

ARLINGTON CITY COUNCIL  
MEETING MINUTES  
APRIL 2, 2007

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

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

Members absent: Mike Vrklan

Also Present: Administrator Krueger, Attorney Arneson, Street Supt. Thomes, Asst. EDA Director Schultz, Fire Chief Jeff Otto, Kurt Menk

Motion by Griep, seconded by Reetz, and passed by unanimous vote to approve the agenda with the following additions:

5.5) Sell Grass Rig.

Motion by Griep, seconded by Reetz, and passed by unanimous vote to approve the minutes from the March 19, 2007 meeting as corrected.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to approve the bills as presented.

Fire Chief Jeff Otto presented the annual report for the fire department. He reviewed the calls that the department had responded to in the last year. He also commented on the equipment the department has been able to purchase through the grant money it has received. He stated that the department was able to maintain its budget last year.

Chief Otto presented a breakdown of the costs incurred for the 2005 Grass Rig. He stated the truck was purchased with fire department (fundraising) funds, not city or township money. He stated that the truck has been put into service.

Chief Otto commented that the department has been discussing the idea of getting a flagpole and questioned if the City would be interested in contributing to it. Wills suggested getting some estimates and bring them to the City for consideration. Krueger made the suggestion to the Council to pre-authorize the cement work needed for a base and include it with the apron (cement) work that is to occur in the next month or so at the fire/ambulance garage. The Council was receptive to the idea and would take action at their next regular meeting so estimates could be obtained.

Chief Otto stated that the department has been checking into having a standby generator at the fire hall, which they have found them to be anywhere from \$2,000-\$7,500. They would like to have a generator to power the hall in case of a natural disaster. Brief discussion was held on how this would be budgeted for (which departments-public buildings, ambulance, fire, etc.).

Chief Otto commented that a committee within the department has been formed to start looking at a new pumper truck for 2009 (5 year plan that had been implemented a few years back), which would replace the 1984 truck. He stated that they can't get parts anymore for the pump on the '84 truck.

Chief Otto commented that the City needs to start looking at a new building for the emergency vehicles as they are all out of room. He stated the trucks are getting larger and they are also acquiring more equipment for the various calls they now have to respond to (more than just fires). It was suggested to have the Public Buildings Committee start looking into a plan for this. Otto commented that the Townships should have representation on the Committee when it is formed as they will also benefit from it (storage of equipment they helped pay for).

Chief Otto explained that the department has taken the 1983 Grass Rig out of service and would like to sell it. He stated that there have been numerous mechanical problems with the truck over the years. He asked for permission to sell it as-is on an inventory surplus listing. Otto commented that the department would like to purchase a winch for the 2005 Grass Rig with the proceeds from the sale.

Motion by Griep, seconded by Borchert, and passed by unanimous vote to authorize the Fire Department to sell the 1983 Grass Rig as-is along with the other city vehicles being sold by sealed bid and to use the proceeds to purchase a winch for 2005 Grass rig.

Street Supt. Thomes stated that the Park Board had met and reviewed the 4 applications received for the 3 Summer Recreation positions. He stated that 3 of the applicants were returning from last year and the Park Board was recommending them for approval. The Park Board also compared wages for these positions with Gaylord, Winthrop, Glencoe, Norwood and Le Sueur and found Arlington to be higher. They were not recommending any changes. It was noted that in the past the City paid the bus drivers directly. The new policy is that the school will pay the bus drivers as their employees and be reimbursed by the City; the reason for this change is insurance/worker's compensation.

Motion by Griep, seconded by Borchert, and passed by unanimous vote to accept the Park Board's recommendation to approve hiring Doug Flieth for the Summer Recreation Director position and Paul Pichelmann and Stephanie Schultz for the 2 assistant positions.

Supt. Thomes stated that the Park Board had also reviewed the bids that he had obtained for playground mulch for Four Seasons Park and Frenzel Park. He reported that it is recommended to replace the mulch around playground equipment every 3 years. He stated that the Street Department would do the spreading of the mulch.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to accept the Park Board's recommendation to approve the low bid from Midwest Playscapes, Inc. in the amount of \$3,163.05 for playground mulch for Four Seasons Park and Frenzel Park.

Motion by Wills, seconded by Borchert, and passed by unanimous vote to accept the low bid from Imperial Porta-Palace in the amount of \$280 a month for 4 portable restrooms (3 regular units and 1 handicap unit) with hand sanitizers.

Supt. Thomes presented a couple of bids for chain link fencing that is proposed for Four Seasons Park to divide the ball fields. He stated that neither bid included labor as the Street Department would do the installation.

Motion by Reetz, seconded by Griep, and passed by unanimous vote to accept the low bid from Haggemiller Lumber Inc. in the amount of \$2,970.29 for chain link fencing for Four Seasons Park.

Motion Reetz, seconded by Wills, and passed by unanimous vote to accept the low bid from Neisen Trucking in the amount of \$13.75 per ton (four 16-ton loads) for Agra lime.

Discussion was held on whether a peddler fee should be charged in conjunction with Ordinance No. 198 – Peddler Permits. Supt. Thomes stated that the Park Board felt a fee should be charged, but did not set a fee. Administrator Krueger commented that last year was the first year for this and no fee was charged because the ordinance did not get approved until late in the season. He feels that a small fee is necessary to cover the administrative costs (application review and background checks, etc.).

Motion by Wills, seconded by Reetz, and passed by unanimous vote to set a fee of \$25 for a peddler permit (per Ordinance No. 198).

Supt. Thomes commented that the Streets Committee had met and reviewed the 5 applications for the 2 summer lawn mowing positions. The Committee was recommending Shane Henke and Trevor Otto for the summer positions. Reetz commented on a policy handbook for part-time employees and feels Arlington should have one in place.

Motion by Griep, seconded by Wills, and passed by unanimous vote to accept the Streets Committee recommendation to hire Shane Henke and Trevor Otto for the 2 summer lawn mowing positions.

Supt. Thomes stated that there was 1 applicant interested in the backup/fill in lawn mowing position, but was only available 1 day a week. The Committee agreed that Supt. Thomes could use his discretion to find someone to mow during the Spring and Fall (when students are in school). Thomes added that the Co-op student could help with mowing afternoons until school gets out.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to allow Street Supt. Thomes to use his discretion to find 2 lawn mowers for the Spring and Fall, plus utilize the Co-op student when possible.

Some discussion was held on the how the student co-op program was working out. Supt. Thomes explained that in the Spring and Fall there were plenty of things for this student to do, but during the winter it was a little more difficult to keep the student busy.

Motion by Wills, seconded by Reetz, and passed by unanimous vote to participate again in the Co-op program next year at the Sibley East School.

Supt. Thomes talked about the sidewalk improvement project for 2007. He stated that it would encompass the remaining portion of West Main Street from Hwy 5 to County Road 9, plus around the Arlington Services Building on Alden Street. He stated that 2 bids were received and reviewed by the Streets Committee, which they were recommending accepting the low bid from CMC Construction. Thomes added that vehicles will not be able to drive on the new cement work in front of the Arlington Services Building for 2 weeks. Fire Chief Otto expressed concern about this. He stated that most of the trucks can be turned around and exit the rear of the hall, but he needs to find a place to temporarily house the 2 larger trucks. Thomes stated that they could rearrange the cold storage area down at the city shop for this. He had talked with Ambulance Manager Brian Thomes already about the 2 ambulance rigs. They will be locked up and sit outside in the back.

Motion by Griep, seconded by Borchert, and passed by unanimous vote to accept the low bid from CMC Construction in the amount of \$4.25 per sq. foot for the sidewalk project and \$10,598 for the cement work around the Arlington Services Building.

The second reading of Ordinance No. 204 – An Ordinance to Create a Library Committee for the City of Arlington and to set Operating Rules for said Committee was held. Mayor Kreft commented that the Library Committee had met and reviewed the proposed ordinance and made 1 change-Head Librarian to Library Director. Attorney Arneson summarized the different parts of the ordinance.

Motion by Reetz, seconded by Griep, and passed by unanimous vote to approve Ordinance No. 204 as follows:

#### ORDINANCE NO. 204

AN ORDINANCE TO CREATE A LIBRARY COMMITTEE FOR THE CITY OF ARLINGTON AND TO SET OPERATING RULES FOR SAID COMMITTEE.

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

Section 1. Library Committee Composition. The Library Committee shall consist of seven members. The Committee shall include 6 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 and the Library Director shall also be ex-officio members of the committee.

Section 2. Library 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 Library and the programs sponsored by the Library.

Section 3. Library Committee Organization. The Library 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. Library Committee Meetings. The Library 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 Library Committee shall encourage citizen input, including complaints, complements, or suggested changes to the library operations or programs sponsored by the library. 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 Library 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 Library 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: Employment review. The Library Committee shall assist the City Council by reviewing applications for any library positions to be filled by the City and making hiring recommendations to the City Council.

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

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 first reading. He stated that this Committee would consist of 8 members and 1 Councilmember. He summarized the different parts of the ordinance and spoke briefly on the Cemetery Rules of Operation.

Motion by Griep, seconded by Borchert, and passed by unanimous vote to accept 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 first reading.

Attorney Arneson commented on the Public Library. He stated that it is tied to the County in some ways such as funding, assets, etc. and it is not completely clear what the City of Arlington's role is. He has sent a letter to the County Attorney and Auditor to address these concerns and is waiting to hear back.

Motion by Griep, seconded by Wills, and passed by unanimous vote to approve Marie Kreft's request to sponsor the Summer Story Hour program again this year at \$720 for 5 weeks.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to appoint Rick Rose Jr. to the Police Committee.

Motion by Reetz, seconded by Borchert, and passed by unanimous vote to accept the letter of resignation from David Krueger as City Administrator effective April 30<sup>th</sup>.

Mayor Kreft stated that upon receiving Administrator Krueger's resignation he has talked with Deputy Clerk Tesch about being the Interim Administrator. He stated that she would do so, but with much hesitancy. He also spoke with Asst. EDA Director Denny Schultz about being the Interim Administrator, who said he would be interested in the position on a temporary basis. Mayor Kreft proposed appointing Denny Schultz as the Interim City Administrator with the following conditions:

- A wage increase of \$25/hour for all his hours;
- Authorize a 40/hour week;
- Duties to include: act as EDA Director, attend all Council meetings and Committee meetings as time considerations allow, act as de facto Chief of Staff, and act as chief liaison between citizens, staff and City Council;
- Duties to begin with the regular City Council meeting on April 16<sup>th</sup> and terminate no later than July 31, 2007.

Mayor Kreft also commented that due to the volume of on-going issues (Hennen development, renegotiations with McLeod Power, etc.) he would like to hire David Krueger as a consultant. The main reason behind his recommendation was the continued consistency with the on-going issues and an easier transition to the next Administrator. The following conditions were discussed:

- A stipend of \$100 per week;
- Duties: availability during business hours via telephone for staff questions, and one 2-hour meeting per week with the Interim Administrator and Mayor;
- Appearances at Committee meetings could be arranged at the request of the Committee and pay \$30/hour;
- Duties to begin May 1, 2007 and terminate upon the hiring of a new City Administrator.

Reetz commented that he felt this was probably the best interim measure for the City at this time. Griep agreed. Reetz offered to help out wherever possible with the work load. Wills questioned if sharing a City Administrator (someone already involved in city government) from another City would be possible. Mayor Kreft commented that he would be more comfortable with having someone in-house and who is already somewhat familiar with things going on within the city. Krueger added that it would be pretty hard to find someone willing to work between 2 cities; plus there are certain "trade" secrets/projects that pertain to Arlington that other cities don't need to know about or be involved in.

Motion by Reetz, seconded by Griep, and carried (Wills opposed) to appoint Denny Schultz as Interim City Administrator with the above conditions.

Motion by Griep, seconded by Reetz, and carried (Borchert opposed) to hire David Krueger as a consultant with the above conditions.

Discussion was held on the job title for the City Administrator and whether or not the EDA Director portion should be included. Administrator Krueger commented that there are many aspects to the job that should be considered and he suggested having the Employee Relations Committee review the job title/description or to form a hiring Committee and consider the possibility of hiring a search firm to help with the advertising/hiring process. Reetz commented that a Special Council meeting should be held to:

- 1) define the job title;
- 2) put some rough ideas together for what should be included in the job description, then it can be delegated to a Committee;
- 3) review some preliminary information and costs on hiring a search firm.

It was the consensus of the Council to have the Employee Relations Committee define the title and job description for the City Administrator and bring their recommendations to the next regular Council meeting. It was also agreed to contact a few search firms to see what exactly they offer and at what price before the next regular Council meeting.

The Council reviewed the monthly building permit report from P&Z Administrator Jenness.

Mayor Kreft requested permission for Councilmembers Vrklan and Reetz, P&Z Administrator Jenness, Asst. EDA Director Schultz, P&Z members Grabitske and Mielke, and himself to attend the Government Training Services' Comprehensive Land Use Plan Seminar in St. Paul on April 18<sup>th</sup>.

Motion by Borchert, seconded by Griep, and passed by unanimous vote to authorize the above listed to attend the Comprehensive Land Use Plan Seminar in St. Paul on April 18<sup>th</sup>.

Administrator Krueger stated that the cities of Arlington and Gaylord have been awarded a grant through the Small Cities Development Grant Program. Asst. Director Schultz stated that the amount of the grant for Arlington should be \$550,000-\$600,000 alone (not including Gaylord's portion). He explained that the grant money will be used for housing and commercial rehabilitation. He stated that there will be an Implementation meeting in Mankato on April 10<sup>th</sup> where they will get more information on the grant and what the City of Arlington's role will be throughout the process. Krueger and Schultz on behalf of the EDA expressed their appreciation for the Council's patience and support during the last 2 years.

Motion by Wills, seconded by Reetz, and passed by unanimous vote to authorize Administrator Krueger and Asst. EDA Director Schultz to attend the Implementation meeting in Mankato on April 10<sup>th</sup> related to the Small Cities Development Grant.

Mayor Kreft questioned how the general public was going to be made aware of the grant. Krueger stated that Pettipiece & Associates (company who helped write the grant) will take care of this for the City through public meetings based on the pre-applications that were done. Krueger commented that all the details with the program should be addressed at the Implementation meeting.

Borchert reported on the Cemetery Board's recent meeting. They had reviewed proposed Ordinance No. 205- Creating a Cemetery Board and continued discussing the roadways, which included putting in a curve near the old entrance and assigning names to the roads. He stated that they also discussed a cremation area with columbarium for the cemetery.

Griep commented on the Cable Commission and Hospital Board meetings that he had attended. He informed the Council that the Cable Commission had agreed to pay for the new microphone in the Council Chambers.

Wills commented on the handout that Street Supt. Thomes had put in the packets regarding snow removal. He stated that the Streets Committee would be meeting with the snow removal personal to discuss the issues that arose during the snow season.

Administrator Krueger stated that he would be meeting with Heartland Engineering to continue discussing the scope of services for electrical services. He stated that once this has been completed a Utility Committee meeting will be held and the information will be presented to McLeod Power for their consideration.

Reetz commented on the Ambulance Committee meeting that was held with Hospital Administrator Reker concerning the take over of the ambulance service by the hospital. He stated that the current day service of the ambulance is becoming critical (not enough staffing during the day) and something needs to be done. Administrator Krueger commented that he had sent off letter requesting a variance so that the ambulance can run with only 1 EMT and 1 First Responder instead of 2 EMT's and 1 First Responder and was waiting to hear

back. Krueger commented that the hospital was not as enthusiastic as it had been earlier about taking over the ambulance service due to staffing issues. Krueger and Reetz explained that the City may have to contribute financially to the hospital if additional staff would have to be hired just for the ambulance service. It was noted that the problem with the ambulance service is not incompetence, but a lack of personal/volunteers. Considerable discussion was held on what the next step should be with regard to the ambulance service. It was suggested to get the Ambulance Committee, Ambulance Manager, City (Interim) Administrator, Hospital Administrator and a member from the Hospital Board together for 1 more meeting so a decision can be made.

Wills commented that he would like to see on P&Z Administrator Jenness' monthly activity report a break down of the zoning violations that he is encountering each month.

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

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

Employee Relations Committee recommended a verbal written disciplinary action against an employee, which is to be placed in said employee's personnel file. Disciplinary action was based employee's improper use of city equipment.

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

Motion by Griep, seconded by Wills, and passed by unanimous vote to adjourn the meeting at 9:20 p.m.

---

Administrator David L. Krueger

---

Mayor James R. Kreft