

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
FEBRUARY 19, 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. 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 17, 2018 Regular Meeting Minutes.
  - B) Approval of the January 7, 2019 Regular Meeting Minutes.
  - C) Approval of the February 4th, 2019 Special Workshop Minutes.
  - D) Approval of the February 4th, 2019 Regular Meeting Minutes.
  - E) Approval of Bills
  - F) Approval of the MN Rodeo Assn-High Island Arena & Ambulance Service Agreement.
  - G) Approval of Arlington Volunteer Fire Department New Hires - Ryan Benjamin, Howard Grey, Jason Litfin, Ali Pedraza and Michael Sutton.

**PUBLIC HEARINGS**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

5. Addressing the Council
  - A) Citizens Addressing the Council
6. Announcements
  - A) League of MN Cities 2019 Legislative Conference on February 20 and 21, Christ on Capital Hill Lutheran Church, 105 University Avenue West, St. Paul.
  - B) Awarding Darwin Mathwig Community Service Award at the Arlington Lion's Fish Fry, February 22 at 5:00 p.m.
  - C) Sibley County "Branding Breakfast" on Friday, February 22 from 8:00 a.m. to 9:30 p.m. at the Sibley County Commissioner's Room, Sibley County Courthouse, Gaylord, MN. Contact Amy Newsom at (507) 237-7800.
  - D) Technology Help – Sibley County Enrichment Program on Thursday, February 28 from 9:00 a.m. to Noon, Arlington Community Center Chambers, cost is \$10.00.
  - E) Bloodmobile on March 5 at Arlington Community Center from 12:30-6:30 p.m.

7. Communications

- A) Police Department Update.
- B) ~~People Service, Inc. December Operations Update.~~
- C) January Building Permit Report.
- D) Fire and Ambulance Service Coverage.
  - A) Recap of the 1-24-19 Fire and Ambulance Funding Presentation to the Townships/G.I.
  - B) Review 2020 Service Coverage Rates.
- E) Yearly Fire Department Update. (Chief John Zaske)
- F) ~~Financial Report— Adm. Melvin~~

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

8. Annual Arlington Historical Society Report.

**ORDINANCES & RESOLUTIONS**

9. Resolutions

- A) Approve/Deny Resolution 11-2019 - Amending 2019 Fee Schedule (Fire Rates)
- B) Approve/Deny Resolution 12-2019 – Amending 2019 Planning & Zoning Fees to 2019 Fee Schedule
- C) Approve/Deny Resolution 13-2019 – Accepting a Donation and Designating Its Use

**UNFINISHED BUSINESS**

10. Approve/Deny Contractor's Final Pay Request in the amount of \$70,008.43 to OMG Midwest, Inc. for Work on the 2017 Street & Utility Improvement Project.

**NEW BUSINESS**

- 11. Discussion regarding needed repairs to EMS Building.
- 12. Approve/Deny Purchase Agreement for Sale of TSE Building.

**MISCELLANEOUS BUSINESS**

- 14. Council Member/Committee Updates – Joint Powers Ambulance Meeting update; MPCA meeting discussion.
- 15. Open Discussion-

**ADJOURNMENT**

Reminders:

Joint Meeting – City Council, EDA, PZ – February 21<sup>st</sup> @ 5:30 p.m.  
Planning and Zoning – March 7<sup>th</sup> @ 7:00 p.m.  
EDA – March 11<sup>th</sup> @ 5:30 p.m.

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
FEBRUARY 19, 2019**

The regular meeting was called to order at 6:34 p.m., Mayor Richard Nagel presiding.

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

Members absent: None

Also present: Police Chief John Petterson, Fire Chief John Zaske, Ambulance Supervisor Sara Burton, Arlington Historical Society Member Dwight Grabitske, Kurt Menk and on behalf of S & F Enterprises Lindsay Thomas, Jacob Sjostrom, and Austin Frauendienst.

Coming in to the meeting later: EDA Director Amy Newsom

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

Remove items 4 A) Approval of the December 17, 2018 Regular Meeting Minutes and 4 B) Approval of the January 7, 2019 Regular Meeting Minutes; Add item 4 F) Approval of the Gambling Permit for Ducks Unlimited (High Island Bottom Feeders) for an event on April 11, 2019 at Main Street Hall.

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

- A) Approval of the February 4, 2019 Special City Council Workshop Minutes
- B) Approval of the February 4, 2019 City Council Meeting Minutes
- C) Approval of Bills
- D) Approval of the MN Rodeo Assn-High Island Arena & Ambulance Service Agreement.
- E) Approval of Arlington Volunteer Fire Department New Hires – Ryan Benjamin, Howard Grey, Jason Litfin, Ali Pedraza and Michael Sutton.
- F) Approval of the Gambling Permit for Ducks Unlimited (High Island Bottom Feeders) for an event on April 11, 2019 at Main Street Hall.

It was noted that there were no public hearings scheduled.

There were no citizens present to address the Council.

At the request of Dwight Grabitske of the Arlington Historical Society (AHS), the Annual Report of the AHS was moved up on the agenda to accommodate other schedules. Dwight Grabitske presented the annual report of the AHS. Grabitske highlighted the changes to the bylaws whereby there is a separation of the positions of secretary and treasurer. Additionally they have added a vice president position. AHS has accumulated quite a number of Arlington items this past year. They also received a grant which was spent on the lighting program. They are looking for another grant to potentially cover more of the lighting program. They may not be able to cover all costs through grants and therefore may be looking for some money locally as well. Grabitske was questioned as to how the Saturday morning openings at AHS are going. He advised that they always have at least 2 people who come in, the most they have had is 19 people.

The following announcements were reviewed:

- A) League of MN Cities 2019 Legislative Conference on February 20 and 21, Christ on Capital Hill Lutheran Church, 105 University Avenue West, St. Paul.
- B) Awarding Darwin Mathwig Community Service Award at the Arlington Lion's Fish Fry, February 22 at 5:00 p.m.
- C) Sibley County "Branding Breakfast" on Friday, February 22 from 8:00 a.m. to 9:30 p.m. at the Sibley County Commissioner's Room, Sibley County Courthouse, Gaylord, MN. Contact Amy Newsom at (507) 237-7800.
- D) Technology Help – Sibley County Enrichment Program on Thursday, February 28 from 9:00 a.m. to Noon, Arlington Community Center Chambers, cost is \$10.00.

E) Bloodmobile on March 5 at Arlington Community Center from 12:30-6:30 p.m.

Police Chief Petterson provided his monthly update on the Police Department, which included the January Report. In January 2018 there were 192 calls for service and in 2019 there were 300 calls. He updated that they have made an offer of employment to Bailey Holasek of Chaska. They are in the process of conducting the background check and psych evaluation. On that note, Officer Noxon attended training which has allowed him to do the background check vs having to hire an outside agency. The cost for the training for Officer Noxon was \$250 and if they were to hire an outside agency to conduct the check, the cost would be \$2,500. The other plus to this is that the background check can come back more quickly. With regards to the new position There will be additional costs for some equipment that is needed including another Taser. He is looking at obtaining a Taser from another department at a lower cost. It is anticipated that there will be a hire date of the 1<sup>st</sup> or 2<sup>nd</sup> week of April. Chief Peterseon advised the Council that there is a Chief's Convention coming up April 14 – 17 at a cost of \$450. He went last year and would like to go again this year. The Fire Dept. is attending a pipeline operations training on Wed. evening and he is going to go along also. Petterson updated the Council as to the squad renovations which should be done March 4<sup>th</sup>. Petterson then introduced a discussion about the snow ordinance and violations which they have been ticketing. There has been complaints about the city parking lots. He would like to see some signage – something to the effect that there is no parking more than 48 hours allowed in lots and street parking on Main Street. The present snow emergency ordinance only references the streets, not the parking lots. He would like to see more specific language which would also cover the lots as well as the streets. Discussion was also raised about maybe doing a different alert system to the residents to let them know about snow emergencies. Discussion was held about a group text system via email and/or text to phone. There was no determination made regarding this, more research needs to be done. Petterson then brought up the issue with residents parking their vehicles in their yard to get them off the street when the streets are being plowed. But then once the plowing is done residents are leaving the vehicles in their yard which would be a violation. There are a small number of complaints, but there are some valid issues being raised. It was determined that these issues should be forwarded to the streets and/or police committees for further discussion and decisions to be made in advance of the fall/winter 2019-2020 season.

The Council reviewed the following communications:

- A) January Building Permit Report. Melvin reviewed the January building permit totals. Three of the nine projects were for commercial buildings, majority were window replacement projects and the highest value increase was \$18,500. Adm. Melvin advised that Darin Haslip would be available to come to an upcoming meeting to give some additional detail and depth to the Council.

Discussion occurred regarding the fire and ambulance coverage rates for the upcoming year. Numbers were given to compare ambulance calls in 2018 and previous years and that the formula to obtain the 2019 rates is based upon previous years. 2018's numbers were slightly higher than 2017. This equates to Arlington needing to pay \$25,078; Green Isle \$4,932; and the townships to divide \$14,816 which equates to \$111.82 per section. There is a continuing dialogue with the townships regarding the numbers. The numbers for fire calls was 38 calls in 2017 and 57 calls in 2018. The cost for Arlington is \$58,242; and in 2019 \$331.72/section; in 2020 \$337.67 per section. The fire dept. has been obtaining quotes for a new tanker, at an approximate cost of \$325,000. The city will need to pay a portion and the townships \$1,177.54/township, plus the coverage costs. The township meetings are the beginning of March so they need these numbers in order to set their tax levies for 2020.

Chief Zaska gave a yearly fire dept. update. Numbers were up with some of that being due to the helipad location having been changed during the hospital construction. With construction of that area of the hospital being complete, that portion should be reduced. Accidents were up slightly in Arlington township. The fire panel at the Arlington Community Center was replaced. Zaska discussed the pickup that was acquired by the fire dept. It came in slightly over the allowed amount. The Fire Relief Assn. picked up the additional costs; Maverick Auto donated the tires; MyOwnBodyShop set up the inside, all

of which helped keep the costs down. Mutual Aid has gone up and Zaska believes this will continue to go up as assistance is lent to neighboring towns. Zaska then went into detail regarding the need for the new tanker. The present tanker is a 1990. The frame has been fixed 3 times and Crysteel has said that the next time the tanker is brought in it will be tagged and reported to the DOT. In 2016 the pump on the tanker was decommissioned due to the repair cost of \$10,000 with that repair work having no guarantee. The clutch went out in 2018 and there are no parts available to do repairs on this either. In regard to the new truck, the City has now joined Sourcewell which is a cooperative purchasing program to help reduce costs. Zaska has now re-visited vendors and has gotten the price of the tanker reduced 3 times already and it's now down to \$309,000. There are still changes to be made. Unfortunately since Zaska was last in front of the Council, Peterbuilt has raised the price of the chassis \$1,400. Zaska proposes that the Council approve the purchase with a "not to exceed" price and allow them to continue to negotiate with the vendors. There is also a potential to have the vendor use the truck as a "demo" for 2-3 months which could reduce the price additionally by as much as \$5,000. They are negotiating between Rosenbauer, which provides an aluminum body, and Custom Fire, which uses a stainless steel body. Zaska believes they can get the price to around \$300,000 but they want to lock in the price now before there are stainless steel price increases. There was brief discussion about the need for the City to find out how many of the townships will want the City to finance them and pay incrementally. Chief Zaska also mentioned some information he planned to share with the Administrator for leasing the tanker truck. Motion by Battcher, seconded by Cowell and passed by unanimous vote to allow the fire dept. to move forward with the purchase of the tanker with a \$300,000 cap. The Council congratulated Zaska on the new hires and he advised the Council that Arlington now has the biggest fire dept. in the county. He also reminded them that the proceeds from the Lions Fish Fry on Friday will be going to the fire dept.

The Council addressed the revised Purchase Agreement regarding the former TSE building. City Attorney Arneson advised that he had made a change to the purchase agreement so that S & F Enterprises are not committed to 6 apartment buildings if the building could accommodate additional units. S & F advised that they had gone through the building again last week with a contractor, but that they had not heard back yet from him. The Council discussed that they had heard from some residents who believed that the potential lower price of the former TSE building had not been widely known. Discussion occurred regarding the fact that the EDA had details on their website, it had been discussed by the Council previously, and that the information was available and would have been given if someone had expressed a true interest in purchase of the building.

Motion by Heiland, seconded by Cowell, and passed by unanimous vote to approve the amended Purchase Agreement for the sale of the former TSE Admin. Bldg.

Resolution 11-2019 revising the Fire Dept. rates on the 2019 Fee Schedule was presented to the Council for vote. After review, it was noted that the rates for the sections for 2019 should be \$331.72. Motion by Cowell, seconded by Hatlestad, and passed by unanimous vote to approve the amended Fire Dept. rates for the 2019 Fee Schedule.

Resolution 12-2019 was presented to the Council. This deals with the recommendation from PZ Director Cynthia Smith Strack to increase the variance application, conditional use permit application, interim use application, ordinance amendment application and rezoning application from \$200 to \$225. There was discussion as to why the fees should be increased. Motion by Battcher, seconded by Jaszewski to table approval of Resolution 12-2019 until more information can be gathered. This motion carried by a 4 to 1 vote with Council Member Heiland opposed.

Resolution 13-2019 - A Resolution Accepting a Donation and Designating Its Use was presented to the Council for review and approval. This dealt with proceeds received from the Arlington Chamber from purse night bingo. \$3,296.67 was raised and donated to the Arlington Night Out. Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to approve Resolution 13-2019.

In unfinished business, the Council reviewed the additional information provided by OMG Midwest regarding their request for final payment in the amount of \$70,008.43 for work done in regard to the 2017 Street & Utility Improvement project. Adm. Melvin provided an email exchange between OMG and

Eng. Jason Femrite which advised that OMG will be back in spring to look at the grass and caulking issues. City Atty Arneson was asked if the email exchange could be held as a promise to fix the issues. Arneson said it could be but that a letter would be better. Motion by Heiland, seconded by Jaszewski, and passed by unanimous vote to approve the final payment once Adm. Melvin requested and received a letter from OMG advising that they would fix the problem areas in spring. The Mayor elected that he would check areas for sufficient grass in the spring.

The Council was then advised of the issues needing repair at the EMS Building along the wall/window. Contractor Travis Tuchtenhagen has looked at it, but advised that until he actually gets into the areas as to what needs to be done to make the repairs. He is hoping/believing that the costs should be \$3,500 or less. After additional discussion, the Council thought that repairs needed to be done and that there should be no delay. Motion by Battcher, seconded by Cowell, and passed by unanimous vote to proceed with repairs. If Adm. Melvin learns that the cost will exceed \$3,500 he is to send an email to the Mayor and Council to keep them apprised.

Councilmember Cowell gave a report as to the Library. Library Director Homme had some questions about whether a service that was supposed to have been there in fall had ever shown up. The maintenance dept. will look into this. Homme has received quotes for the replacement of the carpeting. They are hoping to do this in April/May. The summer program this year will be Universe of Stories.

In regard to the joint ambulance merger talks, Adm. Melvin gave an update of the meetings that have been held and that once there is an actual joint powers agreement done, it will be presented for review by each council and city attorney.

Adm. Melvin then spoke to the MPCA meeting that occurred regarding the new rules and limits for phosphorus and chloride limits. The City will be able to comply with the new phosphorus levels limits, but the City has applied for an extension regarding the new chloride limits. A lot of the issues with the excessive chloride limits is the older, inefficient water softeners still being used by residents. There will be additional continuing information presented to the residents to assist with this issue. If the City were to soften all water before it dispersed to residents, there would be a significant cost to the City, as well as residents then would have only softened water to drink, water plants, etc.

Councilmember Jaszewski then presented the Hospital Board report. He provided a story which focused on the cooperative team that is needed between all entities and departments for things to function optimally. Construction is substantially complete. There are a few things to be addressed in the spring. Within the facility there are still departments that need to be remodeled and moved. All construction should be completed in 2019. The Good Samaritan Nursing Home was acquired by Sanford earlier this year and the hospital is unsure of the effects of this acquisition.

Adm. Melvin advised the Council he had attended a Minnesota Municipalities Power Agency meeting. A big focus of the meeting was plans for renewable energy. Melvin stated that Minnesota Municipal Power Agency is doing a great job managing assets and setting a strategy for future success and that the City was fortunate to have them managing our electrical system. Adm. Melvin has just this year started attending these meetings as they had been previously attended by Deputy Clerk Tesch.

Motion by Heiland, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 8:32 pm.

---

City Administrator Patrick Melvin

---

Mayor Richard Nagel