

Glyndon City Council
10/28/2020
Regular Council Meeting – 6:30 P.M.
Glyndon Community Center

1. Call to Order: Mayor Cecil Johnson called the meeting to order at 6:30 p.m.

2. Roll Call: Council Members Present: Dave Owings, Kimberly Savageau, and Justin Schreiber; City Clerk Wendy Affield; Police Chief Justin Vogel; City Engineer Kris Carlson; City Attorney Ken Norman.

Absent: Council Member Joe Olson

As Per Sign in Sheet: Terry Thomason, Tracy Tollefson, Carrie Smith, Jacob Cuchna, Randall Henriksen.

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. 10/7/20 Council Minutes

b. Approve Resolution of Payments

- **Approve Minnesota Pump Works Quote of \$4,503.25 to Install Dialer Unit at the New Lift Station Located at 199 Pleasantview Avenue**
- **Approve Jacob Cuchna and Steven Krupich for On-Call Snow Removal Help**
- **Approve Moland Township COVID Cares Act Funds Donation of \$7,575 for the Conferencing Video Room at the Fire/Rescue Station**
- **Approve Haider Howitzer for City of Glyndon's New IT Specialist**

4. Any Additions to the Agenda

5. Motion to Approve the Agenda – A motion to approve the agenda was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

6. New Business

a. Discussion Concerning the Findings and Evidence Heard During the Public Hearing on 202 Eglon Ave SE – Mayor Johnson asked Council if they intend to move forward in the process, which would be to go before the court? Savageau said Council should instruct City Attorney Norman to draft the resolution to be available by the next regular meeting. Schreiber agreed and said a plan should have been executed a long time ago. Mayor Johnson also agreed, and called for a motion. A motion to approve the letters from Clay County Health Inspector Kent Severson and Building Inspector Steve Schroeder, and to instruct City Attorney Ken Norman to continue with drafting the resolution was made by Dave Owings, seconded by Kimberly Savageau. All in favor.
Motion Carried.

b. Set Public Hearing Date for Two-Year Residential Property Tax Abatement Program if Council Chooses to Participate for 2021-2022 – Mayor Johnson said there are other surrounding cities who are also going to participate again. Savageau feels it is a great incentive to help the City get rooftops on those lots, and she would prefer to set the date for an evening meeting. Affield said the choice then would be for Tuesday, November 24th at 6:00 p.m. Schreiber agreed. A motion to set the Public Hearing Date for the Residential Tax Abatement Program was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

c. Maintenance Department Committee Request for 2021/2022 – Dave Owings – Owings said he and the Mayor are the two members of the Maintenance Department Committee, and he is requesting a motion he remain on this committee for the remainder of his term, which is two (2) more years. He said with a new Maintenance Supervisor to be hired soon, he would like to make sure the department enters a smooth transition. Mayor Johnson said as Mayor, he is the one who decides who gets appointed to which committee, and over the years it has been switched around so that each Council Member gets experience on the different committees during their time on council. He said he does not have an issue with Owings remaining on this committee for 2021-2022. Owings said because he is requesting the motion, he cannot submit a vote. Savageau said Owings has dedicated a lot of his time to this committee, and has made numerous positive changes to the department. She has no issue with this extension. A motion to extend the Maintenance Department Committee membership for Dave Owings into 2021 through 2022 was made by Kimberly Savageau, seconded by Justin Schreiber. Dave Owings has abstained from voting. All in favor.
Motion Carried.

d. Start Advertising for Head of Maintenance Position November 1st, 2020 through November 15th, 2020 – Approve Job Advertisement – Owings said he spoke with Affield about getting a preliminary job advertisement ready, and they would like to start the ad right away. He said the process was slow-moving with the hiring of the Police Chief, so to help avoid this they would like to see the new hire start on January 1st, 2021. A motion to start advertising for the Head of Maintenance Position on November 1st, 2020 was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

e. Approve Driving Diversion Program Service Agreement – Justin Vogel – Vogel said he will summarize the pamphlet presented to Council by the City Attorney’s office. He said the City of Moorhead is already a participant, with other surrounding agencies coming on board. Vogel said this program is for drivers with revoked licenses. If he or one of his officers issues a citation for revoked driving, as members of this program they would then provide the driver with a notice for how to gain their license back. Drivers who enter into this program would then avoid any future citations, and would be able to gain back a valid license quicker. If the driver then avoids any violations and passes the program, then the City receives money back for this. Vogel said it would be one hundred dollars (\$100) per person who graduates from the program. There is no expense to the City and no obligation to stay with it. Mayor Johnson asked what surrounding cities are currently signed up? Vogel said Moorhead, Hawley, Barnesville, and Dilworth are in the program. Schreiber asked how is the individual notified of this program? Vogel said it would be through his department, and explained when people are cited for revoked license they can then try to qualify for the program. Mayor Johnson asked if the City Attorney would work with the people on this? Vogel said yes, the City Attorney can recommend this program to people as well. Mayor Johnson asked if this program would speed up the process for drivers to get their licenses back? Vogel said yes, as this essentially turns the license back to “valid” while the driver is going through the program. But if they receive any violations while on the program, they are released and the license is set back to “revoked” status. Savageau asked if there are drivers who are not accepted into the program? Vogel said yes, as it can depend on the reason and their driving history. A motion to

approve joining the Driving Diversion Program was made by Justin Schreiber, seconded by Dave Owings. All in favor.
Motion Carried.

f. Discussion Concerning Garage Roof Height on New Residential Homes – Mayor Johnson said Affield looked through current ordinances regarding variances and new construction requirements. He said in his opinion the ordinances are not specific enough for this issue. Affield said Building Inspector Schroeder was concerned because normally a garage peak/roofline is not at a higher elevation than the peak of the main house. He said it is generally equal in height or below. Affield said there were blueprints turned in for a house to be built which shows the garage roof higher than the house. She said Dilworth does not allow for it, but our City ordinances do not specify. Affield said the homebuilder was made aware this will not be allowed by our Building Inspector for future houses. Savageau said this issue has come up before, but only in terms of “accessory” structures. In her opinion this means a secondary structure, in addition to the primary structure. She said it will become confusing if they start considering an attached garage as separate from the primary house. Affield said Council will need to determine if the ordinance should stay the way it is, or if it needs amending. Owings asked Affield if Schroeder mentioned a state regulation about this? Affield said she did not recall. Owings said this issue should be reviewed further with Schroeder to get clarification on definitions. Savageau and Schreiber both agreed. This issue has been tabled by Council until the next regular meeting on November 10th.

g. Notice of Pay Equity Compliance from Minnesota Management & Budget – Affield said this is informational only, and is included in the agenda packet for Council to review.

7. Time to Discuss Additions to the Agenda

8. Old Business/Unfinished Business

a. Stockwood Road Improvements and Utilities – Kris Carlson – Carlson stated he received a request from Council to put some estimates together on the cost to punch out the Stockwood road and to tie into Hwy 10 by the Dollar General. He said in the agenda packet are a couple options for Council to consider. One option is to install a thirty-eight-foot (38 ft.) paved roadway with curb and gutter for an estimated total of one-point-three five million (\$1.35M). This includes asphalt, water, sewer, and storm sewer. Carlson said this option does not include the water and sewer which will be extended past Randall’s other lots. The second option is for a thirty-two-foot (32 ft.) gravel roadway with ditches. He does not particularly recommend this option, and the overall estimate is just under one million dollars (<\$1M). Based on what Council has previously stated they want the roads to look like in Stockwood, Carlson said this gravel option would not meet those needs or be very desirable. He said these two options are provided simply as a basis for comparison. Carlson said the downside to the costs is that there are limited lots to assess. He referred Council to the third page which breaks down the existing assessments per lot for each option. He said the fourth page is a schematic map of where the road would extend through the development. Savageau asked why Lot 1, Block 1 will not be assessed anything for this improvement? Carlson said it is because the landowner built their portion when the Dollar General went up. He said this is based upon previous assessment plans by the City for other projects. Randall Henriksen, of Randall’s Excavating, asked for clarification on Council’s previous mention of having the entire development kick in funds for this road? Carlson said this was discussed, and there may be a way to get a small portion covered by all landowners in Stockwood. He said this will be up to Council to discuss, and if it can be proven that all lots will benefit from this road then there might be a way. Affield said the City is still trying to get a state grant to help with the final cost. Carlson agreed and said the state bonding bill did pass, so his firm is going to keep exploring this option as it is an open application and no deadline. Savageau asked if Carlson has already started the grant application process, and how soon would they get an answer? Carlson said he has a majority of the information he would need already, so

the grant process can begin at any time. Savageau said it should start right away, otherwise the City is going to be sitting on these unsold lots for a long time. Carlson agreed. Owings asked if the City is then needing to choose the first option, and then adjust the percentage which is applied to the other lots? Savageau said it would first need to pass the benefit test. Carlson agreed and said the other way to look at it is the development does not have a clearly defined truck route which will help determine benefit. At some point, Carlson said he will recommend the City alter 2nd Street to a heavy truck-capable route from Stockwood to Parke Avenue. Mayor Johnson asked about the turn lane which does not have access to anywhere? Carlson said he was not sure and would look into it more. Owings said the turning lane there was to accommodate tractor and trailer rigs to make the loop and U-turn on Hwy 10. Vogel asked how it will work if someone wants to build on one of these lots prior to the road being put in? Carlson said right now there is no water and sewer, so they cannot be issued a building permit until this is done. Savageau does not feel the City can bear to wait any longer and really needs to get going on a grant. Carlson said he would be willing to work with the City Attorney in order to draft the application. Savageau said her opinion is the City should look at something other than an 80/20 cost split like they have done with other projects, mainly because this is a commercial project with completely different types of vehicles which will be operating on the roads. Schreiber agreed and said if they can find a grant then this is the way to go, otherwise the remaining lots will never be sold. Carlson said it will be good for the City to look over its Capital Improvement Plan and see what can be checked off the list, including any changes to 2nd Street. Savageau said she would also be interested in knowing what the value of the lots would be with water/sewer access. Carlson said he can provide a comparison.

b. Project Updates – Kris Carlson – Carlson said the work is now all completed on Parke Avenue, with the exception of some grass seeding to be finished. He said Xcel communicated with BNSF to get poles over the railroad, so now the last strip of sidewalk can be poured. The concrete will be redone, but there is a battle over who is going to do the work between MnDOT and the contractor. Carlson said this dispute should be settled by next spring. Mayor Johnson said the street lights in front of the school are not operable. He asked Carlson if he was aware? Carlson said he will check on it with Xcel. Schreiber asked about the Hwy 10 project, and if the City has to be a part of the bidding process? Carlson said the City will not be part of the bidding process, but will partner with the County and the County will take the lead on the project. MnDOT will reimburse the costs, with the initial estimate coming in at three hundred ten thousand dollars (\$310,000). Carlson said this estimate does not include the costs for any changes to the right-of-way, which would be the County and City's responsibility, per the cost-share agreement. He said the County is going to propose a fifty-fifty (50/50) cost share for these improvements. Carlson said if all goes through properly, this project can start next spring. Mayor Johnson asked if Carlson has been able to speak with the landowner at this intersection? Carlson said he has not yet, and said a meeting with this individual will need to happen down the road. He said he will reach out and have more updates for the next regular meeting. Carlson said his final project update is regarding the railroad crossing on Partridge Avenue. He said BNSF has had crews move both crossing arms to the correct locations, and the plans for the upgrades are on his desk waiting his review. He said once bidding for the work has been completed, then the application for a Quiet Zone can be submitted. Carlson said once the County provides the final invoice for the Parke Avenue project then the City will know how much money is left over to use from the bond. He said he is hoping to receive those final numbers sometime in mid-November or December.

c. Approved Revised Resolution 2020-16 – A Resolution Appointing Election Judges for the 2020 United States Presidential Election – Removed Diane Andreasen and added Sarah Mastera – A motion to approve the revised Resolution 2020-16 was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.
Motion Carried.

d. Dog Park Survey Results from Survey Monkey – Dave Owings – Owings said he was hoping to see better participation from residents with this survey. He said there was a total of eighty-eight (88) respondents, and on question three over thirty-four percent (34%) said they did not own a dog. Some residents responded with locations they currently like to take their dogs for exercise, and he thought the responses were interesting. He said he was encouraged to see that over sixty-percent (60%) said they have visited a dog park before, and almost forty-six percent (46%) said they felt the City would benefit from having a safe place for dogs to play off-leash. Owings said he was also glad to see that a large majority of respondents had viewed the Facebook page he created detailing the possible costs and proposed locations. He said the downfall, however, were the answers to question nine, which asked if a park were approved how often would the respondent use it? Almost sixty-percent (60%) said “never.” He also pointed to the final question asking what possible concerns people might have about a dog park. The most answers were for “maintenance.” Owings said this was a bare-bones kind of survey, more so to get initial thoughts and feelings, and he thinks a dog park is something still worth pursuing. He said there has been a very generous offer from Randall’s Excavating to help with water installation, and would be donating services. Owings said he is looking to Council to decide on this, as he feels it would be a positive thing for the City to have. Savageau feels the next step is to find out what is actually needed and what it will actually cost. The dog park would be an amenity for the City and not all people use every amenity in town, you go through different stages of life and use different things in town and at this time, she feels the City needs more houses being built. She said more rooftops is the only thing which will benefit the City and if it helps selling houses because we have a dog park and the cost is reasonable it should be something we look at. Owings agreed, and said there would of course be some maintenance costs for the park. He feels it is reasonable for the City to dedicate this park space for it, if in fact the proposed location was always intended for a park. He said it could be a great benefit to the City as Dilworth does not have one, nor is there anything else close by. If Council would like to have more research done, he is willing to entertain all options before closing the door on it. Savageau again said she is mostly concerned with the exact costs and how they will be paid. Owings said the Dakota Fence estimate he provided at a previous meeting was nineteen thousand (\$19,000). He said Moorhead did a new dog park, and the cost was twenty-four thousand dollars (\$24,000) for the fence. Owings reminded Council this would be a phased project; it would not be completed in one year. Owings said Menards fencing is even cheaper, and a volunteer effort could help put the fence in. Schreiber said he is unsure of the proposed location, as there are homes nearby which may not want to be so close to the dog park due to noise and traffic. He said the dog park in north Moorhead is in a location where there are no homes. He said he is concerned about costs too, and there may be some additional costs no one has considered yet. Mayor Johnson said he agreed with Savageau that getting new homes should be the City’s focus, and his main concern is who would be in charge of cleaning up the dog park? He feels some residents would ignore the signs about cleaning up after their dog, and then it would be up to City maintenance to clean the rest. Owings said he struggles with the possibility the dog park survey was not communicated well enough to the residents. He acknowledged the fact it was published on the City website as well as the City Facebook page, and said people cannot be forced to complete the survey. Savageau feels the dog park survey issue could be revisited at a better time, such as during Glyndon Days or the Glyndon Ice Cream Social, where more residents are available to canvass about it. She said the survey was also answered by quite a few people who don’t even have a dog, so the results could be skewed. Owings said he would like to revisit it for sure, but will also accept it if Council decides against it down the road. Council agreed to revisit the topic at another time.

9. Department Reports/Committee Reports

a. Justin Vogel, Police Chief – Vogel said he has some quick updates. He said Officer Annie Mettert started the training program this week and will complete training in about two (2) months. Upon completion there will be a swearing-in ceremony for her. Officer Gruver is currently in Field Training Officer School, and will return this week. Vogel said his department is participating in the Dilworth PD’s

“Trunk or Treat” for Halloween this Friday from 5pm-7pm. His department also started the “No Shave November” program, in which each officer pays in forty dollars (\$40) to grow out their facial hair, and the funds go towards Shop With A Cop in December.

b. Bob Cuchna, Fire Chief – Not present.

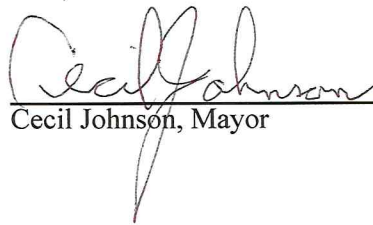
c. Dave Owings, Maintenance/Public Works – Owings said he does not have much, other than he is excited to get the advertisement for a new Supervisor started.

d. Wendy Affield, City Clerk – Affield said MIDCO notified her WDAY TV will be coming to town to do an interview on Thursday. She said a MIDCO representative will be there to talk about the incoming services. Affield said the election will be on Tuesday, November 3rd but the canvassing of the votes will take up to one week or more, per Lori Johnson at the County. Affield said there are a little bit of COVID Cares Act Funds left, which will need to be spent by November 15th and the final filing by November 24th. Schreiber asked about the online payments option, and if it is available yet? Affield said they are waiting on our website person to create the button for it online, otherwise it will be ready to go by November 1st.

10. Open Forum - **This is the time for the General Public to address the Council regarding a City Business item that is not on the agenda. Typically, decisions will not be made at this meeting but will be referred to staff for further research. The Open Forum shall not be used to make political statements, political endorsements or for any political campaign purposes.*

11. Miscellaneous Announcements

12. Adjournment – A motion was made by Kimberly Savageau to adjourn at 7:42 p.m., seconded by Justin Schreiber. All in favor.
Motion Carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assist.

October 28, 2020 Council Meeting Minutes