

**ARLINGTON CITY COUNCIL
MEETING AGENDA
JANUARY 19, 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 January 4th Regular Meeting Minutes.
 - B) Approval of the January 4th Closed Meeting Minutes.
 - C) Approval of the January 12th Special Meeting Minutes.
 - D) Approval of Bills.
 - E) ~~Deny Contribution for Year of Service to Four Fire Department Members for Year 2015.~~
(removed for discussion purposes)
 - F) ~~Approve Hiring of Mark Wieman for Part-Time Seasonal Snow Removal.~~
(removed for discussion purposes)

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council.
6. Announcements
 - A) Experienced Officials Leadership Conference – January 22nd & 23rd (Brooklyn Center).
 - B) Fireman’s Dance – January 30th @ 7:00 p.m., Arlington Community Center.
 - C) Meeting with the Townships/G.I. Fire/Ambulance Coverage - February 2nd @ 7:00 p.m.
 - D) City Offices will be closed on Monday, February 15th for the President’s Day Holiday.
 - E) Council Meeting Rescheduled for Tuesday, February 16th @ 6:30 p.m.

7. Communications
 - A) IRS 2016 Standard Mileage Rate.
 - B) Thank You Letter from Arlington Chamber of Commerce for Police and Fire Participation on Fright Night.
 - C) City Administrator's Projects List.
 - D) December Police Report.

ORDINANCES & RESOLUTIONS

8. Ordinances
9. Resolutions
 - A) 7-2016 – Accepting a Donation from Karan Pichelmann.
 - B) 8-2016 – Accepting a Donation from Bev Kothe Qualitative Research.
 - C) 9-2016 – Ratifying Additional Mayoral Appointment.
 - D) 10-2016 – Authorizing Agreement for E-Payment Services with Point & Pay, LLC.

UNFINISHED BUSINESS

NEW BUSINESS

10. 2016 Mayoral Goals.

MISCELLANEOUS BUSINESS

11. Maintenance Department Update.
12. Council Committee Updates.
13. Open Discussion.
 - A) City of Arlington Signs
 - B) Blandin Grant

ADJOURNMENT

Reminders:

Parks – January 25th @ 7 pm

Township/Fire/Ambulance/GI – February 2nd @ 7 pm (EMS Bldg)

**ARLINGTON CITY COUNCIL
MEETING MINUTES
JANUARY 19, 2016**

The regular meeting was called to order at 6:34 p.m., Mayor Richard Nagel presiding.

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

Members absent: None

Also present: City Administrator Donabauer, City Attorney Arneson, Maintenance Supvr. Tony Voigt, Kurt Menk

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

Add item 7D) December Police Report

Add item 13A) City of Arlington Signs

Add item 13B) Blandin Grant.

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

A) Approval of the January 4th Regular Meeting Minutes

B) Approval of the January 4th Special Closed Meeting Minutes

C) Approval of the January 12th Special Minutes

D) Approval of Bills

~~E) Deny Contribution for Year of Service to Four Fire Department Members for Year 2015~~
(removed for discussion purposes and added as item 10A)

~~F) Approve Hiring of Mark Wieman for Part Time Seasonal Snow Removal.~~
(removed for discussion purposes and added as item 10B)

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) Experienced Officials Leadership Conference – January 22nd & 23rd (Brooklyn Center)

B) Fireman’s Dance – January 30th @ 7:00 p.m., Arlington Community Center.

C) Meeting with the Townships/G.I. on Fire/Ambulance Coverage - February 2nd @ 7:00 p.m.

D) City Offices will be closed on Monday, February 15th for the President’s Day Holiday.

E) Council Meeting Rescheduled for Tuesday, February 16th @ 6:30 p.m.

The Council reviewed the following communications:

A) IRS 2016 Standard Mileage Rate

B) Thank You Letter from Arlington Chamber of Commerce for Police and Fire Participation on Fright Night

C) City Administrator’s Projects List

D) December Police Report.

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

RESOLUTION 7-2016

A RESOLUTION ACCEPTING A 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 donation of \$140.00 from Karan Pichelmann to be used toward the Senior Building Renovation Project at Four Seasons Park; 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 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 19th day of January, 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 8-2016

A RESOLUTION ACCEPTING A 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 donation of \$100.00 from Bev Kothe Qualitative Research for the Arlington Fire Department; 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 Wills 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 19th day of January, 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 9-2016

A RESOLUTION RATIFYING ADDITIONAL MAYORAL APPOINTMENT

BE IT RESOLVED that Mayor Richard Nagel has appointed the following individual to the following appointment:

CITIZEN COMMITTEES:

Cemetery Committee: (Term Length: Two years)

Citizen Appointees: Cory Danner (2017).

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 19th day of January, 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 Nuesse introduced the following resolution and moved for its adoption:

RESOLUTION 10-2016

A RESOLUTION AUTHORIZING THE CITY OF ARLINGTON TO ENTER INTO AN E-PAYMENT SERVICES AGREEMENT WITH POINT & PAY, LLC.

WHEREAS, the City of Arlington seeks to enter into an Agreement with Point & Pay, LLC. for the E-Payment services for payment of city fee services;

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

1. That the attached three-year E-Payment Services Agreement between Point & Pay, LLC. and the City of Arlington is hereby approved. A copy of the Agreement for services to provide use of an electronic payment service and payment modules is attached to this Resolution and made a part of it.
2. The Agreement commences on January 19, 2016 and will end on the third (3rd) anniversary of the effective date and will automatically renew for successive one (1)-year terms. The agreement may be terminated at any time during the renewal term upon written notice of such termination by either party to the other party; such termination to be effective immediately at the end of 60-day notice period.
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, 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 19th day of January, 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.

Mayor Nagel presented his 2016 Mayoral Goals, as follows:

2016 Mayoral Goals

1. Enter the Planning and Proposal Phase for Improvements of the Arlington Public Cemetery.

There is a critical need for resurfacing the roads contained in the Arlington Public Cemetery. In addition, it would serve the needs of the community to address the rapidly growing trend of cremation and to construct a Columbarium and related landscape area at the cemetery to receive properly and with dignity, the cremated remains of our loved ones.

These projects would be budgeted for and undertaken in the year 2017. The City's Cemetery Committee will spearhead this endeavor; and together with City staff, will plan and design the project, determine estimated costs, and bring their findings to the City Council no later than November 1, 2016 for review and approval necessary for budget consideration. *(Assigned to Councilmember Nuesse)*

2. Obtain Access to and Begin Development of Arlington's Industrial Park.

Development will consist of platting work to be done by the City Planning and Zoning Committee. Also involved will be street construction and supplying the Industrial Park site with all required utilities. This endeavor is being accelerated due to the commitment of the Industrial Park's first occupant slated for 2017. *(Assigned to Councilmember Heiland)*

3. Continue to Identify Properties and Parked Vehicles that are Unsightly and in Violation of City Ordinances.

Some progress has been made on this 2015 goal; however, more still needs to be done before this area of enforcement concern can be termed a "routine" function of our City Police Department. Recently enacted Ordinance 300, dealing primarily with outdoor storage; as well as long standing Nuisance Ordinance 259, are in place and provide our Police Officers with the tools to address property and vehicle violations. *(Assigned to Mayor Nagel)*

4. Create Activities and Gatherings to Foster "Community" in the City of Arlington.

Observing such events as: National Night Out, Music in the Park, Neighborhood Block Parties and Farmer's Market, I feel will create an atmosphere of cooperation and togetherness. I pledge to do my part in bringing city government to the citizens of Arlington via various "Coffee with the Mayor" sessions throughout the year. Please contact the City Office if you'd like me to meet with your group. *(Assigned to Councilmember Jaszewski)*

5. Attain Step 2 and Work Toward Attaining Step 3 of the GreenStep Cities Program.

The GreenStep Cities program is a cost free, voluntary challenge initiative that came into being in 2008. The program assists and recognizes cities that implement sustainable best practices in the areas of renewable energy production, energy conservation, cleaner air, cleaner water, local food production, bikeable/walkable communities, and more. Arlington has been recognized as a Step 1 level community and with the continued energy and commitment of City Administrator Donabauer, is near Step 2 attainment. *(Assigned to City Administrator Donabauer)*

6. Inventory the City Tree Population and Formulate a Replanting Plan.

With the removal of a significant number of diseased boulevard trees in recent years, I feel that it is crucial that our Maintenance Staff, aided by the City Shade Tree Committee, document a plan for tree removal and replacement. Said plan would identify standing trees still in need of removal, as well as outlining an overall plan of tree replacement throughout the City. *(Assigned to Councilmember Wills)*

7. Complete a City-Wide Inventory of All Traffic Control Signs and Street Signs.

The State of Minnesota has imposed a deadline of 2018 for upgrading all City traffic related signage to new ultra-reflective signs. The inventory and GPS registering of sign locations and sign conditions needs to be done visually and after dark. It would be a prudent use of time to also make visual after dark inspection of all street/avenue signs throughout the City; as most street signs throughout the City are in very poor condition. It is hoped that the City Maintenance Staff, with the volunteer assistance of a few of our more “senior” citizens, can accomplish this task. *(Assigned to Councilmember Battcher)*

Jaszewski commented that he asked to have item 4E (denial of contribution for year of service for four fire department members for year 2015) removed from the consent agenda as he had concern about one of the names on the list. He stated that the individual has served on the department for 35 years and is still passionate about it; there were circumstances (job related) beyond his control that kept him from being compliant with the regulations, which was never an issue for him in the past. He is a very dependable individual. Jaszewski felt he should still be recognized for the years of service. He commented that the individual feels slighted or unappreciated. Heiland stated that the Fire Committee and Fire Officers had lengthy conversations on the subject and were trying to be fair to the members of the department as a whole. It was noted that there is an appeal process for those members who wish to pursue it.

Motion by Battcher and died for lack of a second to deny contribution for year of service to four fire department members for year 2015 (firefighters #2 through #4 on the list provided).

Motion by Wills, seconded by Heiland, and passed by unanimous vote to deny contribution for year of service for year 2015 to firefighters #2 and #3 under ‘calls’ and firefighter #1 under ‘drills’ (on list provided). It was noted that the firefighters could appeal if they chose to by sending a written appeal request to City Administrator Donabauer.

Wills commented that he asked for item 4F (approve hiring Mark Wieman for part-time seasonal snow removal) to be removed from the consent agenda in order to clarify the hours the individual was to work. He questioned if Wieman would be used every time it snowed or to fill in for staff that may be absent due to vacation or illness. Maintenance Supr. Voigt commented that he intended both, pending the need (if they get a larger snow and additional help is needed), and to increase the pool of part-time help to two (currently at 1, who is not always available when needed).

Motion by Wills, seconded by Battcher, and passed by unanimous vote to hire Mark Wieman for part-time seasonal snow removal.

Maintenance Supvr. Voigt provided an update on the happenings within the maintenance department. They started working on the sign retro-reflectivity project earlier that day; putting a plan together. Voigt will be getting some pricing on sign materials. He feels that inventorying the entire city will be obtainable this year, but not complete replacement. Replacement will have to be completed in stages due to costs and time constraints: stops signs first, yield signs next and street markers last. Mayor Nagel questioned if GPS mapping will be done at the same time. Voigt commented it will be done at some point in the process, but not right away because it is a lengthy process; he would rather see some signage get replaced first. As far as trees are concerned, they will be doing more removal of diseased trees as weather and time permits. Voigt commented that they continue to keep up with building and equipment needs and/or maintenance. He added that he plans to get an early start on getting pricing for curb and storm sewer/catch basin drain replacements.

Battcher and Adm. Donabauer recently attended the Sibley County Strategic Planning meeting. Adm. Donabauer explained that this was a leadership program offered through the Extension Office at the U of M. Sibley County was funding the first three years of this program.

Adm. Donabauer handed out pictures of the proposed new entrance signage. She stated that the Chamber was interested in a joint venture. It was suggested to change “The City of” to “Welcome to” and make it larger (font size). It was noted that the base was staying, but the entire sign cabinet was being replaced. Battcher commented that she felt the wording (font size) for the Chamber portion was too large and/or overpowering for the size of the sign. Heiland commented that the Chamber’s logo also includes the baseball water tower and maybe should on the sign as well. It was suggested that a separate sign could be attached to the block base for the Chamber (would be an additional cost).

Adm. Donabauer explained that several communities within Sibley County collectively applied for a \$25,000 (matching) Blandin Grant, which would provide for the installation of Wi-Fi access points in each of the communities (in a pre-selected location). Hiawatha Broadband provided an estimate for the installation and monthly charges (\$200/month) associated therewith to keep the Wi-Fi going. The City of Arlington would be responsible for \$6,500, plus mounting locations and electricity. Nuesse expressed her concerns with the concept (city costs for public service and ‘abuse’ of the system). It was agreed that this is a great opportunity for the community; but is not the right time for Arlington.

City Attorney Arneson provided an update on the situation with Johnson Controls. He has had no response of any kind to his last two emails. Maintenance Supvr. Voigt commented that there are plenty of issues with the street lights. He reported that there are over 20 street lights out due to the cold temps. Attorney Arneson explained the issue isn’t really with Johnson Controls so much as it is with the contractor they chose who supplies the equipment. The supplier/contractor is slow and unresponsive; they are either inefficient or have financial difficulties. Attorney Arneson will continue to try to reach them.

Motion by Wills, seconded by Heiland, and passed by unanimous vote to adjourn the meeting at 8:00 pm.

City Administrator Liza M. Donabauer

Mayor Richard Nagel