

**Glyndon City Council**

**8/10/2016**

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, Chris Jensen, Joe Olson and Kimberly Savageau, Deputy City Clerk Wendy Affield, Police Chief Michael Cline, Maintenance Supervisor Scott Lofgren, City Consultant Ken Parke, City Engineers Chris Thorson and Alex Ranz.

**As Per Sign in Sheet:** Karen Kringler

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 7/27/2016 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**
  - None
5. **Motion to Approve Agenda**

A motion to approve the 8/10/2016 Agenda was made by Dave Owings, seconded by Joe Olson.  
Motion Carried.
6. **New Business**
  - a. **Accept Moland Townships Fire Department Service Agreement** – Council discussed when the payments are due from the Townships. Chris Jensen made a motion to accept Moland Townships Fire Department Service Agreement Contract, seconded by Kimberly Savageau.  
Motion Carried.
7. **Old Business/Unfinished Business**
  - a. **Update on Lyndon, Lund & 9<sup>th</sup> – Ulteig Engineering** – Chris Thorson informed Council that KPH has contacted him with a time table as when the overlay process will start. Thorson stated tomorrow, August 18<sup>th</sup> is the plan, weather permitting. Council discussed the ditch work that will also take place on Lyndon to resolve the drainage issue. Olson informed Council after visiting with Dave Overbo from the County he was told the ditch on the south side of Lyndon will need to be cleaned out. Olson asked Thorson to contact Overbo to see if something could be arranged with KPH when they are in town finishing work on the other ditch. Thorson explained to Council the overlay process will be completed first then the corrections will be addressed from the punch list. Mayor Johnson informed Thorson that Mr. Tollagson asked

him how much of the ditch will be cut back in his yard. Alex Ranz informed Council that he has visited with the home owner.

**b. Update on Sealcoat Project** – Chris Thorson informed Council the first part of the project which is the crack sealing has been completed and the actual laying of the asphalt and rocks will take place the week of August 22<sup>nd</sup>. Thorson stated the areas being done are Southcreek, a portion of 5<sup>th</sup> Street and Eglon Avenue from 5<sup>th</sup> Street to 4<sup>th</sup> Street. Asphalt Surface Technologies out of St. Cloud will be doing the project.

Thorson gave Council a quick update on the Water Tower, stating the driveway, pavement and seeding of the grass are supposed to start this week but due to the large quantity of rain it will be postponed until the area has dried up. Council discussed the condition of the parking lot and what options could be taken to repair or replace it in the future. Thorson suggested when the City is looking at their Capital Improvement Plan during budget time, they should include the parking lot with one of the street projects. Council discussed the removal of the depot and the old water treatment plant to expand the parking lot for the Community Center. Owings is in favor of removing the depot and expanding the parking lot since it is not the original depot. Lofgren explained the old water treatment plant is used for storing equipment and if he had a different place for the equipment he would be in favor of removing that building also. Owings discussed the idea of constructing a cold storage building at that locating to keep everything centrally located in the City. Council discussed whether to give Thorson direction to come up with a plan for that area if those two buildings were removed. Jensen feels the City needs to have a vision before they request prices. Owings would like to discuss this further when the Budget is being discussed. Mayor Johnson suggested having a committee and request input from residents on what they may see work in that location.

**c. Update on 418 2<sup>nd</sup> St SE** – Affield updated Council stating on August 3<sup>rd</sup>, 2016 Rick Rossow the house mover stopped in to let the City know that one of the garages has been set on footings, the house has been raised and he informed Darryl Sjothun that the items in the other garage must be cleaned out and footings will need to be poured within two (2) weeks as he will be back to move that garage closer to the house, stating he needs his equipment for another job. As for the house walls he informed Darryl he has forty-five (45) days to have the basement finished so the house can be set, if not he has no choice but to drop the house in the hole and leave with his equipment. Council requested Affield to visit with Mr. Schroeder and find out what the extension date was for this project and email them the information.

**d. Resolution 2016-15 Resolution Creating a City Administrator Position** – Chris Jensen made a motion to accept Resolution 2016-15 Creating a City Administrator Position, seconded by Joe Olson.  
Motion Carried.

**e. Resolution 2016-16 Resolution Requesting a Right-in/Right-out Access at Foundation Avenue** – Joe Olson made a motion to accept Resolution 2016-16 Requesting a Right-in/Right-out Access at Foundation Avenue, seconded by Kimberly Savageau.  
Motion Carried.

**f. Resolution 2016-17 Resolution Approving the General Obligation Tax Abatement Note, Series 2016A from Minnesota Rural Water Association** – Mayor Johnson informed Council the Resolution is to approve the General Obligation Tax Abatement Note to pay for the installation of electricity and gas in Stockwood along with the realignment of the sanitary sewer lines located at the coulee on Parke Avenue. Affield informed Council the

information in their Agenda Packet is from David Drown explaining his recommendations and the schedule of the General Obligation Tax Abatement Note, Series 2016A.

*August 2, 2016*

*City of Glyndon*

**RE: G.O. Tax Abatement Bonds, Series 2016A  
Stockwood Electric**

*Dear Council Members and Ms. Affield:*

*This letter outlines our recommendations for the structure and sale of bonds to fund the costs of electric service to the Stockwood Business Park, plus replacement of a sanitary sewer main under Parke Avenue.*

**Background**

*When the Stockwood Business Park was developed several years ago, the developer neglected to arrange for installation of electric service from Xcel Energy. Now that the City has obtained title to this property, electric service is still needed to service future businesses and to power the City's sewer lift station. The City has entered into an agreement with Xcel to install the system for \$82,007. Hopefully, most of this will be reimbursed as lots are sold and buildings completed; Xcel will repay \$9,720 for each unit constructed over the next five (5) years. The City also needs to realign their sanitary sewer pipes under Parke Avenue where Clay County is installing a new box culvert at an estimated cost of \$75,000. To preserve the City's cash position, the City wishes to issue debt for both of these projects.*

**G.O. Tax Abatement Bonds**

*We recommend the bonds for these projects be issued under the authority of M.S. 469.1812 to 469.1815 as tax abatement bonds. On June 22<sup>nd</sup> the City held the required Public Hearing on the use of tax abatement to fund these projects and adopted an abatement resolution authorizing \$164,000 of tax abatement bonds. Given the small size of this bond issue, we recommend the City utilize the MRWA's micro loan program. This program does an excellent job of controlling issuance costs for small bond issues like this.*

*Attached please find a schedule showing the payments on a \$164,000 micro loan. The interest rate is 2.25% fixed for the full 7-year term. Payments will average about \$27,000 per year. The City will need to include an abatement of \$23,429 plus a small tax levy in future budgets starting in 2017 to cover payments.*

**Timetable**

*A formal resolution will be presented for Council approval at your August 10<sup>th</sup> meeting. Closing and transfer of funds will take place on August 24<sup>th</sup>.*

*Sincerely*

*David Drown, President  
David Drown Associates, Inc.*

Dave Owings stated the City will need to include an abatement of \$23,429 plus a small tax levy in future budgets starting in 2017 to cover payments. Chris Jensen made a motion to accept Resolution 2016-17 approving the General Obligation Tax Abatement Note, Series 2016A from Minnesota Rural Water Association, seconded by Kimberly Savageau.

Motion Carried.

**g. Administrator Job Description and Salary Range Discussion** – Affield informed Council that the City of Glyndon is now included in the Salary Survey for the League of Minnesota Cities. Council discussed whether to include the salary range in the advertisement of the new Administrator position or to just have DOE printed. Savageau discussed a broader salary scale which would then be broken down as to the years of experience when an applicant was being interviewed. Mayor Johnson asked what information will be included in the advertisement. Ken Parke informed Council the ad does not have to be very long, it would state the job title and basic information where to access the job description and application. Council requested Affield to have the ad put on the League of Minnesota Cities website, City's website and have it run in the Fargo Forum for three (3) weeks. Mr. Parke suggested to email Clerk's throughout the state the information just in case someone is looking to relocate to the Fargo/Moorhead area. Council discussed the screening process that will take place which will include a representative from the HR Committee, City Consultant Ken Parke and someone that oversees the Office Department. Ken Parke stated he will work with Affield on the ad that will be used in the Fargo Forum. Chis Jensen informed Council the United States Department of Labor passed a new overtime requirement for exempt and non-exempt employees. Jensen explained that if an employee makes under \$47,476 a year and you are a salaried employee you will no longer be exempt from overtime (in most cases), you will be able to collect overtime. Jensen stated this is something that needs to be looked at for the new position and current employees. Jensen informed Council that one way to solve this would be to pay hourly or pay more than the minimum salary wage. Owings stated he is fine with the job description that is in the Agenda Packet that Mr. Parke presented to Council. Chief Cline informed Council he has a few concerns with it, starting with there is nothing concerning union negotiations between the City and his officers. Another concern Chief Cline has is *"interprets and enforces laws, ordinances, resolutions, policies, rules and recommends changes as needed"*, explaining that instead of *"enforces laws"* it should read *"enforces Minnesota Statutes as needed"*. Mr. Parke agreed to that revision. Jensen feels that in the bullet point that reads *"overlook the total operation of the city through a management perspective"* would include union negotiations and HR issues. Mayor Johnson questioned *"supervise all City Staff directly or indirectly through Department Supervisors; acts as final authority on all personnel actions, including disciplinary action, however hiring or dismissal are subject to City Council approval. Coordinates the hiring process for employees"*, Olson feels it means the employees will need to follow a chain of command. Savageau feels that if a Department Supervisor is not available then it would be the Administrators responsibility to handle the situation. Ken Parke informed Council that in a few bullet points it talks about a Finance Officer and the City does not have one so those will need to be deleted. Chief Cline asked if he will still be taking care of the disciplinary action when it comes to his officers. Olson asked if the Administrator would be responsible for all employee performance evaluations or will department heads be responsible for the employees they manage. Parke stated the Administrator makes sure the department heads do their performance evaluations. Jensen feels Mr. Parkes stated it correctly, this position is responsible for, and it does not mean they are necessarily executing it, they are responsible in making sure someone is doing the task. Chief Cline informed Council his officer's personnel files are locked in his safe as he is looking up information and updating items on a continuous basis, he would like to continue maintaining those files. Ken Parke informed Council that Dilworth's Police Department also maintain their officer's personnel files. Affield will make the changes to the job description and email Council for their review. Ken Parke informed Council the salary range should be added to the job description, not the advertisement for the paper. A motion was made by Dave Owings to adopt the job description for the Administrator position with the adjustments discussed, seconded by Kimberly Savageau. Motion Carried.

Council discussed salary ranges for the Administrator position. Savageau suggested to set the salary range from \$55,000 to \$65,000, stating she has had many inquiries concerning the job and feel that is a fair salary range. Council discussed the benefit package that also goes with the job position. Council discussed the pros and cons to having a grid system when it comes to employee wages. Olson and Savageau explained to Council the way the steps and grid system work at the County. Jensen and Olson discussed how you need more than one review a year, stating everyday should be a review and if an issue arises the employee should be talked to and reprimanded that day, not months down the road when their review may be due. Ken Parke informed Council you can usually offer the new employee a possible pay increase after a 6 month review process. Savageau explained how the County uses steps and by doing so it helps with knowing what amount needs to be put into the budget for the next year. Jensen stated the Council would explain to the new Administrator how the city works with pay raises suggesting part of their job would be to set up a pay grid for all employees. A remark was made that the City may not be large enough to use a grid system for pay raises. Affield and Mr. Parke will work on finalizing the job description and advertisement for the paper, then Affield will make sure it is posted on the LOMC website, City of Glyndon's website along with having the ad run in the Fargo Forum. Affield was instructed to have the salary included with the job description on the City website, not to have it included in the advertisement. Chris Jensen made a motion to set the salary range for the Administrator position at \$55,000 to \$65,000, seconded by Kimberly Savageau.

Motion Carried.

Savageau informed Council that if an applicant felt they deserved a higher salary because of their qualifications and experience they would be able to request Council for a review. September 2<sup>nd</sup>, 2016 will be the closing date for applications for the City Administrator position. Council requested a cover letter, resume and City application be required from each applicant when applying. Ken Parke informed Council applications are confidential until you come up with the finalists that will be interviewed. Affield will seal the applications and keep in the safe until the interviewing committee starts the process. Chief Cline suggested a background check be done on the three (3) finalists. Owings asked if the applicants would need to sign a release. Cline stated they would and it would only be on the three (3) finalists chosen for interviews. Ken Parke discussed the scoring system that will be used during the application review process. Council Members will decide at a later time who will be part of the application review process.

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

**a. Mike Cline, Police Chief** – Chief Cline informed Council the department is at 1800 calls for the year, his officers are participating in active shooting training and the speed sign will be ordered once the salesman is back from vacation. Cline stated the corn is ordered for the picnic and will be delivered on Thursday, an officer will have his K9 dog at the picnic and he is still waiting to hear back from the DGF art students for the face painting.

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

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Scott Lofgren informed Council he has visited with a few sign companies in regards to the paint on the two City signs located on the east and west ends of town. Brushmarks Signs from Detroit Lakes painted the signs and after only a few years the paint job has been flaking off. Lofgren was informed from a painter the sign should have been powder coated prior to painting because it is a steel sign. Lofgren requested quotes on both touching up the signs and redoing (powder coating) the whole sign. Mayor Johnson asked Lofgren if the ditch could be mowed on the south side of 12<sup>th</sup> Avenue. Lofgren stated due to the steepness of the ditch he will only be able to mow a five foot strip across the top. Owings asked Lofgren when water and sewer classes are taught in the area.

Lofgren informed Council that there is a training calendar that has classes all year, it just depends on how far the individual wants to drive to attend. Owings requested Lofgren to supply Council with that calendar at the next Council Meeting. Lofgren stated not every class has the test that would need to be taken to become certified. Mayor Johnson explained to Council that Lofgren came to him suggesting the City aerial spray for mosquitos due to the large number of complaints from the residents. Lofgren stated the ground spraying usually does a good job but this year it is not taking care of the high numbers. Mayor Johnson informed Council he took it upon himself to make the call to have the spraying done prior to the community picnic but thought the spraying was going to be done on Wednesday so he would have had a chance to discuss it with the other Council Members. Since the spraying was done on Tuesday night Mayor Johnson apologized for not informing the rest of the Council in time. Lofgren stated the spraying needed to be done when the weather was cooperating so Airborne made the decision on which day it was done. Jensen would like the City to start enforcing the Nuisance Ordinance that is in place due to the number of properties that are not looking very appealing. Council discussed who is responsible to make a list of places that should be notified about cleaning up their property. Cline reminded Council that if you start with one, you must do them all. Ken Parke informed Council that Dilworth would first take care of it by City Hall sending a letter and if there was no response it would be sent to the City Attorney. Council would like the maintenance department and police department to start making a list of properties they feel should receive a clean-up letter. Affield will then send out the letters. Olson suggested a notice be added to the monthly newsletter to inform residents that the City Nuisance Ordinance will be enforced. Mayor Johnson has concerns about the ditch located north of the lagoons stating who is responsible to clean it so the water will drain correctly. Lofgren informed Council no one wants to take ownership of the ditch stating on the permit it is an unnamed ditch. Owings stated he would like the ponds to be in the city limits so the City would have control, not the County. Lofgren informed Council most city ponds are not located in the city limits. Lofgren informed Council the Buffalo River Watershed has started the planning process to clean out the coulee ditch.

**d. Wendy Affield, Deputy City Clerk** – Affield informed Council she has picked up the plates and butter for the picnic. Council discussed what items are needed to be set up for the picnic. Owings asked if Affield has received any calls for paying your utility bill with a credit card. Affield stated we have received a few calls. Owings requested Affield to visit with Simple Website Creations concerning online payments using a credit card and information concerning an email notification for residents to receive emails of upcoming events when they are signed up.

**e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee** – Savageau asked if anyone has heard if the bridge repair will be finished on Parke Avenue in time for the parade on Saturday. Mayor Johnson stated he was told it would be done in four days which would be in time for the parade. Olson informed Council that the City has received two (2) bird house libraries which will be installed in both Johnson Park and Anstadt Park. Council discussed options for the parade if the road is not open in time. Engineer Alex Ranz informed Council that he has been told they should be done either late Wednesday or Thursday.

**f. Ken Parke, City Consultant** – Ken Parke suggested Affield visit with Dilworth concerning the credit card process as Dilworth talked about trying this year's back and found out there are many issues with accepting credit cards. Savageau informed Council the hassle the County had with the credit card process, stating it took them at least six years to get it to work correctly. Mr. Parke informed Council the two parties discussing Centennial Development are still in negotiations. Parke discussed the call he received concerning lots in Stockwood. The interested party is considering an elderly living facility in that location and are performing a market study on the area to see if the demand is needed. Mr. Parke discussed the information he has concerning the interested party stating he will know more once the market study is completed. Ken Parke informed Council he was asked about local facilities in the area stating Dilworth's

assisted living facility has expanded as much as they can and have a waiting list to get in. Parke feels an elderly facility would be an anchor for other business to come to town. Mayor Johnson asked when the electricity will be installed in Stockwood. Affield stated in September.

Council Members discussed the parade they will be participating in on Saturday.

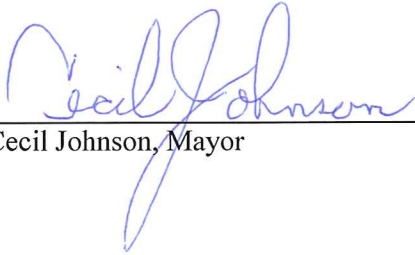
**9. Open Forum –**

**10. Miscellaneous Announcements –**

**11. Adjournment**

A motion was made by Joe Olson, seconded by Kimberly Savageau to adjourn at 8:43 a.m.

Motion carried.



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Cecil Johnson, Mayor

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City Clerk/Treasurer



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Wendy Affield, Deputy City Clerk

August 10th, 2016 Glyndon City Council Minutes