

**Glyndon City Council
9/9/2015**

7:00 a.m. Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 a.m.
2. **Roll Call:** Council Members Present: Dave Owings, Chris Jensen, Joe Olson and Kimberly Savageau, City Staff Present: Clerk/Treasurer Denise Anderson, Deputy City Clerk Wendy Affield, Police Chief Michael Cline, Maintenance Supervisor Scott Lofgren, Building Inspector Steven Schroeder, City Engineer Chris Thorson & Alex Ranz.

As Per Sign in Sheet: Darrell Sjothun, Wayne Houska and Karen Kringler.

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 8/26/2015
 - b. Motion to Approve Resolution of Payments – Chris Jensen made a motion to approve the Consent Agenda, seconded by Dave Owings.
Motion Carried.

4. **Additions to Agenda**
 - Police Department – Mayor Johnson

5. **Motion to Approve Agenda**

A motion to approve the 9/9/15 Agenda was made by Dave Owings, seconded by Kimberly Savageau.
Motion Carried.

6. **New Business**

- a. **Ulteig Construction Update** – Chris Thorson stated that the water tower project is coming along well and they are waiting for more steel to be delivered. The crane should be delivered around September 18th to lift up the final pieces and the bowl. Thorson informed Council he has a pay estimate for the Water Tower for \$111,600.00 that will need to be approved for payment to Maguire Iron for the steel and labor up to date. A motion was made by Chris Jensen to pay Maguire Iron \$111,600.00 for work on the Water Tower, seconded by Joe Olson.
Motion Carried.

Chris Thorson discussed the issue that Monsanto is having with the installation of the water and sewer lines to Glyndon. Monsanto is looking into possibly doing some boring of the lines to resolve the issue. Thorson explained that there is good easement from the last house on 12th until you reach Seter's land then it changes due to a Prescriptive Right of Way of that segment where the property owner actually owns up to the center line of the road. Thorson will keep the Council updated as things transpire.

Thorson informed Council that he received an email from KPH, Inc. this morning which due to the early Council Meeting he has not had a chance to read yet.

So at this time Chris Thorson read the letter to Council:

September 8, 2015

Re: 2015 Street and Drainage Improvements, Glyndon, MN

Dear Mr. Thorson:

KPH, Inc. (KPH) or its subcontractors will perform the following work on the main line pavement of this project.

- 1. Install a 1 ¼ inch bituminous wear course constructed with an approved mix design.*
- 2. Taper milling to properly tie into adjacent pavement edges. This will include driveway and street connections.*
- 3. Apply a bituminous tack coat.*
- 4. Adjustment of castings and valve covers.*
- 5. Work will be completed in a timely fashion. Tentative schedule is to complete this work September 11th.*

Cordially,

*Patrick Hockett
Vice President*

Owings questioned if they were milling off the top coat. Thorson informed Council that they will put a layer of asphalt over what is there which will make that road beefier. Owings understood the original plan was to mill off the asphalt due to aggregate segregation and questioned, won't the asphalt separate more with another layer over it? Thorson stated that by adding a layer of asphalt on top it will seal up the segregation areas. Thorson said that if you leave it how it is now the weather will be the biggest issue with the separation, but if you cover the layer the new asphalt will seep into the holes and the pressure will seal up those areas. A tack product will be put down to help adhere the two layers together and resolve any shifting. Jenson would like to know what the finish road will look like once you add another 1 ¼" of pavement. Thorson explained that the driveway points will be tied in properly and the roadway will have a little more crown on it which he prefers because it helps with better drainage. Olson questioned how the manhole covers will be adjusted to the new thickness added. Thorson stated that an insert ring will be added to the manholes. Thorson recommends that the City goes with this as a solution to the issue. Anderson informed Council that a resident questioned if the two cul-de-sacs were going to have any repair work done on them. Thorson explained that the cul-de-sacs will not be redone because the pavement conditions are much better than the main road. He stated that the cul-de-sacs would be monitored closely after the winter and the project has a one year warranty so if anything shows up after the freeze/thaw cycle it can be addressed next summer. Owings asked who is taking blame for the issue with the pavement separating. Thorson is not sure at this time, all he knows is that the road will be fixed at no charge to the City.

Chris Thorson informed Council that the NDSU Civil Engineer course go through what's called Capstone Design each semester and this year they accepted the project Ulteig submitted which was "*Dealing with changes in Glyndon*" concerning the construction of the Water Tower and the possible housing developments. The senior engineers are working on it at this time and will be presenting it in December. Council Members discussed what a positive outlook this will be for the City of Glyndon.

Mayor Johnson asked Thorson if he has heard anything concerning Centennial Addition. Thorson stated "nothing".

b. Reschedule November 11th, 2015 Council Meeting – Federal Holiday – Council Members discussed when the meeting should be rescheduled. Dave Owings made a recommendation for November 4th at 7:00 p.m. Anderson will publish the change.

7. Old Business/Unfinished Business

a. Stockwood Tax-Forfeited Land Conveyance – Amend Resolution 2015-17 Addition of Declarations G & H – Savageau explained that the County Auditor's need a reason and a plan from the City on what the City will be doing with the property once it has been purchased.

Anderson added items G & H to the original Resolution of 2015-17:

G.) Due to default of the original Developer of Stockwood Business Park, certain essential services were not installed within the subdivision resulting in unserviceable and unsalable parcels for which improvements are required.

H.) It is the intention of the City to expend the funds required to install the remaining essential services within Stockwood Business Park in order to allow for the completion of the subdivision and to promote the further economic development of the community through the sale of the remaining parcels.

We are stating that we are not buying the property to flip it, we are purchasing the property to finish the development by installing the utilities so it is buildable sellable land. Savageau asked if Anderson had a chance to visit with Norman to see if the City would have a problem receiving clear titles for these parcels. Anderson stated that Norman mentioned it was done often and the City would just have to get Quick Claim Deeds ready as the land has not been developed so there should not be a title abstract to search. Chris Jensen made a motion to amend Resolution 2015-17 with the additions of G & H, seconded by Kimberly Savageau. Motion Carried.

Owings questioned the Bond amount for Stockwood. Anderson stated that she acquired the amount from the official Bond transcript. Anderson informed Council that attached in the agenda packet is a chart showing each parcel, amount accessed in 2008, Specials paid by the City and the current balance left on the Specials. This chart shows that the City has paid a little over half of the Bond. Owings asked if the appraised value on the land locked parcel has been resolved. Anderson stated that the Specials are still on that piece of property but the County has changed the appraised value from \$10,000 to \$3,800. Council discussed the situation that happened years prior with the separation of this parcel. Savageau explained that it was plotted into a Common Interest Community and it was up to the City to say how the specials were going to be split at that time and the City chose to put all the specials on the back lot. Council discussed possible ideas for the lot that is located behind the storage building that does not have road access.

b. Resolution 2015-18 Layout approval for State Project 1401-171 on Trunk

Highway 10 – Anderson informed Council that at the last meeting the Council approved to accept the layout for state project 1401-171 on trunk Highway 10 and now need to pass Resolution 2015-18. Kimberly Savageau made a motion to pass Resolution 2015-18, seconded by Joe Olson.
Motion Carried.

c. Arvig Update – Joe Olson and Cecil Johnson met with residents concerning the internet situation with Arvig. Olson stated that the letter they received from Arvig is pretty vague and he would like to invite Arvig Representatives to come and visit with residents from Glyndon, Pelican Rapids and Ada to answer some questions. Mayor Johnson indicated that the residents are not as concerned with the cost of the service as they are the speed of the service. Jensen suggested to have an informational meeting inviting the other towns that are having the same concerns at the Community Center instead of addressing this topic at a Council Meeting. Owings asked if it was true that you had to call Arvig in order to receive the faster speed for the same price. Olson stated that he knows of a few residents that have done that and it is true. Olson asked Anderson if she has heard any more on Mid Continent bringing service into Glyndon. Anderson stated that she has a call in to them but has not heard back. Olson will check with Pelican and Ada to see if a certain time works better from them and bring a few dates back to the next Council Meeting.

d. 418 2nd Street SE – Mayor Johnson addressed Darryl Sjothun concerning the situation on when the house will be put onto a foundation. Sjothun stated that he has the material secured to do the foundation for the big garage and concrete specialists will be out today looking at the sentiment that is in the hole to see what will need to be done before starting on the house foundation. Mayor Johnson requested Darryl to keep the Council updated at each upcoming Council Meetings. Owings requested that Steven Schroeder inspect the property once a week and document the progress. The information should then be given to the City Hall which will be given to Council Members so they are aware of what steps will need to be taken if progress has not advanced on this project. Steven Schroeder addressed Sjothun expressing how disappointed he is in where the project is at this time. Schroeder feels he has had plenty of time to have placed the house and garages and should be working on residing the house. Schroeder informed Darryl that the house foundation is the top priority at this time, and not to worry about the garages until the house is in place. Jensen stated that the City Hall and Council Members have received many complaints as to when the area will be cleaned up and the buildings put into place. Jensen explained to Sjothun that he needs to get this project moving forward because the next step the City will have to take would be to remove all hazardous buildings. Council discussed what a safety issue the job site is at this time and informed Sjothun that he needs to move forward and get the job completed. Dave Owings stated that since the Council and the Building Inspector have both addressed Darryl concerning this situation, he requests that Council start the Due Process as of today September 9th 2015, giving Mr. Sjothun 60 days from this date to make substantial improvements with the project. Inspector Schroeder will visit the site three times a week and report to Anderson the progress, which she will then discuss to Council at each meeting making sure Darryl is moving forward in a timely fashion this will help the Council know that there is an end in sight or if not, at the end of the 60 days the Due Process will move forward. Again Schroeder instructed to Darryl that the house foundation is the number one priority and if the garages do not get done this year just install security fences around them until next year.

e. 2016 Tax Levy Discussion – Anderson informed Council that she visited with Scott Lofgren and has updated the Maintenance, Water and Sewer Budgets. Lofgren would like to meet with the Budget Committee to explain a few of the changes. Anderson stated that she does

not have Chief Clines yet but has received Bob Cuchna's for the Fire Department. Anderson recommends the Council to set a percentage at the high end for the Preliminary Levy at this time, knowing you can always come down to set the actual Levy amount. Mayor Johnson asked Council to review the information given to them and decide on a percentage. Jensen brought up what was mentioned by Owings at the last meeting concerning the City having to play catch up if they keep the Levy at zero percent. He also stated that the Council needs to pay attention to the outcome of the School Referendum voting that will be happening in November that will directly affected homeowners if it passes.

Chief Cline informed Council Members that he has submitted and reviewed his 2016 Budget with the Budget Committee. Cline stated that due to the Armor Radio System the Police Department will be required to implement in 2017 he has had to increase \$23,000 for the next two years to pay for the new radios. Olson wants to make sure they are not interfering with other Committees when he is working with Savageau and Anderson on the Budget. Owings informed Olson that he is fine with him and Savageau taking the reins with the Budget and feels it is essential to have this Budget Committee. Olson explained that the goal of this committee is to ask questions and change anything that may be out of line before it is brought in front of the full Council for review. Savageau stated that since she is new this is helping her to understand the budget process better. Chris Jensen and Chief Cline visited about the possibility of the Fire Department receiving a grant to help pay for the Armor Radio System they will need in 2017. Cline stated that Fire & Rescue Departments are eligible for the grant, but the Police Departments are not. Council discussed and set up three Budget Meetings which are scheduled for October 28th at 6:00 p.m., November 4th at 6:00 p.m. and November 23rd at 6:00 p.m. Anderson will make sure the residents are aware of these dates. Mayor Johnson made a motion to set the Preliminary Tax Levy at 7%, seconded by Dave Owings.
Motion Carried.

Savageau stated that she has visited with Lori Johnson at the County and informed Council that if you set the Levy at say 7% you will also need to inform the residents that since Monsanto has been annexed into City limits it will actually bring the Levy down to a lower percentage. Nothing will be published until the actual Levy has been set. Jensen mentioned how much Monsanto will benefit the City in the years to come.

Additions to the Agenda:

➤ Police Department – Cecil Johnson – Mayor Johnson would like to take this time to thank Chief Cline and his Officers Jason Lien and Nick Tougas for all the excellent work they have done for the City of Glyndon in keeping the community safe.

8. Department Reports / Committee Reports

a. **Mike Cline, Police Chief** – Chief Cline elaborated about the drug bust Officer Lien made including 88# of Marijuana, a hand gun and other drug paraphilia. He would like to congratulate Jason for the good observation on his part that lead to the apprehension of the individual. Cline informed Council that a search was done of the individual's home and drug money was recovered and will be dispersed between the departments that worked on this case. Cline stated that he will use the funds that his department will receive to purchase new squad car cameras so he will adjust his budget with that change. Vehicle auction is listed on Craig's List with the auction ending September 30th. Owings questioned when to expect the funds from the drug case. Cline replied that the individual will have 60 days to appeal the seizer and if everything goes the way it should he should receive the funds by the end of the year. Cline met with the SRO Officer at the school now that it is back in session to make sure the year runs

smoothly. Mayor Johnson asked Chief Cline if his department could help out with the traffic during a funeral if it was during school hours. Olson mentioned that the City is now in Union negotiations with the Police Officers.

b. Bob Cuchna, Fire Chief – Not Present

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren stated that the water tower crew took the week off since the steel did not arrive. The crane will show up in a few weeks and at that time the Park will be closed for around 10 days due to the welding light and sparks that will be falling during the assembly process. He is still waiting for a price from Red River Co-op for the lighting at the skating rink. Randall's Excavating has submitted a bid for \$6,350.00 to install a hydrant in the location of the skating rink along with a \$1,000.00 donation which makes the amount \$5,350.00. Lofgren stated that he feels this is a fair amount for the work that will be done. Anderson and Lofgren discussed the balance that is in the 2015 budget for parks which is where the funds will come from to pay Randall's. Owings made a motion to accept Randall's Excavating bid to install the hydrant, seconded by Kimberly Savageau. Motion Carried.

Lofgren informed Council that Xcel Energy has a subcontractor in Glyndon that are televising sewer lines to see if any of their gas lines are interfering with the sewer lines. Residents need to be informed that this is not something the City of Glyndon is doing and they do not have to allow them into their homes.

d. Denise Anderson, City Clerk – Anderson informed Council that Monsanto has wired \$28,562.80 into the bank to refund the City for the Annexation/TIF process. She has been working on the 2016 Budget and would personal like to congratulate the Glyndon Police Department for a job well done. Owings would like to recommend that Anderson attend a Grant writing class, he feels the City Clerk/Treasure position should be educated in Grant writing. Anderson informed Council that she has one set up for November or December.

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

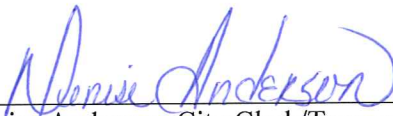
9. Open Forum – Wayne Houska addressed Council to ask questions concerning the road reconstruction that was performed on Lyndon, Lund and 9th. Owings introduced City Engineer Chris Thorson to Mr. Houska. Houska would like to know what is going to happen with the issues that have come up with these projects. Thorson informed Houska that the company will be back to add an additional 1 ¼" overlay on top of the existing asphalt, they will mill the driveways and street approaches so everything lines up smoothly along with adjusting the manholes. Houska would like to know if the cul-de-sacs will also receive this overlay. Thorson stated that at this time the cul-de-sacs are acceptable and will be monitored for the 1 year warranty. Thorson will look at them in the spring to see how they have held up after a freeze/thaw cycle. Thorson and Houska will look at the cul-de-sacs after the meeting. Houska mentioned visiting with Engineer Ranz and stated that he was very polite and informative every time he called, but felt that after conversations Ranz was also concerned with the cu-de-sacs. Houska discussed his concerns further with the Council and hope they do the right thing when it comes to the repair work that needs to be done.

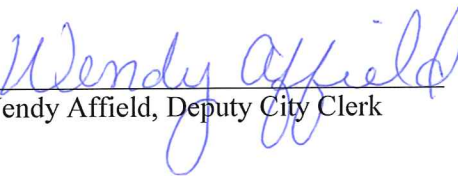
10. Miscellaneous Announcements – Karen Kringler informed Council that her article concerning the narcotics case was going to be on the front page of the Clay County Union and congratulated Chief Cline and his Department.

11. Adjournment

A motion was made by Chris Jensen, seconded by Joe Olson to adjourn at 8.35 a.m. Motion carried.

Cecil Johnson, Mayor


Denise Anderson, City Clerk/Treasurer


Wendy Affield, Deputy City Clerk

September 9th, 2015 Glyndon City Council Minutes