

Glyndon City Council

5/10/2017

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 Engineer Chris Thorson and Alex Ranz.

As Per Sign in Sheet: Caleb Tommila, Eric Behrens, Beth Behrens and Emily Meyer

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 4-26-17 Council Meeting
 - b. Motion to Approve Resolution of Payments – Dave Owings made a motion to approve the Consent Agenda, seconded by Joe Olson.
Motion Carried.

4. **Additions to Agenda**
 - None

5. **Motion to Approve Agenda**

Motion to approve the 5/10/2017 Agenda was made by Kimberly Savageau, seconded by Justin Schreiber.
Motion Carried.

6. **New Business**

a. Emily Meyer – Splitting Land in Rural Glyndon (within Ordinance #183 – 1 Mile Extraterritorial Area) – Emily Meyer introduced herself as the daughter of Eric and Beth Behrens. Discussion was had regarding splitting the land at 575 100th St N in order to build a new home. Tim Magnusson, Planning Director for Clay County, instructed her to contact the City of Glyndon because of the 1 Mile Extraterritorial Area. Eric Behrens stated the original farm house would eventually be torn down. It was stated there would be one approach for both properties. Meyer acknowledged they would adhere to the stipulations of the distance between the homes and are not requesting city services.

A motion to approve Emily Meyer’s request to split land in rural Glyndon following Ordinance #183 was made by Dave Owings, seconded by Kimberly Savageau.
Motion Carried.

b. Tranquility Building Services – Commercial Janitorial Services - Community Center Stripping & Waxing the Floor – Wendy Affield – Mayor Johnson asked Maintenance/Public works Supervisor, Scott Lofgren if the inmates still do the waxing and

stripping of the floors in the Community Center. Lofgren stated it depends on how many coats are applied it can take up to 2 (two) full days for them to complete the project. Caleb Tommila spoke on behalf of Tranquility Building Services, stating they are proposing an offer to strip, add three (3) coats of wax, and seal the floor of the Community Center. They would like to do this project in exchange for rental services of the building. Tommila stated the City of Glyndon may provide the supplies to keep costs at a minimum. They are requesting to have a credit balance with the City of \$1,020 and each time they rent the Community Center it will be deducted from their credit account. Tommila informed Council the church they are members of uses the Community Center for gatherings, clothing exchanges, ice cream socials, etc. Tommila stated the job should take a day to complete. The longevity of the waxing can be 1-2 years. Olson asked if they would be buffing the Community Center to make the shine last longer. A motion was made by Joe Olson to have Tranquility Building Services strip, wax and seal the floor of the Community Center in exchange for the use of the Community Center with a credit of \$1,020, seconded by Justin Schreiber.
Motion carried.

c. CoStar Commercial Real Estate – Affield received a phone call from Julianne Kapelka, Research Associate with CoStar Commercial Real Estate based out of Washington, D.C. She is wondering if the City of Glyndon would grant them permission to list the Stockwood Addition on their website. Subscribers to the nationwide website pay a fee to view the commercial listings that are advertised for sale or lease. There would be no cost to the City of Glyndon. A motion was made by Joe Olson to approve advertising the Stockwood Addition on the website of CoStar Commercial Real Estate, seconded by Kimberly Savageau.
Motion carried.

d. Nutrition Services Community Center Update & Question – Tracy Ellenbaum’s Request – Dayley explained Nutrition Services, Inc. will continue making meals at the Community Center since they were able to hire someone to continue making the senior meals. Tracy Ellenbaum’s has requested decreasing the monthly rent because they are making 25 less meals per day. Discussion was had by the Council regarding the rent and concluded they would be willing to go down to \$450 per month. Owings directed Dayley to collect the meal counts for the last 3-5 years.
Tabled until May 24, 2017.

7. Old Business/Unfinished Business

a. Discussion on Walking Path & Mailboxes in Southview Addition – Savageau stated there would be too much liability for the City if they allowed a building for the mailboxes to be built on City property. Lofgren agreed with Savageau regarding the liability to the City. Discussion was made about vandalism, maintenance, mail carrier accessibility, key fob keeper in the future and the possibility of people slipping and falling. A motion was made by Mayor Johnson to deny a separate building for mailboxes being built on City property, seconded by Joe Olson.
Yea: Johnson, Olson, Savageau. Nay: Owings and Schreiber.
Motion carried.

The walking path will be located around the retention pond. There will be 3-4 easement accesses available for the public that are highly visible, which will be dedicated to the City of Glyndon. The walking path is 10 feet wide for easy maintenance and access to the holding pond and lift station. Thorson stated the access to the lift station was included in the bid packet for

maintenance purposes. Owings broke down the proposed cost of the walking path: \$96,000 for the path, 15% for Engineering fees, bringing it to \$110,000; split the cost – separating it to \$55,000 over 10 years at 4% interest; it breaks down to approximately \$7,700 per year for the annual payment. Owings stated the walking path would be a benefit to the new citizens of Glyndon. Savageau stated if there isn't a walking path, the public will naturally make a path around the pond and all the grass will be damaged. Richards stated, along with the streetlights, which will be special assessed to Southview, the lighting around the walking path is not an extra cost to the City. The fountains will be paid for by Richards as well. The City's share would be included in the Bond so a loan would not have to be taken out. Richards stated the pond will freeze over and can be used for a skating rink. Thorson stated the deepest point in the pond would be 4-5 feet. Richards agreed that a 50/50 split would be fair for the construction of the walking path. A motion was made by Dave Owings to approve a walking path in Southview and splitting the cost 50/50, seconded by Justin Schreiber. Yea: 5, Nay: 0.
Motion carried.

CITY COUNCIL SPECIAL MEETING – The City of Glyndon will be holding a Special Meeting on Monday, May 15th at 4:30 p.m. in the City Hall Council Chambers, the meeting is to discuss and finalize the Developers Agreement between the City of Glyndon and Kelly Richards/Southview Addition.

Included in the Developers Agreement will be a \$500 per lot assessment amount designated for park/playground equipment.

b. Games to Go – Glyndon Days – Wendy Affield – Affield stated there is \$3,500 in the budget for Glyndon Days which is scheduled for August 10-12, 2017. The Hill Lounge and Morty's Bar & Grill organize their own events which may include a golf tournament, bean bag toss, etc. Council and staff will recruit people to help organize Glyndon Days for next year. Fire & Rescue will organize the 5k and 10k run/walk. A Glyndon Days Committee meeting will be held at 6:00 p.m. before the May 24, 2017 Council Meeting. Owings requested the meeting to be recorded by Affield or Dayley. Olson requested City staff to help out where needed for set up. A motion was made by Kimberly Savageau to order bouncy houses from Games to Go for the Glyndon Days picnic, seconded by Dave Owings.
Motion carried.

A motion was made by Dave Owings for the following assignments for Glyndon Days: Owings will organize the parade and Tollefson car show. Olson will help out with donations and organize Saturdays activities. Schreiber will contact the Rod & Gun Club to organize a street dance and attempt to reach out to vendors willing to come to Glyndon Days. Savageau will organize the picnic, seconded by Justin Schreiber.
Motion carried.

c. 1st Reading of Ordinance #185 – An Ordinance Regulating the Construction of Housing Structures in the Southview Addition to be Built with the Low Opening Above the 925.00 Elevation – Kimberly Savageau made a motion to wave the complete reading of Ordinance #185 and accept this as the first reading, seconded by Dave Owings.
Motion carried.

A motion made by Dave Owings to set the Public Hearing for June 28, 2017 at 6:30 p.m. prior to the City Council Meeting at the City Hall Council Chambers, seconded by Justin Schreiber.
Motion carried.

d. Closing Date for CGM Holdings, LLC. – May 25, 2017 – Affield reported Clay County Abstract Company would be handling most of the paperwork that needs to be done. Ken Norman has been in contact with them as well.

e. Update on Parke Avenue 2018 Reconstruction Project – Chris Thorson – Thorson provided a draft copy of the updated CIP (Capital Improvement Plan) for the next five (5) years starting in 2018. Thorson, Owings and Olson met last week to go over revisions and restructure for the City. Specifically, Parke Avenue, what side streets needed to be added to the project and what is most feasible. 2nd Street was included at one point but it's unclear if the project would extend two (2) blocks down to Eglon or four (4) blocks to Andrews. Thorson would like to have this quadrant of town included in the project so there is only one project. Discussion will need to be had as whether the streets should include curb and gutter or leave the ditches and only replace the streets. At this time 2nd Street has been taken out of the Parke Avenue Project. A half block section of new pavement will be installed to tie into the portion of 5th Street that was done in 2010. 7th Street needs a storm water pond to the west side. Lofgren stated the sewer line is 8" PVC from Parke Avenue west and is in fairly good shape. Curb and gutter is recommended from 7th Avenue heading west. Thorson stated the 12th Street water main loop will not affect the pavement part of the project because it will be installed in the ditch. Olson suggested further discussion is needed for 2nd Street repairs. Lofgren stated the west end of 12th Street has an 8' ditch that is not used and can be filled in. Thorson suggested it be brought up to a 2' ditch level.

Parke Avenue up to 14th Street/back lot lines between two homes that are in place that would tie into Sullivan's property. Affield stated Sullivan's will be coming to the Council to start the process of vacating the streets.

Parke Avenue from 12th to 14th street will have parking on both sides by Johnson Park with sidewalks on the east side of the street. Thorson confirmed the estimate included the extension and the home owners would be assessed for the street improvement. Olson stated that a Public Hearing would be needed for the project in that area. Olson reminded Council there is a street reconstruction project in 2020. Savageau asked Thorson where pedestrians will be routed from Parke Avenue during the construction project. Savageau suggested a walking bridge be installed on 10th Street to connect with Parke Avenue to keep the kids on the east side of the project. Lofgren would like to see a permanent walking bridge in that area. Owings suggested a permanent concrete piece for a 4-5-foot bridge. Lofgren was instructed to contact Buffalo River Water Shed to put the walking bridge in place.

Thorson stated they would be meeting with Clay County on May 11, 2017 at 10:00 a.m. for scheduling and to review the preliminary plans for the storm water along with coordinating with BNSF concerning the Quiet Zone aspects of the project, recommending 100' feet of curb median be installed on both sides of the tracks on Parke Avenue and Partridge. Thorson will be putting together approximate costs for that project. Savageau asked about the variance the City applied for on the BNSF spur. Thorson said he would follow up on that with Peggy Harter. Thorson informed Council there is a meeting with BNSF May 24, 2017 at 10:00 a.m. in the Glyndon City Hall Council Chambers. Public meetings will be scheduled this summer for upcoming projects. Olson stated that Mayor Johnson, Thorson and himself met with School Representatives, along with the County to discuss Parke Avenue and the area in front of the school. Thorson distributed a draft copy of the Capital Improvement Plan hoping to have it finalized by the end of the year. Owings wants to look at the special assessments that would affect homeowners with the Capital Improvements on the 12th Street Paving projected in 2022. Owings stated the homeowners have already been special assessed for improvements on 12th Street. Savageau stated that all homeowners were special assessed the same amount regardless of the size of their property.

Owings stated there were some mistakes made when that project was special assessed to the homeowner and the City Council needs to come up with a plan that is fair to all parties involved.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline reported the Police Department is at 880 calls for the year which puts them on schedule as with 2016. State Audit was held the previous week with no deficiencies. Three (3) officers are scheduled to attend EDOC training on May 31, 2017, which is a defense driving class they take every three (3) years. Cline stated he's waiting for the State Fire Marshall's report on the commercial fire that occurred Saturday, May 6, 2017 to Andy's Woodworking. Mayor Johnson asked if that company was a classified business in the City of Glyndon and if they have a current business license and insurance. Affield stated they do not have any City services. Owings asked if there were any plans of hiring another police officer this year. Cline stated, he may be in the future.

b. Bob Cuchna, Fire Chief – Not Present

c. Scott Lofgren, Maintenance/Public Works Supervisor – Lofgren reported the Highway 10 project started Monday, May 8, 2017. Work is going well and ahead of schedule at this point. The project was started one week earlier than anticipated. The Fire Department has clearance to go either east or west coming out of the Fire Garage with a flashing caution sign for when the fire trucks are trying to leave. Mayor Johnson reported that MN Dot would need to be notified if there was one to be put in and the City of Glyndon would be responsible for purchasing the light. Owings requested to find out what the cost of the lights would be and feels that now would be a good time to coordinate it with the Highway 10 project. Lofgren will do more research on the lights. Olson asked Lofgren to have staff available for Glyndon Days.

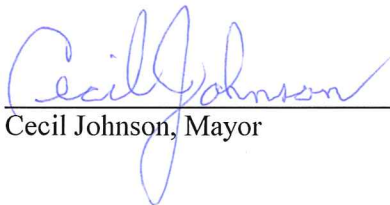
d. Wendy Affield, City Clerk – Nothing at this time.

9. Open Forum –

10. Miscellaneous Announcements –

11. Adjournment

A motion was made by Kimberly Savageau, seconded by Justin Schreiber to adjourn at 9:05 a.m. Motion carried.


Cecil Johnson, Mayor


Susan Dayley, Administrative Assistant

May 10, 2017 Glyndon City Council Minutes