

**Glyndon City Council**

**10/15/2018**

5:30 p.m. Regular Council Meeting  
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 5:30 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Joe Olson and Kimberly Savageau; Public Works Supervisor Scott Lofgren, City Clerk Wendy Affield, Administrative Assistant Susan Dayley, and City Engineer Kris Carlson.

**As Per Sign in Sheet:** Jim & Leslie Sullivan, Steven Schroeder, Bryant DeVries, Shaun Erickson and Barbara Hoffman

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 9/19/18 Public Hearing – Proposed Assessments for Southview Phase 1 & 2
  - b. Minutes – 9/19/18 Budget Meeting – General
  - c. Minutes – 9/26/18 Council Meeting
  - d. Approve Resolution of Payments – Affield requested adding payments to Randall’s Excavating, \$1,670.00 and \$10,272.50; and Clay County Sheriff’s Department, \$5,430.50. A motion was made by Justin Schreiber to approve the Consent Agenda, seconded by Joe Olson. All in favor.  
Motion Carried.

4. **Additions to Agenda**
  - None

5. **Motion to Approve Agenda**

A motion to approve the 10/15/2018 Agenda was made by Dave Owings, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**Moved to Item 7.e.**

**7e. 418 2<sup>nd</sup> Street Discussion** – Mayor Johnson requested information from the City Building Inspector, Steven Schroeder, on the status of the house at 418 2<sup>nd</sup> Street. Mr. Schroeder reported he spoke to Tom Paschke, who knows the person that installed the curb stop. After contacting Lofgren, he went over and turned the curb stop on, the pipes were tested and did not leak. Schroeder stated he spoke to a reliable source, who knows the gentleman who installed the curb stop and trusts his judgement they were installed correctly. Mayor Johnson reported he had the same conversation with Mr. Paschke and trusts his judgement. Mayor Johnson added the property owner needs to have a plumbing inspection before he would be able to have the water turned on. Schroeder reported he was told by the homeowner the plumbing is laid out in the basement but the property owner has no current plumbing permit and none of the plumbing inside the house has been inspected. Until this has been done and heat is turned on in the house, the water will not be turned on. Olson wondered if a priority list had been provided to Mr. Sjothun. Affield explained Lofgren had created a list of things that needed to be done on the outside of the house with the water and sewer lines. Schroeder disclosed the house is not water tight, the entry needs a roof wind barrier and siding, the landscaping has not been done and there are no steps to

get into the house, so basically, unlivable. Schroeder declared it is not a dwelling unit because it does not have utilities or electricity, no one can live in the house. Mayor Johnson questioned if he had current permits or were they expired. Schroeder confirmed they were expired. Discussion among Council and staff reiterated Sjothun was given a deadline date of October 10, 2018 to have the curb stop inspected by Lofgren. Schreiber is questioning whether there needs to be a new permit before moving forward. Schroeder considers it irrelevant to buy a permit when there is no headway on the project. Permits are good for 180 days and Schroeder cannot approve an extension with no progress. Schreiber commented, Council was told the permits were extended. Schroeder stated this was the case if there was progress on the project, he has not seen any construction progress. Lofgren reported there is personal property stored in the house such as furniture, totes, boxes, dishes, etc. Schroeder added having personal property stored in a house without a Certificate of Occupancy is a Code Violation, which is a misdemeanor. Olson commented he does not want to support this project. Schroeder is concerned we will be having the same discussion next year if we allow this to continue. Schreiber commented before anything else, the property owner needs to purchase another permit. Mayor Johnson suggests discussing this issue at a future Council Meeting and to contact the City Attorney for his recommendation on how to resolve this issue. Owings questioned whether or not we should grant Sjothun another permit. Consensus between Council, the Building Inspector, and staff is the City needs to contact the City Attorney for his advice.

**Moved to Item 6.c.**

**6c. Adopt Water Supply Plan that was Approved by MPARS** – A motion was made by Dave Owings to Adopt the Water Supply Plan that was Approved by MPARS, seconded by Joe Olson. All in favor.  
Motion Carried.

**Moved to Item 6.d.**

**6d. Approve Application for 1-Day Liquor License for Glyndon Rod & Gun on December 8, 2018 at the Glyndon Community Center** – A motion was made by Kimberly Savageau to approve the Application for a 1-Day Liquor License for Glyndon Rod & Gun on December 8, 2018 at the Glyndon Community Center, seconded by Justin Schreiber. All in favor.  
Motion Carried.

**Moved to Item 6.e.**

**6e. Approve Gaming Permit Application for Glyndon Rod & Gun on December 8, 2018 at the Glyndon Community Center** - A motion was made by Justin Schreiber to Approve the Gaming Permit Application for Glyndon Rod & Gun on December 8, 2018 at the Glyndon Community Center, seconded by Joe Olson. All in favor.  
Motion Carried.

**Moved to Item 6.f.**

**6f. Schedule Public Hearing for a 2-Year Extension of the Property Tax Abatement Program in Glyndon** – A motion was made by Kimberly Savageau to Schedule a Public Hearing for a 2-year extension of the Property Tax Abatement Program in Glyndon for November 28, 2018 at 6:20 p.m., seconded by Dave Owings. All in favor.  
Motion Carried.

**Moved to Item 6.g.**

**6g. Approve \$1,000 Utility Credit for New Residential Housing for 2019 and 2020 -**

A motion was made by Dave Owings to Approve a \$1,000 utility credit for new residential housing for 2019 and 2020, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**Moved to Item 7.b.**

**7b. Liquor License Update** – Mayor Johnson suggested at a previous Council Meeting to compare liquor license fees with the surrounding communities and recommends leaving them as they are. Council agreed to leave the liquor license fees as is.

**Moved to Item 7.c.**

**7c. Discussion on Replacement Mower** – Lofgren exhibited two quotes for a new mower. Buffalo River Sales presented a quote for a Hustler 60” Heavy Duty Commercial Mower for \$8,998.00 and M & J Distributors prepared a quote for a Deines 60” Commercial Mower for \$10,800.00. Lofgren informed Council the Deines mower we have on hand now is 18 years old and we just purchased replacement parts that could be used on a new mower, if needed. Olson asked Lofgren which mower he prefers. Lofgren stated either one would work for him. Affield mentioned this purchase would be included in next year’s budget, Council can have further discussion on this item at the next Budget Meeting. Council agreed.

**Moved to Item 7.d.**

**7d. Discussion on Refurbishing the ‘Glyndon’ Signs** – Lofgren explained the estimate from J & H Sign Co. for approximately \$3,300 is for both signs. They would take the signs to their shop in Perham and sand, prime, and paint them. Ed Trost from J & H Sign Co. foresees the life expectancy of the paint on the signs to last 10 years. Lofgren mentioned Superfrog is interested in providing a quote for the project as well. Affield commented this also would be included in next year’s budget and could be discussed at the next Budget Meeting. Lofgren added another option is to powder coat the signs for longer paint life, stating this is a costlier route to take. Mayor Johnson concluded to bring this to the next Budget Meeting. Lofgren stated he is waiting for electrical lighting bids for the signs.

Mayor Johnson stated the regular Council Meeting will temporarily close at 6:00 p.m. for the Public Hearing on Proposed Assessments for Southview Addition Phase 1 & 2. A motion was made by Dave Owings to temporarily adjourn at 6:00 p.m., seconded by Justin Schreiber. All in favor.

Motion Carried.

The Public Hearing was opened at this time.

A motion was made by Joe Olson to reopen the regular Council Meeting at 6:54 p.m., seconded by Kimberly Savageau. All in favor.

Motion Carried.

**6. New Business**

**a. Deferral Discussion with Jim Sullivan** – Mayor Johnson asked if the deferral was for one or two years. Mr. Sullivan explained the reason for requesting a one-year deferral is because he was not able to start work in his development until a Corrective Plat was recorded. Sullivan plans to move forward with phases on his project in the spring of 2019. Sullivan questioned what happens to the lots in Southview if the assessments are not paid. He is concerned he may end up competing with the City on lot prices. Savageau explained she does not remember the details off the top of her head, but does know there are securities in place if that was to happen. Savageau

asked who pays for the interest if the specials are deferred. Sullivan stated the interest on the \$7,190.41 special assessment is at 4% over 20 years would be around \$13.00 a year. He is comfortable being responsible for the interest during the one-year deferral so he is withdrawing the request that Ulteig Engineering be responsible for the interest. Sullivan stated if he is holding up the project for the three (3) lots that were already sold prior to him purchasing the land, he would feel responsible in paying the yearly interest on their specials until their lots increase in value due to the improvements to be done in the future. Discussion among Council and staff determined to recommend approving a one-year assessment deferral for Southview Phase 2 (Charleswood Addition). A motion was made by Justin Schreiber to approve a one-year assessment deferral for Mr. Sullivan in Southview Addition Phase 2 (Charleswood Addition), seconded by Joe Olson. All in favor.  
Motion Carried.

**b. Approve Resolution 2018-18 A Resolution Adopting Assessment of the Cost for Improvement No. 16199** – Carlson informed Council they can adopt the assessments as recommended and can request them to be redistributed. Carlson would like to visit with David Drown and Ken Norman to make sure the City follows the correct procedure if the amounts are redistributed. Carlson informed Council this can be voted on at the next meeting on October 24, 2018. Affield attempted to contact Ken Norman but was unsuccessful. Olson believes if the road would not have been closed the assessments would have been split 50/50 between the two Developers, he agrees with an adjustment to the assessments. Savageau explained the City has never seen the agreement between Sullivan and Richards, this never would have been an issue if the City Engineer would have been included in their arrangement. Mayor Johnson agrees with Olson, he wants this to be fair for both parties. Carlson will visit with Drown and Norman and Sullivan will visit with Kelly Richards. Bryant DeVries stated there was a mistake that happened and it needs to be resolved. Carlson asked if he could address the statement DeVries made by stating there was not a mistake made on anything from the design or construction side of things, but when you come to the assessments, there is an opinion of benefit for who is being served by the improvement. The disagreement is, who totally benefits from this improvement, who is financially responsible for that area. Discussion among Council, staff and Sullivan's determined to table this Resolution until further discussion is held with several other individuals involved. Recommendation is to table item until the Council Meeting on October 24, 2018.  
Tabled.

**7. Old Business/Unfinished Business**

**a. Project Memo Update from Kris Carlson** – Carlson stated the Seter property needed for the Parke Avenue Project has been secured. The final Southview payment was approved for Sellin Brothers. Carlson estimates the bidding process for the Parke Avenue Project will be in January of 2019 and the County will not be using the electronic bidding process.

**8. Department Reports / Committee Reports**

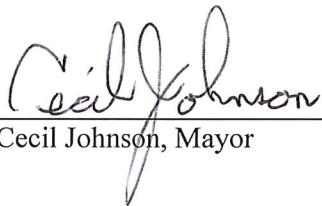
**a. Mike Cline, Police Chief** – Absent  
**b. Bob Cuchna, Fire Chief** – Absent  
**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren announced last Friday the Hiring Committee interviewed applicants for the vacant maintenance position. Lofgren offered the position to Andrew Olson, he accepted and will start on October 31, 2018. A motion to offer Andrew Olson the maintenance position was made by Kimberly Savageau, seconded by Dave Owings. Discussion - Joe Olson withdrew his vote due to a conflict of interest. All in favor.  
Motion Carried.

**d. Wendy Affield, City Clerk** – Affield stated she recently attended two Fred Pryor Seminars which were very educational. They are offering a special Conflict Management Package for \$200.00, the City will own these four programs so any City Staff can watch them when needed and for \$149.00, Affield may attend any Fred Pryor seminar within the 1-year subscription period. Affield is looking for approval to purchase the total package for \$349.00. A motion to approve purchasing the Fred Pryor Seminar Package was made by Joe Olson, seconded by Dave Owings. All in favor.  
Motion Carried.

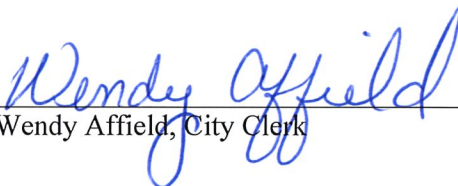
**9. Open Forum –**

**10. Miscellaneous Announcements –**

**11. Adjournment** - A motion was made by Justin Schreiber to adjourn at 7:45 p.m., seconded by Kimberly Savageau. All in favor.  
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

October 15, 2018 Glyndon City Council Minutes