

**ARLINGTON CITY COUNCIL
MEETING AGENDA
FEBRUARY 17, 2015 AT 6:30 PM
COUNCIL CHAMBERS**

The City Council is provided background information for agenda items in advance by city staff, committees and boards. Many decisions regarding agenda items are based upon this information, as well as: City policy and practices, input from constituents, questions or information that has not yet been presented or discussed regarding an agenda item. If you have a concern or question, please ask to be recognized by the Mayor during the "Citizens addressing the Council" portion of the agenda— state your name and address for the record. Please keep comments under 5 minutes. Individuals wishing to speak for more than five minutes should ask to be included on the agenda in advance. All comments are appreciated, but please refrain from personal or derogatory attacks on individuals.

1. Call meeting to order and Pledge of Allegiance
2. Roll Call
3. Approve the agenda and any agenda revisions

CONSENT AGENDA

The items listed for consideration will be enacted by one motion unless the Mayor, a member of the City Council, City Staff or a person in attendance requests an item to be removed from the Agenda.

4. Approval of Consent Agenda
 - A) Approval of the February 2nd Regular Meeting Minutes.
 - B) Approval of Bills.

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council.
6. Announcements
 - A) Legislative Conference for Cities, Counties, Schools and Townships, March 4-5, 2015, St. Paul.
 - B) 2015 LMCIT Safety & Loss Control Workshops, Various Locations, March/April, 2015.
 - C) Local Board of Appeal and Equalization Open Book Meeting: Thursday, April 23, 2015; 3-8 p.m. Sibley County Assessor's Office, Gaylord.
7. Communications
 - A) January Financial Reports.
 - B) January Water/Wastewater Reports.
 - C) January Police Calls Report.

REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Yearly Arlington Historical Society Update.

ORDINANCES & RESOLUTIONS

9. Ordinances

10. Resolutions

- A) 22-2015 – Accepting a Grant/Donation of \$488 from the Cable Commission and Designating its Use for the Installation of Wi-Fi Access Points in the Arlington Community Center.

UNFINISHED BUSINESS

NEW BUSINESS

11. Shannon Sweeney, David Drown & Associates.

- A) Discussion to Refinance 2008A Equipment Certificate.
- B) Authorize/Deny an Application to MN Rural Water's MIDI Loan Program.

12. Jason Femrite, Bolton & Menk.

- A) 2015 Street & Utility Improvement Project Update.
- B) Resolution 23-2015 - Approve/Deny Plans & Specifications and Authorize Advertisement for Bid on the 2015 Street & Utility Improvement Project.

13. Authorize/Deny Conditional Offer and Starting Salary for Police Officer Position to John Stepien.

MISCELLANEOUS BUSINESS

14. Council Committee Updates.

- A) Planning & Zoning – Michelle Battcher
- B) Library Board – Galen Wills

15. Open Discussion.

- A) Zoning of Old Grain Elevator/Feedmill
- B) Community Center Catering Fee Issues.

ADJOURNMENT

Reminders:

Parks – February 23rd @ 7 pm
EDA – February 24th @ 6 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
FEBRUARY 17, 2015**

The regular meeting was called to order at 6:30 p.m., Mayor Nagel presiding.

Members present: Battcher, Jaszewski, Heiland, Mayor Nagel, Nuesse, Wills

Members absent: None

Also present: City Administrator Donabauer, Historical Society Member Dwight Grabitske, City Engineer Jason Femrite, Financial Advisor Shannon Sweeney, Kurt Menk

Motion by Nuesse, seconded by Heiland, and passed by unanimous vote to approve the agenda with the following changes:

Add item 15B) Community Center Catering Fee Issues.

Motion by Jaszewski, seconded by Wills, and passed by unanimous vote to approve the consent agenda as follows:

- A) Approval of the February 2nd Regular Meeting Minutes
- B) Approval of Bills.

It was noted that there were no public hearings scheduled.

It was noted that there were no citizens present to address the Council on non-agenda items.

The following announcements were reviewed:

- A) Legislative Conference for Cities, Counties, Schools and Townships, March 4-5, 2015, St. Paul
- B) 2015 LMCIT Safety & Loss Control Workshops, Various Locations, March/April, 2015
- C) Local Board of Appeal and Equalization Open Book Meeting: Thursday, April 23, 2015; 3-8 pm Sibley County Assessor's Office, Gaylord.

The Council reviewed the following communications:

- A) January Financial Reports
- B) January Water/Wastewater Reports
- C) January Police Calls Report.

Arlington Historical Society (AHS) Secretary Dwight Grabitske presented the Annual Historical Society Report. He commented briefly on the Thomes Bros 125th Anniversary celebration. He stated that the AHS is looking forward to the coming year with the opening of the museum. The AHS thanked the Council for the space.

Councilmember Wills introduced the following resolution and moved for its adoption:

RESOLUTION 22-2015

A RESOLUTION ACCEPTING A GRANT/DONATION AND DESIGNATING ITS USE

WHEREAS, Minnesota State Statutes 465.03 states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes; and

WHEREAS, the City may not, however, accept or use gifts for religious or sectarian purposes; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by two-thirds majority of its members; and

WHEREAS, the City of Arlington has received a grant/donation of \$488 from the Cable Commission for the

installation of Wi-Fi access points in the Arlington Community Center; and

WHEREAS, charitable contributions to governmental units are tax-deductible under Section 170(c)(1) of the Internal Revenue Code if made for public purpose, and

WHEREAS, the Arlington City Council would like to express its thankfulness for this gracious community support, and

NOW THEREFORE BE IT RESOLVED, pursuant to Minnesota State Statute 465.03 the Arlington City Council does hereby accept the aforementioned donation.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Jaszewski and upon poll being taken thereon the following voted in favor thereof: Battcher, Heiland, Jaszewski, Nuesse, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

The foregoing resolution was adopted by the City Council of the City of Arlington this 17th day of February, 2015.

CITY OF ARLINGTON, MINNESOTA

/s/ Richard Nagel, Mayor

Attest: /s/ Liza M. Donabauer, City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

Financial Advisor Sweeney was present to discuss refinancing the 2008A G.O. Equipment Certificates totaling \$660,000 for energy efficiency upgrades as a result of a study done by Johnson Controls. It was noted that the current interest rate is 4.5% and he was proposing 2.05% as the new rate (for a total of \$12,000 total net savings with a final payment in February 2019). Sweeney commented that the City had several options to consider:

- Paying it off completely or down with cash,
- Continue to make normal payments,
- Refinance (through the MN Rural Water MIDI Program),
- Combine with the 2015 Project Bond to save on efficiency of issuance costs.

It was noted that the City's bond rating was still at an A+.

Motion by Jaszewski, seconded by Battcher, and passed by unanimous vote to authorize Financial Advisor Sweeney to proceed with the application to the MN Rural Water's MIDI Loan Program.

Engineer Femrite was present to provide updates on the 2015 Street & Utility Improvement Project. He stated that the meeting with the school went well and was very productive. They discussed how the proposed school renovation/construction project was going impact the 2015 Street/Utility Project, more specifically drainage issues. Femrite commented that the plans for the proposed parking lot were reviewed; bus lanes, driveway cuts and street reductions were analyzed. He did not foresee any issues and felt the needs of the school would be met. The school had not finalized their plans for driveway placement at the time of the meeting, so Bolton-Menk had removed driveway/curb cuts from their portion of the improvement project plans. The school would be 100% responsible for addressing this within their plans. It was noted that there will be some utility relocations needed; Bolton-Menk will work with the school on this.

Femrite explained that the storm sewer system (within the improvement project) had been designed to handle a certain amount of runoff. The school's project would be increasing the amount of storm water runoff to the area due to the paving of the parking lot (larger impervious surface being created). The school was informed that they would be responsible for treating the water (MPCA guidelines), detaining it and releasing it at no greater rate than it is under its current conditions. Femrite stated that the school will have to put in rain gardens, a pond, or underground storage; this will then be directed to a storm

sewer connection system by the lift station in the northwest corner of the school's property. The City will provide the connection point (stub) to the storm sewer system.

Femrite stated that he had provided a comprehensive packet to the High Island Creek Watershed regarding the entire storm sewer portion of the improvement project. He shared with them some of the innovative techniques used to help reduce impacts to the creek, such as the reduction in street widths (less impervious surface). Femrite stated that he would be attending the next Watershed meeting to see if they approved the plan.

Femrite explained that a right-of-way permit will be needed from MnDOT to place the storm sewer line along Hwy 5 as proposed. He explained how the existing storm sewer (30") line was currently laid out. He stated that a 42" line had been proposed to run (deeper) from 2nd Avenue NW along Hwy 5 to the creek. MnDOT had no issue with the proposed line, but had requested that the existing 30" line be removed. Femrite explained that this was a problem as there were other utilities directly above it and it would not be cost effective to remove it. He was hoping the line could just be abandoned, MnDOT would not allow it. Bolton-Menk has since revisited the issue and concluded they could leave the existing 30" pipe and put in another 30" pipe but deeper and then combine both pipes at the end into one 42" outlet into the creek. Femrite was awaiting MnDOT's approval on the revision and didn't foresee any issue with it.

Femrite stated that he had discussed two potential pedestrian crossings with MnDOT: one on 4th Avenue NW and one on 2nd Avenue NW. MnDOT did not object to either crossing, but would require that a Rectangular Rapid-Flash Beacon (RRFB) system be installed; and the sidewalks would have to be ADA compliant and should connect to something (on the north side of the road). Femrite stated that if both crossing were done during this project, MnDOT would require that only one RRFB would be needed at the 2nd Avenue site (higher speed side of traffic area), not both; otherwise if only one is done an RRFB would be required. He added that neither crossing is included in the proposed project but could still get added. The crossing(s) could be included in the right-of-way permit with MnDOT.

Various questions and/or comments were made regarding the 2015 improvement project. Battcher commented that she would like to see the pedestrian crossing put in at 2nd Avenue. Nuesse questioned if there would be any cost savings with the smaller 30" storm sewer pipe versus the 42". Femrite stated there would be some savings. It was noted that the existing 30" pipe was clear (sediment free) and in good condition. Femrite commented that material costs had leveled off, but construction (labor) costs had gone up some. Adm. Donabauer questioned if the pedestrian crossing(s) could be bid as an alternate to the project. Femrite stated they could be. It was the consensus of the Council to include the pedestrian crossing at 2nd Avenue as an alternate to the 2015 Improvement Project.

Councilmember Wills introduced the following resolution and moved for its adoption:

RESOLUTION 23-2015

A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to a resolution adopted by the Council on October 20th, 2014, the consulting City Engineer has prepared plans and specifications for street and utility improvements of the 2015 Street & Utility Improvements;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA:

1. Such plans and specifications are hereby approved and ordered placed on file in the office of the City Administrator.
2. The City Administrator shall prepare and cause to be inserted in the official paper and in the Finance and Commerce an advertisement for bids upon the making of such improvement under such approved plans and

specifications. The advertisement shall be published in three separate (weekly) issues, shall specify the work to be done, and shall state that bids will be received by the City Administrator until 11:00 a.m. on Thursday, March 12th, 2015 at which time they will be publicly opened in the Council Chambers of City Hall by the Administrator and Engineer, will be tabulated, and will be considered by the Council at the next scheduled Council meeting.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Heiland and upon poll being taken thereon the following voted in favor thereof: Battcher, Heiland, Jaszewski, Nuesse, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

The foregoing resolution was adopted by the City Council of the City of Arlington this 17th day of February, 2015.

CITY OF ARLINGTON, MINNESOTA

/s/ Richard Nagel, Mayor

Attest: /s/ Liza M. Donabauer, City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

Adm. Donabauer sought Council approval to make a conditional offer to John Stepien for the full-time police officer position at a starting salary of \$17.70/hour with benefits.

Motion by Wills, seconded by Battcher, and passed by unanimous vote to authorize the Conditional Offer and starting salary (as mentioned above) for the police officer position to John Stepien.

Battcher provided an update on the recent Planning & Zoning meeting. She stated that they had finalized the ordinance amendment pertaining to Design Standards within the Central Business District. They also started looking at putting some standards together that pertain to outdoor storage.

Wills provided an update on the Library Committee. He stated that they are starting to put the summer reading program together. It was noted that the fireproof dropbox for books had been installed at the library.

Battcher questioned if the old grain elevator/feedmill site (at end of Main Street) should be rezoned from Industrial to Commercial Business District to fit in with the rest of the downtown zoning. Concern was expressed about having 'industry' on Main Street, which would change the 'downtown' feel. It was the consensus of the Council to have the Planning & Zoning Committee look at changing the zoning of the property (as stated).

Mayor Nagel commented that he met with Chef Craig earlier in the day regarding the Community Center Catering Fee issues. Craig offered to come to a Council meeting to discuss some ideas. Nagel questioned if this should come before the Council or if this should be handled within the Community Center Committee first. It was the consensus that Craig should come before the Council at the March 2nd meeting.

Heiland thanked the City, EDA, and Chamber for the joint venture (cost sharing) of placing directional signage to the downtown.

Motion by Wills, seconded by Nuesse, and passed by unanimous vote to adjourn the meeting at 7:46 pm.

City Administrator Liza M. Donabauer

Mayor Richard Nagel