

**Glyndon City Council**

**5/25/2016**

7:00 p.m. Regular Council Meeting  
Glyndon Community Center

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:17 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Chris Jensen, Joe Olson and Kimberly Savageau, Deputy City Clerk Wendy Affield, City Consultant Ken Parke, City Engineers Chris Thorson and Alex Ranz, Adam Altenburg from METRO-COG, Jason Murray from David Drown Associates.

**As Per Sign in Sheet:** Pat & Patty Mehrer, Allan Tollagson, Karen Kringler, Bryant DeVries, Chad Freier, Shawn Erickson, Jim & Leslie Sullivan, Janice Jones, Kelly Richards, Craig Miller, Frank Gross, Jeremy Scholz, Ken Derby, Mike Schmidt, Mark Uhler, Josh Schaffer, Erica Jensen and Tina Jacobson.

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 5/11/16 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**
  - Parke Avenue Box Culvert for Coulee Crossing – Chris Thorson, Ulteig Engineering
  - BNSF Police Grant – Joe Olson for Michael Cline
  - Tree Purchase from Clay SWCD – Kimberly Savageau for Scott Lofgren
  - Centennial Addition Update – Jim Sullivan & Kelly Richards

5. **Motion to Approve Agenda**

A motion to approve the 5/25/16 Agenda was made by Joe Olson, seconded by Dave Owings.  
Motion Carried.

6. **New Business**

**a. Electric Bids for Johnson Park** – Mayor Johnson discussed the three (3) bids that Mr. Lofgren received for the electrical to be installed at Johnson Park.

1. Magnum Electric for \$1,070.00
2. JDP Electric for \$1,300.00
3. Rick Electric, Inc. for \$1,589.00

Chris Jensen made a motion to accept the bid from Magnum Electric for \$1,070.00 for the installation of the electrical at Johnson Park and leave the decision up to Scott Lofgren if he wants only one circuit to each Midwest power outlet box, seconded by Joe Olson.  
Motion Carried.

**b. Stockwood – Lot Pricing & Utility Installation Discussion** – Mayor Johnson informed Council and residents that the City had two (2) inquiries but did not receive an actual proposal for Stockwood. Mayor Johnson asked Ken Parke if he was able to contact either one of the companies that had the inquiries. Ken Parke stated that he has tried to make contact with both companies and has not received a response back. Parke feels the City has two (2) choices:

1. The City could hire a Realtor and put it on multiple listings hoping to attract someone into purchasing these lots. Parke understands that the City would like to recoup the cost of the infrastructure that was installed, so hiring a Realtor may not be the best idea at this time.

Ken Parke visited with the County Auditor and discussed that since the property was tax forfeited the City should not be paying the Specials to the County because the County will just turn around and return it to the City. Mr. Parke stated that the City will not be making anymore payments to the County for Special Assessments. The City would need to recertify the Specials at a later date.

2. The City could take it among themselves and establish a Purchase Agreement and marketed the lots for a certain amount of money. Ken Parke informed the Council that he has talked with Lori Johnson the County Auditor and she has given him the Amortization Schedules on each parcel of property that was tax forfeited. Parke will review the schedules and draw up a spreadsheet so he can explain it better at the next Council Meeting.

Ken Parke discussed ideas that the City may want to look into and mentioned that Mr. Owings had a suggestion of offering incentives on the lots. Parke informed Council that the City will want to be balanced out at the end of the process as to how much they have already spent on Bond payments the last five (5) years. At the next meeting Ken Parke will have a spreadsheet with the principle and interest amounts for each lot and a sample of the Purchase Agreement that Dilworth used. Olson questioned if Mr. Parke thinks it is better to sell the whole piece to one Developer or to sell the lots individually. Parke stated that the ideal situation would have been to sell it to one Developer but since the City did not have any Request for Proposals the lots will need to be sold individually. Mayor Johnson informed Council that he has had many questions from individuals that are asking when the lots are going up for sale and how much they will cost. Ken Parke informed Council that they will need to decide what amount the City would like to recoup out of each parcel that will help pay down the General Obligation Bond. Parke explained that a clause can be added to the Developers Agreement stating that if one annual installment on the Specials is not paid (defaulted on), the City would have the right to request the parcel of property back and the individual or company would forfeit all payments that have already been made on that lot up front. Mayor Johnson discussed the meeting with Xcel Energy that he and Mrs. Anderson had and would like to notify Xcel to see when they would be available to put in the electrical in Stockwood. Kimberly Savageau would like to see a proposal that would show a lower cost on the back lots because they are less desirable and a higher per square foot cost on the front lots that are considered more desirable lots. Savageau would also like to know what the commission would be if the City did hire a Realtor. Chris Jensen made a motion to give Ken Parke the authority to develop a spreadsheet with the financial information for Stockwood and a draft of a Developers Agreement, seconded by Dave Owings.  
Motion Carried.

**7. Old Business/Unfinished Business**

**a. Zoning Ordinance – 3rd Reading** – Tabled until the next Council Meeting.

**b. Water Tower Update - Ulteig** – Chris Thorson informed Council that the seams on the tower have all been sandblasted, next they will paint the interior of the tower and then move to the exterior. Once the painting process is completed the electrical work will need to be done inside, driveway put in and site work completed. Mayor Johnson asked when the completion date is. Thorson stated that the date is set for the end of July. The old tower will then be removed once the new tower is in service. Mayor Johnson requested Thorson to inform the residents of the size and how many homes the new tower can service. Thorson explained that it is a 200,000 gallon water tower and it will be able to handle the housing expansion that is currently being looked at by Mr. Sullivan along with future developments.

**c. 2016 Water System Looping – Ulteig** – Chris Thorson explained the water looping project, stating that the City's water system has three (3) locations that are dead-end mains. By having dead-end mains you have issues of less water usage and less water flow which lead to stagnant water. A loop will tie a dead-end main to another dead-end main which will cycle water both ways. Thorson informed Council that one of the locations the City has to look at is under the railroad track on Parke Avenue. In that location the City has one 6" water main line that feeds the north side of town to the south side of town. A second line will be added that will be a 10" line instead of a 6" line in that location. The second location is on Highway 10 and Parke Avenue which will also have a second line put in increasing the pipe from 6" to 10". The third location is at the Stockwood entrance, this will be hooked up to a hydrant across the road by the last house on the north side of Highway 10. Thorson informed Council that the low bid for this project went to Hough, Inc. out of Detroit Lakes and he has been working closely with Mrs. Anderson regarding the Principal Forgiveness Grant that would fund 80% of the project. The leftover 20% would be covered by a twenty (20) year loan at 1% from PFA. Thorson informed Council that at this time the City is waiting to hear if the Bonding Bill will go through, stating that hopefully a Special Session comes forth so this funding issue can be resolved. Mayor Johnson informed Council that Clerk Anderson has contacted Mr. Eken informing him that the City needs the Grant to help fund this project.

**Addition to Agenda:**

➤ **Parke Avenue Box Culvert for Coulee Crossing** – Chris Thorson informed Council that Parke Avenue is a County road and in 2018 the County will start the reconstruction project on Parke Avenue. The project will add curb and gutter, a bike path and sidewalks for the safety of the residents that use that corridor. Thorson informed Council that the bridge at the Coulee will also be replaced and he was just notified that the bridge project will be completed this year due to the funding that is available at this time. Thorson discussed the sewer main issue that is at that location stating that it is above ground and a solution will need to be made as to how to handle this situation. Thorson suggested to have the sewer main project bid at the same time the County put out bids on the bridge to see if a contractor would be interested in doing both at the same time and maybe the City would receive a better price if the company is already in town. The culvert installation is funded 100% by the County, the City would have to fund the sewer line replacement. Thorson explained the information he will put together for Dave Overbo and how it will fit in with the road reconstruction in 2018. Mayor Johnson informed residents that Councilman Joe Olson worked hard and the City was awarded the funding from Safe Routes to School to help install sidewalks down Parke Avenue. A motion was made by Chris Jensen giving Chris Thorson permission to design the improvements that need to be done on Parke Avenue by the coulee, seconded by Kimberly Savageau.  
Motion Carried.

**d. City Insurance – Glyndon Days 2016** – Chris Jensen and Dave Owings stated that an e-mail was sent to Council informing them that the City insurance will cover Glyndon Days activities that are located on City property.

## **8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – Not Present – ➤ **Addition to Agenda** BNSF Police Grant was discussed by Joe Olson at this time. Olson presented to Council a \$10,000 Grant from BNSF to put towards body cameras for the Police Officers. Olson informed Council that Chief Cline already purchased the cameras out of his Restricted Saving and will have this check deposited to replenish that fund. A thank you card will need to be sent to both Justin Douglas and BNSF for the generous Grant.

**b. Bob Cuchna, Fire Chief** – Not Present.

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Not Present – ➤ **Addition to Agenda** Tree Purchase from Clay SWCD – Kimberly Savageau informed Council that Mr. Lofgren was sent a list of trees that the SWCD had available and the cost of the trees. Savageau explained that there are 1309 trees and the City could purchase them for forty (.40) cents apiece but would have to buy them all. Owings informed Council that it would cost \$523.60 for all 1309 18” bare root trees. Jensen is concerned that if the City purchases them that most of them would go to waste. After further discussion Council decided not to purchase the trees.

**d. Denise Anderson, City Clerk** – Not Present.

**e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee** – Savageau reminded everyone that the 4<sup>th</sup> Annual Ice Cream Social will be on Wednesday, June 8<sup>th</sup> from 6:30 to 8:30 p.m. at the Glyndon Community Center.

## **9. Additions to Agenda**

➤ **Centennial Addition Update – Jim Sullivan & Kelly Richards** – Jim Sullivan updated Council concerning the Development that he is working on in the Centennial Addition on the south side of town. Sullivan informed Council that he has visited with his Attorney and feels there has been some communication issues. Sullivan explained to residents that he owns an excavation company also so it is less expensive for him to install the infrastructure in a Development. Sullivan informed Council that he was contacted by Kelly Richards who is interested in working with him or possibly purchasing the land from him to develop on his own. Sullivan discussed the engineer company and will make sure Thorson receives copies of what has been designed. Kelly Richards informed Council on his plans and ideas for the Centennial Addition and will keep working on his vision. Richards explained that he has had a preliminary plat drafted with the ideas that he would like to see in that Development. Mayor Johnson asked what the next step is for the City. Richards stated that they still have a lot of things to work through but he feels the Developers Agreement and TIF process will be the same for him as for Mr. Sullivan. Kimberly Savageau asked if the roads would change in Mr. Richards plat. Kelly Richards would like to move the pond location which would change a few of the roads. Sullivan explained that he has three sons that are heavily involved in his companies and the selling of the land would have to be an agreement among all involved. Savageau informed Richards that the roads have already been dedicated to the City so if he was planning on changing them he would have to go through a process of vacating those streets, suggesting that he visit with the County Attorney on that subject. Olson asked Ken Parke what the City’s next move should be so they are ready for the next step. Parke explained that he has been working with the City Attorney, Engineer and Mr. Drown on how to move forward with the Development but feels you are putting the cart before the horse stating that Mr. Sullivan should have a plan to the City on what the phases and time lines for his Development will be. Parke stated that it is difficult for the

Council because they are trying to update the Zoning Ordinance at the same time a Development is trying to start. Olson would like to make sure Ken Parke is part of the negotiation process moving forward with the Centennial Development. Jim Sullivan stated that he is still moving forward as though he is still doing the Development and the plat that was done by Mr. Sefkow years back is still the one he is going with. Parke mentioned the high density homes that Sullivan has been discussing with Council and how the lots would need to cut in half for them to work. Olson would like things simplified when addressing the Council since they only meet twice a month. Kelly Richards wanted to clarify that the Zoning Ordinance has not just been revised for this Development it is to benefit the whole Community on any new Businesses or Developments that come to town. Owings would like to know if a plat would be shown to the City soon. Sullivan informed Council that he is sticking with the plat that is already done for that area. Owings would like to know if he will be only building on 130 lots that are on that plat. Sullivan stated that he is waiting for the Zoning Ordinance before he makes any decisions. Parke and Sullivan discussed the Zoning Ordinance, number of lots and time lines for the phases. Olson discussed that the Council has been working on trying to help the Development along by changing the lot minimum size to 37 ½' to accommodate the narrower homes but would like to have an idea of how many of those size lots Mr. Sullivan is looking to build on. Sullivan explained that his plan was to pay for the whole project up front and use the TIF District to help pay for the infrastructure instead of Special Assessing. Sullivan did not realize he was able to Special Assess and will need to discuss this further with his Attorney. The City would have to secure a General Obligation Bond if Sullivan was to assess the lots which would be a risk for the City. Jensen explained that the project would then have to go out on bids and Sullivan may not win the bid for the project on his own land. Sullivan stated that if another company would out bid them they are welcome to do the project. Sullivan stated that once the Zoning Ordinance is adopted he will bring in a plan, otherwise at this time he is looking at the twenty-nine (29) lots that he mentioned at an earlier meeting. Kimberly Savageau explained that residents would like to know how many 37 ½' lots will be built in Centennial and informed residents that Mr. Sullivan has been to several of our meetings showing Council on the plat what areas he is looking at for the high density homes. Ken Parke stated that the Council has to be accountable to the residents and if the residents have questions concerning the Development the Council needs to know what is happening so they can explain it. Chris Thorson suggested that Mr. Sullivan give the Council a layout of what his process is. Olson discussed the steps that need to be taken to receive a layout from Mr. Sullivan, first the ordinance will need to have the third and final reading and then be adopted into the City Ordinances, and then Sullivan can come to Council with his plan for review.

Council changed the Wednesday, June 8<sup>th</sup> 7:00 a.m. Council Meeting to Thursday, June 9<sup>th</sup> at 7:00 p.m. at the Glyndon Community Center. Owings asked if the Lyndon, Lund & 9<sup>th</sup> Update will also be discussed at the next Council Meeting. Lyndon, Lund & 9<sup>th</sup> will also be on the Agenda for the meeting. Owings requested Affield to inform all residents of the meeting change, stating that it will be the third and final reading of the Zoning Ordinance and include a current and draft copy of the Zoning map along with informing the residents on Lyndon, Lund & 9<sup>th</sup> know that further discussion on the roads will also be on the Agenda. Kimberly Savageau wanted to make sure residents are aware that changes can be made to the Zoning Map after it has been adopted, they would have to request a Public Hearing and Council would vote on the outcome.

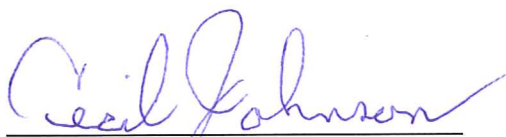
**10. Open Forum –**

**11. Miscellaneous Announcements –**


**12. Adjournment**

A motion was made by Chris Jensen, seconded by Kimberly Savageau to adjourn at 8:34 p.m.

Motion carried.

  
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Cecil Johnson, Mayor

  
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Denise Anderson, City Clerk/Treasurer

  
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Wendy Affield, Deputy City Clerk

May 25th, 2016 Glyndon City Council Minutes