

Glyndon City Council

6/24/2015

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

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, Police Chief Mike Cline, Officer Jason Lien, City Engineer Alex Ranz.

As Per Sign in Sheet: Terry and Tammy Sperr, Bryant DeVries and Karen Kringler.

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 6/10/2015
 - b. Motion to Approve Resolution of Payments – Joe Olson made a motion to approve the Consent Agenda, seconded by Dave Owings.Motion Carried.

4. **Additions to Agenda**
 - Ulteig – Lyndon, Lund & 9th Update – Alex Ranz
 - Trailblazers Holding Tank Update – Denise Anderson
 - Glyndon Days Discussion – Terry Sperr
 - Bouncy House Discussion – Joe Olson

5. **Motion to Approve Agenda**

A motion to approve the 6/24/15 agenda was made by Chris Jensen, seconded by Kimberly Savageau.

Motion Carried.

6. **New Business**

- a. **1st Reading Ordinance #177 – An Ordinance Regulating Special Vehicles within the City of Glyndon, Minnesota, Providing Penalties for Violations of this Ordinance and Repealing Ordinance #131** – The Ordinance was read individually by each Council Member prior to the Council Meeting. Chief Cline informed Council Members that the City will need to have registration forms and yearly permit stickers made with serial numbers on them that will be purchased at the Police Department. Some of the changes that were made to replace the old Ordinance consist of the amount of people that are allowed to be on the ATV, where the ATV is allowed to travel in the city limits and the machine must be licensed and insured. Cline informed Council that there are no Golf Carts allowed in the city limits unless a permit is issued from the Police Department. The golf cart would have to have 2 headlamps, 2 tail lamps, front and rear turn-signal lamps, windshield, seat belts, mirrors and a parking brake. Cline stated that one-day permits will be issued for Glyndon Days. The Ordinance is a combination of the Minnesota State Statue and the DNR Statue. Chief Cline informed Council Members that Ken Norman has reviewed the Ordinance, made a few changes and it is now ready for Council to approve. Bryant DeVries questioned why a second license is needed for the snowmobiles if he already has a State of Minnesota tag. Cline stated that this is to help eliminate the snowmobiles/ATV's that are not

insured or licensed within the state along with ones that are not safe to be on the road. A motion was made by Kimberly Savageau to waive the complete reading of Ordinance #177 and except this first reading, seconded by Chris Jensen.
Motion Carried.

➤ **Glyndon Days and Bouncy House Discussion** - Joe Olson discussed the meeting that Glyndon Improvement Committee and the Glyndon Days Committee had a few weeks prior. Olson stated a concern they are having this year is to try and figure a way that would allow the children of Glyndon to enjoy the bouncy houses without having to pay a fee to use them. Terry Sperr informed Council that this year they are going with Ottertail Inflatables for \$2000.00 instead of Games Galore for \$5000.00. Sperr stated that they will only have 4 inflatables instead of 6 which is one reason they are saving money. The two committees feel the bouncy houses, pony rides and clown should be a free experience for the children. Olson asked Council how much more the City would be able to be involved financially with Glyndon Days. For the Community Picnic the Girl Scouts donate and prepare the main meal and the City supplies the corn-on-the-cob along with the bouncy house and face painting. Olson and Savageau would like the Council to think about helping out with the cost of the bouncy houses so the children would be able to come and enjoy the day without having to pay for the fun. Terry Sperr explained some of the expenses that Glyndon Days accrues: paper, printing and postage for the flyers, insurance for the festivities, donations to certain organizations that participate in the parade. Dave Owings made a motion to fund the bouncy houses for Glyndon Days 2015 with a cap of \$2,500.00, seconded by Chris Jensen.
Motion Carried.

Terry Sperr explained in detail the steps that will be taken this year for the Glyndon Days Parade concerning the Car Cruise before the actual Parade. Sperr stated that the Car Cruise will start at 10:45am and the drivers will be informed that they **will not** be allowed to throw candy prior to the Honor Guard that will be following Chief Cline. Sperr stated that he will visit each car prior to the Car Cruise and remind them of the rules and inform them of the consequence if candy is thrown before the actual Parade which starts at 11:00am. Sperr suggested that the line-up for the parade will be Police Chief Cline, Clay County Sheriff Bill Bergquist, the Honor Guard followed by the Patriotic Flags being carried by the Boy and Girl Scouts. Joe Olson stated that when it comes closer to Glyndon Days he would like to use the Newsletter to inform the residents of the activities that will be happen during that week. Owings asked Sperr who does the printing of the flyers? Sperr informed Council Members that Lloyd Stoll has the information on his computer for the design of the flyer and arranges the advertisements that he is told will be included. Stoll then makes the printing screens and the Hutterites do the printing, folding and stapling of the flyers. Tammy Sperr informed Council that they usually have 4000 flyers made but this year they will only mail them to the residents of Glyndon and the outskirts of town and drop off flyers in Hawley, Dilworth, Barnesville and Felton to help save on the mailing costs. Karen Kringler asked Council to do some checking around with people they know to see if anyone would donate the paper for the flyers. Sperr stated it does need to be 11 x 17 and a heavier weight for the printing to turn out nice. Sperr thanked Council Members for the bouncy house funding.

b. Invoicing & Professional Services – Joe Olson – Olson handed out a packet he put together in regards to the Power Point demonstration Mr. Owings presented a few weeks prior concerning the 2015 Budget for Legal Fees. Olson stated that after the presentation he had some questions of his own, so he felt the need to do some research to help himself better understand the amount of money that is spent on Legal Fees for the City of Glyndon. Olson explained that he has some issues with the billing invoices that are received from the City Attorney.

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

The second sheet Olson explained was Civil Attorney Billing per City:

City	Population	2010	2011	2012	2013	2014	2015
Dilworth	4124	-	-	\$10,440.00	\$36,524.00	\$61,439.00	-
Barnesville	2570	-	-	\$21,362.00	\$18,524.00	\$18,208.00	\$18,106.00
Hawley	2083	-	-	\$19,768.00	\$20,239.00	\$18,907.00	\$24,000.00
Glyndon	1397	\$27,618.00	\$34,437.00	\$40,426.00	\$40,250.00	\$45,857.00	\$50,000.00
Lake Park	781	-	-	\$9,000.00	\$36,173.00	\$23,977.00	-

- 2013 Lake Park-Increased legal fees pertaining to a dispute with the Mayor, totals also include criminal prosecution.
- 2014 Dilworth-Increased legal fees pertaining to dismissal of the Fire Chief and the Police Chief.

The third graph Olson explained was for Glyndon City Attorney Hours Billed at Current Rate of \$75.00 Per Hour:

Year	2010	2011	2012	2013	2014
Charges	\$27,618.00	\$34,437.00	\$40,426.00	\$40,250.00	\$45,857.00
	Divided by	\$75.00/Hour	↔	Divided by	\$75.00/Hour
Hours	368	459	539	536	611
5 Year Avg.			502		
Hours Per Month	30.6	38.25	44.9	44.6	50.9

Also included in the packet Olson handed out was a copy of the monthly statement from Miller, Norman & Associates and a statement from Wold Johnson, P.C. Olson stated his concerns at this point in regards to how the statement from Miller, Norman & Associates is not broken down very well with what topic was discussed, how much time it took to accomplish the task and what the cost for that task was. Olson addressed the second page of the statement indicating why each day

is not itemized out instead of one amount at the end of the month. Joe Olson informed Council Members that he has met with Mr. Norman in regards to how he bills the City monthly and has respectfully requested Mr. Norman to itemize his statements. Ken Norman stated to Olson that this is how he bills all his clients and the City of Glyndon will be billed the same. Olson was not happy with the response from Mr. Norman so he felt the need to bring this topic to Council for discussion. Olson asked Anderson and Affield to email him copies of the statements from Miller, Norman & Associates as they come into the City Hall so he can review them. Olson stated that if the statement is not broken down to the way he has requested them he will not approve the bill to be paid. Mayor Johnson asked how the City is to know what the amounts for Monsanto, Seter's, Sullivan and the Water Tower are if it is not broken down on the Attorney's bill. Anderson informed Council that she has asked Mr. Norman to break those jobs out but has not requested the figures at this time and until she was able to discuss this with him she is not sure if it has been completed. Olson would like to ask Norman to come and discuss this issue in front of the Council to see if something can be worked out with how he bills the City. Chief Cline questioned why the City of Glyndon is paying so much more than the other cities around us. Jensen stated that some of these other cities around us have more in-house resources than Glyndon does. Owings stated to Chief Cline that the numbers on the sheet are not representative of Mr. Norman doing the work for those cities. Olson stated that he would like to have a better understanding of what the Attorney fees consist of instead of each year increasing the amount that is in the Legal Fees Account of the Budget. Mayor Johnson would like to know how the rest of the Council feels about requesting Norman to come in front of Council and explain his reasoning for how he bills the City. Chris Jensen feels the City should also take in consideration other vendor billing and not pin point just one. Olson indicated that research can also be done on the other vendors but it still does not change his concerns on this particular vendor and how the City is billed. Mayor Johnson suggested that any Council Member that may have the time to stop by City Hall should review the invoices that will be requested for approval at the Council Meeting so they have a better feel on how the billing process works. Chief Cline also addressed his concerns about the total amount of money the City has spent on Legal Fees over the last few years and is wondering if we are using him for issues that are not necessary. Jensen explained that last year and the year before we had a lot of dealings concerning Sullivan, Seter's and Monsanto. Cline indicated that after looking at Hawley's numbers and seeing all the growing that they have had going on with the Event Centre, Hotel and other business this last few years he does not understand why the numbers are so much higher. Mayor Johnson would like Council to think about the idea for the City of Glyndon to have their Attorney on a retainer. Council requested Anderson and Affield to review and make copies of approximately ten vendors that the Council can look at and discuss further at the July 22nd Council Meeting.

c. Commercial Zoning Use – Kimberly Savageau – Savageau would like the Council to look at adopting a Commercial Zoning Use Ordinance for when a new business decides to open in Glyndon. Anderson stated that she took the information from the City of Olivia, which has an extensive Zoning section, and suggested that Council review it online. Savageau stated that if it needs to be read three times and published the City should start the process soon. Savageau informed Council that the Stockwood Development has gone into tax forfeit and the DNR has first consideration, if they have no interest in it the County will send a letter to the City of Glyndon which the City will then have 60 days to decide if they would like to purchase it or let the County take control. If the County takes control over the Stockwood Development they will auction it off the first week of December. Owings stated that Savageau would like to implement a Commercial Zoning Use Ordinance on the books for the City of Glyndon. Anderson stated that she will research Hawley and Dilworth to see if they have anything in place that would work for the City of Glyndon and have information for Council to review before the July 8th Council Meeting.

d. Stockwood – Discussion – Council discussed the options the City has when it comes to the possible purchasing of Stockwood. Kimberly Savageau explained that when a property goes tax forfeit the County Assessor goes out and evaluates that property and gives it an assessed amount for sale so the lot could be less than what the value is set at. Council discussed what the process would consist of when the sale of the lots happen - the first thing that would be paid would be the specials which would be reimbursed back to the City minus a small administration fee to the County. Bryant DeVries a resident of Glyndon addressed his concerns regarding Stockwood stating that the City needs to move forward and help with the installation of electricity to the lots to make them more desirable for businesses to come into Glyndon. DeVries understands that the City has already spent a fair amount of money but the residents of Glyndon need to hold on a little longer and make the vision of Stockwood a reality and hopefully in the long run it will be an asset for the community. DeVries stated that we can't change the past but we can try and make the future better for Glyndon. Council discussed the estimated bid that they received years ago from Xcel to install Commercial 3-Phase electricity to the Stockwood development. Karen Kringler asked Council how long is the City paying on the Bond issue for Stockwood. Anderson informed Council and Kringler that the Bond goes until 2025. DeVries stated the key to development is the person who holds the land; you can't do anything without it; get ahold of it if you can and then move forward. DeVries asked Council what the cost would be if the City purchased the lots that went into tax forfeit. Savageau stated the assessed value amount is \$262,900.00 for the land and if the City purchases it they will be reimbursed come July 2016 other than a small administration fee the County will charge. Council requested Anderson to talk with David Drown and set up a time that Council can visit with him further on this situation.

7. Old Business/Unfinished Business

➤ **Ulteig Update on Lyndon, Lund & 9th** - At this time Mayor Johnson requested Alex Ranz from Ulteig to update Council on the road reconstruction projects at Lyndon, Lund & 9th. Ranz informed Council that the project on Lund & 9th is ready for paving but will wait until the project at Lyndon is also at that stage. Ranz stated that the pipework is done on Lyndon and they are now replacing the driveway culverts and anticipate the paving date to be after the 4th of July. Council discussed an email that was sent to Council in regards to the culverts and ditching on Glyndon. Alex Ranz and Chris Thorson both visited with the resident and thought they had explained what was going to be done with the culvert on his property but according to the email Council received the resident still had some questions that need to be addressed. Jensen understands the frustration the resident has for all the work and expense of replacing the culvert years back to help with the drainage issue but also would like residents to understand that it is the City's right of way and they need to do whatever is necessary to make improvements.

a. Utility Billing Authority – Anderson informed Council Members that she called Neptune to see if they had a chart to track water usage but has not heard back from anyone yet. Council decided to table until more information was collected.
Tabled for July 8th Council Meeting.

Mayor Johnson addressed Anderson to see if she has any new news on the Seter's development. Johnson stated that he believes that is why Mr. DeVries has come to the meeting tonight. Anderson informed Council and Mr. DeVries that David Drown sent an email to her and Norman stating he has been visiting with Steve Iverson on this situation and they are working on other options to hopefully get the project moving forward. Jensen stated that the City is not holding up the project. DeVries informed Council that he has visited with both the Seter's and Steve Iverson

suggesting they give the City a contingency clause stating that if a percentage (85%) of the lots are sold in the first phase then they will start working on the next phase of the development. By doing this it shows the City Council that you are serious in wanting this development in Glyndon to succeed.

➤ **Trailblazers Holding Tank** - Anderson informed Council Members that she talked with Bruce Jaster from the County in concerns with information she received from the LOMC. Jaster informed Anderson that the City will not be waiving any laws because the Trailblazers will be working with the County. Jaster stated that he will be doing all the inspections and the County will be issuing the permit for the holding tank. Anderson stated that she sent Jaster a copy of the minutes from the meeting where Council voted to let the Trailblazers install the tank indicating the rules and regulations they will need to follow. The City will have everything written up for the Trailblazers to sign and present to the County when filing for their permit.

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** – Not Present. Owings asked Olson what his thoughts are with purchasing a used street sweeper instead of paying a company to do it for the City. Mayor Johnson informed Council of years prior where the City did purchase a used one and had nothing but problems with it. Olson stated that the City is better off subbing it out then having to purchase, maintain, insure and repair a street sweeper. Owings would like to see the streets cleaned at least twice a year instead of just once before Graduation. Chief Cline suggested to check around and see if any companies will do a contract for a certain amount of cleanings per year for a specific amount of years which may be a better deal than the one time a year. Chris Jensen will talk to Scott Lofgren to see if he can do some checking on prices.

d. **Denise Anderson, City Clerk** – Anderson informed Council of the TIF meeting she attended that was put on by the State Auditor's Office. Council was made aware that she received a binder full of information that can be copied if anyone is interested in learning about the TIF process. Anderson explained that she is in the process of working with Eide Bailly and Banyon Systems to finalize the Journal Entries for the year 2014. Anderson reminded Council that the information has been sent to David Drown for the decertification process on the lots in Centennial. Anderson informed Council that the City has two TIF's, one for Monsanto and the other is for Centennial which should be decertifying soon. Anderson informed Council that she visited with a gentlemen from Minnesota DEED (Department of Employment and Economic Development) and received a folder with all the programs that MN DEED will contribute to for Business Economic Development. Anderson informed Council she has been doing a lot of research with West Central Initiative in regards to business opportunities for Stockwood. Anderson informed Council she has scheduled a meeting with our Health Insurance representative Bill Schultz for July 9th at 2:00 p.m. requesting all the employees to attend so Schultz can visit and explain some questions that have been brought to the City. Olson discussed that Anderson had requested help from the Council to form a committee to help review the Budget. Olson and Savageau accepted the request and met with Anderson to review a few lines of the Budget. Olson brought up how the Capital Improvement Plan will need to be included in the yearly budget. Anderson will work with Chris Thorson and combine each department heads Capital Improvement spreadsheet into one comprehensive package. Savageau requested Anderson to keep researching the Bond issue with Stockwood, if we purchase the lots how do we apply the money that the City receives back. Anderson will visit with David Drown and Jim Stewart on this issue.

e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee – Olson mentioned that the Ice Cream Social went very well again this year.

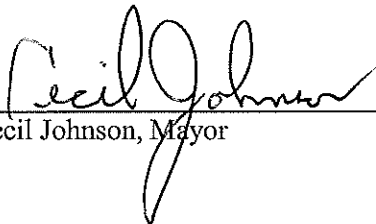
Karen Kringler wanted to visit more on the topic of a contract with Ken Norman or Ulteig Engineering, indicating that a contract is a mutual agreement between two people and the City has worked with Ken Norman and Ulteig for many years and has established a mutual consent so a written contract is not needed. Kringler also remembers back in 1996 when she was on the Council that the same question was brought up about the billing process from Mr. Norman's statements. Kringler stated that they also were looking for a more itemized statement but the subject was dropped.

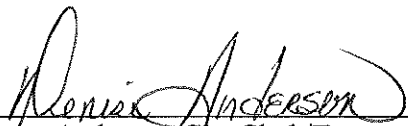
9. Open Forum – Nothing

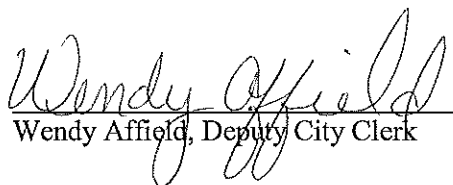
10. Miscellaneous Announcements – Dave Owings informed Council that there will be a Talent Show this year at the School for Glyndon Days and he will be the Master of Communications for the event.

11. Adjournment

A motion was made by Chris Jensen, seconded by Kimberly Savageau to adjourn at 8:56 p.m. Motion carried.


Cecil Johnson, Mayor


Denise Anderson, City Clerk/Treasurer


Wendy Affield, Deputy City Clerk

June 24th, 2015 Glyndon City Council Minutes