

Glyndon City Council

08/22/2018

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

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:33 p.m.
2. **Roll Call:** Council Members Present: Justin Schreiber, Joe Olson and Kimberly Savageau; Public Works Supervisor Scott Lofgren, City Clerk Wendy Affield, Administrative Assistant Susan Dayley and City Engineer Kris Carlson.

Absent: Dave Owings

As Per Sign in Sheet: Jane Qualey and Randy Olson.

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 8/6/18 Glyndon Days Meeting Discussion Session #5
 - b. Minutes – 8/8/18 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**
 - None

5. **Motion to Approve Agenda**

A motion to approve the 8/22/2018 Agenda was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.

6. **New Business**
 - a. **Stockwood Discussion - Randy Olson** – Randy Olson informed Council a local seed business will be separating and is interested in keeping the business local. Randy Olson questioned if the City has a Realtor to sell the Stockwood lots. Council explained at one time the City did have a Realtor but at this time the City has been selling the lots on their own. Council explained they have checked with a few Commercial Realtors but have not heard back from them. Savageau informed Randy Olson the City has sold a few lots this year and since they are being sold at a low price, Realtors may not be interested. Randy Olson asked questions concerning what the City can offer a business coming to town, what the lot sizes are and what the amount of assessments are on each lot. Affield informed Randy Olson the information concerning the lots can be found on the City of Glyndon's Website. Council discussed the electrical transformer situation in Stockwood and the rebate for the transformers the City is offering for the first few property owners. Randy Olson discussed his industrial expertise concerning electrical stating most industrial companies need 3-phase power. Affield stated, Stockwood is zoned Commercial, not Industrial. City Engineer Kris Carlson explained Stockwood was platted as a Business Park, to be a strip mall, office setting, not a large water user. Carlson stated in 2004 when Stockwood was developed the City was not able to support a major water user. Lofgren informed Council since the new water tower was built and the water looping has been completed, the City would be

able to handle a larger water user in the Stockwood Addition. Randy Olson explained the company he has visited with would be a large water user. Mayor Johnson asked Randy Olson if he is working for the company to find land to relocate. Randy Olson replied with "I am not". Schreiber discussed the specials each lot has and how, if a lot is purchased, the specials would need to be paid yearly, even if the business has not started their building. Savageau explained the Special Assessment Process and why the City has not decertified the specials. Affield asked Randy Olson if he could bring his questions to her prior to the next meeting so Council has a chance to have all the pertinent information in front of them in order to answer his questions. Randy Olson left the meeting, stating he was done discussing this topic.

b. Us/Polar Power Discussion – Jane Qualey – Ms. Qualey described to Council the benefits of the Solar Rewards Community program which allows Xcel Energy customers to take advantage of their program. Solar Gardens are developed on 10-acre plots in which there are a number of gardens towards the Twin Cities area and are hoping to develop more in our area. Qualey communicated they would hope to enroll 10-20% of residents for the Solar Garden program to reap the benefits of solar energy in the Summer of 2019. Qualey pointed out this program will give credit towards your electricity bill. Mayor Johnson stated Glyndon has two electric companies providing service and wonders if that could hinder the program being offered. Qualey stated subscribers have to be current Xcel Energy customers. Mayor Johnson confirmed with Qualey the Solar Gardens have to be built on 10-acre plots. Qualey explained yes, it does take 10 acres for each garden, with several in the area. Qualey confirmed each sight goes through an extensive review with Xcel Energy, Us/Solar, land owners, and recently attained internet agreements for several of the gardens. Qualey communicated all of which have to meet specific standards; the substation has to be a particular capacity, the lines need to be 3-phase, and the land needs to meet certain criteria. Mayor Johnson would like to know how far from the area they go if there are not 10-acre plots available in order to develop a Solar Garden. Qualey stated the Garden would have to be in Xcel territory, close to a substation, and near 3-phase power lines. It is very expensive to upgrade the power lines and both Us/Solar and Xcel do their own testing of the Solar Gardens. Qualey indicated there is a substation close to Felton, Minnesota. Qualey confirmed in order to be eligible for this program, there are no upfront costs, a 25-year contract with Xcel Energy and you have to buy the electricity at a premium rate with no maintenance fees. Qualey reported on average, a household can save \$1,200.00 per year and if solar energy was interrupted for any reason, Xcel Energy continues as normal with no interruptions to electrical service. Qualey expressed they will be reaching out to the Dilworth, Felton and Sabin communities to see if they would like to be involved with the Solar Gardens. Us/Solar has built 15 Solar Gardens this past year and are hoping to build more in the area but it depends on where the Xcel territory is. Qualey described the next step on moving forward would be to verify usage and create an agreement to be reviewed by the City Attorney. Mayor Johnson questioned what the cost is to the City while Us/Solar oversees the research and organization of the solar gardens. Qualey stated the City would pay Us/Solar nine cents (9¢) per kwh and in return, Xcel would pay the City ten cents (10¢) per kwh. Qualey clarified each billing statement would include the same Xcel charges but will have a new line on the statement indicating credit for solar energy, then applied to your entire Xcel Energy bill. Schreiber asked if there needs to be a certain number of cities included to move forward on the solar garden. Qualey indicated they are moving forward to seek residential and commercial businesses, and, yes there will be other cities included in the solar garden. This is an important step and if there is not enough interest, the solar garden will not be built. Affield asked what the time frame is to build a garden. Qualey stated the process normally takes two (2) months. Savageau inquired when they will begin reaching out to potential subscribers. Qualey replied next month the residents will be contacted and noted, Us/Solar is a separate entity from Xcel Energy. Schreiber asked how long it takes to develop a solar garden. Qualey explained it takes 1-2 years to develop an area for the solar garden and 2-3 months of

actual construction. Qualey anticipates construction beginning in the Spring of 2019. Affield stated she would provide information to Qualey and also provide data to utilize the solar gardens.

c. Approve DGF Trap Team Charitable Gaming Permit for October 3, 2018 at the Glyndon Rod & Gun Club – A motion was made by Kimberly Savageau to approve the DGF Trap Team Charitable Gaming Permit for October 3, 2018 at the Glyndon Rod & Gun Club, seconded by Justin Schreiber. All in favor.
Motion Carried.

d. Approve Gaming Permit for Pam Hirschert's Benefit on September 15, 2018 at the Glyndon Community Center – A motion was made by Kimberly Savageau to approve the Gaming Permit for Pam Hirschert's Benefit on September 15, 2018 at the Glyndon Community Center, seconded by Joe Olson. All in favor.
Motion Carried.

e. Approve Resolution 2018-15 – Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment – Affield confirmed the interest rate for assessments is set at 4%. Carlson indicated the interest rate is approximately 1½-2 % above the borrowed rate, which is a typical number. A motion was made by Kimberly Savageau to approve Resolution 2018-15 – Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment, seconded by Joe Olson. All in favor.
Motion Carried.

f. Approve Resolution 2018-16 – Resolution for Hearing on Proposed Assessment – Affield stated Carlson recommends setting the Public Hearing for 6:00 p.m. on September 26, 2018, before the regular Council Meeting. Affield pointed out this would affect five (5) property owners. Carlson conveyed he would assist Affield with a letter to send out to the property owners. A motion was made by Kimberly Savageau to approve Resolution 2018-16 – Resolution for Hearing on Proposed Assessment, seconded by Justin Schreiber. All in favor.
Motion Carried.

g. Maintenance Departments 2015 F-150 Truck has been Paid Off – Affield informed Council the 2015 F-150 maintenance truck Scott Lofgren drives has been paid in full.

h. Emergency Medical Products Refund Check from 2010 – Affield explained a refund of \$603.84 from a duplicate payment from 2/20/2010 was received and will be reimbursed to the Rescue Revenue Fund.

i. Approve Devin Lee's Resignation Letter – A motion was made by Kimberly Savageau to approve Devin Lee's Resignation Letter, seconded by Joe Olson. All in favor.
Motion Carried.

j. Maintenance Department Re-Evaluation – Olson communicated to Lofgren, Council would like more information on the third position turnover issue. Olson explained Council needs to look into hiring out some of the work before making the decision of hiring a third maintenance worker. Olson stated they would like discussions on why the turnover has been happening. Lofgren stated he has no explanation for employee turnover and does not perceive it as an issue. Lofgren suggested employees may not have realized what the job entailed when they accepted the position and people move on. Olson explained this is a good time to re-evaluate and discuss each position along with responsibilities in the departments. Lofgren stated the department has gone from 120-man hours to 80 hours per week. Lofgren conveyed City

Council and Staff will have to decide which tasks should be eliminated or contracted out. Olson inquired how Lofgren's supervisory position has changed over the years. Lofgren responded he spends more time in the office because of additional paperwork, water sampling, water testing, well testing, reporting and monitoring from the growth of the City. Lofgren expressed he has gone from a few hours a week to four (4) hours every day in the office. Lofgren indicated the department would, at times, struggle with three (3) employees and thinks a fourth position should be added. Mayor Johnson questioned as to why the City mows along Highway 10. Lofgren informed Council it was mandated by MnDOT to mow Highway 10 when it was reconstructed in 2017. Lofgren stated they mow east on 12th Street to the four corners (only on the north side) to help keep the mosquitos down. Schreiber requested Lofgren create a list of daily duties in the maintenance department for Council to have a better understanding of the day to day duties and determine if certain duties can be contracted out. Savageau suggested hiring someone for grounds keeping duties only, possibly two high school students. Olson stated the department needs to address the issue of how to operate more efficiently instead of satisfying another person's beliefs and opinions. Lofgren answered, it is difficult to be efficient when there is equipment stored in so many different locations in the City. Affield suggested since the 2015 maintenance truck is paid in full, save this money and use it towards a storage building. Savageau stated when there is a problem, you cannot pick apart the person, you have to fix the process and as you fix the process, employees enjoy their jobs and are more productive. Savageau explained if something is operating ineffectively the committee needs to pick the issue apart and determine why it is not effective and what can be done to correct it. Olson asked Lofgren to be patient during this process and after information is gathered, ideas will be brought to Council and discussed. Mayor Johnson suggested when the committee meets, think of ways on how to make Glyndon a better place than it was yesterday. Savageau expressed when the committee meets, make a list of items that hinder the process of all of the different jobs for that position.

7. Old Business/Unfinished Business

a. 418 2nd Street Discussion – *(Resolution 2018-14 has been served to both parties)* – Affield provided an update on the property along with an aerial photograph indicating there has been not much progress made since being served the Resolution. Affield reported both parties have been served by the Glyndon Police Department and the 30-day time frame for compliance for Resolution 2018-14 ends September 14, 2018.

Mayor Johnson asked if Mr. Norman was moving forward on the 202 Eglon Avenue property. Affield indicated Mr. Norman needs the names associated with the title to the property. Mayor Johnson will be sure Mr. Norman has the information he needs to proceed.

b. Project Updates – Water Looping Project Overage - Kris Carlson – Carlson discussed the Parke Avenue Project and reported BNSF will start work on the crossing at Parke Avenue beginning next week and will be completed in approximately one week. BNSF provided a Google Earth Map with the proposed detour when construction begins. Carlson stated the construction will consist of extending the crossing to accommodate the bike trail for next year. The spur line will also be repaired in order to connect to it during the Parke Avenue construction in 2019. Carlson received information from the County stating the State Aid Funding will not be included on Partridge Avenue for the Parke Avenue Quiet Zone Project due to the lengthy process it would take to go through Federal review. Carlson stated the medians for Partridge Avenue will be bid separately from the Parke Avenue Project and will be constructed along with the Parke Avenue Project at a reasonable cost. Carlson explained the price difference is fairly close and the construction on Partridge Avenue will consist of cutting out a 2-foot-wide section of

asphalt, remove it, and pour a non-surmountable concrete median of 100 feet on each side of the crossing to follow the Quiet Zone Regulations. Carlson wondered if it was permissible to put excess material at the City Lagoon, in which Lofgren stated they could. Carlson asked for approval to stockpile material at the City Park located in Southview during the Parke Avenue Project construction. Carlson mentioned the lots in Southview will need fill when construction begins. Carlson requested Seter's paperwork to be finalized as soon as possible.

Carlson communicated there are no new updates on Southview. Sellin Bros., Inc. hand graded, raked and seeded the areas that needed to be done. Carlson confirmed the grass has been mowed in the ditches and with the water diverted, there have been no more standing water issues. Carlson stated there is one warranty issue on the leaking pipe at the lift station to be completed. Carlson commented he did try to contact LJA regarding the Plat approval but was unsuccessful. Savageau informed Carlson and Council the County Recorder did approve the Plat today.

Carlson conveyed the Water Looping Project overages were mainly due to the watermain not being where it was indicated on the old record maps. One area was located by the railroad crossing on Parke Avenue and the other was the utility locates by Highway 10 and Parke Avenue, close to Petro Serve. Carlson reported more asphalt work needed to be done along with replacing a small piece of curb. When turning the water off in Stockwood, the valve was bent which had to be straightened and two catch basins with sink holes needed to be repaired in the development. Carlson explained the final reimbursement requests have been submitted and are in the process of closing out the PFA portion of the contract.

Olson asked if the 12th Street ditch issue has been resolved. Carlson responded it is better than it was, looks good and will drain well. Carlson feels the sandbags should stay put for now stating, it is a less expensive way to correct the issue. Olson stated he will follow up with the property owner to get their opinion on the course of action taken to correct the ditch issue.

c. Glyndon Days Discussion – Mayor Johnson stated the Street Dance was a disappointment organized by the Glyndon Days Committee because a local bar had a band the same evening. Olson communicated the Glyndon Days Committee put a lot of time and effort into organizing the dance and was disheartened to have it marred by a local business. Affield suggested everyone write down ideas, thoughts or changes for next year with possible date modifications for events then have a discussion when all Council members are present. Schreiber feels Glyndon Days should be the same weekend each year because the community expects it to be the second weekend of August on an annual basis. Affield explained she meant staying on the same weekend but having it on Thursday and Friday so residents can have their weekend still to do what they would like. Schreiber relayed there are some residents interested in creating a small committee to help with Glyndon Days next year and possibly bring new ideas to the table. Affield suggested breaking down a timeframe of when help is needed for particular activities and be more specific rather than look for 'volunteers'. Olson agreed we need to have more people involved in organizing Glyndon Days. Mayor Johnson wondered if we could keep all the activities in one location instead of at opposite ends of the City. Schreiber commented having the car show closer would allow people to walk back and forth. Schreiber mentioned the vendor show was a good turnout but should have them closer into the park.

8. Department Reports / Committee Reports

- a. Mike Cline, Police Chief** – Absent
- b. Bob Cuchna, Fire Chief** – Absent
- c. Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren informed Council the warming house built by the students at the school needs to be moved before it is in session

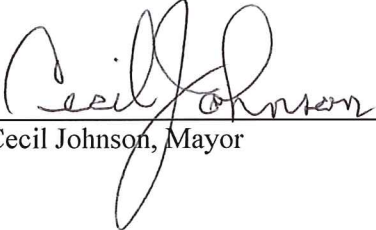
this fall. Lofgren sought ideas from Carlson as to where it should be placed due to the Parke Avenue Project coming up next year. Carlson stated he will look at the prints and let Lofgren know where a good place would be. Lofgren explained he is going to rent a Visto trailer to move the warming house. Lofgren informed Council he is going to rent a front detachable mower from Swanston Equipment for the Bobcat to mow the ditch off Parke Avenue by the school and if it works well, he would like to purchase one to mow the retention ponds and ditches. Carlson informed Council what Lofgren is mentioning will be cleaned out during the Parke Avenue Project. Olson suggested having the Sentence to Serve Crew help clean up areas in the City.

d. Wendy Affield, City Clerk – Affield informed Council a letter is ready to be sent out informing residents of the seal coat project and Lofgren will be placing ‘NO PARKING’ signs on the streets to be seal coated. Affield affirmed the reason for Randy Olson’s appearance this evening was to inform Council Syngenta Seeds is separating from Hillehog Seeds and thought the City should contact them to sell a commercial lot in Stockwood to keep the business local.

9. Open Forum – Olson stated residents can come to the Council meetings to question and push for answers but when it turns insulting, that is not okay. Olson expressed the Council is here to work for the citizens but if you come in insulting everyone, you will be asked to leave.

10. Miscellaneous Announcements –

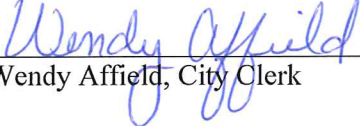
11. Adjournment - A motion to adjourn at 8:02 p.m. was made by Justin Schreiber, seconded by Joe Olson. All in favor.
Motion Carried.



Cecil Johnson, Mayor



Susan Dayley, Administrative Assistant



Wendy Affield, City Clerk

August 22, 2018 Glyndon City Council Minutes