

**ARLINGTON CITY COUNCIL
MEETING AGENDA
SEPTEMBER 16, 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 September 3rd Regular Meeting Minutes.
 - B) Approval of the September 3rd Special Council Meeting Minutes.
 - C) Approval of Bills.
 - D) Authorize Hire of Henry Matz, Part Time, Temporary Mowing/Weed Trimming Employee.
 - E) Approval of Special Liquor License to Arlington Lions Club for an Event on 11-03-13.
 - ~~F) Authorize Grant Contract between the Arlington City Fire Department and the Department of Natural Resources for 50% Reimbursement in the Amount Not To Exceed \$2,500. (moved to #16)~~

PUBLIC HEARINGS (NONE)

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council.
6. Announcements
 - A) LMC Regional Meetings ó Various Locations in October.
 - B) Sibley County Economic Development Commission öGrowing Sibley Countyö, Tuesday, September 17, 2013 from 11:45 ó 3:30 p.m. at the Arlington Community Center.
 - C) Ambulanceø 21st Annual Harvest Event ó Friday, September 20, 2013 from 4 ó 8:00 p.m.
 - D) Fall Appreciation Open House By Arlington Fire and Ambulance Departments at new EMS Building on Wednesday, September 25, 2013 at 6:00 p.m. (for Townships and Council).

7. Communications
 - A) August Financial Reports.

ORDINANCES & RESOLUTIONS

8. Ordinances
 - A) First Reading: Ordinance 283 – An Ordinance to Regulate the Keeping of Animals within the City Limits of Arlington. This Ordinance Supersedes Ordinances 172, 185, 186 and 206 in their Entirety.
9. Resolutions
 - A) 36-2013 – A Resolution Accepting a Donation from the Arlington Lions Club and Designating Its Use.

UNFINISHED BUSINESS

10. Discussion Items.

NEW BUSINESS

11. Approve Cooperative Agreement with Sibley County for Construction of 2014 Trail Improvements.
12. Authorize Final Pay Estimate No. 4 for work performed by W.M. Mueller & Sons on the 2011 Railroad Improvement Project (\$19,243.47).
13. Authorize Juul Contracting, Co. to Replace Fire Hydrants at Two Locations for \$8,751.00.
14. Approve Proposal from ABDO, EICK & MEYERS for a Comprehensive Five Year Plan for \$10,000.
15. Authorize Pay Estimate #1 for work performed by Ti-Zack on the Safe Routes to School Project (\$151,844.06).
16. Authorize Grant Contract between the Arlington City Fire Department and the Department of Natural Resources for 50% Reimbursement in the Amount Not-To-Exceed \$2,500.
17. Approve Contract Pricing Worksheet with HGACBuy and Total Purchase Price of \$416,863.78 for a Peterbilt 2-Door, CustomFIRE Aluminum Body, Single Axle Pumper Truck.

MISCELLANEOUS BUSINESS

18. Council Committee Updates
19. Open Discussion

ADJOURNMENT

Reminders:

Library – September 18th @ 5:30 pm (Library)
FD Cap. Equip. Comm. – September 19th @ 7 pm (EMS)
Parks – September 23rd @ 7 pm
EDA – September 24th @ 6 pm
Hospital Board – September 30th @ 5 pm (SMC)

**ARLINGTON CITY COUNCIL
MEETING MINUTES
SEPTEMBER 16, 2013**

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

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

Members absent: None

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

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

Remove item 4F) from consent agenda, then make it item 16) on regular agenda: Authorize Grant Contract between the Arlington City Fire Department and the Department of Natural Resources for 50% Reimbursement in the Amount Not to Exceed \$2,500.

Add item 17) Approve Contract Pricing Worksheet with HGACBuy and Total Purchase Price of \$416,863.78 for a Peterbilt 2-Door, CustomFIRE Aluminum Body, Single Axle Pumper Truck.

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

- A) Approval of the September 3rd Regular Meeting Minutes
- B) Approval of the September 3rd Special Workshop Minutes
- C) Approval of Bills
- D) Authorize Hire of Henry Matz, Part Time, Temporary Mowing/Weed Trimming Employee
- E) Approval of Special Liquor License to Arlington Lions Club for an Event on 11-03-13.

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) LMC Regional Meetings ó Various Locations in October
- 2) Sibley County Economic Development Commission öGrowing Sibley Countyö, Tuesday, September 17, 2013 from 11:45 ó 3:30 p.m. at the Arlington Community Center
- 3) Ambulanceø 21st Annual Harvest Event ó Friday, September 20, 2013 from 4- 8:00 p.m.
- 4) Fall Appreciation Open House by Arlington Fire and Ambulance Departments at new EMS Building on Wednesday, September 25, 2013 at 6:00 p.m. (for Townships and Council).

The Council reviewed the following communications:

- A) August Financial Reports.

The first reading of Ordinance 283-An Ordinance to Regulate the Keeping of Animals within the City Limits of Arlington. This Ordinance Supersedes Ordinances 172, 185, 186 and 206 in their Entirety, was held. Adm. Donabauer stated that the ordinance was being amended to reflect changes that pertain to discontinuance of animal impoundment by Arlington Vet Clinic and the picking up of strays.

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

**RESOLUTION 36-2013
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 money from the Arlington Lions to be used within the community center department for the use of the building for their Pillow Fluff event; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the City accepts the \$10 donation in full and designates its use to the community center.

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 16th day of September, 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.

The Council reviewed a Cooperative Agreement with Sibley County for Construction of 2014 Trail Improvements. Adm. Donabauer explained that the City would be responsible for approximately \$55,000 of this project (essentially a gap in financing); however additional grand dollars are still being sought.

Motion by Reetz, seconded by Jaszewski, and passed by unanimous vote to approve the Cooperative Agreement with Sibley County for Construction of 2014 Trail Improvements as presented (see attached).

The Council reviewed the final pay request no. 4 to Wm. Mueller & Sons for the 2011 RR Crossing Improvement Project in the amount of \$19,243.47. She stated that the Engineer Femrite was recommending approval of said pay request contingent upon the receipt of the appropriate final paperwork from the Contractor.

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to approve the final pay estimate no. 4 to Wm Mueller & Sons in the amount of \$19,243.47 for the 20122 RR Crossing Improvement Project.

The Council reviewed bids for replacing two fire hydrants located at 5th Ave NW & Hwy 5 and the fairgrounds entrance. Adm. Donabauer stated that there was approximately a \$1,750 difference between the two bids received. It was noted that the pedestrian ramp/cement work that had just been put in at 5th Ave/Hwy 5 would most likely have to be removed as it could cave in during the hydrant replacement. Adm. Donabauer had the City Engineer provide a cost estimate (\$840) for replacing the pedestrian ramp.

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to accept the bid from Juul Contracting in the amount of \$8,751 to replace two fire hydrants.

The Council reviewed a proposal from Abdo, Eick & Meyers to do a Comprehensive 5-Year Plan at a cost of \$10,000. Adm. Donabauer stated the plan consists of combining a debt management study, rate study, capital improvement plan and a 5-year budget into one document; which develops a plan that implements the vision of the City for the next 5 years. She stated that some benefits of this type of plan include a 5-year budget for all funds; provides both General fund and Debt Service fund tax levies and the

tax impact on citizens; gives the City a road map for the next 5 years on capital items and future needs; provides a strategy for rates and tax levies which can be easily communicated to citizens; and develops an action plan for the City. Some concern was expressed about outsourcing this versus Staff and Council continuing to manage it as they have been.

Motion by Nuesse, seconded by Reetz, and passed by unanimous vote to accept the proposal from Abdo, Eick & Meyers for a Comprehensive Five Year Plan at a cost of \$10,000.

The Council reviewed Pay Estimate #1 from Ti-Zack Concrete for work done for the Safe Routes to School Project. Adm. Donabauer stated that the original cost of the project (base, Alt A & B) was \$173,608.50. She noted that there was a credit of \$10,336 as they had decided to seed versus sod the necessary areas. She commented that the County was in the process of reviewing/certifying the work and that upon initial review, the project was completed under budget. She stated that \$5,000 was being withheld from the pay request due to a warranty issue which is currently being looked into.

Motion by Reetz, seconded by Ruehling, and passed by unanimous vote to approve Pay Estimate #1 for Ti-Zack Concrete in the amount of \$151,844.06 for work done for the Safe Routes to School Project.

Adm. Donabauer explained that Fire Chief Zaske had applied for a DNR grant in the amount of \$2,500 for equipment. She added that it was a 50% matching grant, which the City and Townships would split (60/40); and the funds would come out of the 2014 budget dollars and billed to the Townships. It was noted that the funds had to be used by June of 2014.

Motion by Wills, seconded by Jaszewski, and passed by unanimous vote to authorize the Grant Contract between the Arlington Fire Dept. and DNR for 50% Reimbursement in the Amount Not-To-Exceed \$2,500.

Adm. Donabauer presented a Contract Pricing Worksheet from HGACBuy for a Peterbilt 2-Door, Custom Fire Aluminum Body, Single Axle Pumper Truck in the amount of \$416,863.78. She added that approximately \$20,000 worth of breathing apparatus was to be included, but the vendor was still working on the pricing and had recommended moving forward with the getting the truck ordered and then doing a change order later.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to approve the purchase of the fire truck (presented above) in the amount of \$416,863.78.

Wills stated that there were eight new applicants for the part-time Library position.

Jaszewski stated that the Hospital Committee was compiling a list of potential names of individuals to be on the new Board being formed with Ridgeview Medical Center.

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to adjourn the meeting at 7:11 pm.

City Administrator Liza M. Donabauer

Mayor James R. Kreft