

Glyndon City Council

11/28/2016

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, Joe Olson and Kimberly Savageau, Deputy City Clerk Wendy Affield and City Engineer Chris Thorson.

As Per Sign in Sheet: None

3. **Motion to Approve Consent Agenda**

- a. Motion to Approve Resolution of Payments – Kimberly Savageau would like to add the penalty amount that will need to be paid with the second half of the Stockwood Specials payment, stating the City will be refunded that amount in January.

Joe Olson made a motion to approve the Consent Agenda, seconded by Kimberly Savageau.
Motion Carried.

4. **Additions to Agenda**

➤ None

5. **Motion to Approve Agenda**

A motion to approve the 11/28/2016 Agenda was made by Joe Olson, seconded by Kimberly Savageau.

Motion Carried.

6. **New Business**

- a. **Stockwood – Off the Wall Advertising – Heather Siverson** – Did not show up.

- b. **Approve Agreement with State of Minnesota Department of Transportation – Highway 10 Project Payment Agreement** – Dave Owings made a motion to approve the agreement with MnDOT concerning the Highway #10 project payment agreement, Olson asked Mr. Thorson if he had any comments on this project. Thorson informed Council a payment should not be made until a final invoice is received. The motion on the table was seconded by Kimberly Savageau.

Motion Carried.

- c. **Resolution 2016-23 Resolution entering into MNDOT Agreement No. 1026917 City of Glyndon's Share Costs for Improvements to Trunk Highway #10** – Kimberly Savageau made a motion to approve Resolution 2016-23 entering into MnDOT Agreement No. 1026917 City of Glyndon's Share Costs for Improvements to Trunk Highway #10, seconded by Joe Olson.

Motion Carried.

d. Approval of Job Applicants for Interviews – Dave Owings discussed the two job finalists that were chosen for interviews for the Administrator Position. Copies of the finalists were given to all Council Members for review. Owings informed Council the first finalist has experience in managing people and is working on receiving their public administration degree and the second finalist is currently working in a city position but does not have much experience in management. Owings stated the committee would like Council to approve the two finalist for interviews. Dave Owings made a motion to approve the finalists to be interviewed for the City Administrator position, seconded by Joe Olson.
Motion Carried.

e. Schedule Special Meeting Date for Interviewing Finalists – Council discussed dates that would work out for the two interviews. Wednesday, December 7th was chosen for the first option and Thursday, December 8th for the back-up option for the interviewing process. The interviews will be during a Special Meeting so a three day notice is needed. Affield will check with both finalists and see which day will work best for them.

f. 1st Reading of Ordinance #184 – Subdivision Ordinance – Kimberly Savageau informed Council language concerning the density is not included in the Subdivision Ordinance at this time and she feels Council should request Ken Norman to add a section concerning this topic. Council discussed the percentage the City would want to allow for higher density homes in a development. Olson asked for clarification, stating does that mean Council has the right to restrict the amount of smaller lots allowed in that specific development? Savageau agreed to what Olson stated, explaining the larger the development the more Council may allow. Olson asked if the ordinance will need three readings. Savageau stated the City has done three readings on everything else, they should stay with that process. Olson would like to do the first reading tonight since changes can be made at any time prior to the adoption of the ordinance. Affield reminded Council a Public Hearing will need to be set. Savageau explained some of the time frames in the Subdivision Ordinance starting with 60 days review allowed for a Preliminary Plat and 60 days for a Final Plat. Savageau informed Council starting with section 1-3-2 it explains the steps that need to be taken during the planning process. Savageau informed Council Chris Thorson reviewed all the engineering numbers in the ordinance and was good with them. Kimberly Savageau made a motion to waive the complete reading of Subdivision Ordinance #184 and accept this as the 1st reading, seconded by Joe Olson.
Motion Carried.

Owings asked if Council should state the Zoning Official will be the City Administrator. Savageau stated you have both administrative subdivision approval and planning commission approval which are two different things. At this time the Planning Commission is the Glyndon City Council. Owings would like each role defined. Savageau stated the Zoning Administrator role should be defined in the job description for the Administrator. The Planning Commission consists of the full Council. Owings would like to know if the City should have a separate committee for individuals to meet with who want to start a development. Olson believes Owings is looking for another level when it comes to the planning stages for developers. Owings explained he would like to see the developer meet with the City Administrator who in turn meets with the Planning Committee and then a recommendation will be brought to Council for review. Savageau explained the steps are explained in the Subdivision Ordinance but she will do some more checking on what other town do.

7. Old Business/Unfinished Business

a. 2nd Reading of Ordinance #183 – Expanding the Extraterritorial Jurisdiction of the City of Glyndon – Kimberly Savageau made a motion to waive the complete reading of Ordinance #183 expanding the Extraterritorial Jurisdiction of the City of Glyndon and accept this as the 2nd Reading, seconded by Joe Olson.
Motion Carried.

b. Eide Bailly – Banyon Fund Account Clean-up Discussion – Affield recommended to wait until after the 2016 Audit is completed before changing any funds or accounts. Owings stated he thought the recommendation from Brian Stavenger was to have things corrected for the 2017 year. Affield stated when Brian Stavenger explained the 2015 Audit Report he said everything is looking good for the City and things have been done this way for many years. Affield feels this can wait until she has time to sort out how and why things were done the way they were and at this time of the year there are more important items that need to be dealt with before the end of the year. Affield informed Council this does need to be done it would just work out better to wait until after the audit next year.

c. Update on Parke Avenue Project – Chris Thorson – Thorson informed Council he is working with Clay County scooping out the project. Thorson explained the Quiet Zone will be incorporated into this project. Mayor Johnson asked if any layouts of the project are available. Thorson informed Council preliminary layouts have been done on certain sections. Council discussed what options may be addressed when it comes to the electrical poles, wondering if Xcel will leave them above ground or install them underground. Owings informed Council when he visited with Xcel about this he was told they would charge the school and the school was not interest in paying for that cost. Thorson stated if Xcel has their poles in the way of City or County improvements they would be asked to move them to a different location. Olson feels the School should be contacted to see if they still have plans to change/add to the front of their building. Thorson informed Council the City, County and School representatives should meet so everyone is on the same page with the upcoming road reconstruction on Parke Avenue. The sidewalk that will be installed with the Safe Routes to School Grant the City received will be 6' wide. Council discussed the looks of the current poles and how they will look once a new road is installed. Thorson asked Council to remember if you get rid of the electrical poles you would have to install street lights. Savageau asked if there are nicer poles that could be put up. Thorson will have to check with MnDOT. Olson asked Thorson to check on the pedestrian crossing design in the area of the railroad crossing.

d. Fixed Asset Module for Fund Accounting – Owings explained to Council the module will help track the different pieces of equipment and inventory the City owns and will keep records as to when they were purchased. Dave Owings made a motion to purchase the Fixed Asset Module from Banyon Data System, seconded by Joe Olson.
Motion Carried.

e. Update on 418 2nd Street – Council discussed the email from Mr. Schroeder that was in the agenda packet and Affield read the new email she received today stating he is working on the plates for the house and the house mover has been notified of the progress. Council decided if no progress is made the City will start moving forward again with legal action.

f. Bid for Council Chambers Table/Computer Stand – Affield informed Council she and Mayor Johnson have both looked for someone to give a second estimate but have had no response so it leaves the City with only one estimated. Affield requests Council accept the bid

from Dale Nelson Contracting. Affield explained the new Council desk will add four more seating spots which could be for the Administrator, City Attorney, Engineer or Financial Advisor. Council discussed the layout they would like to see and decided it would be better to have the angle so each Council Member is able to see the other when addressing them. With this change two spots will only be able to be added. Joe Olson made a motion instructing Affield to order the Council Chambers Desk with a cap of \$3,750.00, seconded by Dave Owings. Motion Carried.

8. Department Reports / Committee Reports

- a. Mike Cline, Police Chief** – Not Present
- b. Bob Cuchna, Fire Chief** – Not Present.
- c. Scott Lofgren, Maintenance/Public Works Supervisor** – Not Present.
- d. Wendy Affield, Deputy City Clerk** – Nothing at this time.
- e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee** – Nothing at this time.

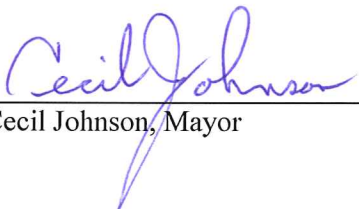
9. Open Forum – Mayor Johnson asked Kelly Richards if he had anything he needed to ask the Council. Richards asked if Council has a number for the Letter of Credit they need from him to move forward on his development. Mayor Johnson would like to know what Richards has for them first. Kelly Richards informed Council he gave Ken Norman and David Drown his final offer on Friday and has not heard anything back yet. Richards informed Council he has postponed closing on the property because he is not closing until he has a figure from the City. Richards informed Council Ken Parke talked with Norman and Drown on Friday, he did not. Ken Parke was given permission from Kelly Richards to negotiate the figure with the City. Richards stated the first offer from the City was a 100% Letter of Credit, stating he responded with his written offer and still has not heard anything. Affield informed Council she has not heard anything from Ken Norman or David Drown either. Affield was instructed to contact Drown and Norman to see where the City stands. Kelly Richards asked Council if Special Meetings can be made to help move this project forward. Savageau mentioned the meetings can be set up but if no progress is being made the City should not be taking on that extra expense. Affield stated once the Subdivision Ordinance is in place those steps will need to be followed to move forward with the development. Savageau discussed dead end streets will not be allowed according to our Subdivision regulations due to the need for garbage trucks and snow plows will need a place to turn around. Richards informed Council he will not open that street up, he will not make a race track coming through that area or lose anymore lots by keeping the road open. Savageau would also like to discuss only having one access to the park, and where vehicles are going to park while using the park. Savageau is concerned about the congestion created in the cul-de-sac. Savageau explained she feels the Council should not rush this, they need to make sure they have all the information needing in reviewing this plat before they agree to what is on the master plan. Thorson stated the cul-de-sac should be more squared off to allow for parking in that park area. Thorson discussed the easement that needs to be included on the plat where the dead end street is on 14th Street. Thorson stated he agrees with Savageau when it comes to the dead end street and suggested a cul-de-sac be installed at that location. Savageau informed Council she contacted the League of Minnesota Cities in regards to the “Park Dedicated” area on the original Centennial Plat and was informed the park is dedicated for public use “forever”. The City Attorney will have to research this topic. Savageau informed Richards there is a process that need to be done and cannot be ignored before the Council can approve the plat. Olson would like to see numbers from the City’s Financial Advisor before a decision is made to bond for this project. Thorson suggested the City appoint a planning committee to visit with Mr. Richards and Mr. Parke to help the process move forward in a timely manner. Richards informed Council he

would like the project to go out for bids by February 2017. Savageau asked if a Preliminary Plat has been completed. Richards stated he will not have one completed until he closes and he is not closing on the land until he has an agreement with the City. Savageau does not understand how the City can say and approve money for a bond when they do not have more information to review than a Preliminary Master Plan that does not have measurements included. Council discussed when a good time would be to visit with Kelly Richards concerning his development. The next step is to wait to hear from Ken Norman and David Drown with a recommendation for Council to review. Thorson suggested to set up a planning committee to meet with Kelly Richards so a Special Meeting does not have to be scheduled, this way certain items can be addressed, figured out and then brought to Council. Savageau informed Council the financial portion and the Letter of Credit is different than reviewing the plat. Savageau feels the full Council should review and discuss the ideas that Norman and Drown are discussing concerning the City taking out a Bond for this project. Savageau stated she has been approached by residents that have concerns with the City being involved with another development. Owings requested Affield to disperse the information she receives from Norman and Drown to all Council Members for review. Savageau asked Richards to have Mr. Parke email Council with the information he also has. Savageau feels the Council owes the residents of Glyndon due diligence in regards to any new development the City may participate in. Thorson feels you may want to meet and have a working meeting with Kelly Richards, Ken Parke, two Council Members, Scott Lofgren, and himself prior to the Special Meeting on December 7th or 8th. Olson asked who wants to be part of the planning meeting. Mayor Johnson informed Council he and Kimberly Savageau will sit in on the meeting. Savageau feels the meeting should come after the financial decision has been discussed as if an agreement is not reached the planning meeting will need to be postponed. Olson suggested the two Council Members chosen to be at this work meeting be considered the Planning Committee for the City of Glyndon. Savageau suggested the City Attorney attend the meetings also. Affield will check with Norman for these two meetings. The Planning Committee will set up the informal meeting to discuss the preliminary plat.

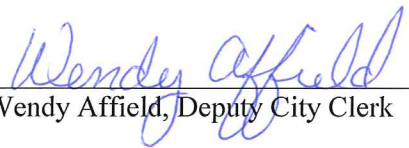
10. Miscellaneous Announcements –

11. Adjournment

A motion was made by Joe Olson, seconded by Kimberly Savageau to adjourn at 8:45 p.m.
Motion carried.



Cecil Johnson, Mayor



Wendy Affield, Deputy City Clerk

November 28th, 2016 Glyndon City Council Minutes