

**ARLINGTON CITY COUNCIL
MEETING AGENDA
MARCH 3, 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 February 18th Regular Meeting Minutes.
 - B) Approval of Bills.
 - C) Approve the renewal of 3.2 Malt Liquor Licenses and Setup Licenses for the Arlington Baseball Association (On-Sale), Arlington Raceway (On & Off-Sale) and American Legion Post #250 (On-Sale & Setup).
 - D) Authorize Red Ribbon Ride to Utilize Four Seasons Park, July 19, 2014 from 6 a.m. to 5 p.m.

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council.
6. Announcements
 - A) RESCHEDULED: 2014 Annual Meeting of the Sibley County Economic Development Commission (SEDCO), March 4, 2014, Winthrop.
 - B) Police Chief Finalist Interviews, Monday, March 17, 2014 at 4:00 p.m.
 - C) Special Workshop Meeting RE: 2015 Street Improvements, Monday, April 7, 2014 at 5:30 p.m.
 - D) 2014 LMCIT Safety & Loss Control Workshops, Various Locations, April, 2014.
 - E) Local Board of Appeal and Equalization Open Book Meeting: Tuesday, April 22, 2014; 3-8 p.m. Sibley County Assessor's Office, Gaylord.

7. Communications
 - A) February Building Permit Report

REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Ambulance Service – Annual Report – Kevin Sullivan

ORDINANCES & RESOLUTIONS

9. Ordinances
10. Resolutions
 - A) 23-2014 – Opposing any Relocation of Twin Cities and Western Railroad that would Negatively Affect the Railroad’s Ability to Continue to Serve Seneca Foods and Other Rural Minnesota Businesses at the Same Level of Safety and Cost-Efficiency they Experience under the Status Quo.

UNFINISHED BUSINESS

11. SE School Joint Community Education/Recreation Coordinator Position.
 - A) Job Description
 - B) Proposed Budget for Position.

NEW BUSINESS

12. Acceptance/Denial of 2014-2015 Snow Removal Bids. (Blading, Hauling, and Skid loader).
13. Authorization/Denial of A-GI Wastewater Use Agreement.
14. Authorization/Denial of Website Development/Design/Hosting Agreement with VividImage.
- 14.5 Frozen Water Lines
15. CLOSED SESSION: Preliminary Consideration of Discipline of an Employee.
16. Approve/Deny Disciplinary Action for an Employee.

MISCELLANEOUS BUSINESS

17. Council Committee Updates
18. Open Discussion
 - A) Utility Base Rates

ADJOURNMENT

Reminders:

- 1) Parks – March 24th @ 7 pm
- 2) EDA – March 25th @ 6 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
MARCH 3, 2014**

The regular meeting was called to order at 6:37 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, Amb. Dir. Kevin Sullivan

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

14.5) Frozen Water Lines

18A) Utility Base Rates.

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

- A) Approval of the February 18th Regular Meeting Minutes
- B) Approval of Bills
- C) Approve the renewal of 3.2 Malt Liquor Licenses and Setup Licenses for the Arlington Baseball Association (On-Sale), Arlington Raceway (On & Off-Sale) and American Legion Post #250 (On-Sale & Setup).
- D) Authorize Red Ribbon Ride to Utilize Four Seasons Park, July 19, 2014 from 6 a.m. to 5 p.m.

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) RESCHEDULED: 2014 Annual Meeting of the Sibley County Economic Development Commission (SEDCO), March 4, 2014, Winthrop.
- B) Police Chief Finalist Interviews, Monday, March 17, 2014 at 4:00 p.m.
- C) Special Workshop Meeting RE: 2015 Street Improvements, Monday, April 7, 2014 at 5:30 p.m.
- D) 2014 LMCIT Safety & Loss Control Workshops, Various Locations, April, 2014
- E) Local Board of Appeal and Equalization Open Book Meeting: Tuesday, April 22, 2014; 3-8 p.m., Sibley County Assessor's Office, Gaylord.

The Council reviewed the following communications:

- A) February Building Permit Report.

Ambulance Director Kevin Sullivan presented the annual report for the Ambulance Service. He stated that the Ambulance Service had a total of 309 runs for 2013, which was just three short of the record number of calls they have done. He stated that they are averaging approximately 30 runs a month for the first two months already this year. It was noted that there were three individuals currently taking the full EMT course. Mayor Kreft thanked the members for their good work and service.

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

RESOLUTION 23-2014

A RESOLUTION OFFICIALLY OPPOSING ANY RELOCATION OF TWIN CITIES AND WESTERN RAILROAD (TC&W) THAT WOULD NEGATIVELY AFFECT THE RAILROAD'S ABILITY TO CONTINUE TO SERVE SENECA FOODS AND OTHER RURAL MINNESOTA BUSINESSES AT THE SAME LEVEL OF SAFETY AND COST-EFFICIENCY THEY EXPERIENCE UNDER THE STATUS QUO

WHEREAS, the Twin Cities and Western Railroad (TC&W), operator of the Minnesota Prairie Line Railroad (MPL), provides a vital freight rail link between dozens of rural Minnesota businesses and national and international markets; and,

WHEREAS, the City of Arlington, Sibley County, is served by and has invested tax payer dollars to improve the speed, capacity, and safety of the MPL Rail operated by TC&W; and,

WHEREAS, the City of Arlington, Sibley County, has supported efforts by the MPL to secure state and federal funding to assist with improving the speed, capacity, and safety of the MPL; and,

WHEREAS, the economy of the City of Arlington, Sibley County, is agriculture-based and enhanced by the presence of a vegetable processing plant; and,

WHEREAS, the Seneca Foods vegetable processing plant in Arlington relies heavily on MPL and TC&W freight service; and ,

WHEREAS, Seneca Foods is one of Arlington’s most valued employers and an important contributor to our economic health; and,

WHEREAS, in addition to Seneca Foods, the largest twenty (20) companies served by TC&W ship nearly \$1.5 billion in client goods from rural Minnesota communities to destinations around the globe and employ more than 2,600 Minnesota and South Dakota residents; and,

WHEREAS, TC&W shippers across western Minnesota have invested more than \$500 million on building and/or upgrading production, processing and shipping facilities along the existing TC&W route; and

WHEREAS, these rural companies rely on TC&W freight rail service because it is the safest and most cost-effective shipping alternative available to them; and,

WHEREAS, the Metropolitan Council is currently considering route proposals for the Southwest Light Rail Transit (SLRT) project that would require the relocation of TC&W freight rail service to an alternate route that is less safe and less cost-effective than the railroad’s existing route; and,

WHEREAS, local economic health will be seriously harmed if relocation of TC&W’s freight rail route impairs the ability of Seneca Foods or other rural Minnesota businesses to continue to ship their goods safely and cost-effectively;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Arlington officially opposes any relocation of Twin Cities and Western Railroad (TC&W) that would negatively affect the railroad’s ability to continue to serve Seneca Foods and other rural Minnesota businesses at the same level of safety and cost-efficiency they experience under the status quo; and,

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to Governor Mark Dayton, Metropolitan Council Chair Susan Haigh, local legislators, and the U.S. Surface Transportation Board.

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.

The foregoing resolution was adopted by the City Council of the City of Arlington this 3rd day of March, 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 provided an update with regards to the Sibley East School Joint Community Education/Recreation Coordinator position. She explained that she had met with the school superintendent and business manager (Gaylord Administrator was unable to attend) to continue their discussion about the Joint Community Education/Recreation Coordinator position. She presented a copy of the job description that they had put together for the Council to review. She noted that the Parks Committee had also reviewed the job description at their meeting; and were in favor of the direction the

position was going, however they had some concerns about the base salary being too low. It was noted that the funding for the position would be split between the School, City of Arlington and City of Gaylord. It was suggested to make an inquiry with Green Isle (and also the townships) to see if they would be interested in participating. Adm. Donabauer stated that she shared the Park Committee's concern about the salary with School Superintendent Jim Amsden. She was told that the position did not require any certifications and they were anticipating the budget would increase as the program grows/improves. The Council expressed various concerns (mainly the cost sharing idea) about this position. Mayor Kreft commented that he too has some concerns, but feels the Summer Recreation program would be better suited if run through the school district. He felt comfortable making a contribution toward the joint position, as long as the City has some input about the program.

Snow bids for the 2014-15 Season were reviewed. Adm. Donabauer stated that there was one bid for each function: hauling, skid loader and blading. The bidders were the same as last season. The bid amounts were the same as last year with the exception of the hauling bid, which increased \$2.

Motion by Reetz, seconded by Nuesse, and passed by unanimous vote to approve the 2014-15 Snow Removal Bids (blading, hauling and skid loader) at the price bid per machine, using the equipment and attachments as outlined in the each bid.

Adm. Donabauer stated that the A-GI Wastewater Committee, along with former Arlington City Adm. Matt Jaunich, met recently to finalize revisions/amendments to the A-GI Wastewater Agreement. Attorney Arneson also reviewed the changes.

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to approve the A-GI Wastewater Use Agreement (see attached).

Adm. Donabauer commented that for several months, staff has been researching website development/design/hosting companies with the intent of re-doing the City's website. She noted that the current software being used for the website is going to expire (no more updates available). She stated that the site is currently being updated by an outside source, and with the newer software available it could be kept in-house and updated more efficiently and quicker. After review of information on the various companies, staff recommends VividImage as the new website development/design/host company (for approximately \$8,950 up to \$10,000 as was budgeted for). The new site could go live in approximately 8-10 weeks.

Motion by Jaszewski, seconded by Wills, and passed by unanimous vote to approve VividImage as the new city website developer in the amount of \$8,950.

Discussion was held on the current problem of frozen water lines for both residential and commercial customers. Adm. Donabauer presented information for the Council's review regarding this issue, what can be done to prevent it (included letting water run) and getting the information out to the public. It was noted that other cities were experiencing the same problems with frozen lines. Mayor Kreft mentioned that he had seen several ideas on the Mayor's List Service about what other cities were doing, such as taking an average of water usage, or taking last year's usage during December, January and February and applying those numbers to the bill for those residents who choose to let the water run. It was suggested to have just a flat rate deducted from the bill, but the resident must notify the city office that they are letting their water run to qualify for the deduction. Adm. Donabauer was directed to get the information out to the public about "let it run".

At 7:29 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 have discussion regarding preliminary consideration of discipline of an employee. Maintenance Supervisor Jason Lovaas was present. Discussion was held.

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

Mayor Kreft adjourned the closed meeting and reconvened the regular meeting at 7:41 pm.

Motion by Wills, seconded by Nuesse, and passed by unanimous vote to accept the recommendation from the Employee Relations Committee to approve disciplinary action of an employee as discussed during the closed meeting as follows: 3-day suspension without pay for Jason Lovaas for using city equipment for personal gain.

Adm. Donabauer stated that as part of the earlier discussion item regarding frozen water lines, a commercial customer stated that their water service line is frozen and they are unable to utilize city water and sewer. They inquired on whether they would have to pay the base fees as they relate to water and sewer. Adm. Donabauer noted that the ordinances regarding water and sewer rates do not address pardoning a customer from paying utility base fees. Staff has indicated that they do not charge base fees to snowbirds or those that vacate a home. The assumption, based on historical practice, would be to allow the City to dismiss the business owner from paying sewer and water base fees. Adm. Donabauer inquired on whether the City Council would be interested in seeing how other cities handle base fees. A brief discussion occurred regarding what the base and user fees pay for. With consensus, the Council provided Adm. Donabauer with direction to explore other cities and their ordinances regarding base fees.

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to adjourn the meeting at 7:51 pm.

City Administrator Liza M. Donabauer

Mayor James R. Kreft