

ARLINGTON CITY COUNCIL
MEETING MINUTES
JANUARY 5, 2009

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

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

Members absent: None

Also present: Administrator Jaunich, Attorney Arneson, Police Chief Rovinsky, Cheryl Rovinsky, Kurt Menk

Mayor Kreft administered the Official Oath of Office to City Administrator Matthew Jaunich and City Attorney Ross Arneson.

Administrator Jaunich administered the Official Oath of Office to Councilmembers John Griep, James Pederson and Robert Pichelmann.

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

Add item 5E) Accept letter of resignation from Darin Mielke from the Planning & Zoning Committee
Add item 5F) Approve Dance Permit Application.

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

- A) Approval of the Regular December 15th & Special December 15th Meeting Minutes
- B) Approval of the Special December 22nd Meeting Minutes
- C) Approval of the Bills
- D) Accept letter of resignation from Darin Mielke from the Fire Department.

Vrklan commented that he would like to see a 'thank you' letter sent out to individuals that resign/retire from serving as a volunteer for the City. Adm. Jaunich will take care of this request.

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

The following announcements were reviewed:

- 1) City Appreciation Dinner is Saturday, January 17th at 6:00 pm
- 2) LMC Conference for New Officials set for January 30-31 (Mankato) & February 20-21 (Bloomington)
- 3) LMC Conference for Experienced Officials set for February 20-21 in Bloomington
- 4) City Offices will be closed on Monday, January 19th for the Martin Luther King Jr. Holiday.

The Council reviewed the following communications:

- 1) Next Council meeting will be Tuesday, January 20th at 6:30 p.m. (Change Meeting?)
- 2) December and 2008 Year End Building Permit Report.

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

RESOLUTION NO. 1-2009

RESOLUTION APPOINTING CITY ADMINISTRATOR

BE IT RESOLVED that Matthew Jaunich is hereby re-appointed to serve as the City Administrator for the City of Arlington for an additional one-year term commencing January 5, 2009.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Griep and upon poll being taken thereon the following voted in favor thereof: Griep, Pederson, Pichelmann, Reetz, Vrklan; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

Adopted by the City Council of the City of Arlington this 5th day of January, 2009.

Signed: /s/ James R. Kreft
Mayor

Attested: /s/ Matthew Jaunich
City Administrator

Whereupon said resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

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

RESOLUTION NO. 2-2009

A RESOLUTION RATIFYING MAYORAL APPOINTMENTS AND COMMITTEES

BE IT RESOLVED that Mayor James R. Kreft has appointed the following individuals to the following appointments:

APPOINTEES TO MUNICIPAL OFFICES:

<i>Vice Mayor:</i>	John Griep
<i>City Attorney:</i>	Attorney Ross Arneson
<i>Health Officer:</i>	Dean Bergersen, M.D.

DELEGATES TO EXTRA-MUNICIPAL AGENCIES:

<i>Minnesota Municipal Utility Association (MMUA) Delegates:</i>	Councilmember Mike Vrklan City Administrator Matt Jaunich
<i>Minnesota Municipal Power Association (MMPA) Delegates:</i>	City Administrator Matt Jaunich City Clerk Lisa Tesch
<i>Cable Commission Delegates:</i>	Councilmember John Griep Bruce Hanneman
<i>A-GI Wastewater Board Delegates:</i>	Councilmember Curt Reetz Councilmember Bob Pichelmann People Service Representative Councilmember Jim Pederson
<i>Prairie Line Trail Committee Delegate: Minnesota Valley Regional Rail Coalition (MVRRC) Delegate:</i>	?
<i>Sibley County Economic Development Corporation (SEDCO):</i>	EDA Director Denny Schultz

COUNCIL COMMITTEES: (All council members serve one year terms)

Employee Relations Committee: Councilmember Curt Reetz
 Councilmember John Griep

Finance Committee: Councilmember Bob Pichelmann
 Councilmember Curt Reetz

Public Buildings: Councilmember Bob Pichelmann
 Councilmember Jim Pederson

Streets Committee: Councilmember John Griep
 Councilmember Mike Vrklan

Utilities Committee: Councilmember Curt Reetz
 Councilmember Jim Pederson

MISC. COMMITTEES:

Firefighter Relief Committee: (per By-laws)
 Mayor: James Kreft
 City Administrator: Matt Jaunich
 Fire Chief: Jeff Otto

Ambulance Department Committee:
 Council Rep. to SMC: Councilmember John Griep
 At Large Councilmember: Councilmember Jim Pederson
 City Administrator: Matt Jaunich
 Ambulance Director: Kevin Sullivan
 Volunteer Ambulance Director: Brian Thomes
 SMC Administrator: Rhonda Matz
 SMC Director of Nursing: Sandy Domeier

Fire Department Committee:
 Councilmember Mike Vrklan
 Councilmember Bob Pichelmann
 Fire Department Office Corp.

CITIZEN COMMITTEES: (All council members serve one year terms)

Cemetery Committee: (Term Length: Two years)

Staff Representatives: City Administrator Matt Jaunich
 Superintendent Dan Thomes

Councilmember Appointees: Councilmember Mike Vrklan

Citizen Appointees: Bernet Pinske (2010) Chairperson
 Ken Wieman (2009)
 Pete Glieden (2010)
 Mildred Weckwerth (2009)
 OPEN SEAT
 OPEN SEAT

Economic Development Authority: (Term Length: Four years)

Staff Representative: EDA Director Denny Schultz

Councilmember Appointees: Councilmember Mike Vrklan
 Councilmember Jim Pederson

Citizen Appointees: Larry Sorenson (2009) Vice President
 Mike Noack (2010)
 Mark Lundstrom (2011)
 Mike Feterl (2011) President
 OPEN SEAT (2012)

Library Committee: (Term Length: Two years)

Staff Representative: Library Director Kathy Homme

Councilmember Appointee: Councilmember Bob Pichelmann

Citizen Appointees: Sue Morrisette (2010) Chairperson
 Dee Czech (2010)
 Jean Olson (2010) Secretary

	Pauline Wiemann (2009)	Vice-Chairperson
	Ellen Boreen (2009)	
	OPEN SEAT (2009)	
Ex-officio Member:	Sibley County Library Board Representative – Jean Olson	

Park Committee/Shade Tree Board: (Term Length: Two years)

Staff Representative:	Superintendent Dan Thomes	
Councilmember Appointee:	Councilmember Jim Pederson	
Citizen Appointees:	Al Ihrke (2010)	Chairperson
	Michelle Battcher (2010)	Vice-Chairperson
	Robert Thomes (2010)	
	Pia Larsen (2009)	
	OPEN SEAT	
	OPEN SEAT	

Planning and Zoning Committee: (Term Length: Three years)

Staff Representative:	Consulting P&Z Administrator Cynthia Smith-Strack	
Councilmember Appointee:	Councilmember Curt Reetz	
Citizen Appointees:	Jeff Pinske (2009)	
	Tim Haggemiller (2009)	
	Dwight Grabitske (2010)	
	Lowell Nagel (2010)	Chairperson
	Arden Kreft (2011)	
	Trisha Rosenfeld (2011)	

Police Committee: (Term Length: Two years)

Staff Representative:	Police Chief Bruce Rovinsky	
Councilmember Appointees:	Councilmember Mike Vrklan	
	Councilmember Curt Reetz	
Citizen Appointees:	Rick Rose (2010)	
	Denise Swenson (2010)	
	Galen Wills (2009)	
	OPEN SEAT	
	OPEN SEAT	
Ex-officio Member:	Sibley County Sheriff Department Representative-- Pat Nienaber	

Sibley Medical Center Board of Directors: (Term Length: Five years)

Staff Representatives:	SMC Administrator Rhonda Matz	
Councilmember Appointees:	Councilmember John Griep	President
Citizen Appointees:	Denny Schultz (2009)	
	Dave Czech (2011)	Vice-President
	Kevin Lindstrand (2012)	
	Lisa Pfarr (2013)	
Ex-officio Member:	Chief of Staff—Dean Bergersen, M.D.	

TASK FORCES AND COMMISSIONS:

Arlington Historical Society:

Staff Representative:	None	
Board of Directors, Volunteers:	Curt Boeder	President
	Greg Goblirsch	Treasurer
	Pauline Wiemann	
	Dwight Grabitske	Secretary
	Ramona Bade	
	Mike Noack	

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

RESOLUTION NO. 4-2009

A RESOLUTION DESIGNATING THE OFFICIAL CITY NEWSPAPER

BE IT RESOLVED that the Arlington Enterprise of Arlington, Minnesota be hereby designated as the official City of Arlington newspaper for the year 2009.

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: Griep, Pederson, Pichelmann, Reetz, Vrklan; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

Adopted by the City Council of the City of Arlington this 5th day of January, 2009.

Signed: /s/ James R. Kreft
Mayor

Attested: /s/ Matthew Jaunich
City Administrator

Whereupon said resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

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

RESOLUTION NO. 5-2009

A RESOLUTION APPROVING THE 2009 CITY CALENDAR

BE IT RESOLVED that the attached Calendar is hereby designated as the official City of Arlington Calendar of Public Meetings for the year 2009.

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: Griep, Pederson, Pichelmann, Reetz, Vrklan; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

Adopted by the City Council of the City of Arlington this 5th day of January, 2009.

Signed: /s/ James R. Kreft
Mayor

Attested: /s/ Matthew Jaunich
City Administrator

Whereupon said resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

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

RESOLUTION NO. 6-2009

A RESOLUTION RECOGNIZING COUNCIL MEMBER GALEN WILLS FOR HIS YEARS OF SERVICE TO THE CITIZENS OF ARLINGTON

WHEREAS, Galen Wills has completed his term of service as a member of the Arlington City Council; and

WHEREAS, Galen Wills served on the Arlington City Council from January of 2005 through December of 2008; and

WHEREAS, his outstanding service has contributed much to the effective functioning of the city government; and

WHEREAS, his many talents and dedicated service does not go unnoticed and will be missed at future meetings of the City Council.

BE IT RESOLVED by the City Council of the City of Arlington that the City of Arlington, acting through its City Council, does hereby express its appreciation and gratitude to Galen Wills for his outstanding leadership and dedicated service to the city and to the community of Arlington and does hereby extend to him the very best wishes for the future.

BE IT FURTHER RESOLVED that a copy of this resolution be given to Galen Wills so that the City's appreciation will be conveyed directly to him.

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: Griep, Pederson, Pichelmann, Reetz, Vrklan; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

Adopted by the City Council of the City of Arlington this 5th day of January, 2009.

Signed: /s/ James R. Kreft
Mayor

Attested: /s/ Matthew Jaunich
City Administrator/Clerk/Treasurer

Whereupon said resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

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

RESOLUTION NO. 7-2009

A RESOLUTION RECOGNIZING COUNCIL MEMBER GREGGORY BORCHERT FOR HIS YEARS OF SERVICE TO THE CITIZENS OF ARLINGTON

WHEREAS, Gregory Borchert has completed his term of service as a member of the Arlington City Council; and

WHEREAS, Gregory Borchert served on the Arlington City Council from January of 2005 through December of 2008; and

WHEREAS, his outstanding service has contributed much to the effective functioning of the city government; and

WHEREAS, his many talents and dedicated service does not go unnoticed and will be missed at future meetings of the City Council.

BE IT RESOLVED by the City Council of the City of Arlington that the City of Arlington, acting through its City Council, does hereby express its appreciation and gratitude to Gregory Borchert for his outstanding leadership and dedicated service to the city and to the community of Arlington and does hereby extend to him the very best wishes for the future.

BE IT FURTHER RESOLVED that a copy of this resolution be given to Gregory Borchert so that the City's appreciation will be conveyed directly to him.

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: Griep, Vrklan, Reetz, Pederson, Pichelmann; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

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: Griep, Pederson, Pichelmann, Reetz, Vrklan; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

Adopted by the City Council of the City of Arlington this 5th day of January, 2009.

Signed: /s/ James R. Kreft
Mayor

Attested: /s/ Matthew Jaunich
City Administrator/Clerk/Treasurer

Whereupon said resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

Police Chief Rovinsky presented the Police Department Report (call log). It was noted that they had responded to 75 calls for the month of November and 894 calls for the year. He stated that a meeting will be held with the Fire Chief and Ambulance Manager/Director and himself to discuss the idea of holding monthly or quarterly meetings with regards to past calls (how they were handled), developing an Emergency Management Plan and coming up with ways to improve the emergency services to the city. Mayor Kreft suggested that the City Administrator should be included in the meeting(s).

The first reading of Ordinance No. 212 – An Ordinance Amending the Arlington Zoning Ordinance (Ordinance 169) by Adding Section 13, Subd. 7 Relating to Wind Energy Conversion Systems (WECS), was held. Adm. Jaunich explained that this ordinance had been looked at back in April of 2008, but was put on hold until such time that MMPA could decide what size wind tower they wanted to put up. Attorney Arneson addressed some concerns regarding the helipad (flight paths) and setbacks from residential structures and wetlands/flood plains. It was agreed that P&Z Adm. Smith-Strack should research the setbacks a little further due to the reduction of the size of the tower being proposed.

Discussion was held on the proposed salary increase for the City Administrator. Mayor Kreft stated that he and Adm. Jaunich had discussed a 3% increase, which was slightly larger than the average of the rest of the city employees, but in line with surrounding communities.

Motion by Reetz, seconded by Griep, and passed by unanimous vote to increase the salary for the City Administrator by 3% for 2009.

Mayor Kreft reviewed his 2008 Mayoral Goals and presented his 2009 Mayoral Goals as follows and assigned one to each of the Councilmembers to work on with him:

1. Create a City Code (City Attorney Arneson and Councilmember Griep)
A City Code is a document that is a consolidation of our City Ordinances. A City Code is a tool commonly used by municipalities to provide clear, concise, and complete listings of our local city laws. It is organized logically by subject and affords easy reference for City residents, staff, and elected officials.

While updating our City Charter in 2008, it was discovered that during the 1982 update of our Charter, the creation of a City Code was identified as a need.

2. Complete our Capital Improvement Plan (Councilmember Reetz and P&Z Adm. Smith-Strack)
Our Comprehensive Plan outlines many long-range projects that will enhance our quality of life. Some of the projects are potentially very exciting, some necessary, and most expensive. A Capital Improvement Plan is a capital budgeting device that will help us transform ideas outlined in our Comprehensive Plan into tangible reality. It will empower our Council,

staff, and committees to use multi-year budget cycles to save for projects and capital expenditures. A CIP will also enable us to co-ordinate our capital expenditures to ensure a consistent tax levy in years to come.

3. Formulate a Development Plan for Arlington Sportsman's Park (*Councilmember Pederson and P&Z Adm. Smith-Strack*)
The Arlington Sportsman's Club generously donated the 28 acres to the City of Arlington in 2002. Since, the City has maintained the park, but a long-term plan has not been developed. During our Comprehensive Planning process, many imaginative ideas were raised for uses of the park, including, camping, nature trails, a trail head, etc.

This year, our Park Committee will examine those and other ideas, and evaluate their viability, and assess their social importance, assess their fiscal reality, and prioritize them. Upon completion, this development plan and the estimated capital expenditures can be consolidated into the Capital Improvement Plan.

4. Develop a Main Street Vitalization Project (*Councilmember Vrklan and EDA Director Schultz*)
We as Arlington residents are heirs to a beautiful, vibrant Main Street corridor. Our business owners and citizens are proud, and residents of other communities have expressed their admiration of the activity and appearance of our downtown. In an effort to maintain and enhance our downtown, our Economic Development Authority will be working with business owners, the Arlington Area Chamber of Commerce, and community leaders to develop a loan policy that recognizes the importance of a dynamic downtown and rewards efforts of business owners to retain historic architectural features and co-ordinates efforts for consistent and complimentary business facades.
5. Compile a Sidewalk/Trail Action Plan (*Councilmember Pichelmann and Street Supt. Thomes*)
Over the past five years, the City, with the cooperation of adjacent property owners has been rebuilding blighted sidewalks. With experience gleaned from that project and direction received from our Comp Plan Task Force, it has become apparent that a thorough policy outlining existing sidewalk reconstruction is needed. Also, through our Comprehensive Planning process, the value of connectivity and contiguity in our sidewalk/trail system has been shown to be equally paramount. (SMC-healthy living; Walkability; pedestrian downtown, etc.)

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

RESOLUTION NO. 8-2009

A RESOLUTION SUPPORTING FUNDING FOR THE MINNESOTA VALEY REGIONAL RAIL AUTHORITY'S RAIL LINE

WHEREAS, the City of Arlington is served by the Minnesota Valley Regional Rail Authority's rail line; and,

WHEREAS, the City of Arlington recognizes the growing importance of rail traffic to ease congestion on our state and local highways; and,

WHEREAS, the Arlington City Council recognizes the economic development potential for Arlington and all communities and counties along the 94-mile rail line; and,

WHEREAS, parts of the current track are more than 100 years old; and,

WHEREAS, trestles and bridges along the track will also need to be upgraded to accommodate heavier loads; and

WHEREAS, it will cost an estimated \$70 million to upgrade all of the track and create up to 120 construction jobs, and;

WHEREAS, an estimated 600 new jobs could be created in the five counties served by the railroad if the track is upgraded; and,

WHEREAS, the track upgrade project is shovel ready for the spring of 2009.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Arlington, Sibley County, State of Minnesota, that the City supports State and Federal Funding for the Minnesota Valley Regional Rail Authority's Rail Line for track upgrades.

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: Griep, Pederson, Pichelmann, Reetz, Vrklan; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

Adopted by the City Council of the City of Arlington this 5th day of January, 2009.

Signed: /s/ James R. Kreft
Mayor

Attested: /s/ Matthew Jaunich
City Administrator/Clerk/Treasurer

Whereupon said resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

A letter was reviewed from the MVRRC seeking a financial donation for the coalition efforts. Adm. Jaunich stated that a \$1.00 per capita (\$2,110) had been budgeted for this, but due to the recent LGA cuts, he recommended contributing \$1,000 or just holding off on any contribution until more information about the LGA cuts can be obtained.

Motion by Griep, seconded by Pichelmann, and passed by unanimous vote to table the discussion about contributing to the Minnesota Valley Regional Rail Coalition until the February 1st meeting to see if more information about the LGA cuts is available.

Discussion was held on the Ambulance Retirement Fund. Adm. Jaunich presented several different handouts (member history, hours worked and eligibility for retirement) and went through them in detail. He stated that in 2004 the Council had agreed to contribute \$100 per member per year to the retirement fund, however the policy was unclear on several issues (number of hours worked to qualify, etc.). Considerable discussion was held. Adm. Jaunich stated that the policy needs to be re-written and that he was still waiting to get some information from the City's Auditor on the subject.

Adm. Jaunich had researched PERA for elected officials and found out they are eligible, but the Council needs to decide if they want to participate or not (as individuals). Reetz questioned how this would work and not conflict with the Ordinance that governs the salary of the Council. Brief discussion was held.

Adm. Jaunich spoke on the fees being assessed to the City of Green Isle for ambulance service and the townships for both the fire and ambulance services. He suggested holding a Special Council meeting to discuss the (increase of) fees prior to the bi-annual meeting with the townships and City of Green Isle. It was the consensus of the Council to set Monday, February 2nd at 5:30 pm for this special meeting.

Adm. Jaunich stated that he would like to hold an orientation meeting for new members to the Council, which would be a good refresher for existing members also. The meeting would include local government, open meeting law, and conflicts of interest, etc. Vrklan suggested waiting with the meeting until after the 2 new members go through the LMC Conference for newly elected officials.

Griep commented that SMC will be moving forward with their HVAC upgrade project. The mechanical engineer is compiling information and then the project will be ready to be bid out.

Adm. Jaunich commented on the information that had been obtained from the High Island Creek Developers and Sibley County regarding the development (park dedication fees, lots not in city limits, etc.). He stated that Mayor Kreft, P&Z Adm. Smith-Strack and himself will be meeting with the developers on this before any action is taken by the Council.

Adm. Jaunich commented that the City is again compliant with the Pay Equity Standards (for 3 years). He would like to hire a company to do a Compensation Study (re-evaluate the current step program) to alleviate future non-compliant issues. The Study would include a review of job descriptions, step program, salaries and benefits.

Attorney Arneson commented briefly on the open meeting law.

Motion by Pederson, seconded by Pichelmann, and passed by unanimous vote to adjourn the meeting at 8:16 pm.

City Administrator Matthew Jaunich

Mayor James R. Kreft