

**Glyndon City Council**

**03/28/2018**

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, Kimberly Savageau and Joe Olson; City Clerk Wendy Affield, Administrative Assistant Susan Dayley, Public Works Supervisor Scott Lofgren, Fire Chief Bob Cuchna, and City Engineer Kris Carlson.

**As Per Sign in Sheet:** Jim & Leslie Sullivan, John Knosalla, Danielle Campeau and Jacob Cuchna.

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 3-14-18 Council Meeting
  - b. 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**
  - None

5. **Motion to Approve Agenda**

A motion to approve the 3/28/2018 Agenda was made by Joe Olson, seconded by Dave Owings. All in favor.  
Motion Carried.

6. **New Business**
  - a. **Schedule Dates for Glyndon Days Planning Meetings** – Discussion was had among Council regarding meeting dates and times to start planning for Glyndon Days in August. Dave Owings made a motion to schedule Glyndon Days Planning Meetings for April 25<sup>th</sup>, May 23<sup>rd</sup>, June 27<sup>th</sup>, and July 25<sup>th</sup> at 6:00 p.m., which is 30 minutes prior to the evening Council Meetings, seconded by Joe Olson. All in favor.  
Motion Carried.

**b. Glyndon MHC, LLC Changing Dealer Names Request** – Affield reported to Council Glyndon Mobile Home Parks, Glyndon MCH, LLC is changing their business name to MHC Funding, LLC and they need Council's approval for the change. Schreiber asked if they own the land the mobile homes are located on. Schreiber was informed they own the land and mobile homes for rental. Affield stated they have brought in nine (9) new mobile homes to set up. A motion was made by Justin Schreiber to approve the name change of Glyndon MCH, LLC to MHC Funding, LLC, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**c. Request Negotiations to Purchase Lot in Stockwood - Mayor Johnson –**

**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 Parcels #55.728.0080 & #55.728.0200 in Stockwood.*

Mayor Johnson excused the audience from the room for the ‘Closed Door Executive Session’ to negotiate an offer for lots in Stockwood.

Kimberly Savageau moved to re-open the regular Council Meeting, seconded by Mayor Johnson. All in favor.

Motion Carried.

**7. Old Business/Unfinished Business**

**a. Project Updates – Kris Carlson –** Carlson reported there is a pre-construction meeting scheduled for the Watermain Looping Project on April 12, 2018 in the City Hall Council Chambers beginning at 1:00 p.m. Carlson reported on the Parke Avenue Project, stating BNSF has signed their agreement and MNDOT has given their approval to set a bid date. After the date is set, the bid opening will be four (4) weeks later, which should be around the end of April. Carlson reported parts for repairing the hydrants in Southview Addition have been ordered by Sellin Bros and will be replaced by them at no cost to the City. Carlson stated there was sewer backup at the new home in Southview and he will be meeting with Sellin’s to determine the cause of the issue. Carlson clarified this is not a City issue, however, it is either the homeowner or Sellin’s who are responsible for the repair costs. Carlson informed Council he has received the abstract from Seters for the Parke Avenue property this past week, which was then brought to the Title Company to update for the title transfer. Schreiber asked what plans are set up for detours on Parke Avenue during construction. Carlson explained they have detour routes in place for local traffic, unless they are digging directly in front of your home you should have access to your property. Carlson explained the construction crew will have weekly meetings regarding the detours to ensure everyone is aware of the progress and a time where questions can be asked concerning issues that may arise. Carlson stated there will be door hangers placed on homeowners’ doors when any street, sewer or water services would negatively affect them. Carlson clarified they will do their best to accommodate services to residents with unique circumstances in order to meet their needs, such as clearance for 24-hour ambulance service. Savageau asked Carlson if he had a dollar amount for the 2018 seal coating projects he has presented in the agenda packet. Carlson stated, based on current seal coat information, it will be \$3.50 to \$4.00 a square yard, which totals \$55,000 to \$65,000. Carlson believes there will be more estimates coming in with better pricing. Schreiber asked what will need to be done for the Quiet Zone project on Partridge Avenue. Carlson will visit with Peggy Harter from Stantec in regards to what needs to be completed at the Partridge Avenue crossing.

**b. Lease Proposal from Butler for Well House Generator & Price on Updating the Old Generator to be Used at the Lift Stations in Southview and on Parke Avenue – Scott Lofgren –** *(was tabled at prior meeting)* Lofgren explained with the lease agreement from Butler the City would receive a new generator and have a five (5) year payment schedule to pay for the generator. Lofgren explained the 50-kw generator yearly payment is \$6,090.64 and the 60-kw generator yearly payment is \$6,543.89. Lofgren stated after the lease is paid, the City can purchase the generator for \$1.00. Lofgren affirmed the 50-kw would be sufficient but does recommend the 60-kw for expansion. Lofgren stated the generator comes with a warranty but any maintenance would be the City’s responsibility. Lofgren informed Council there are other

options available from various companies but feels Butler has the best pricing. Lofgren informed Council the life expectancy of a generator is approximately thirty (30) years with regular scheduled maintenance and running them on a weekly basis. Council was concerned if enough bids were requested for this purchase. Affield stated this is a government bid, it is the same as when a vehicle is purchased or leased, we only need the government quote. Lofgren stated he has applied for a \$10,000 grant from the Minnesota Department of Health, if awarded, the grant would help pay for the concrete platform, wiring hook-up as well as the first years' payment. Owings recommends retrofitting the portable generator first, then purchasing a new generator if grant money is awarded to the City. Savageau stated she prefers to delay purchasing a new generator until there is a decision made on the grant recipients. Lofgren informed Council it is a six (6) week process to retrofit the old generator, he would bring it to Minneapolis and pick it up when completed, this will save the City \$1,500.00. Owings recommended this item be added to the May 9, 2018 Agenda. Council and staff were all in agreement to hold off on purchasing the new generator and retrofitting the 40-kw generator. Savageau asked Lofgren if he knows of any big equipment purchases in the next 5-10 years. Lofgren stated he has met with Olson, who is on the Maintenance Committee, and they do have a 5, 7 and 10-year plan in place. Savageau would like Council and Department Heads to remember prior discussions concerning restricting spending for the next few years due to the Parke Avenue Project.

**c. Approve Resolution 2018-7 – A Resolution Authorizing the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon** – A motion was made by Justin Schreiber to approve Resolution 2018-7 – A Resolution Authorizing the Sale of Real Property Located in Glyndon, Minnesota Owned by the City of Glyndon, Lot 1 Block 1, Stockwood Business Park 2<sup>nd</sup> Addition, 101 Stockwood Avenue SE, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**d. “No Parking” Signs Located Around the City – Scott Lofgren** – Lofgren included a Sign Replacement spreadsheet in the Agenda Packet which includes the number of signs and posts throughout the City that need replacing due to the reflective tape wearing off. Parke Avenue and 7<sup>th</sup> Street are not included in these figures since they will be replaced once the road is completed. Carlson confirmed Parke Avenue will have all new signs with the improvement project. Lofgren clarified the new signs do meet all MNDOT regulations. Lofgren stated the sign reflective replacement for Minnesota was to take place in 2018 but has been pushed back to an undecided date. Lofgren explained the speed limit signs will be on the streets running north/south, not east/west due to stop signs at the corners. Lofgren would like to install two (2) new stop signs, one on Hawley Avenue & 2<sup>nd</sup> Street and Eglon Avenue & 2<sup>nd</sup> Street. Mayor Johnson asked which signs would be replaced first and what the speed limit should be set at if changed. Lofgren clarified the ‘No Parking’ and ‘Stop’ signs should be the first signs replaced. Carlson stated city streets in Minnesota are 30 mph per state statutes unless posted. Carlson stated he would like signs placed on the twenty-two-foot (22’) streets with the ‘No Parking’ signs to begin with due to safety reasons. Olson suggested implementing a sign program where a certain number of signs are replaced during a three (3) year period. Dave Owings made a motion to repair and/or replace the ‘No Parking’ and ‘Stop’ signs along with the posts per the Sign Replacement sheet presented by Lofgren, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – Absent

**b. Bob Cuchna, Fire Chief** – Chief Cuchna asked Council if anyone has any questions regarding the 2017 Fire & Rescue Annual Report. Mayor Johnson complimented Chief Cuchna

on a job well done compiling the Annual Report. Chief Cuchna asked Carlson what resources he can bring to the City for an emergency disaster situation. Carlson stated he would be able to provide logistical assistance with planning and damage assessment for public infrastructure. Cuchna explained the Glyndon Emergency Plan needs to be updated and he will touch base with Chief Cline and Lofgren on procedures. Savageau stated Brian Green, Emergency Operations Director for the County, stated at the Rural Cities and County meeting, he needs to be informed immediately of any public infrastructure damage because there is a threshold when it reaches \$110,000. Carlson stated Disaster Declarations have various funds available to rebuild in the event of a major disaster, such as floods, tornadoes, etcetera. Cuchna explained he needs a paper spreadsheet of the City's landmarks in the event computer access is lost. Owings stated a GPS map with City landmarks would be beneficial to the City in order to better locate public infrastructures such as electrical sources, transformers, water cross sections, power lines, hydrants, generators, and water lines in the event of a disaster. Carlson stated as new projects develop and new technology, he would be able to update GPS markers in the computer and create a map with the City's landmarks. Chief Cuchna explained First Link would benefit additionally with an updated map of the GPS landmarks for emergency services. Cuchna informed Council the pumper truck is in need of repairs.

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Owings asked Lofgren if the lift station located in the northeast corner of Stockwood is accessible to maintenance if needed. Lofgren stated they do have access by crossing a lot from the west or accessing it from the east on 110<sup>th</sup> Street. Carlson explained that 110<sup>th</sup> Street is a public right-of-way road and believes it is a City road. Lofgren stated he would be able to maintain 110<sup>th</sup> Street in exchange of access to the lift station on Outlot B. Lofgren informed Council 110<sup>th</sup> Street does need gravel, crushed asphalt or concrete on it. Carlson stated he would contact the County to find out if the City could have the crushed asphalt and concrete from the summer improvement projects. Savageau suggested using the crushed asphalt from Parke Avenue on the stretch of 12<sup>th</sup> Street in front of the homes. Lofgren would also be able to use the products in alleys or on roads in need of repairs. Carlson informed Council the County will be providing dust control on 12<sup>th</sup> Street during construction this summer. Lofgren explained if the City is able to obtain crushed asphalt and concrete, a belly dump would need to be used in the alleys to deliver the product. Owings stated for Affield to move forward with the access question concerning the purchase of Outlot A, she will be able to let the investors know the City can access their pond from 110<sup>th</sup> Street.

**d. Wendy Affield, City Clerk** – Affield relayed she and Dayley attended the MCFOA Conference in Bloomington, which was thoroughly enjoyed by both. Affield stated they will be presenting a summary to Council with information on the seminars they attended. Affield explained she received an email from a resident asking to extend the sidewalks on Parke Avenue from 12<sup>th</sup> Street all the way down Parke Avenue into Mr. Sullivan's development. Affield informed Council Mr. Sullivan has already stated he installs sidewalks in all his developments, which is part of his process. Olson believes the homeowner would like the bike and trail paths to extend the full distance down Parke Avenue south of 12<sup>th</sup> Street. Mayor Johnson stated the bike path will only run to 12<sup>th</sup> Street because of the Safe Routes to School Grant the City and County received. Carlson recommends continuing the sidewalk on Parke Avenue because in the long run, it is more economical to put them in when the street is widened. Carlson informed Council there would need to be a Public Hearing concerning special assessments if the City decides to move forward with widening the road and installing a sidewalk on the east side of Parke Avenue up to 14<sup>th</sup> Street. Council discussed the sidewalks in Charleswood stating, sidewalks in the cul-de-sacs would be more of a burden to maintain then they would benefit the residents. Carlson will look at the utility plans he has to see how it was designed. Council discussed only having sidewalks on the east side of the road by the park because the driveways on the west side are

short and we do not want to take away any of their parking. Carlson discussed how the plan was to tie into the pond in Southview when the road by Johnson Park was widened. Carlson explained if that is to happen, the Developer, who built and purchased the pond, may want the City to cost share usage of the pond. Carlson will look at Chris Thorson's numbers when he estimated the project. Olson asked if Mr. Sullivan's project would begin this spring. Olson was informed a Developer's Agreement needs to be signed before Sullivan's project can move forward. Affield informed Council the resident is also concerned with who will be financially responsible for the damage to the streets when the 'mountain' is removed in Sullivan's development. Carlson explained the 'mountain' will be leveled out, not moved. Carlson questions if that amount will even be enough, stating Sullivan has twenty (20) acres to spread the fill over.

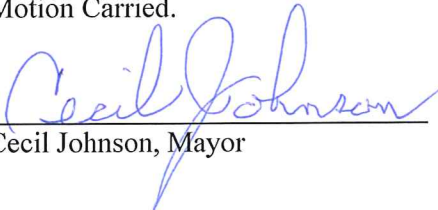
Affield asked Council if Devin Lee from the Maintenance Department could have a key to City Hall in order to have access to the meter gun he uses when installing new water meters. Lee will at times have appointments early in the morning before City Hall is open. The meter gun is hooked up to the server in City Hall and Affield feels it is better to let Lee have a key then leave the meter gun in the maintenance shop. Lofgren informed Council after this year all the old water meters will be replaced with the new radio read meters. There was discussion among Council and staff and all agreed Lee could have a key to City Hall.

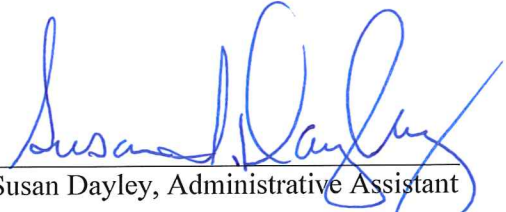
On March 27, 2018 the Buffalo Red River Water Shed District met concerning drainage issues with the river that runs by the City ponds, under Highway 10 and north of Glyndon. It was suggested by a homeowner to fly a drone along the river to observe the beaver dams and snow compact. This would give BRRWSD a better idea of what type of work needs to be done to help with drainage. Mayor Johnson stated Bruce Albright from the BRRWSD would need to approve using a drone to examine the river. Owings stated he would be willing to visit with Albright about using his drone to inspect the river and mentioned the County has a drone that may be used. Owings stated his drone is not for cold weather but once it warms up he would be able to take a look.

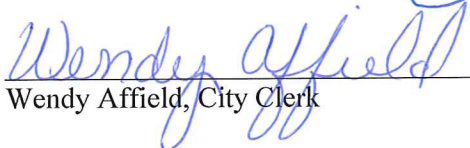
**9. Open Forum** – Lofgren suggested Council consider installing street lighting in the Stockwood Development given lots are beginning to sell. Savageau stated we should wait to see what businesses are going out there so a light pole is not in the way of their design layout.

**10. Miscellaneous Announcements –**

**11. Adjournment** - A motion was made by Joe Olson, seconded by Kimberly Savageau to adjourn at 8:36 p.m. All in favor.  
Motion Carried.

  
Cecil Johnson, Mayor

  
Susan Dayley, Administrative Assistant

  
Wendy Affield, City Clerk