

Glyndon City Council
3/8/2023
Regular Council Meeting – 7:00 A.M.
City Hall Council Chambers

1. Call to Order: Mayor Tracy Tollefson called the meeting to order at 7:00 a.m.

2. Roll Call: Council Members Present: Steven Ring, Bryant DeVries, Patrick McCoy; Police Chief Justin Vogel; City Clerk Wendy Affield.

As Per Sign in Sheet: None

Virtual Attendees: Council Member Justin Schreiber; City Engineer Kris Carlson.

Absent: Public Works Superintendent Andy Olson.

3. Motion to Approve Consent Agenda – A motion to approve the consent agenda was made by Steven Ring, seconded by Bryant DeVries. All in favor.
Motion Carried.

a. 2/22/2023 – Council Meeting Minutes

b. Approve Resolution of Payments

4. Any Additions to the Agenda – None.

5. Motion to Approve the Agenda – A motion to approve the agenda was made by Steven Ring, seconded by Bryant DeVries. All in favor.
Motion Carried.

6. Open Forum – Public Comments/Concerns – None.

7. Department Reports – Committee Reports -

a. Justin Vogel, Police Chief – Chief Vogel said his department will be able to hang onto one of the officers for a little while longer as the other position that officer was applying for was awarded to someone else. He said the BCA audit was recently completed, and there still have been no applications for the open officer position.

b. Andy Olson, Maintenance Supervisor – Olson not present.

c. Bob Cuchna, Fire Chief – Not present.

d. Wendy Affield, City Clerk – Affield said she recently spoke with one of the Charleswood developers and they are working on getting their “E and O’s” submitted to City Attorney Ken Norman. She is hoping by the next meeting they can present to full Council. Carlson said he will also have a feasibility study update for Council and is aiming at an April 12th, 2023 target date. He estimated the initial infrastructure will take roughly three (3) months to complete. Mayor Tollefson asked Carlson what the status is for each individual Letter of Credit for the developers? Carlson said the developers are currently working on those, so he would like to see the Developers Agreement ready to go by the time the Letters of Credit are completed. Affield said she needs to change some dates, otherwise the agreement is the same as the one Southview had. She will send it off to Ken Norman for review, and Christopher Leigh said all the developers are good with having the Letters of Credit as security. Mayor Tollefson said

before the agreement is officially signed, she said the new Council Members should be brought up to speed on all of the details. Carlson agreed and said they should be able to move things along fairly quickly, as long as the feasibility study holds up. Mayor Tollefson asked if the large dirt pile will be taken care of when the development gets underway? Carlson said yes, as that particular area is part of the floodplain so the dirt will be spread out and compacted when things get started. Schreiber asked if the April 12th deadline was in order to start the bidding process? Carlson said no, that is when he will present the feasibility study and if Council agrees to move forward then a Public Hearing will be needed, so he is predicting bidding to start sometime in May. Affield said the only remaining signature that was needed was from Developer Jim Sullivan's banker and then the title search paperwork needs to go to Norman's before he will sign off on the replat.

e. **Tracy Tollefson, Mayor** – Mayor Tollefson said she has no updates at this time.

8. **Committee Reports** –

a. **Ordinance Committee Update** – Mayor Tollefson said she, Schreiber, Chief Vogel, and Affield recently met for an initial meeting to compile a new nuisance ordinance. She said down the road once the committee has finalized their portion they will present it to full Council, but for now they are working on some details. She said this ordinance will be mainly addressing any junk on properties, or items that aren't licensed properly, as well as dilapidated fences, abandoned items, grass length, among others. Mayor Tollefson said the goal is to draw more people to the City, and in doing so trying to clean up the town. She said commercial properties will be addressed as well, not just residential. Once this ordinance is finalized and if any future violations occur then there will now be punitive damages, she said. Mayor Tollefson said this ordinance will be quite lengthy, but what was previously missing was any "meat" in terms of enforcement. She said the committee has reviewed some portions and tweaked others, but they will have another meeting to go through everything again. Affield said she and Chief Vogel will meet later today to discuss the fee amounts, and the committee itself meets again next Thursday, March 16th. She said the results of that meeting will be brought to full Council on March 22nd for more review and discussion. Ring asked if ordinance violations and tickets will be served by the Police Department? Chief Vogel said it will be both, as there will be civil penalties and criminal penalties. He said the main focus will be on the civil penalties first, where City Hall will draft a violation notice letter to the resident giving a specific timeframe for the violation to be corrected. He said after that, then the criminal penalties would apply and be assessed to the property taxes if not paid from the invoice sent. Chief Vogel gave examples for penalty amounts from Barnesville ranging up to \$5,000 and Dilworth around \$1,500 for fines. Chief Vogel agreed and said these amounts are set in order to cover the costs of the City cleaning up a property. Affield also said in cases of long grass, the Maintenance Department drives around to check properties and will notify City Hall to send out a notification letter. If the timeframe given has passed and the resident has not mowed, then the City will mow the property at \$75 per hour. Chief Vogel said there will also be different nuisance categories, where one would cover any junked vehicles and another category would cover lawn mowing and such. He said this is to avoid having a resident incurring a \$2,500 fine just for having long grass, etc. Mayor Tollefson said there will also be an appeal process, with a chosen committee to handle the appeals. She said the committee could also have a resident as a member, so someone who isn't affiliated with the citation would be listening to the concerns. She said this ordinance is also pretty common in surrounding cities, but she encourages the other Council Members to read through it and give their feedback as well.

b. **Fire/Rescue Committee Update** – Ring said they did not have a meeting as McCoy was unable to attend, but he was given a tour of the Fire Hall by Cuchna and got to see all of the equipment. Cuchna also provided the ages of the equipment and a timeline for needing new items. Ring said it was a good, general update to get him acclimated.

9. New Business –

a. February Expense & Revenue Budget Sheets for Review – Informational only.

b. US Solar Garden 2022 Savings – Informational only. Affield explained the City is part of the solar garden project along Hwy 9 towards Felton, and this is the savings amount received so far. Affield mentioned it will be a nice savings after twenty (20) years.

10. Time to Discuss Additions to the Agenda – None.

11. Old Business/Unfinished Business Updates –

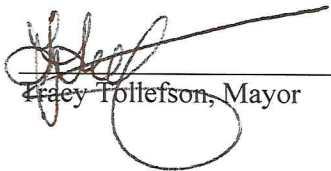
a. Clarification Concerning the 2022 Annual Street Allotment from Clay County for the amount of \$7,887.66 – Informational only. Mayor Tollefson said this is a follow-up from the question Council had at the previous meeting. She said as explained in the letter from the County, “The County takes their Road and Bridge Tax Rate of 5.307% (.0537) times the City’s Net Tax Capacity which is \$990,773 = \$52,584.370, then takes that amount times 15% = \$7,887.66.” Affield said this amount will go up as more houses are built in the City.

Parke Avenue and Highway 10 Turning Lane Project. Affield then asked if Carlson would like to give an update on the Hwy 10/Parke Avenue intersection project? Carlson said bids have been received and the winning bid was from Sellin Bros., Inc. Within the next month or so the intersection will move to a signal light, and Xcel Energy will come out in the next few weeks and move their power pole. He said they will do all they can to minimize any disruption in traffic, but there will be some inconvenience for a short duration. Chief Vogel asked if traffic will be moved to single-lane for this project. Carlson said yes, and Parke Avenue will be slowed down as well. Schreiber asked about the MN budget surplus, and if there was any money available for the City to use towards road projects? Carlson said they are waiting on the state bonding bill to go through, but he has not heard any word on how the state plans to use the budget surplus money. Schreiber said he feels the 7th Street extension through to Cty. Rd. 17 is a project of high importance and would like to see surplus funds earmarked for that. Carlson said he will continue to keep an eye on what happens with the bonding bill. Schreiber asked if Carlson would suggest they reach out to their local representatives? Carlson said yes, it wouldn’t hurt to see how they might be able to help the City get some funding assistance. Schreiber asked if Carlson can recall what the estimate was for having the 7th Street extension put in as gravel? Carlson said he would guess it would come to around one and a half million dollars (\$1.5M). He said a large portion of the road would be assessed, so he suggests talking with the current landowners to get their thoughts. Carlson informed Council the watershed will allow one (1) more crossing over the coulee so we would want to use it in that area. Mayor Tollefson asked if it would be beneficial to have a meeting to discuss the different possibilities for 7th Street? Carlson said it wouldn’t hurt to meet and also reach out to Metro COG and see if they would pay for a traffic study. Mayor Tollefson said she would get in touch with the DGF Schools Superintendent and have Affield coordinate a time for a meeting. Ring said it might be wise just to get the road in even if it is just gravel to start with, and then wait for additional funding from the state to help lay on asphalt. Mayor Tollefson said at one time there was discussion of the possibility that the County would take 7th Street, and back then the estimate for basic infrastructure and gravel was one point two million (\$1.2M) and the intent would be the County could look at building it into their schedule for paving. Carlson does not believe the County would be interested in the road; he feels it would have to be a city street. Mayor Tollefson remembers a meeting with the County Engineer and the old school Superintendent thinking the County would possible look at maintaining the road. Carlson remembers being at the meeting and remembers the old Superintendent was trying to push it on the County and they were not in agreement to that idea. Carlson said it does not hurt to ask if the County would be interested. Mayor Tollefson asked about updated costs. Carlson stated, costs for everything

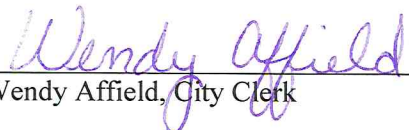
have gone up, so he estimates an asphalt road with curb and gutter to run over two million (+\$2M). Chief Vogel asked if the County provides maintenance along 7th Street up to Parke Avenue on the east side? Carlson said yes, all the way to the lagoons but the stretch by the school is the City's responsibility. Chief Vogel then asked is it because nothing was developed at the time. Carlson stated, it was a road to no where at the time. Ring thought maybe it could be an emergency route for the County if built.

12. Miscellaneous Announcements & Recognitions –

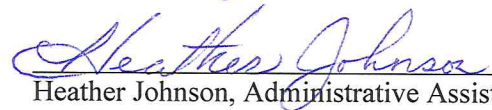
13. Adjournment – A motion was made by Steven Ring to adjourn at 7:27 a.m., seconded by Patrick McCoy. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant

March 8, 2023 Council Meeting Minutes