

**Glyndon City Council**

**06/27/2018**

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

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:30 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, and Kimberly Savageau; City Attorney Ken Norman, Police Chief Mike Cline, City Clerk Wendy Affield, Administrative Assistant Susan Dayley, City Engineers Kris Carlson and Alex Ranz.

**Absent:** Joe Olson

**As Per Sign in Sheet:** None

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 5-23-18 Council Meeting
  - b. Minutes – 6-13-18 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**
  - Items Added to Community Center Application – Wendy Affield

5. **Motion to Approve Agenda**

A motion to approve the 6/27/2018 Agenda was made by Dave Owings, seconded by Justin Schreiber. All in favor.  
Motion Carried.

6. **New Business**
  - a. **Accept \$1,000 Gaming Donation for the Glyndon Fire Department from Felton Fire Department** – A motion was made by Justin Schreiber to Accept \$1,000 Gaming Donation for the Glyndon Fire Department from the Felton Fire Department, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**b. Mosquito Spraying at 610 State Street – Mayor Johnson** – Mayor Johnson stated he knows Council has discussed this item before but was approached again by the resident living at 610 State Street concerning the mosquito spraying in their back yard by the tree row to the north. Savageau explained, the City can not go onto private property and spray pesticides. Mayor Johnson stated, the houses on Highway 10 are in the City Limits and deserve to be treated the same when it comes to mosquito spraying as the other residents of Glyndon. Savageau clarified, the City can spray in front of their house but not on private property in their back yards. Norman informed Council the only way to spray for mosquitoes in situations like this, is to do it by aerial spraying. Savageau confirmed with Lofgren before the meeting, aerial spraying will be done before July 4, 2018. Mayor Johnson informed Council Lofgren will be scheduling two (2) aerial sprayings this year, once before July 4<sup>th</sup> and again before Glyndon Days in August. Affield informed Council maintenance did ground spraying throughout the City this past Friday evening

and City Hall received several appreciated calls stating they noticed the difference. Attorney Ken Norman stated, seems to be a matter of configuration, if you have a road you can spray, if you do not, you have to rely on aerial spraying.

**c. Revise Ordinance #166 – Update Water Meter Charges Under “Utility Fees” & Add Nonresident Community Center Fees** – Affield explained there was a slight increase to cover the cost of the water meters and added the nonresident fees for the Community Center. A motion to approve and revise Ordinance #166 – Update Water Meter Charges Under “Utility Fees” & Add Nonresident Community Center Fees was made by Dave Owings, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**7. Old Business/Unfinished Business**

**a. Project Updates – Kris Carlson** – (*Pleasantview Avenue & 12<sup>th</sup> Street Improvement Estimates*) – Carlson presented a few options to Council for the street improvements on Pleasantview Avenue and 12<sup>th</sup> Street. Carlson stated one possibility for Pleasantview Avenue is to do a mill in-place, costing \$16,000. The maintenance would consist of blading the street and filling the pot holes until a permanent repair is made. Carlson explained an alternate option would be a complete reconstruction, estimation cost \$103,000. Carlson stated resurfacing on 12<sup>th</sup> Street to the City Limits on 110<sup>th</sup> Street cost estimate is \$432,000. Carlson explained the City’s cost from Southcreek Avenue past the Coulee is \$187,000. Carlson stated reconstruction cost from the Coulee to 110<sup>th</sup> Street is \$245,000 and can be cost shared with the County. Mayor Johnson mentioned he thought the City purchased half of the road on 12<sup>th</sup> Street from the Coulee to 110<sup>th</sup> Street from the Glyndon Township. Carlson stated that stretch of road is just over one-half mile. Savageau believes when Monsanto was annexed into the City of Glyndon, there was an agreement with the Glyndon Township the City would maintain the road, but not take over ownership. Carlson stated he will do some research on who has ownership of the road out to 110<sup>th</sup> Street. Mayor Johnson stated the property owners directly off 12<sup>th</sup> Street have been paying assessments all these years to have curb, gutter and a paved road, which they do not have. Savageau explained when the specials were spread out in Southcreek, they were spread evenly amongst all the lots in the development, not to the benefited property owners. Mr. Norman explained to assess a property, there has to be a benefit to that property, the benefit in theory is supposed to be equal to the increased value of the property caused by the improvements. Carlson stated, at the time, if the Developer is the sole owner of the property, conditions may be slightly different, the Developer has the right to spread the specials how he wants to make the lots more marketable. Savageau stated the homeowners did receive City water and sewer so you would have specials for those improvements. Mayor Johnson questioned, what if the property owners want the road they are paying taxes for. Norman explained the property owners could petition the City to pave the road because they understood they were paying special assessments for a paved street. Norman is unsure if the agreement was between the two land owners and is wondering why the road was not paved if assessments were charged to those property owners. Discussion among Council and Staff determined the development was built between 2002 and 2004. Carlson will search for more information concerning the breakdown of the Special Assessments. Carlson explained an agreement between the land owner, developer or builder is a private matter, the City was not involved in the agreement. Norman noted because the road was not put in, there were lower project and assessment costs for everyone involved. Savageau pointed out the homes along 12<sup>th</sup> Street were built later and there is a possibility they did not pave the road because the lots were not sold at the time. Norman stated at this stage, the land owners would have to petition for the paved road and they would be assessed for the street improvements. Carlson will research Ulteig Engineering’s records for information on the development. Schreiber would like to know if this stretch of road could be included in the Parke Avenue Project. Carlson implied it could be

but we would need to make a decision soon. Carlson would rather bid the project separate so it does not have to go through the Federal Aid Process and the City would not have to pay Federal scale rates to the truck drivers. Carlson stated the Engineers could set the bid dates the same as Parke Avenue and possibly get the same asphalt company to do both jobs. This will give an economy scale rate for the company awarded the Parke Avenue Project.

**b. Update on 12<sup>th</sup> Street Ditch – Kris Carlson** – Carlson reported the ditch is dry and Richards has a good share of it mowed and because it has been mowed, it is easier to see where the repairs need to be made. Carlson stated Sellin Bros. are working on the punch list for Southview and will be working on the ditch tomorrow. Mayor Johnson communicated to Council and staff Arvig has been working in the area also. Carlson mentioned Arvig has been seeding the area they had been working in. Schreiber stated there is a lot of clay in the ditch and questions whether grass can grow in those areas. Carlson confirmed black dirt was brought in before grass seed was put down. Carlson stated there will be a formal walk through before the final payment is made. Owings communicated he has drone pictures from County Road 17 to the stop sign on 12<sup>th</sup> Street. Carlson stated Ulteig does have pre-videos of the project and will do one after to compare. Schreiber inquired concerning the pond, will they clean out some of the material that has washed in. Carlson explained the City Maintenance Crew was able to mow around the pond because it was dry and the floats are set on automatic so the water in the pond is at the level it should always be. Carlson explained they will also be washing the muck off the rocks in the pond. Mayor Johnson inquired when the second and third pumps turn on, will the water come out so fast it backflows to the east. Carlson informed Council there were modifications made to the pump to prevent washouts and there will be seed sprayed around the pond in the areas that need it. Carlson arranged for Sherbrooke Turf, along with Kelly Richards to cut down the weeds so the grass will fill in.

**c. Discussion Concerning Fountains in Southview** (*agreement completed by Ken Norman*) – Mr. Norman explained, based upon the information he has been given, including what the thoughts were of the Council concerning the fountains in Southview, he has drawn up a rough draft of an agreement/license that would allow Mr. Richards the ability to go onto the City owned property to maintain the three (3) fountains he would like to install in the Southview retention pond. Norman informed Council the draft has not been given to the Developer at this time, he recommended Council to decide if this is how they want the agreement to read. Norman stated a temporary license is attached to the agreement so Richards can install the electrical that needs to be completed before the fountains can be installed. Norman discussed the permanent license for the five (5) year term will be signed after Richards actually has the fountains installed. The language in the agreement allows the City to terminate the license if things are not working out the way it was planned. Norman reiterated to Council this is their decision to allow fountains in the Southview pond. Mayor Johnson questioned the quote from Richards concerning the electrical installation of the fountains. Norman stated in regards to the quote, he has left the discretion in the hands of the City Engineer to approve what specifications are required. Carlson discussed the quote from the electrician, stating it is very unclear and he will need to visit with him. Carlson visited with Richards as to the type of fountains he plans to purchase. Richards has an idea of what he would like but has not made a decision at this time, he is waiting to see what the City decides in the contract. Norman stated future Councils will need to keep in mind, is that in five (5) years the pumps will probably need to be replaced and if the residents in the subdivision are satisfied with the fountains they are going to expect them to be replaced (at whose cost) and for someone to maintain the operation of the fountains. Carlson would like to see the specifications concerning the pumps being purchased and feels a separate electrical meter should be installed. Norman informed Council he did not include dates for installation and removal of the fountains. Carlson recommended June 1<sup>st</sup> to September 30<sup>th</sup>. Owings would like the time line

Carlson suggested concerning the installation and removal of the fountains added to the agreement. Norman will add this information to the agreement and is still waiting on the specifications of the pumps. Mayor Johnson asked how much water needs to be in the pond for the fountains to operate. Carlson stated the water level varies from 18" to 36" which is needed to run the pump and the pond has some areas up to 7' deep of water. Norman informed Council they will need to:

- a.) Decide if they want to move forward with the fountains.
- b.) Decide whether this agreement with the modifications would meet their approval.
- c.) Meet with the Developer.

Council discussed the hours they feel the fountains should be running and suggested a timer be installed.

**d. Approve Agreement Between the City of Glyndon and Kelly Richards Concerning Three Fountains Installed in the Southview Retention Pond - Dave Owings** made a motion to approve the agreement between the City of Glyndon and Kelly Richards for the three (3) fountains installed in the Southview Retention Pond with the added date range of installing the fountains after June 1<sup>st</sup> and removing them by September 30<sup>th</sup> of each year, seconded by Justin Schreiber. All in favor.  
Motion Carried.

Norman suggested installing the daily time schedule for the fountains in the License Agreement.

**e. Discussion Concerning Electrical Transformers in Stockwood – Kris Carlson** explained the information he received from Xcel Representative Travis Lil. The agreement stated the City would be eligible for the \$9,721 reimbursement based on units serviced within the first five (5) years, with a maximum refund amount being \$63,558. Carlson explained once a year in August, Xcel will see how many meters are spinning from the year prior and reimburse the City for each new meter. Carlson was told the single-phase transformer is approximately \$7,000 and 3-phase is approximately \$15,000. If the transformer is installed closer to the street the cost may go down. Carlson explained you can power up to single phase but you cannot power down to 3-phase. If someone who is a power user purchases a lot, they may receive a transformer at a lesser cost. Affield informed Council there are twenty-one (21) lots in Stockwood and the City would receive the full rebate if six (6) meters are hooked up and spinning by the end of the five years. Two (2) lot owners have the ability to share one transformer. Mayor Johnson asked if Chad Moody knew when he purchased the lot, he would have to purchase the electrical transformer. Affield does not believe so. The way Affield understood why the transformers were not installed on each lot was, for one, the high cost to the City and two, we did not know if every lot would need one. Carlson stated not everyone will need the \$15,000 3-phase transformer since this is a Commercial Park, not an Industrial Park. Norman feels most Commercial Developers understand they would have to install a transformer. If the original Developer would have installed electricity in Stockwood, the special assessments would have been higher. Owings explained his calculations to Council and feels a 75% reimbursement towards a transformer would be fair. Carlson added you would want a reimbursement cap of \$5,000 and the difference could be put into a fund so the City would be able to help other lot purchasers with the cost of the transformer. Norman has reviewed the Stockwood lot prices and specials that are remaining and stated the City is more than fair compared to property in Fargo-Moorhead. Council discussed the items they want in the Resolution which Affield and Norman will work on for the next Council Meeting. The main items are as followed:

- Stockwood Business Park will receive the rebate.
- Lot owner will receive 75% of the cost of the Xcel transformer – capped at \$5,000.
- The meter must be spinning in order to receive the rebate.

- Rebates will end August 2021.
- The lot owner will have to upfront the funds for the transformer until the City is reimbursed from Xcel in August/September of each year (agreement/contract drawn up).

Mayor Johnson asked if this information could be given to the gentleman that put an offer on a lot in Stockwood. Savageau believes the direction Council has decided to go in can be explained to the gentleman looking at the lot. Carlson will check with Travis Lil to see if the building needs to be up before the rebate is approved for reimbursement.

**f. Seal Coat Projects for 2018** – Carlson presented a cost sheet on 2018 Seal Coat Projects for Stockwood, Cul-de-sacs, Lyndon Avenue, Lund Avenue, and 9<sup>th</sup> Street with updated costs, since the spreadsheet was created in 2016. Carlson explained the area to be seal coated is 13,659 square yards, costing approximately \$56,000. Carlson stated these streets are some of the newest ones in the City and the maintenance on them does need to be kept up in order to remain in good condition. Carlson explained streets do need to be seal coated at least every five (5) years to maintain their longevity. Carlson informed Council this project is small so there does not need to be a Public Hearing or advertise for public bids. Carlson suggested the Council create a Street Maintenance Program with a five (5) year set plan for seal coating projects in order to budget accordingly from year to year. Affield reported there is \$48,000 in the budget for the Seal Coat Project. Savageau stated the City does have Wheelage Tax funds to be used and if it does not get used, with a deadline of 2021, the County will question why it is not being used. Carlson explained the streets being seal coated this year, then in years to come, they would be bid alternates that can be added or eliminated. Savageau communicated the City needs to get the streets repaired in Stockwood before advertising for lot sales.

**g. Schedule Glyndon Days Planning Meetings** – Glyndon Days Planning Meetings were scheduled for Wednesday, July 25, 2018 at 6:00 p.m. before the regular Council Meeting and Monday, August 6, 2018 at 6:00 p.m.

**Additions to agenda:**

➤ **Items Added to Community Center Application** – Affield informed Council a time for the serving of alcohol needs to be added to the Community Center Rental Application. In the application it will be highlighted ‘SERVING OF ALCOHOL MUST END NO LATER THEN 12:00 A.M. (MIDNIGHT)’. Dayley stated renters are trying to serve alcohol until 2:00 a.m., Chief Cline agrees it needs to stop being served by midnight, one (1) hour prior to the end of the event.

**8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – Absent. Mayor Johnson informed Council he visited with Captain Brian Cheney of the Minnesota State Patrol out of Detroit Lakes concerning the speed vehicles are traveling through Glyndon. Mayor Johnson was informed a meter will be installed on the 30-mph sign east of town to monitor the west bound traffic, this meter will have the ability to determine the number of vehicles traveling west and their approximate speeds. Once the data is compiled it will be provided to MnDOT for review.

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

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

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

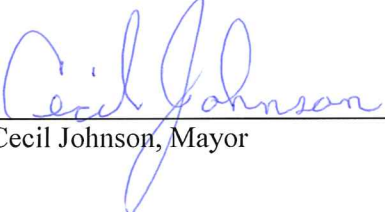
Kris Carlson handed out an Application for an Excavation Permit from Walker, Minnesota as an example to the question Council asked him at the last Council Meeting. Carlson researched permits other Cities have concerning excavation since we have had issues with returning the

project site back to how it originally was before the work was started. Carlson explained this is just for reference.

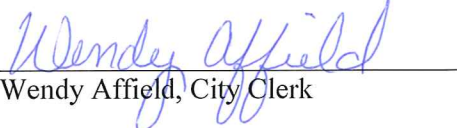
**9. Open Forum –**

**10. Miscellaneous Announcements –** Mayor Johnson was approached concerning installing lighting at both 'GLYNDON' signs located on the west and east ends of town. The signs were donated to the City in 2012 with the understanding lighting would be included. Mayor Johnson stated the City could not find information stating they would install lights for the signs. Owings remembered the funds donated would only cover the signs. Council discussed installing solar lighting but feel the size of the solar panel would interfere with the look of the sign being it is not solid. Owings does feel the City should look into other options available to light up the signs.

**11. Adjournment -** A motion to adjourn at 7:59 p.m. was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

  
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Cecil Johnson, Mayor

  
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Susan Dayley, Administrative Assistant

  
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Wendy Affield, City Clerk

June 27, 2018 Glyndon City Council Minutes