

**ARLINGTON CITY COUNCIL
MEETING AGENDA
JUNE 2, 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 May 19th Regular Meeting Minutes.
 - B) Approval of Bills.
 - C) Approval of Fireworks Possession and Display on July 5, 2014 at the Sibley County Fairgrounds.
 - D) Approve the Renewal of On Sale, Off Sale, Sunday & Community Center On Sale/Sunday Liquor Licenses for the Arlington Haus.
 - E) Approve the Renewal of On Sale, Off Sale, Sunday & Community Center On Sale/Sunday Liquor Licenses for the Arlington Dugout.
 - F) Approve the Renewal of an Off Sale Liquor License for Arlington Liquors.
 - G) Approve Two (1-4 day) Temporary On Sale Liquor Licenses for the Sibley County Agricultural Association, County Fair (July 30-August 3, 2014).
 - H) Approve Temporary On Sale Liquor License (1-4 day) for Sibley County Agricultural Association for a Bull Riding Fundraiser on September 6, 2014.
 - I) Adopt Retroreflectivity Policy.
 - J) Approve the Hiring of Anastasia Shotliff for the Part-Time Community Center Coordinator/Office Assistant Position.

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) CenterPoint Energy Community Partnership Grant Award to the City of Arlington Fire Department.
 - B) Citizens Addressing the Council.
6. Announcements
 - A) Breakfast on the Farm at the Sibley County Fairgrounds Outdoor Shelter - June 13, 2014, 6:30 - 10:30 a.m.
 - B) Sibley County Municipalities Association at Henderson Roadhaus – June 17, 2014, 6:00 p.m.
 - C) LMC's Annual Meeting in St. Cloud – June 18-20, 2014.
7. Communications
 - A) April Financial Reports.

- B) April Water/Wastewater Report.
- C) May Building Permit Report.
- D) MPCA Compliance Inspection Report on the Arlington Wastewater Treatment Facility.
- E) Council on Local Results and Innovation Legislative Benchmarks.

REPORTS OF OFFICERS, BOARDS & COMMITTEES

- 8. Yearly Update: Planning and Zoning Annual Report (Dwight Grabitske, Mark Pauly and Rich Nagel).
- 9. 2013 Audit Report – Tom Olinger (Abdo, Eick & Meyers)
 - A) Approve/Deny 2013 Audit Report.

ORDINANCES & RESOLUTIONS

- 10. Ordinances - None.
- 11. Resolutions
 - A) 34-2014 – Accepting a Bid and Awarding a Contract for the 2014 Sanitary Sewer System Cleaning & Televising.
 - B) 35-2014 – Granting Ridgeview Sibley Medical Center Full Use of the Honey Wagon During an Emergency Situation.
 - C) 36-2014 – Accepting the MN Valley Electric Trust/Operation Round Up Grant \$500 to Fund Field Improvements at Sportsman’s Park.

UNFINISHED BUSINESS

- 12. Community Center
 - A) Update on Locks.

NEW BUSINESS

- 13. Adopt/Not Adopt Series of Documents for the Minnesota Small Cities Development Program Grant Related to the Highland Commons Project (Upon City Attorney Review).
 - A) Residential Antidisplacement, Relocation Assistance and Displacement Minimization Plan for the City of Arlington Highland Rehabilitation Project.
 - B) Fair Housing Plan of Action
 - C) Prohibition of Excessive Force Policy.
 - D) Section 3 Plan for City of Arlington.
- 14. Approve/Not Approve Request from Arlington Dugout to Extend Closing Time to 2 a.m.
- 15. Approve/Not Approve Police Chief Employment Agreement.
- 16. CLOSED SESSION - For the purposes of evaluating an employee’s performance.
- 17. Approve/Deny the Extension of the Training Period for Lee Zwart, Maintenance Worker.

MISCELLANEOUS BUSINESS

- 18. Council Committee Updates
- 19. Open Discussion

ADJOURNMENT

Reminders:

- Planning & Zoning – June 3rd @ 7 pm
- Parks – June 9th @ 5:30 pm
- Parks – June 23rd @ 7 pm (tentative)
- EDA – June 24th @ 6 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
JUNE 2, 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, Fire Chief John Zaske, City Auditor Tom Olinger, Planning & Zoning Members Michelle Battcher, Mark Pauly, Dwight Grabitske; Matt and Corine Carney, Kurt Menk

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

Date correction: Item 4G) Approve Two (1-4 day) Temporary On Sale Liquor Licenses for the Sibley County Agricultural Association, County Fair (July 30-August 3, 2014).

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

- A) Approval of the May 19th Regular Meeting Minutes
- B) Approval of Bills
- C) Approval of Fireworks Possession and Display on July 5, 2014 at the Sibley County Fairgrounds
- D) Approve the Renewal of On Sale, Off Sale, Sunday & Community Center On Sale/Sunday Liquor Licenses for the Arlington Haus
- E) Approve the Renewal of On Sale, Off Sale, Sunday & Community Center On Sale/Sunday Liquor Licenses for the Arlington Dugout
- F) Approve the Renewal of Off Sale Liquor License for Arlington Liquors
- G) Approve Two (1-4 day) Temporary On Sale Liquor Licenses for the Sibley County Agricultural Association, County Fair (July 30-August 3, 2014)
- H) Approve Temporary On Sale Liquor License (1-4 day) for Sibley County Agricultural Association for a Bull Riding Fundraiser on September 6, 2014
- I) Adopt Retro-reflectivity Policy
- J) Approve the Hiring of Anastasia Shotliff for the Part-Time Community Center Coordinator/Office Assistant Position.

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) Breakfast on the Farm at the Sibley County Fairgrounds Outdoor Shelter – June 13, 2014, 6:30 – 10:30 am.
- B) Sibley County Municipalities Association at Henderson Roadhaus – June 17th, 2014, 6:00 pm.
- C) LMC's Annual Meeting in St. Cloud – June 18-20, 2014.

The Council reviewed the following communications:

- A) April Financial Reports
- B) April Water/Wastewater Report
- C) May Building Permit Report
- D) MPCA Compliance Inspection Report on the Arlington Wastewater Treatment Facility
- E) Council on Local Results and Innovation Legislative Benchmarks.

City Auditor Tom Olinger, Abdo, Eick & Meyers presented the 2013 Audit Report and Management Letter. He noted the changes/improvements made from the previous year for each fund. He talked briefly about the need for segregation of duties between accounts payables/receivables and payroll. He

understood that a process had been started to address this issue. Olinger talked about building fund balances/reserves (for capital improvements). It was noted that the general fund is in good shape (healthy). Olinger commented that future standards for GASB 68 are in the process. He explained how it would affect the City (basically additional liabilities). He complimented City Staff on the job they do and making things easier for them while working on the audit.

Fire Chief Zaske talked about a grant that the department had been awarded through CenterPoint Energy in the amount of \$750. He stated that the money would be put towards the purchase of a gas monitor. Zaske commented that a separate (wishing to stay anonymous) organization is planning to make a donation for the balance of the purchase price of the gas monitor.

Dwight Grabitske, Mark Pauly & Michelle Battcher presented the annual report for the Planning & Zoning. Grabitske started off by complimenting PZ Adm. Smith-Strack for the tremendous job she does for the City/PZ Committee. Reetz commented that the PZ is working on a more proactive basis.

Matt and Corine Carney of the Arlington Dugout were present to request that the closing time be extended to 2 a.m. Mayor Kreft noted that the request would require an ordinance amendment. Matt Carney commented that he was making the request because expenses keep going up and he feels the additional hour of being open will help to generate more revenue to cover those expenses. Corine commented that she believes their reputation in the business has shown that they are responsible business people as they promote responsible liquor consumption, have had not violations, and offer a 'sober cab' to those who need a ride. Wills commented he was opposed to the additional hour. The Carney's commented that the additional hour was not intended for their patrons to stay and get drunk, but to stay and enjoy the atmosphere and be with friends. Reetz questioned if the additional hour would apply to the hall above the bar also. It was noted that the license encompassed the building as a whole. Nuesse questioned how this would affect the police department and hours they need to be on duty. Reetz questioned if any complaints had ever been received regarding the patio area behind the Dugout. Attorney Arneson commented that he was not aware of any through the police department at least. Nuesse commented that she would be interested to see what the public felt about the request (hold a public hearing).

Motion by Nuesse, seconded by Reetz, and carried (Reetz opposed) to proceed with process to extend the closing time to 2 a.m. as requested by the Dugout.

Adm. Donabauer will draft an amendment to the liquor ordinance, along with starting the process to hold a public hearing.

Adm. Donabauer presented bid information that had been received related to the 2014 Sanitary Sewer System Cleaning and Televising project. She stated that three bids had been received: Underground Technologies of MN LLC - \$13,137; Overline & Son - \$13,170; and Pipe Services - \$14,800. It was noted that \$25,000 had been budgeted for this project. It was also noted that Bolton & Menk had reviewed the bids and were recommending awarding it to the low bidder.

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

RESOLUTION 34-2014

A RESOLUTION ACCEPTING A BID AND AWARDING A CONTRACT FOR THE 2014 SANITARY SEWER SYSTEM CLEANING & TELEVISIONING

WHEREAS, pursuant to an advertisement for bids for the 2014 Sanitary Sewer System Cleaning & Televising project; and

WHEREAS, bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

Underground Technologies of MN LLC	\$13,137.00
Overline & Son	\$13,170.00
Pipe Services	\$14,800.00

AND WHEREAS, it appears that Underground Technologies of MN LLC is the lowest responsible bidder.

NOW THEREFORE BE IT RESOLVED, by the City Council of Arlington, Minnesota, the Mayor and City Administrator are hereby authorized and directed to enter into a contract with Underground Technologies of MN LLC in the name of the City of Arlington for the 2014 Sanitary Sewer System Cleaning & Televising Project according to the plans and specifications therefore approved by the city council and on file in the office of the City Administrator.

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 2nd day of June, 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.

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

RESOLUTION 35-2014

A RESOLUTION GRANTING RIDGEVIEW SIBLEY MEDICAL CENTER FULL USE OF THE HONEY WAGON DURING AN EMERGENCY SITUATION

WHEREAS, Sibley Medical Center has changed its name to Ridgeview Sibley Medical Center on January 1, 2015 which requires an amendment to Resolution No. 13-2011.

WHEREAS, Ridgeview Sibley Medical Center as a part of their emergency preparedness, needs to make sure they have a back-up plan in each of the areas that could be a potential problem; and

WHEREAS, Ridgeview Sibley Medical Center is requesting that in the event of an emergency, where the sewer system is failing, the city would bring them the honey dew wagon; and

WHEREAS, the City of Arlington has agreed to make the honey dew wagon available if there is not a need for it with a City emergency.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Arlington hereby approves the use of the honey dew wagon by Ridgeview Sibley Medical Center in the case of an emergency.

BE IT FURTHERMORE RESOLVED, that this agreement between the City of Arlington and Ridgeview Sibley Medical Center will be ongoing until a written notice is provided by the City stating that the agreement is void.

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.

The foregoing resolution was adopted by the City Council of the City of Arlington this 2nd day of June, 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.

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

RESOLUTION 36-2014

A RESOLUTION TO ACCEPT THE MINNESOTA VALLEY ELECTRIC TRUST/OPERATION ROUND UP GRANT (\$500) TO FUND FIELD IMPROVEMENTS AT SPORTSMAN'S PARK

WHEREAS, Arlington Parks Committee and the City of Arlington supports the grant application made to the Minnesota Valley Electric Trust/Operation Round Up Board of Directors. The grant funds are to support the renovation project at Sportsman’s Park which includes scraping/leveling field, landscaping, installing new bases, adding new diamond dust, replacing the backstop as well as replacing the 3 1/2' fencing with new 5' fencing. The grant funds will be used to purchase supplies to upgrade the ballfield (see attached award letter).

WHEREAS, Arlington Parks Committee and the City of Arlington recognize the Parks Committee will secure additional funds via private donations and pledges for donated labor/materials through a collaboration of the Parks Committee and a private group called the Arlington Sportsman’s Club. These financial donations and “sweat equity” will come from local businesses, organizations and individuals/citizens. The City has also set aside levied dollars and reserves for park improvements (which is included in the attached project budget).

NOW, THEREFORE, BE IT RESOLVED, Arlington Parks Committee and the City of Arlington agree to accept the grant award of \$500 for the above referenced project.

BE IT FURTHER RESOLVED, the Arlington Parks Committee names the fiscal agent for this project as the City of Arlington at 204 Shamrock Drive, Arlington MN, 55307.

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 2nd day of June, 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.

Adm. Donabauer presented an update on the proposed locking system at the Community Center. She had obtained another bid (\$19,747) for the Councils’ consideration, which was much higher than the original bid of \$14,616. She stated that Staff and the Community Center Committee still believe there is a need for the proposed locking system. Wills opposed the cost and stated that building could be re-keyed many times for much less; Ruehling agreed. Various comments were made and concerns expressed both for and against the proposed locking system.

Motion by Jaszewski, seconded by Wills, and carried to deny the purchase of the locks.

City Staff was instructed to pursue a policy for the Community Center with regards to having the locking system and/or handing out of keys. (The policy is to address how the current problems would be addressed/alleviated).

Adm. Donabauer presented documents for the Councils’ consideration regarding the Minnesota Small Cities Development Program Grant related to the Highland Commons Project. She stated that the City Attorney and EDA Director had reviewed the documents. The documents reviewed were:

- Residential Antidisplacement, Relocation Assistance and Displacement Minimization Plan for the City of Arlington Highland Rehabilitation Project
- Fair Housing Plan of Action
- Prohibition of Excessive Force Policy
- Section 3 Plan for City of Arlington.

Attorney Arneson stated that the City was just a ‘figure head’ or sponsor for the program and there wouldn’t be much needed from City Staff.

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to adopt the above referenced documents.

Adm. Donabauer presented the Police Chief Employment Agreement.

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to approve the Police Chief Employment Agreement as presented (see attached).

Wills handed out a flyer for the Summer Reading Program at the Library. He commented that a power outage caused problems with the computers at the Library, which took the Librarian a few hours to fix. He noted that the internet speed was being increased from 6 megabytes to 10.

Jaszewski reported on the Hospital Board. They continue to discuss physician recruitment and retainment, growth and providing more services.

Ruehling gave an update on the Sibley East Task Force. He stated they are looking at a new facility in Gaylord and a remodel with addition in Arlington.

Motion by Wills, seconded by Nuesse, and passed by unanimous vote to approve the 2013 Audit Report and Management Letter as presented.

Reetz commented that he had heard that an elderly resident had eye surgery at RSMC (with transportation being provided) and was back home in around 2 hours (with minimal stress). He commented how great that was. Jaszewski commented that they are doing more of this all the time (accommodating the elderly's needs).

At 7:55 pm Mayor Kreft recessed the regular meeting to hold a closed meeting.

Mayor Kreft called the closed meeting to order. He stated the purpose of the closed meeting was to evaluate an employee's performance. Discussion was held.

Motion by Wills, seconded by Jaszewski, and passed by unanimous vote to adjourn the closed meeting.

Mayor Kreft adjourned the closed meeting and reconvened the regular meeting at 8:19 pm.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to approve the extension of the training period an additional three months for Lee Zwart, Maintenance Worker, and direct staff to monitor closely the actions/performance and report back to Council.

Motion by Wills, seconded by Nuesse, and passed by unanimous vote to adjourn the meeting at 8:22 pm.

City Administrator Liza M. Donabauer

Mayor James R. Kreft