

Glyndon City Council

01/24/2018

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

As Per Sign in Sheet: Brice DeBaere

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 2-22-17 Council Meeting
 - b. Minutes – 1-10-18 Public Hearing Parke Avenue Project
 - c. Minutes – 1-10-18 Council Meeting
 - d. Approve Resolution of Payments - A motion was made by Dave Owings 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 01/24/2018 Agenda was made by Kimberly Savageau, seconded by Joe Olson. All in favor.
Motion Carried.
6. **New Business**
 - a. **Annual Swearing in of the Glyndon Police Officers** - *Chief Michael Cline, Bryan Praska, Brandon Boe, Ashley Johnson, and Jarett Coulter* - Moved after item 7.a.

b. Speed Limit or “Slow Down Watch for Children” Sign on Lyndon Avenue – Brice DeBaere – Mr. DeBaere stated he lives in a cul-de-sac on Lyndon Avenue South and is concerned about the speed of 4-wheelers and vehicles on Lyndon Avenue. DeBaere stated he would like to see a speed limit sign posted on Lyndon Avenue. Mayor Johnson raised the question as to the exact speed limit in the City? Savageau stated in the Centennial Addition and Lund Avenue north of the railroad tracks is posted at 20 MPH. Savageau stated she has not seen another posted speed signs in the City. Owings stated the only street in the City at 30 MPH is Parke Avenue. Mayor Johnson suggested Chief Cline create a report which includes where the speed limit signs are and indicating whether it is posted 20 or 30 MPH throughout the City. Mayor Johnson stated most vehicles speeding through town are on the streets going north and south. Olson asked where the cars seem to be driving too fast. DeBaere stated vehicles traveling on 12th Street heading north are doing the majority of speeding. Mayor Johnson stated we could put up blue signs which display ‘We Love Our Children’. Affield stated signs are available for \$43.00 that say ‘**SLOW DOWN! WATCH FOR CHILDREN**’. DeBaere asked how the City would be able to enforce slower speed limits. Olson stated the Police Department could patrol

the area more often. Savageau stated we can ask Police Chief Cline to patrol the area more often and could use the portable flashing speed sign which can be moved to different locations throughout the City during the summer months. Mayor Johnson asked Chief Cline the speed limit in the City. Chief Cline stated residential areas are 30 MPH and if the speed limit is lower it has to be posted. Schreiber stated when vehicles reach 12th Street from the north, they are typically going well over the 30 MPH speed limit. Carlson stated typically, most smaller cities have a 20 MPH limit within the city limits because usually there are no sidewalks along the narrow streets. Chief Cline agreed 20 MPH is a reasonable speed for City limits because of the foot traffic on the streets. Mayor Johnson asked Chief Cline to determine how many speed limit signs are posted throughout the City in order to have an idea how many need to be replaced along with additional 20 MPH signs posted throughout the City. Chief Cline stated because 12th Street is a County road we have to check with the County to change the speed limit. Owings stated we need to complete further research in the event of a new ordinance needs to be created for the 20 MPH limit within the City. Olson stated the City should consider more 'Children at Play' signs due to many young children in the community. Affield asked if the City would be allowed to put attach more than one sign per post? Carlson and Chief Cline stated you can put additional signs on a post providing it is not larger than the speed limit sign. Savageau suggested Lofgren have the retroreflective sign sheeting replaced on all signs throughout the City because they are faded and are not visible at night. Carlson stated the City could contact the County because they may agree to replacing the sheeting on them. Olson asked Chief Cline what his thoughts were to use the portable flashing speed sign throughout the City. Chief Cline is in favor of using the portable flashing speed sign. Affield suggested Highway 10 have 30 MPH signs with flashing lights with the illuminated edges to attract the attention of drivers going through Glyndon. Chief Cline stated the State needs to approve a sign of that nature. Mayor Johnson thanked Brice DeBaere for bringing this issue to the Council because he is aware there are many children in this particular area. Chief Cline suggested Lofgren research costs for additional signs, posts, and One Call to mark any underground utilities where the signs are to be placed. Chief Cline stated there may be grants available for a project of this nature.

c. Pavement Management Program – Lakes Country Service Cooperative – Mayor Johnson stated Scott Lofgren, Public Works Supervisor, attend the meeting held in Barnesville on Tuesday, February 20, 2018 from 10 a.m. to 2 p.m. Mayor Johnson stated David Drown, the City Financial Advisor, and Bollig Engineering are partnering with Lakes Country Service Cooperative to create less costly and more timely pavement maintenance. Mayor Johnson stated the Council is welcome to attend as well. Mayor Johnson stated he will be attending the informational meeting.

d. Telephone Line at the Community Center (Arvig) – Affield stated Lofgren questioned whether or not the City should keep the landline at the Community Center given that Nutritional Services are no longer there. Savageau stated she is not able to get cell phone reception in the Community Center and has to go outside to get reception. Schreiber stated we may need to keep it for emergencies if 911 does need to be called. Mayor Johnson stated he would like the landline to stay in the event an emergency arises. Savageau asked if the phone number for the Community Center is posted on the City Website. Dayley will add the number onto the website if it is not listed.

e. Approve Resolution 2018-3 – A Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for C.S.A.H. 19 (Parke Avenue) – A motion was made by Dave Owings to Advertise for Bids for C.S.A.H. 19 (Parke Avenue), seconded by Joe Olson. All in favor.
Motion Carried.

7. Old Business/Unfinished Business

a. Project Updates – Kris Carlson – Carlson stated there currently is little activity in Southview. Carlson will follow up with Ken Norman, Kelly Richards, and Jim Sullivan regarding the property pinning issue in Southview and Charleswood Additions. Schreiber stated he received a letter from Sullivan requesting to contact him to discuss property lines and stated the letter he received was very vague. Schreiber has not contacted Sullivan because the final plat in Charleswood has not been approved at this time. Carlson stated the plat is in an intermediate state until the pinning issues are resolved with the property owners and developers. Savageau stated the final plat for Charleswood has been approved through the City Council, the final plat has not been signed by the City at this time. Carlson stated after a meeting with Norman, Richards, and Sullivan, the property overlaps were noted and stated there are some options available for the developers to perhaps deed 10 feet of the property lines as they are now perceived. Carlson stated Mr. Sullivan was very clear he wants to be certain the pinning issues are resolved. Carlson stated after a discussion with Ken Norman, Ken Parke and Kelly Richards regarding the Southview property pinning issue, Richards will more than likely have LJA re-examine the pinning issue due to the concerns that surfaced. Savageau stated if they build the deed with the existing legal descriptions and did the splits now, it would take away the concern of signing off on the plat. Carlson stated it would be best to rectify the problem with a quit claim deed but when the properties get sold in the future, there could be discrepancies with the deed. Mayor Johnson stated Jim Sullivan sent letters to the twelve (12) property owners in Charleswood that are involved in the property pinning issue. Savageau stated she has talked to property owners and did say the letter received from Sullivan was vague. Savageau stated when there are land title issues, in general, people do not know a lot about land titles. With that being said, residents are skeptical to reach out to Sullivan because they do not know what they may or may not be getting into. Schreiber agreed with Savageau, this is exactly what the residents are concerned about who received a letter from Sullivan. Mayor Johnson stated Sullivan wants to organize a meeting at the Community Center with the land owners who are affected by the lot line issue to discuss options in order to get this resolved. Carlson stated doing that would certainly be a step in the right direction and to explain the situation and options to get this resolved. Affield stated Ken Norman conveyed he had a discussion with Jim Sullivan and Troy Tooz and they asked what the next step would be if there is no response from property owners in regards to the letter they sent. Affield stated Norman recommended they consult with their attorney. Carlson stated he will follow up with Norman, Sullivan and Troy Tooz because there are matters to discuss such as the overlaps not being indicated on the plat map. Carlson stated it would be in the best interest of all parties to resolve this as a whole and not case by case. Schreiber asked if the plat had been approved. Savageau stated it has been approved but the City Attorney will not sign off on the plat until the pinning issues are resolved. Carlson stated he will follow up to discuss their resolution on the pinning issue. Savageau stated when changing the deeds, tax parcels are actually being changed and she assumes everything will have to be surveyed in order to be combined with the tax parcel behind the lot. Savageau stated the ideal time to record these changes would be from October to December due to the fact they can not be recorded until the taxes have been paid on each parcel. Savageau stated if property owners prefer to get things recorded before the property taxes are paid it may affect their escrow account on their home mortgages and suggests checking with the County Auditor. Schreiber asked who will pay for the resolution on the property pinning issue. Carlson stated it is decided upon by the property owners and the developer. Savageau reiterated the surveying and recording costs are between the private parties. Carlson stated the project costs in Southview are nearly complete and discuss when to schedule the Assessment Hearing. The assessments are not payable until 2019 so there is ample amount of time to schedule the Assessment Hearing. Carlson stated we will need to meet with Richards because he is the

majority owner of Southview and determine how assessments will be distributed per lot. Carlson stated this will need to be completed before November in order for us to send it to the County.

Carlson stated the first round of paper work for the Watermain Looping Project has been submitted to PFA for approval and will return a list of supporting information in order for Affield to submit the responses by the end of the week. Carlson stated once we get approval, we can send contracts and award bids. Carlson stated everything is on schedule. Once the contracts are signed, we can start the process for the DOT and Railroad Bonds. Followed by getting the permits in order for the project.

Carlson stated plans for the Parke Avenue Project are in St. Paul being reviewed and when we get a reply from them we can address any concerns they may have. Carlson stated when this is completed, a bid date will be set and we will be able to move forward on the project. Savageau asked Carlson if there has been a response regarding the TIGER Grant. Carlson stated he has nothing to report at this time. Carlson stated he met with the Kuehl Brothers regarding their easement and the lobbyists have not reported any updates. Carlson stated he will inform everyone when he has new information on the TIGER Grant. Carlson stated when this is complete a bid date can be set. Affield stated the agreement with Seter's has been signed and once the title is clear, the land transfer can be finalized. Schreiber asked if there are alternate routes and detour plans in place for the Parke Avenue Project. Carlson stated there are plans in place and will host an open house informational meeting from 6:00 p.m. to 8:00 p.m. in order for residents to come in at their leisure on a date to be determined before the project begins. Carlson stated the meeting will consist of established detour, truck, and local traffic routes. Olson stated lower speed limits should also be in place along the detours. Carlson stated there will be adequate signs for the detours in place during the project. Schreiber asked how the home owners on Parke Avenue will be able to access their homes during construction. Carlson stated residents will have temporary access to their homes with the only exception if a trench is being dug directly in front of their house. Carlson stated each phase of the project allows the home owner to have the accesses during the project which has been developed in the plans. Carlson stated the County will be in charge of dust control during the Parke Avenue Project. Carlson reported construction hours will be from 7:00 a.m. to 7:00 p.m., no construction on Sundays or Holidays without prior approval.

Moved on to item 6.a. at this time - Annual Swearing in of the Glyndon Police Officers – Mayor Johnson read the Police Oath of Office which was repeated by Chief Michael Cline, Bryan Praska, Brandon Boe, Ashley Johnson, and Jarrett Coulter.

I, Chief Michael Cline, Bryan Praska, Brandon Boe, Ashley Johnson, and Jarrett Coulter, do solemnly swear that I will support the Constitution of the United States and the State of Minnesota. And I will faithfully discharge the duties assigned to me as a police officer for the City of Glyndon, County of Clay to the best of my judgement and ability. So help me God.

b. Monday, December 24, 2018 Christmas Eve –Affield reported to Council the City employees have agreed to use a comp or vacation day in the event City Hall is closed on Monday, December 24, 2018 Christmas Eve. Dave Owings made a motion to close City Hall on Monday, December 24, 2018 Christmas Eve, seconded by Joe Olson. All in favor. Motion Carried.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Moved to item 8.d. at this time.

b. Bob Cuchna, Fire Chief – Absent

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

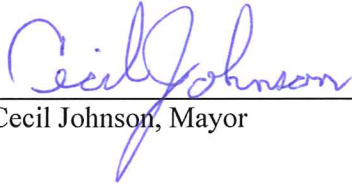
d. Wendy Affield, City Clerk – Affield stated John Knosalla from JK Property Partners/KW Realty had planned being at the Council Meeting tonight but was not able to attend. Knosalla wants to offer suggestions to the Council in order to sell lots in Stockwood. Affield stated he would like to either come to a Council Meeting or meet with Council members to discuss his proposal. Mayor Johnson stated he prefers Knosalla attend a Council Meeting and present his marketing ideas to sell the lots in Stockwood. Affield stated Knosalla believes the asking prices on the lots are reasonable. Affield stated the Municipal Clerks and Finance Officers Association Conference is March 20-23, 2018 in Bloomington. Affield would like both herself and Dayley to attend the annual conference. Affield will arrange for coverage at City Hall in the event both her and Dayley go to the conference. Affield stated there are several different seminars to attend and will pass on pertinent material to each other. Mayor Johnson stated he believes the conference would be good for both Affield and Dayley to attend. Affield stated she will be on vacation February 5-13, 2018. Owings suggested looking into having a professional answering service take calls and messages when they are at the conference.

Moved on to item 8.a. at this time - Mike Cline, Police Chief – Chief Cline stated the Police Department received a grant from Fargo Force Home Town Heroes stating there were 25 applications for the grant. The Glyndon Police Department was one of five to be chosen to receive a grant in which an AED (Automated External Defibrillator), 3 sets of infant pads, and a spare battery were purchased. Chief Cline and Officer Johnson staffed an information table at a Fargo Force game promoting the importance of an AED. Chief Cline stated the department may purchase a new squad car this year. Chief Cline stated there is total of \$45,000 available in the escrow and restricted savings accounts to purchase the squad car. Chief Cline stated he is anticipating obtaining donated or used equipment for the new squad car. Chief Cline stated the Department is at 200 ICR's for the year, which is rather high for this time of year. Mayor Johnson stated there are automatic License Plate Readers in the surrounding communities and wondered if this is something Glyndon should invest in. Chief Cline stated the LPR are a wonderful devices but very expensive. Schreiber asked Chief Cline if there are more ICR's because of additional police coverage in Glyndon with the third full-time officer. Chief Cline stated he does believe this is the case because of more police coverage hours and documentation of all calls. Chief Cline is working on having a police presence at local school activities and games to create a good rapport with the community. Owings asked if Police Department Officers carry Narcan due to the extensive use of Opioids nationwide. Chief Cline stated his department does not have Narcan available to them because it is regulated by the State and special training is required in order to administer it. Chief Cline stated a new option for contacting 911 is by texting **2911** in the event a person is not able to call. Chief Cline stated he is in favor of adjusting the speed limits throughout the City and since it is a safety issue, we should consider seeking grants that may be available to help compensate the costs of new signs. Carlson stated Parke Avenue will be have all new signage with the reconstruction. Carlson stated the majority of new signs have reflective flashing beacons and push button crosswalks, similar to the ones that will be installed by the school. Owings asked when the AED class will be held. Chief Cline stated Officer Boe is organizing the AED training for City employees and Council members. Chief Cline stated information on dates and times will be distributed when they have the information.

9. Open Forum -

10. Miscellaneous Announcements – Savageau stated she will not be at the February 14, 2018 Council Meeting.

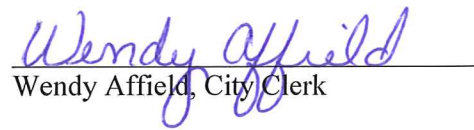
11. Adjournment - A motion was made by Justin Schreiber, seconded by Kimberly Savageau to adjourn at 7:32 p.m. All in favor.
Motion Carried.



Cecil Johnson, Mayor



Susan Dayley, Administrative Assistant



Wendy Affield, City Clerk

January 24, 2018 Glyndon City Council Minutes