

**Glyndon City Council**

**09/12/2018**

6:30 p.m. Regular Council Meeting  
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:31 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Joe Olson and Kimberly Savageau; Police Chief Mike Cline, Public Works Supervisor Scott Lofgren, City Clerk Wendy Affield, and Administrative Assistant Susan Dayley.

**As Per Sign in Sheet:** Darrell Sjothun, Jay Krabbenhoft, and Thad Thorsness.

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 8/22/18 Budget Meeting – Water, Sewer & Maintenance
  - b. Minutes – 8/22/18 Council Meeting
  - c. Approve Resolution of Payments – A motion was made by Kimberly Savageau to approve the Consent Agenda, seconded by Justin Schreiber. All in favor.  
Motion Carried.

4. **Additions to Agenda**
  - Gaming Permit for the Lions
  - AFG Grant – Fire Department
  - Lugo Property at 202 Eglon Avenue

5. **Motion to Approve Agenda**

A motion to approve the 9/12/2018 Agenda was made by Joe Olson, seconded by Dave Owings. All in favor.  
Motion Carried.

6. **New Business**
  - a. **Request Negotiations to Purchase Lot 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 #55.728.0040 in Stockwood.*

The Executive/Closed Door session began the negotiations for the Request to Purchase a lot in Stockwood. Purchasers left the Chambers for Council to discuss the offer at 6:40 p.m. Purchasers returned to the Closed-Door Meeting at 6:44 p.m.

Regular Council Meeting now in session.

- b. **Approve Resolution 2018-17 – A Resolution Authorizing the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon – Parcel #55.728.0040** - A motion was made by Kimberly Savageau to approve A Resolution Authorizing

the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon – Parcel #55.728.0040, seconded by Joe Olson. All in favor.  
Motion Carried.

**c. Remaining Water Meters - Jerret's Plumbing** – Mayor Johnson asked the Council for feedback regarding the bid to replace and install meters for radio read ability. Savageau stated when she and Olson met with Lofgren, they asked for a list of duties the third maintenance employee was responsible for. Savageau stated one duty was replacing manual water meters with radio read water meters so all meters in Glyndon were on the same system. Lofgren was asked to collect a bid from a local plumbing company to see what the cost would be to replace the remaining water meters. Olson questioned if the rate to install the remaining meters was \$5,400.00. Affield clarified there are 36 meters left to be installed and the cost should be \$3,600 total, the cost per meter installed by Jerret's Plumbing would not exceed \$100.00 per meter unless there were extra materials used. Lofgren informed Council 34 meters are in the Centennial Addition or South of 10<sup>th</sup> Street. Lofgren explained there are two (2) meters that need to have the copper line froze because the shut off valves in the homeowner's yards do not turn. Lofgren informed Council freezing the lines and installing a shut off valve in the basement would eliminate the City having to dig up the home owner's yard and City streets, this will cost the City substantially less money. Owings stated he requested Affield gather the remaining budget expenses for the departed maintenance employee for the remainder of the year, which is approximately \$15,000.00. Owings communicated these funds could be used to install the new meters and complete the two (2) meters that need the lines frozen by the end of this year. Discussion among Council and Staff agreed Jerret's Plumbing will schedule his own appointments, learn how to use the meter gun, and program the meters. Lofgren informed Council all new construction will have the radio read meter installed by their plumber, once the 36 meters remaining are replaced the City will have all radio read meters connected. Olson suggested having all the meters installed by the end of this year. Dave Owings made a motion to award Jerret's Plumbing the proposal of replacing the remaining meters to be installed in homes and aim for a completion date of January 1, 2019, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**d. City of Glyndon Sign – Scott Lofgren** – Lofgren reported the City of Glyndon signs located on the east and west ends of the City need repair work. Affield confirmed the paint on the signs were touched up in November 2016 and Lofgren believes more extensive work needs to be done to keep them in good condition. Lofgren stated the sign on the west end of town is the worst of the two. Lofgren explained the signs are flaking paint, rusting and seem to be oxidizing. Olson added it would be best to have the signs repaired properly in order for them to last many years otherwise they will need to be touched up every year. Lofgren pointed out J & H Signs from Perham recommends using powder coating because it is more durable and longer lasting, but is expensive. Olson questioned the approximate cost of powder coating the signs. Lofgren responded it is roughly \$10,000 per sign. Lofgren suggested budgeting for one sign to be repaired in two consecutive years. Lofgren stated using vinyl wrap would be a less expensive alternative but is not sure if it would work. Olson commented the sign would still be decomposing underneath. Schreiber proposed requesting bids to paint the signs and also see what it would cost to install lighting. Lofgren replied he has done some networking regarding the lighting situation, stating cities in the surrounding area suggest going with electric over solar. Lofgren informed Council there is access to electricity on both ends of the City. Lofgren recalls a bid from Magnum Electric for \$5,000 per sign to connect power in those areas. Affield mentioned the new LED lighting is very cost efficient. Mayor Johnson reiterated Lofgren should collect bids for both the painting and lighting of the City signs.

Moved to item 7 b.

**e. GPS Receiver for Water & Sewer Lines – Scott Lofgren** – Mayor Johnson stated Kris Carlson, City Engineer has the new water and sewer lines loaded on a GPS program and Lofgren is asking for a GPS receiver and software in order to document the older water and sewer lines, fire hydrants, manholes, gate valves, water shut offs, trees, street signs; all City utilities and infrastructure. Lofgren explained Ulteig Engineering has all the new developments and new water and sewer lines loaded on their server. Lofgren pointed out the software should be compatible with Ulteig and he will contact the salesman to confirm they are. Savageau wondered if Lofgren had enough funds in this year's budget to purchase this item. Lofgren reported he does have the funds to purchase it yet this year. Affield announced there are funds available in the sewer account to cover the cost. Lofgren stated the software is a one-time purchase of \$2,984.94 and an annual license fee of \$395.00. Lofgren added a 30-day trial training on the Pro-Star Software is available. Affield reminded Council when work was being done for the Water Main Looping Project some of the water and sewer lines were not where they were documented to be, which caused overages on the project. Schreiber wondered who sets the program up for the City. Lofgren replied, he will receive a certain number of hours for training and he is responsible for mapping out the locations. Lofgren mentioned the City could hire Ulteig Engineering or Minnesota Rural Water Association to do all the locating for a fee and have it on a flash drive but if anything needs to be added, you would have to pay them to add it, if the City does the locating we would be able to add things ourselves to the map. Schreiber commented it is a good investment for the City and should be taken out of this year's budget. Owings wondered how often this would be used. Lofgren stated it would be an ongoing project that may take 3-4 years to complete. Olson testified the locator is a convenient tool to have when locating public utilities. Lofgren would like to make sure the information is available for future Public Works Supervisors. Joe Olson made a motion to approve the purchase of a GPS Receiver, seconded by Justin Schreiber. All in favor.  
Motion Carried.

**f. 2019 Glyndon Utility Rates Per Month Discussion** – Discussing the 2019 Utility Rate Per Month sheet, Affield informed Council the mosquito fee increase was set at \$0.50 instead of the \$1.00 they requested. Additional increases Affield included were \$0.25 for Clean-up Week, since we are over budget this year and \$1.00 was added for the Water Looping Project that was completed this summer. Affield stated the total increase would be \$1.75 in 2019 if Council approves the increases later this year. Lofgren questioned whether the sewer account had surplus funds. Affield confirmed the sewer account does have surplus funds that are allocated for future sewage ponds. Lofgren commented the ponds are 27 years old and the life span is normally 30 years, stating we need to start planning for the future of the ponds. Affield reported before she came to Glyndon in 2014, Council passed a fee to residents for water entering the City sanitary sewer. This fee matches the water used, funds are to be allocated to refurbish or build new ponds in the future. Affield informed Council the funds are part of the sewer budget and for the first few years they were used as part of the budget, now they are accumulating in the sewer budget. Affield stated approximately one hundred thousand dollars (\$100,000) per year is reserved for upgrading the ponds.

**g. 2019 Tax Levy Discussion** – Affield presented a chart with previous years levy amounts beginning in 2009 and a chart with the proposed 2019 levy percentage amounts the City would receive with each percentage. Affield reminded Council the September 26, 2018 Council Meeting is when the Preliminary Tax Levy needs to be set and to keep in mind you can lower the percentage but you cannot increase it once the Preliminary Levy is set. Affield stated \$1,150 needs to be added to the levy for the 2-Year Tax Abatement for one (1) new home in 2018.

Affield reported there is excess revenue in the 2019 Budget that is assigned for the ponds and Special Assessments for the 2017A Bond payment due in February of 2020.

## 7. Old Business/Unfinished Business

**a. b. Project Updates – Kris Carlson** – Affield informed Council Kris Carlson will not be attending the first Council Meeting of the month but will attend the second one since things have slowed down. Affield noted Carlson will be emailing a memo for the project updates when he is not attending in person. Olson requested Affield to check in with Carlson regarding the ditch on 12<sup>th</sup> Street. Lofgren commented the ditch looks good. Lofgren informed Council a Sellin Bros. Representative would like to see more riprap showing in the Southview pond so he lowered it a tenth of a foot today and will continue the same for five (5) weeks to get the water level down 6 inches. Lofgren confirmed the water is flowing to the west and north as expected. Lofgren reported the reseeding from Lyndon Avenue to County Road 17 is coming in and looks great. Affield questioned if the ditch should be mowed. Discussion among Council and Staff determined it had been recently mowed.

**b. 418 2<sup>nd</sup> Street Discussion** – Mayor Johnson inquired where Mr. Sjothun was in the progress of what the City expected of him on the housing project to get it completed. Mayor Johnson commented the City Clerk, Wendy Affield and the City Building Inspector, Steve Schroeder stopped by the property and had a discussion with Sjothun and Peterson. Mr. Sjothun explained the timeline he presented to Mr. Schroeder; trusses are scheduled to be delivered and secured on the house, along with plywood and shingles. Sjothun continued, he is working on having the water hook-up issue resolved, moving the curb stop, re-digging the trench to have the pipes pressure tested, and sewer hooked up. Mayor Johnson asked when the electricity would be connected. Sjothun stated he needs to concentrate on the water and sewer issue first, then the electricity will be hooked up. Mayor Johnson mentioned the conversation between Affield, Schroeder, Sjothun and his wife, indicating Mr. Schroeder had other priority items on his list, which did not include installing trusses. Affield commented the water issue has precedence over the roofing project. Sjothun stated he spoke with Kris Carlson and Tom Paschke of Key Contracting concerning where the curb stop needs to be moved. Mayor Johnson requested a specific date when he will be done with this piece of the project. Sjothun implied a City employee told the municipal contractor he hired they could not be there, so they left the property. Sjothun commented he has not had help from the City telling him what he needs to do in order to get his house in a livable state, which has undermined his progress of completing the water hook-up issue that could have been done months ago. Sjothun stated he could have an excavator come tomorrow and move the dirt so the water connection can be inspected. Olson disagrees with Sjothun's comment stating the City employee telling the excavator they could not be there did not set the project back. Olson acknowledged it has been almost four (4) years since this project began, the City is not to blame. Olson questioned Mr. Sjothun if he was the property owner and if not, Olson is not comfortable discussing business concerning the property with him, Council should be talking to the actual property owner. Olson commented as of September 11, 2018 there were 7 vehicles, 2 campers, and 5 trailers on the property. Sjothun wants to know how many more need to be removed from the property. Chief Cline responded if the vehicles, campers, and trailers are licensed, have current registration, and insurance they are legal to be on the property. Olson stated other Cities would not allow a situation like this to continue, we need to have a completion date set. Olson conveyed moving a majority of the vehicles off the property would make a huge difference in the outside appearance. Olson announced there needs to be noticeable progress beings Mr. Schroeder extended his building permit. Affield confirmed Sjothun has purchased two (2) building permits and in place of paying for a new permit, Mr. Schroeder agreed to extend the permit as long as there is progress being made. Owings suggested waiving the fee

on the permit extension as long as the plumbing is hooked up and certified by the Building Inspector within 30 days from today. Owings would like a date set for having the vehicles in compliance. Affield confirmed Sjothun has until September 14, 2018 to have the vehicles moved to follow City Ordinances. Chief Cline reiterated all the vehicles need to be in their name, licensed, have current registration, and insurance; most importantly, clean up the clutter. Owings stated the City would waive the extension fees on the permits so Mr. Sjothun can do what needs to be done to connect the water to City services. Affield stated the sewer hook-up also needs to be completed and inspected. Olson would like a list created for Mr. Sjothun as to what and when certain phases of the project should be completed. Schreiber stated after 30 days Sjothun can report back to Council and move on to the next phase. Owings questioned whether a new permit is needed for the part of the house where the new trusses will be set. Affield confirmed the new addition was included in his original permit. Affield confirmed Mr. Schroeder did approve the extension of the permits and wants the following work to be completed; the water and sewer hooked up, siding on the house, egress windows installed where needed, and complete the addition. Affield emphasized completing the outside work is priority and the inside can be done later. Mayor Johnson commented trusses for new homes are on back order and it may be awhile before Sjothun receives his order. Sjothun stated the trusses are scheduled to be delivered on September 28, 2018. Affield added there are certain trusses you are able to get if they are not too complicated to build. Owings commented the structure piece will not be able to be completed within 30 days but the plumbing, water and sewer issue should be completed by October 12, 2018. Owings insists Sjothun have the items on Schroeder's punch list completed which was conveyed to him verbally. Owings and Olson want a realistic punch list with work to be done and when it will be completed, written down on paper. Sjothun needs to speak with Sarah Peterson or his brother-in-law to hear their thoughts. Chief Cline reiterated the vehicles need to be removed by close of business on Friday, September 14, 2018 and if they are not, there will be a Clay County citation issued to Sarah Peterson, since she is technically the owner of the property and will have to go to court for the citation. Owings informed Sjothun he wants the plumbing issue taken care of by October 10, 2018 and the City will know by Friday of this week whether he is in compliance with the vehicles on the property. Owings is requesting Sjothun to report back to Council where construction is at on the siding, windows, and the items Schroeder wants completed. Sjothun requested pushing the deadline for removal of vehicles to Monday, September 17, 2018. Chief Cline agreed and will be checking the vehicles at 8:00 a.m. Monday, September 17, 2018. Savageau commented there will be no more extensions. Affield verified the Building Inspector posted a notice on the house which states 'NOTICE – DO NOT OCCUPY THIS BUILDING' and confirmed with Sjothun they were not living in the house but do have possessions stored inside. Owings asked Sjothun if he had any questions of what is expected of him from the City. Affield will create a checklist of items that need to be completed and give a copy to Sjothun.

Moved to item 6e.

**c. Glyndon Days Discussion** – Affield presented the expenses (*not including employee wages*) and donations incurred during Glyndon Days 2018.

**d. Set Dates for Budget Meetings** – Discussion among Council and Staff determined to schedule the following Budget Meetings: Wednesday, September 19, 2018 at 7:00 a.m. and Wednesday, October 24, 2018 at 5:30 p.m.

Owings requested moving the October 10, 2018 Council Meeting to an alternate date. Discussion between Council and Staff agreed to change the Council Meeting to Monday, October 15, 2018 at 5:30 p.m.

Council and Staff discussed the Rural City Governing Board of Clay County Round Table Meeting. The meeting will be held at the Glyndon Community Center on Monday, October 1, 2018 from 4-6 p.m., there may be the possibility of more than two (2) Council Members attending the meeting.

**e. Letter to Richards Storage, LLC for Donated Land – Wendy Affield** – Affield provided a copy of the thank you letter dated 9/12/18 Kelly Richards requested for donating Outlot A (Pond) = 240, 025 SF (+/-5.5 Acres) and the road right of ways = 290,980 SF (+/-6.7 Acres) located in the Southview Addition.

## **8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – Chief Cline informed Council his department is currently at 2260 calls of service for the year. On September 5, 2018 their annual firearm qualification for all members was completed with the Hawley Police Department. Annual defensive tactic class is scheduled for September 19, 2018 with Hawley PD. Chief Cline would like Council to review and update the Community Center Rental Agreement with changes to the volume of music; allowance of time used for the event; minimum amount of notice to have an officer there if alcohol is present; payment received by the officer for the event. Chief Cline stated the department has received noise complaints and we need to make sure they are not violating the City's noise ordinance. Chief Cline will work on a revised draft of the Community Center Rental Agreement for Council to review. Chief Cline informed Council during a recent traffic stop the individuals cell phone was placed on top of the squad car and flew off when leaving the scene. Chief Cline is requesting Councils approval to purchase a replacement phone for the individual, since they had insurance the phone will cost \$149.00. Council agreed to the purchase.

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

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren explained during a water leak in the yard of a resident's home the Maintenance Department does not always have the ability to turn off the service due to a bent or broken riser, typically if the water is shut off and the leak is still apparent that means the problem is on the homeowner's side of the curb stop. If the City cannot shut off the service Lofgren calls Randall's Excavating, they dig up the area while the homeowner is there and is told if the break is on the homeowner's side they will be responsible for the bill. Lofgren is letting Council know sometimes the excavating company is not paid by the homeowner and eventually the excavating company will not come when the City calls for their services. Lofgren asked if the City can do anything to help the contractor collect the funds for the work completed on two (2) jobs. Lofgren stated most cities in the area have the homeowner responsible for any repairs from the main to the home, not the curb stops to the home. Savageau suggested the City be billed for the repair and then bill the homeowner. If the bill is not paid the City will special assess the balance owed. Affield will check with City Attorney Ken Norman to see the best way to proceed would be with this issue so we do not lose our excavator. Discussion between Council and Staff are concerned if the homeowner has their own excavator, who can do the job at a lower cost, should it be allowed. Lofgren stated a time limit would need to be set for the repair. Schreiber asked if a contract was signed before the work is completed. Lofgren stated there is not. At this time Council does not feel they can help with an old bill but will check with Norman to see what the City can do moving forward. Lofgren will let the excavating company know what was discussed.

**d. Wendy Affield, City Clerk** – Affield informed Council she received an email from Jane Qualey concerning the Solar Gardens stating the City should save around \$2000 a year on electricity if we participate in the solar program. Qualey will draw up a contract for Council's review.

**Additions to the Agenda:**

**1) Gaming Permit for the Lions** – Justin Schreiber made a motion to approve the gaming permit for the Glyndon Lions Club for December 18, 2018 at the Glyndon Congregational UCC, seconded by Dave Owings. All in Favor.

Motion Carried.

**2) AFG Grant – Fire Department** – Mayor Johnson discussed the Assistant Firefighter Grant the Glyndon Fire Department was awarded for SCUBA equipment. The department will receive \$97,500 from the grant and the City will need to match 5% which will be approximately \$5,000. Joe Olson made a motion to accept the AFG Grant for \$97,500 and give Cuchna direction to work with Affield to pinpoint \$5,000 within their budget to pay the 5% matching funds required, seconded by Dave Owings. All in Favor.

Motion Carried.

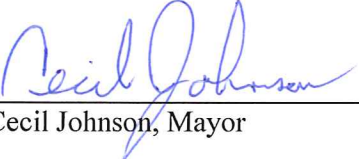
**3) Lugo Property at 202 Eglon Avenue** – Mayor Johnson asked Council how much work they would like Ken Norman to do to clean up the property at 202 Eglon Avenue. Council agreed to have Ken Norman move forward and do what needs to be done to remove the unoccupied decapitated house.

**9. Open Forum –**


**10. Miscellaneous Announcements** – Owings suggested for next years Glyndon Days to have Bingo during the kids Saturday events.

**11. Adjournment** - A motion to adjourn at 8:36 p.m. was made by Joe Olson, seconded by Justin Schreiber. All in favor.

Motion Carried.

  
\_\_\_\_\_  
Cecil Johnson, Mayor

  
\_\_\_\_\_  
Susan Dayley, Administrative Assistant

  
\_\_\_\_\_  
Wendy Affield, City Clerk

September 12, 2018 Glyndon City Council Minutes