

Glyndon City Council
3/21/2024 – 5:00 PM
Capital Improvement Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson called the meeting to order at 5:00 PM
2. **Roll Call:** Council Members Present: Bryant DeVries, Justin Schreiber, Patrick McCoy, Steven Ring; Police Chief Justin Vogel, Maintenance Superintendent Travis Braton, Fire Chief Bob Cuchna, and Clerk/Treasurer Wendy Affield.

As Per Sign in Sheet: Shaun Erickson
Virtual Attendees: None
Absent: None

3. Capital Improvement Plan –

a. Police Department – Chief Vogel – Chief Vogel informed Council he has made a conditional offer to an officer pending background check and psychological evaluation, if those two items come back good the Police Department should expect the new officer to start the middle of April. Chief Vogel stated the police vehicles are in good shape, they possibly would be looking to replace one in 2026 and the funds are already set aside for that purchase. Chief Vogel mentioned the body and squad cameras will be going live hopefully by April, also the yearly funding for these are set aside. Chief Vogel discussed how we will eventually need a new building so Council should start thinking about when and where the location should be; the remodel is going as planned in the current Police Department building which will help get by for the next few years, stating the current building was never meant to be a Police Department; the building started out as the Fire Hall then Maintenance, then moved on to City Hall and now lastly is the Police Department. Chief Vogel’s suggestion to Council is, where do you want to put the growth, where do you want the potential of a new building within the next ten to fifteen (10-15) years. Chief Vogel did state he wants to continue with the remodel of the current building by updating and painting the outside; hopefully next year to have new signage outside to make it more appealing when people are driving by. Schreiber had a question for Chief Vogel regarding the prospect of the new Police Department building, would the new building need to be separate from the City Hall? Chief Vogel replied by explaining they could be in the same building but would need to have two (2) different secure access points within the building to prevent anyone just walking into the Police side of the building.

b. Maintenance Department – Travis Braton – Braton informed Council they need to finish up around the pond area in Southview this year explaining the only thing that would be left to do is to fill in the muskrat dens, smooth out the dirt and seed. Braton explained he would like to replace the forty (40) year old six-inch (6”) water pump that currently works but has issues staying running for over 24 hours. Braton explained a newer model would help reduce the amount of manpower hours it takes to run back and forth to make sure it is still on. A new one should keep running for the 8-14 days and would shut off automatically. Braton stated he contacted Red River Coop to see about getting power where the water pump is located by the ponds. Braton informed the Council in the next one to two (1-2) years he would like to purchase a flatbed trailer with a four to six (4-6) foot working platform in the front, currently Braton is using his personal trailer and the dump trailer around the City. Mayor Tollefson asked what we would use it for. Braton explained it would be for hauling lawn mowers and tractors, stating right now we have to drive them out to the ponds and that takes a lot of time; if we need to get work done on any of our larger equipment it is roughly a four-hundred-dollar (\$400) fee one way for them to pick it up. Mayor

Tollefson asked Braton if he had ever looked at purchasing a used trailer? Braton's response was "he has not at this time". Braton explained he is trying to build up the equipment budget so within the next one to two (1-2) years he would have the funds to purchase a flatbed trailer. Braton stated hopefully in the next two to three (2-3) years he would like to purchase a new maintenance vehicle being a three quarter to a one-ton truck with a service box and a crane to pull their own pumps, if need be, but would need the right personnel on staff to be able to do that. Braton feels the loader that was purchased in 2021-2022 is undersized and he is hoping in the next three to five (3-5) years to be able to purchase a larger one, adding a wing and pusher for the front to be able to use it also as a snowplow. Braton explained in the next four to five (4-5) years he would also like to invest in purchasing a mini excavator which would be ideal to assist in cleaning up ditches and breaking beaver dams out by the ponds; currently we rent an excavator two (2) times a year. Braton discussed at the moment building space for the maintenance department is at full capacity for storage wise. Braton explained eventually maybe ten to fifteen (10-15) years down the road the City Hall, Police Department, and Maintenance could all be in one building. Mayor Tollefson is wondering with a larger loader what could we do more in depth than what we are doing now? Braton explained the plow trucks we have are older like a 1987 and 1991; the loader we do have has a hard time pushing up the bigger logs at the burn pile and does not have enough power to lift them. Affield mentioned the City of Moorhead has their equipment on a schedule for replacement, they might have something in the years to come for sale. Mayor Tollefson stated if you look at the truck with the bucket attached, would we need something like this and how often would you use it? Braton stated the bucket is a crane and having the truck would allow the department to pull the pumps at the Lift Stations (4 pumps) and at the ponds (4 pumps) 2 times a year; pulling the pumps consists of checking the oil, meter (electricity draw down), the impeller on the bottom and making sure rags are not wrapped around them. Braton stated one of the pumps is around fifteen thousand dollars (\$15,000) to replace, if they had the truck with the lift, it would allow the department to replace the pumps on their own. Mayor Tollefson asked Braton how much are we charged for having the pumps serviced? Braton thinks it was around seventeen hundred dollars (\$1,700) for one lift station, and he is going to look into a contract for the four (4) lift stations with the eight (8) pumps. Affield asked if the crane on the truck would be removable at any point? Braton replied, the crane is electric and would be aluminum and stays in the truck. Affield then asked would it be driven around town all year? Braton stated, yes. Mayor Tollefson asked Affield if there was a list that shows all our vehicles and when they were purchased so Council has an idea of what is forthcoming. Braton stated he could compile the information Mayor Tollefson is looking for. Affield informed Tollefson we do have folders on hand of the vehicles which will make it easier to do the list. Braton explained he would like to get on a rotation like the Police Department does with their vehicles.

c. Fire Department – Bob Cuchna – Cuchna informed Council that last year the Fire Department had received a substantial amount of donations which rivaled the amount of money that was brought in by their operational budget; this allowed the Fire Department a few wild land items. Cuchna stated the generator is the only item still on the short-term improvement list; the company Cuchna was talking to about purchasing a generator was being very difficult to deal with so he will need to seek out a different company to purchase a generator through. Mayor Tollefson asked Council Member Ring if the purchase of the generator was something he was working on with Cuchna? Ring asked Cuchna if that was the same company that came out to the Fire Department? Cuchna explained the last time he reached out to the secretary was to let her know he cannot open the attachment; he never did hear back from them; now it has been a year since the last correspondence. Mayor Tollefson asked if purchasing a generator is still a main priority for the Fire Department? Cuchna responded by saying the one generator they do have is not working unless you start it by hand. Tollefson asked Cuchna so if you need a generator then what? Ring stated the Maintenance Department has a portable one if the generator does not work. Ring thought everything was all set up for the replacement of the generator, all that was left was to line up an electrician; Cuchna stated he never heard prices, types, or sizes for the generator. Tollefson feels if buying a generator is still a priority the Fire Committee and Chief Cuchna should reconnect? Ring stated

again that he thought everything was set to move forward in getting the generator installed. Cuchna stated they might have to reach out to the original company that was going to install the generator and felt the purchase of the generator should have been included in the 2024 budget. Tollefson stated in July is when the Council will be looking into the 2025 budget, so someone would want to get some numbers for a new generator to present or be approved by the City Council. Tollefson asked Ring if at the next meeting he would be able to have an update about the generator? Ring stated he will head over to the company next week. Cuchna informed Council in 2012 they took away the funds that were going towards the capital improvement for vehicles which was fine because the city was short funds at the time, so back then the Fire Department needed twenty-six thousand dollars (\$26,000) a year to buy vehicles about every eight (8) years; well now we are over fifty thousand dollars (\$50,000) and it would be about one point seven million (\$1.7) to replace all the vehicles the Fire Department has. Cuchna stated that some of the vehicles are cheaper, and some are more expensive; suggesting to Council there might be some Townships that would be interested in helping with donations to go toward new equipment. Cuchna's next priority would be the Fire Hall, he would like a little more space someday. Cuchna stated the last quote he got for a stock pumper tanker was five hundred sixty-five thousand dollars (\$565,000) which is just for a basic truck. Affield mentioned when Savageau was on the Council she talked about how the City would never have enough money to purchase a truck without a loan or bond of some sort which would have a yearly payment. Tollefson commented to Cuchna under priority 2 you noted the driveway. Cuchna stated the driveway is badly torn up. Tollefson asked Cuchna if he would just seal coat the driveway? Cuchna responded no; the driveway is beyond a seal coating. Ring stated the next Fire Committee Meeting is April 24th. would he be able to have available the items that are needed to be replaced and a plan for cost and priority to get things done. Mayor Tollefson believes all the department's needs are different in a sense that the fire truck might be a 1982 or 85 but how many miles a year is put on that vehicle verses the Police Department vehicles. Cuchna stated the Fire Department Association states to replace the water tanker truck every twenty (20) years because of updates in safety. Mayor Tollefson asked Cuchna if he has researched for any grant funding? Cuchna stated we have received grants in the past, the AFG (Assistance to Firefighters Grants) grant that is just for Firefighters. Ring asked if the League of Minnesota Cities has written any grants for the City? Cuchna stated in 2004 they received a grant for one of the fire trucks which was received from the Department of Defense; the 1998 was purchased at that time. Cuchna stated grants are hard to come by. Ring explained, hopefully by the beginning of May they should have an update on the priorities for the Fire Department's Capital Improvement plan; and possibly different scenarios for getting creative for funds.

d. City Hall – Wendy Affield - Affield informed Council she spoke with the man in charge of the STS (Sentence to Service) crew about replacing the carpet at the City Hall; the person in charge did confirm they could do that, stating the STS crew would need about three (3) weeks to do the replacement of the carpet; Affield asked him to remember the City Hall for a next year project. Affield stated the quote we received for material and labor was over fifteen thousand dollars (\$15,000) and if we had the STS crew install the new flooring we would be saving on the labor cost.

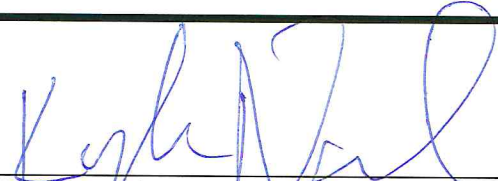
e. Capital Projects (\$31,186.37 from 2023)

4. Open Forum - None at this time

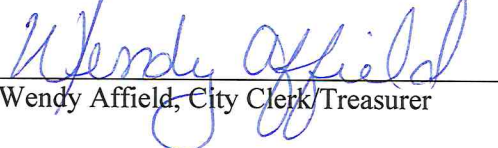
5. Adjournment – A motion was made by Justin Schreiber to adjourn the meeting at 5:40 PM, seconded by Steven Ring. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Kayla Nosal, Administrative Assistant



Wendy Affield, City Clerk/Treasurer

March 21, 2024, Capital Improvement Meeting Minutes