sure to note that Council Member Justin Schreiber was now joining the meeting via zoom at 6:06 pm.

c. Bob Cuchna, Fire Chief – Not present.

d. Wendy Affield, City Clerk – Affield let Council know she did most of the utility billing today and will be working on the budget once she is finished with the process. Affield mentioned that her new Administrative Assistant Kayla Nosal will be starting on Monday, December 11th.

e. Tracy Tollefson, Mayor – Mayor Tollefson would like Council to think about the City's employees and to always make sure to do what we can for them. She would like Council to consider adding December 24th (*Christmas Eve*) to the employees' observed holidays off list, stating right now they get Christmas. She feels there is not a lot of business transacted on that day and it is something she would like Council to consider. McCoy mentioned that it falls on a Sunday this year. Mayor Tollefson explained how if it falls on the weekend you would either get the previous Friday or following Monday off. She believes this will show their appreciation to staff but if it is not something everyone would like granted, she is fine with that. Mayor Tollefson asked Affield to add it to the next agenda.

7. Committee Reports – Mayor Tollefson informed Council they had a Maintenance Department Committee Meeting the other day and Braton overviewed it quite well.

8. New Business –

a. Approve Resolution 2023-9 – Resolution Pursuit of 2023 Local Road Improvement Program Funding from MnDOT for the Construction of Approximately 1,650 Lineal Feet of 7th St SW (need a motion) Included is Clay County's Resolution 2023-29 – Resolution of Support from a Sponsoring Agency – Affield explained this needs to be approved to move forward on the grant paperwork. A motion was made by Bryant DeVries, seconded by Patrick McCoy. All in Favor. Motion Carried.

b. Red River Home & Garden Show February 23-25 at the Fargo Dome – Late Fee Registration is December 1st (decide if you want to do this-motion if you do) – Mayor Tollefson thinks this sounds like a great opportunity for the City but will not be around to participate. DeVries also would not be able to attend. Council will look at it again next year and maybe contemplate the idea of doing a commercial. Mayor Tollefson will share the contact and price the school was charged to do its commercial.

c. Liberty Business/Great American Leasing – Copy Machine Lease & Service Agreement Renewal:

- **Approve Police Departments Purchase of a Printer/Copier/Scanner for the Patrol Room, and a Printer for the Chief’s Office for \$1,989.95** – Affield informed Council the copy machine at the Police Department was at the City Hall when she came ten (10) years ago and she was told they would not be unable to repair it if it broke. The new machine will be smaller so there will be more space available in the patrol room.
- **Approve Purchase of a Printer for Administrative Assistant’s Desk Area for \$975.97**
- **Approve the Monthly Lease Agreement for a Copy Machine at City Hall & Service Investment for all other Copy Machines/Printers for \$526.84 a month for 63 Months (we now pay \$630.00)** – Affield explained to Council that the Lanier copy machine we have at City hall will be returned to Great American Leasing and they will install a new one with lower monthly lease payments. A motion was made by Patrick McCoy to approve all items under Liberty Business/Great American Leasing, seconded by Bryant DeVries. 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.

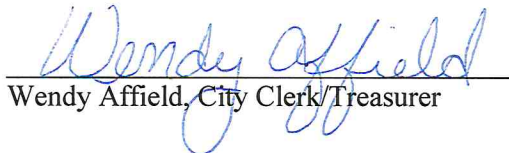
11. **Open Forum – Public Comments/Concerns** – Nothing at this time.

12. **Miscellaneous Announcements & Recognitions** – Nothing at this time.

13. **Adjournment** – A motion was made by Patrick McCoy to adjourn at 6:13 p.m., seconded by Bryant DeVries. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk/Treasurer

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