

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
FEBRUARY 16, 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. Special Welcome to Arlington Boy Scout Troop #140
4. 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.*

5. Approval of Consent Agenda
  - A) Approval of the February 1<sup>st</sup> Regular Meeting Minutes.
  - B) Approval of the February 1<sup>st</sup> Special Meeting Minutes.
  - C) Approval of Bills.
  - D) Approve Annual Rate and Service Agreement from the Sibley County Library System, \$22.37/hour @ Nine Hours/Week.

**PUBLIC HEARINGS**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

6. Addressing the Council
  - A) Citizens Addressing the Council.
7. Announcements
  - A) Award of Darwin Mathwig Award at the Arlington Lions Fish Fry, February 26<sup>th</sup> @ 5:00 p.m.
  - B) Invitation to Attend Legislative Forum on Local Government Aid (LGA), February 29<sup>th</sup> @ 1:30 p.m., Hutchinson City Center, Council Chambers.
  - C) Local Board of Appeal and Equalization Open Book Meeting: Thursday, April 21<sup>st</sup> @ 3-8 p.m. Sibley County Assessor's Office, Gaylord.
8. Communications
  - A) January Financial Reports.
  - B) Certificate of Membership, MN Rural Water Association.
  - C) Letter from MN Transportation Alliance to MnDOT Commissioner Zelle RE Highway 212 Corridor.
  - D) Minnesota Municipal Utilities Association Year in Review.

## **REPORTS OF OFFICERS, BOARDS & COMMITTEES**

9. Yearly Arlington Historical Society Update. (Dwight Grabitske and Curt Boeder)

## **ORDINANCES & RESOLUTIONS**

10. Ordinances

11. Resolutions

- A) 13-2016 – Support/Deny the Minnesota Broadband Vision Created at the Border to Border Broadband Conference by Conference Attendees.
- B) 14-2016 - Approve/Deny Township Fire Agreements.
- C) 15-2016 - Approve/Deny Township Ambulance Agreements.
- D) 16-2016 - Approve/Deny Green Isle Ambulance Agreement.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

12. Four Seasons Park Senior Building Remodel.

- A) Review Construction Plans and Specifications.
- B) Resolution 17-2016 - Approve/Deny Plans and Specifications and Ordering Advertisement for Bids.

13. LMCIT Survey and Experience Modification Factor Report for the City of Arlington.

## **MISCELLANEOUS BUSINESS**

14. Maintenance Department Update. (Kirby Weckworth)

15. Council Committee Updates.

- A) Planning & Zoning
- B) EDA
- C) Library Board
- D) Parks & Public Building

16. Open Discussion.

## **ADJOURNMENT**

### Reminders:

Parks – February 22<sup>nd</sup> @ 7:00 p.m.

EDA – March 3<sup>rd</sup> @ 6:00 p.m.

Planning & Zoning – March 3<sup>rd</sup> @ 7:00 p.m.

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
FEBRUARY 16, 2016**

The regular meeting was called to order at 6:43 p.m., Mayor Richard Nagel presiding.

Members present: Battcher, Jaszewski, Mayor Nagel, Wills

Members absent: Heiland, Nuesse

Also present: City Administrator Donabauer, Maintenance Worker Kirby Weckworth, Historical Society Members Dwight Grabitske and Curt Boeder; Boy Scout Troop #140 Members Mike Frauendienst, Rand Bovard, Oscar Kreft, Jim Kreft, Josh Sorenson, Caden Frauendienst, Thomas Battcher; Kurt Menk

Motion by Wills, seconded by Jaszewski, and passed by unanimous vote to approve the agenda as presented.

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

- A) Approval of the February 1<sup>st</sup> Regular Meeting Minutes
- B) Approval of the February 1<sup>st</sup> Special Meeting Minutes
- C) Approval of Bills
- D) Approve Annual Rate and Service Agreement from the Sibley County Library System, \$22.73/hour @ Nine Hours/Week.

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) Award of Darwin Mathig Award at the Arlington Lions Fish Fry, February 26<sup>th</sup> @ 5:00 p.m.
- B) Invitation to Attend Legislative Forum on Local Government Aid (LGA), February 29<sup>th</sup> @ 1:30 pm, Hutchinson City Center, Council Chambers
- C) Local Board of Appeal and Equalization Open Book Meeting, Thursday, April 21<sup>st</sup> @ 3-8 pm Sibley County Assessor's Office, Gaylord.

The Council reviewed the following communications:

- A) January Reports
- B) Certificate of Membership, MN Rural Water Association
- C) Letter from MN Transportation Alliance to MnDOT Commissioner Zelle, RE: Highway 212 Corridor
- D) Minnesota Municipal Utilities Association Year in Review.

Arlington Historical Society (AHS) Secretary Dwight Grabitske presented the Annual Historical Society Report. He spoke on the renovations for the museum, which included an ADA compliant restroom. It was noted that the AHS has been active in letting the public know about the (soon-to-be-open) museum and sharing their collections with the public (girl/boy scouts, school events, etc.). Mayor Nagel questioned if the AHS has considered membership fees. Grabitske stated they have discussed it, but are not quite set up for it yet. They have also discussed the idea of sending out a monthly newsletter. Grabitske commented that the AHS continues to receive donations from individuals and organizations, along with seeking grant dollars annually.

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

**RESOLUTION 13-2016**

**A RESOLUTION SUPPORTING THE MINNESOTA BROADBAND VISION CREATED AT THE MINNESOTA BORDER TO BORDER BROADBAND CONFERENCE BY CONFERENCE ATTENDEES**

**The Vision**

“Everyone in Minnesota will be able to use convenient, affordable, world-class broadband networks that enable us to survive and thrive in our communities and across the globe.”

**WHEREAS**, broadband, or high speed Internet, is essential today and increasingly essential for community vitality, including competitive economic development, affordable and quality health care, equitable education and effective government; and

**WHEREAS**, vast areas of Minnesota and thousands of Minnesotans lack access to affordable and reliable broadband services that meet or exceed the federal broadband standards of 25/3 Mbps; and

**WHEREAS**, the long and short-term benefits of achieving our broadband vision will be spread widely across our entire Minnesota community while failing to reach our broadband vision will sentence some rural areas to second class status and permanent decline;

**NOW THEREFORE BE IT RESOLVED**, the City Council of Arlington, Minnesota, adopts the Minnesota Broadband Vision and encourages the Minnesota Legislature and Governor to provide sufficient leadership, resources and legal framework to ensure that the State of Minnesota achieves this vision by 2020.

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of February, 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 Battcher introduced the following resolution and moved for its adoption:

**RESOLUTION 14-2016**

**A RESOLUTION AUTHORIZING THE CITY OF ARLINGTON TO ENTER INTO AN AGREEMENT TO PROVIDE EMERGENCY FIREFIGHTING, ACCIDENT, AND DISASTER RESPONSE SERVICES TO SAID TOWNSHIPS**

**WHEREAS**, the City of Arlington seeks to enter into an agreement with Arlington, Dryden, Green Isle, Jessenland, Kelso and New Auburn Townships to provide emergency firefighting, accident, and disaster response services;

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

1. That the attached two-year Agreement between the above townships and the City of Arlington is hereby approved. A copy of the Agreement for services to answer any fire calls which occur in the areas of the townships described within the Agreement, and to respond with emergency rescue services to any accidents, or to any tornado, windstorm or other natural disasters in the same areas, to the extent that said fire department personnel and equipment are reasonably available.
2. In consideration of this agreement, the townships each agree to pay to the City the sum of \$352.57 per section for the 2016 calendar year and \$336.50 per section for the 2017 calendar year.
3. The Agreement shall be effective as of the 2016 calendar year and the 2017 calendar year.
4. 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 Wills and upon poll being taken thereon the following voted in favor thereof: Battcher, Jaszewski, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Heiland, Nuesse.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of February, 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 15-2016**

**A RESOLUTION AUTHORIZING THE CITY OF ARLINGTON TO ENTER INTO AN AGREEMENT TO PROVIDE AMBULANCE SERVICE TO SAID TOWNSHIPS**

**WHEREAS**, the City of Arlington seeks to enter into an agreement with Arlington, Dryden, Green Isle, Jessenland, Kelso, New Auburn and Washington Lake Townships to provide ambulance service;

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

1. That the attached two-year Agreement between the above townships and the City of Arlington is hereby approved. A copy of the Agreement for services to answer any ambulance calls which occur in the areas of the townships described within the Agreement, and to respond with those services provided by an ambulance to transfer the sick and injured to proper medical facilities, to the extent that said ambulance department personnel and equipment are reasonably available.
2. In consideration of this agreement, the townships each agree to pay to the City the sum of \$143.90 per section for the 2016 calendar year and \$138.67 per section for the 2017 calendar year.
3. The Agreement shall be effective as of the 2016 calendar year and the 2017 calendar year.
4. 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 Battcher and upon poll being taken thereon the following voted in favor thereof: Battcher, Jaszewski, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Heiland, Nuesse.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of February, 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 Jaszewski introduced the following resolution and moved for its adoption:

**RESOLUTION 16-2016**

**A RESOLUTION AUTHORIZING THE CITY OF ARLINGTON TO ENTER INTO AN AGREEMENT TO PROVIDE AMBULANCE SERVICE TO THE CITY OF GREEN ISLE**

**WHEREAS**, the City of Arlington seeks to enter into an agreement with the City of Green Isle to provide ambulance service;

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

1. That the attached two-year Agreement between the City of Green Isle and the City of Arlington is hereby approved. A copy of the Agreement for services to answer any ambulance calls which occur in the City of Green Isle described within the Agreement, and to respond with those services provided by an ambulance to transfer the sick and injured to proper medical facilities, to the extent that said ambulance department personnel and equipment are reasonably available.
2. In consideration of this agreement, the City of Green Isle agrees to pay to the City the sum of \$6,291.33 for the 2016 calendar year and \$5,969.04 for the 2017 calendar year.
3. The Agreement shall be effective as of the 2016 calendar year and the 2017 calendar year.
4. 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 Battcher and upon poll being taken thereon the following voted in favor thereof: Battcher, Jaszewski, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Heiland, Nuesse.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of February, 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 Four Seasons Park – Senior Building Remodel. Adm. Donabauer explained that the KMA Designs had been hired to put plans and specifications together for the proposed project. The Parks Committee, Public Buildings Committee and members of the Lions organization met recently to review the plans. It was noted that the Lions organization was seeking a grant, which would help pay for the improvements. The Council reviewed the plans that included various options. The building will be much more energy efficient. Concern was expressed about eliminating all of the concession stand-type windows.

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

**RESOLUTION 17-2016**

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS**

**WHEREAS**, pursuant to action adopted by the Council on December 15, 2015, KMA Design & Construction has prepared plans and specifications for the remodel of the Senior Building at Four Seasons Park;

**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. A required pre-bid meeting will be conducted with KMA Design Construction and Maintenance Supervisor Tony Voigt on Thursday, February 25<sup>th</sup> at 10:00 a.m. at the Senior Building.
3. The City Administrator shall prepare and cause to be inserted in the official paper and on the City website an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published in two separate (weekly) issues, shall specify the work to be done, and shall state that bids will be received by the City Administrator until 1:00 p.m. on Thursday, March 17, 2016 at which time they will be publicly opened in the Council Chambers of City Hall by the Administrator, 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 Battcher and upon poll being taken thereon the following voted in favor thereof: Battcher, Jaszewski, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Heiland, Nuesse.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of February, 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 explained that a representative from the League of Cities Insurance Trust (worker's compensation) came out to do an on-site safety and ergonomic survey of the fire department (a different department of the city is reviewed every year; last year was the maintenance shop). She noted that the City's worker comp premiums have risen substantially in the last few years, due to injuries being sustained by employees. The Council reviewed the report from LMCIT, along with its recommendations for making the necessary improvements and/or purchases to reduce slips/trips/falls, etc.

Kirby Weckworth was present to provide an update on the Maintenance Department. He explained that he was in the process of switching over all Material Safety Data Sheets (MSDS) to the newest version (GHS) to be OSHA compliant by June 1<sup>st</sup>. He is working with the League and another organization to get an account set up on a specific website (free to the City) for Arlington where staff (at the Community Center, Shop and Wastewater Plant) can print sheets as needed. Weckworth commented on the various maintenance tasks he was working on for the Community Center, Senior Building and Library. He has been attempting to get more acquainted and/or training with the larger equipment, such as payloaders, street sweeper, blower, etc.

Wills provided an update on the most recent Library Committee meeting. It was reported that the fiber optic line that was installed was running at expected speed; however two computers had to be replaced as they were outdated and could not handle the new speed. The used book sales are going well. Mikayla, the new employee, is doing great and working well with patrons. APPL will be sponsoring Jim Gilbert on April 5<sup>th</sup> at the Methodist Church, who will be talking about "Birding".

Jaszewski provided an update on the Farmer's Market. He stated that he was impressed with how much excitement there was from the group of people that attended the most recent meeting. There was a lot of information shared; some rules and regulations (Cottage Law-labeling handmade food products). The market will be held at the Community Center parking lot on the Monday evenings starting in June through October (frost). It was a goal of the Committee to have four solid 'anchor' vendors, which it now does and more. A one-time fee of \$50 will be charged per vendor for the season. There will be a minimal weekly fee for those vendors that don't come every week.

Jaszewski commented that he had been researching the "National Night Out", which is August 2<sup>nd</sup> and would be bringing information to a future meeting. He suggested that the City should start advertising the block party concept now, in order to spark interest to help determine the locations for the summer.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to adjourn the meeting at 7:42 pm.

\_\_\_\_\_  
City Administrator Liza M. Donabauer

\_\_\_\_\_  
Mayor Richard Nagel