

**ARLINGTON CITY COUNCIL
MEETING AGENDA
MARCH 20, 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 6th Regular Meeting Minutes.
 - B) Approval of the March 6th Tour Workshop Meeting Minutes.
 - C) Approval of the March 13th Special Meeting Minutes.
 - D) Approval of Bills.
 - E) Approve Ambulance & Police Staffing and Temporary Closure of Henderson Road/Freedom Drive at 4th Ave E. for Sibley County Relay for Life 5K Color Run on Saturday June 17th.

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Presentation – Recent Real Estate Sales Data for City of Arlington. (Sibley County Assessor, Laura Hacker and Appraiser Gina Sievert)
 - B) Citizens Addressing the Council.
6. Announcements
 - A) Legislative Conference for Cities, March 23, 2017, St. Paul.
 - B) 2017 LMCIT Safety & Loss Control Workshops, Various Locations, March/April, 2017.
 - C) Coffee with the Mayor, April 20th @ 1:30 p.m. Cenex Gas Station.
 - D) Go Local: Live and Work in Sibley County 2nd Annual Business Expo, April 20th, 4-8 p.m. @ Arlington Community Center.
 - E) Local Board of Appeal and Equalization Open Book Meeting: Thursday, April 20th @ 3-8 p.m. Sibley County Assessor’s Office, Gaylord.
 - F) Arlington Chamber “Spring into Arlington”, April 27th, 5-8 p.m. Main Street & EMS Building.
 - G) City of Arlington Clean-Up Day, May 24th, 9-4 p.m. in Partnership with Tri-County Waste @ Sibley County Fair Grounds.

7. Communications
 - A) February Water/Wastewater Report.
 - B) February Police Reports.
 - C) February Building Permit Report.
 - D) February Financial Reports.
 - E) March Sibley County Community Development Newsletter.
 - F) Pay Equity Compliance Notification.
 - G) Gambling Report from German Days, Inc.

REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Annual Report – Parks – Al Ihrke.

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 5 (Crimes) and Chapter 6 (Nuisances). (City Attorney Arneson)
10. Resolutions
 - A) 24-2017 – Calling for a Hearing on Assessments for the 2017 Street & Utility Improvements.

UNFINISHED BUSINESS

NEW BUSINESS

11. Authorize/Deny Purchase of 2017 Fire Brush Rig. (Fire Chief John Zaske)
12. Authorize/Deny Slide Replacement at Frenzel Park. (\$4,815, Midwest Playscapes)
13. Authorize/Deny Increase in Mower Hourly Rate and Re-Post Seasonal Job Vacancy.
14. Authorize/Deny Seneca Property Purchase.
15. Future of the Arlington Police Department.
 - A) Authorize/Deny Hiring PT Police Officers for the Interim.
 - B) Increase Hourly Rate for PT Police Officers.

MISCELLANEOUS BUSINESS

16. Council Committee Updates.
17. Open Discussion.

ADJOURNMENT

Reminders:

Planning & Zoning – March 23rd @ 7 pm
 Cemetery – March 27th @ 5:30 pm
 Parks – March 27th @ 7 pm
 Planning & Zoning – April 6th @ 7 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
MARCH 20, 2017**

The regular meeting was called to order at 6:30 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, Interim Police Chief Voigt, Al Ihrke, Sibley County Assessor Laura Hacker and Appraiser Gina Sievert, John Paulmann, Mike Scharping, Jonathan Wills, Steve Friezen, Curt Reetz, John Burtyk, Jim Callahan, Jeremy Kube, Fire Chief John Zaske, Kurt Menk

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

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

- A) Approval of the March 6th Regular Meeting Minutes
- B) Approval of the March 6th Tour Workshop Meeting Minutes
- C) Approval of the March 13th Special Meeting Minutes
- D) Approval of Bills
- E) Approve Ambulance & Police Staffing and Temporary Closure of Henderson Road/Freedom Drive at 4th Ave. E. for Sibley County Relay for Life 5K Color Run on Saturday, June 17th.

Sibley County Assessor Laura Hacker and Appraiser Gina Sievert were in attendance to go over the 2017 property tax assessment process. It was noted that properties in Arlington are viewed in person a minimum of once every five years (per state statute), but can be viewed more often for various reasons. Hacker presented the recent real estate sales data as it pertained to the City of Arlington.

Curt Reetz (309 4th Ave. NW) addressed the Council regarding the 2015 Improvement project assessments. It was noted that there were several other residents present; however, Mr. Reetz was not speaking for anyone specifically. He stated that he had come before the City Administrator and/or City Council on numerous occasions to request that the assessments be re-figured, since the project came in under budget and give the affected property owners their money back. He expressed concern about what decision the Council had come to; and again, he asked the Council to do the right thing and give the 32 property owners their money back. John Paulmann agreed with Mr. Reetz.

The following announcements were reviewed:

- A) Legislative Conference for Cities, March 23, 2017, St. Paul
- B) 2017 LMCIT Safety & Loss Control Workshops, Various Locations, March/April 2017
- C) Coffee with the Mayor, April 20th @ 1:30 p.m. Cenex Gas Station
- D) Go Local: Live and Work in Sibley County 2nd Annual Business Expo, April 20th, 4-8 pm. @ Arlington Community Center
- E) Local Board of Appeal and Equalization Open Book Meeting: Thursday, April 20th @ 3-8 p.m. Sibley County Assessor's Office, Gaylord
- F) Arlington Chamber "Spring into Arlington", April 27th, 5-8 p.m. Main Street & EMS Building
- G) City of Arlington Clean-Up Day, May 24th, 9-4 p.m. in Partnership with Tri-County Waste @ Sibley County Fair Grounds.

The Council reviewed the following communications:

- A) February Water/Wastewater Report
- B) February Police Reports

- C) February Building Permit Report
- D) February Financial Reports
- E) March Sibley County Community Development Newsletter
- F) Pay Equity Compliance Notification
- G) Gambling Report from German Days, Inc.

Parks Committee Chairperson Al Ihrke presented the annual report for the Parks Committee. He recognized the members of the Committee. The backstop was installed and some fencing work was done last year at the Sportsman’s Park, completing that ballfield project. Last year the Committee toured all the parks and took inventory of the trees (determined age and what may need replacing, etc.). A tree planting day was held in the fall; a wide variety of trees (50+) were planted. It was noted that the funding for the Senior Building remodel came through. Ihrke commented that in 2017 more trees are intended to be planted; the Senior Building project will be going on; and they will be working on the gazebo project at Memorial Park (relocating and rebuilding). Jaszewski commented that the Committee has also been discussing the replacement of playground equipment. It was noted that the bleachers at the Sportsman’s Park have been earmarked to be replaced in the future (2018).

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 5 (Crimes) and Chapter 6 (Nuisances). Attorney Arneson commented that the Council may want to discuss/decide how the language within Chapter 6 pertaining to the placement of recreational vehicles and trailers on yards should read at this time, as there appears to be a conflict between a recent ordinance and an older ordinance.

Adm. Donabauer stated that the bid opening was held recently for the 2017 Improvement Project. The engineer’s estimate was \$1,581,537. Six bids were received, with bids on either side of the engineer’s estimate. The low bid came in at \$1,439,987.40. An assessment hearing is being scheduled for the April 17th Council meeting.

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

RESOLUTION 24-2017

A RESOLUTION CALLING FOR A HEARING ON ASSESSMENTS FOR THE 2017 STREET & UTILITY IMPROVEMENTS

WHEREAS, the City Administrator, with the assistance of the City consulting engineer, has prepared an assessment roll for the 2017 Street and Utility Improvements, and said proposed assessment roll is on file with the City Administrator and open to public inspection.

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 20th day of March, 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.

Fire Chief Zaske approached the Council to rescind a request, he made earlier in the year, to purchase a 2017 pickup for the next fire brush rig. He would prefer to purchase a 1-ton 2018 pickup at a price not to exceed \$45,000 (includes chevron on the back and lights and siren). He found that the truck could be color ordered direct from the factory cheaper and the color is very close to the rest of the fleet. Otherwise

it would cost approximately \$6,500 to paint the truck. Zaske commented that whatever equipment could be transferred from the current brush rig to the new one would be. Adm. Donabauer stated that \$50,000 had been earmarked in the CIP to purchase the brush rig. Mayor Nagel added that donations had also been received and intended to be put towards said purchase.

Motion by Heiland, seconded by Cowell, and passed by unanimous vote to authorize the Fire Department to purchase a 2018 Fire Brush Rig at an amount not to exceed \$45,000.

Adm. Donabauer reaffirmed what had been said earlier in the meeting about the need to replace a slide at Frenzel Park due to vandalism. Maintenance Supvr. Voigt had inquired with the playground equipment company about replacing just the damaged section. It was noted that this is no longer possible, due to the age of the equipment; the entire slide must be replaced at a cost of \$4,815. Adm. Donabauer stated that she had reached out to the Parks Committee to get their input. The Committee felt the slide should be replaced for liability reasons and for the enjoyment of the youth. Adm. Donabauer stated that this was not in the budget, but would be considered an emergency repair. Battcher questioned if insurance would help cover some of the cost since it was vandalism. Adm. Donabauer stated that the deductible was higher than the cost of the slide.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to authorize the purchase of a replacement slide for Frenzel Park in the amount of \$4,815 from Midwest Playscapes.

Adm. Donabauer explained that over the past few years the City has had difficulty recruiting seasonal help (lawn mowing staff). For some time now, it has been the recommendation of the maintenance department to increase in the hourly wage to \$10-\$11/hour. The seasonal workers do assist with other duties/maintenance in the parks, such as painting, weed pulling, picking up branches. They also assist with storm drain clean out and cleaning at the city shop. Adm. Donabauer stated that only one mower application had been received this year. She stated that currently the position is paid out at minimum wage (\$9.50/hr.). She checked with surrounding committees to see what they are doing and found: it was contracted out, part of the full-time staff's duties, or paying minimum wage to college-age students. It was questioned what it would cost to contract out the lawn mowing. Adm. Donabauer stated that an advertisement for bids would have to be done.

Motion by Heiland, seconded by Hatlestad, and carried (Cowell and Battcher opposed) to increase the mower hourly rate to \$11/hour and re-post the seasonal job vacancy.

Adm. Donabauer stated that prior to the regular meeting the City Council participated in a workshop session to discuss whether or not it should move forward with the Seneca property Purchase Agreement. She explained that the City was looking to purchase a piece of land from Seneca Foods that was adjacent to the industrial park land the City owns. Recently Seneca notified the City that they had received an offer on their property. Adm. Donabauer explained that the Purchase Agreement between the City and Seneca contained a clause that if Seneca would receive an offer on their property, the City would be given 10-days in which to act on the purchase agreement.

Heiland made a motion to authorize the purchase of the Seneca property. Motion died for lack of a second.

Motion by Battcher, seconded by Jaszewski, and carried (Heiland) to deny the purchase of the Seneca property.

Discussion on the future of the Arlington Police Department was held. Adm. Donabauer stated that Gaylord tabled discussion/action on the Interim Staffing Agreement that Arlington approved at its last meeting. The Police Committee will be meeting to address Gaylord's concerns/questions. Adm. Donabauer stated that due to the urgency and status of the police department, she reached out to the County Sheriff's Department to see if they could provide some assistance. The County informed her that the City had a couple of options:

- 1) Contract with the County and receive a maximum of 10-15 hours per week of coverage at \$45/hr.; or
- 2) Hire Sibley County deputies as part-time officers in the interim.

Adm. Donabauer inquired with the P.O.S.T. Board to see if the City could waive the physical, psych exam and the background check if it were to hire the officers/deputies from the neighboring community and/or County given the current situation the department is in. She was informed that the City would be able to bypass those items, due to the fact it would be utilizing trusted officers/deputies, along with the current status of the department. The County had one deputy definitely interested and two others who might be interested in helping Arlington in the interim. Adm. Donabauer commented that the Council also needed to consider increasing the hourly rate for the part-time officers; currently was at \$14.75. She had put together a salary survey together for the Council to review; \$20/hr. was the new suggested rate. Comments were made and concerns were expressed about both options mentioned above. Attorney Arneson commented on past experiences with using part-time officers.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to authorize contracting with the County for assistance for 10-15 hours a week at \$45/hr. starting immediately.

Motion by Battcher, seconded by Hatlestad, and carried (Heiland opposed) to deny hiring part-time police officers for the interim.

Heiland and Cowell provided an update on the Fire Committee. Heiland stated that they had discussed the 2018 Brush Rig, state bid pricing. Chief Zaske and hospital staff were establishing emergency evacuation plans for the hospital should the necessity arise. The Good Samaritan nursing home was not working with them, as they were believed to have their own plans in place. The 1988 Brush Rig will be sold once the 2018 Rig is in service. The firefighters are up-to-date on their calls (meeting percentages) and are happy with the recently approved wage increases/benefits. Cowell commented that the department is finalizing their training schedule for the year and scheduling walk-throughs at various businesses and the school.

Battcher provided an update on the EDA. She stated that they discussed the business visits related to the medical school, marketing the TSE building, the status of the industrial park and goals for 2017.

Heiland questioned what the Councils' next step was with regards to the 2015 Improvement project assessments. Adm. Donabauer stated she was in the process of compiling information on what other cities have in place with regards to assessment policies. In her research so far, she has found that other communities have very similar policies to Arlington's and they have not issued refunds. It was the consensus that action should be taken on the 2015 Improvement Project Assessments at the next regular meeting.

Motion by Heiland, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 8:07 pm.

City Administrator Liza M. Donabauer

Mayor Richard Nagel