

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
AUGUST 1, 2011 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 July 18<sup>th</sup> Public Hearing Minutes
  - B) Approval of the July 18<sup>th</sup> Regular Meeting Minutes
  - C) Approval of the July 19<sup>th</sup> Special Meeting Minutes
  - D) Approval of Bills

**PUBLIC HEARINGS**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

5. Addressing the Council
  - A) Citizens Addressing the Council
6. Announcements
  - A) SMC 4<sup>th</sup> Annual Ice Cream Social is August 17 from 4-7 p.m. in Memorial Park
7. Communications
  - A) July Building Permit Report
  - B) July Police Calls Report
  - C) State Budget Update
  - D) Water Tower Clean Out and Inspection Report
  - E) Lead/Copper Tap Water Monitoring Report

**REPORTS OF OFFICERS, BOARDS & COMMITTEES**

8. Yearly Fire Relief Association Update (Curtis Ling)
  - A) Approval/Denial of City contribution for 2011 of \$3,421
  - B) Discussion on Schedule SC-11 and the required minimum City contribution for 2012

## **ORDINANCES & RESOLUTIONS**

9. Ordinances
  - A) 260 (2<sup>nd</sup> Reading) – Sign Ordinance
  - B) 261 (2<sup>nd</sup> Reading) – Amendment to Ordinance 200
10. Resolutions
  - A) 45-2011 – Summary Publication of Ordinance 260
  - B) 46-2011 – Summary Publication of Ordinance 261
  - C) 47-2011 – Requesting County Action on Expiring TIF Dollars
  - D) 48-2011 – Acceptance of a Summer Recreation Donation

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

11. Approve/Deny Request from Michelle & Derek Uhden on Driveway (402 Circle Lane)
12. Approve/Deny Survey Proposal from Bolton & Menk on Marion Drive/Shamrock Drive
13. Update and/or Discussion on Part-Time Community Center Coordinator/Secretary

## **MISCELLANEOUS BUSINESS**

14. Set Budget Workshop Meeting
15. Council Committee Updates
16. Open Discussion

## **ADJOURNMENT**

### Reminders:

- 1) P&Z – August 11<sup>th</sup> @ 7:00 p.m.
- 2) Library – August 17<sup>th</sup> @ 6:30 p.m. (Library)
- 3) Parks – August 22<sup>nd</sup> @ 7 pm
- 4) EDA – August 23<sup>rd</sup> @ 6 pm
- 5) SMC Board – August 29<sup>th</sup> @ 5 pm (SMC)

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
AUGUST 1, 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, Curtis Ling, Michelle & Derek Uhden,  
Kurt Menk

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

10D) Resolution 48 – Acceptance of a Summer Recreation Donation

13) Update and/or Discussion on Part-Time Community Center Coordinator/Secretary.

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

- A) Approval of the July 18<sup>th</sup> Public Hearing Minutes
- B) Approval of the July 18<sup>th</sup> Regular Meeting Minutes
- C) Approval of the July 19<sup>th</sup> Special Meeting Minutes
- D) 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) SMC 4<sup>th</sup> Annual Ice Cream Social is August 17<sup>th</sup> from 4-7 pm in Memorial Park.

The Council reviewed the following communications:

- 1) July Building Permit Report
- 2) July Police Calls Report
- 3) State Budget Update
- 4) Water Tower Clean Out and Inspection Report
- 5) Lead/Copper Tap Water Monitoring Report.

Fire Relief Treasurer Curtis Ling presented the annual report/audit on the Fire Relief Association. He reported that there are 28 active members on the Department. He reviewed the SC-11 form that the Auditor had put together showing a deficit of \$621 (payable in 2012), which had improved significantly from last year's numbers. It was noted that the City is responsible to pay the deficit amount as per State mandates. Adm. Jaunich commented that the Council had budgeted \$18,000 (for deficit) plus \$109 (annual contribution) per firefighter in the Relief Association for this year. He stated that the total contribution would be \$3,673 since the deficit was less than anticipated. Ling commented that they were anticipating no deficit next year if their investments continue the way they are.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to approve the City's Contribution of \$3,673 (\$621 deficit and \$109 each {28} member) to the Fire Relief Association for 2011.

The Council reviewed a request from Derek and Michelle Uhden about having the repairs made to damages in their driveway redone. The Uhdens expressed their dissatisfaction with the work that was done after the street/gutter project was completed in their neighborhood. Adm. Jaunich has been discussing options with the City Engineer on how to rectify the situation and if it is still covered by the two-year warranty or not. It was noted that crack filling and/or placing some type of a sealant were suggested. Adm. Jaunich commented that Engineer Hawbaker has done site visits to the property and says the work was done to specifications within the project.

Motion by Pederson, seconded by Wills, and passed by unanimous vote to table discussion/action on the Uhden driveway until the next regular meeting to obtain more information from the City Engineer.

The second reading of Ordinance 260 – An Ordinance Amending Section 13.5 of Ordinance 169, the Arlington Zoning Ordinance Relating to Signage, was held. Adm. Jaunich commented that no changes had been made since the first reading.

Motion by Reetz, seconded by Pederson, and passed by unanimous vote to approve Ordinance 260 - An Ordinance Amending Section 13.5 of Ordinance 169, the Arlington Zoning Ordinance Relating to Signage, as follows:

**ORDINANCE 260**  
**AN ORDINANCE AMENDING SECTION 13.5 OF ORDINANCE 169, THE ARLINGTON ZONING**  
**ORDINANCE RELATING TO SIGNAGE**

*(See official ordinance book for complete copy of ordinance.)*

Adopted by the City of Arlington on the 1<sup>st</sup> day of August, 2011.

Signed: /s/ James R. Kreft  
Mayor

Attest: /s/ Matthew Jaunich  
City Administrator

The second reading of Ordinance 261 – An Ordinance Amending Ordinance 200, Regulating the Use of Private Water and Sewer Systems within the City of Arlington and Providing for the Administration and Enforcement of such Regulations, was held. Adm. Jaunich reviewed the minor changes that had been made after the first reading.

Motion by Ruehling, seconded by Pichelmann, and passed by unanimous vote to approve Ordinance 261 - An Ordinance Amending Ordinance 200, Regulating the Use of Private Water and Sewer Systems within the City of Arlington and Providing for the Administration and Enforcement of such Regulations, as follows:

**ORDINANCE 261**  
**AN ORDINANCE AMENDING ORDINANCE 200, REGULATING THE USE OF PRIVATE WATER AND**  
**SEWER SYSTEMS WITHIN THE CITY OF ARLINGTON AND PROVIDING FOR THE**  
**ADMINISTRATION AND ENFORCEMENT OF SUCH REGULATIONS**

*(See official ordinance book for complete copy of ordinance.)*

Adopted by the City of Arlington on the 1<sup>st</sup> day of August, 2011.

Signed: /s/ James R. Kreft  
Mayor

Attest: /s/ Matthew Jaunich  
City Administrator

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

**RESOLUTION 45-2011**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 260 ENTITLED “AN ORDINANCE AMENDING SECTION 13.5 OF ORDINANCE 169, THE ARLINGTON ZONING ORDINANCE RELATING TO SIGNAGE”**

**WHEREAS**, the City Council of Arlington routinely passes ordinances to promote the public safety, health and welfare of the residents of Arlington; and

**WHEREAS**, the City Council initiated an ordinance (260) to amend and supersede Ordinances 200 regulating the use of private water and sewer systems with the City of Arlington; and

**WHEREAS**, the City Council held a first reading of Ordinance 260 at its regular meeting on July 18, 2011; and

**WHEREAS**, the City Council approved the second reading and adoption of Ordinance 260 at its regular meeting on August 1, 2011; and

**WHEREAS**, the City Council of the City of Arlington has determined the publication of the title and a summary of Ordinance 260 entitled “An ordinance amending Section 13.5 of Ordinance 169, the Arlington Zoning Ordinance relating to signage”; and

**WHEREAS**, prior to the publication of the title and summary, the Council has read and approved the text of the summary and determined that it clearly informs the public of the intent and effect of the Ordinance.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Administrator shall cause a summary of Ordinance 260 to be published in the City’s official newspaper at the earliest practicable date.

**BE IT FURTHER RESOLVED**, the summary publication shall read as follows:

“On August 1, 2011, the City Council of the City of Arlington approved Ordinance 260 entitled ‘An ordinance amending Section 13.5 of Ordinance 169, the Arlington Zoning Ordinance relating to signage’. The Ordinance in its entirety is available for review and/or photocopying during regular office hours at the City of Arlington, 204 Shamrock Drive, Arlington, Minnesota 55307. The purpose of the ordinance is to amend various portions of the signage section of the City’s Zoning Ordinance.”

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Pichelmann 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 1<sup>st</sup> day of August, 2011.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft  
Mayor

Attest: /s/ Matthew Jaunich  
City Administrator

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

**RESOLUTION 46-2011**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 261 ENTITLED “AN ORDINANCE AMENDING ORDINANCE 200, REGULATING THE USE OF PRIVATE WATER AND SEWER SYSTEMS WITHIN THE CITY OF ARLINGTON AND PROVIDING FOR THE ADMINISTRATION AND ENFORCEMENT OF SUCH REGULATIONS**

**WHEREAS**, the City Council of Arlington routinely passes ordinances to promote the public safety, health and welfare of the residents of Arlington; and

**WHEREAS**, the City Council initiated an ordinance (261) to amend and supersede Ordinances 200 regulating the use of private water and sewer systems with the City of Arlington; and

**WHEREAS**, the City Council held a first reading of Ordinance 261 at its regular meeting on July 18, 2011; and

**WHEREAS**, the City Council approved the second reading and adoption of Ordinance 261 at its regular meeting on August 1, 2011; and

**WHEREAS**, the City Council of the City of Arlington has determined the publication of the title and a summary of Ordinance 261 entitled “An ordinance amending ordinance 200, regulating the use of private water and sewer systems within the City of Arlington and providing for the administration and enforcement of such regulations”; and

**WHEREAS**, prior to the publication of the title and summary, the Council has read and approved the text of the summary and determined that it clearly informs the public of the intent and effect of the Ordinance.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Administrator shall cause a summary of Ordinance 261 to be published in the City’s official newspaper at the earliest practicable date.

**BE IT FURTHER RESOLVED**, the summary publication shall read as follows:

“On August 1, 2011, the City Council of the City of Arlington approved Ordinance 261 entitled ‘An ordinance amending ordinance 200, regulating the use of private water and sewer systems within the City of Arlington and providing for the administration and enforcement of such regulations’. The Ordinance in its entirety is available for review and/or photocopying during regular office hours at the City of Arlington, 204 Shamrock Drive, Arlington, Minnesota 55307. The purpose of the ordinance is to amend Ordinance 200 dealing with private water and sewer systems within the City of Arlington. The amended ordinance now provides for exemptions to properties based on the cost to the City of extending services to a property.”

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Ruehling 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 1st day of August, 2011.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft  
Mayor

Attest: /s/ Matthew Jaunich  
City Administrator

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

**RESOLUTION 47-2011**  
**A RESOLUTION REQUESTING THAT THE SIBLEY COUNTY COMMISSIONERS DESIGNATE CERTAIN DECERTIFIED TIF DOLLARS FOR IMPROVEMENT PROJECTS**

**WHEREAS**, Arlington TIF District #2 is set to decertify on December 31, 2011; and

**WHEREAS**, the estimated fund balance of TIF District #2 upon its decertification on December 31, 2011 will be approximately \$250,000; and

**WHEREAS**, when decertified it is estimated that the money will be distributed back to the three taxing districts as shown in Attachment #1, and

**WHEREAS**, the City of Arlington is currently working with Sibley County and other entities on two projects within the city limits of Arlington. The two projects are the MVRRA Rail Crossings Project and the first phase of the Prairie Line Trail; and

**WHEREAS**, the two projects were to be constructed this year and TIF dollars were to be used to help fund the City’s portion of the MVRRA Rail Crossings project and to assist in the local match portion of the Prairie Line Trail project; and

**WHEREAS**, the two projects have since been delayed to future years for various reasons including a lack of funding from the State/Federal level; and

**WHEREAS**, the City will be allocating its portion of the anticipated decertified TIF district to cover its costs of the MVRRA Rail Crossings project; and

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Arlington, Minnesota, that the Arlington City Council is requesting that the Sibley County Commissioners, upon the anticipated decertification of

TIF District #2, designate the County portion of the TIF dollars to remain as the local match portion of the Prairie Line Trail.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Pederson 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 1st day of August, 2011.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft  
Mayor

Attest: /s/ Matthew Jaunich  
City Administrator

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

**RESOLUTION 48-2011**  
**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 Baseball Association; and

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Arlington that the City accepts the \$290 donation in full from the Arlington Baseball Association and designates its use to the Arlington Summer Recreation Program.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Pichelmann 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 1st day of August, 2011.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft  
Mayor

Attest: /s/ Matthew Jaunich  
City Administrator

Brief discussion was held on the Capital Improvement Plan and the possibility of moving the Marion Drive/Shamrock Drive project up to 2012.

Motion by Wills, seconded by Reetz, and passed by unanimous vote to approve the Survey proposal from Bolton & Menk for the Marion Drive/Shamrock Drive project in the amount of \$2,500-\$3,000.

The Council reviewed a Letter of Resignation from part-time office worker Lana Woehler. It was noted that she was willing to stay on for some time to help train in a new person (no official ending date). Adm. Jaunich stated that the Employee Relations Committee needs to meet to discuss job description, wages, benefits, etc.

It was the consensus of the Council to set Monday, August 15<sup>th</sup> at 5:00 pm for a Special Budget Workshop meeting.

Reetz gave an update on the Fiber to Home Committee. He stated that the Committee has been meeting with three potential investors, who all seem very interested in the project. He noted that approximately 1,800-2,000 survey responses have come in.

Pederson gave an update on the Parks Committee. A representative from a playground company is going to be coming out to look over the Sportsman's Park and make some recommendations.

It was noted that the street sealing project will start on August 16<sup>th</sup>.

Mayor Kreft talked about a \$1,500 Challenge Grant the Lions are promoting for the replacement of (boulevard) trees that were taken down this year. He would like to see the City participate in conjunction with the Tree City program and is asking the Park Committee/Shade Tree Board to come up with some locations.

Brief discussion was held on the power outage that affected the north half of the town over the weekend. Adm. Jaunich had not received a full report yet, but believed it was caused by an electrical storm, which affected other communities north of Arlington.

Pederson commented that a mass casualty 'mock' training was planned for Wed. August 10<sup>th</sup> for the Fire, Ambulance and Police Services, including mutual aid from other cities and the de-contamination tent will be set up at the hospital.

Motion by Pederson, seconded by Wills, and passed by unanimous vote to adjourn the meeting at 7:37 pm.

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City Administrator Matthew Jaunich

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Mayor James R. Kreft