

**Glyndon City Council**

**12/27/2017**

7:00 p.m. Regular Council Meeting  
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Joe Olson and Kimberly Savageau; City Clerk Wendy Affield and Administrative Assistant Susan Dayley.

**As Per Sign in Sheet:** None

3. **Motion to Approve Consent Agenda**
  - a. Minutes – Truth-in-Taxation Public Hearing
  - b. Minutes – 12-13-17 Council Meeting – Correct spelling - “Ownings” to “Owings” item 6.b. on page two (2) from the 12-13-17 Council Meeting Minutes.
  - c. Minutes – 3-6-17 Special Meeting Minutes for Feasibility Study on the Proposed Southview Addition with Feedback from Financial Advisor David Drown
  - d. Approve Resolution of Payments - A motion was made by Joe Olson 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 12/27/2017 Agenda was made by Dave Owings, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

6. **New Business**
  - a. **Gift Certificate for \$50.00 from Games-to-Go** – A \$50.00 Gift Certificate was included in a Christmas card from Games-to-Go which will be used towards bouncy houses for Glyndon Days 2018.

- b. **2017 Property/Casualty Dividend from LOMC** – A check in the amount of \$3,586.00 was received from League of Minnesota Cities for the 2017 Property/Casualty Dividend.

- c. **Discuss \$1.00 Increase to Dumpster Surcharge** – Affield explained this increase was discussed earlier but was not included when approving the 2018 Utility Rate Chart. A surcharge increase of \$1.00 per dumpster will bring the total dumpster surcharge to \$2.50. Monthly rates vary depending on the size of the dumpster. A motion to approve a \$1.00 increase for the dumpster surcharge was made by Dave Owings, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**d. Reapprove Utility Rates Per Month Chart for 2018 with \$1.00 Dumpster**

**Increase** – A motion to reapprove the 2018 Utility Rate Chart with a \$1.00 dumpster increase was made by Kimberly Savageau, seconded by Joe Olson. All in favor.  
Motion Carried.

**e. Approve Ordinance #166 – An Ordinance Adopting the 2018 City of Glyndon**

**Fee Schedule** – Mayor Johnson asked when the last time we examined our fees and if they need to be adjusted for 2019? Mayor Johnson stated the Liquor License Fees have been the same for many years. Dayley will check with surrounding communities as to what their alcohol fees are. Affield asked if we should be adding an administration fee of 10% when assessing miscellaneous fees to property taxes? Savageau suggested checking with the surrounding communities whether or not they add an administrative fee to charges assessed to property taxes. Dayley will research this issue. Council will discuss the Fee Schedule later in the year to see if any changes may need to be done for 2019. A motion to approve Ordinance #166 Adopting the 2018 City of Glyndon Fee Schedule was made by Justin Schreiber, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**f. Approve Glyndon Council Meeting Schedule for 2018** – Mayor Johnson mentioned

the evening meetings have been changed to 6:30 p.m. Affield stated, if there is a Public Hearing the meeting may be changed to a later time. A motion to approve the 2018 Glyndon Council Meeting Schedule was made by Joe Olson, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**g. Approve Payroll Schedule for 2018** – Owings questioned whether or not the City of

Glyndon should be closed on Monday, December 24, 2018 for Christmas Eve. Discussion was had and options were suggested to close City Hall and either use a vacation day or switch a day with another holiday. Savageau and Olson stated the Court House will be open that day and they would not be opposed to closing City Hall if employees would like to use a vacation day or switch that day for a registered City holiday. Affield will discuss options with City employees on what they would prefer. A motion to approve the 2018 Payroll schedule was made by Kimberly Savageau, seconded by Justin Schreiber. All in favor.  
Motion Carried.

**h. Approve IRS Mileage Rate for 2018 – Set at 54.5 Cents Per Mile** – Affield

informed Council the IRS has increased the mileage rate by one cent, it was fifty-three and a half cents (53.5¢) now it is fifty-four and a half cents (54.5¢). A motion to approve the IRS Mileage rate for 2018 set at 54.5 cents per mile was made by Joe Olson, seconded by Dave Owings. All in favor.  
Motion Carried.

**i. Vacation Time Approval to Carry Over to be used by February 15, 2018– Wendy**

**Affield** – Mayor Johnson asked if anyone had reviewed the Policy Handbook. Typically, 225 hours are allowed to carry over year to year, Affield has 277. Dave Owings made a motion to approve Wendy Affield's vacation time to carry over into 2018, to be used by February 15, 2018, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**j. Water Fluoridation Quality Award** – Affield informed Council the City received the

Water Fluoridation Quality Award in the mail this morning. The award is for consistent and professional adjustment of the fluoride content to the recommended level for oral health for 12

consecutive months in 2016. Council applauded Lofgren for achieving this award for the City. Mayor Johnson recommended having the award framed for Scott Lofgren's office.

**k. Lawn Mowing Fees Assessed to Property Owners at 516 Parke Avenue and 202 Eglon Avenue** – Savageau suggested starting the process in October to request the charges assessed for the following year. Council discussed a certified letter needs to be sent to the property owner each time the lawn is mowed so they are aware of the charge and if it is not paid it will be charged to their property taxes at the end of the mowing season. Savageau discussed blighted property and how the City may want to look into this for the 202 Eglon Avenue property. (*"Blighted property" is the legal term for land that is in a dilapidated, unsafe, and unsightly condition. Each state uses different criteria to determine whether property should be classified as blighted. Common criteria include: The property is uninhabitable. The property is unsafe.*) A motion to approve assessing lawn mowing fees to property owners at 516 Parke Avenue and 202 Eglon Avenue was made by Justin Schreiber, seconded by Joe Olson. All in favor. Motion Carried.

Dayley will send letters to the property owners for the lawn mowing charges.

**7. Old Business/Unfinished Business**

**a. Project Updates – Kris Carlson** – Absent - Carlson sent a memo to Affield as to what project updates he had at this time:

**2017 Watermain Looping Project** – This project is currently being advertised and we currently have 8 potential bidders. We have received a number of calls so it looks like there is good interest in the project. We will be opening bids on the 9<sup>th</sup> of January, 2018 and we will have a recommendation for the Council on Wednesday, January 10<sup>th</sup>, 2018.

**Southview Addition** – No new updates.

**Parke Avenue** – Final Plans – We have addressed the first round of State Aid comments and have resubmitted plans for final approval.

**Tiger Grant** – No updates.

**Assessments** – We have a preliminary assessment hearing on January 10<sup>th</sup>, 2018 to go over the project with the effected properties. Once the hearing has been held we will be looking for a Resolution authorizing the Preparation of Plans and Specs.

Olson stated the Public Hearing concerning Parke Avenue assessments will be informational to all residents involved, the County and City Engineers will be there to answer questions.

**8. Department Reports / Committee Reports**

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

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

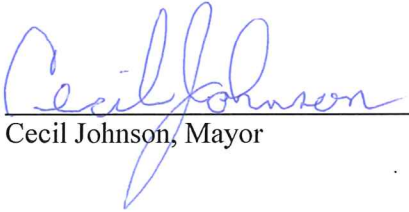
**c. Scott Lofgren, Maintenance/Public Works Supervisor** - Absent

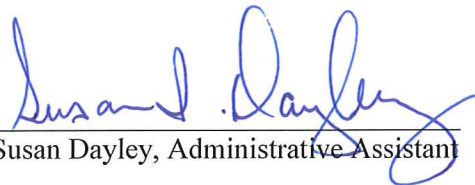
**d. Wendy Affield, City Clerk** – Affield reported she is completing end of year reports from Banyon and moving forward with the Public Hearing scheduled for January 10, 2018. The yearly audit is scheduled for the first week in March 2018.

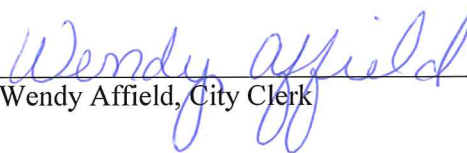
**9. Open Forum** – Mayor Johnson reported the floor at the Community Center has been stripped and waxed.

**10. Miscellaneous Announcements –**

**11. Adjournment** - A motion was made by Joe Olson, 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

December 27, 2017 Glyndon City Council Minutes