



City of Glyndon Special Meeting
Future Housing Development
March 24, 2015, 8:30 a.m.
Glyndon City Hall – Council Chambers

Council Members Present – Mayor Johnson, Chris Jensen, David Owings and Joe Olson
Skype - City Financial Advisor David Drown
City Attorney – Ken Norman, City Engineer - Chris Thorson,
Scott Lofgren – Maintenance Supervisor
Steve Iverson and Austin Sullivan

Seter's East Second Division

Mr. Steve Iverson asked Mr. Thorson for an itemized estimate for proposed costs of the development. Mr. Iverson will do a time and materials estimate of how many hours it will take how many crews to place pipe in the ground. He questioned if the City had a mechanism to enable to have a bid packet put together before June. Mr. Norman reminded everyone that if the project is to be special assessed there is a process to follow and that the project would be required to be bid out. Mr. Drown stated that if all of the cost is to be assessed, a developer may waive the right to a public hearing and dispense with that process and move right to construction. It involves 100% of the cost to be assigned to the developer. Chris Thorson stated that Ulteig is ready for this project and could possibly be opening bids in May. For the Building Inspector to issue any building permits water, sewer and electric must be in place. Thorson had a concern that the preliminary plat is not ready and Norman stated that needs to be done along with it showing the dedicated easements. Mr. Iverson stated he will have the map ready for the first phase. Mr. Iverson discussed street widths and would like to be able to take 4 feet off the current request of building them at 36 feet wide. Thorson stated that if they are created narrower there would only be available parking on one side of the street. Jensen expressed a concern that narrower streets are a safety factor for getting emergency vehicles through. Mr. Iverson asked if it would be appropriate to have marketing materials left at City Hall. There was a brief discussion of projected project costs, completing the developer's agreement and responsible parties regardless if the land is being sold on contract of deed.

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Topics of discussion and steps to follow:

1. Width of streets.
2. Finalization of the Plat.
3. Developer's Agreement.
4. Approval for Ulteig to begin.
5. Council discussion and Public Meeting of implementing downsizing of width of streets.

Mr. Drown felt if a timeline is an issue for the development group than they should submit a petition to the City stating that the project will be 100% assessment which would allow the City to waive a Public hearing. There was a discussion of who is responsible for the debt of special assessments, process of waiving public hearing and the responsibility of assuming such debt. Mr. Drown will work on assessment deferrals and present to the city at a later date. Council members attending chose to move the 7:00 a.m. meeting to 7:00 p.m. and schedule a planning and zoning meeting for 6:00 p.m. on April 8th.

Centennial Division – Sullivan Construction

Chris Thorson didn't see any problems with the proposed developer's agreement and he will furnish Sullivan with a document that outlines the City's expectations so Sullivan's will know what to expect as far as approved materials and methods so they will not need to go to their engineers and discover they need to change their plans. Mr. Thorson will have that spec book to Sullivan Construction by the end of the week. Mr. Norman reported he hasn't heard anything from Sullivan Construction as far as securing a developers agreement. Austin stated that Mr. Jim Sullivan would like the TIF removed from the remaining parcels before beginning the project. Mr. Drown stated that regardless if the TIF is in place or not it would not have any impact on the project.

Topics of discussion and steps to follow:

1. Secure a Developers' Agreement
2. Confirmation of what costs will be paid by the developer.

Chris Thorson asked what the plans were for property owners who purchased the back lots. They question if Special Assessments would need to be levied or if the developers would have to absorb the costs.

Monsanto Annexation

Mr. Drown spoke about the TIF plan that was sent to the County and the School Board on the 20th. He spoke about Minnesota Business Subsidy Law which requires a public hearing and a contract from the company receiving TIF regarding creation of employment. This will be addressed at the same Public Hearing scheduled for presentation of TIF consideration to hopefully be adopted at the same time. Mr. Drown will work with Mr. Norman to create and develop the TIF and Business Subsidy Component.

David Owings questioned if Mr. Sullivan had a set road width in his plan and if it is set at 36 feet. There was a discussion of should the city concede to one developer regarding street widths for cost savings.

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Mr. Norman distributed a copy of the Joint Annexation Agreement with the Township and the City of Glyndon and stated Monsanto is anxious to have the zoning classification of their property set and he is aware that Denise Anderson is working with the League of Minnesota Cities for clarification on zoning regulations. Norman stated the City does need to incorporate a Developer's Agreement with Monsanto. There was a discussion of who will take over maintenance of 12th Avenue and that eventually that road will need to be paved.

There was a recap of the meeting and the expectations of the City before the City is capable of moving any further forward on these projects. Sullivan is stating that he will fund his own project while the Seter Development is asking for Special Assessments. Mr. Jensen expressed his concern that last year during a Public Meeting residents asked if tax payer dollars were to be used and they were told that the developer was covering the costs. There was further discussion of security on the lots in the Seter Development, how lots are sold and not releasing securities on the lot, length of any deferrals which may be granted. Mr. Drown stated if the special assessments on the lots are crafted correctly even if a deferral is granted there should be no cost to the taxpayer. The special assessments will be designed with securities in place to cover 100% of the debt deferral. Mr. Jensen also stated he feels the City has gone to great lengths to accommodate the developers and feels very strongly that the City has to have a developers agreements before the City commits any more resources.

The meeting was concluded at 9:52 a.m.



Respectfully Submitted by Denise Anderson City Clerk/Treasurer after reviewing taped Meeting Minutes