

**Glyndon City Council**

**8/26/2015**

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, City Staff Present: Clerk/Treasurer Denise Anderson, Deputy City Clerk Wendy Affield, Police Chief Mike Cline, Brian Bausman from MN DOT, City Engineer Chris Thorson & Alex Ranz.

**As Per Sign in Sheet:** Darrell Sjothun, Mabel Torkelson and Karen Kringler.

3. **Motion to Approve Consent Agenda**

- a. Minutes – 7/22/2015
- b. Motion to Approve Resolution of Payments – Mayor Johnson would like to discuss the Wold Johnson, PC invoice later in the meeting before the Consent Agenda is approved.
- c. Motion to Approve Resolution of Payments

**Moved to be discussed before Department Reports / Committee Reports**

4. **Additions to Agenda**

- Approval of Municipal Consent on Highway 10

5. **Motion to Approve Agenda**

A motion to approve the 8/26/15 Agenda was made by Joe Olson, seconded by Dave Owings. Motion Carried.

6. **New Business**

**a. Ulteig Construction Update** – Chris Thorson informed Council that the Water Tower construction has begun with the base almost completed and part of the bowl has been constructed. The crew is waiting for more steel to arrive so they can finish the bowl. The crane should arrive mid-September to lift the pieces of the bowl up onto the stem so they can be welded together to complete the tank that will hold the water. Olson commented that he has been hearing from many residents the idea of having the DGF School logo on the Water Tower. Thorson stated that it would be a change order to make that adjustment but there was still time to make the change. Council discussed and requested Thorson to calculate what the cost would be to add the logo so at least they can inform the residents of the price adjustment. Thorson stated that he has heard that Monsanto will be starting with the extensions for the water and sewer hook ups within the next couple of weeks. Thorson updated Council on the water main looping project, stating that the City of Glyndon had submitted an application with the PFA for possible funding and was notified that they have been put on the list for funding. Thorson will visit with Anderson to look further into the cost of the project along with the possible percentage of Grant funds the City may acquire. Mayor Johnson asked what the percentage could be if the City was awarded. Thorson said it could range up to 80% funding of the project. Various factors will be looked into like the

debt the City has on their water system which is the payment on the Well House, the new Water Tower and maybe the water main system that will need to be installed at Stockwood. Thorson stated they also look at the average household income for the City which Thorson reminded Council that Glyndon is on the higher end of that. Thorson informed Council on the development with the situation at Lyndon, Lund and 9<sup>th</sup> concerning the Aggregate Segregation on the wear course of the pavement. A meeting was held at the site with the Contractor, Subcontractors, City Representatives, and the City Engineers to discuss what needs to be done and who is responsible for the expense of the repairs. Thorson has visited with Bob Hanson from MN DOT to get some advice along with sending pictures and samples to St. Paul and contacting Braun Intertec to see if they would look at the streets and come up with any ideas on how to fix the situation. Olson questioned what the next step will be once MN DOT responds back to Ulteig. Thorson stated that he is just getting advice from a few people, they are not actually part of the process. Owings is concerned with the time that it will take to get the project corrected, he would like to see it be resolved sooner than later. Council discussed the steps to take to make sure the road is repaired correctly and in a timely manner. Anderson indicated that if the road is not completed this year the City will not be able to certify Specials to each lot which would mean the City would be responsible to make the Bond payment, but would not be receiving the Specials from the homeowners for this project until 2017. Denise recommended that this gets turned over to the City Attorney so he can look into the Performance Bond and move forward. Thorson agrees to make the next step in addressing this issue with the City Attorney. Joe Olson made a motion to instruct Ken Norman to review the Performance Bond with KPH, Inc. concerning the work done on Lyndon, Lund & 9<sup>th</sup>, seconded by Dave Owings. Motion Carried.

Thorson informed Council that he has put together a 5 year Capital Improvement Plan and has given Anderson a draft copy to pass out to Council for review.

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

➤ **Approval of Municipal Consent on Highway 10** – Dave Owings made a motion to approve the Municipal Consent with MN DOT for Highway 10, seconded by Kimberly Savageau. Motion Carried.

Anderson will take the excerpt of the Minutes from the Public Hearing, recreate the Resolution and will have it to review at the next Council Meeting. Anderson stated that the Council has approved the Municipal Consent but will need to approve the Resolution.

**b. Zoning** – Kimberly Savageau would like to have the Council review the list of permitted uses when it comes to Commercial Zoning. Anderson made copies of the Zoning that both Hawley and Dilworth have and would like to do a full, complete and comprehensive Zoning for the City of Glyndon. Anderson stated that the Zoning the City has at this time is open to a lot of interpretation and she would like to see a more complete Zoning Ordinance. Savageau asked how that would work with properties that are not in compliance when the Ordinance goes into effect. Anderson stated that those properties would be grandfathered in, the new Zoning regulations would be for any construction that is done after the Ordinance is approved. Anderson would like to start a Zoning Committee who will put together an Ordinance that would work well for the City of Glyndon. Dave Owings and Kimberly Savageau volunteered to be on this committee.

**c. MN Department of Natural Resources – 2016 Volunteer Fire Assistance (VFA) Grant Award** – Enclosed in the Agenda Packet for informational use is the letter from

Minnesota Department of Natural Resources along with the Grant Contract that the Glyndon Volunteer Fire Department was awarded. Anderson stated that this is a 50/50 matching Grant for up to \$5000.00, the Department will need to spend \$5000 to receive the \$5000.

**d. 418 2<sup>nd</sup> Street SE** – Mayor Johnson discussed the meeting he attended with Darryl Sjothun, Denise Anderson and Steven Schroeder requesting information on when the project will be completed with the house the Council agreed to let him move onto the lot at 418 2<sup>nd</sup> Street. Mayor Johnson stated that winter is just around the corner and we have not seen any changes to the project. Sjothun stated it has been too wet in the hole that was dug for the basement so he has been unable to move forward but is now pumping out the water so they will be able to set up for the footings in the next week. Owings asked if he has been in contact with Mr. Schroeder on a regular basis. Sjothun stated that he has only talked with him a few times as he has not had any changes for Mr. Schroeder to inspect. Mayor Johnson informed Sjothun that the City Hall and Council Members have been receiving many calls from concerned residents and the owner of the beams that the house is sitting on and does not feel it is the City's responsibility to inform the house mover where the project sits, but it is the City's responsibility to make sure the project is completed in a timely fashion. Mayor Johnson informed Sjothun that Anderson has been doing research with the League of Minnesota Cities and if something does not start soon the City will have the right to raze the structures that are located on that lot. Owings stated that the City Council has been put in an unfavorable position agreeing to let him move the house in and would expect this project be wrapped up as soon as possible. Olson asked Mr. Sjothun if he has a solid plan to get this project moving forward. Sjothun said that he does have a solid plan with getting the foundation work completed. Anderson recommended that the Council put Darryl Sjothun on notice that this is the beginning of his "Due Process" and that the Council is aware that they are capable if work is not done in a timely fashion to have the house removed from the property. Building Inspector Steven Schroeder considers the lot at this point a hazardous condition. Mayor Johnson asked Sjothun if he understands what has been discussed concerning his project. Mr. Sjothun replied that he did. Council discussed starting the due process proceedings but feel Mr. Schroeder should be involved in the time line that will go with that process so Anderson will request his presence at the next Council Meeting on Wednesday September 9<sup>th</sup> at 7:00 a.m.

**e. 2016 Tax Levy Discussion** – Anderson informed Council Members that the Preliminary Tax Levy will need to be set no later than September 30<sup>th</sup>. Anderson visited with Lori Johnson at the County and was informed that the City has to ask for the taxation on Monsanto or the City would not receive it. Anderson mentioned that Brian Stavenger from Eide Bailly suggested a 2 to 3% increase. Anderson would like Council Members to think about this in the next few weeks so they can instruct her at the next meeting what preliminary percentage rate they would like her to send to the County. In order for Anderson to be more accurate on setting the 2016 Budget, she will need to know what the figure will be. The Tax Levy has been set at 0% for the last 2 years. Owings stated that eventually the City will have to play the catch up game if the Levy is not increased a little each year. Anderson recommended a 7% increase, stating you can always come down when it is time to set the actual Levy. Olson wants to make sure that the budget is thoroughly looked at before the actual Tax Levy is set. Council would like to make sure they can explain to the residents the reason for the increase. Anderson addressed Council to make sure they look at the 5 year Capital Improvement Plan when deciding what to set the Levy at.

**Council discussed at this time 3a. - The Motion to Approve Consent Agenda:**

**3a. Approve correction of resolution numbered 2015-6 to 2015-16 on the August 12, 2015 Agenda item 6b** – Anderson informed Council Members that it was a typo error and once the motion to approve the Consent Agenda passes it will be corrected.

**7. Old Business/Unfinished Business**

**a. Stockwood Tax-Forfeited Land Conveyance** – Kimberly Savageau visited with Anderson and Drown concerning Stockwood. Savageau indicated that Mr. Drown would like the Specials paid off up front because most financial institutions would require this when finalizing the loan. Anderson explained that if the land owner defaults on the loan the City will receive their money before the bank would. Owings would like to know if the City sells the lots for the remaining Specials owed or do they recoup the amount the City has already paid along with what is still owed. Savageau asked Anderson if she could figure out how much the City has paid already and how much is still owed on the Bond. Anderson informed Council that she has drafted the letter and Resolution that will be sent to the County stating the City of Glyndon's intentions on purchasing the tax forfeited lots in the Stockwood Addition. The Resolution has been approved by the City Attorney, once it has been approved by Council, Anderson will mail in the Application for State Deed for Tax Forfeited land and the Wet Land Certification. Savageau mentioned the cost of legal fees when it comes to selling the lots and was wondering if that cost would be put into the selling price. Council will need to discuss this further. Savageau will check to see if there are any abstracts for the lots. Owings made a motion to have Denise Anderson move forward in the purchasing of the tax forfeited lots in the Stockwood Industrial Park, seconded by Kimberly Savageau.  
Motion Carried.

**b. Arvig - Update** – Joe Olson discussed the direction he is taking to try and obtain some answers from Arvig concerning the cost of the internet service in Glyndon. Olson has been visiting with Paul Marquart and James from Ada concerning the broadband speed and pricing. Owings stated that Collin Peterson was in Ada visiting with city staff requesting that they do not renew any contract with Arvig because of the issues on how Arvig services and charges the residents. Owings mentioned that Peterson discussed a grant that helps underserved communities stating that Arvig could have pursued this to help reduce the broadband costs for the higher paying communities. Anderson informed Council that she visited with a representative from Mid Continent that stated it was possible that they will try and get service in this area next year. Olson will keep working with Ada, Pelican Rapids, Felton and the Township to see if they can figure what avenue to take next. Olson stated that the price sheet has been taken off the Arvig Website and he has heard from residents along with an Arvig Representative that if you want faster speeds for the same price you have to call and ask for it. Anderson would like to know if the City of Glyndon would be able to apply for the Broadband Grants that Collin Peterson was discussing.

**Council Discussed at this time 3a to 3c – Motion to Approve the Consent Agenda:**

- a.** Approve correction of Resolution numbered 2015-6 to 2015-16 on the August 12, 2015 Agenda item 6-b
- b.** Minutes – 7/22/15 Council Meeting Minutes
- c.** Motion to Approve Resolution of Payments

Mayor Johnson questioned what the bill from Wold Johnson, PC was for that is on the Resolution of Payments sheet. Dave Owings stated that it was an HR issue that was brought to his attention and he was informed to contact Wold Johnson, PC by Ken Norman. Owings stated that it never went any further than the original phone conversation. Council discussed steps to take if this situation happens again. A motion was made by Kimberly Savageau to approve the Consent Agenda, seconded by Joe Olson.

All in Favor: Kimberly Savageau, Joe Olson and Dave Owings

Opposed: Cecil Johnson

Motion Passed.

## 8. Department Reports / Committee Reports

a. **Mike Cline, Police Chief** – Chief Cline and a Security Head Personal from Monsanto toured the site and made sure the area will be secure with the correct lighting and security alarms installed. Once the new construction is finished a walk through will take place with all his officers. Cline discussed the vehicles that will be up for Auction in September and if he receives the minimum bids he should make around \$22,000 which will be added to his Restrictive Savings. Cline informed Council Members that after the vehicle auction he should be able to purchase a second squad. Chief Cline asked Council for permission to crush the 2008 Crown Vic because he is unable to obtain the correct paperwork to sell it. The new carpet has been installed at the Police Department and looks very nice. Cline and his officers participated in the active shooting drills at the High School in Hawley. Cline met with representatives from the DGF schools, the new SRO officer, Brian Green and the Chief of Dilworth to review procedures for the upcoming school year which will include being able to access the school cameras from the squad cars. Background checks are being done at this time on 2 candidates for part-time positions. Cline informed Council that one of his full time officers may be taking a new position in another town. Cline requested to set up an appointment with the Police Commission so he can review his budget and explain some points he has highlighted for 2016. A union meeting to review the 2016 Contract for the 2 full-time officers will be held August 27<sup>th</sup> at the City Hall. Owings would like a copy of the salary comparison that was printed in the Fargo Forum so he can review it before the union meeting. Anderson would like to know with the figures the Forum printed for salaries if there any benefits included in those figures. Owings mentioned that when a town is close to a larger city they usually try and give their employees an average wage between the high end and low end to make it more fair and appealing to want to work in a small town. Cline stated that Nick will take pictures of the vehicles and advertise them on Craig's List along with informational sheet were placed on the windshields concerning the year, make, mileage and minimum bid. The vehicle auction will end September 30<sup>th</sup>. Savageau asked about the speed limit on 12<sup>th</sup> Avenue going west to County 17 and if the 30 mph signs have been ordered. Affield informed Council that Lofgren has picked up the signs.

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

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

d. **Denise Anderson, City Clerk** – Anderson informed Council that she has been researching with the League of Minnesota Cities the options the City has concerning Darryl Sjothun's house if he does not stay in compliance with what the City Council instructs of him. She has asked Chief Cline to make sure the campers are not parked on City streets since they are living in them. Anderson stated that the Water Tower CD came mature on the 25<sup>th</sup> and she would like Council to give her permission to leave it in for another 6 months. Anderson stated that the City will receive \$560.96 from the first 6 months that the CD was in. Council agreed to leave the CD in the bank. Anderson informed Council that Monsanto will be sending out a check shortly for the \$28,000 they owe the City for the Annexation and TIF process. Anderson read a section concerning telecommunication that she researched from the LOMC concerning the Arvig Franchise. Anderson discussed the 5 year plan she is working on with Chris Thorson stating it was supposed to be a 10 year plan. Owings feels the City should start with a 5 year plan as technology and prices change so often.

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

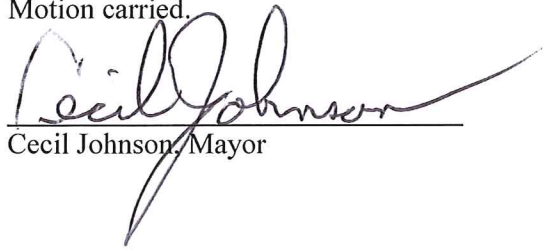
9. **Open Forum** – Nothing.

10. **Miscellaneous Announcements** – Nothing.

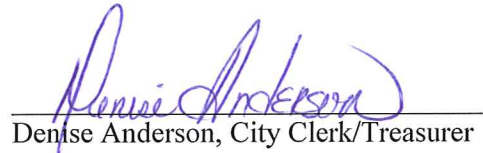
**11. Adjournment**

A motion was made by Joe Olson, seconded by Kimberly Savageau to adjourn at 8.33 p.m.

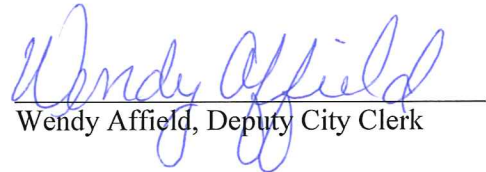
Motion carried.



Cecil Johnson, Mayor



Denise Anderson, City Clerk/Treasurer



Wendy Affield, Deputy City Clerk

August 26th, 2015 Glyndon City Council Minutes