

Glyndon City Council

02/27/2019

6:00 p.m. Regular Council Meeting
City Hall Council Chambers

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, Justin Schreiber, Joe Olson and Kimberly Savageau; City Clerk Wendy Affield.

As Per Sign in Sheet: Randall Henriksen, Ana & Todd Hallstrom, and Kelly Richards.

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 – 2/4/19 Special Meeting
- b. Minutes – 2/13/19 Public Hearing for Parke Avenue
- c. Minutes – 2/13/19 Council Meeting
- d. Approve Resolution of Payments

4. **Additions to Agenda**

➤ Affield is requesting approval on a raffle permit for the Glyndon Cub Scouts

5. **Motion to Approve Agenda**

A motion to approve the 02/27/2019 Agenda was made by Kimberly Savageau, seconded by Joe Olson. All in favor.

Motion Carried.

6. **New Business**

a. Approve Glyndon Firefighter's Relief Association Gaming Permit for April 27, 2019 at the Glyndon Community Center - A motion was made by Kimberly Savageau to Approve Glyndon Firefighter's Relief Association Gaming Permit for April 27, 2019 at the Glyndon Community Center, seconded by Justin Schreiber. All in favor.
Motion Carried.

b. 1202 Lyndon Avenue Culvert Extension Repairs Requested - Affield relayed to Council she talked to David Barth when he recently came into City Hall. Affield informed Barth there was going to be discussion at the Council Meeting regarding his culvert and ditch. Barth stated he was going to hire a professional contractor to make the repairs once the snow melts. Affield suggested it be done before the frost is out of the ground. Mayor Johnson asked if it was the whole culvert under the driveway. Todd Hallstrom, who lives next door, explained in the fall of 2018, Mr. Barth at 1202 Lyndon Avenue had someone complete the project to add on to his culvert. The person completing the job was not a licensed excavator or contractor. Hallstrom informed Council we had a large amount of rain which filled his ditch, when investigating out why the water was not flowing, he discovered Barth's culvert was plugged with dirt due to incorrect installation, there was nothing linking the new culvert to the original one. Hallstrom pushed a PVC pipe through Barth's culvert in order to allow the water to drain. Hallstrom stated the culvert has collapsed, so it is plugged again. Everyone south of 1202 Lyndon Avenue is

going to flood because there is no water flow to the big ditch. Hallstrom added he has spoken to Randall's Excavating and they recommend fixing the culvert before the frost is out. It is a 10-foot piece of plastic culvert, which should be fairly easy to remove. Affield commented, Barth is putting his house up for sale later this year and has toyed with the idea of having the culvert repaired by someone the City hires then add the cost to his taxes before the property is sold. Olson asked if this was a project that needed a permit. Affield stated no permit was given, the idea to extend his culvert came from when the neighbors across the street decided to do this, the only difference was the neighbors spoke to an engineer prior to starting their project. Hallstrom added there is damage to the ditch as well. Affield reiterated she spoke to Barth regarding this and he is aware of what needs to be accomplished to get it back to the original state. Savageau asked if we know what the cost would be if the City hires someone. We would need to request a quote. Discussion among Council determined to send a letter to Mr. Barth regarding the City's intentions if conditions are not met. A motion was made by Dave Owings to send a letter to the property owner of 1202 Lyndon Avenue stating he needs to arrange for a licensed contractor within 10 business days and begin repairs or the City will hire their own contractor. (**Side discussion: Affield stated when Barth was in the office today, he wanted information on snow removal for his property and will work on the culvert afterwards. Randall Henriksen stated he will not work with the homeowner, but will do the work if the City hires him directly to repair the culvert and ditch. Henriksen explained the steps needed to complete the repair. First you would need to remove the snow, call in locates, break the dirt with a backhoe, clean everything out and haul it away. Savageau asked Henriksen for an estimate to repair the culvert. Henriksen stated he is not a landscaper so the City would need to hire that portion out. Dave Owings retracted his prior motion. Savageau suggested contacting the homeowner with the City's intentions if the work is not completed by March 10, 2019. The City will then take measures into their own hands and have it repaired, time is of the essence. Henriksen stated the culvert is located on the City's right-of-way. Olson commented the repairs do need to be done or the neighborhood will flood. Savageau suggested Lofgren contact the County as to what they could do to help repair the damage in the ditch. Hallstrom's questioned whether there should have been a permit from the City before he started any work on the culvert. Mayor Johnson responded there should have been a permit taken out from the City and approved by the City Engineer or Lofgren. In conclusion, it was determined and agreed upon to contact Mr. Barth by mail and inform him of the timeline to repair the culvert, pull a permit, hire a professional company to do the work, and be inspected or approved by the City Engineer or Lofgren.

7. Old Business/Unfinished Business

a. Discussion on Fountains in Southview – Approve Agreement Between the City of Glyndon and Richards Storage, LLP – Mayor Johnson stated he has read through the agreement and wondered if anyone had any questions or comments. Richards stated he gives his consent to move forward with the agreement. A motion was made by Dave Owings to Approve the Agreement Between the City of Glyndon and Richards Storage, LLP for the Fountains in Southview, seconded by Justin Schreiber. All in favor.
Motion Carried.

Owings requested to move to Open Forum, item number 9.

Open Forum – Randall Henriksen informed Council he would like the transformer installed on his lots in Stockwood as soon as possible, and asked who the Xcel contact is. Affield will supply the information after visiting with Lofgren. Randall had two (2) of his three (3) lots combined and wants to know the status of the curb and gravel road in Stockwood. Mayor Johnson recalls in a prior conversation, Henriksen mentioned building a road going into his property. Henriksen responded, he would build a road to access his property. Mayor Johnson

questioned whether the City is going to build a road in Stockwood that adjoins to 110th Street. Owings recalls this was discussed previously with the City Engineer. Mayor Johnson understands this was discussed but is wondering when the City was considering installing the road. Owings commented it may be dependent upon a property owner and the replat of Outlot A. Affield reported once the replat for Outlot A is finalized by Ulteig's Surveyors it will be brought to Council, along with an estimated cost to build the road. The agreements with the four (4) property owners abutting 110th Street to the east will also be satisfied at that time. Mayor Johnson mentioned there should be a meeting scheduled with MnDOT by Carlson in the near future to discuss the new road. Henriksen added he could gravel a small section of the road in order to gain access to his property, and explained how his equipment would access the two (2) entrances to the property. Savageau stated the road will not be installed this year. Owings responded, Henriksen will need to sign an agreement with the City stating he is responsible for the cost of the gravel piece he will be putting in and once the City begins reconstructing the road, Henriksen will strip off the gravel he put down. Savageau added an agreement would need to be initiated from the City Attorney. Henriksen stated he definitely would be willing to sign an agreement with the City until final plans are made for a road. Henriksen asked if Council needed to review his building plans. Henriksen was informed Building Inspector Steven Schroeder will do the reviewing and approval of the plans.

Olson asked if the County needs to be contacted regarding the ditch on 12th Street being cleaned out by Randall's to alleviate any possible flooding. Council will have Lofgren notify Randall's Excavating when the process needs to be started. Henriksen added they used a mini excavator last time and the snow in the ditches is very hard right now.

b. Glyndon Days Discussion – Owings asked if the City should begin advertising the dates on the Glyndon Days Facebook page for this year's event. The dates determined are August 5th through the 10th. The route for the parade is an item which needs to be decided on due to the Parke Avenue Project this summer. Owings suggested having a smaller parade route that would go around the pond in Southview. Discussion among Council and Staff considered several ideas for a parade route. It was suggested to include a kiddie, pet or pedestrian parade instead of the heavier pieces of equipment if the emergency path between Southview and Centennial is used. Richards stated he would do what is needed to help with having events in Southview during Glyndon Days. Schreiber reported feedback from last year's car show participants, vendors, and band members requested to have the events closer together. Power sources need to be considered as well when organizing Glyndon Days events. In order to plan ahead, Affield suggested a Glyndon Days item on the agenda for the rest of the Council Meetings leading up to the event. Affield added with the new email alert system it could be used for Glyndon Days updates. Affield concluded with directions on how to sign up for the email alerts by logging on to the City of Glyndon's website. Schreiber questioned whether there was an interest in having a band and dance. Affield added she has been working on preparations for the yearly audit and bonds. Once this is complete, she will send letters to both bars with information on previous discussion regarding assistance and collaboration for the dance during Glyndon Days. Council has many questions as to whether a street dance should be pursued. Savageau suggested staging the porta pottys in a well-lit area. Owings summarized plans for Glyndon Days; there is a tentative parade route set (assuming roadwork is complete), advertise on the Glyndon Days Facebook page, and Schreiber will contact the two (2) bars. Discussion regarding craft vendors, food vendors, and bouncy house games need to be near the car show area to keep everything close in proximity. Savageau suggested contacting the Tollefson family regarding how much of an area is needed in Johnson Park for the car show. Schreiber suggested having the bouncy houses on the road by Johnson Park, then the vendors/concessions on the west end of the park and

the car show on the east end, this way the children are not by the antique cars. Concluding, the plans for Glyndon Days are underway!

c. Prosecution Discussion – Mayor Johnson stated recently a meeting was held regarding Prosecution services. Affield reported Police Chief Cline has requested to have a more in-depth discussion at the March 13, 2019 Council Meeting. Exact costs per year have not been determined from the City of Moorhead. Information regarding percentages apportioned per City and cost differences for two (2) and three (3) attorneys was included in the Council packet. Affield stated the cost for three (3) attorneys is approaching the same cost as what the County would have charged us if the City of Moorhead would have renewed their contract. Affield included information of detailed items on a page Cline provided to show differences in prosecution services from the City of Moorhead and Clay County. Affield added in the meeting with Clay County, they discussed a two-year contract until Brian Melton returns. Cline had a discussion with Cheryl Duysen, in which she agreed, the City should not be responsible for the fees of a third attorney, which would be primarily used for the City of Moorhead and Dilworth. Cline suggested presenting a proposal to the City of Moorhead indicating what the City would be willing to pay for the next three (3) years. The County will allow the City to review the proposal for the next month, starting April 1st instead of March 1st. Affield informed Council on the sheet from the City of Moorhead it states they will charge the City the same fee we paid in 2017 and 2018 which was \$9,935.00. Savageau is concerned with the charges the City may see if moving forward with the City of Moorhead and noted if there is an advisory board who is representing the City. Affield responded the advisory board has not been set at this time but Chief Cline would like to represent the City. Affield stated Cline would prefer to work with Cheryl Duysen. Savageau would like to set a time limit on when the City of Moorhead's Prosecution Service agreement needs to be presented to Council for review. Conversations between Council and Staff agree more discussion is needed before finalizing the agreement. Affield informed Council Brian Melton is the one who instructed Pam Foss to propose the offer to the City of Glyndon. Mayor Johnson is concerned if we stay with Clay County, we will be receiving services from first year attorneys who do not have experience. Affield disclosed she had asked Pam Foss why five (5) employees from the Prosecution Office left Clay County to work for the City of Moorhead. Foss's response was they are being paid twenty (20) percent more at the City of Moorhead. Schreiber wishes both places would have done more research and outreach last year prior to budgeting for 2019. Council discussed revenues the City receives from each ticket or fine. Affield will visit with the County and State to determine how it is broken down and dispersed. Savageau would like to know more concerning the Advisory Board and when they will be meeting.

Addition to the Agenda - Cub Scouts Raffle Permit – Affield stated the Glyndon Cub Scouts will have a raffle on March 24, 2019 at the Glyndon Community Center - A motion was made by Kimberly Savageau to Approve the Cub Scouts Raffle Permit for March 24, 2019, seconded by Joe Olson. All in favor.
Motion Carried.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Absent

b. Bob Cuchna, Fire Chief – Absent

c. Scott Lofgren, Maintenance/Public Works Supervisor – Absent – Mayor

Johnson contributed Lofgren has been looking at payloaders and working with Swanston's Equipment for a proposal. Snow removal from Randall's Excavating will continue as needed and the plow truck has been repaired. Owings asked why the V-plow is buried under snow when it could be used to move snow given there are two (2) City pickups. Affield was unsure of the

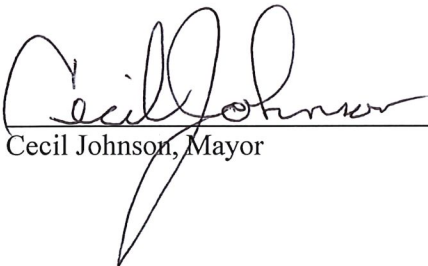
situation but stated the pick-up Andy Olson is driving does have a plow attached, Lofgren's vehicle is not set up to attach a snow plow. Owings volunteered to drive one of the pick-ups to help move snow. Mayor Johnson added V-plows are not equipped to handle the amount of snow currently on the streets but can be used in the cul-de-sacs. Mayor Johnson informed Council Bryant DeVries helped with snow removal in Southview. Olson asked how much money the City is looking at when purchasing a payloader. Affield informed Council the one purchased approximately ten years ago was \$15,000 and Lofgren is looking at ones less than \$48,000. Conversation among Council and Staff discussed options for snow removal and parking during snow events. Savageau mentioned Dilworth has an ordinance that you cannot remain parked on the street for more than seventy-two (72) hours no matter what time of the year. Council would like Chief Cline and Scott Lofgren to look into implementing a parking ordinance for next snow season.

d. Wendy Affield, City Clerk – Nothing at this time.

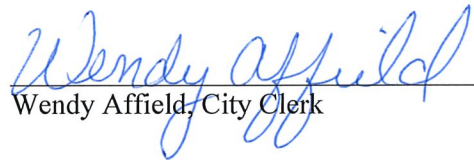
9. Open Forum – Discussed earlier in the meeting.

10. Miscellaneous Announcements

11. Adjournment - A motion was made by Kimberly Savageau to adjourn at 7:39 p.m., seconded by Justin Schreiber. All in favor.
Motion Carried.


Cecil Johnson, Mayor


Susan Dayley, Administrative Assistant


Wendy Affield, City Clerk

February 27, 2019 Glyndon City Council Minutes