

Glyndon City Council

11/16/2016

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, Chris Jensen, Joe Olson and Kimberly Savageau, Deputy City Clerk Wendy Affield, Police Chief Michael Cline, City Attorney Ken Norman, Maintenance Supervisor Scott Lofgren, City Engineer Chris Thorson and Alex Ranz.

As Per Sign in Sheet: Kelly Richards, Bryan Green, Justin Schreiber and Brian Opsahl.

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 10/26/2016 Council Meeting
 - b. Motion to Approve Resolution of Payments

Joe Olson made a motion to approve the Consent Agenda, seconded by Chris Jensen.
Motion Carried.

4. **Additions to Agenda**
 - None

5. **Motion to Approve Agenda**

A motion to approve the 11/16/2016 Agenda was made by Dave Owings, seconded by Kimberly Savageau.
Motion Carried.

6. **New Business**

Mayor Johnson requested the audit discussion with Brady, Martz and Associates be moved to after the ARMER radio discussion with Bryan Green.

a. ARMER Radio Discussion – Bryan Green explained to Council the ARMER radio system is a 800 MHz system that all law enforcement, fire and EMS workers will be required to use by the end of 2017. The Glyndon Fire and Rescue did not receive a grant this year and will not receive one in 2017 due to rules and regulations changing with the fire grant. The grant requirements state the current radio's need to be 8-10 years old and Glyndon's are only seven (7). Bryan Green informed Council the pagers will need to be switched over by June 1st, 2017 in order to receive calls and the radios will need to be done by the end of 2017. Green stated the fire and rescue will have to make sure they have the basic equipment (*3-4 portable radios and 1-2 mobile radios*), they do not need everything at one time. Olson asked what smaller towns in the area are doing to afford the radio system. Green informed Council the smaller towns have been informed to at least budget for the basic equipment needed and do some each year until they have enough equipment to cover their volunteers. Green informed Council some of the smaller towns in the

area can find the financing, they just cannot find the volunteers. Olson stated it would be better to only buy a certain amount at this time and keep applying for the grant because it would pay eighty percent (80%) of the cost of the radios. Olson and Owings will meet with Bob Cuchna and discuss what should be done for the 2017 budget. Bryan Green stated the firefighters that are inside a building will need to be in contact with the chief and dispatch during the fire, the old radios can be used to contact truck to truck so everyone should still be able to have contact with someone on the scene.

Audit Discussion with Brian Opsahl from Brady, Martz & Associates - At this time Mayor Johnson reminded Council he was requested to look for a second quote for the City's yearly audit so he visited with Brian Opsahl from Brady, Martz & Associates. Brian Opsahl informed Council the quote that was done was not a full proposal so certain items may have needed further discussion. Opsahl explained the preparation of financial statements are included in the quote. Opsahl stated if the auditors are doing more than usually journal entries (over 50-60) they are doing more accounting assistance, that is when the additional fees may be charged. Any extra charges would be discussed prior to the company moving forward. Olson is concerned about the day to day availability if a question arises, how long will it take for a response. Opsahl informed Council because they are a smaller firm they try to be available when needed if not right away, an answer should be received in 1-2 days. Owings asked for clarification on what was said earlier concerning journal entries. Opsahl informed Council if 50-60 journal entries are required to be done he would consider that to be unusual which would tell him things are not as accurate with the books as they would like them to be.

b. Johnson Park Bathroom Discussion – Rochelle Olson – Rochelle Olson asked Council to consider putting wall heaters in the bathrooms at Johnson Park so they could be used all year around. Lofgren stated when the bathrooms were built in 1996 they were not insulated or designed to be open all year. Lofgren will make sure they are kept open as long as possible in the fall before the pipes are drained and the antifreeze is installed.

c. Quiet Zone Traffic Counts from FM Metro COG – Mayor Johnson informed Council Peggy Harter and Dan Farnsworth have been discussing a traffic count that is needed to move forward with the Quiet Zone. Mayor Johnson explained the City needs to request the traffic count from FM Metro Cog. Chris Jensen made a motion to asked FM Metro Cog to do a traffic count for the City of Glyndon in regards to the Quiet Zone, seconded by Kimberly Savageau.
Motion Carried.

Owings asked if he could request the count if he goes to the Metro Cog meeting. Affield informed Council she will email Mr. Farnsworth tomorrow instructing him to add this count to their schedule explaining the traffic count will not be done until spring when the snow is gone because Metro Cog does not like to have the strips across the road when snow plows are still out.

d. Bids for Lift Station Hook-up for Stockwood – Lofgren received two (2) bids for the lift station hook-ups at Stockwood, one from JDP Electric for \$2,960.00 and the other from Rickard Electric for \$3,934.94. Lofgren requested Council to accept the bid from JDP Electric. Chris Jensen made a motion to accept the bid to hook-up the lift stations in Stockwood from JDP Electric for \$2,960.00, seconded by Joe Olson.
Motion Carried.

e. Canvass Election Results of November 8th, 2016 General Election – Dave Owings made a motion to approve the election results from the General Election on November 8th, 2016, seconded by Chris Jensen.
Motion Carried.

f. 1st Reading of Ordinance #183 – Expanding the Extraterritorial Jurisdiction of the City of Glyndon – Kimberly Savageau explained this will extend the Subdivision Ordinance out one extra mile beyond city limits. Savageau stated this will protect what is being built next to a residential housing development. Jensen asked why this was not addressed during the process of adopting the Zoning Ordinance. Savageau informed Council during that time the City did not have subdivision regulations, stating you did not want an individual coming to the City when we did not have regulations in place, but now that the City is in the process of adopting a Subdivision Ordinance it is time to also have the extraterritorial jurisdiction in place. Savageau stated the ordinance needs three (3) readings and will need a Public Hearing. Chief Cline asked if a Public Hearing is necessary. Ken Norman informed Council he has not looked at this section, there are different requirements for different things. Jensen discussed the land that Mr. Richard's purchased south of Centennial addition outside the city limits. Savageau explained her concerns are if a road is extended (like Parke Avenue) out of town and it is used to get to property outside city limits, that property should be annexed into the City and hooked to water and sewer. Norman stated this was discussed year ago. Jensen is asking if this will affect what Mr. Richards is doing with the property he purchased outside city limits. Savageau does not think that it will. If anything did change it would have to be approved by the Council. Kimberly Savageau made a motion to waive the complete reading of Ordinance #183 and accept this as the first (1st) reading, seconded by Chris Jensen.
Motion Carried.

g. Review Ordinance #166 Fee Schedule – Affield requested Council to review and let her know if any changes need to be made at the December 14th, 2016 Council Meeting. Affield informed Council a change to the residential garbage can size will need to be changed to read two (2) thirty-two (32) gallon cans per week not forty-five (45). Savageau asked if the garbage increase is included already in this fee schedule. Affield stated it is not at this time. Affield informed Council the residential increase would be \$2.37 per month per household which would change the garbage residential charge from \$16.80 to \$19.17. Affield explained the dumpster rates will be increased by twenty-two percent (22%) so she will adjust the chart as needed. Council discussed the residential increase and decided to adjust it to the \$19.17. This increase is due to how the County is charging for the landfill costs. Dave Owings made a motion to adjust the residential garbage fee to \$19.17 starting January 1st, 2017, seconded by Chris Jensen.
Motion Carried.

Kimberly Savageau made a motion to increase the commercial garbage dumpster rates by twenty-two percent (22%) starting January 1st, 2017, seconded by Joe Olson.
Motion Carried.

h. Discussion on Lot/Driveway Grade Abutting Mountable Curb – Mayor Johnson discussed the standard residential apron – abutting mountable curb and residential ADA ramp detail drawings located in your agenda packet. The drawings were given to the City by Building Inspector Steven Schroeder for any new building projects that will be installing a driveway. Lofgren feels the City should set a standard City approach design now so any new driveways installed will follow the same guidelines. Chris Thorson informed Council these drawings are appropriate for the installation of driveways. Council discussed the information given by Mr. Schroeder which is what Dilworth uses and decided the City of Glyndon will use parts of the

policy. Norman informed Council they can adopted a Resolution to use as a policy for the City. Jensen wants to make sure the wording is what the City wants because this sample talks about two (2) visits from the survey crew which would add an extra charge to the owner's specials that may not be necessary. Affield was instructed to delete the sections that talk about money/survey crew fees on the sample policy. Council decided this will be for both residential and commercial, it should read "for all new developments". Chris Jensen made a motion to pass a Resolution requiring any new development to install the standard apron/abutting mountable curb design from the City along with establishing the correct lot/driveway grade, seconded by Dave Owings. Motion Carried.

i. Termination of Consultant Agreement with Ken Parke – Chris Jensen made a motion to accept the request for termination from Mr. Parke and would like to thank him for the consulting services he performed for the City, seconded by Joe Olson. Motion Carried

j. Interviewing and Hiring Policy Discussion – Discussion took place with City Staff in relation to the City's hiring procedures and interviewing process.

7. Old Business/Unfinished Business

a. Audit Discussion with Brian Opsahl from Brady, Martz & Associates – Discussed earlier in the meeting.

b. Kelly Richards Development Discussion – Discussed during Budget Meeting.

c. Bobcat S590 Skid Steer Loader – Lofgren informed Council the Bobcat Skid Steer machine is \$28,646.80, the air conditioned/heated cab package is \$6,851.60, the bucket attachment is \$829.50 and the 84" angle broom is \$4,053.00. Lofgren explained the City will do the trading program (every one to two years) that is offered by the dealership which will mean the machine will always be under warranty so repairs will be taken care of under that program. Mayor Johnson suggested Council keep a close eye on the spending for the 2017 Budget. Savageau also wanted to remind Council of the overage on the engineering fees the City had in 2016. The overage was due to the engineering fees for the water looping project that is on hold because the City did not receive a grant this year due to the Bonding Bill not passing in the Senate, this amount should be recouped if the City is approved at a later time. Dave Owings made a motion to instruct Scott Lofgren to order the Bobcat Skid Steer package for \$40,380.90, seconded by Chris Jensen. Motion Carried.

d. Residential Garage Increase Discussion – Discussed earlier in the meeting.

e. Scheduling Public Hearing for 2-Year Tax Abatement – Council scheduled a Public Hearing for December 14th, 2016 at 8:00 p.m. to discuss the 2-Year Tax Abatement Program the City will be participating in with the County.

f. Well #3 Answer from David Drown – Chris Jensen made a motion to instruct Lofgren to purchase the upgraded pump for Well #3 for with the remaining funds from the 2016A Bond, seconded by Joe Olson. Motion Carried.

g. Update on 418 2nd Street – Mr. Schroeder’s email informed Council Darrell Sjothun has started the back filling process around the house and the garage is empty and ready to move, he has been checking on Sjothun’s progress once to twice a week. Sjothun informed Schroeder he will be installing the plates on the basement foundation soon. Jensen discussed the extra vehicles that are on the property and would like to know what the next step is to having them removed. Mayor Johnson informed Council he talked with Sjothun today and was told some of the vehicles will be stored inside the garage once it has been moved. Chief Cline informed Council if you are going to start enforcing the Nuisance Ordinance you must include all property located in the city limits, you cannot pick and choose who you are going to have clean up. Chief Cline and Scott Lofgren were instructed to drive around town, take pictures and start with the letter process to residents that are not following the City’s Nuisance Ordinance. Lofgren reminded Council of the no parking ordinance due to snow removal that went into effect on November 1st for certain streets. Chief Cline stated unregistered, unlicensed vehicles are part of the Nuisance ordinance.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline informed Council the Police Department has 2475 calls for the year, he ordered part of the ARMER radio system for his department last week, his officers have taken the training for the new radio system and thanked Lofgren and his department for installing the speed sign at the school. Cline informed Council his department would like to help purchase (*pay for half*) a second speed sign for the traffic coming from the south before school starts in the fall of 2017. Chief Cline and his officers participated in their annual cold weather shoot with the City of Hawley Police Department.

b. Bob Cuchna, Fire Chief – Not Present. Olson and Owings will visit with Bob Cuchna concerning the pagers and radios. Owings would like to know when the grant qualifications changed. If the grant is received in the future it would pay for eighty percent (80%) of the radios. Council discussed the pager situation with the new radio system.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren informed Council the door in his maintenance shop is being installed and he will order the pump for Well #3. Savageau asked about the sidewalk painting on Parke Avenue. Lofgren informed Council the County hired the painters and they are not very happy with the job. Lofgren stated Xcel Energy is completed with the installation of electric and gas in Stockwood and he is in the process of hooking up the lift stations.

Mayor Johnson asked Chris Thorson if he had anything to discuss with Council at this time. Thorson discussed the conversation he had with Dave Overbo concerning scoping out the Parke Avenue project with the County that will be started in 2018. Olson informed Council the County will not have a bid process concerning this project like he discussed at the previous meeting.

d. Wendy Affield, Deputy City Clerk – Affield informed Council the Oath of Office for the Elected Officers will be done at the December 14th, 2016 Council Meeting. Owings stated they will be sworn in to office but will not take seat until 2017. Affield informed Justin Schreiber (*new Council Member in 2017*) that if he cannot make the morning Council Meetings they can be changed back to evening meetings for 2017.

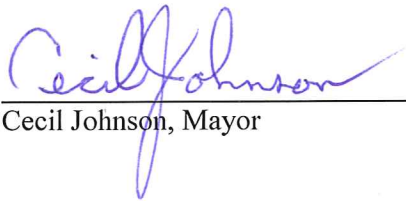
e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee – Nothing at this time.

9. Open Forum –

10. Miscellaneous Announcements –

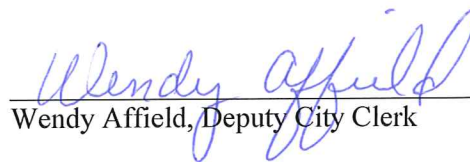
11. Adjournment

A motion was made by Joe Olson, seconded by Chris Jensen to adjourn at 8:35 p.m.
Motion carried.



Cecil Johnson

Cecil Johnson, Mayor



Wendy Affield

Wendy Affield, Deputy City Clerk

November 16th, 2016 Glyndon City Council Minutes