

**SPECIAL ARLINGTON CITY COUNCIL &
JOINT COMMUNITY CENTER COMMITTEE
MEETING AGENDA
APRIL 6, 2015 AT 5:15 P.M.
City Council Chambers**

1. Call to Order

DISCUSSION ITEMS

2. Review Catering Fee.
3. Arlington Lion's Request.
4. Community Center Inventory.
5. Community Center Improvements.
6. LED Sign Rental.
7. Update from Minneapolis Wedding Fair.
8. Consider Additional Marketing Efforts.
9. Adjournment.

THERE MAY BE A QUORUM OF THE CITY COUNCIL AT THIS MEETING.
NO OFFICIAL ACTION WILL BE TAKEN.

**SPECIAL ARLINGTON CITY COUNCIL &
JOINT COMMUNITY CENTER COMMITTEE
MEETING MINUTES
APRIL 6, 2015**

The special joint meeting was called to order at 5:20 p.m., Mayor Nagel presiding.

Council Members present: Battcher, Heiland, Jaszewski, Mayor Nagel, Nuesse, Wills

Council Members absent: None

Also present: City Administrator Donabauer

Mayor Nagel stated that the purpose of the meeting was to meet jointly with the Community Center Committee to discuss the catering fee, Community Center inventory and improvements and the Lion's request to donate tables in exchange for free rent.

Community Center Committee Members present: Julie Warweg, Kurt Menk

Community Center Committee Members absent: Amanda Feterl, Bekah Lundstrom, Tim Haggemiller and Deb Brinkman.

Also present: Community Center Coordinator Annie Shotliff

The Council and Committee discussed the current sliding fee schedule for caterers who wish to use the kitchen. Currently the rate is based on the number of invited guests: 1-200 guests/\$150; 201-400 guests/\$250; and 401+ guests/\$350. After considerable discussion, and with consensus, the group decided to keep the sliding scale as-is with one change. Caterers serving to parties fewer than 100 guests will now be charged \$1/person. The caterer will be invoiced at the end of each month for catered functions that month. The caterer will no longer need to pick up a key before the event. The renter will be responsible for opening the building for their vendors.

Adm. Donabauer provided an update to one of Chef Craig's concerns (expressed at a recent Council meeting) pertaining to the need to require insurance from renters for non-catered events. The City's insurance agent stated that LMCIT does not require renters to obtain a Certificate of Insurance to serve food at the Community Center. Events held at the Community Center, whether they be public or private, are not protected by the City's coverage since the serving of food and/or catering service is not being provided by the City; it would be difficult for the City to be found negligent for a food poisoning incident.

The Council and the Committee took a brief tour of the Community Center to see the folding panels that Zerorez had recently cleaned. They also viewed a small section of the floor within the ladies restroom where Zerorez had performed some sample grout cleaning. With consensus, the group agreed to allow the cleaning of the grout in both restrooms and to fund the cost out of the 2015 CIP for Community Center improvements.

Mayor Nagel noted that there were still topics on the agenda that had not been discussed during the meeting and will have to be addressed by the Community Center Committee at a future meeting due to time constraints.

Motion by Wills, seconded by Nuesse, and passed by unanimous vote to adjourn the Special Council Joint Community Center Committee meeting at 6:24 pm.

City Administrator Liza M. Donabauer

Mayor Richard Nagel

CC Coordinator Annie Shotliff

CC Committee Member