

**ARLINGTON CITY COUNCIL
MEETING AGENDA
NOVEMBER 18, 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 November 4th Regular Meeting Minutes.
 - B) Approval of Bills.

PUBLIC HEARINGS (NONE)

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council.
6. Announcements
 - A) Special Budget Workshop, Thursday, November 21, 5:00 p.m.
 - B) City Offices will be closed Thursday & Friday, November 28 & 29 for the Thanksgiving Holiday.
 - C) Truth-in-Taxation Hearing ó December 2, 6:00 p.m.
 - D) Sibley County Municipalities Association Semi-Annual Meeting, Thursday, December 5, 6 p.m.
 - E) Arli-Dazzle Celebration ó Saturday, December 7.
7. Communications
 - A) October Financial Reports.

ORDINANCES & RESOLUTIONS

8. Ordinances

- A) First Reading: Ordinance 281 – An Ordinance Amending Ordinance 169, The Arlington Zoning Ordinance, by Adding Section 13.9 Relating to Home Occupations.
- B) First Reading: Ordinance 284 – An Ordinance Amending Section 15, Section 15.5, and Section 16 of Ordinance 169, The Arlington Zoning Ordinance, Providing for the Expiration, Revocation, and Discontinuance of Conditional Use Permits, Interim Use Permits, and Variances.

9. Resolutions

- A) 45-2013 – Resolution Approving the Preliminary and Final Plat of – Health Care Addition – A Replat of – Memorial Park Addition.
- B) 46-2013 – Approving a Lease of the Sibley Medical Center with the Ridgeview Medical Center.
- C) 47-2013 – Resolution Accepting and Transferring City Funds into EDA Loan Fund.
- D) 48-2013 – Resolution Accepting \$400 Donation from Arlington Area Chamber of Commerce for Purchase of Tables at the Emergency Services Building.

UNFINISHED BUSINESS

NEW BUSINESS

- 10. Quote from MacQueen Equipment for Repair of Street Sweeper. (Jason Lovaas)
- 11. Select Final Candidate for Maintenance Worker Position.
- 12. Approve/Deny the Extension of the Training Period for Jason Lovaas, Maintenance Supervisor.

MISCELLANEOUS BUSINESS

- 13. Council Committee Updates
- 14. Open Discussion

ADJOURNMENT

Reminders:

Library – November 20th @ 5:30 pm (Library)
Special Council Budget Workshop – November 21st @ 5 pm
Hospital Board – November 25th @ 5 pm (SMC)
Parks – November 25th @ 7 pm
EDA – November 26th @ 6 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
NOVEMBER 18, 2013**

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, SMC Adm. Todd Sandberg, SMC Board Chairperson Kevin Lindstrand, Maintenance Supervisor Lovaas, Kurt Menk

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

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

- A) Approval of the November 4th Regular Meeting Minutes as corrected
- B) Approval of Bills.

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 announcements were reviewed:

- B) Special Budget Workshop, Thursday, November 21, 5:00 p.m.
- C) City Offices will be closed Thursday & Friday, November 28 & 29 for the Thanksgiving Holiday.
- D) Truth-in-Taxation Hearing ó December 2, 6:00 p.m.
- E) Sibley County Municipalities Association Semi-Annual Meeting, Thursday, December 5, 6 p.m.
- F) Arli-Dazzle Celebration ó Saturday, December 7.

The Council reviewed the following communications:

- A) October Financial Reports.

The first reading of Ordinance 281-An Ordinance Amending Ordinance 169, the Arlington Zoning Ordinance, by Adding Section 13.9 Relating to Home Occupations, was held. A memo from PZ Adm. Smith-Strack was reviewed. It was noted that it was the Planning Commission's desire to allow existing home occupations to remain as is; recognize home occupations haven't been regulated in the past and haven't been prominent issues; and prevent future activities which may be detrimental to the integrity of residential neighborhoods.

The first reading of Ordinance 284-An Ordinance Amending Section 15, Section 15.5, and Section 16 of Ordinance 169, the Arlington Zoning Ordinance, Providing for the Expiration, Revocation, and Discontinuance of Conditional Use Permits, Interim Use Permits, and Variances, was held. A memo from PZ Adm. Smith-Strack was reviewed, which explained the reason for the proposed language amendment.

The Council reviewed a memo from PZ Adm. Smith-Strack regarding the Preliminary & Final Plat of "Health Care Addition" a replat of "Memorial Park Addition". Reetz noted that the existing boundary line between the hospital and Memorial Park will be adjusted by a 351.17' deep x 60' wide strip. Mayor Kreft stated that the Parks Committee was in favor of the replat.

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

RESOLUTION 45-2013
A RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT OF “HEALTH CARE ADDITION” A REPLAT OF “MEMORIAL PARK ADDITION”.

WHEREAS, the City of Arlington has initiated the replat of “Memorial Park Addition” in order to enter into a lease with a new non-profit entity by the close of the year for purposes of leasing the clinic/hospital buildings and grounds from the City; and,

WHEREAS, preliminary and final plats for “Health Care Addition” have been developed and are attached hereto as “Exhibit A”; and,

WHEREAS, the Planning and Zoning Commission held a public hearing on the preliminary plat following proper publication, posting, and mailing of notices; and,

WHEREAS, following a public hearing the Planning and Zoning Commission recommended the City Council approve preliminary and final plats for Health Care Addition; and,

WHEREAS, the City Council finds changes to land use and zoning are not contemplated; and,

WHEREAS, the City Council finds improvements are not contemplated as the “Health Care Addition” is a replat of an existing improved area; and,

WHEREAS, the City Council finds park land and/or easement dedication is not required as “Health Care Addition” is a replat of an existing improved area and no additional easements are needed; and,

WHEREAS, the City Council finds the preliminary plat is compatible with the Comprehensive Plan and conforms with or exceeds the design standards established by the Subdivision Ordinance; and,

WHEREAS, the Subdivision Ordinance provides for simultaneous review of preliminary and final plats for simple resubdivisions of property.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Arlington hereby approves the preliminary and final plat of “Health Care Addition”.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Jaszewski 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.

Approved by the City Council of the City of Arlington this 18th day of November, 2013.

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.

SMC Adm. Sandberg and SMC Board Chairperson Lindstrand were present to discuss the details of the proposed Lease Agreement with Ridgeview Medical Center. It was noted that the City’s liability was a minimal risk. Sandberg commented that a new 501c3 had been applied for back in summer, but due to the Government Shutdown everything has been delayed and they don’t anticipate approval for another 12-18 months. He stated that in the interim the Sibley Medical Foundation would be the acting 501c3 designation. He added that eventually the SMC Foundation will become a fundraising organization for the new entity.

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

RESOLUTION 46-2013
A RESOLUTION APPROVING A LEASE OF THE SIBLEY MEDICAL CENTER WITH THE
RIDGEVIEW MEDICAL CENTER

WHEREAS, the City of Arlington, Minnesota, a political subdivision of the State of Minnesota, (öCityö), working with its consultants and advisors, has determined that affiliation of the Sibley Medical Center (öSMCö) with a locally-controlled, Minnesota, private, nonprofit, non-governmental corporation is desired in order to meet the ongoing healthcare needs of the residents of its community; and

WHEREAS, in order to meet these ongoing healthcare needs of the community, representatives of SMC and the City, together with legal counsel, have negotiated, pursuant to Minn. Stat. §447.47 and subject to the recommendation and approval of the Board of Directors of SMC and the City, a Hospital Operating Lease Agreement with Ridgeview Medical Center (öRMCö), a Minnesota nonprofit and tax-exempt corporation (the öLeaseö); and

WHEREAS, SMC and the City have previously approved a Term Sheet as a nonbinding summary of terms of a lease with RMC to be reflected in definitive and binding agreements subject to review and approval by SMC and the City prior to execution; and

WHEREAS, the representatives of SMC and the City have undertaken to negotiate with RMC a Lease reflecting the principles of the Term Sheet; and

WHEREAS, the City has presented the substance of the Lease to the City Council for approval prior to its execution and has made copies of this agreement available for City Council inspection;

NOW THEREFORE BE IT RESOLVED,

1. The City shall be and hereby is authorized to enter into and execute the Lease substantially in the form of the Lease as presented to the City as of this date.
2. The City Mayor shall be and hereby is authorized to sign and, the City Administrator shall be and hereby is authorized to attest to, documents substantially in the form of the Lease as presented to the City as of this date.
3. The City Mayor is hereby authorized and directed to execute any additional documents necessary to effectuate the Lease.
4. The City Mayor is hereby authorized and directed on behalf of and with the full authority of the City to cause SMC and the Sibley Medical Foundation, Inc. to undertake any such actions as are necessary to effectuate the Lease.

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.

Approved by the City Council of the City of Arlington this 18th day of November, 2013.

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 Nuesse introduced the following resolution and moved for its adoption:

RESOLUTION 47-2013
A RESOLUTION ACCEPTING AND TRANSFERRING CITY FUNDS

WHEREAS, sound financial planning by the City Council of the City of Arlington and City Staff is the purpose behind the acceptance and transfer of funds; and

WHEREAS, the City Council deems it expedient under the circumstances to accept the following funds:

\$30,429 -- From the loan payoff of the City of Arlington Housing Rehabilitation Program for the Nieland Residence into the Small Cities Development Program Fund (206), the fund from which the program funds originated.

WHEREAS, the City Council deems it expedient under the circumstances to transfer the funds into the EDA Loan Fund (204) to be used in the RRR Fund.

NOW THEREFORE BE IT RESOLVED, that the aforementioned funds are hereby accepted and transferred to the above mentioned funds of the City of Arlington.

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.

Approved by the City Council of the City of Arlington this 18th day of November, 2013.

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 Wills introduced the following resolution and moved for its adoption:

**RESOLUTION 48-2013
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 a \$400 from The Arlington Area Chamber of Commerce for the purchase of ten tables to be used at the Public Safety Meeting Room at the Emergency Services Building; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the City accepts the donation in full and designates its use at the Emergency Services Building.

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.

Approved by the City Council of the City of Arlington this 18th day of November, 2013.

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.

Maintenance Supervisor Lovaas presented a quote from MacQueen Equipment for repairing the Street Sweeper. He indicated that he would like to do the work in-house (saving on the labor costs), with help from Taylor Weber. Some concern was expressed about being short-staffed and the time it was going to take. Reetz commented that he was ok with doing the work in-house, and asking local mechanics for help if needed.

Motion by Reetz, seconded by Nuesse, and passed by unanimous vote to approve the quote from MacQueen Equipment for Repairing the Street Sweeper as presented with City Staff doing the work and an allowance for up to \$300 more for additional parts; plus hire a local mechanic if needed.

Discussion was held regarding the hiring of the candidate for the Maintenance Worker Position. Adm. Donabauer explained that the Streets Committee had interviewed five candidates for said position, which has been narrowed down to two candidates for consideration. She reviewed the candidates qualifications based on the job description (main point being one had CDL and one had janitorial experience).

Motion by Wills, seconded by Reetz, and passed by unanimous vote to hire Lee Zwart for the Maintenance Worker Position.

Motion by Reetz, seconded by Nuesse, and passed by unanimous vote to offer Mr. Zwart \$15.24 an hour (step 5 on pay scale) based on his janitorial experience; and if he declines the amount offered, to then offer the Maintenance Worker Position to candidate #2 at Step 2 on the pay scale based on his experience.

Adm. Donabauer stated that the Employee Relations Committee had met and reviewed Jason Lovaas' training period over the last six months. They were recommending a six-month extension of the training period; and in good faith would allow the use of accumulated sick and vacation time.

Motion by Nuesse, seconded by Reetz, and passed by unanimous vote to extend Jason Lovaas' training period an additional six months and allow the use of accrued sick and vacation time.

Wills gave an update on the most recent Fire Dept. Officers meeting. He stated that they are interviewing applicants to fill three firefighter vacancies. The Department continues to apply for grants. It was noted that one firefighter has not met the required call and/or drill attendance to date for the year.

Reetz commented that he would like to see a member from either the Streets or Employee Relations Committees and the City Administrator follow up with employees (Jason Lovaas) during training period. Mayor Kreft commented that it was a good idea.

Reetz expressed concern about the City continuing to mow and remove snow for the hospital now that it has merged with Ridgeview. Mayor Kreft stated that the City hasn't done this for some time; they have a private contractor take care of both of those items.

Wills questioned how things were going to be handled with regards to billing for the securing of the helipad by the Fire Department once the Ridgeview/SMC merger officially happens; the City currently pays the members that show up or will Ridgeview assume this cost? It was agreed that this needs to be addressed before year-end.

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to adjourn the meeting at 7:33 pm.

City Administrator Liza M. Donabauer

Mayor James R. Kreft