

Glyndon City Council

3/8/2017

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

As Per Sign in Sheet: Brandon Sullivan, Ken Parke and Kelly Richards.

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 1-18-17 Public Hearing – Rezoning
 - b. Minutes – 1-25-17 Public Hearing – Subdivision Ordinance #184
 - c. Minutes – 1-25-17 Public Hearing – 1-Mile Extraterritorial Jurisdiction – Ordinance #183
 - d. Minutes – 1-25-17 Council Meeting
 - e. Motion to Approve Resolution of Payments – Dave Owings made a motion to approve the Consent Agenda, seconded by Kimberly Savageau.Motion Carried.

4. **Additions to Agenda**
 - Nothing at this time.

5. **Motion to Approve Agenda**

A motion to approve the 3/8/2017 Agenda was made by Kimberly Savageau, seconded by Justin Schreiber.

Motion Carried.

6. **New Business**
 - a. **Discussion on Ditches and Sidewalks throughout Glyndon – Dave Owings - Tabled**
 - b. **Amazon Prime Membership for the City of Glyndon – Wendy Affield – Tabled**
 - c. **Clay County Board of Commissioners Resolution Reimbursing Cities for Money Spent on City Streets for 2016 – Glyndon Received a Check for \$5,051.90 to be Used for Street Repairs – Affield informed Council the funds received from the County can only be used for repairs on streets in Glyndon so she will deposit the check into the road repair fund. Last year a portion of the funds were used to sealcoat streets in Glyndon.**
 - d. **Approve New Hire for Administrative Assistant Position – Susan Dayley – Dave Owings recused himself from voting. Savageau informed Council Susan Dayley has the years of experience in the municipality compacity doing billing and water billing along with other**

qualities she felt would be beneficial for the City of Glyndon. Mayor Johnson stated he feels she will be an asset to the City and informed Council she will be starting Tuesday, March 14th, 2017. Kimberly Savageau made a motion to hire Susan Dayley for the Administrative Assistant position, seconded by Joe Olson. Let the record show Dave Owings did not vote because of personal relations with Mrs. Dayley and her family.
Motion Carried.

e. Discussion on Community Center Rental – Wendy Affield – Tabled

f. Discussion on Council By-Laws – Special Meeting Section – Kimberly Savageau – Savageau stated she noticed when reading the City Council Bi-Laws under Special Meetings it states “The Mayor or any three members of the Council may call Special Meetings” when it should read “any two members” otherwise you would fall into issues with the open meeting law. Affield informed Council the League of Minnesota Cities states “any two”. Ken Norman informed Council the Bi-Laws were done prior to him working for the City and suggests it be changed to two members. Justin Schreiber made a motion to change the wording from “three members” to “two members” in the Glyndon City Council By-laws, seconded by Kimberly Savageau.
Motion Carried.

g. Approve Charitable Gaming Permit for DGF Community Ed – Fundraiser/Steak Fry Held on April 21st, 2017 at the Glyndon Community Center – Kimberly Savageau made a motion to approve the charitable gaming permit for DGF Community Ed for April 21st, 2017, seconded by Dave Owings.
Motion Carried.

h. Approve Charitable Gaming Permit for Dakota Plains Ag (CHS) – Harvest for Hunger Program Fundraiser – Date to be decided – Glyndon Community Center – Dave Owings made a motion to approve the charitable gaming permit for Dakota Plains Ag (CHS) for a Harvest for Hunger Fundraiser, seconded by Joe Olson.
Motion Carried.

i. Final Plat Approval for Southview Addition – Kimberly Savageau informed Council after the last meeting she was informed by Jim Sullivan and his wife Leslie they may be changing the design of their development due to the concerns from the current residents. Savageau explained one of the changes on the Final Plat you may notice is the park dedicated land, it is no longer shown due to the changes that will be made in the future. Savageau informed Council Sullivan did not want to hold up Richards section of the addition so he will go through the replat process at a later time. Mayor Johnson asked if the plan can be approved without Sullivan’s changes. Affield stated yes you can approve the Final Plat how it is and Sullivan will make his changes and request a replat at a later date. Dave Owings made a motion to approve the Final Plat for Southview Addition, seconded by Justin Schreiber.

All in Favor: Dave Owings, Justin Schreiber, Mayor Cecil Johnson and Kimberly Savageau.
Opposed: Joe Olson.
Motion Carried

j. Resolution 2017-6 – Resolution Receiving Feasibility Report and Calling Hearing on Improvements – Dave Owings made a motion to approve Resolution 2017-6 a Resolution

receiving the Feasibility Report and calling a hearing on improvements, seconded by Kimberly Savageau.
Motion Carried.

Dave Owings made a motion to set the Public Hearing for March 22nd, 2017 at 6:00 p.m. in the City Hall Council Chambers, seconded by Kimberly Savageau.
Motion Carried.

Mayor Johnson stated, if the Council Chambers is not big enough to handle the meeting it will be moved to the Community Center.

k. Resolution 2017-7 – Resolution Ordering Preparation of Plans – Ken Parke asked Mayor Johnson to add LJA Engineering to the motion to authorize them to prepare the plans with Ulteig Engineering reviewing them. Affield will add LJA Engineering in the Resolution as the ones preparing the plans with Ulteig Engineering reviewing. Kimberly Savageau made a motion to order preparation of plans, seconded by Justin Schreiber.
Motion Carried.

l. Schedule Special Meeting for March 15th, 2017 – Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids – Savageau asked Alex Ranz how much time will Chris Thorson need to go over the plans and specifications with the Council. Alex Ranz felt an hour should be sufficient. Justin Schreiber made a motion to schedule a Special Meeting for March 15th, 2017 at 6:00 p.m. in the City Hall Council Chambers, seconded by Kimberly Savageau.
Motion Carried.

m. Authorize Staff (David Drown/Ken Norman) to Prepare Developers Agreement – Kimberly Savageau made a motion to authorize David Drown and Ken Norman to work together on preparing the Developers Agreement, seconded by Dave Owings.
Motion Carried.

Ken Norman informed Council a draft has been sent to David Drown for review.

Joe Olson asked to speak concerning his yes votes on the last few motions after his no vote on the Final Plat approval motion. Olson informed Council he was absent at the last meeting and would rather not see 15th Street closed but understands growth needs to happen in Glyndon and will support Council on moving forward with the project.

7. Old Business/Unfinished Business

a. 12th Street and Parke Avenue Safety Concerns – Dave Owings – Owings informed Council during the last few meetings residents have been concerned with drivers not stopping at the 4-way stop signs located at Parke Avenue and 12th Street. He asked Lofgren to look into getting price quotes on flashing stop signs hoping this would help with the safety issue at that location. Owings stated another safety issue residents were concerned about was the speeding in that location. Lofgren informed Council he contacted Brad McDonald at Clay County concerning the flashing stop-signs. Lofgren passed out documentation to the Council that shows the two sizes and prices of each sign, stating the 30” solar blinker sign for \$1,600 would be what he would suggest at that location. Lofgren informed Council the City would have to supply the posts, sign hardware and labor installation which would run approximately \$300 per sign. The life expectancy of the batteries is around three years and will cost \$150 for replacements. Lofgren

also suggested rumble strips or "Stop Ahead" signs could be installed at a lesser cost. Owings would like to revisit this topic in June or July to see if the City would have funds in the budget to use for the stop signs prior to school starting in the fall. Affield will do a write up in the newsletter reminding residents the speed limit on 12th Street is 30 mph and not to forget to stop at the 4-way stop signs located at Parke Avenue and 12th Street. Savageau asked Lofgren if he has done any research concerning installing more 30 mph signs on 12th Street closer to Highway 17 so drivers are aware the speed limit is not 55 in that location. Cline discussed the speed limit signs on Highway 10, stating there are signs prior to the actual speed sign informing drivers the speed limit will be reduced to 30 mph ahead. Chief Cline suggested looking into public safety grants for the blinking stop signs. If the City was to only purchase two signs to start with this year Cline suggested they be installed on the road running east and west. Owings asked Cline what his opinion is concerning the signs being installed. Cline feels the signs would be helpful in that location, it will draw individual's attention when approaching. Cline informed Council if they were going to try and get a public safety grant you will need Mr. Overbo from the County to do a traffic count. Owings asked Cline if he could acquire the information for the grant so the City can look into it.

b. Results from Trio Environmental Consulting – Community Center Roof –

Council discussed the results concerning "no sign of mold or mold growth" which was their number one concern and decided to table this topic until the March 22nd meeting when Council will have more time to decide what the next step will be to resolve the leaking of the roof. Mayor Johnson asked Lofgren if the water stained ceiling tiles can be replaced for now. Lofgren stated they will replace the damaged ones.

c. Clarification on who Receives Notices for Special Meetings and Public Hearings –

Ken Norman informed Council he has visited with Affield and Owings concerning this topic and feels it should be looked at separately during each project to see if the whole community needs to be involved in Public Hearing notices. Norman suggests the City follow state statutes and make sure the people get adequate notice who are within the required distance. Owings understands what Mr. Norman is stating and is fine with reviewing each project as it comes in front of Council. Affield informed Council a "Public Hearing Notice" stamper has been purchased to stamp the envelopes so residents hopefully open them sooner knowing it is time sensitive information. Council discussed different ways of communicating to the residents when a Special Meeting or Public Hearing needs to be brought to their attention. Owings suggested installing a screen in the window either a television set or a monitor that would run any special information the City would like the residents to know about. Council felt that was a good idea and asked Owings to do some more research on his idea.

d. Minnesota Department of Transportation – Cost Share Decreased for Highway 10 Project – Affield informed Council the City's lump sum cost share as recomputed, decreased from the preliminary estimate of \$11,469.60 to the revised amount of \$10,853.55 and the payment was approved earlier on the expense sheet. Affield informed Council that Ken Norman researched the Condemnation matter the City received from the State of Minnesota vs. Nelson Family Real Estate Limited Partnership. Affield stated, for your review the information and maps Norman received are located in the pamphlet on your desk, no action necessary. Norman explained Minnesota does a Condemnation process called a "quick take" which allows the State to take title to the property requested through condemnation and then the State will talk with the land owner about the compensation cost. Justin Schreiber asked when the Highway 10 project is planning to start. Lofgren stated the 15th of May. Mayor Johnson believes that is when Xcel is going to start moving the poles.

Council Member Kimberly Savageau needed to leave at this time (7:43 a.m.).

e. Update on 418 2nd Street – The House and Garage Have Been Set – Mayor Johnson informed Council the house and garage have been placed on the foundation, stating the next step the City needs to look at is notifying him to remove some of the vehicles he has parked on his property. First Mayor Johnson will call and ask him to remove some of the vehicles and if he does not comply the City will move to the next line of action. Affield stated Ordinance #77 will be mailed to him with a letter if he does not remove some vehicles after the phone call from the Mayor. Olson believes in his original plans the house is supposed to be resided and all matching. Affield informed Council Building Inspector Steven Schroeder informed Mr. Sjothun the addition between the two structures will need to be built, the siding needs to match on all structures and the yard will need to be completed as soon as possible.

8. Department Reports / Committee Reports

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

b. Bob Cuchna, Fire Chief – Not Present.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren informed Council he has visited with Jerry Waller at the school concerning a warming house for the skating rink. He dropped off a set of plans and received an estimate for materials for around \$2,000. Lofgren stated when he has more concrete numbers he will discuss them with the Council and would hope to have it built by the students before next year's skating season. Olson stated he is in the process of filling out paperwork for a \$5,000 grant from Home Depot and this would be something he can add to the request. Owings informed Council Fuchs Sanitation may be looking at negotiating on a lot in Stockwood for equipment storage. Mayor Johnson feels Council needs to visit on this topic more in depth to sell the lots. Owings informed Council he changed his advertisement on Craig's list and was wondering if the City has received more calls lately. Affield stated when someone calls she will let them know the map and pricing figures are located on the Glyndon City website and a price negotiation request to bring in front of Council (closed doors) is also attached.

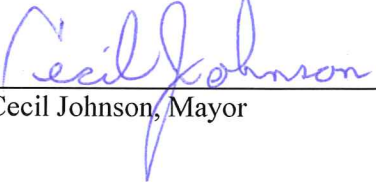
d. Wendy Affield, Deputy City Clerk – Affield informed Council she received a call concerning when Glyndon Days will be this year. The individual would like to plan a Class Reunion around that time. Mayor Johnson asked if this is something the City should take over planning. Council will discuss this at a later time. Affield requested replacing the laptops on the two main working stations and purchasing towers to be placed under the desk so her and Susan can have more work space. Affield stated the laptops are only used to turn the computer system on. Chief Cline would like to use one of the laptops to replace an old one he is now using. Affield informed Council Computer Wrench gave the option of returning the laptops for credit towards the tower if the City was interested. Chief Cline explained he is using a donated computer from Walmart that he received eight years ago and it is not working as well as it used to be so he would be interested in one of the laptops since they are still in very nice shape. Owings informed Affield the City should keep one of the laptops because she may want to bring it home to do some work in the future. The computer Cline receives will be wiped clean of any information from the City Hall.

9. Open Forum –

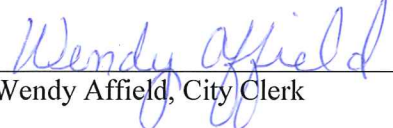
10. Miscellaneous Announcements –

11. Adjournment

A motion was made by Justin Schreiber, seconded by Joe Olson to adjourn at 7:58 a.m.
Motion carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk

March 8th, 2017 Glyndon City Council Minutes