

**Glyndon City Council**

**04/25/2018**

6:30 p.m. Regular Council Meeting  
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:34 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Kimberly Savageau and Joe Olson; Administrative Assistant Susan Dayley, City Engineer Kris Carlson.

**Absent:** Wendy Affield, City Clerk

**As Per Sign in Sheet:** Frank Gross

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 4-11-18 Council Meeting
  - b. Approve Resolution of Payments – A motion was made by Justin Schreiber to approve the Consent Agenda, seconded by Kimberly Savageau. All in favor.  
Motion Carried.
4. **Additions to Agenda**
  - Update on City Attorney, Ken Norman – Mayor Johnson – Discussed under 7B.
5. **Motion to Approve Agenda**

A motion to approve the 4/25/2018 Agenda was made by Joe Olson, seconded by Dave Owings. All in favor.  
Motion Carried.
6. **New Business**
  - a. **Approve Resolution 2018-9 – A Resolution to Moderate Speed Restrictions on the Following Roads: 9<sup>th</sup> Street Southeast, Seter’s Circle Southeast, Lund Avenue Southeast from 7<sup>th</sup> Street Southeast to 10<sup>th</sup> Street Southeast and Lyndon Avenue Southwest from 10<sup>th</sup> Street Southwest to 12<sup>th</sup> Street Southwest** – Mayor Johnson asked to confirm what the moderate speed will be at these locations. Owings confirmed Council agreed on 20 mph. Lofgren stated he ordered the ‘No Parking’ signs and four (4) stop signs. Lofgren was instructed to wait on ordering the speed limit signs until this Resolution was passed. Lofgren informed Council to do the whole City it would take approximately 36 speed limit signs. Savageau stated Lofgren can use his discretion as to where the signs are to be placed. The speed limits do not go into effect until the sign is posted. A motion was made by Kimberly Savageau to approve Resolution 2018-9 – A Resolution to Moderate Speed Restrictions on the Following Roads: 9<sup>th</sup> Street Southeast, Seter’s Circle Southeast, Lund Avenue Southeast from 7<sup>th</sup> Street Southeast to 10<sup>th</sup> Street Southeast and Lyndon Avenue Southwest from 10<sup>th</sup> Street Southwest to 12<sup>th</sup> Street Southwest, seconded by Justin Schreiber. All in favor.  
Motion Carried.
  - b. **Request for “Watch for Children” sign on Hawley Avenue Southwest** – Mayor Johnson explained a resident is requesting an additional sign on Hawley Avenue Southwest because there are many children in the area and he is concerned for their safety. Mayor Johnson

explained they would like a sign installed so it is visible when you turn off Highway 10 onto Hawley Avenue. Lofgren stated there is currently a sign facing north at the intersection of Hawley Avenue and 2<sup>nd</sup> Street. Lofgren informed Council he has two (2) 'Watch for Children' signs in storage he will be able to use. Joe Olson made a motion to put a 'Watch for Children' sign on Hawley Avenue Southwest, seconded by Dave Owings. All in favor. Motion Carried.

## 7. **Old Business/Unfinished Business**

**a. Project Updates – Kris Carlson** – Carlson presented a handout to the Council regarding the Parke Avenue Project construction phases and detour routes. At this time the Parke Avenue Project is out for bids. The bid opening will be May 15, 2018 at 9:00 a.m. at the Clay County Commission Meeting held at the Court House and the County will award the bid contingent upon all bids have the proper documents. Carlson affirmed he will have a resolution ready for the Special Meeting, which is after the Public Hearing on May 15, 2018. The resolution will be to award the contract contingent upon the County awarding the bid contract. Owings questioned whether Phase I would be torn up before June 3<sup>rd</sup> because there will be four (4) graduation parties the first weekend in June. Carlson stated he is certain construction on Parke Avenue will not start until June 4<sup>th</sup> and will confer with the County regarding DGF Graduation on June 3<sup>rd</sup>. Owings stated if construction does begin before June 3, 2018 all residents from the school and southward would need to be notified. Carlson reaffirmed he will be in contact with the County regarding this issue. Carlson informed Council the Water Main Looping Project has begun to stage for the project. They will begin digging and boring operations next week. The casing pipe is arriving and being stacked for use. Carlson stated all the fire hydrants in Southview Addition have been repaired. The wear course in Southview will be applied in late May along with finishing up the punch list items. Schreiber questioned whether the ditches will be landscaped. Carlson stated that item is in the punch list. Mayor Johnson discussed widening the road by Shaun Erickson's, questioning when this will take place. Carlson informed Council once they come back to do the final wear course the road will be taken care of. Carlson submitted copies of the corrected plat and is reporting deficiencies with the plat. The vacated right-of-way needs to be referenced on the plat description, underlying Centennial Plat with all found irons along Southview need to be shown on the Corrective Plat, if this would have been done in the beginning like it was requested we would not be having this issue at this time. Carlson explained the existing utilities from the original Centennial Plat need to be vacated before the Corrective Plat can be recorded. Savageau requested the changes also be addressed on the Charleswood Plat. Carlson would like to see all irons located on the plat so residents can visually see the difference between the two plats and what has been resolved with the property pins. Next, Resolution 2017-3 flat boundary right of way adjustments need to be addressed and included on the Corrective Plat. Carlson explained the next discrepancy was found when visiting with Diane at the Records Office, the plan she was reviewing was not the same as the one Ulteig had received, the owners certificate page needs to have the names of the individuals who have purchased lots in the Southview Addition along with their mortgage companies. Carlson would like to request title work on who ones lots in Southview so all the correct names are included on the Corrective Plat. Carlson is going to have Ulteig Surveyor prepare a detailed letter to LJA explaining the discrepancies and statutes that need to be addressed on the Corrective Plat. Carlson will request three (3) identical cut copies, one for Ulteig, one for the City Attorney and one for the Records Office, this way everyone will be reviewing the same plat. Savageau does not think it will be possible to record the drainage and utility easements prior to recording the Corrective Plat. Savageau asked Carlson what his thought were on this. Carlson stated the Corrective Plat does not have to be voted and passed right away, he would like to make sure LJA has a few weeks to address the letter his Surveyor will be writing. Carlson will work with City staff to try and have the easements recorded prior to the Corrective Plat of Southview. Savageau

explained that Centennial Addition does not exist where Southview is now located, if you come to the Recorder's Office and try to talk about Centennial they will tell you it no longer exists. Savageau explained you would need to say 'Centennial Addition now known as Southview First Addition', the verbiage needs to be correct when discussing this with the County. Savageau and Carlson will work together to make sure all the easements are included in the new Resolution. The new Resolution for vacating easements will need to be published in the local newspaper and a Public Hearing will need to be scheduled. Savageau would like the Planning and Zoning Committee, Ulteig and LJA to meet before the Public Hearing to make sure everything is correct. Olson asked Carlson if the staking for the Parke Avenue Project has started. Carlson explained the outside stake is the eighty foot (80') road right of way, then it is the back of the sidewalk, back of the trail and then the curb. This way the power company knows how much room they have to work with. Schreiber asked if the trees will be removed inside the marked area. Carlson informed Council around fifty (50) trees will be removed and the homeowners have been notified. Owings asked if there has been a decision made with the electrical in front of the school. Carlson has not heard at this time but believes they will have to bury it in that location. The question was then asked how the lighting will be in front of the school. Carlson stated poles would need to be installed closer to the school or lights would have to be attached to the school building. Mayor Johnson mentioned his conversation with Xcel concerning this subject and the option of installing poles on the east side of the street was an idea. Owings asked if the school has made a decision concerning the addition that has been discussed in the past. Schreiber heard the school has decided on a construction company but is still working on the design and referendum information. Carlson explained the County would work with the school if they had any requests as to where an entrance would be located. Carlson will visit with the school to make sure the accesses to the school property is satisfactory.

**b. Dialogue Concerning Legal Counsel – Mayor Johnson** – Mayor Johnson informed Council Dayley and himself received a phone call from Mr. Norman today and he is on his way to a healthy recover. Mayor Johnson informed Council he visited with Attorney Zenas Baer from Hawley to see if he would be interested in helping the City out while Mr. Norman was recovering. Mr. Baer indicated to Mayor Johnson he would be willing to work with the City. Mayor Johnson is looking for direction from Council to see if they would like him to do some more searching for a temporary attorney. Savageau feels Mr. Baer could help the City with these issues since he is a Real Estate Attorney and has worked on title matters for the County. Carlson informed Council he has worked with Sabin previously and has the knowledge of working with smaller cities. Mayor Johnson questioned if Council should have a Special Meeting to visit with Mr. Baer. Owings stated he does not have a problem with Mr. Baer temporarily filling in for Mr. Norman, wherein Olson agrees. Savageau asked if there was anything other than the Corrective Plat the City would need legal council for. Carlson stated Mr. Drown would assist with any bond matters for Parke Avenue and does not foresee anything major other than the Corrective Plat issue. Owings asked when bonding will take place. Carlson stated in will be sometime in June. Olson stated Mayor Johnson and Savageau should visit with Mr. Baer asking if he is interested in working for the City and estimated fees. Owings would like to check with Mr. Baer if he has a time frame he is available to assist the City.

**c. Date Changed for the Public Hearing for Southview Addition's Corrective Plat** – Mayor Johnson reiterated to Council the Public Hearing has been changed to May 15, 2018 at 6:00 p.m. in the City Hall Council Chambers. Carlson informed Council letters have been sent to homeowners affected and it has been published in the Clay County Union.

8. **Department Reports / Committee Reports**
  - a. **Mike Cline, Police Chief** – Absent

**b. Bob Cuchna, Fire Chief – Absent**

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren informed Council the Grant for the generator at the Water Treatment Plant has been approved from the Department of Health. Lofgren stated the City will receive the money when the State has the funds available. In the meantime we have to wait with any purchases until the State notifies us to do so. Lofgren informed Council if they do not want to wait for the grant money, they need to inform the State so the funds can be gifted another city. Council discussed and agreed to accept the Grant. Dave Owings made a motion to accept the Grant from the Minnesota Department of Health for the first lease payment on the generator for the Water Treatment Plant along with the concrete and electrical which needs to be completed to install the generator, seconded by Joe Olson. All in favor.  
Motion Carried.

Lofgren informed Council he visited with KLM concerning cleaning the interior of the water tower and the 100,000-gallon underground reservoir. The cost would be \$3,700 for each cleaning and is recommended to be done every five (5) years. Lofgren stated the reservoir was cleaned in 2014 and needs to be done again in 2019. The payment is to be paid when the work has been completed. The 200,000-gallon water tower interior needs to be cleaned in 2021. Lofgren explained because it is the interior of the tanks, they need to drain the water tower in order to clean and disinfect it. Lofgren would like to lock into a ten (10) year contract for \$3,700 per cleaning. If we are not satisfied with the work being done, the City can terminate the contract at any time. Lofgren will include this project into his 2019 budget. Savageau requested Lofgren bring the Water Drinking Report to Council before it is published in the Rebel News in the event residents have questions regarding the report so Council can answer their inquiries. Lofgren informed Council this report has his name and phone number listed and has been published for 15 years and has never received a call with questions on the results. Next year he will discuss the report with Council prior to being printed in the Rebel News. Lofgren suggested to post it on the City website then it would not need to be published in the Rebel News.

Mayor Johnson informed Lofgren he has been approached by two residents concerned about the color of the City water. Lofgren believes if it is one or two people with the concern, it may be iron being released from pipes within their home or from the Fire Department filling trucks this past weekend. Lofgren stated if you open an outside spicket and let run for a while the issue usually clears up. A water softener or water heater issue may also cause discoloring. Lofgren usually checks with the neighbors to see if they are having the same issue. Lofgren will take a sample to be tested if the homeowner would like that done.

**d. Wendy Affield, City Clerk – Absent**

**e. Susan Dayley, Administrative Assistant** – Dayley informed Council things have been going smoothly and nothing significant to report.

**9. Open Forum –**

**10. Miscellaneous Announcements** – Mayor Johnson invited Frank Gross to the Council Meeting to discuss the Buffalo River Sales property tax increase for this year. Gross stated the appraisal was done on the building and he has visited with Nancy Gunderson at the County regarding the taxes. If Buffalo River Sales is dissatisfied he will need to visit with the Board of Adjustments.

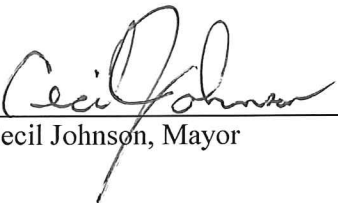
Mayor Johnson informed Council the Sentence to Serve Crew from the County jail are going to discontinue services to cities in the surrounding area. Frank Gross explained the County has

eliminated the state contract and will now be ran through the County. The program will continue to be available for small cities in the Clay County Area.

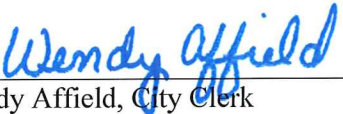
Frank Gross showed Council pictures of the new jail being built in Moorhead. He explained because it is new does not mean it is a palace for the inmates. Most cells do not have windows and inmates share a small space to live in. Gross explained the sales tax money helps pay for the jail and is right where they were estimated. Cass County is contributing to the facility with renting sections of the facility when needed. Gross informed Council, Clay County currently is the fourth fastest growing county in the state.

Owings asked if anyone knew what type of construction is currently developing on the north side of the Dilworth City sign on Highway 10. Gross stated a new entrance to a development, 12<sup>th</sup> Street will be a right in right out with full access at 14<sup>th</sup> Street. The new housing development will be north of 4<sup>th</sup> Avenue and 103 lots will be constructed in addition to the possibility of a commercial development in the area.

**11. Adjournment** - A motion to adjourn at 8:12 p.m. was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

  
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Cecil Johnson, Mayor

  
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Susan Dayley, Administrative Assistant

  
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Wendy Affield, City Clerk

April 25, 2018 Glyndon City Council Minutes