

Glyndon City Council

8/9/2017

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, City Engineers Chris Thorson and Alex Ranz.

As Per Sign in Sheet: None

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 7-26-17 Glyndon Days Discussion Meeting
 - b. Minutes – 7-26-17 Council Meeting
 - c. Approve Resolution of Payments – A motion was made by Justin Schreiber to approve the Consent Agenda, seconded by Kimberly Savageau.
Motion Carried.

4. **Additions to Agenda**
 - None

5. **Motion to Approve Agenda**

A motion to approve the 8/9/2017 Agenda was made by Joe Olson, seconded by Dave Owings.
Motion Carried.

6. **New Business**
 - a. **Nutrition Services, Inc.** - The City of Glyndon received notice from Nutrition Services, stating they will no longer be serving meals at the Community Center. NSI's 60-day notice of ending the contract was given on August 3, 2017. Concordia College will start preparing meals for the program on August 21, 2017. Tracy Ellenbaum from Nutrition Services asked if the City is interested in some of the equipment. Available is the stove, two (2) coolers, and two (2) freezers. Savageau requested Affield to check with NSI for a price and also look into what new ones would cost from an outside vendor. The Community Center revenue will drop six thousand (\$6,000) a year for not renting to Nutrition Services.

7. **Old Business/Unfinished Business** - Alex Ranz gave an update on Southview Addition. Contractors have finished placing the class 5 on the streets, they are now working on the sidewalk and trail along the pond. The curb is supposed to start today depending on the weather, if not, they will make sure it is prepared and ready. Paving is tentatively set for August 21, 2017 and completion date is scheduled for August 25, 2017. After those items are completed, final site grading and grass seeding will take place. The ditch along 12th Street will also be graded and seeded. Owings stated there is quite a bit of clay in the ditch at the corner of 12th Street and

Lyndon Avenue. Thorson stated they will take a look at that area and there will be a final soil preparation. Sullivan Construction will spread the dirt pile located in his development which will bring the elevation in that area out of the flood plain. Affield informed Council Mr. Sullivan will be bringing in machinery to level the hill. Thorson stated the topsoil will need to be removed prior to leveling the pile. Signs and fencing have been installed to inform people this is private property they are not to be on the hill.

Thorson stated the next step in the Southview Development is preparing the assessments per lot. The assessments in the Charleswood Addition will be based on the current plat. Savageau stated specials are based on a legal property description and if that isn't available, they will have to certify the number of lots that are currently in the plat, if the lot description changes, Sullivan can still change them and have the lots recertified and a new plat recorded. The assessment amounts will need to be to the County by November 15, 2017. Owings asked if the three (3) lots that are not Sullivan's in that area will be assessed? Thorson stated they will be assessed. The amount will change depending on the number of lots in Charleswood Addition.

The Park Avenue plans are 75% complete and a Public Informational Meeting will be at 6:00 p.m. on August 16, 2017 at the Community Center. Everyone is invited and welcome to attend. There will be a short presentation followed by a walk around for any questions residents may have on the plan layout. Olson questioned whether the Parke Avenue assessments have been determined, noting a portion will be put in a bond. Thorson stated the City will assess the adjacent properties that benefit from the sanitary sewer and water main. Thorson informed Council funding through the PFA will be looked at when it comes to those improvements but the amount will not be known until after the project has been bided out. Once the grant funding through PFA is approved the assessments will be reduced. The Water Main Looping Project received an eighty percent (80%) grant funding, Thorson is hoping the Parke Avenue Project will receive the same. The streets and storm sewer work will have expenditures for the City and will also be assessed to adjacent property owners. Thorson informed Council the PFA will cover some of the street work costs because the water and sewer are going in under the street which will have to be torn up and replaced. Thorson explained 2nd Street was in the project plans for funding but is now being replaced by 7th Street since another retention pond is needed for the project. Thorson informed Council a draft agreement was presented to Seter's at the last informational meeting with the County. Seter's are ready to move forward and once the agreement is signed and notarized it can be presented to Council which the plan is to have it for the meeting on August 23, 2017. Mayor Johnson suggested we check into the \$21.5M the State of Minnesota has budgeted for a program designed for small towns with a population less than 5,000. Thorson and Ranz will seek information on the application process and what criteria requirements have to be met. Thorson stated there is a good chance of getting funding for the Parke Avenue Project due to the concern of safety for pedestrians. The goal is to get pedestrians onto sidewalks and trails instead of using the street. Thorson will work with the County to get the application sent to the State of Minnesota.

The PFA final grant funding dollar amount has not been determined for the Water Main Looping Project. Thorson stated he hasn't received information from Steve LaFontaine at the PFA for Glyndon and mentioned we are further down on his list. Thorson said it would be okay because MN Dot has to complete their work in the corridor before we can start our project and there is plenty of time in September and October of this year to begin work.

Thorson stated after researching the question concerning the left turn lane in the west bound lane on Highway 10, it does not turn onto a street access. He found out that it was created to use as a

U-turn to get into the Stockwood Development where there is plenty of room for a semi to make the turn. Thorson informed Council it will not be posted but will be allowed.

Thorson informed Council temporary easements will be available for property owners to review and sign at the Parke Avenue Informational Meeting on the August 16th, 2017. Affield asked what will happen if everyone doesn't sign the easements? Thorson stated if the easements are not approved by the property owner, their lawn will not be graded to match the new curb elevation and their driveway may be more abrupt than they want it to be.

b. Glyndon Days Discussion – Parade - Dave Owings – Owings received a parade entry from Ray Johnson who is a member of the El Zagal Shrine Arab Patrol, stating they have one (1) jumper car and five (5) little jumper cars and would like to be stationed before the floats so there isn't candy on the street when they are doing their jumping with the cars. The Shriners are requesting a \$150 donation from the City for their participation in the Glyndon Days Parade. Mayor Johnson questioned if it is a standard procedure to donate to the Shriners for their parade participation. Owings stated it was. Savageau asked what the past practice has been for donations. Affield stated the City is donating \$100 to the DGF Art class for the young lady doing the face painting. Affield informed Council in the budget there is an account for donations that has three hundred dollars (\$300) in it. A motion to approve a \$150 donation for the El Zagal Shriner was made by Dave Owings, seconded by Joe Olson.
Motion Carried.

Savageau informed Council she has been in contact with the Girl Scouts who will be serving hot dogs at the picnic. They are requesting tables from the Community Center be brought to the park so they can serve from them. The Girl Scouts would also like to use the Fire Department's water coolers for the lemonade, Lofgren will pick them up. Owings asked Lofgren if there were any 'NO PARKING' signs for the parade from last year. Lofgren will check and let him know. Mayor Johnson will set up the supplies needed to cook the corn on the cob. The inmates from the County will be here to help set up for the Community Picnic. Lofgren informed Council all the picnic tables will be brought to Johnson Park, two (2) canopies will be set up that the City owns. Olson will check with Sperr's to see if the City is able to use their canopies for over the cooking area, if not Schreiber will check with Troy DeJong about using the Rod & Gun's. Olson stated the tractor pull has been cancelled for Glyndon Days.

Schreiber asked when the fencing for the beer garden would be set up. Lofgren stated the fencing from Dilworth is here and the inmates will help set it up. Schreiber said there will be two (2) canopies set up in the grass area for shade too. Schreiber asked Council if the Rod & Gun Club could sell beer at the car show. Council discussed and decided they should not be selling beer away from the permitted site. The street will be barricaded off for the porta potty's which will be delivered on Friday. Schreiber stated the food vendor will be setting up on Friday for Saturday's events. Affield informed Council Cash Wise Foods donated twenty-five (25) watermelons for Saturday's events. Council discussed the float for the City Council deciding if they want to use hay bales or buckets of sand to hold up the pictures of the faces of the Council Members.

c. 2018 Budget Discussion – Scott Lofgren (*maintenance, sewer & water*) Lofgren started with Maintenance Expenses: 101-47000-200 Office Supplies will stay the same; 101-47000-210 Operating supplies will be lowered to \$10,000 – Lofgren would like to purchase a snow blower for the bobcat to use on sidewalks. Owings requested the bid for the snow blower be added to the next Agenda; 101-47000-216 Chemicals and Product will be lowered to \$5,000; 101-47000-219 Forestry will be \$5,000; 101-47000-224 Street Maintenance Materials lowered to \$15,000; 101-47000-228 the 2017 \$16,000 from Street Seal Coating will be rolled over, another

\$16,000 for 2018 and the \$10,000 left from the state will total \$42,000 used for seal coating in 2018. Savageau stated Lyndon, Lund and 9th Street need to be seal coated in 2018; 101-47000-300 Professional Services will include aerial spraying for mosquitoes; 101-47000-416 Machinery Rental will include the \$1000 for the Bobcat Yearly Exchange Program. Affield will visit with Eide Bailly; 101-47000-629 Maintenance Department Escrow will roll \$7,500 over from 2017 since the mower will not be purchased until 2018; 101-61000-651 Equipment purchases increased to \$10,000 to go towards the swag mower unit Lofgren will purchase in 2018; 101-47000-633 Park Enhancement will be rolled over for use in 2018; 101-47000-636 Parks Equipment Replacement \$10,000.

Council discussed the park area located in the Southview Development and suggested a plan be drawn up so price quotes can be requested. Owings suggested looking into the cut-up rubber instead of wood chips for that location. Lofgren will compare prices. Savageau informed Council five hundred dollars (\$500) was set aside per lot to be put towards park enhancement, which with eighty-three (83) lots would total forty-one thousand five hundred (\$41,500), which when you are talking about playground equipment the number is low.

Affield informed Council of the bid from DGF High School shop teacher, Jerry Waller, for the Ice Skating Warming House. The City would be responsible for the materials and the students will build it free of charge. A decision needs to be made regarding the siding materials. Wood siding would run three thousand dollars (\$3,000) and would need to be painted for up keep, the one with vinyl siding would cost three thousand six hundred dollars (\$3,600) which would be maintenance free. Council discussed and decided to go with the wood siding over vinyl siding because it may crack and break in the cold. Lofgren will have the electric trenched in to the skating rink location while the Parke Avenue project is being done.

At 8:05 a.m. Joe Olson needed to leave the meeting.

Water Department Expenses: Salaries – no changes at this time; 201-44000-200 Office Supplies increased to \$400; 201-44000-201 Uniforms increased to \$600; 201-44000-208 General Training stays the same – Scott and Devin will be going to training this year; 201-44000-303 Engineering Fees decreased to \$10,000; 201-44000-322 Postage is decreased to \$1,000; 201-44000-403 Improvements other than Buildings increased to \$25,000 (new meters), any new meters installed in the new developments will be purchased by the homeowner. Lofgren discussed having a water line froze to fix shut-off when installing meters instead of having to dig them up would save on professional fees. Lofgren was requested to have an accurate price for how many old meters are left to replace. The water tower paint should last fifteen to twenty (15-20) years before any touch-up is needed.

Sewer Department Expenses: 301-44000-201 Uniforms increased to \$600; 301-44000-210 Operating Supplies increased to \$6,000 (new hardware for lift stations, \$3,700 software for remote readings); 301-44000-300 Professional Services increased to \$17,000 for any lift station repairs; 301-44000-303 Engineering fees decreased to \$5,000; 301-44000-322 Postage increased to \$1,200; 301-44000-381 Xcel-Electric/Gas Bill decreased to \$3,000.

Discussion was had on whether to purchase or lease a generator to use for the lift stations that are hooked up to 208 powers. Council decided it would be more cost effective to purchase and not lease the generator for the lift stations. Costs for a new generator is around \$50,000 and we can work with IPS so the payment can be put into the bond. Lift station pumps are under warranty for 5 years.

Thorson informed Council a construction contingency evaluation figure was added to the Southview Addition project (percentage of project) for any issues that may arise and at this time \$115,000 is still left and could be used for a generator. Council discussed and agree the generator should not be included in the special assessments to the lots in that development. Thorson informed Council when he figured the engineering fees for the project he estimated a little high due to having good weather conditions and a good contractor the project costs are lower than what was anticipated so the engineering fees should drop around \$40,000 to \$50,000. These funds can be used from the City's portion of the bond, not the assessment portion. Thorson will work with IPS concerning the size of generator needed for the lift stations.

Affield informed Council David Drown should be at the Council Meeting on August 23, 2017 or September 13, 2017 to explain things regarding budgeting, bonds and levies.

Mayor Johnson asked Lofgren to start educating Devin Lee on his job duties.

At 9:00 a.m. Kimberly Savageau needed to leave the meeting. Affield will work on the revenue portion of Lofgren's budget.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline reported the Police Department is at 1565 calls of service for the year which averages about 223 calls per month. Chief Cline completed the initial background for Officer Ashley Johnson's and has received her post number. This will allow her to begin the training process. Chief Cline has sent a letter to Sarah Peterson and Darrell Sjothun in regards to their property as to how it is a public nuisance. There is a deadline of August 11, 2017 to correct this and he will be checking the property. If this hasn't been taken care of, appropriate action will be taken. Corn for the Glyndon Days picnic has been ordered and will be delivered tomorrow morning, August 10, 2017. Chief Cline was notified by MN Dot on Thursday, August 3, 2017 about switching over the traffic lights on Highway 10 and Parke Avenue which would be from 11 a.m. to 2 p.m. At 6 p.m. they had not completed this which created a traffic back up all the way to Highway 336 because one car at a time was going through. It was the first day of We Fest which was not a good choice to have the changeover at that time. Owings informed Council he visited with the engineer of the project, discussing how the timing of certain aspects could have been completed more efficiently. Mayor Johnson asked if the traffic lights would be set so the timing would be better for the traffic flow? Thorson responded they will be actuated by traffic flow over loop detectors in the pavement. Chief Cline stated the new lights do have sensors for emergency vehicles. Lofgren stated he has not received the price for the flashing lights to be installed at the Fire Department.

b. Bob Cuchna, Fire Chief – Not Present

c. Scott Lofgren, Maintenance/Public Works Supervisor – Glyndon Days banner is up on Parke Avenue. Continue to set up for Glyndon Days.

Discussion was had concerning flower baskets, flags, and banners for the light poles on Highway 10. Affield informed Council the flower baskets on highway 10 do not seem to hold up with all the wind, they dry out faster. Lofgren stated there is no longer a power source on the poles on Highway 10 so the Christmas ornaments will not work in that area. Council liked the idea of having banners in that location.

Tabled for August 23rd Council Meeting.

d. Wendy Affield, City Clerk – Affield informed Council the estimate for having the Police Department building painted came in at \$8,250 from Matt Fischer who, in the past, had painted the Community Center building. One more bid is needed before we can have it painted this year. Affield needs input or a picture of the table rack that Savageau suggested to be

purchased for the Community Center. Lofgren stated he has picked up 40 chairs that were ordered for the Community Center. Affield stated Kelly Richards wanted the City to add the covenants for his development on our website. After a conversation with the City Attorney, Ken Norman, he recommended that we do not actually put them on our website but have a link to Kelly's website where they can find a copy. Norman stated the City is not responsible to enforce covenants in a development. Richards will have a brochure available in the near future informing purchasers of the 2-year tax abatement and one thousand-dollar (\$1,000) utility incentive offered by the City.

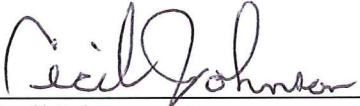
Dayley informed Chief Cline of calls we have received about issues going on at the trailer courts. Chief Cline stated these issues are civil issues between residents and the trailer court management.

9. Open Forum –

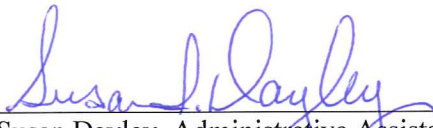
10. Miscellaneous Announcements –

11. Adjournment -

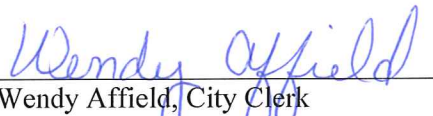
A motion was made by Dave Owings, seconded by Justin Schreiber to adjourn at 9:20 a.m.
Motion Carried.



Cecil Johnson, Mayor



Susan Dayley, Administrative Assistant



Wendy Affield, City Clerk

August 9, 2017 Glyndon City Council Minutes