

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:00 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Joe Olson and Kim Savageau; City Engineer Kris Carlson; City Clerk Wendy Affield; City Maintenance Supervisor Scott Lofgren.

**Absent:** Council Member Justin Schreiber

**As Per Sign in Sheet:** Residents Michael Page and Corey Trick.

3. **Motion to Approve Consent Agenda**
  - a. **Minutes – 7/10/19 Council Meeting**
  - b. **Approve Resolution of Payments**
  - c. **Miscellaneous Items:**
    - **Accept Check for \$1,000 from Felton Volunteer Firemen Inc. – Donation to Glyndon Fire Department**
    - **Approve Glyndon Days 2019 Proclamation**
    - **Approve Glyndon Days 2019 Celebration Event Schedule**
    - **Approve TIF Payment of \$116,470 to Midwest Regional Development – Robert Sefkow (last payment for the Centennial Addition)**
    - **Employee Hourly Increase for Ron Fick – Maintenance Supervisor Scott Lofgren is Requesting a Two Dollar Per Hour (\$2.00/hr.) Increase – Moved to Regular Agenda**

Council Member Savageau asked for the removal of the last item on the Consent Agenda for further discussion. This item was then moved to the regular agenda as an addition. A motion to approve the Consent Agenda was made by Joe Olson, seconded by Dave Owings. All in favor.  
Motion Carried.

4. **Additions to Agenda**
  - **Employee Hourly Increase for Ron Fick – Maintenance Supervisor Scott Lofgren is Requesting a Two Dollar Per Hour (\$2.00/hr.) Increase – Council Member Kimberly Savageau**
  - **Project Updates from City Engineer Kris Carlson – City Clerk Wendy Affield**

5. **Motion to Approve Agenda** – A motion to approve the agenda was made by Kimberly Savageau, seconded by Dave Owings. All in Favor.  
Motion Carried.

6. **New Business**
  - a. None

7. **Discuss Additions to the Agenda**

➤ **Parke Avenue Project Updates** – City Engineer Carlson noted the Email Alerts regarding weekly project updates are well-received by residents, and the schedule thus far has been adhered to by construction crews. Currently the storm sewer between the railroad tracks and 3<sup>rd</sup> Street are being worked on, and completion could be as early as next week. Hough has begun work on the intersection of 7<sup>th</sup> Street and Parke Avenue, with fabric being laid down and the trenches for drain tile being cut. By the end of next week curb and gutter work may begin in front of the school. Still on schedule for Phase 1 & 2 to be paved and open by Labor Day weekend. Mayor Johnson asked if any portion of the stretch between 7<sup>th</sup> Street and Hwy 10 will be drivable? Carlson confirmed yes, they will have some miscellaneous concrete work that will need to be done but the base core of asphalt should be down so it is passable. He continued starting next week the section between 7<sup>th</sup> Street and 9<sup>th</sup> Street will see crews finishing pipe work and gravel, with completion by the second week of August. Mayor Johnson then asked if Xcel was working on the power poles? Lofgren stated they need to relocate poles on Partridge Ave, and Carlson agreed noting the crews need to reroute the lines and run a feeder down 5<sup>th</sup> Street. Then the two poles in front of the elevator will be moved back in order to accommodate turning movements for the Quiet Zone. Carlson responded Xcel has already unloaded the poles, and Sellin Bros. is looking to have a truck brought in to support the pole. Owings asked if the City is able to request Xcel not use certain subcontractors, as the City is very disappointed in the work completed by Q3 so far. Carlson responded it would be difficult to request, but he agreed he is also disappointed in the workmanship and the time it has taken for Q3 to finish their portion. He stated the County sent a letter regarding Q3, but it would be up to Xcel to deal with them. Lofgren noted Sellin Bros. has filed an official complaint with the Office of Pipeline Safety. Carlson noted the locate companies have also had a difficult time as gas mains have been marked by Q3 incorrectly. Owings asked where the responsibility falls for incorrect locates? Carlson responded it is the responsibility of both Xcel and the locate companies as they should be able to trace the lines with tracer wire. Mayor Johnson asked if the gas lines would be pulled? Carlson confirmed Hough did pull some of the old gas lines out. Olson mentioned regarding the 2020 Budget, does Carlson know the particular issues with the lift station? Carlson responded he needs to confirm if it can be re-plumbed. Mayor Johnson asked to clarify who would be paying for the repairs? Carlson said he believes the City would be responsible, but he is not entirely sure. Olson stated there was an original design by Ulteig, done in 2011 as per Lofgren. Chris Thorson from Ulteig was who did the original design, and Carlson stated he would take a look at it so he has some ideas for a final budget number. Savageau asked if Parke Avenue will be drivable at all before the concrete is put in? Carlson confirmed yes, once crews are able to lay Class 5 gravel down, it will be opened up for residents living on those sections. He estimated the timeframe to be a week to a week and a half. Carlson informed Council when the concrete work is being done residents will not be able to drive on it for at least three (3) days. Olson then asked about the section of gravel in front of the residential homes on 12<sup>th</sup> Street SE, and whether Hough has a timeline for the end of maintenance? Carlson responded they only maintain the section when their trucks are hauling on it, which is not at this time. Olson noted there are still two to three homes where at the end of their driveways it is a mud pit, and he is wondering if the City or the County will need to be notified to repair it? Carlson replied he will talk with Hough and see if they can blade the road. Savageau asked if the load of Class 5 was added? Lofgren responded not at this time, with Carlson adding it may be better to wait to ask Hough instead of the County. Olson asked if there was a date or timeframe, he can tell those residents to expect repairs to begin? Carlson responded it could be closer to September. He stated he will check with Hough to see if they can make a quick run with their blade over those muddy sections sooner rather than later.

## **8. Old Business/Unfinished Business**

**a. Rental Property Ordinance 15 Minute Discussion – Crime Free Rental Housing** - Affield stated she looked over the Dilworth Ordinance regarding rental properties and compared it to the City's ordinance, and found them to be very similar. She noted the City's Ordinance #126, is separated into sections appears to be missing several pages as compared to Dilworth's. Savageau then asked to clarify the City does not need a new ordinance, just to update the current one? Affield responded yes. She went

on to say several pages appear to be missing, there should be nineteen (19) sections and there are only six (6), with Olson noting it was last updated in 1995. Affield then handed out Moorhead's Common Code Issues checklist, and asked Council if it something they think the City should adopt? Owings asked if there is a specific person who goes over the checklist? Savageau responded the City Building Inspector does the first-year rental inspection, and if the property passes with a "good" rating, then the rental property owner can do self-inspections the following years. Olson added it would then be up to the Building Inspector to do random inspections if needed. Affield handed out a copy of the Crime Free Rental Housing Program, and stated the City would need to work with the Police Department to enact a program like this. Savageau noted Dilworth has a section of their rental ordinance dedicated to "Conduct on the Registered Premises," and stated the City might want to check and see if just that portion would be enough, or if more would need to be included. She would like to see two Council Members go through the current City ordinance and getting it updated in order to be in effect by the 1<sup>st</sup> of next year. She continued the City could then set the fee for Rental Registration at the same time other annual fees are set. Savageau asked if Council felt six (6) months was a reasonable amount of time to do this, considering a notice will have to be published in the newspaper? Affield also noted there will need to be three (3) readings and a Public Hearing. Mayor Johnson asked to clarify which City had which program? Savageau responded Moorhead has the Crime-Free Rental Housing Program, and Dilworth has the rental property ordinance. Owings asked if members of Council will need to volunteer, or if Mayor Johnson will assign two members to the committee? Savageau stated she would volunteer as she feels a stronger rental ordinance is needed, and Olson said he would also volunteer. Resident Corey Trick asked the Council for further information, and noted he owns rental property in Moorhead. He went on to say he has previously turned away from renting property in Glyndon due to rumors of bad renters, but would definitely look again if a stronger rental registration was in place. Savageau noted in Dilworth the rental registration has a section regarding conduct which is unlawful or in violation of ordinances, then the property owner is fined or held responsible. Owings also noted the Dilworth ordinance under section 152.03, sub B, #2, states rental property owners "must be an owner or local property manager residing within Clay County, Minnesota or Cass County, North Dakota", and asked how that would apply to the mobile home park owners? Savageau responded the mobile home park has a manager living on site. Owings asked further if the property owners or the manager would be the one to complete the registration? Savageau stated the property owner(s) would be responsible for completing the registration, but would then designate the on-site manager as the local contact. She went on to say a local rental property had an owner who lived in Fargo, but did not visit the property for over ten (10) months, and so she is concerned the wording of the rental section regarding residency does not hold much weight. Affield noted most apartment type properties have an on-site manager, but a rental home would not. Resident Michael Page stated he lives in one of the local mobile home parks and noted the tenants allowed to rent there are less than savory. He asked the Council if there was any way to screen new applicants through the Police Department? Affield responded there are limits to what the City can do as there are certain renter's rights. Olson stated the property owners can do a background check and either accept or deny an applicant based on the results. Page stated the current on-site manager does a very good job, but has noticed since 2013 the property owners have gone through many managers. He thought with the current managers the standard of applicants would have been raised, but it has not. He went on to say he attended today's meeting in the hopes the City could do something about the crime taking place where he lives. Savageau was not sure if the City can legally force the property owners to conduct background checks, but it can and should be looked into further. Any final changes or updates to the City's current ordinance would need approval of legal counsel. Savageau stated she waited on doing further research until she could hear input from Chief Cline, but feels this is an instance where the Crime-Free Housing Program would definitely be valuable. Trick stated in Moorhead, the City is not able to force the property owner to do background checks, but they do have in place a "three strikes" policy. If Moorhead police have to be called to the same property twice, then on the third instance the property owners have thirty (30) days to evict the current tenants with all costs incurred to the rental owners. It is then at the rental owner's risk to choose not to do background checks. Lofgren stated the City should talk

with Dilworth to see how they address similar issues not only with rental properties in general, but specifically with their mobile home park. Both Olson and Mayor Johnson inquired if Dilworth also has the Crime-Free Housing Program? Olson said it should be looked into. Page noted he understands changes can be difficult with mobile home parks as they are considered private property. He also added he owns his mobile home, but rents the lot. Owings stated he does not believe our City Inspector is allowed to do inspections for mobile home rental property? Savageau stated the City would need to look into the specifics further. Lofgren noted the City used to inspect every mobile home before it entered City limits. As a former building inspector, he said he used to drive to surrounding cities to make sure a mobile home was up to code before it could be moved into town. Once the property was in compliance, only then would he issue a Certificate of Occupancy. Savageau stated the City has a lot of questions to answer and issues to check into prior to amending or changing the current ordinance, but feels it will be a good thing in the end for the City.

**b. Glyndon Days Update** – Affield stated per the newsletter, the details of the event are listed on the Schedule of Events. She ordered two different photo props for kids to have their picture taken, and small miniature beach balls for each child to receive. For the ring toss game, she asked Council how many bottles of soda should be purchased? Olson thought it would be better to use smaller soda bottles, and maybe fifty (50) would be enough. Affield added the Police Department will be picking up treats for kids also for the bean bag toss, and the Fire Department will again be supplying the splash pool. Olson would also like to see them spray the hoses for the kids. Affield continued to say temporary tattoos will be available, as well as inflatable games, Kim the Clown balloon sculpting, and watermelons donated from Cash Wise. She asked Olson if he wanted to place the vendor booths in the same location as last year, on Eglon Avenue? Savageau asked if the basketball court would be a better spot? Affield stated the ring toss and other games would be set up there. Savageau asked to clarify if the Cub Scouts would be using the Community Center for the picnic? Affield said she believed they would set up under the park shelter canopy behind the Community Center. Olson asked how many vendors have signed up? Affield believes there were about ten to twelve (10-12) already confirmed. Administrative Assistant Johnson is checking with musical group Twelve Strings to get their location preferences. Savageau stated she feels vendors should be moved from Eglon Ave, as residents on the south side of town will be driving to the picnic and will need a place to park. Mayor Johnson feels if the weather remains dry, extra parking could also be in front of the old railway building along the ditches by the tracks. Affield asked if Council would like the vendor show in the parking lot of the Community Center? Council agreed. Owings asked if there will only be the use of the Community Center bathrooms for everyone? Affield responded, she has ordered two portable bathrooms from Moen Services. Buffalo River Race Park is doing a special fan appreciation day at the race park with a five (5) dollar fee that will get you into the races and the dance. Savageau wanted to point out the group doing the picnic is the Cub Scouts, not the Boy Scouts. She also wanted to double check on our power supply? Lofgren stated there is a fifty-amp (50amp) box on the old well house, which is available, as well as about a dozen (12) outlets on the outside of the Community Center. Savageau asked if Chief Cline is taking care of ordering the corn? Affield responded yes. Picnic will be set up under the park shelter, and Lofgren stated other tables will be set up and spread out on the grass. Affield asked if she could purchase some ICEES for kids? Council agreed. Savageau also asked for several garbage cans to be placed around the park.

## **9. 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** ➤ **Discuss Addition to Agenda -**

Lofgren stated he is impressed with the work so far done by new hire Ron Fick. He feels because the position is 'temporary seasonal' and does not include benefits, he would like to see his wage increased in order to reflect the level of Fick's experience. Lofgren stated he feels Fick is an asset to the community, and in the short time he has been with the City he has done incredible work. As such, Lofgren is

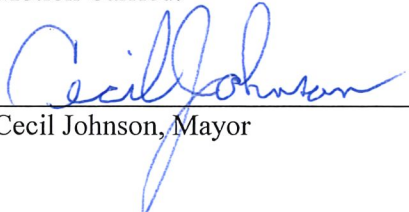
requesting Council raise Fick's hourly wage by two dollars per hour (\$2/hr.). After discussion, request was denied. It was the opinion of the Council the request comes too soon in comparison to Fick's start date, and noted it is not being denied outright, but will be tabled for now and revisited in the near future.

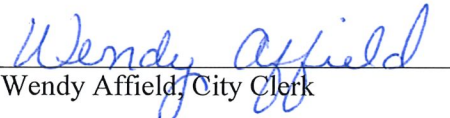
**d. Wendy Affield, City Clerk** – Affield stated the new flowers and plants for the Pollinator Garden were planted, and Bayer has donated a 20" x 24" sign for it. Labels for small signs will be made for each plant and flower, and along with the Bayer sign those will be placed by the time of Glyndon Days on August 8<sup>th</sup>.

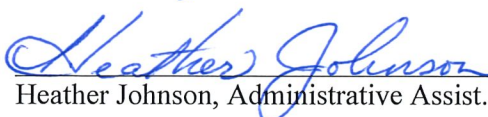
**10. Open Forum** – Resident Corey Trick wanted to state to Council he feels there has been a lot of miscommunication from the City regarding the Parke Avenue project. His wife owns a hair salon on Parke Avenue, and because they did not know packages were not going to be delivered due to construction, his wife missed an important package and lost some customers last weekend as the package was delivered to City Hall instead. He has come to the Council Meeting to see why there has been little to no communication to residents about the project. Affield stated the City notifies, and has been notifying, all residents of project updates through the monthly newsletters, the City website, email alerts, and the City's official Facebook page. She continued the newsletter comes out with the utility bill, to ensure every resident receives one, and information can also be found in the Council Minutes from the meetings which are on the website. Public Hearings regarding the Parke Avenue project were held in the Community Center where every resident involved were notified. Olson asked if a resident wanted to get information over the phone, who would they call? Affield responded any resident can call City Hall at any time for further information. She continued to say the delivery of packages of both UPS and FedEx were brought to City Hall via those companies, not by order of the City. Affield has suggested to other Parke Ave residents to have packages delivered to a different address if they do not want City Hall to receive them. Trick also wanted to note his and his neighbors' main concern regarding how the costs of the project are being assessed to residents overall. He asked if there were certain minutes he could look at and read what has already been discussed during prior meetings? Savageau responded in February each homeowner was sent a notice from the City Engineer showing the breakdown of the costs and how the assessments would be laid out. Olson added the original amounts were all preliminary, not set in stone, and coming up will be another assessment meeting which resident are encouraged to attend before a final amount is voted on. Savageau also noted the final amount will not go higher than the original estimate, and could possibly end up lower. Affield stated a spreadsheet was provided to the Council regarding those original estimates, and any resident who wishes to know the amounts can call City Hall explaining these are only estimates. She includes everything she can in the meeting minutes so residents have as much information available to them as possible.

**11. Miscellaneous Announcements**

**12. Adjournment** – A motion was made by Kim Savageau to adjourn at 7:14 p.m., seconded by Joe Olson. All in favor.  
Motion Carried.

  
Cecil Johnson, Mayor

  
Wendy Affield, City Clerk

  
Heather Johnson, Administrative Assist.