

Glyndon City Council

3/9/2016

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, Chris Jensen, Joe Olson and Kimberly Savageau, City Clerk/Treasurer Denise Anderson, Deputy City Clerk Wendy Affield, Police Chief Michael Cline, Maintenance Supervisor Scott Lofgren, City Engineer Chris Thorson.

As Per Sign in Sheet: Sara Dixon, Adam Altenburg and Karen Kringler.

3. **Motion to Approve Consent Agenda**

- a. Minutes – 2/24/16 Council Meeting
- b. Motion to Approve Resolution of Payments – Chris Jensen made a motion to approve the Consent Agenda, seconded by Joe Olson.
Motion Carried.

4. **Additions to Agenda**

- Lion's Gambling Permit Approval – Karen Kringler
- Glyndon-Felton Parents Gambling Permit Approval
- Stockwood Business Park Request for Proposal and Redistribution of Assessments on Two Lots – Chris Thorson

5. **Motion to Approve Agenda**

A motion to approve the 3/9/16 Agenda was made by Chris Jensen, seconded by Kimberly Savageau.
Motion Carried.

6. **New Business**

a. Consolidated Communications – Sara Dixon – Dixon informed Council that Consolidated Communications is an alternative internet service for businesses not residential homes. Dixon explained that their primary business is building fiber directly to customers so they can receive high speed internet. Dixon stated that they have an engineering crew that determines if it is feasible to build fiber to the location based on the services the customer wants or needs. A resident of Glyndon who has a business in their home has contacted her to see what it would cost to have this service brought to his home. Dixon informed Council that fiber was installed on Highway 10 back in 2012, it was part of the federal stimulus grant to run fiber from Fargo/Moorhead to Brainerd. The stimulus route was installed specifically to be used for City Government and Health Care Providers. Dixon explained that it would be more feasible and cost effective if they can install a few other businesses on the way to a specific location. Olson asked if they have to have a certain amount of customers before they would lay the fiber. Dixon stated that not exactly, they look at the products the customer wants and the terms of how long they want the service for, as long as they see pay back in their building model they will move

forward with the fiber. Dixson informed Council that they do not do individual residents unless they have a business, but they do cater to apartment buildings. Owings asked about wireless service. Dixson explained that they do not have wireless services because it is problematic and not feasible to upgrade the equipment and frequencies. Jensen informed Dixson that when Parke Avenue is reconstructed in 2018 it would be a good time to consider installing the fiber which will run in front of the School. Owings informed Council that he has visited with Arvig and was informed that they were going to install fiber when Parke Avenue was reconstructed so they can service the development on the South end of town. Affield was instructed to send a list of businesses to Ms. Dixson.

b. METRO-COG Draft Review of City Zoning – Adam Altenburg – Mr. Altenburg handed out a draft of the Zoning Ordinance that he has been working on for the City of Glyndon and explained that it is 95% completed and instead of going through page by page he would like to highlight the changes that have been made.

Chapter 10: Zoning Districts – Altenburg is in the process of supplying the City with new updated zoning maps. Altenburg stated that the City has separated their three residential zoning districts into four which will be:

1. Single-Family Residential District (R-1)
2. Two-Family/Medium Density Residential District (R-2)
3. Multiple-Family Residential District (R-3)
4. Manufactured Housing Residential District (R-4)

Altenburg stated that along with the four residential districts the City has:

5. Agricultural District (A)
6. General Commercial District (C-1)
7. Commercial/Agriculture District (C-2)
8. Industrial District (I)

Altenburg explained that a major change in the ordinance is that storage buildings will not be allowed in commercial districts anymore. Altenburg stated that the Planning Commission will be the City Council and the Zoning Administrator will be appointed by the City Council. The Nuisance Ordinance was strengthened by changing the language concerning multiple vehicles located on the property and for how long they will be allowed on site. Council discussed amending the Nuisance Ordinance so it follows the guidelines that are in the Zoning Ordinance. Home occupations will be left up to the Council to decide if they will need to require obtaining a permit process for their home business. Jensen asked Chief Cline if the Police Department has a list of daycare providers in the City. Cline stated that he has received a list of licensed providers that are approved by Social Services. Altenburg stated another change was limiting manufactured housing to only be allowed to be located in the mobile home courts. This is for any new manufactured homes, the manufactured homes already stationed around the City will be grandfathered in, if removed a new one will not be allowed on that property. Discussion concerning signage may need further review Altenburg suggested. The first reading of the Zoning Ordinance will be during the March 23rd Council Meeting at 7:00 p.m., a Public Hearing for residents that may have questions will be at 6:30 p.m. prior to the April 13th Council Meeting which was changed from 7:00 a.m. to a night meeting at 7:00 p.m., at that time the second reading of the ordinance will occur with the third and final reading happening at the Council Meeting on April 27th at 7:00 p.m. Altenburg informed Council that he will have a red line copy of the changes for the residents to review at City Hall or on the City website. Jensen questioned

R2 & R3 zoning districts as to, is there anything that states you have to have a buffer zone between R1 Residential and district R2 & R3. Jensen's main concern is R3 Multiple-Family, the possibility of apartment buildings being built close to a residential development that may devalue the property of a single family home owner. Altenburg will look into this and see if he can incorporate it into the ordinance. Anderson asked Mr. Altenburg if the 180 consecutive days has been changed. Altenburg responded with "yes it has". Mayor Johnson questioned when the time would be that individuals would be able to purchase a lot in the Stockwood development. Jensen feels that it would be in the best interest to have the ordinance in place so the individual purchasing the property knows what they will be allowed to build in that area. Savageau stated that usually a real estate transaction will take up to sixty (60) days to finalize and the zoning ordinance should be in place by then. Anderson informed Council that technically the City cannot sell a lot until the electric is installed. Anderson will visit with Xcel Energy and see what their schedule is for installing power to Stockwood. Savageau asked Mr. Altenburg to explain what a Conditional Use Permit is compared to a Variance, now that the City has added the option of requesting a Conditional Use Permit in their new Zoning Ordinance. Altenburg explained that Variances are departures from the code due to an owner hardship as a Conditional Use Permit is something that would normally not be allowed but the Council may decide that in this instance it will be allowed. Olson asked if it is normal in other cities to allow Conditional Use Permits. Altenburg stated that if you attend a Fargo Planning Commission Meeting, Conditional Use Permits are mainly what the meeting consists of.

c. Charitable Gaming Permit for Raffle – Glyndon Cub Scouts Pack 641 for March 20, 2016 – Dave Owings made a motion to approve the Charitable Gaming Permit for the Glyndon Cub Scouts Pack 641, seconded by Kimberly Savageau.
Motion Carried

d. Application for Exempt Permit – Glyndon Firefighters Relief Association for April 2, 2016 – Chris Jensen made a motion to approve the Application for Exempt Permit for the Glyndon Firefighters Relief Association, seconded by Joe Olson.
Motion Carried.

At this time the Council addressed two items that were Additions to the Agenda –

➤ **Lion/Lionesses Gambling Permit for Bingo on March 19, 2016 – Karen Kringler**
– Chris Jensen made a motion to approve the application for the Gambling Permit based on the acceptance from the State, seconded by Dave Owings.
Motion Carried.

➤ **Glyndon/Felton Elementary Parents Association Gambling Permit** – Chris Jensen made a motion to approve the Gambling Permit Application from the Glyndon/Felton Elementary Parents Association, seconded by Joe Olson.
Motion Carried.

e. Monsanto – TIF District 1-3 Approval of Costs Eligible for Reimbursement – Anderson informed Council that she only wanted Council to be aware that David Drown has looked over the request for reimbursement for Monsanto's expansion. Mr. Drown concedes with Monsanto's records, so the City will over the course of ten (10) years be reimbursing Monsanto \$525,000.00 through the TIF District that was set up. The TIF funds come from the property taxes that Monsanto will pay to the County. Twice a year the City will receive property tax payments from Clay County and in turn the City will pay down on the TIF District to Monsanto.

Once the TIF District has been paid off in ten (10) years the property tax funds will come directly to the City.

f. Monsanto – TIF District 1-3 Annual Reporting of Development Agreement –

Anderson explained that the letter included in the Agenda Packet states that Monsanto has reported the annual disclosure information concerning the hiring of employees that was required in the Developers Agreement and states that at this time they have not met the goal, so they will continue making annual reporting until that goal has been met.

7. Additions to Agenda

➤ **Chris Thorson, Ulteig Engineering** – Thorson first talked to Council concerning the water tower logo and was wondering if Council has decided to either leave the three (3) Glyndon's on the tower or delete one and add the DGF Rebel logo. Owings stated that when he and Olson contacted the School Board, they were informed that the school is not willing to help fund the logo. Owings asked Thorson to remind Council the color scheme the water tower will be painted. Thorson stated that the main color of the tower will be tan and the wording will be a reddish burgundy, it will match the "GLYNDON" signs that are located on the West and East ends of town. Mayor Johnson made a motion to have three (3) Glyndon's painted on the water tower, seconded by Kimberly Savageau. Motion Carried.

Chris Thorson handed out copies of the Stockwood Business Park Request for Proposals that he has been working on with Denise Anderson. Thorson explained that the first few pages explain about the community and what the land area consists of, the next few pages explain the submittal requirements for the proposal and the last pages are pictures of the lots that are available. Thorson requested Council to review the information and let Denise or himself know if they have any changes. Thorson had a few questions for Council concerning the money portion of the proposal. Thorson questioned if the Council is requesting the funds for each lot be paid in full up front or will they accept having assessments over a certain amount of time until they are paid off. Anderson stated that Jim Stewart the City's Bond Council highly recommends that the City does not reassess the lots. Thorson informed Council that Anderson figured out what each lot would cost after all the past assessment values and accrued interest were totaled. Thorson explained that there was an assessment evaluation put on the storm water pond which is City owned, stating in essence that would be lost funds on the project that the City would have to pay. Thorson also explained that lot one (1) on 2nd Street Southeast was sold to a private party years prior but was first divided into two (2) lots with all the assessments put onto the back lot. The back lot is not accessible at this time. Savageau explained that this was a tactic that developers did to get a development going, they would keep moving the assessments off to other lots so individuals would keep buying. Thorson explained that he took the cost of the storm water assessment and the assessment from the back lot that is not accessible and spread them among the other lots in Stockwood, that amount came to \$100,000.00. Jensen asked if the totals on the sheet include the funds that have been paid the last seven (7) years on the Bond. Anderson informed Council that it is the amount that the Bond was taken out for including the interest that the City has been charged. Jensen feels the lots are too expensive and would like to visit with Ken Parkes to get an idea of what lots around the area are selling for. Council discussed the price of the lots further and Savageau would like to know what the price would be without the assessments that the City has already paid for the last seven (7) years. Council discussed the option of dropping the price on the lots so they sell instead of sitting empty for years to come. Anderson would like to get the Request for Proposals out first and see if any Developers are interested before the City starts adjusting the price. Anderson explained that the City can negotiate with the Developer once a

proposal has been offered. Owings concerns are with the small sign by Highway 10 and the lot that was sold by Outlet A. Thorson stated that the lot three (3) by Outlet A is an issue since it splits up a large track of land that could be wanted by a Developer to build on. In the Request for Proposal it states that the City would talk with the owner of lot three (3) to see if swapping lots would be an option. Savageau noticed the spot in the proposal that states the City will pay up front for the electrical and then it will be split among the lots. Owings would like to make sure in the proposal that it states that the City is working on a Quiet Zone at this time just in case an assisted living facility would be built in the area. Savageau stated that the Quiet Zone topic has been included in the proposal. Since the proposal was just handed out Council has not had the opportunity to review it in depth. Savageau informed Thorson that the back lots up against the railroad tracks will be zoned Industrial and the front lots will be Commercial. Owings questioned if an individual would like to buy one lot, when would that be able to happen, during the proposal process or after the deadline date. Council discussed that the City will recoup the money just by having something built on the lots through utility billing and property taxes instead of the lots sitting empty. Council discussed what amount has been paid to date on the Bond and if it would be an option to reduce the amount being requested. Council discussed setting up a meeting with Ken Parkes to see what his ideas are concerning this development. Thorson discussed the possibility that if a Developer purchases the land they may have some other ideas of how they want the electrical and gas ran, so he suggested to wait with that process until the proposals come back. Council discussed if Xcel reimburses the installation charge that they discussed at prior meetings, would those funds need to go back to the individual who purchased the lot since the City would be assessing them for the cost of the electrical and gas installation. Mayor Johnson asked Thorson if his co-worker Chris Carlson has someone in mind that would be interested in the development. Thorson stated that Mr. Carlson works with Developers in the Fargo/Moorhead area and may have some connections and will be notifying them concerning the Request for Proposal. Karen Kringler informed Council that the City has tried to have an assisted living facility come to Glyndon but the cost to live here is too expensive no one would come. Mayor Johnson explained that he suggested an area where a retired resident could build and it would be considered an over fifty-five (55) community. Anderson talked to Mr. Parkes on the phone and scheduled a Special Meeting for Council to meet with him on Tuesday March 15th at 4:00 p.m. Anderson will advertise for the Special Meeting around town and on the website.

8. Old Business/Unfinished Business

a. HR Job Description Update – Owings explained that he and Mayor Johnson met with Mitch Berg last week concerning a grad student that would like to do a project for the City of Glyndon developing job descriptions. Owings stated that he has emailed information to Mr. Berg and has addressed Affield to do the same with any information the City has concerning job descriptions. Owings informed Council that the project should be done by the end of May.

b. Line Tracer/Water Tower Funding – Motion to Approve Expenditure – Lofgren would like to purchase a line tracer for the City that would locate water shut-offs and all water/sewer lines that now are installed with tracer wire which is required by law. Lofgren received a bid for \$3,805.00 and would like Council to allow him to order one which will come out of the Water Tower Fund. Chris Jensen made a motion to allow Lofgren to order the Line Tracer from Minnesota Pump Works, seconded by Dave Owings.
Motion Carried.

c. 2015 Eide Bailey Audit Engagement Approval – Anderson informed Council that she needs a motion from the Council accepting the Engagement Agreement Letter from Eide Bailey which allows them to do the City of Glyndon's yearly audit process. In the Engagement

Agreement it states that the fee for the audit will not exceed \$13,400.00 and if the GASB 68 needs to be filed by Eide Bailley a \$500.00 charge would be extra for that process. Chris Jensen made a motion to accept the Engagement Agreement between the City of Glyndon and Eide Bailley, seconded by Kimberly Savageau.
Motion Carried.

9. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Cline informed Council that the new furnace was installed at the Police Department, the new squad will be arriving in a few days and the high profile case he has been working on was in the news.

b. Bob Cuchna, Fire Chief – Not Present.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren informed Council that his department has been cleaning up winter equipment and have started working on preparing the City parks for the year. Lofgren state that the Sentence to Serve individuals were coming to help clean up around town since the weather has been nice.

d. Denise Anderson, City Clerk – Anderson informed Council that the on-site 2015 Audit is complete, now Eide Bailley will balance the funds at their office and she will email back and forth any further information they may need. Anderson informed Council that the windows are in for City Hall and Mr. Nelson would like a key for City Hall so he may install them on the weekend. Council discussed and decided that the windows would need to be installed during the hours City Hall is open. Anderson will meet with Ken Parkes today at 2:00 p.m. since she will be gone on Tuesday the 15th. Anderson informed Council that she redeposited the \$250,000.00 that was in a CD at Bell State Bank back into the Water Tower Account at Northwestern Bank. The City made \$827.09 in interest over a course of a year on the CD with Bell State Bank. Anderson will be attending the Municipal Officer Clerks Conference in St. Cloud from Tuesday through Friday. Anderson asked Council if they would like her to vote for a board member for Sparks (Red River Valley Co-op) since the City has voting rights. Council does not feel they should or can endorse a member.

e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee – Nothing at this time.

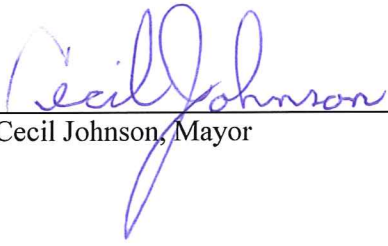
Jensen asked if the City was requesting donations for the hanging flower baskets this year. Affield informed Council that the flower baskets have been ordered from Thompson Greenery in Barnesville. The twenty-four (24) 16” pots that the City owns will be filled along with six (6) 24” larger pots that the City will purchase this year to put in special locations around the community. Affield will run a blimp in the newsletter the next few months on how residents can donate towards a hanging basket. Lofgren informed Council that the truck used to water the flowers was destroyed so he will be getting a small pump and trailer to haul behind the 4-wheeler to water the flowers this year.


10. Open Forum – Karen Kringler would like to discuss Glyndon Days at the next Council Meeting.

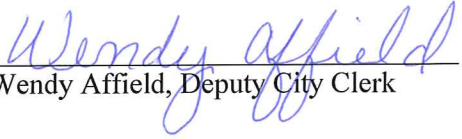
11. Miscellaneous Announcements –

12. Adjournment

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


Cecil Johnson, Mayor


Denise Anderson, City Clerk/Treasurer


Wendy Affield, Deputy City Clerk

March 9th, 2016 Glyndon City Council Minutes