

**Glyndon City Council**  
**2/28/2024 – 6:00 PM**  
**Regular Council Meeting**  
**City Hall Council Chambers**

1. **Call to Order:** Mayor Tracy Tollefson called the meeting to order at 6:00 PM
2. **Roll Call:** Council Members Present: Justin Schreiber, and Patrick McCoy; Public Works Superintendent Travis Braton; City Engineer Kris Carlson and City Clerk/Treasurer Wendy Affield.

**As Per Sign in Sheet:** None

**Virtual Attendees:** Fire Chief Bob Cuchna

**Absent:** Council Members Steven Ring and Bryant DeVries

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

- a. **2/14/2024 - Council Meeting Minutes**

- b. **Approve Resolution of Payments**

- **Approve Barnesville’s Rod & Gun Gaming Permit for April 21, 2024, at the DGF High School**

4. **Any Additions to the Agenda** – Nothing at this time

5. **Motion to Approve the Agenda** – Motion to approve the agenda was made by Justin Schreiber, seconded by Patrick McCoy. All in favor.  
Motion Carried.

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

7. **Mayor/Department Reports**

- a. **Justin Vogel, Police Chief - Absent**

- b. **Travis Braton, Maintenance Supervisor** – Travis informed Council he will be attending the Minnesota Rural Water Conference in St. Cloud leaving Monday March 5, 2024, in the afternoon. On March 7<sup>th</sup> he will be testing for his Class C Water license; if Braton passes the City will no longer need Ron from Ulteig’s license. The water/wastewater numbers calculated showed we produced thirty-one million three hundred thirty eight thousand (31,338,000) gallons of water in 2023; with that we metered twenty-eight million two hundred nineteen thousand eight hundred (28,219,800) gallons of water on residents/commercial meters; we had two hundred forty-two thousand (242,000) gallons of accounted for water loss, such as fire trucks pumping water, flushing fire hydrants, and flooding the ice skating rink; the uncounted water loss was calculated to be two million eight hundred and seventy-six thousand (2,876,000) gallons. The State of Minnesota wants to see a city our size be under ten percent (10%), and the City is coming in at nine percent (9%). Braton informed Council as for wastewater we pumped thirty-three million two hundred forty-three thousand (33,243,000) gallons of water into the ponds. Braton believes we did have a little I&I (inflow and infiltration) issue last spring due to storm ponds not being pumped down in the fall and some stuff still being froze up, with that he predicts we will be good this

spring to discharge. Mayor Tollefson asked if the Maintenance Committee will visit more concerning the nine percent (9%) water loss? Braton stated ten percent (10%) is basically standard and that is what the State of Minnesota is wanting so there is no need to visit on this. Carlson informed Council, it is in line with what the State is looking for and certain areas like the fire department and flushing hydrants use water that is not metered. Braton stated he might have MN Rural Water come in during the spring or summer to do some testing regarding our water loss numbers. Mayor Tollefson asked Braton if they did a lot of snow cleanup today? Braton stated we did a good job getting ahead of it and did more cleanup this morning. Mayor Tollefson asked Schreiber if there are any identified areas that Braton should be aware of since it is his first year here during snow removal and the thawing process. Schreiber mentioned the maintenance crew was there this morning with the loader keeping the walking path open, otherwise he does not have any concerns this year.

**c. Bob Cuchna, Fire Chief** – Virtual (unable to hear) ended up leaving the meeting.

**d. Wendy Affield, City Clerk** – Affield stated Chief Vogel met with Arvig regarding updating our phones and giving up other options, so with those numbers the City would be saving between twenty-five hundred dollars (\$2,500) to three thousand dollars (\$3,000) on our budget. Arvig is going to be furnishing us phones they already have on hand and when Braton or Chief Vogel call out on their cell phones, their personal phone numbers will not show up, it will be an office number; and with the updated phone system we should be able to transfer phone calls to one another even if they are in a different building. Dan Farnsworth from Metro Cog is wondering if someone on the Council would be interested in attending meetings occasionally regarding the Heartland Trails studies, Affield will send a letter out to the council if anyone wants to attend. Mayor Tollefson stated she is already part of these meetings with the school so she can also let the Council know what is happening and if anyone else wants to join her they are more than welcome to. Affield let the Council know the 2023 Audit is coming in April and she will be getting the paperwork together and will be sending it over to Eide Bailly in March.

**e. Kris Carlson, City Engineer** – Carlson let Council know Charleswood's budget was reconciled for the 2023 year, and they have some preliminary calculations going, everything is looking positive compared to what was presented at the hearing. Carlson would like to get authorization from the Council to move forward with some funding options for repairs to the water treatment plant, there is an application that is due in May of 2024 which there is no cost to apply, this application would be for getting the city on the list. This list will show what funding the water plant can get from the MN PFA (Public Facilities Authority). If approved Carlson will get the application submitted and will see what funding options are available. Carlson and Braton met about updating the water/sewer ordinances on services particular, Carlson stated he needs to update his information that he presented last fall but will put this on pause until the City Council decides what they would like to do with their ordinances before moving forward. Schreiber asked if this application process is to repair the inside. Carlson said it is a rehab, the filter needs updated, and it looks much older than it is. Affield asked when it was built. Braton informed Council it was built around 1986. Carlson stated the following needs to be updated; mainly filters, controls, chemical feeds and some other things that have been neglected over time. Schreiber asked about the grant for 7<sup>th</sup> Street, wondering when we will find something out. Council and Carlson discussed some other options that can be looked at if we do not receive the grant funds. Mayor Tollefson was wondering if we are still thinking of doing the extra parking spots across from Johnson Park when they pave Charleswood? Carlson stated yes that is still the plan. Mayor Tollefson also wondered if we could look at the parking lot at the Community Center. Carlson stated we can look at the parking lot again but a few years ago the cost was over one hundred thousand dollars (\$100,000) to repair. Carlson also mentioned he will look at his notes and get back to them regarding more details on the repair of the Community Center parking lot. Braton stated we could sealcoat over the parking lot. Schreiber asked if there are going to be any sealcoat projects done this year. Carlson, who is going to visit with his coworker Alex



Ranz regarding sealcoating will have him look into pricing for Southview which could probably be done in August or September. Braton thinks we could tack on other areas since it would be a small sealcoat project. Carlson stated the main part of the City has been done. Schreiber asked when Southcreek was done? Mayor Tollefson stated within the last five (5) years. Affield asked Council to notice on the expense sheet we finally received a bill from the County for the Parke Ave/ Highway 10 intersection project that was completed last year. Affield mentioned the funds to pay this bill will come out of the MnDOT escrow funds and the Clay County yearly allotment funds we receive. It was asked if the Wheelage Tax funds would be used. Affield stated, we should not have to use any of those for this project. Carlson informed Council this project came in better than what was estimated. Mayor Tollefson asked Braton if there will be any pothole repairs this summer once winter is finished? Braton is hopeful with Soli's (maintenance worker) expertise and having three (3) workers now they will be able to handle repairing most of the potholes. Braton would rather get the hot mix straight from FM Asphalt instead of using the individual bags of patch mix. Braton would also like to utilize the Sentence to Serve crew on the bigger projects. Tollefson mentioned coming down the main road in Southcreek there is a big bump around a manhole, could this be looked at. Braton stated he did notice some in Southview and believes they are back to normal. Carlson mentioned the clay underground in Glyndon is difficult at times. Braton will be looking at some of the culvert bumps that run across the roadway and will see if some of those can be taken care of. Mayor Tollefson was asking about street sweeping. Affield and Braton confirmed we do that right before graduation time. Braton will be setting up the street sweepers and look into the mosquito spraying contract.

**f. Tracy Tollefson, Mayor** – Nothing at this time

**8. Committee Reports** – Nothing at this time

**9. New Business**

**a. 2023 Audit is set for the Week of April 1<sup>st</sup>** – Affield mentioned earlier she will be getting things together and sent to Eide Bailly for the 2023 Audit that will start April 1<sup>st</sup>, 2024.

**b. Police Department Building Remodeling Estimates** – Chief Vogel had emailed Council a few days prior to explain what he would like to see updated at the Police Department. Mayor Tollefson asked Affield to explain more to McCoy as to how the project would be funded. Affield explained we will be using funds totaling twelve thousand five hundred dollars (\$12,500) that Sanford had paid years back that were put into an escrow account, we will also be using the Police Departments escrow funds that are in their 2024 budget and if anything is left over, we might have to use some of the building repair funds in the general budget. Mayor Tollefson questioned the taser funds. Affield stated he should not have to touch those funds for this project so he can keep them for the yearly payment for the body cameras and tasers. Mayor Tollefson asked if there was any questions concerning the email Chief Vogel sent out, mentioning the bids did come in higher than expected. Affield stated he was able to get the numbers down, all funds are there to cover the remodel. A motion to approve the estimates from Nelson Contracting, D&M Industries, Superior Electric and Legacy Plumbing for the Police Department's remodel allowing them not to exceed ten percent (10%) of the budgeted cost unless there is a follow up with Council was made by Justin Schreiber seconded by Patrick McCoy. All in Favor. Motion Carried.

Mayor Tollefson asked Braton if he has heard anything about when the addition will be completed on the maintenance building. Braton informed Council he will reach out to Jason and see what his plan is, stating the contract that was signed ends March 29, 2024. Braton believes we will see progress soon.

**c. Proposal for Dry Tank Cleanout of the 18,000 Gallon Backwash Tank – Travis Braton -**

Travis informed Council back in 2018 Scott (old Maintenance Supervisor) signed a ten (10) year agreement with KLM Engineering, Inc.; in the agreement KLM cleaned and did a full report for the water tower in 2021, which Braton has a copy of. The water tower will be due again in 2026 to be cleaned and inspected, the ground storage reservoir was cleaned in 2019 with full inspection which will be done again this year. Braton informed Council there is not a date set at this time for the storage reservoir to be cleaned and inspected but we are looking at thirty-eight hundred dollars (\$3,800). Braton explained the quote that is in the agenda packet is for the dry tank cleanout, he does not have any records of this ever being cleaned or inspected. The backwash tank water goes into the tank and settles while the iron goes to the bottom and then gets recirculated every forty-eight (48) hours. The DNR (Department of Natural Resources) states they want the backwash tank to be circulated due to water usage and the drought, so with that Braton would like to try and save some money and have KLM do the backwash tank and dry tank at the same time. The ten (10) year contract is due to end in 2026 with KLM and he would like to extend the contract and add in the backwash tank, but this year he would like to see the dry tank cleaned which will put a strain on his water's professional service budget. Braton informed Council to clean out the backwash tank it would be thirty-five hundred dollars (\$3,500). It was noted KLM will take pictures of before and after the cleanout to show how much sludge was built up. A motion to approve the cleanout of the 18,000-gal backwash tank was made by Justin Schreiber and seconded by Patrick McCoy. All in Favor.

Motion Carried.

Mayor Tollefson asked if these amounts, like the cleanout are noted in the budget. Affield mentioned she tries to add them under the comments, but they only give her so much room. Mayor Tollefson then asked if Affield signs off on the contracts. Affield stated, she should be the one signing after Councils approval. Braton informed Council the contract was signed in 2018. Affield informed Council we locked in some good prices, that is why we signed the contract. Carlson believes the company feels if they do it more often it would be less effort so they can charge less for the work being done.

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

**11. Old Business/ Unfinished Business Updates – Nothing at this time.**


**12. Miscellaneous Announcements & Recognitions**

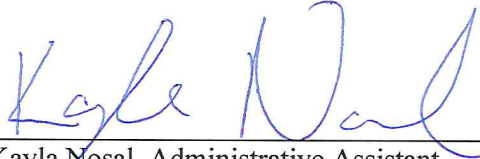
**a. Clean-up Week – Northside of the Tracks is Wednesday, May 1<sup>st</sup>**

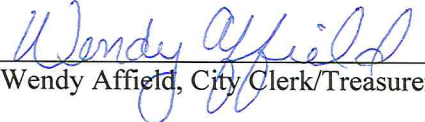
**b. Clean-up Week - Southside of the Tracks is Wednesday, May 15<sup>th</sup>.**

**13. Adjournment – Motion was made by Patrick McCoy to adjourn, seconded by Justin Schreiber. All in favor.**

Motion Carried.

  
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Tracy Tollefson, Mayor

  
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Kayla Nosal, Administrative Assistant

  
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Wendy Affield, City Clerk/Treasurer

February 28, 2024, Council Meeting Minutes