

**Glyndon City Council**

**1/27/2016**

7:00 p.m. Regular Council Meeting  
Glyndon City Hall

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, City Staff Present: City Clerk Denise Anderson, Deputy City Clerk Wendy Affield, and City Engineer Alex Ranz.

**As Per Sign in Sheet:** Lori Vanderhider, Nick Olek and Karen Kringler.

3. **Motion to Approve Consent Agenda**

a. Minutes – 1/13/2016

b. Motion to Approve Resolution of Payments – Additions of 3 payments presented by Deputy Clerk Affield. A motion to approve Resolution of Payments was made by David Owings, seconded by Kimberly Savageau. Motion Carried.

A motion to approve the consent Agenda was made by Joe Olson, seconded by Kimberly Savageau. Motion carried.

4. **Additions to Agenda**

- HR Topics
- Message to Scott Lofgren

5. **Motion to Approve Agenda**

A motion to approve the 1/28/2016 agenda was made by Joe Olson, seconded by Kimberly Savageau.  
Motion Carried.

6. **New Business**

a. **MN DOT – Hwy 10 Municipal Consent Discussion/Review of Proposed MN DOT Resolution (2016-2) – Lori Vanderhinder**

Ms. Vanderhinder explained to council members 4 changes that MN DOT need to make to the Highway 10 reconstruction plan of 2017.

1. Remove access closure on the Northwest side of Glyndon to provide for MN Dot access to maintain planned living snow fence.
2. Rail crossing on the Northside of Highway 10 will be left open so that property does not become landlocked. MN DOT does not wish to acquire that property due to contamination.
3. Removed the proposed backage road on the north side of the trailer court and leaving the Highway 10 access open. That acquisition would have involved 3 parcels. This change does not require Municipal consent.
4. The alley on the east side of the Hill Lounge will not be closed due to it has never been officially vacated by the City. Currently there are shrubs and a shed which has encroached the alley. Council members discussed mitigating the encroachments or vacating the alley. Owings feels conversations should be conducted with all property owners that would be affected. There was a discussion of City services that are located within that alley way.

Council Members reviewed that Sample Resolution provided by MN DOT and decided that the verbiage in the sample resolution contain the information that was pertinent to all topics discussed.

A Motion to pass the Sample Resolution as being identified as Resolution 2016-2 For Layout Change Approval was made by David Owings, Seconded by Chris Jensen. Motion Carried.

**b. Resolution 2016-1 Limited Use Permit for Municipal Identification Entrance Sign Change to LUP Permit Type LUP #1401-0007**

Anderson explained to Council Members that MN DOT is changing the City's sign permit to a limited use permit. This basically gives the City permission to be on the MN DOT right away to maintain the City of Glyndon Entrance sign on the East edge of town located on the north side of Highway 10.

Chris Jensen made a motion to accept and approve Resolution 2016-1 Limited Use Permit for Municipal Identification Entrance Sign Change to LUP Permit Type LUP #1401-0007, seconded by Joe Olson. Motion Carried.

**c. BNSF – Review of letter for First Responders** – Mayor Johnson instructed Council Members and Department heads to familiarize themselves with the information provided for future classes and training being offered.

**d. Nathan Tracy – Application for Glyndon Fire Fighters Rescue Squad**

Joe Olson made a motion to accept Mr. Tracy's application for membership in the City of Glyndon's Fire and Rescue Squad contingent upon Chief Cline's background check findings, Seconded by Kimberly Savageau. Motion Carried.

**7. Old Business/Unfinished Business**

**Variance Request 202 Parke Avenue/Legal Opinion/Foot print of garage not larger than living area/Building Inspector requests remodel plan**

Council had a discussion regarding that the foot print of the garage addition is larger than the footprint of the living space. Anderson informed Council that The City Attorney Ken Norman has stated regardless of any type of miscommunication or misunderstandings Mr. Olek will be allowed to construct 14 foot side walls on the proposed addition, however; moving forward Mr. Olek will need to work with Building Inspector Steve Schroeder to insure the project is in compliance with City Codes and Ordinances. A new permit will need to be issued with more cohesive objectives of the building plans. Council had a discussion of how long a permit is valid and how a few adjustments have been made to transition from Inspector Roland Holms to Inspector Steve Schroeder. Also a discussion of what does and does not constitute the need to apply for a building permit. Moving forward permits will be issued and enforced by Inspector Schroeder. Mr. Olek was instructed to contact Mr. Schroeder for continuance of his building plans.

A motion was made by David Owings to waive the fee for a new permit, Seconded by Joe Olson. Motion Carried.

**8. HR Topics** – David Owings instructed all City employees to complete a list of all daily and seasonal job duties they perform. Mr. Owings and Mr. Olson have requested that they be turned in before the February 24<sup>th</sup> Council Meeting.

**9. Message to Scott** – Dave Owings questioned if the sign on the North end of Lund Avenue of the 400 block could be moved or modified to accommodate the passage of snowmobiles to access the snowmobile trail without having to access the trail by going through the ditches. This would be a courtesy for the home owners on the east and west side of the street at that dead end access.

**8. Department Reports / Committee Reports**

a. **Mike Cline, Police Chief – Not Present**

b. **Bob Cuchna, Fire Chief – Not Present**

c. **Scott Lofgren, Maintenance/Public Works Supervisor – Not Present**

d. **Denise Anderson, City Clerk** – Is currently collaborating with Eide Bailly to compile all information for the 2015 Audit and working through TIFF issues with Mr. Drown. Anderson also informed Council that she had contacted the Kilbourne Group for marketing ideas for Stockwood. She is still in contact with Monsanto and Mr. Norman to obtain an easement agreement and notarized signature pages for recording of Developers Agreement.

Council had a discussion of the abandoned Railway tracks on the north side of Highway 10. There is confusion if it has been indeed abandoned or is still owned by BNSF. Ms. Savageau stated that she is familiar with these types of recordings and will do research on the issue and report back to the Council. Mr. Owings stated that there is a mowing maintenance issue with that property, also maybe the City could plant a line of buffering trees in this area.

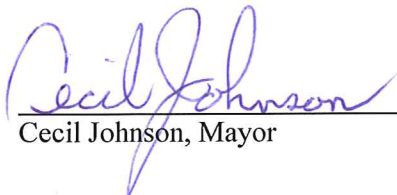
e. **Council Members Joe Olson and Kimberly Savageau, Glyndon Improvement Committee** – The skating rink party may need to be postponed due to lack of ice and unseasonably warm weather.

**9. Open Forum**

**10. Miscellaneous Announcements** – Karen notified area churches regarding the skating party. She questions why the Clay County Union has not published her article introducing the new City Police Officers.

At this time Mayor Johnson asked the City Engineer Alex Ranz if he had any updates for the Council. Mr. Ranz did state that Ulteig has been working on the permits and logistics for the 2016 water main looping project and it appears that all plans are on schedule. 3 Permits have been applied for in connection with this project, 2 involve MN DOT consideration and 1 is with BNSF to bring the water line under the railroad tracks on Parke Avenue. Also they will be observing Lyndon Avenue for any frost damage involved with the resurfacing of that project. Anderson has asked for assistance from Ulteig Engineering in creating a Request for Proposal to be posted on the League of Minnesota's website and other venues as they are discovered.

**11. Adjournment** – A motion to adjourn the meeting at 8:10 p.m. was made by Joe Olson, seconded by Chris Jensen.

  
Cecil Johnson, Mayor

  
Denise Anderson, City Clerk/Treasurer

January 27, 2016 Glyndon City Council Minutes