

**ARLINGTON CITY COUNCIL
MEETING AGENDA
JANUARY 17, 2012 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 January 3rd Regular Meeting Minutes
 - B) Approval of Bills
 - C) Accepting Limited Site Investigation Proposal from American Engineering Testing for \$8,161.50
 - D) Approving the Purchase of a 2012 Rescue Ranger for \$4,975
 - E) Approve the Rehiring of Chad Carpenter to the Fire Department

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council
6. Announcements
 - A) SEDCO/Fiber to the Home Meeting ó Thursday, January 19th @ 6:00 p.m. (Community Center)
 - B) Meeting with Townships/G.I. on Fire/Ambulance Coverage is January 26th @ 7:00 p.m.
7. Communications
 - A) December Financial Reports
 - B) 2011 Compensation Report
 - C) 2011 Overtime Report

REPORTS OF OFFICERS, BOARDS & COMMITTEES

ORDINANCES & RESOLUTIONS

8. Ordinance 269 (2nd Reading) ó Eliminating Police Committee

9. Resolutions

- A) 10-2012 ó Summary Publication of Ordinance 269
- B) 11-2012 ó Accepting a Donation and Designating Its Use
- C) 12-2012 ó Approve/Deny CUP
- D) 13-2012 ó Approve/Deny Gambling Permit

UNFINISHED BUSINESS

10. Emergency Manager Position

- A) Approve/Deny Job Description
- B) Approve/Deny Advertising for Internal Job Opening

NEW BUSINESS

11. 2012 Cancer Cruise (Felicia Brockoff)

- A) Approve/Deny Parade/Cruise Route for May 12
- B) Approve/Deny òNo Parkingö Signs and Placement of Barricades

12. Review of Fire and Ambulance Coverage Rates

- A) 2011 Revenue and Expense Report
- B) Township Coverage Rates for 2013

13. Approve/Deny Community Center Rental Request

14.

15.

MISCELLANEOUS BUSINESS

16. Council Committee Updates

17. Open Discussion

ADJOURNMENT

Reminders:

- 1) Library ó January 18th @ 6:30 pm (Library)
- 2) Parks ó January 23rd @ 7 pm
- 3) EDA ó January 24th @ 6 pm
- 4) Hospital Board ó January 30th @ 5 pm (SMC)

**ARLINGTON CITY COUNCIL
MEETING MINUTES
JANUARY 17, 2012**

The regular 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, Felicia Brockoff, Kim Quast, Kurt Menk

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

9D) Resolution 13-2012 ó Approve/Deny Gambling Permit.

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

- A) Approval of the January 3rd Regular Meeting Minutes
- B) Approval of the Bills
- C) Accepting Limited Site Investigation Proposal from American Engineering Testing for \$8,161.50
- D) Approving the Purchase of a 2012 Rescue Ranger for \$4,975
- E) Approve the Rehiring of Chad Carpenter to the Fire Department.

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) SEDCO/Fiber to the Home Meeting ó Thursday, January 19th @ 6:00 p.m. (Community Center)
- 2) Meeting with Townships/G.I. on Fire/Ambulance Coverage is January 26th @ 7:00 p.m.

The Council reviewed the following communications:

- 1) December Financial Reports
- 2) 2011 Compensation Report
- 3) 2011 Overtime Report.

It was noted that there were no reports from Officers, Boards & Committees.

The second reading of Ordinance 269 ó An Ordinance Repealing Ordinance 233, Eliminating the Police Committee, was held. Adm. Jaunich commented that no changes had been made since first reading.

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to approve Ordinance 269 ó An Ordinance Repealing Ordinance 233, Eliminating the Police Committee, as follows:

ORDINANCE 269

AN ORDINANCE REPEALING ORDINANCE 233, ELIMINATING THE POLICE COMMITTEE

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

SECTION 1. REPEAL

Ordinance 233 is hereby repealed in its entirety and the establishment of a police committee is hereby eliminated.

SECTION 2. ASSIGNMENT OF RESPONSIBILITIES

Any responsibilities and/or duties of the Police Committee laid out in Ordinance 233 are hereby assigned to the City Council as a whole of which a council committee may be assigned.

SECTION 3. EFFECTIVE DATE

This Ordinance is effective upon its adoption and publication as prescribed by law.

For City of Arlington:

/s/ James R. Kreft
By James R. Kreft, Itø Mayor

/s/ Matthew Jaunich
By Matthew Jaunich, Itø Administrator

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

RESOLUTION 10-2012
A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 269 ENTITLED “AN ORDINANCE ELIMINATING THE POLICE COMMITTEE”

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 (269) to eliminate the use of the police committee; and

WHEREAS, the City Council held a first reading of Ordinance 269 at its regular meeting on January 3, 2012; and

WHEREAS, the City Council approved the second reading and adoption of Ordinance 269 at its regular meeting on January 17, 2012; and

WHEREAS, the City Council of the City of Arlington has determined the publication of the title and a summary of Ordinance 269 entitled “An ordinance eliminating the Police Committee”; 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 269 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 January 17, 2012, the City Council of the City of Arlington approved Ordinance 269 entitled “An ordinance eliminating the Police Committee. 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 eliminate the Police Committee. All responsibilities of the Police Committee have been handed over to the City Council as a whole.”

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 17th day of January, 2012.

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 11-2012
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 V.F.W. Post 6031 in Arlington to be used within the fire department for clothing/uniforms; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the City accepts the \$3,000 donation in full and designates its use to the fire department.

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 17th day of January, 2012.

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 adoption:

RESOLUTION 12-2012

A RESOLUTION APPROVING AN AMENDED CONDITIONAL USE PERMIT TO ALLOW AN OWNER-OCCUPIED HEAVY CONSTRUCTION EQUIPMENT STORAGE, REPAIR AND MAINTENANCE FACILITY WITH ANCILLARY RETAIL MINOR PASSENGER AUTOMOBILE REPAIR/MAINTENANCE SERVICE FOR THE PROPERTY AT 23259 401ST AVENUE

WHEREAS, Mr. Jeff and Wendy Klehr have submitted a request to amend an existing Conditional Use Permit to allow an owner-occupied heavy construction equipment storage, repair and maintenance facility with ancillary retail minor passenger automobile repair/maintenance service for the property at 23259 401st Avenue (PID 31.0835.000) and legally described as NW¼, NW¼, Sect. 10, Twp. 113, Range 27 DOC A177167 1.95 AC; and

WHEREAS, Proposed use(s) are the same as those currently allowed under an existing CUP, the amendment is sought to provide for the leasing of a portion of the property for minor passenger automobile repair/maintenance; as a result the proposed amendment results in a lesser volume of heavy construction equipment storage on site; and

WHEREAS, notice of a public hearing to accept input on the CUP request was published in the official newspaper on December 22, 2011 and sent to property owners within 350 feet of the property; and

WHEREAS, the Planning and Zoning Committee conducted a public hearing on the CUP request on January 4, 2012 and accepted input on the CUP request; and

WHEREAS, the Planning Committee has reviewed the CUP request and has made the following findings:

1. That with the conditions listed below the use will not be detrimental to the health, safety, morals, comfort, convenience or welfare of the persons residing in the neighborhood since the use will be consistent with adjacent land uses within the same zoning district.
2. That with the conditions listed below the use will not be detrimental to detrimental to the public welfare, or injurious to property or improvements in the neighborhood since the use will be consistent with adjacent land uses within the same zoning district.

WHEREAS, The Planning Commission approved a resolution recommending the City Council approved the amended CUP request.

NOW, THEREFORE, BE IT RESOLVED BY THE ARLINGTON CITY COUNCIL THAT: The City Council hereby approves an amendment to an existing CUP to provide an owner-occupied heavy construction equipment storage, repair and maintenance facility with ancillary retail minor passenger automobile repair/maintenance service for the property at 23259 401st Avenue subject to the following:

1. The proposed principal use of the property is limited to the indoor storage, repair, and/or maintenance of heavy construction equipment under the licensed ownership/lease of the property owner. Such heavy construction equipment will include snow plowing equipment, gravel hauling equipment, mowing equipment and the items reasonable similar to those identified. Ancillary minor passenger automobile repair/maintenance by entities other than the property owner is allowed in the smaller of the two structures. The amount of passenger automobiles stored outdoors at the site in conjunction with the repair/maintenance

shop is limited to a maximum of three (3) passenger vehicles. All passenger automobiles on site shall have current licenses.

2. The amount of heavy construction equipment stored outdoors on site is limited to storage of ten (10) heavy construction items. Any/all construction equipment stored outdoors will be in operable condition. Items such as miscellaneous equipment parts, brush, tree parts, horse trailers, campers, unlicensed passenger vehicles, buses, agricultural equipment, tires, batteries, used oil, or similar items shall not be stored outdoors at the site.
3. The property shall at all times remain in a state that is tidy, clean, free of debris, and aesthetically pleasing. Residential use of the property is prohibited.
4. This conditional use permit is in effect for the property at 23259 401st Avenue and assigned to the current and/or any future owner of the property unless the use changes or the use is in violation of the conditions of this permit.
5. The conditional use permit may be revoked by the City following written notice to the property owner if the conditions of the permit as listed herein are not met and/or maintained. The conditional use permit will expire if/when the use of the property is changed.
6. The conditional use permit shall be recorded at the Sibley County Recorder's Office.

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 17th day of January, 2012.

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 13-2012

A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR THE ARLINGTON CHAMBER OF COMMERCE

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Arlington hereby approves the application for a Lawful Gambling Permit as submitted by the Arlington Chamber of Commerce for an event on June 17, 2012.

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 17th day of January, 2012.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

Adm. Jaunich presented a job description for the Emergency Manager position for the Council to review. It was suggested to open the position up to all City Staff/Departments, not just emergency personnel (fire, police, ambulance). It was suggested to remove the need to be CPR and First Responder certified from the minimum requirements.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to approve the job description for the Emergency Manager position as follows:

JOB DESCRIPTION

Public Safety – Emergency Management City of Arlington

Title of Class: Part-Time Emergency Management Director
Effective Date: January 17, 2012
Pay Status: Non-Exempt

DESCRIPTION OF WORK

General Statement of Duties: The Emergency Management Director shall have direct responsibility for the organization, administration and operation of the emergency preparedness organization, subject to the direction and control of the Council. The Director shall carry out all orders, rules, and regulations issued by the Mayor with reference to emergency management.

Supervision Received: Works under the general and technical supervision of the City Administrator; reports to the Mayor when a local emergency is declared.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

1. Maintains, tests and evaluates the City's *Emergency Operations Plan* and presents changes/amendments to the plan as needed
2. Coordinates city-wide efforts to prepare for, respond to, and recover from disasters both natural and man-made affecting city residents
3. Assure coordination amount the operating departments (Fire, Ambulance, Police), non-government groups, and with higher and adjacent governments during times of an emergency
4. Develops and/or maintains the City's public warning system
5. Develops and/or maintains the City's program to provide and augment the essential services in time of emergency
6. Maintains an inventory of available manpower, equipment, and resources available from other sources
7. Represents the City by attending Sibley County Emergency Management meetings and any regional or state conference for emergency management
8. Shall act as principal aide and advisor to the Sibley County Emergency Management Director during an emergency
9. Prepares and presents a budget with equipment needs when necessary
10. Organizes volunteers to provide and augment special services in time of emergency
11. Directs the training of staff and volunteers through courses or actual exercises when needed
12. Prepares informational material for dissemination to the public
13. Meets with interested groups to explain the *Emergency Operations Plan* and to enlist their support and cooperation
14. Performs all other duties required of the position by ordinance or resolutions adopted by the City Council
15. Shall carry out all orders, rules and regulations issued by the Mayor with reference to emergency management
16. Shall prepare and submit such reports on emergency preparedness activities as may be requested by the City Council

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of methods of organization, planning, management and supervision
2. Knowledge of the background and objectives of the Federal, State, County and Local Emergency Management programs
3. Ability to evaluate situations and exercise good judgment in making decisions
4. Ability to prepare emergency management plans, ordinances, resolutions, policies, reports, correspondence and give oral presentations.
5. Ability to communicate effectively both orally and in writing.
6. Must possess strong leadership abilities, organizational, public relations, communication and people skills.
7. Ability to work closely with the City Council, boards, commissions, and staff
8. May occasionally be required to lift or exert force of up to 50 pounds or more

MINIMUM REQUIREMENTS

1. Must be a member of the Arlington Fire Department, Ambulance Department, or a full-time or part-time employee of the City of Arlington

2. Must have completed some National Incident Management System (NIMS) training with a minimum course completion of IS-00700 or the ability to obtain within sixty (60) days
3. Must be able to Respond to Emergency within five (5) minutes
4. High School Diploma or General Education Degree (GED)
5. Valid Minnesota Class "D" driver's license

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to approve advertising for the Internal Job Opening (listed above).

Felicia Brockoff and Kim Quast were present to request permission to hold a car show/cruise (parade) on Saturday, May 12th. Brockoff explained the purpose of the show/cruise was to raise money for the Sibley County Relay for Life event. She handed out a map that showed a proposed parade route through town. Ruehling commented that he didn't think traffic control would be a big deal. Reetz agreed.

Motion by Pederson, seconded by Pichelmann, and passed by unanimous vote to approve the car show/cruise and parade route as presented above.

Adm. Jaunich presented the 2011 Revenue and Expense Reports for the Ambulance and Fire Services. He stated that the ambulance service expenses were below budget and the revenues were above budget. It was noted that the townships would be getting charged \$157.49 per section for 2012 ambulance coverage and \$434.52 for fire coverage.

The Council reviewed a letter from an engaged couple who were interested in renting the Community Center for their wedding reception on December 31st and were requesting permission to have a later closing time (1:30 am) as it was New Year's Eve. Adm. Jaunich explained that the Rental Policy has a closing time of midnight. He also expressed concern that City Policy (ordinance) only allows alcohol to be served until 1:00 am (at the bars). It was suggested to allow alcohol and a closing time up to 12:30 am for the event in question. Wills expressed concern about setting precedence. Mayor Kreft commented that if it is allowed, a fee would be charged along with it. Ruehling was not opposed to allowing the time request due to the fact it was New Year's Eve (a special time/holiday).

Motion by Pederson, seconded by Reetz, and carried (Wills opposed) to extend alcohol and closing time to 12:30 am (out by 1:30 am) for the wedding/event being held at the Community Center on December 31, 2012.

Mayor Kreft talked briefly about the high tunnel/greenhouse structure on the school property. He stated that the School was working out some details (to make it a permanent structure) with Building Official Haslip before they apply for their building permit.

Motion by Wills, seconded by Pederson, and passed by unanimous vote to adjourn the meeting at 7:18 pm.

City Administrator Matthew Jaunich

Mayor James R. Kreft