

**ARLINGTON CITY COUNCIL
SPECIAL COUNCIL WORKSHOP
MEETING AGENDA
FEBRUARY 21, 2017 AT 5:00 P.M.**

1. Call to Order

DISCUSSION ITEMS

2. 5:00 p.m. Tour of Police Department (108 4th Ave NW); Operating & Capital Improvement Budget. (Interim Chief Voigt)
3. 5:30 p.m. 2015 Street & Utility Improvement Project Costs and Assessments. (Council Chambers-Arlington Community Center)
4. 6:05 p.m. 2017 Street & Utility Improvement Project Update.
5. Adjournment.

**ARLINGTON CITY COUNCIL
SPECIAL TRAINING/TOUR & WORKSHOP
MEETING MINUTES
FEBRUARY 21, 2017**

Mayor Nagel called the meeting to order at 5:00 p.m. at the Police Department.

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

Members absent: None

Also present: City Administrator Donabauer, Interim Police Chief Voigt, Police Adm. Asst. Pomplun

Adm. Donabauer explained that the purpose of the meeting was to provide new and returning Councilmember orientation regarding the role and responsibilities of the Police Department. She distributed a copy of the budget for the Police Department. Interim Chief Voigt and Adm. Asst. Pomplun talked about their respective duties within the Police Department and provided a tour of the facility. Various comments were made and questions asked. No action was taken.

At 5:30 pm the meeting was moved to the Council Chambers at the Arlington Community Center. Engineer Jason Femrite, Curt Reetz, John Burtyk and Mike Scharping (NAPA) were present.

Discussion was held on the 2015 Street & Utility Improvement Project and Assessments. Adm. Donabauer explained that she had been asked to go back and research the records with regards to issuing special assessment refunds to residents if the project came in under budget. She gave a brief summary of all the costs associated with the project, including the final assessment role. She noted that the project (construction fund) came in under budget overall and that there was a surplus then within the bond fund (which is to be applied towards the first debt service payment, essentially reducing the interest and debt service levy overall, a savings to all residents in long run). She stated that she had reviewed the official minutes and had also reviewed the recordings of the meetings, but could not find it stated anywhere that refunds would be issued.

Adm. Donabauer further explained why the assessment process had been changed a few years back. Financial Advisor Sweeney (via letter) advised that the City has a good process in place (assessing before award of construction contract) and should not change it; nor should it refund money, as this will open the City up to legal issues. Engineer Femrite explained that the final assessment role could be re-run using the surplus bond balance and the numbers recertified with the County for the affected property owners. He stated that the public hearing process would not be needed to lower (recertify) the assessments. Engineer Femrite talked about the pro/cons with issuing assessments upon award of contract or substantial completion of project. Curt Reetz clarified what he was asking for with regards to the assessments. It was the consensus of the Council to have Engineer Femrite re-run the final assessment role to see what the difference is before going any further.

Discussion was held on the proposed 2017 Street & Utility Improvement Project. Adm. Donabauer commented that she continues to receive inquiries as to the status of Alden Street; more specifically, if it has been determined if it will be a 9-ton or 7-ton road. She also questioned how the Council would like to proceed with regards to assessing for this project in lieu of the 2015 Improvement Project coming in under budget and the request for special assessment refunds; should assessments be figured at award of contract or upon significant completion.

Engineer Femrite explained what the differences between a 7-ton road and a 9-ton road were. He commented that determining the true long-term functionality of Alden Street is a bit difficult at this time, due to the unknown of what will happen (develop) with the Cemstone property once they move. He stated that Alden Street is currently designated as a truck route; and it experiences a lot more traffic on it than a typical residential street with being located one block off of Main Street and with having the school, emergency services, grocery store and a church located along it in very close proximity to each other. Femrite commented that if it is decided to change it to a 7-ton road, then it should no longer be designated as a truck route and the signs removed. Adm. Donabauer questioned if Main Street could then become designated as the truck route. Femrite advised against it due to current on-street parking and the traffic volume. Femrite recommended leaving Alden Street as a 9-ton road; it can be changed at any time during the project (up until the bituminous goes down).

Discussion was held on when assessments should be finalized. Engineer Femrite reviewed the proposed schedule for the 2017 Improvement Project. Cowell suggested amending the Assessment Policy to address projects coming in under bid. Concerns were expressed about both assessing processes (assessing at award of contract and also upon substantial completion) and legalities therewith. Engineer Femrite favored the current process of assessing at the time the contract is awarded; it works well and he uses it in many other communities. He stated that he would like direction from the Council on which assessment process they prefer to use prior to the bid opening on March 20th.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to adjourn the special training/tour workshop meeting at 6:34 p.m.

City Administrator Liza M. Donabauer

Mayor Richard Nagel