

**Glyndon City Council**

**8/23/2017**

7:00 p.m. Regular Council Meeting  
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Joe Olson and Kimberly Savageau, City Clerk Wendy Affield, Administrative Assistant Susan Dayley, Maintenance Supervisor Scott Lofgren, Fire Chief Bob Cuchna, City Engineers Chris Thorson, Kris Carlson and Alex Ranz.

**As Per Sign in Sheet:** Terrie Enlow, Corey Elmer, and Nate Anderson.

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 1-30-17 Public Hearing Minutes for Vacating Streets in a Portion of Centennial Addition
  - b. Minutes – 8-9-17 Council Meeting
  - c. Approve Resolution of Payments – A motion was made by Kimberly Savageau to approve the Consent Agenda, seconded by Justin Schreiber.Motion Carried.

4. **Additions to Agenda**
  - Discussion of 7<sup>th</sup> Street Extension to County Road 17

5. **Motion to Approve Agenda**

A motion to approve the 8/23/2017 Agenda was made by Joe Olson, seconded by Justin Schreiber.

Motion Carried.

6. **New Business**
  - a. **Request for Parcel Realignment and Split – Kuehl Brothers Farms - Corey Elmer** - Corey Elmer from Vogel Law Firm passed out a map showing the three (3) tracts of land Kuehl's would like to split. Kuehl Brothers Farms owns three (3) tracts of land located on the north side of Glyndon which is used for agricultural purposes. Parcels 55.900.0120 and 55.900.0110 are in the City Limits of Glyndon, parcel 10.002.1800 is in Clay County. Kuehl's would like to realign the parcel boundaries to run north-to-south (four tracts) and to have the billboard located on its own parcel. The purpose of the realignment is to allow individual tracts to be conveyed to partnership members and to create a separate parcel for a billboard located along the north side of Highway 10. There is no change in the agricultural use of the property or any further subdivisions planned for the property. The Kuehl parcels are reconfigured into tracts A, B, C, D and E (Tract E is located at the far southern boundary of Tract B and is adjacent to Highway 10). However, part of the new tracts A, B, C and D, and all of E are within the City of Glyndon as portions of the existing City parcels. As such, Moore Engineering is splitting each of those tracts into a County tract and City tract, that is A1(County) and A2 (City), etc., each of which will have its own tax identification number. Savageau questioned the access availability to

those tracts after the realignment. Thorson questioned tract B access, Mr. Elmer stated, that particular parcel would not have any specific access to it but the same owner will own both tracts so there are no access issues at this time. A motion to approve the realignment and splitting of property owned by Kuehl Brothers Farms was made by Justin Schreiber, seconded by Kimberly Savageau.  
Motion Carried.

**b. Discussion Concerning Flashing Speed Sign Installed at 610 State Street NE – Terrie Enlow** – Enlow stated several residents that live along a stretch of Highway 10 on the eastern part of Glyndon are concerned about the speed of traffic as they enter Glyndon from the east. Enlow informed Council since the construction, the residents in that location have had to pick up their mail at the Post Office and remove their mailboxes due to the unsafe drop off area for the mail carrier. Enlow has contacted Tom Swenson, MnDOT Traffic Engineer and Lori Vanderhider of MnDOT from the Detroit Lakes office. Vanderhider stated they could move the 30 MPH sign to the east side of their driveway but not to the end of the City Limits because there is another sign that would block the 30 MPH sign and as the Stockwood Addition develops, the eastbound 65 MPH sign will be moved further to the east. MnDOT believes a flashing solar speed sign would be a helpful tool to slow down traffic. MnDOT stated they would install the flashing sign free of charge if the City of Glyndon would be willing to purchase the sign. Mayor Johnson stated he has talked to MnDOT and they did confirm they would be willing to install the flashing light if the City of Glyndon purchased the sign. Mayor Johnson informed Council a flashing sign costs around \$2,500. Council directed Lofgren to obtain prices and options for the flashing sign. Payment for the sign would come out of the Maintenance and General Fund budgets. Tabled until further information is obtained on prices and options.

**c. 2017 Southview Addition – Change Order No. 1 Justification** – Ranz explained to Council the reasons for the change order for Southview Addition. The control panel was changed from 240 to 208 voltages since the 240 voltage is not available; a check valve had to be installed at the sanitary lift station; water service casting for the shut off and tracer wire box went from six (6) inches to nine (9) inches. The change order is \$8,220.68 and is the first one for this project. Thorson informed Council, in the contract funds were built in for the construction contingency for approximately \$115,000. Thorson visited with Jason Murray from David Drown & Associates concerning the possibility of purchasing a generator to run the 208 voltage that would be used in the Southview Addition if needed for the lift stations. Jason Murray did say it was feasible to use some of the contingency funds towards a generator.

**d. Approve Memorandum of Understanding Between the City of Glyndon and Clay County for the 2018 Parke Avenue Project** – Thorson informed Council as the 2018 Parke Avenue Project has progressed, the original Memorandum of Understanding needed a few things added to make sure there is clarification on the railroad crossing, cost sharing and other miscellaneous items. Olson stated the Council needs to have a conversation with David Drown in regards to portions of the cost share with the County. Olson said he would like to see more solid numbers for the project to compare the portions. Thorson stated he would be presenting a summary during his project updates. Mayor Johnson stated the cost share for street reconstruction on 7<sup>th</sup> Street – west of Parke Avenue, is 70 percent cost to the City and 30 percent to the County. Street Reconstruction – Parke Avenue (12<sup>th</sup> Street to Highway 10) includes railroad crossing improvements for the roadway, cost share to the City is 30 percent and 70 percent to the County. The 50/50 split is for the sidewalk, trail and storm sewer from 12<sup>th</sup> Street to Highway 10. The City has a 100 percent cost for street lighting, sanitary sewer, watermain and the railroad Quiet Zone-specific improvements. Schreiber questioned whether, where the railroad spur is, would it be a cost share with the County. Thorson stated because medians are being put

in place just for the Quiet Zone, normally the City would have to pay the full 100 percent but the County has agreed to pay for 70 percent of the cost since the road is part of the Parke Avenue Project. The Quiet Zone-specific improvements that are part of the 100 percent cost to the City include the gates and cross arms. Mayor Johnson asked when the bids for the Parke Avenue project will go out. Thorson stated they will go out in January or February of 2018. After the bids come in, Ulteig will in turn send PFA the City's costs for the water main and sanitary sewer. The PFA will then make their determination and contact the City as to how much is grant money and how much is loan money. Regarding the Street Reconstruction, Thorson stated the project is necessary because of the need for new storm sewer because it is falling apart. The County agreed to cost share 70 percent of the project because they know the City would like to widen Parke Avenue and put in curb and gutter as well, otherwise, with that being said, the County could request the street to be the same dimensions that it was before construction, which is 24 feet.

#### **Addition to the Agenda**

➤ Olson asked for his agenda addition to be discussed at this point in the meeting regarding the 7<sup>th</sup> Street Extension. Olson and Owings stated the community is under the impression 7<sup>th</sup> Street will be extending to County Road 17 in the near future. They requested the City reiterate, at this time, the plans are to only go where the current road is on 7<sup>th</sup> Street. Olson stated to extend 7<sup>th</sup> Street to County Road 17 is a multi-million-dollar project and the County, Buffalo Red River Water Shed District and the City would have to be invested in a large project like this. Olson stated the school brings this topic up quite often but needs to know the City is not in the position to move forward for many years. Council would like to see this happen but know many things need to be in place before this could happen.

A motion was made by Dave Owings to approve the Memorandum of Understanding Between the City of Glyndon and Clay County for the 2018 Parke Avenue Project, seconded by Kimberly Savageau.

Motion Carried.

#### **e. Finance Discussion – David Drown – Skype – Moved to 8:00 p.m.**

**f. Foundation Avenue & Pleasantview Avenue Discussion – Mayor Johnson** – Mayor Johnson discussed his concerns with Foundation Avenue and Pleasantview Avenue since more traffic has been on these roads due to the Highway 10 construction project. These roads were supposed to be 10-ton roads when they were constructed but have not held up. Lofgren stated they are beyond repair. Mayor Johnson asked which route the fertilizer plant uses. Lofgren said they come on Parke Avenue and turn on 3<sup>rd</sup> Street. Thorson said he had a conversation with the Kuehl brothers, who own the elevator, stating they asked how the fertilizer plant would be able to pull in the driveway off Parke Avenue with the median for the Quiet Zone and the railroad spur. Thorson was informed by Kuehl's, the fertilizer plant built a gravel road to get back to their building that is on railroad property. Thorson stated he will be in a meeting tomorrow, August 24, 2107, with David Overbo and the Kuehl brothers to take a look at the road. Savageau asked if the fertilizer plant was included in on this meeting and said they should be involved with this issue. Thorson stated Overbo is heading the meeting and didn't know what he had lined up but did agree the fertilizer plant should be involved with the meeting. Savageau stated the fertilizer plant did purchase property from the railroad when they built the fertilizer plant building. Thorson asked Savageau if they purchased the gravel piece from Parke Avenue that leads up to their building? Savageau didn't know for sure but there are various public leases that are not on public record that do exist. Thorson stated they have a good idea where the Kuehl brother's property lines are because he has a right-a-way map from the railroad. The property line sits a little south of the power pole on Parke Avenue. Lofgren stated Pleasantview Avenue is not used

by the fertilizer plant because trucks have a hard time making the turn. Schreiber stated they will need to find a way to be able to use Pleasantview Avenue when Parke Avenue is under construction. Lofgren and Olson stated all parties need to come together to make things work during construction. Kris Carlson informed Council the project will start at the south end of Parke Avenue to allow access to the school, fertilizer plant and elevator during their busy season. Mayor Johnson asked when Pleasantview was constructed. Lofgren replied it was black topped in the later 1990's, possibly in 1997. Owings asked if there is the potential of losing the Quiet Zone if any easements and property line issues concerning these accesses are not figured out. Thorson said it would be a hardship for the City to consider moving forward because the City would not have a full access there. If there was a driveway opening, it would have to be right hand turn in, right hand out only scenario.

Affield requested Council to move to Old Business/Unfinished Business item 7e for Nate Anderson of LJA Engineering.

**7e. Final Plat Approval for Charleswood Addition – Nate Anderson** – Anderson stated he did check the dimensions of Lot 19, they are not listed on the plat but you can picture them since the lines are parallel, it is the same length on the north side as the south side of the lot. Thorson asked about the trail that comes in from the Southview Addition to the cul-de-sac on 15<sup>th</sup> Street, having an easement of 10 feet, if it could be lined up a little better. Anderson will make sure it is changed so it lines up correctly. Mayor Johnson asked if it needs to be fixed before the plat is recorded. It was agreed by everyone the plat could be approved with conditions. Anderson asked Thorson if the easements for drainage in the back yards was adequate or should they be wider. Thorson stated a 10-foot easement for each lot is good. Thorson said they would need to change the name on the plat from his name to Kris Carlson due to the job change he will have in a few weeks. A motion was made by Kimberly Savageau to approve the Final Plat of Charleswood Addition, with conditions, seconded by Joe Olson. Motion Carried.

**6e. Finance Discussion – David Drown – Skype** - David Drown joined the Council meeting at this time by Skype to report on a discussion between Mayor Johnson, Wendy Affield and himself regarding bonds and budget requirements. Drown has reviewed the bond issues and revenues that were originally thought to be pledged to the payments of those bonds and made adjustments as necessary. Drown will give his suggestion as to how to approach levying enough for the bond payments in the coming year and for years to come and how it will change over time. The City has six (6) bond issues that are outstanding and need to be budgeted for. 1.) Southview Improvements 2017A Bond is intended to be paid 100% with special assessments by the two (2) Developers in the subdivision. Drown informed Council the City does not have to budget for the 2017A Bond payment for next year. The Bond was set up to make its own payment next year and was designed to let the Developers have one year to sell lots before the assessments start. 2.) Abatement Bonds 2016A has annual payments of \$25,000, which is paid for by tax abatements for the next five (5) years. 3.) Consolidated Refunding 2014A Bond was designed by combining four (4) bonds into one (1). The revenue sources are in different places. Part of the bond issued funded the reconstruction of residential streets on Lyndon, Lund, and 9<sup>th</sup>. These streets were redone and assessments were issued to property owners. An amount of \$69,000 in revenue should be received from the special assessments collected and pledged to help pay for these bonds. The balance of this bond issue is dependent on property taxes to pay for them, which is \$200,000. Included in the 2014A Bond Refunding was the City Hall lease, 2004 Improvement Bond, Stockwood Bond, and two (2) equipment purchases (fire truck, police vehicle). 4.) PFA Sewer Loan 2010 is associated with the sewer ponds and has a \$60,000 a year payment. \$41,000 will come from special assessments, the remainder of the payment will come out of City sewer

revenue account. 5.) PFA Water Loan 2002 has a \$55,000 a year payment which is paid from the City water revenue account. 6.) Water Revenue 2014B Water Tower Bond has a \$97,500 a year payment which is paid from the City water revenue account from the \$15 monthly charge on the utility bill. These payments are built into our rate structure to pay them; \$100,000 will be coming in from special assessments, \$200,000 from property taxes, \$152,000 from water revenues and \$18,000 from sewer revenues. The City's debt levy for 2017 is \$205,000 for bonds plus \$25,000 for tax abatements. As lots are sold in Stockwood, those dollars are available to help make the bond payment. One reason the property tax levy is still \$200,000 is because the City is still making payments on the bond that funded Stockwood. Drown recommended not lowering the levy this year or the next five (5) years according to the bond schedule he has drawn up for the City. In 2023 the City can drop the levy by \$50,000, 2024 it will stay the same, and in 2025 absent any other borrowing, the City bonds that require property tax support will be paid off. Savageau questioned if the Lyndon, Lund & 9<sup>th</sup> Bond is tied into the 2014A Bond when the project was not started until 2015. Affield and Thorson stated the project has been going on for two (2) years with the issues they had. Drown stated the City Hall Lease, Stockwood Bond, Improvement Bond from 2004, and equipment purchased for the Fire and Police Department was included with the Lyndon, Lund & 9<sup>th</sup> street reconstruction. Drown informed Council that Bond 2014A has a deficit amount of \$170,000 after the yearly payment has been made. Drown said part of the levy goes to help pay the deficit balance for the next 7-8 years to gradually achieve the final payment. Mayor Johnson asked if there was going to be any problems with the Parke Avenue Project. Drown stated, according to the Engineer's feasibility study and other information provided by the County, the cost to the City is approximately \$3 million. The money will pay for water, sewer, drainage, street reconstruction, and pathways. The Southview Addition Bond issued is \$3.3 million which has annual payments of \$225,000. The Park Avenue Project Bond payments will be around \$225,000 - \$250,000 and spread out over twenty (20) years. Drown would like to see the City set a certain dollar amount that is comparable with assessments in the past instead of a certain percentage amount of the project costs to make it fairer across the community. Olson asked how you would explain to residents it is a street used by the residents as a whole. Drown thinks every street in the City is used by citizens as a whole, if you set a specific amount and charge everyone the same throughout the community the residents should be agreeable to that. State law requires the property owner be special assessed 20 percent of street reconstruction and sidewalk costs. Thorson stated the City is hoping to receive PFA grant funds to help pay for water and sewer. A Safe Routes to School grant is in place to help pay for part of the trail in cooperation with the County. Once the fund amounts are awarded, it will make the overall project costs lower. Olson asked Drown if he had a copy of the Capital Improvement Plan, which he does not. Olson asked Drown to advise Council on some of the decisions with those projects. Affield will send a copy to Mr. Drown. Schreiber reminded Thorson to ask Drown about the nearly \$100,000 construction contingency left over from the 2017A Bond. Thorson asked Drown if it was acceptable to use those funds to purchase a generator for the lift station in the Southview Addition. The cost of the generator is approximately \$50,000. Drown stated, since it would be benefiting the Southview Addition, it would be acceptable to purchase the generator. Olson questioned if the \$100,000 could be in a form of security if there is a problem selling lots in the Southview Addition. Drown stated if the money isn't spent on construction, the funds would be put into the bond fund and ear marked for future bond payments. Until the bonds are paid off, the \$100,000 would be irrevocably tied to the bond in the Southview Addition Project.

\*On a side note, Olson stated a few issues on the capital improvements are the extension of the Parke Avenue Project, the street construction, and 12<sup>th</sup> Street being or not being paved. Olson would like these issues be discussed and decided by the City Council. Thorson stated the street improvements that are addressed, keeping the streets the same as they are now – with ditches or

possibly decided to go with curb and gutter. The costs of these improvements would reiterate the costs in the Capital Improvement plan and the 20 percent of what it would cost the home owner. Affield stated David Drown mentioned in another meeting the City needs to live within their means, if curb and gutter isn't affordable, we would have to stay with the ditches. Olson would like to schedule a meeting regarding all capital improvement projects. Affield, along with the City Council, need some questions answered about the improvements, budget, costs and what needs to be deemed more affordable. Olson stated extending one block of Parke Avenue past 12<sup>th</sup> Street may not be affordable during the Parke Avenue Project, which would tie into the Charleswood Addition. Mayor Johnson asked Thorson if they had come up with a dollar amount for the one block extension that may be added to the Parke Avenue/County System Project. Thorson stated the option was expensive so they were going to try and tie into the Southview Addition ponds. Thorson informed Council the Developers would expect the City to pay for a percentage of the storm sewer pond because the City, as a whole, will be using the pond as well. If that would happen, the assessments would be revised accordingly. Affield asked Thorson if that section of roadway needed to be done prior to Mr. Sullivan starting his development. Thorson stated it does not need to be done until Sullivan's Addition moves forward. Olson would like to start having Capital Improvement Project meetings at 6 p.m. before evening Council Meetings. Kris Carlson mentioned the City may need to look at their Capital Improvement Plan and reprioritize the street repairs.

Owings discussed items concerning the Parke Avenue project special assessments and cost share for the City and County. Thorson stated there are approximately seventy-five (75) lots that would be assessed and the cost may vary depending on the funding or grants the City may receive. Olson said the electrical aspect needs to be taken into account when cutting costs, the economical way to go would be to have power poles instead of buried electrical lines. Thorson stated if the electrical lines are buried, the street lighting in front of the school will become an issue. Mayor Johnson asked Thorson if there was any way the County would be able to cut costs or pay for more of the project. Thorson and Carlson stated they are paying a fair share of the costs. The engineers are waiting to hear back from Xcel Energy if they are able to bury the electrical lines. Thorson gave his best guestimates for the costs of the Parke Avenue Project, the total cost of the City's share of the project is approximately \$3,000,000 less water main funding at 80 percent funded by grant money from the PFA. Final amounts will not be known until bids are taken in 2018 which means the City will have to finance approximately \$2,000,000 less \$375,000 for the trail funding. Savageau asked if the 80 percent bonding bill didn't go through, is the City liable for the costs? Thorson stated if it does not go through, but the City was approved for the funding, he has seen that it was retroactive and the City was paid back since it was approved by the PFA. Olson asked if the sidewalk could be narrowed from ten (10) feet to seven (7) feet to save money. Thorson stated because of the Safe Routes to School Grant, the sidewalk needs to remain at ten (10) feet. Schreiber asked if the four (4) foot grass boulevard can be taken out between the curb and sidewalk/trail. Carlson informed Council the ten (10) foot trail will stay in the City's right of way and will not be taking any land from the resident. Thorson explained you need that buffer so the traffic is not so close to the pedestrians. The 7<sup>th</sup> Street construction has been broken into two (2) sections; Parke Avenue to the main school entrance which comes in at \$309,000. Thorson is hoping to receive PFA funding to cover 80% of the water main and sewer. The next section is from the west of the school's main entrance to Seter's property. The cost for this section of the project is around \$92,300. There will be no PFA funding because it is considered extensions to the water main and sewer. These are the most current figures Thorson has until the PFA funding amount is known. Please note this does not include any street lighting costs. Savageau asked, in the Memorandum of Understanding with the County for the property acquisition of the pond, if it's split 70 percent for the County and 30 percent for the City, if no funds change hands, does the City lose out on the money or is it cost shared? Thorson stated the County will be cost sharing

even though it is not called out receiving water and sewer is a direct result of getting the storm pond. Because of the direct result of storm water, the County will split the cost 50/50 with the City for the water and sewer. The street costs are 30 percent to the County and 70 percent to the City. Thorson stated to keep in mind these are preliminary numbers which include 10 percent added on for contingencies. Olson stated the City needs to be persistent in having the bidding process start early in the upcoming year. Thorson said the Parke Avenue Project has to go through State review as well. Carlson stated receiving bids early in the year such as January and February will generate better bids than in May or June.

**g. Discussion Concerning Ornaments on Highway 10** – Tabled at this time.

**h. Seter's Agreement Between the City and Clay County** - Affield informed Council Craig Seter said they would like the road to go all the way in front of their property on 7<sup>th</sup> Street, which would be approximately 100 feet, with the City and County paying for it. Thorson stated the road was going to stop where the water and sewer stop. Seter's requested, for tax purposes, the City state the property donated is valued at \$300,000 instead of the \$100,000 that was discussed. Norman was contacted and indicated the City would need to visit with a tax accountant on that topic. This issue deems further discussion and there are a few grammatical errors to change on the agreement.

**7. Old Business/Unfinished Business**

**a. Project Updates – Chris Thorson** – Alex Ranz reported in Southview the curb has been finished, the access driveways to the lift stations and bike path are being poured tomorrow, paving will start on Monday, August 28<sup>th</sup> which will take a few days to complete. Mayor Johnson asked how thick the pavement is and what the tonnage will be in the Southview Addition. Thorson stated it is residential, the pavement will be 3½ inches thick, 10 inches of class 5 gravel beneath. The first layer will be 2 inches thick and another 1½ inches will be applied in the Spring of 2018. The 12<sup>th</sup> Avenue ditch will also be groomed but will be one of the last things completed. Olson asked if grass was planted in the pond, Ranz confirmed it was.

Thorson stated he has not heard back from Steve LaFontaine at the PFA in regards to the Water Main Looping Project for final authorization to move forward on the project.

**b. Arvig Phone/Internet Discussion – Wendy Affield** - Affield researched the phone/internet confusion residents have had. You are allowed to either have a home phone line or internet service without a home phone. Arvig does have a package offered for both services at a lower cost. It is up to the homeowner package they would like.

**c. Nutrition Services – Prices for Equipment & Should the Community Center Stay Open During the Day** – Affield received information from Tracy Ellenbaum from NSI stating they purchased the double door cooler December 2016 for \$2,200, selling it for \$1,800; the gas range was purchased April 2016 for \$1,450, selling it for \$1,000. There was discussion among the Council and it was agreed the City should offer them \$2,000 for both items. If there is a counter offer needed it will be brought back to Council for further discussion. Affield asked if the Council would like to continue keeping the Community Center open during the day after NSI is gone for the senior meals. Tabled at this time.

**d. Bobcat 72" Blower Discussion** - Lofgren informed Council the quote for the 72-inch snow blower for the Bobcat skid steer came in at \$5,117. Lofgren stated the funds are in the budget for this purchase. This additional piece of equipment will be very helpful when cleaning the new sidewalk on Highway 10, the path in Southview and sidewalk/trails being constructed in

the future. Olson suggested looking into purchasing a Gator or utility cart in the future. Kimberly Savageau made a motion to purchase the 72-inch snow blower attachment for the Bobcat skid steer, seconded by Dave Owings.  
Motion Carried.

**e. Final Plat Approval for Charleswood Addition – Nate Anderson** – Completed earlier in the meeting.

**f. 418 2<sup>nd</sup> Street Update** – Chief Cline presented photos of the property and the eyesores in the yard. Affield stated Steve Schroeder had stopped and talked to Sjothun concerning the things that need to be done, such as, having the house enclosed before freeze up, windows need to be installed, plumbing and heating needs to be put in, and everything needs to be safe to live in. Sjothun reported to Schroeder he has ordered the I-joists for the addition to the house. Schreiber asked if he had a current building permit. Affield stated he has not paid in full for the permit, just partially. Dayley stated the letter from Chief Cline was sent by certified mail.

**g. Wheelage Tax Amount** – Affield informed Council, at their request, the City has \$32,000 in Wheelage tax. Olson stated Dave Overbo, Clay County Engineer, informed him the City could take two (2) years in advance of the Wheelage Tax if it is needed for street construction or seal coating. Affield stated previously it had been talked about to use it for the Parke Avenue Project.

**h. 2018 Budget Discussion – Bob Cuchna** (*Fire & Rescue*) Fire & Rescue Department Expenses: Salaries – no changes at this time; 501-45000-124 Fire Pension Contributions line item is money in, money out. Cuchna would like to see this as a zero in the expense and revenue. Savageau stated, she said even if it is money in and money out, it still needs to be captured in the budget; new line item 501-45000-206 State Training (Money Refunded from the State) \$3,600; 501-45000-211 Vehicle Repair/Maintenance decreased to \$8,600; 501-45000-212 Motor Fuels decreased to \$1,600. Affield asked Cuchna if he could make sure the gas slips are labeled fire or rescue; 501-45000-323 Radio Units \$51,750 – Affield questioned if there should be another \$51,000 for radios in the 2018 budget. Owings informed Council the radios were going to come out of the fire funds this year so nothing has to be budgeted for 2018. Owings stated, due to the \$40,000 savings for ordering all the radios in 2017 it was decided to order all this year since the money is available in the Fire Fund account. Cuchna will visit with MidStates Wireless on the total price for the radio's for both fire and rescue. Affield will discuss the expense entry with Eide Bailly when the invoice needs to be paid; Council discussed the escrow accounts for fire, police and maintenance. Affield would like to have separate escrow accounts at the bank for each department instead of having them lumped together. Cuchna asked where the funds come from. Savageau stated the funds are coming out of the general fund. Owings stated the fire and police departments are not designed to make money for the City, their budgets will never balance. Rescue budget has stayed the same. The revenue portion of the budget was discussed and Cuchna explained where the funds from each account comes from. Donations under rescue will be set at zero. Chief Cuchna stated two of the four Townships have shown interest in spending money to help the Fire Department purchase a new fire truck and would like to visit with the City on this subject. The Township contracts will increase two (2) percent each year and next year they all will pay the same. Further discussion and meetings on this topic will be held at a later date.

**8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – Not Present



**b. Bob Cuchna, Fire Chief** – 126 calls for service so far, this year for both Fire and Rescue. Cuchna is requesting permission to purchase items over \$1,000 for gear but will stay within his budget so they do not have to wait 3-4 weeks for approval. There is a foam system down on a truck that will cost \$12,000 to be fixed, annual truck maintenance is approaching, the furnace needs to be replaced, a light bar on a truck needs to be fixed or replaced, need gravel in the driveway, and would like to order the radios. Chief Cuchna stated a set of fire gear is over \$1,800. If there are any extra funds available in their budget at the end of the year it goes towards physicals for his crew. A motion was made by Joe Olson to allow Chief Cuchna to purchase turnout gear which will be over the \$1,000, seconded by Dave Owings.  
Motion Carried.

A motion was made by Dave Owings to purchase radios for the Fire & Rescue Department, seconded by Joe Olson.  
Motion Carried.

\*\*\*Dave Owings requested Dayley to check the Community Center calendar if Tuesday, October 24<sup>th</sup> was open. Owings then reserved it for an appreciation dinner for the Fire, Rescue and Police Departments hosted by himself and his wife. The invite was also extended to the Council.

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren stated he is waiting for quotes on the seal coating projects and was informed September 15<sup>th</sup> is the cutoff date for those types of jobs because of the climate. The seal coating project for Lyndon, Lund, 9<sup>th</sup> Street and Stockwood will have to wait until next year. Lofgren contacted Northern Improvement and they hire Aztec to do their chip sealing jobs. Hurbert Oye & Sons Asphalt Paving gave a bid of \$33,000 for the small Stockwood project but combining all of them together will generate a better quote for the job. Savageau stated the City will have to carry over into next year the funds that were going to be used this year. Lofgren stated Morris Seal Coating typically have the best quotes and work. Lofgren asked Council if the roofing project at the Community Center was going to be pursued. Discussion among Council was agreed the roof does need repairing. Council directed Lofgren to request updated quotes and dates that the repair can be done for the next Council meeting.

**d. Wendy Affield, City Clerk** – Affield asked Council if the second speed sign for the school should be ordered or should we hold off until the Parke Avenue Project is completed next year? It was decided by Council to wait on getting the sign since a 4-way stop crosswalk will be installed by the school.

**9. Open Forum –**

**10. Miscellaneous Announcements –**

**11. Adjournment -**

A motion was made by Kim Savageau, seconded by Justin Schreiber to adjourn at 10:12 p.m.  
Motion Carried.

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Cecil Johnson, Mayor

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Susan Dayley, Administrative Assistant

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Wendy Affield, City Clerk

August 23, 2017 Glyndon City Council Minutes