

Glyndon City Council

3/25/2015

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, Chris Jensen, Joe Olson and Kimberly Savageau, City Staff Present: City Clerk Denise Anderson, Deputy City Clerk Wendy Affield, Maintenance Scott Lofgren, City Engineer Chris Thorson, and Jason Murray from David Drown Associates.

As Per Sign in Sheet: John Gulleson, Keith Jackson, and Travis Jenson all from Monsanto, Tracy Tollefson Director of Community Education & Outreach, and Karen Kringler.

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 3/11/2015
 - b. Motion to Approve Resolution of Payments – A motion to approve the Consent Agenda was made by Chris Jensen, seconded by Joe Olson.
Motion Carried.

4. **Additions to Agenda**
 - NONE

5. **Motion to Approve Agenda**

A motion to approve the 3/25/15 agenda was made by Kimberly Savageau, seconded by Chris Jensen.
Motion Carried.

6. **New Business**
 - a. **Joint Resolution City of Glyndon and Glyndon Township – Orderly Annexation of Monsanto Property (Motion)** – Kimberly Savageau questioned Scott Lofgren if the City has received an answer to where the water will drain from Monsanto when they are washing their trucks. Lofgren has not heard from Monsanto on that subject so Mayor Johnson directed the question to the gentlemen from Monsanto that were present at the meeting. Lofgren explained that it has to do with triple rinsing and someone was concerned that it would drain into the ponds which Lofgren stated “there is no way for that to happen”. Monsanto’s representative explained that they triple rinse jugs only when they apply pesticides to their research plots and that is sprayed back onto the field. A motion was made by Dave Owings to approve the Joint Resolution between the City of Glyndon and Glyndon Township for the Orderly Annexation of Monsanto Property, seconded by Joe Olson.
Motion Carried.

b. TIF Presentation for Monsanto Property – Jason Murray, David Drown Associates – Murray informed Council that he has 20+ years’ experience in Economic Development and his specialty is Business Finance & Development. Murray stated that David Drown has assigned him to work with the City of Glyndon on setting up the TIF District for Monsanto. Tonight Murray is asking the Council to approve three Resolutions for three Public

Hearing Resolutions. The first Resolution Hearing is for the actual creation of the Tax Increment Financing District but also the modification of the existing plan. The City needs to modify the Municipal Development Plan since the Annexation with Monsanto will be adding property to the City. The second Resolution Hearing is for the adoption of a Business Subsidy Policy. Since this is the first Economic Development TIF District for the City of Glyndon, it is required by law to establish a Subsidy Policy. Murray stated he has sent a draft to Anderson for review and will have it ready for the meeting on April 8th. The third Resolution Hearing is for the actual Business Subsidy relationship with Monsanto. This will lay out some of the job and wage goals that are required for the TIF process. The Public Hearings will be on Wednesday, April 22, 2015 at 6:00 p.m. at the Glyndon Community Center.

c. Resolution No. 2015-6 Calling for a Public Hearing on the Modification of Municipal Development District No. 1, the Adoption of a Modified Development Program Relating Thereto, the Establishment of Tax Increment Financing District No. 1-3 Within Municipal Development District No. 1, and the Adoption of Tax Increment Financing Plan Relating Thereto (Motion) – A motion was made by Chris Jensen to accept Resolution No. 2015-6, seconded by Joe Olson.
Motion Carried.

d. Resolution No. 2015-7 Calling Public Hearing on the Proposed Business Subsidy to Monsanto Company (Motion) – A motion was made by Kimberly Savageau to accept Resolution No. 2015-7, seconded by Chris Jensen.
Motion Carried.

e. Resolution No. 2015-8 Calling Public Hearing on the Proposed Adoption of Business Subsidy Criteria (Motion) – A motion was made by Joe Olson to accept Resolution No. 2015-8, seconded by Kimberly Savageau.
Motion Carried.

f. Letter from Mayor Addressing Monsanto Annexation and TIF Concerns followed by Resolution 2015-9 Council's approval and Granting Authority for Mayor to Sign Letter of Concern Addressed to Monsanto Corporation – Mayor Johnson informed Council Members that this Resolution was added today by Monsanto's attorney. Anderson stated that she had Mr. Norman review both the letter and the Resolution prior to adding it to the Agenda packet. Dave Owings made a motion to accept Resolution 2015-9 and grant Mayor Johnson the authority to sign the letter of concern addressed to Monsanto Corporation, seconded by Chris Jensen.
Motion Carried.

Jason Murray informed Council that he will have everything together and ready for the April 22nd Public Hearing. Council thanked Mr. Murray for the work he is doing for the City.

g. Developer's Agreement – Sullivan Construction (Centennial Development) – Discussion Draft and Review of Park Land Dedication Ordinance #175 – Mayor Johnson informed Council that after the Special Meeting on the 24th which included himself, Chris Jensen, Dave Owings and Joe Olson concerning Future Housing Developments the City of Glyndon still has not received a Developers Agreement from either Mr. Sullivan or the Seters. Chris Thorson stated that the City can only wait for Jim Sullivan to sign the Developers Agreement to get the development moving forward. Mr. Sullivan was given a draft of the Developers agreement on March 17th to review. Dave Owings addressed Anderson if the Park Dedication needs to be decided on before the agreement can be signed. Anderson explained that the City will need to decide if they would like land dedicated for a park or a cash payment that would be used by the

City for park improvements. Anderson included in the Agenda packet Ordinance #175 Park Land Dedication Requirements and explained that if land was dedicated the amount would be figured as 700 square feet per single- or two-family dwelling unit and 500 square feet per multiple-family dwelling unit or the City can request a cash fee based on the type and number of dwelling units which is set at \$500.00 per single- or two-family unit and \$250.00 per multiple-family unit. Anderson stated that when the Ordinance was passed and adopted by Council on July 29th, 2014 it was her understanding that the Council would prefer the land dedicated to the City over the cash fee. Thorson stated that the Centennial addition was already platted and the parks have already been set so he questioned if you can change the amount of land requested to meet the qualifications for Ordinance #175. Savageau stated that on the plan it says all parks are dedicated which means the City owns the land where Johnson Park (*Park 1*) is and the future park (*Park 2*) located on the south west corner of Centennial Addition. Jensen assumes the new owner would have accepted that as being dedicated park land. Savageau informed Council Members that when Sullivan purchased the land from Sefkow, the piece dedicated as (*Park 2*) was not included in what was purchased in his Developers Agreement. Savageau also stated that further research should be taken to make sure the Deed to (*Park 2*) is or has been transferred to the City of Glyndon. Thorson informed Council Members that (*Outlot A*) along 12th Avenue is zoned as multi-family and it is his understanding from visiting with Mr. Sullivan that he is not planning to use it for multi-family homes, but to use that space for the storm water treatment pond and additional park land. Thorson stated that the City would need to rezone that section if that is Sullivan's plan. Jensen feels Mr. Sullivan should be informed about the park land that has already been dedicated to the City so he is aware that the City owns that piece of land. Council Members discussed further whether Sullivan will need to donate more land to parks or since the development has already been platted and the parks dedicated no further land can be requested. Anderson informed Council Members that Sullivan's layout that was presented to the City does not look anything like the layout that Sefkow had drawn up and is located in the Council Chambers. Jensen asked Savageau if she could visit with Norman and do some research to find out more about the real-estate side of what has been platted. Jensen also informed Council about a few lots that have already been purchased but do not have utilities hooked up. Jensen believes that they would have had to be platted already in order to be sold. Jensen and Olson made it clear at the Public Meeting on the 24th of March that this is the last meeting for these Developments and they will need to make the next step forward on their projects.

h. Glyndon Firefighters Relief Association – Gaming Permit (Motion) – Kimberly Savageau made a motion to accept the application for a gaming permit from the Glyndon Firefighters Relief Association for April 11th, seconded by Joe Olson. Motion Carried.

i. Simple Website Creations – Consider Proposal – Denise Anderson informed Council Members that she has had problems working with the City of Glyndon's website which is in word press format and is all tied together with our e-mail so when we have issues we do not have anyone local to help work us through them. Scott with Computer Wrench who has set up the encryption on the computer system suggested we visit with Simple Website Creations that is located in Hawley. Anderson viewed websites that Shawn from Simple Website Creations designed and would like the City Council to consider using them to set up a user friendly website for the residents of Glyndon. Anderson informed Jensen that the domain will need to be transferred into the Cities name. Anderson explained how the website would let you maneuver around like a word program which will make it easier for changes or additions to be made. Anderson informed Council Members that a proposal of services for the City of Glyndon from Simple Website is enclosed in the agenda packet summarizing the costs of setting up a new website for Glyndon. Council asked Anderson if she would notify Shawn and see if he would be

able to come to a Council Meeting and have a demonstration showing the City some of his ideas and websites that he has already designed. Olson questioned if the cost would be \$2200.00 plus an hourly rate for setting it up. Owings explained that it would be for the initial set up and if Anderson or Affield came across any problems in the future that charge would be extra. Jensen likes the idea of the mobile website as many people use their phones to find information. Owings feels with the new Developments coming to town this would be a good way to advertise what Glyndon has to offer for families who are looking to move to town.

j. Summer Recreation – Tracy Tollefson – Informed Council Members that she has accepted a new position within the District as the Director of Community Education and Public Outreach. Tollefson explained that she will be overseeing all the Community Education for the DGF School District and the communities of Dilworth, Glyndon and Felton. The programs they hope to offer will be for children, adults and senior citizens which may consist of defensive driving classes, babysitting clinics and anything in between for all ages. Tollefson informed Council that a new web page will be designed starting with her department and it will strive to work with community relations by linking the City of Glyndon’s website along with Dilworth and Felton’s to the Community Educations so you can jump back and forth if needed. Tollefson explained that in the past Mel Olson took care of the Summer Recreation program and would come to the Council and ask the City for a donation to help keep the children active during the summer. The goal Tracy Tollefson is looking for is that when they submit their brochure for Summer Rec the top three names listed on the brochure would be from the Cities of Dilworth, Glyndon and Felton showing the communities that the program has the support from each City. Tollefson asked the Council to consider a donation of any amount that the City would agree on and think about offering the use of the Community Center at no cost or a minimal cost since it would be benefiting the community. Mayor Johnson asked Tollefson if the work Olson and Savageau do with the Glyndon Improvement Committee coincide with the work she is doing with Community Education. Tollefson informed Council Members that she feels the two committees would work well together and will join the committee along with attending City Council Meetings to keep herself updated on what is happening within the City that may benefit her position with the District. Council Members agree that whatever reasonable accommodations the City can give the District by using the Community Center is defiantly within reason as well as any reasonable financial donation. Council will look into the Budget and visit at the next meeting in regards to the financial donation the City can provide to the program.

k. Utility Billing Authority – David Owings (Discussion) – Tabled until the April 8th 2015 Meeting.

7. Old Business/Unfinished Business

a. Monsanto Annexation – Monsanto had three representatives present at the meeting to answer any questions Council had for them. Owings brought up the increase in staff due to the building project that is expected. Monsanto explained that they have already been hiring extra staff and have approximately 21 full time and will have around 40 part-time seasonal workers with the possibility of more staff hired in the future. At this time they do not have any conference rooms available and the staff is sharing offices due to the lack of space which is why they are working on getting the building project moving forward. Olson asked if the traffic to Monsanto will pick up on 12th Avenue once the building process is completed. Monsanto responded that the traffic should stay how it is at this time. Jensen informed Monsanto that the City of Glyndon has been working with Glyndon Township on who will take care of 12th Avenue from Parke to County 71 since at this time the City owns the north side of the road and the Township owns the south side. Council Members will need to know how much traffic is expected for future maintenance on this road if they are responsible for it. Monsanto expressed how important the

TIF is to keep the project moving forward. Council Members are excited about the Annexation and the tax impact the City of Glyndon will see in the future. Chris Thorson visited with Monsanto's engineer discussing what the plans will be for connecting water and sewer utilities with the City. Thorson filled Monsanto in on the possibility of a housing development so between the two of them putting in utility lines some items may need to be addressed. Mayor Johnson asked Monsanto who the electric company is that services them. Monsanto is serviced by Red River Electric along with everyone living in the Southcreek addition. Jensen suggested informing Steve Iverson about Red River Electric servicing that area because it was his understanding at the last Special Meeting that Iverson thinks Xcel Energy would service the housing development. Lofgren stated that Lund Avenue is serviced by Xcel and he is not sure where the cut off is. Further research will need to be done to find out what electrical company will service the area if a development was to start on the east side of Glyndon.

b. Centennial Development – No further development at this time. Waiting for a Developers Agreement from Mr. Sullivan.

c. Seters East Development – Thorson informed Council Members that major revisions have been made to Seters East Addition starting with the amount of lots going from 20 to around 57 lots. Due to this change Thorson said the project costs have increased from 1.8 million to 2.9 million. Jensen asked Thorson if the road width has been discussed as Iverson was proposing to narrow them to save costs. Thorson informed Council that after measuring the road width in Southcreek he has requested the 36' width in his report to Seter's. Council Members discussed the width of the road and feel it is important for the safety of the residents, maintenance issues when plowing snow and the availability for the resident who purchased the lot to be able to park in front of their house. Council agreed to give Chris Thorson the authority to inform any developer that the roads will be no narrower than 36'. Savageau asked Thorson if he has heard any more talk on the drainage in the backyards. Thorson had it in his report that was given to Iverson stating they do not suggest that type of drainage to be allowed and he has not heard anything more on that topic.

Council Members discussed the development that has been done with the Monsanto Annexation and that Mr. Norman, Mrs. Anderson and David Drown have been working closely with the Monsanto Lawyer.

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** – Lofgren informed Council that he has hired Devin Lee for the Maintenance position and he will start Monday, April 6th. Lofgren explained to Council that he started Lee at \$16.00 per hour with the agreement that there will be no salary increase after his 6 month probationary review. Olson asked Lofgren if he could arrange for Mr. Lee to come to a Council Meeting so the Council could meet him. Lofgren will visit with Lee and see when a time would work for him. Lofgren informed Council that he has the opportunity to purchase a Bucket Truck from Lake Park for \$2000.00 and would like Council's permission to purchase it. Lofgren explained to Council that it would be beneficial when hanging up the Christmas decorations, U.S. Flags, flower pots and changing out the traffic lights when needed. Joe Olson made a motion to allow Scott Lofgren to purchase the 1988 Chevrolet Bucket Truck for \$2000.00 from Lake Park, seconded by Chris Jensen.
Motion Carried.

Lofgren informed Council Members that he has visited with Chief Cline to see if his Tahoe would be available to use until the Maintenance department receives the standard cab pick-up that has been on order for many months. Joe Olson made a motion to hire Devin Lee as the new City Maintenance worker at \$16.00 an hour with no salary increase after his 6 month probation period, seconded by Kimberly Savageau.
Motion Carried.

d. Denise Anderson, City Clerk – Anderson informed Council members that during her time at the Convention in Red Wing she learned some valuable tools along with participating in a class on Capital Improvement Planning. Anderson will be working with Chris Thorson to set up a Capital Improvement Plan for the City. Anderson discussed the Report of Outstanding Indebtedness that she handed out to Council and explained the difference between 2013 and 2014. The difference between the two years is due to the bond refunding of Bond A and B for the water tower and street improvements. Anderson attended a class in Waubun that explained how some Cities lose their LGA if the city does not report to their auditor that they need an extension in time. Lake Country Service Co-op has a contact for Anderson to visit with to see if the City can apply for a Grant to help finance a 40' addition onto the Fire Department and a new roof for the Community Center. Anderson stated that you have a better chance at receiving a Grant if you add on to an existing structure over building brand new. Anderson explained that she has been working closely with Ken Norman and Monsanto's legal counsel concerning the Joint Resolution with Annexing Monsanto into the City limits. Anderson informed Council Members that on page 3 - number (7) was added to the Joint Resolution document which reads *"Planning and Land Use Control Authority. Upon the annexation's effective date, the City's zoning regulations and land use controls shall govern the Designated Property."* Anderson explained that this will cover the City right now for the zoning purposes until we can get all the legalities worked out between Monsanto and the City. Anderson stated that at this time the City does not have an Agricultural zoning code or Land Use Policy, but they are looking at zoning Monsanto's land Commercial Ag. Anderson informed Council Members that the Regular Council meeting on the 8th of April has been changed to the evening at 7:00 p.m. instead of the morning. Publication will be in the Clay County Union stating of the Public Hearing meeting at 6:00 p.m. Anderson informed Council that if everything goes well at the Public Hearing, the steps the City needed to take will be completed and Monsanto will need to finish the process with the Municipal Board Code which is completed by the State. Resolution 2015-4 that was accepted by Council has been sent to the League of Minnesota. This Resolution was acknowledging that the City of Glyndon is supporting dedicated state funding for city streets. Anderson was notified that they have all been delivered to the State and are working through the House with the Chair of Transportation Committee. Monday March 30th a Town Hall Meeting with Paul Marquart and Kent Eken will be at the City Hall from 5:00 to 6:00 p.m. Anderson informed Council Members that she has been working with FEMA concerning expenses from the 2009 flood that the City should be reimbursed for. Anderson will let the Council know when the City receives the funds and then Council can decide what they may want to use it for. Savageau questioned if the meeting with MN DOT is still scheduled for 8:30 a.m. Wednesday April 8th since the Council Meeting has been changed to an evening meeting. The meeting was scheduled by MN DOT will still be at that time. Dave Owings questioned Anderson concerning the State Aid and Tax Anticipation Certificate line on the 2014 Report of Outstanding Indebtedness, he noticed that there was not an amount on that line and made the remark that the City did not have to take a Tax Anticipation Certificate out last year. Anderson informed Council that the City did have to take one out for the same amount as 2013. Anderson notified Lori Johnson of the error and was informed that as long as it was paid off in the same year it is not something to worry about. Owings asked if the City will need to take one out this year. Anderson informed Council

that the department heads have been working very hard and it does not look like the City will need to at this time.

Dave Owings talked about the skype process and how the City was able to use the TV instead of the monitor when skyping with David Drown. Owings would like the City to invest in a conference cam for skyping, it will give a bigger viewing area during the meetings. Mayor Johnson asked Owings if the City should purchase a laptop instead of borrowing the system they have been using. Owings agrees that the City should purchase a laptop to use in the skype process and reminded Council that Anderson would like to have a system that residents could view information on when a disc was made with the information they requested. Council directed Owings and Anderson to move forward on getting the equipment needed to set up for skyping.

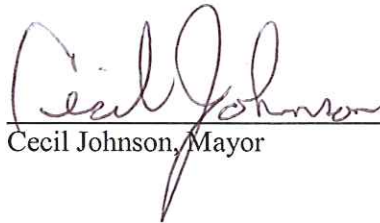
e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee – Olson expressed his gratitude that Tracy Tollefson will be willing to help with idea's and planning. Olson mentioned the library bird house that will be installed in front of the School again this year and how they need some ideas to help residents become involved with the Improvement Committee. Owings would like to use a trailer the Maintenance department has and make a sign that will inform the residents of activities that are going on around the community. Olson and Savageau should have a date set within the next month for when the Ice Cream Social will be.

9. Open Forum – Nothing.

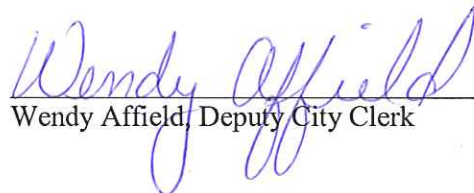
10. Miscellaneous Announcements – Dave Owings was reminded by a resident of Glyndon that Arvig has not notified him on any new information on the cost of the internet service they provide to the City. Owings has a call into a gentlemen that was at the Council Meeting last year and will visit with him more next week.

11. Adjournment

A motion was made by Chris Jensen, seconded by Kimberly Savageau to adjourn at 8:35 p.m. Motion carried.


Cecil Johnson, Mayor


Denise Anderson, City Clerk/Treasurer


Wendy Affield, Deputy City Clerk