

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
MAY 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. 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 May 2<sup>nd</sup> Regular Meeting Minutes.
  - B) Approval of the May 2<sup>nd</sup> Closed Meeting Minutes.
  - C) Approval of Bills.
  - ~~D) Approve Dance Permit for Arlington Fire Department—October 15, 2016; Fall Block Party at the Fire Hall and Parking Lot. (moved under new business)~~
  - E) Approve Request for Medical Leave from Jon Piotter effective 5-16-16 through 6-30-16 and with receipt of Medical Certification.

**PUBLIC HEARINGS**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

5. Addressing the Council
  - A) Citizens Addressing the Council.
6. Announcements
  - A) Cancer Cruise 5K Fun Run/Walk and Car Show & Cruise, May 21<sup>st</sup>, 8:30-4:00 p.m.
  - B) Sibley Serve, May 27<sup>th</sup>.
  - C) LMC's Annual Conference in St. Paul, June 14-17.
  - D) Sibley County Enrichment Programs Offering Free Computer Classes for Sibley County Residents; Various Dates in June/July @ Sibley County Courthouse Computer Lab.
  - E) Arlington Historical Society's "Save Your Stones Tombstone Preservation Workshop", June 11<sup>th</sup>, 9-3 p.m. @ Arlington EMS Conference Room.
  - F) City of Arlington Clean Up Day, June 23<sup>rd</sup>, 9-4:00 p.m. @ Sibley County Fairgrounds.
  - G) Arlington Farmer's Market, June 6 – October 2016.
7. Communications
  - A) April Financial Report.

- B) Sibley County Assessor Summary of the 2016 Open Book Meeting.
- C) Highway 212: Let's Finish What We Started. (SW Corridor Transportation Coalition)
- D) MnDOT 20-Year State Highway Investment Plan
- E) April Police Report

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

- 8. Annual Report – Arlington Economic Development Authority (Dick Thomes).

### **ORDINANCES & RESOLUTIONS**

- 9. Ordinances

- 10. Resolutions

- A) 35-2016 – Accepting \$1,000 Donation from Arlington Industries for Water Tower Baseball Logo.
- B) 36-2016 – Authorizing a Central Business District Façade Loan Program.
- C) 37-2016 – Accepting a Bid and Awarding a Contract for the 2016 Bituminous SealCoat of Various Streets.
- D) 38-2016 – Authorizing the City to Enter into an Agreement with Metropolitan Area Agency on Aging, Inc. (ACT on Alzheimer's Grant)

### **UNFINISHED BUSINESS**

- 11. Approve/Deny Reaffirmation of Acceptance of the TSE Building from Ametek.

### **NEW BUSINESS**

- 4D. Approve Dance Permit for Arlington Fire Department – October 15, 2016; Fall Block Party at the Fire Hall and Parking Lot.

### **MISCELLANEOUS BUSINESS**

- 12. Police Department.

- A) Department Update.

- 13. Council Committee Updates.

- 14. Open Discussion.

- 15. CLOSED MEETING – (For the purpose to consider offer of real property)

- A) Cemstone.

### **ADJOURNMENT**

#### Reminders:

Library – May 18<sup>th</sup> @ 5:30 pm (Library)

Planning & Zoning – May 19<sup>th</sup> @ 7 pm

Parks – May 23<sup>rd</sup> @ 7 pm

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

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

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

Members absent: Nuesse

Also present: City Administrator Donabauer, City Attorney Arneson, Police Chief Danner, Firefighters Tom Pomplun & Jeremy Otto, EDA President Dick Thomes, Kurt Menk

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

Add item 4E) Approve Request for Medical Leave from Jon Piotter effective 5-16-16 through 6-30-16 and with receipt of Medical Certification

Add item 7E) April Police Report

Move item 4D) from consent agenda and moved under New Business - Approve Dance Permit for Arlington Fire Department – October 15, 2016; Fall Block Party at the Fire Hall and Parking Lot.

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

- A) Approval of the May 2<sup>nd</sup> Regular Meeting Minutes
- B) Approval of the May 2<sup>nd</sup> Special Closed Meeting Minutes
- C) Approval of Bills
- D) ~~Approve Dance Permit for Arlington Fire Department – October 15, 2016; Fall Block Party at the Fire Hall and Parking Lot. (removed)~~
- E) Approve Request from Medical Leave from Jon Piotter effective 5-16-16 through 6-30-16 and with receipt of Medical Certification.

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:

- H) Cancer Cruise 5K Fun Run/Walk and Car Show & Cruise, May 21<sup>st</sup>, 8:30-4:00 p.m.
- I) Sibley Serve, May 27<sup>th</sup>
- J) LMC's Annual Conference in St. Paul, June 14-17
- K) Sibley County Enrichment Programs Offering Free Computer Classes for Sibley County Residents; Various Dates in June/July @ Sibley County Courthouse Computer Lab
- L) Arlington Historical Society's "Save Your Stones Tombstone Preservation Workshop", June 11<sup>th</sup>, 9-3 p.m. @ Arlington EMS Conference Room
- M) City of Arlington Clean Up Day, June 23<sup>rd</sup>, 9-4:00 p.m. @ Sibley County Fairgrounds
- N) Arlington Farmer's Market, June 6 – October 2016.

The Council reviewed the following communications:

- A) April Financial Report
- B) Sibley County Assessor Summary of the 2016 Open Book Meeting
- C) Highway 212: Let's Finish What We Started. (SW Corridor Transportation Coalition)
- D) MnDOT 20-Year State Highway Investment Plan.

EDA President Richard Thomes presented the annual report for the EDA. Thomes discussed the recent successes of the EDA. He noted that although the EDA is here to help businesses grow, there are not a lot of people knocking on the EDA's door asking for help. He noted that the City needs access to its industrial park. Heiland commented on how Winsted is attracting new businesses that complement the city's current industry. Heiland also asked the EDA to consider funding projects outside of the downtown CBD area. Thomes commented that the City needs an EDA consultant who can conduct business retention and expansion meetings, hold daytime office hours and be a cheerleader for the community.

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

**RESOLUTION 35-2016**

**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 a \$1,000 from Arlington Industries, Inc. for the repainting of the water tower baseball logo; 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 Battcher and upon poll being taken thereon the following voted in favor thereof: Battcher, Heiland, Jaszewski, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Nuesse.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of May, 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.

Brief discussion was held with regards to the proposed EDA's Central Business District (CBD) Façade Loan Program. Heiland commented that he would like to see the program extended and/or offered to businesses outside or adjacent to the downtown. Adm. Donabauer explained that this program was intended to coincide with the ordinance that was implemented for preserving the historic feel of the downtown area, and also to help lessen the financial strain on those property owners when they do repairs/renovations. It was suggested to have the EDA look at a similar program for businesses outside the CBD.

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

**RESOLUTION 36-2016**

**A RESOLUTION AUTHORIZING A CENTRAL BUSINESS DISTRICT  
FAÇADE LOAN PROGRAM**

**WHEREAS**, the 2014 Comprehensive Plan supports preservation of the Downtown as the commercial core of the City; and

**WHEREAS**, the Zoning Ordinance establishes façade standards for commercial structures within the Downtown designed to further goals of the 2014 Comprehensive Plan; and,

**WHEREAS**, the Arlington Central Business District Façade Loan Program will provide an incentive to stimulate visible investment in the Central Business District; and

**WHEREAS**, the Façade Loan Program will encourage and support improvement incorporating community design and atmosphere including but not limited to aesthetics, environment, cultural and historic elements, and architecture; and,

**WHEREAS**, the EDA has created program guidelines and an application related to the proposed Central Business District Façade Loan Program; and,

**WHEREAS**, the EDA recommends the City Council authorize the program and place the program guidelines into effect; and,

**WHEREAS**, the City Council finds the proposed Façade Loan Program will encourage redevelopment and reinvestment in the Downtown.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Arlington hereby authorizes the establishment of the Central Business District Façade Loan Program.

**BE IT FURTHER RESOLVED**, the program guidelines are hereby placed into effect.

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: Heiland; and the following abstained from voting: None; and the following were absent: Nuesse.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of May, 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.

The Council reviewed the three bids received for the 2016 Sealcoating project. Adm. Donabauer clarified the differences in the bids, more specifically the application thickness as she had been advised by Maintenance Supvr. Voigt. It was noted that Maintenance Supvr. Voigt had contacted an individual at the State for the clarification prior to the meeting. Adm. Donabauer stated that Maintenance Supvr. Voigt had asked to include the Community Center Parking lots in the project, since some streets had been removed due to the school construction project.

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

**RESOLUTION 37-2016**

**A RESOLUTION ACCEPTING A BID AND AWARDING A CONTRACT FOR THE 2016 BITUMINOUS SEAL COAT OF VARIOUS STREETS**

**WHEREAS**, pursuant to an advertisement for bids for the 2016 Bituminous Seal Coat project; and

**WHEREAS**, bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

Caldwell Asphalt Co., Inc.	\$1.43/square yard
Pearson Bros., Inc.	\$1.25/square yard
Allied Blacktop Co.	\$1.22/square yard

**AND WHEREAS**, it appears that Allied Blacktop Co. is the lowest responsible bidder.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of Arlington, Minnesota, the Mayor and City Administrator are hereby authorized and directed to enter into a contract with Allied Blacktop Co. in the name of the City of Arlington for the 2016 Bituminous Seal Coat Project according to the plans and specifications therefore approved and modified by the City Council and on file in the office of the City Administrator.

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, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Nuesse.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of May, 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 38-2016**

**A RESOLUTION AUTHORIZING THE CITY OF ARLINGTON TO ENTER INTO A CONTRACT AGREEMENT WITH METROPOLITAN AREA AGENCY ON AGING, INC.**

**WHEREAS**, the City of Arlington (Contractor) seeks to enter into an Agreement with Metropolitan Area Agency on Aging Inc. (Agency) to obtain funding for technical assistance on facilitating the ACT on Alzheimer's dementia friendly communities toolkit;

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

1. That the attached Agreement between the Agency and the Contractor is hereby approved. A copy of the Agreement for services, outlined in Appendix A, to create a dementia friendly community is attached to this Resolution and made a part of it.
2. The term of this Agreement commences on May 1, 2016 and continues until February 27, 2017. The Agreement may be terminated upon 30 days written notice by the Contractor if the Contractor deems it impossible to fulfil the terms of the contract.
3. The proposed project budget is for a not-to-exceed of \$7,000; of which \$4,750 can be utilized toward staffing resources.
4. That the City Administrator, or his or her successor, and Mayor are designated the Authorized Representatives for the City/Contractor.

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, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Nuesse.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of May, 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 whether or not to accept the donation of the TSE (Adm.) Building from Ametek. It was noted that Ametek had offered the property to the City over a year ago, which the City Council had accepted at that time; however TSE employees continued to utilize the space. Adm. Donabauer stated that the employees would be vacating the property by the end of July this year. She added that some items within such as furniture and technology were included with the donation of the building.

Motion by Battcher, seconded by Heiland, and carried (Wills opposed) to reaffirm the acceptance of the donation of the TSE building from Ametek to the City.

Heiland expressed his concerns with the Fire Department's Dance Permit application, more specifically the noise from having the band outside versus inside the hall. He would like to see the decibel level down in consideration of the neighbors. Battcher did not see an issue with the time (midnight) as it was only a single event and other events have been allowed to operate until the same time in the past. Jaszewski commented that it was community event and should be supported.

Motion by Heiland, seconded by Wills, and passed by unanimous vote to approve the Dance Permit for the Arlington Fire Department on October 15<sup>th</sup>, Fall Block Party and the fire hall and parking lot.

Chief Danner was present to provide an update on the Police Department. He discussed how nuisance letters are sent out to area property owners for junk and nuisance items. The PD is now reporting scam related information on the City's LED sign. The officers took their firearms training. The Council briefly discussed body cameras and all agreed the City is not ready for body cameras. Chief Danner will be coming forward with quotes for a replacement patrol vehicle at a future Council meeting.

Battcher commented that the EDA had met just prior to the Council meeting and action was taken earlier in the meeting related to EDA items.

Jaszewski commented that the hospital board was going to be holding a meeting to discuss a feasibility study related to fundraising efforts by the foundation.

Battcher questioned if the Park Board has had any discussion with regards to Frenzel Park and getting the ball field in usable condition. Jaszewski commented that they have discussed moveable fencing. It was noted that the City will be able to repurpose some of the fencing (backstop), benches and redrock from the school playground area. Battcher expressed concern about putting fencing in and taking away the open space being used for soccer.

Mayor Nagel and Councilmember Heiland commented that activity has begun on the Dollar General site.

Jaszewski commented that he has been receiving complaints about the train blowing its whistle during the night; long blasts versus short bursts. Discussion was held on what it would take to make the area a 'whistle free zone'. Staff will do some research on this subject; both the whistle free zone and if there are regulations within the railroad for when and how long they must blow the whistle, especially since we have the cross arms now.

Mayor Nagel recessed the regular meeting to hold a closed session.

At 7:59 pm, Mayor Nagel called to order the closed meeting. He stated the purpose of the meeting was to consider offer of real property. Adm. Donabauer and Mayor Nagel provided an update to the Council on Cemstone's progress. With consensus, all agreed for staff to move forward with facilitating the process. No action was taken.

Mayor Nagel adjourned the closed meeting at 8:34 p.m. and reconvened the regular meeting.

Mayor Nagel stated that Gaylord's EDA Director has resigned. Gaylord has expressed interest in sharing an EDA Director. Adm. Donabauer commented that Arlington has been interested in collaborating and/or sharing with other cities where possible in the past. Mayor Nagel commented that he had talked with EDA Director Smith-Strack on this subject. Adm. Donabauer commented that Smith-Strack currently provides the City part-time coverage. Concerns were expressed about sharing the position with another city. It was suggested and agreed to get input from both the EDA and Planning & Zoning Committees (at their June meetings) on this topic so they could make their recommendations to the Council before moving forward. It was also agreed to let Gaylord know that the City was interested, but needed a little more time to research things internally first.

Motion by Heiland, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 9:00 pm.

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City Administrator Liza M. Donabauer

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Mayor Richard Nagel