

Glyndon City Council

06/13/2018

7:00 a.m. Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 a.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Kimberly Savageau and Joe Olson; City Clerk Wendy Affield, Administrative Assistant Susan Dayley, Police Chief Mike Cline, Public Works Supervisor Scott Lofgren, and City Engineer Kris Carlson.

As Per Sign in Sheet: Bruce Curfman, Kelly Richards, and Terrie Enlow.

3. **Motion to Approve Consent Agenda**

- a. Minutes – 5-15-18 Public Hearing Minutes for Southview Corrective Plat
- b. Minutes – 5-15-18 Special Meeting Minutes for Parke Avenue Project
- c. Minutes – 5-23-18 Glyndon Days Discussion Session #2
- d. Approve Resolution of Payments – A motion was made by Justin Schreiber to approve the Consent Agenda, seconded by Dave Owings. All in favor.
Motion Carried.

4. **Additions to Agenda - None**

5. **Motion to Approve Agenda**

A motion to approve the 6/13/2018 Agenda was made by Joe Olson, seconded by Kimberly Savageau. All in favor.
Motion Carried.

6. **New Business**

a. **Approve Resolution 2018-11 – A Resolution Appointing Election Judges for the 2018 City Council Election** – A motion was made by Dave Owings to approve Resolution 2018-11 – A Resolution Appointing Election Judges for the 2018 City Council Election, seconded by Justin Schreiber. All in favor.
Motion Carried.

b. **Wheelage Tax Funds Notification from Clay County** – The City of Glyndon received a letter from Clay County stating the City has \$43,871.99 in their Wheelage Tax Fund which needs to be used by 2021. These funds are for construction or maintenance projects on city streets.

c. **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 #55.728.0020 in Stockwood.

Executive session closed doors.

d. Approve Resolution 2018-12 – A Resolution Authorizing the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon – Parcel #55.728.0020 – Tabled.

Executive session ended at 7:25 a.m.
Regular Council Meeting back in session.

e. Maintenance Discussion/Review – Joe Olson – Olson explained there were some concerns and questions for Glyndon Days regarding procedures. Olson stated the HR Committee has met with two of the three maintenance employees and will be meeting with the third employee to work on a schedule for Glyndon Days. After information has been gathered, a summary of expectations and a schedule will be presented to Council. Olson explained the HR Committee is considering following up with employees in other departments throughout the City as well. This will give the Committee ideas on how to put together a plan on which direction to head in. The HR Committee will have an update for the next Council meeting.

f. 12th Street Ditch Discussion – Joe Olson – Olson explained a resident is concerned how the ditch on 12th Street has been graded and is apprehensive the contractor will not put the ditch back to how it was prior to the development. Olson would like to know if the contractor will fix the ditch since it does not drain properly. Olson informed Council the resident has in the past, mowed the ditch and kept it groomed. Owings questioned Carlson why every ditch worked on in Glyndon never drains properly after the project is completed. Owings stated the final payment in the past has been paid to the contractor before the ditch work is completed to Council's and resident's satisfaction. Carlson stated the final payment to the contractor has not been paid and will not be until all items on the punch list are complete. Carlson explained there are concerns regarding the culvert in that particular area because it does not drain properly. Lofgren informed Council the issue with the culvert coming out of Magnolia Court is lower than the culvert going under Lyndon Avenue causing the water to be trapped. Carlson stated the silt fence inhibits the flow of water and once it is removed it will help the issue. Carlson reiterated the discharge of water from the retention pond is intended to flow west. Carlson informed Council the completion date for the punch list is set for July 15, 2018. Olson suggested before the final payment is made, a report summary be brought to Council for approval on the final payment to the contractor. Carlson stated he will do a walk through before the final payment and invited two (2) Council Members to join him along with Mr. Lofgren. Owings stated it is his understanding the City cannot hold back the final payment. Carlson explained to Council if the final payment is paid, the retainage fee does not have to be released until Council approves the final acceptance on the project.

Olson suggested touching base with the Contractor and Utility Crews requesting them to repair and replace any mess they may have left behind when installing utilities. Carlson explained in the future agreements between developers and contractors need to be improved. The Southview agreement states the Developer or owner is required to come back and clean up after the trenching. Carlson feels this should be the utility company's responsibility and not the developers.

Lofgren suggested requiring a permit for digging in the City and to require the grade of the ditch, lawn, or wherever they dig, put back to the original condition. Carlson stated he would contact other cities to inquire what their policies and procedures are for utility permits. Carlson explained when you do have permit requirements there is more accountability from construction companies for restoration.

g. Health Savings Account Discussion – Wendy Affield – Affield informed Council the Health Savings payments, according to the Employee Policy Handbook, are distributed in January and July, \$1,500 each payment. Affield informed Council there are several employees who have used their \$3,000 health insurance yearly deductible before the second half of the Health Savings has been issued and is asking Council if they would consider issuing the full amount at the beginning of the year instead of twice a year, with the stipulation, if an employee leaves, a percentage would be reimbursed to the City. Owings stated the majority of businesses pay out the health savings contribution monthly with your pay check. Owings explained, they divide the \$3,000 by twelve (12) which would give you \$250 deposited into your account monthly with the last payment in December. Discussion among Council and Staff determined to leave the policy as is.

h. Clay County Fair Board Request for Donation – Mayor Johnson – Mayor Johnson presented a letter to Council from the Clay County Fair Board requesting a donation of \$500 - \$1,000. Savageau stated the City has donated the use of the Community Center for the 4-H Club in place of monetary donations and should follow past practices. A motion was made by Joe Olson to deny a Donation to the Clay County Fair Board, seconded by Justin Schreiber. All in favor.

Motion Carried.

7. Old Business/Unfinished Business

a. Discussion Concerning Traffic on Highway 10 – Terrie Enlow – Mrs. Enlow addressed Council pertaining to the letter sent from the City regarding their request for a flashing speed limit sign on Highway 10, which states the City will not be installing a sign. Enlow stated in the letter, Chief Cline indicated the heavy traffic flow makes it difficult for law enforcement to enter traffic in order to stop a vehicle. Enlow feels this statement indicates there is a speeding problem along Highway 10 and something needs to be done. Enlow stated she recently witnessed the Sherriff, Glyndon Police, and Minnesota State Troopers speeding past her home, stating, if they do not slow down, who is going to slow down. Enlow stated the cost of the flashing sign is worth protecting the citizens of the City and is an important item that needs to be put in the budget. Enlow expressed having flashing lights on each side of Glyndon would help gradually slow the flow of traffic.

Enlow addressed the three (3) trees that were removed from the ditch during construction of the Water Main Looping Project. Enlow stated the trees helped buffer traffic noise, protect their property if a vehicle went off the road, and provided privacy. Carlson informed Council the trees removed were in the DOT right-of-way where the water line had to tie in. Enlow contacted MnDOT asking if they were going to replace the trees, she stated they were not. Enlow asked if the trees could be replaced through the City forestry budget, which is paid monthly on the utility bill. Olson feels the City could replace the trees that were removed since it was a City project.

Enlow stated she has seen a squad car parked in the turning lane by their neighbors which seemed to help slow the traffic down. Olson explained the Police Department is trying to balance officers between patrolling and observing traffic for vehicles passing through the City but does not see where the City can help with the speed issue on State Highway 10. Mayor Johnson communicated a local business believes the Police Department is watching their patrons leaving their establishment, saying it is 'entrapment'. Chief Cline stated the squad cars sitting across the street may deter patrons from coming into the business, even though officers are observing traffic. Mayor Johnson informed Council he visited by phone with Mr. Enlow and does understand his concerns and will be sitting down with Chief Cline to address the peak times of traffic. Chief Cline explained his officers are not always using the radar gun to see how fast drivers are going,

they also run license plates to check for revocations, cancellations and suspensions. Enlow informed Council she made a handmade sign and installed it east of their home in which she feels does catch drivers attention for the time being.

Lofgren suggested purchasing three (3) trees for Enlow's if they are willing to plant them on their property and not in the MnDOT right-of way. Mrs. Enlow stated she is satisfied with that option. Enlow mentioned she spoke to Lori Vanderhider from MnDOT wondering if they would be able to install a 45-mph speed sign between the 65-mph and 30-mph signs. During their conversation, Vanderhider questioned whether the 30-mph and 65-mph signs were across from each other. Enlow responded they were not and the 30-mph sign had been moved farther to the east but not the 65-mph sign. Enlow informed Council a property pin was taken out when the looping project was done by her home and would like to know who will be replacing it. Enlow stated she is looking forward to having the meeting with her husband, Mayor Johnson, and Chief Cline.

Moved to item 7.d.

b. Project Updates – Kris Carlson – Carlson confirmed crossings at Stockwood and Highway 10 were completed for the Water Main Looping Project. Since Parke Avenue construction was pushed back one year, the crosswalks and striping need to be redone this year per MnDOT. Carlson stated the construction under the railroad tracks is complete, the connection to the north side is complete, backfilled, stubbed out, valves on the south side and will be completing the connection today. Carlson reported the pits will be filled with Class 5 tomorrow in hopes of opening the street to local traffic by the end of the week. Carlson stated the paving date is yet to be determined and with rain in the forecast, the completion date of Friday, June 15, 2018 may need to be pushed back. Seeding and restoration does need to be completed in some areas. Carlson stated the trees by Enlow's were in the MnDOT right-of-way and MnDOT should have set the pin in the correct location, if that is not the case, he will have one of his employees set the pin.

Carlson informed Council Southview Addition has been paved with the final wear course and the seeding company came out last night to reseed a few areas. Carlson stated with the recent rain the areas have filled in nicely. Next year the seeding company will come back and mow with their large mowers. Carlson reiterated the punch list, along with cleanup of the ditch on 12th Street, still needs to be completed.

Carlson informed Council he will be meeting with the County Engineers regarding changes to the bidding process on the Parke Avenue Project. Carlson stated the project will go back to State Aid for review and with documentation of the changes included when sent to the State, should speed up the review. Carlson communicated they are ready to close on the Seter property and a closing date needs to be determined. Carlson stated the Quiet Zone Railroad Crossing Improvements will be completed this year at both Parke Avenue and Partridge Avenue. Even though the Parke Avenue Project has been pushed back to 2019, the County does not have to worry about any delays next year at the rail road crossings.

Carlson touched on the improvements on Pleasantview and 2nd Streets.

Carlson stated he has reviewed plans for the Charleswood Addition and has asked the Developer to lower the storm sewer along 15th Street and Parke Avenue in the event we do extend six hundred feet (600') to the north, as it will be deep enough to easily connect to. Carlson communicated LJA Engineering does have the plans and he is waiting for the specifications for review. Carlson stated once the Developer's Agreement is signed, the development can move

forward. Schreiber questioned whether TIF has been approved for the development. Carlson confirmed TIF is part of the Developer's Agreement and if Sullivan has not purchased the three (3) lots that were bought prior to him buying the land from Mr. Sefkow, there will need to be a Public Hearing. Carlson stated since the three (3) lots will have a street and utilities installed, they will be assessed for the improvements. Carlson explained, if Sullivan does purchase the lots, he does have the option to waive a Public Hearing. Owings recapped, it would be Sullivan, Erickson and the owners of two other lots who would be included in the Public Hearing. Affield informed Council David Drown and Ken Norman have reviewed the Developer's Agreement which is now being reviewed by Jim Sullivan and Mr. Shockley. Carlson stated the Feasibility Study is complete.

Schreiber wondered if the Parke Avenue Project would include paving 12th Street, heading east, from Parke Avenue to the four (4) corners. Council discussed since the homes on 12th Street have already been assessed for paved roads, we will need to figure out a way to finance the improvements. Discussion among Council and staff concluded the City should ask for a single bid to pave 12th Street, from Parke Avenue to the four (4) corners. Owings stated Monsanto would more than likely want the road to their business paved as well since it was annexed into the City. Mayor Johnson informed Council the County still owns the road east of the four (4) corners out to Monsanto. Carlson stated the County may have funds for a "unique improvement location", he will do some funding research for this section of road. Carlson confirmed the City is still on the PFA funding list for grants. Schreiber asked Carlson if the City is eligible for other grants for sewer and water. Carlson stated the City is not eligible for grants from Minnesota Rural Development since the median household income is high. Carlson hopes with the new homes being built in Glyndon it will help lower the household income.

c. Approve Corrective Plat for Southview Addition – Carlson informed Council the title work has not been attained for the Corrective Plat. Carlson stated, according to Troy Tooz from LJA, Jim Sullivan is in the process of working on the specifics for the plat. Savageau reiterated the plat can be approved but not recorded until all owners are listed on the plat. A motion was made by Dave Owings to approve the Corrective Plat for Southview Addition, seconded by Kimberly Savageau. All in favor.
Motion Carried.

Savageau exited meeting at 8:30 a.m.

Moved to item 7b.

d. Discussion Concerning Fountains in Southview Addition Retention Pond – Mayor Johnson stated he has concerns taking ownership of the three (3) fountains purchased by Kelly Richards that are to be placed in the retention pond in the Southview Addition. Affield visited with individuals who work for the City of Dilworth concerning the fountains they have installed around town and the feedback she received was not to take control over the fountains, you will have nothing but maintenance issues to deal with. Mayor Johnson would like to know where the electricity will be in order to run the pumps for the fountains. Carlson explained there are two (2) issues in this matter, power to the pumps and ownership/maintenance of the pumps. Carlson stated at the Public Works meeting, Richards offered to purchase the pumps and then donate them to the City, which in turn, the City would be responsible for all electricity, maintenance, storage, installation and removal of the pumps. Carlson explained originally, the electricity would be connected to the light poles which is paid by the City, otherwise a meter socket would need to be installed by the lift station. Carlson stated, ultimately, decisions need to be made on who pays the electric and who has ownership and maintenance of the pumps. Carlson reported, according to

the letter Richards presented, it would cost approximately \$300 per month to operate all three (3) fountains. Richards stated if timers are attached to each fountain they would not run from 11:00 p.m. to 7:00 a.m. the cost should be closer to \$200 per month. Schreiber wondered if the pumps would be operating four (4) months out of the year. Carlson responded it would be 3-4 months per year. Richards explained if the pumps are not operating, the water will become stagnant, smell and will be a hatchery for mosquitoes. Carlson explained we have the ability to fluctuate water levels with our pump station if that becomes a concern. Carlson stated from the Minnesota Pollution Control Agency's stand point, they do not like fountains in ponds because it does not allow particles to settle. A Retention Pond is designed to be a settling basin and with constant movement, particles do not settle. (*A settling basin is any kind of container, either a hole in the ground or a concrete pool, that holds murky water long enough for the sediments to settle out. Sediments are particles that do not dissolve in water. Another word for them is suspended solids. They primarily consist of things like sand, grit, soil, rocks, heavy metals, leaves, and other plant material.*)

Schreiber questioned when Richards is no longer able to maintain the fountains, what will the City do. Savageau suggested Richards purchase and maintain the pumps and once a percentage of lots have been sold, then look at turning the fountains over to the City. Savageau recommends Richards maintain the pumps for five (5) years while Council observes how the operation of the pumps are working. Olson stated the fountains will look nice but the City should look at the needs of the residents, should we choose aesthetics over needs. Affield suggested having only one (1) fountain installed. Richards stated one (1) would not be enough to circulate the water and is willing to pay \$20,000 for the pumps. Richards is hoping the City Maintenance Department would be willing to assist him when installing and removing the pumps at certain times of the year. Owings expressed, even though the fountains are aesthetic, it will help promote lot sales, which in turn, new homes will be built and put on the tax roll. Owings recommends a five (5) year trial to observe the pump situation and at the end of five (5) years decide whether or not to take over the pump maintenance. Mayor Johnson agrees in the long run the City will reap the benefits if the fountains are installed and lots are sold. Savageau asked, in general, how does Council create a balance of maintaining the fountains in Southview when there are residents living on an unpaved road on 12th Street. Savageau suggested to wait the five (5) year trial period and see how much the electricity bills are to operate the fountains. Affield suggested we have something in writing stating the City will consider taking over maintenance of the fountains in five (5) years. Owings asked Richards if he is willing to accept this type of offer. Affield asked if the installation of the electrical will be included in the lot specials and will there be a separate meter for the fountains. Owings feels the best option would be to install a separate meter. Carlson also feels this is the best decision at this time. Affield will work with Ken Norman in putting together an agreement concerning the fountains Richards will be installing in the pond. Mayor Johnson will request a vote at the next Council Meeting.

Olson exited meeting at 8:27 a.m.

Moved to item 7.c.

e. Discussion Concerning 418 2nd St SE – Mayor Johnson explained to Council, City Attorney, Ken Norman sent a certified letter to the owner of 418 2nd St SE stating, the City's requirement is to fill up the hazardous utility trench excavated on the property. This information was reiterated to Mr. Sjothun during separate phone conversations with Mayor Johnson and Affield. Lofgren is not sure if the water and sewer lines are installed since there is water in the trench. Lofgren informed Council as the trench was being dug, Arvig's fiber was damaged even though the location was marked. Mayor Johnson reported he informed the property owner he

needs to hire a licensed plumber to connect the water and sewer to City services. Schreiber questioned whether the taxes were current. Affield confirmed they have not been paid for over three (3) years, going on four (4) and will eventually be moving into tax forfeit if not paid. Mayor Johnson and Affield stated the DNR has the first opportunity to acquire the property followed by the City. Affield stated when she spoke to the property owner, she repeated the City's expectations of filling the trench in and the number of vehicles on the property. Chief Cline reported there are thirteen (13) vehicles, two (2) campers, and five (5) trailers on the property.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline conveyed the Police Department has logged 1,400 ICR's for the year, averaging 233 calls of service per month. Lofgren installed new fluorescent lights in the Police Department garage. Chief Cline reported he is working with the local School Resource Officer to coordinate an 'Active Shooter Training', which may also take place in Barnesville and Hawley. Chief Cline requested the Council's approval to hire part-time officer Nezir Ahmed to cover shifts for vacations, holidays, etc. Mayor Johnson stated he understood from a previous Council Meeting when the City hired an additional full-time officer, it was decided another part-time officer was not needed. Chief Cline informed Council Jarett Coulter is not available to cover shifts but helps out on the firing range, which is why the City needs a part-time officer. Chief Cline stated Mr. Ahmed has had the training needed and his gear was donated from the Moorhead Police Department. Chief Cline confirmed the City did provide his uniform and a firearm. Owings reiterated if Jarett Coulter is not able to work, the funds are in the budget to have Mr. Ahmed hired as a part-time officer. A motion was made by Justin Schreiber to approve hiring Nezir Ahmed as a Part-time Police Officer for the City of Glyndon, seconded by Dave Owings. All in favor.
Motion Carried.

b. Bob Cuchna, Fire Chief – Absent

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren reported the Minnesota Department of Health has awarded the City a \$10,000 grant to purchase a generator, with the funds to be used within one year. Lofgren stated the 60kw generator costs \$36,000 compared to \$33,500 for the 50kw. Lofgren recommends purchasing the 60kw which will leave room for expansion. Lofgren informed Council the grant will be put towards installing the concrete pad for the generator to sit on, electrical wiring to hook the generator up and make the first lease payment. A motion was made by Dave Owings to accept the grant of \$10,000 from the Minnesota Department of Health for the 60kw generator to be used at the Water Treatment Plant, seconded by Justin Schreiber. All in favor.
Motion Carried.

Chief Cline exited meeting at 8:55 a.m.

d. Wendy Affield, City Clerk – Affield asked Lofgren if he could patch some spots on Pleasantview Avenue. She has received calls on how bad the condition of the road is. Lofgren stated he could fill in the pot holes with gravel and blade the road. Discussion among Council and Staff determined it would be best to lay mill ends (crushed asphalt) on the road since the City has some stock piled at the ponds. Council asked Carlson what it would cost to do the whole road. Carlson estimated the cost of milling to be approximately \$1.50 - \$2.00 per square yard but will put together an estimate on replacement costs for Pleasantview, which will include drain tile. Affield stated the grass in Stockwood needs to be mowed. Mayor Johnson offered to contact Darryl DeJong concerning cutting the grass in Stockwood.

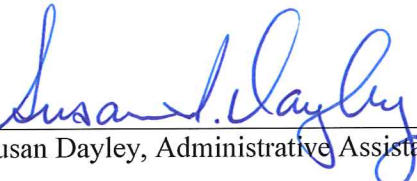
9. Open Forum –

10. Miscellaneous Announcements –

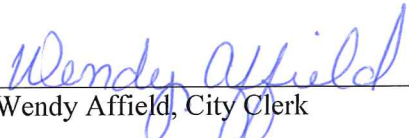
11. Adjournment - A motion to adjourn at 9:03 a.m. was made by Justin Schreiber, seconded by Dave Owings. All in favor.
Motion Carried.



Cecil Johnson, Mayor



Susan Dayley, Administrative Assistant



Wendy Affield, City Clerk

June 13, 2018 Glyndon City Council Minutes