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## STON CITY COUNCIL MEETING AGENDA MARCH 15, 2010 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 March 1<sup>st</sup> Regular Meeting Minutes
  - B) Approval of the March 8<sup>th</sup> Special Workshop Meeting Minutes
  - C) Approval of the March 9<sup>th</sup> Joint City/EDA Workshop Meeting Minutes
  - D) Approval of Bills
  - E) Approval of Ambulance Rodeo Service Agreement
  - ~~F) Approve the renewal of 3.2 Malt Liquor and Setup Licenses for Spare Time Bowling Center~~

### PUBLIC HEARINGS

### PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
  - A) Citizens Addressing the Council
6. Announcement
  - A) MMUA Winter Legislative Conference is March 24-26 in Bloomington
  - B) LMC Legislative Conference is March 24-26 in St. Paul
  - C) LMC Safety and Loss Control Workshops take place in March/April in Various Locations
  - D) Board of Appeal & Equalization Hearing is April 12<sup>th</sup> from 3-8 p.m. at the Sibley County Assessor's Office.
7. Communications
  - A) January Water/Wastewater Report
  - B) February Financial Reports
  - C) Update on the WWTP Digester Project

## ICERS, BOARDS & COMMITTEES

8. Peary Hospital Board Update (Rhonda Matz)

## ORDINANCES & RESOLUTIONS

9. Resolutions
  - A) 13-2010 Terminating Part-Time Winter Help Position

## UNFINISHED BUSINESS

10. Approve/Deny paying the Klehr Grading & Excavating Bill for \$1,590
11. Summer Rec.
  - A) Approve/Deny Setting a Registration Fee of \$15 for Summer Rec.
  - B) Set Salaries/Wages for Summer Rec. Employees
12. Approve/Deny Emergency Operations Plan

## NEW BUSINESS

13. EDA Enabling Resolution
  - A) Review of Proposed Changes
  - B) Call Public Hearing on Proposed Changes to the EDA's Enabling Resolution
14. Approve/Deny the Construction of a Catch Basin at the Intersection of W. Alden St. & 3<sup>rd</sup> Ave. NW
15. Approve/Deny the Amount of Summer Lawn Mowing Help and the Hours Worked per Week
16. Approve/Deny the Extension of the Substantial Completion Date for the WWTP-Digester Project

## MISCELLANEOUS BUSINESS

17. Set/Discuss clean up day for Spring Clean Up
18. Council Committee Update
19. Open Discussion

## ADJOURNMENT

### Reminders:

- 1) Parks March 18<sup>th</sup> @ 7 pm
- 2) EDA March 24<sup>th</sup> @ 6 pm (Tech Center)
- 3) SMC (Hospital) Board March 29<sup>th</sup> @ 5 pm
- 4) Cemetery March 31<sup>st</sup> @ 8:30 am

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

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

Members absent: None

Also present: Adm. Jaunich, City Attorney Arneson, SMC Administrator Rhonda Matz, Tim Kloeckl, Kurt Menk

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

Add item 16): Approval/Denial of Extension of a Substantial Completion Date for the WWTP-Digester Project.

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

- A) Approval of the March 1<sup>st</sup> Regular Meeting Minutes
- B) Approval of the March 8<sup>th</sup> Special Workshop Meeting Minutes
- C) Approval of the March 9<sup>th</sup> Joint Council/EDA Workshop Meeting Minutes
- D) Approval of the Bills
- E) Approval of Ambulance Rodeo Service Agreement
- F) *(Removed)* Approve the renewal of 3.2 Malt Liquor and Setup Licenses for Spare Time Bowling Center.

It was noted that there were no public hearings scheduled.

SMC Administrator Rhonda Matz presented the annual report for the Sibley Medical Center/Clinics. She noted that they had a successful year and reviewed the financial report. Matz commented that the remodeling and HVAC project was almost completed, that it has gone well and stayed within budget. She stated that the electronic medical records project continues to move forward in phases, as it is very time consuming and costly. Matz commented on several changes that had been made with regards to patient care, which included monitored anesthesia and color coded wrist bands (denotes type of care needed). It was noted that SMC has been designated a Level 4 Trauma facility and was awarded a "Safe Site and Safe Skin" safety initiative from the MN Dept. of Health. Matz talked about some of the new equipment that had been purchased for various areas throughout the hospital, including a new phone system.

Tim Kloeckl was present to discuss the use of the Four Seasons Park for the upcoming Town & Country Days Celebration on the weekend of June 18-19. He stated that they would like to use the shelter and also put up a tent. Brief discussion was held on what types of functions were going to be offered over the 2 days. Adm. Jaunich reminded Kloeckl that a dance permit and temporary liquor license would have to be issued.

It was noted that there were no other citizens present to address the Council on non-agenda items.

The following announcements were reviewed:

- 1) MMUA Winter Legislative Conference is March 24-26 in Bloomington
- 2) LMC Legislative Conference is March 24-26 in St. Paul
- 3) LMC Safety and Loss Control Workshops take place in March/April in various locations



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earing is April 12<sup>th</sup> from 3-8 pm at the Sibley County

The Council reviewed the following communications:

- 1) January Water/Wastewater Report
- 2) February Financial Reports.

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

**RESOLUTION 13-2010**  
**A RESOLUTION TERMINATING AN EMPLOYMENT POSITION**

WHEREAS, all City employees are ðemployees at-willö; and

WHEREAS, since employees are considered ðat-willö, except as otherwise prohibited by law, the City of Arlington has the right to terminate any employee at any time for any or no reason; and

WHEREAS, due to potential Local Government Aid cuts and sound financial planning by the City Council, the termination of a position is necessary.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the Part-Time Winter Help Position is hereby terminated effective at the end of the day on Friday, March 19, 2010.

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, Vrklan, 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 15<sup>th</sup> day of March, 2010.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft  
Mayor

Attest: /s/ Matthew Jaunich  
City Administrator

Discussion was held on a bill submitted by Klehr Grading & Excavating for some grading (blade) work done by them. Adm. Jaunich commented that Seneca Foods has been informed that all future requests for grading must go through the city.

Motion by Wills, seconded by Reetz, and passed by unanimous vote to approve the bill in the amount of \$1,590 from Klehr Grading & Excavating.

Discussion was held on the Summer Recreation Program(s) and fees/expenses associated therewith. Adm. Jaunich commented that when budget meetings were held it had been suggested to charge a registration fee this year to help offset some of the expenses.

Motion by Vrklan, seconded by Reetz, and passed by unanimous vote to implement a \$15 registration fee per participant for the Summer Recreation Program.

Discussion was held on the salaries/wages for the Summer Recreation Staff. Adm. Jaunich recommended paying the Director a salary (\$2,715) and the 2 assistants an hourly wage (\$8.75/hour).

Motion by Wills (died due to a lack of a second) to pay the Summer Recreation Director an hourly wage with a range of \$12.93-\$18.10.



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and carried (Wills opposed) to pay the Summer Recreation condition that the hours worked are kept track of (time card

Motion by Reetz, seconded by Vrklan, and passed by unanimous vote to pay the Summer Recreation Assistants an hourly wage of \$8.75.

The Council reviewed the Emergency Operations Plan that had been drafted by staff. Adm. Jaunich commented that the document was generic in nature, but could be more defined as time goes on. The idea behind it was to have something in writing and in place in the event of an emergency/disaster.

Motion by Reetz, seconded by Pichelmann, and passed by unanimous vote to approve the Emergency Operations Plan as presented. *(See attached)*

The Council reviewed some proposed changes to the EDA's Enabling Resolution. Adm. Jaunich noted that in order for the changes to become effective, a public hearing should be held prior to Council approval.

Motion by Vrklan, seconded by Wills, and passed by unanimous vote to hold a public hearing on April 5<sup>th</sup> at 6:30 pm regarding the proposed changes to the EDA's Enabling Resolution.


Adm. Jaunich stated that city staff has been contacted by a business owner who is planning to expand his business located on 3<sup>rd</sup> Avenue NW, but is concerned about some (storm) water issues in the area. Jaunich stated existing conditions prohibit the water to get to the alley or storm water system as there is no catch basin in the immediate area. It was noted that there has been issues with water ponding at this corner for quite some time. Adm. Jaunich stated that the city engineer has looked at the corner and put a proposal together to have a catch basin constructed, which the Utility Committee has reviewed. He added that the city is aware of a couple of other catch basins that have collapsed, which could be replaced at the same time.

Motion by Pichelmann, seconded by Reetz, and passed by unanimous vote to advertise for bids for the construction/reconstruction of some catch basins as discussed above.

Discussion was held on lawn mowing and the number of staff needed to do it. Adm. Jaunich stated that in the past 2 (part-time/seasonal) individuals have been hired to mow/weed whip and/or trim city property and generally have averaged 40 hours per week (each). He commented that with the ensuing state (LGA) budget cuts, the Council has been looking at areas to cut/trim from its budget and had suggested either reducing the number of lawn mowing staff hired or limit the hours worked. City staff would like to see 2 people hired.

Motion by Reetz, seconded by Vrklan, and passed by unanimous vote to hire 2 individuals to help with the summer lawn mowing and limit the hours worked up to 32 hours per week (each).

Adm. Jaunich gave an update on the improvement project at the wastewater treatment plant. He stated that he has had little to no communication with Engineer Tullis on the project and has since expressed his concerns to Bolton & Menk. Bolton & Menk has taken heed to the concerns and has provided the city with a different engineer, Kris Swanson, who will now oversee all current/future environmental issues. Engineer Swanson has informed the city that there is a need to extend the Substantial Completion Date for the improvement project to April 9<sup>th</sup> and the Final Completion Date to June 1<sup>st</sup>.



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and passed by unanimous vote to approve the extension of the Final Completion date to June 1<sup>st</sup> for the wastewater

Discussion was held on setting a date for the Spring Cleanup. Adm. Jaunich stated that this is something the City has provided to the residents free of charge in the past and has been well utilized by the residents. He commented on the costs associated therewith, such as staff time/wages and bills from the garbage company for their time/trucks. It was commented that this is an expense to the city and it was questioned if it should continue to be due to the economic times (budget cuts). Some concern was expressed that if it were discontinued, that there would be more junk yard problems. It was suggested to implement a flat fee this year.

Motion by Vrklan, seconded by Pederson, and passed by unanimous vote to set Saturday, May 1<sup>st</sup> from 8 am to 1 pm as the date for the Spring Cleanup and held in the municipal parking lot on Main Street.

Reetz commented on the Utility Committee meeting that had been held recently. He stated that they had discussed the Hwy 5 lift station, the electric metering system, the end-pipes (outlets) for the storm sewer system and working with the High Island Creek Watershed on the pond scoping project.

Pederson commented that the Ambulance Dept. had been contacted by Le Sueur Ambulance Service to help cover their area (Henderson area) due to the flooding in the river bottoms (roads being closed).

Adm. Jaunich stated that he had responded to a letter he received from a township regarding service agreement contracts. Attorney Arneson commented that he was in the process of updating them.

Brief discussion was held on the Community Center parking lot lights and roof leakage issues. Wills expressed his concern about the cost to have the lights in the parking lots on all night. Adm. Jaunich stated that they are all on one circuit and would have to be re-wired. It was suggested to look at getting them on timers. Some concern was expressed about having some (building) lights left on for security reasons. Some concern was also expressed about the ongoing roof leakage issue. Adm. Jaunich stated that he had spoken with Dan Vos, who has a few different ideas to consider about the roof.

Pichelmann commented that Supt. Thomes should look over the light posts on Main Street, as they are rusting at the bottom.

Adm. Jaunich commented on budget cuts and questioned the Council if another workshop meeting was needed. It was determined to hold off on the meeting at this time, but Adm. Jaunich would put a revised copy of the budget showing the changes that have been made so far in one of their Council meeting packets.

Motion by Wills, seconded by Vrklan, and passed by unanimous vote to adjourn the meeting at 8:13 pm.

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City Administrator Matthew Jaunich

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Mayor James R. Kreft