

Glyndon City Council

11/13/2019

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, Kimberly Savageau; City Clerk Wendy Affield; Administrative Assistant Heather Johnson; Police Chief Michael Cline.

Absent: Council Member Joe Olson

As Per Sign in Sheet: Angie Kuehl, Dave Olek, and Kelly Richards.

3. **Motion to Approve Consent Agenda** – A motion to approve the Consent Agenda was made by Dave Owings, seconded by Justin Schreiber. All in Favor.
Motion Carried.

- a. **Minutes – 10/22/19 Public Hearing Minutes**
- b. **Minutes – 10/23/19 Budget Meeting Minutes**
- c. **Minutes – 10/23/19 Council Meeting**
- d. **Approve Resolution of Payments**
- e. **Miscellaneous Items:**

- **Accept Andy Olson’s Request to Join the Glyndon Rescue Department**

4. **Additions to Agenda**
➤ **None**

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

6. **New Business**

a. Fuchs Sanitation Curbside Recycling Discussion - Angie Kuehl – Kuehl stated she had spoken with Affield last week regarding prices for garbage service since the Clay County Landfill will be increasing their prices. Kuehl was unable to give current prices and was wondering if the City would be interested in curb-side recycling like they are doing in Dilworth. She noted Dilworth began their program and received their new totes in October, and things are going better than expected. The City can certainly implement the same process or they can choose to keep their current can service. Mayor Johnson asked if she could draw up some numbers for the City? Kuehl said yes. Olek stated there is a curb-side option to have pickup done every other week, with the ninety (90) gallon totes and the garbage would be sixty-four (64) gallon totes and be picked up every week. Kuehl said regular garbage pickup would remain the same, but it would be totes instead of two, thirty-two (32) gallon upright bins. Schreiber asked if the recycling day would coincide with the garbage pickup day? Kuehl said this is something to consider and can be decided on down the road. She said Dilworth has garbage pick up on Tuesdays, and recycling is picked up every other Wednesday. Since the City of Glyndon is smaller, she said it may be possible to have both garbage and recycling picked up on the same day. Owings asked if it

would be wise to try and start a program like this in winter time, or rather wait until spring? Kuehl said it would be better all around to look at starting on June 1st of 2020, and Olek agreed saying there are waiting times for new totes, on top of the time it takes Fuchs employees to assemble them. Owings asked if they are still working out any issues thus far with the program in Dilworth? Kuehl said the whole process has actually been running pretty smoothly. Olek added the end result of recycling is becoming more expensive to dispose of, and the bill from MinnKota for Dilworth's recycling has increased by over thirty-seven (37) percent. He said both Fargo and Moorhead have increased their rates due to the extra costs from MinnKota. Single-sort recycling is great for the consumers, but it is extremely costly on the disposal end. He said the final product from the recycling is now brought to Shakopee, MN, and so there are transportation costs factored in as well. Mayor Johnson asked if the City would still keep its local recycling building? Olek says it should, since the County reimburses the City and the rural residents need a place to dispose of their recycling. Mayor Johnson asked if a different container will be needed at the recycling center? He said the amount of cardboard each week is tremendous. Olek said an additional container for cardboard could be placed outside the building in order to help with overflow. Mayor Johnson inquired about what kinds of items can be included in the curb-side process? Olek referred to the recycling information sheet, but reminded Council glass items will no longer be included for curbside pick-up. He said glass mixed in with other items in a tote generally break and will become embedded in other recyclables, causing major problems. Glass items can still be brought to the recycling center. Kuehl also noted MinnKota recommended not including glass items, and Dilworth went with their recommendation. Schreiber asked if we need to do both garbage and curb-side recycling or can we start with garbage and add the recycling down the road? Olek said totes for garbage could easily start first, while slowly implementing totes for recycling down the road. He said he is hoping Council will do a review of the estimates, and make a decision early enough for Fuchs to be able to order the totes for a summer start. Mayor Johnson asked if Olek would prefer to start by June 1st of 2020? Olek said yes, and will provide the estimates to Council right away. Kuehl said they will need a little bit of a lead time from when the City decides, in order to place the order for the totes. Savageau asked if there is only a one-size option for garbage, or are there smaller sizes? Kuehl said they decided on the current size option because Clay County implemented volume-based pricing a while back, and also because offering different sizes can become an issue down the road when residents change their minds about what size they want. Based on the recommendation of other communities, Kuehl said they chose to stick with just one size garbage tote. She said the only down side to using totes for recycling is not having the capacity for larger items. Fuchs does provide stickers for those items and will pick them up via a scheduled date with the resident. Schreiber asked if Fuchs will need a decision from Council sooner rather than later? Kuehl said yes, in order to allow more time for ordering the totes. Mayor Johnson asked if there is a choice on color? Kuehl said the colors are pre-set at blue for recycling, and dark green/grey for garbage. Savageau asked about pick-up for homes which currently have garbage set in their alleys? Olek said if this program is chosen, there will be no alley garbage pick-up going forward. He said those residents will need to be reminded to set their new bins out far enough to allow the trucks with the swing arms to pick them up. Kuehl said in Dilworth, some residents chose to place their totes at the end of the alley. Savageau asked about any damages which may happen to the bins, and who ends up being responsible? Kuehl said residents who have damaged bins due to their own negligence would be responsible, but not if the damage was due to factors outside their control. Council agreed to look at estimates and provide Fuchs with a decision.

b. Franchise Fee with Xcel & Red River Electric - Wendy Affield – Affield referred Council to the letter sent by Xcel regarding the set up of a “franchise Ordinance.” In the letter, Xcel referred to ordinances about gas and electric franchises, and she sent a copy to City Attorney Ken Norman. Norman was concerned the ordinances did not currently contain any verbiage about charging a fee, because most municipalities do. Affield researched on the League of Minnesota Cities (LOMC) website to get more information. She said the franchise ordinance is requested every twenty (20) years, and the previous agreement was done back in 1994. She is asking Council if they would decide to implement a fee? She

noted the fees are percentage-based, and whichever amount the Council would decide on, Xcel will end up billing the residents the same in order to recoup. Owings asked if this would also include Arvig (telephone) service? Affield responded she was not sure, but would look into it. Schreiber asked what the franchise fee is for? Affield said she believed Xcel is basing the fee on their gross revenue. She suggested instead a one-dollar (\$1) hookup be charged to residents, which would be simpler. Owings feels the biggest complaint concerning these gas and electric companies is that they do not restore resident's property after they work in the area. The repairs need to be done so the yard looks the same as it was before the work started. He thinks the City should ensure a performance bond is in place. Affield informed Council the right-of-way permit process is in place and the performance bond request is included. If the fee option is chosen, Owings thinks it should be set at the lowest percentage possible. Mayor Johnson asked if the old ordinance could be amended to include verbiage regarding the fee? Affield said she is currently going by the ordinance provided by the LOMC because Xcel's but does not include any section on franchise fees. Affield explained Mr. Norman feels the City should be receiving a franchise fee. Mayor Johnson said he agrees with Owings regarding the performance bond, and Xcel needs to be more accountable for residential damage when doing any work in the City. Schreiber asked if the fee is a percentage, then it is most likely based on homeowner usage? Affield said yes. Owings asked if other surrounding cities comparable in size to Glyndon are charging a fee also? Affield responded many of them are, unless the particular city owns its own utilities. She said Norman suggested sticking with a percentage-based fee rather than a specific dollar amount per bill. Schreiber asked if the City could use those funds from the fee to repair any damages to property not fixed by Xcel? Affield said yes. Owings suggested the City perhaps start at one (1) percent. Affield reminded Council whatever percentage is chosen, it will be set for the next twenty (20) years. Schreiber and Mayor Johnson agreed. Savageau stated she feels Xcel will turn around and make homeowners pay for the fee. Owings said he is also okay with not charging the fee, because his main concern is the performance bond. He feels the bond could also be implemented via a yearly contract or retainer. A motion to start the paperwork process for a one (1) percent franchise fee for Xcel was made by Dave Owings, seconded by Justin Schreiber. All in favor.

Motion Carried.

7. Discuss Additions to the Agenda

8. Old Business/Unfinished Business

a. Discussion - Community Center Repairs – Owings stated since City Maintenance Supervisor Scott Lofgren is not here today, Council should table this discussion until all department heads will be present at the next regular Council Meeting. Mayor Johnson noted Lofgren is getting an estimate from Rungers to install heating ducts in the ceiling instead of in the floor. It may take the purchase of a new furnace in order to properly finish the job, as condensation is likely the culprit for the roof leaking. Council agreed to table discussion until the next meeting.

b. Discussion - Stop Signs on 2nd Street and Andrews Avenue – Mayor Johnson said after residents voiced their concerns, it will be up to Council to decide if a stop sign or signs should be placed on the corners of 2nd Street and Andrews Avenue. Affield said she placed an 'X' on the handout showing there is currently only one stop sign at the intersection. Schreiber asked if the current sign is only for 2nd Street coming west? Affield responded yes. Savageau feels if drivers are coming south on Andrews Ave., they should be making a full stop at 2nd Street, especially since 2nd Street is now the main access road from Stockwood to Parke Ave. Schreiber said perhaps no signs are needed on 2nd Street at all, and instead just place ones on Andrews Ave.? Mayor Johnson suggested a yield sign? Savageau pointed out the City does not have yield signs anywhere else in town. Schreiber agreed, and said Andrews Ave. is the only north-south street which ends at 2nd Street, so placing a stop sign there makes sense. Chief Cline agreed, and reminded Council to ensure the sign is visible to motorists, and not obstructed by tree

branches or bushes. A motion to have a stop sign installed for south-bound traffic at the intersection of Andrews Ave. and 2nd Street was made by Dave Owings, seconded by Kimberly Savageau. All in favor. Motion Carried.

c. Discussion - Part-Time Maintenance Worker - Dave Owings – Owings stated as he mentioned before, he is proposing to end the temporary seasonal job position by the end of the year, and for budget purposes keep the Maintenance department at three (3) full-time positions. He stated he will recommend Lofgren offer the seasonal worker the remaining twenty (20) hours per week not worked by the employee on workman's comp. This will be in place until our injured worker comes back full time. Mayor Johnson asked if there are any updates with the current workman's comp claim? Affield said no new information or changes have come up, other than the LOMC HR representative recommending given a full year to see if they can make it back to full-time status. She said this time period would be ending around February 1st, 2020. Affield suggested the Maintenance Committee speak with Lofgren about finalizing these details for the department. Mayor Johnson agreed. Owings stated he would like to see Lofgren present more detailed job duties for the current positions in order to show where there might be the need for an extra full-time employee down the road. Schreiber agreed, and said the job duties should be descriptive of daily, weekly, monthly categories. Savageau asked if there has ever been a changing of committee members during the year? Owings said no, not since he has been a Council Member. Savageau asked if there could be? Owings said he felt it would be up to the Mayor to decide on any changes. Savageau felt Owings would be a better fit to be on the Maintenance Committee. Mayor Johnson said there is only a month left of the current committee schedules, and so any changes going forward he will make after the 1st of the year. Owings stated he has been the most vocal about the direction he would like to see the Maintenance Department move in the future, and he is more than willing to be the one to communicate those needs to Lofgren in terms of this department. He said he is fine with waiting until after the 1st of the year for the official change. Mayor Johnson is allowing Council Member Owings move forward as a representative of the Maintenance Committee. Dave Owings made a motion to notify the temporary seasonal worker their position will be ending on December 31st, 2019, with the seasonal position turning into a part-time position starting January 1st, 2020. Council will allow the part-time employee the difference so the total hours between both part-timers does not exceed forty (40) hours. Mayor Johnson asked if we offer benefits to part-time workers? Affield stated, we do not. After further discussion Owings removed his previous motion. Dave Owings made a motion that we notify our seasonal worker will end December 31, 2019, and Council is yet to decide on part-time hours, seconded by Justin Schreiber. All in favor. Motion Carried.

It was recommended activity logs be filled out daily for the Maintenance Department. Council discussed making sure reviews are completed on the Department Heads yearly.

d. Market Study Update - **This portion was temporarily skipped over to discuss Chief Cline's updates** Affield said preliminary numbers have come in from David Drown Associates, but she has not yet provided them to Council. She said Council has a choice to go with a COLA and STEP pay increase system. Council stated they would like to have a COLA/STEP system. If the Council decided to go with a two-point-five percent (2.5%) COLA and a STEP increase we would be looking at a twelve thousand, three hundred eighty-eight dollar (\$12,388) increase in payroll for 2020. Affield stated one of the full-time maintenance positions is currently the lowest paid, they suggested increasing that wage. She said the job descriptions will be completed soon, and representatives from DDA will be here to go over the details of the study. Affield reminded Council in December there is only one scheduled meeting, and it might be wise to schedule a morning meeting in order to approve the expense sheet so she can pay the monthly bills. Owings also reminded about the franchise ordinance needing three readings, too. Council agreed to meet again on the morning of Monday, December 23rd at 7:00 a.m.

9. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline stated the department is up to three thousand, one hundred twenty-five (3,125) ICR's for the year, approximately two hundred, eighty-four (284) calls per month. He said there have been a rash of area burglaries, including the elevator here in town. He is going to remind local business to keep their doors locked and to check their security systems. Owings asked Cline if he could put together a list of recommended security systems for residents, we can include it in the next monthly newsletter? Cline said yes, he can put together some options, as he feels it is a public safety issue which needs to be addressed. Mayor Johnson said he is not impressed with some security cameras as they do not provide very clear images. Cline feels the current doorbell camera systems are actually worth their cost, and said the video feed they provide is pretty clear.

b. Bob Cuchna, Fire Chief – Not Present.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Not present.

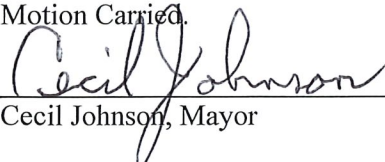
d. Wendy Affield, City Clerk – Affield said she sent an email alert out to the City regarding the opening of Dollar General. She said she had already visited the store and was impressed by the layout and the number of items available. Mayor Johnson agreed and said people will really be amazed how many things they will be able to buy locally. Affield stated Dollar General is planning a grand-opening for later in the month, possibly the 23rd of November. ***Refer to Market Study section above***


10. Open Forum

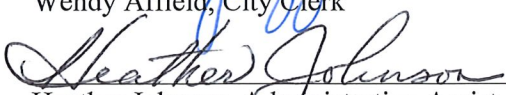
11. Miscellaneous Announcements – Schreiber wanted to ask Council if anyone knew who would be responsible for the winter maintenance of the Parke Avenue driveways? Affield said the County will be responsible for taking care of the road. He asked if Sellin Bros. will be taking care of the driveways? He is concerned about residents having to snow blow and running the risk of damaging their snow blowers on the gravel. Mayor Johnson said this would be something to discuss with either Sellin Bros. or Hough Construction. Affield said she would send City Engineer Carlson an email to find out more information. Savageau asked why there were orange cones placed on Parke Avenue this morning? Affield said Lofgren provided Kuehl Farms the cones and the Kuehls placed them on the street in order to provide turning room for their trucks. She said on Monday the 18th at 11:00 a.m. there is a meeting scheduled with MnDOT to discuss options with the County about the intersection of Parke Avenue and Hwy 10. She added the school buses are also having a hard time managing the turns, and so something needs to be addressed. Mayor Johnson asked if the Kuehls were issued a permit for the cones? Affield said no, and the person she spoke to at MnDOT said a permit either needs to be obtained by the farmer or the City. Affield said since it is not the City's responsibility for any damage which may occur, it will be up to the farmer to obtain the permit. Schreiber said the best remedy would be for the road on Hwy 10 be altered to add a turn lane on the other side of the street light. Affield said the other option would be to have the left-turning lane on Parke Avenue removed.

12. Adjournment – A motion was made by Dave Owings to adjourn at 8:28 a.m., seconded by Justin Schreiber. All in favor.

Motion Carried.


Cecil Johnson, Mayor


Wendy Affield, City Clerk


Heather Johnson, Administrative Assist.