

**ARLINGTON CITY COUNCIL
MEETING AGENDA
APRIL 18, 2016 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 Additions

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 April 4th Regular Meeting Minutes.
 - B) Approval of the April 4th Closed Meeting Minutes.
 - C) Approval of Bills.

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council.
6. Announcements
 - A) Local Board of Appeal and Equalization Open Book Meeting: Thursday, April 21st: 3-8 p.m. @ Sibley County Assessor’s Office, Gaylord.
 - B) Go Local: Live and Work in Sibley County 1st Annual Business Expo, April 23rd, 10-2 p.m. @ GFW High School, Winthrop.
 - C) SBA/SEDCO Profit Mastery Class for Small Business Owners: Thursday, April 28th, 9 – 5 p.m. @ Sibley County Courthouse Annex, Gaylord.
 - D) LMC’s Annual Conference in St. Paul, June 14-17.
 - E) Arlington Historical Society’s “Save Your Stones Tombstone Preservation Workshop”, June 11th, 9-3 p.m. @ Arlington EMS Conference Room.
 - F) Arlington Farmer’s Market, June 6 – October 2016.
 - G) McLeod County Solid Waste Management Open House, Friday, April 22nd @ McLeod County Solid Waste Management Building in Hutch.

7. Communications
 - A) Letter from Mayor Nagel to State Representatives RE: Railroad Crossing Fees.
 - B) Letter from Sibley East Principal Schellhammer RE: Sibley Serve 2016.
 - C) Small Business Development Center Services Brochure (forwarded from SEDCO).
 - D) Press Release from MMPA RE: Construction on Member City's Energy Park.
 - E) March Financial Report.
 - F) March Police Report.

REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Annual Report – PeopleService. (Greg Stang and Lee Ortloff)

ORDINANCES & RESOLUTIONS

9. Ordinances
 - A) First Reading: Ordinance 306 – An Ordinance Amending the 2014 Arlington Comprehensive Plan Future Land Use Map and Section 4, Subd. 2 (Official Zoning Map) of Ordinance 169, The Zoning Ordinance.
10. Resolutions
 - A) 27-2016 - Approving/Denying a Site Plan for Sibley East Schools at 202 3rd Ave NW.
 - B) 28-2016 – Approving Sibley County Assessor Agreement.
 - C) 29-2016 – Approving Prairie Line Trail Agreement with Sibley County.
 - D) 30-2016 – Adopting the 2016-2020 Capital Improvement Plan.
 - E) 31-2016 – Approving Contract with Maguire Iron, Inc. for Exterior Painting of Water Tower.

UNFINISHED BUSINESS

NEW BUSINESS

11. Authorize/Deny Purchase of “Welcome to Arlington” Signs in Partnership with Arlington Area Chamber of Commerce (Scenic Signs, \$13,890.00).
12. Approve/Deny 2016 Seal Coating Plan and Authorize Advertisement for Bids.
13. Approve/Deny Joining County-Wide Initiative: DigitalTown for Smart City.
14. Approve/Deny Prairie Line Trail Inspection Policy.

MISCELLANEOUS BUSINESS

15. Police Department Update. (Officer Rovinsky)
16. Council Committee Updates
17. Open Discussion.
 - A) Follow-Up of MediaCom's Infrastructure Improvement Letter Discussed at 4-04-16 Council Meeting.
 - B) Open Meeting Law. (Arneson)

ADJOURNMENT

Reminders:

Parks – April 25th @ 7 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
APRIL 18, 2016**

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

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

Members absent: None

Also present: City Administrator Donabauer, City Attorney Arneson, Police Officer Rovinsky, Lee Ortloff and Greg Stang of PeopleServices, Kurt Menk

Motion by Wills, seconded by Battcher, and passed by unanimous vote to approve the agenda with the following changes

Add item 6G) McLeod County Solid Waste Management Open House, Friday, April 22nd @ McLeod County Solid Waste Management Building in Hutch.

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

- A) Approval of the April 4th Regular Meeting Minutes
- B) Approval of the April 4th Special Closed Meeting Minutes
- C) Approval of Bills.

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

The following announcements were reviewed:

- A) Local Board of Appeal and Equalization Open Book Meeting, Thursday, April 21st, 3-8 pm @ Sibley County Assessor's Office, Gaylord
- B) Go Local: Live and Work in Sibley County 1st Annual Business Expo, April 23rd, 10 am-2 pm @ GFW High School Winthrop
- C) SBA/SEDGO Profit Mastery Class for Small Business Owners, Thursday, April 28th, 9 am-5 pm @ Sibley County Courthouse Annex, Gaylord
- D) LMC's Annual Conference in St. Paul, June 14-17
- E) Arlington Historical Society's "Save Your Stones Tombstone Preservation Workshop", June 11th, 9 am-3 pm @ Arlington EMS Conference Room
- F) Arlington Farmer's Market, June 6 – October 2016
- G) McLeod County Solid Waste Management Open House, Friday, April 22nd @ McLeod County Solid Waste Management Building in Hutch.

The Council reviewed the following communications:

- A) Letter from Mayor Nagel to State Representatives RE: Railroad Crossing Fees
- B) Letter from Sibley East Principal Schellhammer RE: Sibley Serve 2016
- C) Small Business Development Center Services Brochure (forwarded from SEDCO)
- D) Press Release from MMPA RE: Construction on Member City's Energy Park
- E) March Financial Report
- F) March Police Report.

Greg Stang and Lee Ortloff presented the annual report for the City's water and wastewater departments. Ortloff commented on the upgrades that have occurred with the lift stations, wastewater treatment plant (WWTP) and water plant. He stated that six phone lines (alarm dialers) were terminated at the WWTP, a \$220/month savings; and six phone lines were also terminated at the wells, also a \$220/month savings. These lines were replaced with radio callouts; like what was done at the WWTP. This new system has been operating very well. Ortloff is in the process of obtaining estimates for painting the water tower. He stated that one of their goals for this year is to finish removing the sand that infiltrated the WWTP during the flooding that occurred two years ago. Another goal is to address the I&I issues at the

fairgrounds and get it metered better for more accountability. Ortloff is also obtaining bids for replacing the rubber membrane roof at the WWTP, which will include asbestos removal. PeopleService is attempting to improve on water accountability through a Water Supply Plan.

Ortloff talked about MnTAP (Minnesota Technical Assistance Program), an electrical savings program offered through the University of Minnesota; whereby ten different entities/cities are chosen a year and suggestions and/or improvements are made to help reduce costs. He felt the WWTP would be a good candidate for this program since it is not being utilized to its full capacity at this time (everything was overbuilt and intended to last 20-30 years) and a lot of electricity is being wasted. The program is free of charge; the U of M sends out a college intern to help figure out how to get the plant to operate more efficiently and lower costs for the City. Ortloff commented that only two cities had applied for this program to date. Stang commented that it is a good program.

The first reading of Ordinance No. 306 – An Ordinance Amending the 2014 Arlington Comprehensive Plan Future Land Use Map and Section 4, Subd. 1 (Official Zoning Map) of Ordinance 169, The Zoning Ordinance, was held. Adm. Donabauer explained that the proposed ordinance was for rezoning of property at the east end of Main Street owned by Tim Haggemiller and the City. The subject property has a quonset structure (in place for decades) and is also used as the City Shop/storage area. The request for rezoning was from R-1 One and Two Family to I-1 Light Industrial.

The Planning Committee considered the following during their most recent meeting:

1. Consistency with the Comprehensive Plan – The 2014 Arlington Comprehensive Plan guides the subject area to future residential use. The City Shop and existing quonset structure have been in existence for decades with no plans for change in use. An adjustment of the future land use map is requested to reflect existing conditions.
2. Conformity with lot standards in the applicable zoning district – No new lots are being created.’
3. Service by municipal utilities – City utilities are to the subject parcels. The quonset structure is not connected to water or sewer as it is cold storage use.
4. Impact on adjacent properties – The rezoning request is to accurately reflect existing uses which have been in place for decades with no change in occupancy contemplated.

The Planning Committee was recommending approval of the Comprehensive Plan amendment and the rezoning.

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

RESOLUTION 27-2016

A RESOLUTION APPROVING A SITE PLAN FOR SIBLEY EAST SCHOOLS AT 202 3RD AVENUE NW

WHEREAS, Wendel Architects has submitted a request for site plan approval on behalf of Sibley East Schools; and,

WHEREAS, the property is legally described as: Blk 3 Orig City & Lots 1-12 EX N 35’ of W 45’ Lot 6 Blk 4, City of Arlington; and,

WHEREAS, City staff and consultants have reviewed proposed plans for the school facility and forwarded comments and recommendations to the City of Arlington; and,

WHEREAS, City staff, consultants, or the Applicant may refer site plan approval to the Planning and Zoning Committee and City Council for approval; and,

WHEREAS, The Consulting Planner has referred site plan approval to the Planning and Zoning Commission and City Council due to the intensive nature of the use; and,

WHEREAS, the Planning and Zoning Commission on April 7, 2016 reviewed the request and recommended conditional approval of the site plan to the City Council; and,

WHEREAS, the City Council reviewed the site plan and associated documents at its regular meeting on April 18, 2016.

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

THAT: a site plan, a reconfiguration and expansion of Sibley East Public School and SE District Offices at 202 3rd Avenue NW is hereby approved, providing:

1. The "Use" is an 119,881 square foot public school facility (District Offices, middle, and high school).
2. Submittal of a revised set of plans (2 large scale sets and two 11 X 17 sets) plus scalable electronic pdf documents illustrating compliance with required conditions of approval.
3. Evidence of appropriate approvals and required permits from MPCA (i.e. SWPPP) and High Island Creek Watershed District.
4. Compliance with all recommendations as set forth within a memo to the City Council from Consulting Planner, Cynthia Smith Strack, dated April 18, 2016.
5. Compliance with all recommendations as set forth within a memo dated March 31, 2016 from City Engineer Jason Femrite.
6. Plan approval by Fire Chief John Zaske.
7. Filing of a landscaping plan for administrative approval. The landscape plan shall illustrate screening in side and rear yards abutting residential uses and effective screening of parking lots adjacent to Alden and Douglas streets so as to occlude headlights from shining into adjacent dwellings.
8. Exterior lighting (wall mounted and overhead) be directed so as not to cast glare toward or onto the public right of way or neighboring residential uses/districts
9. Granting of utility easements, providing of easement legal definitions, and submittal to the City for recording.
10. Payment of required fees and inspection services.
11. Project construction traffic to be routed onto 2nd Avenue NW.
12. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
13. This approval shall expire one year after date of approval unless the Applicant has commenced construction of the Use on the Property.
14. Approval of this site plan does not approve any future expansion or associated improvements on-site.
15. Any modifications not defined as "minor" by the Zoning Administrator shall require separate site plan approval.
16. Any incurred costs associated with either modifying or moving of water and sewer utilities to be covered by the School.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Nuesse 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 18th day of April, 2016.

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.

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

RESOLUTION 28-2016

**A RESOLUTION AUTHORIZING THE CITY OF ARLINGTON TO ENTER INTO
A PROFESSIONAL SERVICE AGREEMENT FOR TAX ASSESSMENT WITH THE
SIBLEY COUNTY ASSESSOR'S OFFICE FOR 2017**

WHEREAS, the City of Arlington seeks to enter into an Agreement with the Sibley County Assessor's Office to purchase the services of the Sibley County Assessor's Office to provide tax assessment services in 2017;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Arlington, Minnesota as follows:

1. That the attached one-year Service Agreement between Sibley County and the City of Arlington is hereby approved. A copy of the Agreement to provide tax assessment services from July 1, 2016 and terminating June 30, 2017 is attached to this Resolution and made a part of it. The details regarding the cost and assessment process that are to be provided by Sibley County Assessor's Office are further described in Exhibit A of this Agreement.

2. The cost of this Agreement shall not exceed \$10,930 unless the parties execute a written memorandum of understanding establishing the new maximum cost amount.
3. That the City Administrator, or his or her successor, and Mayor are designated the Authorized Representatives for the City.

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 18th day of April, 2016.

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 commented that staff had attended a safety seminar and learned the importance of having a trail maintenance agreement and/or policy in place, even if the intent is not to maintain the trail. She stated that City Attorney Arneson helped in drafting an Agreement between the City and County. Heiland expressed his concerns about ‘closing’ the trail during the winter months. Adm. Donabauer stated that it technically would not be closed; it just would not be maintained during the winter months and residents could still use it, but at their own risk. Heiland would like to obtain some estimates from private contractors to see what they would charge to maintain the trail in winter. Concern was expressed about the City’s liability if it is maintained or not; and also about designating a specific timeframe of it not being maintained. It was suggested to take out the specific dating of when the trail will not be maintained and replace it with such language as “from first snowfall until fully melted”.

Motion by Nuesse, seconded by Battcher, and passed by unanimous vote to table Resolution 29-2016 - A Resolution Authorizing the City of Arlington to Enter into a Trail Maintenance Agreement with Sibley County, in order to obtain more information and make some minor changes to the Agreement.

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

RESOLUTION 30-2016

A RESOLUTION ADOPTING THE 2016-2020 CAPITAL IMPROVEMENT PLAN

WHEREAS, the Arlington City Council has formulated the 2016-2020 Capital Improvement Plan (the “Plan”) which covers a five-year period from the date of its adoption and sets forth the estimated schedule, timing and details of the specific capital improvements by year, the estimated cost; the need for the particular improvement; and the sources of revenue to pay for the improvements; and

WHEREAS, the City Council, after public notice, conducted a public hearing on December 20, 2010 for the purpose of receiving comments on the original proposed Capital Improvement Plan; and

WHEREAS, the 2016-2020 Capital Improvement Plan is an amendment to the original Plan; and

WHEREAS, in approving the Plan, the City Council has considered the following for each project and for the overall Plan:

- 1) The condition of the City’s existing infrastructure, including the projected need for repair or replacement;
- 2) The likely demand for improvement;
- 3) The estimated cost of the improvement;
- 4) The available public resources;
- 5) The level of overlapping debt in the city;
- 6) The relative benefits and costs of alternative uses of the funds;
- 7) Operating costs of the proposed improvements; and
- 8) Alternatives for providing services more efficiently through shared facilities with other municipalities or local governmental units; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the proposed 2016-2020 Capital Improvement Plan is adopted which is attached hereto.

BE IT FURTHER RESOLVED that the approved Plan shall be reviewed on an annual basis and may be amended from time to time by city resolution.

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 18th day of April, 2016.

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.

Discussion was held on the repainting of the water tower. Adm. Donabauer stated that the paint on the tower is still the original from when it was constructed (late 90's). Lee Ortloff of PeopleService had obtained three estimates for the Council to review. It was noted that Maguire Iron had the low bid (\$80,750, which included \$10,000 for adding the baseball 'stitching' logo) and was the company who constructed the tower. Adm. Donabauer commented that when the tower was built, fundraising was done by a small group of community members to pay for the painting of the baseball logo on the tower. There were funds left over, which were given to the A's Baseball Association and intended as a maintenance fund for future use. The funds are no longer available. Donabauer questioned if the City would like to pursue some type of fundraising again and reach out to various civic groups/organizations to help pay (the \$10,000) for the baseball logo. Wills expressed his opposition to the City paying the full amount for the baseball logo. He felt that if the City was going to promote the baseball theme, the Baseball Association should contribute to the cost. Nuesse agreed. Heiland believes some of the local organizations would contribute funds to help pay for the painting of the logo.

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

RESOLUTION 31-2016

**A RESOLUTION AUTHORIZING THE CITY OF ARLINGTON TO ENTER INTO
CONTRACT WITH MAGUIRE IRON, INC.**

WHEREAS, the City of Arlington seeks to enter into an Agreement with Maguire Iron, Inc. for the exterior painting of the City's Water Tower;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Arlington, Minnesota as follows:

1. That the attached Contract between Maguire Iron, Inc. and the City of Arlington is hereby approved. A copy of the Contract for services to make repairs and improvements to the City's water supply tank is attached to this Resolution and made a part of it.
2. Upon inspection and completion of the work, the sum of \$80,750 shall be paid in full to Maguire Iron, Inc.
3. That the City Administrator, or his or her successor, and Mayor are designated the Authorized Representatives for the City.

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; and the following voted against the same: Wills; 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 18th day of April, 2016.

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 presented the revised design for the ‘Welcome to Arlington’ signs proposed for both the east and west entrances to the city. She stated that the Chamber had reviewed the design and suggested that the water tower logo be added and the color of the sign be changed to match the city’s website. She commented that the cost of the signs has increased from \$10,990 to \$13,890 with the addition of the lettering on the brick and the logo being added. The Chamber formally approved the design and splitting the cost of the sign 50/50. Donabauer commented that once the design has been formally approved and order placed, it will take approximately six weeks before installation can occur. Concern was expressed about the MnDOT Community Landscaping project that was planned to occur in late May around the west entrance sign. Wills expressed his opposition to the logo being on the sign as it takes up too much space; he liked the lettering to be as large as possible.

Motion by Heiland, seconded by Nuesse, and carried (Wills opposed) to approve the purchase of the “Welcome to Arlington” signs from Scenic Signs in the amount of \$13,890, in partnership with the Arlington Chamber of Commerce.

Adm. Donabauer presented the 2016 Sealcoating Plan for the Councils’ consideration. The streets proposed for sealcoating this year were last done in 2012. She stated that the bid opening was planned for May 10th and then Council would review said bids on May 16th. Concern was expressed about doing the sealcoating on 2nd Ave NW (from Hwy 5 to Alden St.) and Alden Street (from 2nd Ave NW to Hwy 5) with all the construction traffic that is proposed with the school improvement project. It was the consensus to remove 2nd Ave NW and Alden Street from the proposed sealcoating plan as mentioned above. It was suggested to find another area to do in place of the section being removed.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to approve the 2016 Sealcoating Plan (with Maintenance Supvr. Voigt’s approval for possible changes to which streets are included) and authorize advertisement for bids for 59,830 yards of material.

Adm. Donabauer talked about a new initiative the County was undertaking called “DigitalTown” for a “Smart City”. She explained that the County was entering into a 5-year agreement with a company called DigitalTown, whereby a website/community app/search engine would be created. The idea behind it is to bring all aspects of the city together: news, business, vendors, commerce, economic development, chamber, etc. This is a pilot program and will be free to all cities within Sibley County. It was also the intent that the City and Chamber would each keep their respective websites operating as is (concurrent to the new website created).

Motion by Nuesse, seconded by Heiland, and passed by unanimous vote to approve joining the County-wide Initiative: DigitalTown for Smart City with the condition that after the initial five year period there is no fee to the City. Staff is also to log/keep track of time it takes to maintain and/or update the DigitalTown site, that way if it gets to be too much the City has record of it.

Adm. Donabauer presented a Prairie Line Trail Inspection Policy for the Council’s consideration. She commented that Maintenance Supvr. Voigt had reviewed the policy.

Motion by Battcher, seconded by Nuesse, and passed by unanimous vote to approve the Prairie Line Regional Trail Corridor (PLRTC) Trail Inspection Policy as follows:

PLRTC TRAIL INSPECTION POLICY

It is the policy of the city of Arlington, as approved by the City Council to inspect the Prairie Line Regional Trail Corridor (PLRTC) for damage, tar settlement, downed trees or branches, or other physical conditions that may be hazardous to trail users. This policy is based on: the community’s value of city trails; the need to stay within current budgetary constraints; and city residents and visitor’s desire to use the PLRTC for a wide variety of recreational pursuits.

1. Inspection of the PLRTC designated during periods of higher usage will be done by mowing crews every seven to ten days as trail areas are mowed.

2. Inspection of the PLRTC designated during low periods of usage will be done on a monthly basis by the Maintenance Supervisor, other specified employee or Adopt A Trail volunteer.
3. Park trails may be inspected at less frequent intervals under the following situations:
 - When weather conditions create a health or safety concern to workers and volunteer(s), or make inspections otherwise inappropriate.
 - When personnel or equipment is limited because of work on other projects or because of excess hours previously worked.
 - When financial resources are unavailable.
 - When trail usage, grass height, and/or the relatively maintenance-free characteristics of some trails do not justify the trail being mowed or inspected.
4. With respect to the PLRTC, it is the policy of the city of Arlington wherever feasible and reasonable, to trim or prune trees to a minimum ten-foot heights above trails and three-feet beyond the trail edge.
5. All park trails are swept in late March or early April to remove debris.
6. Written records of mowing frequency and any park trail inspection records are to be kept at the Maintenance Shop.

Date: _____ Signed: _____
 (Maintenance Supervisor, Mayor, or Administrator)

Adm. Donabauer provided an update on the Police Department, as Officer Rovinsky was present earlier, but had to leave. She stated that Office Adm. Asst. Pomplun made the official move over to the PD in the last week and is now the Police Adm. Asst. She explained this means that there will now be daytime coverage within the PD office even if the officer happens to be out on patrol. Some of the initial duties are to include producing the monthly police/activity report, in conjunction with providing information to the local newspaper and city website; mapping needs; nuisance letters, etc.

It was noted that there were no Committee updates to be given, as they were addressed earlier in the evening under various agenda items.

Adm. Donabauer provided an update on the Mediacom Infrastructure Improvement Letter that was reviewed at the last meeting. She stated that the entire Mediacom network of residential customers will be experiencing 1 gig speed within the next three years (fastest network nationwide); currently experiencing 150 mbs. Mediacom will not be digging up lawns to make these improvements; they will be upgrading their equipment. Mediacom intends to expand the fiber network to the doorsteps of commercial, school and government buildings. Mediacom's last initiative will be to launch (free) downtown community wi-fi; Arlington may not qualify for this as it is intended for higher density communities.

Attorney Arneson provided a detailed update and/or refresher on the Open Meeting laws, which included social gatherings and electronic communications.

Motion by Battcher, seconded by Nuesse, and passed by unanimous vote to adjourn the meeting at 8:19 pm.

 City Administrator Liza M. Donabauer

 Mayor Richard Nagel