

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
APRIL 2, 2012 AT 6:30 PM  
COUNCIL CHAMBERS**

*The City Council is provided background information for agenda items in advance by city staff, committees and boards. Many decisions regarding agenda items are based upon this information, as well as: City policy and practices, input from constituents, questions or information that has not yet been presented or discussed regarding an agenda item. If you have a concern or question, please ask to be recognized by the Mayor during the "Citizens addressing the Council" portion of the agenda—state your name and address for the record. Please keep comments under 5 minutes. Individuals wishing to speak for more than five minutes should ask to be included on the agenda in advance. All comments are appreciated, but please refrain from personal or derogatory attacks on individuals.*

1. Call meeting to order and Pledge of Allegiance
2. Roll Call
3. Approve the agenda and any agenda additions

**CONSENT AGENDA**

*The items listed for consideration will be enacted by one motion unless the Mayor, a member of the City Council, City Staff or a person in attendance requests an item to be removed from the Agenda.*

4. Approval of Consent Agenda
  - A) Approval of the March 19<sup>th</sup> Regular Meeting Minutes
  - B) Approval of Bills
  - C) Approval of Fiscal Agent Agreement for Small Arts Project Grant
  - D) Approval of Raceway Ambulance Service Agreement
  - E) Approval of Rodeo Association Ambulance Service Agreement
  - F) Approval of Quote from Electric Pump for a new Controller for \$4,584.94
  - G) Approval of Tax Assessment Agreement with Sibley County

**PUBLIC HEARINGS**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

5. Addressing the Council
  - A) Don Burgess ó 2012 Amateur Radio Emergency Field Day
  - B) Citizens Addressing the Council
6. Announcements
  - A) Local Board of Appeal & Equalization Hearing ó April 17<sup>th</sup> from 3pm ó 8pm at Assessor's Office
  - B) Early Bird Registration has Opened for LMC's Annual Meeting in Duluth ó June 20-22
7. Communications
  - A) February Water/Wastewater Report
  - B) March Building Permit Report
  - C) March Police Calls Report
  - D) Tree City USA Designation
  - E) Certificate of Commendation
  - F) 2012 State of the Cities Report

## REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Yearly Electrical Engineer Update (Curtis Cordt)

### ORDINANCES & RESOLUTIONS

9. Resolutions
  - A) 28-2012 ó Accepting a Donation and Designating its Use
  - B) 29-2012 ó Establishing a Fee for Filling Swimming Pools
  - C) 30-2012 ó Off-Site Gambling Permit for VFW

### UNFINISHED BUSINESS

#### NEW BUSINESS

10. Approve/Deny Authorizing Staff to Pursue TED Grant Application
11. Approve/Deny Assessing WAC & SAC Charges to Property at 23315 Highway 5
12. Approve/Deny Chamber of Commerce Requests for Town & Country Days
  - A) Use of Four Seasons Park & Senior Citizen Building on Saturday, June 16<sup>th</sup> and Sunday, June 17<sup>th</sup> for Town & Country Day Activities including Food Vendors, Water Fights and Tents
  - B) Dance Permit for June 16<sup>th</sup> & 17<sup>th</sup> at Four Seasons Park
  - C) Temporary 3.2 Liquor License for June 16<sup>th</sup> & 17<sup>th</sup> at Four Seasons Park
  - ~~D) Parade Route and Closing Off of Streets (removed)~~
13. Approve/Deny Variance from Nuisance Ordinance for Relay for Life Event on June 15
14. Approve/Deny Purchase
  - A) 2003 Dodge Ram from Brau Motors for \$14,485.93
  - B) 9øö V-Plow Boss from Crysteel for \$6,425.66
15. Approve/Deny P.U.C. Electrical Boundary Map with Minnesota Valley Electric Co-op
16. Approve/Deny Hiring
  - A) Community Center Attendant Positions
  - B) Spring/Summer/Fall Lawn Mowing Help
  - C) Summer Rec. Help

### MISCELLANEOUS BUSINESS

17. Council Committee Updates
18. Open Discussion

### ADJOURNMENT

#### Reminders:

- 1) Library Board ó April 18<sup>th</sup> @ 6:30 pm (Library)
- 2) Parks ó April 23<sup>rd</sup> @ 7 pm
- 3) EDA ó April 24<sup>th</sup> @ 6 pm
- 4) Hospital Board ó April 30<sup>th</sup> @ 5 pm (SMC)

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
APRIL 2, 2012**

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

Members present: Mayor Kreft, Pederson, Reetz, Ruehling, Wills

Members absent: Pichelmann

Also present: City Administrator Jaunich, City Attorney Arneson, Don & Kim Burgess, Curtis Cordt, Mike Callies, EDA Adm. Smith-Strack, Police Chief Rovinsky, Officers Andrew Mathwig and Khang (Mike) Nguyen, Matt Carney, Kurt Menk

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

Add item 9C) Resolution 30-2012 ó Off-Site Gambling Permit for VFW

Remove item 12D) Parade Route and Closing Off of Streets.

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

- A) Approval of the March 19<sup>th</sup> Regular Meeting Minutes
- B) Approval of the Bills
- C) Approval of Fiscal Agent Agreement for Small Arts Project Grant
- D) Approval of Raceway Ambulance Service Agreement
- E) Approval of Rodeo Association Ambulance Service Agreement
- F) Approval of Quote from Electric Pump for a new Controller for \$4,584.94
- G) Approval of Tax Assessment Agreement with Sibley County.

It was noted that there were no public hearings scheduled.

Chief Rovinsky introduced Andrew Mathwig and Khang (Mike) Nguyen, the new part-time police officers.

Don Burgess talked about the Amateur Radio Emergency Field Day that was held last year in Memorial Park. He stated that they had a record turnout and record performance; 35,000 operating stations throughout the United States, of which 1,200 were in Minnesota. It was noted that the Girl Scouts, Boys Scouts, many local residents, and officials from other communities, along with Channel 12 News were present last year during the event. Burgess stated that another field day has been scheduled this year on June 23<sup>rd</sup> and 24<sup>th</sup> and asked permission to use Memorial Park again, including a waiver to be in the park past closing time.

Burgess talked briefly about the use of amateur radios in conjunction with Emergency Management Plans. He stated that he has developed a 15-person emergency radio team for Sibley County; which can be utilized in the event of a natural disaster such as a tornado or can be rented out for community events such as parades. He commented that they plan to speak with Seneca Foods about allowing them to put a repeater on their 160 ft. tower (that currently does not have anything on it) at no cost to the City or County members.

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

The following announcements were reviewed:

- 1) Local Board of Appeal & Equalization Hearing ó April 17<sup>th</sup> from 3pm ó 8pm at Assessor's Office
- 2) Early Bird Registration has Opened for LMC's Annual Meeting in Duluth ó June 20-22.

The Council reviewed the following communications:

- 1) February Water/Wastewater Report
- 2) March Building Permit Report
- 3) March Police Calls Report
- 4) Tree City USA Designation
- 5) Certificate of Commendation
- 6) 2012 State of Cities Report.

Electrical Engineer Curt Cordt and Mike Callies presented the annual report for the City's electrical department. Cordt stated that the residential meter change out to radio read units was going well and should be completed by mid-June. He commented that they are now getting outage reports from McLeod Power. It was noted that the electric maps had been updated. Cordt commented that it is the plan to get a complete inventory of the City's electrical equipment by year end, and possibly dispose of some things that are no longer needed. He stated that in looking ahead, they would like to get a (main) line from the new substation to the southwest corner of town; this would allow them to back feed and start to rebuild areas that are in need of repair.

Matt Carney was present to discuss the upcoming Town & Country Days Celebration and make various requests pertaining to Four Seasons Park.

Motion by Reetz, seconded by Pederson, and passed by unanimous vote to approve the use of Four Seasons Park and Senior Citizens Building on Saturday, June 16<sup>th</sup> and Sunday, June 17<sup>th</sup> for Town & Country Days activities including food vendors, water fights and tents.

Motion by Ruehling, seconded by Wills, and passed by unanimous vote to approve a Dance Permit for June 16<sup>th</sup> and 17<sup>th</sup> at Four Seasons Park for Town & County Days.

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to approve a Temporary 3.2 Malt Liquor License for Town & Country Days on June 16<sup>th</sup> & 17<sup>th</sup> at Four Seasons Park.

The Council reviewed a map showing the electrical boundary between the City and Minnesota Valley Electric Co-Op. Adm. Jaunich noted that there were two properties that were either on the line or in MVEC's territory, but were serviced by the City and both parties agreed to leave them that way.

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to approve the P.U.C. Electrical Boundary Map with Minnesota Valley Electric Co-Op as presented (*see attached*).

Engineer Cordt talked briefly about squaring off the electric boundary lines and what would be needed to do so.

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

**RESOLUTION 28-2012**  
**A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE**

**WHEREAS**, the City of Arlington may accept a gift of real or personal property, including money, and use it in accordance with the terms prescribed by the donor; and

**WHEREAS**, the City may not, however, accept or use gifts for religious or sectarian purposes; and

**WHEREAS**, the City of Arlington has received a donation of money from the V.F.W. Post 6031 in Arlington to be used within the fire department for clothing/uniforms; and

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Arlington that the City accepts the \$2,500 donation in full and designates its use to the fire department.

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: Pederson, Reetz, Ruehling, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Pichelmann.

Approved by the City Council of the City of Arlington this 2<sup>nd</sup> day of April, 2012.

CITY OF ARLINGTON, MINNESOTA  
/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

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

**RESOLUTION 29-2012**  
**A RESOLUTION TO ESTABLISH A FEE/RATE SCHEDULE FOR SWIMMING POOL FILLS BY THE ARLINGTON FIRE DEPARTMENT**

**WHEREAS**, pursuant to City Ordinance 219, the City Council has the right to establish and change rates and fees by resolutions; and

**WHEREAS**, sound financial planning by the City Council and staff is the purpose behind establishing a fee/rate schedule for swimming pool fills by the Arlington Fire Department.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Arlington, that the following costs will be charged and that a fee schedule will be established for swimming pool fills by the Arlington Fire Department:

2,000 Gallon Tanker Truck

Cost for In-Town Residents = \$83 per haul

Cost for Rural Residents = \$123 per haul

3,500 Gallon Tanker Truck

Cost for In-Town Residents = \$91 per haul

Cost for Rural Residents = \$131 per haul

**BE IT FURTHER RESOLVED** that a sales tax should be included with the rates, and that this fee/rate schedule will become effective upon passage of the resolution.

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: Pederson, Reetz, Ruehling, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Pichelmann.

Approved by the City Council of the City of Arlington this 2<sup>nd</sup> day of April, 2012.

CITY OF ARLINGTON, MINNESOTA  
/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

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

**RESOLUTION 30-2012**  
**A RESOLUTION APPROVING AN OFF-SITE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR THE VFW POST 6031**

**WHEREAS**, the VFW Post 6031 already has a lawful gambling permit at its current location of the Arlington Dugout, 310 West Main Street.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Arlington hereby approves the application for an off-site Lawful Gambling Permit at Four Seasons Park as requested by the VFW Post 6031 for an event on June 16<sup>th</sup> and 17<sup>th</sup>.

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

Approved by the City Council of the City of Arlington this 2<sup>nd</sup> day of April, 2012.

CITY OF ARLINGTON, MINNESOTA  
/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

EDA Director Smith-Strack was present to discuss the Transportation Economic Development (TED) Grant and provided information on same that she had obtained from a workshop that she had attended in Mankato recently. It was noted that the money (if awarded) could be used to build a new collector street (which would connect TH 5 and CSAH 17/CR 166), extending utilities, roadways and storm water facilities in the proposed industrial park south of Seneca. It was noted that Cemstone was 100% on board with moving their current facility from the downtown area out to the property to be purchased by EDA (proposed industrial park south of Seneca) and the money from this grant would lower project costs significantly. Smith-Strack commented that the deadline for the grant was April 27<sup>th</sup> and had to be sponsored by a City or County. She noted that the EDA voted unanimously to move forward with the application.

Motion by Ruehling, seconded by Wills, and passed by unanimous vote to authorize staff to pursue the TED Grant Application.

The Council reviewed a letter from a property owner who was requesting permission to be assessed for the WAC and SAC charges as he was in the process of hooking up to city utilities. Adm. Jaunich stated that this has been permitted in the past. He was recommending a 6% interest rate over 5 years.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to assess WAC and SAC charges at an interest rate of 6% over 5 years to the property located at 23315 Highway 5.

The Council reviewed a letter from the Sibley County Relay for Life Team requesting a variance from the Nuisance (Noise) Ordinance for their Relay for Event on June 15<sup>th</sup>-16<sup>th</sup>.

Motion by Ruehling, seconded by Pederson, and passed by unanimous vote to approve the variance for the Nuisance (Noise) Ordinance to the Sibley County Relay for Life event on June 15-16.

Discussion was held on the purchase of a pickup truck and v-plow for the Streets Department. Adm. Jaunich stated that both had been budgeted for. He stated that the 3/4 óton truck Supt. Thomes is currently driving would be given to Maintenance Worker Paine and the plow put on it and then the red diesel Chevy truck would be put up for sale. Wills expressed his thoughts that the red truck should be fixed.

Motion by Wills, seconded by Reetz, and passed by unanimous vote to table discussion /action of the purchase of a truck and/plow until staff can provide a list of expenses for repairs for the 1998 red Chevy Diesel truck.

Motion by Ruehling, seconded by Wills, and passed by unanimous vote to hire Cathy Spicer, Janice Larson and Cindy Kuehn-Gleason as part-time Community Center Attendants, with the condition each passes a background check.

Motion by Reetz, seconded by Pederson, and passed by unanimous vote to hire the following lawn mowing help:

Part-time Spring/Fall ó Kenneth Renneke and Shawn Roehler  
Full-time Summer ó Michael Bullert and Matthew Meffert.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to hire the following Summer Recreation help:

Director/Softball Coach ó Lindsay Thomas  
Head Baseball Coach ó Matt Pichelmann  
Assistant Baseball Coach ó Edward Reichenbach.

Brief discussion was held on the proposed mill/overlay project for Hwy 5 that is scheduled for 2013.

Adm. Jaunich gave an update on the cleaning at the Community Center. He stated that staff is documenting the problems as they find them. He stated that staff continues to re-clean after events.

Motion by Wills, seconded by Reetz, and passed by unanimous vote to adjourn the meeting at 7:53 pm.

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City Administrator Matthew Jaunich

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Mayor James R. Kreft