

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
NOVEMBER 16, 2015 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 November 2<sup>nd</sup> Regular Meeting Minutes.
  - ~~B) Approval of the November 4<sup>th</sup> Budget Workshop Meeting Minutes. (removed)~~
  - C) Approval of Bills.
  - D) Approve the Hiring of John Zaske as Fire Chief. (2-Year Term)
  - E) Approve the Hiring of Corey Carpenter as 2<sup>nd</sup> Assistant Chief. (2-Year Term)
  - F) Approve the Hiring of Thomas Pomplun as Safety/Training Officer. (2-Year Term)

**PUBLIC HEARINGS**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

5. Addressing the Council
6. Announcements
  - A) City Offices will be Closed on Thursday & Friday, November 26 & 27 for the Thanksgiving Holiday.
  - B) Arli-Dazzle – December 5, 2015.
  - C) Truth-in-Taxation Hearing – December 7 @ 6:00 p.m.
  - D) Sibley County Municipalities Association Semi-Annual Meeting, Thursday, December 10 @ 6:00 p.m.; Arlington Community Center.
  - E) City Offices will be Closing at Noon on Thursday, December 24 and will be closed all day on Friday, December 25 in Observance of the Christmas Holiday.
  - F) City Offices will be Closed on Friday, January 1 in Observance of the New Year's Holiday.

7. Communications

- A) Arlington Shares in “Biogas Project of the Year” Award from MMPA.
- B) September Water & Wastewater Report.
- C) October Financial Report.
- D) Notice from Attorneys Messerli & Kramer Notifying the City that the Arlington Mobile Home Park intends to close and cease operation as a manufactured housing park effective September 1, 2016.

**ORDINANCES & RESOLUTIONS**

8. Ordinances

9. Resolutions

- A) 64-2015 – Approving/Denying a Variance for the Property at 118 Main Street West Relating to Commercial Industrial Fence Height as Provided for Under Ordinance 176.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- 10. Approve/Deny Partial Pay Estimate No. 5 to WM. Mueller & Sons, Inc. (\$145,481.65).
- 11. Approve/Deny Payroll and Direct Deposit Policy Effective January 1, 2016.
- 12. Approve/Deny Submittal of Senior Building Remodel Quotes to Lions Clubs International Foundation Grant Application.
- 12.5 Replace Programmable Logic Controller (PLC) for \$5,762

**MISCELLANEOUS BUSINESS**

- 13. Council Committee Updates.
- 14. Open Discussion.
  - A) Compost Site Issues and Signage.
  - B) Employee Health Insurance.
- 15. CLOSED MEETING – (For the purpose to consider offer of real property)
  - A) Seneca Roadway Easement Status.
- 16. Approve/Deny Bolton & Menk to Perform Geotechnical/Environmental Investigation of Seneca Silage Pad and Pond (not to exceed \$7,000)

**ADJOURNMENT**

Reminders:

Library – November 18<sup>th</sup> @ 5:30 pm (Library)  
Parks – November 23<sup>rd</sup> @ 7 pm

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
NOVEMBER 16, 2015**

The regular meeting was called to order at 6:30 p.m., Mayor Nagel presiding.

Members present: Battcher, Jaszewski, Heiland, Nuesse, Mayor Nagel, Wills

Members absent: None

Also present: City Administrator Donabauer, City Attorney Arneson, Kurt Menk

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

Add item 12.5) Replace Programmable Logic Controller (PLC) for \$5,762

Remove item 4B) Approval of the November 4<sup>th</sup> Budget Workshop Meeting Minutes.

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

- A) Approval of the November 2<sup>nd</sup> Regular Meeting Minutes
- ~~B) Approval of the November 4<sup>th</sup> Budget Workshop Meeting Minutes~~ (removed)
- C) Approval of Bills
- D) Approve the Hiring of John Zaske as Fire Chief. (2-Year Term)
- E) Approve the Hiring of Corey Carpenter as 2<sup>nd</sup> Assistant Chief. (2-Year Term)
- F) Approve the Hiring of Thomas Pomplun as Safety/Training Officer. (2-Year Term).

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:

- G) City Offices will be Closed on Thursday & Friday, November 26 & 27 for the Thanksgiving Holiday.
- H) Arli-Dazzle – December 5, 2015.
- I) Truth-in-Taxation Hearing – December 7 @ 6:00 p.m.
- J) Sibley County Municipalities Association Semi-Annual Meeting, Thursday, December 10 @ 6:00 p.m.; Arlington Community Center.
- K) City Offices will be Closing at Noon on Thursday, December 24 and will be closed all day on Friday, December 25 in Observance of the Christmas Holiday.
- L) City Offices will be Closed on Friday, January 1 in Observance of the New Year's Holiday.

The Council reviewed the following communications:

- A) Arlington Shares in "Biogas Project of the Year" Award from MMPA.
- B) September Water & Wastewater Report.
- C) October Financial Report.
- D) Notice from Attorneys Messerli & Kramer notifying the City that the Arlington Mobile Home Park intends to close and cease operation as a manufactured housing park effective September 1, 2016.

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

**RESOLUTION 64-2015**

**A RESOLUTION APPROVING A VARIANCE FOR THE PROPERTY AT 118 MAIN STREET  
WEST RELATING TO COMMERCIAL/INDUSTRIAL FENCE HEIGHT AS PROVIDED  
FOR UNDER CITY OF ARLINGTON ORDINANCE 176**

**WHEREAS**, Mr. Wade Schneider has submitted an application for a variance under Subd. 6 of Ordinance 176, entitled, “An Ordinance Regulating the Placement of Fences in Commercial and Industrial Zones within the City of Arlington”; and,

**WHEREAS**, the subject property is at 118 West Main Street with a parcel identification number of 31.0165.000, and being legally described as E 36' of Lot 1 & Former RR Prop & Tr 2 Surv 1419, Lot 1, Block 5, Original Townsite, City of Arlington; and,

**WHEREAS**, the subject parcel is zoned I-1 Light Industrial and predates the existing zoning ordinance; and,

**WHEREAS**, the property is subject to a conditional use permit that provides for operation of an auto body repair shop with ancillary outdoor storage; and,

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

**WHEREAS**, the Planning and Zoning Committee conducted a public hearing on the variance request on November 5, 2015 and accepted input on the request; and,

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

- A. The request is consistent with the Comprehensive Plan in terms of land use and support for local business entities.
- B. The request appears to be in keeping with the intent of Ordinance 176 to uphold “*public health, safety, welfare and the maintenance of neighborhood property values*”.
- C. The adjacent property owners have submitted letters in support of the proposed fence and establishment of said fence on the property boundary.

**WHEREAS**, the Planning Commission approved a resolution recommending the City Council approve the variance request; and,

**WHEREAS** the City Council reviewed the variance request at a regular meeting on November 16, 2015.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ARLINGTON THAT:** a variance to allow a fence of up to eight (8) feet in height to be constructed at 118 West Main Street is hereby approved, subject to the following:

1. The maximum fence height shall be eight (8) feet.
2. A building permit shall be issued if required by the Building Official.
3. The finished side of the fence shall face outward, the structural members shall be encased in concrete, and the fence shall be constructed true to plumb and square.
4. The existing CUP remains in effect and shall continue to remain in effect.
5. The fence and areas around the fence shall be kept in a neat and orderly fashion and free from tall weeds/grasses.
6. The variance is in effect only for the property at 118 Main Street West.
7. The variance shall expire in one year if the fence has not been constructed.

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of November, 2015.

Signed: /s/ Richard Nagel, Mayor

Attested: /s/ Liza M. Donabauer, 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.

The Council reviewed Pay Estimate No. 5 to WM. Mueller & Sons, Inc. in the amount of \$145,581.65 related to the 2015 Improvement project. Adm. Donabauer explained that the project is 92% complete; the final wear course is to be completed by June 1, 2016. She stated that 5% of the fee is being retained until the project is 100% complete.

Motion by Wills, seconded by Heiland, and passed by unanimous vote to approve Pay Estimate No. 5 in the amount of \$145,581.65 to WM. Mueller & Sons, Inc.

Adm. Donabauer presented a Payroll and Direct Deposit Policy for the Council to review. It was noted that employees currently have the option to participate in electronic deposit; after January 1<sup>st</sup> the option goes away. This should help reduce costs.

Motion by Heiland, seconded by Jaszewski, and passed by unanimous vote to approve the Payroll and Direct Deposit Policy as presented, which is to go into effect January 1, 2016.

Discussion was held on the proposed Senior Building Remodel at Four Seasons Park. Adm. Donabauer stated that the Lions Club is intending to submit a grant application to the Lions Club International Foundation to help with the costs of the proposed remodel. The City is to provide the necessary quotes for the project to accompany the grant application. It was noted that some quotes had been received. The Council expressed concern that more local vendors and/or contractors weren't sought out. Kurt Menk commented that he has cleaned the Senior Building for several years and would not recommend any form of carpeting be placed in it.

Motion by Nuesse, seconded by Battcher, and passed by unanimous vote to table discussion/action on the submittal of the Senior Building Remodel Quotes to the Lions Club International Foundation until the next meeting in order to obtain more local quotes and/or information from Supervisor Voigt.

Adm. Donabauer explained that back in May the Council received three estimates to install a SCADA system at the water treatment plant. Automatic Systems Co. was the low bidder. Automatic Systems has been trying to make the programmable logic controllers (PLC's) work, but they are too old, not communicating properly and need to be replaced at a cost of \$5,762. Donabauer stated that even with this additional expense, Automatic Systems is still the low bidder and brings the total cost of the project to \$44,570. She stated that only \$38,000 had been set aside in the CIP for this project for this year.

Motion by Wills, seconded by Battcher, and carried (Heiland opposed) to approve replacing the Programmable Logic Controllers (PLC's) at a cost of \$5,762.

Battcher provided an update on the EDA. She stated that Sibley County EDA is currently being restructured.

Battcher and Adm. Donabauer provided an update on the Planning Committee. The PZ is discussing a complete streets concept and had included the Streets Committee to their last meeting to provide input.

Discussion was held on the compost site signage issues. Heiland commented that there is signage out there, but it is too small. He feels it needs to be much larger, more eye-catching, and should be bi-lingual. It was suggested to put cameras out there in hopes of catching violators. Until new larger signs can be made and placed on site (one by the fence and individual ones for each pile), the sign board currently hanging on the right side of the fence (as you enter) should be moved to the left side. It was also suggested to add an old stop sign to the entrance by the sign board. Adm. Donabauer will direct staff to make the changes and look into the cost of signs.

Adm. Donabauer presented information (two different plans) regarding employee health insurance. She reviewed the differences between each plan. Concerns were expressed about cost savings on the City's side of things and still looking out for the employee. Considerable discussion was held. It was suggested to reduce the H.S.A. amount in Alt 1 down to \$1,800 and still be a savings to the City.

Mayor Nagel recessed the regular meeting to hold a closed meeting.

At 7:35 p.m. Mayor Nagel called the closed meeting to order. He stated the purpose of the closed meeting was to discuss the Seneca easement status.

Atty. Arneson provided an update from the November 10 Meeting with Jon Brekken of Seneca. The Council discussed costs and options related to the acquisition of an easement from Seneca. No action was taken.

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

Motion by Battcher, seconded by Heiland, and passed by unanimous vote to deny Bolton & Menk to perform Geotechnical/Environmental Investigation of the Seneca Silage Pad and Pond (not to exceed \$7,000).

Motion by Wills, seconded by Nuesse, and passed by unanimous vote to adjourn the meeting at 8:51 pm.

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City Administrator Liza M. Donabauer

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Mayor Richard Nagel