

**Glyndon City Council**

**10/26/2016**

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, Joe Olson and Kimberly Savageau, Deputy City Clerk Wendy Affield, Police Chief Michael Cline, City Consultant Ken Parke and City Engineer Chris Thorson.

**As Per Sign in Sheet:** Dave Olek, Kent Fuchs, Kirk Rosenberger and Kelly Richards.

3. **Motion to Approve Consent Agenda**

- a. Minutes – 10/12/2016 Council Meeting
- b. Motion to Approve Resolution of Payments
  1. Payment Request – Hough Inc. – Parke Avenue Sanitary Sewer Realignment Project.
  2. Payment Request – KPH Const. – 2015 Street Reconstruction Project – Lyndon, Lund & 9<sup>th</sup> – with this payment \$200.00 was deducted from KPH and will be paid to the homeowner for the damage on their driveway.
  3. Payment Request – Astech Corp. – 2016 Sealcoat Project.

Chris Thorson informed Council an additional payment request (Payment Estimate #2) is needed for KPH Construction for \$9,862.40 which was not paid to them last year due to the unsatisfactory work done on the roads. Ulteig Engineer has sign off on the punch list stating the work has been completed on the Lyndon, Lund and 9<sup>th</sup> Street Reconstruction Project. Thorson informed Council the final payment to KPH totals \$36,516.30. Kimberly Savageau made a motion to approve the Consent Agenda, seconded by Dave Owings.  
Motion Carried.

4. **Additions to Agenda**

- Fire Department Bunker Gear – Dave Owings
- Parke Avenue Update – Joe Olson
- Well #3 Pump Upgrading – Chris Thorson

5. **Motion to Approve Agenda**

A motion to approve the 10/26/2016 Agenda was made by Joe Olson, seconded by Kimberly Savageau.  
Motion Carried.

6. **New Business**

a. **Clay County Weight Based Tipping Fees – Kirk Rosenberger** – Rosenberger explained to Council on January 1<sup>st</sup>, 2017 the County will be changing how they charge for tipping fees at the land fill. The County has been weighing trucks that deliver garbage from the area for the last year and have realized Fuchs Sanitation's equipment is able to manage a greater

compaction rate, in result the volume brought to the landfill in their trucks were greater than what was expected and charged for. Rosenberger explained Fuch's Sanitation was undercharged by the County which is why a twenty-two (22%) percent increase will be charged to Fuchs Sanitation customers starting January 2017. Rosenberger stated the three sources for the County's budget come from 1) small state grant which is used to help pay for some of the garbage activities in Glyndon, 2) service fee on property taxes, and 3) the tipping fee. Olson explained the old scale was estimating the tonnage weight as the new scale is actually calculating the weight and providing the exact amount of what should be charged. Rosenberger informed Council due to the compaction of the Fuchs Sanitation trucks more material was coming in than the City was being charged for. Dave Olek informed the City that an increase would be charged to the residents of Glyndon starting in 2017. Olek passed out a letter from Fuchs Sanitation Services, Inc.

*October 26, 2016*

*City of Glyndon  
Box 223  
Glyndon, MN 56547*

*RE: Landfill Increase January 1, 2017*

*Fuchs Sanitation is increasing garbage rates due to Clay County Landfill going from yard based tipping fees to weight based tipping fees. The last landfill rate increase was January 1, 2005.*

*Fuchs Sanitation is submitting a rate increase of \$2.37 per month, which is a 22% increase. Businesses would also see a 22% increase. These rates will be reviewed annually and adjusted if necessary.*

*Also cleanup week cost would go up based on one year weight scaled. (Approximately \$640.20). Note spring of 2016 was dry.*

*Thank You,*

*Kent Fuchs  
Fuchs Sanitation*

Dave Olek explained to Council why Fuchs Sanitation went to trucks that compacted garbage and how he came up with the twenty-two (22%) increase to stay on top of paying the landfill bill from the County. Rosenberger informed Council the solid waste fund is an enterprise fund, it's a stand-alone fund and not part of the County tax system, it is run like a business. Olek informed Council the landfill has not increased their rates for over eleven (11) years. Olek stated if it is a wet year the garbage will weigh more which in turn Fuchs Sanitation will be paying for the water weight and not just garbage weight. Rosenberger explained the County takes some garbage to Perham to be incinerated which is a large expense but helps extend the life of the landfills. The tipping fee at the landfill is \$45 per ton and the tipping fee for the incinerator in Perham is \$102.50 per ton. Rosenberger discussed the high costs of recycling and the "Take Back Jack" pumpkin program that is going on in November, which keeps the methane gas that comes from the pumpkins out of the landfill. Rosenberger explained most people do not understand the steps that are taken with the recycling and disposal of garbage. Owings stated he likes the fact that there are places available to recycle paint and appliances. Rosenberger discussed a grant the County received and explained the County is hoping to someday build one facility where you can dispose specific items like mattresses and carpet remnants. Rosenberger would like to do a hauler collector fee instead of a service fee, but is not sure it would work in this area. Dave Olek

explained to Council how he came up with the percentage of the increase necessary, the issue with the weight of rain and snow and how he will be keeping track of all the loads that are taken to the landfill from Glyndon. Olek discussed the transfer station the County is trying to build. Council requested Affield to inform residents in the next newsletter concerning the garbage increase for 2017.

**b. Centennial Development – Kelly Richards** – Richards presented Mayor Johnson with a Letter of Intent concerning his proposed development and also passed out a Preliminary Master Plan stating a few changes will still need to be done. Richards stated one of the changes will be to the lots located on the southeast corner around the curve. Savageau asked about 14<sup>th</sup> Street not hooking up to County 17, stating the residents would not be allowed to enter the new development to access County 17 as it was on the original plat. Richards stated the homes already built in Centennial would have to use the two entrances that are already existing in that area. Savageau is wondering why you would not allow the vehicles to exit the development onto County 17. Richards informed Council he is trying to eliminate the straight away where vehicles can drive at a high speed, thinking of the safety for the residents that live on that road. Chief Cline will review the preliminary master plan to see what issues may arise in those areas. Savageau informed Council the children living in the new area will not have access to Johnson Park, they would have to walk down 12<sup>th</sup> Street to get to the park. Richards stated he will have a pond, walking path and enough green space for the City to install a park. Thorson informed Richards by closing off 14<sup>th</sup> Street he will need to keep in mind the City will need to run water and sewer utilities through there so City easements will need to be included on those lots. Thorson stated a walk path could be installed on the City easement so residents would have access to Johnson Park or other areas in town without having to walk down 12<sup>th</sup> Street. Olson discussed the TAPP Grant possibility for next year with the walking path area. Ken Parke questioned if the pond was designed to service the other growth area east of this development. Richards stated at this time it is but deferred specials will need to be looked at for the pond and lift station otherwise the pond may become smaller. Savageau asked about cutting into some of the lots. Ken Parke asked Richards if he knew what his first phase of the development would be. Richards believes he will start on the north end of the development, head down the first street to the west and then once at the corner head to the south to the other corner. Richards is hoping to only have two phases with the forty acres he has purchased. Savageau discussed the streets and park areas that are already dedicated to the City, stating an exchange of land will need to be done. Richards asked if the City would give it all back to him, allow him to move forward with this master plan and then he would rededicate streets and green space, etc. Savageau informed Richards it would have to be vacated by the City, and a deed may need to be done for the park in order for the City to transfer the title. Savageau informed Richards the City has an Ordinance stating a specific amount of green space needs to be dedicated park area or a cash in lieu would be paid to the City from the developer. Thorson questioned Kelly if the park area would be sufficient for both his and Sullivan's developments. Richards stated it would all depend on the deferred specials for the pond and lift stations. Savageau asked if you can add to a pond. Ken Parke stated Dilworth did one lobe and when the City expanded another lobe was added, but you might want to see what is more cost effective in the long run. Olson would like to make sure the procedure for new development runs smoother than it has in the past, stating the Council needs to follow a process. Richards informed Council he would like to start the bidding process no later than February, he is hoping to start the developing process by early spring. Richards stated there should be approximately eighty-three (83) lots in his development. Savageau asked Mr. Richards if he will be asking the City to take out a bond to install the infrastructure in his development. Richards stated yes, he will be. Richards also would like the City to look into offering a two (2) year tax abatement on new housing lots in Glyndon or free water and sewer for one year. Ken Parke informed Richards a Preliminary Plat will be the next item to present to the Council so park

dedication and other topics can be discussed. Owings asked if Richards can start on the plat if he does not own the land yet. Parke stated he can surly start working on it but the City will not be able to accept it until the property is owned by Mr. Richards. Richards informed Council the approaches on the original platted plan Sefkow had drawn up years prior are not accurate and will be adjusted on his new plat. Savageau stated he will need to visit with the County Engineer since those are County roads.

**c. Discussion on Distance for Front Setbacks in Stockwood Business Park** – Affield informed Council a gentlemen who owns a lot in Stockwood plans to start building on his lot within the next month but the City does not have a front setback figured for commercial developments. Affield and Schroeder met with the owner of the lot and thought 40' to 50' from the curb would be sufficient but informed him we would ask Council what they would like. Ken Parke does not believe Moorhead or Dilworth have front setbacks for Commercial lots either. Council discussed and agreed a structure may be constructed starting at 10' (utility easement) inside the lot's property line as long as it is in compliance with the building codes.

**d. Community Center Refrigerator Quotes** – Affield informed Council the first estimate in the Agenda Packet is from Rigel's to repair the fridge that is located at the Community Center. The estimate is \$610.35 to repair the fridge that is over ten (10) years old. The next two bids are for a new 18 cubic foot stainless steel Whirlpool refrigerator. One bid is from Rigel's for \$1399.00 and the next bid is from Homemaker's Villa for \$1349.00. Joe Olson made a motion to accept the bid from Homemaker's Villa for \$1349.00 for the purchase of a new fridge for the Community Center, seconded by Kimberly Savageau. Motion Carried.

**e. Discussion on Audit Bid from Eide Bailly – Dave Owings** – Mayor Johnson reminded Council he was instructed to search for a bid for Auditing a few months back. Owings discussed the bid received from Eide Bailly and the one from Brady, Martz and Associates. Owings' main concern about the bid is if the cost of the journal entries are in the proposal from Brady, Martz & Associates or will the City be charged extra once the audit is completed. Owings discussed a bill from another City and the shock of the final amount requested once the audit was completed. Owings feels with the new Administrator being hired and the fund accounts being looked at by Eide Bailly it would be beneficial for the City to stay with the firm they have had for many years. Affield reminded Council they have talked about redoing the funding accounts but have not voted on that topic at this time. Mayor Johnson discussed the cost difference between the two bids and the issues he sees with Eide Bailly and feels the City is a training ground. Mayor Johnson informed Council it has been hard over the last few years to receive a response to a question in a timely fashion from Eide Bailly, he feels you should be able to call and receive an answer right away. Olson would like both companies to have a chance to explain what process they will provide the City and to allow Council to ask questions. Owings does not see enough clarification with Brian Opsahl's bid from Brady, Martz and Associates to change auditing firms. Affield suggested Council write down their questions or see if Opsahl can Skype into a meeting. Affield informed Council she was disappointed with Eide Bailly when requesting information as to the Tax Abatement Bond the City just did, she asked what accounts they wanted the items posted to and when she received the account numbers they did not make sense with what the actual account headings were so Affield figured out different accounts, suggested them to Eide Bailly and was told to use the ones she suggested and then the City received a \$400+ bill. Savageau stated she does not think the price difference is enough to change firms but feel it is fiscally responsible to be looking and asking questions from other firms. Savageau agrees with Olson, if the auditing firm would like the City's business they should come to the Council and

answer questions concerning their auditing services. Council instructed Affield to schedule a night for each firm to visit with Council.

At this time Kelly Richards asked to visit with Council. Mr. Richards would like to know what guarantee the City will need from him to move forward on the project since the City will need to bond for the infrastructure installed. Savageau explained in the past the situations have been different so she feels the City would need to discuss this further with their Financial Advisor David Drown. Owings informed Council he believes it is Kelly's desire to special assess, there will be no TIF so he is wondering if the financial scenario is something Mr. Drown will work with because his specialty is TIF financing. Savageau stated the City needs to know from their Financial Advisor what they can afford to cover, should the development not work. Ken Parke informed Council it comes down to cash contributions, letter of credit or signed blank quick claim deeds to complement the other items. Mayor Johnson informed Council David Drown will be Skyping during the Budget Meeting on November 2<sup>nd</sup>. Owings stated that would work because the City would need to know what to budget for the bond payment for the installation of the infrastructure. Affield will visit with Mr. Drown prior so he is aware of the questions that will be asked.

**f. Discussion on Extraterritorial Jurisdiction – Kimberly Savageau** – Savageau informed Council while preparing the Zoning Ordinance she did not feel it necessary for an extraterritorial jurisdiction since the City did not have a Subdivision Ordinance in place. Savageau feels the City should start implementing a one (1) mile extraterritorial jurisdiction since the City may finance the infrastructure for the development on the south end of town they should have say as to what may be built to the south of the development. Savageau informed Council the City will want to protect their investment in that area and may in the future want to annex portions of land into the City. Owings asked Ken Parke "if the City has the extraterritorial jurisdiction and someone wants to petition for a variance would they have to get both the City and the County's permission?". Savageau stated extraterritorial jurisdiction is only for subdivisions, not variances. Savageau requested the Townships be notified of what the City is planning to do concerning the one (1) mile extraterritorial jurisdiction. Council discussed the possibility of having a two (2) mile radius instead of a one (1) mile radius. Ken Parke feels a Memorandum of Understanding could be established with the Townships if needed.

**g. Nicklaus Concrete – Owner of a Lot in Stockwood – Wendy Affield** – Affield informed Council Mr. Nicklaus is planning on starting his building in the next month and will be working with Mr. Schroeder. Savageau requested Affield to contact Schroeder and see if the property taxes have to be up to date before a building permit is issued.

**h. Macro Cell Towers – Dakota Carrier Network** – Affield stated this is only information concerning a project in the early stages that will eventually be installed on the DGF School property, the cells act as short-range radio transmitters used to provide in-building and outdoor wireless service to the school.

**i. Letter of Map Amendment – FEMA for 119 14<sup>th</sup> Street SE** – Affield informed Council this letter of map amendment is just to notify the City this piece of property in the City Limits is not in the flood plan.

**j. Discussion on Changing the November 9<sup>th</sup>, 2016 Morning Meeting to an Evening Meeting** – Affield explained since the year is coming to an end Council may have items they would like to see accomplished so she is just checking to see if they would like to keep

the last morning meeting at 7:00 a.m. or change it to an evening meeting. Council discussed the topic and will keep the meeting time at 7:00 a.m.

**7. Old Business/Unfinished Business**

**a. Resolution 2016-21 Resolution Authorizing Tax Forfeited Land to be sold at the Public Auction** – Dave Owings made a motion to allow the County to auction the tax forfeited land parcel number #55.300.0110 during their public auction, seconded by Kimberly Savageau.

Motion Carried.

**b. Preliminary Engineering Report for the 2017 Street Improvements – Chris Thorson** – Thorson discussed the 2017 Preliminary Engineering Report for street improvements. Thorson would like to highlight a few items in the report. Starting on page 2 of the report it shows the age of the streets, how they were constructed and if any work has been done to them. Page 4 shows the cost estimates for each road project.

1. Pleasantview Avenue (\$94,000) and the segment of 2<sup>nd</sup> Street (\$56,000) - (1995)
2. Partridge Avenue segment from 7<sup>th</sup> Street to 5<sup>th</sup> Street (1998) – (\$108,000)
3. Various Streets (1981 Original Construction, 1998 Overlay)
  - Partridge Avenue from 5<sup>th</sup> St to BNSF railroad tracks (\$94,000)
  - 4<sup>th</sup> Street (\$108,000)
  - Eglon Avenue (\$106,000)
  - Lund Avenue from 7<sup>th</sup> Street to north end (\$172,000)
  - 5<sup>th</sup> Street from Lund Avenue west to alley (\$29,000)
  - Lund Avenue segment south of 7<sup>th</sup> Street (\$96,000)
  - 9<sup>th</sup> Street (\$108,000)

Council discussed what traffic is on Pleasantview Avenue, Thorson informed Council after visiting with Mr. Lofgren the road is planned for normal traffic because the trucks from the elevator come in off of Parke Avenue. Savageau stated the entrance off of 2<sup>nd</sup> Street has been closed to the elevator. Thorson stated the City could chose the Partridge Avenue segment be held for a later construction project. Mayor Johnson would like to know if sealcoating would help these roads. Thorson informed Council it may help on certain roads. Olson asked if sidewalks would be able to be added to that roadway. Thorson stated curb & gutter and storm sewer could be added to that roadway. Savageau reminded Council the full entrance at Partridge and Highway 10 will be removed so the traffic flow will change for that road once the project is completed in 2017. Thorson explained the process for reconstructing the roads, a complete reconstruct would include excavation of unsuitable sub-surface material replaced with a granular borrow section separated from the natural silty-clay beneath by geotextile fabric. Beneath 3 ½ to 4 inches of bituminous asphalt, and 8 inch thickness of aggregate base would increase the structural integrity of the road section. Thorson explained the project financing, costs associated with the improvements will be recovered in accordance with the City's Assessment Policy. Olson asked if the City would be responsible for twenty (20%) percent of the project cost. Thorson stated that is correct, the property owner would be responsible for the other eighty (80%) percent of the project. Olson asked when the bond would need to be in place to pay the City's portion. Thorson stated you would need it in place prior to the project starting. Savageau asked what the process was with the Lyndon, Lund & 9<sup>th</sup> street project, was the property owners approached. Owings informed Savageau in 2011 the residents were notified and at that time they did not want the road to be redone but a few years later the road became so bad the Council decided it was time to have something done. Council discussed the special assessment from the

projects would be spread out over ten (10) years, the property owner would not have to pay for it all at once. Savageau is concerned about redoing some of the proposed roads as she drives down them daily and does not feel they are in that bad of shape at this time, wondering why tear up a road if it still has some good years left. Owings believes when the road in front of his house is redone some drainage issues would also be resolved at that time. Savageau would like to ask Mr. Drown what the bond payment would be for these street improvements since the budget and levy need to be finalized shortly. Owings and Savageau estimated the yearly bond payment to be around \$24,000 if the streets improvements were completed in this preliminary report.

**c. Discussion – Bobcat S590 Skid Steer Loader** – Tabled until the November 16<sup>th</sup> Council Meeting.

**d. Audit Bid Questions Requested from Brady, Martz & Associates – Brian Opsahl’s Email** – Discussed earlier in the meeting.

**e. Development Information – Concerning Conversation with Lisa Jetvig** – Affield informed Council copies of Hawley’s and Dilworth’s Subdivision Ordinance is located on the table in front of them, due to the size of the ordinances she only printed off one copy. Affield explained City of Hawley’s Clerk/Treasurer Lisa Jetvig sent her these sheets which show the steps that are taken for new development, copies of an agreement of assessment and waiver of irregularity and appeal, developer’s agreement and special assessment checklist from the League of Minnesota Cities. Savageau stated the prepayment for special assessing that the owner pays up-front to the City of twenty (20%) percent is a nice idea, it shows a commitment from the developer.

**f. Discussion Concerning Subdivision Ordinance** – Owings discussed his five topics from the prior meeting concerning Ken Parke’s role with the City and one was the preparation of the Subdivision Ordinance. Owings stated the ordinance is of high priority since the City has a developer wanting to move forward as soon as possible. Ken Parke stated he did help with the original ordinance for Dilworth but it looks as though it was revised in 2015 after he left the City. Parke informed Council he has reviewed both ordinances from Hawley and Dilworth and feel they are very similar. Parke thinks someone should review both ordinances and come up with the best product for Glyndon, right now he does not have the time to take on this task. The City will need to make sure they have all the correct street/curb regulations included in the ordinance along with any fine details. Owings asked if the City should check with Metro-COG to see if they had time to prepare the ordinance. Kimberly Savageau informed Council she would like to take the time to review the ordinances since it is something she works with daily at her job. Olson expressed his gratitude for all the work Mr. Parke has done for the City over the last few months and does believe the City owes it to him to explain what role concerning development they would like to see from him. Olson would like to start projects in house first and if questions arise the Council will look towards information from Ken Parke, Ken Norman and David Drown, that way the City is not paying for the same advice from three people. Savageau explained to Council she has access to many other subdivisions and developers agreements which may help the City. Mayor Johnson agrees with Olson, the City needs to give clear direction to Mr. Parke as to what is expected of his consulting services. Savageau reminded Council when the decision was being made to change from City Clerk/Treasurer to Administrator the City Attorney stated the Council will also need to change how they function and work out topics. Savageau stated the Council would contact the Administrator and the Administrator would contact the person necessary to handle the situation if they were unable to, so she feels since that position has been changed the Council should start grooming themselves into working in house with the acting Clerk so when the Administrator is hired the transition is smoother. If Council has a question they should bring

it to the acting Clerk instead of going straight to their outside sources, if more help is required than outside resources would be brought in. Olson stated since Council cannot discuss topics with more than one Council Member between meetings it is nice to be able to have someone at City Hall who can inform Council of the information. Affield stated she can inform Council but cannot ask for a reply on a topic. Mayor Johnson believes the City is moving in the right direction and is very grateful for the knowledge and advice they have received from Mr. Parke over the last few months. Savageau's concern is with one point on Mr. Owings list that states Mr. Parke is the primary contact for Kelly Richards's housing development. Savageau informed Council the City Consultant is not a policy maker and is wondering what would be accomplished when a decision would need to be made that may affect the City, she would rather the Council make the final decision. Owings stated Mr. Parke has more experience and knowledge concerning developments than anyone in the room and he does not have to research it in a computer. Savageau informed Council once a Subdivision Ordinance is in place and a developer brings in a plat and it follows the criteria of the ordinance there pretty much is no discussion necessary. Savageau stated she feels this is what happened with the prior developer for the Centennial Addition, he came to Council and everyone gave him their personal opinions on what they wanted to see in his development. Savageau stated this is not how it is done in other Cities, you have your Subdivision Ordinance, if you meet the Subdivision Ordinance your plat is approved, that's it, it doesn't sit and come through meeting after meeting after meeting, the developer has a guide to follow before they even come in front of Council. Owings questioned how can the City get to that spot and he feels Mr. Parke can help the City get there. Olson suggested the City have a one point contact that will funnel things through. Savageau explained if Mr. Richards has a question on his plat he should be coming to Council since they are the ones that will be voting for or against the plat. Owings asked if this is something the City wants to burden Wendy with since she is the only one in the office. Affield believes the first step is to finalize and adopt the Subdivision Ordinance so Mr. Richards is aware of what the City is looking for with his development. Ken Parke stated Richards has called him on many occasions asking questions mainly concerning State Statute 429, Special Assessing because Glyndon has not had much experience with that for quite a few years. Affield stated Richards would need to be charged for those questions not the City. Parke stated he is uncomfortable with the calls because he is representing the City and does not know who should be responsible for his services. Affield reminded Council with Mr. Sullivan the City was not moving forward unless they had a Developers Agreement in place because of the engineering bill for the prior development which was trying to start on the east side of town. Savageau reminded Council in the City's 2016 Fee Schedule Ordinance there are charges that have not been billed to developers for reviewing a plat, the City needs to make sure these fees are billed and received. Chief Cline asked Council to look at it a different way, what if Ken Parke's did not exist, what happened when Dennis Johnson passed away, the City is not going to stop functioning, you will go out and find the information needed to answer the questions asked. Olson asked Affield what she thinks the next steps are concerning the topics being discussed. Affield suggested Kimberly review the Subdivision Ordinances and see what she comes up with from the research she has available to her at work. Affield feels Hawley has an acceptable Subdivision Ordinance in place due to the town thriving both with commercial and residential building. Olson asked Mr. Parke what part of the process he would like to be partake in. Parke feels Kelly Richards is concerned with the transition going from one developer to another, along with working with different engineering companies. Parke stated the City does not want to not invest money when it comes to development happening, he can understand the City would want to keep it to a minimal, but some of the minor things need to be addressed no matter what they may cost the City. Parke informed Council once the City Administrator is hired he or she will be able to access the information needed on the League of Minnesota Cities to help make sure all the steps are completed prior to the bonding process. Parke is not sure if Mr. Drown has experience with Mn. Statute 429, Special Assessment



Procedures and suggests the City talk with him on that subject. Parke explained to Council the Developers Agreement started becoming complicated with Mr. Sullivan when he wanted the City to special assess and pick up the cost of some of the improvements. Parke informed Council you will want the City Attorney to review any documents received for liability and security purposes. Parke will attend the budget meeting on Wednesday to visit with Mr. Drown. Chris Thorson informed Council he is able to help with the City engineering standards for the Subdivision Ordinance. Savageau asked Thorson if he has a sheet already done up with that information. He does not believe so. Savageau asked what was done when Southcreek was developed. Thorson stated he has nothing in writing. Owings main goal is to make sure all the steps are included in the City's policy so there are no questions on how things should be done or handled. Savageau stated the more ordinance's the City has the less discussion there will be, the developers will be expected to follow the ordinance's.

**g. Ken Parke – Development Role – Dave Owings – Discussed during the Subdivision Ordinance conversation.**

**h. Tax Abatement Discussion – Purpose of Promoting New Residential Homes –** Owings informed Council Kelly Richards discussed this topic earlier tonight hoping the City would consider allowing a tax abatement since he is starting his housing development. Mayor Johnson would like the City of Glyndon to participate with the rest of the surrounding cities. Parke informed Council Moorhead and Dilworth used to start the abatement when the basement was started and now they changed it to when the project is completed, that way the homeowner receives the full benefit amount allowed. Parke stated Hawley has a cap on the amount of abatement each homeowner is allowed which he believes would not exceed the first \$200,000 of taxable value. The values are calculated on January 2<sup>nd</sup> of the year prior. Olson asked about the call Mayor Johnson received from the DGF School system wondering if they are part of this tax abatement program. Mayor Johnson informed Council the school is not. Owings likes the idea of having the cap on the value of the home because the City does not have very many commercial businesses in their tax base. Council agreed with what Mr. Owings stated. Ken Parke explained to the Council how the tax abatement process works, stating the homeowner pays the County for their property taxes and at the end of the year the County will refund them back. Parke informed Council special assessments and taxes imposed by special taxing districts cannot be abated. The abatement resolution specifies the duration and the amount of property taxes that will be allowed during the abatement. The City must add the abatement amount to the property tax levy for the year. The total amount of property taxes abated may not exceed the larger of:

- 10 percent of the net tax capacity of the political subdivision, or
- \$200,000.

Owings suggested Council set the tax value amount of the home not to exceed \$200,000 and the abatement process amount will be figured when the construction has been completed on the home. The abatement is only for residential building. Council instructed Affield to have a resolution prepared for the next Council Meeting.

**i. Update on 418 2<sup>nd</sup> St – Steven Schroeder's Email –** Affield discussed the emails Mr. Schroeder sent her stating Darrell Sjothun needs to insulate the foundation and install drain tile around the house so the back fill process can be completed. Schroeder states in one of his emails the house will need to be square prior to being placed on the foundation. Olson asked if Mr. Norman is still working on this or has he been put on hold. Affield informed Council Ken Norman has been asked to hold off on any further work concerning this topic.

**j. Update on Title Policies for Stockwood – Ken Norman's Email –** Ken Parke informed Council this means as properties within the development are sold or transferred by the

City, new title policies would be issued to each new owner. The policy would serve as proof of marketable title, the policies would be issued in place of abstracts to each parcel at a lesser cost.

#### **Additions to the Agenda:**

➤ **Fire Department Bunker Gear – Dave Owings** - Owings informed Council Chief Cuchna contacted him in regards to needing Council's approval to purchase three sets of bunker gear being it exceeds the \$1,000 limit. Dave Owings made a motion to allow Chief Cuchna to purchase three sets of bunker gear with the funds in his budget, seconded by Joe Olson. Motion Carried.

➤ **Well #3 Pump Upgrading - Chris Thorson** – Thorson informed Council Lofgren would like to upgrade well #3 pump from a 7.5 horsepower to a 15 horsepower pump. Lofgren is waiting for the bids to be completed but estimates the pump to run around \$10,000. Thorson informed Council a balance of \$6,800 is still in the water tower budget and could be used towards the pump. Council discussed areas of the budget that may have funds available to pay the difference. Thorson looked into the sewer realignment project and informed Council a balance of \$5900 was available. The well was put in around 2000 but the pump was from the old well prior and is showing signs of wear. Council instructed Affield to ask David Drown if the leftover funds from the sewer realignment project can be used towards the new pump.  
Tabled until the next Council Meeting

➤ **Parke Avenue Update – Joe Olson** – Olson informed Council Dave Overbo asked if he would relate to Council the County Engineer will be starting to design the roadway reconstruction on Parke Avenue and would like the City's opinion on it since it is a joint project. The County would like a request for proposal from the City's engineer if they are interested in the project. Olson explained the County will be designing the road themselves and bidding out the engineering process for the underground work. Thorson explained when a City and the County have a joint project Ulteig usually does a mesh plan with the County, stating Ulteig already has a lot of the project information in place. Savageau asked what the cost portion the City is looking at for this project. Olson stated it is estimated to be around \$600,000. Thorson informed Council he will visit with Dave Overbo concerning the project.

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

a. **Mike Cline, Police Chief** – Chief Cline informed Council the Department has 2325 calls so far this year, the speed sign has arrived and will be installed shortly and the background packet has been finalized for the new part-time officer Brandon Boe. Cline will be ordering the new Armer radios next week with the funds he has set aside in his 2016 budget with the difference ordered next year. Cline taught tactic training jointly with the Glyndon PD and Hawley PD and will be and will be hosting an in-climate weather range qualification on November 2<sup>nd</sup>.

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

c. **Scott Lofgren, Maintenance/Public Works Supervisor** – Not Present.

d. **Wendy Affield, Deputy City Clerk** – Nothing at this time. Discussion took place with City Staff in relation to the City's hiring procedures.

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

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

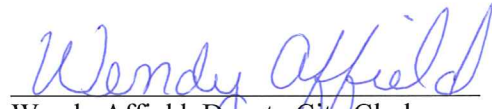
#### **9. Open Forum –**

#### **10. Miscellaneous Announcements –**

**11. Adjournment**

A motion was made by Joe Olson, seconded by Kimberly Savageau to adjourn at 10:20 p.m.  
Motion carried.

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

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

October 26th, 2016 Glyndon City Council Minutes