

ARLINGTON CITY COUNCIL  
MEETING MINUTES  
NOVEMBER 3, 2008

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

Members present: Mayor Kreft, Borchert, Griep, Reetz, Vrklan, Wills

Members absent: None

Also present: Administrator Jaunich, City Attorney Arneson, Street Supt. Thomes, Police Chief Rovinsky, City Engineer Hawbaker, Tony & Marge Kloeckl, Paul Christensen

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

Remove items 4C & 4D from agenda completely.

Add item 4F (Consent Agenda) – Authorize Dwight Grabitske and Denny Schultz to attend Hometown Minnesota Workshop in Sleepy Eye on November 5<sup>th</sup>.

Add Approval of Special October 29<sup>th</sup> Workshop minutes to item 4A (Consent Agenda).

Remove item 4E (Consent Agenda) and place on regular agenda as item 9.5.

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

- A) Approval of the Regular October 20<sup>th</sup> & Special October 29<sup>th</sup> Workshop Meeting Minutes
- B) Approval of the Bills
- C) Approval for Dwight Grabitske and Denny Schultz to attend Hometown Minnesota Workshop in Sleepy Eye on November 5<sup>th</sup>.

Mayor Kreft recessed the regular meeting to hold a public hearing.

At 6:35 pm Mayor Kreft called to order the public hearing related to the 2008 Sidewalk Improvement Project Assessments. It was noted that Street Supt. Thomes and Marge Kloeckl from Y-Not Plumbing & Heating were present. Kloeckl expressed concern that the sidewalk put in on her property was already cracked and didn't feel she should have to pay for it. Street Supt. Thomes suggested replacing the sidewalk with 6 inch concrete and rebar. It was noted that the sidewalk running through the Arlington Liquors parking lot was cracked also. It was noted that the Frontier Communications and John Woods' properties were being assessed incorrectly as they both front on the Avenue and should be assessed at 50% of the cost and Adams Street was the side yard and should be assessed at 25%. Concern was expressed that the sidewalk was not replaced on the 400 Block of West Adams, but the residents were still being assessed. Street Supt. Thomes will check on this.

Motion by Wills, seconded by Borchert, and passed by unanimous vote to adjourn the public hearing.

Mayor Kreft adjourned the public hearing at 6:58 pm and reconvened the regular meeting.

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

The following announcements were reviewed:

- 1) General Election is tomorrow, November 4<sup>th</sup>. Polls open from 7:00 am to 8:00 pm
- 2) Comprehensive Plan Open House Monday, November 10<sup>th</sup> at 5:00 pm
- 3) Special Council Meeting on Monday, November 10<sup>th</sup> at 6:15 pm to Canvass Election results
- 4) City Offices will be closed on Tuesday, November 11<sup>th</sup> for the Veteran's Day Holiday
- 5) Sibley County Municipalities Association Meeting Thursday, November 13<sup>th</sup> in Gaylord.

The Council reviewed the following communications:

- 1) August and September Water/Wastewater Reports
- 2) October Building Permit Report
- 3) Skateboard Parks (Attorney Arneson). Attorney Arneson spoke briefly on what the City's liability is with skateboard parks or parks in general.

Police Chief Rovinsky presented the Police Department Report (call log). It was noted that they had responded to 83 calls for the month of October. Rovinsky commented that 3 juveniles have been charged with the vandalism (spray painting) instances, which are being processed through the County (per State Law). Rovinsky also commented on the public meeting he attended in Hamburg recently regarding the Level 3 sex offender that has moved to the Hamburg area and reminded the Council of a similar public meeting being held at the Arlington Haus II at the end of the week. Rovinsky informed the Council that Part-time Officer Padilla has been activated and being sent to Afghanistan for 12-18 months. He stated that this won't affect the City in any way (part-time license status) as Padilla was a part-time employee, but full-time licensed officer. Rovinsky stated that Halloween went very well (one minor incident), best year ever considering it was a Friday evening.

Engineer Hawbaker spoke on a change work order for adding a fire hydrant to the 2008 Utility Extension project. He stated that it had been suggested during the pre-construction meeting to add a fire hydrant at the north end of the project to ensure water quality (flushing water lines) and to add fire protection to the area. He stated that the amount of the change order was \$3,763, which was comparable to other bids.

Motion by Griep, seconded by Wills, and passed by unanimous vote to approve the work change order for the 2008 Utility Extension project as mentioned above.

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

#### **RESOLUTION NO. 54-2008**

#### **A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING INVITATION FOR BIDS**

WHEREAS, pursuant to a resolution passed by the City Council on October 20, 2008, the city engineer (Bolton & Menk) has prepared plans and specifications for an extension of water and sewer mains and services on Highway 5 to the properties at 23319 and 23189 State Highway and has presented such plans and specifications to the Council for approval.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ARLINGTON, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, and are hereby approved.
2. Due to the time of year and scope of project, the City Engineer is hereby directed to solicit bids from Chard Tiling & Excavating and Juul Contracting for this project.
3. Bids from the two Contractors will be received by the City Administrator until 10 a.m. on Monday, November 17, 2008, at which time they will be publicly opened in the council chambers of the community center by the City Administrator and Engineer, will then be tabulated, and will be considered by the Council at their regular meeting on November 17<sup>th</sup> at 6:30 p.m. in the Council Chambers at the community center. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator.

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: Borchert, Reetz, Vrklan, Wills; and the following voted against the same: none; and the following abstained from voting: Griep; and the following were absent: none.

Adopted by the City Council of the City of Arlington this 3<sup>rd</sup> day of November, 2008.

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 Vrklan introduced the following resolution and moved for its adoption:

**RESOLUTION NO. 56-2008**

**A RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

WHEREAS, it is proposed to improve Horseshoe Drive, Circle Lane, 3<sup>rd</sup> Avenue NW, and 4<sup>th</sup> Avenue NW; and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429. The improvement shall be known as the “2009 Improvement Projects”; and

WHEREAS, the proposed improvements should be a complete reconstruct with varying options for storm drainage in the Horseshoe Drive/Circle Lane area of town.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ARLINGTON, MINNESOTA: That the proposed improvement be referred to Joel Hawbaker of Bolton & Menk, Inc. for study and that Bolton & Menk is instructed to report to the Council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and a reasonable estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Borchert and upon poll being taken thereon the following voted in favor thereof: Borchert, Griep, Reetz, Vrklan, Wills; 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 3<sup>rd</sup> day of November, 2008.

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.

Discussion was held on the proposed Wastewater Treatment Facility Improvements. Adm. Jaunich explained that earlier in the year both Arlington and Green Isle Councils agreed to investigate the scope of the project, which Green Isle has given their ‘go ahead’ to proceed with the improvements being proposed (includes the conversion of the existing anaerobic digester to aerated storage). It was noted that Engineer Tullis could not be at the meeting, but had put together an extensive report for the Council to review. Paul Christensen of PeopleService was present to answer various questions about the proposed project. Adm. Jaunich noted that the projected costs for the improvements are \$350,000-\$400,000. Reetz commented that there are a couple of benefits to the City by doing the improvements now; the MPCA will allow the current licensing (plant classification) to stay the same and they will aid in the future with expansion needs.

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

**RESOLUTION NO. 55-2008**

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING  
ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a resolution passed by the City Council on June 2, 2008, the city engineer (Bolton & Menk) has prepared plans and specifications for an improvement to the Wastewater Treatment Plant for the conversion of the existing anaerobic digester to aerated storage, among other improvements, and has presented such plans and specifications to the council for approval.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ARLINGTON, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, and are hereby approved.
2. The City Engineer shall prepare and cause to be inserted in the official paper and in the *Construction Bulletin or similar trade magazine*, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for two weeks, shall specify the work to be done, shall state that bids will be received by the City Administrator until 10:00 a.m. on December 1, 2008, at which time they will be publicly opened in the council chambers of the community center by the City Administrator and engineer, will then be tabulated, and will be considered by the Council at 6:30 p.m. on December 1, 2008, in the council chambers of the community center. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Administrator for five (5) percent of the amount of such bid.
3. The City Administrator shall work with the City Engineer on a specific bid date deadline if the dates selected in bullet #2 do not work.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Vrklan and upon poll being taken thereon the following voted in favor thereof: Borchert, Griep, Reetz, Vrklan, Wills; 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 3<sup>rd</sup> day of November, 2008.

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.

Motion by Wills, seconded by Borchert, and passed by unanimous vote to table Resolution No. 52-2008 – A Resolution Adopting Assessment.

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

**RESOLUTION NO. 53-2008**

**A RESOLUTION EXPRESSING SUPPORT FOR THE SIBLEY COUNTY PRAIRIE LINE TRAIL**

WHEREAS, through a series of county-wide community meetings: a citizenry desire for a county-wide trail was identified as a very important to the people of Sibley County; and

WHEREAS, a county-wide trail system would offer educational opportunities; and

WHEREAS, a county-wide trail system would offer economic stimulus; and

WHEREAS, a county-wide trail system would offer health improvement and quality of life opportunities to all citizens; and

WHEREAS, a county-wide trail system would be a unifying factor for cities within the county, citizens of differing ages, cultures, etc.; and

WHEREAS, a county-wide trail system could be linked to other existing state trails; and

WHEREAS, a county trail system would provide a safe venue for athletes and pedestrians seeking exercise opportunities; and

WHEREAS, it would be prudent to plan for needs of the expanding population.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Arlington supports the vision and work of the Sibley County Prairie Line Trail Committee in achieving the goal of a county-wide trail system.

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: Borchert, Griep, Reetz, Vrklan, Wills; 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 3<sup>rd</sup> day of November, 2008.

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.

The second reading of Ordinance No. 232 – An Ordinance Amending Ordinance 205, Creating a Cemetery Committee and Setting Operating Rules for said Committee was held.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to approve Ordinance No. 232 – An Ordinance Amending Ordinance 205, Creating a Cemetery Committee and Setting Operating Rules for said Committee, as follows:

**ORDINANCE NO. 232**

**AN ORDINANCE AMENDING ORDINANCE 205, CREATING A CEMETERY COMMITTEE AND SETTING OPERATING RULES FOR SAID COMMITTEE.**

THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH AND WELFARE, HEREBY ORDAIN AS FOLLOWS:

This Ordinance supercedes any previous enabling ordinance creating a Cemetery Board or Cemetery Committee in their entirety.

Ordinance 205 is amended to read as follows:

- Section 1. Cemetery Committee Composition. The Cemetery Committee shall consist of seven members. The Committee shall include 6 citizens of Arlington and 1 Arlington Council member, appointed by the Mayor with the advice and consent of the City Council. The Mayor shall appoint the committee at the first Council meeting in January each year to serve for that calendar year. The Mayor shall also be an ex-officio member of the committee.
- Section 2. Cemetery Committee Terms. Cemetery Committee members shall serve for a term of two years. Initial terms shall be staggered as follows: Four two-year terms; three one-year terms. In the event of a vacancy on the Cemetery Committee, the Mayor shall appoint a person to fill such vacancy for the unexpired term, subject to confirmation by the City Council. Members serve at the pleasure of the City Council.

- Section 3. Cemetery Committee Purpose. The purpose of the Committee will be to act as a resource for the City Council and the citizens of Arlington in collecting information, citizen comments and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to the City Cemetery.
- Section 4. Cemetery Committee Organization. The Cemetery Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. The Committee by a simple majority vote may also elect a secretary from their members, to produce written records of the committee proceedings, prepare meeting notices and other correspondence of the committee. However, if the City Council determines that the secretary position is unduly burdensome for a citizen member of the committee, the City Council may instead assign a City Office staff person to the committee to act as secretary. In such case, the City staff person functioning as committee secretary shall not be a voting member of the committee.
- Section 5. Cemetery Committee Meetings. The Cemetery Committee shall meet whenever its Chairman deems appropriate, but no less often than quarterly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.
- Section 6. Citizen Input. The Cemetery Committee shall encourage citizen input, including complaints, complements, or suggested changes to the City Cemetery or operating rules thereof. The Committee shall also review citizen input as referred to the Committee by the City Council. Such input shall be summarized and passed on to the City Council, along with the Committee recommendations for any action based on such citizen input.
- Section 7. Communication with City Council. The Cemetery Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Cemetery Committee. It is expected that the Mayor and the City Council member on the Committee shall also function as communicators between the City Council and the Committee.
- Section 8. Cemetery Operating Rules. The City Council shall establish Cemetery Operating Rules from time to time by resolution.

This ordinance shall become effective January 1, 2009.

Adopted by the City of Arlington on the 3<sup>rd</sup> day of November, 2008.

Signed: /s/ James R. Kreft  
Mayor

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

The second reading of Ordinance No. 233 – An Ordinance Amending Ordinance 202, Creating A Police Committee and Setting Operating Rules for said Committee was held.

Motion by Vrklan, seconded by Griep, and passed by unanimous vote to approve Ordinance No. 233 – An Ordinance Amending Ordinance 202, Creating A Police Committee and Setting Operating Rules for said Committee as follows:

**ORDINANCE NO. 233**

**AN ORDINANCE AMENDING ORDINANCE 202, CREATING A POLICE COMMITTEE AND SETTING OPERATING RULES FOR SAID COMMITTEE.**

THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH AND WELFARE, HEREBY ORDAIN AS FOLLOWS:

This ordinance supercedes any previous enabling ordinance creating a Police Commission or Committee in their entirety.

Ordinance 202 is amended to read as follows:

- Section 1. Police Committee Purpose and Composition. The Police Committee shall be made up of seven (7) voting members. The committee shall include five (5) citizens of Arlington and two (2) Arlington City Council members, appointed by the Mayor with the advice and consent of the City Council. The Sibley County Sheriff or his appointed designee shall act as an ex-officio, non-voting eighth (8) member. The Mayor and Arlington Police Chief shall also be ex-officio members of the committee. The purpose of the Committee will be to act as a resource for the City Council, the Police Department and the citizens of Arlington in collecting information, comments, complaints and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to law enforcement and public safety issues in the City of Arlington.
- Section 2. Police Committee Terms. Police Committee members shall serve for a term of two years. Initial terms shall be staggered as follows: Four two-year terms; three one-year terms. In the event of a vacancy on the Police Committee, the Mayor shall appoint a person to fill such vacancy for the unexpired term, subject to confirmation by the City Council. Members serve at the pleasure of the City Council.

- Section 3. Police Committee Organization. The Police Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. A city office staff person shall be assigned to this committee as a secretary to assist the committee in producing written records of the committee proceedings and such other assistance as the committee requires. The secretary shall not be a voting member of the committee.
- Section 4. Police Committee Meetings. The Police Committee shall meet whenever its Chairman deems appropriate, but no less often than monthly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.
- Section 5. Communication with City Council. The Police Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Police Committee. It is expected that the Mayor and the City Council members on the Committee shall also function as communicators between the City Council and the Committee. Minutes of all Police Committee meetings shall be submitted to the City Council.
- Section 6. The Police Committee is an advisory committee to the City Council.
- A. Its findings and suggestions serve as a guide for the Council to follow in dealing with public safety in our community.
- B. The Council in return will take into account the Committee's background investigations and findings when determining policy and regulations.
- Section 7. The Police Committee will encourage community input whenever possible and appropriate, when reviewing issues involving the police department and public safety.
- Section 8. The Police Committee will assist in the hiring process when the need arises for a replacement and/or additional officer. After approval by the City Council to start the hiring process, the Police Committee will work with the Police Chief to provide a list of potential Police Officers to fill any vacancies or new positions. The Police Committee will follow POST Board and City guidelines when assisting in the hiring process. After the committee has completed its hiring review process, it shall make a recommendation to the City Council ranking the applicants in numerical order, assigning the Number 1 to the applicant the committee ranks highest. The City Council shall then conduct any final hiring interviews it deems appropriate, and make the hiring decision.
- Section 9. Complaints, compliments, or suggested changes to police activities shall be directed to the Police Committee where they will be investigated and reported to the Council at its next regular monthly meeting.
- Section 10. In the event of a complaint against an officer for improper conduct or dereliction of duty, the Police Committee shall refer the matter to the Employee Relations Committee for hearing, who in turn shall report their findings to the City Council and Police Committee. In keeping with the operating rules of the Employee Relations Committee, no complaints against an officer shall be considered or referred to the Employee Relations Committee unless said complaint is in written form and signed by the complainant. In other words, no anonymous complaints shall be considered. The identity of the complainant shall be kept strictly confidential, unless or until the complainant's testimony is required at a disciplinary or criminal hearing against the officer who is the subject of the complaint. As required by State law, any complaints against a specific officer shall also be kept strictly confidential until or unless final disciplinary action is imposed on the officer by the City Council, in which case the City Council will formulate a notice to the general public regarding the disciplinary action or criminal charges brought against the officer.
- Section 11. In the event of a complaint or question of a general police issue, the Police Committee shall investigate and report its findings (in writing) to the City Council at the next regular Council meeting. If the individual that brought the complaint or question is not satisfied with the findings or answer of the Police Committee, the individual may bring the matter to the City Council. All complaints or questions shall be documented including the findings or answers.
- Section 12. The Committee may serve as spokesman for the Police Department on general police enforcement or public safety issues to the City Council if the committee feels it is necessary.
- Section 13. The Committee may recommend to the City Council any major purchases for the Police Department after determining if they are necessary and checking on prices for such items or provide alternatives to such purchases.
- Section 14. The Committee shall review the budget (maintenance of vehicles, future capital outlay, and building maintenance and officer hours) at each meeting with the thought in mind to maximize the efficiency of the dollars within the budget.
- Section 15. The Committee shall work with the Police Chief to review schedules to minimize patrol officer shift duplications, overtime pay and part-time officer use.
- Section 16. The Committee will work with the Police Chief to make sure that normal vehicle maintenance and major repairs shall be spread as equally as possible among local businesses through a fair and ethical process.
- Section 17. The Committee will review any incidents involving Arlington Police Department officers responding to calls outside of city limits. The Committee shall obtain from the Police Department a written report of the purpose and result of such calls, and pass on to the City Council a written report thereof. The purpose of this review is to make sure that the City Public Safety resources are being properly used to protect the health, welfare and safety of the residents to the City of Arlington as its primary function. It is understood that it is the City policy that Arlington Police officers respond to "out of city limits calls" only in emergency situations, based on requests by the Sibley County Sheriff's office, or other jurisdictions with which we have a mutual aid agreement.

This ordinance shall become effective January 1, 2009.

Adopted by the City of Arlington on the 3<sup>rd</sup> day of November, 2008.

Signed: /s/ James R. Kreft  
Mayor

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

The first reading of Ordinance No. 235 – An Ordinance Regulating Public Dances was held. Adm. Jaunich commented that the Police Committee had reviewed the proposed ordinance and was recommending its approval. He stated the intent of the ordinance is to assist the Police Department so they know how many public events are going on and when and how many officers will be needed. It was noted that events at the Community Center were not included under this ordinance. There was some discussion on the requirement of a deposit and what it was actually for. It was determined that a deposit wasn't necessary and the paragraph would be re-worded in such way that if City Staff has to clean a public street or sidewalk the property owner will be billed.

The first reading of Ordinance No. 236 – An Ordinance Amending Ordinance 203, Creating a Parks Committee and Setting Operating Rules for said Committee was held. Adm. Jaunich commented that this ordinance was being amending to change to the term length of the Committee to two years.

The first reading of Ordinance No. 237 – An Ordinance Amending Ordinance 204, Creating a Library Committee and Setting Operating Rules for said Committee was held. Adm. Jaunich commented that this ordinance was being amending to change the term length of the Committee to two years.

The Council reviewed five Requests for Proposals (RFP's) for providing Auditing Services to the City and Fire Department Fire Relief. Adm. Jaunich commented that all were reputable companies, but advised the Council to consider selecting a larger firm that had several employees (not a small firm, which was the low bidder) as they can provide more services (options) to the City. He stated that he was the most impressed with Abdo, Eick & Meyers, LLP as they do a lot of work for communities in our area, including Fire Relief Auditing and have extensive knowledge of the Banyon Accounting Program that the City uses; and HLB Tautges Redpath, Ltd. as they had taken the time to input the City's 2007 Audit numbers into their proposal (put the most effort into), plus their format is easier to read.

Motion by Reetz, seconded by Vrklan, and passed by unanimous vote to hire the auditing firm of Abdo, Eick & Meyers, LLP as the City's 2008 Auditor.

The Council reviewed a proposal from Heartland Engineering pertaining to a 5-year work plan for the electrical service. Some discussion was held on the current mapping system the city has and how the upgrades within the proposal would incorporate into the Capital Improvement Plan.

Motion by Vrklan, seconded by Wills, and passed by unanimous vote to table any action on the 5-year work plan proposal from Heartland Engineering until the Electric Engineer can provide an update to the Council.

The Council reviewed the Financial Management Plan that Adm. Jaunich had drafted. It was noted that the City's Financial Advisor Shannon Sweeney had also reviewed the Plan and provided his comments for consideration. Adm. Jaunich commented that by having a plan in place will help greatly with the yearly budget process and correlate with the Capital Improvement Plan. Some discussion was held on the Investment Policy portion of the document and working with the local institution(s). Adm. Jaunich commented that a section should be added to address having a minimum amount or percentage with the local institutions.

Vrklan gave an update on the Library and various events that have taken place (special guest speakers). He commented that they are going to be working on a Safety and Procedures Manual. It was noted that the process for obtaining the 501c3 status is close to an end.

Wills reported that the State Fire Aid is going to be cut (a 2-digit figure/percentage) to make up the difference for the overage charges by Fire Insurance Companies. Some discussion was held on fund balances within the Fire Department's Budget and being able to transfer funds to next year if they are not used.

Griep gave an update on the Hospital Board. They are working with the architect who did the feasibility study to find a contractor to oversee the HVAC project and get started in January.

Reetz commented briefly on the A-GI WW Committee. He stated that they have been discussing the digester situation and reducing I and I.

Wills and Mayor Kreft gave an update on the Parks Committee. It was noted that a draft tree ordinance had been presented and reviewed at the last meeting and that the City Forester was also reviewing and making changes to the draft ordinance. Wills commented that they are starting to put a plan together for the Sportsmen's Park.

Mayor Kreft commented that he and Adm. Jaunich had attended the Historical Society meeting earlier in the day and discussed their next possible undertaking.

Adm. Jaunich commented that the City was notified about a meeting with MnDOT regarding the Rail Authority obtaining some grant money to put up some signals on Main Street. He asked the Council to relay their thoughts/comments to him so he could take them to the meeting. Mayor Kreft advised Adm. Jaunich to contact the owners of the Elevator also. It was suggested to have the Streets Committee members attend the meeting if their schedules permitted.

Vrklan commented on the Meet the Candidate Forum that was held and relayed some comments/complaints that he had received.

Brief discussion was held on where things were at with getting the truck route marked.

Motion by Reetz, seconded by Griep, and passed by unanimous vote to adjourn the meeting at 8:56 pm.

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City Administrator Matthew Jaunich

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Mayor James R. Kreft