

**Glyndon City Council**  
**3/11/2015**  
7:00 a.m. Regular Council Meeting  
Glyndon City Hall

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

**As Per Sign in Sheet:** Peggy Harter from Stantec, Lori Vanderhider from MN DOT and Terry Thomason from Glyndon Township Board.

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 2/25/2015
  - b. Motion to Approve Resolution of Payments – A motion to approve the Consent Agenda was made by Joe Olson, seconded by Kimberly Savageau.  
Motion Carried.

4. **Additions to Agenda**
  - Extra Help at City Hall – Denise Anderson
  - Community Center – Denise Anderson

5. **Motion to Approve Agenda**

A motion to approve the 3/11/15 agenda was made by Kimberly Savageau, seconded by Dave Owings.  
Motion Carried.

6. **New Business**
  - a. **Maguire Iron – Certification for Payment Application #2 \$18,000.00 / Council Motion** - Anderson informed Council Members that Chris Thorson presented her with the 2<sup>nd</sup> request for payment from Maguire Iron. Mayor Johnson questioned what the first and second payments are for. Chris Thorson explained that the first payment of \$13,500.00 was for the contractor's Foundation design and the second payment is for the Structural design. Thorson also informed Council Members that the payments are built into the cost of the Water Tower. Mayor Johnson asked for a motion to approve the payment to Maguire Iron for \$18,000.00. Joe Olson made the motion, seconded by Kimberly Savageau.  
Motion Carried.

**b. Resolution 2015-4 A Resolution Supporting Dedicated State Funding for City Streets Recommended by the League of Minnesota Cities for 2015 Legislative Consideration** – Anderson informed Council that this Resolution is for supporting dedicated state funding for city streets and says that the City of Glyndon supports an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA city street maintenance, construction and reconstruction. Municipal state aid (MSA) is limited to cities over 5,000 population, which 147 of 853 cities in Minnesota are above the 5,000 population. Dave Owings made a motion to pass Resolution 2015-4 stating that the City of

Glyndon supports the League of Minnesota to present our support to the Legislature, seconded by Joe Olson.  
Motion Carried.

**c. Glyndon Cub Scouts Pack 641 – 2015 Charitable Gaming Permit for Raffles –**  
Kimberly Savageau made a motion to accept the Gaming Permit from Glyndon Cub Scouts Pack 641, seconded by Joe Olson.  
Motion Carried.

**d. Utility Billing Policy –** (this item has been tabled until the March 25, 2015 Meeting)

**7. Old Business/Unfinished Business**

**a. MN DOT Trunk Highway 10 Update – Lori Vanderhider –** Peggy Harter introduced herself to Council Members informing them that she works for Stantec out of Fargo, ND and has been working with MN DOT since around 2008 on the Highway 10 Project. Mrs. Harter informed Council Members on a little history behind the project and how it has developed into the project it is today.

- The City of Glyndon sent a letter to MN DOT in 2008 asking for protective left turning lanes along the trunk Hwy 10.

- Corridor Study was done in 2009-2010 – At the completion of this study it was found and identified a series of issues that needed to be addressed. The future traffic volume on Hwy 10 will lead to estimated waiting on side streets to be around 5 minutes. Left turn lanes along Hwy 10 will be a priority for the safety of the drivers and the pedestrians.

- Originally the project was to be a full reconstruct but after the boring study was completed on the pavement it was found to be in really good condition. So what they looked at doing was a rehab project of trunk Hwy 10 which includes access management techniques by including future stacking volumes for the left turning lanes. The biggest change the City of Glyndon would have seen was turning the drainage system from the way it is today to urban storm sewer with curb and gutter.

- In 2012 MN DOT and the City of Glyndon discussed and decided on what parts the City would finance for this project. The main expense would be for curb and gutter to run through Glyndon along Hwy 10. In 2012 MN DOT scoped the project by using State funds and bonding that would help finance this project in 2017. Lori Vanderhider informed Council on how the funding was set up for this project and explained how Mat 21 (Federal Funding Program for Transportation) has changed the rules on how they choose projects to qualify for their funding. Since this project is a proactive instead of a reactive project it would not compete well state wide for funding. MN DOT was able to keep it in the program by obtaining two million dollars in bonding funds but due to the low amount of funding available and the condition of the pavement there has been changes made to the project.

- The hydraulic design showed that if you fill in the ditches and install curb and gutter your drainage will not be able to drain correctly due to the elevation of the roadway. Stantec went to MN DOT and said they would have to look at supplementing with shallow ditches and some storm sewer inlets in the ditches along this project so that they will still drain. Since the road way is not eligible to do a full reconstruct MN DOT is trying to come up with a way that will move the project forward and keep the drainage as is or better than how it is today.

Due to the availability of funding for the Hwy 10 project MN DOT had to go back to the drawing board and ask “what was the original intent and purpose of this project”. Installing left turning lanes, improve public safety at the full access locations, new signal at Parke Avenue along with stripping and buttons for crosswalk areas, ADA compliance pedestrian ramps, sidewalk on the south side of the road starting at Parke Avenue to Andrews Avenue, back age road and frontage

road connections and looking at some access management techniques. The curb and gutter that already exists will be replaced, the 10' shoulders will be sized down to 4'. Mayor Johnson asked the question about the size of the drainage catch basins and how that will affect the system we have now. Mrs. Harter explained how they will look at cleaning out the current system and see if there is any way to help make it work better. Vanderhider explained that the old medians will be replaced with 14' wide medians, 12' wide through lanes, 11' wide turning lanes and the shoulders being sized down to 4' so we are actually narrowing up the roadway foot print which will give more room to grade the ditches. The south side of the roadway will possibly have some supplementary storm sewer installed in the ditches. The Council was informed that the State would be responsible to mow the ditches along Hwy 10 but if the residents choose to maintain them how they would like them that would be fine. The question was brought up about the mowing problem where the outlets are on the two ends of the City. Lofgren stated that the ditches are 10' deep and unable to maintain efficiently. Harter informed Council Members that the storm water pond that was part of the previous plan is no longer needed and will reduce the cost portion that was the Cities responsibility. Mayor Johnson questioned if the width of the pedestrian crossing at Parke Avenue would be adequate for a future bike path. Harter explained that the 6' wide crossing will be enough to match up with a bike trail. Council discussed the sidewalk to be installed along Parke Avenue North of Hwy 10 for the children to be able to travel to school safely.

Joe Olson's only issue that concerns him at this time is the effect of the shallow ditches that are to be installed. Harter explained that the ditches that are there today are almost nonexistent to the naked eye. Olson asked Lofgren if we have any problems at this time. Lofgren stated that we do not have a problem at this time other than a few years prior in front of the old Ginny's Garden Center. Lofgren stated that the catch basins at that section of the road have never been cleaned out and was wondering who is responsible for that, the City or the State. Lori Vanderhider explained that the storm sewer is usually turned over to the City but culverts or ditches are normally the States responsibility. Harter informed Council that a hydraulic storm water model will be constructed and tested.

Mayor Johnson asked Harter how far west the project will go. Peggy Harter showed Council on the map that an issue has been identified in the area of Foundation Avenue and Pleasantview Avenue. The plan was to remove the entrance at both those streets and put an access in the middle but after designing and running auto movements it was discovered that semi-trucks would have issues making such sharp turns. Harter explained that the entrance at Foundation Avenue will be removed and the full intersection will be constructed at the Pleasantview entrance. A protected right turning lane will be installed at Pleasantview Avenue and the signal will be on a timer to help create spaced access openings for traffic coming from the south. Stockwood opening discussion was put on hold until after the agency and public meeting.

**b. Data Practices – Resolution** – Denise Anderson discussed the packet that was handed out – Retention schedule needs to be approved by Council so the City staff can move forward in sorting through the old data and destroy what is no longer expected to be saved after it has been documented. Anderson informed Council Members that she received an e-mail from a place in California that is doing a study and would like the Cities Audit information back to 2005. Anderson will check with Ken Norman first before any data is sent off. Joe Olson made a motion to accept the Resolution for adopting the Minnesota General Records Retention Schedule, seconded by Kimberly Savageau. Motion Carried.

**c. Monsanto Annexation** – Anderson received an email late Tuesday night from Monsanto requesting Annexation from the City Council. Mayor Johnson explained that he and Owings attended the Township meeting Tuesday night at the Community Center and the Township discussed what Monsanto has presented to the City. Mayor Johnson and Councilman Owings explained to the Township members that the sewer and water would run down the County road and then enter into Glyndon. An agreement would need to be made between the Township and the City concerning the road that runs from Parke Avenue East to County 71. At this time the north side of the road is considered the City's and the south side is the townships. Dave Owings made a motion to consider Monsanto's annexation request, seconded by Chris Jenson.  
Motion Carried.

Owings mentioned that the Township would like a 5 year reimbursement for taxes and recommends that the City take over and maintain the shared road from Parke Avenue to County 71. The City will inform the Township of any further meetings they may choose to attend on the Annexation with Monsanto. Mayor Johnson will have the City Attorney Ken Norman add the road situation in with the information Norman is putting together for the Township.

Anderson informed Council Members that a Joint Resolution will need to be drawn up between the City of Glyndon and Glyndon Township. Once Norman has the Resolution drawn up the Township will need to review and sign it and due to the time line for the next Township meeting Mr. Thomason was asked if a Special Meeting could be arranged so the Annexation process can move forward for Monsanto. Thomason stated that it was possible but they would need 10 days in advance to publicize it. Kimberly Savageau question where the figure of \$60,000 for property taxes came from on the letter from Monsanto. Anderson stated that David Drown the Cities Financial Advisor came up with that figure. Anderson believes that Mr. Drown's figure includes the value of the expansion Monsanto will be adding. The City will not see the tax increase for 9 years due to the TIF Monsanto has requested.

**d. Centennial Development** – Chris Thorson explained some highlights from the Tuesday Special Meeting with Mr. Sullivan. Mr. Sullivan will need to visit with his Engineer and decide on how many lots he is going to include in the first phase and finalize the design scope that they envisioned for this project. Thorson is still waiting for the plans for the review process. Dave Owings informed Council Members that Sullivan does not want a TIF district, he plans to finance the project himself. The possible expense that the City would have is the City Engineers fee from Ulteig for overseeing the project. Chris Jensen questioned if a Developers Agreement has been brought to the City. At this time the City has not received one but has informed Sullivan that the City will need to receive one before they will move forward. Anderson requested to speak openly at this time expressing her frustration with the two developments. Anderson explained how the City has been doing most of the work at getting these projects up and feel it is the responsibility of the developers to produce a Developers Agreement before the City spends any more time on these projects. Chris Thorson was invited to visit with Sullivan after the Special Meeting on Tuesday March 17<sup>th</sup> to discuss the project. Council discussed and decided that it will be left up to the developers to make the next step and present to the City the correct information that was explained to them in an email. Affield reminded Anderson that David Drown requested Ken Norman to draw up a Developers Agreement and present it to Sullivan. Anderson informed Council Members that Norman will be drawing up a rough draft for Sullivan and has a draft ready for Seters.

**e. Seters East Development** – Owings informed Council that Steve Iverson mentioned that an investment company may be involved with the Seter's project. A letter of credit will need to be supplied to the City along with the other steps Anderson has informed them of.

**8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – informed Council Members he has nothing to present other than the Burglary at Petro is still under investigation.

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

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Informed Council that he is working on his Well Head Protection Plan which has to be done every 10 years and has received two proposals. Lofgren will contact Marilyn Bayerl from Alexandria and inform her that she was low bid (\$5,700.00) and will do part 2 of the Well Head Protection process for the City of Glyndon. Chris Jensen made a motion to accept the proposal from Marilyn Bayerl to complete part 2 of our Well Head Protection Plan, seconded by Dave Owings.  
Motion Carried.

Mayor Johnson requested information on where the City is on hiring another Maintenance worker. Lofgren informed Council that he stopped at Preference Personnel but was unable to visit with anyone. He will stop a different time and get all the information that he needs to decide if it would be something the City should pursue. Chris Jensen gave an overview of how Preference Personnel charges and the steps you take if you do not feel the employee is working out. Joe Olson made a motion to use Preference Personnel to look for an employee to fill the Maintenance Department and give Scott Lofgren the authority to decide what he feels is the best option for the City, seconded by Chris Jensen.  
Motion Carried.

Lofgren informed Council that the 2015 pick-up for the Maintenance Department has not been manufactured yet according to the dealership.

**d. Denise Anderson, City Clerk** – Anderson informed Council that she will be in Red Wing most of next week for a MN Financial Officers and Clerks Conference and Tuesday the 24<sup>th</sup> she will be in Waubun for a Clerks training put on by Midwest Central. Anderson requested Council to allow her to have Rose Anderson spend 1-2 hours a week cleaning the City Hall and Police Department. Council gave Anderson permission to inform Rose Anderson that she would be allowed to clean as needed. Anderson informed Council that Mrs. Camacho has been using the Community Center for Art classes since last summer and to our understanding at that time it was more of a nonprofit program, but it has been brought to our attention that she is charging a fee for these classes. Anderson is requesting Council to decide if a fee should be charged for each class that is held at the Community Center. Affield has been in contact with Mrs. Camacho and she has agreed that it has changed to a more profitable endeavor. Council gave Anderson the figure of \$25.00 a class to charge Mrs. Camacho for the use of the Community Center.

**e. Councilman Joe Olson, Glyndon Improvement Committee** – Joe Olson mentioned the Ice Cream Social will be in June.

Discussion between Council Members on the weekly meetings for the developments. Owings would like to keep the communication lines open even if it takes years to move forward on a project. He would like the residents to know that the City Council is not holding any of these

developments back, the ball is in their court. Kimberly Savageau mentioned that in her experience with Annexations it takes months for the process to be finalized. Savageau informed Anderson that once the Developers Agreement has been signed it will need to be recorded at the County. She stated that it is the Developers responsibility to pay the filing fee but the City might want to make sure it is filed.

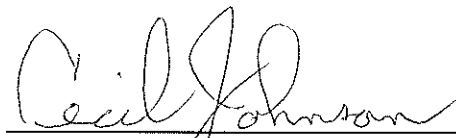
Dave Owings made a comment about the Hwy 10 project explaining that he is very disappointed with the changes to the project and will abstain from voting on anything that has to do with this project. Savageau's thoughts on this project are that the Cities cost share will be minimal due to the changes so why not shift the cost from Hwy 10 to the Parke Avenue project where the majority of the residents in Glyndon would be able to enjoy them. Savageau stated that she spends very little time on Hwy 10, she uses Parke Avenue more along with many residents that participate with activities at the School. Council commented to Savageau on her idea and liked her line of thinking. Joe Olson said they should have word in a month about the Safe Routes to School Grant.

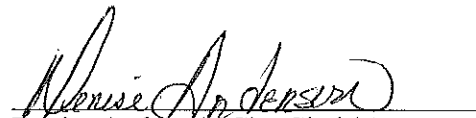
9. **Open Forum** – Nothing.

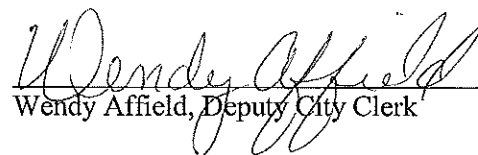
10. **Miscellaneous Announcements** – Nothing

11. **Adjournment**

A motion was made by Joe Olson, seconded by Kimberly Savageau to adjourn at 9:08 a.m.  
Motion carried.

  
Cecil Johnson, Mayor

  
Denise Anderson, City Clerk/Treasurer

  
Wendy Affield, Deputy City Clerk

March 11, 2015 Glyndon City Council Minutes