

Glyndon City Council

02/14/2018

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

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 a.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber and Joe Olson; City Clerk Wendy Affield, Administrative Assistant Susan Dayley, Police Chief Mike Cline, Maintenance Supervisor Scott Lofgren, City Engineers Kris Carlson and Alex Ranz.

Absent: Kimberly Savageau

As Per Sign in Sheet: None

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 1-24-18 Council Meeting
 - b. Approve Resolution of Payments - 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 2/14/2018 Agenda was made by Dave Owings, seconded by Justin Schreiber. All in favor.
Motion Carried.

6. **New Business**
 - a. **Bids for Community Center Furnace Replacement (North Side) – Scott Lofgren –**

Lofgren presented three (3) bids to Council for a new furnace at the Community Center. One Hour Heating for a 60,000 BTU furnace at \$3,146; Rungers for a 72,000 BTU furnace at \$3,400; Laney's for an 80,000 BTU furnace at \$3,495. Lofgren recommends the bid from Rungers since the furnace is similar to the one currently in the Community Center. Lofgren stated the south side furnace was replaced in 2014 and now the north side furnace needs to be replaced. Lofgren informed Council the north side furnace was recently repaired for \$1410.69 and stated it is not practical to keep putting money into an old furnace that needs continual repairs. The furnace has gone through three (3) circuit boards in the last year. Mayor Johnson asked Lofgren if the City has a contract with Rungers for repair work. Lofgren stated the City does not, Rungers prefers to be called when needed. In the fall Rungers services all City furnaces. Owings questioned the statement which was made on the One Hour Heating & Air bid regarding "This will not include the condensation line routed to the other mechanical room if required by the mechanical inspector." Lofgren explained the issue is that the condensation line runs directly outside the building so the water runs down the outside wall onto the ground, because the line was there before the building code was in place, it is considered a pre-existing issue and the Building Inspector should approve the current assembly. Dave Owings made a motion to approve the purchase of a replacement furnace for the Community Center from Rungers Heating pending

approval from Building Inspector Steven Schroeder on the current condensation pipe location, seconded by Justin Schreiber. All in favor.
Motion Carried.

b. Approve Resolution 2018-4 – A Resolution in Support for Heartland Trail Bonding Bill Funding – Mayor Johnson stated it will take 3-4 million dollars in a Bonding Bill to help design Heartland Trails. The 10-foot sidewalk/bike trail begins in Park Rapids and will eventually reach Moorhead. Mayor Johnson stated last year's construction funds went for designing the path from Frazee to Detroit Lakes and hopefully this year's amount will finish the design to Hawley. Joe Olson made a motion to approve Resolution 2018-4 – A Resolution in Support for the Heartland Trail Bonding Bill Funding, seconded by Justin Schreiber. All in favor.
Motion Carried.

7. Old Business/Unfinished Business

a. Project Updates – Kris Carlson – Carlson stated the paperwork for the Water Main Looping Project has been submitted to PFA. The total cost for the project is \$542,000, the City is receiving a Loan Forgiveness Grant from PFA for \$428,000, which leaves the City with a loan balance of \$115,000. Carlson stated Steve LaFontaine with PFA forwarded a letter which Affield needs to sign to lock in the loan rate. When the signed documents are received, the contract will be awarded to Sellin Bros, Inc.

Carlson updated the Council on the Parke Avenue project stating Ulteig has received State Aid comments that need to be addressed. Carlson informed Council the majority of easements have been signed and exhibits will be turned around this week then forwarded on to Ken Norman for his review. Carlson stated he will be meeting with the County regarding a power pole location question on the property by the elevator. A survey crew will be in Glyndon to mark where the sidewalk locations are in order for Xcel to decide where their electrical poles will be placed.

Carlson stated he spoke to Troy Tooz from LJA and reported they are making progress on the property pinning issue in Southview. Carlson informed Council Jim Sullivan held a meeting for the property owners who abut his property and discussed resolutions for the pinning issue in the Charleswood Addition. Carlson will check with Troy Tooz once Kelly Richards has met with the property owners affected by the pinning issue in the Southview Addition.

Carlson stated LJA would like information on the extension of Parke Avenue by Johnson Park from 12th Street to the start of Charleswood Addition. Carlson suggested that stretch of roadway be included in the bid package to receive a better price. Carlson will contact Ken Norman to discuss the Developers Agreement for Charleswood Addition.

Schreiber asked if there were any updates on the TIGER Grant. Carlson stated he has no new information to report but will be having a conversation with Dave Overbo from the County later today.

Carlson informed Council the County signed a letter of support for the Quiet Zone which is included in the Parke Avenue Project. Peggy Harter from Stantec will be sending the City a letter of support as well. Carlson stated they have an agreement with the Railroad and noted the cost for the Quiet Zone has doubled in the last two (2) years. Carlson will work with the County to see if they will cover more of the shared costs.

Mayor Johnson informed Council he attended the meeting hosted by Jim Sullivan, along with Troy Tooz and residents who are affected by the pinning issue in Charleswood. Mayor Johnson

stated, in his opinion, everyone understood the process of the resolution presented to correct the issue. Mayor Johnson stated Sullivan has involved the Title Company to help resolve the discrepancies of the property pins. City Hall has received several calls regarding the pinning issue in the Southview Addition which Kelly Richards owns. City Hall reiterated with the residents the City is not involved with the pinning issue, this is a matter between the Developer and abutting land owners. Dayley stated she received a phone call from a resident requesting a Council member attend the meeting Richards is hosting to discuss the pinning issue in Southview. Mayor Johnson asked Council if a resident asked him to attend Kelly's meeting should he go. Chief Cline feels if a resident has requested the City's presence and the meeting from the other Developer was attended, all involved should be treated the same, someone from the Council should attend. The residents need to be informed Mayor Johnson is not there to speak or give his opinion, he is only there to hear what is being discussed. Olson suggested visiting with Richards to see if he would mind if the Mayor attended his meeting.

Carlson stated with any changes made to the Charleswood plat, a new plat would have to be signed by all property owners who are involved with the pinning issue.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline stated he will have his Annual Report ready for the Council Meeting on February 28, 2018 and will distribute them to Council Members beforehand. Chief Cline stated the AED training date has not yet been determined. The Hometown Heroes Grant the Glyndon PD received for the AED machine has been sent in to purchase the equipment. Chief Cline reported the new schedules for the officers are working out well and the officers are able to back each other up on stops.

b. Bob Cuchna, Fire Chief – Absent

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren stated he is currently seeking electrical bids for the new warming house and has received two (2) so far. The bids came in around \$1,700, which he feels are reasonable. Lofgren's plan is to hang a 240-volt electrical heater from the ceiling, this should be adequate to heat the 12x16 building. Lofgren stated he has been working with Jenny Lynn who did our Well Head Protection Plan. Supposedly there is a grant the City can try to obtain for up to \$10,000 to help pay for a portion of the generator for the Water Treatment Plant. Lofgren will submit the paperwork on March 1, 2018 to the Department of Health if Council would like. Carlson informed Council \$65,000 has already been paid by the City for the Watermain Looping Project, once the Forgiveness Grant is received the City will be reimbursed those funds which in turn could be used to purchase a generator. Lofgren stated a permanent generator at the Water Treatment Plant would be ideal, smaller generators with transfer switches could be used for the lift stations. Lofgren stated the natural gas generators at the lift stations would be on standby and tested every Monday. Owings would like Lofgren to check on leasing a CAT generator. Lofgren will contact Butler for a bid on leasing a generator. Carlson will reach out to his electricians to measure the sizing of the generator needed. Mayor Johnson asked Lofgren how things were coming along with the new speed limit signs. Lofgren stated he did a sign survey within the City and found there are signs that do need to be updated. Mayor Johnson asked what year did all the signs need to be updated with the special reflective tape. Lofgren stated the sign replacement project has been postponed from 2018 to a date yet to be determined. Carlson informed Council once the Parke Avenue Project is complete, all the signs will be new including the streets abutting Parke Avenue. Chief Cline stated a few signs in the City are 20-mph zones otherwise they are 30-mph zones and if the City is going to change all streets to 20-mph, a new ordinance needs to be created. Parke Avenue and 12th Street are County roads and would stay at 30-mph. Lofgren suggested having a few years to phase in the new speed limit signs so it does not have to be done within one year. Lofgren stated the estimated cost is \$775.00 for 20 speed limit signs. Lofgren would like to implement \$500 worth

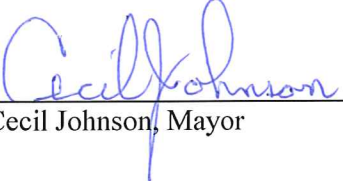
of signs per year until the project is complete. The signs would need to be set in concrete for stability. Mayor Johnson suggested having a map/schedule done up as to when and where the speed limit signs will be replaced. Olson questioned if there would be a negative impact with a lower speed limit. Chief Cline stated it is a safety issue and he is supportive to lowering the speed limit in Glyndon. Cline informed Council there would be a grace period of implementing the new slower speed limit throughout the City. An Ordinance will need to be drawn up, have 3 reading and be published before the speed limit can be changed. Lofgren stated the County no longer makes the signs but purchases them from M&R out of Fergus Falls. Carlson will contact the County to see if they are willing to install the signs around town.

d. Wendy Affield, City Clerk – Affield stated she is currently compiling documents and sending them to Eide Bailly for the upcoming audit process which will start on March 5th. Mayor Johnson questioned when the City will begin working on the 2019 Budget. Affield stated budget meetings will start in June or July. Affield will visit with Eide Bailly as to how to apply the \$1,000 credit for new homes built in Glyndon. Owings asked if there was a realtor involved with Stockwood to sell the lots. Affield stated K&W Realty was supposed to put a bid together and present it to Council but the gentleman has been out of town the days we have our meetings. Dayley stated in the past week there has been a few people inquiring about lots in the Stockwood Development.

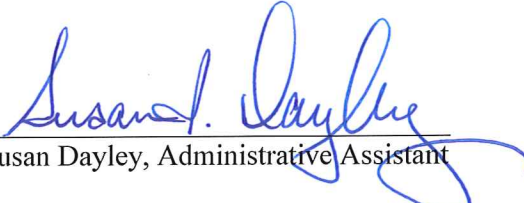
9. Open Forum -

10. Miscellaneous Announcements –

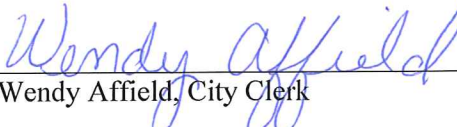
11. Adjournment - A motion was made by Joe Olson, seconded by Justin Schreiber to adjourn at 7:52 a.m. All in favor.
Motion Carried.



Cecil Johnson, Mayor



Susan Dayley, Administrative Assistant



Wendy Affield, City Clerk

February 14, 2018 Glyndon City Council Minutes