

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
APRIL 3, 2017 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 20<sup>th</sup> Regular Meeting Minutes.
  - B) Approval of the March 20<sup>th</sup> Workshop Meeting Minutes.
  - ~~C) Approval of the March 28<sup>th</sup> Special Meeting Minutes. (removed)~~
  - D) Approval of Bills.
  - E) Approval of the Raceway Ambulance Service Agreement.
  - F) Approval of the MN Rodeo Association-High Island Arena Ambulance Service Agreement.
  - G) Approval of Temporary Road Closure and Use of City Resources for the 2017 Cancer Car Cruise 5K Run and Walk; Saturday May 20<sup>th</sup>; Rain Date Sunday, May 21<sup>st</sup>.
  - H) Authorize Hiring of Ashley Carlson, Volunteer EMT, Arlington Area Ambulance.
  - I) Authorize Hiring of Bryce Kloeckl, Volunteer EMT, Arlington Area Ambulance.
  - J) ~~Authorization for Interim Police Chief Jordan Voigt to return to Police Officer Position at \$18.76/hr (Step 3). (removed)~~
  - K) Authorize Submittal of Student Essay to MMUA State Essay Scholarship Contest.

**PUBLIC HEARINGS**

5. Circle Drive Street & Utility Improvements.

**PETITIONS, REQUESTS, & COMMUNICATIONS**

6. Addressing the Council
  - A) John Paulmann, Resident, School Traffic Concerns.
  - B) Citizens Addressing the Council.
7. Announcements
  - A) Tree Steward Training, Saturday, April 8<sup>th</sup>, 10-4:30 p.m., Arlington Community Center.
  - B) Senior Expo, Tuesday, April 18<sup>th</sup>, 9-2:15 p.m., Arlington Community Center.
  - C) Coffee with the Mayor, April 20<sup>th</sup> @ 1:30 p.m. Cenex Gas Station.
  - D) Go Local: Live and Work in Sibley County 2<sup>nd</sup> Annual Business Expo, April 20<sup>th</sup>, 4-8 p.m. @ Arlington Community Center.
  - E) Local Board of Appeal and Equalization Open Book Meeting: Thursday, April 20<sup>th</sup> @ 3-8 p.m. Sibley County Assessor's Office, Gaylord.
  - F) How to Become a Tree Steward, Saturday, May 13<sup>th</sup> 10-4:30 p.m., Arlington Community Center.

- G) Arlington Chamber “Spring into Arlington”, April 27<sup>th</sup>, 5-8 p.m. Main Street & EMS Building.
- H) City of Arlington Clean-Up Day, May 24<sup>th</sup>, 9-4 p.m. in Partnership with Tri-County Waste @ Sibley County Fair Grounds.

8. Communications

- A) Arbor Day Foundation Letter of Congratulations on Earning Recognition as a 2016 Tree City USA, Growth Award Winner.
- B) Mediacom’s 1-Gig Internet Arlington Launch, April 2017.

**REPORTS OF OFFICERS, BOARDS & COMMITTEES**

**ORDINANCES & RESOLUTIONS**

9. Ordinances

- A) First Reading: Ordinance 313 – An Ordinance Enacting a Code of Ordinances for the City of Arlington, Minnesota, Amending, Restating, Revising, Updating, Codifying, and Compiling Certain Ordinances of the City Dealing with the Subjects Embraced in the Code of Ordinances, and Providing Penalties for the Violation of the Code of Ordinances.
  - Review Chapter 7 (Traffic & Parking) and Chapter 8 (Liquor Control). (City Attorney Arneson)

10. Resolutions

- A) 25-2017 – Order Improvement and Authorize Preparation of Plans & Specs for Circle Drive Street & Utility Improvement Project.
- B) 26-2017 – Approve Lawful Gambling Permit for Ridgeview Sibley Medical Center.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- 11. Authorize/Deny Refunds Related to 2015 Street & Utility Improvement Project.
- 12. Gazebo in Memorial Park.
- 13. Authorize Advertisement for Sealed Bid Sale of 2008 Chev Impala
- 14. Authorization for Interim Police Chief Jordan Voigt to return to Police Officer Position at \$18.76/hr (Step 3).

**MISCELLANEOUS BUSINESS**

- 15. Council Committee Updates.
  - A) Approve/Deny Cemetery Committee’s Proposed Placement of Columbarium and Sidewalk Approach.
  - B) Planning & Zoning.
- 16. Open Discussion.
  - A) Special Council Meeting to hold Assessment Public Hearing for 2017 Street & Utility Improvement on April 24<sup>th</sup> at 6:00 p.m.

**ADJOURNMENT**

Reminders:

- Planning & Zoning – April 6<sup>th</sup> @ 7 pm
- EDA – April 10<sup>th</sup> @ 5:30 pm
- Parks – April 24<sup>th</sup> @ 7 pm

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
APRIL 3, 2017**

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

Members present: Mayor Nagel, Battcher, Cowell, Hatlestad, Jaszewski

Members absent: Heiland

Also present: City Adm. Donabauer, Attorney Arneson, Engineer Jason Femrite, Gaylord Police Officer Charlie Eichten, Eric Joyce, Warren Dressen, Steve & Ardella Friezen, John Paulmann, Mike Scharping, Paul Pieper, Curt Reetz, John Burtyk, Tim & Juanita Kube, Mary Von Eschen, Rod Stemme, Kurt Menk

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

Remove item 4C) Approval of the March 28<sup>th</sup> Special Meeting Minutes

Remove item 4J) Authorization for Interim Police Chief Jordan Voigt to return to Police Officer Position at \$18.76/hour (Step 3) and move it under new business item number 14.

Add item 4K) Authorize Submittal of Student Essay to MMUA State Essay Scholarship Contest.

Add item 13) Authorize Advertisement for Sealed Bid Sale of 2008 Chev Impala.

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

- A) Approval of the March 20<sup>th</sup> Regular Meeting Minutes
- B) Approval of the March 20<sup>th</sup> Workshop Meeting Minutes
- C) ~~Approval of the March 28<sup>th</sup> Special Meeting Minutes~~ (removed)
- D) Approval of Bills
- E) Approval of the Raceway Ambulance Service Agreement
- F) Approval of the MN Rodeo Association-High Island Arena Ambulance Service Agreement
- G) Approval of Temporary Road Closure and Use of City Resources for the 2017 Cancer Car Cruise 5K Run and Walk; Saturday, May 20<sup>th</sup>; Rain Date Sunday, May 21<sup>st</sup>
- H) Authorize Hiring of Ashley Carlson, Volunteer EMT, Arlington Area Ambulance
- I) Authorize Hiring of Bryce Kloeckl, Volunteer EMT, Arlington Area Ambulance
- J) ~~Authorization for Interim Police Chief Jordan Voigt to return to Police Office Position at \$18.76/hr (Step 3)~~ (removed)
- K) Authorize Submittal of Student Essay to MMUA State Essay Scholarship Contest.

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

Mayor Nagel called to order the Circle Drive Street & Utility Improvements public hearing. Engineer Femrite presented the project scope. It was noted that the City had applied for and was awarded a BDPI Grant in the amount of \$6,275 to help fund the cost of improvements. Cemstone was being assessed 35% of the project. The Dressen property (3 lots) and Lucas property were being assessed 16.25% (per lot). Femrite proposed a bid opening date of May 10<sup>th</sup> and construction to begin mid-June. Warren Dressen expressed his concerns about the proposed assessments and how the calculations were put together. Tim Kube expressed his concerns about hazardous materials going into the sanitary sewer system. Engineer Femrite commented that Cemstone will have its own holding tank and will be monitored to ensure no illegal product is going into the sanitary system.

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

John Paulmann addressed the Council about his concerns with traffic, speed and parking around the school. He was concerned with the amount of traffic on the roads, especially now that the roads were narrowed and they will become bus routes. He stated that the parking lots the school were proposing are too small. He proposed making the streets one-way or parking on one side only. Pastor Rod Stemme stated that the Methodist Church has been discussing possibly selling its vacant lot, not leasing it.

Steve Friezen addressed his concerns about the Circle Drive Improvement Project and survey he received inquiring about extending improvements all the way down Circle Drive. He did not feel improvements were needed on the street in his area. Tim Kube expressed his concerns about the current status of the gravel road. It is not a typical city street; it is being treated/used as a township road with trucks, farm equipment and anhydrous tanks traversing it. He added that the area is being viewed as 'country' versus city. There is a lot that hasn't been mowed/maintained for some time and contains noxious weeds.

The following announcements were reviewed:

- A) Tree Steward Training, Saturday, April 8<sup>th</sup>, 10-4:30 p.m., Arlington Community Center
- B) Senior Expo, Tuesday, April 18<sup>th</sup>, 9-2:15 p.m., Arlington Community Center
- C) Coffee with the Mayor, April 20<sup>th</sup> @ 1:30 p.m. Cenex Gas Station
- D) Go Local: Live and Work in Sibley County 2<sup>nd</sup> Annual Business Expo, April 20<sup>th</sup>, 4-8 pm. @ Arlington Community Center
- E) Local Board of Appeal and Equalization Open Book Meeting: Thursday, April 20<sup>th</sup> @ 3-8 p.m. Sibley County Assessor's Office, Gaylord
- F) Belinda Jensen from KARE 11, Arlington Library, April 21<sup>st</sup> @ Noon
- G) Arlington Chamber "Spring into Arlington", April 27<sup>th</sup>, 5-8 p.m. Main Street & EMS Building
- H) How to Become a Tree Steward, Saturday, May 13<sup>th</sup>, 10-4:30 p.m., Arlington community center
- I) City of Arlington Clean-Up Day, May 24<sup>th</sup>, 9-4 p.m. in Partnership with Tri-County Waste @ Sibley County Fair Grounds.

The Council reviewed the following communications:

- A) Arbor Day Foundation Letter of Congratulations on Earning Recognition as a 2016 Tree City USA, Growth Award Winner
- B) Mediacom's 1-Gig Broadband Arlington Launch, April 2017.

The first reading of Ordinance 313 – An Ordinance Enacting a Code of Ordinances for the City of Arlington, Minnesota, Amending, Restating, Revising, Updating, Codifying, and Compiling Certain Ordinances of the City Dealing with the Subjects Embraced in the Code of Ordinances, and Providing Penalties for the Violation of the Code of Ordinances, was held. The Council reviewed Chapter 7 (Traffic & Parking) and Chapter 8 (Liquor Control). Attorney Arneson explained that State regulates traffic laws and is being incorporated as a reference in Chapter 7; however parking is controlled more at a local level. Attorney Arneson commented that many changes have occurred over the years with regards to liquor, including a recent change pertaining to Sunday liquor sales.

Cowell questioned what other options were available for determining assessments for the Circle Drive Improvement Project. Engineer Femrite explained that adjusted front footage, area method and per lot method were options. He explained that the Council (at a previous meeting) elected to do a hybrid of the per lot method with a higher allocation being put on the Cemstone property.

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

#### **RESOLUTION 25-2017**

#### **A RESOLUTION ORDERING IMPROVEMENTS AND AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS FOR THE CIRCLE DRIVE STREET & UTILITY IMPROVEMENTS**

**WHEREAS**, after due Notice of Public Hearing on the construction of improvements for the City of Arlington, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same; and

**WHEREAS**, at said hearing there was available a reasonable estimate of the amount to be assessed and a description of the methodology:

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

1. Said improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. It is advisable, expedient and necessary that said improvements as described in the Notice of Hearing thereon be constructed, and the same are hereby ordered made.
3. The improvements described in said Notice of Hearing are hereby designated and shall be known as the Circle Drive Street & Utility Improvements.
4. The consulting engineers, Bolton & Menk, Inc., are hereby directed to prepare final plans and specifications for said improvements.
5. The City Council declares its official intent to reimburse itself for the costs of the improvements from the proceeds of tax-exempt bonds.
6. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2 or Subdivision 2a within one year of the date of this resolution ordering said improvements.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Hatlestad, and upon poll being taken thereon the following voted in favor thereof: Battcher, Hatlestad, Jaszewski; and the following voted against the same: Cowell; and the following abstained from voting: None; and the following were absent: Heiland.

The foregoing resolution was adopted by the City Council of the City of Arlington this 3<sup>rd</sup> day of April, 2017.

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.

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

#### **RESOLUTION 26-2017**

#### **A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR RIDGEVIEW SIBLEY MEDICAL CENTER**

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Arlington hereby approves the application for a Lawful Gambling Permit as submitted by the Ridgeview Sibley Medical Center for a raffle event on December 2, 2017.

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, Cowell, Hatlestad, Jaszewski; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Heiland.

The foregoing resolution was adopted by the City Council of the City of Arlington this 3<sup>rd</sup> day of April, 2017.

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 with regards to authorizing/denying refunds to the residents from the 2015 Street & Utility Improvement Project. Adm. Donabauer stated that Staff had conducted the research asked pertaining to the City's Assessment Policy/process. Adm. Donabauer clarified that currently when a project comes in under budget the proceeds are used to pay down the bond payment and the entire city benefits from this as 100% of the residents are paying for the project (not just through assessments). The same works in the reverse, when a project comes in over budget the entire city has to pay the difference. Jaszewski commented that he understands the residents wanting their money back, but he has to heed the advice from the professionals hired by the City to look out for the good of all the residents within the City. Battcher agreed.

Motion by Hatlestad, seconded by Jaszewski, and carried (Cowell abstained) to not issue a refund based on Shannon Sweeney's professional opinion.

Adm. Donabauer stated that the City had been contacted by RSMC Adm. Todd Sandberg about the gazebo in Memorial Park. RSMC is planning to move ahead with their construction project this year. The gazebo will have to be demolished due to its current condition. RSMC has obtained three estimates to rebuild the gazebo (same size and materials); they would be responsible for demolition costs. Adm. Donabauer commented that the Parks Committee has had some discussions about building a larger gazebo with maintenance-free materials. It was also understood that the gazebo would be moved to a new location. Mayor Nagel commented that he would like to see the estimates before making a final decision. It was the consensus of the Council to review the estimates before moving forward.

Adm. Donabauer explained that the City received their new police squad vehicle and it was put into service. The 2008 Chevy Impala has been taken out of service; decals removed and ready to be sold. The Council, at a previous meeting, had agreed to try to sell the vehicle through a sealed bid process. She presented an advertisement for bids for the Council's review.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to authorize advertisement for sealed bid of the 2008 Chevy Impala.

Mayor Nagel commented that he wanted to discuss the pay for Officer Jordan Voigt. Adm. Donabauer stated that Voigt did not receive his step increase with the rest of the City employees as he had just stepped into the Interim Police Chief position (at step 5). He is now going back to being just a police officer and is entitled to a step increase (step 2). Mayor Nagel commented that after reviewing the information from surrounding communities, the pay scale is a little low and should be increased some in order to be competitive with the others. Battcher expressed concern that with the uncertainties happening within the police department currently, wage scale updated not that long ago and not being budgeted for, she did not feel it was appropriate to increase the salary any higher. Hatlestad favored an increase (to step 3), the idea being to keep from losing staff and show we do appreciate the work they do. Jaszewski and Mayor Nagel agreed.

Motion by Hatlestad, seconded by Jaszewski, and passed by unanimous vote to increase Officer Jordan Voigt from step 2 to step 3 on the pay scale.

Mayor Nagel commented that the Council toured the cemetery and proposed site for the columbarium prior to the meeting. Jaszewski commented that the Cemetery Committee did a good job. Battcher agreed. Mayor Nagel explained that the columbarium will be placed to the south of the newer entrance with a sidewalk going up to it and expected in June.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to accept the Cemetery Committee's recommendation for the columbarium placement and sidewalk approach.

Battcher provided an update on the recent Planning & Zoning meeting. She stated that they reviewed their roles and responsibilities, discussed vacant lots and their possible uses (multi-family), rezoning a portion of the cemetery, establishing a rental code along with accessory dwelling units.

Mayor Nagel commented that he attended the most recent Historical Society meeting. The Council was invited to check out the museum and see what has been done.

Jaszewski provided an update on the Community Ed/Summer Rec Committee. They reviewed stats from activities from the last year and what is proposed for this year.

Jaszewski provided an update on the hospital board. They are finalizing construction details and hopeful for groundbreaking in July. Two new doctors are coming on board. They are still working out technology issues.

It was the consensus of the Council to hold a Special Council meeting on Monday, April 24<sup>th</sup>. The purpose is to hold a public hearing for the assessments for the 2017 Street & Utility Improvement Project.

Motion by Cowell, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 7:53 pm.

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City Administrator Liza M. Donabauer

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Mayor Richard Nagel