

**Glyndon City Council**

**9/13/2017**

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: Justin Schreiber, Joe Olson and Kimberly Savageau, City Clerk Wendy Affield, Administrative Assistant Susan Dayley, Police Chief Michael Cline, Maintenance Supervisor Scott Lofgren, City Engineers Kris Carlson and Alex Ranz.  
**Absent:** Dave Owings  
  
**As Per Sign in Sheet:** Shaun Erickson
3. **Motion to Approve Consent Agenda**
  - a. Minutes – 8-23-17 Council Meeting
  - b. Approve Resolution of Payments – A motion was made by Justin Schreiber to approve the Consent Agenda, seconded by Joe Olson.  
Motion Carried.
4. **Additions to Agenda**
  - Shaun Erickson – 14<sup>th</sup> Street
5. **Motion to Approve Agenda**

A motion to approve the 9/13/2017 Agenda was made by Kimberly Savageau, seconded by Justin Schreiber.  
Motion Carried.
6. **New Business**
  - a. **Ordinance #186 – An Ordinance Regulating Nonessential Water Usage Upon Critical Water Deficiency as Authorized by Minn.Stat.§103G.291, Subd. 1 and 2** – Lofgren informed Council the purpose of this Ordinance is to establish water conservation restrictions; the plan will be in effect any time the Governor declares a state of emergency. The DNR does not want to wait for a Council Meeting to put this in place and they want the Council to designate one person to make that decision, if necessary, to put water restrictions in place. Lofgren stated the Ordinance was drawn up by the League of Minnesota Cities. Savageau made a motion to wave the complete reading of Ordinance #186 and accept this as the 1<sup>st</sup> Reading, along with designating Scott Lofgren as the contact person to establish water restrictions, seconded by Justin Schreiber.  
Motion Carried.
  - b. **Designate One Person to Establish Water Restrictions if Needed** – Maintenance Supervisor Scott Lofgren was designated as contact person in item 6.a.
  - c. **Fire Department Furnace & AC Discussion – Lofgren** – Lofgren reported the furnace needs to be replaced in the office area of the Fire Department, it was installed around

1994 and has not been working correctly. Lofgren stated he would like to have it replaced before winter or close to the end of the year. A motion to replace the heating and air conditioning unit in the office area of the Fire Department for \$6,987.42; to be paid with \$2,500 from the Fire Department 2017 Budget and the balance to be paid in 2018 from the General Fund Budget was made by Joe Olson, seconded by Kimberly Savageau.  
Motion Carried.

**d. 2018 Budget Discussion – Chief Cline** – Expenses: 101-420000-170 Special Purchases - Changed to \$0 because radio purchases have been completed in 2017; 101-42000-200 Office Supplies stayed the same, \$3,200; 101-42000-201 Uniforms – increased to \$5,000 to cover new officer; 101-42000-207 Computer – decreased to \$1,700 because major computer purchases are complete - new laptops in squad cars and a new desk top in the office. There have been some issues with the Byte Speed computers, two of the laptops needed repairs, they are still under warranty but reliability is a concern; 101-42000-208 Training – stayed the same; 101-42000-210 Operating Supplies – stayed the same; 101-42000-211 Vehicle Repair – stayed the same; 101-42000-212 Motor Fuels – decreased to \$11,000 since the cost of gasoline has stayed stable; 101-42000-300 Professional Services – decreased to \$500 since Susan Dayley is able to help with the majority of the transcription that is needed; 101-42000-319 Cell Phone – increased due to Chief Cline needing to replace his phone and if another officer is hired, a cell phone will be needed; 101-42000-320 Air Cards Squads – stayed the same; 101-42000-322 Postage – stayed the same; 101-42000-324 New World – increased to \$24,574 due to RRRDC requiring the City to cover 100% of the cost for the MDC (mobile device in squads) dispatching system. The cost of the New World System has slowly increased from 25% to 50% to 100%, the City is the lowest in the County at 7% - \$21,722 – plus a fee has to be paid for each unit, the City has four (4) units, one desktop and three (3) squad car license for the New World System. Data usage is paid to the City of Moorhead ninety dollars (\$90) per quarter to be part of the VPN (Virtual Private Network); 101-42000-331 Travel Expense – stayed the same; 101-42000-401 Building Repairs – moved to the General Fund; 101-42000-550 Motor Vehicles – needs to be deleted; 101-42000-580 Other Equipment – stayed the same; 101-42000-627 Police Escrow – stayed the same; 101-42000-633 Park Enhancement – needs to be deleted; 101-42000-634 Firearm Purchase – decreased to \$0 since the department will be equipped with enough firearms by the end of 2017; 101-42000-100 Salaries (Chief) – 2% increase to \$61,440; 101-42000-102 Salaries (Officers) – increased to \$128,186 which includes a 2% increase and an additional full time officer. A request was made by Chief Cline to add an additional full time officer to help alleviate the current officers from working every weekend. Cline conveyed he would like to increase the retainability of his officers with a better work schedule, a better quality of life, and hopefully, lead to less turn over and training costs. Cline explained the work schedule if a new officer would be hired stating they would rotate shifts every three (3) months. Discussion was had from Council asking if a different format of scheduling would help with longer shifts, weekend rotations or utilizing the part-time officer more. Chief Cline will work with the scheduling to see if other options are available to decrease the call time and allow his officers every other weekend off. Schreiber asked how many hours a week do the part-time officers receive. Chief Cline stated, they receive two-three (2-3) shifts a month. Cline explained once he trains in a part-time officer they usually apply elsewhere for a full-time position.

**e. 2018 Preliminary Tax Levy Discussion** – Affield provided information on previous years' levy percentages and preliminary tax levy options. A decision needs to be made at the next Council Meeting on September 27, 2017.

**f. Schedule Budget Meetings** – Council discussed options for Budget Meetings at 6 p.m. before the Council meetings on 9/27/17, 10/11/17, and 10/25/17. The Council Meeting on

Wednesday, October 11, 2017 has been changed from a morning meeting to an evening meeting at 7:00 p.m. with a budget meeting starting at 6:00 p.m. A budget meeting was also scheduled for Wednesday, October 25, 2017 at 6:00 p.m. Additional meetings will be scheduled as needed.

**g. Approve Southview Addition Requirements** – Affield reported to Council a meeting was held to discuss Southview Addition requirements for building. Mayor Johnson, Scott Lofgren, Wendy Affield, Susan Dayley, Steven Schroeder, and Kris Carlson discussed a list of necessities which would include details of building requirements in the City of Glyndon. Kelly Richards can include this in his packet of information to new buyers. This way there should be less questions and the purchaser knows what is expected when building a new home. The price of the sewer hookup and dual meter & reader is included on the sheet. Olson asked Carlson his opinion on how the meeting went. Carlson stated the meeting went well and will set a standard for low openings that meet Buffalo Red River Watershed District requirements and to ensure houses are not built too low. Justin Schreiber made a motion to approve the Southview Addition Requirements, seconded by Joe Olson.  
Motion Carried.

**h. 3 Bears Honey – Permission to Maintain an Apiary within the Village Limits of Glyndon – Ordinance #20** – Mayor Johnson stated in accordance with Ordinance #20 written in 1932 regarding bee keeping in the City limits, Council will need to grant a license to Mr. Luthi to allow him to have his bee business in City Limits. Affield stated Paul Luthi, owner of 3 Bears Honey would like to add another building at 320 State Street NE. He has been running his business in the existing building for the last ten (10) years and is ready to expand. Mayor Johnson informed Council he does not know of any complaints in regards to Mr. Luthi extracting honey from his hives. Affield stated Luthi does not want to put up a new building if the Council will not grant him a license for Bee Keeping. Chief Cline stated there have not been any calls for service. Mayor Johnson would like to look at updating this Ordinance in the future. Kimberly Savageau made a motion to approve the application for Bee Keeping for 3 Bears Honey, seconded by Justin Schreiber.  
Motion Carried.

**7. Old Business/Unfinished Business**

**a. Project Updates – Kris Carlson** – Carlson gave an update on Southview Addition stating the seeding was completed, most of the cleanup has been done, the first lift of asphalt has been laid with the final lift being done in 2018, and the boulevards will be hydro-seeded next week. The draft IUP (Intended Use Plan) came out for the Drinking Water State Revolving Fund, which the City requested funding for the Water Main Looping and Parke Avenue Projects. The Water Main Looping Project was approved for 80% paid by these grant funds. Carlson reminded Council they awarded the contract to Hough Inc., contingent upon DWSRF awarding funds to the City. Carlson will contact Hough Inc. to confirm whether or not they will honor the price they had in the bid they submitted for the project. Carlson reminded Council, this was just the draft list from PFA and the Parke Avenue Project was not approved for funding in 2018 because it did not meet the point range for funds. Carlson stated the City can apply for funding next year for 2019 and will be researching other options for funding. Carlson reminded Council there was not a Bonding Bill last year so the older projects have received the funding and the newer projects did not qualify. Carlson is meeting with Clay County Engineers today and will be requesting them to earmark funds to include the water portion of the Parke Avenue Project because the water portion of the project is being replaced since the streets are being redone. Carlson feels part of the reason the City did not score well is because there really hasn't been issues with the water main. Another funding source is the USDA. The timeline is not the most feasible but the opportunity is there. The concern is upsizing from six (6) to eight (8) inch PVC piping, which the USDA does

not fund. Carlson will debate the City is not upsizing for growth but to keep up with the demand. Mayor Johnson asked if the City should look at the Rural Water Association for a 100% loan. Carlson informed Council an option would be to visit with the County and see if the Parke Avenue Project can be pushed back to starting in 2019. Carlson will look into the Safe Routes to School Grant to make sure they will not lose those funds. Carlson said he would look into the GAP financing as well and we should check in with David Drown regarding the financing. Olson asked when the options would be available to Council. Carlson stated he should have something put together by the end of the year. Olson discussed extending Parke Avenue south of 12<sup>th</sup> Street in front of Johnson Park. Carlson stated he has looked at that section and may have some more reasonable options for that section of road. Mayor Johnson asked if we should contact our legislature representatives to help with funding. Carlson thought it would be a good idea to do that.

**b. Discussion Concerning Flashing Speed Sign Installed at 610 State Street NE** – Chief Cline is not in favor of installing the sign. DOT moved the 30-mph speed sign farther to the east to help slow traffic down. Scott Lofgren said there is a portable speed sign that is in storage and could be put up to alert drivers as to how fast they are driving. It was agreed amongst Council to try these other options and revisit this issue later in the year.

**c. Alleyway/Parking Lot at 120 7<sup>th</sup> St SE and Eglon Ave SE** – Affield reported she has received phone calls from a resident stating they would like the access to the alleyway open behind their home. Vehicles are parking in the alleyway so they cannot use it. Mayor Johnson stated the man hole in the alley sits a foot or more above the ground which would not allow access to drive down it. Mayor Johnson suggested having a ‘No Parking’ sign installed in front of their fence entrance. The consensus among the Council is to contact the apartment owners to try and resolve this issue.

**d. 418 2<sup>nd</sup> Street Update- Steven Schroeder** – Schroeder submitted a detailed email as to what needs to be completed before this property would be inhabitable. Chief Cline will issue citations if there is no improvement in the property appearance or vehicles removed that are not licensed or drivable. Citations will be written every ten (10) days if they are still in violation of the nuisance Ordinance #117.

**e. Christmas Decorations for Highway 10** – Affield presented an estimate for Christmas banners. Council decided not to purchase banners at this time.

**Addition to Agenda:**

➤ Shaun Erickson – 14<sup>th</sup> Street Discussion - Erickson stated with the new construction by his property, he was told the road would be put back to its original size to have adequate access to his property. The road has been reduced to fourteen (14) feet and Erickson would like the City to put it back to the same size as it was before construction started in the Southwood Addition. Carlson said the road was narrowed down to keep the public from trying to drive through the pathway to the Southview Addition. Carlson stated it was an unintentional hardship to the property owners and will work on having this corrected, if approved by Council. Since the project is under budget it will be rolled into the project cost. Mayor Johnson wants to look at the road after the Council Meeting.

**8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – Chief Cline reported the Police Department is at 1800 calls of service for the year which averages about 225 calls per month.

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

c. **Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren stated he contacted Pierce Lee Roofing in regards to a bid submitted in November of 2016 for repairing the roof at the Community Center. There was a 6.5% increase in building materials which added \$1,148.55 to the project, bringing the total to \$18,018.55. Lofgren reported Pierce Lee Roofing could have the project completed by October 31, 2017. The process starts with power washing the roof, installing rust inhibitor, repair all loose fasteners, install a sealer over the fasteners, and spray several coats of various material on the roof. This does not include insulation or add any R-value, repairing the leaks only. A grey colored based primer is sprayed on first, then the white top coat. Pierce Lee Roofing has a ten (10) year warranty on their work. Savageau stated there is \$20,000 in the budget for repairs and \$3,000 in the escrow account to help pay for the roof repairs at the Community Center. Lofgren will contact Pierce Lee Roofing to confirm how much time is needed for the repairs. The roofing update will prevent the moisture from coming into the building but if the building sweats, it has not solved the moisture build up inside. Lofgren stated the building needs insulation and ventilation to prevent this from happening. Savageau suggested Lofgren travel to a few other rural communities to see how they deal with the issues Glyndon has with the Community Center. Another suggestion from Savageau was to rollover the \$20,000 and place it in an escrow account. Lofgren will contact Pierce Lee Roofing to help with options for repairs.

d. **Wendy Affield, City Clerk** – Affield reported addresses for the Southview Addition have been received from Mark Sloan from the County. Affield informed Council one (1) home has started construction in the addition. Affield has been in contact with Bill Schultz, the representative for the City Health Insurance plan, and has reported there will possibly be a 22.4% increase in health insurance premiums in 2018. This would be an additional \$102 per person, per month. Schultz is checking on other options for the City. Affield will make a spreadsheet that will list other options once she receives it from Mr. Schultz.

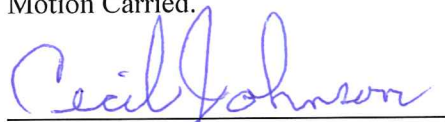
Dayley reported Tracy Ellenbaum with NSI will be completely moved out of the Community Center by the end of this week. Mayor Johnson asked where and how many meals are going to be delivered. Dayley will contact Ellenbaum for that information and report back to Council

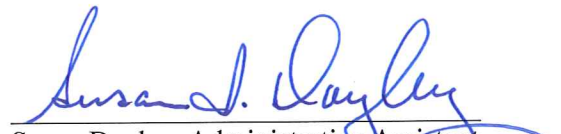
9. **Open Forum** –

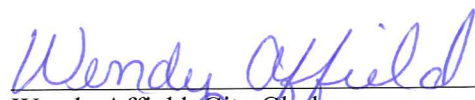
10. **Miscellaneous Announcements** –

11. **Adjournment** -

A motion was made by Justin Schreiber, seconded by Kimberly Savageau to adjourn at 9:00 a.m. Motion Carried.

  
Cecil Johnson, Mayor

  
Susan Dayley, Administrative Assistant

  
Wendy Affield, City Clerk