

**ARLINGTON CITY COUNCIL
MEETING AGENDA
JANUARY 3, 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 December 19th Regular Meeting Minutes
 - B) Approval of Bills
 - C) Approval of Web Site Design and Maintenance Proposal from Denny Schultz

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council
6. Announcements
 - A) City's Annual Meeting on Friday, January 13th @ 6:00 p.m.
 - B) City Offices will be closed on Monday, January 16th for the Martin Luther King Jr. Holiday
 - C) Next Council Meeting will be Tuesday, January 17th @ 6:30 p.m. (Change Meeting?)
 - D) SEDCO/Fiber to the Home Meeting on Thursday, January 19th @ 6:00 p.m. (Community Center)
 - E) Meeting with Townships/G.I. on Fire/Ambulance Coverage is January 26th @ 7:00 p.m.
7. Communications
 - A) November Water/Wastewater Report
 - B) December and 2011 Year End Building Permit Report
 - C) December Police Calls Report

REPORTS OF OFFICERS, BOARDS & COMMITTEES

ORDINANCES & RESOLUTIONS

8. Ordinances
 - A) 268 (2nd Reading) on Highway 5 Truck Parking

B) 269 (1st Reading) ó Eliminating Police Committee

9. Resolutions

- A) 1-2012 ó Appointing City Administrator
- B) 2-2012 ó Mayor Appointments
- C) 3-2012 ó Designating City Depository
- D) 4-2012 ó Designating City Newspaper
- E) 5-2012 ó 2012 Calendar of Public Meetings
- F) 6-2012 ó Approving Fund Transfers
- G) 7-2012 ó TIF Decertification
- H) 8-2012 ó Summary Publication of Ordinance 268
- I) 9-2012 ó Approving Changes to the City's Overtime Policy

UNFINISHED BUSINESS

NEW BUSINESS

10. Part-Time Job Openings

- A) Approve/Deny Job Description for Part-Time Community Center Attendant Position
- B) Approve/Deny Advertising for Job Opening on Attendant Position
- C) Approve/Deny Advertising for Job Openings for Part-Time Police Positions

11. Approve/Deny 2012 Municipal Maintenance Agreements with Sibley County for CSAH 17-1, 17-2, 34, and 9 and CR 117 and 166

12. Approve/Deny Bid for SW Drainage Improvement Project

13. Approve/Deny City Administrator Contract

14. Approve/Deny Request to Post a Handicap Parking Sign in Front of the Home at 107 West Alden St.

15. Emergency Manager Position

- A) Discussion on Filling Vacancy
- B) Approve/Deny Hiring Bruce Rovinsky as Emergency Manager for the Months of January & February

16. 2012 Mayoral Goals

MISCELLANEOUS BUSINESS

17. Council Committee Updates

18. Open Discussion

ADJOURNMENT

Reminders:

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

**ARLINGTON CITY COUNCIL
MEETING MINUTES
JANUARY 3, 2012**

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

Members present: Mayor Jim Kreft, Jim Pederson, Bob Pichelmann, Curt Reetz, Jason Ruehling, Galen Wills

Members absent: None

Also present: City Administrator Matt Jaunich, City Attorney Ross Arneson, Kurt Menk

Motion by Wills, seconded by Pichelmann, and passed by unanimous vote to approve the agenda as presented.

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

- A) Approval of the December 19th Regular Meeting Minutes
- B) Approval of the Bills
- C) Approval of Web Site Design and Maintenance Proposal from Denny Schultz.

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) City's Annual Meeting on Friday, January 13th @ 6:00 pm
- 2) City Offices will be closed on Monday, January 16th for the Martin Luther King Jr. Holiday
- 3) Next Council Meeting will be Tuesday, January 17th @ 6:30 p.m. (Change Meeting?)
- 4) SEDCO/Fiber to the Home Meeting on Thursday, January 19th @ 6:00 p.m. (Community Center)
- 5) Meeting with Townships/G.I. on Fire/Ambulance Coverage is January 26th @ 7:00 p.m.

The Council reviewed the following communications:

- 1) November Water/Wastewater Report
- 2) December and 2011 Year End Building Permit Report
- 3) December Police Calls Report.

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

The second reading of Ordinance 268 on An Ordinance Regulating Truck Parking on Highway 5 Within the City of Arlington, Minnesota, was held. Adm. Jaunich commented that no changes had been made since first reading.

Motion by Wills, seconded by Pederson, and passed by unanimous vote to approve Ordinance 268 on An Ordinance Regulating Truck Parking on Highway 5 Within the City of Arlington, Minnesota, as follows:

ORDINANCE 268

AN ORDINANCE REGULATING TRUCK PARKING ON HIGHWAY 5 WITHIN THE CITY OF ARLINGTON, MINNESOTA

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

SECTION 1. NO PARKING

The City Council of the City of Arlington, Minnesota to promote the public safety, health and welfare, hereby ordain that all truck parking along Highway 5 within city limits shall be limited to no parking for over one (1) hour. Such no parking limits shall be designated by signage.

SECTION 2. DEFINITION

For purposes of this Ordinance, a *Truck* shall be defined as a motor vehicle that has a gross vehicle weight of more than 26,000 pounds, or has a towed unit with gross vehicle weight of more than 10,000 pounds and the combination of vehicles has a combined gross vehicle weight of more than 26,000 pounds as contained in M.S. § 169.11, Subd. 16, as it may be amended from time to time.

SECTION 3. EXCEPTIONS

A truck may be parked temporarily along Highway 5 in excess of one (1) hour during any business day for the purpose of loading or unloading where access to the premises is not otherwise available.

SECTION 4. ENFORCEMENT/PENALTY

Enforcement of this ordinance shall be conducted by the Arlington Police Department. Any violation of this Ordinance shall be considered a misdemeanor punishable by the misdemeanor fines and penalties set forth in Minnesota Statute Section 609.02, Subdivision 3, as it may be amended from time to time.

SECTION 5. 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

The first reading of Ordinance 269 ó An Ordinance Repealing Ordinance 233, Eliminating the Police Committee, was held. Adm. Jaunich stated that due to liability reasons and to be consistent with other departments, there has been some discussion about changing the Police Committee from a -Publicø Committee to a Council Committee. It was noted that the Employee Relations Committee would handle complaints related to personnel issues.

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

**RESOLUTION 1-2012
A 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 on January 3, 2012.

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 3rd 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 2-2012
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> | Councilmember Galen Wills |
| <i>City Attorney:</i> | Attorney Ross Arneson |
| <i>Health Officer:</i> | Dean Bergersen, M.D. |
| <i>Emergency Management Director:</i> | Chief of Police: Bruce Rovinsky |

DELEGATES TO EXTRA-MUNICIPAL AGENCIES:

| | |
|--|---|
| <i>Minnesota Municipal Utility Association (MMUA) Delegates:</i> | Councilmember Jason Ruehling City Administrator Matt Jaunich |
|--|---|

Minnesota Municipal Power Association
(MMPA) Delegates:

Cable Commission Delegates:

A-GI Wastewater Board Delegates:

Prairie Line Trail Committee Delegate:
Renville/Sibley Fiber to the Home Board Delegate:
Sibley County Library Board Representative:
Minnesota Valley Regional Rail Coalition
(MVRRC) Delegate:
Sibley County Economic Development
Corporation (SEDCO):

City Administrator Matt Jaunich
City Clerk Lisa Tesch
Councilmember Galen Wills
Bruce Hanneman
Councilmember Curt Reetz
Councilmember Bob Pichelmann
People Service Representative
Councilmember Jim Pederson
Councilmember Curt Reetz
VACANT
City Administrator Matt Jaunich
Dick Thomes

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

Employee Relations Committee:

Finance Committee:

Public Buildings Committee:

Streets Committee:

Utilities Committee:

Police Committee:

Councilmember Curt Reetz
Councilmember Bob Pichelmann
Councilmember Jason Ruehling
Councilmember Jim Pederson
Councilmember Bob Pichelmann
Councilmember Galen Wills
Councilmember Jason Ruehling
Councilmember Galen Wills
Councilmember Curt Reetz
Councilmember Jim Pederson
Councilmember Galen Wills
Councilmember Jason Ruehling

MISC. COMMITTEES:

Firefighter Relief Committee:
(per by-laws)

Ambulance Department Committee:

Fire Department Committee:

Mayor: James Krefl
City Administrator: Matt Jaunich
Fire Chief: John Zaske

Rep. to SMC: Councilmember Bob Pichelmann
Councilmember: Councilmember Jim Pederson
City Administrator: Matt Jaunich
Ambulance Director: Kevin Sullivan
Volunteer Ambulance Director: Bob Lueth
SMC Administrator: Todd Sandberg

Councilmember Galen Wills
Councilmember Bob Pichelmann
Fire Department Officer Corp.

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

Cemetery Committee: (Term Length: Two year)

Staff Representatives:

Councilmember Appointees:

Citizen Appointees:

City Administrator Matt Jaunich
Superintendent Dan Thomes
Councilmember Jason Ruehling
Gerald Ebersviller (2012)
VACANT (2012)
VACANT (2012)
VACANT (2013)
VACANT (2013)
VACANT (2013)

Economic Development Authority: (Term Length: Six years)

Staff Representative:

Councilmember Appointees:

EDA Director Cynthia Smith-Strack
Councilmember Jason Ruehling

Citizen Appointees: Councilmember Bob Pichelmann
David Krueger (2012)
Larry Sorenson (2013)
Mark Lundstrom (2014)
Dick Thomes (2015)
Jennifer Nuesse (2016)

Library Committee: (Term Length: Two years)

Staff Representative: Library Director Kathy Homme
Councilmember Appointee: Councilmember Galen Wills
Citizen Appointees: Sue Morrisette (2012)
Dee Czech (2012)
Jean Olson (2012)
Pauline Wiemann (2013)
Ellen Boreen (2013)
Annmarie Trocke (2013)
Ex-officio Member: Sibley County Library Board Representative

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

Staff Representative: Superintendent Dan Thomes
Councilmember Appointee: Councilmember Jim Pederson
Citizen Appointees: Al Ihrke (2012)
Michelle Battcher (2012)
Robert Thomes (2012)
Gary Hultgren (2013)
VACANT (2013)
VACANT (2013)

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 (2012)
Tim Haggemiller (2012)
Dwight Grabitske (2013)
Lowell Nagel (2013)
Arden Kreft (2014)
Darin Mielke (2014)

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

Staff Representatives: SMC Administrator Todd Sandberg
Councilmember Appointees: Councilmember Bob Pichelmann
Citizen Appointees: Kevin Lindstrand (2012)
Lisa Pfarr (2013)
Dennis Schultz (2014)
Dave Welch (2016)
Ex-officio Member: Chief of Staff Ehtaisham Mohammed, M.D.

TASK FORCES AND COMMISSIONS:

Arlington Historical Society:

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

FURTHERMORE BE IT RESOLVED that the Mayor is Ex-Officio for all Boards, Committees and Commissions.

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 3rd 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 3-2012
A RESOLUTION DESIGNATING THE OFFICIAL CITY DEPOSITORY

BE IT RESOLVED that the Arlington State Bank of Arlington, Minnesota be hereby designated as the official City of Arlington depository for the year 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 3rd day of January, 2012.

CITY OF ARLINGTON, MINNESOTA
/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

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

RESOLUTION 4-2012
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 2012.

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 3rd 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 5-2012
A RESOLUTION APPROVING THE 2012 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 2012.

CITY OF ARLINGTON
2012 PUBLIC MEETINGS
(MEETING DATES ARE SUBJECT TO CHANGE)

Holidays - City Offices Closed:

| | |
|--------------------------------------|---|
| January 1 - New Year's Day | January 16 - Martin Luther King Jr. Day |
| February 20 - President's Day | May 28 - Memorial Day |
| July 4 - Independence Day | September 3 - Labor Day |
| November 11 - Veteran's Day | November 22 - Thanksgiving Day |
| November 23 - Day after Thanksgiving | December 25 - Christmas Day |

Council (Holiday 2nd)

January 3 @ 6:30 pm

| | |
|---|--|
| Planning & Zoning Council (<i>Holiday 16th</i>) Library Parks EDA Township/Fire/Ambulance Hospital | January 5 @ 7:00 pm January 17 @ 6:30 pm January 18 @ 6:30 pm January 23 @ 7:00 pm January 24 @ 6:00 pm January 26 @ 7:00 pm (10 Day Notice) January 30 @ 5:00 pm |
| Planning & Zoning Council Council (<i>Holiday 20th</i>) Hospital Parks EDA | February 2 @ 7:00 pm February 6 @ 6:30 pm February 21 @ 6:30 pm February 27 @ 5:00 pm February 27 @ 7:00 pm February 28 @ 6:00 pm |
| Planning & Zoning Council Council Hospital Parks EDA | March 1 @ 7:00 pm March 5 @ 6:30 pm March 19 @ 6:30 pm March 26 @ 5:00 pm March 26 @ 7:00 pm March 27 @ 6:00 pm |
| Council Planning & Zoning A-GI Wastewater (Arlington) Council Library Parks EDA Hospital | April 2 @ 6:30 pm April 5 @ 7:00 pm April 12 @ 7:00 pm (10 Day Notice) April 16 @ 6:30 pm April 18 @ 6:30 pm April 23 @ 7:00 pm April 24 @ 6:00 pm April 30 @ 5:00 pm |
| Planning & Zoning Council Council Hospital (<i>Holiday 28th</i>) EDA Parks | May 3 @ 7:00 pm May 7 @ 6:30 pm May 21 @ 6:30 pm May 21 @ 5:00 pm May 22 @ 6:00 pm May 29 @ 7:00 pm |
| Council Planning & Zoning Council Hospital Parks EDA | June 4 @ 6:30 pm June 7 @ 7:00 pm June 18 @ 6:30 pm June 25 @ 5:00 pm June 25 @ 7:00 pm June 26 @ 6:00 pm |
| Council Planning & Zoning Council Parks EDA Hospital | July 2 @ 6:30 pm July 5 @ 7:00 pm July 16 @ 6:30 pm July 23 @ 7:00 pm July 24 @ 6:00 pm July 30 @ 5:00 pm |
| Planning & Zoning Council Council Hospital Parks EDA | August 2 @ 7:00 pm August 6 @ 6:30 pm August 20 @ 6:30 pm August 27 @ 5:00 pm August 27 @ 7:00 pm August 28 @ 6:00 pm |
| Council (<i>Holiday 3rd</i>) Planning & Zoning A-GI Wastewater (Green Isle) Council Library Township/Fire/Ambulance Hospital | September 4 @ 6:30 pm September 6 @ 7:00 pm September 13 @ 7:00 pm (10 Day Notice) September 17 @ 6:30 pm September 19 @ 6:30 pm September 20 @ 7:00 pm (10 Day Notice) September 24 @ 5:00 pm |

| | |
|-------------------|------------------------|
| Parks | September 24 @ 7:00 pm |
| EDA | September 25 @ 6:00 pm |
| Council | October 1 @ 6:30 pm |
| Planning & Zoning | October 4 @ 7:00 pm |
| Council | October 15 @ 6:30 pm |
| Parks | October 22 @ 7:00 pm |
| EDA | October 23 @ 6:00 pm |
| Hospital | October 29 @ 5:00 pm |
| Planning & Zoning | November 1 @ 7:00 pm |
| Council | November 5 @ 6:30 pm |
| Council | November 19 @ 6:30 pm |
| Library | November 21 @ 6:30 pm |
| Hospital | November 26 @ 5:00 pm |
| Parks | November 26 @ 7:00 pm |
| EDA | November 27 @ 6:00 pm |
| Planning & Zoning | December 3 @ 6:30 pm |
| Council | December 6 @ 7:00 pm |
| Council | December 17 @ 6:30 pm |
| Parks | December 24 @ 7:00 pm |
| EDA | December 25 @ 6:00 pm |
| Hospital | December 31 @ 5:00 pm |

MEETING SCHEDULE:

| | |
|-------------------------|---|
| City Council | 1 st & 3 rd Monday Evenings @ 6:30 pm |
| Planning & Zoning | 1 st Thursday Evening @ 7:00 pm |
| A-GI Wastewater | 2 nd Thursday Evening April/September (10 Day Notice) @ 7:00 pm (April-Arl, September-GI - alternate locations) (GI Council Meets 2 nd & 4 th Tuesdays) |
| EDA | 4 th Wednesday Evening (Monthly) @ 6:00 pm |
| Library | 3 rd Wednesday Evening (Quarterly) @ 6:30 pm (Library) |
| Park Board | 4 th Monday Evening (Monthly) @ 7:00 pm |
| Township/Fire/Ambulance | 3 rd Thursday Evening . January/September (10 Day Notice) @ 7:00 pm |
| Hospital Board | Last Monday Afternoon @ 5:00 pm (SMC Conference Room) |
| Cable Commission | 4 th Wednesday Evening (Monthly) |
| Fire Relief | Last Wednesday Evening (Monthly) (Fire Hall) |

**All meetings are at Community Center-Council Chambers unless otherwise noted.*

***All meeting dates are subject to change, plus additional (special) meetings could be scheduled.*

Annual Schedule for Committees to Report to City Council (attended by a minimum of 2 representatives from each):

| | |
|-----------|--|
| February: | Fire Dept.-1 st Meeting, Historical Society-2 nd Meeting |
| March: | Ambulance-1 st Meeting, Hospital (SMC)-2 nd Meeting |
| April: | Electrical Engineer-1 st Meeting, PeopleService-2 nd Meeting |
| May: | Library-1 st Meeting, Planning & Zoning-2 nd Meeting |
| June: | EDA-1 st Meeting, Parks/Trails-2 nd Meeting |
| August: | Fire Relief-1 st Meeting |

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: 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 3rd day of January, 2012.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

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

**RESOLUTION 6-2012
A RESOLUTION TRANSFERRING CITY FUNDS**

WHEREAS, sound financial planning by the City Council of the City of Arlington and City Staff is the purpose behind the transfer of funds; and

WHEREAS, the City Council deems it expedient under the circumstances to transfer the following funds:

- \$61,882 -- From the General Fund (101) to the 2008 GO Equipment Certificate Fund (320)
- \$21,743 -- From the A-GI Fund (603) to the 2008 GO Equipment Certificate Fund (320)
 - To Cover Debt Service Payments

- \$226,405 -- From the General Fund (101) to the Capital Equipment Fund (401)
- \$8,000 -- From the Community Center Fund (203) to the Capital Equipment Fund (401)
- \$3,000 -- From the EDA Fund (410) to the Capital Equipment Fund (401)
 - To Increase the Capital Improvement Fund Balance

NOW THEREFORE BE IT RESOLVED, that the aforementioned funds are hereby transferred to said funds of the City of Arlington.

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 3rd 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 7-2012
A RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT 2 OF THE CITY OF ARLINGTON

WHEREAS, on September 4, 1984 the City of Arlington (the "City") created its Tax Increment Financing District No. 2 (the "District") and modified the District on September 17, 2001; and

WHEREAS, as of the date hereof all bonds and obligations to which tax increment from the District have been pledged have been paid in full or defeased and all other costs of the Project have been paid; and

WHEREAS, the City desires by this resolution to cause the decertification of the District, effective December 31, 2011, after which all property taxes generated within the District will be distributed in the same manner as all other property taxes.

NOW THEREFORE, BE IT RESOLVED by the City Council that the City's staff shall take such action as is necessary to cause the County Auditor of Sibley County to decertify the District as a tax increment district and to no longer remit tax increment from the District to the City. The City shall remit any excess increment to Sibley County for redistribution.

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 3rd 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 8-2012
A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 268 ENTITLED "AN ORDINANCE REGULATING TRUCK PARKING ON HIGHWAY 5 WITHIN THE CITY OF ARLINGTON, MINNESOTA"

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 (268) to regulate truck parking on Highway 5 within the City of Arlington; and

WHEREAS, the City Council held a first reading of Ordinance 268 at its regular meeting on December 19, 2011; and

WHEREAS, the City Council approved the second reading and adoption of Ordinance 268 at its regular meeting on January 3, 2012; and

WHEREAS, the City Council of the City of Arlington has determined the publication of the title and a summary of Ordinance 268 entitled "An ordinance regulating truck parking on Highway 5 within the City of Arlington, Minnesota"; 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 268 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 3, 2012, the City Council of the City of Arlington approved Ordinance 268 entitled "An ordinance regulating truck parking on Highway 5 within the City of Arlington, Minnesota." 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 limit truck parking on Highway 5 to no more than one (1) hour, except for the purposes of loading or unloading where access to the premises is not otherwise available."

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 3rd 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 9-2012
A RESOLUTION APPROVING AMENDMENTS TO THE CITY OF ARLINGTON PERSONNEL
POLICY HANDBOOK

WHEREAS, the Arlington City Council feels it is its responsibility to establish policies and procedures to provide a uniform and equitable system of personnel administration for all employees of the City; and

WHEREAS, the City adopted a Personnel Policy on January 7, 2008 (Resolution 7-2008) and amendments on October 5, 2009 (Resolution 66-2009) and since the adoptions an amendment to the policy is needed to pages 11, 19 and 20; and

WHEREAS, amendments and additions or subtractions to the Handbook shall be authorized only by the City Council; and

WHEREAS, the City Council will enforce the policies laid out in the Handbook through the City Administrator; and

NOW, THEREFORE, BE IT RESOLVED, that the attached amendments to the Personal Policy shall be noted and included in the official handbook of the City and the City Administrator is hereby instructed to enforce the policy as presented upon the effective date of the policy.

BE IT FURTHER RESOLVED, that the city employees of Arlington are hereby responsible for reading and understanding the provisions of the attached amendments.

PROPOSED AMENDMENTS TO PERSONNEL POLICY HANDBOOKS

Workweek

For most employees a workweek is seven consecutive 24-hour periods. *For Police Department employees, a workweek is fourteen consecutive 24-hour periods.* For most employees the workweek will run from Saturday through the following Friday. *For Police Department employees the workweek will run from Saturday through the second Friday.* With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., ~~police department~~, fire department, park and recreation department).

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Non-Exempt (Overtime-eligible) Employees:

~~All~~ **Most** overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. *Police Department employees will be compensated at the rate of time and one-half for all hours worked over 86 in one workweek.* Vacation, sick leave and paid holidays do not count toward hours worked. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

For most employees the workweek begins at 12:00 a.m. (midnight) on Saturday and runs until the following Friday night at 11:59 p.m. *with a 40-hour workweek expected. For Police Department employees the workweek begins at 12:00 a.m. (midnight) on Saturday and runs until the second Friday night at 11:59 p.m. with an 80-hour workweek expected.* Department heads may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

Employees may not perform at time other than as scheduled by their department head, or in the case of a department head, by the City Administrator, except in emergency or on call situations to which the employees are expected to respond. The City Administrator must approve in advance the use of all overtime and compensatory time worked. An employee who works overtime or takes compensatory time in advance without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

Employees may be awarded compensation time in various circumstances. Compensation time will be awarded at the rate of time and one-half. The compensation time must be taken within the next pay period following the pay period in which the compensation was earned. However, if an employee has accumulated less than eight (8) hours of compensation time, the employee may carry over the compensation time until at least eight (8) hours has been earned, allowing the employee to take an entire day of earned compensation time off at a time.

If an employee cannot take off earned compensation time due to City needs within the time limit required, the employee shall be paid for said compensation time at the employee's normal hourly rate.

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: 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 3rd day of January, 2012.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

Discussion was held on the Community Center Attendant position being created. Adm. Jaunich stated that the police department (officers) would no longer be doing security for events being held at the Community Center. He stated that it was the intent to have an attendant on site now during events (on weekend nights). There would be a pool of 3-4 individuals who would take turns covering the Community Center throughout the year, with the shifts being approximately 4 hours in length. It was noted that Community Center Coordinator Strack was willing to help out with some of the shifts also. The Council reviewed a proposed job description. It was suggested to add removal of snow from entryways and need to be CPR Certified or can acquire upon hiring to the job description.

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to approve the Community Center Attendant Job Description as follows:

JOB DESCRIPTION

**Administration
City of Arlington**

Title of Class: Part-Time Community Center Attendant
Effective Date: January 3, 2012
Pay Status: Non-Exempt

DESCRIPTION OF WORK

General Statement of Duties: Responsible for monitoring a variety of activities at the Community Center including weddings, dances, and other rentals mainly on weekends and at night.

Supervision Received: Works closely with the Community Center Coordinator and is under the direct supervision of the City Administrator.

Supervision Exercised: None; may provide minimal oversight over those using the Community Center.

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. Responsible for monitoring large functions taking place at the Community Center, mainly at nights and on the weekends including holidays
2. Provides courteous service to all renters ó answers questions from the general public
3. Responsible for overall cleanliness and look of the Community Center during use.
4. Responsible for safety of the participants and maintaining a positive and healthy environment ó anticipates potential risks of injury and takes measures to remove them
5. Assist renters with Community Center equipment and building functions
6. Follow and enforce applicable safety rules and regulations and sanitation requirements related to the use of the Community Center including equipment
7. Monitor restrooms for cleanliness and check to make sure toilet paper/paper towels are filled
8. Performs routine maintenance as necessary during functions, i.e., sweeps and mops, empties trash cans; reports building maintenance requirements.
9. Lock and unlock Community Center when needed
10. Remove snow and ice from sidewalks and entryways when needed
11. Set-up and breakdown tables and chairs when necessary
12. Call local Police Department when problems arise with participants and renters of the Community Center
13. Accurately communicates information, including any problems that may arise, to assigned supervisors in a timely and useful manner

KNOWLEDGE, SKILLS AND ABILITIES

1. Skilled in greeting and assisting the general public in a professional manner.
2. Skilled in interacting with people of different social, economic and ethnic backgrounds
3. Knowledge of Community Center policies and practices as they relate to those renting the facility (after training).
4. Knowledge of facility equipment and building functions (after training)
5. Knowledge of cleaning supplies and use of cleaning equipment
6. Must be able to communicate effectively both orally and in writing to customers.
7. Must be able to work independently within established guidelines
8. Must be willing to call 911/Police when disturbances arise at the Community Center
9. Must be flexible with schedule and willing and able to work weekends.

PHYSICAL REQUIREMENTS

May be required to lift and/or carry supplies, materials, equipment and/or items weighing up to 50 pounds. Work is performed typically with extended periods of standing and inactivity; however, sitting, walking, bending, stopping, and reaching is required on an intermittent basis.

MINIMUM QUALIFICATIONS

Must possess and maintain a valid Minnesota Class 5 driver's license. Must have graduated from high school or have a GED equivalent. Certified in CPR/First Aid or ability to obtain in 60 days. Must be able to work mainly weekend nights.

Motion by Ruehling, seconded by Reetz, and passed by unanimous vote to advertise the Community Center Attendant Position.

Discussion was held on advertising for additional part-time police officers. Adm. Jaunich explained that with the new work schedule some of the part-time officers were unable to work as often due to other

employment conflicts. It was noted that additional officers were needed to help fill shifts. It was noted that they would like to keep the pool of officers to a limit of six.

Motion by Reetz, seconded by Pichelmann, and passed by unanimous vote to advertise for additional part-time police officers.

The Council reviewed 2012 Municipal Maintenance Agreements for CSAH 9, 17-1, 17-2 and 34; and CR 117 and 166 from Sibley County. Adm. Jaunich explained that the City has done work on these roads in the past and the County has reimbursed the City at the end of each year for the work done.

Motion by Pederson, seconded by Wills, and passed by unanimous vote to approve the 2012 Municipal Maintenance Agreements for CSAH 9, 17-1, 17-2, 34, CR 117 and 166 as presented. *(See attached)*.

Adm. Jaunich commented that two bids had been received regarding the SW Drainage Improvement Project. The low bid was from Selly Excavating in the amount of \$5,720 and the high bid was from Chard Tiling & Excavating in the amount of \$9,660. Adm. Jaunich requested permission to negotiate with the low bidder up to \$9,500 if necessary for some minor changes per MnDOT specs. He stated that the County had issued the wetlands permit and MnDOT had approved their portion of things. Adm. Jaunich commented that there was some (permitting) delay with the local Watershed District. Bolton & Menk was trying to work it out.

Motion by Ruehling, seconded by Wills, and passed by unanimous vote to approve the bid from Selly Excavating for the SW Drainage Improvement Project; and also to authorize Adm. Jaunich to negotiate up to \$9,500 for MnDOT changes needed to the bid.

Adm. Jaunich presented his new 2-year Contract. He noted the changes from the previous contract.

Motion by Pichelmann, seconded by Pederson, and passed by unanimous vote to approve the City Administrator Contract as presented. *(See attached)*.

Discussion was held on the request from the resident at 107 West Alden Street to have a handicap parking sign/space placed in front of their home. Adm. Jaunich stated that his research showed that most cities do not honor this type of request on public streets. He re-iterated that if allowed, the space would not be guaranteed to this one resident, as anyone with a handicap sticker would be able to park in that space. Adm. Jaunich commented that similar requests have come into the City in the past and have been denied. He noted that the resident requesting the sign/space did have a garage and space for a driveway in the rear of the property. Adm. Jaunich's recommendation was to deny the request.

Motion by Reetz, seconded by Wills, and carried (Pederson and Ruehling opposed) to approve one general handicap parking sign/space in front of 107 West Alden Street, with the understanding it is not specifically reserved for that property and can be taken down at any time per Council instruction.

Discussion was held on the Emergency Management Director Position. Adm. Jaunich stated that this position was given to the Fire Chief in the past; the new Chief does not want this position. He stated that per State statutes the City has to appoint someone to this position. It was the consensus of the Council that Adm. Jaunich should draft a Job Description for this position and post it internally within the Emergency Services.

Motion by Wills, seconded by Reetz, and passed by unanimous vote to appoint Police Chief Rovinsky as the Emergency Management Director for the months of January and February.

Mayor Kreft presented his goals for 2012, as follows:

- 1. Explore future uses for the downtown rail corridor.** (Assigned to Ruehling)

Over the past five years, the staple industrial businesses along our downtown railroad corridor have relocated, downsized, or their need for rail access is now obsolete. This year, our Economic Development Authority will explore alternative uses for, and examine possible incentive programs to redevelop these properties.

The EDA will work with current property owners to evaluate optional, possibly more efficient locations for their operations within city limits. The upgrade of the Minnesota Prairie Line Railroad to a 25 mph track and the construction of drop arm signals on Main and Adams Streets, now scheduled for this calendar year, will have a profound effect on the direction considered by our EDA.

2. Create an Urban Reserve Zoning District. (Assigned to Reetz)

Our Orderly Annexation Agreement created by our City Council, Arlington Township, and Sibley County in 1996 provides for the City to exercise zoning control within the Orderly Annexation Area--property that was identified by those entities to eventually be a part of city limits, and urban in nature.

We will engage the property owners within the Orderly Annexation Area, and Arlington Township representatives to develop the Urban Reserve Zoning District criteria and character.

3. Aggressively pursue an affiliation for Sibley Medical Center. (Assigned to Pichelmann)

A city goal for 2011 was to explore an affiliation for SMC with another medical center. After the arrival of Todd Sandberg as SMC Administrator, the Board of Directors undertook the development of a strategic plan. One of the clear initiatives reiterated in that plan is to affiliate with another medical center.

The decision is a weighty one; one that will require the Board of Directors to not only examine needs and identify areas of potential growth, but how and with whom those needs and areas can best be addressed. The Board of Directors with the City Council will examine the current organizational/ownership structure of SMC and determine if it fits the model for a potential affiliation.

4. Take the lead in creating a model for shared services. (Assigned to Pederson)

Over the past years it has become obvious to city leaders of Arlington and other Sibley County cities that we must cooperate more in efforts to maintain and enhance services and realize cost savings. Even though we as leaders have recognized this need, we have not yet created a model for doing so.

We have initiated preliminary discussions with leaders from Green Isle and Gaylord, and in the coming months we will begin to share ideas. Our City Council has directed our City Administrator to serve as a facilitator/organizer for these meetings and discussions. Exploration of opportunities for cooperation in areas of summer recreation programs, emergency services, and public works equipment are areas that show potential.

5. Determine long range plan for use and reuse of municipal buildings. (Assigned to Wills)

In 2011 our staff department heads and City Council evaluated the condition and uses of city offices, meeting spaces, and storage facilities, and found deficiencies in some of them. With those evaluations to guide us, and with the goal of increased efficiency and effectiveness of city services, we will create a multi-year plan for our buildings that may involve renovation and/or reuse of space as well as relocation of city staff and departments. During the creation of the plan, we will estimate and compare relocation costs, evaluate impact operation and maintenance expenses, and consider impacts of affected city services.

Reetz commented that the Joint Powers Board for the Fiber to the Home project will be discussing at their next meeting that the cities of Stewart, Brownton, Buffalo Lake and Lafayette have expressed interest in joining the project.

Pederson commented that the County Trail Board was informed that they did not get awarded the Legacy Grants that they had applied for.

Pederson talked briefly about the County meetings that he has been attending regarding the new radio system.

Motion by Reetz, seconded by Pichelmann, and passed by unanimous vote to adjourn the meeting at 7:56 pm.