

**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
JANUARY 21, 2020 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. City Administrator Official Oath – Amy Newsom
4. 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.*

5. Approval of Consent Agenda
  - A) Approval of Bills
  - B) January 6, 2020 City Council Workshop Minutes
  - C) January 6, 2020 City Council Minutes
  - D) Approval of James Noxon as East EMS Captain with Arlington/Gaylord Ambulance
  - E) Accept Resignation from Brian Thomes, EMT with Arlington Ambulance
  - F) Approval of 2020 Report Year Pay Equity Report

**PETITIONS, REQUESTS, & COMMUNICATIONS**

6. Addressing the Council
7. Announcements
  - A) Tri County Recycling Christmas/Holiday Lights and Extension Cords Recycling, Mon. – Fri. 8:00 a.m. -5:00 p.m. at Arlington City Offices.
  - B) Mages Land Auction 149 AC of Sibley County Farmland, Tues., Jan. 28<sup>th</sup> at 10:30 a.m. at Arlington Community Center.
  - C) Arlington Book Project Author Series: For the Love of a River: The Minnesota River rescheduled to February 29 at 2 pm at 229 West Main Street
8. Communication
  - A) PeopleService December Water Operation & Maintenance Report
  - B) December Building Report
  - C) December Police Department Report

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

9. Economic Development Authority 2019 Annual Report – Amy Newsom

## **ORDINANCES & RESOLUTIONS**

### 10. Resolutions

- A) 10 -2020 – A Resolution Amending the 2020 Wage Schedule
- B) 11-2020 – A Resolution Establishing the Economic Development Authority Sign Program

## **UNFINISHED BUSINESS**

- 11. Approve/Deny Letter of Understanding with Ridgeview Medical Center Regarding Ambulance Services.
- 12. Further Discussion on Snow Removal Rates and the Varying Percentage Increases.

## **NEW BUSINESS**

- 13. Approve/Deny 2-year City Recycling Contract/ 2-year Waste Collection Contract with Renville Sibley Sanitation LLC
- 14. Approve/Deny A Policy for the Police Departments Body Worn Camera (BWC)
- 15. Approve/Deny purchase of Police Department Body Worn Camera software Watchguard/REDACTIVE \$5,990.00
- 16. Approve/Deny SAC/WAC Waiver Request from Alan and Cindy Mosbeck for 705 Olive Street
- 17. Approve/Deny Installation of a Prep Sink in the Commercial Kitchen from B & R Plumbing & Heating for \$5,396. Other Quotes Included AE Mechanical for \$14,578.29, Reliable Plumbing & heating for \$9,225 and Diversified Plumbing & Heating for \$3,756.25
- 18. Approve/Deny job description for Planning & Zoning/Administrative Coordinator position

## **MISCELLANEOUS BUSINESS**

- 19. Council Member Committee Updates
  - A) Amrhein
  - B) Battcher
  - C) Gilman
  - D) Hatlestad
  - E) Morgan

### 20. Mayor Nagel Update

### 21. Open Discussion

## **ADJOURNMENT**

### Reminders:

City Council meeting – February 3 @ 6:30 pm

Planning & Zoning -February 6 @ 7 pm – Public Hearing for Variance request

## \*Check Summary Register©

JANUARY 2020

Name	Check Date	Check Amt	
<b>10150 Cash</b>			
UnPaid	ALL FLAGS	\$601.87	FLAG & ACCESSORIES ORDER
UnPaid	ALPHA WIRELESS COMM.	\$918.00	PD- ANNUAL RADIO MAINT.
UnPaid	AMERICAN TIRE DISTRIBUTORS	\$181.70	PD- IMPALA TIRES (2)
UnPaid	ARLINGTON AUTO & FARM SUP	\$465.10	DEC- MISC PARTS & TOOLS
UnPaid	ARLINGTON STATE BANK	\$32.00	2020 SAFE DEPOSIT BOX RENT
UnPaid	BANK OF ZUMBROTA	\$55,938.00	FEB. 1st- 2015 AMB/WWTP BOND PMT
UnPaid	CLIA LABORATORY PROGRAM	\$180.00	AMB- BI-ANNUAL LAB. CERTIFICATE
UnPaid	DELTA DENTAL OF MINNESOTA	\$134.00	JAN- PED. DENTAL INS. PREMIUM
UnPaid	EMERGENCY RESPONSE SOLU	\$22.18	FIRE- FLASHLIGHT REPAIRS
UnPaid	EXPERT T BILLING	\$924.00	DEC- AMB. BILLING
UnPaid	FillMeUp	\$1,553.46	DEC- FUEL
UnPaid	GAG SHEET METAL	\$665.00	CC- AIR HANDLER MECH. REPAIR
UnPaid	GLOBAL EQUIPMENT COMPANY	\$2,968.30	PARKS- NEW PICNIC TABLES (4)
UnPaid	HAGGENMILLER LUMBER/SNO	\$1,517.92	DEC- SNOW, FIRE DOOR, RINK MATERIALS
UnPaid	HILDI, INC.	\$1,000.00	FIRE RELIEF- 2019 YE VALUATION REPORT
UnPaid	IRBY	\$43,248.75	STREET LIGHT PROJ.- 2nd ORDER
UnPaid	JERRY'S TRANSMISSION SERVI	\$1,647.19	AMB- RIG REPAIRS
UnPaid	KICK'S BAKERY / GODFATHER'S	\$30.78	1/14/20 SAFETY TRAINING DONUTS
UnPaid	KIRBY WECKWORTH	\$155.00	REIMB- WORK BOOTS
UnPaid	L&E TREE SERVICE	\$3,892.75	BLVD TREE REMOVAL- BAL. WORK
UnPaid	LEAGUE OF MN CITIES	\$860.00	2019 SAFETY TRAIN. & 2020 PD PATROL
UnPaid	LOFFLER	\$191.46	DEC- COPIER MAINT. CONT.
UnPaid	MAVERICK AUTOMOTIVE	\$167.81	DEC- FUEL
UnPaid	MCLEOD COOPERATIVE POWE	\$4,533.00	DEC- ELEC. SERVICE/MAINT
UnPaid	MICHAEL WILLMSEN	\$169.99	REIMB- WORK BOOTS
UnPaid	MN DEPT. OF LABOR AND INDU	\$20.00	CC- BOILER LICENSE
UnPaid	MN MUNICIPAL POWER AGENC	\$111,002.00	DEC- ENERGY
UnPaid	MN VALLEY UTILITY SERVICES	\$2,504.27	DEC- ELEC. ENGINEERING
UnPaid	NORTHLAND TRUST SERVICES,	\$300,264.38	FEB. 1st BOND PMTS- '12, '15, '17 IMP.
UnPaid	PAT MELVIN	\$143.94	REIMB- ADD'L COMPUTER CABLES/ADAPT
UnPaid	PRAXAIR DISTRIBUTION	\$339.26	DEC- AMB. OXYGEN
UnPaid	PREMIER LOCATING, INC.	\$22.00	DEC- ELEC LOCATING
UnPaid	RED FEATHER PAPER CO	\$90.10	CC PAPER TOWELS
UnPaid	RIDGEVIEW MEDICAL CENTER	\$6,355.20	DEC- AMB. MGMT HOURS
UnPaid	TECHSTAR IT SOLUTIONS	\$175.00	NEW EMAIL SETUP (AMRHEIN)
UnPaid	U.S. BANK	\$2,019.85	CREDIT CARD BILL (NOV-CURRENT)
UnPaid	U.S. BANK TRUST NATL ASSOC.	\$110,473.75	FEB. 1st PMTS- '09 IMP. & ELEC BONDS
UnPaid	VIVID IMAGE	\$35.00	WEBSITE DOMAIN RENEWAL
UnPaid	XCEL ENERGY	\$369.28	DEC- GRN ISLE LIFT STATION ELEC BILL
<b>Total Checks</b>		<b>\$655,812.29</b>	

FILTER: None

Payments

Current Period: JANUARY 2020

Batch Name	01-21-20 PAY Payments	User Dollar Amt	\$655,812.29			
		Computer Dollar Amt	\$655,812.29			
				\$0.00	In Balance	
Refer	11053 ALL FLAGS					
Cash Payment	E 101-43000-210 Operating Supplies Invoice	FLAG & ACCESSORIES ORDER				\$601.87
Transaction Date	1/17/2020	Cash	10150		<b>Total</b>	\$601.87
Refer	11054 ALPHA WIRELESS COMM.					
Cash Payment	E 101-42110-508 Radio-Mobile/Base Invoice	PD- ANNUAL RADIO MAINT.				\$918.00
Transaction Date	1/17/2020	Cash	10150		<b>Total</b>	\$918.00
Refer	11055 AMERICAN TIRE DISTRIBUTORS					
Cash Payment	E 101-42110-480 Gas & Repair-Police Car Invoice	PD- IMPALA TIRES (2)				\$181.70
Transaction Date	1/17/2020	Cash	10150		<b>Total</b>	\$181.70
Refer	11056 ARLINGTON AUTO & FARM SUPPL					
Cash Payment	E 101-42110-480 Gas & Repair-Police Car Invoice	DEC- MISC PARTS & TOOLS				\$202.06
Cash Payment	E 101-43000-420 Shop Equipment Invoice	DEC- MISC PARTS & TOOLS				\$113.99
Cash Payment	E 101-43000-485 Gas and Repair Miscella Invoice	DEC- MISC PARTS & TOOLS				\$27.67
Cash Payment	E 201-42280-485 Gas and Repair Miscella Invoice	DEC- MISC PARTS & TOOLS				\$121.38
Transaction Date	1/17/2020	Cash	10150		<b>Total</b>	\$465.10
Refer	11057 ARLINGTON STATE BANK					
Cash Payment	E 101-41400-433 Dues and Subscriptions Invoice	2020 SAFE DEPOSIT BOX RENT				\$32.00
Transaction Date	1/17/2020	Cash	10150		<b>Total</b>	\$32.00
Refer	11058 BANK OF ZUMBROTA					
Cash Payment	E 350-47000-601 Debt Srv Bond Principal Invoice	FEB. 1st- 2015 AMB/WWTP BOND PMT				\$17,000.00
Cash Payment	E 350-47000-611 Bond Interest Invoice	FEB. 1st- 2015 AMB/WWTP BOND PMT				\$676.00
Cash Payment	E 603-47000-601 Debt Srv Bond Principal Invoice	FEB. 1st- 2015 AMB/WWTP BOND PMT				\$36,000.00
Cash Payment	E 603-47000-611 Bond Interest Invoice	FEB. 1st- 2015 AMB/WWTP BOND PMT				\$2,262.00
Transaction Date	1/17/2020	Cash	10150		<b>Total</b>	\$55,938.00
Refer	11059 CLIA LABORATORY PROGRAM					
Cash Payment	E 202-42153-261 License Invoice	AMB- BI-ANNUAL LAB. CERTIFICATE				\$180.00
Transaction Date	1/17/2020	Cash	10150		<b>Total</b>	\$180.00
Refer	11060 DELTA DENTAL OF MINNESOTA					
Cash Payment	G 101-21711 Health Ins. Premium Invoice	JAN- PED. DENTAL INS. PREMIUM				\$53.60

## Payments

Current Period: JANUARY 2020

Cash Payment	E 101-41400-131 Employer Paid Health/Lif	JAN- PED. DENTAL INS. PREMIUM			\$30.15
Invoice					
Cash Payment	E 604-49550-131 Employer Paid Health/Lif	JAN- PED. DENTAL INS. PREMIUM			\$50.25
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$134.00
Refer	11061	EMERGENCY RESPONSE SOLUTI			
Cash Payment	E 201-42280-210 Operating Supplies	FIRE- FLASHLIGHT REPAIRS			\$22.18
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$22.18
Refer	11062	EXPERT T BILLING			
Cash Payment	E 202-42153-301 Auditing and Acct g Servi	DEC- AMB. BILLING			\$924.00
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$924.00
Refer	11063	FILLMEUP			
Cash Payment	E 101-42110-480 Gas & Repair-Police Car	DEC- FUEL			\$553.07
Invoice					
Cash Payment	E 101-43000-485 Gas and Repair Miscella	DEC- FUEL			\$407.73
Invoice					
Cash Payment	E 201-42280-485 Gas and Repair Miscella	DEC- FUEL			\$77.46
Invoice					
Cash Payment	E 202-42153-485 Gas and Repair Miscella	DEC- FUEL			\$423.20
Invoice					
Cash Payment	E 603-49450-485 Gas and Repair Miscella	DEC- FUEL			\$92.00
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$1,553.46
Refer	11064	GAG SHEET METAL			
Cash Payment	E 203-45000-401 Repairs/Maint Buildings	CC- AIR HANDLER MECH. REPAIR			\$665.00
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$665.00
Refer	11065	GLOBAL EQUIPMENT COMPANY, I			
Cash Payment	E 401-45202-500 Capital Outlay	PARKS- NEW PICNIC TABLES (4)			\$2,968.30
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$2,968.30
Refer	11066	HAGGENMILLER LUMBER/SNOW			
Cash Payment	E 101-43000-486 Snow Removal	DEC- SNOW, FIRE DOOR, RINK MATERIALS			\$450.00
Invoice					
Cash Payment	E 101-45202-220 Repair/Maint Supply	DEC- SNOW, FIRE DOOR, RINK MATERIALS			\$73.98
Invoice					
Cash Payment	E 201-42280-401 Repairs/Maint Buildings	DEC- SNOW, FIRE DOOR, RINK MATERIALS			\$993.94
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$1,517.92
Refer	11067	HILDI, INC.			
Cash Payment	E 201-42280-301 Auditing and Acct g Servi	FIRE RELIEF- 2019 YE VALUATION REPORT			\$1,000.00
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$1,000.00
Refer	11068	IRBY			
Cash Payment	E 401-43000-500 Capital Outlay	STREET LIGHT PROJ.- 2nd ORDER			\$43,248.75
Invoice					

Payments

Current Period: JANUARY 2020

Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$43,248.75
Refer	11069 <i>JERRY S TRANSMISSION SERVIC</i>				
Cash Payment	E 202-42153-485 Gas and Repair Miscella	AMB- RIG REPAIRS			\$1,647.19
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$1,647.19
Refer	11070 <i>KICKS BAKERY / GODFATHERS</i>				
Cash Payment	E 101-41400-182 Seminars	1/14/20 SAFETY TRAINING DONUTS			\$30.78
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$30.78
Refer	11071 <i>KIRBY WECKWORTH</i>				
Cash Payment	E 101-43000-210 Operating Supplies	REIMB- WORK BOOTS			\$155.00
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$155.00
Refer	11072 <i>L&amp;E TREE SERVICE</i>				
Cash Payment	E 101-43000-488 Tree Removal	BLVD TREE REMOVAL- BAL. WORK			\$3,892.75
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$3,892.75
Refer	11073 <i>LEAGUE OF MN CITIES</i>				
Cash Payment	E 101-41400-396 Safety Program & Equip	2019 SAFETY TRAIN. & 2020 PD PATROL			\$150.00
Invoice					
Cash Payment	E 101-43000-396 Safety Program & Equip	2019 SAFETY TRAIN. & 2020 PD PATROL			\$350.00
Invoice					
Cash Payment	E 101-42110-433 Dues and Subscriptions	2019 SAFETY TRAIN. & 2020 PD PATROL			\$360.00
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$860.00
Refer	11074 <i>LOFFLER</i>				
Cash Payment	E 101-41400-218 Office Expense	DEC- COPIER MAINT. CONT.			\$82.07
Invoice					
Cash Payment	E 101-42110-218 Office Expense	DEC- COPIER MAINT. CONT.			\$8.74
Invoice					
Cash Payment	E 101-45500-220 Repair/Maint Supply	DEC- COPIER MAINT. CONT.			\$85.65
Invoice					
Cash Payment	E 604-49550-218 Office Expense	DEC- COPIER MAINT. CONT.			\$15.00
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$191.46
Refer	11075 <i>MAVERICK AUTOMOTIVE</i>				
Cash Payment	E 101-42110-480 Gas & Repair-Police Car	DEC- FUEL			\$76.11
Invoice					
Cash Payment	E 101-43000-485 Gas and Repair Miscella	DEC- FUEL			\$64.66
Invoice					
Cash Payment	E 201-42280-485 Gas and Repair Miscella	DEC- FUEL			\$27.04
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$167.81
Refer	11076 <i>MCLEOD COOPERATIVE POWER</i>				
Cash Payment	E 604-49550-437 Services-McLeod Coop	DEC- ELEC. SERVICE/MAINT			\$4,533.00
Invoice					
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$4,533.00

## Payments

Current Period: JANUARY 2020

Refer	11077 MICHAEL WILLMSEN			
Cash Payment Invoice	E 101-43000-210 Operating Supplies	REIMB- WORK BOOTS		\$169.99
Transaction Date	1/17/2020	Cash	10150	<b>Total</b> \$169.99
Refer	11078 MN VALLEY UTILITY SERVICES			
Cash Payment Invoice	E 604-49550-303 Engineering Fees	DEC- ELEC. ENGINEERING		\$2,504.27
Transaction Date	1/17/2020	Cash	10150	<b>Total</b> \$2,504.27
Refer	11079 MN DEPT. OF LABOR AND INDUST			
Cash Payment Invoice	E 203-45000-170 Permits and Licenses	CC- BOILER LICENSE		\$20.00
Transaction Date	1/17/2020	Cash	10150	<b>Total</b> \$20.00
Refer	11080 MN MUNI. POWER AGENCY			
Cash Payment Invoice	E 604-49550-389 Electric Energy Purchas	DEC- ENERGY		\$111,002.00
Transaction Date	1/17/2020	Cash	10150	<b>Total</b> \$111,002.00
Refer	11081 NORTHLAND TRUST SERVICES, I			
Cash Payment Invoice	E 315-47000-601 Debt Srv Bond Principal	FEB. 1st BOND PMTS- '12, '15, '17 IMP.		\$6,900.00
Cash Payment Invoice	E 315-47000-611 Bond Interest	FEB. 1st BOND PMTS- '12, '15, '17 IMP.		\$1,035.15
Cash Payment Invoice	E 317-47000-601 Debt Srv Bond Principal	FEB. 1st BOND PMTS- '12, '15, '17 IMP.		\$74,400.00
Cash Payment Invoice	E 317-47000-611 Bond Interest	FEB. 1st BOND PMTS- '12, '15, '17 IMP.		\$13,337.75
Cash Payment Invoice	E 318-47000-601 Debt Srv Bond Principal	FEB. 1st BOND PMTS- '12, '15, '17 IMP.		\$61,630.00
Cash Payment Invoice	E 318-47000-611 Bond Interest	FEB. 1st BOND PMTS- '12, '15, '17 IMP.		\$11,788.53
Cash Payment Invoice	E 601-47000-601 Debt Srv Bond Principal	FEB. 1st BOND PMTS- '12, '15, '17 IMP.		\$40,951.00
Cash Payment Invoice	E 601-47000-611 Bond Interest	FEB. 1st BOND PMTS- '12, '15, '17 IMP.		\$7,093.67
Cash Payment Invoice	E 602-47000-601 Debt Srv Bond Principal	FEB. 1st BOND PMTS- '12, '15, '17 IMP.		\$24,311.00
Cash Payment Invoice	E 602-47000-611 Bond Interest	FEB. 1st BOND PMTS- '12, '15, '17 IMP.		\$4,011.57
Cash Payment Invoice	E 605-47000-601 Debt Srv Bond Principal	FEB. 1st BOND PMTS- '12, '15, '17 IMP.		\$46,808.00
Cash Payment Invoice	E 605-47000-611 Bond Interest	FEB. 1st BOND PMTS- '12, '15, '17 IMP.		\$7,997.71
Transaction Date	1/17/2020	Cash	10150	<b>Total</b> \$300,264.38
Refer	11082 PAT MELVIN			
Cash Payment Invoice	E 101-41400-503 Computers/Software/We	REIMB- ADD'L COMPUTER CABLES/ADAPTERS		\$143.94
Transaction Date	1/17/2020	Cash	10150	<b>Total</b> \$143.94
Refer	11083 PRAXAIR DISTRIBUTION INC			

Payments

Current Period: JANUARY 2020

Cash Payment Invoice	E 202-42153-217 Other Operating Supplie	DEC- AMB. OXYGEN			\$339.26
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$339.26
Refer	11084 PREMIER LOCATING, INC.				
Cash Payment Invoice	E 604-49550-637 Service Locations	DEC- ELEC LOCATING			\$22.00
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$22.00
Refer	11085 RED FEATHER PAPER CO				
Cash Payment Invoice	E 203-45000-210 Operating Supplies	CC PAPER TOWELS			\$90.10
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$90.10
Refer	11086 RIDGEVIEW MEDICAL CENTER				
Cash Payment Invoice	E 202-42153-300 Professional Srvs	DEC- AMB. MGMT HOURS			\$6,355.20
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$6,355.20
Refer	11087 TECHSTAR				
Cash Payment Invoice	E 101-41400-503 Computers/Software/We	NEW EMAIL SETUP (AMRHEIN)			\$175.00
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$175.00
Refer	11088 U.S. BANK - CREDIT CARD				
Cash Payment Invoice	E 101-41400-503 Computers/Software/We	CREDIT CARD BILL (NOV-CURRENT)			\$317.43
Cash Payment Invoice	E 101-42110-208 Training and Instruction	CREDIT CARD BILL (NOV-CURRENT)			\$177.95
Cash Payment Invoice	E 101-42110-433 Dues and Subscriptions	CREDIT CARD BILL (NOV-CURRENT)			\$249.00
Cash Payment Invoice	E 101-42110-503 Computers/Software/We	CREDIT CARD BILL (NOV-CURRENT)			\$347.97
Cash Payment Invoice	E 101-43000-485 Gas and Repair Miscella	CREDIT CARD BILL (NOV-CURRENT)			\$238.66
Cash Payment Invoice	E 201-42280-485 Gas and Repair Miscella	CREDIT CARD BILL (NOV-CURRENT)			\$174.19
Cash Payment Invoice	E 202-42153-401 Repairs/Maint Buildings	CREDIT CARD BILL (NOV-CURRENT)			\$45.43
Cash Payment Invoice	E 203-45000-401 Repairs/Maint Buildings	CREDIT CARD BILL (NOV-CURRENT)			\$469.22
Transaction Date	1/17/2020	Cash	10150	<b>Total</b>	\$2,019.85
Refer	11089 U.S. BANK TRUST NATL ASSOC.				
Cash Payment Invoice	E 314-47000-601 Debt Srv Bond Principal	FEB. 1st PMTS- '09 IMP. & ELEC BONDS			\$37,740.00
Cash Payment Invoice	E 314-47000-611 Bond Interest	FEB. 1st PMTS- '09 IMP. & ELEC BONDS			\$8,101.83
Cash Payment Invoice	E 601-47000-601 Debt Srv Bond Principal	FEB. 1st PMTS- '09 IMP. & ELEC BONDS			\$6,130.00
Cash Payment Invoice	E 601-47000-611 Bond Interest	FEB. 1st PMTS- '09 IMP. & ELEC BONDS			\$1,315.96
Cash Payment Invoice	E 602-47000-601 Debt Srv Bond Principal	FEB. 1st PMTS- '09 IMP. & ELEC BONDS			\$6,130.00

Payments

Current Period: JANUARY 2020

Cash Payment Invoice	E 602-47000-611 Bond Interest	FEB. 1st PMTS- '09 IMP. & ELEC BONDS	\$1,315.96
Cash Payment Invoice	E 604-47000-601 Debt Srv Bond Principal	FEB. 1st PMTS- '09 IMP. & ELEC BONDS	\$40,000.00
Cash Payment Invoice	E 604-47000-611 Bond Interest	FEB. 1st PMTS- '09 IMP. & ELEC BONDS	\$9,740.00
Transaction Date	1/17/2020	Cash 10150	<b>Total</b> \$110,473.75
Refer	11090 VIVID IMAGE		
Cash Payment Invoice	E 101-41400-503 Computers/Software/We	WEBSITE DOMAIN RENEWAL	\$35.00
Transaction Date	1/17/2020	Cash 10150	<b>Total</b> \$35.00
Refer	11091 XCEL ENERGY		
Cash Payment Invoice	E 603-49450-381 Electric & Heat Utilities	DEC- GRN ISLE LIFT STATION ELEC BILL	\$369.28
Transaction Date	1/17/2020	Cash 10150	<b>Total</b> \$369.28

Fund Summary

	10150 Cash
101 General Fund	\$10,756.52
201 Fire Fund	\$2,416.19
202 Ambulance Fund	\$9,914.28
203 Community Center Fund	\$1,244.32
314 Sinking Fund - 2009 GO Improv.	\$45,841.83
315 Sinking Fund - 2012 GO Improv.	\$7,935.15
317 Sinking Fund - 2015 GO Improv.	\$87,737.75
318 Sinking Fund - 2017 GO Improv.	\$73,418.53
350 Ambulance Certificate	\$17,676.00
401 Capital Equipment Fund	\$46,217.05
601 Water Fund	\$55,490.63
602 Sewer Fund	\$35,768.53
603 AGI Sewer Fund	\$38,723.28
604 Electric Fund	\$167,866.52
605 Storm Water Drainage Fund	\$54,805.71
	<b>\$655,812.29</b>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$655,812.29
<b>Total</b>	<b>\$655,812.29</b>

**ARLINGTON CITY COUNCIL  
SPECIAL MEETING MINUTES  
JANUARY 6, 2020**

This Council Special Workshop Meeting was called to order at 5:07 p.m., Mayor Richard Nagel presiding.

Members present: Mayor Rich Nagel, Michelle Battcher, Laura Gilman, Tom Hatlestad and Joe Morgan (one Councilmember position presently open).

Others present: EDA Director Amy Newsom and City Administrator Pat Melvin.

The meeting was held for the purpose of planning related to the transition of the City Administrator and addressing Administration workload issues including the planning and zoning function, new Administrator contract, South Central Services Coop Intern, contracting with a temporary employment agency and contracting for payroll/investment services. Amy Newsom was invited to participate in the discussion.

Motion by Battcher, seconded by Gillman, and passed by unanimous vote of those present to approve the agenda.

Three proposals for the City to contract for Planning and Zoning were shared with the Council. The proposals included Cindy Nash, Collaborative Planning, L.L.C. for a rate of \$105/hr, Michael Kedrowski, former County EDA intern, for a rate of \$25/hr and a Bolton & Menk staff person at a rate of \$80-120/hr.

The Council, upon review of the three proposals, appreciated the knowledge and experience that Cindy Nash provided and some felt that it was important to have her experience in the Planning and Zoning position. There was some discussion about Mr. Kedrowski, including the possibility of sending him to the Planning and Zoning class which Amy is now unable to attend. The Council indicated that similar to Amy's contract, the City would pay for this training which would be paid back if Mr. Kedrowski did not remain with the City. This led to discussion about having somebody full time in the community because of their availability and perceived commitment to Arlington. Amy Newsom suggested the Council look at hiring Mr. Kedrowski full-time as the Planning & Zoning Director/Administration Coordinator. In this role he would deal with Planning & Zoning, Community Center and Front Desk issues.

The Council consensus was to proceed with Mr. Kedrowski and to pursue offering him a full time position with the City. Amy Newsom was directed to talk with Mr. Kedrowski and offer him a full time position with benefits at \$18.59/hr with responsibilities to including Planning and Zoning, Community Center and Front Desk responsibilities in Administration. She will develop a job description which will include the requirement of having a Bachelor's Degree which Mr. Kedrowski has from UMD.

The Council discussed the proposed City Administrator contract. There was some discussion about the proposed wage which was discussed at \$38.91/hr or step four of the schedule based on the current salary schedule. This took into consideration that she has worked with the City and proven herself but her placement on the salary schedule also leaves some room for continued growth and wage increases.

Amy Newsom shared with the Council that she had requested an intern through South Central Services Cooperative. The City is eligible to receive a free economic development intern for up to 400 hours. The City gets reimbursed monthly and the individual is paid \$12/hr. Amy would have this individual assisting with economic development but also help manage the office and do other duties as needed. The Council was in favor of getting this intern.

Amy Newsom also shared concerns with the current workload during the interim and suggested that the Council support her getting a temporary employee as soon as possible to assist in Administration. There was discussion about current staff not taking breaks or lunch due to workload. This led to Council direction to have on January 21 agenda to set work hours and required breaks. She highlighted the fact that Lisa needs to be able to focus on her work and that this individual should be able to immediately learn the utility billing and accept payments which are constant distractions at the front counter. Working with a temporary employee would allow the City discretion in terms of how long they work with the employee depending on his/her fit with the organization and the workload.

Amy Newsom had met with several temp agencies and is suggesting Spherion from Mankato which would provide an employee earning \$15/hr at a cost of \$22.50/hr. The City does not pay benefits in this situation. Spherion has a few candidates that they believe would be a good fit and Amy would like to interview them prior to making a decision but is unable to do so until after a contract is signed. Amy recommends signing the Spherion contract.

Last there was some very brief discussion about the City contracting for payroll and investments. Looking at the workload and trying to make it more manageable Amy Newsom reached out to Abdo, Eick & Meyers inquiring what assistance they would offer. They provided a sample report that they would provide to the City while performing these two functions. Amy was impressed with the reports and would like to have more discussion in the future about contracting out the payroll and investment function. Mayor Rich Nagel volunteered to also look for some local options to obtain assistance in this area.

The meeting was adjourned at 6:17 p.m., on a motion by Councilmember Hatlestad, seconded by Councilmember Battcher, and passed unanimously.

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City Administrator Patrick Melvin

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Mayor Richard Nagel

**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
JANUARY 6, 2020 AT 6:30 PM  
COUNCIL CHAMBERS**

The regular meeting was called to order at 6:34 p.m., Mayor Richard Nagel presiding.

Members present: Mayor Rich Nagel, Rick Amrhein, Michelle Battcher, Laura Gilman, Tom Hatlestad and Joe Morgan.

Also present: Police Chief John Petterson, Amy Berger, Lisa Pasvogel, Lynn Lenarz, Corrine Baert, Lyle Braun, Matt Nelson, Brandon Brinkman, Kurt Menk, Ross Arneson, Amy Newsom and Pat Melvin.

2. Swearing in of Newly Appointed Official- Rick Amrhein

**Motion by Battcher, seconded by Morgan, and passed by unanimous vote to approve Resolution 9 - 2020 A Resolution Appointing a New Member to the Arlington City Council.**

**Motion by Battcher, seconded by Gilman, and passed by unanimous vote to approve the agenda with the following changes:**

Add items 5 C) Approval of the October 7, 2019 City Council Minutes, 5 D) Approval of the November 4, 2019 City Council Minutes, 5 H) Approval of Gambling Permit for Sibley County Ag. Assn., Sept 12, 2020 at the Community Center and 5 K) Accept Administrator Resignation; Add item 10 I) 9-2020 – A Resolution Appointing a New Member to the Arlington City Council; Add item 12. Approve/Deny Letter of Understanding with Ridgeview Medical Center Regarding Ambulance Services.

**Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve the consent agenda as follows:**

1. Approval of Consent Agenda.
  - A) Approval of Bills.
  - B) September 16, 2019 City Council Minutes.
  - C) October 7, 2019 City Council Minutes.
  - D) November 4, 2019 City Council Minutes.
  - E) December 16, 2019 City Council Minutes.
  - F) December 20, 2019 Special Workshop Meeting Minutes.
  - G) Approval of Gambling Permit for Sibley County Ag. Ass., Feb. 21, 2020 at the Community Center.
  - H) Approval of Gambling Permit for Sibley County Ag. Ass., Sept. 12, 2020 at the Community Center.
  - I) Approval of the Gambling Permit for Ridgeview Foundation for Sat. Dec. 5<sup>th</sup> for Arli-Dazzle.
  - J) Approval of 3.2 Malt Liquor License for La Villita Mexican Supermarket.

**PETITIONS, REQUESTS, & COMMUNICATIONS**

2. Addressing the Council

Lisa Pasvogel spoke to the Council about the important decision that was before them as to whether or not to sell the City owned 22 acres to Hemp Heaven. She advised the Council to take their time and ask lots of questions to properly evaluate the request for those 22 acres so that their decision serves the best interest of residents.

3. Announcements

- A) Tri County Recycling Christmas/Holiday Lights and Extension Cords Recycling, Mon. – Fri. 8:00 a.m. -5:00 p.m. at Arlington City Offices.
- B) Annual Knights of Columbus St. Arthur’s Council #10172 Fish Boil Fri. Jan. 17, 2020 from 4:00 p.m. -8:00 p.m. at Arlington Community Center. Adult- \$13, Children 6-12 - \$6.00 Pay at Door.
- C) Arlington Book Project Author Series Presents Darby and Geri Nelson Reading “For Love of a River, The Minnesota,” on Sat., Jan. 18 at 2:00 p.m. at 229 West Main St.
- D) Mages Land Auction 149 AC of Sibley County Farm Land, Tues., Jan. 28<sup>th</sup> at 10:30 a.m. at Arlington Community Center.
- E) Sibley County Agricultural Association – Purse/Gun Bingo on Fri. Feb. 21, at the Community Center, Doors Open at 5:00 p.m. and Bingo Starts at 7:00 p.m.

4. Communication

- A) Minnesota Department of Commerce Notification of Gas and Electric Utilities Acceptance of Comments through January 9<sup>th</sup>.

The Minnesota Department of Commerce sent a letter notifying gas and electric utilities, including Arlington, that it is accepting comments from the public in regards to the potential corrections and recommendation related to Staff’s calculation of the CIP Utility Discount Rate. Pursuant to Minnesota Rules 7690.1400 comments will be accepted through January 9, 2020 and a final decision will be made on February 17, 2020.

- B) PeopleService November Water Operation & Maintenance Report.

The PeopleService Report highlighted maintenance that had been conducted during the month including checking sewer caps at Fairgrounds to avoid unnecessary storm water from entering the sanitary sewer and shutting down a portion of the water plant to reduce costs for the winter period. Also provided were several bar charts showing the average daily water and waste water pumped compared to the prior year. In both cases the 2019 amounts were similar to amounts in 2018.

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

5. Maintenance Department Update –Maintenance Supervisor Kirby Weckworth

Maintenance Supervisor Kirby Weckworth provided in the background packet an update highlighting the work of the Maintenance Department over the last month. This included dealing with snow emergency events on November 27, 29 and December 8 and 30<sup>th</sup>. He has been working diligently on the skating rink however weather conditions have been poor for creating ice. The replacement street lights for Main Street and throughout the City have been ordered and could be arriving soon. He shared the challenges being experienced at the Community Center as the facility ages including the dry sprinkler system developing pinhole leaks which he and Mike are attempting to locate and patch as well as the challenge with the boilers which have had to be repaired. Also the floors at the Community Center were waxed and rugs cleaned in the Council Chambers, Police Department and EMS Facility.

**ORDINANCES & RESOLUTIONS**

10. Resolutions

- A) 1-2020- A Resolution Appointing City Administrator and Authorizing the City of Arlington to Enter into a Contract with Amy Newsom.

**Motion by Hatlestad, seconded by Battcher, and passed by unanimous vote to approve the Resolution 1-2020- A Resolution Appointing City Administrator and Authorizing the City of Arlington to Enter into a Contract with Amy Newsom.**

B) 2 - 2020 – A Resolution Designating the Official City Depository.

This Resolution established Arlington State Bank as the official City Depository.

**Motion by Battcher, seconded by Gilman, and passed by unanimous vote to approve Resolution 2 - 2020 – A Resolution Designating the Official City Depository.**

C) 3 - 2020 – A Resolution Authorizing Signature Authority for City Accounts.

**Motion by Battcher, seconded by Morgan, and passed by unanimous vote to approve Resolution 3 - 2020 – A Resolution Authorizing Signature Authority for City Accounts.**

D) 4 - 2020 - A Resolution Designating the Official Newspaper.

**Motion by Gilman, seconded by Battcher, and passed by unanimous vote to approve Resolution 4 - 2020 - A Resolution Designating the Official Newspaper.**

E) 5 - 2020 – A Resolution Approving the 2020 City Calendar.

**Motion by Morgan, seconded by Gilman, and passed by unanimous vote to approve Resolution 5 - 2020 – A Resolution Approving the 2020 City Calendar.**

F) 6 - 2020 – A Resolution Ratifying Mayoral Appointments and Committees.

**Motion by Battcher, seconded by Gilman, and passed by unanimous vote to approve Resolution 6 - 2020 – A Resolution Ratifying Mayoral Appointments and Committees.**

G) 7 -2020 – A Resolution Amending the 2020 Fee Schedule.

**Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve with removal of the Gigantic category from the list Resolution 7 -2020 – A Resolution Amending the 2020 Fee Schedule.**

H) 8 -2020 – A Resolution Approving a Conditional Use Permit for Veterinary Clinic at 402 West Alden Street in the B-2 Central Business District.

**Motion by Battcher, seconded by Gilman, and passed by unanimous vote to approve Resolution 8 -2020 – A Resolution Approving a Conditional Use Permit for Veterinary Clinic at 402 West Alden Street in the B-2 Central Business District.**

## **UNFINISHED BUSINESS**

11. Approve/Deny Development Agreement with Hemp Heaven.

**Motion by Battcher, seconded by Gilman, and passed by unanimous vote to take Approve/Deny Development Agreement with Hemp Heaven off the table.**

There was discussion with Amy Newsom and Matt Nelson regarding the sale of the 22 acres to Hemp Heaven. A Councilmember suggested that in exchange for the City agreeing to sell it for \$1 as allowed in exchange for the business meeting job creation goals that Hemp Heaven agree that if they do not build that the City can buy it back for \$1 and that Hemp Heaven will also include the access to the property which they are obtaining through Northland Drying. Matt Nelson representing Hemp Heaven and Northland Drying was not receptive to that suggestion and emphasized that Hemp Heaven and Northland Drying are two separate businesses.

Councilmember Morgan had concerns about selling to a business that is owned by an individual who sits on the Northland Drying Board given the challenges that the City has had with Northland Drying and noise in the past. He also felt that Derrick Bushman should have been at the meeting as Councilmembers Morgan, Gilman and Amrhein have not had an opportunity to meet this gentleman and hearing directly from him would have given Joe a feel for what this individual was like. Matt Nelson indicated that Derrick Bushman has been to prior meetings and that this discussion about the sale to Hemp Heaven started back in July.

**Motion by Hatlestad, seconded by Gilman, and passed with one dissenting vote from Councilmember Morgan to Approve the Development Agreement with Hemp Heaven.**

12. Approve/Deny Letter of Understanding with Ridgeview Medical Center Regarding Ambulance Services.

There was some concern from Council members about the wage agreement for paramedics and EMT's.

**Motion by Battcher, seconded by Hatlestad, and passed unanimously to table the Letter of Understanding with Ridgeview Medical Center regarding Ambulance Services.**

**NEW BUSINESS**

13. Approve/Deny City Waste Collection Contract to Renville Sibley Sanitation L.L.C. Second Quote was from Waste Management of Minnesota Inc.

Administrator Melvin recommended the Council approve awarding the City waste and recycling contract to Renville Sibley Sanitation L.L.C. The second quote was from Waste Management of Minnesota, Inc. and was significantly higher in every category.

**Motion by Battcher, seconded by Gilman, and passed unanimously to approve city waste collection contract to Renville Sibley Sanitation L.L.C.**

14. Approve/Deny the Proposed Community Center Liquor Policy.

Amy Newsom discussed with the Council her concerns with having open bottles of alcohol left in the Community Center between events when there may be students setting up for events and the liability

the City assumes. The Council suggested revising the title to “Policy regarding alcoholic beverages left at the Arlington Community Center.” and agreed with Newsom concerns and recommendation to not allow alcoholic beverages to be left at the Community Center.

**Motion by Battcher, seconded by Hatlestad, and passed unanimously to approve the Proposed Community Center Liquor Policy.**

15. Approve/Deny Arlington Local Water Supply Plan 2016-2026.

Administrator Melvin shared with the Council that he and Lee Ortloff from PeopleService had completed and submitted the Local Water Supply Plan about a year ago and that the DNR recently got back to the City suggesting a few changes. Those changes were reviewed which were reviewed and agreed upon. The City now has to adopt the Plan which has been approved by the DNR and complete the “Certificate of Adoption” form which then has to be uploaded to the Minnesota DNR Permitting and Reporting System (MPARS).

**Motion by Battcher, seconded by Amrhein, and passed unanimously to approve**

16. Approve/Deny Solid Waste Collection/Dumpster Permit for 2020 for the following: Waste Management, Renville Sibley Sanitation and Gaylord Sanitation Inc.

**Motion by Battcher, seconded by Hatlestad, and passed unanimously to approve 2020 Solid Waste Collection/Dumpster Permit for Waste Management, Renville Sibley Sanitation and Gaylord Sanitation Inc.**

17. Approve/Deny Police Department Request to Consider Financial Support of \$500 to HAM Radio Club for their 11<sup>th</sup> Year Assisting in the Arli-Dazzle Event.

**Motion by Battcher, seconded by Gilman, and passed with one dissenting vote from Councilmember Hatlestad to approve having the HAM Radio Club invoice the City \$500 for the work that they do to assist the Police Department with traffic control and safety during Arli-Dazzle.**

18. Approve/Deny Offering Planning and Zoning/Administrative Coordinator position to Michael Kedrowski at \$18.59/hr.

The Council had discussion at the earlier workshop about the benefits of hiring for the position of Planning and Zoning and having that employee work at City Hall and available to meet with residents. The Council also felt that having this employee living in or nearby the community would be a benefit. The Council felt that hiring a full time employee to work in the office verses a part-time employee and a consultant would better meet the needs of the Administration office. The idea came up to possibly hire Michael Kedrowski to be Planning and Zoning/Administrative Coordinator. In this position he would deal with Planning and Zoning, help to manage the Administration Department and coordinate with

**Motion by Battcher, seconded by Hatlestad, and passed unanimously to approve offering the position of Planning and Zoning/Administrative Coordinator position to Michael Kedrowski at \$18.59/hr.**

19. Approve/Deny South Central Services Co-op Intern position for Administration.

**Motion by Battcher, seconded by Hatlestad, and passed unanimously to approve an Community Development Intern for Administration.**

20. Approve/Deny Spherion temporary position for Administration at a cost of \$22.50/hr
21. Accept Administration resignation

### **MISCELLANEOUS BUSINESS**

18. Council Member/Committee Updates
  - A) Update on discussion with PeopleService regarding water pressure at hydrant.

Mayor Nagel and Administrator Melvin met with Greg Stang from PeopleService

19. Open Discussion

### **ADJOURNMENT**

**Motion by Morgan, seconded by Hatlestad, and passed unanimously to adjourn at 9:01 p.m.**

City of Arlington

204 Shamrock Dr.

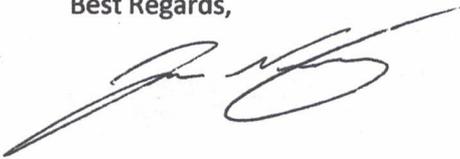
Re: EMS Captain Application

To whom it may concern,

This letter is to certify that I, James W. B. Noxon, am applying for the position of EMS Captain with the City of Arlington. After discussion with administration, I am applying for this position using a previous application for employment within the city. Since this application, my employment status has not changed and I have not gained any further employment, keeping this application current to today's date. I am still currently employed as a Full-Time Police Officer for the City of Arlington Police and have actively served on the Arlington Ambulance Service for much of my career with the agency.

If you have any questions regarding this letter or my application for the position, please call me directly at 507-225-6636 or 952-228-8805.

Best Regards,



1.7.2020

James Noxon

January 9, 2020

Dear City of Arlington and Ambulance Director,

Thank you for the opportunity to work for the Arlington Area Ambulance for the last 20 years. The service provided has greatly improved over the last two decades and with that the requirements from volunteers has increased as well. I have decided not to renew my EMT license so I can spend more time with my family. With the changes happening in the service now, I would like to resign effective immediately.

I enjoyed working with all the service members over the last 20 years and hope they continue to make the service great.

Sincerely,

A handwritten signature in cursive script, appearing to read "Brian Thomes".

Brian Thomes



Posting date:

Jurisdiction Name:

## NOTICE

### Pay Equity Report

This jurisdiction is submitting a pay equity implementation report to Minnesota Management & Budget as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999. The report must be submitted to the department by January 31<sup>st</sup> of the required reporting year.

The report is public data under the Minnesota Government Data Practices Act, Minnesota Statutes, and Chapter 13. That means that the report is available to anyone requesting this information.

This notice is being sent to all union representatives (if any) in this jurisdiction. In addition, this notice must remain posted in a prominent location for at least 90 days from the date the report was submitted.

For more information about this jurisdiction's pay equity program, or to request a copy of the implementation report, please contact:

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(Local contact person's name, address, telephone)

For more information about the state pay equity law, you may contact the Pay Equity Office at:

[pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)

Pay Equity Office  
Minnesota Management & Budget  
400 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155

## Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

### Part A: Jurisdiction Identification

Jurisdiction: Arlington

Jurisdiction Type: CITY - City

204 Shamrock Drive

Arlington

Contact:	Name	Title	Phone	Email
	Amy Newsom	City Administrator	507-964-2378	anewsom@arlingtonmn.com

### Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

State Job Match

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (\*less than 240

characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at: Arlington City Hall (prominent location) (\*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

City Council

(governing body) (\*less than 60 characters)

Rich Nagel

(chief elected official)(\*less than 60 characters)

Mayor

(title) (\*less than 60 characters)

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

### Part C: Total Payroll

\_\_\_\_\_ is the annual payroll for the calendar year just ended December 31.



Date: January 10, 2020

To: City of Arlington

From: Lee Ortloff/Lee Forcier/Dylan Hoflock, Operators

O & M Report: December 2019

## **Water Operation & Maintenance**

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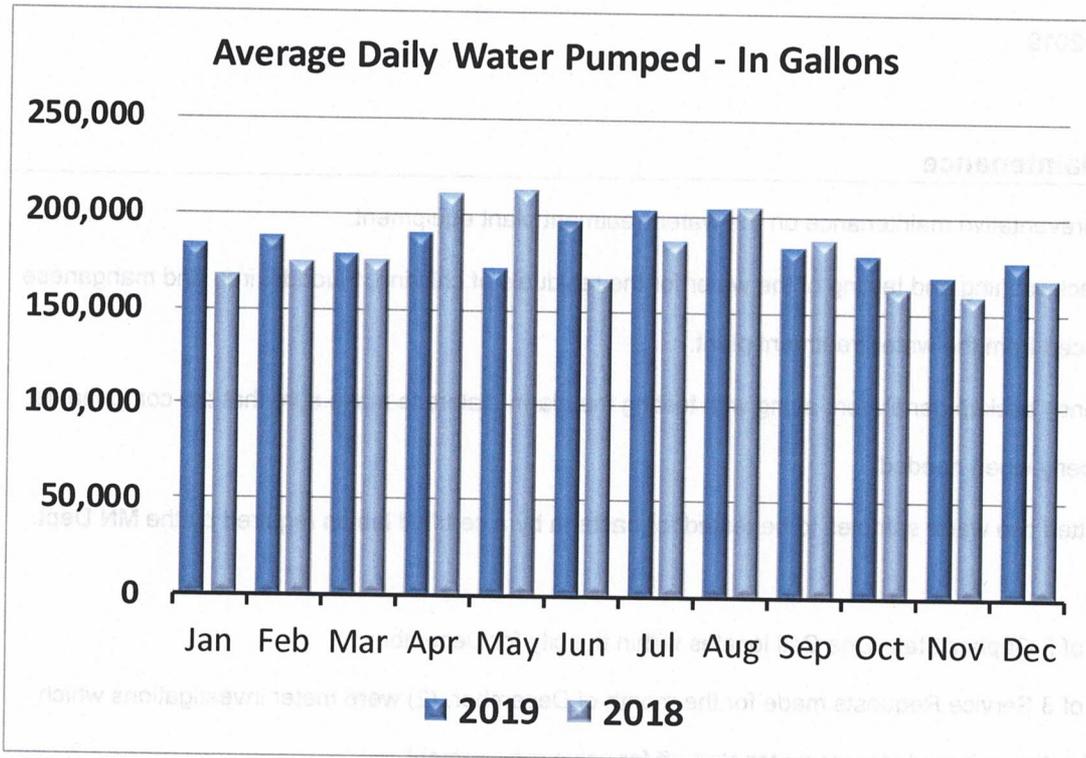
- Perform monthly preventative maintenance on the water treatment plant equipment.
- Perform weekly backwashing and testing of the water for the residuals of chlorine, Fluoride, iron and manganese of the water produced from the water treatment plant.
- Exercised emergency backup generators along with testing the alarm dialers to make sure that the components are operating properly when needed.
- Collect and submitted two water samples to be tested for bacteria by a certified lab as required by the MN Dept. of Health.
- There was a total of 3 Gopher State One Call locates within the city for December.
- There was a total of 3 Service Requests made for the month of December. (2) were meter investigations which led to replacing of entire unit, and (1) was water shut off for valve replacement.
- Inspect cap/plugs at fairgrounds per monthly check.
- Reading of meters per monthly reading.
- Dec 16<sup>th</sup> - Hjerpe here for utilities dig at Hutch Coop.

## **Wastewater Operation & Maintenance**

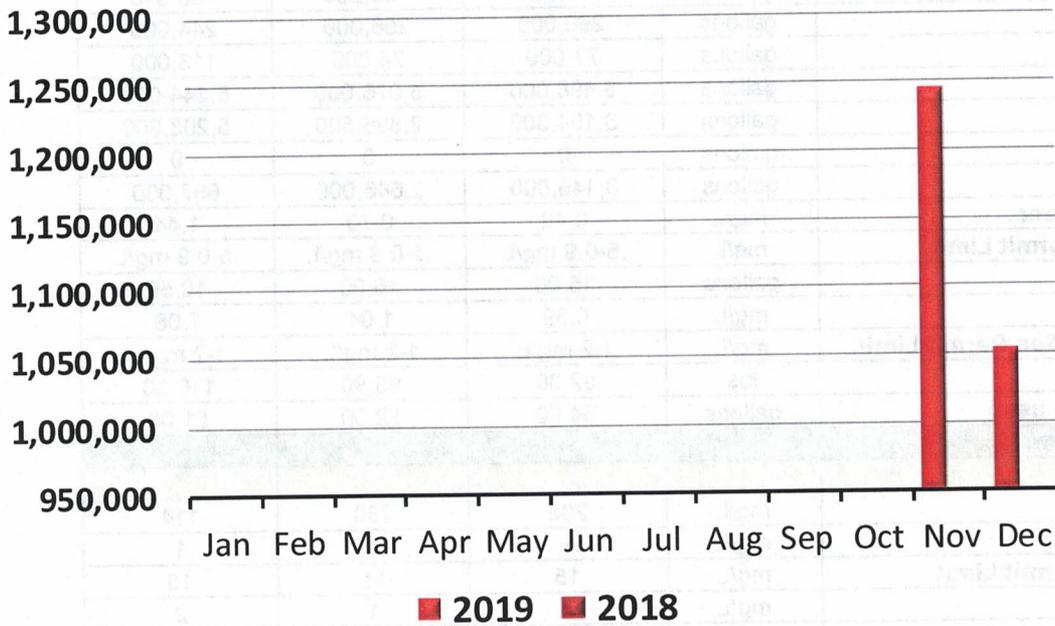
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- Performed monthly preventative maintenance on the wastewater treatment plant equipment.
- Visited all the lift stations three times a week to record pump runtimes and make sure that they are operating normal.

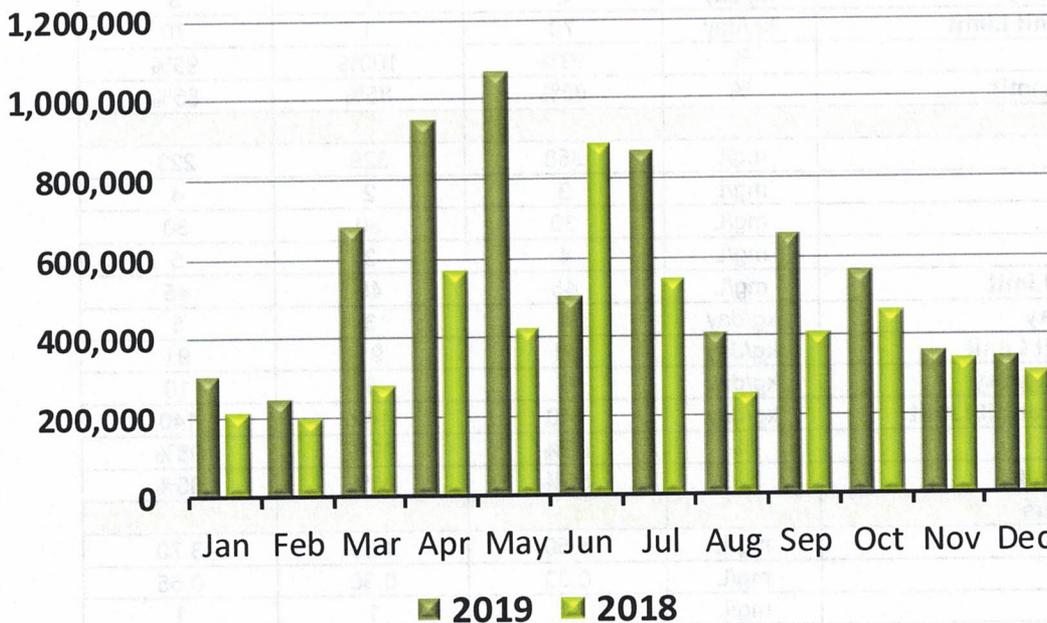
- Performed monthly preventative maintenance on the lift stations. Includes drawing down of contents, cleaning floats and level transducers if needed, inspecting how much grease and if any debris has built up in the lift station.
- Exercised the emergency backup generators and make sure the alarm dialers are functioning properly.



**Green Isle Lift Station Total Flow In Gallons**



**Average Daily Wastewater Pumped - In Gallons**



Water	Units	December-19	November-19	December-18
<b>Average Daily Pumped</b>	gallons	177,355	169,200	168,516
<b>Maximum Daily Pumped</b>	gallons	290,000	256,000	244,000
<b>Minimum Daily Pumped</b>	gallons	77,000	74,000	113,000
<b>Total Monthly Pumped</b>	gallons	5,498,000	5,076,000	5,244,000
<b>Well #2 Pumped</b>	gallons	3,194,300	2,896,500	5,208,600
<b>Well #3 Pumped</b>	gallons	0	0	0
<b>Well #4 Pumped</b>	gallons	3,146,000	2,646,000	697,000
<b>Average Daily Fluoride Conc.</b>	mg/L	0.40	0.70	1.44
<b>Fluoride concentration Permit Limit</b>	mg/L	.5-0.9 mg/L	.5-0.9 mg/L	.5-0.9 mg/L
<b>Fluoride used</b>	gallons	15.00	16.00	16.50
<b>Total Chlorine Residual</b>	mg/L	0.59	1.04	1.08
<b>Total Chlorine Concentration Permit Limit</b>	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
<b>Chlorine used</b>	lbs	92.30	95.90	116.30
<b>Potassium Permanganate used</b>	gallons	54.00	52.00	51.00
<b>Wastewater</b>				
<b>CBOD</b>				
<b>CBOD Influent</b>	mg/L	208	230	114
<b>CBOD Effluent-Monthly</b>	mg/L	1	1	1
<b>CBOD Effluent-Monthly Permit Limit</b>	mg/L	15	15	15
<b>CBOD Max Weekly</b>	mg/L	2	1	2
<b>CBOD Max Weekly-Permit Limit</b>	mg/L	25	25	25
<b>CBOD Effluent Monthly kg/day</b>	kg/day	2	1	1
<b>CBOD Monthly kg/day-Permit Limit</b>	kg/day	38	46	38
<b>CBOD Effluent Weekly kg/day</b>	kg/day	2	2	3
<b>CBOD Weekly kg/day-Permit Limit</b>	kg/day	70	1	70
<b>CBOD % Removal</b>	%	99%	100%	99%
<b>CBOD % Removal Permit Limit</b>	%	85%	85%	85%
<b>TSS</b>				
<b>TSS Influent</b>	mg/L	358	329	223
<b>TSS Effluent-Monthly</b>	mg/L	3	2	4
<b>TSS Effluent Permit Limit</b>	mg/L	30	30	30
<b>TSS Effluent Max Weekly</b>	mg/L	4	3	5
<b>TSS Max weekly - Permit Limit</b>	mg/L	45	45	45
<b>TSS Effluent-Monthly kg/day</b>	kg/day	4	3	5
<b>TSS Monthly kg/day-Permit Limit</b>	kg/day	91	91	91
<b>TSS Effluent Max Weekly kg/day</b>	kg/day	6	5	10
<b>TSS Max weekly kg/day- Permit Limit</b>	kg/day	140	140	140
<b>TSS % Removal</b>	%	99%	99%	98%
<b>TSS % Removal Permit Limit</b>	%	85%	85%	85%
<b>Phosphorus</b>				
<b>Phos Influent</b>	mg/L	4.50	4.60	3.70
<b>Phos Effluent</b>	mg/L	0.30	0.30	0.55
<b>Phos Effluent Permit Limit</b>	mg/L	1	1	1
<b>Phos Effluent Loading</b>	kg/day	0.17	0.14	0.23
<b>Phos Effluent Loading Permit Limit</b>	kg/day	2.50	2.50	2.50

Fecal Coliform				
Fecal Effluent	ml	0	0.00	0
Fecal Effluent Permit Limit	ml	N/A	N/A	N/A
Dissolved Oxygen				
DO Effluent	mg/L	8	7	7
DO Effluent Permit Limit	mg/L	6	6	6
Effluent Flow				
Average Daily	gallons	344,000	360,000	307,000
Maximum Daily	gallons	514,000	414,000	608,000
Total Monthly	gallons	10,658,000	10,788,000	9,507,000
Total Monthly Precipitation	inches	0.89	1.50	1.20
Green Isle Lift Station Total Flow	gallons	1,054,100	1,246,100	0
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$18,416.00	\$17,880.00	97%	100%
Chemical Budget	\$11,476.00	\$18,250.00	159%	100%
<b>Total</b>	<b>\$29,892.00</b>	<b>\$36,130.00</b>	<b>121%</b>	<b>100%</b>

DECEMBER REPORT 2019

A2019- 146	ARLINGTON UNITED METHODIS	303 W. ALDEN ST.	COMMERCIAL- REROOF	NIEMAN ROOFNG CO. INC.	\$ 51,000.00	\$585.67
A2019- 147	CHEF CRAIG - CRAIG & LINNEA	600 SHEILA DR.	COMMERCIAL- ADDITION/REMODEL	FREDIN CONST. & REMODELING LLC	\$ 637,000.00	\$3,496.05
A2019- 148	JOSE J. REYES	303 W. BAKER ST.	RESIDENTIAL - RESIDE/WINDOW INSTALLATION	NONE LISTED	\$ 8,500.00	\$100.00
A2019- 149	BRENT REIERSON	406 CREEKVIEW LANE	RESIDENTIAL - RESIDE/WINDOW INSTALLATION	FREDIN CONST. & REMODELING LLC	\$ 31,000.00	\$100.00
A2019- 150	SIWEK LUMBER	646 OLIVE ST.	RESIDENTIAL - SINGLE FAMILY DWELLING	NONE LISTED	\$ 150,000.00	\$1,146.37
A2019- 151	CARLOS CARRERA	420 E. MAIN ST. LOT D1	RESIDENTIAL - DEMOLITION	GAYLORD ROLL OFF	\$ 2,900.00	\$73.66
A2019- 152	SNAP FITNESS	108 5TH AVE. NW	COMMERCIAL- REMODEL	VOS CONSTRUCTION	\$ 130,000.00	\$1,045.57
A2019- 153	S & F ENTERPRISES LLP	108 5TH AVE. NW	COMMERCIAL- REMODEL	DIETZ BUILDERS INC.	\$ 6,000.00	\$112.72
					\$ 1,016,400.00	\$ 6,660.04



**ARLINGTON  
POLICE DEPARTMENT**

Office (507) 964-5200 FAX (507) 964-2737

108 Fourth Ave N.W.  
ARLINGTON, MN 55307

**DECEMBER 2019 – 386\_ Recorded ICR's**

Traffic Stops	148
Business/Door Checks	24
Park Checks	22
Parking Violations	18
Informational	16
Public Assist	15
School Patrols	13
Ordinance Violations	13
Medical Calls	12
Agency Assist	11
Suspicious Activity	10
Directed Patrol/Traffic Detail	8
Theft	7
Noise Complaint	7
Juvenile Trouble/Truancy	6
Warrant Checks/Arrests	5
Animal Calls	5
Motorist Assist	5
Public Relations/School Event	4
Scams	4
Property Damage	3
Harassment Complaint	3
Found Property	3
Accidents	3
Welfare Checks	3
Vehicle Lockouts	3
Civil Matters	2
OFP/HRO Violation	2
Alarms	2
Residence Watch	1
Driving Complaint	1
Child Protection/Custody	1
Fire Call	1
Open Door	1
Assault	1
Domestic	1
911 Hang-up	1
Suicidal	1

John Petterson  
Police Chief



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**DECEMBER 2019**

12-1-19

- Property Damage – 1000 Block Circle Dr.
- Motorist Assist – Intersection Hwy 5 & 411<sup>th</sup> Ave. (SO)
- Traffic Stop – 300 Block W. Main St.
- Business Check
- Public Relations – 500 Block Freedom Dr.
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Medical Call/Agency Assist – 800 Block W. Main St.
- Agency Assist/VOR – Intersection Hwy 5 & 431 Ave., Gaylord
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Dayton St.
- Traffic Stop – Intersection Main St. & 3<sup>rd</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & 425<sup>th</sup> Ave., Arlington

12-2-19

- Vehicle Off Road – Intersection Hwy 5 & Cty. Rd. 9 (SO)
- Directed Patrol/Traffic Detail – 1<sup>st</sup> Ave. S. & Henderson Rd.
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave. NE
- Traffic Stop – Intersection 4<sup>th</sup> Ave. NE & E. Brooks St.
- Traffic Stop – Intersection Cty. Rd. 9 & W. Alden St.
- Traffic Stop – 100 Block W. Main St.
- Business Check

12-3-19

- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave. (SO)
- Park Check
- Park Check
- Noise Complaint – 100 Block Henderson Rd.
- Morning School Patrol
- Business Check/Public Relations
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Motorist Assist/VOR – 400 Block Circle Ln.
- Traffic Stop – Intersection Cty. Rd. 9 & W. Alden St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & Hwy 5
- Traffic Stop – 200 Block W. Main St.
- Noise Complaint – 100 Block Henderson Rd.
- Informational – 100 Block Henderson Rd.

#### 12-4-19

- Morning School Patrol
- Juvenile Trouble – 200 Block 3<sup>rd</sup> Ave. NW
- Noise Complaint – 100 Block Henderson Rd.
- Parking Violation – Intersection 2<sup>nd</sup> Ave. NW & W. Chandler St.
- Juvenile Trouble – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave. NE
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Brooks St.
- Warrant Arrest – Intersection Main St. & 3<sup>rd</sup> Ave.
- Business Check

#### 12-5-19

- Informational – 100 Block Henderson Rd.
- Informational – 100 Block Henderson Rd.
- Theft – 200 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Public Assist – 200 Block 3<sup>rd</sup> Ave. NW
- Theft – 300 Block E. Brooks St.
- Theft – 500 Block 2<sup>nd</sup> Ave. NW
- Scam – 700 Block W. Main St.
- Afternoon School Patrol
- Suspicious Activity – 24200 Block 387<sup>th</sup> Ave.
- Traffic Stop – Intersection W. Main St. & 6<sup>th</sup> Ave.
- Theft – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 2<sup>nd</sup> Ave. NW
- Informational – 100 Block Henderson Rd.

#### 12-6-19

- Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St.
- Parking Violation – 100 Block 3<sup>rd</sup> Ave. NW
- Suspicious Activity/Informational – Intersection Clinton St. & 5<sup>th</sup> Ave.
- Afternoon School Patrol
- Harassment Complaint – 700 Block Olive St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Business Check/Public Relations
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave. (SO)
- Traffic Stop – Intersection Marion Dr. & Hwy 5 (SO)
- Traffic Stop – Intersection Hwy 5 & W. Alden St.

#### 12-7-19

- Theft – 300 Block W. Main St.
- Business Check
- Traffic Stop – Intersection Cty. Rd. 12 & Cty. Rd. 9 (SO)
- Public Event – Main St.
- Found Property – 400 Block W. Main St.
- Property Damage – 800 Block W. Main St.
- Informational – 100 Block E. Main St.
- Business Check

- Motorist Assist – Intersection Hwy 5 & W. Baker St.
- Agency Assist – Intersection Hwy 19 & 8<sup>th</sup> St., Gaylord

#### 12-8-19

- Traffic Stop – Intersection Shamrock Dr. & Marion Dr. (SO)
- Assault – 300 Block W. Main St.
- Business Check
- Noise Complaint/Agency Assist – Intersection Main St. & 4<sup>th</sup> Ave. (SO)
- Agency Assist – 600 Block Main Ave., Gaylord
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 9 (SO)
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave. (SO)
- Agency Assist/Accident – 23900 Block Hwy 5
- Traffic Stop – Intersection Main St. & 4<sup>th</sup> Ave. NE
- Park Check
- Park Check

#### 12-9-19

- Suspicious Activity – 700 Block Chestnut Dr. (SO)
- Afternoon School Patrol
- Noise Complaint – 100 Block Henderson Rd.
- Traffic Stop – Intersection W. Main St. & Hwy 5
- Traffic Stop – Intersection 1<sup>st</sup> Ave. & Alden St.
- Ordinance Violation – 800 Block W. Main St.
- Ordinance Violation – 200 Block E. Clinton St.
- Ordinance Violation – 100 Block E. Main St.
- Traffic Stop – 300 Block W. Main St.

#### 12-10-19

- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave. (SO)
- Morning School Patrol
- Informational/Tobacco Compliance – 23200 Block 401<sup>st</sup> Ave. (SO)
- Informational/Tobacco Compliance – 500 Block 2<sup>nd</sup> Ave. NW (SO)
- Informational/Tobacco Compliance – 400 Block W. Main St. (SO)
- Informational/Tobacco Compliance – 100 Block 5<sup>th</sup> Ave. NW (SO)
- Informational/Tobacco Compliance – 100 Block 1<sup>st</sup> Ave. N. (SO)
- Vehicle Lockout – 700 Block Chestnut Dr.
- Agency Assist – 200 Block E. Baker St.
- OFP Violation – 400 Block E. Adams St.
- OFP Violation – 400 Block W. Adams St.

#### 12-11-19

- Business Check
- Morning School Patrol
- Public Assist/Found Property – 100 Block 4<sup>th</sup> Ave. NW
- Afternoon School Patrol
- Traffic Stop – Intersection W. Brooks St. & 6<sup>th</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave. NE
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Business Check
- Business Check

### 12-12-19

- Park Check
- Park Check
- Ordinance Violation – 500 Block W. Alden St.
- Agency Assist – 500 Block High Island Cr.
- Juvenile Trouble – 200 Block 3<sup>rd</sup> Ave. NW
- Directed Patrol/Traffic Detail – 1<sup>st</sup> Ave. S. & Henderson Rd.
- Traffic Stop – Intersection Main St. & 4<sup>th</sup> Ave. NW
- Traffic Stop – 800 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Traffic Stop – Intersection Cty. Rd. 9 & Hwy 5
- Civil Matter – 400 Block W. Brooks St.
- Animal Call – 500 Block 4<sup>th</sup> Ave. SE

### 12-13-19

- Park Check
- Noise Complaint – 100 Block Henderson Rd.
- Park Check
- Business Check
- Morning School Patrol
- Agency Assist – 400 Block W. Douglas St.
- Traffic Stop – Intersection 2<sup>nd</sup> Ave. NW & W. Alden St.
- Child Protection – 400 Block E. Dayton St.
- Traffic Stop – Intersection W. Alden St. & 2<sup>nd</sup> Ave. NW
- Informational – 200 Block 7<sup>th</sup> Ave. SW
- Driving Complaint – Hwy 5
- Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St.
- Traffic Stop – Intersection Hwy 5 & 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Medical Call/Agency Assist – 400 Block 7<sup>th</sup> Ave. NW

### 12-14-19

- Parking Violation – 200 Block W. Main St.
- Suspicious Activity – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 2<sup>nd</sup> Ave. NW
- Animal Call – 100 Block E. Brook St.
- Public Assist – 200 Block 7.5 Ave SW
- Business Check/Public Relations
- Public Assist – 600 Block E. Clinton St.
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Alden St. & 4<sup>th</sup> Ave.
- Civil Matter – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Cty. Rd. 9 & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Traffic Stop – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Cty. Rd. 9 & W. Chandler St.
- Traffic Stop – Intersection 400 Block 5<sup>th</sup> Ave. NW

### 12-15-19

- Medical Call/Agency Assist – 300 Block 5<sup>th</sup> Ave. SE (SO)
- Directed Patrol/Traffic Detail – Henderson Rd. & 1<sup>st</sup> Ave. S.
- Traffic Stop – Intersection W. Brooks St. & 7<sup>th</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave. (SO)
- Traffic Stop – Intersection Hwy 5 & W. Douglas St.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Traffic Stop/Agency Assist – Intersection Hwy 5 & W. Baker St. (SO)
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Noise Complaint – Intersection 3<sup>rd</sup> Ave. & Dayton St.
- Public Assist – 600 Block W. Chandler St.
- Agency Assist – Intersection Hwy 5 & W. Baker St.

### 12-16-19

- Domestic – 700 Block W. Chandler St.
- Directed Patrol/Traffic Detail – 5<sup>th</sup> Ave. SE
- Informational – 100 Block 4<sup>th</sup> Ave. NW
- 911 Hangup – 500 Block 2<sup>nd</sup> Ave. NW
- Afternoon School Patrol
- Traffic Stop – Intersection Cty. Rd. 9 & Hwy 5
- Traffic Stop – Intersection Cty. Rd. 9 & Hwy 5
- Traffic Stop – Intersection Cty. Rd. 9 & Hwy 5
- Traffic Stop – Intersection 391<sup>st</sup> & Circle Ln.
- Traffic Stop – Intersection Main St. & Hwy 5
- Traffic Stop – Intersection 230<sup>th</sup> St. & Circle Dr.
- Motorist Assist/Agency Assist – Intersection 4<sup>th</sup> Ave. & Main St. (SO)
- Business Check

### 12-17-19

- Park Check
- Park Check
- Ordinance Violation – 300 Block W. Chandler St.
- Morning School Patrol
- Medical Call/Agency Assist – 400 Block E. Adams St.
- Scam – 100 Block E. Main St.
- Ordinance Violation – 400 Block E. Adams St.
- Found Property – 200 Block 3<sup>rd</sup> Ave. NW
- Ordinance Violation – 300 Block 4<sup>th</sup> Ave. NW
- Scam – 300 Block Frenzel Dr.
- Scam – 800 Block W. Chandler St.
- Traffic Stop – Intersection W. Main St. & 8<sup>th</sup> Ave.
- Directed Patrol/Traffic Detail – 700 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Harassment Complaint – 26800 Block 391<sup>st</sup> Ave., Arlington
- Medical Call/Agency Assist – 700 Block Chestnut Dr.
- Suspicious Activity – 200 Block E. Baker St.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.

### 12-18-19

- Park Check
- Park Check
- Agency Assist/Informational – 200 Block 3<sup>rd</sup> Ave. NW
- Medical Call/Agency Assist – 400 Block 7<sup>th</sup> Ave. NW
- Juvenile Trouble – 100 Block Henderson Rd.
- Suspicious Activity – Intersection E. Clinton St. & 5<sup>th</sup> Ave. SE
- Agency Assist – 500 Block Circle Dr.
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave.
- Traffic Stop – 100 Block 1<sup>st</sup> Ave. N.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St.
- Traffic Stop – 300 Block W. Brooks St.

### 12-19-19

- Parking Violation – 100 Block W. Main St.
- Parking Violation – 100 Block 3<sup>rd</sup> Ave. NW
- Morning School Patrol
- Juvenile Trouble – 100 Block Henderson Rd.
- Business Check/Public Relations
- Traffic Stop – Intersection 4<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.

### 12-20-19

- Traffic Stop/Paraphernalia – Intersection Hwy 5 & 411<sup>th</sup> St.
- Business/Door Checks – W. Main St.
- Open Door – 400 Block W. Main St.
- Morning School Patrol
- Alarm – 100 Block W. Main St.
- Public Assist – 24000 411<sup>th</sup> Ave., Arlington
- Fire Call/Alarm/Agency Assist – 200 Block 3<sup>rd</sup> Ave NW
- Medical Call/Agency Assist – 400 Block 7<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Traffic Stop – Intersection 401<sup>st</sup> Ave. & E. Main St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Brooks St.
- Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St.
- Traffic Stop – Intersection Hwy 5 & 391<sup>st</sup> Ave.
- Traffic Stop – Intersection Henderson Rd. & 4<sup>th</sup> Ave. SE
- Traffic Stop – 300 Block W. Chandler St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Brooks St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Chandler St.
- Traffic Stop – Intersection Adams St. & 4<sup>th</sup> Ave.

### 12-21-19

- Traffic Stop – Intersection 401<sup>st</sup> Ave. & Hwy 5
- Park Check
- Business Check
- Park Check
- Ordinance Violation – 100 Block E. Clinton St.

- Directed Patrol/Traffic Detail – E. Main St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. NE & E. Main St.
- Directed Patrol/Traffic Detail – W. Main St.
- Ordinance Violation – 600 Block W. Adams St.
- Traffic Stop – 200 Block E. Main St.
- Welfare Check – 100 Block 2<sup>nd</sup> Ave. NW
- Theft – 200 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Cty. Rd. 9 & Cty. Rd. 12
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Medical Call/Agency Assist – 600 Block Marion Dr.
- Animal Call – Intersection Hwy 5 & Cty. Rd. 9
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Accident – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection 230<sup>th</sup> St. & 401<sup>st</sup> Ave.
- Traffic Stop – Intersection 7<sup>th</sup> Ave. & W. Brooks St.
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 9
- Traffic Stop – Intersection 2<sup>nd</sup> Ave. & Adams St.
- Traffic Stop – Intersection W. Main St. & 7<sup>th</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.

#### 12-22-19

- Park Check
- Medical Call/Agency Assist – 500 Block W. Brooks St.
- Park Check
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 12
- Ordinance Violation – 300 Block E. Elmwood St.
- Traffic Stop – Intersection 1<sup>st</sup> Ave. S. & E. Baker St.
- Public Assist – 5<sup>th</sup> Ave. SW
- Traffic Stop – Intersection 401<sup>st</sup> Ave. & Hwy 5
- Warrant Check – 200 Block 7<sup>th</sup> Ave. SW
- Traffic Stop – 100 Block 5<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 401<sup>st</sup> Ave.
- Medical Call/Agency Assist/Child Endangerment – 200 Block W. Alden St.
- Residence Watch – 300 Block E. Clinton St.
- Agency Assist – 800 Block E. Main St., Gaylord

#### 12-23-19

- Park Check
- Park Check
- Traffic Stop – Intersection E. Adams St. & 4<sup>th</sup> Ave. SE
- Business Check/Public Relations
- Ordinance Violation – 500 Block Freedom Dr.
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 12
- Medical Call/Agency Assist – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Cty. Rd. 9
- Traffic Stop – Intersection Cty. Rd. 9 & W. Main St.
- Traffic Stop – Intersection Cty. Rd. 9 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 9

#### 12-24-19

- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Juvenile Trouble/Curfew Violation – Intersection E. Main St. & 3<sup>rd</sup> Ave.
- Parking Violation – 100 Block 2<sup>nd</sup> Ave. NW
- Parking Violation – 100 Block 3<sup>rd</sup> Ave. NW
- Accident/Property Damage – 200 Block W. Main St.
- Suicidal – 200 Block 1<sup>st</sup> Ave. N.
- Property Damage – 100 Block E. Baker St.
- Vehicle Lockout – 100 Block 2<sup>nd</sup> Ave. NW
- Motorist Assist – Intersection W. Main St. & 7<sup>th</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St.
- Medical Call/Agency Assist – 400 Block 7<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & Henderson Rd.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- VOR – Intersection Hwy 5 & 230<sup>th</sup> St.
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave.

#### 12-25-19

- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Suspicious Activity – Intersection 7<sup>th</sup> Ave. & W. Chandler St.
- Park Check
- Suspicious Activity – 23200 Block 401s Ave.

#### 12-26-19

- Park Check
- Animal Call – Arlington
- Directed Patrol/Traffic Detail – W. Main St.
- Public Assist – 800 Block W. Main St.
- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Warrant Check – 100 Block E. Clinton St.
- Warrant Arrest – 600 Block W. Baker St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Found Property – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Business Check
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave. NE

#### 12-27-19

- Business Check
- Park Check
- Suspicious Activity – Intersection W. Alden St. & 6<sup>th</sup> Ave.

- Park Check/Open Door
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Ordinance Violation – 400 Block W. Elgin St.
- Ordinance Violation – 300 Block E. Elmwood St.
- Public Relations/Business Check
- Welfare Check – 800 Block W. Main St.
- Theft – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave.
- School Event/Public Relations

#### 12-28-19

- Traffic Stop – Intersection W. Brooks St. & 6<sup>th</sup> Ave.
- Accident – 100 Block 5<sup>th</sup> Ave. NW
- Traffic Stop – 200 Block 3<sup>rd</sup> Ave. NW (SO)
- Public Relations/School Event
- Welfare Check – 700 Block Chestnut Dr.
- Traffic Stop – Intersection Cty. Rd. 9 & Hwy 5

#### 12-29-19

- Traffic Stop – Intersection W. Adams St. & 6<sup>th</sup> Ave.
- Suspicious Activity – 100 Block Henderson Rd.
- Agency Assist/Vehicle Unlock – 40600 Block 225<sup>th</sup> St., Arlington
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave. (SO)
- Traffic Stop – 400 Block 4<sup>th</sup> Ave. NE
- Traffic Stop – Intersection W. Adams St. & Hwy 5
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave. (SO)
- Traffic Stop/Warrant Arrest – Intersection Hwy 5 & 230<sup>th</sup> St.

#### 12-30-19

- Harassment Complaint – 300 Block W. Chandler St.
- Public Assist – 400 Block E. Adams St.
- Animal Call – 800 Block W. Main St.
- Informational – Intersection 4<sup>th</sup> Ave. NE & E. Brooks St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St. (SO)
- Traffic Stop – Intersection 236<sup>th</sup> St. & 411<sup>th</sup> Ave. (SO)
- Business Check
- Parking Violation – 300 Block W. Adams St.
- Business Check
- Parking Violation – Intersection E. Baker St. & 2<sup>nd</sup> Ave. SE

#### 12-31-19

- Parking Violation – Intersection W. Adams St. & 7<sup>th</sup> Ave.
- Parking Violation – 600 Block W. Baker St.
- Parking Violation – Intersection 2<sup>nd</sup> Ave. NE & E. Main St.
- Parking Violation – Intersection 2<sup>nd</sup> Ave. SE & E. Dayton St.
- Parking Violation – Intersection 3<sup>rd</sup> Ave. NE & E. Main St.
- Parking Violation – 200 Block Frenzel Dr.

- Parking Violation – 400 Block E. Elmwood St.
- Parking Violation – 400 Block W. Elgin St.
- Parking Violation – 100 Block E. Douglas St.
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – W. Main St.
- Traffic Stop – Intersection W. Adams St. & 2<sup>nd</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave. (SO)
- Alarm – 100 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Business Check

John Petterson  
Police Chief



## **Economic Development Authority 2019 Annual Report**



**EDA members include: Larry Sorenson, Dick Thomes (replaced by Howard Brinkman September 2019), Michelle Boettcher, Tim Kloeckl, Kurt Menk, Tom Hatlestad, Dean Bergerson**

# City of Arlington Economic Development Authority Annual Report 2019

## Report Contents:

- I. **Arlington Economic Development Authority**
- II. **2019 Goals and Objectives**
  1. **Business and Industrial Development Goals**
    - a. Take steps to improve business retention and attraction
    - b. Conduct business retention visits and follow-up on previous visits
    - c. Promote the RLF Program, Façade Program, and other EDA programs and incentives
    - d. Actively promote available commercial sites – privately and publicly owned
    - e. Sell the former TSE Admin building
    - f. Acquire Industrial Park
    - g. Brainstorm uses for former Cemstone property
  2. **Housing Goals**
    - a. Circulate Housing Study among developers
    - b. Work with developers to stimulate housing
  3. **Marketing Goals**
    - a. Update Economic Development page on City website (ongoing)
    - b. Economic Development updates on City Facebook page (ongoing)
    - c. Participate in County Community Development newsletter each month (ongoing)
    - d. Collaborate on projects with the Chamber of Commerce, Arlington Industries, Choose Arlington, and Sibley County (ongoing)
    - e. Work with DEED to participate in MN Manufacturers week
- III. **Activity Report**
  - A. Choose Arlington/survey
  - B. Lot north of racetrack

- C. Choose Arlington SMIF grant
- D. Flyers in water bills
- E. Fen Biotech
- F. Hemp Heaven
- G. Scott Equipment business subsidy
- H. Nik Huebner
- I. Sign Program
- J. One Million Cups
- K. SAC & WAC Waivers
- L. Grant for Arlington Ambulance

#### **IV. 2020 Goals and Initiatives**

1. Business and Industrial Development Goals
  - a. Continue to improve business retention and attraction
  - b. Continue to conduct business retention visits and follow-up on previous visits
  - c. Actively promote available commercial sites – privately and publicly owned
  - d. Work toward purchasing industrial park land
  - e. Work to attract professionals to town – i.e. dentists, lawyers
2. Housing Goals
  - a. Work with developers to stimulate housing
  - b. Work with trailer park and consider housing alternatives
3. Marketing Goals
  - a. Update Economic Development page on City website (ongoing)
  - b. Economic Development updates on City Facebook and City newsletter (ongoing)
  - c. Collaborative projects with regional partners (ongoing)
  - d. Work with DEED to participate in MN Manufacturers week.

#### **V. Conclusion**

**City of Arlington  
Economic Development Authority  
Annual Report 2019**

**I. ARLINGTON ECONOMIC DEVELOPMENT AUTHORITY**

The Arlington Economic Development Authority (EDA) is governed by a seven-member Board of Directors. The Board consists of two members from the business community, three residents, and two City Council liaisons. The structure of the Board during 2019 is provided in the table below.

<i>Member</i>	<i>Position</i>	<i>Affiliation</i>	<i>Term Expires</i>
Dean Bergersen	President	Arlington Resident	12/2023
Michelle Boettcher	Member, Board of Directors	City Council	
Tim Kloeckl	Member, Board of Directors	Business Owner	12/2022
Dick Thomes/ Howard Brinkman	Member, Board of Directors	Business Owner	12/2021
Kurt Menk	Member, Board of Directors	Arlington Resident	12/2020
Larry Sorenson	Member, Board of Directors	Arlington Resident	12/2019
Tom Hatlestad	Vice President	City Council	

The City of Arlington contracted with Sibley County for Economic Development Assistance until November 15, 2019 when Amy Newsom became a full-time City employee.

## II. 2019 GOALS AND OBJECTIVES

At the start of the 2019 the EDA specified several goals. With the mission of creating jobs, raising incomes and broadening the City's tax base, the following goals and objectives were broken down into three categories business and industrial development goals and marketing goals. The following items were undertaken to work on the EDA goals and objectives:

### A. Take steps to improve business retention and attraction

The EDA has worked with Small Business Development Center (SBDC) on the website bizlinknorth.com. The site allows buyers a venue to list their businesses for sale and work with consultants from SBDC. 4 Arlington businesses have listed their businesses on the website with an additional business being listed in January of 2020. Bizlink North won the Local Government Innovation Award from the University of Minnesota School of Public Policy.



The EDA has a forgivable loan program with a \$1,000 incentive for new daycare providers to open in Arlington. The EDA also began working on a Sign Program with a \$1,000 forgivable loan for businesses to use for signage.

**B. Conduct business retention visits and follow-up on previous visits**

Newsom completed 20 businesses visits in 2019 and plans to spend one day per week in 2020 to visit businesses.

**C. Promote the RLF Program and Façade Program**

Newsom provides information on the City's revolving loan program and façade program when doing business visits. The programs have also been highlighted in the City's newsletter and on the City and County social media.

**D. Actively promote available commercial sites - privately and publicly owned**

Both privately owned and publicly owned commercial lots are listed on the City's website. They have also been frequently featured in the both the City and County social media posts, as well as the Community Development newsletter.

The City only has one City owned site available in the City limits, and will continue to promote that parcel and any privately owned parcels available.

**E. Sell the former TSE Admin building**

In February of 2019 the EDA sold the TSE building to S&F Enterprises. There were 4 businesses and 13 employees in the building at the end of 2019.



**F. Acquire Industrial Park**

This task was turned over to the Planning and Zoning Commission. No site has been identified for future growth.

**G. Brainstorm uses for former Cemstone property**

Arlington promoted the lot on social media and their website, but did not focus on that lot.

**III. ACTIVITY REPORT**

In addition to the identified goals and objectives above, there were other activities undertaken by the EDA in 2019. These activities included:

### **A. Choose Arlington/survey**

Kurt Menk has been serving as Chair of Choose Arlington. The group completed a survey in 2019 and received an overwhelming response that 84 percent of the respondents felt that Arlington should focus on bring in more jobs. Intern Michael Kedrowski also began working on a lodging study for Choose Arlington. The group hopes to attract a developer to build lodging in Arlington. Lodging will help the City better utilize the Arlington Community Center.

### **B. Lot north of racetrack**

This is the only City owned lot in Arlington. EDA Director Newsom shared information on the lot with two businesses in 2019, but the City had originally planned to sell the lot for residential housing.

### **C. Choose Arlington SMIF grant**

Choose Arlington received a \$20,000 grant from Southern Minnesota Initiative for an incubator space in the former DJ's Shoes building. Brinkman's purchased the building and created five incubator spaces.



**The City of ARLINGTON**  
LOOKING FOR MAIN STREET SPACE FOR YOUR BUSINESS?

Commerical property available for lease in the City of Arlington.  
Incubator office or retail space available.

Please contact Brandon Brinkman at 507-351-1005 for more information on this building.

The Arlington EDA and Arlington Industries offer incentives for business. Contact EDA Director Amy Newsom at 507-720-8586 or [anewsom@arlingtonmn.com](mailto:anewsom@arlingtonmn.com) for more information.

**D. Flyers in water bills**

Flyers explaining all the EDA programs were sent to the City staff and included in the residents' water bills in 2019.

**E. Fen Biotech**

Fen Biotech leased part of the former Seneca facility in the summer of 2019 but left the building because they did not want to install sprinklers in a building they did not own.

**F. Hemp Heaven**

The Arlington EDA and Council approved a purchase agreement and the EDA approved a development agreement with Wisconsin hemp company Hemp Heaven. Hemp Heaven purchased the 22 acres south of the former Seneca facility. Hemp Heaven purchased the property for \$1.00 on the condition that they will build within 6 months and have 15 FTE employees within 2 years. Hemp Heaven plans to build 8 greenhouses and 2 processing rooms valued at more than \$700,000.

**G. Scott Equipment Business Subsidy**

The EDA and City Council agreed to a \$40,000 business subsidy for Scott Equipment to help the company move the storm sewer lines. Scott Equipment plans to build another building on their property in 2020.

**H. Nik Huebner**

Nik Huebner presented a plan to purchase part of the former Seneca facility to grow lettuce and other vegetables through aquaponics. Huebner needs to acquire private funding for the project and then will come back to the City for assistance. Huebner's business will have approximately 20 employees.

## **I. Sign Program**

The EDA created a Sign Program to assist businesses with the purchase of proper signage for their businesses. The EDA chose to create a separate program from the façade improvement program because we now have several businesses sharing the same location.

### Sign Program Policy

This program is intended to provide commercial property owners with a resource and incentive to add, improve, and / or replace signage in the City of Arlington.

### Eligibility

- Properties must be in the City of Arlington.
- Funds can be used only for the purchase of new signs and/or the repair, improvement or replacement of existing signs.
- Only one loan per business will be awarded.

### Requirements

- Businesses who lease space must get written approval from the owner of the property.
- Work cannot commence until the loan has been approved, and should be completed within 180 days, weather permitting.

### Rates/Terms

- Loans range up to \$1,000 with an equal match from the business.
- Loans will be in the form of a 0%, 3-year deferred loan. A deferred loan means that you have no monthly payment. If you maintain your business in that building and continue to own the building for the next three years, the loan will be forgiven. If you sell your building or it is no longer used as your principle place of business before the three-years is up, you simply pay back what you owe without interest.
- Improvements must be completed before any funds can be disbursed.

Contact the EDA Director Amy Newsom at (507) 720-8586, or send an email to [anewsom@arlingtonmn.com](mailto:anewsom@arlingtonmn.com), for a loan application and additional information.

#### **J. One Million Cups**

The EDA was offered the opportunity to host One Million Cups – Mankato on the road and Arlington will be hosting on October 14, 2020. One Million Cups is based on the notion that entrepreneurs discover solutions and engage with their communities over a million cups of coffee, the Ewing Marion Kauffman Foundation developed 1 Million Cups in 2012 – a free program designed to educate, engage and inspire entrepreneurs around the country. Through the power of volunteers, 1 Million Cups has grown to more than 160 communities.

As a program of the Kauffman Foundation, 1 Million Cups works with entrepreneurs, empowering them with the tools and resources to break down barriers that stand in the way of starting and growing their businesses. Mr. Kauffman believed it was a fundamental right for anyone who had a big idea to be able to bring it to life – and we're here to fulfill that mission.

<https://www.1millioncups.com/mankato>

#### **K. SAC & WAC Waivers**

The Arlington EDA provided 3 SAC & WAC waivers for new home construction. The program then moved on to the City Council for the Council to consider waiving the sewer and water connections on a case by case basis. The Council approved 3 additional waivers for a total of 6 new homes.

#### **L. Grant for Arlington Ambulance**

EDA Director Newsom wrote a grant to Minnesota Valley Electric for AED's for the Arlington Ambulance. The Ambulance received \$2,222.

### **IV. 2020 GOALS AND INITIATIVES**

The EDA has identified the following goals for 2020:

1. Business and Industrial Development Goals
  - a. Continue to improve business retention and attraction
  - b. Continue to conduct business retention visits and follow-up on previous visits
  - c. Actively promote available commercial sites – privately and publicly owned
  - d. Work toward purchasing industrial park land.
  - e. Work to attract professionals to town – i.e. dentists, lawyers
2. Housing Goals
  - a. Work with developers to stimulate housing
  - b. Work with trailer park and consider housing alternatives
3. Marketing Goals
  - a. Update Economic Development page on City website (ongoing)
  - b. Economic Development updates on City Facebook and City newsletter
  - c. Collaborative projects with regional partners.
  - d. Work with DEED to participate in MN Manufacturers week

## V. CONCLUSION

The EDA accomplished many items in addition to the goals that were set at the beginning of 2019. The EDA should continue to work with the volunteers of Choose Arlington to achieve their goals.

Submitted : \_\_\_\_\_, 2020.

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Dean Bergersen  
EDA President

---

Amy Newsom  
EDA Director



Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION 10-2020**

**A RESOLUTION ADMENDING THE 2020 WAGE SCHEDULE**

**WHEREAS**, a wage schedule was approved by City Council on December 2, 2019, but not approved by resolution;

**WHEREAS**, there have staffing changes and changes to the wage schedule since the schedule was approved and an updated schedule must be approved by the City Council;

**THEREFORE, BE IT RESOLVED**, that the Arlington City Council adopts the following amended wage schedule:

CITY OF ARLINGTON NEW SALARY RANGE Approved 12-2-19

	Current	increase	Step 1	Increase	Step 2	Increase	Step 3	Increase	Step 4	Increase	Step 5	Increase	Step 6
Asst. Deputy Clerk	\$15.00	13.33%	17	9.35%	18.59	4.00%	\$19.33	4.00%	\$20.11	4.00%	\$20.91	4.00%	\$21.75
Mntc. Worker	\$18.99	2.59%	17.32	4.00%	\$18.01	4.00%	\$18.73	4.00%	\$19.48	4.00%	\$20.26	4.00%	\$21.07
Admin. Coordinator	\$20.45	2.26%	18.59	4.00%	\$19.33	4.00%	\$20.11	4.00%	\$20.91	4.00%	\$21.75	4.00%	\$22.62
P & Z/Administrative Coord.	\$18.59		18.59	4.00%	\$19.33	4.00%	\$20.11	4.00%	\$20.91	4.00%	\$21.75	4.00%	\$22.62
Police Officer 1	\$24.00	8.33%	22.00	9.09%	24.00	8.33%	26.00	7.69%	28.00		COLA		COLA
Police Officer 2	\$24.00	8.33%	22.00	9.09%	24.00	8.33%	26.00	7.69%	28.00		COLA		COLA
Police Officers 3	\$22.00	9.09%	22.00	9.09%	24.00	8.33%	26.00	7.69%	28.00		COLA		COLA
Police Chief	\$37.74	2.00%	32.69	5.17%	34.38	4.89%	36.06	4.66%	37.74		COLA		COLA
Mntc. Supervisor	\$26.30	4.00%	\$26.30	4.00%	\$27.35	4.00%	\$28.45	4.00%	\$29.58	4.00%	\$30.77	4.00%	\$32.00
Deputy Clerk	\$23.82	5.97%	22.44	4.00%	\$23.34	4.00%	\$24.27	4.00%	\$25.24	4.00%	\$26.25	4.00%	\$27.30
Administrator/ED	\$38.91	8.17%	34.59	4.00%	\$35.97	4.00%	\$37.41	4.00%	\$38.91	4.00%	\$40.47	4.00%	\$42.09
Community Dvlp. Dir.	\$26.00		26	4.00%	\$27.04	4.00%	\$28.12	4.00%	\$29.25	4.00%	\$30.42	4.00%	\$31.63

Annual cost

	Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Asst. Deputy Clerk	\$15.00	\$4,160.00	\$3,307.20	\$18.59	\$1,539.20	\$19.33	\$1,622.40
Mntc. Worker	\$18.99	\$1,019.20	\$19.48	\$1,441.02	\$20.26	\$1,684.80	\$21.07
Admin. Coordinator	\$20.45	\$956.80	20.91	\$1,546.69	\$21.75	\$1,809.60	\$22.62
P & Z/Administrative Coord.	\$18.59		18.59	\$19.33	\$20.11	\$20.91	\$21.75
Police Officer 1	\$24.00	\$4,160.00	26.00	\$4,160.00	28.00	COLA	COLA
Police Officer 2	\$24.00	\$4,160.00	26.00	\$4,160.00	28.00	COLA	COLA
Police Officer 3	\$22.00	\$4,160.00	24.00	\$4,160.00	26.00	\$4,160.00	28.00
Police Chief	\$37.74	\$1,569.98	38.49	COLA	COLA	COLA	COLA
Mntc. Supervisor	\$22.68	\$7,529.60	\$26.30	\$2,188.16	\$27.35	\$2,275.69	\$28.45
Deputy Clerk	\$23.82	\$5,054.40	\$26.25	\$1,867.01	\$27.30	COLA	COLA
Administrator	\$38.91	\$0.00	\$38.91	\$40.47	42.09	COLA	COLA
Community Dvlp. Dir.	\$26.00		\$26.00	\$2,163.20	27.04	\$2,246.40	28.12
					\$2,350.40	29.25	\$2,433.60
						\$30.42	\$2,516.80
							\$31.63
Cost	\$32,769.98		\$24,993.28		\$13,715.69		\$6,339.51
						\$6,564.64	
							\$6,822.40

The above proposed steps, % increases and COLA's are subject to Council approval and a satisfactory performance evaluation

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_, and upon poll being taken thereon the following voted in favor thereof: \_\_\_\_\_ and the following were absent: \_\_\_\_\_.

The foregoing resolution was adopted by the City Council of the City of Arlington this 21st day of January 2020.

Signed: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
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 \_\_\_\_\_ introduced the following resolution and moved for its adoption:

### **RESOLUTION 11-2020**

#### **A RESOLUTION ESTABLISHING THE ARLINGTON ECONOMIC DEVELOPMENT SIGN PROGRAM**

WHEREAS, one of the 2019 Economic Development Authority (EDA) goals was to improve business retention and attraction; and

WHEREAS, the Arlington EDA has identified a need to help local business promote and market their businesses by having appropriate signage; and

THEREFORE, the Arlington EDA created the following Sign Program Policy;

#### **Sign Program Policy**

This program is intended to provide commercial property owners with a resource and incentive to add, improve, and / or replace signage in the City of Arlington.

#### **Eligibility**

- Properties must be in the City of Arlington.
- Funds can be used only for the purchase of new signs and/or the repair, improvement or replacement of existing signs.
- Only one loan per business will be awarded.

#### **Requirements**

- Businesses who lease space must get written approval from the owner of the property.
- Work cannot commence until the loan has been approved, and should be completed within 180 days, weather permitting.

#### **Rates/Terms**

- Loans range up to \$1,000 with an equal match from the business.
- Loans will be in the form of a 0%, 3-year deferred loan. A deferred loan means that you have no monthly payment. If you maintain your business in that building and continue to own the building for the next three years, the loan will be forgiven. If you sell your building or it is no longer used as your principle place of business before the three-years is up, you simply pay back what you owe without interest.

- Improvements must be completed before any funds can be disbursed.

BE IT FURTHER RESOLVED, the funds for this program will come from EDA Fund #204, Façade Improvement Loans.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_, and upon poll being taken thereon the following voted in favor thereof: \_\_\_\_\_ and the following were absent: \_\_\_\_\_.

The foregoing resolution was adopted by the City Council of the City of Arlington this 21st day of January 2020.

Signed: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
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.

## Pat Melvin

---

**From:** Ross Arneson <ross@arnesonlegal.com>  
**Sent:** Tuesday, January 07, 2020 4:27 PM  
**To:** Pat Melvin  
**Subject:** RE: Recycling and waste collection at City

Pat:

My understanding is the City can do multi-year service contracts. The only restriction has something to do with land sales or purchases, which are limited to five year contracts.

If the Council action approved the specs for one year, this would have to be reapproved by the Council for the two year offer. I see no reason for this to have to be rebid.

Ross

---

**From:** Pat Melvin [mailto:pmelvin@arlingtonmn.com]  
**Sent:** Tuesday, January 07, 2020 4:07 PM  
**To:** Ross Arneson <ross@arnesonlegal.com>  
**Cc:** Amy Newsom - Arlington <newsom.amy@gmail.com>  
**Subject:** Recycling and waste collection at City

Ross:

When I contacted Bruce to inform him that he was awarded the Arlington bid for recycling and waste collection he informed me that he was receptive to the City locking it in for 2 years. The other bid was from Waste Management and their cost was significantly more expensive. Is this an option for the City? It would save considerable time, effort and cost next year. Your thoughts?

Thanks,

*Pat Melvin.*  
City Administrator



204 Shamrock Drive  
Arlington, MN 55307  
Phone: 507-964-2378  
Cell: (612) 385-7162  
Fax: 507-964-5973  
[www.arlingtonmn.com](http://www.arlingtonmn.com)  
[pmelvin@arlingtonmn.com](mailto:pmelvin@arlingtonmn.com)

---

**From:** Ross Arneson [mailto:ross@arnesonlegal.com]  
**Sent:** Tuesday, January 07, 2020 4:00 PM  
**To:** Pat Melvin  
**Subject:** RE: Meeting Tasks

Pat:

contacted  
1/7/20

## BID FOR CITY RECYCLING FOR 2020

Company Name: RENVILLE SIBLEY SANITATION LLC  
 Address: P. O. BOX 296, GIBBON MN 55335  
 Business Phone: 507 834 6168 Fax Number: N/A  
 Contact Person & Phone Number: BRUCE A. PRIGGE 507 834 6168  
 Email: rssbandit@gmail.com

The City of Arlington has been hosting a Recycling Day program for a number of years for its residents. The City contracts with a solid waste collection company to place recycling container(s)\*truck in the Municipal Parking Lot on West Main Street so residents may dispose of their recyclables. In 2016, the City changed their recycling program to a half day twice a month, on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Saturday mornings from 8 AM to 11 AM and supervised (by waste collection company staff member{s}).

\*Container(s)/recycling truck should:

- a) Restrict items from being blown around; and
- b) Hold up to 60 yards {i.e. two (2) 30-yd or three (3) 20-yd; or one recycling truck itself}, either in comingled or separated containers for the following materials: *tin/aluminum, plastic, glass, paper, cardboard*; and
- c) Supervised.

If this is a service your company can or would like to provide, please complete and return this form to the City of Arlington.

Number and size of Container(s)/Truck one 30yd Truck

Price (per week) \$ 254.00  
 (include tax, fuel surcharge, delivery/pickup charge)

12/27/19  
 Date of Application

[Signature]  
 Signature of Applicant

\_\_\_\_\_  
 Date Council Approved

\_\_\_\_\_  
 Mayor

Permit Duration: \_\_\_\_\_  
 (mm/dd/yr - mm/dd/yr)

\_\_\_\_\_  
 City Administrator

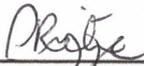
## BIDS FOR CITY CONTRACT FOR WASTE COLLECTION FOR 2020

COMPANY NAME: RENVILLE SIBLEY SANITATION LLC  
 ADDRESS: P. O. BOX 296, GIBBON MN 55335  
 BUSINESS PHONE: 507 834 6168 FAX NUMBER: N/A  
 CONTACT PERSON & PHONE NUMBER: BRUCE A. PRIGGE  
 EMAIL: rssbandit@gmail.com

Please submit your quote for providing collection services for the various buildings and parks within the City of Arlington (include tax & fuel surcharge, delivery/pickup fees-if any):

	<u>Location</u>	<u>Price (per week)</u>
1.	Community Center, 204 Shamrock Drive [1] 6-yard dumpster, weekly [1] recycling container, weekly	\$ <u>16.00</u> \$ <u>0.875</u>
2.	Lions Center Building, Four Seasons Park [1] 2-yard dumpster, weekly	\$ <u>8.20</u>
3.	Maintenance Building (Shop), East Main Street [1] 2-yard dumpster, weekly	\$ <u>8.20</u>
4.	Wastewater Plant, 610 Freedom Drive [1] 2-yard dumpster, weekly	\$ <u>8.20</u>
5.	Police Department, 108 4 <sup>th</sup> Ave. NW & Public Safety Building, 110 4 <sup>th</sup> Ave. NW & Ambulance Service, 312 W. Alden Street [1] 90-gallon container, weekly	\$ <u>2.25</u>
6.	Library, 321 West Main Street [1] 60-gallon container, weekly	\$ <u>2.20</u>
7.	Fire Hall, 310 West Alden Street [1] 60-gallon container, weekly	\$ <u>2.20</u>
8.	Frenzel Park, West Baker Street [1] 90-gallon container, (will call as needed)	\$ <u>2.25</u>
9.	Fairview Park, 7 <sup>th</sup> Avenue NW (Behind Hospital) [2] 90-gallon containers, (will call as needed)	\$ <u>4.50</u>
10.	Sportsman's Park, 387 <sup>th</sup> Ave [1] 90-gallon container, (will call as needed)	\$ <u>2.90</u>

12/27/19  
Date of Application

  
Signature of Applicant

\_\_\_\_\_  
Date Council Approved

\_\_\_\_\_  
Mayor

Permit Duration: \_\_\_\_\_  
(mm/dd/yr - mm/dd/yr)

\_\_\_\_\_  
City Administrator

## Pat Melvin

---

**From:** RSS Bandit Bandit <rssbandit@gmail.com>  
**Sent:** Wednesday, January 15, 2020 1:37 PM  
**To:** Pat Melvin  
**Subject:** Re: Bid for City Recycling and Waste  
**Attachments:** image001.jpg

Just found this in the spam folder...ughhhhh.. however yes this shall confirm that we are willing to do a 2 year contract on both city trash and recycling....any questions feel free to contact me

On Fri, Jan 10, 2020, 11:39 PM Pat Melvin <[pmelvin@arlingtonmn.com](mailto:pmelvin@arlingtonmn.com)> wrote:

Bruce:

Would you please send me an e-mail just confirming that you are willing to extend the 2020 bid numbers into 2021 and I will put your bid on the agenda for

Council approval for recycling and waste for 2021 as well. I appreciate your willingness to do this as it will save staff from having to bid again in one year. Have a great weekend!

*Pat Melvin,*

City Administrator



204 Shamrock Drive

Arlington, MN 55307

Phone: 507-964-2378

Cell: (612) 385-7162

Fax: 507-964-5973

[www.arlingtonmn.com](http://www.arlingtonmn.com)

[pmelvin@arlingtonmn.com](mailto:pmelvin@arlingtonmn.com)



**ARLINGTON  
POLICE DEPARTMENT**

John Petterson, Chief of Police

Office (507) 964-5200 - FAX (507) 964-2737  
108 Fourth Avenue N.W. - Arlington, MN 55307

Title: **BODY WORN CAMERA**

Policy: **11A**

**I. Purpose**

The primary purpose of using body-worn-cameras (BWCs) is to capture evidence arising from police-citizen encounters. The use of BWC is intended to enhance the mission of the department by accurately capturing contacts between members of the department and the public. This policy sets forth guidelines governing the use of BWCs and the management, access, storage, retrieval, retention and the administering of the data that results. Compliance with these guidelines is mandatory, but it is recognized that officers must also attend to other primary duties and the safety of all concerned, sometimes in circumstances that are tense, uncertain, and rapidly evolving.

**II. Scope**

This policy and its prescribed procedures apply to any department employee using or assigned a BWC. This policy does not apply to mobile video recording (MVR) systems POLICY 11.

**III. Authority**

The provisions of this policy are subject to all applicable federal, state, and local laws.

**IV. Policy**

It is the policy of the Arlington Police Department (the "Agency") to authorize and require the use of Agency-issued BWCs as set forth below, and to administer BWC data as provided by law.

**V. Definitions**

**A. *Adversarial*:** means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, shouting

Title: **BODY WORN CAMERA**

Policy: **11A**

or body posturing. Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial.

- B. *Body-Worn-Camera (BWC):*** Is a portable recording device as defined in Minn Stat. §13.825 subdivision 1(b)(1) as a device that is worn on an individual officer's person that is capable of both video and audio recording of the officer's activities and interactions with others or collecting digital evidence as part of an investigation.
- C. *BWC Administrator:*** The Chief or other department designated officer will assign, track and maintain BWC equipment. The Chief will oversee needed repairs or replacement of equipment through the vendor, and control user rights and access.
- D. *BWC Technician:*** Personnel certified or trained in the operational use of BWCs, duplicating methods, storage and retrieval methods and procedures, and who possess a working knowledge of audio forensics and evidentiary procedures.
- E. *Evidentiary Value:*** means that the information may be useful as proof in a criminal prosecution, or that tends to show a suspect or the accused did not commit a criminal offense, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.
- F. *General Citizen Contact:*** means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a tow service, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.
- G. *Law Enforcement-Related Information:*** Information captured or available for capture by use of a BWC that has evidentiary value because it documents events with respect to a stop, arrest, search, seizure, citation, or charging decision.
- H. *MGDPA or Data Practices Act:*** The Minnesota Government Data Practices Act, Minnesota State Statute Chapter 13.
- I. *Official Duties:*** For purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this Agency.
- J. *Records Retention Schedule:*** The General Records Retention Schedule for Minnesota Cities and retention schedules set forth in this policy.

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**K. *Unintentionally Recorded Footage:*** A video recording that results from an officer's inadvertence in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footage include, but are not limited to, recordings made at the LEC locker rooms, restrooms, at the officers' own residence, and recordings made while officers were engaged in conversations of a unofficial business, personal nature with the expectation that the conversation was not being recorded.

## **VI. Training**

Users and supervisors of the BWC systems shall successfully complete training instruction prior to being deployed. This training shall be documented by the Agency.

## **VII. Use and Documentation**

- A.** Officers may use only Agency-issued BWCs in the performance of official duties for this Agency or when otherwise performing authorized law enforcement services as an employee of this Agency.
- B.** Officers who have been issued BWCs shall operate and use them consistent with this policy. Upon going into service, each officer must conduct a function test by conducting a test recording to ensure that the BWC is working properly and there are no warnings or pending updates. It is the officer's responsibility to charge the device after each shift, and as necessary to maintain adequate battery power to sustain a shift. Officers noting a malfunction shall promptly report the malfunction to their immediate supervisor. The squad system will be used until the BWC is repaired or replaced.
- C.** Officers must wear the BWC at the belt line or above, facing forward, in a location that will facilitate an optimum recording field of view. Officer may have to adjust mounting locations so that the BWC is not obstructed by other garments.
- D.** Officers must document BWC use and non-use as follows:
  - 1.** Whenever an officer makes a video recording, the existence of the recording shall be documented in an Incident Report. Absent an Incident Report, the officer shall make a notation on a Citation. Absent a Citation, the officer shall make note on the CAD Event disposition. A video statement is not a replacement for a written report.
  - 2.** Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only a part of the activity, the officer must document the circumstances and reasons for not recording in an Incident Report. Supervisors shall review these reports and initiate any corrective action deemed necessary.

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- E. The Agency will maintain the following records and documents relating to BWC use, which are classified as public data, §13.825 subdivision 5:
  - 1. The total number of BWCs owned or maintained by the Agency;
  - 2. A daily record of the total number of BWCs actually deployed and used by officers;
  - 3. The total amount of recorded BWC data collected and maintained; and
  - 4. This policy, together with the Records Retention Schedule.

### **VIII. General Guidelines for Recording**

- A. Officers shall initiate the BWC before engaging in the following law enforcement activities but not limited to *Terry* stops of motorists or pedestrians, arrests, searches and during any police/citizen contact that becomes adversarial. However, officers are not required to activate their cameras when it would be unsafe, impossible, or impractical to do so that may cause harm to themselves or the public, but shall activate the BWC as soon as possible. Such instances of not recording or delayed recording when otherwise required must be documented as specified in the Use and Documentation guidelines, part (D)(2) above.
- B. Officers shall use the BWC, or other recorded means, for suspect interviews and interrogations. When using the BWC, the officer has the discretion to use the video or audio feature but should consider the evidentiary value of both.
- C. Except as otherwise directed, officers have discretion to record or not record incidental citizen contacts.
- D. Absent a Mobile Video Recorder (MVR), i.e. non-functioning, the officer shall record all transports with the BWC.
- E. Officers have no affirmative duty to inform people that a BWC is being operated or that the individuals are being recorded. However, if asked, officers shall clearly advise the citizens that he or she is or is not being recorded.
- F. Officers shall not intentionally obstruct the BWC's audio or visual recording functionality to defeat the purposes of this policy.
- G. It is understood that video recordings captured by a BWC do not necessarily reflect the experience or state of mind of the individual employee(s). Moreover, the video recording has limitations and may depict events differently than the events recalled by the involved employee(s). It is also understood that BWC may capture

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information that may not have been heard and/or observed by the involved employee(s).

- H. BWC recording perspectives must be considered with all other available evidence, such as officer statements, witness/suspect and other involved party statements, forensic information from the BWC and all other information when evaluating the recorded event.

## **IX. Special Guidelines for Recording**

Officers may, in the exercise of sound discretion, determine:

- A. To use their BWCs to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited.

## **X. Cessation of Recording**

- A. Once activated, the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. If the recording is discontinued while an investigation, response, or incident is ongoing, officers shall state the reasons for ceasing the recording on camera before deactivating their BWC.
- B. Recording may be temporarily paused or muted based on the BWC device functionality to exchange information with other officers or during non-enforcement activities.
- C. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value.

## **XI. Prohibited Use of BWC**

- A. Notwithstanding any other provision in this policy, officers shall not intentionally use their BWCs to record other Agency personnel during non-enforcement related activities, such as during shift briefing, break rooms, changing rooms, during supervisor-employee meetings, or other private conversations, unless a recording is authorized by the Chief of Police as part of an administrative or criminal investigation.
- B. Officers are prohibited from using Agency-issued BWC equipment for personal use and are prohibited from making and/or disseminating personal copies of recordings created while on-duty or while acting in their official capacity.

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- C. There shall be no audio or video recordings made in any court of law, unless authorized by a judge (Minn. Court Rule 4, General Rules of Practice).
- D. Officers shall not record encounters with undercover officers or confidential informants, or during tactical briefings and debriefings. **If a BWC recording does occur, the video must be marked as confidential and therefore be redacted before any data is released.**
- E. Officers shall not record patients during medical or psychological evaluations by a clinician or similar professional during treatment, **unless** required for evidentiary purposes, **or** during adversarial encounters. When recording in hospitals and other medical facilities, officers shall be careful to avoid recording persons other than the intended subject.
- F. Officers shall not record while in a facility whose primary purpose is to provide psychiatric services unless responding to a call for service and the subject is present and an adversarial encounter is likely.
- G. When recording in detention facilities, officers shall be careful not to record persons other than the intended suspect, unless the situation becomes adversarial.
- H. Officers shall try to avoid recording videos of persons who are nude or when sensitive human areas are exposed; however, to protect the officer's integrity, officers may continue recording.
- I. **Unless such BWC recordings are prohibited by this policy or otherwise, nothing in this section prohibits an officer from using the audio record feature of the BWC.**

## **XII. Uploading and Labeling Data**

- A. BWC data will either manually import or automatically upload to the department approved storage location. Officer's shall immediately report any data transfer problems to the BWC Technician or BWC Administrator. If the officer is involved in a critical incident or other law enforcement activity resulting in death or great bodily harm, a supervisor or other commanding officer shall take custody of the officer's BWC and assume responsibility for safeguarding the device and any digital evidence.
- B. Officers shall label the BWC data files at the time of video capture or transfer to storage and should consult with a supervisor if in doubt as to the appropriate labeling category. Retention schedules are based on labeling and classifying the data, therefore it is critical for the officer to use the proper Evidence labeling categories.

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1. **Criminal:** The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision.
  2. **Force:** Whether or not enforcement action was taken, or an arrest resulted, the event involved the application of force by a law enforcement officer of this or another agency.
  3. **Property:** Whether or not enforcement action was taken, or an arrest resulted, an officer seized property from an individual or directed an individual to dispose of property.
  4. **Administrative:** The incident involved an adversarial encounter or resulted in a complaint against the officer.
  5. **Other:** The recording has potential evidentiary value for reasons identified by the officer at the time of labeling.
  6. **Training:** The event was such that it may have value for training.
  7. **Not evidence:** The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. Recordings of general citizen contacts and unintentionally recorded footage are not evidence.
- C. An officer classifying BWC files as confidential which they believe contain the likely presence of information about individuals whose identities may be legally protected under Minn. Stat. § 13.82, subd. 17 which protects them from being disclosed to others, or any unintentionally recorded footage. Examples of such include, without limitation, undercover operations, special victims and videos which are clearly offensive to common sensitivities.
- D. Labeling and flagging designations may be corrected or amended based on additional information by a ranking officer or their designee.

### **XIII. Retention Schedule**

- A. All BWC data, including general citizen contacts and erroneously recorded or non-evidentiary data, shall be retained for a minimum period of 90 days.
- B. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.
- C. Certain kinds of BWC data must be retained for seven years:

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1. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review regardless of the disposition of any related criminal case.
  2. Data documenting an incident that resulted in a potential adversarial encounter, complaint against an officer or triggering an internal investigation shall be retained for six years. A shorter retention period may be utilized if no complaint or investigation arises.
- D.** Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.
- E.** Subject to Part F (below), all other BWC footage that is classified as non-evidentiary or is not maintained for training shall be destroyed after 90 days.
- F.** Upon written request by a BWC data subject, the Agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The Agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.
- G.** The Agency shall maintain an inventory of BWC recordings having evidentiary value.
- H.** The Records Retention Schedule provides that retention periods for cases that have been charged are based on the status of court proceedings. For uncharged offenses, retention is seven years or permanent in the case of homicides.
- I.** The Agency will post this policy and the Records Retention Schedule on its website.

It may be necessary from time to time or upon the termination of the BWC service vendor to move BWC media from cloud storage to a physical storage device and location to maintain the Records Retention Schedule. If such were to occur, the recorded media shall be treated as digital evidence and submitted in accordance with this department's property and evidence procedures. All recorded media hosted in cloud storage will be retained in compliance with the Records Retention Schedule, unless a specific request is made to retain the data for a longer period of time.

#### **XIV. Management of BWC Data:**

The BWC Administrator is responsible for:

- A.** Logs reflecting BWC assignments, serial numbers/phone numbers, dates of issuance, and the officers to which each BWC was issued;
- B.** Ensuring that BWC policies and procedures are current with best practices;

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- C. Ordering of all BWC equipment; and
- D. Corrective action for non-functioning BWC equipment.

The BWC Technician, or its designee, is responsible for:

- A. Retrieving, storing, erasing and duplicating of all recorded media.
- B. Collecting all completed media for oversight. Once collected, the BWC Technician, or its designee, shall:
  - 1. Ensure it is stored in a secured location with authorized controlled access; and
  - 2. Make appropriate entries in the chain of custody log.
- C. Erasing of media:
  - 1. Pursuant to a court order; and/or
  - 2. In accordance with established records retention policies.
- D. Ensuring that an adequate supply of recording media is available.

#### **XV. Administering Access to BWC Data:**

- A. **Data subjects.** Under Minnesota law, the following are considered data subjects for purposes of administering access to BWC data:
  - 1. Any person or entity whose image or voice is documented in the data.
  - 2. The officer who collected the data.
  - 3. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording.
- B. **BWC data is presumptively private.** BWC recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:
  - 1. BWC data pertaining to people is presumed private, as is BWC data pertaining to businesses or other entities.
  - 2. Some BWC data is classified as confidential (see C. below).
  - 3. Some BWC data is classified as public (see D. below).

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**C. Confidential data.** BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the “private” and “public” classifications listed herein.

**D. Public data.** The following BWC data is public:

1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.
2. Data that documents the use of force by a peace officer that results in substantial bodily harm.
3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release - must be redacted. In addition, any data on undercover officers must be redacted.
4. Data that documents the final disposition of a disciplinary action against a public employee.

However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. § 13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

**E. Access to BWC data by non-employees.** Officers shall refer members of the media or public seeking access to BWC data to the Records Division, who shall process the request in accordance with the MGDPA and other governing laws (see Addendum A of this policy). In particular:

1. An individual shall be allowed to review recorded BWC data about him or herself and other data subjects in the recording, but access shall not be granted:
  - a. If the data was collected or created as part of an active investigation.
  - b. To portions of the data that the Agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. § 13.82, subd. 17.
  - c. A supervisor may show a data subject BWC data, and only limited to data involving the data subject, if such viewing will dispel a complaint against an officer. Any copy of the data must be processed by the Chief or designee.

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2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:
  - a. Data on other individuals in the recording who do not consent to the release must be redacted.
  - b. Data that would identify undercover officers must be redacted.
  - c. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.

**F. Access by peace officers and law enforcement employees.** No employee may have access to the Agency's BWC data except for legitimate law enforcement or administration purposes:

1. Officers may access and view stored BWC video only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident.

If an officer is involved in a critical incident involving the use of deadly force or any incident that has caused or is likely to cause serious bodily harm or death to any person, the following shall apply:

- a. Based on current best practices, any officer or their attorney will not be permitted to view the video prior to providing a voluntary statement. However, the officer may view the video following the voluntary statement if they request to do so to assist in clarifying any portion of the voluntary statement.
  - b. The viewing of the video will be limited to the incident captured on the officer's own body worn camera.
2. Except when authorized by law or within ones work assignment, Agency personnel are prohibited from accessing BWC data for non-business reasons and shall not copy, save, transfer, share, post, transfer or disseminate in any form or manner outside the requirements of this policy.
  3. Employees seeking access to BWC data for non-business reasons may make a request for it in the same manner as any member of the public.
  4. Personal computer equipment and software programs shall not be utilized when making copies of BWC data. Using a secondary recording device such as a

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video camera, cell phone or other electronic device to record or capture BWC data is strictly prohibited.

**G. Other authorized disclosures of data.** Officers may display portions of BWC footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. § 13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio but not displaying video. In addition,

1. BWC data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure. As our agencies best practice, the Administration Division should manage and record all data requests and releases.
2. BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

## **XVI. Data Security Safeguards**

- A. Data security safeguards are to be used by the Agency in connection with the particular BWC technologies being employed through the BWC vendor.
- B. Personally owned devices, including but not limited to, computers and mobile devices, shall not be programmed or used to access or view Agency BWC data unless specifically approved by the Chief of Police.
- C. Officers shall not intentionally edit, alter, or erase any BWC recording.
  1. After preserving any BWC data of evidentiary value, officers are permitted to delete phone call logs and text messages imported into the BWC system.
- D. As required by Minn. Stat. § 13.825, subd. 9, as may be amended from time to time, this Agency shall obtain an independent biennial audit of its BWC program.

## **XVII. Agency Use of Data**

- A. To ensure compliance to federal and state law and this policy, supervisors shall randomly audit BWC data of each officer during each trimester review period to make recommendations for policy and/or procedures, to ensure compliance with this policy and to identify any performance areas in which additional training or coaching is required. This random audit must be documented and provided to the BWC Administrator who shall retain the audit pursuant to law.

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- B.** In addition, supervisors and other assigned personnel may access BWC data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.
- C.** Nothing in this policy limits or prohibits the use of BWC data as evidence of misconduct or as a basis for discipline subsequent to a signed complaint.
- D.** Officers should contact a division commander to request using BWC footage for department training purposes. Officer objections to preserving or using certain footage for training will be considered on a case-by-case basis. Field training officers may utilize BWC data with trainees for the purpose of providing coaching and feedback on the trainees' performance.

### **XVIII. Compliance**

Supervisors and the BWC Administrators shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.

#### **POLICY Read by OFFICERS**

Sara Jancoski \_\_\_\_\_

James Noxon \_\_\_\_\_

Bailey Holasek \_\_\_\_\_

John Petterson \_\_\_\_\_

Policy UPDATE Activation January 2020.

John Petterson  
Chief of Police  
Arlington Police Department



# 4RE/VISTA Price Quote

CUSTOMER: Arlington Police Department

ISSUED: 1/9/2020 1:53 PM

EXPIRATION: 2/10/2020 6:00 AM

Attn: Accounts Payable,  
108 4th Ave NW,,  
Arlington,MN,United States,  
55307-2158

**TOTAL PROJECT ESTIMATED AT:  
\$5,990.00**

ATTENTION: Chief John Petterson

SALES CONTACT: Michelle Oleari

PHONE: 507-964-5200

DIRECT:

E-MAIL: jpetterson@arlingtonmn.com

E-MAIL:

michelle.oleari@motorolasolutions.com

## 4RE and VISTA Proposal Additional Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-WGV-RED-001	Software, REDACTIVE(sm) , Single User License, Rev 3.0	1.00	\$4,995.00	\$0.00	\$4,995.00
WAR-WGR-MNT-001	REDACTIVE(sm) Software Support & Maintenance, +1 Year	1.00	\$995.00	\$0.00	\$995.00

## Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$0.00	\$0.00	\$0.00
					<b>\$5,990.00</b>

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts	\$0.00
Additional Quote Discount	\$0.00
<b>Total Amount</b>	<b>\$5,990.00</b>

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: \_\_\_\_\_ DATE: \_\_\_\_\_

**ARLINGTON CITY COUNCIL  
SAC/WAC WAIVER AGREEMENT**

**THIS AGREEMENT** is made and entered into by and between the City of Arlington, Minnesota, a municipal corporation under the laws of Minnesota (“City”) and Alan and Cindy Mosbeck (“**Owners**”).

**WHEREAS**, the City of Arlington is currently charging residents building a residential home in Arlington a Sewer Access Connection (SAC) fee of \$1,325 and Water Access Connection (WAC) fee of \$3,500, and

**WHEREAS**, on a case-by-case basis the Arlington City Council will consider waiving Sewer Access Connection (SAC) and Water Access Connection (WAC) fees in an attempt to encourage residential growth within the City of Arlington, and

**WHEREAS**, the applicants have requested that the City waive 100% of the obligation to pay sewer and water connection fees totaling \$4,825, and

**WHEREAS**, the City of Arlington is willing to waive the WAC and SAC connection fees.

**NOW, THEREFORE**, on the basis of these covenants herein, the parties hereto agree as follows:

1. Waiving of SAC/WAC connection fees has been approved by the Arlington City Council January, 2020.
2. The SAC/WAC connection fees will be waived for a residential building permit for new construction during 2020 at 705 Olive Street for **owners, Alan Mosbeck and Cindy Mosbeck**.
  - A. The City will waive no more than \$4,825 per lot for the combined SAC/WAC connection fees in conjunction with the construction of home on vacant lot.
  - B. The SAC/WAC connection fee waivers will be issued on a first come, first served basis.
3. The **owners** must agree to promptly pay all other fees and charges imposed by the City in conjunction with construction of a dwelling on the vacant lot, and shall not otherwise be delinquent on City fees and charges.
4. To be eligible for a SAC/WAC connection fee waiver, **owners** agree to construct a home that will have a market value exceeding \$195,000.
5. Waivers will only be offered for new single family and twin home units.
6. The SAC/WAC connection fee will be waived at the time the permit is issued, and construction must begin within 365 days of receiving a SAC/WAC waiver.
7. Any SAC/WAC connection fee waiver will be documented in a written agreement signed by the City and the **owners**.



Prep Sink for Commerical Kitchen

B&R Plumbing & Heating	\$5,396.00	\$888.00	\$6,284.00
Reliable Plumbing & Heating	\$9,255.00		\$9,255.00
AE Mechanical	\$14,578.29		\$14,578.29
Diversified Plumbing & Heating	\$3,756.25		\$3,756.25



Phone 507-647-5362

Fax 507-647-2450

Date: 12/13/19  
Contract: 19-273

City of Arlington  
Re: Arlington Community Center

Prep Sink

- Work table with prep sink on right with galvanized legs (see cut sheet)
- Copper
- PVC
- Hanging materials
- insulation

Total for labor and materials.....\$4,496.00  
 Cutting & removal of concrete.....\$900.00

Options: Coffee maker water line from 117 storage room through adjoining wall.....add \$680.00  
 Upgrade to work table with stainless legs.....add \$105.00  
 Add on side splashes to both sides of prep table.....add \$103.00

- \*Bid for concrete work based on drain pipe location on past plan
- \*Concrete patching bid by Steve Trocke (estimated at \$800-not included)
- \*No permit bid
- \*No electrical
- \*No tile replacement bid
- \*Walls to be opened and patched by others

We at B & R Plumbing & Heating thank you for the opportunity to submit a proposal for this project.

Acceptance of Contract: The above prices and conditions are satisfactory and are hereby accepted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This contract may be withdrawn by B & R Plumbing & Heating if not accepted within 15 days.

**(A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.**

**(B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNT DUE TO THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**



ITEM #: \_\_\_\_\_ QTY: \_\_\_\_\_  
 MODEL #: \_\_\_\_\_  
 PROJECT NAME: \_\_\_\_\_

071017

3601 S. Banker St. Effingham, IL 62401 • P.O. BOX 609 • Ph: (888) 431-2667 • Fax: (800) 433-2667

## "EPT6R5-GSK" STAINLESS STEEL PREP TABLE W/ SINK

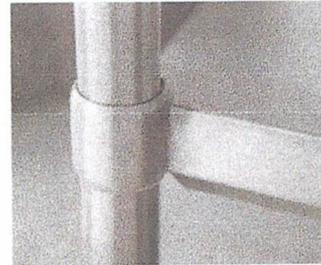
- WITH 16GA STAINLESS STEEL WORK TOP
- WITH GALVANIZED BASE AND ADJUSTABLE UNDERSHELF



### FEATURES:

- 16 GAUGE STAINLESS STEEL TOP W/ 5" RISER & TURNDOWN
- TYPE 300 STAINLESS STEEL WITH # 4 POLISH, SATIN FINISH
- 1 1/2" STALLION EDGE ON FRONT WITH SIDE EDGES 90 DEGREE BEND DOWN FOR TABLE LINE-UP
- (1) 16" X 20" X 12" BOWL
- GALVANIZED STEEL BASE WITH ADJUSTABLE UNDERSHELF
- ADJUSTABLE BULLET FEET
- SHIPPED KNOCKED-DOWN, EASY-TO-ASSEMBLE
- NSF CERTIFIED
- INCLUDES (1) DECK MOUNTED FAUCET 4" O/C W/ 10" SWING SPOUT

ADJUSTABLE UNDERSHELF



### CONSTRUCTION:

- TOP: STAINLESS STEEL TOPS ARE TIG WELDED, EXPOSED WELDS ARE POLISHED TO MATCH ADJACENT SURFACE.

### MATERIAL:

- TOP: 16 GAUGE STAINLESS STEEL TYPE 300 STAINLESS STEEL WITH # 4 POLISH, SATIN FINISH
- SHELF: 18 GAUGE GALVANIZED STEEL,
- LEGS: 1 5/8" ROUND O.D. 16 GAUGE TUBULAR GALVANIZED STEEL
- GUSSETS: GALVANIZED STEEL
- FEET: 1" ADJUSTABLE GALVANIZED BULLET FEET



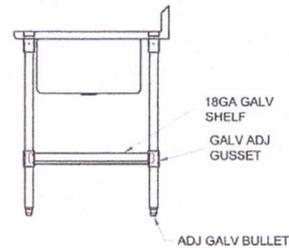
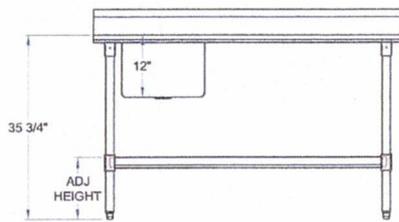
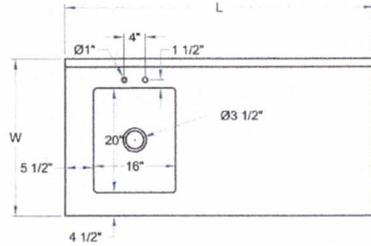
PBF-4DM-10LF

### STAINLESS STEEL PREP TABLE W/ SINK

30" WIDE	QTY
EPT6R5-3048GSK-L	
EPT6R5-3048GSK-R	
EPT6R5-3060GSK-L	
EPT6R5-3060GSK-R	
EPT6R5-3072GSK-L	
EPT6R5-3072GSK-R	



## DETAILED SPECIFICATIONS



- UNITS 7 FT. AND LARGER ARE FURNISHED WITH SIX LEGS.
- FINISHED SIZE OF UNDERSHELF.  
SHELF LENGTH = LENGTH MINUS 4.875"  
SHELF WIDTH = WIDTH MINUS 4.25"

### STAINLESS STEEL PREP TABLE W/ SINK

LENGTH	30" WIDE	WT. (LBS)
48"	EPT6R5-3048GSK-L	96
48"	EPT6R5-3048GSK-R	96
60"	EPT6R5-3060GSK-L	171
60"	EPT6R5-3060GSK-R	171
72"	EPT6R5-3072GSK-L	202
72"	EPT6R5-3072GSK-R	202

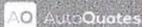
### MODEL # STRUCTURE

<p>30 = WIDTH OF WORK SURFACE</p> <p>5 = HT. OF RISER W/ TURNDOWN</p> <p>R = RISER TOP WORK TABLE</p> <p>6 = 16GA WORK SURFACE</p> <p>EPT = ECONOMY PREP TABLE</p>	<p>60 = LENGTH OF WORK SURFACE</p> <p>GS = GALVANIZED LEGS &amp; SHELF</p> <p>K = K.D. W/ ADJUSTABLE SHELF</p> <p>L = BOWL LOCATION</p>
--	---

## EPT6R5-3060GSK-L

SOME UNITS SHIP UNASSEMBLED FOR REDUCED SHIPPING COST. ALL DIMENSIONS ARE TYPICAL. TOLERANCE +/- .500"

John Boos & Co. is constantly engaged in a program of improving products and therefore reserves the right to change specifications without prior notice.



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[www.johnboos.com](http://www.johnboos.com)

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ITEM #: \_\_\_\_\_ QTY: \_\_\_\_\_  
 MODEL #: \_\_\_\_\_  
 PROJECT NAME: \_\_\_\_\_

011719

3601 S. Banker St. Effingham, IL 62401 • P.O. BOX 609 • Ph: (888) 431-2667 • Fax: (800) 433-2667

## "PBF-4DM" 4" DECKMOUNT HEAVY DUTY FAUCETS

### FEATURES:

- HEAVY DUTY DOUBLE SEAT 1/4" TURN CERAMIC CARTRIDGES
- COLOR CODED HOT & COLD INDICATORS
- DOUBLE O-RING SPOUT SEAL
- HIGH POLISHED TRIPLE DIPPED CHROME FINISH
- INTEGRAL CHECK VALVE
- LEAD FREE COMPLIANT



PBF-4DM-10LF

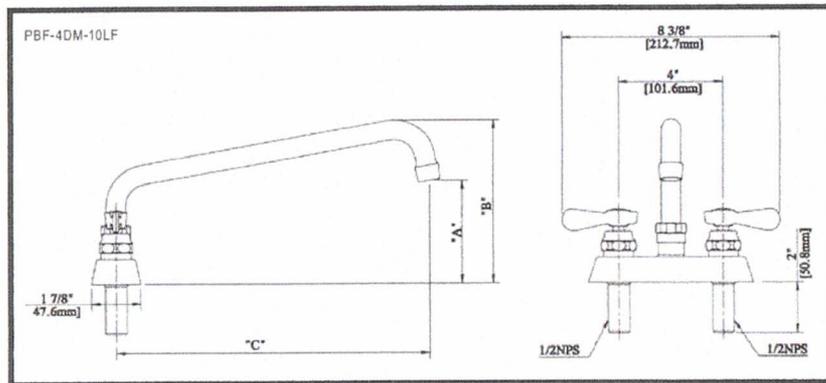
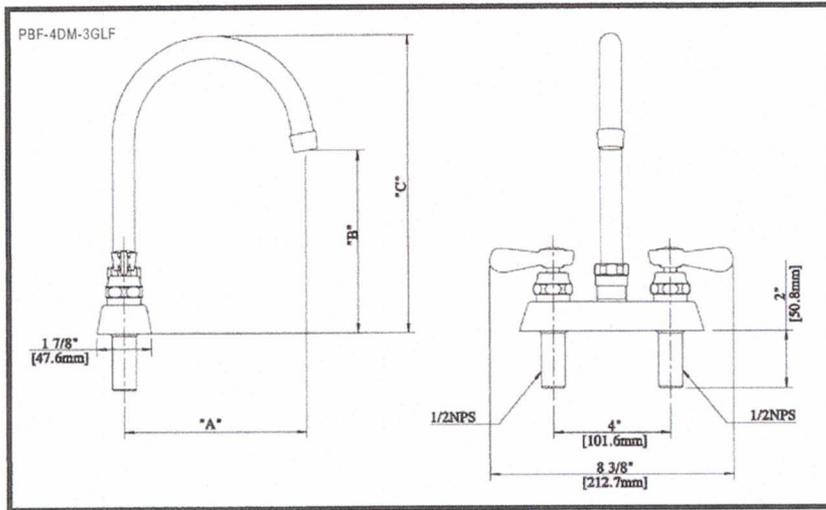


PBF-4DM-3GLF

### SWING SPOUT, DECKMOUNT FAUCETS

MODEL #	DESCRIPTION	QTY
PBF-4DM-3GLF	3" GOOSENECK SPOUT	
PBF-4DM-5GLF	5" GOOSENECK SPOUT	
PBF-4DM-8GLF	8" GOOSENECK SPOUT	
PBF-4DM-10LF	10" SWING SPOUT	
PBF-4DM-12LF	12" SWING SPOUT	

## DETAILED SPECIFICATIONS



### GOOSENECK SPOUT, DECKMOUNT FAUCETS

MODEL #	DESCRIPTION	A	B	C
PBF-4DM-3GLF	3" GOOSENECK SPOUT	3.5"	6.31"	9.09"
PBF-4DM-5GLF	5" GOOSENECK SPOUT	6"	6.22"	10.69"
PBF-4DM-8GLF	8" GOOSENECK SPOUT	8.5"	8.75"	13.63"

### SWING SPOUT, DECKMOUNT FAUCETS

MODEL #	DESCRIPTION	A	B	C
PBF-4DM-10LF	10" SWING SPOUT	3.56"	5.75"	10"
PBF-4DM-12LF	12" SWING SPOUT	3.88"	6.16"	12"



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ITEM #: \_\_\_\_\_ QTY: \_\_\_\_\_  
 MODEL #: \_\_\_\_\_  
 PROJECT NAME: \_\_\_\_\_

121917

3601 S. Banker St. Effingham, IL 62401 • P.O. BOX 609 • Ph: (888) 431-2667 • Fax: (800) 433-2667

## FAUCETS & PARTS



PB-FV-2



PB-KV-1



PB-WR



PB-LWR-1



PB-PT1.5



PBF-SS-6

### FAUCETS & PARTS

	MODEL #	QTY	DESCRIPTION	WT. (LBS)
FOOT VALVE	PB-FV-2LF		W/ 3-1/2" GOOSEBECK SPOUT (LOW LEAD)	3
KNEE VALVE	PB-KV-1LF		SPLASH MOUNT W/ 3-1/2" GOOSENECK SPOUT FOR HAND SINK (LOW LEAD)	2
	PB-KVDM-1		DECK MOUNT, W/ 3-1/2" GOOSENECK SPOUT FOR HAND SINK (LOW LEAD)	10
WRIST BLADES	PB-WR		ADA. STAINLESS STEEL, (1 PAIR), USE W/ HEAVY DUTY FAUCETS ONLY	1
TWIST ACTION LEVER DRAINS	PB-LWR-1		FITS 3-1/2" DRAIN OPENING, 2" OUTLET	4
	PB-LWR-10V		FITS 3-1/2" DRAIN OPENING, 2" OUTLET, W/ OVERFLOW	4
STRAIGHT ACTION LEVER DRAINS	PB-LWS-1		FITS 3-1/2" DRAIN OPENING, 2" OUTLET	4
	PB-LWS-10V		W/ OVERFLOW, FITS 3-1/2" DRAIN OPENING	4
LEVER WASTE DRAINS	PB-6LW-O		FOR HAND SINKS, 2", W/ OVERFLOW, FITS 3-1/2" DRAIN OPENING	4
P-TRAPS	PB-PT1.5		FOR HAND SINKS, P-TRAP 1-1/2" & TAIL PIPE	7
MOP SINK FAUCET	PBF-SS-6		VACUUM BREAKER NOZZLE W/ 3-4" GARDEN HOSE THREAD, PAIL HOOK, TOP SUPPORT ARM, 1/2" NPT FEMALE FLANGED, W/ ADJUSTABLE INLET W/ SCREWDRIVER STOP	5
MOUNTING KIT	PB-DMMK		FOR DECK MOUNT, INCLUDES (2) 1/2" SUPPLY NIPPLES, (2) RETAINER NUTS, (2) LOCK WASHERS & (2) RUBBER WASHERS	1
	PB-SMMK-90		FOR SPLASH MOUNT, INCLUDES (2) 1/2" SUPPLY NIPPLES, (2) RETAINER NUTS, (2) LOCK WASHERS, (2) RUBBER WASHERS & (2) MALE & FEMALE SHORT 90° ELBOWS	1

SOME UNITS SHIP UNASSEMBLED FOR REDUCED SHIPPING COST. ALL DIMENSIONS ARE TYPICAL. TOLERANCE +/- .500"

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## Laura Dykhoff

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**From:** B & R Plumbing & Heating <brplumbing216@gmail.com>  
**Sent:** Tuesday, December 17, 2019 4:38 PM  
**To:** Laura Dykhoff  
**Subject:** Prep Sink  
**Attachments:** 19-273 City of Arlington.pdf

Laura,  
Here is the bid for the prep sink. Please call if you have any questions.

Thank You  
Christina  
B & R Plumbing & Heating  
507-647-5362



**RELIABLE PLUMBING & HEATING, LLC**

18500 BELGIAN DRIVE  
 BELLE PLAINE, MN 56011

(952) 873-3940

Fax#: (952) 378-2251

grant@reliableplumbingandheating.com

www.reliableplumbingandheating.com

**Bid**

Date	Bid #
11/30/2019	821

Bill To
CITY OR ARLINGTON 204 SHAMROCK DRIVE ARLINGTON MN 55307

Job Site

Customer Phone	Customer Alt. Phone
507-964-2378	

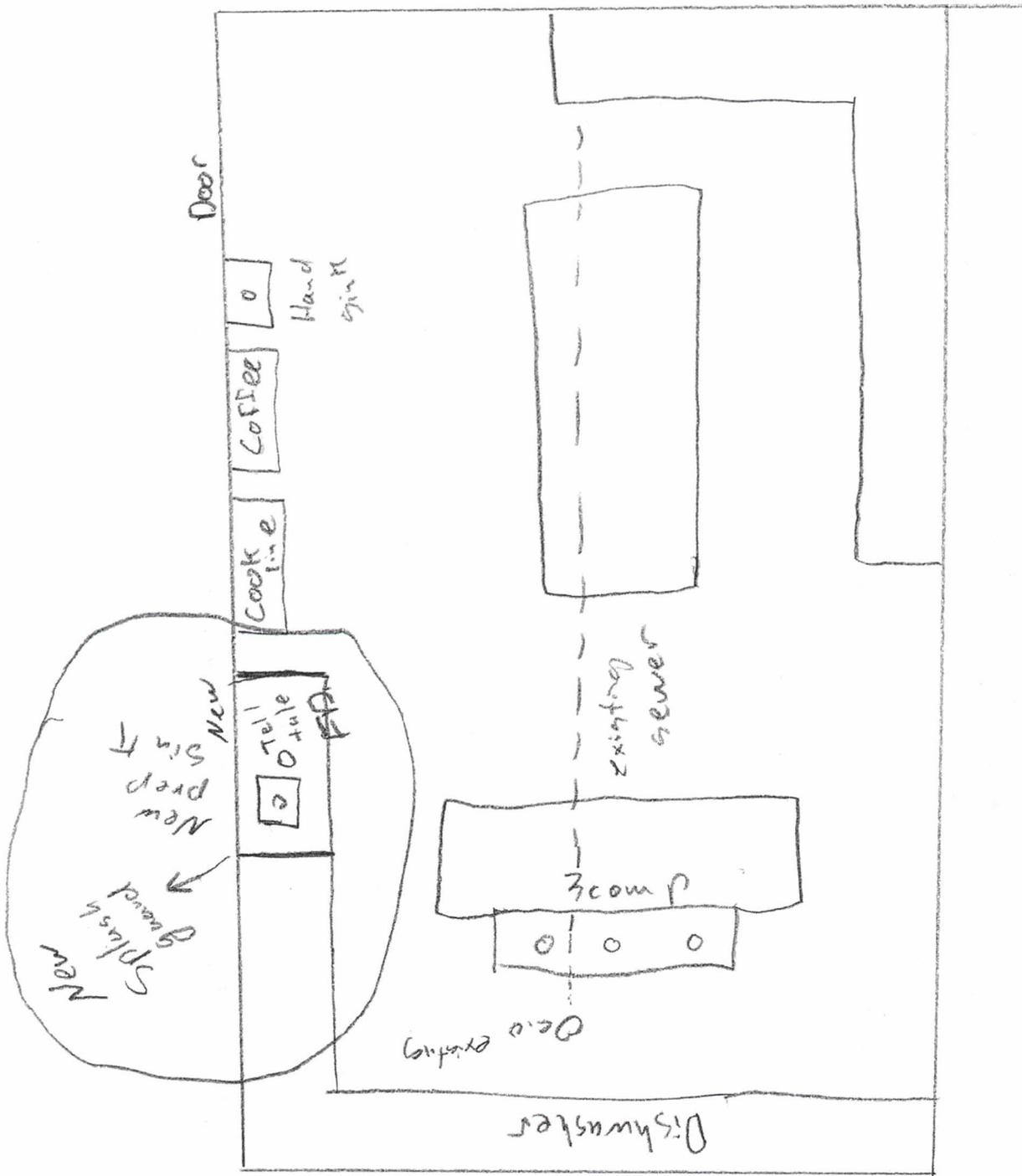
Description	Bid Options	Bid Price
PREP SINK FOR KITCHEN  LABOR AND MATERIALS TO INSTALL DWV AND WATERLINES FOR PREP SINK INSTALLATION IN COUNTER OF DISH TRAY TABLE. WILL BE INSTALLING TELL-TALE FLOOR DRAIN FOR PREP SINK WHICH IS PER CODE. WILL NEED TO CUT FLOOR TO TIE IN TO SEWER LINE. REPOUR FLOOR. RETURN TO SET FAUCET AND HOOK UP SINK.		5,605.00
LABOR AND MATERIALS TO CUT IN NEW 14X16 10 DEEP SINK INTO EXISTING COUNTER TOP IT WILL BE WELDED IN AND SPLASH GUARD INSTALL BETWEEN PREP SINK AND DISH LINE. LSV METALS WILL BE DOING WORK. THIS IS THERE BID. THEY WILL BE SUPPLING SINK AND STAINLESS MATERIALS.		1,600.00
FIXTURES 1 T&S BRASS DECK MOUNTED FAUCET WITH SPOUT 1 T&S BRASS TWIST DRAIN		350.00
LABOR AND MATEIRALS TO INSTALL NEW QUARRY TILE WHERE TRENCH WILL BE CUT 10'X2' AREA. BERGER INTERIORS WILL BE DOING TILE WORK.		1,700.00
PERMIT AND DRAWING TO STATE WALL REPAIR BY OTHERS PRICE IS FIGURED THAT SEWER RUNS PARALLEL TO SINK WITH IN 10 FEET LIKE PLAN SHOWS. COULD BE SCOPED WITH CAMERA BEFORE HAND.		
Thank you for the chance to bid this job.	<b>Bid Price</b>	\$9,255.00

Contractor Signature:

Date:

Customer Signature:

Date:



# Proposal

Plumbing  
Heating

Air Conditioning  
Refrigeration



Proposal # 8874

Lic. #34376PM  
#TS00739

1115 Hwy 7 W., P.O. Box 85 ~ Hutchinson, MN 55350  
(320) 587-0991 ~ Fax (320) 587-0992

PROPOSAL SUBMITTED TO	CUSTOMER PHONE	DATE 12/5/2019
City of Arlington 204 Shamrock Drive Arlington, MN 55307	JOB NAME	
	Job Location	
	JOB PHONE	

**WE HEREBY SUBMIT ESTIMATES FOR:**

All labor and material to install a food prep sink where coffee maker is currently. Includes drain, waste and vent piping, water piping, cutting and patching of wall and floor, state plumbing plan review and testing and inspections. New water line will be installed to new coffee maker location. No electrical included. No local permits included.

We Propose - hereby to furnish (Material and Labor) for the sum of -	<b>dollars</b>
FOURTEEN THOUSAND FIVE HUNDRED SEVENTY-EIGHT AND 29/100-----	\$14,578.29

**PAYMENT TO BE MADE AS FOLLOWS:**

**UPON COMPLETION**

A service charge of one and a half (1.5) percent per month will be charged on accounts not paid in full within thirty (30) days from the due date. The undersigned does agree to pay all costs of collection incurred by AEM, including reasonable attorney's fees, that result from my default. All material is guaranteed to be as specified. All work will be completed by AEM in a workmanlike manner according to standard practices in the area. Any alterations or deviation from the above specifications, including any change orders, must be completed in writing and executed by all parties. Additional charges resulting from such alteration, deviations or change orders shall become an extra charge over and above this estimate.

NOTE: This proposal is good for 30 days.

Authorized Signature

Acceptance of Proposal	The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.	Signed and Dated
		Owner
		Date of Acceptance
		Company

## Diversified Plumbing & Heating

125 E. Railroad St.  
Norwood Young America, MN 55368

## QUOTE #6255

SENT ON:

12/04/2019

### RECIPIENT:

#### City of Arlington

204 Shamrock Drive  
Arlington, Minnesota 55307

Phone: 507-964-2378



Phone: 952-448-0756

Email: Collin@DiversifiedPH.com

Website: www.DiversifiedPH.com

### SERVICE ADDRESS:

204 Shamrock Drive  
Arlington, Minnesota 55307

PRODUCT / SERVICE	DESCRIPTION	QTY.
FOOD PREP SINK	REGENCY 30"X48" 16 GUAGE STAINLESS STEEL WORK TABLE WITH FOOD PREP SINK	1
Faucet	Advance Tabco K-56	1
P-trap Kit	P-trap kit	1
Sink Basket - COMMERCIAL LEVER HANDLE	Sink basket	1
Angle Stops	Angle stops	2
PEX Tubing - 1/2"	1/2" PEX tubing (by the foot)	100
PEX Fittings	PEX fittings	20
Nomaloc	pipe insulation	50
Hangers	pipe supports and hangers	10
FRP	Frp sheet - NSF wall covering	2

**Diversified Plumbing & Heating**

125 E. Railroad St.  
Norwood Young America, MN 55368

**QUOTE #6255**

SENT ON:  
12/04/2019

PRODUCT / SERVICE	DESCRIPTION	QTY.
Labor	<p>Labor hours required to complete job: Cut open wall where existing coffee makers are currently at. Tie into drain piping at hand sink location. Run drain for new food prep sink. Run new vent pipe into ceiling and tie in vent to existing as required. Tie onto water lines in wall at hand sink location. Run water lines to new food prep sink location. Install food prep sink and faucet. Install new FRP wall covering . Run new water lines to coffee makers at new location in kitchen as required.</p> <p>***ALL SHEETROCK REPAIR IF REQUIRED IS TO BE COMPLETED BY OTHERS AND IS NOT INCLUDED IN THIS QUOTE***</p> <p>***IF FLOOR REMOVAL IS REQUIRED TO TIE INTO DRAIN AND ADDITIONAL WORK IS REQUIRED IT WILL BE BILLED ON A TIME AND MATERIAL BASIS***</p>	24

**Total** **\$3,756.25**

\* Non-taxable

This quote is valid for the next 30 days, after which values may be subject to change.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Laura Dykhoff

---

**From:** Diversified Plumbing & Heating <notification@getjobber.com>  
**Sent:** Wednesday, December 04, 2019 2:41 PM  
**To:** Laura Dykhoff  
**Subject:** Quote from Diversified Plumbing & Heating - 12/04/2019  
**Attachments:** 1613385.pdf; 1539799.pdf; quote\_6255.pdf



## Quote

Hi City of Arlington,

Thank you for asking us to quote on your project. Please find a detailed copy of our quote attached to this email.

The quote total is \$3,756.25 as of 12/04/2019.

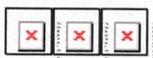
If you have any questions or concerns regarding this quote, please don't hesitate to get in touch with us at 952-448-0756.

Sincerely,

Diversified Plumbing & Heating  
952-448-0756

[Review Quote](#)

Button not working? Copy and paste this link to your browser address bar: [https://secure.getjobber.com/client\\_hubs/101ad696-391f-4ce3-879fc5d9549992/quotes/6355365?auth\\_token=eyJhbGciOiJIUzI1NiJ9.eyJidW5rZXJfdXNlcl9pZCI6MjQ3NjY2MDZ9.EnCnOzvfZBxxFFdiAHAc](https://secure.getjobber.com/client_hubs/101ad696-391f-4ce3-879fc5d9549992/quotes/6355365?auth_token=eyJhbGciOiJIUzI1NiJ9.eyJidW5rZXJfdXNlcl9pZCI6MjQ3NjY2MDZ9.EnCnOzvfZBxxFFdiAHAc)



**Diversified Plumbing & Heating**

952-448-0756

[Collin@DiversifiedPH.com](mailto:Collin@DiversifiedPH.com)

125 E. Railroad St.

Norwood Young America, MN 55368

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## **JOB DESCRIPTION**

**Administration  
City of Arlington**

Title of Class: Planning & Zoning/Administrative Coordinator  
Effective Date: January 6, 2020  
Pay Status: Non-Exempt

### **DESCRIPTION OF WORK**

General Statement of Duties: This person will be serving as the Planning and Zoning Administrator for the City of Arlington and will also be managing the licensing function for the City with attention to quality customer service. This position also performs general clerical duties which support the operations of the City Office.

Supervision Received: Works closely with the City Administrator, Building Inspector, and Deputy Clerk and is under the direct supervision of the City Administrator.

Supervision Exercised: Will supervise Community Center Attendants and may provide minimal oversight of those using the Community Center and Lions Center.

### **TYPICAL DUTIES PERFORMED**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

1. Greets the public determines the nature of business, provides direction and information, answers questions, researches files and/or refers as appropriate. Redirects phone calls and responds to questions from the public regarding policies, fees, ordinances, etc.
2. Schedule appropriate Planning and Zoning meetings, typically a minimum of one meeting per month, and other meetings as needed to properly conduct the Planning and Zoning business.
3. Prepare agendas for the Planning and Zoning meetings. Record the Planning and Zoning meetings and transcribe summary minutes of said meetings.
4. Review, evaluate and make recommendations on development/site plans, conditional use permit applications, rezoning/zoning amendment applications, variance requests and requests for subdivision approval.
5. Advise builders, developers and property owners on ordinance requirements and provide technical design assistance as directed.
6. Inform property owners of ordinance violations and initiate zoning enforcement procedures as directed.

7. Revise, update and develop new ordinances relating to land use planning and property subdivision if directed.
8. Serve as professional staff for Planning Commission by preparing reports, presentations and resolutions as directed/warranted.
9. Prepare reports for City Council meetings regarding recommendations by the Planning Commission.
10. Conduct research and develop policies related to City planning activities as requested/directed.
11. Coordinate development review process with City Staff, the City Engineer and Building Official.
12. Assist with other planning and zoning related duties as assigned or apparent.
13. Maintains the calendar for the, park shelters and facilities, athletic fields and EMS Building and reviews, update and schedule Community Center as necessary.
14. Responsible for marketing and billing of the Community Center.
15. Assists individuals with cemetery lot purchases, locating lots for burial markings and headstone placement.
16. Assists the Deputy Clerk with payroll, accounts payable, utility billing and accounts receivable functions, which includes preparing claims listing for Council approval, generating checks for bill payments, updating citizen account information, sending out bills, entering cash receipts into the utility billing system, prepare and reconcile cash drawer, perform some accounting/banking tasks on payments received.
17. Oversees and processes building permit applications for permitted uses and/or activities, which comply with the provisions of the City's Zoning Ordinances working closely with the Building Official.
18. Maintains, organizes and secures official records of the City: executes posts, publishes and records documents, notices and contracts as required; ensures compliance with Minnesota Data Practices Act, and State and City record retention policies; maintains all land and equipment ownership records, including titles, deeds, abstracts, and easements.
19. Assists with processing a variety of licenses (liquor, pet, business, etc.).
20. Utilizes document-imaging software to scan, store and retrieve account payable records and documents.
21. Performs a wide range of clerical and administrative tasks to support the efficient operation of the Administrative Department.
22. Provides information, explanation, and assistance to the public and other employees on a wide range of City policies and procedures.
23. Completes research projects as assigned.
24. Attend annual training and/or seminars necessary to fortify professional development and to stay abreast of changes related to job duties.

25. Travels out of office to conduct research, deliver documents, run errands, and pick up supplies.
26. Performs other related duties as apparent or assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of, and ability to understand/apply, state and federal laws, City ordinances and policies, departmental policies, procedures and directives.
2. Ability to communicate effectively both orally and in writing with coworkers, city administrative staff, the media, a variety of diverse individuals and the general public. Position requires a considerable amount of public contact requiring skills in customer service and the ability to handle irate customers.
3. Knowledge of basic bookkeeping/accounting practices and procedures.
4. Knowledge of, and skill in, the correct use of English in business writing.
5. Knowledge of data privacy and open meeting law requirements. Ability to handle confidential and sensitive information with appropriate degree of discretion.
6. Knowledge of local geography, City streets and addresses, business and residential areas.
7. Skill in the operation of various office equipment, computers and pertinent software packages; including but not limited to Microsoft Word, Excel, PowerPoint, Outlook and Adobe Acrobat.
8. Ability to research and analyze data, determine alternatives, and make recommendations in accordance with established policies and procedures.
9. Ability to work independently and plan, organize and prioritize work tasks.
10. Ability to perform multiple tasks at one time and ability to focus on the task at hand even during stressful and time-critical situations and prepare work results with completeness and accuracy.

### **PHYSICAL REQUIREMENTS**

The primary tasks and functions of the position consist of typical office. While performing the duties of this job, the employee is regularly required to sit, stand and move about the office and Community Center; use hands to finger, handle or feel objects, tools or controls; and reach and lift with hands and arms. The employee is required to speak, hear and see in order to share information, receive instructions and complete tasks using a computer screen. Tasks may require extended periods of time at a keyboard. The employee must occasionally lift and/or move up to 25 pounds.

The normal work environment is a modern, climate-controlled office and community center building, with moderate levels of noise generated by conversations, phones, cleaning and other office equipment.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Public Administration, Urban Planning, Business Administration, or related field. Must possess and maintain a valid Minnesota Class "D" driver's license.

### **DESIRABLE QUALIFICATIONS**

Fluency in a second language, in addition to English, that has a recognized presence in the community, i.e. Spanish. Some local government experiences.