

**Glyndon City Council**

**6/14/2017**

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, Administrative Assistant Susan Dayley, Police Chief Michael Cline, Maintenance Supervisor Scott Lofgren, City Engineer Chris Thorson and Alex Ranz.

**As Per Sign in Sheet:** None

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 5-24-17 Glyndon Days Discussion Meeting
  - a. Minutes – 5-24-17 Council Meeting
  - b. Approve Resolution of Payments – A motion was made by Kimberly Savageau to approve the Consent Agenda, seconded by Justin Schreiber.  
Motion Carried.

4. **Additions to Agenda**
  - Budget Discussion – Kimberly Savageau
  - Commercial Signs in Residential Districts

5. **Motion to Approve Agenda**

A motion to approve the 6/14/2017 Agenda was made by Justin Schreiber, seconded by Joe Olson.  
Motion Carried.

6. **New Business**
  - a. **Petition for Street Vacating** – Kimberly Savageau informed Council the Planning Committee met with Jim Sullivan to discuss the vacating of streets and replat of a portion of Southview Addition. After listening to residents' concerns on the way the development was replatted Mr. Sullivan decided to change back to the original plat design with changes to the lot sizes. Savageau explained the blue section on the map are the streets that will need to be vacated prior to the replat being approved. A Public Hearing needs to be scheduled for both the vacating process and the preliminary replat process. Sullivan would like to start the project this year with the possibility of housing being constructed.

**b. Petition for Preliminary Replat of a Portion of Southview Addition Renamed Charleswood Addition** – Discussed a, b & c topics together.

**c. Set a Public Hearing Date & Time - Street Vacating for a Portion of Southview Addition & Preliminary Replat for Charleswood Addition** (*Set for July 19<sup>th</sup>, 2017 at 6:00 p.m./Council Chambers*) - Savageau stated Sullivan is requesting to replat his addition and calling it Charleswood Addition. Owings expressed concerns of confusing the Charleswood Addition in

Glyndon, MN to the Charleswood Addition in West Fargo, ND. Thorson does not think it should be an issue. Savageau stated at the Planning Commission meeting they discussed that the Ordinance states, when vacating streets, we have to notify residents within 300' (three hundred feet) of the location. There was a consensus to notify everyone in the existing Centennial Addition and others in the Southview Addition. A question was raised whether to notify the property owner of the farm land next to the addition even though they aren't in the City Limits. It was agreed upon the more we notify, the better it would be. Council discussed the preliminary plat that was included in the agenda packet and feel it is a much nicer design than the previous one. Savageau informed Cline the safety route between the two developments will be in the same location as the previous plat. A motion was made by Joe Olson to approve the date of July 19, 2017 at 6:00 p.m. for the Public Hearing of the Street Vacating in a portion of Southview Addition and Preliminary Replat for a portion of Southview Addition being renamed Charleswood Addition, seconded by Dave Owings.  
Motion Carried.

**d. Legislative Update from Paul Marquart** (*informational only*) – Updates on Taxes, Bonding, REAL ID, E-12 Education, Health Care and other items.

**e. Arvig/Red River Co-op Electric Provide Fiber to Southview Addition** - Thorson stated there will be a joint trench between Arvig and Red River Co-op Electric that will be providing fiber optic services to the Southview Addition. Owings brought up the issue of the new addition having better cable and internet services than the rest of the City. Arvig stated they will not replace existing equipment unless it is damaged. Arvig will be running two systems in the City Limits of Glyndon until it becomes cost prohibited for them to change everything to fiber optic. Owings stated Arvig will need updated equipment in their office to provide fiber optic services to the new development. Owings notified Arvig concerning the Parke Avenue Project scheduled for next year and mentioned it would be a good time to install fiber optic cable. Olson suggested notifying Arvig of all new street projects so they can install the conduit for future fiber optic cable. Owings reported Midco will not bring services to Glyndon until there is a minimum of 500 homes in the City. The City of Glyndon is currently at 368 homes. Owings and Thorson will meet with Arvig to discuss the short term and long-term street projects to help make it more cost effective.

**f. Sales & Use Tax Audit** – The Audit of Sales & Use Tax return is complete for October 2013 to March 2017. This audit is done every three (3) years.

**g. Minnesota Board of Peace Officer Standards and Training** – Mayor Johnson thanked Chief Cline for the good reports on the compliance review from the Minnesota Board of Peace Officer Standards and Training. Cline explained this audit is to check the training records to make sure their officers are receiving the training and continuing education needed to keep their licenses. Cline stated the department received a certificate and a challenge coin for a job well done. The Council thanked Chief Cline for doing a great job leading his officers.

## **7. Old Business/Unfinished Business**

**a. Project Updates – Chris Thorson** – Thorson informed Council they can review the water main looping project now that the Bonding Bill has passed. Thorson visited with Steve LaFontaine at the PFA regarding the funding. LaFontaine stated it takes three (3) weeks to get awards out for the projects, which means it will be the first part of July before the authorization to move forward and signing of the contracts with Hough, Inc. will happen. Thorson stated he will be working with MN DOT to see when it will be the best time to coordinate projects. Thorson needs more information regarding the timelines before he can bring them to Council. Thorson

informed Council the City may have to hold off on this project until next year and he will check to make sure the funds can be held until then.

The Parke Avenue Project timeline starts with July 15, 2017 as to having 75% plans completed for the project. Challenges being worked on are the storm water pond needed on 7<sup>th</sup> Street and working with Seters for an agreement to obtain the property for the pond. The layout will be sent to Clay County and they will initiate a meeting with Seters as to whether they will sell that property.

Thorson informed Council due to the replat of the portion of Southview Addition owned by Jim Sullivan the impervious street surface has been decreased which means there is less street length compared to the old layout. The storm water pond is now oversized so his thought would be to use the Southview Addition storm water pond for drainage to the intersection of Parke and 14<sup>th</sup> Street. Drainage would go to the pond in Southview rather than down Parke Avenue on the County Project next year. It would be less distance and cost for laying the pipe. Thorson will be working with LJH on the calculations needed for the new replat and what is required for the segment of Parke Avenue. For the next Council Meeting Thorson will have layouts regarding the segment of Parke Avenue by Johnson Park which will show the sidewalks, parking and storm sewer routing.

Thorson informed Council BNSF is not interested in eliminating the train spur that crosses over Parke Avenue, this brings some complications for the sidewalk crossings on both sides of the roadway and how to complete the crossing at the spur line because it's at an angle. Thorson is working with the Railroad on layouts, approval, main arm gate crossings and the fenced in maze that is required on the sidewalk side. In mid-July when the plan set will be 75% completed showing where the storm pond will be, Thorson wants to schedule a utility meeting with Arvig, Xcel, and Midco. Owings will contact Midco. Several meetings will need to be scheduled for public information along with preliminary assessment hearings to let property owners along the project know what their potential assessments may be. The assessments would include the water and sewer lines being replaced, the share cost to the City for the road, and how to assess or not to assess for the trail. Savageau stated she would contemplate changing the assessment process for the Parke Avenue Project so it would include all residents since Parke Avenue is a main thoroughfare in the City. Thorson stated there are several cities that do not special assess but have a higher general levy through City funds, this may be an option for the project. Olson feels there needs to be more research on this topic. Public hearings will be held late fall. Thorson stated it will have to be after we know where the City is on the PFA funding list for the water main and sewer agreements. There will not be solid dollar amounts on the project until the project goes to bid.

Engineer Alex Ranz discussed where the Southview project is, stating the crew is working on the sanitary sewer lines at this time. The project is ahead of schedule with two (2) crews working. The pond is on schedule to be dug next week along with the water main on 12<sup>th</sup> Street.

Thorson informed Council there will be a pay estimate from Sellin Bros. for the work being done in Southview Addition at the next Council Meeting. There was discussion regarding the payment approval since there is no Letter of Credit in place from Kelly Richards' bank and a contract has not been signed between the City and Sellin Bros. Thorson informed Council it can be approved contingent to the Letter of Credit being received and the contract signed.

**b. Southview Street Lights/Walking Path Lights Changed from Black to Bronze** – Kelly Richards had contacted Affield to see if it was alright to change the light color from Black to Bronze. Affield wanted Council to know this change was made.

**c. Letter of Credit Update for Southview Addition** – Thorson reported he spoke to Kelly Richards and said there is no Letter of Credit from his bank due to a title opinion on an out of state property that is being factored in. Savageau stated at the recent Planning Commission meeting, the bank thought they would have the Letter of Credit ready by June 13, 2017. Savageau informed Council title opinions do take time to complete. Thorson stated once the Letter of Credit is received, the contracts can be signed by the City which will then authorize Sellin Bros. to proceed on the Southview project. Olson reminded Council signing the Developers Agreement was contingent upon receiving the Letter of Credit, once that is done, the City will award the construction contract to Sellin Bros.

Olson suggested having another Capital Improvement meeting to complete some of the open-ended questions and concerns that were raised at the previous meeting. This needs to be done to bring the plans to the City Council. Thorson thought it was a good idea to get some numbers put together for next year's budget.

**d. Glyndon Days Discussion – Scott Lofgren** – Lofgren reported he has received a price quote on a 3' x 20' banner for \$185. Council discussed the sign should be double sided, so Lofgren will request more information on that and what can be done about changing the dates year to year. Mayor Johnson suggested asking approval from Clay County and Xcel Energy to hang a banner on Parke Avenue using the electric poles. FRS Industries would need 10 days to make the banner and it should be able to be used each year if stored properly.

**e. Budget Planning – Kimberly Savageau** – The Finance Committee would like to have the preliminary levy set within 1-3% of what it is going to be. Mayor Johnson and Savageau would like Department heads to start working on their budgets. Savageau would like to see one department's budget discussed at each meeting and then once it is more finalized everyone can be part of the last meeting. Savageau would like to have a budget work binder put together for future Council Members. A request by Savageau was to include a side note on the budget line explaining why there is a difference from the previous year's budget. The preliminary levy needs to be set by September 15, 2017.

## **8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – Chief Cline reported the Police Department is at 1176 calls of service for the year which averages about 196 calls per month. Cline stated there is a company called PATROL, Peace officer Accredited Training Online, it's online training he can enroll his officers for \$90 per officer. It is offered through the League of Minnesota Cities Insurance Trust, which they are members of. It gives the officers extra training in place of sending an officer to off-site training and is more cost effective. There is money in the training budget for this training. The Bismarck Police Department is running a background check on Brandon Boe, one of the part-time officers. Cline has an advertisement out for a part-time officer. Cline spoke very highly of the lighted stop signs on 12<sup>th</sup> Street and feels it has made a difference slowing the traffic down in that area. Cline is scheduled to attend a Taser and Instructors course July 18 and 19, 2017, sponsored by the Hawley Police Department. Cline is concerned with the turn signal stop lights on Parke Avenue and State Street in the construction zone because the middle green light stays on and motorists are turning left when they should be stopped because it technically isn't a turning lane at this time. Cline would like to see the turn

signal light covered because he is concerned about possible accidents when motorists are crossing the intersection. Thorson will contact MN Dot in regards to that issue.

**b. Bob Cuchna, Fire Chief** – Not Present

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren reported on the banner options stated above in section 7.d. Savageau would like to see how this year goes with Glyndon Days before purchasing a banner. Schreiber feels once the shell of the event is in place it should not be hard for whomever takes over next year, stating the Council could help assist if needed. Lofgren informed Council the flashing stop signs have been placed, he will be installing another 30-mph speed sign and a basketball hoop has been added to the City Park so it will be ready for the 3 on 3 Basketball Tournament during Glyndon Days. There will be three courts available for the tournament. Olson directed Lofgren to have staff available on Saturday of Glyndon Days to help set up, change garbage cans and clean up after 5 p.m. Lofgren stated they have the barricades and cones on a trailer to put out for Glyndon Days

**d. Wendy Affield, City Clerk** – Attending the LOMC Conference in Rochester.

**e. Susan Dayley, Administrative Assistant** – Discussed commercial signs being placed in residential areas. Chief Cline informed Council Myron Knodel had a commercial sign placed in the yard of his residential apartment complex directing people to his business establishment down the road along with beer sale advertisement. Owings stated when he visited with Knodel he informed him the sign he attached was larger than what the ordinance allowed but did not recall all the specifications under the sign ordinance section. Owings informed Council Knodel was questioning why the ice cream social signs are allowed. Owings quoted section 23.04 Section B. of the ordinance *“Provided however, portable signs advertising special events or fundraisers for non-profit organizations are permitted for a period not to exceed thirty (30) days at a time for each special event.”* Owings stated he is for profit, he is a business, he is there to make money so according to the ordinance he is not allowed to have the sign at that location. The larger sign was taken down but the smaller one is still up. Dayley questioned if the smaller sign directing to the Hill Lounge should also be taken down. Owings stated Myron purchased a permit from Denise Anderson and Steven Schroeder to allow him to install the sign, he followed all the regulations. Dayley was instructed to find the paperwork for the original permit issued for the sign placed by the apartment complex. Olson feels if an issue like this happens again it should be brought to Council so they can instruct the Clerk as to what process needs to be taken so a resident or business owner does not think they are being singled out. Owings and Dayley both mentioned to Myron he can come to Council to discuss this issue. Once the information has been compiled Council will decide what direction to take and if needed they will contact the City Attorney for his advice. Schreiber asked about putting up a sign in Glyndon advertising the Southview Addition so people driving through on Highway 10 know that there are residential lots available for sale. Savageau stated, it is the developer’s responsibility to do the advertising for their development. Council discussed having information on the website concerning the new development. Dayley informed Council Affield is showing her how to make changes to the website but feels the City may want to look into updating their site. Owings informed Council Affield, Shawn and himself were supposed to meet to make some changes but with the changing of employees it has been hard to find the time. Savageau suggested having Affield and Dayley start make a list of changes to the website and have Shawn from Simple Website Creation come in and do them when he has time. Schreiber suggested a digital newsletter be available on the website.

Lofgren informed Council a resident planted trees in the city right-of-way. Council directed Dayley to send a letter to the resident. Savageau asked Lofgren if he has any news concerning the bridge over the coulee that was talked about at an earlier council meeting. Lofgren stated Bruce Albright from the Buffalo River Watershed District feels that an engineer needs to be

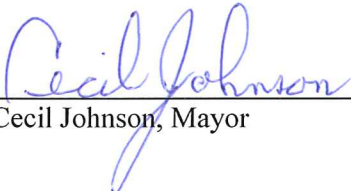
consulted because more than likely, the bridge will become a permanent fixture. Lofgren suggested a steel structure with minimal maintenance. Further discussion at a later date.

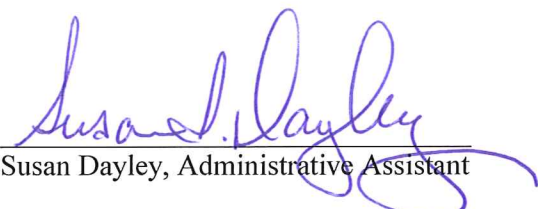
**9. Open Forum –**

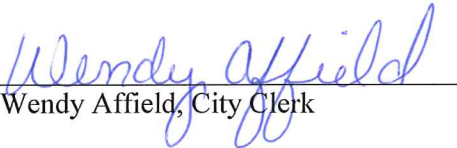
**10. Miscellaneous Announcements –**

**11. Adjournment**

A motion was made by Kimberly Savageau, seconded by Joe Olson to adjourn at 8:47 p.m. Motion carried.

  
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Cecil Johnson, Mayor

  
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Susan Dayley, Administrative Assistant

  
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Wendy Affield, City Clerk

June 14, 2017 Glyndon City Council Minutes