

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
JUNE 6, 2011 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 May 16<sup>th</sup> Regular Meeting Minutes
  - B) Approval of Bills
  - C) Approve the Renewal of On Sale, Off Sale, Sunday & Community Center Liquor Licenses for the Arlington Haus
  - ~~D) Approve the Renewal of On Sale, Off Sale & Community Center Liquor Licenses for The Dugout~~
  - E) Approve the Renewal of an Off Sale Liquor License for Arlington Liquor
  - F) Approve the Hiring of Denver Kranz for Summer Lawn Mowing
  - G) Accepting the resignation of Debbie Luskey from the Arlington Ambulance
  - H) Appoint Annmarie Trocke to Historical Society

**PUBLIC HEARINGS**

**PETITIONS, REQUESTS, & COMMUNICATIONS**

5. Addressing the Council
  - A) Citizens Addressing the Council
6. Announcements
  - A) Renville-Sibley Fiber Community Information Meeting – June 9<sup>th</sup> in Arlington at 10 a.m., 2 p.m. & 7 p.m. in the Community Center
  - B) Town & Country Days is June 16-19
  - C) Sibley County Municipalities Meeting – June 16<sup>th</sup> @ 6:00 p.m. in Winthrop
7. Communications
  - A) April Water/Wastewater Report
  - B) May Building Permit Report
  - C) May Police Calls Report
  - D) Follow-up Report from April on the Scheduling and Cost of a 3-Man Police Department
  - E) Council on Local Results and Innovation Legislative Benchmarks

- F) Pay Equity Compliance
- G) Update on State Budget
- H) Parade Invite

## **REPORTS OF OFFICERS, BOARDS & COMMITTEES**

- 8. Yearly Economic Development Authority Report

## **ORDINANCES & RESOLUTIONS**

- 9. Ordinance 258 (First Reading) – Storm Water Protection
- 10. Resolutions
  - A) 34-2011 – Appointing a Responsible Authority and Assigning Duties
  - B) 35-2011 – Supporting Safe Routes to School Application
  - C) 36-2011 – Receiving Report and Calling Hearing on West Elgin Alley Improvement
  - D) 37-2011 – Allowing Sibley County/MnDOT to Perform Improvements for the Railroad Crossings Project
    - 1) Discuss two Letters regarding Railroad Crossings Project
  - E) 38-2011 – Allowing Sibley County/MnDOT to Perform Improvements for the Trail Project

## **UNFINISHED BUSINESS**

- 11. Discussion on City Staffing Levels for Town & Country Days
  - A) Approve/Deny Staffing Requests
- 12. Discussion on Going “Paperless” at Council Meetings
  - A) Approve/Deny Computer Proposal

## **NEW BUSINESS**

- 13. Approve/Deny Bids
  - A) Fire Truck
  - B) Seal Coating
- 14. Approve/Deny Well Pump Repair or Replacement
- 15. Approve/Deny Retainage Escrow Account Request from Gridor Construction
- 16. Approve/Deny Membership into the Minnesota Association of Small Cities
  - 16.1 Bid from Klehr Grading to haul gravel for Seneca Road
  - 16.2 Approve the Renewal of On Sale, Off Sale & Community Center Liquor Licenses for The Dugout

## **MISCELLANEOUS BUSINESS**

- 17. Council Committee Updates
- 18. Open Discussion

## **ADJOURNMENT**

### Reminders:

- 1) SMC Board – June 27<sup>th</sup> @ 5 pm (SMC)
- 2) Parks – June 27<sup>th</sup> @ 7 pm
- 3) EDA – June 28<sup>th</sup> @ 6 pm

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
JUNE 6, 2011**

The 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, City Attorney Arneson, Engineer Hawbaker, Consultant Smith-Strack, Denton Larson, Felicia Brockhoff, Jennifer Nuesse, Mark Lundstrom, Kurt Menk

Motion by Wills, seconded by Pederson, and passed by unanimous vote to approve the amended agenda with the following changes:

Remove item 4D) from consent agenda and move to item 16.2) Renewal of On Sale, Off Sale & Community Center Liquor Licenses for The Dugout  
Add item 16.1) Bid from Klehr Grading to haul gravel for Seneca Road  
Add item 4H) Appoint Annmarie Trocke to Historical Society  
Add item 10 D1) Discuss two Letters regarding Railroad Crossings Project.

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

- A) Approval of the May 16<sup>th</sup> Regular Meeting Minutes
- B) Approval of the Bills
- C) Approve the Renewal of On Sale, Off Sale, Sunday & Community Center Liquor Licenses for the Arlington Haus
- D) Approve the Renewal of an Off Sale Liquor License for Arlington Liquors
- E) Approve the Hiring of Denver Kranz for Summer Lawn Mowing
- F) Accepting the resignation of Debbie Luskey from the Arlington Ambulance
- G) Appoint Annmarie Trocke to Historical Society.

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) Renville-Sibley Fiber Community Information Meeting – June 9<sup>th</sup> in Arlington at 10 am, 2 pm, & 7 pm in the Community Center
- 2) Town & Country Days is June 16-19
- 3) Sibley County Municipalities Meeting – June 16<sup>th</sup> @ 6 pm in Winthrop.

The Council reviewed the following communications:

- 1) April Water/Wastewater Report
- 2) May Building Permit Report
- 3) May Police Calls Report
- 4) Follow-up Report from April on the Scheduling and Cost of a 3-Man Police Department
- 5) Council on Local Results and Innovation Legislative Benchmarks
- 6) Pay Equity Compliance.

Jennifer Nuesse and Mark Lundstrom presented the annual report for the EDA. It was noted that the Director had changed from a staff position to a consultant position. Nuesse commented that the EDA would be adding information, (financial) resources and links to the EDA Page on the city website to help business owners with their existing businesses or potential new businesses. She added that the EDA has been spending considerable time discussing their long and short term goals.

Discussion was held on City Staffing/Policing levels for Town & Country Days. Felicia Brockhoff was present representing the Chamber of Commerce and answered questions. The Council reviewed the security plan proposed by the Chamber. Adm. Jaunich stated that he had not received any requests (from Chamber or Dugout) to have City Staff/Police on site for the T&C Days event, except as listed in the security plan. He added that Chief Rovinsky felt that there should be some police presence during the event/weekend.

Motion by Reetz, seconded by Pederson, and passed by unanimous vote to approve the following:

Saturday 18<sup>th</sup>

Officer 301 -- 3 p.m. to 3 a.m. or something similar

PT Officer -- 3 p.m. to 3 a.m. or something similar

PT Officer -- 6 p.m. to 2 a.m. or something similar (At 4 Seasons Park)\*\*

PT Officer -- 6 p.m. to 2 a.m. or something similar (At 4 Seasons Park)\*\*

PT Officer -- 6 p.m. to 2 a.m. or something similar (At Community Center and 4 Seasons Park)

*\*\* Includes charging the Dugout for these two officers at the Park*

Sunday 19<sup>th</sup>

Officer 301 -- Noon to the End of the Parade

Officer 302 -- Noon to the End of the Parade

PT Officer -- Noon to the End of the Parade

PT Officer -- Noon to End of 4 Seasons Park Activities (At 4 Seasons Park)\*\*

PT Officer -- Noon to End of 4 Seasons Park Activities (At 4 Seasons Park)

PT Officer -- 3 p.m. to 3 a.m. or something similar

*\*\* Includes charging the Dugout for this officer at the Park*

City Staff (Street Dept.) to be used to assist in intersection control during the parade.

The first reading of Ordinance 258 – An Ordinance Regulating and Managing Storm Water within the City of Arlington, was held. PZ Adm. Smith-Strack commented that this would be a stand-alone ordinance and not be part of the zoning ordinance. She explained that the Planning Committee, High Island Creek Watershed District and Engineer Hawbaker had met to discuss collaborating efforts to address storm water management and erosion and sediment control issues. The ordinance was reviewed in detail.

Consultant Smith-Strack presented information for the Safe Routes to School Grant Application she was working on. She explained that because the City of Arlington had a population under 5,000, Sibley County must act as the ‘sponsor’ for the grant application. A map illustrating the proposed project was reviewed, along with a cost estimate in the amount of \$173,218. It was noted that once the plan/application is submitted, it cannot be amended. Smith-Strack commented that the decision will be made in August of which projects will be funded.

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

**RESOLUTION 35-2011**

**A RESOLUTION IN SUPPORT OF A SAFE ROUTES TO SCHOOL GRANT**

WHEREAS, a Safe Routes to School Coalition was assembled in February of 2010 by the City of Arlington but includes representatives from Sibley County Public Health, the cities of Arlington, Gaylord, and Green Isle, Sibley East ISD 2310, St. Paul’s Lutheran School, and Green Isle Community School; and

WHEREAS, the SRTS Coalition has created a program plan and implementation strategies some of which have identified several potential obstacles to walking/biking to the Sibley East Campus and St. Paul’s School in the City of Arlington; and

WHEREAS, the City of Arlington’s Comprehensive Plan and sidewalk/trail plans included therein embrace: (a) increased bicycle, pedestrian, and traffic safety; (b) more children walking/biking to school; (c) improved

community health; (d) decreased congestion; (e) enhanced community walkability; (f) active lifestyles; and (g) increased collaboration between schools, cities and community groups; and

WHEREAS, congestion in the vicinity of the Sibley East Campus is evident in that the campus serves grades PreK-5 and 10-12 creating unusual combinations of parents walking young children to class, buses, shuttles, and young student drivers; and

WHEREAS, congestion in the vicinity of schools is exacerbated by an absolute lack of off-street parking and streets of narrow width; and

WHEREAS, the SRTS Coalition has pursued numerous educational, encouragement, and enforcement strategies to reduce obstacles to walking/biking to the Sibley East Campus and St. Paul's School in the City of Arlington; and

WHEREAS, the aforementioned efforts when continued will be maximized by engineering solutions to congestion, shortcomings in sidewalks, and signage proposed in the 2011 SRTS Infrastructure Application and associated maps as contained in Exhibit A attached hereto; and

WHEREAS, the City Council previously approved \$108,057.20 in sidewalk construction, expansion, and repair as defined in the 2011 sidewalk/trail improvement project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council values the implementation of sidewalks within the community and hereby authorizes and supports submittal of a grant application by Cynthia Smith-Strack on behalf of the SRTS Coalition for the 2011 Minnesota SRTS infrastructure grant solicitation.

BE IT FURTHER RESOLVED, the City Council hereby approves the proposed infrastructure projects as contained in the narrative and maps included in Exhibit A.

BE IT FURTHER RESOLVED, the City Council hereby authorizes and directs the infrastructure improvements as defined in Exhibit A be undertaken contingent upon approval of its 2011 application through the Safe Routes to School Program.

BE IT FURTHER RESOLVED, that upon approval of its application through the Safe Routes to School program, the City of Arlington will work with its sponsor, Sibley County Public Work's Director Darin Mielke, to comply with all applicable laws and regulations as stated in the grant agreement.

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 6<sup>th</sup> day of June, 2011.

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

**RESOLUTION 34-2011**

**A RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND ASSIGNING DUTIES FOR THE PURPOSES OF MEETING ALL REQUIREMENTS OF MINNESOTA STATUTES, CHAPTER 13**

WHEREAS, Minnesota Statutes, section 13.02, subdivision 16, as amended, requires that the City of Arlington appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City; and

WHEREAS, the Arlington City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statute; and

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Arlington appoints the City Administrator as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, Chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

FURTHER, BE IT RESOLVED, that the attached "Public Data Request Form" is approved and the Responsible Authority shall require any requesting party to pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, Chapter 13 and by Minnesota Rules, Chapter 1205, as amended.

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 6<sup>th</sup> day of June, 2011.

Engineer Hawbaker presented his preliminary engineer's report for the proposed 2011 West Elgin Alley Drainage Improvements. He stated that there were no easements running between lots and would have to be obtained prior to construction. Hawbaker figured the cost estimate for the project to be \$14,537.60 with the full amount being paid by the property owners. He stated that he and Adm. Jaunich had also discussed the idea of the City possibly paying one third of these costs based on either lot area or per each residential unit.

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

**RESOLUTION 36-2011**  
**A RESOLUTION RECEIVING A FEASIBILITY REPORT AND CALLING A HEARING ON THE WEST ELGIN ALLEY IMPROVEMENT PROJECT**

WHEREAS, pursuant to resolution 30-2011 of the City Council on May 2, 2011, a report has been prepared by Bolton & Menk with reference to the proposed improvement of the storm drainage in the alley between the streets of West Elgin Street and Lynch Street expanding one block west of Chestnut Drive, and this report was received by the Council on June 6, 2011; and

WHEREAS, the report provides information regarding whether the proposed improvements is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE BE IT RESOLVED, by the City Council of Arlington, Minnesota:

1. The Council will consider the improvement of such improvement in accordance with the report and the assessment of abutting properties for 2/3 of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$14,537.60.
2. A public hearing shall be held on such proposed improvement on the 18<sup>th</sup> day of July, 2011, in the council chambers at the community center at 5:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

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 6<sup>th</sup> day of June, 2011.

Discussion was held on the railroad crossings project on East Adams Street/1<sup>st</sup> Avenue South and East Main Street/1<sup>st</sup> Avenue South. Adm. Jaunich stated that he had received a letter from MnDOT that explained that they were opening an investigation as to the safety of the intersection at 1<sup>st</sup> Avenue as had been requested by Attorney Dave Schauer, who was representing the MVRRA. Concerns were expressed about the letter and its contents (misrepresentations to the City). Adm. Jaunich gave a summary of events leading up to this point, basically ready to bid the project as it had been approved by MnDOT-Mankato Division.

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

**RESOLUTION 37-2011**

**A RESOLUTION APPROVING A COUNTY PROJECT WITHIN THE MUNICIPAL CORPORATE LIMITS**

WHEREAS, plans for Project No. S.P. 72-634-002 showing proposed alignment, profiles grades and cross-sections for the construction, reconstruction or improvement of County State-Aid Highway 34 within the limits of the City as a State Aid Project have been prepared and presented to the City.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Arlington, Minnesota, that said preliminary plans have been reviewed and the City is allowing Sibley County/MnDOT to perform improvements for the Railroad Crossings Project on Main Street/County Highway 34.

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 6<sup>th</sup> day of June, 2011.

Motion by Pederson, seconded by Reetz, and passed by unanimous vote to authorize Mayor Kreft and Adm. Jaunich to attend the next Sibley County Commissioner's meeting and the MVRRA meeting to plead the City of Arlington's case regarding the railroad crossings project within the City of Arlington.

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

**RESOLUTION 38-2011**

**A RESOLUTION APPROVING A COUNTY PROJECT WITHIN THE MUNICIPAL CORPORATE LIMITS**

WHEREAS, plans for Project No. S.P. 72-090-004 showing proposed alignment, profiles grades and cross-sections for the construction, reconstruction or improvement of County State-Aid Highway 17 & Trunk Highway 5 within the limits of the City as a State Aid Project have been prepared and presented to the City.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Arlington, Minnesota, that said preliminary plans have been reviewed and the City is allowing Sibley County/MnDOT to perform improvements for the Trails Project on Main Street/County Highway 17 and Truck Highway 5.

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 6<sup>th</sup> day of June, 2011.

Adm. Jaunich presented information on going 'paperless' at meetings, which included the purchase/lease of computers. He stated that at the current volume of copies made, staff time and costs of new laptops it was not economically feasible to go paperless at this time.

The Council reviewed a proposal to upgrade the server, lease four (4) new laptops for City (Office) Staff and 'buy' back the current (office) laptops to be used within other departments.

Motion by Pederson, seconded by Wills, and passed by unanimous vote to approve the proposal as presented from Marco in the amount of \$18,134.03 (or 36 payments of \$598.43) for new laptops and server.

Adm. Jaunich stated that four bids had been received for the 1975 Chevy C65 Tanker, which ranged from \$600 to \$4,130.

Motion by Ruehling, seconded by Pichelmann, and passed by unanimous vote to accept the high bid of \$4,130 for the '75 Chevy C65 Tanker; and/or the second high bid of \$2,853.78 if the first bidder declines.

Adm. Jaunich stated that three bids had been received for the 2011 Seal Coating project, which ranged from \$57,090 to \$78,888.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to accept the low bid from Pearson Bros, Inc. in the amount of \$57,090 for seal coating.

Adm. Jaunich explained that McCarthy Well had been in town to look at the well pump and had found some issues with it. They were recommending the City purchase a new motor/pump at \$17,296; however after talking with PeopleServices staff, it was being recommended to repair the current motor/pump at \$4,865.

Motion by Wills, seconded by Pederson, and passed by unanimous vote to repair the motor/pump mentioned above for \$4,865.

Discussion was held on the Retainage Escrow Account request from Gridor Construction related to the WWTF Improvement Project. Attorney Arneson explained how this type of escrow (performance bond) worked.

Motion by Reetz, seconded by Ruehling, and passed by unanimous vote to enter into the Retainage Escrow Account Agreement with Gridor Construction, Inc. as presented above with the condition that the City's Financial Advisor ok's it.

Brief discussion was held on whether or not the City had any interest in membership with the Minnesota Association of Small Cities. Adm. Jaunich commented that this Association duplicates many of League of MN Cities' services, which the City is already a member of.

Motion by Wills, seconded by Ruehling, and passed by unanimous vote to deny membership in the Minnesota Association of Small Cities.

Brief discussion was held on the bid from Klehr Grading & Excavating for hauling gravel on the Seneca Road. Adm. Jaunich stated that the price per ton (\$4.60) was the same as last year. He noted that Seneca Foods would be paying half the cost.

Motion by Reetz, seconded by Pichelmann, and passed by unanimous vote to approve the bid from Klehr Grading & Excavating in the amount of \$854.19 for hauling gravel for the Seneca Road.

Discussion was held on the liquor license renewal for the Community Center currently held by the Dugout. Adm. Jaunich stated that the Dugout was currently 3 months behind in their bar rental. He noted that there were no issues with renewing the Dugout's On/Off Sale license for their facility.

Motion by Pederson, seconded by Wills, and passed by unanimous vote to approve the Renewal of the On-Sale and Off-Sale Liquor License for the Arlington Dugout.

Wills commented that the Fire Department has entered into a contract with e-Dispatch, which allows members to receive pages on their cell phones (in addition to their pagers). He stated that the more people they can get on the system (County wide), the cheaper the rate will be.

Wills handed out a flyer that the Library had put together regarding summer activities.



Reetz commented that a resident had come to the Planning & Zoning meeting to dispute the Zoning Administrator's decision to deny him a building permit for a project he wanted to do on his property. It was noted that the permit was being denied based on the fact the property was already non-conforming under the zoning ordinance and the proposed project would only make the non-conformity worse. Reetz stated that the Planning & Zoning Committee reaffirmed the Zoning Administrator's decision. The resident was told that they could plead their case to the Council if they so chose to.

Ruehling commented that the EDA is moving in the right direction with the guidance it is receiving from Director Smith-Strack.

Pichelmann commented that SMC has seen an increase in patient numbers recently. He stated that SMC is looking at getting some new monitoring equipment if they get the grant they applied for.

Pederson commented that the outside of the building at the Sportsman's Park was done and they were working on cleaning up the inside. He added that the Committee was looking at some playground equipment for the Sportsman's Park.

Pederson stated that the Ambulance Service is looking into joining the e-Dispatch system also. He explained that pagers are still needed as the first means of contact.

Attorney Arneson handed out a revised/updated nuisance ordinance and asked the Council to review it. He will place it on the next regular meeting agenda.

Discussion was held on a nuisance property and what the next course of action should be by the City. Attorney Arneson explained that a citation was issued to the property owner, a court hearing was scheduled in which the individual did not show and the judge issued an arrest warrant. It was noted that the City could do the cleanup of the property (per its ordinance) and assess it, or wait on the Court system. No action was taken.

Adm. Jaunich reported that the City's Facebook site was up and running. He commented that he was going to try to attend a free Land Use Workshop on June 24<sup>th</sup> that was going to be discussing watersheds.

Motion by Wills, seconded by Pederson, and passed by unanimous vote to adjourn the meeting at 9:10 pm.

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City Administrator Matthew Jaunich

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Mayor James R. Kreft