

**Agenda for Glyndon City Council**

**06/26/2019**

6:00 p.m. Regular Council Meeting  
**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 and Kim Savageau; Police Chief Mike Cline; City Engineer Kris Carlson; Administrative Assistant Heather Johnson.

**As Per Sign in Sheet:** Stephanie Tri, Rod & Kim Schock.

3. **Motion to Approve Consent Agenda -** A motion was made by Joe Olson to approve the Consent Agenda, seconded by Justin Schreiber. All in favor.

Motion Carried.

**a. Minutes – 6/12/19 Council Meeting**

**b. Approve Resolution of Payments**

**c. Miscellaneous Items:**

- **Approve Clay County HRA Housing Authority Charitable Gaming Permit for July 16, 2019 at the Glyndon Community Center**
- **Approve Pay Estimate Request to Sellin Brothers Inc. for \$580,908.73 for Work on Parke Avenue**
- **CD with Northwestern Bank Renewed for Another Four Weeks**
- **Request to Draw Down the Letter of Credit for Southview Special Assessments – Missed One Parcel #55.720.0240 for \$1765.80**
- **Simple Website – Designing of a New Website for the City of Glyndon \$4,380.00**

4. **Additions to Agenda**

➤ **Headshots for New Website – Dave Owings**

➤ **Alleyway Repair by Glyndon Lutheran Church – Mayor Johnson**

5. **Motion to Approve Agenda**

A motion to approve the 6/26/2019 Agenda was made by Kim Savageau, seconded by Justin Schreiber. All in favor.

Motion Carried.

6. **New Business**

**a. Swearing in Of Glyndon Police Officers Matthew Tri and Ryan Schock –** Mayor Johnson initiated the swearing-in of both officers by having them state the Oath of Office.

**Miscellaneous Announcements:**

➤ **Shutdown of Parke Avenue from Railroad Tracks to Hwy 10 –** Before leaving the meeting, Chief Cline reminded Council, Sellin Brothers will be starting work on the 2<sup>nd</sup> phase of the Parke Avenue Project, and how Parke Avenue will be closed from the railroad tracks to Hwy 10 starting Thursday. Mayor Johnson asked if there would be a start time for the closing of the

road? City Engineer Carlson responded the start time should be right around eight a.m. (8:00). Mayor Johnson then inquired if Sellin Brothers would be working over the weekend? Carlson confirmed some work will be done starting Sunday, which is to allow for the upcoming Fourth of July holiday weekend to be work-free and quiet.

➤ **Softball Tournament Scheduled for 6/28 & 6/29 - Ballfields/Parking Issues –**

Mayor Johnson stated this weekend Glyndon is hosting a large softball tournament and is concerned about where attendees will be able to park their vehicles? Administrative Assistant Johnson stated she spoke with David Swafford from Sellin Bros and he confirmed their crews will only be working a limited number of hours on Sunday, from approximately ten a.m. to eight p.m. (10:00-8:00). He did not expect to have any issues with his crews being in the way of the softball tournament attendees' parked vehicles. Carlson asked Council, moving forward would it be worth changing 7<sup>th</sup> Street into a one-way? Mayor Johnson added he knows Partridge Avenue will be full, as well as Eglon Avenue. Carlson stated Partridge Avenue currently has "No Parking" signs posted on one side of the street, and it will remain that way throughout the duration of the project as it needs to be wide enough to allow two vehicles to pass. Carlson feels making both 7<sup>th</sup> Street and 5<sup>th</sup> Street one-ways will help the flow of traffic. Neither Mayor Johnson or Carlson had said they were aware of this tournament until today, and Johnson confirmed she only spoke to DGF Softball Manager Matt Spessard that morning. Council Member Schreiber noted the parking issue will not be so bad if the lot behind the baseball fields is dry enough for people to park. The lot had previously been too muddy and people were forced to park on the street. Mayor Johnson thinks Randall's Excavating has been hauling Class 5 dirt to the lot in order to help repair it. Schreiber agreed, but stated he was not sure and would check into it. Council Member Olson then asked if the City should donate material from the construction work to the School? Schreiber feels since the ballfields belong to the School; they should be responsible for its repair. Carlson stated the School had requested a couple loads of millings but was not sure as to the purpose. Council Member Owings asked as to the cost of two truckloads? Council Member Savageau stated the gravel ordered for 12<sup>th</sup> Street from Turner Sand & Gravel came to five-hundred seventy-three dollars and seventy-five cents (\$573.75). Carlson confirmed the amount works out to be around one-hundred (100) yards of gravel. Per truckload is around 10 yards, which is not very expensive. Carlson added the expense adds up when the gravel is being laid out. Schreiber said he estimated a single truckload to be around two-hundred to two-hundred fifty dollars (\$200-\$250). Carlson also stated he will speak with Sellin Bros. regarding keeping some parking available in the school's parking lot over by 7<sup>th</sup> Street. Owings stated he would like the Council to approve sending three (3) truckloads of Class 5 gravel, if needed, to the School to help repair the lot for parking access. Carlson added the School has helped the City in regards to allowing access to their parking lot so that 7<sup>th</sup> Street residents with health issues can get out. Olson agreed and stated it would be a nice gesture. Savageau also agreed, and noted the City will need to take another look at gravel usage once construction is over in terms of repairing the alleyways in the City. A motion was made by Dave Owings to donate up to three (3) truckloads – if needed – of Class 5 gravel to the School for softball parking lot repairs, seconded by Kim Savageau. All in favor.  
Motion Carried.

7. **Discuss Addition to the Agenda:**

➤ **Alleyway Repair by Glyndon Lutheran Church –** Mayor Johnson stated he is concerned if Sellin Bros. has been using the alley as a go-through with their work trucks? Carlson stated he is not aware of Sellin Bros. using it at all, but he is aware of residents parking in the alley. Mayor Johnson noted the alley is full of potholes, and each pothole is full of recent rainwater. Mayor Johnson asked if Sellin Bros. might have a grader to help fill the holes? Carlson responded he would check with them once the first phase is finished to see if they will

have any extra Class 5 gravel the City can use. If so, they can make a run up and down the alleyway with fresh gravel to fix the potholes. Savageau noted how none of the City's alleyways have been maintained in recent years, and should be fixed this fall by City Maintenance Supervisor Scott Lofgren. Carlson stated he has spoken with the County recently about adding additional drain tile stubs for each alleyway entrance, and to make sure the City has enough for when it comes time to tile them. Mayor Johnson asked if the millings could be used for the City's alleyways? Carlson responded the millings would not be available because they will be recycled back into Parke Avenue, but he can check into what it would cost to purchase new millings. Olson feels the City needs to put some money into this regardless of current projects. Mayor Johnson stated the City does not have a lot of alleys, which helps bring down the cost. Carlson said come fall it would be a good time to reassess the situation and look at what the final needs would be for drain tile. Carlson added with the heavy construction right now, fall would also be a better time for application and maintenance. He will check with Hough Construction to see if they can run their blade over the alley in the meantime. Olson stated he was impressed with their maintenance so far of the gravel road section of 12<sup>th</sup> Street SE. Carlson agreed, and noted the County ordered calcium chloride for the entire gravel stretch and will soon be applying it.

**8. Old Business/Unfinished Business**  
**a. Project Updates – Kris Carlson**

**\*Stockwood** – Carlson stated the Mylars have been ordered, and should be arriving soon for signatures. He reached out to Jim at MnDOT, but has not yet heard back from him. He will continue trying to contact him either by phone or in person. Carlson put together some numbers for roadwork, and is going to do some research on a deed grant available for the promotion of business and industry. The same grant had been considered in the past for other projects, but was not a good fit due to it not supporting retail. Now however, the new businesses going up in Stockwood are more transportation leaning, and so he feels the City is a perfect candidate for the grant. Carlson will prepare the application on behalf of the City, and noted the grant would be a great help considering the high price tag on installing the road in Stockwood. If there were more parcels the City could assess, the cost would not be as high.

**\*Southview** – Carlson received a request from Kelly Richards to look at the pond elevation. Richards would like to raise the elevation to install fountains. Carlson stated he took some measurements and will correlate with the stormwater calculations to see if the elevation can be raised. Next week Richards' electrician will be coming out to the pond to run power to it. Mowing was delayed slightly due to one of the City's mowers experiencing a mechanical issue and also due to recent rainfall.

**\*Parke Avenue** – Carlson feels Sellin Brothers is doing well in regards to their timeline, and he anticipates by tomorrow all the pipe will be finished being laid in the ground from the railroad tracks to 7<sup>th</sup> Street. The last remaining work on the storm sewers from 7<sup>th</sup> Street to the pond will be completed today, making room for gravel-laying next week. Work on Phase 2 from the railroad tracks to Hwy 10 will start tomorrow morning. The only project still behind schedule is the gas line relocation work being done by Q3 for Xcel Energy. Overall, he feels work is on schedule if not slightly ahead although PSC is holding up progress on the gas relocation just a bit. Crews will only be working next week from Sunday until Wednesday, leaving the holiday weekend free of construction and noise. Mayor Johnson asked about Xcel's issues with the gas lines? Carlson responded he is not sure what they are working on exactly, as they do not communicate much as a private utility. Carlson did speak with Xcel Power regarding staggering some lights on both sides of Parke Ave, mainly in front of the school, and will reach out to find out exact locations. Otherwise the lights are on order and everything will be ready when the City is ready. Power will be underground in front of the school. Savageau asked about whether a temporary stop light will be installed on Hwy 10 for the duration of Phase 2, as many residents

are going to have problems making a left-hand turn onto Hwy 10? Carlson said it was decided one would not be put in, and he is not sure if it was a MnDOT issue. Carlson said he will bring up the issue with both Sellin Brothers and Justin from the County to see if they can reconfigure a location for one. Schreiber suggested traffic could be routed over to County Rd 17 in order to access Hwy 10, but Savageau does not think it would be a good idea for that much traffic to be shuffled through town. Owings noted in the morning the majority of traffic normally head to the traffic light in order to be able to turn left. Carlson said Phase 2 on Parke Ave will be short-lived in terms of the work being done, and hopefully residents will not be inconvenienced for long. He is of the opinion mid-July might see crews wrapping up on Phase 2.

**\*Pond on 7<sup>th</sup> Street** – Carlson stated the pond is basically done other than one side, and presently waiting for the pump station to be put in. Mayor Johnson asked if all of the peat rock was in? Carlson confirmed all of the rip-rap is in. Schreiber asked when will the pond by the skating rink be dug? Carlson responded once Q3 is out of the area, it should take roughly a week or week-and-a-half to build. Schreiber asked if the small hill by the pond will be removed? Carlson spoke with City Maintenance Supervisor Lofgren and agreed to add some material and see if one of the contractors will help shape it or shift it if need be.

➤ Carlson asked Council how the weekly project meetings updates from Sellin Bros. are being received by Parke Ave residents? Mayor Johnson responded there are less residents showing up to the Community Center meetings. Carlson reiterated the weekly meetings for residents will now be bi-weekly, but the project managers will still be meeting on a weekly basis. Owings asked if Johnson knew approximately how many residents had signed up for email alerts? Johnson responded right now there are one-hundred fifty-six (156) subscribers. Carlson stated, he asks any resident who calls him if they are on the list, and notes he has not received any negative calls or feedback. Johnson mentioned the one complaint she has received at City Hall was regarding a resident wanting to know why they are being charged for garbage if they have to bring their garbage to the bin at the Community Center? Carlson stated the garbage is still being disposed of on behalf of the residents, therefore technically garbage service has not been interrupted.

➤ Olson asked if Carlson had an estimate on the cost of removing the large dirt pile in Charleswood? He feels something needs to be done as it cannot just sit there if the developer is not going to be moving forward with construction this year. Mayor Johnson said he spoke twice with Sullivan and feels he is ready to go forward. Carlson stated he will reach out to Sullivan to get more information. Mayor Johnson stated Sullivan told him he has sold two individual lots already. Carlson informed the Council the current status is waiting for engineer's estimates for the Phase 1 portion, and then he will provide the estimate to David Drown so the Developer's Agreement can be finalized. After the Developer's Agreement is finished, then the Public Hearing will take place. Olson stated it appears Sullivan will not be doing any work this summer, and wants to know if Sullivan can at least plan to do some work on removing the pile. Olson suggested a timeline would be helpful as he gets questions from residents concerning it. Mayor Johnson asked if Carlson would be available to meet tomorrow with Sullivan if he can arrange it? Carlson said he can make a meeting work if it means getting some resolution about a timeline. At this point he is not sure if Sullivan is more focused on Stockwood and Dollar General getting finished. Mayor Johnson said per their last conversation Sullivan mentioned adding another business out in Stockwood, possibly a Pizza Corner restaurant.

➤ Schreiber asked Carlson if concrete work on Parke Avenue residents' driveways had been discussed at any of the weekly meetings? Carlson responded Ulteig is going to put together a list of homeowners who want concrete work extended up to their homes. He added those specific concrete jobs will need to be cut separate from the work for Parke Avenue. He spoke to

the County, and the County will look at stabilizing the grade for all the residents. Carlson added the same residents will need to be notified regarding drain tile installation and sump pump locations as well. Owings asked if the millings are being stockpiled out by the ponds? Carlson said Sellin Bros. has already been crushing the millings, and the dirt out by the ponds is actually Class Five (5). Carlson will speak with Bryce from Hough Construction more at their next meeting about the millings.

**Miscellaneous Announcements:**

➤ **Watershed District Meeting** – Mayor Johnson stated there was a recent meeting with the Buffalo Watershed District regarding cleaning out from the lagoon to under the railroad tracks past Hwy 10. Bruce Albright will be contacting the farmers whose properties abut the river regarding the cleanup process and the approximate cost. Downstream there are more beaver dams built up within Glyndon Township limits. Mayor Johnson stated more updates will be coming.

**Additions to the Agenda:**

➤ **Headshots for New Website** – Owings stated with the new City website overhaul taking place, it had been discussed during the previous Council meeting to have professional photos of each Council Member added to the site. Owings stated he would be willing to bring in the necessary equipment and backdrops in order to take some professional “headshots”. He noted it would be better to take uniform photos so each individual photo is consistent with the others. Olson noted he has observed other cities’ websites and noted some have one photo of the entire Council seated in Council chambers behind the desk. Savageau added some cities have photos of every two years’ Council members on their walls. Owings then asked if the Council is in agreement to have photos taken? He then asked for a vote, and all members agreed. It was decided the July 10th morning Council meeting would be a preferable time for photos to be taken, and also to include all departments at the same time. Owings stated he would reach out to Fire Chief Bob Cuchna to see if his department can stop in for photos.

**9. 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. **Wendy Affield, City Clerk** – Not present. Johnson stated Affield noted in the agenda she will be gone to Duluth, MN for a conference, and to inform Council payroll will be processed one day late. Johnson also added she has been working on creating a “fillable” online building permit, one which can be completed on the computer without being printed out first. The intention is to create a more streamlined process for those seeking a building permit. Owings asked if any recent building permits have come in for new construction? Johnson responded no, not for new construction, only for flooring and roofing on existing homes.

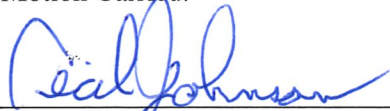
**10. Open Forum**

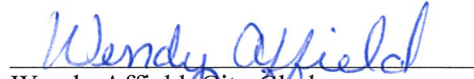
**11. Miscellaneous Announcements**

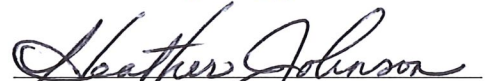
**418 2<sup>nd</sup> Street SE** – Olson asked if there is an update regarding the property? Johnson responded D. Sjothun is wanting to plant grass and install a picket fence on the property. Owings noted he drove by recently and the children’s toys were scattered across the actual road, not on the property itself. Mayor Johnson noted Mr. Fortier has placed run-down semi-trucks and junk tractors along the east side of the building. He asked if there is an ordinance which covers those? Johnson responded it most likely would be Ordinance 117, as junk vehicles are covered along with other types of unsightly clutter and refuse. Savageau asked if there are more things the City

can do, enforcement wise, to cut down on the nuisance issue? She added the junk problem is not just contained to 418 2<sup>nd</sup> Street, but is a problem all over town.

**12. Adjournment** – A motion was made by Justin Schreiber to adjourn at 6:49 p.m., seconded by Dave Owings. All in favor.  
Motion Carried.

  
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Cecil Johnson, Mayor

  
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Wendy Affield, City Clerk

  
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Heather Johnson, Administrative Assist.

June 26, 2019 Glyndon City Council Minutes