

**ARLINGTON CITY COUNCIL
MEETING AGENDA
SEPTEMBER 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 September 4th Regular Meeting Minutes
 - B) Approval of Bills
 - C) Accepting the Resignation of Darin Mielke from the Planning and Zoning Committee
 - D) Accepting the Resignation of Neal Wisch from the Ambulance.

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Citizens Addressing the Council
6. Announcements
 - A) LMC Regional Meetings ó Various Locations in September and October
7. Communications
 - A) August Financial Reports
 - B) September Wastewater Facility Improvement Project Updates
 - C) Follow-up on Right-of-Ways
 - D) MMPA 2nd Quarter 2012 Financial Statement
 - E) Fire Relief Association Investment Report Card
 - F) Sanitary Survey Report for Arlington Public Water Supply
 - G) City Administrator Project List

REPORTS OF OFFICERS, BOARDS & COMMITTEES

ORDINANCES & RESOLUTIONS

8. Ordinances

- A) Ordinance 275 (1st Reading) ó Handicap Access Ramps
- B) Ordinance 276 (1st Reading) ó Accessory Structures in I-2 District

9. Resolutions

- A) 65-2012 ó Approval of Fire Department SOGø
- B) 66-2012 ó Approving Amendments to the Policy for Electronic Communications between Council Members
- C) 67-2012 ó Approving Amendments to the Cityø Personnel Policy Handbook

UNFINISHED BUSINESS

- 10. Approve/Deny Entering into a Water Tower Site Agreement with Broadband Corp.

NEW BUSINESS

- 11. Approve/Deny Closing of Alley North of Main Street between 2nd and 3rd Avenue along with Main Street from 5th Avenue to 1st Avenue for a Chamber of Commerce Event on Halloween
- 12. Approve/Deny Revoking of the Liquor License for Spare Time Bowling
- 13.
- 14.

MISCELLANEOUS BUSINESS

- 15. Set Budget Workshop Meeting
- 16. Council Committee Updates
- 17. Open Discussion

ADJOURNMENT

Reminders:

- A) Library Board ó September 19th @ 6:30 pm (Library)
- B) Township-GI/Fire/Ambulance ó September 20th @ 7 pm (Fire Hall)
- C) SMC Board ó September 24th @ 5 pm (SMC)
- D) Parks ó September 24th @ 7 pm
- E) EDA ó September 25th @ 6 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
SEPTEMBER 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, Ben & Mary Jaszewski, Kurt Menk

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

Add item 4D) Accepting the Resignation of Neal Wisch from the Ambulance.

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

- A) Approval of the September 4th Regular Meeting Minutes
- B) Approval of Bills
- C) Accepting the Resignation of Darin Mielke from the Planning and Zoning Committee
- D) Accepting the Resignation of Neal Wisch from the Ambulance.

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) LMC Regional Meetings ó Various Locations in September and October
- 2) Minnesota Prairie Line.

The Council reviewed the following communications:

- 1) August Financial Reports
- 2) September Wastewater Facility Improvement Project Update
- 3) Follow-up on Right-of-Ways
- 4) MMPA 2nd Quarter 2012 Financial Statement
- 5) Fire Relief Association Investment Report Card
- 6) Sanitary Survey Report for Arlington Public Water Supply
- 7) City Administrator Project List.

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

The first reading of Ordinance 275-An Ordinance Amending Section 5 of Ordinance 169, the Arlington Zoning Ordinance by Amending Subdivision 4, (E) (3) Relating to Handicap Access Ramps, was held. A memo from PZ Adm. Smith-Strack was reviewed. It was noted that the Planning Committee was recommending approval of same.

The first reading of Ordinance 276-An Ordinance Amending Section 13 (General Standards), Subdivision 6 of Ordinance 169, the Arlington Zoning Ordinance, Relating to Accessory Structures within the City, was held. A memo from PZ Adm. Smith-Strack was reviewed. It was noted that the Planning Committee was recommending approval of same.

The Council reviewed the Fire Department's Standard Operating Guidelines (SOG's) that they had put together. Brief discussion was held on Data Privacy Act and how it pertains to the Fire Department and its calls and/or investigations.

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

RESOLUTION 65-2012
A RESOLUTION APPROVING THE ARLINGTON FIRE DEPARTMENT'S STANDARD OPERATING GUIDELINES (SOG'S)

WHEREAS, the Arlington City Council feels it is its responsibility to review and approve department operating guidelines and the like to provide a uniform and equitable system within each department from time to time and as each department seems fit; and

WHEREAS, the Arlington Fire Department; and

WHEREAS, the City Council will enforce the policies laid out in the SOG's through the Fire Chief; 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.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Ruehling 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 September, 2012.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

Adm. Jaunich presented amendments to the Policy for Electronic Communications between Councilmembers. He stated that most of the changes had to do with social media.

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

RESOLUTION 66-2012
A RESOLUTION APPROVING THE POLICY FOR ELECTRONIC COMMUNICATIONS BETWEEN COUNCIL MEMBERS

WHEREAS, the Arlington City Council from time to time needs to establish policies for governing itself; and

WHEREAS, the Policy for Electronic Communication between Council Members was originally adopted in February of 2009 but is in need of updating.

NOW, THEREFORE, BE IT RESOLVED, that the attached Policy for Electronic Communications between Council Members is hereby amended and approved as presented.

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 September, 2012.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

Adm. Jaunich explained that the policy was being updated to include the Fire Department SOGs and the changes made to the Electronic Communications Policy. He commented that some items regarding computer usage had also been updated, including the use of social media.

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

RESOLUTION 67-2012
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 January 3, 2012 (Resolution 9-2012), and since the adoptions an amendment to the policy is needed to sections 1.5 and 23 along with the addition of Section 26; 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.

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 September, 2012.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

Adm. Jaunich stated that Broadband Corp. had reviewed the Water Tower Site Lease Agreement that the City had drafted and sent to them. It was noted that they were ok with the agreement, but had 2-3 minor concerns. The Council discussed the concerns.

Motion by Pederson, seconded by Wills, and passed by unanimous vote to approve entering into a Water Tower Site Agreement with Broadband Corp. (See attached for complete copy.)

Adm. Jaunich explained that he had been notified by the Minnesota Department of Revenue that Spare Time Bowling was not current with their liability insurance; therefore their liquor license needed to be revoked at the City level. He sent the owners a letter stating they must comply and has not heard from them.

Motion by Wills, seconded by Reetz, and passed by unanimous vote to revoke the liquor license for Spare Time Bowling effective September 20, 2012.

It was the consensus of the Council to set Monday, October 15th at 5 pm as the date to hold a Special Budget Workshop meeting.

The Council reviewed a request from the Chamber to close off the alley north of Main Street between 2nd Avenue and 3rd Avenue along with Main Street from 5th Avenue to 1st Avenue for a Halloween event on October 31st. Adm. Jaunich expressed his concerns about the construction that could still be occurring at the east end of Main Street due to the railroad crossing project. He also expressed concern about having the entire Main Street blocked off and rerouting traffic. It was noted that the Chamber will also have to get permission from the County since Main Street is technically a county road. Adm. Jaunich suggested blocking off from 2nd Avenue up to 4th Avenue only. Pederson commented that he liked what the Chamber was trying to do for the kids, but was opposed to shutting down Main Street. Wills commented that he was in favor of the idea if it means safety for the kids and more businesses will get involved with the event.

Motion by Wills, seconded by Pichelmann, and carried (Pederson opposed) to close the alley north of Main Street between 2nd Avenue and 3rd Avenue, and Main Street from the west side of 2nd Avenue to the east side of 4th Avenue on October 31st from 4:50 pm to 7 pm for the Chamber's Halloween event.

Adm. Jaunich explained that they have been having problems with the City email system. The new IT Company is working on trying to resolve the problem.

Adm. Jaunich stated that the Courts found in favor of the City in the Hansen vs. Planning & Zoning matter with a sentencing date of November 1st.

Pederson reminded the Council of the upcoming meeting at the Fire Hall with the Townships.

Pederson commented that the backup ambulance rig is out of service due to a major oil leak and is getting repaired.

Motion by Wills, seconded by Pederson, and passed by unanimous vote to adjourn the meeting at 7:08 pm.

City Administrator Matthew Jaunich

Mayor James R. Kreft