

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
JANUARY 17, 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 December 19<sup>th</sup> Regular Meeting Minutes.
  - B) Approval of the December 19<sup>th</sup> Special and Closed Meeting Minutes.
  - C) Approval of the January 3<sup>rd</sup> Regular Meeting Minutes.
  - D) Approval of the January 3<sup>rd</sup> Special Meeting Minutes.
  - E) Approval of Bills.
  - F) Approval of Changes to Arlington Fire's Standard Operating Guidelines to Reduce Call Minimum from 25% to 20%.
  - G) Accept Resignation of Jason Mueller, Volunteer Ambulance EMT
  - H) Authorize Signature on Letter of Support for Hwy 212 Improvement and Forward to SW Corridor Transportation Coalition.

**PUBLIC HEARINGS**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

5. Addressing the Council
  - A) Citizens Addressing the Council.
6. Announcements
  - A) Semi-Annual Sibley County Municipalities Meeting – January 26<sup>th</sup>, 6:00 p.m. @ Gibbon Community Center.
  - B) Experienced & Newly Elected Officials Leadership Conference – January 20-21 (Mankato) and January 27-28 (Bloomington).
  - C) Meeting with the Townships/G.I. on Fire/Ambulance Coverage is January 30<sup>th</sup>, 7:00 p.m.
  - D) City Offices will be closed on Monday, February 20<sup>th</sup> for the President's Day Holiday.
  - E) Council Meeting Rescheduled for Tuesday, February 21<sup>st</sup> @ 6:30 p.m.

7. Communications
  - A) December Police Reports.
  - B) December and Year End Building Permit Reports.
  - C) December and Year End Financial Reports.
  - D) Invitation to the February 3<sup>rd</sup> SW Corridor Transportation Coalition Meeting at Chaska City Hall.

## **ORDINANCES & RESOLUTIONS**

8. Ordinances
  - A) Chapter Review of Proposed Codified Ordinances: Chapter 1, General Provisions and Chapter 2, City Charter. (City Attorney Arneson)
9. Resolutions
  - A) None.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

10. Approve/Deny Pay Estimate No. 8 to WM. Mueller & Sons, Inc. for the 2015 Street & Utility Improvement Project. (Final Payment - \$80,784.74)
11. Accept/Deny Potential Annexation Memorandum from City Engineer Jason Femrite.
12. Update from 2017 Street & Utility Improvement Open House, January 10, 2017.
13. Re-establishment of the County Prairie Line Trail Committee.
14. 2017 Mayoral Goals.

## **MISCELLANEOUS BUSINESS**

15. Police Department Update. (Interim Chief Voigt)
16. Council Committee Updates.
  - A) Streets Committee – CSAH 17 Bridge Replacement and Adjoining Road Improvements.
  - B) Fire Committee. (Heiland and Cowell)
  - C) Update from WWTP and Water Plant Tours.
17. Open Discussion.

## **ADJOURNMENT**

### Reminders:

Parks – January 23<sup>rd</sup> – 7 pm  
Twp/Fire/Amb/GI – January 30<sup>th</sup> @ 7 pm  
Planning & Zoning – February 2<sup>nd</sup> @ 7 pm

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
JANUARY 17, 2017**

The regular meeting was called to order at 6:45 p.m., Mayor Richard Nagel presiding.

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

Members absent: None

Also present: City Adm. Donabauer, Attorney Arneson, Interim Police Chief Voigt, Kurt Menk

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

Add item 4H) Authorize Signature on Letter of Support for Hwy 212 Improvement and Forward to SW Corridor Transportation Coalition.

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

- A) Approval of the December 19<sup>th</sup> Regular Meeting Minutes
- B) Approval of the December 19<sup>th</sup> Special and Closed Meeting Minutes
- C) Approval of the January 3<sup>rd</sup> Regular Meeting Minutes
- D) Approval of the January 3<sup>rd</sup> Special Meeting Minutes
- E) Approval of Bills
- F) Approval of Changes to Arlington Fire's Standard Operating Guidelines to Reduce Call Minimum from 25% to 20%
- G) Accept Resignation of Jason Mueller, Volunteer Ambulance EMT
- H) Authorize Signature on Letter of Support for Hwy 212 Improvement and Forward to SW Corridor Transportation Coalition.

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

The following announcements were reviewed:

- A) Semi-Annual Sibley County Municipalities Meeting – January 26<sup>th</sup>, 6:00 p.m. @ Gibbon
- B) Experienced & Newly Elected Officials Leadership Conference - January 20-21 (Mankato) and January 27-28 (Bloomington)
- C) Meeting with Townships/G.I. on Fire/Ambulance Coverage is January 30<sup>th</sup>, 7:00 p.m.
- D) City Offices will be Closed on Monday, February 20<sup>th</sup> for the President's Day Holiday
- E) Council Meeting Rescheduled for Tuesday, February 21<sup>st</sup> @ 6:30 p.m.

The Council reviewed the following communications:

- A) December Police Reports
- B) December and Year End Building Permit Reports
- C) December and Year End Financial Reports
- D) Invitation to the February 3<sup>rd</sup> SW Corridor Transportation Coalition Meeting at Chaska City Hall.

Adm. Donabauer stated that Attorney Arneson has been working on codifying the city ordinances (laws). Arneson explained that a few chapters will be reviewed at a time during the next few meetings and each will be considered a first reading. He stated that the codified ordinances will become one document known as the City Code. The intent of this is to organize the city laws and get rid of out dated laws, along with making them more streamlined and easier to use when looking something up (online for the public). Once the Code is adopted the ordinances will cease to exist. Various comments were made and some

minor changes were suggested. Chapter 1-General Provisions and Chapter 2-City Charter of the City Code were reviewed and considered as the first reading.

The Council reviewed Pay Estimate No. 8 (Final) to WM. Mueller & Sons, Inc. in the amount of \$80,784.74 for the 2015 Street & Utility Improvement Project. Adm. Donabauer gave a brief history on the project and costs associated therewith. It was noted that there was a two year warranty (except for turf) that would start upon the issuance of the final payment. It was also noted that the project came in under the contracted amount so there will be surplus funds. The City bonded for this project, so the proceeds can either be transferred back into the debt service funds or transferred into a project similar in nature such as the proposed 2017 Improvement Project. Concern was expressed about the ongoing issue of standing water in the ditch along Hwy 5 and if this was a design flaw. It was questioned if this would be covered under the warranty.

Motion by Battcher, seconded by Heiland, and passed by unanimous vote to approve Pay Estimate No. 8 (final) to WM. Mueller & Sons, Inc., in the amount of \$80,784.74 for the 2015 Street & Utility Improvement Project contingent upon the Hwy 5 ditch issues being covered under the two year warranty.

Attorney Arneson provided a history on the Orderly Annexation Agreement between the City and Arlington Township/County. It was noted that the current agreement is due to expire and a new agreement is being proposed, including a larger/expanded boundary to allow for the city to grow. Arneson talked about what happens with and without an agreement in place, such as annexation processes and zoning control. The Council reviewed a memo from Engineer Femrite regarding potential annexation and water/sewer distribution. Mayor Nagel suggested that Planning Consultant Smith-Strack, Adm. Donabauer, Councilmember Battcher (Planning Committee) and himself represent the City and meet with Arlington Township members (on Feb. 13<sup>th</sup>) to start discussions on extending the annexation agreement.

Motion by Heiland, seconded by Battcher, and passed by unanimous vote to accept the Potential Annexation Memorandum as presented from City Engineer Femrite; and to allow Mayor Nagel to appoint representatives (as stated above) to meet with Arlington Township on February 13<sup>th</sup>.

Adm. Donabauer provided an update on the proposed 2017 Improvement Project. She stated that eight residents attended the open house held recently. Many good questions were asked with regards to tree removal, sidewalks, alley improvements and Alden Street being a 9-ton road. The residents were assured that they will be updated continuously throughout the project. Heiland commented that he had been contacted by the Methodist Church regarding the assessment amount for the alley improvement and who should be paying for it. Jaszewski and Hatlestad were also approached on the same subject.

Discussion was held on re-establishing the Prairie Line Trail Committee. Adm. Donabauer provided a brief history on it. The first segment was out to the Sportsman's Park and took approximately 10 years of planning. She stated that with all the discussions about the proposed Med School coming to Gaylord, neighboring cities are looking at what they can do to make their communities livable communities. A meeting has been scheduled for Thurs. February 9<sup>th</sup> and each City is being asked to appoint and/or send representation. Adm. Donabauer will be mentioning this to the Parks Committee at their upcoming meeting.

Mayor Nagel presented his 2017 Mayoral Goals as follows:

**1. COMPLETE THE RENOVATION OF THE SENIOR CITIZEN'S BUILDING AT FOUR SEASONS PARK.**

With the awarding of the funding grant from Lions International, and with the generous matching funds from the City of Arlington and both the Arlington and the Green Isle Lions' organizations, the remodeling project is scheduled to begin early this spring. The community can look forward to a revitalized building with new restrooms, kitchen

improvements, new forced air heating and cooling system, a new ceiling surface, new lighting, new entry doors, and additional windows to allow for increased natural light. Our Senior Citizens group, which now uses the building on a weekly basis, will be relocated to another facility during the renovation project. *(Assigned to Councilmember Cowell)*

**2. MOVE FORWARD WITH THE PROCESS OF INVENTORYING ALL TREES LOCATED ON CITY BOULEVARDS AND IN CITY PARKS.**

While the preparedness training component of the Tree Inventory Program has been completed, the tree inventory itself remains to be done. With the help of the local Boy Scout Troop, the City Shade Tree Committee, and community volunteers, each tree, whether it be in a city park, or along a city boulevard, will be inspected and cataloged. Some trees may not require further attention, some may need some degree of pruning, and some will indeed need to be removed. The next phase then will be a replanting program to address areas that, for one reason or another, are in need of replacement, of either boulevard or shade trees. The ultimate goal is to greatly increase the diversity of the City's tree population, which currently is heavily weighted toward maple and ash varieties. This program is being carried out under the guidance and funding of the University of Minnesota, Department of Forest Resources. *(Assigned to Councilmember Hatlestad)*

**3. BEGIN THE CONSTRUCTION PHASE OF THE 2017 STREET AND UTILITY IMPROVEMENT PROJECT.**

After much research into which areas of the City should be considered for a significant street improvement project, it was decided to move forward with the area directly south of the 2015 project area. Another area of the City under consideration was the East Baker Street and East Clinton Street area which has notable storm sewer issues. To develop an improvement plan for this area will take a considerable amount of engineering effort to arrive at the best solution for the noted problems.

The selected project for 2017 will involve replacement of all water, storm sewer, and sanitary sewer service, as well as, work on some sidewalks, boulevard trees, curb and gutter, and complete street replacement. As in the past, we will need to be sensitive to the affected property owners' concerns relating to sidewalk and driveway work, as well as, necessary tree removal and replacement. Concurrent work on the west side of the Sibley East School project will also need to be taken in to consideration. *(Assigned to Councilmember Heiland)*

**4. EXAMINE ALL OPTIONS FOR DELIVERY OF AMBULANCE SERVICE, AS WELL AS FIRE AND POLICE PROTECTION.**

Due to currently being short staffed in our police department, and facing smaller than desired numbers in our Fire Department and our Ambulance Service, we are in a position to examine these areas of vital community services to determine if we can reach out to neighboring communities experiencing similar deficiencies, in an attempt to realign or share any of these services. The shortage of ambulance personnel, with availability during daytime hours, in small communities such as ours, needs to be addressed with innovative changes. Similarly, with many of our Fire Fighters being employed outside the local area during the normal work day, it becomes difficult for them to respond when a call goes out. Retention of police officers in small communities will always be an issue. We will examine any feasible means of delivering law enforcement that is in accordance with our City Charter and doesn't compromise the safety and well-being of our residents. *(Assigned to Councilmember Jaszewski)*

**5. TAKE A FRESH LOOK AT ARLINGTON'S ECONOMIC DEVELOPMENT EFFORTS**

With the consulting assistance of recently contracted Municipal Development Group, and the expertise and energy of an experienced EDA Committee, it's time to take a look at the entire scope of our economic development efforts. I am urging our EDA Committee to focus on the following areas: selling the TSE Building, assistance in finalizing the access route to the south side Industrial Park, identifying the need for future housing development and the potential location(s) of same, brainstorming the potential uses for the soon-to-be vacant downtown Cemstone site, and determining future potential use for all vacant city owned property. It is imperative that business retention visits with members of our current business community routinely take place, as they are a vital asset, and deserve any assistance we can offer to retain and hopefully expand their current activity. *(Assigned to Councilmember Battcher)*

Interim Police Chief Voigt provided an update on the Police Department. He stated that re-organization within the department is currently happening (eliminating old paperwork, etc.). Police Adm. Pomplun is stepping into her new position and assisting where she can. She will be taking on many duties, which include monthly and annual reports/stats, MOC coding to be submitted to State/BCA (going back to 2012 when LETG System was started), and record retention (scan older files into computer for search ability purposes). Voigt stated the new squad should be here by the end of the month and will then be sent out to have the graphics put on. He was hopefully to have the new squad in service by mid-February. Voigt

commented that he and Officer Rovinsky both attended a 2-day training course in Mankato (a variety of topics were offered, including social media, welfare checks, etc.). Voigt reviewed the rules regarding parking on city streets during the snow season. He also advised everyone to be aware of their surroundings, as suspicious activity is on the rise and to report it.

Heiland talked about the proposed CSAH 17 Bridge Replacement and adjoining road improvement project as proposed by Sibley County. He stated that the project is slated for 2018/2019 pending funding availability. During a recent Streets Committee Meeting, Tim Becker, Sibley County Public Works Director, explained that the road is to be widened from the railroad tracks going north to Hwy 5, it will also have wider shoulders and a right turn lane going north.

Cowell provided an update on the most recent Fire Committee Meeting. They discussed recruitment and retention issues. Ideas were offered and it was suggested that they be taken back to the entire department for their input.

Battcher provided an update on the first meeting EDA with newly hired EDA Consultant Holly Kreft. Basically it was a brainstorming session to establish goals and projects the EDA wants to accomplish going forward.

The Council briefly discussed their tour with PeopleService Operator Lee Ortloff. He provided a tour and explanation of the wastewater treatment facility, water plant and water tower. They were very pleased.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 8:33 pm.

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City Administrator Liza M. Donabauer

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Mayor Richard Nagel