

**ARLINGTON CITY COUNCIL
MEETING AGENDA
DECEMBER 16, 2013 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 December 2 Regular Meeting Minutes.
 - B) Approval of the December 10 Special Meeting –Budget Workshop Minutes.
 - C) Approval of Bills.
 - D) Approve the Hiring of John Zaske as Fire Chief. (2-Year Term)
 - E) Approve the Hiring of Corey Carpenter as 2nd Assistant Chief. (2-Year Term)
 - F) Approve the Hiring of Roberta Zaske as Safety/Training Officer. (2-Year Term)
 - G) Approval of Yearly Dance Permit (2014) for the Arlington Dugout.
 - H) Approval of 2 Residential Solid Waste Permits (Renville-Sibley Sanitation and Waste Management).
 - I) Approval of 3 Commercial/Dumpster Solid Waste Permits (Renville-Sibley Sanitation, Waste Management and Gaylord Sanitation).
 - J) Approval of City Recycling Contract with Waste Management (\$200.00/week).
 - K) Approval of City Garbage Collection Contract with Renville-Sibley Sanitation (\$61.70/week).

PUBLIC HEARINGS

5. Public Hearing on Special Assessments.

PETITIONS, REQUESTS, & COMMUNICATIONS

6. Addressing the Council
 - A) Citizens Addressing the Council.
7. Announcements
 - A) City Offices will be Closing at Noon on Tuesday, December 24 and will be closed all day on Wednesday, December 25 in Observance of the Christmas Holiday
 - B) City Offices will be Closed on Wednesday, January 2 in Observance of the New Year's Holiday.
 - C) Annual City Appreciation Meeting is Sunday, January 26.
 - D) 2014 Experienced Officials Leadership Conference, January 31-February 1 (Brooklyn Center).

8. Communications
 - A) ~~November Water/Wastewater Report.~~ (removed not ready)
 - B) November Financial Reports.
 - C) Letter from Minnesota Department of Revenue RE: 2014 Sales Tax Exemption.

ORDINANCES & RESOLUTIONS

9. Ordinances
 - A) First Reading: Ordinance 285 “An Ordinance Amending Ordinance 257, Establishing Arlington Fire Department Fire Call Billing Procedures.”
10. Resolutions
 - A) 54-2013 – Accepting a \$625 Donation from Seneca Foods Foundation and Designating its use for the Purchase of a Thermal Imaging Camera.
 - B) 55-2013 – Ordering the Filing of Special Assessments
 - C) 56-2013 – Approve Fund Transfers
 - D) 57-2013 – Write off of Uncollectible Bills

UNFINISHED BUSINESS

11. Authorize/Deny Purchase of Daktronic 20mm LED Electronic Sign at Community Center.

NEW BUSINESS

12. Building at 105 4th Avenue NW
 - a) Approve/Disapprove a Quit Claim Deed from SMC to the City of Arlington Economic Development Authority
 - b) Reassignment of Lease.
13. Authorize/Deny Purchase of Breathing Apparatus from Emergency Response Solutions for the 2014 Pumper Truck (\$19,642.42).
14. Approval of/Change Annual Medical Center Revenue Guidelines.
15. Approval of Employee Reviews.
- 15.5 Approve/Disapprove the City Administrator’s Contract.
16. Approval of Employee Wage/Benefit Package (Resolution 58-2013)
17. Approval of the 2014 Fee and Rate Schedule (Resolution 59-2013)
18. Approval of the 2014 Tax Levy (Resolution 60-2013)
19. Approval of the 2014 Municipal Budget (Resolution 61-2013)

MISCELLANEOUS BUSINESS

20. Council Committee Updates
21. Open Discussion

ADJOURNMENT

Reminders:
Hospital Board - December 23th @ 5 pm (SMC)

**ARLINGTON CITY COUNCIL
MEETING MINUTES
DECEMBER 16, 2013**

The regular meeting was called to order at 6:52 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, Kurt Menk

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

Remove item 8) November Water/Wastewater Report (was not ready for the meeting)

Add clarification for item 12:

12a) Approve/Disapprove a Quit Claim Deed

12b) Reassign the Lease

Add item 15.5) Approve/Disapprove the City Administrator's Contract

Remove the Alpha Wireless Comm. bill in the amount of \$1,533.73 from the bills to be paid – needs clarification.

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

- A) Approval of the December 2nd Regular Meeting Minutes
- B) Approval of the December 10th Special Meeting Minutes
- C) Approval of Bills
- D) Approve the Hiring of John Zaske as Fire Chief (2-year term)
- E) Approve the Hiring of Corey Carpenter as 2nd Assistant Chief (2-year term)
- F) Approve the Hiring of Roberta Zaske as Safety/Training Officer (2-year term)
- G) Approval of Yearly Dance Permit (2014) for the Arlington Dugout
- H) Approval of 2 Residential Solid Waste Permits (Renville-Sibley Sanitation and Waste Management)
- I) Approval of 3 Commercial/Dumpster Solid Waste Permits (Renville-Sibley Sanitation, Waste Management and Gaylord Sanitation)
- J) Approval of City Recycling Contract with Waste Management (\$200.00/week)
- K) Approval of City Garbage Collection Contract with Renville-Sibley Sanitation (\$61.70/week).

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

Mayor Kreft called to order the public hearing for Special Assessments. It was noted that there was no one present.

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

Mayor Kreft adjourned the public hearing and reconvened the regular meeting at 6:58 p.m.

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

The announcements were reviewed:

- A) City Offices will be Closing at Noon on Tuesday, December 24 and will be closed all day on Wednesday, December 25 in Observance of the Christmas Holiday
- B) City Offices will be Closed on Wednesday, January 2 in Observance of the New Year's Holiday
- C) Annual City Appreciation Meeting is Sunday, January 26
- D) 2014 Experienced Officials Leadership Conference, January 31-February 1 (Brooklyn Center)

The Council reviewed the following communications:

- 1) November Financial Reports
- 2) Letter from Minnesota Department of Revenue RE: 2014 Sales Tax Exemption.

The first reading of Ordinance 285-An Ordinance Establishing Arlington Fire Department Fire Call Billing Procedures, was held. Adm. Donabauer reviewed the changes being made within the proposed ordinance.

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

RESOLUTION 54-2013
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 Seneca Foods Foundation to be used within the fire department for the purchase of equipment, specifically a thermal imaging camera; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the City accepts the \$625 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: 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.

Approved by the City Council of the City of Arlington this 16th day of December, 2013.

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.

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

RESOLUTION 55-2013
A RESOLUTION ORDERING THE FILING OF ASSESSMENTS

BE IT RESOLVED, that the City Council of the City of Arlington does hereby order the filing of assessments due to the City of Arlington for bad debt, delinquent utilities, and city maintenance service costs. Such assessments are to be filed with the Sibley County Auditor. Said assessments are as follows:

<u>Name</u>	<u>Address</u>	<u>Assessment</u>	<u>Reason</u>	<u>PID</u>
Harvey Eggert	502 5 th Ave SE	\$500.00	Fire Call	31.0618.000

BE IT FURTHER RESOLVED that the assessments shall be for 1-year with an interest rate of 8%.

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.

Approved by the City Council of the City of Arlington this 16th day of December, 2013.

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.

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

RESOLUTION 56-2013
A RESOLUTION TRANSFERRING AND CLOSING CITY FUNDS

WHEREAS, sound financial planning by the City Council of the City of Arlington and City Staff is the purpose behind the transfer and closing of funds; and

WHEREAS, the City Council deems it expedient under the circumstances to transfer the following funds:

\$ 51,460.00 -- From the General Fund (101) to the Fire Fund (201)
\$ 68,185.00 -- From the General Fund (101) to the Ambulance Fund (202)
\$ 20,345.00 -- From the General Fund (101) to the Community Center Fund (203)
\$ 1,275.00 -- From the General Fund (101) to the Cemetery Fund (207)
- To Cover Special Revenue Fund Deficits and to Increase Special Revenue Fund Balances

\$ 96,559.14 -- From the 2012 Construction Fund (415) to the 2012 Imprv Sinking Fund (315)
\$ 0.00 -- 2011 WWTP Improvement Construction Fund (316)
- To Close a Fund

NOW THEREFORE BE IT RESOLVED, that the aforementioned funds are hereby closed and/or transferred to the above mentioned funds of the City of Arlington.

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.

Approved by the City Council of the City of Arlington this 16th day of December, 2013.

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.

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

RESOLUTION 57-2013
A RESOLUTION TO WRITE OFF UNCOLLECTIBLE BILLS

WHEREAS, the City of Arlington has deemed the following outstanding accounts for review by the Arlington City Council:

WHEREAS, efforts by the City of Arlington have been deemed unsuccessful in attempts for collection;

<u>Account</u>	<u>Amount</u>
Ambulance – Medicare Accept Assignment	\$21,481.51
Ambulance – Medical Assistance	\$15,467.57
Ambulance – Insurance Reduction	\$11,501.12
Ambulance – Worker’s Comp.	\$ 97.50
Ambulance – Bad Debt	\$ 324.02
Ambulance – Collections	<u>\$ 424.99</u>
TOTAL WRITE OFFS	\$49,296.71

WHEREAS, sources for collection have been exhausted;

NOW THEREFORE BE IT RESOLVED, that the above stated accounts shall be written off as uncollectible and efforts for collection of such be terminated.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Nuesse 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.

Approved by the City Council of the City of Arlington this 16th day of December, 2013.

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.

Adm. Donabauer stated that both the Public Buildings and Community Center Committees had met and reviewed the specs for two different electronic signs options, of which one is intended to replace the existing sign at the Community Center. She stated that they chose to go with a sign that is larger than the current one, but would be retrofitted into the existing space. The cost of the sign was \$51,195, plus there would be additional costs to replace backlighting and panels for a total cost of \$68,675. It was noted that \$40,000 had been placed in the Capital Improvement Fund; and it was suggested during a recent budget workshop to earmark the remainder of the cost in the 2014 Budget through the Capital Improvement Fund. Adm. Donabauer stated that the lighting portion of the sign would qualify for approximately \$6,400 in energy rebates. She added that there is potential revenue in marketing the sign for various advertising (promoting businesses or upcoming events in the area). Wills expressed his feelings that the top panel that reads "City of Arlington" did not need to be replaced; it would save some money.

Motion by Jaszewski, seconded by Ruehling, and carried (Reetz opposed) to purchase the electronic sign (as proposed above) in the amount of \$68,675.

Discussion was held on the property located at 105 4th Avenue NW (former Dry Cleaning building). Attorney Arneson stated that the building had been acquired by the hospital and then operated as an 'Adult Day Care Center' several years ago. The center eventually closed and Technical Services then leased the property from the hospital as overflow office space. Attorney Arneson commented that during the Hospital Affiliation process with Ridgeview it was determined that the building really had nothing to do with the hospital operation and therefore was not included in the agreement. He stated that a Quit Claim Deed is needed to move the title (ownership) from the Hospital to the City's EDA.

Motion by Reetz, seconded by Nuesse, and passed by unanimous vote to approve the Quit Claim Deed transferring ownership from the Hospital to the City's EDA for the property located at 105 4th Avenue NW.

Motion by Ruehling, seconded by Jaszewski, and passed by unanimous vote to approve the Reassignment of the Lease of 105 4th Avenue NW Building from SMC to City of Arlington EDA.

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to purchase Breathing Apparatus from Emergency Response Solutions for the 2014 Pumper Truck in the amount of \$19,642.42.

Adm. Donabauer presented the Annual Medical Center Revenue Guidelines that she had drafted. She explained that the City would be receiving approximately \$92,000 a year as lease revenue from Ridgeview and the document had been put together to help outline what the revenue funds could or should be used for (healthy living initiatives).

Motion by Reetz, seconded by Jaszewski, and passed by unanimous vote to approve the Annual Medical Center Revenue Guidelines. (*See attached*)

Mayor Kreft commented that Employee Reviews were discussed during a Special Council meeting prior to the regular meeting.

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to approve the Employee Reviews.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to approve the City Administrator's Contract for 2014 in the amount of \$66,550.

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

RESOLUTION 58-2013
A RESOLUTION APPROVING THE SALARY, WAGE AND HEALTH INSURANCE BENEFIT PLAN FOR 2014

WHEREAS, a salary, wage and benefit plan, among other pertinent uses, provides a method whereby wages, salaries and benefits may be adjusted upward or downward to meet performances by the employees; and

WHEREAS, sound financial planning by the City Council is purpose behind the salary, wage and benefit plan for 2014.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the salary and wage plan will be adopted with such pay increases/decreases as presented in the attached document.

BE IT FURTHER RESOLVED, that for 2014 the City of Arlington will cover 80% of the premium costs for health insurance with the remaining 20% being paid for by the employees.

BE IT FURTHERMORE RESOLVED, that the City will contribute \$1,500 to each eligible HSA Account in 2014.

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: 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.

Approved by the City Council of the City of Arlington this 16th day of December, 2013.

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.

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

RESOLUTION 59-2013
A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES AND PERMITS

WHEREAS, the City Council is desirous of establishing a uniform system of fees for requests relating to official controls, information, permits, applications, or other matters handled by the City; and

WHEREAS, any changes in the current fees and charges shall take effect on January 1, 2014, and shall remain in effect unless otherwise modified by the City Council through resolution; and

WHEREAS, in the event of a conflict, the following Fee Schedule shall prevail.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Arlington that the following fees and charges for permits, licenses and services be adopted as the 2014 Fee and Rate Schedule. (*See attached*)

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Nuesse 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.

Approved by the City Council of the City of Arlington this 16th day of December, 2013.

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.

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

RESOLUTION 60-2013

A RESOLUTION ADOPTING THE 2013 TAX LEVY COLLECTIBLE IN 2014 AND ORDERING THE LEVY TO BE CERTIFIED WITH THE SIBLEY COUNTY AUDITOR

BE IT RESOLVED, by the City Council of the City of Arlington, County of Sibley, Minnesota, that the following sums of money be levied for the current year, collectible in 2014 upon the taxable property in the City of Arlington, for the following purposes:

General Fund	\$ 539,005.00
2010 Fire Certificates	28,000.00
2004 Improvement Bond	65,000.00
Pub. Proj. Lease Rev. Crossover	70,000.00
2009 G.O. RF Bonds	38,600.00
2012 G.O. Bonds	13,400.00
Other Levies (Tax Abatement)	<u>2,800.00</u>
Total Tax Levy	\$ 756,805.00

TOTAL CERTIFIED TAX LEVY \$ 756,805.00

BE IT FURTHER RESOLVED, that the City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Sibley County.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Nuesse 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.

Approved by the City Council of the City of Arlington this 16th day of December, 2013.

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.

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

RESOLUTION 61-2013

A RESOLUTION ADOPTING THE 2014 ARLINGTON MUNICIPAL BUDGET

WHEREAS, sound financial planning by the City Council is the purpose behind the preparation of the 2014 municipal budget; and

THEREFORE, BE IT RESOLVED, by the City Council of the City of Arlington that the following revenues and expenditures of the City's funds be adopted as the 2014 municipal budget for the City of Arlington:

BE IT FURTHER RESOLVED, that a summary of the revenues and expenditures be published in the official newspaper of the City. *(See attached)*

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.

