

Glyndon City Council

05/09/2018

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 – arrived at 7:02 a.m., Kimberly Savageau and Joe Olson; Administrative Assistant Susan Dayley, City Engineers Kris Carlson and Alex Ranz.

Absent: Justin Schreiber – Council Member, Wendy Affield - City Clerk

As Per Sign in Sheet: None

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 4-25-18 Council Meeting
 - b. Minutes – 4-25-18 Glyndon Days Meeting Discussion Session #1
 - c. Approve Resolution of Payments – A motion was made by Joe Olson to approve the Consent Agenda, seconded by Kimberly Savageau. All in favor.Motion Carried.

4. **Additions to Agenda**
 - Ice Cream Social – Kimberly Savageau
 - Discussion on Parke Avenue from 12th to 14th Street – Joe Olson

5. **Motion to Approve Agenda**

A motion to approve the 5/09/2018 Agenda was made by Joe Olson, seconded by Kimberly Savageau. All in favor.

Motion Carried.

6. **New Business**
 - a. **Discussion on Parking Space by the Community Center – Monty Olson** – Mayor Johnson stated Mr. Olson has parked by the Community Center for many years and is not able to do so with the City equipment currently stored in this location. Mr. Olson inquired if he could continue to do so because he doesn't have room in his driveway. Mr. Olson stated when there is an event at the Community Center, he does park his vehicles elsewhere so there is plenty of parking for people attending events. Councilman Olson asked if there was an issue parking by the Community Center. Lofgren explained because of the frost damage in the alley, there is not access to park the equipment elsewhere. Chief Cline stated the City equipment is stored on City property and technically, Mr. Olson has no claim on those parking spaces. Chief Cline suggested if Lofgren can eventually move the equipment elsewhere, it would be his discretion whether Mr. Olson can temporarily park there. Savageau explained there is limited parking for events on the weekends at the Community Center and the extra parking spaces are needed. Savageau would like to see the equipment relocated as soon as the ground is stable because children have been playing on the equipment. Lofgren stated he could park the equipment by the old well house but feels it would still be played on by the children. Savageau stated there are going to be graduation parties at the Community Center within the next few weeks and the extra parking space is needed.

Lofgren stated he will temporarily move the equipment to the water treatment plant driveway. There was discussion among Council and Staff, it was agreed the parking spaces are priority to the City during certain times of the year and Mr. Olson can use the parking spaces when available.

7. Old Business/Unfinished Business

a. Project Updates – Kris Carlson – Carlson reported the work on the Watermain Looping Project is under Highway 10 by Stockwood and needs to be connected on the north side of Highway 10. Carlson stated detours will be in place from Stockwood to Parke Avenue by Stamart/Petro tomorrow for the next bore they will be doing. Carlson clarified everything is on schedule at this time.

Carlson informed Council of a Planning Committee Meeting concerning the Corrective Plat for Southview Addition, this will take place tomorrow at noon. Attending the meeting will be Mayor Johnson, Kimberly Savageau, Jim Sullivan, LJA Engineering and himself, they will be discussing the corrected plat of Southview so everything is ready for the Public Hearing on Tuesday, May 15, 2018 at 6:00 p.m. Carlson reported Sellin Bros. cleaned the site and MPC Inspectors noted there were no violations, just a few items to finalize.

Carlson reported he has received plans for the Charleswood Development to review. Because the Developer's Agreement has not yet been signed, he would like direction from Council in what way to proceed. Mayor Johnson asked when the Master Plan will be complete. Carlson affirmed the Master Plan is complete, the City needs the Developer's Agreement for the TIF District finalized and the replat completed. Carlson stated the replat cannot be completed until the Southview Corrective Plat is approved, as long as the items asked to be corrected have been corrected, then we can move forward. Carlson reiterated the check list sent to Council and LJA were items that needed to be addressed. Carlson stated surveyors from LJA and Ulteig have been in touch with each other to go over questions on the replat and it is understood between the engineering surveyors, there are statutory measures which need to be followed. Carlson informed Council he has requested title work and is certain Mr. Norman will want to review the title documents on the new lots. Carlson stated if the visual items are corrected on the plat and Mr. Norman reviews the plat and is pleased, it can be approved at the May 23, 2018 Council Meeting. Carlson recommends to wait until after the May 10, 2018 meeting with the City Planning Committee, Developers, Ulteig Engineering and LJA Engineering to establish the progress that has been made. Mayor Johnson informed Council Mr. Norman will review and sign the plat if all is accurate on the document. Carlson stated Mr. Norman has been included in all correspondence regarding the Corrective Plat.

Carlson reported he will go over the Southview punch list with Lofgren, then forward onto Sellin Bros. The final layer of asphalt in Southview will be put down in early June. Carlson explained there are a few cosmetic items to clean up as well.

Carlson informed Council a conference call was arranged to go over the Parke Avenue schedule with Mayor Johnson, the County and himself. Carlson explained due to the late start of construction on the Parke Avenue project, the schedule needs to be flexible. Because of this, there is concern of high bid prices and the phasing plans need to be changed. Carlson described the details of moving Phase III to next year, this would allow the stoplight on Highway 10 to be used when school is in session along with the harvest traffic. Carlson explained with this change, the Quiet Zone will be completed within this year. Carlson stated, depending on weather conditions, the Parke Avenue Project may even be finished this year. Phase I of the project was anticipated to be partially complete by the end of the school year and because of the late start

date, they are looking at June 4, 2018 for the start date. Owings explained construction could not have started any earlier because the bid opening was pushed back. Carlson explained the reason for the late bid opening was due to BNSF not signing their form in March, in which, State Aid requires them to sign the form and have all rights-of-way obtained before moving forward on the project. Carlson reported bid prices have been good and asphalt costs are lower than expected. Owings presented Carlson with a flash drive containing drone images of Parke Avenue from Highway 10 to Johnson Park. Carlson commented this project may be in the running for a paving award because this is considered a high-profile project. The County and City should be very proud of this project when it is completed, it is a huge accomplishment and facelift for the City.

Mayor Johnson asked Carlson if he has been in contact with Xcel because of the electrical transformer issue in the Stockwood Development. A resident with a lot would like to hook up electrical services to his shop and Xcel informed him the cost would be \$7,000 up to \$15,000. Carlson will contact Xcel to follow up why the transformers were not part of the original contract because transformers are needed every two (2) lots. Lofgren believes the resident was not directed to the correct person when he contacted Xcel for services in the Stockwood Development. Lofgren explained they do not install the transformers ahead of time since there are different types of phase transformers needed in an industrial park. Carlson believes there are reimbursements from Xcel but Carlson wants to confirm with Travis at Xcel and will report to Council the information he is able to collect. Mayor Johnson asked if there was any decision on the street lighting by the school. Carlson stated this is another issue he will touch base on when he contacts Travis at Xcel.

Mayor Johnson would like clarification on the driveway construction during the Parke Avenue project. Carlson confirmed there will be a new concrete apron installed on each driveway and if they need to cut back past the sidewalk, they will replace the driveway with the same material that is currently on the driveway; asphalt, concrete or gravel. Carlson and Olson stated if the property owner wants to complete their driveway when construction is taking place, they will need to contact the vendor themselves. Carlson explained if residents have questions regarding the driveway construction, please direct them to him and he will explain what actions need to be taken.

Additions to agenda:

➤ **Discussion on Parke Avenue from 12th to 14th Street – Joe Olson** – Olson explained a resident has concerns regarding the construction of Parke Avenue from 12th to 14th Street by Johnson Park. The resident feels when Charleswood develops, a second access needs to be included in the development because there will be a high volume of traffic on this street. There will only be one access and they would like to have the specials for this stretch of street construction be equally divided with lots in the Charleswood Addition. Carlson stated Sullivan is required to pay for the construction on half of the block on Parke Avenue leading into Charleswood. Carlson clarified they will be following the same assessing format that was used in other developments and all residents will be treated equally. Carlson explained the lots in Charleswood may not even be sold this year, which there should be no change in traffic. Carlson stated street reconstruction on this stretch of Parke Avenue will not happen this year and will be included in a future City project. Carlson explained the earliest any building will begin in Charleswood this year, would be late September to early October. Carlson believes discussion for this street reconstruction may begin the fall of 2019 and will continue to observe the development of Charleswood. Owings explained we need to follow the same process as we have in other situations like this. Carlson stated, in the future, 14th and 15th Streets could extend to the east with a north/south road connecting to 12th Street. Carlson affirmed there are alternate options to access Charleswood in the event of an emergency. Savageau clarified this was planned during

the developing stages of Charleswood. Olson reiterated all residents will be treated equally and fairly. Savageau reminded Council the Developers Agreement has not yet been signed and discussion should take place after it has been signed. Carlson recommends having some new construction set up so when the street reconstruction starts, it will be easy to tie into the lines. Savageau explained there is no justification in reconstructing six hundred feet (600') of street to Charleswood when the Developer's Agreement has not been signed. Lofgren stated that stretch of road is twenty-two (22) years old and is still in pretty good condition, it would be best to wait for reconstructing the street. Owings is recommending not to reconstruct Parke Avenue between 14th and 15th streets until fifty percent (50%) of the homes have been completed in the Charleswood Development. Carlson agrees this is a fair bench mark.

➤ **Ice Cream Social – Kimberly Savageau** – Savageau informed Council the date for the Community Ice Cream Social will be held Wednesday, June 6, 2018 from 6:00 to 8:00 p.m. at the Community Center. Savageau invited fellow Council members to help serve the ice cream. Savageau asked Lofgren to set the portable sign up on May 23, 2018 and put the smaller signs up when they have been updated.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline informed Council the department is currently averaging 194 calls of service per month. The department participated in Air Med Training on how to air lift someone in a helicopter. Chief Cline stated the DGF Prom is on Saturday, May 12, 2018.

b. Bob Cuchna, Fire Chief – Absent

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren reported the warming house has been completed by the DGF school and is ready to be moved. Lofgren informed Council Mr. Waller will be leaving after this school year, June 1st. Lofgren prefers to wait to move the warming house closer to fall. Olson suggested putting a 'Thank You' section in the monthly newsletter to Mr. Waller and his students for building the warming house.

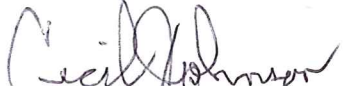
d. Wendy Affield, City Clerk – Absent

e. Susan Dayley, Administrative Assistant – Nothing at this time.

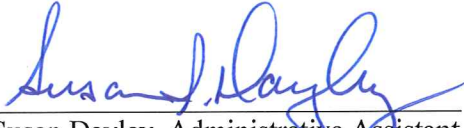
9. Open Forum –

10. Miscellaneous Announcements –

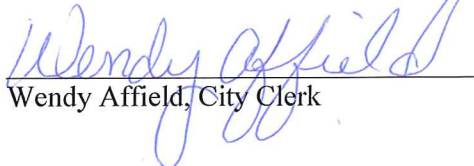
11. Adjournment - A motion to adjourn at 7:44 a.m. was made by Dave Owings, seconded by Joe Olson. All in favor.
Motion Carried.



Cecil Johnson, Mayor



Susan Dayley, Administrative Assistant



Wendy Affield, City Clerk