

**Glyndon City Council**

**7/27/2016**

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, Deputy City Clerk Wendy Affield, Police Chief Michael Cline, City Consultant Ken Parke, City Engineers Chris Thorson and Alex Ranz.

**As Per Sign in Sheet:** Allan Tollagson

3. **Motion to Approve Consent Agenda**

a. Minutes – 7/13/2016 Council Meeting – Affield requested Council change the TIF Decertification amount that was being paid back to Clay County from \$37,998.00 that Anderson had set up to \$80,554.00 as per David Drowns suggestion in his emails that were handed out for Councils review.

b. Minutes – 7/19/2016 Special Meeting Minutes

c. 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**

- MnDOT Update Concerning the Access at Maranatha Church – Joe Olson
- League of Minnesota Cities Salary Survey – Dave Owings

At this time Dave Owings requested to change the order of the Agenda by moving the City/Clerk/Administrator discussion to the end of the Council Meeting.

5. **Motion to Approve Agenda**

A motion to approve the 7/27/16 Agenda was made by Kimberly Savageau, seconded by Dave Owings.

Motion Carried.

6. **New Business**

a. **Discussion – City Clerk/Treasurer Vacated Position Changed to City Administrator** – Moved to the end of the Agenda.

b. **Application for Payment #10 Water Tower – Maguire Iron** – Chris Thorson informed Council that the payment of \$36,800.00 has been requested from Maguire Iron for work done on the Water Tower. Thorson stated that with the recent rains the site is wet so Maguire Iron has requested to wait until mid-August to finish the site work hoping it will be dry by that time. Affield informed Council that the payment amount was approved already in the Resolution of Payments.

**c. 2016 Sealcoat Project Bids – Ulteig Engineering** – Chris Thorson passed out copies of the plans which explain the areas that are included in the bid prices for sealcoating. Thorson informed Council that three (3) quotes were received:

1. Asphalt Surface Technologies Corp – St. Cloud, MN - \$18,148.88
2. Pearson Brothers, Inc. – Hanover, MN - \$26,872.50
3. Morris Sealcoat and Trucking – Morris, MN - \$33,912.50

Thorson explained to Council that you have to keep in mind what time of year the bidding process took place, most companies already have work lined up. Thorson informed Council that he has worked with the contractor that has the low bid and is pleased with their work. Thorson's recommendation to the Council is to award the sealcoat project bid to Asphalt Surface Technologies Corporation. Savageau informed Council that in the budget there is \$16,000 for sealcoating along with \$10,000 of the \$20,000 from the Road Repair Funds that the City received from the State last year will be put towards sealcoat projects in 2016 and 2017. Thorson informed Council with the engineering expense and cushion for any added costs that may arise the project total will be around \$26,000. Thorson explained to Council that the contractor will be in town three different times:

1<sup>st</sup> Trip – Seal up the cracks – they may start the end of next week.

2<sup>nd</sup> Trip – Sealcoat process – mid-August around the 15<sup>th</sup>.

3<sup>rd</sup> Trip – Clean up the loose rock on the streets – a few days after the sealcoat process.

Thorson informed Council of the areas that will be done at this time:

- Southcreek Avenue

- Portion of 5<sup>th</sup> Street

- Eglon Avenue from 5<sup>th</sup> Street to 4<sup>th</sup> Street

Joe Olson made a motion to approve the quote from Asphalt Surface Technologies Corporation from St. Cloud for \$18,148.88, seconded by Chris Jensen.

Motion Carried.

Savageau asked if the residents should be notified in those areas. Thorson stated that they may be but the work is low impact and they will still have access in and out of the areas. Jensen would like to have included in the notice letter that the funds for this project are in the budget, the homeowners will not be special assessed for this project.

## **7. Old Business/Unfinished Business**

**a. Update on Lyndon, Lund & 9<sup>th</sup> – Ulteig Engineering** – Chris Thorson informed Council that Ulteig has sent a letter to KPH in regards to when the project completion date will be on Lyndon, Lund & 9<sup>th</sup>. Patrick at KPH has not responded to the email at this time, Thorson feels he is not concerned about finishing up this project. Council discussed the next options that should be taken to make sure the project is completed. Council requested Chris Thorson to contact Ken Norman with the information needed to draw up a letter to be sent certified to KPH Contracting. The letter will include what work needs to be completed and the date at which it should be completed. Thorson will request a time table so the residents can be notified. Thorson stated that a date will also be included that if the project is not finished by a specific day the Performance Bond will be pulled. The correction and completion list will consist of:

1. Pavement correction overlay on Lyndon Avenue, 9<sup>th</sup> Street & Lund Avenue.
2. Cut back drain tile down spouts along Lyndon Avenue.
3. Concrete driveway section to replace on Lyndon Avenue – see picture.
4. Remove bio roles from catch basin and culvert ends.
5. Washouts due to rain need to be corrected along Lyndon Avenue.
6. Re-seeding area's that did not germinate and grow along Lyndon, Lund & 9<sup>th</sup>.

7. Regrade ditch along Lyndon Avenue.
8. Regrade slope along 10<sup>th</sup> Street, north side – see picture.
9. Regrade ditch and clean out culvert along Lyndon Avenue – see picture.

Olson asked Thorson if he could explain what the differences were between the samples taken from the main stretch of Lyndon and the cul-de-sacs. Thorson explained the test results from the main road show the oil content to be lower which is why a 1 ¼” overlay is requested. Thorson informed Council that the imperfections in the cul-de-sac areas can be taken care of with a sealcoat, explaining the cul-de-sacs are structurally sound and have a better oil content. Mayor Johnson asked when the sealcoat is put on those areas will it make the road last longer. Thorson stated it will. Mr. Tollagson asked questions concerning the areas that were chosen for the testing. Thorson explained that Ulteig chose the worst looking spots in the cul-de-sacs to be tested. Tollagson asked who pays for the road if it does not last. Thorson informed Tollagson according to the test results the road is structurally sound and should last its full expectancy. Thorson explained that if it was to fail before its useful life (streets are 20 years) the City would be looking at a replacement process which would be prorated and then assessed for the replacement cost. Savageau informed Council that it would be up to the City Council what the assessment amount would be at that time, stating it is split 80% homeowner, 20% City at this time. Olson asked why the residents have to settle with how the roads will look once the project is completed, the appearance of the road will not be uniform as they should be when a new job is completed. Savageau asked if the Performance Bond was pulled would the contractor that was hired to finish the project only do what is on the punch list or would they have to do what is requested from Council. Thorson informed Council that the bonding company would look at the documentation and probably only do what was requested on the completion list. Olson requested Thorson to look into the situation concerning the horn that was broken off a driveway stating it should be put back to how it was before the project started. Alex Ranz informed Council that pictures were taken of each driveway. Dave Owings made a motion to instruct Chris Thorson to engage Ken Norman on this issue, seconded by Chris Jensen.

Motion Carried.

Chris Jensen stated he would like to request Ken Norman at the Council Meetings from now on to answer these legal questions that have been brought up. Joe Olson stated that he would rather pay for a phone conversation than for him being at the meetings. Mayor Johnson asked Thorson to keep Council updated with the conversation he has with Mr. Norman. Allan Tollagson asked about the progress on the ditch south of his home. Thorson stated Mr. Overbo from the County has not decided when the County will redo the ditch in that area. Thorson will visit with Overbo to see if a time line can be set.

**b. 2<sup>nd</sup> 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** – Kimberly Savageau made a motion to waive the complete reading of Ordinance 182 and except this as the second reading, seconded by Chris Jensen.

Motion Carried.

**c. Resolution 2016-14 Authorizing a Tax Abatement on Property Within the City of Glyndon for the Purpose of Financing Public Infrastructure** – Chris Jensen made a motion to approve Resolution 2016-14 Authorizing a Tax Abatement on Property within the City of Glyndon for the Purpose of Financing Public Infrastructure, seconded by Dave Owings.

Motion Carried.

Dave Owings made a motion to instruct Wendy Affield to work with David Drown Associates in applying for the Micro Loan through Minnesota Rural Water Association, seconded by Kimberly Savageau.

Motion Carried.

**Additions to the Agenda:**

➤ **League of Minnesota Cities Salary Survey** – Dave Owings informed Council that in 2011 it was approved in the minutes that the City of Glyndon was going to participate in the Salary Survey with the League of Minnesota Cities. Council instructed Affield to find out what is necessary for the City of Glyndon to participate in the Salary Survey.

➤ **MnDOT Update Concerning the Access at Maranatha Church** – Olson informed Council that Mayor Johnson, himself, MnDOT Representatives and members of Maranatha Church met to discuss the full access closing at Foundation Avenue. Olson feels that when the meeting was completed MnDOT would look seriously into leaving the full access open but according to the letter that he received it does not look like that will happen. According to the letter MnDOT will allow for a right-in/right-out entrance at that intersection but will not allow for a full access. In the letter from MnDOT it explains safety and the spacing of full accesses are the reasons for their decision. Olson informed Council that Pastor Quanbeck would like the City to pursue this issue further. Jensen questioned why this is being discussed when the final map has been approved. Savageau stated you need to be fair with the others that are losing an entrance also to their property, the Council cannot just fight for this one access without fighting for the rest of the residents in Glyndon. Savageau feels the right-in/right-out is a fair compromise. Jensen also agrees that the Council should not get involved. Jensen brought up when MnDOT redid the roadway in Dilworth, asking Ken Parke what he suggests since he was working in Dilworth at the time. Ken Parke does not feel MnDOT will change their decision, stating the correct steps were taken by MnDOT – 1.) Public Hearing was scheduled to hear the residents' concerns. 2.) The information was evaluated prior to their final decision. Olson informed Council that Pastor Quanbeck and the Congregation will accept the alternative from MnDOT. Joe Olson made a motion to request Affield to draft a Resolution requesting the change of right-in/right-out access at Foundation Avenue to be approved at the next Council Meeting, seconded by Chris Jensen. Motion Carried.

Chief Cline informed Council that he feels it is not a bad idea to close that full access as the traffic speeds at that location are a safety issue.

**8. Department Reports / Committee Reports**

a. **Mike Cline, Police Chief** – Chief Cline informed Council that the Department is at 1650 calls for the year, active shooter training is coming up, he is working on his preliminary budget and he is waiting for two more cars from the impound lot. Cline informed Council that some of the damaged vehicles will be sold to a salvage yard for scrap and the others will be cleaned up for the auction. Mayor Johnson asked when the vehicles will be sold. Cline will try to have the auction process concluded and cars picked-up by the first week in September. Cline informed Council that one of his full-time officers have tested for the Highway Patrol Department so he may be losing an officer by the first of the year. Chief Cline requested Affield to advertise for a part-time officer so he will have time to do the training process. Cline passed out samples of electronic and solar speed signs explaining he has visited with Mayor Johnson concerning the speed issue in front of the School. Chief Cline agreed to pay for half of the speed sign out of his Restricted Savings if the Council would consider funding the other half. The solar sign would run around \$2,500 and be permanent, it would be attached to a light pole by the School in hopes

to have drivers pay more attention to how fast they are driving in that location. Savageau suggested to borrow the portable sign from the County and position it around town to get drivers attention because the speed limit changes in certain areas. Savageau asked Cline why some roads are 20 mph and some are 30 mph. Cline informed Council the standard residential speed limit is thirty (30) mph, trailer parks are ten (10) mph and Schools are usually twenty (20) mph. Cline stated the speed limits Savageau is asking about were set years ago. Chris Jensen made a motion to instruct Chief Cline to order the solar speed limit sign stating the City will pay for half and the Police Department will pay the other half, seconded by Joe Olson.  
Motion Carried.

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

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Not Present. Chris Jensen informed Council that Scott Lofgren called him asking if he knew anything about the portable sign that is in Stockwood. No one knows anything. Chief Cline informed Council that Super Frog installed the “Lots for Sale” sign in Stockwood.

**d. Wendy Affield, Deputy City Clerk** – Mayor Johnson asked Affield how things have been going for the last few days now that she is alone in the office. Affield stated that things are going good at this time, she is working a longer day to make sure things are completed when needed. Jensen mentioned when Pam Ness left a resident was hired to answer phones and do some paperwork when needed. Council instructed Affield at the Special Meeting to let them know if she needed help. Affield explained that at this time she will see how things go, stating Mayor Johnson and Ken Parke have informed her they will help. Chief Cline stated he would be available to sit in the office if she needs to leave.

**e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee** – Community Picnic will be August 11<sup>th</sup> at Johnson Park. Olson asked Chief Cline to contact Nate Paulson with Rescue concerning the life flight helicopter for Glyndon Days.

**f. Ken Parke, City Consultant** – Mr. Parke informed Council that Super Frog did drop their price to \$2,100 for the sign at Stockwood. He visited with Kelly Richards in regards to acquiring the property in Centennial from Jim Sullivan. Richards informed Parke that Lightowler Johnson Associates are working on some estimated special assessment numbers for him concerning the development he is looking at if he purchases the land from Mr. Sullivan.

#### **New Business**

##### **a. Discussion – City Clerk/Treasurer Vacated Position Changed to City**

**Administrator** – Dave Owings stated the first topic discussed should be whether the Council wants to change the Clerk/Treasurer position to an Administrator position. Mayor Johnson stated he did not think it was a good idea to start with until he listened to others explaining why they feel it would be a good change for Glyndon. Johnson informed Council the Mayoral Handbook explains that a Council can decide what duties and authority they would like the Administrator to have. Ken Parke explained that the Clerk/Treasurer position is statutory regulated but a City Administrator position can be passed with specific duties and responsibilities. Owings feels the Council should be working more on policy items than dealing with HR issues, explaining that that responsibility will be part of the administration duties assigned. Chris Jensen believes that cities that excel and grow have very clean vision and purpose in what their decision makers and leadership individuals should be doing to help the City plan for the future. Jensen stated that by finding the right person for the position will enhance the other employees that are now working for the City. Jensen thinks it is important that the City develop an Organizational Chart (Org Chart) so when the position is filled the other employees will know to follow and respect it. Owings asked Ken Parke to explain the experience level that is included in the job description that he presented to the Council along with does he feel the City will be able to find someone in this area with those qualifications. Ken Parke explained that he likes the words

preferred or desirable in a job description, explaining there are different jobs out there that a person can have experience in that may fit well into this job position but since they do not meet the minimum qualifications they may not apply. Chief Cline believes the Council would be looking for an individual that once hired will be able to start doing what is expected right away like working with TIF, bonding, ordinances instead of having to train them in those topics. Cline feels this is the opportunity the City has to hire someone who can do all these things without outside sources to do the job for them. Jensen believes Cline is on the right track with hiring someone that has the resources and qualifications for the job. Ken Parke stated someone with experience and not as much education may also be a good candidate. Savageau informed Council that the City has spent over \$17,000 (1/2 year) in attorney and consulting fees, stating if you hire someone that knows the job, a portion of that could be put towards their salary. Ken Parke went through some of the numbers from the Salary Survey explaining with his calculations the City would be looking at a minimum salary of \$51,500 and a maximum of \$66,800. Jensen feels that number is low, stating that most managerial positions in the Fargo/Moorhead area start over \$70,000. Council discussed salary ranges and qualifications that they would look at for this position. Ken Parke informed Council that these figures are only the salary, it does not include any of the benefits the City offers. Jensen explained that the person that will be hired for this position if changed to Administrator will actually be creating some of their own duties since the City has not had this position before. Jensen stated that Council and City employees will have to get used to the changes that will come with hiring an Administrator, with time he hopes everyone will be able to work as a team to keep the City moving forward. Olson explained that the Administrator would act as a buffer between Department Heads and Council. Savageau stated that Council Members change every two to four years, so by having an Administrator it is their job to keep things running smoothly and inform new Council Members on what is happening in the City. Cline informed Council that his officers are part of the Union so things are different as to how they are managed, the Administrator would work with the Union Representatives if any issues were to arise. Olson reminded Council that the new person hired will be on a one (1) year probation and Council will need to let them know what is expected of them during that time. Council discussed what the steps will be when a resident contacts them with a question or concern, stating Council will turn it over to the Administrator to handle the situation or concern. Savageau stated that usually there is misunderstanding or miscommunication between the City and residents so if there is one constant contact an individual can visit with things will be resolved more quickly and efficiently. Ken Parke informed Council that you need to be consistent as to how things are handled within the City. Jensen reminded Council that they also will need to adapt to the change by how they deal with certain topics, making sure they do not overstep their bounds. Council discussed salary options for the position, Owings feels the City needs to be comparable to the Fargo/Moorhead area, Savageau stated that Fargo/Moorhead may be are competition but they are also our best resource because they have a number of large municipalities that may have a worker that will not have the opportunity to move up into an administrator position but has years of experience that may want to apply for this position. Affield asked Council to add in the job description the duties that may need to be done if she is gone. Parke stated that the office staff should visit and decide how things will be handled if someone is absent from their job for a period of time. Ken Parke informed Council that they would want to approve moving forward with a City Administrator by Resolution. Once that is done the job description and salary range should be completed prior to advertising for the position. Ken Parke stated he likes the idea of having a salary range for the position, it looks more enticing and Council can calculate what may be needed for the budget. Parke also feels it gives Council flexibility based on qualifications. Mr. Parke explained that salary steps may be how the Council would want to address this position. Olson stated that the step process would need to be looked at for all employees if Council decided to take that route. Jensen suggested a payroll grid be one of the first projects the new Administrator tackles. Council discussed salary

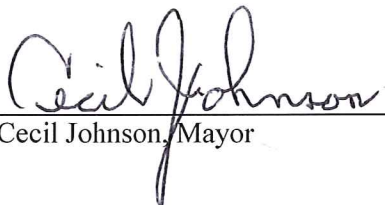
ranges and benefits further for this position. Savageau wants to make sure that the Council looks at the full benefit package before a salary is decided. Olson and Jensen believe this is an investment and feel a larger salary is necessary to find a qualified person for the position. Savageau expressed her concerns with starting someone out to high explaining that at the County if someone is being looked at for the job and is asking for more money it would need to be brought in front of Council and they would look at all the information and decide if it is worth paying the higher salary for this specific individual. Jensen explained that you do not have to pay the maximum amount on the salary range but you may have more qualified applicants applying if it is offered. Olson stated that if the Administrator is doing their job correctly other costs in the budget should come down to offset the higher salary. Owings stated he is not opposed to a higher salary for this position. Council discussed having a City Administrator may also shorten the length of the Council Meetings as the Administrator will be handling the minor topics that the Council will not have to deal with. Owings recommended that a Resolution be drawn up and Council Members review the job description that was presented from Ken Parke with changes that they will want to add or delete along with a salary range for discussion at the August 10<sup>th</sup> 7:00 a.m. Council Meeting.

**9. Open Forum –**

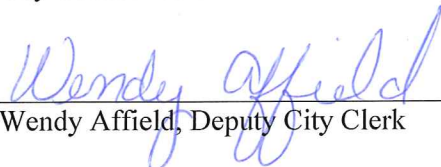
**10. Miscellaneous Announcements –**

**11. Adjournment**

A motion was made by Chris Jensen, seconded by Kimberly Savageau to adjourn at 9:15 p.m. Motion carried.

  
\_\_\_\_\_  
Cecil Johnson, Mayor

\_\_\_\_\_  
City Clerk/Treasurer

  
\_\_\_\_\_  
Wendy Affield, Deputy City Clerk

July 27th, 2016 Glyndon City Council Minutes