

**ARLINGTON CITY COUNCIL
MEETING AGENDA
MARCH 18, 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 21, 2019 Joint Meeting of Council, EDA and P&Z Meeting Minutes.
 - D) Approval of the March 4, 2019 Regular Meeting Minutes.
 - E) Approval of Bills.
 - F) Approval of Bid from Mini Biff for Portable Toilets at City Parks. (\$619/month)
 - G) Approve a Transient Merchants, Peddlers, Solicitors and Canvassers Permit for 4 Bro's Cocina Latina for April through December, 2019.

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council.
6. Announcements
 - A) City of Arlington MPCA 2019 Wastewater Treatment Facility Operation Award, Wed., March 27th @ 2:00 pm at Minneapolis Marriott Northwest, Brooklyn Park.
 - B) Sibley County Municipalities Assn. Annual Meeting, Tues., April 2nd @ 6:00 pm at the Henderson Roadhaus. RSVP Required, Please Contact Administration.
 - C) Annual Meeting MN Valley Electric Cooperative Tues., April 9th @ Tri-City United, Le Center Elementary/Middle School from 6:30 - 8 pm.
 - D) Ridgeview Sibley Medical Foundation Spring Benefit Fri., April 12th, Arlington Community Center, beginning @ 5:30 pm. Tickets Available at www.sibleymedical.org
 - E) The Magic of Aging, sponsored by RSMC and Sibley County VA Services, Tuesday, April 16th at Arlington Community Center, 9 am -2:15 pm. Tickets \$10 in Advance and \$12 at the Door.
 - F) 4th Annual Sibley Community and Business Expo Monday, April 22nd at the Sibley East Elementary, Gaylord, 4:00 - 7:00 pm. Contact Amy Newsom at (507) 237-4117 for a booth.

7. Communications
 - A) February Building Permit Report.
 - B) Review of Ambulance Billing.
 - C) Review League of MN Cities Loss Control Consultation and Summary Reports.
 - D) Review of Ice Rink Usage Report for Winter 2018-2019.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

8. Arlington Property Value Changes - presentation by Laura Hacker, Sibley County Assessor and Gina Sievert, Appraiser II.
9. Monthly Maintenance Report – Maintenance Supervisor Kirby Weckworth.
10. Monthly Report/Department Update – Police Chief John Petterson.
11. EDA/City of Arlington Annual Report.

ORDINANCES & RESOLUTIONS

12. Resolution 15-2019 – Accepting a Donation and Designating Its Use from the Arlington Lions Club.

UNFINISHED BUSINESS

13. ~~Approve/Deny Replacement of Library Carpet.~~ *Remove to allow for the bid process to be restarted*

NEW BUSINESS

14. Approve/Deny Waiver to Allow Darnell Halverson to Continue His Term as a Member of the Planning & Zoning Committee.
15. Approve/Deny the Removal of the Trees from the Nickel Property.
16. Approve/Deny the City Logo Design Contest.
17. Approve/Deny hiring of Bailey Holasek as a full time police officer pending successful completion of “fit for duty” testing, with an anticipated start date of April 1, 2019.
18. Discussion about Participation in League of MN Cities Insurance Trust On-Line Land Use Training In Exchange for Reduced Land Use Insurance.

MISCELLANEOUS BUSINESS

19. Council Member/Committee Updates
 - A) Planning and Zoning Committee Summary
 - B) EDA update
 - C) Northland Drying update
20. Open Discussion-

ADJOURNMENT

Reminders:

- Planning and Zoning - April 4th @ 7 p.m.
 EDA - April 8th @ 5:30 p.m.
 A-GI Wastewater (Arlington) April 11th @ 7 p.m.
 Cemetery – April 22nd @ 6:00 p.m.
 Parks – April 22nd @ 7 p.m.

**ARLINGTON CITY COUNCIL
MEETING MINUTES
MARCH 18, 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, Jim Heiland, Ben Jaszewski

Members absent: Tom Hatlestad

Also present: City Adm. Pat Melvin, City Attorney Ross Arneson, Danny Woehler, Howard Brinkman, Brandon Brinkman, Kevin Dose, Mavis Miller, Debbie Swenson, Sibley County Assessor Laura Hacker and Appraisers Gina Sievert and Samantha Kral, Public Works Supervisor Kirby Weckworth, Police Chief John Petterson, EDA Dir. Amy Newsom, Kurt Menk

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

Remove item 4B) Approval of the January 7, 2019 City Council Meeting Minutes; and item 4D)

Approval of the March 4, 2019 City Council Meeting Minutes.

Remove item 13 – Approve/Deny Replacement of Library Carpet. (*Remove to allow for the bid process to be restarted*)

Add item 17- Approve/Deny hiring of Bailey Holasek as a full time police officer (pending successful completion of “fit for duty” testing, with an anticipated start date of April 1, 2019.)

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

A) Approval of the December 17, 2018 Regular Meeting Minutes.

~~B) Approval of the January 7, 2019 Regular Meeting Minutes. (Table)~~

C) Approval of the February 21, 2019 Joint Meeting of Council, EDA and P&Z Meeting Minutes.

~~D) Approval of the March 4, 2019 Regular Meeting Minutes. (Table)~~

E) Approval of Bills.

F) Approval of Bid from Mini Biff for Portable Toilets at City Parks. (\$619/month)

G) Approve a Transient Merchants, Peddlers, Solicitors and Canvassers Permit for 4 Bro’s Cocina Latina for April through December, 2019.

It was noted that there were no public hearings scheduled.

It was noted that there were citizens present to address the Council on non-agenda items. Citizens Howard Brinkman and Brandon Brinkman were present to speak in opposition to the proposed Rental Code which was discussed at the Planning & Zoning meeting on March 7, and which will be reviewed by the Council and discussed at the April 1 Regular City Council meeting. The Brinkmans stated that they were opposed to the proposed Rental Code because of the fee which would be charged to the rental owners, they objected to there being an inspector on and in their properties. If fees are charged to the owners they will pass those along to the renters, which will eventually make rents unaffordable. The rental owners have spoken to Amy Newsom and expressed their opposition to the proposed Rental Code. The owners feel that the renters have remedies available to them if there are issues with the properties. Rental owner Kevin Dose came forward and advised the Council he has spoken with his renters and they are opposed to the proposed Code as they see no need for it. Rental owner Danny Woehler next expressed to the Council that he sees no need for this Code and he is opposed to it.

The following announcements were reviewed:

- A) City of Arlington MPCA 2019 Wastewater Treatment Facility Operation Award, Wed., March 27th @ 2:00 pm at Minneapolis Marriott Northwest, Brooklyn Park.
- B) Sibley County Municipalities Assn. Annual Meeting, Tues., April 2nd @ 6:00 pm at the Henderson Roadhaus. RSVP Required, Please Contact Administration.
- C) Annual Meeting MN Valley Electric Cooperative Tues., April 9th @ Tri-City United, Le Center Elementary/Middle School from 6:30 - 8 pm.
- D) Ridgeview Sibley Medical Foundation Spring Benefit Fri., April 12th, Arlington Community Center, beginning @ 5:30 pm. Tickets available at www.sibleymedical.org
- E) The Magic of Aging, sponsored by RSMC and Sibley County VA Services, Tuesday, April 16th at Arlington Community Center, 9 am -2:15 pm. Tickets \$10 in Advance and \$12 at the Door.
- F) 4th Annual Sibley Community and Business Expo Monday, April 22nd at the Sibley East Elementary, Gaylord, 4:00 - 7:00 pm. Contact Amy Newsom at (507) 237-4117 for a booth.

The Council reviewed the following communications:

- A) February Building Permit Report.
- B) Review of Ambulance Billing. Adm. Melvin spoke regarding this review. He advised that typically the City is able to recoup approximately 50% of what is billed. There were less non-collectible write offs in 2018 compared to 2017.

The Council then skipped to Agenda item 8 – Arlington Property Value Changes. Sibley County Assessor Laura Hacker and Appraisers Gina Sievert and Samantha Kral were in attendance to go over the 2018 property tax assessment process. It was noted that properties in Arlington are viewed in person a minimum of once every five years (per state statute), but can be viewed more often if justified for various reasons. Hacker presented the recent real estate sales data as it pertained to the City of Arlington. A short synopsis was given as to what affects property valuations. They advised that the estimated taxes will be sent out shortly and that there is an “Open Book” meeting scheduled for April 25 which allows property owners to discuss their valuations and tax assessments. Questions were asked regarding the pending medical school in Gaylord and potential effect on valuations and taxes. It was noted that home sales in Arlington appear strong. The City of Arlington will see a 13% increase in residential, 10% increase for commercial and industrial, 10% increase in apartments and a 5% increase in tillable acreage for 2019 market values. This does not mean that every residential property will see a 13% increase as other factors also impact market valuations.

The Council then moved to Agenda item 9 – Kirby Weckworth updated the Council on what the maintenance department has been working on and discussed the busy snow season. He advised he had some issues with the snow blower and street sweeper equipment being broken down and waiting for repairs. Weckworth gave updates regarding the repairs to the ambulance wall, and his continued work on the street lighting project for 2019. He has some potential cost estimates depending on which type of light is chosen. The lights will be LED and they will be significantly brighter than what is there presently. There was discussion as to how the RFP will be done for this project. Adm. Melvin will reach out to MVEC and the LMC for their input and assistance. Weckworth then provided some information on the flooding issues which occurred within the City. The significant snow received obviously had impact on some of the issues which occurred.

Agenda item 10 - Police Chief Petterson provided his monthly update on the Police Department. He gave an update on the new hire. The background check has been completed and he requested that a conditional offer be forwarded to hire Officer Holasek. He would like to go ahead and order Officer Holasek’s weapon and badge. The EMS sirens location throughout the City have been checked. It was found that the siren by County Road 17 and 4th Avenue was not “in sync” with the other sirens. Tim Haggemiller has been notified to check into this. Ambulance Director Sara Burton has donated some equipment no

longer used by ambulance personnel to the PD for their use. Chief Petterson then discussed the League of MN Cities' Insurance Trust recommendations pertaining to the police department. He stated that 5 of the 6 recommendations have been addressed. Chief Petterson then advised the Council that there is a National Prescription Take-Back day scheduled for Saturday, April 27 from 10 am to 2 pm where people can drop off prescriptions at the police department. They are still working on getting their own prescription drop box at the Arlington office.

EDA Director Amy Newsom spoke to the Council providing her annual report. Newsom talked about what had been learned at the business retention/attraction event which occurred in January 2018. The EDA worked with the Council to do the Housing Study which was completed and can be found on the City's website for review. The EDA awarded funds to 3 applications in 2018 for the building façade improvement grant for businesses. Newsom said the EDA has been actively promoting this grant on social media. In 2019 they intend on doing some newspaper advertising which has not been done much in previous years. They are working on a trip to view some of the townhomes built by Witt Construction in New Prague to see what has been done there and what the potential plans are for Arlington for the building they intend on doing here. The former TSE building has been sold and the EDA was an instrumental part of that sale. This will bring 2 new businesses to town and rental housing, which should increase the value of the property long term. The EDA has also focused on the Marketing Hometown program, which has a number of active sub-groups also. There is still an obvious need for licensed child care in Arlington but progress has been made to entice additional daycare providers through the EDA grant and this continues to be an on-going issue in Arlington, in the county, and all of rural MN. In regard to SAC and WAC waivers the EDA is working on getting additional funds in order to go beyond the 3 waivers which have already been granted for 2019. However, the EDA feels that these decisions on granting waivers should come from the Council from now on, and not the EDA. For 2019 the EDA goals are to improve business retention and attraction; actively promote commercial sites; acquire land for an industrial park; and continue focusing on marketing Main Street. Arlington is being marketed as a bedroom community, with a low crime rate, easy commuting distance to the Twin Cities or Mankato, new school system, parks, pharmacist, and recently renovated hospital. The Council thanked Newsom for her presentation.

Adm. Melvin then spoke to agenda item 7C) – the review of the League of MN Cities Loss Consultation and Summary Reports. A big focus of this report deals with ADA. Kirby attended the meeting with the LMC Insurance Trust representative as Melvin was not available. Just a reminder that when building renovations occur, everyone needs to be cognizant of the ADA requirements. Melvin then gave a brief summary of the property, liability, auto and Workers' Compensation claims over the last 5 years and comparing with the present claims existing with the LMC. Melvin noted that the City of Arlington has done a very good job in minimizing the number of claims however it is difficult to avoid injury in some of the more physical departments such as streets, police and the fire department.

Adm. Melvin then gave an update as to the usage of the ice rink this past winter season, which was provided to him by Sibley East Community Education Director Jen Strack. There was a late start to the rink this past season, but then due to the cold temperatures, it was able to be open longer than usual also.

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

RESOLUTION 15-2019

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 of a \$827.82 from the Arlington Lions Club for the Arlington Ambulance Auto Pulse machine; 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 Jaszewski, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Heiland, Jaszewski; and the following voted against the same: none ; and the following abstained from voting: none; and the following were absent: Hatlestad.

The foregoing resolution was adopted by the City Council of the City of Arlington this 18th day of March, 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 then moved to Agenda item 14 to approve/deny Waiver to allow Darnell Halverson to continue his term as a member of the Planning & Zoning Committee. Darnell Halverson was originally appointed to the Planning and Zoning Committee to fill the position of a representative from the Orderly Annexation Area which has since expired. There was discussion among the Council that there is still progress being made to renew the Orderly Annexation Area and as such, motion by Jaszewski, seconded by Cowell, and passed by unanimous vote, with 1 member absent, to approve the waiver allowing Darnell Halverson to continue his term as a member of the Planning & Zoning Committee.

Discussion dealt with whether or not to remove the trees from the "Nickel" property, located north of the Arlington Race Track. Planning & Zoning is looking at zoning throughout the City and there was some discussion about this property at the recent Planning and Zoning, EDA, Council workshop. There is a considerable part of the property that is wooded. Suggestions were to contact commercial loggers and other tree removal services in the area to see if they have an interest in the wood on the lot, and if so, would there be a cost involved to the City. Motion made by Battcher, seconded by Cowell, and passed by unanimous vote of those present, to TABLE a decision pending research by Adm. Melvin as to what the cost would be.

The Council next had discussion regarding the proposed Arlington Logo Contest. It was presented that Arlington should consider a re-branding, as recommended by Marketing Hometown, and that a new logo would be a part of such a re-branding. Discussion occurred as to whether there was a need for a new logo, the costs that would occur if there is a new logo chosen, etc. This contest can be a way to gather

new ideas, and it may be that there are no suggestions made which the Council would choose. It was decided to extend the deadline to May 15 and to reach out to the high school, in particular the art class, to see if someone wishes to submit an idea for consideration by the Council. Motion by Heiland, seconded by Cowell, and passed by unanimous vote of those present, to approve the City Logo Design Contest.

Next item for discussion was to approve/deny hiring Bailey Holasek as a full time police officer pending successful completion of “fit for duty” testing, with an anticipated start date of April 1, 2019. Motion by Battcher, seconded by Heiland, and passed by unanimous vote of those present, to hire Bailey Holasek as a full time police officer with an anticipated start date of April 1, 2019.

Adm. Melvin then provided the Council with information given to him by PZ Director Smith Strack regarding LMC online Land Use Training which is available to the Council and PZ members. It requires a quorum of the Council to participate and the chair and another member of the PZ Committee at a cost of \$30 per person. The class does not need to be taken by those participating all at the same time, but if the requirements are met there can be a significant reduction in the insurance cost for claims regarding land use. Councilmembers Battcher, Jaszewski, and Heiland, as well as Mayor Nagel, all said they would be willing to participate in this training. Administration will coordinate these trainings for Council and other staff.

Additionally provided to the Council from Planning and Zoning (PZ) Director Smith Strack was a summary of the meeting held by the PZ with the rental property owners discussing the proposed Rental Code. The PZ is now looking for a recommendation from the Council as to whether they are to proceed with putting this Rental Code into an Ordinance. The Council will review the revised proposed Rental Code Framework at the April 1 Council meeting and provide a recommendation to the PZ regarding this Code.

Councilmember Battcher spoke about the need for there to be more communication exchanged between all committees and the Council. Battcher would like to see agendas and minutes from the Committees provided to the Council – and vice versa – to help facilitate communication. Battcher specifically spoke to the fact that Committee members only have access on the Novus agenda to the specific meeting of which they are a member and then only from Friday before the meeting to the Monday of the meeting to review only that agenda packet. They also are not able to review previous meeting packets. Research will be done to see if more access can be granted to committee members and how to achieve this. Adm. Melvin advised that access was set by a previous administrator and he was unsure of why it had been done this way and if there is a way to change this.

Adm. Melvin then gave a brief update as to the Northland Drying noise issue. Communication is needed from Northland Drying as to what they are doing. Their deadline to have mitigated the noise issue and provided updated noise level testing is May 4, and they have been made aware of this date from the City. Northland Drying is responsible for the payment for the re-testing.

Motion by Heiland, seconded by Battcher, and passed by unanimous vote, with 1 absent, to adjourn the meeting at 8:55 pm.

City Administrator Patrick Melvin

Mayor Richard Nagel