

City of Glyndon

Minnesota

City Council:

Mayor Tracy Tollefson
Justin Schreiber
Bryant DeVries
Patrick McCoy
Steven Ring



Glyndon City Council Packet **June 14th, 2023, at 7:00 a.m.** **City Hall Council Chamber**



Agenda for Glyndon City Council
6/14/2023 – 7:00 a.m.
Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson
2. **Roll Call**
3. **Motion to Approve Consent Agenda**
 - a. **5/24/2023 – Glyndon Days/Parks/Public Relations Meeting Minutes**
 - b. **5/24/2023 – Council Meeting Minutes**
 - c. **Approve Resolution of Payments**
 - **Accept Glyndon Days Donation Checks from UC Hope for \$1000, Fuchs Sanitation for \$500, Arvig for \$500, Northwestern Bank \$150 and Green Leaf Nursery for \$100**
 - **Approve the Charitable Gaming Permit for Glyndon Lutheran Church for August 13, 2023, in the church located at 414 Parke Avenue**
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. **Travis Braton, Public Works Supervisor**
 - **Curb Stop Repair Discussion**
 - c. **Kris Carlson, City Engineer**
 - **Preliminary Engineering Report - Street and Drainage Improvements for Parke Avenue 12th Street SW to 14th Street SW**
 - **Preliminary Engineering Report – Street and Utility Improvements for Extending 7th Street SW to County 17**
 - d. **Bob Cuchna, Fire Chief**
 - e. **Wendy Affield, City Clerk**
 - f. **Tracy Tollefson, Mayor**
8. **Committee Reports**
9. **New Business**
 - a. **Schedule a Public Hearing for the Rezoning Request from UC Hope - Requesting to Change from R-1 Residential to C-1 Commercial** (*schedule a Public Hearing for 6-28-23 @ 6:00 pm*)
 - b. **Add New Holiday - June 19, 2023 (Juneteenth) to the City of Glyndon's Holiday Schedule Located in the Employee Handbook** (*need a motion*)

c. May 2023 Expense/Revenue Budget Sheets for Review *(informational only)*

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 *(still being reviewed by Ken Norman – do you want to set up a community meeting?)*

12. Miscellaneous Announcements & Recognitions

13. Adjournment

The next Council Meeting is Scheduled for Wednesday June 28th, 2023, at 6:00 p.m.

Glyndon Days/Park Board Committee Meeting
Council Chambers
Wednesday, May 24th, 2023 @ 5:00 P.M.

1. Call To Order: Mayor Tollefson called the meeting to order at 5:00 P.M.

2. Roll Call – Mayor Tracy Tollefson; Bryant DeVries; Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; City Clerk Wendy Affield; Administrative Assistant Heather Johnson.

Attendees: None

Absent: Council Member Patrick McCoy

Virtual Attendees: Council Member Justin Schreiber

3. Glyndon Days – Affield began the meeting by going through each of the dates for the festival, noting the schedule included in the packet is tentative-only at this time:

a. Tuesday, August 8th:

- **DGF Alumni Softball Game (Mayor Tollefson)**

b. Wednesday, August 9th:

- **Morty's Bar & Grill Golf Scramble**
- **DGF Rebels Fish Fry – DGF Fishing Team**

c. Thursday, August 10th:

- **City-Wide Garage Sale**
- **The Hill Lounge Golf Scramble**
- **3-on-3 Basketball Tournament**

d. Friday, August 11th:

- **City-Wide Garage Sale**
- **BINGO Night/Freewill Donation Meal**

e. Saturday, August 12th:

- **City-Wide Rummage Sale (S. Pritchard)**
- **Car Cruise/Color Guard/Parade (Council)**
- **Classic Car Show**
- **Inflatable Games for Kids/Water Slides**
- **Balloon Sculpting/Face Painting/Caricature Pictures**
- **Morty's Bar & Grill Bean Bag Tournament/Karaoke**
- **Craft & Vendor Show**
- **Food Trucks**

Affield said in the packet is a list of donations made to the City so far, and one of the things that needs to be decided on is who will act as Grand Marshal for the parade. Mayor Tollefson stated last year it was Kelly Richards and his grandchildren, and the year prior was UC Hope, so hopefully they can brainstorm a good candidate for this year. Affield said another food truck has asked if they can participate this year, but it would be up to Council to decide if they want one more. Ring asked if there are two trucks coming this year? Johnson clarified there are three trucks, Lupe's Tacos, Smoke My Butt, and Northern Brain Freeze that has shaved ice treats. Mayor Tollefson asked Schreiber if he thinks a fourth truck is necessary? Schreiber said no, as it might take away business from the ones already signed up. Ring suggested there could be a truck kept on the backburner in case someone has to cancel. Mayor Tollefson said fry bread tacos would be nice, but she agrees with Schreiber that having one too many trucks may take away business from the others. Council agreed to keep the three trucks currently signed up.

Affield then discussed the two radio ad packages being offered by KFGO and FM Radio. She said Arvig has pledged \$500 dollars towards the \$1,000-dollar cost of the KFGO ads, and they are still waiting for MIDCO to respond about the FM Radio ads, which comes to \$1,500 dollars. She asked if Council wants to continue with these ad packages again? Mayor Tollefson thought the ads last year were a big help in getting the word out. Affield said they will also run the Facebook ads again too, which is roughly \$100 dollars. She then asked if Council is interested in having pony rides this year for the Saturday events? It would be \$1,500 dollars for three hours, and there would need to be enough space and water access for the ponies. Affield said years back there were pony rides, but they were set up right behind the Community Center where they now have inflatables. Mayor Tollefson asked if there are additional games for kids besides the bouncy houses? Affield said yes, and there are three different ones which have been donated by Scheels. Ring feels there will already be enough going on for kids this year, especially with the water inflatables and the dunk tank being offered. Council decided to pass on having the pony rides this year. Affield said there will also be a person on hand to draw caricatures, face painting, and balloon animals.

Affield said the last thing to decide on for this year is if Council wants to have golf carts for transport again, and if so, should there only be one instead of two like last year? Ring asked if there is any issue using a resident's cart as opposed to hiring it out, as he says he would volunteer his golf cart for use. Mayor Tollefson said she has hers, too. Affield said that would save at least \$200 dollars. Vogel said there only needs to be one for the parade, and one for the transportation between the car show and the other events at the park. Mayor Tollefson asked how much it was to rent the two carts last year? Affield said it was \$140 dollars, but that was a discount deal from the previous owners. She said there are different owners now, so there would be no discount. Vogel said they can price out what the cost to rent would be, just to get some figures.

Schreiber asked Vogel if there is any kind of issue for residents who wish to consume alcohol while watching the parade, presuming they are 21 or older? Vogel said it can be an issue where enforcement would be necessary, such as if someone who is participating in the parade is drinking alcohol. But he said it has not been a problem when a resident is in front of their house or their neighbor's house, and not walking around. Vogel also reminded Mayor Tollefson to check on who will be in charge of the Color Guard this year, as the person last year is no longer involved. Ring said he

knows someone at the AmVets and can reach out to them to get more information. Mayor Tollefson said she just thought of the DGF Fishing Team as possibly being a candidate for Grand Marshal? DeVries agreed and said they like being a part of the parade too. Ring suggested maybe the players from this year's championship basketball team? DeVries said they could try for seniors from each of the sports, but summer can be very busy for them since they would be heading off to college. Vogel suggested longtime resident Mabel Torkelson? Affield said she will reach out to her and see if she would be interested.

Mayor Tollefson asked if there has been any interest in the city-wide rummage sale yet? Johnson said not yet, but there are over thirty-two crafters who have signed up for the Craft Show so far. Schreiber asked Johnson about the feedback last year from crafters regarding charging a registration fee? Johnson said she reached out to the vendors from last year and let them know this year there would be a \$25 dollar fee, and over half who have signed up have already paid.

4. City Parks –

- a. Glyndon City Park:** Pickle Ball Courts
- b. Anstadt Park:** Gazebo & Pollinator Garden
- c. Skating Rink/Sledding Hill Area:** Parking Lot & Warming House
- d. Johnson Park:** Park Equipment & Benches
- e. Southview Park:** Shelter Area & Parking Lot

Affield said in the packet there is a letter from a resident who expressed his concerns about the deterioration of the playground equipment in Johnson Park. She and Braton recently looked at the parks and have been working towards determining the needs for each one. She said they have been working with Jon Pepple from Dakota Playground, who has provided the City with a preliminary drawing of Johnson Park with new equipment as well as a rough estimate. Affield said the estimate in the packet includes the cost of equipment, containment borders, shipping, wood fibers and two days of having a supervisor overlooking our maintenance department installing of the posts. She said they were hoping to re-use the sand that is currently at the park but were told the sand is not viable or impact friendly, should someone fall off the equipment. Braton said the sand is not in compliance with current playground regulations, and today's safety standards are the wood fibers. Affield said this estimate does not include labor or installation costs, as Braton feels his department could handle it if they had some help or volunteers. She said if the City installs the equipment, then it would save at least \$15,000 to \$20,000 dollars. Braton said the biggest job of the installation is the concrete pylons and then installing the equipment on top of those, adding the instructions are fairly easy. He said Dakota Playground would send out a supervisor for two days to ensure the installation was being done properly. Ring asked how much it would cost to just do the pylons? Braton said he has not had a chance to ask that yet, as he just met with Pepple a couple days ago. Affield said the Park Equipment Escrow account has just over \$13,000 dollars in it, the Parks-Yearly Repairs budget line has \$6,000 dollars, and the Park Equipment budget line has \$15,000 dollars. She said after the Fire Department uses up their portion of the ARPA funds for their thermal imager there will be approximately \$90,000 dollars left. Ring asked what the total cost would be? Affield said it would be around \$87,000 dollars if we did the installation and only had a supervisor here for two days. She said she is waiting to hear back from Pepple on a couple other details too, such as what the final cost would be if they installed everything. Ring said the concrete pylon portion of the job will be the hardest. Braton agreed, but said he feels comfortable doing it and wants to

do it quickly. Ring asked when the City should tear down the current equipment? He is afraid someone might get hurt since it's in such disrepair. Braton agreed it needs to come down and said in the meantime kids might want to play at the Southview Park. Mayor Tollefson asked approximately how long it would take Dakota Playground to put in the new equipment? Affield said it normally only takes a few days. She said the final cost includes the edging, the woodchips, the equipment, the on-site supervisor, and the shipping. Mayor Tollefson asked what the turnaround time is once the equipment is ordered? Braton said it is quite a bit, and when he spoke with Pepple he said he can try and open up some space to maybe get equipment this fall. Ring asked if they can contact the League of MN Cities to see if there are any park grants available? Affield said she has contacted Lakes Country Coop too, and is waiting to hear back from them regarding grants and estimates. Mayor Tollefson said she will reach out to her contact at the Partnership for Health and see if they have any initiative funding for youth. She said she also hates to see the current equipment taken down without having anything to replace it yet. Vogel said he and Braton will take a closer look at everything and see what the overall condition is. Braton said if they decide to let the current equipment stand for a while, he recommends repairing what areas need it most. Vogel agreed and said this park gets used a lot by kids so they will definitely check it over to ensure its safety. Affield said she will work on getting a second quote. Ring said in the meantime, they should maybe check around with places like Scheels or Sanford to see if some funding might be available if they put their name on the park.

Affield said as far as the other parks, they still need to decide on if they want to put up a gazebo in Anstadt Park next year, and the warming house needs some repairs to the inside. Braton said he would like to sheet the interior walls and paint them as well. He is also going to get some prices for new motion lights for at night, and wants to take a closer look at the parking lot and see if it can be re-drained to prevent standing water. Braton also said he will be working on the cat-tail situation at the pond. He said he likes the idea of a gazebo and pollinator garden at Anstadt Park. Mayor Tollefson asked if there will ever be an issue with the resident who lives behind the park area in terms of driveway access? Affield said she does not think so, as the resident has an agreement with the bus company on Parke Avenue to use their driveway.

Mayor Tollefson asked if they need to cover anything for Southview Park? Affield said in the future it would be nice to put up some sort of shelter for shade purposes and a maybe a parking lot. Affield stated, you know using ARPA funds for new park equipment in Johnson Park would be appreciated by all children that play there. She then asked if Council thinks they should get "No Parking" signs for Glyndon Days? Mayor Tollefson said yes, and also reminded Braton about the Glyndon Days banner which has to have the dates updated.

5. Public Relations –

6. Open Forum – None.

7. Adjournment – The Glyndon Days/Park Board Committee meeting ended at 5:53 p.m.

Tracy Tollefson, Mayor

Wendy Affield, City Clerk

Heather Johnson, Administrative Assistant

May 24, 2023 – Glyndon Days/Park Board/PR Committee Meeting Minutes

Glyndon City Council
5/24/2023
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: Patrick McCoy; Steven Ring, Bryant DeVries; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; City Engineer Kris Carlson; City Attorney Ken Norman; City Clerk Wendy Affield.

As Per Sign in Sheet: Brady Rinke

Virtual Attendees: Council Member Justin Schreiber; Mike Flath; 3 anonymous people.

Absent:

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

a. 5/10/2023 – Council Meeting Minutes

b. Approve Resolution of Payments

4. Any Additions to the Agenda – None.

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

6. Open Forum – Public Comments/Concerns – Brady Rinke was present to discuss an issue he has with a property he owns at 311 Northview Drive SW. Rinke said he is presenting himself today as a taxpayer and wants Council to be aware of his concerns regarding building code violations within City limits. Mayor Tollefson asked Rinke if he has discussed his concerns with either the City Attorney, the City Engineer, or perhaps the County or State? Rinke said yes he has. Mayor Tollefson asked if he has received answers or is there pending litigation that really the City is not involved in? Rinke could not honestly tell us since the subcontractor in question has not had communications with him, so he has taken this to the State. Mayor Tollefson then asked if Rinke can summarize his concerns. Rinke explained the issue arose when a local subcontractor in the community provided work on his home and he feels it did not meet building code, which will now potentially cost him over \$200,000 dollars to fix. He claims the subcontractor is denying any liability in the issue, and yet he is now stuck with paying \$3,000 dollars per month to maintain a home which is now unlivable and unsellable. Rinke said no bank will provide a loan for this home due to it not meeting code. He said he is telling Council this because he feels there is a possibility there will be more work done by this subcontractor that will not be inhabitable. Mayor Tollefson thanked Rinke for coming forward, and said the Council hopes he can find a resolution with this subcontractor. City Attorney Ken Norman asked if this is new construction, and if so, has Rinke obtained his own legal counsel? Rinke said yes to both. Norman asked if Rinke is aware there is a 10-year statutory defect law in Minnesota? Rinke said yes, but his other concern is that this subcontractor threatened to close up business and simply start another one under a new name, which would very much

complicate things. He said if that were to happen, then any homes in the City or surrounding communities would be facing the same liability issues. McCoy asked what the code violation entails? Rinke said concrete material is supposed to be co-poured at 3.5 inches per state code, but his property that includes floor heat throughout called for 4 inches and in some places, it was poured at 1 7/8 inches. He said out of 12 core samples which were pulled, roughly 50% failed and did not meet state code. Rinke said in order for him to fix the issue, the entire house has to be lifted off of the slab, moved off-site, the current slab needs to be removed along with the plumbing and glycol floor lines, be re-poured, and then the house moved back onto the site. Rinke promises to remain vigilant with the upkeep of the property, but he is just frustrated that it cannot be sold. Mayor Tollefson again thanked Rinke for coming, and Rinke thanked the Council for their time. He said he would leave a more official document with Council should they be interested in learning more about this subcontractor. Affield was given a copy before Rinke left.

7. Department Reports – Committee Reports -

a. Justin Vogel, Police Chief – Vogel said his department continues to be busy, but they are still shorthanded as one officer is on light duty. He said they are going through the hiring process again and reposting the job opening. Vogel said his main focus is on retaining who they already have as it is a very difficult market right now. Mayor Tollefson asked how much longer will there be light duty for the one officer? Vogel said it will be at least two more months, and then another officer will be leaving on FMLA after that. He said he will be working some night shifts to cover the hours. He also explained to the Council Members that the hiring process for Police Officers is entirely different than any other City position. He said after an initial interview is given, then there is a conditional job offer which is predicated on a successful background check, which can take up to two weeks. And then a psychological evaluation is administered, a physical examination is conducted, and then 2-3 months of training before they can be on their own. He said this is why retention of current officers is so important. Ring asked if they can use deputy assistance? Vogel said it used to be a common practice, but now the POST Board does not allow it. He said on a positive note, this current stretch has been the longest for having no turnover in the City. Mayor Tollefson says it speaks volumes for his leadership, and both the Council and the community really appreciate it.

b. Travis Braton, Maintenance –

• Approve Hiring Benjamin Thureen for the Seasonal Maintenance Worker Position -
Braton said his department recently hired a seasonal mower, which will need Council approval. A motion to approve the hiring of Benjamin Thureen as the seasonal maintenance worker was made by Steven Ring, seconded by Bryant DeVries. All in favor.
Motion Carried.

Braton said Thureen is still in school for another week and will start full time next week. He said Thureen will make a good addition to the department along with Ty Wegenast. Braton said they have discharged the primaries and are now transferring water to the secondaries. He said the valve involved with the transfer has been leaking for two years and needs to be replaced as one of the ponds is not operating as it should be. He said it will be fixed once the water level has been discharged to a specific depth. Mayor Tollefson asked when that might be done? Braton said he is hoping within the next couple of weeks. He said they will be aerating it, adding the bugs that need to go in it to help get the pond where it should be. Braton then said the sander truck was brought to Dilworth and the sand/salt mixture dumped out. Apparently, it was previously agreed upon to fix the sander on the truck with Bert's Truck Equipment for \$8,000 dollars but he is going to see if they can figure out a different method of sanding. He said it might be more economical to have a sanding machine in the back of one of the pickups.

DeVries agreed. McCoy asked what the issue was, or if it involved the hydraulic lift? Braton said it is the electric joystick causing issues, and it is a part that can no longer be replaced so they were going to put in a bypass valve. He said he has more checking to do, but really wants to look into other methods first before paying such a huge repair bill. Braton said Pro-Sweep did get back to him and will be sweeping the City tomorrow, and the leftover sealcoating peat rock in Centennial will get cleaned up too. He said the current v-plow is unrepairable now, so he is looking to upgrade to a larger one with current estimates coming in around \$10,000 dollars. He also said the larger option is 9 feet 6 inches, which would better suit the plowing of the walking path on Parke Avenue. Braton said at this time he would also like to start looking for a ¾ ton pickup truck to replace the current Dodge, but also keep the Dodge for snow plowing use. He said the hanging flower baskets will be here next week on Wednesday, and this year they will be adding some fertilizer mix as well as watering them in the hopes of keeping the flowers fresh as possible. Braton would also like to look into getting updated lift station service agreements with Electric Pump, and will get those back to Council. Mayor Tollefson asked if Braton could put this list of updates and repairs into a spreadsheet for the Maintenance Committee to look over? DeVries agreed, and said you can drive around town and see the number of things which have been neglected in years past. McCoy asked what DeVries thought about the sanding truck? DeVries said Braton needs a big pickup with a v-boss plow on it and a sander in the back, so that they can use that pickup daily as opposed to the bulky plow truck. Braton agreed and said at times the current plow truck is overkill. He said he can foresee more repairs and maintenance down the road with the plow truck, as it has been beaten on and neglected by previous operators. Mayor Tollefson asked if the truck would be kept for other purposes? Braton said yes, and this will all depend on if Bert's Trucking will allow it since the repairs had already been approved. Mayor Tollefson asked if the lawnmowers are all ready to go for the summer? Braton said they have been brought in and repaired already, and appear to be good machines. He said the Toolcat, and loader are also good machines, all he thinks they need are some new bristles for the brush attachment. Braton explained to Council when the sander is on the plow truck it only leaves them with one truck to haul snow in the winter, he plans to make sure the snow piles are moved as soon as possible.

As a quick note, City Engineer Kris Carlson wanted to update the Council on the upcoming Hwy 10/Parke Avenue corner reconstruction project. He said they will be setting up barricades soon and the signal modification will begin next Wednesday. He said the full intersection will get closed down at some point but there will still be access as well as a temporary stop light. Carlson said they are anticipating the project to be completed by the end of June. Mayor Tollefson asked to clarify which turning lane on Parke Avenue will be shut down? Carlson said it is the turning lane heading south onto Parke Avenue from Hwy 10. He said he will provide City Hall with updates as they come to him and those can be shared with the residents.

c. Bob Cuchna, Fire Chief – Not present.

d. Wendy Affield, City Clerk – Affield said after attending the Small Cities session she learned the LGA Public Safety Aid and Small Street Assistance was passed, so the City should receive some funds from this. Carlson stated they passed the whole spending bill which was the biggest one they have ever passed.

e. Tracy Tollefson, Mayor – Topic will be discussed at 9e. below.

8. Committee Reports –

• **Glyndon Days/Parks/Public Relations Committee** – Mayor Tollefson said there is not much to update here as the Council was present for the meeting. Affield said she just needs to get an additional estimate for park equipment from a different company and will bring that to the next meeting.

She also reminded Council to be thinking about a Grand Marshal for the parade. DeVries said Micah Thureen would be honored to do it with the DGF Fishing Team members.

9. New Business –

a. Approve 36 Month Service Agreement with Aramark for Community Center Mats and Mops Delivery Services – A motion to approve the service agreement was made by Patrick McCoy, seconded by Steven Ring. All in favor.
Motion Carried.

b. Approve Proclamation from National League of Cities Proclaiming June as Small Cities Month – A motion to approve the proclamation was made by Patrick McCoy, seconded by Steven Ring. All in favor.
Motion Carried.

c. Approve Resolution 2023-4 – A Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for Charleswood Addition – Carlson said this is essentially asking for Council's approval to advertise for bids. He said he is aiming to open bids on June 26th, which will fall ahead of the second Council meeting of the month. Carlson said as for timing, it is looking more like an August 1st start date, and hopefully utilities will be in by fall with paving completed in the spring. But he said this would take care of the huge dirt pile and also get water and sewer finished so that the ground can settle. Carlson said then next spring they can get a fresh start and finish everything by July 4th, 2024. Norman asked where things are with the Developer's Agreement? Affield said two developers have signed and we are waiting on the others. She also noted the developers were notified to make sure to have their Letters of Credit in place prior to accepting the bid. Carlson said he highly recommends those be in place before any kind of bid can be awarded, as it protects the City from any defaults. DeVries asked how many developers there are? Affield said there are seven, six of whom will need a Letter of Credit because they own multiple lots. Carlson said he will also be putting together a right-of-entry form on behalf of the City. Norman said normally there is only one developer in these cases, but this is a bit more involved due to multiple developers owning the lots. Ring asked if when the project gets completed next year, will the assessments be adjusted? Carlson said yes, as the final assessment hearing would only take place after they know what the total costs are. He said those would then be certified in 2024 to be paid starting in 2025. Ring asked if there is a contingency plan if the bids come back higher than expected? Carlson said they will reject it and then come back and re-bid at a later time. Ring asked if they know what the current assessments are per lot? Carlson said it is between \$38,000 to \$40,000 dollars per lot, making it a roughly \$2.1 million dollar project. A motion to approve Resolution 2023-4 was made by Patrick McCoy, seconded by Bryant DeVries. All in favor.
Motion Carried.

d. Approve Resolution 2023-5 – A Resolution Ordering Preparation of Report on Improvement for Parke Avenue S from 12th Street SE to 14th Street SE – Carlson said this area is the reconstruction portion and is already figured in but this is the official notice. He said he is concerned that the prices will come back a little high, and those can be discussed later but the report has to be done now to be procedurally correct. Mayor Tollefson asked if any of this portion could be assessed to Charleswood? Carlson said no, as the repairs here are solely for the benefit of the homes along this stretch. He said what helps is the current piping under the street is all pvc and should be good for years, and all they need to do is update the utilities and install a new storm sewer. Carlson said the ditches will be removed and will help improve any standing-water complaints. A motion to approve Resolution 2023-5 was made by Steven Ring, seconded by Bryant DeVries. All in favor.
Motion Carried.

e. Southview Subdivision – Pumps in Holding Pond – Mayor Tollefson said she would like Council to have a conversation on this issue, as there are currently no guidelines in the ordinances for residents to have pumps in the Southview holding pond. She said she would like to discuss how the City might be liable if something were to happen. For example, if someone was riding a bike along the walking path and fell and hit a pump, then who is responsible? She is wondering what conversations Council has had about this since Southview was finalized? Mayor Tollefson said she asked Developer Kelly Richards about it, and noted there was brief mention of it in a past Council meeting but there was no closure on whether it should be allowed. She also wants to discuss the issue of how these residents would be getting free water for their yards, while others will have to pay for water. She said there will be many more homes built around the pond, so this could potentially be an issue. Mayor Tollefson also added she visited with past Council Members who said there was no official decision made and noted that Richards does not want any pumps at all in the pond area. She said if Council decides to allow it, then there needs to be an ordinance laying out some ground rules. Ring asked if there is a water division rule pertaining to this? Carlson said there are no current permit requirements because it is under the threshold of 10,000 gallons per day. He said he has some concerns about volume, and while it does not sound like it will be a lot there are three City-owned pumps that if the water level gets too low and they aren't functioning, then alarms will go off. Carlson said if every home that surrounds the pond were to install a pump, it would drain the pond about 4 inches per week according to DNR statistics. He said he has concerns about draining it too far, as the City is not going to use water from the water tower to refill it. Carlson said one other thing to consider is the drain tile system surrounding the pond which keeps the slopes from caving in, this cost the City over \$125,000 dollars to install and if anything were to damage it there would be huge infrastructure repair costs. Mayor Tollefson agreed and said she had asked Affield to look into whether this had been previously researched. Norman said years ago he and Carlson had provided their opinions on the matter, both agreeing that there are concerns about letting people draw from the pond. He said if Council decides to allow it, there should be some ground rules set and those would need to be uniform and apply to everyone the same. He said there could be a fee implemented, but the decision rests solely on Council and how much liability they want to bear should an accident happen. Norman said the City has already given residents the option of a separate yard meter in order to water lawns, which is then paid for by the resident, so how do you balance that out with people who will be pumping it for free? He said his recommendation is if Council decides to allow it, then they absolutely need to make it a uniform application process for all. Then if a resident does not follow the City's process it can be considered trespassing. Ring asked if there is a legal recommendation from Norman's standpoint? Norman said the Council has to own whatever they decide, as he foresees liability issues with this as the City does have exposure here. He said the City also bears risk if a kid gets hurt on the playground, so the Council just has to decide what they want to accomplish? He said there are some questions to consider such as what sort of specifications will be required in terms of housing the pumps? Mayor Tollefson said there is a likelihood that not a lot of water is going to be pumped, but she still feels it is an equity thing. Norman also said there is the visual aspect of it too, where Council needs to decide how they want the area around the pond to look? Carlson agreed and cautioned having private infrastructure on public land does not always go well, and he is also concerned about someone getting hurt. On the other hand, he said if these pumps are installed properly, they are not a big concern, but can we be guaranteed each time one is installed? Norman said they might also consider implementing limits on how much water can be drawn. Ring agreed, and said if this is allowed they should install a measurement device and let residents know that if the water is depleted below a certain level, then they can no longer use their pumps. Carlson agreed and said there is a functional purpose for the water in the pond, not just aesthetical. McCoy said this does not sound like anything Council should mess with. Vogel asked if the water table would naturally fill up the pond? Carlson said no, he believes the water table around town is dropping. Schreiber said when this topic came up a few years ago, he was of the opinion that those homes in Southview are quite expensive and he does not have an issue with allowing it. He said they would likely not want to see a bunch of hoses running over the walking path, but there could

be some guidelines implemented to prevent that. Schreiber also said there is probably not many homes around the pond who will pay for the installation, or even have any kind of irrigation system in their yards. Ring said if they allow it then there will need to be an ordinance drafted up to cover all Southview residents, as there might be only three houses right now who use a pump, but they need to assume that all will want to install a pump. He would like to see some more research from surrounding communities too. Mayor Tollefson asked if he would be in support of allowing the pumps, or would he be following the advice of Norman and Carlson. Ring said he is not about to interfere with how someone runs their property, and he would follow Norman's advice if the recommendation was a strong "no", but right now the advice is only that there is "some risk" to the City. So he said he wants to try and reduce as much of the risk as they can, which would be by drawing up an ordinance complete with pumping limits and legal repercussions if someone violates the ordinance. Mayor Tollefson said when she spoke with Dilworth, it was suggested the City draw up an encroachment permit requiring the hoses for the pump be routed underneath the sidewalk and also be covered by a box. DeVries said this issue arises from his placement of a pump in the pond a couple years ago, as his property sits on two lots. He had initially wanted to dig a well on the second property in order to water his lawn, but he was not allowed to according to the Southview covenants. Bryant took the advice of a landscaper to draw from the pond and said everything was dug underneath the sidewalk and installed professionally. DeVries said his pump is barely visible and feels the chance of anyone running into it is extremely low. He said the park benches around the pond, that no one sits on, present more liability issues than his pump but he understands the discussion. Mayor Tollefson said overall, if Council agrees to move forward with it she agrees that there needs to be a uniform policy. She said she just wants to avoid an "ugly aesthetic" around the pond. Braton asked if anyone has taken a look at the residential pumps in West Fargo? Mayor Tollefson said no, but as long as residents bore underneath the sidewalk it should look okay. Braton said people should be required to cover them, something kind of like a doghouse. Mayor Tollefson and Ring both agreed with that. Braton also said he is okay as long as the drainage of the pond doesn't become an issue. DeVries said it is possible that there will be watering bands occasionally too, and if that is the case then people simply cannot use their pumps. Braton suggested the City could require residents to place their pumps into an in-ground vault, like you see with some other utilities. DeVries and Ring both liked that idea, with Ring saying if there was a vault required then those can be on the resident's property and only the hose itself would be above ground leading to the pond. Norman said that would lessen some of the liability issues quite a bit. Mayor Tollefson asked McCoy his thoughts? McCoy said he does not care too much, but would likely follow Carlson's advice. He said if Council moves forward it still doesn't address the issue of some residents getting free water. Norman asked if Council would be interested in implementing a permitting process, where the City could control the specifications set forth by Carlson? Ring thought that would be the best process, and the Council can lay down the ground rules for only those residents who live around the pond, not just anyone living in Southview. Braton agreed and said after the City sets up some stipulations there might be some residents who won't wish to proceed anyway. DeVries agreed and said setting these pumps up is not cheap. Braton also noted this so far only pertains to Southview, and not other ponds in the City. Carlson said something like this could be added to the City's subdivision ordinance. Ring suggested a "blanket" ordinance which would cover all ponds. Norman agreed. Mayor Tollefson asked Norman if he could start working on this for Council? Norman said yes, and Carlson said he would assist as well. She then asked if McCoy had any additional thoughts? He asked if this could just be tabled for now until they get more information from Norman and Carlson. Mayor Tollefson agreed and said tonight's topic was just an initial discussion of the issue. She just wanted to get some resolution to the conversation that Council had a couple of years ago, and hopes to move forward.

10. Time to Discuss Additions to the Agenda – None.

11. Old Business/Unfinished Business Updates –

a. Nuisance Ordinance #194 – Norman said he still is reviewing final details and he will be meeting with Affield and Vogel soon to go through the ordinance. Mayor Tollefson said this ordinance has long been discussed, and really involves how the City views itself aesthetically. Norman agreed and said it has been several years since this was first brought up and it has never been officially tackled. Mayor Tollefson said the Council will be encouraging everyone to give their feedback. She asked if there was any verbiage regarding commercial properties? Norman said he recommends treating all properties the same in terms of nuisance violations. He said having a commercial license does not give the property owner the right to create a nuisance.

12. Miscellaneous Announcements & Recognitions –

13. Adjournment – A motion was made by Steven Ring to adjourn at 7:16 p.m., seconded by Bryant DeVries. All in favor.
Motion Carried.

Tracy Tollefson, Mayor

Wendy Affield, City Clerk

Heather Johnson, Administrative Assistant

May 24, 2023 Council Meeting Minutes

CITY OF GLYNDON

RESOLUTION RECORD

6/14/2023

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, June 14th, 2023

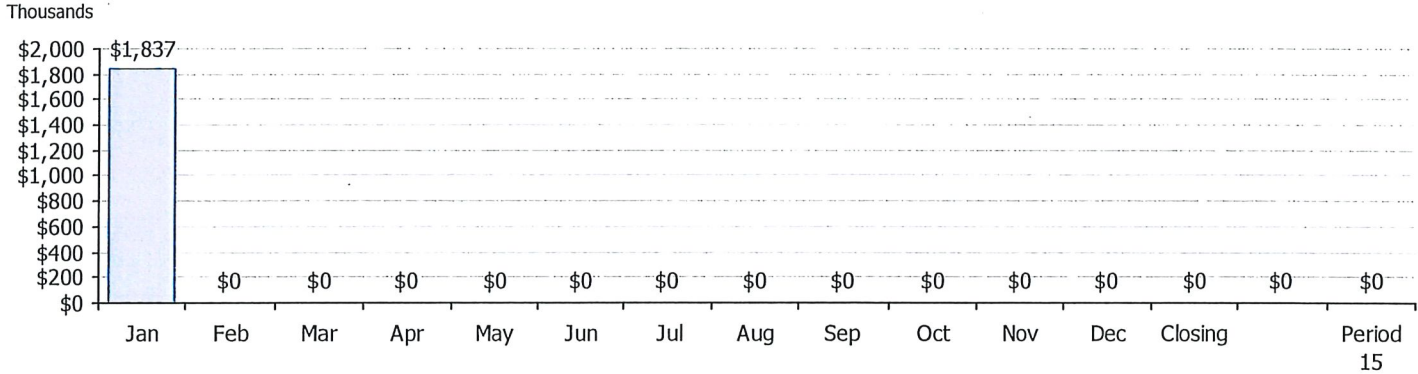
Vendor	Description	Code	Amount
702 Communications	Computer Server, Backups & IT Support	Coded Separate	\$536.50
Acme Tools	Water Dept & Park Supplies	Coded Separate	\$520.58
AFLAC - ONLINE PAYMENT	Employee Extra Insurance	G 101-29000	\$111.48
Ameritas Life Ins/Vision	Vision Insurance for Employees	101-41000-133	
Aramark	Community Center Mops & Mats	101-43000-210	\$83.56
Arvig	Telephone Bill for May	Coded Separate	\$523.42
Beam Dental Care ACH	Employee Dental & Extra Coverage	Coded Separate	
City of Moorhead	Compost Services for May 2023	401-41000-386	\$662.76
Clay County Recorders	Recording Charleswood Corrective Plat	101-41000-300	\$56.00
Clay County Sheriff	New World Maintenance - Police	101-42000-324	\$6,474.51
Clay County Union	Publication - Charleswood Bidding Process	101-41000-351	\$528.00
Code 4 Services	2023 Tahoe - Installed GPS - Police	101-42000-211	\$92.68
Core & Main	Battery for Meter Reader Gun	201-44000-403	\$175.66
David Drown & Associates	2022 TIF Finance Reporting	101-41000-300	\$1,500.00
Dollar General	Comm C/Maint/Water/Garbage Supplies	Coded Separate	\$57.70
Elan Financial Service	Credit Card Statement for Mar/Apr	Coded Separate	\$7,582.58
Fuch's Sanitation	City Contracts/Recycling for May	401-41000-384	\$13,353.87
Gateway to the Lakes	Advertisement - Gateway to the Lakes	101-41000-340	\$1,100.00
Gopher State One Call	Locating Fee for May	101-41000-300	\$76.95
Grand Forks Fire Equip ARPA	Fire Dept Thermal Imaging Camera	101-41000-333	\$7,597.33
Grand Forks Fire Equip	Fire Dept Fire Craft Gloves	501-45000-201	\$398.00
Hawkins	Water Treatment Plant Chemicals	201-44000-216	\$917.25
Holiday Companies	Car Washes for Police Dept	101-42000-211	\$44.00
Johnson, Heather	Mileage Expense May.	101-41000-331	\$31.70
Johnsons Auto Repair	2021 Squad Repairs - Police	101-42000-211	\$74.60
Macs	Supplies for Recycling & Flowers	Coded Separate	\$112.92
MCFOA	Membership Dues for Wendy & Heather	101-41000-433	\$100.00
Menards	Police/Maint/Water/Sewer/Fire Supplies	Coded Separate	\$453.32
Miller Norman Law Office	Legal Services for part of May	101-41000-304	\$600.00
Minnesota Life Ins	City Life Insurance Premium/Extra	Coded Separate	
MinnKota Recycling	Recycling Charge for May	401-41000-384	\$85.05
Oasis	Fuel Statements - All Departments	101-42000-212	\$1,260.32
O'Reilly's	Maintenance/Sewer Supplies	Coded Separate	\$510.34
Pemberton Law	HR Legal Services for April/May	101-41000-304	\$916.50
Petro Serve	Fuel Statements - All Departments	Coded Separate	\$954.19
Premium Waters	City Hall & Police Dept Water Jugs	Coded Separate	\$77.87
Red River Valley Co ACH	Shelter House Lights/City Wide Lights	Coded Separate	\$1,144.09
RMB Enviromental Lab	Wastewater Testing on 5-18-23	301-44000-300	\$186.22

Rob Bentz Lock & Key	Service Call on City Locks in 4 Places	Coded Separate	\$338.95
SSI Crestmark	US Solar Xcel Payment for May	Coded Separate	\$1,688.13
Stop Stick, Ltd	9' Stop Stick Kit - Police	101-42000-210	\$495.00
Superior Sales & Service	Repairs to Toro Hustler Mower	101-47000-211	\$1,044.06
Swanston Equipment	Rented a Sweeper for Streets	101-47000-224	\$700.00
Thompson Greenery	Hanging Basket for City	101-47000-225	\$963.00
US Post Office	Police Dept Mail Box Annual Fee	101-42000-210	\$94.00
USA Bluebook	Wastewater Supplies & Chemicals	301-44000-216	\$526.31
Valvoline	Police Oil Change	101-42000-211	\$48.43
Verizon	Cell Phone Bill for May	Coded Separate	\$399.54
Xcel Energy	Electric/Natural Gas for May	Coded Separate	
		TOTAL	\$55,197.37

AS CERTIFIED BY WENDY AFFIELD CITY CLERK

GRAND TOTAL \$55,197.37

CITY OF GLYNDON
***Check Reconciliation©**
Northwestern State
10100 CASH
January 2023



Account Summary

Beginning Balance o 1/1/2023	\$2,621,602.94
+ Receipts/Deposits	\$105,209.35
- Payments (Checks and Withdrawals)	\$771,287.65
Ending Balance as of 1/31/2023	\$1,955,524.64

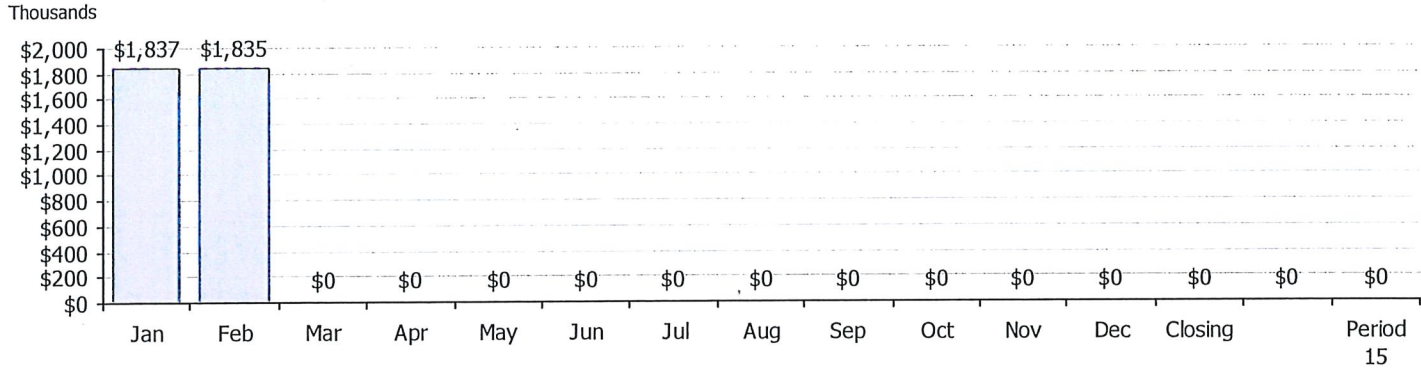
Cleared Statement	\$1,955,524.64
Difference	\$0.00

Cash Balance

Active 101-10100 GENERAL FUND	-\$128,105.47
Active 201-10100 WATER FUND	\$143,406.79
Active 301-10100 SEWER FUND	\$1,176,126.13
Active 401-10100 GARBAGE & RECYCLING FUND	\$242,230.97
Active 501-10100 FIRE & RESCUE FUND	\$153,884.27
Active 601-10100 PROJECTS FUND - BONDS	\$246,272.66
Active 602-10100 CAPITAL PROJECTS	\$0.00
Active 603-10100 TAX ABATEMENT NOTE FUND 2016A	-\$51,574.22
Active 801-10100 MN DOT RD REPAIR-RECONST ASST	\$55,015.48
Cash Balance	\$1,837,256.61

Begining Balance	\$2,621,602.94
+ Total Deposits	\$116,998.59
- Checks Written	\$901,344.92
Check Book Balance	\$1,837,256.61
Difference	\$0.00

CITY OF GLYNDON
Check Reconciliation
Northwestern State
10100 CASH
February 2023



Account Summary

Beginning Balance o 2/1/2023	\$1,955,524.64
+ Receipts/Deposits	\$125,452.52
- Payments (Checks and Withdrawals)	\$154,184.41
Ending Balance as of 2/28/2023	<u>\$1,926,792.75</u>

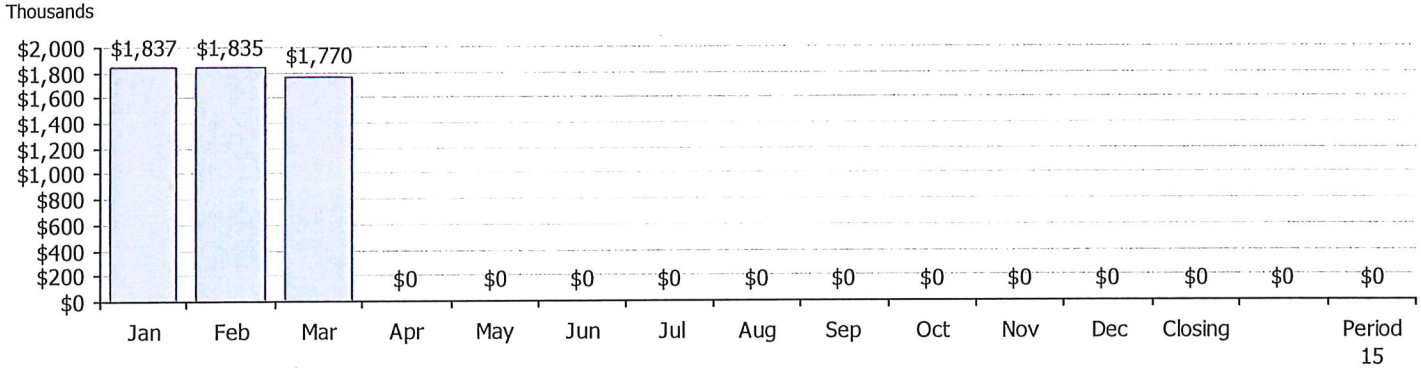
Cleared Statement	\$1,926,792.75
Difference	<u>\$0.00</u>

Cash Balance

Active 101-10100 GENERAL FUND	-\$178,027.07
Active 201-10100 WATER FUND	\$147,415.00
Active 301-10100 SEWER FUND	\$1,187,836.69
Active 401-10100 GARBAGE & RECYCLING FUND	\$251,129.19
Active 501-10100 FIRE & RESCUE FUND	\$151,100.51
Active 601-10100 PROJECTS FUND - BONDS	\$246,272.66
Active 602-10100 CAPITAL PROJECTS	\$214.24
Active 603-10100 TAX ABATEMENT NOTE FUND 2016A	-\$25,574.22
Active 801-10100 MN DOT RD REPAIR-RECONST ASST	\$55,015.48
Cash Balance	\$1,835,382.48

Begining Balance	\$1,955,524.64
+ Total Deposits	\$136,005.41
- Checks Written	<u>\$256,147.57</u>
Check Book Balance	\$1,835,382.48
Difference	\$0.00

CITY OF GLYNDON
***Check Reconciliation©**
Northwestern State
10100 CASH
March 2023



Account Summary

Beginning Balance o 3/1/2023	\$1,926,792.75
+ Receipts/Deposits	\$130,451.49
- Payments (Checks and Withdrawals)	\$108,903.20
Ending Balance as of 3/31/2023	\$1,948,341.04

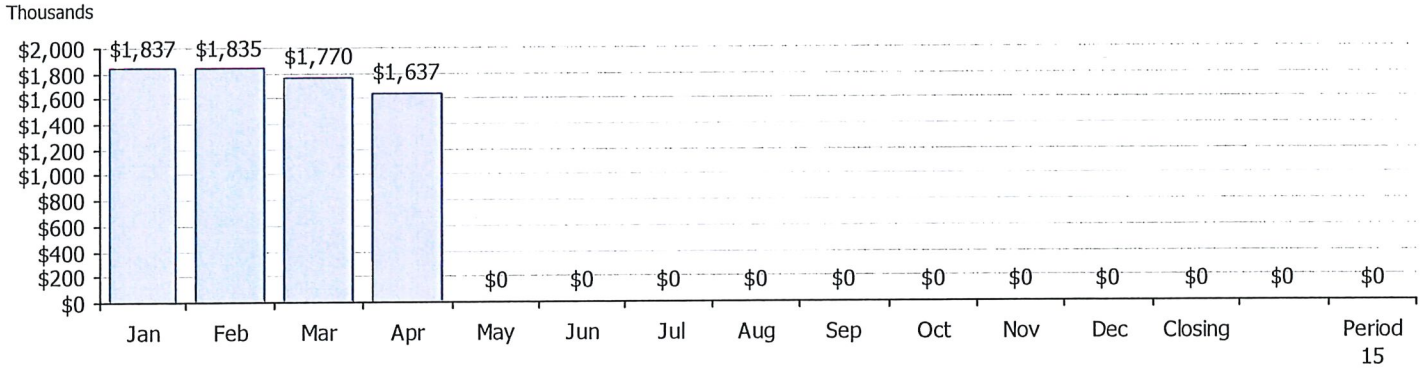
Cleared Statement	\$1,948,341.04
Difference	\$0.00

Cash Balance

Active 101-10100 GENERAL FUND	-\$281,736.23
Active 201-10100 WATER FUND	\$170,483.17
Active 301-10100 SEWER FUND	\$1,200,353.92
Active 401-10100 GARBAGE & RECYCLING FUND	\$255,625.43
Active 501-10100 FIRE & RESCUE FUND	\$146,555.05
Active 601-10100 PROJECTS FUND - BONDS	\$246,272.66
Active 602-10100 CAPITAL PROJECTS	\$3,296.35
Active 603-10100 TAX ABATEMENT NOTE FUND 2016A	-\$25,574.22
Active 801-10100 MN DOT RD REPAIR-RECONST ASST	\$55,015.48
Cash Balance	\$1,770,291.61

Begining Balance	\$1,926,792.75
+ Total Deposits	\$130,451.49
- Checks Written	\$286,952.63
Check Book Balance	\$1,770,291.61
Difference	\$0.00

CITY OF GLYNDON
***Check Reconciliation©**
Northwestern State
10100 CASH
April 2023



Account Summary		
Beginning Balance o	4/1/2023	\$1,948,341.04
+ Receipts/Deposits		\$72,888.22
- Payments (Checks and Withdrawals)		\$238,280.15
Ending Balance as of	4/30/2023	\$1,782,949.11

Cleared Statement	\$1,782,949.11
Difference	\$0.00

Cash Balance		
Active	101-10100 GENERAL FUND	-\$405,626.04
Active	201-10100 WATER FUND	\$158,211.67
Active	301-10100 SEWER FUND	\$1,202,891.47
Active	401-10100 GARBAGE & RECYCLING FUND	\$254,164.22
Active	501-10100 FIRE & RESCUE FUND	\$145,904.93
Active	601-10100 PROJECTS FUND - BONDS	\$246,272.66
Active	602-10100 CAPITAL PROJECTS	\$6,004.53
Active	603-10100 TAX ABATEMENT NOTE FUND 2016A	-\$25,574.22
Active	801-10100 MN DOT RD REPAIR-RECONST ASST	\$55,015.48
	Cash Balance	\$1,637,264.70

Begining Balance	\$1,948,341.04
+ Total Deposits	\$73,223.72
- Checks Written	\$384,300.06
Check Book Balance	\$1,637,264.70
Difference	\$0.00

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  Security features included. Details on back.

**NORTHWESTERN
BANK**

(888) 378-7373
DILWORTH - MOORHEAD
ULEN - HENDRUM
DETROIT LAKES - FERGUS FALLS

FOR

Glyndon Days Sponsorship Kai Peterson MP

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GREEN LEAF NURSERY AND PRODUCE
MARK ANNIS OR SALLY ANNIS
218-498-2360 OR 218-498-2305
502 State St. NE
GLYNDON, MN 56547


9259
75-1222/912

May 1, 2023
DATE

PAY TO THE
ORDER OF

Glyndon Police Dept. | \$ 100.⁰⁰

One hundred and ⁰⁰/₁₀₀

DOLLARS  Security features included. Details on back.

**NORTHWESTERN
BANK**

(888) 378-7373
DILWORTH - MOORHEAD
ULEN - HENDRUM
DETROIT LAKES - FERGUS FALLS

FOR

Donation - Glyndon Days Sally Annis MP

⑆091212221⑆ 201043176⑆ 9259



FUCHS SANITATION SERVICES, INC. 1-83
 P.O. BOX 67
 GLYNDON, MN 56547



(888) 378-7373
 DILWORTH - MOORHEAD
 ULEN - HENDRUM
 DETROIT LAKES - FERGUS FALLS

063546
 75-1222/912

5/25/2023

DATE

**500.00

\$

DOLLARS

PAY TO THE
 ORDER OF

City of Glyndon

Five Hundred and 00/100*****

City of Glyndon
 PO Box 223
 Glyndon, MN 56547

Memo



Stacy Fuchs
Angie Fuchs
 AUTHORIZED SIGNATURE

⑈063546⑈ ⑆091212221⑆ 200043051⑈

Security features details on back.

THE RED THERMO SECURED "SP" LOGO IN THE LOWER CORNER OF THIS CHECK MUST FADE TEMPORARILY WHEN WARMED BY TOUCH OR FRICTION. SEE BACK FOR ADDITIONAL FEATURES.



KFGO Ad
 Arvig Enterprises, Inc.
 150 2nd St. S.W.
 Perham, MN 56573



329198
 82-750/1070

DATE	CHECK NO.	CHECK AMOUNT
05/05/23	00329198	\$*****500.00

PAY FIVE HUNDRED AND 00/100*****

TO THE ORDER OF
 City of Glyndon
 PO Box 223
 Glyndon MN 56547

David R Q

⑈329198⑈ ⑆107007508⑆

1043396904⑈



* 2023 Glyndon Days donation
of \$150⁰⁰ from Northwestern Bank *

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ITEM CONTAINS GOVERNMENT UV SECURITY AND IS CHEMICALLY REACTIVE



PAPER CONTAINS TONER ADHESION PROTECTION AND A METALLIC HOLOGRAM

91627

www.nwbanks.com
Toll Free: 888-378-7373

DATE May 09, 2023

REMITTER: Northwestern Bank

PAY TO THE ORDER OF
City of Glyndon

**** One Hundred Fifty and 00/100 ****

AMOUNT \$ 150.00

DOLLARS

AUTHORIZED SIGNATURE



CASHIER'S CHECK

MEMO: Glyndon Days Donation

⑈091527⑈ ⑆091212221⑆ 200088158⑈

PURCHASER'S RECEIPT - RETAIN FOR YOUR RECORDS

91627



www.nwbanks.com
Toll Free: 888-378-7373

REMITTER: Northwestern Bank

DATE May 09, 2023

PAY TO THE ORDER OF
City of Glyndon

**** One Hundred Fifty and 00/100 ****

AMOUNT \$ 150.00
MEMORANDUM

CASHIER'S CHECK

FOR

MEMO: Glyndon Days Donation

CITY OF GLYNDON, MINNESOTA

2023 Charitable Gaming Permit for Raffles

Name of Organization Glyndon Lutheran Church
Type of Organization Non Profit - Church
Mailing Address 414 Parke Ave. S City GLYNDON State MN Zip 56547
Name of Officer RONNIE LABRENSZ Daytime phone 701-866-3538
E-mail address r.labrensz@gmail.com Date of Raffle Activity 8-13-23
Location Activity will be Conducted church
Estimated amount of proceeds \$ 500.00

Minnesota State does not require a State permit when the combined total of ALL raffle prizes, (Donated and purchased) for this CALENDAR YEAR is less than \$1,500 or if the organization is a 501(c)(3) organization, the total value of ALL prizes donated and purchased for ONE event does not exceed \$5,000 (see Minnesota Statutes, section 349.166, Subd. 1(c)).

Minnesota State law states that persons under the age of 18 may not purchase a raffle ticket or certificate of participation. Persons under the age of 18 may not win a raffle prize.

Ronnie Labrensz Date 5-25-23
Signature of Requesting Organization Officer

Date approved by Glyndon City Council _____

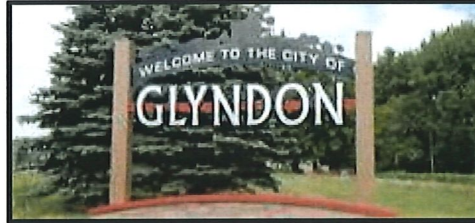
Wendy Affield, City Clerk/Treasurer

PRELIMINARY ENGINEERING REPORT

**STREET AND DRAINAGE IMPROVEMENTS
PARKE AVENUE 12TH STREET SW TO 14TH STREET SW**

Glyndon, Minnesota

UEI No. R23.23279




***Prepared for
The City of Glyndon, Minnesota***

May, 2023



*ULTEIG ENGINEERS, INC.
Consulting Municipal Engineers
Detroit Lakes, Minnesota*

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:  _____ Lic. No. 47082
Kris Carlson, P.E.



PRELIMINARY ENGINEERING REPORT

**STREET AND DRAINAGE IMPROVEMENTS
PARKE AVENUE 12TH STREET SW TO 14TH STREET SW**

Glyndon, Minnesota

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9. Proposed Project Timeline 7

10. Conclusions and Recommendations 7

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Exhibit No. 3 – Proposed Storm Sewer Map 10

Exhibit No. 4 – Proposed Street Map 11



PRELIMINARY ENGINEERING REPORT

STREET AND DRAINAGE IMPROVEMENTS PARKE AVENUE 12TH STREET SW TO 14TH STREET SW

Glyndon, Minnesota

1. General

This Preliminary Engineering Report (PER) has been prepared at the request of the City of Glyndon to consider a preliminary evaluation of the construction requirements for surface improvements Parke Avenue from 12th Street SW to 14th Street SW. The proposed project areas are shown in Exhibit No. 1.

The information and recommendations in this PER are preliminary in nature. The main objective is to provide general guidance for the future project design process, if deemed necessary. More detailed information would be identified during the design process. This information can, and often does, dictate changes to the data contained in this document and the resulting recommendations.

2. Existing Site Conditions

The proposed site for the street and utility improvements has been evaluated based upon visual observation and field survey data. A summary of the site information is as follows:

A. Site Data

The total area of the proposed project area is approximately 0.85 acres. The property consists of a 550 lineal foot roadway that serves as one of two entrances to the Centennial.

B. Soil Data

No soil borings have been taken at this time. The soils are expected to be similar to the soils found in Southview and Centennial Addition. The soils reports for the mentioned areas indicate the soils will range from lean to fat clay with the presence of water bearing silt lenses.

C. FEMA Floodplain

A portion of this project is located in the floodplain, Zone AE, as shown on FEMA map number 2702760502E, effective April 17, 2012.

A location map identifying the FEMA Floodplain is shown on Exhibit No. 2.

D. Land Use and Adjacent Properties

Adjacent properties to the proposed project areas consist of residential property.

Traffic volumes and land use will be consistent with the adjacent residential neighborhoods.

3. Existing Municipal Utility System

Based on available data, the existing municipal utility, water distribution system and sanitary sewer collection system, were constructed during the original development of the Centennial Addition in the late 1990's.

A. Wastewater Collection System

Records indicate that the sanitary sewer mains are constructed of 8-inch Polyvinyl Chloride (PVC) and the existing manholes are precast concrete. Service laterals, which connect homes to the mains, are 4" PVC. Based on the City's

B. Water Distribution System

Records indicate that the water mains are constructed of 6- & 8-inch Polyvinyl Chloride (PVC) and the service laterals, which connect homes to the mains, are 1" copper.

4. Project Needs

A. Streets

The original street was constructed along with the water and sanitary sewer systems. Information regarding existing streets within the proposed project areas are shown in Table No. 1.

Table No. 1 – Existing Street Information

Street	Width	Surface	ROW	Type
Parke Avenue	24 Feet	Asphalt	66 Feet	Rural

Based on visual observation and information provided by City staff, streets within the proposed project areas are beginning to require elevated levels of maintenance due to potholes, cracking, and other failures. The street section discussed within this PER have reached their useful life and are in need of upgrading.

5. Alternatives Considered

The site is proposed as a residential development and therefore must comply with all City and State regulations and standards for this type of development. The street design will have to be in accordance with all local design standards for residential traffic.

Alternative No. 1 – Do Nothing

Doing nothing at this time would ensure the continued deterioration of the roadway surface. As the roadway continues to deteriorate, maintenance time and costs will increase.

Alternate No. 2 – Street Replacement

Proposed improvements to this section of street would include the reconstruction of the existing rural roadway section to a new urban roadway section with curb, gutter, and storm sewer. The project would also include a 5-foot-wide concrete sidewalk.

6. Proposed Improvements

The description of improvements involves considerations necessary to provide street and utility services to the proposed development.

A. Storm Sewer Improvements

The proposed storm sewer improvements consist of 12 to 24-inch storm sewer mains, manholes, and inlets. All stormwater for the proposed development will be collected and routed through the existing storm sewer system located in the intersection of 14th Street W.

A location map identifying the proposed storm sewer improvements is included in Exhibit No. 3.

B. Street Improvements

The proposed street improvements consist of constructing 38 foot wide, asphalt, urban street sections with concrete curb and gutter. The proposed typical section will consist of 10-inches of Class V aggregate base, 2.5-inches of bituminous base, and 1.5-inches of bituminous wear course. A 5-foot to wide concrete sidewalk/path is proposed to extend along the east side roadway to connect the Southview and Charleswood Addition paths to the City’s existing path network. Drain tile and drain tile stubs to each lot are also proposed.

Table No. 2 – Proposed Street Section

Street	Width	Surface	ROW	Type
Parke Avenue	38 Feet	Asphalt	66 Feet	Urban

A location map identifying the proposed street layout is included in Exhibit No. 4.

7. Estimated Project Costs

Estimated project costs for the improvements outlined in this report are shown in the following table. This table includes estimated costs of construction and engineering only. It does not include any costs for legal work, easements, financing, capitalized interest, permits, or other items which may be necessary to complete the work. These costs are not typically extensive relative to the construction cost and can be more effectively determined as the project scope is refined. The below estimated costs are based on current material prices and bidding climates.

Table No. 3 – Estimated Project Costs

Item	Cost
Storm Sewer Improvements	\$ 110,000.00
Sidewalk	\$ 25,500.00
Street Improvements	\$ 177,500.00
TOTAL ESTIMATED COST	\$ 313,000.00

8. Project Financing

It is anticipated that costs associated with the proposed improvements will be funded in part by the City of Glyndon, while the remaining costs will be recovered through special assessments to the benefitting properties in accordance with the City’s Assessment Policy.

Table No. 4 – Assessable/City Cost Share Splits

Item	City Share	Assessable
Storm Sewer Improvements	20%	80%
Sidewalk	100%	0%
Street Improvements	20%	80%

Table No. 5 – Assessable/City Costs

Item	City Share	Assessable
Storm Sewer Improvements	\$ 22,000.00	\$ 88,000.00
Sidewalk	\$ 25,500.00	\$ -
Street Improvements	\$ 35,500.00	\$ 142,000.00
TOTALS	\$ 83,000.00	\$ 230,000.00

Table No. 6 – Summary of Proposed Assessment

Item	Unit (FF)	Cost/FF
Storm Sewer Improvements	620	\$ 142.00
Sidewalk	0	\$ -
Street Improvements	620	\$ 229.00

Note

The City of Glyndon owns approximately 260 front feet of the total 620 front footage. City cost share, based on the above assessment methodology, is estimated to be \$179,500.

Based on the assessment methodology outlined above, a non-city owned benefiting property along Parke Avenue with 80 feet of frontage receiving benefit will see an estimated assessment of \$29,680.

9. Proposed Project Timeline

Preliminary Assessment Hearing.....	July, 2023
Project Plans and Specifications.....	August, 2023
Bid Advertising Period	June, 2023
Receive Bids	June, 2023
Begin Construction	June, 2024
Final Completion	July, 2024
Final Assessment Hearing.....	August, 2024

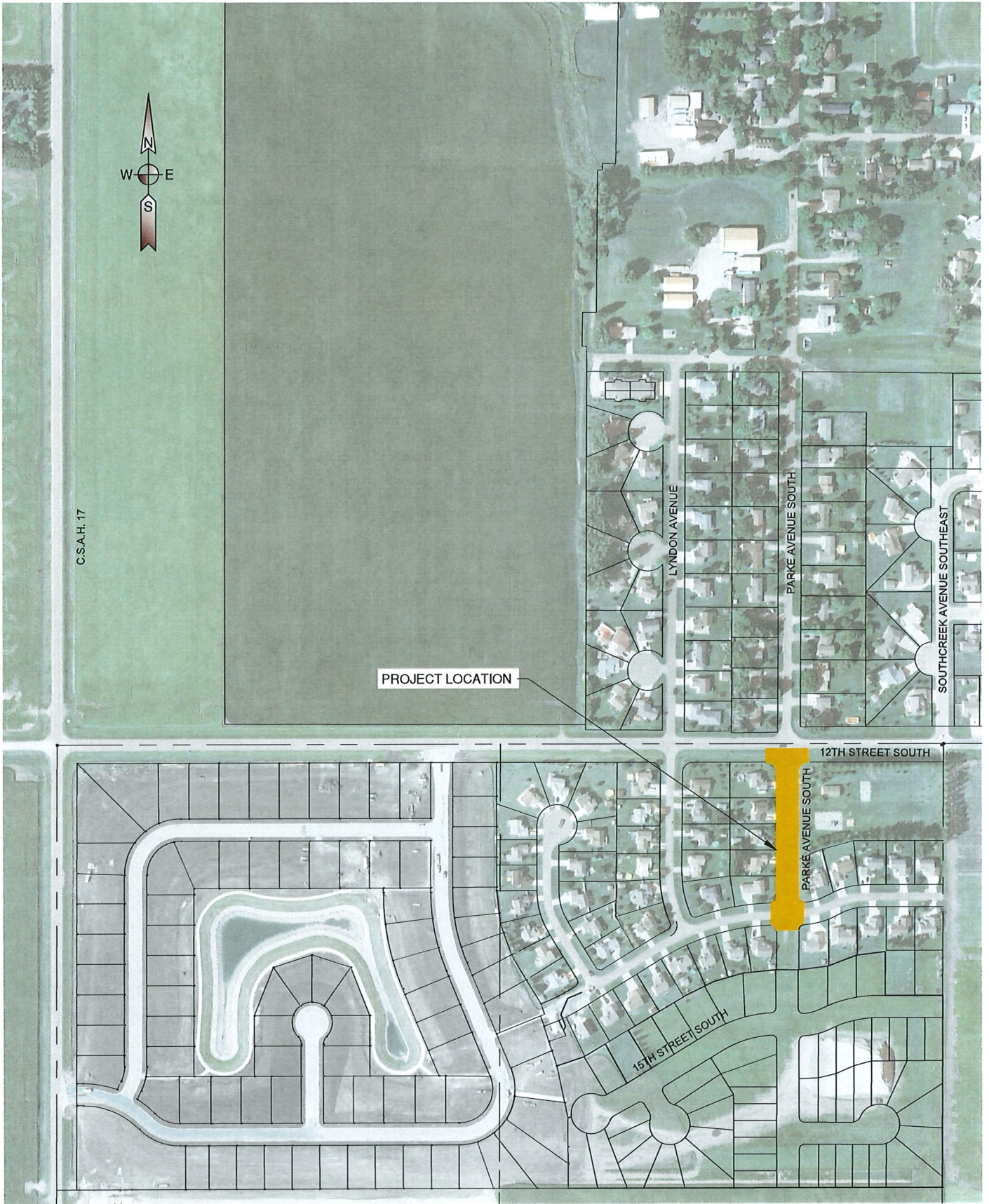
10. Conclusions and Recommendations


The street systems within the areas discussed in this PER are in poor structural condition. The City will need to upgrade portions of these systems in the future in order to provide reliable transportation services to its residents.

The estimated costs for the proposed improvements are comparable with past projects of similar size and nature within the region. The proposed improvement is necessary, cost-effective, and feasible and should be made as proposed.

Respectfully submitted,

ULTEIG ENGINEERS, INC.
 Detroit Lakes, Minnesota



	EXHIBIT 1 Proposed Project Areas Park Avenue—12th to 14th Street
	Project Number: 23.23279 May, 2023 Glyndon, Minnesota

12TH STREET SOUTH

PARKE AVENUE SOUTH

PROPOSED 18" STORM SEWER

14TH STREET SOUTH

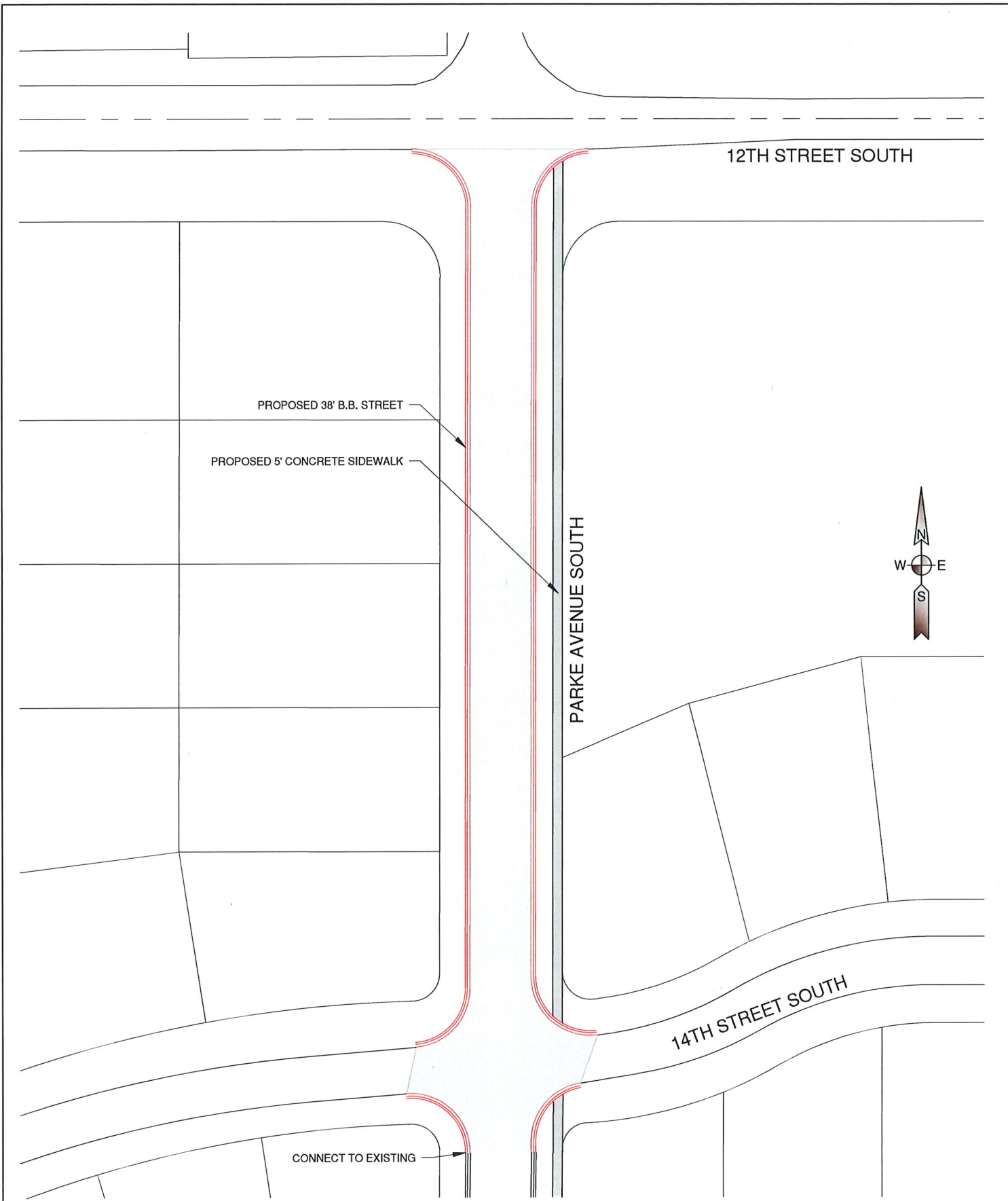
CONNECT TO EXISTING




EXHIBIT 3

Proposed Storm Sewer
Parke Avenue-12th to 14th Street

Project Number: 23.23279
May, 2023
Glyndon, Minnesota



	EXHIBIT 4 Proposed Streets Parke Avenue-12th to 14th Street
	Project Number: 23.23279 May, 2023 Glyndon, Minnesota

PRELIMINARY ENGINEERING REPORT

**STREET AND UTILITY IMPROVEMENTS
SEVENTH STREET SOUTHWEST**

Glyndon, Minnesota

UEI No. R23.23520




*Prepared for
The City of Glyndon, Minnesota*

June 2023



*ULTEIG ENGINEERS, INC.
Consulting Municipal Engineers
Detroit Lakes, Minnesota*

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:  _____ Lic. No. 47082
Kris Carlson, P.E.



PRELIMINARY ENGINEERING REPORT

**STREET AND UTILITY IMPROVEMENTS
SEVENTH STREET SOUTHWEST**

Glyndon, Minnesota

TABLE OF CONTENTS

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2. Existing Site Conditions 3

3. Existing Municipal Utility System 4

4. Project Need..... 4

5. Proposed Project..... 5

6. Permits, Easements and Right-of-Way..... 6

7. Estimated Project Cost..... 6

8. Project Financing..... 7

9. Proposed Project Timeline 7

10. Conclusions and Recommendations 7

EXHIBITS

- Exhibit No. 1 – Proposed Project Area
- Exhibit No. 2 – FEMA FIRMette
- Exhibit No. 3 – Proposed Watermain Improvements
- Exhibit No. 4 – Proposed Sanitary Sewer Improvements
- Exhibit No. 5 – Proposed Strom Sewer Improvements
- Exhibit No. 6 – Proposed Street Improvements

PRELIMINARY ENGINEERING REPORT**STREET AND UTILITY IMPROVEMENTS
SEVENTH STREET SOUTHWEST**

Glyndon, Minnesota

1. General

This Preliminary Engineering Report (PER) has been prepared at the request of the City of Glyndon to consider a preliminary evaluation of the construction requirements for underground utility and street improvements for the extension of Seventh Street Southwest. The proposed project areas are shown in Exhibit No. 1.

The information and recommendations in this PER are preliminary in nature. The main objective is to provide general guidance for the future project design process, if deemed necessary. More detailed information would be identified during the design process from field surveys and soil borings. This information can, and often does, dictate changes to the data contained in this document and the resulting recommendations.

2. Existing Site Conditions

The proposed site for the street and utility improvements has been evaluated based upon visual observation and field survey data. A summary of the site information is as follows:

A. Site Data

The total area of the proposed site is approximately 4.5 acres. The property has been previously used for agricultural purposes and therefore has not been graded for urban use.

B. Soil Data

No soil borings have been taken at this time. The soils are expected to be similar to the soils found in the previously reconstructed section of Seventh Street Southwest. The soils reports for the mentioned areas indicate the soils will range from lean to fat clay with the presence of water bearing silt lenses.

C. FEMA Floodplain

A portion of this project is located in the floodplain, Zone AE, as shown on FEMA map number 2702760502E, effective April 17, 2012.

A location map identifying the FEMA Floodplain is shown on Exhibit No. 2.

D. Land Use and Adjacent Properties

Adjacent properties to the proposed project areas consist of the Dilworth-Glyndon-

Felton School District and agricultural property. Traffic volumes in this area will increase as a result of the roadway extension and land use is expected to be consistent with the neighborhood adjacent to the existing section of Seventh Street Southwest.

3. Existing Municipal Utility System

A. Water Distribution System

The project area currently has a 10" PVC watermain extended to the east end of the project. The watermain has adequate flow and pressure to be extended west and provide service to future development.

A location map identifying the existing water system is shown on Exhibit No. 3.

B. Wastewater Collection System

The project area currently has a 10" PVC sanitary sewer main extended to the east end of the project. The depth of this main doesn't allow for further expansion west via gravity but does have capacity to take additional flows from the west.

A location map identifying the existing sanitary sewer system is shown on Exhibit No. 4.

C. Stormwater Collection System

There is an existing stormwater collection and treatment system located each of Drain 68 that was installed during the 2019/2020 C.S.A.H. 19 (Parke Avenue) project. The stormwater collection system has capacity and is situated in a manner that can provide service to a portion of the proposed roadway extension.

A location map identifying the existing storm sewer system is shown on Exhibit No. 5.

4. Project Need

The proposed project includes the construction of a new segment of Seventh Street Southwest SW, starting at the western boundary of the Dilworth-Glyndon-Felton School (DGF) west to C.S.A.H. 17. Once completed, there will be a reliable paved connection between C.S.A.H. 19 (Parke Avenue) and C.S.A.H. 17. This connection will provide several benefits, including improved safety and traffic flow, as well as provide the potential for economic growth and expansion.

A. Safety

Currently, all traffic in and around the DGF school must use Parke Avenue to enter

or exit the campus. This causes major congestion adjacent to the school during pickup and drop off times. This congestion significantly increases during events such as concerts and sporting events. The proposed project will provide alternate access which will significantly reduce congestion and improve traffic flows at the intersection of Parke Avenue and Seventh Street Southwest.

This roadway would also allow alternate access for farmers accessing the City's elevator during harvest and planting seasons.

B. Economic Development

The extension of Seventh Street Southwest will also expand the City of Glyndon's footprint by providing utility and street access to a currently undeveloped area of the city. This expansion and development will provide a greater tax base to the City of Glyndon, Clay County and local school districts.

5. Proposed Project

A. Watermain Improvements

The proposed watermain improvements include the extension of the existing 10-inch PVC watermain from the current location on Seventh Street Southwest to the east side of Ditch 68. This extension will serve as a connection point for future development adjacent to the project area.

A location map identifying the proposed watermain improvements is shown on Exhibit No. 3.

B. Sanitary Sewer Improvements

The proposed sanitary sewer improvements include the extension of the existing 10-inch PVC sanitary sewer main from the current location on Seventh Street Southwest to the east side of Ditch 68. This sewer extension will serve as a forcemain connection to support future development adjacent to the project area.

A location map identifying the proposed sanitary sewer improvements is shown on Exhibit No. 4.

C. Storm Sewer Improvements

The proposed storm sewer improvements consist of 12 to 24-inch storm sewer mains, manholes, and street inlets. The stormwater collection and treatment system will be split into two (2) systems, one serving the east side Ditch 68 and one serving the west side. The east side stormwater collection system will be collected and routed through the existing stormwater treatment pond that was constructed during the CSAH 19 (Parke Avenue) project. The west side stormwater collection system will be collected and routed through a new stormwater treatment pond to be constructed adjacent to Ditch 68.

A location map identifying the proposed storm sewer improvements is shown on Exhibit No. 5.

D. Street Improvements

The proposed street improvements consist of constructing 32 foot wide, asphalt, urban street sections with concrete curb and gutter. The proposed typical section will consist of 18-inches of Class V aggregate base, 3-inches of bituminous base, and 4-inches of bituminous wear course. The roadway will also include two (2) lines of 10-foot by 4-foot box culverts to Ditch 68.

A location map identifying the proposed street improvements is shown on Exhibit No. 6.

6. Permits, Easements and Right-of-Way

A. Permits

- a. Minnesota Department of Health – Watermain Extension Permit
- b. Minnesota Pollution Control Agency – Sanitary Sewer Permit
- c. Minnesota Pollution Control Agency – NPDES General Stormwater Permit
- d. Buffalo-Red River Watershed District – Construction Permit & Coulee Crossing
- e. Clay County Highway Department – Access Permit

B. Right-of Way

Currently, the property required to construct the project is in private ownership. In order to construct the project, as proposed, the City will need to acquire an 80-foot road right-of-way, as well as some additional property adjacent to Ditch 68 to construct a stormwater treatment pond.

7. Estimated Project Cost

Estimated project costs for the improvements outlined in this report are shown in the following table. This table includes estimated costs of construction, engineering, street lighting and right-of-way only. It does not include any costs for legal work, financing, capitalized interest, permits, or other items which may be necessary to complete the work. These costs are not typically extensive relative to the construction cost and can be more effectively determined as the project scope is refined. The estimated costs below are based on current material prices and bidding climates.



Table No. 1 – Estimated Project Costs

Item	Cost
Construction	\$ 1,920,000
Engineering, Admin & Legal	\$ 385,000
Soil Borings & Testing	\$ 35,000
Street Lighting	\$ 50,000
Right-of-Way Acquisition	\$ 125,000
TOTAL ESTIMATED PROJECT COST	\$ 2,515,000

8. Project Financing

The City is currently seeking funding from multiple sources for this project. It is anticipated that all City costs associated with the proposed improvements will be funded in part by the City of Glyndon, while the remaining costs will be recovered through special assessments to benefitting properties. Ultimately, the final cost splits will be decided by the City Council.

9. Proposed Project Timeline

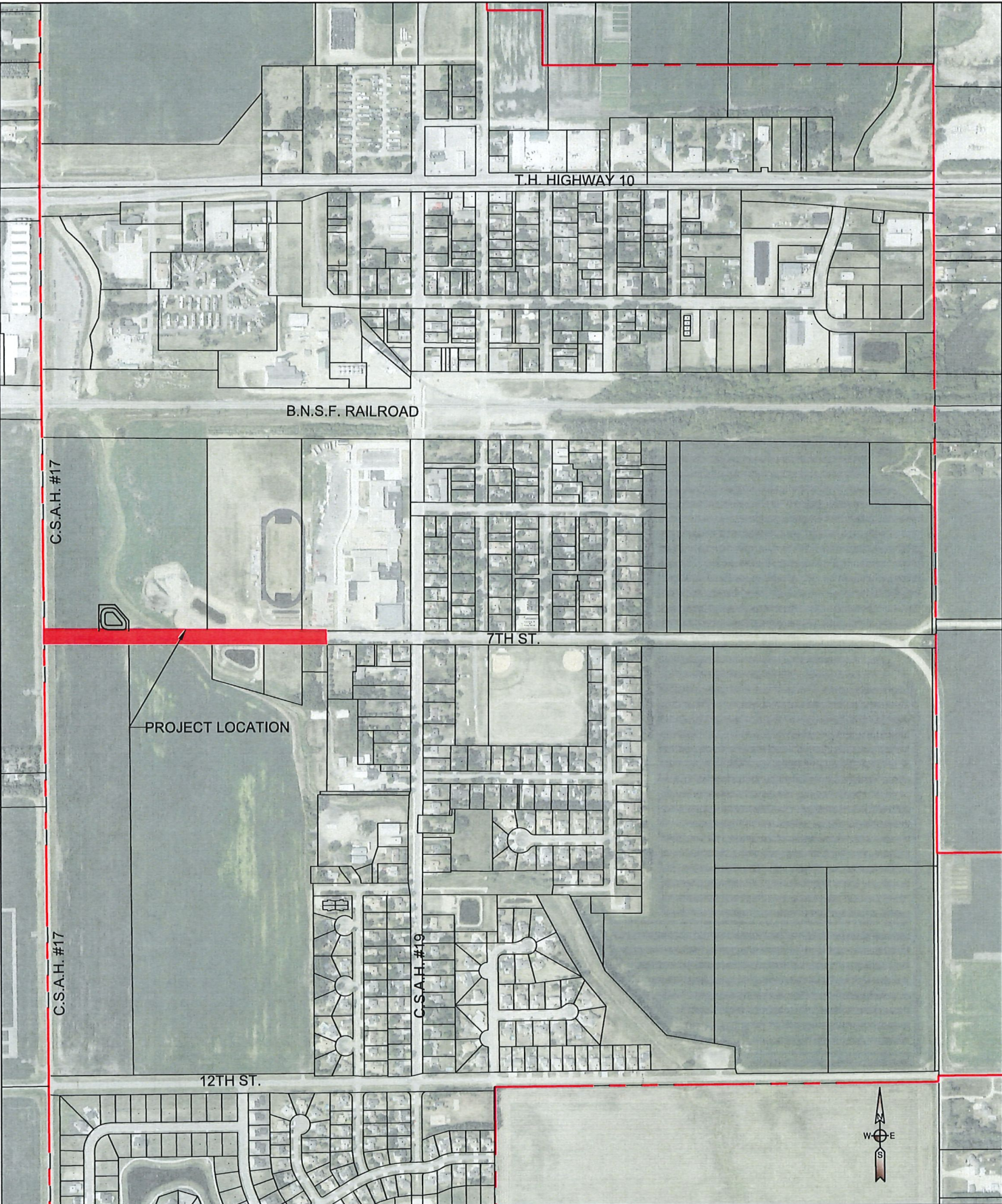
Preliminary Engineering and Design June, 2024
Project Plans and Specifications..... January, 2025
Bid Advertising Period March, 2025
Receive Bids April, 2025
Begin Construction May, 2025
Substantial Completion September, 2025
Final Completion October, 2025


10. Conclusions and Recommendations

Due to the findings of this study, it has been determined that the recommended improvements are necessary to support the extension of Seventh Street Southwest. The estimated costs for the proposed improvements are comparable with past projects of similar size and nature within the region. The proposed improvement is necessary, cost-effective, and feasible and should be made as proposed.

Respectfully submitted,

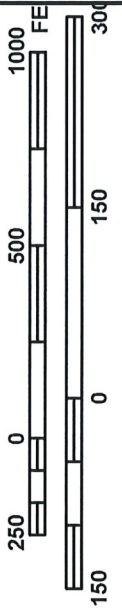
ULTEIG ENGINEERS, INC.
Detroit Lakes, Minnesota



	EXHIBIT 1
	Proposed Project Area Street & Utility Improvements – 7th Street SW
Project Number: 23.23520 June, 2023 Glyndon, Minnesota	



MAP SCALE 1" = 500'



NATIONAL FLOOD INSURANCE PROGRAM

PANEL 0502E

FIRM
FLOOD INSURANCE RATE MAP
CLAY COUNTY,
MINNESOTA
AND INCORPORATED AREAS
PANEL 502 OF 750

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

COMMUNITY	NUMBER	PANEL	SUFFIX
CLAY COUNTY	275235	0502	E
GLYNDON, CITY OF	270083	0502	E

Notice to User: The Map Number shown below should be used when placing map orders; the Community Number shown above should be used on insurance applications for the subject community.



MAP NUMBER
27027C0502E
EFFECTIVE DATE
APRIL 17, 2012

Federal Emergency Management Agency

This is an official FIRMette showing a portion of the above-referenced flood map created from the MSC FIRMette Web tool. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For additional information about how to make sure the map is current, please see the Flood Hazard Mapping Updates Overview Fact Sheet available on the FEMA Flood Map Service Center home page at <https://msc.fema.gov>.



PROPOSED 80' ROW

10" PVC

EX. 10" PVC

C.S.A.H. #19

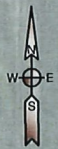


EXHIBIT 3



Watermain Improvements
Street & Utility Improvements -
7th Street SW

Project Number: 23.23520

June, 2023

Glyndon, Minnesota




C.S.A.H. #19

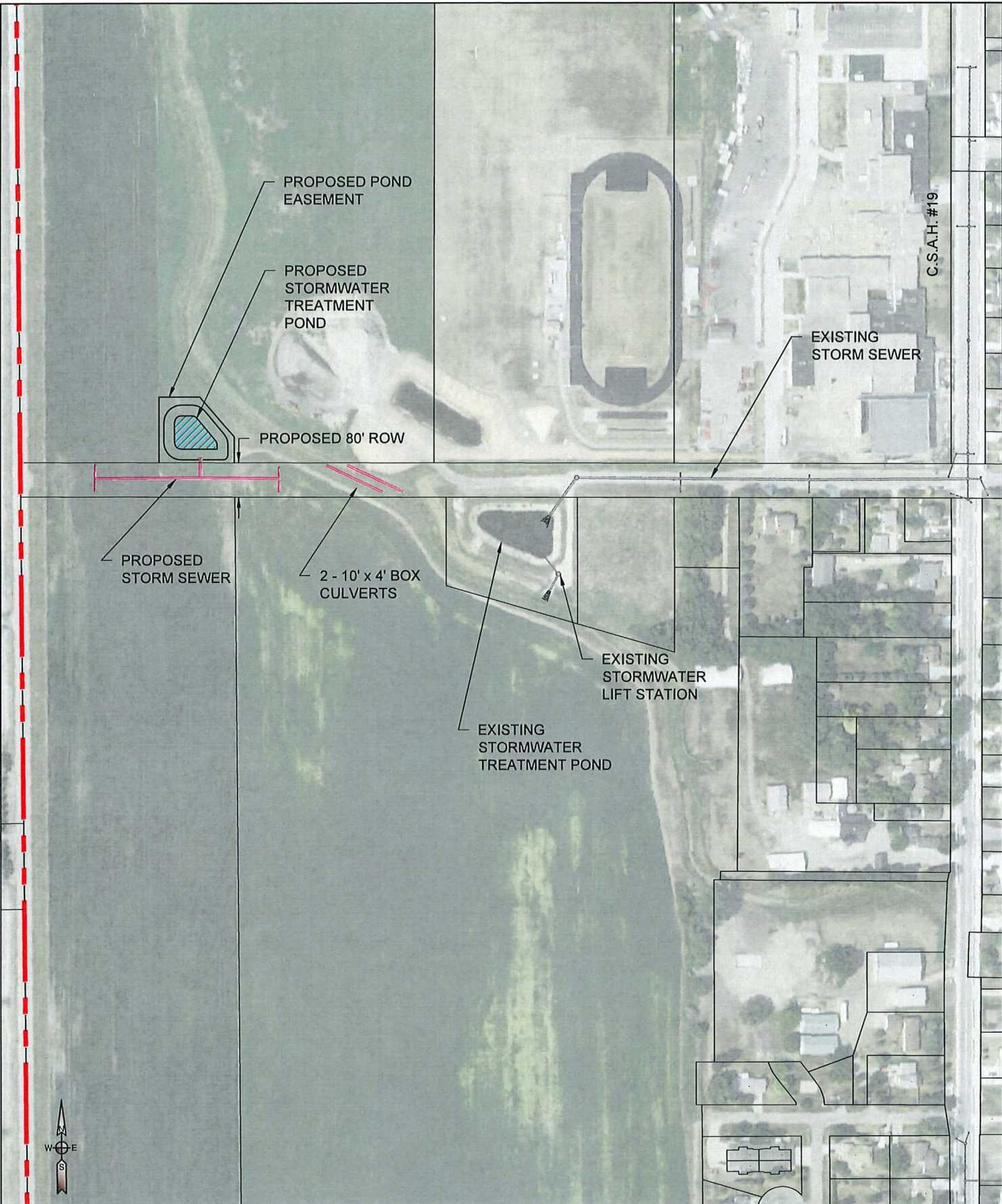
PROPOSED 80' ROW

10" PVC

EX. 10" PVC



	EXHIBIT 4 Sanitary Sewer Improvements Street & Utility Improvements – 7th Street SW
	Project Number: 23.23520 June, 2023 Glyndon, Minnesota



PROPOSED POND EASEMENT

PROPOSED STORMWATER TREATMENT POND

PROPOSED 80' ROW

C.S.A.H. #19

EXISTING STORM SEWER

PROPOSED STORM SEWER

2 - 10' x 4' BOX CULVERTS

EXISTING STORMWATER LIFT STATION

EXISTING STORMWATER TREATMENT POND



EXHIBIT 5



Storm Sewer Improvements
Street & Utility Improvements -
7th Street SW

Project Number: 23.23520
June, 2023
Glyndon, Minnesota

B-618 CURB 32' FACE TO FACE

PROPOSED 80' ROW

2 - 10' x 4' BOX
CULVERTS

C.S.A.H. #19



EXHIBIT 6



Street Improvements
Street & Utility Improvements -
7th Street SW

Project Number: 23.23520
June, 2023
Glyndon, Minnesota

CITY OF GLYNDON, MINNESOTA
COUNTY OF CLAY
REQUEST FOR REZONING

Name: UC HOPE

Address: _____

Location of Property: Section 11 Township 139 N Range 47W

Description of Property: Tenney's 1st Addition lot 013 Block 003
Legal / Lot Number(s) subdivision CDSS70

Parcel Identification No: 55.750.0260

Subdivision: Tenney's 1st Addition lot 013

Deed Restriction: _____

Zoning Classification Requested: Commercial

Present Zoning: Residential

Fee: \$200.00

Cindy Nelviksen
Signature of Owner or Agent of Owner

5/31/2023
Date

Rezoning Request (Cont'd)

I (We), the undersigned, do hereby respectfully make application and petition the City Council to amend the zoning map as hereinafter requested, and in support of this application, the following facts are shown:

(Complete either 1 or 2)

1) The property is part of a recorded plat. The property sought to be rezoned is located at _____ Between 2nd Street and 3rd Street on the _____ side of the street, and is known as Lot(s)/Block Number 003 of CD 5570 Subdivision. It has frontage of _____ feet, and a depth of _____ feet.

2) The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage also).

.20 acre lot

3) The property sought to be rezoned is owned by:

Name: UC HOPE

Street Address: 218 Eglon Avenue

City: Glyndon State: MN Zip: 56547

4) It is desired and requested that the foregoing described property be rezoned from

residential to commercial

Rezoning Request (Cont'd)

- 5) It is proposed that the property will be put to the following use:

Thrift store with profits used to help families in Dilworth, Glyndon and Felton communities.

- 6) It is proposed that the following building(s) will be constructed:

N/A

- 7) Attach a statement hereto indicating why, in your opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such change will not be detrimental to the public welfare, nor the property of other persons located in the vicinity thereof.
- 8) Attach two (2) prints of a parcel map drawn at a scale of not less than 1" – 20", if the parcel is under three acres, and 1" – 100' if the parcel is three acres or more, showing the lot or parcel in question, and all adjacent and abutting property lines, public rights-of-way and existing zoning.

Signature of Applicant: Cindy Hemiben

Address: Glyndon

Phone Number: 701-361-8336

- 9) Applicant's basis of representation (e.g., legal representative, owner, option to buy):

UC HOPE Board President

CITY OF GLYNDON, MINNESOTA
COUNTY OF CLAY
REQUEST FOR REZONING

Name: UC HOPE

Address: 218 Eglon Ave Glyndon

Location of Property: _____

Description of Property: 594' of lots 15-20 Blk 3 Tenney's 1st Add Lot 015
Legal / Lot Number(s) Block 003 Subdivision CD 55750

Parcel Identification No: 55.750.0280

Subdivision: Tenney's 1st Add lot 015

Deed Restriction: _____

Zoning Classification Requested: Commercial

Present Zoning: Residential

Fee: \$200.00

Cindy Henniksen 5/31/2023
Signature of Owner or Agent of Owner Date

Rezoning Request (Cont'd)

I (We), the undersigned, do hereby respectfully make application and petition the City Council to amend the zoning map as hereinafter requested, and in support of this application, the following facts are shown:

(Complete either 1 or 2)

1) The property is part of a recorded plat. The property sought to be rezoned is located at 218 Eglon Ave Between 2nd Street and 3rd St Street on the _____ side of the street, and is known as Lot(s)/Block Number 003 of cd 55750 Subdivision. It has frontage of _____ feet, and a depth of _____ feet.

2) The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage also).

3) The property sought to be rezoned is owned by:

Name: UC HOPE

Street Address: 218 Eglon Ave

City: Glyndon State: MN Zip: 56547

4) It is desired and requested that the foregoing described property be rezoned from residential to commercial.

Rezoning Request (Cont'd)

- 5) It is proposed that the property will be put to the following use:

Thrift Store using the profits to help people in the Dilworth, Glendon and Jetton communities. We have hopes to eventually offer more programming on site.

- 6) It is proposed that the following building(s) will be constructed:

N/A

- 7) Attach a statement hereto indicating why, in your opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such change will not be detrimental to the public welfare, nor the property of other persons located in the vicinity thereof.
- 8) Attach two (2) prints of a parcel map drawn at a scale of not less than 1" – 20", if the parcel is under three acres, and 1" – 100' if the parcel is three acres or more, showing the lot or parcel in question, and all adjacent and abutting property lines, public rights-of-way and existing zoning.

Signature of Applicant: Cindy Henneken

Address: Glendon, MN 56517

Phone Number: 701-361-8336

- 9) Applicant's basis of representation (e.g., legal representative, owner, option to buy):

President of UC HOPE

Wendy Affield

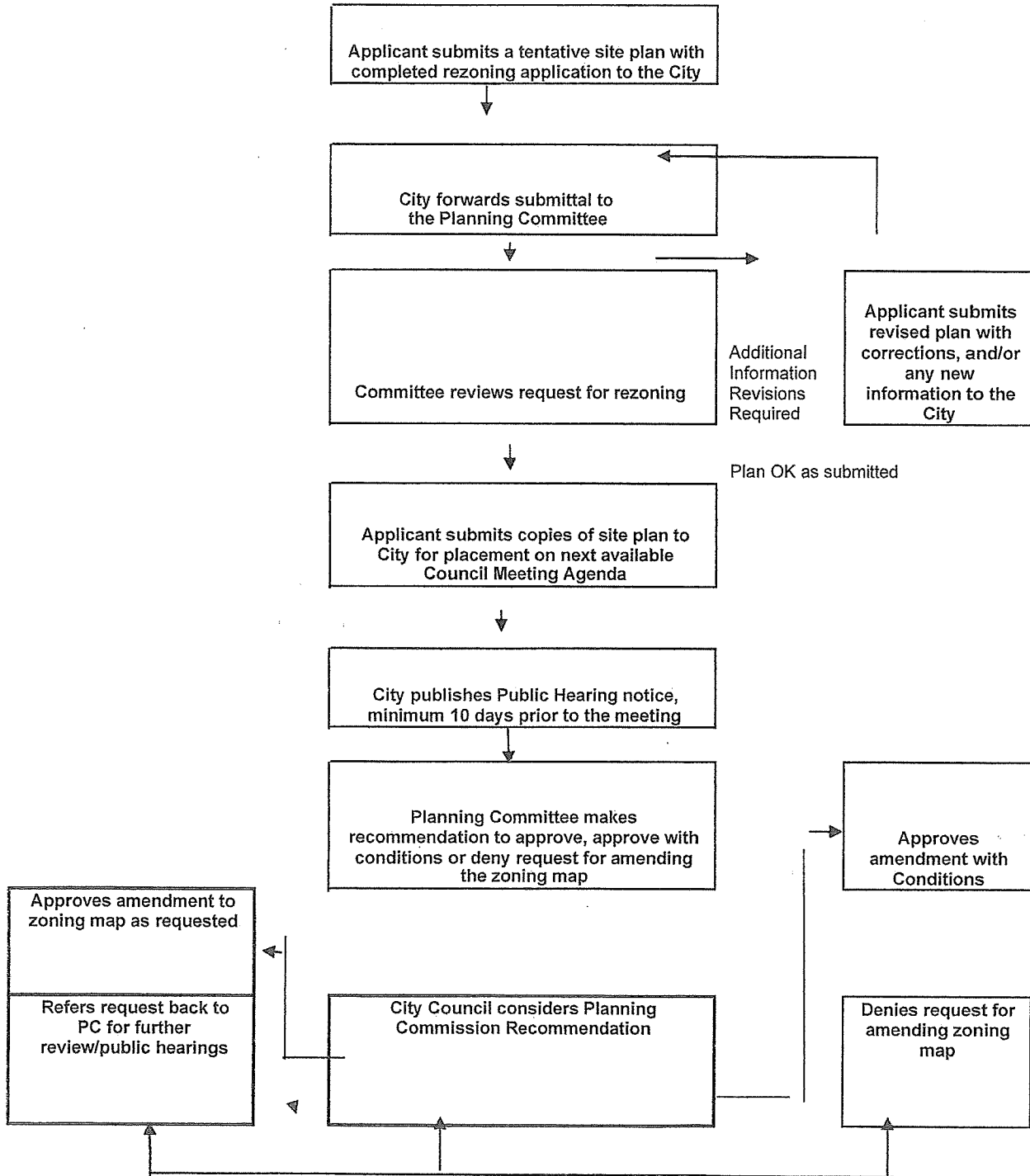
From: Yahoo <inspschroed@yahoo.com>
Sent: Wednesday, June 7, 2023 1:51 PM
To: Wendy Affield
Subject: Zoning request

UC Hope has requested a change to the zoning classification of their property. The block at this time is zoned R-1 and the southeast corner is owned by Fuchs Sanitation, this property is already zoned C-1. If this request is granted, I would be in favor of the change.

That block would be zoned R-1 for the north half and C-1 on the south half. I do not consider this (spot zoning).

Steven Schroeder

Rezoning Process Flow Chart



HOUSING

The omnibus housing bill includes \$1 billion to support construction, acquisition, and preservation of housing, including nearly \$300M in direct appropriations to cities and new and existing grant opportunities for cities to support local housing efforts, including:

- **Workforce Housing:**
 - \$95M one-time increase to the Economic Development & Challenge Fund Grant Program (for a total of \$120.85M for FY 24-25)
 - \$35M one-time increase to the Greater Minnesota Workforce Housing Development Program
 - Additional \$20M for the Workforce Homeownership Program (in addition to \$40M for the program authorized in the omnibus tax bill, for a total of \$60.25M)
- **Preservation and Rehabilitation:**
 - \$50M for public housing rehabilitation
 - \$90M in community stabilization funding for naturally occurring affordable housing
- **Direct Local Housing Aid:**
 - 0.25% metro sales tax to be distributed via formula to metro-area cities over 10,000 in population
 - \$4.5M formula housing aid distribution to greater Minnesota cities authorized in omnibus tax bill

INFRASTRUCTURE INVESTMENT AND JOBS ACT (IIJA)

- The transportation bill provides \$216 million for matching grants and creates a program within the Minnesota Department of Transportation for technical assistance grants for local units of government.
- Establishment of \$115M state competitiveness fund for federal matching funds, grant development assistance, and technical assistance for IIJA/IRA-funded energy projects.
- \$240M to replace private and public lead service line drinking water connections.
- Passage of required matching funds for state access to IIJA federal resources supporting roads and bridges, transit, water, cybersecurity, energy, and transportation.

JUNETEENTH

- Juneteenth was officially added as a state holiday to recognize the date on which slavery was ended in the United States.
- On June 19, 2023, and on June 19 each year after, public business cannot be conducted in observance of the holiday.

LOCAL GOVERNMENT AID (LGA)

- \$80M annual increase
- Formula updates will help make more cities eligible for LGA and replaces antiquated variables with more intuitive factors.

OPEN MEETING LAW

- The state and local government bill authorizes officials to participate in a meeting via interactive technology from a nonpublic location up to three times a year if advised by a health care professional against being in a public place for personal or family medical reasons.

PAID FAMILY & MEDICAL LEAVE

- The new law creates a state-administered paid family and medical leave insurance program beginning Jan. 1, 2026 that all employers will be required to participate in.
- All employers will pay into an insurance program established under DEED, in which employees can apply for up to 12 weeks of paid medical or family leave, or up to 20 weeks combined, annually.

PENSIONS

- \$170M in one-time direct state aid to the PERA General Employees Retirement Plan
- \$19.4M to the PERA Police and Fire Retirement Plan

PUBLIC SAFETY

- \$210M in one-time public safety aid to all cities. The aid can be spent on fire, police, emergency medical, or other public safety needs.
- The public safety duty disability bill contains mental injury prevention and treatment measures and provides \$104 million to pay for related costs. The bill also provides full reimbursement to employers for the continued health insurance requirement for disabled employees.
- A new law imposes criminal penalties for possession of a used catalytic converter that is not attached to a vehicle and prohibits a scrap metal dealer from purchasing a catalytic converter that is not attached to a vehicle unless the seller can document proof of ownership.
- The omnibus public safety bill contains provisions pertaining to youth intervention, carjacking, body camera footage release, police accountability, and law enforcement job recruitment.

Wendy Affield

From: Cheryl Hahn <cityofsebek@wcta.net>
Sent: Tuesday, June 13, 2023 1:12 PM
To: Cheryl Hahn
Subject: in case you missed it.....Juneteenth holiday now Effective THIS YEAR

Per the LMC website the effective date was changed and it is a required holiday this year.

New Juneteenth Holiday Will Be Effective This Year

May 23, 2023

A provision included in the state and local government omnibus bill adjusts the previous effective date to make the holiday required this year.

A bill to establish Juneteenth as a state-recognized holiday, [HF 48 \(Rep. Ruth Richardson, DFL-Mendota Heights/Sen. Bobby Champion, DFL-Minneapolis\)](#), was passed off the Senate floor on Jan. 26 with a vote of 57-8. On Feb. 2, it was passed by the House by a vote of 126-1. The bill was signed into law by Gov. Tim Walz.

The holiday is to recognize the date on which slavery was abolished in the United States. **Public business cannot be conducted on June 19 in observance of the holiday.**

The new law was set to go into effect on Aug. 1, 2023, however, **a provision contained in [HF 1830 \(Rep. Ginny Klevorn, DFL-Plymouth/Sen. Samakab Hussein, DFL-St. Paul\)](#), the state and local government omnibus bill, changes the effective date to make the new holiday effective before June 19 of this year, requiring that the day be observed.**

The HF 1830 conference committee report containing the updated effective date was passed by the House and Senate and will now go to Gov. Tim Walz to be signed. **Cities will need to update their existing schedules to reflect the June 19 holiday and make any necessary adjustments.**

[Read more news articles](#)

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be donated or received only by permanent City employees who are not probationary, temporary, or otherwise limited in term.

Holidays:

Holidays include: New Year's Day, January 1; Martin Luther King's Birthday, the third Monday of January; Washington's and Lincoln's Birthday, the third Monday in February; Memorial Day, the Last Monday in May; Independence Day, July 4; Labor Day, the first Monday in September; Veteran's Day, November 11; Thanksgiving Day, the fourth Thursday in November; The Friday following Thanksgiving Day, the fourth Friday in November; and Christmas Day, December 25.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive pro-rated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

Workweek:

The definition of workweek for the City of Glyndon shall be as follows: The workweek will begin on Monday at 12:00 a.m. through Sunday at 11:59 p.m.

Hours of Work

Work Hours:

Work schedules for employees will be established by supervisors. The regular work week for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City in accordance with the customs and needs of the individual departments.

Core Hours:

To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work during the hours of 9:00 a.m. to 3:30 p.m., Monday through Friday unless away from the work site for a work-related activity or on approved leave.

Meal Breaks and Rest Periods:

A paid fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more