

Glyndon City Council
12/27/2023 – 6:00 PM
Regular Council Meeting
City Hall Council Chambers

1. Call to Order: Mayor Tracy Tollefson

2. Roll Call: Council Members Present: Justin Schreiber, Patrick McCoy, and Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; Fire Chief Bob Cuchna and Clerk/Treasurer Wendy Affield.

As Per Sign in Sheet: Shaun Erickson

Virtual Attendees: None

Absent: Council Member Bryant DeVries

3. Motion to Approve Consent Agenda – Braton would like to add a receipt from Fleet Farm for a jacket he purchased himself as part of his 2023 clothing allowance totaling \$120.36. A motion to approve the consent agenda was made by Justin Schreiber, seconded by Steven Ring. All in Favor.
Motion Carried.

a. 12/13/2023 – Budget Meeting Minutes

b. 12/13/2023 – Truth in Taxation Hearing Minutes

c. 12/13/2023 – Council Meeting Minutes

d. Approve Resolution of Payments

- **Approve Wendy Affield’s Vacation Payout of 62.41 Hours @ \$35.75 (\$2,231.16)**
- **Approve 1-Day Liquor Permit & Charitable Gaming Permit for Glyndon Rod & Gun Club’s Fishing Derby on January 27, 2024, at the Glyndon Community Center**
- **Approve Hiring Matthew Soli for the Maintenance Worker Position**

4. Any Additions to the Agenda - None at this time.

5. Motion to Approve the Agenda – A motion to approve the agenda was made by Patrick McCoy and seconded by Steven Ring. All in Favor.
Motion Carried.

6. Mayor/Department Reports –

a. Justin Vogel, Police Chief – The UC Hope Christmas event last Thursday December 21st had a showing of twenty plus (20+) kids with Santa and fun was had by all. The body cameras will arrive in March, and he is working on the policy and procedure manual for that right now. A public notification will need to be made in January or February to meet state guidelines. We will also post the policy on our City website. We have had about 4,500 ICR’s this year.

b. Travis Braton, Public Works/Maintenance – Braton informed Council they have turned on some pumps for the storm ponds today to try and get them back down where they should be before spring, we tried to open the skating rink and was only able to have one (1) weekend before it started to melt because of the warm weather so it will be locked up for now. Matthew Soli will start on January 2nd, 2024, and has experience with plow trucks and has his CDL. Ty leaves January 9-11 to take his Class D water test, so he will be gone those three (3) days in St. Cloud. We have caught seven (7) muskrats in the Southview

pond lift station area so next year he will purchase more live traps to keep the number down because they do a lot of damage. Next spring, we will be working with Kris Carlson from Ulteig to see if there is some funding left from the Charleswood project to redo sections of the pond in Southview. We may need to rip some of the grass up and smooth it back down because there is a huge sink hole around the pond from the muskrats. We are trying to get back in control of the pond area by mowing down the cattails and cleaning out the weeds and keeping the water level where it belongs. The building for the Recycling Center has not started yet. Braton has a trouble ticket in for the lights north of 9th Street, explaining that 9th Street is the cut off between Xcel and Red River. Braton informed Council that Xcel is having problems getting people out here to fix the lights. Red River Coop did send out a map showing a number for each pole so if we have one that is out, we can give them the pole number. Schreiber asked if they were going to fix the lights that are still blue. Braton has not called yet to see if those can be replaced but he will and thinks it has something to do with light pollution as to why they are blue. The light was changed from a halogen to an LED at the skating rink. Schreiber asked if they are going to do the same lighting in Charleswood as they did in Southview. Affield believes they are.

c. Bob Cuchna, Fire Chief – Cuchna has not had a chance to get together with Chief Vogel yet to see if there are any safety funds left for the Fire Department because there are a few projects they would like to complete.

d. Wendy Affield, City Clerk – City Hall will be closed Monday, January 1st for New Years Day. This week should be my last week coming in early and staying late, I need to make sure everything is transferred between bank accounts prior to the end of the year.

e. Tracy Tollefson, Mayor – Mayor Tollefson visited with Kelly Richards today and it sounded like he sold a majority of the lots in Southview, ten (10) to one gentleman and thirteen (13) to another, some will close this Friday and some in a few weeks. Conversations were also had with Ken Norman concerning this topic. Affield informed Council Christopher Leigh who owns twenty (20) lots in Charleswood called today and is working with others to purchase his lots and build this coming year.

7. Committee Reports – None at this time

8. New Business –

a. Received Dividend Check from the League of MN Cities for \$1,929 – Affield stated, this is something we receive if there are extra funds, we never know how much it will be or if we will even receive any.

b. Approve Resolution 2023-12 - A Resolution Adjusting the Water Tower Utility Bill User Fee from \$15 to \$12 a Month – Affield explained on Ordinance #166 there was a chart concerning the Water Tower amounts we should receive yearly that needed to be updated since we changed the rates. A motion to approve Resolution 2023-12 was made by Patrick McCoy, seconded by Steven Ring. All in favor. Motion Carried.

c. Approve Changes to the Personnel Policy Handbook - Health Savings amount from \$3,000 to \$3,200 - Added New Minnesota Earned Sick Time Section – Affield will have all employees resign the handbook signature page now that the earned sick and safe time has been added. Affield thinks this will only affect two (2) of our part-time employees. Half a day on Christmas Eve was added and Mayor Tollefson would like to review the handbook to see if there is anything else that needs to be cleaned up. Chief Cuchna wants to make sure the Glyndon Fire Department is included with the earned sick and safe time because they are paid per call and not technically volunteers. Affield will do some more checking

with the League of MN Cities. A motion to approve the changes to the Personnel Policy Handbook was made by Steven Ring, seconded by Justin Schreiber. All in Favor.
Motion Carried.

d. Approve Changes to the 2024 Utility Rates - Reducing the Water Tower Fee to \$12.00 from \$15.00 and Increasing Capital Projects to \$8.90 from \$5.90 - A motion to approve reducing the Water Tower fee and increasing the Capital Projects fee was made by Patrick McCoy, seconded by Justin Schreiber. All in favor.
Motion Carried.

e. Approve Updating Ordinance #166 and adopting it as the 2024 City of Glyndon's Fee Schedule – Affield discussed the updates that were made from the utility rate sheet, added curbside recycling, and changed the non-resident cleaning deposit for the Community Center to two-hundred dollars (\$200.00). A motion to approve updating Ordinance #166 and adopting the 2024 City of Glyndon's Fee Schedule was made by Steven Ring, seconded by Patrick McCoy. All in Favor.
Motion Carried.

f. Approve 2024 Budget - Few changes: Increased Xcel electric bill, increased professional services, added the labor portion of the lien-to fee of seven thousand six hundred forty-nine dollars (\$7,649) since that will be paid in 2024, we have already paid for the materials. Schreiber asked about the solar gardens we are part of, does that help our electrical bills. Affield stated, we are still part of that, but Xcel took a jump in their fees this past year. *Revenue levy amount:* a portion will go to general property tax and the other portion will go to the 2018A Bond payment. The water tower decrease will move to capital projects, so that will even out. Undistributed receipts is a negative number because that is where the funds come from when we give the one-thousand-dollar (\$1,000) utility credit, the computer does not know where to code it. Sewer sales are lower because I feel people are paying more attention to how much water they use, and more are installing yard meters. Affield discussed the surplus and how part of that is the abatement revenue that we more than likely will not receive but it still needs to be included. A motion was made by Justin Schreiber, 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 – Nothing at this time.

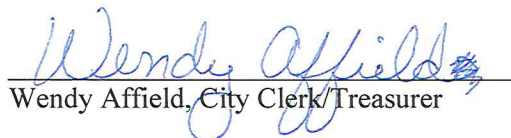
12. Miscellaneous Announcements & Recognitions –

- Holiday Lights Winners – 1st Place was located at 1012 Southcreek Ave, 2nd Place was located at 1120 Southcreek Ave, and 3rd Place was 11 9th St SE.

13. Adjournment – A motion was made by Steven Ring, seconded by Patrick McCoy to adjourn the meeting at 6:21 PM. All in Favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk/Treasurer

December 13, 2023, Council Meeting Minutes