

**ARLINGTON CITY COUNCIL  
SPECIAL MEETING WORKSHOP  
MEETING AGENDA  
OCTOBER 17, 2016 AT 5:00 P.M.  
COUNCIL CHAMBERS**

1. Call to Order

**DISCUSSION ITEMS**

2. Wetland Delineation of Seneca Property.
3. Commercial Appraisal of Former TSE Building (108 5<sup>th</sup> Ave NW, Hwy 5).
4. Replacement of Police Vehicle.
5. Increase Rental Deposit for the Senior Building at Four Seasons Park.
5. Policy for Donation of Surplus Equipment to a Nonprofit Organization.
6. Police Chief Hiring Schedule.
7. Adjournment

**ARLINGTON CITY COUNCIL  
SPECIAL WORKSHOP MEETING MINUTES  
OCTOBER 17, 2016**

The special meeting was called to order at 5:00 p.m., Mayor Richard Nagel presiding.

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

Members absent: None

Also present: City Adm. Donabauer, Police Chief Danner, Officers Rovinsky & Voigt

Adm. Donabauer stated that staff had been directed to schedule the soil borings for the Seneca property. A map showing proposed locations of the borings was reviewed. Two estimates for the soil borings were obtained in the amounts of \$4,150 and \$5,580. Two estimates for wetland delineation were also obtained in the amount of \$3,200 and \$3,600. Adm. Donabauer questioned if this was something the Council wanted to move forward with or wait on. Discussion was held. Concerns were expressed about spending money on property the city doesn't own yet and/or about wanting to know if there are underlying issues before it purchases the property. After receiving feedback from Engineer Femrite, it was the consensus to reduce the number of boring holes to be done to proposed sites #1, 3, 4 and 6 and to hold off on the wetland delineation at this time.

Discussion was held on having an updated commercial appraisal done of the former TSE building (108 5<sup>th</sup> Ave NW/Hwy 5). Adm. Donabauer presented information that she obtained pertaining to appraisal fees or a BPO-Broker Price Opinion. Considerable discussion was held on trying to determine what means the City should use for setting the value of the property; along with marketing it. Donabauer reviewed the information provided from Haggemiller regarding fixing up the building (making bathrooms ADA compliant, HVAC, etc.) Staff was directed to shut the water off and keep heat down as low as possible.

Adm. Donabauer explained that the Police Committee had met recently to continue their discussion on replacing the police squad. Four vehicles were initially considered, but narrowed down to a Chevy Caprice (\$46,159.26) and Ford Explorer SUV (\$44,117.86); \$44,142 is earmarked in the CIP. It was noted that the Caprice is smaller than the current vehicle, which is a problem for all the officers to get in/out of. Donabauer stated that concern was expressed during the meeting that a bid had not been obtained from the local dealership. She and Chief Danner have since met with the local dealer. Heiland commented that he is a believer in buying local, but also believes in supporting the needs of staff and taking their recommendations into consideration. Jaszewski agreed. It was suggested that next time a vehicle is needed; staff should draw up specifications to eliminate certain types of vehicles. It was the consensus of the Council to go with the Ford SUV. Color of the vehicle was discussed. Chief Danner commented he would like to see something other than white to differentiate between the APD and County Sheriff's Dept. It was agreed to change the color to black with white doors.

Discussion was held on increasing the deposit for the Senior Building. Adm. Donabauer explained that there have been several issues this year with renters leaving the facility a mess. The following changes were suggested: policy translated in Spanish, change to cleaning and damage deposit, no glass bottles allowed, no alcohol outside the building, and have signs posted events end at midnight (both English/Spanish). It was consensus to increase deposit to \$250.

Adm. Donabauer stated that the Ambulance Association has identified some potential items they would like to donate to another non-profit organization or ambulance association (similar to what Gaylord did through its “pay-it-forward” donation of a used ambulance). She stated that the League of Cities suggests that the City have a policy in place for this. She presented a draft policy for the Council to review.

The Council reviewed the proposed Police Chief hiring schedule. Proposed starting date is early-mid March 2017.

Motion by Battcher, seconded by Nuesse, and passed by unanimous vote to adjourn the meeting at 6:16 pm.

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City Administrator Liza M. Donabauer

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Mayor Richard Nagel