

ARLINGTON CITY COUNCIL  
MEETING MINUTES  
APRIL 4, 2011

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

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

Members absent: None

Also present: City Administrator Jaunich, City Attorney Arneson, Engineer Curt Cordt, Randi Niklekaj, Lori Doering, Kurt Menk

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

Delete item 4D completely from the agenda.

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

- A) Approval of the March 21<sup>st</sup> Special/Joint SMC Board Meeting Minutes
- B) Approval of the March 21<sup>st</sup> Regular Meeting Minutes
- C) Approval of the 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 following announcements were reviewed:

- 1) Board of Appeal and Equalization Open Book Meeting for the City is Tuesday, April 12<sup>th</sup> from 3:00 – 8:00 pm at the Sibley County Assessor's Office.

The Council reviewed the following communications:

- 1) February Water and Wastewater Report
- 2) March Police Calls Report
- 3) March Building Permit Report.

Discussion was held on proposed Ordinance 257 – An Ordinance Establishing Arlington Fire Department Fire Call Billing Procedures. Adm. Jaunich noted that proposed changes. He added that the Fire Department Officers and Attorney Arneson have reviewed the proposed changes. Wills was opposed to the language pertaining to 'traffic control' in Section 8A. Ruehling suggested contacting both Fire Chief Otto and Dispatch to see what the various protocols are regarding accidents/traffic control. Adm. Jaunich added that the Ambulance Director should also be contacted. It was the consensus to obtain clarification on the subject of accidents/traffic control before considering the first reading of this ordinance.

Electrical Engineer Curt Cordt presented the annual report for the city's electrical department. He spoke briefly about a repair that was made at the old substation by Excel Energy. He commented on several projects scheduled for this year, which included: building a tie or installing a larger wire north of Main Street down to East Baker Street, which would be used to back feed when there are outages; electric meter change outs; close out/finish up the electrical project from last year with Quade Electric; and start looking at the engineering portion of next year's project (install feeder line from new substation to southwest quadrant) so that pricing can be obtained at the end of the year. The old substation should be able to be retired after next year's project is complete. It was noted that the City would now be reporting on all of their outages to MMPA.

The Council reviewed a memo from EDA Dir. Smith-Strack regarding the transferring of \$30,000 from the EDA Undesignated Fund to the EDA Revolving Loan Fund.

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

RESOLUTION 25-2011  
A RESOLUTION TRANSFERRING EDA FUNDS

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

WHEREAS, the EDA has recognized the economic benefit of offering a revolving loan fund and is in need of additional funding for the Revolving Loan Fund; and

WHEREAS, funding is available in the EDA Non-Designated Fund to meet the extra needs of the Revolving Loan Fund; and

WHEREAS, the City Council deems it expedient under the circumstances to transfer the following funds:  
\$30,000 -- From the EDA Non-Designated Fund (410) to the EDA Revolving Loan Fund (205)

NOW THEREFORE BE IT RESOLVED, that the aforementioned funds are hereby transferred between funds of the City of Arlington/EDA.

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, 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 4<sup>th</sup> day of April, 2011.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft  
Mayor

Attest: /s/ Matthew Jaunich  
City Administrator

Discussion on the Annual Spring Clean-Up Day resumed from the previous meeting. Adm. Jaunich reported that Brian Matthew Hauer Enterprises would be willing to come on Saturday instead of Friday to collect electronics and light bulbs. He stated that Staff had recommended that the City continue to collect appliances for a fee. It was noted that Staff had suggested holding the event on a Friday afternoon if overtime was not going to be allowed. Concern was expressed about holding the event on a weekday due to most residents being at work. Mayor Kreft volunteered to help with the event, in an effort to reduce staff costs, if it was be left on a Saturday. Reetz expressed his opinion that employees should be flexible about the hours they are asked to work in the course of a week to help reduce overtime costs for the City. Mayor Kreft agreed, but commented that he looks at it from the employee's perspective; it is overtime and cuts into their weekend. Reetz commented that he was not opposed to the project as it does serve a good purpose, but he is concerned with budget restraints. Pichelmann commented that it is a good thing to offer as it gives residents a means to help clean up the town.

Motion by Pichelmann and failed due to a lack of a second, to approve holding the Annual Spring Cleanup Day on Saturday, May 7<sup>th</sup> with two employees.

Motion by Pederson, seconded by Reetz, and carried (Pichelmann opposed) to deny holding the Annual Spring Cleanup Day.

Adm. Jaunich presented some revisions to the Community Center Decorating Policy. He stated that staff has looked into allowing decorations from the ceiling and what other facilities have or allow. He stated that there are several different methods of clips, magnets or other hanging devices available. Wills commented that if there are businesses that do ceiling decorations for events he would like to see them come in versus just anyone; Reetz and Pederson agreed. Reetz had concerns about damages to the facility and liability. He added that the facility is still in good shape due to the restrictions that have been put in place over the years. Adm. Jaunich questioned if a fee should be charged to renters if decorations from the ceiling are permitted.

Motion by Wills, seconded by Pichelmann, and passed by unanimous vote to approve the revisions to the Community Center Decorating Policy. (*See attached*)

The Council reviewed the applications for lawn mowing and summer recreation. Adm. Jaunich explained that one lawn mowing position and one summer recreation assistant position needed to be filled, as most of the staff was returning from last year. It was noted that the mowers were permitted to work 32 hours last year and that was being recommended (budgeted for) again this year. Wills questioned what the criteria was for choosing applicants. Adm. Jaunich stated that Supt. Thomes and Summer Rec. Dir. Pioske reviewed applications together.

Motion by Reetz, seconded by Ruehling, and carried (Pichelmann abstained) to approve hiring Eric Schultz, Nathan Henke, Harold Melsha and Kenneth Renneke for the Summer/Spring/Fall lawn mowing positions.

Motion by Pederson, seconded by Ruehling, and carried (Pichelmann abstained) to approve hiring Brett Pioske for the Summer Recreation Director, and Lindsay Thomes and Matt Pichelmann for the Summer Recreation Assistants.

The Council reviewed (in detail) a report that Adm. Jaunich had generated for the Police Committee regarding PERA, and Part-Time Hours and County Coverage. It was noted that 5 of 7 part-time officers were enrolled in PERA due to the amount of hours they have worked. Adm. Jaunich commented that he had found this was becoming the 'norm' for part-time officers in other communities. He added that the Police Committee had reviewed the report and were recommending that the Council consider or analyze the option of hiring a third full-time officer and compare it to the current system in place. Considerable discussion was held.

Discussion was held on whether or not the City should consider utilizing social networking sites as another means to get information to and from the public. Adm. Jaunich commented that this was a big topic of conversation at a conference he attended recently. He talked about how various cities are utilizing the sites. It was the consensus that Adm. Jaunich should pursue this further, by checking with cities that are using the sites to get their input, along with any policies they may have regarding same.

Discussion was held on going paperless at Council meetings. The Council reviewed two news articles regarding the use of computers at meetings (or even utility billing), eliminating the need for paper copy. Several options were discussed, such as the city purchasing computers for Council Chambers to be used by Council and/or Committees, using email or flash drives. Adm. Jaunich noted that the laptops staff is currently using are leased, which the lease is due to expire at the end of the month. It was noted that there most likely would be a cost savings over time. It was the consensus that this was worth looking into further.

Reetz gave a brief update on the Fiber to the Home Committee. He reported that sub-committees were being formed and actively working in their respective areas.

Pederson and Adm. Jaunich gave an update on the proposed Trail System. It was noted that some changes had been made to the original layout due to MnDOT and/or County guidelines.

Pichelmann gave an update on the EDA. He stated that they are looking at adopting a mission statement and also setting some goals.

Brief discussion was held on City/EDA and/or SMC property and who was paying the taxes for same. Attorney Arneson clarified the various properties and how they are taxed (exempt status).

Adm. Jaunich commented that in conjunction with one of the Mayor's goals-evaluate city property, he has found a program (offered through the State) that will help evaluate the City's buildings. He stated that Department heads will be asked to assist with this project.

Wills questioned if the problems with the street lights were getting taken care. Adm. Jaunich reported they were supposed to be, but were still waiting on the company to come in to do the work.

Wills commented that he had been contacted by the Garden Club ladies about getting the planter up town fixed.

Wills questioned how things were coming with regarding the Elgin Alley. Adm. Jaunich stated the Engineer Hawbaker was working on it and would be sending his report out.

It was commented that the furnace at the fire hall needs to be replaced. Adm. Jaunich stated that prices will be obtained. Pederson commented on the inefficiency of the hanging furnace in the ambulance garage.

Motion by Wills, seconded by Pichelmann, and passed by unanimous vote to adjourn the meeting at 8:33 pm.

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City Administrator Matthew Jaunich

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Mayor James R. Kreft