

ARLINGTON CITY COUNCIL
MEETING MINUTES
MARCH 16, 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, Derick Dahlen

Motion by Griep, seconded by Reetz, and passed by unanimous vote to approve the agenda as amended:

Add item 17.5) Discussion on Horseshoe Drive & Circle Lane

Add item 13C) Approve Job Description for Assistant Ambulance Director

Remove item 21) as information was not ready in time for the meeting.

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

- A) Approval of the March 2nd Regular Meeting Minutes
- B) Approval of the March 2nd (Special Meeting) Public Hearing Minutes
- C) Approval of the Bills
- D) Approve the closing of West Chandler St. from Highway 5 to 6th Avenue NW on April 18th from 8:00 am to 3:00 pm for the 5th Annual Racer Preview Day
- E) Approval of bid from Imperial Porta Palace for summer portable restrooms @ 293.75/month
- F) Approval of Service Agreement for Tax Assessments with the Sibley County Assessor for \$9,350
- G) Approval of Ambulance Raceway and Rodeo Service Agreements
- H) Acceptance of Pia Larsen's resignation from the Park Board effective March 31, 2009.

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.

Derick Dahlen from Avant Energy (associated with MMPA) was present to discuss the Hometown WindPower program. He stated that MMPA will be placing a wind generator in each of the member cities this year, along with starting wind farms in each Steele County and Freeborn County by 2012. He reviewed the details about the turbine (size, materials used, overall appearance, maintenance, etc.) and the criteria needed for placement of a turbine within the city. Brief discussion was held on possible future expansion (more turbines).

The following announcements were reviewed:

- 1) Census 2010 Complete Count Town Hall Meetings will be held from March - May
- 2) Infrastructure Rehabilitation Workshop is Friday, March 27th from 8:30 am – 12:00 pm
- 3) League of MN Cities Safety & Loss Control Workshop is April 1st in Mankato
- 4) Board of Appeal & Equalization Hearing is April 13th from 3-8 pm at the Sibley County Assessor's Office.

The Council reviewed the following communications:

- 1) February Financial Reports.

Mayor Kreft noted that the President of the Rail Authority was scheduled to give the annual report, but was not in attendance.

The first reading of Ordinance No. 242 – An Ordinance Amending Ordinance 214, Section 6(1), Addressing the Assessments of Project Costs, was held. Adm. Jaunich commented that he had been contacted by a resident (Councilmember Griep) who recently had some utility work done and inquired about having the

WAC & SAC charges assessed to his property taxes, as they are considerable and he couldn't afford to pay them all at once. Councilmember Griep stepped out of the room so the Council could discuss this freely. Adm. Jaunich commented that the way the Ordinance is currently written, WAC and SAC charges are not assessable. He added that the proposed amendment would apply only to existing homes (not new construction) and/or businesses or a property that was recently annexed into city limits.

Adm. Jaunich spoke briefly on the City's investment accounts. He stated that he had met with representatives from Multi-Bank Securities and that he would like to add them to the list of companies the City may invest with.

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

RESOLUTION NO. 22-2009

A RESOLUTION AUTHORIZING AN INVESTMENT ACCOUNT WITH MULTI-BANK SECURITIES, INC.

WHEREAS, the City of Arlington is duly authorized and permitted by its City Charter and the laws of the State of Minnesota to invest in United States Treasury obligations, Federal Agency issues, Repurchase Agreements, Certificates of Deposit, Commercial Paper—prime, Bankers Acceptance—prime, Money Market funds investing exclusively in U.S. government and agency issues and other investments as authorized by Minnesota State Statute 118A.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the City is hereby authorized to open an account or accounts in the name of the City with Multi-Bank Securities, Inc. (broker-dealer) and that the City Administrator and Deputy Clerk or any one of them may, on behalf of the City, (1) give orders in said account or accounts for the purchase, sale or other disposition of stocks, bonds, and other securities, (2) deliver to and receive from broker-dealer on behalf of this organization, monies, stocks, bonds, and other securities, (3) sign acknowledgements of the correctness of all statements of accounts, and (4) make, execute and deliver any and all written endorsements and documents necessary or proper to effectuate the authority hereby conferred; the within authorization to the City Administrator and Deputy Clerk to remain in full force and effect until written notice of the revocation thereof shall have been received by the broker-dealer.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Pederson 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 16th day of March, 2009.

Signed: /s/ James R. Kreft Attested: /s/ Matthew Jaunich
Mayor 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.

Discussion was held on the proposed improvements to the parking lot on West Main Street (between Templo Maranatha Church and Reetz Floral). Attorney Arneson stated that he has tried to reach the pastor of the church on several occasions, which included sending a letter, but has not received any response to date. Adm. Jaunich commented that the Council can either wait to get a response from the Church or it can move forward to the next step, which is to obtain an engineering report (cost estimate) for the proposed project.

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

RESOLUTION 20-2009

A RESOLUTION ORDERING A PRELIMINARY ENGINEERING REPORT

WHEREAS, it is proposed to improve the public parking lot on Main Street (west of Reetz Floral); such an improvement would convert the existing gravel parking lot into a bituminous (paved) parking lot. The improvement may also include the upgrade of the alley to the north of the property with storm sewer and an alley reconstruct.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ARLINGTON, MINNESOTA:

That the proposed improvement be referred to Joel Hawbaker of Bolton & Menk, Inc. for study and that Bolton & Menk is instructed to report to the Council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

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 16th day of March, 2009.

Signed: /s/ James R. Kreft Attested: /s/ Matthew Jaunich
Mayor 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 Council reviewed a letter from Arlington Liquors asking for a 5-10 minute parking sign to be placed in front of their business. Adm. Jaunich expressed his thoughts on the subject matter. He stated that this particular business has a rear parking lot of its own, plus the city-owned parking lot is directly across the street. It was noted that another business has a similar sign, which was denied by the Council, but they continue to put it out. Reetz suggested sending a letter to the Chamber and the Main Street Businesses to address the parking issue and ask that each business be respectful of the others around them (due to limited parking) and to not allow their employees to park on Main Street (leave for customers/general public) and to have them park in rear lots (if any) and/or city parking lots. The Council was opposed to the City putting up any signs.

Motion by Reetz, seconded by Vrklan, and passed by unanimous vote to deny the request from Arlington Liquors to have the City place an enforceable 5-10 minute parking sign in front of their business as the City has not done this for other businesses on Main Street.

Discussion was held on what the next phase in the Ambulance upgrade was – to hire additional part-time paramedics. Adm. Jaunich commented that it was originally intended to hire the paramedics through Ridgeview (internally), but feels the positions should be open to the public and posted locally as well, due to labor laws. He stated that by having a ‘pool’ of paramedics would allow the amount of hours covered to increase to 60 hours a week (five 12-hour shifts) versus the 40 hours (five 8-hour shifts) currently. He stated that the Ambulance Committee has met and was recommending that up to six part-time paramedics be hired and the rate of pay should be \$23.00 per hour. It was noted that the current Manager (Director), Kevin Sullivan is an employee of Ridgeview Medical Center (paid by them) under contract to the City of Arlington. It was also noted that the paramedics would be employees (hired and paid by) of the City of Arlington.

Motion by Griep, seconded by Reetz, and passed by unanimous vote to advertise for six (6) part-time paramedics.

Discussion was held on posting internally for an Assistant Ambulance Manager (Director). Adm. Jaunich commented that the Ambulance Committee feels this position is needed in order to handle things when the Director is away (nights and weekends) with a salary of \$1,000 per year (above the oncall pay). It was noted that prior to hiring Director Sullivan, the Ambulance Manager was paid a salary of \$2,400 per year and the Assistant Manager was paid a salary of \$600 per year.

Motion by Reetz, seconded by Pichelmann, and passed by unanimous vote to post internally within the Ambulance Service for an Assistant Manager (Director).

Adm. Jaunich presented a proposed job description for the Assistant Ambulance Manager position.

Motion by Griep, seconded by Pederson, and passed by unanimous vote to approve the job description for the Assistant Ambulance Manager position as follows:

JOB DESCRIPTION

Public Safety - Ambulance
City of Arlington

Title of Class: Assistant Ambulance Manager
Effective Date: March 16, 2009
Pay Status: Exempt --Salaried

DESCRIPTION OF WORK

General Statement of Duties: Assists the Ambulance Manager in the day-to-day operations and with the emergent decisions that need to be made when the Ambulance Manager is not available.

Supervision Received: Works under the general supervision of the Ambulance Manager

Supervision Exercised: Moderate; fills in for the Ambulance Manager when the Ambulance manager is gone. May need to take over as manager if the current manager resigns or is terminated until a new manager is hired by the City.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Assist with the completion of required documentation for personnel, vehicles, equipment, or other areas where the Manager may need assistance
- Promote open communication with ambulance staff
- Report any problems or complaints to manager. This reporting includes, but is not limited to, patient care issues, staffing issues, intra-agency issues, etc.
- Assist in the development and review of protocols, rules and regulations regarding the Arlington Area Ambulance.
- Assist with community education requests when necessary
- Provide assistance to fellow crew members as needed

MINIMUM QUALIFICATIONS

- Current Minnesota EMT Card
- Good Organizational Skills
- Strong Leadership and Communication Skills
- Supervisory Experience Preferred
- 3+ Years Experience with the Arlington Area Ambulance Service.

Adm. Jaunich commented that he had met with the City of Green Isle (Council) recently about the proposed ambulance rate increase to be charged to them and collectible in 2010. He stated that they understood the reasons for the increase.

Adm. Jaunich commented that he and Mayor Kreft have been discussing the LMC Awards program (held during annual conference) and would like to submit an application on Arlington's behalf related to the cooperative efforts of the City of Arlington, Arlington Ambulance Service, Ridgeview Medical Center and Sibley Medical Center for the upgrading of the ambulance service.

Adm. Jaunich presented a revised Water and Sewer Service Line Policy. He summarized the various changes/additions.

Motion by Griep, seconded by Vrklan, and passed by unanimous vote to approve the Water and Sewer Service Line Policy as revised. (*See attached*)

Adm. Jaunich presented a Water Meter, Water Hydrant and Water Usage Policy. There was some discussion on the policy.

Motion by Reetz, seconded by Pederson, and passed by unanimous vote to approve the Water Meter, Water Hydrant and Water Usage Policy as presented. (*See attached*)

Adm. Jaunich talked about the 4M Fund. He stated that the current balance is \$582,824.05 and that he would like to take \$300,000 out of it due to the current decline in the market and re-invest the money in some longer (2-5 year) term investments (CD's). He stated that he has discussed this with the Finance Committee and the City's Financial Advisor.

Motion by Vrklan, seconded by Pichelmann, and passed by unanimous vote to authorize Adm. Jaunich to take \$300,000 out of the 4M Fund and re-invest it in some other investment accounts.

Adm. Jaunich talked about the American Recovery and Reinvestment Act 2009 (Information on Federal Stimulus Package for Minnesota Cities). There was some discussion on how Arlington could get some of the monies being made available through the stimulus package.

The Council reviewed a memo from Engineer Hawbaker on the Horseshoe Drive and Circle Lane Improvement Project. It was noted that the plans and specs wouldn't be ready for review until April 20th.

Discussion was held on setting dates for the Spring Clean Up (appliances/junk) and Community Cleanup (leaves/phosphorus). It was noted that the Spring Clean Up has been successful in past years and Supt. Thomes was recommending that it be held again this year. It was noted that the Community Cleanup is not as well utilized and Supt. Thomes recommended discontinuing it.

Motion by Griep, seconded by Reetz, and passed by unanimous vote to set Saturday, May 2nd as the date for the Spring Clean Up in the municipal parking lot.

Motion by Reetz, seconded by Griep, and passed by unanimous vote to participate in the Community Clean Up For Cleaner Water program that is sponsored by the Friends of the Minnesota Valley, Minnesota River Board, Minnesota River Basin Data Center and Coalition for a Clean Minnesota River by sweeping the streets and keeping the compost site open on a daily basis for the residents; the city will not be doing curbside pickup.

Mayor Kreft commented on Arbor Day and that they are planning to inventory the parks to see what kinds of trees may be needed in them.

Griep commented that the presentation earlier in the evening on the wind generator was good. Adm. Jaunich stated that there is a lot of information to take in and learn about. He encouraged the Council to attend MMPA's annual conference as it is very informative. Mayor Kreft commented that he would like to see the appraisals done as soon as possible on the proposed site locations for the wind generator and have a Special Council meeting to review/discuss same.

Discussion was held on the lawn mowing positions and if utilizing the Co-Op student for same (during the early Spring season before school gets out) would be possible. Adm. Jaunich will check into this.

Vrklan commented that he and Councilmember Pichelmann observed the Fire Department's interview/testing process for prospective new members. He stated that he was impressed with how it was done/setup and that the entire process (oral session and physical session) was done very professionally.

Adm. Jaunich commented that the Parks meeting had been pushed back a day due to Lent and that the Police Committee would not be meeting this month as the Police Chief has been ill and doesn't have anything to bring forward.

Adm. Jaunich commented on the Emergency Operations Plan that Fire Chief Otto had put together. He asked the Council to review it and that it will be on the next agenda for Council approval.

Mayor Kreft commented that at the last Council meeting it had been approved to hire a grant writer to write a grant on behalf of the Fire Department. He expressed his concerns about the fact that the Department was applying for this grant and didn't know what they would use the money for if awarded it. It was noted that the money would go towards a tanker truck and turnout gear. The question was asked why they were asking for a tanker truck and not the pumper truck they wanted. Pederson explained that when it comes to grant money, older equipment holds a higher priority for replacement and is more likely that the grant will be awarded because of it.

Brief discussion was held on the upcoming need to replace all EMS radios/pagers due to the change over to the 800 MHz system. Adm. Jaunich commented that this should be brought up at the next Sibley County Municipalities meeting and that the Cities, Townships and County should apply for a grant as a group and not individually.

Motion by Reetz, seconded by Vrklan, and passed by unanimous vote to adjourn the meeting at 8:27 pm.

City Administrator Matthew Jaunich

Mayor James R. Kreft