



**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
DECEMBER 6, 2021 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*

1. Call Meeting to Order and Pledge of Allegiance
2. Roll Call
3. **6:30 pm - Truth-in-Taxation Public Hearing for 2022 Tax Levy**
4. Approve the Agenda and any Agenda Additions

**CONSENT AGENDA**

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

5. Approval of Consent Agenda
  - A) Approval of Bills
  - B) November 15, 2021 Budget Workshop minutes
  - C) November 15, 2021 City Council minutes
  - D) November 29, 2021 Special City Council minutes
  - E) Approve hiring of Alexzander Stier as a firefighter with the Arlington Fire Department
  - F) Accept resignation of Danielle Da Boer as EMT from Arlington Area Ambulance Service
  - G) Accept resignation of Christopher Mordica from the Arlington Area Ambulance Service
  - H) Accept resignation of Daniel Kucemmerle as EMT from the Arlington Area Ambulance Service

**PETITIONS, REQUESTS, & COMMUNICATIONS**

6. Addressing the Council
7. Announcements
8. Communications
  - A) MMPA Board Meeting Public Summary – November 2021

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

### 9. Reports

- A) November Public Works Report – Kirby Weckworth, Maintenance Supervisor
- B) November Ambulance Report – Jaime Weikle, Ambulance Manager
  - Approve sale of Polaris Ranger and Trailer to Arlington Fire Relief for \$10,000
- C) October O&M report from PeopleService

## **ORDINANCES & RESOLUTIONS**

- 10. Resolution 87-2021 A RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY

## **UNFINISHED BUSINESS**

11.

## **NEW BUSINESS**

- 12. Approve/Deny Amendment No. 4 to Water Tower Equipment Location Lease
- 13. Approve/Deny adjustment and increase for 2022 per PeopleService Operations and Maintenance agreement
- 14. Approve/Deny proposed projects for Safe Routes to School grant application
- 15. Approve/Deny changes to personnel policy section 2.16 Alcohol/Mood-Altering Drugs
- 16. Discussion on filling vacant Council position
- 17. Discussion on Facebook posts made by our entities. Inserting language as to broadcast only / turn off comments on posts that are made, for certain situations. Unless we are looking for input from the community
- 18. Discussion on McGuire bill for Seneca Site

## **CLOSED SESSION**

- 19. City Administrator Review

## **MISCELLANEOUS BUSINESS**

Committee Updates

Open Discussion

## **ADJOURNMENT**

Reminders:

December 13- EDA meeting – 5:30 pm

December 20- City Council 6:30 pm- Final Levy adopted



## **TRUTH-IN-TAXATION HEARING**

### **NOTICE OF PROPOSED PROPERTY TAXES**

The Arlington City Council will hold a public hearing on its budget and on the amount of property taxes it is proposing to collect for the costs of services the City will provide in 2022.

### **ATTEND THE PUBLIC HEARING**

All Arlington residents are invited to attend the public hearing of the City Council to express their opinions on the budget and on the proposed amount of the 2022 levy. The hearing will be held on:

**Monday, December 6, 2021 at 6:30 p.m. or shortly thereafter  
Arlington Community Center – Council Chambers  
204 Shamrock Drive  
Arlington**



# Truth-in-Taxation

Public Information Hearing

December 6, 2021

6:30 P.M.

# BUDGET PROCESS

- ▶ **MONDAY, SEPTEMBER 20:** Council approved a preliminary levy at a 10.60% increase
- ▶ Council has conducted several budget workshops
- ▶ **TONIGHT** - Truth-in-Taxation Hearing- proposed levy of 3.56%
- ▶ **MONDAY, DECEMBER 20:** Final adoption by Resolution by City Council



# 2022 PROPOSED BUDGET

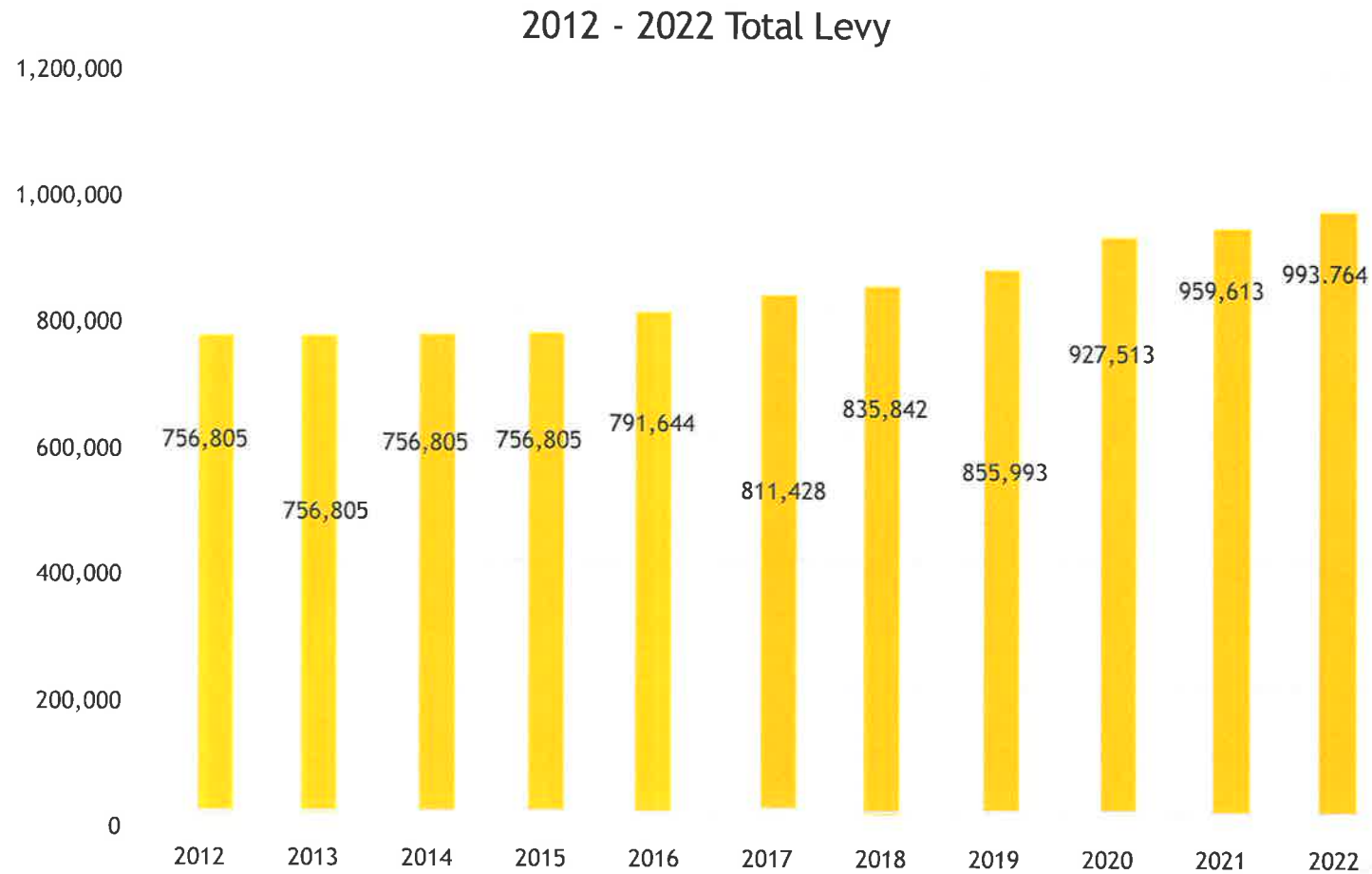
PROPOSED TAX LEVY AND 2022 BUDGET

# TAX LEVY

	2021	2022	Increase/Decrease
<b>General Fund Levy</b>	\$723,283	\$284,053	-60.73%
<b>Tax abatement</b>	\$7825	\$7825	0%
<b>Fire</b>		\$74,000	
<b>Ambulance</b>		\$60,000	
<b>Community Center</b>		\$40,000	
<b>Cemetery</b>		\$2,000	
<b>Capital Improvement</b>		\$307,661	
<b><u>(Debt Service)</u></b>			
2015 Street & Utility	\$80,900	\$75,000	-7.29%
2012 GO Bond	\$5,000	\$4,000	-20%
2017 GO Bond	\$59,800	\$59,500	-0.50%
2019 GO Bond	\$57,480	\$56,500	-1.70%
2019/20 Tanker	25,325	\$23,225	-0.43%
<b>TOTAL LEVY</b>	<b>959,613</b>	<b>\$ 993,764</b>	<b>3.56%</b>



# Tax Levy Trend Since 2012



# PROPOSED GENERAL FUND EXPENSES

Department	2021	2022
Council	43,199	41,299
Administration	266,928	229,428
Elections	0	3,864
Assessing	10,940	10,940
Law/Legal Serv.	13,716	11,438
Planning/Zoning	96,300	126,483
Buildings/Plant	15,140	17,359
Police Department	441,744	378,446
Fire Stations	30,343	32,470
Civil Defense	1,077	1,077
Animal Control	600	600

# PROPOSED GENERAL FUND EXPENSES

<u>Department</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Public Works	280,332	276,853	308,234
Street Lighting	10,000	11,500	9,500
Parks & Recreation	73,254	63,836	64,368
Libraries	30,778	41,895	47,860
Econ. Develop.	32,025	30,620	30,635
Transfers	313,000	367,155	0
<b>Total General Fund</b>	<b>1,640,010</b>	<b>1,711,810</b>	<b>1,313,981</b>

# FACTS ON 2022 Budget

- This is the first year that the City of Arlington will be levying special funds separately. In the past special funds were levied under the general fund, then transferred. Levying special funds separately allows more transparency.

GENERAL	\$	284,053
FIRE PUMPER CERT	\$	-
PUB PROJ LEASE REV	\$	-
2009 G.O. RF BONDS	\$	-
2012 G.O. BONDS	\$	4,000
2015 G.O. Bond	\$	75,000
2017 G.O BONDS	\$	59,500
2019 G.O. IMP. BOND	\$	56,500
<b>201 Fire</b>	\$	74,000
<b>202 Ambulance</b>	\$	60,000
<b>203 Community Center</b>	\$	40,000
<b>207 Cemetery</b>	\$	2,000
<b>401 Capital Improvements</b>	\$	307,661
2019/2020 TANKER TRUCK	\$	23,225
OTHER LEVIES (TAX ABATEMENT)	\$	7,825
	\$	<b>993,764</b>

# FACTS ON 2022 Budget

- \$5,965 increase in library costs due to wage costs billed from Sibley County
- -\$37,500 decrease in Administration due to not rehiring and administrative assistant
- \$3,864 increase in Elections, 2022 is an election year.
- \$30,163 increase in P&Z due to increased permits/cost of building inspector/FT P&Z position
- -\$65,298 decrease in police administration due to cutting 4<sup>th</sup> police officer
- \$31,381 increase to department cuts in Public Works Department due to increased repairs and staffing costs

# 2022 Capital Improvement Plan

New plan to put money away for large capital purchases –  
public hearing on 5-year plan held August 17, 2020

<b>Fire Department</b>	<b>2022</b>
Glove/particulate hoods (every 10 years)	
Helmets (every 10 years)	\$12,000
Boots (every 10 years)	\$3,750
Engine No. 2 (purchase 2032)	\$46,666
extraction tools (purchase 2021 and 2040)	\$2,500
mobile and handheld radios (purchase 2030)	\$10,000
SCBA Replacement (replace 22 SCBA's and 44 tanks) 2021 and 2030	\$15,000
turnout gear (purchase 2035)	\$8,300
Tanker 2 set aside	
<b>Fire Subtotal</b>	<b>98,216</b>
<b>Public Works</b>	<b>2022</b>
Bottom Auger for Snow Blower	
City shop repairs	\$0
Concrete apron around shop garage doors	\$0
Downtown Christmas Lights & Candle Wreaths 40	\$0
MVEC payments for lights - 10 years through 2029	\$10,000
Replace 1999 payloader (2029)	
Salt Truck	
146" wing angle plow	
Sealcoating, crack filling (1/5 city/yr)	\$120,000
Sidewalk construction/replacement	\$25,000

# What will be spent from Capital Equipment Fund 401 in 2022?

- \$65,000 Ambulance - heart monitor
- \$12,000 Fire Department - helmets
- \$145,000 Public Works - streets and sidewalks
- \$23,350 CC paint and LED lights - outside
- \$10,000 MVEC loan payment

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\$255,350

# EXPLANATION OF PROPERTY TAX RATE

Arlington's Property Tax Rate is set by taking the city's tax levy and dividing it by its total tax capacity.

$\$993,764 / \$1,359,723$  [Total Tax Capacity] = 73.09% (2022)

$\$959,613 / \$1,223,305$  [Total Tax Capacity] = 78.44% (2021)

$\$927,513 / \$1,156,873$  [Total Tax Capacity] = 80.17% (2020)

$\$885,993 / \$989,549$  [Total Tax Capacity] = 89.5% (2019)

**Total Tax Capacity** = Tax capacity is determined by multiplying a property's market value by its classification rate. Each property rate is assigned a classification rate depending on its use by the State Legislature. Properties associated with income production (commercial & industrial) have a higher classification weight than other properties. The City's total tax capacity is an accumulation of all parcels within the city, minus adjustments.



# Questions?

- ▶ City Administrator
- ▶ Amy Newsom
- ▶ 507-964-2378 ext. 4 or  
[anewsom@arlingtonmn.com](mailto:anewsom@arlingtonmn.com)



**ARLINGTON CITY COUNCIL  
BUDGET WORKSHOP MEETING MINUTES  
November 15, 2021 AT 5:30 PM  
COUNCIL CHAMBERS**

1. Call meeting to order- Meeting was called to order at 5:30 pm by Mayor Rich Nagel.
2. Roll call  
Present: Mayor Nagel, Joe Morgan, John Thomes, Michelle Battcher, Matt Scharpe  
Absent: Craig Buss  
Staff Present: Administrator Amy Newsom, P&Z Administrator Phil Mangis, Police Chief Andrew Konechne, Ambulance Manager Jaime Weikle, Fire Chief John Zaske  
Guests Present: Kurt Menk – *Arlington Enterprise*
3. Approve workshop agenda – Motion by Battcher to approve the workshop agenda, seconded by Thomes. Motion carried.
4. Review of budget for final levy
  - A) Ambulance – cut \$30,000
  - B) Fire – cut \$34,000
  - C) Cemetery – cut \$3,000
  - D) CIP- no change
  - E) PD budget - \$54,523.04 (wages)Police Chief Andrew Konechne reviewed the survey that was sent out in the utility bills. Councilmember Morgan voiced some concerns about the how broad the survey was. Consensus of the Council to cut the 4<sup>th</sup> police officer to reduce the tax levy. Council will make a recommendation on final levy at the Council meeting.
5. 2022 Fee Schedule – Newsom reviewed increases already made to fee schedule, she suggested a public hearing to prepare the residents for increases that will happen due to higher costs of utilities. Councilmembers Thomes, Morgan and Scharpe recommended a 6 percent increase for electric, 5 percent for stormwater, and 2 percent for water and sewer. Newsom will prepare that information for the next Council meeting.
6. Any other discussion relating to Budget – none.

**ADJOURNMENT**

Motion by Scharpe to adjourn the meeting at 6:13 pm, seconded by Morgan. Motion carried.



**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
NOVEMBER 15, 2021 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*

1. Call Meeting to Order and Pledge of Allegiance – Meeting was called to order at 6:30 pm by Mayor Nagel. All stood for the pledge of allegiance.
2. Roll Call  
Present: Rich Nagel, John Thomes, Joe Morgan, Michelle Battcher, Matt Scharpe  
Absent: Craig Buss  
Staff Present: Administrator Amy Newsom, P&Z Administrator Phil Mangis, Ambulance Manager Jaime Weikle, Police Chief Andrew Konechne, Fire Chief John Zaske
3. Approve the Agenda and any Agenda Additions – Administrator Newsom requested to two items to the agenda: **15.1 budget/final levy recommendation from Council, 15.2 Verizon agreement**  
Motion by Battcher to approve the agenda as amended, seconded by Scharpe. 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 consent agenda items:

4. Approval of Consent Agenda
  - A) Approval of Bills
  - B) November 1, 2021 Workshop minutes
  - C) November 1, 20221 City Council minutes
  - D) Approve hiring of Aubrianna Meyer as EMT student with Arlington Area Ambulance
  - E) Approve hiring of Piper Whitmore-Schultz as EMT student with the Arlington Area Ambulance
  - F) Approve hiring of Paul Near as a .8 FTE paramedic with Arlington Area Ambulance
  - G) Approve hiring of Kevin Hesse as a .8 FTE paramedic with Arlington Area Ambulance
  - H) Accept resignation of Jean Olson as alternate representative to the Sibley County Library Board

Second by Morgan. Motion carried.

## PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council - none
6. Announcements – Newsom reported that the Southwest Corridor Transportation Coalition (SWCTC) will be held on Friday, December 3rd from 7:30 AM to 9:00 AM at the Waconia City Council Chambers, Waconia City Hall, 201 S. Vine St.
7. Communications
  - A) October 11, 2021 EDA minutes
  - B) MMPA Board Meeting Public Summary October 2021

## REPORTS OF OFFICERS, BOARDS AND COMMITTEES

8. Reports
  - A) October Police Department Report – Chief of Police Andrew Konechne  
Chief Konechne reviewed the October PD Report. Mayor Nagel asked if the Sportsmen’s Park was being monitored for vandalism. No locking of the gate.
  - B) October Revenue Report- Newsom presented October Revenue Report.
  - C) October Expenditure Report – Newsom presented the October Expenditure Report.

## ORDINANCES & RESOLUTIONS

9. Second Reading of Ordinance No. 338 AN ORDINANCE AMENDING CHAPTER 13, THE ARLINGTON CEMETERY CODE TO ALLOW THE ADJUSTMENT OF CHAPTER 13 FOR THE CREATION OF A BURIAL/MONUMENT PERMIT, UNDER 13.01, THE RIGHT FOR RESIDENTS NOT TO USE A MONUMENT AND MARKERS COMPANY, UNDER 13.04, REQUIRING A LAND USE PERMIT FOR A VAULT AND MAUSOLEUM, UNDER 13.05, AND NOT ALLOWING ANY BURIAL WITHOUT FIRST BEING ISSUED A PERMIT FROM THE CITY, 13.09  
Council held the second reading of Ordinance No. 338.
10. Resolution 82-2021 RESOLUTION APPROVING/DENYING AMENDING CHAPTER 13, THE ARLINGTON CEMETERY CODE TO ALLOW THE ADJUSTMENT OF CHAPTER 13 FOR THE CREATION OF A BURIAL/MONUMENT PERMIT, UNDER 13.01, THE RIGHT FOR RESIDENTS NOT TO USE A MONUMENT AND MARKERS COMPANY, UNDER 13.04, REQUIRING A LAND USE PERMIT FOR A VAULT AND MAUSOLEUM, UNDER 13.05, AND NOT ALLOWING ANY BURIAL WITHOUT FIRST BEING ISSUED A PERMIT FROM THE CITY, 13.09  
Motion by Battcher to approve Resolution 82-2021, seconded by Morgan. Motion carried. Battcher, Morgan, Thomes and Scharpe voted in favor. None against. None abstained. Buss was absent.
11. Resolution 83-2021 A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE

Motion by Battcher to approve Resolution 83-2021, seconded by Morgan. Motion carried. Battcher, Morgan, Thomes and Scharpe voted in favor. None against. None abstained. Buss was absent.

12. Resolution 84-2021 A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE

Motion by Scharpe to approve Resolution 84-2021, seconded by Thomes. Motion carried. Scharpe, Thomes, Battcher, Morgan voted in favor. None against. None abstained. Buss was absent.

13. Resolution 85-2021 A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE

Motion by Battcher to approve Resolution 85-2021, seconded by Morgan. Motion carried. Battcher, Morgan, Thomes and Scharpe voted in favor. None against. None abstained. Buss was absent.

14. Resolution 86-2021 A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE

Motion by Battcher to approve Resolution 86-2021, seconded by Thomes. Motion carried. Battcher, Thomes, Scharpe and Morgan voted in favor. None against. None abstained. Buss was absent.

### UNFINISHED BUSINESS

### NEW BUSINESS

15. Approve/Deny updated Sidewalk Inspection Policy- Motion by Scharpe to approve the updated Sidewalk Inspection Policy, seconded by Thomes. Motion carried.

**15.1 budget/final levy recommendation from Council-** Consensus of the Council to eliminate the 4<sup>th</sup> officer and continue to cut from ambulance and fire budgets to get to 3.5 percent levy.

**15.2 Verizon agreement** – Council reviewed the proposed amendment No. 4 to the water tower lease agreement. Consensus of the Council to ask Verizon for \$2,400 per month with amendment No. 4 to water tower equipment location lease to lease space on the water tower. Attorney Arneson will speak to the Verizon consultant.

### CLOSED SESSION

City Council went into closed session at 7:03 pm.

16. Review of 2021 Employee Evaluations

City Council resumed the regular session at 7:58 pm.

## MISCELLANEOUS BUSINESS

### Committee Updates

Open Discussion- Councilmember Battcher brought up Fran Ferch's yellow lines. Battcher would like to see the lines painted yellow again around Fran's driveway. Consensus of the Council to have Weckworth repaint yellow lines. Battcher requested that they be repainted next day.

### ADJOURNMENT

Motion by Thomes to adjourn the meeting at 8:10 pm, seconded by Battcher. Motion carried.

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City Administrator Amy Newsom

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Mayor Richard Nagel



**SPECIAL CITY COUNCIL MEETING MINUTES**  
**MONDAY, NOVEMBER 29 @ 6:30 P.M.**  
Arlington Community Center - Council Chambers

1. Call to Order – Meeting called to order by Mayor Nagel at 6:30 pm.  
Present: Rich Nagel, John Thomes, Joe Morgan, Michelle Battcher, Matt Scharpe  
Absent: Craig Buss  
Staff Present: City Administrator Amy Newsom, Interim Chief Denley Kompelien  
Guests Present – Kurt Menk – *Arlington Enterprise*, Katherine Kompelien, Mason Kompelien, Ella Kompelien, Lleyton Kompelien, Veda Kompelien.
2. Pledge of Allegiance – All stood for the Pledge of Allegiance
3. Approval of Agenda – Motion by Battcher to approve the agenda, seconded by Thomes. Motion carried.
4. Accept resignation of Police Chief Andrew Konechne effective December 1, 2021 – Motion by Thomes to accept the resignation of Chief Konechne, seconded by Battcher. Motion carried.
5. Approve/Deny contract with Denley Kompelien as Interim Chief of Police – Motion by Thomes to approve the contract with Denley Kompelien, seconded by Battcher. Motion carried.
6. Swearing in of Denley Kompelien as Interim Chief of Police – Denley Kompelien was sworn in by Mayor Nagel.
7. Adjourn – Motion by Scharpe to adjourn the meeting at 6:37 pm, seconded by Thomes. Motion carried.

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City Administrator Amy Newsom

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Mayor Richard Nagel

## Amy Newsom

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**From:** Jaime Weikle  
**Sent:** Wednesday, November 17, 2021 7:38 PM  
**To:** mark grover; Amy Newsom  
**Subject:** Fwd: Resignation - De Boer

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**From:** Danielle Forcier <danielle.forcier@yahoo.com>  
**Sent:** Wednesday, November 17, 2021 7:11:18 PM  
**To:** Jaime Weikle <jweikle@arlingtonmn.com>  
**Subject:** Resignation - De Boer

To whom it may concern,

After much thought, it is with great difficulty that I write this to inform you that I am resigning from my casual EMT position at Arlington Area Ambulance. My time serving this community was full of learning, personal and professional development, twists and turns, challenges, and even some fun. I thank you for the opportunities this job gave me and hope to maintain the great relationships I have built here.

In align with city employee policy, this is my official two weeks notice as of 11/17/21. I will work the shifts that I am scheduled for as of today. If there is more that needs to be done before my two weeks are up, please inform me and I will promptly do so.

I wish this team and city success in the future.

Respectfully,  
Danielle De Boer, EMT.



## Amy Newsom

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**From:** Jaime Weikle  
**Sent:** Saturday, November 20, 2021 10:21 AM  
**To:** Amy Newsom; mark grover  
**Subject:** Fwd: Resignation

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**From:** christophermordica <christophermordica@yahoo.com>  
**Sent:** Saturday, November 20, 2021 1:09:14 AM  
**To:** Jaime Weikle <jweikle@arlingtonmn.com>  
**Subject:** Resignation

Jaime,

I wanted to let you know that I unfortunately will have to resign from my current role as a EMS responder for the city of arlington. While I have enjoyed learning about the role EMS workers play within our society, I am afraid that due to the lack of time I can devote to training and getting up to speed for my NEMT test that I would honestly be doing you and the arlington ambulance crew a disservice by remaining.

I personally want your service to have highly skilled workers (such as EMTs and paramedics) and I know that given the current timeline presented, I would not be able to manage testing out by the end of December and in fact wouldn't be able to likely test out anytime soon as I barely have any time for my 3 sons at night let alone my wife anymore, so studying on top of that would burden myself even more.

Additionally I must admit that the recent decision to reduce pay across the board for EMRs made by the city council, was a decision that I found lacking in compassion for the type of work that is performed and given the current state of the country seems to be a step in the wrong direction. And while I understand the logic behind the decision my stance is that all EMS workers should be paid more across the board given the current shortage in skilled labor of which will likely be made worse should the current administration gets its way in successfully mandating the vaccine (of which I am already fully vaxed)

I will remain on my normal schedule for this weekend so that you will have time to schedule my replacement. I will return all arlington equipment and T-shirts currently in my possession.

I do understand that the city may want to pursue reimbursement for the course taken at crown College, of which I am happy to have a discussion with them on that topic as I still view the skills I have gained and learned as worth while knowledge worthy of the cost.

Lastly, I want to leave your service in good standings so that in the event that I do pass my NEMT test within the time window allotted and I have obtained a better work life balance that I'll still have the option of rejoining your crew at a later date.

If you have any further questions please do not hesitate to ask.

Thank you again for the opportunity of working on this crew!

Sincerely  
Chris Mordica

Sent via the Samsung Galaxy Note20 Ultra 5G, an AT&T 5G smartphone

## Amy Newsom

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**From:** Jaime Weikle  
**Sent:** Monday, November 22, 2021 8:04 PM  
**To:** Amy Newsom; mark grover  
**Subject:** Fwd: Two week notice of self termination

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**From:** Daniel Kuemmerle <blackakice@gmail.com>  
**Sent:** Monday, November 22, 2021 6:52:42 PM  
**To:** Jaime Weikle <jweikle@arlingtonmn.com>  
**Subject:** Two week notice of self termination

Please accept a notification of self termination at the Arlington ambulance service. This decision was not reach lightly. Following deliberation and consideration of all multiple factors to be considered it is with a heavy heart. Thank you for all you have done and the opportunity to experience and join your crew.

Sincerely  
Daniel Kuemmerle EMT

## Amy Newsom

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**From:** David W. Niles <David.Niles@avantenergy.com>  
**Sent:** Tuesday, November 23, 2021 2:30 PM  
**To:** David W. Niles  
**Subject:** MMPA Board Meeting Public Summary - November 2021

Good afternoon,

The public summary of the November 2021 MMPA Board of Directors meeting is below.

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on November 23, 2021, at Chaska City Hall in Chaska, Minnesota and via videoconference.

The Board reviewed the Agency's financial and operating performance for October 2021.

The Board discussed COVID-19 and its effects on supply chains, labor markets, and inflation.

The Board engaged in a long-term planning session on solar power.

The Board discussed inflation and its effects on MMPA's costs and rates.

The Board discussed Xcel's request for a more than 21% electric rate increase over the next three years. More than half of this rate increase is requested for 2022. The Board also discussed Minnesota Power's request for a 17.58% electric rate increase for 2022.

The Board discussed the Walleye Wind project, which is scheduled to begin construction next spring. MMPA has a long-term contract for all of the output of the 110-Megawatt project, located in southwestern Minnesota.

The Board discussed the results of a survey of MMPA members' retail energy adjustment clause (EAC) practices.

Management gave a presentation about the Level 2 dual-port electric vehicle chargers MMPA placed in seven member communities this fall. EV chargers were placed in seven MMPA communities. The Agency will be offering the program again in 2022 for cities that did not participate in 2021.

MMPA had a net decrease of 6 customers in the Agency's residential Clean Energy Choice program from September to October. Customer penetration remains at 3.8%.

Have a wonderful and a great Thanksgiving!

Thanks,

-David



Date: November 15, 2021

To: City of Arlington

From: Lee Ortloff/Lee Forcier/Corbin Kiecker, Operators

O & M Report: October 2021

## **Water Operation & Maintenance**

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- There was a total of 30 Gopher State One Locates for the month.
- Performed weekly backwashing and testing of Iron, Manganese, Fluoride, and Chlorine residuals.
- Performed monthly preventative maintenance of water treatment plant equipment.
- Performed monthly exercise and preventative maintenance of emergency backup generators.  
Replaced belts on School lift station generator and well #4 generator.
- Performed reading of water and elec. meters per monthly reading.
- Collected and submitted two bacteria coliform samples as required by MN Dept of Health.
- There was a total of 4 service requests. All were repairing/replacing of existing radio read meters.
- Oct 1<sup>st</sup> – Took reading of meters at fairgrounds and racetrack due to end of racing season.
- Oct 4<sup>th</sup> – AMPI was here to put fuel in generators as result of possibly of fuel turning bad.  
Generators appear to be running better as result. The fuel in the tanks were treated also.
- Oct 6<sup>th</sup> – Tony's Outdoor Service at Wastewater Plant to repair water leak and installed farm/yard hydrant for dog park. This was discussed and moved forward with as result of water leak to wastewater plant service line. Line was repaired and hydrant was added in addition to repaired piece.
- Oct 11<sup>th</sup> – Water meter at racetrack removed due to end of racing season and stored for winter.
- Oct 25<sup>th</sup> – Assisted Sibley East School maintenance with water shutoff to football practice field.
- Oct 25<sup>th</sup> – Shut off water to city park and flower bed on Main St.

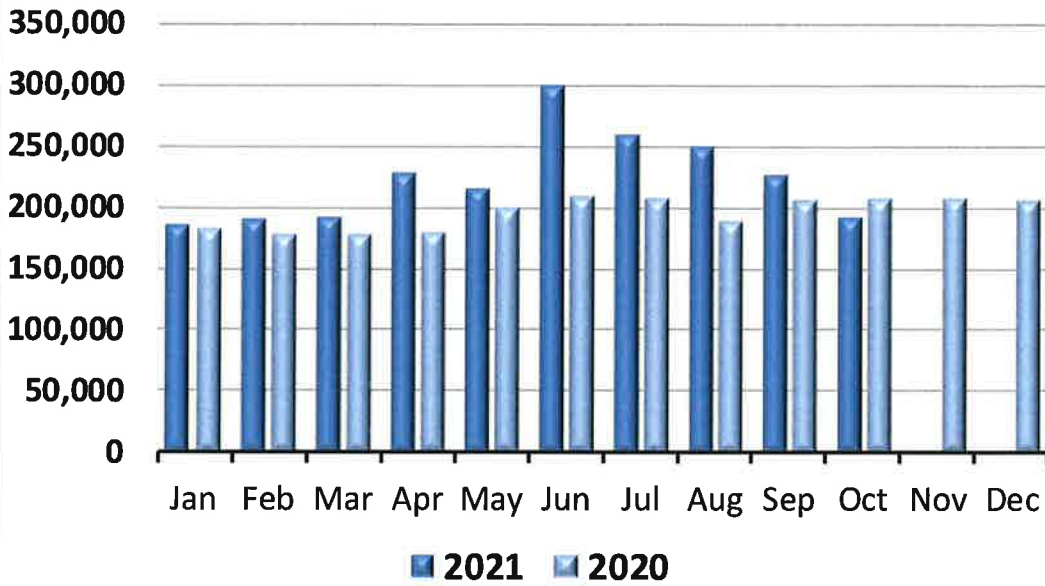


## **Wastewater Operation & Maintenance**

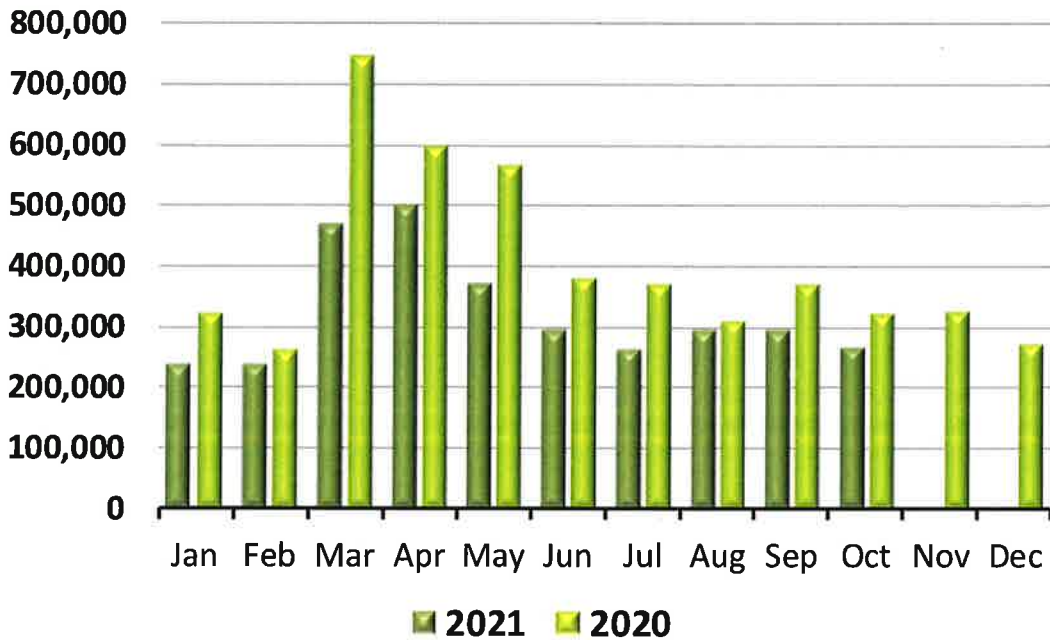
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- Performed monthly preventative maintenance of wastewater plant equipment.
- Performed weekly checks of lift stations and recording of run times.
- Exercised emergency backup generators and performed maintenance.
- Jetting was performed in Green Isle as part of preventative maintenance program.
- Oct 1<sup>st</sup> – Hose was found at Northland Drying Lift station. Hose running from concrete pit. Also, evidence of pumping being done at “makeshift” pond\storage area into pit. Lee Ortloff as well as Administrator Newsom were notified. Pictures were taken and PeopleService unplugged pump. Pump was pulled by Northland at 11am. An abundance of components being brought into the wastewater stream and causing an overload on wastewater treatment plant and treatment process was recorded a day or two prior to discovery of hose, we believe this was cause. Greg Stang, Lee Ortloff, and Admin Newsom met with Lee from Northland and a solution was reached. People Service will work with Northland on emptying the concrete pit into the lift station in a way as not to cause overloading on the wastewater plant and wastewater treatment process.
- Oct 12<sup>th</sup>-27<sup>th</sup> – Performed and completed hauling of sludge by emptying sludge storage tanks and applying treated sludge to Bill Soeffker’s field.
- Oct 29<sup>th</sup> – Sludge applicator tractor/wagon cleaned and stored for winter.

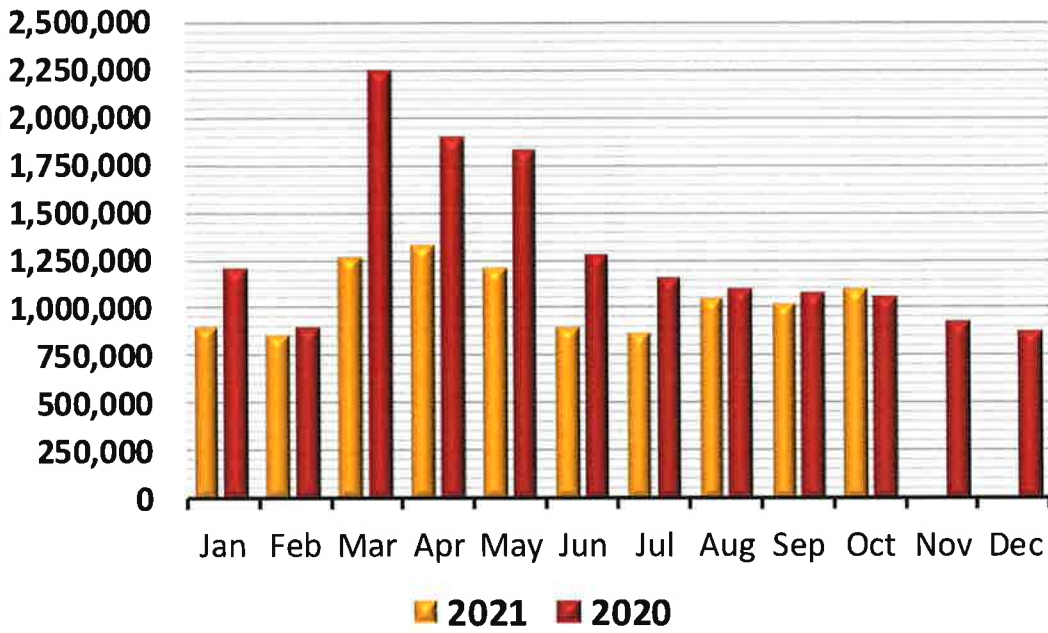
**Arlington Average Daily Water Pumped - In Gallons**



**Arlington Average Daily Wastewater Pumped - In Gallons**



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





Water	Units	October-21	September-21	October-20
<b>Average Daily Pumped</b>	gallons	192,000	226,033	208,161
<b>Maximum Daily Pumped</b>	gallons	277,000	404,000	307,000
<b>Minimum Daily Pumped</b>	gallons	0	0	114,000
<b>Total Monthly Pumped</b>	gallons	5,952,000	6,781,000	6,453,000
<b>Well #2 Pumped</b>	gallons	3,665,000	3,824,000	3,347,000
<b>Well #3 Pumped</b>	gallons	0	0	0
<b>Well #4 Pumped</b>	gallons	2,251,000	2,896,000	3,106,000
<b>Average Daily Fluoride Conc.</b>	mg/L	0.71	0.57	0.76
<b>Fluoride concentration Permit Limit</b>	mg/L	.5-0.9 mg/L	.5-0.9 mg/L	.5-0.9 mg/L
<b>Fluoride used</b>	gallons	13.50	14.50	20.50
<b>Total Chlorine Residual</b>	mg/L	1.13	0.94	1.46
<b>Total Chlorine Concentration Permit Limit</b>	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
<b>Chlorine used</b>	lbs	105.80	120.80	166.90
<b>Potassium Permanganate used</b>	gallons	41.00	50.00	63.00
<b>Wastewater</b>				
<b>CBOD</b>				
<b>CBOD Influent</b>	mg/L	223	330	250
<b>CBOD Effluent-Monthly</b>	mg/L	0	0	0
<b>CBOD Effluent-Monthly Permit Limit</b>	mg/L	15	15	15
<b>CBOD Max Weekly</b>	mg/L	1	1	1
<b>CBOD Max Weekly-Permit Limit</b>	mg/L	25	25	25
<b>CBOD Effluent Monthly kg/day</b>	kg/day	0	0	0
<b>CBOD Monthly kg/day-Permit Limit</b>	kg/day	46	46	46
<b>CBOD Effluent Weekly kg/day</b>	kg/day	1	1	1
<b>CBOD Weekly kg/day-Permit Limit</b>	kg/day	70	70	70
<b>CBOD % Removal</b>	%	100%	100%	100%
<b>CBOD % Removal Permit Limit</b>	%	85%	85%	85%
<b>TSS</b>				
<b>TSS Influent</b>	mg/L	244	254	845
<b>TSS Effluent-Monthly</b>	mg/L	2	1	4
<b>TSS Effluent Permit Limit</b>	mg/L	30	30	30
<b>TSS Effluent Max Weekly</b>	mg/L	3	2	6
<b>TSS Max weekly - Permit Limit</b>	mg/L	45	45	45
<b>TSS Effluent-Monthly kg/day</b>	kg/day	2	1	5
<b>TSS Monthly kg/day-Permit Limit</b>	kg/day	91	91	91
<b>TSS Effluent Max Weekly kg/day</b>	kg/day	3	3	7
<b>TSS Max weekly kg/day- Permit Limit</b>	kg/day	140	140	140
<b>TSS % Removal</b>	%	99%	99%	99%
<b>TSS % Removal Permit Limit</b>	%	85%	85%	85%
<b>Phosphorus</b>				
<b>Phos Influent</b>	mg/L	5.30	6.50	4.40
<b>Phos Effluent</b>	mg/L	0.20	0.20	0.10
<b>Phos Effluent Permit Limit</b>	mg/L	1	1	1
<b>Phos Effluent Loading</b>	kg/day	0.70	0.24	0.13
<b>Phos Effluent Loading Permit Limit</b>	kg/day	2.50	2.50	2.50



<b>Fecal Coliform</b>				
<b>Fecal Effluent</b>	ml	15	11.00	7
<b>Fecal Effluent Permit Limit</b>	ml	200#/100ml	200#/100ml	200#/100ml
<b>Dissolved Oxygen</b>				
<b>DO Effluent</b>	mg/L	7	7	7
<b>DO Effluent Permit Limit</b>	mg/L	5	5	5
<b>Effluent Flow</b>				
<b>Average Daily</b>	gallons	266,000	294,000	321,500
<b>Maximum Daily</b>	gallons	437,000	437,000	395,000
<b>Total Monthly</b>	gallons	8,244,000	8,813,000	9,966,000
<b>Total Monthly Precipitation</b>	inches	2.30	2.60	1.72
<b>Green Isle Lift Station Total Flow</b>	gallons	1,099,000	1,021,000	1,059,000
<b>Contract True-Ups - Current Contract Year</b>				
<b>Item</b>	<b>Budgeted Amount</b>	<b>Amount Spent</b>	<b>% of Budget</b>	<b>% of Time</b>
<b>Maintenance Budget</b>	\$19,386.00	\$14,622.00	75%	83%
<b>Chemical Budget</b>	\$12,080.00	\$13,923.00	115%	83%
<b>Total</b>	\$31,466.00	\$28,545.00	91%	83%



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

**RESOLUTION 87-2021**

**A RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY**

WHEREAS, the Arlington City Council has received the written resignation of Councilmember Craig Buss, effective on November 16, 2021.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Arlington, Minnesota accepts the resignation of Councilmember Craig Buss, as previously described, and declared that a vacancy exists on the City Council effective as of November 16, 2021.

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 voted against the same: \_\_\_\_\_; and the following abstained from voting: \_\_\_\_\_; and the following were absent: \_\_\_\_\_.

The foregoing resolution was adopted by the City Council of the City of Arlington this 6th day of December 2021.

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.

## Amy Newsom

---

**From:** Craig Buss  
**Sent:** Tuesday, November 16, 2021 8:02 PM  
**To:** Amy Newsom  
**Subject:** Retirement.

Well, I had a change of life Monday. I will no longer be able to fulfill my duties as a elected official of Arlington, Mn. I hearby resign from city council. I want to thank all city council members, Mayor Nagel and especially city administrator Amy Newsome for your dedication to the Arlington community. The general public truly has no idea what all goes into making a community successful or to get a community to grow in a positive way.

Craig Buss

SITE NAME: MN07 Arlington

#### AMENDMENT NO. 4 TO WATER TOWER EQUIPMENT LOCATION LEASE

This AMENDMENT NO. 4 TO WATER TOWER EQUIPMENT LOCATION LEASE ("Amendment") is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Arlington, Minnesota, a municipal corporation ("Owner") and Alltel Corporation d/b/a Verizon Wireless ("Tenant"), with its principal office located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920, with reference to the facts set forth in the Recitals below:

#### RECITALS

A. Owner and Tenant are parties to a Water Tower Equipment Location Lease with an effective date of October 1, 2000, Amendment No. 1 to Water Tower Equipment Location Lease dated May 10, 2013, Amendment No. 2 to Water Tower Equipment Location Lease dated November 24, 2014, and Amendment No. 3 to Water Tower Equipment Location Lease dated January 25, 2016 (collectively, the "Agreement") whereby Owner has leased water tower ("Water Tower") space and ground space to Tenant.

B. Owner and Tenant desire to amend the Agreement to allow for the installation of new/modified equipment.

#### AGREEMENT

NOW, THEREFORE, in consideration of the facts contained in the Recitals above, the mutual covenants and conditions below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. REVISED INSTALLATION. Effective immediately, Tenant may make the following equipment modifications/additions to the Water Tower:

- a. Remove three (3) panel antennas, and existing Clearwire antennas and coax cables.
- b. Add six (6) panel antennas, six (6) RRUs, one (1) distribution box, and two (2) hybrid cables.

With these modifications, the final configuration on the Water Tower will be as follows:

Twelve (12) panel antennas, six (6) RRUs, one (1) distribution box, two (2) hybrid cables, (6) coax cables, one (1) microwave dish, and one (1) E60 MW cable.

2. RENT INCREASE. As consideration for the rights granted herein, commencing on the first day of the month following the start of installation of the revised equipment ("Rent Increase Date"), the monthly rent shall be increased to a total amount of Two Thousand Four Hundred and No/100 Dollars (\$2,400.00) per month. The increased rental amount shall escalate

pursuant to the Agreement. Owner and Tenant acknowledge and agree that the increased rental payment(s) may not actually be delivered by Tenant until ninety (90) days after the Rent Increase Date.

3. NOTICE. Tenant's notice address for purposes of Paragraph 13 of the Agreement is hereby replaced with the following:

Tenant: Alltel Corporation  
d/b/a Verizon Wireless  
180 Washington Valley Road  
Bedminster, New Jersey 07921  
Attention: Network Real Estate

4. RATIFICATION OF THE AGREEMENT. Except as specifically modified by this Amendment, the parties agree that all of the terms and conditions of the Agreement are in full force and effect and remain unmodified, and the parties hereby ratify and reaffirm the terms and conditions of the Agreement and agree to perform and comply with the same. In the event of a conflict between any term or provision of the Agreement and this Amendment, the terms and provisions of this Amendment shall control. In addition, except as otherwise stated in this Amendment, all initially capitalized terms will have the same respective defined meaning stated in the Agreement. All captions are for reference purposes only and shall not be used in the construction or interpretation of this Amendment.

IN WITNESS WHEREOF, Owner and Tenant have caused this Amendment to be executed by each party's duly authorized representative on the date written below.

**Owner:**

City of Arlington, Minnesota,  
a municipal corporation

By: \_\_\_\_\_

Name: Richard Nagel

Its: Mayor

By: \_\_\_\_\_

Name: Amy Newsom

Its: City Administrator

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

**Tenant:**

Alltel Corporation  
d/b/a Verizon Wireless

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

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

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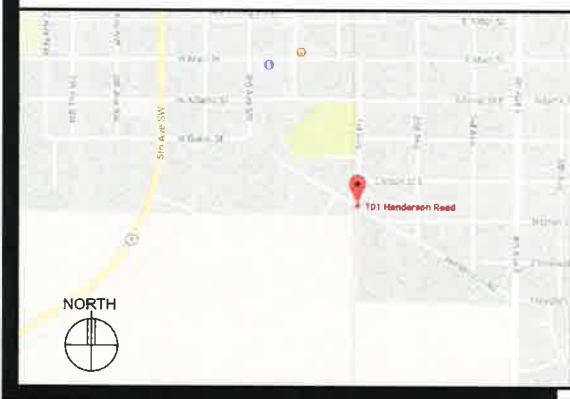


# MN07 ARLINGTON AWS

SITE PHOTO



VICINITY MAP



### SHEET INDEX

SHEET	SHEET DESCRIPTION
T-1	PROJECT INFORMATION, MAPS, DIRECTIONS, AND SHEET INDEX
A-1	TOWER ELEVATIONS
A-2	SITE PLAN & SHELTER PLAN
A-3	EXISTING COAX, ANTENNA & TMA KEY AND COAX ENTRY DETAILS
A-4	PROPOSED COAX, ANTENNA & TMA KEY AND MISC. PHOTOS
A-5	MOUNTING DETAILS, ONE-LINE DIAGRAM
A-6	ANTENNA EQUIPMENT MOUNTING DETAILS
A-7	GENERAL NOTES & SPECIFICATIONS
A-8	TOWER PHOTOS
A-9	SECTOR PHOTOS
A-10	INTERIOR PHOTOS
S0 - S2	STRUCTURAL PLANS, DETAILS, AND NOTES (3 SHEETS)

### ISSUE SUMMARY

REV	DESCRIPTION	SHEET OR DETAIL
B	ISSUED FOR TOWER OWNER SIGNOFF	ALL
C	ISSUED FOR TOWER OWNER SIGNOFF	ALL
D	ADDED STRUCTURAL	ALL
E	REVISED RFDS & STRUCTURAL	ALL
F	ISSUED FOR TOWER OWNER SIGNOFF	ALL
G	ISSUED FOR TOWER OWNER SIGNOFF	A-1, A-5
H	ISSUED FOR TOWER OWNER SIGNOFF	ALL
J	ISSUED FOR TOWER OWNER SIGNOFF	ALL
K	ISSUED FOR TOWER OWNER SIGNOFF	A-2, A-7, & Sx

### VZW DEPT. APPROVALS

JOB TITLE	NAME	DATE
RF ENGINEER	JUSTIN RUCH	08-11-21
CONSTRUCTION ENGINEER	STEVE COLLIN	08-09-21

### LESSOR / LICENSOR APPROVAL

SIGNATURE	PRINTED NAME	DATE
	JAMES CONNOR	11/16/2021

LESSOR / LICENSOR: PLEASE CHECK THE APPROPRIATE BOX BELOW  
 NO CHANGES.     CHANGES NEEDED. SEE COMMENTS ON PLANS.

### SITE LOCATION



### CONTACTS

LESSOR:	CITY OF ARLINGTON
LESSEE:	VERIZON WIRELESS 10801 BUSH LAKE ROAD BLOOMINGTON, MN 55438 CONSTRUCTION DEPT (952) 946-4700
DESIGNER:	DESIGN 1 OF EDEN PRAIRIE LLC 9973 VALLEY VIEW ROAD EDEN PRAIRIE, MN 55344 (952) 903-9299
STRUCTURAL ENGINEER:	HERZOG ENGINEERING 530 NORTH 3RD STREET, SUITE 230 MINNEAPOLIS, MN 55401 (612) 844-1234 (JOSH HERZOG)

### PROJECT INFORMATION

SITE NAME:	MN07 ARLINGTON
PROJECT NUMBER:	20171699044
SITE ADDRESS:	101 HENDERSON ROAD ARLINGTON, MN 55307
COUNTY:	SIBLEY
LATITUDE:	N 44° 36' 19.2"
LONGITUDE:	W 94° 04' 43.7"
GROUND ELEVATION:	993' AMSL
ANTENNA TIP HEIGHT:	157.0' AGL (CDMA) / 158.0' AGL (LTE)
ANTENNA CENTERLINE HEIGHT:	155.0' AGL
STRUCTURE HEIGHT:	154.5' AGL (APPROX.)
OVERALL STRUCTURE HEIGHT:	179.5' AGL (APPROX.)
GENERATOR ON SITE:	YES (VZWDIESEL)
TOWER BUILT:	1997
BASED ON RFDS DATED:	12-15-20
COAX RUNS:	"X" COAX RUN = (2) 7/8" LINES @ 140' (REMOVE) "X" COAX RUN = (2) 1-5/8" LINES @ 140' (EXISTING) "Y" COAX RUN = (2) 7/8" LINES @ 140' (REMOVE) "Y" COAX RUN = (2) 1-5/8" LINES @ 140' (EXISTING) "Z" COAX RUN = (2) 7/8" LINES @ 140' (REMOVE) "Z" COAX RUN = (2) 1-5/8" LINES @ 140' (EXISTING) "MISC" COAX = (2) 6RRLU HYBRID COAX CABLE (PROP) (1) E60 M.W. CABLE (EXISTING) (9) LMR400 CABLES (REMOVE, NOT IN SERVICE)
PROJECT DESCRIPTION:	
REMOVE:	(3) EXISTING PANEL ANTENNAS (1) EXISTING CLEARWIRE ANTENNAS NOT IN SERVICE
ADD:	(2) MOUNTS (6) PANEL ANTENNAS (6) RADIOS (1) DIST. BOX ON TOWER (1) 19" RACK IN SHELTER (1) RACK MOUNTED DIST. BOX IN SHELTER W/ DC UP-CONVERTER (2) 6RRLU HYBRID CABLES

**HERZOG**  
ENGINEERING LLC  
530 North 3rd Street, Suite 230  
Minneapolis, MN 55401  
(612) 844-1234

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE:   
NAME: Josh Herzog  
DATE: 11-24-2021  
LICENSE NUMBER: 42392

STRUCTURAL #: 171235

9973 VALLEY VIEW RD.  
EDEN PRAIRIE, MN 55344  
(952) 903-9299  
WWW.DESIGN1EP.COM

10801 BUSH LAKE ROAD  
BLOOMINGTON, MN 55438  
(952) 946-4700

PROJECT  
20171699044  
LOC. CODE # 224652

MN07  
ARLINGTON  
AWS

101 HENDERSON ROAD  
ARLINGTON, MN 55307

SHEET CONTENTS:  
CONTACTS  
ISSUE SUMMARY  
SHEET INDEX  
DEPARTMENTAL APPROVALS  
LESSOR APPROVAL  
PROJECT INFORMATION  
VICINITY MAP  
GENERAL NOTES

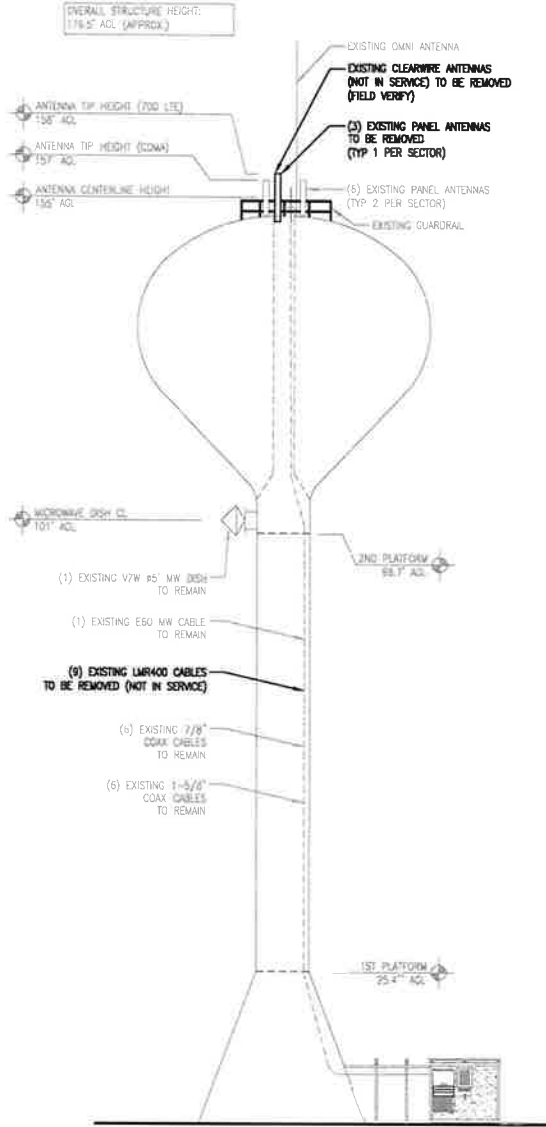
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CHECKED BY:	KNE
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REV. F	07-02-18
REV. G	07-16-19
REV. H	08-04-21
REV. J	08-23-21
REV. K	11-01-21
REV. D	11-24-21

T-1

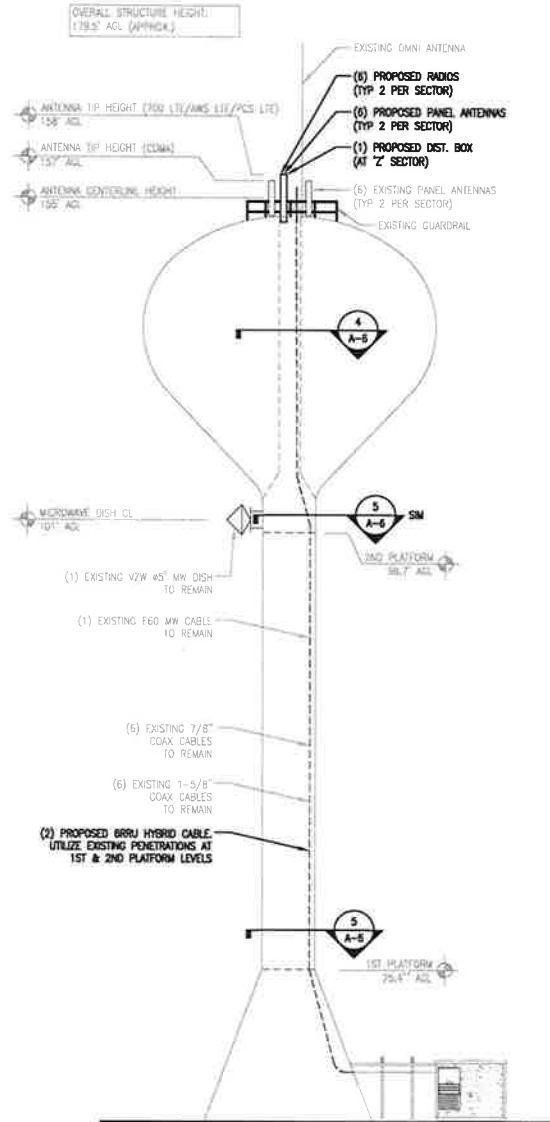
NOTE:  
ANTENNAS BY OTHERS NOT SHOWN FOR CLARITY.

NOTE:  
CONTRACTOR TO ENSURE EXISTING MUNICIPAL ANTENNAS ARE NOT AFFECTED DURING REMOVAL OF VZW/CLEARWIRE ANTENNAS.

1. PROPOSED EQUIPMENT TO BE INSTALLED IN ACCORDANCE W/ STRUCTURAL ANALYSIS BY HERZOG ENGINEERING LLC, PROJECT #171235. NOTIFY ENGINEER IMMEDIATELY IF THERE ARE ANY DISCREPANCIES BETWEEN THE STRUCTURAL ANALYSIS/CONSTRUCTION DRAWINGS AND EXISTING CONDITIONS. THE CONTRACTOR SHALL VERIFY THAT THE HEIGHTS OF THE EXISTING EQUIPMENT MATCH THE STRUCTURAL ANALYSIS.
2. CONTRACTOR TO FIELD VERIFY ALL BOLTED CONNECTIONS, INCLUDING U-BOLTS, ARE PROVIDED WITH NUT-LOCKING DEVICE OR MECHANISM SUCH AS, BUT NOT LIMITED TO, LOCK NUTS, LOCK WASHERS, OR PALMUTS. SCOPE OF WORK INCLUDES FURNISHING & INSTALLING NUT-LOCKING DEVICES OR MECHANISMS AS REQUIRED PER 11A-222-H.
3. THE HERZOG ENGINEERING STRUCTURAL ANALYSIS INCLUDES THE TOWER FOUNDATION, TOWER SHELL, AND LOCAL MOUNTS.



1 EXISTING TOWER ELEVATION  
SCALE: 1" = 20'



2 PROPOSED TOWER ELEVATION  
SCALE: 1" = 20'-0"



**HERZOG ENGINEERING LLC**  
530 North 3rd Street, Suite 230  
Minneapolis, MN 55401  
(612) 844 - 1234

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: *Johnup Herzog*  
NAME: Johnup Herzog  
DATE: \_\_\_\_\_  
LICENSE NUMBER: 42392

STRUCTURAL #: 171235

**DESIGN 1**

9973 VALLEY VIEW RD.  
EDEN PRARIE, MN 55344  
(952) 963-0299  
WWW.DESIGN1EP.COM

**verizon**

18801 BUSH LAKE ROAD  
BLOOMINGTON, MN 55438  
(852) 846-4700

PROJECT  
20171695044  
LOC. CODE # 224652

MN07  
ARLINGTON  
AWS

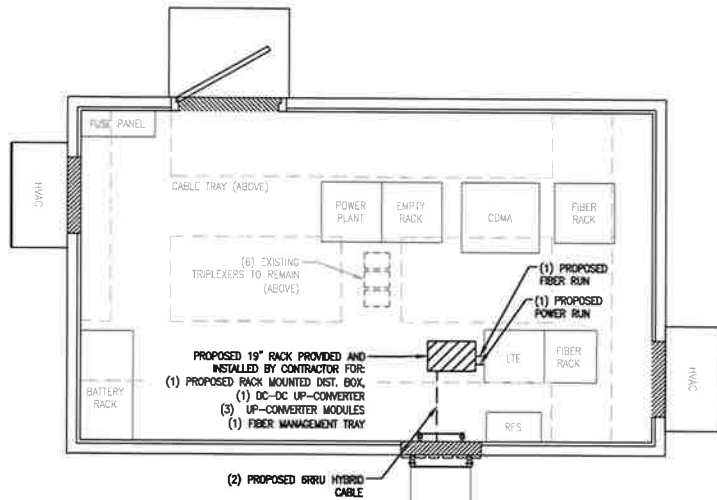
101 HENDERSON ROAD  
ARLINGTON, MN 55307

SHEET CONTENTS:  
TOWER ELEVATIONS

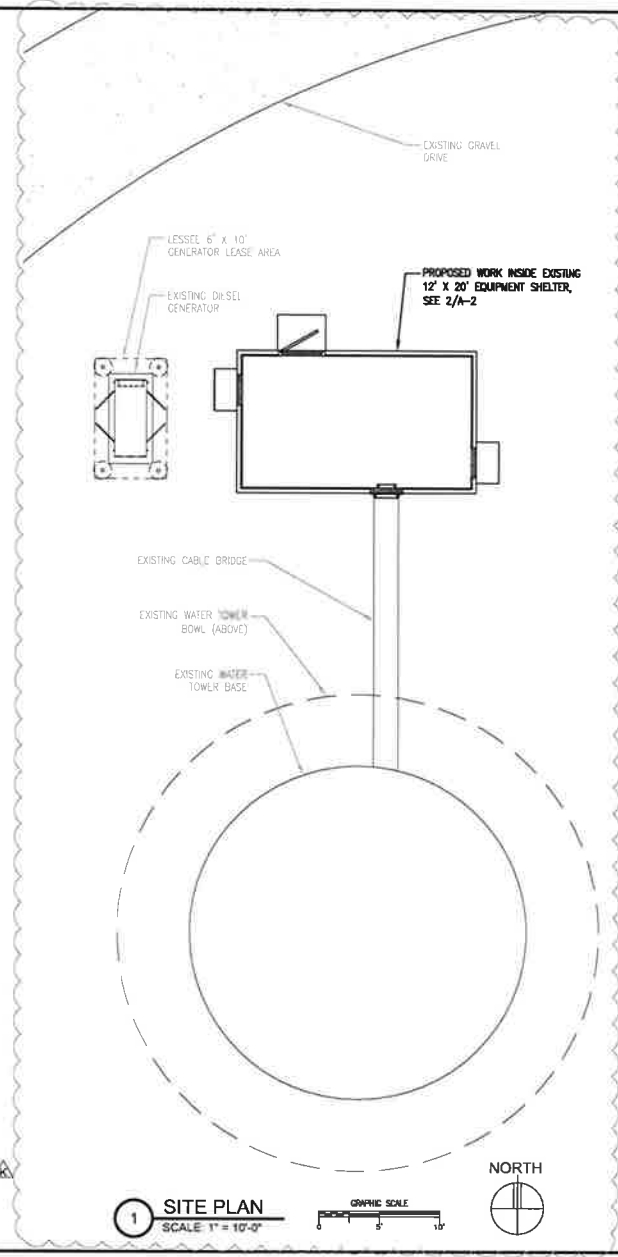
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CHECKED BY:	KNE
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REV. F	07-02-18
REV. G	07-16-19
REV. H	08-04-21
REV. J	08-23-21
REV. K	11-01-21
REV. D	11-24-21

A-1





**2 SHELTER PLAN**  
SCALE: 1/4" = 1'-0"



**1 SITE PLAN**  
SCALE: 1" = 10'-0"



**HERZOG ENGINEERING LLC**  
530 North 3rd Street, Suite 230  
Minneapolis, MN 55401  
(612) 844 - 1234

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: *Joshua Herzog*  
NAME: Joshua Herzog  
DATE: \_\_\_\_\_  
LICENSE NUMBER: 42392

STRUCTURAL #: 171235

**DESIGN 1**  
8973 VALLEY VIEW RD.  
EDEM PRAIRIE, MN 55344  
(952) 903-9299  
WWW.DESIGN1EP.COM

**verizon**  
1861 BUSH LAKE ROAD  
BLOOMINGTON, MN 55408  
(852) 946-4700

PROJECT  
20171699044  
LOC. CODE # 224652

**MN07**  
**ARLINGTON**  
**AWS**

101 HENDERSON ROAD  
ARLINGTON, MN 55307

SHEET CONTENTS:  
SITE PLAN  
SHELTER PLAN

DRAWN BY:	TRD
CHECKED BY:	KNE
REV. E	06-28-18
REV. F	07-02-18
REV. G	07-16-19
REV. H	08-04-21
REV. J	08-23-21
REV. K	11-01-21
REV. Q	11-24-21

EXISTING ANTENNA KEY													
	AZIMUTH	POSITION	FUNCTION	QTY	MANUFACTURER	MODEL	MOO TYPE	ANTENNA LENGTH	ANTENNA TIP CENTER	ANTENNA ELEC DOWN/TLT	MECH DOWN/TLT	STATUS	
Y SECTOR	45°	1	TX/RXD	1	ANTEL	SPA-70063/RCF	700 LTE	94"	158.9'	155°	0'	2	REMAIN
	45°	2.1	TX/RXD	1	CSS	BXA-70063/RCF	700 LTE	94"	158.9'	155°	0'	2	REMOVE
	45°	2.2	TX/RXD	1	CSS	BXA-70063/RCF	700 LTE	94"	158.9'	155°	0'	2	REMOVE
Y SECTOR	165°	1.1	TX/RXD	1	CSS	BXA-70063/RCF	700 LTE	94"	158.9'	155°	0'	2	REMOVE
	165°	1.2	TX/RXD	1	CSS	BXA-70063/RCF	700 LTE	94"	158.9'	155°	0'	2	REMOVE
	165°	2	TX/RXD	1	ANTEL	SPA-70063/RCF	700 LTE	94"	158.9'	155°	0'	2	REMAIN
Z SECTOR	285°	3.1	TX/RXD	1	CSS	BXA-70063/RCF	700 LTE	94"	158.9'	155°	0'	2	REMOVE
	285°	3.2	TX/RXD	1	CSS	BXA-70063/RCF	700 LTE	94"	158.9'	155°	0'	2	REMOVE
	285°	4	TX/RXD	1	ANTEL	SPA-70063/RCF	700 LTE	94"	158.9'	155°	0'	2	REMAIN

EXISTING COAX KEY							
QTY	COAX TYPE	MANUFACTURER	MODEL	DIELECTRIC	DIAMETER (INCH)	RUN (FEET)	STATUS
1	MAIN	ELPEN	ECS-50	FOAM	7/8"	240'	REMOVE
1	MAIN	COMSCOPE	FWA7-50	FOAM	1-5/8"	240'	REMAIN
1	MAIN	COMSCOPE	FWA7-50	FOAM	1-5/8"	240'	REMAIN
1	MAIN	ELPEN	ECS-50	FOAM	7/8"	240'	REMOVE
1	MAIN	COMSCOPE	FWA7-50	FOAM	1-5/8"	240'	REMAIN
1	MAIN	COMSCOPE	FWA7-50	FOAM	1-5/8"	240'	REMAIN
1	MAIN	ELPEN	ECS-50	FOAM	7/8"	240'	REMOVE
1	MAIN	COMSCOPE	FWA7-50	FOAM	1-5/8"	240'	REMAIN
1	MAIN	COMSCOPE	FWA7-50	FOAM	1-5/8"	240'	REMAIN
1	MAIN	ELPEN	ECS-50	FOAM	7/8"	240'	REMOVE
1	JUMPER	COMSCOPE	LD4-50A	FOAM	1/2"	10'	REMOVE
1	JUMPER	COMSCOPE	LD4-50A	FOAM	1/2"	10'	REMAIN

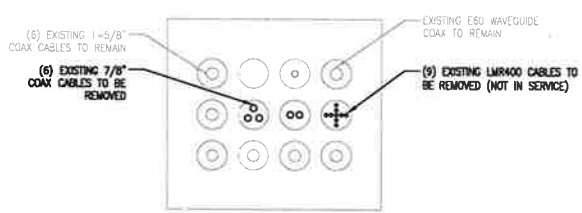
EXISTING TMA KEY		
QTY.	MODEL	STATUS
0	TMA'S	TOTAL

ADDITIONAL: (6) EXISTING COMSCOPE TRIPLEXERS MODEL# CBC7823-05/E11F33P03 TO REMAIN (IN SHELTER)  
 (9) EXISTING LMR400 CABLES TO BE REMOVED.  
 EXISTING CLEARWIRE ANTENNAS TO BE REMOVED (FIELD VERIFY).

NOTE:  
 NOT SHOWN: (1) EXISTING E60 WAVEGUIDE COAX TO REMAIN

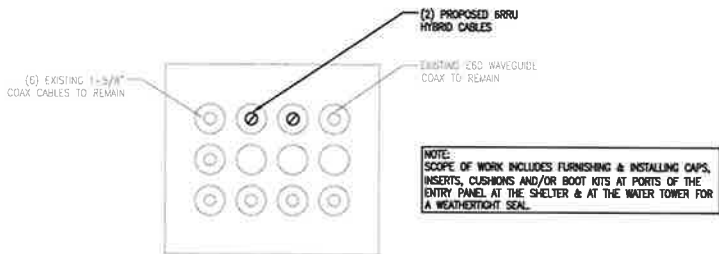
3 TMA KEY

1 ANTENNA KEY

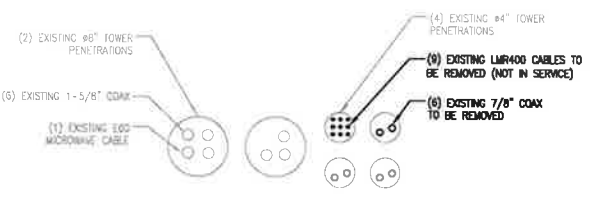


4 EXISTING SHELTER COAX ENTRY DETAIL  
 VIEW: FROM INSIDE

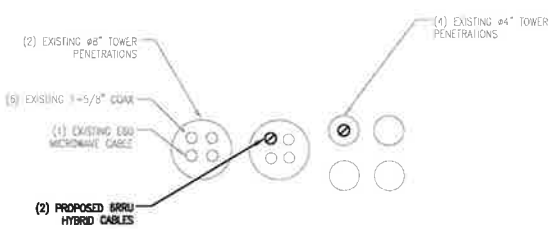
2 COAX KEY



5 PROPOSED SHELTER COAX ENTRY DETAIL  
 VIEW: FROM INSIDE



6 EXISTING TOWER COAX ENTRY DETAIL  
 VIEW: FROM INSIDE



7 PROPOSED TOWER COAX ENTRY DETAIL  
 VIEW: FROM INSIDE

**HERZOG**  
 ENGINEERING LLC  
 530 North 3rd Street, Suite 230  
 Minneapolis, MN 55401  
 (612) 844 - 1234

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: *Joshua Herzog*  
 NAME: Joshua Herzog  
 DATE: \_\_\_\_\_  
 LICENSE NUMBER: 42392  
 STRUCTURAL #: 173235

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 (952) 948-4700

PROJECT  
 20171699044  
 LOC. CODE # 224652

MN07  
 ARLINGTON  
 AWS

101 HENDERSON ROAD  
 ARLINGTON, MN 55307

SHEET CONTENTS:  
 EXISTING COAX, ANTENNA, &  
 TMA KEY  
 COAX ENTRY DETAILS

DRAWN BY:	TRD
CHECKED BY:	KNE
REV. E:	06-28-18
REV. F:	07-02-18
REV. G:	07-18-19
REV. H:	08-04-21
REV. J:	08-23-21
REV. K:	11-01-21
REV. D:	11-24-21

PROPOSED ANTENNA KEY													
SECTOR	AZIMUTH	POSITION	FUNCTION	QTY	MANUFACTURER	MODEL	MOD TYPE	ANTENNA LENGTH	ANTENNA TIP	ANTENNA CENTER	ELEC DOWN/TILT	MECH DOWN/TILT	STATUS
45°	2.1	TX/RX1	1	COMMSCOPE	NH-85C-R2B	700/850 LTE		96"	156"	155"	Z	0'	PROPOSED
	2.2	TX/RX2			2ND PORT	700/850 LTE							
	2.3	TX/RX1			3RD PORT	AMS LTE					Z	0'	
	2.4	TX/RX2			4TH PORT	AMS LTE							
	2.5	TX/RX3			5TH PORT	AMS LTE					Z	0'	
	2.6	TX/RX4			6TH PORT	AMS LTE							
	3.1	TX/RX3	1	COMMSCOPE	NH-85C-R2B	700/850 LTE		96"	156"	155"	Z	0'	PROPOSED
	3.2	TX/RX4			2ND PORT	700/850 LTE							
	3.3	TX/RX1			3RD PORT	PCS LTE					Z	0'	
	3.4	TX/RX2			4TH PORT	PCS LTE							
	3.5	TX/RX3			5TH PORT	PCS LTE					Z	0'	
	3.6	TX/RX4			6TH PORT	PCS LTE							
165°	2.1	TX/RX1	1	COMMSCOPE	NH-85C-R2B	700/850 LTE		96"	156"	155"	Z	0'	PROPOSED
	2.2	TX/RX2			2ND PORT	700/850 LTE							
	2.3	TX/RX1			3RD PORT	AMS LTE					Z	0'	
	2.4	TX/RX2			4TH PORT	AMS LTE							
	2.5	TX/RX3			5TH PORT	AMS LTE					Z	0'	
	2.6	TX/RX4			6TH PORT	AMS LTE							
	4.1	TX/RX1	1	COMMSCOPE	NH-85C-R2B	700/850 LTE		96"	156"	155"	Z	0'	PROPOSED
	4.2	TX/RX2			2ND PORT	700/850 LTE							
	4.3	TX/RX1			3RD PORT	PCS LTE					Z	0'	
	4.4	TX/RX2			4TH PORT	PCS LTE							
	4.5	TX/RX3			5TH PORT	PCS LTE					Z	0'	
	4.6	TX/RX4			6TH PORT	PCS LTE							
285°	2.1	TX/RX1	1	COMMSCOPE	NH-85C-R2B	700/850 LTE		96"	156"	155"	Z	0'	PROPOSED
	2.2	TX/RX2			2ND PORT	700/850 LTE							
	2.3	TX/RX1			3RD PORT	AMS LTE					Z	0'	
	2.4	TX/RX2			4TH PORT	AMS LTE							
	2.5	TX/RX3			5TH PORT	AMS LTE					Z	0'	
	2.6	TX/RX4			6TH PORT	AMS LTE							
	4.1	TX/RX1	1	COMMSCOPE	NH-85C-R2B	700/850 LTE		96"	156"	155"	Z	0'	PROPOSED
	4.2	TX/RX2			2ND PORT	700/850 LTE							
	4.3	TX/RX1			3RD PORT	PCS LTE					Z	0'	
	4.4	TX/RX2			4TH PORT	PCS LTE							
	4.5	TX/RX3			5TH PORT	PCS LTE					Z	0'	
	4.6	TX/RX4			6TH PORT	PCS LTE							

- ADDITIONAL: (1) RAYCAP DISTRIBUTION BOX MODEL #RDC-6627-PF-48 (ON TOWER)  
 (1) RAYCAP RACK MOUNTED DISTRIBUTION BOX MODEL #RDC-4520-RM-48-2 (INSIDE SHELTER)  
 (2) CPR MODULES MODEL# RCPRI-1189-CMU  
 (1) DC-DC UP CONVERTER UNIT  
 (3) UP CONVERTER MODULES  
 (2) COMMSCOPE 68RU TRUNK CABLE MODEL# HFT1206-24S/2-240  
 (8) COMMSCOPE RET CABLES MODEL# ATG3-801-005 (RADIO TO ANTENNA)  
 (1) FIBER MANAGEMENT TRAY

- 68RU HYBRID CABLES  
 SHELTER  
 CABLE BRIDGE TO  
 CENTER OF TOWER 20'  
 DIST. BOX C/L 25'  
 DRYWELL TUBE TO  
 QUADRANT TO DIST. BOX 156'  
 EXTRA 30'  
 TOTAL 240'

PROPOSED COAX/EQUIPMENT										
QTY	TYPE	MANUFACTURER	MODEL	DIELECTRIC	DW/METER (INCH)	LENGTH /PORT#	STATUS			
1	RADIO	ERICSSON	4449	COMMSCOPE FIBER FEED TAIL #HFT410-45WHY-20		1 2 1	PROPOSED			
1	RADIO	ERICSSON	8843	COMMSCOPE FIBER FEED TAIL #HFT410-45WHY-20		2 3 4	PROPOSED			
-	-	-	-	CONNECT TO REMAINING PORTS OF 4443 RADIO		5 6 7	-			
-	-	-	-	CONNECT TO REMAINING PORTS OF 8843 RADIO		8	-			
1	RADIO	ERICSSON	4449	COMMSCOPE FIBER FEED TAIL #HFT410-45WHY-25		1 2 1	PROPOSED			
1	RADIO	ERICSSON	8843	COMMSCOPE FIBER FEED TAIL #HFT410-45WHY-25		2 3 4	PROPOSED			
-	-	-	-	CONNECT TO REMAINING PORTS OF 4443 RADIO		5 6 7	-			
-	-	-	-	CONNECT TO REMAINING PORTS OF 8843 RADIO		8	-			
1	RADIO	ERICSSON	4449	COMMSCOPE FIBER FEED TAIL #HFT410-45WHY-15		1 2 1	PROPOSED			
1	RADIO	ERICSSON	8843	COMMSCOPE FIBER FEED TAIL #HFT410-45WHY-15		2 3 4	PROPOSED			
-	-	-	-	CONNECT TO REMAINING PORTS OF 4443 RADIO		5 6 7	-			
-	-	-	-	CONNECT TO REMAINING PORTS OF 8843 RADIO		8	-			
30	JUMPER	COMMSCOPE	LD4-50A	FOAM	1/2"	10'	PROPOSED			

NOTE: (1) EXISTING 2ND PLATFORM COAX NOT SHOWN ON THIS KEY.

1 ANTENNA KEY

2 COAX/EQUIPMENT KEY



6 DRYWELL HATCH PHOTO



3 COAX TO TOWER PHOTO



4 DRYWELL TUBE PHOTO



5 2ND PLATFORM PHOTO

**HERZOG ENGINEERING LLC**  
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 SIGNATURE: *Joshua Herzog*  
 NAME: Joshua Herzog  
 DATE: \_\_\_\_\_  
 LICENSE NUMBER: 42392  
 STRUCTURAL #: 171235

**DESIGN 1**  
 8873 VALLEY VIEW RD.  
 EDEN PRAIRIE, MN 55344  
 (952) 963-9299  
 WWW.DESIGN1EAP.COM

**verizon**  
 10831 BUSH LAKE ROAD  
 BLOOMINGTON, MN 55438  
 (952) 916-4720

PROJECT  
 20171699044  
 LOC. CODE # 224652

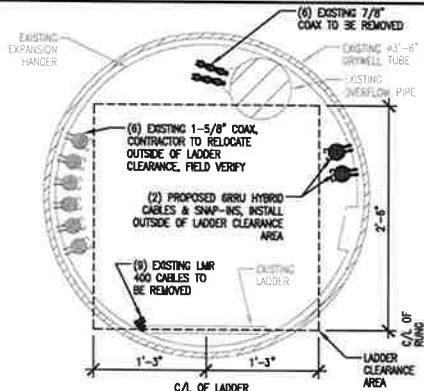
MN07  
 ARLINGTON  
 AWS

101 HENDERSON ROAD  
 ARLINGTON, MN 55307

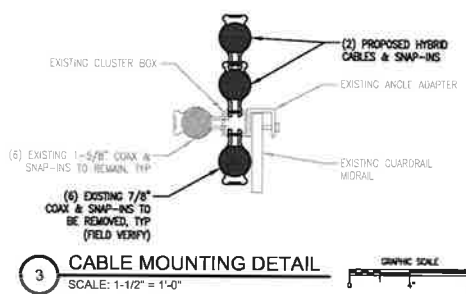
SHEET CONTENTS:  
 PROPOSED ANTENNA, COAX & EQUIPMENT KEY  
 MISC. PHOTOS

DRAWN BY:	TRD
CHECKED BY:	KNE
REV. E	08-28-18
REV. F	07-02-18
REV. G	07-16-19
REV. H	08-04-21
REV. J	08-23-21
REV. K	11-01-21
REV. D	11-24-21

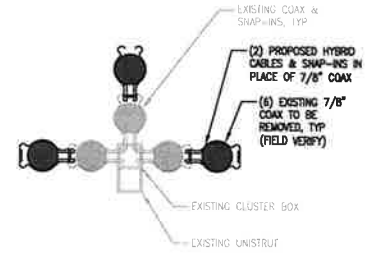




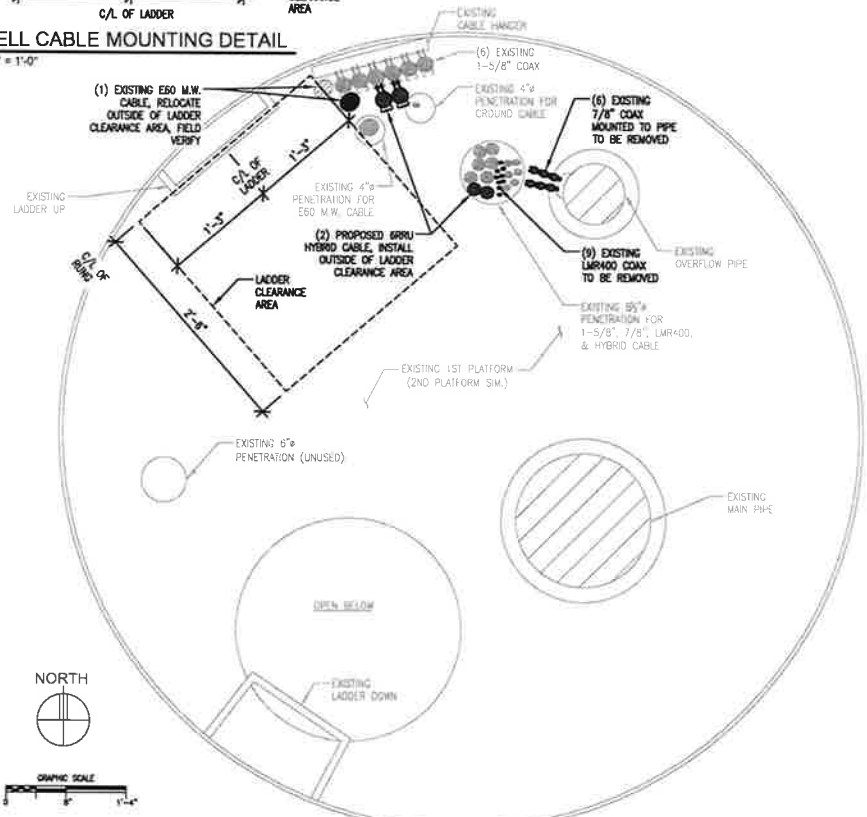
**4 DRYWELL CABLE MOUNTING DETAIL**  
SCALE: 3/4" = 1'-0"



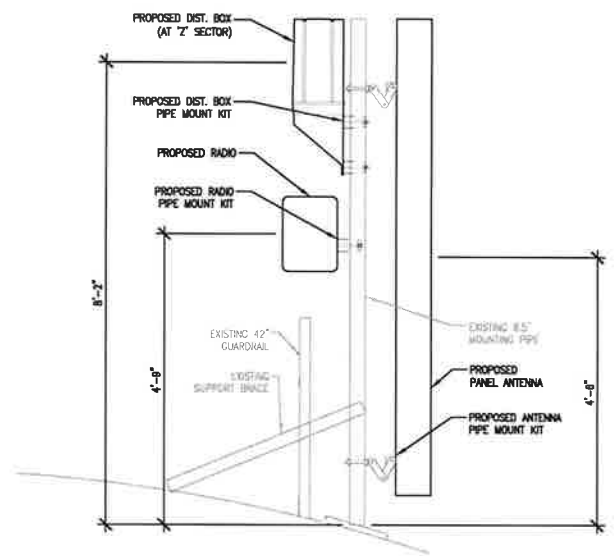
**3 CABLE MOUNTING DETAIL**  
SCALE: 1-1/2" = 1'-0"



**2 CABLE MOUNTING DETAIL**  
SCALE: 1-1/2" = 1'-0"



**5 1ST PLATFORM CABLE MOUNTING DETAIL**  
SCALE: 3/4" = 1'-0"



**1 EQUIPMENT MOUNTING DETAIL**  
SCALE: 1/2" = 1'-0"

**HERZOG ENGINEERING LLC**  
530 North 3rd Street, Suite 230  
Minneapolis, MN 55401  
(612) 844 - 1234

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SIGNATURE: *Joseph Herzog*  
NAME: Joseph Herzog  
DATE: \_\_\_\_\_  
LICENSE NUMBER: 42392

STRUCTURAL # 171236  
**DESIGN**

8973 VALLEY VIEW RD  
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PROJECT  
20171699044  
LOC. CODE # 224652

**MN07**  
**ARLINGTON**  
**AWS**

101 HENDERSON ROAD  
ARLINGTON, MN 55307

SHEET CONTENTS:  
EQUIPMENT & CABLE  
MOUNTING DETAILS

DRAWN BY:	TRD
CHECKED BY:	KNE
REV. E	06-28-18
REV. F	07-03-18
REV. G	07-16-19
REV. H	08-04-21
REV. J	08-23-21
REV. K	11-01-21
REV. O	11-24-21

### I. General Notes

- In the event that Special Inspections are not performed in compliance with the contract terms, bid specifications and/or specified form, the General Contractor will be liable for all damages, construction performance, failures, and corrective actions related to the same.
- The following general notes shall apply to drawings and govern unless otherwise noted or specified.
- The work defined in these drawings and described in the specifications shall conform to codes, standards and regulations that have jurisdiction in the state of MN, and the city of ARLINGTON.
- Requirements and regulations pertaining to RF, safety codes and practices must be incorporated in the work even though they may not be listed individually and separately in either the drawings or the specifications.
- Compare field conditions with drawings. Any discrepancies shall be directed to the Designer/Engineer for clarification prior to fabrication and/or construction. Submit necessary shop drawings prior to fabrication for approval by the Designer/Engineer. No information or details on these sheets may be used without the permission of the owner, or the Designer/Engineer.
- Do not scale drawings!
- Unless otherwise shown or noted, typical details shall be used where applicable.
- Details shall be considered typical at similar conditions.
- Safety measures: The contractor shall be solely and completely responsible for the conditions of the job site, including safety of the persons and property and for independent engineering reviews of these conditions. The job site review is not intended to include review of the adequacy of the contractor's safety measures.
- Within these plans and specifications, "Owner" implies VERIZON WIRELESS.
- The work is the responsibility of the general contractor unless noted otherwise.

- The terms "contractor" and "g.c." refer to the owner's general contractor and the general contractor's sub-contractors. It is the general contractor's responsibility to determine the division of work among sub-contractors.
- The general contractor is responsible in obtaining necessary public and private underground utility locate services prior to start of excavating/ construction.
- All attachments to painted surfaces are to include the placement of neoprene strips between hardware and points of contact to reduce/eliminate damage to the painted surface. Weld shims are required in situations where lightning a clamp may cause the neoprene to tear causing metal to metal contact. Where possible exposed neoprene should be wrapped with white tape.
- Fastening sequence should include plastic/nylon washers between the painted surface and the galvanized washer.
- All antennas, installed on the exterior of the water tower shall be shop painted to match the color of the water tower (see painting specs).
- All antenna feed lines, jumpers, coax and hybrid cable cannot interfere with top of the handrail and must be routed so such that they comply with OSHA requirements regarding guardrails.
- The installation of new equipment will be placed behind the antennas and in a manner that maintains the guardrails compliance with current OSHA guidelines for access.

- All mounting posts shall be galvanized and received "seal welded" caps prior to receiving a surface preparation and coating system to match the tower. Any existing posts not galvanized and/or without welded caps shall be replaced with new posts.
- RED electrical tape shall cover the top 3"-4" of all mounting posts.
- Contractor to touch up painting on existing antennas; spot repairs made with brush and w/o feathering should be completely rolled for uniformity.
- Contractor to touch up existing mounting pipes; depending upon their condition (damaged/rotted), the city may request replacement.
- All mounting hardware is to be galvanized and/or provided in a non-corroding material.
- All structural steel (inclusive of mounting plates) shall be galvanized and painted.

### II. Health and safety

- Contractor shall provide all safety equipment and fall protection to insure the safety of an site personnel during construction.

- Access to the tank interior water compartment shall not be permitted without the approval of the water department supervisor. Precautions shall be taken to prevent water contamination.
- The painting system shall be checked for hazardous metals. Where hazardous metals are found in the paint system, the environment and workers must be protected from contamination.
- A safe means of access (within "arms reach") to all areas of equipment installed shall be provided for the city and the city's representative for the inspection during and after the completion of work.
- All lower accesses, manways, ladders, etc., shall not be obstructed by any equipment or coax installation at any time.
- There shall be sanitary facilities at the project site at all times of work being performed.
- Contractor to perform clean-up, housekeeping, equipment storage, trash removal, and organization on a daily basis to the satisfaction of the City.

### III. Construction

- Prior to any work or installations performed, all parties involved shall meet at the site for a pre-construction meeting. This shall include any sub-contractors.
- No work shall be performed without the proper 48 hour notification and knowledge of the city and/or city's representative.
- A minimum 48 hour notice for inspection shall be given for each required inspection, hold point, and "final walk through". This also includes shop inspections.
- All landscaping shall be restored to the same condition or superior as previous to the installation work.
- All overgrown vegetation, trees, brush, etc., near the equipment area (within 2 feet of the fence/shelter at ground level, in contact or protruding over the top of the fence/shelter, and/or inside of the fence) shall be completely removed during the installation and upon request.
- All changes or deviations during the installation shall be submitted and approved by the city. All changes or deviations noted during the installation shall be shown as details on a final set of "as-built" and approved drawings. These drawings shall be submitted for review and approved by the city prior to project completion.
- Final "walk through" with the contractor(s) and city's representative following the approval of the "as-built" drawings.
- Contractor shall provide all parties with a detailed work schedule. In addition, a notification by email or phone including scope of work shall be provided by the contractor on a daily basis prior to arriving to the project site.
- Any unsatisfactory previous or existing equipment installations per the CD requirements inclusive of protective coating requirements shall immediately be corrected and shall be satisfactory prior to the completion of the installation.
- All abandoned or unused equipment be immediately removed from the site.
- All equipment attached to the tower shall be seal welded. Caulk shall not be used unless directed and approved by the city.
- All lower wall penetrations shall be seal welded and water tight during and after installation.

### IV. General Welding

- All welding shall be in accordance with AWWA D100 Sec. 8: Welding, and Sec. 11: Inspection Testing.
- All welding materials shall be in accordance with AWWA D100 Sec. 2: Materials.
- All anchorage shall be in accordance with AWWA D100 Sec. 3.2: Anchorage.
- All welds to the tank surface shall be made with E7018 low hydrogen rod and shall be smooth and free of burrs and undercuts. Unacceptable welds shall be repaired as required to meet AWWA D100 requirements.
- No welding shall be done when the ambient temperature is below 32 degree Fahrenheit unless the requirements of AWWA D100, Sec. 10.2.1 are followed.
- No welding over coated steel surfaces. The contractor is responsible to adequately remove all coatings before welding. All areas that require welding are to be abrasive blasted before any welding is started.
- The contractor shall supply the special inspector with the welding procedures qualification and welders certificate prior to the start of any welding.
- Welding to the tank or access tube opposite the water level is not permitted. The water level shall be drawn down to a level two feet below the point of welding.

- Welding may cause blistering of the interior paint opposite to the weld. Damaged paint surfaces should be touched up when the tank is taken out of service for its annual inspection. Exterior paint damage shall be repaired after completion of the antenna installation, and shall be compatible with the existing paint system.
- Galvanized components shall not be welded directly to the tank surface. Other galvanized surfaces shall be ground free of galvanizing before welding.
- Tubular columns are hermetically sealed and must not be breached (punctured) under any circumstances.
- No welding over coated steel surfaces. The contractor is responsible to adequately remove all coatings before welding. All areas that require welding are to be abrasive blasted before any welding is started.

### V. Stud welding

- No capacitor discharge welding ("stud welding") shall be allowed unless approved by the City.

### VI. Painting Notes

- All installed equipment, components, etc., shall be painted in a shop that has been specifically approved by the City.
- All coax surfaces shall receive a surface preparation. The surface shall be "scuffed" or sanded prior to solvent cleaning and prior to coating applications. Colored tape may be used if approved by the City.
- All coating damage caused by installation, rigging, welding, etc shall be properly prepared and coated by a protective coating system that will match the existing color of the tower.
- All surface preparation and protective coating application shall be performed by an experienced professional painting contractor as approved by the City.
- All equipment installed (radios, sector boxes, antennas, posts, cable, coax, clamps, connectors) shall receive a proper surface preparation and coating system that will match the interior and/or exterior of the tower.
- The proposed ANTENNAS, RADIOS, MOUNTING PIPES, BRACKETS, AND KICKERS, shall be shop primed and painted to match existing finish of tower. Contractor to verify painting specifications from the city of ARLINGTON prior to painting.
- Welds and scorch marks shall be properly ground and/or cleaned before painting.
- Antennas, antenna related equipment, and Non-Galvanized Metals (as referenced within the drawings), excluding identification tags/labels, are to be cleaned in accordance with SSPC SP-1 Solvent cleaning. Do not paint latches and hinges. Mask off these items with painters tape or equivalent. Primer: (1) coat Sherwin Williams Pro-Cryl Primer. Finish: (1) coat Sherwin Williams Sher-Cryl HPA. Finish Coat color shall match existing TNEVEC 15BL "Tank white".
- Coax Jumpers and Flexible Non-Metallics (as referenced within the drawings) to be solvent wiped and prepared to primer manufacturer's recommendations. Primer: Two (2) coats XIM Advanced Technology UMA bonding primer/sealer. Finish: Two (2) coats Sherwin Williams Sher-Cryl HPA acrylic coating. Finish Coat color shall match existing TNEVEC 15BL "Tank white". City must approve any and all substitutions.
- Galvanized metals to be prepared to SSPC SP-7 Brush-off Blast Cleaning, shop primed with Tnemec Series 65 Hi-Bulk Epoxalene DFT 3.0 - 5.0 mils and finished with Tnemec Series 1075 Endura-Shield DFT 2.0 to 3.0 mils and Total DFT of 5.0 to 8.0 mils. Color to match TNEVEC 15BL "Tank white".
- Black iron to be prepared to SSPC SP-6 Commercial Blast Cleaning, shop primed with Tnemec Series 65 Hi-Bulk Epoxalene DFT 4.0 - 8.0 mils and intermediate coat of Series 56 Hi-Bulk Epoxalene DFT 2.0 to 3.0 mils and finished with Tnemec Series 1075 Endura-Shield DFT 2.0 to 5.0 mils and Total DFT of 8.0 to 14.0 mils. Color to match TNEVEC 15BL "Tank white".
- SUMMARY: The following represents a guideline only, for the painting and painting repair associated with the installation (attachment) of antennas, coaxial cables, or other common equipment with direct attachment to Water Tower Facilities.
- REFERENCES: References related to material (selection) and execution portions of this guideline are in accordance with the American Society of Testing and Materials (ASTM), the Society of Protective Coatings (SSPC), and the National Association of Corrosion Engineers (NACE International).
- SUBMITTALS: Prior to the start of work, the City shall confirm with the Architect that the lower coating matches the following information. Discrepancies shall be reported to the Architect immediately.
  - Product manufacturer's name - Tnemec
  - Paint system series and product name(s) - 1075.
  - Color of finish coat, TNEVEC 15BL "Tank white".

- Contractor shall provide the following information:
  - Manufacturer's Product Data Sheets & Material Safety Data Sheets for each product.
  - Manufacturer's certification that supplied products are lead and chromate free.
  - Coating manufacturer's statement attesting that the Applicator has been instructed on proper preparation, mixing, and application procedures of the paint specified.
- SURFACE PREPARATION:
  - Prior to abrasive blasting or power tool cleaning, all surfaces shall be cleaned in accordance with SSPC SP-1 Solvent Cleaning.
  - Protect areas affected by welding to prevent grindings, from the removal of paint or weld finishing, from penetrating adjacent areas.
  - Remove all surface imperfections such as, but not limited to sharp fins and weld spatter.
  - Feather edges of existing coatings to provide a smooth transition.
- APPLICATION:
  - Coatings shall be applied in accordance with manufacturer's printed instructions.
  - Surfaces to be coated shall be clean, dry, and free of airborne dust and contaminants of the time of application and while film is forming.
  - Finish coat shall be uniform in color and sheen without streaks, laps, runs, sags or missed areas.
  - Each coat is to be a different shade (minimum two shades) in order to identify application of multiple coats.
  - Do not apply coatings:
    - To wet or damp surfaces or during rain, snow, fog or mist.
    - When relative humidity will exceed 85% within 8 hours.
    - When air temperature will drop below 50 degrees F within 8 hours.
    - When surface temperature is less than 5 degrees F above the dew point.
- PRODUCTS:
  - Coatings applied to the tank must all be from a single manufacturer; the City must approve any substitutions. In submitting substitutions, contractor should submit test data demonstrating that the performance characteristics meet or exceed those of the existing coating system. Substitutions which decrease film thickness, or are of other generic types will not be accepted.



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SIGNATURE:   
NAME: Joshua Herzog

DATE:  
LICENSE NUMBER: 42392

STRUCTURAL #: 171235



9973 VALLEY VIEW RD.  
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(952) 903-9539  
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1801 BUSH LAKE ROAD  
BLOOMINGTON, MN 55438  
(952) 948-4700

PROJECT  
20171699044  
LOC. CODE # 224652

MN07  
ARLINGTON  
AWS

101 HENDERSON ROAD  
ARLINGTON, MN 55307

SHEET CONTENTS:  
GENERAL NOTES  
PAINTING SPECIFICATIONS

DRAWN BY:	TRD
CHECKED BY:	KNE
REV. E	06-28-18
REV. F	07-02-18
REV. G	07-19-18
REV. H	08-24-21
REV. J	08-23-21
REV. K	11-01-21
REV. O	11-24-21

A-7



1 OVERALL TOWER PHOTO



2 COAX ENTRY PHOTO



3 TOWER COAX PHOTO



4 ANTENNA MOUNT PHOTO



5 CABLE BRIDGE PHOTO

**HERZOG**  
ENGINEERING LLC  
530 North 3rd Street, Suite 230  
Minneapolis, MN 55401  
(612) 844 - 1234

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: *Joseph Herzog*  
NAME: Joseph Herzog  
DATE: \_\_\_\_\_  
LICENSE NUMBER: 42392  
STRUCTURAL #: 171235

**DESIGN**  
1  
9973 VALLEY VIEW RD  
EDEN PRAIRIE, MN 55344  
(952) 939-9299  
WWW.DESIGN1EP.COM

**verizon**  
10801 BUSH LAKE ROAD  
BLOOMINGTON, MN 55438  
(952) 946-4700

PROJECT  
20171699044  
LOC. CODE # 224652

MN07  
ARLINGTON  
AWS

101 HENDERSON ROAD  
ARLINGTON, MN 55307

SHEET CONTENTS:  
MISC. PHOTOS

DRAWN BY:	TRD
CHECKED BY:	MNE
REV. E	06-26-18
REV. F	07-02-18
REV. G	07-16-19
REV. H	08-04-21
REV. J	08-23-21
REV. K	11-01-21
REV. G	11-24-21



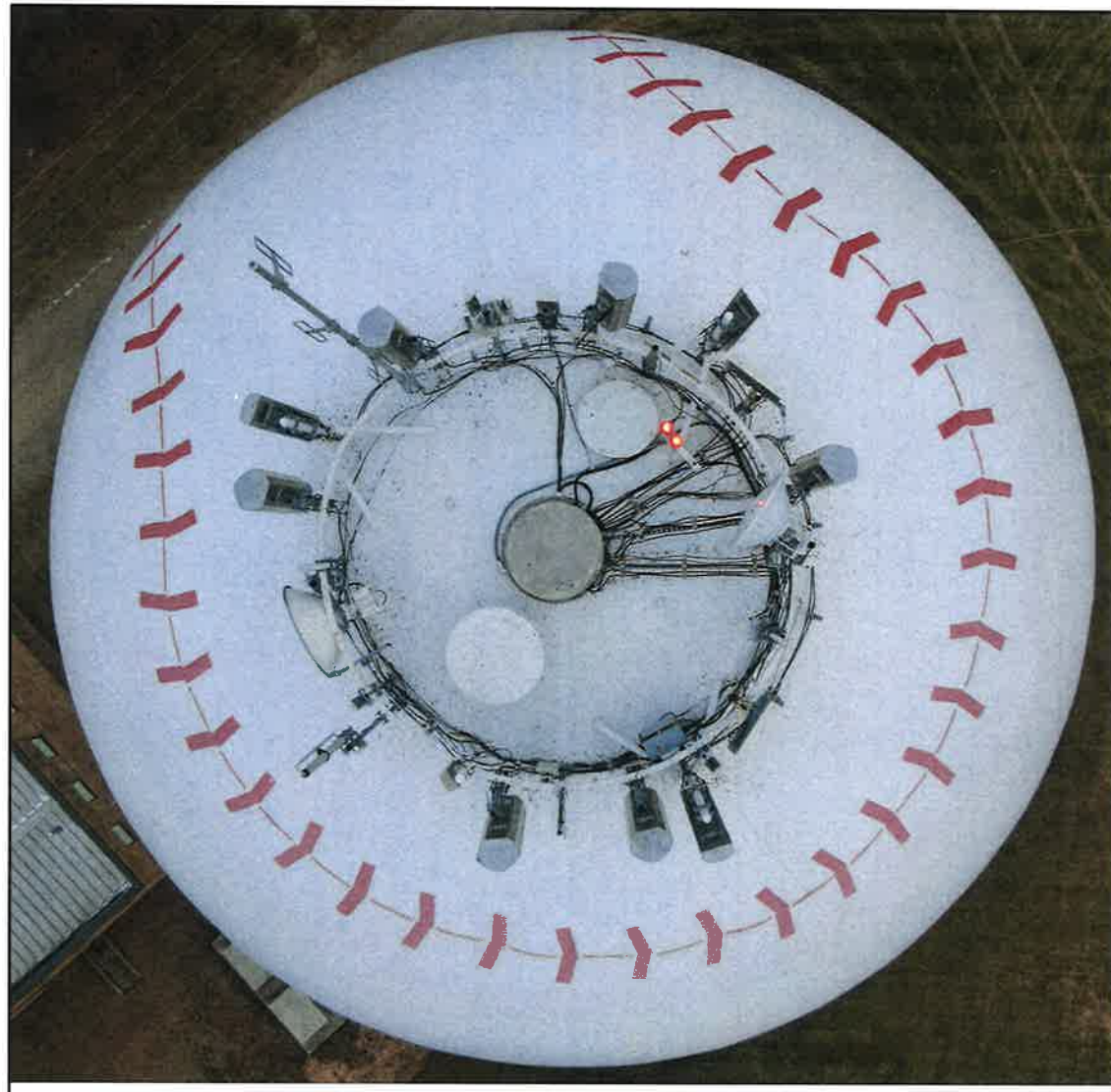
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SCALE: NONE



3 'Y' SECTOR ANTENNA MOUNT PHOTO  
SCALE: NONE



4 'Z' SECTOR ANTENNA MOUNT PHOTO  
SCALE: NONE



1 OVERALL ANTENNA MOUNT PHOTO  
SCALE: NONE



**HERZOG**  
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(612) 844 - 1234

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SIGNATURE *Joshua Herzog*  
NAME Joshua Herzog  
DATE \_\_\_\_\_  
LICENSE NUMBER 42392  
STRUCTURAL # 171235

**DESIGN**  
1P  
9973 VALLEY VIEW RD.  
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WWW.DESIGN1EP.COM

**verizon**  
1001 BUSH LAKE ROAD  
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PROJECT  
20171699044  
LOC. CODE # 224652

MN07  
ARLINGTON  
AWS

101 HENDERSON ROAD  
ARLINGTON, MN 55307

SHEET CONTENTS:  
SECTOR PHOTOS

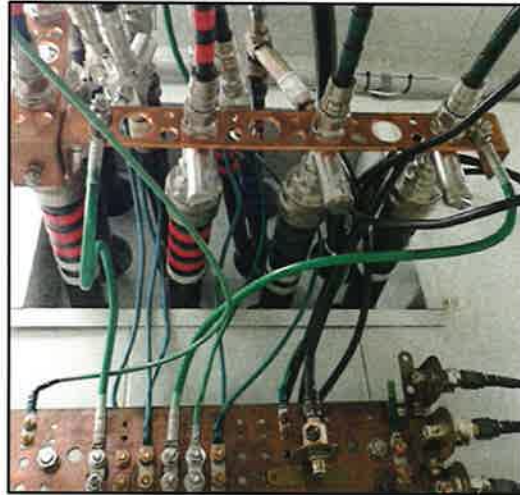
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REV. G	07-18-19
REV. H	08-04-21
REV. J	08-23-21
REV. K	11-01-21
REV. D	11-24-21

A-9





1 OVERALL SHELTER INTERIOR PHOTO



2 COAX ENTRY PORT PHOTO



3 CABLE TRAY PHOTO



4 LTE CABINET PHOTO



5 POWER PLANT PHOTO



6 CDMA & FIBER PHOTO

**HERZOG**  
ENGINEERING LLC  
530 North 3rd Street, Suite 230  
Minneapolis, MN 55401  
(612) 844 - 1234

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: *Joshua Herzog*

NAME: Joshua Herzog

DATE: \_\_\_\_\_

LICENSE NUMBER: 42392

STRUCTURAL #: 171235

**DESIGN**

9973 VALLEY VIEW RD  
EDEN PRARIE, MN 55344  
(952) 903-8299  
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**verizon**

10801 BUSH LAKE ROAD  
BLOOMINGTON, MN 55435  
(952) 945-4700

PROJECT  
20171699044  
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MN07  
ARLINGTON  
AWS

101 HENDERSON ROAD  
ARLINGTON, MN 55307

SHEET CONTENTS:  
INTERIOR PHOTOS

DRAWN BY:	TRD
CHECKED BY:	KAF
REV. E	06-28-18
REV. F	07-02-18
REV. G	07-18-18
REV. H	08-04-21
REV. J	08-23-21
REV. K	11-01-21
REV. O	11-24-21

GENERAL STRUCTURAL NOTES

1. BUILDING CODES USED FOR DESIGN:
  - a. MINNESOTA BUILDING CODE, 2020 EDITION (IBC 2018)
  - b. ANSI / TIA 222-H-2017
2. DESIGN CRITERIA:
  - a. GENERAL: BUILDING / STRUCTURE RISK CATEGORY: II
  - b. WIND LOAD CRITERIA:
 

BASIC WIND SPEED (ULTIMATE)	V = 110 MPH
WIND ON ICE SPEED	V = 50 MPH
WIND LOAD EXPOSURE	C
WIND TOPOGRAPHIC FACTOR	Kz1 = 1.0
  - c. ICE LOAD CRITERIA:
 

DESIGN ICE THICKNESS	li = 1.50 INCHES
----------------------	------------------
3. DESIGN STRESSES
  - a. STRUCTURAL STEEL
    - i. WIDE FLANGE SHAPES **Fy = 50 KSI ASTM A992**
    - ii. ALL OTHER SHAPES **Fy = 36 KSI ASTM A36**
  - b. STRUCTURAL TUBING **Fy = 50 KSI ASTM A500 GR. C**
  - c. STANDARD STEEL PIPE **Fy = 35 KSI ASTM A53 GR. B**
  - d. PLATES **Fy = 36 KSI ASTM A36**
  - e. BOLTS
    - i. 1/2" DIA. AND GREATER **Fu = 120 KSI ASTM A325**
    - ii. 1/2" DIA. U-BOLTS **A190B7, A449 OR SAE J429 GR. 5**
    - iii. 5/8" DIA. U-BOLTS **A190B7, A449 OR SAE J429 GR. 5**
  - f. ANCHOR BOLTS **Fy = 36 KSI ASTM F1554 UNC**
  - g. WELD ELECTRODE **Fu = 70 KSI**
4. GENERAL
  - a. THESE PLANS INDICATE MAJOR OPERATION TO BE PERFORMED, BUT DO NOT SHOW EVERY FIELD CONDITION THAT MAY BE EXISTING. PRIOR TO COMMENCEMENT OF WORK, THE CONTRACTOR SHOULD SURVEY THE EXISTING CONDITIONS WITH RESPECT TO THESE PLANS. MATERIAL QUANTITIES AND LENGTHS ARE APPROXIMATE AND FOR BIDDING PURPOSES - THE CONTRACTOR TO BE RESPONSIBLE FOR PROPER FIT AND CLEARANCES
  - b. CONTRACTOR TO SUBMIT TO ARCHITECT / ENGINEER ANY INTENT TO DEVIATE FROM THESE PLANS AND DETAILS. APPROVAL BY THE ARCHITECT / ENGINEER IS REQUIRED PRIOR TO THE START OF ANY WORK THAT DEVIATES FROM THESE PLANS AND DETAILS
  - c. PHOTOGRAPHS SHALL BE TAKEN OF THE STRUCTURE PRIOR TO CONSTRUCTION DURING CONSTRUCTION, AND AFTER CONSTRUCTION - MOST SPECIFICALLY THE AREAS OF CONSTRUCTION DETAILED WITHIN THESE PLANS. A FINAL REPORT IS TO BE SUBMITTED TO THE ARCHITECT / ENGINEER FOR FINAL REVIEW AND APPROVAL
5. STRUCTURAL STEEL
  - a. FABRICATION & ERECTION OF STRUCTURAL STEEL MEMBERS ARE TO BE IN ACCORDANCE WITH A.I.S.C. CODE OF STANDARD PRACTICE.
  - b. ALL CONNECTIONS SHALL BE BOLTED OR WELDED. BOLTED CONNECTIONS SHALL HAVE A MINIMUM OF TWO BOLTS, UNLESS NOTED OTHERWISE ON THE PLANS.
  - c. ALL WELDING SHALL BE BY QUALIFIED WELDERS AND SHALL CONFORM TO THE STANDARDS OF THE AMERICAN WELDING SOCIETY, D1.1-STRUCTURAL WELDING CODE - STEEL. WELDING OF GALVANIZED PARTS IS NOT PERMITTED
  - d. ELECTRODES FOR ALL FIELD AND SHOP WELDING SHALL CONFORM TO MATCHING FILLER METAL REQUIREMENTS OF AWS D1.1.
  - e. FIELD CONNECTIONS ARE TO BE BOLTED. USE 3/4" DIAM. HIGH STRENGTH BOLTS AND NUTS (A325) UNLESS SHOWN OTHERWISE ON PLANS.
  - f. CUTS, HOLES (OPENINGS), ETC. REQUIRED IN STRUCTURAL STEEL MEMBERS FOR THE WORK OF OTHER TRADES SHALL NOT BE ALLOWED, EXCEPT BY WRITTEN PERMISSION FROM THE ENGINEER.
  - g. ALL EXTERIOR STRUCTURAL STEEL, MISCELLANEOUS METALS, BAR GRATING AND HARDWARE SHALL BE HOT-DIPPED GALVANIZED IN CONFORMANCE WITH ASTM A153 AND ASTM A123.
  - h. WELDING OF GALVANIZED MATERIALS IS NOT ALLOWED. REMOVE GALVANIZING BEFORE FIELD WELDING. WELDS SHALL BE SPRAYED WITH ZINC RICH PAINT.
  - i. EXISTING STEEL FRAMING TO BE WELDED TO, SHALL HAVE PAINT, RUST, OIL AND OTHER CONTAMINANTS REMOVED TO BASE MATERIAL WITHIN 2" OF WELDED AREA.
  - ii. FASTENERS SHALL BE INSTALLED IN PROPERLY ALIGNED HOLES. ALL BOLTS AT EVERY CONNECTION SHALL BE INSTALLED SNUG FIT UNTIL THE SECTION IS FULL COMPACTED, AND THEN TIGHTENED ADDITIONALLY IN ACCORDANCE WITH THE AISC TURN OF THE NUT METHOD UNO.
  - k. ALL BOLTS (INCLUDING U-BOLTS) SHALL BE PROVIDED WITH A NUT-LOCKING DEVICE OR MECHANISM SUCH AS, BUT NOT LIMITED TO, LOCK NUTS, LOCK WASHERS, OR PALNUTS, TO PREVENT LOOSENING. THE USE OF LOCK WASHERS SHALL BE LIMITED TO STRUCTURES 1,200 FT OR LESS IN HEIGHT.

6. CONSTRUCTION PROCEDURE
  - a. THE STRUCTURE SHALL BE ADEQUATELY BRACED AND SHORED DURING ERECTION AGAINST WIND AND ERECTION LOADS. STRUCTURAL MEMBERS ARE DESIGNED FOR "IN PLACE" LOADS.
  - b. COMPLY WITH ALL APPLICABLE CITY, COUNTY, STATE AND FEDERAL LAWS, INCLUDING THE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) AND REGULATIONS ADOPTED PURSUANT THERETO.
  - c. THE CONTRACT STRUCTURAL DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISHED STRUCTURE. UNLESS OTHERWISE NOTED, THEY DO NOT INDICATE THE MEANS OR METHOD OF CONSTRUCTION. PROVIDE ALL MEASURES NECESSARY TO PROTECT THE STRUCTURE, WORKMEN OR OTHER PERSONS DURING CONSTRUCTION. SUCH MEASURES SHALL INCLUDE, BUT ARE NOT LIMITED TO, BRACING, SHORING FOR CONSTRUCTION EQUIPMENT, SHORING FOR THE BUILDING, SHORING FOR EARTH BANKS, FORMS, SCAFFOLDING, PLANKING, SAFETY NETS, SUPPORT AND BRACING FOR CRANES AND GIN POLES, ETC.
  - d. ENGAGE PROPERLY QUALIFIED PERSONS TO DETERMINE WHERE AND HOW TEMPORARY PRECAUTIONARY MEASURES SHALL BE USED AND INSPECT SAME IN THE FIELD. OBSERVATION VISITS TO THE SITE BY ENGINEER'S FIELD REPRESENTATIVE SHALL NOT INCLUDE INSPECTION OF THE ABOVE ITEMS.
  - e. SUPERVISE AND DIRECT THE WORK SO AS TO MAINTAIN SOLE RESPONSIBILITY FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES. AS A PART OF THIS RESPONSIBILITY, RETAIN THE SERVICES OF A LICENSED STRUCTURAL ENGINEER TO DESIGN AND SUPERVISE ANY SCAFFOLDING FOR WORKMEN, AND ALL SHORING OF FORMS AND ELEMENTS OF THE CONSTRUCTION.
7. COORDINATION WITH ARCHITECTURAL DRAWINGS
  - a. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ELEVATIONS WITH THE ARCHITECTURAL DRAWINGS. WHERE DISCREPANCIES OCCUR, IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE ARCHITECT PRIOR TO CONSTRUCTION.
8. NEW WORK IN CONJUNCTION WITH EXISTING CONSTRUCTION:
  - a. THE CONTRACTOR SHALL VERIFY, BY FIELD CHECK, ALL SIZES, DIMENSIONS, ELEVATIONS, LOCATIONS, ETC. OF ELEMENTS OF THE EXISTING CONSTRUCTION WHICH ARE RELATIVE TO THE NEW CONSTRUCTION.
  - b. ALL DIMENSIONS INVOLVING NEW WORK TYING INTO OR GOVERNED BY EXISTING CONSTRUCTION SHALL BE FIELD CHECKED BY THE CONTRACTOR AND FURNISHED TO THE SUBCONTRACTOR PRIOR TO FABRICATION OF ANY WORK. THE VERIFIED DIMENSIONS SHALL APPEAR AND BE NOTED AS SUCH ON THE FIRST SHOP DRAWING SUBMITTED.
  - c. THE ENGINEER HAS MADE ASSUMPTIONS CONCERNING THE SOUNDNESS OF THE EXISTING BUILDINGS AND THESE ASSUMPTIONS ARE THAT THIS BUILDING WAS DESIGNED AND CONSTRUCTED IN CONFORMITY WITH GOOD DESIGN AND CONSTRUCTION PRACTICES. THE CONTRACTOR SHALL TAKE EXTRAORDINARY PRECAUTIONS CONCERNING PRESERVATION OF THE BUILDING DURING DEMOLITION AND NEW CONSTRUCTION WORK. FURTHER, HE SHALL AGREE TO ASSUME ALL RESPONSIBILITY FOR THE PRESERVATION OF THIS PROPERTY.
  - d. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT / ENGINEER IMMEDIATELY OF ANY DISCREPANCIES BETWEEN CONSTRUCTION DOCUMENTS AND ACTUAL FIELD CONDITIONS.
  - e. CUTTING OF EXISTING STRUCTURAL STEEL IS PROHIBITED WITHOUT APPROVAL FROM THE ENGINEER.
  - f. ANY STRUCTURAL MEMBER THAT HAS DAMAGED GALVANIZED SURFACES SHALL BE CLEANED AND TOUCHED UP WITH TWO COATS OF ZINC-RICH PAINT.
  - g. IN AREAS TO BE MODIFIED, ANY MOUNTS, BRACKETS, CLAMPS, TRANSMISSION LINES AND/OR MISC. HARDWARE INTERFERING WITH THE INSTALLATION OF THE MODIFICATIONS SHALL BE RE-WORKED OR TEMPORARILY MOVED AND REPLACED AFTER COMPLETION OF THE WORK CONTRACT AFFECTED CARRIER / OWNER TO COORDINATE THIS ACTION AS REQUIRED.

9. SPECIAL INSPECTIONS
 

SPECIAL INSPECTIONS SHALL BE PROVIDED IN ACCORDANCE WITH IBC CHAPTER 17. THE SPECIAL INSPECTOR SHALL BE EMPLOYED BY THE OWNER, SHALL BE THOROUGHLY KNOWLEDGEABLE OF IBC SPECIAL INSPECTION REQUIREMENTS AND SHALL DEMONSTRATE COMPETENCE TO THE SATISFACTION OF THE BUILDING OFFICIAL (IBC 1704). THE CONTRACTOR SHALL CONTACT THE SPECIAL INSPECTOR DURING APPROPRIATE PHASES OF CONSTRUCTION SO THAT INSPECTIONS CAN BE MADE IN A TIMELY MANNER. THE SPECIAL INSPECTOR SHALL SUBMIT WRITTEN INSPECTION REPORTS TO THE ENGINEER OF RECORD'S OFFICE WITHIN 3 WORKING DAYS OF EACH INSPECTION. ANY PROBLEMS SHOULD BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE CONTRACTOR. THE FOLLOWING ITEMS WILL REQUIRE SPECIAL INSPECTION:

  - a. STEEL
    - i. SPECIAL INSPECTIONS MAY NOT BE REQUIRED FOR WORK DONE IN AN APPROVED FABRICATING SHOP. THE STEEL FABRICATOR MUST BE REGISTERED AND APPROVED BY THE BUILDING OFFICIAL TO PERFORM THE WORK WITHOUT SPECIAL INSPECTIONS. SPECIAL INSPECTION FOR STRUCTURAL STEEL SHALL BE IN ACCORDANCE WITH THE QUALITY ASSURANCE INSPECTION REQUIREMENTS OF AISC 360 (IBC 1705.2.1).
    - ii. HIGH STRENGTH BOLTING: CONTINUOUS INSPECTIONS ARE REQUIRED FOR SLIP-CRITICAL CONNECTIONS. PERIODIC INSPECTIONS ARE REQUIRED FOR BEARING-TYPE CONNECTIONS.
    - iii. FIELD WELDING: CONTINUOUS INSPECTIONS ARE REQUIRED FOR COMPLETE AND PARTIAL PENETRATION GROOVE WELDS, MULTI-PASS FILLET WELDS AND SINGLE-PASS FILLET WELDS GREATER THAN 5/16". PERIODIC INSPECTIONS ARE REQUIRED FOR FLOOR AND ROOF DECK WELDS AND SINGLE-PASS FILLET WELDS SMALLER THAN OR EQUAL TO 5/16". CORRECT WELD FILLER MATERIAL SHALL BE VERIFIED IN ALL CASES.
    - iv. STEEL ERECTION: PERIODIC INSPECTIONS SHALL BE MADE TO VERIFY COMPLIANCE WITH THE DESIGN DRAWINGS.
    - v. MATERIALS: THE STEEL MANUFACTURERS CERTIFIED MILL TEST REPORTS SHALL BE SUBMITTED TO THE SPECIAL INSPECTOR OR TO THE ENGINEER OF RECORD.



**HERZOG**  
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10801 BUSH LAKE ROAD  
BLAUGMONTON, MN 55438  
(612) 720-5377

PROJECT  
20171699044  
LOC. CODE # 224652

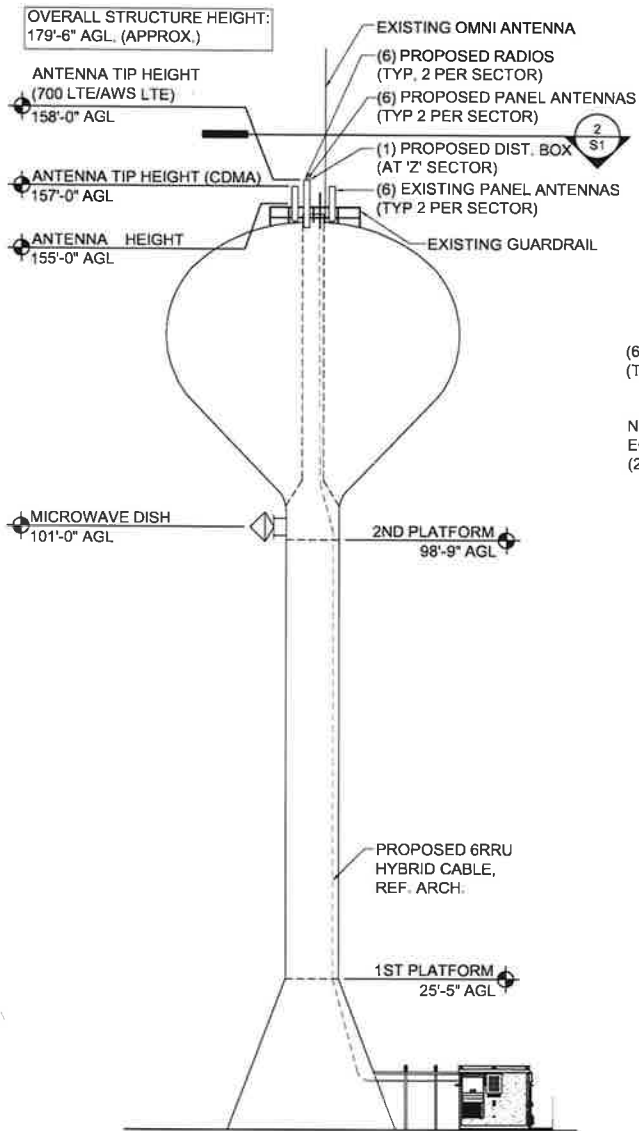
MN07  
ARLINGTON  
AWS

101 HENDERSON ROAD  
ARLINGTON, MN 55307

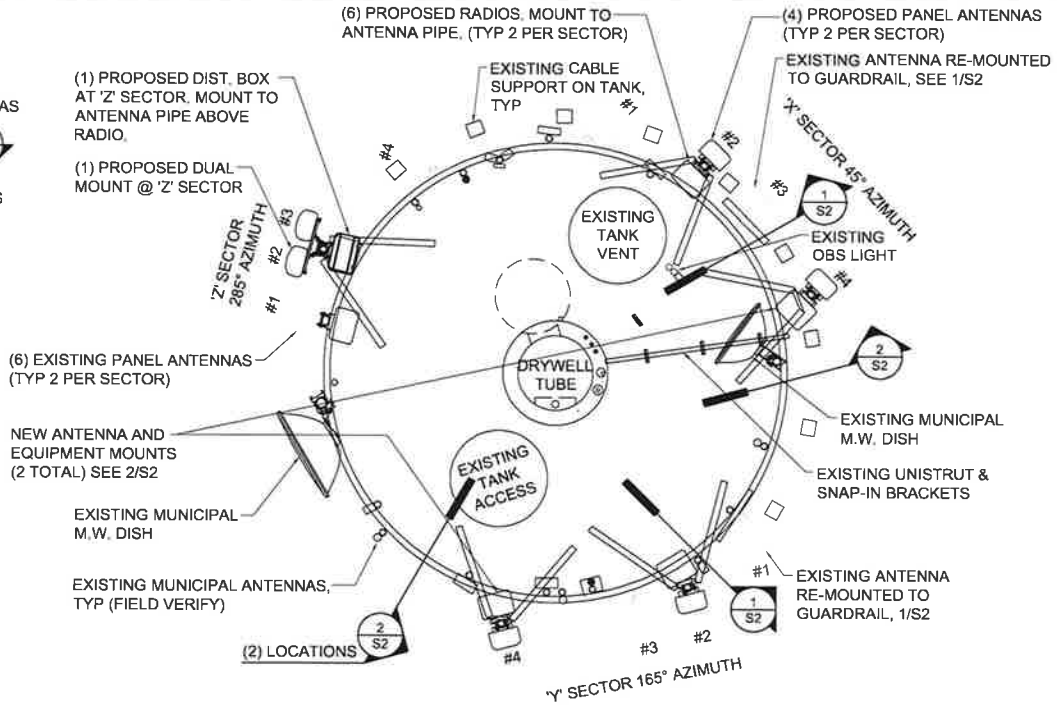
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DATE: 08/04/21
CHECKED BY: BL
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REV. 2 071219
REV. 3 071221
REV. 4 080421
REV. 5 110121

S0



1  
S1 TOWER ELEVATION  
SCALE: 1" = 20'-0"



2  
S1 TOWER ROOF PLAN  
SCALE: 1/4" = 1'-0"

NOTES:

1. FIELD VERIFY ALL EXIST. CONDITIONS.
2. ALL ATTACHMENTS TO PAINTED SURFACES ARE TO INCLUDE THE PLACEMENT OF NEOPRENE STRIPS BETWEEN HARDWARE AND POINTS OF CONTACT TO REDUCE/ELIMINATE DAMAGE TO THE PAINTED SURFACE. METAL SHIMS ARE REQUIRED IN SITUATIONS WHERE TIGHTENING A CLAMP MAY CAUSE THE NEOPRENE TO TEAR CAUSING METAL TO METAL CONTACT. WHERE POSSIBLE, EXPOSED NEOPRENE SHOULD BE WRAPPED WITH WHITE TAPE. FASTENING SEQUENCE SHOULD INCLUDE NYLON WASHERS BETWEEN THE PAINTED SURFACE AND THE GALVANIZED WASHER.
3. PROPOSED ANTENNAS, MOUNTING PIPES, ASSOCIATED BRACKETS AND MOUNTS INSTALLED ON THE EXTERIOR OF THE WATER TOWER SHALL BE SHOP PAINTED TO MATCH THE COLOR OF THE WATER TOWER (VERIFY COLOR).
4. PROPOSED MOUNTING PIPES ARE TO HAVE WELDED STEEL CAPS.
5. ALL EXPOSED JUMPERS AND CABLES ARE TO BE TAPED TO MATCH THE COLOR OF THE WATER TOWER.
6. ALL MOUNTING HARDWARE IS TO BE GALVANIZED AND/OR PROVIDED IN A NON-CORRODING MATERIAL.
7. ANTENNA FEED LINES, JUMPERS, COAX AND HYBRID CABLE SHALL NOT INTERFERE WITH TOP OF THE GUARDRAIL AND MUST BE ROUTED SO THAT THEY COMPLY WITH OSHA REQUIREMENTS REGARDING GUARDRAILS.
8. CONTRACTOR WILL BE RESPONSIBLE FOR ANY AREAS OF THE WATER TOWER DAMAGED FROM THE ASSOCIATED WELDS. DAMAGED AREAS ARE TO BE REPAIRED IN ACCORDANCE WITH THE CITY REQUIREMENTS.
9. ALL EQUIPMENT IS TO BE IDENTIFIED BY THE TENANT.
10. ALL INSTALLED EQUIPMENT, COMPONENTS, ETC... SHALL BE PAINTED IN A SHOP THAT HAS BEEN SPECIFICALLY APPROVED BY THE CITY
11. ALL MOUNTING POSTS SHALL BE GALVANIZED AND RECEIVE "SEAL WLEDED" CAPS PRIOR TO RECEIVING A SURFACE PREPARATION AND COATING SYSTEM TO MATCH THE TOWER. ANY EXISTING POSTS NOT GALVANIZED AND/OR WITHOUT WELDED CAPS SHALL BE REPLACED WITH NEW POSTS.
12. RED ELECTRICAL TAPE SHALL COVER THE TOP 3" - 4" OF ALL MOUNTING POSTS.

**HERZOG**  
ENGINEERING LLC  
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Minneapolis, MN 55401  
(612) 844 - 1234

Registration Information:  
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Engineer, under the laws of the State of Minnesota.

Signature: \_\_\_\_\_  
Name: Brad Luster  
Date: 11/01/2011 Reg. No.: 4808

**DESIGN**  
9973 VALLEY VIEW RD.  
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**verizon**  
10801 BUSH LAKE ROAD  
BL OLMINGTON, MN 55108  
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PROJECT  
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LOC. CODE # 224652

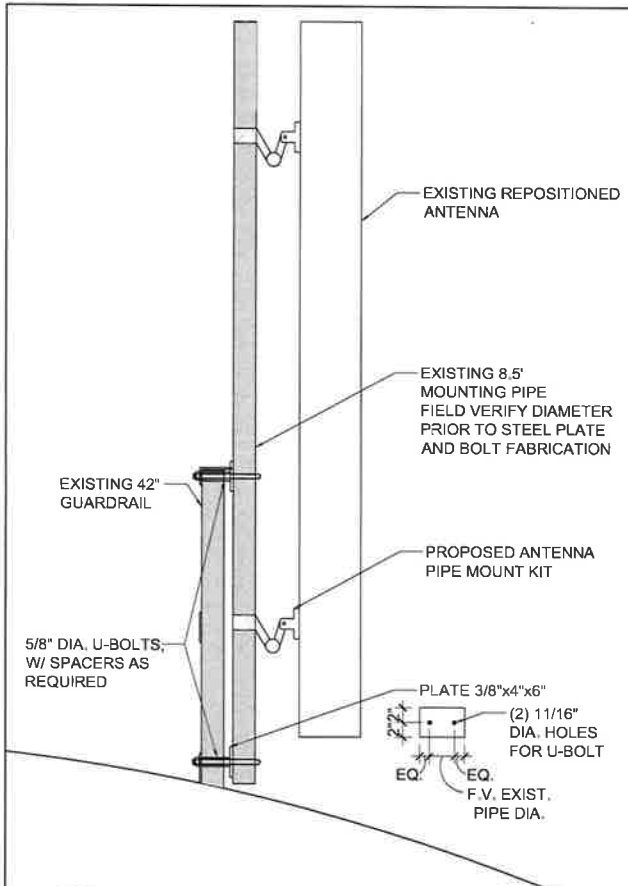
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**AWS**

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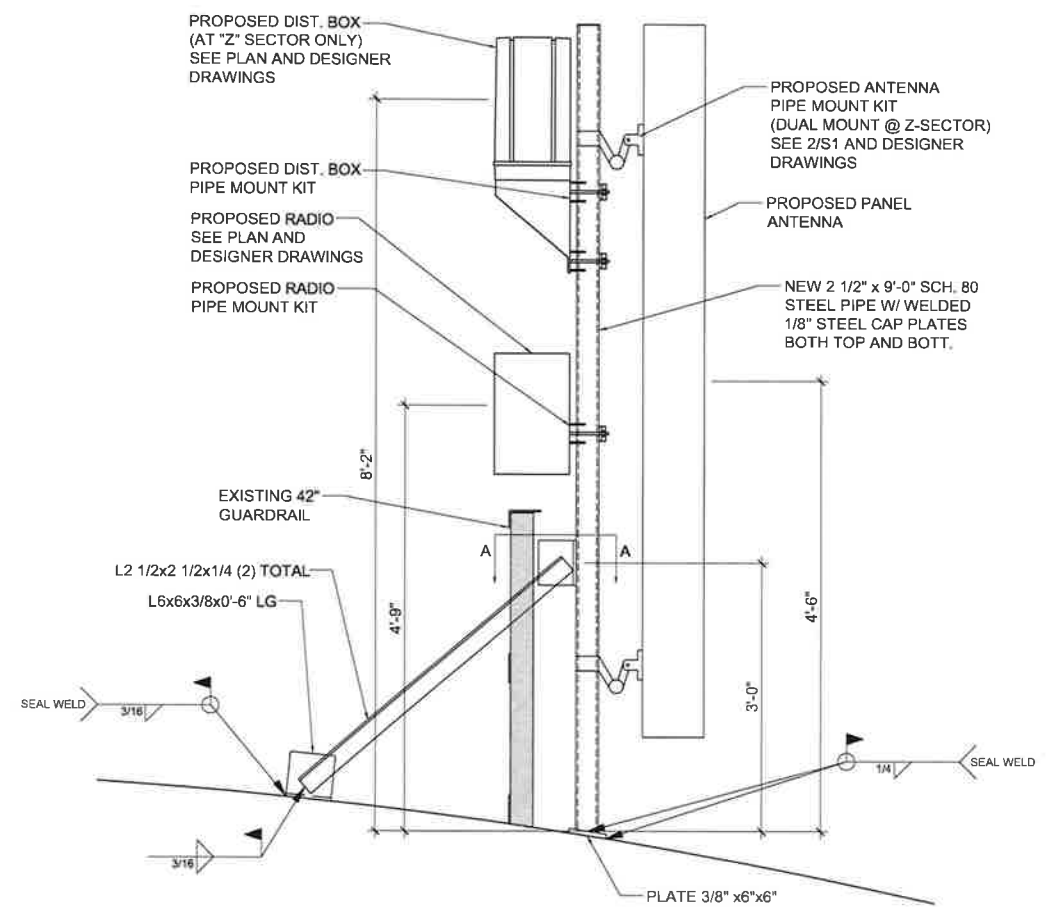
SHEET CONTENTS:  
TOWER ELEVATION  
TOWER ROOF PLAN

STRUCTURAL #171235	
DRAWN BY:	MT
DATE:	08/04/11
CHECKED BY:	BL
REV. 1	06/07/18
REV. 2	07/12/19
REV. 3	07/12/21
REV. 4	08/04/21
REV. 5	11/01/21

S1



**1**  
S2  
**EQUIPMENT MOUNTING DETAIL**  
SCALE: NO SCALE



**2**  
S2  
**EQUIPMENT MOUNTING DETAIL (2 NEW MOUNTS TOTAL)**  
SCALE: NO SCALE

**HERZOG**  
ENGINEERING LLC  
530 North 3rd Street, Suite 230  
Minneapolis, MN 55401  
(612) 844 - 1234

Registration Information  
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Engineer, under the laws of the State of Minnesota.  
Signature: *[Signature]*  
Name: *[Name]*  
Date: 11/01/2021, Reg. No: 48036

**DESIGN 1**  
8873 VALLEY VIEW RD.  
COPENHAGEN, MN 55344  
(952) 903-8299  
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SHEET CONTENTS:  
DETAILS

STRUCTURAL #171235
DRAWN BY: MT
DATE: 08/04/21
CHECKED BY: BL
REV. 1 06/27/18
REV. 2 07/12/19
REV. 3 07/12/21
REV. 4 08/04/21
REV. 5 11/01/21

**S2**

October 19, 2021

Mayor Richard Nagel  
City of Arlington  
204 Shamrock Drive  
Arlington, MN 55307-9551

Dear Mayor Nagel,

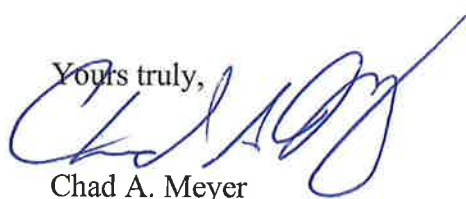
Pursuant Paragraphs 1.4, 4.2 and 4.4 of the Operations and Maintenance Agreement dated November 7, 2019 between the City of Arlington, Minnesota and PeopleService, Inc., the maximum annual maintenance/repair (non-capital) expenditure amount, monthly compensation and the chemical "base amount" the City of Arlington, Minnesota pays for our services are to be adjusted each January 1<sup>st</sup>. This adjustment is to be based on the change in the Consumer Price Index for All Urban Consumers (CPI-U) between September of 2020 and September of 2021 plus one percent (1%).

The change to the CPI-U was a positive 5.4%, making the total adjustment 6.4%. Thus, effective January 1, 2022, the City of Arlington's maximum annual maintenance/repair (non-capital) expenditure amount will be increased from \$19,386 to \$20,627, the monthly compensation will be increased from \$21,508 to \$22,885 and the chemical "base amount" will be increased from \$12,080 to \$12,853.

PeopleService would appreciate your signing this letter in the space provided below, and returning a copy to our office there in Arlington. By doing so, you acknowledge receipt of this letter and the adjustment and increase in accordance with the Operations and Maintenance Agreement. Please note that the CPI adjustment will be billed beginning with the effective date even if we do not receive a signed copy of this letter.

If you have any questions, please don't hesitate to contact either Greg Stang, our Region Manager for your area, or myself.

Yours truly,



Chad A. Meyer  
President

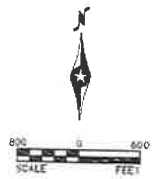
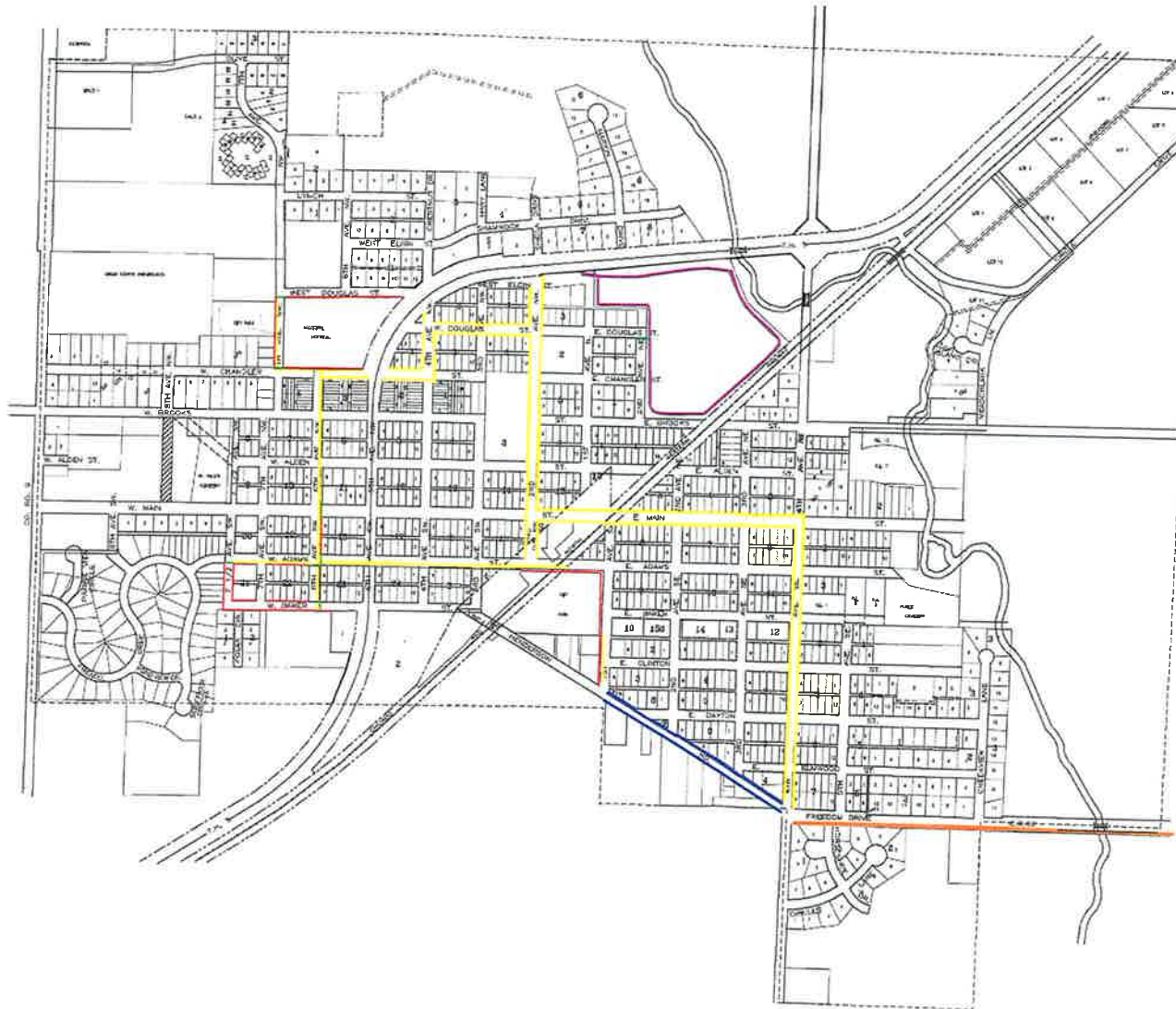
Acknowledged:  
CITY OF ARLINGTON, MINNESOTA

By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

# CITY OF ARLINGTON

SIBLEY COUNTY, MINNESOTA



LOT & BLOCK  
MAP

-  On-Street Bike Lanes/Signage
-  Existing Trail/Bike Lane
-  New Sidewalk
-  New Crosswalk
-  New Walking Loop
-  Existing Bike Lane

- No person seeking employment or promotion in the municipal service shall either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person or account of, or in connection with, the test, appointment, promotion, or proposed appointment or promotion.
- The appointment of any person, when such person is related to any elected or appointed officer or employee of the City, or an appointment of a candidate who is related to current City personnel who have the ability to influence the employment, promotion and salary or performance evaluation of another relative is to be avoided whenever possible.

If an employee has any question about whether such a conflict exists, he/she should consult with the City Administrator.

## **2.9 Falsification of Records**

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action, up to and including termination and potential criminal prosecution.

## **2.10 Personal Telephone Calls**

Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with City work and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee. Please refer to the cellular phone use policy for information on use of cellular phones.

## **2.11 Personal Mail**

Employees may purchase postage from the City for use on their personal mail items. Personal mail items may be included with the City's daily delivery of mail to the US Post Office, but employees may not use the City as a mailing address for personal mail.

## **2.12 Fax**

Employees may use the City's fax machine on lunch breaks, rest breaks, before work hours, or after work hours to fax personal communications. No charge will apply to local faxes. Employees will be responsible for the cost of long-distance faxes.

## **2.13 Political Activity**

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias, such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

## **2.14 Solicitation**

No solicitation shall be allowed on City time for any individual, group, company, cause, or organization. The City encourages its employees to support community and charitable causes on their own time.

## **2.15 Smoking**

All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco, or other substances, or use smokeless tobacco while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 21 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

## **2.16 Alcohol/Mood-Altering Drugs**

Employees shall not consume, or be under the influence of, alcohol or mood-altering drugs while working or operating City vehicles, machinery, or equipment.

Emergency Personnel who have consumed ~~more than two drinks of~~ alcoholic beverages or used mood-altering drugs in

the previous twelve hours shall not respond to an emergency call.

## SECTION 3 – DEFINITIONS

For purposes of these policies, the following definitions will apply:

### **Authorized Hours:**

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's department head.

### **Benefits**

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

### **Benefit Earning Employees**

Employees who are eligible for at least a pro-rated portion of City provided benefits. Such employees must be year-round employees who work at least 20 hours per week on a regular basis.

### **City**

Refers to the City of Arlington.

### **City Council**

The elected Mayor and five City Council members.

### **Demotion**

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

### **Department Head**

An employee who is responsible for managing a department or division of the City. The City Administrator shall be considered the department head for any City employees who are themselves a department head.

### **Emergency Personnel**

A Fire, Ambulance, or Police Department Member or Officer.

### **Employee**

An individual who has successfully completed all stages of the selection process, including the probationary period.

### **Employee Relations Committee**

A committee established by the City Council to aid in dealing with employee issues.

### **Exempt Employee**

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

### **Federal Insurance Contributions Act (FICA)**

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare, or as amended from time to time. The City contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

### **Fiscal Year**

The period from January 1 to December 31.

### **Full-time Employee**





## Social Media Policy

Effective beginning May 16, 2011

## **Disclaimer and Comment Policy for Social Media**

The City of Arlington uses social media to provide two-way communication with the public and the City. The City of Arlington's use of social media is intended to be a supplemental source of news and information about the City. The City reserves the right, at the City's sole discretion, to change, modify, add or delete comments, photos and videos in accordance with this policy.

The City of Arlington welcomes participation/comments from the public on any of its social media sites. Once posted, the City reserves the right to delete comments that:

- Are implicitly or explicitly vulgar
- Are personal attacks of any kind
- Are offensive
- Are prejudiced or hurtful remarks made toward any person or entity, including any ethnic, racial, or religious group
- Are spam
- Include sales/promotion of goods or services, or links to other sites
- Are off-topic
- Advocate illegal activity
- Promote services, products, or political organizations
- Infringe on copyrights or trademarks

The City of Arlington reserves the right to reproduce any pictures or videos posted to any of its social media sites. The City reserves the right to quote any comments or suggestions left by users.

### **Advertising**

The City of Arlington does not endorse any products, service, company or organization advertising on its social media pages. The ads that appear on social media pages are sold, posted and maintained by those social media sites.

### **Privacy Policy**

The City of Arlington does not share information gathered through its social media sites with third parties for promotional purposes. However, any information you provide to the City is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

Please note that comments expressed on the City's social media sites do not reflect the opinions or positions of the City of Arlington, its employees, or elected or appointed officials.

## Social Media Policy, LMC Model Policy

*League staff thoughtfully develops models for your city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in Information Memo ["Computer and Network Loss Control."](#)*



**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

### City of \_\_\_\_\_, Minnesota Social Media Policy

#### **Purpose**

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's intended audience. Social media is used for social networking, and this policy seeks to ensure proper administration of the City of \_\_\_\_\_'s social media sites by its representatives.

The City has limited control of social media accounts with third parties (i.e., Facebook, Twitter, etc.). At the same time, there is a general expectation by the public that this City have a social media presence by which to share information about current city projects and city business. For municipal purposes, the City's social media accounts will be used for incidental, non-vital communication and general information only. It is not the purpose of the city's social media accounts to be a medium for transactions of city business. The one exception is in the case of a natural or man-made disaster, if it is determined by the City that the best means of communicating with the public is through the social media account(s).

The City of \_\_\_\_\_ wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical, and lawful manner pursuant to all existing City policies.

#### **Policy**

The City of \_\_\_\_\_ will determine, at its discretion, how its web-based social media resources will be designed, implemented, and managed as part of its overall communication and information sharing strategy.

City of \_\_\_\_\_ social media accounts are considered a City asset and administrator access to these accounts will be securely administered in accordance with the City's Computer Use Policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media websites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of \_\_\_\_\_, including a link to the City's official website. The City of \_\_\_\_\_ does not create or maintain social media accounts for its elected officials.



*This policy is written to explicitly exclude social media accounts of elected officials. Some cities may choose to have and control social media accounts for their councilmembers. In that case this policy would be changed to include those councilmember accounts as City accounts. This policy should not pertain to solely personal accounts of councilmembers or any other social media accounts outside the control of the city's social media managers.*

## Scope

This policy applies to any existing or proposed social media websites sponsored, established, registered, or authorized by the City of \_\_\_\_\_. The City's social media accounts are exclusively the following:

1. City of \_\_\_\_\_ Facebook account at [link].
2. City of \_\_\_\_\_ Twitter account at [link].
- [3. Others]

The City does not create, collect, disseminate, or regulate use of any other social media accounts, including the personal accounts of its elected officials and staff. Questions regarding the scope of this policy should be directed to the \_\_\_\_\_



*Insert the appropriate staff member, such as City Administrator, Communications Director, etc.*

## Definition

Social media are internet and mobile-based applications, websites, and functions, other than email, for sharing and discussing information, where users can post photos, video, comments, and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites and apps such as Facebook, LinkedIn, Twitter, and Nextdoor
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites and apps such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias, such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City representatives, including its employees and other agents of the city, such as independent contractors or councilmembers.

“Social media manager” means any city employee or agent with administrator access who, when posting or responding to a post, appears to be the City social media account owner.

## Rules of Use

City social media managers are responsible for managing City social media accounts or websites.

Facilities or departments wishing to have a new social media presence must initially submit a request to \_\_\_\_\_ [City Administrator/Manager/Council/ or other designee] in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of \_\_\_\_\_ site and will be linked with the official City website (www. \_\_\_\_\_). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

The City’s social media page must conspicuously display or link to a public notice that informs the public of the purpose of the social media presence and the terms one agrees to in accessing, using, or posting to the City’s social media page.



*A sample notice accompanies this policy.*

Administration of all City social media websites will comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts covered by this policy will not be used by social media managers for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No City social media account may be used by the City or any social media manager to disclose private or confidential information. No social media website should be used to disclose sensitive information; if there is any question as to whether information is private, confidential, or sensitive, contact \_\_\_\_\_.

Outside of situations of disaster, no City social media account will be used for transactions of city business. In the event a user initiates a request, application, or question through social media that affects city business or requires another city policy or process to be followed, follow up with that user by phone, email, or other channels. If comments are allowed, in the event of a question of general interest, a response may be given in comments, the initial post may be edited, or a subsequent post may be created to include the information.

City of \_\_\_\_\_’s social media managers will not edit any posted comments. However, comments posted by members of the public may be removed if they fall into at least one of the following categories:

- Obscene or pornographic content
- Direct threats to persons or property
- Material asserted to violate the intellectual property of another person
- Private, personal information about a person published without his/her consent

- Information that compromises a public safety security system
- Statutorily private, confidential, or nonpublic data
- Commercial promotions or spam
- Hyperlinks to material that falls into one of the foregoing categories

A member of the public whose comment is removed may appeal the removal of the comment and seek reconsideration of its removal by contacting the City in writing and explaining how the comment does not fall into one of the categories for removal. A written response should be provided as soon as reasonably possible.

A member of the public who disputes the legality of any portion of this policy may dispute the particular portion in writing. The City should acknowledge the claim promptly and, upon consultation of the city attorney, respond to the claim concerning legality of the policy portion as soon as reasonably possible under the circumstances.

### **Data Ownership and Retention**

All communications or messages within social media accounts covered by this policy composed, sent, or received on city or personal equipment are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. As no transactions of city business shall be conducted through social media accounts (outside of disasters), in accordance with the City's records retention schedule, the City shall retain all social media messages only until read.

## SAMPLE PUBLIC NOTICE

The purpose of the City of \_\_\_\_\_'s social media presence is to provide members of the community with information in more places and more ways than were traditionally available. All content of this site is public and is subject to disclosure pursuant to the Minnesota Government Data Practices Act. Please be aware that anything you post may survive deletion, whether by you or others. Do not post sensitive or personally identifiable information, such as social security numbers.

Following or "friending" persons or organizations is not an endorsement by the City and is only intended as a means of broadening communication. The City is not responsible for content found at links to third parties, nor the views or opinions expressed by third-party comments.

Please be advised that comments falling into the following category or categories may be removed:

- Obscene or pornographic content
- Direct threats to persons or property
- Material asserted to violate the intellectual property of another person
- Private, personal information about a person published without his/her consent
- Information that endangers the public by compromising a public safety security system
- Statutorily private, confidential, or nonpublic data
- Commercial promotions or spam
- Hyperlinks to material that falls into at least one of the foregoing categories

Should your comment be removed by the City and you believe it does not fall into one of the above categories, contact \_\_\_\_\_ in writing to explain how the comment does not fall into one of these categories.

Should you wish to challenge the legality of any portion of this notice or the City's social media policy, you may contact \_\_\_\_\_ in writing and explain the basis for the challenge in detail.

If you have any other questions about the City of \_\_\_\_\_'s social media page, contact \_\_\_\_\_ at \_\_\_\_\_.

By accessing, using, or posting to this City of \_\_\_\_\_ social media page, you acknowledge you have been advised of the foregoing.

Thanks for stopping by!

(507) 237-2088  
FAX (507) 237-2099



FARM, COMMERCIAL, INDUSTRIAL ELECTRICAL SERVICES  
LICENSED AND BONDED - 24 HOUR SERVICE

DUANE MCGUIRE  
CELL (612) 991-3700

47585 280TH STREET  
GAYLORD, MN 55334

Date 12/1/21

**Job Description**

New Service entrance in  
N.E. Corner of Large steel  
building

To: **City of Arlington and Dave Siewick**  
**Arlington, Mn.**

/ /  
**Invoice**

---

1	Relocate existing Panels from old service locations	
1	Concrete pad for Transformer and CT transition cabinet	
1	Install CT cabinet, raceways, Panels, and conductors	
	As per Quote	\$ 29,645.00
1	State inspection fee	\$ 210.00
	Total Due	\$ 29,855.00

NOTE: All sales tax has been paid by McGuire Electric Inc.  
All accounts are payable by the 5th of each month. A finance charge of  
1.5% will be added monthly to all accounts past due 30 days. \$ 1.00  
Minimum charge. This is an annual interest rate of 18%.





Max new floor  
suppl goods

59-2021

up to MVEC

not to exceed \$9,855

(1) John

(2) Joe

5-0



**ARLINGTON CITY COUNCIL WORKSHOP  
MEETING MINUTES  
August 16, 2021 AT 5:30 PM – 6:30 PM  
300 3<sup>rd</sup> Ave SW (former Seneca facility, meet at office doors)**

1. Tour of former Seneca facility at 300 3<sup>rd</sup> Ave SW (DEED Redevelopment Grant) –

Workshop began at 5:30 pm.

Present: Mayor Rich Nagel, Joe Morgan, Michelle Battcher, Craig Buss, Matt Scharpe, John Thomes

Staff Present: City Administrator Amy Newsom

Guests Present: Dave Siwek, Gene O'Brien, Duane McGuire, John Behnke, Sarah Peterson – MVEC, Marvin Denzer – MVEC, Jeff Langeberg – MVEC, Howard Brinkman, Tom Hatlestad


MVEC explained the options to move the electrical service to north side of WH12/13 with 2 options. Option #1 at \$18,170 and Option #2 at \$16,243. O'Brien then gave the group of tour of the building pointing out what would be demolished, and other work needed to be done before he could use the building.


Will move to Council Chambers after tour to continue with the Workshop Agenda if time allows

2. Call meeting to order and Pledge of Allegiance
3. Roll call
4. Approve workshop agenda
5. Continued review of Department CIP requests
6. Continued review of Department Budgets: Police Department through Ambulance
7. Discussion on updating fence ordinance (tabled on 8/2/2021)

## ADJOURNMENT

Tour and Workshop ended at 6:15 pm and group returned to Council Chambers. No other action was taken.

  
City Administrator Amy Newsom

  
Mayor Richard Nagel



**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
AUGUST 16, 2021 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*

1. Call Meeting to Order and Pledge of Allegiance – Meeting was called to order at 6:32 by Mayor Richard Nagel. All stood for the Pledge of Allegiance.
2. Roll Call  
Present: John Thomes, Joe Morgan, Mayor Richard Nagel, Michelle Battcher, Matt Scharpe, Craig Buss  
Staff Present: Administrator Amy Newsom, Officer Jason Lenertz, Police Chief Andrew Konechne, P&Z Administrator Phil Mangis  
Guests Present: Howard Brinkman, Tom Hatlestad, Lee Ortloff, David Siwek, Lindsay Bergstrom, Dana Lenertz, Gene O'Brien, Emma Lenertz
3. Swearing in - Police Officer Jason Lenertz
4. Approve the Agenda and any Agenda Additions – Request by Mayor Nagel to move items 12, 13 and 15 to the front of the agenda. Motion by Morgan to approve the agenda as amended, 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.*

Councilmember Buss motioned to approve the following consent agenda items:

5. Approval of Consent Agenda
  - A) Approval of Bills
  - B) August 2, 2021 City Council Workshop Minutes
  - C) August 2, 2021 City Council Minutes
  - D) Set Arlington's 2021 Truth-in-Taxation Hearing for December 6, 2021 at 6:30 pm
  - E) Approve hiring of Breanna Bardwell as an EMR for the Arlington Area Ambulance Service
  - F) Approve WAC/SAC Waiver Agreement for 200 Frenzel Drive
  - G) Approve WAC/SAC Waiver Agreement for 216 Frenzel Drive
  - H) Approve 1 Day to 4 Day Temporary On-Sale Liquor License for Sibley County Agricultural

### **PETITIONS, REQUESTS, & COMMUNICATIONS**

6. Addressing the Council - none
7. Announcements - none
8. Communications - none

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

9. Reports
  - A) July Police Department Report – Chief Andrew Konechne – Konechne reviewed Policy: 33 and stated that it was sent out by the Post Board and felt it was a good idea to include.
    - Update to APD Public Assembly and First Amendment Activity Policy: 33  
Motion by Morgan to approve Policy: 33, second by Thomes. Motion carried.
  - B) July Planning & Zoning/Community Center Update – Philip Mangis III – Mangis reported that he is working on cleaning up the City Code and that there has been an increase in events at the Community Center.
  - C) July Revenue Report -Newsom presented the July Revenue Report.
  - D) July Expenditure Report – Newsom presented the July Expenditure Report.

### **ORDINANCES & RESOLUTIONS**

10. First Reading of Ordinance 336 CenterPoint Energy Gas Franchise Ordinance –  
Council held the first reading of Ordinance 336.
11. Resolution 56-2021 A RESOLUTION ALLOWING AN EXEMPTION OF CITY CODE  
CHAPTER 30 UNDER SECTIONS 30.93 (J) AND 30.104 (J)  
Motion by Thomes to approve Resolution 56-2021, second by Buss. Motion carried. Thomes,  
Buss, Morgan, Scharpe, Battcher voted in favor. None against. None abstained. None absent.
12. Resolution 57-2021 A RESOLUTION APPROVING THE DEED REDEVELOPMENT  
GRANT APPLICATION  
Motion by Battcher to approve Resolution 57-2021, second by Thomes. Motion carried.  
Battcher, Thomes, Buss, Morgan, Scharpe voted in favor. None against. None abstained.  
None absent.
13. Resolution 58-2021 A RESOLUTION COMMITTING LOCAL MATCH and  
AUTHORIZING CONTRACT SIGNATURE FOR DEED REDEVELOPMENT GRANT  
Motion by Battcher approve Resolution 58-2021, second by Morgan. Motion carried.

Battcher, Morgan, Buss, Thomes, Scharpe voted in favor. None against. None abstained. None absent.

## UNFINISHED BUSINESS

14.

## NEW BUSINESS

15. Discussion on Seneca Building electrical meter  
Discussion by Council/Gene O'Brien/Dave Siwek on the need to move the electrical meter to the front of the west building at the old Seneca site. MVEC presented two options to move the meter to the north side of the building off Baker Street. Option #1 \$18,170 and Option #16,243. Siwek requested Option #1 to make sure that the service was adequate and also stated that he would install the cement pad.  
Motion by Thomes to approve Resolution #59-2021 A RESOLUTION SUPPORTING CITY FUNDING FOR POWER SUPPLY SOURCE MOVE FOR DATA METALCRAFT, LLC, second by Morgan. Motion carried unanimously. Thomes, Morgan, Buss, Scharpe, Battcher voted in favor. None against. None abstained. None absent.

16. Approve/Deny GNE bid in the amount of \$28,484.20 for WWTP Aeration Blower and MMS bid in the amount of \$16,620.00 for WWTP blower installation (Fund 603)
- GNE \$28,484.20 blower/MSS \$16,620.00 installation
  - Roots \$58,500 blower and installation

Motion by Battcher to approve the bids from GNE in the amount of \$28,484.20 and MMS in the amount of \$16,620.00, second by Morgan. Motion carried.

17. Approve/Deny bid in the amount of \$4,630.37 from Tri-State Pump & Control for air release valves on force main between GI and Arlington (Fund 603)
- Tri-State Pump & Control \$4,630.37
  - Quality Flow \$5,760.00 plus \$525 for each ARV

Motion by Battcher to approve the bid from Tri-State Pump & Control in the amount of \$4,630.37, second by Thomes. Motion carried.

## MISCELLANEOUS BUSINESS

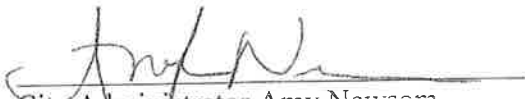
### Committee Updates

### Open Discussion –

Battcher asked about the 3.2 liquor license for the Arlington A's and asked if the City could grant another license to them since 3.2 is going away. Attorney Ross Arneson stated that it may be possible for grant Temporary Liquor Permits, but an On-Sale Liquor license is not an option at this point per State Law. Arneson recommended contacting our local legislator. Request by Battcher have Newsom write a letter to Representative Glenn Gruenhagen.

**ADJOURNMENT**

Motion by Buss to adjourn the meeting at 7:43 pm, second by Thomes. Motion carried.

  
City Administrator Amy Newsom

  
Mayor Richard Nagel



Dave Siwek #



ESCROW ACCOUNT  
223 South Holmes St. PO Box 300  
Shakopee, MN 55379  
(952) 445-6246

ROUND BANK

23435

I-33849  
Electrical Service Charge

DATE  
September 17, 2021

AMOUNT  
\$ \*\*\*\*\*9,500.00

PAY --Nine Thousand Five Hundred and 00/100 ----- Dollars

TO THE  
ORDER  
OF

City of Arlington  
204 Shamrock Drive  
Arlington, MN 55307

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

23435

Buyer/Borrower: Arlington Water Tower, LLC  
Seller: Arlington Warehouse, LLC  
Property: 300 3rd Ave SW / Arlington  
Lender: CorTrust Bank  
Settlement Date: September 17, 2021  
Disbursement Date: September 17, 2021  
Check Amount: \$ 9,500.00  
Pay To: City of Arlington  
Closer/Responsible Party: Rachel  
Loan Number:  
File Number: (I-33849.PFD/I-33849/38)

For: Electrical Service Charge  
Electrical Service Charge \$9,500.00

**COPY**