

**ARLINGTON CITY COUNCIL
MEETING AGENDA
JANUARY 21, 2014 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 6th Regular Meeting Minutes.
 - B) Approval of Bills.
 - C) Approval of 2013 Pay Equity Report

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council.
6. Announcements
 - A) Annual City Appreciation Meeting is Sunday, January 26 at 5:00 p.m.
 - B) Meeting with the Townships/G.I. on Fire/Ambulance Coverage is January 30 at 7:00 p.m.
 - C) 2014 Experienced Officials Leadership Conference, January 31-February 1 (Brooklyn Center).
 - D) City Offices will be closed on Monday, February 17th for the President's Day Holiday.
 - E) Council Meeting Rescheduled for Tuesday, February 18th @ 6:30 p.m. (Change Meeting?)
 - F) Council Interview Final Candidates for Police Chief Position, March 17 at 4:00 p.m.
7. Communications
 - A) December and Year-End Financial Reports

REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Introduce Marv Doeden, Interim Police Chief.

ORDINANCES & RESOLUTIONS

9. Ordinances
 - A) Second Reading: Ordinance 286 “An Ordinance Amending Ordinance 231 Which Establishes A Planning Agency for the City of Arlington.”
10. Resolutions
 - A) 12-2014 – A Resolution Approving Ordinance 286, Entitled “An Ordinance Amending Ordinance 231 Which Establishes a Planning Agency for the City of Arlington” and Providing for Summary Publication Thereof.
 - B) 13-2014 – A Resolution Approving County Improvement Project Of CSAH 17 and CSAH 34 within Municipal Corporate Limits.

UNFINISHED BUSINESS

11. Police Chief Position
 - A) Approve/Deny Job Description
 - B) Approve/Deny Advertising for External Job Opening

NEW BUSINESS

12. Authorize Bolton-Menk Engineering to Study Watershed Board Drainage Assessment Proposal.
13. Review of Fire and Ambulance Coverage Rates
 - A) 2013 Revenue and Expense Report
 - B) Proposed Townships Coverage Rates for 2015
14. Repair of 2001 Chevy Silverado.

MISCELLANEOUS BUSINESS

15. Council Committee Updates
16. Open Discussion

ADJOURNMENT

Reminders:

- 1) Parks – January 27th @ 7 pm
- 2) EDA – January 28th @ 7 pm
- 3) Twp/Fire/Amb/GI – January 30th @ 7 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
JANUARY 21, 2014**

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

Members present: Jaszewski (arrived late), Mayor Kreft, Nuesse, Reetz, Ruehling, Wills

Members absent: None

Also present: City Administrator Donabauer, City Attorney Arneson, Interim Police Chief Marvin Doeden, Kurt Menk

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

Add item 7a): December and Year-End Financial Reports.

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

- A) Approval of the January 6th Regular Meeting Minutes
- B) Approval of Bills
- C) Approval of 2013 Pay Equity Report.

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:

- A) Annual City Appreciation Meeting is Sunday, January 26
- B) Meeting with the Township/G.I. on Fire/Ambulance Coverage is January 30 at 7:00 p.m.
- C) 2014 Experienced Officials Leadership Conference, January 31-February 1 (Brooklyn Center)
- D) City Offices will be closed on Monday, February 17th for the President's Day Holiday
- E) Council Meeting Rescheduled for Tuesday, February 18th @ 6:30 p.m. (Change Meeting?).

The Council reviewed the following communications:

- A) December and Year-End Financial Reports.

Mayor Kreft introduced Interim Police Chief Marv Doeden. Doeden thanked the City of Arlington for the opportunity to be the interim chief. He stated that his goal is to make the transition from former chief to the new chief go smoothly; and to keep the police organization operating as smoothly and safely as possible. He gave a brief history on his years of service.

The second reading of Ordinance 286-An Ordinance Amending Ordinance 231 Which Establishes a Planning Agency for the City of Arlington, was held. No changes had been made after the first reading.

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to Ordinance 286-An Ordinance Amending Ordinance 231 Which Establishes a Planning Agency for the City of Arlington, as follows:

ORDINANCE 286

**AN ORDINANCE AMENDING ORDINANCE 231 WHICH ESTABLISHES
A PLANNING AGENCY FOR THE CITY OF ARLINGTON**

I. THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC

SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION II OF ORDINANCE 231 SHALL BE AMENDED AS FOLLOWS:

II. COMPOSITION OF PLANNING COMMISSION. The Commission shall consist of seven members appointed by the Mayor, upon the advice of the City Council. The members shall be appointed in such sequence and for such terms so that each year hereafter two or three members' terms shall expire. The purpose of this is to set up a rotation so that two members shall come up for appointment for two consecutive years and three members shall come up for appointment every third year. Planning Commission members shall be appointed for terms of three years. A Planning Commission vacancy shall be filled by appointment by the Mayor, the appointment shall be effective for the duration of the unexpired portion of the term. Each member shall take an oath of office to faithfully discharge the duties of the office. Commissioners shall serve without compensation. The Zoning Administrator shall serve as ex officio member, without voting authority. Commissioners shall be residents of the City of Arlington, except that one (1) Commissioner may reside in an existing approved Arlington City/Township Orderly Annexation Area.

II. **EFFECTIVE DATE.** This Ordinance is effective upon its adoption and publication as prescribed by law.

Adopted by the City of Arlington on the 21st day of January, 2014.

For City of Arlington:

/s/ James R. Kreft
By James R. Kreft
It's Mayor

/s/ Liza M. Donabauer
By Liza M. Donabauer
It's City Administrator

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

RESOLUTION 12-2014

A RESOLUTION APPROVING ORDINANCE 286, ENTITLED "AN ORDINANCE AMENDING ORDINANCE 231 WHICH ESTABLISHES A PLANNING AGENCY FOR THE CITY OF ARLINGTON" AND PROVIDING FOR SUMMARY PUBLICATION THEREOF

WHEREAS, the City of Arlington several years ago created the Planning Commission to be the City's Planning Agency under Mn. Stat. §462.354; and,

WHEREAS, the City of Arlington routinely reviews ordinance's previously enacted to ensure such ordinances are up to date; and,

WHEREAS, the City finds Ordinance 231 which establishes the Planning Agency for the City of Arlington is in need of updating regarding residency requirements for Commissioners; and,

WHEREAS, the City reviewed a text change to Ordinance 231 to allow a maximum of one (1) representative to the Planning Commission to reside outside the City limits in an approved orderly annexation area; and,

WHEREAS, the City Council approved the first reading of Ordinance 286 entitled "An Ordinance Amending Ordinance 231 Which Establishes a Planning Agency for the City of Arlington" at its regular meeting on January 6, 2014; and,

WHEREAS, the City Council approved second reading and the adoption of Ordinance 286 at its regular meeting on January 21, 2014; and,

WHEREAS, the proposed ordinance is itemized in Exhibit A which is attached to this resolution; and,

WHEREAS, the City Council of the City of Arlington has determined the publication of the title and a summary of Ordinance 286 would clearly inform the public of the intent and effect of the Ordinance 286; 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 Council of the City of Arlington hereby approves Ordinance 286 as presented in Exhibit A which is attached to this resolution; and,

BE IT FURTHER RESOLVED that the City Administrator shall cause a summary of Ordinance No. 286 to be published in the City's official newspaper at the earliest practicable date; and,

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

“On January 21, 2014 the City Council of the City of Arlington approved Ordinance 286, entitled, ‘An Ordinance Amending Ordinance 231 Which Establishes a Planning Agency for the City of Arlington’. 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 Ordinance allows a maximum of one (1) representative to the Planning Commission to reside outside the City limits in an approved orderly annexation area”.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Nuesse and upon poll being taken thereon the following voted in favor thereof: Jaszewski, Nuesse, 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 21st day of January, 2014.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Liza M. Donabauer, City Administrator

Whereupon the 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 13-2014

A RESOLUTION APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS

WHEREAS, plans for Project No. SAP 072-617-027 & SAP 072-634-004 showing proposed alignment, profiles grades, cross-sections, and parking stall variance detail for the construction, reconstruction or improvement of County State-Aid Highway No. 17 & County State-Aid Highway No. 34 within the limits of the City as a State Aid Project have been prepared and presented to the City; and

WHEREAS, CSAH 34 does not have a sufficient width to paint a standard parking stall as shown on the attached detail sheet; and

WHEREAS, the City desires to maintain the March 16, 1981 parking stall variance configuration and parking restrictions as shown on the attached plan sheet 4.

NOW, THEREFORE, BE IT RESOLVED: That said plans and the December 1, 1980 parking stall detail variance be in all things approved.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Nuesse and upon poll being taken thereon the following voted in favor thereof: Jaszewski, Nuesse, 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 21st day of January, 2014.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Liza M. Donabauer, City Administrator

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

The revised job description for the police chief position was reviewed. Adm. Donabauer noted that various additions/changes had been made after the Police Committee had done some research and comparisons for the position. She commented that the position is currently a non-exempt pay status and questioned if it should be changed to an exempt one. The Police Committee had also reviewed the salary range and found the current scale was not competitive; and therefore was recommending an increase.

Motion by Nuesse, seconded by Wills, and passed by unanimous vote to approve the job description for the police chief position as an exempt pay status (as presented above).

Adm. Donabauer explained the job opening for the police chief position will be listed on the POST Board, League of Cities Website and City Website.

Motion by Wills, seconded by Jaszewski, and passed by unanimous vote to approve the advertising for the external job opening.

Adm. Donabauer reviewed the hiring process for the police chief position. She commented that the Police Committee intends to interview five (5) candidates and narrow that number down to two (2), at which time the Council will make the final decision (tentatively at their March 17th meeting). The Committee is hopeful to have the new hire on staff by the end of April or beginning of May. Nuesse questioned if there would be a probationary period and if the position was considered a contracted position or not. It was noted that there would be a probationary period. Attorney Arneson stated that the position hasn't been a contracted one in the past. He added that a contract would not be inappropriate, as it would support the concept that it is a 'supervisory' position and would be a unique way to help describe pay/benefits. Reetz suggested that the Police Committee and new hire meet regularly during the probationary period.

Mayor Kreft commented that the City had been notified that the High Island Creek Watershed was going to be holding a public hearing for a proposal for drainage assessment. Attorney Arneson explained that there was a County tile that runs along the southern edge of the city and is in need of repair or cleanout. He commented that there was a state regulation passed a while back that indicates that if county tile needs repair or cleanout that it be handled through the jurisdiction of the watershed district. The purpose of the hearing is to review the benefits of the drainage system to adjoining properties and determine acreage to be assessed for each property. There is some dispute as to how much city property is truly benefiting from the drainage system. Attorney Arneson gave a brief summary of development in the area in question and added that there are some definite engineering issues that need to be worked out. He recommended that the City Engineer should get involved and go to the public hearing on the City's behalf.

Motion by Ruehling, seconded by Nuesse, and passed by unanimous vote to authorize Bolton-Menk to study the Watershed board Drainage Assessment Proposal.

Adm. Donabauer presented proposed coverage rates (for the townships/City of Green Isle) for 2015 for both the Fire and Ambulance Departments. She reviewed 2013 revenue and expenses for both services. It was noted that the formulation used to determine yearly coverage rates was being changed in order to have a much steadier amount due by the townships year-to-year versus the one currently in place where it jumps around (spikes up/down).

Proposed New Formula for Fire:

Average of 2012 & 2013 Actual Expenses & 2014 Budgeted Expenses – City Revenues and State Aid x
Average % of calls, average % of households in coverage area and the % of market value of buildings in the
coverage area / sections served

Proposed New Formula for Ambulance:

Average of 2012 & 2013 Actual Expenses & 2014 Budgeted Expenses – City Revenues x Average % of calls
and average % of households in coverage area / sections served.

Discussion was held on the need to repair the 2001 Chevy Silverado pickup truck. Adm. Donabauer stated that an employee had an accident with the truck; he backed up into a building and damaged the rear

passenger quarter panel. An estimate to repair the truck was reviewed. It was noted that the Streets Supervisor was not recommending repair of the tailgate at this time, but was requesting to have the windshield fixed (not related to accident). Estimates were \$350.51 for windshield replacement and \$2,052.57 for truck repair.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to repair the 2001 Chevy Silverado pickup truck in the amount of \$2,052.57 and \$350.51 excluding any work to the tailgate.

Wills gave an update on the Fire Department Officer's meeting. The two new firefighters have started their classes. It was stated at the meeting that if Fire is dispatched to secure the helipad the hospital will be billed \$150 per time.

Jaszewski commented that the new Ridgeview/Sibley Medical Center Board met for the first time. The meetings will be centered more on strategizing and less on day-to-day activities.

Jaszewski commented on the amount of paper that he receives in each council packet. He would like to see the City look into some electronic device such as an iPad to save on the paper. Mayor Kreft commented that laptop computers had been looked into a couple of years ago. It was suggested to research the iPad option and also see what other cities are doing.

Motion by Wills, seconded by Nuesse, and passed by unanimous vote to adjourn the meeting at 7:36 pm.

City Administrator Liza M. Donabauer

Mayor James R. Kreft