

City of Glyndon

Minnesota

City Council:

Mayor Tracy Tollefson
Justin Schreiber
Bryant DeVries
Patrick McCoy
Steven Ring

Glyndon City Council Packet

April 26th, 2023

Following the Public Hearing

City Hall Council Chamber



Agenda for Glyndon City Council
4/26/2023 – Following the 6:00 p.m. Public Hearing
Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson
2. **Roll Call**
3. **Motion to Approve Consent Agenda**
 - a. **3/22/2023 – Council Meeting Minutes**
 - b. **4/12/2023 – Council Meeting Minutes**
 - c. **Approve Resolution of Payments**
 - **Approve Using \$30,000 of ARPA Funds to Purchase the 2023 Police Squad**
 - **Accept Donation Check from UC Hope for \$500 to go towards Glyndon’s PD Outreach Program**
 - **Accept Donation Check from UC Hope for \$1,000 to go towards Glyndon Days**
4. **Any Additions to the Agenda** (*urgent items only please*)
5. **Motion to Approve Agenda**
6. **Open Forum – Public Comments/Concerns** - **this is the time for the General Public to address the Council regarding a City Business item that is not on the agenda. Typically, decisions will not be made at this meeting but will be referred to staff for further research. The Open Forum shall not be used to make political statements, political endorsements or for any political campaign purposes.*
7. **Mayor/Department Reports**
 - a. **Justin Vogel, Police Chief**
 - b. **Maintenance Committee, Tollefson & DeVries**
 - c. **Bob Cuchna, Fire Chief**
 - d. **Wendy Affield, City Clerk**
 - e. **Tracy Tollefson, Mayor**
8. **Committee Reports**
9. **New Business**
 - a. **Eide Bailly’s 2022 Audit Review – Brian Stavenger** (*zoom presentation*)
 - b. **Approve Resolution 2023-3 - A Resolution Ordering Improvement and Preparation of Plans for Charleswood Addition** (*need a motion*)
 - c. **Special Assessment Policy Review – Kris Carlson** (*need a motion if approved*)
 - d. **Mayor Tollefson has Requested a Special Meeting for May 3rd, 2023, to discuss Applicants that were Interviewed for the Public Works Superintendent Position** (*please set a time*)
10. **Time to Discuss the Additions to the Agenda** (*only discuss if added and approved in #4 above*)
11. **Old Business / Unfinished Business Updates**
 - a. **Nuisance Ordinance #194** (*is being reviewed by Ken Norman*)
12. **Miscellaneous Announcements & Recognitions**
13. **Adjournment**

Special Meeting on Wednesday May 3rd, 2023 – Time TBD
The next Council Meeting is Scheduled for Wednesday May 10th, 2023, at 7:00 a.m.

Glyndon City Council
3/22/2023
Regular Council Meeting – 6:00 P.M.
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson called the meeting to order at 6:00 p.m.
2. **Roll Call:** Council Members Present: Steven Ring, Patrick McCoy; Police Chief Justin Vogel; Maintenance Supervisor Andy Olson and City Clerk Wendy Affield.

As Per Sign in Sheet: None
Virtual Attendees: Council Members Bryant DeVries and Justin Schreiber; City Engineer Kris Carlson.
Absent:
3. **Motion to Approve Consent Agenda** – A motion to approve the consent agenda was made by Patrick McCoy, seconded by Steven Ring. All in favor.
Motion Carried.
 - a. **3/8/2023 – Council Meeting Minutes**
 - b. **Approve Resolution of Payments**
 - **Accept Grant Check from Minnesota Chiefs of Police Foundation for \$1,200 to go towards Glyndon’s PD after School Outreach/UC Hope Kids Program**
4. **Any Additions to the Agenda** – None.
5. **Motion to Approve the Agenda** – A motion to approve the agenda was made by Patrick McCoy, seconded by Steven Ring. All in favor.
Motion Carried.
6. **Open Forum – Public Comments/Concerns** – None.
7. **Department Reports – Committee Reports -**
 - a. **Justin Vogel, Police Chief** – Chief Vogel informed Council the BCA Audit has been completed, the new squad vehicle should be here hopefully in the next couple of weeks and then it will be sent to Code 4 to have the equipment installed. Chief Vogel will be attending the Chief’s Conference in Duluth the week of April 12th.
 - b. **Andy Olson, Maintenance Supervisor** – Olson informed Council the parking lot by the skating rink is becoming soft so he would like to plan a day to close down the skating rink. Mayor Tollefson said to work with Affield on sending out a notice to residents. Olson stated the banners will be changed out on Monday and he is having Ty work with him in the water treatment plant more lately. Olson explained that Ty will need to wait another two (2) years to test for his Class “C” water certification but on the wastewater side of things he can actually take his test in September. Mayor Tollefson asked Olson how his preparation for spring is looking, are there culverts around town that will need to be opened up so the water flows once it melts. Olson stated the biggest part is having the ponds ready, they will be opening them up next week so then they can start the pumping process. Southview ditch is one area he will keep an eye on, stating he might have to bring in Randall’s Excavating to clear

the snow. Mayor Tollefson questioned the area around Johnson Park and was wondering if there are any other spots that should be looked at. Olson said Southview and the coulee to the east on 12th Street are the only two areas he knows Randall's have cleaned out in the past. Affield informed Council the road is the City's east towards the stop signs, but we pay the County to maintain it. Mayor Tollefson expressed the importance of keeping an eye on areas in town that might be prone to flooding once the snow starts melting. Engineer Kris Carlson agreed with the two areas that are most important to watch. Mayor Tollefson asked if he foresees any backups on Lund, Partridge, 4th to 5th, that square block? Olson thinks that area has gotten better since the Parke Avenue project has been finalized. Schreiber asked if the area around the old Fuchs Sanitation shop will need to be looked at. Olson informed Council the pond in Stockwood was drained very low last year so hopefully they do not have the same issue as last year. Schreiber asked Carlson who is responsible for the drains on Parke Avenue since it is a County road. Carlson believes it is a group effort but with the drain tile that is in place now, once the water starts moving, he does not foresee any issues. Olson will look at it tomorrow to see if they can clear out some of the snow.

c. Bob Cuchna, Fire Chief – not present.

d. Wendy Affield, City Clerk – Affield mentioned the passing of former Maintenance Worker Terry Cummings and would like permission to send a sympathy plant from the City to his family. Council was all agreeable to send something. Affield informed Council she will be attending the League of Minnesota Cities conference in Duluth in June. Affield stated the Auditors were here for one day otherwise she is emailing the information to them, and they usually wrap things up between the end of April, beginning of May.

e. Tracy Tollefson, Mayor – Mayor Tollefson mentioned the School Superintendent, herself, Kris Carlson, and Justin Sorum might meet one day to visit about the possibility of constructing 7th Street to County 17. She stated if there were ever any future meetings, she would make sure Council was aware.

8. Committee Reports –

a. Glyndon Days/Park Committee Update – Being this was discussed at a meeting prior Council did not feel it needed to be visited about any further.

9. New Business –

a. Approve Resolution 2023-1 – A Resolution Ordering Preparation of Report on Improvements for Charleswood Addition – Carlson explained this is just to authorize the presentation of the report he will be discussing in a minute. A motion was made by Patrick McCoy to approve Resolution 2023-1, a Resolution ordering preparation of report on improvements for Charleswood Addition, seconded by Steven Ring. All in Favor.
Motion Carried.

b. Discussion Concerning the Feasibility Study for Street and Utility Improvements for Charleswood Addition – City Engineer Kris Carlson – Carlson explained to Council this process needs to happen in order to move forward, we are still waiting for a few items but want to keep the process moving forward. Carlson went through the Feasibility Study highlighting certain areas like under the Existing Site Conditions section C indicating there is a FEMA floodplain issue in a section of this project. The large pile of materials located in that area will be used to raise the lots out of the floodplain. The existing water and sewer come in from the 15th Street Cul-de-sac on the west end, it was stubbed out from when the Southview Addition was created. Everything from the design consideration follows both

the Department of Health and the MPCA guidelines. The water main improvements consist of eight (8) inch PVC mains throughout the entire development. The sanitary sewer improvements will consist of eight (8) inch PVC sewer mains, manholes, and four (4) inch PVC service laterals. Storm sewer will consist of curb and gutter and was sized to drain into the pond located in Southview. The street improvement section will be constructed to be thirty-eight (38) feet wide, asphalt, urban street sections with concrete curb and gutter. Estimated project costs on page six (6) of the study are broken down between city and assessable, this is because the City will be responsible for a small chunk of Parke Avenue that needs to be constructed to tie into the development. There will also be utilities stubbed out to eventually finish the area between 12th and 14th street with curb and gutter. The estimated cost is almost 2.2 million dollars and if we go with the per lot assessment like Southview it would be approximately thirty-eight thousand, five hundred forty-three dollars and ninety-eight cents (\$38,543.98) per lot. Carlson did visit with some contractors to see where the prices were prior to the estimate. The proposed timeline would be April 2023 for the Preliminary Assessment Hearing; May 2023 Project Plans and Specifications; June 2023 Advertise for Bid and Receive Bids; July 2023 Begin Construction; September 2023 Substantial Completion; October 2023 Final Assessment Hearing; June 2024 Final Bituminous Wear Course Paving. Carlson explained if the property owners are unable to follow through with the Developers Agreement and Letter of Credits the project does not need to move forward. Schreiber had a question concerning the pinning issue wondering if that was resolved. Carlson stated the Corrective Plat has been signed by all parties and we are just waiting for Ken Norman's review and then he will need to sign along with the Mayor. Schreiber's next question is concerning Parke Ave to the new entrance of Charleswood, wondering if that section will be the last thing done. Carlson stated the last block is not included in the Feasibility Study we are looking at today, that section will be bid out at a later date if Council would like it completed. Carlson was instructed to put some numbers together concerning that area. Ring asked if that section would also have a sidewalk like the rest of Parke Avenue. Carlson believes it would be the path side they would want to extend to the park. Schreiber questioned if the homes in that area would be assessed. Carlson informed Council a Public Hearing would need to be held to inform the area residents of the possible project. Carlson talked about the different homes that could be assessed fully or partially depending on their location.

c. Approve Resolution 2023-2 – A Resolution Receiving the Feasibility Report on Improvement and Calling Hearing on Improvement – A motion was made by Patrick McCoy to approve Resolution 2023-2 receiving the Feasibility Report on improvements and calling hearing on improvements, seconded by Steven Ring. All in Favor.
Motion Carried.

d. Nuisance Ordinance #194 Discussion – Chief Vogel started going through the draft copy of Ordinance #194, an ordinance regulating public nuisances within the City of Glyndon. The ordinances that will be replaced by this new one consists of 12, 77, 96, 117, 135, 138 and 145. Chief Vogel requested Council to review the old ordinances to make sure nothing has been missed that should be included in the new nuisance ordinance. Mayor Tollefson requested copies of the old ones be sent to all Council Members.

General Provisions is the first chapter to review in the ordinance. In this section you will find general public nuisances defined, public nuisances affecting health, public nuisances offending morals and

decency, affecting peace and safety. Mayor Tollefson emphasized the importance of reviewing this ordinance thoroughly because an “and” or “or” can change the whole dynamics of the sentence. Mayor Tollefson feels Chief Vogel can just highlight the more important items at this time. Chief Vogel explained the items included in this ordinance have come from other towns such as Barnesville, Dilworth, Moorhead, and the League of MN Cities so we did not just added items that have not been addressed in other towns. Chief Vogel started to mention some items like diseased animals, stagnant water, garbage in your yard. Mayor Tollefson wanted everyone to be aware of the length you can have any weeds or grasses before you will be notified. It was increased to eight inches (8”) from six (6) inches in the old ordinance. Affield explained to Council how the City of Dilworth only notifies the residents once a year if their grass gets too long, they do not send a letter every time, it is up to the homeowner to make sure it is done for the whole season. If the City has to mow, we will charge seventy-five dollars (\$75) per hour to the property owner and if the bill is not paid it will be added to their property taxes. Vogel moved on discussing areas of offending morals and decency and then on to nuisances affecting peace and safety, annoying noises, depositing snow on the streets and solid waste totes being removed from the street area in a timely manner. Fences, shrubbery, trees, fireworks and building structures which are potentially hazardous to persons or property were the next topics discussed. All abandoned refrigerators, iceboxes, washers, or dryers for which the doors and other covers have not been removed or which are not equipped with a device for opening from the inside by pushing only have been an issue lately in the City.

The “Other Public Nuisance” section is an important one, it states “It is hereby determined that dilapidated fences and the storage or accumulation of trash, rubbish, junk, refuse, inoperable vehicles, building materials, and demolition materials upon any private property within the city tends to result in blighted and deteriorated neighborhoods, the spread of vermin and disease, and is contrary to the public peace, health, safety, and general welfare of the community”. Chief Vogel touched on some definitions concerning building materials, demolition materials, and dilapidated fences. When it comes to inoperable vehicles it reads “Shall include, without limitation, any vehicle, or trailer for which, for a period of at least seven (7) days, the engine, transmission, wheels, or other parts have been removed, or on which the engine, wheels, transmission, or other parts have been altered, damaged, or otherwise treated so that the vehicle is incapable of being driven under its own power, or any vehicle which does not display current license plates or have proof of current registration if license and registration are required by law for the vehicle to travel on public roads in the State of Minnesota.”. This will include people’s yards and driveways. Chief Vogel wanted to go line for line on the next section:

Unlawful parking and storage.

- 1) A person must not place, store, or allow the placement or storage of ice fishing houses, skateboard ramps, playhouses, or other similar non-permanent structures outside continuously for longer than twenty-four (24) hours in the front yard area of residential property unless more than one hundred feet (100’) back from the front property line.
- 2) A person must not place, store, or allow the placement or storage of pipe, lumber, forms, steel, machinery, or similar materials, including all materials used in conjunction with a business, outside on residential property, unless shielded from public view by an opaque cover or fence.
- 3) A person must not cause, undertake, permit, or allow the outside parking and storage of vehicles on residential property unless it complies with the following requirements:
 - i. No more than four (4) vehicles per lawful dwelling unit may be parked or stored anywhere outside on residential property, except as otherwise permitted or required by the city because

of nonresidential characteristics of the property. The maximum number does not include vehicles of occasional guests who do not reside on the property.

- ii. Vehicles or trailers that are parked or stored outside must be on a paved, concrete, or graveled parking surface or driveway area.
- iii. Vehicles, watercraft, and other articles stored outside on residential property must be owned by a person who resides on that property. Students who are away from school for periods of time but still claim the property as their legal residence will be considered residents on the property.

Mayor Tollefson questioned how does this work if you have more than 4 vehicles in your driveway and your garage is also being used. After further discussion amongst Council, this may be an issue that will need more conversation over. Schreiber is wondering if a time frame needs to be added to that section just in case you may have relatives visiting for a week and their vehicle will put you over the limit of four (4). Chief Vogel read the line that states “the maximum number does not include vehicles of occasional guests who do not reside on the property”. Schreiber asked if the guest’s registration would be checked to see who the owner was. Chief Vogel stated that would be an option and they would watch it for a few weeks before a letter would be sent. The next section is:

TRASH AND RUBBISH. Shall include any and all forms of debris not herein otherwise classified.

- a. **Unlawful to Accumulate Junk, Refuse, Inoperable Vehicles, Trash, and Rubbish** – It shall be a nuisance and an offense for any person to store or permit the storage of accumulation of junk, refuse, inoperable vehicles, trash, or rubbish on any private property within the city, except within a completely enclosed building or upon the business premises of a properly zoned business and which materials would otherwise constitute junk, refuse, inoperable vehicles, trash, or rubbish as materials that are used in the ordinary course of that business.
- b. **Unlawful to Dismantle Automobiles or Machinery; Exception** – It shall be a nuisance and an offense for any person to dismantle, cut up, remove parts from, or otherwise disassemble an automobile, whether or not the same be a junk automobile, abandoned vehicle, or otherwise, or any appliance or machinery, or store such parts, except in a completely enclosed building or upon the business premises of a property zoned business and which disassembling and storing of parts are done in the ordinary course of that business.
- c. **Unlawful to Store Building Materials or Demolition Materials; Exception** – It shall be a nuisance and an offense for any person to store or permit the storage or accumulation of building materials or demolition materials on any private property, except in a completely enclosed building or except where such building materials are part of the stock and trade of a business located on said property, or except when such materials are being used in the construction of a structure on the property in accordance with a valid building permit issued by the city, and unless that construction is completed within a reasonable period of time.

Mayor Tollefson has some concerns when it comes to this section as to how businesses accumulate parts, she understands that it is part of their business but feels even though it is zoned commercial she does think there needs to be some expectations to keep it cleaned up. She said the intent is not to harm a business but to have them be more organized and thoughtful of the other businesses in the area. Mayor Tollefson was wondering if installing a fence would be an option. Chief Vogel mentioned he visited with the City of Dilworth, and they have not had issues with this. Mayor Tollefson was wondering if it would be advisable to sit down with a business owner concerning the ordinance. The fence topic was brought up again and Affield remarked that fences are not always the answer because they can sometimes make

things look worse. Affield asked Mayor Tollefson if she was looking at only having to fence in pieces parts and not equipment that is whole? Mayor Tollefson feels it would be for either item because some larger equipment has not moved in a long time on certain properties in the commercial areas. Chief Vogel stated it is very difficult to look at it that way because the more the vehicles on the property may show how well the business is doing. Chief Vogel suggested visiting with the businesses and letting them know what Council is discussing when it comes to the new nuisance ordinance. Mayor Tollefson wants to make sure we are not just working on making the residential portions of town more organized but to make sure the commercial sections are also included. DeVries feels you need to visit with the ones you have the most concerns with and see if they have any ideas as to how things can be more organized. DeVries gave an example concerning his lively hood and how most people would think his equipment was junk, but that junk makes him his money so if you are going to come and tell me to move all my stuff that makes me my money, that's pushing me out, he would feel like the city does not want him to be part of the community. Mayor Tollefson would like to be able to sit down open minded and ask, "how can we make this better", she asked DeVries if he had any suggestions. Mayor Tollefson knows this is a touchy subject but by the end of the day we need to do what is best for the city and give the Police Department the backing that they need to follow what the Council supports and approves. Schreiber does think having a conversation with some of the people would be a good suggestion and feels something does need to be in place with the commercial area as well as the residential. Schreiber emphasized how the city needs to be consistent but also be able to work with people, so they do not leave town. Ring talked about how some cities have unique looks to them and he does not believe ordinances have been a big drive to accomplish that look. He feels it was more of a culture, and thinks we need to start creating this initiative that we want to clean things up. Ring understands what DeVries was saying, we do not want to disrupt people's business, because we want and need them to make money, but we also want to have a look, feel, and texture to our city that will bring people in. Ring feels that would be more the path you would want to go down than using an ordinance to do it. Chief Vogel would like to make sure the City Attorney and Prosecuting Attorneys look further into this section before anything is finalized. More conversation will need to be done on this section at a later time. Mayor Tollefson suggested having a gathering at the Community Center so residents and business owners can come and ask questions. Chief Vogel informed Council the items in this ordinance came from area towns so people should not be surprised by what's in it but when it comes to commercial stuff it has been hard to find anything to follow. Chief Vogel stated, each person has a different idea of what a nuisance is.

Chief Vogel informed Council we need to be consistent and there will be an appeal process if you do not think you are in violation. Some of the other topics were snow removal, sidewalks, weeds and lawns, open burning, noise regulations and graffiti. Most of these topics were already in our old ordinances. Mayor Tollefson stated, some of these topics will be addressed by the Chief of Police and some will be a City Official depending on which section it is. Chief Vogel stated the City Attorney and City Prosecutor will be the next to look at the ordinance and see if anything needs to be removed or added. Chief Vogel gave an example of his envisions concerning the fines, fees, and penalties – if someone sees a violation they will bring it to Chief Vogel's attention, he will then photograph it and give documentation of the violation and address to City Hall who will then send a letter explaining why they are in violation, and you need to either resolve the issue or an appeal process. Ring asked if there was a section if two neighbors were fighting. Chief Vogel said that would go under harassment. Council will need to decide on what the penalties will be and if they do not pay them the fee will be added to their tax bill with the County. Chief Vogel suggests keeping the penalty fees the same as surrounding communities.

e. At this time Mayor Tollefson will Close the Regular Council Meeting as Permitted by Minnesota Statute 13.D.5, subdivision 3a, for a Human Resources Committee Closed Door Session

Mayor Tollefson please read: The regular council meeting will close at this time for a human resource committee closed-door session as permitted by Minnesota Statute 13d.5, subdivision 3a.

There was a motion made by Patrick McCoy to close the regular meeting at 7:15 p.m. to have a closed-door session, seconded by Steven Ring. All in Favor.

Motion Carried.

The regular meeting was reopened at 7:45 p.m.

10. Time to Discuss Additions to the Agenda – Nothing.

11. Old Business/Unfinished Business Updates – Nothing.

12. Miscellaneous Announcements & Recognitions – Nothing.

13. Adjournment – A motion was made by Steven Ring to adjourn at 7:46 p.m., seconded by Patrick McCoy. All in favor.

Motion Carried.

Tracy Tollefson, Mayor

Wendy Affield, City Clerk

March 22, 2023, Council Meeting Minutes

Glyndon City Council
4/12/2023
Regular Council Meeting – 7:00 A.M.
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson called the meeting to order at 7:05 a.m.

2. **Roll Call:** Council Members Present: Bryant DeVries, Justin Schreiber, Steven Ring, Patrick McCoy; City Engineer Kris Carlson; Maintenance Worker Ty Wegenast and City Clerk Wendy Affield.

As Per Sign in Sheet: None

Virtual Attendees: Police Chief Justin Vogel and RaeAnn Berg.

Absent: None

3. **Motion to Approve Consent Agenda** – A motion to approve the consent agenda was made by Justin Schreiber, seconded by Bryant DeVries. All in favor.
Motion Carried.

a. **3/22/2023 – Glyndon Days/Park Board Meeting Minutes**

b. **Approve Resolution of Payments**

- **Accept Resignation Letter from Jacob Cuchna for Working Snow Removal for the Glyndon Maintenance Department**

4. **Any Additions to the Agenda** – None.

5. **Motion to Approve the Agenda** – A motion to approve the agenda was made by Justin Schreiber, seconded by Bryant DeVries. All in favor.
Motion Carried.

6. **Open Forum – Public Comments/Concerns** – None.

7. **Department Reports – Committee Reports -**

a. **Justin Vogel, Police Chief** – Chief Vogel informed Council he is still fully staffed, has been helping Ty out around the city and there have been two hydrants that have needed repairs. Chief Vogel stated he is in Duluth until Friday but if they need anything please give him a call.

b. **Andy Olson, Maintenance Supervisor** – Ty Wegenast informed Council all the storm lift stations should be working well, stating he turned the one off in Southview because it was filling up the ditch and once the water recedes, he will turn the pump back on. Kris Carlson let the Council know he has checked everything, and things are functioning properly. He has no concerns at this time even though the Parke Avenue coulee is high.

c. **Bob Cuchna, Fire Chief** – not present.

d. **Wendy Affield, City Clerk** – Affield informed Council the record retention process has been started in the filing room and it will be nice once it is completed, and she is grateful for all Johnson's and Mettert's help with the process. After just a few days we can already see a difference with most things prior to 2015 being shredded and then a new filing system will be implemented. The audit is winding

down, but Affield has not been informed of when Eide Bailly will present it to Council. Usually, it is the end of April, first meeting in May. Mayor Tollefson asked when the nuisance ordinance will be added back on the agenda. Affield stated it can be put back on the next agenda. Mayor Tollefson reminded Council to review the draft ordinance because you will probably be receiving questions from your neighbors, and you want to make sure you can update them on what it consists of.

e. Tracy Tollefson, Mayor – Mayor Tollefson does not have anything else to discuss other than just watching the water situation and making sure areas are not flooding around town.

8. Committee Reports – Nothing at this time.

9. New Business –

a. Mayor Tollefson Please Read – *“At this time we will have a closed session for preliminary consideration of allegations against an individual subject to the Council’s authority pursuant to Minnesota Statutes 13D.05.”*

Steven Ring made a motion to close the regular meeting at 7:10 a.m. to have a closed-door session, seconded by Patrick McCoy. All in Favor.
Motion Carried.

The regular meeting was reopened at 7:39 a.m.

Mayor Tollefson stated as a follow-up to our closed-door meeting, Justin Schreiber moved to approve the intent to terminate an employee subject to the City Council’s authority identified in the attached confidential exhibit as employee “A”. Mayor Tollefson stated Council Member Schreiber moved to approve the intent to terminate an employee subject to the City Council’s authority identified in the attached confidential exhibit as employee “A”, the motion was seconded by Steven Ring and carried unanimously. Mayor Tollefson did a roll call vote: Council Member DeVries, Yes; Council Member Justin Schreiber, Yes; Mayor Tracy Tollefson, Yes; Council Member Patrick McCoy, Yes and Council Member Steven Ring, Yes. Let the roll call vote say 5 to 0.

b. Charleswood Developers Agreement Discussion – Steven Ring made a motion to approve the Charleswood Developers Agreement, seconded by Bryant DeVries. All in Favor.
Motion Carried.

Schreiber asked if the Letter of Credit stuff is in place. Affied explained this is the first step having this approved so she can send copies to the property owners, and they can visit with their bankers concerning the Letter of Credit instructions in the Developers Agreement. Carlson explained the numbers they are working with right now are just an estimate, they will need to lock the Letter of Credits in prior to the project being awarded.

c. Gateway to the Lakes Magazine Advertisement – Mayor Tollefson explained to Council we do this every year, and it helps promote Glyndon Days and the City as a whole. DeVries suggested going with a full page this year implementing some sport events that are happening in town. The cost from half a page to a full page is seven hundred and fifty dollars (\$750) to eleven hundred dollars (\$1,100). Mayor Tollefson asked Affield to send out a draft copy of the advertisement before having it go to print. Steven

Ring made a motion to do a full page in the Gateway to the Lakes magazine, seconded by Bryant DeVries. All in Favor.
Motion Carried.

d. Request Ulteig Engineering to Prepare a Preliminary Engineering Study for 7th Street SW – Project No. 1-23.23520 not to Exceed \$4,500 – Mayor Tollefson explained this was discussed with Senator Kupec last week along with Clay County Engineer Justin Sorum, City Engineer Kris Carlson, City Clerk/Treasurer Wendy Affield, Mayor Tracy Tollefson, Council Member Justin Schreiber, County Commissioner Frank Gross. This topic was discussed to see if there were any grant funds available to help pay for the project. Carlson said this report will need to be done no matter what so if you want to have an idea of what the cost would be you may want to have it done now and then he can work with a grant writer to see if it can be added to a future bonding bill. A motion was made by Bryant DeVries to request Ulteig Engineering to prepare a preliminary engineering study for 7th Steet SW to County 17, seconded by Steven Ring. All in Favor.
Motion Carried.

e. Approve Maintenance Agreement Between the City of Glyndon and Clay County for Roadway Blading and Snow Plowing on 12th Street SE – Southcreek entrance east to County 71 – Ring asked if there was a reason a section of that road has not been paved. Carlson informed Ring he would visit with him and explain the situation. Ring asked if that stretch of road gets sprayed with chloride for dust control. The City pays the County to do that stretch with chloride. Carlson informed Council he pulled out the first two blocks of Parke Avenue in the Charleswood study, stating we will want to handle that separately since it is a reconstruction area, he will modify the Feasibility Study and will bring it to the next meeting just so Council has it and then we will need to call for a Public Hearing. Carlson will be putting together an assessment policy he would like the City to put into place prior to any more reconstruction projects so we know what is the City’s responsibility and what is the homeowners. Justin Schreiber made a motion to approve the maintenance agreement between the City of Glyndon and Clay County, seconded by Steven Ring. All in Favor.
Motion Carried.

f. Letter for Early Voting Hours Concern on the Elections Omnibus Bill – Informational only.

g. MN Department of Health Consumer Confidence Report for 2022 – Informational only.

h. March 2023 Expense & Revenue Budget Sheets for Review – Informational only.

10. Time to Discuss Additions to the Agenda – Nothing was added.

11. Old Business/Unfinished Business Updates –

a. Glyndon Days Games to Go Quote for Inflatables/Face Painting/Balloon Artist/Caricature Artist/Dunk Tank/Gyroscope – Affield informed Council we did receive a donation of one thousand dollars (\$1,000) from UC Hope for Glyndon Days. UC Hope also donated five hundred dollars (\$500) towards the PD’s Outreach Program and the BINGO funds from Glyndon Days will be donated towards Glyndon’s Shop with a Cop Christmas event.

Steven Ring made a motion to accept the Games to Go quote for the Glyndon Days activities, seconded by Bryant Devries. All in Favor.
Motion Carried.

12. Miscellaneous Announcements & Recognitions – Mayor Tollefson made the announcement of the upcoming Public Hearing and Council Meeting that will be held on Wednesday, April 26th at 6:00 p.m.

13. Adjournment – A motion was made by Patrick McCoy to adjourn at 7:55 a.m., seconded by Justin Schreiber. All in favor.
Motion Carried.

Tracy Tollefson, Mayor

Wendy Affield, City Clerk

April 12, 2023, Council Meeting Minutes

CITY OF GLYNDON

RESOLUTION RECORD

4/26/2023

RESOLUTION ALLOWING CLAIMS & ORDERING PAYMENT THEREOF

WHEREAS, THE CITY CLERK HAS AUDITED AND THE DEPARTMENTS HAVE APPROVED THE FOLLOWING CLAIMS AGAINST THE CITY OF GLYNDON, AND HAVE CERTIFIED THAT SUCH CLAIMS ARE PROPERLY PAYABLE BY THE SAID CITY, AND THAT THE SAID CITY CLERK HAS VERIFIED SUCH CLAIMS TO BE PAID AND HAS SATISFIED HERSELF THAT SUCH BILLS AND CLAIMS ARE PROPER CHARGES AGAINST THE CITY OF GLYNDON;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLYNDON, MINNESOTA,

FUNDS:

Wednesday, April 26th, 2023

Vendor	Description	Code	Amount
Aramark	Community Center Mats	101-43000-210	
Beam Dental Care ACH	Employee Dental & Extra Coverage	Coded Separate	\$189.56
Clay County Auditor	Specials on City Property - 1st Half of 2023	Coded Separate	\$3,612.00
Clay County Auditor	Stockwood Assessments - 1st Half of 2023	101-51000-671	\$2,176.00
Clay County Auditor	Ditch Assessment-BRRWD - 1st Half of 2023	301-44000-510	\$5,815.20
Colonial Life Insurance	Employee Extra Insurance Premium	G 101-29000	
D & S Construction of DL	Building Inspector Retainer for April	101-41000-300	\$500.00
Games to Go	Deposit for Glyndon Days Inflatables	101-41000-665	\$2,000.00
Great American Financial	Copy Machine Rent for City Hall/Police	Coded Separate	
Hawkins	Azone Chemicals - Water Dept	201-44000-216	\$1,493.33
JTF Trucking	Plow Trucks & Bobcat Repairs	101-47000-211	\$2,678.94
Lakes Country Service ACH	Health Insurance for Employees - MEDICA	G 101-21706	
Law Enforcement Labor	Police Union Dues for Ryan, Annie & Teryn	G 101-21707	\$202.50
League of MN Cities	Workmans Compensation Premium	101-41000-151	\$35,442.00
Menards	Water Plant Supplies - Police Dept Supplies	Coded Separate	\$58.88
Minnesota Pump Works	Installed High Tide Boards @ Lift Stations	301-44000-300	\$1,184.80
Minnesota Unemployment	Quarter 1 Unemployment for Luke	101-41000-142	\$5,122.48
North Country Chevrolet	2023 Chevy Tahoe - Police Unmarked Squad	Coded Separate	\$39,728.56
Pemberton Law Firm	HR Attorney Bill for March	101-41000-304	\$279.50
RMB Environmental Lab	Water Testing on 2/1/23 & 4/3/23	201-44000-300	\$128.51
SSI Crestmark MN Holding	US Solar Xcel Payment for March	Coded Separate	\$1,623.95
		TOTAL	\$102,236.21
AS CERTIFIED BY WENDY AFFIELD CITY CLERK		GRAND TOTAL	\$102,236.21

Community Outreach donation of
\$500.00 for the Police Dept. from
U.C. Hope Thrift Store. 4-11-23

UC Hope
218 Eglon Ave S
Glyndon MN 56547

1775
75-1222/912

4/11/2023
DATE

PAY TO THE ORDER OF City of Glyndon \$ 500.00
Five hundred dollars and 00/100 DOLLARS

(888) 378-7378
DILWORTH - MOORHEAD
ULEN - MENDRUM
DETROIT LAKES - FERGUS FALLS

NORTHWESTERN BANK

FOR Police Dept - Community Outreach Kari Peterson MP

⑆091212221⑆ 500144352⑆ 1775

Glyndon Days donation from
U.C. Hope Thrift Store
4-11-23

UC Hope
218 Eglon Ave S
Glyndon MN 56547

1773
75-1222/912

4/11/2023
DATE

PAY TO THE ORDER OF City of Glyndon \$ 1,000.00
One thousand dollars and 00/100 DOLLARS

(888) 378-7378
DILWORTH - MOORHEAD
ULEN - MENDRUM
DETROIT LAKES - FERGUS FALLS

NORTHWESTERN BANK

FOR Glyndon Days Sponsorship Kari Peterson MP

⑆091212221⑆ 500144352⑆ 1773



CITY OF GLYNDON, MINNESOTA

Executive Summary – December 31, 2022



CPAs & BUSINESS ADVISORS



AUDIT RESULTS

AUDIT OPINION

- The City received a “clean” audit opinion
 - Unmodified opinion – financial statements are prepared using accounting principles prescribed or permitted by the Minnesota Office of the State Auditor
 - Financial statements do not contain material misstatements and are fairly presented
- Opinion is merely the auditor’s professional opinion, based on audit work, on whether the financial statements were prepared in accordance with accounting principles prescribed or permitted by the Minnesota Office of the State Auditor, free from material misstatement, and fairly presented





AUDIT FINDINGS

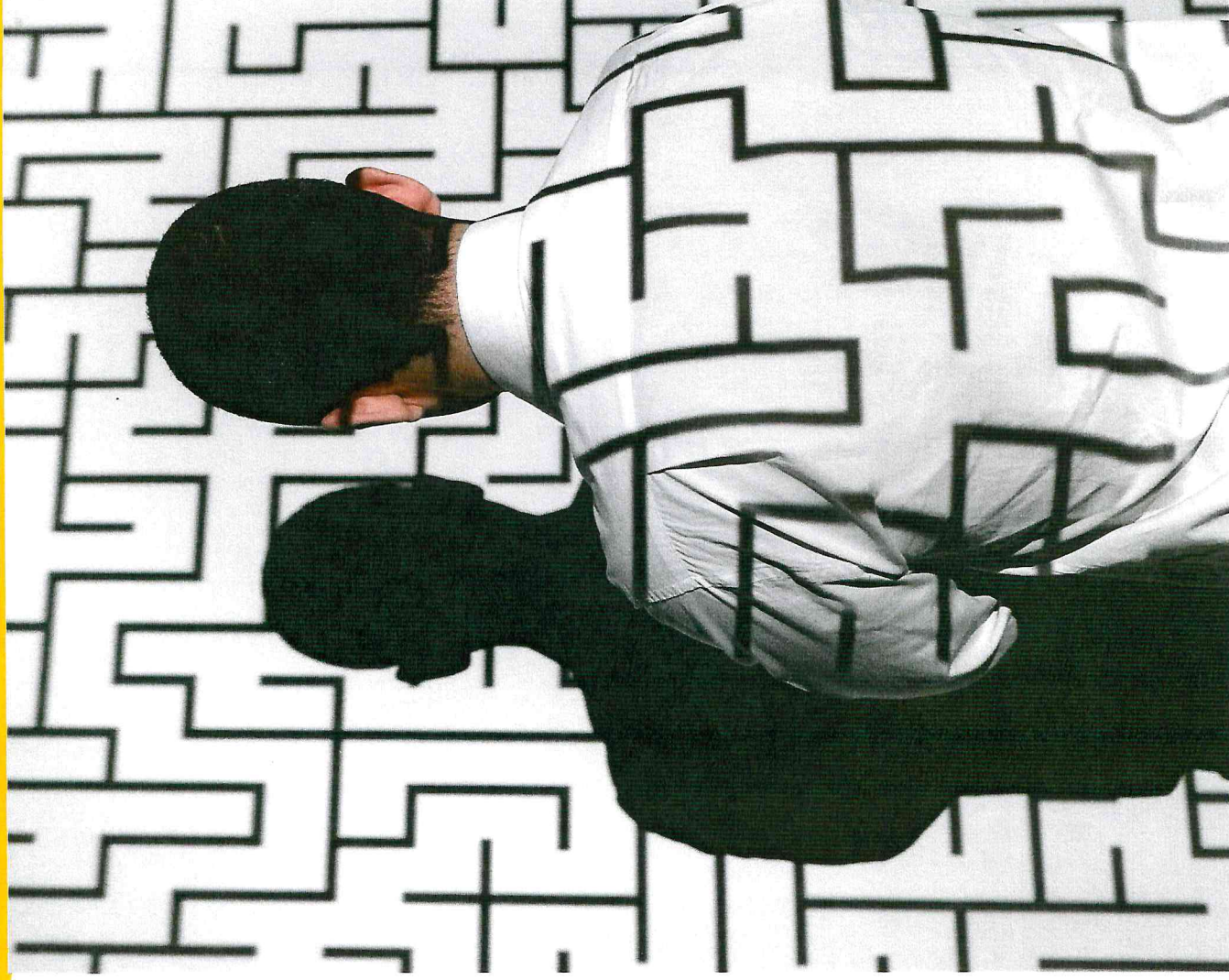
FINDINGS

Financial Statements:

1. Segregation of Duties
2. Material Journal Entries
3. Preparation of Financial Statements

Minnesota Legal Compliance:

1. None

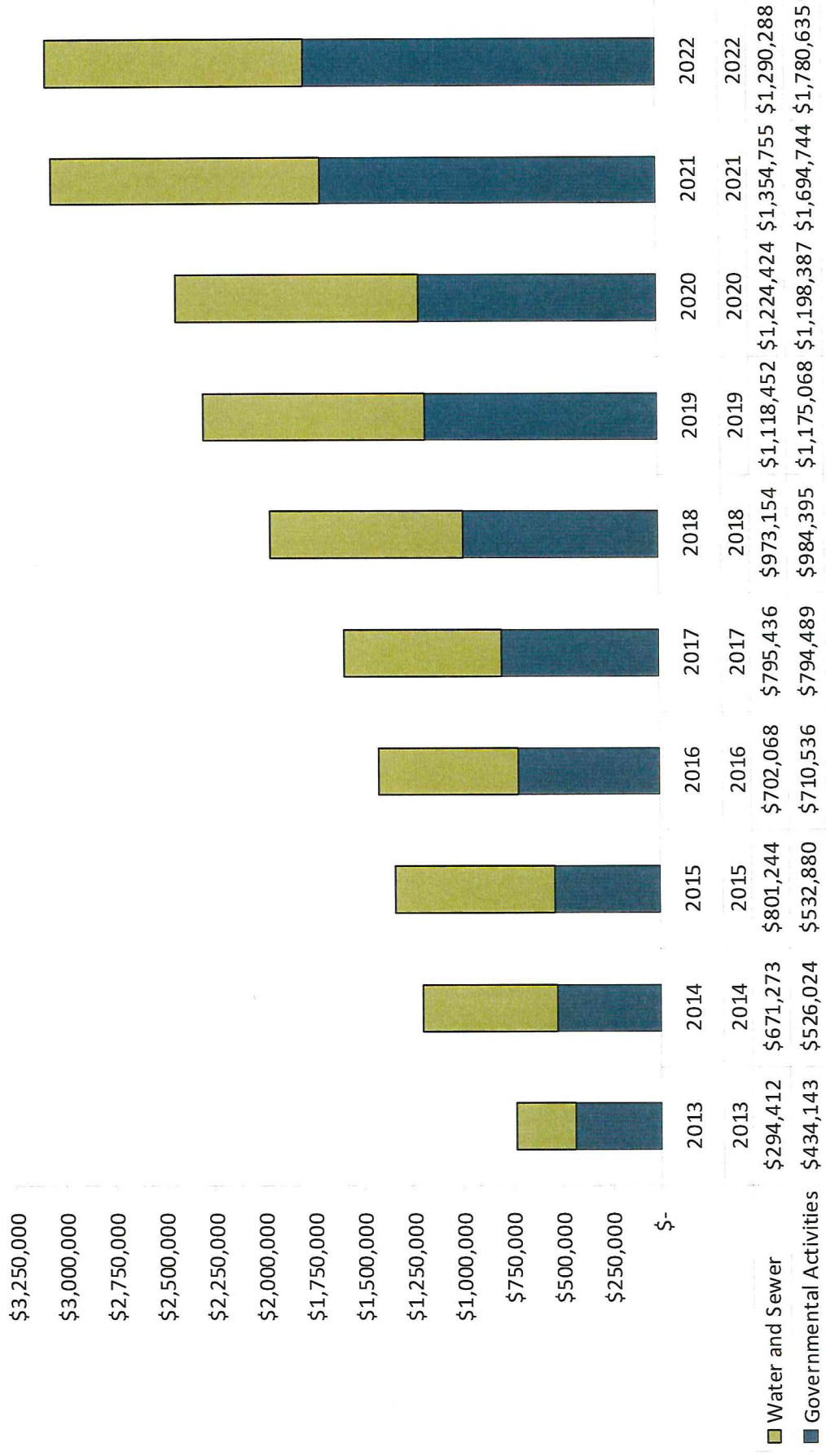




CASH AND INVESTMENTS

CASH/INVESTMENTS

Balances of the City for the past ten years:





GENERAL FUND

BUDGET TO ACTUAL

	Original and Final Budget	Actual	Variance With Final Budget
Receipts			
Property taxes	\$ 459,648	\$ 449,436	\$ (10,212)
Special assessments	-	26,149	26,149
Licenses and permits	20,500	22,645	2,145
Intergovernmental	541,519	613,224	71,705
Charges for services	197,876	199,361	1,485
Interest earnings	200	1,199	999
Fines and forfeitures	25,000	24,378	(622)
Other	27,350	89,424	62,074
Total receipts	1,272,093	1,425,816	153,723
			12.1%
			Positive
Disbursements			
General government	379,363	415,388	(36,025)
Public safety	662,168	593,903	68,265
Streets and parks	134,468	156,272	(21,804)
Sanitation	165,115	175,038	(9,923)
Community center	12,700	17,426	(4,726)
Capital outlay	15,934	56,668	(40,734)
Debt service	-	25,418	(25,418)
Total disbursements	1,369,748	1,440,113	(70,365)
	15,934		-5.1%
			Negative
Receipts Over (Under) Disbursements	(97,655)	(14,297)	83,358
Other Financing Sources			
Transfers out	-	(1,676)	(1,676)
Net Change in Fund Balance	\$ (97,655)	(15,973)	\$ 81,682
Fund Balance, Beginning of Year		1,107,990	
Fund Balance, End of Year		\$ 1,092,017	

A POSITIVE FUND BALANCE:

- 1** Contributes to a favorable bond rating
- 2** Produces investment income and provides a source of working capital to meet cash flow needs
- 3** Offers a cushion for unexpected expenditures or revenue shortfalls



RECOMMENDATIONS REGARDING FUND BALANCES

State of Minnesota Office of the State Auditor (OSA): at year-end, local governments maintain an unrestricted fund balance in their general fund

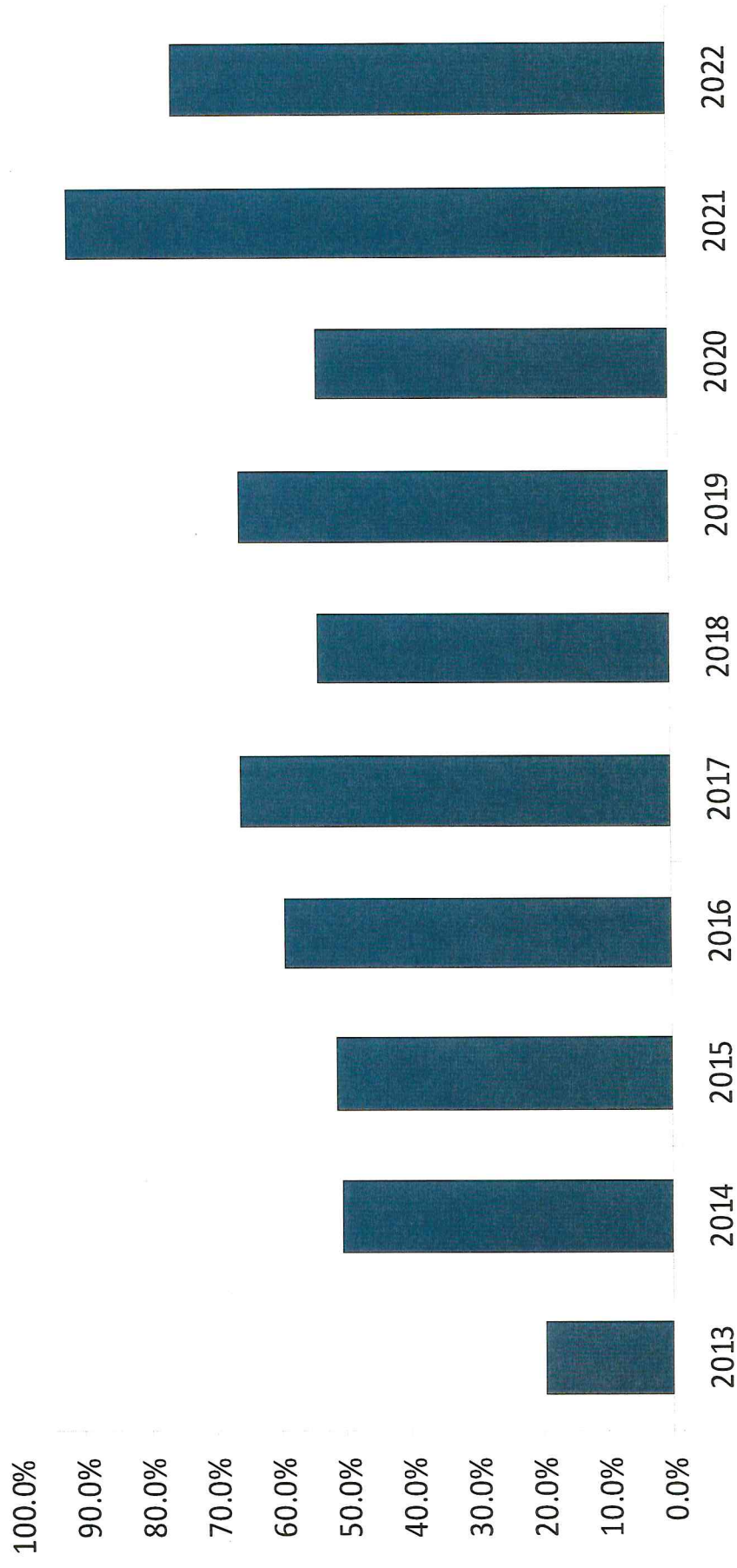
- Special Revenue Funds: approximately 35-50% of fund operating funds
- No less than 5 months of operating expenditures

Government Finance Officers Association (GFOA): at year-end, local governments maintain an unrestricted fund balance of no less than 5-15% of operating expenses.

The two recommendations above are assuming the local government reports on a full accrual method of accounting. Because the City uses the cash basis method of accounting, interpretations may not be the same.

UNRESTRICTED FUND BALANCE

The City's unrestricted fund balance as a percentage of disbursements in the General Fund for the last 10 years:



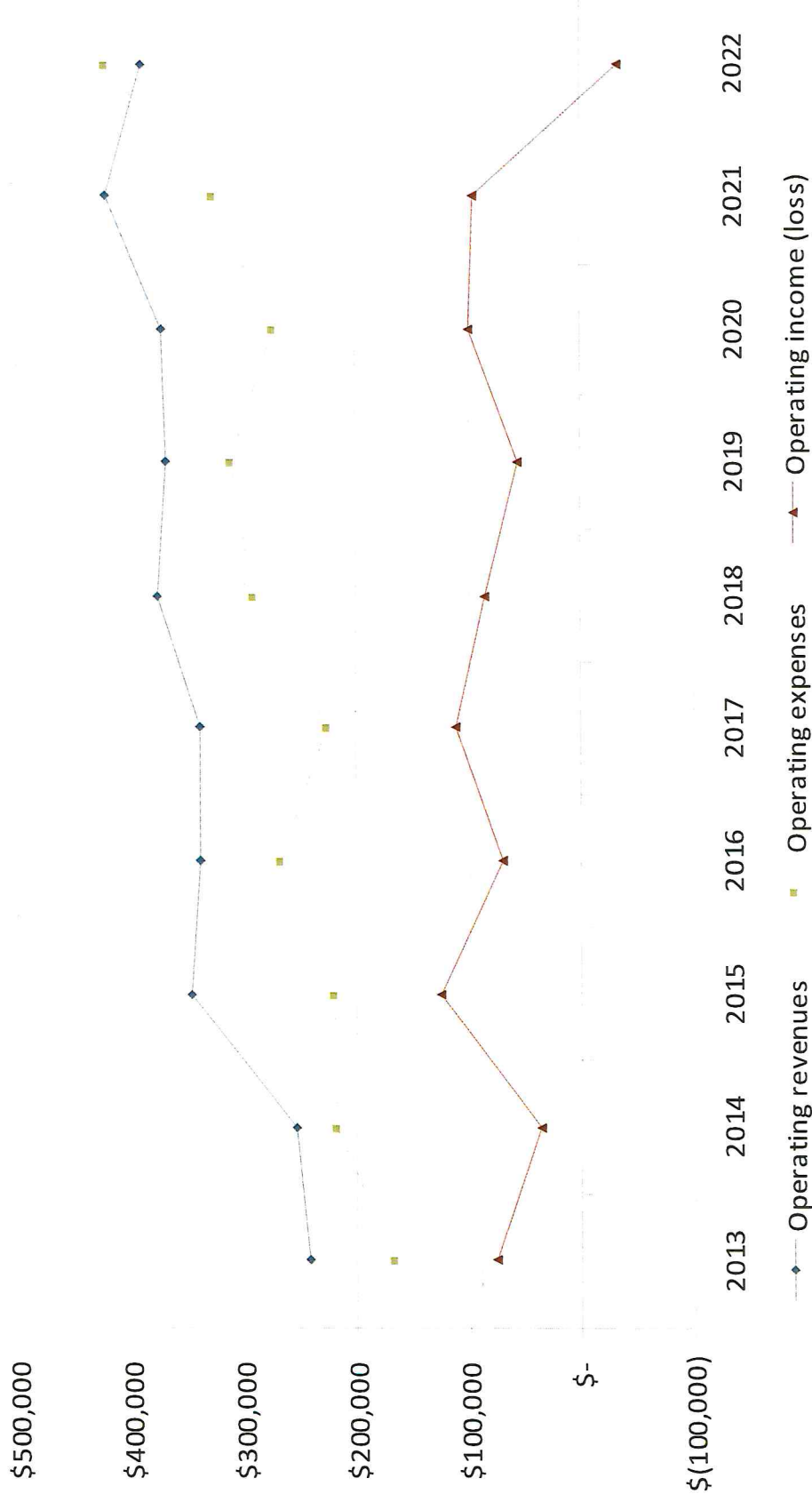


OTHER FUNDS

OPERATING REVENUES, EXPENSES, AND INCOME

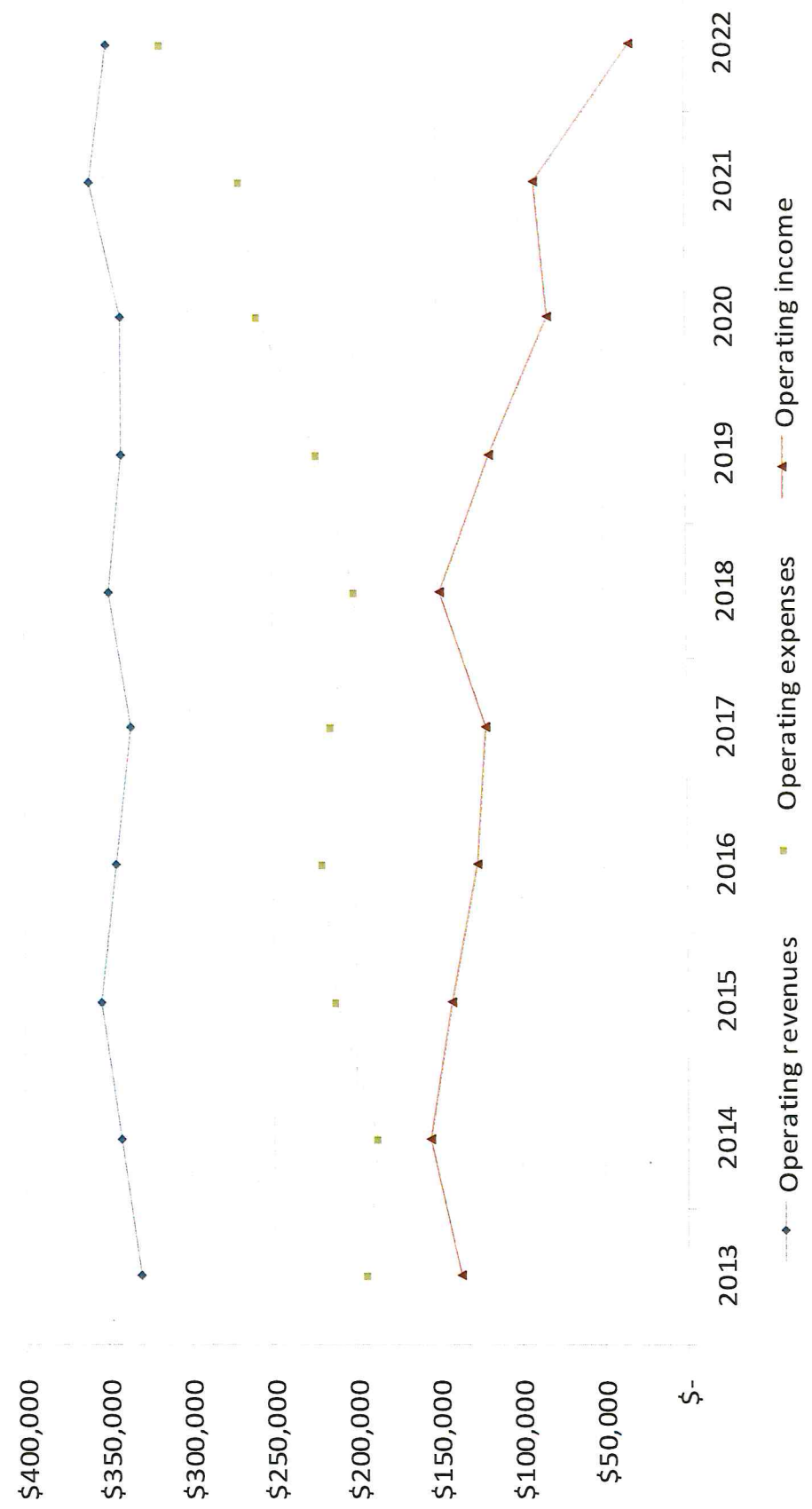
WATER FUND

The operating revenues (blue), operating expenses (green), and operating income (red) for the water fund are presented below. For the last 10 years, operating revenues have been sufficient to cover the operating expenses of the water system.



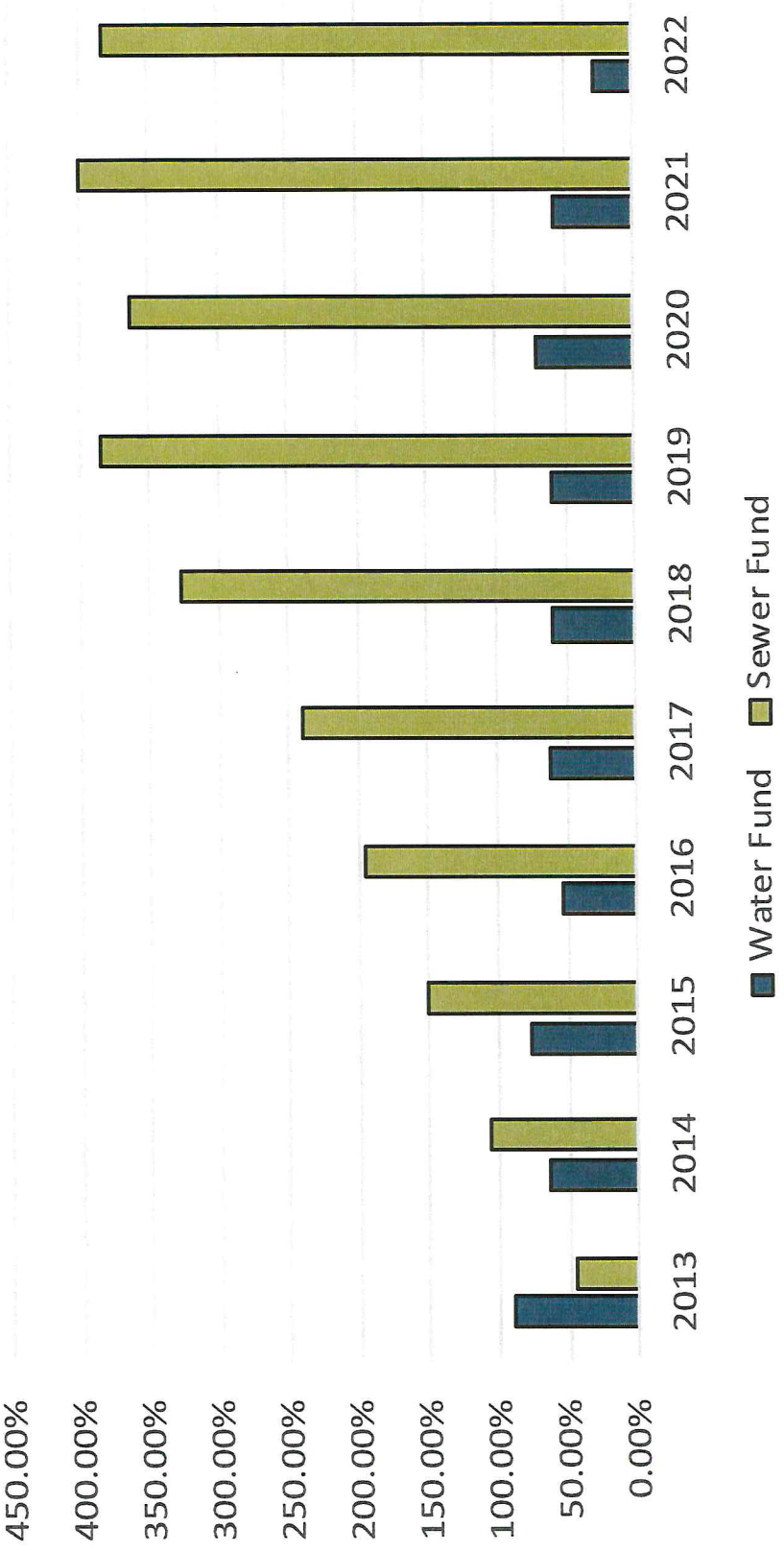
OPERATING REVENUES, EXPENSES, AND INCOME SEWER FUND

The operating revenues (blue), operating expenses (green), and operating income (red) for the sewer fund are presented below. For the last 10 years, operating revenues have been sufficient to cover the operating expenses of the sewer system.



CASH VS. OPERATING EXPENSES + DEBT SERVICE WATER AND SEWER FUNDS

The below graph shows the ratio of total cash to the annual operating expenses (less depreciation) plus the annual debt service for Water and Sewer funds. A healthy cash balance allows these two funds to continue cover current operations and debt repayments.





QUESTIONS?

This presentation is presented with the understanding that the information contained does not constitute legal, accounting or other professional advice. It is not intended to be responsive to any individual situation or concerns, as the contents of this presentation are intended for general information purposes only. Viewers are urged not to act upon the information contained in this presentation without first consulting competent legal, accounting or other professional advice regarding implications of a particular factual situation. Questions and additional information can be submitted to your Eide Bailly representative, or to the presenter of this session.



THANK YOU

eidebailly.com

**CITY OF GLYNDON, MINNESOTA
COUNTY OF CLAY**

RESOLUTION 2023-3

**RESOLUTION ORDERING IMPROVEMENT AND PREPERATION OF
PLANS FOR CHARLESWOOD ADDITION**

WHEREAS, a resolution of the City Council adopted the 22nd day of March 2023, fixed a date for a council hearing on the proposed improvement of the Charleswood Addition.

AND WHEREAS, ten days' mailed notice and two weeks published notice of the hearing was given, and the hearing was held thereon on the 26th day of April 2023, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLYNDON, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the Feasibility Report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted March 22, 2023.
3. Ulteig Engineers Inc. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Adopted by the Council this 26th day of April 2023

Tracy Tollefson, Mayor

Wendy Affield, Clerk Treasurer

CITY OF GLYNDON
STATE OF MINNESOTA
COUNTY OF CLAY

SPECIAL ASSESSMENT POLICY

ADOPTED **XX/XX/XXXX**

I. PURPOSE

The purpose of this Special Assessment Policy is to set forth the policies and procedures for the determination of benefit and the assessment of cost of the various public improvements which are constructed and installed by the City of Glyndon pursuant to order of the City Council. These policies shall serve as a guide for this and future City Councils, for administrative personnel, and as a source of information for all people concerned with such matters. It is the intent and purpose of these policies to provide for and insure the consistent, uniform, fair and equitable treatment, insofar as is practical and possible, of all property owners in regard to the assessment of cost for benefits to property for the various improvements of streets and utilities within the City of Glyndon.

II. GENERAL STATEMENT OF POLICIES

The City Council of the City of Glyndon hereby declares that this assessment policy contained herein is the policy that the City of Glyndon is dedicated to follow as nearly as possible and practical, and that all improvement costs shall, whenever possible, be assessed against benefited property as set forth in this policy. In order to keep the City's share of cost of such improvements to a minimum and avoid deferment of assessments to parcels not located within the corporate limits of Glyndon, no improvements shall be made to properties outside the City limits unless a petition for annexation of the property to the City is signed and adopted.

III. SCOPE AND LIMITS

This assessment policy is designed to serve as a general guide for the City Council and staff in allocating benefits to properties for the purpose of defraying the cost of installing public facilities. The Council reserves the right to vary from this policy if the policy acts to create obvious inequities, or where the assignment of benefit to a particular property is difficult because of an extreme and unusual situation, which is unlikely to occur in the future, or if such variance is deemed to be in the best interests of the City of Glyndon.

IV. ELIGIBLE COST FOR ASSESSMENT PROCEEDINGS

Where an improvement is constructed which is of special benefit to properties within the project area, it is the intent of the City Council that special assessments be levied

against the benefited properties within that area to the extent that the project benefits the properties.

The Glyndon City Council shall determine the total cost of the improvement by adding:

- the final construction costs.
- the cost of labor and materials furnished by the City if not contained in contract costs.
- the cost of engineering, legal, fiscal, and administrative services provided by City Staff or other parties.
- surveying, boring and soil testing costs.
- the cost of acquiring property right-of-way required by the improvement.
- interest costs incurred by the City between the time money is borrowed for the improvement and special assessments are levied for collection.
- bond sale expenses, including any bond counsel and consultant fees, and printing costs; and
- any other costs which in the opinion of the City Council should be included as part of the total project cost.

V. RATE AND TERMS

The terms of the assessment shall be determined by the City Council for each separate project. The maximum term of any assessment shall be in accordance with the term of repayment of the outstanding debt to which the designated assessment is applied. The Glyndon City Council may at its discretion designate a shorter term.

The City Council shall establish the interest rate to be paid on said unpaid assessments at the rate up to two percent (2%) above the borrowed rate of interest for the city's bonding debt that is required to meet the principal and interest bond repayment obligations.

The Glyndon City Council has determined that the benefiting properties will be assessed at the rate of **eighty percent (80%)** and the City will be responsible for **twenty percent (20%)** of the initial cost. Parcels or Lots that have more than one assessable side shall be calculated based on the improvement and benefit to the property as set by City Council and upon recommendation of the City Engineer.

VI. CLASSIFICATION OF PROJECTS

Public improvements are divided into two classifications according to their respective benefit to the whole City and to the property specifically served. Those classes are as follows:

A.) Class A – These improvements are those which are of general benefit to the City at large, including public buildings, public parks, playgrounds or recreational facilities, sidewalks, water towers, wastewater treatment facilities, city wells and water treatment facilities. Such improvements may be financed through methods of bonding, special levies, general city and/or revenue funds.

B.) Class B – These improvements are those which are primarily of benefit to the abutting property on or in the area of the improvement, including but not limited to water distribution, sanitary sewer, and storm water sewer.

One exception to these classes is that of off-street general parking facilities. This type of improvement may be considered to have both general and specific benefits to abutting and/or nearby properties. Any local improvements that are not placed in Class A or B shall be financed on an apportioned basis as the Council determines to be most feasible and equitable on a case-by-case basis.

VII. GENERAL CITY COSTS

Where the project cost of an improvement is not entirely attributable to the need for service to the designated areas served by the improvement, or where unusual conditions beyond the control of the property owners in the area to be served by the improvement would result in an inequitable distribution of special assessments, the City Council, through the use of other funds, may pay for such “City costs” which represents those costs not directly attributable to the area served.

Examples of such “City costs” include:

1. Oversized water distribution lines, sanitary sewer lines or a storm sewer requested by the Council but not required by the area assessed.
2. Street construction in a residential area beyond the standard design required or necessary to accommodate arterial or collector traffic or additional street design required of industrial or commercial districts.

VIII. CITY SHARE

The Glyndon City Council may, at its discretion finance its share of any such improvements in one or more of the following methods:

- A. Pay all portions of reconstruction costs with ad valorem City tax funds, municipal, State Aid Street funds, reserves, or such other funds, which may be appropriate and available to the City from time to time.
- B. Pay all or portions of the project cost through special assessments of all properties which have contributed to the inadequacy of the original project and/or who are benefited from the project.
- C. Increase user rates and require payment from the utility revenues generated to offset the bonded or financed debt.
- D. Levy an ad valorem tax to pay all or a portion of the City’s share of any project or use such other funds as may be available to the City of Glyndon from time to time.

IX. CITY PROPERTY

City owned property, including municipal building sites, city parks and playgrounds, emergency and rescue buildings shall be regarded as exempt properties. City property that is designated for sale to promote new housing growth and commercial development shall be deferred until the property is sold and transferred to a private party and then shall be payable as a cash payment equal to the initial assessment of such improvement. No physical connection to the City's utility systems will be permitted until a utility agreement, including the satisfaction of costs or assessments are executed.

X. ASSESSABLE COST

The "assessable cost" of an improvement shall be defined as those costs which, in the opinion of the Glyndon City Council, are attributable to the need for service in the areas served by the improvement and are not in excess of the special benefit conveyed to the property by the improvements. Said assessable cost shall be equal to the project cost, less City cost, less any other financial assistance applied to the project of said improvement.

Other funds may consist of assistance from the Federal government, the State of Minnesota or from any other funding source that is to be used to defray a portion of the cost of said improvement. Upon the determination of the City Council, such aid shall first be used to reduce the city cost and the remainder used to reduce the special assessments against the benefiting properties.

The Glyndon City Council may, at its discretion, change the formula for assessing replacement costs when a facility's useful life has not met its original intent of design, the capacity of a utility facility (water or sewer lines) has been reduced below acceptable standards or has been subjected to conditions unforeseen at the time of the initial construction or improvement.

XI. DISTRIBUTION OF SPECIAL ASSESSMENTS

The assessable cost of the improvement shall be distributed among the affected properties according to one of the procedures outlined in **Attachment A**.

Several methods exist for assessing property benefited by the local improvement projects. It is the policy of the City of Glyndon to use the method that most equitably distributes the project costs to the benefiting and abutting properties. A description of the methods to be used by the City will appear in this assessment policy under **Attachment A**.

XII. WATER MAINS AND SANITARY SEWER LINES

All water and sanitary sewer facilities which represent new service to areas previously without City utility service shall be assessed at the rate of one hundred percent (100%) of their cost of installation against the benefited property.

All water and sanitary sewer facility improvements which currently represent services to areas within the Glyndon city limits will be assessed at the rate of **eighty percent (80%)** to the benefiting property. Service laterals that are replaced during the construction phase(s) of the project will be replaced at the rate of one hundred percent (100%) of their cost of installation against the benefited parcel(s).

In the event oversized or trunk water or sanitary lines are necessary to provide adequate service and capacity for areas beyond the specific project area, then the additional cost of oversizing will be assumed by the City. This policy, however, shall not prevent the City from assessing special benefits or creating special assessment areas if deemed advisable and proper in any particular situation. The method of assessment shall be determined by the City Engineer and presented to the Glyndon City Council for its approval. The Council reserves the right to choose whatever method would be most equitable to the benefited property owners.

- A. **OUTSIDE CITY:** Any project which benefits land outside the corporate limits shall be subject to the same assessment procedure as herein before outlined. The benefit and cost accruing to the land outside the Glyndon city limits shall be included in the original public hearing. The City of Glyndon shall maintain a register on that property located outside the City limits. The City shall assume the temporary responsibility for payment of the allocable cost, until the annexation of the property is completed, and then the City shall file and certify the assessment to the County Auditor for collection. In lieu of such assessments, the City at its discretion may require a cash payment for the original principal at the time a request for connection to the City's system is made. No physical connection to the City's sanitary sewer or water main trunk line systems will be permitted until a utility agreement, including satisfaction of costs or assessments, is executed.
- B. **LIFE:** The estimated useful life of water and sanitary sewer line facilities shall be forty (40) years from the date of installation. **Attachment B.**

XIII. STREET IMPROVEMENTS

The cost of the street improvements, including base, grading, paving, curb, and gutter shall be assessed at **eighty percent (80%)** against benefited properties. In newly developed areas of the City of Glyndon, individual property owners may be assessed at the rate of one hundred percent (100%) for the street improvement if the City Council deemed it to be fair and equitable for the newly constructed street.

The number of front feet assigned to each property shall be the linear footage abutting (or benefited by) the street improvement, determined by measuring at the front of each property the distance between property lines. Irregular or odd shaped lots shall be given an average width. This average width may be determined by using the average of the front and rear widths or by using the average widths of other properties being served by the improvement. This will be further defined in the methods of assessing under **Attachment A.**

Should the City construct or develop roads in a newly platted or developed area, the City Clerk shall keep a record of the expenditures for such improvement. The cost of

constructing the original street and if the area is improved by the construction of curb, gutter and paving, all costs shall be included and assessed to the benefiting properties.

Frontage roads along a highway or other arterial streets are generally deemed to be of benefit only to the properties served; therefore, the entire cost of any such improvement shall be assessed totally to the benefited property owners. The City Council may consider special circumstances as appropriate to determine and adjust the benefit and subsequent cost.

XIV. INTERSECTIONS

The cost of all improvements to street and alley intersections shall be included as part of the total project and assessable costs.

XV. ELIMINATION OF PROPERTIES

The Glyndon City Council shall reserve the right to eliminate a parcel or section of land within the improvement area from the assessment rolls if, in the opinion of the City, the land or parcel cannot be developed and/or is not benefiting from the improvement. In that event, no development shall be permitted nor shall any physical connection to the City's water, sewer, storm drainage facilities or streets be made to that property, unless and until the assessment or a connection fee equal to the original assessment be adopted and certified for collection.

XVI. CONNECTION FEES

Connection fees shall be applied to properties that did not pay for their portion or share of the improvement and subsequently want to "hook up" to the water, sewer, storm sewer and streets. This situation will usually occur when the property is newly annexed, platted or developed. Connection fees for all or a portion of the cost of such improvements will be charged to the property at the time of annexation, platting or when connection is made. The connection fee will be equal to the original assessment principle of said improvement of that service of which is being requested.

XVII. TAX FORFEITED PROPERTIES

Properties which have been forfeited for non-payment of taxes are subject to reassessment pursuant to Minnesota Statute 429.071. The amount of special assessments subject to reassessment is determined by a resolution of the Glyndon City Council following the sale of the forfeited land or parcel by the Clay County Auditor. Following the sale of a tax-forfeited property, the City will conduct an assessment hearing and reassess the amount remaining unpaid on the original assessment. The Glyndon City Council in accordance with MN Statute 429.061 will determine the assessment terms and conditions for the re-assessing of such property including advance notice and public hearing for such.

XVIII. REAPPORTIONMENT

Special assessments that have been levied against a tract of land that is subsequently subdivided may be reapportioned pursuant to Minnesota Statute 429.071.

XIX. TAX EXEMPT PROPERTIES

Private cemeteries, hospitals, clinics, churches, nursing homes, assisted living facilities and other similar institutions must pay special assessments. Land and property of any not-for-profit or otherwise tax-exempt cemetery association shall be exempt from all assessments.

XX. ASSESSMENT PROCEDURE

The City of Glyndon shall follow the procedures as set forth in Minnesota Statutes Chapter 429. The statutes will be referred to particularly in determining publication and notice requirements, while in general the City will follow the following steps in applying the assessments to the benefiting properties:

- A. Initiate the improvements through Council action or by petition of property owners.
- B. Order a Feasibility report from the City Engineer, review factors needed to implement the project such as total project cost, availability of funds or financing, project/improvement necessity and other information needed by the Council to make a sound decision.
- C. City shall publish a notice of hearing in the official newspaper and a notice mailed to each affected property owner prior to the hearing date with notification of date, time, proposed improvements, and estimated costs.
- D. Order improvements as per petition or council action and direct city engineer to prepare plans and specifications, followed by a call for bids.
- E. Upon completion or near completion of improvement/project, the assessment rolls are prepared by the City Clerk with the assistance of the City Engineer. Assessment rolls to include listing of the benefiting properties, parcel descriptions and estimated assessment costs.
- F. Upon all adjustments being made to the roll, and following the hearing, the assessment roll shall be officially adopted by the Glyndon City Council. The assessments will then be levied in equal annual principal installments with interest as set by the City Council on the unpaid balance.

XXI. PREPAYMENT AND PAYMENT OF ASSESSMENTS

After the adoption of the assessments, the City shall certify the Assessment Roll with each installment and interest to the Clay County Auditor for collection. All assessments and interest thereon shall be collected and paid in the same manner as other municipal property taxes.

The property owner so assessed may, at any time prior to certification of the adopted assessment pay the whole of the assessment on such property, with interest accrued to

date of payment to the City; except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption thereof; and, except as hereinafter provided, the owner may at any time prior to December 20th of any year, prepay to the City of Glyndon the whole remaining principal assessment due without additional interest and upon all current taxes being paid to the County for that year in which prepayment is made. The City shall also accept partial prepayment of the assessment prior to certification of the adopted assessment roll to the County Auditor.

XXII. SIDEWALKS

- A. Initial Installation: One hundred percent (100%) of the cost will be charged to the benefiting properties of a new sidewalk when petitioned by city residents requesting the improvement. All property owners located within the block area must agree to the improvement and assessment.
- B. Repair or Replacement: Fifty percent (50%) of all costs for sidewalk repair or replacement shall be charged or assessed against abutting property owners and the remaining fifty percent (50%) shall be assumed by the City. A homeowner's private sidewalk may be replaced at the rate of fifty percent (50%) for the first five feet (5 ft.) to the street and towards the home to allow blending of the replaced sidewalk area. If additional walk is replaced at the request of the homeowner, the rate of replacement is one hundred percent (100%).

The Utilities Superintendent is charged with the responsibility of checking all sidewalks periodically to determine when and where such repairs or replacements are to be made, the City Council may order a hearing on the matter and following the hearing may order the improvements to be made.

XXIII. STORM SEWERS

Storm Sewer improvements shall be classified to include all storm sewers, storm sewer pumping stations, culverts, ditches, street grading and other similar improvements which will facilitate the drainage.

- A. The Glyndon City Council at its option may establish a storm sewer special assessment district or area. The boundaries of such an area shall be fully described in a council resolution. All properties within this district or area shall be assessed on a square footage basis or charged a monthly storm sewer fee. The City Council shall assess the cost of any of the above-mentioned storm sewer improvements against benefited properties at a percent rate to be set by resolution of the Council. For purposes of assessing for a storm sewer facility, street and alley areas shall not be considered benefited properties. If the City Council chooses to apply a storm sewer fee, this too shall be set by resolution of the council.

XXIV. DEFERMENTS

Under the provisions of MN Statutes § 435.193 to 435.195, the City may at its discretion defer the payment of assessments for any homestead property owned by a person 65 years of age or older for whom it would be a hardship (as defined under MN Statutes) to make payments. However, the City has elected to not establish any deferment procedure pursuant to those sections.

ATTACHMENT A - DEFINITIONS and METHODS OF DISTRIBUTION

- A. "Adjusted Frontage" shall be expressed to the nearest foot.
- B. "Area" shall be defined as the gross area of the parcel or lot, which is benefited, in terms of square feet or acres. All property within district boundaries is to be included. The City Engineer or the Public Works Superintendent shall determine district boundaries.
- C. "Unit" or "Lot": When the City Council determines that the assessable cost would be more equitably distributed on a "unit" basis, the assessable unit may be the "lot" (i.e., a uniform per lot assessment), REC (Residential Equivalent Connection), or other equitable unit adopted by the Glyndon City Council.
- D. Measures of dimension, distance, or size shall be based on recorded platting data, whenever possible.
- E. Distribution methods – several methods exist for assessing property benefited by local improvement projects. It is the policy of the City to use the method that most equitably distributes the project costs. A description of the methods generally used by the City appears in this policy and/or section.
- F. Front Foot Method: Improvement costs are commonly distributed according to the "adjusted front footage" of a parcel or lot. In this method, the city determines a rate of assessment per front foot. This rate applies to each parcel as follows:

$$\text{Assessment} = (\text{assessment rate per front foot}) \times (\text{Parcel's adjusted front footage})$$

Surface (Street) and Subsurface (Water and Sewer) Improvements

The City of Glyndon will choose from among the following methods to calculate adjusted front footage based on which method best reflects the benefit received from the improvement.

1. Rectangular Interior Lots – for rectangular interior lots, the assessable footage equals the dimension/width of the side of the lot abutting the improvement.
2. Rectangular Corner Lots – the assessable footage shall be equal to the dimension of the smaller of the two sides of the lot abutting the streets, whether the improvement is made on the street abutting the shorter side of the lot, on the street abutting the long side of the lot, or on both streets.

When improvements are made on both streets abutting a rectangular corner lot and the longer side of the corner lot is greater than 150 feet, the assessable footage shall be equal to the smaller of the two sides plus any footage exceeding 150 feet on the long side.

3. Corner Lots – When improvements are made to both sides of a corner lot, frontage will be determined by one of the following methods:
4. Irregular Shaped Lots – for lots with irregular shaped frontage, the assessable footage equals the average width of the lot.
5. Cul-de-sac lots or Subdivision lots – For areas of new development, one of the following methods applies: (1) Footage equals the lot width at the building setback line; or (2) Footage equals the average of the front and rear lot lines.

- G. Area Method – Assessments may be distributed according to the gross of the benefited lot or parcel. The assessable area shall be expressed in terms of the number of acres or the number of square feet subject to assessment.

Assessment = Area to be assessed (acres or square feet) X (assessment rate per acre or square feet)

- H. Unit/Lot Method – When the City Council determines that the assessable cost would be more equitably distributed on a unit basis all lots in the area to be included will be assessed equally. This method shall be the basic method used for assessments when a single owner initially develops properties.

Assessment = $\frac{\text{Assessable Cost}}{\text{Number of lots}}$

ATTACHMENT B - SERVICE LIFE OF IMPROVEMENTS

A. SURFACE IMPROVEMENTS	SERVICE LIFE (YEARS)
1. Grading and Base Construction	20
2. Concrete curb and gutter	20
3. Street pavement (new construct)	20
4. Sidewalks	20
5. Bituminous Overlay	10

B. SUBSURFACE IMPROVEMENTS	
1. Watermains	40
2. Sanitary sewers	40
3. Storm Sewers	40
4. Sewer and Water services	40

**When any existing improvement is ordered to be renewed or replaced before the life expectancy of the improvement has expired, refer to Section 10 of the City of Glyndon Assessment Policy for cost liability information.

Glyndon Special Assessment Policy

Adopted this XXth day of XXX 2023.

Signed: _____
Tracy Tollefson, Mayor

(City seal)

Attest: _____
Wendy Affield, Clerk-Treasurer