

**Glyndon City Council**

**3/22/2017**

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, Maintenance Supervisor Scott Lofgren, Fire Chief Bob Cuchna, City Engineer Chris Thorson and Alex Ranz.

**As Per Sign in Sheet:** None

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 3-8-17 Council Meeting
  - b. Minutes – 3-15-17 Special Meeting – Plans & Specifications for Southview Addition
  - c. Motion to Approve Resolution of Payments – Affield informed Council one change needed to be made to the Special Meeting Minutes, she put Bob Albright instead of Bruce Albright. Joe Olson made a motion to approve the Consent Agenda with the change to the Special Meeting Minutes, seconded by Justin Schreiber.  
Motion Carried.

4. **Additions to Agenda**
  - Nothing at this time.

5. **Motion to Approve Agenda**

A motion to approve the 3/22/2017 Agenda was made by Dave Owings, seconded by Kimberly Savageau.  
Motion Carried.

6. **New Business**

- a. **Resolution 2017-9 – Resolution Ordering Improvement for Southview Addition -**  
Kimberly Savageau made a motion to approve Resolution 2017-9, seconded by Justin Schreiber.  
Motion Carried.

- b. **Discussion on Ditches and Sidewalks Throughout Glyndon – Dave Owings –**  
Owings would like to look at the street widths and the possibility of curb and gutter being installed on road reconstruction projects in the future. Mayor Johnson discussed the sidewalks installed on Eglon Avenue years ago and how they were assessed to the homeowners. Lofgren and Savageau mentioned the bad shape the sidewalks are in and suggested they be removed. If the City decides to install sidewalks they would only be installed on their own property, not the residents. Owings stated the ditches usually fill up with garbage which in turn plugs the culverts and makes the water back up. Owings has heard from many residents that the children do not have a safe place to walk or ride bike so he felt it needs to be addressed by Council during road

reconstruction projects. Thorson informed Council it can be done, but the biggest hurdle will be the stormwater piping and where it will run to. Schreiber suggested burying pipe and fill in the ditches. Olson talked about how they did it in front of his house, informing Council his ditches are filled in, but they do not have curb and gutter. Owings would like to know what the best alternative would be concerning the ditches. Savageau reminded Council of the homes that are not appraised very high, may have issues with adding a large number of Specials to them that will not actually increase the value of their homes. Thorson would like to explain that thought about how Specials are supposed to work with the value of your property. Thorson stated Specials are not meant to raise the value of your property, they are considered a “cost to cure” situation which means to restore the property to its original construction state. Council discussed options they can look at when the time comes to do each project and how the assessments are figured, stating on the last project, the City was responsible for twenty percent (20%) and the homeowner was eighty percent (80%). Schreiber suggested capping the assessments. Mayor Johnson suggested having an open forum to see how many people would like sidewalks. Savageau would like to see more sidewalks on main artery streets, only on one side. Thorson suggested to start a study to decide which side of the street and which streets would be best to install sidewalks. Thorson stated the stormwater issue would also need to be addressed. Olson suggested to tie the study into trying for another grant from Safe Routes to School. Thorson explained the swale between yards is to catch water run-off and stated this may cause issues if you are not replacing the watermain. Council instructed Thorson to see how much the study would cost. Thorson stated with the Parke Avenue project they are looking to tie into the watermain lines on 2<sup>nd</sup> Avenue. The scope would be from Parke Avenue to the water tower, questioning if they take it all the way to Andrews Avenue to tie into Stockwood. Owings stated there are two questions for Thorson, what is the cost for sidewalks in Glyndon and how much will it cost to do 12<sup>th</sup> Avenue to 14<sup>th</sup> Street. Thorson and Affield reminded Council a quick estimate of that section was already looked at with the possibility of a lower price if it was bid out at the same time the Parke Avenue project was.

**c. Discussion on Flashing Stop Signs at Parke Avenue and 12<sup>th</sup> Street – Dave Owings**

– Owings would like to see the signs installed as soon as possible on the east/west direction. Lofgren informed Council the specs included in your Agenda Packet are what the County installs, stating once the posts are purchased each sign will run around \$2,000. Dave Owings made a motion to request Scott Lofgren to order two (2) blinking stop signs for the east/west direction on 12<sup>th</sup> Avenue, seconded by Joe Olson.  
Motion Carried.

Savageau asked Lofgren if he discussed the 30mph speed limit signs with the County that she would like to see installed on 12<sup>th</sup> Avenue to County 17. Lofgren stated he has and the County believes it is an enforcement issue, they feel you could put up a hundred signs and nothing would change. Savageau explained, when you turn off of 17 and head into Glyndon, you drive a long distance before you see a speed limit sign which makes people think the speed limit is more than 30-mph in that location. Savageau feels if it was marked better, you may slow down some drivers. Lofgren stated the County did say it was ok for the City to install more signs at our cost. Lofgren will do some checking and make sure more signs are installed.

**d. Amazon Prime Membership for the City of Glyndon – Wendy Affield – Affield**

informed Council she orders supplies for the Police, Maintenance, City Hall and Fire Departments from Amazon using her own personal free shipping account and would like to have the City open up their own account. Affield stated Amazon Prime with free shipping, will cost \$99 a year and the City has already saved so much over the last few years purchasing from them. Joe Olson made a motion to direct Affield to open an Amazon Prime account under the City of Glyndon’s name, seconded by Justin Schreiber.

Motion Carried.

**e. Discussion on Community Center Rental – Wendy Affield** – Affield explained one of her topics is concerning the security deposit number three (3) in the Rules and Regulations for the Community Center. Affield stated the cheapest rate is \$30 so instead of requesting a \$25 deposit she would like to change it to \$30. Affield informed Council the Community Center is being rented more from residents who live out of town and are requesting to stay at the center until 4:00 a.m. with music and alcohol present. Lofgren stated the center is not in very good shape after these events. Affield stated they are paying for a Category I fee which is \$250 plus the cost of the police officer. Affield suggested to charge more for non-residents and stated Chief Cline would like to see two (2) officers at the larger events. Affield informed the renters the center would be closed at 1:00 a.m., not 4:00 a.m. Mayor Johnson informed Council when the Community Center was built it, was built for the residents of Glyndon and the surrounding community. Lofgren stated in the 1990's, you had to have a Glyndon address to rent the hall. Affield also would like to add at the top of the application form, a payment of half the fee is required for Category I rentals. Council discussed options and ideas on how to handle the rental of the Community Center and requested Affield to redo the sheet for residents and non-residents fees and suggested a separate check be requested from now on for the damage/cleaning deposit which may be \$100 or \$500 depending on the category rented. Savageau suggested a cleaning checklist be given to the individual renting the hall and if the checklist is not completed they do not receive their deposit back. Savageau stated the Community Center does not need to make a lot of money for the City but it would be nice to make enough to handle the maintenance upkeep on the building. Council discussed things that could be done to the Community Center and questioned if it was worth putting money into the old building or should the City look at trying to build a new one. Savageau asked if the senior meals cooking crew is losing equipment. Affield will visit with Audrey and make sure her equipment is locked up in certain drawers or the back room.

**f. Request to Purchase Computer Tower for Susan's Desk – Wendy Affield** – Affield requested to purchase a computer tower for Susan's desk area. Dave Owings made a motion to order the computer tower to replace Susan Dayley's laptop, seconded by Kimberly Savageau. Motion Carried.

**g. Approve 1-Day Liquor License for The Hill Bar & Grill for Selling Liquor at the Community-Ed Steak Fry on April 21, 2017 – Glyndon Community Center** – Kimberly Savageau made a motion to approve the 1-day Liquor License for the Hill Bar & Grill for April 21, 2017, seconded by Justin Schreiber. Motion Carried.

**h. Devin Lee's Minnesota Department of Health Waterworks Operator Examination Results – Passing Score of 88** – Affield informed Council a dollar raise was added into the budget for Devin Lee to cover the water and sewer tests he planned on taking this year. Devin will receive fifty cents (.50) at this time and another fifty cents (.50) once he passes the sewer certification test. Lofgren informed Council he will check the calendar to see when the sewer test can be taken. Owings requested Lofgren to look into purchasing some newer materials to use to study for the tests. Lofgren stated the City is a Class C Plant and Devin will need to have his Class D for a period of time before he can take the next test. Kimberly Savageau made a motion to approve the fifty cents (.50) raise for Devin Lee for passing his Waterworks Operator Exam starting March 30<sup>th</sup>'s payroll cycle, seconded by Dave Owings. Motion Carried.

**i. Question on Stockwood Lot – Wendy Affield** – Affield informed Council a gentleman came and looked at a lot in Stockwood and had a few questions prior to making an offer. One question is, if he purchases a lot, can he park his machinery and build a fence prior to constructing a building. Affield stated he would also like to know what the setbacks are for the building. Lofgren believes the gentleman building right now is five feet (5') from the property pin and then there is a five-foot (5') easement which would make it ten feet (10'). Savageau stated she does not believe the City can dictate when someone builds on a lot they own. Affield also needs to know if the City requires concrete, asphalt or gravel driveways. Thorson and Lofgren stated all the approaches need to be standard to the specs. Lofgren stated he can have a gravel driveway after the concrete approach is installed. Owings requested Affield to contact the gentleman with the information discussed and see if he would like to come to Council with an offer.

**7. Old Business/Unfinished Business**

**a. Results from Trio Environmental Consulting – Community Center Roof** – Council discussed the work that needs to be done at the Community Center with the leaking roof. Lofgren discussed the bids he received last year and feels the contractor that sprays the roof with a coating and replaces the fasteners is the best route for the City to go with at this time. Chief Cuchna stated if you do not have the correct ventilation in the roof, you will always have a moisture issue. Mayor Johnson suggested installing whirly birds to help with the ventilation. Lofgren stated the insulation is pushed right up against the tin so that would not help unless you have a space between the roof and the insulation. Lofgren informed Council the building is in two pieces and moves with the seasons. Lofgren stated they would use screws instead of the neoprene nails that are falling out. Olson suggests to look at the center with some professionals who can give the City a quote of what the best decision would be to repair or replace the roof. Affield found the quotes from MJ Dalsin and Pierce Co. and Lofgren explained them to Council stating you still have an old roof with these repair estimates. Lofgren informed Council the center has two (2) furnaces and the duct work is in the floor and fills up with water every spring, which is damaging the furnaces. Lofgren was told by the company that installed the furnace, it will only last 4-5 years because of the water issue, the duct work needs to be in the roof. Council discussed the possibility of closing the Community Center down to remove the ceiling tiles to dry out the insulation in the roof which would then interfere with Nutrition Services that make meals in there Monday-Friday and the people who have rented it already through the summer. Council decided to go with Olson's idea with the individuals he knows looking at the structure and finding out what they feel is the best route for Glyndon. Council will need to look at all the options concerning rebuilding if the repair costs are too high. The you may want to look at a larger facility because it is too small for most wedding receptions and dances.

**b. Update on 418 2<sup>nd</sup> Street – Mayor Johnson** – Mayor Johnson informed Council he called Mr. Sjothun and asked him to remove some of the vehicles parked on his property. Mayor Johnson would like a copy of the Nuisance Ordinance and a thirty (30) day time limit send to Darryl. Savageau stated the fine needs to be enforced if the vehicles are not moved in the amount of time required. Council discussed the addition still needs to be built and the house needs to be sided and shingled before the outside is finished. Savageau asked Lofgren if he is notifying the office as to who else in the City should receive letters to clean up their yards. Savageau also would like to make sure the property owner is notified prior to the City mowing the yard so they are aware they will be receiving a bill and if the bill is not paid it will be assessed to their property taxes. Mayor Johnson informed Council the Lugo house will need to be looked at again. Olson suggested Lofgren and Chief Cline put a list together, have City Hall send out letters and enforce the issue, this does not need to come in front of Council for discussion, an Ordinance is already in place.

## 8. Department Reports / Committee Reports

a. **Mike Cline, Police Chief** – Not Present

b. **Bob Cuchna, Fire Chief** – Chief Cuchna asked if anyone had questions on the annual report he emailed out. Cuchna visited about the radios, stating one payment in January of 2018 will be what the department will do. Cuchna informed Council the Fireman's Stag is Saturday, April 8<sup>th</sup> at the Community Center. Cuchna asked if anyone hears the siren testing on the first Wednesday of the month. No one stated they hear it. Lofgren suggested having a service agreement to have it checked every six (6) months. The first batteries in the siren shorted out and needed to be repaired. Olson asked if you can call dispatch to have the siren be tested. Lofgren stated you can. Cuchna would like the residents to be notified to sign up for code red on their cell and home phones. Affield will add a notice in the newsletter. A donation was given to the Fire/Rescue Department from a family of an accident victim. The department would like to set up a one-time Scholarship in honor of the donation. Dave Owings made a motion to accept the donation and return the funds back to the Fire Department so they can issue a Scholarship in the memory of Carson, seconded by Joe Olson.  
Motion Carried.

Justin Schreiber asked if the Fire Department has issues trying to turn onto Highway 10 to head east for a call. Chief Cuchna would like a sign to be installed at the entrance of the Fire Hall that says "Watch for Emergency Vehicles". Lofgren informed Council at times, law enforcement will arrive to help with the traffic. Savageau suggested to visit with the Police Department to see if they can help with the traffic if they are in the area and not already occupied. Affield asked when burning permits should start being issued. Cuchna stated he has not heard anything at this time but the DNR website is where a person can check. Cuchna informed Affield he will need to be notified if anyone wants to do a running fire.

c. **Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren informed Council he has heard talk about an archery range in the City of Glyndon. Council discussed building an archery range out at the ponds east of town, stating the City has many residents that would utilize the range. Lofgren stated the cost would be minimal and he has some clay and dirt that he can make a berm on a five (5) acre area west of the fence next to the pond. Residents would need to bring their own targets to the site. Joe Olson made a motion directing Scott Lofgren to construct a berm for an archery range out by the City ponds, seconded by Justin Schreiber.  
Motion Carried.

d. **Wendy Affield, City Clerk** – Affield informed Council Susan Dayley started on the 14<sup>th</sup> of March and is working out great, she did her first billing cycle on the 21<sup>st</sup> and has been doing some filing. The auditors will be here next week. Affield informed Council she received a call in regards to the corn drying at the elevator west of the police station, they were wondering if that was allowed in the middle of town. Lofgren stated there really is nothing the City can do, it is an agricultural community and the elevator has been there for many years. Affield asked if a date has been decided for Glyndon Days. Savageau will visit with Sperr's to see if they are still interested in planning the festival. Council discussed different ideas as to when the event should take place. Mayor Johnson mentioned visiting with a member of the Rod & Gun Club stating they may be interested in doing the street dance if the City would cover the insurance. Savageau would like a notification in the newsletter for volunteers to help plan Glyndon Days. Schreiber suggested having a food vendor come into town for the event. Savageau stated they should make sure the Youth Group did not want to have a food stand before they allowed someone from out of town to sell. Owings informed Council the City covers the insurance for everything except the dance and is thinking the alcohol must be why the rider for the dance is so much. Savageau

believes the Rod & Gun also goes through Johnson & Johnson Insurance for their coverage so she would like to see if the City can get a rider on the City's policy cheaper. Owings suggested having the dance on a Friday instead of Saturday like Perham does. Owings would like to help with the planning but does not want to have an issue with open meeting laws. Either Olson or Savageau are willing to step down so he can participate in the planning. Schreiber will visit with Troy DeJong and see what the Rod & Gun are interested in doing this year. Council is thinking about setting Glyndon Days for the second weekend in August but will finalize the date at a later time.

**9. Open Forum –**

**10. Miscellaneous Announcements –**

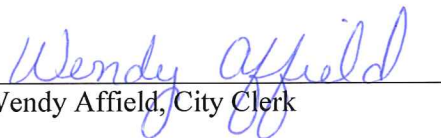
**11. Adjournment**

A motion was made by Joe Olson, seconded by Kimberly Savageau to adjourn at 9:26 p.m.  
Motion carried.



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Dave Owings, Vice Mayor



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Wendy Affield, City Clerk

March 22nd, 2017 Glyndon City Council Minutes