

Glyndon City Council

01/23/2019

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; Police Chief Mike Cline, Officers Bryan Praska, Ashley Johnson, Jarrett Coulter, Nezir Ahmed; City Clerk Wendy Affield and City Engineer Kris Carlson.

As Per Sign in Sheet: Kent Fuchs, Cheryl Duysen, Kelly Richards, and Bryant DeVries.

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

Motion Carried.

a. Minutes – 1/9/19 Council Meeting

b. Approve Resolution of Payments – A motion was made by Kimberley Savageau to add the Binder Check payment of \$36.72 for vision coverage to Ameritas and approve Resolution of Payments, seconded by Justin Schreiber. All in favor.

Motion Carried.

4. **Additions to Agenda**

➤ None

5. **Motion to Approve Agenda**

6. **New Business**

a. **Annual Swearing in of the Glyndon Police Officers** - Mayor Johnson read the Police Oath of Office which was repeated by Chief Michael Cline, Bryan Praska, Ashley Johnson, Nezir Ahmed, and Jarrett Coulter. Mayor Johnson requested all Officers raise their right hand.

I, Chief Michael Cline, Bryan Praska, Nezir Ahmed, Ashley Johnson, and Jarrett Coulter, do solemnly swear that I will support the Constitution of the United States and the State of Minnesota. And I will faithfully discharge the duties assigned to me as a police officer for the City of Glyndon, County of Clay to the best of my judgement and ability. So, help me God.

b. **City Prosecution Services – Lead Attorney Cheryl Duysen** – Duysen expressed her enthusiasm on accepting the position of City Prosecutor representing the City of Moorhead and small cities in Clay County. The office will consist of five (5) employees; three (3) Attorneys, one (1) part-time Paralegal, and one (1) full-time Legal Assistant. Duysen informed Council she has worked with each staff member hired, they are qualified and she works well with them. Duysen stated, each person comes with a set of skills that she feels rounds out the prosecution office. Duysen plans to meet with each city in order to get to know them and will continue to work closely with the Police Departments. Duysen commented if anyone every has a question to please call her before issues accelerate. The City of Moorhead’s general office number is 218-

299-5570. Friday, February 1, 2019 will be the 'go live' date and the files from Clay County will be sent over to the office soon. Duysen stated their office is located on the 2nd floor of Moorhead City Hall and commented the doors will be locked for security purposes. People will be directed to the 3rd floor of City Hall, which is the City Clerk's area and they will contact the Prosecutor's office by phone. Duysen expressed her concern on the absence of security but will deal with the situation as best as they can. Mayor Johnson commented the meetings regarding the prosecution services have been working on the cost of services, which should be finalized soon. The next meeting will be held on January 29, 2019 in Dilworth. Duysen explained she anticipates John Shockley and Chris Volkers to coordinate the cost for services rendered. Duysen expressed she would like each Police Department to feel they have a prosecution service that is meeting their needs and each case is handled with integrity. Olson commented he is happy with the team Duysen has put together but is concerned about the cost for services.

c. Southview Discussion – Kelly Richards – Richards expressed his displeasure regarding comments in the minutes from October 15, 2018 regarding the special assessments in Southview. Richards reported he has sold many lots in Southview and things are moving along well. Mayor Johnson stated he would like the City to promote growth and suggested Richards move his plat sign with the lots available closer to Highway 10. Richards would like the minutes from October 15, 2018 adjusted. Richards plans on updating his sign indicating which lots are sold when the weather warms up. Richards requested from Council a letter stating he donated the land for the ponds in Southview and will bring in the appraisal value of the land. Carlson stated the City usually is not involved in presenting a letter with a value for the land donated and suggested visiting with Ken Norman or David Drown. Carlson mentioned contacting the City of Dilworth's Administrator as to their procedures with donated land. Richards mentioned he is not sure where the City is at with him installing the fountains in the pond. Mayor Johnson asked if it was safe for people to be ice skating on the pond in Southview. Richards stated it is safe and there are many people currently using it. Carlson stated the skating rink the City cleans at this time is not a pond but a flooded piece of property, the depth of the pond may be a liability issue. If needed, Richards is willing to clear snow off the ponds. Olson commented this is worth talking about, such as how safe it is on the ponds and thickness of the ice. Schreiber stated Dilworth clears off a section of their pond for ice skating. Mayor Johnson stated the City needs to check with the City Attorney on the liability of people skating on the ponds and Richards clearing it off. Olson commented on the point brought up concerning what was stated in the minutes on October 15, 2018 was because another developer threw the question out and it was basically, nothing of concern, but didn't think it should be omitted from the minutes. The City has struggled and has been under fire with how much or how little is put in the minutes. Olson stated there is no apprehension with the City regarding the specials in Southview. Richards questioned if Council has had any further discussion. Mayor Johnson stated, not for a while but would like to know if the fountains have been purchased. Richards will not purchase the fountains until an agreement has been finalized. Owings commented if the City is looking to help promote the development a 3-5-year agreement for the fountains should be finalized because they will help promote sales in Southview. The quicker lots are sold, the City reaps the rewards as well. Richards informed Council you will be able to see the fountains from Highway 10, so he would like to be able to change the colors in the fountains. Carlson stated the City left off discussions on the fountain agreement because it had not been decided if there needs to be single or 3-phase electric installed. The other detail is whether there should be a separate electrical meter for the fountains. Richards reported he previously presented a quote of \$8,200.00 to have the electric installed in three (3) spots. Richards electrician told him if you ran the fountains 24/7 it would cost approximately \$75.00 per month, per pump. Richards stated, if they are set on timers to run from 7:00 a.m. to 11:00 p.m., the cost would be approximately \$50.00 per month, per pump and would only run 7 months a year. This is less than \$1,000.00 per year. Carlson stated if wind sensors are also

installed, when it is windy, they shut off so it does not spray houses in the area. Richards added he is still willing to donate the fountains in the ponds. Mayor Johnson questioned whether or not we have a solid quote on the installation and usage costs. Richards commented the information and prices he just discussed was given to him by a licensed electrician and a detailed quote noting the prices was given to Council back when this was reviewed by Council. More discussion on the fountains will be on the Agenda at the Council Meeting on February 13, 2019.

d. Request Negotiations to Purchase Lots in Stockwood – *(executive session – closed doors)*

Mayor Johnson Read:

At this time the meeting will be closed as permitted by Minnesota Statutes, section 13D.5, subdivision 3(c), to consider an offer relating to the possible purchase of Parcel #55.728.0020, 55.728.0050 and 55.728.0060 in Stockwood.

Closed Regular Council Meeting.

A motion was made by Justin Schreiber at 7:11 p.m. to close the Executive Session and reopen the Regular Council Meeting, seconded by Kimberly Savageau. All in favor.

Motion Carried.

e. Approve Resolution 2019-2 – A Resolution Authorizing the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon – Stockwood Parcel

#55.728.0020, 55.728.0050 and 55.728.0060 - A motion was made by Kimberly Savageau to Approve Resolution 2019-2 – A Resolution Authorizing the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon – Stockwood Parcel #55.728.0020, 55.728.0050 and 55.728.0060, seconded by Justin Schreiber. All in favor.

Motion Carried.

f. LOMC Liability Coverage Waiver Form - A motion was made by Dave Owings to “*not waive the monetary limits on municipal tort liability established by Minn. Stat. § 466.4.*”, seconded by Kimberly Savageau. All in favor.

Motion Carried.

g. Employee Handbook Discussion – Kimberly Savageau – Savageau stated last year she was part of the HR Committee and some things came up in the Personnel Policy she thought should be discussed. Savageau stated, with Schreiber on the HR committee this year, she would like to go through the policy with him to make a few things more concrete so it is not left up to the Council to contend with. Savageau would like things to be black and white. Savageau welcomed any input for updates in the handbook. Owings suggests visiting with the HR Attorney who worked on the handbook prior to any changes, stating some areas were meant to be left gray. Savageau commented with recent organizational structure changes some of the language needs to be updated, such as the correct job titles.

7. Old Business/Unfinished Business

a. Bid Results for Parke Avenue Project – Kris Carlson - Carlson distributed a memo with the tabulation of bids received on the Parke Avenue Project. The original bid was proposed in May of 2018 in which the bids came back high and were rejected. Carlson stated, changes were made and the thinking was, if the bidding process was done earlier in the season more interest and lower prices would be given but as you can see the rebids also came back over the engineer’s estimate. The City’s portion is \$4,457,384.06 and the County’s is \$4,163,598.85 for a grand total of \$8,620,982.91 for the project. In summary, the City’s portion is \$90,000 over costs

from last year. The award was tabled at the County Board Meeting so the Engineers can have a chance to look at all the numbers and visit with MnDOT on some changes. When the County Board awards the bid, it will be contingent upon the approval from the City of Glyndon. Carlson stated a new Public Hearing does need to be held because a year has lapsed since the first hearing. Olson questioned why there is a difference between last years Engineers Report and this year when items were supposedly adjusted to save money. Carlson explained part of the changes were based upon bid results that were comparable last year with the market, some of the market has changed. Federal wage rates changed January 2019 which affects the bid when you are working overtime to make sure the project is completed on time. Carlson explained the contingencies included in the bid may not be used if things go well. Lighting will need to be discussed at a later date.

b. Set Date for Public Hearing for Parke Avenue – Discussion among Council and Staff set the Public Hearing for Parke Avenue on February 13, 2019 at 6:00 p.m. in the Glyndon Community Center with the Regular Council Meeting to follow. Savageau will be unable to attend that evening. Carlson and Affield confirmed all addresses have been updated and letters will be sent to the homeowners tomorrow. Carlson added the Public Hearing will present project costs, how it is financed, details on the project, and a reasonable assessment estimate to each property owner. The final assessment hearing will be held in the Fall of 2019. David Drown will determine when the specials will begin, which Carlson will follow up with him on this issue. A motion was made by Joe Olson to set the Public Hearing for the Parke Avenue Project on February 13, 2019 at the Community Center at 6:00 p.m. with the Regular Council Meeting to follow, seconded by Justin Schreiber. All in favor.
Motion Carried.

c. Xcel Street Lighting Discussion for Parke Avenue – Kris Carlson – Carlson presented options he received from Xcel on two types of poles for Parke Avenue, fiberglass or aluminum and costs associated with each style. Carlson explained the payment options need to be discussed. After looking at the Stockwood bid the standard agreement would consist of a thirty-foot (30') pole, fixture, one hundred (100) feet of wire and twenty feet (20') of trench free but there is a monthly fee. He suggests going with the prepayment option that would be rolled into the bond. Carlson recommends a 30-foot light pole every 150 feet along Parke Avenue, which would be an additional 50 poles from what is now there. The price quote, when received, will consist of burying the power along Parke Avenue and in front of the school. Travis from Xcel is currently working on a cost list Carlson will forward onto Affield to distribute to Council.

d. Update on Replat for Stockwood Outlot A – Kris Carlson - Carlson displayed the retail store on the Stockwood map in the upper northeast corner stating it has been determined the lot configuration comply with the retail store plans. Descriptions for Sullivan's two lots are being finalized and Carlson will work closely with the Recorder's Office for the replat. The City will be notified concerning the final approval for construction on the Dollar General Store January 31, 2019.

e. Update on Charleswood Addition – Kris Carlson – Carlson reported a meeting with LJA Engineering and Mr. Sullivan was held last week at City Hall. Sullivan will provide information indicating what the layout of Phase I will be, then Carlson will forward it to David Drown. The Developer's Agreement for Charleswood is on hold awaiting the details on each phase. Carlson stated Sullivan related his interest in bidding on an underground contract and a paving contract, this would consist of extra administration time. Mayor Johnson contributed Mr. Sullivan's sons will be the point of contact regarding construction of the Charleswood Addition.

Carlson added, a discussion with the residents regarding 110th street will be on January 25, 2019 to see if a resolution can be agreed upon with the road situation so the replat can move forward. Mayor Johnson commented we need to contact Trudy at MnDOT and invite her to a meeting with the City.

f. **“Glyndon” Signs Repainted – Approve Bid from J&H Sign Co.** – Mayor Johnson was asked by Lofgren to table this discussion until he is able to receive a quote from Super Frog. Mayor Johnson discussed the lighting that will be installed this year at both signs. Savageau is wondering if a temporary sign can be added to the “City of Glyndon” sign promoting the residential lots. Mayor Johnson is concerned the family who donated the funds for the sign may not want that done. Savageau’s suggestion was to have it say “Glyndon on the grow, residential lots available”. Tabled at this time.

8. Department Reports / Committee Reports

a. **Mike Cline, Police Chief** – Chief Cline reported there was a leak in the men’s bathroom at the Police Department. Both bathrooms need the sheetrock and flooring replaced along with new fixtures. The maintenance department will be handling most of the repair work and Jarret’s Plumbing will install the fixtures. There have been 180 calls for service so far this year along with several training sessions scheduled for officers in the upcoming year. Cline informed Council the new squad car is here and the graphics will be added in the near future. Cline noted the squads will all fit in the garage but the big garage doors need to be replaced. Lofgren received a bid to replace the large door for \$2,624.00 from Twin City Garage Door which includes the 12x12 Midland door, insulation, tracks, weather stripping and labor. The opener will not be changed out since it is new.

A motion was made by Dave Owings to approve replacement of the large garage door at the Police Department and accept the bid from Twin City Garage Door for \$2,624.00, seconded by Kimberly Savageau. All in favor.
Motion Carried.

Olson wondered if Cline has considered painting the Police Department building because it is so faded. Affield informed Council a bid was received a few years ago and it was quite high. Cline stated he would like to replace the small garage door next year.

b. **Bob Cuchna, Fire Chief** – Absent

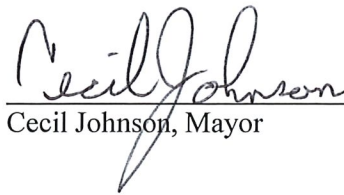
c. **Scott Lofgren, Maintenance/Public Works Supervisor** – Absent

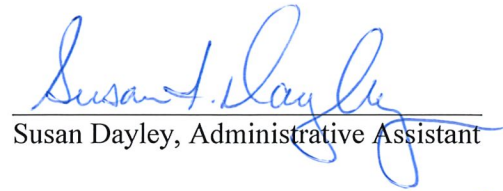
d. **Wendy Affield, City Clerk** – Nothing at this time.

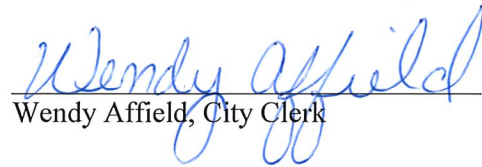
9. Open Forum –

10. Miscellaneous Announcements – Savageau questioned whether or not the City should have the Stockwood sign updated after the replat. Affield informed Council she may have all the lots sold depending on the specials when the road is installed. Discussion among Council decided to postpone updating the sign.

11. Adjournment - A motion was made by Justin Schreiber to adjourn at 7:54 p.m., seconded by Kimberly Savageau. All in favor.
Motion Carried.


Cecil Johnson, Mayor


Susan Dayley, Administrative Assistant


Wendy Affield, City Clerk

January 23, 2019 Glyndon City Council Minutes