

**ARLINGTON CITY COUNCIL
MEETING AGENDA
MARCH 7, 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 February 16th Regular Meeting Minutes.
 - B) Approval of the February 16th Special Meeting Minutes.
 - C) Approval of Bills.
 - D) Approval of 3.2 Malt Liquor & Setup Licenses: Arlington Baseball Association (On-Sale), Los Hermanos 3 (Off-Sale), Arlington Raceway (On & Off-Sale) and American Legion Post #250 (On-Sale & Setup).
 - E) Approval of Bid from Mini Biff Inc. for Portable Toilets at City Parks. (\$514.20/month)
 - F) Approval of Snow Removal Bids for Three Seasons: Blading, Hauling, Parking Lots & Sidewalks.
 - G) Approval of Placing Temporary Banner in Memorial Park.
 - H) Accept Resignation of Mary Halverson, Volunteer EMT, Arlington Area Ambulance.

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.
7. Communications
 - A) January Water/Wastewater Report.
 - B) January Police Report.
 - C) February Building Permit Report.
 - D) Response Letter from Senator Scott Newman RE: Adoption of Resolution 11-2016 Supporting Increasing LGA in the 2016 Legislative Session.
 - E) Sibley County Partnering in Prevention 2015 Annual Report.

- F) Invitation to Attend Ridgeview Sibley Medical Foundation's Annual Spring Fundraiser on Friday, April 22nd at the Arlington Community Center.

REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Annual Report – Ambulance/Kevin Sullivan.

ORDINANCES & RESOLUTIONS

9. Ordinances

10. Resolutions

- A) 18-2016 – Approve/Deny a Variance to a Required Side Yard Setback in the B-1 Service Business District at 23260 401st Avenue.
- B) 19-2016 – Approve/Deny a Conditional Use Permit to Allow a Parking Lot to Occupy a Portion of a Required Yard in the B-1 Service Business District at 23260 401st Avenue.
- C) 20-2016 – Approve/Deny a Site Plan for a Retail Facility (Imperial Development – Dollar General) at 23260 401st Avenue.
- D) 21-2016 – Approve/Deny Acceptance of a \$30,000 Grant for a 2015 to 2018 DNR Community Forestry Grant.

UNFINISHED BUSINESS

NEW BUSINESS

11. Maintenance Supervisor, Tony Voigt

- A) Traffic Signs.
- B) Doors at Shop.
- C) Department Update.

12. Approve/Deny Facilitator for Organizational Focus, Vision and Mission Session.

MISCELLANEOUS BUSINESS

13. Council Committee Updates

- A) Planning & Zoning.
- B) Parks.
- C) Cable Commission.

14. Open Discussion.

- A) Grant - ACT on Alzheimer's Communities.

ADJOURNMENT

Reminders:

Cemetery – March 28th @ 5:30 pm
Parks – March 28th @ 7 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
MARCH 7, 2016**

The regular meeting was called to order at 6:39 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, Bob Rezner, Steve Thompson for Dollar General, Maintenance Supvr. Tony Voigt, Ambulance Director Kevin Sullivan; Kurt Menk

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

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

- A) Approval of the February 16th Regular Meeting Minutes
- B) Approval of the February 16th Special Meeting Minutes
- C) Approval of Bills
- D) Approval of 3.2 Malt Liquor & Setup Licenses: Arlington Baseball Association (On-Sale), Los Hermanos 3 (Off-Sale), Arlington Raceway (On & Off-Sale) and American Legion Post #250 (On-Sale & Setup).
- E) Approval of Bid from Mini Biff Inc. for Portable Toilets at City Parks. (\$514.20/month)
- F) ~~Approval of Snow Removal Bids for Three Seasons: Blading, Hauling, Parking Lots & Sidewalks.~~ *(removed from consent and moved to item 11D for discussion)*
- G) Approval of Placing Temporary Banner in Memorial Park.
- H) Accept Resignation of Mary Halverson, Volunteer EMT, Arlington Area Ambulance.

It was noted that there were no public hearings scheduled.

Bob Rezner was present to address his concerns with the Prairie Line Trail, more specifically that it is not being maintained (cleared) and/or is closed during the winter months. He explained that he had inquired with the State to see if there were any funds available to help with winter maintenance; there was not. He had also checked with the County and they were not able to help out. Rezner stated that he had inquired with a snow removal contractor on how long it would take to clear the trail (either by brushing, blowing or plowing it) and also what it would cost. He was told it would take approximately one hour and cost \$75-\$100/hour. He requested that the Council consider putting something in the yearly budget for winter maintenance for the trail. He also suggested placing signage on the trail that it is closed during winter months so the public knows and are not questioning if they can be on it or not.

It was noted that there were no other 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.

The Council reviewed the following communications:

- G) January Water/Wastewater Report.
- H) January Police Report.
- I) February Building Permit Report.
- J) Response Letter from Senator Scott Newman RE: Adoption of Resolution 11-2016 Supporting Increasing LGA in the 2016 Legislative Session.
- K) Sibley County Partnering in Prevention 2015 Annual Report.
- L) Invitation to Attend Ridgeview Sibley Medical Foundation's Annual Spring Fundraiser on Friday, April 22nd at the Arlington Community Center.

Ambulance Director Kevin Sullivan presented the annual report for the Ambulance Service. He stated that the Ambulance Service had a total of 377 runs for 2015, which was a new record for the department (60 more than previous year, which was also a record year). They have seen an increase in the number of transfers to Ridgeview in Waconia, which he correlates with the merger of the two facilities. The new ambulance is scheduled to be delivered the first week of May. Sullivan commented that ambulance membership is hurting, with members retiring and no new people signing up. They are continuing in their recruitment efforts and will be trying to hold open houses to solicit new members. Currently there are 13 EMT's on staff.

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

RESOLUTION 18-2016

A RESOLUTION APPROVING A VARIANCE TO A REQUIRED SIDE YARD SETBACK IN THE B-1 SERVICE BUSINESS DISTRICT AT 23260 401ST AVENUE

WHEREAS, Imperial Development (the Developer) has submitted a request for a variance to an interior side yard setback from ten (10) feet to five (5) feet; and,

WHEREAS, the property is legally described as: the East 565.29 feet of the East Half of the Northeast Quarter (E1/2 NE1/4) of Section Nine (9), Township One Hundred Thirteen (113), Range Twenty-seven (27), Sibley County, Minnesota, lying northerly of the right of way line of Minnesota Trunk Highway No. 5, except the North 1105.11 feet thereof; and,

WHEREAS, the property identification number is 31.0832.010; and,

WHEREAS, the Planning and Zoning Commission on March 3, 2016 held a public hearing on the request; and,

WHEREAS, following the public hearing the Planning and Zoning Commission discussed the request and established the following facts:

- A. The proposed project is consistent with the comprehensive plan.
- B. Positioning of the building in the manner proposed allows for an enhanced setback from a delineated wetland.
- C. The parcel is unique in that it includes both floodplain and wetland.
- D. The proposed development is in keeping with the character of the adjacent neighborhood which includes commercial uses.

WHEREAS, the Planning Commission following the public hearing and discussion approved a resolution recommending the City Council approve the variance request; and,

WHEREAS, the City Council met in regular session March 7, 2016 and considered the variance request.

NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF ARLINGTON THAT: The Council hereby approves a variance to reduce a required interior side yard setback from ten (10) feet to five (5) feet at 23260 401st Avenue with the following conditions:

1. The "Use" is a 9,100 square foot retail facility (Dollar General) at the northwest quadrant of the intersection of TH 5 and 401st Avenue.
2. Submittal of a revised set of plans (2 large scale sets and two 11 X 17 sets) illustrating compliance with required conditions of approval.
3. Approval of Resolution No. 19-2016 approving a conditional use permit to allow a parking lot to occupy a portion of a required yard.
4. Approval of Resolution No. 20-2016 approving a site plan for the intended use.
5. This approval shall expire one year after date of approval unless the Applicant has commenced construction of the accessory structure on the site.
6. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.

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 7th 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.

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

RESOLUTION 19-2016

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW A
PARKING LOT TO OCCUPY A PORTION OF A REQUIRED YARD IN THE
B-1 SERVICE BUSINESS DISTRICT AT 23260 401ST AVENUE**

WHEREAS, Imperial Development (the Developer) has submitted a request for a conditional use permit to allow a portion of a parking lot to occupy a required yard; and,

WHEREAS, the property is legally described as: the East 565.29 feet of the East Half of the Northeast Quarter (E1/2 NE1/4) of Section Nine (9), Township One Hundred Thirteen (113), Range Twenty-seven (27), Sibley County, Minnesota, lying northerly of the right of way line of Minnesota Trunk Highway No. 5, except the North 1105.11 feet thereof; and,

WHEREAS, the property identification number is 31.0832.010; and,

WHEREAS, the Planning and Zoning Commission on March 3, 2016 held a public hearing on the request; and,

WHEREAS, following the public hearing the Planning and Zoning Commission discussed the request and established the following facts:

- A. The use and the site are served by 401st Avenue which is of sufficient capacity to accommodate the intended use.
- B. The site design for access and parking shall minimize internal as well as external traffic conflicts.
- C. Adequate off-street parking stalls are being provided in compliance with the off-street parking requirements of the Zoning Ordinance.

WHEREAS, the Planning Commission following the public hearing and discussion approved a resolution recommending the City Council approve the conditional use permit request; and,

WHEREAS, the City Council met in regular session March 7, 2016 and considered the conditional use permit request.

NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF ARLINGTON THAT: The City Council hereby approves a conditional use permit to allow a parking lot to encroach into a required yard at 23260 401 Avenue with the following conditions:

1. The "Use" is a 9,100 square foot retail facility (Dollar General) at the northwest quadrant of the intersection of TH 5 and 401st Avenue.
2. Submittal of a revised set of plans (2 large scale sets and two 11 X 17 sets) illustrating compliance with required conditions of approval.
3. Approval of Resolution No. 18-2016 allowing a variance to interior side (north) yard required setback.
4. Approval of Resolution No. 20-2016 approving a site plan for the intended use.
5. This approval shall expire one year after date of approval unless the Applicant has commenced construction of the accessory structure on the site.
6. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.

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, 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 7th 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.

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

RESOLUTION 20-2016

**A RESOLUTION A SITE PLAN FOR A RETAIL FACILITY
(IMPERIAL DEVELOPMENT – DOLLAR GENERAL) AT 23260 401ST AVENUE**

WHEREAS, Imperial Development (the Developer) has submitted a request for site plan approval for a retail store; and,

WHEREAS, the property is legally described as: the East 565.29 feet of the East Half of the Northeast Quarter (E1/2 NE1/4) of Section Nine (9), Township One Hundred Thirteen (113), Range Twenty-seven (27), Sibley County, Minnesota, lying northerly of the right of way line of Minnesota Trunk Highway No. 5, except the North 1105.11 feet thereof; and,

WHEREAS, City staff and consultants have reviewed proposed plans for the retail 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 variance and conditional use permit requests related to the site plan; and,

WHEREAS, the Planning and Zoning Commission on March 3, 2016 reviewed the request and recommended conditional approval of the site plan.

WHEREAS, the Planning Commission following the public hearing and discussion approved a resolution recommending the City Council approve the site plan; and,

WHEREAS, the City Council met in regular session March 7, 2016 and considered the site plan.

NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF ARLINGTON THAT:
The Commission recommends the City Council approve a site plan for a retail store at a 23260 401 Avenue with the following conditions:

1. The "Use" is a 9,100 square foot retail facility (Dollar General) at the northwest quadrant of the intersection of TH 5 and 401st Avenue.
2. The approval is based on the site plan dated March 2, 2016 and attached hereto.
3. Submittal of a revised set of plans (2 large scale sets and two 11 X 17 sets) illustrating compliance with required conditions of approval.
4. Approval of Resolution No. 18-2016 allowing a variance to interior side (north) yard required setback.
5. Approval of Resolution No. 19-2016 issuing a conditional use permit to allow parking lot encroachment into a required setback in the B-1 Service Business District.
6. Evidence of appropriate approvals and required permits from MnDOT, the High Island Creek Watershed and SWCD.
7. Review and approval of a landscape plan by City staff.
8. Reduction of access throat width from forty (40) feet to thirty-two (32) feet.
9. Compliance with all standards required and as set forth within a memo to the Planning Commission from Consulting Planner, Cynthia Smith Strack, dated March 3, 2016.
10. Review and approval by Jason Femrite, Bolton-Menk (City Engineer).
11. Exterior siding may be steel but it shall feature concealed fasteners, unless a variance is approved by the City of Arlington related to exterior building materials.
12. Any signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
13. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts.
14. A building permit shall be required prior to any building construction or improvements on the property.

15. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
16. This approval shall expire one year after date of approval unless the Applicants have commenced construction of the Use on the Property.
17. Approval of this site plan does not approve any future expansion or associated improvements on-site.
18. Any modifications not defined as “minor” by the Zoning Administrator shall require separate site plan approval.

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, 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 7th 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.

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

RESOLUTION 21-2016

A RESOLUTION AUTHORIZING THE CITY OF ARLINGTON TO ACCEPT A \$30,000 GRANT FOR A 2016-2018 DNR-LCCMR COMMUNITY FORESTRY GRANT

WHEREAS, the City of Arlington is proud of its Tree City USA status and wishes to expand its current practices and to engage the community in an ongoing forestry program. The City has identified four forestry projects which would be covered 75% via a DNR-LCCMR Grant;

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

1. This grant award supports Mayor Nagel’s Goals in 2016 pertaining to fostering community and inventorying Arlington’s tree population and formulating a replanting plan.
2. That the three-year grant obligation would be reflected in the City’s operating budget (inkind and cash match) and is preliminarily outlined in the attached award letter dated 3-03-16.
3. In consideration of this grant, the DNR will reimburse the City up to \$23,105 for four forestry projects: developing an Emerald Ash Borer Preparedness Plan, building and maintaining a community gravel bed, enlisting additional volunteers to assist in planting and pruning the new gravel bed trees and developing a digital database of Arlington’s tree inventory.
4. The forthcoming contract would be effective 2016, 2017, 2018 calendar years.
5. 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 7th 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.

Maintenance Supvr. Voigt provided an update on the happenings within the maintenance department. He stated that he plans to spend down the entire 2016 sign budget for the replacement of stop and yield signs. He noted that this will be a multi-year process as the signs, posts and installation are costly. Voigt then discussed replacing the roll-up doors at the City Shop for safety and insulation purposes. Councilmember

Wills inquired on the schedule to fill potholes and discuss developing an ordinance restricting parking in City parking lots during snow emergencies.

Battcher asked for item 4F (approval of snow removal bids for three seasons: blading, hauling, parking lots & sidewalks) to be removed from the consent agenda in order to clarify the bids for sidewalks and parking lots. She questioned if the proposed 2018 purchase of a skidster would allow the City to clear sidewalks and parking lots. Maintenance Supr. Voigt commented that he had not thought of that when reviewing the three-year bids. After discussion, it was determined that it may not be productive for the City to clear sidewalks/parking lots. The discussion can be revisited after the 2018/19 snow removal season.

Motion by Heiland, seconded by Wills, and passed by unanimous vote to approve the snow removal bids for three seasons (2016-2019) for blading, hauling, parking lots and sidewalks as presented from Klehr Grading, Haggenmiller Lumber and Wm. Mueller & Sons, Inc.

Adm. Donabauer explained that the Council has had an ongoing discussion regarding conducting a facilitated strategic plan session to identify Arlington's mission, vision, strength, weaknesses, opportunities and challenges. The Council, in workshop settings, has met with three facilitators to gauge their approach and style. \$5,000 has been budgeted in 2016 for this facilitation.

Motion by Battcher, seconded by Jaszewski, and carried (Heiland opposed) to approve Reggie Edwards of MSU-Department of Government as a facilitator for an organizational focus, vision and mission session as outlined in the proposal and to begin in December 2016.

Battcher provided an update on the Planning Committee. The PZ approved a site plan for the Dollar General. It is the plan to develop a workgroup that would consist of representatives from Arlington Township, Arlington City Council and the Arlington Planning & Zoning Committee to discuss the extension of the orderly annexation agreement.

Jaszewski provided an update on the Parks Committee. The Committee reviewed the 2015 year-end financials and discussed park and field reservations, cuts to the capital improvement project budget and the senior building remodel plans.

Jaszewski provided an update on the hospital board. The Board adopted policies of various topics, discussed investments they are making and financing the hospital project, as well as, a proposed insurance program.

Wills reported that the Cable Commission has agreed to fund the replacement of the Council Chamber's audio/visual broadcast system. The Committee will pay \$22,170 toward the project. The City will separately fund a hearing assist system at a proposed cost of \$875.

Adm. Donabauer presented information regarding a grant opportunity for the Council's consideration. She stated that Planning/Zoning & EDA Consultant Smith-Strack would like to apply for a non-matching grant in the amount of \$14,000, which would be used to organize efforts relating to implementing the ACT on Alzheimer's effort in Arlington. This City has repeatedly addressed measures designed to keep residents of all ages and abilities in place in Arlington. This grant opportunity supports the City's 'community of a lifetime' standards in future planning efforts. With consensus, the Council agreed that active aging in place is important and therefore they support applying for the grant. It was noted that Sibley, McLeod and Meeker Counties may be coordinating their efforts and applying for this grant; however, if they do not, the City of Arlington will.

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to adjourn the meeting at 8:26 pm.

City Administrator Liza M. Donabauer

Mayor Richard Nagel