

Glyndon City Council

3/15/2017

6:00 p.m. Special Meeting
Discuss Plans & Specifications and
Ordering of Bids for Southview Addition
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:00 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Joe Olson, Kimberly Savageau, City Clerk Wendy Affield, City Engineer Chris Thorson and Alex Ranz.

As Per Sign in Sheet: Kelly Richards, Ken Parke, Troy Tooz, Bruce Albright and Austin Sullivan.

3. **Discussion on Plans and Specifications for Southview Addition – Chris Thorson –** Thorson informed Council where the project stands after reviewing the plans and specifications from LJA Engineering. Thorson informed Council he visited with Maintenance Supervisor Scott Lofgren this afternoon concerning the project. Thorson discussed a few minor changes that will need to be addressed before final approval, stating the Resolution can be passed tonight to keep the project on track.

Thorson's list of items that will need attention in order to move forward to full approval:

- Storm Water Calculations – Thorson informed Council the calculations were received today and are being looked at.
- Geotechnical Evaluation – Recommended Street Typical Section, Groundwater Issues (Pond Side Slopes, Others) – Troy Tooz informed Thorson the evaluation was being completed by Braun Intertec and the report will be forwarded to him once received.
- BRRWD – Permitting Approval (Along with discussions on overland flood control) – Thorson stated a meeting with Bruce Albright from Buffalo-Red River Watershed District will be held on Monday, March 20th at 1:00 p.m., in City Hall. Albright informed Council his board would then meet on March 27th so the application would need to be brought to that meeting for review. Tooz stated he will email a copy of the plan and application prior to the meeting.
- MDOH – Water main extension permitting – Plans and specs will be submitted shortly.
- MPCA – Sanitary sewer extension permitting – Plans and specs will be submitted shortly.
- Clay County Highway Department – Permitting Approval – Tooz informed Council Dave Overbo has already received plans to review.
- Finalize the Project Manual/Technical Specifications Document – Thorson will work with Affield to publish the bid advertisement. The technical specs are the documents that the bidders will be looking thoroughly through to finalize their price on the project.
- Developer's status of coordinating electrical service/street lighting, gas and communications – Tooz stated a preliminary lighting plan with pole locations is almost completed and they have been in contact with Red River Electric and Moorhead Electric who does the design work for Red River. Once the price quote for proposed

improvements is completed it will be submitted to the City. Thorson informed Council the electrical company will be responsible for any maintenance repairs and changing of bulbs in the development. Tooz stated larger poles and light fixtures will be installed at the two (2) major intersections. Kelly Richards is in the process of deciding on a decorative lighting fixture to be used in the development. Xcel has been contacted for the gas line installation and Arvig will soon be notified for the telephone and internet service.

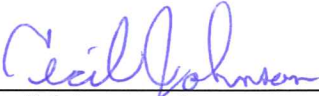
Mayor Johnson asked if the Resolution should wait until after the discussion on Monday with Bruce Albright from Buffalo-Red River Watershed District. Thorson recommend the Resolution be signed tonight, stating everything he has seen so far with the storm water control is up to par and if there are any questions or concerns discussed on Monday they will definitely have time to address them. Thorson informed Council there is a flexibility built into the advertisement for bids process. Bruce Albright stated if any adjustments need to be made they would be minor. Thorson recommended the dates to be filled in for the Resolution for the bid opening be April 11th, 2017 at 11:00 a.m. and Council can accept the bid on April 12th, 2017 at the 7:00 a.m. Council Meeting. Thorson informed Affield the City will receive five (5%) percent of the amount of such bid.

4. Resolution 2017-8 – Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for Southview Addition – Set Date for Bid Opening – Justin Schreiber made a motion to approve the plans and specifications and ordering advertisement for bids for Southview Addition, seconded by Joe Olson.
Motion Carried.

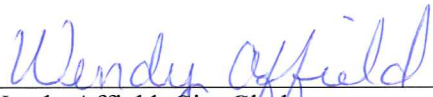
5. Open Forum -

6. Adjournment

A motion was made by Kimberly Savageau, seconded by Dave Owings to adjourn at 6:22 p.m.
Motion carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk

March 15th, 2017 Glyndon City Council Special Meeting Minutes