

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
MAY 7, 2012 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 April 16<sup>th</sup> Regular Meeting Minutes
  - B) Approval of Bills
  - C) Approval of Mutual Aid Agreement for Emergency Management with Sibley County
  - D) Approve the Hiring of Lisa Roseland to the Ambulance Department

**PUBLIC HEARINGS**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

5. Addressing the Council
  - A) Citizens Addressing the Council
6. Announcements
  - A) City Offices will be closed on Monday, May 28<sup>th</sup> for Memorial Day
7. Communications
  - A) April Building Permit Report
  - B) April Police Calls Report
  - C) Summary Report of the Local Board of Appeal and Equalization Hearing Held on April 17, 2012
  - D) 2011 Property Sales Report
  - E) 2011-2012 Snow Removal Report

**REPORTS OF OFFICERS, BOARDS & COMMITTEES**

8. Yearly Library Committee Report

## **ORDINANCES & RESOLUTIONS**

### 9. Resolutions

- A) 34-2012 ó Accepting a Donation and Designating Its Use
- B) 35-2012 ó Mayoral Appointments

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

### 10. Discussion on the 2012 Street & Utility Improvement Project

- A) Ordinance Revision or Storm Water Utility
- B) Approve/Deny Resolution 36-2012 ó Ordering Improvement and Preparation of Plans on the 2012 Street & Utility Improvement Project

### 11. Approve/Deny Bids

- A) Street Patching
- B) Seal Coating at Basketball Courts
- C) Fire Department Skid Unit

### 12. Approve/Deny Proposals

- A) City Forestry
- B) Community Center Cleaning

### 13. Discussion on Danielson Drainage Request

### 14. Police Department Staffing

### 15.

## **MISCELLANEOUS BUSINESS**

### 16. Council Committee Updates

### 17. Open Discussion

## **ADJOURNMENT**

### Reminders:

- A) Hospital Board ó May 21<sup>st</sup> @ 5 pm (SMC)
- B) EDA ó May 22<sup>nd</sup> @ 6 pm
- C) Parks ó May 29<sup>th</sup> @ 7 pm

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
MAY 7, 2012**

The regular meeting was called to order at 6:48 p.m., Mayor Kreft presiding.

Members present: Mayor Kreft, Pederson, Pichelmann, Reetz, Ruehling, Wills

Members absent: None

Also present: City Administrator Jaunich, City Attorney Arneson, Engineer Joel Hawbaker, Engineer Jason Femrite, Kathy Homme, Sue Morrisette, Ellen Boreen, Kurt Menk

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

Add item 14) Police Department Staffing.

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

- A) Approval of the April 16<sup>th</sup> Regular Meeting Minutes
- B) Approval of the Bills
- C) Approval of Mutual Aid Agreement for Emergency Management with Sibley County
- D) Approve the Hiring of Lisa Roseland to the Ambulance Department.

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:

- 1) City Offices will be closed on Monday, May 28<sup>th</sup> for Memorial Day.

The Council reviewed the following communications:

- 1) April Building Permit Report
- 2) April Police Calls Report
- 3) Summary Report of the Local Board of Appeal and Equalization Hearing Held on April 17, 2012
- 4) 2011 Property Sales Report
- 5) 2011-2012 Snow Removal Report.

Kathy Homme, Sue Morrisette, Ellen Boreen presented the annual report for the Public Library. Dir. Homme commented on the amount of usage (being down County wide) from patrons in conjunction with computer/internet use and/or programs offered through the Library. It was noted that Pam Erickson who had been hired through the Experience Works Program, had been reassigned and they have not been able to replace her yet. It was noted that Lorie Thomes would be helping out again during the summer, with her hours being paid by the County. Homme commented that APPL (Friends of the Library Group) has received a \$2,000 grant from the Cable Commission, which was used to purchase a replacement laptop computer and some other equipment. She also commented briefly on the various events/programs scheduled for this summer.

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

**RESOLUTION 34-2012  
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 VFW Post 6031 to be used within the fire department for the purchase of a skid unit and within the ambulance department for the purchase of equipment; and

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Arlington that the City accepts the \$3,500 donation in full and designates \$2,500 to the fire department and \$1,000 to the ambulance department.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Pederson and upon poll being taken thereon the following voted in favor thereof: Pederson, Pichelmann, 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 7<sup>th</sup> day of May, 2012.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

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

**RESOLUTION 35-2012**  
**A RESOLUTION RATIFYING ADDITIONAL MAYORAL APPOINTMENTS**

**BE IT RESOLVED** that Mayor James R. Kreft has appointed the following individual to the following appointment:

*Park Committee/Shade Tree Board*

Citizen Appointees:

Jerry Ebersviller  
Karen Pichelmann.

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: Pederson, Pichelmann, 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 7<sup>th</sup> day of May, 2012.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

Discussion was held on storm sewer utility assessments. Adm. Jaunich stated that this has become a complicated subject matter as there are more areas in town than first thought that are developed without storm sewers and have runoff coming into them from other areas. He commented that retention ponds are becoming mandated more within developments, which the City becomes responsible for maintaining at some point. Engineer Hawbaker talked about retention ponds and maintenance (and associated costs) thereof. The question was asked if the City wants to cover storm sewer costs with the general tax levy or pursue a storm sewer utility fund, whereby implementing a monthly fee on the utility bills for all residents. Adm. Jaunich questioned which direction the Council wanted to take: draft an ordinance to amend the current assessment policy or draft an ordinance creating a storm sewer utility fund. It was the consensus of the Council that the creation of the utility fund was the most fair and made the most sense.

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

**RESOLUTION 36-2012**  
**A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS**

**WHEREAS**, a resolution of the City Council adopted the 16<sup>th</sup> day of April, 2012, fixed a date for a Council hearing on the proposed improvement of the street surface including curb and gutter, sanitary sewer main and services, water main and services, and storm sewer improvements on Marion Drive and the street surface including curb and gutter, sanitary sewer main and services, water main and services, and storm sewer improvements on Shamrock Drive east of Marion Drive, and the storm sewer main south of Highway 5, and the street surface including curb and gutter, water main and services, and storm sewer improvements on West Elgin Street, known as the 2012 Street & Utility Improvement Project; and

**WHEREAS**, ten days mailed notice and two weeks published notice of the hearing was given, and the hearing was held on the 7<sup>th</sup> day of May, 2012, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

**WHEREAS**, the storm sewer main south of Highway 5, and the street surface including curb and gutter, water main and services, and storm sewer improvements on West Elgin Street are hereby excluded from the project at this time.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ARLINGTON, MINNESOTA:**

1. Such improvement is necessary, cost-effective, and feasible as detailed in the Engineer's feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted on the 16<sup>th</sup> day of April, 2012, minus the portion described above.
3. Such improvement has no relationship to the Arlington Comprehensive Plan.
4. Joel Hawbaker of Bolton and Menk, Inc. is hereby designated as the engineer for this improvement project. The engineer shall prepare plans and specifications for the making of such improvement.
5. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

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: Pederson, Pichelmann, Reetz, Ruehling, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Pichelmann.

Approved by the City Council of the City of Arlington this 7<sup>th</sup> day of May, 2012.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

Considerable discussion was held on the Vince Danielson drainage request. It was noted that Danielson was petitioning the County, Watershed and City of Arlington to have the ditch (tile line) in the southeast edge of town rerouted to the City's storm sewer system, along with putting in a storm water retention pond. Adm. Jaunich expressed his concerns on the matter, such as hook up charges to the system, costs to cleanup old dump site and to put in the pond, Watershed approval, etc. Engineer Hawbaker had a list of concerns also. It was agreed that the City should send a letter to all parties, more specifically the County and Watershed, expressing its concerns before any decision is made on the Danielson Petition.

The Council reviewed two bids for street patching. Adm. Jaunich commented that one bid was considerably less as they only did skin patching and could not do milling as had been requested.

Motion by Wills, seconded by Pichelmann, and passed by unanimous vote to approve the most responsible bid from Wm Mueller & Sons in the amount of \$6,520 for street patching.

The Council reviewed two bids for seal coating at the basketball courts at Four Seasons Park. Adm. Jaunich commented that there was a considerable price difference between the bids. It was noted that one bid was for a water base, which lasts approximately two years and the other bid was for an oil base, which lasts approximately five years.

Motion by Reetz, seconded by Ruehling, and passed by unanimous vote to approve the most responsible bid from Barga Incorporated in the amount of \$4,795 for seal coating at the basketball courts at Four Seasons Park.

The Council reviewed three bids for a Skid Unit for the Fire Department. Adm. Jaunich commented that the majority of the Unit would be paid for by a DNR Grant and donations that have been received.

Motion by Wills, seconded by Pederson, and passed by unanimous vote to approve the low bid from M&T Fire and Safety in the amount of \$10,472.68 for a Skid Unit for the Fire Department.

Adm. Jaunich explained that the City Forester Contract had expired. The Council reviewed two bids for Forestry Services.

Motion by Ruehling, seconded by Pichelmann, and passed by unanimous vote to approve the proposal from Steve Nicholson of TreeBiz for Forestry Services.

The Council reviewed the sole proposal received for cleaning the Community Center. Adm. Jaunich expressed his concerns about the proposal, more specifically that they did not come in to see the building prior to bidding and the very low price bid. He commented that the current cleaning company is still working, but City Staff has to follow up after them. Some discussion was held on the liability insurance requirement. It was also suggested that part-time employees may have to be hired to clean.

Motion by Ruehling, seconded by Wills, and passed by unanimous vote to table action on the Community Center Cleaning proposal.

Adm. Jaunich stated that Chief Rovinsky was injured while on duty recently and will be out on worker's comp for approximately 4-6 weeks at least as far as patrol duties go. Chief Rovinsky is willing and available to do administrative duties in the office. It was noted that this creates a problem covering shifts due to the cap that was put on part-time officer hours.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to allow part-time officers to cover up to 3 shifts a week for Chief Rovinsky while he is out on worker's comp.

Wills gave a brief update on the Fire Department Officers meeting. They are currently working on getting their SOG's updated.

Reetz commented on the most recent Planning and Zoning meeting. They are working on addressing non-compliant temporary structures.

Pederson commented on the most recent Parks Committee meeting. He stated that they were going to have one of the play equipment companies come to do a site visit of the Sportsman's Park and then put a proposal together.

Pichelmann commented that the Hospital Board is looking to hire a firm to assist them with seeking an affiliation.

Pederson informed the Council that the radio grant that the Ambulance and Fire Departments had applied for was denied. He stated that the County has agreed to purchase radios, but a minimal quantity.

Kreft talked about the RS Fiber Project. He stated that a meeting was held earlier in the day with SE Supt. Jones, SMC Adm. Sandberg, City Adm. Jaunich, Joint Powers Board members Dolan, Cohrs,

Swanson; and himself. It was noted that the Joint Powers Board would like to meet with the Arlington City Council to discuss some new information that has come forward since Arlington voted to withdraw from the project. Adm. Jaunich will set up a meeting date.

Motion by Reetz, seconded by Pederson, and passed by unanimous vote to adjourn the meeting at 8:32 pm.

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City Administrator Matthew Jaunich

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Mayor James R. Kreft