

Glyndon City Council

6/10/2020

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: Dave Owings, Joe Olson, Kimberly Savageau, and Justin Schreiber; City Clerk Wendy Affield; Police Chief Justin Vogel; City Supervisor Scott Lofgren; Administrative Assistant Heather Johnson.

As Per Sign in Sheet: None.

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

Motion Carried.

a. **Minutes – 5/27/20 Council Meeting**

b. **Minutes – 6/4/20 Special Meeting**

c. **Approve Resolution of Payments**

4. **Additions to Agenda**

➤ **Closed-Door Personnel Human Resource Meeting – Dave Owings**

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. **Resolution 2020-9 – A Resolution Requesting Approval of Restricting Parking of Motor Vehicles on City/County Streets on Wednesdays from 5:00 am to 3:00 pm so Fuchs Sanitation Can Collect Garbage with their Tote System Truck** – Owings asked if signage would also need to be installed or will we just send out email alerts and letters to the residents? Affield said she received a pre-made letter from Fuchs Sanitation stating they will need to have all City streets clear on Wednesdays, and this letter will go out with utility bills this month. She does not feel signage will be necessary. Mayor Johnson asked if this change will go through the school year? Affield said this is a permanent change on every Wednesday going forward. She said she checked the City ordinance on parking changes, and it is allowable with the passing of a resolution. Affield said she also checked with David Overbo with the County, and confirmed it will be okay to do this for Parke Avenue as well. Chief Vogel mentioned the ordinance states there should be signage. Savageau asked if signs could be placed on pre-existing poles? Schreiber said if a resident's garbage is not picked up, then they will know why. Chief Vogel stated he is just concerned someone may not get their garbage picked up due to someone else's vehicle parked in the way. Affield said she can add verbiage to the Resolution regarding no signs, or discussion can be tabled until the next meeting? Lofgren said it will be difficult to get the entire city to participate in not parking on the streets, even just one day. Owings said he does not see any signs in other cities which have this service. Affield stated it took Dilworth about five (5) weeks for residents to adjust to the parking and where to locate the tote. Fuchs Sanitation now has stickers they will place on totes to notify residents of

any issues. A motion to pass Resolution 2020-9 was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.

b. Toro Lawn Mower State Bid to Replace Altoz Mower – Affield said she received a bid that came in at eleven thousand, six hundred sixty-two dollars and ninety-eight cents (\$11,662.98). This is a thirty percent (30%) state contract discount from the MSRP price. Affield said Moorhead uses this mower and are very happy with it, especially with the two-wheel turf tires. She said the Altoz mower has been nothing but a problem since it was purchased, and hopefully it can be sold outright. Savageau asked if there are funds in the budget for this purchase? Affield said there are some, but not enough to cover the entire amount. Owings asked to clarify if this particular mower is for the ponds? Lofgren said yes, for the retention ponds. Affield suggested the Sewer fund or Parks fund could be used for this purchase. Owings agreed and suggested using Sewer funds for this purchase would be justifiable from an auditing standpoint. A motion to approve the Toro state bid for a new lawn mower using funds from the Sewer account was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.

7. Discuss Additions to the Agenda

8. Old Business/Unfinished Business

a. Fuchs Sanitation Garbage Tote Update – July 15th First Pick-up – Affield stated Fuchs Sanitation will be distributing the new totes sometime in early July. She said these new totes will have a sticker notifying residents where they need to be placed for pick up. This information will be sent out to residents via email alert, website notification, monthly newsletter, and City Facebook page.

b. Pleasantview Avenue Road Repair Bid from Randall’s Excavating – Affield said she spoke with Carlson, and he approved this bid after he double-checked the square footage. The bid came in at eleven thousand three hundred dollars (\$11,300). Mayor Johnson said the road condition is pretty rough, and asked how much of it will be repaired? Schreiber said two hundred twenty-five (225) feet. Lofgren said the repairs listed on the bid are pretty substantial, and will last a long time. A motion to approve the bid from Randall’s Excavating for repairs to Pleasantview Avenue was made by Justin Schreiber, seconded by Dave Owings. All in favor.
Motion Carried.

c. Stockwood Street Repair/Dirt Pile/Charleswood Update – Mayor Johnson asked if both sides of the Stockwood road have been repaired? Lofgren said no, only the west side portion. He said Sullivan did the repairs himself. Mayor Johnson and Affield had a conversation with Sullivan last week concerning the dirt pile, and apparently there was a miscommunication between Sullivan’s engineer and the City’s engineer at the time regarding how many piles there were supposed to be. Affield said the original blueprints show two dirt piles, and then sometime later it was changed to a drawing of only one pile. The wording on the blueprint states the landowner was to be notified of the change but Sullivan claims he was never notified there would only be one pile, otherwise he would not have approved it. Affield said Sullivan would like to put the cost of removing the dirt pile into the special assessments. She does not feel it is Sullivan’s fault, but rather a miscommunication between engineers that were on the job site. Lofgren and Savageau feel it is Sullivan’s engineer who is at fault for not notifying Sullivan of the change, but Savageau says at this point no one can assume what was said back then. Owings said per City Attorney Norman, the bottom line is the dirt pile is on Sullivan’s private property and the City has no legal standing in telling Sullivan what to do with it. Affield said Sullivan is willing to move the dirt pile, but wants the cost to be bonded, which is something Norman is not sure can be done. Olson asked if Sullivan has pushed back the timeframe for starting on the development? Affield said the Developer’s

Agreement has been sent to Jason Murray for review, and Norman has looked at it but has some questions. Carlson has also made some changes. She said if the project gets going this year, then the dirt pile will also be removed this year. Olson asked if this will raise the price of the lots? Affield said Sullivan could put the cost in the lot prices regardless. Savageau asked how much it will cost Sullivan to move the pile? Affield said she does not know. Schreiber said something like this definitely needs to be bid out. Affield said if Sullivan can start moving the pile this year, then it is quite likely people could start building new homes next spring. Savageau said it would be best to get Norman's approval on this first, in order to avoid people contesting their specials later down the road. Owings said it is worth noting Sullivan is free to remove the dirt at any time, as the City is not holding him up on any portion of the project. He feels the decision on what to do with the cost of removal can be addressed at a later time, with Norman's approval. Affield said this Developer's Agreement should not be difficult, as it is the same as the one offered to Kelly Richards for his Southview Addition. The agreement is currently under review by Murray and Norman.

d. Southview Park Discussion –

- **Basketball Court Estimate from Cash Concrete** – Affield said this is the only bid so far, and she is going to check with the auditors to see if another bid is necessary. Lofgren clarified this bid excludes any additional costs if this project is started in the colder, winter months. Affield said each basketball pole is around eight hundred dollars (\$800), and there will be two poles. Savageau asked why the City did not keep the basketball poles which were at the school grounds? Lofgren said it was a decision based on information from Dakota Playground, where the moving of those poles would not be feasible for several reasons.

- **Thompson Greenery Trees** – Affield said she sent Thompson Greenery the map of the park area, and they came back with a suggestion the City plant Spire Linden trees. They figured the City would need to order eleven (11) trees at one hundred eighty-nine dollars (\$189) each. The estimate is just over roughly two thousand dollars (\$2,000). Affield said she asked about some decorative crab trees, which run about seventy dollars (\$70) each.

- **Fence Line Bid from Dakota Fence** – Affield said this two hundred fifty (250) foot stretch of fence would run along the County Road 17 side. The bid from Dakota Fence was for either a five (5) foot or a six (6) foot tall fence. The first option is five thousand, two hundred dollars (\$5,200) and the second option is five thousand, five hundred dollars (\$5,500). Savageau said she would prefer the fence not be so close to the northwest corner, and instead extend around the bend more by the basketball court. She is looking at a raised flower bed in the northwest corner and said the key to getting the park put together will be better run in phases. Schreiber asked to clarify if there were park funds available? Affield said yes, there is currently thirty thousand dollars (\$30,000) available right now, but in a month, there will be about seventy thousand dollars (\$70,000) available once special assessments are paid by Southview property owners. Owings said if bids are approved, billing would take a while to come to the City.

- **Park Bench Options from Premier Polysteel** – Affield said Council will need to decide what style of benches they will want. She said there are different options shown in the agenda packet. Savageau also mentioned there will need to be some concrete walkways and concrete under the benches. She also said there is an option to extend concrete to include a place to park bicycles, as well as underneath a park shelter, which would be added down the road. Owings said considering all that has been discussed so far, he suggests Council approve the fencing, basketball court, basketball poles, and the hoops. Schreiber said there should be a quote for the sidewalk portion. Affield said she will check on a quote as well as checking to see if more bids are needed per the auditors. Council agreed to move

forward with the fence installation and the purchase of the trees, while waiting for a quote on the concrete portion. A motion to approve the Dakota Fence bid for a 6-foot fence, with an adjustment to the placement, was made by Dave Owings, seconded by Justin Schreiber. All in favor.
Motion Carried.

A motion to approve the purchase from Thompson Greenery of eleven (11) Spire Linden trees out of the forestry budget was made by Dave Owings, seconded by Justin Schreiber. All in favor.
Motion Carried.

e. Community Center Update –

- **Roof Repairs – Bid from MJ Dalsin Co. & Pierce Lee Roofing, LLC – Mayor**
Johnson called attention to four more water spots on the new tile ceilings. Recent rains have shown there are continued leaks. Affield said if Council decides on a quick fix, they would need to choose the MJ Dalsin bid, as Pierce Lee Roofing only included one large bid. Savageau feels there should be some investigating by a roofer first, instead of rushing into a large roof replacement. Olson agreed, as there may be a much cheaper option. Owings said he spoke with Curt Stubstad who feels all of the leaking issues are coming from where the two roof sections meet. Stubstad also indicated Dalsin will not be taking an aerial look, but instead will send a worker to walk on the roof, which in turn will loosen the nails. Owings feels Council should contact Dalsin to do an in-depth investigation of the roof rather than try to keep monitoring it day by day. Savageau asked if a worker from either company did an inspection before these bids were submitted? Lofgren said yes, both companies had someone directly on the roof looking at it. Savageau said she feels Council should try a couple smaller fixes first before agreeing to an expensive bid. Owings suggested taking the smaller fix bid from Dalsin, as it would be the biggest bang for the price. Savageau and Olson think there needs to be more clarity as far as the bids go, as to what repairs are actually needed. Affield said Council had previously decided to get both options, a temporary fix and a bid for a whole new roof. Olson said it needs to be determined what is actually needed. Council agreed and decided to have MJ Dalsin come in and provide a solution for repair. Administrative Assistant Johnson asked if she should be allowing residents to book the Community Center yet? Lofgren said there are quite a few inside repairs which still need to be completed. Savageau said graduation parties will be interested, and Heather Johnson said there have also been requests to book for smaller birthday parties and a small wedding reception. Council requested Affield call Stubstad to see if all repairs and be done by July 1st. Savageau also noted any rentals will need to follow CDC Coronavirus guidelines.

9. Department Reports / Committee Reports

a. Justin Vogel, Police Chief – Vogel said the department has seen a couple busy weeks, and they are back to full staff now. He said when the riots in Fargo were occurring, his department was on duty covering any County calls. Vogel notified Council his department is not currently equipped to handle any riots; they do not have the special helmets and shields. He would like to stay up to date and have the same equipment as other area police departments, in case of any repairs needed. Vogel said Calls-For-Service are starting to increase again, and they are also seeing a rise in mental health calls. He will begin checking on the costs to have two (2) helmets and two (2) barricades, and will also look into getting ready for riot training once Fargo hosts it.

b. Bob Cuchna, Fire Chief – Not present. Savageau said she spoke with Cuchna and he would like to go over some ordinances which need updating. She said he may present those at the next meeting. Lofgren said the generator over at the Fire Hall is still having problems, so he is going to call Butler Machinery to come take a look at it again. He said the generator is over twenty (20) years old, and he did provide Cuchna with a bid for replacement.

c. **Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren said the new pumps and all the infrastructure has been replace in the lift station on Pleasantview Avenue and we are still waiting for the new panel for that location. The telemetry devices have been installed at the Stockwood lift stations and once the panel is installed at the lift station on Pleasantview the telemetry will be completed.

d. **Wendy Affield, City Clerk** – Affield said she spoke with Midco, and their construction manager will be stopping by sometime to discuss the beginning of the project, which is estimated to be in early July. She said City Hall will reopen officially on Monday, June 15th in accordance with the CDC Coronavirus guidelines and restrictions. Affield informed Olson she has not had a chance to complete the Capital Improvement Plan. Olson will stop by City Hall to visit about it with her.

ADDITIONS TO THE AGENDA

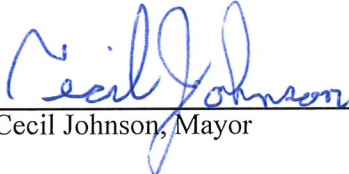
***At this time Mayor Johnson closes the regular Council meeting as permitted by Minnesota Statute 13b.5, subdivision 3c, for a Human Resources Committee closed-door session. A motion to close the regular meeting for the closed-door session was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.*

***The HR Committee closed-door session has ended. A motion to close the HR meeting and reopen the regular Council meeting was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.*

10. **Open Forum** –

11. **Miscellaneous Announcements** –

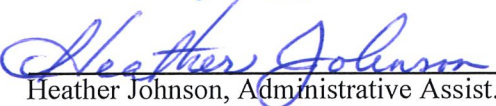
12. **Adjournment** – A motion was made by Kimberly Savageau to adjourn at 8:49 a.m., seconded by Joe Olson. All in favor.
Motion Carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assist.

June 10, 2020 Glyndon City Council Meeting Minutes