

ARLINGTON CITY COUNCIL  
MEETING MINUTES  
APRIL 16, 2007

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

Members present: Mayor Kreft, Borchert, Griep, Reetz, Vrklan, Wills

Members absent: None

Also Present: Administrator Krueger, Attorney Arneson, Cathy Kerber, P&Z Administrator Jenness, Larry Sorenson, Mark Lundstrom, Asst. EDA Director Schultz, Paul Wiemann, H. Michael Noack, Ambulance Manager Brian Thomes, Kurt Menk

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

11.5) Appoint Denny Schultz as Interim City Administrator.

Motion by Griep, seconded by Reetz, and passed by unanimous vote to approve the minutes from the April 2, 2007 meeting as presented.

Motion by Griep, seconded by Reetz, and passed by unanimous vote to approve the bills as presented and Statement of Funds for March.

EDA Members Mike Noack, Larry Sorenson, Mark Lundstrom and Asst. Director Denny Schultz gave a brief report on what the EDA is working on (possible hotel, lot loan program, assistance to commercial businesses- new and existing, etc.). Noack explained that the EDA would like to have their property (formerly known as the Swenson property) annexed into city limits so they can start looking into infrastructure in the near future, which would help with trying to get a hotel to come to Arlington. Administrator Krueger explained that of the property proposed for annexation 50% of the property owners have to petition the City for annexation, which the EDA does meet this criteria. He added that Jeff Hennen owns property in the same area and has also requested that his property be annexed. Administrator Krueger proposed holding a public meeting (not hearing) with the affected property owners, Township and County to discuss the orderly annexation process and work through it slowly so it is done correctly. Mayor Kreft tabled the annexation discussion until a future meeting.

Ambulance Manager Brian Thomes explained that the Arlington Ambulance service is in need of new portable radios and presented a bid in the amount of \$3,120 for 4 radios. He explained the need to have radios that have at least a 32 channel frequency to be able to program in the other organizations (hospital, fire, police, repeaters, etc.). He stated that the Ambulance Association purchased a new blood pressure/o2 monitor for the new ambulance with their own funds and the old monitor will be put in the backup rig.

Motion by Reetz, seconded by Vrklan, and passed by unanimous vote to authorize Ambulance Manager Brian Thomes to purchase 4 new portable radios in the amount of \$3,120.

Ambulance Manager Thomes spoke briefly on the current staffing issues with the ambulance. He stated that they are in negotiations with the hospital about taking over the ambulance service from the city.

Miss Arlington Committee Representative Cathy Kerber was present to ask the Council for a \$600 donation. She explained that the money helps out with the float and various expenses associated with Miss Arlington.

Motion by Griep, seconded by Borchert, and passed by unanimous vote to donate \$600 to the Miss Arlington Committee.

P&Z Administrator Jenness stated that the P&Z Board reviewed the Preliminary Plat for Polar Circle Second Addition and took into consideration the new information that a good portion of the property was not in city limits. They reconsidered their earlier decision to approve the plat and were recommending that the Council deny the Conditional Use Permit request for the proposed Preliminary Plat for a Residential Planned Unit Development for Polar Circle Second Addition based on the fact that not all of the proposed platted property is in city limits. However, upon annexation of the subject property Mr. Hennen may resubmit the preliminary plat for consideration and waive the preliminary plat fees. Jenness stated that the Council has 3 options available:

- 1) Accept the recommendation of the P&Z Board to deny the preliminary plat due to the fact not all of the property is in city limits, plus waive future preliminary plat fees upon annexation of the property and resubmission of the plat;
- 2) Reject the recommendation of the P&Z Board and approve the preliminary plat with the conditions listed at the last meeting; or
- 3) Take no action, which the Preliminary Plat would be approved by default after April 18<sup>th</sup> (deadline for action). He was not recommending this option.

Motion by Reetz, seconded by Vrklan, and passed by unanimous vote to accept the Planning & Zoning Board's recommendation to deny the Preliminary Plat of Polar Circle Second Addition based on the fact that not of the property is in city limits.

Attorney Arneson presented Ordinance No. 205 – An Ordinance to Create a Cemetery Committee for the City of Arlington and to Set Operating Rules for said Committee for its second reading.

Motion by Vrklan, seconded by Reetz, and passed by unanimous vote to approve the following:

#### **ORDINANCE NO. 205**

AN ORDINANCE TO CREATE A CEMETERY COMMITTEE FOR THE CITY OF ARLINGTON AND TO SET OPERATING RULES FOR SAID COMMITTEE. THIS ORDINANCE SUPERCEDES ANY PREVIOUS ENABLING ORDINANCES CREATING A CEMETERY BOARD OR CEMETERY COMMITTEE IN THEIR ENTIRETY.

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

Section 1. Cemetery Committee Composition. The Cemetery Committee shall consist of nine members. The Committee shall include 8 citizens of Arlington and 1 Arlington Council member, appointed by the Mayor with the advice and consent of the City Council. The Mayor shall appoint the committee at the first Council meeting in January each year to serve for that calendar year. The Mayor shall also be an ex-officio member of the committee.

Section 2. Cemetery Committee Purpose. The purpose of the Committee will be to act as a resource for the City Council and the citizens of Arlington in collecting information, citizen comments and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to the City Cemetery.

Section 3. Cemetery Committee Organization. The Cemetery Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. The Committee by a simple majority vote may also elect a secretary from their members, to produce written records of the committee proceedings, prepare meeting notices and other correspondence of the committee. However, if the City Council determines that the secretary position is unduly burdensome for a citizen member of the committee, the City Council may instead assign a City Office staff person to the committee to act as secretary. In such case, the City staff person functioning as committee secretary shall not be a voting member of the committee.

Section 4. Cemetery Committee Meetings. The Cemetery Committee shall meet whenever its Chairman deems appropriate, but no less often than quarterly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.

Section 5. Citizen Input. The Cemetery Committee shall encourage citizen input, including complaints, complements, or suggested changes to the City Cemetery or operating rules thereof. The Committee shall also review citizen input as referred to the Committee by the City Council. Such input shall be summarized and passed on to the City Council, along with the Committee recommendations for any action based on such citizen input.

Section 6. Communication with City Council. The Cemetery Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Cemetery Committee. It is expected that the Mayor and the City Council member on the Committee shall also function as communicators between the City Council and the Committee.

Section 7. Cemetery Operating Rules. The City Council shall establish Cemetery Operating Rules from time to time by resolution.

This ordinance shall become effective immediately upon publication.

For City of Arlington

/s/ James R. Kreft  
By James R. Kreft  
Its Mayor

/s/ David L. Krueger  
By David L. Krueger  
Its City Administrator

The Council reviewed the following proposal for setting utility collection fees:

1. Bills are calculated approximately 3 days before the end of the month.
2. Bills are due the 15<sup>th</sup> of each month.
3. First notice of past due is on the next month's billing statement.
4. If balance isn't paid by the 21<sup>st</sup> of 2<sup>nd</sup> month, a statement of the account is sent with a subject to disconnect message (due by the 1<sup>st</sup>).
5. If balance still isn't paid, a disconnect letter will be sent with their current statement and the 1<sup>st</sup> \$25.00 fee will be added to their account (due by the 15<sup>th</sup>).
6. If payment isn't received, phone calls will be made (if possible) or notices of disconnection will be hung on their door and the 2<sup>nd</sup> \$25.00 fee will be added to their account.
7. Disconnections will be scheduled around the 18<sup>th</sup> of the 3<sup>rd</sup> month. To avoid disconnection, the City must have received either full payment or a signed payment arrangement before scheduled disconnection date.
8. Renters whose utility account balance exceeds their deposit shall be subject to early implementation of the disconnect notice.

	<u>Fees</u>
1 <sup>st</sup> collection letter fee	\$25.00
2 <sup>nd</sup> collection call or letter fee	\$25.00
Reconnection fee – weekdays 8 am – 3:30 pm	\$50.00
After hours reconnect fee – after 3:30 pm & weekends	\$250.00*

\*This will only happen if entire account is paid in full with the additional fees.

Motion by Griep, seconded by Reetz, and passed by unanimous vote to approve the above utility collection fee policy.

Administrator Krueger spoke on the web site and the problems they are having with the program. He explained that Denny Schultz updates the web site; however he is not a programmer and cannot do everything needed to make certain changes on the site as was set up by the original designer. Schultz gave a brief description on what

he does on the web site and how crucial the programming maintenance is. He stated that this upgrade will allow the City to do more with its web site (be more user friendly).

Motion by Griep, seconded by Reetz, and passed by unanimous vote to pay and not exceed \$1,000 to Voyager Web for web site maintenance/programming upgrade.

Motion by Vrklan, seconded by Reetz, and passed by unanimous vote to appoint Denny Schultz as Interim City Administrator.

Mayor Kreft commented that the Employee Relations Committee had met and discussed the idea of hiring an executive search firm to find a new City Administrator. Mayor Kreft commented that he favored the idea. Reetz put together and handed out an estimated time-line for hiring a new administrator based on his notes from 3-4 years earlier when they hired the last administrator without a search firm. He stated that there was a lot time and effort put in by the Council and City Staff. Griep commented that he was reluctant to hire a firm when he heard how much they cost, but came to the realization that in order to get a qualified individual for this position hiring an outside firm was necessary. Mayor Kreft reviewed the associated fees with hiring a search firm.

Motion by Griep, seconded by Borchert, and passed by unanimous vote to hire the Brimeyer Group, Inc. Executive Search Consultants to find a new City Administrator.

It was the consensus of the Council to set Thursday, April 26<sup>th</sup> at 6:00 pm for a Special Meeting to meet with the Brimeyer Group.

Reetz commented that the P&Z Board would like to have an updated map that showed the city limit boundaries. Schultz stated that he had received a new map from Bolton & Menk and will provide copies to the Council. Kreft commented that he would like to see a map that also showed the orderly annexation area. Schultz will check with Bolton & Menk on this.

Borchert commented that the service contract the City has with Seneca Foods regarding the gravel road behind Seneca is due to expire soon. Mayor Kreft commented that this agreement needs to be renegotiated or extended and would be on an upcoming agenda. Attorney Arneson commented that the purpose behind the road to re-route the truck traffic off the city streets, which has been successful.

Reetz commented on the most recent Utility Committee meeting. He stated that they worked with an electrical engineer on putting a scope of services together for McLeod Power, the city's electric service provider. He stated that it was a good document and would be going to Attorney Arneson for review before being implemented. Administrator Krueger explained how the scope of services would work between the electric engineer, electric service provider and the City.

Wills commented that the Police Committee had met and changed their monthly meeting date. He stated that at the meeting Chief Deputy Nienaber reported that the Sheriff's Department had handled 6 calls since they took over day police service call for Arlington. Wills commented that the Committee had also discussed a request from the Fair Board asking for a temporary waiver for having security during the races. Reetz questioned if he could view the recordings of the Police Committee meetings and was told he could; city staff was now typing the minutes and putting them in a record book.

Reetz explained that the Utility/Fire Committee had been meeting and revising the job descriptions for the fire department (officers/personnel), which was going very well.

Borchert commented that he had sent Mayor Kreft an email that explained he needed to resign from the EDA due to scheduling conflicts at work. Brief discussion was held on the new email accounts that had been set up for the Council and Mayor.

Vrklan commented that he had received information on an upcoming LMC seminar in Duluth at the end of June and expressed an interest in attending it. The Council agreed to pre-register to get the discount.

Mayor Kreft recessed the regular meeting and called the closed meeting to order.

*\*\*Minutes Incomplete – See Council Folder for Complete Information\*\**

Administrator Krueger commented that the Employee Relations Committee had met to discuss a past disciplinary action that had been placed in an employee's personnel file. It was their recommendation to leave the action in the file for historic value, but to consider it closed since no other violations of this type had occurred within the last 12 months.

Mayor Kreft commented that due the circumstances with Administrator Krueger leaving, he does not want to see Interim Administrator Schultz put into an awkward position should an employee issue arise. He would handle the matter along with the Employee Relations Committee.

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

Motion by Wills, seconded by Vrklan, and passed by unanimous vote to adjourn the meeting at 8:30 p.m.

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Administrator David L. Krueger

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Mayor James R. Kreft