

Agenda for Glyndon City Council
06/12/2019

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, and Joe Olson; Police Chief Mike Cline; City Clerk Wendy Affield; City Administrative Assistant Heather Johnson and Maintenance Supervisor Scott Lofgren.

Absent: Kimberly Savageau

As Per Sign in Sheet: Butch Anton, from Superfrog Signs.

3. **Motion to Approve Consent Agenda** – Affield informed Council after the HR Committee met with the Department Heads it was suggested items under new business be added to the Consent Agenda, Council will review the items once the Agenda is emailed to them. This way the meeting will move along faster and more time will be left to discuss the important items. Affield stated she has visited with City Attorney Ken Norman and he agreed to the idea and wanted you to know if there is anything in the Consent Agenda you would like to talk about you can request it be discussed under New Business. Affield requested Council be aware of the Clay County Auditor charge on the expense sheet, it is for Outlot A & B in Southview. Since the property was not deeded to the City before July 1st of 2018 the property taxes will have to be paid. Next year and future years no taxes will be collected. A motion was made by Joe Olson to approve the Consent Agenda, seconded by Justin Schreiber. All in favor.
Motion Carried.
 - a. **Minutes – 5/22/19 Council Meeting**
 - b. **Approve Resolution of Payments**
 - c. **Miscellaneous Items:**
 - **Mowing Notice Signs will be Used Instead of Letters – Unless Rental Property**
 - **Signed 2-Hour Contract with Twelve Strings for Glyndon Community Picnic Music**
 - **Accept Resignation Letter from Ashley Winter – Rescue**
 - **Plant Arrangement Sent to Donald Vogel's Prayer Service**

4. **Additions to Agenda**
 - **Recouping Southview Outlot A & B Funds – Mayor Johnson**

5. **Motion to Approve Agenda**

A motion to approve the 6/12/2019 Agenda was made by Justin Schreiber, seconded by Dave Owings. All in favor.
Motion Carried.

6. **New Business**

a. **“Glyndon” Sign Maintenance – Butch Anton from Superfrog Signs** – Anton came in to talk to the Council about the City’s two (2) “Glyndon” signs, and to give a bid for upgrading to “diamond grade” lettering maintenance. He stated he feels the two current signs in Glyndon are the nicest and most unique signs on Highway 10 up to Minneapolis. In his previous discussions with City Maintenance Supervisor Scott Lofgren, it was mentioned the City might choose to add electric lights to the signs. Anton analyzed both City signs and took a look at the rusting issue currently happening, along with other maintenance issues. He provided Council with close-up photos of the signs in order to point out the areas needing the most work. He stated when bids are initially taken before a sign is built, it is standard for any sign company to try and keep the cost down on the proposal to make the bid more appealing. He went on to say how this kind of bidding can ultimately result in cheaper products being used for the sign, and are not of the highest quality. Then problems such as oxidation occurs, or “rust peel.” These issues can be fixed, but require sanding and refinishing. Anton stated he went to the SEMA Convention in Las Vegas, which is the Specialty Equipment Manufacturers Association on dealing with rust, automotive, and other materials. Locally in Fargo, there is a distributor called Dakotaland who sells a product made special for paint to eliminate rust or inhibit rust from becoming worse. Anton feels the current rusting on the City’s signs is due to improper paint application from the get-go, as it should have been sandblasted, primed with epoxy, and a final covering of automotive polyurethane paint. He noted the current signs are in decent condition overall, especially the “dry bit” areas, but any metal portions show rusting on the edges. One post was mis-cut, and has a gap around it which was never properly sealed and has caused a significant amount of moisture to settle. Anton recommends a true seal be added, and noted it appears one had been attempted previously but did not work. Anton further recommended adding a “cove” to the sign posts, so rain or other water will be directed away. Using a form of either weather-proof PVC or plastic along with silicone will be a great improvement maintenance-wise. Anton presented his proposal to include options other than electrified lighting, as in his opinion electric is too static. He feels the location of the City’s signs are in great places to use oncoming vehicle lights to their advantage. Anton then provided the Council with two (2) product options for the lettering on the signs, one is HIP (High Intensity Prismatic) made by 3M Industries, and the other is DG3 (Diamond Grade 3), which is currently used by the MnDOT for all highway signs. He explained the DG3 is twice the expense of HIP, but in his opinion, it is a much better product as it is far brighter. Anton provided a sample Glyndon sign with the lettering done using both options, and also provided LED flashlights to the Council to mimic the LED headlights on vehicles, so when shining on the sign, the Council would see how the lettering reflects back. As the Council could see, the DG3 lettering option shines at an angle of 180 degrees, meaning the effect can be seen even when passing the sign, whereas the HIP only reflects back at a 90-degree angle, and the effect is seen only straight-on. Anton went on to say in his opinion, the DG3 is a far better lighting option for the City than having to rely on electric lights. His recommendation is to keep the original City signs, but to cover the lettering in the high-intensity prismatic in order to maximize lighting and to eliminate any rusting problems. He explained the longevity of the new lettering will be around fifteen (15) to twenty (20) years. His bid for using the HIP would be approximately fifteen-hundred dollars (\$1500) per sign. If the City chooses instead to use the DG3 diamond-grade covering, it would equate to about two-thousand dollars (\$2000) per sign, which includes fixing the current paint issues and other maintenance. After that, he recommends the City look into a yearly maintenance program for approximately four hundred dollars (\$400), which covers any repairs and all future cleanings. Mayor Johnson asked what the signs would look like if electric lights were also added? Anton explained lights would illuminate the poles, but without them the lettering is actually ten (10) times brighter. City Clerk Affield asked for clarification as to whether Anton recommends no electric lights to be added to the prismatic lettering? Anton confirmed no; he does not recommend any added electrical lights. Affield asked to confirm his second bid total, at three thousand dollars (\$3000), is this for the DG3

lettering option? Anton responded yes, as the diamond grade is the top of the line product at roughly ten dollars per square foot (\$10/sq. ft.). City Maintenance Supervisor Lofgren noted he feels this kind of lettering is a better solution than simply adding electric lights. In talking with surrounding cities who use a solar lighting option, it is generally not preferable and highly disliked. Lofgren also spoke with Mark Halvorsen from JDP Electric who said the Xcel Energy meter charges alone for electric lights would be high. Mark Halverson will research other options and present them to the City in the upcoming weeks. Chief Cline stated the prismatic option would be less cost due to not running electricity, less maintenance due to not replacing bulbs, and the signs do not need to be lit during the day. Council Member Olson noted he was in favor of the prismatic option and also of the maintenance cost. Cline added the City could raise the maintenance cost in order to have Superfrog provide maintenance to all of the City's signs. Affield noted the Council has previously discussed adding signs for the new residential developments as well onto the "Glyndon" signs. Lofgren feels the cost for the high-grade lettering is money well spent considering the low maintenance, but is waiting for Council's decision. Council Member Owings noted the original City signs were part of a resident's donation, and maintaining them is the City's responsibility. Owings agreed with Olson and Cline, hiring Superfrog Signs for maintenance of all City signs would be a good move to include in the budget. Council Member Schreiber agreed to use the high-grade option as he feels the signs will stand out better. Olson asked whether funds are available for the new option? Affield confirmed funds have already been set aside in the budget for this project, and the electrical funds were set aside in the restricted savings account. Mayor Johnson inquired whether new signs will be added in the future? Schreiber responded there will be a sign for the park in Southview once that has been developed. Cline asked to clarify if these signs will be the City's responsibility? Affield responded signs in the City park in Southview will be the City's job to maintain, but any development signs are added they would be the developer's responsibility. Cline suggested the City put together a list of potential City-wide signs in order to have a more detailed maintenance bid from Superfrog. A motion to approve choosing high-grade lettering and sign maintenance from Butch Anton at Superfrog Signs was made by Joe Olson, seconded by Dave Owings. All in favor.

Motion Carried.

b. Approve Special Assessments Deferment Request for Parcels #55.075.0910, #55.075.0900, & #55.075.0980 in Charleswood Addition – Affield confirmed the deferment and interest can be approved by the Council. Affield stated the deferment request has now been signed by all three homeowners and will be sent to the County once the Council gives approval. Schreiber agreed this deferment is the right thing to do, as it is still unclear when the development will actually be finished. Olson feels if the homeowners are not receiving any direct benefit from the development, they should not have to pay the special assessments until they are. A motion to defer the special assessments and interest for these three partials was made by Justin Schreiber, seconded by Joe Olson. All in favor.

Motion Carried.

c. Approve Hiring Ron Sick for the Seasonal Maintenance Position – Mayor Johnson asked if the ad notice mentioned salary for the position? Affield responded the position was advertised for thirteen to fifteen dollars per hour (\$13-\$15/hour). Mayor Johnson then asked if the amount offered is appropriate for the position? Owings stated he felt the wage offered should reflect the fact this position is not a benefitted position, and should be on the higher end. Cline asked if they work forty (40) hours a week would you not have to give them benefits? Lofgren stated, it is a forty hour per week (40 hr./wk.) position, but considered "temporary seasonal" so benefits are not given. Owings noted his son is also a temporary seasonal employee, and works forty (40) hour weeks without benefits. Lofgren noted an employee will hit "full-time" status

once they log fifteen-hundred hours (1500). Schreiber noted the potential is there to become full-time should our injured employee not be able to come back to work full time. Owings feels this is a good opportunity to view this as an “intern-to-hire” possibility. Lofgren feels the offered salary should be high enough to keep a new employee from looking elsewhere. Owings agreed, and re-stated he would like to recommend giving him the high-end of the salary option. Council discussed the different specialties that are needed for each maintenance position. A motion to approve the hiring of Ron Sick for Seasonal Maintenance at fifteen dollars per hour (\$15/hr.) was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.

d. Excavation Code – Policy Statement 2019 & Permit to Work Within City

Property/Right-of-Ways – Affield stated the bond amounts have been added to the Excavating Code/Policy and it has been approved by both City Attorney Ken Norman, and City Engineer Kris Carlson. Mayor Johnson asked to clarify when utility companies come in to the City to do work, they are now required to notify the City first? Lofgren responded currently no advance notice is being given to him by utility companies, he receives notification from Gopher One that he needs to mark the utilities because they will be doing work in town. Lofgren stated going forward with this policy they will have to have the work approved by him first. Affield stated the Code/Policy and new permit will be added to the City website. Mayor Johnson asked if the new code and permit applies to any work done by Randall’s Excavating? Lofgren responded yes, and Affield clarified by saying only if Randall’s is not doing work on the City’s behalf. A motion to approve the Excavation Code – Policy Statement 2019 & City Property/Right-of-Way Permit was made by Justin Schreiber, seconded by Dave Owings. All in favor.
Motion Carried.

e. Request to Draw Down Letter of Credit for Southview Special Assessments –

Affield stated as of yesterday, the specials for the Southview lots still owned by the Developer have not yet been paid. According to the Developers Agreement *“In the event that the Developer fails to make any scheduled assessment payment including penalties, the City shall have the right to draw down funds on the bank Letter of Credit, after providing the Developer with written notice of such default and failure by Developer to make payment within fifteen (15) days after receipt of such notice from City.”* If not paid by today, June 12th, the City will then request an official draw down via letter to the bank. Affield stated the amount was roughly one-hundred twenty-eight thousand dollars (\$128,000) including interest as of the end of May. The City will use those funds to pay the assessments to the County. Affield also noted the funds are then paid back to the City by the County to be used to make the bond payment. The City has not yet heard back from the Developer, but did receive a signed certified card with his signature stating he has received the letter sent by the City. Affield also noted per her discussion with City Attorney Ken Norman and Financial Advisor David Drown, she was informed since the Developer did not pay the assessments the City will no longer be responsible for reimbursing forty percent (40%) of the Letter of Credit’s annual renewal fee to the Developer. David Drown informed Affield since the payment was not made for the first half of the 2019 Special Assessments, he has defaulted on the Developer’s Agreement that is in place. Affield stated the next portion of specials are due by October 15th of this year. A motion to approve a draw down to the Letter of Credit for Southview’s Special Assessments payment was made by Joe Olson, seconded by Justin Schreiber. All in favor.
Motion Carried.

7. Discuss the Addition to the Agenda:

- **Recouping Southview Outlot A & B Funds – Mayor Johnson**

Mayor Johnson inquired as to how the City will recoup funds from Southview Outlot A & B property taxes that need to be paid? Affield responded the City will recoup a portion of the one-thousand eighty-eight dollars (\$1,088) and one-hundred sixteen dollars (\$116) once the property taxes are paid. Affield also stated the property was supposed to be dedicated (deeded) to the City, once the project was finished but the County never received the information from Richards' Attorney Corey Elmer. Affield is not sure if the City should request payment for this from the Developer? City Attorney Ken Norman stated it is up to Council, you do have the option of pulling it from the Letter of Credit. Affield stated this is a onetime payment, next year there will not be an amount due. Council Member Olson asked if this had already been covered in the Developer's Agreement? Olson agreed the City needs to be prepared as much as possible and should check on that. Owings stated he feels the payment should be made now since it is due, and then more research can be done on the City's recoupment options. Olson stated he feels the City should attempt to reach out to Richards as well. Council agreed to make payment and do further research.

8. Old Business/Unfinished Business

a. Project Updates – Kris Carlson – Not present. Affield noted the Parke Avenue Project update meetings for residents will be bi-weekly going forward, starting on Monday the 24th. Weekly meetings with the engineers and project managers will continue as well. DGF Schools are also being kept updated by Sellin Brothers, and the post office boxes have been placed for residents to use. Schreiber noted the pond off 7th Street looks to be almost completed, and Lofgren confirmed by saying rip-rap will start now. Owings asked Sellin Brothers about the project's timeline, and was told the project in its entirety is just slightly ahead of schedule right now. Lofgren stated the crews laying the water lines have been exceeding their own daily expectations in regards to footage completed. He also noted Q3 is the subcontractor for Xcel Energy who is in charge of the gas main work on 12th Street, the work has been moving along, however they have been causing issues by blocking driveway access to some residents. Q3 is not associated with the Parke Avenue Project, and hopefully residents can be made aware. Mayor Johnson agreed and said some complaints have been made regarding blocked driveways. Lofgren stated both Ulteig and the County talked with Q3 about the complaints, and Affield also noted how residents had called stating their trucks were driving down Lyndon Avenue. City Engineer Kris Carlson visited with Q3 to make sure their trucks stay off of Lyndon Avenue. Mayor Johnson stated another resident issue was regarding garbage pick-up. Lofgren stated Fuchs Sanitation has placed dumpsters for the resident to use in the Community Center parking lot, as they do not have the ability to drive down Parke Avenue. Sellin Brothers has also offered to help pick up garbage if notified ahead of time.

9. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline reported fourteen-hundred seventy-five (1,475) ICR's for the year, and approximately two-hundred forty-five (245) service calls for the month. He received a phone call from City Prosecution Attorney Cheryl Duysen regarding Sarah Peterson at 418 2nd Street. Duysen feels the City has made its point known with the multiple citations issued, and recommends the City cease at this point. So far, Peterson has received nine (9) citations which are also court appearances. Her first court appearance was yesterday; however, it was rescheduled by the Court for June 18th, 2019. On the criminal portion of this issue, Attorney Steve Beitelspacher stated he would be willing to coordinate with both Norman and City Building Inspector Steve Schroeder going forward. Norman has discussed putting together the legal documentation necessary to serve an eviction to the residents. Cline stated once this legal letter has been received, his department can then proceed with an eviction notice. Olson asked what the timeline is going forward? Cline responded it is now up to Schroeder and Norman to finalize the legal documentation explaining why the residents can no

longer live in the home. Once he has something in hand, he and Schroeder can present it to the homeowners and evict based on the home being uninhabitable. No improvements have been made on the home up to this point, and no occupancy permit has been obtained. Once served with legal documentation, then the homeowners will have 'x' amount of time to vacate and locks will be placed on the doors once that time is up. Cline asked Lofgren to be prepared ahead of time and purchase the proper locks for the doors. The homeowners may contact their own legal aid attorney, and an injunction against the City may take place, but Cline still intends to move forward as quickly as possible. Owings inquired if Peterson showed up to her first court appearance? Cline responded he does not know as he was not present at the time. Cline noted Peterson will have to appear for each of the nine (9) citations she has already received, whether it all be in one day or on separate days. Cline added the situation is now just waiting for the civil side of the proceedings to take place.

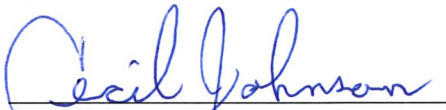
b. Bob Cuchna, Fire Chief – Not present. The circuit board for the generator's transfer switch needs repair, and the estimate from Cummins Sales & Service is one-thousand, nine-hundred sixteen dollars and seventeen cents (\$1,916.17). Lofgren explained when the power goes out, the transfer switch acknowledges the absence of line power, and automatically switches over to the generator. Since the circuit board is broken, sometimes the generator works and sometimes it does not. If the Fire Department receives a call during a power outage, and the generator will not kick in, then the main twenty-foot (20') door to get the fire truck out will not work and it has to be pushed up by hand. Cummins had also looked at the generator back in 2016, and recommended the circuit board be replaced. A motion to approve the replacement of the circuit board on the standby generator was made by Dave Owings, seconded by Justin Schreiber. All in favor.
Motion Carried.


c. Scott Lofgren, Maintenance/Public Works Supervisor – Council Member Schreiber asked Lofgren about the ditch along 12th Street SW by Southview, and if homeowners are responsible for mowing since the ditch is considered City Right-of-Way (ROW)? Lofgren stated it has always been City policy if the ROW is in front of a residential home, then it is up to the homeowner to maintain it. Lofgren added his department has been aggressive on mowing letters, but will take the tractor mower to any ditch where a resident is unable to mow themselves due to culvert work. Affield inquired if city-wide mosquito spraying has been scheduled yet? Lofgren responded he has not yet scheduled one but will, the aerial spraying is usually scheduled for right before July 4th and also right before Glyndon Days. Affield stated three (3) sprayings were included in the budget. Owings asked again about the resident with the ditch mowing issues due to culvert work? Lofgren stated a letter will need to be sent to the resident stating he has ten (10) days to finish the ditch repair, and he also inquired if the resident has paid? Affield responded he has not yet paid, although he came in and tried to pay with a credit card. Olson asked if the City has any specific policy or ordinance regarding mowing of ROWs? Lofgren said he knows the City has one, and he was looking for it along with an ordinance or policy regarding placement of residential sump pump drain hose. Owings stated if we are unable to locate anything specifically regarding either issue, then the City needs to work on getting an ordinance drafted and approved as soon as possible. Lofgren believes there is a state regulation regarding sump pumps, and the City could look at that. Schreiber inquired as to any work being done on City potholes, and also if the Stockwood signs had been addressed? Lofgren responded he is aware of the potholes, and will be taking care of them. He also added the signs in Stockwood will be taking down. Lofgren also mentioned his meeting with Monsanto regarding the pollination garden going in next to the Community Center. Monsanto will be planting different types of long-grass to make for a butterfly habitat, and will include signage for kids as a kind of education/beautification project. Mayor Johnson asked as to whom will be in charge of maintaining the garden? Lofgren was not sure off-hand, but he and Affield both stated Monsanto/Bayer have their own volunteers as this is an employee-driven project.

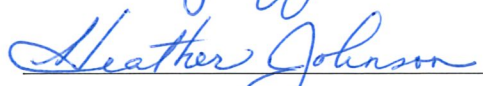
d. Wendy Affield, City Clerk – Affield informed Council a Berkley Risk Auditor was at City Hall yesterday to do the yearly Workman’s Comp Premium Audit, and all went well. Last year the auditor had asked for City maintenance employees to keep track separately of their hours in park, sewer, and water categories as these are charged out differently. The Auditor feels the City can save on workman’s comp if this process is completed monthly. Lofgren noted it is better in the long run to keep track separately. Affield agreed, and said by keeping these detailed sheets it saves the City money in the long run. Simple Website Creations will be at City Hall next Monday to meet and discuss redoing the City’s website. Buffalo River Watershed District will be meeting at City Hall next Tuesday to discuss the East tributary. Mayor Johnson asked about 110th Street residents being included for mosquito spraying? Lofgren responded he has not directly spoken with the homeowners, but he has already expanded the map coverage to include them when spraying does occur. US/Solar and Glyndon had a brief mention in the Fargo Forum, and Affield confirmed the DGF School System signed up for their solar program. Mowing letters have now been changed to yard signs. A security mirror has been hung facing the entrance to City Hall, as sometimes there is only one person in the office. Olson noted there are places where desks have been installed with alarm “buttons”, and wondered if the same could be done in City Hall? Affield stated at the next Council Meeting she will be gone for a conference in Duluth, and Administrative Assistant Johnson will run the meeting. Payroll will be processed one day late due to the conference.

10. Open Forum - Council Member Schreiber wanted to clarify the new Consent Agenda process, as he sees it as an opportunity to speed up the Council Meetings. Many of the Consent Agenda items are “information only” and do not need to be discussed in the regular meeting. This way the Council can move through quicker to City items needing motions and approvals. Affield stated she checked with City Attorney Norman to ensure the new Consent Agenda process is ok. Owings inquired if either Affield or Johnson need any further pictures for the new website? Affield stated she believes she has all the necessary photos, including ones for the new developments. Schreiber asked if the new website will be able to be modified by the City? Owings clarified Simple Website Creations will be doing the major building portions of the site, and once built then the City will be able to do its own modifying. Olson feels the Council should get together to mutually decide what information will be on the new site. Owings agreed and noted other city websites have headshot photos of their Council members, and he feels our new site should also. He continued it is important to some residents to be able to recognize who is on the Council, and he would be willing to bring in the proper photography equipment to take professional photos.

11. Adjournment – A motion was made by Justin Schreiber to adjourn at 8:34 a.m., seconded by Dave Owings. All in favor.
Motion Carried.


Cecil Johnson, Mayor


Wendy Affield, City Clerk


Heather Johnson, Administrative Asst.