

**Glyndon City Council**  
**1/28/2015**  
7:00 p.m. Regular Council Meeting  
Glyndon City Hall

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, City Staff Present: Deputy City Clerk Wendy Affield, Maintenance Department Scott Lofgren and Fire Chief Bob Cuchna.

**As Per Sign in Sheet:** Karen Kringler, Elizabeth Harries and Shannon Thompson.

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 1/14/2015
  - b. Motion to Approve Resolution of Payments – A motion to approve the Consent Agenda was made by Joe Olson, seconded by Kimberly Savageau.Motion Carried.

4. **Additions to Agenda**
  - NONE

5. **Motion to Approve Agenda**

A motion to approve the 1/14/15 agenda was made by Dave Owings, seconded by Joe Olson.  
Motion Carried.

6. **New Business**
  - a. **League of Minnesota Cities Liability Coverage - Motion** – Mayor Johnson made a motion stating the City of Glyndon DOES NOT WAIVE the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04, seconded by Joe Olson.  
Motion Carried.

**b. 507 Partridge Avenue North – Charges for City Services** – Affield stated that Nancy Heuer has posed a question as to why she needs to be billed for services that do not benefit her. Lofgren showed Council Members on the city map where Ms. Heuer lives and agreed that if Fuchs Sanitation bills her separate she does not benefit from the mosquito, forestry and storm water that she is billed for monthly. Council questioned Lofgren if there are any other residents that are in the city limits that do not benefit from these same services. Scott Lofgren informed Council that there are two other residents that are in city limits but do not benefit. Council discussed if letters should be sent to the three residents to see if they would prefer to be billed directly for their garbage pickup from Fuchs Sanitation or stay with the city billing.

Dave Owings made a motion to temporarily suspend Ms. Heuer's Utility Bill until this issue is resolved. After further discussion among Council Members the motion on the table was resend.

Joe Olson made a motion to disconnect the billing of services for Ms. Heuer contingent on legal satisfaction with direction that either Anderson or Affield call Ken Norman. Seconded by David Owings. Motion carried

**c. Utility Billing Authority – David Owings** – Owings handed out a general guide line for Council members to examine outlining what he feels are appropriate procedures for the City to follow should a resident contest a utility billing. It is intended a starting point to formulate a policy as to when a dispute arises he would like to appoint the City Clerk Treasurer position the authority to review and gather information pertinent as to make a decision if it was a clerical mistake or an incorrect reading was entered from a water meter reading. After gathering all documentation the Clerk would then have the permission to make the necessary change and adjustment on the utility bill. A copy then be kept on file. Should the resident still feel that their dispute has not been satisfactory resolved then the issue would be brought before the full Council for their review. Owings ask Council members to review as just a starting point. Council discussed Owings proposal, accuracy of the meter reads and storage of data to retrieve previous reads. Olson reminded Council he would still like to compile a Utilities Commission for various reasons due to new Water tower and equipment involved. Olson still feels that various decisions will still need to come before Council. Owings instructed that Anderson create a policy draft for Council review. Council had further discussion of meter accuracy and previous billing concerns.

**7. Old Business/Unfinished Business**

**a. 2014 Eide Bailly Audit Update** – The Annual 2014 audit with Eide Bailly has been moved up from March 30, 2014, to February 17, 2015.

**b. Sensus / Banyon Handheld Training** – Training will be held on Friday, January 30, 2015. This training will involve reading, transferring meter reads and entering into the Banyon system for billing.

**c. Data Practices Seminar – Computer Updates** – Anderson will update Council on February 25<sup>th</sup> regarding information from the League of Cities seminar. Anderson has submitted to each Council member the electronic power point presentation on this topic.

**d. TAP Grant Interview Update** – Olson and Johnson along with David Overbo and Nathan Gannon from Clay County traveled to Fergus Falls to conduct a presentation before a large gathering of officials from MN DOT, WCI representatives and several area engineers regarding Parke Avenue as to why they are requesting consideration of a \$380,000.00 grant for the project. Olson feels the interview went well and the City should expect a decision by this spring and stated if awarded it would be an 80/20 split. If the City is not awarded the grant this year Olson will reapply in 2016.

**e. Future Development Discussion** – Mayor Johnson stated that on the February 11, 2015, Council Meeting the City Engineer, an engineer for Seter's development, Steve Iverson representing Seter's and a Seter family member will attend to discuss any future development on the east side of Glyndon. The City's Financial Advisor David Drown and City Attorney Ken Norman have been conferring to see what options the City may be able to offer for assistance. Mayor Johnson stated this meeting will be mostly devoted for this discussion

**8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – Not Present.

**b. Bob Cuchna, Fire Chief** – Chief Cuchna asked for Council approval to allow Mr. Magel Macias to join the Glyndon Fire department as a Volunteer Firefighter. A motion was made by David Owings to accept the application of Magel Macias as a Glyndon Fire Fighter, seconded by Kimberly Savageau. Motion carried.

Cuchna explained to Council that the Fire hall is in need of upgraded electrical rewiring and that he is having a difficult time obtaining quotes from contractors. Cuchna asked for Council

approval to move ahead on the project and that the cost would exceed the \$1000.00 spending cap without Council approval.

Joe Olson made a motion to approve an amount not to exceed \$3000.00 and to authorize Chief Cuchna to move forward with the wiring project for the Fire Hall, seconded by David Owings. Motion carried.

Cuchna is reviewing the City's charges for services and has referred it to City Attorney Ken Norman for clarification. Cuchna has also asked for clarification regarding a study to place a Fire Station on the South side of the City. Owings stated that the main concerns residents have asked to be addressed is the response time for homes on the south side of the tracks in the event that a train would be blocking the crossways, also residents would like to have an electronic defibrillator on the south side of the city. Cuchna stated there is currently a system in place stated in the report he is working on to address that issue. Mayor Johnson would like the Fire Department to meet with Pat Conroy and discuss any possible grants that may be available.

Wendy Affield ask for permission to pay \$90.00 for training at Sanford for 2 Rescue Volunteers.

Kim Savageau made a motion to approve the expense for training at Sanford for 2 Rescue Volunteers, seconded by Joe Olson. Motion carried.

Council members Joe Olson and David Owings would like to meet with the Fire Fighters and a date will be set in the future.

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren would like to review applications during the 1<sup>st</sup> week of February for the current open position in the Maintenance Department. He would like to have the position filled by March 1<sup>st</sup>. Kimberly Savageau, Joe Olson and Scott Lofgren will conduct the interviews. Scott gave a brief overview of the transition of moving from Manuel meter reads to the new remote auto read system.

**d. Denise Anderson, City Clerk** – Not Present. Affield stated that Anderson has been compiling information for the 2014 Audit with Eide Bailly and working on the new meter upgrades in the computer system with SL Serco.

Mayor Johnson had questions for David Owings regarding installing capabilities for access to Skype. Owings gave a brief overview of what would be required for such a capability and it would also provide a media source for presentations and all participants to view the same information.

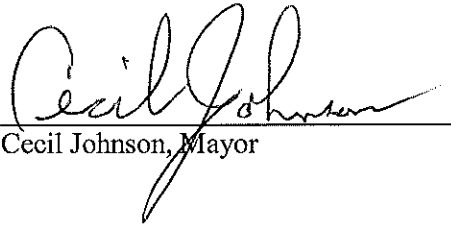
**e. Council Members Joe Olson and Kimberly Savageau, Glyndon Improvement Committee** – Olson and Savageau will build a bird house for the school before the spring. Savageau stated that they will be able to collect more books donated from the school for this project.

**9. Open Forum - Clay County Recycling Program, Shannon Thompson and Beth Harries** – Shannon Thompson gave Council a brief over view of assistance they may provide the City if the City would like to identify a recycling project. Discussion of Recycling signage, magnets for the roll off and City unused paint disposal. Updated brochures for Residential Recycling, Hazardous Waste Facility and Residential Electronics Collection were discussed and distributed.

**10. Miscellaneous Announcements** – David Owings asked if the Monsanto Annexation was still being considered and Mayor Johnson stated that the possibility is still under discussion. Council Member Savageau was asked if she would prefer to be called Kim or Kimberly. She stated that she would prefer Kimberly.

**11. Adjournment**

A motion was made by Joe Olson, seconded by Kimberly Savageau to adjourn at 8:30 p.m.  
Motion carried.

  
Cecil Johnson, Mayor

  
Denise Anderson, City Clerk/Treasurer

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Wendy Affield, Deputy City Clerk

January 28, 2015 Glyndon City Council Minutes