

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
MAY 1, 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 April 17<sup>th</sup> Regular Meeting Minutes.
  - B) Approval of the April 17<sup>th</sup> Special Workshop Meeting Minutes.
  - C) Approval of Bills.
  - D) Approval of 2017 Audit Services Agreement with Abdo, Eick & Meyers.
  - E) Approval of Hiring Kirby Weckworth as Arlington Maintenance Supervisor at \$19.64, Step 9.
  - F) Accept Resignation of Steven Schmitz as PT Arlington Community Center Attendant.
  - G) Approval of Hiring Jodene Hefner as PT Arlington Community Center Attendant.
  - H) Approval of Hiring Benjamin Nelson as PT Arlington Community Center Attendant.

**PUBLIC HEARINGS**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

5. Addressing the Council
  - A) Citizens Addressing the Council.
6. Announcements
  - A) Tree Inventory Class, Sat. May 13<sup>th</sup>, 10-4:30 p.m., Arlington Community Center.
  - B) 2017 Streets & Utility Improvement Project Public Hearing, Monday, May 15<sup>th</sup> at 6:30 p.m.
  - C) Coffee with the Mayor, May 19<sup>th</sup> @ 2:00 p.m. @ Good Sam's.
  - D) Cancer Cruise 5K Fun Run/Walk and Car Show & Cruise, May 21<sup>st</sup>, 8:30-4:00 p.m.
  - E) City of Arlington Clean-Up Day, May 24<sup>th</sup>, 9-4 p.m. in Partnership with Tri-County Waste @ Sibley County Fair Grounds.
  - F) LMC's Annual Conference in Rochester, June 14-16.
  - G) Arlington Farmer's Market, June 12<sup>th</sup> – September 25<sup>th</sup>, 4-6:30 p.m. Arlington Community Center Parking Lot.

7. Communications

- A) Sibley County Assessor Summary of the 2017 Open Book Meeting.

**REPORTS OF OFFICERS, BOARDS & COMMITTEES**

8. Annual Report – Arlington Public Library (Library Director Kathy Homme)

**ORDINANCES & RESOLUTIONS**

9. Ordinances

- A) None.

10. Resolutions

- A) 37-2017 – Accept/Deny Sibley County Library Board Extra Services Agreement.
- B) 38-2017 - Approve/Deny Rental Rehabilitation Loan Program. (EDA Director Holly Kreft)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- 11. Authorize/Deny CMC Construction, Inc. for Concrete Work at Cemetery (\$5,350).
- 12. Authorize/Deny Advertising for Maintenance Worker Position.
- 12.5 Authorize/Deny Contracting Weed Control on City Property. (Kirby Weckworth)
- 13. Award/Deny Sale of 2008 Chevy Impala to Pamela Wendlandt for \$3,373.00

**MISCELLANEOUS BUSINESS**

14. Council Committee Updates.

- A) Cable Commission (Hatlestad)
- B) Parks Committee (Jaszewski)

15. Open Discussion.

- A) Strategic Planning Session.
- B) Truck Traffic on Meadowlark Lane.

**ADJOURNMENT**

Reminders:

- Planning & Zoning – May 4<sup>th</sup> @ 7 pm
- EDA – May 8<sup>th</sup> @ 5:30 pm
- Library – May 17<sup>th</sup> @ 5:30 pm (Library)
- Parks – May 22<sup>nd</sup> @ 7 pm

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
MAY 1, 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, Librarian Kathy Homme, Jean Olson, Curt Reetz, Galen Wills, EDA Dir. Holly Kreft, Maint. Worker/Supvr. Weckworth, Kurt Menk

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

Add item 4H) Approval of Hiring Benjamin Nelson as PT Arlington Community Center Attendant

Add item 12.5) Authorize/Deny Contracting Weed Control on City Property (Kirby Weckworth)

Add item 15B) Truck Traffic on Meadowlark Lane.

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

- A) Approval of the April 17<sup>th</sup> Regular Meeting Minutes
- B) Approval of the April 17<sup>th</sup> Special Workshop Meeting Minutes
- C) Approval of Bills
- D) Approval of 2017 Audit Services Agreement with Abdo, Eick & Meyers.
- E) Approval of Hiring Kirby Weckworth as Arlington Maintenance Supervisor at \$19.64, Step 9
- F) Accept Resignation of Steven Schmitz as PT Arlington Community Center Attendant
- G) Approval of Hiring Jodene Hefner as PT Arlington Community Center Attendant
- H) Approval of Hiring Benjamin Nelson as PT Arlington Community Center Attendant.

It was noted that there were no public hearings scheduled.

Galen Wills and Curt Reetz were present to address the Council. Wills presented a petition containing 420 signatures requesting the City Council maintain its own City Police Department and Full-Time Police Chief. He commented that of the 320 people he personally met with, 1 individual said to merge, 2 said to go with the Sheriff's Department and 8 were undecided. He added that he felt the number of signatures would have been higher if he hadn't been the only individual going around with the petition. Wills noted that the majority of the business owners had signed the petition. Mayor Nagel received the petition.

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

The following announcements were reviewed:

- A) Tree Inventory Class, Sat. May 13<sup>th</sup>, 10-4:30 p.m., Arlington Community Center
- B) 2017 Streets & Utility Improvement Project Public Hearing, Monday, May 15<sup>th</sup> at 6:30 p.m.
- C) Coffee with the Mayor, May 19<sup>th</sup> @ 2:00 p.m. @ Good Sam's
- D) Cancer Cruise 5K Fun Run/Walk and Car Show & Cruise, May 21<sup>st</sup>, 8:30-4:00 p.m.
- E) City of Arlington Clean-Up Day, May 24<sup>th</sup>, 9-4 p.m. in Partnership with Tri-County Waste @ Sibley County Fair Grounds
- F) LMC's Annual Conference in Rochester, June 14-16
- G) Arlington Farmer's Market, June 12<sup>th</sup> – September 25<sup>th</sup>, 4-6:30 p.m. Arlington Community Center Parking Lot.

The Council reviewed the following communications:

- A) Sibley County Assessor Summary of the 2017 Open Book Meeting.

Library Dir. Kathy Homme and Library Board Member Jean Olson presented the annual report for the public library. It was noted that the Council had toured the library prior to the Council meeting in a workshop tour setting. Homme commented on the State Report and statistics from last year, and information pertaining to staff hours worked.

Homme informed the Council that beginning this year, library employees are going to be paid through the County's payroll system. The reason for this is to simplify the annual reporting to the state. The City will still be responsible for salaries and benefits for said employees; it will be put into an account under the County for payroll purposes. At the end of the year, the City can pull excess funds out if it wants to or leave them in (put into reserves) for their library to use in another way.

Homme also commented briefly on some of the various activities that the Library and APLL hosted last year and anticipates hosting this year, which included several guest speakers. APLL helps the Library raise funds for the various activities and guest speakers.

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

**RESOLUTION 37-2017**

**A RESOLUTION AUTHORIZING THE CITY OF ARLINGTON TO ENTER INTO  
A SERVICES AGREEMENT WITH THE SIBLEY COUNTY LIBRARY BOARD**

**WHEREAS**, the City of Arlington (City) seeks to enter into an Agreement with the Sibley County Library Board (Board) to purchase extra library services from the Board;

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

1. That the attached Agreement between the City and Board is hereby approved. A copy of the Agreement for services, outlined in Appendix A, for payroll services, is attached to this Resolution and made a part of it.
2. The term of this Agreement commences on January 1, 2017 and continues until December 31, 2021. The Agreement may be terminated upon 30 days written notice by either party.
3. The hourly rate toward staffing resources is outlined in Attachment A of the Agreement.
4. That the City Administrator, or his or her successor, and Mayor are designated the Authorized Representatives for the City.

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 1<sup>st</sup> day of May, 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 38-2017**

**A RESOLUTION APPROVING ADOPTING A RESIDENTIAL RENTAL  
REHABILITATION LOAN PROGRAM**

**WHEREAS**, in 2016, the EDA began researching and discussing the potential of creating a loan program for rental properties with the intent of incentivizing property owners to make improvements;

**WHEREAS**, the EDA reviewed draft policies at their March, April 2017 meetings, and the EDA voted unanimously to recommend approval of the Rental Rehabilitation Loan Program Policy;

**WHEREAS**, funds would be used from the existing Revolving Loan Fund and available on a first-come, first-serve basis;

**WHEREAS**, highlights of the policy include:

- Residential rental properties consisting of 1-10 units are eligible regardless of zoning district,
- Property owners or tenants (with property owner as co-signer) are eligible to apply,
- Exterior or interior permanent improvements are eligible with a preference for life and safety improvements,
- Low interest (current prime rate) loan with 50% match ranging from \$1,000 to \$10,000 with a seven-year term,
- If sold, the loan must be repaid in full,
- At least two bids must be obtained,

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

That the City Council of the City of Arlington hereby approves the attached Residential Rental Rehabilitation Loan Program.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Jaszewski, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Hatlestad, Heiland, Jaszewski; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

The foregoing resolution was adopted by the City Council of the City of Arlington this 1<sup>st</sup> day of May, 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 explained that the City is expecting delivery of the columbarium in June, which is to be placed within the cemetery. She stated that some concrete work (sidewalk, footings, platform) is needed prior to delivery. Staff obtained bids for said concrete work from two local contractors.

Motion by Hatlestad, seconded by Battcher, and passed by unanimous vote to accept the low bid from CMC Construction in the amount of \$5,350 for concrete work in the cemetery.

Adm. Donabauer stated that the Streets Committee met recently to review the job description for the Maintenance Worker position. The Committee determined that two employees are needed within the Maintenance Department, but also gave consideration to contracting out some of the duties. It was noted that the job description and salary range were remaining the same (from last update two years ago).

Motion by Jaszewski, seconded by Heiland, and passed by unanimous vote to advertise for the Maintenance Worker position.

Adm. Donabauer commented that the Streets Committee recently discussed the idea of allowing some of the duties under the Maintenance Department to be contracted out since it is currently understaffed. Maintenance Supvr. Weckworth proposed contracting out the spring weed control that is done on city property. The annual spring spraying takes several days. Weckworth had obtained two quotes; one from a local contractor and one from a well-known commercial contractor. Both contractors are able to do the job in half the time. The Council reviewed the quotes and pricing differences. It was noted that both contractors offered long-term contracts. Battcher commented that she would like to hire locally, but the cost difference is significant. Hatlestad commented that he would like to see how the spring application goes before thinking about anything long-term.

Motion by Cowell, seconded by Hatlestad, and passed by unanimous vote to authorize contracting spring weed control on city property with TruGreen in the amount of \$2,807.

Adm. Donabauer commented that the City had received 11 sealed bids for the 2008 Chevy Impala. She stated that a minimum bid amount of \$1,500 was included when the vehicle was posted for sale.

Motion by Jaszewski, seconded by Heiland, and passed by unanimous vote to award the sale of the 2008 Chevy Impala to Pamela Wendlandt for \$3,373.

Hatlestad provided an update on the Cable Commission. He stated that officers were elected. The meeting was held in Gaylord so new members to the Commission could see the setup/equipment. The Commission discussed the sound (audio) issues on the local programming channel. They were going to have someone come out to look into the situation.

Jaszewski provided an update on the Parks Committee. It was noted that the Senior Building remodeling project was going well and should be ready in time for the graduation season. The hospital was going to be cutting a check to the City for moving the gazebo. The garden club was going to place some flowers and/or butterfly garden around it. The Parks Committee discussed purchasing a portable pitching mound for the Sportsman's Park. The warming house had been well used/attended through the short season.

Jaszewski provided an update on the Hospital Board. Final bidding for the expansion project was anticipated in the next couple of weeks, whereby the Management Team would then review them at their May meeting and make their recommendations for final approval in June. The Foundation is looking at doing a capital campaign for this project and the feasibility study results were reviewed in conjunction therewith. Jaszewski commented that each member on the board will be taking a board self-assessment within the next couple of weeks. He commented that they reviewed the annual report, which was good, but not quite as good as the previous year.

Heiland commented that he walked through the park to view the proposed new site for the gazebo (in Memorial Park) and was happy with it. Battcher commented that there were some electrical issues within the park (lines and transformer, etc.) and questioned if they were being addressed. Mayor Nagel said it would be addressed when they run a line to the new site.

Adm. Donabauer talked about holding a strategic planning session. She stated that the City had received a grant, which was to be used for this purpose. The City's session had been placed on hold when the facilitator they were going to use was no longer available. Adm. Donabauer stated that she had reached out to LMC to find another facilitator and was given a few names. She expressed concern about losing the grant funds if this doesn't move forward. It was the consensus of the Council to move forward with the strategic planning session with Mr. Craig Waldren, a professor from Hamline University.

Adm. Donabauer commented that some residents expressed their concerns about truck traffic on Circle Drive/Meadowlark Lane during the public hearing for the Circle Drive Improvement project. Staff searched through city records to see what, if any, regulations there were regarding said roadway. She stated none were found, but presented Ordinance 128-Imposing Weight Limitations on Vehicles Operated on certain streets for review. Hatlestad had met with the operators of the Hutch Co-Op about their use of the roadway and truck traffic. It was noted that Hutch Co-Op tries to stay off of the state highway as much as possible with their equipment for safety and state law reasons.

Motion by Hatlestad, seconded by Jaszewski, and passed by unanimous vote to adjourn the meeting at 7:43 pm.

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City Administrator Liza M. Donabauer

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Mayor Richard Nagel