

**ARLINGTON CITY COUNCIL
MEETING AGENDA
FEBRUARY 21, 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 February 6th Regular Meeting Minutes.
 - B) Approval of the February 6th Tour Workshop Meeting Minutes.
 - C) Approval of Bills.

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council.
6. Announcements
 - A) Award of Darwin Mathwig Award at the Arlington Lions Fish Fry, February 24th @ 5:00 p.m.
 - B) Curbside Garbage Collection, Effective Monday, February 27th.
 - C) Local Board of Appeal and Equalization Open Book Meeting: Thursday, April 20th @ 3-8 p.m. Sibley County Assessor's Office, Gaylord.
7. Communications
 - A) January Water/Wastewater Report.
 - B) January Building Permit Report.
 - C) January Financial Reports.
 - D) LMCIT Survey and Experience Modification Factor Report for the City of Arlington.
 - E) Invitation to Attend LMC's Legislative Conference for Cities, March 23rd, St. Paul.
 - F) Minnesota Municipal Utilities Association Year in Review.
 - G) Arlington 2016 Farmers Market Survey Results.

REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Yearly Arlington Historical Society Update. (Dwight Grabitske)

ORDINANCES & RESOLUTIONS

9. Ordinances

- A) None.

10. Resolutions

- A) 16-2017 – Accepting a \$3,000 Donation from the Olson & Sames Families for Purchase of a Power Load for the Ambulance Department.

UNFINISHED BUSINESS

NEW BUSINESS

11. Jason Femrite, Bolton & Menk.

- A) 2015 Street & Utility Improvement Project Update.
- B) 2017 Street & Utility Improvement Project Update.
 - 1. Resolution 17-2017 - Approve/Deny Plans & Specifications and Authorize Advertisement for Bids on the 2017 Street & Utility Improvement Project.
- C) Circle Drive Improvement Project Update.
 - 1. Resolution 18-2017 - Resolution Ordering Preparation of Engineering Report on Circle Drive Improvements.
 - 2. Resolution 19-2017 – Amending Resolution 42-2016 to Update City’s Funding on the BDPI Grant.

12. Fire Committee Recommendations

- A) Approve/Deny \$500 Signing Bonus for New Firefighters.
- B) Approve/Deny Hourly Pay Increase from \$10/Call/Hour to \$12.50/Call/Hour Effective 2017.
- C) Approve/Deny Incremental Increase Annual Benefit Level to the Fire Relief Association (\$1,600 in 2018, \$1,650 in 2019, \$1,700 in 2020).
- D) Approve/Deny \$600 Annual Longevity Pay for 10-15 Year Volunteer Fire Fighters and \$1,200 Annual Longevity for 15+ Year Volunteer Fire Fighters Effective 2018.

13. Ambulance Committee Recommendations

- A) Advertise Recruitment of EMR Position.
- B) Authorize/Deny Ordering Ambulance Stryker PowerLOAD. (\$24,161.21)

MISCELLANEOUS BUSINESS

14. Police Department Update. (Interim Chief Voigt)

- A) January Police Report.

15. Council Committee Updates.

16. Open Discussion.

- A) Recap from Prairie Line Trail Committee Meeting. (2-09-17)

ADJOURNMENT

Reminders:

Parks – February 27th @ 7 pm

Planning & Zoning – March 2nd @ 7 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
FEBRUARY 21, 2017**

The regular meeting was called to order at 6:42 p.m., Mayor Richard Nagel presiding.

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

Members absent: None

Also present: City Adm. Donabauer, Attorney Arneson, Engineer Femrite, Interim Police Chief Voigt, Historical Society Members Dwight Grabitske and Greg Goblirsch, Kurt Menk

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to approve the agenda as presented.

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

- A) Approval of the February 6th Regular Meeting Minutes
- B) Approval of the February 6th Tour Workshop Meeting Minutes
- C) Approval of Bills.

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

The following announcements were reviewed:

- A) Award of Darwin Mathwig Award at the Arlington Lions Fish Fry, February 24th @ 5:00 p.m.
- B) Curbside Garbage Collection, Effective Monday, February 27th.
- C) Local Board of Appeal and Equalization Open Book Meeting: Thursday, April 20th @ 3-8 p.m. Sibley County Assessor's Office, Gaylord.

The Council reviewed the following communications:

- A) January Water/Wastewater Report
- B) January Building Permit Report
- C) January Financial Reports
- D) LMCIT Survey and Experience Modification Factor Report for the City of Arlington
- E) Invitation to Attend LMC's Legislative Conference for Cities, March 23rd, St. Paul
- F) Minnesota Municipal Utilities Association Year in Review
- G) Arlington 2016 Farmer's Market Survey Results.

Arlington Historical Society (AHS) members Dwight Grabitske and Greg Goblirsch presented the Annual Historical Society Report. Grabitske commented that the AHS's main focus this year was on the Arlington Museum, which included making the bathroom ADA compliant. They have a couple of displays for the museum. AHS held an open house during the Arli-Dazzle event. The museum will have regular hours on the first and third Saturdays in May through November. Grabitske commented that the AHS hosted a stone cleaning/maintenance session at the cemetery, whereby residents were shown how to clean/repair gravestones. In 2017 the AHS will be focusing on WW I (100th anniversary). AHS and members of the VFW will be cleaning/repairing grave markers of Civil War and WW I Veterans within the various cemeteries in Arlington. Grabitske stated that the AHS will be working with the Minnesota Historical Society on a grant to change the lighting within the museum (to protect the items within it). It was noted that the AHS is in need of volunteers to help work at the museum and share their expertise on Arlington history. Grabitske commented that he has fun and is continuously learning things and wants to preserve Arlington's rich and interesting history.

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

RESOLUTION 16-2017

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 donations from the Olson and Sames families totaling \$3,000 to be used toward the purchase of a PowerLOAD for the Ambulance; 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 Hatlestad, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Hatlestad, Heiland, Jaszewski; 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 21st day of February, 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.

Engineer Femrite was present and talked briefly about the 2015 Street & Utility Improvement Project. He stated the project was successful and went well, and came in slightly under budget. Adm. Donabauer explained that the Council had met in a workshop session prior to the meeting to discuss the fact the project came in under budget. At that meeting, staff also provided history of the City’s special assessment policy based on research from reviewing meeting minutes and video. The Council also briefly discussed the special assessment process going forward. Heiland commented that the Council directed Engineer Femrite to re-run the assessment numbers in order to help the Council make a decision about possibly refunding money back to those residents or put it towards the debt service (to pay down the bond). Engineer Femrite will bring the revised numbers to a future meeting for review.

Adm. Donabauer stated that the Council had also discussed the proposed 2017 Improvement Project in the workshop session, more specifically whether Alden Street should remain a 9-ton road or changed to a 7-ton road. Engineer Femrite stated the plans and specifications were ready for approval/bidding with Alden Street being a 9-ton road. He stated he was looking for direction from the Council on what they wanted to see on Alden Street for tonnage; it was currently designated as a truck route, which requires a 9-ton road. Jaszewski commented that he would like to see it stay a 9-ton road due to the volume of traffic it is exposed to. Engineer Femrite provided an updated engineer’s estimate for review.

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

RESOLUTION 17-2017

A RESOLUTION APPROVING PLANS & SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to a resolution adopted by the Council on December 5, 2017, the consulting City Engineer has prepared plans and specifications for street and utility improvements of the 2017 Street & Utility Improvements;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA:

1. Such plans and specifications are hereby approved and ordered placed on file in the office of the City Administrator.
2. The City Administrator shall prepare and cause to be inserted in the official paper and in the Finance and Commerce an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published in three separate (weekly) issues, shall specify the work to be done, and shall state that bids will be received by the City Administrator until 11:00 a.m. on Friday, March 17, 2017 at which time they will be publicly opened in the Council Chambers of City Hall by the Administrator and Engineer, will be tabulated, and will be considered by the Council at the next scheduled council meeting.

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, Heiland, Jaszewski; 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 21st day of February, 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.

Engineer Femrite presented information pertaining to improvements on Circle Drive to accommodate Cemstone's move to their new location in the northeast industrial park from the downtown, along with another facility's need for water and sewer on the Dressen property. He stated that a 10-ton road would be constructed. He stated that he will be looking for direction from the Council on which assessment option they want to use for this project: adjusted front footage, per lot or area basis, as these properties are unique (not typical lots).

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

RESOLUTION 18-2017

A RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to develop the 2017 Circle Drive Street & Utility Improvements to assess the benefited property for all or a portion of the cost of the street, sanitary and water improvements, pursuant to Minnesota Statutes, Chapter 429;

NOW THEREFORE BE IT RESOLVED that the City Council of Arlington hereby order Bolton and Menk to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

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, Cowell, Hatlestad, Heiland, Jaszewski; 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 21st day of February, 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 Heiland introduced the following resolution and moved for its adoption:

RESOLUTION 19-2017

A RESOLUTION AMENDING RESOLUTION 43-2016 APPROVING THE BUSINESS DEVELOPMENT PUBLIC INFRASTRUCTURE APPLICATION

BE IT RESOLVED that the City of Arlington act as the legal sponsor for project(s) contained in the Business Development Public Infrastructure (BDPI) Application which was submitted on June 17, 2016 and that Mayor Rich Nagel and the City Administrator were hereby authorized to apply to the Department of Employment and Economic Development (DEED) for funding of this project on behalf of the City of Arlington.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Arlington may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that it will comply with all applicable laws and regulations as stated in all contract agreements.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Arlington will commit \$94,995 toward the local match requirement.

BE IT FURTHER RESOLVED that the City of Arlington will repay the grant if milestones are not realized by the completion date identified in the Application.

The City of Arlington certifies that it will comply with all applicable laws, regulations, and rules of the Application.

BE IT FURTHER RESOLVED that the sources and use, private investors, equity, and other financing commitments represented in the attached document are accurate.

NOW, THEREFORE BE IT RESOLVED that Mayor Rich Nagel and the City Administrator or their successors in office, are hereby authorized to execute such agreements and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

I CERTIFY THAT the original Resolution 43-2016 was adopted by the City Council of the City of Arlington on June 14, 2016.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Cowell, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Hatlestad, Heiland, Jaszewski; 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 21st day of February, 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.

On a semi-related note to the above resolution, Heiland pointed out that there are residents further down on Circle Drive and questioned if the rest of the road could be finished (paved) at the same time. Engineer Femrite stated it would be a good time to do it, but noted that the portion would not have to be 10-ton road. A poll of the property owners would have to be taken to see if there was enough interest, as they would be assessed for their share. Cowell commented that some residents have expressed concern that if the entire road gets paved that trucks would be enticed to traverse all the way down past their properties. Engineer Femrite stated that he could put some preliminary cost estimates together so the residents would have some idea of what it could cost them.

Adm. Donabauer commented that the Fire Committee has met a few times to discuss member recruitment and retention ideas. Some research was done to see what other communities and/or fire departments had in place; which wasn't much, if any. The department was asked to come up with some ideas/recommendations for the Committee to consider and presented the following:

- \$500 Signing Bonus for New Fire Fighters
- Hourly Pay Increase from \$10/Call/Hour to \$12.50/Call/Hour Effective 2017

- Incremental Increase Annual Benefit Level to the Fire Relief Association (\$1,600 in 2018, \$1,650 in 2019, \$1,700 in 2020)
- \$600 Annual Longevity Pay for 10-15 Year Volunteer Fire Fighters and \$1,200 Annual Longevity Pay for 15+ Year Volunteer Fire Fighters Effective 2018.

Battcher expressed her concerns about keeping things fair between the fire and ambulance departments with regards to pay/benefits. Heiland commented that they are also having conversations with the ambulance department on recruitment and retention.

Motion by Heiland, seconded by Battcher, and passed by unanimous vote to approve a \$500 signing bonus for New Fire Fighters.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve an hourly pay increase from \$10/Call/Hour to \$12.50/Call/Hour effective February 21, 2017.

Motion by Heiland, seconded by Jaszewski, and carried to approve the incremental increase annual benefit level to the Fire Relief Association (\$1,600 in 2018, \$1,650 in 2019, and \$1,700 in 2020).

Battcher questioned how much the proposed longevity pay, along with the annual contribution to the Fire Relief, was going to cost the City each year (for next five years) going forward. She noted that there are many members already at the 15-year mark. It was noted that the longevity pay added up to approximately \$20,000 per year. Adm. Donabauer clarified the City's voluntary contribution to the Fire Relief is less than \$200 per year per fire fighter; the \$1,600 is what they are paid out for each year of service when they retire. Adm. Donabauer was willing to run the numbers to show how it would affect both the City and Townships over the next five years; and also run a comparison for the ambulance longevity pay.

Motion by Heiland, seconded by Jaszewski, and carried to approve a \$600 annual longevity pay for 10-15 year volunteer fire fighters and \$1,200 annual longevity for 15+ year volunteer fire fighters effective 2018.

Adm. Donabauer stated that like the Fire Department, the Ambulance Department and Committee have been having similar member recruitment and retention discussions. She noted that it had been suggested to collaborate with other communities and/or lease out the ambulance service to a hospital. Ultimately, the ambulance staff want to keep the service going themselves and will be putting their focus on advertising for more help, both EMT's and EMR's. They are in need of driver's (Emergency Medical Responders-EMR's).

Adm. Donabauer stated that Ambulance Director Sullivan has indicated that the backup rig is in need of a PowerLOAD to lift patients into the back of the rig (similar to the new rig). An estimate of \$24,161.21 had been obtained from Stryker. Adm. Donabauer stated that this was not budgeted for, but the company was allowing payments to be made over three years. The Ambulance has received some donations, which would be put towards the cost, along with proceeds from ongoing fundraising efforts. Ambulance Staff was also aware of grant money that could be used for this type of purchase.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to authorize the Ambulance to order a Stryker PowerLOAD in the amount of \$24,161.21.

Interim Police Chief Voigt presented the January Police Report. He commented that the new squad vehicle had been picked up and was being worked on (equipment was being installed). He was hopeful to have it in service by mid-March. He commented that with the warmer weather coming, people were more apt to be out and about. He cautioned drivers to watch for them crossing the streets. Adm. Donabauer stated that the Council toured, and spoke with staff from, the Police Department prior to tonight's regular meeting.

Heiland stated that recently he and Chief Voigt had talked about the Impala squad (soon to be retired). It had been the Councils' decision to not trade off of the Impala, as they felt they could get more money by selling it at auction. Heiland suggested attempting to sell it outright first with a set minimum bid and if the City doesn't like what bids come in they can reject them all and then sell the car at auction. The Council (by consensus) agreed to give this a try.

Heiland questioned Chief Voigt about what kind of truck traffic he observes on Alden Street. Voigt commented that he tends to see more on 2nd Avenue. It was noted that 2nd Avenue is not a truck route.

Mayor Nagel provided an update on the Library Committee. The Library Staff are continuing to fix up their electronic equipment (get on shelves/organized). They like the new lighting that was installed, along with the furniture/cubicles from the TSE Building (providing them with more defined spaces).

Hatlestad provided an update on the Shade Tree Committee. They discussed cataloging the trees with help from the Boys Scouts. They also discussed what types of trees to plant/do well in this area. The City is seeking volunteers to help with the tree inventorying process.

Jaszewski commented that while he was at the Experienced Leaders Conference, he had spoken with an individual regarding their community obtaining a 'quiet zone' with the railroad and what the requirement was.

Heiland commented that at a recent Utilities Committee meeting, Maintenance Supvr. Voigt was authorized to replace a bad street light near St. Mary's Church with a new LED light versus repairing it.

Heiland commented that the Chamber of Commerce will be hosting their first "Spring into Arlington" event on Thursday, April 27th from 5-8 pm. This event is intended to bring people into Arlington's Main Street to visit the businesses to learn about them (what they have to offer). Some of the businesses will be offering specials and possibly have refreshments available.

Hatlestad stated that he was unable to attend the most recent Cable Commission meeting. Mayor Nagel expressed interest in learning more about the Cable Commission.

Adm. Donabauer provided a re-cap of the Prairie Line Trail Committee meeting that was held recently. She stated that there was a very poor turnout from the various cities within the county; only Arlington and Winthrop were present. It was noted that the County Commissioners will likely not provide support for the project if there is not a strong representation and/or push from all communities within the County; they need to see that all communities are interested in establishing the trail system again. The County would be involved in applying for grants and the design process; which would be lost if the County doesn't provide their support. Mixed feelings were expressed; members want to see it continue, but question the timing and need for people to get involved.

It was questioned if the compost site was open now with the warmer weather. Adm. Donabauer didn't believe it was open yet. She added that a company is willing to come in and chip the brush pile, but are waiting for the pile to reach a substantial size.

Motion by Heiland, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 8:11 pm.

/s/ Liza M. Donabauer
City Administrator Liza M. Donabauer

/s/ Richard Nagel
Mayor Richard Nagel