

Glyndon City Council

9/14/2016

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, 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: Sandra Story and LeRoy Brown.

3. **Motion to Approve Consent Agenda**

- a. Minutes – 8/24/2016 Council Meeting – Affield informed Council Mr. Parke would like the words “*to rezone*” on line 2, page 4 of the minutes to read “*for improvements on*”.
- b. Motion to Approve Resolution of Payments – Kimberly Savageau made a motion to approve the Consent Agenda, seconded by Dave Owings, Council Member Olson mentioned he has a few questions concerning Ken Normans bill and asked if now is the time to discuss them. Mayor Johnson stated during old business would be a good time to discuss this. Motion Carried.

4. **Additions to Agenda**

- Capital Improvement – Joe Olson

5. **Motion to Approve Agenda**

A motion to approve the 9/14/2016 Agenda was made by Joe Olson, seconded by Kimberly Savageau.
Motion Carried.

6. **New Business**

- a. **Utility Billing – LeRoy Brown** – Mr. Brown explained to Council he believes there are issues with the water meter in his home. Affield explained when the billing was done in June she noticed a high usage for Mr. Brown so she let him know he might want to check a few things in his home because he may have a leak. Affield then explained when the next billing came in July Mr. Brown was again higher than normal so she called and suggested he look at a few things in his home to figure out what the issue was. Mr. Brown asked Lofgren if he could use the wrench to shut the water off at his curb stop because his elevator was not working to get down to his basement. Mr. Brown informed Affield he did not have a leak and he does not have water in his basement or in his yard so there is no way he used 62,000 gallons of water. Affield, Lofgren and Lee explained to Mr. Brown that the water leak went into the sanitary sewer line, you would not see water in your basement or yard. Mr. Brown states he did not have any leaks and nothing was fixed in his house. Affield informed Council he was in City Hall and mentioned his son and son-in-law came and fixed the elevator to his basement and a few other things and we could pick up the wrench. Mayor Johnson asked what was fixed in his home. Mr. Brown said nothing was fixed, he checked the meter in the basement and that looked fine but when he checked the

attachment on the outside of his home there was cottonwood seeds stuck in it so he cleaned it out. Lofgren informed Council the outside meter is a like a telephone wire, it either reads or it does not, explaining the meter in the basement does the reading and that number is sent to the outside meter through a wire connection. Lofgren stated the wrench was in Mr. Brown's possession for three weeks before he let the City know we could pick it up. Mr. Brown said the reason he had the wrench so long was because his elevator was broken and he could not get downstairs to do anything. Lofgren informed Council he has been checking the meter every day and it seems to be back on track with the normal amount of usage. Affield explained the sheet she laid on Councils desk which shows sizes of holes and how much water will be lost for a period of a month. By looking at the sheet Mr. Brown could have had a leak between the third and fourth dot size which would have been a loss of 49,650 to 88,350 gallons in a month, this water would run into the sewer system. Olson asked what has been done in the past with residents that have a situation like this. Affield informed Council over the last few years the City has made minimal adjustments to one or two accounts. Savageau asked if the meter can be tested. Lofgren informed Council he can have it tested to check the calibration of the meter. The results will state the percentage of efficiency. Lofgren stated you do not have a meter work correctly, not work correctly and then work correctly again. Council discussed and agreed a radio read meter will be installed, Lofgren will have the old meter calibrated by Dakota Supply Group and Affield will watch the billing usage for the next few months, Council will then discuss what will be done next. Owings asked Affield if it will cause a problem with the Banyon system if Mr. Brown does not pay until this has been figured out. Affield informed Council she can check a box in the system that will not charge a finance charge to that specific account. Mr. Brown requested Council to look at his past bills because he feels he has overpaid. Savageau informed Mr. Brown the bill will need to stay as is until the results are back from the testing on the meter.

b. Air-conditioning Unit for the Recycling Center Office Area – Sandy Storey – Mayor Johnson questioned Lofgren if an air conditioner would work in the office area of the recycling center. Lofgren informed Council a hole could be cut into the west side of the building to install a wall air conditioner but the electrical would need to be looked at prior to doing it. Owings mentioned the possibility of using a floor air conditioner unit. Savageau informed Council she has one and you still need to run the hose outside. Council requested Lofgren check with an electrician on the cost to run a circuit to the office area.

c. 2017 Tax Levy Discussion – Mayor Johnson discussed the percentages that are included in the Agenda packet for the Preliminary Tax Levy that will need to be set at the Council Meeting on September 28th, 2016. Savageau requested the Department Heads make sure the budget drafts are to Affield before the next meeting so she can disburse them to Council for review. Affield informed Council the levy will need to be above 5.5% because of the 2016A Tax Abatement Bond payment of \$24,100.00 that will be paid in 2017. Savageau suggested to have the Department Heads at the next meeting to discuss if there are any large purchases that need to be included in the 2017 budget, she does not want to underset the Preliminary Tax Levy.

d. Schedule Budget Meetings – Council discussed when and what time to start the budget meetings. Affield informed Council last year they tried to discuss the budget one hour prior to the regular meeting and they seemed to have a hard time accomplishing much in that time. Owings suggested to schedule separate budget meetings from the regular council meetings, that way you are only working on the budget. Budget meetings were set for Wednesday, October 6th at 6:00 p.m., Wednesday, October 19th at 6:00 p.m., Wednesday, November 2nd at 6:00 p.m. and Wednesday, November 16th at 6:00 p.m. if needed.

e. Eide Bailly Fund Accounting – Dave Owings – Owings informed Council he had lunch with Brian Stavenger from Eide Bailly to discuss his ideas concerning the Banyon Funding program.

Mr. Stavenger's recommendations are as followed:

1. Modify the existing funds currently being used in Banyon to match the audit.
2. Clean up the chart of accounts to make the names more generic so they can easily be used across all funds.
3. Migrate existing 2016 activity to the new structure of funds and chart of accounts.

Owings stated there is nothing wrong with the way the City is doing it now, there is a way you do business day to day and there is a way you present the business for audit, they do not necessarily need to match, however Stavenger feels it would be in the City's best interest to move forward to have it match since the City is in the process of hiring a new Administrator. Owings discussed the estimated fee of \$7,000 that was received from Mr. Stavenger for this service, stating if Eide Bailly can utilize their staff member that has Banyon Data System background it should not take the 40-hour projected time to do this process. Savageau questioned, are you saying the general fund balance does not only consist of general funds, it has many funds included in that one specific fund. Owings stated all the bonds would have their own fund account and be segregated more. Mr. Parke explained in tracking and accountability it makes things more simplified by having more funds. Savageau asked if this would save time and money when doing the audit process. Owings stated you would see a savings in the cost of the audit. Council feels it would be a good investment in the long run to have this done. Chief Cline asked how long Eide Bailly has been doing the City's audits. According to the letter from Brian Stavenger they have been doing it for approximately 12 years. Cline asked why this has not been brought up before. Owings stated it has been brought up in the past, each individual that has been in the Clerk/Treasurer position has done little changes over the years but with the lack of knowledge on how to get it done and the way it needs to be done has been the issue, stating they have done what they could and it goes way back. Mayor Johnson would like to discuss the issue the City has had with contacting Eide Bailley for help and not receiving any for weeks because they are too busy. Affield informed Council when we received the funds from the 2016A Tax Abatement Bond to pay for the sanitary sewer realignment and to prepay for the electric/gas to be installed in Stockwood she was unable to receive the help needed to set up the specific accounts. Olson asked if the City would want to visit with other accounting firms. Mayor Johnson would like to know if by having the agreement with Eide Bailly their service would be quicker. Owings cannot answer that question. Ken Parke informed Council that there are very few auditing agencies that work with municipal government, stating he thinks there may be one in the Grand Forks area. Mayor Johnson stated HRA uses that agency. Parke feels since Eide Bailly is familiar with the City funds it would be easier for them to transition things over to the funding accounts. Mayor Johnson stated that does not take care of the issue when you need to talk to someone you are not able to. Parke knows their assess ability has always been an issue but changing the funding accounts would have to be scheduled and should be done towards the end of the year so you can start 2017 fresh. Owings feels there are two issues which need to be resolved, first would be to incorporate the funding adjustments that are being recommended, and second is whether or not the City wants Eide Bailly to move forward with their services. Mr. Parke stated the City may want to request estimates from other places, he remembers the cost increases with Eide Bailly and the City of Dilworth doing more work internally. Dilworth discussed this with Eide Bailly and requested a contract which consisted of lower audit fees for those years. Council would like to move forward with Mr. Owings suggestion of cleaning up the funding accounts in Banyon whether the City stays with Eide Bailly or switches to a different auditing company or not.

f. Stockwood Advertising – Dave Owings – Owings showed Council on the computer in the Council Chambers an ad for Stockwood that he created on Craig’s List. Owings informed Council it has not been published on the site at this time, he is looking for Councils approval if they would like this to be done to try and sell the Stockwood lots. Owings explained the map, lot sizes and prices are included on the site. Council discussed changes that would need to be made before the site would be published. Savageau asked if it could be published in multiple Craig List markets. Joe Olson made a motion to allow Dave Owings to publish the site he has created on Craig’s List concerning the advertising of the Stockwood lots in multiple Craig List sites, Owings stated once the corrections have been made Council requested, seconded by Dave Owings. Motion Carried.

The Craig List sites will include the Twin Cities area.

Scott Lofgren informed Council there is a hole in the street where the storm sewer has been compromised in Stockwood, located to the east of 418 2nd Street SE, by the curb and gutter. Lofgren will have Randall’s Excavating televise the situation to see what needs to be done.

g. Resolution 2016-18 Resolution Revoking County Road and Establishing County State Aid Highway – Municipal Concurring Resolution (New CSAH 19 Designation)

– Joe Olson – Olson explained to Council the County needs to switch Parke Avenue over to a State Aid Highway in order to apply for state funding. Chris Thorson informed Council there are more funding programs available if you are a State Aid Highway. Mayor Johnson stated the City would also receive money back from the road fund after it is divided between the City of Moorhead, the County and the City of Glyndon. Kimberly Savageau made a motion to approve Resolution 2016-18 Municipal Concurring Resolution Revoking County Road and Establishing County State Aid Highway, seconded by Dave Owings. Motion Carried.

h. Consulting Engagement Contract with Eide Bailly – The consulting engagement contract with Eide Bailly is to help Affield with questions on day to day information, not the fund accounting adjustments. Affield informed Council her biggest concern was where Eide Bailly wanted her to post the check for the 2016A Tax Abatement Bond and what to code the checks that were being paid out. After visiting with Brian Stavenger Affield has set up the accounts and everything has been posted into the correct accounts. Affield informed Council she has talked with Banyon on the journal entries that need to be done for the 2015 audit and feels comfortable with how they need to be done. Affield does like the idea of cleaning up the funding in Banyon and should only need to contact Eide Bailly to have them explain why certain journal entries are being done so she can make sure they are done the way Eide Bailly want them. Owings instructed Affield to contact Brian Stavenger if she has any questions. Savageau stated the contract is only for the transition period during the employee change, not a long term contract with Eide Bailly. Dave Owings made a motion on the recommendation from Wendy Affield to approve the Consulting Engagement Contract with Eide Bailly, seconded by Kimberly Savageau. Motion Carried.

The motion is only for the Consulting Engagement Contract not the Accounting System Improvements request.

i. Discussion on City of Glyndon Website – Owings informed Council he was looking on the City website for the Stockwood information and was having a difficult time finding the information needed, stating he was going to visit with Simple Website Creations to see if they can figure out a more user friendly website. Affield informed Council Mr. Owings requested the password information so he could try and add a link to the website and after giving him her user

name and password so he could create his own user account she was questioning if she should have given him access without Councils approval. Affield explained once she thought about it she feels any changes should be done from the City Hall. Savageau explained how she has edit rights at the County to make changes but she cannot publish it until it has been reviewed and approved by someone else. Owings informed Council some changes should be made to the website and requested Affield contact Shawn Hagen to set up a time the three of them can meet to make those changes. Owings feels it should be simpler and easier to find the information needed.

j. Kyle Rosenfeldt Application for Fire Department – Chief Cline informed Council the background check has been completed on Mr. Rosenfeldt. Joe Olson made a motion to approve Kyle Rosenfeldt's application for the Fire Department, seconded by Kimberly Savageau. Motion Carried.

7. Old Business/Unfinished Business

a. Update on Lyndon, Lund & 9th – Mail Box Issue at 1019 Lyndon - Ulteig

Engineering – Chris Thorson informed Council the pavement has been laid on Lyndon, Lund and 9th and asked if they have received any feedback from the residents. Lofgren does not feel the job was done correctly on Lyndon, he believes when it rains the residents will be calling. Lofgren knows tying into driveways is a difficult task but thought the contractor would have taken more time doing them correctly. Thorson informed Council it was also a concern with Ulteig as to how they were tying into the driveways. According to the proposal as to how they were going to work with the driveways it states they were going to edge mill and properly tie into all adjacent pavements. Thorson told the contractor if this is not properly done there would be issues. The contractor stated it would be done correctly. Thorson explained KPH Contracting hired a subcontractor to do the work. Thorson informed Council he will be documenting complaints from residents and will be checking the road when it rains. Mayor Johnson asked if the rest of the check list has been completed. Thorson stated the seeding has been done poorly and Ulteig has contacted the subcontractor with the corrections that will need to be done. Olson asked if the City would need to pull the bond. Thorson stated there are a few more steps that can be taken before that is necessary. Thorson informed Council if they do receive calls please get their name, address and telephone number for him and he will follow through with the resident's concerns. Mayor Johnson asked if the ditch issue has been resolved. Alex Ranz stated that Allan Tollagson is happy with how the ditch was fixed. Olson asked if he could get the picture of the driveway with the broken concrete horn so he can show the homeowner it was broken prior to the construction starting. Thorson informed Council he visited with the homeowners concerning the water issue by their mailbox and the homeowners concern is where the City will move the snow. Lofgren stated he will work around the locations of the mailboxes. Lofgren will move the mailbox if they want him to.

b. Update on Sealcoat Project – Ulteig Engineering – Thorson informed Council due to the weather and busy time of year the company has been delayed but will be in town as soon as they can. When the company does start it should only take a few hours to complete.

Chris Thorson passed out budget update sheets on the three projects the City is finishing up:

1. The seal coat project to date is at \$25,005.00 (*estimated project cost \$26,000*) Council discussed the funds from the State the City received to use on road repairs. The amount was \$20,000 which half was used this year for the sealcoating and the other half will be used next year.

Mayor Johnson and Joe Olson questioned if the road on Lyndon should be seal coated next year even if it is recommended to wait a few years. Due to the cosmetic look of the road residents are having an issue and would like the road to look better for what they are paying for. Thorson does not think it should be done to improve the look of the road, it should be done for the maintenance on a road, and you are just throwing money away if you do it right away. Savageau discussed roads that are in desperate need of sealcoating and does not feel funds should be spent on a road just for appearances. Savageau explained the sealcoat process is to keep the roads we have in better shape for a longer time.

2. The sanitary sewer project to date is at \$69,054.60 (*estimated project cost \$75,000*) Thorson informed Council the last bill is for the paving at that location which was a 50/50 split with the County and he has already added that figure in his totals. This means the project came in under budget with a savings of \$5,945.40.

Mayor Johnson asked Thorson if he knew when the City would receive plans for the reconstruction of Parke Avenue. Thorson stated the project is supposed to start in 2018 so the County should have preliminary plans ready this winter. Owings has been approached with a question concerning the box culvert that was just put in wondering if the road would be as wide as the culvert. Mayor Johnson and Olson stated the Safe Routes to School grant will be installing sidewalks which is one reason it is wider. Thorson also stated the curbing you see on the culvert is to hold back the soil, it is like a buffer.

3. The water tower project to date is at \$1,357,445.29 (*estimated project cost \$1,365,000.00*) Thorson informed Council the project is 100% completed with a savings of \$7,554.71. With this project the City was able to include the new controls for the water plant, along with the new trace wire locator.

Thorson handed out a map concerning the Capital Improvements that may be addressed in 2017. Savageau requested Thorson to put together a list of sealcoat projects as to priority, cost and time lines. Council discussed the map from Ulteig which shows the capital improvement road construction plans for the years 2016 to 2021. Savageau asked Thorson how long a road would last if you put an overlay on it. Thorson informed Council it would last between 7 and 10 years and after the first year you will see all the locations where the cracks are underneath. Savageau would like a cost estimate between an overlay process and a full reconstruction process on the roads that the City will be looking at next year. Savageau and Thorson discussed the differences in the roads at Pleasantview Avenue and Partridge Avenue. Savageau would like to look at all the options when it comes to maintaining the roads instead of just digging them up and assessing the homeowner. Thorson informed Council a full depth reclaim can also be done in certain areas which would mean to remove the asphalt and leave the gravel base (*as long as it was constructed properly*) then relay the asphalt thickness that was removed. Owings asked how long the life of the road would be if you did that process. Thorson stated you are looking at around 20 years. Council discussed the percentage that would be the City's portion and what is expected from the homeowner when it comes to road reconstruction and overlay projects. Savageau would like to see the Lyndon, Lund and 9th projects completed before a new road project starts. Savageau believes MN DOT does not want the City to work on Pleasantview until they have completed work on Highway 10 in 2017. Thorson will be working with MN DOT concerning that roadway. Thorson explained that in 2018 certain roadways will need to be kept open due to the

reconstruction project on Parke Avenue. Savageau suggested the Council look at what funding is available before they start more street projects. Thorson explained this is a flexible Capital Improvement Plan, changes can be made at any time. Joe Olson would like to tie his Capital Improvement discussion in at this time. Olson would like permission to put together a Capital Improvement Plan for the police, fire, roads and buildings. Olson explained how he does this with his department at the County and how it shows the big ticket items, their costs and what year they are needed. Olson would like to meet with each Department Head and implement the numbers into a spreadsheet that will be presented to Council for review. Council agreed Mr. Olson's idea is a nice idea to help plan the budget each year. Owings went back to the discussion earlier concerning road construction costs stating the percentage is 20% City portion 80% resident's portion, the City would need to know that for budgeting purposes. Thorson informed Council he could take this a step further by defining the engineering report which would cost three to five thousand for the 2017 projects.

c. Update on 418 2nd St – Affield informed Council Chief Cline delivered the letter (*included in agenda packet*) to Mr. Sjothun on Monday August 29th, 2016 at 4:06 p.m. and she mailed a certified letter to Sara Peterson. Mr. Schroeder has been checking the progress and informed Affield no work has been done at this time. Affield informed Council the thirty (30) day notice will be up on September 28th, 2016. Mr. Parke feels the letter should have included “*removal at your expense*” because the City will want to special assess the cost of removal to the property. Mayor Johnson would like Council to make sure other properties are also looked at in the community when it comes to hazardous or nuisance properties.

d. Discussion – Administrator Job Applications – Owings informed Council the application review process started with a low amount of applications received so the closing date was extended which did bring in five (5) more applications. The committee would still like to extend the time due to the shortage of applicants with the supervisory experience the City is looking for. Owings explained the City is looking for five (5) years of supervisory experience with many of the applicants meeting the education requirements with a Master's Degree in Public Administration. Ken Parke asked Council for direction with what they would like to do since the supervisory experience is lacking in the applications received at this time. Savageau is concerned the City may lose out on a candidate if they extend the process any further. Owings asked how vital the supervisory experience is to the rest of the Council. Council questioned if they are expecting too much experience for the position. Mr. Owings feels with the new Administrator position you would want someone that will know what they are doing from the start. Affield informed Council they could interview the three (3) finalist that were chosen even though they do not all have the requirements and if Council is not comfortable with one of those finalists they would have the choice to advertise for the position and start the process over. Savageau stated she could work with the less experience portion of the requirements as long as they have all the other qualifications, the person hired would be able to attend supervisory training classes. Savageau does not think the biggest part of their day will be spent on supervision as much as the day to day work of a City Administrator. Olson does agree with the ideas Savageau brought up when it comes to the experience requirement. Chief Cline informed Council you are looking for someone that is trainable and can adapt to the job that is expected of them. Mayor Johnson suggests to interview the three (3) finalists. Council discussed having a second interview if they feel it is needed. Owings was impressed with Mr. Parke's scoring sheets for the applicant review process. Chris Jensen will need to review the last five candidates before the committee will request for Councils approval on the three finalists. Owings asked if Affield could email Jensen the five applications. Savageau and Parke informed Council you will not want to send their personal information that way. Council discussed the finalists need to be here in person during

the interview process, Skyping is not acceptable. Council agreed if the person is serious about the job they should show up in person for the interview. Savageau asked would the next step be to increase the salary range if Council did not find what they are looking for in these finalists. Owings asked Olson and Savageau about the candidates they felt would have worked well in this position and what amount of salary would they need to consider the job. Chief Cline asked if they would have all the qualifications expected. Olson stated the person he thought of that would fit the job would need \$85,000 to \$90,000. Mayor Johnson feels if the City pays someone that amount of money it makes the current employees look like they are worthless. Owings stated Council has decided to interview the three finalists in person, the salary range is fair for the size of the City and if Council does not feel any of the finalists will fit well in Glyndon the process will start over. If the process starts over the Council will need to consider Mr. Parke sending out the emails to other Cities and the salary range may have to be adjusted. Council scheduled a Special Meeting for Wednesday, September 21st, 2016 at 7:00 a.m. to approve the finalists that were chosen by the Application Review Committee. Affield will deliver the three finalists applications to the Council Members so they may review them prior to the Special Meeting.

e. Discussion – Contacting Other City’s Administrators – Mayor Cecil Johnson –

Ken Parke brought the idea up suggesting he write a letter and send a copy of the employment ad to other cities around the area that are within the same salary level the City is offering. Parke explained “head hunter” businesses and would be willing to do this for the City if that is what it takes to find the ideal candidates for the Administrator position. Mayor Johnson informed Council he sent out an email to other Mayors asking what they thought of this process and received a few responses saying “you’re going to steal our Administrator”. Johnson thinks it makes the City look like they are desperate on finding someone to work for them. Mr. Parke feels if you hire him as a consultant to handle this you should not have an issue. Mayor Johnson feels that would be better than coming from City Hall.

Joe Olson questioned the charges on Norman’s statement with Mr. Sullivan’s name on it wondering if anything has been finalized with the Developers Agreement. Mayor Johnson informed Council he had a conversation with Mr. Sullivan who informed him he is working with Mr. Drown and is happy with what Drown has come up with in the agreement. Ken Parke informed Council he was part of a meeting with Mr. Drown, Ken Norman, and Mayor Johnson discussing the agreement, stating Mr. Drown was leaving for a trip and wanted to have something to Mr. Sullivan before he left. Parke does not feel everything discussed at that meeting was included in the draft. Parke stated changes will still need to be made to the agreement as he and Mr. Norman feel it is not in the best interest for the City to leave things the way they are stated. Mr. Parke recommends not accepting the agreement as it is written at this time. Norman has contacted Mr. Sullivan’s attorney to inform them the agreement was not reviewed by him prior to being sent out and what changes will need to be made. Norman is waiting to hear back from Mr. Sullivan’s attorney. Council discussed if the City needs give a little to make this work with Mr. Sullivan. Affield asked why Mr. Drown sent it if he was not comfortable with it. Mr. Parke informed Council they will need to review and accept the Developers Agreement. Olson would like to see the development go but also does not want to keep paying attorney fees if nothing is going to be finalized. Ken Parke explained things have changed now that Mr. Sullivan is requesting the City to pay for the lift stations. Mayor Johnson would like clarification as to a conversation with a policy maker regarding election issue. No one answered Mayor Johnson’s question. Chief Cline suggested maybe it was a question Mr. Jensen had since he is the only Council Member not here. Owings stated he visited with Mr. Norman this month in regards to one of the applicants, not last month. Mayor Johnson is concerned the Council is using the City Attorney for everything that should be decided on by the elected officers.

8. Department Reports / Committee Reports

a. **Mike Cline, Police Chief** – Chief Cline informed Council his department is at 2050 calls for the year, Officer Berg's guard unit was activated to work the pipe line issue so he was unable to work for a time but was just released so he will be put back on the schedule. The speed sign has been ordered and paid for, we are just waiting to receive it. The four vehicles left from the auction will be taken to New York Mills for their auction. Cline would like Council to instruct Affield to create a line item for POST Board Reimbursement for training since Mrs. Anderson did not do it. Cline informed Council there is a statute pertaining to what the funds need to be used for, they cannot disappear at the end of the year if not used. Parke stated the City may want a separate account for those funds. Cline needs to submit it to the POST Board each year so he does keep track of what should be in that account. Chief Cline thanked Affield and Lee for the help they gave him last Friday with a case. The budget meeting was changed due to the late morning meeting.

b. **Bob Cuchna, Fire Chief** – Not Present. Olson and Owings are working with Chief Cuchna on the Fire Department Budget. Owings questioned an increase in the Fire/Rescue fund and would like to know what it is from. Affield suggested part of it would be from the Townships paying their contracts. Affield informed Council that each Township owes around \$6,000 a year and some pay the full amount right away. Owings stated this is incorrect, Cuchna told them each contract was between \$4,000 and \$5,000. Savageau informed Council there is an amount on the property taxes that is specifically designated for Fire/Rescue. Council discussed the funds the Fire Department will need to come up with to purchase the new radios. The Fire Department did not receive the grant they were hoping for to help with the large cost of the radios. Cline informed Council the Police Department will have to have new radios by January 2017 but the Fire will be at a later date because the cost is so high. Owings stated the radios will cost \$110,000 to cover the amount of volunteers the City has. Affield showed Owings the amount charged to the Townships yearly (over \$6,000) and Savageau the property tax statement showing where Mrs. Anderson posted the funds when the property tax check was received. Owings would like to make sure the balance is as stated of \$191,874.76 in the Fire/Rescue fund. Affield informed Council the figure for the Fire/Rescue has always been a large amount and she remembers Mrs. Anderson telling Council she did not understand why that was. Owings talked about funds that were supposed to be set aside for a new fire truck.

c. **Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren informed Council Super Frog will sand down the areas on the "Glyndon" sign, prime and paint them both for \$500.00. Kimberly Savageau made a motion to hire Super Frog to repair the two signs for \$500.00, seconded by Joe Olson.
Motion Carried.

Lofgren informed Council Mr. Brown did have a leak in his house, it is not the cottonwood seeds that affected his water usage. Savageau asked if a letter has been sent concerning the Lugo mowing. Affield stated she has the address from Mayor Johnson but has not yet sent the letter. Council discussed the Rudd and Lugo yards that have been mowed and will need to start being billed for that or have it special assessed to the property. Owings would like to know when the next water/sewer training classes are for Devin Lee. Lofgren informed Council classes are usually in the fall and he will do some checking. Owings stated he would like Devin to have at least one of his certifications by the end of this year.

d. **Wendy Affield, Deputy City Clerk** – Affield informed Council the County Landfill will be increasing their fees which will affect the garbage rates Fuch's Sanitation will be charging their customers. Savageau stated the County will start charging by tonnage instead of volume. The estimated percentage Fuchs Sanitation is looking at for an increase is 22%. Fuchs Sanitation will let the City know the exact amount once the County decides, Affield stated she

just wanted Council to be aware of this increase. The fee schedule and budget will need to be adjusted for this increase. Kimberly Savageau asked Affield to check out the Joint Resolution with Glyndon Township and see if they have been paid for the lost taxes when the City Annexed Monsanto. Affield read part of the agreement to Council.

In the first year following the year in which the City of Glyndon could first levy on the annexed area, an amount equal to \$1,151.59 per year and a like amount to be paid each year thereafter for a total period of five years. Payments shall be made twice a year within 30 days of the County's property tax reconciliation distribution to the City.

Affield informed Council Mrs. Anderson did not pay the first payment after the City received their property tax disbursement, she will research and figure out where the funds were coded and make sure a payment is sent to Glyndon Township. Affield read a contact submission form that came in from the website, a gentleman living in Glyndon, Plumstead, Greenwich, London, wanted to say hello and best wishes to all in Glyndon. Affield informed Council she visited with Banyon concerning training for her and the new Administrator. Banyon could send someone to Glyndon or we could go to Burnsville, Minnesota to learn more on the Funding portion of the system. Owings asked if Banyon has an asset module for tracking inventory or capital improvement items. Olson explained how the County uses an internal service fund. Ken Parke thinks it would be the same as the general improvement fund where you can budget for capital improvement items and then you would be able to do the inner fund borrowing with that account.

e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee – Nothing at this time.

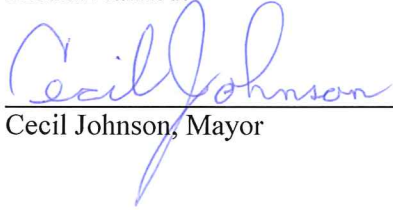
f. Ken Parke, City Consultant – Parke will email Council a copy of the draft Developers Agreement so they can see the items he feels needs to be changed prior to accepting the agreement. Savageau stated when is the point where the City should stop spending money on an attorney, consultant and financial advisor if an agreement cannot be made between the Developer and the City. Olson would also like Parke to state his concerns when he sends the agreement. Parke informed Council one of his concerns is how it is written in the agreement Mr. Sullivan would receive TIF reimbursement on the improvements the City pays for (lift stations). Council discussed this concern and is wondering if Parke and Norman should bring the agreement to Council and work through the issues to see if there are ways to make this work. Owings stated when the Developers Agreement is ready to be discussed Mr. Norman, Ken Parke and David Drown (Skype) should be present during the Council Meeting. Council agreed with who should be attending the discussion. Parke informed Council Mr. Drown has different beliefs when it comes to the agreement but the Council will be the final decision makers. Savageau feels this agreement is going in circles and if Council can help finalize the agreement she suggests to move forward with discussing it during a Council Meeting. Owings informed Council he visited with Mr. Norman concerning the Administrator position and Norman directed him to talk with the City's HR Attorney Ben Thomas. Ken Parke informed Council the expenses that are accumulating with Mr. Sullivan can be reimbursed with the TIF funding once everything is finalized. Olson stated this is why he requested Norman's bill to be separated, for situations like this.

9. Open Forum –


10. Miscellaneous Announcements –

11. Adjournment

A motion was made by Kimberly Savageau, seconded by Joe Olson to adjourn at 10:15 a.m.
Motion carried.



Cecil Johnson, Mayor



Wendy Affield, Deputy City Clerk

September 14th, 2016 Glyndon City Council Minutes