

Glyndon City Council

11/08/2017

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, Justin Schreiber, Joe Olson and Kimberly Savageau, City Clerk Wendy Affield, Administrative Assistant Susan Dayley, Police Chief Michael Cline, Maintenance Supervisor Scott Lofgren, Fire Chief Bob Cuchna, City Engineers Kris Carlson and Alex Ranz.

As Per Sign in Sheet: None

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 10-25-17 Council Meeting
 - b. Approve Resolution of Payments - A motion was made by Dave Owings to approve the Consent Agenda, seconded by Kimberly Savageau.
Motion Carried.
4. **Additions to Agenda**
 - Budget Reduction Discussion – Mayor Johnson
5. **Motion to Approve Agenda**

A motion to approve the 11/08/2017 Agenda was made by Joe Olson, seconded by Justin Schreiber.
Motion Carried.
6. **New Business**
 - a. **Approve Charitable Gaming Permit for Glyndon Rod & Gun Club for December 8, 2017 at the Glyndon Community Center** – A motion to approve a Charitable Gaming Permit for the Rod & Gun Club on December 8, 2017 was made by Justin Schreiber, seconded by Kimberly Savageau.
Motion Carried.
 - b. **Approve Application from Jade Leysring to Become a Glyndon Volunteer Firefighter** – A motion to approve the Volunteer Firefighter Application from Jade Leysring was made by Kimberly Savageau, seconded by Dave Owings.
Motion Carried.
 - c. **Approve Resolution 2017-16 – A Resolution Ordering Preparation of Report on Improvements to Parke Avenue (C.S.A.H. 19)** – Mayor Johnson asked Carlson if this is to prepare the report for the project or saying we are moving forward with the project. Carlson stated it is a report to keep us in compliance with State Statute 429 so the City can move forward with the assessments when the time comes. A Feasibility Study needs to be on record and will be presented to Council, these steps need to be completed whether the project moves forward in

2018 or 2019. The assessments need to be prepared as well. A motion to approve Resolution 2017-16 A Resolution Ordering Preparation of Report on Improvements to Parke Avenue (C.S.A.H. 19) was made by Kimberly Savageau, seconded by Joe Olson.
Motion Carried.

7. Old Business/Unfinished Business

a. Project Updates – Kris Carlson – No updates on the Water Looping Project at this time. Regarding the Charleswood Addition, Carlson received a phone call from LJA inquiring the City's plan for the Parke Avenue Project road extension from 12th Street to 14th Street. Savageau stated if Charleswood does not start being developed right away, the City can wait on widening that section of Parke Avenue. Carlson stated that piece of street work can be put into the Charleswood Addition Project when the time comes. Schreiber noted there has not been any work done on leveling the dirt pile.

Carlson stated he requested a second opinion regarding the failing slope issue in Southview. Braun Intertec did hand samples of the pond to determine where the silt lens is located, which was found to be at varying depths around the pond ranging from three feet to the top of the surface. Carlson stated Braun Intertec recommends the drain tile option to correct the existing problem. This is the most cost effective and efficient way to repair the existing slopes to prevent further sloughing. Carlson submitted a change order in the amount of \$132,037.00 which will put the project over budget by \$19,910.00. This will be assessed to the property owners in the Southview Addition with no cost to the City. Carlson recommended at this time using \$19,910.00 from the \$41,500.00 park dedication funds, once the specials are certified to cover the overage the funds will be put back into the park dedication account. Olson asked how many lots need to be sold before a park will be built? Carlson stated it would be the City's decision. Carlson stated the drain tile option would consist of Geotech fabric and course grained rock put into a two-foot-wide trench. Mayor Johnson referred to the Braun Intertec report dated March 24, 2017 and stated silt is mentioned in the report, why wasn't that considered when planning the construction of the pond? Carlson stated the rip rap placed in the pond was an attempt to control the silt issue. Knowing what we know now, drain tile should have been considered from the beginning of the project. Mayor Johnson stated the boring report shows the silt at four feet in the samples. Had we known of this problem, we would have had to have borings every ten feet to discover the problem. Since this was a cut slope and Sellin Brothers, Inc. cut a hole for the pond, it makes everything different. Mayor Johnson asked when Sellin Brothers, Inc. read the boring report, why weren't they concerned about the silt layer? Carlson stated they didn't bring anything forward during construction and with it being a dry year, this is an after the fact issue. Schreiber asked if the drain tile would be above the rip rap? Carlson stated yes, it will and after it is complete the pond should fill up to normal depth. Schreiber asked if they would be scooping out the silt at the bottom of the pond? Carlson said he will have Sellin Brothers remove what they can and the remainder will level out in the bottom of the pond. Owings asked what the material longevity is? Carlson stated the PVC pipe is designed for a 50-year life span. Mayor Johnson asked if it could ever be plugged up and if so, what do we do to repair the part that is plugged. Carlson said with the two-foot-wide trench with fabric, PVC pipe and different courses of aggregate, this shouldn't happen. Carlson said if something like that would happen, it could be jetted out. Mayor Johnson asked how wide is the drain tile? Carlson said it is six (6) inches. Dave Owings made a motion to approve the change order in the amount of \$132,037.00, seconded by Kimberly Savageau. Discussion: Mayor Johnson asked Carlson to repeat how the cost of the change order gets paid? Carlson stated it will be paid to the contractor by using some of the park dedicated funds and then assessed to the properties in the Southview Addition which in turn, will reimburse the park fund. Carlson reiterated there will be no cost to the City. Mayor

Johnson stated Dave Owings made a motion to approve the change order, seconded by Kimberly Savageau. All in favor.
Motion Carried.

Carlson reported he is continuing to work on the survey issue in Southview to determine how this issue surfaced. He said there are a few abnormalities in the surveying which need to be addressed. Carlson wants to hold the west line and make adjustments in the Southview Addition. Carlson said he has been in contact with Shaun Erickson and will keep him updated on any new information. Carlson said Erickson has additional information about the property when he purchased his lots they were surveyed by Anderson Land Surveying. Ulteig Engineering surveyed it also in 2008 so Carlson would like to compare the results from both surveys. After the findings, Carlson is hoping to have a meeting with everyone involved and find a resolution to the property pin issue in Southview.

b. Parke Avenue Discussion – Parke Avenue’s project memo has been sent to St. Paul for review and hopefully, the final approval on the Project Memorandum by the end of the month. Final Plans and Specifications will be ready to submit to the County by November 17th. Carlson would like to meet with Scott Lofgren and go through the City portion of the utilities to make certain these plans are ones the City wants to see. Once these are submitted to the County it will take 4-6 weeks for the State Aid Review. Based on this timeline, we should be able to set a bid date of January or February.

In regards to the funding and project financing and Engineer’s Estimate, the cost is set at \$6.5 million, making the City’s portion approximately \$3.25 million. Carlson stated he expects some of these costs to go down based on the design of the project and a better idea on the quantities of materials. We are still waiting to hear on the TIGER Grant which should be determined in December.

A discussion was had to assess the benefited property owners at the last City Council meeting and a report will be presented to the Council regarding the assessments. Mayor Johnson stated a resolution was passed tonight to approve a feasibility study. Carlson said a Public Hearing will need to be scheduled sometime in December if we do move forward on the project in 2018. Carlson presented a checklist of things that need to be done to ensure every step of the process has been completed for the assignment of Special Assessments. Savageau asked, since the Resolution was passed, can we move forward on the division of the Special Assessments? Also, since there are commercial properties in this project, can they be assessed at a different rate than residential and will this be a City-wide assessment since Parke Avenue is a main thoroughfare through Glyndon? Savageau asked Carlson if he could figure what the cost share would be if it was spread throughout the City. Carlson said he would create a spreadsheet with some options for the assessment distribution. Carlson suggested looking at the results before being brought to Council for approval. Carlson said an option is to assess sewer and water and prorate the streets throughout the City. Carlson stated if we are assessing the City as a whole, everyone would need to be notified for the Public Hearing. The Parke Avenue Project assessment has been set at approximately \$100 per foot. Carlson stated Council needs to decide what they are comfortable putting into the levy to mesh with the Parke Avenue assessments. Affield said David Drown had suggested the school district be assessed at a higher rate, this way the City would receive funds from the surrounding communities that are in the school district and use the school facilities (Dilworth, Glyndon and Felton). Carlson stated the school is a main traveler on Parke Avenue. Savageau said she wants Affield to find out from Drown when the TIF District is paid off. Carlson would like to know from Mr. Drown when the first bond payment would start for the Parke Avenue project if it starts in 2018. Savageau stated when going over charts with David

Drown it shows a deficit in the water revenue account, we need to take a closer look at the water rates. Increasing the utility bill by \$5.00 would assist in alleviating the deficit. Savageau questioned the water service fee on the billing statement and feel some adjustments could be made. The County reimburses the City for our Recycling Center and we could move around some of the numbers on the utility rates so we are not operating at a loss in future years. Owings asked where the recycling fee goes? Savageau stated it goes into the garbage fund. Affield said there was a balance of approximately \$190,000 in the garbage fund. Affield indicated the City is reimbursed by the County for Rose Anderson's salary, the electricity, cost from Fuchs for disposing of the recycling and any maintenance supplies that are needed. Savageau stated there is \$186,000 in the garbage fund and cannot foresee where the City would spend that amount of money for future garbage needs. Mayor Johnson stated to keep in mind that we could use the money to build a bigger maintenance or recycling building. Olson stated there may be an option to build a single-sort operation at the Recycling Center in the future. Savageau stated the County is looking at options on building a single-sort facility with a private company. Mayor Johnson stated when the finance committee met, it was discussed leaving \$86,000 in the fund and use \$100,000 for a bond payment. Affield will discuss these options with David Drown. Savageau suggested after the snow plow, maintenance pick-up and Buffalo River Watershed specials are paid off next year, the City should set aside those funds in a reserve to use instead of increasing the tax levy so much. Owings reiterated the strategy for the City will be to raise the water rate by \$5.00, take the recycling fee off the bill, and use \$100,000 in 2019 from the recycling fund to pay on the Parke Avenue bond payment. Council discussed the possibility of removing the forestry fee for one year or reducing the amount. The finance committee will look into adjusting the utility bill. Council was in agreement; this idea is headed in a good direction. Schreiber asked when this would take effect? Savageau stated it would be in 2018. Olson asked if we could use the Wheelage tax to pay the bond payment and/or a street project? Savageau said the special assessments will go to the 70 residential properties on Parke Avenue, that is an average of \$10,000 per lot. This does not include the frontage at the school and the commercial properties on Parke Avenue. Carlson will create a spreadsheet on different options on how the assessments can be distributed, stating a user fee may also be an option. Savageau asked Carlson if there was an option of assessing all residents in Glyndon. Carlson stated it may depend on the type of street, either Arterial or Collector streets, which you can assess ½ mile on all sides of Parke Avenue or a small portion to all of Glyndon. Owings stated we need to have the streets in Glyndon classified as either Arterial or Collector. Olson asked if Clay County will be assessing for the Parke Avenue Project? Carlson stated the County will not be assessing for the project, they already have the funding set aside for their portion of the project. Carlson informed Council if the County receives the TIGER Grant they will be applying it to the whole project cost, not just their percentage. Owings summarized the discussion with an increase in the water base rate, decrease in the recycling fees and a spreadsheet will be created by Carlson for the special assessment options. Owings asked if the next step would be to decide if the project will move forward in 2018 or 2019. Carlson stated, yes, he would need to let the County know what the City's plan will be. Affield reiterated what David Drown stated, there will not be any changes financially to wait another year to do the project. Mayor Johnson questioned, how much will the engineering and construction fees increase if the project holds off a year? Carlson stated it could be a 3-5% increase in construction costs. Carlson informed Council they may reject the bids if they come in substantially higher than the engineer's cost estimate for the project. Savageau stated homes being built in Glyndon will help spread the levy so residents will not notice as big of a change. Joe Olson made a motion to move forward with the Parke Avenue Project in 2018, seconded by Dave Owings. All in favor.
Motion Carried.

c. Lawn Mower Discussion – Lofgren presented Council with several bids he collected for a new mower. The bids were from Buffalo River Sales, John Deere and Kubota. Lofgren stated it is important to have a mower with 4-wheel drive, as far as the zero-turn, it is nice but may tear up the grass. The Altoz TRX mower has tracks instead of tires, they have not been around long enough to know how long they last or how much maintenance is needed. The City's current lawnmowers are 2005 and 2006 models. Lofgren stated he would rather trade every 3 to 4 years to stay within the warranty of the mower. Lofgren likes all three mowers but prefers the John Deere 1550 mower with the 72" deck. The mower bids range from \$17,000 to \$19,000. Mayor Johnson asked what is in the budget for a mower? Affield stated \$12,000 was put in the budget to use towards a new mower and the Maintenance Department has \$7,500 set aside in an escrow account (\$19,500). Savageau asked if we were trading in the old mower? Lofgren said John Deere offered \$5,000 for the Kubota but he would prefer to keep the Kubota as a backup mower if needed. Affield asked if John Deere would have a loaner mower if ours was in for repairs? Lofgren said he would check with John Deere if they would be able to do this. Mayor Johnson stated they have loaners available at Buffalo River Sales and instructed Lofgren to see if they have an upgrade program. Olson instructed Lofgren to contact John Deere and inquire on trading mower every 3-4 years. Savageau wondered if there is enough storage for 3 mowers. Lofgren stated we do not have adequate storage. Lofgren will check will all three bidders to see what they would offer the City for the Kubota trade-in.
Tabled until next Council Meeting, November 20, 2017.

8. Department Reports/Committee Reports

a. Mike Cline, Police Chief –The department is at 2135 calls of service this year, averaging 213 calls per month. Chief Cline has completed the 2017 evidence inventory. The Police Department is scheduled for a night shoot at the range next week, this is a cold weather implement and evening shoot that will be done with the Hawley Police Department. Chief Cline reviewed the Union Proposal and his comments will be submitted to Affield and the Police Commission later this afternoon. Cline informed Council the department has four (4) vehicles available for the sealed bid auction ending November 20th. Cline issued a citation to the owner of a residential property displaying commercial advertising which was in violation of City Ordinance #181, Chapter 23. City Hall has requested the owner on several occasions to remove the sign prior to this citation. The property owner asked if the citation could be forgiven. Chief Cline stated he would need to visit with Council. The sign has been removed.

b. Bob Cuchna, Fire Chief – Chief Cuchna asked if the application for Jade Leysring has been approved for a position on the Volunteer Fire Department. Prior to Cuchna arriving to the meeting the application was approved. Cuchna stated the new radios have been installed and the pricing came in under budget. Cuchna reported the pump test failed on their main fire truck pumper. He will collect quotes on how much it will cost to have the pumper repaired. Chief Cuchna reported the department has 20 Fire Volunteers and 3 Rescue Volunteers. He informed Council the department is in need of more volunteers.

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren stated he would get more information on the lawn mowers. Lofgren explained to Council the City is in need of more generators in the event the City loses power and is aware there are not funds available at this time for them. In the event the power does go out in Southview, we would need three (3) generators, one in Southview, one at 10th Street and one at the main lift station to remove the wastewater from Southview. This is not including any generators for the water treatment plant, trailer parks or Stockwood. Two (2) of the generators are older military ones the City obtained at no cost and the other one was purchased in 1999 that is not adjustable. Lofgren would like the Council to be aware of the situation for the need of more generators. Lofgren stated after the Parke Avenue Project is complete there will be two (2) additional lift stations which is a total of nine (9) in the City. Lofgren said the best thing is to have a permanently mounted generator at

the main lift station but knows we cannot have one at each lift station location. Olson asked when do we need to have a generator in place? Lofgren stated, currently there is only one home being built in Southview right now, but when more homes are built, we do need to have a plan in place. Lofgren received quotes on generators which cost approximately \$40-50,000. Carlson suggested having a generator in the bid packet for Charleswood as they would benefit and we would receive a competitive price as well. Another option Carlson suggested is to include a generator in the Parke Avenue Project. Fire Chief Cuchna asked how big of a generator would you need for the main lift station and can you hook up to the Community Center? Lofgren stated the Community Center does have a generator hook up and said he uses a 40kw generator but cannot support both the main lift station and the Community Center together. A 40kw generator can supply half of the water treatment plant, one (1) well and one (1) high service pump. Chief Cuchna said he was looking at the Emergency Management Consideration side of things. Lofgren stated the DNR have 100kw generators we could possibly obtain through the Fire Department.

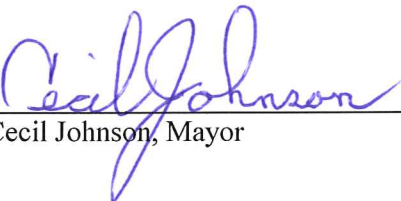
d. Wendy Affield, City Clerk – Affield reported on the lights at Southview. Affield informed Council the State Surcharges on the building permits have been paid for the years of 2016 and 2017. Affield explained to Council Roland Holm used to do this report with the state and since he passed away in 2014, it has not been completed. Affield will need to visit with the lady at the State when she gets back into the office on November 20th to file and pay the 2014 and 2015 surcharges. The balance owed for those two years will be around \$2,000, which will come out of the Professional Services budget account.


9. Open Forum –

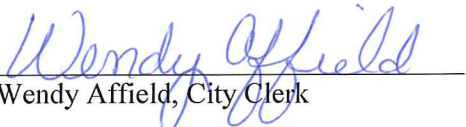
10. Miscellaneous Announcements –

11. Adjournment -

A motion was made by Kimberly Savageau, seconded by Justin Schreiber to adjourn at 8:34 a.m. Motion Carried.


Cecil Johnson, Mayor


Susan Dayley, Administrative Assistant


Wendy Affield, City Clerk