



**ECONOMIC DEVELOPMENT AUTHORITY  
MEETING AGENDA  
JANUARY 10, 2022 @5:30 P.M.  
Arlington Community Center - Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Swearing in of Howard Brinkman
4. Election of Officers
  - I. President
  - II. Vice President
  - III. Secretary
5. Approval of Agenda
6. Approval of Minutes
  - A. December 13, 2021
7. Approval of Financial Reports
  - A. December 2021
8. New Business
9. Old Business
  - A. Amba Homes housing development
  - B. Update on CR 166 expansion
10. Planning and Zoning update
11. EDA Director update on businesses and housing
12. Director and Board Comments
13. Adjourn



**ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
December 13, 2021 @5:30 P.M.  
Arlington Community Center - Council Chambers**

1. Call to Order – Meeting was called to order at 5:30 pm by EDA President Kurt Menk.  
  
Present: Dean Bergersen, Larry Sorenson, Kurt Menk, Tim Kloeckl, Matt Scharpe, Howard Brinkman  
  
Staff present: EDA Director Amy Newsom, P&Z Administrator Phil Mangis  
  
Guests present: Bryan Stading, Mayor Rich Nagel
2. Pledge of Allegiance – All stood for the Pledge of Allegiance.
3. Approval of Agenda – Motion by Bergersen to approve the agenda, seconded by Brinkman. Motion carried.
4. Approval of Minutes
  - A. November 8, 2021- Motion by Kloeckl to approve the November 8, 2021 agenda with change to Arneson spelling, seconded by Sorenson. Motion carried.
5. Approval of Financial Reports
  - A. November 2021 – Motion by Bergersen to approve the November 2021 Financial Report, seconded by Kloeckl. Motion carried.
6. New Business
  - A. Regional Center for Entrepreneurial Facilitation – Bryan Stading – Stading presented information on the services offered from the Regional Center for Entrepreneurial Facilitation. Consensus of the EDA to wait and see if needed/use on an as needed basis.
  - B. CR 166 extension – Phil Mangis - Recommendation of EDA to move forward with pursuing the CR 166 extension. Newsom to contact Representative Gruenhagen and Senator Newman about State funding possibilities.
  - C. Resolution 5-2021 A RESOLUTION AMENDING APPROVING A SIGN LOAN TO KELLIE MEIXL dba THE GALA SALON LOCATED AT 318 WEST MAIN STREET  
Motion by Kloeckl to approve Resolution 5-2021, seconded by Brinkman. Motion



**Planning & Zoning**  
**Phil Mangis, Planning and Zoning Administrator**

204 Shamrock Drive  
Arlington, MN 55307  
Phone: (507) 720-8586  
pmangis@arlingtonmn.com

**MEMORANDUM -**

**To:** City of Arlington EDA Committee

**CC:**

**From:** Phil Mangis, Planning and Zoning Administrator

**Date:** November 16, 2021

**Request:** Zoning Report for the Comprehensive Plan of the Extension of County Rd  
116 106

**OVERVIEW & GENERAL INFORMATION**

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**1. Overview.**

The EDA Committee requested the Planning and Zoning (P&Z) Administrator to investigate the extension of County Rd 116. The Committee wanted to see if Sibley County is still interested in expanding County Rd 116 through Arlington. The Committee also wanted to see how the City would expand if the extension is installed.

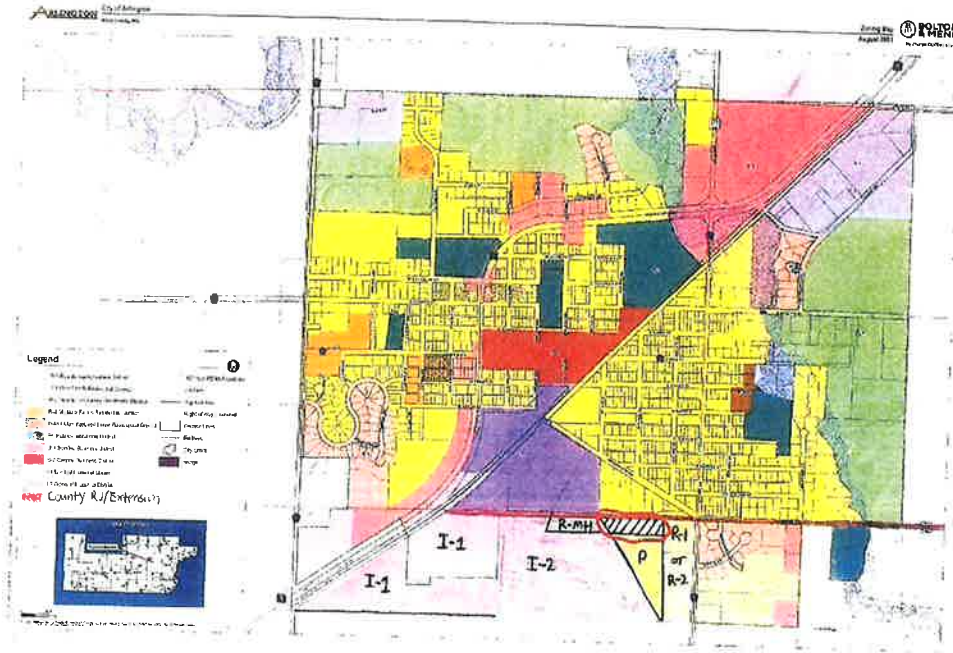
**2. Response from the County**

The P&Z Administrator reached out to the County Public Works Director Tim Becker concerning the extension of County Rd 116. Tim Becker responded and informed the P&Z Administrator that concept drawings have been considered but the project is not in the County 5-year plan. The P&Z Administrator was informed that for the County to consider putting the extension on the 5-year plan the City will need to address a few questions.

- Is the roadway providing more of a City purpose or a county purpose?
- Would the city be constructing utilities under the roadway such as water main, sanitary sewer and electrical?

Tim also informed the P&Z Administrator that the connection to state highway 5 would also need to be coordinated with MnDOT. County roads constructed inside the city typically follow the county cost participation policy for reconstruction; however, this is a new road. Tim did not elaborate on this; I am assuming given that this is a new road the City would still need to follow this policy, if not I think it would still be a good idea to follow it.

- I believe to help create a buffer between the residential zoning districts and the industrial districts, the city should look to create a low maintenance green space buffer. This buffer would help cut down on noise and air pollution.
- I have created a small overlay district, that can be used to expand the mobile home park, the green space, or residential home. The City should wait to see how the area grows before determining what to do with the overlay district



**SIBLEY COUNTY MUNICIPAL CONSTRUCTION  
COST PARTICIPATION POLICY FOR  
COUNTY STATE AID HIGHWAYS AND COUNTY ROADS**

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**Purpose**

This policy is intended to provide a standardized guideline to make clear design requirements, best practices, and cost-sharing standards related to municipal transportation infrastructure on County State Aid Highways (CSAH) and County Roads in Sibley County. The policy is intended for use by the Sibley County Public Works Department, the Sibley County Board of Commissioners, and other local government officials.

When projects, scheduled for construction in the 'Five (5) Year Capital Improvement Program', are proposed, the County Engineer and/or his representative(s) will meet with agents of the affected City/Village to discuss the project.

Items for discussion shall be, but not limited to:

- 1) Project scope; what, where, why, etc.
- 2) Project timeline; when,
- 3) Needs of each agency, who,
- 4) Funding sources (\*), how much and from where
- 5) Necessary agreements

**Unless explicitly stated otherwise, the County Board reserves the right to adjust funding for any item addressed in this policy in order to best utilize available resources to serve the public as a whole.**

**Background**

The CSAH system is a network of key highways under the jurisdiction of Minnesota's counties. The portions of this system that are located within the boundaries of city governments (municipalities) are eligible for State Aid System funds.

Municipal State Aid System funds are allocated to Sibley County for construction, improvement, and maintenance on designated State Aid Highways in cities with a population less than 5,000. The annual amount of State Aid revenue available in Sibley County is determined by income generated from the Highway Users Tax Distribution Funds and based on the distribution formula which determines the share of the funds that will be received by each county.

The availability of funding, the applicable Minnesota Statutes and Rules, and Sibley County policies (such as this one) govern what construction, engineering, and maintenance items are eligible for State Aid and/or County funding. Moreover, these factors will determine how Municipal State Aid funding will be allocated by the County Board to the CSAH infrastructure.

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**Roadway Improvement and Construction Design Requirements**

All requests for Municipal State Aid funds shall be in written form stating what form of help is requested and signed by the Mayor of the City. If approved, the City shall retain a registered professional engineer to prepare plans for desired construction.

In order to be eligible for State Aid funding, projects must meet the following requirements:

- State Aid and Public Right-of-Way Accessibility Guidance (PROWAG) standards.
- Minimum width of all streets built under this Policy shall be per State Aid Rules
- Maximum width of all streets built under this policy shall be as agreed upon by the County and the City for each project.

**Construction and Improvement Costs**

For projects built under this policy, the County will allocate Municipal State Aid Funds and/or County Funds for the total costs of construction, engineering, supervision and other administrative expenses according to Table - A.

**The following is a breakdown of what costs are eligible for Sibley County participation and what costs are to be covered by the City. The items listed above are not 'complete', but are a representation of major items.**

<i>TABLE - A (1) COST PARTICIPATION GUIDELINES FOR PROJECTS USING COUNTY STATE AID FUNDS OR LOCAL TAX LEVY DOLLARS</i>		
<b>Category</b>	<b>County Participation</b>	<b>City Participation</b>
<b>Construction Projects</b>		
Reconstruction subgrade, aggregate base, bituminous or concrete pavements, and driveways	100% (4)	
Road markings, and signing required by mmuted	100%	
Replacement of existing ADA ramps, curb & gutter, sidewalks, and bikeways	50% (3) (5)	50% (3) (5)
New curb & gutter, new sidewalks, new ADA ramps, new bikeways	0%	100%
Removal and installation of: sanitary sewer, sewer structures, water, water structures, street lighting, and other city owned utilities.	0%	100%
Construction, relocation or adjustment of local utility items: power poles, utility cabinets, buried cables, signing, retaining walls, and/or miscellaneous items.	0%	100%

**SIBLEY COUNTY MUNICIPAL CONSTRUCTION  
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Eligible Storm Sewer - Removal and installation of catch basins, manholes, storm sewer, and storm water treatment	(2)	(2)
Eligible Engineering Costs	(6)	(6)

- (1) *A commitment to project funding will not be made until a scope of work with location map is received, reviewed, and approved by Sibley County.*
- (2) *The actual County contribution rate will be based on the ratio of contributing flows in the CSAH right-of-way compared to the total area drained. The funding ration for CSAH roadways is determined by the state-aid hydraulic group for the project. Participation on County Roads will be determined by the Public Works department by using the State Aid formula using the ratio of contributing flows.*
- (3) *County participation of item may be increased or decreased depending on the availability of CSAH Municipal Funding for the replacement of the existing ADA ramps, curb & gutter, and sidewalks.*
- (4) *The County will replace all pavements and driveways in kind. Upgrades in surfacing (i.e., gravel to bituminous, bituminous to concrete, colored crosswalks shall be at 100% expense to the Township or City).*
- (5) *Sidewalk upgrades include but are not limited to: colored concrete, concrete pavers, doweled joints, sidewalk thickness > 4", and special finishes shall be at 100% expense to the Township or City.*
- (6) *The county will participate in engineering, supervision and other administrative expenses prorated for eligible items, based on actual engineering costs, but not to exceed twenty-five percent (25%) of final construction cost, subject to available funding. If the project is designed by the County, the City costs for Design Engineering shall be 0.*

**Maintenance Costs**

For maintenance of CSAH and County Highway infrastructure, costs will be funded as follows:

- The County will pay for 100% of the following\*\*:
  - Pavement preservation
  - Pavement marking (except for parking and crosswalk)
  - Snow plowing (except that when the Municipality deems it desirable to remove snow by hauling, it shall do so at Municipality own expense).

*\*\*The County may enter into an agreement with the Municipality whereby the Municipality performs maintenance items in exchange for compensation from the County.*

**SIBLEY COUNTY MUNICIPAL CONSTRUCTION  
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- The Municipality will pay for 100% of the following:
  - Sanitary sewer, water, or other public utilities
  - Curb and gutter, storm sewer and drainage structures *(which means city is responsible for keeping the curb and gutter cleaned of debris, and the storm sewer system is clean of debris, flushed and operating at capacity. Any repair cost will follow the requirement under Construction and Improvement Cost)*
  - Culvert crossings *(which means clean of debris and flush clean if needed)*
  - Sidewalks and pedestrian ramps *(which means keep these areas clean of debris. Any repair cost will follow the requirement under Construction and Improvement Cost)*
  - Pavement markings for parking areas and crosswalks

When all items are discussed and it is agreed that a project will proceed, an 'Agreement' shall be drafted, approved and signed by representatives of both agencies. Upon consensus of the City/Village a public hearing/informational meeting will be scheduled by the City/Village.

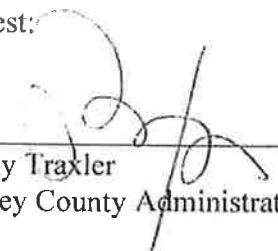
This policy is considered to represent a fair and equitable means of conducting the business of Sibley County.

Effective Date of Policy: \_\_\_\_\_

  
\_\_\_\_\_  
Chairperson  
Sibley County Board of Commissioners

February 14, 2017  
\_\_\_\_\_  
Date

Attest:

  
\_\_\_\_\_  
Roxy Traxler  
Sibley County Administrator

February 14, 2017  
\_\_\_\_\_  
Date



**Re: expanding county rd 166**

Tim Becker <TimB@co.sibley.mn.us>

Fri 11/12/2021 3:12 PM

To: Philip Mangis <Pmangis@arlingtonmn.com>

Philip,

Below is about the extent of the drawings created. Prior to the road being added to the plan; we should discuss the need for the roadway. Is the roadway providing more of a City purpose or a county purpose? Would the city be constructing utilities under the roadway such as water main, sanitary sewer and electrical? The connection to state highway 5 would also need to be coordinated with MnDOT. County roads constructed inside the city typically follow the county cost participation policy for reconstruction; however, this is a new road.

I think some of the above issues would need to be resolved prior to adding it to the 5 year plan.

Tim Becker  
PublicWorks Director

Sibley County Public Works  
111 8th Street  
PO BOX 897  
Gaylord, MN 55334  
Office: 507.237.4092  
Direct: 507.237.4115  
Mobil: 507-317-7131  
Fax: 507.237.4356

[timb@co.sibley.mn.us](mailto:timb@co.sibley.mn.us)

"Sibley County: Providing quality public service in a cost effective manner through innovation, leadership and cooperation."

>>> Philip Mangis <Pmangis@arlingtonmn.com> 11/12/2021 2:48 PM >>>  
Hello,

Is it possible to send me a copy of the concept drawings. Also, the City would like to know what it will take to be put on the 5 year plan.

Thank you,

**Philip D Mangis III**

Planning & Zoning Administrator



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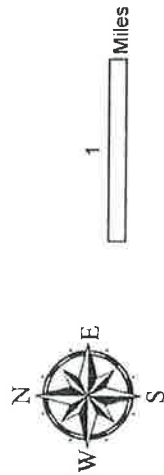
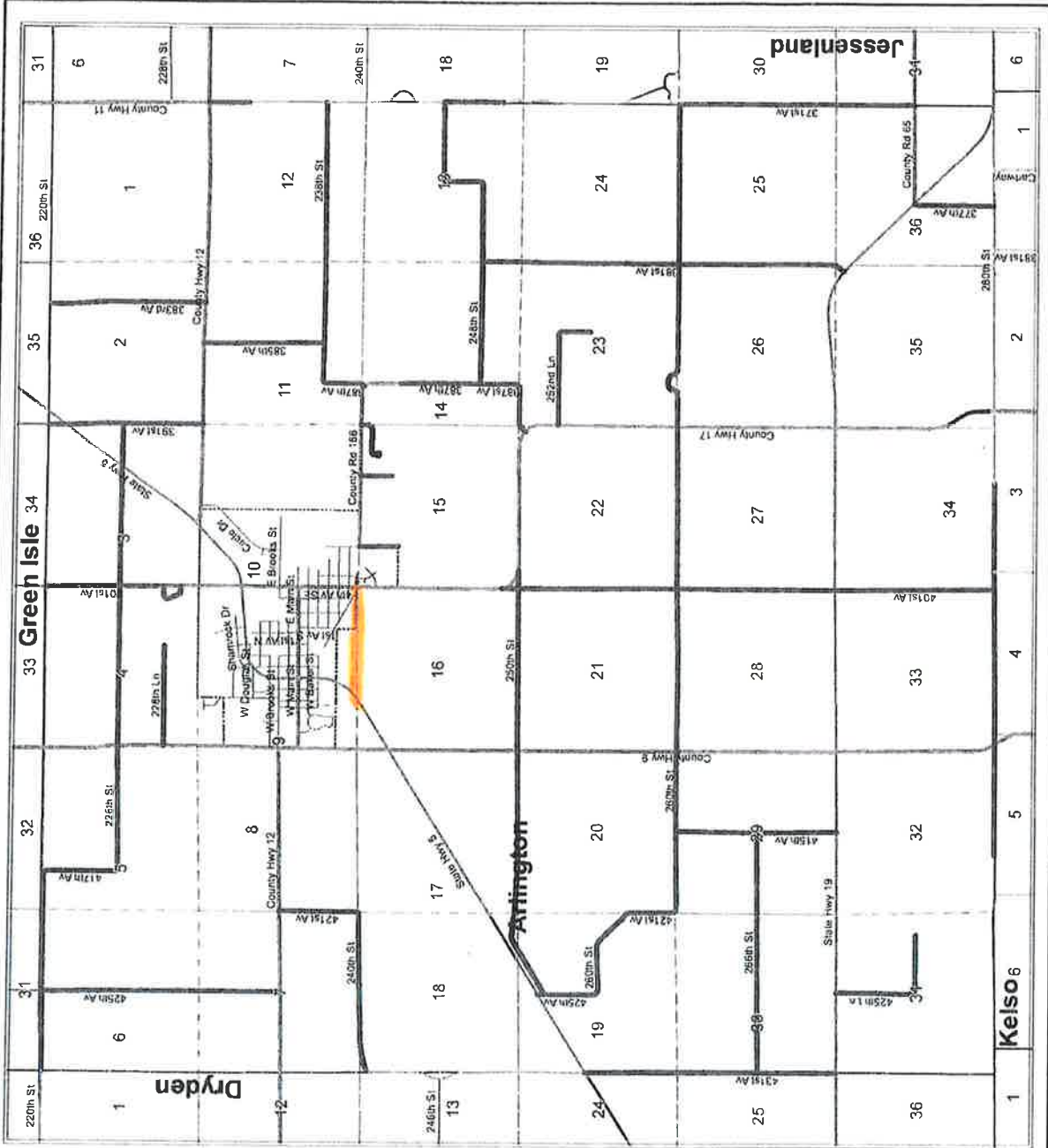
# Arlington Township

Township Road Miles Maintained for 8 Months or More - 42.673  
 Township Road Miles Maintained for Less Than 8 Months - 0.000  
 Total Township Miles - 42.673

## Sibley County Roads Maintained for 8 Months or More

- Arlington Twp
- Dryden Twp
- Green Isle Twp
- Jessenland Twp
- Kelso Twp
- Washington Lake Twp
- City of Arlington
- Sibley County
- MNDOT - 7

*FUTURE ROAD  
REQUEST*



Map Author: Andi Eglinton  
 Map Date: October 24, 2016