

**ARLINGTON CITY COUNCIL
MEETING AGENDA
OCTOBER 21, 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 October 7th Regular Meeting Minutes.
 - B) Approval of Bills.
 - C) Approve Hiring Taylor Weber as Interim PT Maintenance Worker.

PUBLIC HEARINGS (NONE)

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council.
6. Announcements
 - A) Thursday, October 31, 5:30 p.m. ó Arlington Area Chamber of Commerce Fright Night, Downtown Halloween Trick-or-Treat Event.
7. Communications
 - A) September Water/Wastewater Report.
 - B) 2012 Fire Relief Association Investment Report Card

ORDINANCES & RESOLUTIONS

8. Ordinances

None.

9. Resolutions

- A) 43-2013 ó Authorizing a Donation of Construction and Maintenance Easements to Sibley County for the Prairie Line Trail Construction Project.

UNFINISHED BUSINESS

10. Authorize Staff Use and City Involvement at the Arli-Dazzle on Saturday, December 7.

NEW BUSINESS

11. Authorize/Deny Release of Retainage from Escrow Account to Gridor Construction on the Arlington Wastewater Treatment Facility Improvement Project.
12. Authorize/Deny Finalizing the City's Loan with the PFA for the Arlington Wastewater Treatment Facility Improvement Project.
13. Authorize/Deny Pay Request #2 for Work Performed by Ti-Zack Concrete on the Safe Routes to School Project (\$5,336.10).
14. Approve/Deny Request from the Arlington Ambulance Association for 50% Match to Purchase Stryker Power Cot in the 2013 Budget Year (City Portion: \$6,218.00)
15. Authorize/Deny City's Status as Applicant and Authorize Signatures on Small Cities Development Program Application for the Highland Commons Rehabilitation Project in Arlington.

MISCELLANEOUS BUSINESS

16. Council Committee Updates

17. Open Discussion

- A) City Appreciation Dinner (Dates: December 20, January 3, and January 10).
B) Budget Workshop Dates (Set Date during Third Week in November).

ADJOURNMENT

Reminders:

EDA ó October 22nd @ 6 pm

A-GI WW ó October 24th @ 5 pm

Parks ó October 28th @ 7 pm

Hospital Board ó October 28th @ 5 pm (SMC)

**ARLINGTON CITY COUNCIL
MEETING MINUTES
OCTOBER 21, 2013**

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

Members present: Mayor Kreft, Nuesse, Reetz, Ruehling, Wills

Members absent: Jaszewski

Also present: City Administrator Donabauer, City Attorney Arneson, Kurt Menk

Motion by Ruehling, seconded by Nuesse, 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 October 7th Regular Meeting Minutes
- B) Approval of Bills
- C) Approve Hiring Taylor Weber as Interim PT Maintenance Worker.

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:

- 1) Thursday, October 31, 5:30 pm-Arlington Area Chamber of Commerce Fright Night, Downtown Halloween Trick-or-Treat Event.

The Council reviewed the following communications:

- A) September Water/Wastewater Report
- B) 2012 Fire Relief Association Investment Report Card.

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

**RESOLUTION 43-2013
A RESOLUTION AUTHORIZING A DONATION OF CONSTRUCTION AND MAINTENANCE
EASEMENTS TO SIBLEY COUNTY FOR THE CR 166, 387TH AVE, PRAIRIE LINE TRAIL
CONSTRUCTION PROJECT.**

WHEREAS, the plans for the Prairie Line Trail Construction Project, and the reconstruction of County Road 166 from CSAH 17 to 387th Avenue and the reconstruction of 387th Avenue from CR 166 to Sportsmanø Park by Sibley County has been presented to the City of Arlington and they have been reviewed and approved by the Arlington City Council; and

WHEREAS, the City of Arlington has jurisdiction over and ownership of Sportsmanø Park; and

WHEREAS, the occupancy will cause no harm in nature to Sportsmanø Park and there will be no change in ownership of the land; and

WHEREAS, there are no anticipated permanent adverse physical impacts nor will there be interference with the activities or purposes of the park on a either a permanent or temporary basis; and

WHEREAS, the land being used will be fully restored to a condition that is at least as good as the one that existed prior to the project

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Arlington, Minnesota, that under the terms of Minnesota Statutes 471.15, 471.16 and 471.17, to promote the health and welfare of the citizens of

Arlington, and to provide public recreation facilities for said citizens, hereby authorizes the donation of the 1.67 acre construction and maintenance easement described in Resolution 40-2013, the .69 acre construction and maintenance easement and .42 acre temporary easement as described in Resolution 41-2013 and the .47 acre construction and maintenance easement and .09 temporary easement as described in Resolution 42-2013, all to Sibley County in furtherance of the Prairie Line Trail construction. The City Administrator is authorized and directed to execute waiver of compensation forms as requested by Sibley County to document said easement donations.

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

Approved by the City Council of the City of Arlington this 21st day of October, 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.

Brief discussion was held on how much City involvement and/or use of City Staff (whether paid or voluntary) there should be during the Arli-Dazzle (Chamber) event. Adm. Donabauer gave a brief summary of what has been done in the past, which includes the use of the Community Center free of charge for the Santa Day activities, placing of barricades at various intersections, cleaning of streets, and staff time. She added that staff has ordered four port-a-potties (paid for by City) and has them placed along the parade route. This year the Chamber was requesting that eight port-a-potties be ordered/placed due to the anticipated increase in attendance.

Motion by Wills, seconded by Reetz, and passed by unanimous vote to approve the City's involvement and use of City Staff as presented/needed; and to pay for four port-a-potties, not the eight requested.

Adm. Donabauer stated the Engineer Swanson had informed her that all warranty items related to the Wastewater Improvement Project had been completed except for seeding and spraying weeds; and therefore was recommending that the City release the retainage in escrow for the project to Gridor Construction. It was also noted that there were no outstanding costs/invoices related to said project.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to authorize the Release of Retainage from the Escrow Account to Gridor Construction on the Wastewater Treatment Facility Improvement Project.

Motion by Ruehling, seconded by Nuesse, and passed by unanimous vote to authorize finalizing the City's Loan with the PFA for the Wastewater Treatment Facility Improvement Project.

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to approve Pay Request #2 in the amount of \$5,336.10 to Ti-Zack Concrete for work performed on the Safe Routes to School Project.

The Council reviewed a request from Ambulance Director Sullivan seeking authorization to purchase a Power Cot in the amount of \$12,436, which was a discounted price as the cot was a demo (slightly used). Adm. Donabauer stated that the list price for the cot new was over \$16,000. She explained that the Ambulance Association was able to contribute half the cost if the City would cover the other half. It was noted that this would put them over budget for this year. Donabauer commented that there was approximately \$2,600 in the CIP fund for equipment and the balance would have to come out of general fund reserves.

Motion by Reetz, seconded by Nuesse, and passed by unanimous vote to approve the request from the Ambulance Association for a 50% Match to purchase a Stryker Power Cot with the City's portion being approximately \$6,218.

Adm. Donabauer stated that EDA Director Smith-Strack had come across a Small Cities Development Grant for the Highland Commons Rehabilitation Project and was recommending the City's participation. It was noted that the City has to be the applicant for the grant because they are federal dollars, and would only be responsible for signing off of the project and passing the money onto Highland Commons.

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to authorize City's status as Applicant and Authorize signatures on the Small Cities Development Program Application for the Highland Commons Rehabilitation Project in Arlington.

Wills gave an update on the Library. He commented that at the beginning of the summer 130 kids had signed up for the reading program and 60 had completed it. Weekly craft classes were held with approximately 25-30 kids participating for each class. It was noted that various elementary grades from Sibley East School and St. Paul's Lutheran school would be using the library twice a month.

Brief discussion was held on setting a date for the annual City Appreciation Meeting/Dinner. No action was taken.

It was the consensus of the Council to set a Budget Workshop meeting with City Auditor on Thursday, November 21 at 5 pm.

Brief discussion was held on the bill received for work done on the generator at the City Office recently.

Adm. Donabauer inquired if Staff should approach the two individuals who helped with snow removal last to see if they would help this year or advertise in the paper. It was the consensus of the Council to approach past help first.

Adm. Donabauer commented that the City received its first reimbursement in the amount of \$15,750 from the County regarding the Safe Routes to School Project for pre-engineering fees. She added that the City's engineering fees came in less than budgeted for and the County was going to see if they could utilize some of the excess grant funds to cover them.

Adm. Donabauer stated that they plan to put in ad in the newspaper for the Skating Rink Attendant soon.

It was noted that MnDOT plans to remove the flashing stop signs on Main Street and replace them with regular stop signs.

Brief discussion was held on snow removal and the changes that have to be made due to the new sidewalk along the school.

Mayor Kreft commented on a meeting he had with School Superintendent Amsden recently, along with the Mayors from Gaylord and Green Isle.

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to adjourn the meeting at 7:07 pm.

City Administrator Liza M. Donabauer

Mayor James R. Kreft