



**ARLINGTON CITY COUNCIL
MEETING AGENDA
September 6, 2022, 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 individual.

1. Call Meeting to Order and Pledge of Allegiance
2. **6:30 Public Hearing-Removing Sections of Sidewalks at 201 7th Ave NW, 115 E Main St and 105 2nd Ave NE**
3. Roll Call
4. Approve the Agenda and any Agenda Additions
5. Approve hiring of Brandon Legg beginning September 6, 2022 at \$26 an hour with review at 6 months
6. Swearing in of Officer Brandon Legg
7. Addressing the Council

CONSENT AGENDA

8. Approval of Consent Agenda
 - A) Approval of Bills
 - B) August 15, 2022, City Council Workshop Minutes
 - C) August 15, 2022, City Council Meeting Minutes
 - D) Approve On-sale, Sunday Sale Liquor License for A-Town
 - E) Approve hiring of Samantha Gregory as a .6 FTE EMT

PETITIONS, REQUESTS & COMMUNICATIONS

9. **Truth in Taxation Hearing December 5, 2022 at 6:30 pm.**
10. MMPA Energy Rate Adjustment
11. MMPA Statement of Net Position-as of June 30, 2022 unaudited
12. August 18, 2022, Community Center Committee Meeting Minutes
13. August 16, 2022, Personnel/Employee Relations Committee Meeting Minutes
14. August 23, 2022, Operations Meeting Minutes

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

15. July O & M Report People Service- Lee Forcier
16. August Ambulance Report-Jamie Weikle Ambulance Manager
 - Approve/Deny Everest Emergency Vehicles, Inc bid for \$275,000 for a new Ford ambulance
 - Everest Emergency Vehicles, Inc-\$275,000
 - North Central Emergency Vehicles-\$299,790
17. August Library Report- Andy Kelton Library Director
 - 2021 Audit of the Sibley County Library Board System
18. August Public Works Report- Kirby Weckwerth Maintenance Supervisor

ORDINANCES AND RESOLUTIONS

19. Resolution 53-2022 A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR HIGH ISLAND BOTTOM FEEDERS DUCKS UNLIMITED.
20. Resolution 54-2022 A RESOLUTION ON SPECIAL LEGISLATIVE SESSION

UNFINISHED BUSINESS

NEW BUSINESS

21. Discussion on Arlington Racetrack-Timothy Berger
22. Discussion Relating to Choose Arlington-Kim Quast
23. Approve/Deny the recommendation from the Community Center Committee to change the name of the Arlington Community Center to the Arlington Event Center.
24. Approve/Deny the recommendation from the Community Center Committee to change the damage deposit from \$250 to \$500 per event.
25. Approve/Deny the recommendation from the Community Center Committee to increase rent of whole facility from \$600 to \$800
26. Approve/Deny bid from Tenvoorde Ford in the amount of \$83,057.76 for 2 new squad cars
 - Tenvoorde Ford-\$83,057.76
 - Chuck Spaeth Food-\$83,283.76
27. Approve/Deny Squad Build Quotes from Guardian Fleet Safety in the amount of \$7109.75 for the 2023 Patrol Car and \$7938.76 for the 2023 Slick Top Car
 - Guardian Fleet Supply-\$7109.75 for the Patrol Car
 - Guardian Fleet Supply-\$7938.76 for the Slick Top Car
28. Approve/Deny the Emergency Operations Plan Committee's recommendation to update the Emergency Operations Plan
29. Approve/Deny Mcleod Cooperative Power Association schedule of charges effective 8/15/22

MISCELLANEOUS BUSINESS

ADJOURNMENT

Reminders:

September 12-EDA meeting at 5:30 pm

September 15-City Council Special Meeting with Fire Dept/ Fire Relief Association-7pm at the Fire Hall

September 19-Council Workshop at 5:30 pm

September 19-Council Meeting at 6:30 pm

NOTICE OF PUBLIC HEARING
City of Arlington

**REMOVING SECTIONS OF SIDEWALKS AT 201 7TH AVE NW, 115
E MAIN ST, 105 2ND AVE NE**

Notice is hereby given that a public hearing will be held by the Arlington City Council at 6:30 p.m. on the 6th day of September 2022, at the Arlington Community Center, 204 Shamrock Drive, Arlington, Minnesota.

The hearing will be held for the purpose of providing information and receiving citizens comments regarding the removal of three sections of sidewalk located at 201 7th Ave NW, 115 E Main St, and 105 2nd Ave NE.

All interested citizens are urged to attend to examine the proposed sidewalks and to provide comments at the public hearing or by contacting Planning and Zoning Administrator Phil Mangis at 204 Shamrock Drive, pmangis@arlingtonmn.com or 507-964-2378 ext. 3.

- CO PD 9 + W. Main (1042)
- 608 W. Alden (50 ft²)
- 607 W. Alden (25 ft²)
- 611 W. Alden (50 ft²)
- 107 6th Ave (75 ft²)
- 512 W. Alden (300 ft²)
- 509 W. Alden (200 ft²)
- 501 W. Alden (25 ft²)
- 208 5th Ave NW (100 ft²)
- 302 5th Ave NW (50 ft²)
- 511 W. Baker (50 ft²)
- 509 W. Baker (75 ft²)
- 503 W. Baker (125 ft²)
- Alley Way 4th Ave (100 ft²)
- 402 W. Adams (175 ft²)
- 1st Ave S Alley (100 ft²)
- 109 E. Baker (50 ft²)
- 2nd Ave SE Alley (100 ft²)
- 2nd Ave NE Alley (100 ft²)
- 201 E Main (300 ft²)
- 203 E Main (50 ft²)
- 3rd Ave SE + NE Alley (200 ft²)
- 403 E. Adams (25 ft²)
- 107 E. Adams (150 ft²)
- 209 5th Ave NW (40 ft²)

* CURRENT COST PER sq ft → (\$825)
 SUBJECT TO CHANGE

CITY OF ARLINGTON
 SIBLEY COUNTY, MINNESOTA



- TEAROUT**
- 115 E. Main
 - 7th Day Advent Church
 - 2nd Ave NE



Legend

- Parcels
- City Limits
- Railroad
- Repair
 - * 3rd Ave NE- Alley
 - * 3rd Ave SE- Alley
 - * 201 E Main
 - * 203 E Main
 - * 403 E Adams
 - * 407 E Adams
 - * 109 E Baker
- Removal
 - * 115 E Main
 - * 105 2ND AVE NE

Replacement & Repair of Sidewalk



Disclaimer:
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Arlington is not responsible for any inaccuracies herein contained.

0 132 Feet

© Bolton & Menk, Inc. - Web GIS 8/30/2022 2:53 PM





- Legend**
- Parcels
 - City Limits
 - Railroad
 - Replacing
 - County RD & W Main
 - 611 W Alden
 - 607 W Alden
 - 605 W Alden
 - 608 W Alden
 - 107 6th Ave
 - 512 W Alden
 - 509 W Alden
 - 501 W Alden
 - 302 5th Ave NW
 - 206 5th Ave NW
 - 513 W Baker
 - 503 W Baker
 - 503 W Baker
 - 4th Ave Alley
 - 209 5th Ave NW
 - Removal
 - 7th Day Advent Church- 201 7TH AVE NW

Replacement & Repair of Sidewalk



Disclaimer:
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located on various city, county, and state offices, and other sources offering the area shown, and is to be used for reference purposes only. The City of Arlington is not responsible for any inaccuracies herein contained.

0 263 Feet



The City of
ARLINGTON

OFFICIAL OATH

State of Minnesota
County of Sibley

I, **Brandon Legg**, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Minnesota, and the Charter of the City of Arlington, and to discharge faithfully the duties devolving upon me as the Police of the City of Arlington to the best of my judgment and ability.

Police Officer Brandon Legg

Subscribed and sworn to before me this 6th day of September 2022.

Mayor Richard Nagel



**ARLINGTON CITY COUNCIL
WORKSHOP MEETING MINUTES
August 15, 2022 at 5:30 P.M.
COUNCIL CHAMBERS**

1. Call Meeting to Order-Meeting was called to order by Nagel at 5:31 pm.

2. Roll Call-
Members Present- Rich Nagel, Michelle Battcher, John Thomes, Joe Morgan, Matt Scharpe and Dave Meyer
Members Absent- None
Staff Present- City Administrator Amy Newsom, P & Z Administrator Phil Mangis, Ambulance Director Jamie Weikle, Police Chief Glenn Gerads,
Guests Present- Kurt Menk *Arlington Enterprise*,

3. Working on Preliminary Levy- Each council member had their idea of where they would like to see the levy. Battcher would like to see it at 10%, Scharpe and Meyer would like to see it between 15-20%, Morgan would like to see it at 15%, Thomes would like to see it at 18% and Nagel would like to see the levy at about 20%. Discussion was held on lowering the streets budget by \$100,000. Thomes wanted to know if the city Administrative Assistant, Police Administrative Assistant and P & Z Administrator could be cut instead of a police officer. Morgan thought that we need to look at not hiring a 4th officer rather than cut positions currently held by city employees. There was discussion about lowering the ambulance levy to \$60,000. It was also discussed that the city not budget for new Christmas lights.

4. Adjournment-Morgan made a motion to adjourn the meeting at 6:19 pm. Thomes seconded. Motion carried.

City Administrator Amy Newsom

Mayor Richard Nagel



**ARLINGTON CITY COUNCIL
MEETING MINUTES
August 15, 2022, 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 individual.

1. Call Meeting to Order and Pledge of Allegiance-Meeting was called to order by Mayor Nagel at 6:30 pm. All stood for the Pledge of Allegiance.
2. Roll Call-
Members Present-Richard Nagel, Michelle Battcher, John Thomes, Dave Meyer, Matt Scharpe and Joe Morgan
Members Absent-none
Staff Present- City Administrator Amy Newsom, P & Z Administrator Phil Mangis, Fire Chief Doug Mackenthun, Police Chief Glenn Gerads, Ambulance Manager Jamie Weikle, City Attorney Ross Arneson
Guests Present-Kurt Menk *Arlington Enterprise*, David Krueger, Ryan Demby, Les Bening, Christian Lilienthal, Shannon Sweeney, Nishul Patel and guest
3. **6:30 pm - Public Hearing on the Establishment of Tax Increment Financing District No. 1-4 Within Municipal Development District No. 1**
Shannon Sweeney of David Drown Associates, Inc. explained how the TIF district would work. Resident Dave Krueger is pro-economic development, doesn't have an issue with the layout or TIF just doesn't want all rentals. Morgan stated that Council and EDA have already discussed whether it would fit in the neighborhood.

Lilienthal said he is excited to see proactive approaches. Lilienthal stated that the county would like to see a shorter term. Public hearing closed at 6:53 pm.

4. Approve the Agenda and any Agenda Additions-Morgan made a motion to approve the agenda with additions. Thomes seconded. Motion carried.
 - 3. 6:30 pm Public Hearing on the Establishment of Tax Increment Financing District No. 1-4 Within Municipal Development District No. 1**
 - 19. Approve/Deny Electric Utility Services Agreement with McLeod Cooperative Power Association**
 - 20. Approve/Deny Commercial user agreement for discharge to the Arlington, Minnesota Municipal Wastewater Treatment Facilities.**
5. Addressing the Council

CONSENT AGENDA

Scharpe made a motion to approve the consent agenda.

6. Approval of Consent Agenda
 - A) Approval of Bills
 - B) August 1, 2022, City Council Workshop Minutes
 - C) August 1, 2022, City Council Meeting Minutes

Meyer seconded. Motion carried.

PETITIONS, REQUESTS & COMMUNICATIONS

Northland Drying Update-Newsom presented a letter from Overom Law regarding Northland Drying. City Attorney Arneson stated the MPCA case was settled today. MPCA feels that Northland Drying has presented a satisfactory plan for the particulate issue. Council member Scharpe stated that Northland Drying needs to repair their image with the community.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

7. July Fire Department Report-Fire Chief Doug Mackenthun-gave ANO report that the splash pad went well, City Administrator Newsom and Mackenthun signed off on DNR grant for helmets, presented two quotes for new fire helmets
 - Heiman Fire Equipment-\$10,830
 - Municipal Emergency Services-\$11,550

Motion by Morgan to accept the bid from Heiman for \$10,830 for new helmets. Morgan recommended waiting until the end of the 30-day bid period to ensure DNR grant has been received. Battcher seconded. Motion carried.

8. July Police Department Report- Police Chief Glenn Gerads
 - July PD Report-One background check for an officer in progress, YTD calls have been reduced by 20%, working on bringing evidence room up to standards, getting rid of old stuff. Officer Lenertz has been the only officer on duty.
9. July P & Z Report-P & Z Administrator Phil Mangis
 - Approve/deny dumpster request form (City Code Chapter 21)-Battcher made a motion to table the dumpster request form. Thomes seconded. Motion carried.
 - Approve/deny Notice of Violation for nuisance violations (City Code Chapter 6) Morgan made a motion to approve the Notice of Violation. Battcher seconded. Motion carried.
10. July Revenue/Expenditure/Investment Reports-Newsom presented.

ORDINANCES AND RESOLUTIONS

11. RESOLUTION 49-2022 A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE
Battcher made a motion to approve Resolution 49-2022. Scharpe seconded. Motion carried. Scharpe, Thomes, Battcher, Meyer and Morgan voted in favor; none against; none abstained; none absent.
12. RESOLUTION 50-2022 A RESOLUTION ACCEPTING A DONATION AND DEISNATING ITS USE
Morgan made a motion to approve Resolution 50-2022. Thomes seconded. Motion carried. Scharpe, Thomes, Battcher, Meyer and Morgan voted in favor; none against; none abstained; none absent.
13. RESOLUTION 51-2022 A RESOLUTION ACCEPTING DONATIONS FOR THE 2022 ARLINGTON NIGHT OUT
Morgan made a motion to approve Resolution 51-2022. Battcher seconded. Motion carried. Scharpe, Thomes, Battcher, Meyer and Morgan voted in favor; none against; none abstained; none absent.
14. RESOLUTION 52-2022 A RESOLUTION APPROVING THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-4 WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. 1 AND ADOPTION OF THE TAX INCREMENT FINANCTING PLAN RELATING THERETO
Scharpe made a motion to approve Resolution 52-2022. Thomes seconded. Motion carried. Scharpe, Thomes, Battcher, Meyer and Morgan voted in favor; none against; none abstained; none absent.

UNFINISHED BUSINESS

NEW BUSINESS

15. Approve/Deny Pay Request No. 4 from Gridor Construction Inc. in the amount of \$30,827.50
Morgan made a motion to approve Pay Request No. 4 from Gridor Construction. Battcher seconded. Motion carried.
16. Approve/Deny routine maintenance agreement with Sibley County for CSAH 17
Morgan made a motion to approve the routine maintenance agreement with Sibley County CSAH 17. Battcher seconded. Motion carried.
17. Approve/Deny routine maintenance agreement with Sibley County for CSAH 34
Thomes made a motion to approve the routine maintenance agreement with Sibley County for CSAH 34. Battcher seconded. Motion carried.
18. Approve/Deny the Salvation Army Heat Share Program agreement
Morgan made a motion to approve the Salvation Army Heat Share Program agreement. Thomes seconded. Motion carried.
19. **Approve/Deny Electric Utility Services Agreement with McLeod Cooperative Power Association-**
Morgan made a motion to approve the agreement. Thomes seconded. Motion carried.
20. **Approve/Deny Commercial user agreement for discharge to the Arlington, Minnesota Municipal Wastewater Treatment Facilities.**
Thomes made a motion to approve the agreement. Morgan seconded. Motion carried.

MISCELLANEOUS BUSINESS

Committee Updates –Morgan gave a report on the EDA stating that there is a new business in town Neon Ink, DMI now has 72 employees. EDA has decided not to do a new housing study at this time. Morgan reported that the former TSE admin building has a total of 25 employees (12 FTE and 13 PTE) and is meeting the requirements of the commercial lots policy.

Open Discussion – Morgan would like to thank the city staff and ANO volunteers that helped with the event. They stated that it had a really good turnout.

Thomes stated that with the dumpsters he would like to see things simplified. Battcher said that the city needs to hold the garbage companies accountable for getting the dumpsters off the streets in a timely manner.

ADJOURNMENT

Scharpe made a motion to adjourn the meeting at 7:41 pm. Thomes seconded. Motion carried.

City Administrator Amy Newsom

Mayor Richard Nagel



Sibley County Auditor-Treasurer

Marilee Peterson

400 Court Avenue – PO Box 51

Gaylord, MN 55334

507-237-4070

Marileep@co.sibley.mn.us

Division E-mails:

Elections@co.sibley.mn.us

Finance@co.sibley.mn.us

PropertyTax@co.sibley.mn.us

SCTreasurer@co.sibley.mn.us

To: Cities within Sibley County
Attn: City Administrators

From: Marilee Peterson, Sibley County Auditor-Treasurer

Date: August 6, 2022

RE: 2022 Truth in Taxation Hearing and Budget Information for Taxes Payable 2023

All counties, all school districts, and all cities with a population over 500 are required to hold public hearings for the taxes payable year 2023, to give notice of their public hearings, and to certify their compliance with the Truth in Taxation Law and to provide summary budget information (same info as annual State Auditor report). The meeting, in which the public is allowed to speak and the budget and levy are discussed, may be part of a regularly scheduled meeting but must occur after 6:00 P.M. Local jurisdictions are required to provide TNT public hearing information with the proposed levy certification to the county auditor, to include with the parcel specific notice.

Please complete the bottom portion of this memo with the necessary information for your Truth in Taxation hearing. Also either complete the attached Supplemental Budget Information form or supply a web address to your city's website where your budget will be posted. This information will be used to compile the TNT supplement data, which is a new state-wide requirement. The deadline for certifying City TNT Hearing Dates and summary budget information is on or before September 30, 2022.

	<u>Initial</u>
City of <u>Arlington</u>	Date: <u>12-5-2022</u>
Location of hearing:	Time: <u>6:30pm</u>
Building (Name)	<u>Arlington Community Center</u>
Building (Room and/or Room #)	<u>Council Chambers</u>
Building Address	<u>204 Shamrock Dr.</u>
	<u>Arlington, MN 55307</u>

Letters or correspondence:

Contact Name:	<u>Amy Newsom</u>
Address:	<u>204 Shamrock Dr.</u>
	<u>Arlington, MN 55307</u>

Phone Number to appear on TNT Notice:	<u>507-964-2378</u>
---------------------------------------	---------------------

Web Address for Budget Information:	<u>www.arlingtonmn.com</u>
-------------------------------------	----------------------------

It is imperative that you **complete, certify and return this form on or before September 30, 2022.**

If you have any question, please contact Deputy Auditor-Treasurer Charlene Pelletier at 507-237-4070 or PropertyTax@co.sibley.mn.us. Thank you for your prompt attention to this matter.

City Administrator/Fiscal Officer  Date 8-8-2022

Amy Newsom

From: David W. Niles <David.Niles@avantenergy.com>
Sent: Thursday, September 1, 2022 11:01 AM
To: David W. Niles
Subject: MMPA Energy Adjustment Clause for September 2022

Good morning,

The continued upward pressure on natural gas prices, and therefore electric prices, is substantial.

We project that the total average rate to MMPA members for September will be \$108.48 per MWh. This is \$22.13 per MWh higher than the budgeted MMPA rate for September.

This results in an EAC to members of \$0.02883 per kWh for the month of September.

Xcel's projected rate for September is \$120.53 per MWh using MMPA billing determinants and Xcel's published A15 rates at transmission voltage, including Xcel's fuel clause adjustment for September.

Thanks, and have a great day!

-David W. Niles
Senior Vice President
Avant Energy, Inc.
220 South Sixth Street, Suite 1300
Minneapolis, MN 55402
(612) 252-6531 Direct

Minnesota Municipal Power Agency
Statement of Net Position
As of June 30, 2022 - Unaudited

Assets and Deferred Outflows of Resources

Current Assets

Cash and cash equivalents	\$ 76,138,035
Restricted cash and cash equivalents	8,398,405
Accrued interest receivable	69,595
Power sales and other receivables	19,631,885
Fuel inventory	683,103
Plant inventory - spares	3,835,224
Prepaid expenses	1,067,329
Total current assets	<u>109,823,576</u>

Noncurrent Assets

Capital assets	
Electric generation assets	433,224,733
Land	10,224,648
Less: accumulated depreciation	<u>(180,562,206)</u>
Property and equipment, net	262,887,175
Construction in progress	<u>5,743,115</u>
Total capital assets, net	<u>268,630,290</u>
Restricted cash, cash equivalents, and investments	10,509,706
Prepaid expenses	513,427
Future recoverable costs	<u>43,939,397</u>
Total noncurrent assets	<u>323,592,820</u>
Total assets	<u>433,416,396</u>

Deferred Outflows of Resources

Deferred outflows of resources - other	<u>1,030,944</u>
Total assets and deferred outflows of resources	<u>\$ 434,447,340</u>

Liabilities, Deferred Inflows of Resources and Net Position

Current Liabilities

Accounts payable and accrued liabilities	\$ 14,099,445
Accrued interest payable	1,808,471
Long-term debt due within one year	8,613,333
Capital lease liability due within one year	<u>1,311,344</u>
Total current liabilities	<u>25,832,593</u>

Noncurrent Liabilities

Long-term debt, net	166,914,529
Capital lease liability, net	<u>13,315,689</u>
Total noncurrent liabilities	<u>180,230,218</u>
Total liabilities	206,062,811

Deferred Inflows of Resources

Rate stabilization	28,671,000
Other	<u>15,392,950</u>
Total liabilities and deferred inflows of resources	<u>250,126,761</u>

Net Position

Net investment in capital assets	90,131,960
Restricted for debt service	8,398,405
Unrestricted	<u>85,790,214</u>
Total net position	<u>184,320,579</u>
Total liabilities and deferred inflows of resources and net position	<u>\$ 434,447,340</u>

Minnesota Municipal Power Agency
Statements of Revenues, Expenses and Changes in Net Position
YTD June 30, 2022 - Unaudited

Operating Revenues	
Power sales to members	\$ 83,553,011
Power sales to non-members	<u>670,420</u>
Total operating revenues	84,223,431
Operating Expenses	
Power acquisition expense	41,354,094
Transmission	12,595,120
Other operating expenses	14,339,458
Depreciation	<u>7,989,480</u>
Total operating expenses	<u>76,278,152</u>
Operating income (loss)	<u>7,945,279</u>
Nonoperating Revenues (Expenses)	
Interest expense	(3,517,229)
Investment income	298,085
Net (decrease) increase in the fair value of investments	(537,174)
Gain on sale of investments	<u>129,129</u>
Total nonoperating revenues (expenses), net	<u>(3,627,189)</u>
Change in net position before future recoverable costs	4,318,090
Future Recoverable Costs	<u>(3,470,512)</u>
Change in net position	847,578
Net Position, Beginning of Year	<u>183,473,001</u>
Net Position, June 30, 2022	<u><u>\$ 184,320,579</u></u>



**COMMUNITY CENTER COMMITTEE
MEETING MINUTES**

August 18, 2022, AT 5:30 P.M.

City Council Chambers

1. Call to Order/ Pledge of Allegiance-Meeting was called to order by Brinkman at 5:30pm. All stood for Pledge of Allegiance. Roll call was done.

Members Present-Deb Brinkman, Nancy Mathwig, Tim Haggemiller, Daniel Hughes, Kurt Menk, Matt Scharpe, Leon Dose

Members Absent-Julie Warweg

Staff Present-City Administrator Amy Newsom, Community Center Coordinator Gwen Scharpe

Guests Present-Council Member Michelle Battcher, P & Z Administrator Phil Mangis

2. Approve Agenda-Newsom made a motion to approve the agenda with the addition of follow up under Other Business. Mathwig seconded. Motion carried.

3. Discussion on name change-Prior to Community Center we had the Community Hall above the bar then the new building was constructed being called the Community Center. The name change was brought up during the Republican Convention. The Convention didn't know if they could use this building with the current name but by changing the name it could be more marketable.

Mathwig made a motion to recommend to the City Council to change the name from the Arlington Community Center to the Arlington Event Center. Haggemiller seconded. Motion carried.

4. Discussion on hiring a cleaning crew-Newsom stated that we have money set aside to hire a cleaning company since we have not had any bids for cleaning. It is the consensus to leave this up to Hughes and G. Scharpe since Hughes is the current cleaner.

5. Damages and Deposit-G. Scharpe handed out comparables from a few other facilities and their pricing. It was noted that a couple had higher damage deposits and rents. When this is passed during the Council meeting the fee schedule will need to be updated. A motion was made by Hughes to recommend raising the damage deposit to \$500. Newsom seconded. Motion carried.
6. Discussion on re-keying building-G. Scharpe explained that there are keys to the Community Center that have not been turned in after events. Haggemiller stated that it would not be hard to rekey but didn't know about the cost of electronic keypad locks. G. Scharpe is to look into the keypad locks.
7. Other Business-Reviewed ideas that were brought up from the last meeting and other items on second page. Mathwig suggested that we could do a car seat clinic, farm safety event and wellness fair all in one event. M. Scharpe commented that a battle of the bands event would need an organization to put this event together. He also felt that people wouldn't come if we had a cover charge. It was brought up about a meal and music. Mathwig and Haggemiller will work together on this idea.

It is the consensus of the committee to go ahead with the painting of the Community Center but to hold off on doing the LED lighting project due to the cost of over \$20,000, however, sconce lighting was suggested to soften up the facility so that it does not look institutionalized. G. Scharpe is to look into grants and sconce pricing along with pricing on possibly adding an ATM to the Community Center. G. Scharpe also stated that some renters are having difficulty finding a bar service for their event and suggested looking into licensing the Community Center and hiring bartenders and not using a bar service. G. Scharpe is to look into how the City of Hamburg does their licensing.

8. Adjournment- Mathwig made a motion to adjourn the meeting at 6:54pm. M. Scharpe seconded. Motion carried.



**PERSONNEL/EMPLOYEE RELATIONS COMMITTEE
MEETING MINUTES**

AUGUST 16, 2022 @ 5:30 P.M.

Arlington Community Center—Council Chambers
Arlington, MN 55307

1. Call meeting to order-Meeting was called to order by Mayor Nagel at 5:30 pm.
2. Roll Call-
Members Present- Rich Nagel, Matt Scharpe, Joe Morgan
Members Absent- none
Staff Present- City Administrator Amy Newsom, Fire Chief Doug Mackenthun,
Ambulance Manager Jamie Weikle, Asst. Ambulance Manager Mark Grover
Guests Present-Michelle Battcher
3. Discussion on request to increase election judge pay to \$15.00/\$15.50 for head judge-
Committee is ok with pay increase for election judges.
4. Discussion on request to increase Ambulance pay-Reviewed options, committee will
revisit
5. Discussion on Fire Department pay-Firefighters rate of pay to increase to \$13.50 hourly
6. Discussion on Police Department pay-Denley Kompelien was paid through end of July,
Kompelien is to be paid through the end of August, current officer Lenertz would be
eligible for a 3% pay increase.
7. Adjourn-Morgan made a motion to adjourn the meeting at 6:44 pm. Scharpe seconded.
Motion carried.

City Administrator Amy Newsom

City Administrator Amy Newsom



OPERATIONS MEETING MINUTES

August 23, 2022 5:30 P.M.

COUNCIL CHAMBERS

1. Call Meeting to Order- Meeting was called to order at 5:30 pm by Newsom.
2. Roll Call-
Members Present-Doug Mackenthun, Tim Haggemiller, Glenn Gerads, Rich Nagel,
Amy Newsom, Jamie Weikle
Members Absent-Kirby Weckwerth
3. Update Emergency Operations Plan-
4. Any Other Business Relating to Emergency Operations-Sibley Ease Emergency Operations Plan. Weikle is working with Dr. Libby at the Sibley East Schools on an Emergency Operations Plan. Gwen to get copies to everyone. Maps should go to Tim and Doug.
5. Adjourn- Consensus to adjourn at 6:26 pm.

Date: August 12, 2022

To: City of Arlington

From: Lee Ortloff/Lee Forcier/Corbin Kiecker, Operators

O & M Report: July 2022

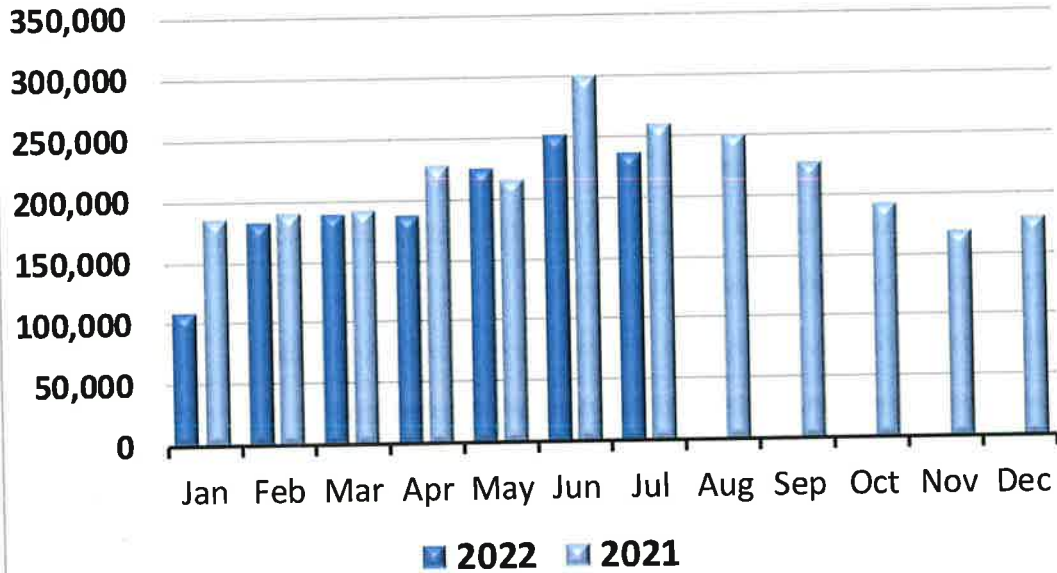
Water Operation & Maintenance

- There was a total of five service requests. All were for existing radio read repair/replacement.
- 18 Gopher State One Call Locates for this month.
- Weekly tests for chlorine, iron, fluoride, and manganese residuals completed.
- Met with Verizon and Bolton & Menk to discuss work on water tower.
- WTP Rehab Project:
 - Water plant is currently being bypassed until cells are ready to be put into service.
 - Grittor Construction installed new poly phosphate chemical feed line. This chemical will provide a protective coating inside service lines to reduce leaks and breaks.
 - Cells 2/4 Vac out media and begin blasting cells
- July 6th – Tony's Outdoor repaired service line leak for duplex on 5th Ave SE.
- July 18th – A service line leak was reported. Line was repaired by Tony's Outdoor on Aug. 1st at 310 E Elmwood.
- July 19th – A hydrant was reported to be leaking while in use on 800 block of W Brooks. Hydrant was repaired. Another hydrant was reported by resident on Henderson RD to be on and leaking from caps. Hydrant was found not to be on or leaking but confirmed hydrant was off.

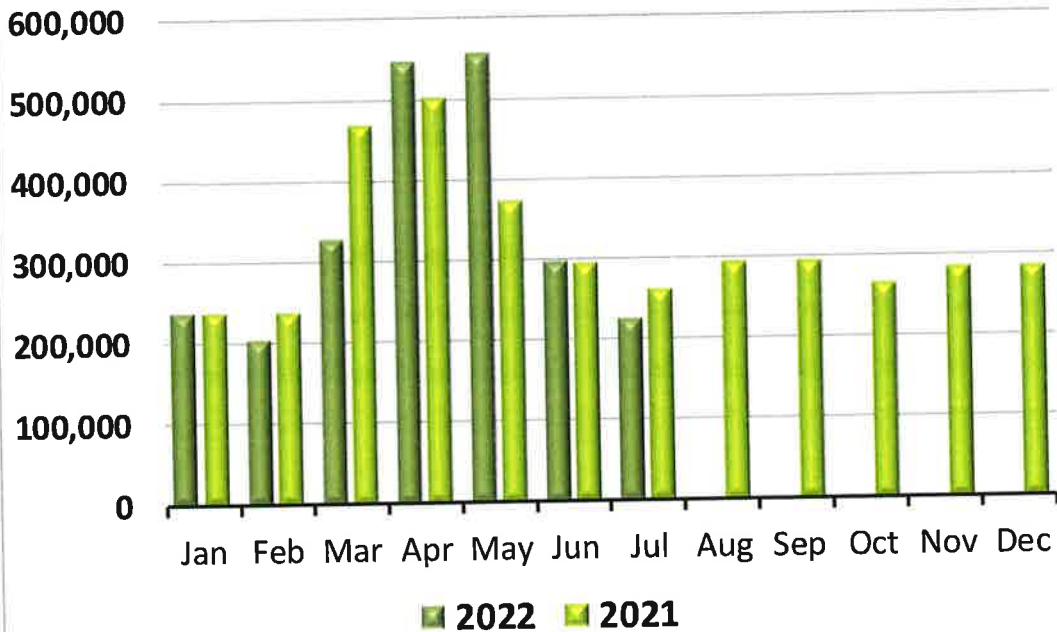
Wastewater Operation & Maintenance

- Monthly work orders completed at the wastewater plant, lift stations, and generators.
- Changed oil in all diesel generators per annual maintenance and exercised.

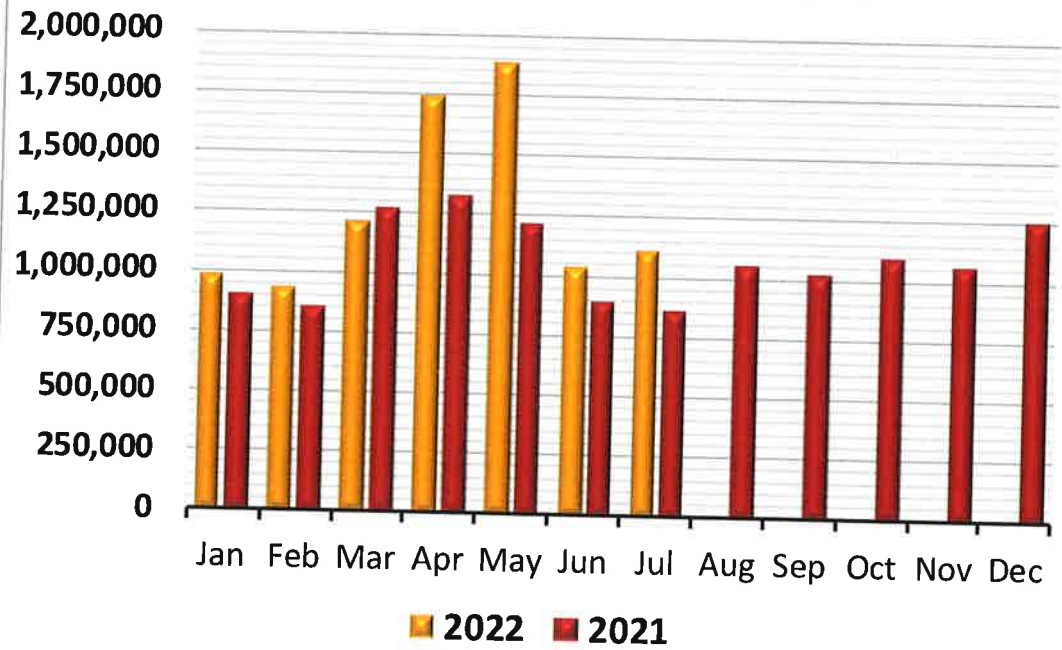
Arlington Average Daily Water Pumped - In Gallons



Arlington Average Daily Wastewater Pumped - In Gallons



Green Isle Lift Station Total Flow In Gallons



		July-22	June-22	July-21
Water				
Average Daily Pumped	gallons	236,000	252,400	259,290
Maximum Daily Pumped	gallons	375,000	361,000	373,000
Minimum Daily Pumped	gallons	148,000	133,000	108,000
Total Monthly Pumped	gallons	7,332,000	7,572,000	8,038,000
Well #2 Pumped	gallons	7,540,000	7,949,000	0
Well #3 Pumped	gallons	0	0	0
Well #4 Pumped	gallons	0	0	8,045,000
Average Daily Fluoride Conc.	mg/L	0.67	0.65	0.78
Fluoride concentration Permit Limit	mg/L	.5-0.9 mg/L	.5-0.9 mg/L	.5-0.9 mg/L
Fluoride used	gallons	14.00	17.50	16.50
Total Chlorine Residual	mg/L	0.98	0.59	1.05
Total Chlorine Concentration Permit Limit	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
Chlorine used	lbs	143.60	109.50	175.30
Potassium Permanganate used	gallons	16.00	30.00	69.00
Wastewater				
CBOD				
CBOD Influent	mg/L	215	134	274
CBOD Effluent-Monthly	mg/L	2	2	1
CBOD Effluent-Monthly Permit Limit	mg/L	15	15	15
CBOD Max Weekly	mg/L	2	2	1
CBOD Max Weekly-Permit Limit	mg/L	25	25	25
CBOD Effluent Monthly kg/day	kg/day	2	2	1
CBOD Monthly kg/day-Permit Limit	kg/day	46	46	46
CBOD Effluent Weekly kg/day	kg/day	2	2	2
CBOD Weekly kg/day-Permit Limit	kg/day	70	70	70
CBOD % Removal	%	99%	99%	100%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	190	140	116
TSS Effluent-Monthly	mg/L	2	1	4
TSS Effluent Permit Limit	mg/L	30	30	30
TSS Effluent Max Weekly	mg/L	2	2	8
TSS Max weekly - Permit Limit	mg/L	45	45	45
TSS Effluent-Monthly kg/day	kg/day	1	1	5
TSS Monthly kg/day-Permit Limit	kg/day	91	91	91
TSS Effluent Max Weekly kg/day	kg/day	2	2	9
TSS Max weekly kg/day- Permit Limit	kg/day	140	140	140
TSS % Removal	%	99%	99%	96%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	6.00	4.40	5.80
Phos Effluent	mg/L	0.20	0.20	0.15
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/day	0.25	0.30	0.15
Phos Effluent Loading Permit Limit	kg/day	2.50	2.50	2.50

Fecal Coliform				
Fecal Effluent	ml	9	1.70	49
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	6	7	6
DO Effluent Permit Limit	mg/L	6	6	6
Effluent Flow				
Average Daily	gallons	224,000	295,000	261,000
Maximum Daily	gallons	281,000	380,000	305,000
Total Monthly	gallons	6,951,000	8,847,000	8,100,000
Total Monthly Precipitation	inches	5.22	0.83	2.20
Green Isle Lift Station Total Flow	gallons	1,110,000	1,037,000	866,000
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$20,627.00	\$7,549.00	37%	58%
Chemical Budget	\$12,853.00	\$9,501.00	74%	58%
Total	\$33,480.00	\$17,050.00	51%	58%



8/19/22

Ladies and Gentlemen:

Thank you for the opportunity to submit a bid for your emergency vehicle. Enclosed you will find Everest Emergency Vehicle's proposal.

Road Rescue Ultramedic Type-1/2022 Ford F-550 4x2 (Gas): \$ 274,975.48

Delivery (Factory to EEV): \$2,500.00

Radio and Cot/Load Transfer and Installation: \$1,924.52

Ford GPC Discount (2022MY – Ford reserves the right to terminate discount at any time): -\$4,400.00

TOTAL: \$275,000.00

Everest Emergency Vehicles is a family owned and operated business founded in 1999. Everest Emergency Vehicles is the authorized dealer for Road Rescue in Minnesota, Wisconsin, and Iowa and Wheeled Coach Industries in the state of Minnesota. Our dedicated staff, sales team and service department has over 75 years combined emergency vehicle experience, we will always work to exceed your expectations.

Everest EV provides new and used ambulance sales along with module service and parts. We have mobile service as well as a loaner/rental fleet available. Our service team specializes in ambulance repair and maintenance. We are a factory authorized ambulance remounting center and Ford QVM Certified. Please call on us for all your emergency vehicle needs.

It is important to note that the industry is experiencing spikes in pricing in all areas affecting ambulance production. Pricing from our suppliers (Ford, Stryker, etc.) are subject to change without notice – these price increases will be passed on to the end user. We will work to communicate any pricing information as we receive it. Unprecedented demand and a constricted supply chain has increased lead times as well. At the time of this submission, the tentative completion date for this ambulance is: **11/30/2024**.

Please let me know if you have any questions, thank you.

Respectfully Submitted;

Everest Emergency Vehicles, Inc.

Ross Taylor

8 S. Owasso Blvd

Little Canada, MN 55117

651-236-8948

wisales@everestev.com



New Ambulance Proposal Overview

9/22/2020 Ver 2A.

PROPOSAL TO: Arlington Area Ambulance

PROPOSAL FOR: One (1) NEW 2024/2025 Braun ChXL Type I, Ford F-550 4x2 Gas with Liquid Springs

TERM OF PROPOSAL: Pricing Valid for 30 days

LEAD-TIME/DELIVERY: New Build 730+ Days

PAYMENT TERMS: Payment to be in the form of a municipal, certified, or cashier's check made out to North Central Emergency Vehicles.

PROPOSAL PRICE(S):

Includes:

- One (1) NEW 2024/2025 Braun ChXL Type I, Ford F-550 4x2 Gas with Liquid Springs, per attached prints and spec sheet
- Delivery to Arlington Area Ambulance
- Move Stryker PL from existing to new Ambulance
- Move Radios from existing to new Ambulance
- Graphics Package Credit of \$5,000.00 - Grafix Shoppe, Eagan MN

TOTAL COST = \$299,790.00

Agreement

THIS AGREEMENT is made between **North Central Emergency Vehicles**, 18448 County Road 9, Lester Prairie, MN 55354 ("COMPANY") and **Arlington Area Ambulance, c/o Arlington City Office**, 204 Shamrock Drive, Arlington MN 55307 ("BUYER"). **THE COMPANY** agrees to sell and **THE BUYER** agrees to purchase **One (1) NEW 2024/2025 Braun ChXL Type I, Ford F-550 4x2 Gas with Liquid Springs (72" Unit)**, per **Arlington Area Ambulance** specifications and as described in the **COMPANY'S RFP** and attached prints, all in accordance with the terms and conditions of the Agreement. The finished ambulance shall be delivered from Braun and delivered by the **COMPANY** personnel to **Arlington Area Ambulance**.

BUYER AGREES to pay a **CONTRACT PRICE** of **\$299,790.00** for **One (1) NEW 2024/2025 Braun ChXL Type I, Ford F-550 4x2 Gas with Liquid Springs (72" Unit)**, per **Arlington Area Ambulance Specifications** and outlined in the attached prints.



Julie Blaha
State Auditor

Suite 500
525 Park Street
Saint Paul, MN 55103

August 26, 2022

Members of the Sibley County Library System Board
Sibley County Library System
Gaylord, Minnesota

We have audited the financial statements of Sibley County, Minnesota, which include as supplementary information, the financial statements of the Sibley County Library System, a discretely presented component unit of Sibley County, as of and for the year ended December 31, 2021, and have issued our report thereon dated August 17, 2022. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our meeting about planning matters on March 2, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibilities Under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated February 1, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the Sibley County Library System. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free from material misstatement, we performed tests of the Sibley County Library System's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions was not an objective of our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Sibley County Library System are described in Notes 1 and 5 to Sibley County's financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2021. We noted no transactions entered into by the Sibley County Library System during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements of the Sibley County Library System are the year-end liability for compensated absences, including the current portion, and the net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense related to pension benefits.

Management's estimate of the year-end liability for compensated absences is based on unused paid time off balances at year-end, and the current portion of compensated absences is calculated as 27 percent of the total liability. The net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense related to pension benefits is based on information provided by the Public Employees Retirement Association (PERA). Plan totals for these amounts were determined by an actuary hired by PERA, with a valuation date of June 30, 2021. The proportionate share by employer was calculated by PERA. We evaluated the key factors and assumptions used to develop these estimates in determining they are reasonable in relation to the financial statements of the Sibley County Library System.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The following material misstatements detected as a result of audit procedures were corrected by management: in the aggregate, adjustments of \$19,005, \$18,070, \$34,103, and \$33,168 were necessary to increase assets, liabilities, revenue, and expenditures, respectively, in the Sibley County Library System component unit trial balances.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 17, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Sibley County Library System's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Matters

We applied certain limited procedures to the Sibley County Library System's PERA retirement plan schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on it.

Page 4

Members of the Sibley County Library System Board
Sibley County Library System
Gaylord, Minnesota

Significant New Accounting Pronouncements

The Governmental Accounting Standards Board (GASB) is the independent organization that establishes standards of accounting and financial reporting for state and local governments. The GASB has issued the following statement that may significantly change financial reporting in an upcoming period.

GASB Statement No. 87, Leases

Effective for calendar year 2022 financial statements, the GASB changed the standards as they apply to leases. An increase of leased assets and liabilities will be required to be reported by state and local governments, which may increase or decrease net position. The Sibley County Library System should begin inventorying its various lease agreements, including identifying key lease provisions.

* * *

This information is intended solely for the use of the members of the Sibley County Library System Board and management of the Sibley County Library System and is not intended to be, and should not be, used by anyone other than those specified parties.

/s/Julie Blaha

JULIE BLAHA
STATE AUDITOR

/s/Dianne Syverson

DIANNE SYVERSON, CPA
DEPUTY STATE AUDITOR



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

RESOLUTION 53-2022

A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR HIGH ISLAND BOTTOM FEEDERS DUCKS UNLIMITED.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Arlington hereby approves the application for a Lawful Gambling Permit as submitted by High Island Bottom Feeders Ducks Unlimited for a raffle and bingo at the Arlington Main Street Hall September 22, 2022.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon poll being taken thereon the following voted in favor thereof: _____; the following voted against: _____; the following abstained: _____; and the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 6th day of September 2022.

Signed: _____
Mayor

Attested: _____
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.

Resolution 54-2022 City Resolution on Special Legislative Session

City of Arlington

State of Minnesota

WHEREAS, the people of Minnesota have critical infrastructure needs, including the replacement and upgrade of aging drinking water systems, sewage treatment, roads, and bridges that cannot be delayed, and

WHEREAS, without additional funding through a bonding bill, cities will have to drastically raise water rates or taxes on residents and business to pay for necessary infrastructure projects made even more expensive due to inflation, and

WHEREAS, the Minnesota Legislature failed to pass a bonding bill in the 2022 legislative session, and

WHEREAS, THE ARLINGTON ECONOMIC AUTHORITY IS REQUESTING \$4,037,000 TO PROVIDE ROAD ACCESS TO AN INDUSTRIAL PARK FOR ECONOMIC GROWTH, and

WHEREAS, Local Government Aid (LGA) is an essential aid program to Minnesota cities, helping to restrain local property taxes, and

WHEREAS, the LGA appropriation has not kept up with city needs and inflation, making it more difficult for cities to provide the public safety, core infrastructure, libraries, and other services without imposing significant property tax increases or service cuts, and

WHEREAS, the Legislature failed to pass a tax bill in the 2022 legislative session that would have increased the LGA appropriation, and

WHEREAS, the state of Minnesota has a multi-billion-dollar budget surplus, and

WHEREAS, additional funds are required to match millions of dollars in available federal funds;

BE IT RESOLVED that the City Council of Arlington, Minnesota urges through this Resolution to Governor Walz to declare a special session and to its lawmakers to work in a bipartisan way to pass a bonding bill and a tax bill that includes an LGA increase; and

BE IT FURTHER RESOLVED that this resolution be transmitted Representative Glenn Gruenhagen and Senator Scott Newman, Speaker of the House Melissa Hortman, Senate Majority Leader Jeremy Miller, House Minority Leader Kurt Daudt, Senate Minority Leader Melissa López Franzen, and Governor Tim Walz.

Adopted: _____

Attest: _____

August 24, 2022

Mr. Ross Arneson
Arlington City Attorney

Dear Mr. Arneson

You are aware of the Arlington's noise ordinances Chapter 6.04 Section B defines public nuisance noise to include "...muffler emission or engine noises or any other noise emitted from a motor vehicle that can be clearly heard from a distance of more than 50 feet from a vehicle."

Chapter 6.04 section C specifically excludes "...auto racing held at the Sibley County Fairgrounds..." from Arlington's public nuisance noise ordinance. However, for any City Council excluded event or activity, the City Council is required to "...establish specific rules for any such events..." The ordinance also states that those specific rules "...shall include but not be limited to allowed levels of noise, crowd control, parking and traffic flow rules, and event activity closing time and crowd evacuation time." Emphasis added.

The City Administrator has indicated that the city has an unwritten "gentleman's agreement" with the Sibley County Fair Board. I do not believe that an unwritten "gentleman's agreement" meets the requirements set forth in Arlington's ordinances which were adopted by the council to balance "...the interest of public health and safety with the reasonable needs of such events." (Emphasis added)

I am not opposed to race car events at the fairgrounds. I only ask that the city specify, in its ordinance required "special rules" for exempted events, all those items that need to be addressed within the special rules. For example – what is the limit of the allowable noise level for auto racing held at the Sibley County Fairgrounds? Is that limit more or less than the noise limits that apply throughout the rest of the city?

I request that you prepare written "specific rules," as required by the city ordinance, for the council to consider adopting concerning the level of allowed noise that will be permitted for racing events at the Sibley County Fairgrounds. I hope that the council will take into consideration the effect that loud noises have on the elderly and those who suffer from ADHD and those who are on the spectrum of autism. While I reside nearly a mile away from the racetrack, some nights the racing noise is so loud that I can NOT even hear my television and I often become extremely anxious and physically upset. Simply put – the current level of noise is upsetting my mental and physical health. Also, while I was recovering from surgery in the Good Samaritan Nursing Home, I noticed that the loud racing noise was having a negative affect on the residents of the Nursing home too. For example, sometimes the noise was so loud that nursing home residents were not able to clearly and efficiently communicate with each other or with the nursing home staff.

over

Let me state again that I am not opposed to auto racing events at the Fairgrounds. I do believe that a reasonable accommodation can be made to meet the needs of the race car owners and racing spectators and also meet the needs of the residents of the community to be able to reside in a more peaceful and less noisy community during our weekly racing events. The race track noise limitations could easily be resolved by the race car owners simply installing race car mufflers.

I request that you present a written proposal for the ordinance required "specific rules" for "...auto racing held at the Sibley County Fairgrounds..." for the September 6, 2022, city council meeting. I further request that you **include a requirement for the installation of mufflers on all cars involved in the racing events at the Sibley County Fairgrounds racetrack.** I believe that my request would fulfill the requirements of Arlington Ordinance 6.04 Paragraph 4 for "...balancing the interest of public health and safety with the reasonable needs of such events." Race car owners and spectators would still be able to enjoy the thrill of racing and the community members would not be subjected to any noise nuisance.

Thank you for your prompt attention to this important matter. Please have the city administrator send me a copy of the September 6, 2022, city council agenda so that I may know if this item will be discussed by the council members on the September 6th.

Sincerely,



Timothy Berger
PO Box 338
Arlington, MN 55307

C: City Council members and City Administrator

Racetrack Agreement

Heather Arneson <heather@arnesonlegal.com>

Fri 9/2/2022 11:09 AM

To: Philip Mangis <Pmangis@arlingtonmn.com>; Amy Newsom <anewsom@arlingtonmn.com>; Dave Meyer <dmeyer@arlingtonmn.com>; Joe Morgan <jmorgan@arlingtonmn.com>; John Thomes <jthomes@arlingtonmn.com>; Matthew Scharpe <mscharpe@arlingtonmn.com>; Rich Nagel <rnagel@arlingtonmn.com>; Michelle Battcher <mbattcher@arlingtonmn.com>

 3 attachments (309 KB)

img09022022_0001.pdf; img09022022_0002.pdf; img09022022_0003.pdf;

Everyone:

Thanks for finding the old 2005 Ordinance 187, Philip. The terms match my own recollection that there was an agreement about the latest start time for races being 11 PM, and expectations about muffler noise control.

When some later issue came up regarding the fairgrounds, it was discovered after a dialogue with the County Attorney that a State law, Minnesota Statute 38.16, exempts county fairgrounds from municipal zoning control.

Therefore, when I converted the City ordinances into the City Code, Ordinance 187 was not carried over into the new Code. I periodically updated the Council at that time by email. I attach a copy of an email page further explaining some of the old ordinances that were dropped, including 187. This was done by Council action adopting the new Code, which repealed all old ordinances or parts of ordinances not incorporated into the new Code.

In place of the old ordinance, there was a "gentleman's agreement" that the fair board and race track operator would follow these guidelines.

Although the City does not have direct zoning control over the fairgrounds, State laws still apply, including MPCA noise guidelines. I recall that at the time of the discussions, it was brought up that if the racetrack did not want to abide by the reasonable requests of the City, MPCA could be brought into the situation. I believe they have followed the verbal agreement in the intervening years.

Thanks,

Ross

THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH AND WELFARE, HEREBY ORDAIN AS FOLLOWS:

An Ordinance regulating the use of the Sibley County Fairgrounds grandstand and racetrack area.

The Sibley County Fairgrounds grandstand and racetrack facility provides a unique site in the city for the conduct of certain events which may be considered beneficial to the health, welfare, property values and entertainment of the citizens of Arlington. However, the events which may be held at said facility also present a unique potential for creating a public nuisance, and have, in fact, been the subject of numerous complaints from citizens over the years. The City Council therefore has concluded that it is necessary to establish certain rules and regulations to govern this unique facility.

1. All events scheduled to use the grandstand, racetrack, infield of the racetrack, or any combination or portions thereof, shall require a conditional use permit issued by the City Administrator, said permit subject to review and approval by the Arlington City Council. If there is intended to be a regular use of said facilities for certain events, based on a seasonal or yearly schedule, such schedule for each calendar year may be submitted to the city on a seasonal or yearly basis, for one conditional use permit to cover the entire season or calendar year as appropriate. The forms and procedures for such approval shall be developed by the City Administrator and made available to the fairboard. Since the conditional use permits required under this ordinance are considered renewals of existing activity which has been conducted for many years, public hearings will not be required as part of the city council permit request review process. No fee shall be charged to the fairboard for such conditional use permits.
2. In the case of special events not historically held on a regular scheduled basis, such as a one-time traveling circus event or music concert event, the city reserves the right to require a conditional use permit which may involve a public hearing and fee payment to the city. Any such fee shall be the standard fee charged for conditional use permits in that calendar year.
3. Prior to granting approval for any scheduled use of the grandstand and/or racetrack, the City Council may require provisions to be made for traffic control, policing, shutdown times and other conditions to be met appropriate for the proposed event, to ensure that the event is conducted safely and in consideration of the health, welfare and property rights of the citizens of the City of Arlington. Any such specific conditions attached to city approval of the event must be fulfilled in all respects, or the city shall have the right to revoke its approval of said event.

4. In any case, no event using the grandstand and/or racetrack shall begin no later than 11:00 p.m. and end no later than 11:30 p.m. In case of dispute as to the accurate starting and ending time of said event, the Sibley County Sheriff dispatch office clock time shall be considered the official time for enforcement of this ordinance.

5. As one of its special conditions imposed for any approved event at the grandstand and/or raceway area, the city may require that a licensed ambulance service be contracted for coverage by an ambulance unit and crew during the event term. In any case where motor vehicles of any description are involved in the event, such as automobile races, demolition derbies, tractor pulls or similar events, attendance by a licensed ambulance service ambulance unit and crew shall be mandatory. The cost of said service shall be paid by the persons or organizations issued the permit to hold the event.

6. If the event using the grandstand and/or racetrack area is being conducted at a time that on sale or off sale beer or intoxicating liquor is being served on the fairgrounds, a minimum of one security officer shall be hired by the persons or organizations issued the permit to hold the event, to patrol the area to see to it that all government liquor sales, consumption and control laws are being obeyed. The security officer will be visually identified in some way, such as a T-shirt, special name tag or arm band, sufficient to identify the security officer as such to customers. The City reserves the right to require the permit holder to run a criminal background check for any such security officers. The duties of the security officer will be to observe the areas where liquor is being sold or consumed on the fairgrounds, and immediately report any apparent law violations to the Arlington-Green Isle Police Department.

7. In any cases where the racetrack area is being used by motor vehicles or heavy equipment, such as automobile races, demolition derbies, tractor pulls and similar events, the vehicles, equipment and the supporting tow vehicles, trailers and support personnel shall enter and exit the fairgrounds from the gates provided on Sibley County Highway 9 on the west side of the fairgrounds. The main fairgrounds gate shall not be used by such vehicles or equipment.

8. Each vehicle participating in events on the racetrack area must be equipped to suppress the engine exhaust noise to 105 decibels or less, as measured at a distance of 100 feet from the vehicle. As an exception to this rule, the City may, in its discretion, grant a variance for events to be held during the annual Sibley County Fair where such noise control is not appropriate, and where the events are of short duration, such as the modified tractor pull and the demolition derby events which have been held at the fair in the past.

9. The fairboard shall maintain adequate safety barriers in good condition surrounding the racetrack area and fronting the grandstand both to reasonably

protect the spectators from injury from the participating vehicles, and also to restrict the spectators for accessing the racetrack area.

10. All city, county and state ordinances and laws shall be observed regarding containment and disposal of refuse, and avoidance of pollution on the site.
11. The event promoter shall be responsible to promptly remove any chunks of mud or other debris from County Highway 9 and city streets caused by the travel of participants and spectators to and from the grandstand and/or racetrack areas.
12. As a special exception to the rules otherwise set out in this ordinance, the annual Sibley County Fair shall not require a conditional use permit as set out in Paragraph 1 above, and shall not be subject to the closing time set out in Paragraph 3 above. However, depending on events scheduled as part of said Sibley County Fair, the City may still require a licensed ambulance service coverage as set out at Paragraph 4 above and the requirements in Paragraph 7, 8, 9 and 10 above shall also remain in effect.
13. The fairboard and the users of the grandstand and/or racetrack areas shall at all times abide by all city zoning and building code ordinances.
14. Any business entity, organization or individual, event promoter, participant or spectator who is found to be in violation of any provision of this ordinance shall be guilty of a misdemeanor, and subject to the fines and penalties for a misdemeanor under Minnesota state law.

This ordinance shall become effective immediately upon publication.

For City of Arlington


By David Czech
It's Mayor


By David L. Krueger
It's City Administrator

First Reading: February 28, 2005
Second Reading: April 4, 2005
Published: April 7, 2005
Adopted: April 7, 2005

THE CITY
SAFETY, F

An ordinan

Section 13

Subdivision

2. Private
be p
conc
the c
mini

This ordin

First Reac
Second R
Published
Adopted:

38.16 EXEMPTION FROM ZONING ORDINANCES.

When lands lying within the corporate limits of towns or cities are owned by a county or agricultural society and used for agricultural fair purposes, the lands and the buildings now or hereafter erected are exempt from the zoning, building, and other ordinances of the town or city; provided, that no license or permit need be obtained from, nor fee paid to, the town or city in connection with the use of the lands. For the purposes of this section, "agricultural fair purposes" includes the management of property as provided in section 38.01, paragraph (a).

History: (738-1) 1927 c 212; 1931 c 166 s 1; 2004 c 254 s 12; 1Sp2005 c 1 art 1 s 68

Ross Arneson

From: Ross Arneson
Sent: Tuesday, July 18, 2017 11:37 AM
To: Adam Cowell; Ben Jaszewski; James Heiland; Laura Elvebak; Michelle Battcher; Richard Nagel; Tom Hatlestad
Subject: City Code - Voided Ordinances

Dear Council,

We previously mentioned some ordinances that are simply voided by changing laws. Those ordinances will not be carried over to the new City Code. The most current list of those ordinances are as follows:

1. Ordinance 7 – Establishing a Revolving Loan Fund. This was passed in 1947. It has since been superseded by our EDA system, which has its own revolving loan fund policy.
2. Ordinance 31 – Civil Defense. This ordinance established a Civil Defense agency at the city level. This was a Cold War system. The Civil Defense System was dissolved at the national and state level in 1974. It was replaced by an emergency services system, designed primarily to respond to natural disasters. Therefore, we are not going to carry over Ordinance 31 to the new code.
3. Ordinance 122 – Star City. This was a state system set up for economic development. We had to do various things to qualify as a Star City under the state rules. The Star City system was terminated by the state in 1997. Therefore, Ordinance 122 will not be carried forward to the new code.
4. Ordinance 155 – Tobacco Sales. Tobacco sales are now regulated at the county level by state law. The County Tobacco Sales Ordinance has superseded the city tobacco ordinance. Therefore, we are not going to carry Ordinance 155 over to the new code.
- 5. Ordinance 187 – Regulation of Sibley County Fairgrounds Uses. We have determined that state law prevents the city from most zoning and permitting controls over a county fairgrounds. We do have an agreement with the Fairboard regarding the running of the race track, which was described in this ordinance. However, that agreement is not enforceable under the ordinance. It remains a “gentlemen’s agreement” with the Fairboard. The city does have some rights regarding nuisances, including noise, traffic control outside the fairgrounds, and other matters, under general laws. We will not carry Ordinance 187 over to the new code.
6. Ordinance 219 – Fee Schedule. This ordinance adopted the city fee schedule for 2008. Its primary purpose was to establish that future fees shall be set by resolution. There is nothing in the law that requires fees to be set by ordinance. Our established practice is now to establish a yearly fee schedule by resolution at the first yearly meeting of the Council. Ordinance 219 will not be carried over to the new code.
7. Ordinance 239 – Data Practices. This area is very heavily regulated by state law. I believe we do have a policy on file regarding how data practices is handled at the city level. This ordinance actually refers to the city “Policy”. We should make sure that we have an up to date data practices policy on file. Ordinance 239 does not need to be carried over to the new city code.
8. Ordinance 244 – Criminal History Background Checks for City Employees, Appointees and Licensees. Criminal background checks are authorized under state law in certain circumstances. It is not necessary for this to be in the form of a city ordinance. It can be, probably is, part of our employment policy. That should be verified. Ordinance 244 does not need to be part of the new city code.

Amy Newsom

From: Joe Morgan
Sent: Tuesday, August 30, 2022 2:39 PM
To: Amy Newsom; ross@arnesonlegal.com; Rich Nagel
Subject: Fw: Choose Arlington
Attachments: UNADJUSTEDNONRAW_thumb_2aef.jpg; UNADJUSTEDNONRAW_thumb_2af7.jpg

I have had 2 residents call me on the topic below. I wasn't able to say for sure if Choose Arlington is registered non-profit(I think it is but I am not 100%). I would ask that this topic be put on the agenda for discussion at our next council meeting.

Ross, your input will be needed when it comes to the relationship between the city and a non-profit (if Choose Arlington is officially a non-profit) also related to concerns raised if they are factual, I am not an expert on this topic.

Sharing so research and discussion can be had on concerns shared. I see the benefit that Choose Arlington brings the city, hopefully we are not breaking any rules supporting it and if we are approaching a line, we may want rethink city support or make it city run if possible.

Joe

From: Kim Quast <kimberly.quast@hotmail.com>
Sent: Tuesday, August 30, 2022 1:08 PM
To: Joe Morgan <jmorgan@arlingtonmn.com>
Subject: Choose Arlington

Council Member,

I am writing to ask for some transparency regarding the non-profit organization "Choose Arlington." I am not able to attend the next council meeting due to my personal work schedule to ask these questions. It is my hope that one of council members brings these concerns forward at the next meeting. This will be emailed out to 4 of the council members. There is a conflict of interest for one council member as they are also a member of the "Choose Arlington" organization.

The mission of the organization is to "market and grow Arlington." They are better known for their "Good Morning Arlington" event held the 3rd Friday of every month at a designated local business in which local business owners and employees of Arlington are invited to attend. These events appear to be well attended, and a great way for the local business community to network and socialize. The Choose Arlington also has a very active Facebook page that showcases local businesses, events taking place within our community, happenings for the local schools, local sports highlights, and much more Arlington related information. This is a great way to showcase our small community and keep citizens and businesses informed. I appreciate what this organization is setting out to do. I have spoken to 3 of the 4 members over the phone to gain some clarity regarding the organization. There are rumblings around town about the lack of transparency with this non-profit organization and confusion. I was told that this organization has no affiliation to the city of Arlington by

one of the members. The Facebook page contact information appears to be a city of Arlington cell phone that is assigned to our city administrator. To confirm this I called the number and it was answered "City of Arlington" by the administrator herself. I would guess if this was a personal cell phone it would not be answered in this manner. The contact email on the Facebook page is also linked to city of Arlington, anewsom@arlingtonmn.com. Is the administrator using her position at the city of Arlington and paid time to benefit this organization that she is a member of?

Welcome bags are provided to new residents that have moved to Arlington through this organization. New residents are given these welcome bags when they set up their new billing accounts with the city of Arlington, this is a great way to get information to new residents and what our community has to offer. However, the Facebook page also says to contact "Gwen" at the city office with the phone number listed to drop off items or for Gwen to arrange pick up for items to the welcome bags. Why is the city office being utilized to collect items and the city phone number to contact Gwen to coordinate this endeavor on city time?

My tax dollars and your tax dollars should NOT be used in the way that they currently are to manage a non-profit organization that has no city affiliation. The administrator and office assistant should not be doing any of this activity on city time other than handing out welcome bags to new residents. It seems they are using their hired positions to benefit their own non-profit organization they are part of. It is great to see city employees attending these "Good Morning Arlington" events. Yet, it seems that it is always the same 3 office employees attending the events. We need to talk a bit about equality and inclusion. Are we being all-inclusive with the city of Arlington employees and inviting the maintenance workers, summer lawn mowing personnel, and other city office staff to these events?

These are the transparency issues that I am talking about. You as a council should also be questioning the same things! Lack of transparency has been a common theme at these council meetings for months. Unethical conduct within the city administration is another common theme that continues to arise. It's time the council gains back the control over the administration of our city and demands transparency from administration.

Attached are some screen shots from the Facebook page for you to view.

Sincerely,

Kim Quast
Arlington Resident



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

204 Shamrock Drive
Arlington, MN 55307
Phone: (507)964-2378 ext 3
pmangis@arlingtonmn.com

MEMORANDUM -

To: City of Arlington P&Z Commission
CC:
From: Phil Mangis, Planning and Zoning Administrator
Date: September 2, 2022
Request: HISTORY OF CHOOSE ARLINGTON

OVERVIEW & GENERAL INFORMATION

HISTORY:

On October 23, 2017 A representative from U of M Extension presented information about the program HomeTown America. This was designed to get residents (specifically young families) to move to rural communities. On January 8, 2018 EDA Director Newsom asked if the EDA Committee would like to move forward with the HomeTown America program. Councilmember Battcher thought this program can piggy-back with strategic planning process. Director Newsom thought that Arlington Chamber and Arlington Industry should be involved in the process. The Committee overall thought that it would be beneficial to discuss this with other organizations and brought back for discussion. On February 12, 2018 the EDA Committee passed a motion to donate \$500 towards Marketing HomeTown America Program (Motion by Councilmember Hatlestad and seconded by Councilmember Battcher, passed unanimously). The kickoff meeting for Marketing HomeTown America was on April 26, 2018, Councilmember Battcher and EDA Committee member Menk attended. Councilmember Battcher explained they were looking for 7 facilitators to lead smaller groups. The facilitators from HomeTown America will train leaders of the small groups and provide them with all of the information they will need to move the program forward. Goal was to have seven groups of 10 people. On June 11, 2018 and update was given concerning HomeTown America, which name was changed to Choose Arlington. On Friday June 29, 2018 8:00 am to 12:00pm facilitators would begin training. On October 10, 2018 during a Choose Arlington/HomeTown America meeting four topics were decided upon: signs and promotions, marketing towards builders/developers,

cultural support for new business; show people/pamphlets and brochures. On June 27, 2019 Choose Arlington received a \$20,000 SMIF grant for marketing Arlington and to create an incubator space in the new Brinkman Building (former DJ shoes). Part of the grant required a survey to be created and go out to all the residents. A local resident created the survey that went out to the residents. Choose Arlington Survey Result: 168 survey results sent back, light manufacturing was top job/business response as well as boutique shops, etc, Restaurant variety was high response, like having a Subway back again or something similar. Food was the overall theme, Top response was jobs. Choose Arlington looked to create a hotel feasibility study to help draw a lodging company to Arlington. This later turned into the Lodging Study. In 2019, Choose Arlington held a fundraiser following the Arli-Dazzle parade to raise funds for the Committee. On June 8, 2020 EDA passed a Motion to spend \$1,900 EDA advertising budget to help Choose Arlington market the City (Motion by Councilmember Hatlestad, seconded by EDA Committee member Sorenson, motion was passed). On January 11, 2021 Choose Arlington updated EDA about the grant received from Southern Minnesota Initiative Foundation (\$20,000). Choose Arlington spent \$4,800 on marketing Arlington and advertising WAC and SAC program. In September 20, 2021, Choose Arlington Chair Menk updated the Council on the achievement of Choose Arlington. He stated that reason that Choose Arlington was started was because some people were not happy with what the Chamber is doing for the town. The mission statement of Choose Arlington is to "market and grow Arlington". Chair Menk also asked if Choose Arlington could spearhead the fundraising efforts to raise money for new Christmas lights for downtown. Motion was passed to allow Choose Arlington to spearhead the fundraising efforts to raise money for new Christmas lights for downtown (Motion was made by Councilmember Battcher, seconded by Buss, motion was carried). Choose Arlington was the front runner for the creation of the dog park and on May 9, 2022 informed EDA that the goal was met for the dog park.

**ARLINGTON CITY COUNCIL
MEETING MINUTES
OCTOBER 15, 2018**

The regular meeting was called to order at 6:40 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: City Adm. Pat Melvin, City Attorney Ross Arneson, Police Officer James Noxon, Kurt Menk

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

Remove item 4E) Approval of the October 1st Regular Meeting Minutes

Removed item 7D) September City of Arlington Financial Report

Add item 10D) Approve/Deny Resolution 68-2018 – Approving Terms of a Loan to R & R Auto Repair from the Arlington EDA Façade Improvement Loan Program for a Project at 117 West Main Street.

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

- A) Approval of the September 17th Regular Meeting Minutes
- B) Approval of the September 25th Special Meeting Minutes
- C) Approval of the September 25th Special Closed Meeting Minutes
- D) Approval of the September 28th Special Meeting Minutes**
- E) ~~Approval of the October 1st Regular Meeting Minutes~~ (removed)
- F) Approval of Bills.
- G) Approval of Three Day Temporary On-Sale Liquor Licenses for Sibley County Relay for Life for Events on November 3, 2018; February 16, 2019 & March 6, 2019.

**Minutes were amended to include the phrase “in the amount of a 6% increase” in the middle of the ‘Now Therefore’ paragraph of Resolution 62.

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) Arlington Police Department DEA National Med Takeback, October 22-27, 8:30 a.m. – 3:00 p.m.
- B) Mayor and City Council Forum, Oct. 23rd, 7:00-8:15 p.m., Arlington Community Center
- C) Driving Program, Oct. 29th (4 Hr. Refresher) @ 5:30 p.m.–9:30 p.m. or Nov. 28th-29th (8 Hr. First Time) @ 5:30 p.m.–9:30 p.m., Arlington Community Center. Call 1-888-234-1294 or e-mail www.mnsafetycenter.org.
- D) Arlington Chamber of Commerce’s Fright Night, Wed. Oct. 31st, 5:30 p.m.-7:00 p.m. Main Street from Hwy 5 to 1st Avenue on both sides of the street.

The Council reviewed the following communications:

- A) September Building Report
- B) Minnesota Department of Health Notification of Sanitary Survey Report for Arlington Public Water Systems

- C) Thank you to Arlington City and Staff for Assistance During the Tractor Ride Benefit for Darin Schultz
- ~~D) September City of Arlington Financial Report.~~

Police Officer James Noxon provided the monthly update for the Police Department. He reported that the department was staying busy. The League of Cities performed an audit of the department and found a few things, such as the need for an eye wash station in the gun cleaning area. Eye wash station and gun cleaning area will be set up in the new garage bay once the garage is done. All the parts for the new garage door were in; the door just needs to be installed. Chief Petterson and Attorney Arneson have been working on a Truancy ordinance. School patrols are being conducted and communication has improved with the radio system that was installed in the school. Electronic cigarettes are being utilized on school property by students and the officers are confiscating them. The Department has been participating as a non-funded partner in the Toward Zero Deaths program (against distracted driving, DUI, seatbelts, etc.) and hoping to become a funded partner in the future. Being funded entitles the department to apply for certain grants. The department has been trying to be more active on their Facebook page. Attorney Arneson commented that the department has been very active in enforcing nuisance ordinances and progress has been made around town.

The second reading of Ordinance No. 322 - An Ordinance Amending Chapter 6.08, Subd. (D) (1) (b) of the City Code Pertaining to the Storage of Fire Wood within the City of Arlington was held. Adm. Melvin stated the purpose of the ordinance amendment was to eliminate the two cord limitation, but added language pertaining to it being stacked in a neat and orderly manner.

The second reading of Ordinance No. 323 – An Ordinance Amending Chapter 6.06, Subd. (B), Pertaining to Fires within the City of Arlington was held. Adm. Melvin stated that this section was being amended to exempt the City’s compost site, whereby controlled burns would be allowed by City Staff.

The first reading of Ordinance No. 324 – An Ordinance Amending Chapter 11 of the City Code Relating to Animals, was held. Adm. Melvin stated that the City was made aware that some residents were keeping chickens and the Council favored the idea of revising the ordinance to allow them. The Planning Committee reviewed policies from other cities, talked about lot sizes and/or setbacks from property lines, number of chickens/ducks to allow and whether neighbors should be notified or not.

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

RESOLUTION NO. 65-2018

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 \$500 from Mary and John Cary of Arlington to be used toward the purchase of a Fire Truck Tanker; 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 Cowell, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Hatlestad, Heiland, Jaszewski; and the following against the same: None; and the following abstained from voting: None; and the following were absent: None.

Adopted by the City Council of the City of Arlington this 15th day of October, 2018.

Signed: /s/ Richard Nagel
Mayor Richard Nagel

Attested: /s/ Patrick Melvin
City Administrator Patrick Melvin

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

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

RESOLUTION NO. 66-2018

A RESOLUTION APPROVING ORDINANCE 322, ENTITLED "AN ORDINANCE AMENDING CHAPTER 6.08, SUBD. (D)(1)(b) OF THE CITY CODE PERTAINING TO STORAGE OF FIRE WOOD WITHIN THE CITY OF ARLINGTON, AND ORDINANCE NO. 323-CHAPTER 6.06, SUBD. (B) PERTAINING TO ALLOWED FIRES WITHIN THE CITY OF ARLINGTON."

WHEREAS, the City of Arlington placed the City Code into effect several months ago; and,

WHEREAS, the Arlington City Council held a work session to discuss potential updates to the City Code, including removing a volume limit on the amount of fire wood able to be stored on private property in the City and has also become aware of the need to have enabling language to allow City staff to burn brush at the Compost site; and,

WHEREAS, the City Council requested preparation of a draft ordinance to amend Chapters 6.08 of the Code pertaining to fire wood and 6.06 of the Code pertaining to fires; and,

WHEREAS, the City Council requested input from the City of Arlington Planning and Zoning Commission and Administration pertaining to these matters; and,

WHEREAS, the Planning and Zoning Commission, following discussion, recommended the City Council approve the proposed ordinance change to Chapter 6.08 and Administration recommended changes to Chapter 6.06; and,

WHEREAS, the City Council held first reading of the Ordinances at a regular meeting on October 1, 2018; and,

WHEREAS, the City Council held second reading of the Ordinances at a regular meeting on October 15, 2018; and,

WHEREAS, the Ordinances are included as Exhibit A, attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Arlington City Council hereby approves Ordinance No. 322 entitled: "An Ordinance Amending Chapter 6.08, Subd (D)(1)(b) Of The City Code Pertaining To Storage Of Fire Wood Within The City Of Arlington , and Ordinance 323 -Chapter 6.06, Subd. (B) Pertaining To Allowed Fires Within The City Of Arlington."

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

Adopted by the City Council of the City of Arlington this 15th day of October, 2018.

Signed: /s/ Richard Nagel
Mayor Richard Nagel

Attested: /s/ Patrick Melvin
City Administrator Patrick Melvin

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

EXHIBIT A

ORDINANCE NO. 322

AN ORDINANCE AMENDING CHAPTER 6.08, SUBD. (D)(1)(b) OF THE CITY CODE PERTAINING TO STORAGE OF FIRE WOOD WITHIN THE CITY OF ARLINGTON

- I. THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS THAT CHAPTER 6.08, SUBD. (D)(1)(b) OF THE CITY CODE SHALL BE AMENDED AS FOLLOWS:**

(b) Fire wood, ~~not exceeding two cords~~, for use only on the premises provided it is stored in an interior side or rear yard stacked in a neat and orderly manner.

- II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City of Arlington on the 15th day of October, 2018.

/s/ Richard Nagel
Richard Nagel, Mayor

Attest: /s/ Patrick Melvin
Patrick Melvin, City Administrator

ORDINANCE NO. 323

AN ORDINANCE AMENDING CHAPTER 6.06, SUBD. (B), OF THE CITY CODE PERTAINING TO FIRES WITHIN THE CITY OF ARLINGTON

- III. THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS THAT CHAPTER 6.06, SUBD. (B) OF THE CITY CODE SHALL BE AMENDED AS FOLLOWS:**

6.06 FIRES

This Section does not apply to the City of Arlington brush and yard waste dump site, where occasional controlled burns of accumulated brush may take place by City Staff.

- IV. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City of Arlington on the 15th day of October, 2018.

/s/ Richard Nagel
Richard Nagel, Mayor

Attest: /s/ Patrick Melvin
Patrick Melvin, City Administrator

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

RESOLUTION NO. 67-2018

A RESOLUTION APPROVING A PURCHASE AGREEMENT AMENDMENT BETWEEN THE CITY OF ARLINGTON, A MINNESOTA MUNICIPAL CORPORATION, SELLER, AND CARAVEL VENTURES, LLC, A MINNESOTA LIMITED LIABILITY COMPANY

The City of Arlington, a Minnesota municipal corporation, seller, and Caravel Ventures, LLC, a Minnesota Limited Liability Company, buyer, entered into a purchase agreement dated August 1, 2018 for purchase of the property described below:

Part of the Northwest Quarter of the Northwest Quarter of Section 16, Township 113, Range 27 described as follows:

Commencing at the northwest corner of Said Section 16; thence on an assumed bearing of North 90 degrees 00 minutes 00 seconds East along the North line of said Northwest Quarter 436.50 feet to the point of beginning of the

tract to be described; thence South 00 degrees 00 minutes 00 seconds West 200.00 feet thence North 90 degrees 00 minutes 00 seconds West 439.65 feet to the West line of said Northwest Quarter; thence South 00 degrees 54 minutes 05 seconds West along said West line 745.51 feet to the northerly right-of-way line of Trunk Highway Number 5; thence North 58 degrees 33 minutes 24 seconds East along said northerly right-of-way line 909.77 feet; thence North 00 degrees 00 minutes 00 seconds East 470.83 feet to the North line of said Northwest Quarter; thence South 90 degrees 00 minutes 00 seconds West along said North line 324.80 feet to the point of beginning.

Said purchase agreement called for closing of the sale on or before October 1, 2018.

The purchase agreement called for certain contingencies which have not yet been met. The parties hereby agree that the closing date is extended to on or before December 1, 2018, to allow time for resolution of such contingencies.

In Testimony Whereof, the parties sign this agreement, and bind themselves, their successors and assigns.

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

Adopted by the City Council of the City of Arlington this 15th day of October, 2018.

Signed: /s/ Richard Nagel
Mayor Richard Nagel

Attested: /s/ Patrick Melvin
City Administrator Patrick Melvin

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

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

RESOLUTION NO. 68-2018

A RESOLUTION APPROVING TERMS OF A LOAN TO R & R AUTO REPAIR FROM THE ARLINGTON EDA FAÇADE IMPROVEMENT LOAN PROGRAM FOR A PROJECT AT 117 WEST MAIN STREET

WHEREAS, Ross and Ryan Bergs, d.b.a. R & R Auto Repair, has applied for a Façade Improvement Loan available through the EDA; and

WHEREAS, the Applicant requests a forgivable loan in the amount of \$2,500 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 117 W 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 \$2,500 to R & R Auto Repair 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. Ross and Ryan Bergs, d.b.a. R & R Auto Repair (the "Borrower") have submitted an official application form requesting financial assistance from the EDA Façade Improvement Loan Program (the "Loan") in the amount of \$2,500 or fifty (50) percent of the project cost, whichever is less in order to finance removing the basement, remodel the office with easier access, add a new front using brick, replace the roof and efficiency updates (the "Project") at 117 W 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.

I CERTIFY THAT the above Resolution was adopted by the City Council of the City of Arlington on October 15, 2018.

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

Adopted by the City Council of the City of Arlington this 15th day of October, 2018.

Signed: /s/ Richard Nagel
Mayor Richard Nagel

Attested: /s/ Patrick Melvin
City Administrator Patrick Melvin

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

Sealed bids were reviewed for the 1988 Chevy Cheyenne 2500 Four-wheel Drive Standard Cab Pickup that the City was selling. The high bid was from Jay Jensen in the amount of \$6,150. It was noted that there were 11 bids received for the pickup. The range of bids was from \$3,333.33 to \$6,150.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to accept the high bid from Jay Jensen in the amount of \$6,150 for the 1988 Chevy Cheyenne 2500 Four-wheel Drive Standard Cab Pickup.

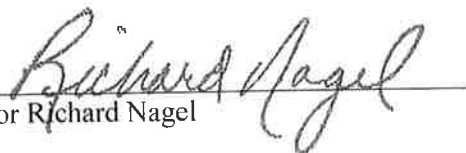
Battcher talked about the Marketing Hometown America meeting that she attended recently. She felt it went well with good community involvement and there was great excitement. Adm. Melvin stated that four committees were formed at meeting: signs and promotions, builders and developers, marketing, and culture and support for new businesses. The information will be put on the website and individuals are encouraged to still join a committee.

Battcher talked about the meeting she attended pertaining to the City's insurance provided. She stated that it was a very informative session. It was noted that Arlington is part of a pool and its market rates are well below everyone else's; that is why it has been experiencing such increases the last couple of years (to get caught up/leveled off). It was noted that the City offers its employees a very nice insurance package. Adm. Melvin commented that he would like to look for a new insurance representative; one who would be more involved/interactive.

Motion by Hatlestad, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 7:43 pm.



City Administrator Patrick Melvin



Mayor Richard Nagel

**ARLINGTON CITY COUNCIL
MEETING MINUTES
NOVEMBER 5, 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, Tom Hatlestad, Jim Heiland, Ben Jaszewski

Members absent: None

Also present: City Adm. Pat Melvin, City Engineer Jason Femrite, Police Chief John Petterson, Mike Stumm, Fire Chief John Zaske, RSMC Adm. Ben Nielsen, Kurt Menk

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

Add item 6E) Ryan Jacobson, Author of 'Adam Thielen', Nov. 14th, 12-1 pm, Arlington Community Center.

Open Discussion) Special Council Workshop/Budget Meeting, Thursday, November 8th, 6 p.m.

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

- A) Approval of the October 1st Regular Meeting Minutes
- B) Approval of the October 15th Regular Meeting Minutes
- C) Approval of Bills.
- D) Approval of Scott Equipment Company's Application for Fireworks/Pyrotechnic Special Effects on Saturday, December 1, 2018 as part of the 2018 Arli-Dazzle Event.

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) City Offices Closed on Monday, November 12th in observance of Veteran's Day Holiday
- B) City Offices Closed on Thursday, November 22nd & Friday, November 23rd for Thanksgiving Holiday
- C) Arli-Dazzle, Saturday, December 1st (<http://arlidazzle.com>) Raffle Tickets Available @ City Hall.
- D) Truth-In-Taxation/Budgeting Hearing, December 3rd @ 6:00 p.m.
- E) Ryan Jacobsen, Author of 'Adam Thielen', Nov. 14th, 12-1 p.m., Arlington Community Center.

The Council reviewed the following communications:

- A) Employment and Economic Development Notice of Approval for Greater MN Business Development Public Infrastructure (BDPI) Program grant in the Amount of \$94,625.

Ben Nielsen, RSMC Interim Administrator and Vice President of Ambulatory Services, presented the annual report for the hospital board. He talked about the remodeling/construction project and how it was going. They are hopeful that the entire project will be completed by next summer. Nielsen stated that physician retention and recruitment continues to hold steady. He commented that Ridgeview is migrating into the Epic Records systems (universal electronic records systems).

Fire Chief Zaske commented that the trucks were re-certified recently and the generator was not working on engine #2. He presented two estimates for fixing the generator, which one bid was from two local businesses working together.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to accept the bid from Maverick Automotive & PEEPS Repair in the amount of \$8,783 to repair engine #2.

Mike Stumm was present on behalf of the Chamber of Commerce/Arli-Dazzle Event to request their annual assistance with event, which includes closing of city streets, use of city staff/officers and resources, etc.

Motion by Cowell, seconded by Battcher, and passed by unanimous vote to approve the requests from the Chamber of Commerce for the Arli-Dazzle Event on December 1st.

The second reading of Ordinance No. 324 - An Ordinance Amending Chapter 11 of the City Code, Relating to Animals, was held. Adm. Melvin explained that the proposed ordinance was being revised to allow a specific number of chickens and ducks.

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

RESOLUTION NO. 69-2018

A RESOLUTION APPROVING ORDINANCE 324, ENTITLED "AN ORDINANCE AMENDING CHAPTER 11 OF THE CITY CODE RELATING TO ANIMALS" AND AUTHORIZING SUMMARY PUBLICATION THEREOF

WHEREAS, the City of Arlington placed the City Code into effect several months ago; and,

WHEREAS, the Arlington City Council held a work session to discuss potential updates to the City Code, including providing for the keeping of chickens on private property in the City; and,

WHEREAS, the City Council requested preparation of a draft ordinance to amend Chapter 11 of the Code pertaining to keeping of animals in the City; and,

WHEREAS, the City Council requested input from the City of Arlington Planning and Zoning Commission pertaining to the matter; and,

WHEREAS, the Planning and Zoning Commission, following discussion and with input from the Arlington Police Chief, recommended the City Council approve the proposed ordinance providing for the keeping of chickens and ducks within the City; and,

WHEREAS, the City Council held first reading of the Ordinance at a regular meeting on October 15, 2018; and,

WHEREAS, the City Council held second reading of the Ordinance at a regular meeting on November 5, 2018; and,

WHEREAS, the Ordinance is included as Exhibit A, attached to this resolution; and,

WHEREAS, the City Council of the City of Arlington has determined the publication of the title and a summary of Ordinance 324 would clearly inform the public of the intent and effect of the Ordinance; and,

WHEREAS, prior to the publication of the title and summary, the Council has read and approved the text of the summary and determined that it clearly informs the public of the intent and effect of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the Arlington City Council hereby approves Ordinance No. 324 entitled: "An Ordinance Amending Chapter 11 Of The City Code Relating To Animals".

BE IT FURTHER RESOLVED that the City Administrator shall cause a summary of Ordinance No. 324 to be published in the City's official newspaper at the earliest practicable date; and,

BE IT FURTHER RESOLVED, the summary publication shall read as follows:

"On November 5, 2018 the City Council of the City of Arlington approved Ordinance No. 324, entitled, 'An Ordinance Amending Chapter 11 Of The City Code Relating To Animals'. The Ordinance is available for review and/or photocopying during regular office hours at the City of Arlington, 204 Shamrock Drive, Arlington, Minnesota 55307. Ordinance 324 allows the keeping of up to six chickens or ducks or any combination thereof in the City. Several standards apply including but not limited to the following: (1) Keeping of chickens or ducks is subject to issuance of an administrative permit from the City; (2) Keeping of chickens or ducks is limited to keeping

of female chickens/ducks, no roosters or drakes are allowed; (3) Property owners must provide a coop and run for the fowl; (4) Coops and runs must be setback ten feet from all property lines and can't be in the front or corner, street-side yard; and, (5) Coops and runs must be kept in sanitary condition and food must be contained in a rodent-proof container."

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

Adopted by the City Council of the City of Arlington this 5th day of November, 2018.

Signed: /s/ Richard Nagel
Mayor Richard Nagel

Attested: /s/ Patrick Melvin
City Administrator Patrick Melvin

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

EXHIBIT A

ORDINANCE NO. 324

AN ORDINANCE AMENDING CHAPTER 11 OF THE CITY CODE RELATING TO ANIMALS

- I. THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS CHAPTER 11.02 OF THE CITY CODE RELATING TO FARM ANIMALS IS HEREBY AMENDED AS FOLLOWS:

11.02 Farm Animals and Horses

Farm animals, defined as animals usually held for agricultural or commercial production, including, but not limited to, cattle, hogs (including miniature "pot-bellied" pigs), sheep, goats, mink, ermine, chickens, or turkeys, and also horses, shall only be allowed to be kept or housed in portions of the city zoned as agricultural zones, subject to any further restrictions contained in other City ordinances. Except that backyard chickens and ducks may be allowed in the R-1 One Family Residential District and the R-2 One and Two Family Residential District, subject to the following standards.

11.02.01 Definitions

Backyard Chicken. "Backyard Chicken or Duck" shall mean a female chicken or female duck that serves as a source of eggs or meat.

Coop. "Coop" shall mean the structure for the keeping or housing of backyard chickens as permitted by this Chapter.

Drake. "Drake" shall mean a male duck.

Rooster. "Rooster" shall mean a male chicken.

Run. "Run" shall mean an area attached to a coop where backyard chickens can roam unsupervised.

11.02.02 Keeping of Backyard Chickens and Ducks.

- A. Purpose. It is recognized that the ability to cultivate one's own food is a sustainable activity that can also be a rewarding past time. It is further recognized that the keeping of backyard chickens and ducks, if left unregulated, may interfere with the residential character of certain neighborhoods. Therefore, it is the purpose and intent of this Section to permit but strictly limit the keeping of backyard chickens and/or ducks for egg and meat sources in a clean and sanitary manner that is not a nuisance to or detrimental to the public health, safety, and welfare of the community.
- B. Keeping of Backyard Chickens And/Or Ducks Allowed. A person may keep up to four (4) six (6) backyard chickens and/or ducks on a residential property, provided:
1. The parcel where the backyard chickens and/or ducks are kept is within a Residential District as provided for in Chapter 31-Zoning of the Arlington City Code;
 2. The keeper of the backyard chickens and/or ducks resides in a detached dwelling at the parcel at which the backyard chickens are kept;
 3. The owner of the subject parcel obtains a backyard chicken/duck permit from the City, issued in compliance with this Chapter.

C. Permit Required: A permit is required for the keeping of backyard chickens and/or ducks.

1. Those desiring to keep backyard chickens and/or ducks shall file a written application with the City Administrator on a form provided by the City and pay an application fee. Fees to be charged for the permit to keep backyard chickens/ducks shall be set by City Council on the fee schedule.
2. The application shall include:
 - a. The breed and number of chickens and/or ducks to be maintained on the premises;
 - b. A site plan of the property showing the location and size of the proposed coop and run, setbacks from the coop to property lines and surrounding buildings (including houses on adjacent lots), and the location, style, and height of fencing proposed to contain the backyard chickens in a run; and,
 - c. Such other and further information as may be required by the City Administrator; and
 - d. The required fee.
3. The City Administrator and/or designee shall process the application.
4. The City, upon written notice, may revoke a permit for failure to comply with provisions of this Section or any of the permit's conditions.
5. The City may inspect the premises for which a permit has been granted in order to ensure compliance with this Section. If the City is not able to obtain the Occupant's consent to enter the property, it may seek an administrative search warrant or revoke the permit.

D. General Standards and Limitations for the Keeping of Backyard Chickens and Ducks.

1. The keeping of roosters as a backyard chicken is prohibited.
2. Backyard chickens and/or ducks shall not be raised or kept for the purpose of fighting.
3. Backyard chickens and/or ducks shall not be kept in a dwelling, garage, or accessory structure other than those meeting the requirements of an enclosed coop.
4. All backyard chickens/ducks must have access to an enclosed coop meeting the following minimum standards:
 - a. The enclosed coop may not occupy a front or street-side yard.
 - b. The enclosed coop shall be setback a minimum of ten (10) feet any property line. The enclosed coop shall not exceed ten (10) feet in height.
 - c. The enclosed coop shall be similar in color to the principal structure on the lot and in general be in harmony with residential uses in the locale.
 - d. The enclosed coop must be built to protect the backyard chickens/ducks from extreme heat or cold.
 - e. The enclosed coop shall be at all times maintained in good repair and sanitary condition.
 - f. The enclosed coop shall meet all applicable building, electrical, HVAC, plumbing, and fire code requirements.
5. All backyard chickens/ducks shall have access to a run meeting the following minimum standards:
 - a. The run shall be a fully-enclosed and covered area attached to a coop where backyard chickens/ducks can roam unsupervised.
 - b. The run shall be setback at least ten (10) feet from all property lines and not located in a front or street-side corner yard.
 - c. The enclosed run shall be well drained so there is no accumulation of moisture.
 - d. Run components shall feature fencing materials approved for use in residential zoning classifications.
 - e. The run shall be at all times maintained in good repair and a sanitary condition.
6. The following minimum sanitation standards shall be observed at all times:
 - a. All premises on which backyard chickens/ducks are kept or maintained shall be kept clean from filth, garbage, and any substances which attract rodents. The coop and its surrounding area must be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors detectible on another property. Failure to comply with

these conditions may result in the City Administrator and/or Enforcement Officer removing backyard chickens/ducks from the premises or revoking the backyard chicken/duck permit.

- b. All grain and food stored for backyard chicken/duck permit shall be kept indoors in a rodent proof container.
- c. Backyard chickens/ducks shall not be kept in such a manner as to constitute a Nuisance as provided for under the City Code.
- d. Persons no longer intending to keep backyard chickens/ducks on the subject property shall notify the City in writing and remove the enclosed coop and run.
- e. The enclosed coop and run shall be removed from the property upon permit expiration and/or permit revocation.

II. EFFECTIVE DATE. THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Arlington on the 5th day of November, 2018.

Richard Nagel, Mayor

Attest:

Patrick Melvin, City Administrator

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

RESOLUTION NO. 70-2018

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 \$150 from Doehling Farms, Inc. for the Arlington Ambulance; 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 Cowell, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Hatlestad, Heiland, Jaszewski; and the following against the same: None; and the following abstained from voting: None; and the following were absent: None.

Adopted by the City Council of the City of Arlington this 5th day of November, 2018.

Signed: /s/ Richard Nagel

Mayor Richard Nagel

Attested: /s/ Patrick Melvin

City Administrator Patrick Melvin

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to approve Contractor's Pay Estimate No. 1 in the amount of \$134,495.08 for the 2018 Street Improvement Project at 2nd Avenue NW and Alleys.

Police Chief Petterson handed out information that he and Maintenance Supvr. Weckworth had put together pertaining to school zone signage. It was noted that the School had requested that there be a set time (i.e. 7am-4pm) for school zone. Members of the Council expressed opposition to having a time and preferred the school zone be year-round for consistency purposes. Some discussion was held on

placement of the signs. Chief Petterson and Maintenance Supvr. Weckworth had suggested holding off placing signs around the various parks at this time.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve the purchase and installation of No Parking and Speed Limit Signs around the school for a not to exceed amount of \$2,500 with funding from Account 226-Street Signs and Maintenance; and install the posts before the frost sets in yet this year.

Discussion was held on the proposed 2019 Street & Utility Improvement Project. Adm. Melvin explained that the sewer backup issues on Chandler Street were addressed earlier in the year and therefore the Council has decided to move forward with the water issue on Clinton and Baker Streets for the proposed improvement project. The Council reviewed information from Financial Advisor Shannon Sweeney that showed the City could take on a new project, as a bond was being paid off and the payments for this project would fall in where those payments leave off. Engineer Femrite talked about the proposed project.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve authorizing the Feasibility Report for the 2019 Street & Utility Improvement Project.

Adm. Melvin stated that the City has been contacted by the Fair Board about draining their parking area (just south of the horse arena) into the City owned stormwater retention pond in the north via a drainage tile. It was noted that all expenses would be the Fair Board's if authorized. Engineer Femrite didn't foresee any issues with the request since it was a slow ground seepage (grass) area. The area has undersized storm sewer lines. It was the consensus of the Council that the Fair Board could move forward with their request and that all expenses incurred were the responsibility of the Fair Board.

Adm. Melvin talked about the 2019 Employee Health Insurance Plan. He has looked into why the City's rate was increasing so significantly and was told it was because of the small group the City was a part of. The City does not have large claims. It was noted that even with the higher increase, the City was still at the lower end of the spectrum when compared to other cities.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to approve the 2019 Employee Health Insurance through South Central Service Cooperative with a 19.9% increase resulting in \$563 for single and \$1,406.50 for family health insurance.

Adm. Melvin stated that the City had been notified by Morgan Stanley that they would no longer be able to service certain government entity accounts. The City has several accounts with Morgan Stanley. Adm. Melvin has looked into what other options are available to the City and provided three for the Council to consider. Battcher commented that she would like to see more options; the Mayor agreed.

Motion by Battcher, seconded by Heiland, and passed by unanimous vote to table the investment account topic until more information can be obtained.

Adm. Melvin explained that the EDA felt it was in the City's best interest to list the TSE Building with another realty company; (a commercial) one who does more in the metro area. It was also suggested to list it for six months versus a year. Various realtors were suggested.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to authorize EDA Dir. Newsom to pursue some metro realtors and look at a six month contract for the TSE building.

It was the consensus of the Council to hold a special meeting on November 13th at 5 pm to canvass the election results and discuss the 2019 budget.

The Council reviewed the Capital Improvement Plan (CIP) with priorities and funding sources identified. Adm. Melvin stated that with the changes occurring within the Ambulance Department, some items have been pushed off to 2020. It was noted that preliminary discussions with Gaylord and Ridgeview about joining the ambulance services has begun.

Battcher provided an update on what the Planning & Zoning Committee. She stated that they continue to discuss a proposed rental code. Arlington Township is coming around to the idea of implementing another Orderly Annexation Agreement.

Heiland provided an update on the most recent Streets Committee meeting. They discussed street light concepts/specs (what does the city want, various companies). They reviewed the proposed maintenance budget (some items added/removed). They also discussed the poor condition of the curbing in front of St. Mary's Church.

Adm. Melvin commented that MVEC notified him that they were going to be changing up their loan program at the end of the year to 75% versus the 50% it is currently. This is good news for the City since it will be initiating a loan for the street light project after the first of the year.

Adm. Melvin provided an update on the Marketing Hometown America program. He stated that a meeting has been scheduled with local contractors to see why they have not been building in Arlington.

Adm. Melvin commented that he has been working on renewing the copier contract for Administration.

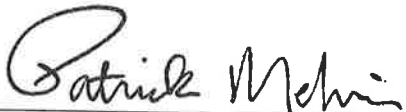
Adm. Melvin stated that he and EDA Dir. Newsom have been working with Christian Lilienthal about finding a space for his animals to be displayed.

Adm. Melvin provided an update on the noise complaints with Northland Drying. Northland has installed some equipment hoping it would reduce the noise. The City continues to communicate with them on this issue.

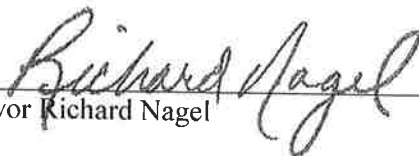
Mayor Nagel talked about the LMC conference that he attended in Mankato recently.

Discussion was held on whether or not to renew the contract with the Planning & Zoning Consultant. Hatlestad commented that he would like to see a new consultant hired and so would some members of the EDA. Some EDA members had expressed their concerns about the current PZ Consultant to Hatlestad after the Ninkaski project. Mayor Nagel commented that he had a couple people express their concerns also. Battcher and Heiland were not opposed to looking at hiring a new one. It was commented that an interim consultant would be needed if the Council decided not to renew the contract.

Motion by Heiland, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 9:00 pm.



City Administrator Patrick Melvin



Mayor Richard Nagel



**ARLINGTON CITY COUNCIL
MEETING MINUTES
JANUARY 4, 2021 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 individual

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1496461473>
For the best audio experience, please use computer audio.

Dial(for higher quality, dial a number based on your current location):

US: +1(773)2319226 (US North)

+1(312)2630281

+1(470)8692200 (US East)

+1(646)3573664

+1(623)4049000 (US West)

+1(650)2424929

+1(720)9027700 (US Central)

+1(213)2505700

+1(346)9804201

+1(469)4450100 (US South)

Meeting ID: 149 646 1473

International numbers available: <https://meetings.ringcentral.com/teleconference>

1. Call Meeting to Order and Pledge of Allegiance -Meeting was called to order at 6:30 pm by Mayor Nagel.
2. Swearing-in of Newly Elected and Appointed Councilmembers: Matthew Scharpe, John Thomes, Craig Buss, Joe Morgan
3. Roll Call – In Person and RingCentral
Present: Mayor Rich Nagel, Michelle Battcher, Joe Morgan, Matthew Scharpe, John Thomes, Craig Buss, Joe Morgan.
Staff Present: City Administrator Amy Newsom, City Attorney Ross Arneson by RingCentral, Ambulance Manager Jaime Weikle by RingCentral, Maintenance Supervisor Kirby Weckworth by RingCentral, Intern Haile Tegegne
Guest present: Nancy Mathwig – Lions Club by RingCentral, Matt Nelson – Arlington Chamber of Commerce by RingCentral, Kurt Menk – Arlington Enterprise

4. Approve the Agenda and any Agenda Additions - City Administrator Newsom requested approval of Agenda. Motion by Scharpe to approve the agenda, second by Battcher. Motion Carried.

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.

Motion by Morgan to approve the following consent items:

5. Approval of Consent Agenda
 - A) Approval of Bills
 - B) December 21, 2020 Council MinutesSecond by Battcher. Motion carried.

PETITIONS, REQUESTS, & COMMUNICATIONS

6. Addressing the Council- none
7. Announcements- none
8. Communications- none

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

9. Reports
 - A) December Public Works Report – Kirby Weckworth, Maintenance Supervisor
Supervisor Weckworth presented December report stating that nothing major happened last month. He is working to fix the 1 of the streetlight and monitoring the 2nd one that is flickering. Ordering 30 trees in 2021. Bringing the League of Minnesota Cities to resolve truck incident with Christmas lights that was hit. Waiting on the cold for Ice Rink. Public Works employee Daniel Hughes successfully passes probation.
 - B) December Ambulance Report – Jaime Weikle, Ambulance Manager
Manager Weikle reported that Ambulance 371 went into the ditch during a blizzard on December 23, there was damage to the Ambulance rear bumper and subframe. She is waiting on quote for subframe. They were responding to 911 call.
 - C) Lions Trex Park Bench project update - Nancy Mathwig
Ms. Mathwig reported they were able to collect over 500 pound of plastic that will provide a free 48-inch bench for the community.
 - D) Choose Arlington Update - Kurt Menk
Mr. Menk reported on the Southern Minnesota Initiative Foundation \$20,000 grant received in 2019. Even in time of crisis Amy and the Council members should be proud 4 new business owners in town and the growth that has happened. We had 11 new businesses and 22 new homes built or to be built in town. We need to continue marketing the City and the SAC/WAC Fee Waiver to neighboring towns. We have had developers in the building in our community and we have an investor/developer considering building twin houses. We will continue to provide welcome bags to new residents.

ORDINANCES & RESOLUTIONS

10. Second reading of Ordinance 332: AN ORDINANCE GRANTING A FRANCHISE TO MEDIACM MINNESOTA LLC BY THE CITY OF, MINNESOTA, TO CONSTRUCT, OPERATE, AND MAINTAIN A CABLE SYSTEM IN THE CITY OF ARLINGTON, SETTING FORTH CONDITIONS ACCOMPANYING THE GRANT OF THE FRANCHISE; PROVIDING FOR REGULATION AND USE OF THE SYSTEM AND THE PUBLIC RIGHTS-OF- WAY, AND PRESCRIBING PENALTIES FOR THE VIOLATION OF THE PROVISIONS HEREIN;
11. Resolution 1-2021 A Resolution Appointing City Administrator and Authorizing the City of Arlington to Enter into a Contract with Amy Newsom
Motion by Battcher to approve Resolution 1-2021 striking anything from resolution with duties of P&Z. Second by Joe Morgan. Motion Carried. Battcher, Morgan, Scharpe, Thomes, Buss in favor. None against. None abstained. None Absent. Appoint Amy Newsom as City Administrator. Also, Employee Relations Committee to create separate stipend for her time to carry out duties of Planning & Zoning until position is filled.
12. Resolution 2-2021 A Resolution Designating the Official City Depository
Motion by Battcher to approve Resolution 2-2021, second by Scharpe. Motion carried. Battcher, Morgan, Scharpe, Thomes, Buss voted in favor. None against. None abstained. None absent.
13. Resolution 3-2021 A Resolution Authorizing Signature Authority for City Accounts
Motion by Morgan to approve Resolution 3-2021, second by Thomes. Motion carried. Battcher, Morgan, Scharpe, Thomes, Buss voted in favor. None against. None abstained. None absent.
14. Resolution 4-2021 A Resolution Designating Official Newspaper
Motion by Battcher to approve Resolution 4-2021, second by Scharpe. Motion carried. Battcher, Morgan, Scharpe, Thomes, Buss voted in favor. None against. None Abstained. None absent.
15. Resolution 5-2021 A Resolution Approve the 2021 Calendar
Motion by Battcher to approve Resolutions 5-2021, second by Thomes. Motion carried. Battcher, Morgan, Scharpe, Thomes, Buss voted in favor. None against None Abstained. None absent.
16. Resolution 6-2021 A Resolution Ratifying Mayoral Appointments and Committees
Motion by Scharpe to approve Resolution 6-2021, second by Thomes. Motion carried. Battcher, Morgan, Scharpe, Thomes, Buss voted in favor. None against. None abstained. None absent.
17. Resolution 7-2021 A Resolution Approving Extension of the Arlington Sewer Access Connection and Water Access Connection Fee Waiver Program for New Residential Construction within the City
Motion by Morgan to approve Resolution 7-202, second by Battcher. Motion carried. Battcher,

Morgan, Scharpe, Thomes, Buss voted in favor. None against. None abstained. None absent.

18. Resolution 8-2021 A Resolution Approving Ordinance No. 332, AN ORDINANCE GRANTING A FRANCHISE TO MEDIACOM MINNESOTA LLC BY THE CITY OF ARLINGTON, MINNESOTA, TO CONSTRUCT, OPERATE, AND MAINTAIN A CABLE SYSTEM IN THE CITY OF, SETTING FORTH CONDITIONS ACCOMPANYING THE GRANT OF THE FRANCHISE; PROVIDING FOR REGULATION AND USE OF THE SYSTEM AND THE PUBLIC RIGHTS-OF- WAY, AND PRESCRIBING PENALTIES FOR THE VIOLATION OF THE PROVISIONS HEREIN;

Motion by Morgan to approve Resolution 8-2021, second by Thomes. Motion carried.

Motion Carried. Battcher, Morgan, Scharpe, Thomes, Buss in favor. None against. None abstained. None absent.

UNFINISHED BUSINESS

19. Discussion on allowing 1 non-resident on City of Arlington Citizen Committees
Consensus was not to move forward with allowing non-residents to serve on committees.

NEW BUSINESS

20. City Council Duties and Responsibilities

City Attorney Arneson advised Council Members to be cautious of trying to supervise employees. To make sure they follow policy and procedure if they are getting harassed. Make sure to follow Open Meeting Law.

MISCELLANEOUS BUSINESS


Committee Updates

Open Discussion-

Councilmember Buss raised questions regarding the City paying for easements to rail management company (Omega Rail). The Council directed staff to inspect easement locations. Maintenance Supervisor Kirby Weckworth will inspect the locations.

ADJOURNMENT

Motion by Morgan to adjourn at 8:20 pm, second by Battcher. Motion Carried.


City Administrator Amy Newsom


Mayor Richard Nagel



**ARLINGTON CITY COUNCIL
MEETING MINUTES
SEPTEMBER 20, 2021 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 individual

1. Call Meeting to Order and Pledge of Allegiance -Meeting was called to order at 6:31 pm by Mayor Nagel. All stood for the Pledge of Allegiance.
2. Roll Call
Present: Rich Nagel, Michelle Battcher, Matt Scharpe, Craig Buss
Absent: John Thomes, Joe Morgan
Staff Present: City Administrator Amy Newsom, P&Z Administrator Phil Mangis, Police Chief Andrew Konechne, Officer Nate Walton, Officer Max Brewer
Guests Present: Lisa Johnson, Kurt Menk – *Arlington Enterprise*, Al Shud
3. Swearing in – Police Officer Maxwell Brewer
4. Approve the Agenda and any Agenda Additions
Newsom requested to add Marvin Denzer of MVEC to new business and requested to move Kurt Menk to last on the agenda. Motion by Battcher to approve the agenda with changes, second by Scharpe. Motion carried.

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.

Motion by Battcher to approve the following consent agenda items:

5. Approval of Consent Agenda
 - A) Approval of Bills
 - B) September 1, 2021 Fire Department Committee Minutes
 - C) September 7, 2021 Council Workshop Minutes
 - D) September 7, 2021 Council Meeting Minutes
 - E) September 13, 2021 Special Council Meeting Minutes
 - F) September 13, 2021 Council Workshop Minutes

Second by Scharpe. Motion carried.

PETITIONS, REQUESTS, & COMMUNICATIONS

6. Addressing the Council – Lisa Johnson of 302 E Alden addressed the Council regarding her sidewalk. She stated that she spoke with Phil in September, and he quoted Chapter 26 of the City Code. She is not in favor of repairing her sidewalk, she would rather see it removed. She had concerns about potential damage to the trees next to the sidewalk.
7. Announcements
8. Communications
 - A) MIF Award
 - B) JCF Award

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

9. Reports
 - A) August Police Department Report - Chief Andrew Konechne – Chief Konechne reviewed the August report.
 - B) August 2021 Planning and Zoning/Community Center Report – Zoning Administrator Phil Mangis III – Mangis reported that the Dugout has not been cleaning up the bar, he also reported that he received a complaint about the smell and noise at Northland Drying. Mangis is looking at grants like the Safe Routes to School grant for the City's sidewalks.
 - C) Choose Arlington Update – Kurt Menk -moved to 22.
 - D) August Revenue Report -Newsom presented the August Revenue Report
 - E) August Expenditure Report- Newsom presented the August Expenditure Report
 - F) August PeopleService O&M Report – Newsom presented the August PeopleService O&M Report

ORDINANCES & RESOLUTIONS

10. Resolution 64-2021 A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR THE ARLINGTON AREA CHAMBER OF COMMERCE
Motion by Battcher to approve Resolution 64-2021, second by Scharpe. Battcher, Scharpe, Buss voted in favor. Motion carried. None voted against. None abstained. Morgan and Thomes were absent.
11. Resolution 65-2021 A RESOLUTION APPROVING A SIGN LOAN TO KELLIE MEIXL dba THE GALA SALON LOCATED AT 318 WEST MAIN STREET
Motion by Battcher to approve Resolution 65-2021, second by Buss. Battcher, Scharpe, Buss voted in favor. Motion carried. None voted against. None abstained. Morgan and Thomes were absent.
12. Resolution 66-2021 A RESOLUTION APPROVING A SIGN LOAN TO CORINE CARNEY dba THE BLACKBIRD BOUTIQUE LOCATED AT 318 WEST MAIN STREET
Motion by Battcher to approve Resolution 66-2021, second by Scharpe. Battcher, Scharpe,

Buss voted in favor. Motion carried. None voted against. None abstained. Morgan and Thomes were absent.

13. Resolution 67-2021 A RESOLUTION SETTING THE PRELIMINARY 2022 TAX LEVY
Motion by Scharpe to approve Resolution 67-2021, second by Buss. Battcher, Scharpe, Buss voted in favor. Motion carried. None voted against. None abstained. Morgan and Thomes were absent.

14. Resolution 68-2021 A RESOLUTION APPROVING THE APPLICATION FOR A
LAWFUL GAMBLING PERMIT FOR THE ARLINGTON AREA CHAMBER OF
COMMERCE
Motion by Battcher to approve Resolution 68-2021, second by Scharpe. Battcher, Scharpe, Buss voted in favor. Motion carried. None voted against. None abstained. Morgan and Thomes were absent.

15. Resolution 69-2021 A RESOLUTION ACCEPTING A DONATION AND DESIGNATING
ITS USE
Motion by Battcher to approve Resolution 69-2021, second by Buss. Battcher, Scharpe, Buss voted in favor. Motion carried. None voted against. None abstained. Morgan and Thomes were absent.

16. Resolution 70-2021 A RESOLUTION ACCEPTING A DONATION AND DESIGNATING
ITS USE
Motion by Scharpe to approve Resolution 70-2021, second by Battcher. Battcher, Scharpe, Buss voted in favor. Motion carried. None voted against. None abstained. Morgan and Thomes were absent.

17. Resolution 71-2021 A RESOLUTION RATIFYING ADDITIONAL MAYORAL
APPOINTMENT
Motion by Battcher to approve Resolution 71-2021, second by Buss. Battcher, Scharpe, Buss voted in favor. Motion carried. None voted against. None abstained. Morgan and Thomes were absent.

UNFINISHED BUSINESS

18.

NEW BUSINESS

19. Approve/Deny Memorandum of Understanding with Verizon for Equipment AWS Upgrades and allow Bolton & Menk to proceed with Telecommunication Observation/Inspection/Management Services at a cost not to exceed \$10,000
Motion by Battcher to approve Memorandum of Understanding with Verizon for Equipment AWS Upgrades and allow Bolton & Menk to proceed with Telecommunication, second by Buss. Motion carried.
20. Discussion on GI EDA -Consensus to allow Newsom to work as GI EDA Director.
21. Marvin Denzer – MVEC – Marvin Denzer discussed the option of having MVEC take over the electric territory. MVEC will return on October 18 with more details including value of the city's infrastructure, timelines, etc. Denzer stated that MVEC has the financial capacity to take over the territory.
22. Kurt Menk – Choose Arlington – Menk updated the Council on achievements of Choose Arlington. He stated that the reason that Choose Arlington was started was because some people were not happy with what the Chamber was doing for the town. Menk stated that the mission statement of Choose Arlington is to “market and grow Arlington”. Menk asked if Choose Arlington could spearhead the fundraising efforts to raise money for new Christmas lights downtown. Motion by Battcher to allow Choose Arlington to spearhead the fundraising efforts for downtown Christmas lights, second by Buss. Motion carried.

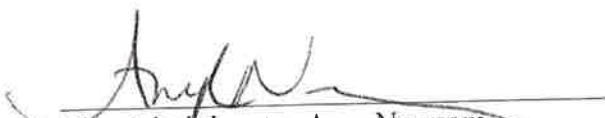
MISCELLANEOUS BUSINESS

Committee Updates - none

Open Discussion - none

ADJOURNMENT

Motion by Buss to adjourn the meeting at 8:23 pm, second by Scharpe. Motion carried.


City Administrator Amy Newsom


Mayor Richard Nagel

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA
MONDAY, OCTOBER 23, 2017 @ 5:30 P.M.
Arlington Community Center - Council Chambers**

1. Call to Order.
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
 - A. September 11, 2017
5. Approval of Financial Reports
 - A. September 2017
6. New Business
 - A. Presentation on Succession Planning Strategies by U of M Extension Educator – Neil Linscheid
 - B. EDA Staffing for 2018
 - C. 2018 Goals
7. Old Business
 - A. Sibley Housing Team Update
 - B. 2017 Goals – SMIF Small Town Grant Update
8. Board Announcements
9. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
OCTOBER 23, 2017 @ 5:30 P.M.**

The meeting was called to order by President Dean Bergersen at 5:30 p.m.

Members Present: Council Member Michelle Battcher, Councilmember Tom Hatlestad, President Dean Bergersen, Richard Thomes, Larry Sorenson and Tim Kloeckl (arrived at 5:35pm).

Members Absent: Angelica Rose.

Also Present: Director Holly Kreft, Sibley County Community Development Program Manager Amy Newsom, U of M Educator Neil Linscheid, Mayor Richard Nagel and Kurt Menk.

Motion by Thomes, seconded by Hatlestad and passed by unanimous vote to approve the agenda as presented.

Motion by Thomes, seconded by Hatlestad and passed by unanimous vote to approve the minutes from the September 11, 2017 meeting as presented.

Motion by President Bergersen, seconded by Hatlestad and passed by unanimous vote to approve the September 2017 Financial Reports as presented.

University of Minnesota Educator Neil Linscheid gave a presentation on strategies that the U of M Extension has researched in rural communities throughout Minnesota, in regards to business succession planning. University of Minnesota Extension started their research in Sandstone, MN after the City Administrator there noticed a large percentage of their Main Street business owners were at the age where in the next five to ten years they would be wanting to retire. One of their early findings was that 70% of all small business owners are in the age group of 52-70 years old. One of their main goals was to not only find out the barriers of transitioning the current owners to new owners but to also find out the factors for successful transition. They sent out roughly 200 surveys to new owners of small businesses to get their insights on the transition process. Mr. Linscheid went over the survey results and highlighted some important findings from the surveys. Mr. Linscheid explained U of M Extension's program HomeTown America, a program designed to get residents (specifically young families) to move to rural communities. HomeTown America starts with a steering committee which meets multiple times over a few weeks. Within their meetings they discuss how and why we can get people to move to rural cities and how to address those needs. U of M Extension helps facilitate this program. HomeTown America has recently been completed in Litchfield, and it has been successful so far. Mr. Linscheid presented the information about HomeTown America recently to the Chamber and they were interested in this program. The cost for the program is \$1000.00 base fee plus \$.50 per resident with a \$3,000 maximum cap.

As discussed at the last meeting, Director Kreft gave her notice to end her contract for economic development consulting at the end of 2017. The City Council has discussed the next steps in filling the position. Council member Hatlestad asked for this to be on the agenda for discussion purposes. The City has received a proposal from Sibley County to provide services through Amy Newsom and the Sibley County Community Development Department. Interim Administrator Elvebak want it noted to the EDA that the City has \$15,000 budgeted for 2018 EDA services. Councilmember Hatlestad explained that he thought Ms. Newsom has already done a lot for the City of Arlington and she would be a good fit. He feels it would be a good idea to move forward with Amy Newsom as the new EDA director. The County is looking at hiring an Admin Assistant to help cover some of Amy's responsibilities if she were approved to work with the City of Arlington. There was much discussion on hiring Amy Newsom and how her hours and cost would affect the budget.

Motion by Sorenson, seconded by Thomes and passed by unanimous vote to approve a recommendation to the Council to hire Amy Newsom, Sibley County Community Development Program Manager as the new EDA director.

Director Kreft felt that some of the 2017 EDA goals should be discussed in conjunction with the discussions for the new EDA Director. She felt the 2017 goals should be discussed to move forward with the 2018 goals:

- Create a quarterly newsletter to send to businesses – done jointly with Chamber or standalone. If the City moves forward with The County, they already provide a quarterly newsletter.
- Business Spotlights – currently Director Kreft handles all collecting and coordinating with Enterprise, this would need to be part of the new director's job description.
- Cemstone Property – City was not successful in obtaining a grant through SMIF, so the EDA needs to look in to potentially taking this on without grant funds.
- The potential need to list the former TSE Building with a realtor.

Discussion was had on the goals and the group felt as though a full discussion should be had at the November meeting. These goals along with some new ones should be added to the list for 2018.

Director Kreft provided an update on the Workforce Housing Team (WHT). The Housing Team met on October 16th to review the two proposals received as part of the re-released request for proposals. The team discussed the pros and cons of each of the proposals. The consensus of the group was to recommend AdMark, a consulting firm based in Sartell at a cost of \$18,000. They also recently completed a housing study for the City of Glencoe. The other proposal was received from Community Partners research and at a cost of \$24,900. The WHT learned today that they did receive the AgStar grant, which will help off-set some of the associated costs. Previously, the EDA and Council had agreed to put \$3,000 towards this project. With the new proposals and the grant it looks like that amount will now need to be closer to \$3,600. This doesn't need to be voted on at this meeting but will be on a future agenda. Discussion was had on what information the housing study will provide.

Discussion was had on the status of the Medical School. Kloeckl will try to get more information and provide an update at the November meeting.

Director Kreft gave an update on the SMIF Small Town Grant. As noted earlier the City did not received the SMIF Small Town Grant. There were 10 recipients whom were not named yet. Sibley County was also not chosen for the SMIF REV grant. The EDA will continue to apply for grants as they become readily available.

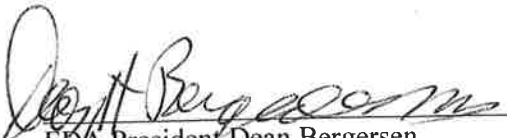
Director Kreft thanked the members who had attended the Pilot DEF plant ribbon cutting that took place earlier this month.

Thomes talked to the owner of Northland Drying recently, he stated that he was eager to open and is looking to be open by the first of the year.

Motion by Hatlestad, seconded by Sorenson, and passed by unanimous vote to adjourn the meeting at 6:57 p.m.



EDA Director Holly Kreft



EDA President Dean Bergersen



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA**

MONDAY, JANUARY 8, 2018 @ 5:30 P.M.
Arlington Community Center - Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Oath of Office: Dean Bergersen and Kurt Menk
4. Election of Officers
 - A. President
 - B. Vice-President
 - C. Secretary
5. Approval of Agenda
6. Approval of Minutes
 - A. December 11, 2017
7. Approval of Financial Reports
 - A. November 2017
8. New Business
 - A. EDA Expectations
 - B. 2018 Goals
 - C. Northland Drying Update
 - D. Successfully Selling Your Business
 - E. One-on-One Website and Facebook
 - F. Marketing Hometown America
 - G. Façade Loan & Grant Program *(added)*
9. Old Business
 - A. Former TSE Building Update
 - B. Arlington Housing Options (Hatlestad)
10. Board Announcements
11. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
JANUARY 8, 2018 @ 5:30 P.M.**

The meeting was called to order by President Dean Bergersen at 5:30 p.m.

Members Present: President Dean Bergersen, Councilmember Tom Hatlestad, Council Member Michelle Battcher, Richard Thomes, Larry Sorenson, Tim Kloeckl and Kurt Menk.

Members Absent: None

Also Present: Director Amy Newsom, City Administrator Pat Melvin and Mayor Richard Nagel.

Director Newsom administered the Official Oath of Office to re-appointed member Dean Bergersen and newly appointed member Kurt Menk.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to approve keeping the officers the same as last year. Dean Bergersen to serve as President and Tom Hatlestad as Vice-President, with the change of Director Amy Newsom as Secretary.

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

Add item under New Business- G. Façade Loan & Grant Program.

Motion by Sorenson, seconded by Kloeckl and passed by unanimous vote to approve the minutes from the December 11, 2017 meeting as presented.

Motion by Thomes, seconded by Hatlestad and passed by unanimous vote to approve the November 2017 financial report meeting as presented.

There was discussion on the 3-in-1 Learning Center's façade improvement project. It has been a year since the improvement was made. It was consensus of the board, now that a year has passed, the loan may be forgiven.

Director Newsom asked each commissioner for their expectations for the EDA Director and their expectations for the EDA as a whole.

Thomes- Director is to be a resource for citizens

Kloeckl- Director is to try and attract new businesses to town

Battcher- Director is to talk with new & current businesses and keep communication transparency

Hatlestad-agrees with others

Bergersen- help business people become established & help with business financing

Sorenson- agrees with others, but wishes for more communication prior to the meeting on big topic items

Menk- Director to be the face of the EDA, more visible and to have Arlington's EDA be put first

Director Newsom went over the 2017 EDA goals. The committee discussed which 2017 goals to keep for 2018 and which goals to remove from the list.

- Update Economic Development page on City website- Newsom felt the website still needed some improving and that it is an on-going project.
- Economic Development updates for City FB page- EDA would like to add Newsom as an admin on the City's Facebook page to be able to add EDA related items.
- Quarterly Newsletters highlighting economic development and business events- The committee felt the Sibley County newsletter was a good resource but they would like to see it included quarterly with the City's utility bills.
- ~~Work with Arlington Enterprise to develop Business Spotlights~~- Chamber would like to take this on as their own.
- Promote available sites through website, MnCAR - Continue in to 2018, committee feels it is an on-going project.

- Finalizing the access route to Southwest Industrial Park- Newsom says there is a grant, but the City needs to close on the Cemstone site before moving forward with Industrial Park.
- Brainstorm uses for former Cemstone property- Kloeckl has an interested party, he will try to do more research.
- Host a Manufacturer's Week in October- Didn't happen last year, Newsom will work with DEED.
- ~~Conduct ribbon cuttings and groundbreaking to welcome new or expanded businesses-~~ Chamber would like to take this on as their own.
- Promote the RLF Program and Façade Program- Committee feels this needs to be on website.
- Actively promote available commercial sites (privately and publicly owned) - Currently, only publicly owned are on website. Will add private owned on website.
- Sell the former TSE administration building- currently listed with Fahey Sales.
- Support the Chamber of Commerce- Committee feels that Newsom should attend meetings and that the communication should remain open.
- ~~Coordinate at least one joint meeting with Council, EDA and P & Z~~
- ~~Work with new Sibley County Community Development Manager on joint economic development projects~~
- Identify the need for future housing development- Very important.
- Retention and succession planning for existing businesses- Very important, Business secession meeting on January 23rd.
- Conduct business retention visits and follow-up on previous visits- Very important.

Newsom provided an update on Northland Drying. Administrator Melvin & Director Newsom toured the facility in late December. Northland Drying is hoping to have twenty employees by the end of January. Northland Drying was looking for state funds or grants, but because they have already started work on the site, they no longer qualify for those grants. Mayor Nagel mentioned that a year ago when Northland Drying approached the City about purchasing the property, the Mayor and past Administrator Donabauer asked Northland Drying if they wanted help with any funding. Northland Drying at that time said no, that they had enough capital funds, and they did not need any financial assistance. Newsom feels the way the EDA can help them, is by helping them find qualified employees.

Newsom explained the Successfully Selling your Business event on January 23rd at the Arlington Community Center. There will be a panel of experts here to help aging business owners start thinking about how they will sell their business. Thomes would like to see an invitation flyer mailed out to all of the businesses.

Newsom would like the commissioners to spread the word of one-on-one website/Facebook help. The cost is \$60 for up to 4 hours of consultant time. This will help business owners create their business Facebook and/or websites.

Newsom provided an update on the Marketing Hometown America. Director Newsom would like the committee's thoughts on whether the EDA should move forward with this program or not. Battcher thought this program could be piggy-backed with the strategic planning process. Newsom thinks the Arlington Chamber, and Arlington Industry should be included in this process. The committee felt it would be beneficial to discuss this with the other organizations and see if they are interested. Then it should be brought back for discussion at a future meeting.

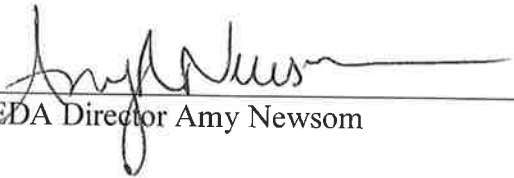
Thomes had a local business owner ask him if the Business façade loan was only to be used on Main Street. After some discussion it was consensus that the wording on the policy is Central Business district and not Main Street. Thomes will tell the business owner to apply. The committee would like Newsom to look at the rules and see if some of wording can be changed so that any business within City limits can utilize this program.

Newsom was able to find the former TSE building listing on the MLS by Fahey Realtors for \$170,000. Newsom and Melvin toured the building and found that the building needed some light house-keeping. City Staff will work on cleaning it up a bit.

Hatlestad explained that the City Council decided to pass on the joint housing study with Gaylord and Winthrop. In talks with County Administrator Roxy Traxler, Hatlestad realized that the City, for almost the same price, can get a housing study done on our own. Battcher thought that former EDA Director Cynthia Smith-Strack has good notes on housing options available in town. Newsom explained that there is a MN Housing grant available through the state to pay for up to 25% of the building costs, of new market rate rental properties. A housing study is not needed to apply for this grant. There was much discussion on housing options in Arlington. The committee felt the City has assets within the City, who could compile a listing of housing options. Then would then look to Bob Streetar and students come in and do a housing study/comprehension study. Newsom thought the EDA could apply for a Compeer/AgStar grant to help cover the costs associated with the housing study.

Motion by Hatlestad second by Sorenson, and passed by unanimous vote to have Director Newsom look in to the Compeer/AgStar grant for the purpose of the housing study and recommend the City Council to apply for the grant.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 7:03 p.m.



EDA Director Amy Newsom



EDA President Dean Bergersen



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA
MONDAY, FEBRUARY 12, 2018 @ 5:30 P.M.
Arlington Community Center - Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
 - A. January 8, 2018
5. Approval of Financial Reports
 - A. December 2017
 - B. Year End 2017
 - C. January 2018
6. New Business
 - A. Consider waiving WAC & SAC fees (Mayor Nagel)
 - B. Approve/Deny 2018 Goals
 - C. Approve/Deny JB Services Façade Loan Program application
 - D. Economic Development "Think Tank" (Admin. Melvin)
 - E. Rural Child Care Innovation project update
 - F. Social Media Breakfast
 - G. Tour of Scott Equipment
7. Old Business
 - A. Housing Study update
 - B. Succession Planning review
 - C. Approve/Deny Marketing Hometown America
 - D. Façade Loan Program Changes
8. Board Announcements
9. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
FEBRUARY 12, 2018 @ 5:30 P.M.**

The meeting was called to order by Vice-President Tom Hatlestad at 5:34 p.m.

Members Present: Councilmember Tom Hatlestad, Councilmember Michelle Battcher, Richard Thomes and Kurt Menk.

Members Absent: President Dean Bergersen, Larry Sorenson & Tim Kloeckl

Also Present: Director Amy Newsom, City Administrator Pat Melvin and Mayor Richard Nagel.

Commissioner Thomes directed the meeting as Vice-President Hatlestad was without a voice.

Motion by Battcher, seconded by Thomes and passed by unanimous vote to approve the agenda as presented.

Motion by Hatlestad, seconded by Battcher and passed by unanimous vote to approve the minutes from the January 8, 2018 meeting as presented.

There was discussion on the revolving loans and façade loan improvement fund.

Motion by Battcher, seconded by Thomes and passed by unanimous vote to approve the December 2017, Year End 2017 & January 2018 financial reports as presented.

Mayor Nagel gave a presentation on the WAC (water access charge) and SAC (sewer access charge) fees and why he felt those fees should be waived. A few years ago, in Henderson, the City acquired quite a few empty buildable lots. In order to quickly get rid of those lots, they have chosen to waive the WAC & SAC fees and new homes are being built. Currently for the City of Arlington, the water access charge fee is \$1,325 and the sewer access charge fee is \$3,500 totaling \$4,825. Mayor Nagel would like to see Arlington's WAC & SAC fees waived for a certain time frame (a year or two) to see if any new building occurs.

Motion by Thomes, seconded by Menk and passed by unanimous vote to recommend to the City Council to waive the WAC & SAC fees for the physical year 2018 on all new construction within the City of Arlington.

Director Newsom presented the 2018 EDA Goals (asterisk means Council goal):

1. Business and Industrial Development Goals

- a. Take steps to improve business retention and attraction*
- b. Conduct business retention visits and follow-up on previous visits
- c. Conduct a housing study to identify the type of housing needed within the City*
- d. Promote the RLF Program and Façade Program
- e. Actively promote available commercial sites – privately and publicly owned
- f. Sell the former TSE Admin building
- g. ~~Acquire access to the south~~ Industrial Park* (Battcher wanted to have this goal be named Industrial Park).
- h. Brainstorm uses for former Cemstone property

2. Marketing Goals

- a. Update Economic Development page on City website (ongoing)

- b. Economic Development updates on City Facebook page (ongoing)
- c. Participate in County Community Development newsletter each month
- d. Collaborate on projects with the Chamber of Commerce, Arlington Industries, and Sibley County
- e. Work with DEED to participate in MN Manufacturers week

Motion by Hatlestad, seconded by Battcher and passed by unanimous vote to approve the 2018 EDA goals with the following change:

- 1) g. Industrial Park

Motion by Thomes, second by Menk and passed by unanimous vote to recommend to the City Council to approve the JB Services Façade loan application.

Administrator Melvin would like to see a group (think-tank group) come together that can brainstorm new ideas for the EDA. He is unsure at this time who to add to the group but potentially adding business owners and committee members. This group would be a resource to the EDA to come up with new economic development ideas for the City of Arlington. The committee felt this was a good idea and would like Admin Melvin to create a diverse group.

Director Newsom gave an update on the Rural Child Care Innovation project. In November, there was a Town Hall meeting at the Community Center, about 75 people were in attendance. During that meeting four main goals were decided. The first and most important is creating a child care center in Arlington, as Arlington has the highest daycare shortage. The second idea is to create another option for daycare outside of people's homes (i.e. church basement). The third option is to highlight childcare openings in Sibley County. Currently, the childcare providers of Sibley County have a Facebook page, but that needs to be promoted more along with other ideas for finding childcare openings in Sibley County. The final goal is to create a fund (through the County) to offer incentives for childcare providers. The fund would be for things they would need to start up their childcare business. The County is considering working with SMIF to create a community development fund for this along with other community projects. Newsom wanted to bring this to the EDA to see if they had any ideas for the City of Arlington portion of these ideas. There was much discussion on this and potential options of creating a grant specifically for new daycare providers to help with start-up costs.

Newsom would like everyone to spread the word on the Social Media Breakfast that the County is hosting on Friday, February 23 from 8:00 am- 9:30 am, in the Commissioners Room at Sibley County Courthouse. It is free and open to the public.

Newsom is doing a business visit at Scott Equipment tomorrow (2/13/18) at 1:00 pm. She also invited the Chamber president to go and thank them for the donation of fireworks for Arli-Dazzle. Any EDA members are welcome to join in the tour.

Newsom provided an update on the Housing Study. She has sent in the application to Compeer financial for a grant for the housing study. Admin Melvin had contacted Compeer because the City already has an open grant through them for the City strategic planning session. He wanted to make sure that wouldn't affect this grant opportunity. Compeer said that wouldn't affect the grant. But she was quick to say that they are helping to fund the multi-city housing study and the City of Arlington could've been a part of that. She did say, that the City should move forward with applying and see what happens.

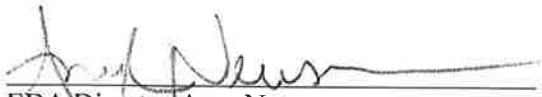
Newsom provided an update on the Succession Planning meeting from January. Some of the takeaways from that meeting were:

- 1) how to keep business here
- 2) how can the City get grant money
- 3) how are we going to get people from other Cities to shop Arlington businesses


Motion by Hatlestad, seconded by Battcher and passed by unanimous vote to approve a \$500 donation towards the Marketing Hometown America Program.

There was discussion at the last meeting about the Façade Loan program and potentially allowing it for the entire City, and not just in the Central Business district. Consensus of the committee was to find out how much money was originally allocated for this project and how much money is left for future projects. Once the committee knows where the program is at financially they will make a decision about expanding throughout the entire City.

Motion by Hatlestad, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 6:36 p.m.



EDA Director Amy Newsom



EDA Vice-President Tom Hatlestad



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA**

MONDAY, MARCH 19, 2018 @ 5:00 P.M.

Arlington Community Center - Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
 - A. February 12, 2018
5. Approval of Financial Reports
 - A. February 2018
6. New Business
 - A. Discussion on programs/fund balances
 - B. Potential business/zoning concerns at 608 West Main
 - C. Consider Child Care forgivable loan & approve/deny Resolution #2018-2
 - D. Discussion on selling PID's 31.0884.000, 31.0880.000, and 31.0874.000
7. Old Business
 - A. Approve/deny Resolution #2018-1 JB Services Façade loan
 - B. Consider SAC and WAC policies
 - C. Consider restarting the lot acquisition program
 - D. Housing Study update
 - E. Marketing Hometown America kick off meeting
 - F. Consider expanding area of Façade Loan Program
 - G. Sibley County Business and Community Expo
 - H. Municipalities Meeting
8. Board Announcements
9. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
MARCH 19, 2018 @ 5:00 P.M.**

The meeting was called to order by President Dean Bergersen at 5:00 p.m.

Members Present: President Dean Bergersen, Larry Sorenson, Richard Thomes, Kurt Menk, Councilmember Tom Hatlestad, & Council Member Michelle Battcher.

Members Absent: Tim Kloeckl

Also Present: Director Amy Newsom, City Administrator Pat Melvin, Mayor Richard Nagel, Mike Westphalen & Dan Woehler.

Director Newsom told the Committee that they will get through as much of the agenda as they can, but there is a City Council meeting scheduled at 6:30 p.m., so they need to be done by 6:15 p.m. Guests wishing to comment or speak to the committee must keep conversations to a five minute maximum.

Motion by Battcher, seconded by Hatlestad and passed by unanimous vote to approve the agenda as presented.

Motion by Thomes, seconded by Hatlestad and passed by unanimous vote to approve the minutes from the February 12, 2018 meeting as presented.

Motion by Thomes, seconded by Sorenson and passed by unanimous vote to approve the February 2018 financial report as presented.

Thomes suggested moving ahead in the agenda to let the guests in attendance speak so as to not keep them waiting. The rest of the committee agreed.

Dan Woehler, business owner at 608 West Main Street addressed the committee. Mr. Woehler and his brother, and more recently his niece and nephew, have been the business owners at the property since the mid-80s. The business originally started out as storage garages, but later apartments were added to the building. A potential new business tenant is wanting to lease space from Mr. Woehler, to have a vehicle repair shop located within one of his rental garages. This new potential tenant was notified by City Staff that this building is zoned as R-3 residential multi-unit and that a vehicle repair shop cannot be included in this property. Mr. Woehler, after some research, found out about 10 years ago his building was rezoned from light industrial to R-3 without his knowledge. He would like his building re-zoned back to light industrial, so this new tenant can lease space from him.

Motion by Thomes, seconded by Menk and passed by unanimous vote to recommend to the City Council to amend the zoning at 608 West Main Street to suit Mr. Dan Woehler's needs.

Councilmember Hatlestad gave an update on the SAC & WAC fees and why it has been brought back to the EDA. A resident/past Mayor came to the City Council meeting, not happy about the waving of the WAC & SAC fees. Hatlestad suggested sending it back to the EDA to redefine the rules so that it wouldn't ultimately get turned down at the City Council meeting. In the new policy it would waive the WAC & SAC fees for up to three new residential construction units. The funds to cover the WAC & SAC fees for those three properties would come from the EDA #410 fund. The SAC & WAC waivers will come at a first come first serve basis. Realtor Mike Westphalen addressed the committee, he is in strong favor of this program. Mr. Westphalen felt this would be a great program for the City of Arlington, and that it would bring at least 3 new construction properties to the City. There was much discussion on the new policy.

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

EDA RESOLUTION NO. 2018-3

A RESOLUTION APPROVING WAIVING THE SAC/WAC FEES FOR RESIDENTIAL CONSTRUCTION

WHEREAS, the Arlington EDA strives to promote growth in the community, and

WHEREAS, a recommendation was made to the EDA to consider waiving SAC/WAC connection fees, and

WHEREAS, the EDA has thoroughly researched and investigated the financial impact of waiving SAC/WAC fees, and

WHEREAS, the proposed SAC/WAC waiver program will be paid for by an EDA fund,

NOW, THEREFORE, BE IT RESOLVED by the Arlington EDA,

1. That the SAC/WAC fees will be waived for up to 3 residential SAC/WAC connection fees for new construction following the effective date of this Resolution through December 31, 2018.
2. The waiver will only be available for new residential unit construction that meets a minimum valuation of \$195,000.
3. The SAC/WAC fee waiver will be available on a first come, first served basis to the first 3 applicants that meet the qualifications.
4. The waiver program will be paid for by EDA fund #410.

The motion for the adoption of the foregoing resolution was duly seconded by Sorenson and upon poll being taken thereon the following voted in favor thereof: Bergersen, Thomes, Menk, Sorenson, Councilmember Hatlestad, Councilmember Battcher; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Kloeckl.

Adopted by the Economic Development Authority of the City of Arlington this 19th day of March, 2018.

Signed: /s/ Dean Bergersen
Dean Bergersen, President

Attest: /s/ Amy Newsom
Amy Newsom, EDA Director

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

The committee during discussion decided against restarting the lot acquisition program at this time. The committee agreed this could be brought up at a future meeting.

Director Newsom gave an update on the EDA's programs and overview of the EDA's funds. There is \$2,800 in the lot acquisition's program, something should happen with that fund has it hasn't had any movement in quite some time. The RRR Loan program has \$131,000 in that fund, the EDA could pull money from that fund for other projects. The Façade loan fund has \$25,000, after the JB Services grant loan is removed. The EDA should be promoting the RRR Loan and the Façade improvement programs more. The property development fund is the money that comes in from the EDA's farm land rent. The Revolving loan fund has just over \$100,000, this program has conflicting dollar amounts in the program details. The program details will be brought to the next meeting to be discussed.

Director Newsom met with the Sibley County daycare licensure to help come up with the Arlington Child Care loan program. There was much discussion on the listing of approved items that would be eligible for repayment. It was decided within discussion that the loan program will only be for new daycare providers.

Thomes introduced the following resolution and moved for its adoption, with the addition of the wording "for New Child Care Businesses Only":

EDA RESOLUTION NO. 2018-2

A RESOLUTION APPROVING THE CREATION OF THE ARLINGTON CHILD CARE LOAN PROGRAM

WHEREAS, both the City of Arlington and the Arlington EDA have adopted 2018 goals to take steps to improve business retention and attraction, and

WHEREAS, the City of Arlington views child care as a vital component to business retention, and

WHEREAS, Arlington has been identified as having a large child care slot gap and,

WHEREAS, the Board of Commissioners for the Arlington EDA has drafted a forgivable loan program for actual expenses relating to the cost of opening a new child care business in the City of Arlington, up to \$1,000 per child care provider, and

WHEREAS, the applications for the program will be reviewed by the Arlington EDA Director and Sibley County Licensor prior to coming before the EDA Board, and

WHEREAS, funds for the child care program will come from EDA special funds #204.

NOW, THEREFORE, BE IT RESOLVED, that the Arlington Economic Development Authority hereby approves creating child care forgivable loan program.

BE IT FURTHER RESOLVED, that funding for the program is hereby authorized and established in the amount of \$5,000 and the program will run until the funds are extinguished or December 31, 2019, whichever occurs first.

The motion for the adoption of the foregoing resolution was duly seconded by Sorenson and upon poll being taken thereon the following voted in favor thereof: Bergersen, Thomes, Menk, Sorenson, Councilmember Hatlestad, Councilmember Battcher; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Kloeckl.

Adopted by the Economic Development Authority of the City of Arlington this 19th day of March, 2018.

Signed: /s/ Dean Bergersen
Dean Bergersen, President

Attest: /s/ Amy Newsom
Amy Newsom, EDA Director

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

Discussion was had on the status of the future Industrial Park land. There is a DEED grant that the City could acquire for help funding an access road to the industrial park. There was much discussion on the access to this property and whether or not the City should just sell the property. As the land sits currently, it will cost upwards of \$2.3 million to get an access road and utilities to those lots.

Motion by Thomes, seconded by Hatlestad and passed by unanimous vote to recommend to the City Council to sell the current EDA owned Industrial Park PID 31.0880.000.

Councilmember Battcher introduced the following resolution and moved for its adoption

EDA RESOLUTION NO. 2018-1

A RESOLUTION APPROVING TERMS OF A LOAN TO JB SERVICE FROM THE ARLINGTON EDA FAÇADE IMPROVEMENT LOAN PROGRAM FOR A PROJECT AT 304 WEST ALDEN STREET

WHEREAS, Roberta Zasko, d.b.a. JB Services, has applied for a Façade Improvement Loan available through the EDA; and

WHEREAS, the Applicant requests a forgivable loan in the amount of \$2,500 or fifty (50) percent of the actual project cost, whichever is less; and

WHEREAS, the purpose of the loan is to add concrete or pavers between the sidewalk and the building to eliminate weeds, add a new front using lumber, and paint the other three sides of the building at 304 West Alden 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 \$2,500 to JB Services 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. Roberta Zasko, d.b.a. JB Services (the "Borrower") have submitted an official application form requesting financial assistance from the EDA Façade Improvement Loan Program (the "Loan") in the amount of \$2,500 or fifty (50) percent of the project cost, whichever is less in order to finance concrete or pavers between the sidewalk and the building to eliminate weeds, add a new front using lumber, and paint the other three sides of the building (the "Project") at 304 West Alden 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 window replacement, residing, and awning placement.
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.

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: Bergersen, Thomes, Menk, Sorenson, Councilmember Hatlestad, Councilmember Battcher; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Kloeckl.

Adopted by the Economic Development Authority of the City of Arlington this 19th day of March, 2018.

Signed: /s/ Dean Bergersen
Dean Bergersen, President

Attest: /s/ Amy Newsom
Amy Newsom, EDA Director

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

Newsom provided an update on the Housing Study. She had sent in the application to Compeer financial for a grant for the housing study and a \$2,500 grant was approved. The City is going to work with Bob Streeter but we are waiting for a scope of the project and a joint agreement in place before moving ahead with the project.

The kickoff meeting for Marketing Hometown America will be March 29th at 7:15 p.m. at the Arlington Community Center. Thomes mentioned that that day is Holy Thursday, so that date may need to be changed.

Newsom asked for a motion to table considering expanding the area of the Façade Loan Program, because there isn't enough time to discuss it properly.

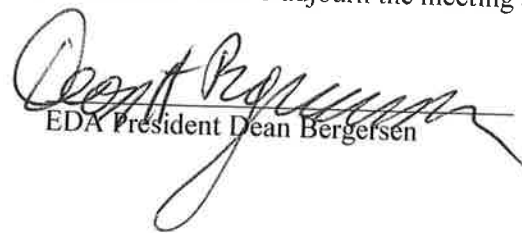
Motion by Hatlestad, seconded by Battcher, and passed by unanimous vote to table expanding the area of the Façade Loan Program until a future meeting.

Newsom reminded all that the Sibley County Business Expo is coming up on Thursday, April 19th, at the Arlington Community Center. Arlington Police Chief John Petterson will be doing a K-9 demonstration, with his K-9 Kash, two times throughout the evening.

The Sibley County Municipalities Meeting is Thursday, April 19th. Administrator Melvin wants to know if any member of the EDA is interested in attending that evening. No one was interested at this time.

Motion by Battcher, seconded by Thomes, and passed by unanimous vote to adjourn the meeting at 6:16 p.m.


EDA Director Amy Newsom


EDA President Dean Bergersen



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA**

MONDAY, April 9, 2018 @ 5:30 P.M.
Arlington Community Center - Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
 - A. March 2018
5. Approval of Financial Reports
 - A. None
6. New Business
 - A. Approve/deny child care loan application and resolution #2018-4
 - B. Approve/deny resolution #2018-5 to end Lot Acquisition program
 - C. Review RLF limit and approve/deny Resolution #2018-6 (edited after meeting)
7. Old Business
 - A. Marketing Hometown America kick off meeting
 - B. Consider expanding area of Façade Loan Program
 - C. Sibley County Business and Community Expo
 - D. Housing Study Scope of Work (added at meeting)
8. Board Announcements
9. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
APRIL 9, 2018 @ 5:30 P.M.**

The meeting was called to order by Commissioner Richard Thomes at 5:30 p.m.

Members Present: Larry Sorenson, Richard Thomes, Kurt Menk & Council Member Michelle Battcher.
Members Absent: Tim Kloeckl, President Dean Bergersen & Councilmember Tom Hatlestad.
Also Present: Director Amy Newsom

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

Edit item under New Business- C. Review Revolving Loan Fund limit and approve/deny resolution #2018-6.

Add item under New Business- D. Housing Study Scope of Work.

Motion by Battcher, seconded by Menk and passed by unanimous vote to approve the minutes from the March 19, 2018 meeting as presented.

No financial report.

Commissioner Sorenson introduced the following resolution and moved for its adoption:

EDA RESOLUTION NO. 2018-4

**A RESOLUTION APPROVING TERMS OF A LOAN TO JENNY'S DAYCARE
FROM THE ARLINGTON EDA CHILD CARE LOAN PROGRAM**

WHEREAS, Jennifer Otto, d.b.a. Jenny's Daycare, has applied for a Child Care Loan available through the EDA; and

WHEREAS, the Applicant requests a forgivable loan in the amount of \$1,000 or fifty (50) percent of the actual project cost, whichever is less; and

WHEREAS, the purpose of the loan is to help new daycares by covering the costs of startup expenses, these expenses include: the MN State Fire Marshall check, Background check and license fee, First Aid supply box, Safety Gate, Smoke/Carbon monoxide alarms, Fire Extinguishers, Steel Door, and other requirements; 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 child care loan in the amount of \$1,000 to Jenny's Daycare as follows:

1. The City and the EDA previously approved the EDA's Child Care Loan Program which is administered by the Arlington EDA.
2. Jennifer Otto, d.b.a. Jenny's Daycare (the "Borrower") have submitted an official application form requesting financial assistance from the EDA Child Care Loan Program (the "Loan") in the amount of

- \$1,000 or fifty (50) percent of the project cost, whichever is less in order to finance costs associated with starting a daycare.
3. The Loan is to be made from the EDA Child Care 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 receipts/invoices.
 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 Battcher and upon poll being taken thereon the following voted in favor thereof: Thomes, Menk, Sorenson and Councilmember Battcher; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Kloeckl, Bergersen and Councilmember Hatlestad.

Adopted by the Economic Development Authority of the City of Arlington this 9th day of April, 2018.

Signed: /s/ Dean Bergersen
Dean Bergersen, EDA President

Attest: /s/ Amy Newsom
Amy Newsom, EDA Director

Commissioner Sorenson introduced the following resolution and moved for its adoption:

EDA RESOLUTION NO. 2018-5

A RESOLUTION DISCONTINUING THE EDA LOT AQUISITION PROGRAM

WHEREAS, the Arlington City Council previously authorized allocation of a maximum of \$120,000.00 to the Arlington EDA to fund the lot acquisition program, to be used by the EDA for the program; and

WHEREAS, the Arlington EDA retained the power to decide which lots, if any, would benefit from the lot acquisition program. The EDA also absolutely retained the authority to change the policy from time to time, to best meet the needs of the City of Arlington. The EDA also retained the ability to change the policy in order to adjust to the directives and funding allocations of the City Council toward the project; and

WHEREAS, the goal of this program was to stimulate development of housing that might not otherwise be built; and

WEHREAS, the Arlington EDA has created the SAC and WAC Waiver Residential Lots Policy to stimulate housing development that might not otherwise be built in the City of Arlington, and;

WHEREAS, there is only \$2,834.19 left in the Lot Acquisition Fund;

NOW THEREFORE BE IT RESOLVED that the Arlington EDA elects to discontinue the Lot Acquisition Program;

BE IT FURTHER RESOLVED that the \$2,834.19 is to be retained in Special EDA Funds #204 to be used for other EDA programs.

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 Menk and upon poll being taken thereon the following voted in favor thereof: Thomes, Menk, Sorenson and Councilmember Battcher; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Kloeckl, Bergersen and Councilmember Hatlestad.

Adopted by the Economic Development Authority of the City of Arlington this 9th day of April, 2018.

Signed: /s/ Dean Bergersen
Dean Bergersen, EDA President

Attest: /s/ Amy Newsom
Amy Newsom, EDA Director

Director Newsom gave an explanation of the revolving loan fund and the difference in the maximum dollar amounts. There was discussion on what the maximum dollar amount should be.

Commissioner Sorenson introduced the following resolution and moved for its adoption:

EDA RESOLUTION NO. 2018-6

A RESOLUTION AMENDING THE REVOLVING LOAN FUND MAXIMUM LOAN AMOUNT

WHEREAS, the Arlington EDA last revised their revolving loan fund policies and procedures in November of 2012, and;

WHEREAS, the current policy reads: It is policy that RLF funds should be loaned out as quickly as possible to all applicants that meet or exceed RLF guidelines. The amount of a loan (within maximum) for any business or project will be at the discretion of the Arlington EDA Loan Committee. The review board determines the interest rate and it is their goal that the interest rate should not fall below a 3% annual rate. Suggested project financing percentages are as follows: 50-60% lending institution (bank, credit union or other), owner equity 10-20%, subordinated financing 20-30% (local, county or regional revolving loan funds).

The maximum loan amount shall not exceed \$10,000 or 40% of the project; whichever is less. And;

WHEREAS, there is some confusion as to the maximum loan amount from the revolving loan fund, and;

WHEREAS, the EDA has the authority to set the maximum loan amount, and;

WHEREAS, the EDA has taken into consideration the past five loan amounts which range from \$15,000 to \$40,000;

NOW THEREFORE BE IT RESOLVED that the Arlington EDA elects to set the maximum revolving loan amount at \$40,000

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 Menk and upon poll being taken thereon the following voted in favor thereof: Thomes, Menk, Sorenson and Councilmember Battcher; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Kloeckl, Bergersen and Councilmember Hatlestad.

Adopted by the Economic Development Authority of the City of Arlington this 9th day of April, 2018.

Signed: /s/ Dean Bergersen
Dean Bergersen, EDA President

Attest: /s/ Amy Newsom
Amy Newsom, EDA Director

Director Newsom presented the Housing Study Scope of Work from Streeter Consulting to the group. Within the scope of work, it lays out the time line of the project and the budget of the project. The target completion date is within the month of July and the budget is under the agreed amount of \$5,000. There was discussion on the project details. Consensus of the group was there is a need to send out a public survey to the residents about what type of housing needs the residents believe are needed in town.

Motion by Battcher, seconded by Sorenson and passed by unanimous vote to recommend to council to approve the Housing Study Scope of Work from Streeter Consulting with the addition of adding a resident survey.

Director Newsom reminded the EDA that the Marketing Hometown America kick-off meeting was rescheduled to Thursday, April 26th from 7:00 to 8:00 pm at the Arlington Community Center. She encouraged all EDA members to attend.

There was discussion on whether to expand the area of the Façade Loan Program. Currently, the program is only eligible to properties within the Central Business District. Consensus of the group was to keep it the same as of now, but to advertise the program more this year.

Newsom reminded the EDA about the Sibley County Community & Business Expo on Thursday, April 19th from 4:00 to 7:00 pm at the Arlington Community Center. The City will have a booth with EDA information available.

No board announcements.

Motion by Battcher, seconded by Menk and passed by unanimous vote to adjourn the meeting at 6:15 p.m.



EDA Director Amy Newsom



EDA Member Richard Thomes



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA**

MONDAY, MAY 14, 2018 @ 5:30 P.M.
Arlington Community Center - Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
 - A. April 9, 2018
5. Approval of Financial Reports
 - A. March 2018
 - B. April 2018
6. New Business
 - A. Discussion on Industrial Park needs
 - B. Consider commercial lots policy/resolution #2018-7
 - C. Marketing SAC/WAC waiver
 - D. SE MN Together Community Design
 - E. Ben Winchester presentation at Hahn's Dining in Winthrop
7. Old Business
 - A. Marketing Hometown America update
 - B. Housing Study update
8. Board Announcements
9. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
MAY 14, 2018 @ 5:30 P.M.**

The meeting was called to order by Commissioner Richard Thomes at 5:30 p.m.

Members Present: Larry Sorenson, Richard Thomes, Tim Kloeckl, Kurt Menk & Councilmember Michelle Battcher.

Members Absent: President Dean Bergersen, Councilmember Tom Hatlestad.

Also Present: Director Amy Newsom, Mayor Richard Nagel, and Administrator Pat Melvin.

Motion by Battcher, seconded by Sorenson and passed by unanimous vote to approve the agenda as presented.

Motion by Kloeckl, seconded by Sorenson and passed by unanimous vote to approve the minutes from the April 9, 2018 meeting with the following change:

Change signature lines from Commissioner Richard Thomes to President Dean Bergersen.

Administrator Melvin addressed the commission. He wished to express his gratitude to the EDA for the flower arrangement provided at his father's funeral.

It was noted that the Heiland loan had been paid off.

Motion by Kloeckl, seconded by Battcher and passed by unanimous vote to approve the March 2018 & April 2018 financial reports as presented.

Director Newsom has received three RFI's this week. RFI's are requests for information for potentially bringing new businesses to Arlington. All three companies were looking for City owned industrial park land. The first business was looking for 15 acres of City owned land. Newsom showed them one area within the current industrial park, but because it has no access point they said no to that. She also showed them one other parcel not owned by the City, but they too said no to that because they did not want to work with a third party. That company is not moving forward in Arlington. The second business is looking for 7 acres and would likely bring 15 jobs, paying at least \$18.50 an hour. They also requested their land needed to be within MVEC electric territory. Newsom showed them the County 9 & Highway 5 parcel on the northwest side of town, next to the Prairie Winds storage buildings, which is 10 acres. They were interested in moving forward with that land. The third business was also looking for City owned land and Newsom showed them the 14 acre EDA farm land, off of County road 9 in the northwest quadrant behind the racetrack. This business seemed receptive to this property. There was much discussion on industrial park needs and what the EDA can propose to the City Council for acquiring new industrial park land and what they can do with the current inaccessible industrial park.

Motion by Menk, second by Kloeckl and passed by unanimous vote to have Administrator Melvin and Director Newsom look in to selling the current 22 acre industrial park and the costs for purchasing two or three parcels of land for an accessible industrial park.

Newsom expressed the need for a policy in place so she had incentives to offer potential businesses to choose Arlington.

Commissioner Menk introduced the following resolution and moved for its adoption with the change of calling it Commercial Building and Lots Policy and conditions of the sale of buildings and lots with an assessed value of less than \$250,000:

EDA RESOLUTION NO. 2018-7

A RESOLUTION APPROVING THE COMMERCIAL BUILDING AND LOTS POLICY

WHEREAS, the Arlington EDA strives to promote growth through the addition of businesses and jobs in the community, and

WHEREAS, the City of Arlington has acquired buildings and lots for the purpose of economic development. The intention of this policy is to set the price of commercial buildings and lots. The goal of the City of Arlington is to increase the tax base for the City, and

WHEREAS, it is the purpose of this policy to outline the terms and conditions of the sale of buildings and lots with an assessed value of less than \$250,000.

NOW, THEREFORE, BE IT RESOLVED by the Arlington EDA:

1. Sale of buildings and lots will be approved by the Arlington Council.
2. Commercial Lots will be sold for \$1 per lot when the business meets the following criteria:
 - A. Will create at least 15 full-time equivalent (FTE) positions based in the City of Arlington.
3. Commercial Lots will be sold for \$10,000 when the business meets the following criteria:
 - A. Will create at least 5 full-time equivalent (FTE) positions.
4. If a lot(s) is purchased for \$1 or \$10,000 and construction is not started within 180 days of closing, the lot(s) will be returned to the City of Arlington. Purchase price will be refunded, minus closing costs.
5. Commercial Lots that do not meet any of the above criteria will be sold at the Assessed Value.
6. Closing will occur within 4 months of signing the purchase agreement.
7. A Development Agreement must be approved by City Council and both parties must adhere to the terms of the agreement.

The motion for the adoption of the foregoing resolution was duly seconded by Kloeckl and upon poll being taken thereon the following voted in favor thereof: Thomes, Menk, Sorenson, Kloeckl and Councilmember Battcher; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Bergersen and Councilmember Hatlestad.

Adopted by the Economic Development Authority of the City of Arlington this 14th day of May, 2018.

Signed: /s/ Dean Bergersen
Dean Bergersen, EDA President

Attest: /s/ Amy Newsom
Amy Newsom, EDA Director

Newsom would like approval to market the waiving of the WAC/SAC fees policy. There is \$460 in the advertising budget. The commission gave their approval and would like to see this advertised more outside of Arlington, in the surrounding counties.

SE MN Together Community Design is a facilitation grant that Newsom was informed of. She needs two to three committed upfront leaders. The group felt with the Strategic Planning and Marketing Hometown America already happening, this not a good idea at this time.

Administrator Melvin wanted to know if anyone was interested in attending the Ben Winchester EDA presentation at Hahn's Dining in Winthrop. No interest at this time.

Newsom gave an update on Marketing Hometown America. The kickoff meeting was held on April 26th, Battcher & Menk attended. Battcher explained that it was a good meeting and they were looking for 7 facilitators to lead smaller groups. The facilitator from Hometown America will train the leaders of the small groups and provide them with all of the information they will need to move the program forward. The goal is to have seven groups of 10 people. Kloeckl would like to be a part of one of the groups.

The graduate students from the University of Minnesota who are working on the housing study came down last week. Newsom showed them around town and they met with a local relator to get a feel of the town. They've created a current resident housing survey that will be going out with the June utility bills.

No board announcements.

Motion by Kloeckl, seconded by Sorenson and passed by unanimous vote to adjourn the meeting at 6:20 p.m.


EDA Director Amy Newsom


EDA Member Richard Thomes



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA**

MONDAY, JUNE 11, 2018 @ 5:30 P.M.
Arlington Community Center - Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Introduction of Sabrina Hille (Community Development Intern)
5. Approval of Minutes
 - A. May 14, 2018
6. Approval of Financial Reports
 - A. May 2018
7. New Business
 - A. Approve/Reject Ruether's Roost Daycare Childcare Loan/Resolution #2018-8
 - B. Consider Revising Commercial Lots Policy/Resolution #2018-9
 - C. Approve/Reject Tax Abatement/TIF Application Form/Resolution #2018-10
 - D. Discuss BDPI Application/JFC *(added during meeting)*
8. Old Business
 - A. Marketing Hometown America update
 - B. Housing Study update
9. Board Announcements
10. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
JUNE 11, 2018 @ 5:30 P.M.**

The meeting was called to order by President Dean Bergersen at 5:30 p.m.

Members Present: Larry Sorenson, Richard Thomes, Kurt Menk, Tim Kloeckl, President Dean Bergersen & Councilmember Tom Hatlestad

Members Absent: Council Member Michelle Battcher

Also Present: Director Amy Newsom, Mayor Rich Nagel, & Sibley County Intern Sabrina Hille

Motion by Thomes, seconded by Hatlestad and passed by unanimous vote to approve the agenda with the following additions:

Edit item under New Business-D. Discuss BDPI Application/JCF.

Motion by Thomes, seconded by Hatlestad and passed by unanimous vote to approve the May 14, 2018 minutes as presented.

Motion by Kloeckl, seconded by Hatlestad and passed by unanimous vote to approve the May 2018 Financial Report as presented.

Thomes introduced the following resolution and moved for its adoption:

EDA RESOLUTION NO. 8-2018

**A RESOLUTION APPROVING TERMS OF A LOAN TO RUETHER'S ROOST
CHILDCARE FROM THE ARLINGTON EDA CHILD CARE LOAN PROGRAM**

WHEREAS, Mackenzie Ruether, d.b.a. Ruether's Roost Childcare, has applied for a Child Care Loan available through the EDA; and

WHEREAS, the Applicant requests a forgivable loan in the amount of \$1,000 or fifty (50) percent of the actual project cost, whichever is less; and

WHEREAS, the purpose of the loan is to help new daycares by covering the costs of startup expenses, these expenses include: the MN State Fire Marshall check, Background check and license fee, Fire Extinguishers, Outlet Plugs, Baby Gate, Eating Utensils, Cots, Toys, Craft Supplies and other requirements; 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 child care loan in the amount of \$1,000 to Ruether's Roost Childcare as follows:

1. The City and the EDA previously approved the EDA's Child Care Loan Program which is administered by the Arlington EDA.
2. Mackenzie Ruether, d.b.a. Ruther's Roost Childcare (the "Borrower") have submitted an official application form requesting financial assistance from the EDA Child Care Loan Program (the "Loan") in the amount of \$1,000 or fifty (50) percent of the project cost, whichever is less in order to finance costs associated with starting a daycare.

3. The Loan is to be made from the EDA Child Care 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 receipts/invoices.
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 adoption of the foregoing resolution was duly seconded by Sorenson and upon poll being taken thereon the following voted in favor thereof: Menk, Kloeckl, Bergersen, Sorenson, Thomes, and Councilmember Hatlestad; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Councilmember Battcher.

Adopted by the Economic Development Authority of the City of Arlington this 11th day of June, 2018.

Signed: /s/ Dean Bergersen
Dean Bergersen, EDA Commissioner

Attest: /s/ Amy Newsom
Amy Newsom, EDA Director

Director Newsom provided an update that the newly elected Commercial Buildings and Lots Policy that was adopted at the last meeting needed more updating. There is a potential new business that is looking to bring in at least 10 new jobs to town. Newsom felt the new policy needed to be adjusted to include this potential new business.

Sorenson introduced the following resolution and moved for its adoption:

EDA RESOLUTION NO. 9-2018

A RESOLUTION REVISING THE COMMERCIAL BUILDINGS AND LOTS POLICY

WHEREAS, the Arlington EDA and City Council previously approved a policy and resolution creating criteria for the sale of city owned lots and buildings at a reduced priced as an incentive to build or move to the City of Arlington, and

WHEREAS, the policy needs to be updated to address the creation of 10 full-time positions in the City of Arlington, and

WHEREAS, the City of Arlington has acquired buildings and lots for the purpose of economic development. The intention of this policy is to set the price of commercial buildings and lots. The goal of the City of Arlington is to increase the tax base for the City, and

WHEREAS, it is the purpose of this policy to outline the terms and conditions of the sale of buildings and lots with an assessed value of less than \$250,000.

NOW, THEREFORE, BE IT RESOLVED by the Arlington EDA:

1. Sale of buildings and lots will be approved by the Arlington Council.
2. Commercial Buildings Lots will be sold for \$1 per lot when the business meets the following criteria:

- A. Will create at least 15 full-time equivalent (FTE) positions based in the City of Arlington.
- 3. Commercial Building and Lots will be sold for \$5,000 when the business meets the following criteria:
 - A. Will create at least 10 full-time equivalent (FTE) positions.
- 4. Commercial Buildings and Lots will be sold for \$10,000 when the business meets the following criteria:
 - A. Will create at least 5 full-time equivalent (FTE) positions.
- 5. If a lot(s) is purchased for \$1 or \$10,000 and construction is not started within 180 days of closing, the lot(s) will be returned to the City of Arlington. Purchase price will be refunded, minus closing costs.
- 6. Commercial Buildings and Lots that do not meet any of the above criteria will be sold at the Market Rate Value.
- 7. Closing will occur within 4 months of signing the purchase agreement.
- 8. A Development Agreement must be approved by City Council and both parties must adhere to the terms of the agreement.

The motion for adoption of the foregoing resolution was duly seconded by Thomes and upon poll being taken thereon the following voted in favor thereof: Menk, Kloeckl, Bergersen, Sorenson, Thomes, and Councilmember Hatlestad; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Councilmember Battcher.

Adopted by the Economic Development Authority of the City of Arlington this 11th day of June, 2018.

Signed: /s/ Dean Bergersen
Dean Bergersen, President

Attest: /s/ Amy Newsom
Amy Newsom, EDA Director

The City currently has a TIF/Tax Abatement policy. However within that policy it states, those interested should fill out an application, Newsom informed the commission that there isn't an application included in the policy.

Thomes introduced the following resolution and moved for its adoption:

EDA RESOLUTION NO. 10-2018

A RESOLUTION APPROVING THE BUSINESS ASSISTANCE APPLICATION

WHEREAS, the Arlington EDA strives to promote growth through the addition of businesses and jobs in the community, and

WHEREAS, the goal of the City of Arlington is to increase the tax base for the City, and

WHEREAS, it is the purpose of this application is to ensure that businesses have the ability to apply for Tax Abatement/TIF.

NOW, THEREFORE, BE IT RESOLVED by the Arlington EDA:

The Arlington EDA approves the following Tax Abatement/TIF Application:

**CITY OF ARLINGTON
BUSINESS ASSISTANCE APPLICATION
TAX ABATEMENT/TIF REQUEST**

GENERAL INFORMATION:

Business Name: _____ Date: _____

Address: _____

Type (Corporation, Partnership, etc.): _____

Authorized Representative: _____

Phone: _____ Cell: _____

Fax: _____ E-mail: _____

Description of Business: _____

Attorney: _____

Address: _____

Phone: _____ Fax: _____

FINANCIAL BACKGROUND

1. Have you ever filed for bankruptcy? _____

If yes, explain: _____

2. Have you ever defaulted on any loan commitment? _____

If yes, explain: _____

3. Have you applied for conventional financing for the project? _____

If yes, describe: _____

4. List financial references:

a. _____

b. _____

c. _____

5. Have you ever used Business Assistance Financing before? _____

If yes, what, where and when? _____

PROJECT INFORMATION

1. Location of proposed project: _____

2. Amount of Business Assistance requested: _____

3. Need for Business Assistance: _____

4. Present Ownership of site: _____

5. Number of permanent jobs created as a result of project? _____

6. Estimated annual sales: Present: _____ Future: _____

7. Market value of project following completion: _____

8. Anticipated start date: _____

9. Estimated project related costs: _____

10. Financing sources and dollar amount financed:

a. _____ \$ _____

b. _____ \$ _____

c. _____ \$ _____

d. _____ \$ _____

e. _____ \$ _____

PLEASE INCLUDE:

1. Bank's preliminary financial commitment
2. Project plans and drawing
3. Company's background materials:
4. Pro Forma analysis
5. Business financial statements
6. Statement of property ownership or control
7. Payment of application fee.

The motion for adoption of the foregoing resolution was duly seconded by Hatlestad and upon poll being taken thereon the following voted in favor thereof: Menk, Kloeckl, Bergersen, Sorenson, Thomes, and Councilmember Hatlestad; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Councilmember Battcher.

Adopted by the Economic Development Authority of the City of Arlington this 11th day of June, 2018.

Signed: /s/ Dean Bergersen
Dean Bergersen, President

Attest: /s/ Amy Newsom
Amy Newsom, EDA Director

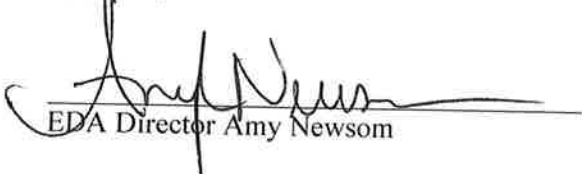
Director Newsom explained the following two DEED programs, Business Development Public Infrastructure (BDPI) and the Job Creation Fund (JCF). The BDPI is a grant program through DEED that the City could apply for to help with the cost of providing water and sewer infrastructure to the County 9 & Highway 5 parcel on the northwest side of town, next to the Prairie Winds storage buildings. There is a potential new business very interested in moving forward in to that location. The Job Creation Fund provides financial incentives to new and expanding businesses that meet certain job creation and capital investment targets. Businesses interested in applying for JCF must apply through the City. Consensus of the group was to move forward with the creation of such applications, Director Newsom will create them.

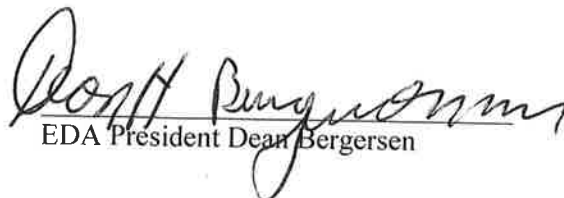
Intern Hille provided an update on Marketing Hometown America, which has since been named Choose Arlington. Facilitator training is set for Friday June 29th, from 8:00 a.m. to 12:00 p.m at the Arlington Community Center. Marketing Hometown America manager Neil Linscheid will be training the program facilitators. Small group facilitators are still needed, as well as participants for the study.

Intern Hille provided an update on the Housing Study. Ashley, a University of Minnesota student working on the Housing Study, has interviewed Arlington realtor Leah Prah. Ms. Ashley is still trying to connect to more area realtors as she is having trouble contacting them. There was discussion on potential contacts for housing work. Housing surveys were distributed with the June utility bills. Surveys were also translated in to Spanish and given to La Casa Del Pueblo Market to distribute.

No board announcements.

Motion by Sorenson, seconded by Bergersen and passed by unanimous vote to adjourn the meeting at 6:00p.m.


EDA Director Amy Newsom


EDA President Dean Bergersen



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA
MONDAY, JULY 9th, 2018 @ 5:30 P.M.
Arlington Community Center - Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
 - A. June 11, 2018
5. Approval of Financial Reports
 - A. June 2018 (Added at meeting)
6. New Business
 - A. Ninkasi Hops Presentation (Matt Johnson)
 - 6.5 Quickshop/Subway Water Hook up fee (Added at meeting)
 - B. SMIF Small Town Grant Program
 - C. TSE Building Sale Price
 - D. Acquiring Industrial Park Land Discussion (Kurt Menk)
7. Old Business
 - A. Choose Arlington update
 - B. Housing Study update
8. Board Announcements
9. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
JULY 9, 2018 @ 5:30 P.M.**

The meeting was called to order by President Dean Bergersen at 5:30 p.m.

Members present: Richard Thomes, Tim Kloeckl, Kurt Menk, President Dean Bergersen, and Councilmember Tom Hatlestad.

Members Absent: Larry Sorenson, and Councilmember Michelle Battcher.

Also Present: Director Amy Newsom, Mayor Richard Nagel, Administrator Pat Melvin, Sibley County Intern Sabrina Hille, Dennis Johnson, Matt Johnson, Mary Kistner, and Allen Kistner.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to approve agenda with the following additions:

Add item under New Business – 6.5- Quickshop/Subway Water Hook up Fee

Add item under Financial Reports – A. June 2018

Motion by Thomes, seconded by Kloeckl, and passed by unanimous vote to approve the minutes from the June 11, 2018 meeting as presented.

Motion by Kloeckl, seconded by Hatlestad, and passed by unanimous vote to approve the June 2018 Financial Report as presented.

Matt Johnson and his father Dennis Johnson provided a presentation on the Ninkasi Hops business. Ninkasi will be a hydroponics growing facility that looks to sell hops to craft breweries. Hydroponics is a growing method that uses a nutrient rich solution within a controlled environment to increase the rate of growth for the plants. The craft beer trade has been growing at a rate of 7% over the last 5 years and the growth rate in hops have been growing at 21%. The proposed Arlington facility would have twelve growing rooms on three acres of indoor growing space that will produce the same amount of hops as 200 acres of outdoor land. There will also be a processing facility which will produce wet (fresh) and dry hops to be packaged and sold to buyers. Hops are usually sold in 11 pound increments and the shipping of this product will be done with smaller trucks and should not add semi traffic. Ninkasi is looking to get their driveway and outlet to County Road 9 and not off on State Highway 5. The plan to keep the roof low and which will allow for better energy saving. Construction will be completed in two phases. Phase I of this project will be the site development and building of one growing room and processing plant which looks to be a two million dollar project. Phase II would be to expand to the full 12 growing rooms which would then cost an additional six million dollars for the building and the equipment. Ninkasi plans to employ 15 full-time employees by the end of Phase II, with starting wage at \$18.50 an hour. Concerns were brought up by residents Allen & Mary Kistner regarding the odors and noise coming from the facility and whether they would have to connect to the water and sewer. Ninkasi intends to connect to City water and sewer, but at this time there has been no talk about inviting or insisting other residents to join. While they are in the growing phase, noise and smells will be similar to a green house, they will be blowing air out. During processing, they will be using six 24 inch fans (on each side of the building) and do not intend to use all of the fans at once, as they are planning to save as much energy as possible. This would consist of three fans in-taking air and three fans out-taking air for each growing room. The processing plant smells was the other concern. Mr. Johnson stated that the drying process would be done at a slow and low heat and will only be done once a week. They want to use as much heat from the lighting as they can versus having to use dryers to dry out the hops. They intend to add a new storm water

pond for the use of water and dirt to use within the hydroponics process. Ninkasi has a list of requests they would like from the City of Arlington: City/County Tax Abatement for 10 years, Property parcel for \$5,000 (Commercial Building & Lots Policy), installation of water and sewer to the property, sponsoring the Job Creation Fund which is done through the state of Minnesota, changing zoning to I-1 Limited Industrial, driveway access off of CSAH 9 and access to the water from the storm water pond to the north of the property. There was discussion on Ninkasi's requests and all agreed this would be a great business for town.

Motioned by Kloeckl, seconded by Hatlestad and passed by unanimous vote to recommend to the City Council to support the Ninkasi Business Plan and all of their requests.

Director Newsom received a letter from Quickshop/ Subway to waive the water hook-up fee for their business. The letter addresses how the facility was stubbed in for water in 2008 but chose not to connect fully at that time. They are currently using and paying for City sewer but are using a well for water. They now are having issues with their well and would like to connect to City water. They requested for their hook-up fee to be waived. Discussion was had how in the past (at the time of hook up) the other businesses had to pay to connect and it is only fair that they should pay the fee as well.

Motion by Thomes, seconded by Hatlestad and passed by unanimous vote to deny the request of Quick Shop/Subway for waiving their water hook-up fee.

Director Newsom explained the Southern Minnesota Initiative Foundation Small Town Grant Program. The City could apply for a \$10,000 grant to do a collaborative project within the City of Arlington, but they would have to collaborate with another entity (i.e. Arlington Industries or Sibley County). Newsom stated that there are also plans through SMIF for an Economic Development grant to become available later this year for a \$20,000 grant. Both grants would allow for projects to be done on Main Street or any other creative project for the community. The EDA discussed waiting for the new Economic Development grant from SMIF. Newsom thinks the \$20,000 Economic Development grant would be more beneficial. Discussion was on the two grant programs and the committee felt it would be best to pass at this time and wait to apply for the larger Economic Development grant.

Discussion was had on the former TSE Building. The City Council at their most recent meeting would like to see the sale price lowered. Menk asked at the City Council meeting that it come back to the EDA committee to remain in the process. Discussion was had on the need to sell the building and the property taxes of the building. The City does not pay taxes on the building as it is listed as a Public Building. Other than the utilities, and light maintenance the City doesn't have much cost in to the building. The committee didn't feel the urge to rush to sell. The committee discussed putting money in to the building to spruce it up. The committee felt they should try to promote the building with the new Commercial Lots & Building Policy. The committee would like to see the Commercial Lots & Building Policy promoted on Fahey's (building realtor) website. Newsom brought up the realtors commission, it may not be able to be changed with the price. The realtor's commission is set with the current listed price, Newsom & Melvin are to look in to the realtor's commission.

Motion by Kloeckl and seconded by Hatlestad to lower the price of the former TSE building, after further discussion Kloeckl rescinded the motion.

Motion by Hatlestad, seconded by Thomes and passed by unanimous vote to recommend to the City Council to add 'Incentives for Businesses' to Fahey Realty's listing page.

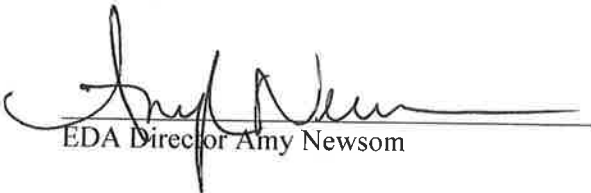
Discussion was had on acquiring Industrial Park Land. Menk asked for this to be on the agenda, he would like to see the EDA acquire new Industrial Park land. Newsom would like to have land available for spring of 2019 to be able to show in Arlington. Discussion was had on the current Industrial Park land and the cost to make it build ready. There was further discussion on other potential land areas to be used. Thomes shared that from what he heard that the Bank property owners are not interested in selling, and do not look to change their minds any time soon. The committee discussed other properties in town that could be transformed into an Industrial Park. Consensus of the group was to have Director Newsom and Administrator Melvin continue to get numbers for the Bank owned properties & potential infrastructure or those properties on the Southwest side of town.

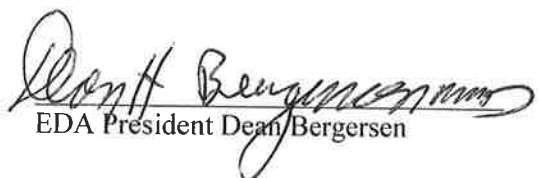
Intern Hille provided an update on Choose Arlington. There was program facilitator training on June 29th, which went well and is looking to be a good start to the study. A kick-off event is planned for Thursday July 19th at the Arlington Community Center. Commissioners were asked to recruit as many people as possible to be involved. There are six program facilitators and each facilitator needs 8-12 people in their study group.

Intern Hille provided an update on the Housing Study, which is still moving forward. City Staff received over 80 surveys thus far. Those surveys were sent to the students working on the data. With the surveys being collected, this is the last bit needed for Phase I of the study. They can now begin on Phase II, which is analyzing the data and making recommendations. There have been instructions for what Arlington hopes to gain from the study, to better direct those analyzing the data.

Mayor Nagel informed the committee that Cemstone is planning an open house on August 16th to showcase their new pit site (outside of Henderson) and their new facility in Arlington.

Motion by Hatlestad, seconded by Kloeckl and passed by unanimous vote to adjourn the meeting at 7:24 p.m.


EDA Director Amy Newsom


EDA President Dean Bergersen



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA**

MONDAY, AUGUST 13, 2018 @ 5:30 P.M.
Arlington Community Center - Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
 - A. July 9, 2018
5. Approval of Financial Reports
 - A. July 2018
6. New Business
 - A. Approve/Deny Ninkasi Hops Purchase Agreement
 - B. Budget Discussion (added at meeting)
7. Old Business
 - A. Marketing Hometown America update
 - B. Housing Study update
8. Board Announcements
9. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
AUGUST 13, 2018 @ 5:30 P.M.**

The meeting was called to order by President Dean Bergersen at 5:30 p.m.

Members present: Kurt Menk, Larry Sorenson, President Dean Bergersen, Councilmember Tom Hatlestad, Councilmember Michelle Battcher and Tim Kloeckl (late 5:35 pm)

Members Absent: Richard Thomes.

Also Present: Director Amy Newsom, Mayor Richard Nagel, Administrator Pat Melvin, and Sibley County Intern Sabrina Hille.

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

Add item under New Business – B. - Budget Discussion

Motion by Hatlestad, seconded by Sorenson, and passed by unanimous vote to approve the minutes from the July 9, 2018 meeting as presented.

Motion by Battcher, seconded by Sorenson, and passed by unanimous vote to approve the July 2018 Financial Report as presented.

Director Newsom provided an update on the Ninkasi Hop Purchase agreement. There is a change to the purchase agreement that was included in the packet. The new change was to ensure that Ninkasi is to follow the City Building and Lots Policy and that they need to have 10 full time employees. If they do not hire that many people, they will need follow the City policy and they will need to pay more for the lot. Newsom provided that there will be one more change to the date on the agreement. Currently the agreement states a date prior to the next City Council meeting that will be changed to the date of the Council meeting. The EDA is to either approve or deny the purchase agreement and send their recommendation to council. Discussion was had on those changes, and on the purchase agreement. Motioned by Menk, seconded by Hatlestad and passed by unanimous vote to recommend to the City Council to approve the purchase agreement from Ninkasi Hops.

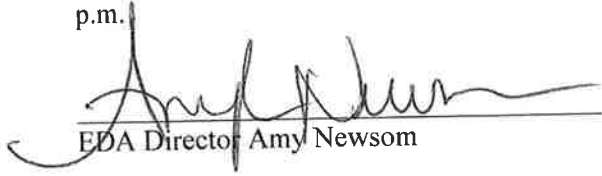
Director Newsom with the direction from Administrator Melvin wanted to discuss the 2019 EDA budget. The only thing Newsom would like to see is upping the EDA's advertising budget to \$800 for next year. The County also increased the cost of Newsom's pay for next year. There was discussion on whether dollars from another line item could be moved in to the advertising line item. Motion by Hatlestad, seconded by Sorenson and passed by unanimous vote to have Director Newsom meet with Administrator Melvin to discuss the 2019 EDA budget.

Intern Hille provided an update on Choose Arlington/Marketing Hometown America. The study groups have been established and have been gathering, most meeting twice already. Study groups should be coming to a close in the middle of September. There will be a celebration for the completion of the program but the date of the celebration has not been yet decided.

Intern Hille also provided an update on the Housing Study. There hasn't been much communication with the University students this month. They have been given all of the data and are compiling it, the City did have over 100 surveys returned. They intend to have the completed survey sometime in August.

Kloeckl provided an update on the Gaylord Medical School. He hasn't heard any more about the accreditation, but he believes it has not been approved yet. However, they are still moving forward. Battcher said she had heard that the group is supposed to take over the building in the next month or so.

Motion by Hatlestad, seconded by Kloeckl and passed by unanimous vote to adjourn the meeting at 5:50 p.m.


EDA Director Amy Newsom


EDA President Dean Bergersen



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA
MONDAY, SEPTEMBER 10, 2018 @ 5:30 P.M.
Arlington Community Center - Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
 - A. August 13, 2018
5. Approval of Financial Reports
 - A. August 2018
6. New Business
 - A. Approve/Deny SMIF Fund Request
 - B. Approve/Deny SBDC Fund Request
 - C. Request for Proposal submitted to Greater MSP for prospective Business
 - D. Rural Initiative Program Grant
 - E. Workforce Housing Development Program
7. Old Business
 - A. Marketing Hometown America/Choose Arlington Update
 - B. Housing Study Update/Review
8. Board Announcements
9. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
SEPTEMBER 10, 2018 @ 5:30 P.M.**

The meeting was called to order by President Dean Bergersen at 5:30 p.m.

Members present: Richard Thomes, Kurt Menk, President Dean Bergersen, Councilmember Tom Hatlestad, Councilmember Michelle Battcher and Tim Kloeckl (late 5:32 pm).

Members Absent: Larry Sorenson.

Also Present: Director Amy Newsom, Mayor Richard Nagel and Sibley County Intern Sabrina Hille.

Menk made a comment on how there are never any Board Announcements and how he would like to see the name changed to Director & Board Comments.

Motion by Menk, seconded by Hatlestad, and passed by unanimous vote to change the name of Board Announcements on the agenda to Director & Board Comments.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve the agenda as presented.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to approve the minutes from the August 13, 2018 meeting as presented.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to approve the August 2018 Financial Report as presented.

The Southern MN Initiative Foundation (SMIF) has asked for a donation of \$600 from the City. Last year the EDA gave SMIF \$500. Discussion was had on whether to donate or not. The EDA is looking to apply for a grant through SMIF, so the committee felt it was fair to donate \$500 again this year.

Motion by Thomes, seconded by Battcher, and passed by unanimous vote to approve a \$500 donation to SMIF.

The Small Business Development Center (SBDC) has also requested a donation from the City. There was discussion on how the committee has not donated to SBDC in recent years. Newsom informed the committee that she intends to apply for a grant through SBDC next year to work on Succession Planning efforts that would include a few Arlington businesses. They are requesting \$1000, but they would accept any donation amount, consensus of the group was to also provide SBDC with a \$500 donation.

Motion by Thomes, seconded by Battcher, and passed by unanimous vote to approve a \$500 donation to SBDC.

Newsom provided an update on Greater MSP for prospective business. Newsom receives request for proposals (RFP) from Greater MSP and DEED. By answering these requests is how she acquires new business for our area, this is how she found Ninkasi Hops. She has recently received an RFP for a large food operating business looking for a new location. Newsom thought the former Seneca site would fit their needs. However, this potential business is looking nationally and not just in Minnesota. Newsom has sent a report to this prospective business, but she hasn't heard anything back yet. Newsom wanted to

inform the committee that this is how she gets prospective businesses to come to Arlington. This is for information only so the committee knows what Newsom is working on.

Newsom explained the Rural Initiative Program grant. It is a grant the City could apply for that would engage the City, Chamber, EDA & Arlington Businesses together in a way to get funds for new businesses on Main Street. Potential businesses would submit an application to the EDA and selected applicants would be given help from the City for paying building rent and marketing efforts for their first year in business. It would be similar to a jump-start down town project that the City of Hutchinson has done in the past. The grant if selected, would be in the amount of \$5,000 for start-up costs or \$25,000 for the implementation portion of the program. This grant will need matching funds so it would need to become a joint effort between the City, Chamber, EDA and Arlington Industries. The application is due October 3rd which will be before the next EDA meeting, so a decision needs to be made at this meeting. Consensus of the group was to apply for the grant and if we don't get it then we won't lose anything. If we do get the grant, the committee can later decide if they want to accept the funds and move forward with the project.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to allow Newsom to apply for the Rural Initiative Program Grant.

Newsom explained the Workforce Housing Development Program. This is another grant opportunity for the EDA. This grant would fund up to 25% of the project cost for a developer to come in and build new market rate rental properties. Newsom had approached a few local business owners in the past to see if they would be interested in building new rental properties. At that time, they all declined because even with a 25% grant it would be too costly and the rental rate needed to cover the costs would be too high for local renters. This program would be good to anyone willing to come in and build. Newsom asked the commissioners to ask around and spread the word of this potential grant. This is a grant and not a loan so developers wouldn't have to repay this amount. This grant is only for rental properties and not for homes for sale. This was for information and discussion purposes only, no action needed.

Newsom provided an update on Marketing Hometown America/Choose Arlington. Study circles are going very well, and her group has finished up. The groups have met at least four times and they seem to be very enthusiastic about the program. There will be a wrap up event at the Arlington Community Center on Wednesday, October 10th at 6:30 p.m. everyone from the public is invited to attend, all study circles will be in attendance to share their ideas. Group discussion will be had on how to move forward with the ideas the study circles have come up with.

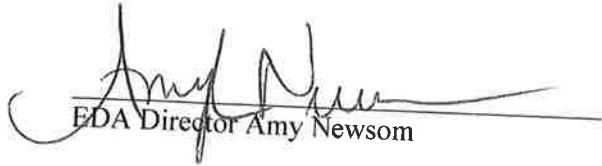
Newsom provided an update on the Housing Study. The study has been completed and it was available in everyone's packets. One of the biggest surprises is that Arlington's housing sales are low, but after reading the report they are still the highest City in Sibley County. The sales being low are due to the sales of large rural property within Sibley County. The major recommendations from the housing study is the need for low income and rental properties throughout town. There was much discussion on the need for rental properties and new homes within Arlington. The biggest question is how does the City get developers to build here. Hatlestad would like the EDA to get involved with building a new home to show contractors that new homes in Arlington will sell. Menk questioned if the EDA can get a few local developers together in a meeting and listen to them as to why they are not building here. New homes are going up in Gaylord and Green Isle, but why not in Arlington? Newsom has heard from local developers that the cost to build in Arlington is too high but after running the numbers it isn't. The EDA needs to find a way to get that information out to the developers. There was much discussion on the housing study, the planning and zoning committee decisions and the Cemstone land. The committee would like to see Newsom create a meeting for local developers and come up with incentives for new builders for rental and residential properties.

Motion by Thomes, seconded by Kloeckl and passed by unanimous vote to send the housing study to the City Council along with a recommendation for Newsom to create a meeting for local developers.

No Director or Board comments.

Mayor Nagel provided an update that in the next few weeks, the council has a closed meeting scheduled to discuss potential new industrial park land.

Motion by Hatlestad, seconded by Kloeckl and passed by unanimous vote to adjourn the meeting at 6:21 p.m.


EDA Director Amy Newsom


EDA President Dean Bergersen



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA
MONDAY, OCTOBER 15, 2018 @ 5:30 P.M.
Arlington Community Center - Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
 - A. September 10, 2018
5. Approval of Financial Reports
 - A. September 2018
6. New Business
 - A. Update on Industrial Park (Nagel)
 - B. Approve/Deny R&R Façade Loan Request/Resolution #2018-11
 - C. Small Business Revolution
 - D. Discussion on former TSE Building (Menk)
7. Old Business
 - A. Marketing Hometown America/Choose Arlington update
8. Director and Board Comments
9. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
OCTOBER 15, 2018 @ 5:30 P.M.**

The meeting was called to order by President Dean Bergersen at 5:30 p.m.

Members present: Richard Thomes, Larry Sorenson, Kurt Menk, President Dean Bergersen,
Councilmember Tom Hatlestad, Councilmember Michelle Battcher and Tim Kloeckl (late 5:35 pm).

Members Absent: None.

Also Present: Director Amy Newsom, Mayor Richard Nagel and Sibley County Intern Sabrina Hille.

Motion by Hatlestad, seconded by Thomes, and passed by unanimous vote to approve the agenda as presented.

Motion by Thomes, seconded by Battcher, and passed by unanimous vote to approve the minutes from the September 10, 2018 meeting as presented.

Motion by Kloeckl, seconded by Hatlestad, and passed by unanimous vote to approve the September 2018 Financial Report as presented.

Mayor Nagel provided an update on the Industrial Park. He stated that he, along with EDA Dir. Newsom and City Engineer Femrite met with a property owner on the northeast side of town to discuss the idea of the City doing a land swap for approximately 38 acres for an industrial park. Engineer Femrite presented a proposed site plan that showed how the lots would be laid out. The property owner seemed favorable to the discussion and agreed to a second meeting; no offers were made at the meeting. The Council gave their consent to move forward and just prior to the second meeting, the property owner notified the City that it had changed its mind and did not wish to move forward. Various reasons were given, but capital gains tax was the top one. A joint Council and EDA meeting will be held on Wednesday of this week to discuss the next step and make sure everyone is on the same page. Mayor Nagel expressed some concern about the amount of money being spent on engineering fees each time the City looks at a different piece of land. He stated that the City will be proceeding more cautiously.

It was also noted that the Mayor and Newsom had met with another property owner in the same area; again no offers were made. City Engineer Femrite had put some tentative development/infrastructure costs together, which came in over two million dollars.

The EDA reviewed the Façade Loan Request from R & R. It was the consensus of the EDA that this will be a nice improvement.

Thomes introduced the following resolution and moved for its adoption:

**A RESOLUTION APPROVING TERMS OF A LOAN TO R & R AUTO REPAIR
FROM THE ARLINGTON EDA FAÇADE IMPROVEMENT LOAN PROGRAM FOR A
PROJECT AT 117 WEST MAIN STREET**

WHEREAS, Ross and Ryan Bergs, d.b.a. R & R Auto Repair, has applied for a Façade Improvement Loan available through the EDA; and

WHEREAS, the Applicant requests a forgivable loan in the amount of \$2,500 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 117 W 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 \$2,500 to R & R Auto Repair 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. Ross and Ryan Bergs, d.b.a. R & R Auto Repair (the "Borrower") have submitted an official application form requesting financial assistance from the EDA Façade Improvement Loan Program (the "Loan") in the amount of \$2,500 or fifty (50) percent of the project cost, whichever is less in order to finance removing the basement, remodel the office with easier access, add a new front using brick, replace the roof and efficiency updates (the "Project") at 117 W 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 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 Kloeckl, and upon poll being taken thereon the following voted in favor thereof: Bergersen, Kloeckl, Menk, Sorenson, Thomes, Councilmember Battcher, Councilmember Hatlestad; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

Adopted by the Economic Development Authority of the City of Arlington this 15th day of October, 2018.

Signed: /s/ Dean Bergersen
Dean Bergersen, President

Attest: /s/ Amy Newsom
Amy Newsom, EDA Director

Whereupon the resolution was declared duly passed and adopted and was signed by the President whose signature was attested by the EDA Director.

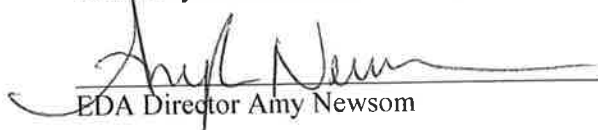
Newsom commented that she received information from Lisa Hughes at DEED about a grant that the City is eligible for. The grant is worth \$500,000 for revitalization of the entire downtown. Newsom will be filling out the application for Arlington.

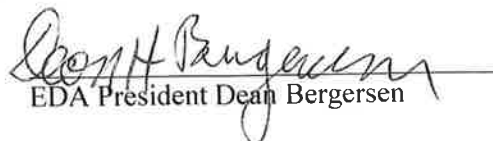
Menk wanted to discuss the sale of the former TSE Building. He commented that it has been almost a year since the property was listed for sale and would like to see larger signs on the property. Thomes commented that he spoke with two different individuals recently about the building and what their plans were for the space (storage). It was commented that is not what they really wanted for the space; they were hoping for a business with employees. Battcher suggested lowering the price. Hatlestad questioned if anyone has backed away from the property due to the price. Newsom commented that she has talked with those that have expressed interest in the property and only talked about the incentives, not cost. Discussion was held on whether to reduce the price, renew the contract with Fahey in two months, or attempt to sell the building through a commercial broker in the metro area.

Motion by Hatlestad, seconded by Battcher and passed by unanimous vote to recommend to the City Council to list the TSE Building with a commercial broker in the metro area for six months.

Newsom commented on the Marketing Hometown America/Choose Arlington meeting that was held recently. She stated that it was very well attended. Many ideas were mentioned, but four topics were decided upon: signs and promotions, marketing towards builders/developers, cultural support for new businesses; show people/pamphlets and brochures. Various meetings dates have been scheduled. Battcher commented that she believes things will happen with the citizen involvement.

Motion by Hatlestad, seconded by Sorenson and passed by unanimous vote to adjourn the meeting.


EDA Director Amy Newsom


EDA President Dean Bergersen



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA
MONDAY, NOVEMBER 19, 2018 @ 5:30 P.M.
Arlington Community Center - Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
 - A. October 10, 2018
5. Approval of Financial Reports
 - A. October 2018
6. New Business
 - A. Former Cemstone property (Matt Nelson – Chamber President)
 - B. Farm lease contract with Ken Jahr
 - C. Farm lease contract with Aaron Doehling
 - D. TSE Admin building listing
 - i. Randy Kubes - Kubes Reality
 - ii. Dana Dose – Wakota Commercial Advisors
 - iii. John Behnke - REMAX
 - E. Biz Link North
 - F. Discussion on housing / meeting with developers
 - i. November 19, 7:30 AM
 - ii. Suggestion by Dave Krueger to work with Southwest MN Housing Partnership
 - G. Update on Ninkasi Hops BDPI grant application
7. Old Business
 - A. Update on Marketing Hometown America / Choose Arlington next steps
 - i. Discussion on Arlington T-Shirts
8. Director and Board Comments
9. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
NOVEMBER 19, 2018 @ 5:30 P.M.**

The meeting was called to order by Vice President Dick Thomes at 5:30 p.m.

Members present: Vice President Richard Thomes, Larry Sorenson, Kurt Menk, Tim Kloeckl,
Councilmember Michelle Battcher
Members Absent: President Dean Bergersen, Councilmember Tom Hatlestad
Also Present: Director Amy Newsom, Mayor Richard Nagel and Arlington Chamber President Matt Nelson.

Motion by Sorenson, seconded by Kloeckl, and passed by unanimous vote to approve the agenda as presented.

Chamber President Matt Nelson was present to discuss the former Cemstone property on Main Street. He stated that some discussions had been held in conjunction with the Marketing Hometown America program about how to get people to stop in and visit Arlington. Arlington needs something to draw them in. In keeping with the historic baseball theme that Arlington has been known for, it was suggested to create some type of park (essentially city owned) and place some statues or something on the Cemstone property on Main Street. Nelson commented that he had been in contact with Tim Bekken, owner of the Cemstone property, City Adm. Melvin and Mayor Nagel. Cemstone was asking a sizable amount for the property, but would consider lowering it. Newsom informed Nelson that grant money could be available. The Chamber was willing to support (financially) the idea. Newsom commented that she wanted the EDA to hear about the idea and give some thought and/or comment about it. Currently the property is on the tax rolls as commercial property, but if the City acquires it for a park, it comes off the tax rolls.

Motion by Kloeckl, seconded by Menk, and passed by unanimous vote to approve the minutes from the October 15, 2018 meeting as presented.

Motion by Kloeckl, seconded by Sorenson, and passed by unanimous vote to approve the October 2018 Financial Report as presented.

Newsom stated that Ken Jahr had been leasing the property that Ninkasi was going on and the property north of the racetrack. The lease is due to expire at the end of the year. Jahr understands that he will only be able to bid on/lease the property north of the racetrack going forward.

Newsom stated that Aaron Doehling has an ongoing farm lease contract but the amount can change year to year (currently paying \$248/acre). She contacted Extension to see what the going rate was for farmland and was informed that it was \$224.44/acre. Newsom intends to reach out to Doehling to see if he is still interested in renting and how much he is willing to pay.

Newsom commented that she had obtained a few names of other realtors for listing the TSE Admin building with who target the metro area. She presented info from the various realtors. The listing prices and terms varied. Considerable discussion was held on setting a price and how to market it.

Motion by Kloeckl, seconded by Sorenson, and carried (Thomes abstained) to list the TSE Admin Building with Lindsay Thomes/True Real Estate at \$149,900 for three months at normal commission rates, with the understanding that City incentives are included in the listing agreement.

Motion by Battcher, seconded by Sorenson, and passed by unanimous vote to lower the selling price for the TSE Admin Building to \$160,000 with Fahey Realty for the last month of the contract.

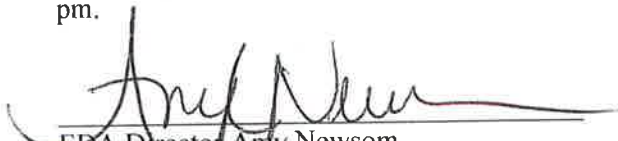
Newsom commented that she has been working with the Small Business Development Center and were awarded a grant in the amount of \$39,000 from the USDA for succession planning. This will be a county-wide effort, but it started from the Arlington area, striving to keep the downtown businesses going once owners retire. A website will be getting created, whereby businesses will be matched up with buyers. The program will be launched February 8th with community leaders at the Sibley County Service Center. This will be a free service to the businesses.

Mayor Nagel and EDA Dir. Newsom provided an update on the meeting with developers. One of the biggest hurdles is the price to construct a home versus selling price, along with how long the home sits on the market. The developers want to construct quality homes. Newsom commented that there are some organizations, such as SW MN Housing Partnership, who help with development (provide grants), but charge a sizable amount for their services. Considerable discussion was held on what the EDA's roll should be in this process. Discussion was also held on possible projects such as an apartment complex on the Cemstone site on Main Street.

Newsom commented that the City was awarded the BDPI grant for the Ninkasi property. The purchase agreement still needs to be signed.

Newsom stated that the Marketing Hometown America groups had been busy. One group wanted to order t-shirts. Some proposed logos were reviewed.

Motion by Sorenson, seconded by Kloeckl, and passed by unanimous vote to adjourn the meeting at 6:25 pm.


EDA Director Amy Newsom


EDA Vice President Dick Thomes



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA
MONDAY, DECEMBER 10, 2018 @ 5:30 P.M.
Arlington Community Center - Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
 - A. November 19, 2018
5. Approval of Financial Reports
 - A. November 2018
6. New Business
 - A. 2018 SMIF request for additional support
 - B. Begin discussion on 2019 Goals
 - C. 2019 Sibley County Business Expo
 - i. April 22, 2019 Sibley East Elementary Commons, Gaylord
 - D. Approve/Deny 2019 Farm Agreement with Aaron Doehling
7. Old Business
 - A. Update on Marketing Hometown America / Choose Arlington next steps
 - i. January 2019
 - B. TSE Admin Building Listing
 - i. Review Listing Agreement with Lindsay Thomes / True Real Estate
 - C. Update on Housing / Meeting with Steve Fries
8. Director and Board Comments
9. Adjourn

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
DECEMBER 10, 2018 @ 5:30 P.M.**

The meeting was called to order by President Dean Bergersen at 5:30 p.m.

Members present: President Dean Bergersen, Richard Thomes, Larry Sorenson, Kurt Menk, Tim Kloeckl, Councilmember Michelle Battcher, Councilmember Tom Hatlestad

Members Absent: None

Also Present: Director Amy Newsom

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

Add item 6E) Ninkaski Closing.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to approve the minutes from the November 19, 2018 meeting as presented.

Motion by Thomes, seconded by Sorenson, and passed by unanimous vote to approve the November 2018 Financial Report as presented.

The EDA reviewed literature from SMIF requesting an additional financial contribution. Thomes expressed his opposition to making a larger contribution.

Motion by Thomes, seconded by Sorenson, and passed by unanimous vote to keep the contribution to SMIF at \$500.

Dir. Newsom commented that she wanted the group to start thinking about the 2019 Goals. The 2018 Goals were reviewed. Newsom commented that the City/EDA should always be working on marking and promoting the city. She suggested possibly changing the focus from business and industrial development to focusing on business retention in the downtown. The Committee was asked to think about the goals and be ready for discussion at the January meeting.

Newsom commented that the 2019 Sibley County Business Expo will be held April 22nd in Gaylord at the elementary school. She inquired if the City/EDA should have a booth at the expo. It was noted that City Adm. Melvin took care of the booth in 2018; he was good at talking about Arlington with individuals.

Motion by Kloeckl, seconded by Sorenson, and passed by unanimous vote to recommend to the City Council to have a booth (representative) at the Sibley County Business Expo on April 22nd in Gaylord.

The Farm Lease Agreement with Aaron Doehling was discussed briefly. Newsom stated that last year they paid \$248/acre. She stated that rates are down in Sibley County, ranging from \$190-\$220. Newsom had contacted Doehling and he had proposed \$205/acre; but agreed to \$210/acre if the EDA agreed.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to approve the Farm Lease Agreement with Aaron Doehling at \$210/acre.

Newsom commented that Ninkaski was closing on the 'hotel' property later in the week. She stated that Ninkaski had one change to the Developer's Agreement; which was they wanted some language included in the Agreement that was already in the Purchase Agreement.

Newsom provided an update on the Marketing Hometown America/Choose Arlington program. She stated that a meeting was coming up on January 24th at 6:30 pm at the Community Center; fundraising will be the topic.

Newsom presented the real estate listing from True Real Estate listing the TSE Admin building at \$149,900 effective February 1, 2019. The paperwork was reviewed.


Motion by Sorenson, seconded by Battcher, and carried (Thomes abstained) to accept the listing agreement from True Estate as presented.

Newsom commented that she and City Adm. Melvin met with Contractor Steve Fries recently to see why building is not occurring in Arlington. He stated he lives in Henderson where building fees and WAC/SAC charges are being waived. He commented that if Arlington would do the same and give him a lot to build on for free, he would start building houses in Arlington. Newsom commented that if the City wanted to do this, it would need to establish a policy like the one for waiving the WAC/SAC fee (limited to first 3 to get things going). Discussion was held with opposition expressed against the City buying a lot and giving it away for housing. Newsom commented that she could draft a policy for the Committee to consider and have more discussion about at the January meeting.

Brief discussion was held on the vacant 'residential' lots north of the racetrack.

A special meeting will be held on December 27th to open bids for the Lease Agreement for the Nickel Property.

Motion by Kloeckl, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 6:50 pm.



EDA Director Amy Newsom

EDA President Dean Bergersen

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
JUNE 10, 2019 @ 5:30 P.M.**

The meeting was called to order by President Bergersen at 5:30 p.m.

Members present: President Dean Bergersen, Councilmember Michelle Battcher, Councilmember Tom Hatlestad, Kurt Menk, and Richard Thomes.

Members Absent: Larry Sorenson and Tim Kloeckl

Also Present: Director Amy Newsom, Sibley County Community Development Intern Michael Kedrowski and Mayor Richard Nagel.

Motion by Hatlestad, seconded by Thomes, and passed by unanimous vote to approve the agenda as presented.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to approve the minutes from the May 13, 2019 meetings as presented.

Motion by Thomes, seconded by Battcher, and passed by unanimous vote to approve the May 2019 Financial Reports as presented.

Newsom introduced her new Community Development Intern Michael Kedrowski. He graduated in 2014 from UMD and has been in the work force ever since. He just moved to the area with his fiancé, whose job brought them here. He has an urban studies degree and is looking to get back into a career he has a degree in. Michael will be working with Newsom all summer.

Newsom provide a brief update on BizLink North. They are hoping to have the website go live in two weeks. They have intake applications ready to go to when the website does go live. Amy and Intern Michael will go around to the businesses in town to see if any are interested in being listed on the website.

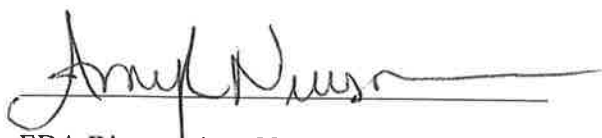
Newsom had a phone conference with Pat Melvin, and Cynthia Smith-Strack to go over what the EDA and Planning and Zoning are currently working on. Newsom discussed the three business meetings that she's had this month. One of the meetings was with FEN Biotech, a hemp processing plant, in the Northern Half of the former Seneca plant. They are currently leasing it and are hopefully going to buy it in the future. Smith-Strack explained that recently the Planning and Zoning committee has looked at two different parcels to house a new industrial park. In the next few weeks, she will be getting them a list of the pros and cons of both properties. They have ruled out accessing the 22 acre current industrial park, but would like to hold on to it until someone would want to purchase it for rail access. Battcher explained that the two properties the P & Z is looking at are sites the City does not currently own. They are also looking in to creating a new zoning code to allow mixed uses on either of those properties, called IC (Industrial Commercial).

Intern Kedrowski explained and he and Newsom drove by the new homes being built on the NW side of town behind the raceway. Two homes are currently being built and are coming together nicely. Newsom also mentioned there is a distillery interested in coming to our area. She needs to do more research on the regulations for opening a distillery, as she hasn't worked with one before. They would like to use a building that is currently here, not build new. Newsom has also met with Northland Drying recently and despite issues with the City, they are still looking to expand and have expressed interest in the 22 acre industrial park. There was discussion on Newsom's recent business visits and the 22 acre Industrial Park.

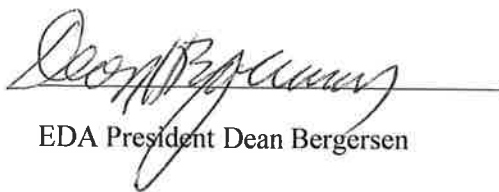
Newsom stated that on June 19th there is a Sibley County Community Foundation meeting at the courthouse. SMIF and someone from Martin County are coming to discuss the creation of a Community Foundation. SMIF will be the 501C3 host for the foundation. The foundation will market the whole county. Newsom has met with someone on creating a County-wide guide book. The Community Foundation will give out grants to projects though out the county.

The next Choose Arlington is scheduled for June 27th at 7:30 pm in the Arlington Council Chambers.

Motion by Hatlestad, seconded by Thomes, and passed by unanimous vote to adjourn the meeting at 5:54 pm.



EDA Director Amy Newsom



EDA President Dean Bergersen

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
JULY 8, 2019 @ 5:30 P.M.**

The meeting was called to order by President Bergersen at 5:30 p.m.

Members present: President Dean Bergersen, Councilmember Michelle Battcher, Councilmember Tom Hatlestad, Kurt Menk, Tim Kloeckl and Richard Thomes.

Members Absent: Larry Sorenson

Also Present: Director Amy Newsom, Sibley County Community Development Intern Michael Kedrowski, Tom Swatosh, Paul Langfellow, Derrick Bushman, Elizabeth Brack, Administrator Pat Melvin, and Mayor Richard Nagel.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to approve the agenda as presented.

Motion by Battcher, seconded by Thomes, and passed by unanimous vote to approve the minutes from the June 10, 2019 meetings as presented.

No Financial Reports present. Thomes believed there were financial reports included in the packet. There was a motion on the table to approve the financial reports. There were no financial reports included in the packet, motion is void.

Derrick Bushman presented his proposal to the committee on wanting to purchase the 22-acre south industrial park for his company Hemp Heaven. He is from and currently has his business in Wisconsin, but he is a partner with Northland Drying here in Arlington, MN. He has a 100 year old potato farming business and the last two years they have become a hemp growing operation as well. They plan to duplicate their business here in Arlington. His business here would consist of green houses, grow rooms, drying and the extraction process for CBD oils. Due to him being on the board for Northland, they would be allowed access to the land locked property. There was discussion on who actually owns the private access road. They would plan to grow year round in the green houses and only use about five to ten acres of outdoor space for growing. They are looking for more than 22-acres in the area for growing. The 22-acres will be strictly for the green houses and the extraction production. There would be no Northland Drying expansion to that area. Northland Drying will be utilized but only for the drying of the hemp. There was discussion on the drying process of hemp. Hemp is dried at a much lower temp and slower process than what Northland Drying is currently doing to dry the potatoes, it should be a quieter process. Currently, at their location in Wisconsin they have 25 full-time positions. They would be looking to start building yet this summer and to have contracts to dry hemp in the fall. They want to get the seeds growing in the green houses to plant outside next summer. This is a completely separate company from FEN Biotech, which is using the north side of the former Seneca site. Mr. Bushman would like a response relatively quickly, as he would like to move forward yet this summer. If the decision to sell takes longer than the end of August, it would push the project back to next year. There was discussion on the property and the price per the commercial lots policy.

Motion by Kloeckl, seconded by Hatlestad, and passed by unanimous vote to recommend to the City Council to accept the offer from Hemp Heaven to purchase the 22-acre south industrial park for \$1.00, per the Commercial Lots and Building policy.

There was continued discussion on where the water and electricity for that 22-acre lot will come from.

Tom Swatosh and Paul Langfellow presented on the Sibley County Guidebook. They will create the guidebook and other guidebooks they distributed have seen upwards of 7500 people. They are hoping to distribute the book later this fall. Each community in the County will be represented within a few pages in the book along with an editorial on each city. The book is completely financed through local advertising and participants. Distribution will be done by Newsom, her goal is to disperse them to all of the City chambers and businesses in the County, along with distribution outside of the County. She would like to get them up to the airport to encourage people to move out to this area. The pricing structure is extremely reasonable, starting at \$100 for ¼ page, up to \$350 for a full page. It is just a one-time fee. The books will have a shelf life of a year to a year and a half. The County is going to get 10,000 copies. Newsom would like everyone to spread the word to try to attract advertisers. There was discussion on the difference between the Sibley County Guidebook and the guidebook that McLeod Publishing is putting out currently. Menk expressed that they are going to be quite different, as the McLeod Guidebook is going to have more a business listing that just advertising.

Newsom explained it is time to look at the budget to start planning for next year. This year the advertising budget was increased to promote housing in Arlington, which worked as there are now new homes being built. Newsom would like to see the numbers remain the same for next year, especially since the advertising budget was raised for this year. She also explained, that there should be money set aside for a potential new industrial park, which would go under the capital improvement budget. Consensus of the group was to keep the budget the same as last year.

Choose Arlington met on June 27, Menk is the new chair of the group. Choose Arlington did receive the \$20,000 grant from SMIF for marking Arlington and to create an incubator space in the new Brinkman Building (former DJ Shoes). Part of grant requirements, is to create a survey that goes out the all of the residents. A local resident created a survey that will go out in the next water bills. The committee thought it was good idea to send the survey out.

There was no Planning and Zoning meeting yet in July as their scheduled meeting was set for July 4th. It has been rescheduled for this Thursday, July 11th. They are set to discuss future industrial park sites for Arlington. There was more discussion on the 22-acre lot. Between paying taxes on the property and the revenue for the leased farm land, the City is earning about \$2,000 a year on the 22-acre property.

Newsom explained that City Staff has contacted her today and said someone is interested in getting a WAC & SAC waiver. Newsom informed her that was now a City Council decision and the interested individual needs to attend a future City Council meeting to ask for the waiver.

Thomes commented that there are not a lot of homes for sale in town currently. There was discussion on homes for sale in Arlington.

Dr. Elizabeth Brack was in attendance at the meeting, she wanted to stop in and introduce herself. She is the new dentist at Forever Smiles.

Motion by Thomes, seconded by Kloeckl, and passed by unanimous vote to adjourn the meeting at 6:16 pm.



EDA Director Amy Newsom



EDA President Dean Bergersen

Economic Development Authority
Meeting Minutes
August 12, 2019 @ 5:30 PM

The meeting was called to order by Councilman Hatlestad @ 5:30 p.m.

Members Present: Councilmember Tom Hatlestad, Councilmember Michelle Battcher, Kurt Menk, Tim Kloekl

Members Absent: President Dean Bergersen, Larry Sorenson

Also Present: Director Amy Newsom, Administrator Pat Melvin, Mayor Rich Nagel

- 3. Motion by Battcher, seconded by Kloekl, and passed by unanimous vote to approve the agenda as presented.
- 4. Motion by Battcher, seconded by Menk, and passes by unanimous vote to approve the minutes from July 8, 2019 meetings presented.
- 5. Motion to approve financial reports by Hatlestad, second by Battcher. Motion carried.

6. New Business

- a. Discussion on offer to purchase 22 – acre south industrial park from Hemp Heaven: Newsom began the meeting discussing the 22 acre south industrial park and those involved with the process to sell the park to Hemp Heaven. Melvin spoke before the EDA that with Arneson’s absence he has been in communication with the city’s alternate attorney out of Waconia, Rachel Holland. Holland stated to make sure the purchaser is okay with that before moving onto a purchase agreement. Tax Increment Financing was also brought up for that area because then money can be brought in to support roads. Newsom mentioned that you can capture city, school and county taxes to help future development. With bare land it would be an 8-year economic development TIF district. Holland also suggested that because of the way in which jobs may be created, she felt that credit for jobs filled until 15 are reached, then their \$10,000 deposit could be refunded. It was discussed afterward that 15 full time jobs are met, the cost is \$1 for the land, 10 jobs is \$5000 and if 5 jobs the land is \$10,000 allowing for the \$10,000 to be refunded eventually. The topic was discussed further, but without a purchase agreement there is no need for suggestion/vote yet until an agreement is ready for review.
- b. Discussion on request to pay for removal of trailer in city’s trailer park: A trailer has been removed D3, and he is requesting city assistance on removing trailer D4. Newsom went to see the trailer with Chief Petterson and explored options for removal. Cost is \$5,100 and there are options but it may not necessarily be under economic development. Newsom also mentioned it could be possibly written off under his tax

assessment for his property taxes. Newsom was asking if this is something that EDA money should be allocated for. Menk and Hatlestad discussed and mentioned it most likely is not under Economic Development. No vote was needed because no one motioned to request paying for removal of the trailer.

- c. Approve/Deny resolution #2019-6 forgiving Reuther's Roost Child Care Loan: Kloekl motions and Menk seconded the resolution. Resolution approved 4-0.

EDA RESOLUTION NO. 2019-5

A RESOLUTION FORGIVING THE LOAN TO RUETHER'S ROOST DAYCARE FROM THE ARLINGTON EDA CHILD CARE LOAN PROGRAM

Motion by Commissioner _____ Seconded by Commissioner _____

WHEREAS, Mackenzie Ruether, d.b.a. Ruether's Roost Daycare, 103 Brooks Street East, Arlington, MN has applied for a Child Care Loan available through the EDA; and

WHEREAS, the Applicant requested a forgivable loan in the amount of \$1,000 or fifty (50) percent of the actual project cost, whichever is less; and

WHEREAS, the purpose of the loan was to help new daycares by covering the costs of startup expenses, these expenses include: the MN State Fire Marshall check, Background check and license fee, First Aid supply box, Safety Gate, Smoke/Carbon monoxide alarms, Fire Extinguishers, Steel Door, and other requirements; and,

WHEREAS, Ruether's Roost Daycare has met the following program requirements:

The Loan is to be made from the EDA Child Care 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.

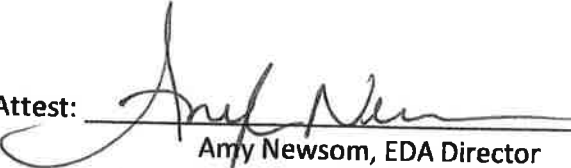
NOW, THEREFORE, BE IT RESOLVED, that the Arlington Economic Development Authority hereby forgives the loan to Ruether's Roost Daycare from the Arlington EDA Child Care Loan Program. This resolution shall be effective as of the date hereof.

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Battcher	x			
Bergersen				x
Hatlestad	x			

Kloeckl x
Menk x
Sorenson

x

Adopted by the Economic Development Authority of the City of Arlington this 12th day of August, 2019.

Attest: 
Amy Newsom, EDA Director

Signed: 
Dean Bergersen, President

- d. Recommendation to fill EDA position: Newsom mentioned Howard Brinkman would be interested in filling the vacated EDA position. Kloeckl made motion to recommend Brinkman for EDA, Hatlestad. Motion carried.

7. Old Business

- a. Update on Choose Arlington – Menk brought up that meetings have been held and mentioned the mission is to market and grow Arlington. Menk mentioned vacant buildings on Mainstreet and the need to assist sooner rather than later. They meet once a month and have 5-6 members meet regularly.
- b. Update on BizLink North – Newsom presented flyers and asked for assistance in relaying information to businesses in town and in the county that may need assistance selling their business anytime from now to 5 years in the future. The website is now up and running and meetings with business owners have been scheduled.

8. Planning and Zoning Update – no update at this time from Newsom

9. EDA Director Update on Business and Housing – Newsom updated the EDA on Fen Biotech and stated they are not coming to Arlington. Building Inspector Darin Haslip required the need for sprinklers due to fire hazard and this ultimately led to the business choosing to not relocate to Arlington. Discussion on how to help future businesses that may need to put in sprinklers.

10. Board and Director Comments: Menk mentioned that the WAC and SAC waiver was doing well and would like to see it continue.

11. Motion to adjourn at 6:23 pm by Hatlestad, second by Battcher. Motion carried.

Economic Development Authority
Meeting Minutes
September 9, 2019 @ 5:30 PM

The meeting was called to order by president Bergeson @ 5:30 p.m.

Members Present: President Dean Bergersen, Tim Kloeckl, Councilmember Tom Hatlestad, Councilmember Battcher, Kurt Menk, Howard Brinkman.

Members Absent: Larry Sorenson

Also Present: Director Amy Newsom, Kathy Homme

3. Oath of Office: Howard Brinkman

4. Motion by Kloeckl, second by Hatlestad, and passed by unanimous vote to approve the agenda with financials. Motion carried.

5. August minutes were not completed by City staff.

6. Motion by Hatlestad to approve financial reports, second by Brinkman. Motion carried.

7. New Business

- a. Approve/Deny purchase agreement with Hemp Heaven: Newsom edited a draft of the purchase agreement as Attorney Arneson has been unable to. Newsom discussed the notion of needing a public hearing as the land is owned by the EDA. It needs to be cleared with the City Attorney if it is the City that owns the land or the EDA and if a public hearing is required. There was a discussion on conditions for job creation and job retention. Motion by Hatlestad, second by Brinkman to include commercial lots policy language and move purchase agreement onto City Council. Motion carried.
- b. Newsom informed the EDA on upcoming guidebooks for the County and City, what to put in the ad was discussed. Upon discussing options Hatlestad motioned to take out a ¼ page add in each book, second by Bergersen. Motion carried.
- c. Newsom explained BizLink North and the upcoming meeting in Arlington on September 19th. The website is up and running and at this presentation there will be representatives from SBDC, an attorney and a CPA to answer any questions you may have about the process or your business in general.
- d. Newsom updated the EDA on the Southern Minnesota Book and Art Fair. Sibley County worked together with the Arlington Book Project on a grant to fund the festival. It was an informational discussion and no vote or motion was needed.
- e. Discussion on Hotel Study: Newsom brought it to attention that there is a lack of lodging across Sibley County especially Arlington. Locations were discussed and it was brought to attention as a possible need for the city. Funding options were

brought up including the Compeer grant and acquiring land to make it happen. Newsom mentioned that the Choose Arlington group was going to head the research and were awaiting results from their survey. Consensus of the group to apply for a Compeer grant, no vote was needed.

- f. Newsom brought up the discussion to consider revising or sunsetting the Commercial Lots Policy. A discussion followed. Consensus of the Board to keep the Commercial Lots Policy in place and as is for now.

8. Old Business

- a. Update on Choose Arlington: Menk reported that the group is meeting monthly and getting further on their ideas such as coming up with goals to accomplish within the next 6 months and fundraising ideas.
- b. Update on BizLink North: Newsom reported that she spoke on BizLink North at the University of Minnesota Extension Connecting Entrepreneurial Communities event in Waseca on September 5th. She also reported that there are now 4 businesses listed on the website and they are hoping to spread awareness across the region not just exclusive to Minnesota or Sibley County.
- c. Discussion on Fen Biotech: Hatlestad updated the EDA on what happened with Fen Biotech thus far.

9. Planning and Zoning update: Battcher reported that Planning and Zoning discussed industrial park land and is also examining the fence ordinance.

10. EDA Director Update on Businesses and Housing: Newsom was approached by another business to come to Arlington. Not much was provided as conversations are just beginning as they are researching the area.

11. Board and director comments: Brinkman gave an update on the business incubator space on Main Street.

12. Motion to adjourn by Hatlestad, second by Kloeckl. Adjourned at 6:48 pm.



The image shows two handwritten signatures in black ink. The signature on the left is written in a cursive style and appears to be 'Amy Menk'. The signature on the right is also in cursive and appears to be 'Scott Bergman'.



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, OCTOBER 14, 5:30 P.M.

Arlington Community Center - Council Chambers

Members in attendance: Kurt Menk, Larry Sorenson, Tom Hatlestad, Dean Bergersen, Michelle Battcher, Tim Kloekl, Howard Brinkman

Members Absent: none

Staff: Amy Newsom, Michael Kedrowski

Guests In attendance: Mayor Rich Nagel, Administrator Pat Melvin, Matt Carney, Elia Peterson, Bryan Stading, Matt Scharpe, Terry Klages, Daryl Thurn, Danny Woehler, Janet Deno, Amy Berger, Lisa Pasvogel, Derek Bushman, Nathan Kellerman, Matt Nelson

1. Call to Order at 5:30 pm.
2. Pledge of Allegiance
3. Approval of Agenda – Motion by Batcher second by Sorenson. Motion carries unanimously.
4. Approval of Minutes
 - A. August 2019 – Kloekl motions to approve both sets of minutes, second by Batcher. Motion carries unanimously.
 - B. September 2019
5. Approval of Financial Reports – motion made by Sorenson, second by Hatlestad.
 - A. September 2019
6. New Business
 - a. EDA agenda, minutes, packets on website/Novus AGENDA software – Newsom introduced the agenda as a PDF packet versus using Novus AGENDA software. It was brought up for discussion on what the process is, or should be. Administrator Melvin was in attendance and was asked about pricing of Novus, he was unsure of the cost for the city. It was discussed that sending and posting a PDF was simple, could save time and was convenient to access both for the public and counsel and board members. Battcher recommended that council looks into the PDF method for packets over using Novus.
 - b. Discussion on Northland Drying – Newsom brought the discussion to the agenda as Northland has been discussed in the community but have never officially been on an EDA agenda, nor have they asked for any financial assistance. Due to them already being established and not coming to the EDA in the beginning, they do not qualify for several means of financial assistance. A public meeting will be held later this evening, and due to public connection with Hemp Heaven, it was vital they be included on the agenda. Pat Melvin was invited up to speak of the past relationship with Northland Drying and the City of Arlington.

Melvin began about how Arlington has been dealing with noise complaints from Northland Drying, starting last spring and they (Northland Drying), have worked toward cooperating with residents as much as possible. The city has worked with them to do noise testing in response to noise concerns by those living nearby. Noise levels were within reason and as results were presented, they worked with the city to achieve reaching noise levels of consistent variables. The requirements were to be below the 50-decibel level and were compliant in most cases. Complaints still filed in, the police began tests themselves as noise complaints were called in. At times, noise levels still exceeded the necessary 50-decibel limit to be compliant. It was agreed by council that evening operations needed to subside, and an action plan was put into place from the city in correspondence with a proper proposal to resolve this issue. Newsom brought up the possible correlation or difference between Seneca and Northland Drying. It was discussed that Seneca was less of an issue possibly due to it being more of a seasonal operation. Other "issues" such as smell were brought up. A discussion ensued about cooperation and hopes to continue to work with them on making things compliant regarding noise complaints and other concerns. Hatlestad also mentioned previous smells with Seneca and noise were also present, but could not recall whether or not it was a pressing issue at the time. Newsom also brought that from interviews with business owners in the area, there have been no complaints or issues were brought about Northland Drying noise or smells. Newsom questioned whether financial assistance through the EDA may or may not assist with resolving the noise issue if equipment needed to be purchased. The group reiterated the importance of open communication and working toward a resolution. It was only brought up as a discussion, no action was needed.

7. Old Business

a. Update on Choose Arlington

- I. Choose Arlington Survey Results – Menk presented results of the Choose Arlington Survey, 168 survey results back, questions answered varied. Mostly single-family homes responded, light manufacturing was top job/business response as well as boutique shops etc. Restaurant variety was also a high response, like having a Subway back again or something similar. Type of services was a relatively even response nothing stood out too strongly. Things that will draw people to Arlington: restaurants. Food seems to be the overall theme. They tend to be open select hours and a variety of menu is important. Not many places with breakfast either. Most important area to focus on to improve the answers above, the top response was jobs at 84%. Members of Choose Arlington were present and Thurn brought up one of Choose Arlington's main tasks and goals, to assist in bringing about ways to address change and marketing what Arlington may need. Elia Peterson brought up the need for lodging. She has been interviewing possibilities around town for opportunities. Peterson brought a person interested in renovating an existing space to a 20 room or so option.
- II. Hotel Study – Kedrowski presented about how Choose Arlington has been looking to create a hotel feasibility study to help draw a lodging company to Arlington. There is a lack of lodging in Sibley County over all. He has been working to update the study from 2006, to become more relevant to Arlington today. This option would significantly save costs over having a firm come in and do a study.

b. Update on BizLink North - bizlinknorth.com

- I. BizLink North Succession Planning meeting – October 24, 6:30 pm, Commissioners Room, Sibley County Courthouse.

8. Bryan Stading – Rural Center for Entrepreneurial Facilitation – Bryan is the executive Director of the RCEF and he is looking to establish a relationship with the EDA and the region. He assists with providing the ability to work on business plans and financing for businesses/entrepreneurs. His organization can assist with getting things prepared for when they can sit down and meet with EDA's and Cities to help present information and pool resources to facilitate action more efficiently. Often times to meet with EDA's and EDA directors etc. you need financing or a business plan to begin work,

RCEF can assist in pooling resources to begin those talks. They can assist in agriculture and also assisting with the ability to "give away" buildings for financing. October 23rd there will be an event in Waseca to "promote" a hemp facility that is operating in Waseca so you can see first-hand what this business looks like and can smell like. He invited representatives from Arlington to the event. It can answer questions like smell and how it is harvested. It was discussed amongst the group and Brinkman, Newsom and Hatlestad will attend.

Brinkman had to leave the meeting

9. Planning and Zoning Update – Newsom updated the EDA about her discussion with Melvin and Strack about ordinances in regard to fences and changing the zoning of the "nickel" property.
10. EDA Director Update on Businesses and Housing – Newsom has been working with a new business looking to come into Arlington. They do not have a business plan and are working on financing. Talks will resume. The lots on the north end of town have now begun to be ready to be put on the market, it was discussed to market and promote those homes. There are currently about 10-12 homes for sale in Arlington.

At 6:50 pm a brief intermission was set into motion, the public hearing for Hemp Heaven will resume at 7 PM.

11. 7:00 pm Public Hearing – Hemp Heaven

The public hearing began with Derek Bushman introducing the project. Bushman is the president of Hemp Heaven. Bushman began with an update on how he has worked on a similar facility that will be the exact same as that in Arlington. Pictures of the facility were handed out among the room and to council members as well. There is a large center building with 4 green houses on each side. The center is used for growing seedlings which go to local farmers, one harvest comes they assist the farmer with selling and harvesting of the crop. Year round they produce the seedlings to sell to Arizona or California, it is not legal to buy the plants yet in Minnesota. The buildings will cover approximately 5 acres, plus access needed to get to the site. As part of the purchase agreement he will need his own access to the property, in which he needs to negotiate with Northland Drying. Hemp heaven is Bushman, his brother and Joe Hyles. In Arlington there may be new partners involved if interested, but Bushman will be the point of contact for the facility. The facility itself would not be shared with Northland, it will be independent, just with access to the site through them. There will be 10 full time employees working 12 hours shifts, there is a possibility of more on seasonality and availability basis. Those extra employees will be full time May-June. The rest of summer there are 5 full time employees, a plant manager, greenhouse manager and there will need to be three more employees in a position like Bushman and his partners are at their Wisconsin location. In the purchase agreement to get it \$1 they need 15 full time employees, if less employees are fulltime, then a different price for the land may apply. Bushman was okay with that option being in place. A question and answer session began with EDA members going first. Bushman informed them of the size of the structures as well as stability and answering questions about access to the site. Bushman will travel from each site; his other partners will remain at the Wisconsin site. Bushman assured there is minimal noise associated with daily operations unless harvesting, (shucking and bucking), is going on. It is not a very noisy process; a video was passed around the group. Processing is done inside the facility. If allowed, and space is there he may request the ability to grow outside the greenhouses on site.

Public Q&A Session began at 7:18.

Lisa Pasvogel began speaking, stating facts about experiences back in California, where marijuana is grown legally. Other issues brought up were citations etc. with noise, smell etc. needing to be delivered to a said individual.

Nathan Kellerman questioned the land, he lived in close proximity and it may be an eyesore to those who live in Northland Road. He questioned what it may do to the future of those nearby and what issues it may bring to future resale value.

Janet Deno, resident and member of P&Z was wondering if it had anything to do with curb and gutter. The work thus far does not have anything to do with development agreement, just the procurement of the site. It was discussed between members of the room and council. Curb and gutter are not in the discussion yet, and needs to be planned for long range. She believed it was tabled due to there being no public access. Battcher mentioned it was the sale of access not the development or gaining access to it. There is no road. In an emergency, first responders are allowed onto the property through the Northland access.

Amy Berger, brought up the notion or what happens after Northland may be gone? Northland owns the land, if they are leaving for some reason access needs to be renegotiated in that situation. It usually goes with the property and not the owner of the property. Next the noise and smell situations were brought up on who and where to go through if there are any problems.

Daryl Thurn, if no action is taken with Hemp Heaven what is next? (cannot sell due to no access) Thurn brought up the situations brought up by other residents, is there any chance of house value going up if problems are solved? Will the market that is coming be to our advantage? Look into the opportunity which is placed, while it exists/ Might the market emerge?

Matt Scharpe, emphasized that someone is interested in a lot that may not be usable to anyone else. If someone is willing to take the land that the city is unable to do anything with, it is a good opportunity to help the city and help bring jobs along with it. Hemp is an emerging industry and it may be a good opportunity to get in on the game early.

Battcher asked Stading to speak quickly on his experience thus far with hemp. He is learning as he works with other industries come to work with municipalities to get started. He brought up the example of microbreweries and how in the past and how there were many unknowns when those were starting up. He mentioned how it is important to diversify agriculture, it can be difficult to facilitate something new. Bushman's operation is rather small compared to the operation in which he is working with in Waseca.

Newsom brought up the importance of backfilling jobs with this coming to town, the same case is going on for those in Waseca as many jobs were displaced when a company left.

Elia Peterson mentioned goals of bringing jobs and businesses into town. She asked what can be done to solve the problem? Peterson also asked if Hemp Heaven can continue to operate without the assistance of Northland Drying and he said he can. She also asked who monitors and controls their product? He mentioned the conditions and monitoring procedures involved with his crops. If over the levels that are required by law the crop needs to be destroyed.

Hatlestad informed the group and those in attendance about his experience with touring hemp fields. He did not notice any scents and EDA Director Newsom was also with him. No smell was detected.

Matt Nelson came to the stand to explain his experience with Hemp in his short time with FEN Biotech. Nelson stated that odor tends to come from many other crops as well. A major factor is that when we are exposed to something new, often times it is a strong smell that can bother us. Nelson had spoken with one of the heads of agriculture in MN and he stated they are behind Hemp and it could be an exciting possibility for town.

Lisa Pasvogel brought up the fact that she is not against the hemp industry and the things that come along with it. She is concerned about having bases covered to make sure someone is held accountable if there are any

issues with it as there have been with Northland Drying. There have been many fingers pointed in the past, but something should be done ahead of time. Amy Berger stated that those living close by are majorly against the ties to Northland Drying and working in the past with poor communication. It is wished that this new business has open communication and work with being in line with compliance.

Menk mentioned that this is a public sale, Northland Drying was a private sale and a lot less regulations and stipulations needed to be put in place. This situation is hoped to be much more of an amicable relationship if any issues arrive.

Public Hearing adjourned at 7:56 pm.

12. Approve/Deny updated purchase agreement with Hemp Heaven – Newsom explained that approval or denial is up for either denial or tabling. Hatlestad motions that the discussion gets tabled until they make the visit wo Waseca on the 23rd to do the project justice. Battcher seconds. A meeting session was voted upon for Monday October 28th at 5:30. It was passed unanimously.

13. Board and Director Comments - none

14. Adjourn – Motion to adjourn by Battcher, seconded Sorenson by 8:03 pm.

***October 23rd there will be an event in Waseca to “promote” a hemp facility that is operating in Waseca so you can see first-hand what this business looks like and of course can smell like. He invited representatives from Arlington to the event. It can answer questions like, does it smell, is it loud etc.


EDA Director Amy Newsom


EDA President Dean Bergersen



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
MONDAY, NOVEMBER 18, 5:30 P.M.
Arlington Community Center - Council Chambers**

Members in attendance: Kurt Menk, Larry Sorenson, Tom Hatlestad, Dean Bergersen, Michelle Battcher, Howard Brinkman

Members Absent: Tim Kloeckl

Staff: Amy Newsom

Guests In attendance: Mayor Rich Nagel, Administrator Pat Melvin, Matt Nelson, Nik Huebner

1. Call to Order at 5:30 pm.
2. Pledge of Allegiance
3. Approval of Agenda – Motion by Sorenson second by Battcher. Motion carried 6-0.
4. Approval of Minutes
 - A. October 14, 2019 – Battcher motions to approve both sets of minutes, second by Hatlestad. Motion carried 6-0.
 - B. October 28, 2019
5. Approval of Financial Reports – motion made by Sorenson, second by Hatlestad. Motion carried 6-0.
 - A. October 2019
6. New Business
 - A. Presentation by Nik Huebner
Nicolaus Huebner presented information on his new business proposal for Nordic Farms a hydroponic company that is looking to start in Arlington. Huebner spoke about his plan and need for funding. Motion by Battcher, second by Hatlestad to direct EDA Director Newsom to write a letter of support for Huebner to provide to funders. Motion carried.
 - B. Aaron Doehling letter
Newsom shared the letter sent by Attorney Arneson giving Doehling notice that the EDA is planning to sell the land.
 - C. Approve/Deny Resolution No. 2019-6 forgiving JB Services Façade Improvement Loan
Motion by Sorenson second by Brinkman to approve forgiving the \$2,5000 loan to JB Services. Approved by roll call vote 6-0 with Kloeckl being absent.
 - D. Review of 2019 EDA goals
Newsom asked the EDA Board members to review the 2019 goals and be ready to work on their 2020 goals at the next meeting so that they are in place by January of 2020.

7. Old Business

A. Update on Hemp Heaven

Newsom reported that Derrick Bushman has not signed the purchase agreement yet and City Attorney Ross Arneson is working on the Development Agreement with Hemp Heaven.

8. Planning and Zoning Update

Newsom and Battcher gave an update on the Fredin property located at 102 Main Street. The P&Z Board approved a conditional use permit for exposed fastener metal for the building. Some discussion that it was not allowed for the Dollar General. City Council to vote on CUP this evening.

Newsom also reported that the site plan and conditional use permit issued to Siduri Hops has expired and they will have to apply again. She also noted that Planning and Zoning member Dwight Grabitzke had stated to an EDA Board member that the project was not approved by MnDOT and that the EDA should not have moved forward. Newsom called Siduri Hops owner Matt Johnson about MnDOT and the expired CUP. Johnson will provide documentation from MnDOT to Newsom. Newsom requested that gossip not be spread around town and if anyone has questions or concerns that they should come to Newsom.

9. EDA Director Update on Businesses and Housing

Newsom stated that there are two new businesses in town: La Villita Mexican Supermarket and 5th Street Fusion. She has visited both businesses. EDA members questioned if they would be adding signage or doing advertising.

Newsom asked if the Board would be willing to change the language in the Façade Improvement Loan to allow funds to be used only for signage. EDA members recommended removing signage from Façade Improvement program and creating a separate signage program. Newsom will create something by the next EDA meeting.


13. Board and Director Comments

Board member Menk stated that Choose Arlington will hold a fundraiser at the Dugout following the Arli-Dazzle parade. Menk stated that they were trying to raise funds for the committee.

Board Chair Dean Bergersen asked about the plans of Chef Craig. Sorenson stated that their lender was out of town, but they hope to close on the financing soon.

14. Adjourn

Motion to adjourn by Hatlestad second by Sorenson. Motion carried; board adjourned at 6:26 pm.


EDA Director Amy Newsom


EDA President Dean Bergersen

2020



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
MONDAY, FEBRUARY 10 @ 5:30 P.M.
Arlington Community Center - Council Chambers**

1. Call to Order

The EDA meeting was called to order at 5:30 pm with Vice President Tom Hatlestad presiding. Members present: Kurt Menk, Larry Sorenson, Tom Hatlestad, Laura Gilman, Tim Kloeckl, Howard Brinkman

Members absent: Dean Bergersen

Staff present: Amy Newsom, EDA Director

Also present: Tony Hoff, Levi Allen Michael Kedrowski, Mayor Rich Nagel

2. Pledge of Allegiance

3. Approval of Agenda

Motion by Kloeckl to approve the agenda, second by Gilman. Motion carried 6-0.

4. Approval of Minutes

A. January 13, 2020

Motion by Sorenson to approve the January 13, 2020 minutes, second by Kloeckl. Motion carried 6-0.

5. Approval of Financial Reports

A. December 2019

~~B. January 2020~~

Newsom explained the 2019 budget was off due to the EDA account used as a passthrough for Choose Arlington's \$20,000 SMIF grant and funds being received for marketing Hometown America in 2018, but the invoice being paid in 2019.

Motion by Kloeckl to approve the December 2019 Financial Report, second by Gilman. Motion carried 6-0.

6. New Business

A. Proposal to purchase parcel 31.0874.000 (former Nickel property)

Tony Hoff, owner of Tony's Outdoor Services, Henderson expressed an interest in purchasing the former Nickel property for his business. He would have 5 FT employees with the office staff being on location. Hoff reported that he is on the State's Master list and does work for the DNR and Sibley County. He plans to build a 50' by 80' building and is interested in the entire property. EDA Board requested that Hoff bring a formal written proposal to purchase the land to the next EDA meeting on March 9.

B. Approve/Deny Resolution No. 02-2020 forgiving the Façade Improvement Loan to R&R Auto

Resolution 02-2020 was introduced by Kloeckl to forgive the \$2,500 Façade Improvement loan to R&R Auto, second by Sorenson. EDA members Menk,

Sorenson, Hatlestad, Gilman, Kloeckl, and Brinkman voted in favor. EDA member Bergersen was absent. Motion carried 6-0.

- C. Approve/Deny Resolution No. 03-2020 approving a sign loan to Andrew Fredin for sign at 102 West Main Street

Resolution 03-2020 was introduced by Koeckl to approve a sign loan to Andrew Fredin in the amount of \$168.90 for his business at 102 West Main Street, second by Brinkman. EDA members Menk, Sorenson, Hatlestad, Gilman, Kloeckl and Brinkman voted in favor. EDA members Bergersen was absent. Motion carried 6-0.

- D. Marketing ideas

Councilmember Gilman provided some examples to market Arlington has a place of opportunity like original homesteaders. EDA liked the idea and will need to look for someone to create ads and a marketing campaign.

7. Old Business

- A. Update on Hemp Heaven

Newsom reported that owner closed with Attorney Arneson on Friday, February 7. The City still needs site plans from the owner.

- B. One Million Cups – October 14, 2020

8. Planning and Zoning update

Planning and Zoning Administrator Michael Kedrowski provided updates to the EDA on various projects happening with the Planning and Zoning Commission.

- i. Chef Craig's – public hearing scheduled for March 5
- ii. Code Enforcement parking and yards – Police Chief looking for clarification on this ordinance.
- iii. Nickel property zoning – If Hoff purchases this parcel it will need to be rezoned to I-1 for his business.
- iv. Northland Drying – planning an expansion will be adding an new drying and requesting an Interim Use Permit for a 30,000 gallon propane tank. Public hearing scheduled for March 5.
- v. Scott Equipment – expansion is moving forward. P&Z has no concerns with their proposed expansion.

9. EDA Director update on businesses and housing

Newsom reported that the sale also closed on QuickShop on February 3. She reported that she received other inquires about the Nickel property including inquires from Brett Allen and Fredin Construction.

Newsom also mentioned that Chamber President Matt Nelson would like to work with the EDA to bring a new pharmacist to town and asked if someone from the EDA would like to serve on a Chamber committee to bring in a new pharmacist. Tim Kloeckl volunteered to be on the Chamber committee.

EDA member Menk would like to see work continue on a future industrial park. He reiterated that if the Nickel property is sold the City has no other land to sell.

10. Director and Board Comments

- i. LMC upcoming training opportunities – Newsom provided the EDA Board with upcoming training opportunities offered by the League of Minnesota Cities.

11. Adjourn

Motion by Menk, second by Kloeckl to adjourn the meeting at 7:06 pm. Motion carried.



EDA Director Amy Newsom



EDA Vice President Tom Hatlestad



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, May 11 @ 5:30 P.M.

Arlington Community Center - Council Chambers

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1497701964>

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1(470)8692200 (US East)

+1(623)4049000 (US West)

+1(720)9027700 (US Central)

+1(773)2319226 (US North)

+1(469)4450100 (US South)

Meeting ID: 149 770 1964

International numbers available: <https://meetings.ringcentral.com/teleconference>

1. Call to order – the meeting was called to order by President Dean Bergersen at 5:36 pm.
Present: By RingCentral – Tim Kloeckl, Laura Gilman, Larry Sorenson, Rich Nagel. In person: Kurt Menk, Howard Brinkman, Tom Hatlestad, Tony Hoff
Staff present: EDA Director Amy Newsom, P&Z Administrator Michael Kedrowski
2. Pledge of allegiance – all stood for the pledge
3. Approval of agenda - Motion by Brinkman, second by Hatlestad
4. Public hearing – regular meeting closed; public hearing began at 5:38 pm

No members of the public in attendance for the hearing

Hearing with Tony Hoff – Tony was in attendance for the public hearing to address the Committee with any questions they may have in respect to the situation. There have been question in relation to past judgements. Hoff stated that he has since then had no issues. It was asked to have a letter or commitment with an agreement for funding of the building/project. It was not provided at the time of the meeting. There is not much of a profit in late years due to the growth of his business, it is a steady flow in response to work and projects.

The committee considered options of looking at past tax statements and history with the business to assist with the process to make the agreement more comfortable among the EDA.

Public hearing adjourns 5:50 PM

Regular meeting resumes at 5:51 PM

5. Approve/deny the purchase agreement: The EDA Committee discussed the idea of Hoff's finances in relation to not having a letter of financing as agreed upon previously. Upon much discussion among the committee. Hatlestad motioned to table the purchase agreement and development agreement be put on hold until Hoff provided tax return info for 2018, provides a letter of financing, and pays off existing judgements within 20 days. Seconded by Sorenson. Motion carried.
6. Approve/deny development agreement with AJH Properties LLC – the above also applied for the development agreement.
7. Approval of Minutes – Sorenson motioned to approve the minutes, second by Hatlestad, motion carried.
8. Approval of Financial Reports – Motion Kloekl, second Hatlestad. Motion carried.
9. New Business:
 - A. Letter from Matt Johnson regarding Siduri Hops project – There has been a decision to move on from Arlington with the uncertainty of the hops market for the next year. The land has been recorded back to the EDA and the money from the purchase will be refunded back to Carvel Ventures, LLC. The land has been leased out to a local farmer for the season at \$200 an acre. Options for the land after the harvest season were discussed including the future buyer to provide information up front before moving along with the public hearing process if/when it gets there. This topic was used as a jumping point to discuss future marketing of this project as well as purchase agreements etc. in the future. There was consensus among the committee to market the property as soon as possible.
 - B. Approve/Deny Resolution No. 06-2020 A RESOLUTION APPROVING THE TERMS OF THE LOAN UNDER THE SIGN LOAN PROGRAM TO ARLINGTON ANIMAL CLINIC LOCATED AT 402 WEST ALDEN – Kloekl motioned, Menk seconded. Menk, Sorenson, Bergersen, Gilman, Hatlestad, Kloeckl, Brinkman in favor, none against. Motion carried.
 - C. Discussion on request from Matt Nelson for City to assist with fire suppression – The idea was brought up to have the city bond with Northland Drying on fire suppression for the building on their lot needing sprinklers. It was discussed and member of the Committee and assistance with grants will be provided but no bonding.
 - D. Capital improvement budget requests – Newsom brought the discussion as department head to discussion to see what members may like to see added to this year's CIP request. Land was discussed as a top priority and where to allocate funds. There was a consensus that not much can be done without the allocation of land.
 - E. Discussion on trailer parks – Seneca has had seasonal migrant workers from Glencoe there in summers, there is hopes that the city moves along with improving the site and continuing conversations about life after Seneca. Create a berm between and a possible CIP would allow for use through said previous agreement. Nothing is worded into place as to terms of a previous agreement. Communication will be kept with Siwek in respect to what is next for that portion of his property. This topic was brought onto the EDA to assist with conversations moving forward with Planning and Zoning.
10. Old Business:
 - A. Marketing Ideas: A Choose Arlington grant needs to be closed out with some funds for an ad campaign or something else. Gilman brought up the idea of advertising Arlington as a great

community to live and work, even if it means working from home. There have been several new homes in town as well as homes selling rather quickly.

- B. One Million Cups – October 14, 2020. Gay Schott of One Million cups asked Arlington EDA to reconsider hosting even if via Zoom. Consensus of the group was still that Arlington will not host if meeting is held by Zoom.

11. Planning and zoning report

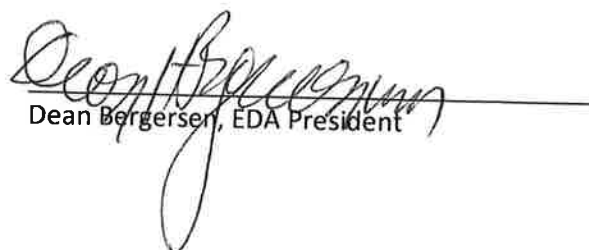
- Public Hearing 1- Amending the City of Arlington Comprehensive Plan & Land Use Map Pertaining to the "Old Nickel Property". Hoff was in attendance and addressed the Committee with details of his plans to purchase the Nickel Property. He has steaked the property out and began working on plans to bring water and electric to the site. The committee wished to hear from him about his businesses and future plans such as business hours and plans for the current tillable acres. Hoff explained he plans to contact the neighboring property owners to see what they would prefer to have between them as he stated he would like to be a good neighbor.
- Public Hearing 2 - That the following section will be added to the City Code, Chapter 31, Zoning: section 29: restrictions on the residency of predatory offenders within city limits. Kedrowski was provided with the language by City Attorney Ross Arneson, there is currently a temporary order in place, it is wished to have this passed as a permanent ordinance in city code. It was reviewed by the Committee and recommended to be forwarded onto Council.
- The EDA minutes have now been added as a communications section of the planning and zoning agenda. They were happy to receive information on topics being discussed as economic development and planning go hand in hand.
- Approve/Deny changes to Zoning: Sign Ordinance - Upon further research and reading through City Code, there is no need to make any changes as highlighted in the past. It was an oversight by Kedrowski that there is NO prohibitive language about signs in the B2 Central Business District hanging or projecting out above the sidewalk if they are within guidelines
- The committee also discussed industrial park locations once again, as Kedrowski was looking for feedback on revival of previous research or new ideas. It was discussed that Kedrowski bring about the addition of land for an industrial park as Planning and Zoning's recommendation for their departmental capital improvement request.

11. EDA Director Update: 10 new lots were purchased, and building has begun. For next meeting include plat map or portion of land use/zoning map in the new Frenzel/high island creek addition as requested by members of the EDA.

12. Director and Board Comments – Gilman voiced concerns over the Sibley County Sheriff's Office opening to the public and the message it was sending to the metro area while we are trying to sell our community.

13. Adjourn – Motion by Hatlestad to adjourn at 7:30 pm, second by Sorenson. Motion carried.


Amy Newsom, EDA Director


Dean Bergersen, EDA President

2020



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
MONDAY, JUNE 8 @ 5:30 P.M.
Arlington Community Center - Council Chambers**

1. Call to Order – Meeting was called to order by President Dean Bergersen at 5:30 pm.
Present: Kurt Menk, Larry Sorenson, Dean Bergersen, Tim Kloeckl, Tom Hatlestad, Howard Brinkman
Absent: Laura Gilman
Staff present: EDA Director Amy Newsom, P&Z Administrator Michael Kedrowski – via phone
2. Pledge of Allegiance – All stood and recited the Pledge of Allegiance.
3. Approval of Agenda -Motion by Koeckl to approve the agenda, second by Brinkman. Motion carried.
4. Approval of Minutes – Motion by Sorenson to approve both the May 11 and June 2 minutes, second by Hatlestad. Motion carried.
 - A. May 11, 2020
 - B. June 2, 2020
5. Approval of Financial Reports – Motion by Hatlestad to approve the May Financial Report, second by Kloeckl. Motion carried.
May 2020
6. New Business
 - A. Discussion regarding incentives to build 8 Villas on multi-unit lot near racetrack
Motion by Bergersen to offer Siwek a subsidy of \$20,000 in addition to WAC and SAC waivers on the 8 homes, second by Hatlestad. Motion carried. Newsom to write proposal to Siwek and present to Council for approval.
 - B. Approve/Deny Resolution 07-2020 A Resolution Forgiving the Façade Improvement Loan to Hip Hop Family Shop from the Arlington EDA Façade Improvement Loan Program for a Project at 339 West Main Street
Motion by Kloeckl to approve Resolution 07-2020 Forgiving the Façade Improvement Loan to Hip Hop Family Shop from the Arlington EDA Façade Improvement Loan, second by Hatlestad. Motion carried. Menk, Sorenson, Bergersen, Hatlestad, Kloeckl and Brinkman all voted in favor. Gilman was absent.
 - C. Correspondence from Nick Melsha regarding former Siduri Hops property
Motion by Kloeckl to inform Melsha that the EDA wants to keep that property for economic development, second by Brinkman. Motion carried.
7. Old Business
 - A. Marketing Ideas – Motion by Hatlestad to spend the \$1,900 EDA advertising budget to help Choose Arlington market the City, second by Sorenson. Motion carried. Newsom and Menk will work on placing ads.
8. Planning and Zoning update – Michael Kedrowski

Kedrowski joined the EDA by telephone and provided a brief update on Siwek's plans for the housing development near the racetrack, information on the Seneca Trailer Park, and stated that P&Z is considering a new orderly annexation with the Townships.

9. EDA Director update on businesses and housing
Nothing additional.

10. Director and Board Comments

Councilmember Hatlestad discussed the Council's decision to send a letter to Siwek asking him to evict the Seneca Trailer Park residents. He asked for the EDA's recommendation. The consensus of the EDA was to grant an annual Conditional Use Permit for the Trailer Park.

11. Adjourn

Motion by Hatlestad to adjourn the meeting at 6:42 pm, second by Sorenson. Motion carried.



EDA Director Amy Newsom



President Dean Bergersen



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

JANUARY 11 @5:30 P.M.

Arlington Community Center - Council Chambers

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1496697293>
For the best audio experience, please use computer audio.

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1(773)2319226 (US North)

+1(312)2630281

+1(470)8692200 (US East)

+1(646)3573664

+1(346)9804201

+1(469)4450100 (US South)

+1(623)4049000 (US West)

+1(650)2424929

+1(720)9027700 (US Central)

+1(213)2505700

Meeting ID: 149 669 7293

International numbers available: <https://meetings.ringcentral.com/teleconference>

1. Call to Order: Meeting was called to order at 5:30 PM by City Administrator Newsom.

Present: Larry Sorenson, Matthew Scharpe, Howard Brinkman, Craig Buss, Tim Kloeckl, Kurt Menk

Absent: Dean Bergersen

Staff Present: EDA Director Amy Newsom, Community Development Intern Haile Tegegne

Guests Present: Mayor Rich Nagel
2. Pledge of Allegiance - All recited the Pledge of Allegiance
3. Swearing in of Kurt Menk
4. Election of Officers
 - I. President – Motion by Kloeckl to nominate Menk as President, second by Buss. Motion Carried.
 - II. Vice President- Motion by Kloeckl to nominate Scharpe as Vice President, second by Brinkman.
 - III. Secretary- Motion by Kloeckl to nominate Newsom as Secretary, second by Brinkman.

5. Approval of Agenda – Motion by Brinkman to approve the agenda, second by Kloeckl – Motion by Scharpe to approve the agenda, second by Kloeckl. Motion carried.
6. Approval of Minutes
 - A. December 14, 2020 - Motion by Brinkman to approve the December 14, 2020 minutes, second by Kloeckl. Motion carried.
7. Approval of Financial Reports
 - A. ~~December 2020~~
8. New Business
 - A. Choose Arlington update - Newsom and Menk provided information on the grant received from Southern Minnesota Initiative Foundation. Choose Arlington spent \$4,800 marketing Arlington, including SAC and WAC. We had four new businesses. Menk stated that Choose Arlington surveyed residents and found that most people want new businesses and housing. Newsom and Tegegne supported business owners with submitting grants for Sibley County Business Assistance Grant Program.
 - B. Small Cities Grant opportunity – Get feedback from businesses and residents that will be interested in the Small Cities Grant opportunity. Send a Survey to the community using Facebook as resource to possibly apply next year.
9. Old Business
 - A. Marketing Update- Newsom and Tegegne marketed the City Arlington investment opportunity. The Bakery and lots for commercial sale at KFAI 90.3 Radio station. Marketing Arlington on KNUJ radio station. Tegegne is working to get a quote for an ad in the *Star Tribune*.
10. Planning and Zoning update – Newsom consolidated various lots for Siwek & Wayne Quast by working with Sibley County before the yearend deadline. Patel group looking to by lots to build twin home in town.
11. EDA Director update on businesses and housing- 2 new business opened. We should go take a picture with them. Supported the movie theater owner with COVID-19 grant writing. Providing resource for business owners to write grant to Sibley County Business Assistance Program. Two more businesses looking to locate on Main Sreet.
12. Director and Board Comments – Good thing the Dumpster is out the way on Main Street.
13. Adjourn - Motion by Scharpe to adjourn the meeting ended 6:25 PM Second by Sorenson. Motion Carried.



EDA Director Amy Newsom



EDA President Kurt Menk

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

May 9, 2022 @5:30 P.M.

Arlington Community Center-Council Chambers

1. Call to Order-Meeting was called to order at 5:31pm by Kurt Menk
Present-Dean Bergerson, Kurt Menk, Matt Scharpe, Joe Morgan, Howard Brinkman
Staff Present-EDA Director Amy Newsom
Absent-Larry Sorenson, Tim Kloeckl
Guests Present-Kristine Knudten, Kristen Rickaby, Mayor Richard Nagel
2. Pledge of Allegiance- All stood for the Pledge of Allegiance.
3. Public Hearing on the sale of parcel 31.0884.000 to Sew Quilty-There was a comment via email regarding price and how this area will be zoned by Wayne Swenson. Public hearing opened at 5:31 pm and closed at 5:40 pm.
4. Approval of Agenda-Morgan made a motion to approve the agenda, Bergerson seconded. Motion carried.
5. Approval of minutes from April 11, 2022-Bergerson made a motion to approve the minutes from April 11, 2022, Brinkman seconded. Motion carried.
6. Approval of Financial Reports from April 2022-Scharpe made a motion to approve the financial reports from April 2022, Bergerson seconded. Motion carried.
7. New Business
 - A. Recommending to Council approval of the bare land purchase agreement with Sew Quilty. Scharpe made a motion to recommend to council the approval of the bare land purchase agreement with Sew Quilty, Bergerson seconded. Motion carried.
 - B. Recommending to Council approval of the development agreement with Sew Quilty. Date changes April 1, 2024 to December 31, 2024. Brinkman made a motion to recommend to council the approval of the development agreement with Sew Quilty, Bergerson seconded. Motion carried
 - C. Resolution #2-2022 A RESOLUTION GRANTING A LOAN TO MACKENZIE RUETHER D.B.A. THE ROOST SCHOOLHOUSE DAYCARE FROM THE ARLINGTON EDA CHILD CARE LOAN PROGRAM. -Motion made by Brinkman to approve resolution #2-2022, seconded by Bergerson. Menk, Brinkman, Scharpe, Morgan and Bergerson all voted in favor. None against.
 - D. Discussion on updating the EDA business subsidy policy-Newsom request EDA input on updates.

- E. SMIF Sprout program- Newsom presented information from SMIF.
- F. Housing data-Newsom provided details on report.
- G. **SMIF**- Thank you notice from SMIF for \$500 support.
- H. **South Central Minnesota HRA**- Newsom provided information on Section 8 limits.

8. Old Business

A. Amba Homes housing development – EDA Requested Newsom to speak with Nishul again moving forward with the TIF district.

B. CR 166 Expansion-Rep. Glenn Gruenhagen is still pushing it forward.

9. EDA Director update on businesses and housing- Newsom updated with three new home constructions.

10. Director and Board Comments- Menk reported that Choose Arlington has met goal for dog park, EDA asked if we could do something for the donors.

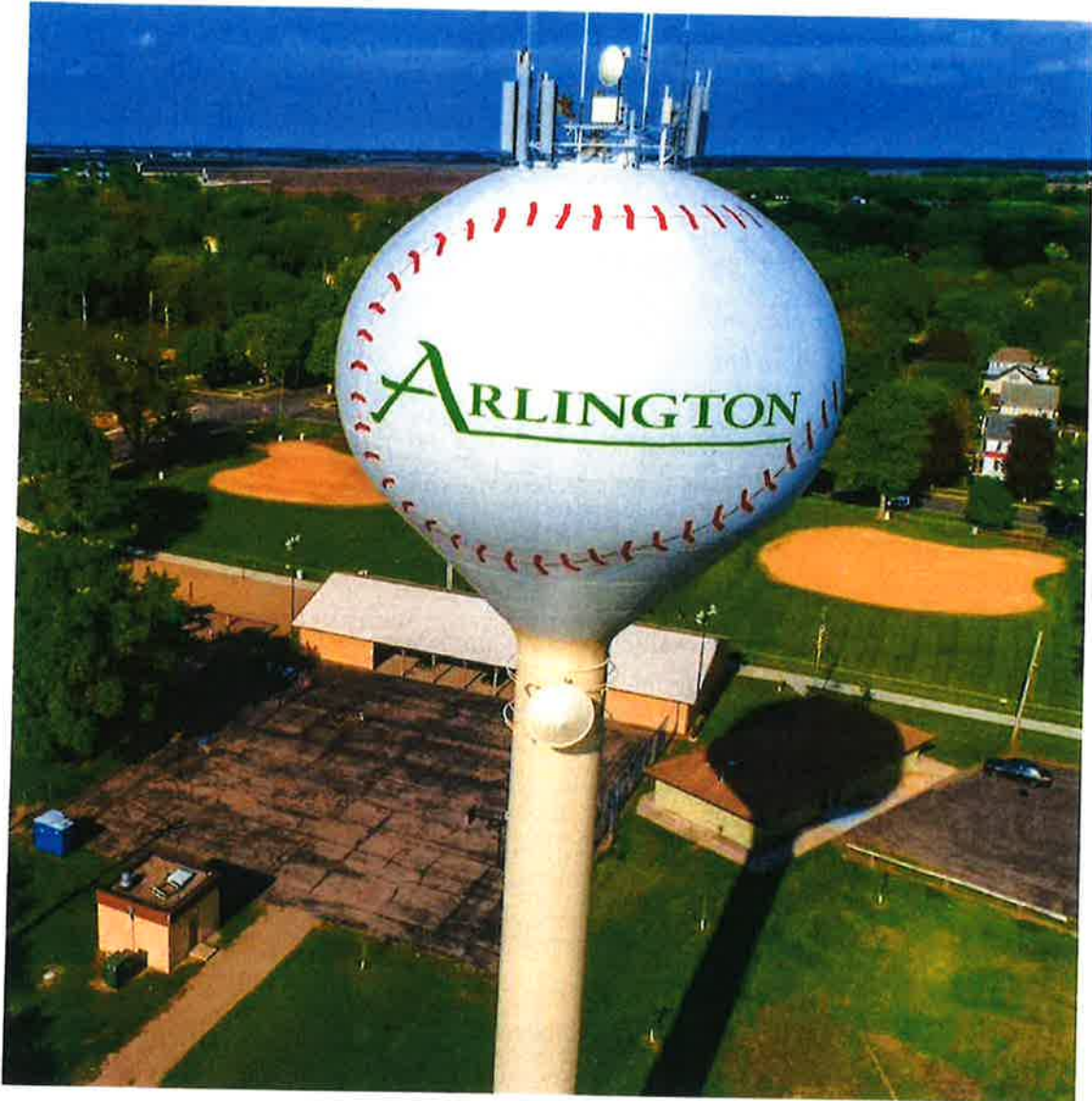
11. Adjourn- Morgan made a motion to adjourn the meeting at 6:34pm, Scharpe seconded. Motion carried.



EDA Director Amy Newsom



EDA President Kurt Menk



Lodging Study

A feasibility study of lodging, prepared for the City of Arlington by the Choose Arlington Foundation

Prepared independently by Michael Kedrowski in coordination with Sibley County Economic Development

Introduction:

Scope and Purpose

The following will provide a feasibility study for a lodging facility in Arlington, Minnesota. Choose Arlington, a community support group, has been engaged to provide this Community Overview Market Study Report analysis for a possible limited-service hotel development in the Arlington, Minnesota area. There are five specific areas in the Arlington market area were identified by local officials as potential sites for the proposed hotel. No specific site has been identified at this time. The size of the proposed hotel has not yet been determined, so recommendations regarding the size will be included in this report.

The Study Report addresses the estimated operating performance of the project and provides recommendations as to size and scope of the development. The study provides owners, investors, operators and lenders with a snapshot of the overall feasibility of the project based on market conditions at the time of the survey, and all data is provided for discussion purposes only. Future macroeconomic events affecting travel and the economy cannot be predicted and may impact the development and performance of this project. There will be no representations regarding the development or possible investments. Potential developers and investors should rely on their own due diligence when making investment decisions.

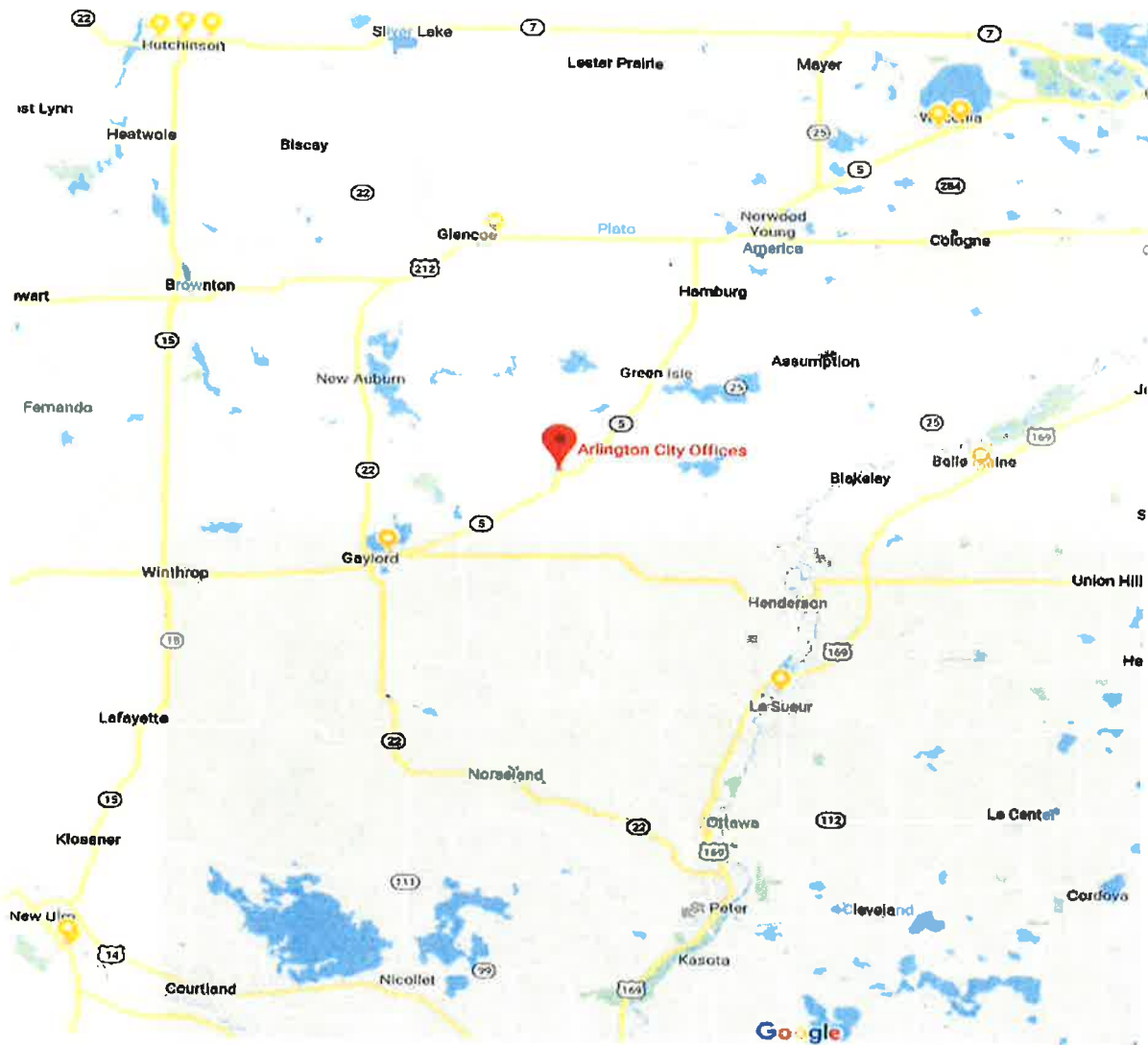
The research that was conducted focused on macro- and micro-market analysis of the Arlington, Minnesota market areas to determine the viability of this market to support the proposed hotel.

Area Analysis:

Proposed Locations:

The general market for this hotel is going to be in Arlington, Minnesota. However, hopes are that it will serve the general community covering Sibley County and neighboring communities nearby such as Glencoe, Plato, Henderson, Le Seuer and more. There is a general lack of lodging throughout the area and Arlington serves as a relatively centralized location, as well as having a community center that hosts several large events.

Data and Analysis:



This map depicts locations in close proximity to the subject area of Arlington. The yellow markers present locations in which other hotels in the region of about the same size are located. The red location marker is the Arlington Community center in which our target location would be for a lodging facility. The next image depicts the proposed locations in which a hotel may be able to be placed. These are recommendations based off available land and interviews with officials in the area as well as citizens in support of the project.

Market Maps

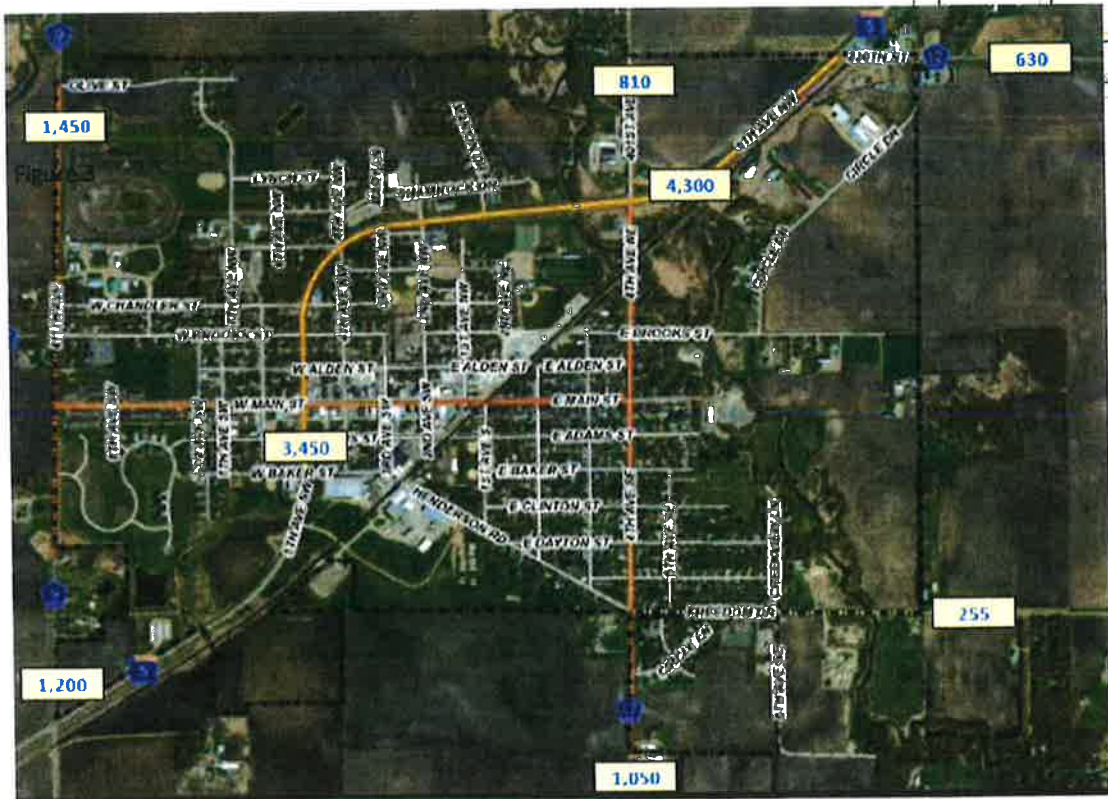
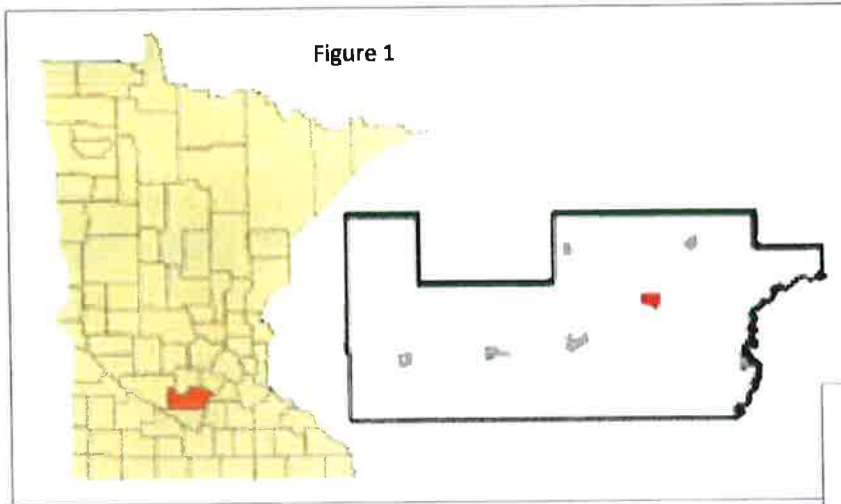


Figure 1 depicts Arlington in relation to the state of MN as well as its location in Sibley County

Figure 2 depicts Arlington in relation to the state of MN and Minneapolis/St. Paul

Figure 3 depicts a traffic study done in 2014 showing the amount of daily traffic through Arlington’s major arterials. Highway 5 is a significant pathway to get east and west through Sibley County



About Arlington:

The subject market area of this study for a proposed limited-service hotel without food and beverage services is the City of Arlington, Minnesota. It is located approximately forty-five miles or 45-50 minutes southwest of the Twin Cities metro area. Arlington is a smaller rural community with a population of approximately 2,100 to 2,300 people.

The current main travel route to the area is via US 212 from the Twin Cities to the northeast and then Minnesota State Highway 5, which runs through Arlington and on to Gaylord and Redwood Falls to the west. Improvements to US 212 have made portions of it 4 lanes from the Twin Cities to where it intersects with Minnesota State Highway 5, facilitating this area in becoming a major growth suburbs for the Twin Cities. In oncoming years most portions of 212 will be 4 lanes both east and west of Highway 5.

The economic base for the area, be it Arlington or Sibley County, is split between Agriculture and Manufacturing. The Manufacturing sector is comprised of a few smaller to medium-sized companies in Arlington and nearby communities such as Gaylord. Residents of Arlington commute either north to the Twin Cites or south to Gaylord or Mankato for work if not

employed locally. The Retail in Arlington includes smaller shops, there are no big box retailers. The Service areas such as Education and Health as well as the Retail sector closely follow the Manufacturing area in size. Employment in the area is supported by the strong German heritage of its residents and their strong work ethic. There is a growing Hispanic population in the area as well.

Recreation in the Arlington area includes the Arlington Raceway with races every Saturday evening during May through September, as well as the County Fair Grounds and a championship high school baseball team. The Minnesota River and several lakes are within a ten mile radius, providing outdoor water activities. There are also two casinos within an hours drive of Arlington as well as three golf courses within fifteen miles of Arlington.

There is one small 10-room motel in Arlington which is in poor condition and is presumed to cater mostly to the employees of its owner with "monthly" business. The closest traditional lodging facilities are either eight miles to the south in Gaylord as a small independent property or twelve to fifteen miles in several directions in Glencoe or Belle Plaine.

This area has seen slow, but steady growth historically. However, due to its proximity to the Twin Cities, Sibley County is projected to have a 6% population decrease over the next few decades. According to the Minnesota State Demographic Center this trend goes on through 2040 with only a slight decrease each year. There are several factors in which can be attributed to this, most likely access to jobs, connectivity to highways and lack of adequate housing.

SITE ANALYSIS

This section of the report will highlight the proposed geographic subject sites identified for the proposed hotel facility. Discussions with city officials indicated five possible site areas. Key elements of the site analysis will be discussed including Visibility, Accessibility, Support Services, and Competitive Position. The following will highlight key factors for the subject sites. Additional information related to a specific hotel development would be provided in a Phase II Comprehensive Market Study.

Site 1—This site is located on the north end of Arlington, near the race track off County Road 9. This site is currently owned by the Arlington EDA, and is zoned for agriculture. It is about a 15 acre lot, highlighted in yellow below. It is one of the furthest locations from the community center, but is housed right next to the fair grounds and race track with often houses largely attended events. It would have access to County Road 9, and limited visibility from the highway unless signage was done.



Site 2 – This site is located two blocks north of State Highway 5 behind the current location of the Sibley County Developmental Achievement Center, Inc in town. This is at approximately the midpoint of where State Highway 5 goes through the City of Arlington. It is currently privately owned and zoned for agricultural use. This site is the 2nd closest site to the Arlington Community Center. Being located almost two blocks off of State Highway 5, it would have, at a minimum, somewhat limited visibility from the highway. Continued on the next page you will see the located of Site 2 highlighted in yellow. It is a part of a large parcel but could be split and zoned for its intended use.



Site 3 — This site is located just east of the community center and just off of Highway 5 across from the gas station and Sibley East Athletic fields. This site is closest to the community center. It is currently privately owned but undeveloped. There are two lots covering .42 acres each and could possibly be acquired as a package deal. This lot is most favored as it has the closest proximity to the Community Center and downtown Arlington. In the image below, the community center is on the far left side parcel 31.0793.000.



Site 4 – This site is located in the Industrial Park on the north/east side of Arlington as you enter Arlington from the Twin Cities on State Highway 5. This land has yet to be acquired by the city, thus requiring additional challenges and providing very limited opportunities for the city to work with the developer. Current occupants include a steel fabrication company, a rental storage business and two farm co-ops as well as a vacant ten acre lot; all privately owned. The city has discussed possible public development in the future. The area of focus is highlighted in yellow, it may not all be needed and could perhaps be partitioned if needed or have more commercial businesses/property on the lot. The community center is just off to the left-hand side about 2/3 of a mile away.



Site 5—This site is located in the heart of downtown Arlington. This site is unique in a way that is it already an existing business, a bar. However, discussion have been made to renovate the unused upper floors of this building and make single and double occupancy rooms. These would be done by the owner, and research into zoning restrictions and ordinances should allow for this possibility to become a reality if they so choose. This location would be the nearest to downtown restaurants and bars, and only a short walk or drive from the school, ball fields and Community Center. This site would have zero visibility from the highway, but if the city allows proper signage could enhance its presence. See the next page for an image and description. It will be detailed further in this study as it would be a renovated facility.



The image above is site 5, the Dugout Bar on Main Street in downtown Arlington. It has been discussed in interviews with the owner of the bar that the upstairs could be utilized by renovating it to a 20 or so bed lodging facility.

According to Arlington Zoning Ordinances there does not seem to be issues with this type of project, as long as it is done within subdivision standards. More in depth research will need to be done if this site is to be proposed as a feasible site for a lodging facility.

Proposed Site Evaluation:

Site Evaluation:

	Site 1	Site 2	Site 3	Site 4	Site 5
Accessibility	Excellent	Good	Excellent	Excellent	Good
Availability of Utilities	Good	Fair	Excellent	Good	Excellent
Land Cost	Excellent	Good	Excellent	Good	Good
Site Prep	Good	Fair	Fair	Fair	Good
Visibility	Good	Fair	Excellent	Excellent	Good
Zoning	Fair	Fair	Excellent	Fair	Excellent
Overall Location Rating	Good	Fair	Excellent	Good	Strong Good

Sites were judged based off ratings of Excellent, Good and Fair, then scored for over all rating.

Evaluation Criteria:

	Fair	Good	Excellent
Accessibility	Challenging to Access	Accessible with minimal inconvenience	Readily accessible off a major roadway
Availability of Utilities	Utilities not available	Utilities available	Utilities on site
Land Cost	Highest price point(s)	Moderate site prep	Lowest price point(s)
Site Prep	Significant site prep	Moderate site prep	Minimal site prep required
Visibility	Not visible from highway/interstate	Can be seen from a highway/interstate	Easily visible from major highway/interstate
Zoning	Rezoning required (or	Rezoning required but	Zoned correctly

Utilities

Note: rates are estimates and may vary by project

Commercial Electric Rates:

The average commercial utility electricity rate in Arlington is .09/kWh

This average commercial electricity rate in Arlington is 36% more/less than the Minnesota Average rate of .1404/kWh.

The average commercial electricity rate rate in Arlington is 35% more/less than the national average rate of /kWh. Commercial rates in the US range from .0973/kWh

Industrial Natural Gas Rates in Arlington

Rates for this were not found, once size and scope of the project are know utilities can be calculated

Water Rate

Water rates are \$5.86/1,000 gallons plus a variable fixed rate.

Type	Name	Phone
Electricity	Mcleod Co-Op Power	320-864-3148
Natural Gas	Excel Energy	800-481-4700
Wastewater	City of Arlington	507-964-2378
Water	City of Arlington	507-964-2378

Economic Analysis

Below is a brief analysis of the overall economic make up of the City of Arlington:

The *Population* information for Arlington was somewhat limited in availability due to its size. The current population was estimated to be between 2,100 and 2,350 people. However, for this reason, Sibley County, where Arlington is located, was reviewed.

- From 1994 to 2004, Sibley County demonstrated an average annual Population increase of 0.3% from 14,700 to 15,300. This was behind the same figures for the State of Minnesota for the same period of 1.2%. From 2005-2015 Sibley County demonstrated a population decrease of about 3%. The Number of Households for the same period increased at an average annual rate of 0.5%, again behind the state annual average of 1.5%.
- *Effective Buying Income* for Sibley County increased an average of 4.1% annually from 1994 through 2004, slightly ahead of the state annual average of 3.5%. The Per Capita Effective Buying Income rates of growth are down somewhat at 3.5% for the same ten-year period, but were significantly ahead of the state figure of 2.1% for the same period. The area appears to have a good growth rate, indicating a stable employment base in the area. There was a drop in Minnesota from around 2012-2014 but has trended upwards since then. Sibley county followed a similar trend, but over all household income is significantly lower.
- *Retail Sales* activity in the Sibley County area demonstrated respectable average annual increases of 6.6% over the ten-year period 1994 through 2004. This was less than that of the State of Minnesota at 10.4% for the same time period. The average annual per capita Retail Sales growth rate for the same period was also good at 6.0%, slightly less than the same figure for the state at 8.3%. From 2005-2015 retail sales increased an average of 3% each year.
- *Eating and Drinking Place Sales* demonstrated strong overall actual average growth rates as well. For the ten-year period of 1994 through 2004, Eating and Drinking Place Sales increased at an average annual rate of 5.8%% in Sibley County, while the similar figure for the State of Minnesota was 8.6%. For the per capita growth rate, a similar difference occurred with the State of Minnesota, being 1.5% points higher than that of the market area. From 2005-2015 there was an increase of about 6.6% on average each year.

- These numbers reveal that Sibley County Retail Sales as well as Eating and Drinking Place Sales are ahead of Effective Buying Income, indicating the possible influence of outside demand sources. This is true on both an actual and a per-capita basis.

Unemployment Rates

- *Unemployment Rates* for Sibley County have been up and down over the past nine years, ranging from a low of 3.2% in 2018, to the high in 2010 of 7.9%. Since 2010, Unemployment Rates have run slightly lower than the figures for the State of Minnesota.

Workforce Analysis Top 5 Business Sectors in Sibley County (most sources of information for Arlington were out dated, due to Arlington being one of the largest communities, county wide data did suffice)

Business Sector	Employees	% of Total
Office and Administrative Support	14,630	14.1%
Food Preparation & Serving Related	9,930	9.6%
Sales & Related	10,200	9.7%
Production	9,190	8.9%
Transportation & Material Moving	7,900	7.6%
Education, Training & Library	7,820	7.6%

Schools in Arlington

Education

Sibley East High School
 202 3rd Ave NW
www.sibleyeast.org



St Paul's Lutheran School
510 W Adam's St
www.stpaularlington.com



Colleges/Universities with over 2,000 students nearest to Arlington

Crown College
8700 College View Dr, St Bonifacius, MN
55375
www.crown.edu



Gustavus Adolphus College
800 W College Ave, St Peter, MN 5608
www.gustavous.edu



Ridgewater College
2 Century Ave SE, Hutchinson, MN 55350
www.ridgewater.edu



Bethany Lutheran College
700 Luther Drive Mankato, MN 56001
www.blc.edu



South Central College
1920 Lee Blvd North Mankato, MN 56003
www.southcentral.edu



Minnesota State—Mankato
730 Maywood Ave Mankato, MN 56001
www.mankato.mnsu.edu



Area Events: Highlight events in the area that would attract those staying near Arlington

Arlington Raceway

801 W Chandler Street
Arlington, MN 55307
Phone: (507) 964-5947
Web: www.arlingtonraceway.com

The Arlington Raceway is located on the Sibley County Fairgrounds in Arlington, MN. 2011 marks our 31st season in operation, providing fun family entertainment. We feature 6 classes of Auto Racing Competition every Saturday night from April 30th-September 24th starting at 7pm. Our admission is very affordable at \$10 per adult \$3 per child and 5 and under are free



Sibley County Fair

Arlington, MN 55307
Phone: (507) 964-5698
Web: www.sibleycountyfair.com

Each year the Sibley County fair draws people from both near and far. This fair boasts all kinds of exciting events and of course delicious foods! Hosted each year the last weekend in July, running Thursday-Sunday there are plenty of opportunities to stop in for a family fun good time!



Arlington Bull Riding Event

Sibley County Fairgrounds
<https://arlingtonbullriding.com/>

The Sibley County Fair Board hold an annual Bull Riding Event at the Fairgrounds. Enjoy the bull riding, mutton bustin', excitement and help raise over \$30,000 for Jared Allen's Homes For Wounded Warriors charity and nearly \$150,000 each year. Bull riders and bulls from across the United States compete for titles and money, including some PBR final bulls and a \$15,000 Bounty Bull.



Arlidazzle

Downtown Arlington

Our festive holiday event will be bringing Christmas cheer once again on the first Saturday in December. We look forward to the continued support from our local businesses & community as we showcase Arlington for another spectacular Arli-Dazzle full of Joy, Peace and Season's Greetings!



Arlington Bull Riding Event

Sibley County Fairgrounds
<http://arlingtona's.teams.mnbaseball.org/>

Arlington is home to a well known and well supported town ball team, the Arlington A's. The A's are a Minnesota Amateur Baseball Class C team Member of the River Valley League West Division.



Area Parks and Recreation:



Four Seasons Park

301 1st Ave. South

Large picnic shelter with electricity, rentable indoor Lions Center, Warming House, Ice Rinks, two baseball/softball fields, basketball courts

Sportsman's Park

24260 387th Ave.

Picnic shelter with electricity, newly improved Baseball field, natural setting, bike trail that connects to Four Seasons Park

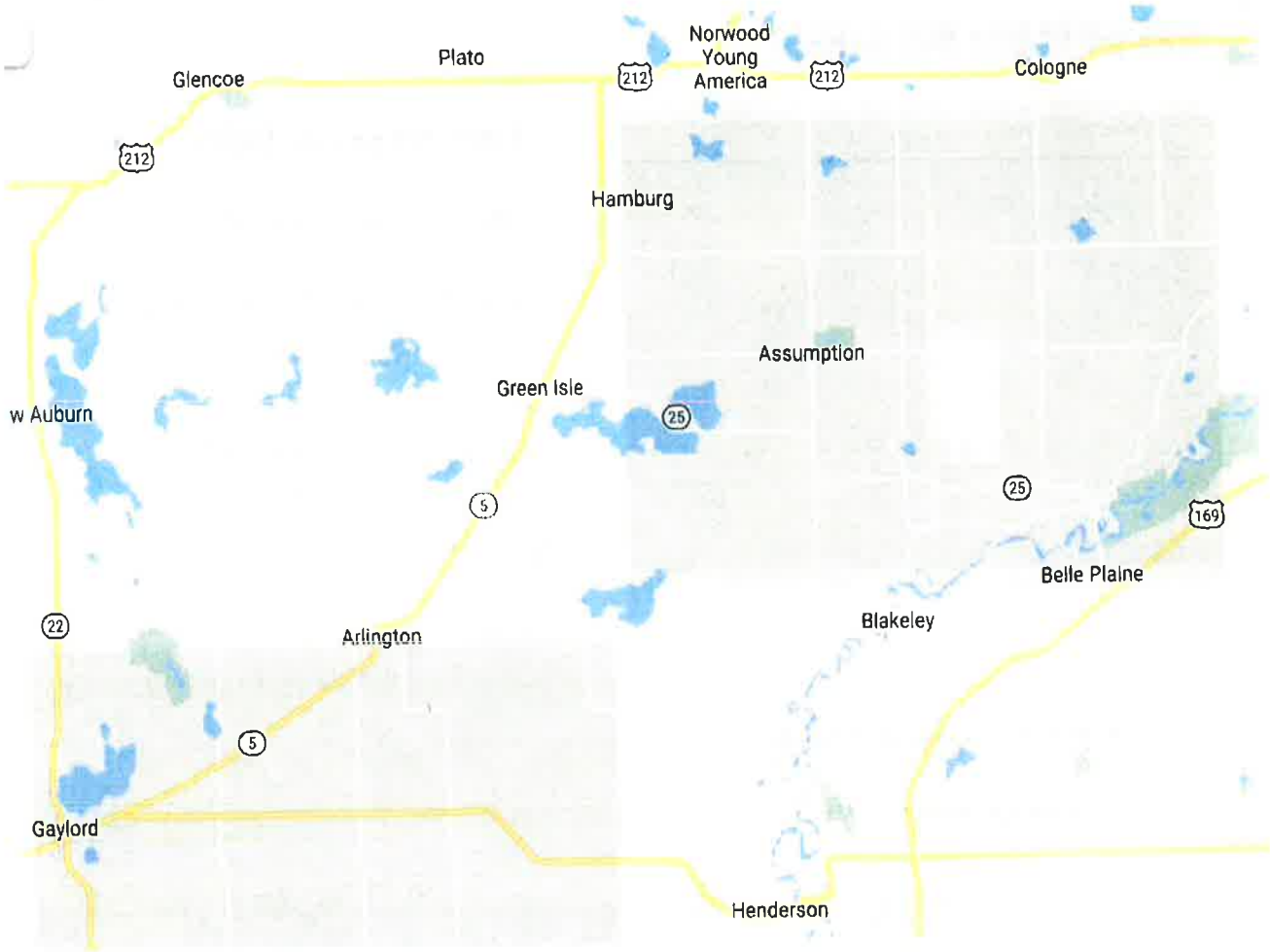


Memorial Park

500 West Douglas Street

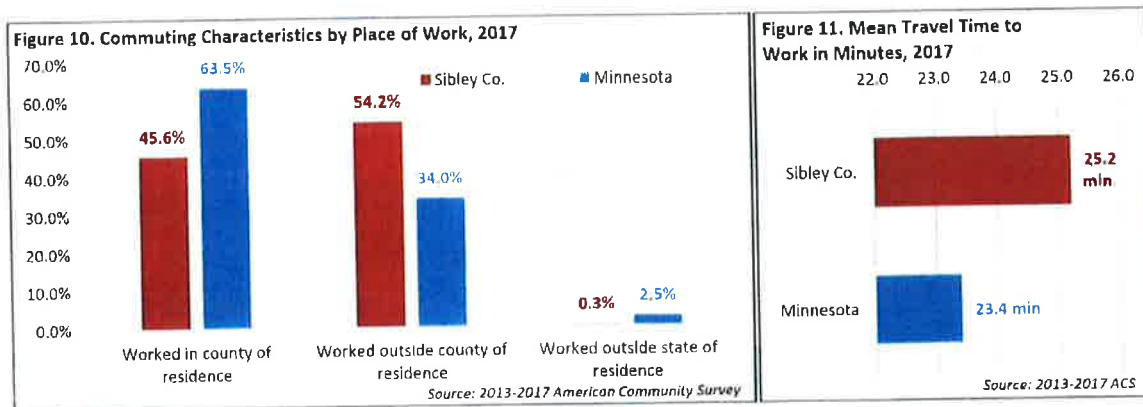
American Veteran memorial, walking path of honor, walkability, large Gazebo

Transportation



Transportation:

Transportation to Arlington is usually via MN State Highway 5, which runs north/south through Sibley County as well as through the heart of Arlington. Highway 5 connects Arlington to US Highway 212 to the north and then to Interstate 494, when reaching the edge of the twin cities. In 2009, US 212 was expanded to four lanes from I-494 to its intersection with MN State Highway 5. This connectivity greatly benefits those who commute both to and from Arlington for work. To the south, Highway 5 connects with MN State Highway 19, a main travel corridor running east/west across Sibley County and connecting Arlington to US 169 just east of Henderson. Below is information from MN DEED's profile of Sibley County.



Interviews from the Community:

An example of the survey to be handed out to the community and compiled/summarized in paragraph portion or graphically with charts/graphs etc.

Do you have the need for over night accommodations for clients/family? _____

If so how long are they typically staying? _____

If so where are they staying or where have they stayed in the past?

How important is location on a scale of 1-10? _____

Is brand affiliation something that matters? Yes / No

What kind of amenities are preferred for you or your guests? _____

How would you rate the current hotel/motel facilities for the area? 1-10 _____

How would you rate lodging facilities in the surrounding markets? 1-10 _____

Is meeting space something that is needed at this lodging facility? Yes / No

Comments:

LODGING DEMAND

This section of the report will identify Lodging Demand sources for the proposed hotel facility. Exhibit 2 of this report identifies the primary market area that will be serviced by the subject site location for this hotel on a year-round basis.

The first area to be identified in describing the Lodging Demand Potential for the market is the Market Segmentation that exists in the area. It is estimated that this market generates 80.0% of its business from Individual travel segments. Making up this 80.0%, it is estimated that 45.0% (or 56.3%) is from the Corporate/Commercial segment and 35.0% (or 43.7%) is from the Social/Leisure Market Segment. The potential of both of these projected Market Segments is dependent on the City of Arlington to grow its economic base and/or its population.

The remaining 20.0% of the Market Segmentation comes from the Group markets. Of this, it is estimated that 5.0% (or 25%) once again comes from Business-Oriented groups and 15.0% (or 75%) from Social/Leisure groups.

At this time, the subject hotel would be expected to perform similar to the area with a slight increase in the Group markets as compared to the area. Additional research will be required to determine the subject's hotel's performance based on its design and targeted Market Segmentation. Part of a Phase II comprehensive Market Study Report would include a survey of the caterers currently utilizing the Arlington Community Center to determine from them the amount of room nights generated by their business at the Center and the business that they feel is lost due to no adequate lodging facility being located in Arlington.

These numbers would need to be verified and presented in more detail in a more comprehensive market study report for a specific hotel development. To further define the Market Segmentation of the area, preliminary profiles for each Market Segment were defined. The following outline provides Market Segmentation Profiles that correspond with the subject property's projected Market Segmentation.

Market Segmentation Profiles

Individual Travel Markets

Corporate/Commercial Markets

- Individual travelers
- Vendors & Suppliers to Regional Market
- Area Companies—Major Employers
 - Administrative
 - Visiting doctors/medical staff
 - Customers
 - Service Technicians
 - Training

Social/Leisure Markets

- Area Antique Shopping
- Area Attractions/Events
 - Arlington Race Track
 - Polka Festival
 - Golfing Packages
 - Pheasants Forever Banquet/Meeting
 - Visiting Friends and Relatives

Group Markets

Business Markets

- Area Companies
 - Regional grain/Seed Companies
 - Employee Meetings
 - Training/Sales Groups
- Social/Leisure Related

As indicated above, this market has a variety of demand to draw from. Demand is readily identified on a limited basis in both the Social/Leisure and the Corporate/Commercial markets. Seasonality plays a part in the depth of demand for the Social/Leisure market, and to some degree, the Corporate/Commercial market.

Discussions with local officials and business leaders indicated that to a certain degree, there is business being lost to the nearby lodging facilities located in the Twin Cities market area, less than an hour's drive away, as well as the corridor on US 169 along the Minnesota River. This latter area is the location of the two closest mid-priced lodging facilities without food and beverage services, which are AmericInns, located sixteen and twenty miles away from Arlington.

Area outdoor recreation is very big during the period from May through September on weekends with weekly races at the Arlington Race Track every Saturday night. There is an estimated 1,500-1,800 fans from as far as eighty miles away in attendance every Saturday night during this time frame. Currently, fans either drive home or must go to Gaylord, nine miles away, or up to 20-25 miles for a mid-priced property without food and beverage services. Also, there are three golf courses less than fifteen miles from Arlington. Several large lakes and the Minnesota River are within fifteen miles, providing fishing and water sport facilities.

A well equipped sports complex including both baseball and football enable the hosting of tournaments. The first of which is the 2009 Minnesota Class B Baseball tournament that Arlington co-hosted over three weekends.

There is an estimated limited Corporate/Commercial market with a limited number of potential clients. These include Sibley Medical Center and Northland Drying, and Scott Equipment, all located in Arlington, as well as Michael Foods in Gaylord. Its corporate headquarters is located in Arlington and long-range plans currently indicate it will remain there. It is currently utilizing lodging facilities in Gaylord and the Twin Cities and sees a need for uses ranging from national and international customers and suppliers to recruiting potential employees.

Suppliers and vendors traveling to the area are always difficult to track. However, this is a major part of the Corporate/Commercial market. Training/business seminars/conferences related to the agriculture/seed business also comprise a significant portion of potential business in this market and have been interested in hosting programs at the Community Center, but did not due to the lack of any adequate lodging in Arlington.

The Sibley Medical Center indicated that it will require rooms for visiting doctors and nurses for periods of time.

The Group Market Segment holds a variety of possibilities, and might be the Market Segment with the greatest potential growth based on utilizing the new Arlington Community Center as meeting space. In fact, this growth may possibly be greater than what was discussed earlier in the Market Segmentation breakdown. It contains 14,000 square feet of meeting space with two dividing walls, and is capable of seating up to 550 people at round tables. There also is a stage area, pre-function area, a full kitchen, and the city council chambers, which can be used as a board room seating up to 35. Simply put, it is the meeting space for a smaller full-service hotel, so the addition of an adequate mid-priced lodging facility would compliment it, creating a typical destination meeting/conference facility. Several organizations utilize the facility with attendees staying outside of Arlington, while a greater number of organizations have declined use of the facility, due to the lack of nearby lodging space. Also, there are the various possible reunions ranging from military to high school and others including wedding groups.

Weekends are currently booked for weddings through year-end, with some being lost due to no lodging in Arlington. Currently, out-of-town guests must travel fifteen miles or more for a mispriced lodging facility.

Local Competitors: (partial list, local source: tripadvisor.com)

A sample date of June 26-30th (Sibley County Fair) was selected to compare rates of competitor's hotels.

Super 8 by Windham—Glencoe
Approximately 12 miles away



Microwave	
Coffee/Tea Maker	Trip Advisor Traveler Rating:
Free Wifi	10 Excellent
Flatscreen TV	18 Good
Meeting Rooms	26 Average
Free Breakfast	18 Poor
Pet Friendly	16 Terrible
Business Center	Around \$65/night standard

33 Rooms

Hometown Inn & Suites—Belle Plaine



Pool/Spa/Game Room	
Meeting Room	Trip Advisor Traveler Rating:
Free Wifi	17 Excellent
Laundry Service	10 Good
Free Breakfast	9 Average
Fridge	11 Poor
Microwave	8 Terrible
Family Rooms	Around \$101/Night Standard

44 Rooms

AmericInn by Wyndham —Waconia



62 Rooms

Pool/Spa/Game Room/Sauna	
Meeting Room	Trip Advisor Traveler Rating:
Free Wifi	194 Excellent
Laundry Service	41 Good
Free Breakfast	8 Average
Fridge	3 Poor
Microwave	5 Terrible
Terrace/Patio	Around \$120 Night Standard

Local Competitors: (partial list, local source: tripadvisor.com)

AmericInn by Wyndham — Hutchinson



86 Rooms

Pool/Spa	
Meeting Room	Trip Advisor Traveler Rating:
Free Wifi	97 Excellent
Self Serve Laundry	70 Good
Free Breakfast	32 Average
Fridge	16 Poor
Microwave	14 Terrible
Pet Friendly	Around \$135/Night Standard

Days Inn by Wyndham — Hutchinson



52 Rooms

Pool/Spa/Game Room/Sauna	
Meeting Room	Trip Advisor Traveler Rating:
Free Wifi	19 Excellent
Dry Cleaning	33 Good
Free Breakfast	38 Average
Flatscreen TV	45 Poor
Microwave	38 Terrible
	Around \$120 Night Standard

Microtel Inn & Suites by Wyndham — New Ulm



63 Rooms

Pool	Trip Advisor Traveler Rating:
Free Wifi	54 Excellent
Pet Friendly	82 Good
Free Breakfast	70 Average
Family Rooms	62 Poor
Microwave	41 Terrible
Meeting Room	Around \$95 Night Standard

Econo Lodge — New Ulm



61 Rooms

Dry Cleaning Trip Advisor Traveler Rating:

Free Wifi 5 Excellent

Pet Friendly 18 Good

Free Breakfast 21 Average

Family Rooms 14 Poor

Microwave 0 Terrible

Laundry Room Around \$81 Night Standard

Microtel Inn & Suites by Wyndham — New Ulm Pool/Spa/Gameroom/Billiards/Table Tennis



120 Rooms

Free Wifi Trip Advisor Traveler Rating:

Ballroom 131 Excellent

Conference Center 70 Good

Free Breakfast 19 Average

Family Rooms 4 Poor

Microwave 5 Terrible

Safe Around \$131 Night Standard

Econo Lodge—Gaylord



30 Rooms

Laundry Service Trip Advisor Traveler Rating:

Free Wifi 8 Excellent

Dry Cleaning 7 Good

Free Breakfast 3 Average

Fridge 4 Poor

Microwave 4 Terrible

Meeting Room Around \$90 Night Standard

Lodging Rate and Supply of Competitors

Competing Property Distance	Number of Rooms	Average Daily Rate	Midpoint
Super 8 by Wyndham—Glencoe About 12 miles away	33	\$65-\$85	\$75
Hometown Inn & Suites—Belle Plaine About 22 miles away	44	\$80-\$140	\$110
Americinn by Wyndham—Waconia About 24 miles away	61	\$80-\$140	\$110
Americainn by Wyndham—Hutchinson About 36 miles away	86	\$90-\$165	\$120
Days Inn by Wyndham—Hutchinson About 38 miles away	52	\$75-140	\$110
Microtel Inn & Suites by Wyndham—New Ulm About 36 miles away	63	\$80-\$110	\$90
Econo Lodge—New Ulm About 36 Miles away	61	\$60-\$90	\$75
Best Western Inn & Suites—New Ulm About 36 miles away	120	\$110-\$160	\$130
Econo Lodge—Gaylord About 8 miles away	30	\$75-\$100	\$85
AVERAGES	-	\$80-\$130	\$100

Several of the above hotels give corporate rates, which are not reflected in the above rate index. The rates will vary day to day, month by year. The rate was compared across multiple weekends and high season to compile an average as shown above. Rates are subject to change and a new hotel could affect these rates in the future.

Financial Analysis

Local Economic Development Incentives and tax Assistance programs

Generous Incentives are available from local, state, and federal governments to encourage new investment in the region. Incentives are based on capital investment, new jobs created, and level of employee compensation. The following are incentive programs that may be available for **QUALIFYING PROJECTS.**

I. Tax Relief

- A. Property Tax Abatement—Real Property**
- B. Property Tax Abatement—Personal Property**
- C. Sales Tax/Use Tax Abatement**

II. Land Acquisition and Assembly

- A. City (Village)/County Contribution/Subsidy**
- B. City/County Acquisition/Lease-Back**
- C. Tax Increment Financing (TIF)**
- D. Eminent Domain**
- E. Business District**

III. Building Construction (Build to Suit)/Financing

- A. NID Bonds**
- B. Qualified Small Issue IDB**
- C. General Obligation Bonds**
- D. USDA/SBA Loan Guarantees**
- E. Business District**

IV. Infrastructure Assistance

- A. Tax Increment Financing (TIF)**
- B. Amortized Utility Installation Costs**
- C. Business District**

	30 Rooms	Per room
<u>Land & Site Prep</u>	\$328,228	\$10,940/room
Raw Land	\$69,000	
Permit & Community Fees	\$100,000	
Site Utility & Excavation	\$100,000	
<u>Building Construction</u>	\$2,118,000	\$70,600/room
<u>Fixtures, Furnishings, and Equipment</u>	\$360,000	\$12,000/room
<u>Indirect Costs</u>		
Appraisal	\$5,000	
Architectural/Engineering	\$80,000	
Surveys	\$10,000	
Development Services	\$250,000	
Pre-opening Expenses	\$40,000	
Working Capital	\$100,000	
Legal and Accounting Fees	\$10,000	
Construction Period Interest/Loan Fees/ Closing	\$100,000	
Insurance & Taxes During Construction	\$20,000	
Project Contingency	\$120,000	
Total Indirect Costs	627,000	\$20,900/room
Total Projected Costs	\$3,651,297	121,709/room

Note: all pricing noted above is estimated and calculations are based off estimates

Anticipated Loan Amount (60% Loan to Value):	\$2,190,800
Suggested Cash Injection (40% Equity Investment):	\$1,460,500
Estimated Loan Terms:	25 years @ 6.00%
Estimated Monthly Debt Service:	\$10,954
Estimated Yearly Debt Service:	\$131,448

Conclusion:

After extensive research it has come to a conclusion that a hotel project would ideally be best to be placed at Site 3, at the intersection of Hwy 5 and Marion Drive. This site would possibly provide the best investment based off proximity to the Community center and over all visibility from the highway. Due to both the lot size and population, it is suggested that a small scale facility be put in place of about 30 or so rooms dependent upon floor plan. It is likely that the need will remain there and rooms will be occupied throughout the year, and when summer months come around a 30 room lodging facility should be enough to fulfill the need.

Property Recommendations:

Size: 30 rooms (standard and single bed rooms)

Amenities: Meeting room, hot or continental breakfast, fitness room

Rate: Within a 25% average of \$72.50, with a rate range from \$65-100

Brand affiliation isn't important and in a smaller community it may not be a draw for many of the larger lodging brands. It is suggested that any hotel developer would suffice, but brand affiliation would possibly assist with drawing in regularly traveling clientele as well as loyalty members.

Amy Newsom

From: Glenn Gerads
Sent: Friday, September 2, 2022 8:54 AM
To: Amy Newsom
Subject: quotes
Attachments: Tenvoorde quote 2022.pdf; Chuck Spaeth quote 2022.pdf

Good morning,

I have the two quotes for the squads themselves. Tenvoorde is \$83,057.76 and Chuck Spaeth is \$83,283.76. Do you want to get this part of it on the agenda or do the build quote with it? There is an order window for these prices. Guardian can order them from Tenvoorde now to get the price because they never know when Ford will close the 2022 pricing. If the council decides to go with Chuck Spaeth, then Guardian keeps them and sells them to another agency.

I have the squad build quote from Guardian Fleet Supply. I requested an apples-to-apples quote from Cars on Patrol in Hutchinson. They have already told me they can't beat Guardian for what Guardian puts in. They said Guardian makes a lot of their own components and Cars on Patrol can't do that. Do you want me to seek another bid and see if we can get an apples-to-apples quote? Guardian is who I want to use because of the known work they do, and they can get us immediate trade-in value for our squads. They also credit us for old components they can't use and then we aren't stuck with all these old components.

Thank you,

Glenn Gerads
Police Chief
Arlington Police Department



108 4th Ave NW
C/O 204 Shamrock Dr
Arlington, MN 55307
(D) 507-299-7022
(Cell) 763-306-1380

CNGP530

VEHICLE ORDER CONFIRMATION

08/29/22 12:27:24

==>

Dealer: F58668

2023 EXPLORER 4-DOOR

Page: 1 of 2

Order No: 2000 Priority: M3 Ord FIN: QF694 Order Type: 5B Price Level: 320

Ord Code: 500A Cust/Flt Name: CITYOFARLINGT PO Number:

		RETAIL	DLR INV			RETAIL	DLR INV
K8A	4DR AWD POLICE	\$47165	\$45750.00	51P	DRV SPT LMP PRP	\$140	\$132.00
	.119" WHEELBASE			549	PWR MIRR HTD	60	56.00
UM	AGATE BLACK			59J	KEY CODE 1111X	50	47.00
9	CLTH BKTS/VNL R			60R	NOISE SUPPRESS	100	94.00
6	EBONY			68G	RR DR/LK INOP	75	71.00
500A	EQUIP GRP			76D	DEFLECTOR PLATE	335	315.00
	.AM/FM STEREO			76R	REVERSE SENSING	275	259.00
99B	3.3L V6 TI-VCT	(2830)	(2661.00)	87R	RR VIEW MIR/CAM	NC	NC
44U	10SPD AUTO TRAN	NC	NC				
	FLEET SPCL ADJ	NC	(485.00)		TOTAL BASE AND OPTIONS	47210	43241.88
18D	GBL LOCK/UNLOCK	NC	NC		TOTAL	47210	43241.88
19V	R CAM ON DEMAND	230	217.00		*THIS IS NOT AN INVOICE*		
41H	ENG BLK HEATER	90	85.00				
425	50 STATE EMISS	NC	NC		* MORE ORDER INFO NEXT PAGE *		
43D	COURTESY DISABL	25	24.00				

F8=Next

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QC09278

V1DP0274

2,6

CNGP530

VEHICLE ORDER CONFIRMATION

08/29/22 12:27:41

Dealer: F58668

Page: 2 of 2

==>

2023 EXPLORER 4-DOOR

Order No: 2000 Priority: M3 Ord FIN: QF694 Order Type: 5B Price Level: 320
Ord Code: 500A Cust/Flt Name: CITYOFARLINGT PO Number:

	RETAIL	DLR INV	RETAIL	DLR INV
FLEX-FUEL				
153 FRT LICENSE BKT	NC	NC		
SP DLR ACCT ADJ		(916.00)		
SP FLT ACCT CR		(1257.00)		
FUEL CHARGE		8.88		
B4A NET INV FLT OPT	NC	7.00		
DEST AND DELIV	1495	1495.00		

43,241.88
- 1600.00 GPC

41,641.88

TOTAL BASE AND OPTIONS 47210 43241.88
TOTAL 47210 43241.88

THIS IS NOT AN INVOICE

F7=Prev

F3/F12=Veh Ord Menu

F1=Help

F2=Return to Order

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC09278

Amy Newsom

From: Glenn Gerads
Sent: Friday, September 2, 2022 8:54 AM
To: Amy Newsom
Subject: quotes
Attachments: Tenvoorde quote 2022.pdf; Chuck Spaeth quote 2022.pdf

Good morning,

I have the two quotes for the squads themselves. Tenvoorde is \$83,057.76 and Chuck Spaeth is \$83,283.76. Do you want to get this part of it on the agenda or do the build quote with it? There is an order window for these prices. Guardian can order them from Tenvoorde now to get the price because they never know when Ford will close the 2022 pricing. If the council decides to go with Chuck Spaeth, then Guardian keeps them and sells them to another agency.

I have the squad build quote from Guardian Fleet Supply. I requested an apples-to-apples quote from Cars on Patrol in Hutchinson. They have already told me they can't beat Guardian for what Guardian puts in. They said Guardian makes a lot of their own components and Cars on Patrol can't do that. Do you want me to seek another bid and see if we can get an apples-to-apples quote? Guardian is who I want to use because of the known work they do, and they can get us immediate trade-in value for our squads. They also credit us for old components they can't use and then we aren't stuck with all these old components.

Thank you,

Glenn Gerads
Police Chief
Arlington Police Department



108 4th Ave NW
C/O 204 Shamrock Dr
Arlington, MN 55307
(D) 507-299-7022
(Cell) 763-306-1380



Guardian Fleet Safety
PO Box 70
Clear Lake, MN 55319
+1 3202454000
Sales@GuardianFleetSafety.com

ADDRESS

Chief Glen Gerads
Arlington Police Department
108 4th Ave NW C/O 204
Shamrock Dr
Arlington, MN 55307

Quote 22-0641

DATE 08/25/2022

EXPIRATION DATE 09/30/2022

INFO

2023 PIU Patrol

SALES REP

Don

ACTIVITY

QTY

RATE

AMOUNT

2022 Ford PIU Patrol

Customer will provide camera system, radar, radio, computer mount,

Strip: Yes TBD

Each squad is photographed, documented, and logged on Guardian Fleet Safety's secured server to ensure every squad is built exactly the same in the future

Build Features:

Level 2 & 3 in and out of park
Pursuit Braking
All Vehicle Low Power
All Vehicle Cruise Mode
Brake Kill
Door Kill on Corner of Lightbar
Auto Cage Light
Wall of White
Ignition Override / Safe Idle
Secure Weapon
Full Timed System
Arrowstick and Cruise Mode Reminder Tones
Cargo Area Light Disable in Drive
Level 1 Out Of Park Reminder Tone
PA Mic in Driver's Door
All Door Lock Button in Cargo Area
Easy Service Electronics all in One Area
Factory Headlamp Flasher

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.

ACTIVITY	QTY	RATE	AMOUNT
Trade in of old squad with lights, siren and cages/console. Unit #TBD	1	-	-
		10,500.00	10,500.00T
Offer: \$10500 for the Maroon Squad			
*** subject to change due to additional mileage***			
(GFS will remove: Camera, Radio, Docking Station, Radar,)			
3M Decal Package-per customer design (no reflective sides and reflective chevrons on rear) +\$10 per number on top of vehicle.	1	1,220.00	1,220.00
Westin Public Safety Heavy Duty Push Bumper for 2020+ Ford Interceptor Utility. 36-2125. Includes Light Cut-out or Solid Channel for crossbar.	1	389.55	389.55T
Westin Public Safety Light Channel for 2 SoundOff Signal Lights	1	35.00	35.00T
SoundOff Signal nFORCE DUO Replacement Lighthead. R/W or B/W. Installed into WESTiN Push Bumper Crossbar.	2	104.45	208.90T
SoundOff Signal mPOWER Lightbar full Dual Color with 3 Tri-Color Modules in rear for Rear Scene Lighting. Includes vehicle specific mounting strap kit.	1	2,163.45	2,163.45T
SoundOff Signal nFORCE DUO Light with Surface Mount Housing. R/W or B/W. Install Location: Side of push bumper	2	134.62	269.24T
SoundOff Signal 4X2 Double Stacked mPOWER. 24 LEDs, Dual Color. Install location: Rear Bumper	2	191.08	382.16T
SoundOff Signal mPOWER Dual Colored Silicone Light. Install Location: Plastic above license plate	2	133.28	266.56T
SoundOff Signal nFORCE Single Head DUO Light with Bail bracket. R/W or B/W. Install Location: Cargo windows	2	121.20	242.40T
SETINA Single Prisoner Half Partition/Cage. May be used with Stock Seats or Replacement Plastic Seat (Sold Separately)	1	1,653.54	1,653.54T
SoundOff Signal Red/White Police Interior Dome Light with Switch	1	78.44	78.44
Amber Dome Light for Cage/Prisoner Area. Wired to switch on console	1	84.12	84.12T
White LED Dome light Kit. Includes Three dome lights. Two mounted on hatch and one mounted on inside of cargo area. Greatly improves nighttime visible in retrieving equipment. Power switch mounted on C-Pillar in cargo area for easy access.	1	95.64	95.64T
Able 2 3 Hole Outlet Plug w/ USB port	1	21.50	21.50T
Setina Dual Weapons Rack T-Rail 1 Universal Lock and 1 Shotgun Lock - Handcuff key override. Install location: Between Front seats	1	425.17	425.17T
Gamber Johnson 9" Sliding Arm for Computer Mount. Mounts directly to top of console.	1	206.82	206.82T
Gamber Johnson Console Box and Cup-holder for Ford Utility Police Interceptor 2020+ 7170-0734-01. Crashed car console out-dated will not fit into new vehicle	1	455.21	455.21T
Horizontal Steel Window Bars pair of 2 for rear windows	1	296.67	296.67T

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.

ACTIVITY	QTY	RATE	AMOUNT
SoundOff Signal Advanced bluePRINT Light and Siren Control System. Kit includes:	1	1,659.97	1,659.97T
(2) Siren Speakers			
(1) Dual Tone Control Siren Amp			
(1) Control Head			
(1) Remote Node and Harness			
(1) Sync Module			
Program Features:			
Level 2 & 3 in and out of park			
Pursuit Braking			
All Vehicle Low Power			
All Vehicle Cruise Mode			
Door Kill on Corner of Lightbar			
Auto Cage Light			
Wall of White			
Smart Secure Weapon			
Full Timed System			
Arrowstick and Cruise Mode Reminder Tones			
Cargo Area Light Disable in Drive			
Level 1 Out Of Park Reminder Tone			
PA Mic in Driver's Door			
Verbal Command Tones (Agency to specify)			
SETINA Triple Stacked Drawer System.	1	1,598.65	1,598.65T
Top: Open Top with Basket Style Guard to Prevent Items from falling out.			
Middle: Large Drawer			
Bottom: Electronics Tray for easily accessible servicing and maintenance.			
Guardian Fleet Safety rear taillight LED upgrade and flasher system for 2020+ Ford Interceptor Utility. Replaces the factory halogen bulb with an LED insert and will flash and override to white for reverse for increased visibility.	1	202.85	202.85T
SoundOff Signal Dual Color Under Mirror Intersector 18 LED warning light. White to override and act as alley light	2	178.85	357.70T
Black low profile 800Mhz antenna	1	39.16	39.16T
NMO Coax Cable Kit	1	35.10	35.10T
Brother PocketJet 6 and 7 Printer Cable Kit. Includes Hardwired DC Power Vehicle Kit and 10' USB Cable with Specialty Connector for Printer.	1	65.22	65.22T
Gamber Johnson 7160-0340 Brother/Pocketjet Armrest/Printer Mount Combo	1	271.88	271.88T
Tiger Tough Tactical Seat Cover	1	182.00	182.00T
WeatherTech laser measured floor mats. Black, front only.	1	129.95	129.95T
Flat Rate Shop Labor to install/program new and customer provided equipment	1	3,040.00	3,040.00T
Guardian Fleet Safety Wiring Harness, Power Distribution Block and Battery Management System	1	486.90	486.90T
Due to extremely high copper prices and component shortages, this item has been increased as of June 2022. We hope this is only a temporary price increase.			
Misc. Shop Supplies for Full Installation, Includes Wire, Loom, Connectors, Fuses, Nuts/Bolts, Screws, Switches etc...	1	150.00	150.00T

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.

ACTIVITY	QTY	RATE	AMOUNT
Removal of all aftermarket equipment from old vehicle. Includes: Restore factory functions Plug holes Disposal of unusable/old equipment (Does NOT include removal of decals)	1	475.00	475.00T
<p>*****NOTE: Unless requested by customer, Guardian Fleet Safety will dispose of the following unless customer specifically requests them back: Cages, Push Bumpers, Window Bars, Consoles and any other metal items that CANNOT/WILL NOT be transfer to the new unit. Non working or lights/siren in poor condition. Old wiring and installation components.</p> <p>All items that are of value or have serial numbers will be returned to the customer. *****</p>			
Removal of decals from old unit.	1	185.00	185.00T
<p>Note: Assumes original decals are of quality and name brand vinyl. Cheap brands of vinyl can be extremely difficult to remove and WILL incur additional labor charge.</p>			
Guardian Fleet Safety LIFETIME warranty: Warranty covers our installation, craftsmanship, and wiring for the life of the vehicle under normal police wear and tear. All installed products are new unless otherwise noted and carry their respective manufacturer's warranty.	1	0.00	0.00T
Inbound Freight Shipping Charge for Full Law Enforcement Upfit.	1	236.00	236.00T
<p>Note: Due to COVID19 and the International Parts Shortage, shipping charges have skyrocketed in 2021 and 2022. Price of this charge is based on the items ordered. GFS orders common police items in bulk to save on shipping. One-off and/or custom orders may incur a larger freight charge.</p>			
Free delivery of Vehicle to and from Customer	1	0.00	0.00T
SUBTOTAL			7,109.75
TAX (7.375%)			0.00
TOTAL			\$7,109.75

Accepted By

Accepted Date

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.



Guardian Fleet Safety
PO Box 70
Clear Lake, MN 55319
+1 3202454000
Sales@GuardianFleetSafety.com

ADDRESS

Chief Glen Gerads
Arlington Police Department
108 4th Ave NW C/O 204
Shamrock Dr
Arlington, MN 55307

Quote 22-0640

DATE 08/25/2022

EXPIRATION DATE 09/30/2022

INFO

2023 PIU Slicktop

SALES REP

Don

ACTIVITY

QTY RATE AMOUNT

2022 Ford PIU Patrol Slicktop

Customer will provide camera system, radar, radio, computer mount,

Strip: Yes TBD

Each squad is photographed, documented, and logged on Guardian Fleet Safety's secured server to ensure every squad is built exactly the same in the future

Build Features:
Level 2 & 3 in and out of park
Pursuit Braking
All Vehicle Low Power
All Vehicle Cruise Mode
Brake Kill
Door Kill on Corner of Lightbar
Auto Cage Light
Wall of White
Ignition Override / Safe Idle
Secure Weapon
Full Timed System
Arrowstick and Cruise Mode Reminder Tones
Cargo Area Light Disable in Drive
Level 1 Out Of Park Reminder Tone
PA Mic in Driver's Door
All Door Lock Button in Cargo Area
Easy Service Electronics all in One Area
Factory Headlamp Flasher

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.

ACTIVITY	QTY	RATE	AMOUNT
Trade in of old squad with lights, siren and cages/console. Unit #TBD	1	-	-9,500.00T
		9,500.00	
Offer: \$9500 for black and white *** subject to change due to additional mileage***			
(GFS will remove: Camera, Radio, Docking Station, Radar,)			
3M Decal Package-per customer design (no reflective sides and reflective chevrons on rear) +\$10 per number on top of vehicle.	1	1,220.00	1,220.00
Westin Public Safety Heavy Duty Push Bumper for 2020+ Ford Interceptor Utility. 36-2125. Includes Light Cut-out or Solid Channel for crossbar.	1	389.55	389.55T
Westin Public Safety Light Channel for 2 SoundOff Signal Lights	1	35.00	35.00T
SoundOff Signal nFORCE DUO Replacement Lighthouse. R/W or B/W. Installed into WESTiN Push Bumper Crossbar.	2	104.45	208.90T
SoundOff Signal nFORCE Front Interior Windshield Lightbar. Dual Color. R/W Driver, B/W Passenger. White to override to Takedown.	1	1,144.34	1,144.34T
SoundOff Signal nFORCE DUO Light with Surface Mount Housing. R/W or B/W. Install Location: Side of push bumper	2	134.62	269.24T
SoundOff Signal 4X2 Double Stacked mPOWER. 24 LEDs, Dual Color. Install location: Rear Bumper	2	191.08	382.16T
SoundOff Signal mPOWER Dual Colored Silicone Light. Install Location: Plastic above license plate	2	133.28	266.56T
SoundOff Signal nFORCE Single Head DUO Light with Bail bracket. R/W or B/W. Install Location: Cargo windows	2	121.20	242.40T
SETINA Single Prisoner Half Partition/Cage. May be used with Stock Seats or Replacement Plastic Seat (Sold Separately)	1	1,653.54	1,653.54T
SoundOff Signal Red/White Police Interior Dome Light with Switch	1	78.44	78.44
Amber Dome Light for Cage/Prisoner Area. Wired to switch on console	1	84.12	84.12T
SoundOff Signal nFORCE Vehicle Specific Interior Rear Window Light Array. Driver's Side: R/A. Passenger's Side B/A. Flashes R/B and Overrides to Amber for Arrowstick.	1	848.12	848.12T
White LED Dome light Kit. Includes Three dome lights. Two mounted on hatch and one mounted on inside of cargo area. Greatly improves nighttime visible in retrieving equipment. Power switch mounted on C-Pillar in cargo area for easy access.	1	95.64	95.64T
Able 2 3 Hole Outlet Plug w/ USB port	1	21.50	21.50T
Setina Dual Weapons Rack T-Rail 1 Universal Lock and 1 Shotgun Lock - Handcuff key override. Install location: Between Front seats	1	425.17	425.17T
Gamber Johnson 9" Sliding Arm for Computer Mount. Mounts directly to top of console.	1	206.82	206.82T
Gamber Johnson Console Box and Cup-holder for Ford Utility Police Interceptor 2020+ 7170-0734-01. Crashed car console out-dated will not fit into new vehicle	1	455.21	455.21T
Horizontal Steel Window Bars pair of 2 for rear windows	1	296.67	296.67T

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.

ACTIVITY	QTY	RATE	AMOUNT
SoundOff Signal Advanced bluePRINT Light and Siren Control System. Kit includes:	1	1,659.97	1,659.97T
(2) Siren Speakers			
(1) Dual Tone Control Siren Amp			
(1) Control Head			
(1) Remote Node and Harness			
(1) Sync Module			
Program Features:			
Level 2 & 3 in and out of park			
Pursuit Braking			
All Vehicle Low Power			
All Vehicle Cruise Mode			
Door Kill on Corner of Lightbar			
Auto Cage Light			
Wall of White			
Smart Secure Weapon			
Full Timed System			
Arrowstick and Cruise Mode Reminder Tones			
Cargo Area Light Disable in Drive			
Level 1 Out Of Park Reminder Tone			
PA Mic in Driver's Door			
Verbal Command Tones (Agency to specify)			
SETINA Triple Stacked Drawer System.	1	1,598.65	1,598.65T
Top: Open Top with Basket Style Guard to Prevent Items from falling out.			
Middle: Large Drawer			
Bottom: Electronics Tray for easily accessible servicing and maintenance.			
Guardian Fleet Safety rear taillight LED upgrade and flasher system for 2020+ Ford Interceptor Utility. Replaces the factory halogen bulb with an LED insert and will flash and override to white for reverse for increased visibility.	1	202.85	202.85T
SoundOff Signal Dual Color Under Mirror Intersector 18 LED warning light. White to override and act as alley light	2	178.85	357.70T
Black low profile 800Mhz antenna	1	39.16	39.16T
NMO Coax Cable Kit	1	35.10	35.10T
Brother PocketJet 6 and 7 Printer Cable Kit. Includes Hardwired DC Power Vehicle Kit and 10' USB Cable with Specialty Connector for Printer.	1	65.22	65.22T
Gamber Johnson 7160-0340 Brother/Pocketjet Armrest/Printer Mount Combo	1	271.88	271.88T
Tiger Tough Tactical Seat Cover	1	182.00	182.00T
WeatherTech laser measured floor mats. Black, front only.	1	129.95	129.95T
Flat Rate Shop Labor to install/program new and customer provided equipment	1	3,040.00	3,040.00T
Guardian Fleet Safety Wiring Harness, Power Distribution Block and Battery Management System	1	486.90	486.90T
Due to extremely high copper prices and component shortages, this item has been increased as of June 2022. We hope this is only a temporary price increase.			
Misc. Shop Supplies for Full Installation, Includes Wire, Loom, Connectors, Fuses, Nuts/Bolts, Screws, Switches etc...	1	150.00	150.00T

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.

ACTIVITY	QTY	RATE	AMOUNT
Removal of all aftermarket equipment from old vehicle. Includes: Restore factory functions Plug holes Disposal of unusable/old equipment (Does NOT include removal of decals)	1	475.00	475.00T
<p>*****NOTE: Unless requested by customer, Guardian Fleet Safety will dispose of the following unless customer specifically requests them back: Cages, Push Bumpers, Window Bars, Consoles and any other metal items that CANNOT/WILL NOT be transfer to the new unit. Non working or lights/siren in poor condition. Old wiring and installation components.</p> <p>All items that are of value or have serial numbers will be returned to the customer. *****</p>			
Removal of decals from old unit.	1	185.00	185.00T
<p>Note: Assumes original decals are of quality and name brand vinyl. Cheap brands of vinyl can be extremely difficult to remove and WILL incur additional labor charge.</p>			
Guardian Fleet Safety LIFETIME warranty: Warranty covers our installation, craftsmanship, and wiring for the life of the vehicle under normal police wear and tear. All installed products are new unless otherwise noted and carry their respective manufacturer's warranty.	1	0.00	0.00T
Inbound Freight Shipping Charge for Full Law Enforcement Upfit.	1	236.00	236.00T
<p>Note: Due to COVID19 and the International Parts Shortage, shipping charges have skyrocketed in 2021 and 2022. Price of this charge is based on the items ordered. GFS orders common police items in bulk to save on shipping. One-off and/or custom orders may incur a larger freight charge.</p>			
Free delivery of Vehicle to and from Customer	1	0.00	0.00T

SUBTOTAL 7,938.76
TAX (7.375%) 0.00

TOTAL \$7,938.76

Accepted By

Accepted Date

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.



**Emergency Operations
Plan**

Approved September 6, 2022

Forward

The basic purpose of this plan is to provide a guide for emergency operations. The plan is intended to assist key city officials and emergency organizations to carry out their responsibilities for the protections of life and property under a wide range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not reduced to written form. Personnel familiar with unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

TRANSFER OF OFFICE THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document will transfer to his/her successor or to the City of Arlington Emergency Management Director (AEMD)

Copy No. <u> 1 </u>	Assigned to: <u>City Administrator</u>
Copy No. <u> 2 </u>	Assigned to: <u>Emergency Management Director</u>
Copy No. <u> 3 </u>	Assigned to: <u>Fire Chief</u>
Copy No. <u> 4 </u>	Assigned to: <u>Police Chief</u>
Copy No. <u> 5 </u>	Assigned to: <u>Ambulance Manager</u>
Copy No. <u> 6 </u>	Assigned to: <u>Mayor</u>

<u>TABLE OF CONTENTS</u>		<u>PAGE NO.</u>
<u>BASIC PLAN</u>		
I.	REASON FOR PLAN	4
II.	PURPOSE OF PLAN	4
III.	LEGAL BASIS, REFERENCES, AND SUPPORTING PLANS	4
IV.	ORGANIZATION	4
V.	DIRECTION AND CONTROL	5
VI.	EMERGENCY RESPONSIBILITY ASSIGNMENTS	5
	Chart A	6
VII.	OPERATIONS POLICIES	7
VIII.	SUPPORT	7
	A. County Government Support	7
	B. State and Federal Government Support	7
IX.	PLAN UPDATING, TRAINING, AND EXERCISES	9
<u>ANNEXES</u>		<u>PAGE</u>
A.	Notification and Warning	10
B.	Direction and Control	11
C.	Emergency Public Information	14
D.	Search and Rescue	15
E.	Health/Medical	16
F.	Evacuation, Traffic Control, and Security	18
G.	Fire Protection	20
H.	Damage Assessment	21
I.	Congregate Care	24
J.	Debris Clearance	25
K.	Utilities Restoration	26
L.	Radiological/Hazardous Materials Protection	27
M.	Emergency Contacts	31
N.	Sample EAS Announcements	32
O.	Sibley County Facilities List	33

EMERGENCY OPERATIONS PLAN

I. REASON FOR PLAN

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Arlington. In addition, major disasters such as train wrecks, plane crashes, explosions, accidental releases of hazardous materials, and national security emergencies pose a potential threat to public health and safety in Arlington. An emergency plan is needed to ensure the protections of the public from the effects of these hazards.

It should be noted, however, that it is impossible to plan for every possible disaster related scenario. Therefore, this plan is simply meant to act as a general guideline for responding to disasters and emergencies. Certain circumstances may warrant deviations as necessary from this plan. That decision can only be made on a case by case basis.

II. PURPOSE OF PLAN

The City of Arlington has many capabilities and resources which could be used in the response to any major disaster. These include the facilities, equipment, personnel, and skills of both government and non-government professions and groups in Arlington. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

- A. Maximize the protection of life and property
- B. Ensure the continuity of government
- C. Sustain Survivors
- D. Repair essential facilities and utilities
- E. Return to normalcy

III. LEGAL BASIS, REFERENCE, AND SUPPORTING PLANS

- A. Public Law 920, as amended. (The general Civil Defense law on which our own local system is based.)
- B. Public Law 99-499. (Superfund Amendments and Reauthorization Act (SARA) of 1986.)
- C. Minnesota Statutes, Chapter 12, as amended (The Minnesota Civil Defense Act).
- D. Minnesota Statutes, Chapter 299K.01 (The Minnesota Emergency Planning and Community Right to Know Act).
- E. Minnesota Division of Emergency Management BULLETIN No. 85-1 (Local government emergency plan requirements).
- F. Sibley County-Wide Emergency Operations Plan.

IV. ORGANIZATIONS

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. City organization and interrelationships are shown on Chart A.

V. DIRECTION AND CONTROL

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to conducting emergency operations.

In the City of Arlington, the Mayor is responsible for providing overall direction and control of city government resources involved in the response to a disaster.

The Arlington Emergency Management Director (AEMD) will serve in a staff capacity to the Mayor, and will coordinate emergency operations. The AEMD will also serve as a liaison with the Sibley County Emergency Management Director.

Direction and control of the city's response to a major disaster will take place from the EMS Building. In the event that the EMS Building is not available, and or the county mobile response unit, the Arlington Community Center will be utilized as a secondary backup and lastly the Ridgeview Sibley Medical Center will be used as a direction and control center.

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the city's emergency responsibility assignments, by function, is shown on Chart A. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart. Additional information about these emergency responsibility assignments is contained in the annexes to this plan. One annex exists for each of the responsibilities (functions) that are shown on Chart A. Lastly, city departments and agencies are expected to develop whatever standard operating (SOGs) they may need in order to carry out these responsibilities.
- B. Responsibilities have been assigned by a code letter: "P" or "S."
1. "P" indicates primary operational responsibility, which means the official or agency is in charge of, and responsible to make provision for that function. As a rule, only city government officials can be assigned primary responsibility for carrying out a function.
 2. "S" indicates support responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.

EMERGENCY RESPONSIBILITY ASSIGNMENTS**Code: P = Primary, S = Support**

FUNCTION	RESPONSIBLE AGENCIES	REMARKS
1. Notification and Warning	P - Police Department P - Sheriff's Office S - Arlington Emergency Management Director (AEMD) S - County Emergency Manager	Police or Fire Department Personnel call city officials & businesses On notification list as necessary upon activation of warning devices. The Sibley County Dispatcher activates the warning devices, the sirens may also be activated manually.
2. Direction and Control	P - Mayor/City Council S - AEMD S - City Administrator	The AEMD is responsible to make sure the Emergency Operations Plan is properly carried out.
3. Emergency Public Information	P - Mayor S - City Administrator	Community Bulletin Board, Radio: KNUJ & KDUZ, School Alert System, Email Chain, City Website/Facebook Page
4. Search and Rescue	P - Fire Department P - Police S - AEMD	Rescue specialists are trained within the Fire Department to operate certain rescue equipment. AEMD would contact other organizations for manpower if needed in a disaster.
5. Health/Medical	P - Ridgeview Sibley Medical Ctr S - Area Regional Hospitals S - County Health Board	
6. Evacuation, Traffic Control, & Security	P - Police Department S - Sheriff's Office	
7. Fire Protection	P - Fire Department	A written county-wide mutual aid agreement exists and it is signed by all county fire departments. Verbal mutual aid agreements exist with nearby out-of-county fire departments
8. Damage Assessment	P - Mayor S - AEMD S - County Assessor's Office S - Red Cross	
9. Congregate Care	P - AEMD S - Red Cross S - County Family Services	
10. Debris Clearance	P - City Streets & Public Utilities S - County Highway Engineer	Local Construction contractors may be called for assistance as needed
11. Utilities Restoration	P - City Streets & Public Utilities S - McLeod Co-op Power	

EMERGENCY OPERATIONS PLAN

VII. OPERATIONS POLICIES

- A. Protection of life and property and alleviation of distress will be the primary goals of city government emergency operations.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- C. The Arlington Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- D. City government resources will be utilized to the maximum before requesting county, state, or federal assistance.
- E. Each agency, department, or service of city government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- F. In the event of a major disaster, the mayor may declare a local emergency. Such a declaration will invoke necessary portions of this plan, and will permit the city to take such actions as may be required to protect lives and property.

VIII. SUPPORT

A. County Government Support

Information and assistance in securing county government support can be obtained by contacting the County Emergency Management Director.

B. State and Federal Government Support

1. General

Information and assistance in securing state or federal support should be obtained by contacting the County Emergency Management Director. In addition, the Region V Minnesota Division of Emergency Management (DEM) Program Coordinator will provide additional technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance programs is contained in Disaster Response and Recovery: Request Procedures Relative to State and Federal Disaster Assistance Programs. This document is on file with the county emergency management director.

EMERGENCY OPERATIONS PLAN

2. Emergency Assistance

In the event of a major emergency/disaster which exceeds the resources and capabilities of both city and county government, and which necessitates immediate state and/or federal assistance, the Minnesota Duty Officer may be contacted. Via adoption of Resolution 43-2014, the City of Arlington is a party to the Minnesota Water Agency Response Network (MnWARN). The **Minnesota Duty Officer telephone numbers are 1-800-422-0798; TDD: 1-800-627-3229.**

3. National Guard

When a natural disaster or other major emergency is beyond the capability of the local government, support from the National Guard may be available. Only the governor, as commander-in-chief of the Minnesota National Guard, has the authority to activate the guard. The purpose of activation is to ensure the preservation of life and property and to support civil law enforcement authorities.

a. Operation Policies

(1) National Guard Assistance will complement, and not be a substitute for city and/or county participation in emergency operations.

(2) If made available, National Guard personnel will remain under military command at all times, but will support and assist city and/or county forces in the accomplishment of a specific task or tasks.

b. Request Procedure

In the case of counties, and all cities that are not of the first class, the sheriff is the only local government official authorized to submit a request for the National Guard assistance.

4. Federal Assistance

If the party responsible for a serious hazardous materials accident is unknown, or is not taking appropriate action, and the response is beyond the capability of state and local governments, the federal government may be able to provide assistance. Such assistance can be requested through the Minnesota Duty Officer.

EMERGENCY OPERATIONS PLAN

IX. PLAN UPDATING, TRAINING, AND EXERCISES

- A. For purposes of this plan, the City of Arlington Emergency Management Director shall serve as the planning coordinator. As such, the Director will have overall authority and responsibility for the maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The Arlington Emergency Director will be responsible for ensuring that this updating occurs, and that it is in accordance with the schedule and procedures established by the Minnesota Division of Emergency Management. In order to carry out this task, the Director may request assistance from the County Emergency Management Director.
- C. This plan will be distributed to all city government departments and agencies which have emergency assignments in the event of a major disaster in the City of Arlington. A plan distribution list will be maintained by the City Emergency Management Director.
- D. The City of Arlington will comply with Public Law 99-499, (SARA) training and exercise requirements, as published. Information about both scheduled and previously conducted training and exercises is available at the Sibley County Emergency Management Office.
- E. An annual meeting will be held the on the 1st Wednesday of March each year or sooner if needed for the purpose of revising the disaster plan and discussing related issues. All persons and departments that deal directly with disaster related will be invited to the meeting.

I. PURPOSE

To provide an overview of the responsibilities and the procedures whereby the notification of key city officials and the warning of the general public are accomplished.

II. RESPONSIBILITIES

- A. The Sibley County Sheriff's Office is the Sibley County Warning Point. The county warning point is responsible for relaying emergency notifications (i.e. severe weather, or manmade emergency) which is relayed to the Arlington Emergency Management Director, Fire Chief, Fire Department, Police Chief, and Police Department personal by way of a paging system.
- B. Business, industries, and members of the general public who need either report an emergency or to request emergency assistance should call 9-1-1. The personnel who answer 9-1-1 calls are responsible for determining the appropriate response agency or agencies to be dispatched to the scene of the emergency. Sibley County Sheriff's office personnel have the capacity of sounding the Arlington outdoor and indoor warning systems.
- C. The city warning officials are responsible for ensuring that all emergency notifications which it receives are handled properly. Specifically, the warning officials will:
 - 1. Notify key local government officials and officials in other affected jurisdiction as needed.
 - 2. Activate the city's outdoor warning device if it has not been done by Sibley County Sheriff's Office Personnel.
 - 3. Notify radio stations by calling on telephone.
 - 4. Carry out route alerting (house to house) with use of the public address systems on emergency vehicles.
 - 5. Request an emergency activation notification of the EBS station by implementing the procedures in the Operational Area EBS Plan.
 - 6. Notify affected private and/or public facilities including medical clinics, schools, businesses, etc.

III. AUTHENTICATION

Date

Arlington Emergency Manager

I. PURPOSE

To describe how direction and control of the City of Arlington response to a disaster will be accomplished.

II. RESPONSIBILITIES

A. Mayor

The Mayor of Arlington will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. The line of succession to the mayor is as follows:

- Mayor
- Vice Mayor

B. City Emergency Management Director

The Arlington Emergency Management Director will serve in a staff capacity to the mayor, will carry out his/her policies and directives, and will coordinate emergency operations. Line of succession to the Arlington Emergency Management Director is as follows:

- Director
- Fire Chief
 - First Assistant Fire Chief
 - Second Assistant Fire Chief
- Police Chief
- Ambulance Manager

III. LOCATION OF THE DIRECTION AND CONTROL FACILITY

A. For Emergencies/Limited Scope Disasters

An incident management system (MIMS) may be established to direct the initial response by city forces to the event. (If MIMS is implemented, the first arriving senior official will serve as the incident commander, until he/she is properly relieved.) However, if organizational control of the incident escalates beyond the capability of field command, the city emergency operations center (EOC) will be activated to provide overall coordination of the incident. This will become necessary when the incident covers a large area, multiple locations, and /or when multiple responding agencies are involved.

B. For Disasters

Direction and control of the City of Arlington response to a disaster will be carried out at the City of Arlington EOC. The EOC is located at the Arlington EMS Building. If for some reason, the EOC is not usable at the time of disaster, Arlington Event Center will serve as the second alternate EOC and Ridgeview Sibley Medical Center as the third alternate. The county mobile command center will also be considered if available.

C. Criteria for Activation

The degree of EOC activation will be determined by the severity of the emergency.

1. The EOC may be partially activated due to a potential threat to life or property from severe weather, (e.g. tornado, flooding, blizzard); hazardous materials incident/accident (including a controlled release of a (SARA Title III) reportable product that is beyond the capabilities of field operations.)

2. The EOC may be fully activated in response to a major emergency/disaster resulting in an actual threat to life and property. This will include, but is not limited to: a tornado touchdown or flooding which causes damage to the public and private sector and requires a coordinated response effort; a hazardous materials incident/accident involving the response of several agencies, (including county, state, and federal as well as surrounding municipalities) or enemy attack.

D. Responsibility for EOC Activation

In the event of a major disaster, EOC staff will be expected to automatically report to the EOC. However, the City Emergency Management Director is responsible for ensuring that the EOC is activated according to the previously-described criteria.

E. Staffing of the EOC

Staffing of the EOC will normally consist of the mayor, city administrator, emergency manager director, police chief, fire chief, city streets, and public utilities staff, and anyone else requested by the mayor. EOC staff members are responsible for the operations of their particular service or assignment.

Each department/agency which is represented in the EOC is responsible for ensuring that its representatives are familiar with the duties which they are expected to perform at the EOC.

If determined necessary, the city will activate a mobile command post to serve as a on-scene command post. The police or fire chief will be responsible for coordinating the activities at the scene of all City of Arlington forces. However, all major decisions will be agreed upon by the EOC Operations Chief or the Mayor. The EOC will be kept informed, on a timely basis, of the response efforts.

F. Communications Capability

1. EOC Communications Capability

Communication links are established between the city and the following organizations:

- a. Arlington EOC to other municipalities within the County: Telephone and Portable Radio
- b. Arlington EOC to the Sibley County, Regional, and State EOC's : Telephone and Portable Radio
- c. Arlington EOC to city department (field) units: Telephone to department base station; (or hand held radio if available)

G. Emergency Power

The Arlington EOC has back-up generators for a power source.

H. EOC Equipment/Supplies

The Arlington Emergency Management Director is responsible for ensuring the EOC is operational and that the necessary maps, displays, tables, and chairs, communications equipment, message logs, etc. are on hand and available for use in the EOC.

IV. AUTHENTICATION

Date

Arlington Emergency Director

I. PURPOSE

To provide an overview of how emergency public information will be disseminated in the event of a disaster.

II. SPOKESPERSON(S)

The only official authorized to serve as the public information officer (PIO) for the City of Arlington is the Mayor or his designee. If the Mayor is unavailable, Mayor's designee will serve as the alternate PIO. These individuals will be given access to all information necessary to carry out their role as PIO for the city.

III. RESPONSIBILITIES

The PIO is responsible for disseminating information and instructions to the public on a timely basis, and for coordinating all releases during pre-emergency, emergency, and post-emergency conditions. In addition, the PIO is responsible for ensuring that the Emergency Broadcast System (EBS) is activated, should that be necessary, and for reviewing and approving all information releases before they are disseminated.

IV. POLICIES AND PROCEDURES

A. If it becomes necessary to establish a news briefing room, the Council Chambers will be used for this purpose. News media personnel will be asked to report to this facility.

B. In the event of a protracted disaster/emergency, news releases will be issued on a regular basis.

C. Public information will be disseminated through area and regional radio and/or TV stations.

V. SUPPORTING DOCUMENTS

Prepared sample public information supplements for release to radio, TV, and newspapers, are on file with the Arlington Emergency Management Director. Sample EAS announcements are attached to the end of this plan.

VI. AUTHENTICATION

Date

Mayor of Arlington

I. PURPOSE

To describe how search and rescue will be accomplished in the City of Arlington following a disaster.

II. RESPONSIBILITY

Within the City of Arlington, the primary responsibility for search and rescue belongs to the Fire and Police Department.

III. SUPPORTING AGENCIES/ORGANIZATIONS

The following government and volunteer organization(s) may be available to assist with a major search and rescue operation:

State Patrol and Department of Natural Resources planes, when available, may be used in search and rescue activities.
Sibley County Sheriff's Posse may also be available to assist in a major search and rescue operation.

IV. SUPPORTING STANDARD OPERATING GUIDELINES (SOG's)

Fire and Law Enforcement Departments, and other agencies responsible for conducting or participating in a search and rescue operation will develop and maintain whatever standard operating guidelines (SOG's) they may need. Such SOG's should include guidance and instructions for performing search and rescue following an accident/incident involving hazardous materials. SOG's are on file at each individual agency.

V. AUTHENTICATION

Date

Arlington Fire Chief

Date

Arlington Police Chief

I. PURPOSE

To provide an overview of how the health/medical care needs of residents will be met in the event of a major disaster.

II. PRIMARY RESPONSIBILITIES

A. Hospital Care

Injured victims will be transported to the nearest appropriate Hospital.

Note: The facilities of local churches would also be used to provide additional beds under certain circumstances

B. Ambulance Services

Arlington Ambulance Service will be used to transport disaster victims. If additional ambulances are needed, they will be dispatched based on existing mutual aid agreements.

C. Pre-Hospital Emergency Medical Care

Pre-Hospital Emergency Medical Care will be available to provide immediate medical care to disaster victims suffering minor/major injuries.

D. Emergency Mortuary Operations

These operations will be the responsibility of the Arlington Health/Medical Officer in conjunction with the Sibley County-Sheriff's Department.

E. Health Threats

Serious potential or actual health problems (epidemics, food and/or water contamination, etc.) associated with a disaster will be the responsibility of the Arlington Health Officer and the Sibley County Board of Health. Support is available from the Minnesota Department of Health

F. Inquiry and Referral Service

Inquiry and referral will be the responsibility of the Red Cross.

III. COORDINATION

If a serious disaster occurs, resulting in multiple casualties in the City of

Arlington, overall coordination of the various health/medical organizations response to the disaster will take place at the Arlington EOC.

All area Hospitals and the Arlington Ambulance Service are equipped with radio communications equipment and can therefore communicate both among themselves and with the EOC.

IV. LOCAL SUPPORTING PLANS/PROCEDURES AND PERSONNEL

- A. Sibley County maintains a disaster plan
- B. Arlington Fire Department maintains a chemical emergency plan/procedure.
- C. Arlington Ambulance Service has established procedures regarding which hospital and where injured victims should be transported.
- D. A listing of pharmacies, sources of medical supplies, doctors, hospitals, ambulance services, and other health support services are located in the Sibley County Resource Manual.
- E. Arlington Ambulance Service and other medical service agencies/organizations which report to the scene of a serious accident/incident are responsible for developing and maintaining whatever standard operating guidelines (SOG's) they may need. Such SOG's should include guidance and instructions for operating in an environment in which hazardous materials are present. SOG's have been developed, and are on file with the Ambulance Service.

V. STATE SUPPORT

- A. Support is available from the Minnesota Department of Health and from Sibley County in responding to serious radiation incidents, as well as other major health threats. (See the Radiological/Hazardous Materials Protection Annex for more detailed information)
- B. Assistance is available from the Pollution Control Agency and the Department of Agriculture, Health, Public Safety and Transportation in the event of a catastrophic hazardous materials incident through the Minnesota Duty Officer. (See the Radiological/Hazardous Materials Protection Annex for more detailed information.)

VI. AUTHENTICATION

Date

Ambulance Manager

I. PURPOSE

To outline how evacuation, traffic control, and security will be carried out if emergency personnel are required due to a disaster in the City of Arlington.

II. RATIONALE AND RESPONSIBILITIES

The rationale for evacuation, whether for a large or small-scale emergency, is that hazardous conditions or potentially hazardous conditions can be best mitigated by moving the affected population to an area of lesser risk. Prior to recommending evacuation due to an actual/potential hazardous materials related threat, city officials will evaluate the benefit of sheltering in place. If sheltering is determined to be the most appropriate action, information and instructions will be provided to the affected citizens. (This may include, but is not limited to: closing doors (both internal and to the outside), windows, and fire place dampers, sealing/closing all vents, fans and other openings to the outside, turning off furnaces/air conditioners, covering and staying away from windows, and [in buildings] (minimizing the use of elevators.)

A. The following official(s) will be responsible for recommending evacuation:

<u>Official</u>	<u>Type(s) of Incident(s)</u>
Police Chief	Any life threatening incident
Fire Chief	Any life threatening incident

Back-up assistance for evacuation and traffic control would be available from the Sibley County Sheriff's Office.

B. Within Arlington, the Police Department will be responsible for coordinating an evacuation effort and has primary responsibility for traffic control and security.

II. PROCEDURES

A. Residents to be evacuated would be notified of the need to evacuate by door-to-door notification. The county wide emergency alert system (contact Sibley County Dispatch), local radio and TV stations will be used as a secondary means of notifications if circumstances allow.

- B. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and several other factors. The traffic arteries that will/can be used for evacuating all/part of the city are as follows:
 - 1. North/South Roads: MN Highway # 5 and County Road # 17
 - 2. East/West Roads: County Road # 12, 34 (Main Street), 166
- C. Depending upon which highways are used for evacuation, traffic control points will be established at that time.
- D. Mobility-impaired and other individuals unable to evacuate themselves can obtain assistance by calling the Arlington Ambulance.
- E. Facilities at risk (medical clinic, schools, etc.) may have developed their own SOGs for evacuation, and such SOGs would be available at the facility.

IV. STORM SHELTERS

- A. Arlington Event Center
- B. Lions Center-designated for the Seneca trailer park only
- C. East end trailer park shelter to be provided by the trailer park
- D. Every year by March 1, the City of Arlington is to notify residents that the Event Center is available for residents. Every year by March 1, the trailer park areas are required to notify residents of storm shelter locations.

V. RESOURCES AVAILABLE

- A. Arlington Ambulance Service vehicles that may be available, if needed, to evacuate non-ambulatory individuals.
- B. Sibley East Public Schools and the Sibley County Developmental Achievement Center (DAC) could provide buses, if needed, to assist in the evacuation process.
- C. Assistance for traffic control and security may be available from Sibley County Sheriff's Office.

VI. AUTHENTICATION

Date

Arlington Police Chief

CITY OF ARLINGTON

Annex G

EMERGENCY OPERATIONS PLAN

Fire Protection

I. PURPOSE

To summarize how fire protection is provided in the City of Arlington

II. RESPONSIBILITY

Fire protection is provided by Arlington Fire Department. This is a volunteer department, which has approximately 30 members. The department's level of hazardous materials incident response training is Level I, Awareness.

III. MUTUAL AID AGREEMENTS

The Arlington Fire Department participates in a written county-wide mutual aid agreement that involve(s) the following other fire departments: Gaylord, Gibbon, Green Isle, Henderson, New Auburn, Winthrop, and Sibley County Fire Chief's Assn.

It also has mutual aid agreements with: Brownston, LeSueur, Glencoe and Hamburg. Written mutual aid agreements exist, and are on file with the Arlington Fire Chief.

IV. COMMUNICATIONS CAPABILITY

Arlington Fire Department vehicles are equipped with the radio communications equipment and communicate on State and local Fire frequencies and can also communicate with the Police and Ambulance Services. Fire Department personnel are notified by a pager system for responding to an emergency.

V. SUPPORTING DOCUMENTS

The Arlington Fire Department is responsible for developing and maintaining whatever standard operating guidelines (SOGs) it may need in order to carry out its fire protection responsibilities. Such SOG(s) should include guidance and instructions for responding to a fire scene which involves hazardous materials. Refer also to the Radiological/Hazardous Materials Protection Annex to this plan.

VI. AUTHENTICATION

Date

Arlington Fire Chief

CITY OF ARLINGTON

Annex H

EMERGENCY OPERATIONS PLAN

Damage Assessment

I. PURPOSE

To provide an overview of how damage assessment will be accomplished following a disaster in the City of Arlington.

II. RESPONSIBILITIES

A. The Arlington Emergency Management Director (AEMD) is responsible for:

1. Developing and maintaining a damage assessment “team” composed of municipal and/or private sector agency representatives.
2. Maintaining an up-to-date listing of damage assessment team personnel.
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the city’s damage assessment effort following the occurrence of a disaster.

B. City government officials who, depending upon the nature of the disaster, will participate in a damage assessment effort:

1. Mayor
2. Administrator

C. County government officials who will participate in a damage assessment effort:

1. County Emergency Management Director
2. County Highway Engineer
3. County Assessor
4. County Human Services Director

D. Private Sector Agencies

Private Sector Agencies that might be available and that might be appropriate participants in a damage assessment effort:

1. Red Cross
2. Realtors
3. Hazardous Materials Clean-up Contractors (See the Sibley County Resource Manual for a listing of contractors.)

III. POLICIES AND PROCEDURES

- A. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.
- B. Where possible and when appropriate, pictures will be taken of damaged areas, and city maps will be used to show the location of damage sites.
- C. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the AEMD will contact the Sibley County Emergency Management Director, who will coordinate with the Minnesota Division of Emergency Management (DEM).
- D. When possible, the AEMD and other appropriate local government officials will participate in damage assessment procedure training.

IV. SUPPORTING DOCUMENTS

For additional information and guidance, refer to:

Disaster Response and Recovery: Request Procedures Relative to State and Federal Disaster Assistance Programs. (Available from the Sibley County Emergency Management Director.)

V. AUTHENTICATION

Date

Mayor of Arlington

I. PURPOSE

To describe how the congregate care (emergency housing, feeding, clothing, and counseling) needs of the City of Arlington residents (as well as incoming evacuees from other communities) will be met in the event of a disaster.

II. RESPONSIBILITIES

A. Primary Needs

The following primary congregate care needs of disaster victims will be met by the city and/or county government departments/private sector agencies indicated:

1. Emergency housing - Red Cross; Arlington Emergency Management Director (AEMD)
2. Emergency feeding - Red Cross; AEMD
3. Emergency clothing - Red Cross; AEMD
4. Crisis counseling - Sibley County Human Services (can also assist in 1,2 and 3 listed above.)

B. Additional Needs

The following additional congregate care needs of disaster victims will be met by the agencies/organizations indicated:

1. Registration of victims - Red Cross
2. Inquiry and referral (regarding disaster victims) - Red Cross
3. Decontamination of victims - Fire Department

III. COORDINATION OF CONGREGATE CARE

The AEMD will be responsible for providing overall coordination of the congregate care function. In order to facilitate this coordination, the Red Cross will provide a representative for the Arlington Emergency Operating Center (EOC).

IV. AVAILABLE RESOURCES/FACILITIES

A. (Potential) Reception Centers

Facilities in Arlington have been identified as being appropriate for use as reception centers for incoming evacuees from other communities. These facilities, and their location can be found in the Sibley County Facilities List.

B. Emergency Housing Facilities

Schools, churches, a meeting hall, stores, etc. have been identified in Arlington as being appropriate for use as emergency housing.

C. Emergency Feeding Providers

A listing of (congregate care) food providers within the city is on file in the Sibley County Resource Manual.

V. SUPPORTING DOCUMENTS

A. No written agreements (between the city and agencies/organizations that have agreed to assume responsibility for meeting (congregate care needs), exist.

B. The government agencies and private sector organizations that have agreed to carry out the congregate care responsibilities listed in this annex are expected to develop whatever standard operating guidelines (SOGs) they may need.

VI. AUTHENTICATION

Date

Arlington Emergency Management Director

I. PURPOSE

To describe how debris clearance will be accomplished following a disaster in the City of Arlington.

II. RESPONSIBILITIES

The Arlington Streets & Public Utilities will be responsible for debris clearance.

III. POLICIES AND PROCEDURES

A. Except in unusual circumstances, removal of debris from private property will be the responsibility of the property owner.

B. Debris will be disposed of at the appropriate landfill or private demolition landfill. Downed trees will be disposed of at the city compost site.

C. If additional debris clearance-type equipment/assistance is needed, it can be obtained from Sibley County and/or private contractors.

IV. AUTHENTICATION

Date

Arlington City Street Superintendent

I. PURPOSE

To provide an overview of how utility services will be restored as a result of a disaster/emergency.

II. RESPONSIBILITIES

The City of Arlington is responsible for providing the following utility services for the City of Arlington.

- A. Electrical Service
- B. Water Service
- C. Sewer Service

III. SERVICE RESTORATION

In the event of a utility outage due to a disaster, the following office/agencies should be called in order to restore service:

- A. Electrical Service - City of Arlington
- B. Water/Sewer Service - PeopleService
 - A "Water Plant, Wastewater Facility, and Collection System Emergency Plan" was developed by PeopleService and is stored under separate cover.
- C. Telephone Service - Frontier
- D. Arlington Cable TV - MediaCom

IV. STATE SUPPORT/RESPONSIBILITIES

For the most part, the restoration of utility damages as a result of a disaster/emergency is the responsibility of either a private company or a municipality; whichever owns and operates that utility. However, it is possible that a state agency might become involved in restoration efforts, either because of a state or federal statutory requirement to do so, or because of the consequences associated with the loss/disruption of utility service. Local governments that feel that state government assistance is needed in utilities restoration effort may contact the Minnesota Duty Officer.

V. AUTHENTICATION

Date

City Administrator

I. PURPOSE

To provide an overview of how the City of Arlington will respond to a radiological/hazardous materials accident/incident.

II. RESPONSE TO RADIOLOGICAL/HAZARDOUS MATERIALS ACCIDENTS/INCIDENTS

A. Radiological Incidents/Accidents

Within the City, the Arlington Fire Department is responsible for developing and maintaining the radiological protection response capability necessary to minimize the threat to citizens in the event of a radiological accident/incident. This capability includes monitoring, reporting, assessment, containment, decontamination, and protective actions. Specific responsibilities are as follows:

1. Peacetime Accidents/Incidents

In all likelihood, most peacetime accidents/incidents will be confined to a relatively small area, and will be minor in impact. However, if an accident/incident is beyond the capability of the City, the Sibley County Emergency Management Director can be called upon for assistance. If the accident/incident is beyond the capability of the county, the Minnesota Department of Health, Radiation Control Section, has the trained personnel, equipment, and authority to provide assistance. For all accident/incidents, the City will be responsible for: controlling access to the scene, providing medical care for victims, preventing the spread of contamination by people and vehicles, obtaining basic information as to what has happened, and notifying the **Minnesota Duty Officer (1-800-422-0798) (outside the Minneapolis/St. Paul metro area); TDD 612-297-5353; 1-800-627-3529.**

2. Enemy Attack

Although plans and preparations have been made at the state and federal levels to assist local governments during periods of widespread radiological emergencies caused by nuclear detonations such assistance would probably not be available immediately. Therefore, the City (and County) should be prepared to provide for its own radiological monitoring and decontamination needs for the short term.

B. Other Hazardous Materials Incident/Accidents

1. Pre-Identification and Analysis of Risk

In response to the requirements and recommendations contained in the Superfund Amendments and Reauthorization Act (SARA) of 1986, as well as other legislation, the following specific risk/potential risk sites/locations within the city have been pre-identified:

- a. "Covered facilities." (Facilities that possess extremely hazardous materials.)
- b. Facilities (schools, medical clinic, etc.) at risk due to their closeness to facilities with extremely hazardous materials.
- c. Transportation routes (roads and highways) for extremely hazardous materials.

2. Determination of a Release of Hazardous Materials

Facilities located within the City that use, store, manufacture or transport hazardous materials are responsible for developing systems and training their employees so as to be able to promptly determine and report that a release of hazardous materials has occurred. This notification will be made to the county warning point by call 9-1-1. Similarly, city government employees who respond to transportation and other accidents/incidents will receive training designed to help them determine if hazardous materials are present.

3. Response to a Release of Hazardous Materials

- a. Facilities within the City that possess extremely hazardous materials are required to develop and maintain a procedure that their employees will follow in the event of a release of those materials. A copy of a guide to create the procedure, the "Facility Emergency Planning Outline", may be obtained through the
County
the
place
Emergency management director. Employee observation is method for which a release will be determined to have taken by the facilities in Arlington.

- b. The Sibley County Emergency Management Office has conducted a vulnerability analysis to determine potential populations and facilities that might be affected by a hazardous materials emergency. The approaches used to decide the area of the City likely to be affected were the following: the Sibley County

and U.S.DOT Emergency Response Guidebook.

c. . Local emergency response organizations are responsible for developing methods and procedures for response to a release of hazardous substances.

4. Hazardous Materials Response Capabilities

a. Within the City, the Fire Department has the primary responsibility for responding to a serious hazardous materials accident/incident. The Fire Department is trained and equipped to handle the following type of hazardous materials response: Arlington Fire Department is trained at the Level I, Awareness.

In addition, the Police Department, Ambulance Services and first responders will/may participate in the response. These departments will develop whatever standard operating guidelines (SOGs) they may need in order to carry out this responsibility. Preplans for hazardous materials response may be developed for facilities, and are on file with each agency.

b. City government emergency responders will begin their determination of the area affected by a hazardous materials release by identifying/verifying the hazardous material(s) involved. For the most part, they will then rely on the following system/approach to decide which area of the city to evacuate: previously conducted vulnerability analysis, and facility input.

c. A description of the HAZMAT training program including schedules for training of local emergency response and medical personnel is on file with each emergency response agency.

5. A listing of the major emergency equipment including the police and fire chief are located in the Sibley County Resource Manual. HAZMAT facilities falling under SARA regulations are required to designate a facility emergency coordinator who shall make determinations, necessary to implement the plan.

III. STATE SUPPORT

A. In the event of a major accident/incident involving radiological materials that is beyond the capabilities of local government, assistance from the Minnesota Department of Health, Radiation Control Section, can be requested. Requests for such assistance should be made to the Minnesota Duty Officer.

the capabilities of local government, assistance from other departments of state government can be requested. Such requests should be submitted to the Minnesota Duty Officer.

IV. FEDERAL SUPPORT

A. In the event of a hazardous materials accident/incidents that are beyond the capabilities of local and state government, the national regional response team can be requested. Requests for such assistance should be made to the Minnesota Duty Officer.

B. Reimbursement of costs for a hazardous materials response is available through the U.S. Environmental Protection Agency. To be eligible for reimbursement, contact the National Response Center (1-800-424-8802) within 24 hours of the incident and subsequently submit application for reimbursement.

V. SUPPORTING/REFERENCE DOCUMENTS

A. FEMA Civil Preparedness Guide 1-30. (Guide for the Design and Development of a Local Radiological Defense Support System)

B. The Minnesota Division of Emergency Management (DEM) can provide local governments with radiological protection guidance materials designed to assist in the development of a standard operating procedure.

C. The National Response Team's Hazardous Materials Emergency Planning Guide, and Technical Guidance for Hazard Analysis

D. U.S. DOT's Emergency Response Guidebook

VI. AUTHENTICATION

Date

Arlington Emergency Management Director

Sibley County Facilities List

Name	Address	Phone
American Lutheran Church, ELCA	911 8 th St., Gaylord MN 55334	507-237-2428
Apostolic Christian Church of America	Carver and 10th St., Winthrop MN 55396	507-647-2671
Arlington Community Center	204 Shamrock Dr., Arlington MN 55307	507-964-2378
Arlington Seventh-day Adventist Church	201 7th Ave. SW, Arlington, MN 55307	507-304-3410
Arlington United Methodist Church	303 W. Alden St., Arlington MN 55307	507-964-2288
Augustana Luthrean Church, ELCA	730 Cedar, Gibbon MN 55335	507-834-6108
Centennial Lutheran Church, LCMS	701 Locust St., Henderson MN 56044	507-248-3888
Creekside Community Church	114 Shamrock Dr., Arlington MN 55307	507-964-2872
Faith United Church	202 East 4th St., Winthrop MN 55396	507-647-2393
First Lutheran Church, ELCA	213 N Hennepin, Winthrop MN 55396	507-647-5750
GFW Elementary School	323 E. 11 th St, Gibbon MN 55335	507-834-6501
GFW High School	1001 N. Cottonwood St., Winthrop MN 55396	507-647-4329
Green Isle Community School	190 Mcgrann St., Green Isle MN 55338	507-326-7144
Hilltop Elementary School	700 S. St., Henderson MN 56044	507-665-5900
Immanuel Lutheran Church, LCMS	312 Fifth St., Gaylord, MN 55334	507-237-2380
Minnesota New Country School	210 Main St., Henderson MN 56044	507-248-3353
Norwegian Grove Lutheran Church, ELS	33879 State Highway 22, Gaylord, MN 55334	507-246-5312
Peace Lutheran Church, ELCA	413 W. 5th St., Winthrop, MN 55396	507-647-5374
Peace Lutheran Church, LCMS	514 Freedom Dr., Arlington, MN 55307	507-964-2959
Redeemer Lutheran Church, ELCA	14226 W 280th St., Henderson, MN 56044	507-665-2932
Sibley East Elementary School	625 Harvey Dr., Gaylord, MN 55334	507-237-5511
Sibley East High School	202 3 rd Ave NW, Arlington MN 55307	507-964-2292
St. Francis De Sales Parish	510 North Brown St., Winthrop, MN 55396	507-237-2851
St. John Lutheran Church, ELCA	24481 561st Ave., Winthrop, MN 55396	507-647-2165
St. John Lutheran Church, LCMS	38597 State Hwy 19, Arlington, MN 55307	507-964-2400
St. John Lutheran Church, LCMS	23677 491 Ave., Gaylord, MN 55334	507-237-2782
St. Joseph Parish	213 S. Sixth St., Henderson, MN 56044	507-248-3550
St. Mary Parish	504 7th Ave. NW, Arlington, MN 55307	507-964-5413
St. Michael Catholic Church	411 Court Ave., Gaylord, MN 55334	507-237-2851
St. Paul Lutheran Church, ELCA	513 Main Ave., Gaylord, MN 55334	507-237-5148
St. Paul Lutheran Church, LCMS	240 Cleveland Ave, Green Isle, MN 55338	507-326-3451
St. Paul Lutheran Church, WELS	101 W. Chandler, Arlington, MN 55307	507-964-2731
St. Paul's Lutheran School	510 W. Adams St., Arlington, MN 55307	507-964-2397
St. Peter Lutheran Church/School LCMS	63924 240th St., Gibbon, MN 55335	507 834 6584
St. Willibrord Parish	1032 Ash Ave., Gibbon, MN 55335	507-834-6461
Trinity Lutheran Church, ELCA	32234 431st Ave., Gaylord, MN 55334	507-237-2705
Zion Lutheran Church, ELCA	814 W. Brooks St., Arlington, MN 55307	507-964-5454
Zion Lutheran Church, LCMS	3 mi. SW, Green Isle, MN 55338	507-964-2911
Zion Lutheran Church, WELS	608 Highland Dr., Winthrop, MN 55396	507-647-5582

CITY OF ARLINGTON SCHEDULE OF CHARGES

HOURLY LABOR CHARGES

	<u>REGULAR</u>	<u>OVERTIME</u>	<u>DOUBLE TIME</u>
LINeworker	\$ 110.00	\$ 140.00	\$ 160.00
Foreman	\$ 118.00	\$ 148.00	\$ 168.00
Staker	\$ 110.00	\$ 140.00	\$ 180.00
Operations Manager	\$ 146.00	N/A	N/A
Electrician	\$ 102.00	\$ 122.00	\$ 162.00
SUB-CONTRACTED SERVICES- ENGINEERING, POLE INSPECTIONS, ETC.		Billed at cost	
ADMINISTRATION FEES		Billed at cost plus 5%	

HOURLY VEHICLE/EQUIPMENT CHARGES

AERIAL	\$ 80.00
DIGGER/DERRICK	\$ 95.00
PICKUP	\$ 45.00
URD TRENCHER	\$ 100.00
URD PLOW	\$ 100.00
WALK BEHIND TRENCHER	\$ 60.00
TRAILERS (WIRE,POLE, EQUIPMENT)	\$ 40.00
KUBOTA (OFF-ROAD VEHICLE)	\$ 55.00
MINI EXCAVATOR	\$ 105.00
CARS - IRS CURRENT RATE: *Could change based on IRS guidelines	\$0.625/MILE

MATERIAL CHARGES: Materials plus 15% for purchasing, handling, storage, etc.