

Agenda for Glyndon City Council
05/08/2019

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

As Per Sign in Sheet: Courtney Richman from Eide Bailly, and resident Kelly Richards.

3. **Motion to Approve Consent Agenda** - A motion was made by Joe Olson to approve the Consent Agenda, seconded by Dave Owings. All in favor.
Motion Carried.

- a. Minutes – 4/24/19 Public Hearing
- b. Minutes – 4/24/19 Council Meeting
- c. Approve Resolution of Payments

4. **Additions to Agenda** – No additions to the agenda.

5. **Motion to Approve Agenda**

A motion to approve the 5/8/2019 Agenda was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.
Motion Carried.

6. **New Business**

a. 2018 Audit Review – Eide Bailly - Courtney Richman, an Audit Manager from Eide Bailly, came in to go over the High-level Executive Summary Audit Report. Richman stated the City overall received a “clean audit opinion”, which is an unmodified opinion and the highest level a City can obtain. Richman went on to briefly summarize each following page of the report:

Page 2: A bar graph of the City’s Comparative Cash Investment Balances for the previous ten (10) years, showing continual yearly growth and has more than doubled since 2009.

Page 3: A graph detailing Long-Term Debt Coverage. It is separated into two separate funds, Enterprise Funds (Water/Sewer) and Debt Service Funds. This graph compares the incoming receipts versus the debt payments being made. You will see a change once special assessment payments are coming in for Southview.

Pages 4 - 5: Graphs detailing the General Fund Receipts for the prior three (3) years, and also Expense Receipts for the same time frame. The big change in 2018 is due to the FEMA Grant the Fire Department received.

Page 6: Actual receipts & disbursements for 2018 compared to actual budgeted amount. Total receipts show the City actually received twenty-four thousand dollars (\$24,000) more than budgeted. Total disbursements were more than budgeted as well, due to the FEMA grant received for purchased fire equipment, which was not budgeted for. Overall for 2018, the Fund Balance decreased by twenty-nine thousand dollars (\$29,000).

Page 7: Bar chart indicating General Fund Balance in comparison to expenses within that fund. It has favorably increased since 2009, and shows a slight decrease in 2018. This chart also indicates if the City were to cease receiving money of any kind, there would be enough in reserve to cover any expenses for six (6) months.

Page 8: Chart showing Debt-to-Disbursement Ratio, debt payments in proportion to the total disbursements for the year. Spikes in the graph indicate new bonds that were issued, and decreases indicate expenses disbursed for that timeframe, such as for the 2017 Southview Addition.

Page 9: Chart showing Debt-to-Revenue Ratio, what the City is paying in for payments as a proportion to what is actually being received. Spikes in the graph are once again due to bonds being issued, and decreases due to payments. The recommendation is a ratio no higher than one-hundred eighty percent (180%), which the City is currently above, but as payments are made that percentage will decrease.

Page 10: A breakdown of the Water Fund and operating revenues/expenses/income. Revenues and expenses for 2018 both increased in correlation, but there was a small overall decrease of twenty thousand dollars (\$20,000) in operating income.

Page 11: A breakdown of the Sewer Fund and operating revenues/expenses/income. Quite a bit of growth in this area has occurred since 2009, with revenues and expenses staying consistent, with a slight decrease in expenses and an increase in operating income by twenty-seven thousand dollars (\$27,000).

Page 12: This graph shows the Water Fund 'Debt-to-Revenue' Ratio. An increase was due to a 2014B Water Revenue bond being issued, and since then has decreased as payments by the City have been made.

Page 13: A graph detailing the Sewer Fund 'Debt-to-Revenue' Ratio. Some PFA debt was issued in 2010, which caused an increase in the percentage. And again, as payments were being made, the percentage number has decreased.

Mayor Johnson inquired with Richman as to how certain portions of a budget are chosen for review? Richman stated Eide Bailly looks for any significant changes in the numbers of what was budgeted and what was spent. At that point, then any additional inquiries are made.

b. Glyndon Days Discussion – Affield stated several residents over the last few weeks have inquired with City Hall as to the schedule of the Parke Avenue Project. Based on prior determination, the street will be under construction on the south side during the time Glyndon Days will be hosted. Affield suggested the City instead host the Annual Picnic and other festivities on one day, Thursday, August 8th, in the City Park by the water tower. This plan is in hopes of avoiding any conflict with the construction. City Engineer Kris Carlson confirmed the projections show as of today where work on the street will indeed be on the south end of Parke Avenue at the same time as Glyndon Days. He also stated water and sewer work will be going on at that time, along with heavy construction traffic along portions of 12th Avenue South. Affield informed Council the construction crew will be working six (6) days a week. Council Member Olson inquired whether this year's Glyndon Days should be canceled? Affield responded, she visited with Mayor Johnson and he suggested hosting a bigger, "2020 Glyndon Days" celebration/grand-opening in honor of the completed Parke Avenue Project. Mayor Johnson noted the amount of heavy equipment being moved around, and portions of Parke Avenue will be partially shut down, that is why he feels it would be a good idea to cancel the parade for this year. He inquired with Carlson about whether residents will have to park on 12th Avenue to get to their homes? Carlson confirmed many Parke Avenue residents will need to find other parking during the time construction is in front of their homes, but noted Ulteig will make provisions so people can get in and out in the mornings and evenings. Carlson commented how weather/rain will also compound the issue during that time. Affield stated how activities can just as easily be held all-

together in the City Park. Chief Cline agreed a bigger celebration for 2020 would be much easier to plan. Council Member Savageau also agreed, noting how many variables would have to be worked around in order to still host events on Saturday, and not something the City should need to worry about this year. Council Member Owings agreed the cancelation of regular Saturday events makes sense, but inquired about possibly upsetting food vendors? Council Member Schreiber responded how food vendors would probably be more upset if no one attended, versus just setting up in a different park. Owings then inquired about the Tollefson Car Show participants, and how they might decide to hold it in Hawley? Affield replied the Car Show can still be held in the City Park with no problems. Owings said he will contact the people who run it and discuss with them the upcoming change this year. Olson stated to the Council the importance for the City to stress to previous years' participants how Glyndon Days is not being permanently canceled. Affield responded how updates and notifications will be available to residents via Email Alerts and the City website. Mayor Johnson asked for a consensus, and the Council agreed to moving the Saturday Glyndon Days events officially to Thursday, August 8th.

c. Oath of Office for Heather Johnson – Newly-hired Administrative Assistant for the City of Glyndon, Heather Johnson, was sworn into office by Mayor Johnson.

d. Wheelage Tax Funds – Mayor Johnson noted the amount had increased this last year to fifty-four thousand, nine hundred twenty-two dollars and sixty-one cents (\$54,922.61) as of 12-31-18, and Affield confirmed the amount. The Wheelage funds can be used for construction or maintenance projects on City streets.

e. Discussion on Dollar General's Water/Sewer/Road – Carlson stated this project is beginning to pick up pace and several calls have come in from contractors ready to bid. However, he noted how the Water/Sewer/Road roles have not yet been determined. Carlson suggested perhaps a Developers Agreement or Memorandum should be made before the project moves forward. He stated it would be in the City's best interest to have those roles, deadlines, and schedules set in stone prior to Dollar General moving in. Mayor Johnson stated Sullivan had been spoken to already about this. Carlson confirmed, but said plans need to be reviewed to ensure City codes are being met. He said it is important for the City to know in advance, in case any supervision of certain work would need to be covered by the City. Carlson feels a separate meeting should be arranged in order to make sure all roles are clearly defined going forward. Carlson also stated he will get in touch with Sullivan regarding the purchase agreements and go over the details.

f. MnDOT's Highway 10 Speed Limit Increase from 30 to 35 – Mayor Johnson stated a letter from MnDOT came notifying the City of the sign change, but it arrived only two (2) days prior to the actual change. He also confirmed the City had received a separate letter regarding the speed tests/traffic survey on Hwy 10 conducted by MnDOT. The letter's recommendation initially was to install speed signs of forty (40) miles-per-hour, but changed instead to thirty-five (35). Affield said she spoke with Mrs. Enlow about the change, so they are aware of it. Chief Cline stated he had a conversation with Captain Cheney regarding the change, and discussed the possibility of having the speed transition from sixty-five (65) to forty-five (45) then finally down to thirty-five (35) mph. Cline said Cheney responded, he is now aware of the new Stockwood project going in along with more commercial business expanding in that location, and would be open to looking at a different speed transition. Mayor Johnson added he had a conversation with a resident concerning the section of Hwy 10 where pavement is in rough shape and is not accessible. Carlson stated he has spoken with Dave Overbo and Chris Thorson concerning repair of that section, how it will affect Parke Avenue, and to go over the schedule to find a good date for re-paving. He was told by Thorson the re-paving and applying a concrete base will start after

Labor Day of this year. Mayor Johnson stated the resident he spoke to about Stockwood Addition's "in and out" accessibility is planning to meet with engineers on the project and we met with Kent Eken at the City Hall concerning the issue. Olson inquired as to whether this will be a cost to the City? Carlson stated this is a MnDOT issue, and Owings confirmed at one time there was discussion as to the City's responsibility to the re-paving, it would be a City cost. Council Member Savageau inquired with Chief Cline whether MnDOT might increase the speed limit by Stockwood if the signs are moved farther out from the City? Cline responded he did not feel that would happen, as MnDOT knows the City does not have any turning lanes or frontage roads.

7. Old Business/Unfinished Business

a. Updates on Projects – Parke Avenue – Carlson stated the first construction meeting took place on Monday, May 6th. The clearing of trees should be completed by the end of this week, and Hough Construction will be mobilizing by mid-week into next Monday, with Monday the 13th to begin digging the ponds. Once school has ended this year's session, full construction will begin. Ulteig will be coordinating with the school regarding bus access. Mayor Johnson asked if 12th Avenue will be maintained during the construction? Carlson confirmed the County will provide maintenance to the gravel section throughout the duration of construction if the City pays for the gravel to build it back up. Mayor Johnson then inquired what will happen with 12th Avenue once the Parke Avenue Project is completed? Carlson stated he is working on getting the City an estimate, and mentioned Hawley is using an additive in their gravel which offsets the class five obligation and gives roads more strength. This would be an interim fix, however the paving of 12th Avenue would be the permanent solution. He is also still looking at obtaining a LRIP grant to help with maintenance cost on 12th Avenue, as it becomes an eighty/twenty (80/20) split between local and state. This type of grant is intended for small projects such as fixing gravel roads like 12th Avenue. Turner Sand and gravel will bring in the class five material once road restrictions are off.

b. Discussion on Lighting for Parke Avenue – Carlson spoke with Xcel and said the Stockwood order for lighting currently sits as a total of twenty-five (25) steel or aluminum poles, at the height of thirty feet (30'). There is a two (2) to three (3) month lead time on getting them in, so a decision needs to be made soon. Carlson said the aluminum poles are available only on a "pre-pay" agreement, meaning the City pays the entire cost up front. The City would receive credit for the twenty-two (22) lights already installed, with three (3) poles remaining to be installed, it works out to be one hundred thousand dollars (\$100,000) up front; a monthly rate of one hundred twenty-five (125) dollars per year over a twenty-five (25) year period. By comparison, Carlson said the fiberglass pole choice provides two payment options: pre-pay or standard. Pre-pay total cost is sixty-four thousand dollars (\$64,000) up front, with a monthly fee of one hundred twenty-five dollars (\$125) over a twenty-five (25) year period. Standard agreement would have the City paying for the excess footage, and would receive a pole, a fixture, one hundred feet (100') of wire, and twenty feet (20') of trenching for free, but anything beyond that the City would be responsible to pay for. Carlson said he would recommend the City do the "pre-pay" agreement, whether the choice be for aluminum or for fiberglass. Carlson then showed the Council work Xcel has already begun in front of the school, and what it will be continuing on Parke Avenue. Savageau asked if there was a difference between the two lighting options from a maintenance standpoint? Carlson said he feels the fiberglass poles would cost the City less to maintain over time as they already come pre-painted. Schreiber asked if these light poles will have any way of hanging the City's holiday lights on them? Lofgren added it would be preferable from his department's view if the light poles were non-electrical, and could support the hanging of City banners instead of holiday lights? Carlson stated he will check with Xcel if there are any options for hanging items like those. Schreiber inquired if these lighting options were the same as what will be for the Stockwood Addition? Affield confirmed the choices for Stockwood

are pretty similar, and she is waiting on a response from the new sales representative as the old one is no longer working there. The new rep is going to put together new numbers for the City and draw up a new schedule, looking at possibly June installation.

- **Addition: Kelly Richards' Park Addition** – Mayor Johnson stated Mr. Richards wants to know when the park will be started in Southview, and asked if the five hundred dollars (\$500) per Southview lot has been put into a special fund for park development. No plan as of yet has been created for this. Carlson stated per the original Developer's Agreement, there is indeed a five hundred-dollar (\$500) allocation per lot for a park fund. The funds would equate to forty-one thousand five hundred dollars (\$41,500), and will come from specials since some of the funds had to be utilized to help finish pond repairs. Carlson recommended a specific plan be drawn up regarding the specifics of the park. Affield confirmed the budget for the park to be roughly forty-one thousand five hundred dollars (\$41,500). Affield stated the City could start preparing the land for the park, have it leveled and seeded, trees planted, etc. This would give the City time to develop a plan for what type of park will be built. Carlson added the material piled in that location was for residents or contractors to have access to the extra dirt and materials if needed. Savageau inquired how and at what times residents could come and take dirt/materials from the pond location? Carlson responded how in the case of the Watershed District, residents and contractors were issued "no-fee" permits by the City, which essentially lets the City know who picked up the material if a mess was made. Mayor Johnson also added how a large amount of black dirt from the Stockwood Addition would be available for use. Affield noted the installation of the actual park equipment would need to wait until assessments start coming in. Carlson said he will follow up with Richards to discuss final details. Lofgren mentioned how playground companies will do a lot of work up front, as far as planning, blueprints, satellite imaging, etc. He also noted Richards had mentioned at one point wanting a fence for the park, but did not indicate where exactly. Savageau also wondered about the location and timing for planting trees, as any exterior work should be done prior to any planning for the interior of the park. Lofgren added the issue of parking, whether as a lot, on street or off street, should be addressed. The Planning Committee will meet and discuss what steps to take to start the park planning.

Council Member Kimberly Savageau left the meeting at 8:00 a.m.

c. Alley by Maintenance Shop – Owings inquired with Lofgren as to his conversation with Randall's Excavating, and if Randall's determined the drain tile solution to be a bad one? Lofgren stated he feels drain tile can be a good solution, but maybe only part of the solution for the alley. He noted how other area locations have used drain tile and it has not been effective, so he would like to do more research. Carlson said even with the drain tile, surface drainage will still be an issue. He also noted how heavy equipment causes problems on gravel due to their weight. Owings asked if the City still wants a drain tile install to coincide with the Park Avenue project? Carlson recommended putting the stub in off Parke Avenue to attach the drain tile and then it would be cost-beneficial to the City to get a quote from Randall's instead of paying federal highway rates for the contractors doing Parke Avenue. Owings stated he wants the Council to ensure the alleyway is in much better condition by next spring. Carlson agreed and said an improvement plan for all of the alleyways is needed. Lofgren stated how none of the alleys currently have any drainage, and the heavy equipment and trucks are causing huge potholes. The gravel is not designed for eighty thousand-pound (80,000 lb.) trucks to be driving over them. Carlson informed Council the ditch along the railroad property will be cleaned out during the project which will help with water issues. Owings also inquired if the road is going to be raised in comparison to where the shop is located? Carlson confirmed the roads will all be lowered.

d. 418 2nd Street SE Update – Mayor Johnson stated he speaks with Sjothun twice a day to remind him and urge him to clean up the property. Currently there are six (6) cars directly on the property, and seven (7) more on the street. So far nothing has been moved or removed. Chief Cline said the property owner, Peterson, has been issued a fifth (5th) citation, more photos have been taken, toys have been removed from the street. Cline noted the citations are actual court appearances for Peterson, and if she ignores these and does not attend, there will be a bench warrant issued for her arrest. He explained this to Sjothun, and so far, the court dates have not been scheduled. Lofgren noted a brush pile exists just north of the property, and is looking into having it picked up and removed. Cline agreed, and stated how construction material and old vehicles were mixed in with the brush. Affield mentioned a resident who shares a property line with Sjothun wants to install a fence, but cannot because Sjothun’s garbage is on their side. She stated permission was given by City Building Inspector Steve Schroeder to the resident to build a fence directly on the property line. Cline inquired what Schroeder has planned for the property, considering there is a “no occupancy” order on it, and are other building codes being violated? Affield stated Schroeder is still waiting to hear back from the State regarding their stance. Cline said his department will continue to assess this property, and will be issuing more citations. Olson wants to see the Council look into what legal steps need to be taken next in order to move forward with the eviction process, and whether a specialized attorney is needed? Cline feels the property owners should no longer be living on or near the property, and how they are in violation of several statutes. He feels issuing continual citations will not be the answer, and if building permits have not been issued, then the property owners should be removed. Social Services is not currently doing anything to remedy the situation, so it is up to the City to move forward. Olson feels Schroeder needs to step up on his end with more enforcement from the building code side of things. Olson discussed a property issue the City of Ulen is dealing with and is wondering if the City needs to sue the property owners to resolve the problem. Owings would like to meet with Schroeder if he has a chance today to discuss what the next steps should be.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline reported eleven hundred sixty (1160) ICR’s for the year, averaging two hundred ninety (290) service calls per month. The department is going forward with transitioning from an IBR System to a UCR System, which is “Incident-Based Reporting” to “Uniform Crime Reporting”. Clay County is the primary lead for the implementation, which is mandatory for all agencies throughout the County. The final cost will be roughly between eleven hundred dollars (\$1100) to eighteen hundred dollars (\$1800), once the eight thousand-dollar (\$8000) grant from the state has been deducted. The previous system used was a computer-automated dispatch system, and was run on a BPN network in Glyndon. It was not functioning well, and copies of reports often went missing. Cline feels this new system will be a vast improvement. Interviews for a new part-time officer have been completed, and recommendations to the Council will be submitted at the next meeting. As per 418 2nd Street, citations will continue to be issued, although no real improvements have been made by the property owners.

b. Bob Cuchna, Fire Chief – Not Present.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren stated he is will be installing half (1/2) of the Stockwood “Overnight Parking” signs. Two or three applications for part-time help have come in, and he will be reviewing them with Schreiber and Savageau. Hydrant flushing is being postponed until June, based on the current cold weather. Schreiber asked if the GPS program is up and running. Lofgren stated a MiFi hot spot needed to be purchased. The warming shed will be moved to the site once the pond has been built by the coulee.

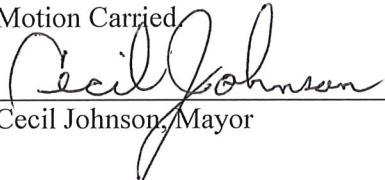
d. Wendy Affield, City Clerk – Journal entries from Eide Bailly for tax year 2018 will be completed soon, and then the check register can be finished. She spoke with Dave

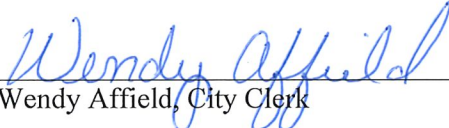
Overboe regarding the Parke Avenue Project, and discussed how payments and billing will be handled. Overboe will work with the City so funds in the CD can be extended longer, possibly to August. The interest collected from the CD will help with keeping the levy percentage down. Carlson sent over permit policy sheets from Walker, MN, and once the names have been changed, she will send them to Council for review. Owings mentioned he is interested in doing some training or taking classes on grant writing, and would like more info on how to do so. Affield asked Council what their thoughts were on having park benches located around the Southview walking path? Lofgren agreed it can be done, a small four-by-six-foot (4' x 6') concrete pad would need to be installed, with the bench being secured to the concrete.

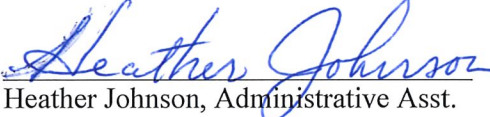
9. Open Forum

10. Adjournment – A motion was made by Joe Olson to adjourn at 8:28 a.m., seconded by Justin Schreiber. All in favor.

Motion Carried.


Cecil Johnson, Mayor


Wendy Affield, City Clerk


Heather Johnson, Administrative Asst.

May 8, 2019 Glyndon City Council Minutes