

Glyndon City Council

5/27/2015

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: David Owings, Chris Jensen, Joe Olson and Kimberly Savageau, City Staff Present: City Clerk Denise Anderson, Deputy City Clerk Wendy Affield, Police Chief Mike Cline, Fire Chief Bob Cuchna, City Engineer Chris Thorson and Alex Ranz.

As Per Sign in Sheet: Greg Strammen, Jay Alsop, Corey Rinas and Karen Kringler.

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 5/18/2015
 - b. Motion to Approve Resolution of Payments – Chris Jensen made a motion to approve the Consent Agenda, seconded by Joe Olson.
Motion Carried.

4. **Additions to Agenda**
 - Kenneth Mantei – Boundary Line Adjustment – Kimberly Savageau

5. **Motion to Approve Agenda**

A motion to approve the 5/27/15 agenda was made by Dave Owings, seconded by Kimberly Savageau.
Motion Carried.

6. **New Business – continued (see #8)**

a. Time is Money – David Owings – Mr. Owings presented Council Members with a Power Point demonstration explaining his concerns regarding the 2015 Budget for legal fees. Owings informed Council Members that the City has the prospect of 3 major projects possibly moving forward this year that will require the service of our Legal Counsel. In March Owings requested Affield to research what the hourly rate was from the four Law Firms he had listed in his email. Owings informed Council that these firms will handle City Government business. Owings stated that once he received the information from Affield he was able to make the following spread sheet for Council to review. Owings stated that Ken Norman has saved the City of Glyndon a large amount of money over the years and is grateful for his many years of service.

b. Developer's Agreement/Seter's Second East Addition – Anderson stated that Mr. Norman has contacted both Attorney's in regards to this project and has not heard anything further. Chris Thorson informed Council that he requested a final copy of the electronic file of the Plat and has received his request and is ready to start whenever the project is moves forward. Anderson informed Council that the City Hall is waiting for the Petition requesting improvements, the Proposal signed by the Seter's waiving a Public Hearing for Special Assessments, the Title Opinion and the Developers Agreement to be finalized and signed. Mayor Johnson requested Council's approval to contact Mr. Iverson in the morning to see if anything

new has developed that the City should know about. Council instructed Mayor Johnson that would be fine.

c. Resolution 2015-14 Ordering Improvement and Preparation of Plans for Improvement Seter's East Second Addition – Contingent on approval of (e.) Developers Agreement – No action can be taken at this time.

d. Games to Go – Rental of Bounce House for Glyndon Days Picnic – Anderson explained to Council how well the Games to Go Bounce House was at the Picnic last year and would like permission to schedule it for this year's picnic. Chris Jensen was going to make a motion but was asked by Joe Olson if it could be discussed further during the Glyndon Improvement Committee Report.

e. Clay County Trail Blazers – Discussion of Availability of Water/Sewer Hookup – Jay Alsop, President of the Clay County Trail Blazers addressed the Council with questions concerning the water and sewer time table for hook up that they can be expecting from the City. Mayor Johnson informed Alsop that the development is not owned by the City so they cannot instruct what the time table will be to have electrical installed so they can hook up to the City's water and sewer. Council reminded Alsop that when the representatives from Clay County Trail Blazers addressed Council about purchasing and building on this piece of property they were informed that the 3 phase electrical was not installed and the City did not know when the water and sewer would be available as it was up to the Developers of the property to provide that, not the City. Kimberly Savageau informed Council that if the taxes are not paid the property will go into Tax Forfeit and go back to the State. Council explained that June 19th is when they will find out more concerning that piece of property and who has the opportunity to purchase it first. Council had further discussions on options for the Trail Blazers in regards to water and sewer hookup. Council directed Mrs. Anderson to visit with Bruce Jaster (Clay County Environmental Health Director) to see what it would take to install a 1500 gallon holding tank on their commercial lot in Stockwood. This tank if acceptable would only be a temporary solution until power was installed to the lift station. Mayor Johnson suggested to visit more at the June 24th Council Meeting when the City will know more about the land situation. Added to the June 24th Agenda.

Addition to Agenda

Kimberly Savageau was approached by Kenneth & Kathy Mantei regarding their property at 102 Partridge Avenue. Mantei's have 65' of frontage property in front of the house they live in and 100' frontage property on the rental house they own next door. Mantei's are requesting a Boundary Line Adjustment on the property lines so they would have the larger lot. Chris Jensen stated that a Planning and Zoning Meeting would need to be scheduled. Kimberly Savageau informed Council Members that the City of Moorhead will waive having a meeting if it is just a boundary adjustment and explained that the property was surveyed in 2008. Council Members informed Savageau that they do not have an issue with the adjustment but would like her to check out what the technical answer would be from the County to make sure the adjustment is done correctly.
Tabled until the June 10th Council Meeting.

7. Old Business/Unfinished Business

a. Monsanto Annexation – Update – Anderson informed Council that Monsanto is moving along nicely and at this point the only thing left is the Office of Administrative Hearing

will need to review the paperwork and have it signed by a Judge to approve the Annexation. Anderson stated that the information has been sent to Star Holman and will be reviewed next week. Anderson informed Council that the TIF Agreement has been finalized if anyone would like to see the documents and Steven Schroeder is allowing the City to issue a footing and foundation permit once the Annexation is finalized. Anderson informed Council Members that the Developers Agreement has been signed and the City received everything that was asked for. Chris Thorson stated he has not yet received the plans for the water and sewer lines that will be installed.

b. 2nd Reading of Agriculture/Commercial Zoning Ordinance – The Ordinance was read on April 22nd 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 second reading, seconded by Chris Jensen.
Motion Carried.

At this time Brian Stavenger from Eide Bailley has arrived to present the 2014 City Audit – Anderson made sure the Council had copies of the Financial Statements and Executive Summary that she received from Eide Bailley. Mr. Stavenger started his presentation with informing Council Members that the City received a “clean” audit opinion which means the Auditors are indicating that there is no fraud, that the organization is using its resources effectively and efficiently, and that the organization is in compliance with all laws and regulations. Stavenger wanted to point out the continued stabilization and the solid growth the City has been improving on over the last few years. Stavenger explained how the City has a positive fund balance which is at 50.4%, which means if the City had an unexpected revenue shortfall it would be able to run for 6 months without income coming in. Owings questioned Stavenger that the positive fund balance would be what the State requires for the Gatsby 54 Funds. Stavenger stated that yes it is. Chris Jensen gave Denise Anderson a complement for working so hard to turn the City around the last 3 years. Anderson thanked Jensen and reminded Council that Pam Ness also helped to get the City on track. Olson thanked the Department Supervisors also for all their hard work keeping expenses down. Mayor Johnson expressed his gratitude to all City Employees and Council for everything they have done the last few years. Dave Owings question Brian Stavenger in regards to the zero percent Tax Levy the City imposed this year. Owings would like to know if any other City that Stavenger works with has done a zero percent Tax Levy. Stavenger indicated that Glyndon is the only City he works with that went with a zero percent Tax Levy, he stated that most City’s average rate is a 3-4% increase. Stavenger stated that the annual increases will help grow that cushion the City needs so they do not have to worry so much if something happens. Council thanked Stavenger for taking the time explaining the City’s yearly Audit.

c. Quite Zone Study Discussion – Mayor Johnson expressed his concerns for the issue residents of Glyndon have with the noise from the train horns. The Mayor stated that Peggy Harter addressed the Council at the last meeting suggesting the City allow Stantec to do a Diagnostic Study to find out what the steps and financial cost it would be for the City to install a Quiet Zone. Anderson stated that 10 million dollars the State was hoping to put in the Budget to go towards Quiet Zones was reduced to 5 million dollars. Owings questioned spending \$15,000.00 to have the study completed knowing that it is only 5 million set aside for State funding and the expense of what Quiet Zones costs. Kimberly Savageau stated that Peggy Harter did not believe the City would have to have the expensive quad crossings, Peggy had stated that she had other ideas for the City that would be less costly. Savageau reminded Council that Harter explained that if the study showed that the cost was going to be too much for the City the study would stop and the City would only be charged for a portion of the study. Chris Jensen believes that if a study was done with the residents of Glyndon asking them if they would consider

funding a Quiet Zone for a yearly fee, most residents would try to financially work it out to eliminate the train whistle blowing. Council Members discussed further ideas on what steps should be taken when it came to the Quiet Zone Diagnostic Study. Chief Cline mentioned that it would be a positive step towards receiving the Grant that the City had the Study done and is serious about moving forward on the Quiet Zone. Affield informed Council that the reason for the study is to give Council an accurate cost of the project. Affield explained that at this point it is a guessing game on how much it will cost and by having the study completed the Council will at least be able to inform the residents of Glyndon what the accurate amount would be and why it is or isn't feasible for the City to do. Joe Olson made a motion to approve the Quiet Zone Diagnostic Study from Stantec Engineering for the railroad Quiet Zone, seconded by Chris Jensen.

Motion Carried

d. Replacing Street Lights on Hwy 10 during Reconstruction 2017 Discussion – At the May 18th Council Meeting the Council had an in-depth discussion on the priority of spending 70,000.00 on new lighting on Highway 10 in 2017 or use that money elsewhere in town to improve streets, drainage issues, or to beautify Parke Avenue in 2018/19. Owings stated that the lights will not cost \$10,000.00 each as MN DOT will be paying for half which means the City's share is only \$5,000.00 for each light (14 lights). Each Council Member had their own ideas and concerns with this discussion and decided to take a yah or nah vote.

Dave Owings – Yah

Chris Jensen – Yah

Joe Olson – Nah

Kimberly Savageau – Nah

Mayor Cecil Johnson – Nah

e. Utility Billing Authority Discussion – Attached to the Agenda is Dave Owings rough draft of a Utility Billing Policy he feels is needed for the City of Glyndon. Owings informed Council Members that the LOMC suggests to have policies in place to fall back on and to have a chain of command to resolve Utility Billing issues. Owings stated that if you can prove the water did not go into the City sewer system and was treated, then you may qualify for an adjustment on your bill. Owings would like Mrs. Anderson to be the individual from the City that would visit with the head of the Maintenance, review the findings and then decide if an adjustment would be granted. Owings is not totally against having a Commission but feels it would complicate things by involving more people. Jensen reminded Council Members that this has been an issue since Mr. Peterson was Clerk and feels it is time to have a policy put in place to resolve these issues. Chief Cline had concerns with taking away the authority of the Maintenance Supervisor and not allowing him to be included in the outcome of the decision. Olson feels the Commission should be set up including the Maintenance Supervisor, City Clerk/Deputy Clerk and two members of the Council. Olson thinks that by having a Commission a resident cannot blame one person for the results, they would be informed that it is what the Commission decided and if the result is not acceptable by the resident then they will have the opportunity to address the Council. Kimberly Savageau questioned how many complaints the City had last year and what the complaints were about. Affield responded with the City had 2 complaints last year and one so far this year and if an adjustment was given it was only for a portion of the sewer charge. Savageau informed Council that she visited with the City of Dilworth and that they do not have a policy in place. Savageau stated that they treat each complaint case by case, and only charge for water in not water in/sewer out like Glyndon does, which is where Savageau believes the issues are arising from. Savageau also visited with the City of Hawley who uses a worksheet/check list for the residents to check to see what the issue might be and ways to check your meter during the week.

Jensen requested Savageau to request a copy from Hawley on the steps that they take in this situation. Owings stated a verbiage should be drafted stating a Maintenance Liaison, a Finance Liaison along with appropriate City staff will be involved in the review of the questionable bill. Tabled until the June 10th Meeting.

At this time Mayor Johnson asked Chris Thorson from Ulteig Engineering to update Council on the Water Tower Development. Thorson informed Council that the foundation is in and it will sit until October when the steel will be delivered. Olson questioned who is responsible to repair the fence if it is damaged. Thorson stated that it is the Contractors responsibility and notify him if repairs are ever needed. Thorson then discussed the Street Reconstruction Project for Lyndon, Lund and 9th stating KPH out of Kindred will be starting Monday June 15th. Thorson informed Council that the project is on a 42 day working schedule but KPH would like to be able to chew up the asphalt prior to the 42 day work schedule starting and not have those days go towards their 42 day schedule. Olson asked how the residents will be notified about the start of construction. Thorson stated that door hangers will be filled out with the appropriate information and hung at each residents home that will be affected by the construction and that temporary mailboxes will be installed for the residents on Lyndon. Dave Owings made a motion to give Chris Thorson approval to direct KPH that they can start ahead of schedule with their subcontractor and not be penalized against the 42 days for completion, seconded by Joe Olson. Motion Carried.

8. New Business – Continued due to time constraints

f. Eide Bailley Presentation of 2014 City Audit – Brian Stavenger – Spoke earlier in the meeting.

9. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline informed Council that his Officers will be patrolling the area around the Water Tower site more often and once Monsanto is Annexed into City Limits they will also do patrols around Monsanto. Cline thanked Council for approving the carpet for the Police Department, and informed them that it should be installed in July. Cline informed Council that the speed limit on Parke Avenue and 12th Avenue must be approved by the DOT since they are County roads, any other street in town can be changed by the Council. Cline stated that he is behind the Council if they would like to contact the County to request the speed limit be decreased on Parke Avenue. Chief Cline informed Council that the Armor Radio System that they will have to change over to within the next few years will cost around \$46,000.00 for the Police Department. Cline is requesting to have half of the amount set aside out of his 2016 Budget and the other half out of his 2017 Budget. Eide Bailly needs to look at this and explain how this needs to be done in the Budget so it rolls over to the next year. Olson informed Anderson that at the County he has an Internal Services Account in which funds are carried over each year. Justin Douglas acquired with a \$500.00 donation from Sanford Health that will be used to purchase a portion of an AED. Cline stated that his officers have \$3000.00 TZD Grant money to use this month so they will be working extra hours and the City will be reimbursed. Cline questioned Anderson if she has heard anything more about the Life Insurance that was mentioned at a prior meeting as he would like to look into it further. Anderson will need to contact them again since she has not heard anything at this time.

b. Bob Cuchna, Fire Chief – Cuchna discussed the radio system that the Fire Department will need to change over to and the possibility of receiving a Grant that would help finance the expense. Cuchna informed Council that the Fire/Rescue was contacted by Monsanto and will be conducting a drill at the site concerning hazardous training. Cuchna asked what time

the Ice Cream Social started so he could have a few Fire trucks and volunteers there. Kimberly Savageau stated that it runs from 6:30 to 8:30. Cuchna informed Council that he has applications for the Fire Department from Jacob Cuchna, Troy Kuehl and Spencer Kuehl. Cuchna would like the Council to accept the 3 applications pending Chief Cline's background check. Mayor Johnson asked Cuchna about the Fire Relief Association. Cuchna informed Council that they have hired a special company and Brock Franke will be taking care of it. A motion was made by Kimberly Savageau to accept the Applications for Volunteer Firefighters from Jacob Cuchna, Troy Kuehl and Spencer Kuehl, seconded by Dave Owings.
Motion Carried.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Not Present.

d. Denise Anderson, City Clerk – Anderson informed Council that Chief Cline brought it to her attention of a typo error on the 2015 Budget concerning account #101-41000-151 LMC Workers Comp Insurance. Anderson stated she typed in \$1950.00 when it should have been \$19,500.00 and would like Council to make an amendment of \$15,500.00 to the 2015 Budget. Anderson Informed Council that the City has a surplus in the general fund to cover this amendment. Anderson informed Council that she has been working with Chris Thorson on the Capital Improvement Plan and will need to keep moving forward on this plan for when the City will be interviewed by Standard & Poor's this year. West Central Initiative does have Grants for funding for creating the Capital Improvement Plan. Anderson stated that she received papers today concerning the renewal of the health insurance for the City and will contact them tomorrow. Anderson informed Council that she will be finishing up the research on the parcels at the County on Thursday. Chris Jensen made a motion to amend the 2015 Budget \$15,500.00 for the Workers Comp Insurance, seconded by Joe Olson.
Motion Carried.

Dave Owing asked Anderson if she is at the point where she needs some temporary help in the office. Anderson stated that she would like to wait until she comes back from her vacation and would possible like some help from an Accountant for a day.

e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee – Joe Olson informed Council that the Glyndon Improvement Committee met with Tracy Tollefson, Terry and Tammy Sperr in regards to Glyndon Days. The portion of Glyndon Days that the Improvement Committee will help with is the Yard Beautiful Contest and work with Maintenance on the barricade responsibilities. Owings asked if the week is different for Glyndon Days this year. Savageau explained that it is July 27th to August 1st with the City picnic on Thursday July 30th and the Parade and Dance are August 1st. Olson informed Council that they are looking for any ideas to help entertain the children at the Community Picnic besides the bouncy house and face painting. Savageau suggested looking into having art students come and paint faces as the waiting time gets to be long if you only have one person doing it. Olson stated that Terry Sperr had asked if it was possible to shut down the intersection of 12th and County 17 during the parade line up. Chief Cline will arrange it with his Officers. Chris Jensen made a motion to accept the contract for the Games to Go Bouncy House for the Community Picnic on July 30th, seconded by Joe Olson.
Motion Carried.

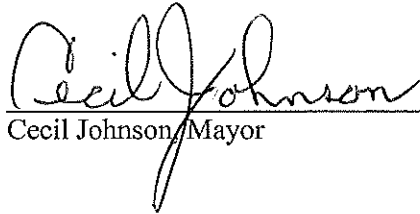
Owings asked if the Rod & Gun is still involved with Glyndon Days. Olson stated that they will still take care of the Food Court and the Dance. Council visited about ideas on activities for the children for Saturday August 1st. Olson reminded Council about the 3rd Annual Ice Cream Social on June 3rd from 6:30 to 8:30.


9. Open Forum – Nothing

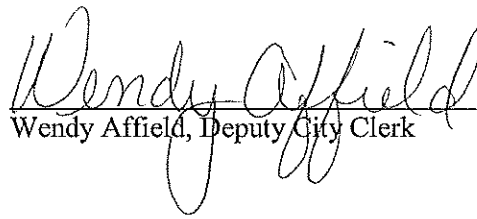
10. **Miscellaneous Announcements** – Nothing

11. **Adjournment**

A motion was made by Chris Jensen, seconded by Dave Owings to adjourn at 9:30 p.m.
Motion carried.


Cecil Johnson, Mayor


Denise Anderson, City Clerk/Treasurer


Wendy Affield, Deputy City Clerk

May 18th, 2015 Glyndon City Council Minutes