

**ARLINGTON CITY COUNCIL
MEETING AGENDA
JANUARY 16, 2018 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 December 18, 2017 Regular Meeting Minutes
 - B) Approval of the December 28, 2017 Special Meeting Minutes
 - C) Approval of the January 2, 2018 Regular Meeting Minutes
 - D) Approval of Bills
 - E) Personnel Agenda

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council
6. Announcements
 - A) Notification of Public Hearings on Center Point Energy's 6.4% rate increase proposal.
 - B) Successfully Selling Your Business – Panel Presentation on January 23, 5:30-7:30 in the Community Center
 - C) Townships/G.I. Meeting on Fire/Ambulance Coverage is January 25th, 7:00 p.m.
 - D) League of Minnesota Cities: Newly Elected Officials 2018 Leadership Conference & Elected Officials 2018 Leadership Conference in Brooklyn Park – January 26-27
 - E) City Offices will be closed on Monday, February 19 for the President's Day Holiday
 - F) Council Meeting Rescheduled for Tuesday, February 20 at 6:30 p.m.
7. Communications
 - A) Water/Wastewater Report – November
 - B) Police Report – January
 - C) December/Year End Building Reports
 - D) December/Year End Financial Reports
 - E) Acknowledge Letter from Scott Hammerschmidt complimenting the City on the Holiday Lights.

ORDINANCES & RESOLUTIONS

8. Resolutions

- G) 11-2018 – Interim Use Permit Outdoor Storage: Northland Drying – 100 Henderson Road
- H) 12-2018 – State Aid for Local Transportation Resolution – Approving County Project on County Road 117 within Municipal Corporate Limits.

UNFINISHED BUSINESS

- 9. Authorize Signatures on the Minnesota Department of Employment and Economic Development Greater Minnesota Grant Agreement for the Arlington Circle Drive Business Development Public Infrastructure Project (Resolution 13-2018)
- 10. Authorize Amy Newsom, Arlington Economic Development Director, to write a grant application to Compeer for funding to complete the City of Arlington Housing Study

NEW BUSINESS

- 11. 2018 City Council Goals

MISCELLANEOUS BUSINESS

- 12. Council Member/Committee Updates
 - A) Authorize Change in Parks Committee Meeting Frequency
- 13. Open Discussion

ADJOURNMENT

Reminders:

Parks – January 22nd @ 7 pm

Township/Fire/Ambulance/Green Isle – January 25th @ 7 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
JANUARY 16, 2018**

The regular meeting was called to order at 6:30 p.m., Mayor Richard Nagel presiding.

Members present: Mayor Rich Nagel, Adam Cowell, Tom Hatlestad, Jim Heiland, Ben Jaszewski

Members absent: Michelle Battcher

Also present: City Adm. Patrick Melvin, City Attorney Ross Arneson, Police Chief John Petterson, Kurt Menk

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

Add item 12A) Authorize Change in Parks Committee Meeting Frequency.

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

- A) Approval of the December 18, 2017 Regular Meeting Minutes
- B) Approval of the December 28, 2017 Special Meeting Minutes
- C) Approval of the January 2, 2018 Regular Meeting Minutes
- D) Approval of Bills
- E) Personnel Agenda.

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) Notification of Public Hearings on Center Point Energy's 6.4% Rate Increase Proposal
- B) Successfully Selling Your Business-Panel Presentation on January 23, 5:30-7:30 in the Community Center
- C) Townships/G.I. Meeting on Fire/Ambulance Coverage is January 25th, 7:00 p.m.
- D) League of Minnesota Cities: Newly Elected Officials 2018 Leadership Conference & Elected Officials 2018 Leadership Conference in Brooklyn Park – January 26-27
- E) City Offices will be Closed on Monday, February 19 for the President's Day Holiday
- F) Council Meeting Rescheduled for Tuesday, February 20 at 6:30 p.m.

The Council reviewed the following communications:

- A) Water/Wastewater Report – November
- B) Police Report – December
- C) December/Year End Building Reports
- D) December/Year End Financial Reports
- E) Acknowledge Letter from Scott Hammerschmidt Complimenting the City on the Holiday Lights.

Police Chief Petterson provided his monthly department update. He stated that the officers have switched to 10-hour shifts. By making this change, each officer works an additional shift each month; and there is more flexibility with hours and scheduling training. Chief Petterson commented that there were a few things that needed to be done with the 2013 squad before it could be used for the K-9. He noted that all the components were in for the WatchGuard system; it just needed to be installed. He commented that new batteries/parts were on order for the department's tasers; and after the parts come in the officers would have to recertify with the tasers (for use of force purposes). Chief Petterson gave a brief summary on the types of calls they were dealing with recently. The new rifles have been placed in the squads. Updates to police policies are ongoing.

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

RESOLUTION NO. 11-2018

A RESOLUTION CONDITIONALLY APPROVING AN INTERIM USE PERMIT TO ALLOW TEN (10) OUTDOOR STORAGE BINS TO BE PLACED AT 100 HENDERSON ROAD

WHEREAS, Northland Drying, LLC (Fee Owner) has submitted a request to place ten (10) storage bins external to existing structures at 100 Henderson Road; and,

WHEREAS, The property is legally defined as Lot 3, Block 2 Seneca Foods, City of Arlington, Sibley County, Minnesota; and,

WHEREAS, the property identification number is 31.0674000; and,

WHEREAS, the property is zoned I-2 General Industrial District; and,

WHEREAS, the Applicants represent:

- Ten bins are proposed to be placed external to structures on Lot 3, Block 2 Seneca Foods.
- The bins are integral to operation of a pet food ingredient process to be employed by Northland Drying.
- Materials to be stored in the bins are non-flammable, non-toxic, and not hazardous.

WHEREAS, the proposed outdoor storage (grain bins) require issuance of an interim use permit pursuant to Chapter 6, Section 6.08 (F) of the City Code; and

WHEREAS, notice of a public hearing to accept input on the IUP request was published in the official newspaper on December 21, 2017 and sent to property owners within 350 feet of the subject property; and

WHEREAS, the Planning and Zoning Committee conducted a public hearing on the IUP request on January 4, 2018 and accepted input on the IUP request; and

WHEREAS, the Planning Committee has reviewed the IUP request and has made the following findings:

- The planned land use and existing zoning are consistent with the proposed use.
- The Use is located in an area with primarily other industrial uses.
- The establishment, maintenance, or conducting of the use for which a permit is sought will not under the circumstances of the particular case be detrimental to the public welfare, or injurious to property or improvements in the neighborhood. The use is industrial in nature and involves the production of a non-flammable, non-toxic, and non-hazardous compound.

WHEREAS, the City Council considered the application, request, and Planning and Zoning Commission recommendation at a regular meeting on January 16; and,

WHEREAS, the City Council accepts the Planning Commission's findings and recommendation.

NOW, THEREFORE, BE IT RESOLVED, that the Arlington City Council hereby approves an interim use permit to allow the placement of ten storage bins outdoors at 100 Henderson Road, conditioned on the following:

1. The 'Interim Use' is defined as ten (10) outdoor bulk storage tanks at 100 Henderson Road used in conjunction with a pet food ingredient processing operation. Inbound ingredient product and outbound finished product will be stored in the bins. The product being stored is non-flammable, non-toxic, and not hazardous.
2. The 'Site' is defined as and limited to Lot 3, Block 2 Seneca Foods, City of Arlington, Sibley County MN property identification number: 31.0674000 as existing on January 4, 2018 the date of public hearing.
3. The approved Use is limited to the Site defined above and at all times shall meet the conditions setforth herein.
4. This approval shall expire one year after date of approval unless the Applicant has placed the bins on-site.
5. The interim use permit shall expire upon: sale of the property, decommissioning of the storage bins, a change in property use, or a redefinition of processing at the site which renders the bins obsolete. The bins shall be removed from the property, at the cost of the property owner, following expiration of the interim use permit.
6. The bins shall be painted a uniform color with the color selection designed to minimize the presence of the bins on site. The bins shall be maintained in good condition suitable to minimize the presence of the bins on site.

WHEREAS, under the State Program the recipients of a grant must use such funds to perform those functions delineated in the State Program Enabling Legislation;

WHEREAS, the Public Entity submitted a grant application to the State Entity in which the Public Entity requests a grant from the State Program the proceeds of which will be used for the purposes delineated in such grant application;

WHEREAS, the Public Entity has applied to and been selected by the State Entity for a receipt of a grant from the State Program in an amount of \$66,275 (the "Program Grant"), the proceeds must be used by the Public Entity to perform those functions and activities imposed by the State Entity under the State Program;

WHEREAS, under the provisions contained in MINN Stat. 444.075, the Public Entity has been given the authority to perform those functions and activities required of it under the State Program;

WHEREAS, the Public Entity's receipt and use of the Program Grant to acquire an ownership interest in and/or improve real property (the "Real Property") and , if applicable structures situated thereon (the "Facility") will cause the Public Entity's ownership interest in all of such real property and structures to become "state bond financed property", as such term is used in Minn. Stat. 16A.695 (the G.O. Compliance Legislation") and in that certain "Fourth Order Amending Order of the Commissioner of Finance Relation to Use and Sale of State Bond Financed Property" executed by the Commissioner of Minnesota Management and Budget and dated July 30, 2012 as amended (the "Commissioner's Order") even though such funds may only be a portion of the funds being used to acquire such ownership interest and/or improve such real property and structure and that such funds may be used to only acquire such ownership interest and/or improvement a part of such real property and structures.

WHEREAS, the Public Entity and the State Entity desire to set forth herein the provisions relating to the granting and disbursement of the proceeds of the Program Grant to the Public Entity and the operation of the Real Property and, if applicable, Facility.

BE IT RESOLVED that the Arlington City Council grants authority to sign the Minnesota Department of Employment and Economic Development Greater Minnesota Business Development Public Infrastructure Grant Program.

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

Adopted by the City Council of the City of Arlington this 16th day of January, 2018.

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.

Adm. Melvin commented that the EDA has been discussing the idea of doing a housing study in Arlington and would like to apply for a grant through Compeer to assist with funding said study. He stated that EDA Consultant Newsom was seeking permission to write the grant for the EDA. It was noted that the City has an outstanding grant with Compeer for its strategic planning session that is to be held in the upcoming months.

Motion by Jaszewski, seconded by Hatlestad, and carried (Cowell opposed) to authorize Amy Newsom to write a grant application to Compeer for funding to complete the City of Arlington Housing Study.

Mayor Nagel talked about his goals for 2018. He stated that in the past the Mayor put goals together for the year. This year he asked each Councilmember to provide him with some of their thoughts/ideas and goals were selected from that list.

Motion by Cowell, seconded by Jaszewski, and passed by unanimous vote to approve the 2018 Goals and Action Items as follows:

CITY PROJECTS

- Approval of Rental Property Ordinance
- Negotiate an Easement Acquisition Agreement for South Industrial Park
- Strengthen Community-wide Police Communication System
- Construction of New Gazebo in Memorial Park
- Work with Arlington Township to Secure a new Orderly Annexation Agreement
- Develop City Staff and Streamline Organization

EDA COMMITTEE PROJECTS

- Complete a Diversified Housing Study
- Retention and Attraction of Businesses
- Continue to Assist Businesses with Succession Efforts
- Successfully Market and Sell TSE Building.

Mayor Nagel talked about the need to change the amount of times the Parks Committee meets during the course of the year. They currently meet monthly and have for several years. He stated there are times the meetings are cancelled due to lack of agenda items. He recommended changing the meetings to quarterly as allowed by the City Code, with the understanding that special meetings may be called as needed.

Motion by Hatlestad, seconded by Heiland, and passed by unanimous vote to change the Parks Committee meetings to quarterly.

Jaszewski commented that the hospital board has also cut back on the number meetings held a year, now meeting six times during the year.

Hatlestad commented he was still gathering information with regards to the Cable Commission and their budget/finances.

Adm. Melvin commented that he met with an individual from the DNR about the (3-year) tree grant the City had received previously in the amount of \$30,000. He noted that the grant is due to expire early in 2019. In 2017 the City had trimmed trees in and around power lines at a cost of \$26,000. The City submitted the bill for reimbursement under the tree grant, but found out it was not eligible. Staff is currently trying to identify other ways to utilize the grant money. He noted that public participation (volunteerism) is crucial in any tree project when trying to account for the grant funds.

Attorney Arneson provided an update on the Johnson Controls matter. He stated that no response had been received from Johnson Controls' legal team to-date.

Hatlestad inquired on what the costs were coming in at for the work done (metering) at the fairgrounds. Adm. Melvin stated the figures were significantly inflated and he was working with Engineer Femrite on the situation.

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

City Administrator Patrick Melvin

Mayor Richard Nagel