

**Glyndon City Council**

**04/11/2018**

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, Kimberly Savageau and Joe Olson; City Clerk Wendy Affield, Administrative Assistant Susan Dayley, Police Chief Mike Cline, City Engineers Kris Carlson and Alex Ranz.

**Absent:** Justin Schreiber

**As Per Sign in Sheet:** Matt Dooley and Kelly Richards

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 3-28-18 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**
  - None

5. **Motion to Approve Agenda**

A motion to approve the 4/11/2018 Agenda was made by Joe Olson, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

6. **New Business**
  - a. **Approve Resolution 2018-8 – A Resolution Authorizing the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon – Lot 2 Block 2 of Stockwood Business Park 2<sup>nd</sup> Addition, Parcel #55.728.0080** – Affield stated this is the second lot Mr. Sullivan has purchased in Stockwood. Affield informed Council a dollar sign needs to be added to the second amount. A motion was made by Kimberly Savageau to approve Resolution 2018-8 – A Resolution Authorizing the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon – Lot 2 Block 2 of Stockwood Business Park 2<sup>nd</sup> Addition, Parcel #55.728.0080 along with the dollar sign added to the dollar amount, seconded by Dave Owings. All in favor.  
Motion Carried.

**b. Parcel Split Request for Parcel #10.012.4502 Located within the 1-Mile Extraterritorial Jurisdiction of the City of Glyndon** – Matt Dooley is requesting a parcel split for Parcel #10.012.4502 which is located within the 1-Mile Extraterritorial Jurisdiction of the City of Glyndon. Dooley explained the future plans for the property if granted the parcel split. Mayor Johnson asked questions concerning the location of the creek to where the house would be built in the future. Dooley stated the house would be around two hundred feet (200') from the creek. Savageau stated she had a conversation with Tim Magnusson, Planning Director for Clay

County, regarding splitting the parcel. Savageau explained if it would have been within the County's jurisdiction to approve, they would not have, because it would be a non-conforming use. According to County regulations it is a requirement to have living quarters on the property given a shed is currently on the property. Dooley explained he met with Tim Magnusson who informed him, if there is some type of living quarters in the shed it would be considered a residential dwelling property. A permitted septic tank would need to be located on the property. Dooley stated they have decided to build a small home on the property immediately. Savageau informed Dooley if the City does approve the parcel split, it does not necessarily mean the County will approve a building permit, these are two separate matters. Affield explained, from the research she has done, the County may possibly have a clause in the approval of the split stating, a permit would have to be issued within 180 days. Kimberly Savageau made a motion to approve the Parcel Split Request for Parcel #10.012.4502 located within the 1-Mile Extraterritorial Jurisdiction of the City of Glyndon, seconded by Joe Olson. All in favor. Motion Carried.

**c. Approve Resolution 2018-9 – A Resolution to Moderate Speed Restrictions on the Following Road: Lyndon Avenue from 10<sup>th</sup> Street SW to 12<sup>th</sup> Street SW** – Mayor Johnson asked Chief Cline what his suggestion is for changing the speed limit to 20 mph. Cline informed Council if there is no speed limit sign posted, the speed limit is 30 mph. Chief Cline recommends moving forward with the 20-mph speed limit at this location due to the cul-de-sacs and higher volume of traffic. Affield recommends 20 mph to correspond with slower speed limits in various developments in the City. Savageau stated the City needs to include the existing streets that currently have 20 mph signs posted in the resolution. Owings affirmed to include the existing streets at 20 mph and to table this item until all the streets are identified and can be included in the resolution. Tabled until April 25, 2018 Council meeting.

**d. Question Concerning Special Assessments on Outlot B (Storm Water Pond) Parcel #55.728.0210** – Affield informed Council she spoke to the County Auditor, Lori Johnson regarding the Special Assessments for Outlot B (*City Storm Water Pond in Stockwood*). Affield asked Lori Johnson how much the assessments would be if the City paid them off early. County Auditor, Lori Johnson, stated the amount, if paid in full, is \$10,674.42. Affield informed Council with the two lots recently sold, there are funds in the budget to pay the Special Assessments in full for that specific lot and then the City will be reimbursed when the County disburses property taxes in June or November. Affield explained by taking care of the assessments on this City owned lot, it will be one less item to deal with yearly. Savageau stated, the City would be able to take that amount out of the budget also. Dave Owings made a motion to pay the Special Assessments on Outlot B in the amount of \$10,674.42, seconded by Kimberly Savageau. All in favor. Motion Carried.

**e. Dialogue Concerning Legal Counsel – Mayor Johnson** – Moved after item g.

**f. Approve Application for EMT Volunteer Alissa Roll** – Dave Owings made a motion to approve the application for EMT Volunteer Alissa Roll, seconded by Joe Olson. All in favor. Motion Carried.

**g. Set Date for a Public Hearing for Southview Addition's Corrective Plat** – Savageau informed Council the corrected plat for Southview was recently delivered to City Hall. Carlson explained he will review the plat and return it tomorrow. Affield informed Council the property owners who purchased lots in Southview need to sign the Corrective Plat after the Public

Hearing and Council approval. The Public Hearing for Southview Addition's Corrective Plat will be scheduled for 6:00 p.m., Wednesday, April 25, 2018 at the Glyndon Community Center with the Glyndon Days Committee Meeting following prior to the Council Meeting.

**Item 6.e. - Dialogue Concerning Legal Counsel – Mayor Johnson –** Mayor Johnson stated in the absence of City Attorney, Ken Norman, Council needs to contemplate if they should look for an alternate City Attorney. Chief Cline suggested the Council have a contingency plan in place to obtain a City Attorney for the upcoming projects beginning to move forward. Mayor Johnson informed Council he will visit with Mr. Miller from Miller, Norman and Associates in regards to options for an interim attorney during Mr. Norman's absence. Olson questioned whether City Financial Advisor, David Drown would be able to assist the City with legal matters. Affield believes Drown has someone on staff that would be able to assist with legal inquiries if needed. Mayor Johnson stated he will inform Affield the outcome of the meeting with Mr. Miller, in which Affield will then notify Council members with a no reply email.

**7. Old Business/Unfinished Business**

**a. Project Updates – Kris Carlson –** Carlson stated a pre-construction meeting with Sellin Bros. for the Water Main Looping Project will be held Thursday, April 12, 2018 at 1:00 p.m. in Glyndon City Hall Council Chambers and a tentative start date will be set. Carlson reported the BNSF permits have been approved by MNDOT, the next step will be for Sellin Bros. to secure a bond. Carlson reported the Parke Avenue Project bid opening date is set for Tuesday, May 15, 2018 at 9:00 a.m. at the County Board Meeting. Carlson explained because of the electronic bid opening, the results will be instant. Carlson informed Council they will need to be prepared accept the Resolution that will be in place by the County once the low bid has been received. Carlson stated a resident has concerns as to what the impact will be to them by adding sidewalks and widening Parke Avenue from 12<sup>th</sup> Street to the Charleswood Addition. Carlson presented a handout as to the estimated cost would be for the additional work on Parke Avenue. Carlson stated the estimated cost would be \$230,000.00 explaining there is approximately six hundred feet (600') of assessable footage, which comes to an estimated cost of \$100.00 per foot or \$10,000 on a one hundred-foot (100') lot. Carlson stated the City's share is estimated at \$165,000.00. Carlson reminded Council it is in their discretion the amount to assess for the improvements. Savageau asked if this would be part of the Parke Avenue Project or would it be a separate project. Carlson stated they would incorporate the improvements into the Charleswood Addition project package, only looking at the work being completed if Charleswood Addition moves forward. Carlson affirmed there are residents worried about the increased traffic volume. Carlson feels the City would have some time with widening the street, stating the development is not going to fill up the first year. Mayor Johnson stated a resident was questioning if a Public Hearing needed to be held for the Charleswood Addition. Carlson and Affield stated a Public Hearing was held July 19, 2017. Carlson affirmed there is no need for another Public Hearing even if the final plat would still need to be approved. Olson questioned whether or not it would be costlier to wait with the street improvements or is it best to have it incorporated with the Charleswood Addition. Carlson clarified it is best to include it with the Charleswood Addition Development which will have the same economy scale for pricing. Carlson recommends Lightowler Johnson Associates (LJA) take on the project and wrap it into their plan set and have one contract. Owings explained we need to let residents know the renovation on Parke Avenue from 12<sup>th</sup> Street to the Charleswood Addition will start when construction begins in Charleswood Addition. Carlson asked if the City has heard anything from Mr. Sullivan as to the time frame of the project. Affield stated Sullivan still has a few items to present to the City. Affield informed Council as of now the Developers Agreement is requesting a TIF District, it will be Councils decision to approve or deny the request. Affield confirmed with Carlson the dust control on 7<sup>th</sup> and 12<sup>th</sup> Streets will be taken care of by the County this summer (2018) because of the detour

routes for the Parke Avenue Project. Carlson explained to Council the crushed concrete distribution from the Parke Avenue renovations are in discussions with the County. Carlson will visit with Lofgren concerning the Waste Water Permit Phosphorus Master Plan that needs to be updated by July 1, 2018.

**8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – Cline informed Council he will be absent during the April 25, 2018 Council Meeting. The department is at 728 ICR's for the year, averaging 242 per month. Chief Cline stated the bullet proof vests for the officers have been replaced and now they will be ordering the external vest carries. The AED/CPR Certification training has been completed and certificates issued. Chief Cline explained there has been a fox wandering around the City. An Officer from another area tried to catch the fox with a net gun but was unsuccessful.

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

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

**d. Wendy Affield, City Clerk** – Affield informed Council she talked to Lori Johnson, the County Auditor, regarding the extension of special assessments on Outlot A in the Stockwood Development, in which she stated it is the City's decision whether or not to extend the specials. Affield is going to consult David Drown regarding the matter as well. Affield stated she has emailed Council information concerning the Lakes Country Pavement Program regarding combining seal coating projects with other Cities. The letter stated it is too late to set up the program for 2018 but looks promising to start planning for 2019. Affield would like Council to decide if they would like to hold off on any seal coat projects they were planning on doing this year. Affield presented a Quarterly Budget Report to Council so they can see where things are sitting at this time.

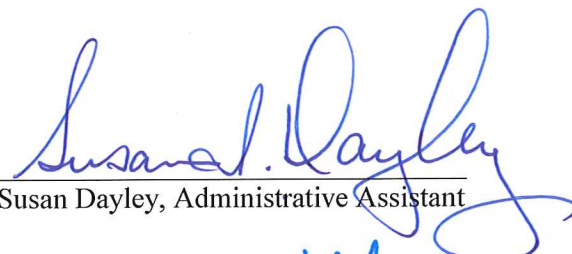
Mayor Johnson questioned if it is urgent to have the Corrective Plat signed. Affield stated the Public Hearing needs to happen prior to it being signed. Affield informed Carlson to contact Mr. Sullivan if things are not correct on the plat. Savageau asked if mylar plans have been printed. Affield stated they have. Carlson stated usually the mylar plans are not printed until after the City Engineer has approved them.

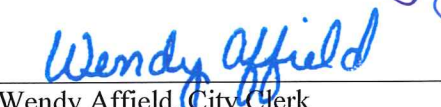
**9. Open Forum –**

**10. Miscellaneous Announcements –**

**11. Adjournment** - A motion to adjourn at 7:45 a.m. was made by Joe Olson, 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