

****NOTE: DATE CHANGE****

**ARLINGTON CITY COUNCIL
MEETING AGENDA
SEPTEMBER 5, 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 August 21st Regular Meeting Minutes
 - B) Approval of the August 3rd Joint City Council/Planning & Zoning Committee Work Session Minutes
 - C) Approval of Bills
 - D) Approval of Participation in the Salvation Army HeatShare program
 - E) Accept Notice of Resignation effective September 6, 2017 – Trevor Latzke (Maintenance Worker)
 - F) Accept Notice Of Resignation effective September 14, 2017 – Jordan Voight (Police Officer)

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council
6. Announcements
 - A) Arlington Farmer's Market, September 11th, 18, & 25th @ 4-6:30 p.m., Arlington Community Center West Parking Lot
 - B) League of Minnesota Cities Regional Meetings (Various Locations) – September www.LMC.ORG/RM17
 - C) Tree Planting – September 30th at 10:00 a.m. (Volunteers requested)
 - D) Ambulance Association's 25th Annual Harvest Event – Friday, September 15th, 4-8:00 p.m. at Arlington Community Center

7. Communications
 - A) Water/Wastewater Report – July
 - B) Building Permit Report - July

REPORTS OF OFFICERS, BOARDS & COMMITTEES

ORDINANCES & RESOLUTIONS

UNFINISHED BUSINESS

8. High Island Creek Floodplain Mapping
9. City Administrator Recruitment – Gary Weiers (DDA)

NEW BUSINESS

10. Recruitment Requests
 - A) Full-Time Police Officer
 - B) Full-Time Maintenance Worker
 - C) Seasonal Worker - Maintenance
11. Street Reconstruction Tree Replacement – Brinkman’s
12. Hydrant Replacements (3)
13. Sludge Hauling Wagon Tire Replacements

MISCELLANEOUS BUSINESS

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

ADJOURNMENT

****2018 Budget Work Session to Follow City Council Meeting****

Reminders:

City Offices Closed – September 4 (Labor Day)
Planning & Zoning – September 7th @ 7 pm
EDA – September 11th @ 5:30 pm
Cemetery – September 11th @ 7 pm
Library – September 20th @ 5:30 pm (Library)
Parks – September 25th @ 7 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
SEPTEMBER 5, 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, Gary Weiers of David Drown Associates, Timothy Berger, Engineer Tim Olson, Auditor Tom Olinger, Interim Police Chief Pat Nienaber, Kurt Menk

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

Motion by Cowell, seconded by Battcher, and carried (Heiland opposed) to approve the consent agenda as follows:

- A) Approval of the August 21st Regular Meeting Minutes
- B) Approval of the August 3rd Joint City Council/Planning & Zoning Committee Work Session Minutes
- C) Approval of Bills
- D) Approval of Participation in the Salvation Army HeatShare Program
- E) Accept Notice of Resignation effective September 6, 2017 – Trevor Latzke (Maintenance Worker)
- F) Accept Notice of Resignation effective September 14, 2017 – Jordan Voigt (Police Officer).

It was noted that there were no public hearings scheduled.

Tim Berger was present to lodge a complaint about the noise levels coming from the races on Saturday evenings.

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

The following announcements were reviewed:

- A) Arlington Farmer's Market, September 11th, 18th & 25th @ 4-6:30 p.m. Arlington Community Center West Parking Lot
- B) League of Minnesota Cities Regional meetings (Various Locations) – September www.LMC.ORG/RM17
- C) Tree Planting – September 30th at 10:00 a.m. (Volunteers requested)
- D) Ambulance Association's 25th Annual Harvest Event – Friday, September 15th, 4-8:00 p.m. at Arlington Community Center

The Council reviewed the following communications:

- A) Water/Wastewater Report – July
- B) Building Permit Report – July.

Bolton & Menk Engineer Tim Olson was present to discuss the High Island Creek Floodplain mapping project that was tabled at the previous meeting. He talked at length about re-mapping the floodplain and about the importance of having the data up-to-date due to the risk to property owners (they have the right to know). He stated that the City of Arlington is included and/or active in the National Flood Insurance Program; this allows property owners within the community (more specifically the floodplain itself)

access to federally subsidized (dramatically lower) flood insurance rates. It is mandated that all properties located within the (mapped) floodplain zone must pay for flood insurance. Engineer Olson stated that with doing the re-mapping some properties would be added to the floodplain zone and some would be removed. It was noted that if FEMA were asked to do the mapping, it would be done very conservatively (very close to what currently exists, low resolution) versus allowing Bolton & Menk to do it (higher resolution/much more accurate). Heiland stated that he had inquired with a couple of insurance agents about the cost of flood insurance and found it was very expensive.

Mayor Nagel explained that discussions pertaining to the re-mapping of the floodplain came to light because a resident who owns property within the floodplain wanted to construct a home on said property. The Mayor questioned if the City was under any obligation to do anything at this point or just let the property owner handle the issue as it pertained only to their specific property. Engineer Olson stated that the property owner is responsible for their property only and the City is not required to do anything. The property owner has two options: FEMA can determine a conservative base flood elevation, or a study can be done to determine the actual base flood elevation for that property based on hydraulic modeling (this method allows a letter of map amendment to be done). Olson stated that the amendment would be specific to that property only, and it would not be added to the entire floodplain map. The complete map revision would replace the current map with higher resolution data and give the City floodplain elevations throughout the entire creek corridor. However, as Administrator of the floodplain, the City does have some responsibility in making sure that all residents understand the risk and enforces the floodplain ordinance.

Engineer Olson commented that it is beneficial to property owners if the City has a higher resolution boundary map in place. It makes applying for letters of amendment easier. Cowell questioned how being in the floodplain affected property values. Engineer Olson replied it varied depending on the risk and a few other factors. It was noted there are definite positives and negatives with re-mapping the floodplain. Concern was expressed if re-mapping was necessary at this time and also about the cost to do it.

Gary Weiers of David Drown Associates was present to discuss the next step(s) in the City Administrator recruitment process. Heiland expressed his disappointment with the applicants presented for consideration. The Council decided to interview 5 applicants from the list of 12 presented to them. Cowell expressed opposition to offering any type of reimbursement (traveling expense) to any of the applicants chosen for interview; other Councilmembers agreed. Weiers will notify all applicants of the Council's decision and will start the backgrounding process on the 5 selected. Some discussion was held on the interview process itself (one day versus two day). It was the consensus of the Council to hold interviews on Monday, September 25th.

Mayor Nagel questioned if the Council wished to move forward with the High Island Creek floodplain mapping project. Concern was expressed about how many properties could be affected. It was noted that there were 51 properties currently in the floodplain. Considerable discussion was held with the Councilmembers each expressing their reasoning both for and against the re-mapping. It was suggested to put an article in the city newsletter about being prepared for potential flooding issues along the creek.

Motion by Battcher, seconded by Cowell, and carried (Jaszewski, Heiland opposed) not to proceed with the High Island Creek floodplain mapping.

Motion by Hatlestad, seconded by Battcher, and passed by unanimous vote to interview City Administrator Applicants 5, 7, 8, 9 and 12.

Due to the resignation of Officer Jordan Voigt (accepted earlier in the meeting) and timing constraints, Interim City Adm. Elvebak and Interim Police Chief Nienaber were requesting permission to advertise for a full-time police officer even though the Police Committee had not met to discuss the situation yet.

Motion by Battcher, seconded Hatlestad, and passed by unanimous vote to advertise for a full-time police officer.

Interim Police Chief Nienaber stated that the background for the Police Chief was almost completed. He was hopeful that the new Chief would be available to assist with the interviews for the new police officer.

Interim Adm. Elvebak stated that the Streets Committee had met and discussed the Maintenance Worker position due to the recent resignation of Trevor Latzke (approved earlier in the meeting). The Committee recommended advertising for the position.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to advertise for a full-time Maintenance Worker.

Interim Adm. Elvebak stated that the Streets Committee also discussed the staffing needs of the Maintenance Department. After the Streets Committee met, Interim Adm. Elvebak and Maintenance Supvr. Weckworth talked about hiring a temporary seasonal worker to help out in the interim (about 20-25 hours a week). It was suggested to contract out some of the duties for the rest of the season, such as lawn mowing services and utilize the current part-time staff for other duties.

Motion by Heiland, seconded by Jaszewski, and withdrawn before a vote was taken to advertise for a seasonal worker in the Maintenance Department.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to authorize Interim Adm. Elvebak and Maintenance Supvr. Weckworth to look into a temporary contract for lawn mowing services.

The Council discussed the tree replacement for the Brinkman property (mentioned at the end of the last meeting). It was suggested to reimburse Mr. Brinkman for the two trees with a specific dollar amount, whereby he could purchase and plant the trees he wanted himself; thereby eliminating the City from any future liability.

Motion by Battcher, seconded by Heiland, and passed by unanimous vote to reimburse Mr. Brinkman up to a maximum amount of \$1,050 for the replacement of no more than two trees (a receipt must be provided); and have a Maintenance and Release of Future Claims Agreement drafted by Attorney Arneson.

Interim Adm. Elvebak stated that new fire hydrants were installed as part of the 2017 Street Improvement project. Some of the hydrants that were removed during the project were still in very good shape and PeopleServices wanted to use them to replace three problem hydrants elsewhere within the city. It was noted that the City does budget yearly to replace one hydrant and now has the opportunity to do three at a reduced cost.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to accept the bid from Juul Contracting to replace/repurpose three fire hydrants at \$2,635/hydrant.

Interim Adm. Elvebak stated that the tires on the sludge hauling wagon need to be replaced. PeopleServices obtained three bids for the Council to review and were recommending approval of the low bid.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to accept the low bid from Sam's Tire of Glencoe in the amount of \$4,235 to replace the tires on the sludge hauling wagon.

Battcher provided an update on the Financial Committee. She stated that some cd's had been cashed in and they discussed what to do with those funds. Mayor Nagel commented that some discussion was also held on whether or not to continue to allow special payment plans to be made on past due utility accounts.

Brief discussion was held on the noise issue with the races. It was commented that a lot of the issue has to do with the direction of the wind (sound carries) on a particular evening. There are other events, such as the fair and football games, that can be heard across town also.

Motion by Heiland, seconded by Cowell, and passed by unanimous vote to adjourn the meeting at 8:28 pm.

Interim City Administrator Laura Elvebak

Mayor Richard Nagel

**ARLINGTON CITY COUNCIL
SPECIAL WORKSHOP MEETING MINUTES
SEPTEMBER 5, 2017**

The regular meeting was called to order at 8:30 p.m., Mayor Richard Nagel presiding.

Members present: Mayor Nagel, Battcher, Cowell, Hatlestad, Heiland, Jaszewski

Members absent: None

Also present: Interim City Adm. Elvebak, Auditor Tom Olinger

Auditor Tom Olinger was present to discuss the proposed 2018 Budget. He stated that after inputting the information he was given, the preliminary tax levy is at around 6%. He noted that preliminary levies are generally set a little higher and then reduced before the final levy is adopted. He commented that in moving forward with the 5-year plan, the Council should consider increasing the debt levy yearly as the cost for construction (and interest rates) projects continue to go up. Mayor Nagel commented that he wanted to pay attention to pay equity standards also; make sure salaries are where they should be. Some concern was expressed about staffing needs within the Maintenance Department; possibly adding a third employee. No formal action was taken.

Mayor Nagel adjourned the meeting at 8:41 pm.

Interim City Administrator Laura Elvebak

Mayor Richard Nagel