

Glyndon City Council

07/10/2019

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, Justin Schreiber, Joe Olson and Kimberly Savageau; City Clerk Wendy Affield; City Administrative Assistant Heather Johnson and Maintenance Supervisor Scott Lofgren.

As Per Sign in Sheet: Greg Strommen, Corey Rinds, and Jan Alsop of Clay County Trailblazers; Jim and Leslie Sullivan of Sullivan Properties.

3. **Motion to Approve Consent Agenda** - A motion was made by Dave Owings to approve the Consent Agenda, seconded by Kimberly Savageau. All in favor.
Motion Carried.

- a. **Minutes – 6/26/19 Council Meeting**

- b. **Approve Resolution of Payments**

- c. **Miscellaneous Items:**

- **Approve Dan Masseth’s Estimate for Repair Work on the Fire Hall**
- **Purchasing Edging and Plants for the Pollination Garden by the Community Center**
- **Employee Hourly Increase for Administrative Assistant Heather Johnson – City Clerk/Treasurer Wendy Affield is Requesting (\$1.00) Per Hour Increase**

4. **Additions to Agenda - None**

5. **Motion to Approve Agenda**

6. **New Business**

- a. **Request Negotiations to Purchase Lots in Stockwood** – Mayor Johnson read; At this time the meeting will be closed as permitted by Minnesota Statutes, section 13D.5, subdivision 3(c), to consider an offer relating to the possible purchase of Parcel #55.725.0010 in Stockwood. *Closed at 7:02 a.m.*

The Regular Meeting was reopened at 7:09 a.m.

- b. **Approve Resolution 2019-9 – A Resolution Authorizing the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon – Stockwood Parcel #55.725.0010**

– Mayor Johnson stated to the representatives for Clay County Trail Blazers the City has accepted their offer to purchase the lot, contingent upon no access request occurring in the future; Council Member Savageau added the sale will also require the combining of the two parcels with the current tax parcel, and any future sale or splitting of the property will need to have Council approval beforehand. Any remaining taxes for 2019 will need to be paid in full in order to record the deed. County fees would be paid by Clay County Trail Blazers but the City

will pay the closing costs. City Clerk Affield stated she will put the final numbers together in the Purchase Agreement and send it over to Jay Alsop to approve and sign, after which a date can be set for closing. Affield confirmed the City will pay the special assessments once the agreement has been signed. A motion to approve the sale of Stockwood Parcel #55.725.0010 to Clay County Trailblazers was made by Kim Savageau, seconded by Justin Schreiber. All in favor. Motion carried.

c. Request Negotiations to Purchase Lots in Stockwood – Mayor Johnson read; At this time the meeting will be closed as permitted by Minnesota Statutes, section 13D.5, subdivision 3(c), to consider an offer relating to the possible purchase of Block 1, Lot 1 and Block 1 Lot 2 in Stockwood Business Park 3rd Addition. *Closed at 7:15 a.m.*

The Regular Meeting was reopened at 7:15 a.m.

d. Approve Resolution 2019-10 – A Resolution Authorizing the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon – Block 1, Lot 1 of Stockwood Business Park 3rd Addition – A motion to approve the purchase of Block 1, Lot 1 in Stockwood by Sullivan Properties was made by Justin Schreiber, seconded by Joe Olson. All in favor. Motion Carried.

e. Approve Resolution 2019-11 – A Resolution Authorizing the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon – Block 1, Lot 2 of Stockwood Business Park 3rd Addition – A motion to approve the purchase of Block 1, Lot 2 in Stockwood by Sullivan Properties was made by Kim Savageau, seconded by Dave Owings. All in favor. Motion Carried.

f. Rental Property Ordinance – Council Member Savageau presented to the Council the Crime-Free Multi-Housing Program Mission, and also a copy of Dilworth's Rental Property Ordinance. She would like to see the City look into what it would take to implement this program, as there are more instances of crime happening at local rental properties. Mayor Johnson asked if Savageau spoke with Chief Cline regarding the program, as he understands the Police Department would be required to do background checks. Savageau responded she was not entirely sure yet, as she hopes the Council will do more research going forward if this is a direction the City would like to take. She stated the reason for looking into this program is because of a rental property located behind her residence that has become a hub of nuisance issues and criminal activity, she does not want to see this happen to other residents in the City. Savageau spoke with Chief Cline about current rental property owners within the City, and he stated they would not be required to join the program but they could volunteer as there are certain advantages to being a member. Mayor Johnson asked if Savageau had provided a copy of the program? She responded no, as she was not sure if the Council would want to look further into this. Council Member Owings stated he would be interested in looking into the process of resolving the particular issues regarding the rental property on Savageau's block. He inquired if an ordinance would first need to be created specifically for rental properties, followed by notifying the land owner of compliance? Owings referred to the copy of Dilworth's Rental Property Ordinance, and asked if the City should implement something similar? After reading through it, he does not see if many changes would need to be made. Owings stated he does feel an ordinance would be the first step for the City. Savageau responded the issue with the rental property on her block might resolve itself in the coming weeks, as the property owner is going through the eviction process with the current tenants. Savageau stated she wanted to look into the

Crime-Free Multi-Housing Program because it is a state-wide program. She referred to Moorhead having a majority of rental properties, and the issue of problem tenants seeking places to rent once Moorhead refuses to rent to them, and then Dilworth as well. She feels those tenants will then start looking to rent here in the City, and she wants to avoid this problem if possible. The majority of her neighbors have been coming to her to vent their frustrations regarding the property, and she stated it needs to be an issue for the Council to decide on. Council Member Olson asked if the City Building Inspector would be the person to inspect the properties based upon the checklist requirements of the program? City Clerk Affield asked for clarification on whether implementing an ordinance would mean current rental property owners would need to comply? Olson responded yes, in order to maintain fairness, the ordinance would pertain to all rental property owners. Council Member Schreiber added Moorhead really does not have a specific ordinance, mainly just information. Savageau added they have a Rental Registry. Olson stated once a year, the registry is mailed out to all rental owners. Olson added during the first year the City Inspector will go through and check the property, but every year after that is a self-check process by the rental owner. Schreiber asked if certain parameters need to be put in place before the City adopts a similar program? Affield stated she can look into this program but Chief Cline will be gone for three (3) weeks starting next Monday, he will not be available for input on the program until the first week of August. Savageau stated she feels this is not an overnight process, and the City needs to take the time to research more. She feels the program would be a boon for any incoming renters as well, in regards to assuring the type of home they are renting will be up to standard. Savageau continued the program would also be beneficial for rental owners, as the checklist would encourage them to check on their properties more often. The City would then have a way to regulate and notify rental owners of any impending inspections. Affield agreed it would be nice to have in place, along with a similar ordinance such as Dilworth's. Owings feels it would be best for the City to have something in place, as eventually more rental properties will be built in the years to come. Affield agreed, and stated residents are often calling City Hall with concerns and asking for ordinance information. She feels it would be better to have a separate rental ordinance instead of verbiage contained within a zoning one, and will be easier for residents to find on the City website. Mayor Johnson asked how many ordinances the City currently has regarding rental properties? City Maintenance Supervisor Lofgren stated there is Ordinance No. 117, which deals specifically with nuisances, but noted it mostly covers grass mowing, yard clutter, trash, junk vehicles, etc. Affield said it would be better to have a more specific ordinance, especially in instances of rental properties with drug use, drug possession, and other violations of that nature. Schreiber agreed it would be good for the Council to get started drafting its own Rental Ordinance. Savageau asked how the City will be able to get a rental property added to the registry? Affield stated she believes it will be the City's responsibility to send rental owners the registry information, usually by October of the year, and they have until January to send it back. City Hall would then keep a file on hand of the property and the owner's agreement to participate. Owings asked if County tax statements note whether a property is a rental or not? Savageau responded not necessarily, as properties are taxed as either "homestead" or "non-homestead." Non-homestead means the owner of the property does not live there. Owings then asked if existing apartment buildings in the City are classified as "non-homestead"? Savageau responded she believes so. She explained there are certain instances where a homeowner may not live in a home, but has relatives living there, and the home still qualifies as "homestead." So, for those reasons, she feels relying on County tax statements is not a very good resource for identification purposes. Schreiber asked how any new homeowner, having the intention to rent out the house, would know about the City's proposed Rental Registry? He stated it would likely be up to the home owner to contact the City, otherwise no one would know. Savageau agreed, and said it would only come to the attention of the City if the property started receiving complaints. Schreiber then asked if there are any penalties for property owners who do not report? Owings responded he thinks it would be up to the Council to

determine penalties. Affield noted other cities have incorporated fees that need to be paid by a certain time, and if the fees are not paid then the penalties are incurred. Owings asked the Council if special meetings need to be arranged for drafting a new ordinance, or if this should become a regular item to be added to future agendas? He proposed dedicating fifteen (15) minutes to future meetings to gather information and begin reviewing the issue. Council agreed to begin at the next scheduled meeting.

g. Schedule Dates for 2020 Budget Meetings

- **Police Department – Chief Cline:** August 28th, 2019 at 5:00 p.m.
- **Water Department – Scott Lofgren:** July 24th, 2019 at 5:00 p.m.
- **Sewer Department – Scott Lofgren:** July 24th, 2019 at 5:00 p.m.
- **Maintenance Department – Scott Lofgren:** August 14th, 2019 at 7:00 a.m.
- **General – Wendy Affield:** September 11th, 2019 at 7:00 a.m.
- **Fire Department – Bob Cuchna:** TBD

7. Discuss Additions to the Agenda - None

8. Old Business/Unfinished Business

a. 2nd Quarter Budget Sheets (*informational only*)

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 – Mayor Johnson

asked about the lift station discussion we need to have with Ulteig regarding pump issues? He stated the three (3) current pumps cannot keep up properly. Lofgren agreed, and stated the old lift station did not have as many problems as this one. He stated he is not even able to get four-hundred (400) gallons per minute with all three pumps running at the same time. He feels the station should easily be able to pump six-hundred (600) gallons or more. The problem is still undetermined at this point. Mayor Johnson noted he has residents asking about water being pumped into the ditch. Lofgren noted the City paid a lot of money for this lift station, and feels a better explanation from Ulteig is needed. He also stated whatever solution Ulteig presents, it is going to be costly for the City. Lofgren informed Council City flows went from one-hundred fifty-thousand (150,000) gallons per day to over six-hundred thousand (600,000) gallons as of yesterday because of all the rain. Olson stated the City needs to have a discussion with Ulteig, get different options, and then determine who will pay for the needed repairs, whether it be Ulteig or the City. Lofgren noted back in 2011, the direction of water flow was changed and the lift station suddenly became four feet (4') deeper than before. Lofgren feels perhaps Ulteig redesigned the pumps but neglected to account for the pump curves or elevation change. He wants to get a better idea from Ulteig as to what they think happened, or to get a solution for the pump problem. Mayor Johnson asked what type of pumps are out in Southview? Lofgren responded they are all Sulzer, which are the same kind as what will be installed for Parke Avenue. Two (2) fifteen horse power (15hp) pumps were installed in the Stormwater Lift Station, and the Sanitary Lift Station has a three horsepower (3hp) pump. Mayor Johnson asked if the second pump has been turned on yet? Lofgren responded no, as the pumps should not run at the same time. He explained the second pump is most often used as a fail-safe for the first pump. Olson asked if the old pump sitting outside the lift station is used only in backup situations? Lofgren stated that pump was received in 1991 as part of a one point six million-dollar (\$1.6M) grant project, along with the tractor. Olson went on to say talking about the backup pump reminded him to mention purchasing a newer pump. Lofgren also noted a lack of storage for the extra pump and hoses is an issue as well. Mayor Johnson wanted to also ask

Lofgren about the bid for repairs to the Fire Hall siding? Lofgren confirmed yes; a bid came in from Dan Masseth. Masseth would like to be paid upfront before beginning the repairs in order to buy the proper drills and other equipment. Lofgren stated he does not see an issue with pre-payment, as most contractors ask for at least fifty percent (50%) in advance. The work on the fire hall will require an inspection afterwards, as Fire Chief Bob Cuchna believes many of the six by six (6' x 6') treated pillars are rotted through. Lofgren explained Masseth will cut through the sheet metal siding up from the ground three feet (3'), all along the two sides of the building. In the process, it is possible Masseth will uncover more issues needing to be fixed. Masseth will be charging the City for siding removal and installation of new wainscoting. Mayor Johnson asked if Masseth discovers additional issues, does the City want them repaired at the same time? Lofgren responded if the pillars holding up the building are found to be rotted, then yes, the City will need to make the repairs. The full extent of the issue will not be known until the siding is removed. One issue is the building was not built up high enough off the ground to begin with, as it should have been elevated four inches (4"). Mayor Johnson asked if there are any drain spouts coming off the building? Lofgren responded no, there are no gutters either. Lofgren just wants the City to be aware there may be some additional costs coming once Masseth begins to remove the siding. Schreiber asked Lofgren if the hiring of Ron Fick has been going well? Lofgren responded Fick is doing very well and he is pleased with his ability to hit the ground running.

d. Wendy Affield, City Clerk – Affield asked Council to make a motion to allow her to pay the thirty-five thousand four hundred eighty-nine dollars and sixty-seven cents (\$35,489.67) special assessment payment to the County for parcel number 55.725.0010 that Clay County Trail Blazers will be purchasing. Mayor Johnson asked if the City recoups the payment? Affield confirmed yes, the payment does come back to the City. A motion to approve the payment of special assessments for parcel number 55.725.0010 was made by Joe Olson, seconded by Kim Savageau. All in favor.

Motion Carried.

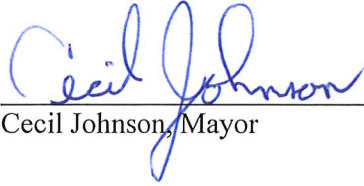
➤ Affield also wanted to make a brief update regarding Parke Avenue regarding the Monday meeting. Work on the project was going well until the recent rainfall, and the Q3 crew is the only issue holding up further progress. Mayor Johnson noted the construction crew have been hitting gas lines. Affield confirmed by adding it was three (3) lines affected due to not being located/labeled correctly by Xcel (Q3). Affield informed Council Carlson requested Q3 take out the old gas lines in order to avoid this problem going forward. Mayor Johnson asked if it was ever determined what the pedestal was on 7th Street and Parke Avenue? Lofgren stated it has something to do with the 'wi-fi' signal, but he is not sure who installed it. Affield stated Sellin Bros. discussed possibly starting curb and gutter work by the 22nd if the weather holds out. Mayor Johnson asked to clarify if the road will be opening back up from Hwy 10 to 7th Street or 9th Street? Affield confirmed yes, the road will be opening to 9th Street hopefully by the 1st of August. She added Xcel crews are waiting for a design layout regarding 7th Street, and was told it could be a month before the design is finished.

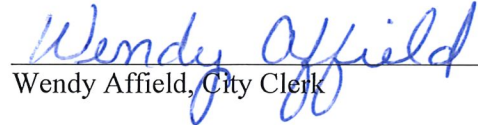
➤ Affield also presented to the Council the color scheme for the new City website, and asked if Council was in agreement on it? All agreed, and so she will submit the final colors to Simple Website Creations. The rough draft skeleton for the website has been completed by Shawn Hagan, and will need to be reviewed by Affield and Johnson to make sure everything is covered.

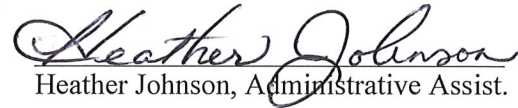
10. Open Forum

11. Miscellaneous Announcements – Council Member Owings apologized for not having the photography equipment ready this morning to take headshots of the Council Members and City Hall employees, and stated he will update the Council as to when he will have the necessary equipment.

12. **Adjournment** – A motion was made by Justin Schreiber to adjourn at 8:04 a.m., seconded by Kim Savageau. All in favor.
Motion Carried.


Cecil Johnson, Mayor


Wendy Affield, City Clerk


Heather Johnson, Administrative Assist.

July, 2019 Glyndon City Council Minutes