

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, Joe Olson, Kimberly Savageau, Justin Schreiber; City Clerk Wendy Affield; Administrative Assistant Heather Johnson.

**As Per Sign in Sheet:** Randall Henriksen

3. **Motion to Approve Consent Agenda** – Affield added three (3) invoices to the Resolution of Payments; one will be for \$20.00 paid to Wendy Affield for purchasing of face masks for the Police Department (COVID-19), second invoice is for \$7.73 paid to Matthew Tri for toilet paper and cleaning supplies for the Police Department and the last invoice is for \$2,170 paid to Minnesota Technical College for rescue training. The rescue training will be reimbursed to the City from the State. Council Member Joe Olson abstained from voting due to his brother Andy Olson receiving a pay raise. A motion to approve the Consent Agenda was made by Justin Schreiber, seconded by Dave Owings. All in Favor (Olson abstained).

Motion Carried.

- a. **Minutes – 3/11/20 Council Meeting**
- b. **Approve Resolution of Payments from March 30<sup>th</sup>, 2020 Expense Sheet**
- c. **Approve Resolution of Payments:**
  - **Approve Andy Olson’s Pay Increase for Passing the Water Certification Test – He will Move One Step in the City’s Pay Grid System – From \$20.30 to \$20.91**
  - **Approve Adding Grade 15 to the “New Pay Plan” Range Steps from David Drown to Cover Chief Justin Vogel’s Pay Scale**
  - **Approve Chief Michael Cline’s Resignation Letter**

4. **Additions to Agenda**

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. **1<sup>st</sup> Reading of Ordinance #192 – An Ordinance Granting Midcontinent Communications a Non-Exclusive Franchise Agreement and the Right to Operate and Maintain a Cable Video System Within the City Limits** – A motion to waive the complete reading of Ordinance #192 and accept this as the first reading was made by Kimberly Savageau, seconded by Dave Owings. All in favor. Motion Carried.

b. **Approve Bid for Replacing Electric Control Panel and Two Lift Station Pumps at the Pleasantview Lift Station – Bids are from EP Electric Pump and Minnesota Pump Works** – Affield informed Council City Engineer Kris Carlson has reviewed both bids, and per his recommendation the

City should choose EP Electric Pump. This bid does not currently include the radio transmitter, which would increase the amount around four thousand dollars (\$4,000). A motion to accept the bid from EP Electric Pump with the additional cost of a radio transmitter was made by Dave Owings, seconded by Joe Olson. All in favor.  
Motion Carried.

**c. Blilie's Septic Agreement Recommendations from City Attorney Ken Norman** – Affield stated she had City Attorney Ken Norman review the agreement, and he has some concerns. She also did some checking with area cities, and had received a response from Barnesville saying they do not allow septic to be dumped in their ponds as it adds a lot of stress on their system. Norman provided a list a questions and concerns for Council to review. Mayor Johnson said Blilie's has already been dumping into City ponds for a long time, and he would like to know more specifically how many times Blilie's expects to be dumping? Affield added she spoke to the auditors, who stated it would be allowed from their perspective, and Norman said if Council wishes to agree to it, then there needs to be more provisions added to the agreement. Owings agreed, and said it should not come down to a barter system. He feels the City needs to have an actual detailed invoice breaking down exactly how much is being dumped. Olson feels the entire practice should be stopped, if the City allows one person to do so, then they have to allow all people to do it. Mayor Johnson said he has already been receiving questions about why Blilie's is being allowed to dump in the ponds, so he is having second thoughts as well. Olson said he is not altogether comfortable with it since there has been no log sheets showing the number of dumps per week or anything like that. Owings said the City should not agree to the contract. Affield reminded Council of the previous motion to agree to it, and asked if the motion needs to be retracted? Savageau said the motion was contingent upon the City Attorney's recommendations, so if Norman has concerns then there can be a motion made to not approve the contract. A motion to not approve the Blilie's Septic agreement was made by Kimberly Savageau, seconded by Joe Olson. All in favor.  
Motion Carried.

**d. Request to Prorate Liquor License Fee – Due to COVID-19 Virus – The Hill Lounge** – Due to businesses needing to shut down over the coronavirus pandemic, Affield stated Myron Knodel of The Hill Lounge had asked if the City would consider prorating the cost of their liquor license renewal fee. She feels if Council agrees to prorate the fee, then it would also need to be done for the other bar establishment in town, Morty's Bar & Grill. Mayor Johnson said other Minnesota Mayors have been doing things which would help their local businesses continue to run. He feels Council should do a little more research into what else other cities are doing to help their communities and local businesses during this time. Schreiber asked if the two bars in town have already paid for their liquor license renewals? Affield said no, as each bar receives two bills each year, one will be due in June and the other in December. Owings said his recommendation would be to do a three (3) month discount for both Morty's and The Hill, which equals five hundred seventy-five dollars (\$575) off their renewal dues. Schreiber noted the off-sale portion has not been affected, but since neither location has made any payments yet a discount would work best. A motion to discount the liquor license renewal fee by \$575 dollars for both Morty's and The Hill was made by Dave Owings, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**e. Gateway to the Lakes Advertisement** – Mayor Johnson asked how many years ago the City had quit taking out advertisements in this publication? Affield believes it was around 2013. Owings said the ad would be in a free flyer which is located at the entrance of convenience stores. Affield informed Council the flyer is also included in the Record Review and Clay County Union newspapers. He asked if the price was pre-set, or if it depends of what size ad was taken out? Affield referred Owings to the price sheet provided in the agenda packet, which detailed the costs of full-page, half-page, quarter-page, and eighth-page ads. She said the City has one thousand dollars (\$1,000) set aside for advertising purposes. Savageau said she would be fine with a full-page ad, as there are lots remaining to be sold in Southview.

Owings agreed and said there is also the upcoming Glyndon Days to get ready and start planning for, which could take up a quarter of a page. Schreiber pointed out this publication is also available to people online. A motion to take out a full-page advertisement in the Gateway To The Lakes publication was made by Kimberly Savageau, seconded by Dave Owings. All in favor.  
Motion Carried.

**f. Request Negotiations to Purchase Lot in Stockwood – Executive Session: Closed Door**

*\*\*Mayor Johnson read aloud the following statement: At this time the meeting will be closed as permitted by Minnesota Statutes, section 13D.5, subdivision 3(c), to consider an offer relating to the possible purchase of Parcel #55.729.0070 in Stockwood.\*\**

*\*\*Regular Council Meeting reopened\*\**

**g. Approve Resolution 2020-5 – A Resolution Authorizing the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon – Stockwood Parcel #55.729.0070 –**  
A motion to approve Resolution 2020-5, a Resolution authorizing the sale of real property located in Glyndon, Minnesota owned by the City of Glyndon, Stockwood parcel #55.729.0070 to Randall's Excavating 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. 3<sup>rd</sup> and Final Reading of Ordinance #191 – Electric Service Franchise Fee Ordinance with Red River Valley Cooperative Power Association –** Affield made note of a few changes that were made before the final reading. A motion to waive the complete reading of Ordinance #191 and accept this as the third and final reading was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.  
Motion Carried.

**b. Community Center Update –** Mayor Johnson noted when he came into the Community Center today, the humidity was extremely high and moisture was on the windows and walls. He feels there needs to be fans running to keep the humidity down so it does not ruin the work being done on the walls. Olson asked if the new furnaces have been installed yet? Affield said Council has not approved the furnace installation, we are waiting for all the bids to come in. Schreiber said there is some question on how to install the ductwork properly. Savageau asked if the bids are going to reflect enclosed ductwork, or the open spiral look? Mayor Johnson wondered if ceiling work should be done after the walls have been finished? Owings said he feels enclosed ductwork would be the cleanest look. The rest of Council agreed. Owings then said they will need to determine which heating company's solution will be the best choice, and ensure they adjust the bid to include the enclosed ductwork choice. Olson feels the Maintenance Committee should meet again to nail down everything by the next regular Council meeting. Affield asked Council if they had made a decision about replacing the ceiling tiles? Schreiber does not recall making a decision, although one was made regarding the lights. Affield confirmed, and stated the bathroom fixtures have been installed. She said Ivan's Drywall invoice will be an additional nine hundred thirty-seven dollars (\$937) to tape, texture and paint both bathrooms. She said the bathroom stall dividers will need to be replaced, after online research from Andy Olson and herself the cost would be around eight hundred dollars (\$800) each. Affield said she would do some more looking and provide additional prices for the next meeting. Schreiber wanted to mention there needs to be two partitions in the men's bathroom, specifically one between the urinal and the sink. He would also like to start the process

of planning for a new Community Center. Schreiber knows it is a long process from start to finish, and would like to look for an architect who could draw up plans for a new building in the future. Owings agreed, and said he would like to nominate Schreiber to do research in this area due to his experience with hotel event planning. Schreiber continued by saying an architect knows every detail and building code required when drawing up plans, so they are truly the experts to go to. He conceded an architect can be expensive, but it is a cost worth bearing to get the job done correctly. Affield said it would be better to have a building which includes smaller meeting rooms. Schreiber said if the City wants to continue hosting large events like wedding receptions, it would be necessary to have a building capacity closer to three hundred or four hundred (300-400). Olson agreed, and knows of an architectural firm based out of Minneapolis who will come in and sit down with Council to go over all of the wants, needs, and general uses in a new building. Mayor Johnson asked if funds need to be set aside in order to hire an architect? Schreiber said yes, and it would be better to ask a few architects what their fees are. Olson said he has a friend who does design, he could ask him to come out and just provide a ballpark figure. Owings said in order to garner revenue, he asked Schreiber to clarify the building capacity would need to be at least two hundred fifty (250)? Schreiber said yes, because the only way the Community Center is going to make money is by catering to events like large wedding receptions where there are a lot of guests. Owings said the upcoming new changes at the school might cause there to be things like regional meetings which could be held at the Community Center. Olson said it would be worthwhile to look into designing a building which could include space for things the City is paying for elsewhere. Schreiber suggested a storage space instead of the old depot building. Olson also mentioned he had Affield look into estimates for new flooring and Carlson for estimates on redoing the parking lot, two numbers which will be very important to have going forward. Schreiber noted the issues with the ceiling will eventually need to be addressed as well, and could be costly. He said there is no air-flow up there. Owings suggested they could go with an "open" look with exposed duct work. Mayor Johnson said there would need to be whirlybirds installed to help move the air around. Council agreed to do more research and table the discussion until the next meeting.

## **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** – Not Present - Owings stated he wanted to make a brief mention of the current high-level water issues on Lund Avenue. He said Lofgren had Jetway come to open the culvert. He spoke with Olson and took a look at the situation, and it appears the water level has decreased significantly. Owings said one resident appears to have two different sump pumps and both hoses are pointed in a direction which is flooding the area. He is wondering if Mayor Johnson would be comfortable asking the resident to move his hoses to point towards the culvert ditch instead? Admin. Assistant Johnson asked if Owings would like her to send out a letter? Mayor Johnson said he would make a visit to this resident instead. Owings said a phone call would most likely be more efficient. Olson said he and Owings are now preferring to turn to companies like Jetway as an answer to resolve the flooding issue, rather than paying thousands to fix the culvert completely. Mayor Johnson said if the culverts which drain north are cleared, the water will drain to Hwy 10. Owings believes these situations are the City's responsibility to clear. Mayor Johnson disagrees, and said the culverts in front of a house are the homeowner's responsibility, the culverts at the four corners would be the City's. Olson said Lofgren should know this is an issue every year, so it should be something regularly taken care of by his department when the snow melts in the spring. Owings asked for clarification on why a culvert in front of a home is a homeowner's responsibility? Affield and Mayor Johnson explained it is the homeowner's responsibility to install their driveway and the culvert is part of their driveway. Owings then asked why it would be the City's responsibility for water shut off going towards the main? Mayor

Johnson said he can only advise to what he has been told in the past. Affield said it would be better to discuss the topic when Lofgren is present, as he would be able to explain the difference. Olson said this comes right back around to having a detailed maintenance plan from year to year to prepare for these situations with the culverts. Savageau agrees, stating this problem should be addressed by the Maintenance Supervisor, it is his responsibility to make sure his department handles this effectively. She feels if Lofgren cannot manage his own department, and it ends up being managed by a Maintenance Committee, then there is no need for his position. Olson said there have been regular Maintenance meetings as of late, and he realizes it has come down to micromanaging the department but it is necessary at this point in order to get things done.

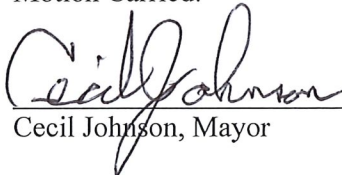
**d. Wendy Affield, City Clerk** – Affield noted the City was notified that it has sixty-six thousand, five hundred thirty dollars and sixty-eight cents (\$66,530.68) in its wheelage tax fund at the County. These funds can only be carried over until 2021. She stated Council previously discussed putting these funds towards the Parke Avenue project.

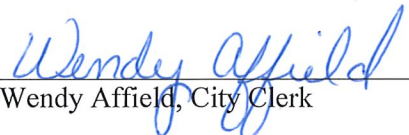
Mayor Johnson asked if Council wants Jetway to come back and clear out the culverts? Olson interjected by asking Affield how much it cost to have them make the previous two trips? Affield stated the invoices will be included on the expense sheet. Mayor Johnson asked if Carlson should come in and shoot the grade to see how the water flows towards Hwy 10 or should Randall's fix the ditches? Owings asked if this means modifying the ditches? Mayor Johnson said yes, in certain spots. Olson feels Carlson should first let us know what the cost would be, then make a decision from there.

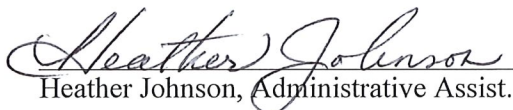
**10. Open Forum –**

**11. Miscellaneous Announcements –**

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

  
Cecil Johnson, Mayor

  
Wendy Affield, City Clerk

  
Heather Johnson, Administrative Assist.

April 8, 2020 Glyndon City Council Meeting Minutes