

**ARLINGTON CITY COUNCIL
MEETING AGENDA
MAY 20, 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 May 6th Regular Meeting Minutes
 - B) Approval of the May 6th Special Meeting Minutes
 - C) Approval of the May 6th Closed Meeting Minutes
 - D) Approval of Bills
 - E) Approval of Hiring Nathan Henke for Part Time, Temporary Spring Mowing/Weed Trimming
 - F) Approve Project Disbursement Request: Wastewater Treatment Plant Expansion Project - \$2,927.00.
 - G) Approval of Dance Permit and Use of Public Parking Lot: Templo Maranatha

PUBLIC HEARINGS (NONE)

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A. Citizens Addressing the Council
6. Announcements
 - A) MnDOT Right of Way Reference Signs Project.
 - B) Sibley County Relay for Life Event: June 14, 2013.
 - C) Community Health Needs Assessment: May 22nd 12:30-4:30 and June 5th 8:30-12:30 Hutchinson Event Center.
7. Communications
 - A) April Financial Report
 - B) May Water/Wastewater Report

REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Yearly Update: Michelle Battcher ó Planning and Zoning Commission.

ORDINANCES & RESOLUTIONS

9. Ordinances

- A) None.

10. Resolutions

- A) None.

UNFINISHED BUSINESS

11. Reserved.

12. Reserved.

NEW BUSINESS

13. Presentation of 2012 Audited Financial Statements ó Tom Olinger: Abdo Eick & Meyers.

- A) Approve/Deny 2012 Audit.

14. City Engineer's Report.

- A) Project Update: Marion Drive Street.

- B) Project Update: Safe Routes to School.

- C) Water Hammer Issue: 100 Block of Alden Street.

- D) Ponding in Field: Abutting 849 7th Street NW.

- E) Project Update: Railroad Crossing.

15. Approve/Authorize Offer for Maintenance Supervisor Position.

16. Reserved.

MISCELLANEOUS BUSINESS

17. Council Committee Updates

18. Open Discussion

ADJOURNMENT

Reminders:

- 1) City Offices Closed, Monday May 27th.

- 2) Informational Meeting SMC Affiliation: May 30th 7 p.m. Community Center Room 2

**ARLINGTON CITY COUNCIL
MEETING MINUTES
MAY 20, 2013**

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

Members present: Mayor Kreft, Jaszewski (arrived at 7:10 pm), Nuesse, Reetz, Ruehling, Wills
Members absent: None

Also present: Interim City Administrator Smith-Strack, City Attorney Arneson (arrived @ 7:10 pm),
Lowell Nagel, Jim Heiland, City Engineer Femrite, City Auditor Tom Olinger from Abdo Eick &
Meyers, Kurt Menk

Motion by Ruehling, seconded by Wills, and passed by unanimous vote to approve the agenda as presented.

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

- A) Approval of the May 6th Regular Meeting Minutes
- B) Approval of the May 6th Special Meeting Minutes
- C) Approval of the May 6th Closed Meeting Minutes
- D) Approval of Bills
- E) Approval of Hiring Nathan Henke for Part Time, Temporary Spring Mowing/Weed Trimming
- F) Approve Project Disbursement Request: Wastewater Treatment Plant Expansion Project - \$2,927.00
- G) Approval of Dance Permit and Use of Public Parking Lot: Templo Maranatha.

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:

- D) MnDOT Right of Way Reference Signs Project
- E) Sibley County Relay for Life Event: June 14, 2013
- F) Community Health Needs Assessment: May 22nd 12:30-4:30 and June 5th 8:30-12:30 Hutchinson Event Center.

The Council reviewed the following communications:

- C) April Financial Report
- D) May Water/Wastewater Report.

Lowell Nagel presented the annual report for the Planning and Zoning Committee. Smith-Strack commented that the Planning Commission functions in three distinct capacities: planning, legislative and regulatory. She reviewed the permits, variances, and/or conditional use permits addressed in 2012. She also commented on the ordinances created and/or amended in 2012. She commented briefly on goals and plans for the future. Reetz commented that the Board takes their task seriously.

It was noted that there were no resolutions or ordinances.

Tom Olinger of Abdo, Eick & Meyers presented the 2012 Audit Report and Management Letter. He noted the changes/improvements made from the previous year. It was noted that a single audit was

needed for the PFA Loan due to the amount being receive was over \$500,000 in federal grant dollars. Olinger stated that the general fund is in a good healthy condition overall.

Motion by Ruehling, seconded by Nuesse, and passed by unanimous vote to approve the 2012 Audit Report and Management Letter as presented.

City Engineer Femrite was present to give updates on various projects. He stated that the Marion Drive project had a few punch list items left and was expected to be completed by first part of June. The bid opening for the Safe Routes to School project was anticipated for June 27th; and an open house is to be held the week of July 8 with the adjoining property owners to provide them with the necessary information about the project. Engineer Femrite talked about the water hammering problem occurring on the 100 Block of East Alden Street. He talked about the ponding water that is occurring on the EDA property that abuts 849 7th Avenue NW. It was suggested to put a small drain tile in the area. Femrite gave a detailed update on the Railroad crossing project. He expressed concern about Neisen's trucks continuing to drive over the newly replaced sidewalk/cement work. Barricading was suggested on a temporary basis.

Attorney Arneson talked about the ownership of the old elevator property and current condition the lot has been left. He stated that UFC is still the legal property owner as they do have a Contract for Deed with Mike Neisen and final payment has not taken place yet. He stated that per the contract both UFC and the City of Arlington have to agree that the condition of the property is satisfactory prior to the title transfer to Neisen. It was noted that the property current is not in satisfactory condition as it has a large crater in the middle which has now filled with water. He added that with the damages done from Neisen's trucks to the sidewalk/cement work for the railroad project, UFC and Neisen both could be billed.

Motion by Jaszewski, seconded by Ruehling, and carried (Reetz abstained, citing being related through marriage) to approve hiring Jason Lovaas as the Maintenance Supervisor, at \$18.43 (step 6) per hour.

Jaszewski gave an update on the SMC Affiliation and also the Winthrop Clinic.

Wills commented that the EMS building renovation was almost complete. Occupancy target date for the Police Department was June 1st.

Discussion was held on the water leak (water main valve) at the EMS building. Reetz stated that he had talked with Peoples Service about this.

Reetz talked about billing issues (past due accounts) in other communities. He would like to see some kind of report showing delinquent accounts.

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to adjourn the meeting at 8:12 pm.

Interim City Adm. Cynthia Smith-Strack

Mayor James R. Kreft