

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
APRIL 15, 2019 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 – Bailey Holasek
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 March 18, 2019 City Council Meeting Minutes.
  - ~~B) Approval of the April 1, 2019 City Council Meeting Minutes.~~
  - C) Approval of Bills.
  - D) Authorize Hiring of Kenneth Perschau and William Rauh, Seasonal Mowers.
  - E) Approval of a Temporary On-Sale Liquor License for the Sibley County Agricultural Association for May 17<sup>th</sup> and May 18<sup>th</sup>, 2019.

**PETITIONS, REQUESTS, & COMMUNICATIONS**

6. Addressing the Council
  - A)
7. Announcements
  - A) The Magic of Aging, sponsored by RSMC and Sibley County VA Services, Tues., April 16<sup>th</sup> at Arlington Community Center, 9 am -2:15 pm. Tickets \$10 in Advance and \$12 at the Door.
  - B) 4th Annual Sibley Community and Business Expo Mon., April 22<sup>nd</sup> at the Sibley East Elementary, Gaylord, 4:00 - 7:00 pm. Contact Amy Newsom at (507) 237-4117 for a booth.
  - C) Local Board of Appeal and Equalization Open Book Meeting: Thurs., April 25<sup>th</sup>, 3-8 p.m. Sibley County Courthouse, 400 Court Avenue, Gaylord.
  - D) National Prescription Drug Take-Back, Arlington Police Dept., Sat. April 27<sup>th</sup>, 10 am -2 pm.
  - E) Arlington Logo Design Contest – open until May 15.
  - F) Cancer Cruise, Sat., May 18<sup>th</sup>, Four Season's Park 9 a.m., 5K Fun Run & Walk, Car Show at St. Paul's Lutheran Church 11 a.m., Cruise departing Arlington at 4 p.m.; Hog Roast in Green Isle at 5 p.m.
  - G) League of MN Cities Annual Conference, Duluth, June 26-28<sup>th</sup>.

8. Communications
  - A) Notification that the City was Awarded the 2018 Tree City Designation for the Twelfth Year.
  - B) March Building Report.
  - C) PeopleServices February 2019 Report.
  - D) March Financial Report.

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

9. Police Department Update/March Report – Police Chief John Petterson.

### **ORDINANCES & RESOLUTIONS**

10. Resolution 18 - 2019 – Accepting a Donation of \$300 from Sharon Holesak and Designating Its Use for the Arlington Police Department.
11. Resolution 19 -2019 – Approving/Denying EDA Façade Improvement Loan for Hip Hop Family Shop, 339 West Main Street.

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

12. Approve/Deny - Nancy Mathwig, Lions President, Request for Authorization to Paint a Mural Inside Lions Center.
13. Approve/Deny EDA’s recommendation to transfer WAC/SAC waivers decisions to City Council.
14. Approve/Deny Contracting with Flawless Finish, LLC to Paint the Arlington Library for a Cost of \$1,595. Additional Quote is from Legacy Painting, LLC for \$1,890.

### **MISCELLANEOUS BUSINESS**

15. Council Member/Committee Updates.
16. Open Discussion-

### **ADJOURNMENT**

#### Reminders:

- Cemetery – April 22<sup>nd</sup> @ 6:00 p.m.
- Parks – April 22<sup>nd</sup> @ 7 p.m.
- Library – April 23<sup>rd</sup> @ 5:30 p.m.
- A-GI Wastewater – May 1<sup>st</sup> @ 5:00 p.m.
- Planning & Zoning – May 2<sup>nd</sup> @ 7 p.m.
- EDA – May 13<sup>th</sup> @ 5:30 p.m.

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
APRIL 15, 2019**

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, Tom Hatlestad, Ben Jaszewski  
Members absent: None

Also present: City Adm. Pat Melvin, City Attorney Ross Arneson, Arlington Police Staff: Chief Petterson, Officer Jancoski, Officer Noxon, Officer Holasek, Vicki Pomplun; John and Tammy Robertschafer, JoAnn Meyer, Toni King, Sharon Holasek, Dan Holasek; Nancy Mathwig, Howard Brinkman, Brandon Brinkman, Amy Berger, Bailey Hoechst, Dave Czech, Dee Czech, Dan Hislop, Kurt Menk.

Mayor Nagel administered the Official Oath to Officer Bailey Holasek.

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

Remove item 4B) Approval of the April 1, 2019 City Council Meeting Minutes

Add item 14 under New Business Approve/Deny Contracting with Flawless Finish, LLC to Paint the Arlington Library for a Cost of \$1,595. Additional Quote is from Legacy Painting, LLC for \$1,890.

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

- A) Approval of the March 18, 2019 City Council Meeting Minutes
- B) ~~Approval of the April 1, 2019 City Council Meeting Minutes~~ (removed)
- C) Approval of Bills
- D) Authorize Hiring of Kenneth Perschau and William Rauh, Seasonal Mowers.
- E) Approval of a Temporary On-Sale Liquor License for the Sibley County Agricultural Association for May 17<sup>th</sup> and May 18<sup>th</sup>, 2019.

It was noted that there were no public hearings scheduled.

In the Citizens addressing the Council portion of the meeting, Brandon Brinkman and Howard Brinkman came forward to thank the City Council for voting down the Rental Code Framework. Howard Brinkman feels that there is no one to be the liason between all the committees and the City. He feels the City should have Amy Newsom be on the EDA and the PZ and then make the recommendations to the City Council. Brandon advised that he had talked with a number of tenants and their idea was that if there were an issue the tenant would pay the \$50 to the inspector and then if an issue is found, the landlord would then be responsible for the \$50 payment in addition to the cost of the fix(es) needed.

Next Dave and Dee Czech and Dan Hislop came forward to address the Council. They are part of a group called Care for Your Common Earth Home. As a part of their care for the environment they are proposing to do a project in conjunction with the FFA at Sibley East and establish a wildflower trail along the hiking/biking path. The FFA will provide the materials, develop the trail over a number of years, and do the continued maintenance of the trail. They are asking for permission to put tarps down in 3 areas (east abutment of the bridge going over High Island Creek, and then the dogleg area by the Brau home leading up to the county road on the east side). The tarps to be put down will need to have compost put on them to keep the tarps in place. The mowers will have to go over the area periodically to keep the weeds down, and then in the second year, the area should take care of itself. Once the original tarps are removed, they would be moved to other areas along the trail until the entire full sun area of the trail can be planted. They would also like signage recognizing the FFA for their work in this project. The FFA

may be eligible for grants for the monies that may be needed. They would like the City to provide the compost needed. The tarps need to be put in place in the next couple of weeks and will then stay in place for 6 months. Mowing only needs to be done when/if the growth that occurs is 12" or greater in height. Council felt that this would look very nice.

Additionally addressing the Council was Amy Berger and Bailey Hoechst who came forward regarding the continuing Northland Drying noise issue. Adm. Melvin gave an update he had received just today from Northland Drying that the silencer has arrived and that the outdoor enclosure is 50% completed. There is a meeting to be held later in the week regarding the next steps if Northland does not meet the compliance requirements by May 4. The residents say that one of the managers has told them that he can turn the equipment up to a higher decibel level as he/they feel is needed in order to get more product dried out.

The following announcements were reviewed:

- A) The Magic of Aging, sponsored by RSMC and Sibley County VA Services, Tues., April 16<sup>th</sup> at Arlington Community Center, 9 am -2:15 pm. Tickets Are \$10 in Advance and \$12 at the Door.
- B) 4th Annual Sibley Community and Business Expo Mon., April 22<sup>nd</sup> at the Sibley East Elementary, Gaylord, 4:00 - 7:00 pm. Contact Amy Newsom at (507) 237-4117 for a booth.
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- D) National Prescription Drug Take-Back, Arlington Police Dept., Sat. April 27<sup>th</sup>, 10 am-2 pm.
- E) Arlington Logo Design Contest – open until May 15.
- F) Cancer Cruise, Sat., May 18<sup>th</sup>, Four Season's Park 9 a.m., 5K Fun Run & Walk, Car Show at St. Paul's Lutheran Church 11 a.m., Cruise departing Arlington at 4 p.m.; Hog Roast in Green Isle at 5 p.m.
- G) League of MN Cities Annual Conference, Duluth, June 26-28<sup>th</sup>.

The Council reviewed the following communications:

- A) Notification that the City was Awarded the 2018 Tree City Designation for the Twelfth Year.
- B) March Building Report. There are 3 new homes proposed for which building permits have been pulled. 7 Permits in total. There was a discussion regarding the SAC/WAC waivers and that any new waivers given will be decided upon by the Council.
- C) PeopleService Inc. February 2019 Report. PeopleService Inc. has purchased the new locator tool and this has been very helpful in conducting the locates they have been doing for Gopher One. The City will be sending a letter to the MPCA to request an extension regarding the chloride limits which are requested for compliance. The City will provide educational information to residents regarding their water softeners and salt usage in an effort to lower the chloride being released into rivers and streams.
- D) March Financial Report. Adm. Melvin spoke as to the information he provided as to the 1<sup>st</sup> quarter numbers provided to the Council. Public Works Dept. has obviously been over due to the large amount of snowfall and related plowing expenses. EDA budget is over due to 3<sup>rd</sup> and 4<sup>th</sup> quarter 2018 billings being received in 1<sup>st</sup> quarter 2019. Most of the increased costs are due to the time of year and increased heating costs which will slow down over summer. There have also been some increased costs with the electrical system and some increased engineering costs related to the preparation of the 2019 Street & Utility Improvement project.

Police Chief John Petterson provided his monthly update on the Police Department. He reported that the in March of 2019 they had 270 calls compared to the previous year with 215 calls. He anticipates an increase in nuisance complaints regarding spring cleanup of yards. The new officer has been qualified for weapons, as well as the rest of the department being re-qualified. This has been done through the County. Chief Petterson has attended additional training regarding human trafficking, and pipeline safety. With the addition of the new officer, he intends on utilizing Officer Jancoski in the school. It will not be titled as a school resource officer position. That may happen in the future but not at the present time. He is

looking at having a rotation shift which will allow for there to be an officer scheduled for daytime shift on the weekends. He is intending on using the new officer for some scanning work, review of police policy, and other administrative duties. Regarding some of the scams that have been reported and that they are investigating, the State has a new website – MN SCAMS – which provides more information regarding various internet scams which are occurring.

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

**RESOLUTION 18-2019**

**A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE**

**WHEREAS**, Minnesota State Statutes 465.03 states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes; and

**WHEREAS**, the City may not, however, accept or use gifts for religious or sectarian purposes; and

**WHEREAS**, every such acceptance shall be by resolution of the governing body adopted by two-thirds majority of its members; and

**WHEREAS**, the City of Arlington has received a donation in the Amount of \$300 from Sharon Holasek, for the Arlington Police Department; and

**WHEREAS**, charitable contributions to governmental units are tax-deductible under Section 170(c)(1) of the Internal Revenue Code if made for public purpose, and

**WHEREAS**, the Arlington City Council would like to express its thankfulness for this gracious community support, and

**NOW THEREFORE BE IT RESOLVED**, pursuant to Minnesota State Statute 465.03 the Arlington City Council does hereby accept the aforementioned donation.

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, and Jaszewski; and the following voted against the same: none; and the following abstained from voting: none; and the following were absent: none.

The foregoing resolution was adopted by the City Council of the City of Arlington this 15<sup>th</sup> day of April, 2019.

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. 19-2019**

**A RESOLUTION APPROVING TERMS OF A LOAN TO HIP HOP FAMILY SHOP FROM THE ARLINGTON EDA FAÇADE IMPROVEMENT LOAN PROGRAM FOR A PROJECT AT 339 WEST MAIN STREET**

**WHEREAS**, Sharla Allison, d.b.a. Hip Hop Family Shop, has applied for a Façade Improvement Loan available through the EDA; and

**WHEREAS**, the Applicant requests a forgivable loan in the amount of \$1,250 or fifty (50) percent of the actual project cost, whichever is less; and

**WHEREAS**, the purpose of the loan is to remove the basement, remodel the office with easier access, add a new front using brick, replace the roof and efficiency updates at 339 West Main Street in the Central Business District; and,

**WHEREAS**, the EDA has reviewed the loan application to determine compliance with loan policies and procedures.

**NOW, THEREFORE, BE IT RESOLVED**, that the Arlington Economic Development Authority hereby approves a façade improvement loan in the amount of \$1,250 to Hip Hop Family Shop as follows:

1. The City and the EDA previously approved the EDA’s Façade Improvement Loan Program which is administered by the Arlington EDA.
2. Sharla Allison, d.b.a. Hip Hop Family Shop (the “Borrower”) have submitted an official application form requesting financial assistance from the EDA Façade Improvement Loan Program (the “Loan”) in the amount of \$1,250 or fifty (50) percent of the project cost, whichever is less in order to: replace the siding in front of Hip Hop Family Shop above sign with shutters on each side of the one window. (the “Project”) at 339 West Main Street (the “Property”).
3. The Loan is to be made from the EDA Façade Improvement Loan Program and will be forgiven provided the Borrower remains in business on the Property for at least one year following the disbursement of the Loan and the Project is substantially completed within a reasonable period of time defined as one hundred eighty (180) days.
4. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:
  - a. Execution of a Promissory Note by the Property Owner.
  - b. Submittal of valid invoices from a licensed contractor relating to the work done on this project.
5. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.
6. Effective Date. This resolution shall be effective as of the date hereof.

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 15<sup>th</sup> day of April, 2019.

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.

The Council questioned as to whether a permit is required for the façade? Adm. Melvin will check into this.

Regarding New Business on the agenda Nancy Mathwig approached the Council to explain in more detail the Lions request for approval to Paint a Mural inside the Lions Center. They intend on having the same person, Lana Beck, who has painted the murals in the Community Center. It would be a more muted design incorporating the four seasons since it is entitled the Four Seasons Park. The Lions will be paying for the mural. It will take the artist approximately 6 hours to complete the project. Nancy also provided a Lions sign which she suggested could be affixed to the outside of the Lions Center. Motion by Heiland, second by Hatlestad, and passed by unanimous vote, to APPROVE the Lions Request for Authorization to Paint a Mural Inside the Lions Center and affix a Lions sign on the outside of the building.

The Council discussed the request to approve the EDA’s recommendation to transfer WAC (Water Access Charge)/SAC (Sewer Access Charge) waivers to the City Council for decision on requests.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to APPROVE the EDA's recommendation to transfer WAC/SAC waiver decisions to the City Council on a case-by-case basis.

The Council discussed the choice for painting work at the Library. Both bids received were from companies doing business in Arlington. Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote, to APPROVE Contracting with Flawless Finish, LLC to Paint the Arlington Library for a Cost of \$1,595. The secondary quote was from Legacy Painting, LLC for \$1,890.

Mayor Nagel added the FFA Wildflower Trail to the agenda. There was discussion by the Council members as to the need to go forward with this quickly so that the organizations involved can complete the first phase of the project in the 6 month timeframe. The City will provide compost. Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote, to APPROVE the FFA Wildflower Trailside program as proposed.

Battcher presented an update as to the last meeting of the EDA Committee.

In the Open Discussion portion of the meeting, Cowell asked that the City staff look into whether the information provided earlier in the meeting by a resident indicating that Northland Drying is able to make the dryer noise both louder and quieter at different times based on how fast they run the equipment.. The City has been told previously that the equipment is either on or off and that Northland Drying has no ability to vary the noise level. The deadline for Northland to mitigate the noise is rapidly approaching on May 4<sup>th</sup> and something needs to be done. There will be a meeting later in the week with the Mayor, Atty. Arneson, Chief Petterson, and Adm. Melvin to discuss exactly what the next steps will be that the City will implement if May 4 comes and Northland has not met their obligation. Adm. Melvin also advised the Council that they have been stockpiling product outside of the building. Adm. Melvin advised Northland Drying upon their initial request to stockpile in April that in order to stockpile product outside they needed an Interim Use Permit and that would take 45 to 60 days to acquire. Therefore Northland had been advised that they need to find an alternate option to stockpiling outside and that they should remove the outside product.

Motion by Hatlestad, seconded by Jaszewski, and passed by unanimous vote, to adjourn the meeting at 7:59 pm.

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City Administrator Patrick Melvin

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Mayor Richard Nagel