

Glyndon City Council

9/28/2016

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, Maintenance Supervisor Scott Lofgren, Fire Chief Bob Cuchna and City Engineer Chris Thorson.

As Per Sign in Sheet: Kelly Richards and Darrell Sjothun.

3. Motion to Approve Consent Agenda

- a. Minutes – 9/14/2016 Council Meeting
- b. Motion to Approve Resolution of Payments – Including the approval for RyeZon Construction to install a 12' x 18' insulated overhead door with opener in the maintenance building for \$7,725.00 with a sum payment of \$3,900.00 to commence material delivery, remaining balance paid upon completion of the project. Affield requested payment to Ayn Locklear for \$48.08 for the replacement of her mailbox that was damaged by the plow truck this past winter. Chris Jensen made a motion to approve the Consent Agenda, seconded by Kimberly Savageau.
Motion Carried.

4. Additions to Agenda

- Meeting Times – Chris Jensen
- Committee for Choosing Interview Questions – Wendy Affield

5. Motion to Approve Agenda

A motion to approve the 9/28/2016 Agenda was made by Joe Olson, seconded by Chris Jensen.
Motion Carried.

6. New Business

- a. **Raffle Permit – Glyndon Lion's Club for December 12th, 2016 drawing at the Community Center** – A motion was made by Joe Olson to approve the Raffle Permit for the Glyndon Lion's Club for December 12th, 2016, seconded by Dave Owings.
Motion Carried.

- b. **Gaming Permit – Glyndon Rod & Gun Club for December 10th, 2016 at the Community Center** – A motion was made by Chris Jensen to approve the Gaming Permit for the Glyndon Rod & Gun Club for December 10th, 2016, seconded by Kimberly Savageau.
Motion Carried.

c. Application & Permit for 1 Day Temporary On-Sale Liquor License for

December 10th, 2016 at the Community Center – Glyndon Rod & Gun Club – A

motion was made by Kimberly Savageau to approve a 1 Day Temporary On-Sale Liquor License for the Glyndon Rod & Gun for December 10th 2016, seconded by Chris Jensen.
Motion Carried.

d. Health Insurance Update for 2017 – Affield informed Council health insurance premiums will not increase for 2017.

e. Life Insurance Update – Switched from USable Life to Minnesota Life – Affield informed Council the City's life insurance company has been switched to Minnesota Life, the cost will increase \$65.60 a year and the coverage amount went from \$10,000 to \$25,000. Affield explained Minnesota Life offers employees to add an addition amount of coverage at their own expense.

f. Ashley Winter – Application for Rescue – A motion was made by Kimberly Savageau to accept Ashley Winters Application for the Rescue Department, seconded by Joe Olson.
Motion Carried.

g. Mark & Anna Halvorson – Rescue Resignation Letter – A motion was made by Kimberly Savageau to accept the Rescue Resignation letters from Mark & Anna Halvorson, seconded by Dave Owings.
Motion Carried.

Council asked Affield if she would send a thank you card to Mark & Anna Halvorson.

h. Resolution 2016-20 Resolution for Layout Change Approval for Residential Entrances at Approximate Station 521+50 will remain as Two Separate Entrances

– MN DOT – Affield informed Council Lori Vanderhider needs Councils approval for the layout change requesting the entrance to stay open at 602 State Street. Chris Jensen made a motion to accept Resolution 2016-20 Layout Change for Residential Entrance to remain open, seconded by Kimberly Savageau.
Motion Carried.

i. Discussion on a Bobcat Skid Steer for Maintenance – Dave Owings – Owings informed Council he has visited with Mayor Johnson concerning a skid steer for the Maintenance Department. Mayor Johnson was contacted concerning a used 2012 Bobcat skid steer from Valley City College. Owings informed Council he look at it when he was in Valley City and feels it is a very nice, well-kept piece of machinery. Lofgren received a quote from Swanson Equipment on a new Bobcat skid steer and explained to Council the quote is \$28,000 for the machine with an additional cost for the bucket and attachments the City may want. Lofgren explained the government program that is available would be to exchange the machine every year or every other year for \$2000 which would help save on maintenance and repairs that may need to be done. Lofgren informed Council a broom attachment would be useful for cleaning the skating rink and the sidewalks that will be put in with the Highway 10 and Parke Avenue projects in the next few years. Council discussed the sizes and horse powers available and the pros and cons between the used machine and a new machine. Lofgren stated the bucket runs around \$1,000 and the broom attachment is around \$5,500. Owings asked Affield if she had time to check accounts to see if there was enough funds to purchase the skid steer this year. Affield pointed out a few accounts that have funds still in them that may be used. Owings questioned if

the funds for the absence of the Clerk/Treasurer could be used towards the piece of equipment. Mayor Johnson will request a hard copy of the quote for the machine from Valley City and Lofgren will have his quote from Swanson Equipment for the next Council Meeting. Tabled until October 12th, 2016 at 7:00 a.m.

j. 2017 Preliminary Tax Levy Discussion – Kimberly Savageau reminded Council of the Tax Abatement Bond that was taken out for the electric/gas installation in Stockwood and the Sanitary Sewer Realignment Project on Parke Avenue stating the City will need to Levy at least 5.5% to cover that bond payment of \$24,100. Chris Jensen asked about the bond that dropped off this year and what the amount of that payment was. Affield stated it was around \$25,000. Savageau informed Council David Drown the City's Financial Advisor was the one who instructed the City to not go below 5.5% on the Levy. Savageau stated there is a certain amount of debt that has to be raised through property taxes for all the City's bond payments. Owings informed Council this is just the preliminary tax levy, the Council can drop the amount, but they cannot increase the amount once it is set. Savageau stated last year it was set at 9% and the Council dropped it to 3% and the residents property taxes went down due to the annexation of Monsanto. Owings would be comfortable to set the Preliminary Tax Levy at 7%. Mayor Johnson thinks 9% would be a more acceptable percentage to start at. Olson and Jensen feel the difference between 7% and 9% is not worth setting it at 9%. Council discussed the state the City is in now compared to five (5) years ago and are pleased with the numbers received from the 2015 Audit. Savageau explained when the Banyon system is redone and more funds are created and earmarked for special areas like forestry and mosquito spraying the general fund will show a hit. Owings reminded Council when Eide Bailly was here two years ago they stated the City has the ability to transfer funds around as needed. Savageau stated she would like to see the budgeting process start in July with the Department Heads so these discussions are completed before the preliminary tax levy discussions take place. Savageau informed department heads they did a nice job on keeping their increases to a minimum for their 2017 budgets. Dave Owings made a motion to set the Preliminary Tax Levy at 9%. Jensen asked more questions concerning the value of property. Owings withdrew his motion of 9% so Council could discuss this further. Savageau asked if the sidewalk expense for the Highway 10 project needs to be added to the 2017 budget. Affield believes it still needs to be added. Jensen would like clarification from David Drown in regards to the levy percentage for the 2016A Bond. Joe Olson made a motion to set the Preliminary Tax Levy at 7%, seconded by Dave Owings. Motion Carried.

k. Resolution 2016-19 Resolution Adopting Preliminary 2016 Tax Levy, Payable 2017 – A motion was made by Chris Jensen to approve Resolution 2016-19 Resolution Adopting the Preliminary 2016 Tax Levy of 7%, Payable 2017, seconded by Joe Olson. Motion Carried.

l. Banyon Fund Accounting Fixed Assets Module Price Quote – Tabled until Council Meeting on November 21st, 2016 at 7:00 p.m.

Addition to Agenda:

➤ **Meeting Times** – Chris Jensen discussed the length of time the morning meetings have become and feel they need to be shortened or moved back to evening meetings. Jensen explained morning meetings were to last an hour and were intended for passing simple motions and Resolutions that would not take long to discuss. Council asked Affield to schedule the morning meetings so they can be accomplished in an hour. Olson stated if the new Council

Member that will be appointed in 2017 cannot make the morning meetings Council will change the meeting back to an evening meeting.

7. Old Business/Unfinished Business

a. Update on Lyndon, Lund & 9th - Ulteig Engineering – Thorson passed out an updated punch list that KPH will be addressing to finish up the Lyndon, Lund and 9th project.

1. Washouts due to rain need to be corrected along Lyndon Avenue.
2. Fill in radiuses on north end of Lyndon Avenue and intersection of 9th Street and Lund Avenue.
3. Cleanup sod & concrete chunks along Lyndon Avenue and place clean topsoil for reseeded. Dormant seeding shall be used.
4. Fill in driveway edges with gravel so it is tied in correctly on 9th Street & Lund Avenue.
5. Regrade ditches on Lyndon Avenue.

Mayor Johnson asked Thorson to explain the situation concerning the driveway that was cracked by the contractor. Thorson informed Council the wing on the driveway was cracked by the contractor who then discussed options with the homeowner, the decision was made by the homeowner to cut off the wing on the other side of the driveway so that it matched. Thorson explained that when the wife saw what was done, she was not going to accept it. Olson informed Council the story he has received from the homeowner is that an ultimatum was given to them by the contractor who stated there would be a charge to have it fixed or they can cut off the other side to match. The homeowner did not want to be charged so he instructed them to cut off the other side. Thorson stated if the concrete is added you may have issues because of the new pavement and the small sections would not be attached to the main driveway piece. Olson asked Thorson if it was cracked by the contractor. Thorson stated “yes it was”. Olson will inform the homeowners of this discussion and have them contact Mr. Thorson with further questions. Olson asked Thorson if the water situation at the end of specific driveways have been resolved. Thorson informed Council the grass turf around the concrete at the end of the driveways had built up over the years and needed to be cut back to help the drainage in those areas. Olson asked Thorson to look at the bump on Lund where it transitions to the new pavement. Thorson stated it is difficult at times to tie into an old street. Thorson will look at the final budget for this project, stating the engineering fees have accumulated over the last year due to the issues with the roads. Thorson informed Council he will figure out a way to keep the project within budget, stating Ulteig Engineering may have to write off those extra fees. Olson asked if Ulteig will go after KPH for the extra engineering fees that have accumulated. Thorson indicated the amount is not great and does not think Ulteig will want to go after KPH.

b. Update on Sealcoat Project – Ulteig Engineering – Thorson informed Council the sealcoat project is complete.

Thorson will visit with Lofgren on a well he wants to upsize. Lofgren stated he would like to do it this calendar year.

Thorson would like Council to decide if they would like the 2017 Street Reconstruction project from the Capital Improvement Plan looked at, if so a field survey would need to be completed this year before winter arrives. Thorson stated he can put together the preliminary engineers report for Council to review. Savageau asked what roads were included in that project. Thorson informed Council it would include:

1. 4th Street.
2. Partridge South of the tracks to 7th Street.

3. Eglon from 5th to 7th Street.
4. The rest of 9th that was not done 2015/2016.
5. Lund to where the new road starts.
6. Pleasantview Avenue.

Olson requested numbers for each project and what the engineering fees would be. Thorson asked if the City would stay with the same assessment policy as the last street project. Council agrees they would - 80% homeowner portion and 20% City portion. Savageau asked how long an overlay would last on those roads. Thorson stated 7 to 10 years. Jensen stated it has a lot to do with what the road underneath is constructed of. Thorson informed Council most of the roads in Glyndon were done in 1980 so it is time to start looking at replacing them.

c. Update on 418 2nd St – Mayor Johnson informed Council a thirty (30) day notice letter was mailed and hand delivered to Darrell Sjothun concerning the situation at 418 2nd Street. According to the letter delivered and the previous Council Meeting the next step would be to request the City Attorney to move forward with the necessary steps to have the house removed and the hole filled. Sjothun informed Council he has visited with Mr. Schroeder and the concrete contractors, stating Mr. Schroeder will visit with the contractor on Friday concerning the work they will be done. Council discussed when the project began, the steps that have been taken up to this point and the residents that have had to deal with the safety and nuisance of the dirt piles and salvage vehicles that have been parked on the property. Jensen asked Sjothun how this time is different from all the other times when he told Council the concrete would be poured. Sjothun explained to Council some of the concrete work has been done but when the house needed to be raised it took six months for the house mover to come and by that time the concrete crew was busy on other jobs. Jensen believes the City needs to move forward with the legal process. Affield informed Council the 30 days are up on September 28th, not the 29th - the letter was delivered by Chief Cline to Mr. Sjothun on August 29th, there are 31 days in August so that puts the deadline to September 28th 2016. Council explained to Sjothun the basement was supposed to be installed by the 28th, not starting the process on the 28th. Owings asked Sjothun if he has a letter that Mr. Schroeder requested from the contractor as to when the project will be started and completed. Mr. Sjothun stated “he does not”. Sjothun is requesting Council to allow him a few more days to have the walls installed and then he can back fill the property with the dirt that is located on the property. Sjothun informed Council he will remove the vehicles that are parked there and take them to a different location if that would help. Jensen and Olson stated there are two issues that need to be addressed, one is the danger the house is by not being on a foundation and the other is the nuisance from the salvage vehicles that have been parked on the property. Mayor Johnson and Affield will visit with Schroeder and Norman tomorrow morning and have them make the final decision concerning this matter.

d. Update on Water Meter – LeRoy Brown – Lofgren informed Council the meter was removed from Mr. Brown’s residents, the meter numbers were given to Mr. Brown and the meter was taken and tested by Tom Schott with the City of Fargo. Lofgren explained to Council the meter was tested five different times at different gallons per minute.

- 19 gallons per minute – 100.5% accurate
- 10 gallons per minute – 101% accurate
- 3 gallons per minute – 100.5% accurate
- 2 gallons per minute – 100% accurate
- 1 gallon per minute – 98.5% accurate

Scott Lofgren stated there is nothing wrong with the meter or the reader outside the home, Mr. Brown had a leak, stating the water went into the sanitary sewer system. Lofgren discussed the leakage chart that was given to Council, it shows how many gallons of water can be used in a

month with certain size leaks. Council agrees that the meter was working correctly and Mr. Brown owes for the usage that went through the meter. Affield reminded Council they were going to watch his meter for a few months before a decision was to be made. Affield will send a copy of the results to Mr. Brown.

e. Update on Electric/Gas Installation in Stockwood – Lofgren informed Council Xcel emailed the City stating the electric/gas installation will start mid-October. Xcel asked Lofgren to install lath at the property points but he is having difficulty finding the property pins. Lofgren stated there are stakes that have the lot numbers on them but his locator cannot find the pins. Kimberly Savageau informed Council at that time there were State Statues that required pins at all four corners of the property. Lofgren explained it is easy to install where the curb and gutter is located, the difficult spots are coming from the back of the lot to the lift station, he is not sure where the easements are located. Thorson informed Council Ulteig can send their survey crew to locate the back line. Savageau pulled up information on her phone and informed Lofgren there are at least fifty plus pins located in Stockwood. Savageau will email the information to Lofgren and he will look closer for the pins.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline informed Council his department is at 2135 calls for the year, the speed sign is on back order and he has offered the part-time officer position to Brandon Boe. At this time the background check is being done.

b. Bob Cuchna, Fire Chief – Chief Cuchna informed Council he has been in contact with the lady that did the grant last year for the Armer radios and she is trying to find out why the department was not accepted. Cuchna stated the County will try again next year for the grant so hopefully they will receive funds to help purchase the new radios that will be required by 2018. Olson informed Council he has visited with Bryan Green in regards to the radios and what will happen if the departments are unable to find the funds to purchase them. Mr. Green told Olson that dispatch will patch them into the call, but the County would like to disable the old system as soon as possible. Chief Cline informed Council Clay County is one of the last Counties to switch over to this Armer system.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren will have numbers for the skid steer for the next Council Meeting. Lofgren informed Council he is looking at replacing the Kobota lawn mower next year. Fargo Tractor has given a price of \$7700 plus the trade-in of the old mower. Lofgren informed Council the repairs will cost between three and four thousand dollars on the old mower to fix for next year and he would rather put that money into a newer mower. Lofgren has checked with Buffalo Sales and is waiting for a trade-in amount for their old machine. Lofgren informed Council the “Glyndon” signs will be sanded, primed and repainted this year.

d. Wendy Affield, Deputy City Clerk – Affield informed Council she retyped the background packet Chief Cline gave her and emailed them to the finalists for the Administrator position. Jensen reminded Council Affield wanted to know who Council would like to have choose the questions for the interview process. Affield informed Council she has put together a sample sheet of questions that were given to her by Mr. Parke, the City of Moorhead, and questions she received from Council. Affield stated the questions will need to be the same for all who are interviewed. The decision was made that the full Council will review the questions and let Affield know by Friday so she can put the interview question packets together for Monday night.

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

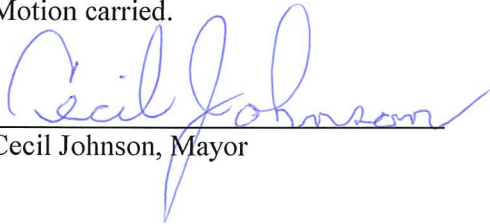
f. Ken Parke, City Consultant – Not Present.

9. Open Forum –

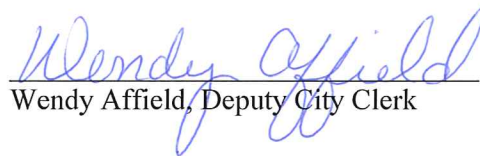
10. Miscellaneous Announcements - Kelly Richards informed Council he has been working with Mr. Sullivan and is in the process of purchasing 39.7 acres of the 54 acres in the Centennial Addition. Richards passed out copies of his preliminary plan for the portion of the addition he is purchasing. Richards is hoping to have everything in line with the special assessing, city bonding and bidding processes to be able to start the project in the spring. Mayor Johnson asked Thorson when a good time is to bid out projects. Thorson stated February/March is a good time. Kelly Richards explained his preliminary drawing, stating it will be done in two phases. Richards is looking at the southwest section of land for his development which would have 83 lots and they will be 90' wide. Richards informed Council he is moving the pond to the middle of the addition and is hoping the City will try to receive grant funds to add a walking path around the ponds. Council explained to Mr. Richards the roads and park have already been dedicated to the City, he would have to petition Council to vacate the designated areas and switch it with the new streets and park he will have on his new plat.

11. Adjournment

A motion was made by Joe Olson, seconded by Chris Jensen to adjourn at 8:48 p.m.
Motion carried.



Cecil Johnson, Mayor



Wendy Affield, Deputy City Clerk

September 28th, 2016 Glyndon City Council Minutes