

**Glyndon City Council**

**2/08/2017**

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, Deputy City Clerk Wendy Affield, City Attorney Ken Norman, City Engineers Chris Thorson and Alex Ranz.

**As Per Sign in Sheet:** Austin Sullivan, Jim & Leslie Sullivan, Brandon Sullivan, Dave Pompe, Cody Ranz, Brian Gronewold, Kelly Richards, Ken Parke, Chris Jensen, Shaun Erickson, Dan Kingston, Troy Tooz and Matt Finstrom.

3. **Motion to Approve Consent Agenda**

a. Approve Resolution of Payments - A motion was made by Joe Olson to approve the Consent Agenda, seconded by Kimberley Savageau.  
Motion Carried.

4. **Additions to Agenda**

➤ Relief Association – Dave Owings – Money to be transferred to the Relief Association from the City Account

➤ Expense Sheet Addition – Wendy Affield – Add Justin Schreiber to the expense sheet for \$273.72.

5. **Motion to Approve Agenda**

A motion to approve the 2/08/2017 Agenda was made by Dave Owings, seconded by Kimberly Savageau.

Motion Carried.

6. **New Business**

a. **Rescue Resignation from Betty Jensen** - Kimberly Savageau made a motion to approve the Rescue Resignation from Betty Jensen, seconded by Justin Schreiber.  
Motion Carried.

b. **Approve Glyndon Firefighter's Relief Association Gaming Permit for April 8, 2017** – A motion to approve a Gaming Permit for the Glyndon Firefighters Relief Association was made by Dave Owings, seconded by Joe Olson.  
Motion Carried.

7. **Old Business/Unfinished Business**

a. **Wage Discussion for Administrative Assistant** – Mayor Johnson stated there is a wage chart in the packet and asked Owings if he had a wage in mind. Owings stated the wages would depend on experience and qualifications but the chart is a nice reference. Savageau stated Council was looking for an acceptable range they are comfortable with, since they are having

interviews next week an offer may be given to an applicant in order to have on the agenda for Council's approval at the March 22, 2017 meeting. Owings stated most front desk and reception style positions in clinics range from \$12 - \$14 per hour but someone with more experience is another thing to consider when setting wages. Mayor Johnson stated there were 15 applications to be reviewed. Affield stated some of the applicants would be in the higher salary range. Owings asked if the committee was looking for a salary range to determine which applicants to consider? Savageau stated it is so they can narrow down who they should interview. This way an offer can be made and the process can keep moving forward. Savageau stated the committee would do the interview and hiring but final approval would have to come from Council. Owings said he was comfortable with the \$14-\$15 range. Schreiber asked if the wage would be right on the even dollar amount? Discussion among Council determined the range would be between \$14-\$16, depending on experience.

**b. Ulteig Engineer Update – Chris Thorson** – Thorson stated he, along with Mayor Johnson, Joe Olson and Alex Ranz met with Glyndon School District and County officials this morning to discuss the Parke Avenue Project. Discussed at the meeting was the access into the school, parallel parking in front of the school and curb and gutter. Thorson stated the school discussed the possibility of installing a drop-off loop for parents to drop their children off. Olson stated the school will not have plans ready until April or May. School Officials mentioned possibly coming out to the east with the addition on the school along with how far they can extend towards the street. There was discussion regarding the light poles, who pays for what, the cost, and burying the cable. Thorson will be working with the school on the street lighting issues as well. Owings asked if the school would be moving forward with their project alongside the Parke Avenue Project? Thorson stated it is contingent on whether or not a referendum goes through. Olson stated if everything falls into place, both projects could take place at the same time in May of 2018. Thorson stated once the school has their plans finalized we can incorporate them into the Parke Avenue Project. It would be ideal to have the stretch in front of the school completed by September. Mayor Johnson stated monthly meetings will be coordinated with the County and the School District. Discussion was had among Council regarding the bus drop off location. Olson stated two of the main goals for the school is to expand the lunch room and eliminate the front entrance with possible outlets at each end of the school, they do have some options to consider. Savageau asked if Parke Avenue would be all torn up at once or will it be done in sections? Thorson stated it will be completed in phases, detours will be set up to help residents maneuver around town. Savageau asked if we need to have a Public Hearing? Thorson stated, yes, we do need Public Hearings and Assessment Hearings along with informational meetings to keep the community informed. These meetings will give the residents an opportunity to ask questions and give their input on the project. Savageau asked how we will keep residents updated? Thorson stated there will be many weekly construction meetings with the contractors and citizens for their input on the project as it progresses. Mayor Johnson asked if we would be able to keep the project updated on the City Website? Thorson stated there are weekly schedules that can be put on the site to keep the residents informed. Olson asked if the City will come up with options to extend the construction on Parke Avenue North of 12<sup>th</sup> Street that the residents can take a look at. Mayor Johnson stated the City belongs to Metro COG and wondered if they would be able to help us with future layouts of Parke Avenue? Owings believes the City could create a priority list of what needs to be addressed first, then give the list to Metro COG to consider.

Thorson reported, with the County's street project on Parke Avenue, the City needs to consider the water and sewer utilities longevity along that stretch of roadway. Thorson reported we are starting the funding process for going after funding through what's called the Public Facility Authority, this starts with the Facility Plan being presented to the Public Facility Authority. This

funding is only for sanitary sewer needs. In a few months Ulteig will be submitting a request for water main funds, this is due to the two-different time-lines with the same agency. In the Facility Plan packet, it shows what needs to be looked at concerning the sewer mains from 7<sup>th</sup> to 12<sup>th</sup> Streets. Starting at 9<sup>th</sup> Street heading towards the coulee, close to 10<sup>th</sup> Street, is the one that is in dire need of an upgrade because there is vitrified clay piping in that location. This clay piping was popular in the 40's, 50's, and 60's which is known for cracking and sagging over time and needs to be replaced with PVC pipe. Within the cracks, tree roots may grow and clog up the system. From 10<sup>th</sup> to 12<sup>th</sup> Street there are PVC pipes but were placed very shallow. The problem we are going to see in some areas, going from the rural section roadway that is there now with ditches to an urban street setting with curb and gutter is the lower street elevation. There will only be four feet (4') of soil cover, which is prone to freezing so the pipe will need to be buried deeper in the ground. This is the City's opportunity to lower the pipes to keep them from freezing.

The projected cost of the watermain portion on Parke Avenue, from Highway 10 to 12<sup>th</sup> Street, is approximately \$850,000. This does not include the piece that goes under the railroad tracks which is currently being funded by the PFA project grant funds (water looping project). If the Bonding Bill does not go through this year, this will be put into this project. The sanitary sewer cost is approximately \$285,000. The storm sewer cost is split 50/50 between the City and County at approximately \$440,000 each. The street reconstruction cost is approximately \$1,806,000 with 70% of the cost share to the County (\$1,264,000) and 30% to the City (\$541,000). The sidewalk and path are split 50/50 between the City at \$ 382,114.13 (which includes \$17,000 for inspection and surveying fees) and the County at \$364,341.38. The overall total for the County's portion is \$2.5 million and City's share is \$2.8 of the Parke Avenue Project. These figures do not include the TAPP Grant of \$375,000 that will be split between the City and County.

Thorson stated the two (2) crossings on Highway 10 for the Water Looping Project will move forward if the Bonding Bill goes through. This project can potentially be included in the Parke Avenue Project.

The 2<sup>nd</sup> Street and Parke Avenue portion of the project is a major water main trunk for the City which currently has 6" pipe that will be replaced with 10" pipe. A link needs to be connected to the water tower from Parke Avenue or from Parke Avenue to Andrews Avenue into Stockwood. This does include a four (4) block area that needs to be reconstructed for the water main and will cost approximately \$672,421.

The 12<sup>th</sup> Street portion of the project consists of placing a water main from Parke Avenue to Southcreek, the City only has one main feeding Southcreek, 12th Avenue and Monsanto. The cost to install the water main is \$22,950 and the street reconstruction to do that would be an additional \$99,549. Thorson stated the water main could be installed in the ditch which would save the City the cost of the street reconstruction.

Thorson stated because of the PFA Funding, the bond has to be set for 20 years or more. Owings stated it would possibly be for 20 years with a \$250,000 annual payment. With the water looping project, the City will pay 80% of the construction costs and have an opportunity to bring the water main costs down. The PFA Funding does sometimes pay for the street work but it will have to be cost shared. Olson suggested contacting David Drown regarding the project costs. Ken Norman suggested using a pipe bursting method so the streets do not have to be dug up. Thorson stated the road is going to be torn up anyway.

Savageau asked if the lighting was included in these costs. Thorson stated the lighting situation is a separate cost, the City will need to discuss this and decide what they would like to do. Xcel will determine whether to allow the school to relocate the power lines. Savageau asked if the Quiet Zone barriers are included in these costs. Thorson stated because of the minimal cost, yes, the cost includes the sidewalk and median to separate the road.

A Public Hearing to discuss the Facility Plan is scheduled for Wednesday, February 22, 2017 at 6:00 p.m.

**c. Discussion – Vacating Streets in Centennial Addition Renamed Southview**

**Addition** – Savageau stated the discussion with Nate Anderson from LJA Engineering brought up the issue regarding the City's apprehension of vacating streets when easements are needed across them. Anderson sent the easements to Ken Norman. Norman stated the format was not adequate for what the City needs and LJA did not include the specifics of the easements. Norman sent Nate Anderson a format of legal language as to what is needed in those easements. Norman stated in the legal descriptions of the various easements it appears they are being tied to the existing plat, stating he needs more specifics in the replat. Troy Tooz stated they want to have the new plat recorded and vacate the streets from the new plat because the boundary lines do not match. Norman stated this is his concern, the boundary lines do not match and if 20 years down the line we need to be able to locate the easements, we need to know exactly where they are. Savageau asked Tooz if he wanted to record the easements before the final plat. Tooz stated, they would like to record the plat then vacate the easements. Savageau stated if they record the plat and present it to the recorders with a legal description that does not exist anymore, it will not be allowed to be recorded. Savageau stated if you record this after the plat, Lot 3 in Centennial Addition of Block 7 will not exist anymore. Tooz stated we would then need to go back to the original plat and use it for the instrument. Norman asked how this would match up in the future, unless you amend the easements to tie in with the legal descriptions? Tooz stated they could apply for metes and bounds which is messy but it is a traceable easement. Norman asked where the lift station is and if it is going to be dedicated or conveyed to the City? The easements will not be ingress and egress but would need to have a broader description. Tooz thought Mr. Sullivan would want to keep ownership of it and dedicate it for an easement. Norman stated the City may want to own the property where the lift stations are located. Norman stated he sent Mr. Sullivan information about the easements and suggested language as to how it should read for the perpetual easements. Vacating road decisions need to be made after tomorrow's meeting and forms need to be worked out. Savageau stated easements would not be needed because 14<sup>th</sup> Street is a dedicated street. If the street was vacated, then easements would be needed to access the lift stations. Norman informed Council when a roadway is dedicated in Minnesota, the roadway is in the form of an easement so when the road is vacated each abutting land owner receives the property to the middle of the street. A park is not an easement, it is a dedicated piece of ground. Norman asked why there are easements between the two existing land owners when normally it is between the City and the existing land owner? Norman stated mortgage companies also need to be aware of the easement on a property. Chris Jensen recommends the City ask Mr. Sullivan to donate Lot 2 to the City for the lift station. Mr. Sullivan wanted to use Lot 2 as a staging area for construction along with maintaining ownership of the lot and would allow the City access. Thorson suggested the City not vacate that section of street so they have access to the lift station, then no one would have to worry about the easement situation. Savageau stated Nate Anderson felt it would be easier doing this than doing metes and bounds in that location. Savageau and Thorson discussed an option to resolve this issue. This will be discussed further at the planning work session held tomorrow.

**d. Discussion – Preliminary Replat of Centennial Addition Renamed Southview Addition – Discuss at a later date.**

Richards asked how to apply for a building permit and what the costs are. Affield gave Kelly information regarding the process for a building permit stating the homeowner would need to have a plan for the Building Inspector to review and the cost as to how much the home will be valued at. Affield informed Richards the building permit is calculated by how much the home will cost to build. Richards asked if the incentive for new construction was eligible for free public services for one year? Mayor Johnson stated Glyndon does not currently have any incentives. Richards asked the Council if they would consider offering an incentive for new homes being built. Olson asked Norman what the City needed to do in order to reactivate this incentive. Norman stated it would need to be presented to the Council for a determination.

Dave Pompe asked if minutes will be taken at the meeting tomorrow. Norman stated, it is a work session so minutes will not be taken but if you would like to attend the meeting you are more than welcome to.

**8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief – Not Present** - Owings wondered if a check has been sent for the Relief Association Funds that were sent to the City. Affield stated she has not received the funds from the state but when she does receive them a check will be given to the Fire Department Relief Association. Affield informed Council she has visited with Bob Cuchna in regards to this subject, but until the City receives the funds from the state nothing can be issued to the Relief Association. Chris Jensen stated they are looking for the dues check for around \$500. Affield stated Anderson was supposed to set up an account in 2016 and she has not had the time to research if this was done. Affield will check on this further.

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

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

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

**9. Open Forum –**


Olson asked if he should make a request for a \$5,000 Home Depot Grant to be used to buy materials for a warming house. Council was fine with Mr. Olson applying for the grant. Owings asked if any testing was done on the possibility of mold in the ceiling at the Community Center. Olson will contact his person again to see if the testing has been completed.


**10. Miscellaneous Announcements –**

**11. Adjournment**

A motion was made by Kimberly Savageau, seconded by Joe Olson to adjourn at 8:48 p.m.

Motion carried.

  
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Cecil Johnson, Mayor

  
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Wendy Affield, City Clerk