

Glyndon City Council

4/26/2017

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 Susan Dayley, Police Chief Michael Cline, City Engineer Chris Thorson and Alex Ranz.

As Per Sign in Sheet: Kelly Richards, Bryant DeVries and Frank Gross.

3. **Motion to Approve Consent Agenda**
 - a. Minutes – 4-12-17 Council Meeting
 - b. Motion to Approve Resolution of Payments – Justin Schreiber made a motion to approve the Consent Agenda, seconded by Joe Olson.Motion Carried.

4. **Additions to Agenda**
 - Glyndon Days & Ice Cream Social – Kimberly Savageau
 - Internet Service – Dave Owings & Joe Olson

5. **Motion to Approve Agenda**

A motion to approve the 4/26/2017 Agenda was made by Kimberly Savageau, seconded by Dave Owings.

Motion Carried.

6. **New Business**

- a. **Tax Abatement & Incentives – Dave Owings** – Owings informed Council he has done some checking with Barnesville and Hawley in regards to incentives for new home builders. Owings discussed the two (2) water meters that will be required with all new homes built in Glyndon, one for the main water in the home which will calculate and charge for both water in and water out. The second meter would be specifically for outside use where you would only be charged for water out. Owings asked if the City provides the second meter or does the homeowner need to purchase it. Affield stated the meter is \$250.00 and would have to be purchased. Thorson informed Council an Ordinance was passed requiring two meters be installed in all new homes and businesses. Owings discussed the one thousand-dollar (\$1,000) utility credit Hawley offers and suggests the City of Glyndon look into offering same incentive to new home owners building in Glyndon. Council discussed options the City may look at for the utility incentive and decided to be fair across the board with a one thousand-dollar (\$1,000) credit on their overall utility bill. Owings asked if the City should look into offering trees for the boulevards in the new housing development. Schreiber asked Richards if he had anything in his covenants regarding trees. Richards stated, he does not at this time. Dave Owings made a motion to offer a one thousand-dollar (\$1,000) utility incentive following the same terms as the two (2)

year Tax Abatement Program also offered to newly constructed homes built in Glyndon. The utility incentive will be reviewed in two (2) years. Motion made by Dave Owings, seconded by Kimberly Savageau.
Motion Carried.

b. Arvig Construction Work in Stockwood – Affield informed Council Arvig sent a letter and map stating Loretel Systems, Inc is planning a portion of outside plant facilities in the City of Glyndon. They will be burying plastic conduits, vaults and pedestals for future fiber cable along City street right of way. These new facilities will allow their company to provide services to the new Stockwood Park Development.

c. Nutrition Services Contract – Wendy Affield & Susan Dayley – Dayley informed Council, Audrey who makes the meals at the Community Center for Nutrition Services will be retiring and Nutrition Services are unable to find a new replacement to prepare the meals. Dayley explained they will make the meals in Detroit Lakes and deliver them to Glyndon, but were concerned if the Community Center would still be open for the seniors to eat and play cards. Affield explained the lease found in their files had the term of 12 months commencing on March 1, 2012 and terminating on February 28, 2013. Affield informed Council City Attorney Ken Norman stated according to State Statute they would only have to give a thirty (30) day notice. Council discussed and decided to instruct the Maintenance Department to open and close the Community Center daily during the week.

7. Old Business/Unfinished Business

a. Community Center Future Plans – Joe Olson – Olson added this to the agenda to discuss the larger picture with the Community Center. He does not want to see the City invest a large amount of money repairing the center, and he is wondering if the City should look at a long-term goal of building a larger facility that would benefit the residents better. Dayley informed Council Lofgren would like to see the most inexpensive fix to the roof at this time knowing something needs to be decided on with all the other repairs. Council discussed the duct work in the floor needs to be addressed along with the parking lot. Savageau mentioned the kitchen in the center at this time has been grandfathered in, if you build new you would have to follow the specific regulations and be licensed through Clay County Public Health or have a special permit. Mayor Johnson is concerned if a new facility was built without a full kitchen some organizations would not be able to prepare meals. The food would need to be prepared elsewhere and brought in to serve. Schreiber feels the City needs to have a plan put together and receive input from the community as to what they feel would be best for the City. Thorson suggests to form a committee that would consist of Council Members, City employees and residents that could put together ideas as to what would work best for the City and decide when to bring in an architect. Owings thought the Council Chambers and City Hall offices could be located upstairs of the Community Center, you do not have to only build out, you can go up. Alex Ranz explained how Ada moved forward on their voting for a new Community Center. Dayley suggested to send a survey in the monthly newsletter to see how interested the residents would be to help with this project. Savageau stated, when planning the project, they will need to look at what all ages may use the center for. Olson will work with Lofgren putting numbers together for both a quick fix and an overall cost to repair the current building.

b. Side Street Reconstruction to Coincide with 2018 Parke Avenue Project – Chris Thorson – Thorson informed Council they have twenty-five percent (25%) of the plan set done and the County has requested it by May 15th, 2017. Included in this plan set are regrading of the streets, storm sewer system and pond requirements. Thorson discussed some complications that

may occur from changing a rural road section to an urban road section. Drainage issues and storm water treatment requirements are the main item that needs to be looked at. Thorson stated one of the locations he is looking at for a storm water pond would need to be purchased from the landowner and if there were issues with the purchase the City and County would need to look into acquiring it through eminent domain (the right of a government or its agent to expropriate private property for public use, with payment of compensation). Mayor Johnson asked Thorson if he has visited with Xcel Energy on the Parke Avenue project. Thorson has not at this time but informed Council he visited with Denise Anderson regarding this topic and she stated she may have some information in her Parke Avenue file concerning installing underground electrical. Affield will look in the file. Olson would like a meeting scheduled with Dave Overbo from the County, Superintendent Thygeson, a school board member, City Engineer, Mayor Johnson and himself to make sure everything has been addressed. Thorson informed Council the side streets off Parke Avenue is another topic that needs to be discussed. Thorson passed out a price estimate for those locations. Thorson suggests not to tear up the road on 12th Avenue, just install the watermain line in the ditch, which would save almost \$100,000. The next street to discuss is the watermain from Parke Avenue down 2nd Street to Andrews Avenue, this will be changed to an eight-inch (8") line. Council asked Thorson to develop a sidewalk network with curb/gutter and prices for each. Olson would like to update the five (5) year Capital Improvement Plan and make sure David Drown has updated figures for the budget process. Thorson informed Council the Bonding Bill is still undecided in Congress. Thorson would like to address the funding for this project through Rural Development if the Bonding Bill does not pass. This loan would be a thirty-nine (39) year loan with a higher rate of interest than a PFA loan. Council discussed the proposed street widening improvements on Parke Avenue from 12th Street to 14th Street. Savageau suggested having sidewalks on one side of the street to not interfere with resident's driveways. Thorson stated the sanitary sewer portion of this project is included with the Parke Avenue project since it will need a place to drain. Owings and Olson will meet with Thorson concerning updating the Capital Improvement Plan. Thorson discussed the last item is 7th Street west of Parke Avenue, which still has the clay sanitary sewer piping. His estimate for installing curb and gutter, replacing the sanitary sewer and water lines would be around \$245,000.

c. Ordinance #185 Draft Copy Discussion – Thorson explained Ordinance #185 was written specifically to address the recommendations from Buffalo Watershed concerning the lowest opening for first floor elevations in Southview Addition, which can't be under a 925.00 elevation. This also requires concrete window wells that are monolithically poured and waterproofed. Thorson informed Council the last section of the ordinance is concerning the portion of Southview Addition that lies within the FEMA designated Special Flood Hazard Area. Mayor Johnson asked Kelly Richards if he was satisfied with how the ordinance read. Richards stated yes, he is fine with it. Richards explained to Council part of Mr. Sullivan's development is located in the flood plain but the agreement between himself and Sullivan is the fill from the retention pond will be used to raise the elevation out of the flood plain. Owings explained in 1972 FEMA came out with a basement exemption that Fargo, Moorhead and Dilworth are part of. He suggests the City group together with Barnesville, Sabin and Downer to see if they would qualify for this exemption. Mayor Johnson suggested checking with a Senator to see if they would help the City with this endeavor. Mayor Johnson informed Council, Troy Tooz visited with a gentleman from BNSF in regards to cleaning out the ditch on the south side of the tracks.

Richards informed Council they have a few more items to address in the Developers Agreement before they bring it to Council. Thorson informed Council he visited with Richards concerning the walking path around the pond in Southview. Richards informed Council he was under the impression the City was going to pay for a portion of the sidewalk that loops around the retention pond. He stated the City wanted access in order to get to the walking path. Savageau remembers

saying the City would need access for maintenance reasons but does not recall stating the City would pay for a portion of the path. Richards would like the City to do a 50/50 cost share on the path. Thorson stated the project cost is \$96,000. Olson feels the Council will need further discussion on this topic. Richards would like to know why the City requires two (2) water meters on new construction. Thorson explained it is for billing purposes, some residents would like to water their lawns but do not want to pay for water in, sewer out so the City offers a second yard meter that only charges the home owner for water in. Council discussed the reason why the second meter was required, explaining in the long run it will save the new resident money on their utility bill. Richards would like to know about the TIF homes and thought a percentage of them have already been removed from the TIF District into the tax roll. Savageau informed Richards only a few homes will be coming out of the TIF District this year, but those funds must stay in the district until the TIF is completely paid out to the Developer, the funds will not be able to be used as part of the budget until then. Richards would like Council to think about allowing him to build a mailbox building on the park land that is located in his development so the residents won't have mailboxes in their front yards. Savageau informed Richards she has visited with Mr. Norman concerning this topic. He has concerns with the possibility of vandalism and liability issues if someone was to get hurt in that location. Some other concerns are who would pay for the electricity, snow removal and maintenance on the building. Dayley suggested cluster boxes be installed in different locations around the development. Savageau asked why he wants a building for the mailboxes. Richards stated he wants to keep the development neat and clean.

Addition to Agenda

Savageau stated due to the shortage of volunteers she is thinking the Community Picnic would be the focal point of Glyndon Days this year. Savageau informed Council Terry and Tammy Sperr are unable to volunteer their time this year. Owings is concerned about the Tollefson Car Show on Saturday, wondering if it could be changed to the same night as the picnic. Savageau would like Council's opinion if they want to try something different this year and have more activities during the Community Picnic and not have the parade on Saturday. Schreiber has been visiting with the Rod & Gun Club, stating they would like to organize a street dance if the City would supply the insurance. Council discussed all the work that needs to go into planning the parade, stating since they have no volunteers it may not happen this year. The Community Picnic is set for Thursday, August 10th. Council discussed the bouncy houses that were rented for Saturday, stating the expense is too much for the City to cover. Schreiber thinks an admission fee should be charged to help with the cost. Cline informed Council most of the revenue to run Glyndon Days came from advertising in the brochure. Council emphasized how important volunteers are for Glyndon Days to be a success.

Savageau informed Council the Ice Cream Social will be from 6:30 – 8:30 p.m. on Wednesday, June 7th at the Community Center. She is looking for volunteers from the Council to help serve the ice cream. Savageau stated the ice cream social still has funds in their account so no donations are needed this year. Organizations will be contacted to see if they would like to set up a stand for advertising or informational purposes.

Owings called a few internet suppliers to see if they would be interested in supplying Glyndon residents with internet services. Midco may be interested installing conduit down Parke Avenue once that area is opened during construction. Midco stated the main cost is to come from Dilworth to Glyndon but if they ever made it as far as Glyndon they would be ready to connect into Parke Avenue. Consolidated Communications and 702 Communications are not interested coming to this area.

8. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline informed Council the Police Department is at 780 calls for the year, there are 8 vehicles in the impound lot that are ready to be sold Saturday, April 29th is National Prescription Drug Take-Back Day. Cline stated last weekend one of the squad cars was damaged from transporting a dog to the Fargo-Moorhead pound. The dog ate part of the door panel while the Officer was registering him. Savageau's Auto Repair will be repairing the damage for \$209.00. Cline informed Council the Minnesota Post Board will be doing an audit at the Police Department this week.

b. Bob Cuchna, Fire Chief – Not Present

c. Scott Lofgren, Maintenance/Public Works Supervisor – Not Present

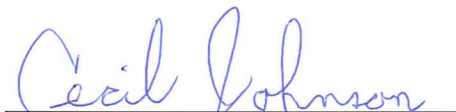
d. Wendy Affield, City Clerk – Affield informed Council she checked with the insurance company on the damaged squad car and since it is under the deductible amount the City will pay the bill. Affield signed up for the 2017 Annual Conference with the LOMC which is June 14-16. Due to an issue at the Community Center on outside clean up, Affield added a few words to the rules and regulations sheet. Affield informed Council Eide Bailly should be at the May 24th Council Meeting to discuss the Audit.


9. Open Forum – Frank Gross commented on the Parke Avenue project and how the Clay County Jail construction has started.

10. Miscellaneous Announcements –

11. Adjournment

A motion was made by Kimberly Savageau, seconded by Dave Owings to adjourn at 9:20 p.m. Motion carried.


Cecil Johnson, Mayor


Wendy Affield, City Clerk

April 26th, 2017 Glyndon City Council Minutes