

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
APRIL 16, 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 March 19, 2018 City Council Meeting Minutes.
  - ~~B) Approval of the April 2, 2018 City Council Meeting Minutes. (removed)~~
  - C) Approval of Bills.
  - D) Approval of the Raceway Ambulance Service Agreement.
  - E) Authorize Hiring of Kenneth Perschau, Seasonal Mower.
  - F) Authorize Hiring of William Rauh, Seasonal Mower.

**PETITIONS, REQUESTS, & COMMUNICATIONS**

5. Addressing the Council
  - A) John Paulmann regarding bus traffic at Sibley East School.
6. Announcements
  - A) Senior Expo, Tuesday, April 17<sup>th</sup>, 9:00 a.m. - 2:15 p.m. at the Arlington Community Center.
  - B) Local Board of Appeal and Equalization Open Book Meeting: Thursday, April 19<sup>th</sup>, 3-8 p.m. at Sibley County Courthouse, 400 Court Avenue, Gaylord.
  - C) 3<sup>rd</sup> Annual Sibley County Community and Business Expo Thursday, April 19<sup>th</sup>, Arlington Community Center, 4-7 p.m., Contact Amy Newsom at (507) 237-4117 to arrange for a booth.
  - D) Sibley County Municipalities Association Meeting Thursday, April 19<sup>th</sup>, Green Isle Fire Hall, Community Room at 6:00 p.m. where an update on the Medical School will be provided.
  - E) Household Hazardous Waste Collections Thursday, April 19<sup>th</sup>, 10 a.m.-4 p.m. at Sibley Highway Shop.
  - F) Sibley County ACT on Alzheimer's Lunch and Learn, April 26<sup>th</sup>, 11:30 a.m. – 12:30 p.m. at Arlington Community Center with Katie Roberg, Therapeutic Recreation Specialist speaker.
  - G) Marketing Hometown America Kickoff Meeting, Thursday, April 27<sup>th</sup> 26<sup>th</sup>, 7-8 p.m., Arlington Community Center. Contact [AmyN@co.sibley.mn.us](mailto:AmyN@co.sibley.mn.us) to be involved.
  - H) Cancer Cruise, Saturday, May 19<sup>th</sup>, Four Season's Park 9 a.m. 5K Fun Run & Walk, Car Show at St. Paul's Lutheran Church 11 a.m.- 4 p.m. with cruise departing Arlington at 4 p.m.
  - I) City of Arlington Clean-Up Day, May 24<sup>th</sup>, 9 a.m. – 4 p.m. in Partnership with Tri-County Waste Tire, Appliance & Electronics Collections @ Sibley County Fairgrounds.
7. Communications
  - A) March Building Report
  - B) March Water/Wastewater Report
  - C) Certificate of Commendation awarded to Arlington Waste Water Treatment Plant and Staff

## **REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

8. People's Services Annual Report- Lee Ortloff and Greg Stang
9. Police Department Update/March Report – Police Chief John Petterson

## **ORDINANCES & RESOLUTIONS**

10. Resolution 36-2018 – Approving a Bid and Awarding the Contract for Paving of the Fire Department Parking Lot.
11. Resolution 37-2018 – Approving Conditional use Permit for Used Passenger Automobile Sales at 23228 401<sup>st</sup> Avenue
12. Resolution 38-2018 – Accepting a Donation and Designating Its Use  
(added) Resolution 39-2018 – A Resolution discontinuing the EDA Lot Acquisition Program  
(added) Resolution 40-2018 – A Resolution Amending the Revolving Loan Fund Maximum Amount

## **UNFINISHED BUSINESS**

13. Approve/Deny Entering into an Agreement with University of MN for Guidance and Support in the Implementation of the “Making IT Home” Program including Facilitator Training and Related Materials, Community Coaching and Program Templates.
14. Approve/Deny Authorizing Administration to Recruit and Hire a 32- hour/week Administrative Assistant to assist with the increasing workload in Administration.
15. Approve/Deny the Administrative Assistant Job Description.
16. Approve/Deny the revision to the Police Administrative Assistant Job Description allocate 75% of time to the Police Department and 25% to Administration from the current 50% Police and 50% Administration.
17. Update on Mac Gosewisch proposed recycling event in Arlington.
18. Review Requirements for the recently created Monday – Friday, 6 a.m.-6 p.m. EMT and existing Monday – Friday, 6 a.m.-6 p.m. Paramedic position.
19. Approve/Deny Authorizing Attorney Mickelson to close the file on Johnson Controls due to the City having exhausted all means to recoup expenses associated with faulty street lighting.
20. Approve/Deny Authorizing up to \$15,000 to be spent towards 1/3 of the cost of a bi-directional antenna for improving 800 MHz radio communications within Sibley East School.  
(added) Approve/Deny Entering into a Purchase Agreement with Streetar Consulting LLC for conducting a Housing Study at a cost of \$4,734.80.

## **NEW BUSINESS**

21. Approve/Deny Partial Pay Estimate No. 4 to Juul Contracting in the amount of \$17,192.68.  
(added) Approve/Deny Awarding \$1,000 forgivable loan to Jenny's Daycare from the Arlington EDA Child Care Loan Program  
(added) Approve a letter to Surface Transportation Board Cynthia Brown requesting a comment period before transitioning ownership of the rail line to the Hennepin County Regional Rail Authority.

## **MISCELLANEOUS BUSINESS**

22. Council Member/Committee Updates
23. Open Discussion-

## **ADJOURNMENT**

### Reminders:

Cemetery – April 23<sup>rd</sup> @ 5:30 p.m.  
Parks – April 23<sup>rd</sup> @ 7 p.m.  
Planning – May 3<sup>rd</sup> @ 7 p.m.  
EDA – May 14<sup>th</sup> @ 5:30  
Library – May 16<sup>th</sup> @ 5:30

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
APRIL 16, 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, Ben Jaszewski  
Members absent: Jim Heiland

Also present: City Adm. Pat Melvin, City Attorney Ross Arneson, Neal Wisch, Bob Lueth, Police Chief John Petterson, Officer Sara Jancoski, Lee Ortloff and Greg Stang of PeopleServices, Allen Scharn, John Paulmann, Kurt Menk

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

Correct item (date) 6G) Marketing Hometown America Kickoff Meeting, Thursday, April 26<sup>th</sup>, 7-8 p.m., Arlington Community Center. Contact AmyN@co.sibley.mn.us to be involved.

Remove item 4B) Approval of the April 2, 2018 City Council Meeting Minutes

Add Resolution 39-2018 – A Resolution Discontinuing the EDA Lot Acquisition Program

Add Resolution 40-2018 – A Resolution Amending the Revolving Loan Fund Maximum Amount

Add Approve/Deny Entering into a Purchase Agreement with Streetar Consulting LLC for Conducting a Housing Study at a Cost of \$4,734.80

Add Approve/Deny Awarding \$1,000 Forgivable Loan to Jenny's Daycare from the Arlington EDA Child Care Loan Program

Add Approve a Letter to Surface Transportation Board Cynthia Brown Requesting a Comment Period Before Transitioning Ownership of the Rail Line to the Hennepin County Regional Rail Authority.

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

- A) Approval of the March 19, 2018 City Council Meeting Minutes
- B) ~~Approval of the April 2, 2018 City Council Meeting Minutes~~ (removed)
- C) Approval of Bills
- D) Approval of the Raceway Ambulance Service Agreement
- E) Authorize Hiring of Kenneth Perschau, Seasonal Mower
- F) Authorize Hiring of William Rauh, Seasonal Mower.

It was noted that there were no public hearings scheduled.

Neal Wisch addressed the Council to formally resign as an EMT from the Ambulance Service effective May 1<sup>st</sup>. He stated that he has served on the Ambulance for 20 years. It was noted that he would be moving and now has a busier schedule.

Motion by Jaszewski, seconded by Cowell, and passed by unanimous vote to accept with regret the resignation of Neal Wisch as EMT from the Ambulance Service effective May 1<sup>st</sup>.

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

The following announcements were reviewed:

- A) Senior Expo, Tuesday, April 17<sup>th</sup>, 9:00 a.m. – 2:15 p.m. at the Arlington Community Center
- B) Local Board of Appeal and Equalization Open Book Meeting: Thursday, April 19<sup>th</sup>, 3-8 p.m. at Sibley County Courthouse, 400 Court Avenue, Gaylord.
- C) 3<sup>rd</sup> Annual Sibley County Community and Business Expo Thursday, April 19<sup>th</sup>, Arlington Community Center, 4-7 p.m. Contact Amy Newsom at (507) 237-4117 to arrange for a booth.
- D) Sibley County Municipalities Association Meeting Thursday, April 19<sup>th</sup>, Green Isle Fire Hall, Community Room at 6:00 p.m. where an update on the Medical School will be provided.

- E) Household Hazardous Waste Collections Thursday, April 19<sup>th</sup>, 10 a.m.-4 p.m. at Sibley Highway Shop
- F) Sibley County ACT on Alzheimer's Lunch and Learn, April 26<sup>th</sup>, 11:30 a.m.-12:30 p.m. at Arlington Community Center with Katie Roberg, Therapeutic Recreation Specialist, as Speaker
- G) Marketing Hometown America Kickoff Meeting, Thursday, April 26<sup>th</sup>, 7-8 p.m., Arlington Community Center, Contact AmyN@co.sibley.mn.us to be involved
- H) Cancer Cruise, Saturday, May 19<sup>th</sup>, Four Season's Park 9:00 a.m. 5K Fun Run & Walk, Car Show at St. Paul's Lutheran Church 11 a.m.-4 p.m. with cruise departing Arlington at 4:00.
- I) City of Arlington Clean-Up Day, May 24<sup>th</sup>, 9 a.m.-4 p.m. in Partnership with Tri-County Waste Tire, Appliance & Electronics Collections @ Sibley County Fairground.

The Council reviewed the following communications:

- A) March Building Report
- B) March Water-Wastewater Report
- C) Certificate of Commendation Awarded to Arlington Waste Water Treatment Plant and Staff.

Greg Stang and Lee Ortloff of PeopleServices presented the annual report for the City's water and wastewater departments. Stang spoke briefly on recent staffing changes. Ortloff spoke on the presentation that he gave to the State of Minnesota about the cost savings that have been experienced with the (energy efficiency) plant operation changes they made at the Arlington facility. Ortloff summarized the major activities of the past year: inspections/clean out/annual maintenance of the lift stations; a 10-year extension has been approved for the well-head protection plan; I & I and water metering issues at the Fairgrounds are being fixed; working with various new businesses that started up; and completed a water supply plan. He reported that there were 8 water main breaks; there were 12 the year before. He added that three fire hydrants were replaced also.

Ortloff presented their goals for 2018. He stated that they would like to finish the water meter change out project. They will be continuing to identify I & I issues. Ortloff would like to prioritize their maintenance schedule (when things are done throughout the year). They will also be attempting to locate and seal a well located within the former TSE building. They will be looking to discontinue the use of the bio-cube on the northeast; it hasn't been working for last couple of years and there is no sense to heat it any more.

Jaszewski thanked PeopleServices for the job they do for the City and the pride they take in doing their jobs.

Police Chief John Petterson provided his monthly update on the Police Department. He reported that the WatchGuard system is installed and operational. It was noted that each patrol officer now has a working computer at their work space. Petterson commented that the hiring process was going to be starting over. He stated the Committee also discussed adding part-time officers to the department again. The part-time policy needs some restructuring. Chief Petterson was going to be attending the Chief's Convention in Duluth and Officer Jancoski would be helping out that week in the office. He commented that the Radio Committee continues to meet to address the radio problems.

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

#### **RESOLUTION NO. 36-2018**

##### **A RESOLUTION ACCEPTING A BID AND AWARDING A CONTRACT FOR PAVING OF THE FIRE HALL PARKING LOT**

**WHEREAS**, the parking lot located to the east of the Arlington Fire Hall is unpaved; and

**WHEREAS**, paving of the parking lot was included in the Fire Department 2018 budget at an estimated cost of \$25,000; and

**WHEREAS**, two bids were received:

	Bid
Wm, Mueller & Sons	\$16,324
OMG Midwest, Inc. dba CHARD	\$13,036.50

**AND WHEREAS**, it appears that OMG Midwest, Inc. dba CHARD is the lowest responsible bidder at \$13,036.50.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of Arlington, Minnesota:

The Fire Chief is hereby authorized and directed to enter into a contract with OMG Midwest, Inc. dba CHARD in the name of the City of Arlington for paving of the Fire Hall Parking Lot according to the bids submitted.

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

Adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of April, 2018.

Signed: <u>/s/ Richard Nagel</u>	Attest: <u>/s/ Patrick Melvin</u>
Mayor	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.

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

**RESOLUTION NO. 37-2018**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR USED PASSENGER AUTOMOBILE SALES AT 23228 401ST AVENUE**

**WHEREAS**, Mr. Jim Heiland and Allen Scharn have submitted a request for a Conditional Use Permit to operate a used passenger automobile sales establishment at 23228 401<sup>st</sup> Avenue; and

**WHEREAS**, Chapter 31, Section 7, Subd. 3 of the Arlington City Code provides for conditional uses allowed in the B-1 Service Business District; and

**WHEREAS**, the subject property is identified as 31.0832.000 and legally described in Exhibit A, attached hereto; and

**WHEREAS**, the Applicants represent:

1. The proposed use is used passenger automobile sales and display and preparing vehicles owned by the dealership for sale.
2. Used cars will primarily be sold on a retail basis to the public, however, a portion of the used auto sales will be wholesaling of cars to other dealers and auto auctions.
3. Automobiles owned by the dealership will be cleaned and repaired on site. Retail or wholesale auto repair will not be provided.
4. Repair of dealership passenger automobiles may include repair or replacing of brakes, tires, shocks, struts, suspension items, electronic items, filters, seals, gaskets, radiators, heaters, heater motors, drive shafts, axels, alternators, batteries, light bulbs, some wiring, and similar items.
5. The primary sales items will include light trucks, cars, and vans. Occasionally there may be a tractor, power sport vehicle, motorcycle, boat, or motorhome for sale.
6. No more than fifteen (15) vehicles shall be on site at any one time.
7. Parking of cars is illustrated in the attached sketch created by the Applicant and will occur in front of the building adjacent to 401<sup>st</sup> Avenue on a compacted gravel surface.
8. The Applicant will be the sole proprietor and will not employ additional persons on a regular basis.

**WHEREAS**, notice of a public hearing to accept input on the CUP request was published in the official newspaper on March 22, 2018 and sent to property owners within 350 feet of the property; and

**WHEREAS**, the Planning and Zoning Committee conducted a public hearing on the CUP request on April 5, 2018 and accepted input on the CUP request; and

**WHEREAS**, the Planning Committee has reviewed the CUP request and has made the following findings:

1. That with the conditions listed below the use will not be detrimental to the health, safety, morals, comfort, convenience or welfare of the persons residing in the neighborhood since the use will be consistent with adjacent land uses within the same zoning district.

2. That with the conditions listed below the use will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood since the use will be consistent with adjacent land uses within the same zoning district.

**WHEREAS**, the City Council met in regular session April 16, 2018 and considered the conditional use permit request; and,

**WHEREAS**, the City Council accepted the Planning Commission's findings of fact.

**NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF ARLINGTON THAT:**

The City Council hereby approves a conditional use permit to operate a used passenger automobile sales establishment at 23228 401<sup>st</sup> Avenue subject to the following:

1. Use of the property is limited to used passenger automobile sales and display and preparing vehicles owned by the dealership for sale, subject to the following:
  - a. Used cars will primarily be sold on a retail basis to the public, however, a portion of the used auto sales will be wholesaling of cars to other dealers and auto auctions. The primary sales items will include light trucks, cars, and vans.
  - b. Automobiles owned by the dealership will be cleaned and repaired on site. Repair of dealership passenger automobiles may include repair or replacing of brakes, tires, shocks, struts, suspension items, electronic items, filters, seals, gaskets, radiators, heaters, heater motors, drive shafts, axels, alternators, batteries, light bulbs, some wiring, and similar items.
  - c. Retail or wholesale auto repair is prohibited.
  - d. No more than fifteen (15) vehicles shall be on site at any one time.
2. The applicant/property owner applies for a sign permit illustrating the exact placement of proposed signage. Signage must conform to Code requirements and is subject to permit issuance.
3. This conditional use permit is in effect for the property at 23228 401<sup>st</sup> Avenue and assigned to the current and/or any future owner of the property. The conditional use permit may be revoked by the City following written notice to the property owner if the conditions of the permit as listed herein are not met and/or maintained. The conditional use permit will expire if/when the use of the property is changed.
4. The Applicant shall provide evidence to the City of and maintain compliance with any federal or state laws or regulations which are applicable (i.e. collection/disposal of hazardous materials, etc. on site).
5. No changes in the approved plans or scope of the conditional use shall be undertaken without prior approval of those changes by the City. Proposed permit modifications shall be classified as major or minor, as determined by the Zoning Administrator. Major permit modifications may include, but shall not be limited to, hours of operation, number of employees, expansion of structures and/or premises, operational modifications resulting in increased traffic, and the like.
6. The CUP shall be recorded with the Sibley County Recorder's Office.

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

Adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of April, 2018.

Signed: /s/ Richard Nagel  
Mayor

Attest: /s/ Patrick Melvin  
City Administrator

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

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

**RESOLUTION NO. 38-2018**

**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 in the amount of \$500 from the Arlington Area Chamber of Commerce, Inc. for partial payment of the expense associated with the Marketing Hometown America Program; and

**WHEREAS**, charitable contributions to governmental units are tax-deductible under Section 170(c)(1) of the Internal Revenue Code if made for public purpose, and

**WHEREAS**, the Arlington City Council would like to express its thankfulness for this gracious community support, and

**NOW THEREFORE BE IT RESOLVED**, pursuant to Minnesota State Statute 465.03 the Arlington City Council does hereby accept the aforementioned donation.

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

Adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of April, 2018.

Signed: /s/ Richard Nagel  
Mayor

Attest: /s/ Patrick Melvin  
City Administrator

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

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

#### **RESOLUTION NO. 39-2018**

##### **A RESOLUTION DISCONTINUING THE EDA LOT ACQUISITION 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 Councilmember Jaszewski, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Hatlestad, Jaszewski; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Heiland.

Adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of April, 2018.

Signed: /s/ Richard Nagel  
Mayor

Attest: /s/ Patrick Melvin  
City Administrator

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

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

**RESOLUTION NO. 40-2018**

**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 Councilmember Hatlestad, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Hatlestad, Jaszewski; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Heiland.

Adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of April, 2018.

Signed: /s/ Richard Nagel  
Mayor

Attest: /s/ Patrick Melvin  
City Administrator

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

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve entering into an Agreement with the University of MN for Guidance and Support in the Implementation of the "Making It Home" Program including Facilitator Training and Related Materials, Community Coaching and Program Templates.

Adm. Melvin presented information that he put together pertaining to the request to hire an additional staff person in Administration. He explained that the workload is increasing and he feels an additional person would help him with that. The Employee Relations Committee had met and discussed the request and had agreed to a 32-hour a week position. This position would not be eligible for benefits. A job description for an Administrative Assistant was reviewed. It was noted that the Administrative Assistant responsibilities are split 50/50 with the Police Department and would change to 75/25. Adm. Melvin suggested a starting wage of \$14 an hour for the position.

Motion by Hatlestad, seconded by Battcher, and passed by unanimous vote to approve authorizing Administration to recruit and hire a 32-hour/week Administrative Assistant to assist with the increasing workload in Administration.

Adm. Melvin explained that the job description for the Police Administrative Assistant was being revised in lieu of the authorization to hire an additional staff person in Administration (some duties being removed and also added) and transitioning from a shared to full-time position eventually. Battcher expressed some concern that item nos. 5, 6 and 16 still referred to duties that were not police related (regular Administration) and felt they should be removed. It was also suggested to add the following language: "Other duties as assigned, which included helping Administration as needed".

Motion by Cowell, seconded by Battcher, and passed by unanimous vote to approve the Police Administrative Assistant Job Description with the changes referenced above.



Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve the revision to the Police Administrative Assistant Job Description and allocate 75% of time to the Police Department and 25% to Administration from the current 50% Police and 50% Administration after the new City Administrative Assistant is hired.

Adm. Melvin provided an update on Mac Gosewisch's request to hold a citywide appliance collection on a weekend. The Council, at the last meeting, had expressed some concern about the event being held before the City's event, if there would be enough staffing available and how long items would sit on site. Adm. Melvin reached out to Mr. Gosewisch and was informed that he would be willing to hold the event after the City event in June; extra people would be available to assist and items would be removed that day. Mayor Nagel questioned if it had been confirmed that Y-Not had given permission to use their property or not.

Motion by Jaszewski, seconded by Cowell, and passed by unanimous vote to allow Mac Gosewisch to hold a citywide appliance collection on June 30<sup>th</sup> and also allow advertisement thereof (after the City's event) in the City newsletter/Facebook page/website.

Adm. Melvin commented on the Workshop meeting that was held prior to the regular meeting with regards to the requirements for the recently created Monday-Friday, 6 am-6 pm EMT and existing Monday-Friday, 6 am-6pm Paramedic position. It was noted that the EMT's and Paramedics are still not happy with the arrangements of having to help out at the Community Center. It was the consensus that both EMTs and Paramedics should be held to the same requirements (as other duties as maybe assigned). Considerable discussion was held. It was suggested to hold another meeting since not all of the EMTs and/or Paramedics have been able to be present; that way the miscommunication that has been occurring can be addressed.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to lift the hold that was placed on the work requirements for EMTs and Paramedics and resume the work schedule and assist at the Community Center as availability allows; and schedule a meeting them.

Attorney Arneson provided a brief summary on the Johnson Controls issue. He stated that Attorney Mickelson has reached out to Johnson Controls, who in turn, has denied that they were at fault and said the City should go after the subcontractor in this case. He stated that Attorney Mickelson advised not to pursue a lawsuit unless the City was seeking replacement of the entire system.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to authorize Attorney Arneson to advise Attorney Mickelson to close the file on Johnson Controls due to the City having exhausted all means to recoup expenses associated with faulty street lighting.

Adm. Melvin provided an update on the 800 MHz radio communications Committee. He stated that the Committee will be looking into finding options for funding the antenna that costs over \$250,000. However, due to the fact there is no communication within the school right now the County, City and School District are looking to purchase a bi-directional antenna to at least get communication within the school now. The long term plan is to have a tower put up.

Motion by Cowell, seconded by Hatlestad, and passed by unanimous vote to approve authorizing up to \$15,000 to be spent towards 1/3 of the cost of the bi-directional antenna for improving 800 MHz radio communications within Sibley East School.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to approve entering into a Purchase Agreement with Streetar Consulting LLC for conducting a Housing Study at a cost of \$4,734.80.

The Council reviewed Partial Pay Estimate No. 4 to Juul Contracting in the amount of \$17,192.68 for the Project 13-Tile 6A Improvements-2017.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to approve Partial Pay Estimate No. 4 to Juul Contracting in the amount of \$17,192. 68.

Motion by Cowell, seconded by Jaszewski, and passed by unanimous vote to approve Awarding \$1,000 Forgivable Loan to Jenny's Daycare from the Arlington EDA Child Care Loan Program.

Adm. Melvin stated that TC&W Railroad has been in a dispute with the Met Council in making room for the light rail. Several different initiatives have been proposed that would impact TC&W's ability to use the rail line. The Met Council was going to be appealing to the Surface Transportation Committee to go ahead and give permission to determine what happens to the rail line to the Hennepin County Regional Rail Authority. TC&W was asking anyone that uses the rail line to submit a letter of support requesting a comment period in order to further evaluate the impact on the rail line.

Motion by Jaszewski, seconded by Battcher, and passed by unanimous vote to approve a Letter of Support to the Surface Transportation Board Cynthia Brown requesting a comment period before transitioning ownership of the rail line to the Hennepin County Regional Rail Authority.

Mayor Nagel recognized that John Paulmann was in the audience and was listed on the agenda earlier in the meeting. He stated that the Council had received Mr. Paulmann's letter about the parking and street lighting around the school. It was noted that the Council had taken action on the parking issue at a previous meeting and authorized no parking signs to be placed. The City was also working on the street light issue.

Cowell provided an update on the Fire Department Committee. He stated that one newer member had not completed all their qualifications to-date and had until the end of the year to do so or would not be allowed to continue on the department. It was also noted that a couple of members had not completed their fit testing to-date and had until the end of the year to do so or would not be allowed to continue on the department. Cowell reported that the new brush rig that was expected is no longer coming at all; GM is not making the truck. The Truck Committee within the department was looking at getting bids from another company.

Hatlestad and Battcher provided an update on the Police Committee. In addition to discussing the new full-time officer, they discussed the need for bring back part-time officers.

Hatlestad questioned if a Streets Committee should be held to discuss the street light issue; to get a replacement plan put together.

Motion by Hatlestad, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 9:23 pm.

---

City Administrator Patrick Melvin

---

Mayor Richard Nagel