

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
JUNE 17, 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 June 3<sup>rd</sup> Regular Meeting Minutes
  - B) Approval of Bills
  - C) Approve use of Memorial Park and Waive Closing Time for Amateur Radio Emergency Field Day; June 22 & 23. (Date Correction)
  - D) Approve Annual Rate and Service Agreement from the Sibley County Library System, \$19.88/hour @ Nine Hours/Week.

**PUBLIC HEARINGS (NONE)**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

5. Addressing the Council
  - A) Citizens Addressing the Council
6. Announcements
  - A) League of Minnesota Cities Annual Conference June 19<sup>th</sup> & 20<sup>th</sup> in St. Paul.
  - B) Sibley County Municipality Association Semi-Annual Meeting, June 27<sup>th</sup> @ 6 p.m. in Gibbon.
  - C) City Offices will be closed on Thursday, July 4<sup>th</sup> for the Independence Day Holiday.
  - D) MMPA Annual Meeting ó July 23<sup>rd</sup> @ 5:30 p.m. in Chaska.
7. Communications
  - A) May Financial Reports.
  - B) April Water/Wastewater Report.

## REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. None.

## ORDINANCES & RESOLUTIONS

9. Ordinances

A) None.

10. Resolutions

A) None.

## UNFINISHED BUSINESS

11. Reserved

## NEW BUSINESS

12. Approve/Deny Arli-Dazzle Parade Route Extension and Staging Request. (Kim Schneider)

13. Approve/Deny Safe Routes To School Project Plans and Authorize Ad for Bids. (Jason Femrite - Bolton & Menk)

14. ~~Update on~~ Approve/Deny 2013 Seal Coating Plan and Advertisement for Bids. (Jason Lovaas, Jason Femrite - Bolton & Menk)

15. Citizen Request for \$1,325 for Water Line Repair Caused by Water Hammering from Cemstone Concrete Plant.

15.5 Authorize Repair of Street Sweeper

16. Acceptance/Denial of Snow Removal Bids. (Blading, Hauling, and Skid loader).

17. Request from Citizen to Place "Slow Children Playing" Sign on Henderson Road from 1<sup>st</sup> Ave to 4<sup>th</sup> Ave SE.

18. Authorize Advertisement for Sealed Bid Sale of 1998 4W Bravada.

19. CLOSED MEETING of Preliminary Consideration of Discipline of an Employee.

20. Approve/Deny Disciplinary Action for Employee. (Open)

## MISCELLANEOUS BUSINESS

21. Council Committee Updates

22. Open Discussion

## ADJOURNMENT

Reminders:

- 1) Planning & Zoning Commission of June 20<sup>th</sup>
- 2) League of Minnesota Cities Annual Conference June 20<sup>th</sup> & 21<sup>st</sup> in St. Paul.
- 3) Parks of June 24<sup>th</sup> @ 7 pm
- 4) EDA of June 25<sup>th</sup> @ 6 pm
- 5) Semi-Annual Sibley County Municipality Association of June 27<sup>th</sup> @ 6 pm

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
JUNE 17, 2013**

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

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

Members absent: None

Also present: City Administrator Donabauer, City Attorney Arneson, Chamber of Commerce member Kim Schneider, Maintenance Supervisor Lovaas, Engineer Femrite, Kurt Menk

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

Change item 14) wording to: *Approve/Deny* 2013 Seal Coating Plan and Advertisement for Bids

Add item 15.5) Authorize Repair of Street Sweeper.

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

- A) Approval of the June 3<sup>rd</sup> Regular Meeting Minutes
- B) Approval of Bills
- C) Approve use of Memorial Park and Waive Closing Time for Amateur Radio Emergency Field Day; June 22 & 23 (date correction)
- D) Approve Annual Rate and Service Agreement from the Sibley County Library System, \$19.88/hour @ nine hours/week.

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:

- E) League of Minnesota Cities Annual Conference June 19<sup>th</sup>-20<sup>th</sup> in St. Paul
- F) Sibley County Municipality Association Semi-Annual Meeting, June 27<sup>th</sup> @ 6 pm in Gibbon
- G) City Offices will be closed on Thursday, July 4<sup>th</sup> for the Independence Day Holiday
- H) MMPA Annual Meeting ó July 23<sup>rd</sup> @ 5:30 pm in Chaska.

The Council reviewed the following communications:

- A) May Building Permit Report
- B) May Police Calls Report
- C) Year Three Energy Savings Report ó Street Lights ó Johnson Controls.

It was noted that there were no reports from Officers, Boards or Committees.

Engineer Femrite presented the Plans/Specs for the Safe Routes to School Project. He stated that Federal Aid has authorized the project to move forward into the bidding process. He stated that bid opening was scheduled for July 15<sup>th</sup>. It was also noted that an open house would be scheduled with the affected property owners prior to award of the contract. Femrite stated that they had recently walked the project and a few minor changes were noted. He was recommending approval of the plans/specs as is due to the fact they had been approved by the Federal/State Aid already, amendments could be made later. It was noted that the City Forester would be involved with the project for decisions about the various trees being affected (allowed to stay, be removed or what to replace with).

Motion by Ruehling, seconded by Nuesse, and passed by unanimous vote to approve the 2013 Safe Routes to School Project Plans and Specs as presented (see attached) and advertise for bids.

Engineer Femrite and Maintenance Supervisor Lovaas presented information for a proposed sealcoating project for the summer. Adm. Donabauer stated that there was approximately \$100,000 in the budget. Femrite stated that he and Lovaas intend to drive through the City to evaluate the conditions of all the streets and review past projects. He stated that it will help them (since both are new to Arlington) determine Arlington's future needs. Lovaas commented that the oil prices are down right now, which is good. It was noted that they were looking at a bid opening date of July 11<sup>th</sup>.

Motion by Wills, seconded by Reetz, and passed by unanimous vote to approve the 2013 Seal Coating Plan and advertise for bids.

Discussion was held on the request for reimbursement in the amount of \$1,325 for a water line repair caused by water hammering from Cemstone. Adm. Donabauer commented that she had contacted the City's Insurance agent on this matter; it was his recommendation to turn the claim into the LMC's Insurance Trust and let them handle it. Engineer Femrite provided an update on his findings/research into the situation.

Maintenance Supervisor Lovaas provided an update on getting the street sweeper repaired. He stated that he had spoken with the Elgin mechanic and it was determined that a few things could be removed from the estimate and done later (parts were in good working order, etc.). He suggested going with the short-term (reduced estimate) fix and minimizing the hours on the machine by doing some areas manually.

Motion by Wills, seconded by Reetz, and passed by unanimous vote to authorize Maintenance Supervisor Lovaas to have the street sweeper repaired up to \$11,000 (short-term fix).

Snow removal bids for 2013-2014 were reviewed. It was noted that one bid had been received for each skid loader work, hauling and blading. Adm. Donabauer stated the bids submitted were from the same companies that did this last year's snow removal, and the bids were the same (no increases). Reetz expressed concern about the blading that was done and costs associated therewith. He witnessed a few times (later in the season) where the graders were not using the wings, just the moldboard plows; therefore, it took more passes to clear the streets. He felt an adjustment should be made accordingly with the pricing/billing.

Motion by Reetz, seconded by Ruehling, and passed by unanimous vote to approve the three snow removal bids as presented, but with a clarification on the pricing for blading (with regards to the graders).

Chamber member Kim Schneider was present to discuss alternating the Arli-Dazzle Parade Route. She reviewed the current route and explained the proposed changes, which included crossing Hwy 5 and moving the staging area to East Main Street and the City Shop area. She explained that with trying to line up the units, spectators coming in off the highway, and then returning units there is a lot of congestion at the current staging location (St. Paul's Church parking lot). The Parade Committee feels by moving the staging area to the City Shop area and along Main Street (east of railroad tracks) things would be more streamlined (flow better). Schneider explained that she and Police Chief Rovinsky had met with MnDOT Representatives back in April to discuss the idea of the parade route crossing Hwy 5. MnDOT Rep's liked what was presented to them and gave a verbal thumbs up with the condition safety is enforced; more specifically that Hwy 5 traffic would not be detoured at the intersections of Main or Adams streets, but controlled by law enforcement. The Committee is hoping that most of the units will head straight out to County Road 9 and not need to return to the staging area. Wills expressed concern about completely blocking East Main Street for staging in the event of an emergency. Schneider commented that they could have 2 rows of units and leave the center open. Ruehling encouraged Schneider to contact the County Sheriff's Office to aide with traffic control this year.

Motion by Wills, seconded by Jaszewski, and passed by unanimous vote to approve the revised Arli-Dazzle Parade Route as presented (see attached).

Discussion was held on the request from a citizen to have "slow children playing" signs placed on Henderson Road. Adm. Donabauer explained that the Police Dept. has been monitoring the area since the request came in and found that traffic is abiding the speed limit. However there are several children in the area with little to no adult supervision being observed. Attorney Arneson stated that per city ordinance, city streets are not play areas and families have been issued citations already this year for this. Ruehling commented that this particular street was unique in that it does not have any intersecting streets, stops signs like the rest of town. It was agreed that the area was a very high traffic area.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to authorize the Public Works Staff to order up to four (4) signs that read "Slow Children at Play" and to place them at each end of Henderson Road (and/or along the way).

Discussion was held on the proposed sale of the 1998 Bravada. Adm. Donabauer had talked with staff about their reasoning for wanting to get rid of it.

Motion by Ruehling, seconded by Nuesse, and passed by unanimous vote to approve the advertisement for sealed bid sale of the 1998 Bravada.

Wills commented briefly on the recent meeting with the Fire Department Equipment Committee.

Jaszewski questioned whose responsibility it was to trim trees with wires running through them. Attorney Arneson commented that if the tree is on private property, it is the property owner's responsibility, unless it is located within an easement corridor, then it is the city's responsibility.

Adm. Donabauer stated that the final walk through at the EMS building was planned for tomorrow with the contractor. It was noted that all three department heads, she and Mayor Kreft were planning to be there.

Adm. Donabauer stated that the Police Department was going to be receiving a Safe and Sober Large Incentive Award.

At 7:41 pm Mayor Kreft recessed the regular meeting to hold a closed meeting. He stated the purpose of the closed meeting was to have discussion regarding preliminary consideration of discipline of an employee. Discussion was held.

Motion by Nuesse, seconded by Ruehling, and passed by unanimous vote to adjourn the closed meeting.

Mayor Kreft reconvened the regular meeting at 8:21 pm.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to approve the recommendation from the Police Committee to issue a one-day unpaid suspension to Police Chief Rovinsky during the first week in July. (*Disciplinary action of an employee as discussed during the closed meeting*).

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to adjourn the meeting at 8:23 pm.

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City Administrator Liza M. Donabauer

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Mayor James R. Kreft