

ARLINGTON CITY COUNCIL
MEETING MINUTES
FEBRUARY 17, 2009

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

Members present: Mayor Kreft, Griep, Pederson, Pichelmann, Reetz, Vrklan

Members absent: None

Also present: Administrator Jaunich, Attorney Arneson, Ambulance Director Sullivan, Historical Society

Members: Dwight Grabitske & Curt Boeder

Motion by Griep, seconded by Pederson, and passed by unanimous vote to approve the agenda as presented.

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

- A) Approval of the February 2nd Special & Regular Meeting Minutes
- B) Approval of the February 12th Special Workshop Minutes
- C) Approval of the Bills
- D) Approval of Dance Permit for Arlington Haus for Friday, March 6th.

It was noted that there were no public hearings scheduled.

It was noted that there were no citizens present to address the Council on non-agenda items.

The following announcements were reviewed:

- 1) Fire and Ambulance Meeting with Townships/G.I. Thursday, February 19th at 7:00 pm
- 2) Public Hearing on Circle Lane/Horseshoe Drive Improvement Project is set for 5:30 pm on March 2nd
- 3) MMUA Winter Legislative Conference March 25-27 in Bloomington.

The Council reviewed the following communications:

- 1) January Financial Reports
- 2) Water/Wastewater Report.

Ambulance Director Sullivan presented the annual report on the Ambulance Service. He noted that the Ambulance Dept. handled 218 runs for the year. He commented that they are continuing in their efforts to recruit new members. Sullivan stated that he had contacted the EMSRB (earlier in the day) about the status of the application for the part-time ALS license and was informed that it had been approved. He stated that it was going to take some time to fully process the application as notices needed to be published about the change, etc., but was hopeful to be operating under the new license by April 1st, and that they were fully equipped and ready to go, other than the need to hire 2-3 additional paramedics. He commented that things were going very well with the staff since he joined. Sullivan commented that he had been meeting with the Fire Chief and Police Chief monthly about the emergency services and working together. He added that the Fire Dept. will be assisting with certain medical runs, such as heart attacks, strokes, unresponsive patients.

Dwight Grabitske and Curt Boeder were present to give the annual report for the Historical Society. Grabitske spoke on the restoration of the old fire hall building and the Restoration/Rehabilitation Award they received for said restoration. He commented on several goals that the Historical Society has set for themselves, which included getting the Fire Hall building on the National Register and restoring an old hose cart.

Ambulance Director Sullivan discussed the 'No Transport' fee, currently in place for those patients who refuse treatment and/or transport. He proposed dissolving this fee and gave reasons why.

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

RESOLUTION NO. 17-2009

**A RESOLUTION DISSOLVING THE ARLINGTON AMBULANCE
“NO TRANSPORT” FEE**

WHEREAS, sound financial planning by the City Council is the purpose behind establishing rates and fees for City services; and

WHEREAS, in looking out for the best interest of its Ambulance Service Patients, rates and fees may be raised, lowered or eliminated.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the “No Transport” Fee for the Arlington Ambulance Service is hereby reduced from \$50 to \$0.

BE IT FURTHER RESOLVED, that the rate change become effective immediately.

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: Griep, Pederson, Pichelmann, Reetz, Vrklan; 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 February, 2009.

Signed: /s/ James R. Kreft
Mayor

Attested: /s/ Matthew Jaunich
City Administrator

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

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

RESOLUTION NO. 16-2009

A RESOLUTION RATIFYING ADDITIONAL MAYORAL APPOINTMENTS

BE IT RESOLVED, That Mayor James R. Kreft has appointed the following individuals to the following appointments:

Cemetery Committee: (Term Length: Two years)

Citizen Appointees:

Gordon Schauer

Police Committee: (Term Length: Two years)

Citizen Appointees:

OPEN SEAT

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Pichelmann and upon poll being taken thereon the following voted in favor thereof: Griep, Pederson, Pichelmann, Reetz, Vrklan; 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 February, 2009.

Signed: /s/ James R. Kreft
Mayor

Attested: /s/ Matthew Jaunich
City Administrator

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

The first reading of Ordinance No. 239 – An Ordinance Regulating the Dissemination of Information and Compliance with the Minnesota Government Data Practices Act was held. Attorney Arneson reviewed the various parts of the proposed ordinance.

Discussion was held on the parking lot on West Main Street that lies between the Templo Maranatha Church and Reetz Floral. The Council reviewed a preliminary cost estimate from 2006 for making improvements to said parking lot. Adm. Jaunich stated that the City continues to receive requests to have the parking lot paved. He stated that it could be added to the 2009 Street/Utility Improvement project, which would save on construction (mobilization) costs, and that TIF money could be used. Attorney Arneson addressed some concerns with the adjacent privately owned portion (22 ft.) of the lot.

Motion by Vrklan, seconded by Pederson, and passed by unanimous vote to direct Attorney Arneson to contact a representative from the Templo Maranatha Church about providing an easement to the City to pave their property that lies adjacent to the City owned parking lot on West Main Street.

Adm. Jaunich explained that the Arlington A's Baseball Association had inquired if they need to carry Dram Shop Insurance this year in conjunction with their 3.2 Malt Liquor License as they will be hosting the State tournaments and sales are projected to be over \$25,000. It was noted that the State does not require this and leaves the decision up to the respective municipalities. Attorney Arneson spoke in favor of requiring them to obtain the Dram Shop insurance because the baseball field belongs to the School District.

Motion by Pederson, seconded by Griep, and passed by unanimous vote to table discussion and/or action on the requirement of Dram Shop Insurance for the Arlington A's Baseball Association until the next regular Council meeting to give the A's time to check into what other communities were doing.

Adm. Jaunich introduced a draft policy for Electronic Communications between Council Members. Attorney Arneson addressed how this is affected by the 'open' meeting laws. Email record retention was discussed. Adm. Jaunich will check to see if emails are covered under the Record Retention Schedule currently in place.

Motion by Pichelmann, seconded by Vrklan, and passed by unanimous vote to approve the policy establishing guidelines for Electronic Communications between Council Members as presented (*see attached*).

Adm. Jaunich commented that he, Mayor Kreft, and Councilmembers Vrklan and Pichelmann had met with the Fire Dept. Officers recently. It was noted that the City's Personnel Policy Handbook needs to be revised to include Police Department, Fire and Ambulance members.

Adm. Jaunich commented that there is still one opening on the Police Committee.

Adm. Jaunich updated the Council on the Electrical Improvement project. He stated that the City would be contracting with McLeod Power for supplies and Legacy for labor.

Brief discussion was held on the upcoming meeting with the Townships, City of Green Isle, and Fire and Ambulance Departments.

Discussion was held on the preliminary assessments related to the 2009 Street/Utility project.

Motion by Reetz, seconded by Griep, and passed by unanimous vote to adjourn the meeting at 7:47 pm.

City Administrator Matthew Jaunich

Mayor James R. Kreft



Policy for Electronic Communications
between Council Members

Effective beginning February 17, 2009

Guidelines for Electronic Communications between Council Members

These guidelines apply to all members of the city council and all members of council and city committees, commissions, sub-committees, etc. in the City of Arlington.

For purposes of these guidelines, reference to Council Members includes members of all other city committees and groups subject to the Open Meeting Law. Reference to the council shall include all such groups and meetings.

For purposes of these guidelines, “electronic means” means email, instant messaging, chat rooms, and related electronic conversation.

For purposes of these guidelines, “City Administrator” means the City Administrator or his/her designee.

These guidelines apply regardless of whether the Council Member is using a city-provided email address and account, his/her personal email address or account, or one provided by his/her employer.

Meeting Materials

Electronic communication of meeting materials should generally be conducted in a one-way communication from the City Administrator to the council.

- Council Members may receive agenda materials, background information, and other meeting materials via email attachment or other electronic means (such as file sharing) from the City Administrator.
- If a Council Member has questions or comments about materials received, she/he should inquire via electronic means directly back to the City Administrator. A Council Member should not copy other committee members on his/her inquiry.
- If the clarification is one of value to other Council Members, the City Administrator may send follow-up materials or information to the council.

Materials relating to agenda items of a meeting must also be made available to the public at the meeting.

Communication during Council Meetings

- Council Members should not communicate with one another via electronic means during a public meeting.
- Council Members should not communicate with any member of city staff via electronic means during a public meeting.
- Council Members are encouraged not to communicate with the public via electronic means during a public meeting.

Communication Outside of Council Meetings

- Council Members Should generally act with caution when using electronic means to communicate with one another, being mindful of the Minnesota Open Meeting Law.
- If a Council Member wishes to share information with other members, she/he should do so through the City Administrator. The Council Member may request the City Administrator distribute materials to others. The communication should not invite responses to or discussion between any Council Members, including replies to the person making the distribution request. This should be considered a method for providing one-way information to other members of the council. Again remember that materials relating to agenda items for city business must be provided to the public at the meeting.
- If a Council Member wishes to address only one other member through electronic means on any topic relating to city business, she/he can do so directly, but should be mindful of the following:

- One-to-one communication is ideal.
 - The recipient of an electronic message or inquiry should reply only to the sender, should not copy others on the reply and should not forward the original email to other Council Members.
 - The sender of an electronic message should not forward or copy the recipient's reply to any other Council Member
- If a Council Member receives an electronic communication from any source related to city business and distributed to multiple Council Members (i.e. an email sent to the entire council from a member of the public; or an email sent to three Council Members from a local business), she/he should reply only to the sender. The reply should not be copied to all on the original distribution or forwarded to any other Council Member.
 - If a Council Member receives listserv distributions, electronic newsletters, or participates in electronic discussion forums where other Council Members are also likely to participate (such as chat rooms), the Council Member should not reply to any distribution or comment so that the reply is copied to the entire distribution group, or any part of the group that might include other Council Members. The Council Member should instead respond only to the sender of any message or inquiry.

Classification and Retention of Electronic Communications

- Regardless of whether electronic communication by a Council Member is taking place on a city-provided computer, home computer or other computer system, classification of information as public, private or other is governed by the Minnesota Government Data Practices Act (Minnesota Statute Chapter 13) and should be treated accordingly.
- Council Members should retain electronic communications in keeping with city policies and procedures, whether such communication takes place on a city-provided computer, home computer or other computer system.