

**ARLINGTON CITY COUNCIL
MEETING AGENDA
OCTOBER 2, 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 September 18th Regular and September 25th Special Meeting Minutes
 - B) Approval of Bills
 - C) Approval of Providing Barricades and the Closure of portions of Main Street on October 31 – Arlington Fright Night
 - D) Approval of the Routine Maintenance Agreements for CSAH 17 and 34 with Sibley County
 - E) Approval of Submittal of Letter of Support – TIGER Grant
 - F) Approval of Hire – Joseph Kube (Paramedic)
 - G) Approval of Hire – Jennifer Droege (EMT)
 - H) Approval of Hire – John Petterson (Police Chief) effective October 9, 2017
 - I) Approval of Hire and City Administrator Contract – Patrick Melvin (City Administrator) effective November 6, 2017

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council
6. Announcements
 - A) Arlington Farmer's Market, October 2 @ 4-6:30 p.m., Arlington Community Center West Parking Lot (Re-Scheduled)
 - B) Arlington Fire Department Fall Block Party, October 14 @ 5:30 p.m., Arlington Fire Hall
 - C) 6th Annual Halloween Fright Night, Tuesday, October 31st from 5:30 – 7 p.m. along Main Street

7. Communications
 - A) Water/Sewer Monthly Update - August

REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Annual Report – Ridgeview Sibley Medical Center (Todd Sandberg, Vice President)

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.
 - Chapter 30 Utilities
 - Chapter 31 Zoning

10. Resolutions/Proclamations

UNFINISHED BUSINESS

11. Johnson Controls Update – City Attorney Arneson
12. Personnel Update – Recruitment Status

NEW BUSINESS

13. Approve/Deny Partial Pay Estimate No. 5 to OMG Midwest, Inc. (\$232,390.02)
14. Contract Non-Renewal (Municipal Development Group, LLC.) for EDA Services

MISCELLANEOUS BUSINESS

15. Department Update – Maintenance
16. Council Member/Committee Updates
17. Open Discussion

ADJOURNMENT

Reminders:

Planning & Zoning – October 5th @ 7 pm
Parks – October 9th @ 7 pm
EDA – October 23rd @ 5:30 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
OCTOBER 2, 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: Interim City Adm. Elvebak, City Attorney Arneson, RSMC Adm. Todd Sandberg, Kevin Lindstrand, Kurt Menk

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

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

- A) Approval of the September 18th Regular and September 25th Special Meeting Minutes
- B) Approval of Bills
- C) Approval Providing Barricades and the Closure of portions of Main Street on October 31 – Arlington Fright Night
- D) Approval of the Routine Maintenance Agreements for CSAH 17 and 34 with Sibley County
- E) Approval of Submittal of Letter of Support – TIGER Grant
- F) Approval of Hire – Joseph Kube (Paramedic)
- G) Approval of Hire – Jennifer Droege (EMT)
- H) Approval of Hire – John Petterson (Police Chief) effective October 9, 2017
- I) Approval of Hire and City Administrator Contract – Patrick Melvin (City Administrator) effective November 6, 2017.

It was noted that there were no public hearings scheduled.

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

The following announcements were reviewed:

- A) Arlington Farmer's Market, October 2 @ 4-6:30 p.m. Arlington Community Center West Parking Lot (Re-Scheduled)
- B) Arlington Fire Department Fall Block Party, October 14 @ 5:30 p.m., Arlington Fire Hall
- C) 6th Annual Halloween Fright Night, Tuesday, October 31st from 5:30 – 7 p.m. along Main Street.

The Council reviewed the following communications:

- A) Water/Sewer Monthly Update – August.

RSMC Adm. Todd Sandberg and Vice President Kevin Lindstrand, presented the annual report and review for the hospital. Sandberg provided a brief overview of the focus of the Medical Center. Some of the challenges include staffing, providing same day or reasonable wait time for patients to see a specialist, and growing the Medical Center. Sandberg also updated the Council on some of the improvements planned as part of the construction project. One of the most notable will be additional privacy for Emergency Room patients. Sandberg commented that he appreciates receiving good feedback on how the hospital and staff are doing. He would also like to hear from the public about the areas where they feel the hospital and/or staff can improve as well; the intent being to make changes if they are possible. A few positive comments were made about the facility by members of the Council.

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 the following chapters: Chapter 30-Utilities and Chapter 31-Zoning.

Attorney Arneson stated that he had been in touch with the Attorney reviewing the Johnson Controls case. The Attorney was almost ready to issue his final report and/or recommendation. Attorney Arneson stated that the information would be presented to the Council in a closed meeting as the content would subject to negotiation (attorney client privilege) with Johnson Controls in the future.

Interim Adm. Elvebak provided updates on personnel and/or consultants. She stated that she was working with the individual hired as the new police chief on finalizing the starting date and the schedule of activities for the first couple of weeks. It was noted that 16 applications had been received for the officer position. Interim Adm. Elvebak was going through them to reduce the number to be interviewed. Interviews will be scheduled after the new chief has started so he can be part of the process. The Streets Committee interviewed five applicants for the Maintenance Worker position. A conditional offer was made and accepted; a reference check, background check and physical are still needed. Interim Adm. Elvebak was hopeful the individual would be ready for hire at the next meeting. She stated that the Employee Relations Committee would be meeting to discuss the EDA consulting situation. Battcher commented that she would like to see the EDA Committee be included in the consulting discussion.

Heiland made the suggestion that when the new Police Chief starts, he should be taken around and introduced to the various businesses. He has heard from a few dis-pleased business owners that they have not met the new officer yet. Mayor Nagel stated that he had already offered to take both the new Police Chief and City Administrator around to the businesses.

The Council reviewed Partial Pay Estimate No. 5 from OMG Midwest, Inc. in the amount of \$232,390.02.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve Partial Pay Estimate No. 5 to OMG Midwest, Inc., in the amount of \$232,390.02.

Interim Adm. Elvebak provided an update on the 2017 Street Improvement Project. She reported (per Engineer Femrite) that all the concrete work had been installed; the bituminous work for the alley and a couple of driveways was still remaining; and the topsoil placement had been started and seeding would follow within the next week (weather permitting). Substantial completion of the project had not been achieved, but was anticipated by the end of the week. Interim Adm. Elvebak stated that an open house was being planned for October 12th even though there is not yet substantial completion of the project. Mayor Nagel commented that he had been questioned about the difference in elevation between yard/sod and sidewalks throughout the project. Interim Adm. Elvebak will follow up with Engineer Femrite on the elevation question and report back.

Interim Adm. Elvebak pointed out that the contract for EDA services with Municipal Development Group was due to expire on December 31st. She stated that MDG would not be renewing due to staffing availability.

Interim Adm. Elvebak provided an update on the Maintenance Department for Supvr. Weckworth as he was unable to attend the meeting. She reported that 18 of 21 tree stumps had been chipped, filled and re-seeded; the County had crack-filled on County Road 34; two more catch basins were in need of repair and will be added to the list; the cemetery road project has been completed, except that hydro-seeding is still needed; the landscaping around the columbarium will take place as soon as it dries out some; street sweeping will be starting; the construction at the EMS building will be finishing up; and the tree planting is being rescheduled.

Cowell provided an update on the Library Committee. He commented that the library would be hosting a few upcoming events. Director Homme was taking the Leading Sibley Together course, along with additional classes on mental health and first aid. The library recently received a donation of 300+ dvd's due to an individual passing away. Director Homme had submitted her grant application to the Cable Commission and was working on putting another one together. Cowell stated that new carpet and painting had been budgeted for this year and Director Homme was concerned that it has not happened yet. Interim Adm. Elvebak will look into it and report back.

Hatlestad commented that he will continue to push to get more funding for the public library, SE School and St. Paul's School through the Cable Commission.

Heiland commented on the problems he experienced during the most recent power outage. It was noted that there is a City Staff person on call after hours for residents to contact in such cases/emergencies.

Interim Adm. Elvebak commented on the phone/internet switch from Frontier to Mediacom and all the issues that were being worked out.

Heiland stated that he had spoken with a resident recently who was very pleased with the columbarium and how staff handled their son's interment.

Hatlestad expressed concern about the amount of product piling up at the compost site. He suggested bringing the same individual back to grind up the trees like was done before.

Motion by Heiland, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 7:47 pm.

Interim City Administrator Laura Elvebak

Mayor Richard Nagel