

Glyndon City Council
6/14/2023
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: Patrick McCoy; Steven Ring, Bryant DeVries; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; Fire Chief Bob Cuchna; City Clerk Wendy Affield.

As Per Sign in Sheet: Cindy Henriksen; Brady Rinke.
Virtual Attendees: Council Member Justin Schreiber; City Engineer Kris Carlson; anonymous guest
Absent: None.

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. **5/24/2023 – Glyndon Days/Parks/Public Relations Committee Meeting Minutes**
 - b. **5/24/2023 – Council Meeting Minutes**
 - c. **Approve Resolution of Payments**
 - **Accept Glyndon Days Donation Checks from UC HOPE for \$1000, Fuchs Sanitation for \$500, Arvig for \$500, Northwestern Bank for \$150, and Greenleaf Nursery for \$100**
 - **Approve the Charitable Gaming Permit for Glyndon Lutheran Church for August 13, 2023 – located at 414 Parke Avenue**

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** – Property owner Brady Rinke said he was present today to answer any questions the Council may have in regard to the issues he brought up at the previous meeting. He just wanted to update the Council that he is now in contact with the MN Department of Labor and will be continuing to move forward with litigation. He said he might stay for a portion of the meeting, and Mayor Tollefson welcomed him to do so. Rinke then said if Council has his information and there are no questions, he will just go and wish them a good day.

7. **Department Reports – Committee Reports -**
 - a. **Justin Vogel, Police Chief** – Vogel said his department continues to be very busy with 2,500 calls for service so far this year. Along with the Fire Department, he and his officers will be helping to host UC Hope Night which will focus on safety for kids. He said they are still down in staffing and will be down for several months. Vogel said by August they will be down to only two officers for a few weeks. Mayor Tollefson asked if schedules will be adjusted accordingly to prepare? Vogel said they

have already done so as they are down one officer right now. She then asked if the County will need to be contacted in order to help out? Vogel said they will try to handle it internally first and see how it goes. DeVries asked approximately how long this will be? Vogel said it depends on the length of the FMLA granted to the officer, but he is expecting it to be around three to four weeks. Mayor Tollefson asked when the current officer who is out will be returning? Vogel said it is likely to be several months. Ring suggested visiting with Dilworth to see if we could get some help. Schreiber said he will be available now to coordinate a Police Committee meeting with Vogel and Mayor Tollefson.

b. Travis Braton, Maintenance –

- **Curb Stop Repair Discussion** – Braton said he was recently asked by a resident concerning their curb stop and wanted the City to turn it off for some work to be done on their house. He said they were not able to access the curb stop due to tree roots covering it, and trying to remove those would cause more damage. Braton said this brings up the question as to the ownership cut-off of these curb stops? He said the current ordinance states that *“it is the responsibility of the property owner or consumer to maintain the service pipe from the curb box into the house or building. In case of failure upon the part of any consumer or property owner to repair a leak occurring in his pipe within 24 hours after verbal or written notice, therefore the water will be shut off and turned back on until the sum has been paid or leak repaired. When the waste of water is great, or when damage is likely the result of a leak the water may be turned off immediately.”* Braton said he spoke with Carlson about changing or updating this ordinance, which was drafted sometime in the 1970s, to include verbiage stating that property owners are responsible for the entire service line from their house to the main line in the street. He said this will remove a lot of responsibility from the City and he would like to see the ordinance written accordingly. Braton said he will talk more with Carlson about the proper wording prior to bringing it to Council to make a decision. He said if they do decide to update the ordinance, there may be instances where a property owner will resist the City’s attempts to access the line due to their ownership, but this new wording will override that and allow the City access. Ring asked who currently owns the valve? Braton says as the ordinance is written now, the City owns from the main to the curb stop, and the property owner owns from the curb stop to their house. He would like to see the property owner be responsible for the entire line from the street to their house. Affield said this will also help clear up a lot of confusion for both the City and the property owners when an issue occurs, and no one knows which side of the curb stop is leaking until digging begins. Ring recommended there be wording to include what the City requires for the curb stop installation. Carlson agreed and said he is working on that too, as MN Rural Water provides some guidance on this issue. He said the biggest problem is having to wait until excavation happens to find out who owns what. He also said this is the same with culverts, in that a city will do the work to install during road construction, but afterwards culverts are the responsibility of homeowners to maintain. Carlson said the new ordinance will cover both of these issues. He is going to use some surrounding city ordinances to help put together a new one for Glyndon prior to presenting it to Council. Braton said it is important to stress that the City will still have the right to access the line in order to turn it off. He said there are a few other curb stops around town needing to be fixed and he will be working on that prior to finalizing any ordinance. Braton said that way there will be no disputes in terms of timeline.

Braton then talked about the sander valve that the previous Supervisor had ordered from Bert’s Trucking, stating the part is now in but he is not sure that is the route the City wants to go. He asked Bert’s about a V-Boss plow, and they quoted him roughly \$8,755 dollars for a brand-new one, and it would be a 9 ft. 6 in. size. He said that would make it a foot and a half wider than the current one, and he would like to perhaps discuss it more and have Council decide at the next meeting. Braton said those particular plows will start coming out in August, and he wants to make sure the City gets one. He said he would like to hang onto the old one and possibly turn it into a Bobcat attachment for the loader, as it is

not worth anything to trade in. He said as far as the sander, the current part came to \$5,000 dollars but does not include bringing it in to have it repaired. Braton said Bert's is not sure how much needs to be repaired until they start digging into the sander, and the main problem is the electrical joystick. He said no one carries the parts needed to fix it as it is obsolete, and an electrician would have to be hired to do the repair. Braton said he also received quotes for a pickup box-spreader, which would be retrofitted to the GMC pickup. He said one option is a Voss V-Box spreader which is fully electric and could be used on the pickup along with the plow, but they would need a new battery or have to upgrade the alternator. Braton said that quote came in at \$10,691 dollars. He said the other spreader option is a gas powered one which will cost \$7,900 dollars. Braton said he would prefer the electric one as he is not fond of small engine repairs. He said he will present more information on these at the next meeting. As for the big sander he would rather get away from using that as it takes away a snow-removal option, whereas if the pickup was retro-fitted for a sander, then he has two trucks to use for moving and hauling away snow. DeVries asked if the valve was already purchased? Braton said no, if they decide not to have it installed Bert's said it can still be returned. Ring said the part, the labor, and anything else they find might end up totaling \$10,000 dollars anyway. He also said a sander can be retrofitted onto a trailer, which might be cheaper. Braton said he is not opposed to that idea either and will look into it.

Braton then discussed his discovery of a well that is down and only running at 80 gallons per minute. He made some phone calls to see who the City should use for their well company going forward, and he recommends Thein Well Co. as he has worked with them in the past. Braton said this particular well should be running at 240 gallons per minute, but they do not know what is wrong with it, the electrical all seems fine which means it may be something with the impellers or the motor itself. He did a one-year service contract with Thein Well Company to make sure the others are running correctly. Travis would like to have them checked annually for a price of roughly \$350 dollars. Braton said Thein will come up and look at this well, but since they do not know what is wrong he isn't sure what this will cost yet. He recommends while they are here to have them also look at well #2. Mayor Tollefson asked how many wells would the City have working? Braton said they are mainly running one well right now, but he has left well #3 on as a backup just in case the Fire Department needs water. He said this is why he has postponed the hydrant flushing until later, as doing that puts a lot of strain on the wells.

Braton said the department is running well otherwise, and they have been doing some mosquito fogging recently. He said there are plenty of chemicals to use, so they can fog more if needed. Mayor Tollefson asked if there is anything in the City that needs to be jetted? Braton said he had already spoken to Jet-Way a while ago but is going to call them again and check their schedule. Braton informed Council he graded and spread some gravel on 110th Street to help with the potholes.

c. Kris Carlson, City Engineer –

• **Preliminary Engineering Report – Street & Drainage Improvements for Parke Avenue from 12th Street S to 14th Street S** – Carlson said he is just going to touch on some important points with the first report. He said this 2-block stretch of Parke Avenue would be having the culverts and ditches replaced with an urban curb and gutter system just like the rest of Parke Avenue. He said the current water and sewer lines are in good shape, so no need for replacement. Carlson said this project will also extend the multi-purpose walking path on the east side of the street and will connect the park to Charleswood. He said the overall cost of the project is about what he originally expected. The one challenge will be the assessments and how those will be split. Carlson said the City owns the east side section along Johnson Park, but the remaining assessments will be on only four houses on the west side. He is recommending this project be expanded at some point in order to ease the burden and incorporate more improvements around town. His suggestion might be to include some portions of Centennial which would lower the costs quite a bit. He said this project shows an estimated assessment for an 80-foot lot to

be about \$30,000 dollars, which is only for storm sewer and street improvements, no water or wastewater. Carlson said at this time this is informational-only, as he just wanted to update Council in advance due to this project being on the Capital Improvement Plan.

• **Preliminary Engineering Report – Street & Utility Improvements for Extending 7th Street SW through to County Road 17** – Carlson said this project is not including water and sewer all the way through. He said they would propose extending this out to the coulee, and since this is a major corridor, he would also recommend adding water and sewer in the boulevards. Carlson said this way if in the future the road goes through the section of private land to County Road 17, then it will be much easier to connect the lines. He stated a lift station would need to be put in and we would want to loop the water line as well. Carlson said some of the proposed improvements include installing a 32-foot, face-to-face street section from the end of the current curb and gutter all the way out to Cty. Rd 17. He said this section is the same as what is being proposed for the south end of Parke Avenue. Carlson would like to design a street section that would need to be followed for all future street projects. Overall, the big items are the water and sewer improvements, and he would like to work with the owners of the adjacent property about a new regional pond. Carlson said another improvement he has included is a double line of box culverts across the coulee. He said the current estimate for this project comes in at just over \$2.5 million. He said there may be state funding, possibly a 50/50 match. Carlson said if they can get that awarded it would significantly reduce the City's costs, although some portion will need to be assessed too. He said now that the report is done he will contact the state representative's office to lobby for state funding. Carlson also said the LRIP (Local Road Improvement Program) through MnDOT is back again, and he will apply for this grant since it is roughly \$1.25 million, which would cover a big portion of the costs. McCoy asked if Clay County has been contacted about putting in a streetlight on Hwy 10 if this project goes through? Carlson said yes, and this is one of their concerns. He said this project is prime for a traffic study, but the County would not be in charge of any streetlights as that would be MnDOT's territory. He said as this moves forward, he feels they should reach out first to Metro COG as they would be doing the traffic study and provide any recommendations. Carlson said he agrees about the streetlight, as this project will definitely change traffic patterns. He said this is going to be a good project, and he will keep in touch with the County and keep them updated as they will be the ones to administer any grant funding. Mayor Tollefson said she recently spoke with the DGF Schools Superintendent, Shannon Hunstad, and he had a conversation with Metro COG about possibly speaking with the City at the next Council meeting. She said there is also the potential to discuss safe routes to school at the next meeting. Carlson said that would be great since Metro COG helped a lot with grant funding for the Parke Avenue project. Mayor Tollefson said Hunstad is organizing a public community meeting at 7:00 pm on Wednesday, June 28th at the Community Center in order to discuss recent City and school-related news. She said she thinks this is where Metro COG will join in after the Council meeting that night. Affield asked if any grant funding was being sought for the road in Stockwood? Carlson said he has not yet applied as he is waiting to hear more from another grant program about specific funding for commercial zones. Schreiber wanted to quickly ask about the current progress of the Hwy 10/Parke Avenue corner project? Carlson said they are on schedule and moving along well. He said it is possible that it is finished by the end of June.

d. **Bob Cuchna, Fire Chief** – Cuchna said the thermal imager has arrived and he is still working on sizing out a generator for the Fire Hall. He said the County did get back to him, and it looks like the compressor is out. Ring asked if Cuchna contacted the other company that came out and assessed the issue? He said they work on larger-sized generators, plus they are local and might be easier to get service through them. Affield said she still has a copy of the original quote. Ring said the electrician who came to look at the generator recommended that company and they would be cheaper in terms of service calls. Cuchna said he had reached out to Butler Machinery, but have not heard back from them yet. Ring said when he spoke to Butler they said they do not work on or sell generators for such a small-sized building.

He said the current generator is the smallest of what the other company offers for sale, so he thinks it might be worthwhile for them to come back out with an electrician to evaluate the wattage and gauge. what size generator is needed for the building.

Cuchna then said his department has been busy too, with over 100 calls for service this year so far. He said they will be conducting a live burn this weekend and will also be helping with the UC Hope night event. He said he is looking at getting a side-by-side ATV of some kind as they do have some gift funding coming, and it will cost roughly \$27,000-\$30,000 dollars. Cuchna said his Assistant Chief has been speaking with the townships to see what kind of funds they would offer towards vehicle purchases in the future, and he said they seem eager to help out. He said the department is also looking at some items to purchase through Sourcewell, a company in Staples, MN that helps local governments with funding.

e. Wendy Affield, City Clerk – Affield said next week she will be attending the League of MN Cities conference in Duluth and will be gone Wednesday through Friday. She will have her laptop with her and will be available for any phone calls. She said Vogel had received some quotes on a couple of golf carts for Glyndon Days, unless Council still wants to use their personal ones. The cost would be \$250 dollars for two carts. Council gave Affield and Vogel the go-ahead to reserve the two carts. She said she is still waiting for a second bid from a different playground company, and will hopefully have some information from them before the next meeting. Affield said Dakota Playground is currently working on some design changes and updates, too.

e. Tracy Tollefson, Mayor – No updates at this time.

8. Committee Reports –

9. New Business –

a. Schedule a Public Hearing for the Rezoning Request from UC HOPE – Requesting to Change from R-1 Residential to C-1 Commercial – UC Hope board member Cindy Henriksen was present to explain this change is needed as they are looking to add onto the current building. She said after a visit from the City Building Inspector they were then informed that UC Hope is located in residential zoning, when it should be commercial. A motion to schedule a Public Hearing was made by Patrick McCoy, seconded by Bryant DeVries. All in favor.
Motion Carried.

b. Add New Holiday – June 19, 2023 (Juneteenth) to the City of Glyndon’s Holiday Schedule Located in the Employee Handbook – Mayor Tollefson said many state agencies were recently notified that Juneteenth is now an officially recognized holiday, and so this needs to be added to the employee handbook. Affield said City Hall will now be closed this coming Monday. A motion to add the Juneteenth (June 19) holiday to the employee handbook was made by Patrick McCoy, seconded by Bryant DeVries. All in favor.
Motion Carried.

c. May 2023 Expense/Revenue Budget Sheets for Review – Informational only.

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

11. Old Business/Unfinished Business Updates –

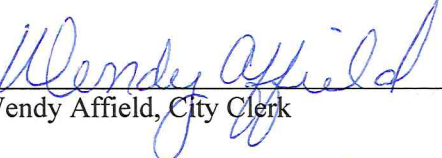
a. Nuisance Ordinance #194 – Mayor Tollefson said even though Norman is still reviewing it, should Council schedule a meeting to discuss it more? McCoy agreed. Affield said Council can decide how they would like to proceed. She said she had discussed with Vogel and Norman about the fines being added to the City’s Fee Schedule (Ordinance #166) and get that updated too. Mayor Tollefson said this particular ordinance will be pulling a lot of information from other ordinances too, so it is going to take some time. She said it would be better to wait until there is a final draft before holding a meeting, and asked if they could have Norman have it ready by July 1st? She feels this would give Council some time to look it over themselves before scheduling a public meeting. Vogel recommends that Norman finish his review by June 28th, then the ordinance committee can meet and discuss any changes or corrections that may need to be made. He also suggests a copy be emailed to full Council for their review and to have everything ready by the first meeting in July. He said after the ordinance committee gets a chance to meet then it can be discussed with full Council. Schreiber asked if it would be beneficial for the ordinance committee to meet with local business owners prior to presenting it to the public? Vogel said it will depend on what the committee thinks of it first, then if any changes need to be made they can present a final version at the first Council meeting for discussion, and then reach out to any business owners. He said even after the first meeting, there still might be some changes made. Mayor Tollefson mentioned how Norman suggested treating commercial property the same as residential property. Mayor Tollefson said the more we can get hashed out, even just talking to some businesses to say, this is what we are thinking and getting some feedback, but it might be difficult given there may be seven different opinions on certain aspects of the ordinance. Schreiber agreed, but said he does not want to alienate any businesses if they could reach out to them individually first. Mayor Tollefson asked if this would be a meeting with all Council members, or just the ordinance committee? Schreiber said he would be fine either way if Vogel thinks it would be a good idea. Vogel said he recommends a draft discussed by the committee prior to the full Council reviewing it at the first July meeting, and then the ordinance committee can visit with business owners. Council agreed to have Norman present a final draft by June 28th.

12. Miscellaneous Announcements & Recognitions – Mayor Tollefson asked Vogel what time the UC Hope Night event starts tomorrow night? Vogel said it will start at 5:00 p.m. at the Community Center. Mayor Tollefson said DGF Superintendent Hunstad is organizing a public meeting at the Community Center at 7:00 p.m. on Wednesday, June 28th to discuss updates at the school and other news, so if any Council members wish to attend they are welcome.

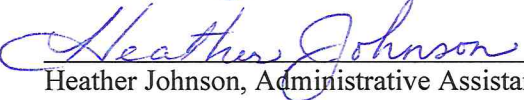
13. Adjournment – A motion was made by Steven Ring to adjourn at 7:54 a.m., seconded by Patrick McCoy. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk



Heather Johnson, Administrative Assistant