

Glyndon City Council

7/26/2017

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, Police Chief Michael Cline, and City Engineers Chris Thorson and Alex Ranz.

As Per Sign in Sheet: Peggy Harter, Stantec

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 7-12-17 Council Meeting
 - b. Minutes – 7-19-17 Public Hearing
 - c. 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**
 - Arvig – Joe Olson - Mandating Phone Lines with Internet Service

5. **Motion to Approve Agenda**

A motion to approve the 7/26/2017 Agenda was made by Kimberly Savageau, seconded by Justin Schreiber.

Motion Carried.

Affield requested that Peggy Harter discuss the Quiet Zone status at this time. (7a)

Reference: Progress Report – City of Glyndon, MN Railroad Quiet Zone Activities to date:

- Diagnostic meeting held – Held September 2015
- Initial alternatives considered – September 2015
- Application for waiver for Constant Warning Time (CWT) for the siding track crossing Parke Avenue – Submitted January 2016
- Received FRA determination that constant warning time is not reasonably practical for the siding track crossing Parke Ave – received November 2016
- Confirmed City and County Crossing alternatives supported for consideration – November 2016. Three alternatives were initially considered in the pursuit of the quiet zone for the City of Glyndon. The existing conditions for the three crossings studied (Parke Avenue, Partridge Avenue and CSAH 17) do not support the implementation of a

quiet zone under the FRA's rules for the establishment of a quiet zone. All three alternatives considered include the existing two quadrant gates left at each crossing.

Alternative #1: The first alternative examined included installing non-traversable medians at the crossings at Parke Avenue and Partridge Avenue and no changes made to the crossing on CSAH 17. This resulted in a quiet zone risk index of 20455.18 which is below the Risk Index with Horns of 27648.47. This is a feasible alternative for the installation of a quiet zone. Planning Level Cost: \$30,000.00.

Alternative #2: Alternative #2 included installing non-traversable medians at all three of the crossings. This also resulted in a Quiet Zone Risk Index below the Risk Index with Horns but in communications with Clay County, they don't support the installation of medians at this location due to the speed of the roadway and the state-aid designation. Therefore, this alternative was not pursued further. **No longer an alternative for consideration.**

Alternative #3: Alternative #3 included installing non-traversable median at the Parke Avenue crossing, leaving the CSAH 17 crossing in its current configuration and closing the Partridge Avenue crossing to traffic. This resulted in a Quiet Zone Risk Index of 17956.12, well below the Risk Index with Horns. Planning Level Cost: \$20,000.00.

- Updated traffic counts per recommendation by FRA – completed by Metro COG June 2017
- Re-calculated Quiet zone risk index with updated traffic counts for roadway authority supported alternatives – completed June 2017
- Stantec submitted FRA inventory updates with new traffic data collected in June 2017 to MN DOT – submitted June 2017

Next steps:

- Discuss contract supplement for additional services with the City of Glyndon. Additional services include:
 - Public Input Meeting at the City of Glyndon to determine preferred alternative at Partridge Avenue
 - Completion of both a Quiet Zone Application and Notice of Intent. The original contract only noted the completion of one or the other. Given that no safety measures will be completed at CSAH 17/100th Street – both a Quiet Zone Application and Notice of Intent will be conducted
 - Present the County Quiet Zone alternatives to the Clay County Commission for approval
 - Extend contract timeline
- Public input meeting to determine the public's opinion on the closure of the crossing at Partridge Avenue.

- Determine the fate of the crossing at Partridge Avenue (The quiet zone may be implemented whether Partridge is closed or remains open and non-traversable medians are installed).
- Submit Quiet Zone Application and wait for response from FRA.
- Submit Notice of Intent to establish a Quiet Zone.

Harter explained to Council she can remove Task #1 from the Professional Services Agreement Change Order since the Partridge Avenue crossing will not be closed:

Task 1: Public Input Meeting for the City of Glyndon to gain support on the Quiet Zone Alternatives to move forward – particularly at the Partridge Avenue Crossing to determine whether or not to implement non-traversable medians or close the crossing to traffic. The City of Glyndon will schedule and advertise the public input meeting within the City. Stantec Consulting Services will prepare for and conduct the public input meeting by developing a sign-in-sheet, comment forms, a formal presentation and graphics to assist in depicting the project and the alternatives for consideration for the implementation of a Quiet Zone within the City. Stantec will also be responsible for developing a public input meeting summary to submit to the City Council after the meeting to select a preferred alternative to move forward with at the Partridge Avenue crossing.

Harter stated BNSF prefers crossings be closed instead of implementing a quiet zone at that location. Dave Owings made a motion to approve the Stantec Addendum No. 1 for Supplemental Services Requested with Tasks 2 & 3, deleting Task 1, with no public input meeting, seconded by Kimberly Savageau.
Motion Carried.

Peggy Harter informed Council BNSF cannot stop you from doing the quiet zone if it meets FRA regulations. Harter stated when installing the medians at the two (2) locations make sure they are built to specifications otherwise you may have issues with BNSF. Harter will inform FRA of the Parke Avenue Project in 2018 to check if the process can move forward quicker. Thorson informed Harter during a meeting with BNSF concerning the crossing at Parke Avenue Richard Scott from BNSF mentioned the City would be responsible to replace outdated equipment inside their bungalow at the Partridge Avenue crossing. Harter stated, since the City received a determination from FRA, we do not need a constant warning sign at the spur line. A copy of the determination should have been provided to BNSF from FRA. Harter informed Council if BNSF's equipment is obsoleted it is not the City's responsibility to replace it. Harter stated on the day of the diagnostic meeting it was fine with the exception of the spur line. Harter will make sure Thorson has all the information concerning the subject.

6. New Business

- a. 2018 Budget Discussion – Wendy Affield** – Moved 6a to after 7h on the Agenda.

7. Old Business/Unfinished Business

- a. Quiet Zone Discussion from Stantec – Peggy Harter** – Discussed earlier in the meeting.

- b. Stantec Professional Services Agreement Change Form** – Motion made earlier in the meeting.

c. Project Updates – Chris Thorson – Thorson informed Council we are in the process of discussing an agreement with the Seter's, they are eager to move forward. Lloyd and Jeanene Seter would be exchanging a total of three (3) acres for the retention pond and extension of the 7th Street right-of-way, in turn the City would be extending water and sewer to serve the remaining piece of the larger parcel on the east side of the retention pond. Thorson explained curb and gutter will be installed on 7th Street and a section of road will be extended up to and just slightly past the school entrance by the football field. After that is complete, the road will be condensed down to a twenty-four foot (24') wide street to access their lot. Until future plans develop, we won't extend the road further than that. Owings asked if Seter's would be assessed for the road. Thorson stated they would not be assessed for the road that goes to their lot. Thorson stated this was a better option for the City instead of purchasing and tearing down a house to make room for the retention pond. Cost share with the County is 50/50 on attorney fees and land surveying fees; 50/50 sewer and water; the new part of 7th Street curb and gutter will be 70% cost to the City, 30% cost to the County. If sidewalks are put in on 7th Street it would be 100% cost to the City. In the event Seter's decide to develop their property, they would have to make a petition to the City of Glyndon with their plans. The school will be assessed a portion of the extension of 7th Street which will be 200-250 feet past the existing road. Council discussed the School Board Meeting concerning the option of adding on to the building in Glyndon, stating the School still has a lot of planning to do. Two (2) approaches from the school parking lot on the east side will be closed off on Parke Avenue and new approaches will be on 7th Street along with a four-way stop at Parke Avenue and 7th Street. The sidewalk in front of the school will be directly behind the curb line with parallel street parking. A Utility Meeting is scheduled for August 1, 2017 where Xcel Energy will be discussing poles that need to be moved, what the options are for going underground with the utilities and how to partner in the cost of that portion of the project. Ulteig Engineering and Clay County have tentatively scheduled a Public Informational Meeting for 6 p.m. on Wednesday, August 16, 2017 at the Glyndon Community Center. Thorson will generate the letter for the Public Information Meeting to be sent to the residents of Glyndon. July 31, 2017 is the target date for the plan set to be 75% complete with the updated cost estimates to be presented to the County. Olson asked if there were any loose ends for the TAPP Grant. Thorson stated, because of the federal funds in the project, a project memorandum needs to be compiled and a draft will be presented at the meeting on Monday. Owings questioned the quiet zone potential. Thorson informed Council the road will be constructed with medians as though in the future the City will have the Quiet Zone in place.

Thorson talked to Steve LaFontaine at PFA regarding the two spots on Highway 10 and the Railroad Crossing on Parke Avenue regarding the water main looping project. Thorson asked him what the status was in regards to the award documentation for the City. Thorson informed Council PFA will try and get this documentation out in August. The water main looping project will take approximately 3-4 weeks.

Owings asked Thorson why a specific turning lane was put in on Highway 10 when it does not have a place to go. Savageau thinks future businesses would want to access on Highway 10 and this way, they have the ability to make that happen. Savageau thought it was possible during the striping of the roadway they would have the slash lines indicating it is not a turning lane.

Alex Ranz reported on Southview Addition progress. Informing Council, the water and sewer lines have been installed, storm water lines were just finished today and the rip-wrap and rocks have been put in the storm water pond. When the pond was dug, there was very little water visible for the depth it was dug. All the underground is done and are currently working on leveling off the topsoil. The road sub-grade is prepped and will be ready for the class five gravel after the Geotech material is installed. Installation of drain tile was started today which is under

where the curb will be and stub outs for the sump pump lines to the drain tile. Curb and gutter should be starting in two (2) weeks. Completion for the Southview Addition may be around the end of August.

Owings asked Thorson what the completion date is for the Highway 10 Project. They may need to ask for an extension for the completion date. Mayor Johnson asked if the remaining lilac bushes are going to be removed by the home on Lund Avenue thinking they may be in the way for the sidewalks that are going to be installed.

The second pay estimate was submitted from Sellin Brothers, Inc. in the amount of \$804,801.76. Affield stated it is on the expense sheet included in the agenda packet.

Schreiber asked if a decision has been made in the location of Shaun Erickson's extra garage access. Ranz stated the street on 14th will be extended to the lift station.

d. Discussion Concerning the Preliminary Replat and Vacation of Streets in the Undeveloped Area of Southview Addition (Charleswood Addition) - Thorson informed Council Jim Sullivan's Development will start in 2018 due to changes that need to be made to the current plat. Sullivan plans to either fence or level off the dirt pile that is in the development which will be used to help raise the flood plain level. Thorson has determined it is best not to include the segment on Parke Avenue between 12th and 14th Streets in the Parke Avenue project because the City needs to tie into the storm sewer that will lead into Sullivan's Development. Schreiber asked if it would be better to bond out for both projects at the same time? Thorson stated, he does not see any way around it right now. The process for the Park Avenue bonding will be taken out after the bids are opened and the City finds out what the PFA funding will be. The timeline will be April or May of 2018. There will be assessments that would need to be figured into the project as well.

e. Resolution 2017-14 - A Resolution Vacating Streets in the Undeveloped Portion of Southview Addition Legally Described as:

That part of 15th Street Circle Southeast lying between Blocks 6 and 7; that part of 15th Street Circle Southwest lying between Blocks 3 and 6; all in SOUTHVIEW ADDITION, according to the recorded plat thereof, on file and of record, in the office of the County Recorder, Clay County, Minnesota.

A motion was made by Justin Schreiber to approve the vacation of streets in the undeveloped portion of Southview Addition owned by Jim Sullivan, seconded by Kimberly Savageau. Motion Carried.

f. Approve Preliminary Replat of Southview Addition Being Renamed Charleswood Addition – A motion was made by Joe Olson to approve the Preliminary Replat of Southview Addition being renamed Charleswood Addition, seconded by Dave Owings. Motion Carried.

g. 418 2nd Street – Darrell Sjothun Update – A nuisance letter has been sent for the long grass and weeds on his property. Chief Cline reported there are eleven (11) vehicles, four (4) trailers, and two (2) campers on this property. A police officer knocked on the door of one of the campers at 10:30 p.m. last night to find the camper was occupied. The television and lights were on and there was movement in the camper but no one would answer the door. A patio is set up in front of the camper along with patio furniture and plants. Affield asked Mr. Sjothun if

anyone was living in the campers and he stated there was not, they only use them for the bathrooms. Affield informed Sjothun it is against City ordinance to have people staying in the campers within city limits. Affield talked with Steve Schroeder and was informed nothing has been done to move the project forward. Affield visited with Norman concerning what the next step would be, Norman stated, a process will need to take place now that the house is placed. Chief Cline stated, once his letter is mailed, fines will be issued if not in compliance within fourteen (14) days of notification to remove the vehicles and every seven (7) days until they are gone. Cline will issue an administrative citation from the City, if he fails to pay those County citations will be issued and if they are not paid, it will end up in court. Sjothun applied for a building permit to finish the project but it was not issued because the fee was not paid in full. Cline stated with the weeds, equipment and junk laying around, the lot is considered a safety hazard.

Mayor Johnson asked about the yard at 516 Parke Avenue. Affield informed Council the property is in foreclosure with the Bank of North Dakota and they are responsible for the lawn care. They stated their lawn care company will be there sometime this weekend to take care of the yard and tall weeds. The mowing company comes around every two (2) weeks.

h. Glyndon Days Discussion – A motion to approve paying the insurance fee of \$125.00 for the rider on the City's insurance policy for Glyndon Days Rod & Gun Beer Garden with the reimbursement of the funds was made by Joe Olson, seconded by Dave Owings. Motion Carried.

Additions to Agenda

➤ **Arvig – Joe Olson – Mandating Phone Lines with Internet Service** – A Glyndon resident was concerned about 'mandating phone lines' if you have internet service. Owings's understanding is the only way Arvig can offer internet is through phone DSL. The new additions in town will be supplied with fiber which is a better way of offering internet. Council discussed and agreed this issue is a recommendation from Arvig, the internet service is less expensive if they have a land line. Olson would like Affield to confer with Arvig during the Utility Meeting scheduled for August 1, 2017 with these concerns. Schreiber suggested the resident call Arvig and ask if they can cancel the phone but keep the internet.

2018 Budget Discussion – Wendy Affield (*portion of Fund 101, all 401, 601, 602, 603 & 801*)

Affield started with the expenditure portion of the budget informing Council employee salaries were left the same at this time. Savageau asked when the City would know if health insurance will increase this year. Affield stated our insurance rep will attend the meeting in Fergus Falls and let us know if there is an increase. Affield explained the items she decreased and increased and would like to meet with the Finance Committee to look closer at a few items. Council decided to combine Repairs/Maintenance Building, Buildings and Structures and Improvements Other than Building into one account. Affield requested to remove Engineering Fees from the General Account explaining most fees are designated to a specific project and we have engineering under both water and sewer. Owings feels the City needs to move those funds into Advertising to start promoting Stockwood. Savageau mentioned the shape of the streets in Stockwood and thinks those streets need to be maintained if the City is going to try and sell the lots. Lyndon, Lund and 9th would also need to be looked at for seal coating in 2018. Council made a recommendation that Scott Lofgren request bids for a seal coat project in Stockwood. An estimated amount was added to Red River Co-op Electric for the Southview Addition. Owings asked why certain items were being paid for out of the General Fund. Savageau and Affield stated it was decided on years prior but should be address again. Glyndon Days was increased at

this time but would like to see what happens this year. If the City does not see community involvement, changes may need to be looked at further. The \$20,000 for Community Center roof repairs will be put into an escrow account for use at a later time. Council instructed Affield and Dayley to order new black chairs, tables, coat hangers, and a table rack for the Community Center at a value of \$1000.00 prior to Glyndon Days. Affield stated, in the Garbage & Recycling Fund (*Fund 401*) the twenty-two percent (22%) increase from last year was added to the amount her predecessor put in that account in the 2016 budget, not the actual expense paid out so the figures are not accurate for 2017. The Bond Project Fund will need to be reviewed with David Drown. Affield informed Council this budget review is not a final, she will do more research and adjusting of numbers before the September Preliminary Levy number is needed.

8. Department Reports / Committee Reports


- a. **Mike Cline, Police Chief** – Chief Cline reported the Police Department is at 1480 calls of service for the year which averages about 211 calls per month. Chief Cline completed a Taser Instructor Course and is able to recertify his officers. Part-time Police Officer Position was offered to Ashley Johnson, which she accepted. The background process has started. For safety reasons, Sullivan’s need to put no trespassing signs and snow fence around the dirt pile in their development. The Preliminary Police Department budget has been issued to each council member and the last two pages can be discard and will be replaced with new information.
- b. **Bob Cuchna, Fire Chief** – Not Present
- c. **Scott Lofgren, Maintenance/Public Works Supervisor** – Not Present
- d. **Wendy Affield, City Clerk** – Kelly Richards called to find out what the process was to assigning new addresses in the Southview Addition. Savageau stated he would need to contact Mark Sloan at the Clay County GIS Department stating when the plat is put into the system numbers will be assigned at that time. Jerry Waller from the DGF High School stopped in to see if the City would still like the students to build a warming house for the skating rink, stating his schedule will be filling up soon and he would put us on it if we were still interested. He is checking with Menards on the price list for the materials. Affield informed him once we received the bid she would present it to Council.

9. Open Forum –

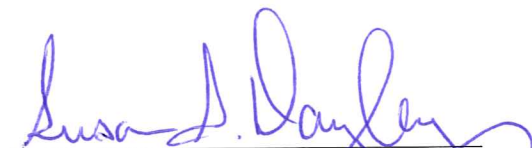
10. Miscellaneous Announcements – For next year’s Council Assignments, Owings requested an Economic Development Committee.

11. Adjournment -

A motion was made by Kimberly Savageau, seconded by Joe Olson to adjourn at 9:50 p.m.
Motion Carried.



Cecil Johnson, Mayor



Susan Dayley, Administrative Assistant



Wendy Affield, City Clerk