

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
JANUARY 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. Swearing in of Newly Elected Officials.
3. Roll Call.
4. 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.*

5. Approval of Consent Agenda
  - A) Approval of the December 5<sup>th</sup> Regular Meeting Minutes.
  - ~~B) Approval of the December 19<sup>th</sup> Regular Meeting Minutes. (removed)~~
  - ~~C) Approval of the December 19<sup>th</sup> Closed Meeting Minutes. (removed)~~
  - D) Approval of Bills.
  - E) Accept Soil Borings Report for the Proposed Seneca Site for Industrial Park Acquisition.
  - F) Approve Participation in Signing Joint Letter to Governor Dayton & MPCA Commissioner John Linc RE: Phosphorus Pollution.
  - ~~G) Approve Purchase of Barn Shelter at City Shop for Salt/Sand Storage. (ShelterLogic, \$3,697.50)  
(removed and sent back to Streets Committee for discussion)~~
  - H) Accept Resignation of Jon Piotter as Arlington Volunteer Fire Fighter.

**PUBLIC HEARINGS**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

6. Addressing the Council
  - A) Citizens Addressing the Council.
7. Announcements
  - A) City Offices will be Closed on Monday, January 16<sup>th</sup> for the Martin Luther King Jr. Holiday.
  - B) Next Council Meeting will be Tuesday, January 17<sup>th</sup> @ 6:30 p.m. (Change Meeting?)
  - C) Special Council Meeting Dates: January 17<sup>th</sup>, February 6<sup>th</sup> & 21<sup>st</sup>, and March 6<sup>th</sup> & 20<sup>th</sup> to Tour Departments.
  - D) Experienced & Newly Elected Officials Leadership Conference – January 20-21 (Mankato) and January 27-28 (Bloomington).

- 8. Communications
  - A) November Water/Wastewater Report.
  - B) City Administrator's Project List.
  - C) Clean Energy Choice.

## **ORDINANCES & RESOLUTIONS**

- 9. Ordinances
  - A) None.

- 10. Resolutions
  - A) 1-2017– Appointing City Administrator.
  - B) 2-2017 – Mayor Appointments.
  - C) 3-2017 – Designating City Depository.
  - D) 4-2017 – Authorizing Signature Authority for City Accounts.
  - E) 5-2017 – Designating City Newspaper
  - F) 6-2017 – 2017 Calendar of Public Meetings
  - G) 7-2017 – Approving Contract for Economic Development Services – MDG, LLC.
  - H) 8-2017 – Approving Contract for Planning & Zoning Services – Cynthia Smith-Strack.
  - I) 9-2017 – Granting a Donation of Surplus Equipment to South Central MN EMS.
  - J) 10-2017 – Gambling Permit for Sibley County Pheasants Forever.
  - K) 11-2017 – Accepting a Donation from Jim Kreft, Kreft Cabinets, for Tree Program.
  - L) 12-2017 – Recognizing Galen Wills for His Years of Service to the Citizens of Arlington.
  - M) 13-2017 – Recognizing Jennifer Nuesse for Her Years of Service to the Citizens of Arlington.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

- 11) Approve/Deny Stop Sign Location at SW Corner of Alden & 1st.
- 12) Approve/Deny Purchase of Neptune MRX920 Mobile Data Collector. (Ferguson, \$7,500)

### **MISCELLANEOUS BUSINESS**

- 13. Council Committee Updates.
- 14. Open Discussion.

## **ADJOURNMENT**

### Reminders:

- EDA - January 9<sup>th</sup> @ 5:30 pm
- Parks – January 23<sup>rd</sup> – 7 pm
- Twp/Fire/Amb/GI – January 26<sup>th</sup> @ 7 pm
- Planning & Zoning – February 2<sup>nd</sup> @ 7 pm

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

The regular meeting was called to order at 6:50 p.m., Mayor Richard Nagel presiding.

Mayor Richard Nagel administered the Official Oath of Office to re-elected Councilmember Ben Jaszewski and to newly elected Councilmembers Adam Cowell and Tom Hatlestad.

Members present: Michelle Battcher, Adam Cowell, Tom Hatlestad, Jim Heiland, Ben Jaszewski, Mayor Richard Nagel

Members absent: None

Also present: City Adm. Liza Donabauer, Attorney Ross Arneson, Interim Police Chief Jordan Voigt, Maintenance Supvr. Tony Voigt, Bob Lueth, Kurt Menk

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

Add under new business: Maintenance Dept. Updates – Tony Voigt

Remove item 5B) Approval of the December 19<sup>th</sup> Regular Meeting Minutes

Remove item 5C) Approval of the December 19<sup>th</sup> Special Meeting Minutes

Remove item 5G) ‘Approve Purchase of Barn Shelter at City Shop for Salt/Sand Storage (ShelterLogic, \$3,697.50)’ from consent agenda and sent back to Streets Committee for discussion.

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

- A) Approval of the December 5<sup>th</sup> Regular Meeting Minutes
- B) Approval of Bills
- C) Accept Soil Borings Report for the Proposed Seneca Site for Industrial park Acquisition
- D) Approve Participation in Signing Joint Letter to Governor Dayton & MPCA Commissioner John Linc RE: Phosphorus Pollution
- E) Accept Resignation of Jon Piotter as Arlington Volunteer Fire Fighter.

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 Monday, January 16<sup>th</sup> for the Martin Luther King Jr. Holiday
- B) Next Council Meeting will be Tuesday, January 17<sup>th</sup> @ 6:30 p.m. (Change Meeting?)
- C) Special Council Meeting Dates: January 17<sup>th</sup>, February 6<sup>th</sup> & 21<sup>st</sup>, and March 6<sup>th</sup> & 20<sup>th</sup> to Tour Departments
- D) Experienced & Newly Elected Officials Leadership Conference - January 20-21 (Mankato) and January 27-28 (Bloomington).

The Council reviewed the following communications:

- A) November Water/Wastewater Report
- B) City Administrator’s Project List
- C) Clean Energy Choice.

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

**RESOLUTION 1-2017**

**A RESOLUTION APPOINTING CITY ADMINISTRATOR AND AUTHORIZING THE CITY  
OF ARLINGTON TO ENTER INTO A CONTRACT WITH LIZA DONABAUER**

**WHEREAS**, Liza M. Donabauer is hereby re-appointed to serve as the City Administrator for the City of Arlington for an additional one-year term commencing on January 3, 2017; and

**WHEREAS**, the City of Arlington desires to secure the services of the City Administrator and the City Administrator desires to accept such employment; and

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

1. That the attached City Administrator Contract between Liza Donabauer and the City of Arlington is hereby approved. A copy of the Agreement is attached to this Resolution and made a part of it.
2. The Agreement describes the responsibilities of the City and City Administrator.
3. The Agreement may be terminated at any time for any reason upon written notification to the other party.
4. That the Mayor is designated the Authorized Representative for the City to sign contract.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Battcher, 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 3<sup>rd</sup> day of January, 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 Battcher introduced the following resolution and moved for its adoption:

**RESOLUTION 2-2017**

**A RESOLUTION RATIFYING MAYORAL APPOINTMENTS AND COMMITTEES**

**BE IT RESOLVED** that Mayor Richard Nagel has appointed the following individuals to the following appointments:

**APPOINTEES TO MUNICIPAL OFFICES:**

<i>Vice Mayor:</i>	Councilmember Jim Heiland
<i>City Attorney:</i>	Attorney Ross Arneson
<i>Health Officer:</i>	Representative from Sibley County Public Health
<i>Emergency Management Director:</i>	Tim Haggenmiller

**DELEGATES TO EXTRA-MUNICIPAL AGENCIES:**

<i>Minnesota Municipal Utility Association (MMUA) Delegates:</i>	Councilmember Jim Heiland City Administrator Liza Donabauer
<i>Minnesota Municipal Power Association (MMPA) Delegates:</i>	City Administrator Liza Donabauer City Clerk Lisa Tesch
<i>Cable Commission Delegates:</i>	Councilmember Tom Hatlestad Don Koch
<i>A-GI Wastewater Board Delegates:</i>	Councilmember Jim Heiland Councilmember Michelle Battcher People Service Representative
<i>Prairie Line Trail Committee Delegate:</i>	Councilmember Ben Jaszewski
<i>Sibley County Library Board Representative:</i>	Jean Olson
<i>Minnesota Valley Regional Rail Coalition (MVRRC) Delegate:</i>	City Administrator Liza Donabauer
<i>Sibley County Economic Development Corporation (SEDCO):</i>	Dick Thomes
<i>Sibley Medical Center Foundation (SMC):</i>	Ben Jaszewski

**COUNCIL COMMITTEES: (All council members serve one year terms)**

*Employee Relations Committee:* Councilmember Michelle Battcher  
Councilmember Tom Hatlestad  
*Finance Committee:* Councilmember Michelle Battcher  
Councilmember Ben Jaszewski  
*Public Buildings Committee:* Councilmember Adam Cowell  
Councilmember Ben Jaszewski  
*Streets Committee:* Councilmember Jim Heiland  
Councilmember Tom Hatlestad  
*Utilities Committee:* Councilmember Jim Heiland  
Councilmember Adam Cowell  
*Police Committee:* Councilmember Tom Hatlestad  
Councilmember Michelle Battcher

**MISCELLANEOUS COMMITTEES:**

*Firefighter Relief Committee:* Mayor: Richard Nagel  
(per by-laws) City Administrator: Liza Donabauer  
Fire Chief: John Zaske  
*Ambulance Department Committee:* Rep. to RSMC: Councilmember Ben Jaszewski  
Councilmember: Councilmember Michelle Battcher  
City Administrator: Liza Donabauer  
Ambulance Director: Kevin Sullivan  
Volunteer Ambulance Manager: Lisa Roseland  
RSMC Administrator: Todd Sandberg  
*Fire Department Committee:* Councilmember Adam Cowell  
Councilmember Jim Heiland  
Fire Department Officer Corp.  
Emergency Operations Plan: Mayor: Richard Nagel  
City Administrator: Liza Donabauer  
Emergency Management Director: Tim Haggemiller  
Fire Chief: John Zaske  
Interim Police Chief: Jordan Voigt  
Ambulance Director: Kevin Sullivan  
Maintenance Supervisor: Tony Voigt

**CITIZEN COMMITTEES: (All council members serve one year terms)**

*Cemetery Committee:* (Term Length: Two years)  
Staff Representatives: City Administrator Liza Donabauer  
Maintenance Supervisor Tony Voigt  
Councilmember Appointee: Councilmember Adam Cowell  
Citizen Appointees: Dennis Van Moorlehem (2018)  
Lyle Rud (2018)  
Lindsey Drexler (2018)  
Rodger Nuesse (2017)  
Laura Ward (2017)  
Linda Dorn (2017)  
*Community Center Committee:* (Term Length: Two years)  
Staff Representatives: City Administrator Liza Donabauer  
Community Center Coordinator Annie Shotliff  
Maintenance Supervisor: Tony Voigt  
Councilmember Appointee: Councilmember: Adam Cowell  
Citizen Appointees: Kurt Menk (2018)  
Amanda Feterl (2018)  
Tim Haggemiller (2018)  
Rebecca Lundstrom (2017)  
Julie Warweg (2017)  
Deb Brinkman (2017)

*Economic Development Authority:* (Term Length: Six years)

Staff Representative: Consulting EDA Director Holly Kreft  
Councilmember Appointees: Councilmember Michelle Battcher  
Councilmember Tom Hatlestad  
Citizen Appointees: Tim Kloeckl (2022)  
Dean Bergersen (2017)  
Larry Sorenson (2019)  
Angelica Rose (2020)  
Dick Thomes (2021)

*EDA Board Loan Committee:* EDA Director Holly Kreft  
1 EDA Councilmember  
1 EDA Member

*Library Committee:* (Term Length: Two years)

Staff Representative: Library Director Kathy Homme  
Councilmember Appointee: Councilmember Adam Cowell  
Citizen Appointees: Pauline Wiemann (2017)  
Anita Quast (2017)  
Krista Kube (2017)  
Sue Morrisette (2018)  
Jean Olson (2018)  
Lorelie Ferch (2018)  
Ex-officio Member: Sibley County Library Board Representative

*Parks Committee:* (Term Length: Two years)

Staff Representative: Maintenance Supervisor Tony Voigt  
Councilmember Appointee: Councilmember Ben Jaszewski  
Citizen Appointees: Gary Hultgren (2017)  
Jerry Ebersviller (2017)  
Karan Pichelmann (2017)  
Robert Thomes (2018)  
Walter Allison (2018)  
Al Ihrke (2018)

*Planning and Zoning Committee:* (Term Length: Three years)

Staff Representative: Consulting P & Z Administrator Cynthia Smith-Strack  
Councilmember Appointee: Councilmember Michelle Battcher  
Citizen Appointees: Janet Deno (2018)  
Jim Carlson (2018)  
Dwight Grabitske (2019)  
Darnell Halverson (2019)  
Bob Pichelmann (2017)  
Jim Kreft (2017)

*Shade Tree Committee:* (Term Length: One year)

Staff Representative: City Administrator Liza Donabauer  
Maintenance Supervisor Tony Voigt  
Councilmember Appointee: Mayor Richard Nagel  
Citizen Appointees: Jeff Pinske (2017)  
Jeff Schuetz (2017)  
Jason Ruehling (2017)

**TASK FORCES AND COMMISSIONS:**

*Arlington Historical Society:*

Board of Directors, Volunteers: Curt Boeder  
Greg Goblirsch  
Pauline Wiemann  
Dwight Grabitske  
Ramona Bade

Mike Noack  
Lowell Nagel

*Community Ed/Sum. Rec. Advisory Board:* Mayor Rich Nagel (non-voting)  
Councilmember Appointee: Ben Jaszewski  
Citizen Appointees: Karan Pichelmann  
Evea Traxler

**FURTHERMORE BE IT RESOLVED** that the Mayor is Ex-Officio for all Boards, Committees and Commissions.

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 3<sup>rd</sup> day of January, 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 Battcher introduced the following resolution and moved for its adoption:

**RESOLUTION 3-2017**

**A RESOLUTION DESIGNATING THE OFFICIAL CITY DEPOSITORY**

**BE IT RESOLVED** that the Arlington State Bank of Arlington, Minnesota is hereby designated as the official City of Arlington depository for the year 2017.

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 3<sup>rd</sup> day of January, 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 Jaszewski introduced the following resolution and moved for its adoption:

**RESOLUTION 4-2017**

**A RESOLUTION AUTHORIZING SIGNATURE AUTHORITY FOR CITY ACCOUNTS**

**WHEREAS**, the City of Arlington has various bank accounts at Arlington State Bank for the City of Arlington;

**WHEREAS**, the City of Arlington needs to name the individuals who have signature authority for the various bank accounts; and

**WHEREAS**, authorized signature can only be those individuals so named and approved by the Arlington City Council; and

**BE IT RESOLVED** that the Arlington city Council grants signature authority for the City bank accounts to the following and the checks require two signatures:

Mayor	Richard Nagel
Vice-Mayor	Jim Heiland
City Administrator	Liza M. Donabauer
Deputy City Clerk	Lisa Tesch.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Heiland, 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 3<sup>rd</sup> day of January, 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 5-2017**

**A RESOLUTION DESIGNATING THE OFFICIAL CITY NEWSPAPER**

**BE IT RESOLVED** that the Arlington Enterprise of Arlington, Minnesota is hereby designated as the official City of Arlington newspaper for the year 2017.

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 3<sup>rd</sup> day of January, 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 Jaszewski introduced the following resolution and moved for its adoption:

**RESOLUTION 6-2017**

**A RESOLUTION APPROVING THE 2017 CITY CALENDAR**

**BE IT RESOLVED** that the attached Calendar is hereby designated as the official City of Arlington Calendar of Public Meetings for the year 2017.

**2017 PUBLIC MEETINGS**

(MEETING DATES ARE SUBJECT TO CHANGE)

**Holidays - City Offices Closed:**

January 1 - New Year's Day	January 16 - Martin Luther King Jr. Day
February 20 - President's Day	May 29 - Memorial Day
July 4 - Independence Day	September 4 - Labor Day
November 11 - Veteran's Day	November 23 - Thanksgiving Day
November 24 - Day After Thanksgiving	December 25 - Christmas Day

Council	6:30 pm	January 3
Planning & Zoning	7:00 pm	January 5
EDA	5:30 pm	January 9
Council (Holiday 16 <sup>th</sup> )	6:30 pm	January <del>16</del> (17 <sup>th</sup> )
Parks	7:00 pm	January 23
Township/Fire/Ambulance	7:00 pm	January 26 (10 Day Notice)
Planning & Zoning	7:00 pm	February 2
Council	6:30 pm	February 6
EDA	5:30 pm	February 13
Library	5:30 pm	February 15



Council (Holiday 20 <sup>th</sup> )	6:30 pm	February 20 (21 <sup>st</sup> )
Parks	7:00 pm	February 27
Planning & Zoning	7:00 pm	March 2
Council	6:30 pm	March 6
EDA	5:30 pm	March 13
Council	6:30 pm	March 20
Cemetery	5:30 pm	March 27
Parks	7:00 pm	March 27
Council	6:30 pm	April 3
Planning & Zoning	7:00 pm	April 6
EDA	5:30 pm	April 10
A-GI Wastewater (Arlington)	7:00 pm	April 13 (10 Day Notice)
Council	6:30 pm	April 17
Parks	7:00 pm	April 24
Council	6:30 pm	May 1
Planning & Zoning	7:00 pm	May 4
EDA	5:30 pm	May 8
Council	6:30 pm	May 15
Library	5:30 pm	May 17
Parks	7:00 pm	May 22
Planning & Zoning	7:00 pm	June 1
Council	6:30 pm	June 5
EDA	5:30 pm	June 12
Council	6:30 pm	June 19
Cemetery	5:30 pm	June 26
Parks	7:00 pm	June 26
Council	6:30 pm	July 3
Planning & Zoning	7:00 pm	July 6
EDA	5:30 pm	July 10
Council	6:30 pm	July 17
Parks	7:00 pm	July 24
Special Council – Budget		July
Planning & Zoning	7:00 pm	August 3
Council	6:30 pm	August 7
EDA	5:30 pm	August 14
Council	6:30 pm	August 21
Parks	7:00 pm	August 28
Special Council – Budget		August
Council (Holiday 4 <sup>th</sup> )	6:30 pm	September 4 5 <sup>th</sup>
Planning & Zoning	7:00 pm	September 7
EDA	5:30 pm	September 11
A-GI Wastewater (Green Isle)	7:00 pm	September 14 (10 Day Notice)
Council	6:30 pm	September 18
Library	5:30 pm	September 20
Cemetery	5:30 pm	September 25
Parks	7:00 pm	September 25
Township/Fire/Ambulance	7:00 pm	September 27 (10 Day Notice)
Special Council – Budget		September
Council	6:30 pm	October 2
Planning & Zoning	7:00 pm	October 5
EDA	5:30 pm	October 9
Council	6:30 pm	October 16
Parks	7:00 pm	October 23
Special Council – Budget		October
Planning & Zoning	7:00 pm	November 2

Council	6:30 pm	November 6
EDA	5:30 pm	November 13
Library	5:30 pm	November 15
Council	6:30 pm	November 20
Parks	7:00 pm	November 27
Special Council – Budget		November
Council	6:30 pm	December 4
Planning & Zoning	7:00 pm	December 7
EDA	5:30 pm	December 11
Council	6:30 pm	December 18
Cemetery (Holiday 25 <sup>th</sup> )	5:30 pm	December <del>25</del>
Parks (Holiday 25 <sup>th</sup> )	7:00 pm	December <del>25</del>
Special Council		December

**MEETING SCHEDULE:**

City Council	1 <sup>st</sup> & 3 <sup>rd</sup> Monday Evenings @ 6:30 pm
EDA	2 <sup>nd</sup> Monday Evening (Monthly) @ 5:30 pm
Planning & Zoning	1 <sup>st</sup> Thursday Evening @ 7:00 pm
Park Board	4 <sup>th</sup> Monday Evening (Monthly) @ 7:00 pm
Library	3 <sup>rd</sup> Wednesday Evening (Quarterly) @ 5:30 pm (Library)
Cemetery	4 <sup>th</sup> Monday Evening, 3 <sup>rd</sup> Month (Quarterly) @ 5:30 pm
A-GI Wastewater	2 <sup>nd</sup> Thursday Evening April/September (10 Day Notice) @ 7:00 pm (April-Arl, September-GI - alternate locations) (GI Council Meets 2 <sup>nd</sup> & 4 <sup>th</sup> Tues)
Township/Fire/Ambulance	4 <sup>th</sup> Thursday Evening – January/September (10 Day Notice) @ 7:00 pm
Cable Commission	4 <sup>th</sup> Wednesday Evening (Monthly)
Fire Relief	Last Wednesday Evening (Monthly) (Fire Hall)
Emergency Operations Plan	1 <sup>st</sup> Wednesday in February (Annually) (EMS Bldg)
Shade Tree	Quarterly
Community Center	Quarterly

*\*All meetings are at Community Center-Council Chambers unless otherwise noted.*

*\*\*All meeting dates are subject to change, plus additional 'special' meetings may be scheduled.*

Annual Schedule for Committees to Report to City Council (attended by a minimum of 2 representatives from each):

<u>February:</u> Fire Dept.-1 <sup>st</sup> Mtg, Historical Society-2 <sup>nd</sup> Mtg	<u>March:</u> Ambulance-1 <sup>st</sup> Mtg, Parks/Trails-2 <sup>nd</sup> Mtg
<u>April:</u> Electrical Engineer-1 <sup>st</sup> Mtg, PeopleService-2 <sup>nd</sup> Mtg	<u>May:</u> Library-1 <sup>st</sup> Mtg, Planning/Zoning-2 <sup>nd</sup> Mtg
<u>June:</u> Hospital/RSMC-1 <sup>st</sup> Mtg, Cemetery-2 <sup>nd</sup> Mtg	<u>July:</u> Police Dept.-1 <sup>st</sup> Mtg, Streets-2 <sup>nd</sup> Mtg
<u>August:</u> EDA-1 <sup>st</sup> Mtg, Fire Relief-2 <sup>nd</sup> Mtg	

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Battcher, 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 3<sup>rd</sup> day of January, 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 7-2017**

**A RESOLUTION AUTHORIZING THE CITY OF ARLINGTON TO ENTER INTO AN AGREEMENT WITH MUNICIPAL DEVELOPMENT GROUP, LLC.**

**WHEREAS**, the City of Arlington seeks to enter into an Agreement with Municipal Development Group, LLC. for consulting economic development services relating to business and economic development for the City of Arlington;

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

1. That the attached one-year Agreement between Municipal Development Group, LLC. and the City of



**WHEREAS**, the City Council of Arlington adopted a Policy for Donation of Surplus Equipment to a Nonprofit Organization on October 17, 2016, to establish procedures for the donation of surplus equipment by the City to a nonprofit organization as required by Minnesota Statute 471.3459 (2016);

**WHEREAS**, the Arlington Ambulance Association identified three items (2-Stryker Stretchers and 1-Autopulse) they no longer needed and desired to donate these items to benefit another non-profit organization;

**WHEREAS**, after a 30-day advertisement period, the City of Arlington received one request from South Central Minnesota EMS via the required "Surplus Equipment Form"; and

**BE IT RESOLVED** that the Arlington City Council determined that donating these three items would benefit the South Central Minnesota EMS and would be used in a suitable manner.

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 3<sup>rd</sup> day of January, 2017.

Signed: /s/ Richard Nagel \_\_\_\_\_ Attested: /s/ Liza M. Donabauer \_\_\_\_\_  
Mayor 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 Battcher introduced the following resolution and moved for its adoption:

**RESOLUTION 10-2017**

**A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR SIBLY COUNTY PHEASANTS FOREVER**

**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 Sibley County Pheasants Forever for a raffle event on February 11, 2017.

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 3<sup>rd</sup> day of January, 2017.

Signed: /s/ Richard Nagel \_\_\_\_\_ Attested: /s/ Liza M. Donabauer \_\_\_\_\_  
Mayor 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 Battcher introduced the following resolution and moved for its adoption:

**RESOLUTION 11-2017**

**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 a donation of a \$160 from Jim Kreft of Kreft Cabinets, Inc. to be used toward the City's tree program; 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 3<sup>rd</sup> day of January, 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 Jaszewski introduced the following resolution and moved for its adoption:

**RESOLUTION 12-2017**

**A RESOLUTION RECOGNIZING COUNCIL MEMBER GALEN WILLS FOR HIS YEARS OF SERVICE TO THE CITIZENS OF ARLINGTON**

**WHEREAS**, Galen Wills has completed his term of service as a member of the Arlington City Council; and

**WHEREAS**, Galen Wills served on the Arlington City Council from 2005 to 2008 and again from 2009 through 2016; and

**WHEREAS**, his outstanding service has contributed much to the effective functioning of the city government; and

**WHEREAS**, his many talents and dedicated service does not go unnoticed and will be missed at future meetings of the City Council.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Arlington that the City of Arlington, acting through its City Council, does hereby express its appreciation and gratitude to Galen Wills for his outstanding leadership and dedicated service to the city and to the community of Arlington and does hereby extend to him the very best wishes for the future.

**BE IT FURTHER RESOLVED** that a copy of this resolution be given to Galen Wills so that the City's appreciation will be conveyed directly to him.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Battcher, 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 3<sup>rd</sup> day of January, 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 Hatlestad introduced the following resolution and moved for its adoption:

**RESOLUTION 13-2017**

**A RESOLUTION RECOGNIZING COUNCIL MEMBER JENNIFER NUESSE FOR HER YEARS OF SERVICE TO THE CITIZENS OF ARLINGTON**

**WHEREAS**, Jennifer Nuesse has completed her term of service as a member of the Arlington City Council; and

**WHEREAS**, Jennifer Nuesse served on the Arlington City Council from 2013 through 2016; and

**WHEREAS**, her outstanding service has contributed much to the effective functioning of the city government; and

**WHEREAS**, her many talents and dedicated service does not go unnoticed and will be missed at future meetings of the City Council.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Arlington that the City of Arlington, acting through its City Council, does hereby express its appreciation and gratitude to Jennifer Nuesse for her outstanding leadership and dedicated service to the city and to the community of Arlington and does hereby extend to her the very best wishes for the future.

**BE IT FURTHER RESOLVED** that a copy of this resolution be given to Jennifer Nuesse so that the City's appreciation will be conveyed directly to her.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Battcher, 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 3<sup>rd</sup> day of January, 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.

Adm. Donabauer stated that the Streets Committee had met recently and discussed several topics, of which one was to place a stop sign in the southwest corner of the intersection of Alden Street and 1<sup>st</sup> Avenue. Heiland commented that currently the intersection is controlled by three stop signs. However, at the corner in question (Jerry's Foods' parking lot) traffic does not have to stop, but there is a large power box that obstructs the public view. The Streets Committee was recommending the intersection be made a 4-way stop. Maintenance Staff would not be able to place a post in the ground due to time of year, but could get something put together for temporary purposes.

Motion by Heiland, seconded by Hatlestad, and passed by unanimous vote to approve the recommendation from the Streets Committee to place a stop sign at the southwest corner of the intersection of Alden and 1<sup>st</sup> Avenue.

Adm. Donabauer presented a quote for a Neptune Mobile Data Collector from Ferguson Waterworks in the amount of \$7,500. She stated that the unit would allow staff and/or PeopleServices to acquire meter reading data faster. She explained that only one quote was obtained as there were no other devices available that didn't require a change in software and meters. It was noted that the City currently has two handheld units which are 10-11 years old and no longer supported by Neptune (the company the City has its software and meters through). Adm. Donabauer stated that this item was in the CIP and the cost would be split via the electric, water and sewer funds.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve the purchase of the MRX920 Mobile Data Collector from Ferguson Waterworks for \$7,500.

Maintenance Supvr. Voigt talked about the need to have some kind of storage unit down at the shop for storing salt/sand versus keeping it on the truck. Various reasons given included: the back of the truck is rusting, hard on the components of the truck, truck is needed for other tasks, and the agreement with the State to purchase salt/sand is no longer valid. The Streets Committee will meet to discuss this further.

Maintenance Supvr. Voigt provided an update on the Maintenance Department. He stated that staff worked hard on cross-training in 2016, which included giving Maintenance Worker Weckworth viable 'seat' time in all of the large equipment. Maintenance Worker Weckworth obtained his boiler's license. Voigt stated that he would like to see Weckworth pursue his pesticide applicator's license in 2017. Voigt commented that they installed a gravel bed down at the shop, for starting new trees and they are hopeful of getting more diversity of trees going throughout the City. Staff completed some upgrades at the Library to address moisture issues.

Maintenance Supvr. Voigt commented that he would like to look at creating another position within the department. He explained that they are experiencing difficulties getting everything done as they are short staffed. He stated that they will continue working on the sign retroreflectivity project this year (ongoing project), along with replacing signs in the downtown as the budget allows. Voigt commented that he would also like to start working on energy conservation within the city and replacing old lighting (buildings and street lights).

Heiland updated the Council on the Mayoral Goal he was assigned earlier in the year. He stated that Bolton & Menk completed soil borings on the property the City is looking to purchase from Seneca Foods. The ground is suitable for buildings and roads; one area will need a little more work than the rest.

Battcher requested to have all committee agendas/packets (as available) put up on the Novus site so that Councilmembers can see what is going on in them (as they are assigned only to certain committees).

Jaszewski commented that he had been contacted by an elderly resident who lives in the area of the 2017 Improvement project who expressed some concerns to him. It was suggested to bring the concerns up to the engineers at the open house meeting.

Motion by Heiland, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 7:44 pm.

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City Administrator Liza M. Donabauer

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Mayor Richard Nagel