

**Glyndon City Council**

**05/23/2018**

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

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:32 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Kimberly Savageau and Joe Olson; City Clerk Wendy Affield, Police Chief Mike Cline, and City Engineer Kris Carlson.

**Absent:** Susan Dayley, Administrative Assistant

**As Per Sign in Sheet:** Frank Gross, Courtney Richman, Cherie Hendrickson and Chad Moody.

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 5-9-18 Council Meeting
  - b. Approve Resolution of Payments – A motion was made by Dave Owings to approve the Consent Agenda, seconded by Joe Olson. All in favor.  
Motion Carried.

4. **Additions to Agenda**
  - Maintenance Time Off Discussion for Glyndon Day's – Dave Owings
  - Ice Cream Social – Kimberly Savageau

5. **Motion to Approve Agenda**

A motion to approve the 5/23/2018 Agenda was made by Joe Olson, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

6. **New Business**
  - a. **Eide Bailly Audit Executive Summary Update – Courtney Richman** – Richman presented to Council copies of the 2017 Financial Audit Summary. Richman stated the report summarizes the City's finances compared to previous years. Richman reported the City received an unmodified opinion, which is the best audit opinion you can be given. A chart graph on page two (2) shows the cash and investments from years 2013 to 2017, which have doubled since 2013. On page six (6) it shows the City's actual revenues and expenses for the year compared to the budgeted amounts. The actual revenue was higher than the budgeted amount and the expenses were lower than the budgeted amount. This means the City brought in more revenue than expected and spent less for the year. Richman explained to Council, if the City did not have revenue coming in they would be able to use the fund balance for approximately eight (8) months to keep the City running. Olson asked how many months they like to see in reserves. Affield stated six (6). On pages eight (8) and (9) Richman explained there are no major changes in the Water or Sewer Fund.

- b. **Discussion – Who is Responsible for the Expense of the Electrical Transformer in Stockwood – Chad Moody** – In 2017 Mr. Moody purchased a lot in Stockwood Addition and is

gearing up to begin construction on a shop this Fall. Moody informed Council when he contacted Xcel Energy he was told about different options available for hook ups, starting with single-phase to three-phase. Xcel communicated to Moody, given they would not be making a profit on the electricity, he would be 100% responsible for the cost of the transformer. Moody explained the cost of the transformer ranges from \$5,000 to \$13,000, depending on what phase is needed for your business. Moody indicated he would need a single-phase unit. Xcel expressed to Moody if someone built next to him they could pay him to hook up to his transformer. Affield explained to Moody, when the original owners developed the land, it was not included in the Developers Agreement who was responsible to install the electrical. Affield stated when the City acquired Stockwood, Council decided to install the electrical lines to help sell the lots, the cost was supposed to be Special Assessed amongst the lots but was not implemented. The cost was eighty-two thousand dollars (\$82,000). Moody stated he assumed he would be able to hook up to the electric, usually the transformer is already there and is included in the lot purchase price. Carlson informed Council and Moody, according to Travis from Xcel, the original agreement cost the City eighty-two thousand dollars (\$82,000) with a possible reimbursement to the City for each electrical connection in the development within a five (5) year time span. Carlson stated not every lot will have to pay for a transformer, two lots can feed off one, it is dependent upon the phase type the business will be using. Xcel's concern is they may not recover their investment with a business that is hooked to single-phase power. Olson suggested the City pay for the electrical transformers since the City would be receiving a reimbursement from Xcel. Moody feels he is being penalized for being the first lot owner in the development to hook up to the electricity and since he only needs single-phase Xcel will not work with him on reducing the cost of the transformer. Moody stated to Council he wished he would have known initially the electrical transformer would be an additional cost to him when purchasing the lot. Olson acknowledged Moody's frustration in this situation and stated the City needs to decide how to proceed on this matter. Carlson stated if Moody does get a next-door neighbor, they could cost share the transformer. Moody questioned whether a single-phase transformer could be upgraded to a three-phase if that is what the neighbor would need. Carlson believes you can go from a three-phase, to a single-phase transformer but not from single-phase up to a three-phase. Discussion was had with Council as to a reasonable percentage reimbursement for each transformer. Owings stated he would like more information on the agreement with Xcel Energy. Affield explained in a previous meeting with Xcel Energy, they discussed not installing transformers on every lot because not every business may need three-phase and if someone purchases more than one lot they may get by with only one transformer. Mayor Johnson asked if Council should discuss options on a reimbursement. Savageau wondered if the City would consider offering Commercial Businesses an incentive credit like they did with new homes in residential areas. Carlson stated another option would be to special assess the type of transformer installed on each lot and determine the reimbursement credit to the property owner on a case by case basis. Owings expressed a reasonable reimbursement to the property owner be set by Council for each transformer installed, providing the City is reimbursed a guaranteed dollar amount by Xcel Energy which has a five (5) year limit. Savageau stated there may be a clause in the agreement for an extension on the reimbursement period, which needs to be re-approved every year. Mayor Johnson suggested researching whether the full refund from Xcel is available or if the refund has decreased. Council will review their response at the next Council Meeting on June 13, 2018. Mayor Johnson suggested discussing the situation with the City Attorney, Ken Norman, for his opinion on how to proceed. Carlson stated he would ask the following questions to Xcel:

- 1) Is it feasible to switch from single-phase to three-phase?
- 2) Is it feasible to switch from three-phase to single-phase?
- 3) What are the price differences?
- 4) How much credit is applied per lot, per transformer or per unit connected?

Owings asked Moody when he was planning on starting his building. Moody stated he is still in the planning stages but may start this Fall. Olson would like to know the cost to install the transformers prior to deciding what amount the City might consider. Council agreed in future Stockwood sales, the City needs to make certain the buyer is aware of the issue with Xcel. Affield suggested adding this to the Developer's Agreement so everyone is aware of the electrical situation. Mayor Johnson stated the City will call Moody when we receive new information regarding the transformer situation.

**c. Approve Parcel Split for Seter's – Parcel #55.900.0340 within the 1-Mile Extraterritorial Jurisdiction of the City of Glyndon** – Savageau explained the agreement between Seters and the City of Glyndon, in order to purchase the lot, the parcel needs to be split. The County requires the City of Glyndon to approve the parcel split before recording the land transfer to the City. Carlson informed Council the property taxes have been paid in full on this parcel of land and the City can proceed with the Closing. A motion was made by Dave Owings to approve the Parcel Split for Seter's Parcel #55.900.0340 within the 1-Mile Extraterritorial Jurisdiction of the City of Glyndon, seconded by Kimberly Savageau. All in favor. Motion Carried.

**d. Vandalism in Bathrooms at Johnson Park** – Mayor Johnson informed Council each year there is vandalism in the bathrooms at Johnson Park. Affield stated maintenance suggested locking the bathrooms at night. Affield will add an announcement in the monthly newsletter regarding the vandalism. Olson suggested installing video cameras in the shelter and attaching a message to the doors stating they are being recorded. Savageau wondered if the neighbors in the area were aware of the vandalism taking place at Johnson Park, maybe a neighborhood watch program would help report suspicious activity. Council and Staff would prefer the facilities stay open nightly and be available to the Community. Savageau recommended posting signs on the bathroom doors concerning the vandalism and if anyone sees something suspicious to contact the Police Department.

**e. Email Update from David Drown on Developer's Agreement for Charleswood Addition** – Affield reported they are waiting for Mr. Sullivan to respond to correspondence regarding the Developer's Agreement for the Charleswood Addition.

**7. Old Business/Unfinished Business**

**a. Project Updates – Kris Carlson** – Carlson stated the Watermain Looping project has been completed under Highway 10 at both locations. Carlson explained work needs to be completed by the railroad crossing, they will wait until school is out for the summer since the water will need to be shut off temporarily. Savageau informed Carlson school will not be out until May 31, 2018. Mayor Johnson reported Buffalo River Sales at 122 State Street are not pleased with the gravel trucks and semis making U-turns in their lot. Carlson stated he would talk with John, the inspector on the project, regarding the trucks driving through the business parking lots off Highway 10.

Carlson submitted a request from Sellin Bros., Inc. for partial payment on the Watermain Looping Project in the amount of \$116,217.87. A motion was made by Kimberly Savageau to approve the first progress payment for the Watermain Looping Project, seconded by Justin Schreiber. All in favor. Motion Carried.

Carlson reported Sellin Bros. are in the process of completing the punch list for the Southview Addition Project. Carlson stated there will be a meeting with Sellin Bros., Inc. on Friday, May

25, 2018 to go over completion of the punch list. Carlson informed Council the final coat of pavement will be laid next week which will include widening the street by 125 14<sup>th</sup> Street Southwest. Carlson stated once the paving is complete he can finalize the budget and begin the Special Assessment Process which will consist of a Public Hearing. Carlson explained Kelly Richards is dividing the Special Assessments by the number of lots. Carlson mentioned the Special Assessments are close to the dollar amounts that were estimated at the beginning of the project. Affield asked Carlson for clarification if five hundred dollars (\$500.00) per lot will be assessed for the park in the development. Carlson affirmed this is correct and in turn they will be Special Assessed as part of the project's final cost. Affield suggested discussing the fountains Kelly Richards would like to install in the retention pond in Southview. Carlson explained Richards had originally planned for three (3) fountains to be installed in the pond. Carlson stated, typically, it is the Developer's responsibility to maintain the fountains since they are added to beautify the area. Carlson stated Richards is planning to purchase the fountains, then in turn, donate them to the City to maintain. This issue will need to be decided by the Council whether or not to accept the donation from Richards to maintain and be responsible for the monthly electrical charge. Carlson suggested meeting with Richards to discuss fountain options for the maintenance, upkeep, and who will be liable for these items. Carlson stated the fountains could be wired to the street lights or lift station but if Richards is responsible for the electrical usage a meter would need to be installed. Carlson reported Red River Electric will charge approximately \$10,000 to install the electrical wiring for the fountains, which will be Special Assessed to each lot. Affield confirmed from Council Meeting Minutes dated May 10, 2017, stating Kelly Richards is responsible for the fountains in Southview Addition with no expenses to the City. Conversation among Council members agreed the fountain maintenance needs to be discussed with Richards, there are too many questions that have surfaced. Once the Planning and Zoning Committee have met with Richards they will give their recommendation to Council. The preliminary consensus of the Council states it is not in favor of the City being responsible for the fountain maintenance.

Carlson stated he is in the process of reviewing the Preliminary Plans for Charleswood Addition. Carlson will have Maintenance Supervisor, Scott Lofgren review the plans as well. The plans will be reviewed and ready to be turned over once the Developer's Agreement is approved and signed. Affield stated City Attorney, Ken Norman has contacted Mr. Sullivan's Attorney and has not received a response after several attempts.

Schreiber questioned Carlson whether the punch list for Southview includes the 12<sup>th</sup> Street ditch that has a silt fence ridge still showing.

**b. Discussion Concerning Bids for the Proposed Street and Utility Improvements on Parke Avenue – Kris Carlson** – Carlson presented a memo to Council regarding the Parke Avenue Project bids. Carlson explained because the bids came in high, he will be meeting with the County Engineer and Assistant County Engineer to see if something was missed. Carlson explained the bid came in one (1) million dollars over the Engineers Estimate, the high area on the bids were the underground utilities which are 100% City expense. Carlson visited with the City of Moorhead and found they had lower numbers on their projects that were bid in the last few months. Carlson stated Dave Overbo from the County recommended that his County Board reject the bids. Carlson indicated there was an issue with the electronic bidding as only one bid came through successfully. Carlson explained the Engineers will be looking at the project to determine where adjustments could be made and will then rebid the project in August of this year. Carlson feels this may allow the Contractor to begin working in phases with some work this fall if they are looking and leave all the street work to begin in the spring of 2019. Mayor Johnson asked Carlson if the railroad can move forward with the Quiet Zone and begin construction this

fall. Carlson responded there are separate pieces in the Parke Avenue Project such as the Quiet Zone and the retention ponds that could be constructed this year. Carlson indicated they are looking for more bids on the project. Olson stated initially, there were four (4) electronic bids with only one coming through, they believe one (1) bidder did not hit the send button and two (2) bids were incomplete. One bid came in paper format. Olson questioned why we did not see these options for the project, were they not available before and why the road was re-engineered. Carlson responded in the bid pricing from Teracon there were two (2) sections of asphalt; one with seven inches (7") of asphalt on eighteen inches (18") of class five gravel; the second one had seven inches (7") of asphalt on twelve inches (12") of granule. Carlson stated typically granular is a better draining base. Olson wondered if the engineering fees would be higher since the project is going to be re-bid. Carlson stated they received good asphalt prices however, the utility and PVC pipe prices were high. Carlson noted if the utility and piping pricing decrease, the bids will come in lower. Schreiber questioned if labor prices increased next year, will there be a significant increase? Carlson anticipates there would not be a huge jump in labor costs. Mayor Johnson is concerned where the fill will be hauled once removed from Parke Avenue. Carlson explained Sellin Bros., Inc. proposed to use a Strata pit with the cost of \$10.50 per yard. If we are able to store the fill locally, it would cut the price in half. Carlson has visited with Kelly Richards and Jim Sullivan to see if they would like fill for their developments free of charge. Carlson suggested checking around town to see if any lots need to be raised. Mayor Johnson visited with Lofgren and he stated there is plenty of room by the City lagoons to store it. Schreiber stated if the school referendum passes, we need to work together on the engineering plans regarding the opening from 7<sup>th</sup> Street to County Road 17. Mayor Johnson stated Mr. Teigen is looking for funds to have this completed. Carlson informed Council he is hoping to attend the School Board meeting on May 29, 2018, stating Superintendent Teigen is apprehensive in regards to the schedule of the project phases. Carlson believes if there is an August 2018 bid date, the award date would be close to Labor Day 2018. This would leave six (6) weeks to complete part of the Parke Avenue Project this fall, Carlson prefers the railroad concrete portion be completed this year. Olson thanked Carlson for a job well done representing the City during a difficult position on this project. Olson commented on the street lighting by the school, in which discussion was had among Council and Staff which they determined the school is responsible for the street lighting portion. The electrical poles need to be removed by Xcel and replaced at Xcel's expense being they are in the County's right-of-way. If the City would like to install decorative lighting it would be at the City's expense. Carlson clarified the Safe Routes to School grant does not expire until the end of 2019, the Quiet Zone will be implemented and the City will still be able to accomplish all the goals created for this project. Carlson stated they will continue to work on acquiring grants to help with funding the project. Olson stated the TIGER Grant was declined in 2018 to the City of Glyndon. Carlson recommended if considering doing work on 12<sup>th</sup> Street or widening Parke Avenue from 12<sup>th</sup> to Charleswood Addition, he would bid parts of the project separate, as it may save costs and be more economical for the City. Doing an addendum or change order is more difficult when it comes to the Parke Avenue Project construction. Sealcoating projects will need to be reviewed.

**c. Reject Bid from Sellin Bros. Inc. for the C.S.A.H. 19 Parke Avenue Project –**  
Mayor Johnson stated the County has rejected the bids for C.S.A.H. 19 Parke Avenue Project followed by the City concurring with their decision. A motion was made by Joe Olson to reject the C.S.A.H. 19 Parke Avenue Project in conjunction with the County, seconded by Dave Owings. All in favor.  
Motion Carried.

Olson asked Affield to add the information in the monthly newsletter concerning the Parke Avenue Project being postponed until next year. Carlson will craft a letter to inform residents on Parke Avenue why the project has been postponed until 2019.

**d. Re-address 30 Mph Flashing Speed Sign on Highway 10 by John Enlow's – Wendy Affield** – Mayor Johnson stated this topic continues to be an issue. Affield contacted 3D Specialties to request bids for two (2) blinking speed limit signs. The quote came in which totaled \$2,916.00 for the two (2) signs. Affield informed Council Mrs. Enlow was in the office stating her concerns about the traffic speed in front of her house, hoping this can be looked at to try and resolve the issue. Affield explained the battery on the City's flashing portable sign that indicates how fast you are traveling wears out too quickly because of the heavy traffic flow on a daily basis. Mayor Johnson stated he contacted MNDOT regarding traffic using the Buffalo River Sales parking lot to make U-turns and asked if they could place a 'No U-Turn' sign by the driveway going into their parking lot. Mayor Johnson informed Council MNDOT agreed to erect a flashing 30 mph speed sign if the City pays for the sign with the stipulation the power to the sign would need to be electrically hardwired, solar power is not allowed. Chief Cline stated with the short distance between the 30-mph sign and Enlow's driveway, traffic usually does not start slowing down until they actually reach the 30-mph sign. Chief Cline reported to Council on May 5, 2018, Mr. Enlow contacted one of his officers and criticized the department for sitting in the Fire Department parking lot saying they do not stop the 'speeders' going by his house. Chief Cline clarified the officer Mr. Enlow talked to, had eighty-eight (88) traffic stops in April. Mr. Enlow stated he would contact the television stations since the Police Department is failing to do their jobs. Chief Cline reported from statistics, in 2013 there were 16,450 vehicles driving through Glyndon on a daily basis. Chief Cline suggested Enlow's contact MNDOT to request the 30-mph sign be moved farther to the east. Savageau confirmed MNDOT did move the sign to the east last year. Chief Cline reported the traffic flow from 6:30 to 8:00 a.m. is so heavy it is hard to enter traffic from a side street to make a stop. Olson stated this is a difficult situation to rectify and recommends not putting a flashing speed limit sign on Highway 10. Owings instructed Affield to create a letter to Enlow's stating, after hearing concerns from the Police Chief and MNDOT, the Council has made the decision not to install additional signage on Highway 10 east of their home. Owings would also like the letter to state if they would like to visit with Council, they are more than welcome to be added to the Agenda for further discussion. Savageau stated the Police Department has to divide their patrol time on Highway 10 along with the City streets. Affield asked Carlson what was decided on with the trees that were removed in front of Enlow's home. Carlson stated the trees were in the DOT's right of way, they will not be replaced. Carlson stated all the seeding has been completed in that area. Chief Cline requested Affield to ask Enlow's if they would like to sit down with himself and Mayor Johnson.

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

**a. Mike Cline, Police Chief** – Chief Cline conveyed the Police Department has logged 1,152 ICR's for the year, averaging 230 calls of service per month. Chief Cline informed Council there was a Narcotic Search Warrant which resulted in damage to a trailer home door, the City is not responsible for repairing. Chief Cline stated he has accumulated squad car equipment from various agencies gearing up for a new squad car. Chief Cline indicated there is forty-four thousand dollars (\$44,000) available between his Restricted Savings and Equipment Escrow accounts and wishes to order a new basic squad car this year for twenty-six thousand nine hundred dollars (\$26,900). Chief Cline indicated occasionally there is a need for three (3) squad cars when covering TZD shifts. Chief Cline explained TZD shifts cover border to border, so the officer actually works from Dilworth to Hawley on Highway 10, this is part of the State Grant that reimburses the City all expenses for those shifts. A motion was made by Dave Owings to

allow Chief Cline to order a new squad car, to be paid from his Restricted Savings Account, seconded by Joe Olson. All in favor.  
Motion Carried.

Schreiber questioned Chief Cline as to the status of the ongoing project at 418 2<sup>nd</sup> Street. Chief Cline stated the property owner has been working daily on the house and has an open hole that needs to have a safety fence around it. Mayor Johnson directed staff to send a registered letter to the property owner to connect the sewer and water lines to City services and fill the hole in. Discussion among Council concluded the building inspector needs to be involved with the expectations of the property owner. Chief Cline was requested to take care of the issue with all the vehicles parked on the property. Council would like to invite the Building Inspector, Steven Schroeder to the next Council Meeting.

Council discussed how to proceed with the Lugo property when the lawn needs mowing. Savageau stated a registered letter has to be sent each time the lawn needs mowing in order for the City to Special Assess fees to the property. Chief Cline informed Council he has visited with Dayley concerning the citation process. Mayor Johnson stated Theresa Barbosa is the contact person for the property and will provide Dayley with a current address. Affield informed Council the Maintenance Department needs to contact City Hall when a mowing letter needs to be sent. Savageau emphasized how the seventy-five-dollar (\$75.00) fees for mowing add up, so we need to be more productive in collecting these charges. Letters need to be sent to residents who have an excess number of vehicles and garbage in their yards.

**b. Bob Cuchna, Fire Chief** – Absent – Affield relayed the Fire Department recently installed a new phone in the office and is requesting approval to subscribe to the Arvig voicemail service they offer. The cost is \$4.25 per month with a one-time connection fee of \$15.25. Council was in agreement, this is a good investment for the Fire Department.

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

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

**Additions to agenda:**

➤ **Glyndon Days – Dave Owings** – Owings stated all maintenance personnel are to be scheduled to work on Saturday, August 11, 2018 in order to distribute duties equally and not put it all on one person. Owings clarified there will be no maintenance vacation approved during Glyndon Days 2018. Olson indicated there will be a list of duties maintenance will be responsible for. Discussion among Council agreed each maintenance employee will be individually spoken to as to what is expected during the Glyndon Days celebration. It was suggested by Council to change the maintenance work schedule during the Glyndon Days week with each of the three (3) employees signing a document stating they understand what is expected of them.

➤ **Maintenance - Kimberly Savageau** – Savageau requested all maintenance personnel be instructed on the process the City takes before mowing uninhabited homes. Mayor Johnson requested all three (3) employees rotate on-call weekends and mentioned the department does have a phone app they can use to access the lift station readings. Owings stated to have this item on the next City Council Agenda. Mayor Johnson suggested to include a mowing rotation and flower watering rotation schedule on the next agenda. Olson stated he is not opposed to restructuring the Maintenance Department. Mayor Johnson stated there is one maintenance person taking care of all the meters when all employees should be proficient in operating the meter gun, installing meters and reading the meters when it is billing time. Owings believes when the City decided to change over to radio read meters the discussion was to have someone in

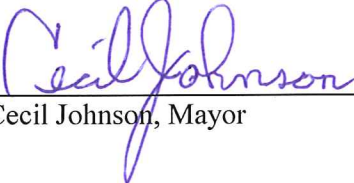
the office retrieve the radio reads to elevate some work for the person reading meters. Affield informed Council after this year all meters should be changed out to radio reads. Savageau stated a step by step manual with procedures is essential in order for all employees to perform the maintenance duties, if one is not available, it needs to be created. Schreiber stated the HR Committee needs to create a memo listing the items that need to be addressed in order to assure the tasks are completed. Olson suggested addressing these issues at a slower pace so they do not end up having bigger issues to deal with if changes are made to the procedures. Affield recommends if a maintenance worker is hired in the future they should be on duty to cover the regular business hours of City Hall which are from 8:00 a.m. to 4:30 p.m. At this time, they are scheduled from 7:00 a.m. to 3:30 p.m., so if needed we have to call someone in and hope they are available. Savageau feels there is a lack of communication and knows of other City Council's having regular Department Meetings with the Department Heads to help address items on a regular basis. Owings stated Council Committees usually address the items but feels comfortable having a separate morning meeting with full Council. Discussion amongst Council decided to schedule a Special Open Meeting for Maintenance on June 6, 2018 at 7:00 a.m. with three (3) days advance notice.

➤ **Ice Cream Social – Kimberly Savageau** – Savageau requested Council's assistance serving at the Ice Cream Social on June 6, 2018 from 6:00 to 8:00 p.m.

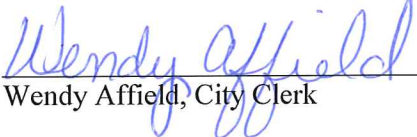
9. **Open Forum –**

10. **Miscellaneous Announcements –**

11. **Adjournment** - A motion to adjourn at 9:10 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

May 23, 2018 Glyndon City Council Minutes