

**Glyndon City Council**

**6/10/2015**

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: Chris Jensen, Joe Olson and Kimberly Savageau, City Staff Present: City Clerk Denise Anderson, Deputy City Clerk Wendy Affield, Police Chief Mike Cline, Maintenance Supervisor Scott Lofgren

**As Per Sign in Sheet:** Eric Skolness and Karen Kringler.

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 5/27/2015
  - b. Motion to Approve Resolution of Payments – Chris Jensen made a motion to approve the Consent Agenda, seconded by Kimberly Savageau.  
Motion Carried.

4. **Additions to Agenda**
  - Ulteig – Request for Water Tower Payment – Denise Anderson

5. **Motion to Approve Agenda**

A motion to approve the 6/10/15 agenda was made by Joe Olson, seconded by Chris Jensen.  
Motion Carried.

6. **New Business**

- a. **Modification of Insurance Review** – Denise Anderson explained the letter she received from Johnson and Johnson Insurance. The letter indicates that Johnson & Johnson has updated the values per appraisal to the Commercial Package Policy. The additional premium for this endorsement is \$1337.00 and was waived for the 2015 year. A copy was enclosed in the Agenda Packet showing the new value amounts for the 1991 Gorman Pump, Komatsu WA-250 Pay loader and the 2014 Case IH Farmall B 50 HP w/attachments. Anderson explained that this is just for informational purposes.

- b. **Motion to Accept Donation of \$500.00 for the Police Department from Sanford Medical Center for purchase of an AED** – Chief Cline informed Council that part-time Officer Justin Douglas requested a Grant from Sanford Medical Center for an AED. Cline stated that Sanford was unable to donate an AED but donated \$500.00 to put towards one. Mayor Johnson addressed Cline to see if Mr. Douglas will still be writing our Grants if he accepts a job in Chicago. Cline stated that he will still help the City of Glyndon Police Department with their Grant writing.  
Chris Jensen made a motion to accept the \$500.00 donation from Sanford Medical Center, seconded by Kimberly Savageau.  
Motion Carried.

**c. Glyndon Lions Club Application for Gaming Permit for August 1, 2015 – A** motion was made by Kimberly Savageau to accept the application for a Gaming Permit for the Glyndon Lions Bingo on August 1<sup>st</sup> during Glyndon Days, seconded by Joe Olson. Motion Carried.

**d. No Parking Signs on 7<sup>th</sup> Street by Ball Diamonds – Added to New Business – Erik Skolness** addressed the Council concerning the “No Parking” signs on 7<sup>th</sup> Street by the softball fields. Skolness understands the safety reasons behind the signs but was wondering if the City would allow parking on the north side of the road which would keep the south side open for people to see if someone is crossing to get to the fields. Chris Jensen informed Skolness that a few years back a child was hit on a bike and it was very difficult to maneuver the Rescue vehicle between the cars parked on both sides and the ambulance was unable to reach the accident site. Jensen stated that if the cars were parked on the north side of the road the issue was that children would dart out into the street from behind vehicles and it would be too late to react for the driver. Chief Cline stated that the Council discussed this topic extensively and felt the safety of the children and the congestion issue for any emergency vehicle to travel 7<sup>th</sup> Avenue was more important than the distance an individual had to walk to get to the fields. Skolness asked if he needs to talk to the school in regards to more parking availability inside the gates. Lofgren questioned if the County would fill in the ditch on the east side to allow for parking. Kimberly Savageau asked if the bridges were in to cross the ditch when it is full of water. Lofgren stated that they are not in at this time and it is the schools responsibility to install them. Mayor Johnson informed Skolness that the City will contact the School to see if they have any plans on addressing the parking situation and will get back to him with what was discussed.

## **7. Old Business/Unfinished Business**

**a. Monsanto Annexation – Update –** Anderson informed Council that the Monsanto Annexation has been completed. On June 4<sup>th</sup> the State Boundary Adjustment informed the City that the Order was approved and signed by the Judge. Anderson received the Order but was notified by Kimberly Savageau that the City will need a Certified Copy to register at the Court House. Anderson informed Council Members she visited Monsanto and was impressed on how large the expansion will be. Anderson stated that City Engineer Chris Thorson is waiting for copies of the Water & Sewer plans to review. Mayor Johnson asked if Monsanto has started the building process. Affield stated that the Footings & Foundation Permit has been issued to Monsanto and the Building Permit has been paid for but not issued yet. Anderson will check with the GIS at the Court House to see if the City can request a new map showing that Monsanto is located in the City limits. City Council discussed the chloride that was put on 12<sup>th</sup> Avenue in front of the housing development. Scott Lofgren informed Council Members that the City pays for the treatment up to the box culvert and the Township pays up to the four corners. Anderson informed Council that Monsanto also put chloride on the road in front of their buildings and she questioned if it will become the City’s responsibility to pay for it in the future now that they are in the City limits. Lofgren stated that it will always be a County road like Parke Avenue and 7<sup>th</sup> Street and will be maintained by the County. Mayor Johnson stated that this would be a question to discuss with Mr. Overbo at the County. Jensen thinks Council should take in consideration the tax base Monsanto has brought to the City and feels it would be a reasonable request to spend the money to chloride the portion of the road in front of their buildings. Joe Olson mentioned that while visiting with neighbors they have asked if the road in front of their homes on 12<sup>th</sup> Avenue will ever be paved. Council Members will have a discussion with the Township and the County in regards to the maintenance on 12<sup>th</sup> Avenue and see what is expected of the City.

**b. Seter's East Development - Update** – Mayor Johnson visited with Iverson over the phone suggesting that he talk with David Drown and Chris Thorson to see if something can be figured out to move the project forward. Anderson informed Council that she e-mailed Mr. Drown on Monday asking him if there is any new communications or progress that he would like her to add to the Agenda for the Council Meeting on June 10th. Mr. Drown responded with “he has had contact with Mr. Iverson but at this time they will not have anything new for the Agenda”.

**c. Boundary Line Adjustment/Mantei Request** – Kimberly Savageau visited with Kristie Leshovsky, Moorhead City Planner and informed Council that Leshovsky approves the Boundary Line Adjustments on her own, stating the only thing she will check on is to make sure the water and sewer lines are not crossing property lines. Savageau stated that after visiting with Lofgren this morning she does not see a problem allowing the adjustment to the Mantei's. A written letter will be requested from the Mantei's for the City to have on record stating they want the boundary adjustment. Kimberly Savageau made a motion to approve the Boundary Line Adjustment contingent on a written request from Kenneth & Kathleen Mantei, seconded by Chris Jensen.

Motion Carried.

**d. Clay County Trailblazers Request for Temporary Holding Tank for Water Hook up** – Denise Anderson informed Council that she talked with Bruce Jaster explaining to him the request from the Clay County Trailblazers and the situation with no power running to the lift station at that location. Jaster stated he does not have a problem with the holding tank as long as it is not permanent and would like the City to visit with the Building Inspector to see what his opinion is on this subject. Mr. Schroeder said that as long as the Council discusses it and has it put in writing that the tank will be put in for just a temporary basis and that this would be the only time the City allows this to happen. Council discussed the issue they have with stating that the Trail Blazers are the only organization that will be allowed to do this. Anderson suggested that the Council make a motion to allow the Trail Blazers to install a temporary holding tank and any other holding tanks in the future will need to be brought in front of Council for review. Council discussed the procedures that will be expected from the Trail Blazers if they decide to install the holding tank which would consist of annual pumping receipts that will need to be given to City Hall along with once the building is able to be hooked up to City sewer the holding tank either will need to be removed or filled in. Anderson will check with Bruce Jaster on the permit and inspection process. Council decided to have a clause attached to the request stating that “once the electric is installed and the lift station is working you will have 180 days to have the water & sewer hooked up to your building”. Chris Jensen made a motion to allow the Clay County Trailblazers to install a temporary septic holding tank with the conditions of annual pumping receipts given to City Hall along with the understanding that they will have 180 days to hook up to the city sewer system once power is ran to the lift station. They also will be responsible for all the expenses acquired by this holding tank installation and attaching to the City sewer system in the future, seconded by Joe Olson.

Motion Carried.

**e. 3<sup>rd</sup> Reading of Agriculture/Commercial Zoning Ordinance** – The Ordinance was read on April 22<sup>nd</sup> when resolution 2015-10 was introduced to Council in its entirety. A motion was made by Kimberly Savageau to waive the complete reading of the Ordinance and except this third reading, seconded by Joe Olson.

Motion Carried.

Chris Jensen asked if Council has already made a motion and switched the zoning on the Seter's East Second Addition property. Jensen wants to make sure that the Seter's are aware that starting in January of 2016 the land will be assessed the tax rate for Residential not Agricultural. Anderson stated that Iverson, their consultant was informed of that consequence prior to the rezoning process.

**f. Utility Billing Authority Discussion** – Kimberly Savageau visited with Hawley and was given a copy of the form that they use to track the water usage if a resident is questioning how much they used. Anderson suggested to visit with Sensus and Neptune to see if the meter company has a form that the City of Glyndon could use that would help educate residents on how to track their usage. Lofgren will check with Minnesota Rural Water and see if they have any information that can be passed on to the residents. Council discussed the steps that should be taken if a resident has an issue with their Utility Bill; 1.) The resident will receive a form to track their water usage 2.) The resident will explain the situation to Anderson, Affield and Lofgren 3.) One of the three City Employees will visit with 2 members of the Council and decide on what to do with each individual case. If an agreement is not acceptable then it will come to the full Council for review.

Major Johnson brought to Council the drainage issue that runs along 4<sup>th</sup> Street in front of the church and goes to the west. The property is considered the railroads but they will not clean it out as it would not benefit them. Lofgren is waiting for a return call from BNSF to see if the City would be allowed to clean the ditch. Council discussed options to look at when Parke Avenue is reconstructed to see if the drainage issue can be addressed at that time. Council will discuss further after they hear back from BNSF.

## **8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – Chief Cline has instructed his Officer's to extend their patrolling out to Monsanto now that it is in the City Limits. Cline stated he has had many complaints in regards to kids on ATV's and is waiting to hear back from Mr. Norman on his Ordinance concerning Snowmobiles, ATV's and Golf Carts. Cline stated that once Norman has approved the Ordinance it will be presented to Council, need to be read three times and then published. Cline indicated that he will give out one day permits for the use of ATV's for Glyndon days. Anderson will call Ken Norman to see if he has a chance to review the ordinance.

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

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Scott Lofgren informed Council that he has one meeting left concerning the Well Head Protection Plan. The Department of Health stated that the City will need to try and locate abandoned wells and have them capped. Lofgren stated that there is grant money available that will pay 100% of the cost to cap wells. Savageau suggested to put a blimp in the Newsletter concerning the abandoned wells. Jensen mentioned that he had a well capped at his lake, filled out a few papers and they came out and took care of it without costing him a cent. Lofgren suggested the Council take in consideration to build the Skating rink in a different location other than Johnson Park. He would like to see the location be on Parke Avenue and 10<sup>th</sup> Street. Lofgren stated that the dike is already there, it is too wet to mow in the summer, plenty of parking and when the rink melts in the spring it will just run into the coulee and the City will not have to worry about flooding anyone's back yard or killing the grass in Johnson Park. Lofgren stated that he has an extra fire hydrant and would like to install it in that location and informed Council that there is power running down 10<sup>th</sup> Street so if a warming house or lights need to be installed electrical is available. Lofgren informed Council that the Lyndon, Lund and 9<sup>th</sup> road construction project will start on Monday

June 15<sup>th</sup>. The road will first be milled down and then filled in with gravel until KPH comes in to finish the project.

**d. Denise Anderson, City Clerk** – Denise Anderson informed Council Members that she has been working with Eide Bailly on the journal entries they are requesting and will keep working with Eide Bailly and Banyon until the two systems mesh. Anderson stated that she has been working with Shawn at Website Creations trying to finish up the City’s new website. Anderson informed Council that she has a call into Peggy Harter in regards to the Quiet Zone Study the Council approved for Stantec to perform. Anderson indicated that the research she completed for the decertification on TIF lots in Centennial has been sent to David Drown’s office. Mayor Johnson asked what happens after the lots have been decertified. Anderson stated that the tax base will come back to the City. Anderson informed Council that she has been looking at the 2016 Budget and making adjustments as needed. Anderson asked if anyone on the Council would like to form a Budget Group that would meet every few weeks to discuss items that should be added to the Budget and review the old items that may need adjustments. Council discussed the balance in the General Fund and how the LGA funds and Property taxes affect it. Chief Cline asked Anderson to check to see if they are going to have a spot on the website for job applications. Cline stated that he has put an application out for a part-time officer and noticed on other Cities websites that they do have a tab for job applications. Mayor Johnson asked how the communication are coming with Maple River Communications on installing an antenna on the south end of town to supply internet service to more residents. Anderson has not heard anything from them at this time. Anderson will check with Maple River Communications.

**e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee** – Kimberly Savageau informed Council Members that the Improvement Committee will be meeting with the Glyndon Days Committee tonight at the Community Center. Joe Olson informed Council that Nate Paulson is checking with Sanford to schedule the Life Flight helicopter for the Glyndon Community Picnic which will be Thursday July 30<sup>th</sup> at Johnson Park from 6:00 pm to 8:00 pm. Cline informed Council that he will order the corn, has visited with the principle at the School to check to see if the Art Club would be interested in doing the face painting during the picnic. Olson and Savageau are in charge of the Community Picnic so they will be looking for ideas to help entertain the kids. Olson stated that Dave Owings is working on having a Talent Show at the School this year. Council discussed where the location of the Street Dance and the Bouncy Toys will be with the construction on the Water Tower. Olson will have more information at the next Council Meeting.

**9. Open Forum** – Nothing

**10. Miscellaneous Announcements** –

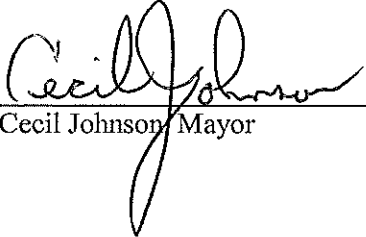
Mayor Johnson asked Kimberly Savageau if she would explain the picture she took in Casselton. Savageau stated that the picture is of a Quiet Zone in Casselton and the median is not much bigger than the signs that are located on it and she feels that this would not be an expensive means for a quiet zone if it would work for Glyndon.


Lofgren informed Council that Terry Cummings sprayed last night for mosquitos and must wait 72 hours before he can spray again. Lofgren also stated that the Maintenance Department is not allowed to spray private property.

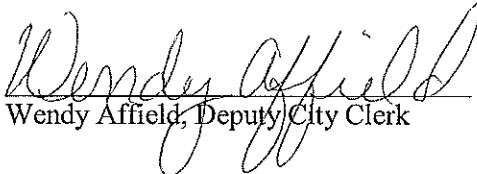
Karen Kringler requested further information on the speed limit discussion concerning 12<sup>th</sup> Avenue to County 17. After further discussion Council instructed Lofgren to purchase more “Speed Limit 30” signs and to install them both east and west on 12<sup>th</sup> Avenue.

**11. Adjournment**

A motion was made by Kimberly Savageau, seconded by Joe Olson to adjourn at 8:25 a.m.  
Motion carried.

  
Cecil Johnson, Mayor

  
Denise Anderson, City Clerk/Treasurer

  
Wendy Affield, Deputy City Clerk

June 10th, 2015 Glyndon City Council Minutes