



**ARLINGTON CITY COUNCIL
MEETING AGENDA
OCTOBER 19, 2020 AT 6:30 PM
COUNCIL CHAMBERS**

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

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Meeting ID: 149 433 3646

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

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 Bills
 - B) October 5, 2020 Council Minutes

- C) October 8, 2020 Personnel/Employee Relations Minutes
- D) October 12, 2020 Special Council Minutes
- E) Approve hiring of Denyse Aldrich as EMT for Arlington Area Ambulance
- F) Accept grant in the amount \$5,000 from the Center for Tech and Civic Life for safe and secure election administration in the City of Arlington in 2020

PETITIONS, REQUESTS, & COMMUNICATIONS

- 5. Addressing the Council
- 6. Announcements – Notice of City Election & General Election
- 7. Communications
 - A) September 14 EDA Minutes
 - B) September 28 Special EDA Minutes

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- 8. Reports
 - A) September Police Report – Chief Andrew Konechne
 - i) Consider revising Personnel Policy Section 7.6 – (30) minute emergency response time for police
 - ii) Consider Prosecution Services
 - Sibley County
 - Ken Janssen
 - B) September EDA Report –
 - Dog Park
 - Possible Housing Development
 - C) September Financial Report

ORDINANCES & RESOLUTIONS

- 9. Approve/Deny Resolution 57-2020 A Resolution Relating to Designation Polling Place Location for all Elections in 2021
- 10. Approve/Deny Resolution 58-2020 A Resolution Approving a Longevity and Incentive Compensation Plan for Arlington Area EMT’s
- 11. Approve/Deny Resolution 59-2020 A Resolution Approving the Application for a Lawful Gambling Permit for the Arlington Fire Relief Association
- 12. Approve/Deny Resolution 60-2020 A Resolution Approving a Sign Loan to Sharla Allision d.b.a. Hip Hop Family Shop for a Sign at Her Business Located at 339 West Main Street

UNFINISHED BUSINESS

13.

NEW BUSINESS

14. Approve/deny request to close Main Street for Arli-Dazzle on Drive Through event on December 5, 2020
15. Discussion on hiring a PT EMT's

MISCELLANEOUS BUSINESS

Committee Updates

Open Discussion

ADJOURNMENT

Reminders:

Cemetery Committee – October 26 at 6 pm

Parks Committee – October 26 at 7 pm

Council - November 2 at 6:30 pm

P&Z – November 5 at 7 pm

EDA November 9 at 5:30 pm

Special Council meeting November 12 for canvassing at 6:30 pm

Council November 16 at 6:30 pm



**ARLINGTON CITY COUNCIL
MEETING MINUTES
OCTOBER 5, 2020 AT 6:30 PM
COUNCIL CHAMBERS**

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Meeting ID: 148 782 6364

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

1. Call Meeting to Order and Pledge of Allegiance

Meeting was called to order at 6:30 pm by Mayor Nagel.

2. Roll Call

Present: Rick Amrhein, Laura Gilman by RingCentral, Mayor Rich Nagel, Michelle Battcher, Joe Morgan, Matt Scharpe

Staff Present: Administrator Amy Newsom, P&Z Administrator Tim Scanlon-Johnson, Maintenance Supervisor Kirby Weckworth, Ambulance Manager Jaime Weikle, Officer James Noxon, City Attorney Ross Arneson by RingCentral, Vicki Pomplun

Guests present: Kurt Menk – *Arlington Enterprise*, Matt Nelson – Chamber President, Wade Werner.

3. Approve the Agenda and any Agenda Additions -Motion by Amrhein to approve the agenda and move Scanlon-Johnson up on the agenda, second by Battcher. Motion carried.

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.

Motion by Scharpe to approve the following items on the consent agenda:

4. Approval of Consent Agenda
 - A) Approval of Bills
 - B) September 14, 2020 Council Workshop Minutes
 - C) September 21, 2020 Council Minutes
 - D) September 28, 2020 Emergency Operations Minutes
 - E) Approve hiring of Spencer Gifford as PT Paramedic
 - F) Accept resignation of Erin Pauly from Arlington Area Ambulance
 - G) Accept resignation of Lindsay Bolt from Arlington Area Ambulance
 - H) Approve drone permit for James Noxon on October 8 to fly over cemetery
 - I) Approve hiring of Debra Remmich as Library Aide at the Arlington Public Library

Second by Battcher. Motion carried.

PETITIONS, REQUESTS, & COMMUNICATIONS

- Report by P&Z was heard at this point in the agenda.
5. Addressing the Council – Matt Nelson addressed the Council stating that the ArliDazzle Committee wished to have floats lining Main Street with cars driving past. Consensus of the Council to have Nelson bring this back to Council after the Chamber has voted on it.
 6. Announcements – Arlington Fire Relief Department Relief Drive Through Pork Chop Dinner Saturday, October 10 from 4 to 7:30 pm at the Sibley County Fairgrounds.
 7. Communications
 - A) Email from John Quinlan regarding Memorial Park
 - B) MMPA Public Summary – September 2020
 - C) August 10, 2020 EDA Minutes
 - D) September 3, 2020 EDA/P&Z Joint Meeting Minutes

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

8. Reports
 - A) September P&Z Report – Tim Scanlon-Johnson, P&Z Administrator
 - August Building Report
 - Approve/Deny Obstruction permit for Arlington Area Chamber of Commerce Fright Night October 30, 2020 – Motion by Battcher to table the permit application until the Chamber of Commerce votes on Fright Night, second by Gilman. Motion carried.
 - B) September Public Works Report – Kirby Weckworth, Maintenance Supervisor
 - Weckworth reported that he is on the 3rd pass of street sweeping this fall, mosquito spraying

is over, Brau's states that the truck should be ready by the end of October then the plow will be put on, public works has been doing some curb work and hot patching, planting trees on the boulevard, sent info on Emerald Ash Borer to Administrator Newsom for the City's Facebook page, waiting on quote for the Lions Center gutters, finally busy painting curbs, streets, fire hydrants.

C) September Ambulance Report – Jaime Weikle, Ambulance Manager

Weikle reported that there had been a joint meeting with Fire at the end of September, Mayor Nagel and Council hoped to see more joint meetings. Weikle is looking at transitioning to electronic run forms. Students will take their skills test on October 21. She participated in a skills session with SouthCentral EMS. Next Ambulance meeting is scheduled for October 12. Mayor Nagel asked about the recent resignations, Weikle stated they work due to employees needing work/life balance.

D) September minutes/September Financial Report from the Arlington Historical Society
Minutes and Financial report were available for Council review.

ORDINANCES & RESOLUTIONS

9. Approve/Deny Resolution 54-2020 A Resolution Awarding CARES Funds to Small Businesses and Transferring Funds from the General Funds 101 into EDA Fund 204

Motion by Battcher to approve Resolution 54-2020, second by Morgan. Motion carried. Amrhein, Gilman, Battcher, Morgan, Scharpe voted in favor. None against. None abstained. None absent.

10. Approve/Deny Resolution 55-2020 A Resolution Recognizing National Pregnancy and Infant Loss Remembrance Day

Motion by Battcher to approve Resolution 55-2020, second by Amrhein. Motion carried. Amrhein, Gilman, Battcher, Morgan, Scharpe voted in favor. None against. None abstained. None absent.

11. Approve/Deny Resolution 56-2020 A Resolution Designating that Funds Received from the 2009 Street Improvement Project be Deposited into Fund 315

Motion by Morgan to approve Resolution 56-2020, second by Scharpe. Motion carried. Amrhein, Gilman, Battcher, Morgan, Scharpe voted in favor. None against. None abstained. None absent.

UNFINISHED BUSINESS

12. Rescind motion from 9/21 to purchase computers due to lack of 2 bids

Motion by Morgan to rescind 9/21 vote to purchase computers due to lack of 2 bids, second by Battcher. Motion carried.

13. Approve/Deny use of CARES Funds to purchase of 17 new computers

- Dell \$21,733
- CIT \$16,275.

Consensus to wait on the purchase of computers or purchase them in phases if funds are available.

14. Approve/Deny use of CARES Funds for network equipment upgrade

- TechStar \$38,469.35
- CIT (Bid was broken down into cabling \$7,165.69, WatchGuard, \$800, Computers \$16,275, Network Infrastructure \$65,355.83, Office 365 Govt Cloud migration \$5,070, Managed Service Took \$16,045.

Noxon suggested several things that could be removed from the network infrastructure bid to bring it down to \$46,492. While more than the TechStar bid of \$38,469.35 Noxon felt that the City would receive better service from CIT.

Motion by Battcher to approve CIT proposal for new cabling, network infrastructure and up to 10 computers at a cost not to exceed \$65,000.

15. Approve/Deny CARES Funds request to purchase (10) 4 Station Franking Voting Booths in the amount of \$8,790

- Inclusion Solutions \$8,790
- PrintElect \$6,950

*Option for single station booths (10) + (2) accessible

- Inclusion Solutions \$1,500 + \$350 = \$1,850
- PrintElect \$1,350 + \$320 = \$1,670

Motion by Battcher to approve the purchase of (10) 4 Station Franklin Voting Booths in the amount of \$8,790, second by Scharpe. Motion carried.

16. Discussion on Future of Arlington's Participation in Cable Commission

- Wade Werner has requested to speak

Werner spoke about planned upgrades at the Cable Commission. He also stated that financials have been available. Attorney Arneson stated that the City of Arlington has been asking for true financial information for several years, a financial statement which shows the where the funds paid in are coming from and where the funds paid out are going. Arneson also stated that the Cable Commission financials should be audited. Werner stated that they audited themselves a few years ago. Councilmember Scharpe stated that he still did not feel that the \$65,000 upgrade for HD was worth it arguing that there are other ways to broadcast.

NEW BUSINESS

17. Approve/Deny updated Emergency Operations Plan

Motion by Amrhein to approve the updated Emergency Operations Plan, second by Battcher. Motion carried.

18. Approve/Deny CARES Funds request from Arlington Fire Department to purchase tanks, adapters, and filters for \$6,569 + shipping

- Alex Air Apparatus \$3,700
- MES \$2,869

Motion by Morgan to approve the purchase of tanks, adapters, and filters for \$6,569 + shipping using CARES Funds. Motion carried.

19. Approve/Deny CARES Funds request from the Arlington Public Library in the amount of \$4,765

Motion by Battcher to table the library's request for CARES Funds, second by Gilman. Motion carried. Administrator Newsom will meet with Kathy Homme to review her request.

MISCELLANEOUS BUSINESS

Committee Updates

Open Discussion

Councilmember Battcher shared that a resident informed her that some damage had been done to the trail along CR 17. She stated that apparently a Bobcat was on the trail doing "donuts" and may have cracked the cement and left the trail all muddy. Administrator Newsom will investigate who was doing the work.

ADJOURNMENT

Motion by Amrhein to adjourn at 8:40 pm, second by Battcher. Motion carried.

City Administrator Amy Newsom

Mayor Richard Nagel



**PERSONNEL/EMPLOYEE RELATIONS COMMITTEE
MEETING MINUTES**

THURSDAY, OCTOBER 8 @ 5:30 P.M.
Arlington Community Center - Council Chambers

1. Call to Order - Meeting was called to order at 5:30 pm.
Present: City Administrator Amy Newsom, Ambulance Manager Jaime Weikle, Police Chief Andrew Konechne, Joe Morgan, Matt Scharpe by phone.
2. Approval of Agenda – Agenda approved by consensus.
3. Discussion on staffing
 - Work hours – At the last Committee meeting it was mentioned that staff had questioned the City's policy on exempt employees not being in the office from 8:30 to 5 pm every day. Administrator Newsom stated that Section 7 of the personnel policy allows the City Administrator to approve different schedules in accordance with the customs and needs of individual departments and that the police department will operate on an irregular schedule.
 - Emergency Response Time- Administrator Newsom and Chief Konechne asked to review the Personnel Policy requirement for 20-minute emergency response time. Chief Konechne provided the committee with information on actual call during the on-call period, types of calls, etc. Newsom and Konechne stated that extending the response time by 10 minutes may help retain and recruit personnel. The proposed change will be added to the October 19 Council meeting agenda.
 - Ambulance incentive pay- Discussion with committee regarding bringing back incentive pay that went away during the merger with Gaylord. Morgan recommended a larger bonus at year 5 for all of the new EMT's. The committee proposed the new incentive program. At year 5 - \$3,000, at year 10 - \$3,000, at year 15 -\$4,000, at year 20 - \$5,000, at year 25 - \$5,000 with a plaque recognizing their years of service to the community.
 - Staff update – Administrator Newsom and Chief Konechne provided updates on their department staff.
4. Any other business relating to employee relations – Newsom and Konechne provided the committee with an update on their meeting with Sibley County regarding prosecution services.
5. Adjourn – Consensus for the committee to adjourn at 6:38 pm.



SPECIAL CITY COUNCIL MEETING MINUTES
MONDAY, OCTOBER 12 @ 7:00 P.M.
Arlington Community Center - Council Chambers

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1499158163>
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Meeting ID: 149 915 8163

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

1. Call to Order – Meeting was called to order at 7:00 pm by Mayor Nagel.
Present: Rick Amrhein, Mayor Rich Nagel, Matt Scharpe, Joe Morgan, Laura Gilman by RingCentral, Michelle Battcher arrived at 7:08 pm.
Staff present: Administrator Amy Newsom, Zoning Administrator Tim Scanlon-Johnson, Attorney Ross Arneson by RingCentral
Guests present: Kurt Menk – *Arlington Enterprise*
2. Pledge of Allegiance – All rose for the Pledge of Allegiance.
3. Approval of Agenda – Motion by Morgan to approve the agenda, second by Amrhein. Motion carried.
4. Discussion on Cable Commission/recap of October 6 Cable Commission meeting –

Councilmember Matt Scharpe recapped the Cable Commission meeting on October 6 citing his concerns about the \$73,000 upgrade for channels 7 and 8 in HD. Scharpe spoke with the nursing home and found that they are using iPads to watch church services and stay in touch with loved ones and felt that Cable local access channels were a thing of the past.

Councilmember Battcher also spoke about the meeting concerning the struggle to get content to Wade Werner and felt with the new upgrades it would be easier as things could be sent with the push of a button. She did voice concerns that SE did not receive the grant money that spoken of at the Cable Commission meeting but stated that SE did receive used equipment.
5. Council decision on whether to remain in Cable Commission or withdraw from Commission

Councilmember Joe Morgan motioned to withdraw from the Cable Commission, second by Laura Gilman. Motion carried by a 3-2 vote. Morgan, Gilman and Scharpe voted in favor, while Amrhein and Battcher voted against.

Councilmember Morgan requested that the City request to renegotiate our participation in the Cable Commission holding them accountable for professional audits, that the City sent in monthly or quarterly payments, more information on the number of subscribers, how many people they are actually reaching, proof of a return on the City's investment in the Cable Commission, and proof that the Cable Commission is providing grants to local schools and churches. Councilmember Battcher requested a Council workshop to discuss renegotiating our participation in the Cable Commission as well as Mediacom Franchise Fees.

6. Approve Resolution 44-2020 Extending the Term of the Cable Franchise Granted to Mediacom Minnesota LLC (if remaining in Cable Commission, if Council votes to get out, Attorney Arneson will work with Mediacom on a new agreement/resolution) – No action was taken on item 6.
7. Adjourn – motion by Morgan to adjourn at 8:05 pm, second by Amrhein. Motion carried.

City Administrator Amy Newsom

Mayor Richard Nagel



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
MONDAY, SEPTEMBER 14 @5:30 P.M.
Arlington Community Center - Council Chambers**

1. Call to Order – Meeting was called to order at 5:30 pm by President Bergersen.
Present: Kurt Menk, Laura Gilman, Dean Bergersen, Howard Brinkman, Matt Scharpe, Larry Sorenson and Tim Kloeckl arrived at 5:36 pm.
Absent: none
Staff present: EDA Director Amy Newsom, P&Z Administrator Tim Scanlon-Johnson
Guests present: Terry Klages, Mayor Rich Nagel
2. Pledge of Allegiance: All rose for the Pledge of Allegiance.
3. Approval of Agenda – Motion by Gilman to approve the agenda, second by Brinkman. Motion carried.
4. Approval of Minutes
 - A. August 10, 2020 – Motion by Sorenson to approve the August 10 minutes, second by Gilman. Motion carried.
 - B. September 3, 2020 - Motion by Sorenson to approve the September 3 Special EDA Minutes, second by Menk. Motion carried.
5. Approval of Financial Reports
 - A. August 2020 –Newsom reviewed the August 12 financials. Motion by Brinkman to approve the August financials, second by Kloeckl. Motion carried.
6. New Business
 - A. COVID-19 Cares grant applications – Newsom reported that the committee had met the prior Friday and spent about 2 hours going through the applications but had not finished reviewing them yet. The committee planned to meet again later in the week.
 - B. Consider updating Commercial Buildings & Lots Policy – Motion by Kloeckl to add the following language to the Commercial Buildings & Lots Policy:
“Businesses must present a business plan to the EDA Director before sale of the land will be considered by the EDA. The EDA Director may also require additional financial documents including a credit check”, second by Brinkman.

Motion carried.

7. Old Business

- A. Recap of joint EDA/P&Z meeting – Scanlon-Johnson provided a brief update of the Joint meeting that was held on September 3 and offered to send out the presentation from that evening
- B. Marketing Ideas – Newsom reported that she had found a Community Development intern from the Twin Cities and would like them to begin working on marketing the community in the metro area.

8. Planning and Zoning update – Scanlon-Johnson stated that he would also like to work on updating the comp plan by having joint meetings between P&Z and EDA. Scanlon-Johnson also stated the City had processed 137 building permits so far this year.

9. EDA Director update on businesses and housing – Newsom reported that she had spoken with Siwek about purchasing the Nickel property, he was working on a proposal. She also reported that the bowling alley has been officially sold to Pam and Wayne Maiers. The Board also discussed the Dugout being up for sale and the possibility of a boarding kennel in the old veterinary building.

10. Director and Board Comments – The Board brought up working on parks and trails and other recreational ideas for the City of Arlington to bring in new residents. The Board was in support of starting a dog park in town. Scanlon-Johnson will work on finding a site and possible funding options. The group also discussed drive-in movies and other options to bring people into the community

11. Adjourn – Motion by Koeckl to adjourn the meeting at 6:17 pm, second by Sorenson. Motion carried.

EDA Director Amy Newsom

EDA President Dean Bergersen



**ECONOMIC DEVELOPMENT AUTHORITY
SPECIAL MEETING MINUTES
MONDAY, SEPTEMBER 28 @ 6:30 P.M.
ARLINGTON COMMUNITY CENTER COUNCIL CHAMBERS**

- 1. CALL TO ORDER** – Meeting was called to order at 6:30 pm by President Dean Bergersen.
Present: Dean Bergersen, Kurt Menk, Larry Sorenson, Matt Scharpe, Howard Brinkman
Absent: Laura Gilman, Tim Kloeckl
Staff present: EDA Director Amy Newsom, P&Z Administrator Tim Scanlon-Johnson
- 2. PLEDGE OF ALLEGIANCE** – All stood for the Pledge of Allegiance.
- 3. APPROVAL OF THE AGENDA** – Motion by Sorenson to approve the agenda. Second by Scharpe. Motion carried.
- 4. APPROVE/DENY RESOLUTION 10-2020 A RESOLUTION AWARDED CARES FUNDS TO SMALL BUSINESSES AND TRANSFERING FUNDS FROM THE GENERAL FUNDS 101 INTO EDA FUND 204** – Motion by Sorenson to approve resolution 10-2020, second by Brinkman. Motion carried. Menk, Sorenson, Bergersen, Scharpe and Brinkman voted in favor. None against. Gilman and Kloeckl were absent.
- 5. ADJOURNMENT** – Motion by Scharpe to adjourn the meeting at 6:37 pm, second by Menk. Motion carried.

EDA Director

President



NOTICE OF CITY ELECTION & GENERAL ELECTION

NOTICE IS HEREBY GIVEN, that the City Election for the City of Arlington, Sibley County, Minnesota, will be held on **TUESDAY, NOVEMBER 3, 2020** between the hours of 7:00 a.m. and 8:00 p.m. at the Arlington Community Center, 204 Shamrock Drive in the said city, to fill the following offices to wit:

3 COUNCILMEMBER CANDIDATES

(Four Year Term each)

*MATT SCHARPE
CRAIG BUSS
JOSEPH MORGAN
RICK AMRHEIN
JOHN THOMES*

That the terms of the foregoing offices will expire on the first Monday in January 2021 (unless noted otherwise).

By Order of the Arlington City Council.

Amy Newsom
City Administrator

Published: October 15 & 22



Arlington Police Department

Andrew Konechne, Chief of Police

108 4th Ave. NW
Arlington, MN 55307

Office: (507)964-5200 Fax: (507)964-2737

SEPTEMBER 2020 – 228 Recorded ICR's

Traffic Stops	109
Suspicious Activity	14
Agency Assist	12
Animal Calls	11
Public Assist	8
Informational	8
Directed Patrol/Traffic Detail	6
Accidents	4
Welfare Checks	4
Driving Complaint	4
Harassment Complaint	4
Theft	3
Parking Violations	3
Medical Calls	3
Civil Matters	3
Helipad Security	3
Domestic	3
Property Damage	3
Juvenile Trouble/Truancy	3
Alarms	3
DUI/DWI	2
Assault	2
Found Property	2
911 Hang-up	2
Ordinance Violations	1
Noise Complaint	1
Public Relations/School Event	1
Scams	1
Threats	1
OFP/HRO Violation	1
Open Door	1
Runaway/Missing Person	1
Adult Protection	1

Andrew Konechne
Police Chief



Arlington Police Department

Andrew Konechne, Chief of Police

108 4th Ave. NW
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Office: (507)964-5200 Fax: (507)964-2737

SEPTEMBER 2020

9-1-20

- Animal Call – 100 Block E. Main St.
- Informational – 100 Block 4th Ave. NW
- Directed Patrol/Traffic Detail – 500 Block Freedom Dr.
- Found Property – 200 Block 7th Ave. SW
- Animal Call – 100 Block 4th Ave. NW
- Property Damage – 500 Block W. Main St.
- Traffic Stop – Intersection 2nd Ave. & Main St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Traffic Stop – Intersection W. Main St. & Hwy 5 (SO)

9-2-20

- Traffic Stop – Intersection W. Brooks St. & 6th Ave.
- Traffic Stop – Intersection Circle Ln. & 401st Ave.
- Domestic/Agency Assist – 100 Block E. Clinton St.
- Public Assist – 800 Block W. Main St.
- Directed Patrol/Traffic Detail – W. Main St. & 1st Ave.
- Property Damage – 200 Block W. Main St.
- OFP Violation – 500 Block 2nd Ave. NW
- Suspicious Activity – Intersection 4th Ave. SE & Cty. Rd. 17
- Suspicious Activity – 300 Block 1st Ave. S.
- Traffic Stop – Intersection 1st Ave. & Main St.
- Driving Complaint – Intersection 7½ Ave. SW & W. Baker St.
- Civil Matter – 200 Block 7th Ave. SW

9-3-20

- Domestic/Agency Assist – W. Baker St. & Polar Circle
- Directed Traffic/Traffic Detail – Hwy 5 & W. Adams St.
- Accident – 200 Block 3rd Ave. NW
- Animal Call – 300 Block E. Main St.
- Public Relations/Informational
- Traffic Stop – Intersection Hwy 5 & 2nd Ave. SW

9-4-20

- Parking Violation – 500 Block W. Baker St.
- Public Assist – 100 Block 4th Ave. NW
- Traffic Stop – Intersection W. Main St. & Hwy 5 (SO)
- Traffic Stop – Intersection 411th Ave. & Hwy 5 (SO)
- Traffic Stop – Intersection Cty. Rd. 9 & W. Brooks St.
- Traffic Stop – Intersection Cty. Rd. 9 & W. Main St.
- Traffic Stop – Intersection Cty. Rd. 9 & Hwy 5



Arlington Police Department

Andrew Konechne, Chief of Police

108 4th Ave. NW
Arlington, MN 55307

Office: (507)964-5200 Fax: (507)964-2737

9-5-20

- Agency Assist/Welfare Check – 100 Block 7th Ave. SW (SO)
- Suspicious Activity – 300 Block 9th Ave. (SO)
- Agency Assist/Traffic Stop – 24000 Block 411th Ave.
- Traffic Stop/Agency Assist – 22000 Block 411th Ave.

9-6-20

- Traffic Stop – Intersection 2nd Ave. & Main St.
- Traffic Stop – Intersection W. Main St. & 411th Ave.
- Traffic Stop – Intersection Cty. Rd. 9 & Cty. Rd. 12
- Animal Call/Accident – Intersection Hwy 5 & 401st Ave.

9-7-20

- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Traffic Stop – Intersection Hwy 5 & 441st Ave.
- Traffic Stop – Intersection Cty. Rd. 9 & Hwy 5
- Traffic Stop – Intersection 1st Ave. S. & Henderson Rd.
- Noise Complaint – 400 Block E. Adams St.
- Suspicious Activity – 500 Block W. Main St.
- Agency Assist/DUI – Intersection Faxon Rd. & 311th Ave., Belle Plaine

9-8-20

- Traffic Stop – 100 Block W. Main St.
- Directed Patrol/Traffic Detail – 2nd Ave.
- Agency Assist – 200 Block E. Dayton St. (SO & BCA)
- Traffic Stop – Intersection 411th Ave. & Hwy 5 (SO)
- 911 Hangup – 300 Block 7th Ave. NW
- Traffic Stop – 400 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.

9-9-20

- Traffic Stop – Intersection Hwy 5 & 411th Ave. (SO)
- Animal Call – 400 Block W. Adams St.
- Informational/Agency Assist – 100 Block 4th Ave. NW
- 911 Hangup – 400 Block E. Adams St.
- Accident/Agency Assist – Intersection Cty Rd. 12 & Cty. Rd. 9
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Scam – 100 Block 7th Ave. NW
- Traffic Stop – Intersection W. Main St. & Hwy 5
- Suspicious Activity – 100 Block W. Shamrock Dr.



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Office: (507)964-5200 Fax: (507)964-2737

9-10-20

- Agency Assist/Noise Complaint – Gaylord
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Informational/Public Assist – 100 Block 4th Ave. NW
- Agency Assist/Driving Complaint – Cty. Rd. 12 & 361st Ave.
- Suspicious Activity – 500 Block Freedom Dr.
- Traffic Stop – Intersection 411th St. & Hwy 5
- Theft – 200 Block W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.

9-11-20

- Suspicious Activity – 300 Block 4th Ave. NE
- Animal Call – 400 Block W. Adams St.
- Theft – 200 Block W. Main St.
- Suspicious Activity – 600 Block W. Brooks St.
- Traffic Stop – Intersection W. Chandler St. & Hwy 5 (SO)
- Traffic Stop – Intersection Hwy 5 & W. Main St.

9-12-20

- Traffic Stop – Intersection Adams St. & 1st Ave. S.
- Traffic Stop – Intersection W. Brooks St. & 411th Ave.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Parking Violation – 100 Block E. Adams St.
- Informational – 400 Block W. Main St.
- Traffic Stop – Intersection E. Main St. & 4th Ave.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.

9-13-20

- Harassment Complaint – 400 Block W. Adams St.
- Traffic Stop – Intersection 2nd Ave. & Main St.
- Traffic Stop – 400 Block Main St.
- Traffic Stop – W. Adams St. & Hwy 5
- Agency Assist/Driving Complaint – Intersection 411th Ave. & W. Chandler St.
- Traffic Stop – 100 Block 1st Ave. N.
- Traffic Stop – Intersection 401st Ave. & Circle Ln.

9-14-20

- Traffic Stop – Intersection W. Main St. & Cty. Rd. 9
- Traffic Stop – Intersection Henderson Rd. & 4th Ave. SE
- Traffic Stop – Intersection W. Main St. & 4th Ave. NW
- Traffic Stop – Intersection 230th St. & Hwy 5
- Traffic Stop – Intersection W. Main St. & 411th Ave.



Arlington Police Department

Andrew Konechne, Chief of Police

108 4th Ave. NW
Arlington, MN 55307

Office: (507)964-5200 Fax: (507)964-2737

- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Traffic Stop – Intersection W. Chandler St. & 411th Ave.
- Traffic Stop – Intersection 411th Ave. & W. Chandler St.
- Traffic Stop – Intersection 411th Ave. & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Agency Assist – 400 Block W. Alden St.
- Agency Assist – 100 Block Henderson Rd.
- Traffic Stop – Intersection Cty. Rd. 9 & W. Chandler St.
- Ordinance Violation – 200 Block W. Alden St.
- Driving Complaint – Intersection Cty. Rd. 9 & Hwy 5
- Traffic Stop – Intersection Hwy 5 & W. Baker St.

9-15-20

- Traffic Stop – Intersection W. Main St. & Hwy 5
- Welfare Check – 400 Block W. Alden St.
- Medical Call/Agency Assist – 500 Block E. Elmwood St.
- Theft – 100 Block E. Baker St.
- Parking Violation – 100 Block Henderson Rd.
- Alarm – 23100 Block 401st Ave.
- Traffic Stop – Intersection Cty. Rd. 12 & Cty. Rd. 9
- Adult Protection – 400 Block E. Adams St.
- Welfare Check – Intersection Hwy 5 & Marion Dr.
- Traffic Stop – Intersection 411th Ave. & Hwy 5
- Traffic Stop – Intersection Hwy 5 & W. Alden St.

9-16-20

- Suspicious Activity – 500 Block 2nd Ave. NW
- Accident – Intersection Hwy 5 & Cty. Rd. 9 (SO)
- Public Assist – 500 Block 2nd Ave. NW
- Driving Complaint – Cty. Rd. 12
- Directed Patrol/Traffic Detail – 200 Block Frenzel Dr.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.

9-17-20

- Traffic Stop – Intersection Cty. Rd. 9 & W. Chandler St.
- Assault/Property Damage – 200 Block 3rd Ave. NW
- Medical Call/Agency Assist – 200 Block 3rd Ave. NW
- Property Damage – 100 Block W. Shamrock Dr.



Arlington Police Department

Andrew Konechne, Chief of Police

108 4th Ave. NW
Arlington, MN 55307

Office: (507)964-5200 Fax: (507)964-2737

9-18-20

- Traffic Stop – Intersection Hwy 5 & 230th St. (SO)
- Traffic Stop – Intersection W. Main St. & Hwy 5
- Traffic Stop – Intersection Hwy 5 & 230th St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Threats – 100 Block 4th Ave. NW
- Traffic Stop – Intersection W. Chandler St. & Cty. Rd. 9
- Traffic Stop – Intersection W. Main St. & 411th Ave.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Helipad Security
- Traffic Stop – Intersection Hwy 5 & 411th Ave. (SO)
-

9-19-20

- Informational – 500 Block 2nd Ave. NW
- DUI/Traffic Stop/Agency Assist – Intersection Hwy 5 & 391st Ave.
- Agency Assist/Alarm – 400 Block 2nd Ave. NW (SO)
- Animal Call – 300 Block Frenzel Dr.
- Domestic/Agency Assist – 100 Block E. Baker St.
- Driving Complaint – Intersection 236th St. (Cty. Rd. 12) & 411th Ave.
- Traffic Stop – Intersection Hwy 5 & 411th Ave. (SO)
-

9-20-20

- DUI/Traffic Stop/Agency Assist – 22600 Block 411th Ave.
- Traffic Stop – Intersection W. Brooks St. & Hwy 5
- Animal Call – 400 Block W. Elgin St.
- Civil Matter – 600 Block W. Main St.
- Traffic Stop/Agency Assist – Intersection Hwy 5 & 411th Ave.
- Medical Call/Agency Assist – 600 Block W. Chandler St.

9-21-20

- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Animal Call – Circle Ln.
- Welfare Check – 200 Block E. Alden St.
- Harassment Complaint – 800 Block W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Harassment Complaint – 800 Block W. Main St.
- Found Property – 100 Block 4th Ave. NW
- Harassment Complaint – 800 Block W. Main St.
- Helipad Security



Arlington Police Department

Andrew Konechne, Chief of Police

108 4th Ave. NW
Arlington, MN 55307

Office: (507)964-5200 Fax: (507)964-2737

9-22-20

- Agency Assist – 400 Block W. Adams St.
- Juvenile Trouble – 100 Block Henderson Rd.
- Suspicious Activity – 23200 Block 401st Ave.
- Informational – 500 Block 2nd Ave. NW
- Informational – 100 Block Henderson Rd.
- Informational – 200 Block E. Dayton St.
- Helipad Security
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Assault/Agency Assist – 700 Block W. Main St.

9-23-20

- Public Assist – 800 Block W. Main St.
- Traffic Stop – 22700 Block 411th Ave.

9-24-20

- Traffic Stop – Intersection 411th Ave. & 226th St.
- Traffic Stop – Intersection 411th Ave. & Hwy 5
- Traffic Stop – Intersection 411th Ave. & W. Brooks St.
- Traffic Stop – Intersection 236th St. & 411th Ave.
- Traffic Stop – Intersection Cty. Rd. 9 & W. Brooks St.
- Missing Person – 400 Block W. Baker St.
- Juvenile Trouble – 300 Block 1st Ave. S.
- Animal Call – 200 Block 2nd Ave. NW
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Suspicious Activity – 1100 Circle Dr.

9-25-20

- Suspicious Activity – 400 Block 4th Ave. NE
- Open Door – 400 Block E. Clinton St.
- Traffic Stop – Intersection Main St. & 2nd Ave.
- Traffic Stop – Intersection Hwy 5 & 2nd Ave. NW
- Traffic Stop – Intersection 2nd Ave. NW & Hwy 5
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Welfare Check – 600 Block W. Brooks
- Traffic Stop – Intersection 4th Ave. SE & E. Adams St.
- Juvenile Trouble – 100 Block 5th Ave. NW

9-26-20

- Suspicious Activity – 500 Block Freedom Dr.
- Traffic Stop – Intersection Hwy 5 & 230th St. (SO)
- Alarm – 23100 Block 401st Ave.



Arlington Police Department

Andrew Konechne, Chief of Police

108 4th Ave. NW
Arlington, MN 55307

Office: (507)964-5200 Fax: (507)964-2737

- Public Assist – 300 Block E. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Agency Assist/911 Hangup – 23100 Block 411th Ave.
- Alarm – 100 Block 5th Ave. NW

9-27-20

- Civil Matter – 300 Block E. Elmwood St.
- Traffic Stop – Intersection Cty. Rd. 9 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – 500 Block 2nd Ave. NW
- Traffic Stop – Hwy 5

9-28-20

- Animal Call – 400 Block W. Adams St.
- Animal Call – 200 Block 3rd Ave. NW
- Public Assist/Agency Assist – 600 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.

9-29-20

- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.

9-30-20

- Traffic Stop – Intersection W. Main St. & 411th Ave.
- Suspicious Activity – 500 Block Freedom Dr.
- Traffic Stop – Intersection Main St. & 5th Ave.
- Directed Patrol/Traffic Detail – 300 Block W. Main St.
- Public Assist – 300 Block W. Elgin St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Public Assist – 400 Block W. Alden St.

Andrew Konechne
Police Chief

the on-call employees unless absolutely for the benefit of the City.

Each employee that is on call shall be for one calendar week at a time. Employees shall not swap on call time without obtaining approval of the City Administrator.

7.3 Meal Breaks and Rest Periods

A paid fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) or sixty (60) minute lunch period is provided when an employee works eight or more consecutive hours. The employee, at their discretion and in coordination with their Department, can select an unpaid thirty or sixty-minute lunch break as long as the Department has adequate employee coverage. Employees are expected to use these breaks as intended and will not be permitted to save these breaks in order to adjust work start time, end time or lunchtime. Departments with unique job or coverage requirements may have additional rules, issued by the department head and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

7.4 Timecards

All employees that report to the shop must properly enter their timecard into the time clock at the beginning and end of each shift. Employees are expected to clock in no earlier than five minutes before the start of their scheduled work shift and are expected to clock out no later than five minutes after the end of their scheduled work shift, except in emergency situations. Paid time off should be indicated by reason (vacation, holiday). Overtime and any duty other than normal work shift hours must also be entered on the timecard by use of the time clock. If the employee clocks out more than 7.5 minutes after the normal work shift should have ended because of City needs, the time in excess of 7.5 minutes after the normal end of shift shall be paid at the overtime rate. All other employees must fill out a timecard approved by the City Administrator.

7.5 Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will be allowed to use accrued vacation time or compensatory time; or with department head approval may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective department head or the City Administrator.

7.6 Emergency Personnel Response Time

Fire and Ambulance Emergency Personnel who are required to respond to emergency calls must be able to respond within eight (8) minutes of the call.

Police who are required to respond to emergency calls must be able to respond within twenty (20) minutes of the call.

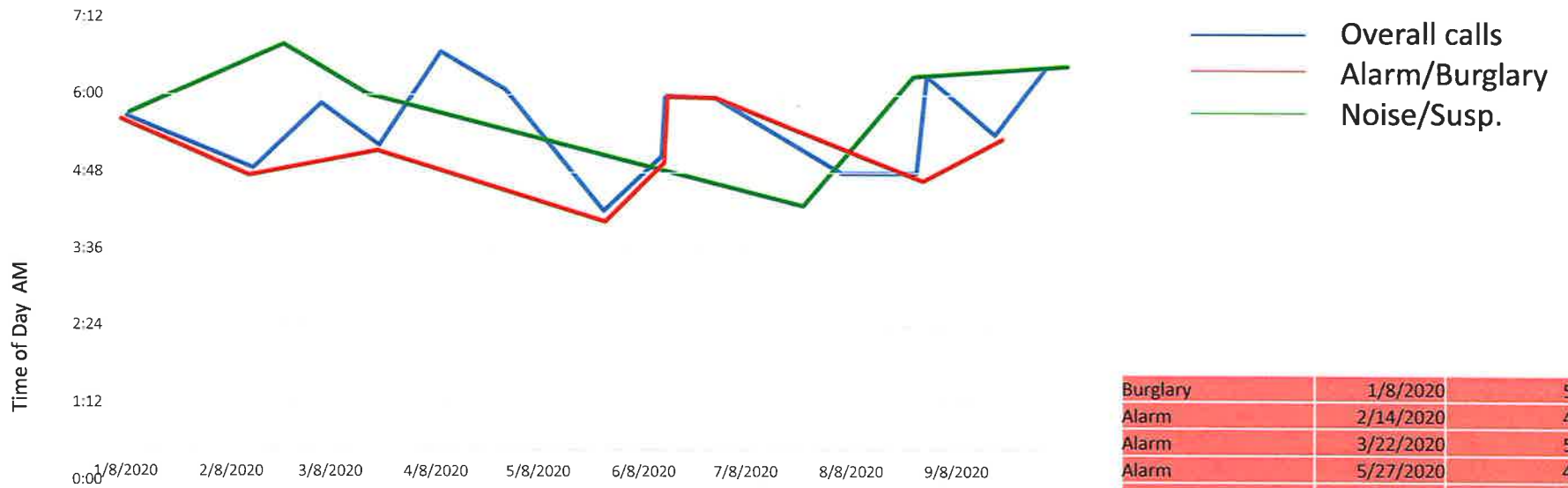
SECTION 8 – COMPENSATION

8.1 General

Full-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for part-time, seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

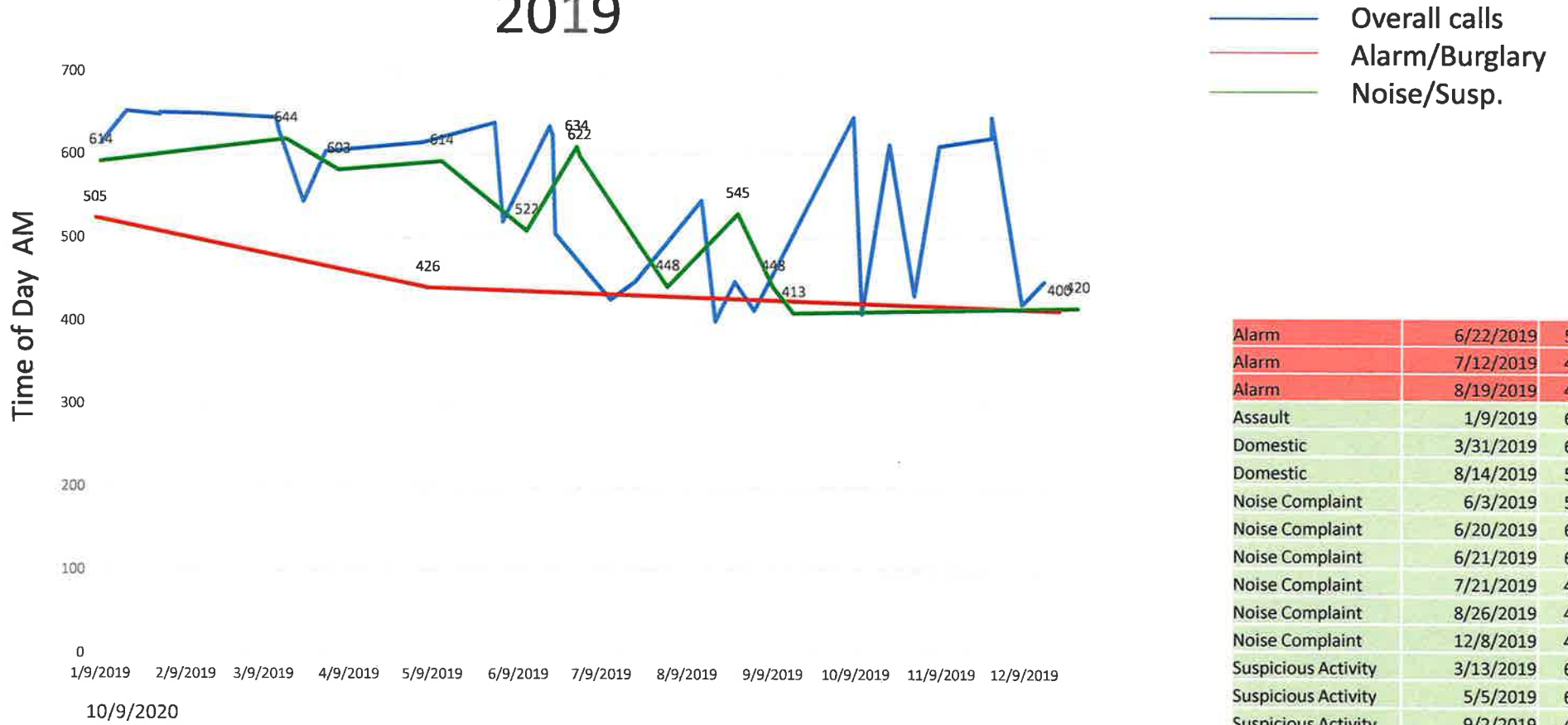
2020 Calls



Burglary	1/8/2020	5:37
Alarm	2/14/2020	4:45
Alarm	3/22/2020	5:08
Alarm	5/27/2020	4:02
Alarm	6/13/2020	4:57
Alarm	6/14/2020	5:58
Alarm	6/28/2020	5:57
Alarm	8/27/2020	4:40
Alarm	9/19/2020	5:19
Suspicious Activity	8/5/2020	4:40
Noise Complaint	3/5/2020	5:50
Noise Complaint	4/28/2020	6:04
Noise Complaint	8/30/2020	6:18
Suspicious Activity	10/4/2020	6:26
Noise Complaint	4/9/2020	6:42

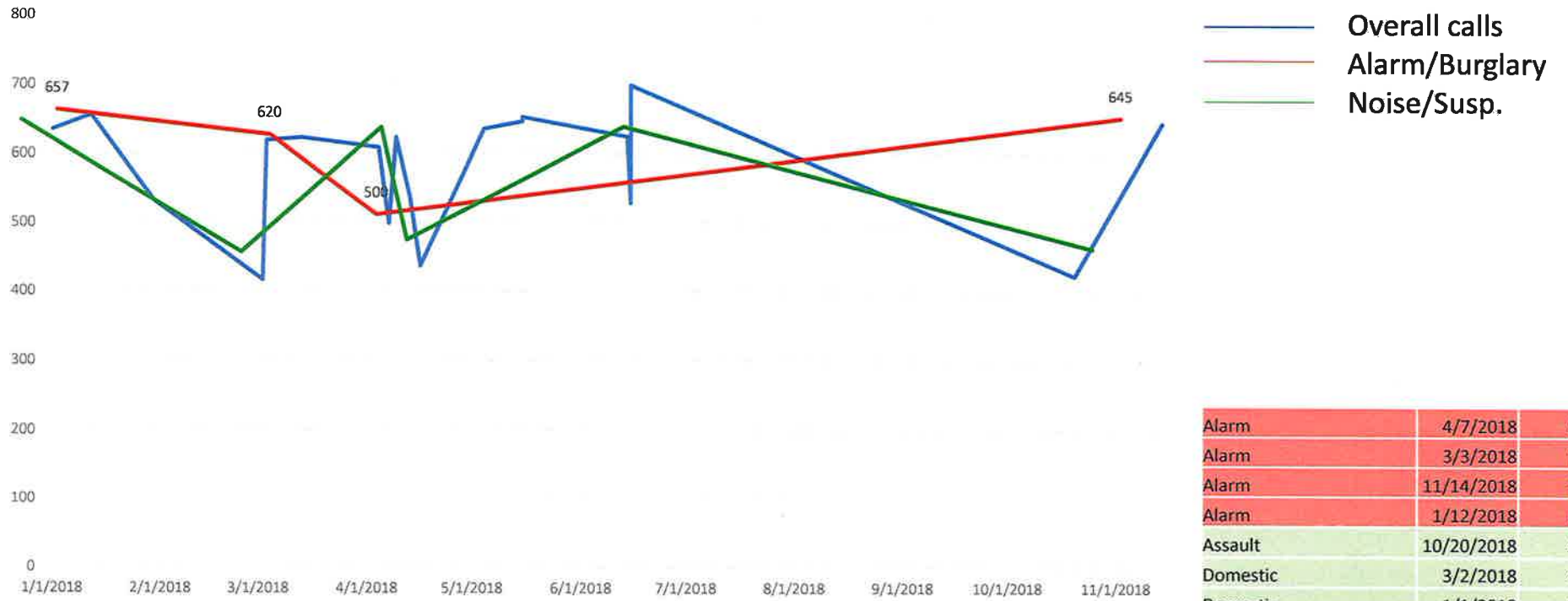
ARLINGTON CFS Report

2019



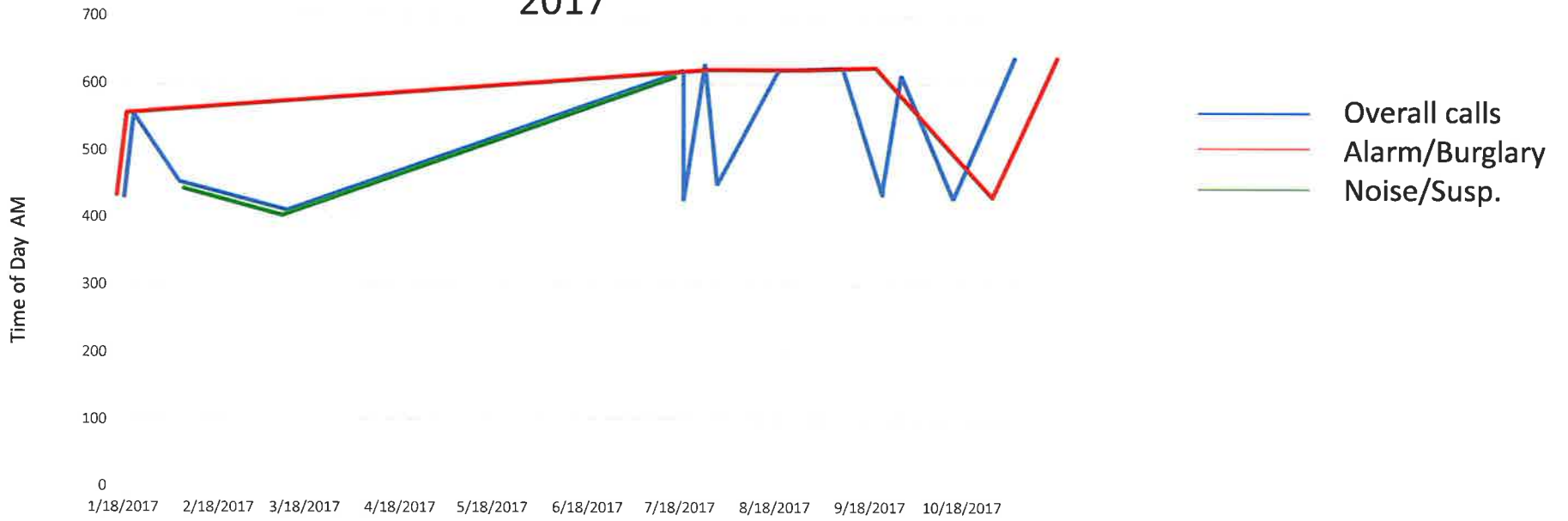
Alarm	6/22/2019	505
Alarm	7/12/2019	426
Alarm	8/19/2019	400
Assault	1/9/2019	614
Domestic	3/31/2019	603
Domestic	8/14/2019	545
Noise Complaint	6/3/2019	522
Noise Complaint	6/20/2019	634
Noise Complaint	6/21/2019	622
Noise Complaint	7/21/2019	448
Noise Complaint	8/26/2019	448
Noise Complaint	12/8/2019	420
Suspicious Activity	3/13/2019	644
Suspicious Activity	5/5/2019	614
Suspicious Activity	9/2/2019	413

2018



Alarm	4/7/2018	500
Alarm	3/3/2018	620
Alarm	11/14/2018	645
Alarm	1/12/2018	657
Assault	10/20/2018	423
Domestic	3/2/2018	417
Domestic	1/1/2018	636
Adult Protection	6/14/2018	626
Suspicious Activity	4/16/2018	438
Suspicious Activity	4/9/2018	625

2017



Alarm	1/18/2017	432
Alarm	1/21/2017	558
Noise Complaint	2/5/2017	454
Noise Complaint	3/12/2017	411
Alarm	7/19/2017	621
Suspicious Activity	7/26/2017	631
Alarm	8/19/2017	621
Alarm	9/9/2017	624
Alarm	11/4/2017	638

Year to Date: SEPTEMBER 2020

75% OF BUDGET

General Fund

	2020 Budget	YTD Spending	Balance	%Budget
101 Administration				
Council	\$ 44,400.00	\$ 19,841.34	\$ 24,558.66	44.69%
Administration	\$ 277,596.00	\$ 174,945.07	\$ 102,650.93	63.02%
Elections	\$ 6,000.00	\$ 3,592.29	\$ 2,407.71	59.87%
Assessing	\$ 10,930.00	\$ 10,940.00	\$ (10.00)	0.00%
Legal Services	\$ 14,792.00	\$ 5,732.00	\$ 9,060.00	38.75%
Planning & Zoning	\$ 64,331.00	\$ 65,640.27	\$ (1,309.27)	102.04%
Buildings/ Plant	\$ 18,300.00	\$ 8,684.26	\$ 9,615.74	47.45%
Total	\$ 436,349.00	\$ 289,375.23	\$ 146,973.77	66%
101 Public Safety				
Police Department	\$ 432,337.00	\$ 352,108.10	\$ 80,228.90	81.44%
Fire Stations & Bldgs.	\$ 30,095.00	\$ 698.00	\$ 29,397.00	2.32%
Civil Defense	\$ 1,240.00	\$ 400.00	\$ 840.00	32.26%
Animal Control	\$ 600.00	\$ 121.40	\$ 478.60	20.23%
Total	\$ 464,272.00	\$ 353,327.50	\$ 110,944.50	76.10%
101 Public Works/ Streets				
Public Works	\$ 280,332.00	\$ 182,845.62	\$ 97,486.38	65.22%
Street Lightning	\$ 10,000.00	\$ 7,358.53	\$ 2,641.47	73.59%
Total	\$ 290,332.00	\$ 190,204.15	\$ 100,127.85	65.51%
101 Parks & Recreation				
Parks & Rec Areas	\$ 73,254.00	\$ 18,938.09	\$ 54,315.91	25.85%
Libraries	\$ 30,778.00	\$ 25,565.58	\$ 5,212.42	83.06%
Total	\$ 104,032.00	\$ 44,503.67	\$ 59,528.33	42.78%
101 Other				
Economic Development	\$ 32,025.00	\$ 20,094.46	\$ 11,930.54	62.75%
Other Financing/ Transfers	\$ 313,000.00	\$ -	\$ 313,000.00	0.00%
Total	\$ 345,025.00	\$ 20,094.46	\$ 324,930.54	5.82%
General Fund Total	\$ 1,640,010.00	\$ 897,505.01	\$ 742,504.99	54.73%

Special Fund

Year to Date: SEPTEMBER 2020

75% OF BUDGET

		2020 Budget	YTD Spending	Balance	%Budget
<u>Public Safety</u>					
201	Fire Fund	\$ 131,125.00	\$ 69,133.24	\$ 61,991.76	52.72%
202	Ambulance Fund	\$ 298,656.00	\$ 97,227.19	\$ 201,428.81	32.55%
	Total	\$ 429,781.00	\$ 166,360.43	\$ 263,420.57	38.71%
<u>Other</u>					
102	Tax Abatement	\$ 7,125.00	\$ -	\$ 7,125.00	0.00%
203	Community Center	\$ 100,744.00	\$ 67,771.13	\$ 32,972.87	67.27%
204	EDA Loan Programs	\$ 10,300.00	\$ 51,719.99	\$ (41,419.99)	502%
205	Revolving Loan Fund	\$ 250.00	\$ 60,066.00	\$ (59,816.00)	24026.40%
206	Small Cities Dev. Prgm	\$ -	\$ -	\$ -	0.00%
207	Cemetery Fund	\$ 7,115.00	\$ 7,372.64	\$ (257.64)	103.62%
208	Cemetery Perpetual	\$ -	\$ -	\$ -	0.00%
210	Medical Center Fund	\$ 179,940.00	\$ 36,452.00	\$ 143,488.00	20.26%
	Total	\$ 305,474.00	\$ 223,381.76	\$ 82,092.24	73.13%
Special Funds Total		\$ 735,255.00	\$ 389,742.19	\$ 345,512.81	53.01%

Enterprise Fund

		2020 Budget	YTD Spending	Balance	%Budget
601	Water	\$ 425,716.00	\$ 382,969.14	\$ 42,746.86	89.96%
602	Sewer	\$ 290,386.00	\$ 186,867.31	\$ 103,518.69	64.35%
603	A-GI Sewer	\$ 517,700.00	\$ 440,649.92	\$ 77,050.08	85.12%
604	Electric	\$ 1,944,515.00	\$ 1,375,226.75	\$ 569,288.25	70.72%
605	Storm Sewer	\$ 98,460.00	\$ 122,435.97	\$ (23,975.97)	124.35%
	Enterprise Fund Total	\$ 3,276,777.00	\$ 2,508,149.09	\$ 768,627.91	76.54%

Reserve Fund

		2020 Budget	YTD Spending	Balance	%Budget
401	Capital Equip Fund (CIP)	\$ 313,700.00	\$ 246,781.99	\$ 66,918.01	78.67%
410	Econ Dev Authority	\$ -	\$ -	\$ -	0.00%
	Total Reserve Withdrawal	\$ 313,700.00	\$ 211,245.99	\$ 102,454.01	67.34%

Construction Fund

		2020 Budget	YTD Spending	Balance	%Budget
421	2019 Street Improvement	\$ -	\$ 149,618.45	\$ (149,618.45)	
	Construction Fund Total	\$ -	\$ 149,618.45	\$ (149,618.45)	

Debt Fund

		2020 Budget	YTD Spending	Balance	%Budget
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Year to Date: SEPTEMBER 2020

75% OF BUDGET

314	2009 GO Improvement	\$	53,000.00	\$	319,560.41	\$	(266,560.41)	602.94%
315	2012 GO Improvement	\$	9,409.00	\$	9,408.87	\$	0.13	100.00%
317	2015 GO Improvement	\$	100,827.00	\$	100,826.50	\$	0.50	100.00%
318	2017 Improvement	\$	84,591.00	\$	85,085.77	\$	(494.77)	100.58%
321	2019 GO Improvement	\$	35,500.00	\$	35,299.50	\$	200.50	99.44%
350	Ambulance Certificate	\$	18,234.00	\$	18,131.00	\$	103.00	99.44%
351	2020 Fire Tanker	\$	91,485.00	\$	113,959.14	\$	(22,474.14)	124.57%
352	2014 Fire Tanker	\$	59,634.00	\$	59,634.25	\$	(0.25)	100.00%
360	Hospital Bond	\$	268,710.00	\$	29,855.00	\$	238,855.00	11.11%
	Debt Fund Total	\$	721,390.00	\$	771,760.44	\$	(50,370.44)	106.98%

	<u>2020 Budget</u>	<u>YTD Spending</u>	<u>Balance</u>	<u>%Budget</u>
TOTAL EXPENSES	\$ 6,687,132.00	\$ 4,928,021.17	\$ 1,759,110.83	73.69%

**Amendment to
Professional Service Agreement
For City Prosecution Services
City of Arlington**

THIS AGREEMENT is made and entered into by and among the County of Sibley, a political subdivision of the State Minnesota (hereinafter County), and the Sibley County Attorney's Office, (hereinafter County Attorney), and collectively referred to as Contractor, and the City of Arlington, a political subdivision of the State of Minnesota and municipal corporation (hereinafter City), and collectively referred to as the Parties.

RECITALS

WHEREAS, the County and City are governmental units and the County Attorney is a service unit of the County providing services in accordance with Minnesota Statutes; and

WHEREAS, Minnesota Statutes Section 484.87, Subd. 3, provides that municipalities may enter into three-party agreements with the County Board and the County Attorney to provide for criminal prosecution services; and

WHEREAS, the Parties acknowledge the need to work cooperatively in providing prosecution services in Sibley County and its political subdivisions; and

WHEREAS, the Parties in 2019 entered into a Professional Service Agreement for City Prosecution Services (hereinafter Agreement) commencing January 1, 2020 (a copy is attached hereto and is incorporated by reference); and

WHEREAS, the City by letter dated September 22, 2020, gave notice to terminate the Agreement effective March 31, 2021; and

WHEREAS, the representatives of the Parties met and the Parties are in agreement to amend the Agreement and continue with the Agreement; and

WHEREAS, the Parties each possess the respective authority to enter into this agreement and mutually desire to do so.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual undertakings and benefits that each of the Parties shall derive, the Parties hereby enter into this agreement to amend the professional service agreement to provide prosecutorial services to the City as follows:

A. Rescission of Notice to Terminate

The City hereby rescinds the notice to terminate the Agreement contained in the letter dated September 22, 2020.

B. Amendment to Part B - Compensation

Part B – Compensation of the Agreement is hereby amended to read as follows:

1. Commencing January 1, 2021, and thereafter, for services rendered under this agreement, the City shall compensate County and County Attorney at the rate of \$135.00 per hour. In addition the County Attorney shall receive any and all forfeiture proceeds due to the prosecuting authority under statutes.
2. For calendar year 2021, the rate of compensation is established at the rate of \$135.00 per hour. To the extent that salary costs or employee benefit costs change, the annual compensation rate will be adjusted accordingly. For example, the County COLA [cost of living adjustment] and County performance increase [step]. Written notification of the change will be provided to City by County and this will become the new rate of compensation. The Parties will document the change with a written notice and acknowledgment.
3. For calendar year 2021, the annual compensation amount is capped at \$40,000.00. After calendar year 2021, the compensation cap will be adjusted annually to the greater of a) the amount of the current cap plus the change for COLA and step; or b) the amount calculated based on the actual hours spent on city prosecution in the previous year multiplied by the hourly rate, adjusted for COLA and step. The Parties will document the change with a written notice and acknowledgment.
4. The City will remit payment to the County on a monthly basis, upon receipt of an invoice. Payment is due within thirty (30) days of receipt.
5. The City shall be responsible for any extraordinary expert witness fees, extraordinary appeal costs, or costs for conflict prosecution.

C. Ratification of Agreement

The Parties hereby reaffirm and ratify the Agreement, as amended by this amendment to the Agreement, and agree to be bound by the terms thereof.

D. Counterparts

This agreement may be signed in separate counterparts, and the counterparts, taken together, shall constitute a single agreement.

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed as of this _____ day of _____ 2020

Dated: _____

COUNTY OF SIBLEY

By: _____
Steve Saxton, Board Chair

Dated: _____

By: _____
John Glisczinski, County Administrator

Approved as to form and execution.

Dated: _____

By: _____
David E. Schauer, County Attorney

Dated: _____

SIBLEY COUNTY ATTORNEY'S OFFICE

By: _____
David E. Schauer, County Attorney

Dated: _____

CITY OF ARLINGTON

By: _____
Richard Nagel, Mayor

Dated: _____

By: _____
Amy Newsom, City Administrator

Approved as to form and execution.

Dated: _____

By: _____
Ross Arneson, City Attorney

**Professional Service Agreement
For City Prosecution Services
City of Arlington**

THIS AGREEMENT is made and entered into by and among the County of Sibley, a political subdivision of the State Minnesota (hereinafter County), and the Sibley County Attorney's Office, (hereinafter County Attorney), and collectively referred to as Contractor, and the City of Arlington, a political subdivision of the State of Minnesota and municipal corporation (hereinafter City), and collectively referred to as the Parties.

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WHEREAS, the County and City are governmental units and the County Attorney is a service unit of the County providing services in accordance with Minnesota Statutes; and

WHEREAS, Minnesota Statutes Section 484.87, Subd. 3, provides that municipalities may enter into three-party agreements with the County Board and the County Attorney to provide for criminal prosecution services; and

WHEREAS, the Parties acknowledge the need to work cooperatively in providing prosecution services in Sibley County and its political subdivisions; and

WHEREAS, participation in the collaborative and contractual provision of prosecutorial services in Sibley County will increase the efficiency, accuracy, and effectiveness of said services while decreasing the need to duplicate services within the County and the City; and

WHEREAS, the Parties each possess the respective authority to enter into this agreement and mutually desire to do so; and

WHEREAS, there are funds available for the purchase of these services;

AGREEMENT

NOW, THEREFORE, in consideration of the mutual undertakings and benefits that each of the Parties shall derive, the Parties hereby enter into this agreement to provide prosecutorial services to the City as follows:

A. Scope of Services

1. The County, through the County Attorney, will provide criminal prosecution services for matters that the City is statutorily responsible for handling, including statutory gross misdemeanor, misdemeanor, and petty

misdemeanor violations, criminal municipal ordinance violations, and forfeitures. These services shall include but are not limited to:

- a. Review of cases for decision as to filing of criminal charges, with input from the police department;
 - b. Providing discovery;
 - c. Managing cases;
 - d. Representing the City at arraignments, pretrial hearings, evidentiary hearings, settlement conferences, motions, court and jury trials, and sentencing and review hearings;
 - e. Representing the City in criminal appeals;
 - f. Representing the City in forfeiture actions;
 - g. Preparing and presenting legal memoranda, subpoenas, jury instructions, and other related materials;
 - h. Making appropriate sentencing recommendations to the court;
 - i. Advising the police department of the City on the conduct of investigations, trial preparation, seizures, and related matters;
 - j. Providing legal research, regular training, and assistance to the police department in criminal matters, including statutory interpretation, enforcement issues, and case decisions;
 - k. Advising victims regarding their rights and responsibilities;
 - l. Creating and maintaining appropriate files; and
 - m. Performing other related duties as required.
2. The County Attorney shall meet with and provide the City Administrator/Clerk a report on cases once every six (6) months, if requested. This report shall also include a summary of the forfeiture activities for the City.
 3. Services shall be provided in a manner consistent with Minnesota law, professional standards, and to the satisfaction of the County Attorney.

The County Attorney's prosecuting attorneys are independent officers and have discretion in the making of charging decisions and in determining how to present a case for trial. The County Attorney's attorneys have a key role in recommending sentencing for defendants. The County Attorney's attorneys must maintain a close, but independent working relationship with the police, court personnel, human service providers, and defense counsel. Nothing herein shall limit the discretion vested in the County Attorney or the immunity for such as may be allowed by law or rule.

The County Attorney's attorneys shall have regular ongoing contact with police officers and staff of the police department to communicate charging and filing standards and to update officers on recent case law and important changes in the law. The County Attorney attorneys and/or staff must be reasonably

available for night and weekend (24/7) contact with police department personnel. When a case involves an offense which a police department has indicated to the County Attorney is of particular interest or sensitivity, the County Attorney should, if possible, contact the police department before any unusual disposition of the case is presented in court. In any such event, the County Attorney's attorneys shall advise the police department of such disposition as soon as possible after its presentation in court. The County Attorney's attorneys shall be responsive to the police departments, defense attorneys, witnesses, probation officers, and other court-related staff, and shall return phone calls, emails, and other communications in a timely manner.

4. The County, in its discretion, agrees to provide all of the required staff, office space, equipment, technology, supplies, transportation, training, and other services or items necessary for provision of services under this agreement.
5. If a matter has both a criminal and a civil aspect, the county attorney and city attorney will cooperate and jointly advise law enforcement.
6. Regarding nuisance issues/abatement, the city attorney will do the administrative warning procedure and the County Attorney will only be involved if a criminal proceeding is initiated.
7. Regarding matters that are a conflict of interest for the County Attorney (eg: involves a City employee, officer or member, or a County employee, officer or member), the County Attorney will refer the matter to another prosecutor to handle.

B. Compensation

1. For services rendered under this agreement, the City shall pay \$42,625.00 per calendar year, and any other revenue stream designated to support prosecution activities. In addition the County Attorney shall receive any and all forfeiture proceeds due to the prosecuting authority under statutes.
2. The City shall remit payment to the County on a quarterly basis. Payment due dates shall be January 1, April 1, July 1, and October 1 of each year.
3. The rate of compensation was established at the rate of \$125.00 per hour—see attached Exhibit A. To the extent that salary costs or employee benefit costs change, the annual compensation rate will be adjusted accordingly. For example, the County COLA [cost of living adjustment] and County performance increase [step]. Written notification of the change will be provided to City by County and this will become the new rate of compensation. The Parties will document the change with a writing.

4. The City shall be responsible for any extraordinary expert witness fees, extraordinary appeal costs, or costs for conflict prosecution.

C. Transition Process

1. The Parties shall work together to implement this agreement and transition operations to be effective on or before, January 1, 2020.
2. As part of the transition, the County needs to hire adequate staff and provide proper office furnishings for the County Attorney's office. If this is not completed to the satisfaction of the County Attorney, the County Attorney can terminate this agreement effective immediately.
3. An earlier transition of operations to County and County Attorney can occur with the mutual consent of the Parties. A proportional amount of compensation will be paid for the earlier transition.
4. City will enter into all necessary agreements, resolutions and other agreements required by the courts, BCA or Department of Public Safety to permit County Attorney to access criminal records, to echarge, to efile, or utilize other prosecution systems.

D. Term of Agreement

1. The term of this agreement shall commence on or before January 1, 2020, the date of signature by the Parties notwithstanding, and shall continue in effect thereafter until December 31, 2024.
2. The term of this agreement will auto renew for two (2) year increments, unless cancelled by agreement of the Parties or terminated as set out below in Paragraph E.

E. Withdrawal or Termination

1. This agreement may be terminated at any time by a Party, with or without cause, upon six (6) months written notice to the authorized agent of the other Parties.
2. Upon notice of intent to terminate the agreement, the Parties shall work cooperatively to transition prosecution duties to the respective Parties.

F. Amendment

The Parties agree that no change or modification to this agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to

writing, dated, and made part of this agreement. The execution of the change shall be authorized and signed in the same manner as for this agreement.

G. Indemnification

1. For the criminal prosecution related services, each Party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, which another Party, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent act or omission of the Party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this agreement.
2. It is understood and agreed that the liability of the Parties shall be governed by Minnesota Statutes Chapter 466 and other applicable state and federal laws. The agreement to indemnify and hold harmless does not constitute a waiver by either Party of the limitations on liability provided under Minnesota Statute Section 466.04.
3. It is further understood and agreed that the Parties' total liability shall be limited by Minnesota Statutes Section 471.59, Subdivision 1a(b) as a single governmental unit.

H. County and State Audit

1. Pursuant to Minn. Stat. Section 16C.05, Subdivision 5, the books, records, documents, and accounting procedures and practices of the Parties relative to this agreement shall be subject to examination by the Parties and the State Auditor.
2. Complete and accurate records of the work performed pursuant to this agreement shall be kept by the County for a minimum of six (6) years following termination of this agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action regarding matters to which the records are relevant.

I. Data Practices

The Parties agree to abide by the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as amended, and the Minnesota Administrative Rules promulgated pursuant to Ch. 13 regarding all services contemplated herein now in force or as adopted, as well as federal regulations on data privacy.

J. Notices

1. Except as otherwise specifically provided in this agreement, all notices, demands, and communications required under this agreement will be in writing and will be directed as follows:

If to the County:

County Administrator
Sibley County Courthouse
400 Court Avenue, P.O. Box 256
Gaylord, Minnesota 55334
PH: 507-237-7800

If to the County Attorney's Office

Sibley County Attorney
Sibley County Courthouse
400 Court Avenue, P.O. Box 171
Gaylord, Minnesota 55334
PH: 507-237-4144

If to the City:

Arlington City Administrator/Clerk
204 Shamrock Drive
Arlington, Minnesota 55307
PH: 507-964-2378

2. Any notices to be given under this agreement shall be given by enclosing the same in a sealed envelope, postage prepaid, and depositing the same with the United States Postal Service, addressed to the authorized agents as listed above, or by personal service.
3. A Party shall give prompt notice of any change of address. No Party may require notice to be delivered to more than two addresses.

K. Nondiscrimination

During the performance of this Agreement, the Contractor agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

L. No Third Party Beneficiaries

Except as otherwise specifically provided in this agreement, no rights, privileges, or immunities of any Party under this agreement will inure to the benefit of any third-party, nor will any third-party be deemed to be a beneficiary of any of this agreement's provisions.

M. Successors and Assigns

This agreement binds and inures to the benefit of the legal successors and assigns of the Parties.

N. Captions

Captions and paragraph headings used in this agreement are for convenience only, and are not part of this agreement, and shall not be deemed to limit or alter any provisions of this agreement, and shall not be deemed relevant in construing the agreement.

O. Controlling Law

The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this agreement, the legal relations between the parties and performance under the agreement. The appropriate venue and jurisdiction for any litigation hereunder will be those courts located within the County of Sibley, State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota.

P. Severability

In the event any provision of this agreement shall be held invalid and/or non-enforceable, the remaining provisions shall be valid and binding upon the Parties unless such invalidity or non-enforceability would cause the agreement to fail its purpose. One or more waivers by a Party of any provision, term, condition or covenant shall not

be construed by the other Parties as a waiver of a subsequent breach of the same by another Party.

Q. Entire Agreement and Waiver

It is understood and agreed that the entire agreement of the Parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof.

R. Counterparts

This agreement may be signed in separate counterparts, and the counterparts, taken together, shall constitute a single agreement.

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed as of this _____ day of _____ 2019

Dated: 9/5/19

COUNTY OF SIBLEY

By: Joy Cohrs
Joy Cohrs, Board Chair

Dated: 9/5/19

By: John Glisczinski
John Glisczinski, County Administrator

Approved as to form and execution.

Dated: 9/5/19

By: David E. Schauer
David E. Schauer, County Attorney

Dated: 9/5/19

SIBLEY COUNTY ATTORNEY'S OFFICE

By: David E. Schauer
David E. Schauer, County Attorney

Dated: _____

CITY OF ARLINGTON

By: Richard Nagel
Richard Nagel, Mayor

Dated: _____

By: Patrick Melvin
Patrick Melvin, City Administrator/Clerk

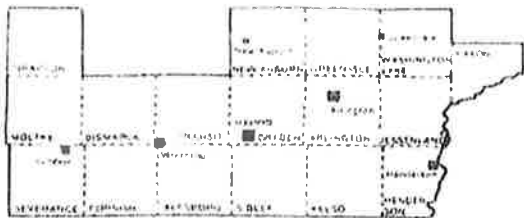
Approved as to form and execution.

Dated: _____

By: Ross Arneson
Ross Arneson, City Attorney

EXHIBIT A

8.1.a



OFFICE OF THE
Sibley County Attorney

400 COURT AVE
POST OFFICE BOX 171
GAYLORD, MN 55334
Tel: (507) 237-4144
Fax: (507) 237-4096



DAVID E. SCHAUER, County Attorney

DONALD E. LANNOYE, Assistant County Attorney

ROXANN BERANEK, Assistant County Atto

TO: Sibley County Board of Commissioners
Sibley County Administrator

FROM: David E. Schauer
Sibley County Attorney

DATE: June 4, 2019

RE: Budget Workshop June 11, 2019 – Additional Staffing
City Prosecution Request
CA Files C-19-151

Background

On February 14, 2019, Attorney Ross Arneson from Arlington sought me out at court. Attorney Arneson asked if the County Attorney’s Office would be willing to take over criminal prosecution for the Cities of Green Isle and Arlington. On March 18, 2019, I provided the board with a memo on this. I indicated this would have to be a joint decision of the County Board and the County Attorney. I also met with most of you on this request. Commissioner Pinske requested that I “calculate the numbers” and I did do that by memo dated April 26, 2019.

Attorney Arneson last emailed me on May 23, 2019, about this, and we had a phone conversation on May 31, 2019. I met with the County Administrator on May 23, 2019, and this was also discussed. It was agreed this would come before the Board at the Budget Workshop on June 11, 2019.

Cost Calculation:

The following is my calculation of the cost. I will utilize the assumptions noted/detailed below.

I have been talking about the increase in CHIPs caseload for quite some time now. My thought would be that a new assistant county attorney would handle the city prosecution and would take part of the CHIPs caseload [or maybe the delinquency caseload]. I would need some support staff to go with the added assistant county attorney—I am thinking we could get by with a half time support staff person. I would have the part-time support staff person pick up the

Attachment: June 11 Workshop Memo and Follow-up Email (DOC-2019-162 : City Prosecution Request)

bookkeeper function also. [Please note that the County Board reduced the support staff for this office from 2.5 FTE to 2.0 FTE when we were made full time. Also as you know, there are some office functions we are not doing at this time (eg: claims processing, credit card processing, and child support reimbursement)].

Employee Costs

Assistant county attorney salary	59,218
½ time legal assistant/bookkeeper salary	<u>18,585</u>
Base salary costs	77,803
PERA [77,803 x 0.0750]	5,835
Social security/FICA [77,803 x 0.0765]	5,952
Full time employee health and life insurance costs	<u>10,248</u>
Total Employee Costs	99,838

Offsetting Revenues

City of Green Isle reimbursement [\$125/hour]	4,000
City of Arlington reimbursement [\$125/hour x 341 hours]	42,625
Child support reimbursement [\$125/hour x 160 hours]	20,000
Welfare fraud reimbursement [\$125/hour x 150 hours]	<u>18,750</u>
Total Offsetting Revenues	85,375

Actual County Cost

Actual cost to County for 1.5 FTE employees 14,463
 Note that County would only be paying 14.5% of the actual costs of the employees.

Pros and Cons

Pros

Very cost effective way to add staff to County Attorney's Office—County is only paying 14.5% of the actual costs of the employees

Allows for the better distribution of the assistant county attorney workload—the board knows that the increase in the CHIPs caseload needs to be addressed

The County will get the child support reimbursement

The County will get the welfare fraud reimbursement

Preparation of claims, credit card processing and child support reimbursement would return to the department and be "in house", rather than in other departments.

This would allow support staff to meet unmet needs, such as scanning of old file, scanning of new files, support staff typing orders rather than attorneys, etc.

The County Board avoids a budget appeal due to inadequate staffing for the office.

Cons

County has to pay some money

Attachment: June 11 Workshop Memo and Follow-up Email (DOC-2019-162 : City Prosecution Request)

Assumptions:

1. This entire scenario assumes that the City of Green Isle and the City of Arlington are willing to contract with Sibley County and the Sibley County Attorney's Office for criminal prosecution services. My understanding is that Attorney Arneson has started this discussion with both cities.
2. Green Isle over the last three years has averaged 13 to 14 cases per year based on reports from Sibley County Court Administration. Per Attorney Arneson he received about \$4,000 per year from the city for prosecution services in 2018. He charges \$125 per hour. This calculates to 32 hours per year. I will assume the City of Green Isle will remain consistent.
3. Arlington in 2016 and 2017 averaged 83 cases per year, but in 2018 jumped up to 162 cases, based on reports from Sibley County Court Administration. Per Attorney Arneson he received about \$32,000 per year from the city for prosecution services in 2018. He charges \$125 per hour. This calculates to 256 hours for 2018. Attorney Arneson indicated that he thought the 2019 caseload had increased by at least a third. Using this information and extrapolating forward for 2019 this would be 341 hours per year. [Calculation: 256 hours x 1.333 = 341.248, rounded 341 hours]. I will assume the number of hours for the City of Arlington in 2020 will remain constant. Attorney Arneson reported his billing for first quarter of 2019 for prosecution was almost \$10,000.
4. Assistant county attorney position is Grade 15 on the payroll schedule. The 2020 wage schedule has the first step rate as \$28.47 per hour. The base wage rate for 2020 for an assistant county attorney would be \$59,218 [calculated: \$28.47/hour x 2,080 hours/year = \$59,217.60, rounded to \$59,218].
5. I assume the legal assistant/bookkeeper position would be Grade 7 on the payroll schedule. The 2020 wage schedule has the first step rate as \$17.87 per hour. The base wage rate for 2020 for a legal assistant/bookkeeper would be \$37,170 [calculated: \$17.87/hour x 2,080 hours/year = \$37,169.60, rounded to \$37,170]. The base wage rate for half time person is \$18,585.
6. The county contribution to PERA is 7.50% [multiplier is 0.0750].
7. The county contribution to Social Security/FICA is 7.65% [multiplier is 0.0765].
8. The county attorney's office provides legal services to Sibley County Public Health and Human Services, Child Support Unit, pursuant to the IV-D Child Support Cooperative Arrangement, which is part of the State of Minnesota - County Child Support Program Interagency Cooperative Agreement. For 2018 to 2019 the rate charged is \$100 per hour. A new Cooperative Arrangement will be entered into for 2020 to 2021. The city attorney rate is certainly justification to charge the same rate for child support legal services. The county attorney's office keeps track of time spent on child support matters. The county attorney's office on average spends about 160 hours per year on child support. Expected reimbursement would be \$20,000 per year [calculated: 160 hours x \$125/hour = \$20,000]. To get reimbursement, a detailed monthly statement must be submitted by the county attorney. The prior county administrator was going to prepare these statements, but they were not prepared.
9. The county attorney's office can be reimbursed for legal services provided to prosecute welfare fraud matters. It is my understanding this is provided for under the Food Stamp Act of 1977, as amended. It is my understanding these costs are reported as Fraud Control expenditures in section C of the DHS-2550 quarterly report form. The County Attorney offices in McLeod, Nicollet and Nobles Counties receive reimbursement for welfare fraud prosecution services [McLeod \$131 per hour; Nicollet \$98 per hour; Nobles \$120 per hour]. I have a copy of the Nobles County Plan of Cooperation and the Nicollet County Welfare Fraud Cooperative Agreement also.

- 10. Based on the time sheets for the period from January 1 to March 31 the county attorney's office has averaged 12.5 hours per month doing welfare fraud matters. For the year this would extrapolate to 150 hours [calculated: 12.5 hours/month x 12 months = 150 hours].
- 11. Full time employees receive benefits, such as health insurance contribution and life insurance contribution. Based on the county attorney financial statements for the first two months of 2019, I have assumed a monthly cost of \$854, so the full year cost of \$10,248. [Calculated: health insurance \$8,500 + life insurance \$40 = \$8,540 / 2 months / 5 employees = \$854/month].

Legal Assistant/Bookkeeper Position (1/2 time)

Whether the county board decides to explore doing city prosecution, a half time Legal Assistant/Bookkeeper position is totally revenue neutral. I will utilize the assumptions noted/detailed above for this cost calculation.

Employee Costs

½ time legal assistant/bookkeeper salary	18,585
Base salary costs	18,585
PERA [18,585 x 0.0750]	1,394
Social security/FICA [18,585 x 0.0765]	1,422
Total Employee Costs	21,401

Offsetting Revenues

Child support reimbursement [\$125/hour x 160 hours]	20,000
Welfare fraud reimbursement [\$125/hour x 150 hours]	18,750
Total Offsetting Revenues	38,750

Actual County Cost

Actual cost to County for 0.5 FTE employee	0
[position actually contributes \$17,349 to county attorney office budget]	

Attachment: June 11 Workshop Memo and Follow-up Email (DOC-2019-162 : City Prosecution Request)

David Schauer - City Prosecution Follow Up

From: David Schauer
To: Joy Cohrs; Bobbie Harder; Jim Swanson; Steve Saxton; Bill Pinsky; J...
Subject: City Prosecution Follow Up

Good Afternoon

Thought about the comments about the information I presented this morning. I think you (the board) need to look at this differently. I think the board needs to look at this as an opportunity.

Under the proposal the County would be billing the City of Arlington based on a projected 341 hours per year and the City of Green Isle based on a projected 32 hours per year. Total time is 373 hours per year on City prosecution.

The County would get an assistant county attorney who would work 2,080 hours per year, of which 1,707 hours per year would be available for "county work" [calculated: 2,080 hours less 373 hours = 1,707 hours]. The County would also get a half time legal assistant/bookkeeper who would work 1,040 hours per year. So the County is getting 2,747 hours per year of work for \$14,463 of cost. This costs the County \$5.27 per hour. That is pretty cost effective.

If any of you have any questions about what this office does, please contact me. Likewise, if any of your constituents have any questions about what this office does, please have them contact me.

David E. Schauer
Sibley County Attorney
PH: 507-237-4144

Attachment: June 11 Workshop Memo and Follow-up Email (DOC-2019-162 : City Prosecution Request)



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

RESOLUTION 57-2020

**A RESOLUTION RELATING TO DESIGNATING POLLING PLACE LOCATION
FOR ALL ELECTIONS IN 2021**

WHEREAS, The City of Arlington is an election precinct within the County of Sibley;

WHEREAS, pursuant to Minnesota Statutes, Section 204B.16, subd. 1, by December 31 of each year, the Council must designate by ordinance or resolution a polling place for each election precinct. The polling place designated in the ordinance or resolution is the polling place for the following calendar year, unless a change is made:

- (a) pursuant to section 204B.175;
- (b) because a polling place has become unavailable; or

THEREFORE, BE IT RESOLVED, it is hereby found, determined, and declared by the City Council of Arlington, State of Minnesota as follows:

The Council designates the polling place to serve all of the precincts located within the boundaries of the City of Arlington for all elections in 2021 and the voting hours shall be between 7:00 a.m. and 8:00 p.m. The polling place is as follows:

POLLING PLACE:
Arlington Community Center
204 Shamrock Drive
Arlington, MN 55307.

BE IT FURTHER RESOLVED, The City Administrator is hereby authorized and directed to file a certified copy of this resolution with the County Auditor-Treasurer of Sibley County by November 30, 2020 for the next calendar year.

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 19th day of October, 2020.

Signed: _____
Mayor

Attested: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.



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

RESOLUTION NO. 58-2020

A RESOLUTION APPROVING A LONGITY AND INCENTIVE COMPENSATION PLAN FOR ARLINGTON AREA AMBULANCE EMT'S

WHEREAS, The Arlington Longevity and Incentive Plan for Ambulance Service members was established by the Arlington City Council in 2010. The purpose of the plan was to reward and retain ambulance service personnel, and to provide incentives for people to enter emergency medical services with the City; and

WHEREAS, the Arlington Area Ambulance participated in a joint venture with the Gaylord Ambulance from January 5, 2020 through July 5, 2020 and ceased the Arlington Area Ambulance incentive plan; and

WHEREAS, the City of Arlington Employee Relations Committee met and has requested that an incentive plan be reintroduced and proposed the following:

<u>Years of Service Credits</u>	<u>Incentive Pay</u>
After 5 th Year of Service	\$3,000
After 10 th Year of Service	\$3,000
After 15 th Year of Service	\$4,000
After 20 th Year of Service	\$5,000
After 25 th Year of Service	\$5,000

Those who reach 25 years of service will be awarded a plaque recognizing their commitment to the community; and

WHEREAS, in order to receive the incentive pay, EMT's will need to meet the following requirements:

- 1) To be eligible to receive "incentive compensation", an EMT must have accrued at least five years of service "credits" with the Arlington Ambulance Department.
- 2) To receive a service credit, one must have 800 hours of service in per year to be eligible for that years' service.
- 3) Member's individual service year will begin with their 1st day of service as an EMT/First Responder.
- 4) All "incentive compensation" is considered taxable income on a W-2 Form.
- 5) All incentive pays will be received during the month of December after all hours have been calculated.

6) No payment may be "deferred" to a future year.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington to approve the new Arlington Area Ambulance EMT incentive pay which shall become effective this 19th day of October 2020.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon poll being taken thereon the following voted in favor thereof: _____; the following voted against _____; and the following were absent: _____

Adopted by the City Council of the City of Arlington this 19th day of October 2020.

Signed: _____
Mayor

Attest: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.



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

RESOLUTION 59-2020

A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR THE ARLINGTON FIRE RELIEF ASSOCIATION

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Arlington hereby approves the application for a Lawful Gambling Permit as submitted by the Arlington Fire Relief Association to conduct gambling at Double Tap Sports Bar.

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 19th day of October 2020.

Signed: _____
Mayor

Attested: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.



204 SHAMROCK DRIVE ARLINGTON, MINNESOTA 55307
OFFICE OF PLANNING & ZONING

TIMOTHY SCANLON-JOHNSON

EMAIL: tjohnson@arlingtonmn.com OFFICE No: 507-964-2378

Permit No _____

RIGHT OF WAY OBSTRUCTION

PERMIT APPLICATION FORM

The purpose of an Obstruction of Right of Way Permit is to establish regulations and procedures for the processing and consideration of activities that obstruct passage through any portion of public right of way and of matters requiring the approval of the City Administrator or designee with the goal of protecting the health, safety, and general welfare of the public.

*Artidazzle Traffic Flow
and street(s) shut down*

APPLICANT & PROJECT INFORMATION

Project Street Address: Main St, West Brooks, W 9th Ave, 4th Ave E (see Map)

Property Owner's Name: City of Arlington, Sibley Co, MNDOT Phone: _____

Obstruction Start Date: 12/8/2020 Obstruction End Date: 12/8/2020

Applicant Street Address: Arlington Area Chamber of Commerce

Applicant Name: Matt Nelson Phone: 952-393-6255

Application Date: 10/15/2020

LOCAL DESIGNEE (contact for the proposed obstruction who shall be available at all times)

Designee's Street Address: Arlington Chamber

Designee's Name: Matt Nelson Phone: 952-393-6255

REASON FOR & NATURE OF THE OBSTRUCTION

Describe the purpose of the requested obstruction of right of way and describe the exact location and contents of the obstruction of right of way.

List any/all requests.

See attached description & Map

SKETCH OF OBSTRUCTION

Please provide a sketch illustrating the location and contents of the proposed obstruction of right of way.

See Attached

ACKNOWLEDGEMENTS

- By checking here I acknowledge I have received, read, and understood City of Arlington Chapter 26 Section 05 "Public Right-of Way Controls, as may be amended.
- By checking here I attest that I am in possession of a certificate of insurance or self-insurance meeting the requirements of Arlington Chapter, 26 Section 05 Public Rights of Way Controls, as may be amended.
- By checking here I agree to notify the Zoning Administrator in writing when the obstruction proposed herein is complete. I further agree to make the work-site available to City Personnel and all others authorized by law for inspection at all reasonable times during the execution of the activity and upon completion of the work.
- By checking here I acknowledge and agree that by applying for and accepting a permit for the obstruction of public right of way the Permittee agrees to defend and indemnify the City in accordance with the provisions of Minnesota Rule 7819.1250, as may be amended.
- By checking here I agree to provide as-builts of any completed construction activity as may be required by the City of Arlington.

SIGNATURES

By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the applicant and property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. All fees and expenses are due whether the application is approved or denied. Aforementioned expenses are over and above any required permit application fee. I, the undersigned, hereby apply for the considerations described above and declare that the information and materials in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further certify that I am authorized to sign and submit this application. I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant Signature: _____



Date: _____

10/15/2020

Co-Applicant Signature: _____

Date: _____

FOR OFFICE USE ONLY

Date Submitted: _____

Zoning Administrator Action : Approval Denial

Date of Action: _____

Zoning Administrator Signature: _____

Arlidazzle 2020

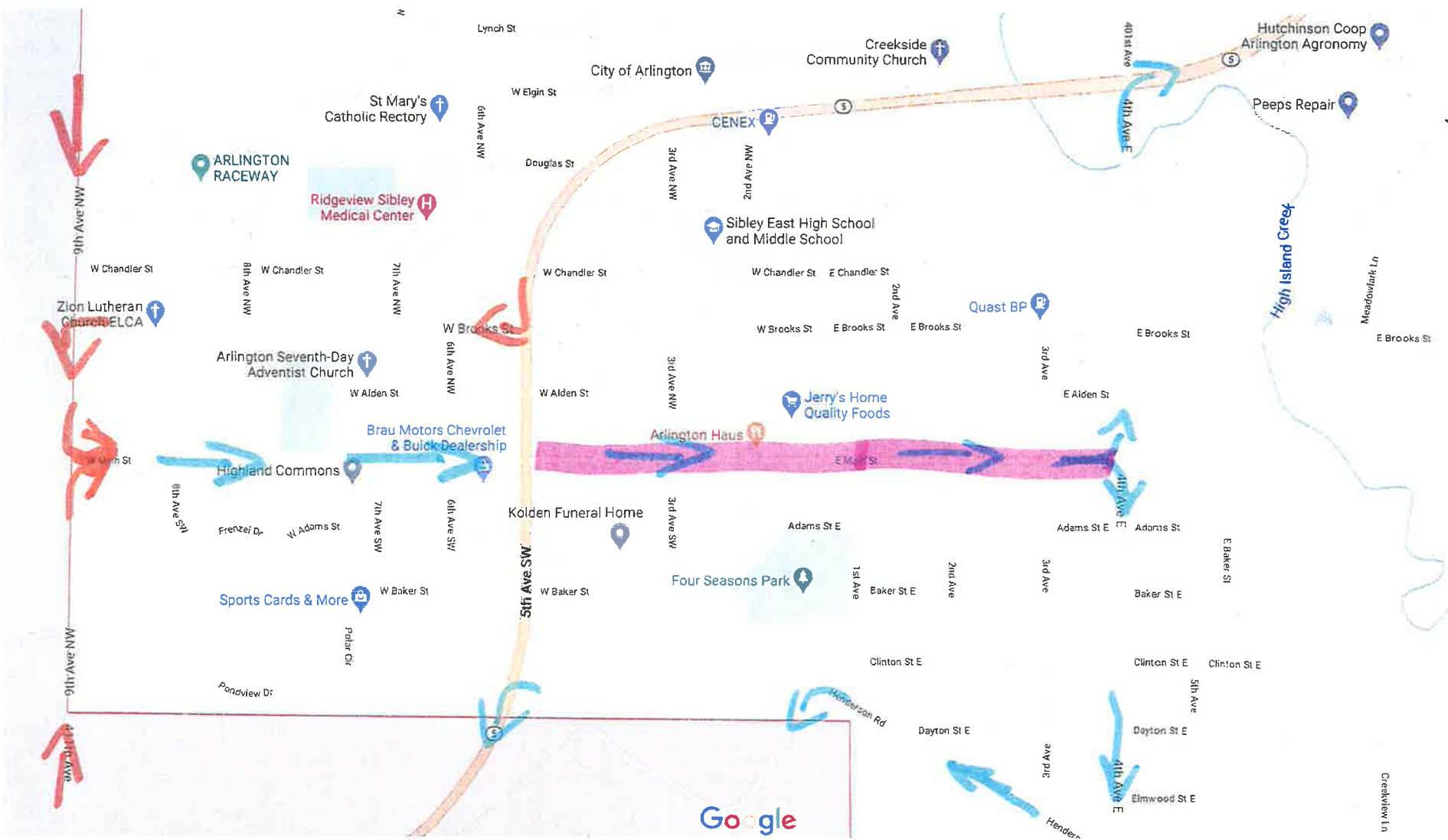
The Arlington Area Chamber of Commerce is proposing a unique Arlidazzle 2020. As usual, we are asking for approval from the city of Arlington to close traffic, and to utilize the help of some of the Arlington employees. The following plan is to ensure the highest possible regard to human health, while allowing an event to take place that has become a staple event for the Arlington community.

Arlidazzle is an event that brings masses of people to our town and directs people to congregate on our Main Street throughout the day. However, we have come up with a plan that will allow the Chamber to show off our great town and continue to follow the Government guidelines. This plan still allows us to spotlight our businesses and residential community.

Arlidazzle 2020 will be a Drive-Through Parade. The parade will be 12/5/2020 from possibly 5-8 pm (this is still flexible). The floats will be stationed on the north and south side of Main Street starting from Hwy 5 going east. The Chamber businesses that choose to take part in lighting their storefronts will be left as open spaces, to allow them to showcase their light display, and to add to the Holiday appeal. Viewers will be driving down the center of Main Street. Traffic personnel will be scattered throughout the route to maintain traffic flow. Emergency routes will be manned by either law enforcement or a Ham Radio person, to open if an emergency should happen requiring Emergency Traffic to pass through the route. These locations are the same as always; 4th Ave W to the south, and 2nd Ave W to the north and south, 4th Ave E, and any others needed per the Police Chief.

People wanting to see the Drive Through Parade will be directed to County Road 9 and Main Street. From Hwy 5 to the North, vehicles will turn on W Brooks Street to get to Cnty Rd 9. From Hwy 5 to the South, vehicles will turn on Cnty Rd 9. (This is the same route the floats were taking in past years) The vehicles will turn on W Main Street and travel East. Hwy 5 will be manned, like other years, to intermittently stop traffic on Hwy 5 to allow Main Street Traffic to travel easterly. Viewers will witness the floats on Main Street, and be able to take in "Candy Cane Lane" on East Main Street. When Vehicles reach 4th Ave E, they can turn North to reach Hwy 5 to leave to the North. Or they can turn south on 4th Ave E. They can either continue down Cnty Rd 17 or they can turn on Henderson Road and take the Northland Drying Road to Hwy 5 to travel out of town. All intersections will have signage, and ham radio operators will be positioned to assist motorists.

All floats will be limited in the amount of people allowed on each float. 6 ft social distancing and masks will be recommended for all float personnel. Float personnel will be required to stay on/in their float for the duration of the event. Sidewalks and parking lots will be barricaded to deter people from walking along the backside of the floats or congregating in areas. In order to observe the full parade, a person will need to drive in a vehicle down Main Street. Immediately following the Drive-Through Parade, the floats will be assisted off Main Street. Once that is complete, the barricades will be removed, and all streets will open for normal traffic.



- Incoming Traffic
- Parade / outgoing traffic
- Viewing Area / Candy Cane Lane

Map data ©2020 500 ft