

Glyndon City Council

3/23/2016

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

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Chris Jensen, Joe Olson and Kimberly Savageau, City Clerk/Treasurer Denise Anderson, Deputy City Clerk Wendy Affield, City Engineer Chris Thorson and Alex Ranz.

As Per Sign in Sheet: Michael Maddox, Adam Altenburg from METRO-COG, Joseph Olek and Karen Kringler.

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 3/9/16 Council Meeting
 - b. Motion to Approve Resolution of Payments – Chris Jensen made a motion to approve the Consent Agenda, seconded by Kimberly Savageau.
Motion Carried.

4. **Additions to Agenda**
 - Forestry Charge on Utility Bill – Kimberly Savageau

5. **Motion to Approve Agenda**

A motion to approve the 3/23/16 Agenda was made by Joe Olson, seconded by Dave Owings.
Motion Carried.

6. **New Business**

a. Ulteig – Plan Review for Water Looping Project – Chris Thorson informed Council that the project plans and specifications have been completed for the Water Looping Project and are ready to be sent out for bids. Thorson passed out a Proposed Project Schedule for the 2016 Water System Looping Project UEI. No. R15.01071.

March 23, 2016

Below is the proposed project schedule:

1. *Resolution approving plans and specifications and ordering advertisement for bids –
March 23, 2016*
2. *Advertise for bids – March 28 & April 4, 2016*
3. *Bids received – April 26, 2016 (11:00 a.m.)*
4. *PFA determination on funding (2-3 weeks – April 28 through May 19)*
5. *Award construction contract – May 25, 2016*
6. *Construction start – Schedule to start after Mid-June*
7. *Construction end – Prior to school start-up*

Chris Thorson explained the project schedule to the Council stating that the City will not want to award the contract until they have heard from the PFA on the funding the City may receive. Thorson informed Council that the end date should be around August 26th. Owings asked if it will take the contractor that long to actually complete the project. Thorson feels that it should take about a week at each location and there are three locations, so things should be completed within four weeks. Olson would like to know if the resident's water service will be disturbed during this time. Thorson stated that there should only be temporary disturbances when they tie into the mains at either end. Thorson stated the time disturbance the residents may be looking at would be a 2-4 hour window of not having water, so the City will want to put door hangers on the homes to inform the residents of the possible loss of water during that time. Thorson stated that the City has enough shut-off valves that it would only be a certain block shut-down, not the whole city area. Olson asked when the Water Tower will be hooked up for service. Thorson stated that he was just notified that the painters would like to start the painting process in April instead of May and the piping work will start in May. Owings asked when the dismantling will start with the old water tower. Thorson informed Council that once the new tower is in service the old tower will be removed, which should take less than five days to disassemble and haul away. Council discussed when they thought Glyndon Days would be this year, hoping the tower would be gone before that time.

b. Resolution 2016-4 Application Resolution to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund/Drinking Revolving Fund for improvements to its drinking water system/municipal waste water treatment system – Dave Owings made a motion to pass Resolution 2016-4 which will allow the City to send the application to the PFA Authority to see if the City qualifies for a loan from the Clean Water Revolving Fund/Drinking Revolving Fund for improvements to its drinking water system/municipal waste water treatment system, seconded by Chris Jensen. Motion Carried.

c. Resolution 2016-5 Approving Plans and Ordering Bids for the 2016 Water Main Looping Project – A motion was made by Dave Owings to accept Resolution 2016-5 approving plans and ordering bids for the 2016 Water Main Looping Project, seconded by Joe Olson. Motion Carried.

Mayor Johnson asked Thorson if the residents will need to be informed on any possible water discoloration during this looping process. Thorson stated that it could be a possibility to have some issues and will visit with Scott Lofgren and the contractor when the project begins.

d. Office Equipment – Wendy Affield – Affield passed out quotes to the Council for file cabinets that are needed for the back room, she would like to start the process of organizing all the paperwork that was brought over from the old depot. Affield explained that she is looking for three lateral cabinets and three vertical cabinets and asked if anyone knows of any that would be available for the City to purchase at a cheaper cost. Mayor Johnson would also like to look for a container that would store the long blueprints that could be attached to the wall above the file cabinets. Savageau stated that she could scan the prints and put them on a disc for easier storage. Chris Jensen made a motion to allow Affield to purchase the cabinets needed to finish the filing process, seconded by Kimberly Savageau. Motion Carried.

7. Old Business/Unfinished Business

a. METRO-COG Review of City Zoning Ordinance – 1st Reading – Michael Maddox Senior Competition Planner with Metro-COG introduced himself to the Council. Adam Altenburg from Metro-COG passed out a redline copy of the Zoning Ordinance that he has been working on and informed Council that the 1st reading is scheduled for tonight. Altenburg explained that the red text you see is material that has been added to the ordinance and the blue text is information that has been crossed out and changed.

Zoning Ordinance Table of Contents

ARTICLE 1: BASIC PROVISIONS

Chapter 1...Purpose & Intent

Chapter 2...Application of District Regulations

ARTICLE 2: RULES & DEFINITIONS

Chapter 3...Rules & Definitions

ARTICLE 3: ADMINISTRATIVE

Chapter 4...Administration, Enforcement & Fees

Chapter 5...Nonconforming Lots, Uses & Structures

Chapter 6...Conditional Use Permit

Chapter 7...Rezone Requests & Ordinance Amendments

Chapter 8...Variance

Chapter 9...Decision Making Bodies & Appeals

ARTICLE 4: ZONING DISTRICTS & PERMITTED USES

Chapter 10...Zoning Districts

Chapter 11...Agricultural District (A)

Chapter 12...Single-Family District (R-1)

Chapter 13...Two-Family/Medium Density Residential District (R-2)

Chapter 14...Multiple-Family Residential District (R-3)

Chapter 15...Manufactured Housing Residential District (R-4)

Chapter 16...General Commercial District (C-1)

Chapter 17...Agricultural/Commercial District (C-2)

Chapter 18...Industrial District (I)

ARTICLE 5: SUPPLEMENTARY REGULATIONS

Chapter 19...Accessory Uses & Structures

Chapter 20...Off-Street Parking Stall Requirements

Chapter 21...Fences & Screening

Chapter 22...Daycare Facilities

Chapter 23...Signs

Chapter 24...Home Occupations

Chapter 25...Planned Unit Development (PUD)

Chapter 26...Moving & Relocation of Buildings

Altenburg explained to Council some of the changes and additions to the Zoning Ordinance. Owings questioned “Building Official” asking if this would be the same as the Building Inspector. Altenburg believes that the two would be the same. Owings and Olson are not comfortable with the statement “The Building Official designated by the City Council shall

administer and *enforce* this Ordinance...” Council would like to discuss this more at a later time. Mr. Maddox explained to the Council that the Building Inspector is the one who comes across the issues because they are the ones inspecting the project and issuing the fines, it will be up to the Council to enforce that the issue is resolved. Altenburg discussed further changes in the Ordinance and due to the large amount of changes and additions a redline copy of the Zoning Ordinance is available to be reviewed at the City Hall.

Denise Anderson informed Altenburg on an error that Ken Norman would like corrected on page 53, Number 13.05, Letter ii. – “Townhouses: *Two thousand five hundred (5,000) square feet*”. It should read “*Five thousand (5,000) square feet*”. Anderson informed Council that she visited with Inspector Schroeder and he would like the “Lot Requirements” to mirror what Dilworth has. Anderson asked “when a Conditional Use Permit is granted does that permit stay with the property forever or does it go with the homeowner if the property is sold”. Maddox stated that it generally stays with ownership, but the Council can put sunset requirements on the permit if they choose. Savageau explained that there are two different kinds of Conditional Use Permits, one for structures and one for activities, the one for structures you cannot sunset. Owings asked what happens if a Conditional Use Permit is given allowing a living quarters to be located in a business on a commercial lot. Savageau explained that that would be a considered a business use for the permit and would be null in void if the building was sold, Savageau stated the living quarters would need to be changed into office area according to how the ordinance reads. Savageau would like to include a section in the ordinance requiring all Conditional Use Permits and Variances be recorded at the Court House. Savageau informed Council that Municipalities are responsible to make sure everything is recorded and then the homeowner will be billed for that fee. Savageau and Jensen have some concerns with “*Territorial Applicability*” where it reads “*Additionally, any properties identified within the two (2) mile extraterritorial limits of the city...*” Jensen read further saying “*agreements may be subject to regulations...*” feeling that by having it say “may be” it should be ok to read that way. Savageau questioned the size of the signs that will be allowed in residential areas. Altenburg informed Council that it is four (4) square feet, so either a 2 x 2 or a 1 x 4 would be allowed. Jensen asked a question concerning Chapter 24: Home Occupations, Letter k. “*The home or occupation shall not involve any of the following: small engine or auto repair or reconditioning or manufacturing*” wondering what there is to protect home occupations that are already existing in the community. Maddox informed Council that the existing home occupations would fall under Nonconforming Use and are allowed to continue until they are removed, modified, altered or otherwise discontinued. Affield asked if the gentleman that is doing mechanical work out of his garage be allowed to run that occupation out of his home once the ordinance goes into effect. Maddox feels this is a grey area and the Council could either visit with their City Attorney or decide if they feel the City is considered a “grant community” which means everyone has the right to do something unless it is listed in the ordinance. Savageau had another question concerning the amount of signs that will be allowed on residential lots, the ordinance states the size of the sign but does not state how many you can have on your property at one time. Altenburg will add to the ordinance that four (4) square feet total will be allowed for signage in the residential zoning district. Altenburg informed Council that he will be back on April 13th for the Public Hearing at 6:30 and then again on April 27th. Jensen questioned if the first reading of the ordinance takes place tonight will the Council still be able to make changes and revisions. Maddox stated that question would be for the City Attorney. Council decided that since they just received the redline copy of the Zoning Ordinance it would be wise to allow them to review and make changes before the first reading. Jensen explained that his understanding of when the Council “waives the first reading” it is because everyone has read the information and is familiar with what they have read. Anderson requested Altenburg to make the revisions that have been discussed tonight and send her a copy as soon as possible so she can forward the copy to the Council Members. Anderson stated that

the first reading of the Zoning Ordinance will be changed to the April 13th Council Meeting at 7:00 p.m. Savageau question if the City will need to update their Nuisance Ordinance separately. Altenburg stated that the Nuisance Ordinance that you have now is referenced in some of the definitions in the new Zoning Ordinance.

8. Additions to Agenda

➤ **Forestry Charge on Utility Bill – Kimberly Savageau** – Savageau informed Council that as she was reviewing the bills, she noticed that a tree was cut down by the Community Center and questioned why it went into “Improvements other than buildings” Expense account and not a Forestry account since the residents are charged on their utility bills for forestry. Anderson stated that the forestry funds have always gone into the General fund. Jensen and Mayor Johnson remember years prior when Jeremy Sheeley would purchase trees for the City and made sure he used what funds were in the Forestry account. Anderson will visit with Banyon and have them set up both Revenue and Expense accounts for Forestry. Affield informed Council that Lofgren would like the funds to be set up so that if they are not used in one year they will carry over to the next year. Anderson stated that these funds will not role into the next year, she may role over the Escrow accounts for each Department but the Banyon computer program does not like how this is done. Savageau indicated that a Revenue account for Forestry is already in the Budget and according to the Budget figures the City should bring in \$5,853 to be used towards tree trimming/planting this year. Olson would like to see a plan as to how the Forestry funds will be spent for the calendar year. Owings questioned, should the Forestry funds be used for removing trees if your plan is not to replace them, or should those funds come from of a different Expense account. Council believes that the Forestry funds should go towards the planting of trees that will beautify the Community. Jensen stated that if a devastating storm destroyed trees around the Community it would be an insurance claim.

9. Department Reports / Committee Reports

a. **Mike Cline, Police Chief** – Not Present.
b. **Bob Cuchna, Fire Chief** – Not Present.
c. **Scott Lofgren, Maintenance/Public Works Supervisor** – Not Present.
d. **Denise Anderson, City Clerk** – Anderson informed Council that she has been working on the PFA application with Chris Thorson. If the Grant is awarded to the City it would fund 80% of the Water Looping Project which will run around \$635,000. Anderson informed Council that she can tell a big difference with the wind and train noises since the installation of the new windows. Anderson discussed the Request for Proposal application for Stockwood, explaining that it has gone out for advertisement. Chris Thorson informed Council that his co-worker Kris Carlson will be forwarding this information to some Developers that he works with in the Fargo/Moorhead area. Anderson informed Council that the accountant she is working with at Eide Bailly informed her that the information was going to be sent to Brian Stavenger for review. Owings would like Anderson to run a report for comparison with the Revenues and Expenditures for the first quarter of the 2016 year. Owings would like to review the \$90,000 error that was found at the end of last year and see how it will affect the Budget figures. Council discussed the issue that happened after setting the Tax Levy, stating they were informed of a Surplus of around \$130,000 and are curious as to what the amount should be. Anderson believes that the Budget was still to the positive and the Surplus should be around \$80,000 after the adjustment was made. Anderson will make sure the Council receives a copy of the Budget figures at the end of each quarter. Anderson mentioned that it is an Election year so she would like to start working on the 2017 Budget and have it close to finalized prior to November when the election will be.

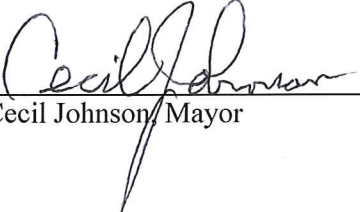
e. **Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee** – Nothing at this time.

10. Open Forum – Savageau informed Council that her daughter's Piano Instructor would like to switch the piano at the Community Center with a Spinnet piano that she was given. The Instructor has been renting the Community Center for her recitals and feels this is a better sounding piano than what is there now. Savageau indicated that there will be no charge to the City for this piano. Jensen feels that the City may want to invest in a cover so it is not damaged while other activities are going on at the center. Jensen will spread the word at the Fireman's Stag to see if anyone would be interested in removing the old piano. Kringler informed Council that if the sounding bar on the piano is cracked then they are no good unless they are fixed. Mayor Johnson informed Council that Lofgren has been looking for some new chairs for the Community Center. Affield informed Council that the State Surplus has some plastic stackable chairs that the City would have the opportunity to purchase once they arrive at the warehouse. Anderson and Savageau also discussed that the Community Center may want to invest in a few wooden highchairs like you see in most restaurants. Jensen informed Council that many years prior it was brought to the City's attention that a child was injured while using a highchair at the Community Center, they were told it was not up to code so the center does not have them anymore. Council will discuss this topic further after more research can be done to see what other Community Center have. Owings asked if Lofgren has set up a time to have the air conditioning repaired at the Community Center. Affield informed Council that the furnace has been replaced at the Police Department but she is not sure on the time table for the Community Center. Affield will check with Lofgren to see when it will be done. Savageau mentioned that she would like to have the furnace setting at the Community Center turned up a few degrees, she was there last week and felt it was very cold and uncomfortable.


11. Miscellaneous Announcements – Karen Kringler informed Council that Raymond Gierszewski passed away. Mayor Johnson stated that he was the City's furnace repairman years prior. Mayor Johnson requested a card to be sent to his family.

12. Adjournment

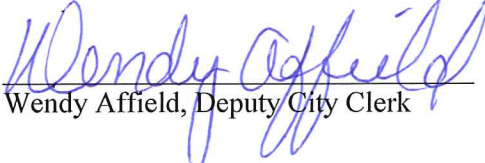
A motion was made by Chris Jensen, seconded by Joe Olson to adjourn at 8:33 p.m.
Motion carried.



Cecil Johnson, Mayor



Denise Anderson, City Clerk/Treasurer



Wendy Affield, Deputy City Clerk

March 23rd, 2016 Glyndon City Council Minutes