

ARLINGTON CITY COUNCIL
MEETING MINUTES
DECEMBER 17, 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 Jaunich, Attorney Arneson, P&Z Administrator Smith-Strack, Ronald Otto of Sibley County Soil & Water Conservation Dept., Leonard Eibs of the High Island Creek Watershed Dist., EDA Dir. Schultz, Terry Bovee of the MN Dept. of Health, Chris Bruch, Kurt Menk

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

4G) Quote for Replacement of Wastewater Pump

10H) Resolution Approving Salary and Health Benefits

Move Item 15 to the closed portion of the meeting

15.5) Draft Goals for 2008.

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

- 1) Approval of the November 19th, Special November 30th & December 3rd Meeting Minutes
- 2) Approval of the Bills
- 3) Approval of Contract Extension with Municipal Development Group, Inc. as Planning & Zoning Consultant
- 4) Approval of Contract for Comp Plan with Municipal Development Group, Inc.
- 5) Approval of Contract Extension with 101 Development Resources Inc. as Building Inspector
- 6) Approve Hiring of Fire Department Officers: 1st Assistant Chief-John Zaske, 2nd Assistant Chief-Keith Dressen, Safety/Training Officers-Jim Farber and Jason Quast
- 7) Quote for Replacement of Wastewater Pump.

Mayor Kreft noted that there were no citizens present to address the Council.

Adm. Jaunich reminded the Council that the City Offices will be closed on December 25th and January 1st in lieu of the Christmas and New Year's Holidays. He stated that the City Offices will be open until Noon on December 24th Christmas Eve. Adm. Jaunich reminded the Council of the upcoming Special Primary Election on December 18th and Special General Election on January 3rd. He also reminded the Council of the City Appreciation Dinner on January 4th and about the LMC Leadership Conference on January 18-19 in Bloomington.

The Council reviewed the November Statement of Funds, the Building Permit Report for November, and an Activity Report from EDA Director Schultz.

Adm. Jaunich explained that Harlan Krueger had contacted him expressing concern about the enforcement of the snow removal policy. In the past Mr. Krueger has been allowed to push snow from his property into the street, which then became part of the windrow and hauled away. Adm. Jaunich explained that this will no longer be allowed (per City Ordinance). Krueger's concern was that he didn't have any room on his property to pile the snow; if he were to pile it on the boulevard he would be creating a safety/traffic hazard (line of sight), which was also a violation of the City's ordinance. Vrklan commented that the snow could be piled on the boulevard, but if it becomes a safety issue, the City could come with the pay loader and remove some of it. Reetz expressed his feelings that the City should not get involved; Mr. Krueger should be able to remove the snow so that it does not create a safety issue. No action was taken.

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

RESOLUTION NO. 38-2007

A RESOLUTION ADOPTING THE 2007 TAX LEVY COLLECTIBLE IN 2008 AND ORDERING THE LEVY TO BE CERTIFIED WITH THE SIBLEY COUNTY AUDITOR

R 101-34112 Recharge Fire Extinguishers	\$0.00
R 101-34113 Comm. Sign Adv.	\$400.00
R 101-34116 ISF Check-Collected	\$0.00
R 101-34201 Special Police Service	\$4,000.00
R 101-34405 Weed Cleaning and Removal	\$1,000.00
R 101-34755 Recycling Subsidy	\$6,050.00
R 101-34760 Library - Grant Proceeds	\$0.00
R 101-35100 Court Fines	\$15,000.00
R 101-35102 Parking Fines	\$150.00
R 101-36100 Special Assessments	\$7,500.00
R 101-36200 Miscellaneous Revenues	\$2,000.00
R 101-36201 Miscellaneous Refunds	\$0.00
R 101-36210 Interest Earnings	\$5,000.00
R 101-36215 Reimbursable Expense	\$1,000.00
R 101-36220 Other Rents and Royalties	\$0.00
R 101-36230 Contributions and Donations	\$0.00
R 101-38080 Other Recreation Revenues	\$750.00
R 101-39101 Sales of General Fixed	\$0.00
DEPT	\$1,350,711.00

General Fund Revenue **\$1,350,711.00**

DEPT 41110 Council	
E 101-41110-110 Other Pay	\$23,000.00
E 101-41110-122 FICA	\$1,760.00
DEPT 41110 Council	\$24,760.00

DEPT 41400 Administrative Office	
E 101-41400-100 Wages and Salaries	\$66,500.00
E 101-41400-112 2% State Fire Aid	\$20,000.00
E 101-41400-121 PERA	\$4,323.00
E 101-41400-122 FICA	\$5,100.00
E 101-41400-131 Employer Paid	\$5,418.00
E 101-41400-135 Employer Paid Other	\$3,500.00
E 101-41400-181 Mileage	\$750.00
E 101-41400-182 Seminars	\$3,500.00
E 101-41400-186 PERA Aid-Hospital	\$8,514.00
E 101-41400-200 Office Supplies	\$3,000.00
E 101-41400-218 Office Expense	\$18,500.00
E 101-41400-300 Professional Svcs	\$2,500.00
E 101-41400-301 Auditing and Acct'g	\$2,000.00
E 101-41400-312 Bank Processing Fee	\$130.00
E 101-41400-321 Telephone	\$7,000.00
E 101-41400-322 Postage	\$2,000.00
E 101-41400-340 Advertising	\$1,500.00
E 101-41400-351 Legal Notices Publishing	\$8,500.00
E 101-41400-354 Other Print/Binding	\$500.00
E 101-41400-360 Ins-Fire, Liab., WC	\$60,000.00
E 101-41400-396 Safety Program &	\$600.00
E 101-41400-400 Township Tax	\$175.00
E 101-41400-430 Miscellaneous	\$4,000.00
E 101-41400-433 Dues and Subscriptions	\$3,000.00
E 101-41400-485 Gas and Repair	\$1,000.00

Account Description	2008 Budget
E 101-41400-500 Capital Outlay	\$2,500.00
E 101-41400-503 Computers/Software	\$4,000.00
E 101-41400-701 Donations/Contrib.	\$3,298.00
DEPT 41400 Administrative Office	\$241,808.00

DEPT 41410 Elections	
E 101-41410-110 Other Pay	\$2,000.00
E 101-41410-181 Mileage	\$50.00
E 101-41410-200 Office Supplies	\$0.00
E 101-41410-430 Miscellaneous	\$100.00
DEPT 41410 Elections	\$2,150.00

DEPT 41550 Assessing	
E 101-41550-300 Professional Svcs	<u>\$8,200.00</u>
DEPT 41550 Assessing	\$8,200.00

DEPT 41600 Law/Legal Services	
E 101-41600-300 Professional Svcs	\$2,400.00
E 101-41600-304 Legal Fees	<u>\$10,000.00</u>
DEPT 41600 Law/Legal Services	\$12,400.00

DEPT 41910 Planning and Zoning	
E 101-41910-101 Full-Time Employees	\$0.00
E 101-41910-121 PERA	\$0.00
E 101-41910-122 FICA	\$0.00
E 101-41910-131 Employer Paid	\$0.00
E 101-41910-181 Mileage	\$500.00
E 101-41910-182 Seminars	\$750.00
E 101-41910-218 Office Expense	\$200.00
E 101-41910-300 Professional Svcs	\$21,760.00
E 101-41910-301 Auditing and Acct'g	\$0.00
E 101-41910-304 Legal Fees	\$2,000.00
E 101-41910-313 Building Official	\$26,600.00
E 101-41910-314 Comp Plan Services	\$15,600.00
E 101-41910-321 Telephone	\$550.00
E 101-41910-351 Legal Notices Publishing	\$0.00
E 101-41910-396 Safety Program &	\$0.00
E 101-41910-433 Dues and Subscriptions	<u>\$50.00</u>
DEPT 41910 Planning and Zoning	\$68,010.00

DEPT 41940 General Govt Buildings/Plant	
E 101-41940-220 Repair/Maint Supply	\$1,000.00
E 101-41940-300 Professional Svcs	\$1,500.00
E 101-41940-311 Real Estate Tax	\$80.00
E 101-41940-381 Electric & Heat Utilities	\$17,000.00
E 101-41940-383 Gas Utilities	\$9,500.00
E 101-41940-384 Refuse/Garbage	\$500.00
E 101-41940-396 Safety Program &	\$150.00
E 101-41940-401 Repairs/Maint Buildings	\$5,000.00
E 101-41940-430 Miscellaneous	\$1,000.00
E 101-41940-500 Capital Outlay	<u>\$25,000.00</u>
DEPT 41940 General Govt. Buildings/Plant	\$60,730.00

DEPT 42110 Police Administration	
E 101-42110-101 Full-Time Employees	\$89,625.00
E 101-42110-102 Full-Time Employees	\$11,250.00
E 101-42110-103 Part-Time Employees	\$23,000.00
E 101-42110-121 PERA	\$13,013.00
E 101-42110-122 FICA	\$2,550.00
E 101-42110-131 Employer Paid	\$34,110.00
E 101-42110-142 Unemployment Benefit	\$0.00
E 101-42110-182 Seminars	\$750.00
E 101-42110-200 Office Supplies	\$1,000.00
E 101-42110-208 Training and Instruction	\$1,500.00
E 101-42110-210 Operating Supplies	\$3,000.00
E 101-42110-300 Professional Svcs	\$12,000.00
E 101-42110-304 Legal Fees	\$20,000.00
E 101-42110-321 Telephone	\$4,000.00
E 101-42110-322 Postage	\$120.00
E 101-42110-381 Electric & Heat Utilities	\$2,000.00
E 101-42110-383 Gas Utilities	\$3,000.00
E 101-42110-384 Refuse/Garbage	\$200.00
E 101-42110-401 Repairs/Maint Buildings	\$3,500.00
E 101-42110-417 Uniforms/Outerwear	\$1,200.00

Account Description	2008 Budget
E 101-42110-430 Miscellaneous	\$1,700.00
E 101-42110-433 Dues and Subscriptions	\$200.00
E 101-42110-436 Towing Charges	\$500.00

E 101-42110-480 Gas & Repair-Police Car	\$10,000.00
E 101-42110-500 Capital Outlay	\$5,000.00
E 101-42110-503 Computer/Software	\$2,500.00
E 101-42110-508 Radio-Mobile/Base	\$1,000.00
E 101-42110-624 Refunds of User	\$0.00
E 101-42110-639 Clothing Allowance	\$600.00
E 101-42110-733 Reimbursable Expense	<u>\$0.00</u>
DEPT 42110 Police Administration	\$247,318.00
DEPT 42280 Fire Stations and Bldgs	
E 101-42280-124 Fire Pension	<u>\$3,000.00</u>
DEPT 42280 Fire Stations and Bldgs	\$3,000.00
DEPT 42500 Civil Defense	
E 101-42500-103 Part-Time Employees	\$1,944.00
E 101-42500-122 FICA	\$0.00
E 101-42500-210 Operating Supplies	\$0.00
E 101-42500-321 Telephone	\$710.00
E 101-42500-500 Capital Outlay	<u>\$1,400.00</u>
DEPT 42500 Civil Defense	\$4,054.00
DEPT 42700 Animal Control	
E 101-42700-261 License	\$60.00
E 101-42700-430 Miscellaneous	<u>\$640.00</u>
DEPT 42700 Animal Control	\$700.00
DEPT 43000 Public Works	
E 101-43000-101 Full-Time Employees	\$66,000.00
E 101-43000-102 Full-Time Employees	\$10,500.00
E 101-43000-103 Part-Time Employees	\$2,000.00
E 101-43000-110 Other Pay	\$0.00
E 101-43000-121 PERA	\$4,973.00
E 101-43000-122 FICA	\$5,700.00
E 101-43000-131 Employer Paid	\$31,147.00
E 101-43000-200 Office Supplies	\$100.00
E 101-43000-210 Operating Supplies	\$4,500.00
E 101-43000-215 Shop Supplies	\$0.00
E 101-43000-230 Mosquito Control	\$2,000.00
E 101-43000-321 Telephone	\$1,750.00
E 101-43000-381 Electric & Heat Utilities	\$1,500.00
E 101-43000-383 Gas Utilities	\$2,300.00
E 101-43000-384 Refuse/Garbage	\$3,000.00
E 101-43000-385 Recycling	\$6,500.00
E 101-43000-387 Christmas Lighting	\$500.00
E 101-43000-396 Safety Program &	\$500.00
E 101-43000-398 Community Sign	\$300.00
E 101-43000-401 Repairs/Maint Buildings	\$650.00
E 101-43000-420 Shop Equipment	\$250.00
E 101-43000-430 Miscellaneous	\$500.00
E 101-43000-436 Towing Charges	\$500.00
E 101-43000-485 Gas and Repair	\$21,000.00
E 101-43000-500 Capital Outlay	\$30,000.00
E 101-43000-503 Computers/Software	\$0.00
E 101-43000-733 Reimbursable Expense	<u>\$0.00</u>
DEPT 43000 Public Works	\$196,170.00
DEPT 43100 Hwys, Streets, & Roads	
E 101-43100-170 Permits and Licenses	\$0.00
E 101-43100-216 Chemicals and Chem	\$900.00
E 101-43100-217 Other Operating	\$100.00
E 101-43100-224 Street Maint Materials	\$60,000.00
E 101-43100-226 Street Signs & Materials	\$2,000.00
E 101-43100-300 Professional Svcs	\$10,000.00
E 101-43100-303 Engineering Fees	\$15,000.00
E 101-43100-311 Real Estate Tax	\$36.00
E 101-43100-381 Electric & Heat Utilities	\$0.00
E 101-43100-384 Refuse/Garbage	\$900.00
E 101-43100-430 Miscellaneous	\$500.00
E 101-43100-485 Gas and Repair	\$5,000.00
E 101-43100-486 Snow Removal	\$30,000.00

E 101-43100-487 Grading Streets/Alleys	\$3,500.00
E 101-43100-488 Tree Removal	\$5,000.00
E 101-43100-500 Capital Outlay	\$10,000.00

	2008
Account Description	Budget

E 101-43100-513 Storm Sewer	<u>\$1,500.00</u>
DEPT 43100 Hwys, Streets, & Roads	\$144,436.00

DEPT 43160 Street Lighting	
E 101-43160-381 Electric & Heat Utilities	\$19,000.00
E 101-43160-500 Capital Outlay	<u>\$0.00</u>
DEPT 43160 Street Lighting	\$19,000.00

DEPT 44100 Health Services	
E 101-44100-110 Other Pay	\$240.00
E 101-44100-122 FICA	<u>\$20.00</u>
DEPT 44100 Health Services	\$260.00

DEPT 45100 Recreation	
E 101-45100-100 Wages and Salaries	\$8,500.00
E 101-45100-110 Other Pay	\$1,125.00
E 101-45100-122 FICA	\$650.00
E 101-45100-210 Operating Supplies	\$1,500.00
E 101-45100-430 Miscellaneous	\$1,000.00
E 101-45100-485 Gas and Repair	\$500.00
E 101-45100-500 Capital Outlay	\$2,500.00
E 101-45100-731 Community Band	\$0.00
E 101-45100-732 Pool Deficit	<u>\$20,000.00</u>
DEPT 45100 Recreation	\$35,775.00

DEPT 45202 Park Areas	
E 101-45202-100 Wages and Salaries	\$9,000.00
E 101-45202-122 FICA	\$700.00
E 101-45202-220 Repair/Maint Supply	\$1,000.00
E 101-45202-303 Engineering Fees	\$0.00
E 101-45202-311 Real Estate Tax	\$110.00
E 101-45202-381 Electric & Heat Utilities	\$5,500.00
E 101-45202-384 Refuse/Garbage	\$1,500.00
E 101-45202-401 Repairs/Maint Buildings	\$190.00
E 101-45202-418 Other Rentals	\$1,600.00
E 101-45202-430 Miscellaneous	\$1,000.00
E 101-45202-467 Gas & Repair - Mower	\$1,200.00
E 101-45202-500 Capital Outlay	<u>\$24,000.00</u>
DEPT 45202 Park Areas	\$45,800.00

DEPT 45500 Libraries	
E 101-45500-103 Part-Time Employees	\$5,850.00
E 101-45500-122 FICA	\$450.00
E 101-45500-184 Librarian/Sibley County	\$11,475.00
E 101-45500-210 Operating Supplies	\$500.00
E 101-45500-220 Repair/Maint Supply	\$250.00
E 101-45500-311 Real Estate Tax	\$20.00
E 101-45500-321 Telephone	\$800.00
E 101-45500-340 Advertising	\$0.00
E 101-45500-381 Electric & Heat Utilities	\$1,500.00
E 101-45500-383 Gas Utilities	\$750.00
E 101-45500-384 Refuse/Garbage	\$250.00
E 101-45500-401 Repairs/Maint Buildings	\$1,500.00
E 101-45500-430 Miscellaneous	\$430.00
E 101-45500-500 Capital Outlay	<u>\$1,600.00</u>
DEPT 45500 Libraries	\$25,375.00

DEPT 46500 Economic Develop'mt	
E 101-46500-100 Wages and Salaries	\$20,000.00
E 101-46500-121 PERA	\$1,300.00
E 101-46500-122 FICA	\$1,530.00
E 101-46500-181 Mileage	\$510.00
E 101-46500-182 Seminars	\$1,500.00

E 101-46500-218 Office Expense	\$750.00
E 101-46500-300 Professional Svcs	\$8,000.00
E 101-46500-303 Engineering Fees	\$0.00
E 101-46500-304 Legal Fees	\$3,000.00
E 101-46500-321 Telephone	\$650.00
E 101-46500-322 Postage	\$75.00
E 101-46500-340 Advertising	\$2,000.00
E 101-46500-354 Other Print/Binding	\$2,000.00
E 101-46500-430 Miscellaneous	\$850.00
E 101-46500-433 Dues and Subscriptions	<u>\$100.00</u>
DEPT 46500 Economic Develop'mt	\$42,265.00

	2008
Account Description	Budget

DEPT 49000 Miscellaneous	
E 101-49000-430 Miscellaneous	\$5,500.00
E 101-49000-500 Capital Outlay	<u>\$2,000.00</u>
DEPT 49000 Miscellaneous	\$7,500.00

DEPT 49300 Other Financing Uses	
E 101-49300-614 Veteran's Walking Path	\$0.00
E 101-49300-700 Transfers	\$161,000.00
E 101-49300-701 Donations/Contrib.	<u>\$0.00</u>
DEPT 49300 Other Financing Uses	\$161,000.00

Expenditure - General Fund	\$1,350,711.00
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FUND 201 Fire Fund

DEPT	
R 201-33400 State Grants and Aids	\$0.00
R 201-33421 Insurance Premium Dividends	\$0.00
R 201-34202 Special Fire Protection Svcs	\$14,550.00
R 201-34203 Service Calls	\$4,500.00
R 201-36200 Miscellaneous Revenues	\$0.00
R 201-36210 Interest Earnings	\$500.00
R 201-39101 Sales of General Fixed	\$0.00
R 201-39203 Transfer from Other Fund	<u>\$78,000.00</u>
DEPT	\$97,550.00

Revenue - Fire Fund	\$97,550.00
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DEPT 42280 Fire Stations and Bldgs	
E 201-42280-101 Full-Time Employees	\$20,000.00
E 201-42280-121 PERA	\$100.00
E 201-42280-122 FICA	\$1,530.00
E 201-42280-181 Mileage	\$500.00
E 201-42280-200 Office Supplies	\$500.00
E 201-42280-208 Training and Instruction	\$8,500.00
E 201-42280-210 Operating Supplies	\$950.00
E 201-42280-301 Auditing and Acct'g	\$450.00
E 201-42280-304 Legal Fees	\$225.00
E 201-42280-305 Medical and Dental Fees	\$100.00
E 201-42280-321 Telephone	\$700.00
E 201-42280-351 Legal Notices Publishing	\$100.00
E 201-42280-360 Ins-Fire, Liab., WC	\$12,000.00
E 201-42280-381 Electric & Heat Utilities	\$2,500.00
E 201-42280-383 Gas Utilities	\$2,800.00
E 201-42280-384 Refuse/Garbage	\$200.00
E 201-42280-396 Safety Program &	\$2,000.00
E 201-42280-401 Repairs/Maint Buildings	\$2,500.00
E 201-42280-417 Uniforms/Outerwear	\$15,000.00
E 201-42280-420 Shop Equipment	\$1,000.00
E 201-42280-430 Miscellaneous	\$395.00
E 201-42280-433 Dues and Subscriptions	\$1,500.00
E 201-42280-485 Gas and Repair	\$10,500.00
E 201-42280-500 Capital Outlay	\$11,500.00
E 201-42280-508 Radio-Mobile/Base	<u>\$2,000.00</u>
DEPT 42280 Fire Stations and Bldgs	\$97,550.00

Expenditure - Fire Fund **\$97,550.00**

FUND 202 Ambulance Fund

DEPT
R 202-33400 State Grants and Aids \$0.00
R 202-33421 Insurance Premium Dividends \$0.00
R 202-33422 Other State Aid \$0.00
R 202-34203 Service Calls \$92,500.00
R 202-34208 Spec. Ambulance Protect. \$1,984.00
R 202-36200 Miscellaneous Revenues \$500.00
R 202-36210 Interest Earnings \$2,000.00
R 202-39203 Transfer from Other Fund \$15,000.00
DEPT \$111,984.00

Revenue - Ambulance Fund **\$111,984.00**

DEPT 42153 Ambulance
E 202-42153-100 Wages and Salaries \$70,000.00
E 202-42153-121 PERA \$700.00
E 202-42153-122 FICA \$5,350.00

Account Description **2008 Budget**

E 202-42153-142 Unemployment Benefit \$0.00
E 202-42153-200 Office Supplies \$50.00
E 202-42153-208 Training and Instruction \$4,500.00
E 202-42153-217 Other Operating \$4,100.00
E 202-42153-220 Repair/Maint Supply \$400.00
E 202-42153-261 License \$500.00
E 202-42153-301 Auditing and Acct'g \$5,250.00
E 202-42153-304 Legal Fees \$150.00
E 202-42153-310 Other Professional \$1,200.00
E 202-42153-321 Telephone \$950.00
E 202-42153-322 Postage \$84.00
E 202-42153-360 Ins-Fire, Liab., WC \$8,000.00
E 202-42153-384 Refuse/Garbage \$200.00
E 202-42153-396 Safety Program & \$200.00
E 202-42153-401 Repairs/Maint Buildings \$1,500.00
E 202-42153-430 Miscellaneous \$500.00
E 202-42153-433 Dues and Subscriptions \$250.00
E 202-42153-485 Gas and Repair \$4,600.00
E 202-42153-491 EMT Training \$0.00
E 202-42153-500 Capital Outlay \$2,500.00
E 202-42153-508 Radio-Mobile/Base \$1,000.00
DEPT 42153 Ambulance \$111,984.00

Expenditure - Ambulance Fund **\$111,984.00**

FUND 203 Community Center Fund

DEPT
R 203-33421 Insurance Premium Dividends \$200.00
R 203-33422 Other State Aid \$50.00
R 203-34101 Rent Revenues \$50,750.00
R 203-34113 Comm. Sign Adv. \$250.00
R 203-36200 Miscellaneous Revenues \$0.00
R 203-36210 Interest Earnings \$200.00
R 203-39203 Transfer from Other Fund \$55,000.00
DEPT \$106,450.00

Revenue - Community Center Fund **\$106,450.00**

DEPT 45000 Culture and Rec
E 203-45000-100 Wages and Salaries \$11,100.00
E 203-45000-121 PERA \$665.00
E 203-45000-122 FICA \$850.00
E 203-45000-170 Permits and Licenses \$300.00
E 203-45000-200 Office Supplies \$0.00
E 203-45000-210 Operating Supplies \$6,100.00

E 203-45000-300 Professional Svcs	\$14,000.00
E 203-45000-301 Auditing and Acct'g	\$275.00
E 203-45000-304 Legal Fees	\$100.00
E 203-45000-311 Real Estate Tax	\$55.00
E 203-45000-322 Postage	\$50.00
E 203-45000-340 Advertising	\$2,500.00
E 203-45000-360 Ins-Fire, Liab., WC	\$4,500.00
E 203-45000-381 Electric & Heat Utilities	\$18,000.00
E 203-45000-383 Gas Utilities	\$13,000.00
E 203-45000-384 Refuse/Garbage	\$1,000.00
E 203-45000-396 Safety Program &	\$545.00
E 203-45000-401 Repairs/Maint Buildings	\$2,500.00
E 203-45000-406 Repairs, Supplies &	\$1,000.00
E 203-45000-410 Rentals	\$5,500.00
E 203-45000-430 Miscellaneous	\$250.00
E 203-45000-499 Kitchen Expense	\$1,500.00
E 203-45000-500 Capital Outlay	\$10,660.00
E 203-45000-624 Refunds of User	\$12,000.00
DEPT 45000 Culture and Rec	\$106,450.00

Expenditure - Community Center Fund **\$106,450.00**

FUND 207 Cemetery Fund

DEPT	
R 207-34940 Cemetery Revenues	\$1,300.00
R 207-34941 Grave Markings	\$900.00
R 207-36210 Interest Earnings	\$3,000.00
R 207-36230 Contributions and Donations	\$0.00
R 207-39203 Transfer from Other Fund	\$13,000.00
DEPT	\$18,200.00

Account Description **2008 Budget**

Revenue - Cemetery Fund **\$18,200.00**

DEPT 49990 Other Expense	
E 207-49990-100 Wages and Salaries	\$3,500.00
E 207-49990-122 FICA	\$275.00
E 207-49990-200 Office Supplies	\$25.00
E 207-49990-301 Auditing and Acct'g	\$50.00
E 207-49990-303 Engineering Fees	\$1,000.00
E 207-49990-304 Legal Fees	\$500.00
E 207-49990-406 Repairs, Supplies &	\$300.00
E 207-49990-430 Miscellaneous	\$250.00
E 207-49990-467 Gas & Repair - Mower	\$800.00
E 207-49990-500 Capital Outlay	\$11,500.00
DEPT 49990 Other Expense	\$18,200.00

Expenditure - Cemetery Fund **\$18,200.00**

FUND 300 Tax Increment - Dist. 1-3

DEPT	
R 300-31025 Tax Levy	\$0.00
R 300-33402 Market Value Credit	\$0.00
R 300-36210 Interest Earnings	\$0.00
DEPT	\$0.00

Revenue - Tax Increment - Dist. 1-3 **\$0.00**

FUND 301 Tax Increment - District 2

DEPT	
R 301-31025 Tax Levy	\$45,000.00
R 301-33402 Market Value Credit	\$600.00
R 301-36210 Interest Earnings	\$3,000.00
DEPT	\$48,600.00

Revenue - Tax Increment - District 2 **\$48,600.00**

DEPT 47000 Debt Service	
E 301-47000-609 EZ Enterprises	\$4,791.00
E 301-47000-621 Well & Warehouse	<u>\$0.00</u>
DEPT 47000 Debt Service	\$4,791.00

DEPT 49990 Other Expense	
E 301-49990-300 Professional Srvs	<u>\$10,000.00</u>
DEPT 49990 Other Expense	\$10,000.00

Expenditure - Tax Increment – District 2 **\$14,791.00**

FUND 311 Sinking Fund-2000 Improvements

DEPT	
R 311-31000 General Property Taxes	\$31,500.00
R 311-33402 Market Value Credit	\$0.00
R 311-36100 Special Assessments	\$8,568.00
R 311-36210 Interest Earnings	<u>\$0.00</u>
DEPT	\$40,068.00

Revenue - Sinking Fund-2000 Improvements **\$40,068.00**

DEPT 47000 Debt Service	
E 311-47000-601 Debt Srv Bond Principal	\$50,000.00
E 311-47000-611 Bond Interest	<u>\$11,110.00</u>
DEPT 47000 Debt Service	\$61,110.00

Expenditure - Sinking Fund-2000 Improvements **\$61,110.00**

FUND 312 Sinking Fund-2001 Improvements

DEPT	
R 312-31000 General Property Taxes	\$21,100.00
R 312-33402 Market Value Credit	\$0.00
R 312-36100 Special Assessments	\$10,810.90
R 312-36210 Interest Earnings	<u>\$0.00</u>
DEPT	\$31,910.90

Revenue - Sinking Fund-2001 Improvements **\$31,910.90**

DEPT 47000 Debt Service	
E 312-47000-601 Debt Srv Bond Principal	\$30,000.00

Account Description	2008 Budget
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E 312-47000-611 Bond Interest	<u>\$5,400.00</u>
DEPT 47000 Debt Service	\$35,400.00

Expenditure - Sinking Fund-2001 Improvements **\$35,400.00**

FUND 313 Sinking Fund-2004 Improvements

DEPT	
R 313-31000 General Property Taxes	\$47,000.00
R 313-33402 Market Value Credit	\$0.00
R 313-36100 Special Assessments	\$41,445.00
R 313-36210 Interest Earnings	<u>\$0.00</u>
DEPT	\$88,445.00

Revenue - Sinking Fund-2004 Improvements **\$88,445.00**

DEPT 47000 Debt Service	
E 313-47000-601 Debt Srv Bond Principal	\$65,000.00
E 313-47000-611 Bond Interest	<u>\$22,142.50</u>
DEPT 47000 Debt Service	\$87,142.50

Expenditure - Sinking Fund-2004 Improvements **\$87,142.50**

FUND 317 2004 W & S Refunding Bond Fund

DEPT

R 317-36210 Interest Earnings	\$0.00
R 317-39203 Transfer from Other Fund	<u>\$277,600.00</u>
DEPT	\$277,600.00

Revenue - 2004 W & S Refunding Bond Fund **\$277,600.00**

DEPT 47000 Debt Service	
E 317-47000-601 Debt Srv Bond Principal	\$200,000.00
E 317-47000-611 Bond Interest	<u>\$77,287.50</u>
DEPT 47000 Debt Service	\$277,287.50

Expenditure - 2004 W & S Refunding Bond Fund **\$277,287.50**

FUND 318 Wastewater Treatment Sinking

DEPT	
R 318-31000 General Property Taxes	\$0.00
R 318-33402 Market Value Credit	\$0.00
R 318-36210 Interest Earnings	\$0.00
R 318-39203 Transfer from Other Fund	<u>\$50,000.00</u>
DEPT	\$50,000.00

Revenue - Wastewater Treatment Sinking **\$50,000.00**

DEPT 47000 Debt Service	
E 318-47000-601 Debt Srv Bond Principal	\$37,500.00
E 318-47000-611 Bond Interest	<u>\$11,922.50</u>
DEPT 47000 Debt Service	\$49,422.50

Expenditure - Wastewater Treatment Sinking **\$49,422.50**

FUND 352 CERTIFICATE FUND-FIRE

DEPT	
R 352-31000 General Property Taxes	\$32,000.00
R 352-33402 Market Value Credit	\$0.00
R 352-36103 Township Assessments	\$21,345.00
R 352-36210 Interest Earnings	<u>\$1,000.00</u>
DEPT	\$54,345.00

Revenue - CERTIFICATE FUND-FIRE **\$54,345.00**

DEPT 47000 Debt Service	
E 352-47000-600 Debt Srv Principal	\$75,000.00
E 352-47000-611 Bond Interest	<u>\$2,175.00</u>
DEPT 47000 Debt Service	\$77,175.00

Expenditure - CERTIFICATE FUND-FIRE **\$77,175.00**

	2008
Account Description	Budget

FUND 425 Electric Improvement

DEPT	
R 425-36210 Interest Earnings	\$0.00
R 425-39203 Transfer from Other Fund	<u>\$0.00</u>
DEPT	\$0.00

Revenue - Electric Improvement **\$0.00**

DEPT 49300 Other Financing Uses	
E 425-49300-700 Transfers	<u>\$250,000.00</u>
DEPT 49300 Other Financing Uses	\$250,000.00

Expenditure - Electric Improvement **\$250,000.00**

FUND 601 Water Fund

DEPT	
R 601-33421 Insurance Premium Dividends	\$1,000.00
R 601-33422 Other State Aid	\$100.00

R 601-36200 Miscellaneous Revenues	\$250.00
R 601-36210 Interest Earnings	\$4,000.00
R 601-36213 Reimbursement-Green Isle	\$0.00
R 601-36215 Reimbursable Expense	\$1,500.00
R 601-37100 Water Sales	\$361,600.00
R 601-37150 Water Connect/Reconnect	\$6,625.00
R 601-37160 Water Penalty	\$1,500.00
R 601-39203 Transfer from Other Fund	<u>\$0.00</u>
DEPT	\$376,575.00

Revenue - Water Fund **\$376,575.00**

DEPT 49300 Other Financing Uses	
E 601-49300-700 Transfers	<u>\$195,000.00</u>
DEPT 49300 Other Financing Uses	\$195,000.00

DEPT 49400 Water Utilities	
E 601-49400-100 Wages and Salaries	\$0.00
E 601-49400-121 PERA	\$0.00
E 601-49400-122 FICA	\$0.00
E 601-49400-131 Employer Paid	\$0.00
E 601-49400-142 Unemployment Benefit	\$0.00
E 601-49400-170 Permits and Licenses	\$1,500.00
E 601-49400-180 Operator Contract	\$82,575.00
E 601-49400-182 Seminars	\$0.00
E 601-49400-200 Office Supplies	\$0.00
E 601-49400-216 Chemicals and Chem	\$0.00
E 601-49400-218 Office Expense	\$300.00
E 601-49400-220 Repair/Maint Supply	\$0.00
E 601-49400-300 Professional Svcs	\$0.00
E 601-49400-301 Auditing and Acct'g	\$750.00
E 601-49400-303 Engineering Fees	\$2,000.00
E 601-49400-304 Legal Fees	\$258.00
E 601-49400-321 Telephone	\$4,800.00
E 601-49400-322 Postage	\$1,100.00
E 601-49400-360 Ins-Fire, Liab., WC	\$4,500.00
E 601-49400-381 Electric & Heat Utilities	\$22,000.00
E 601-49400-383 Gas Utilities	\$7,000.00
E 601-49400-390 Water Connection Fees	\$5,400.00
E 601-49400-392 Testing	\$0.00
E 601-49400-394 Meters, Hydrants, Paint	\$23,000.00
E 601-49400-395 Repairs-Meters,	\$5,000.00
E 601-49400-396 Safety Program &	\$0.00
E 601-49400-401 Repairs/Maint Buildings	\$0.00
E 601-49400-404 Repairs/Maint	\$0.00
E 601-49400-420 Shop Equipment	\$0.00
E 601-49400-430 Miscellaneous	\$0.00
E 601-49400-433 Dues and Subscriptions	\$0.00
E 601-49400-485 Gas and Repair	\$0.00
E 601-49400-500 Capital Outlay	\$8,000.00
E 601-49400-503 Computers/Software	\$250.00
E 601-49400-601 Debt Srv Bond Principal	\$7,000.00
E 601-49400-611 Bond Interest	\$2,392.00
E 601-49400-636 Supplies & Repairs	<u>\$3,750.00</u>
DEPT 49400 Water Utilities	\$181,575.00

Expenditure - Water Fund **\$376,575.00**

Account Description **2008 Budget**

FUND 602 Sewer Fund

DEPT	
R 602-33421 Insurance Premium Dividends	\$500.00
R 602-33422 Other State Aid	\$100.00
R 602-36200 Miscellaneous Revenues	\$5,250.00
R 602-36210 Interest Earnings	\$3,500.00
R 602-36213 Reimbursement-Green Isle	\$15,000.00
R 602-37200 Sewer Sales	\$299,025.00

R 602-37250 Sewer Connect/Reconnect	\$22,500.00
R 602-37260 Swr Penalty	\$1,500.00
R 602-39203 Transfer from Other Fund	<u>\$0.00</u>
DEPT	\$347,375.00

Revenue - Sewer Fund **\$347,375.00**

DEPT 49300 Other Financing Uses	
E 602-49300-700 Transfers	<u>\$132,600.00</u>
DEPT 49300 Other Financing Uses	\$132,600.00

DEPT 49450 Sewer	
E 602-49450-100 Wages and Salaries	\$0.00
E 602-49450-121 PERA	\$0.00
E 602-49450-122 FICA	\$0.00
E 602-49450-131 Employer Paid	\$0.00
E 602-49450-142 Unemployment Benefit	\$0.00
E 602-49450-170 Permits and Licenses	\$2,100.00
E 602-49450-180 Operator Contract	\$105,100.00
E 602-49450-182 Seminars	\$0.00
E 602-49450-200 Office Supplies	\$0.00
E 602-49450-211 Lab Supplies	\$0.00
E 602-49450-216 Chemicals and Chem	\$0.00
E 602-49450-218 Office Expense	\$250.00
E 602-49450-300 Professional Svcs	\$0.00
E 602-49450-301 Auditing and Acct'g	\$900.00
E 602-49450-303 Engineering Fees	\$4,000.00
E 602-49450-304 Legal Fees	\$1,000.00
E 602-49450-321 Telephone	\$3,200.00
E 602-49450-322 Postage	\$600.00
E 602-49450-360 Ins-Fire, Liab., WC	\$4,500.00
E 602-49450-381 Electric & Heat Utilities	\$34,325.00
E 602-49450-383 Gas Utilities	\$10,000.00
E 602-49450-384 Refuse/Garbage	\$650.00
E 602-49450-392 Testing	\$0.00
E 602-49450-396 Safety Program &	\$0.00
E 602-49450-408 Rep & Supp. Lift Station,	\$500.00
E 602-49450-409 Rep/Sup-WW Facility	\$500.00
E 602-49450-430 Miscellaneous	\$0.00
E 602-49450-485 Gas and Repair	\$0.00
E 602-49450-486 Snow Removal	\$700.00
E 602-49450-500 Capital Outlay	\$35,000.00
E 602-49450-503 Computers/Software	\$175.00
E 602-49450-636 Supplies & Repairs	<u>\$11,275.00</u>
DEPT 49450 Sewer	\$214,775.00

Expenditure - Sewer Fund **\$347,375.00**

FUND 604 Electric Fund

DEPT	
R 604-33421 Insurance Premium Dividends	\$750.00
R 604-33422 Other State Aid	\$200.00
R 604-34000 Charges for Services	\$0.00
R 604-36200 Miscellaneous Revenues	\$1,000.00
R 604-36210 Interest Earnings	\$12,000.00
R 604-36215 Reimbursable Expense	\$500.00
R 604-37400 Electricity Sales	\$1,817,365.00
R 604-37450 Electric Connect/Reconnect	\$2,900.00
R 604-37460 Elec Penalty	\$7,000.00
R 604-37470 Meter Deposits	\$10,000.00
R 604-39203 Transfer from Other Fund	<u>\$250,000.00</u>
DEPT	\$2,101,715.00

Revenue - Electric Fund **\$2,101,715.00**

DEPT 49300 Other Financing Uses	
E 604-49300-700 Transfers	<u>\$0.00</u>
DEPT 49300 Other Financing Uses	\$0.00

Account Description	2008 Budget
DEPT 49550 Electric Utilities	
E 604-49550-100 Wages and Salaries	\$83,700.00
E 604-49550-121 PERA	\$5,440.00
E 604-49550-122 FICA	\$6,100.00
E 604-49550-131 Employer Paid	\$20,155.00
E 604-49550-170 Permits and Licenses	\$1,000.00
E 604-49550-181 Mileage	\$250.00
E 604-49550-182 Seminars	\$500.00
E 604-49550-200 Office Supplies	\$200.00
E 604-49550-218 Office Expense	\$750.00
E 604-49550-300 Professional Svcs	\$16,000.00
E 604-49550-301 Auditing and Acct'g	\$1,900.00
E 604-49550-303 Engineering Fees	\$25,000.00
E 604-49550-304 Legal Fees	\$500.00
E 604-49550-312 Bank Processing Fee	\$2,000.00
E 604-49550-321 Telephone	\$900.00
E 604-49550-322 Postage	\$3,500.00
E 604-49550-341 Rebates-CIP-Electric	\$10,000.00
E 604-49550-360 Ins-Fire, Liab., WC	\$8,000.00
E 604-49550-381 Electric & Heat Utilities	\$1,800.00
E 604-49550-383 Gas Utilities	\$2,300.00
E 604-49550-384 Refuse/Garbage	\$205.00
E 604-49550-389 Electric Energy	\$1,400,000.00
E 604-49550-396 Safety Program &	\$700.00
E 604-49550-397 Facility Charge	\$10,250.00
E 604-49550-430 Miscellaneous	\$500.00
E 604-49550-433 Dues and Subscriptions	\$2,000.00
E 604-49550-437 Services-McLeod Coop	\$100,000.00
E 604-49550-485 Gas and Repair	\$1,000.00
E 604-49550-500 Capital Outlay	\$250,000.00
E 604-49550-503 Computers/Software	\$3,000.00
E 604-49550-505 Load Management	\$2,500.00
E 604-49550-512 Repairs-Substation	\$0.00
E 604-49550-624 Refunds of User	\$1,165.00
E 604-49550-625 Meter Deposits	\$9,000.00
E 604-49550-627 Assessment-Public	\$400.00
E 604-49550-630 Rubber Goods Tested	\$0.00
E 604-49550-634 Load Management	\$1,000.00
E 604-49550-635 Transformers, Wire,	\$100,000.00
E 604-49550-636 Supplies & Repairs	\$25,000.00
E 604-49550-637 Service Locations	<u>\$5,000.00</u>
DEPT 49550 Electric Utilities	<u>\$2,101,715.00</u>

Expenditure - Electric Fund **\$2,101,715.00**

FUND 606 Comm Center Bond Fund

DEPT	
R 606-31000 General Property Taxes	\$50,000.00
R 606-33402 Market Value Credit	\$0.00
R 606-36210 Interest Earnings	<u>\$0.00</u>
DEPT	\$50,000.00

Revenue - Comm Center Bond Fund **\$50,000.00**

DEPT 47000 Debt Service	
E 606-47000-601 Debt Srv Bond Principal	\$57,500.00
E 606-47000-611 Bond Interest	<u>\$23,672.50</u>
DEPT 47000 Debt Service	<u>\$81,172.50</u>

Expenditure - Comm Center Bond Fund **\$81,172.50**

BE IT FURTHER RESOLVED, that a summary of the revenues and expenditures be published in the official newspaper of the City.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Borchert and upon poll being taken thereon the following voted in favor thereof: Borchert, Griep, Reetz, Vrklan, Wills; and the following voted 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 17th day of December, 2007.

Signed: /s/ James R. Kreft
Mayor

Attest: /s/ Matthew Jaunich
City Administrator/Treasurer/Clerk

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

Considerable discussion was held on proposed Resolution No. 41-2007 A Resolution Adopting the City's Personnel Policy. Adm. Jaunich highlighted the changes that had been made to the policy and commented on the amount of unused vacation time that most of the employees currently have. Reetz commented on the sale of vehicles and collecting fees for such. Wills commented that he would like the section that deals with the sale of city property more defined to include items that the City does not own, but has confiscated.

Mayor Kreft recessed the regular meeting to hold a public hearing.

Mayor Kreft called to order the public hearing for the Wellhead Protection Plan. Former Interim Administrator Schultz stated that the City of Arlington is required by law to formulate and implement a Wellhead Protection Plan to protect its water resources. He has been working with Aaron Meyer, a Water Resource Planner with the Minnesota Rural Water Association to put such a plan together and was presenting the final draft of Part 2 of the Wellhead Protection Plan. It was noted that Ronald Otto of the Sibley County Soil & Water Conservation Department, Leonard Eibs of the High Island Creek Watershed District, and Terry Bovee of the MN Department of Health were present to answer questions. Bovee explained the process needed to get the plan approved at the State level. He added that educating the public on the Wellhead Protection Plan was important and he would provide the City with material to give to the public. He also commented that this plan was good for 10 years and would have to be amended and/or updated at that time.

Mayor Kreft adjourned the public hearing and reconvened the regular meeting.

It was the consensus of the Council that Resolution No. 41 – Approving the Personnel Policy was not ready for approval and therefore Resolution No. 41 was being re-assigned to the Wellhead Protection Plan.

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

RESOLUTION NO. 41-2007

A RESOLUTION APPROVING THE WELLHEAD PROTECTION PLAN

WHEREAS, the Minnesota Department of Health requires the City of Arlington to formulate and implement a Wellhead Protection Plan to protect its water sources; and

WHEREAS, a public hearing was held according to law to hear any comments for or against the Plan.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Arlington hereby approves the attached draft plan dated September 11, 2007 as its Wellhead Protection Plan.

(SEE ATTACHED AMENDMENT)

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Griep and upon poll being taken thereon the following voted in favor thereof: Borchert, Griep, Reetz, Vrklan, Wills; and the following voted 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 17th day of December, 2007.

Signed: /s/ James R. Kreft
Mayor

Attest: /s/ Matthew Jaunich
City Administrator/Treasurer/Clerk

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

Mayor Kreft recessed the regular meeting to hold a public hearing.

Mayor Kreft called to order the public hearing for proposed special assessments for the 2008 tax roles. It was noted that there were no residents present for public comment. Adm. Jaunich commented that the proposed assessments were from the 2007 Sidewalk Improvement project and utility bills where the resident has left and did not leave a forwarding address (cannot be found). Adm. Jaunich stated that Leon Westphal had contacted him about the sidewalk assessment for his property. Mr. Westphal was asking that City to waive the fee as he had replaced some sidewalk back in 2005 on his own (not part of the scheduled project at that time) and claims that he was told the City would reimburse him for half of the cost (bill submitted was for \$222.75) at the time his property became part of the scheduled project to be done. Adm. Jaunich checked with City Staff and no one recollected this agreement. Reetz expressed concern about setting precedence for reimbursing residents for sidewalk that is not part of the yearly improvement project.

Mayor Kreft adjourned the public hearing and reconvened the regular meeting.

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

RESOLUTION NO. 40-2007

A RESOLUTION ORDERING THE FILING OF ASSESSMENTS

BE IT RESOLVED, that the City Council of the City of Arlington does hereby order the filing of assessments due to the City of Arlington for bad debt. Such assessments are to be filed with the Sibley County Auditor. Said assessments are as follows:

<u>OWNER</u>	<u>PROPERTY</u>	<u>AMOUNT DUE</u>	<u>REASON</u>	<u>PARCEL ID#</u>
Robert Huetteman	103 NW 6 th Ave.	\$987.27*	Sidewalk Replacement	31.0049.000
Leon Westphall	611 W. Main St.	\$48.87**	Sidewalk Replacement	31.0046.000

TOTAL SIDEWALK ASSESSMENTS \$1,036.14

*An interest rate of 8.25% will be charged over 5 years for sidewalk assessment.

**An interest rate of 8.25% will be charged over 1 year for sidewalk assessment.

<u>OWNER</u>	<u>PROPERTY</u>	<u>AMOUNT DUE</u>	<u>REASON</u>	<u>PARCEL ID#</u>
Dorah Sanchez	841 NW 7 th Ave.	\$364.24	Utilities	31.0873.170
Pedro Gonzalez	209 N 1 st Ave.	\$2,017.34	Utilities	31.0004.000
Theresa Lightfoot	411 W. Alden St.	\$348.59	Utilities	31.0023.000

TOTAL UTILITY/EMT CLASS ASSESSMENTS \$2,730.17

*An interest rate of 8.25% will be charged over 1 year for all utility assessments.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Wills and upon poll being taken thereon the following voted in favor thereof: Borchert, Griep, Reetz, Vrklan, Wills; and the following voted 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 17th day of December, 2007.

Signed: /s/James R. Kreft
Mayor

Attest: /s/ Matthew Jaunich
City Administrator/Treasurer/Clerk

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

P&Z Adm. Smith-Strack was present to discuss an amendment to a CUP for Chris Bruch. She gave a brief history on the CUP that had been approved back in September. The Planning Committee has reviewed the request for CUP amendment and was recommending approval of same, which would allow a consistent sidewall height not to exceed twelve feet in height and a roof pitch not to exceed a 5:12 pitch with the following conditions:

- 1) Compliance with the previous CUP conditions shall be maintained as follows:
 - a) The accessory structure may be up to 2,000 square feet in area.
 - b) The accessory structure shall be post/frame construction and feature a cement floor.
 - c) The accessory structure is allowed to have a metal roof, however, if a metal roof is employed it shall have covered fasteners.
 - d) The accessory structure shall be made of the same material as the dwelling at 408 East Main Street. The siding shall be horizontal.
 - e) The accessory structure shall be shifted five feet to the east (toward the house at 408 East Main) for a total of at least fourteen feet from the side yard property line.
 - f) The accessory structure shall be similar in exterior color to the dwelling at 408 East Main Street.
 - g) The accessory structure shall be screened to the west with shrubbery/landscaping so as to soften the appearance of the structure from the abutting property.
- 2) No additional accessory structures and/or accessory structure (attached or detached) square footage shall be allowed and/or constructed. Any pending building permits shall be rescinded by the applicant prior to submittal of a building permit for the aforementioned 2,000 square foot structure.

No action was taken on Resolution 37-2007 Amending CUP for Chris Bruch's Accessory Structure as he rescinded his request.

Discussion resumed on the proposed Personnel Policy and accrued employee vacation time balances. Adm. Jaunich suggested allowing the employees to carry over the vacation balances (one time) with the understanding that it must be used up by June 30th or they lose it. Vrklan expressed concern that some of the employees may not be able to get all their time used up by the deadline and suggested possibly paying the employee for the balance. Reetz commented on the comp time balances. He would like to see something added to the proposed policy that states comp time must be approved prior to accumulation. It was suggested to have vacation slips made up for employees to fill out, to help with scheduling conflicts (if they would arise). Adm. Jaunich commented that the Council and/or public will have to understand that some things may not be done as timely as they would like due to the fact the city departments are small (1-2 people) and employees may be gone on vacation.

Motion by Reetz, seconded by Griep, and passed by unanimous vote to allow a one-time exception to the pending Personnel Policy to allow employees to carry over their vacation balances in excess of 40-hours (allowed carry over balance) with the understanding that it must be used by June 30th.

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

RESOLUTION NO. 42-2007

A RESOLUTION TO WRITE OFF UNCOLLECTIBLE BILLS

WHEREAS, the City of Arlington has deemed the following outstanding accounts for review by the Arlington City Council:

WHEREAS, efforts by the City of Arlington have been deemed unsuccessful in attempts for collection;

<u>Account</u>	<u>Amount</u>
Medicare Accept Assignment	\$9,980.87
Medical Assistance	\$1,706.02
Medicare Reduction	\$471.03
Collections	\$3,792.40

Bad Debt	\$3,613.02
Bankruptcy	<u>\$250.00</u>
TOTAL WRITE OFFS	\$19,813.34

WHEREAS, sources for collection have been exhausted;

NOW THEREFORE BE IT RESOLVED, that the above stated accounts be written off as uncollectible and efforts for collection of such be terminated.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Borchert and upon poll being taken thereon the following voted in favor thereof: Borchert, Griep, Reetz, Vrklan, Wills; and the following voted 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 17th day of December, 2007.

Signed: /s/ James R. Kreft
Mayor

Attest: /s/ Matthew Jaunich
City Administrator/Treasurer/Clerk

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

Adm. Jaunich presented Resolution No. 43-2007 A Resolution Authorizing Membership in the 4M Fund. He stated that this fund is a money market high interest account. Attorney Arneson commented that there were 2 advantages with this type of fund. The first being an investment and management system of the City's investments; and the second being that all the member municipalities are pooling their resources (having more money to invest and presumably demand a greater return). Vrklan commented that he would like to see a comparison of what the City is doing now and could be doing through the proposed new fund. It was the consensus of the Council to research this fund more. No action was taken therefore Resolution No. 43 was not enacted.

Adm. Jaunich stated that 6 petitions for annexation had come in from the residents in the Highland View Addition and noted that there were 18 properties overall, which did not meet the 50% requirement to proceed with annexation. Discussion was held on what the City's next step should be. Attorney Arneson asked for some time to research what the legal process should be regarding the petitions they did receive since the 50% was not met.

Motion by Griep, seconded by Vrklan, and passed by unanimous vote to table the discussion on the Highland View Addition annexation petitions until the January 7th Council meeting in order to allow Attorney Arneson to research the matter further.

Discussion was held on the proposed Scope of Services Agreement with McLeod Coop Power. Adm. Jaunich commented that McLeod Power had 2 concerns. The first concern was that they did not want to be responsible for PCB Transformer hazardous waste, which it is believed that the city does not have any such transformers anymore. The second concern was the 30-45 minute response time target. McLeod Power would like language added that is consistent with their established policies/procedures. Some concern was expressed about what McLeod Power's policies and procedures were regarding response time as this information had not been provided to the City during negotiating the proposed agreement. Adm. Jaunich commented that McLeod Power has responded in a timely manner in the past. Adm. Jaunich will contact McLeod Power about their policies and report back to the Council.

Discussion was held on possibly selling some vehicles owned by the City (Dodge Dakota Truck, 3 Squad Cars, and Ford Explorer, Chevy Bravada). The Police Committee was recommending to the Council to keep the Bravada as a city vehicle, along with putting lights in the grill and equip it with a radio so it could be used as a backup vehicle for the Police Department. Attorney Arneson explained that the Bravada was obtained through forfeiture and that the title was missing. He stated that the process for having a new title made had been

initiated; it just takes a few weeks. The discussion on selling vehicles was tabled until the City gets the title back for the Bravada.

Adm. Jaunich stated that he was putting a fee schedule ordinance together, along with an equipment usage (rental) ordinance. He explained what was to be included and asked the Council to let him know of any fees they would like to add.

The Council reviewed a draft copy of Mayor Kreft's 2008 Goals, which included the following:

- 1) Complete our Comprehensive Plan and follow with a Capital Improvement Plan;
- 2) Update our City Charter;
- 3) Attain "Tree City USA" status, as defined by the National Arbor Day Foundation;
- 4) Cooperate with Sibley Medical Center to enhance and improve our Ambulance Department;
- 5) Further explore the creation of a Geographic Information System for the City of Arlington.

Mayor Kreft commented that he intends to present his Goals at the City Appreciation Dinner on January 4th. He also commented that he will be Proclaiming January 4th as Lowell Nagel day in the City of Arlington. Adm. Jaunich suggested adding a sixth goal, creating an investment strategy for the City.

Adm. Jaunich commented that he had received a call from Library Director Homme seeking approval to have the city crew come in and knock out some walls to create more room. Vrklan explained that at the last Library Committee meeting they discussed removing the walls (non-load bearing) for the office as a temporary solution to the current space issue. The Committee felt that by taking out the office the Library could be rearranged to some extent and this would alleviate the "crowded" feeling for approximately 5 years. It was suggested to contact the Building Official to see what would all have to be done for permitting reasons. Arneson questioned if the Committee was still looking at the building f/k/a the Adult Day Health Center. Vrklan commented that they were very much interested in the building as it had more square footage, but they were not gaining anything due to the layout of the building, plus it does not have a basement.

Griep talked about the most recent Hospital Board meeting (retreat), which included the entire medical staff, Management Staff, Hospital Board and 2 representatives from Ridgeview Medical Center. He stated that they did some strategic planning, word education and determined that there are 3-4 areas they are going to focus on and aggressively pursue in the next year. Mayor Kreft and Griep said it was a lengthy, but very good meeting with lots of information and interesting discussion from all the different points of view. Mayor Kreft stated that everyone was enthusiastic and looking forward.

Wills commented on the most recent Police Committee Meeting. He stated that a concerned resident had talked to him about the use of part-time officers and questioned why they come on so early in the shift and why both squads are out at the same time. Chief Rovinsky was going to work the schedule different so that the part-time officers come on duty at the time they are needed at the Community Center instead of earlier (try to keep hours down).

Mayor Kreft spoke briefly on the most recent Comp Plan Task Force meeting. Adm. Jaunich reminded the Council that the first public information meeting was scheduled for January 14th.

Adm. Jaunich handed out several items of information from the MVRRA and LMC for the Council to look over.

Wills talked about the use of the two police squads. He stated that when the Council voted to purchase the new squad, it was with the understanding that it would be used as the primary vehicle for the police department and the second squad would be parked and used only as a backup when needed. It was not intended that both squads would be used equally. It was suggested to have Police Chief Rovinsky at the first meeting in January to discuss vehicle usage.

Wills questioned if there was anything in the snow bird ordinance about dumpsters in the street. Attorney Arneson commented that without looking at the ordinance specifically, its intent is clear: to keep the city streets free from obstruction by any object for proper plowing purposes. Attorney Arneson questioned the use of the city right-of-way regardless of the time of year. Mayor Kreft suggested implementing a fee for dumpsters in the city right-of-way. Reetz commented that if dumpsters are going to be allowed in the street, he would like to see

either reflectors on them or orange cones around them for safety reasons. Adm. Jaunich will check to see what other cities are doing with regards to dumpsters in the street.

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

The Council held discussion on employee wages and salaries.

The Council held the annual performance reviews for Police Chief Rovinsky and City Administrator Jaunich.

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

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

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

RESOLUTION NO. 43-2007

A RESOLUTION APPROVING THE SALARY, WAGE AND HEALTH INSURANCE BENEFIT PLAN FOR 2008

WHEREAS, a salary, wage and benefit plan, among other pertinent uses, provides a method whereby wages, salaries and benefits may be adjusted upward or downward to meet performances by the employees; and

WHEREAS, sound financial planning by the City Council is purpose behind the salary, wage and benefit plan for 2008.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the salary and wage plan is adopted as listed below for 2008. For 2008, employees of the City of Arlington shall receive wages and adjustment to wages as follows:

(Please see attached chart)

BE IT FURTHER RESOLVED, that for 2008 the City of Arlington will cover 90% of the premium costs for health insurance with the remaining 10% being paid for by the employees.

BE IT ALSO RESOLVED, that these wages become effective January 1, 2008

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

Adopted by the City Council of the City of Arlington this 17th day of December, 2007.

Signed: /s/ James R. Kreft
Mayor

Attest: /s/ Matthew Jaunich
City Administrator/Treasurer/Clerk

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 Wills, seconded by Reetz, and passed by unanimous vote to adjourn the meeting at 11:24 p.m.

Administrator Matthew Jaunich

Mayor James R. Kreft