

Glyndon City Council

04/10/2019

7:00 a.m. Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Vice Mayor Joe Olson called the meeting to order at 7:00 a.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber and Kimberly Savageau; Police Chief Mike Cline; City Clerk Wendy Affield and Maintenance Supervisor Scott Lofgren.

Absent: Mayor Cecil Johnson.

As Per Sign in Sheet: None.

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

- a. Minutes – 3/27/19 Council Meeting

- b. Approve Resolution of Payments – Added invoice from Northland Trust Services for \$750.00 and Jerret’s Plumbing for \$242.00.

4. **Additions to Agenda**

- 12th Street Ditch Question – Joe Olson

5. **Motion to Approve Agenda**

A motion to approve the 4/10/2019 Agenda was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.

Motion Carried.

6. **New Business**

- a. **Arvig Sewer Main Damage Discussion** – Affield confirmed it is information only. Issues and pictures were presented. Affield noted a blue liner was installed years prior inside the casting clay sewer piping. Lofgren confirmed Arvig broke through the sewer line so when the ditch flooded with five feet (5’) of water it filled the sewer system which caused some residents to have sewer back-up issues. Affield stated the City needs some type of permit that notes when other companies will be working/boring in the area, no charge required, this would be good to keep on record if something like this happens again. Lofgren noted other cities require utility companies to televise/record their finished work if it is going to affect City utilities. Affield confirmed a list of affected residents has been received and given to Arvig. Residents have been notified the damage caused was due to Arvig’s work in that area. Owings asked if Arvig announces to the City beforehand of any work they are about to do. Lofgren confirmed a Gopher State One call is made, that is his only way of notification. Affield stated Arvig usually sends paperwork to the City to let us know they are doing work in town but nothing is inspected.

- b. **Approve Contract with Terracon to Complete Soil Testing for Parke Ave** – Affield stated, Carlson confirmed the contract is for water and sewer only, the County has their

own separate contract with Terracon. A motion was made by Justin Schreiber to approve the contract with Terracon, seconded by Dave Owings. All in favor.
Motion Carried.

c. Summer Maintenance Employment Position – Lofgren informed Council he would like to hire someone for the summer, since most of his time will be needed for the upcoming Parke Avenue project. Lofgren stated at this point it is unclear when Terry Cummings will return to work, it may be two (2) to four (4) months, maybe longer. Having a more experienced hire would be preferable. Lofgren also confirmed this would be a temporary position. Olson inquires whether an official job posting is necessary, considering the temporary nature of the position. Affield stated the Indeed Job Site was reasonable. Lofgren stated he is familiar with a few people that might be interested in the position, he will contact them on his own prior to advertising for the position. Council was in agreement no official posting is needed since it is a part-time temporary position. Olson inquires about pay range for the position. Lofgren suggests \$13-\$14 per hour might be appropriate. Owings offers the pay range be set between \$13-\$15 per hour, that will provide more flexibility. A motion was made by Dave Owings to approve the hiring of a summer maintenance person for \$13-\$15 per hour, seconded by Kim Savageau. All in favor.
Motion Carried.

d. 1st Quarter Expense/Revenue Budget Sheets – Affield confirms this is informational only, stating Eide Bailly would like Council updated on the revenues and expenses. Copies were included in the agenda packet.

Additions to the Agenda:

12th Street Ditch Drainage Issues – Olson has questions for Arvig and Clay County regarding the grading of the ditch at 12th Street and Lyndon Avenue. Olson will follow up with the County concerning the drainage issue. Lofgren suggested waiting until the County is in town working on the Parke Avenue project.

7. Old Business/Unfinished Business

a. Location for Bee/Butterfly Garden – Monsanto/Bayer – Affield confirmed she has been in contact via email with Monsanto/Bayer. Olson inquires as to the type of project garden this will be? Lofgren stated it will be a type of flower garden to attract bees, butterflies for pollination purposes. Affield stated the BNSF land is mowed and maintained by the City, and could be a possible location. A list of possible locations was included in the agenda packet. The location at the BNSF site is favored by the Council, pending approval by BNSF. Motion not needed.

b. Re-Address Lighting in Stockwood – Affield suggested doing the up-front bid option received from Xcel Energy for the lighting in Stockwood. The pre-pay option ranges from \$30,000 to \$40,000 with a \$5.00 per light monthly fee. Savageau believes the funds are included in the 2019 budget, we had funds set aside for the special assessments and since the lots have been sold, we can use them for the lighting. Schreiber inquires if the Stockwood lights are going to be the same as the ones on Parke Avenue. Affield confirms a couple different options have been provided. Lofgren stated Xcel has confirmed the lights are a generic thirty (30) foot pole with a short, five (5) foot mast and LED light. Lofgren stated a current example is on the intersection of Andrews and 2nd, on the west side. Lofgren stated he will double-check the exact placement locations for each light. Olson inquires which option is currently being considered? Affield confirmed the second lighting option is the preferred choice. A motion was made by

Justin Schreiber to approve the second lighting option of making the upfront installation payment and then pay a \$5.00 a month per light fee, seconded by Kim Savageau. All in favor.
Motion Carried.

d. 418 2nd St SE Update – Olson feels Building Inspector Schroeder needs help with deciding what the next step needs to be concerning the house located at 418 2nd St SE. Olson inquires with Chief Cline as to what he thinks the Council's next step is regarding the vehicles? Chief Cline confirms an audit of Peterson's property has been completed, and a total of 15 vehicles were located in the yard, 4 trailers covered with garbage, 2 campers, and a boat. Two vehicles do not have plates, two were not on file, six have expired tabs. The others were registered to Sjothun and Peterson. Cline stated they are living in the home. Cline also noted he issued a state citation to Peterson, Officer Praska delivered it to her. A copy of the police report and the citation were provided to Affield at the City Hall, along with photos of the property. The photos show the extent of the garbage and damage on the property. Cline noticed large propane tanks on the property, and surmised the family was using them to heat the house. Cline stated both Sjothun and Peterson have been notified that every Tuesday a new Public Nuisance Citation will be issued to Sarah Peterson since she is the name listed on the property. Cline's major concerns at this point are the fuel tanks and the garbage spread throughout the property. Olson inquires as to how much the citations are each week? Cline stated each public nuisance citation is \$40, also a \$77 court fee, and an \$11 law library fee, totaling \$128 in fees per week. If the homeowner does not pay these fees, a warrant will be issued for her arrest. Olson inquires if according to an enforcement standpoint, these citations are all the City can do at this juncture? Cline confirmed yes, these fees are all that can be done at this point stating, he spoke with Norman about the occupancy at the home. Cline cannot enforce a trespass order on Sjothun, if in fact he is working on the home in order to live in it. Affield stated Norman informed her the City needs to draft a letter to Peterson giving her 60 days to hook up to City services, clean up the outside of the property and finish what needs to be completed on the outside of the home. Affield confirmed at this time, the house has no services. It was noted by Cline that Social Services has been notified concerning the children living on the property, and that a small, children's toy "rock wall" is one means of entering the house. Cline stated Sjothun has agreed many times to clean up the property, but has been stalled due to muddy/snowy conditions. Olson wants to confirm the current plan of action regarding the property, is to issue the weekly citations? Cline confirmed yes, as of now the citations will be issued every Tuesday until further notice or until "drastic improvements" are made by Sjothun and Peterson. Council agreed by "drastic improvements", it means all vehicles not registered to them need to be removed, and all garbage from the property needs to be cleaned up. Olson inquires how much money will need to be spent on getting this resolved, including the hiring of an attorney? Lofgren stated the Minnesota State Building Codes Division can be contacted to assist, and at that point the City would no longer be involved. Olson asked who would be in charge of making the call? Lofgren stated anyone at City Hall can make the call for assistance. Owings suggested Inspector Schroeder be at the next Council meeting to discuss requesting help from the State. Olson inquires as to how, from a legal standpoint the house itself can be removed, or if an attorney can advise us on other legal options. Council agrees to have Norman and Schroeder at the next meeting to discuss all options going forward in order to remove the house. Cline confirms he will update the Council with new photos of the property each week, and citations will be provided to Peterson if the vehicle issue has not been cleaned up. Savageau noted other properties have received City notices in the past and have made necessary improvements, but were nowhere near as drastic as this property. Cline noted vehicles cannot be towed off the property until the City declares Sjothun and Peterson are trespassing since there is not a Certificate of Occupancy for the home. Owings suggests street signs declaring no overnight parking might help with the abundance of cars left on the street. Lofgren notes the street parking ordinance would need to be updated properly, regarding parking

on grass/gravel in your yard. Affield discussed the homeowners who have to park in the alley of their property may have gravel in their yards so we need to watch how the wording is in the parking ordinance. A new motion regarding no overnight parking from 10pm – 6am in the Stockwood addition from Andrews Avenue East to Stockwood Avenue was made by Dave Owings, seconded by Kim Savageau. All in favor.
Motion Carried.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline reported 870 ICR’s for the year, averaging 290 calls per month. Last week two Attorney’s came from the City’s Attorney’s Office to tour the Glyndon Police Department and visit with the Officers concerning items that need to be done differently and trying to improve communications between the offices. The men’s bathroom has been completed. Officer Johnson received a call from the Hibbing Police Department concerning her starting on April 29th instead of in July. At the previous meeting, the hiring of Officer Matthew Tri was approved, Cline asked Council to allow Officer Tri to begin now as full-time so Officer Johnson can take the last 15 days of the month to train him. Officer Tri still needs some training on the computer systems and statutes used on the Minnesota side, as he has been deputized in two different North Dakota Sheriff’s Departments. We are still waiting on his new uniform, but once received, Officer Tri will be ready for full-time. A motion to bring on Matthew Tri as a full-time City Police Officer was made by Justin Schreiber, seconded by Kim Savageau. All in favor.
Motion Carried.

b. Bob Cuchna, Fire Chief – Not Present.

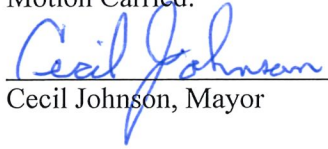
c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren stated Fischer’s will be in town the week of April 22nd to start on tree removal along Parke Avenue. Trees have been marked either with ribbon or spray paint. Sellin will be bringing their job trailer to town sometime this week, the plan is to park it on the west side of the Maintenance Shop so they have access to electricity if needed, or in the corner lot of the Community Center. Extra parking can be made available in front of City Hall for activities at the Community Center. Kurt Fischer from the County Shop stated they will use the open space between the shop and the railroad tracks for equipment/material storage for the street project. Olson suggested the green space behind his house would be a large spot for equipment/supplies. Lofgren stated a culvert would need to be installed to get to that area, but would be a possibility. It would be nice to keep the supplies close for when the contractors need to grab something. Schreiber asked about the warming house. Lofgren noted the warming house will be moved when the site is finished being graded, possibly in August. The pond in Southview was dropped a foot in anticipation of the upcoming snowfall. Lofgren informed Council the engineers would like to see a foot of rip rap around the pond.

d. Wendy Affield, City Clerk – Affield stated the City office received a dividend check from Petro Serve for \$109.35, a health insurance premium reimbursement check from Lakes Country Coop for 2017, in the amount of \$1,477.74, and a check from the Commissioner of Transportation for the Water Looping Utility Permit deposit for \$5,000. A meeting has been scheduled with Jim Sullivan at 10:00 am at the City Hall with Affield, Carlson and Mayor Johnson. Schreiber questioned if we planned on resealing Stockwood. The seal coating of Stockwood was confirmed, it was completed in 2018 when Lyndon, Lund and 9th was done.

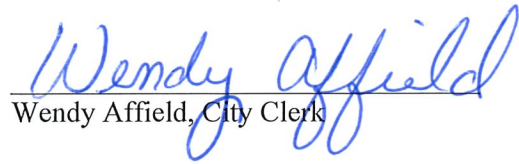
9. Open Forum

10. Miscellaneous Announcements

11. **Adjournment** - A motion was made by Justin Schreiber to adjourn at 8:08 a.m., seconded by Justin Schreiber. All in favor.
Motion Carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk

April 10, 2019 Glyndon City Council Minutes