

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
DECEMBER 18, 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. Police Officer Official Oath- Sara Jancoski
4. 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.*

5. Approval of Consent Agenda
  - A) Approval of the December 4, 2017 Regular Meeting Minutes
  - B) Approval of Bills
  - C) Approval Annual Dance Permit for Arlington Dugout.
  - D) Approval renewal of annual Solid Waste/Recycling/Dumpster Permits for Renville, Sibley Sanitations, LLC; Gaylord Sanitation, Inc. and Waste Management.
  - E) Approval of a Liquor License for La Casa del Pueblo Market located at 241 West Main Street.
  - F) Approval of 2018 Schedule of Charges for labor and equipment utilized in City of Arlington Electric Utility Agreement with McLeod Co-Op Power.
  - G) Personnel Agenda

**PUBLIC HEARINGS**

6. Public Hearing for Pending Assessments (6:30 p.m.)

**PETITIONS, REQUESTS, & COMMUNICATIONS**

7. Addressing the Council
  - A) Citizens Addressing the Council
8. Announcements
  - A) City Offices closed at noon Friday, December 22nd and all day on Monday, December 25th, in observance of Christmas Holiday.
  - B) City Offices closed on Monday, January 1st in observance of the New Year's Holiday.
  - C) First Council Meeting re-scheduled to January 2, at 6:30 p.m. in the Council Chambers.
  - D) Public Hearing scheduled for January 4 at 7 p.m. regarding Interim Use Permit for storage bins for Northland Drying.
  - E) January 26-27, League of Minnesota Cities -New Elected Officials: 2018 Leadership Conference and Elected Officials: 2018 Leadership Conference in Brooklyn Park.

9. Communications
  - A) Police Department Monthly Report – Chief John Petterson
  - B) Building Update- November
  - C) Acknowledge thank you letter from Leading Sibley Together for use of the Community Center.

## **REPORTS OF OFFICERS, BOARDS & COMMITTEES**

### **ORDINANCES & RESOLUTIONS**

10. Ordinances
11. Resolutions
  - A) ~~90-2017 Authorizing the City of Arlington to Enter into an Agreement With 101 Development Resources, Inc. for Building Inspection Services.~~
  - B) 91-2017 - Amending Resolution 72-2016 Approving the Salary, Wage and Health Insurance Benefit Plan for 2018.
  - C) 92-2017 – Approving the 2018 Fee and Rate Schedule.
  - D) 93-2017 – Approving Fund Transfer.

### **UNFINISHED BUSINESS**

12. Discussion regarding 2017 Street & Utility Improvements with liquidated damages of \$11,500 to OMG Midwest, Inc.
13. Consider Economic Development Committee recommendation to list TSE Building with Randy Kubes, Kubes Realty in Shakopee or Brenda Schmitz, Fahey Realtors, Appraisers Auctioneers & Assoc. Inc. in Norwood Young America.

### **NEW BUSINESS**

14. Approve/Deny Final Payment of Contractor’s Estimate No. 4 for Circle Drive Street & Utility Improvement of \$12,397.27 pending a signed request.
15. Approve /Deny Partial Pay Estimate No. 7 to OMG Midwest, Inc. (\$13,086.72)
16. Approve/Deny the 2018 Tax Levy (Resolution 94-2017)
17. Approve/Deny the 2018 Municipal Budget (Resolution 95-2017)
18. Approve adoption of a Paid Time Off (PTO) Policy to replace the existing sick/vacation leave for full-time City Employees.
19. Approve creation of a full-time Monday –Friday 6 a.m. to 6 p.m. shift Emergency Medical Technician (EMT) position.

### **MISCELLANEOUS BUSINESS**

20. Council Member/Committee Updates
21. Open Discussion-

### **ADJOURNMENT**

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
DECEMBER 18, 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. Patrick Melvin, City Attorney Arneson, Amb. Mgr. Kevin Sullivan, Anthony Daily, Dayna Gums, Barb Adams, Marti Jancoski, Luke Jancoski, Alan Adams, Thomas Jancoski, Officer Sara Jancoski, Police Chief Petterson, Officer Scott Sandquist, Engineer Jason Femrite, Todd Elbert (OMG Midwest), Kurt Menk

Mayor Nagel administered the Official Oath to Officer Sara Jancoski.

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

Removed item 11A) Resolution 90-2017 – Authorizing the City of Arlington to Enter into an Agreement with 101 Development Resources, Inc. for Building Inspection Services. The numbering for the remaining resolutions on the agenda would subsequently change by one (1).

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

- A) Approval of the December 4, 2017 Regular Meeting Minutes
- B) Approval of Bills
- C) Approval of the Annual Dance Permit for the Arlington Dugout
- D) Approval of the Renewal of Annual Solid Waste/Recycling/Dumpster Permits for Renville/Sibley Sanitation, LLC, Gaylord Sanitation, Inc., and Waste Management
- E) Approval of a Liquor License for La Casa del Pueblo Market located at 241 West Main Street
- F) Approval of 2018 Schedule of Charges for Labor and Equipment Utilized in City of Arlington Electric Utility Agreement with McLeod Co-Op Power
- G) Personnel Agenda.

Mayor Nagel commented that there was an oversight at the City level with getting notices out to effected property owners with regards to pending assessments for delinquent water, sewer, electric, fire, ambulance bills; building permits, variances or conditional use permits; and city maintenance service costs. He stated that he was still going to call the hearing to order, as it had been legally posted. He noted that another hearing would be scheduled for the January 18<sup>th</sup> meeting and notices would be mailed out to effected property owners.

Mayor Nagel recessed the regular meeting to hold a public hearing.

Mayor Nagel called to order the public hearing pertaining to pending Special Assessments. He asked if there was anyone present on this matter; there was not.

Mayor Nagel adjourned the Special Assessment Public Hearing and reconvened the regular meeting.

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

The following announcements were reviewed:

- A) City Offices Closed at Noon on Friday, December 22<sup>nd</sup> and All Day on Monday, December 25<sup>th</sup>, in Observance of Christmas Holiday.
- B) City Offices Closed on Monday, January 1<sup>st</sup> in Observance of the New Year's Holiday

- C) First Council Meeting Re-Scheduled to January 2 at 6:30 p.m. in the Council Chambers
- D) Public Hearing Scheduled for January 4 at 7 p.m. Regarding Interim Use Permit for Storage Bins for Northland Drying
- E) January 26-27, League of Minnesota Cities – New Elected Officials: 2018 Leadership Conference and Elected Officials: 2018 Leadership Conference in Brooklyn Park.

Police Chief Petterson provided his monthly department update. He stated that he was working with the officers on field training and/or review of policies. The officers have been working at introducing themselves around the community. Chief Petterson stated that his K-9 successfully passed his recertification recently. Discussions are ongoing about implementing a K-9 unit at the PD. The officers will be changing to 10-hour shifts, essentially allowing each officer to work an additional shift per pay period (providing more coverage and training opportunities). Chief Petterson thanked the Council for allowing the recent purchases: rifles with optics and flashlights, handguns, WatchGuard computer system, and cameras. The automatic weapons that the department had gotten from the Department of Defense many years ago will be going to Springfield and no longer considered APD property. Chief Petterson commented that the department's five tasers were evaluated recently, only two were in working order. Once new parts are ordered, the officers will be recertified with them. He stated that the department is enforcing the City's snow ordinance and have been handing out parking reminders. He commented that he would like to start discussion at the City level about getting the space at the back of the PD converted to garage space for the squad.

The Council reviewed the following communications:

- A) Police Department Monthly Report – Chief John Petterson
- B) Building Update -November
- C) Acknowledge Thank You Letter from Leading Sibley Together for Use of the Community Center.

It was noted that there were no ordinances to be reviewed.

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

**RESOLUTION NO. 90-2017**

**A RESOLUTION APPROVING THE SALARY, WAGE AND HEALTH INSURANCE BENEFIT PLAN FOR 2018**

**WHEREAS**, a salary, wage and benefit plan, among other pertinent uses, provides a method whereby wages, salaries and benefits may be adjusted upward or downward to meet performances by the employees; and

**WHEREAS**, sound financial planning by the City Council is purpose behind the salary, wage and benefit plan for 2018.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Arlington that the salary and wage plan will be adopted with such pay increases/decreases as presented in the attached document.

**BE IT FURTHER RESOLVED**, that for 2018 the City of Arlington will cover 60% of the premium costs for health insurance with the remaining 40% being paid for by the employees.

**BE IT FURTHERMORE RESOLVED**, that the City will contribute \$1,800 to each eligible HSA Account in 2018.

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.

Adopted by the City Council of the City of Arlington this 18<sup>th</sup> day of December, 2017.

Signed: /s/ Richard Nagel  
Mayor

Attest: /s/ Patrick Melvin  
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 Battcher introduced the following resolution and moved for its adoption:

**RESOLUTION NO. 91-2017**

**A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES AND PERMITS**

**WHEREAS**, the City Council is desirous of establishing a uniform system of fees for requests relating to official controls, information, permits, applications or other matters handled by the City; and

**WHEREAS**, any changes in the current fees and charges shall take effect on January 1, 2018, and shall remain in effect unless otherwise modified by the City Council through resolution; and

**WHEREAS**, in the event of a conflict, the following Fee Schedule shall prevail.

**THEREFORE, BE IT RESOLVED**, by the City Council of the City of Arlington that the following fees and charges for permits, licenses and services be adopted as the 2018 Fee and Rate Schedule:

<b>PLANNING AND ZONING FEES</b>	
Variance Application	\$200 plus recording fee
Conditional Use Permit Application	\$200 plus recording fee
Interim Use Permit Application	\$200 plus recording fee
Ordinance Amendment Application	\$200
Rezoning Application	\$200 plus recording fee
Land Use Permit Application	\$25
Fence Permit (Zoning Review)	\$25
Fence Permit (Full Review)	Based on Value
Sign Permit (Zoning Review)	\$25
Sign Permit (Full Review)	Based on Value
Preliminary Plat Approval Application	\$200 plus \$5 per lot plus deposit
Final Plat Approval Application	\$150
Planned Unit Development Approval Application	\$200 plus \$5 per lot plus deposit
Commercial/Industrial Site Plan Review Fee	\$250
Escrow Requirement Commercial/Industrial Site Plan	\$500 (cover addtl. fees for City consultants/staff review)
Park Dedication Fee	5% of average value of buildable area
Annexation Fee	\$5 per lot, minimum of \$100
Administrative Permit	\$75
Starting Work Without a Building Permit	Double Permit Fee
Administrative Subdivision	\$100 plus recording fee
Special Meeting Request	\$200
Tax Increment Financing Application	\$500 and written agreement
Tax Abatement Application	\$250 and written agreement
<b>UTILITY SERVICES</b>	
Meter Deposit - Electric Only	Two Months Average Use of Previous Tenant
Meter Deposit - Electric/Water/Sewer	Two Months Average Use of Previous Tenant
Meter Deposit - Electric - Highland Commons	\$50
Meter Deposit – Electric - Amberfield Building D	\$50
Water Access Charge	\$1,325
Sewer Access Charge	\$3,500
Electric Hookup	\$150
Sewer User Rate	\$.00368/gallon
Sewer Base Rate	\$34.40/month plus \$4.85 per additional unit
Green Isle Sewer Base Rate	\$27.61/month
Water User Rate	\$.00586/Gallon
5/8-3/4 Inch Meter Water Base Rate	\$10.09/month
1 Inch Meter Water Base Rate	\$10.61/month
1 1/4 - 1 1/2 Inch Meter Water Base Rate	\$10.92/month
2 Inch Meter Water Base Rate	\$11.75/month
3 Inch Meter Water Base Rate	\$12.85/month
4-8 Inch Meter Water Base Rate	\$17.27/month
Electric User Rate	\$.09/KW
Electric Demand Charge (3 phase-institutional/commercial)	\$1.00/KW or \$5 minimum
Residential Electric Base Rate	\$5.50/month
Residents outside city limits Electric Base Rate	\$11.00/month
Commercial Electric Base Rate	\$16.50/month

Commercial Rural Base Rate	\$27.50/month
Utility Disconnect Notice	\$25 per occurrence
Water Reconnect Fee	\$25
Electric Reconnect - Day	\$50
Electric Reconnect - After Hours	\$250
Utility Bill Late Fee	10% (less tax) of current bill; \$1 minimum
Utility Account Payment Agreement	\$10 Adm. Fee to be paid at time of drafting Agreement
Load Management Disconnect	\$50
Metering Fee for Meter on Private Wells	Cost of parts and labor
Lawn Sprinkler Meter	\$35 plus tax
Lawn Sprinkler Meter Repair Fee	Cost of parts and labor
<b>STORM WATER RATES:</b>	
Residential Unit	\$7.00/month
0.0000 TRE to 1.0000 TRE	\$11.00/month
1.0001 TRE to 5.0000 TRE	\$16.00/month
5.0001 TRE to 10.0000 TRE	\$26.00/month
10.0001 TRE to 15.0000 TRE	\$31.00/month
15.0001 TRE to 20.0000 TRE	\$36.00/month
20.0001 TRE to 25.0000 TRE	\$41.00/month
25.0001 TRE or Greater	\$46.00/month
<b>LIBRARY FEES</b>	
Copies	\$.10 single side and \$.15 for duplex
Laser Printer	First 2 Free, \$.10 per additional page
Color Printer	\$0.50
Library Card	First is free, replacement is \$2
Book Fines	\$.10 a day after one week grace period
Video Fines	\$1/day
Faxes	\$1/page
<b>ANIMAL/PET LICENSES AND FEES</b>	
New Pet License (Jan.1 thru Dec. 31)	\$5 per animal
Pet License Late Fee (April 1 thru Dec. 31)	\$10 per animal
Animal (Stray) Impound Fee	(Set by Vet Clinic)
Animal (Stray) Boarding Fee for Dog	(Set by Vet Clinic)
Animal (Stray) Boarding Fee for Cat	(Set by Vet Clinic)
Animal Redemption Fee	\$36
Animal Redemption Fee (Non-Licensed)	\$46
<b>MISCELLANEOUS LICENSES AND FEES</b>	
All Parking Violations	\$30
Vehicle Towing - Impound	Set by Towing Company
Vehicle Storage	\$25/day
Blight/Nuisance/Mowing/Snow Removal (Ords #178, #259)	Contractor Cost plus \$5 Administrative Fee.
Contracted Commercial Snow Removal	\$10 (Small Lot), \$15 (Med. Lot), \$25 (Large Lot)
Repeat Nuisance Call Fee (Ord #259)	\$30
Peddler Permit (Ord #243)	\$10/day, \$25/week, \$50/month, \$100/Year
Drone Permit (Ord #303)	\$0 Permit Only Required.
Chipping	\$15 plus \$1.00/minute, plus tax
Credit Card Convenience Fee	2.5% (\$2.00 minimum)
e-check	\$1.50 (via Point & Pay)
Copies (up to 100 pages, then hourly rate)	\$.15 for B/W; \$.25 for color (per single-sided page)
Faxes/Scan to Email	\$.15 per page received and \$1 per document sent
Laminating	\$1.00/foot plus \$5
Non-Sufficient Fund Check Returns (NSF's)	\$30 per occurrence plus any bank fees
Residential Solid Waste Permit	\$100 (Maximum of 3)
Commercial Solid Waste Permit	\$100 (Maximum of 6)
Illuminating Portable Sign Permit	\$20
Election Filing Fee	\$2
DVD and VHS copies	\$15 plus material cost of DVD/VHS
Assessment Search Fee	\$5
Dance Permit	\$20 per event or \$200 for a yearly
Police Report	\$10
Police Responding Fee (Public Dances, Noise Complaints, Close Down Event at Public Building (closing time or noise related) – after initial warning)	\$50
Special Police Event (>2 officers)	Actual Per Hour Cost of Officer(s) Used (Salary & Benefits)
Lost/Unreturned key to City Facility	Cost of Rekey plus One (1) Hour Admin Time
Fire Extinguisher Recharge	Cost plus \$5
<b>BEER/LIQUOR LICENSES</b>	
Temporary 3.2 Malt Liquor License	\$50 per event
Liquor License - On Sale	\$1,300

Liquor License - Off Sale	\$100
Setup License	\$20
3.2 Malt Liquor - On Sale	\$80
3.2 Malt Liquor - Off Sale	\$25
Temporary 1-4 Day On Sale Liquor License	\$50 per event
Caterer's Permit	\$50 per event
Sunday Liquor License	\$100
Community Center Liquor License - On Sale	\$1,000 (7/01/14-6/30/15)
<b>CEMETERY FEES</b>	
Burial Permits	\$75
Cemetery Lots North of Road #3	\$200
Cemetery Lots South of Road #3	\$300
<b>COLUMBARIUM:</b>	
Urn Placement	\$75
Urn Placement (Non-Regular Business Hours)	\$125
Niche Plaque (Single or Double with Full Dates)	\$450
Niche Plaque (Double without Full Dates)	\$500
Columbarium (Front – Rows 1 & 2)	\$750
Columbarium (Front – Row 3)	\$675
Columbarium (Front – Rows 4 & 5)	\$600
Columbarium (Rear – Rows 1 & 2 )	\$675
Columbarium (Rear – Row 3)	\$600
Columbarium (Rear – Rows 4 & 5)	\$525
Memory Wall Plaque	\$200
<b>FIRE DEPT. FEES (Billing advised by Officer in Charge. All billing reviewed by Fire Chief)</b>	
Accident/Missing Person	\$250 0-1 hrs, \$150 for each additional hour
Fire Call up to 2 hours	\$500, plus supplies/foam/fuel
Fire Call exceeding 2 hours	\$1,000, plus supplies/foam/fuel
Helipad (Reso #15-2014)	\$150
CO2 Call	\$150
Hazardous Material	\$1,000 (in addition to call fee)
Foam	\$25 0-1 gallon, applicable supply replacement cost for each gallon thereafter
Jaws of Life	\$150
Fuel Charges - City	\$40
Fuel Charges - Rural	\$80
False Alarm	First two = \$0; after two, up to \$300 per time
Mutual Aid	Supplies
Pool Fills - 2,000 Gallon Tanker Truck	City Residents - \$84 per haul, Rural Residents - \$124 per haul
Pool Fills - 3,500 Gallon Tanker Truck	City Residents - \$93 per haul, Rural Residents - \$133 per haul
Township Protection Fee	\$352.57 Per Section
<b>AMBULANCE FEES</b>	
BLS Emergency - Service Area	\$750 plus mileage
BLS Emergency - Non-Service Area	\$850 plus mileage
BLS Non Emergency - Service Area	\$500 plus mileage
BLS Non Emergency - Non-Service Area	\$600 plus mileage
ALS Intercept	\$350 plus mileage
ALS Non emergency - Service Area	\$850 plus mileage
ALS Non Emergency - Non-Service Area	\$950 plus mileage
ALS1 Emergency - Service Area	\$1,250 plus mileage
ALS1 Emergency - Non-Service Area	\$1,350 plus mileage
ALS2 Emergency - Service Area	\$1,350 plus mileage
ALS2 Emergency - Non-Service Area	\$1,450 plus mileage
Mileage Rate	\$20/mile
Township Protection Fee	\$140.90 Per Section
Green Isle Protection Fee	\$6,291.33
<b>COMMUNITY CENTER FEES</b>	
Weekly User Rate (one section only)	\$120 per time
School Use (Testing/Retreats)	\$50 per time
Room 1 (West) Rent	\$180 per event
Room 2 (Center) Rent	\$240 per event
Room 3 (East) Rent	\$180 per event
All Rooms Rent	\$600 per event
Extra Day Rental	\$300
Hourly Rental Rate (2 hrs or less, no set-up/tear down)	\$40 per hour/room (two-hour maximum)
Set-Up Fee	\$50/room or \$100 per event
Attendant Fee	\$35/attendant/hr per event
Kitchen Use Fee (Full)	\$100 per event

Kitchen Use Fee (Partial)	\$50 per time
Dish Rental	\$1/person or \$0.11 per piece
Dish Rental for City-chartered organizations	\$25
Wine Glasses (Limited Supply)	\$.15/piece
Linens	Set by Distributor
LCD Projector	\$50
Damage Deposit (for rental of more than one section)	\$250 with Credit Card or \$500 with cash/check
Damage Deposit (one section)	\$150 Cash or Credit Card
Decorating Violations	\$10/offense
Cigarette Butts or Glass Bottles Found (Violation)	\$50
Additional Cleaning	\$20/hour
Council Chambers Rent	\$40 per event
Caterer Serving Fee (sliding scale):	Number of Guests - Fee (\$)
	1 - 100 \$1/person
	101 - 200 \$150
	201 - 400 \$250
	401+ \$350
Cleaning and Utility Cost (Non-Profits)	\$300 on Fri/Sat and \$220 from Sun-Thursday
Bar Rental (sliding scale):	Number of Guests - Fee (\$)
	1 - 200 \$100
	200 - 300 \$200
	300 - 400 \$300
	400 - 500 \$400
	500+ \$500
<b>EMS CONFERENCE ROOM FEES</b>	
Meeting Room, 0-2 hours	\$25 per event
Meeting Room, 2-4 hours	\$50 per event
Meeting Room, 4-8 hours	\$75 per event
<b>LIONS CENTER @ FOUR SEASONS PARK</b>	
Rent	\$125 per event and \$250 deposit
<b>SIGN RENTAL</b>	
Main Street Sign	\$25/week (both sides) or \$12.50/week (one side)
Main Street Sign (Additional Week)	\$10/week
Community Center Electronic Sign	\$25 New Message set up, \$30 weekly coverage
Community Center Electronic Sign, Non-Profit	\$25 non-profit new message set up, \$25 weekly coverage
Community Center Electronic Sign, Daily	\$25 New Message set up, \$10/day (profit/non-profit)
Community Center Electronic Sign, Monthly	\$25 New Message set up, \$100 month coverage
<b>RIGHT OF WAY PERMITS</b>	
Registration Fee	\$40
Excavation Permit Fees - Hole	\$125
Excavation Permit Fees - Trench	\$275
Obstruction Permit Fee	\$50
Permit Extension Fee	\$55
Delay Penalty	\$60 for first 3 days, \$10/day thereafter
<b>EQUIPMENT RATES (Rates below are for Equipment only. Hourly Rate for City Employee: \$45.00)</b>	
Case Payloader	\$125/hour
Case Payloader w/ SnoGo Snow Blower	\$150/hour
New Holland Tractor w/ attachment	\$75/hour
Chevy Dump Truck	\$80/hour
Chevy Sanding/Plow Truck	\$85/hour
Elgin Street Sweeper	\$125/hour
Chevy Bucket Truck	\$85/hour
Chevy Digger Truck	\$85/hour
Back Pack Mosquito Sprayer	\$35/hour
Truck Mount Mosquito Sprayer (with chemical)	\$140/hour
Vermeer Brush Chipper	\$75/hour
Pull Behind Street Roller/Packer	\$30/hour
Kubota Lawn Mower	\$50/hour
Pickup W/Snowblade	\$60/hour
Televising Unit	\$150/hour
Street Line Paint Sprayer	\$35/hour
<b>CITY DIRT AND GRAVEL</b>	
Class 5 Gravel	\$17/yd



<b>BUILDING PERMIT FEES (90% of the 1997 Fee Schedule)</b>											
<b>Surcharge</b>	<b>Value</b>	<b>Fee Cost</b>	<b>Surcharge</b>	<b>Value</b>	<b>Fee Cost</b>	<b>Surcharge</b>	<b>Value</b>	<b>Fee Cost</b>			
\$0.25	Up To \$500.00	\$20.70	\$15.50	\$31,000.00	\$406.67	\$37.50	\$ 75,000.00	\$736.88			
\$0.30	\$600.00	\$23.90	\$16.00	\$32,000.00	\$415.76	\$38.00	\$ 76,000.00	\$743.88			
\$0.35	\$700.00	\$26.64	\$16.50	\$33,000.00	\$424.85	\$38.50	\$ 77,000.00	\$750.88			
\$0.40	\$800.00	\$29.39	\$17.00	\$34,000.00	\$433.94	\$39.00	\$ 78,000.00	\$757.88			
\$0.45	\$900.00	\$32.13	\$17.50	\$35,000.00	\$443.03	\$39.50	\$ 79,000.00	\$764.88			
\$0.50	\$1,000.00	\$34.88	\$18.00	\$36,000.00	\$452.12	\$40.00	\$ 80,000.00	\$771.88			
\$0.55	\$1,100.00	\$37.62	\$18.50	\$37,000.00	\$461.21	\$40.50	\$ 81,000.00	\$778.88			
\$0.60	\$1,200.00	\$40.37	\$19.00	\$38,000.00	\$470.30	\$41.00	\$ 82,000.00	\$785.88			
\$0.65	\$1,300.00	\$43.11	\$19.50	\$39,000.00	\$479.39	\$41.50	\$ 83,000.00	\$792.88			
\$0.70	\$1,400.00	\$45.86	\$20.00	\$40,000.00	\$488.48	\$42.00	\$ 84,000.00	\$799.88			
\$0.75	\$1,500.00	\$48.60	\$20.50	\$41,000.00	\$497.57	\$42.50	\$ 85,000.00	\$806.88			
\$0.80	\$1,600.00	\$51.35	\$21.00	\$42,000.00	\$506.66	\$43.00	\$ 86,000.00	\$813.88			
\$0.85	\$1,700.00	\$54.09	\$21.50	\$43,000.00	\$515.75	\$43.50	\$ 87,000.00	\$820.88			
\$0.90	\$1,800.00	\$56.84	\$22.00	\$44,000.00	\$524.84	\$44.00	\$ 88,000.00	\$827.88			
\$0.95	\$1,900.00	\$59.58	\$22.50	\$45,000.00	\$533.93	\$44.50	\$ 89,000.00	\$834.88			
\$1.00	\$2,000.00	\$62.33	\$23.00	\$46,000.00	\$543.02	\$45.00	\$ 90,000.00	\$841.88			
\$1.50	\$3,000.00	\$74.93	\$23.50	\$47,000.00	\$552.11	\$45.50	\$ 91,000.00	\$848.88			
\$2.00	\$4,000.00	\$87.53	\$24.00	\$48,000.00	\$561.20	\$46.00	\$ 92,000.00	\$855.88			
\$2.50	\$5,000.00	\$100.13	\$24.50	\$49,000.00	\$570.29	\$46.50	\$ 93,000.00	\$862.88			
\$3.00	\$6,000.00	\$112.73	\$25.00	\$50,000.00	\$579.38	\$47.00	\$ 94,000.00	\$869.88			
\$3.50	\$7,000.00	\$125.33	\$25.50	\$51,000.00	\$588.48	\$47.50	\$ 95,000.00	\$876.88			
\$4.00	\$8,000.00	\$137.93	\$26.00	\$52,000.00	\$597.57	\$48.00	\$ 96,000.00	\$883.88			
\$4.50	\$9,000.00	\$150.53	\$26.50	\$53,000.00	\$598.28	\$48.50	\$ 97,000.00	\$890.88			
\$5.00	\$10,000.00	\$163.13	\$27.00	\$54,000.00	\$604.58	\$49.00	\$ 98,000.00	\$897.88			
\$5.50	\$11,000.00	\$175.73	\$27.50	\$55,000.00	\$610.88	\$49.50	\$ 99,000.00	\$904.88			
\$6.00	\$12,000.00	\$188.33	\$28.00	\$56,000.00	\$617.18	\$50.00	\$100,000.00	\$911.88			
\$6.50	\$13,000.00	\$200.93	\$28.50	\$57,000.00	\$623.48						
\$7.00	\$14,000.00	\$213.53	\$29.00	\$58,000.00	\$629.78	<b>Plan Review</b> is 65% of permit valuations.					
\$7.50	\$15,000.00	\$226.13	\$29.50	\$59,000.00	\$636.08						
\$8.00	\$16,000.00	\$238.73	\$30.00	\$60,000.00	\$642.38	<b>Valuations over \$100,000 will include</b>					
\$8.50	\$17,000.00	\$251.33	\$30.50	\$61,000.00	\$648.68	\$5.04 for each additional \$1,000 or					
\$9.00	\$18,000.00	\$263.93	\$31.00	\$62,000.00	\$654.98	fraction thereof above \$100,000 to and					
\$9.50	\$19,000.00	\$276.53	\$31.50	\$63,000.00	\$661.28	including \$500,000.					
\$10.00	\$20,000.00	\$289.13	\$32.00	\$64,000.00	\$667.58						
\$10.50	\$21,000.00	\$301.73	\$32.50	\$65,000.00	\$673.88	<b>Valuations over \$500,000 will include</b>					
\$11.00	\$22,000.00	\$314.33	\$33.00	\$66,000.00	\$680.18	\$4.27 for each additional \$1,000 or					
\$11.50	\$23,000.00	\$326.93	\$33.50	\$67,000.00	\$686.48	fraction thereof above \$500,000 to and					
\$12.00	\$24,000.00	\$339.53	\$34.00	\$68,000.00	\$692.78	including \$1,000,000.					
\$12.50	\$25,000.00	\$352.13	\$34.50	\$69,000.00	\$699.08						
\$13.00	\$26,000.00	\$364.73	\$35.00	\$70,000.00	\$705.38	<b>Valuations over \$1,000,000 will</b>					
\$13.50	\$27,000.00	\$377.33	\$35.50	\$71,000.00	\$711.68	include \$2.83 for each additional \$1,000					
\$14.00	\$28,000.00	\$389.93	\$36.00	\$72,000.00	\$717.98	or fraction thereof above \$1,000,000					
\$14.50	\$29,000.00	\$402.53	\$36.50	\$73,000.00	\$724.28						
\$15.00	\$30,000.00	\$415.13	\$37.00	\$74,000.00	\$730.58	<b>Roofing Permit</b> is \$50.00					
<b>Siding Permit</b> is \$50.00		<b>Plumbing &amp; Mechanical Permit</b> is \$50.00 (each)									
<b>Window Replacement Permit</b> is \$50.00					<b>Demolition Permit</b> is \$50.00						

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.

Adopted by the City Council of the City of Arlington this 18<sup>th</sup> day of December, 2017.

Signed: /s/ Richard Nagel  
Mayor

Attest: /s/ Patrick Melvin  
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 Cowell introduced the following resolution and moved for its adoption:

**RESOLUTION NO. 92-2017**

**A RESOLUTION TRANSFERRING CITY FUNDS**

**WHEREAS**, sound financial planning by the City Council of the City of Arlington and City Staff is the purpose behind the transfer and closing of funds; and

**WHEREAS**, the City Council deems it expedient under the circumstances to transfer the following funds:

From General Fund (101) to:

- \$ 40,350.00 -- Fire Fund (201)
- \$ 47,000.00 -- Ambulance Fund (202)
- \$ 40,000.00 -- Community Center Fund (203).
- \$180,000.00 -- Capital Improvement Fund (401)
- \$ 3,000.00 -- Cemetery (207)
- \$ 53,925.00 -- Equipment Note (320)

From Med Ctr Lease Revenue (210) for Healthy Living Initiatives to:

- \$ 20,000.00 -- General Fund (101)
  - \$1,000 Police Initiatives, \$1,500 Admin fee (Admin of the Fund).
- \$ 440.00 -- Community Center Fund (203)
  - \$440 Use of Community Bldg – Blood Drive.
- \$ 2,000.00 -- 2015 Street & Utility Bond (317)
  - As Part of a Fifteen-Year Transfer for the Sidewalks Portion of Project.
- \$ 70,000.00 -- Capital Improvement Fund (401)
  - \$30,000 Ambulance, \$25,000 Sidewalk Rehab, \$10,000 Library, \$5,000 Park Improvements.

\$ 2,500.00 -- From Capital Improvement Fund (401) to Ambulance Certificate (350)  
City's portion of recent purchase.

\$ 23,000.00 -- Per Resolution 50-2015, Annual payment from Capital Improvement Fund (401) to General Fund (101) for street sweeper \$23,000.  
\$161,000 to internally fund street sweeper (seven year pay-back).

**NOW THEREFORE BE IT RESOLVED**, that the aforementioned funds are hereby closed and/or transferred to the above mentioned funds of the City of Arlington.

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.

Adopted by the City Council of the City of Arlington this 18<sup>th</sup> day of December, 2017.

Signed: /s/ Richard Nagel  
Mayor

Attest: /s/ Patrick Melvin  
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.

Discussion was held on the liquidated damages associated with the 2017 Street & Utility Improvement Project. Heiland expressed his concerns with the lack of communication between all parties involved. Jaszewski questioned the number of days each party was claiming as liquidated damages due to delayed start date. Battcher felt the City was being gracious with the number of days being sought as liquidated damages. She stated that OMG had every opportunity to request additional time and did not. Hatlestad commented that it was not Bolton & Menk's fault the contractor was not on sight some days and didn't know where they were; OMG didn't communicate with Bolton & Menk. Cowell commented that some things were agreed to verbally when they should have been put into written form (change orders). Mayor Nagel pointed out that Bolton & Menk had requested a revised schedule in mid-August during the project and did not receive one. Mayor Nagel stated that City was claiming liquidated damages in the amount of \$11,500 and OMG was claiming \$6,500. He questioned if the Council wanted to hold firm at \$11,500. No action was taken by the Council to change the amount.

Adm. Melvin stated the he and EDA Consultant Holly Kreft met with the realtors who had been suggested to list the former TSE building recently. He stated that both realty firms submitted their listing packages. The Council compared the information presented. It was noted that the EDA had reviewed both proposals and were fine with either one (as they were very close).

Motion by Hatlestad, seconded by Jaszewski, and carried (Heiland abstained) by unanimous vote to contract with Fahey Realtors & Associates, Inc. to attempt to sell the former TSE Building.

The Council reviewed the Final Payment Estimate No. 4 for the Circle Drive Street & Utility Improvement project in the amount of \$12,397.27. Engineer Femrite commented that he had not received all the appropriate paperwork related to the final payment in time for the meeting, but the Council could approve the payment with the condition that the necessary paperwork is received and reviewed/cleared by the engineer. He noted that with the approval of the final payment, the 2-year warranty period for the project is initiated.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve the Final Payment of Contractor's Estimate No. 4 in the amount of \$12,397.27 to Wm. Mueller & Sons, Inc. with the condition that the check is not released until such time that Engineer Femrite has reviewed and/or cleared all final paperwork first.

The Council reviewed the Partial Pay Estimate No. 7 from OMG Midwest, Inc. in the amount of \$13,086.72 related to the 2017 Street & Utility Improvement project. Engineer Femrite reviewed what items were left to do with regards to the project and would be done in spring.

Motion by Battcher, seconded by Heiland, and passed by unanimous vote to approve Pay Estimate No. 7 to OMG, Midwest, Inc., in the amount of \$13,086.72.

Discussion was held on the proposed 2018 Tax Levy. Adm. Melvin stated that a 5.9% increase was adopted back in September as the Preliminary Tax Levy. He stated that after working with the City's Auditor, a 3% increase was being proposed for 2018 at a total amount of \$835,842. He explained that there were a few capital fund items driving the increase such as the addition of the 2017 G.O. Bonds (\$51,800 debt payment), personnel costs, 800 mghz project and EMT position.

Amb. Mgr. Kevin Sullivan was present to discuss the creation of a full-time (daytime) Emergency Medical Technician (EMT) position, which would be filled by several individuals (similar to what is done with the Paramedics now). He spoke at length about EMT staffing issues during day shifts and the wage(s) being paid to EMTs currently (more specifically on-call pay), and the need to move to a paid EMT position. He stated that he knew of several individuals who would be interested in such a position (job). Sullivan commented that these individuals could help out in other departments within the City while they work their shift, such as record retention/scanning. He clarified that staffing the evening shifts

wasn't an issue and the \$2/hour on-call pay was fine as these individuals have other full-time jobs and get paid the hourly wage when they go on a call. Sullivan stated that the members were still passionate about keeping the ambulance service going, but things were getting to a critical point of whether the service can keep going without a paid daytime EMT position. New people are becoming members; but at the same time there are a few members ready to retire. Sullivan commented that Ridgeview has gone to paid EMT positions in some of their other communities, as they are experiencing the same staffing issues. Adm. Melvin commented that there was some discussion about increasing the hourly wage also (paid when go on runs). Concern was expressed about what kind of revenue and/or expenses would be associated with such a position and how it would affect the proposed tax levy for 2018. It was the consensus to hold a special meeting before year end to discuss the topic further before approving the tax levy for 2018.

It was the consensus of the Council to table action on the following items until December 28<sup>th</sup> when a Special Council meeting can be held:

- 16) Approve/Deny the 2018 Tax Levy (Resolution 93-2017);
- 17) Approve/Deny the 2018 Municipal Budget (Resolution 94-2017);
- 19) Approve Creation of a Full-Time Monday-Friday 6 a.m. to 6 p.m. Shift Emergency Medical Technician (EMT) position.

Discussion was held on the proposed Paid Time Off (PTO) Policy for City Staff. Adm. Melvin explained that the current policy provides for separate sick leave and vacation days for full-time employees. Some staff are experiencing challenges with the current policy, as they are not allowed to use their sick time when they have daycare issues. He presented the new proposed PTO Policy with two different sets of numbers for the Council to choose from. He commented that he was trying to be mindful of the amount of time staff would be allowed to take off (not creating staffing issues) and felt the scale (based on years of service) was generous. For those employees that have sick time accumulated, City Adm. Melvin proposed freezing those accounts so that employees can still use the time in a catastrophic sense (they will be out medically for 3+ days); but will be paid out at their December 2018 rate of pay. It was also suggested to include some language that allowed staff to donate PTO hours to a fellow employee who was going through a catastrophic experience and needed additional time off.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve the adoption of a Paid Time Off (PTO) Policy, which would replace the existing sick/vacation leave for full-time City Employees and to include language within the policy regarding PTO donation to fellow employees in the event of catastrophic need.

Jaszewski provided an update on the hospital board. He reported that the monthly dashboard was a bit slower this past year in lieu of all the extra things going on, such as the construction project, recruitment of new providers, IT issues and setting up the network, etc. They are attempting to develop an insurance program, whereby they are working with Michaels Foods and Le Sueur Inc. on ways to reduce the costs of health insurance. The Board reviewed the 2017 Budget and proposed 2018 Budget.

Hatlestad provided an update on the Cable Commission. He was continuing his research and will report to the Council after he receives a bit more information.

Heiland commented that the Fire Department Committee was going to be interviewing a couple of individuals for 2<sup>nd</sup> Assistant Chief as more than one application was received for the same position.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 9:11 pm.

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City Administrator Patrick Melvin

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Mayor Richard Nagel