

**ARLINGTON CITY COUNCIL
MEETING MINUTES
JANUARY 22, 2018**

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

Members present: Mayor Rich Nagel, Michelle Battcher, Adam Cowell, Jim Heiland, Ben Jaszewski

Members absent: Tom Hatlestad

Also present: City Adm. Patrick Melvin, Police Chief John Petterson, Ambulance Manager Sara Burton, Renville Sibley Sanitation Owner Bruce Prigge, Kurt Menk.

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

Remove items 4 D) Approval of the December 17th Regular Council Minutes; and E) Approval of the January 7th Regular Council Minutes.

Motion by Cowell, seconded by Heiland, and passed by unanimous vote to approve the amended Consent Agenda as follows:

- A) Approval of the October 17, 2018 Council Workshop Minutes
- B) Approval of the October 24, 2018, Special Meeting Minutes
- C) Approval of the November 19, 2018 Regular Meeting Minutes
- D) Approval of John Peterson, Sara Jancoski, Ali Pedraza, Zach Peterson, and Erin Pauly as New EMT's for Arlington Ambulance Pending Successful Completion of the Written EMT Test.
- E) Approval of Bills.

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) Townships/G.I. Meeting on Fire/Ambulance Coverage is January 24th, 7:00 p.m.
- B) League of Minnesota Cities: Experienced Elected Officials 2019 Leadership Conference Feb. 1st – 2nd in Plymouth; and Feb. 22nd – 23rd in Brainerd.
- C) City Offices will be Closed on Monday, February 18 for the President's Day Holiday
- D) Council Meeting Rescheduled for Tuesday, February 19 at 6:30 p.m.

The Council reviewed the following communications:

- A) Water/Wastewater Report – November
- B) December Building Reports
- C) December/Year End Financial Reports

Adm. Melvin reported on the Water/Wastewater Report from PeopleServices, which was a part of the packet provided previously. The average daily water pumped is pretty consistent with 2017; what the wastewater pumped was up slightly from 2017. Heiland would like an explanation of the chemical readings contained in the report. Adm. Melvin advised the Council of the upcoming meeting with members of the MPCA, PeopleServices, and the City regarding the new rules regarding phosphorus and chloride limits allowed. The City will be able to meet the limits for phosphorus allowed, but will exceed the limits for chloride levels and will be requesting a 5 year extension from the MPCA for this. The excess in the chloride levels is caused in large part by residential use of water softeners. In order to meet the required chloride levels, the City would need to pre-soften the water before it goes to residents at a cost of over \$1,000,000.00 for the equipment and building expansion needed per Lee Ortloff (PeopleServices).

Adm. Melvin presented the December Building Permit Report received from Building Official Darin Haslip. There was a total of 6 permits pulled during this time period. Battcher expressed that it would be nice for the report to be in a larger font format, thereby making it easier to read. Other Councilmembers agreed.

Adm. Melvin presented the December/Year End Financial Report for the City, more thoroughly highlighting areas that came in under budget, as well as over budget, and explaining the reasons for the differences from the projections.

Police Chief Petterson provided his monthly department update. There were 178 contacts during the month of December 2017, while in 2018 for the same time period there were 317 contacts. Comparing the year-to-date numbers – 2017 had 2,261 contacts and 2018 had 3,308 contacts.

Chief Petterson stated that the City has been selected to have a pharmaceutical drop off bin. They now need to find a secure location for this bin. Once a month officers will be responsible for removing the pharmaceuticals collected from the bin and delivering them to a location where they can be properly disposed of. This location has not yet been determined. It will require officers traveling out of the jurisdiction to accomplish this when necessary.

Chief Petterson then discussed the speed study which was conducted by MNDOT. The study was basically the same as the previous study conducted in June 2017. The City has requested the study to determine if the speed limit could be lowered from 45 mph to 40mph in this area. It was MNDOT's determination that there was no need to have reduced speed on the Hwy. 5 location that was requested and studied based upon accidents/injury accidents which have occurred in this area. MNDOT noted that if there were a walking/biking path put in along this location, which would mean there was more pedestrian traffic they would again review.

Chief Petterson reported that Officer Noxon has requested to be able to work at the Minnesota State Fair in 2019. He will be in his City of Arlington uniform and be carrying the equipment he uses when he works for the City. After discussion with the Council to understand how his scheduled work shifts would be covered, the Council agreed to allow Officer Noxon to do this.

The Council was advised that the Police Department will be using new forms for parking tickets, having used up all the previous forms. The 2016 squad is being set up with the proper equipment and it is expected the price for this will come in within budget. Batteries are being replaced in the Impala squad and the 2017 squad. There have been 10 – 11 applicants so far for the new officer position. Interviews (1st and 2nd rounds) will occur in February and it is hoped to have the new officer hired and starting with the City in mid-March. Chief Petterson also reported that Officer Jancoski will be attending Juvenile Officers Conference; Officer Noxon will be attending taser training school.

Bruce Prigge from Renville Sibley Sanitation was in attendance and spoke to the idea of the City having one refuse hauler, thereby hoping to reduce costs for residents and reduce wear and tear on the streets. Mr. Prigge advised the Council that in fact costs could increase due to the County requirement of where refuse is to be taken if there is only one hauler within the City and that it would not necessarily reduce truck traffic within the City because there still may be just as many stops required and they could not be accomplished all in 1 or 2 days. Mayor Nagel informed the Council that per statute some additional restrictions were enacted for a community electing to transition to organized collection verses the open collection. Some of these changes which only apply after January 1, 2019 include committing to a seven year agreement and a timeline and process that both the City and hauler must comply with. These changes make it more difficult and create additional work. After hearing the information presented by Mr. Prigge and discussing some of the other increased costs that the City would incur (administrative, etc.) the Council made the decision to not go with one city-wide refuse hauler at this time.

Motion by Cowell, seconded by Heiland, and passed by unanimous vote to accept and approve the Employee Reviews which were conducted at the January 7, 2019 Council meeting.

The Council had discussion regarding the recommendation by the EDA to reduce the selling price of the TSE building to \$100,000.00. The EDA Committee reviewed the sales price based on recent sales on Main Street and EDA Director Amy Newsom calculated the sales price percentage above the County Assessor's evaluation. If those percentages are applied to the TSE Building, it would support a sales price of \$114,000-\$137,000.

Motion by Heiland, seconded by Battcher and passed by unanimous vote to accept the EDA's recommendation to reduce the selling price of the TSE building to \$99,900.00.

Adm. Melvin reviewed the water usage at the Fairgrounds after installation of the new meter. It was determined that the previous estimate of water usage was a little low, but that with the new meter this is corrected. Previously the Sibley County Agricultural Association has been billed for 152,000 gallons of water. Since the metering in November of 2017, a total of 249,430 gallons of water has been used; 11,414 gallons has been from the Legion Building and a leak was detected now that the City is able to meter the water consumption. The City estimates that approximately 60,000 gallons of water might have been leaked out. Factoring the leak into the water consumption, the amount of water consumed over the course of 14 months is estimated to exceed previous unmetered charges by 37,430 gallons. The Council agreed that it was a worthwhile project to have the meter installed.

It was discussed to have a Special Council Meeting on February 4, 2019 at 5:00 p.m. to ascertain the 2019 Goals of the City Council. Council members are requested to provide input, 3 or 4 possible goals each, prior to the scheduled meeting date. This Special Council Meeting will occur prior to the Regular Council Meeting.

Adm. Melvin presented a request to the Council to approve prorated holiday and vacation time for the 32 hour per week Administrative Assistant position. There were questions by the Council regarding the situation and when the hours are being worked. It was also compared with seasonal employees previously employed by the City.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to refer this issue to the Employee Relations Committee to establish a written policy.

Adm. Melvin presented the information he had received regarding actuarial evaluation services which is required for the Fire Relief Association. Elected officials and the City Administrator received a letter from the State Auditor citing concerns with regards to the financial reporting for the Fire Relief Association. The State is requesting that the City have an actuary conduct some pension projections as part of the annual Audit. In response to that, two bids were reviewed and discussed.

Motion by Battcher, seconded by Heiland, and passed by unanimous vote to accept the bid from Hildi, Inc. for GASB 67 & 68 actuarial evaluation services for the Fire Relief Association.

Adm. Melvin reported that he was still waiting for the noise level report on Northland Drying to be completed. Once received, assuming that noise levels are in excess of what is allowed, there will need to be discussion as to changes to be implemented by Northland.

Jaszewski updated the Council as to the Hospital Board. The Hospital Board would like to implement a "branding" of the hospital and celebrate this summer with the motto "You matter here". They also intend on utilizing social media more and potentially bill boards, etc. with local people being featured.

Adm. Melvin reminded the Council that there was an upcoming meeting with the City of Green Isle and various townships; the purpose being to provide them with information of the costs for the Fire Dept. and Ambulance Services for 2020.

Adm. Melvin advised that the office had received a new copier and the PD would be receiving a new copier also. Loffler out of Mankato was providing the equipment and the lease costs are slightly lower than the previous older equipment. The lease does include the supplies and service for the machines.

The regular Council meeting was recessed at 8:20 p.m. to conduct a Closed Meeting to do an employee review of City Administrator Melvin.

Mayor Nagel called the CLOSED meeting to order.

The Council conducted the employee review of City Administrator Melvin.

At 9:11 p.m. Mayor Nagel adjourned the Closed Meeting and reconvened the regular meeting.

Motion by Cowell, seconded by Battcher, and passed by unanimous vote to approve City Administrator Melvin's review, with a 3% salary increase effective January 1, 2019.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to adjourn the meeting at 9:17 pm.

/s/ Pat Melvin
City Administrator Patrick Melvin

/s/ Rich Nagel
Mayor Richard Nagel