

Glyndon City Council
5/13/2020
7:00 a.m. Regular Council Meeting
Glyndon Community Center – COVID 19

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 a.m.
2. **Roll Call:** Council Members Present: Joe Olson, Kimberly Savageau, and Justin Schreiber; City Clerk Wendy Affield; Maintenance Supervisor Scott Lofgren; Police Chief Justin Vogel; City Engineer Kris Carlson; Administrative Assistant Heather Johnson.

Absent: Council Member Dave Owings.

As Per Sign in Sheet: Tracy Tollefson of DGF Community Ed.

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

- a. **Minutes – 4/22/20 Council Meeting**

- b. **Approve Resolution of Payments**

- **Approve Rose Anderson’s Resignation from the Recycling Center**
- **Approve Jarett Coulter’s Resignation from the Glyndon Police Department**
- **Approve Dakota Playground’s Bid to Remove Playground Equipment from the Glyndon School Site**
- **Approve Southview Special Assessment Draw Down on the Letter of Credit for \$112,487.00**

4. **Additions to Agenda**

➤ **Fire Pit Regulations or Ordinance – Mayor Johnson**

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

6. **New Business**

- a. **Approve Resolution 2020-6 – A Resolution Approving State of Minnesota Joint Powers Agreements with the City of Glyndon on Behalf of its City Attorney and Police Department – Chief Vogel** – Chief Vogel said the new MN BCA agreement is including a new charge to cities for processing search warrants and citing complaints. He said it is something the Police Department uses a lot and will have to have. The fee for the City will be fifty (50) dollars per month or one hundred fifty dollars (\$150) quarterly. A motion to approve Resolution 2020-6 was made by Kimberly Savageau, seconded by Joe Olson. All in favor.
Motion Carried.

b. Approve Retired Chief Michael Cline's Extra Vacation/Comp Payout – 79.3 Extra Hours – Affield stated the overage equals to two thousand, five hundred fifty-seven dollars and forty-three cents (\$2,557.43). This payout exception was due to several factors, as Cline normally can carry fifty (50) hours of comp instead of forty (40) hours like the other employees, he is five and a half (5.5) hours over. Per the employee handbook an employee can carry over two hundred twenty-five (225) hours of vacation and Chief Cline is seventy-three point eight (73.8) hours over. Affield explained since we were not able to have our new Chief start until April 13th Cline was unable to take the time off. His plan was to train the new Chief the month of March and use the month of April to reduce his vacation and comp. Savageau wanted to make a statement on record this is the only time the City will make this exception and it will not set a precedent. A motion to approve the payout of 79.3 hours of vacation/comp time to former Chief of Police Michael Cline was made by Joe Olson, seconded by Justin Schreiber. All in favor.
Motion Carried.

c. Recycling Center Attendee – Affield said she feels the Center could use an attendant on Saturdays, and does not feel it should be the Police Department's responsibility to open and close it. Lofgren said he feels the building will turn into a dumping ground if someone is not there to oversee what people are bringing in. Savageau said at the previous meeting there was discussion about installing video cameras for monitoring. Affield said the cost for this was going to be over one thousand dollars (\$1,000). She did not feel the cameras would be worth the high cost because there would need to be someone watching the cameras. Mayor Johnson then segued into discussing the next topic on the agenda:

d. Fuchs Sanitation Bid for Outside Cardboard Dumpster – Mayor Johnson said Fuchs Sanitation is going to charge the City for having an additional dumpster outside the Recycling Center. It would be located on the east side of the building. He feels people might abuse it if there is no attendant watching. Affield said Dave Olek from Fuchs Sanitation told her they generally have no problems with the bin they have at the Petro Serve station, and it is the same size. Lofgren feels any container left outside and non-monitored is going to have problems. Mayor Johnson asked how much of a cut the City took in Rose Anderson's wages from the County? Affield said she had to reduce Anderson's hours down to fifteen (15) hours a week due to the cuts from the County. Lofgren said the shifts could be broken down to three, four-hour shifts per week. Vogel asked if the City has looked into curbside recycling or a roll-off? Affield said the Recycling Center is actually for the entire County to use, and the County reimburses the City for attendant wages. Savageau said Council has decided to wait on curbside recycling until they can see how the first year goes for Dilworth. Olson wondered if the Recycling Center should be removed entirely in order to save cost? Affield stated there is zero costs to the City for having the center, it is just this year the budget was decreased and the only place she could offset this was Anderson's wages. Savageau said Council should be open to trying the extra dumpster for cardboard for now, and if it does not work out then it can be removed. Schreiber agreed, and said he was ok with also trying to find an attendant to work the shorter hours. Affield said City Hall could send out an email alert to ask if any residents might be interested in the position. Administrative Assistant Heather Johnson also asked if there might be someone who would volunteer those hours? Savageau said it might be difficult to find someone to volunteer to work every Saturday. Mayor Johnson said he likes the idea of having someone work short shifts like Lofgren suggested. Lofgren said in the past few years residents have been treating the center like a thrift store, and having an attendant available will cut this down considerably. Council agreed to hire an attendant and will set the specific hours at a later date. A motion to approve the one-time-per-week pick up of an outside cardboard dumpster by Fuchs Sanitation was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

e. Fire Department Garage Door Operator Replacement Quote – Lofgren stated the current garage door operator at the Fire Hall is in disrepair, and was installed back in 1976. Due to its age, there

are no more replacement parts for it to be fixed. Lofgren presented a bid from Twin City Garage Door for one thousand, five hundred eighty dollars (\$1,580) to install a new operator, with remotes for all the Fire vehicles. A motion to accept the bid from Twin City Garage Door was made by Kimberly Savageau, seconded by Joe Olson. All in favor.
Motion Carried.

f. Approve US/Solar's Subscription Agreement to be Bifurcated into Two Separate Contracts Named USS Horne North LLC and USS Horne South LLC – Affield said this is merely a formality, something to show the separation between the two. A motion to approve the bifurcation of US/Solar's Subscription Agreement was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.
Motion Carried.

g. Add Dangerous Dog Licensing Fee to Ordinance #166 – 2020 Fee Schedule – Chief Vogel – Mayor Johnson asked if a resident comes in to license their dog, is there a way to know if it is a dangerous dog? Vogel responded there is no good way unless the owner specifically tells us. Due to a recent incident involving a dog bite, he researched the MN State Statutes for dangerous dogs and found the City would be responsible for the designation, as well as any follow-up procedures. Part of these procedures is to provide 'dangerous dog' signage to the owners, and the State allows charging up to five hundred (500) dollars per year to be charged to the owners as part of compensation to the City. Vogel recommends the City adopt the full fee amount to be added to the 2020 Fee Schedule. Savageau asked to clarify the State Statutes do not classify certain breeds as dangerous, but instead it is up to local law enforcement to make the call. Vogel confirmed yes. He said it is specifically dog bites are what constitute the dangerous designation, and an owner then must purchase separate insurance for the dog, which can be very expensive. Schreiber asked if this is a yearly fee? Vogel said yes, as it compensates the City for the purchase of signs, the follow-up, and the administrative hours put in ensuring compliance. A motion to approve adding the dangerous dog licensing fee of \$500 to the 2020 Fee Schedule was made by Justin Schreiber, seconded by Joe Olson. All in favor.
Motion Carried.

7. Discuss Additions to the Agenda

8. Old Business/Unfinished Business

a. Parke Ave Update – Kris Carlson – Carlson said the cooler temperatures recently have pushed things back just a bit, however paving will begin next week. Seeding will also start this week, towards the end of the week. He said all in all the project is moving along well, and could possibly wrap up by Memorial Day weekend. Mayor Johnson asked why workers were not present last week on some of the nicer days? Carlson said he would follow up, but also said the concrete was not going to set well once it got below freezing last week. Olson asked Carlson to ensure the crews do a good job when it comes down to the seeding. Carlson agreed and said he would be present to do the final walkthrough. Carlson also wanted to let Council know there might be an opportunity to have the intersection at Parke Ave and Hwy 10 remedied to improve the turning radius. He is waiting to hear back from a state aid office for local road programs which has funds they would be willing to provide for this type of project. The City would then only be responsible for the cost of the right-of-way. Mayor Johnson asked if the City would be required to obtain land from the business on the corner? Carlson said yes, and the County is ready to draw up plans for it with a possible start in early fall.

Savageau wanted to mention to Carlson the school's plans to have a graduation ceremony of sorts at the end of May. Tollefson said the school announced last night the change of plans, as they had originally scheduled this for June 26th on the football field. But due to COVID-19 guidelines, the school can no

longer do it this way so graduation has been moved back up to May 31st at 2:00 pm. She said she has spoken to both Mayor Johnson and the County to notify them of these new plans. Tollefson said students are not allowed in the school building, and so a makeshift stage will be set up and students will arrive parade-style, drive up to the stage area and receive their diplomas. She said this is all set up to help comply with coronavirus restrictions. At this point, discussion on which route the parade formation should take is not settled yet. She is hoping to sit down with Chief Vogel and Clay County Sheriff Mark Empting as to what the best strategy would be for minimal traffic interruption in Glyndon. Vogel said he would be leaning more towards using the controlled intersection as the safest route, then once past Hwy 10 the cars could regroup and continue on. Tollefson also wanted Council to be aware the referendum work on the school will be starting in earnest at the beginning of June, and heavy truck traffic may be very busy. Mayor Johnson asked if there will be congestion in parking along Parke Ave once construction on the school begins? Tollefson said no, as there will only be a small handful of staff in the building. Carlson added there won't be many construction workers on site at any one time, and there will also be room to park in the school's back lot. Olson asked when the school expects the entire project to be completed? Tollefson said they are projecting the finish to be in the fall of 2021.

b. Quiet Zone Update and Approval for BNSF Bid – Kris Carlson – Carlson said he had applied for the permits from BNSF and they had pointed out the current crossing arms are too close to the road and will have to be moved first before other work can begin for the quiet zone. He said he requested a price from BNSF for this and they came back with a cost of fifty-four thousand, one hundred thirty-six dollars (\$54,136). Carlson said in addition to moving the arms, there will need to be some asphalt repairs to Partridge Ave between 3rd and 4th streets. He came up with a total improvement cost of roughly one hundred thirty thousand dollars (\$130,000) for just the road repairs. Carlson said there may be enough funds left over from the Parke Avenue project to cover both the removing of the crossing arms and also the street implementation because they both have to do with the Quiet Zone. He will do more figuring once the final numbers come in from the County. Carlson also reminded Council of the Contingency Fund for Parke Avenue, and said there may be funds there to use as well. He would like Council to provide a motion for him to move forward on the crossing arms portion as soon as possible. Mayor Johnson asked if this means the Quiet Zone might get pushed back until next year? Carlson said no, he projects the construction could maybe begin by the time school starts. Schreiber asked if the curbing had to be done? Carlson said yes, as the median in the middle is a requirement and so the road needs to be repaired properly in order to avoid having to fix mistakes. Council is in agreement the project needs to move forward and be done the right way in order for work to start this year. A motion to approve the BNSF bid to relocate the crossing arms on Partridge Avenue and the bid package for the road repairs between 3rd & 4th Street was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor. Motion Carried.

c. 12th Street Gravel Road Discussion – Joe Olson – Olson said he has been fielding calls from residents who live on this portion of 12th Street asking him to bring the issue to Council again. He said it is already known the developers had assessed these homeowners for an asphalt road which was never completed, and now they are left with a gravel road. Olson said they are asking if the City has an actual plan for the road? He said there has been discussion in the past about crushed asphalt being laid, but he would like to have Council take a more serious look. Carlson said he can run some numbers to see what the total cost to cover the road in asphalt would be. He also said he would recommend MnDOT's "local road improvement program," which might be helpful as the County seeks to re-do some gravel roads with these funds. He said the City would only be responsible for the engineering and administrative side of the project, and the DOT would cover around eighty percent (80%) of the project if the City was awarded the funds. Olson said he feels this would be the best route for these residents, since they have already paid their assessments. He said it is not fair to tell them they need to pay an additional amount to have the road repaired. Affield agreed and said she had recently received a call from a realtor asking when the City planned to pave the road, but she had told her the City has no such plans at this time, only discussion

so far. Olson feels if the City can find a way to get it paved would be the best route to take and the right thing to do. Mayor Johnson agreed and said since the City has taken over the road from the township it should be up to the City to maintain it. Affield said currently the City pays the County to maintain the gravel portion. Carlson said he will start to draw up numbers for the cost of paving and repairs. Mayor Johnson and Olson both asked Carlson to also look into the stretch from the stop sign at Parke Ave and the entrance to Southcreek Ave. Carlson said he would.

**At this point in the meeting, Council Member Joe Olson leaves for a prior engagement.

d. 3rd and Final 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 City Limits – A motion to waive the complete reading of Ordinance #192 and accept this as the third and final reading was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

e. Approve Resolution 2020-7 – A Resolution by the City Council of the City of Glyndon Approving a Non-Exclusive Area Cable Communications Franchise by the City of Glyndon to Midcontinent Communications for a Period of Fifteen Years, Regulating the Same, and Providing Compensation to the City – A motion to approve Resolution 2020-7 was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

f. Approve Franchise Agreement with Midcontinent Communications – A motion to approve the franchise agreement with Midcontinent Communications was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.
Motion Carried.

g. Park Equipment Update – Scott Lofgren – Lofgren said the equipment is currently in the process of being disassembled at the school, and will start being transported to the Southview location. He said an area of sixty-eight (68) feet by ninety-six (96) feet would be a good footprint for the equipment. Some of the pieces could go to different parks, which can be decided at a later date. Lofgren said the cost was six thousand, six hundred dollars (\$6,600) for the removal and moving. He also said to ensure there needs to be around twelve (12) inches of woodchips underneath the equipment, which will run about seven thousand, three hundred dollars (\$7,300). Lofgren also said there should be at least three-to-four inches (3-4”) of sand beneath the woodchips as a base, with fabric, as this will increase the lifespan and decrease rot. He said woodchips in current parks get added to every three (3) years at a cost of three thousand (\$3,000) each fill. Schreiber asked how large is the park area in Southview? Lofgren said the east edge is one hundred thirty (130) feet long and roughly two hundred fifty (250) feet long along the County Road 17 side. The remaining side he guessed may be around four hundred (400) feet. Lofgren said Council still needs to decide where the final placement will be, and it will be permanent. Schreiber said he was hopeful to see a basketball court installed at the park sometime this year. Lofgren agreed. Savageau asked Lofgren to put some numbers together as to what all of the costs will be, including equipment, basketball court, and any curbing. Lofgren said there is leftover curbing from the school’s yard which can be re-used at the Southview location, otherwise he can look at different options. Savageau would like numbers for everything so then Council going forward can look at what things can be afforded now, and what things will need to wait. Lofgren agreed, and said there are things like benches which will need to be factored in too. He is going to have these numbers ready for Council by the next regular meeting.

h. Community Center Update –

- **Approve Furnace Replacement Bid from Dakota Plains Mechanical** – Schreiber asked Lofgren if Dakota Plains is doing mini-split systems for the furnace? Lofgren said yes, the bid is for two (2) mini-splits and some ventilation installed in the attic. Savageau asked about the current ductwork issue? Lofgren said there will be no ductwork in the ceiling, as these systems sit above the window, kind of like mounting an area heater or fan on the wall. Mayor Johnson asked what will move the air around above the ceiling? Affield said an air-exchanger is being installed. Lofgren agreed and said they will most likely install it above the bathrooms where the crawlspace is. A motion to approve the bid from Dakota Plains Mechanical for the furnace replacement was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.
Motion Carried.

Lofgren wanted to mention there was one item missing from the bid which he feels should have been included, concerning the empty ductwork currently under the floor. He said it could still fill up with water, which would be a problem. He said a decision should be made on what Council wants to do going forward.

- **Roof Repairs – Waiting for Bid from MJ Dalsin Co.** – Affield said she spoke with MJ Dalsin Co., and they gave a bid in 2015 but she has not received a current one yet. Lofgren said back in 2015 the City was given three different options and prices. The cheapest option was to just have the screwheads covered. Another bid was to have 2” of foam put in between the seams and cover it with a membrane. Lofgren said the main issue is the roof is nearly completely flat, and creates a snow load which is not bearable. He said one of the recent contractors doing work noticed a leak which called attention to the roof problem. Mayor Johnson said the floors in the bathrooms need to be taken care of as well. Affield agreed and said there is a list of things needing to be addressed before the work is finished.

9. Department Reports / Committee Reports

- a. Justin Vogel, Police Chief** – Vogel said he got the Capital Improvement for his department done, and the largest ticket item will be new squad vehicles. He said the current 2015 and 2016 squads need to be replaced, and the increase in cost is due to a newer body-style now being produced so the equipment inside the old ones will not fit in a new squad. He is hoping by the end of summer to have his department ninety percent (90%) paperless. Data will be stored going forward by Fargo IT. The department has also been sending nuisance letters out to residents to clean up their properties, and he would like to look at updating some of the City’s ordinances. He said many of them are outdated and need revising. He will check with area cities on where they are at with their similar ordinances. Lofgren asked if there was an update on 418 2nd Street? Vogel said he has recently spoken with Mr. Sjothun about the current situation and told him where the City stands, and where the Police Department stands on the matter of the property. Vogel said he explained the entire outside of the property needs to be cleaned up to code. Savageau said she and Schreiber met with Vogel last week as they are on the Police Committee, and they went over Vogel’s plans for the department. She said they will definitely try to work with Vogel on things he feels the department needs, but may not be able to cover everything due to budget restrictions. Vogel also wanted to mention the retirement notice of Officer Jarett Coulter, who is retiring at the end of the month.

Addition to Agenda

- Mayor Johnson wanted to make note of needing to look at getting an ordinance for residential fire pits. He mentioned there was a write-up on state regulations done by Cuchna, and Council should review it and work it into a new ordinance. Mayor Johnson also wanted to make a quick note about

Randall's Excavating providing a bid for alleys and repairs needed on Pleasantview Ave. Lofgren said the damage on Pleasantview is bad and needs to be addressed right away. He said heavy work trucks use this road a lot more because they cannot make the turn at Hwy 10 and Parke Ave. Carlson said once the drainage issue is corrected, the water will not just sit on the road and wear it away. He said he looked into options on having it drain to Hwy 10.

b. Bob Cuchna, Fire Chief – Not present.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren said he had some quotes for repairing the electrical and generator issues at the Fire Hall. He said JDP Electric provided a bid for the electric, and Interstate Diesel provided a quote for a new generator. Schreiber asked what the quote for the generator was? Lofgren said it was eighteen thousand, one hundred fifty dollars (\$18,150) for a 30KW diesel generator. He said he will make sure to get the numbers for playground material and edging options ready for Council.

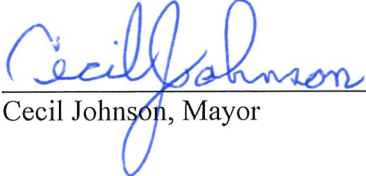
d. Wendy Affield, City Clerk – Affield said she is waiting for the 2019 Audit to be finished. She asked Carlson if the Wheelage Tax funds could be used for the repairs to Partridge Ave? Carlson said yes. Affield informed Council there is over sixty thousand (60,000) dollars in the account at the County, and it needs to be used up next year. Mayor Johnson reminded Council the City could see a deduction with LGA funds next year due to the COVID virus. Schreiber suggested some of the Wheelage Tax funds could also go towards the road in Stockwood.

➤ Lofgren had one more item to discuss, and said the patch on Stockwood Ave needs looking at. He feels the City needs to contact Developer Jim Sullivan to address the patching of the road where he hooked up the Dollar General's water line. Mayor Johnson said he will be talking with Sullivan today. Schreiber and Savageau also want Sullivan to address the dirt hill before it causes problems and irritates residents living nearby. Savageau suggested putting a deadline on it, and if the deadline passes then the City should hire it out to have the dirt removed and assess the property for it.

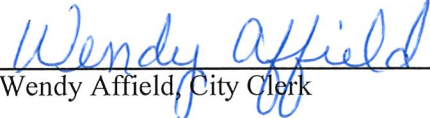
10. Open Forum –

11. Miscellaneous Announcements –

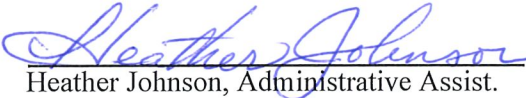
12. Adjournment – A motion was made by Justin Schreiber to adjourn at 8:36 a.m., seconded by Kimberly Savageau. All in favor.
Motion Carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assist.

May 13, 2020 Glyndon City Council Meeting Minutes