

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
NOVEMBER 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 Bills.
  - ~~B) Approval of Appointing Jordan Voigt as Interim Police Chief at Step 5, \$20.36, Retroactive to 11-07-16. (removed for discussion purposes)~~
  - C) Approval of Changing Police On-Call Pay to \$2/hour, Effective 11-26-16.

**PUBLIC HEARINGS**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

5. Addressing the Council
  - A) Citizens Addressing the Council.
6. Announcements
  - A) City Offices will be Closed on Thursday/Friday, November 24-25 for the Thanksgiving Holiday.
  - B) Arli-Dazzle, Saturday, December 3<sup>rd</sup>.
  - C) Truth-in-Taxation Hearing – December 5<sup>th</sup> @ 6:00 p.m.
  - D) City Offices will Close at Noon on Friday, December 23 and will be closed all day on Monday, December 26 in Observance of the Christmas Holiday.
  - E) City Offices will be Closed on Monday, January 2 in Observance of the New Year's Holiday.
7. Communications
  - A) October Financial Report.
  - B) October Building Permit Report.
  - C) RSVP to Arlington Good Samaritan Resident Christmas Party on December 15 at 5:00 p.m.

## **ORDINANCES & RESOLUTIONS**

### 8. Ordinances

A) None.

### 9. Resolutions

A) ~~None~~: Resolution 64-2016 – Accepting a Donation and Designating its Use

## **UNFINISHED BUSINESS**

10. Authorize/Deny Trade-In or Sale of 2008 Chevy Police Vehicle.

## **NEW BUSINESS**

11. Authorize/Deny Purchase Order for 80 Niche Columbarium (Nelson Granite, \$20,000).

11.5 EDA and Planning & Zoning Staffing Issues

11.6 Approval of Appointing Jordan Voigt as Interim Police Chief at Step 5, \$20.36, Retroactive to 11-07-16

## **MISCELLANEOUS BUSINESS**

12. Council Committee Updates.

13. Open Discussion.

## **ADJOURNMENT**

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
NOVEMBER 21, 2016**

The regular meeting was called to order at 6:36 p.m., Mayor Richard Nagel presiding.

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

Members absent: None

Also present: City Adm. Donabauer, Councilmembers Elect Tom Hatlestad & Adam Cowell,  
Maintenance Supvr. Voigt, Officer Jordan Voigt, Kurt Menk

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

Add item 9A) Resolution 64-2016 – Accepting a Donation and Accepting its Use

Add item 11.5) EDA and Planning & Zoning Staffing Issues

Remove 4B) ‘Approval of Appointing Jordan Voigt as Interim Police Chief at Step 5, \$20.36, Retroactive to 11-07-16’ from consent agenda and move it to item 11.6 for discussion purposes.

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

A) Approval of Bills

B) Approval of Changing Police On-Call Pay to \$2/hour, Effective 11-26-16.

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

The following announcements were reviewed:

A) City Offices will be Closed on Thursday/Friday, November 24-25 for the Thanksgiving Holiday

B) Arli-Dazzle, Saturday, December 3<sup>rd</sup>

C) Truth-in-Taxation Hearing – December 5<sup>th</sup> @ 6:00 p.m.

D) City Offices will Close at Noon on Friday, December 23 and will be closed all day on Monday, December 26 in Observance of the Christmas Holiday

E) City Offices will be Closed on Monday, January 2 in Observance of the New Year’s Holiday.

The Council reviewed the following communications:

A) October Financial Report

B) October Building Permit Report

C) RSVP to Arlington Good Samaritan Resident Christmas Party on December 15 at 5:00 p.m.

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

**RESOLUTION 64-2016**

**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 \$100 from Reuben & Dorene Willmsen Memorial for replacement of Brush Rig; 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 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 21<sup>st</sup> day of November, 2016.

Signed: /s/ Richard Nagel  
Mayor

Attested: /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 trade-in or sale of the '08 Chevy Police vehicle. Adm. Donabauer stated that \$750 was offered as the trade-in value for the vehicle. She commented that staff had discussed the idea of replacing the current city vehicle with the '08 police vehicle. Staff was recommending keeping the existing city vehicle; as there are very few maintenance issues with it. Donabauer questioned if the Council wanted to trade-in the vehicle, place it on auction or try to sell it outright. It was noted that the City has tried to sell vehicles outright in the past, but results weren't always very successful. Heiland commented that he took the vehicle for a drive and feels it is worth \$1,000-\$2,000 wholesale. He suggested putting it on auction (with a reserve); the decals would have to be removed first.

Motion by Jaszewski, seconded by Nuesse, and carried (Wills opposed) to have Jim Heiland take the '08 police vehicle to auction with a \$1,000 reserve on it and all proceeds to come back to the City; decals to be removed by staff or local contractor prior to auction. Attorney Arneson is to verify that this is not a conflict of interest (having a councilmember doing this).

Adm. Donabauer stated that the Cemetery Committee has been discussing the idea of adding an 80-niche columbarium to the cemetery. They had reviewed estimates from two companies. It was noted that the columbarium would be funded through the perpetual care fund and placed near just south of the new entrance. Donabauer commented that if the columbarium is ordered before the end of the year, the one company was including two (free) granite benches.

Motion by Nuesse, seconded by Heiland, and passed by unanimous vote to authorize the purchase of an 80-Niche Columbarium from Nelson Granite for \$20,000.

Adm. Donabauer stated that the Council held a special workshop prior to the meeting. The purpose of the meeting was to interview with two companies pertaining to the EDA position. Wills expressed that he would like to see both the P&Z and EDA offering some office hours during the week. It was noted that both firms would be able to offer both EDA and PZ services. It was questioned if the City was looking for both services or not. Comments were made that these two Committees work hand-in-hand somewhat (complement each other). Considerable discussion was held and various concerns were expressed. There was consensus that both the EDA and PZ should be handled by one group. The Council reviewed the service estimates from both companies. It was noted that there was a significant price difference and there were pros/cons with each company.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to table action on the EDA and PZ staff issues until a special workshop meeting can be held to discuss all options (including a County EDA position) in more detail.

Motion by Wills, seconded by Heiland, and passed by unanimous vote to approve appointing Jordan Voigt as Interim Police Chief at Step 5 (\$20.36) retroactive to 11-07-16; and that upon the hiring of a new Chief, Voigt will return back to Step 2 upon satisfactory rating on performance review.

Mayor Nagel stated that he was seeking feedback from Councilmembers regarding their appointments to the various Committees (what changes were needed, if any) and that he was also looking for suggestions of Committee members themselves.

Wills provided an update on the Library Committee. The County Library System has furnished a new computer and three new monitors at the Library. Traverse de Sioux (TDS) will be installing (and paying for) an equipment rack that will hold the servers, wi-fi and other computer related equipment.

Wills provided an update on the most recent Fire Dept. Officers meeting. All firefighters are meeting their required number of calls to be eligible for the yearly retirement contribution. Retention of firefighters is still the main concern; along with how to get new members. Mutual aid is being used more during the day (in the week) due to lack of members in town or area. One community was considering reducing the number of training hours needed to be a member, but then training would not be funded by the State and liability becomes an issue due to lack of training. Members have expressed concern about including medical calls against their attendance (call requirement).

Nuesse would like to have Attorney Arneson provide an update on where things are at with Johnson Controls at the next meeting. Battcher would like a full history on this subject (feels she is missing some of the details).

Motion by Heiland, seconded by Nuesse, and passed by unanimous vote to adjourn the meeting at 7:52 pm.

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City Administrator Liza M. Donabauer

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Mayor Richard Nagel