

ARLINGTON CITY COUNCIL
MEETING MINUTES
OCTOBER 6, 2008

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

Members present: Mayor Kreft, Borchert, Griep (arrived late), Reetz, Vrklan, Wills

Members absent: None

Also present: Administrator Jaunich, Attorney Arneson, Engineer Hawbaker, EDA Director Schultz, Madonna Rykken & Clayton Dumcum from Johnson Controls, Anna Molnau, Historical Society Members Curt Boeder, Greg Goblirsch, Dwight Grabitske; Darel Radde, Kevin Sullivan, Josh Novosad Kurt Menk

Motion by Vrklan, seconded by Reetz, and passed by unanimous vote to approve the agenda with the following additions and/or changes:

- Removed item 8a) – reports were not ready
- Removed item 9) Chief Rovinsky was not able to make the meeting and
- Replaced item 9) Update on Water Leaks
- Added Item 12c) – Update on Circle Lane & Horseshoe Drive Improvement Project.
- Removed item 4c) from Consent Agenda and placed it on the regular agenda as item 16.5) Approve Electrical System Improvements at an estimated cost of \$45,250.

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

- A) Approval of the September 15th Special & Regular Meeting Minutes & September 17th Workshop Meeting Minutes
- B) Approval of the Bills
- C) Approve the purchase of 8 boards for the hockey rink at a cost of \$919.76.

Historical Society members Curt, Boeder, Dwight Grabitske and Greg Goblirsch presented to the City of Arlington the award they (Arlington Historical Society) received at the 24th Annual Preservation Alliance of Minnesota Awards Ceremony for the restoration/rehabilitation of the Fire Hall building.

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

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

Mayor Kreft called to order the public hearing related to Ordinance No. 230 – Adopting Amendments to the City Charter. It was noted that there was no one present on this matter.

Motion by Wills, seconded by Reetz, and passed by unanimous vote to adjourn the public hearing.

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

The following announcements were reviewed:

- 1) Fall Clean-Up Day – Saturday, October 11th from 8 am to 1 pm (Municipal Parking Lot)
- 2) LMC Regional Meeting is October 23rd in Dassel.

The Council reviewed the following communications:

- 1) September Building Permit Report
- 2) EDA Activity Report.

Adm. Jaunich gave an update on the number water leaks that have occurred in the last year to date. He stated that there were 12 service line breaks and 1 water main break, which were all over town and not in one specific area. He commented that he would like the Utilities Committee to get together to discuss this in more detail.

Two proposals were reviewed from Johnson Controls related to the Energy Audit that was done over the summer. Adm. Jaunich explained that Option A included everything the City could make changes to and Option B (recommended by Public Buildings Committee) was for certain areas only. Discussion was held on the various funding options available. It was noted that staff has been doing a great job of conserving energy (turning lights off when not needed). Madonna Rykken, Johnson Controls, gave an overview of what the process will be to implement the changes, should the Council decide to move forward with the project.

Motion by Reetz, seconded by Vrklan, and passed by unanimous vote to approve the project summary and list of projects (Option B) from the energy audit as presented from Johnson Controls in the amount of \$639,964.

Bids for snow removal (hauling, grading, skid loader) were reviewed. Adm. Jaunich commented that one bid had been received for each the hauling and skid loader work, and that 2 had been received for the grading.

Motion by Reetz, seconded by Borchert, and passed by unanimous vote to approve the skid loader snow removal bid from Haggemiller Lumber (as presented) for the 2008-2009 Snow Season.

Motion by Borchert, seconded by Reetz, and passed by unanimous vote to approve the snow removal hauling bid from Molnau Trucking (as presented) for the 2008-2009 Snow Season.

The snow removal grading bids from Klehr Grading and Molnau Trucking were reviewed in detail. Adm. Jaunich noted the difference of equipment and pricing between the bids. He stated that Molnau has plowed for the City of Mayer in the past, but did not have the low bid this year. City Staff inquired with the City of Mayer to see what they thought of Molnau's service and was told that they were very pleased with the job Molnau's did for them in the past (no complaints). Adm. Jaunich and Street Supt. Thomes were recommending approval of the low bid from Molnau Trucking.

Motion by Borchert, seconded by Wills, and passed by unanimous vote to approve the snow removal grading bid from Molnau Trucking (as presented) for the 2008-2009 Snow Season.

Mayor Kreft gave a brief update on the upgrading of the Ambulance Service. He introduced Darel Radde and Kevin Sullivan of Ridgeview Medical Center. Attorney Arneson presented a Letter of Understanding that was related to the proposed contract between the City and Ridgeview Medical Center for providing an Ambulance Director/Paramedic. He stated that by having the Letter of Understanding in place would allow the City to hire a temporary Ambulance Supervisor (Kevin Sullivan) to help with the immediate Ambulance Service's day call needs. He commented that this individual would also be assisting at the hospital where possible during the interim license upgrade process (under a sub-contract between the City and SMC). There was some discussion on the license upgrading process and how long it was expected to take. Darel Radde also explained that Ridgeview has a 'chase' vehicle they can provide to the city for Kevin Sullivan to use during the interim period; it comes fully equipped for ALS needs.

Motion by Reetz, seconded by Borchert, and passed by unanimous vote to authorize Adm. Jaunich and Attorney Arneson to enter into a Letter of Understanding and a Contract with Ridgeview Medical Center for providing Ambulance Management Services and to hire Kevin Sullivan as the Ambulance Supervisor.

Engineer Hawbaker presented new cost estimates for utility extensions to the properties located at 23319 and 23189 State Hwy 5. A memo from Attorney Arneson pertaining to the need for an easement corridor was reviewed.

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

RESOLUTION NO. 46-2008

A RESOLUTION RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to action at the September 15, 2008 council meeting, a report has been prepared by Bolton & Menk with reference to the extension of water and sewer utilities on Highway 5 to the properties at 23319 and 23189 State Highway 5; and this report was received by the City Council on October 6, 2008; and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible.

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

1. The Council will consider the improvement of such utility extension in accordance with the report and the assessment of benefiting properties for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$45,916.75.
2. A public hearing shall be held on such proposed improvement on the 20th day of October, 2008, in the Council Chambers of the Community Center at 6:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

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

Adopted by the City Council of the City of Arlington this 6th day of October, 2008.

Signed: /s/ James R. Kreft
Mayor

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

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 whether or not the City should proceed with implementing a Capital Improvement Plan. Adm. Jaunich explained that Bolton & Menk was going to start data collection for the GIS program soon, which the information for the CIP program goes hand-in-hand with. He stated that it should be a cost savings doing the 2 programs together.

Motion by Vrklan, seconded by Reetz, and passed by unanimous vote to hire Bolton & Menk to do a Capital Improvement Plan survey of the city streets and infrastructure for a fee not to exceed \$21,900.

Engineer Hawbaker presented the results of the sanitary sewer televising that had been done for Horseshoe Drive, Circle Lane, West Douglas Street, West Chandler Street and 4th Avenue NW. He explained that the information obtained will be helpful when determining if a full reconstruct should be done or not with future street projects.

Engineer Hawbaker explained that seven bids had been received for the utility extension project on 401st Avenue. He stated that the low bid was from Chard Tiling & Excavating in the amount of \$36,483.50; the high bid was \$170,363 (typo) from K.A. Witt Construction, Inc. and the engineer's estimate was \$47,700.

Motion by Griep, seconded by Borchert, and passed by unanimous vote to accept the low bid from Chard Tiling & Excavating in the amount of \$36,483.50 for the utility extension on 401st Avenue.

Two bids were received and reviewed for the 1988 Chevy Model C70 Dump Truck with plow and sander.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to accept the high bid from Joshua Charles Novosad in the amount of \$4,250 for the 1988 Chevy Dump Truck with plow and sander.

The first reading of Ordinance No. 229 – An Ordinance Repealing and Replacing Section 16 of Ordinance 169, The Arlington Zoning Ordinance, Relating to the Board of Zoning Appeals and Adjustments was held. Reetz explained that there were some inconsistencies within the original ordinance.

The first reading of Ordinance No. 230 – An Ordinance Amending the City Charter was held. Attorney Arneson commented that the members of the Charter Commission were appointed by the District Court for a term of four years and recommended that they meet annually to review the City Charter.

The first reading of Ordinance No. 231 – An Ordinance Establishing a Planning Agency for the City of Arlington was held. It was noted that this ordinance repeals and replaces Ordinance No. 114, which was established in 1984. It was also noted that the number of members would be reduced to seven to be more consistent with the other committees.

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

RESOLUTION NO. 44-2008

**CITY OF ARLINGTON
COUNTY OF SIBLEY
STATE OF MINNESOTA**

**A RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING
DISTRICT NO. 1-3 OF THE CITY OF ARLINGTON**

WHEREAS, on October 21, 2002 the City of Arlington (the "City") created its Tax Increment Financing District No. 1-3 (the "District") within its Municipal Development District No. 1 (the "Project"); and

WHEREAS, as of the date hereof all bonds and obligations to which tax increment from the District have been pledged have been paid in full or defeased and all other costs of the Project have been paid; and

WHEREAS, the City desires by this resolution to cause the decertification of the District after which all property taxes generated within the District will be distributed in the same manner as all other property taxes.

NOW THEREFORE, BE IT RESOLVED by the City Council that the City's staff shall take such action as is necessary to cause the County Auditor of Sibley County to decertify the District as a tax increment district and to no longer remit tax increment from the District to the City. The City shall remit any excess increment to Sibley County for redistribution.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Vrklan 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 6th day of October, 2008.

Signed: /s/ James R. Kreft
Mayor

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

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. 45-2008

A RESOLUTION CALLING A HEARING ON A PROPOSED ASSESSMENT

WHEREAS, by a resolution passed by the City Council on August 18, 2008, it was the intent of the City Council to prepare a proposed assessment of the cost of the improvement of sidewalks on East Adams Street from the railroad tracks going east to the 400 block, including Avenues; along with West Adams Street from the railroad tracks going west to the 600 block, including Avenues; and

WHEREAS, the City Administrator has notified the Council that such proposed assessment has been completed and filed in his office for public inspection.

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

1. A hearing will be held at 6:30 p.m., or shortly thereafter, on November 3, 2008 in the Council Chambers at the Community Center, 204 Shamrock Drive, to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assess may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Arlington, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter pay to the City of Arlington the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.
4. The interest rate for this assessment shall be set at 7%.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Reetz 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 6th day of October, 2008.

Signed: /s/ James R. Kreft
Mayor

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

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

Adm. Jaunich gave an update on the Ordinance 200 Water/Sewer Compliance Letters that had been sent out. He stated that all property owners have either come into compliance or are in the process of becoming compliant after sending out letters twice except for one. It was suggested to contact the one individual by phone and give him 30 days to become compliant; otherwise the City has no choice but to take action against him.

Discussion was held on the proposal from Heartland Engineering for electrical system improvements in the amount of \$45,250. Reetz commented that he was in favor of the work to be done, but expressed concern about work that was supposed to be done (per 5-year plan) and still hasn't been done.

Motion by Reetz, seconded by Wills, and passed by unanimous vote authorize the electrical system improvements as presented from Heartland Engineering in the amount of \$45,250.

Adm. Jaunich commented on the City's non-compliance (male to female ratio with females being under paid) with the Pay Equity Reporting Standards. He explained that (at a minimum) the wages for the office worker and secretary positions needed to be increased in order to bring the City into compliance.

Motion by Borchert, seconded by Wills, and passed by unanimous vote to correct the Pay Equity non-compliance by increasing the wages for the office worker and secretary as recommended by Adm. Jaunich.

Adm. Jaunich drafted a Community Center Use & Rental Policy and asked the Council to review it. He will place it on the next regular meeting agenda for approval.

Adm. Jaunich commented that he would like to schedule 2 more budget workshops with the Council, respectively one in each October and November. It was the consensus of the Council to set Wednesday, October 29th at 5:30 pm for a special workshop meeting.

Reetz commented briefly on the purchase of the new fire truck. He suggested that if the townships want to move forward with the purchase, the City could send a letter that explained that the townships would have to come up with 50% of the cost of the new chassis up front, the City would not cover that bill solely and carry the townships for 12 months. No action was taken.

Wills questioned how McLeod was progressing as far as installation of radio-read electrical meters. Adm. Jaunich commented that he didn't think many had been installed and would check into this.

Wills also questioned the situation with the City's Auditing firm and complying with GASB34. Adm. Jaunich commented that he had talked with 2-3 firms that were not interested in responding to the RFP as there was too much work involved. However, he was communicating with a couple of other firms who were interested and was awaiting proposals from them.

Brief discussion was held on an issue with the Community Center roof. Adm. Jaunich commented that Building Official Haslip was looking into the roof warranty, plus talking with other Officials at the State level about the problems in general with the Community Center and what (if anything) can be done.

Motion by Borchert, seconded by Wills, and passed by unanimous vote to adjourn the meeting at 9:08 pm.

City Administrator Matthew Jaunich

Mayor James R. Kreft