



Community Center Committee

Meeting Agenda

Thursday, May 14, 2020 @ 5:30PM

Arlington Community Center - Room 3

Join from PC, Mac, Linux, iOS or Android:

<https://meetings.ringcentral.com/j/5894666169>

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1(470)8692200 (US East)

+1(623)4049000 (US West)

+1(720)9027700 (US Central)

+1(773)2319226 (US North)

+1(469)4450100 (US South)

International numbers available: <https://meetings.ringcentral.com/teleconference>

Meeting ID: 589 466 6169

-
1. Call to Order & Roll Call
 2. Approval of Agenda
 3. Approval of Minutes
 - a. December 5, 2019
 - b. February 13, 2020
 4. Review of Budget and Financial Reports

- a. Q. 1 2020
- b. Impact of COVID-19 Pandemic

5. New Business

- a. Updates and Changes to Policy
 - i. Review Redlined Version of Policy
 - ii. Non-Profit Policies
 - iii. Groups with City Budgets
- b. Fundraising Options
 - i. Jake Nelson
 - ii. Science Tellers
 - iii. Mega Jump Show
- c. Repairs & Maintenance
 - i. Window in Room 3- moisture getting in between panes causing clouding

6. Old Business

- a. Prep Sink Installation Update
- b. Sunday Special Rate Update- Approved by Council on 8/6/2018, never added to policy document
- c. Liquor License and Alcohol Providers
- d. Security Camera Installation Update

COMMUNITY CENTER COMMITTEE MEETING
December 5, 2019 at 5:30 pm
City Council Chambers

1. Call meeting to order/roll call

President Deb Brinkman called the meeting to order at 5:30 pm.

Members present included: Deb Brinkman, Kurt Menk, Tim Haggenmiller, Adam Cowell

Members absent: Amanda Feterl, Julie Warweg, Kirby Weckworth

Staff: Amy Newsom, Community Center Coordinator

Guests present: Mayor Rich Nagel

2. Approve agenda- motion by Haggenmiller, second by Cowell to approve agenda, motion carried.

3. Approve minutes

- a. October 1, 2019– motion by Menk, second by Haggenmiller to approve minutes from October 1, motion carried.

4. Financial Report – Members commented that they had never seen a financial report before and had several questions for Lisa Tesch. Motion by Cowell, second by Haggenmiller to approve the community center financial report.

5. New Business

- a. Approve/Deny changes to Community Center Use and Rental Policy – move to Council Motion by Cowell, second by Haggenmiller to approve updated policy, but check with Attorney Arneson on retaining the damage deposit for decorating violations/glass bottles/cigarettes/additional cleaning. Motion carried. Newsom to check with Attorney Arneson.

b. Update on Community Center Attendants

Newsom reported that she had 4 applicants for the Community Center Attendant position.

c. Prep Sink needed to be considered Commercial Kitchen (Laura getting quotes).

Newsom explained that the Community Center will need a prep sink in order to rent out the kitchen as a commercial kitchen. The Henderson school is very interested in using the facility on a regular basis to prepare school lunches. Newsom also received an inquiry from Chef Craig. Laura Dykhoff is obtaining quotes. Committee members requested that Laura contact Y-NOT Plumbing and Heating for a quote too.

d. New advertising trifold

Committee members reviewed the advertising trifold put together by Newsom. Mayor Nagel stated that the Rhythm Kings were no longer performing, and we should state more options available and that we should remove the Dugout as the alcohol provider.

e. Schedule of meetings for 2020

Committee will meet four times per year. February 13, 2020 at 5:30 pm; May 14, 2020 at 5:30 pm; August 13, 2020 at 5:30 pm; November 12, 2020 at 5:30 pm.

6. Old Business

- a. Discussion as to the bar alcohol providers for the Community Center (added)

Newsom informed the committee about alcohol being stored by the Dugout at the Community Center. Cowell and Mayor Nagel requested that it be put on the Council agenda. The committee also asked that Newsom check with Attorney Arneson about other options for alcohol providers at the community center.

- b. Request to have the Mayor appoint 1 or 2 additional Committee members (added)
Mayor Nagel will investigate appointing additional people that will be able to attend the community center committee meetings.
7. Adjourn
Motion by Cowell, second by Menk to adjourn at 6:55 pm. Motion carried.

Amy Newsom, CC Coordinator

Deb Brinkman, President

UNAPPROVED



**COMMUNITY CENTER COMMITTEE
MEETING MINUTES
February 13, 2020 at 5:30PM
City Council Chambers**

- 1. Meeting called to order at 5:32PM by Deb Brinkman.
 - a. Roll Call:

COMMITTEE MEMBERS	
Joe Morgan- Councilmember	X
Deb Brinkman- Chair	X
Julie Warweg- Vice Chair	X
Jane Ramacher- Secretary	X
Tim Haggemiller	X
Kurt Menk	X
Leon Dose	
Nancy Mathwig	

OTHERS IN ATTENDANCE
Michael Kedrowski- City Staff
Amy Newsom- City Admin.
Lisa Tesch- City Clerk
Corine Carney- The Dugout

- b. Election of officers, by unanimous ballot. Motioned by T. Haggemiller, seconded by J Warweg. Motion carried.
 - i. Chair—Deb Brinkman, nominated by J. Warweg, seconded by K Menk
 - ii. Vice Chair—Julie Warweg, nominated by T. Haggemiller
 - iii. Secretary—Jane Ramacher, volunteered
 - 2. Approve agenda. Motioned by J Warweg, seconded by T Haggemiller. Motion Carried.
 - 3. Approve minutes. December 5, 2019.
 - a. Postponed, missing from meeting packet.

NEW BUSINESS

- 4. Financial Report. Lisa Tesch reviewed information and answered questions on the financial reports for fiscal year 2019.
 - a. Clarification on how salaries are allotted from the Community Center budget versus other department budgets
 - i. Request was made to evaluate the amount of time spent in the facility by the maintenance staff and other staff on responsibilities relating to the Community Center.

- b. Clarification was made on the amount of capital lost during fiscal year 2019.
 - c. Questions regarding billing practices and funds collection were addressed and clarified. Committee was advised that subsequent agenda items will address this topic further.
 - d. Clarification on the meaning and/or details of specific line items and allotment of funds.
 - e. Questions raised regarding agreement with Dugout as an exclusive vendor and timeliness of rental payments
5. Corine Carney from the Dugout
- a. Concerns raised on quality of ice from Community Center machine.
 - i. Event guests complaining about “black specks” in the ice. Drinks were discarded as a result.
 - ii. Reviewed options to clean and/or maintain the ice machine and filtration.
 - b. Request to use bar mats during events to mitigate fatigue of bartenders. Previously was told not to use them. Opted for a trial run to ensure no damages to flooring surfaces by consensus of the Committee.
 - c. ATM- convenience for event guests, no ability to take cards at bar, few/no businesses open late in town
 - i. Dugout uses Payment Alliance- no cost to obtain the ATM, portion of the ATM fee is retained by the facility on each transaction
 - d. Concerns raised regarding outside alcohol and the responsibility of the attendants in effecting the removal of said alcohol.
 - i. Standard operating procedure for attendants addressing alcohol brought in by event guests
 - ii. Possibility of retaining damage deposit for violations
 - iii. Discussed cameras as an additional deterrent and method to confirm violations of policy
6. New building reservation, rental, and invoice forms reviewed.
7. Request for additional refund for late cancellation by Roseana Messner
- a. Request denied by consensus of the Committee.
8. Sibley County Cancer Fighters, Jeri Odenthal, wine tasting liquor license
- a. Discussion regarding updating policy for wine tasting events
 - b. Recommendation made to council that wine tasting liquor license be approved by consensus of the Committee.
9. Review and clarification of Rental, Deposit, and Cancellation Policies
- a. Deposits must be paid in order to reserve the date for an event
 - b. Recommendation to update policy to reflect a \$250.00 security deposit for any rental of Community Center by census of the Committee.
 - c. Recommendation that security deposits be charged to nonprofit renters and retained in instances of late cancellation of events by consensus of the Committee.
 - d. Request for clarification regarding which entity has authority over the Lion’s Center, possibly the Parks Committee

- i. clarification for Lion's Center rentals and security deposit retention policies is needed
 - ii. Clarification on rental policies for Senior Club members needed- possibly one free rental per annum
 - e. Craft & Gift Expo, Diane Andrade, scheduled for 3/7/2020
 - i. Determination, by consensus of the Committee, that security deposit and rent be paid in advance, as per written policies.
 - f. Committee requests that, moving forward, city staff defer to written policies in situations in which conflict arises with prior practices
 - i. Billing- for existing rentals with waivers and discounts, bill as per existing invoices; new rentals, moving forward, will be charged and billed per policy guidelines. Agreed by consensus of the Committee.
 - g. Sunday Special discounted rental rate for Sunday events- Committee requests that this be enacted into policy, if not already in place. Agreed by consensus of the Committee.
 - i. Research needed to determine if this has previously been enacted

OLD BUSINESS

10. Commercial Kitchen prep-sink
 - a. Still waiting on updated quotes due to lack of clarity on what needed to be included in original quotes- discussion postponed
 - b. Prep sink will be placed to the right of the range, with a splash guard between prep sink and hand sink
 - c. Ongoing process
11. Damage Deposit updates- Attorney Arneson advised that any policy violation is grounds to retain the security deposit, including decorating violations
 - a. city staff will look into options for charging a variable security deposit for nonprofits based on the expected number of event guests
12. Four (4) new attendants hired
13. Updates on alcohol providers options
 - a. Discussion on charging per event to a variety of vendors, rather than contracting with a single vendor in order to increase rental opportunities
 - b. Decision, by consensus of the Committee, to wait until contract is expired with Dugout to work with additional vendors
 - c. City staff will draft options for alternative policies for alcohol vendors
14. Security cameras in process of being installed, allows city staff to review video,
 - a. Committee requests that attendants have access to the security system in order to make monitoring easier and gathering of evidence supporting retention of security deposits. Agreed by consensus of the Committee.

15. The Committee, agreed upon by consensus, would like to be able to meet more frequently (monthly) in order to more efficiently update policies and implement them to impact budget trajectory more rapidly.
16. Meeting adjourned at 7:29PM. Motion by K Menk. Seconded by T Haggemiller. Motion carried.

X

Deb Brinkman
Chair

X

Jane Ramacher
Secretary

UNAPPROVED

ARLINGTON, MN

Exp/Rev-Budget - Current Year

Current Period: DECEMBER 2019

*As of 12/31/19
"CASH PE"*

Account Descr	2019 Budget	DECEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
FUND 203 Community Center Fund					
Act Type R Revenue					
R 203-45000-32110 Liquor License	\$2,000.00	\$0.00	\$1,000.00	\$1,000.00	50.00%
R 203-45000-32200 Caterer Fee	\$3,100.00	\$650.00	\$3,342.00	-\$242.00	107.81%
R 203-45000-33421 Insurance Premium	\$500.00	\$194.75	\$194.75	\$305.25	38.95%
R 203-45000-33422 Other State Aid Gra	\$80.00	\$36.50	\$73.00	\$7.00	91.25%
R 203-45000-34000 Charges for Service	\$2,600.00	\$163.75	\$3,279.50	-\$679.50	126.13%
R 203-45000-34101 Rent Revenues	\$28,000.00	\$2,085.00	\$29,287.75	-\$1,287.75	104.60%
R 203-45000-34110 Farmers Market Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 203-45000-34113 Comm. Sign Adv.	\$1,500.00	\$30.00	\$605.00	\$895.00	40.33%
R 203-45000-34117 Rental Deposit	\$5,000.00	\$0.00	\$5,550.00	-\$550.00	111.00%
R 203-45000-36200 Miscellaneous Reve	\$400.00	\$0.00	\$699.00	-\$299.00	174.75%
R 203-45000-36210 Interest Earnings	\$150.00	\$16.23	\$54.07	\$95.93	36.05%
R 203-45000-36215 Reimburseable Exp	\$2,000.00	\$87.00	\$4,500.50	-\$2,500.50	225.03%
R 203-45000-36230 Contributions and D	\$0.00	\$0.00	\$850.00	-\$850.00	0.00%
R 203-45000-39203 Transfer from Othe	\$50,440.00	\$440.00	\$50,440.00	\$0.00	100.00%
DEPT 45000 Culture and Rec	\$95,770.00	\$3,703.23	\$99,875.57	-\$4,105.57	
Act Type E Expenditure					
E 203-45000-100 Wages and Salaries	\$21,734.00	\$2,393.94	\$23,549.65	-\$1,815.65	108.35%
E 203-45000-110 Other Pay	\$180.00	\$120.00	\$120.00	\$60.00	66.67%
E 203-45000-121 PERA	\$1,630.00	\$163.13	\$1,547.70	\$82.30	94.95%
E 203-45000-122 FICA	\$1,663.00	\$165.50	\$1,539.23	\$123.77	92.56%
E 203-45000-131 Employer Paid Health/	\$7,156.00	\$324.13	\$6,449.19	\$706.81	90.12%
E 203-45000-170 Permits and Licenses	\$450.00	\$560.00	\$660.00	-\$210.00	146.67%
E 203-45000-210 Operating Supplies	\$4,500.00	\$326.82	\$4,934.94	-\$434.94	109.67%
E 203-45000-218 Office Expense	\$0.00	\$314.20	\$314.20	-\$314.20	0.00%
E 203-45000-300 Professional Srvs	\$7,500.00	\$600.00	\$7,050.00	\$450.00	94.00%
E 203-45000-304 Legal Fees	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
E 203-45000-321 Telephone	\$0.00	\$18.00	\$18.00	-\$18.00	0.00%
E 203-45000-322 Postage	\$20.00	\$0.00	\$6.30	\$13.70	31.50%
E 203-45000-340 Advertising	\$3,000.00	\$26.75	\$1,045.17	\$1,954.83	34.84%
E 203-45000-360 Ins-Fire, Liab., WC	\$5,500.00	\$0.00	\$4,954.04	\$545.96	90.07%
E 203-45000-381 Electric & Heat Utilitie	\$14,500.00	\$1,014.25	\$11,778.93	\$2,721.07	81.23%
E 203-45000-383 Gas Utilities	\$3,000.00	\$243.19	\$4,886.69	-\$1,886.69	162.89%
E 203-45000-384 Refuse/Garbage Dispo	\$770.00	\$70.00	\$728.00	\$42.00	94.55%
E 203-45000-396 Safety Program & Equ	\$3,000.00	\$0.00	\$3,471.70	-\$471.70	115.72%
E 203-45000-401 Repairs/Maint Building	\$5,000.00	\$1,087.21	\$6,225.28	-\$1,225.28	124.51%
E 203-45000-406 Repairs, Supplies & Ot	\$2,000.00	\$0.00	\$2,023.69	-\$23.69	101.18%
E 203-45000-410 Rentals	\$5,000.00	\$639.93	\$6,054.74	-\$1,054.74	121.09%
E 203-45000-430 Miscellaneous	\$400.00	\$0.00	\$168.72	\$231.28	42.18%
E 203-45000-450 Farmers Market	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 203-45000-499 Kitchen Expense	\$750.00	\$0.00	\$974.70	-\$224.70	129.96%
E 203-45000-500 Capital Outlay	\$0.00	\$0.00	\$7,716.90	-\$7,716.90	0.00%
E 203-45000-624 Refunds of User Charg	\$5,000.00	\$650.00	\$6,600.00	-\$1,600.00	132.00%
E 203-45000-700 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-733 Reimbursible Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-999 Prior Period Adjustme	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45000 Culture and Rec	\$94,803.00	\$8,717.05	\$102,817.77	-\$8,014.77	
FUND 401 Capital Equipment Fund					
Act Type E Expenditure					
E 401-45000-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45000 Culture and Rec	\$0.00	\$0.00	\$0.00	\$0.00	



New?
Mankato Refrigeration, LLC
 P.O. Box 3167
 Mankato, MN 56002
 (507) 386-0602

Invoice

Invoice # INV-093243

Invoice Date 3/17/2020

Work Date 2/26/2020

Terms 3% 10, Net 30

P.O. #

Job Site

203-45060-499

Bill To

City of Arlington
 204 Shamrock Drive
 Arlington, MN 55307

Qty	Description	Rate	Amount
1	Walk-in Cooler: Unit running warm. Checked system over. Condenser fan motor seized and the compressor is tripping out on high pressure. Shut the system down and replaced the failed condenser fan motor. Started the compressor and monitored. Refrigerant pressures are low. Leak checked system and found a leak on the liquid line sight glass. No other detectable leaks found at this time. The system has R-22 in it that will need to be converted to an alternative refrigerant. Recovered the refrigerant from the system. Replaced the liquid line filter drier and sight glass. Applied dry nitrogen and leak checked work performed. No detectable leaks found at this time. Evacuated system and charged with new refrigerant. Started the compressor and checked refrigerant pressures. Suction pressure is low. Checked super heat at the expansion valve and adjusted to 8 degrees. Suction pressure came up to the normal range. System working at this time.		
1	B1A09 Sporlan Sweat Molecular Sieve	32.59	32.59
1	B3A04 Liquid Line Sight Glass with Moisture Indicator	39.18	39.18
1	J3F27 Multivolt Multi-directional Universal Fan Motor	208.74	208.74
7	D1A13 Refrigerant Per Pound	22.34	156.38
1	C1A06 Dry Nitrogen Per Pound	4.53	4.53
1	C2A01 Silver Brazing Rod Per Stick	8.63	8.63
1	C1A03 Oxy & Acet	3.32	3.32
9.5	Labor: Richard	105.00	997.50
74	Mileage	0.50	37.00

Past due balances are subject to a late charge of 1.5% per month.
 If you'd like paperless invoices please contact us at service@mankatorefrigeration.com or (507)386-0602.

Total	\$1,487.87
Balance Due	\$1,487.87



Remit To:
Mankato Refrigeration, LLC
 P.O. Box 3167
 Mankato, MN 56002

Invoice #	Due Date	Amount Due	Payment Amount
INV-093243	4/16/2020	\$1,487.87	

MC _____
 Visa _____
 Discover _____

_____ Credit Card Number _____ Exp Date (Mo/Yr)
 _____ Cardholder Name _____ CVC
 _____ Cardholder Address _____ City/State/Zip

ARLINGTON, MN
Exp/Rev-Budget - Current Year
 Current Period: **JANUARY 2020**

← As of 1/31/20

Account Descr	2020 Budget	JANUARY 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
FUND 203 Community Center Fund					
Act Type R Revenue					
R 203-45000-32110 Liquor License	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
R 203-45000-32200 Caterer Fee	\$2,500.00	\$400.00	\$400.00	\$2,100.00	16.00%
R 203-45000-33421 Insurance Premium	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
R 203-45000-33422 Other State Aid Gra	\$80.00	\$0.00	\$0.00	\$80.00	0.00%
R 203-45000-34000 Charges for Service	\$2,600.00	\$229.25	\$229.25	\$2,370.75	8.82%
R 203-45000-34101 Rent Revenues	\$32,000.00	\$6,460.00	\$6,460.00	\$25,540.00	20.19%
R 203-45000-34110 Farmers Market Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 203-45000-34113 Comm. Sign Adv.	\$1,000.00	\$95.00	\$95.00	\$905.00	9.50%
R 203-45000-34117 Rental Deposit	\$6,500.00	\$1,400.00	\$1,400.00	\$5,100.00	21.54%
R 203-45000-36200 Miscellaneous Reve	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
R 203-45000-36210 Interest Earnings	\$100.00	\$7.79	\$7.79	\$92.21	7.79%
R 203-45000-36215 Reimburseable Exp	\$2,500.00	\$120.00	\$120.00	\$2,380.00	4.80%
R 203-45000-36230 Contributions and D	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 203-45000-39203 Transfer from Othe	\$40,440.00	\$0.00	\$0.00	\$40,440.00	0.00%
DEPT 45000 Culture and Rec	\$90,270.00	\$8,712.04	\$8,712.04	\$81,557.96	
Act Type E Expenditure					
E 203-45000-100 Wages and Salaries	\$26,100.00	\$2,901.11	\$2,901.11	\$23,198.89	11.12%
E 203-45000-110 Other Pay	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 203-45000-121 PERA	\$1,957.00	\$217.59	\$217.59	\$1,739.41	11.12%
E 203-45000-122 FICA	\$1,997.00	\$204.32	\$204.32	\$1,792.68	10.23%
E 203-45000-131 Employer Paid Health/	\$5,350.00	\$547.94	\$547.94	\$4,802.06	10.24%
E 203-45000-170 Permits and Licenses	\$150.00	\$20.00	\$20.00	\$130.00	13.33%
E 203-45000-210 Operating Supplies	\$4,000.00	\$841.52	\$841.52	\$3,158.48	21.04%
E 203-45000-218 Office Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-300 Professional Svcs	\$7,000.00	\$580.00	\$580.00	\$6,420.00	8.29%
E 203-45000-304 Legal Fees	\$50.00	\$225.00	\$225.00	-\$175.00	450.00%
E 203-45000-321 Telephone	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-322 Postage	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
E 203-45000-340 Advertising	\$3,000.00	\$26.75	\$26.75	\$2,973.25	0.89%
E 203-45000-360 Ins-Fire, Liab., WC	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
E 203-45000-381 Electric & Heat Utilitie	\$13,250.00	\$1,054.97	\$1,054.97	\$12,195.03	7.96%
E 203-45000-383 Gas Utilities	\$3,500.00	\$383.69	\$383.69	\$3,116.31	10.96%
E 203-45000-384 Refuse/Garbage Dispo	\$770.00	\$56.00	\$56.00	\$714.00	7.27%
E 203-45000-396 Safety Program & Equ	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 203-45000-401 Repairs/Maint Building	\$5,000.00	\$1,134.22	\$1,134.22	\$3,865.78	22.68%
E 203-45000-406 Repairs, Supplies & Ot	\$2,500.00	\$98.97	\$98.97	\$2,401.03	3.96%
E 203-45000-410 Rentals	\$5,000.00	\$163.63	\$163.63	\$4,836.37	3.27%
E 203-45000-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-450 Farmers Market	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 203-45000-499 Kitchen Expense	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 203-45000-500 Capital Outlay	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 203-45000-624 Refunds of User Charg	\$6,500.00	\$0.00	\$0.00	\$6,500.00	0.00%
E 203-45000-700 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-733 Reimbursible Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-999 Prior Period Adjustme	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45000 Culture and Rec	\$100,744.00	\$8,455.71	\$8,455.71	\$92,288.29	
FUND 401 Capital Equipment Fund					
Act Type E Expenditure					
E 401-45000-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45000 Culture and Rec	\$0.00	\$0.00	\$0.00	\$0.00	



GAG SHEET METAL, INC
 106 3rd Street North
 New Ulm MN 56073

Invoice

Date	Invoice #
1/8/2020	48790

Bill To
Arlington Community Center 204 West Shamrock Drive Arlington MN 55307

Job/Project

Job/PO No.	Terms	Due Date	Project
		1/8/2020	

Quantity	Description	U/M	Rate	Amount
7	Replace bearings and shaft in East unit. Customer supplied parts (Lyle & Dan) Minnesota		95.00	665.00
			6.875%	0.00

203-4500-401

Total	\$665.00
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A 12% Annual Finance Charge Will Be Added To All Past Due Accounts

Balance Due	\$665.00
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Phone #	507-354-3813
Fax #	507-354-7847



SIGN IN

Thanks for Your Order

Order #5935048

We'll send you a tracking number as soon as your order has shipped.

Cheers,

The SupplyHouse Team



Delivery address

Kirby Weckworth
204 W SHAMROCK DR
ARLINGTON, MN 55307-9551
(507) 380-6546

Billing address

Kirby Weckworth
204 W SHAMROCK DR
ARLINGTON, MN 55307-9551

KW *C.C* *Baker's*
11-20-19

Shipping via UPS Ground

Items will arrive **Thu, Nov 7**



0010 Cast Iron Circulator with Integral Flow Check, 1/8 HP
SKU: 0010-F3-1IFC Brand: Taco

2 units **\$469.22**
\$234.61 each
(1 box of 2)

Subtotal	\$469.22
Shipping — UPS Ground	FREE
Sales Tax (Exempt)	\$0.00
Total	\$469.22

Payment method:  ending in 6218

ARLINGTON, MN

Exp/Rev-Budget - Current Year

Current Period: FEBRUARY 2020

As of 2/29/20

Account Descr	2020 Budget	FEBRUARY 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
FUND 203 Community Center Fund					
Act Type R Revenue					
R 203-45000-32110 Liquor License	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
R 203-45000-32200 Caterer Fee	\$2,500.00	\$350.00	\$750.00	\$1,750.00	30.00%
R 203-45000-33421 Insurance Premium	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
R 203-45000-33422 Other State Aid Gra	\$80.00	\$0.00	\$0.00	\$80.00	0.00%
R 203-45000-34000 Charges for Service	\$2,600.00	\$0.00	\$229.25	\$2,370.75	8.82%
R 203-45000-34101 Rent Revenues	\$32,000.00	\$2,110.00	\$8,570.00	\$23,430.00	26.78%
R 203-45000-34110 Farmers Market Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 203-45000-34113 Comm. Sign Adv.	\$1,000.00	\$0.00	\$95.00	\$905.00	9.50%
R 203-45000-34117 Rental Deposit	\$6,500.00	\$700.00	\$2,100.00	\$4,400.00	32.31%
R 203-45000-36200 Miscellaneous Reve	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
R 203-45000-36210 Interest Earnings	\$100.00	\$4.36	\$12.15	\$87.85	12.15%
R 203-45000-36215 Reimburseable Exp	\$2,500.00	\$0.00	\$120.00	\$2,380.00	4.80%
R 203-45000-36230 Contributions and D	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 203-45000-39203 Transfer from Othe	\$40,440.00	\$0.00	\$0.00	\$40,440.00	0.00%
DEPT 45000 Culture and Rec	\$90,270.00	\$3,164.36	\$11,876.40	\$78,393.60	
Act Type E Expenditure					
E 203-45000-100 Wages and Salaries	\$26,100.00	\$2,532.42	\$5,433.53	\$20,666.47	20.82%
E 203-45000-110 Other Pay	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 203-45000-121 PERA	\$1,957.00	\$181.51	\$399.10	\$1,557.90	20.39%
E 203-45000-122 FICA	\$1,997.00	\$173.22	\$377.54	\$1,619.46	18.91%
E 203-45000-131 Employer Paid Health/	\$5,350.00	\$479.58	\$1,027.52	\$4,322.48	19.21%
E 203-45000-170 Permits and Licenses	\$150.00	\$0.00	\$20.00	\$130.00	13.33%
E 203-45000-210 Operating Supplies	\$4,000.00	\$266.36	\$1,107.88	\$2,892.12	27.70%
E 203-45000-218 Office Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-300 Professional Srvs	\$7,000.00	\$400.00	\$980.00	\$6,020.00	14.00%
E 203-45000-304 Legal Fees	\$50.00	\$0.00	\$225.00	-\$175.00	450.00%
E 203-45000-321 Telephone	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-322 Postage	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
E 203-45000-340 Advertising	\$3,000.00	\$305.60	\$332.35	\$2,667.65	11.08%
E 203-45000-360 Ins-Fire, Liab., WC	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
E 203-45000-381 Electric & Heat Utilitie	\$13,250.00	\$863.90	\$1,918.87	\$11,331.13	14.48%
E 203-45000-383 Gas Utilities	\$3,500.00	\$600.64	\$984.33	\$2,515.67	28.12%
E 203-45000-384 Refuse/Garbage Dispo	\$770.00	\$73.47	\$129.47	\$640.53	16.81%
E 203-45000-396 Safety Program & Equ	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 203-45000-401 Repairs/Maint Building	\$5,000.00	\$1,379.07	\$2,513.29	\$2,486.71	50.27%
E 203-45000-406 Repairs, Supplies & Ot	\$2,500.00	\$252.37	\$351.34	\$2,148.66	14.05%
E 203-45000-410 Rentals	\$5,000.00	\$163.63	\$327.26	\$4,672.74	6.55%
E 203-45000-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-450 Farmers Market	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 203-45000-499 Kitchen Expense	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 203-45000-500 Capital Outlay	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 203-45000-624 Refunds of User Charg	\$6,500.00	\$400.00	\$400.00	\$6,100.00	6.15%
E 203-45000-700 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-733 Reimbursible Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-999 Prior Period Adjustme	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45000 Culture and Rec	\$100,744.00	\$8,071.77	\$16,527.48	\$84,216.52	
FUND 401 Capital Equipment Fund					
Act Type E Expenditure					
E 401-45000-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45000 Culture and Rec	\$0.00	\$0.00	\$0.00	\$0.00	



GAG SHEET METAL, INC
 106 3rd Street North
 New Ulm MN 56073

Invoice

Date	Invoice #
1/3/2020	48899

Bill To
Arlington Community Center 204 West Shamrock Drive Arlington MN 55307

Job/Project

Job/PO No.	Terms	Due Date	Project
		1/3/2020	

Quantity	Description	U/M	Rate	Amount
5	Replace bearings on air handlers. 2 units need new shaft. 1 shaft being made (Lyle)		95.00	475.00
1	SHF01555 Shaft		511.59	511.59
1	6 - BRG01399 Bearings Minnesota		392.48	392.48
			6.875%	0.00

263-415000-401

Total \$1,379.07

A 12% Annual Finance Charge Will Be Added To All Past Due Accounts

Balance Due \$1,379.07

Phone #	507-354-3813
Fax #	507-354-7847

ARLINGTON, MN

Exp/Rev-Budget - Current Year

*As of March 31st
1st Qtr*

Current Period: MARCH 2020

Account Descr	2020 Budget	MARCH 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
FUND 203 Community Center Fund					
Act Type R Revenue					
R 203-45000-32110 Liquor License	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
R 203-45000-32200 Caterer Fee	\$2,500.00	\$0.00	\$750.00	\$1,750.00	30.00%
R 203-45000-33421 Insurance Premium	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
R 203-45000-33422 Other State Aid Gra	\$80.00	\$0.00	\$0.00	\$80.00	0.00%
R 203-45000-34000 Charges for Service	\$2,600.00	\$0.00	\$229.25	\$2,370.75	8.82%
R 203-45000-34101 Rent Revenues	\$32,000.00	\$1,280.00	\$9,850.00	\$22,150.00	30.78%
R 203-45000-34110 Farmers Market Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 203-45000-34113 Comm. Sign Adv.	\$1,000.00	\$30.00	\$125.00	\$875.00	12.50%
R 203-45000-34117 Rental Deposit	\$6,500.00	\$250.00	\$2,350.00	\$4,150.00	36.15%
R 203-45000-36200 Miscellaneous Reve	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
R 203-45000-36210 Interest Earnings	\$100.00	\$3.31	\$15.46	\$84.54	15.46%
R 203-45000-36215 Reimburseable Exp	\$2,500.00	\$0.00	\$120.00	\$2,380.00	4.80%
R 203-45000-36230 Contributions and D	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 203-45000-39203 Transfer from Othe	\$40,440.00	\$0.00	\$0.00	\$40,440.00	0.00%
DEPT 45000 Culture and Rec	\$90,270.00	\$1,563.31	\$13,439.71	\$76,830.29	
Act Type E Expenditure					
E 203-45000-100 Wages and Salaries	\$26,100.00	\$2,453.60	\$7,887.13	\$18,212.87	30.22%
E 203-45000-110 Other Pay	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 203-45000-121 PERA	\$1,957.00	\$184.04	\$583.14	\$1,373.86	29.80%
E 203-45000-122 FICA	\$1,997.00	\$166.63	\$544.17	\$1,452.83	27.25%
E 203-45000-131 Employer Paid Health/	\$5,350.00	\$284.12	\$1,311.64	\$4,038.36	24.52%
E 203-45000-170 Permits and Licenses	\$150.00	\$0.00	\$20.00	\$130.00	13.33%
E 203-45000-210 Operating Supplies	\$4,000.00	\$91.92	\$1,199.80	\$2,800.20	30.00%
E 203-45000-218 Office Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-300 Professional Srvs	\$7,000.00	\$0.00	\$980.00	\$6,020.00	14.00%
E 203-45000-304 Legal Fees	\$50.00	\$0.00	\$225.00	-\$175.00	450.00%
E 203-45000-321 Telephone	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-322 Postage	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
E 203-45000-340 Advertising	\$3,000.00	\$661.00	\$993.35	\$2,006.65	33.11%
E 203-45000-360 Ins-Fire, Liab., WC	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
E 203-45000-381 Electric & Heat Utilitie	\$13,250.00	\$1,002.32	\$2,921.19	\$10,328.81	22.05%
E 203-45000-383 Gas Utilities	\$3,500.00	\$541.93	\$1,526.26	\$1,973.74	43.61%
E 203-45000-384 Refuse/Garbage Dispo	\$770.00	\$59.50	\$188.97	\$581.03	24.54%
E 203-45000-396 Safety Program & Equ	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 203-45000-401 Repairs/Maint Building	\$5,000.00	\$110.00	\$2,623.29	\$2,376.71	52.47%
E 203-45000-406 Repairs, Supplies & Ot	\$2,500.00	\$239.40	\$590.74	\$1,909.26	23.63%
E 203-45000-410 Rentals	\$5,000.00	\$163.63	\$490.89	\$4,509.11	9.82%
E 203-45000-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-450 Farmers Market	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 203-45000-499 Kitchen Expense	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 203-45000-500 Capital Outlay	\$1,500.00	\$3,900.00	\$3,900.00	-\$2,400.00	260.00%
E 203-45000-624 Refunds of User Charg	\$6,500.00	\$0.00	\$400.00	\$6,100.00	6.15%
E 203-45000-700 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-733 Reimbursible Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-999 Prior Period Adjustme	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45000 Culture and Rec	\$100,744.00	\$9,858.09	\$26,385.57	\$74,358.43	
FUND 401 Capital Equipment Fund					
Act Type E Expenditure					
E 401-45000-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45000 Culture and Rec	\$0.00	\$0.00	\$0.00	\$0.00	

Exp/Rev-Budget - Current Year

Current Period: APRIL 2020

Account Descr	2020 Budget	APRIL 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
FUND 203 Community Center Fund					
Act Type R Revenue					
R 203-45000-32110 Liquor License	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
R 203-45000-32200 Caterer Fee	\$2,500.00	\$0.00	\$750.00	\$1,750.00	30.00%
R 203-45000-33421 Insurance Premium	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
R 203-45000-33422 Other State Aid Gra	\$80.00	\$0.00	\$0.00	\$80.00	0.00%
R 203-45000-34000 Charges for Service	\$2,600.00	\$0.00	\$229.25	\$2,370.75	8.82%
R 203-45000-34101 Rent Revenues	\$32,000.00	-\$1,540.00	\$8,310.00	\$23,690.00	25.97%
R 203-45000-34110 Farmers Market Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 203-45000-34113 Comm. Sign Adv.	\$1,000.00	\$30.00	\$155.00	\$845.00	15.50%
R 203-45000-34117 Rental Deposit	\$6,500.00	\$0.00	\$2,350.00	\$4,150.00	36.15%
R 203-45000-36200 Miscellaneous Reve	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
R 203-45000-36210 Interest Earnings	\$100.00	\$5.03	\$20.49	\$79.51	20.49%
R 203-45000-36215 Reimburseable Exp	\$2,500.00	\$0.00	\$120.00	\$2,380.00	4.80%
R 203-45000-36230 Contributions and D	\$0.00	\$3,900.00	\$3,900.00	-\$3,900.00	0.00%
R 203-45000-39203 Transfer from Othe	\$40,440.00	\$0.00	\$0.00	\$40,440.00	0.00%
DEPT 45000 Culture and Rec	\$90,270.00	\$2,395.03	\$15,834.74	\$74,435.26	
Act Type E Expenditure					
E 203-45000-100 Wages and Salaries	\$26,100.00	\$2,422.24	\$10,309.37	\$15,790.63	39.50%
E 203-45000-110 Other Pay	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 203-45000-121 PERA	\$1,957.00	\$181.69	\$764.83	\$1,192.17	39.08%
E 203-45000-122 FICA	\$1,997.00	\$164.24	\$708.41	\$1,288.59	35.47%
E 203-45000-131 Employer Paid Health/	\$5,350.00	\$1,319.85	\$2,631.49	\$2,718.51	49.19%
E 203-45000-170 Permits and Licenses	\$150.00	\$0.00	\$20.00	\$130.00	13.33%
E 203-45000-210 Operating Supplies	\$4,000.00	\$2,162.38	\$3,362.18	\$637.82	84.05%
E 203-45000-218 Office Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-300 Professional Svcs	\$7,000.00	\$600.00	\$1,580.00	\$5,420.00	22.57%
E 203-45000-304 Legal Fees	\$50.00	\$0.00	\$225.00	-\$175.00	450.00%
E 203-45000-321 Telephone	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-322 Postage	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
E 203-45000-340 Advertising	\$3,000.00	\$118.43	\$1,111.78	\$1,888.22	37.06%
E 203-45000-360 Ins-Fire, Liab., WC	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
E 203-45000-381 Electric & Heat Utilitie	\$13,250.00	\$956.04	\$3,877.23	\$9,372.77	29.26%
E 203-45000-383 Gas Utilities	\$3,500.00	\$400.95	\$1,927.21	\$1,572.79	55.06%
E 203-45000-384 Refuse/Garbage Dispo	\$770.00	\$73.50	\$262.47	\$507.53	34.09%
E 203-45000-396 Safety Program & Equ	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 203-45000-401 Repairs/Maint Building	\$5,000.00	\$0.00	\$2,623.29	\$2,376.71	52.47%
E 203-45000-406 Repairs, Supplies & Ot	\$2,500.00	\$0.00	\$590.74	\$1,909.26	23.63%
E 203-45000-410 Rentals	\$5,000.00	\$197.01	\$687.90	\$4,312.10	13.76%
E 203-45000-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-450 Farmers Market	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 203-45000-499 Kitchen Expense	\$3,000.00	\$1,487.87	\$1,487.87	\$1,512.13	49.60%
E 203-45000-500 Capital Outlay	\$1,500.00	\$0.00	\$3,900.00	-\$2,400.00	260.00%
E 203-45000-624 Refunds of User Charg	\$6,500.00	\$400.00	\$800.00	\$5,700.00	12.31%
E 203-45000-700 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-733 Reimbursible Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-45000-999 Prior Period Adjustme	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45000 Culture and Rec	\$100,744.00	\$10,484.20	\$36,869.77	\$63,874.23	
FUND 401 Capital Equipment Fund					
Act Type E Expenditure					
E 401-45000-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45000 Culture and Rec	\$0.00	\$0.00	\$0.00	\$0.00	

Pandemic Cancellations & Refunds

DATE	EVENT	DEPOSIT	RENT	MISC.	REFUNDS	RESCHEDULE
3/21/2020	Sibley County Cancer Fighters	\$ -	\$ 300.00	\$ 200.00	\$ 500.00	<input type="checkbox"/>
3/22/2020	Arlington As Bat Brunch	\$ -	\$ 220.00	\$ 50.00	\$ 270.00	<input type="checkbox"/>
4/4/2020	Fire Department Appreciation	\$ -	\$ -	\$ -	\$ -	<input checked="" type="checkbox"/>
4/5/2020	Anderly 50th Anniversary Open House	\$ 150.00	\$ 300.00	\$ -	\$ 450.00	<input type="checkbox"/>
4/7/2020	MVEC	\$ 250.00	\$ 510.00	\$ -	\$ -	<input checked="" type="checkbox"/>
4/15/2020	Parthenon Insurance Meeting	\$ 150.00	\$ 180.00	\$ 100.00	\$ -	<input checked="" type="checkbox"/>
4/21/2020	Sibley County Senior Expo	\$ -	\$ 220.00	\$ -	\$ 220.00	<input type="checkbox"/>
4/24/2020	RSMC Foundation Gala	\$ -	\$ 300.00	\$ -	\$ 300.00	<input type="checkbox"/>
5/16/2020	Diaz/ DeLeon Wedding	\$ 150.00	not yet paid	\$ -	\$ -	<input checked="" type="checkbox"/>
06/17/2020	Public Health	\$ -	\$ -	\$ -	\$ -	<input type="checkbox"/>
TOTALS		\$ 700.00	\$ 2,030.00	\$ 350.00	\$ 1,740.00	



COMMUNITY CENTER
~~USE & RENTAL POLICY~~ FACILITY
RENTAL AGREEMENT

Revised: ~~December 12, 2019~~ May 14, 2020

Approved by Council: ~~December 16, 2019~~ May 18, 2020

CITY OF ARLINGTON

204 Shamrock Drive, Arlington, MN 55307

Community Center Coordinator

~~204 Shamrock Drive, Arlington, MN 55307~~ Jane Ramacher

Phone: ~~(507)720-8586~~ 507-964-2378 Fax: ~~(507)964-5973~~ 507-964-5973

E-mail: ~~anewsom@arlingtonmn.com~~ cityhall@arlingtonmn.com

www.arlingtonmn.com

I. Introduction

Thank you for selecting the Arlington Community Center! The Arlington Community Center is operated and managed by the City of Arlington under the policies and guidelines established by the Arlington City Council. The Community Center also serves as the location of City Hall and is available for general community use.

The City Council recognizes the desirability of having the Community Center used as much as possible. This policy promotes the active use of the Community Center while establishing priorities for use of the facilities and outlining scheduling procedures and guidelines. It also sets reasonable rules and regulations for use of the facility. To clearly communicate this policy, we ask that you read this policy and abide by it.

II. Community Center Information

Building—In addition to City Hall, the community center contains a main room, which has 2 partition walls so it can be divided into 3 separate rooms; a fully equipped licensed kitchen with a walk-in cooler, large refrigerator unit, large freezer unit, dishwasher, stove and oven with griddle; a stage area of approximately 800 sq. ft.; storage rooms and a meeting room (Council Chambers). The Community Center has a total square footage of 14,785, is smoke free, air conditioned, completely handicap accessible, and can accommodate several small functions at one time or a single large event. In addition:

- 2 patios on the front of the building
- Unloading dock behind stage area
- Large rollup (garage) door for easy unloading
- Guest and seating for 550 with tables and chairs; 1,000 with just chairs
- 150+ parking stalls (2 lots, 8 handicap spaces)

Building Extras—In addition to renting the building, the city offers the following (some at a cost):

- 60 5 ft. round tables
- 21 8 ft. long banquet tables (rectangular)
- 4 6 ft. long tables (rectangular)
- 4 high top bar tables (round)
- 4 bars with pop dispensers
- 1 keg cooler (holds 3 kegs at one time)
- Rental of Dishes (9 piece place setting)
- Rental of Wine Glasses
- Electronic sign (rentable for special notices/events/celebration)
- Sound system (includes overhead speakers, CD player—holds 200 CD's, 3 microphones & stands)
- Upright piano
- Podium
- Internet access (hardwire)

- ~~LCD projector (rental fee charged)~~
- ~~Portable projection screen and 12' drop-down screen~~
- ~~Overhead projector~~
- ~~Linen service~~
- ~~2 Christmas Trees (13' & 14') [CEI]~~

III.II. Priorities for Use of the Community Center

This section of the policy identifies priority classifications for use of the Community Center and Council Chambers. For most instances, reservations for use of the Community Center and Council Chambers will be 3 awarded on a first come, first serve basis. In the case that a conflict arises; below are the classifications in descending order of priority.

Main Room and Kitchen

<u>Priority</u>	<u>Event Type</u>
<u>1</u>	<u>Public Emergency Activities*</u>
<u>2</u>	<u>Paying Renters</u>
<u>3</u>	<u>Organizations that have a Budget with the City</u>
<u>4</u>	<u>Civic and non-profit groups, and Ind. School District #2310</u>
<u>5</u>	<u>Business relating to the City of Arlington</u>
<u>6</u>	<u>Other Governmental Agencies</u>

Priority 1: ~~Public Emergency Activities~~— In the event of public emergencies (mass immunizations, disaster relief, state of emergency declared), the Community Center may be needed to assist a State/Federal/County agency in recovery efforts. Any event (public, non-profit, private) may be cancelled by the City up to the time of use, when a public emergency is declared. In this circumstance, the City assumes no responsibility for any disruption a cancellation may cause. The City will refund any rental fees due to a cancellation for a public emergency. The City will attempt to notify the applicant immediately if cancellation is necessary.

Priority 2: ~~Renters paying for the use of the Community Center~~— Any individual or group paying rental fees to use the Community Center. This includes events/meetings open to the public or private.

Priority 3: ~~Organizations that have a Budget with the City.~~

Priority 4: ~~Civic & non-profit groups and Ind. School District #2310~~— Non-profit groups must provide proof of not-for-profit status.

Priority 5: ~~Business relating to the City of Arlington~~— City of Arlington sponsored events including Council and Committee meetings.

Priority 6: ~~Other Governmental Agencies~~

Meeting Room/Council Chambers

<u>Priority</u>	<u>Event Type</u>
<u>1</u>	<u>Public Emergency Activities*</u>

2	<u>Business relating to the City of Arlington</u>
3	<u>Organizations that have a Budget with the City</u>
4	<u>Other Governmental Agencies</u>
5	<u>Paying Renters</u>
6	<u>Civic and non-profit groups, and Ind. School District #2310</u>

Priority 1: ~~Public Emergency Activities~~

Priority 2: ~~Business Relating to the City of Arlington~~

Priority 3: ~~Organizations that have a Budget with the City~~

Priority 3: ~~Other Governmental Agencies~~

Priority 4: ~~Renters paying for the use of the Community Center~~

Priority 5: ~~Civic & non-profit groups, and Ind. School District #2310~~

*Public Emergency Activities- If a state of public emergency is declared, the Community Center may be needed to assist in relief efforts. The City of Arlington reserves the right to cancel any event reservation, up to the time of that event, when a state of public emergency is declared. The City will attempt to notify the affected parties regarding the cancellation immediately. The City assumes no responsibility for any disruption or inconvenience caused by such a cancellation.

IV.III. City Organizations, City Chartered/ Non-Profit Organizations, and Independent School District #2310

~~As of 12/31/2014, the City of Arlington will no longer offer discounted rental rates to non-profit or civic organizations unless considered a city-chartered organization that are not chartered with the City. "Arlington is the site of the organization's charter." This decision by City Council was made out of consideration for the citizens of the City of Arlington as a way to circumvent citizen-taxpayer dollars supplementing the associated costs for the upkeep of the Community Center.~~

~~As of 8/6/2018, The City of Arlington will waive the Community Center Rental Fee for Fundraising Events for Organizations that have a Budget with the City.~~

~~Independent School District #2310 and city-chartered organizations will not be required to pay the damage deposit. Please see fee schedule for rental/usage fees for these organizations.~~

<u>City Chartered Civil & Non-Profit Organizations</u>	
<u>Friday & Saturday Rental</u>	<u>\$300.00 per event</u>
<u>Sunday- Thursday Rental</u>	<u>\$220.00 per event</u>
<u>Independent School District # 2310</u>	
<u>Special Events Friday & Saturday</u>	<u>\$300.00 per event</u>
<u>Special Events Sunday - Thursday</u>	<u>\$220.00 per event</u>
<u>School Day Events</u>	<u>\$50.00 per event</u>

V.IV. Rental Charges/ ~~Damage Security~~ Deposit

A list of the rental charges is included in the Fee Schedule. In addition to the rental fee(s), a ~~damage security~~ deposit of \$250 ~~by credit card (Visa/MasterCard), cash/cheek~~ is required. The rental fee(s) plus the damage deposit will ~~be constitute~~ the total lease amount. The ~~damage security~~ deposit will be refunded within thirty (30) days after the scheduled event upon inspection of the premises ~~revealing no damages or necessity for non-routine cleaning.;~~ ~~If the premises are found to be in as good and clean condition as existed just prior to the event.~~ The inspection will be conducted ~~before any other event is held in the rented area prior to the next scheduled event.~~ The City reserves the right to retain ~~all or part of part or all of the damage security~~ deposit to ~~pay cover for~~ any costs of repairs or ~~non-routine~~ cleaning made necessary by the renter's use of the facility. The liability of the renter shall not be limited to the amount ~~4~~ of the ~~damage security~~ deposit. ~~The liability of the renter and~~ shall extend to any damage or ~~additional~~ cleaning costs incurred as a result of the acts of any participants in the event sponsored by the renter ~~on the premises.~~ ~~The City reserves the right to retain all or part of the security deposit for any~~ ~~infraction of the rental policies.~~

VI.V. Reservation Procedures

~~Reservations are made with a signed lease, damage deposit and rental fees due no later than ninety (90) days prior to the event date. The reservation is not final until the rent has been fully paid.~~

~~For large events, the facility may be rented the day before the event at a cost of \$300. Large events, such as weddings, may rent the facility the day before to guarantee the ability to decorate for their event. You must reserve the facility for the day before at the same time the reservation is made for the large event. The reservation is not final until the rent has been fully paid.~~

~~Reservations made with a signed lease agreement, which this document constitutes, and the full payment of the security deposit. All remaining rental charges are due ninety (90) days prior to the event. The renter may opt to reserve the day before their event, at half the original room rental, to ensure the ability to complete set-up and decorating. For Sunday events, this option is not available due to the high demand for Saturday reservations. If the renter desires to pursue this option, the reservation must be made at the same time as the event reservation.~~

VI.VI. Cancellation of Rentals and Refunds

Any reservation cancellation ~~of the lease~~ must be in written form, served on the City Office personally, ~~emailed to the Community Center Coordinator,~~ or by ~~sent by~~ U.S. Mail. ~~If the reservation is cancelled more than sixty (60) days prior to the scheduled rental date, the City will refund all amounts paid. If the reservations are is cancelled, for any reason, sixty (60) days or less prior to the scheduled date, the City shall retain the entire security deposit, entire rental amount. You, the renter, will only be refunded the damage deposit and the Community Center Attendant fee.~~

Under certain conditions, the City of Arlington may be forced to cancel a lease agreement prior to the event. Possible reasons for cancellation include, but are not limited to, a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the renter agrees that the City of Arlington shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as possible if such

cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if the reservation is cancelled by the City of Arlington ~~for any of the above reasons.~~

~~VIII.~~VII. Hours of Use

~~The Community Center is available for rent any day of the week, Monday through Sunday. The Community Center will open no earlier than 6:00 a.m. and will close no later than midnight. The Community Center hours are Monday through Sunday, 6:00AM to 12:00AM. Following an event, the rental is allowed one hour, ending no later than 1:00AM, to gather personal items, equipment, decorations, and clean up. Following the event, one hour or up to 1:00 a.m., the renter will be allowed time to gather their personal items/equipment and clean-up. All participants and equipment must be out of the facility by 1:00 a.m. 1:00AM. It will be at the discretion of the Community Center Coordinator, and availability of cleaning staff, if the Community Center will be available on holidays. Holiday rentals will be at the discretion of the Community Center Coordinator. If the Community Center Coordinator approves rental on a holiday, the normal rental rates will be charged apply.~~

~~Renters and guests are welcome to may leave unoccupied vehicles in the parking lot overnight. Occupied vehicles (i.e. campers, RVs, and trailers) are not allowed to be parked in the parking lot overnight. Communication of intention to leave vehicles overnight will be between the renter, and the Community Center Coordinator, and the Arlington Police Department.~~

~~IX.~~VIII. General Policies

The renter is responsible for enforcing the policies of the Arlington Community Center among their guests and/or event participants.

The renter agrees to follow and enforce the following these policies:

1. ~~Comply with all City Ordinances, Minnesota State Statutes, Federal Laws, and the established rules for use which apply to authorized use of the Community Center.~~
2. Supervise the conduct of the participants at their event.
3. This is a smoke free public facility. ~~Damages such as cigarette burns or smoke damages will be charged to the renter.~~
4. Illegal gambling is prohibited.
- 4.5. Renters and guests are prohibited from bringing alcohol into the facility. All alcohol served in the facility will be through an approved provider only.
5. ~~The renter shall assume full responsibility for any unlawful act committed in the exercise of the lease.~~
6. Use of Community Center dishes, ~~silverware, or/~~cookware ~~by any group~~ needs to be approved by the Community Center Coordinator and paid for in advance of the event.
7. Disorderly conduct of participants is prohibited.
8. All persons and any equipment not owned by the City must leave the Community Center at the end of the contracted time (see section VIII ~~hours of use~~). No items from the event are to be left overnight. The ~~Community Center~~City is not responsible for items that have been left during set-up the day before anthe event, or left behind after ~~the group has exited the facility an event.~~

9. Children must ~~always~~ be under the direct supervision of an adult.
10. The ~~lease holder~~renter shall assume all ~~responsibilities~~responsibility for noise levels of ~~their~~ participants. ~~and noise~~Noise levels shall not disturb other groups.
11. All bands and audio equipment must stop play by midnight.
12. ~~Leave~~ facility and parking lot in a clean and orderly fashion.
13. Renters will be fully responsible for any damage to the facility or equipment.
14. Any damage to the facility or equipment must be reported ~~as soon as possible to City staff~~City staff as soon as possible.
15. Trash should be placed in designated containers. Failure to do so will result in a withholding from the security deposit.
16. One key for the Community Center is given per event. If the kitchen is rented, a separate key for the use of the kitchen will also be issued to the renter. The key(s) shall not be copied or duplicated and shall be returned within two business days. If the key(s) is not returned within two business days, the renter will be charged for the cost of rekeying, including administrative time at a rate of \$25 per hour. This amount may be withheld from the security deposit. (plus one hour of administrative time).

X.IX. Violation of Policies

The City reserves the right to end any event early if any of the general policies are violated. A violation of any of these policies may result in a withholding from the renter's withholding a renter's security damage deposit, and may also result in the denial of future use of the Community Center. Such conduct may be grounds for denial of use of the Community Center in the future.

XI.X. Alcohol Beverages/ Food

Renters ~~and/or~~ their participants are not allowed to bring alcoholic beverages into the facility. The City will designate a holder of an on-sale intoxicating liquor license to serve liquor at the Community Center. The City does not authorize the serving of bottles for alcohol consumption. Liquor in bottles must be served in a plastic glass. Alcoholic beverages shall not be consumed outside of the building. Consumption of intoxicating beverages must cease at the conclusion of the event or at midnight, whichever comes first.

It is the responsibility of the renter to make all arrangements with the food provider of their choosing. The relationship will be between the renter and ~~the food provider~~vendor, not the City of Arlington. The fully equipped licensed ~~caterer's~~ kitchen is available for use to all renters ~~who chose to rent the kitchen at an additional cost.~~ The rental of the kitchen must be paid with the other rental charges at least 90 days prior to the event, before the event.

The following Fees are charged to the respective bar when alcohol is served at an event and to any eaterer who utilizes the kitchen directly to the vendor, not the renter. Each vendor decides whether to pass along this fee to their client. Renter's must provide vendor information.

<u>Caterer Serving Fee</u>	<u>Bar Fees</u>
<u>Number of Guests Served _____ Catering Fee</u>	<u>Number of Guests _____ Bar Fee</u>

1-100 Guests Served \$1/person	1-200 \$100
101-200 ————— \$150	201-300 \$200
201-400 ————— \$250	301-400 \$300
401+ ————— \$350	401-500 \$400
	501+ \$500

Catering Fees		Bar Fees	
<i>Number Served</i>	<i>Fee</i>	<i>Number of Guests</i>	<i>Fee</i>
1-100	\$1.00 per person	1-200	\$100.00
101-200	\$150.00	201-300	\$200.00
201-400	\$250.00	301-400	\$300.00
401+	\$350.00	401-500	\$400.00
		501+	\$500.00

XII.XI. Set-up

Renters have the option of setting up tables and chairs themselves or contracting, at additional cost, (for a fee) with the City for set-up. The renter is responsible for linens and decorating. (tables and chairs only, no dishes, linens or decorating). If contracting with the City does the set-up, the renter must provide a floor plan to the Community Center Coordinator at least 14 days prior to rental date. Renters are not allowed to pull out or put away the partition walls; this is only to be done by City staff or the cleaning crew. Partition walls are to be adjusted ONLY by City staff or the cleaning crew.

XIII.XII. Decorating

The Community Center Coordinator and City Staff have the right to refuse certain decorations. Renters are encouraged to discuss all decorating plans with the Community Center Coordinator before decorating.

The renter agrees to follow the following guidelines when decorating; decorating guidelines:

1. There are permanent hooks over the 3 entrance doors, long windows, and top of the stage to hang lights, bows, tulle, etc. The City also has spring tension rods to use between the window frames and magnetic hooks for the entrance doors.
2. The use of tape (includes 2-sided with plastic hooks), pins or tacks, 3M hooks, tacky glue, or any other decorating device on any painted or varnished surface is not allowed. (Includes walls; wood trim around stage/windows/doors/trophy cases in hallway, or metal trim around doors/bathroom stalls)
3. The use of tape, pins, tacks, glue or any other adhesive type products are ~~not a~~ permitted ~~use~~ on any ceilings. The use of magnetic hooks to attach items to the ceiling tiles is acceptable. Any damage to the Ceiling tile ~~from a renter hanging items from the ceiling~~ will be the

responsibility of the renter. ~~In the event that the City was to purchase its own hanging material and/or devices; a renter will be able to hang items from the ceiling on city provided hangers/devices only.~~

4. Renters must use their own ladders or other devices to hang items from the ceiling. The City will not provide a ladder. The City is not responsible for any injury sustained if renter uses a ladder.
5. Clear Scotch Tape or Electrical Tape (no duct/masking/packaging tape) may be used on the windowpane (but not ~~on the window the~~ frame), the vinyl baseboard, and floor.
6. Tape (no duct/packaging tape) and/or tacks may be used on the black painted ~~plywood~~ stage floor only (not the varnished wood trim).
7. ~~The City does not allow any type of sand/pebble/rock to be brought into the facility along with glitter, rice, birdseed, or confetti.~~
8. Water fountains are permitted with the understanding the renter will be held responsible for damage caused by leaks. must guarantee no leaks
9. Candles are permitted, but must be in a container to prevent ~~/holder of sufficient size for the candle so~~ wax ~~does not~~ dripping onto the tables, chairs, linens, or and/or floor.
10. All decorations must be removed from the facility within one hour of the end of the event. by the conclusion of the event, unless other arrangements are made with the Community Center Coordinator prior to the event.
11. ~~A violation of this section may result in a withholding from your damage deposit.~~

XIV.XIII. Clean-Up

~~The City's cleaning staff will make sure the facility is cleaned following your event. No renter will be allowed to tear down tables or chairs following their event. This Tear down of tables and chairs as well as general cleaning is to be completed by City staff done by the cleaning staff and is included in the rental fee. This fee cannot be waived. While the City's cleaning staff does the cleaning, the renter is still responsible for the following:~~

Renters are responsible for the following:

Cleaning of Rented Rooms For General Rental:

- 1. Remove all decorations and personal items from the facility
- 2. Place all garbage into garbage cans.
- 3. All liquids should be poured down the drain and not placed in garbage cans.
- 4. Put all rented tables linens into cloth bags provided (stored in kitchen).

For Kitchen Rental: Cleaning of Kitchen (If you rent the kitchen)

- 5. Empty all garbage containers into the outside dumpster.
- 6. Wipe off all countertops.
- 7. Completely drain the water from the dishwasher after use and turn the unit off.
- 8. Run the garbage disposal long enough to cycle through all waste. Do not put plastic straws, non-food items, or bones in the disposal.
- 9. Empty coffee maker & clean by running a full cycle on each side through without coffee grounds and completely drain.

- 10. Put all items back in their respective areas.
- 11. Do not remove any item that ~~becomes~~ belongs to the City.

Failure to follow these cleaning guidelines will result in a withholding from your damage deposit.

~~XV.~~XIV. Attendant at the Event

The Community Center will require an attendant for events ~~when alcohol is served~~electing to serve alcohol. An attendant will be provided by the City of Arlington at ~~an additional cost.~~charge (The attendant cannot be a guest at the event). ~~The renter will be responsible for paying this.~~This charge is payable at the same time ~~you pay the basic~~as the facility rental ~~fee.~~ charge (see attached fee schedule). ~~When it is determined that an attendant is necessary at the event, the fee cannot be waived.~~The City requires one attendant per 350 people. If the event is larger than 350 people, the Community Center may require more than one attendant to be on staff.

~~XVI.~~XV. Notice of Responsibility/ Liability

~~The City of Arlington hopes that you and the participants at your event will all have an enjoyable and safe time at our facility.~~

~~This section is to notify you that the~~The City of Arlington, the operator of the Community Center, is responsible only to maintain, in a safe and operable condition, the building and its structural components and systems, such as plumbing, lighting, and electricity, ~~in a safe and operable condition~~. The City is not responsible for the conduct of persons participating in events ~~held~~hosted at the facility. It is your responsibility as the renter of the facility and the sponsor of the event to ~~see to it~~ensure that ~~the~~ participants use the facility in a safe and reasonable manner and obey all laws.

Likewise, the City is not responsible for the conduct of any ~~persons~~individuals or businesses hired by you to work at the event, including, but not limited to, the liquor servers (as provided under city contract), food caterers, decorators, or entertainers hired to service the event. The renter shall take complete responsibility for the conduct of ~~those~~its group or others present during the rental period, and agrees to compensate the City of Arlington for all damages to the facility, equipment, or other property owned by the City incurred during the rental period. Furthermore, the renter assumes all liability for any personal injuries, including death, ~~caused~~suffered by participants at the scheduled event.

Any disputes or claims of liability involving such providers of services are matters strictly between you, the event participants, and the providers. You agree that neither you nor the participants at your event shall file any claim against or involve the City in any legal action regarding such matters.

~~XVII.~~Overnight Parking

~~Renters and guests are welcome to leave unoccupied vehicles overnight. Occupied vehicles (i.e. campers, RVs, and trailers) are not allowed to be parked in the parking lot overnight. Communication of intention to leave vehicles overnight will be between the renter and the Community Center Coordinator and the Police Department.~~

Fee Schedule

Room Fee Schedule

<u>Room Fee Schedule</u>	<u>Capacity</u>	<u>Cost</u>
Room 1 (West)	144	\$180.00 per event
Room 2 (Center)	240	\$240.00 per event
Room 3 (East)	160	\$180.00 per event
All Rooms	544	\$600.00 per event
Extra Day Rental		\$300.00
Council Chambers	40	\$40.00 per meeting (maximum 2 hours)
Kitchen Rental		\$100 per event (If no caterer is used) \$50 limited use (In conjunction with Catered Event)
Damage Deposit		\$250 with Cash/Check or Credit Card
Damage Deposit (One Section)		\$150 Cash/Check or Credit Card

Miscellaneous Fee Schedule

Weekly User Rate (one section only)	\$120.00 per time
Hourly Rental Rate	\$40.00 per hour per room
Set-Up Fee	\$100.00 per room/\$200 per event
Attendant	\$35/hour per reserve (5 hours minimum)
Dish Rental (Full Setting)	\$1.00 per person
Wine Glasses	\$0.15 per piece
Linens	Set by Distributor
LCD Projector	\$50.00

<u>OPTION</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
<u>Room 1</u>	<u>Capacity 144, patio access, kitchen access with serving window</u>	<u>\$180.00</u>
<u>Room 2</u>	<u>Capacity 240, stage</u>	<u>\$240.00</u>
<u>Room 3</u>	<u>Capacity 160, patio access</u>	<u>\$180.00</u>
<u>All Rooms</u>	<u>Use of all three rooms.</u>	<u>\$600.00</u>
<u>Extra Day</u>	<u>Rental of all three rooms for an additional day.</u>	<u>\$300.00</u>
<u>Sunday Single Room</u>	<u>Single room rental, Sunday Special</u>	<u>\$150.00</u>

<u>Chambers</u>	<u>Capacity 40, Council Chambers meeting room across the hall from main room</u>	<u>\$40.00</u>
<u>Kitchen Rental— Full</u>	<u>Full access to commercial kitchen for food storage, prep, and serving</u>	<u>\$100.00</u>
<u>Kitchen Rental— Catered</u>	<u>Limited use of kitchen after a catered event</u>	<u>\$50.00</u>
<u>Dish Rental</u>	<u>9 Piece place setting</u>	<u>\$1.00/ setting</u>
<u>Wine Glass</u>	<u>Wine glass rental</u>	<u>\$0.15/ glass</u>
<u>Linen</u>	<u>Linen rental through AmeriPride</u>	<u>Varies</u>
<u>Set Up—Full</u>	<u>Tables and chairs set up to your specifications, full rental</u>	<u>\$200.00</u>
<u>Set Up— Single</u>	<u>Tables and chairs set up to your specifications, single room rental</u>	<u>\$100.00</u>
<u>Attendant</u>	<u>City staff person required to be in attendance if alcohol is served., minimum of 5 hours (\$175.00)</u>	<u>\$35/ hour</u>
<u>Projector</u>	<u>Projector and screen use</u>	<u>\$50.00</u>
<u>Wireless Microphone</u>	<u>Wireless microphone rental, wired mic at no cost</u>	<u>\$15.00</u>
<u>LED Sign</u>	<u>LED sign outside building that can run photos, announcements, etc.</u>	<u>\$30.00/week</u> <u>\$25.00 set up</u>
<u>Main Street Sign</u>	<u>Letterboard sign that can display information for your event for one week, additional time \$10/ week</u>	<u>\$12.50/ side</u>

Fee Schedule for City Chartered Civic/Non-Profit Organizations and Independent School District #2310

The following fees are all-inclusive, except for dishes and linens. The following fees will be charged to help pay the costs of staff time for set-up/take-down, utilities, supplies, cleaning, upkeep of the grounds, snow-removal, and trash removal:

Waive the Community Center Rental Fee for Fundraising Events for Organizations that have a Budget with the City. (per vote of the City Council on 8/6/2019)

City Chartered Civil and Non-Profit Organizations

Friday & Saturday Rentals: \$300 per event

Sunday to Thursday Rentals: \$220 per event

Independent School District #2310

School Use (Testing/Retreats during school hours) \$50 per event

Special School Events (i.e. Prom)

Friday & Saturday Rentals: \$300 per event

Sunday to Thursday Rentals: \$220 per event

*Fees are charged to the respective bar when alcohol is served at an event and to any caterer who utilizes the kitchen. Each vendor decides whether to pass along this fee to their client.

Caterer Serving Fee	Bar Fees
<u>Number of Guests Served</u> <u>Catering</u> <u>Fee</u>	<u>Number of Guests</u> <u>Bar</u> <u>Fee</u>
1-100 Guests Served \$1/person	1-200 \$100
101-200 \$150	201-300 \$200
201-400 \$250	301-400 \$300
401+ \$350	401-500 \$400
	501+ \$500

204 Shamrock Drive, Arlington, MN 55307—(507)720-8586



Fax: 507/964-5973—Website: www.arlingtonmn.com—E-mail: anewsom@arlingtonmn.com

By your signature below, you agree that you have been given a copy of and read the City of Arlington's Community Center ~~Use and Rental Policy~~ Facility Rental Agreement, understand it, and agree to abide by its terms.

Signature of Renter Date _____

Printed Name of Renter

Community Center Coordinator/
City Staff Date _____

\\
Dated: _____

Renter _____

Renter _____

Date of Event _____

Community Center Coordinator/

City Staff

From: Jake Nelson <jakenelsonmusic@gmail.com>
Sent: Wednesday, January 29, 2020 11:25 AM
To: Amy Newsom <anewsom@arlingtonmn.com>
Subject: Local Country Musician Now Living in Arlington MN

Happy 2020!

I was wondering if there is a way we can get on your list of local entertainment/bands for weddings and events in Arlington. I recently moved from St, Paul Minnesota to Arlington in May of 2019. We absolutely love it here.

If you can list it as Jake Nelson Band that would be wonderful. We are on the books to play the Sibley County Fair this year too, also Winstock Music Festival, Moondance Jam, many street dances and even the MN state MN Fair! Our variety of music is great covering all eras of country, classic rock and our own original music.

Here is a link to our website

Jakenelsonmusic.com

Thank you for your time

Jake Nelson
651-353-6833

City Employee

From: City Employee
Sent: Wednesday, January 29, 2020 12:12 PM
To: Amy Newsom
Subject: RE: Local Country Musician Now Living in Arlington MN

Jake,
I can definitely go ahead and add you to the list of options. Thanks so much for reaching out and letting us know that you are in town and wanting to do events.

Thanks,

Jane Ramacher
Administrative Assistant



204 Shamrock Drive
Arlington, MN 55307
PH: (507) 964-2378
FAX: (507) 964-5973
cityhall@arlingtonmn.com

From: Amy Newsom <anewsom@arlingtonmn.com>
Sent: Wednesday, January 29, 2020 12:00 PM
To: City Employee <CityHall@arlingtonmn.com>
Subject: Fw: Local Country Musician Now Living in Arlington MN

Amy Newsom,

City Administrator



204 Shamrock Drive
Arlington, MN 55307
Phone: 507-964-2378
Cell: (507) 720-8586
Fax: 507-964-5973

www.arlingtonmn.com



Science Tellers™

Not too long ago,
Science and Storytelling
were accidentally mixed.
Here is what happened...





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Hillsborough, NJ 08844

908-334-2525 www.sciencetellers.com info@sciencetellers.com



Summer 2020: Interactive Science & Storytelling Show

Dragons: Return of the Ice Sorceress (Dry Ice)

In a faraway world, two brave villagers go on a daring journey to release the dragons and save the entire kingdom from the evil ice sorceress. See if our two heroes can stop the evil ice sorceress before all hope is lost!

Join us on an action-packed adventure as we soar high into the air and touch the clouds on the back of a dragon!

This interactive story features amazing special effects that will bring this fantasy to life! Then journey behind the scenes of the special effects as we explore the science of matter. Volunteers from the audience will help us conduct experiments with Dry Ice, fog, bubbles, flying rockets and more! Program content addresses Next Generation Science Standards PS1 & PS2.

Over 75 Kids: \$400 Time: 45 minutes Ages: 4-12
25-75 Kids: \$350 Size: Max 300 kids/show
Under 25 Kids: \$325 Available: Starting June 2020

Arlington Recreation
Attn: Program Director
205 Shamrock Dr
Arlington, MN 55307

**Contact us today to bring
Science Tellers to your location!**

01/27



City Employee

From: ScienceTellers <programs@getsciencetellers.com>
Sent: Wednesday, April 29, 2020 9:42 AM
To: City Employee
Subject: New Online Science/Storytelling Programs Available - Book Now!

Dear Program Coordinator,

We are thrilled to announce our BRAND NEW lineup of Online Programs including a PreK option!

For more information about our online programs, please see below or visit our website to view a preview of our Dragons Video: www.sciencetellers.com/online

--Limited Time Availability: May 2020 Only--

Virtual Show on Zoom:

Schedule a virtual show and a ScienceTeller will perform the story and experiments remotely through Zoom.

Aliens: Escape from Earth - \$365

--Summer Availability: Starting June 2020--

Option 1 - Video Subscription:

Get exclusive and unlimited access to the video adaptation of our shows. Share the link with your community or embed the video on your organization's website.

Video Choices:

1. Dragons: Return of the Ice Sorceress (Available starting June 2020)
2. Aliens: Escape from Earth (Available starting July 2020)
3. Dragons Jr.: Three 15 minute PreK Shorts (Available starting June 2020)

Video Subscription Discounts: Choose two videos and save 10%. Choose three and save 20%

Pricing for Dragons or Aliens Video:

Single Location: \$195

System - Up to 19 Locations: \$495

Large System - 20+ Locations: \$495 +\$25 for each additional location over 19

Pricing for Dragons Jr. Video (PreK Option):

Single Location: \$125

System - Up to 19 Locations: \$325

Large System - 20+ Locations: \$325 +\$15 for each additional location over 19

Option 2 - Video Party on Zoom:

Schedule an event for your community, hosted by a live ScienceTeller on Zoom! We'll stream the video of our show for everyone to watch together, as the host interacts with the audience!

Show Choices:

1. Dragons: Return of the Ice Sorceress (Available starting June 2020): \$295
2. Aliens: Escape from Earth (Available starting July 2020): \$295

Upgrade - Video Subscription Bundle:

Each Video Party on Zoom includes a recording of the event. If you'd prefer a high-quality, uninterrupted video to share all summer long, you can bundle the Video Party on Zoom with a Video Subscription and get 50% off the Video Subscription pricing.

To book a program, visit our website: www.sciencetellers.com/book

Thank you for your continued understanding and flexibility as we work towards making online programs not just a temporary solution, but a viable program option for the future!

As always, we hope you and your family continue to stay healthy and safe.

Sincerely,

ScienceTellers
info@sciencetellers.com
908-334-2525
www.sciencetellers.com

City Employee

From: Dustin Grice <grice@megajumpshow.com>
Sent: Monday, March 9, 2020 12:17 PM
To: City Employee
Subject: Exciting Summer Event Ideas

Hello!

I actually just came across your contact info in our city officials book & thought it wouldn't hurt to reach out quick.. My name is Dustin Grice, I am a local graduate from Eden Prairie back in 2003, and I am now a teacher full time at Hennepin Technical College.

I pursued a "real world" career path after high school, while also following my dreams of riding my bike professionally, and since then have opened an indoor family bike park in Minneapolis, and have spent the past 15 years performing at fairs, festivals, and schools all over the country.

I attached a few photos from our most recent newsletter below, we also have some videos on our website as well to give you a better idea of the variety of entertainment we can provide: <https://megajumpshow.com/videos/>

If you ever feel that there might be a good opportunity, or see any value in having us perform at any of your local events down the road, please keep us in mind.. I have a small team that I generally work with to put these events on, and we are very flexible with event budgets depending on what we would all like to accomplish together. Everything is also fully insured.

Thanks again so much, my cell is 952-200-7732 feel free to call/text any time.

Dustin Grice
Instructor - Hennepin Technical College
Website Coach - Simple Web Help Services & SEO
Motivational Speaker, Founder, CEO - Ride MN, Life Brand LLC

"It's about passion, camaraderie and making memories... Our Number 1 Goal is to profoundly reach every person, project, and event we work with on an emotional and mental level, with an energetic, influential and inspirational approach that will change our lives, our businesses, and our classes, to kickstart motivation for a lifetime..."

**School & Church Assemblies, Town Festivals & County Fairs,
Corporate Business Events... 2020 Event Booking Season is
Blasting Off!**



Reserve Your Date

You can also simply reply to this email to inform us about your date, we'd love to add your event on our 2020 calendar.
Scroll down for more information about our show...

Jaw-Dropping Performances, Motivational Messages, and Fun Show Segments indoors & outdoors all year round...



[Watch Our Videos](#)

Prepare for all new social media content to help promote all the exciting things about your organization for years to come...



[Browse All Options](#)

About Our Show

Our #1 Goal is to profoundly reach every audience on an emotional and mental level with an Energetic, Jaw Dropping, Influential and Inspirational narrative that will change lives and kickstart motivation for a lifetime...



Just like the inspirational BMX show that changed our own lives 20+ years ago... Our choices since then have led us to become well spoken, career oriented, hobby enthusiasts who continue to follow our childhood dreams of being professional athletes while also pursuing our real world careers.



Our founder is a teacher at Hennepin Technical College, who has also been a performer for more than 20 years, and looks forward to speaking with you about how our team, performances, and messages may fit in best with the budget for your event.

SAVE UP TO 30% OFF!

**YOUR FIRST BOOKING,
ALL RE-BOOKINGS,
MULTIPLE DATES,
100% DOWNPAYMENTS**

WWW.MEGAJUMPSHOW.COM



[Reserve Your Date](#)

WELCOME TO OUR MEGA JUMP MOTIVATIONAL EXPERIENCE



QUICK CHECKLIST

- Fully Insured
- Very Family Friendly
- Friendly Professional Athletes
- Motivational Speaking
- Audio System
- Autograph Cards
- Meet & Greet After Performing
- Bike Giveaway
- 20 Years of Experience

PROGRAMS & MESSAGES

- Bicycle Safety
- Motivational Speaking
- Goal Achievement
- Anti-Bullying
- Tobacco-Free
- Kindness for Kids
- Mental Health Awareness

[Watch Our Videos](#)

Not only are we proud of our performances, we are even more proud of our clients & references over the years...



County Fairs

- Anoka County Fair
- Benton County Fair
- Big Stone County Fair
- Carver County Fair
- Campbell County Fair
- Chippewa County Fair
- Faribault County Fair
- Grant County Fair
- Itasca County Fair
- Kandiohi County Fair
- Lyon County Fair
- McLeod County Fair
- Meeker County Fair
- Mille Lacs County Fair
- Red River Valley Fair
- Scott County Fair
- St Louis County Fair
- Waseca County Fair

- Washington County Fair
- Wright County Fair

Town Festivals

- Albertville Friendly City Days
- Bloomington Heritage Days
 - Buck Hill Ski Resort
 - CARS Bike Shop
- Cuyuna Lakes MTB Festival
- City of Eden Prairie 4th of July
 - Elko Speedway
- Hastings Rivertown Days
- Hoyt Lakes Water Carnival
 - Little Falls Dam Festival
 - Lyndale Open Streets
- Gear Head Get Together
- Minneapolis Open Streets
- Red Bull & Cowboy Jacks
 - Richfield Penn Fest
- Saint Paul Grand Old Day
 - Saint Paul Rondo Days
 - Savage Dan Patch Days
 - Sno Barons Hay Days
- Stillwater Lumberjack Days
 - Visit Saint Paul
- Winona Steamboat Days
- US Ice Cross Riders Cup

Schools & Churches

- Shakopee, MN Sweeney Elementary
- Saint Louis Park Susan Lindgren Elementary
- Minneapolis Seward Montessori High
 - Eagle Brook Church
- Easter Church Vacation Bible School
- Cub Scout Pack 267

Major Events

- Explore MN Superbowl TV Commercial
- Minnesota Vikings US Bank Stadium
- Minnesota State Fair X-Zone with 3rd Lair
 - Special Olympics Polar Plunge

- X Games Minneapolis
- Minnesota Lynx Target Center
- MSP International Airport Delta Airlines
- MN Wild & Visit Saint Paul's Hocktoberfest
- Red Bull & Visit Saint Paul's Crashed Ice

Reserve Your Date

Sharing smiles, dropping jaws, and opening eyes in more ways than ever...



Special Olympics Polar Plunge with our Mega Jump Team

Mixing local talent with motivational messages, and working with many amazing partners have led to experiences we never imagined would be possible, including raising more than \$21,500 for Special Olympics Athletes Thanks to YOU!

Giving back right where it all started...



Since 2010, Mega Jump Show has put more than 250 kids on brand new bikes!

Hundreds of kids & families also participated in our Free Bike Giveaways throughout 2019, and dozens of winners kickstarted their passion to RIDE with a brand new bike Thanks to YOU!

Making dreams come true...



Volunteering at X Games X Fest Enduro Course

We all dream of Riding at X Games... This year that dream became even more of a reality as X Games allowed our local community to come together, contribute, form, and execute a brand new concept completely open to the public with general admission to actually "Ride at X Games."

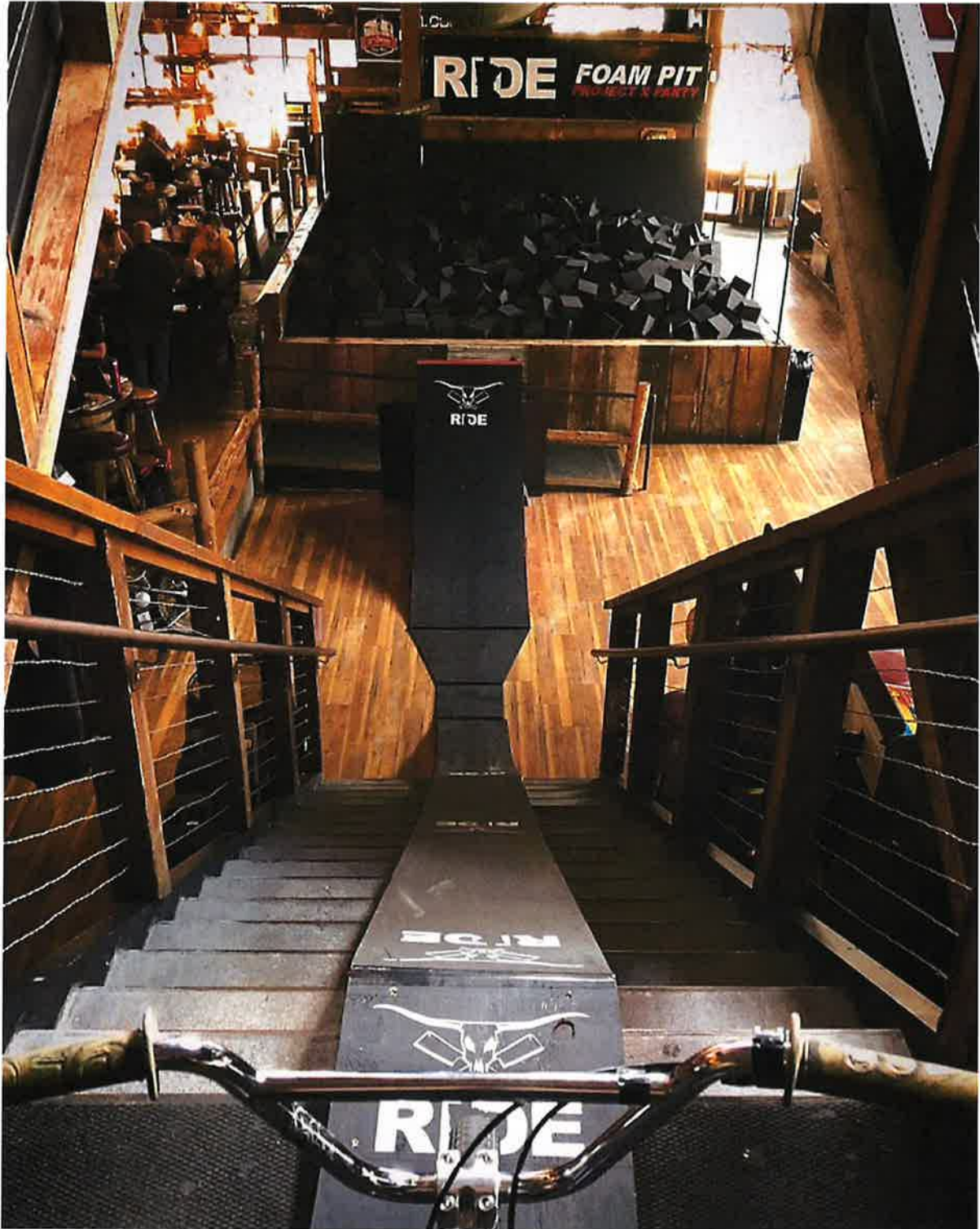
And of course, our indoor facility...



2019 Youth Strider Race

Back in 2010, only a few of us walked alone into a very small and completely empty warehouse space with one idea in mind, to simply ride our bikes at the convenience of our own time, family, and work schedules. Over the years our mission turned into a movement that has become absolutely infectious... Families, kids, and riders of all ages. We ride. We learn. We build. We fall. We encourage. We motivate. We get back up. We focus. We try again. We work together. We perform. We innovate. We're not scared to try something new & we never give up.

Custom events & promotions... Exploring a brand new special project together...



"Foam Pit Contest" at Cowboy Jacks during X Games Minneapolis

Many businesses reach out to us to help create a truly unique experience for their event. We always look forward to collaborating and bringing new ideas to life.

“It’s about passion, camaraderie and making memories.”



Take a look at some of our photos...







Coming from the hearts of dozens of local bike riders and families, thank you so much for your business and helping support the youth of our sport. We thank you for all of the life-long memories we share together over the past 20 years of performing, and always look forward to many more!

[Reserve Your Date](#)

You can also simply reply to this email to inform us about your date, we'd love to add your event on our 2020 calendar.

WATCH
OUR
VIDEOS

VIEW OUR
CLIENTS

AVAILABILITY
& PRICING

Thank YOU for your support in what we love doing most in
life... And Cheers to 2020!



[View online version](#)



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Mike Kedrowski

From: Amy Newsom
Sent: Thursday, March 12, 2020 10:23 AM
To: Mike Kedrowski
Subject: FW: c.c. rm 3 middle window

Did you guys talk about replacing this at the CC meeting?

From: Kirby Weckworth <kweckworth@arlingtonmn.com>
Sent: Thursday, March 12, 2020 10:08 AM
To: Amy Newsom <anewsom@arlingtonmn.com>
Subject: c.c. rm 3 middle window

Amy, last time I met with the c.c. committee they talked about replacing the large middle window in RM 3 because it gets excessively cloudy at times. It is a window that is filled with argon gas and must have a leak so moisture gets in. Tim Haggemiller suggested a window like this come from Town & Country in Waconia. They have done work for us in town before and do a nice job.

My question for you is have you heard of this yet and is it a go go? I can start the process of getting it replaced? Top of my head I would guess it's into the \$1000-\$2000 dollar range for a window like that.

Kirby Weckworth
Maintenance Supervisor



204 Shamrock Drive
Arlington, MN 55307
(507) 964-2378
(507) 964-5973 Fax
Direct Email: kweckworth@arlingtonmn.com

City Employee

From: Amy Newsom
Sent: Tuesday, March 3, 2020 11:13 AM
To: Council
Cc: Kirby Weckworth; kurtm@arlingtonmnnews.com; City Employee; Mike Kedrowski
Subject: Community Center Kitchen

I just got off of the phone with Ben Ische from the Department of Health. He said that we have a Caterer's Kitchen. Like we talked about last night, Chef Craig, etc. can come in and warm up and serve food. People cannot come in and cut up vegetables to cook. So we cannot advertise as a commercial kitchen, we have a caterer's kitchen. To be a commercial kitchen we would have to buy that food prep sink, we cannot use the 3 compartment sink for food prep. It has to be designated as a backup to the dishwasher. He said that we need to decide if it's worth it for us to have a commercial kitchen or just keep running as we have with a caterer's kitchen. And as I said earlier, Henderson is no longer interested.

Amy R. Newsom

City Administrator



204 Shamrock Drive
Arlington, MN 55307
Office: 507-964-2378
Cell: 507-720-8586
Email: anewsom@arlingtonmn.com
www.arlingtonmn.com

**ARLINGTON CITY COUNCIL
MEETING AGENDA
AUGUST 6, 2018 AT 6:30 PM
COUNCIL CHAMBERS**

The City Council is provided background information for agenda items in advance by city staff, committees and boards. Many decisions regarding agenda items are based upon this information, as well as: City policy and practices, input from constituents, questions or information that has not yet been presented or discussed regarding an agenda item. If you have a concern or question, please ask to be recognized by the Mayor during the "Citizens addressing the Council" portion of the agenda—state your name and address for the record. Please keep comments under 5 minutes. Individuals wishing to speak for more than five minutes should ask to be included on the agenda in advance. All comments are appreciated, but please refrain from personal or derogatory attacks on individuals.

1. Call Meeting to Order and Pledge of Allegiance
2. Roll Call
3. Approve the Agenda and any Agenda Additions

CONSENT AGENDA

The items listed for consideration will be enacted by one motion unless the Mayor, a member of the City Council, City Staff or a person in attendance requests an item to be removed from the Agenda.

4. Approval of Consent Agenda.
 - A) Approval of the July 2nd Council Meeting Minutes.
 - B) Approval of the July 2nd Council Special Workshop Meeting Minutes.
 - C) Approval of the July 16th Council Meeting Minutes.
 - D) Approval of the July 16th Council Special Workshop Meeting Minutes.
 - E) Approval of Bills.
 - F) Accept Resignation from Shannon Nix, Adm. Assistant.

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Wendell Terlinden
6. Announcements
 - A) Arlington Night Out, Tuesday, August 7th, Four Seasons Park, 5 p.m.-7:30 p.m.
 - B) Arlington Farmer's Market, Mondays August - September 24th, 4:00 p.m.-6:30 p.m., Arlington Community Center West Parking Lot.
 - C) Cemstone Sibley County Open House, August 16th, 10:30 a.m.-2:00 p.m., 1108 Circle Drive.
 - D) Sibley County Enrichment Programs-2 Hrs Technology Help for \$10, Contact Liliann at (507) 237-4050 or Liliann@co.sibley.mn.us.
 - E) City Offices will be closed on Monday, September 3rd for Labor Day (Council Meeting will be Tuesday, September 4th)
7. Communications
 - A) Minnesota Public Utilities Commission Notice of Commission Meeting and Notice of Oral Argument Times and Procedures in the Matter of Possible Amendments to Rules Governing Certificates of Need and Site and Route Permits for Large Electric Power Plants and High-Voltage Transmissions Lines.
 - B) Mediacom Notice of Rate Adjustments Taking Effect On or About September 1, 2018.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

8. July Maintenance Department Update- Kirby Weckworth

9. Update on Open Meeting Law- Attorney Ross Arneson
10. Update on City of Arlington's 2019 Certified Local Government Aid

ORDINANCES & RESOLUTIONS

11. Resolutions

- A) Approve/Deny Resolution 52-2018 Local Government Resolution Supporting Application to the Business Development Public Infrastructure Program.

UNFINISHED BUSINESS

12. Approve/Deny Additional Payment of \$812.95 to Juul Contracting Inc. for Replacement of Lead Fittings During Water Meter Replacement at Fairgrounds.
13. Approve/Deny Summit Companies Revised Fire Alarm Upgrade Project Costs to Include Monitoring Fees for a Total of \$11,261.00, exceeding the Council's July 16 Motion by \$261.00

NEW BUSINESS

14. Approve/Deny Community Center Committee's Recommendation to Revise the Fee Schedule By Adding Sunday Room Rental for \$150 for One Room and Kitchen at the Community Center.
15. Approve/Deny Community Center Committee's Recommendation to Revise the Fee Schedule By Adding Community Center Commercial Kitchen Rental Rate of \$100 from 8:00 am – 12 Midnight.
16. Approve/Deny Community Center Committee's Recommendation to Waive the Community Center Rental Fee for Fundraising Events for Organizations that Have a Budget with the City.
17. Approve/Deny Cleaning at the TSE Building.
18. Approve/Deny Purchase of Variable Frequency Drive from Nuessmeier Electric, Inc. for \$2,700 for the Wastewater Treatment Facility.
19. Review and Discuss Conflict of Interest Disclosure Form Associated with the Requested Business Development Public Infrastructure Program.
20. Approve/Deny Purchase and Installation of Two Catch Basins and Seven Valve Box Tops from Juul Contracting Company with Funding from the Maintenance Department 2018 Budget.
21. Approve/Deny Repair of Manhole for \$1,150 from Litzau Excavating, Inc. with Funding from the Maintenance Department 2018 Budget.
22. Approve/Deny Installation of Drain Tile at the North Side of Sheila and Shamrock Drive by Litzau Excavating, Inc. for \$1,600.
23. Approve/Deny Paver Project on Main Street by Trocke Construction for \$11,000 with Funding From the 2018 Maintenance budget.
23. Approve/Deny County of Sibley and City of Arlington Routine Maintenance Agreement for Maintenance on CSAH 17 From Freedom Drive to State Highway 5.
24. Approve/Deny County of Sibley and City of Arlington Routine Maintenance Agreement for Maintenance on Highway No. 34 From CSAH 9 (411th Avenue) to CSAH 17 (4th Avenue NE).
25. Review Arlington Economic Development Director Amy Newsom's Hours Through June.
26. Discussion about the Administrative Assistant Position in Administration.

MISCELLANEOUS BUSINESS

27. Council Member/Committee Updates
28. Open Discussion

ADJOURNMENT

Reminders:

Budget - TBD

EDA - August 13th @ 5:30

Planning & Zoning - September 6th @ 7 pm

**ARLINGTON CITY COUNCIL
MEETING MINUTES
AUGUST 6, 2018**

The regular meeting was called to order at 6:43 p.m., Mayor Richard Nagel presiding.

Members present: Mayor Rich Nagel, Michelle Battcher, Adam Cowell, Tom Hatlestad, Jim Heiland, Ben Jaszewski

Members absent: None

Also present: City Adm. Pat Melvin, City Attorney Ross Arneson, Wendell Terlinden, Maintenance Supvr. Kirby Weckworth, Kurt Menk

Motion by Jaszewski, seconded by Cowell, and passed by unanimous vote to approve the agenda as presented.

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

- A) Approval of the July 2, 2018 Council Meeting Minutes
- B) Approval of the July 2, 2018 Council Special Workshop Meeting Minutes
- C) Approval of the July 16th Council Meeting Minutes
- D) Approval of the July 16th Council Special Workshop Meeting Minutes
- E) Approval of Bills
- F) Accept Resignation from Shannon Nix, Adm. Assistant.

It was noted that there were no public hearings scheduled.

Wendell Terlinden addressed the Council about the decision they made to deny waiving the Water Access Charge for Quickshop/Subway at the previous Council meeting. It was noted that Terlinden was a part owner of the business. Terlinden explained that years ago an improvement project was done, whereby utilities were installed in the area of his business and across the highway. Quickshop was hooked up to the City's sanitary sewer system at that time. The City had a meter installed so that monthly sewer charges could be billed out. At the same time, the water service was stubbed in (not paid for), but was not connected. They were allowed to continue using their well with the understanding that they could hook up to the water service at time. Terlinden added that since they were on the end of the system, they had to install a separate pump (maintained at their expense) that helps to push their sewage along to the other side of the highway where it joins the rest of the system. They have had to replace the pump twice over the years. He stated the well is starting to give them trouble and have decided it is time to connect to the water service. He was requesting that the Water Access Fee of \$1,325 be waived in lieu of the above circumstances and/or costs already incurred. It was questioned how long ago the improvements were done and when the WAC/SAC fees were implemented. Attorney Arneson explained that the WAC/SAC fees were buy-in fees to the City's infrastructure. City Staff will research their records to see what, if anything, can be found on the above topic.

It was noted that there were no other citizens present to address the Council on non-agenda items.

The following announcements were reviewed:

- A) Arlington Night Out, Tuesday, August 7th, Four Seasons Park, 5 p.m.-7:30 p.m.
- B) Arlington Farmer's Market, Mondays August - September 24th, 4:00 p.m. – 6:30 p.m., Arlington Community Center West Parking Lot.
- C) Cemstone Sibley County Open House, August 16th, 10:30 a.m.-2:00 p.m., 1108 Circle Drive.
- D) Sibley County Enrichment Programs-2 Hrs Technology Help for \$10, Contact Liliann at (507) 237-4050 or Liliann@co.sibley.mn.us.

E) City Offices will be closed on Monday, September 3rd for Labor Day (Council Meeting will be Tuesday, September 4th).

The Council reviewed the following communications:

- A) Minnesota Public Utilities Commission Notice of commission Meeting and Notice of Oral Argument Times and Procedures in the Matter of Possible Amendments to Rules Governing Certificates of Need and Site and Route Permits for Large Electric Power Plants and High-Voltage Transmissions Lines.
- B) Mediacom Notice of Rate Adjustments Taking Effect on or About September 1, 2018.

Attorney Arneson provided a refresher on the Open Meeting Law to those present. He commented on types of meetings (regular, special, closed), carpooling, emails, and posting notice regulations.

Maintenance Supvr. Kirby Weckworth provided an update on the Maintenance Department. He reported that weed spraying had been completed finally, which was difficult to do with all the rain; the 'no parking' signs were put up around the school and fire department; some mosquito spraying had been done. He stated that he has obtained some bids for having some street work done, which is to include patching, manholes, catch basin repairs, water valve boxes, etc. Weckworth stated that Maintenance Worker Willmsen had been addressing some minor maintenance items at the Community Center. It was noted that the security cameras were just installed at the Lions Center/Four Seasons Park. Heiland commented that he would like to have the dog park conversation/policy move forward. It was suggested to have the Parks Committee work together with a few members from the public (residents who signed the document presented at the last meeting) on the matter.

Adm. Melvin provided an update on the 2019 Certified Local Government Aid. He stated that the aid was not being reduced; it was being increased slightly over 2018's amount and the projected amount was \$750,127.

Adm. Melvin stated that the City was going to be applying for a grant from the State, whereby the funds would be used to extend utilities to the parcel in the southwest corner for the new business coming to town. The estimated cost for this project was \$224,850 (grant funds to cover half). It was noted that the sewer line was coming from the south (along the highway) and the water line was being extended from the north; and a lift station would have to be installed.

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

RESOLUTION NO. 52-2018

**A RESOLUTION IN SUPPORT OF A BUSINESS DEVELOPMENT
PUBLIC INFRASTRUCTURE APPLICATION**

BE IT RESOLVED that the City of Arlington, acting as the legal sponsor for the project contained in the Business Development Infrastructure Application to be submitted on _____ and that Mayor Richard Nagel (Mayor) and Pat Melvin (City Administrator) are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Arlington.

BE IT FURTHER RESOLVED that the City of Arlington has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure matching funds, adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Arlington has not violated any Federal, State, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Arlington may enter into an agreement with the State of Minnesota for the above-referenced project, and that it will comply with all applicable laws and regulations as stated in all contract agreements.

BE IT FURTHER RESOLVED that the non-BDPI source(s) of funds identified in the sources and uses outline in the application in the total amount of \$112,425.00 are committed and adequate to fully fund the project identified in the application.

BE IT FURTHER RESOLVED that per MN statute 116J.431 Subd 7, the City of Arlington understands the grant may be cancelled if the project identified in the Application is not proceeding within 18 months of the execution of a grant agreement, or if not complete after five years of any grant award.

The City of Arlington certifies that it will comply with all applicable laws, regulations, and rules of the Business Development Infrastructure Application.

NOW, THEREFORE BE IT RESOLVED that Mayor Richard Nagel (Mayor) and Pat Melvin (City Administrator), or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the Arlington City Council of the City of Arlington on August 6, 2018.

The motion for the adoption of the foregoing Resolution was duly seconded by Hatlestad, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Hatlestad, Heiland, Jaszewski; and the following against the same: None; and the following abstained from voting: None; and the following were absent: None.

Adopted by the City Council of the City of Arlington this 6th day of August, 2018.

Signed: /s/ Richard Nagel
Mayor Richard Nagel

Attested: /s/ Patrick Melvin
City Administrator Patrick Melvin

Whereupon the resolution was declared duly passed and executed.

Adm. Melvin provided an update on the negotiations between the City and Juul Contracting with regards to the payment for the water meter replacement project at the fairgrounds. He stated that when the work was completed, the bill for the project was almost double the estimate. It was noted that the initial amount quoted to the City had been paid, however discussions were ongoing for the balance. Melvin stated that lead fittings were replaced as part of the project. He explained that if the City paid this amount, it would fulfill the City's portion for this project and the remaining balance was between PeopleServices and Juul to work out. Attorney Arneson reminded the Council that the Fair Board had agreed to pay for half of this project.

Motion by Heiland, seconded by Battcher, and passed by unanimous vote to approve the additional payment of \$812.95 to Juul Contracting Inc. for replacement of lead fittings during the water meter replacement at the Fairgrounds and to bill the Fair Board for half of said amount.

Adm. Melvin explained that the Council authorized the upgrading of the fire alarm system at the Community Center at a cost not to exceed \$11,100 at a previous meeting. Since that meeting, it was brought to the City's attention that the total bid was for \$11,261, which included monitoring fees. Melvin questioned if the Council wished to revise their previous motion or approve a new motion approving the difference. It was noted that the new system had been installed.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to approve Summit Companies Revised Fire Alarm Upgrade Project Costs to include Monitoring Fees for a total of \$11,261.00, exceeding the Council's July 16th motion by \$161.00.

Adm. Melvin stated that the Community Center Committee had met recently and discussed some ideas (rental packages) for enticing the public to rent the facility.

Motion by Hatlestad, seconded by Jaszewski, and passed by unanimous vote to approve the Community Center Committee's recommendation to revise the Fee Schedule by adding Sunday Room Rental for \$150 for One Room and Kitchen at the Community Center.

Motion by Cowell, seconded by Hatlestad, and passed by unanimous vote to approve the Community Center Committee's recommendation to revise the Fee Schedule by adding Community Center Commercial Kitchen Rental Rate of \$100 from 8:00 am – 12 midnight.

Motion by Hatlestad, seconded by Battcher, and passed by unanimous vote to approve the Community Center Committee's recommendation to Waive the Community Center Rental Fee for Fundraising Events for Organizations that have a Budget with the City.

Adm. Melvin explained that there were some issues occurring (growth on the carpet) at the TSE Building. It was not known how the growth got started, but it was speculated that it was due to the wet spring and no air movement (building being closed up). Three separate cleaning services were contacted to evaluate the facility. Adm. Melvin suggested that the carpets be cleaned and sanitized; and then do something with the air system and add some dehumidifiers. Heiland questioned what the cost would be to remove the carpet. Adm. Melvin was unsure, but anticipated it to be costly. It was noted that the cleaning/sanitizing included more than just the carpet.

Motion by Hatlestad, seconded by Cowell, and carried (Heiland opposed) to accept the bid from Legacy in the amount of \$8,200 to clean the TSE Building.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to approve the purchase of a Variable Frequency Drive from Nuessmeier Electric, Inc. for \$2,700 for the Wastewater Treatment Facility.

Motion by Jaszewski, seconded by Hatlestad, and passed by unanimous vote to approve the signing of the Conflict of Interest Form associated with the requested Business Development Public Infrastructure Program.

Maintenance Supvr. Weckworth explained that there were two catch basins that needed to be replaced and were located at the intersections of East Douglas Street/1st Ave. North and East Main Street/4th Ave. NE/SE. It was noted that several valve box tops also needed to be replaced.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to accept the bid from Juul Contracting in the amount of \$9,425 to purchase and install two catch basins and seven valve box tops with funding from the Maintenance Department 2018 Budget.

Maintenance Supvr. Weckworth presented two bids for repairing two manholes. He commented that he was interested in using the higher of the two bids because of the process used (appeared to be better, longer lasting).

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to accept the bid from Floorcoat Midwest in the amount of \$3,400 to repair two manholes on Shamrock Drive/Mary Street and Elgin Street/4th Ave. NW with funding from the Maintenance Department 2018 Budget.

Maintenance Supvr. Weckworth explained that water tends to pool at the end of Sheila Street (a dead end) by the DAC and is eroding their driveway. The DAC would like to fix the approach to their driveway and asked if something could be done about the water. Weckworth had some people look at the area, and it was suggested to install a 6-inch drain tile, which could connect to an existing drain tile system 150 ft. away. It was questioned who owned the property with the exiting tile line.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to table discussion and/or action on the installation of drain tile at the north side of Sheila and Shamrock Drive by Litzau Excavating, Inc. for \$1,600 until more research can be done and property owners can be determined.

Maintenance Supvr. Weckworth explained that some of the brick pavers along Main Street need to be reset as they are causing trip hazards. Concern was expressed about the cost to reset the pavers versus cementing out the area. Concern was also expressed about the wiring for the lights that run underneath the pavers/ground and possibly covering them permanently with cement.

Motion by Heiland, seconded by Cowell, and passed by unanimous vote to approve the paver project on Main Street by Trocke Construction for \$11,000 with funding from the 2018 Maintenance Budget.

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to approve County of Sibley and City of Arlington Routine Maintenance Agreement for Maintenance on CSAH 17 from Freedom Drive to State Highway 5.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve County of Sibley and City of Arlington Routine Maintenance Agreement for Maintenance on CSAH 9 (411th Avenue) to CSAH 17 (4th Avenue NE).

The Council reviewed EDA Director's hours through June. It was noted that the City and County had an Agreement together whereby 8 hours a week were allocated for EDA services. EDA Dir. Newsom has exceeded the allotted time due to the time spent with getting the Ninkasi project going. The County was questioning if the City would be continuing with the services in 2019 and if additional hours would be needed. It was the consensus of the Council to leave things as they were for 2019 (same as 2018 - 8 hours and pay for any hours over).

It was noted that the Council held a special workshop session prior to the meeting to discuss the Administrative Assistant position. Hatlestad commented that he liked the idea of 32 hours a week with benefits through the end of 2018; and budget differently for 2019.

Motion by Hatlestad, seconded by Heiland, and passed by unanimous vote to keep the Administrative Assistant position at 32 hours a week with pro-rated benefits through 2018 and possibly becoming a full-time position in 2019.

Cowell provided an update on the recent Community Center Committee meeting. They discussed the following items:

- a patio out front is sinking and needs to be jacked up,
- the kitchen cabinets need to be replaced,
- a door on the stage needs to be replaced,
- brick is falling off the planter under the sign,
- marketing the facility,
- outsourcing the setup of the facility versus using city staff,
- repair the floor in the walk-in cooler,
- find space for a nursing room for mothers.

It was noted that the final loan payment would be made next year with the building being 20 years old.

Jaszewski provided an update on the Hospital Board. Ridgeview and Allina will be working on a new email system that helps protect the HIPPA laws. Things are proceeding with the construction/remodel project.

Motion by Hatlestad, seconded by Heiland, and passed by unanimous vote to adjourn the meeting at 8:54 pm.

City Administrator Patrick Melvin

Mayor Richard Nagel