

Glyndon City Council

9/27/2017

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, Administrative Assistant Susan Dayley, Police Chief Michael Cline, City Engineers Kris Carlson and Alex Ranz

As Per Sign in Sheet: Cullen Myhre

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 9-13-17 Council Meeting
 - b. Approve Resolution of Payments
 - c. Clay County Highway Department – Pay request from the County for Engineering Services from Ulteig Engineering for the Parke Avenue Reconstruction Project – City’s Portion is \$67,889.85 (Olson has questions and wants to discuss this issue later in the meeting) – A motion was made by Justin Schreiber to approve the Consent Agenda, seconded by Kimberly Savageau. Motion Carried.

4. **Additions to Agenda**
 - Community Center Rental for Red River R/C Car Club - Cullen Myhre – Considering renting the Community Center one night per week over the winter months for racing radio controlled cars.

5. **Motion to Approve Agenda**

A motion to approve the 9/27/2017 Agenda was made by Joe Olson, seconded by Dave Owings.
Motion Carried.

Additions to Agenda

➤ Myhre informed Council the Red River R/C Club would like to rent the Community Center to race radio controlled cars on carpet they will lay on the floor for their track. Myhre asked if they could store the carpets needed for racing in the garage by the Community Center. Council explained to Myhre the garage stores maintenance supplies and would not be open for public use. After further discussion it was agreed amongst Council the Car Club would be charged the residential fee of \$30 per day with a \$100 refundable cleaning fee.

6. **New Business**
 - a. **Glyndon Days Discussion** – Olson would like to visit about how Glyndon Days 2017 went and start planning Glyndon Days for 2018. Owings stated he liked how each Council Member had a primary responsibility for the event. Owings committed to planning the parade in 2018. Owings stated all maintenance staff should be available on the day of the parade to help clean up after the activities in the park and suggested having 3-4 people for the face painting

event. Olson would like to have more planning meetings prior to Council Meetings. Affield suggested moving the events in the park to right after the parade finishes. Owings would like to have the Classic Car Show included in the parade, stating there was 57 parade entries and it was 30 minutes long. Schreiber stated he received positive feedback on Glyndon Days and suggested condensing and changing the route of the parade so you do not have to go over the train tracks. It was suggested to have a parade route mailed out with the newsletter next year. If the Parke Avenue Project is in process, we should line up the parade in Stockwood. Schreiber stated he needed to book the band in October 2017 for next year, August 2018 if the City decides to plan the street dance. If the Parke Avenue Project is in process, Savageau suggested moving the Saturday events to the Thursday night Community Picnic, with no parade. Kris Carlson informed Council the project would start on the north end of Parke Avenue. Mayor Johnson suggested having these types of discussions frequently for organizing Glyndon Days 2018.

b. 2018 Preliminary Tax Levy Discussion – Olson asked if the preliminary percentage should be within one or two percent of the tax levy. Savageau would like to see a closer number so the residents do not see such a high amount on their estimated property tax statement. Council discussed the levy amount the City receives at this time to cover bond payments. Council stated, if the preliminary tax levy is set high, it can be lowered but not increased when setting the actual tax levy in December. Mayor Johnson suggested setting the preliminary tax levy at six (6) percent. Owings stated, Brian Stavenger from Eide Bailly, suggested staying around two (2) to four (4) percent for the tax levy. Schreiber feels if the levy usually sits at three (3) to four (4) percent, why not leave the preliminary levy at this rate because it is a more realistic number. Savageau stated property value is not factored in on the tax levy, you may have to pay more or less property taxes but it does not determine the tax levy, the percentage is spread throughout the City as a whole. Savageau explained how, as homes are built in Glyndon, the levy will be spread amongst those homes also so it should decrease how much the residents pay towards the levy now. The Council sets the total amount of the levy and how the Assessor sets the value is how it is spread on the tax statements. Savageau informed Council one thing that hurt the City last year is the CHS Fertilizer Plant which was pulled from the tax role for 2017 due to an agricultural storage credit. The State has reversed this credit so in 2018 it will be back on the tax role, which has a million-dollar property value. Savageau stated the Assessors have to be within a certain percent on the value of properties or they are not in compliance with the Department of Revenue. Affield reminded Council the conversation David Drown had concerning the Parke Avenue project, suggesting the City start saving prior to the Parke Avenue project starting. Olson stated three (3) to four (4) percent is a reasonable number for the Preliminary Tax Levy. A motion to set the Preliminary Tax Levy at 4% was made by Dave Owings, seconded by Justin Schreiber. Motion Carried.

c. Stockwood Pricing – Dave Owings – Owings reported residents have questioned him concerning the actual asking price for the lots in Stockwood, stating the rate sheet on line has several different prices and is confusing as to which is the correct asking price. Savageau stated she directed Affield to request quotes from Commercial Realtors as to what fees they would charge to sell the lots in Stockwood. Savageau stated the City needs to sell the lots so they can be put on the tax roll. Owings asked for a more straightforward price list for each lot. Affield and Owings stated the City should ask for the price of the Special Assessments plus \$5,000 to cover lawyer fees, closing costs and other miscellaneous charges. Savageau said she would investigate the number of specials owed on each lot. The money from lot sales could be used to make the bond payments, which in turn decreases the budget. Owings suggested putting a flat rate price list on the City website or Craigslist.

7. Old Business/Unfinished Business

a. Project Updates – Kris Carlson – Carlson reported on the Southview Addition stating another payment for Sellin's will be submitted soon. There has been some erosion around the pond and the ditch from the recent rainfall which is under warranty and will be repaired. The grass has been planted on the boulevards and the power company needs to finish up installing the lights. Savageau questioned since the Southview project is under budget, could we purchase a generator or park equipment for the development. Carlson will put together current figures for Council so they can decide if they would like to purchase the generator needed for the lift stations in that development or equipment/fencing for the park. The amount spent on those items would not be included in figuring the special assessments for each lot.

Schreiber asked Carlson if the hill in Charleswood Addition is left there, does the over compaction of the soil have a bearing on the existing homes in the area, such as the ground shifting? Carlson stated he is not concerned of the existing structures but the hill does need to be leveled. Where the hill is at right now, when it is leveled, the ground will rebound from the weight of the dirt pile. Carlson will generate a letter to Sullivan in regards to leveling the hill in Charleswood Addition. Chief Cline stated the snow fence around the dirt hill is starting to fall down and the hill needs to be taken down before winter for safety reasons.

Carlson reported he has to meet with Dave Overbo, Clay County Engineer, and will keep working with the City concerning the financing for the Parke Avenue Project. Overbo conveyed the County would be on board pushing the project back one year. Both Carlson and Overbo want to have the design finished and submitted so we are ready to move on the project as soon as the financing is complete. Kris Carlson and Mayor Johnson met with State Representative Paul Marquart at the school and discussed how important it is for the City to receive PFA grant funding for the Parke Avenue Project. Carlson reported the draft IUP (Intended Use Plan) is out and the Parke Avenue Project came in at seven (7) points which is below the fundable range with this round of projects. Two things: one, without a bonding bill last year, this current year was a correction year for projects that did not receive funding in 2016 and were pushed back from the previous year; second, Carlson spoke with Steve LaFontaine regarding the Water Main Looping Project and did talk about the Parke Avenue Project as well. The City's situation with the Water Main Looping Project is that we were able to provide details of a health hazard by not having enough water supply, so we were able to receive the 5 bonus points needed to be at 12 points for funding but the Parke Avenue Project did not receive those extra points. When they reviewed the application, the City did not meet the median household income requirements. If the City has met the criteria, they would be guaranteed funding. Carlson is setting up a meeting with the local representative of Rural Development, Laura Pettit from Detroit Lakes to see if the City qualifies for a grant through their program. If grant funding is not available in 2018 the project may be pushed back a year to try again in 2019 with the PFA Grant Application process. Olson asked about the TIGER (Transportation Investment Generating Economic Recovery) grant and if this is something the City should consider applying for these funds. Carlson will follow up with Overbo since the County is taking the lead on the road portion of the project. Olson relayed, he spoke to Clay County Commissioner, Frank Gross, regarding other financing options and suggested the TIGER grant. Carlson will follow up with Overbo from the County because the City is on board to get the water and utilities replaced so this would be a joint project. Olson asked about the TAP (Transportation Alternatives Program) grant, if this would bump up to the next year if we held off on the project. Carlson stated the STIP (State Transportation Improvement Program) grant is scheduled to be paid in 2019. Olson asked if there is a timeline between now and the start date in 2018, or does it look like it will be pushed back to 2019? Carlson stated it looks more likely to start in 2019 but he will meet with Dave Overbo and Erik Hove to review the project memorandum and have it submitted to the State for review. The final plans should be completed

by the end of October or the beginning of November and in the event, we were awarded funding, we would be ready to move forward. Olson asked Carlson what we should tell our residents when they ask about this project. Carlson stated Thorson did not present the project with the PFA funding and had the full cost to the City. The City could move forward but they would be liable for the full cost of the project. We were hoping to receive grant funds to help lessen the cost burden on the citizens of the City. Carlson suggested telling the residents we are hoping to start in 2018 but it may be pushed back to 2019. Olson asked if there would be a cost increase in the construction project if that were the case. Carlson stated it would be close to the same dollar amount for each year and the grant money would offset any increase in construction costs. Mayor Johnson stated Paul Marquart asked to be updated and he will try and help. Savageau asked if we waited until 2019, would it give the school more time to organize the school construction they have been talking about the last few years. Carlson said it would be beneficial if the school had their plans together so we could accommodate some of the schools needs as well. Olson stated we might want to think about waiting one more year, giving the Southview Addition time to grow, which would add more tax dollars we could use for bond payments. Savageau stated even with the 2-year tax abatement on new housing, it only goes up to \$200,000, anything over that amount will be a tax revenue.

Carlson reported on the Water Main Looping Project he is working with Hough Inc. to schedule a start date. He has also been in contact with Steve LaFontaine to relay the City is ready to move on the project. The project is funded 80% from grants which was grandfathered in for funding, 20% will be the cost to the City. Carlson needs to update the project dollar numbers and does recommend to stay with Hough, Inc. for the job because it was delayed with the Highway 10 Project in Glyndon.

Olson went back to item 3.a. on the agenda regarding Engineering Fees in the amount of \$67,889.85 for the Parke Avenue Project and wants more clarification on the fees. Olson recognizes both the County and City are working together on the Parke Avenue Project. Carlson stated Ulteig Engineering is the consultant for the County and because the water and sewer are in an urban section, the County has the Consultants to do the work. They in turn pick up some of the fees and monitor the engineering cost. Savageau asked Carlson being the final plans are due in October, should the City anticipate another billing in 2017? Carlson stated the process is, the City wouldn't see the billing until 2018 at the earliest. The way contracts are set up on these types of projects are milestone billings: when 50% of the plans are submitted, 25% of the fee is billed; when 75% of the plans are submitted, 50% of the fee is billed; and the final bill you get 75%; when bids are in the last 25% of the fees are due. Carlson will figure current numbers for the Council and check on the timeframe when it will be due and suggested contacting the County as well.

b. Ordinance #186 – An Ordinance Regulating Nonessential Water Usage Upon Critical Water Deficiency as Authorized by Minn.Stat.§103G.291, Subd. 1 and 2 – Kimberly Savageau made a motion to wave the complete reading of Ordinance #186 and accept this as the 2nd Reading, seconded by Joe Olson.
Motion Carried.

Affield requested the Public Hearing date be set for 6:45 p.m. on October 25, 2017 and changed the Budget Meeting to 5:45 p.m. on October 25, 2017. All were in agreement.

c. Discussion on Community Center Being Open Daily – Nutrition Services, Inc. are no longer renting the Community Center to prepare senior meals. The few seniors that do receive meals in Glyndon will have the meals delivered to their homes. It was decided the Community

Center will be closed during the day starting October 1, 2017 and maintain the temperature in the building at a reasonable level.

d. Alleyway/Parking Lot at 120 7th St SE and Eglon Ave SE – Mayor Johnson stated there was a meeting between the home owners and apartment owner on September 27, 2017 which all parties agreed ‘No Parking’ signs will be installed in front of the home owners fence by the apartment owner and the homeowner will use the apartment parking lot for access in and out of their fence.

e. 418 2nd Street Update - Chief Cline reported he had a meeting with Darrell Sjothun last week concerning the first citation for Public Nuisance of \$50 that was written on September 15, 2017. The citation was addressed to Sarah Peterson since she is listed as the property owner and a second administrative citation will be issued after 10 days if there has been no change in the appearance of the property. If the citation requirement is not completed Chief Cline will then issue a state citation through Clay County. With this citation they would need to appear in court. Cline informed Council these are procedures that need to be taken if the City wants to pursue legal proceedings.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline reported the Police Department is at 1890 calls of service for the year which averages about 200 calls per month. The flashing speed sign has been up on the east end of Glyndon this past month. There was an accident on the east side of Glyndon involving an ambulance which lost control due to the wet weather conditions, skidded out of control, totaled the ambulance and hit two trees in two residents’ yards. Chief Cline is continuing to work on the accident and incident reports. Cline reported he has completed the annual Post Board Training Compliance Report and the alleged misconduct report which has been sent to the State. Next month, October, the 10-33 Military Surplus Program Report for Law Enforcement is due, this is a report that is sent to the State which includes the department’s tactical equipment in their inventory.

Chief Cline provided an updated budget to Council for review. Cline would like to pursue the possibility of adding a third full-time police officer. Olson stated adding another position is a big step to make, he would like to know what the committee discussion was regarding the justification of adding a third officer. Owings stated he reviewed Chief Cline’s new budget that was presented tonight to Council and feels Cline does a nice job budgeting for his department. Owings stated he feels now is a good time to hire another officer and the meeting they had was productive. Owings stated Chief Cline has put a lot of effort and thought into the request for another full-time officer. Cline stated he has tried to manipulate work schedules so the officers do not have to work every weekend but is not able to make it work between the full-time officers and the part-time officers. Savageau asked for a report of the work schedules now and what is proposed to compare hours. Chief Cline then explained the information he provided which gave Council more of an idea of the logic on the reports and schedules. Chief Cline stated he does not have a support staff but does have Dayley assist when needed and would be willing to not take a pay increase in 2018 to help cover the costs of a third full-time officer. Olson asked how the City is safer with an additional officer. Chief Cline stated there is more coverage for the City of an officer on duty and less gaps during peak times, officers will receive every other weekend off, officer will have a better quality of life, and officers will be able to schedule days off when needed. Owings stated there was a conversation on the career longevity in Glyndon and feel if the officers receive a weekend off and family time, this will be an incentive to stay employed at the City. He stated there does not seem to be an issue with the pay and benefits but working all the weekends. Chief Cline stated when officers are out doing their jobs, revenue will be created,

also another officer would allow him to do his administrative duties. Owings does not want Chief Cline to decline a pay increase for the 2018 budget. Schreiber stated if the department was able to depend on the part-time officers for specific days of the week they could switch the schedule up but this is not the case due to their full-time work schedules. Mayor Johnson asked if the City would be lacking funds for the cost of hiring a third officer and would there be funds available for the benefits. Mayor Johnson would like to see a report on the cost of another officer and cost of benefits provided. Affield said she would put together the numbers and break down of what it will cost the City for the salary, health insurance, retirement, and health savings. Mayor Johnson stated the Police Department is not set up to make money for the City but to protect it. Owings thinks residents would prefer more coverage than not enough for safety reasons.

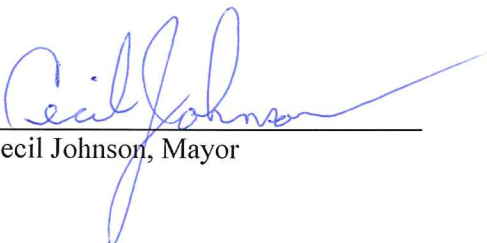
- b. **Bob Cuchna, Fire Chief** – Absent
- c. **Scott Lofgren, Maintenance/Public Works Supervisor** – Absent
- d. **Wendy Affield, City Clerk** – Affield reported she is continuing to work on the budget.

9. **Open Forum** –


10. **Miscellaneous Announcements** –

11. **Adjournment** -

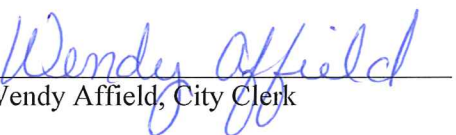
A motion was made by Joe Olson, seconded by Kimberly Savageau to adjourn at 9:03 p.m.
Motion Carried.



Cecil Johnson, Mayor



Susan Dayley, Administrative Assistant



Wendy Affield, City Clerk

September 27, 2017 Glyndon City Council Minutes