

Glyndon City Council

5/11/2016

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, Joe Olson and Kimberly Savageau, Deputy City Clerk Wendy Affield, Police Chief Michael Cline, Maintenance Supervisor Scott Lofgren, Building Inspector Steve Schroeder, City Consultant Ken Parke, City Engineer Chris Thorson and Alex Ranz.

As Per Sign in Sheet: Adam Altenburg from METRO-COG and Karen Kringler.

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 4/21/16 Public Hearing – Zoning Ordinance & Centennial Development
 - b. Minutes – 4/27/16 Council Meeting
 - c. Motion to Approve Resolution of Payments – Wendy Affield had an addition to the Resolution of Payments for \$885.00 from Ken Parke for Consultant services. Joe Olson made a motion to approve the Consent Agenda, seconded by Dave Owings.
Motion Carried.

4. **Additions to Agenda**
 - Accepting Application - Rescue Member Tonia King – Wendy Affield

5. **Motion to Approve Agenda**

A motion to approve the 5/11/16 Agenda was made by Joe Olson, seconded by Kimberly Savageau.
Motion Carried.

6. **New Business**

- a. **Resolution 2016-7 Resolution Establishing Limited Clean Up and Property Damage Protection for Sewer Back-Ups and Water Main Breaks for Water and Sewer Customers** – Dave Owings informed Council Members that they have had this discussion already and Mr. Lofgren stated at that time that the premium amount the City carried was sufficient. Mr. Owings recommends that the City leave the Premium Limit Available at \$25,000, seconded by Kimberly Savageau.
Motion Carried.

- b. **Application No. 7 – 200,000 Gallon Elevated Water Storage Tank** – A payment for \$92,099.02 has been requested by Maguire Iron for work done on the Water Tower. Joe Olson made a motion to approve the payment to Maguire Iron for \$92,099.02, seconded by Kimberly Savageau.
Motion Carried.

c. Bid Recommendation for 2016 Water System Looping – Chris Thorson informed Council that at the last meeting it was discussed that the low bid for the Water Looping Project was not completed, they did not fill in the reference section of the bid. Thorson stated that there was actually two (2) bids that were not fully completed so those bids have been rejected and on the Bid Tabulation Sheet enclosed in the Agenda Packet it shows the four (4) Bidders and their bid amounts.

BID TABULATION
2016 Water System Looping
 Glyndon, Minnesota

Date of Letting: April 26, 2016

Time: 11:00 a.m.

Plan Holder	Addendums Noted	Bid Bond	Bid Amount
1. EJM Pipe Services, Inc.	1	5%	\$436,728.00
2. Hough, Inc. of DL	1	5%	\$395,267.00
3. JJD Companies LLC	1	5%	\$494,728.00
4. Sellin Brothers, Inc.	1	5%	\$449,163.00

I hereby certify that there were 6 sealed bids received and opened and 2 bids rejected on April 26, 2016 at Glyndon, Minnesota.

 Christopher J. Thorson, P.E., Ulteig Engineers, Inc.

Chris Thorson informed Council that Hough, Inc. of Detroit Lakes has the low bid of \$395,267.00 and the Council should award the Construction Contract to them contingent upon the City receiving satisfactory funding from the Public Facilities Authority (PFA). Thorson passed out a Project Update for the Water Looping Project.

PROJECT UP-DATE
2016 Water System Looping Project
 Glyndon, Minnesota
 UEI. No. R15.01071

May 11, 2016

Proposed Project Schedule

1. Bid Award (Contingent on receiving proposed PFA funding) – **May 11**
2. PFA Determination on Funding (**Anticipated by May 25**)
3. Construction Start – **Schedule to start after Mid-June**
4. Construction End – **Prior to school start-up**

Preliminary Project Funding

Low Bid Amount from Hough, Inc.: \$395,267

Estimated Project Cost Total: \$535,000

Requested PFA Funding for Water/Sewer Reconstruction: \$535,000

Estimated PFA Loan: **\$107,000** (20 years at 1% interest)

Estimated PFA Principal Forgiveness: **\$428,000**

Chris Thorson explained to the Council that the City has been accepted to receive the PFA Principal Forgiveness Grant which covers eighty percent (80%) of the water looping project. Thorson stated that the City will need to wait and see if the Bonding Bill passes in the Minnesota Senate. Thorson informed Council that the PFA loan for the \$107,000 difference would be a twenty (20) year loan at a one percent (1%) interest rate, the annual payment would be around \$7000 a year. Thorson informed Council that he has worked with Hough, Inc. on other jobs and is very satisfied with their work.

Chris Thorson updated the Council concerning the painting of the water tower. Due to the cold rainy weather the painters will be coming next week to start, which will be a month long process. Mayor Johnson questioned the over spray from the painting and was asking if the residents need to be informed. Thorson stated that the painters will be watching the wind conditions and their overspray letting neighbors know if they may want to put their vehicles in the garage.

Joe Olson asked Thorson if he has any news on when Lyndon, Lund & 9th will be completed. Thorson stated he does not have a set time when they will be finishing the project. Thorson suggested to update the residents at the next Council Meeting. Residents will be informed of the Council Meeting at the Community Center on May 25th at 7:00 p.m.

d. Resolution 2016-8 Awarding Construction Bid for 2016 Water System Looping – Kimberly Savageau made a motion to award Hough, Inc. of Detroit Lakes the Construction Bid for the 2016 Water System Looping contingent on the Principal Forgiveness Grant from the PFA, seconded by Joe Olson.
Motion Carried.

e. Glyndon MHP, LLC Manufactured Home Dealer – Steven Schroeder informed Council that the Glyndon MHP, LLC Manufactured Home Dealer is requesting zoning approval to be allowed to move in new and used mobile homes onto vacant lots in their mobile home courts. These homes will be set up on lots with sewer, electric and water hookups and may be placed on a foundation and sold to individuals or rented out. Schroeder informed Council that he has approved this request for Audubon and feels the City of Glyndon should also approve the request. Schroeder stated that Bruce Jaster from the County will need to inspect each mobile home that will be destroyed to make sure hazardous materials are not inside. Olson asked if there are any hidden costs that could be charged to the City for the removal of the mobile homes. Schroeder stated that there is not. Schroeder informed Council that the mobile home court must have the title before a trailer can be destroyed. Mayor Johnson mentioned a fence being installed on the north side of the trailer court that is located on the north side of Highway 10. Lofgren stated that R.D. Offutt installed the chain link fence on their property to stop individuals from driving across their property. Schroeder stated that as long as it is not over seven feet (7') they do not need a permit or engineering. Council instructed to have Denise Anderson sign the application and return it to Glyndon MHC, LLC upon her return.

7. Old Business/Unfinished Business

a. Zoning Ordinance – 2nd Reading – Mayor Johnson informed Council that Mr. Parke and Denise Anderson reviewed the ordinance and would like to discuss the Twin home/Townhomes on page 53 & 56 under lot requirements. Ken Parke stated that when he thinks about Twin homes he thinks that the whole home is on one lot but under the description section for twin homes it states; *Dwelling, Twin Home: A single-family dwelling attached to one other single-family dwelling by a common wall, and each dwelling located on a separate lot.* Parke stated that this definition explains and resolves his concerns. Ken Parke discussed his concerns

on page 56 – b. Lot width – iii. Twin home/Townhouses stating that he would like it to read *Thirty feet (30') not twenty-five feet (25')*, indicating that it will be very hard to build a twin home on a 25' lot width. Mr. Parke also would like to see changed – B. Setbacks – a.) Front yard: *Not less than twenty-five feet (25') instead of twenty feet (20')*, b.) Side yard: i. Single-family: 1. Interior Lots: *Five feet (5') not four feet (4')*, c.) i. Principle building: *Twenty-five feet (25') not twenty feet (20')* and c.) ii. Accessory building or use: *Five feet (5') not four feet (4')*. Parke informed Council that these numbers are standard figures and should be used for each residential district. Adam Altenburg informed Council that at the last meeting the Council decided to spell out the exact permitted uses allowed under Commercial District (C-1) which is what he has done but would like to delete “kennels” under b. ii, as it is already located under Conditional Uses in the Industrial District (I). Ken Parke discussed the noise issue you may have with outside pens at a kennel. Owings questioned that a dog kennel would not be allowed in the Commercial District within the City, it would have to be in an Agricultural District. Altenburg explained that in other cities they must request a Conditional Use Permit to be allowed to have one in the Industrial District. Council will deal with a Conditional Use Permit if a kennel was to open in City limits. Kimberly Savageau made a motion to waive the complete reading and accept the draft of the Zoning Ordinance as the Second Reading under consideration, any changes made will be addressed and taken under consideration during the next readings, seconded by Joe Olson. Motion Carried.

b. 418 2nd Street SE – Steve Schroeder informed Council that Mr. Sjothun has had the large garage ready to set for a month and a half waiting for the house movers to come. Schroeder explained that the project has been at a standstill because the house mover has not been able to come and set the garage and raise the house so the foundation crew can install the basement walls. Council asked if there are any other house movers that could raise the house. Schroeder informed Council that house movers are hard to come by and since the beams are owned by someone else you will have a hard time getting someone to come in and finish the job. Schroeder informed Council that in the Code book Sjothun could be granted up to six (6) months of extensions as long as the project is moving forward. Owings asked if Schroeder’s recommendation is to allow Sjothun to move forward with the project. Schroeder does suggest that the Council extend the building permit a little longer but if that time is up and the Council decides to shut the project down he will stand behind the Councils decision. Dave Owings stated that due to Building Inspector Steven Schroeder’s recommendation he will make a motion to extend Darryl Sjothun and Sarah Peterson’s Building Permit for sixty (60) more days starting the sixty day as of today, May 11th until July 11th, 2016, seconded by Kimberly Savageau. Motion Carried.

8. Additions to Agenda

➤ **Accepting Application for New Volunteer Rescue Member** – Mayor Johnson informed Council that Tonia King would like to become a Volunteer Rescue Member. Kimberly Savageau made a motion to accept the application from Tonia King as long as Chief Cline approves the background check, seconded by Dave Owings. Motion Carried.

9. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline informed Council that his Department is currently at 1015 calls for the year, the 2016 squad is in service with all the software and equipment, electronic ticketing training has been completed by his officers and he will be receiving a packet from Leann Wallin the Community Policing Coordinator with Moorhead Police Department explaining the information needed to start Multi Crime Free Housing in

Glyndon. Cline explained that the City will need to adopt an ordinance holding landlords accountable for their renters, this will not apply to landlords that already own rental property in town. By having an ordinance in place this will help alleviate public nuisance issues. Chief Cline informed Council that he has been confronted concerning his high comp time, vacation hours and the use of his squad car. Cline stated that he has decreased some of his comp and vacation hours and will keep working to get the numbers where they should be. Dave Owings stated that the Council approved the comp time back in early December due to the loss of officers and training in of new officers. Owings was very adamant when he stated that this has all been covered and there should be no questions by anyone concerning it, since it was already approved by Council. Olson stated that it should not even be an issue brought up to him. Chief Cline explained to Council that an issue was brought up concerning his squad car being seen at Walmart in Moorhead, he wanted Council to know that he does not abuse the use of his squad, he is on call from 3:30 to 6:00 p.m. and lives in Oakport, so he will stop on his way home to pick items up at Walmart instead of back tracking once he gets home since he technically is still on duty and would need his vehicle if he received a call. Cline discussed the meeting back in 2014 where Roger Wyland and Joe Olson stated that if someone has an issue they should first discuss it with the individual prior to going to Council. Owings asked Chief Cline if he has any concerns that his new officers may leave for a different department. Cline informed Council that one of his officers was having an interview today in Black Duck, but it is not because they pay more money, it is because he is a hunter and his family is from that area. Cline informed Council that Clay County will have a large turnover next year with retired officers and he will need to look ahead to the possibility of losing officers.

b. Bob Cuchna, Fire Chief – Not Present.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Scott Lofgren informed Council that the last Wellhead Protection Meeting will be on May 16th. Lofgren stated that it has been approved and the letters to the Townships have been mailed.

d. Denise Anderson, City Clerk – Not Present. Affield informed Council Members that she will be looking more into the layout of the Council Chamber stating that Mr. Owings idea of having a squarer table layout would probably work out the best. Affield will draw up a design and check with a few contractors to see what the estimates would be for the 2017 Budget. Ken Parke informed Council that the Dilworth chambers will seat four more people so you can have your Clerk, Attorney, and Financial Advisor or any Department head sitting up front with the Council. Affield informed Council that Denise Anderson requested an extension for the 2015 Audit through Eide Bailly and the high chairs for the Community Center have been ordered.

e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee – Savageau updated Council on Glyndon Days stating that there will be a one-time relocation to Johnson Park for the children's activity and inflatables that follow the Parade on Saturday. Due to the water tower construction, removal of the old water tower and the Community Center being rented out back in January for August 13th the Glyndon Days Committee feel it would be best to use Johnson Park since they have bathrooms available. Owings is concerned about the parking and would like to know if the City should rent a tent since the park is not shaded. Savageau would hope that people would walk to the park to help with that issue. Olson stated that the committee still has a few items to look at and resolve. Savageau stated that the committee will plan on having Glyndon Days the second Saturday of the month so she would like to see that the Community Center is reserved next year for that date. The Community Days Picnic will be held on Thursday August 11th. Dave Owings would like to make a motion that if a large tent is necessary for Glyndon Days the City will be responsible to pay for it. Lofgren mentioned that more electrical would need to be installed at Johnson Park or they would have to use generators which would be very noisy. Council discussed different options and locations for the electrical and requested Lofgren to obtain estimates for the electrical to be

installed. Olson would like Affield to visit with Anderson concerning insurance coverage making sure that the activities are covered under the City's policy. Owings reminded Council that this was discussed a while back and the City is covered under their policy. Cline informed Council that since the prior Glyndon Days was charging admission for the inflatables it was their responsibility to have the coverage as per Ken Norman.

10. Open Forum –

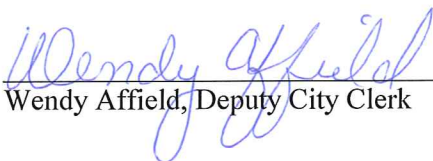
11. Miscellaneous Announcements – Ken Parke informed Council that the City received two (2) inquires but no proposals for the selling of the Stockwood Business Park. Mr. Parke would like Council to allow him to contact the two parties and visit with them. Ken Parke discussed the meeting he had with representatives from Centennial and mentioned that he is not sure if things will be ready for the May 25th Council Meeting that will be discussing a TIF District. Mr. Parke would like to reach out to Jim Sullivan to see if a plan has been drawn up as to what he is trying to accomplish with the Centennial Addition. Owings informed Council that he has visited with Ken Norman and there has been no contact from Mr. Sullivan or his Attorney concerning the Developers Agreement. Olson suggested that a meeting should be planned to make sure everyone is on the same page and try to finalize the Developers Agreement.

12. Adjournment

A motion was made by Kimberly Savageau, seconded by Joe Olson to adjourn at 8:03 a.m. Motion carried.

Cecil Johnson, Mayor


Denise Anderson, City Clerk/Treasurer


Wendy Affield, Deputy City Clerk

May 11th, 2016 Glyndon City Council Minutes