

Glyndon City Council
Wednesday, March 27, 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: Steven Ring, Justin Schreiber, Bryan DeVries and Patrick McCoy; Police Chief Justin Vogel; Fire Chief Bob Cuchna; Public Works Superintendent Travis Braton; and City Clerk/Treasurer Wendy Affield

As Per Sign in Sheet: Shaun Erickson

Virtual Attendees: None

Absent: None

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

a. 3/13/2024 - Council Meeting Minutes

b. Approve Resolution of Payments

- **Approve Gaming Application for UC Hope – Bingo on May 3rd, 2024, at the Glyndon Community Center**
- **Approve Hiring CrafTech (Tyler Guhlke) as our New IT Company**
- **Accept Donation Check of \$100 from Morty’s Bar for the Community Outreach Program**
- **Accept Donation Check of \$100 from Oasis Convenience Store for the Community Outreach Program**

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

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

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

7. Public Hearing – Glyndon’s Police Department is Implementing a Body Worn Camera System – Mayor Tollefson read: *“At this time, we will open the Public Hearing to give the public the opportunity to ask any questions concerning the policies and procedures related to the body worn cameras the Glyndon Police Department will be implementing”* - Chief Vogel stated on record the body worn camera system was publicized on the Glyndon Police Facebook page and the City of Glyndon page; on the Facebook post there were fifty-nine (59) likes and a person commented they were excited the Glyndon PD is implementing the body worn camera systems, these body worn cameras are an awesome tool to utilize and helpful to the community as a whole. Chief Vogel stated he needed to document the following information about having a Public Hearing and what input was made due to the Police Department being audited every few years. Chief Vogel then showed what the Axon body cameras look like and explained where they will be wearing them, either on their coat or vest. Schreiber asked when the Police Officers will start wearing the body cameras; Chief Vogel replied, it will be a trial run tonight to make sure the

video quality is good; then on April 2nd Axon will come to Glyndon to place the cameras in the squad vehicles. Chief Vogel stated after all devices have been installed the tasers, body cameras, and the squad cameras will all be connected, which means after April 2nd the Glyndon Police Department will be going live with all equipment. Ring asked if an officer were to pull a taser out, would it then activate the body camera? Chief Vogel replied yes, it would activate both the body camera and squad camera, or if another jurisdiction is on scene and have a Taser 7 or similar it will also activate our Police Officer's cameras as well.

8. Mayor/Department Reports

a. Justin Vogel, Police Chief – Chief Vogel informed Council they have been busy at the Police Department especially with the construction remodel, hoping it will be ready to sheetrock soon. Chief Vogel stated Coffee and Cards at the Community Center started up on Tuesday, a few people came out even with the bad weather and they are expecting more of a crowd on Thursday March 28th. Chief Vogel stated the Glyndon Police Department made a conditional offer for a potential officer, all that is left is to finish the background and complete the other items that are needed for him to qualify to become full-time.

b. Travis Braton, Maintenance Supervisor – Braton informed Council he did get his results for the Class “C” Water Certification test and received a passing score, he will then notify the State Duty Officer once he receives the certificate in the mail. He reached out to Ulteig Engineering to let them know we will no longer have to utilize their license. Braton stated the Recycling Center is coming along; he spoke with the contractor regarding an update, which the contractor informed him he will just need a couple more days of good weather for it to be completed. Braton mentioned there was a question about the metal colors; since the lean-to is being built onto a thirty (30) year old building the colors are not going to match perfectly because the old colors are a bit faded. We will get an electrical quote for putting in six (6) overhead light sockets and two (2) electrical boxes. Braton stated the maintenance crew will be pouring concrete themselves which Braton is hoping to get started with in early May beginning of June. Braton informed everyone we are in predischarge season for the lagoons, maintenance did a sample which came back good; so, when the ice recedes off the lagoons they will start the discharge process. He will be talking to Carlson about a more permanent pump set up at the lagoons and getting quotes to see if we want to move forward with installing a more permanent pump or to keep utilizing the six (6) inch pump. Braton stated he attended the annual Emerald Bore Ash training today, plans to look into some grants for the inventory of the ash trees in town and to identify if any of the trees have the disease or beetles; Braton explained he will talk with Ulteig about possibly getting an inventory in Glyndon to see how many ash trees there are; Braton stated he received a call about an elm tree in town and has verified it through Minnesota Department of Agriculture that the tree does have Dutch elm disease. The tree has been roughly dead for two (2) years; Braton stated after going through the City's Ordinances he would like to ask for Council's approval to send a letter to the homeowner since the tree is in a fenced yard on private property. The tree needs to be removed within twenty (20) days, if the tree has not been removed, he will then call three (3) companies and have them provide a quote to remove the tree and the bill will be sent to the homeowner. Affield informed Braton she will need the letter from the Department of Agriculture. Braton explained that Dutch elm disease is similar to bore ash disease, just a different beetle. Mayor Tollefson asked Braton if he would be sending this letter tomorrow or later this week? Braton replied yes as soon as he receives the Council's approval. A motion to approve a letter being sent to the homeowner of the tree with Dutch elm disease was made by Steven Ring, seconded by Patrick McCoy. All in Favor. Motion Carried.

c. Bob Cuchna, Fire Chief – Cuchna will talk about the generator later on in the meeting. Cuchna said he would like to work with the Building Inspector concerning the possible apartment building coming to town and needs to make sure it is up to code with a sprinkler system. Cuchna stated it is going

to be a huge project for a smaller fire department if something was to happen. Cuchna just wants to make sure he gets to go through the specifications. He mentioned one thing that is coming up with the legislative topic is that OSHA has proposed to make some rule making for Safety & Health Standards which is called Emergency Response, Cuchna stated the Government and OSHA still have to work out details so he will let Council know more later. Cuchna stated until May 2024 there is a chance for public comments and then it will move forward with the Government finalizing the Safety & Health Standard.

d. Wendy Affield, City Clerk – Affield mentioned our Recycling Attendee Jason Werk who operates the center on Saturdays, will be resigning at the end of June 2024; Affield will try to get somebody hired for a four (4) hour shift on Saturdays. Mayor Tollefson asked Affield if Tuesday & Thursdays are working out internally with the Maintenance and Police Department opening and closing the recycling center? Affield replied they are but on Saturdays the Police Department does not get in until later in the day so we would still need someone to open the center on Saturdays. Affield informed Council the audit will be starting next week, and she is still in the process of making sure they have everything they need to start. Affield stated all the departments received their new phone system today; Cuchna asked if for the voicemail to email option with the new phones has been activated yet? Affield replied it was supposed to, but she is not sure because no one was at the firehall when the phone was set up. She will get him the contact information for Arvig. Affield informed Council at the moment we only have two (2) people signed up for the Garage Sale and one of them is renting the Community Center.

e. Tracy Tollefson, Mayor – Nothing at this time.

9. Committee Reports

a. Ordinance Committee Meeting – Mayor Tollefson informed Council the committee met right before this meeting; we were reviewing Nuisance Ordinance #194, and the ordinance is now at a spot where we want to send it back to Ken Norman to review. Mayor Tollefson stated the committee went through and focused a lot on the definitions plus making sure the ordinance was very clear throughout; we also identified the different sections, what is a public nuisance, what is something that effects their health, peace & safety, and stuff concerning junk/rubbish/trash. We were also talking about the number of vehicles in a driveway, which is not in this ordinance because we did receive a lot of feedback on that. Mayor Tollefson explained the committee tried to take the feedback and apply it to the ordinance and now are trying to build the fines and penalties accordingly. We are hoping to have it back from Ken Norman by April 10th so it can be discussed at that meeting. Mayor Tollefson asked Council to please read through the ordinance thoroughly before the meeting on Wednesday, April 10th. The ordinance committee will have two more meetings prior to discussing it at the Council Meeting on April 10th. The first reading of Ordinance #194 will be held April 24th, the second reading will be May 8th with publication set for Monday, June 3rd, 2024. Schreiber stated this ordinance was sized down to just focus on the bigger issue areas around town and the committee listened to the feedback of the people at the meetings and tried to implement some of it into the ordinance knowing we cannot do all of it, but we did do some. Affield informed Council once this is completed, we will start working on the graffiti, noise and other things that were pulled out. Tollefson said the timing of the ordinance will also allow residents to utilize clean-up week as well.

10. New Business

a. Gateway to the Lakes Magazine Advertisement – Mayor Tollefson stated there is a sample of the advertisement in the agenda, giving people a little information about Glyndon; Affield did express the advertisement does need to be revised. Mayor Tollefson stated each year we do update the advertisement,

and last year we put a full-page ad in the magazine. A motion for the City of Glyndon to advertise with Gateway to the Lakes magazine was made by Steven Ring, seconded by Bryant DeVries. All in Favor. Motion Carried.

b. Discussion Concerning Removal of the Depot Located at 216 Partridge Avenue – Mayor Tollefson stated there is someone interested in the depot, plus has the resources to get the building moved; Ken Norman did get another opinion regarding how to handle the removal of the depot and overall, as long as the building/structure is sold for less than twenty-five thousand dollars (\$25,000) we do not need any other quotes, we can enter into an agreement with the person who is interested in removing it. Chief Vogel stated the individual is still interested in the building and currently working on a time frame, working around when road restrictions will come off; the individual will work on the timeframe with the company who will be moving the depot and retrieving the necessary permits needed to get the building moved if Council approves. Mayor Tollefson asked Chief Vogel if he thought the individual would be donating back to the city? Chief Vogel replied, there is a good possibility. A motion was made by Steven Ring, seconded by Justin Schreiber for the approval to allow this individual to remove the depot located at 216 Partridge Avenue. All in favor. Motion Carried.

c. Discussion Concerning Removal of a Tree located at 606 Eglon Avenue – Quote from Carr's Tree Service and Fischer Tree Removal – Braton explained this tree is not associated with the one spoken about earlier, it is located on a boulevard, which makes it the City's responsibility to remove. Braton explained the homeowner called last year with concerns, it is a very big cottonwood tree that is leaning towards his house and is hallow in the middle; at the time the homeowner called in last year the City had already used their forestry budget so we would like to take care of it as soon as possible this year. Braton stated there are three (3) quotes for removal, the prices range from three thousand seven hundred dollars to one thousand seven hundred and fifty dollars (\$3,700 to \$1,750) with Carr's Tree Service being the lowest. Affield ask who would be removing the stump. Braton will rent a stump remover later this year because he has others around town that need to be removed also. A motion to approve the removal of a tree located at 606 Eglon Avenue was made by Steven Ring, seconded by Bryant DeVries. All in favor. Motion Carried.

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

12. Old Business / Unfinished Business Updates


a. Replacement/Installation of a new Generator at the Fire Department – Generator from Acme Tools for \$7,511.93 – Installation from Legacy Plumbing for \$764.00 also need an Electrical Bid – Ring informed Council he met with JDP Electric today and since the generator is going to be outside, we will need a battery and oil warmer installed. Ring explained if we lost power the generator should handle everything at the Fire Department except running of the washer, dryer, and oven; Ring stated JDP Electric said the easiest way would be to tear out what is there, purchase another electrical panel from Acme and JDP electric will rewire and clean everything up, so it is only the items needed hooked to the panel. Legacy Plumbing will retrieve the generator from Acme and install it. Ring stated either JDP Electric or Laney's will service the generator. Mayor Tollefson asked what the timeline would be? Ring believes everything is in stock at Acme, and he estimated the total cost for the installation and purchase of the generator to be around twelve to fourteen thousand dollars (\$12,000 - \$14,000), which is the cheapest route without having to completely rewire the Fire Department. Cuchna then asked where the funds are going to be pulled from? Affield commented there are funds in the Fire Department's escrow account that the city has put in over the years and there is the FM Ambulance funds that are put into their budget

for building repairs. Ring informed Council JDP Electric would be about two to four (2-4) weeks out before they can go to the Fire Department for electrical work on the generator. Braton asked if there was a location planned for the generator to be placed? Ring thought it would be put in the same spot. Braton then asked if there is a possibility for the generator to be placed on the corner of the building for snow removal purposes? Ring answered as long as the plumber does not have to go through any extra work and as long as the generator is on a stable platform, if not there is a pad we could purchase with the generator. Cuchna likes Braton's suggestion for the location of the generator. Braton stated there is an electrical panel/box and telephone pole in that location and he would like to see the generator placed just north of that so the Maintenance Department can come in to do their snow removal and the generator would be out of the way. Braton stated the maintenance crew can pour the concrete slab. Ring asked to have a spot ready and prepped for where the generator is going. Braton would like to be kept informed. Braton asked if the cost of seven hundred sixty-four dollars (\$764.00) from Legacy Plumbing is just to retrieve the generator. Ring explained it is for them to pick it up, bring it to town, put it in its spot, hook up the gas, and get everything ready for JDP Electric. A motion to approve the replacement/installation of a new generator at the Fire Department with a cap cost of fourteen thousand dollars (\$14,000) and if the cost becomes more it will need to be discussed at the next meeting was made by Justin Schreiber, seconded by Patrick McCoy. All in Favor.
Motion Carried.


13. Miscellaneous Announcements & Recognitions –

- a. **Clean-up Week** - Northside of the Tracks is Wednesday, May 1st.
- b. **Clean-up Week** - Southside of the Tracks is Wednesday, May 15th.

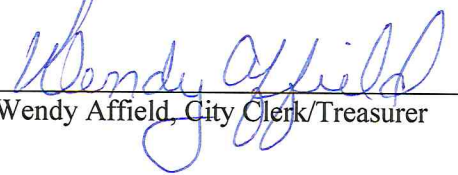
14. Adjournment – A motion was made by Steven Ring to adjourn the meeting at 6:35 pm, seconded by Bryant DeVries. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Kayla Nosal, Administrative Assistant



Wendy Affield, City Clerk/Treasurer