

Glyndon City Council

1/11/2017

7:00 a.m. Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 a.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Joe Olson and Kimberly Savageau, Deputy City Clerk Wendy Affield, Police Chief Mike Cline, Maintenance Supervisor Scott Lofgren and City Engineer Chris Thorson.

As Per Sign in Sheet: Ted Dahl.

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 12-28-16 Council Meeting
 - b. Motion to Approve Resolution of Payments – Joe Olson made a motion to approve the Consent Agenda, seconded by Dave Owings.
Motion Carried.

4. **Additions to Agenda**
 - Nothing at this time.

5. **Motion to Approve Agenda**

A motion to approve the 1/11/2017 Agenda was made by Dave Owings, seconded by Kimberly Savageau.
Motion Carried.

6. **New Business**

- a. **Annual Organizations**

1. **Official Depositories** – Northwestern Bank in Dilworth
 2. **Official Paper for Publications and Public Notices** – Clay County Union

Council discusses having two (2) Official Newspapers that go to print at different times of the week so if an item needs to be published you will have an option as to how soon you can have it run. Dave Owings suggested the Forum. Savageau asked if it needs to be in Clay County, stating the County uses the Extra Newspaper for their publications. Council discussed the day each paper publishes notices and feel the Extra would work better. Mayor Johnson will check with the Extra and see what the cost would be for publications. Savageau asked if you can have more than one official newspaper. Affield stated Mr. Norman was the one that suggested the City have two (2) papers but she will check with him.

3. **Vice-Mayor** – Dave Owings
 4. **Council By-Laws** – For review only
 5. **Council Committee Appointments** –
 - **Maintenance Department** – Joe Olson & Justin Schreiber

- **Fire and Police Department** – Dave Owings & Justin Schreiber
- **Finance Department** – Mayor Cecil Johnson & Kimberly Savageau
- **School Board Liaisons** – Dave Owings & Joe Olson
- **HR Committee** – Kimberly Savageau & Joe Olson
- **Council Representative to FM Metro COG** – Dave Owings & Justin Schreiber
- **Planning and Zoning Committee** – Mayor Cecil Johnson & Kimberly Savageau

Dave Owings made a motion to approve the Annual Organizations topics one through five (1-5), and adding the Extra paper as a second Official Newspaper pending Ken Normans approval, seconded by Justin Schreiber.

Motion Carried.

b. Minnesota Housing 2017 Participation Program (MCP) – Clay County HRA – Mayor Johnson informed Council this is for informational purposes only. Affield informed Council Dara Lee from Clay County HRA has already included Moorhead, Barnesville, Dilworth and Glyndon in the program.

c. 2-Year Financial Project Plan – Joe Olson – Olson would like a financial vision on the four projects he sees starting in the next few years.

1. Parke Avenue reconstruction in 2018
2. Housing Development in Centennial Addition
3. Water Looping Project
4. Street Projects

Olson feels these projects need to be looked at financial so Mr. Drown can be aware of what the City will be looking at in the next few years for bonding. Mayor Johnson discussed emails he has been reading from the Mayors Association regarding work sessions prior to a meeting to discuss a specific topic more thoroughly. Savageau likes the idea and would hope the budget process could start in July so an accurate number could be set for the preliminary levy. Olson discussed the Housing Development in Centennial, stating Ken Norman and David Drown have been working with the Developers and have not yet informed Council on the financial portion of the project. Olson explained the water looping project is waiting to see if the Bonding Bill passes in the Legislature. Thorson informed Council if the Bonding Bill is passed the City would only be responsible for twenty (20) percent of the project. Thorson also informed Council the contractor who received the project will honor the bid price if the project is done in 2017. Olson would like Thorson to work with Dave Overbo on the Parke Avenue project and calculate what the cost will be for the City on both the cost sharing portion with the County and the City's own underground portion. Olson feels the street projects for 2017 and 2018 will depend on what the other three (3) projects amount to financially.

d. Petition for Street Vacating – Dave Owings made a motion to schedule a Public Hearing for Monday, January 30th, 2017 at 6:00 p.m. at the Glyndon Community Center in regards to the petition for vacating streets in Centennial Addition, seconded by Joe Olson. Motion Carried.

7. **Old Business/Unfinished Business**

a. Lynn Stuhag – Discussion on Property Taxes – Mayor Johnson informed Council it is not their place to set the property taxes, the County sets them and Mr. Stuhag will need to work with the County Commissioner on his property tax issue. Ted Dahl informed Council he is

the owner of Buffalo River Sales and asked if the City has anyway of helping with this situation. Savageau explained the preliminary tax levy was set at seven (7) percent and was brought down to three (3) percent so he will see some change when his actual property tax statement is received. Dahl does not understand why other businesses in this area did not increase as much as his did. Mayor Johnson informed Dahl County Commissioner Frank Gross explained to him that the County assesses property every five (5) years and believes the property on Highway 10 may not have been kept up with the increasing assessment values. Affield informed Council part of the increase may be from the market value of his property going up almost \$500,000. Owings stated the City has no control of how the County Assessor rates the market value of property. Savageau explained the Assessor's office is controlled by the Minnesota Department of Revenue, they have to be notified for every sale of property that has a consideration price of more than a thousand dollars (\$1,000) the County has to notify them of all the information on the sale and then the State has a certain percentage the County has to follow when figuring the market value. Savageau informed Dahl he should receive a green sheet with his proposed value for pay 2018 and it should state on there a time and place where he can dispute the findings for taxes payable in 2018. Dahl is searching for an answer as to why his property is valued so high compared to property in other towns. Council understands the frustration Mr. Dahl is having concerning the increase and will keep checking to see if they can help find the answers to his questions. Savageau stated the Assessor's Office has to be within a certain percentage of the market rate otherwise the MN Department of Revenue will notify them, it is mandated to follow the guidelines of the State. Schreiber asked Savageau if she knew why the property may have been under assessed. Savageau stated she does not like to speculate but it is possible the assessor was not able to go inside the structure to get an accurate assessment or the value may have been taken off of the selling price from the prior owner. Mayor Johnson will check with the City Attorney and let Mr. Dahl know what he figures out.

b. Update on 418 2nd Street SE – An email was included in the Agenda from Mr. Schroeder informing Council the plates and knee walls have been completed by Mr. Sjothun and the house is ready to be set. Schroeder stated the house mover had informed him prior the weather would need to be a little warmer before he can set the house. Council discussed the options they have to make sure the project keeps moving forward in a timely fashion. Chief Cline stated Council has turned this over to Building Inspector Schroeder to make sure the project is progressing. Joe Olson made a motion to instruct Mr. Schroeder to visit with the house mover and find out when the house will be placed, so Council has a date to look at, seconded by Dave Owings.
Motion Carried.

c. Administrator Job Discussion – Letter from Nick Schultz – Mayor Johnson suggested moving the Administrator Position back to a Clerk/Treasurer position due to the difficulty of finding an experienced Administrator within the City's salary limit. Olson stated his expectations for the Administrator position was to have an individual come into City Hall with the experience and knowledge that would allow them to dive into the job with little training. Olson does not feel where the salary amount is set the City will find that individual. Olson would like to see Affield moved into the Clerk/Treasurer position and hire someone for the Deputy City Clerk position. Mayor Johnson informed Council Affield has been doing the job for close to seven (7) months now and would like to know if anyone feels she has not been doing an adequate job. Chief Cline stated if Anderson would not have left the Clerk/Treasurer position it would not have been changed to an Administrator. Cline informed Council the City has been running for the last seven months with Affield not only doing the Clerk's duties but also the Deputy Clerk's duties, she is putting in the extra hours necessary to keep things moving forward. Savageau thought the City would find a qualified, experienced person to fill the Administrator position in

the salary range but cannot justify paying someone more money than what the Department Heads who have been here for years are making. Schreiber feels if you have a person that knows what is going on and does a good job, you want to keep that person around. Olson asked to hear from Affield on this subject. Affield informed Council at the time the Clerk position came available she was asked if she would like to move into that position and at the time she was happy with her current job so she decided not to pursue that position, but since she has been doing both jobs for almost seven months she feels she would perform well in the Clerk position. Affield stated, after thinking about the possibility of moving into that position she realized she could bring parts of her current job with her. Affield stated she is very fortunate with having knowledgeable individuals working for the City if she needs help and the League of Minnesota Cities is a good resource for answers. Owings understands the need to change back to a Clerk/Treasurer but would like the City to change the Deputy City Clerk position to more of a bookkeeper role which would not require the salary range of a Deputy City Clerk. Council discussed and agreed the office position will be advertised for an Administrative Assistant with minor bookkeeping experience. Mayor Johnson would like the advertising to start as soon as possible. Olson made a motion that was withdrawn until further discussion on salary for the Clerk position. At this time Mayor Johnson requested the Department Heads to give their reports prior to going into a closed meeting concerning salary negotiations.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline informed Council his Officers will be sworn in at the January 25th Council Meeting and his year-end report should be completed at that time.

b. Bob Cuchna, Fire Chief – Not Present.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren informed Council his department was able to make a Zamboni for the skating rink to help keep the ice smooth.

d. Wendy Affield, Deputy City Clerk – Affield informed Council Kevin Johnk from the Clay County Trailblazer's asked if they could use the lot east of their building for parking during the Vintage Snowmobile Show & Ride on January 21st. Dave Owings made a motion to grant the Clay County Trailblazers access to the lot east of their building for parking on January 21st, seconded by Kimberly Savageau. Motion Carried.

Affield informed Council after visiting with Brian Stavenger from Eide Bailly the 2016 Audit has been scheduled for the week of February 27th, 2017. Owings asked Affield if she has been contacted from someone in Minneapolis concerning the lots in Stockwood. Affield stated she has had a few call requesting prices and lot sizes and has directed them to the information on the City's website. Mayor Johnson informed Council he has an individual that may be coming to Council with a bid on a few lots. Mayor Johnson would like to clarify Option 1 and Option 2 with the lot prices on the sheet Ken Parkes put together for the City. Owings explained with Option 1 the purchases would pay the full price of the lot including Specials and Option 2 gives the purchaser the option to pay the Specials over a period of time. Owings stated the City owns the lots and has the choice to drop the price if they so choose. If a person is interested in a lot and would like to negotiate on a price they would need to come to a Council Meeting and then the meeting would be closed for the negotiation process and reopened when finished.

e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee – Trying to figure out a time to do something at the skating rink. Lofgren informed Council the rink is better this year due to the cold weather, warmer weather will not affect it the way it did last year.

Chris Thorson is working with the County on behalf of the City concerning the Parke Avenue project coming in 2018. Olson would like an update on the financial costs of the project as soon as it is available.

Kimberly Savageau made a motion to close the meeting to talk about wages for the Clerk/Treasurer position, seconded by Dave Owings.
Motion Carried.

Kimberly Savageau made a motion to close the salary negotiation meeting, seconded by Justin Schreiber.
Motion Carried.

Joe Olson made a motion to open the Regular Council Meeting, seconded by Kimberly Savageau.
Motion Carried.

Joe Olson made a motion to move Wendy Affield into the City Clerk/Treasurer position effective on January 27th, 2017 with a start pay of \$55,000.00, she will be on hourly pay until one (1) month after the Administrative Assistant's date of hire which at that time she will change to salary and Council is directing her to draw up a Resolution to change the Administrator position back to a Clerk/Treasurer position, seconded by Justin Schreiber.
Motion Carried.


Affield will put together an ad for the Administrative Assistant and have the HR Committee review prior to sending it to be advertised. Salary will be decided at a later time and will be hourly. Schreiber feels the salary should be based off of experience which will need to be decided later in the hiring process. Owings stated Mayor Johnson and one Council Member will participate in the application review process along with Affield reviewing but not scoring. Mayor Johnson and Kimberly Savageau will do the reviewing of the applications and bring the finalists to Council for approval.

9. Open Forum –

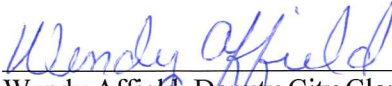
10. Miscellaneous Announcements –

11. Adjournment

A motion was made by Kimberly Savageau, seconded by Dave Owings to adjourn at 8:30 a.m.
Motion carried.



Cecil Johnson, Mayor



Wendy Affield, Deputy City Clerk

January 11th, 2017 Glyndon City Council Minutes