

Glyndon City Council

7/12/2017

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

Absent: Administrative Assistant Susan Dayley
As Per Sign in Sheet: None

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 6-28-17 Glyndon Days Discussion Meeting
 - b. Minutes – 6-28-17 Public Hearing Minutes for Ordinance #185
 - c. Minutes – 6-28-17 Council Meeting
 - d. Approve Resolution of Payments – A motion was made by Kimberly Savageau to approve the Consent Agenda, seconded by Joe Olson.Motion Carried.

4. **Additions to Agenda**
 - None

5. **Motion to Approve Agenda**

A motion to approve the 7/12/2017 Agenda was made by Dave Owings, seconded by Kimberly Savageau.

Motion Carried.

6. **New Business**
 - a. **Approve Charitable Gaming Permit for DGF Trap Team – Terry Sperr –**

Drawing will be September 6, 2017 at the Glyndon Rod and Gun Club. A motion to approve a Charitable Gaming Permit for the DGF Trap Team was made by Kimberly Savageau, seconded by Justin Schreiber.

Motion Carried.

b. Schedule Budget Meetings – Scott Lofgren has started his department budget and will have it ready for the August 9, 2017 Council Meeting. Savageau requested Lofgren to send a copy to the Finance Committee before the August 9, 2017 Council Meeting. Affield has started on her portion of the budget and will be ready for the July 26, 2017 Council Meeting. Savageau suggested contacting Bob Cuchna from Fire & Rescue to have his budget ready by the August 23, 2017 Council Meeting. Chief Cline informed Council his expense portion of the budget is ready and the revenue portion will be completed for the September 13, 2017 Council Meeting. Savageau stated she would like to meet with all department heads before final budgets are brought to Council for approval. Chief Cline will meet with the Police Committee to discuss his

budget prior to meeting with the City Council. Savageau would like to set the Preliminary Levy by September 13, 2017 with a realistic figure so property evaluation notices are closer to what the tax levy will be set at.

7. Old Business/Unfinished Business

a. Project Updates – Chris Thorson – Alex Ranz gave an update on the Southview Addition. Water and sewer services should be completed by July 13, 2017; work continues on the pond, hoping to have it completed by next week; Monday three (3) crews will start on the road subgrade; Red River Co-op should have the utilities in by the end of this week. The fill from the pond area is being relocated to Jim Sullivan’s section of his development. Council discussed the ditches on 12th street, stating they need to be leveled out better and more black dirt needs to be placed. Ranz informed Council when Southview Addition is closer to being completed in August, Sellin Brother’s will have a subcontractor prep, grade and hydro seed the ditch. Owings stated the residents in that area will expect to have the ditches put back as they were prior to construction. Affield discussed an email she received asking that the construction crew not start until after 7:00 a.m. on the weekends. Thorson will visit with the contractor. Schreiber asked Thorson if he knew when the section of Shaun Erickson’s driveway is scheduled to be completed, he has not been able to get into his extra garage. Ranz and Thorson stated that section is not scheduled to be completed until later in the project. Thorson stated the pathway was to begin on the east side of Erickson’s driveway but may need to be changed because the City needs daily access to the lift stations. Lofgren stated the lift stations are checked and numbers are logged on a daily basis in the event an issue arises. The road to the lift station is going to be posted as a “DEAD END” road and will be trimmed down to a sixteen (16) foot road.

BNSF has approved the layout of their portion of the Parke Avenue Project. They are in the process of creating an estimate for the crossing panel materials for the road, pedestrian gate arms, trail crossings and sidewalk crossings. It is best to use arms on the trails instead of a maze figuration because of bicycle riders. BNSF suggested having the maze on the sidewalk side which would save approximately \$50,000 to \$60,000.

The Parke Avenue project will need a storm pond on 7th Street, the City and County are continuing to work with Seter’s to obtain land for the pond. Ken Norman is putting an agreement together concerning what the trade for land would be. A meeting will be scheduled once the proposal from the City Attorney is ready for discussion. Mayor Johnson stated the City pays for the cleaning and maintenance on Ditch 68 which hasn’t been done for about ten (10) years, wondering if the City should contact Bruce Albright from the Buffalo Red River Watershed District to find out if Ditch 68 needs to be cleaned all the way to the railroad? Affield informed Council the City is still paying for the last cleaning. Lofgren mentioned some cleaning should be done in Ditch 68 where the bridge is by the bus garage. Owings questioned whether or not the BRRWD gave the City permission to mow Ditch 68 in the City limits. Mayor Johnson stated BRRWD would mow it once and if the City wanted it manicured we would have to do the mowing. Lofgren stated the City does not have the equipment to mow the ditch because the slope is too steep and dangerous. Owings asked what equipment would be needed to mow. Lofgren said it would take a tractor with hanging arms and boom. Mayor Johnson asked if we were making any headway for the cleanup from Parke Avenue bridge to County Road 17. Thorson stated he was waiting on a return call concerning that topic. Thorson informed Council a Utility Project Meeting is scheduled for Tuesday, August 1, 2017 at 10:00 a.m. in the City Hall Council Chambers. Thorson will send the invites to the County and utility companies. Thorson stated, moving forward we will need to schedule public informational meetings and preliminary assessment hearings for this fall. Thorson will develop a timeline for this. Since the project is so large Thorson suggested having these meetings at the Glyndon Community Center and not having

them on a day of a regular Council Meeting. The meetings may consist of a large map to review, a walk around the project location, followed by a question and answering session. Olson would like to know when the meeting will be to talk about what is going to be assessed and to whom. Thorson stated he would like to see these meetings scheduled in November when the plans are 100% in place, which are due by October 15, 2017 to the County. Regarding the PFA Funding on the water and sewer portion of the project, Thorson won't know what the funding package is until after bids are taken in January or February of 2018. Bids are then submitted to the funding agency and hopefully by March a decision will be made as to what funds are available. Once that is completed, there will need to be another assessment hearing in March to report the results of the Grant Funding that will help lower those costs. Property will not be assessed until 2019. Mayor Johnson announced there is a DGF School Board Meeting on July 18, 2017 at 5:30 p.m. Bryan Thygeson, School Superintendent requested City Council, Clay County and Ulteig Engineers attend this meeting to talk about the Parke Avenue Project and discuss additions they are looking at for the school. During the meeting in March, DGF Representatives agreed with the County regarding parking lot accesses.

The Watermain Looping Project updates are; MN Dot is finishing up this month, the City is waiting for the funding from PFA, which should be coming mid-month, will need to get approval and sign the contracts with Hough Construction. As things advance Ulteig will set up a preconstruction meeting.

b. Letter of Credit Update for Southview Addition – Affield informed Council the signed copy of the Letter of Credit was received from the Bank.

c. Bond Paperwork Signed – Should Receive Bond 2017A on July 14th, 2017 – Affield informed Council Mayor Johnson and herself signed the Bond paperwork with Jim Stewart last week.

d. Glyndon Days Discussion – Affield stated, in the agenda packet you would find a draft copy of the Schedule of Events and asked Council to please review and let her know if any changes needed to be made. The City has not heard back from Cash Wise Foods regarding the donation for watermelons or if they will be in the parade. Affield informed Council the budget for Glyndon Days is \$3,500, if we purchase the banner, t-shirts and watermelon, we will be over budget. Affield suggested using some of the funds in the advertising account to purchase the banner which would then leave money in the Glyndon Days budget for other items. Chief Cline discussed the cost of the corn and propane would need to be included. Affield informed Council the City has not been billed for the corn the last few years, Green Leaf Nursery & Produce has donated it. The Craft & Vendor Show will be held in the DGF High School Gym. T-shirt bids are included in the agenda packet. It has been agreed the City Staff and Council will purchase their own t-shirts but the City will pay the \$40.00 set up charge for the wording and purchase a few extra shirts to have on hand for any volunteers. Affield informed Council Terry & Tammy Speer will not be charging a fee for the Kids Tractor Pull activity and will be donating the medals. We will have watermelon available during the Saturday festivities and will need someone to serve. We still need to find someone to be Grand Marshall for the parade. Council discussed more ideas for Grand Marshal, Mayor Johnson will check with a few people. Schreiber reminded Council we need to get an insurance policy rider for the Beer Garden on Saturday. Olson hasn't heard back from the Cub Scouts for the barrel train rides so we should take them off the list of events.

e. Alleyway/Parking Lot at 120 7th St SE and 611 Eglon Ave SE – Mayor Johnson stated a homeowner wants to use the alley coming out his back yard and vehicles from the

apartment buildings are parking in the designated alley so the resident is unable to use it. Affield informed Council Ken Norman stated, it is City property, they should not be parking in that location. Council discussed a few options to resolve this issue. Savageau was concerned about not being able to park in alleys throughout the City. Lofgren suggested putting "No Parking" signs on the fence the resident would like to come out of. Council wants to look at more options before making a decision on this issue.

Tabled at this time.

f. Question Concerning Ordinance #185 and Charleswood Addition – Affield informed Council Ken Norman stated, he will add this Ordinance into the Developers Agreement with Jim Sullivan for the Charleswood Addition so the City does not have to amend the Ordinance.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline reported the Police Department is at 1310 calls of service for the year which averages about 218 calls per month. On July 2, 2017, some unnamed individuals were on top of the High School and broke 17 windows and a glass door. Estimated dollar amount of the damage is \$7,500 to \$10,000. The case is still under investigation. An incident of screws being placed behind the tires of County Deputy squads while parked on the south side of the Glyndon Police Department has brought action to be taken. Lofgren mounted a camera and posted a sign stating the area is under surveillance. Chief Cline has a request in to Lofgren to install a dusk to dawn light in the back area by the Recycle Center due to the darkness in that area. Brandon Boe's last day of work was July 4th, he averaged 20-30 hours a month on his part-time status and has taken a full-time position in Bismarck. The part-time position was posted and six (6) individuals were interviewed. Chief Cline was impressed with Ashley Johnson's skills and qualifications, she is currently working full-time at the Clay County Jail. Chief Cline asked for the Councils permission to offer Ashley Johnson the part-time position. After Johnson is trained in, Chief Cline would like to hire another part-time officer. A motion was made by Dave Owings to offer Ashley Johnson the Glyndon Part-time Police Officer position, seconded by Joe Olson.
Motion Carried.

b. Bob Cuchna, Fire Chief – Not Present

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren feels the City needs to visit with Darrell Sjothun regarding the long grass and number of cars parked on his lot. Savageau has requested an update from Schroeder for the next Council Meeting on July 26, 2017 and also would like to check on the ordinance concerning people living in campers on lots in the City. Owings stated we need to find the ordinance that states the number of vehicles allowed on a property. Lofgren informed Council the lot purchased in Stockwood now has a fence around it and a sign installed. The abundant car issue at 418 2nd Street will be enforced by the Police Department. We would need to check with City Attorney, Ken Norman, as what needs to be done to enforce the safety issue. A checklist needs to be made including what needs to be completed and by when for 418 2nd Street. All the items will need to be completed before Inspector Schroeder can issue a certificate of occupancy. Affield stated Schroeder has informed Sjothun he needs to purchase a new permit for the addition, siding and any other outside work that needs to be completed. Owings suggested a lawn letter be sent to Sjothun as well.

d. Wendy Affield, City Clerk – Affield informed Council she received a complaint concerning a child shooting a bow and arrow in City limits and then received another complaint concerning the same child shooting a BB or pellet gun. Affield stated Dayley will send a letter out with the ordinance and information concerning the shooting site at the ponds that can be used. Lofgren stated he has heard good comments about the shooting range area at the ponds and will bring garbage cans out there to keep it clean. Affield informed Council the City has received the

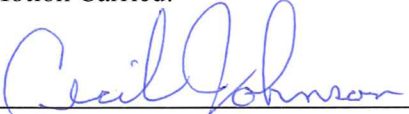
first half of the property tax check from the County. Owings asked if there were any more inquiries concerning Stockwood lots. Affield responded, no there has not been. Mayor Johnson would like to visit more about the advertising budget for Stockwood. Owings suggested to wait until next year when the housing development is further along and maybe do a commercial like Barnesville did promoting lots in both Stockwood and the housing developments.

9. Open Forum –

10. Miscellaneous Announcements –

11. Adjournment -

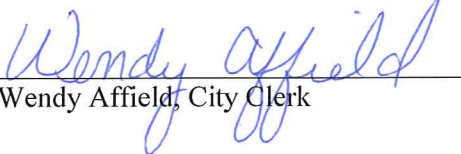
A motion was made by Justin Schreiber, seconded by Kimberly Savageau to adjourn at 8:20 a.m. Motion Carried.



Cecil Johnson, Mayor



Susan Dayley, Administrative Assistant



Wendy Affield, City Clerk

July 12, 2017 Glyndon City Council Minutes