

**ARLINGTON CITY COUNCIL
MEETING AGENDA
JUNE 18, 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 May 21, 2018 Council Meeting Minutes.
 - B) Approval of the June 4, 2018 Council Workshop Meeting Minutes.
 - C) Approval of Bills.
 - D) Approval of Fireworks Possession and Display on July 7th @ Sibley County Fairgrounds.
 - E) Accept Resignation from Jenni Droege, Arlington Ambulance EMT, Effective June 19.
 - F) Accept Resignation from Mikayla Holmes, Library Aid, Effective August 15 and Authorize Recruitment to Fill the Vacancy.
 - G) Approve Hiring Shannon Nix, Administrative Assistant at a Rate of \$14/hr
 - H) Accept Resignation from Ashley Carlson, Arlington Ambulance EMT, Effective June 21, 2018
 - I) Accept Resignation from Jim Pederson, Arlington Ambulance EMT, Effective June 18, 2018
 - J) Accept Resignation from Kevin Pevesdorf, Arlington Ambulance Paramedic, Effective July 25, 2018.

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. Vickist the Arlington Library to Review the Calendar of Events.
 - C) Arlington Farmer's Market, Mondays June 18 - September 24 from 4:00 p.m. – 6:30 p.m. @ Arlington Community Center Parking Lot.
 - D) Arlington Night Out, Tuesday, August 7, 5-7:30 p.m. @ Four Seasons Park.
7. Communications
 - A) March Water/Wastewater Report.
 - B) April Water/Wastewater Report.
 - C) May Building Permit Report
 - D) MN State Demographic Center, Department of Administration, Notification of 2017 Population and Household Estimates.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

8. Cemetery Report- Dennis Van Moorlehem

9. May Maintenance Department Update – Kirby Weckworth

10. May Police Department Update- Officer Sara Jancoski

ORDINANCES & RESOLUTIONS

11. Resolutions

~~A) Resolution 44-2018 – A Resolution Approving Terms of a Loan to Ruether’s Roost Childcare From the Arlington EDA Child Care Loan Program. (moved up on agenda)~~

B) Resolution 45-2018 – Revising the Commercial Buildings and Lots Policy.

C) Resolution 46-2018 – Approving the Business Assistance Application.

D) Resolution 47-2018 – A Resolution Recommending Approval of a Mixed Use Planned Unit Development for Block 19 of the Original Townsite (Woehler).

UNFINISHED BUSINESS

12. Approve/Deny Partial Payment of \$8,720 to Juul for Water Meter Installation at Fairgrounds.

13. Approve/Deny Final Payment of \$9,677.57 to Juul Contracting, Inc. for Completion of Project 13-Tile 6A Improvements – 2017 Upon Receipt of Necessary Documentation.

~~14. Approve/Deny 6 Month Performance Review Summary for City Administrator Patrick Melvin. (removed)~~

15. Approve/Deny the May 22, 2018 Special Workshop Minutes.

NEW BUSINESS

16. Approve/Deny Arlington’s Membership Application at No Cost for the Minnesota Department of Administration Cooperative Purchasing Venture.

17. Approve/Deny Payment of \$2,771.72 to Global Industrial from the Parks Department for Purchase of 4 Picnic Tables as Included in the Capital Improvement Plan.

18. Approve/Deny Payment of \$2,979.00 Plus Or Minus 10% Not Including Wiring and Permit to Replace Council Chambers Air Conditioner from Y-Not Plumbing & Heating, Inc.

19. Approve/Deny Revisions to the Lions Center Use & Rental Policy.

20. Approve/Deny Updated Contract with Premier Locating, Inc. for Location, Marking and Clearance of the City’s Underground Electric Cable.

21. Discussion About Creating a Policy to Allow Contractors to Purchase Water from Arlington for Use in Projects Located Outside of Arlington.

MISCELLANEOUS BUSINESS

22. Council Member/Committee Updates

23. Open Discussion-

ADJOURNMENT

Reminders:

Cemetery – June 25th @ 5:30 p.m.

Parks – June 25th @ 7 p.m.

Council Workshop – July 2nd @ 5:00 p.m.

Council – July 2nd @ 6:30 p.m.

Planning & Zoning – July 5th @ 7 p.m.

EDA – July 9th @ 5:30 p.m.

**ARLINGTON CITY COUNCIL
MEETING MINUTES
JUNE 18, 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 Attorney Ross Arneson, Danny Woehler, Officer Sara Jancoski, Cemetery Members Jennifer Nuesse & Dennis Van Moorlehem, Maint. Supvr. Kirby Weckworth, Kurt Menk

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

Move item 11D) Resolution 47-2018 – A Resolution Recommending Approval of a Mixed Use Planned Unit Development for Block 19 of the Original Townsite (Woehler) up on agenda just after the consent agenda.

Add item 4H) Accept Resignation from Ashley Carlson, Arlington Ambulance EMT, Effective June 21, 2018

Add item 4I) Accept Resignation from Jim Pederson, Arlington Ambulance EMT, Effective June 18, 2018

Add item 4J) Accept Resignation from Kevin Pevesdorf, Arlington Ambulance Paramedic, Effective July 25, 2018

Remove item 14) Approve/Deny 6 Month Performance Review Summary for City Administrator Patrick Melvin.

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

- A) Approval of the May 21, 2018 Council Meeting Minutes
- B) Approval of the June 4, 2018 Council Workshop Meeting Minutes
- C) Approval of Bills
- D) Approval of Fireworks Possession and Display on July 7th @ Sibley County Fairgrounds
- E) Accept Resignation from Jenni Droege, Arlington Ambulance EMT, Effective June 19
- F) Accept Resignation from Mikayla Holmes, Library Aid, Effective August 15 and Authorize Recruitment to Fill the Vacancy
- G) Approve Hiring Shannon Nix, Administrative Assistant at a Rate of \$14/hr.
- H) Accept Resignation from Ashley Carlson, Arlington Ambulance EMT, Effective June 21, 2018
- I) Accept Resignation from Jim Pederson, Arlington Ambulance EMT, Effective June 16, 2018
- J) Accept Resignation from Kevin Pevesdorf, Arlington Ambulance Paramedic, Effective July 25, 2018.

Battcher thanked those members of the Ambulance Service who resigned for their service.

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

RESOLUTION NO. 47-2018

**A RESOLUTION APPROVING A MIXED USE PLANNED UNIT DEVELOPMENT
FOR BLOCK 19 OF THE ORIGINAL TOWNSITE (WOEHLER)**

WHEREAS, Mr. Dan Woehler, on behalf of the David Woehler Memorial Trust (Property Owner) has submitted a request for a planned unit development for the purpose of acknowledging and providing for existing uses contained within several structures in Block 19 of the original townsite; and

WHEREAS, Chapter 31, Section 15 of the Arlington City Code provides for mixed use planned unit developments; and

WHEREAS, notice of a public hearing to accept input on the mixed use planned unit development request was published in the official newspaper on May 24, 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 PUD request on June 7, 2018 and accepted input on the planned unit development request; and

WHEREAS, the Planning Committee, following the public hearing reviewed and discussed the request and made the following findings:

1. The subject property is unique in that several structures and multiple uses have existed over scores of years. To provide for existing uses which currently and historically have included multiple family residential, storage, garage parking, limited retail and service commercial, offices, tire sales/repair, and contractor shops, including woodworking a mixed use PUD is recommended. The goal of the PUD is to protect the integrity of existing multiple family uses while providing for use of other existing structures as a means of stabilizing the remainder of the property and providing for meaningful use of the existing structures.
2. 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.

WHEREAS, the Planning Commission approved a resolution recommending the City Council conditionally approve the mixed use planned unit development for Block 19 of the original townsite; and,

WHEREAS, the City Council met in regular session June 18, 2018 and considered the request for approval of a mixed use planned unit development; 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 mixed use planned unit development for Block 19, of the Original Townsite with the following conditions:

1. The property use "Use" is a mixed use planned unit development consisting of multiple family residential, storage, garage parking, limited retail and service commercial, offices, and contractor shops, including woodworking. No other use shall be allowed under this Planned Unit Development.
2. All vehicles related to businesses operating at the site shall be accommodated by off-street parking.
3. All parking for employees and owners of retail and service businesses shall be accommodated by off-street parking.
4. All parking for employees and occupants of office space shall be accommodated by off-street parking.
5. Off street parking required herein shall be calculated on a per use basis and required off-street parking shall not be shared by uses (i.e. joint parking spaces) unless approved by the City Council.
6. Overnight, on-street parking of vehicles, trucks, passenger autos, equipment, and similar items related to allowable commercial or storage uses is prohibited.
7. When the use of an existing structure changes from that identified in Exhibit A (hereto attached) dated April 15, 2018, the Property Owner shall contact the Building Official to request a Change In Occupancy Permit and/or Review.
8. Storage areas shall not be used for residential purposes unless a change in occupancy permit is approved by the Building Official.
9. Persons leasing or owning storage space may fix or repair their personal property in said storage space, in a fashion substantially similar with what would occur in a residential garage.
10. Retail, service, and office uses, when conducting business, shall observe typical business operating hours.
11. Residential uses shall be protected from unreasonable noise, glare, vibration, odor, smoke, and similar intrusions, including but not limited to those included in Chapter Six of the City Code pertaining to nuisances.
12. Uses requiring an industrial wastewater permit under Chapter 30.80, Subd. (D) as may be amended are prohibited.
13. The Property Owner shall not discharge industrial waste into the sanitary sewer system.
14. Any proposed signage will require the issuance of a sign/building permit.
15. This approval is applicable only to the property legally described as Block 19, Original Plat, City of Arlington.
16. All uses and structures authorized under this mixed use planned unit development are subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
17. The City may revoke the PUD upon violation of the conditions of approval and following a public hearing accepting comment on the proposed revocation.

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: 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 18th day of June, 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.

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) 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) Arlington Farmer's Market, Mondays June 18 - September 24 from 4:00 p.m. – 6:30 p.m. @ Arlington Community Center Parking Lot.
- D) Arlington Night Out, Tuesday, August 7, 5-7:30 p.m. @ Four Seasons Park.

The Council reviewed the following communications:

- A) March Water/Wastewater Report
- B) April Water/Wastewater Report
- C) May Building Permit Report
- D) MN State Demographic Center, Department of Administration, Notification of 2017 Population and Household Estimates

Dennis Van Moorlehem and Jennifer Nuesse presented the annual report for the cemetery. Van Moorlehem reported that the roadways had been redone, a columbarium had been installed, and arborvitae had been planted along the south boundary and provided a partial screening of the north boundary in 2017. Nuesse commented on some of the things the Committee wants to look at in 2018, such as care/maintenance of older monuments, attention to northeast boundary that is eroding away, removal of a dead tree and plant a new tree, replace damaged sod, and upgrade the monument maintenance policy. Some concern was expressed about the waviness of the southern-most roadway. It was questioned if the company could come back to correct the issue since the work was just done last summer. Maintenance Supvr. Weckworth had talked to Bolton & Menk about the issue.

Maintenance Supvr. Kirby Weckworth provided an update on the Maintenance Department. He stated with all the rain that has fallen, they have been dealing with flooding issues at Fairview Park and various streets. Mulch is being put in the various parks when time permits. Street sweeping is being done. Some street lights have now been replaced with the new LED's and there is a backup supply on hand. It was noted that Maintenance Worker Willmsen passed his Class B written test and has to wait one month before taking the driving portion of the test. Weckworth commented that he is in the process of obtaining bids for some street work (repairing water valves, catch basin repairs, etc.). It was noted that the air conditioning unit would be replaced in the Council Chambers within a week or so.

Officer Sara Jancoski provided an update on the police department. It was noted that Chief Petterson and Kash were currently in Alexandria doing certifications. Jancoski stated that the department has been working on business and apartment checks and ordinance violations. It was noted that 4-5 residents are known to have chickens, even though their property is not zoned ag. The Police Chief would like the

Council to consider revisiting the ordinance. The Police Chief and other law enforcement will be putting a Truancy Policy together, which was requested to be in place before the start of the next school year by the School. It was noted that Chief Petterson was in the process of researching a camera system for Four Seasons Park. It was noted that a Critical Incident Training will be held with other agencies on August 8th at the High School. Officer Jancoski highlighted the upcoming Arlington Night Out event scheduled for August 7th.

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

RESOLUTION NO. 44-2018

**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 City Council 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. Ruether'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 \$1,129 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 Hatlestad, 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 18th day of June, 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 stated that the Council had recently adopted a Commercial Buildings and Lots Policy, which allowed for 5 or 15 full time positions. The Council was being asked to revisit the Policy and include a median section for 10 full time positions. The EDA was recommending the change.

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

RESOLUTION NO. 45-2018

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 price 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 City Council:

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

Adopted by the City Council of the City of Arlington this 18th day of June, 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 Battcher introduced the following resolution and moved for its adoption:

RESOLUTION NO. 46-2018

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 to ensure that businesses have the ability to apply for Tax Abatement/TIF.

NOW, THEREFORE, BE IT RESOLVED by the Arlington City Council/EDA:

The Arlington City Council 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 the adoption of the foregoing Resolution was duly seconded by Hatlestad, 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 18th day of June, 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 City, City Attorney and City Engineer and Juul Contracting are continuing in their discussions about the bill for the metering project at the fairgrounds. It was noted that the City had received a quote in the amount of \$8,720 in the fall of 2017. At some point there was a change in the scope of the project and the bill was almost double the bid amount. There was some question as to authorization for the work done. The issue has not been resolved and is ongoing, but concern has been expressed that the City has been holding out on paying the entire bill. It had been suggested that the City should pay the original bid amount and then continue to work with Juul and PeopleServices on who should be paying the balance.

Motion by Heiland, seconded by Jaszewski, and passed by unanimous vote to approve partial payment of \$8,720 to Juul Contracting for water meter installation at the Fairgrounds.

The Council reviewed the final payment request of \$9,677.57 to Juul Contracting, Inc. for completion of Project 13-Tile 6A Improvements.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to approve final payment of \$9,677.57 to Juul Contracting, Inc. for completion of Project 13-Tile 6 A Improvements.

The Council reviewed the May 22nd Workshop minutes. Adm. Melvin commented that the minutes had been tabled at a previous meeting to clarify the amount to be paid to EMT's when they go out on calls, if was to be \$15/hr. or \$12.50/hr. After talking with a few individuals it was determined that \$15/hr. was the amount to be paid when EMT's are responding to ambulance calls.

Motion by Cowell, seconded by Jaszewski, and passed by unanimous vote to approve the May 22, 2018 Special Workshop Minutes as presented.

Adm. Melvin commented that sometimes Staff finds it difficult to obtain bids for projects. He explained that if the City becomes a member of the MN Dept. of Administration Cooperative Purchasing Venture, Staff no longer has to obtain individual bids, as the Cooperative already has already obtained the state contracts/pricing. The City is eligible and there is no cost to join; other cities around Arlington are using the Cooperative.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve Arlington's Membership Application at No Cost for the Minnesota Department of Administration Cooperative Purchasing Venture.

Motion by Battcher, seconded by Hatlestad, and carried (Cowell opposed) to table action on approving the payment of \$2,771.72 to Global Industrial from the Parks Department for the purchase of 4 picnic tables as included in the capital improvement plan until pricing can be checked with the State Cooperative Purchasing Venture.

The Council reviewed two bids to replace the air conditioning unit in the council chambers. Adm. Melvin stated that the unit is 18 years old (original).

Motion by Battcher, seconded by Heiland, and passed by unanimous vote to approve payment of \$2,979.00 plus or minus 10% not including wiring and permit to replace the Council Chambers air conditioner from Y-Not Plumbing & Heating, Inc.

Adm. Melvin presented a revised Lions Center Use & Rental Policy. He highlighted the changes, which included the Lions organizations (both local and district) as a 'non-paying' group due to their contributions with the renovation. It was questioned if a time limit (set number of years) should be implemented on the free use for this organization. Battcher was opposed to setting a limit due to their generosity with the building over the years. Hatlestad agreed.

Motion by Hatlestad, seconded by Heiland, and passed by unanimous vote to approve the revisions to the Lions Center Use & Rental Policy as presented.

Adm. Melvin stated that the City entered into a contract with Premier Locating back in 2008 and that no changes had been made since. Premier notified the City in April that some changes were now needed, which included a rate increase and the City supplying the locate flags.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to approve the updated Contract with Premier Locating, Inc. for location, marking and clearance of the City's underground electric cable.

Adm. Melvin informed the Council that a local contractor was filling their tanker truck through a fire hydrant in city limits and then transporting the water to a job site outside of city limits. This had not been approved through the City Office. Attorney Arneson has made contact with the party and informed them that this was essentially stealing and not allowed. Staff has allowed contractors to purchase water (at the same rate as residents) in the past. Adm. Melvin stated that the City has no formal policy in place. Battcher recollected people being able to purchase water behind the police station years ago and questioned if this was still in place. The amount taken from the contractor is unknown. Attorney Arneson stated that the contractor was willing to pay for the water it took. Arneson had some concerns about implementing a policy, which included a monitoring system (staff to stand and watch), safety issue if they don't turn on/off properly (a hammering effect that will break the lines), heavy tanker trucks running on the streets, and what rate to charge. Arneson stated that because there is no policy in place, contractors do not have the right to draw on the system and it was his recommendation that the Council re-affirm that is the Councils' position; unless they are specifically authorized to use the City's water system for a city project. Adm. Melvin commented that PeopleServices had concerns with contamination of the water supply and metering abilities. Considerable discussion was held. It was the consensus of the Council not to implement a policy (we don't sell water) and charge the contractor the commercial rate for the water taken.

Cowell questioned if a meeting had been scheduled with the Ambulance personnel yet. Adm. Melvin stated that at the May 22nd meeting it was agreed that a meeting would not be held for about 3 months or so. The new Ambulance Manager and Ridgeview were looking into things a bit more trying to resolve things.

Jaszewski questioned what the status of the new brush rig was. Mayor Nagel said it was in service.

Brief discussion was held on the TSE building and how the Commercial Buildings & Lots Policy would affect the sale. It was also suggested that the price should be lowered. Concern was expressed about having to pay realtor commission if the building sells for a \$1.

Motion by Heiland, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 9:04 pm.

City Administrator Patrick Melvin

Mayor Richard Nagel