

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
MARCH 21, 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 March 7<sup>th</sup> Regular Meeting Minutes.
  - B) Approval of the March 7<sup>th</sup> Special Meeting Minutes.
  - C) Approval of the March 16<sup>th</sup> Special Joint EDA Meeting Minutes.
  - D) Approval of the March 16<sup>th</sup> Closed Meeting Minutes.
  - E) Approval of Bills.
  - F) Approval of Transient Merchant/Peddler's permit for Jorge Saucedo. (Taco Stand)
  - G) Authorize Use of City Picnic Tables for Breakfast on the Farm Event, June 10<sup>th</sup>, 6:30-10:30 a.m.
  - H) Authorize Hire of Nicholas Thies, Volunteer EMT, Arlington Area Ambulance.

**PUBLIC HEARINGS**

5. Public Hearing to Consider an Ordinance Approving a "Complete Streets" Policy.

**PETITIONS, REQUESTS, & COMMUNICATIONS**

6. Addressing the Council
  - A) Citizens Addressing the Council.
7. Announcements
  - A) Coffee with the Mayor, April 7<sup>th</sup> @ 1:30 p.m. Arlington Haus.
  - B) 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.
  - C) Go Local: Live and Work in Sibley County 1<sup>st</sup> Annual Business Expo, April 23<sup>rd</sup>, 10-2 p.m. at GFW High School, Winthrop.

8. Communications
  - A) February Financial Reports.
  - B) February Water & Wastewater Reports
  - C) Gambling Report from German Days, Inc.
  - D) February Police Report.

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

9. Annual Report – Parks – Al Irhke.

### **ORDINANCES & RESOLUTIONS**

10. Ordinances
  - A) First Reading: Ordinance 305 – Approving a Complete Streets Policy.
11. Resolutions
  - A) 22-2016 – Approving the Minnesota ACT on Alzheimer’s Communities Grant Application Funding Community Engagement Program to Adopt Dementia Friendly Practices within the City of Arlington.

### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

12. Accept Senior Building Bid Results.
  - A) Determine Bid to be Included in the Lions International Grant Application for Senior Building Improvements.
13. Approve/Deny Paperless Council Agenda Packet Delivery Method.

### **MISCELLANEOUS BUSINESS**

14. Police Department Update.
15. Council Committee Updates
16. Open Discussion.
  - A) City of Arlington Clean-Up Day, June 23<sup>rd</sup>, 9-4 p.m. in Partnership with Tri-County Waste at Sibley County Fair Grounds.

### **ADJOURNMENT**

Reminders:

Cemetery – March 28<sup>th</sup> @ 5:30 pm  
Parks – March 28<sup>th</sup> @ 7 pm

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
MARCH 21, 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, Parks Committee Chair Alan Ihrke, Senate District 18 Candidate Amy Wilde, Police Officer Bruce Rovinsky, Kurt Menk

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

Add item 8D) February Police Report.

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

- A) Approval of the March 7<sup>th</sup> Regular Meeting Minutes
- B) Approval of the March 7<sup>th</sup> Special Meeting Minutes
- C) Approval of the March 16<sup>th</sup> Special Joint EDA Meeting Minutes
- D) Approval of the March 16<sup>th</sup> Closed Meeting Minutes
- E) Approval of Bills
- F) Approval of Transient Merchant/Peddler's permit for Jorge Saucedo. (Taco Stand).
- G) Authorize Use of City Picnic Tables for Breakfast on the Farm Event, June 10<sup>th</sup>, 6:30-10:30 a.m.
- H) Authorize Hire of Nicholas Thies, Volunteer EMT, Arlington Area Ambulance.

Mayor Nagel recessed the regular meeting to hold a public hearing.

Mayor Nagel called to order the public hearing to consider an Ordinance Approving a "Complete Streets" Policy.

Adm. Donabauer explained that Zoning Consultant Smith-Strack, the Planning & Zoning Committee and Streets Committee have been working together to develop a Complete Streets Policy. The policy defines a process to ensure future street and transportation projects give ample consideration to all future users and incorporate features as necessary to fulfill the City's vision of Complete Streets. The City views each street and transportation project as unique, this means design features will likely differ from street to street, yet each street may still be considered "complete". A few components that will be considered will include: street width, lighting, greenspace, bike trails, and sidewalks. The policy will provide guidance for future construction and reconstruction projects. It was noted that there was no one present either for or against the proposed policy/ordinance.

Mayor Nagel adjourned the public hearing and reconvened the regular meeting.

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

The following announcements were reviewed:

- A) Coffee with the Mayor, April 7<sup>th</sup> @ 1:30 p.m. Arlington Haus
- B) Local Board of Appeal and Equalization Open Book Meeting, Thursday, April 21<sup>st</sup> @ 3-8 pm Sibley County Assessor's Office, Gaylord
- C) Go Local: Live and Work in Sibley County 1<sup>st</sup> Annual Business Expo, April 23<sup>rd</sup>, 10-2 p.m. at GFW High School Winthrop.

The Council reviewed the following communications:

- E) February Financial Report
- F) February Water/Wastewater Reports
- G) Gambling Report from German Days, Inc.
- H) February Police Report.

Parks Committee Chairperson Alan Ihrke presented the annual report for the Parks/Trail Committee. He reviewed the members on the Committee and stated that this group has remained the same for a few years now. He commented that the Sportsman's Park was the main focus of the group in 2015, more specifically the renovation of the ball field. The Adopt-A-Park/Trail program was implemented last year and was very well perceived by the public. Community ownership, responsibility and pride were showing! Adm. Donabauer commented that the Parks Committee also hosted a tree planting ceremony at Frenzel Park in lieu of Arbor Day. Projects for 2016 include: installing the backstop at the ball field at Sportsman's Park, the Sr. Building (Four Seasons Park) renovation, and getting the 'TWINS' Youth Baseball Clinic implemented at the Sportsman's Park.

The first reading of Ordinance No. 305 – An Ordinance Establishing a Complete Streets Policy Defining a Process to Ensure Future Street and Transportation Projects, Give Ample Consideration to all Future Users and Incorporate Features as Necessary to Fulfill the City's Vision of Complete Streets, was held. Adm. Donabauer stated that the Complete Streets concept is part of the City's efforts as a GreenStep City. The policy consists of narrative standards and a map illustrating focus corridors. It was noted that the Planning & Zoning Committee and Streets Committee worked together on this policy. Wills commented that the policy took into account what was done (reviewed) with regards to the 2015 Street/Utility Improvement Project.

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

#### **RESOLUTION 22-2016**

#### **A RESOLUTION TO APPROVE THE MINNESOTA ACT ON ALZHEIMER'S COMMUNITIES GRANT APPLICATION THAT WILL FUND COMMUNITY ENGAGEMENT IN ADOPTING DEMENTIA FRIENDLY PRACTICES WITHIN THE CITY OF ARLINGTON**

**WHEREAS**, the City of Arlington Comprehensive Plan emphasizes the commitment to creating a community for a lifetime and the strong desire to retain all residents within the community throughout their lifetime; and,

**WHEREAS**, City staff have met with representatives from the Minnesota River Area Agency on Aging to discuss steps to promote a community for a lifetime; and,

**WHEREAS**, the City hosted a meeting of Sibley County Commissioners and elected leaders of seven cities within Sibley County for the express purpose of gaining input from Representatives from the Carver County Office of Aging and the Minnesota River Area Agency on Aging regarding aging in place; and,

**WHEREAS**, the City of Arlington Council unanimously and vigorously supports an community effort to understand dementia and its implications for the entire community; and

**WHEREAS**, the City will lead an effort to create a dementia friendly community which is informed, safe, and respectful of individuals with dementia and their families, a community which provides supportive options, and a community which fosters quality of life.

**WHEREAS**, Ridgeview Medical Center, The Good Samaritan Society, The Chamber of Commerce, Arlington Police Chief Cory Danner, and Kevin Sullivan (Ambulance Director) have expressed interest in joining other community leaders and members to understand dementia and its implications for the City of Arlington community.

**WHEREAS**, the City of Arlington supports the grant application made to the Metropolitan Area Agency on Aging for the ACT on Alzheimer's Action Communities Grant Program. The funding purpose is to engage Minnesota communities in becoming dementia friendly.

**WHEREAS**, the City of Arlington recognizes there is no match requirement for the ACT on Alzheimer's Communities Grant,

**NOW, THEREFORE, BE IT RESOLVED**, if Arlington is awarded a grant by ACT on Alzheimer's and its partners the City of Arlington agrees to accept the grant award, and may enter into an agreement with the Metropolitan Area Agency on Aging for the above referenced project. The City of Arlington will comply with all applicable laws, requirements and regulations as stated in the grant agreement, and

**BE IT FURTHER RESOLVED**, the City of Arlington is the fiscal agent for this project;

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 21<sup>st</sup> day of March, 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 a summary of the bid results pertaining to the Senior Building Renovation Project. Tuchtenhagen Construction and James & Paul Soeffker Construction each submitted their bids for the project, which included a base bid plus five alternates (add-on costs). She reviewed the details of the alternates/plans. It was noted that the Lions organization was intending to apply for a Lions International Grant to help pay for these improvements; a copy of the approved bid will need to accompany the application. There was some concern expressed about the elimination of one door on the south side, along with all doors being out-swinging (now code) versus what is currently in place (one in-swinging and one out-swinging door). It was noted that the new doors would include a window so people could see if someone were on the other side (a safety issue). Wills commented that he did some research on the cement board product proposed for the soffit and fascia. He found that it will deteriorate over time as it gets wet, plus it is very brittle. It was noted that Wi-Fi would need to be added to the building (additional cost) if alternate 5 were approved for the remote thermostat. Adm. Donabauer commented that the Wi-Fi could be of benefit in other means also, such as for a security system or renters of the building. It was suggested to check into a programmable thermostat. It was the consensus that alternates #1, #2, and #4 should be included with the base bid and exclude #3 and #5 (approximate total \$94,937). Wills posed the question if the Lions grant does not cover the entire project, where will the remaining funds come from. Adm. Donabauer stated that the project would come back before the Council. Mayor Nagel commented that approximately \$70,000 is anticipated to come from the Lions International Grant and both Arlington and Green Isle Lions' Clubs combined, and the City has \$24,000 in the budget.

Motion by Heiland, seconded by Jaszewski, and passed by unanimous vote to accept the low bid with the inclusion of alternates #1, 2 and 4 for a total of \$94,937 from Travis Tuchtenhagen Construction for the Senior Building Renovation Project at Four Seasons Park.

Discussion was held on the concept of going paperless with meeting agendas/packets. Adm. Donabauer stated that four methods were tried out. She summarized the results and associated costs with each. Battcher commented how she really liked the Novus Agenda program, how user friendly/interactive it was and all that it offered (make notes/comments on, highlighting, etc.), but didn't like the monthly subscription fee/overall price. It was noted that most of the options would not be compatible with the records retention program the City was looking at acquiring in the future and would essentially be creating more work. It was noted that the cost was fairly even amongst the options. Adm. Donabauer commented that the City would be doing its part for the environment and going 'green' if it went paperless. Pros and cons on the various options were discussed.

Motion by Heiland, seconded by Nuesse and carried (Battcher and Wills opposed) to approve the Novus Agenda paperless Council Agenda Packet Delivery option.

Policer Officer Rovinsky provided an update on the Police Department. He stated that they are trying to be out more now with the weather getting nicer, checking speeds in various neighborhoods, observing the public activity, and starting to put letters together for nuisance yards. Rovinsky commented that they were working on a current phone scam, whereby people are calling residents claiming to be from the IRS seeking either bank information or money. It was commented that the information should be getting put in the local paper and city newsletter, not just social media to inform the public. Adm. Donabauer commented that the new Police Administrative Assistant will be able to create press releases for this type of information. Rovinsky asked residents to contact the Police Department and report when they see problems, nuisances, traffic violations or whatever the case may be so that the Officers can get the situation resolved.

Wills provided an update on the Fire Department. The Ford tanker will be getting new front tires. They discussed member recruitment and retention; this is something that will be worked on over several months. The Fire Chief would like to get a new updated list of fire hydrants as some were moved and/or replaced, along with last time they were flushed. With regards to items on the CIP, there wasn't much that could be moved around mainly for compliance reasons. Wills commented that some changes were being made to the SOG's, which would then need to be approved by the Council. Wills stated that member response to calls so far this year has improved.

Jaszewski provided an update on the Community Ed/Rec. The skating rink was used a little more this year versus last year even with the shorter season. Open gym sessions are very successful, well attended. Community Ed Dir. is checking into a program that would allow parents to drop off their school-aged children before school (6 am) and also allow them to stay after (6 pm). Comm. Ed. Dir. Strack will be joining the National Community Ed Association, whereby she will be able to get and share ideas through webinars and other marketing tools. Two new programs are being implemented this year: Summer Explorer and Summer Theater, along with a kayaking class. It was noted that the Farmer's Market is moving forward with much enthusiasm. A schedule is being worked out regarding the use of the ballfields, since both of the school's fields will no longer exist. Coaches and advisors are needed for the summer activities being scheduled.

Heiland commented that the Streets and Utilities Committees met to review the 5-year capital improvement plan. Some things were moved around or pushed out a year or two. It was a very productive meeting.

Adm. Donabauer stated that Tri-County Waste has set the date for their annual county-wide clean-up day as June 23<sup>rd</sup> from 9 am to 4 pm at the fairgrounds. She inquired if the City was interested in holding a city-wide clean-up day again and partner with Tri-County as they did last year. Mayor Nagel commented that it went very well last year and would like it to continue. It was suggested that the dumpsters/rolloffs be brought the morning of, not the night before. It was the consensus to hold a city-wide clean-up day and partner with Tri-County Waste again.

Mayor Nagel commented that if any Councilmember was struggling or having any issues with the goal that he had assigned to them in January, that he was willing and able to assist them with it.

Mayor Nagel inquired what the status was with Johnson Controls. Attorney Arneson stated that he has been very persistent, but has had no response, they have gone silent. He stated that it may be the time to threaten lawsuit in this matter, as warranties are still in place and not being honored.

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

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City Administrator Liza M. Donabauer

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Mayor Richard Nagel