

Glyndon City Council

7/13/2016

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, City Clerk/Treasurer Denise Anderson, Deputy City Clerk Wendy Affield, Maintenance Supervisor Scott Lofgren, City Consultant Ken Parke, City Engineers Chris Thorson and Alex Ranz.

As Per Sign in Sheet: No one attended.

3. **Motion to Approve Consent Agenda**

a. Minutes – 6/22/2016 Council Meeting – Dave Owings stated he believes there is an omission in the Minutes that needs to be corrected. Owings requested Council turn to page nine (9) of the Minutes concerning the Zoning Ordinance and City Wide Zoning Map. Owings stated he believes Council approved the City Wide Zoning Map in a separate motion prior to approving the Zoning Ordinance. Kimberly Savageau asked Owings if it should state he seconded the motion instead of her, which is how it reads in the minutes. Owings asked to rebuff what he brought up as he missed the motion concerning the Zoning Map when he was reviewing the minutes.

b. Motion to Approve Resolution of Payments – Joe Olson made a motion to approve the Consent Agenda, seconded by Kimberly Savageau.
Motion Carried.

4. **Additions to Agenda**

➤ None

Joe Olson asked Anderson if the City has heard anything concerning the entrance being removed by Maranatha Church. Anderson stated that she has not heard back from Maranatha Church.

5. **Motion to Approve Agenda**

A motion to approve the 7/13/16 Agenda was made by Dave Owings, seconded by Kimberly Savageau.
Motion Carried.

6. **New Business**

a. **Road Maintenance Agreement with Clay County on 12th Street SE** – Anderson informed Council the agreement with the County is for east of the box culvert on 12th Street to the stop sign that meets County 71, not all the way to Monsanto's entrance. Anderson explained that the agreement was done when the City Annexed Monsanto into the City limits but it was never signed. Anderson informed Council that the City will pay the County to continue with the grading, snow removal and mowing of that section of road and the City has agreed to pay to Clay County the sum of \$796.00 per mile for the miles that are maintained. Savageau stated that it is a

half mile that the City will be responsible to pay for the maintenance. Olson asked Lofgren if the ditch in that location has always been cut. Lofgren explained to Council that when the Monsanto's contractor installed the underground piping in that area it was not completed correctly but the County signed off and now the County is responsible to take care of the problem. Olson questioned who is supposed to cut the ditch on the south side of the road. Lofgren stated the Township owns the south side of 12th Street and the City owns the north side. Lofgren informed Council that some areas will need to be redone. Olson stated Chris Thorson has been working to make sure those issues will be resolved. Kimberly Savageau made a motion to approve the Maintenance Agreement between Clay County, Minnesota and the City of Glyndon, Glyndon, Minnesota, seconded by Dave Owings.
Motion Carried.

b. Update on Lyndon, Lund & 9th Streets – Ulteig Engineering – Chris Thorson informed Council they will find in their Agenda packet the test results from Terracon that were initiated by KPH Contracting and their Subcontractors. Thorson explained that the testing was done on the main straight a ways on Lyndon Avenue, 9th Street and Lund Avenue.

The "Remarks" stated on the test report are:

The gradation indicates that the ¾" minus mix (SPWEB230) was used on the wear course. Segregation is the likely cause of the surface issues noted and low measured oil content. Density values are below the 92% normally specified; this may be due to the course nature of the mix, and the thickness applied. Low density could lead to raveling of the segregated areas in the future and diminish the service life. Applying a seal coat to the surface should extend the service life of the pavement and provide a uniform appearance. Samples were obtained by Terracon from locations selected by Ulteig Engineers. Attached are photos of the cores.

Chris Thorson's recommendation to Council is that they stand firm in requiring KPH to stay with what was agreed upon last fall. The agreement was to overlay the main roadways with an inch and a quarter (1 ¼") asphalt and move forward with the sealcoating on the cul-de-sacs. Thorson informed Council that Ulteig has been trying to contact Patrick at KPH but has not had any success at this time, they will update Council when a time line for finishing the project is in place. Mayor Johnson asked about the issue with the ditch along 12th Street to County 17. Thorson stated the ditch in that area is the County's responsibility. Thorson will visit with KPH to see if the ditch work on Lyndon will be repaired prior to the overlay process. Scott Lofgren informed Council the County was in the area measuring those locations and stated when the County replaces the box culvert on Parke Avenue they may also do the repair work to the ditch on 12th Street so the water flows to County 17. Thorson stated he will visit with Dave Overbo from the County concerning this issue. Olson expressed his concerns with KPH finishing the project before the school year starts, stating the punch list still has not been addressed at this time. Thorson stated since KPH had the samples tested, the project completion was postponed and he will keep contacting KPH for a timeline as to when the project will be finalized. Mayor Johnson questioned what Thorson's suggestion is concerning the water pooling up on certain driveways or in front of mailboxes. Thorson stated that Ulteig will look at the situation when KPH mills off some of the asphalt in those locations and his suggestion for the mailbox is to contact the homeowner and see if it would be acceptable for the City to relocate their mailbox to the other side of their driveway. Thorson explained it is difficult trying to tie into existing driveways in a cul-de-sac. Savageau emphasized that the City needs to take action and resolve what needs to be done to satisfy the homeowners, things should be the same as they were before the reconstruction. Council instructed Lofgren to visit with the homeowner concerning the mailbox and see if they would like him to move it. Mayor Johnson asked Thorson when the start date is for the box culvert on Parke Avenue. Thorson informed Council the County will be starting in the beginning of August and he will know more after the meeting this morning with the County. Thorson

informed Council the sewer realignment project will be completed prior to the County replacing the box culvert.

c. Pay Estimate #9 Water Tower – Maguire Iron – Chris Thorson informed Council this is the ninth payment to Maguire Iron for the construction on the Water Tower. The payment request is for \$84,640.00 which is work through the end of June. Dave Owings made a motion to approve the ninth payment to Maguire Iron, seconded by Kimberly Savageau. Motion Carried.

Chris Thorson updated Council concerning the water tower project stating the old tower was removed, final site work will be completed and the roads will be patched. Thorson stated that the new water tower is online at this time. Owings asked Lofgren if he has had any complaints about the pressure from the new tower. Lofgren informed Council he has visited with residents in the area and they have not seen a difference. Owings and Lofgren discussed copper piping that was installed in homes back in the 70's that may have wear issues. Mayor Johnson discussed a resident's complaint concerning rusty water after filling their swimming pool. Lofgren stated that having a filter on the outside water spigot would help with that issue. Lofgren informed Council that how old your pipes are and how often you use that outside spigot would also affect the water.

Alex Ranz informed Council he has been in contact with Scott Builders concerning the work that was done while tying Monsanto into the City water and sewer system. Ranz explained Scott Builders have been in contact with the County concerning these issues since the County had signed off on the completion of the project. Ranz talked with Dave Overbo from the County and was informed by Overbo that Monsanto is looking to change a few things in the ditch area so Overbo will work with Monsanto. Overbo stated he has informed Monsanto a cap of \$10,000 from the County will be put on the project. Monsanto will hire the contractor and pay the difference for what changes they want made. Ranz informed Council the agreement between the County and Monsanto will only concern the ditch grading, not the other seeding issues. Ranz stated that Scott Builders will wait until the work has been done on the ditches before they finish up the site seeding process.

Chris Thorson discussed with Council certain areas which were planned for sealcoating around the community, explaining that Dilworth is in the process of also doing some sealcoat work and he felt that Glyndon may want to work with the same company. Thorson informed Council he has visited with Ken Norman concerning this topic and was informed by Norman the bidding process needs to be addressed prior to the bid being advertised. Thorson would like Councils approval today so he can request quotes from contractors for the sealcoating, that way he can have the bids for Councils review at the next Council Meeting on July 27th. Olson asked what roads are designated to be done in 2016. Thorson informed Council one area will be a portion of Eglon and 5th Avenue and the other would be Southcreek. Owings asked if an estimated amount has been calculated for those locations. Thorson stated he does have estimated amounts and it is the City's discretion if the funding is available or not available to add or take away certain areas of sealcoating. Owings asked Anderson if there is a dollar amount required before you need to bid the project. Anderson informed Council anytime you are using tax dollars you need to bid the project. Lofgren and Thorson stated if the project amount is \$25,000 - \$100,000 you must have at least two (2) estimates and if it is over \$100,000 you must do the bidding process. Savageau informed Council the City has \$16,000 in the budget that was designated for sealcoating and Anderson reminded Council the City also has \$20,000 in their road repair fund, received from the State last year. Anderson informed Council there is not a time line to use the funds from the State but they may only be used for road repairs. Anderson discussed the Wheelage Tax also at the County that the City designated to use for the Parke Avenue Road Reconstruction Project.

Owings stated if the spending amount is under \$25,000 the City would not need to go through the bidding process. Thorson informed Council he will request estimates like he did for the sanitary sewer realignment project. Thorson's estimates for the areas are as followed:

Southcreek - \$18,000

Egdon from 4th to 5th - \$5,000

2 Block segment of 5th - \$7,000

Savageau informed Council during the Budget Meetings with Olson and Anderson they had discussed using half of the \$20,000 from the State in 2016 and the other half in 2017 for sealcoating projects. Anderson informed Council when the State funds are used to make sure all the information is documented as to where and how much was used each year. Council instructed Chris Thorson to move forward with the estimates for the sealcoating project.

d. Resolution 2016-13 Appointing Election Judges for the 2016 Primary Election and the 2016 State Wide General and City Council Election –

Anderson informed Council when the Resolution was drawn up the Judges were, Wendy Affield, Randy Andreasen, Mary Larson and Head Judge Tammy Sperr. Anderson was informed by Affield in regards to Anderson leaving Affield does not feel she should close City Hall in order to be a Judge for the August 9th Election. Affield informed Council that she is waiting to hear from Brittany Blickenstaff in regards to being an Election Judge for the August 9th Election. Anderson stated Council will only need to state the judge's name in the minutes if it changes from what is on the Resolution. Kimberly Savageau made a motion to pass Resolution 2016-13 A Resolution Appointing Election Judges for the 2016 Primary Election and the 2016 State Wide General and City Council Election, seconded by Joe Olson.
Motion Carried.

e. Introduction, Discussion and 1st Reading of Ordinance 182 – An Ordinance Amending Chapter 3 of the City of Glyndon Zoning Ordinance as it pertains to Opting-Out Language for Temporary Family Health Care Dwellings – Mayor Johnson –

Anderson informed Council if the Council chooses to opt out with Ordinance #182 they may at a later time adopt the State Statute to allow Temporary Family Health Care Dwellings. Anderson stated at this time most City's she has visited with are opting out due to the looseness of the State Statute. Anderson informed Council the first reading is today, July 13th, the seconded reading will be July 27th, the Public Hearing will be August 24th at 6:30 p.m. and the third and final reading that will adopt the Ordinance will be August 24th during the 7:00 p.m. Council Meeting. Publication will be August 29th and the deadline for opting out is September 1st. Anderson recommends the Council opt out at this time. Anderson informed Council to be allowed to reside in a dwelling it would have to be accessible to city sewer, water and have an R-15 insulation rating. Kimberly Savageau made a motion to waive the complete reading of Ordinance 182, An Ordinance Amending Chapter 3 of the City of Glyndon Zoning Ordinance as it pertains to Opting-out Language for Temporary Family Health Care Dwellings, seconded by Dave Owings.
Motion Carried.

f. Gaming Application – DGF Girls Softball Club for August 13th, 2016 –

Dave Owings made a motion to approve the gaming application for the DGF Girls Softball Club for August 13th, 2016, seconded by Joe Olson.
Motion Carried.

g. Glyndon Days Proclamation – Anderson informed Mayor Johnson he does not have to read the whole proclamation. Mayor Johnson proclaims Glyndon Days for August 8th through August 13th. Joe Olson made a motion to accept the Glyndon Days Proclamation stating the week

of Glyndon Days marks the City wide celebration of community spirit, seconded by Kimberly Savageau.

Motion Carried.

7. Old Business/Unfinished Business

a. Resolution 2016-11 for Layout Change Approval for State Project 1401-171, Closure in Access Control at the Alley on the South Side at Sta. 512+65 – Mayor

Johnson questioned if City Engineer Chris Thorson measured and marked the pins at that location. Anderson asked what the cost would be if the City had Ulteig survey that location. Thorson stated he would have to request an estimate from the Survey Department at Ulteig but he would say it would be around a few thousand dollars to have it done. Anderson informed Council she believes it would be in the City's best interest to have it surveyed as she feels property owners are encroaching on the City's easement. Anderson stated the alley will not be vacated as it has City infrastructure located in that area. Lofgren informed Council the alley does not go all the way north and south, it starts to go east and west before the last house on that block. Savageau discussed that even if you have the area surveyed and pinned does not mean that someone does not by accident remove or move the pins. Council discussed vacated alleys, City easements and if the City is not going to take action concerning structures that have been built on the City's easement, then why have the property surveyed. Council decided not to have the alley surveyed at this time. Savageau requested Thorson to ask for an estimate from Ulteig's survey crew so Council knows a ball park of what it may cost in the future. Thorson informed Council if a homeowner questions where their pins are, it will be their responsibility to hire a surveying crew to mark the property lines. Dave Owings made a motion to close the alley on the south side at Sta.512+65 and approve Resolution 2016-11 for Layout Change for State Project 1401-171, seconded by Joe Olson.

Motion Carried.

b. Advertising Sign for Marketing of Stockwood Business Park – Ken Parke informed Council there has not been a lot of interest in the lots out in Stockwood. The advertising has been put on the City website, West Fargo Pioneer, Metro Weekly, The Forum an on inforum.com. Mr. Parke suggested the City's next move would be to install a new sign at that location which will hopefully catch the attention of someone who would want to start a business in Glyndon. Ken Parke informed Council he has quotes from Super Frog for \$2,500, Fargo Sign & Graphics for \$2,385, Signarama for \$3,155 and Sign-pro for \$2,100. Parke explained the quotes are for a sign that is ten feet (10') high and sixteen (16') wide made out of a colorfast material and is 1/8" to 1/4" thick depending on what company is chosen to make the sign. Council discussed what color option and design they would like to see for the sign. Council decided on the sign with the white background from Super Frog, and requested Ken Parke to see if Super Frog would come down in price. Dave Owings made a motion to instruct Ken Parke to move forward on ordering the sign for Stockwood Business Park, seconded by Kimberly Savageau.

Motion Carried.

8. 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** – Lofgren informed Council he is in contact with the Contractor that will be finishing the water tower project. Items that still need to be competed are capping the old tower, removing the hydrant located between

the old water treatment plant and the depot, seeding the grass, installing the driveway by the tower and repairing of the streets.

d. Denise Anderson, City Clerk – Denise Anderson discussed her resignation as City Clerk/Treasurer for the City and informed Council her last day will be July 22nd. Anderson informed Council it has been a privilege and honor working for the City of Glyndon. Anderson suggested Council look into the possibility of removing the old well house and depot by the Community Center in order to build a maintenance shop where the old tower was, this way the City equipment would still be centrally located. Owings asked if there are any historical reasons to keep the depot. Mayor Johnson stated that this is a replica, not the original depot. Owings discussed Anderson's resignation letter stating that she commented that she would be available for assistance in the future so he would like to propose to contract Anderson the same way as the City does with Mr. Parke. Anderson stated that she will be available until she moves to the Frazee area. Olson asked Ken Parke if he would also be available for help if needed. Mr. Parke will see what he can do with his busy schedule. Owings suggested to change the City Clerk/Treasurer position to an Administrator position where all the City Department Heads answer to that individual. Owings understands in order to acquire someone with those qualifications the City will need to increase the salary for that position. Mayor Johnson suggested a Special Meeting be set to discuss what the Council is looking for to fill the Clerk/Treasurer position. Council discussed possible days to hold the Special Meeting knowing they have to give a three (3) day notice to the residents. Mayor Johnson informed Council Anderson has passed out a letter from David Drown with a name of a gentlemen that may help the Council find someone for the position. Anderson also passed out a sheet from Mr. Drown concerning the TIF decertification amounts that will need to be paid back to the County. Anderson informed Council the amount that needs to be paid back is \$151,993.00 and Mr. Drown would like the City to pay the whole amount this year. Anderson suggested to the Council that two (2) payments be made, one at this time and one in December. Anderson informed Council the full amount is not in the 2016 Budget so an amendment to the budget will need to be done. The payment to Sefkow will need to be made by August 1st Anderson stated. Council decided to schedule the Special Meeting for Wednesday July 20th at 7:00 a.m. Dave Owings stated that he would like Ken Norman and Ken Parke at the Special Meeting on July 20th. Council was in agreement with Mr. Owings. Owings requested Affield make copies for the Council to review of the job description the student from the U of M presented to the City prior to the July 20th Special Meeting. Owings informed Council he will have some information from the LOMC also regarding the Administrator, Clerk/Treasurer position and salaries. During the Special Meeting Council will discuss whether to go with an Administrator position or to stay with the Clerk/Treasurer position, once that has been decided Council will finalize the job description and send out advertising. Anderson informed Council her last day will be July 22nd and she is in the process of closing down her pass words on the bank and state revenue accounts. Olson asked if the accounts would still be open to have someone else be able to access them. Olson and Savageau feel Council should give Affield direction to have all the necessary accounts set up with a new password that she is able to access when needed until the position is filled. Anderson stated she feels this is a mistake but it is Councils decision. Anderson does not feel one person should have complete control and access. Anderson suggested Council hire someone to come in and do certain transfers as needed. Savageau asked Ken Parke what his suggestion would be. Parke stated Auditors are concerned about the segregation of duties, when you are a small city issues like this may arise but knowing it is temporary Eide Bailly should understand the circumstances. Affield asked Mr. Parke if he would be available to assist in the IRS and the Payroll Withholding Tax payment process until a new person is hired. Ken Parke informed Council that he would be available to assist in those situations. Mayor Johnson suggested visiting with Eide Bailly also.

e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement

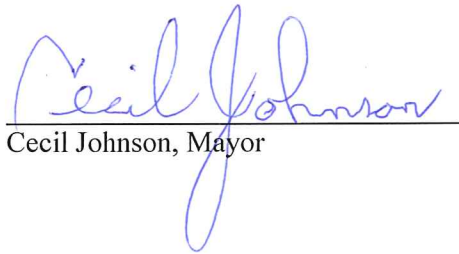
Committee – Kimberly Savageau informed Council the Community Picnic will be held Thursday, August 11th - 6:00 p.m. at Johnson Park. Savageau explained that due to the construction of the new water tower Glyndon Days activities will be held at Johnson Park this year. Savageau asked if the bounce house has been reserved for the picnic on Thursday August 11th. Anderson stated not at this time.

9. **Open Forum –**

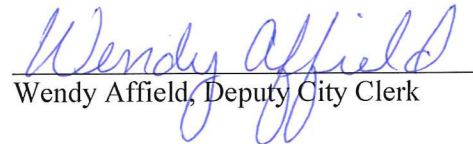
10. **Miscellaneous Announcements –**

11. **Adjournment**

A motion was made by Dave Owings, seconded by Kimberly Savageau to adjourn at 8:25 a.m. Motion carried.


Cecil Johnson, Mayor

City Clerk/Treasurer


Wendy Affield, Deputy City Clerk

July 13th, 2016 Glyndon City Council Minutes