

**Glyndon City Council
03/14/2018**

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: Justin Schreiber, Kimberly Savageau and Joe Olson; City Clerk Wendy Affield, Administrative Assistant Susan Dayley, Police Chief Mike Cline, Public Works Supervisor Scott Lofgren, City Engineers Kris Carlson and Alex Ranz.

Absent: Dave Owings

As Per Sign in Sheet: Jim & Leslie Sullivan

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 2-28-18 Council Meeting
 - b. Approve Resolution of Payments – A motion was made by Joe Olson to approve the Consent Agenda, seconded by Justin Schreiber. All in favor.
Motion Carried.

4. **Additions to Agenda**
 - Discuss Band for Glyndon Days – Justin Schreiber

5. **Motion to Approve Agenda**

A motion to approve the 3/14/2018 Agenda was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

6. **New Business**
 - a. **Request/Negotiations to Purchase Lot in Stockwood** (*executive session – closed door*) – Discussion moved after Item 9.

Mayor Johnson please read:

At this time the meeting will be closed as permitted by Minnesota Statutes, section 13D.5, subdivision 3(c), to consider an offer relating to the possible purchase of Parcel #55.728.0010 in Stockwood.

- b. **Clay County Rural Cities and County Round Table Meeting** (*informational only*)
– Mayor Johnson explained these are round table meetings the Clay County Commissioners organizes to meet with Rural City Governing Boards, County Commissioners, and County staff to discuss issues of mutual concern. Mayor Johnson stated he would like the record to show the possibility of two or more Council Members may attend this meeting.

- c. **Red River Buffalo Watershed Informational Meeting Concerning DNR Protected Watercourse on the East Side of Glyndon** (*informational only*) – Mayor Johnson explained this informational meeting is to discuss cleaning out the coulee that goes from the City ponds out to Highway 10. Mayor Johnson stated the discussion for this project has been ongoing for 4-5 years

and involves property owners along the ditch. Mayor Johnson stated he would like the record to show the possibility of two or more Council Members may attend this meeting.

d. Glyndon Firefighter's Relief Association's Mixed Stag on March 17th, 2018 – *(Charging for Rental and Police Presence)* - Mayor Johnson asked Chief Cline what they have done in past years for this event. Chief Cline explained because there is alcohol being served and this not a City sponsored function, there needs to be a Police Officer on duty, in which the party hosting the event will need to pay. Chief Cline stated the reason why he did not charge last year was due to staffing issues, his officer walked through occasionally during the event last year. Affield explained in 2014 all fees were paid for the Glyndon Firefighter's Relief Association event, in 2015-2017 no fees were charged. Affield stated we need clarification from the Council whether to charge for rental of the Community Center and/or police presence. Lofgren explained monies raised from raffles and ticket sales do go back into the Community for events, such as the 'Visit with Santa' during the Christmas holiday. Justin Schreiber made a motion to approve a fee to the Glyndon Firefighter's Relief Association's annual event for the police presence and the fee for rental of the Community Center donated by the City, seconded by Kimberly Savageau. All in favor.
Motion Carried.

e. Wiring Bids for the Warming House – Scott Lofgren – Lofgren presented three (3) bids for the electrical work on the Warming House. Voxland Electric for \$1,445.00; Rickard Electric for \$1,747.31; and JDP Electric for \$1,850.00. Lofgren clarified all bids presented were for the same supplies listed on the bid sheet. Mayor Johnson asked Lofgren if the warming house was completed. Lofgren stated there is some finishing work that needs to be done to the fascia, soffit, and siding. Lofgren explained, because of weight issues, they are going to wait until the warming house is positioned on-site to have the insulation and sheeting installed. Lofgren stated he will rent a trailer to move the warming house from the school. Joe Olson made a motion to accept the bid from Voxland Electric for the wiring of the warming house, seconded by Justin Schreiber. All in favor.
Motion Carried.

f. Lease Proposal from Butler for Well House Generator & Price on Updating the Old Generator to be Used at the Lift Stations in Southview and on Parke Avenue – Lofgren stated he contacted Butler Machinery Company and has bids for a 50 and 60 kw generator, between the two sizes they differ in price by \$2,529.00. Lofgren recommends the 60 kw for future growth. Lofgren presented options for leasing the generator for 6 years, explaining the lease for the 50-kw generator is \$6,090.64 per year; the 60-kw generator is \$6,543.89 per year and at the end of the lease, you pay \$1.00 to own it. Affield explained Dave Owings would like to table this item so he can be in attendance for discussion of purchasing a generator. Lofgren informed Council the grant request needs to be submitted to the State by the end of March. Lofgren stated he is also waiting for concrete and electrical bids to install the generator. Mayor Johnson asked if there were other businesses that sell these generators. Lofgren explained he is waiting for quotes from Interstate Services from Jamestown, ND and Cummings from Fargo, ND, these companies do not have a leasing program. Lofgren stated he is waiting for a quote from Swanston's Equipment and information if they have a leasing program. Lofgren informed Council he hopes to have all the bid information for the next Council Meeting on March 28, 2018. Lofgren described the current 40 kw generator the City has is a 240 but the new lift stations installed require 208 so he will have the old generator refurbished to be compatible with either 240/208 voltages. This cost would be around \$3,700.00. Lofgren explained he would transport the generator to Minneapolis for the refurbishment and then pick it up 4-6 weeks later. Tabled until March 28, 2018.

7. Old Business/Unfinished Business

a. Project Updates – Kris Carlson – Carlson informed Council the contracts for the Watermain Looping Project have been signed by Sellin Inc. and now the City will sign to complete the contract agreement. Carlson stated the first disbursement request has been submitted and the City will be receiving a payment for what expenses they have already paid up to this point. Carlson stated the State has approved the Parke Avenue Project and now we are waiting for BNSF to sign their form in order to set a bid date. Carlson explained the State will not sign the right-of-way certificate until BNSF signs the form. Carlson reported there was a sewer backup in the new home built in Southview Addition. Carlson stated at this point, he believes when the temporary gravel driveway was installed by the contractor the clean-out service line may have been hit filling up with gravel. Sellin Bros have been contacted to investigate the cause of this issue. Mayor Johnson asked Carlson if five to six (5-6) fire hydrants in Southview froze since they were tipped over. Lofgren clarified all 13 hydrants were frozen. Carlson stated the water in the hydrants was not pumped out prior to freeze up and broke off at the top flange. Carlson explained this will all be covered under the warranty and will be no cost to the City for repairs. Lofgren stated tags were not on the hydrants which means they were not drained.

b. Speed Limit Change Discussion – Mayor Johnson informed Council, according to LOMC, there are specific steps to go through before speed limits can be lowered or raised. Mayor Johnson asked where the 20 mph speed limit signs are posted in the City. Savageau reported there are 20 mph signs in the Centennial Addition. Chief Cline stated there are several others posted throughout the City. Mayor Johnson explained changes need to go through MN DOT before any speed limits can be altered. There was discussion amongst Council, City Staff, and Carlson as to measures needed to move forward with making changes to the speed limits in the City which is an Urban District. Affield suggested creating a resolution stating all city streets excluding Parke and 12th Avenues (*County roads*) will be set to a 25-mph speed limit. Once completed she will have City Attorney, Ken Norman review it. The speed limit would need to be posted at both ends of the street. Council feels if a street has a stop sign at every block speed signs would not be necessary. Chief Cline stated a grace period will be given to residents during the transition. Lofgren informed Council he believes the cost would be thirty-four dollars (\$34.00) per sign, not including the post. Savageau informed Council the “No Parking” signs need to be updated with new reflection tape. Lofgren stated he has a count for the signs that need new reflective tape but not at hand and will provide it for the next Council Meeting.

Addition to Agenda:

➤ **Discuss Band for Glyndon Days – Justin Schreiber** – Schreiber informed Council he has visited with “Downtown Sounds” Band to play for the Glyndon Days Street Dance. The cost would be twenty-five hundred dollars (\$2,500) and would like to know if he should book them for August 11th, 2018. Schreiber will be working on sponsorships/donations to help alleviate the cost for the City. The same venue will be used as when the Rod and Gun did the street dance in prior years. Schreiber stated the Rod and Gun will be handling the beer garden. The Community Picnic will be held on Thursday, August 9th. Council asked Affield to have a section in the newsletter asking for volunteers to help plan Glyndon Days. Council discussed where the parade route would be since Parke Avenue will be under construction. Council discussed the flatbed trailer they will need for the band to play on. Joe Olson made a motion to hire the band named “Downtown Sounds” for the Glyndon Days Street Dance on August 11th, 2018 for \$2,500.00, seconded by Justin Schreiber. All in favor. Motion Carried.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Nothing at this time.

b. Bob Cuchna, Fire Chief – Absent

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren explained the pavement management program Lakes Country Co-op, David Drown and Bollig Engineering are trying to put together for small cities to have seal coating projects bid together for a better price. Lofgren informed Council David Drown stated during the meeting, cities need to set aside around \$130,000.00 in their budgets yearly to keep the roads the way they are today, if they want them to be better, more funds would be needed. Council discussed which roads will need to be looked at for seal coating in 2018. Carlson will look at the report Chris Thorson did last year for the City. Carlson explained to Council the program Drown is trying to start will help the cost stay down if more cities are involved. Savageau discussed the streets that need to be seal coated are Lyndon, Lund, 9th Street and Stockwood. Carlson stated, to make sure the crack sealing is done prior to the seal coating otherwise it will be a wasted effort. Mayor Johnson mentioned something will need to be done with 2nd Street and Pleasantview once Parke Avenue is completed.

d. Wendy Affield, City Clerk – Affield informed Council the Auditors were here Monday, Tuesday and Wednesday and will email if they have any more questions. Affield and Dayley will be leaving on Tuesday the 20th for a Conference in Bloomington and will be back late Thursday night. Affield informed Council Dayley has been going through old accounts that have balances and returning the finance charges so the figures can be given to Eide Bailly to be removed from the books. Some of the figures are back from 2009.

Mayor Johnson mentioned he received a letter from the US Department of Transportation stating they have received our information for the TIGER GRANT.

Mayor Johnson requested a motion to close the Council Meeting as permitted by Minnesota Statutes, Section 13D.05, Subdivision 3(c), to consider an offer relating to the possible purchase of Parcel #55.728.0010 in Stockwood. Joe Olson made a motion to close the Council Meeting for negotiations on a parcel in Stockwood, seconded by Kimberly Savageau. All in favor. Motion Carried.

Kimberly Savageau made a motion to reopen the Council Meeting now that the negotiation process has been completed, seconded by Justin Schreiber. All in Favor. Motion Carried.

The Regular Council meeting reopened for further business at 8:08 a.m.

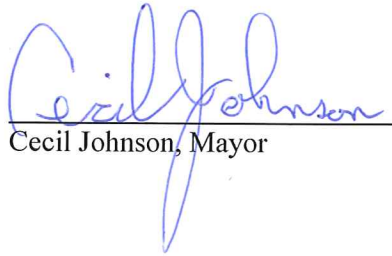
Mayor Johnson asked for a motion to accept Mr. Sullivan's offer. Affield stated it is Parcel #55.728.0010, Lot 1, Block 1 in Stockwood Business Park 2nd Addition. Council accepts Mr. Sullivan's offer of twenty-five hundred dollars (\$2,500) with the buyers paying the 2018 property taxes. The Purchase Agreement states the buyer will pay the document recording cost, State Deed Tax and any costs related to mortgage financing. The City will pay for the closing costs. Joe Olson made a motion to accept the offer as stated by Affield, seconded by Kimberly Savageau. All in favor. Motion Carried.

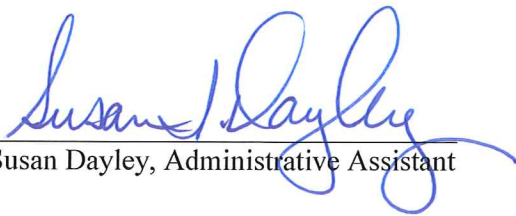
9. Open Forum

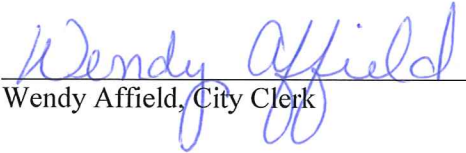
10. Miscellaneous Announcements –

11. Adjournment - A motion was made by Justin Schreiber, seconded by Joe Olson to adjourn at 8:10 a.m. All in favor.

Motion Carried.


Cecil Johnson, Mayor


Susan Dayley, Administrative Assistant


Wendy Affield, City Clerk

March 14, 2018 Glyndon City Council Minutes