

Glyndon City Council

5/27/2020

6:00 p.m. Regular Council Meeting
Glyndon Community Center – COVID 19

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

As Per Sign in Sheet: Carla Olson, and Duane Hansen.

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

a. Minutes – 5/13/20 Council Meeting

b. Approve Resolution of Payments

- **Adopt 2020 Minnesota State Building Codes**
- **Steamatic of Fargo’s Bid for Crawl Space Clean-up**

4. **Additions to Agenda**

➤ **Duane Hansen – Open Forum Request**

➤ **Carla Olson – Open Forum Request**

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.

➤ **Carla Olson – Open Forum Request** – Ms. Olson said she came to discuss issues she is having with Ordinance #177, the ordinance regulating recreational vehicle use in City limits. She feels use of these vehicles in areas where they are not allowed has become rampant and wants to bring attention to the many violations occurring. Ms. Olson stated she lives near the coulee and said all kinds of unlicensed ATV’s and other recreational vehicles are being driven in areas where they are not allowed to be. She also has issues with any City vehicles driving along the coulee, or using it as a byway from the construction on Parke Avenue. Ms. Olson said she feels in the past she has been unfairly treated and even harassed concerning an ordinance that did not exist as to where her sump pump hose was positioned in her yard. She said she continues to suffer harassment from neighbors as well. She would like to see the ordinance changed, enforced better, or removed altogether if these types of vehicles are going to be allowed in the coulee area. Ms. Olson said she is beginning to feel threatened by her neighbors and feels it is time for Council to do something. Council Member Joe Olson mentioned the City trucks do need to be in the coulee area from time to time to check the ditches, spray mosquitos, mow, etc. He also mentioned the park area in Southcreek by the coulee which is City property but technically has no access to it which makes it difficult to tell people they cannot be back there when in fact they can. Ms. Olson said she understands there will be times the City vehicles need to get back there to do some maintenance, but now she fears a child may get hurt with how fast vehicles are going in the area. Savageau asked if ATV users are exiting through 12th Street? Council Member Olson said yes. Savageau asked Carlson if

there was a temporary approach added for a staging area for Parke Avenue construction? Carlson said yes, and when the project is finished this approach will be removed. Affield said City Hall can also send out an email alert reminding people of the ordinance. Chief Vogel said any resident with any issues involving these vehicles need to report the violation to the Police, as they may not be aware and officers are not constantly monitoring the area. Council Member Olson asked if recreational vehicles are allowed in town for utility purposes, such as hauling items to the City burn pile? Mayor Johnson said yes, as long as the vehicle is licensed and registered. Olson said this distinction should be made clear to avoid any confusion. Mayor Johnson said Council will have a deeper discussion on the ordinance with the Police Department to ensure residents are complying. Ms. Olson thanked the Council and expressed her appreciation for their time.

6. New Business

a. Eide Bailly Audit Presentation Question – Mayor Johnson asked if Eide Bailly will be sending the audit out to each Council Member for review? Affield said she has the copies Eide Bailly sent for Council here if they would like to have one. She said her question is regarding the usual presentation, and Eide Bailly has requested a virtual presentation instead of sending an auditor to do it in person? Affield said the City would save four hundred twenty-five dollars (\$425) by not having the presentation, instead just having a PDF copy of the summary audit sent out. Savageau said she has sat through previous presentations and is comfortable with just having the PDF version. Schreiber said he would be fine as long as they can call Eide Bailly with any questions. Mayor Johnson agreed. Council is in agreement to go with a PDF summary version of the 2020 Audit.

b. Adopt COVID-19 Preparedness Plan for the City of Glyndon – Mayor Johnson asked Council if they had a chance to review the plan? Affield said this is also online with state guidelines as well, and Hawley has already adopted this version. A motion to approve the COVID-19 Preparedness Plan for the City of Glyndon was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.
Motion Carried.

c. Decide When to Reopen City Hall to the Public – Mayor Johnson said he checks his emails from surrounding Mayors every morning to see what other cities are doing. He feels until Governor Walz changes things, in his mind the City Hall office should remain closed. Affield said if there are things someone needs, we let them in, otherwise the door is locked. Owings said Hawley is letting people in, but mainly because they have the DMV at their location. Schreiber asked if the City Hall office has a plexi-glass shield in place? Affield said yes, at the front desk. Olson asked if there is a sign on the front door telling people to call if they need to? Affield said yes. Schreiber said he would be comfortable opening up, as he has been dealing in-person with many people at his job. Affield said she ordered a thermometer for checking people's temperature at the door. Savageau and Schreiber both expressed the City should not go so far as to check anyone but City employees, and instead put some kind of sign on the door advising people to not come in if they are experiencing any COVID-19 symptoms. Savageau said the County is having visitors schedule appointments prior to being allowed in. Affield said she was thinking of opening the building on June 1st per the State guidelines, but wanted to check with Council first. Olson asked about the Police Department? Chief Vogel said they are always locked, but he has added additional guidelines for his officers in order to reduce contact. Owings said he feels the City should follow along with the state and stay consistent. Council agreed to leave the office locked until the next announcement by the governor.

d. Glyndon Days Discussion – Mayor Johnson said many of the surrounding cities are canceling their large-group gatherings and events, and is asking Council their opinion on Glyndon Days 2020? Owings said it has already come to the time when things would need to be scheduled, and a decision

needs to be made now, not later. Olson agreed and said he would vote to cancel. Affield said she would get an email alert out to notify residents of the cancellation. Council agreed to cancel.

e. Pleasantview Avenue Road Repair Bid from Randall's Excavating – Mayor Johnson referred Council to the bid in the packet, and said the road is now down to one lane due to the damage. He asked if the road is to be repaired, how far of a stretch is going to be fixed? Carlson said due to the good condition of the rest of the road, he would only recommend digging out the portion which needs repairing. He said he would approve the bid by Randall's which came in at eleven thousand, three hundred dollars (\$11,300). Olson asked if this amount is only going to turn it back into a gravel road? He is also wondering if the City has to do this repair right now, or can any funds be recouped down the line? Carlson said the problem with Pleasantview is the railroad bordering one whole side and the trailer park on the other, essentially making any repair costs a City responsibility because the railroad will not pay. He said Parke Avenue being completed will help with the extra traffic which was being diverted to Pleasantview at the time of construction. Schreiber agreed and said if heavy trucks can now use Parke Avenue instead it will help out a lot. Carlson said he can take another look and see if maybe the length of road needing repairs can be shortened a bit to help on cost. Council agreed to table the discussion on the bid until the next meeting.

f. Alley Work Bid from Randall's Excavating – Affield asked if Council is going to hold off on this bid as well? Olson asked if drainage repair is included in this bid? Carlson said the alleys are not going to be tiled, but yes, the drainage will be fixed. Mayor Johnson said Randall had told him they would try to work with the gravel which is already there, and so the final cost could be lower than what is on the bid. Randall's bid for the alleys came in at twenty-one thousand dollars (\$21,000). Savageau asked which fund in the budget these repairs would be coming from? Olson also asked if some of the alleys may not need the extensive repairing which is included in Randall's bid? Mayor Johnson said most residents are concerned with the potholes in the alleys. Now that the City has a new grader, he does not see why we cannot maintain the alleys ourselves? Savageau asked to clarify if Mayor Johnson means the City should haul in some Class 5 gravel and see how the maintenance goes for a year? Mayor Johnson said yes. Olson said it is possible to just hit the bad spots and keep on it every year. Owings said he thought the grader was purchased to maintain the alleys, but only after they had been re-dug and repaired. Affield said maybe one alley could be repaired this year and do another the next? Olson said alleys should have gravel added each year, and he knows there are years where this has not happened. He feels this is the way to go about it, and have do our own maintenance. Carlson agreed, but said the new grader will not work the way it should unless the alleys are repaired enough. Schreiber said it would be done quicker and better by Randall's crew, and less time-consuming for our maintenance department. Olson and Savageau said they would be all for it if there were funds available in the budget, but there is not. Owings feels the money should be spent to get the job done right.

g. Add \$150.00 Noise Ordinance Fine Fee to the Fee Schedule – Ordinance #166 – Chief Vogel said he was recently called out for a noise complaint. He was unable to issue a citation for this because there is no such fee in his system. He is asking Council to approve the addition of this fee to the 2020 Fee Schedule. Vogel said the majority of the City's current fines are fairly low, partly due to the age of the ordinances to which they apply. Affield said most fines range from fifty to one hundred dollars (\$50-\$100). Vogel said many of those need to be looked at and updated. A motion to approve the added noise nuisance fee to the 2020 Fee Schedule was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

7. **Discuss Additions to the Agenda**
8. **Old Business/Unfinished Business**

a. Capital Improvement Plans – Joe Olson – Olson said he wanted to clarify some things from the last meeting discussion. He said previously the department heads were asked to make a list of capital improvement items for next year. His goal is to gather the information and have it ready by the time the next budget is reviewed. Olson said he also wants a five-year (5 yr.) road plan included. He would like to see more brainstorming on what items need to be prioritized. He feels with a laid-out Capital Improvement Plan in front of them, the Council will be best equipped to make decisions going forward. Olson wants to maybe form a committee to sit down and go over the plans. Schreiber said he would also like to get Eide Bailly involved so that Council can ask questions about where certain funds are available or not. Affield said the sewer fund is the City's biggest fund, but those funds need to stay there for when the City needs to build new ponds. Carlson suggested reaching out to David Drown Associates for any input on bonds. Affield informed Council the General Fund is usually has a low balance. Schreiber suggested using the sewer funds and putting them into a CD to grow interest. Olson agreed. Affield mentioned the meeting she attended a few years back where David Drown Associates were discussing how small cities are going back to gravel roads because of the high cost to rebuild. Schreiber asked if the sewer funds ever get used. Savageau said this fund is what is used to pay salaries and other large purchases to maintain the sewer department. Schreiber said it is great to have a Capital Improvement Plan for projects, but Council needs to know where exactly those funds will come from. Olson said with so many projects he would like to have two members of Council meet with each department head and formulate one "master plan." Council agreed to have Olson and Savageau be the leads on this.

b. Parke Avenue Update – Kris Carlson – Carlson said he recently received an update from Sellin Bros., and he said crews will be here on Friday setting up forms and pouring next Monday. He said the concrete portion could take a couple weeks to finish. Carlson said one of the delays is due to getting workers the proper work visa documentation during the coronavirus restrictions. He said once the concrete is finished and the final layer of asphalt is put down, there will only be restoration and seeding work left. He estimates the end of the project to be mid-to-late June. Schreiber asked if crews will be working any Saturdays coming up, or just during the week? Carlson said this is a federal project, so wage rates affect when crews are told they can work and for how long. Schreiber said residents are getting frustrated because no work is being done on days when the weather is nice. Mayor Johnson asked Carlson about any updates for the paving on 12th Street? Carlson referred to the handout he passed around for Council, and said he had discussions about the damage done to it during the Parke Avenue project. He put together an estimate for Council to get an idea of what the high-cost repairs would be, and it is roughly three hundred thousand dollars (\$300,000). The portion of road between Southcreek Avenue and Parke Avenue would be about one hundred thousand dollars (\$100,000). He said these final estimates are on the high side intentionally, as there are portions of each section which could be scaled back to save on cost. Mayor Johnson asked if there are any issues with the ditch on 12th Street? Carlson said he would foresee issues with drainage if the ditch on 12th Street is torn up or graded at all. He reminded Council these figures are informational-only at this point, just to give them an idea of the project.

c. Stockwood Street Repair/Dirt Pile/Charleswood Update – Kris Carlson – Mayor Johnson said he and Carlson had a meeting with Sullivan last week and today, and Carlson can provide the details. Carlson said he will start with Stockwood, and relayed Sullivan's request to patch the area of the road needing repair with concrete instead of asphalt. He said an asphalt patch would be difficult to keep from dipping and staying compacted. Carlson said he is of the opinion concrete would be better from an engineering standpoint. He estimates the work would take three to four (3-4) days at most. Carlson said he is seeking Council approval to give the go-ahead for a concrete patch. Council is in agreement. Owings asked for a more specific timeframe for the work to be completed? Carlson said June 15th would be a realistic date. Owings said his approval of the concrete is dependent upon the concrete contractor

getting the work done by the date set, no later. A motion to approve the concrete patch repair work, to be completed no later than June 15th, was made by Dave Owings, seconded by Justin Schreiber. All in favor. Motion Carried.

Carlson then referred to his conversation with Sullivan about the Charleswood Addition, and all parties have received and viewed the Developer's Agreement and are still working on the final draft. Once the agreement is approved, a public hearing will need to be scheduled. Carlson said after the hearing, then it goes to a bidding process and all plans will be submitted and reviewed. If all goes to plan, he estimates a projected start date on the addition to possibly come in August. In regards to the dirt pile out in the addition, Carlson said Sullivan is intending to move the pile ahead of construction but did not yet provide a timeline. Olson asked what the date was the Council gave Sullivan for moving the pile before the City takes action and moves it? Carlson said the City cannot go and move the pile because it is on private property. He said he does not know how it may factor into being a nuisance for the City, but acknowledges the dirt could possibly affect drainage. Schreiber asked if Sullivan would be doing a TIF District for this addition? Carlson said no, the development would be done with special assessments and a letter of credit similar to the one done for Southview because the City will be bonding for the project. He said Phase 1 of the development is going to cost roughly one point three million dollars (\$1.3M). Owings said per City Attorney Ken Norman, unless there is a signed Developer's Agreement the City does not move forward. Carlson said he can frame out a timeline for Council to get an idea how the addition will move forward when the agreement is ready. Owings asked if David Drown will be drawing up the agreement? Affield said it would be done by Jason Murray, one of David Drown's assistants. All that should need to be added to the agreement is the phasing of the project. Owings asked if Norman will be reviewing the agreement? Affield said she has been sending Norman all the information as she receives it. Carlson said it is possible the agreement could be ready by the next Council meeting.

d. Southview Park Update - Mayor Johnson said he, Affield, Savageau, and Lofgren went to the park site in Southview to get an idea as to where the equipment should be installed. Savageau referred to the layout provided in the agenda packet. She said the contractor recommended the City not do any excavating and instead leave the site as-is. The contractor will install the playground equipment, and afterwards fabric is laid down with three inches (3") of peat rock on top covered by twelve inches (12") of woodchips. This would save the City any excavation costs. Savageau said there also will be black poly containment bordering installed. Savageau said in order to be in compliance with ADA regulations, there will need to be a sidewalk installed connecting to a ramp to the playground equipment. She said some additions would be phased-in, and there are no costs yet submitted for things like the basketball court or the small park shelter. Mayor Johnson asked if there was a start time projected for installing the equipment? Affield said installation could be between July and August. Savageau said Dakota Playground recommended having five to six (5-6) parking spots available, but she is thinking more will be needed if the shelter gets used for small birthday parties and picnic gatherings.

• **Install Playground Equipment - Black Poly Containment Bordering - 1 Full ADA Ramp - Install Wood Fibers/Peat-rock Base/Ground Fabric** – A motion to approve Dakota Playground's bid for the installation of the playground equipment, border, ramp, fabric, peat rock, and wood chips was made by Dave Owings, seconded by Kimberly Savageau. All in favor. Motion Carried.

e. Community Center Update –

• **Facility Plan – Joe Olson & Justin Schreiber** – Olson said he and Schreiber discussed these ongoing repairs and are still hoping to meet with an architect for a future new Community Center. Schreiber also asked anyone with any thoughts or ideas for a new center to submit those to Affield, so that a comprehensive wish list for a new building can be provided to an architect. Olson agreed, and said this

could also focus on community involvement. He hopes to one day have a center which pays for itself, as this would be beneficial to the City. Mayor Johnson feels a new center would be a great upgrade for Glyndon. Olson said he has an architect in mind for drawing up an initial layout, and will be meeting with him and Schreiber soon.

- **Roof Repairs – Bid from MJ Dalsin Co. & Pierce Lee Roofing, LLC** – Affield said only one bid came in from Pierce Lee, as they did not want to do a mini-fix of the roof like Dalsin had suggested with their lower bid. She said Lofgren was fine with Dalsin's smaller bid, as Council was most likely going to build a new Community Center down the road and would not want to spend forty thousand dollars (\$40,000) on repairing the current roof. Olson asked if it was one leak causing the issue? Mayor Johnson said they do not know where the leak is coming from. Owings asked if the leak has continued since the roof was recently patched by the company doing the interior updates. Mayor Johnson and Affield both said they have not seen anything.

➤ **At this time, Council pauses to speak with visitor Duane Hansen (*open forum request*)** – Hansen said he came to the Council meeting to address his issue with local law enforcement. He said he had a vehicle he picked up on Friday, and was given a ticket on Monday by one of the City's police officers for not having current license plates on the vehicle. He also said the officer ticketed him for not having proof of insurance for the vehicle. He feels he was targeted unfairly and not given enough time to provide these things, and wants to see the officer involved and the Police Chief reprimanded and docked in pay. Mayor Johnson said he spoke to Chief Vogel about the situation, and asked if it is true Vogel provided Hansen the option to provide the insurance to have the ticket revoked? Hansen said there was a conversation, but no help was given. Mayor Johnson asked Chief Vogel to relay to Council what was discussed. Hansen refuses at this point to let Vogel or any Council members speak, causing Savageau to try and get Hansen to wait his turn to talk. Hansen refuses, says he has better things to do like attending a Watershed meeting and leaves saying he will be at the next Council Meeting.

Council resumes discussion on the roofing bids for the Community Center. Owings said the section of roof where the leak was occurring has been patched, and he prefers to not continue with any bids until the next good rainfall to see if the leak comes back. Mayor Johnson asked if this was a good idea, considering what repairs have been made inside? Olson said he sees the low-end quote as a job to tighten everything up and apply a few more patches here and there. He said he is struggling with the idea of spending any money at all, if there are no more leaks. He wants a definitive answer on the roof, as a whole. Affield explained a product called Lexel would be better to use for the seams than a roofing tar, it lasts longer and is water proof. Owings asked if the second portion of the bid could be something the City maintenance staff could do instead? Olson said no, as roofing requires a certain knack when there are difficult seams to deal with. Mayor Johnson said his concern is the fastening nails, as they pop up and loosen every time a train rolls by or someone walks on it. He feels the leak comes from the loosening of these nails between where the two seams meet. Olson said maybe the City can wait until the next decent rainfall, and at that point contact a roofer to schedule a repair? He said they can show up the next day once called, and can get an accurate idea of what is causing the leak instead of pouring a bunch of money into the roof. Council agreed to notify Lofgren to keep an eye on the leak and to update them after the next rainfall.

9. Department Reports / Committee Reports

a. Justin Vogel, Police Chief – Vogel said they are at one thousand, seven hundred calls for service (1,700 ICRs) so far this year, and attributes the low amount of calls recently to COVID-19. He is hoping to be back to full staff by the end of next week. Vogel said the department is ready to assist for the DGF senior graduation ceremony next Sunday, and the procession will go through Glyndon on its way to Felton and then Dilworth. He is convening with his officers to compile a Facebook page for the

department, and they are hoping to use it for notifying residents of things like vehicle break-ins, lost pets, or any updates affecting the public. Vogel said their focus with this page will be to generate positive rapport with residents and recognition for the City. He said he would like to keep the posts to photos of things going on in the community, and will cut down on any negative comments or posts. Olson said he has already heard good things about how Vogel is running the department. He also thinks it is good to see Vogel spend some money on items to improve the police hall, allowing for some flexibility while still sticking close to the budget. Savageau asked if Vogel would like to provide his side of the story involving Mr. Hansen? Vogel said Hansen was cited by the officer and was told if he provided some sort of documentation showing the purchase date of the vehicle, then the ticket would be revoked. Hansen refused to do that, so the citation stands.

b. Bob Cuchna, Fire Chief – Not present.

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

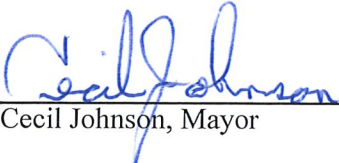
d. Wendy Affield, City Clerk – Affield wanted to update Council about having Steamatic cleaning out the basement crawlspace at City Hall. She said both sump pumps broke down and quit, causing water to back up due to the drain also being plugged. Steamatic came to do the cleanup and brought large fans to help dry up things for a couple days. Mayor Johnson asked if anything had mold on it? Affield said there were a few older items with mold, most of the items were from the display case that was at the Community Center. Affield directed Council to the audit packets which were handed out, and reminded them to notify City Hall of any properties needing mowing letters sent out. Vogel added he is working with the City Attorney to get public nuisance citations updated regarding junk and clutter in yards. He said he is hoping to see an abatement added to properties who do not pay or comply with the nuisance citation. Affield notified Council the second confession for 418 2nd Street was recently paid. Vogel informed Council they will be going to evict whoever is staying in the camper on the property and requiring the camper to be removed from the property. Owings wanted to ask about the recycling center, and whether the old depot location would be a good spot to have a temporary tarped building like the ones the County uses for sand? Olson said they are more expensive than you think. Vogel mentioned down the road the County Shop might be available. Affield thought since the County already owns it maybe the City can reach out to them about moving recycling to that building if it was ever empty. Olson said he and Savageau can look into it. Affield said she can do some more research on it as well. Schreiber asked if Midco has said anything about a start date for implementing their services this summer? Affield said she would check.

10. Open Forum –

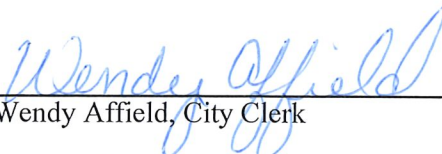
11. Miscellaneous Announcements –

12. Adjournment – A motion was made by Kimberly Savageau to adjourn at 8:02 p.m., seconded by Justin Schreiber. All in favor.

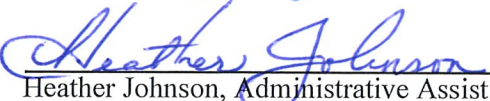
Motion Carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assist.

May 27, 2020 Glyndon City Council Meeting Minutes