

**ARLINGTON CITY COUNCIL
MEETING AGENDA
MARCH 6, 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 21st Regular Meeting Minutes.
 - B) Approval of the February 21st Tour Workshop Meeting Minutes.
 - C) Approval of Bills.
 - D) Approval of 3.2 Malt Liquor & Setup Licenses: Arlington Baseball Association (On-Sale), Los Hermanos 3 (Off-Sale), Arlington Raceway (On & Off-Sale) and American Legion Post #250 (On-Sale & Setup).
 - E) Approval of Bid from Mini Biff Inc. for Portable Toilets at City Parks. (\$515.00/month)
 - F) Authorize the Hiring of Steven Schmitz as PT Community Center Attendant.
 - G) Accept Resignation of Tony Voigt, Maintenance Supervisor.

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council.
6. Announcements
 - A) 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) Certificate of Membership, MN Rural Water Association.
 - B) Invitation to Attend SW Corridor Transportation Coalition Meeting, Friday, March 17th at 7:30 a.m., Chaska City Hall.

REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Yearly Arlington Ambulance Update. (Ambulance Director Kevin Sullivan)
 - A) Resolution 20-2017 – Accepting a Donation of a Used Stryker 6390 Power-Load from Demers Ambulance for Back-Up Ambulance.
 - B) Authorize Installation of Power-Load (\$5,330, Pomasl Fire Equipment Inc.)

ORDINANCES & RESOLUTIONS

9. Ordinances
 - A) None.
10. Resolutions
 - A) 21-2017 – Accepting a \$500 Donation from the Ziesmer Family Designated for the 2017 Fire Brush Rig.
 - B) 22-2017 - Approving a Gambling License for Ducks Unlimited.
 - C) 23-2017 - Receiving Report & Calling for Improvement Hearing on 2017 Circle Drive Street & Utility Improvements.

UNFINISHED BUSINESS

NEW BUSINESS

11. Authorize/Deny Replacement of Two Exterior Doors at Ambulance Garage.
12. Streets Committee
 - A) Update on City Street Lights.
 - B) Johnson Controls.
13. Authorize/Deny Temporary Police Staffing Contracted through the City of Gaylord.
14. Maintenance Supervisor Position.
 - A) Approve/Deny Job Description.
 - B) Approve/Deny Advertising for External Job Opening.

MISCELLANEOUS BUSINESS

15. Council Committee Updates.
16. Open Discussion.
 - A) City of Arlington Clean-Up Day, May 24th, 9-4 p.m. in Partnership with Tri-County Waste at Sibley County Fair Grounds.

ADJOURNMENT

Reminders:

EDA – March 13th @ 5:30 pm
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 6, 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,
Amb. Dir. Kevin Sullivan, John Paulmann, Kurt Menk

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

Add item 7B) Invitation to Attend SW Corridor Transportation Coalition Meeting, Friday, March 17th at 7:30 a.m., Chaska City Hall.

Add item 10C) Resolution 23-2017 – Receiving Report & Calling for Improvement Hearing on 2017 Circle Drive Street & Utility Improvements.

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

- A) Approval of the February 21st Regular Meeting Minutes
- B) Approval of the February 21st Tour Workshop Meeting Minutes
- C) Approval of Bills
- D) Approval of 3.2 Malt Liquor & Setup Licenses: Arlington Baseball Association (On-Sale), Los Hermanos 3 (Off-Sale), Arlington Raceway (On & Off-Sale) and American Legion Post #250 (On-Sale & Setup)
- E) Approval of Bid from Mini Biff Inc. for Portable Toilets at City Parks (\$515.00/month)
- F) Authorize the Hiring of Steven Schmitz as PT Community Center Attendant
- G) Accept Resignation of Tony Voigt, Maintenance Supervisor.

John Paulmann, 305 West Chandler Street, was present to address the Council. He expressed his concern about the speed limit in and around the school zone. He felt it should be posted at 20 mph and enforced. He was also concerned that Chandler Street was going to be a bus route once the school construction was completed; the streets are too narrow and there are several small children in the area. Mayor Nagel stated that the Council typically does not act on such requests immediately; they are given to the Streets Committee to look into first. He also added that driving and parking patterns are due to change once the school construction has been completed; and things should be re-evaluated at that time.

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

The following announcements were reviewed:

- A) 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) Certificate of Membership, MN Rural Water Association
- B) Invitation to Attend SW Corridor Transportation Coalition Meeting, Friday, March 17th at 7:30 a.m., Chaska City Hall.

Ambulance Director Kevin Sullivan presented the annual report for the Ambulance Department. He stated that the Ambulance Service had a total of 401 runs for 2016; another new record for the department over last year. He added that of those runs, 381 of them were actual patient transports (a high percentage transport rate). Sullivan commented that staffing the ambulance service has been a growing problem over the years and sustaining the ambulance service could become critical very soon. They have been advertising for help through various means, including a Facebook page for the ambulance, and have had five individuals express interest in taking the EMT course. Sullivan explained that recently the purchase of a used power load system for the backup rig had been authorized at an approximate cost of \$24,000. While seeking donations for said purchase, Demers (the company the new rig was purchased from) has opted to donate (free) a three and a half year old power load system to the Ambulance Department; installed within a couple of weeks. The cot will have to be upgraded to match the system, which will cost approximately \$5,300. Sullivan stated that Ambulance (EMT) Staff has expressed some concern about being paid the same as EMR's. It was noted that EMR's usually drive only and don't administer patient care like EMT's. He felt that there should be some sort of pay differential.

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

RESOLUTION 20-2017

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 used Stryker 6390 PowerLOAD from Demers for the back-up Ambulance rig; 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 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 6th 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.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to authorize installation of Power-Load in the amount of \$5,330 from Pomasl Fire Equipment Inc.

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

RESOLUTION 23-2017

**A RESOLUTION RECEIVING REPORT AND CALLING HEARING ON
2017 CIRCLE DRIVE STREET & UTILITY IMPROVEMENTS**

WHEREAS, The City Council deems it necessary and expedient that the City of Arlington, Minnesota, consider the construction of the 2017 Circle Drive Street & Utility Improvements, in the City as described in and in accordance with the preliminary report prepared by Bolton & Menk, Inc., consulting engineers; and

WHEREAS, The Council has been advised by the consulting engineers that said 2017 Circle Drive Street & Utility Improvements are necessary, cost-effective, and feasible and should best be made as proposed, and the consulting engineers' report to this effect has heretofore been received by the Council on March 6, 2017, and filed with the City Administrator; and

WHEREAS, The statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, and that a reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels (the "Impact of Assessments") has been made available at the hearing, all in accordance with law; and

WHEREAS, this City Council has heretofore discussed and made determinations about the Impact of Assessments:

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

1. A public hearing will be held at the time and place set forth in the Notice of Hearing attached hereto to consider said proposed improvements.
2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefor are described in the form of Notice of Hearing hereto attached.
3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.
4. The City Administrator is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publications shall be one week apart, and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the City Administrator shall mail notice of the hearing to the owner of each parcel of land within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the records of the County Auditor or the County Treasurer, the Clerk shall ascertain such ownership by any practicable means and give mailed notice to such owners.
5. The City Administrator is hereby authorized and directed to cause to be prepared the Impact of Assessments, consistent with the determinations of this City Council on and prior to the date hereof.

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 6th 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.

NOTICE OF PUBLIC HEARING ON IMPROVEMENTS

TO WHOM IT MAY CONCERN:

TIME AND PLACE:

Notice is hereby given that the City Council of the City of Arlington, Minnesota, will meet at the City Hall in the City of Arlington, Minnesota, at 6:30 p.m. o'clock P.M. on March 20th, 2017, to consider the construction of the 2017 Circle Drive Street & Utility Improvements.

NATURE OF IMPROVEMENT:

The construction of sanitary sewer, watermain, storm sewer and street

ESTIMATED COST: improvements.
The total estimated cost of said improvements is \$282,310.

AREA PROPOSED TO BE ASSESSED: The area proposed to be assessed for such improvements is as follows: Circle Drive (Co Rd 12 south to second access to Cemstone driveway).

AUTHORITY: The Council proposes to proceed under the authority granted by Minn. Stat. §§ 429.011 to 429.111.

A reasonable estimate of the impact of the assessment for each project area will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting

DATED: March 6, 2017.

BY ORDER OF THE CITY COUNCIL

/s/ _____
City Administrator

Adm. Donabauer stated that earlier this year ambulance personnel alerted the maintenance department that two exterior doors of the ambulance garage were in poor condition. Two estimates were obtained: one from Tuchtenhagen Construction in the amount of \$5,000 for commercial entry doors (all aluminum with glass and keyless entry) and one from Haggemiller Lumber in the amount of \$2,500 for residential grade (steel) doors. It was noted that the replacement of these doors was not in the 2017 budget, but would be taken out of the ambulance operating fund this year if the Council opted to move forward with replacement.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote accept the bid from Tuchtenhagen Construction (mentioned above) to install commercial entry doors at the ambulance garage in an effort to match the other doors on the building; also to include the necessary upkeep needed on the north side of the building (painting, woodwork, siding, caulking around windows, etc.).

Adm. Donabauer commented that the Streets Committee has had discussions about the ongoing street lighting issues. They met recently with a vendor who presented information on both LED and induction street lighting. It was noted that both lighting systems consume the same amount of energy; however induction lighting is not meant for cold weather climates. The City currently has induction lighting through Johnson Controls. The Streets Committee also needed to determine the type of light fixture to be installed during the 2017 Improvement Project. In keeping with existing structures and/or appearances, a wooden pole with LED fixture was chosen; six fixtures will be replaced for this project.

Adm. Donabauer questioned what the Councils' position was with regards to the ongoing situation with Johnson Controls; stay with current system or replace it and seek damages from Johnson Controls. It was noted that the warranty on the street lights was due to expire in the next year or so. Adm. Donabauer commented that the last contact was from their legal representative back in September. The Streets Committee was recommending that Attorney Arneson should pursue a buy-out from Johnson Controls so the City can start replacing its street lighting. Adm. Donabauer stated that a price estimate of approximately \$210,600 (\$600/fixture/installation, poles were not included in price) was obtained for replacing the street lights. Attorney Arneson provided a brief history on the situation with the lights. He stated that the next step should be to draft a letter to Johnson Controls asking them to pay the cost of replacing the street lights with the new system the City has found (include the pricing information) and set a deadline; otherwise litigation will happen.

Motion by Jaszewski, seconded by Hatlestad, and passed by unanimous vote to authorize Attorney Arneson to serve notice on Johnson Controls that the City wishes to replace all the street lights with a different system and supply them with the pricing information.

Adm. Donabauer stated that the Police Department is extremely under-staffed currently and is pursuing options in the interim until more permanent long-term decisions can be made. The Police Committee

reviewed a proposal for temporary contracted staffing assistance from the City of Gaylord. The six month proposal would allow staffing levels to return to what they were in December of 2015 and give the City time to research all its options. Interim Chief Voigt would return to his officer duties and provide evening patrol; while Gaylord Chief Padilla would provide part-time chief duties; and Gaylord Officers would provide daytime coverage. Adm. Donabauer stated that the City budgets approximately \$18,850 a month in payroll for the police department; but by incorporating Gaylord's services it would put the City over budget by \$3,000/month.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to authorize temporary Police Staffing Contracted through the City of Gaylord.

The Council reviewed the job description for the Maintenance Supervisor position.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to approve the job description for the Maintenance Supervisor position as presented.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to approve advertising for external job opening (the Maintenance Supervisor position).

Jaszewski provided an update on the Parks Committee. The Committee reviewed Open Meeting Law information provided by Attorney Arneson. They looked at a baseball bollard decoration, but decided not to pursue it at this time. The Committee chose May 13th at the Sportsman's Park for the Pitch-Hit-Run program being offered by the Community Ed/Summer Rec Director. The Committee was informed that the Senior Building remodel had begun and should be done in time for the graduation season. They discussed where the gazebo (in front of the hospital) should be moved to so that the Garden Club could work out their landscaping plan and incorporate a butterfly garden in the park. The Committee discussed the idea of having a portable pitcher's mound at the Sportsman's Park to accommodate the varying age levels of the kids. It was noted that the Prairie Line Trail Committee appears to be on hold at this time; only Arlington and Winthrop attended the meeting recently.

Jaszewski provide an update on the Hospital Board. The construction project is moving forward; they are in the process of finalizing the construction documents; a ground breaking is planned for June. Jaszewski commented that the Friends of the Foundation (formerly Sibley Medical Center Auxiliary) have decided to disband for various reasons and plan to donate their remaining funds (\$6,500) to the Arlington campus. The Hospital had applied for the Small Rural Capital Improvement Grant and they are still waiting to hear if they were awarded or not. Jaszewski commented that they are still having some difficulty coordinating the electronic medical records process.

Adm. Donabauer stated that she had been contacted by Tri-County Solid Waste about this year's clean-up day. Tri-County was moving their event up to May 24th this year, which is a month earlier than normal due to scheduling conflicts at the county fairgrounds. She stated that this event has been well utilized in the past by the residents. She stated that City Staff has helped with this event in the past and expressed concern that the City is short-staffed currently. It was the consensus of the Council to partnership with Tri-County again on the clean-up day event.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 7:55 pm.

City Administrator Liza M. Donabauer

Mayor Richard Nagel