

**ARLINGTON CITY COUNCIL
MEETING AGENDA
JULY 2, 2018 AT 6:30 PM
COUNCIL CHAMBERS**

The City Council is provided background information for agenda items in advance by city staff, committees and boards. Many decisions regarding agenda items are based upon this information, as well as: City policy and practices, input from constituents, questions or information that has not yet been presented or discussed regarding an agenda item. If you have a concern or question, please ask to be recognized by the Mayor during the "Citizens addressing the Council" portion of the agenda— state your name and address for the record. Please keep comments under 5 minutes. Individuals wishing to speak for more than five minutes should ask to be included on the agenda in advance. All comments are appreciated, but please refrain from personal or derogatory attacks on individuals.

1. Call Meeting to Order and Pledge of Allegiance
2. Roll Call
3. Approve the Agenda and any Agenda Additions

CONSENT AGENDA

The items listed for consideration will be enacted by one motion unless the Mayor, a member of the City Council, City Staff or a person in attendance requests an item to be removed from the Agenda.

4. Approval of Consent Agenda.
 - A) Approval of the June 4, 2018 Council Meeting Minutes
 - B) Approval of the June 18, 2018 Council Meeting Minutes.
 - C) Approval of Bills.
 - D) Approval of Arlington Area Ambulance Service & Sibley County Agricultural Association 2018 Service Agreement for the September 7th – 8th Bull Riding Event.
 - E) Approve Two (1-4 day) Temporary on Sale Liquor Licenses for the Sibley County Agricultural Association, County Fair, August 1st-3rd & August 4th-5th
 - F) Approve Temporary On Sale Liquor License (1-4 day) for Sibley County Agricultural Association, Bull Riding Fundraiser, September 7th-9th.
 - G) Approve Temporary On Sale Liquor License (1-4 day) for Sibley County Agricultural Association Fire Department Dance, October 6th.
 - H) Approve Police Chief John Petterson's 6-Month Performance Evaluation with a Rating of Commendable- Performance Routinely Exceeds Expectations and Requirements.
 - I) Approve Maintenance Employee Mike Willmsen's 6-Month Performance Evaluation with a Rating of Satisfactory- Performance Routinely Meets Expectations and Requirements.

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
6. Announcements
 - A) Leading Sibley Together is Recruiting Participants for the 2018-2019 Leadership Program, Applications can be found on the County website at www.co.sibley.mn.us.
 - B) Arlington Summer Reading Program, June 11- July 27 @ Arlington Library. Visit the Arlington Library to Review the Calendar of Events.
 - C) Story Hour with Marie Kreft, Wednesdays and Fridays, 10:00-11:00 AM @ Lion's Center at Four Seasons Park. No Story Hour on July 4th.
 - D) Story Hour Parade, Friday, July 20 at 10:00 AM @ Arlington Public Library.
 - E) Arlington Farmer's Market, Mondays July - September 24 from 4:00 p.m. – 6:30 p.m. @ Arlington Community Center Parking Lot.
 - F) Arlington Night Out, Tuesday, August 7, 5-7:30 p.m. @ Four Seasons Park.
7. Communications

- A) May Water/Wastewater Report.
- B) Press Release Regarding Planning and Zoning Services for Sibley County.
- C) Correspondence from Coalition of Greater MN Cities and Invitation to Attend Their Summer Conference July 25-27, 2018 at the Verizon Center in Mankato.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- 8. Economic Development Association Report- Amy Newsom
- 9. June Maintenance Department Update – Kirby Weckworth

ORDINANCES & RESOLUTIONS

- 10. Resolutions
 - A) Resolution 48-2018 - Appointing Election Judges for the 2018 Elections.
 - B) Resolution 49-2018 – Regarding the Support of a Job Creation Fund Application in Connection with Ninkasi Hops, Inc.
 - ~~C) Resolution 50-2018 – Approving the Business Assistance Application.~~ (removed)
 - D) Resolution 51-2018 – Supporting Submittal of a Grant Application to the State Emergency Communications Board (SECB) Seeking \$200,000 to Assist in the Purchase of an Antenna to Resolve the 800 MHz Radio Reception Issues

UNFINISHED BUSINESS

- 11. Approve/Deny May 21, 2018 Presentation by Tom Olinger of the 2017 Audit.

NEW BUSINESS

- 12. Approve/Deny Kirby Weckworth’s Application to the 2018-2019 Leading Sibley Together Leadership Program.
- 13. Approve/Deny Pay Estimate No. 8 for \$78,350.06 to OMG Midwest, Inc. d/b/a/ Chard Tiling & Excavating for Work on the 2017 Street & Utility Improvement Project.
- 14. Discussion Regarding the Amount Paid to City Employees for Use of Personal Cell Phone for Work Purposes as Allowed in Section 22 of the Arlington Personnel Policy Handbook.
- 15. Approve/Deny the Finance Committee’s Recommendation to Proceed with Avant Energy for Conducting an Electrical Rate Study as Required by the City’s Bond which Requires A Certain Amount of Revenue.
- 16. Review and Consider Updating Sales Price of the TSE Building.
- 17. Approve/Deny Allowing City Administrator to participate in Don Salverda Effective Management Program.
- ~~18. Discussion Regarding Staff Spending Limits.~~ (removed)

MISCELLANEOUS BUSINESS

- 19. Closed session to discuss City Administrator Patrick Melvin’s 6-Month Performance Evaluation.
- 20. Approve City Administrator Patrick Melvin’s 6-Month Performance Evaluation with a Rating of Satisfactory- Performance Routinely Meets Expectations and Requirements.
- 21. Council Member/Committee Updates
- 22. Open Discussion-

ADJOURNMENT

Reminders:

Planning & Zoning – July 5th @ 7 p.m.
 EDA – July 9th @ 5:30 p.m.

**ARLINGTON CITY COUNCIL
MEETING MINUTES
JULY 2, 2018**

The regular meeting was called to order at 6:36 p.m., Mayor Richard Nagel presiding.

Members present: Mayor Rich Nagel, Adam Cowell (arrived a few minutes late), Tom Hatlestad, Jim Heiland

Members absent: Michelle Battcher, Ben Jaszewski

Also present: City Adm. Pat Melvin, City Attorney Ross Arneson, Craig & Georgia Buss, Mike Scharping, Amy Newsom, Lilian Nakijoba, Sabrina Hille, Tim Haggenmiller, Maint. Supvr. Kirby Weckworth, Kurt Menk

Amy Newsom, along with interns Lilian Nakijoba and Sabrina Hille, presented the annual report for the EDA. Both interns introduced themselves. Newsom reviewed what has occurred within the EDA over the last year. The website and Facebook pages are now being updated monthly. The City of Arlington is being mentioned in the County's quarterly newsletter. She commented on the various projects and or goals the EDA has been working on or has closed out. She added that the EDA is having a housing study done. It was noted that since the approval of the child care loan, two loans had been approved.

Newsom talked briefly about a prospective new business that would like to come to Arlington and the location (EDA property known as 'hotel' site) they were looking at. She stated that the owners would be making a presentation at the next EDA meeting.

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

Remove item 10C) Resolution 50-2018 – Approving the Business Assistance Application

Remove item 18) Discussion Regarding Staff Spending Limits.

Motion by Heiland, seconded by Hatlestad, and carried (Heiland opposed) to approve the consent agenda as follows:

- A) Approval of the June 4, 2018 Council Meeting Minutes
- B) Approval of the June 18, 2018 Council Meeting Minutes
- C) Approval of Bills
- D) Approval of Arlington Area Ambulance Service & Sibley County Agricultural Association 2018 Service Agreement for the September 7th-8th Bull Riding Event.
- E) Approve Two (1-4 day) Temporary On Sale Liquor Licenses for the Sibley County Agricultural Association, County Fair, August 1st-3rd & August 4th-5th.
- F) Approve Temporary On Sale Liquor License (1-4 day) for Sibley County Agricultural Association, Bull Riding Fundraiser, September 7th-9th.
- G) Approve Temporary On Sale Liquor License (1-4 day) for Sibley County Agricultural Association, Fire Department Dance, October 6th.
- H) Approve Police Chief John Petterson's 6 Month Performance Evaluation with a Rating of Commendable – Performance Routinely Exceeds Expectations and Requirements
- I) Approve Maintenance Employee Mike Willmsen's 6 Month Performance Evaluation with a Rating of Satisfactory – Performance Routinely Meets Expectations and Requirements.

It was noted that there were no public hearings scheduled.

Mike Scharping & Tim Haggenmiller addressed the Council about their concerns with the recent flooding and sewer backup. It was noted that there were several other properties affected also in that general area.

Scharping and Haggenmiller commented that they want to see the issue get resolved. Adm. Melvin stated that a meeting will be scheduled.

It was noted that there were no other citizens present to address the Council on non-agenda items.

The following announcements were reviewed:

- A) Leading Sibley Together is Recruiting Participants for the 2018-2019 Leadership Program, Applications can be found on the County website at www.co.sibley.mn.us.
- B) Arlington Summer Reading Program, June 11 – July 27 @ Arlington Library. Visit the Arlington Library to Review the Calendar of Events.
- C) Story Hour with Marie Kreft, Wednesdays and Fridays, 10:00-11:00 AM @ Lion's Center at Four Season's Park. No Story Hour on July 4th.
- D) Story Hour Parade, Friday, July 20 at 10:00 AM @ Arlington Public Library.
- E) Arlington Farmer's Market, Mondays July - September 24 from 4:00 p.m. – 6:30 p.m. @ Arlington Community Center Parking Lot.
- F) Arlington Night Out, Tuesday, August 7, 5-7:30 p.m. @ Four Seasons Park.

The Council reviewed the following communications:

- A) May Water/Wastewater Report
- B) Press Release Regarding Planning and Zoning Services for Sibley County
- C) Correspondence from Coalition of Greater MN Cities and Invitation to Attend Their Summer Conference July 25-27, 2018 at the Verizon Center in Mankato.

Maintenance Supvr. Kirby Weckworth provided an update on the Maintenance Department. He reported that there had been some issues recently with the fire alarm system at the Community Center. He had contacted Johnson Controls, who had taken over the system from Simplex, about the issues and really didn't get anywhere. He had a different technician come out and look at the system and was told it was old and needed to be replaced. Weckworth was in the process of obtaining a couple of bids to replace the system.

Motion by Heiland, seconded by Hatlestad, and passed by unanimous vote to authorize the replacement of the fire alarm system at the Community Center in an amount not to exceed \$11,100.

Maintenance Supvr. Weckworth talked about the recent flooding that has occurred and the hours they worked in lieu thereof pumping water from Frenzel Park and away from the Good Samaritan Center. He questioned if the City should be responsible for pumping out the Good Samaritan Center. He felt that the Good Sam Center should be responsible for their own facility. Some discussion was held on what the next street/utility project should be, whether to continue on the northwest or move over to the southeast. There was consensus that sewage backing up was more pressing than storm water.

Maintenance Supvr. Weckworth reported that they have been working on spraying weeds, doing cold patching, and chipping after storms. A sign is being made for the Sportsman's Park entrance. Tree stump removal has started. There are many items to be done yet such as street sweeping, hot patching, waxing the Community Center Floor, fixing the trip hazards with the brick pavers on Main Street, painting and putting up the no parking signs by the fire department and school.

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

RESOLUTION NO. 48-2018

A RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2018 ELECTIONS

WHEREAS, a State Primary Election will be held on Tuesday, August 14, 2018, and polls must be open from 7:00 a.m. to 8:00 p.m.; and

WHEREAS, a General Election will be held on Tuesday, November 6, 2018, and polls must be open from 7:00 a.m. to 8:00 p.m.; and

WHEREAS, Minnesota Statute 204B.21, subd. 2 requires Election Judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of Arlington has one precinct; and

WHEREAS, the attached list of individuals have applied to serve as Election Judges for the Primary and General Elections and have agreed to perform all statutory duties related to the election process.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington, Minnesota, that the attached list of individuals is hereby approved for the 2018 elections.

BE IT FURTHER RESOLVED, that the hourly wage for training time and the election judge services are hereby approved for the 2018 election at \$9.50 per hour, except that the Head Judges will be paid \$10.00 per hour. Mileage incurred due to training and election duties shall be reimbursed at the current IRS rate.

FURTHERMORE BE IT RESOLVED, that the City Administrator is hereby authorized to appoint any substitutions to Election Judges if necessary.

ELECTION JUDGES – 2018 PRIMARY & GENERAL ELECTION SCHEDULE

MORNING SHIFT (6:00 am – 2:45 pm)

Minimum requirement: 4 Judges

Ron Laabs – *Head Judge*
412 Circle Lane, Arlington

Loanne Sorenson
724 Marion Drive, Arlington

Theresa Wroge (*new*)
312 4th Avenue NE, Arlington

Terry Klages (*new*)
209 West Main Street, Arlington

Faye Ryan (*new*)
109 E. Clinton Street

Helen Kittock
401 Creekview Lane, Arlington

Pat Grabitske
302 West Adams Street, Arlington

Barb Luepke (*new*)
112 East Baker Street, Arlington

Donna Wolter (*new*)
305 5th Avenue NW, Arlington

AFTERNOON SHIFT (2:30 – 8:00 pm+)

Minimum requirement: 5 Judges

Renae Dose - *Head Judge*
107 East Brooks Street, Arlington

Diane Ebersviller
505 Circle Lane, Arlington

Pauline Wiemann
503 West Adams Street, Arlington

Roseann Nagel
311 E. Clinton Street, Arlington

Janet Deno (*new*)
303 West Adams Street, Arlington

Carol Mesenbring
502 West Elgin Street, Arlington

Marion Van Moorlehem
507 West Elgin Street, Arlington

Ruth Voight
206 East Dayton Street, Arlington

Betty Rud (*new*)
411 East Elmwood Street, Arlington

ALTERNATES

Patrick Melvin (*new*)
204 Shamrock Drive, Arlington

****Election Official – Vicki Pomplun (for both elections)****

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

Adopted by the City Council of the City of Arlington this 2nd day of July, 2018.

Signed: /s/ Richard Nagel
Mayor Richard Nagel

Attested: /s/ Patrick Melvin
City Administrator Patrick Melvin

Whereupon the resolution was declared duly passed and executed.

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

RESOLUTION NO. 49-2018

**A RESOLUTION REGARDING THE SUPPORT OF A JOB CREATION FUND
APPLICATION IN CONNECTION WITH NINKASI HOPS, INC.**

WHEREAS, the City of Arlington, Minnesota (the “City”), desires to assist Ninkasi Hops, Inc., a hops manufacturing facility, which is proposing to construct a facility in the City; and

WHEREAS, the City of Arlington understands that Ninkasi Hops, Inc., through and with the support of the City, intends to submit to the Minnesota Department of Employment and Economic Development an application for an award and/or rebate from the Job Creation Fund Program; and,

WHEREAS, the City of Arlington held a city council meeting on July 2, 2018 to consider this matter.

NOW, THEREFORE, BE IT RESOLVED, that after due consideration, the Mayor City Council, and the City Administrator of the City of Arlington, Minnesota, hereby express their approval of the project proposed by Ninkasi Hops, Inc. and its application for an award and/or rebate from the Job Creation Fund Program.

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

Adopted by the City Council of the City of Arlington this 2nd day of July, 2018.

Signed: /s/ Richard Nagel
Mayor Richard Nagel

Attested: /s/ Patrick Melvin
City Administrator Patrick Melvin

Whereupon the resolution was declared duly passed and executed.

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

RESOLUTION NO. 50-2018

**A RESOLUTION APPROVING SUBMITTAL OF A GRANT APPLICATION TO THE STATE
EMERGENCY COMMUNICATIONS BOARD (SECB) SEEKING \$200,000 TO ASSIST IN THE
PURCHASE OF AN ANTENNA TO RESOLVE THE 800 MHz RADIO RECEPTION ISSUES.**

WHEREAS, A group consisting of representatives from Sibley County, the City of Arlington, Sibley East School District and Ridgeview Sibley Medical Center has been meeting over the last six months to discuss and identify solutions to the problem of poor reception issues with the existing ARMER 800 MHz Radio System;

WHEREAS, The group has concluded that the best long-term solution for resolving this reception issue is to purchase and install an additional antenna providing a stronger 800 MHz signal within the County at a cost of \$500,000;

WHEREAS, Law Enforcement, Fire and Emergency Responders in the area rely heavily on the ARMER 800 MHz Radio System to be able to communicate effectively during life threatening situations;

WHEREAS, The Council recognized that the application for this grant requires a commitment to implement the project; if funding is awarded in the amount of \$200,000 and the City of Arlington provides \$150,000, Sibley County will provide up to \$150,000 in order to provide 50% match funding. The Board also recognizes that the project must be completed in total by December 31, 2019.

NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF ARLINGTON, that The City Council hereby approves submittal of a grant application to the state emergency communications board (SECB) seeking \$200,000 to assist in the purchase of an antenna to resolve the 800 MHz radio reception issues.

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: Cowell, Hatlestad, Heiland; and the following against the same: None; and the following abstained from voting: None; and the following were absent: Battcher, Jaszewski.

Adopted by the City Council of the City of Arlington this 2nd day of July, 2018.

Signed: /s/ Richard Nagel
Mayor Richard Nagel

Attested: /s/ Patrick Melvin
City Administrator Patrick Melvin

Whereupon the resolution was declared duly passed and executed.

Adm. Melvin explained that the 2017 Audit was presented at a previous meeting, but was not formally adopted/accepted.

Motion by Cowell, seconded by Heiland, and passed by unanimous vote approve the May 21, 2018 Presentation by Tom Olinger of the 2017 Audit.

Motion by Hatlestad, seconded by Heiland, and passed by unanimous vote to approve Kirby Weckworth's Application to the 2018-2019 Leading Sibley Together Leadership Program.

The Council reviewed Pay Estimate No. 8 in the amount of \$78,350.06 to OMG Midwest, Inc. for work on the 2017 Improvement Project. He stated that this was the last payment except for the 5% being retained. Discussion was held on what was still needed to be done before the retainer could be released.

Motion by Cowell, seconded by Hatlestad, and passed by unanimous vote to approve Pay Estimate No. 8 for \$78,350.06 to OMG Midwest, Inc. d/b/a Chard Tiling & Excavating for work on the 2017 Street and Utility Improvement Project.

The Council reviewed Section 22 of the Personnel Policy Handbook regarding use of personal cellphone for work purposes. He explained that three employees currently are using their personal phones for work. In the past, the City reimbursed employees the cost of what the City would have had to pay each month if the employee would have been issued a City phone to use (\$23/mo). Adm. Melvin stated that flip phones had been used/issued in the past, but smart phones are now being used (more expensive). He suggested increasing the fee to \$30-\$40. Hatlestad and Cowell felt that was reasonable versus paying for a new phone plus the monthly fee.

Motion by Heiland, seconded by Hatlestad, and passed by unanimous vote to pay/reimburse city employees \$40/month for use of personal cellphones for work.

Adm. Melvin commented that the City (per its electric utility bond) is required to maintain a certain amount of revenue (not less than 125% of the principal) a year, which the City has now fallen below that. The Finance Committee met and reviewed proposals from a few companies to do an electrical rate study. It was noted that the City has not done a rate study in quite some time and the City's Financial Advisor was recommending that one be done. Adm. Melvin commented that the Finance Committee noted that Avant was already familiar with MMPA (City's electrical cooperative) and felt it would be better to go with a company that was knowledgeable about MMPA.

Motion by Heiland, seconded by Hatlestad, and passed by unanimous vote to approve the Finance Committee's recommendation to proceed with Avant Energy for conducting an Electrical Rate Study as required by the City's Bond which requires a certain amount of revenue.

Adm. Melvin provided an update on the TSE Building showings. He stated that he had been in touch with the Realtor, who informed him that five or six individuals had looked at the building. The

challenges with the building are the different floor levels and it is office space, which people are looking for warehouse space. It was the consensus of the Council to have the EDA discuss updating (reducing) the sales prices for the building.

Adm. Melvin presented information on the Donald Salverda Effective Management Program. He explained what the program was about and how it could help him in his position as City Administrator.

Motion by Hatlestad, seconded by Heiland, and passed by unanimous vote to approve allowing City Administrator to participate in Don Salverda Effective Management Program for the balance of 2018.

Motion by Heiland, seconded by Hatlestad, and passed by unanimous vote to recess the regular meeting and go into a closed session.

Mayor Nagel recessed the regular session and started the closed session at 8:38 p.m. He stated the purpose of the closed session was to discuss City Adm. Patrick Melvin's 6-month Performance Evaluation.



Motion by Hatlestad, seconded by Heiland, and passed by unanimous vote to adjourn the closed session.

Mayor Nagel adjourned the closed session and reconvened the regular meeting.

Motion by Hatlestad, seconded by Cowell, and passed by unanimous vote to approve City Administrator Patrick Melvin's 6-Month Performance Evaluation with a rating of Fully Competent – Work Timeliness Meets Expectations and Performance is good and valuable.

Brief discussion was held on the 2nd Avenue Street Project. Mayor Nagel questioned where things were at. Adm. Melvin stated that Engineer Femrite was trying to set up a meeting with all parties, including the School. The City was requesting that the School cover the cost to have the street mill and overlaid. The School felt that only patching was necessary. Adm. Melvin will follow up with Engineer Femrite.

Heiland expressed his concern about the recent heavy rains and how 7th Avenue floods between the Catholic Church and Good Samaritan. He stated that it took over five hours for the water to go down and believes there is a blockage in a line somewhere.

Motion by Hatlestad, seconded by Cowell, and passed by unanimous vote to adjourn the meeting at 8:48 pm.

City Administrator Patrick Melvin

Mayor Richard Nagel