

Glyndon City Council
Wednesday, May 8, 2024 – 7:00 AM
Regular Council Meeting
City Hall Council Chambers

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

2. Roll Call: Council Members Present: Steven Ring, Justin Schreiber, Bryant DeVries and Patrick McCoy; Police Chief Justin Vogel; City Engineer Kris Carlson; Public Works Superintendent Travis Braton; Administrative Assistant Kayla Nosal and City Clerk/Treasurer Wendy Affield

As Per Sign in Sheet: Joe Irish, David Olek, Shaun Erickson, Tom Larry, Austin Peterson, and Nick Olek

Virtual Attendees: Jason Murray

Absent: Fire Chief Bob Cuchna

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

a. 4/24/2024 - Council Meeting Minutes – Tabled until next Council Meeting.

b. Approve Resolution of Payments

- **Accept Donation Check of \$1,000 from MN Chiefs of Police Foundation for the Glyndon Police Departments Community Outreach Program**
- **Accept Donation Check of \$75 from Olson Pools & Spas for the Glyndon Fire Department**

4. Any Additions to the Agenda – None at this time.

5. Motion to Approve the Agenda – Motion to approve the agenda was made by Patrick McCoy, seconded by Justin Schreiber. All in favor.
Motion Carried.

6. Open Forum-Public Comments/Concerns – Nothing at this time.

7. Mayor/Department Reports

a. Justin Vogel, Police Chief – Chief Vogel has no updates at this time. Mayor Tollefson asked if there were any updates on the remodel of the Police Department? Chief Vogel replied hopefully the middle of next week will be the goal of completion. Mayor Tollefson stated Justin Schreiber and herself had a Police Committee Meeting and did a walkthrough of the Police Department; noticed the flooring was in, walls were painted but painters will be coming back through to paint some accent walls, flooring still needs to go into the changing room and then the evidence lockers will be put back into the building. Mayor Tollefson said the bathroom showers are in and the building is taking shape. She said the new hire Carter DuBord is already on the streets; Chief Vogel said that DuBord will be sworn in at the Wednesday, May 22nd Council Meeting.

b. Travis Braton, Maintenance Supervisor – Mayor Tollefson informed the Council that Braton did share in the agenda an update of what has been going on in his department; Tollefson said she reached out

to Affield, Braton and Chief Vogel about sharing some of their topics for Council and residents to see. Braton added his topics to the Agenda Packet for the Council Meeting; so, if you were to have any questions ask now. Tollefson then reads from Braton's topics; going over the Fire Departments generator install, recycling garage door being installed, and clean up week went good on the north side of the tracks and the south side is set for the 15th of May. Mayor Tollefson asked Braton if there was anyone helping with the clean-up week? Braton replied we have STS (Sentence to Service) workers and the work detail if they have anyone available. Mayor Tollefson continued reading off the list from the agenda about stump grinding, Southview Pond and flushing hydrants will be next week, instead of this week. Ring asked Braton if he had a meeting with ACME on Friday? Braton replied yes, the generator is up and running at the Fire Hall, he and Dillon did stop and talk to Braton on Saturday when he was in town working and said the generator is undersized, they were under the impression the generator was going to be running the SUB air compressor and Braton did not know if it was or not; Braton said the generator is supposed to turn on every Monday at 8:30 in the morning and should have run yesterday morning. Ring said he would call JDP Electric because everything besides the washer, dryer and electrical range was supposed to be hooked up because it is a 26K generator and they could not go any bigger than that. Braton was not sure what was all plugged into the generator. Ring will have JDP Electric double check what is all plugged in because everything but the three items he discussed earlier were part of the bid.

c. Bob Cuchna, Fire Chief – Absent

d. Wendy Affield, City Clerk – Affield mentioned in the agenda you will find a letter from Metro Cog asking to use the Council Chambers at City Hall for some meetings since we are a central location for them; Metro Cog will be having three different meetings on Thursday, May 23rd. Mayor Tollefson asked Affield if she knows what the three meetings are about, Tollefson said she is going to the 3:00 pm one. Affield responded that she does not know what the other meetings are regarding. Affield stated Metro Cog will be changing the times around because of the 3:30 pm meeting possibly running late, and the City Hall closes at 4:30 pm. Affield will be gone that day and Nosal will be by herself at the City Hall, so Metro Cog might be doing some adjusting with the times of the meetings. Affield just wanted to let the Council know just in case you see a lot of cars at the City Hall.

e. Tracy Tollefson, Mayor – Mayor Tollefson said overall during their Police Committee meeting they did a walkthrough of the Police Department and Chief Vogel had an overview of how the new hire is doing, which is going well, and it is nice to have an additional staff member on board to provide service to the city, residents and businesses. Mayor Tollefson said she noted the reports of requests that she shared with the Department heads to make sure our communication with our residents and public are on the agenda so we have that noted in case there are any questions that may come up.

8. Committee Reports – Mayor Tollefson stated she has requested the activities for Glyndon Days from both Morty's and The Hill; she is waiting on The Hill for information and Connie has provided the information on what they are going to be doing for Glyndon Days; Tollefson stated she will send over the information on what they have planned for events for Glyndon Days to Affield.

9. Public Hearing for TIF District 1-4 – Mayor Tollefson said at this time (7:08 a.m.) we will open the floor for the Public Hearing to give the public the opportunity to ask questions concerning the establishment of Tax Increment Financing Plan TIF District 1-4; we do have Kris Carlson our Engineer here as well.

a. Summary of Development Agreement with Harvest Land Development – Financial Advisor Jason Murry said there are two items to disclose for the Public Hearing; Tax Increment Financing Plan for

TIF District and the Summary of Terms which will ultimately be the TIF Contract/Development Agreement between the City of Glyndon and the Developers.

b. Tax Increment Financing Plan for TIF District 1-4 – Jason Murray asked Council to please keep in mind the TIF Plan is a government document for the City, it sets up the maximum budget for the TIF District and discloses that this as a Housing TIF District and requires only housing related activities and clearly defines the parcels that will be generating the increment and then finally the last requirement for the housing TIF District, there are some specific income requirements the Developer will be required to annually certify to meet the need for the housing TIF District. Murray stated the second item on the Public Hearing is the Disclosure of Terms and really this is the relationship between the City and the Developer; the Developer has to construct, they have to adhere to have at least twenty percent (20%) of the units must be at fifty percent (50%) of median income which would mean roughly ten (10) units would have to be certified on an annual basis to the City to meet those requirements, again these are income restricted units that must meet the income guidelines. Murray said the Developer must certify with the City that they spent seven hundred eighty-five thousand five hundred dollars (\$785,500) towards qualifying improvements which would be foundation, parking, utilities, and these are the reason for the TIF assistance. Murray stated a couple of things to protect the City is that we ask the Developer to not challenge their valuation which is the basis for the increment moving forward and also if the Developer decides to sell, they must receive a prior written approval by the City which protects the City of Glyndon in this relationship. Murray says the final few pieces of the summary, the City agrees to establish the TIF District, then lays out the payment requirements and terms, so its total assistance over the twenty (20) years or proposed twenty (20) years is seven hundred eighty-five thousand five hundred dollars (\$785,500), again which every comes first so if values are higher and it generates more increment this note could be paid off quicker because the values are much lower than what we projected, we most likely will meet the twenty (20) years and at that point decertify the TIF District. Murray said payments are generally required on August and February 1st of each year through the twenty (20) year term which will be 2046; that is a quick overview of the TIF Plan and summary terms, we met with the Subcommittee a little bit over the last month just to discuss the terms and the TIF plan and moving forward with the support of this development. Mayor Tollefson asked Ring if he had anything he would like to add? Ring replied no, I think he covered everything we talked about. A question was asked if the whole project was being considered for TIF or just partial? Murray responded with the whole forty-eight (48) unit project is included in the TIF. Mayor Tollefson stated, she believes a development of this sort is good for the City and we need additional apartment complexes, we need more housing and not everybody can afford a house at this point, so we appreciate you (the Developers) coming forward with this project and the overview from Jason Murray. McCoy asked Mayor Tollefson if we have addressed the issues that Chief Vogel had with the apartment building being so close to the school for potential lock downs, you know if anything were to happen at the building the whole school is going to get locked down. Mayor Tollefson responded that after Chief Vogel brought that issue up, she visited with Mr. Hunstad (Superintendent of DGF) and if the school needs to revise a model on the scope and concept of our lock down that would be something we can work with Chief Vogel on but the proximity to the school versus the apartment, it is what it is, the location is the designated area of where the complex would be. Mayor Tollefson believes this is good for the City. McCoy was not questioning that; he just wants to make sure the concern was addressed. Mayor Tollefson replied yes, the school (Mr. Hunstad) is aware of the location when she visited with him a couple of weeks ago; if he had any concerns she would hope as the leader of the District, he would have reached out to the City and unless Affield has heard anything, she has not heard anything other than that initial conversation. One of the Developers addressed Council and thanked them for their consideration this morning, he asked one question stating Jason Murray mentioned the sale of the property approval would be needed, the group that is developing, Harvest Land currently owns it but Seter Grove Apartments LLC has a purchase agreement which is who the project will be owned by and he was not sure if they could include that in any discussion this morning that it will be transferring to Seter

Grove Apartments. Mayor Tollefson asked Murray if he had anything to add to that? Murray replied, it did sound like that in the description as several related members of the development team will be in the long-term ownership, as long as it is related, he thinks it will be fine and the plan is to formalize the Development Agreement and TIF Contract later this summer. Murray states if you look at the terms sheet in the agenda, number twelve (12) to finalize or renegotiate these terms depending on the grants, so he thinks with that being out there yet we should wait to introduce the legal clause and expense of developing a TIF Contract until we know about the grant and what the final terms will be so the Council may see this at a later date with adjustments.

10. New Business –

a. Approve Resolution 2024-3 A Resolution Approving the Establishment of Tax Increment Financing District No. 1-4 within Municipal Development District No. 1 and the Adoption of the Tax Increment Financing Plan Relating Thereto - Council Member Ring said nothing will be finalized until we get the final say from the grant. Murray stated Mayor and Council the TIF District today will be established, in previous conversations he feels the Developers are committed to this and he would like to see what happens with the grant and thus the renegotiation is a possibility if they get the grant; we will be establishing the TIF District knowing this project is coming, knowing the final piece will be dependent on the grant. Murray said if they are successful in receiving the grant we will adjust these terms, as necessary. A motion was made by Steven Ring to approve Resolution 2024-3 and the adoption of the Tax Increment Financing Plan, seconded by Bryant DeVries. All in Favor.
Motion Carried.

b. April 2024 Expense and Revenue Budget Sheets for Review – Mayor Tollefson had a couple questions on the budget sheets under expenses; under garbage 401, is that the addition to the Recycling Center? Affield responded yes, the building. Tollefson continued with her second question asking if it is the same thing under the Fire/Rescue? Affield replied yes, we have other money in the big fund for garbage and that is where that will be coming out of and the Fire Department, they have funds in their escrow that will be transferred over. Mayor Tollefson asked Affield under Fire & Rescue what the ten thousand three hundred fifty dollars and eight cents (\$10,350.08) was for under Miscellaneous Income/Expense account? Affield responded the amount should be part of their generator purchase, but she said she will double check and let them know. Mayor Tollefson asked Affield if she jumps over to the Revenue under Donations 101-42000-45000 could she explain what the five thousand one-hundred sixty-one dollars (\$5,161.00) was. Affield replied the funds are the Police Department's donations and Council approves them in the agendas.

11. Time to Discuss the Additions to the Agenda –

12. Old Business / Unfinished Business Updates –

a. 2nd and Final Reading of Ordinance #195 – An Ordinance Creating and Enacting Cannabis Regulations – A motion to waive the complete reading and accept this as the 2nd and final reading of Ordinance #195 – An Ordinance creating and enacting Cannabis Regulations was made by Justin Schreiber and seconded by Steven Ring. All in Favor.
Motion Carried.

b. 2nd and Final Reading of Ordinance #194 – A Nuisance Ordinance Regulating Health, Peace and Safety, Residential Off-Street Parking and the Storage of Junk, Trash, and Rubbish within the

City of Glyndon, Minnesota – A motion to waive the complete reading of Ordinance #194 and accept this as the 2nd and final reading by Steven Ring and seconded by Justin Schreiber. All in Favor.
Motion Carried.

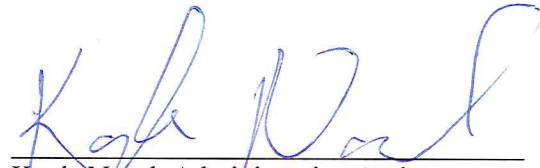
c. Depot Discussion – Mayor Tollefson mentioned Council has been discussing this for the last six weeks or so and when we met last time, she had requested some history on the Depot which you will see a packet that was put together with what information could be found. At the last meeting this was tabled and now it will be discussed further. DeVries stated he spoke with Cecil Johnson (previous Mayor) asking him what information he may have on the Depot building; Johnson did not think there was anything significant about the building nor to keep the building around. DeVries said if you look at the building it is in poor shape; there may have been an initial plan on what to do with it back in the 1990's that never got put forth and it never did come to fruition and now we are thinking of future plans on what can be done with the area without the building residing on the land, plus if someone would like the building they can have it cost free to us and they would cap the water/sewer lines. DeVries has informed the party interested in the Depot building to start making plans for removing it. Mayor Tollefson said when we ended the last Council Meeting we were going to check the history and put a pause on removing the building; overall we have heard two things; there may be an interest expressed by another party; second, is there history behind the building and we need to pause and ask what is that history, is the history something the City should as Electives Officials look at instead of just tearing down the building or moving it out of town. Mayor Tollefson states we just got this packet of information yesterday/this morning and if we have questions let us get those answered at the next meeting and if we have an individual that is interested ask ourselves why we initially thought about going with Mark Stotesbery, was it because he had resources to remove and cap the building and return the area to a green space. DeVries stated that is where the expenses come from, the unseen things that need to be finalized once the building is removed. Mayor Tollefson says we also have to look at the liability for the City, when we say go ahead and remove the building, that means we are saying we are done with the building, it is your responsibility so we would need to make sure we have something in place so there would be no possibility for liability to the City and we would also need a timeline of when the building could be moved. Ring said how about we give it two weeks, we put some sort of notice out to the public about what we are planning for the Depot and gather information to see if there is any historical relevance that would result in the City holding on to the building; after two weeks if there is no major feedback it would result in the City moving forward with the plan of removing the building and if there is more than one party wanting to take the building it would result in the City identifying a process of means to qualify for certain stipulations. Mayor Tollefson said we would need a couple of stipulations for removing the building like insurance, timeline, and resources. Ring said if the building is sitting and rotting and we are not going to do anything in the future with it and want to make future plans for that spot, then yes let someone take it that has the means and the ability that is going to take care of it, maybe restore the building and not just burn it. Mayor Tollefson said we also do not want it relocated within the City. McCoy and Schreiber support the discussion of removing the Depot. Mayor Tollefson and Affield will work together on what is required with the depot removal. A motion was made by Steven Ring, seconded by Bryant DeVries to move forward with the removal of the Depot. All in Favor.
Motion Carried.

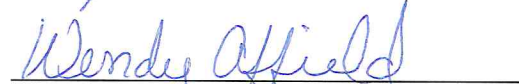
13. Miscellaneous Announcements & Recognitions –

a. Yard of the Week Recognition will start Monday, May 13th.

14. Adjournment – A motion was made by Steven Ring to adjourn the meeting at 7:32 am, seconded by Justin Schreiber. All in favor.
Motion Carried.


Tracy Tollefson, Mayor


Kayla Nosal, Administrative Assistant


Wendy Affield, City Clerk/Treasurer

May 8, 2024, Council Meeting Minutes