

**Glyndon City Council**

**8/24/2016**

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, City Consultant Ken Parke, City Engineers Chris Thorson.

**As Per Sign in Sheet:** None

3. **Motion to Approve Consent Agenda**

a. Minutes – 8/10/2016 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**

➤ 4 Questions – Dave Owings

➤ Centennial Development – Chris Jensen

5. **Motion to Approve Agenda**

A motion to approve the 8/24/2016 Agenda was made by Kimberly Savageau, seconded by Joe Olson.  
Motion Carried.

6. **New Business**

a. Nothing at this time.

7. **Old Business/Unfinished Business**

**a. Update on Lyndon, Lund & 9<sup>th</sup> – Ulteig Engineering** – Chris Thorson informed Council the edges have been milled down on these streets and they are waiting to hear from Howard's Driveway as to when they will be back in town to place the overlay of asphalt. In the next few days KPH will be in town to start on the remaining check list items from Ulteig. Thorson stated he will contact the City when a date has been set.

**b. Update on Sealcoat Project – Ulteig Engineering** – Chris Thorson informed Council due to the rain the sealcoat process has been delayed, stating the project should only take three hours to complete once they are able to come to town. Thorson will contact the City when the date has been set. Mayor Johnson asked which roads will be seal coated at this time. Thorson informed Council the streets that are part of the Southcreek Addition will be completed along with a portion of 5<sup>th</sup> Street and Eglon Avenue from 5<sup>th</sup> Street to 4<sup>th</sup> Street. Olson asked if the cul-de-sacs on Lyndon will be seal coated this year. Thorson stated they will not. Chris Thorson

informed Council that you want to wait two (2) to three (3) years before you sealcoat a new paved road. Savageau asked if the City will be paying for the sealcoat on the cul-de-sacs. Thorson stated the City will be responsible. Jensen remarked whether it is a perfect job or a potentially flawed job it is still 3-4 years before you would sealcoat the road. Olson talked about the test results which were completed on the cul-de-sacs, stating a sealcoat was suggested to fix the problem. Thorson informed Council it was suggested to fix the cosmetic look to the cul-de-sacs, not to have the contractor be responsible for paying for the sealcoat. Savageau would like Thorson to estimate what it would cost the City to sealcoat the streets which were completed by KPH during the Lyndon, Lund & 9<sup>th</sup> project. Thorson suggested the sealcoat process on those areas not happen until at least 2018 or 2019. Jensen recalled prior conversations in which the sealcoating process would not happen on the cul-de-sacs right away due to the color difference it would be from the new paved road. Council discussed other sealcoat projects which will be coming up in the next few years. Savageau would like to make sure these amounts are in the budget. Jensen believes it had been decided to set a specific amount of funds aside each year in the budget and then decide what can be done with the funds that are available. Savageau suggested the City look at a two (2) year sealcoating cycle, this way the City would save on the engineering costs to plan the projects. Savageau stated a certain amount would be set aside each year and carried over to the second year when the project would happen. Owings asked Mr. Parke if this is what the City would want to do or can do. Mr. Parke informed Council that Dilworth would earmark the project in the budget under a general improvement fund or the City could inner fund borrow. Owings asked Mr. Parke to explain inner fund borrowing. Mayor Johnson asked if the auditors would look at this badly. Ken Parke stated the City would not receive a red flag for doing this, but Eide Bailly would identify it when discussed at the audit. Parke explained if you put the funds into a separate account other than the general fund it is easier to track and make adjustments at the end of the year. Owings suggested creating a general improvement fund in Banyon. Parke informed the Council you can allocate the amount of funds you want to put into that particular account and when the city would want to spend them, you just need to make sure you budget over the next years to reimburse that fund back if you use more than what was in the account. Parke stated Dilworth did it this way instead of going to the bank and paying a higher interest rate, if you have a stable cash flow and it is for a short amount of time it seems to work well. You are financing yourself and not using a bank. Mayor Johnson asked if the funds are needed, can the City use them for anything. Parke indicated the funds should be used for what they were earmarked for. Olson asked how long a sealcoat process will last on a road. Thorson stated five to seven years. Council discussed the sealcoating process Dilworth completed this year. Owings suggested we look into the inner fund borrowing when the budget is being discussed. Jensen suggested Council google the economics of government financing to understand the inner fund borrowing concept. Olson will explain to the residents on Lyndon the overlay will be done now but the sealcoat, will be done in a few years to keep the uniform look of the road.

**c. Update on Water Tower Project – Ulteig Engineering** – Chris Thorson informed Council the water tower project is basically done with the paving and seeding completed, stating one minor correction needs to be addressed inside the tower which is to extend a hose on a landing platform for drainage purposes.

Chris Thorson informed Council the paving by the box culvert on Parke Avenue will be done soon and he will let the City know when it will happen. Thorson stated the cost share with the County is 50/50 on the paving for that location.

Thorson informed Council due to the Special Session not happening in 2016 the Water Looping Project will not receive funding from the State. Thorson recommends rebidding the project in the

spring and working with MN DOT when they start the trunk Highway 10 project and see if the City can coordinate the two projects. Owings asked about the grant money. Thorson stated the grant money will be in effect as long as there is a Bonding Bill passed next spring. Owings asked if there is any paperwork that should be done to insure the City does not lose the grant. Thorson will visit with PFA concerning this topic. Olson asked what happens if the Bonding Bill does not pass. Thorson informed Council the City would have to wait for a bill to pass.

At this time Brian Dahl requested to speak for the congregation of Maranatha Free Lutheran Church. Mr. Dahl thanked Council Members for their time and help communicating with MN DOT in regards to the closing of the access by the church. Mr. Dahl informed Council the church did not receive the full access but will be allowed to keep the entrance for a right-in/right-out at that location which is better than what was originally planned.

**Addition to the Agenda:**

➤ Centennial Development – Chris Thorson informed Counsel he received a call from Mr. Sullivan’s Engineer wondering when the project would be able to start. Thorson informed the Engineer that a Developers Agreement would need to be in place before he can move forward with this project. Mr. Parke asked if Thorson has received a plan for the first phase of the development. Thorson stated he has the plan that was sent to the Department of Health for the review process for permit approval. Jensen asked if the plan looks like the one the City has displayed in the Council room. Thorson stated most of it does except around “Outlot A” he has home lots built around the perimeter on two sides. Jensen asked Thorson if the lot sizes were changed would the permit process need to be redone. Thorson stated it would. Parke informed Council that in the Developers Agreement it mentions a master plan and explains the definition:

*Master Plan means a plan for the Development Property showing the general location and installation of all Public Improvements, utilities, utility easements and rights-of-way, lift station, and other services serving the Development Property; and, the Master Plan shall show how the development will be completed in phases, that portion of Public Improvements to be constructed with each phase, the estimated total costs of all Public Improvements, and the number and locations of single-family homes and twin homes.*

Parke stated step one would be for the City to receive a master plan. Olson asked if the Developers Agreement has been completed. Parke informed Council that the City has a draft of an agreement and on Monday August 22<sup>nd</sup> a meeting with Mayor Johnson, Ken Norman, David Drown and himself took place at the City Hall to discuss the agreement. Parke discussed some of his concerns starting with how Mr. Sullivan would like the City to participate financially which would mean special accessing some of the improvements (lift stations) along with the possibility of rental property and a multi-family building within the TIF District. Council discussed the concerns with a multi-family dwelling located in the TIF District. Ken Parke informed Council the multi-family will be asked to be removed from the agreement. Parke explained to Council that it would be better to have separate escrow agreements with each phase along with the possibility of amendments to the Developers Agreement. Parke informed Council Mr. Sullivan has agreed to allow the City to special assess the lots that will not be developed in the first phase to help pay for the lift stations. Jensen stated Sullivan would be responsible for paying those assessments since he owns the land. Parke explained how Dilworth required signed blank quick claim deeds put into an escrow in case the specials were defaulted on. Jensen questioned if Mr. Sullivan would still receive TIF if he left the project before it was completed. Parke explained that he would only receive TIF on the lots which were developed, the generated increment is based off the improvements. Parke informed Council the City needs to see Mr. Sullivan’s

financial statements to make sure he can make the payments that will be expected of him when the project starts. Parke reminded Council Mr. Sullivan will need to petition Council for improvements on any area in the development which would require Mr. Thorson from Ulteig Engineering to review and accept. Council discussed the importance of having a master plan along with the option of what will be allowed to be built in each area whether it be single-family, twin homes or multi-family housing. Ken Parke informed Council David Drown will present the changes in the Developers Agreement to Mr. Shockley and wait for his response. The City needs to have the least amount of risk possible with this agreement. Olson asked if the City should have specific options available to developers when they want to develop in town. Ken Parke informed Council it is hard because every project is unique.

**d. Update on General Obligation Tax Abatement Note, Series 2016A** – Affield informed Council the items included in the Agenda are for informational purposes only and she received an email from David Drown Associates stating the funds have been mailed to the City.

**e. Update on 418 2<sup>nd</sup> St SE – Steve Schroeder Email** – Moved for discussion after 3<sup>rd</sup> and Final Reading of Ordinance #182.

**f. 3<sup>rd</sup> and Final Reading of Ordinance #182 – An Ordinance Amending Chapter 3 (Rules and Definitions) of the City of Glyndon, Minnesota 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 accept this as our 3<sup>rd</sup> and final reading, seconded by Joe Olson. Motion Carried.

**Update on 418 2<sup>nd</sup> St SE** – Mayor Johnson informed Council he had a discussion with Mr. Sjothun today and was informed the crew was supposed to come today or tomorrow to set up the forms for the walls. Affield explained the conversation Mr. Schroeder also had today with Darryl explaining to him that the Council would be discussing what the next step will be tonight at the meeting. Schroeder let Sjothun know that the City Attorney may be instructed to move forward with condemning the job site. Olson feels it is up to Council to instruct Norman to start the process not Mr. Schroeder. Mayor Johnson asked Council Members to think about how much money they are willing to spend to have the site demolished and removed from the property if it comes to that. Affield informed Council the letter that will be delivered to Mr. Sjothun and Ms. Peterson stated they will have thirty (30) days to respond. Affield's understanding of the letter Mr. Schroeder wrote states he is condemning the buildings on the site and no work will be allowed because of that. Jensen discussed the Ordinances the City has in place and would like the Council to start enforcing them. Ken Parke explained that Mr. Norman would first start condemning proceedings with the court to request having the hazardous building removed and if the City pays to have the material removed they would have the right to special access the property. Mayor Johnson informed Council the taxes have been paid up to date on the Lugo property. Savageau asked if the City is still mowing the yard and explained they would need to be properly notified of the charges. Council discussed the next step that should be taken with the issue at 418 2<sup>nd</sup> St SE. Dave Owings made a motion to instruct the City Attorney to proceed with the letter to Mr. Sjothun and Ms. Peterson, seconded by Chris Jensen. Motion Carried.

Savageau requested Affield to notify the homeowners at the Lugo property concerning the mowing that will need to be kept up otherwise the City will charge them a specific amount of money to take care of it. Mr. Parke believes Dilworth charged one hundred dollars (\$100.00) each time the City Maintenance mowed. If the bill is not paid the City would then special assess

the property after notification and a Public Hearing (10% admit fee included) which would be their responsibility to pay. Owings asked what happens if the certified letter is not accepted. Parke stated at least the attempt was made. Kimberly Savageau made a motion to instruct Affield to send a letter to the Lugo property owners and request Lofgren to keep official mowing records for every time the City mows that property, seconded by Dave Owings. Chris Jensen would like to extend this motion on all property in the City that will need to be informed of Ordinance violations. Chief Cline and Scott Lofgren will prepare a list of property owners for Affield to mail out that are not in compliance with city ordinances.  
Motion Carried.

Ken Parke stated a certified letter will need to be sent each time it is mowed.

**Additions to the Agenda:**

➤ **4 Questions – Dave Owings** – Owings asked if Council Members can discuss the lots that are for sale in Stockwood or should they be instructed to visit with someone else. Ken Parke informed Council they may discuss the Stockwood lots or they can give them his number to contact. The prices and lot information are located on the City website if anyone is looking for the form to fill out for a bid request. The negotiation process on the lots would be brought to Council and discussed with the individual during a closed meeting.

Owings would like Council Members to have matching shirts for future Glyndon Days celebrations.

Owings discussed his ideas concerning notifying residents through email alert and would like to donate his time creating a program. Owings would install the program on the laptop located in the Council Chambers that would have the email addresses from the residents who would like to participate. Jensen's idea would be to have a self-addressed envelope mailed out in hopes for individuals to respond. Owings informed Council he has visited with Ken Norman to make sure it would not be a conflict of interest. Norman informed Owings he does not feel it is a conflict of interest in this case because it would be saving the City money and it has to do with a communication improvement for the residents. Norman also stated to Owings there would not be any financial information connected with the laptop used, it is a disbursement out, no reply back, set up. Owings explained his concept of what he hopes to achieve with this program stating when an update on bug spraying, road repairs or an activity is going on this is a way to notify the residents instead of mailings. Affield suggested including the email notification request in the utility billing once the program is set up. Savageau asked what percentage of residents pay their bill ACH. Affield stated around a third of the residents do. Dave Owings would like residents to know that there is no financial or personal gain by him doing this for the City. Council appreciate Mr. Owings doing this for the residents of Glyndon.

Owings would like to see the Council Meetings videoed and placed on the City website. Olson suggested to upload the recording of the meeting. Owings feels it would be hard to decipher who was speaking. Ken Parke informed Council that Dilworth tried videoing, but it did not work very well. Olson and Savageau explained the process Clay County goes through for each meeting. Affield informed Council she has one bid on the new Council table setup and asked if anyone would know of a contractor who would be interested in presenting another bid for the City. The table would seat four (4) additional people besides the Council Members. Owings would like Council to think about the video idea since budget time is coming soon.

**g. Council Discussion Concerning Administrator Job Description** – Owings informed Council he requested this topic be added to the Agenda for clarification on what the full Council

would like included in the job description for the Administrator position. Ken Parke stated we should have been more specific on certain topics. Affield informed Council that Chief Cline was unable to attend the meeting but would like Council to review the changes he is requesting (typed in red). Savageau stated the Council does not expect the Administrator to micro manage the departments. Affield explained Cline feels that if the information is included in the beginning there will not be any questions in the future. Savageau stated Chief Cline will not always be the Chief in Glyndon, once he retires the City may not have a replacement with as much experience and would need to make sure that is covered for any future employees. Savageau will expect the Administrator and the department heads work together to insure the City runs smoothly. Jensen explained it is the Administrators job to make sure the files are maintained where they are located. Ken Parke informed Council that he has revised bullet point number five on the second page and hope Chief Cline would be acceptable with it reading *“conducts performance evaluations on all employees with the exception of those evaluated by their immediate supervisor”* and *“is responsible in making sure personnel files are properly maintained on all employees even though some files may be held by a department’s supervisor”*. Ken Parke feels the Administrator needs to play the authority roll when it comes to personnel and disciplinary actions. Olson visited with Chief Cline and believes he is only looking to be able to manage his department the way he has been for so many years. Olson explained the chain of command is what the City is hoping to enforce by changing to an Administrator position, stating the department heads will perform their employee reviews and the Administrator will sign off that the review was completed. Council decided to leave the first bullet point on the second page as is and include the alteration to the fifth bullet point on the second page of the job description. Kimberly Savageau made a motion to instruct Affield to make the changes that were explained by Mr. Parke to the job description for the Administrator position, seconded by Dave Owings. Motion Carried.

#### **h. Council Discussion on Who Will be Part of the Job Application Review**

**Committee** – Joe Olson removed himself as a candidate for the review committee.

Jensen explained the committee would be the one to review and score all the applications that come to the City and decide who is the most qualified to receive an interview which will be done by the full Council. Chris Jensen suggested Ken Parke be part of the review committee. Chris Jensen informed Council he would be willing to be on the committee. Ken Parke suggested to include Wendy Affield on the committee as she will be the one working one on one with the person hired. Olson informed Council Chief Cline would like to be part of the hiring process. Jensen feels that if you have one department head included you would need to have them all and that might make the process more difficult. Savageau suggested the department heads be involved during the interview process which will be in front of full Council after the candidates have been chosen. Savageau would consider being on the committee but she would only be able to attend the meetings after her work hours. Parke informed Council each person can review the applications at separate times and then once everyone has completed that step a meeting with the full committee could be set to discuss everyone’s findings. Council decided to have three (3) candidates chosen unless there are more applicants that have exceptional qualifications. Dave Owings is available anytime. Ken Parke explained each committee member will have their own scoring sheet and they will meet and compare the scores, choose the candidates and a sheet with the total score for each candidate selected will be kept with the job application packet. The deadline for applications is September 2<sup>nd</sup>, 2016 at 4:00 p.m. Ken Parke stated there are record retention requirements for the job application process. Savageau asked Affield to check with the League of Minnesota Cities with the retention requirements. Mayor Johnson stated the review committee will consist of Ken Parke, Dave Owings, Chris Jensen and Wendy Affield.

**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** – Not Present. Owings informed Council that Mr. Lofgren did provide the water training calendar and that Devin Lee was sent to Ulen today for a class. Olson is glad to see Lofgren starting the training process with Devin Lee.

**d. Wendy Affield, Deputy City Clerk** – Affield asked Council if it would be acceptable for her daughter to volunteer ten (10) hours at City Hall for her schooling program. Owings suggested to check with the National Honor Society to see if they have any students also that would like to volunteer around the City. Council agreed to allow Affield's daughter volunteer at City Hall. Affield informed Council that the Administrator job application was also listed on the Greater Fargo/Moorhead Economic Development Corporation Job Website. Affield informed Council after the last Council Meeting she visited with Mr. Parke concerning accepting credit card payments and was deterred from pursuing that idea. Affield visited with Jamie Fay from Eide Bailly concerning the journal entries for 2015 that Mrs. Anderson did not do. Jamie Fay is going to draw up a contract between Eide Bailly and the City of Glyndon so someone can help Affield with the accounting entries. Affield discussed the check from the Tax Abatement Bond Series 2016A explaining she will work with Eide Bailly on what new accounts need to be opened.

**e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee** – Council discussed Glyndon Days and what will happen next year with the parade. Olson and Savageau explained the community needs to help volunteer if they want Glyndon Days to continue, it is too much work for only a few people to do. Savageau suggested to have Glyndon Days only during the Community Picnic on Thursday since the City is already purchasing a bouncy house for that night. Council discussed options they may look at for next year. Mayor Johnson discussed how it may affect the car show if Glyndon Days was not on Saturday. Savageau stated the car show and rescue run attract different people than what the bounce houses attract, so they should still be able to have those events on their original days. Council requested Affield to send a thank you card to Terry and Tammy Sperr for all their hard work with Glyndon Days.

**f. Ken Parke, City Consultant** – Nothing at this time.

**9. Open Forum –**

**10. Miscellaneous Announcements –**

**11. Adjournment**

A motion was made by Joe Olson, seconded by Chris Jensen to adjourn at 9:30 p.m. Motion carried.

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Cecil Johnson, Mayor

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Wendy Affield, Deputy City Clerk