

**ARLINGTON CITY COUNCIL
MEETING AGENDA
APRIL 21, 2014 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 April 7th Regular Meeting Minutes.
 - B) Approval of the April 7th Special Workshop Meeting Minutes.
 - C) Approval of the April 14th Special Council Meeting Minutes.
 - D) Approval of Bills.
 - E) Approval to Pay Attorney Fees Related to RSMC Affiliation Activities, \$5,700. (Ross R. Arneson)
 - F) Authorize 2014 Dust Control Offered by Sibley County, Two Applications, \$4,192.
 - G) Approve Request from Liberty Station to Waive Water and Sewer Service Charges from March 1 - March 31, 2014 for Frozen Water Service Lines.
 - H) Approval of Transient Merchant/Peddler's permit for Jorge Saucedo. (Taco Stand)
 - I) Approval of Hiring Mike Barthel as Temporary Maintenance Worker and Lawn Mower.
 - J) Approval of Hiring Henry "Buzz" Matz as Temporary Lawn Mower in Pre & Post Season.
 - K) Approval of Hiring Wayne Maiers as On-Call Paramedic.
 - L) Authorize Giving Sign Panels from Community Center LED Sign to Advertisers (Haggenmiller, Arlington 1st State Bank, and Brau Motors).
 - M) Accept Jennifer Strack, Part-Time Community Center Coordinator/Office Assistant, Letter of Resignation (pending School Board approval).
 - N) Authorize Advertising Job Posting for Part-Time Community Center Coordinator/Office Assistant Position (pending School Board Approval).
 - O) Approval of Hiring John Doerr as Part-Time Lawn Mower.

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council.
6. Announcements
 - A) Local Board of Appeal and Equalization Open Book Meeting: Tuesday, April 22, 2014; 3-8 p.m. Sibley County Assessor's Office, Gaylord.
 - B) LMC's Annual Meeting in St. Cloud – June 18-20, 2014.

7. Communications
 - A) March Financial Reports.
 - ~~B) March Water/Wastewater Report.~~
 - C) Certificate of Membership, MN Rural Water Association.
 - D) Arbor Day Foundation Names Arlington Tree City USA for 2013.

REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Yearly Update: Mike Barthel and Greg Stang – PeopleService, Inc.

ORDINANCES & RESOLUTIONS

9. Ordinances
(None.)
10. Resolutions
 - A) 28-2014 Resolution Ordering Preparation of Engineering Report on 2015 Street & Utility Improvements.
 - B) 29-2014 Resolution Authorizing City of Arlington to Enter into an Agency, Project and Hosting Agreement with Vivid Image.

UNFINISHED BUSINESS

NEW BUSINESS

11. Community Center
 - A) Approve/Not Approve Purchase of Locks.
 - B) Authorize/Not Authorize Drywall Repair at Community Center.
 - C) Approve/Not Approve RFP for Painting Services.
 - D) Approve/Not Approve Caterer Serving Fee and Bar Fees.
 - F) Approve/Not Approve RFP for Sole Beverage Provider in 2015.
 - E) Approve/Not Approve Rent and Use Policy for Community Center.
12. Authorize/Not Authorize Repair of Roof at Emergency Services Building by Vos Construction, Inc.
13. Approve/Not Approve Revision to Salary Scale and Authorize Research of Comparable Position Salaries.
14. Authorize/Not Authorize Conditional Offer and Starting Salary for Police Chief Position to Cory Danner.
15. Authorize Conditional Offer and Starting Salary (Step 11, \$20.42) for Maintenance Supervisor to Tony Voigt.

MISCELLANEOUS BUSINESS

16. Council Committee Updates
17. Open Discussion
 - A) Verizon Generator at Water Tower.

ADJOURNMENT

Reminders:

- 1) EDA – April 29th @ 6 pm
- 2) Parks – April 28th @ 7 pm
- 3) Planning & Zoning – May 1st @ 7 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
APRIL 21, 2014**

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

Members present: Jaszewski, Mayor Kreft, Nuesse, Reetz, Ruehling, Wills

Members absent: None

Also present: City Administrator Donabauer, City Attorney Arneson, Mike Barthel & Greg Stang of PeopleService, Kurt Menk

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

Add item 4M) Accept Jennifer Strack, Part-Time Community Center Coordinator/Office Assistant, Letter of Resignation (pending School Board approval).

Add item 4N) Authorize Advertising Job Posting for Part-Time Community Center Coordinator/Office Assistant Position (pending School Board Approval).

Add item 4O) Approval of Hiring John Doerr as Part-Time Lawn Mower.

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

- A) Approval of the April 7th Regular Meeting Minutes
- B) Approval of the April 7th Special Workshop Minutes
- C) Approval of the April 14th Special Council Meeting Minutes
- D) Approval of Bills
- E) Approval to Pay Attorney Fees Related to RSMC Affiliation Activities, \$5,700 (Ross Arneson)
- F) Authorize 2014 Dust Control Offered by Sibley County, Two Applications, \$4,192
- G) Approve Request from Liberty Station to Waive Water and Sewer Service Charges from March 1 – March 31, 2014 for Frozen Water Service Lines
- H) Approval of Transient Merchant/Peddler's permit for Jorge Saucedo (Taco Stand)
- I) Approval of Hiring Mike Barthel as Temporary Maintenance Worker and Lawn Mower
- J) Approval of Hiring Henry "Buzz" Matz as Temporary Lawn Mower in Pre & Post Season
- K) Approval of Hiring Wayne Maiers as On-Call Paramedic
- L) Authorize Giving Sign Panels from Community Center LED Sign to Advertisers (Haggenmiller, Arlington 1st State Bank, and Brau Motors)
- M) Accept Jennifer Strack, Part-Time Community Center Coordinator/Office Assistant, Letter of Resignation (pending School Board approval).
- N) Authorize Advertising Job Posting for Part-Time Community Center Coordinator/Office Assistant Position (pending School Board Approval).
- O) Approval of Hiring John Doerr as Part-Time Lawn Mower.

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:

- A) Local Board of Appeal and Equalization Open Book Meeting: Tuesday, April 22, 2014; 3-8 p.m., Sibley County Assessor's Office, Gaylord
- B) LMC's Annual Meeting in St. Cloud – June 18-20, 2014.

The Council reviewed the following communications:

- A) March Financial Reports
- B) Certificate of Membership, MN Rural Water Association
- C) Arbor Day Foundation Names Arlington Tree City USA for 2013.

Mike Barthel of PeopleService presented the annual report for the City's water and wastewater departments. Barthel reported that last year 130 million gallons of water was pumped between the three wells (84 million gallons by wells #2 and #4 {alone} and well #3 belongs to Seneca). He commented that all of the wells had been inspected and everything was good. He stated that with regards to the water plant, things were starting to break down due to age of the plant (they have seen their usual life). He noted that a few valves and leaks had been repaired. Barthel commented that with regards to the distribution system, two fire hydrants had been replaced; three water main breaks were fixed; and they worked with four homeowners to repair service lines. He stated that 126 million gallons of raw sewage had been treated at the wastewater treatment plant, which was up slightly from the previous year. Barthel commented that with regards to the collection system, sewers had been jetted; monthly and annual maintenance was completed on all lift stations and generators; three service lines had been replaced and two trays had been replaced on the Bio-cube by the Co-Op. It was noted that 63 loads (totaling 212,050 gallons) of bio-solids had been hauled in October and November. Barthel commented that everything was running well at the wastewater treatment plant. He stated that he had contacted the High School (biology and/or science departments) about giving tours of the wastewater plant and was waiting to hear back.

Greg Stang of PeopleService thanked Mike Barthel and Louis Schillman for their diligent efforts in keeping the City's water plant and tower operating manually during the recent technological communication shutdown. Stang stated that the contract between the City and PeopleService was due to expire at the end of the year. He stated that he had been in contact with Adm. Donabauer about starting discussions for drafting a new Contract; that way details could be worked out prior to the budget season. Mayor Kreft stated that the Utilities Committee could review the current contract and negotiate the new one (possibly changing to a 5-year contract).

Discussion was held on the proposed 2015 Street & Utility Improvement project. Wills suggested that additional areas (West Brooks Street from 4th Ave. to Hwy 5; West Alden Street from 2nd Ave. to Hwy 5; and West Chandler Street from 4th Ave. to Hwy 5) should be added to the project as he noticed issues with the street and curbing in these areas, which are within the same area as the proposed project (it would make sense financially). Reetz expressed concern about the cost/affordability and what the true impact would be. Adm. Donabauer commented she could talk to both the City Engineer and Auditor about the proposed additional area and how it would affect the project overall.

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

RESOLUTION 28-2014

A RESOLUTION ORDERING PREPARATION OF ENGINEERING REPORT ON 2015 STREET & UTILITY IMPROVEMENTS

WHEREAS, it is proposed to develop the 2015 Street & Utility Improvements to assess the benefited property for all or a portion of the cost of the street, sanitary and water improvements, pursuant to Minnesota Statutes, Chapter 429.

NOW THEREFORE IT BE RESOLVED that the City Council of Arlington hereby order Bolton and Menk 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 Reetz and upon poll being taken thereon the following voted in favor thereof: Jaszewski, Nuesse, Reetz, Ruehling, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

The foregoing resolution was adopted by the City Council of the City of Arlington this 21st day of April, 2014.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Liza M. Donabauer, City Administrator

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

Brief discussion was held on the upgrading of the website. Adm. Donabauer presented an Agreement from Vivid Image for creating and hosting the new website. She stated that a couple of the objectives of the new site are for staff to do updates/editing and make it smart phone adaptable, etc.

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

RESOLUTION 29-2014

**A RESOLUTION AUTHORIZING THE CITY OF ARLINGTON TO ENTER INTO AN AGENCY,
PROJECT AND HOSTING AGREEMENT WITH VIVID IMAGE**

WHEREAS, the City of Arlington seeks to develop and build a self-editable website by utilizing the services of Vivid Image;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Arlington, Minnesota as follows:

1. That the attached Agency, Project and Hosting Agreement between Vivid Image and the City of Arlington is hereby approved. A copy of the Agreement for services for a website build in the amount of \$6,925 is attached to this Resolution and made a part of it.
2. That the City Administrator, or his or her successor, is designated the Authorized Representative for the City. The Authorized Representative is also authorized to sign any subsequent amendment, change order or agreement that may be required by Vivid Image to continue its work in an amount not-to-exceed \$8,950.

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 21st day of April, 2014.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Liza M. Donabauer, City Administrator

Whereupon the 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 a proposed a new locking system for the exterior doors at the Community Center. Adm. Donabauer presented information (positive/negative points) on various locking systems and explained which one would best fit the needs of the Community Center (estimated cost of \$14,616 and is expandable to other city buildings). Various concerns were expressed (mainly about cost).

Motion by Wills, seconded by Reetz, and passed by unanimous vote to table discussion/action on the purchase of a new locking system for the Community Center in order to obtain another bid (from Haggemiller Lumber).

Discussion was held on the proposal from the Community Center Committee to have the Community Center painted. Adm. Donabauer noted that Staff has observed several areas that need to have some drywall repair done prior to painting. She presented a rough estimate for drywall repair, painting and replacement of the baseboard trim for the Council to consider. A Request for Proposals for Painting Services was reviewed.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to proceed with the drywall repair and baseboard replacement at the Community Center.

Motion by Ruehling, seconded by Nuesse, and passed by unanimous vote to approve the Request for Proposals for Painting Services for the Community Center.

Adm. Donabauer commented that the Community Center Committee, in an effort to generate additional revenues at the Community Center, had been discussing the implementation of a caterer fee and making changes to the bar fees (in order to regulate fees being charged to renters). Adm. Donabauer presented proposed fees. Various questions were asked and/or concerns expressed about the fees. There was some discussion about the City taking over the liquor portion (as an additional source of revenue).

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to approve the Caterer Serving Fee and Bar Fees (as presented above) effective January 1, 2015.

Adm. Donabauer commented that the Community Center Committee had been discussing the idea of having a sole beverage provider for the Community Center. The Committee would like to keep this local and offered solely to the two bars in Arlington as a pilot program and re-evaluate it after one year. A Request for Proposals for Beverage Services, which included a survey for post event evaluation, was reviewed. Various questions were asked and/or concerns were expressed about having a sole provider (creating a monopoly) and regulating the pricing.

Motion by Ruehling, seconded by Jaszewski, and passed by unanimous vote to table discussion/action in order to obtain more information (determine a minimum bid, cleanup the drink listing and quantities, etc.) and speak with both establishments in Arlington who currently have liquor licenses.

Adm. Donabauer presented a proposed revised Community Center Use and Rental Policy. It addressed changes referencing non-profit organizations and weekly users, and rates they are being charged (proposed increases); and overnight parking. Brief discussion was held on the various types of organizations using the facility.

Motion by Wills, seconded by Nuesse, and passed by unanimous vote to approve the Rent & Use Policy for Community Center, effective January 1, 2015.

Adm. Donabauer talked about the leaking roof at the Emergency Services Building (Ambulance/Fire Hall). She presented two bids for the Council to review. It was noted that the unused hose tower was to be removed during the repair process. The contractor (with the low bid) stated that they would not be able to inspect the interior of the building (damages areas) until the roof repair was done and the interior had completely dried out; then it could be inspected to see if additional repairs would be needed, which would have to be done as a separate bid.

Motion by Reetz, seconded by Jaszewski, and passed by unanimous vote to approve the bid from Vos Construction as presented to repair the roof at the EMS Building.

Discussion was held on the current salary scale. Adm. Donabauer stated that the position of Street Superintendent was being added as an additional classification over the Maintenance Supervisor, giving opportunity for advancement within the department. It was noted that the remaining staff positions would be re-evaluated during the coming months to make sure the current scale is in line with other cities.

Motion by Nuesse, seconded by Ruehling, and passed by unanimous vote to approve the revision to the Salary Scale as presented and authorize research of comparable position salaries.

Discussion was held on the Police Chief position. Adm. Donabauer explained that the Council, at their Special April 14th meeting, had decided to offer the position to Geoff Wyatt. She stated that during the negotiation process he had withdrawn his application as they could not come to an agreement regarding salary and benefits. She questioned if the Council wanted to offer the position to the runner up, Cory Danner. Wills commented that the salary offer would have to be different (lower – step 6 on the salary scale) as the qualifications were not the same.

Motion by Wills, seconded by Nuesse, and passed by unanimous vote to authorize the conditional offer of the Police Chief position to Cory Danner, starting at step 6 (\$26.60) on the salary scale. It was agreed that the Police Committee would negotiate the terms.

Motion by Ruehling, seconded by Nuesse, and passed by unanimous vote to authorize the conditional offer of the Maintenance Supervisor position to Tony Voigt, starting at step 11 (\$20.42) on the salary scale.

Jaszewski gave an update on the Hospital Board. They reviewed the financial report for 2012-2013. They also approve a Charity Care Policy. Jaszewski stated that the fundraising committee (formerly SMC Foundation) is in the process of developing a new charter for it and the Friends of the Foundation (former SMC Auxiliary).

Adm. Donabauer commented that she had been contacted by Verizon about extending their lease and also placing a generator by the water tower. She had consulted Attorney Arneson about this, and also forwarded the information to PZ Consultant Smith-Strack and Engineer Femrite for their input. It was noted that the generator would be placed on city property (approximately 60 ft. space) with a fence around it and the sole purpose was to service their antennae only. It was the consensus of the Council that they were open to the idea of a Lease Agreement, but needed more information.

Adm. Donabauer stated that the power outage scheduled for April 23rd through Excel Energy was cancelled and being rescheduled for April 30th at 6:00 am to 6:30 am and again at 4:00 pm to 4:30 pm. Staff will get the information out to the public.

Mayor Kreft questioned if Attorney Arneson had been in contact with Johnson Controls regarding the street lights/warranty. Attorney Arneson commented that he had not had time to pursue it yet.

Reetz talked about City staff providing lawn-mowing services for the hospital and expressed his concerns.

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to adjourn the meeting at 8:15 pm.

City Administrator Liza M. Donabauer

Mayor James R. Kreft