

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:00 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Joe Olson, Kimberly Savageau; City Clerk Wendy Affield; City Engineer Kris Carlson; City Maintenance Supervisor Scott Lofgren; Police Chief Michael Cline

**Absent:** Council Member Justin Schreiber

**As Per Sign in Sheet:** Glyndon Police Officers Ryan Schock and Zachary Gruver; Randall Henriksen and Corey Trick.

3. **Motion to Approve Consent Agenda** – A motion to approve the Consent Agenda was made by Kimberly Savageau, seconded by Joe Olson. All in Favor.  
Motion Carried.

- a. **Minutes – 10/9/19 Council Meeting**
- b. **Approve Resolution of Payments**
- c. **Miscellaneous Items:**

- **Approve 2020 License Agreement with F-M Ambulance Service, Inc.**
- **Approve Application for 1-Day Liquor License for Glyndon Rod & Gun Club on December 7<sup>th</sup>, 2019 at the Glyndon Community Center**
- **Approve Gaming Permit Application for Glyndon Rod & Gun Club on December 7<sup>th</sup>, 2019 at the Glyndon Community Center**

4. **Additions to Agenda**  
➤ None

5. **Motion to Approve Agenda** – A motion to approve the agenda was made by Joe Olson, seconded by Kimberly Savageau. All in Favor.  
Motion Carried.

6. **New Business**

a. **Swearing In of Glyndon Police Officer Zachary Gruver** – Mayor Johnson performed the swearing-in of new Glyndon Police Office Zachary Gruver. The Council welcomed Officer Gruver to Glyndon.

b. **Policy Decision Concerning Minn. Stat. 435.193 – Hardship Assessment Deferral for Seniors, Disabled, or Military Person** – Affield stated the City did not receive any requests for deferral from Parke Avenue residents, so a resolution is not required. Carlson suggested postponing the discussion until the next meeting since there had been no official requests. Owings asked if Council should make a policy stating the City will not participate in deferral options. Affield stated she did draw up a deferral form if ever needed in the future. She said she made sure to inform those who asked, the deferral does initiate a lien against the property and interest still accumulates. She also said the deferment can only be up to thirty (30) years. If the homeowner decides to sell the property, the assessments are still tied to the property and would be the responsibility of the new homeowner.

**c. Discuss Appeal/Objections for Parke Avenue Assessments from Homeowners –** Mayor Johnson asked to confirm how many properties are listed as objecting? Affield stated there are four (4) parcels, and the first one is for a water line. The property owners at 113 Parke Avenue S (parcel 55.400.0360) are objecting to the water main improvements done in front of their home as part of the Parke Avenue project. It is their opinion, per City Ordinance #142, Section 1, “a resident is only liable for a connection fee, which is \$200 for a ¾” line”, per their property. They are requesting the assessment be reevaluated or removed entirely. Lofgren said keeping the existing water line was not an option, as the street was lowered beyond the existing utility lines and those lines were over fifty (50) years old. He continued by saying the old lines are not made of the durable pvc piping like today. Mayor Johnson asked if they were copper? Lofgren said the water lines are installed are pvc, but in 1969 the original service lines were copper. Carlson said because the road needed updating from rural to urban needs, this means the road also had to be lowered to improve the flow of water and waste water. He also stated the County would not be redoing Parke Avenue for another thirty (30) years so if the City needed to repair any of their underground utilities it would end up being one hundred (100) percent their responsibility, instead of only paying a portion of the road costs. Carlson said it was in the best interest of the City to do the water and sewer line updating now instead of in the future. The next objecting property is 921 Parke Avenue (parcel 55.202.0010). The homeowners are objecting to paying the specials for the portion of land which the coulee envelops, and is owned by the Buffalo River Watershed District. They are stating because their property does not benefit from being hooked up to the new water and sewer lines on Parke Ave, the assessments should be reevaluated or removed. Carlson said for this particular property he recommends not amending the assessments, as this property does have a driveway and full use of the utility services. The next property objecting to specials is 20 10<sup>th</sup> Street SW (parcel 55.450.0130). The property owner is objecting due to this portion of the land being a County ditch, and the length of this section being assessed is along the coulee. Further, the property owner states this land is potentially considered “unusable”, does not tie-in with the new water lines, and the ditch was not removed like other Parke Ave properties. Carlson agreed, stating this land can be considered unusable due to no water main access, and he recommends pulling the assessments off of this parcel. He said if this property needs utility servicing in the future, it would come from 10<sup>th</sup> Street and would be accurately assessed at that time. The final objecting property is 929 Parke Ave (parcel 55.202.0030). This property owner also owns the aforementioned property along the coulee. For this section of property, the homeowner is objecting to specials for the same reasons as their other property. As this is their house lot, it does have access to full water and full sewer. Carlson said he recommends not amending the specials and keeping them as-is for this parcel. Olson asked how much in specials are being removed from the owners’ other property at 20 10<sup>th</sup> Street? Affield said it is listed in the objection letter, at twenty-eight thousand, five hundred sixty dollars and sixty cents (\$28,560.60). Carlson said in looking at the final project payment sheet, there will be enough funds to cover the payment. He does not recommend Council make any adjustments to the cost-per-foot of the assessments. Based on the recommendations by City Engineer Kris Carlson, a motion to approve the appeals and objections, based upon three parcel’s assessments staying the same, and one parcel assessment being removed, was made by Dave Owings, seconded by Joe Olson. All in favor.  
Motion Carried.

**d. Approve Resolution 2019-15 – Resolution Adopting Assessment for Parke Avenue –** Mayor Johnson asked if any person had questions or concerns regarding assessments to the properties? Affield said only the parcels which Council had just looked at. Olson felt the residents were better informed after the Public Hearing, and he did not think anyone was objecting to the actual work which needed to be done. Carlson said it was a major help to have the cost split with the County, instead of the City being entirely responsible for the final costs. A motion was made by Joe Olson to approve Resolution 2019-15, a Resolution adopting assessment for Parke Avenue, seconded by Kimberly Savageau. All in favor.

Motion Carried.

**e. Information from Jason Murray – Question for Future Levy Percentages –** Mayor Johnson stated to Council this is informational only, and a breakdown sheet was provided for viewing. Affield stated Council Member Schreiber had asked her to check with David Drown Associates on estimating what the City would bring in for property taxes if five (5) homes per year were built. He said he wanted to know what the levy impact would be in 2026 when the 2019A Bond payment jumps to two hundred ninety-one thousand, eight hundred fifty-five dollars (\$291,855). Jason Murray from DDA responded with the numbers provided in the breakdown sheet, which was structured to correspond with the final payments for the 2014A and 2016A Bonds. Murray stated the levy amount would stay with the new bond, ensuring the City would not have to increase it. Affield said by 2021, there will be new homes and businesses to help offset the tax burden.

**f. Discussion on Community Center Repairs – Mayor Johnson –** Mayor Johnson said there are obvious furnace issues going on, as the humidity in the building is extremely high. He said the water is coming from the duct work, and the duct work is below the floor. Lofgren stated, as of today water has been pumped out from the duct work three times. He said last week over five (5) hundred gallons had been removed. Lofgren said they might now finally be gaining some headway on the humidity problem, but he feels it is time to make a decision on what to do with the Community Center in the future. Mayor Johnson said he talked to Lofgren about requesting a bid from Runger's Heating & Air. Lofgren said the bid was for removing the current furnace, and installing an up-draft furnace where the ductwork would be in the ceiling instead of the floor. He said a bid should be coming sometime next week. Olson asked if this might have something to do with the leaky roof? Lofgren agreed, but said it is not the actual roof leaking, but rather condensation from all the water in the ductwork. He does not feel fixing the roof is the answer. Olson said along with the ductwork and furnace problem, the interior needs major updating, and the parking lot is in disrepair. He feels it would be wise for the Council to add up all the numbers and really see if the building is worth all of the upgrades, or if money should be spent on building a brand-new facility? Lofgren agreed, and said the HVAC repairs and upgrades alone will be over ten thousand dollars (\$10,000). Olson said along with the cost of HVAC repairs, the upgrades to the parking lot and to the building itself will most likely reach over one hundred thousand dollars (\$100,000). He said he is not sure what the cost of a brand-new building would be, but he feels Council needs to decide what they want out of a Community Center. Mayor Johnson said he spoke with Affield about the Community Center's current budget, and what is set aside for repairs. Affield said right now there is thirty-nine thousand dollars set aside (\$39,000), and in restricted savings there are donations from 2011-2013 totaling seven thousand, four hundred forty-four dollars and five cents (\$7,444.05). Also, in the 2019 budget is another twenty thousand (\$20,000) for repairs. Mayor Johnson agreed with Lofgren and Olson, and would like to know if requesting a bid for HVAC repairs is even worth it at this point. He feels the City definitely needs a Community Center, as it is an asset to the community. Lofgren said he is most concerned with mold now, and avoiding any residents potentially getting sick from breathing in the air. Olson also noted the Fire Hall is in rough shape, along with the Maintenance Shop, and thinks a new multi-functional building combining all the City departments should be looked at, including the Community Center. The sale from the lots currently used by City Hall, Maintenance, and the Fire Department could be used towards a bond payment. Mayor Johnson asked if it is too far ahead to see if a builder or architect could come in and draw up plans for a new multi-use building? Olson said in this case, an architect would be the wisest choice because they can draw up specs for exactly what is needed for each department, and be able to present different options based upon those needs. Carlson agreed, and said an architect can also present current municipalities with buildings similar to what the City would be looking at. He feels the City cannot keep throwing money at the current Community Center. Mayor Johnson asked what the next step in the inquiry would be? Olson said you would ask an architect to provide a quote for design estimates. Owings said the City will definitely need to know the numbers they are looking at, and start by getting the initial square footage first before enlisting an architect. He said his other concern is finding a

location large enough to have such a multi-use building, as he is unsure if the current Community Center location would work considering there is a private homeowner on the corner of the same lot. Affield also mentioned the issue of dedicated space for the Glyndon City Park. Olson agreed with both, and said an architect will be able to provide several different locations and options. Savageau also agreed with Affield, and said once a park is dedicated to public use, it can be extremely difficult to get the park moved. Owings feels it is a lot of money going down the drain on an old building, but also acknowledges how good it is to have one for the community. Olson said maybe another option would be to just build a new Community Center altogether? Affield said a new building would not need to have a stove like the current one, and cost could be saved by having only a kitchenette. Council agreed to wait for the HVAC bid from Lofgren, and to table the discussion until the next meeting.

**7. Discuss Additions to the Agenda**

**8. Old Business/Unfinished Business**

**a. Ulteig Project Updates – Kris Carlson** – Carlson stated with Parke Avenue, the weather has been decent in the last few days so crews are continuing sub cuts between 10<sup>th</sup> Street and 12<sup>th</sup> Street. There was a project update meeting this morning, and Hough is comfortable with laying Class 5 gravel down to 12<sup>th</sup> Street by the end of the week. He said crews are going to work as long as they can each day to get as much done as possible. Northern Improvement indicated they will be available for asphalt laying until November 8<sup>th</sup>. Olson asked if there is any concern in regards to working too fast? Carlson said the crews had the discussion this morning about focusing on quality first. He said the important part is all of the piping for Parke Avenue has been laid and finalized. Mayor Johnson asked if a second lift was planned from 7<sup>th</sup> Street to 9<sup>th</sup> Street? Carlson said there are already two lifts installed, a final lift will not be placed until next year. He said concrete work for the driveways between 7<sup>th</sup> and 9<sup>th</sup> will be done this week. Mayor Johnson also asked about his neighboring property, where the owner stated he has construction work planned on his home, and if there will be access for contractors to get to his home? Carlson said he will make sure the homeowner is in direct contact with David Swafford from Sellin Bros. to make special considerations for him.

**b. Stockwood Utility Services & Street Improvements – Replatted Lots** – Affield stated she would like to know where construction stands in terms of the road in Stockwood being finished? She said the City can then move forward and sell the remaining five (5) lots. Carlson said they plan to put water and sewer in, and it will not take as much effort now that the lines for the Dollar General have been completed. He estimated it will take about four hundred fifty thousand dollars (\$450,000) for full completion. He is working on a State grant-through-deed for the City as there is fifty percent (50%) match eligibility, and he will need to check with Affield on some financial information. Mayor Johnson asked when the grant application can be started? Carlson said anytime, as it is an open application. His goal is to have the application ready by the end of the year, so he can be ready to start on the street when the budget funds are available. Olson asked what happens if the City does not get the grant? Carlson said the City will then need to look into other types of financing. He said this particular grant is for business development with a focus on job creation, and so having the new Dollar General in town will be a big help in securing the grant. Also, this grant would help offset the special assessments on the remaining lots, making them easier to sell. Mayor Johnson asked if there is anyone who writes grants who can look into more options for the City? Carlson asked if he knows anyone who works at the EDA (Economic Development Administration)? Savageau stated Matt Jacobson is the Clay County Planner, and would be one to reach out to. Carlson did agree, and said talking and meeting with a grant writer would be a good thing for the City to look into. Owings asked to clarify if this particular grant is only for a fifty percent (50%) match? Carlson said yes, but he feels it would be worth having and then also look for another grant to pair with it. Savageau asked Carlson to clarify if this Stockwood road would only be a gravel road? Carlson said yes, but it would be made wide enough to eventually be paved. He is not sure if curb

and gutter would be included, although he would personally like to see the road match what is currently in the area already. Olson asked if there are already buyers interested in the remaining lots? Affield said she has verbal interest from several, but they may not purchase if the specials are too high. Resident Randall Henriksen asked Council about the storm sewer street portion, and why the road is being relocated off the existing property? Carlson said it is because the existing road is not entirely one hundred (100) percent City-owned. Savageau added the road placement was also due to wanting to have a clear separation between township and City property. Henriksen then asked Council to clarify the property he is interested in to the east will then have approximately eighty-thousand dollars (\$80,000) in assessments? Carlson said based upon how the current remaining assessments are distributed now, yes. Savageau explained the City wanted to fully loop the roads to reduce the amount of truck traffic on residential streets. Henriksen asked if the specials will be spread out over fifteen years (15 yrs.)? Carlson said it would be spread out over whatever the City set the bond for. Mayor Johnson asked what the next step is, or where should the City go from here? Carlson said it costs the City nothing to submit the grant application, and all he needs are some final numbers from Affield before he can send it in. Savageau asked what the turnaround time is to hear back about a grant application? Carlson said he is not sure, and will check on it and report back. Henriksen wanted to ask Council about the current road in Stockwood being closed now for over three (3) weeks? Carlson said the water main is in, they are now waiting on bacteria and pressure tests to be completed. Lofgren said the pressure testing is currently underway. Mayor Johnson asked if the hole in the road can be worked on starting tomorrow? Carlson said yes, and mostly because the weather is finally agreeable. Olson asked if compaction is not completed this year by Sullivan, will the City then be responsible to finish the road? Carlson said yes, as the road needs to be opened one way or another. Savageau asked if the entire road needs to be blocked? Carlson responded yes, because the current hole in the road continued to get bigger as there was no trench-box for it. Mayor Johnson said first thing tomorrow morning he and Carlson will meet with Sullivan about repairing the hole and finishing the road. Henriksen then asked about the timeline for the new street lights for Stockwood? Affield responded the new lights have been paid for since June, but the City has not yet heard anything back from Xcel as to when they will be installing them.

**c. Salary Range and Benefits for New Police Chief** – Affield stated she provided Council with sheets from the League of Minnesota Cities Salary Survey which shows salary ranges for Police Chiefs in surrounding communities. Mayor Johnson asked what figures were being waited on? Affield said the City is waiting on final figures from the market study on salaries by David Drown Associates. Olson said he feels this discussion should wait until the study is complete. Mayor Johnson agreed, suggesting Council should table this until the figures are available. Affield asked if she should continue to wait on posting a job ad for the Chief position? Savageau said yes, the Council needs to decide on a final pay range before posting. Savageau knows Chief Cline has suggested Council start posting the job, but feels it would be better to have all the facts and numbers before that is done. Council agreed to table the discussion until the next regular meeting.

**d. Evening Noise Nuisance Complaint – Stockwood Business Park** – Mayor Johnson said the residents on the street closest to Stockwood have expressed concerns to the City regarding the overnight noise from refrigeration trucks, as well as heavy traffic due to Stockwood road being closed. They are concerned about children walking to the school bus stops when large trucks are driving on their street. Mayor Johnson said he is in the process of evaluating school bus drivers and while the bus was in that area, he assessed the situation, and noted there are children present only in the morning and afternoon loading times. He also listened to the engine noise of the semi-trucks, and noticed he could not hear noise from the diesel engines, but could hear the refrigeration units running. He had a conversation with the business owner, and according to her, the refrigeration trucks are only on the lot for a short period of time at night before they are sent off again. Mayor Johnson stated the area has already been zoned by the City as “commercial.” Wondering if there is a corresponding ordinance about noise? Olson said he feels a commercial business owner should be able to operate his business any way he sees fit, since it is a

commercial zone. He does not see where the City should be telling any business how to operate. Olson said the current noise ordinance is vague, it certainly does not mention commercial or industrial noise. Savageau said there are other parts of town where commercial vehicles are running extended hours, overnight, or early mornings. She understands dealing with the noise is frustrating, but it is part of the growing pains with the City getting bigger. As for the bus route, Mayor Johnson said it could be a possibility to make the intersection a four-way stop as opposed to two. Owings agreed, and said they should not interfere with a business located in a commercial area. Henriksen stated his shop is across from the business in question and he informed Council the refrigeration units only run one or two nights a week at most. Mayor Johnson asked Affield if she had sent any official reply to the residents on behalf of the City? Affield said she had only responded regarding the street closure issue, saying water and sewer still needed to be placed before the road would be open again.

**e. Full-Time Maintenance Worker Discussion – Dave Owings** – Owings began by saying at a prior budget meeting Lofgren had expressed needing to hire a fourth full-time maintenance person. He said it would be an unpopular opinion, but he does not feel the City needs a fourth full time person in maintenance. He stated he requested Affield disperse an email to Council to let them know he felt the temporary seasonal worker who had been hired, should be given a thirty-day (30) notice, per the original contract. Owings understands the injured full-time employee has some struggles coming back, so he is proposing the City provide a set schedule of twenty (20) hours per week for this employee, and offer the temporary seasonal worker the other twenty (20) hours, essentially filling the role of one full-time employee. He said based on the budget numbers, he sees no current need for four full-time employees, and thinks the City is fine with three. Savageau stated, it is more than just the salary cost for a full-time employee, it is also needing a vehicle for them to drive. Owings feels it is the Council's duty to help Lofgren bring the Maintenance Department up to where it should be, but does not think it should be by hiring another person. Owings said out of all the City departments, he feels the Maintenance Department will be the one they need to focus on in the future. Savageau said the situation is akin to trying to do more with less, and how current processes can be looked at and broken down to see where things could be improved upon. She said many times the goal is not to remove a job position entirely, but to try and see how current employees can do certain portions of their jobs better and more efficiently. In other words, throwing more people at a bad process is not the solution. Owings agreed, and said Council's job is to help lead the department, he would much rather look at the tools, inventory and people we have and start leveraging them better. Lofgren informed Council he has spoken to the employee with the injury, and the employee knows he will not have the ability to do his job full-time. Lofgren was told by the employee he would be comfortable working only twenty (20) hours per week with no benefits, knowing the department needs at least three full-time workers. Lofgren said it is not laptops or other technology which plows streets and mows grass, it is people who do this. Savageau asked Lofgren when the department plows snow, do they use the same path each time? Lofgren said yes, they usually stick to the same route. She then asked if he sits down to look at those routes ahead of time? He said yes, as he needs to make sure the arterial routes and main roads are done first, and prioritize certain streets. Owings and Savageau said this is what they were referring to, in terms of needing to prioritize employment and streamline the department. Olson said where he works at the County, the campus size has doubled. He was asked if his department needed another person, and he said no. Even though the area of the campus had doubled, Olson said he was able to revamp the department, change some processes, and was able not to hire an additional employee. So he said he can see where Owings and Savageau are coming from in terms of wanting to look at other ways to improve the processes for the current employees, rather than just hiring someone who may not be needed. Owings said he feels the issue is more of an hourly one, where sometimes it seems an extra maintenance person may be needed to help plow snow or mow grass at times, but instead the City could hire those needs out. After reviewing the budget numbers, Owings said he does not see where the maintenance department can make room for even three-and-a-half employees, much less four. Olson asked Lofgren if he thought the temporary seasonal worker would agree to take the other twenty hours per week? Lofgren said no, and feels the employee would not want to reduce their

hours to so few, instead seeking full-time employment elsewhere. Mayor Johnson said he agrees there is not a need for a fourth employee at this time, but feels the City will certainly need one in the future as growth continues. Olson stated he knows the department needs three full-time employees for sure, but the main problem is figuring out how to handle this need with one employee coming back from a major injury and not being able to perform the job as it is described. Savageau agreed, but cautioned Council not to create a position specifically for one person's needs, as down the road it would be near impossible to remove that position. Lofgren said his request for a fourth person was not a personal one, but rather he is concerned with the needs of the City as a whole. He is most concerned with how the budget numbers line up in terms of what the City can afford to pay. Affield said the employee has another doctor appointment coming up next week, she will have more information about his condition then. Mayor Johnson said it may be a good time then to table the discussion until the City hears back from the doctor and from Workman's Comp representatives. Owings said he does not want to table the issue until next meeting if this means continuing trying to figure out how to work in a fourth maintenance employee. Savageau agreed and said she would like Council to look at where the City is currently sitting in terms of hourly wages paid out so far, and if there is a chance of going over-budget because of the situation? Olson said it will be a difficult discussion, but the injured employee needs to know the current needs of the department do not coincide with only twenty (20) hours per week. He also acknowledges it is not fair to keep the seasonal employee waiting in the wings and the entire situation needs to be resolved now, not later. Olson said it is far better to work on improving efficiencies at this point, such as having occasional snow contracts with Randall's for this winter instead of hiring another full-time, benefitted position. Savageau said these are the types of efficiencies she is referring to as well, and thinks some things can be hired out which in turn will free up time for the current maintenance employees to move on to other tasks. Owings agreed, and said for example having a new Bobcat to use each year because it is leased is an example of streamlining and something beneficial to everyone. He said this is similar to the discussion on a new payloader, where the City has only so much in the budget for one but also cannot keep buying old ones which only last so long. Owings feels having the option to hire Randall's makes more sense budget-wise, as Randall's equipment is newer and maintained more efficiently. Either way, he said Affield will need to know going forward what type of hours need to be factored into next year's budget. Olson said it comes down to making sure the maintenance department has three full-time employees, including Lofgren himself. Lofgren agreed, but said he thinks it should be the full Council sitting down and explaining the situation to the injured employee. Mayor Johnson agreed. Council agreed to set a special meeting for next Wednesday the 30<sup>th</sup> at 5:30 p.m. to sit down with the employee to discuss the issue.

**f. Payloader Purchase/Lease Discussion – Dave Owings** – Owings said for this winter, he would like to contract out snow removal instead of purchasing a new payloader. Mayor Johnson asked what if the City could get a cheaper one for this winter? Owings said even paying eighty thousand dollars (\$80,000) only gets the City a used one, not new, and it is too much to add to the budget. Mayor Johnson clarified his previous question and said he was not referring to purchasing a new one, but rather getting one on loan from Sullivan. Olson said using a payloader in this manner may create some insurance issues. He thinks Randall's should be contracted out this winter, and next year look at making room in the budget for a loader. Savageau suggested the City look into a similar contract option for mowing in the summer also, considering the multiple repair issues the current lawnmowers have. Council agreed to table the discussion and reevaluate purchasing a payloader once this winter season is over.

## **9. Department Reports / Committee Reports**

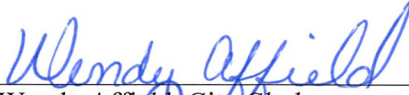
- a. Mike Cline, Police Chief** – Not Present.
- b. Bob Cuchna, Fire Chief** – Not Present.
- c. Scott Lofgren, Maintenance/Public Works Supervisor** – Nothing at this time.
- d. Wendy Affield, City Clerk** – Nothing at this time.

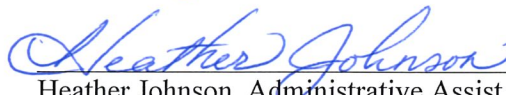
10. **Open Forum**

11. **Miscellaneous Announcements**

12. **Adjournment** – A motion was made by Joe Olson to adjourn at 8:15 p.m., seconded by Kimberly Savageau. All in favor.  
Motion Carried.

\_\_\_\_\_  
Cecil Johnson, Mayor

  
\_\_\_\_\_  
Wendy Affield, City Clerk

  
\_\_\_\_\_  
Heather Johnson, Administrative Assist.

October 23, 2019 Glyndon City Council Meeting Minutes