

Glyndon City Council
10/28/2015

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, 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, Fire Chief Bob Cuchna and Engineer Alex Ranz.

As Per Sign in Sheet: Harrison Owings, Samantha Blattenbauer, Erika Pake, Darrell Sjothun and Karen Kringler.

3. **Motion to Approve Consent Agenda**

- a. Minutes – 10/14/2015
 - b. Minutes – 10/26/2015 Special Assessment Hearing for 2015 Street & Drainage Improvements Lyndon Avenue, Lund Avenue & 9th Street
 - c. Motion to Approve Resolution of Payments – Chris Jensen made a motion to approve the Consent Agenda, seconded by Kimberly Savageau.
- Motion Carried.

4. **Additions to Agenda**
➤ NONE

5. **Motion to Approve Agenda**

A motion to approve the 10/28/15 Agenda was made by Dave Owings, seconded by Kimberly Savageau.
Motion Carried.

6. **New Business**

- a. **Parke Avenue Reconstruction 2018 – Memorandum of Understanding City of Glyndon & Clay County** – Mayor Johnson, Denise Anderson and Joe Olson spoke with Dave Overbo and Nathan Gannon at the County concerning the Memorandum of Understanding, it was then sent to the County and City Attorneys for review. Anderson stated that a few changes were made and to the best of her knowledge this copy is the final draft for Council to pass. Dave Owings asked Anderson what concerns Mr. Norman had. Anderson stated that the City is not a Statutory City, Term #2 on page 1, *this memorandum of Understanding shall terminate sixty (60) days after the expiration of the one year warranty period specified in the construction contract executed with the Contractor hired to undertake the improvements for the project*, which Chris Thorson ensured Norman is standard, the next concern Anderson discussed was Subd. 4 Cost Share on page 3, the percentages on the chart were looked at to make sure they were correct. If you notice the Sidewalk and Trail (12th Street S to TH 10) are separated 50-50 between the City and the County, this is because the City and County jointly applied for the TAPP Grant and received \$375,000 for the construction of the sidewalks and bike paths.

Subd. 4 Cost Share. The Costs associated with the project shall be split and apportioned between the County and the City in the following manner:

Item	Construction Cost (Contractor Fees)	Preliminary Engineering Fees	Construction Engineering Fees
Sidewalk and Trail (12 th Street - TH 10)	\$375,000 Federal STIP Funds, then split: 50% Glyndon 50% Clay County	50% Glyndon 50% Clay County	50% Glyndon 50% Clay County
Sidewalks – one block N of TH 10	50% Glyndon 50% Clay County	50% Glyndon 50% Clay County	50% Glyndon 50% Clay County
Storm Sewer	50% Glyndon 50% Clay County	50% Glyndon 50% Clay County	50% Glyndon 50% Clay County
Street Lighting – If desired by the City	100% Glyndon	100% Glyndon	100% Glyndon
Street Reconstruction (12 th St – TH 10)	30% Glyndon 70% Clay County	30% Glyndon 70% Clay County	30% Glyndon 70% Clay County
Sanitary Sewer (12 th St – TH 10)	100% Glyndon	100% Glyndon	100% Glyndon
Water main (12 th St – TH 10)	100% Glyndon	100% Glyndon	100% Glyndon

Joe Olson informed Council that the \$375,000 from the TAPP Grant will cover the cost of the sidewalks and bike paths, it may not go towards anything else on this project. Anderson questioned if the sidewalks and bike paths will be Special Assessed or are they going to be all paid for. Joe informed Anderson that the Grant will pay for the sidewalk and bike path all the way from Highway 10 to 12th Street. Dave Owings made a motion to pass the Memorandum of Understanding between the City of Glyndon and Clay County, seconded by Chris Jensen. Motion Carried.

Olson requested Anderson to send a copy to Nathan Gannon and Dave Overbo once the information has been filled in and signed. Olson informed Council that the lighting will need to be discussed at a later date so a figure can be placed into the 2017 Budget.

b. Special Assessment Resolution 2015-22 Lyndon, Lund & 9th Reconstruction & Drainage – Anderson informed Council that the Resolution has been approved by the City Attorney, however there was a resident that questioned if he was going to be special assessed for 90’ of frontage or 60’ because he felt he had already been assessed 30’ prior. Anderson had placed a copy of the special assessment this person was talking about on the Council table for Councils review and stated that it was put into effect in 1999 and Chris Thorson did some research and he believes that the whole 90’ are eligible for assessment at this time. Anderson informed Council that she emailed the information to the resident and asked if he would review the items and let her know what he would like her to discuss with Council. Anderson did not hear back from him prior to the Council Meeting. Council Members discussed what options they had and when the figures needed to be given to Lori Johnson at the County. Anderson stated that the figures need to be to the County no later than November 15th so Lori Johnson can certify the Specials spread. Anderson informed Council that they could pass the Resolution excluding this specific parcel or wait until the Council Meeting on November 4th in hopes that the Council hears back from this resident. Tabled until the November 4th Council Meeting.

Joe Olson discussed the driveway that a resident was concerned about and believes it needs further inspection. Owings informed Council that he went to look at the driveway and also feels it was a very poor job on the Contractors part. Owings discussed some of the concerns with Jensen that were brought up at the Public Hearing on Monday night since he was unable to attend. Some of the issues are the driveway situation, standing water on the south cul-de-sac and the

rocks in the ditches that were put down with the dirt to grow grass. Mayor Johnson mentioned that Chris Thorson will be looking at these complaints and will decide what needs to be done to address these issues. Council discussed further the different items that they have noticed while driving on Lyndon, Lund & 9th and will be in contact with the City Engineer so he can visit with the Contractors and Subcontractors. Alex Ranz informed Council that the ditches are already on the to-do list for after the reconstruction work is done next year. Olson informed Alex Ranz that the residents would also like to see the cul-de-sac redone not just the road.

c. Sullivan Construction – David Drown – Anderson received a letter from David Drown at 4:30 stating that he has heard from Jim Sullivan and is hoping to have everything together for the November 4th Council Meeting. Owings impression of the letter from Drown is that Mr. Sullivan is looking to introduce the notion of twin homes as part of the first phase of development. Mayor Johnson informed Council that Mr. Sullivan is planning to attend the next Council Meeting. Anderson was informed by David Drown that if everything is in order and he feels it is workable for the City he will present it to the Council in person.

d. Raffle Permit – Girl Scouts on November 7, 2015 at Community Center – Kimberly Savageau made a motion to grant the Girl Scouts a Raffle Permit for November 7th 2015, seconded by Joe Olson.
Motion Carried.

e. Gaming Permit – Glyndon Rod & Gun Club on December 5, 2015 at Community Center – Chris Jensen made a motion to grant Glyndon Rod & Gun Club a Gaming Permit for December 5th 2015, seconded by Kimberly Savageau.
Motion Carried.

f. Glyndon Rod & Gun Club – Application & Permit for 1 Day Temporary On-Sale Liquor License, December 5, 2015 at the Community Center – Chris Jensen made a motion to grant Glyndon Rod & Gun Club a 1 day temporary On-sale Liquor License for December 5th 2015, seconded by Joe Olson.
Motion Carried.

g. Employee Job Descriptions – Olson and Owings are on the HR Committee and have had discussions concerning employee's structure and creating of job descriptions. Olson informed Council that Owings and he will meet with Ben Thomas at Wold Johnson Law Firm to discuss how to start the process of setting up job descriptions for the employees of the City. Olson stated that it is hard to address any problems if you do not have job descriptions to review. Owings mentioned how nice a job Wold Johnson Law Firm did on the Employee Policy Handbook and the revising E-cigarette component of the policy that recently came up. Olson feels the Policy Handbook also needs a few items looked into when it comes to complaints so future HR Committees can handle issues better. Owings stated that the Policy Handbook was a tool for everyone to look at, not just the Council. Jensen feels the cost for this service should be acknowledge in the City's budget and now would be a good time to start the process. Olson explained that at this time he is only looking for guidance from Ben Thomas on where to start the process and feels that the Council should visit with each department head and work through most of the items on their own and then have Wold Johnson review it. Savageau stated that Mr. Thomas cannot write their job descriptions, the employees would need to supply that information. Owings stated that he has been doing his own research on the LOMC website concerning job descriptions and salaries which also goes hand in hand with the budget process. Owings stated that as a City we have to decide if we want to keep being a training ground for employees or do we need to have more of a salary structure that will make it more attractive for our employees to

stay working for the City of Glyndon. Council discussed ideas concerning the options the City could do to make sure they are planning for the future. Cline stated that he has presented his job description to the HR Committee and Council should request descriptions from all their employees. Owings requested Anderson to set up a time in the late afternoon for Olson and himself to meet with Ben Thomas.

7. Old Business/Unfinished Business

a. Resolution 2015-21 Approving Planning and Zoning Hearing for Parcel Split

55.750.0330 of Lots 6-13 – Anderson informed Council that if they approve this Resolution Harry Hawk will sell the lots to the individuals that purchased his house. Anderson stated that do to no access to these lots they would have to be sold with the house in the future. If approved Anderson will schedule a Public Hearing, send out notices to everyone within 350' of the property and will have it published in the Clay County Union. Jensen questioned if Lofgren had any issues with this. Lofgren does not have any issues and stated that the land only benefits the individual that owns the house. Jensen asked Savageau if she had any problems with this due to her knowledge concerning this topic. Savageau does not have any issues with this. Anderson informed Council that Ken Norman has also reviewed it and has no issues. Savageau questioned if the person requesting this parcel split will be responsible for the expense it will cost the City. Anderson stated that she has informed Harry Hawk that he will be responsible for all the expenses. Council discussed what day would work best for scheduling the Public Hearing. Council decided to have the Public Hearing on Monday November 23rd 2015 at 5:45 p.m. Chris Jensen made a motion to accept Resolution 2015-21 approving Planning and Zoning Hearing for Parcel Split 55.750.0330 of Lots 6-13, seconded by Kimberly Savageau. Motion Carried.

b. Arvig – Update Discussion – Olson informed Council that the meeting with Arvig went very well and consisted of representatives from Ada, Pelican Rapids, Senator Kent Eken, a representative from Collin Peterson's office, four members of Arvig, Mrs. Anderson, Mayor Johnson and himself. Olson would not say big things are changing at this point but a lot of small items were discussed and explained to Arvig. Mayor Johnson informed Council that Arvig did admit that they do not keep the people informed as well as they should. Owings did call and had his speed increased but was also charged a \$26 fee which after 7 phone calls and 2 ½ hours of time with their customer service he finally got it resolved. Owings suggested that if you call and request this faster service, make sure you discuss that there is no extra charge for this, along with requesting a transcript by email of the phone conversation. Owings stated that you will not get the copy but they have to write notes of what was said during the conversation, he then asked for the supervisor and that is when his situation was resolved. Olson would like information concerning the steps that need to be taken to receive the faster speed for the same price put into the monthly newsletter so the residents can be aware. Anderson informed Council that she learned that the City does not qualify for any Broadband Grants and would like to look into pursuing other companies to see if any would be interested in coming into Glyndon. Olson feels that with the possibility of business opening in Glyndon and the possibility of a new housing development the City needs to take all the initiative they can to receive a better service for their residents.

c. Updating of the Zoning Ordinance – Anderson explained to Council that Metro COG has prepared the following scope of work for the Glyndon Zoning Ordinance Update and the cost to the City will be \$2,106.12. Anderson stated that she only wanted Council to review it. She will move forward since it has already been passed to allow Metro COG to update our Zoning Ordinance and Zoning Map.

d. 418 2nd Street SE – Progress Discussion – Darryl Sjothun addressed the Council stating he is in the process of working on the footings for the foundation of the house. Mayor Johnson asked if he has poured any concrete at this time. Sjothun stated that he has not poured any concrete yet, he is still in the process of setting up and then he will have Steven Schroeder inspect it and hopefully he will be able to pour Friday afternoon. Jensen asked Sjothun what his time frame was once the footings were poured. Darryl informed Council that a few days after the footings are poured he will have insulated forms set up and then pour the walls. Lofgren stated that there is water and sewer to the lot. Olson would like to know what needs to be accomplished by Darryl when day 60 arrives. Anderson informed Council that Norman drafted a letter which was delivered to Sjothun's resident and given to his father-in-law stating that if the house is not completed to your (Councils) satisfaction then you may move forward with the action that you wish to take. Olson asked Darryl Sjothun if he was clear as to what he needed to do before the 60 days are up. Sjothun responded with "yep". Jensen asked if he has any hesitation that it is not going to happen. Sjothun responded with "no". Jensen brought up the amount of items that are sitting on the property and discussed the complaints the City has received about them. Sjothun informed Council that it is building material that he is using and the campers will be removed from the property once the house is able to be moved into. Mayor Johnson thanked Darryl for coming to the Council Meetings and keeping Council informed of the progress on his project.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline informed Council that the training process for his new officers is going well. His officers will be attending a LIDAR-Radar class in November and a SFST class in December. Cline informed Council that he has sent Olson a copy of his job description but is wondering if Council is looking for ones for his officers also. Jensen stated that the officer's descriptions are explained in the Union Contract. Chief Cline stated that his officers are set by the State, they have to meet a certain qualification. Cline informed Council that once things are back to normal in his department he will have the opportunity to review the Tobacco Ordinance that was given to him. Council discussed conversations with Mr. McCoy concerning the ordinance. Anderson informed Council that she has been in contact with McCoy and has informed him that the Police Chief is busy at this time so she has scheduled the review for the November 23rd Council Meeting. Cline informed Council that winter tires were installed on the Crown Vic squad and he would like the \$84.00 bill added to the Payment Resolution Record so it can get paid. Cline informed Council of Officer Berg's qualifications and background. Mayor Johnson asked if Mr. Berg will get time off with pay for his guard duties. Cline informed Council that he has done some research and according to the Glyndon's Employee Policy Handbook which is the same as the State and Federal Laws, the City will pay an employee for fifteen (15) days leave of absence in each calendar year for Military Leave. Chief Cline stated that the pay leave is only for if the employee is scheduled to work, explaining it mainly covers the two (2) week training they must attend in the summer. Cline would like Council to allow him to offer the first full-time position to Officer Taylor Berg. Olson understands that this is an unusual time to have lost both full-time officers and knows this process needs to be expedited. Cline knows that Glyndon is a training ground for new officers, but emphasized that "*we are a good training ground*". Chris Jensen made a motion to allow Chief Cline to hire Officer Berg as a Full-time Glyndon Police Officer, seconded by Joe Olson. Motion Carried.

Chief Cline informed Council that once he has all the positions filled, they will be sworn in by the Council. Council discussed the starting pay and steps that are in the Police Officer's Union Contract. Cline stated that until you have two full-time officers you are not part of the Union.

Cline informed Council that once the application process ends on November 6th for the position of the 2nd full-time officer, he will start the interviewing process and will be contacting Council to help with that process. Cline informed Council that the vehicle Auction will end on October 30th and if any vehicle does not sell he will take them to Perham for the Auction there. Cline stated that the Chevy Van that he talked about at the last Council meeting was returned to Ed's Towing and was picked up by a financial institution out of California that had the second Lien on it and all the debts were satisfied. Cline informed Council that he delivered the check to the person that had purchased the van to start with reimbursing her for all the labor and repairs that she had done to the van prior to finding out about the second Lien. The City also received a check for the cost of having keys made for the van. Cline wanted Council to know that there seemed to be some confusion with what was happening with the van situation but he would like them to understand that all dealings with this van were on the up and up, nothing done behind anyone's back, nothing was done that was not supposed to be done. It was brought to his attention that someone was questioning how he was handling the situation and he would like Council to know that he knows his job and if anyone ever has a question concerning his Department, please call and he will give them the information needed. Owings asked Chief Cline questions concerning the possibility of moving another part-time officer to full-time. Cline informed Council that all three of his part-time officers are doing well and they have the opportunity to apply for the full-time position. Owings stated that he wants to start planning for down the road when employees start retiring, he would like to make sure the City is sufficiently staffed with experienced employees. Owings asked Cline if he likes being a training ground. Cline responded with "yes". Owings then asked if he is ok with them being gone after two years. Cline responded with "*absolutely not*". Owings believes that the pay is one of the reasons the City of Glyndon loses their employees. Owings asked Cline if he had any other ideas why they leave. Cline feels that because there is no upward mobility in the department and you are limited to patrolling and working on the weekends. Owings was wondering if it would benefit having a third officer. Cline does feel it would help with the scheduling and relieve the officers to have to work every weekend. Owings would like the Council to look into resolving this issue with having to go through the hiring process so often because we are not paying our employees as well as other Cities. Mayor Johnson receives comments from residents questioning "*does the City need to have three officers, and is our town big enough*". Olson informed Council that he visited with Officer Lien yesterday when he was being sworn in at the County and Officer Lien had nothing but good things to say about the Glyndon Police Department and expressed that the pay was the main issue for leaving the department. Olson would like to make sure that this issue is addressed when the 2016 Budget is set. Cline stated that "*when you hire good guys, people steal them from you*". Council discussed figuring out what it costs to go through the hiring and training process for an officer and maybe consider adding that to the officer's salary to entice them to stay longer. Owings asked and Cline answered when he is planning on retiring from the Police Chief position. Owings would like to have someone grow into the Chief's position instead of hiring someone that does not know the department. Cline stated that it would make him feel good to be able to train someone for his position so the transition would be smoother when it is time for him to retire.

b. Bob Cuchna, Fire Chief – Chief Cuchna informed Council that if the Department receives the Grant it will be a 10% match for the cost of the new radio system that will be required to change over to in the next few years. The Memorandum of Understanding has been sent in by Mrs. Anderson and the Clay County Emergency Management will be paying for the cost of the Grant writer. Cuchna would like to apply for a Grant that would help with purchasing a new Thermal Imager and 16 Air Apparatuses. Dave Owings made a motion to pay the Grant Writer \$595.00 to write the Grant Chief Cuchna needs to apply for that will help purchase a new Thermal Imager and Air Apparatuses, seconded by Joe Olson.
Motion Carried.

Savageau asked if Cuchna would be applying for all 16 units in the Grant. Cuchna informed Council that it is for the full tank/mask units which cost between \$7000 and \$8000 for one unit. Olson asked if the Department does not receive the Grant will this cost need to be put into the budget. Cuchna stated that he will keep trying to receive a Grant to cover this expense and at this time the Department is ok. Cuchna informed Council that for some reason this year the "Call for Service" income is not coming in as good as it usually has in years past. Many of the calls have had to be sent to collections which means that he might be short on the revenue coming in for his 2015 Budget. The main issue at this time is getting the correct address to send the statements to. Cuchna would like Council to allow him to accept Justin Dernier's application to become a new Fire Fighter for the City of Glyndon Fire Department after his background check comes back from Chief Cline. Chris Jensen made a motion to hire Justin Dernier pending background check for a position on the Glyndon Fire Department, seconded by Kimberly Savageau. Motion Carried.

Council discussed how many Volunteer Fire and Rescue members belong to the Glyndon Department and Chris Jensen stated that the department could use more volunteers. Cuchna would like Councils permission to purchase new turnout gear, clothes drying rack and possibly a stabilization kit for when they have vehicle accidents. Since these items are over the \$1000 limit he needs to have permission from the Council. Joe Olson made a motion to give Cuchna permission to purchase these items as long as he has the funds in his Budget, seconded by Dave Owings. Motion Carried.

Cuchna would like to have some information put on the website under the Fire/Rescue tab. Anderson stated that when she is given the information it will be put on the City website. Owings would like to take the picture for the Fire Department to also be added to the website. Olson informed Council that at some point the Council will need to discuss the space issue that the Fire/Rescue Department is running into. Council discussed the option of having a substation and the issue with making sure you have two of everything to stock it. Council than discussed the possibility of adding on to the existing building and suggested it be added to the Capital Improvement Plan. Cuchna stated that he has more pressing things that he is looking at right now that the Department needs.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren informed Council that the hydrant has been installed and the sign is up informing the residents that a skating rink is coming this winter. Council requested Lofgren to purchase another set of letters so wording can be on both sides of the sign. Lofgren informed Council that REA will install an underground line with a 40' pole in the center on the west side of the rink, with a 400 watt bulb shining directly on the rink. Council discussed having a turn off switch or a timer that would allow the City to control when the light is on. Lofgren will visit with the electric company and have one installed. Lofgren informed Council that he has been doing some research and would like to purchase a 50 gallon farm sprayer for \$1500 to go on the tractor which he will then add a piece of carpet to and use it as a Zamboni for the skating rink. Lofgren stated that the rink is only as good as the equipment you have to maintain it. Kimberly Savageau made a motion to give Scott Lofgren permission to purchase the sprayer for \$1500 once Lofgren is for certain the skating rink holds the water, seconded by Dave Owings. Motion Carried.

Lofgren informed Council that both Randell's and Red River Electric donated towards this project. Randell's took \$1000 off the installation of the hydrant and Red River Electric is only charging the City \$550.00 instead of \$1300. Thank you cards will be sent to both parties. Owings discussed the topic of removable speed bumps for the corner of Lund and Seter's Circle

due to the concern of residents with the speed of vehicles in that area. Lofgren will look into this idea and see if there are any other ways to attach them besides drilling into the asphalt. Owings asked and received his answer about when Lofgren will retire from the City of Glyndon. Lofgren explained to Council and Chief Cline where the locations of the six Ordinance #177 signs will be positioned in the Coulee to address the 4-wheeler and snowmobile issue the City has had in that location. Lofgren informed Council that Monsanto is online with City water and sewer.

d. Denise Anderson, City Clerk – Anderson informed Council that she has been working on the Budget, Resolutions and visiting with people concerning opening up the Stockwood approach on Highway 10. Anderson will visit more with Senator Kent Eken and other representatives on this topic and put together a plan to present an appeal to the Commissioner of the Department of Transportation, Charles Zelle. Anderson feels this is a very important item in order for the Development to thrive it must have a full access at that location. Anderson informed Council that she went to Crookston for the LOMC convention and would like to talk to Council at a later time concerning security at the City Hall. Olson feels that the active shooter issue would fall under the duties of the Safety Committee that will be discussed later this year. Owings would like to see if it would be possible to have the calendar for the Community Center on the City website for residents to look at. Council discussed if organizations would want to show the days they are at the Community Center for a way of maybe getting more people to attend their activity. Anderson would like to ask the organizations before doing that. Owings asked and received his answer from Anderson concerning when she will retire from her position. Owings addressed Affield asking her if she has any intentions of moving into the Clerk/Treasurer position when it becomes available, does she feel she is learning what is needed to work in that position. Affield informed Council that she is happy where she is at and what she is doing.

e. Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee – Kimberly Savageau suggested that the Improvement Committee do something like hot chocolate when the skating rink opens. Lofgren will make sure there are cones up for where the residents can park while using the skating rink.

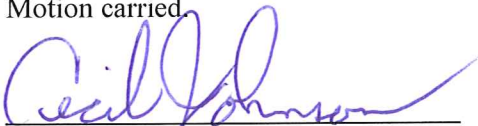
9. Open Forum –

10. Miscellaneous Announcements –

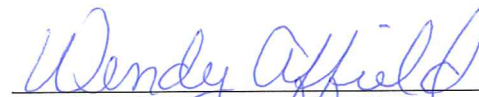
11. Council Reserves the Right to Close the Meeting to the Public for Employee Issues: MN Statute 13D.05 Subds. 1(d), 2(b).

12. Adjournment

A motion was made by Chris Jensen, seconded by Joe Olson to adjourn at 9:12 p.m.
Motion carried.


Cecil Johnson, Mayor


Denise Anderson, City Clerk/Treasurer


Wendy Affield, Deputy City Clerk