

ARLINGTON CITY COUNCIL  
SPECIAL WORKSHOP MEETING MINUTES  
JULY 11, 2007

The meeting was called to order at 5:30 p.m. by Mayor Kreft.

Council Members Present: Mayor Kreft, Borchert, Griep, Reetz, Vrklan, Wills

Council Members Absent: None

Also Present: Interim Administrator Schultz, Marlys Gaucher

Mayor Kreft stated that the purpose of the meeting was to discuss job descriptions for various staff positions within the City of Arlington.

Motion by Reetz, seconded by Griep, and passed by unanimous vote to approve the agenda as presented, except that discussion on the Chief of Police will be held in a closed session.

Discussion was held on the City Administrator position. It was noted that EDA Director had been removed from the title. Mayor Kreft commented that he would like the Chief of Police/Police Department to report to the City Administrator, which requires changing the City Charter.

The Charter was reviewed in detail and the following were suggested changes:

- 1.) Change Alderman to Councilmember;
- 2.) Change City Clerk to City Administrator;
- 3.) Police Chief no longer an appointed position, but Department Head under City Administrator;
- 4.) Update city boundaries;
- 5.) Change Mayor and Councilmember terms to 4 years;

The Council reviewed the 2 options available to update the City Charter (by Special Election or through a Charter Commission/Ordinance). It was agreed that the Hospital Administrator should not report to the City Administrator as the hospital operates under its own budget (a separate non-profit entity of the City) and governing Board where the Police Department does not.

The job description for the EDA Director was reviewed, along with the possibility of merging it with Assistant City Administrator. It was the consensus of the Council to eliminate the Assistant EDA Director position. Schultz commented that he would be interested in either position (EDA Director or Assistant City Administrator). It was agreed to leave the hours and wages as they are currently and re-evaluate them at a later date.

Some discussion was held on revising all of the job descriptions. It was suggested to see what the League of MN Cities had on their website for job descriptions and revise them to fit the City of Arlington. It was agreed that the Employee Relations Committee would draft job descriptions and present them to the Council for approval.

Discussion was held on the Planning & Zoning Administrator/Building Official/Code Enforcement Officer position. Mayor Kreft stated that since former employee Jenness has resigned there was an immediate need for an Interim Planning & Zoning Administrator and Interim Building Official, therefore the City had contracted with Cynthia Smith-Strack of Municipal Development Group (to provide P&Z consulting services) and Darin Haslip of 101 Development Resources, Inc. (to provide Building Official services). He commented that he would like to see these 2 positions remain separate from each other. He would like to have someone on staff as the P&Z Administrator, but contract out (long-term) for the Building Official position. It was suggested to send out a Request for Proposal (RFP) for Building Officials. Discussion was held on the need to have a P&Z

Administrator either contracted or on staff full/part time to handle the following items:

- 1) Zoning issues;
- 2) Update Zoning Ordinance;
- 3) Update Subdivision Ordinance;
- 4) Create a Planned Unit Development (PUD) Ordinance/Policy;
- 5) Initiating a Comprehensive Plan;
- 6) Create a Geographic Information System (GIS);
- 7) City Forester.

It was suggested to send out a Request for Qualification (RFQ) for a P&Z Consultant. It was also suggested to share a Building Official with another community. It was agreed to invite Smith-Strack to the next Council meeting.

Some discussion was held on a Code Enforcement Officer. It was agreed to check with Smith-Strack on this to see how they handle this.

Discussion was held on a few other various positions. Reetz spoke briefly on a Public Works Coordinator. He stated that this individual is qualified to inspect projects and who is on site to work with engineers and/or contractors. There was some discussion on hiring additional office staff and a City Forester.

Mayor Kreft recessed the special workshop meeting to hold a closed meeting.

Mayor Kreft called the closed meeting to order and stated that the purpose of the meeting was to discuss the job description for the Chief of Police and to review a letter from the Chief of Police. Vrklan commented that he had talked with Chief Rovinsky just before the meeting. Rovinsky informed him that the letter was not sent because of any ill feelings towards the City or Council, but more so to inform the Council of what could be transpiring in the near future regarding his employment. He has been notified that he could be called back to the Border Patrol, however, if he is not he would like to stay on the Police Department and would be willing to step down as Chief if the Council would consider allowing the Police Department to have 3 full-time officers again. There was lengthy discussion on whether or not to increase to a 3-officer Police Department or contract with the County for more coverage. Mayor Kreft commented that things have come to a standstill and regardless of what the public is or is not saying the Council needs to be proactive and look to the future regarding law enforcement in Arlington.

There was some discussion on the service the Sheriff's Department has been providing.

It was the consensus of the Council to not accept Chief Rovinsky's offer of self demotion if he is not called back to the Border Patrol.

Mayor Kreft adjourned the closed meeting and reconvened the special workshop meeting.

Mayor Kreft adjourned the special workshop meeting.

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Interim Administrator Dennis P. Schultz

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Mayor James R. Kreft