



**ARLINGTON CITY COUNCIL
MEETING AGENDA
Monday, June 20, 2022, 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
2. Roll Call
3. Approve the Agenda
4. Addressing the Council

CONSENT AGENDA

5. Approval of Consent Agenda
 - A) Approval of Bills
 - B) June 6, 2022 City Council Minutes
 - C) Kelso Agreement
 - D) Approve the hiring of Breanna Bardwell as .6 FTE with Arlington Area Ambulance

PETITIONS, REQUESTS AND COMMUNICATIONS

6. Announcements

7. Communications

- May 5, 2022 Planning and Zoning Meeting Minutes
- May 9, 2022 EDA Meeting Minutes

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

8. Fire Department Report – Chief Doug Mackenthun
- Approve/Deny AFD Standard Operating Guidelines
9. Police Department Report – Interim Chief Denley Kompelien
10. Planning and Zoning Report – Zoning Administrator Phil Mangis
11. People Service Report-May O&M Report – Operator Lee Forcier
12. Review Revenue & Expenditure Summaries
13. Building Permit Reports Jan-May 2022

ORDINANCES AND RESOLUTIONS

14. Resolution 39-2022 A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE
15. Resolution 40-2022 A RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2022 ELECTIONS
16. Resolution 41-2022 A RESOLUTION APPROVING THE APPLIATION FOR A LAWFUL GAMBLING PERMIT FOR ARLINGTON FIRE RELIEF ASSOCIATION

UNFINISHED BUSINESS

17.

NEW BUSINESS

18.

MISCELLANEOUS BUSINESS

Committee Updates

Open Discussion

ADJOURNMENT

Reminders

June 27- Parks Committee-Parks tours at 5:15pm

July 5-Council Budget Workshop at 5:30pm

July 5- City Council Meeting at 6:30pm

July 7- Planning and Zoning meeting at 7pm

July 11-EDA meeting at 5:30pm

July 18-Council Budget Workshop at 5:30pm

July 18- City Council Meeting at 6:30pm

July 25-Cemetery Committee meeting at 6pm



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1. Call Meeting to Order and Pledge of Allegiance-Meeting was called to order at 6:30 pm by Mayor Richard Nagel. All stood for the Pledge of Allegiance.

2. Roll Call-

Present: Richard Nagel, Matt Scharpe, Joe Morgan, Michelle Battcher, Dave Meyer, John Thomes

Staff Present: City Administrator Amy Newsom, Ambulance Manager Jamie Weikle, Public Works Supervisor Kirby Weckworth, City Attorney Ross Arneson, P & Z Administrator Phil Mangis

Guests Present: Kurt Menk *Arlington Enterprise*, Andrew Kelton, Alan Ihrke, Bobbi Zaske, Amy Berger, Ryan Demby, Lindsay Sjostrom S & F Enterprises, Sarah Peterson MVEC, Marvin Denzer, Jeff Langbery

3. Approve the Agenda and any Agenda Additions-Newsom requested to add the following under 5 (E), Accept grant in the amount of \$900 from CenterPoint Energy for Arlington Fire Department, 17 Approve/deny pay request #2 to Gridor Construction for \$28,956.95, 20 Sample of Load Control Form, 21 2nd service level agreement, and 25 Administrator's Exception Policy. Battcher made a motion to approve the agenda with additions. Scharpe seconded. Motion carried.

4. Addressing the Council-Ryan Demby of 406 E Adams St requested a copy of the Arlington Community Center deficit of \$62,000.

CONSENT AGENDA

Morgan made a motion to approve the following consent agenda items:

5. Approval of Consent Agenda
 - A) Approval of Bills
 - B) May 16, 2022 City Council Minutes
 - C) May 19, 2022 City Council Special Meeting Minutes
 - D) Approve hiring of Hattie Jenkins as a .6 EMT with the Arlington Area Ambulance
 - E) **Accept grant in the amount of \$900 from CenterPoint Energy for the Arlington Fire Department**

Battcher seconded. Motion carried.

PETITIONS, REQUESTS & COMMUNICATIONS

6. Presentation by Southern Minnesota Initiative Foundation (SMIF), Alissa Oeltjenbruns- Presentation was made by Alissa Oeljenbruns regarding resources of SMIF
7. MMPA Board Meeting Public Summary May 2022-Newsom presented the MMPA Public Summary for May 2022
8. MMPA Energy Adjustment Clause for June 2022-Newsom presented the MMPA Energy Adjustment Clause for June 2022
9. Resignation of Ryan Benjamin from the Arlington Fire Department

9.5 Request for funding for SE tennis courts (tabled 5-16-2022)- Battcher made a motion to take the requests for funding at the SE Tennis Courts off the table. Thomes seconded. Motion carried. Annie Meuleners came with 2 quotes for concrete for the tennis courts. Would like to see the tennis courts used by more community members. Meuleners would like to see this project started soon as the price of concrete will be going up in July. Will need to see if there is any money left over from sidewalk project.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

10. May Public Works Department- Public Works Supervisor Kirby Weckworth

- Sidewalk replacement (Zoning Administrator Phil Mangis)
- CMC \$49,995
- Wenzlaff Masonry-\$54,540

Scharpe made a motion to accept CMC's bid for concrete for sidewalk repair. Thomes seconded. Motion carried. Mangis stated that the sidewalks in question are a safety issue. Will leave this up to Weckworth's discretion if there is any money left for the SE tennis courts after the sidewalks are done. Weckworth also discussed how they are in summer mode, swept streets, reminded everyone about not putting grass clippings on the street, put a slide in at 4 Season's Park, painting of the light poles at ACC and worked on prices for CIP project.

11. Ambulance Department Report – Ambulance Manager Jamie Weikle

- Request to rescind resignation of Ambulance Member Kevin Hesse-Council is pleased to have Kevin Hesse back as a paramedic.

Piper, Sam and Aubrey are certified as EMR's. Revamped .8 to .6 due to medical insurance being too high. Weikle is now the Director for MN Ambulance South Central Region.

12. Electrical Engineer Annual Report from Sarah Peterson MVEC-Peterson presented the annual report and provided 2022 budget numbers for the first time.

13. 2021 Parks Committee Annual Report- Al Ihrke, Chairman gave a presentation. The committee would like to repair the basketball court at the Four Seasons Park. Next meeting they will tour the parks. Possibly look into grants from the MN Timberwolves/Lynx.

ORDINANCES AND RESOLUTIONS

14. Approve/deny resolution 37-2022 AN RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE `

Motion made by Battcher to accept a donation of \$25 from Marvin and Eileen Riebe for the Ambulance Fund. Scharpe seconded. Motion carried.

15. Approve/deny resolution 38-2022 A RESOLUTION CALLING PUBLIC HEARING ON THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-4 WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. 1 AND THE ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING THERETO
Council requested to meet with the developer at a workshop.

UNFINISHED BUSINESS

NEW BUSINESS

16. Request for funding for SE tennis courts (tabled 5-16-2022)- moved to 9.5 at Batcher's request.
17. 2021 Final Audit Presentation by Tom Olinger, ABDO-Olinger presented the 2021 final audit. He mentioned that there are some outstanding checks, should be cleared up annually.
18. Update on Water Treatment Facility Rehabilitation from Jake Pichelmann of Bolten & Menk-Pichelmann provided an update and how many months they are into the project.
 - **Approve/deny pay request #2 to Gridor Construction for \$28,956.95**-Motion was made by Morgan to approve the pay request #2 from Gridor Construction for \$28, 956.95. Seconded by Thomes. Motion carried.
19. Request by Lindsay Sjostrom to add business parking only to South side of West Alden Street by S & F Enterprises building-would like to have a sign put out on W. Alden St for business parking only on Monday through Friday during specified times. Morgan made a motion to put out a sign for business parking only. Meyer seconded. Motion carried.
20. Update on Seneca Trailer Park-Discussion on if the Lion's Center is close enough for storm shelter for the Seneca Trailer Park. Decided that the City should enter in an agreement with the trailer park owners. Newsom will speak with Tim Haggemiller to create the agreements.
21. Approve/Deny Load Shedding Policy/**Sample of Load Control Form**-Thomes made a motion to approve the Load Shedding Policy. Meyer seconded. Motion carried.
22. Discussion on transition of Library back to the city-Newsom presented a draft agreement from Sibley County. Council will approve final agreement after County Board approves it.
 - **2nd service level agreement example**

23. Approve/Deny Library Director and Library Assistant Job Descriptions-Scharpe made a motion to approve the Library Director and Library Assistant Job Descriptions. Meyer seconded. Motion carried.
24. Discussion on paperless City Newsletter- will have Newsom and Administrative Assistant look into emailing out with bills. The Council wanted to know why Battcher gets her newsletter and her bill emailed to her.
25. Update on meeting with Northland Drying Attorney-Arneson gave an update. Council is asking for immediate action. Arneson will speak with Gunner Johnson that we need information in writing. Johnson understands the cities' issues. There was an update on MPCA legal action. Arneson reported that June 27th is next action at MPCA.
26. Consider removing administrative permit process-**Administrator's Exception Policy**-It is the consensus of the Council to send the Administrative process back to Planning and Zoning for discussion.

MISCELLANEOUS BUSINESS

Committee Updates

Open discussion

ADJOURNMENT

Thomes made a motion to adjourn the meeting at 9:37pm. Meyer seconded. Motion carried.

Reminders:

June 13- EDA Meeting at 5:30pm

June 20-City Council Budget Workshop at 5:30pm

June 20-City Council Meeting at 6:30pm

AGREEMENT

The City of Arlington, a Minnesota municipal corporation, hereafter "City", and Kelso Township, Sibley County, Minnesota, hereafter "Township", hereby agree as follows:

1. The City and Township have passed resolutions approved by the Minnesota Secretary of State to combine polling places for their jurisdictions, under the provisions of Minnesota Statute 204B.14, Subdivision 2(b)(4).
2. The combined polling place for primary and general elections will be the City Community Center at 204 Shamrock Drive, Arlington, Minnesota 55307.
3. This agreement shall be effective for all elections held in 2022, and in all subsequent years unless voided by either party by service of written notice on the other party no later than April 1 of any election year effective to void this agreement for that election year and all subsequent years. If Minnesota State regulations change the April 1 cancellation notice deadline date, then this agreement shall automatically conform to any such new date.
4. The City and Township shall cooperate in recruiting, training, and employing one staff of election judges and election officials to process the elections held at the combined polling place.
5. As compensation for use of the City Community Center polling place, the Township agrees to pay to the City 13% of the cost of recruiting, training and employing the staff of election judges and election officials for all elections, including primary and general elections and recounts, held at the combined polling place, and 13% of all future costs of election equipment and supplies necessary to the conduct of such elections. Such costs are to be invoiced to the Township by the City within 30 days after the date of the last election to be held that calendar year, and payable by the Township to the City within 30 days after receipt of such invoice.
6. As a special mention, for the 2022 election year, the Township shall pay the City \$41.60 as its 13% share of a new poll pad purchased by the City prior to this agreement, but intended for use in 2022 elections.
7. This agreement may be amended at any time by the mutual written agreement of the City and Township, subject to all Minnesota State election regulations, but may only be revoked as set out at paragraph 3 above.

In Testimony Whereof, the parties affix their signatures and bind their respective government units, on the date appearing below.

Dated: _____, 2022

For City of Arlington:


By Richard Nagel
Its Mayor

By Amy Newsom
Its Administrator

For Kelso Township:



Lyle Wiest
Its Chairman



Whitney Wiest
Its Clerk

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Its Mayor

By Amy Newsom
Its Administrator

For Kelso Township:



Lyle Wiest
Its Chairman



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Its Clerk



PLANNING AND ZONING COMMITTEE

Meeting Agenda

May 5th, 2022 at 7:00 PM

Arlington Community Center — Council Chambers

1. Call to Order at 7:00pm

Members Present

Jeanne Bearson
Joe Prasad
Michelle Battcher
Brandon Brinkman
Dave Meyer

Member Absent

Tom Hatlestad

Staff Present

Amy Newsom
Phil Mangis

Staff Absent

None

Guest Present

Jim Soeffker
Mark Wentzlaff
Grant Bing
Curt Reef
Mary Kistern
Lisa Otto
Matt Otto
Brandon Bacht
Bob Pautiel
Jim Ekenstedt
Krisha Ekenstedt
Kayla Ekenstedt
Brian Menlhop
Lisa Menlhop
Lorlie Frech
Paul Soeffker

2. Pledge of Allegiance

3. Approve Agenda- Motion by Brinkman to approve agenda seconded by Battcher, Motion carried.
4. Approve the Minutes- Motion by Meyer to approve the minutes for April 7th and 19th, seconded by Battcher, Motion carried.
 - a. April 7th and 19th, 2022

5. Discussion on Resolutions for the Rezoning of Frenzel and Pondview Dr area

A representative from High Island Creek Development spoke concerning their concerns about the property that was going to be rezoned. They did not understand why the property in question was rezoned to R-1. The Committee explained the zoning history that was created by the Planning and Zoning Administrator. The representative stated that they would like to have this rezoned to R-3 to allow them more options to residential structures. Some residents believe the developers are being misleading based on the development projections created in 2004. A resident express concern that the front width of the road going into parcel 31.0719.580 would be too narrow and does not meet code. They also stated that the City informed them that apartments would not be going into this area. A few residents are concerned by rezoning the area R-3 the developers can do whatever they want and believe this will create harm and drainage issues in the area. Also a few residents did not believe it is right for the Committee to rezone the whole Frenzel and Pondview Dr area without residential approval. They also want engineering drawings of the area and do believe it makes sense to rezone the whole area.

After the Residential input a motion was made by Brinkman to start over on the Resolution of the Rezoning of the Frenzel and Pondview Dr area, seconded by Battcher, Motion carried.

Battcher made a motion to table the remaining items on the agenda until next meeting, seconded by Brinkman, Motion was carried.

6. Discussion on the finalization of the Arlington Zoning Code
7. New Business
 - a. Final Draft of Tiny Homes Policy
8. Other/Updates
 - a. None
9. Adjournment- Motion by Brinkman to adjourn the meeting at 8:35pm, seconded by Battcher, Motion carried.

P&Z Administrator

P&Z Chair

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

May 9, 2022 @5:30 P.M.

Arlington Community Center-Council Chambers

1. Call to Order-Meeting was called to order at 5:31pm by Kurt Menk

Present-Dean Bergerson, Kurt Menk, Matt Scharpe, Joe Morgan, Howard Brinkman
Staff Present-EDA Director Amy Newsom
Absent-Larry Sorenson, Tim Kloeckl
Guests Present-Kristine Knudten, Kristen Rickaby, Mayor Richard Nagel
2. Pledge of Allegiance- All stood for the Pledge of Allegiance.
3. Public Hearing on the sale of parcel 31.0884.000 to Sew Quilty-There was a comment via email regarding price and how this area will be zoned by Wayne Swenson. Public hearing opened at 5:31 pm and closed at 5:40 pm.
4. Approval of Agenda-Morgan made a motion to approve the agenda, Bergerson seconded. Motion carried.
5. Approval of minutes from April 11, 2022-Bergerson made a motion to approve the minutes from April 11, 2022, Brinkman seconded. Motion carried.
6. Approval of Financial Reports from April 2022-Scharpe made a motion to approve the financial reports from April 2022; Bergerson seconded. Motion carried.
7. New Business
 - A. Recommending to Council approval of the bare land purchase agreement with Sew Quilty. Scharpe made a motion to recommend to council the approval of the bare land purchase agreement with Sew Quilty, Bergerson seconded. Motion carried.
 - B. Recommending to Council approval of the development agreement with Sew Quilty. Date changes April 1, 2024 to December 31, 2024. Brinkman made a motion to recommend to council the approval of the development agreement with Sew Quilty, Bergerson seconded. Motion carried
 - C. Resolution #2-2022 A RESOLUTION GRANTING A LOAN TO MACKENZIE RUETHER D.B.A. THE ROOST SCHOOLHOUSE DAYCARE FROM THE ARLINGTON EDA CHILD CARE LOAN PROGRAM. -Motion made by Brinkman to approve resolution #2-2022, seconded by Bergerson. Menk, Brinkman, Scharpe, Morgan and Bergerson all voted in favor. None against.
 - D. Discussion on updating the EDA business subsidy policy-Newsom request EDA input on updates.

- E. SMIF Sprout program- Newsom presented information from SMIF.
- F. Housing data-Newsom provided details on report.
- G. **SMIF**- Thank you notice from SMIF for \$500 support.
- H. **South Central Minnesota HRA**- Newsom provided information on Section 8 limits.

8. Old Business

A. Amba Homes housing development – EDA Requested Newsom to speak with Nishul again moving forward with the TIF district.

B. CR 166 Expansion-Rep. Glenn Gruenhagen is still pushing it forward.

9. EDA Director update on businesses and housing- Newsom updated with three new home constructions.

10. Director and Board Comments- Menk reported that Choose Arlington has met goal for dog park, EDA asked if we could do something for the donors.

11. Adjourn- Morgan made a motion to adjourn the meeting at 6:34pm, Scharpe seconded. Motion carried.

EDA Director Amy Newsom

EDA President Kurt Menk

Adopted: September 17, 2012

Revised: January 22, 2013

Revised: December 7, 2015

Revised: April 4, 2016

Revised: November 7, 2016

Revised: January 17, 2017

Revised: November 6, 2017

Revised: December 3, 2018

Revised: March 1, 2021

Revised: December 20, 2021

Revised: June 20, 2022

Arlington Fire Department

Standard Operating Guidelines

The rules herein contained are not designed to limit any member in the exercise of his/her judgment in taking the action in extraordinary situations that a reasonable person would take. Situations may arise from time to time which cannot be foreseen, and for which no rules or regulations can be provided. It is expected that all members will act at such times with promptness and discretion. It is essential for the efficient conduct of this Department that it be organized on a prearranged, systematic basis as it is in other organizations, whether public or private. Fire extinguishment and Life Safety being the fundamental purpose of this Department's practices in Fire suppression, safety, drills, and emergencies is outlined herein under the title, **Standard Operating Guidelines**. Members shall always bear in mind that they are serving the City, even though voluntary, and that their conduct and behavior is subject to criticism by the general public to a greater extent than most any other line of work. For this reason, the unwritten social rules of good conduct and behavior as practiced by all law-abiding and self-respecting citizens shall be observed at all times by all members of this Department. In any emergency the order of rank/command of the Department shall prevail. Officers shall be based on departmental rank as described below:

FIRE DEPARTMENT OFFICERS:

Chief

1st Assistant Chief

2nd Assistant Chief

Secretary

Safety/Training Officer

Safety/Training Officer

REQUIREMENTS OF FIREFIGHTERS

1. All firefighters are required to make a minimum of 20% of calls excluding Skywarn in a fiscal year. *(Revised 1/17/17)*
2. All firefighters are required to make a minimum of 11 drills/trainings at 100% drill/training time; must have an excused tardy or early dismissal from an officer to receive credit, to be in good standing or 13 drills/trainings at 75% drill/training time in a fiscal year. *(Revised 12/7/15, 12/20/21, 6/20/2022)*
3. All firefighters are required to attend six (6) nine (9) meetings in a fiscal year; if not met will be subjected to disciplinary action up to and including termination. *(Added 12/20/21 & 6/20/2022)*
4. All firefighters are required to comply with OSHA/NFPA guidelines for facial hair. *(Added 12/20/21)*
5. Any NFPA/OSHA requirements must be completed within 45 days of date completed by the Department. Any extension must be approved by the City Council in order to maintain good standing on the Department. *(Added 12/3/18)*
6. Turn out gear needs to be inspected at a minimum of once a year, and washed a minimum of twice a year, or as needed. *(Revised 12/3/18)*
- ~~7. Failure to comply with either #1, #2, #3, #4, #5, or #6 will result in a forfeiture of one year relief benefits and bonus. *(Revised 12/3/18, 12/20/21, 6/20/2022)*~~
8. It is the duty of the Department to meet once each month. The meeting shall be held the last Wednesday of each month at the Fire Hall or such other place designated by a vote of the Department members.
9. Attendance at all meetings will be taken at the beginning of said meeting unless tardiness is approved prior by an officer. Arrival after Treasurer's report is read will not count in attendance. *(Revised 6/20/2022)*
10. No member shall consume alcoholic beverages during drill or meeting times.
11. No member shall use tobacco in the fire hall and in fire department vehicles.
12. It shall be the duty of each member responding to a fire call or drill call to register with the officers in charge so that activities of members may be kept for Department records.
13. All firefighters will have their pagers turned on and worn, or have available to hear a page, except when going on vacation, a distance from the County, etc. It is the firefighter's responsibility to make sure that the pager is operational. *(Revised 4/4/16)*
14. Any discipline in relation to any of these guidelines will be conducted under the provisions outlined in Section 16 of the City Handbook. *(Revised 6/20/2022)*

REQUIREMENTS OF PART-TIME VOLUNTEER FIREFIGHTERS *(Section Added 3/1/2021)*

1. Part-time firefighters are at no time eligible for any bonuses. They will be compensated for their time on calls and drills.
2. Part-time firefighters' years of service as part-time firefighters will not count if they decide to become full-time firefighters in the future. Must be full-time volunteer and be in good standing with the department to qualify for relief retirement.

3. Part-time firefighters are required to make a minimum of 10% of calls excluding Skywarn in a fiscal year.
4. Part-time firefighters are required to attend the same amount of training/drills (11) as Full-Time Firefighters, unless they are a member of another Fire Department, whereby they received other training. ~~are required to make a minimum of 6 drills/trainings in a year.~~ (Revised 6/20/2022)
5. Part-time firefighters are required to complete any NFPA/OSHA requirements along with any mandatory drills. They can provide paperwork from another fire department to meet these requirements. Paperwork has to be in their file with current year.
6. All other Arlington Fire Department Standard Operating Guidelines apply.
7. City of Arlington Policy and Procedures apply.

RESPONDING TO EMERGENCY CALLS

1. All firefighters shall respond to all emergency calls whenever possible, obeying all State and Municipal traffic laws. **(SPEED, STOP SIGNS, YIELDING)**
2. All firefighters shall abide by the City of Arlington Drug and Alcohol policy when responding to any call, 0 tolerance for medicals and driving city equipment. (Revised 12/3/18)
3. All firefighters must enter the hall through the man doors.
4. The driver of every responding unit must know the location of the incident and what type of incident when available, before leaving the station. Use maps provided in each unit for the correct location of streets and avenues.
5. All firefighters (with exception of the Chief) will report to the Fire Station and then respond to the scene with their turnout gear. If you missed all units, call the Officer in Charge for permission to drive your personal vehicle.
6. No firefighter will drive an engine (pumper) unless that person is trained to operate the pump and all other truck operations. This includes all other fire department vehicles that the driver must be trained.
- ~~7.~~ When leaving the station responding to a call, all firefighters will be in **PPE**. ~~full turnout gear.~~ (Revised 6/20/2022)
8. Any firefighter remaining at the station during a call shall be ready to respond to the scene if additional assistance is needed and remain at the station until being dismissed by the Officer in Charge at the scene. (Revised 4/4/16)
9. All fire unit drivers will operate units in a SAFE MANNER with regard to firefighters riding in the units and following State and Municipal traffic regulations. Seat belts must be worn.
10. All units will use lights and sirens while responding to an emergency call, except for a bomb threat and Skywarn or when the Officer in Charge says not to.
11. All units need to stop at railroad crossings according to Minnesota State Statutes.

ARRIVING AT THE SCENE

1. All firefighters will follow the instructions given by the Officers in Charge, en-route to and upon arrival at the scene. This includes truck placement, tactics, manpower, etc.
2. All trucks follow the same route if possible.
3. All truck unit drivers are to stay with the trucks at all times, unless relieved by an officer.
4. All units should call dispatch while in route, at scene, leaving scene, and back in service, exception to tankers when hauling water.
5. All structure fires, an ambulance should be dispatched.
6. All firefighters shall always activate the PASS alarm when in danger.
7. Portable radios, located in all units, will be used by firefighters entering structures as well as on the fire ground to have maximum communications.
8. The attack (entry) team will take the thermal imaging camera into the structure.
9. 1-3/4" hose line may be used for the initial fire attack, followed by larger diameter hose lines when and where needed. Check the charged line before entering the structure, air out the line.
10. **NO FIREFIGHTER WILL ENTER A STRUCTURE ALONE!** A minimum of two (2) firefighters with a minimum of a 1-3/4" charged hose line shall enter a structure with full firefighter turnout gear on and a SCBA properly put on, with a back-up team of two (2) firefighters minimum outside the structure with the same level of personal protective equipment on and charged hose line off of the 2nd pumper prepared for entry if the situation dictates. **(TWO IN TWO OUT)**.
11. Whenever entering or leaving a structure... **NO ONE WILL BE LEFT ALONE!!!** When SCBA alarm signals low air supply, all firefighters on the team go out. **(SEE ACCOUNTABILITY SYSTEM)**.
12. All firefighters not used in the initial attack will remain clear of the incident or structure and be available for other tasks or duties when directed. Such as: setting ladders, ventilation, relief, salvage, overhaul, rescue, roll hose lines, security, etc.
13. In the event of a situation requiring evacuation of firefighters from an area or structure, units at the scene will use the "HI-LO" siren when the order is given via radio transmission or verbally. The reason for this is that it will not interfere with the sirens used by units entering or leaving the scene. An evacuation will be called for by Officers in Charge on the probability of explosion, cave-in, or collapse, etc. Once this siren has been sounded, all firefighters on the fire ground will leave the area immediately and return to the truck they arrived in, so all firefighters can be accounted for and change in tactics can be applied if needed. This is the only time that the HI-LO siren will be used on ALL fire units. This is to include responding to a scene or parades.
14. Any questions by the news media or bystanders will be directed to the Chief Officer in Charge. Get name(s) of person(s) asking for information about the incident.

15. Do not willfully give out information, either at the scene or following, as to the cause, or other incriminating evidence. Scene confidentiality is imperative to all scenes. This includes juveniles that may be involved.
16. All personnel will do cleanup at the scene, pick up all equipment used and return them to the proper unit or fire station.
17. Units and personnel will leave the scene when directed by the Officer in Charge and return to the station or where otherwise directed.
18. All fires should be treated as a crime scene. All possible evidence at the scene including people, cans, etc. should not be disturbed and brought to the attention of the Officer in Charge, so measures can be taken to implement a proper investigation, including the possible use of outside sources. The State Fire Marshall shall be notified.
19. At any accident scenes, do not remove any debris or cleanup the scene area until Law Enforcement give authorization pending the completion of their investigation.
20. The NIMS will be used at all incidents without regard to size or type.

RETURNING TO THE STATION

1. All firefighters will help in the cleaning of equipment and units. Equipment shall be put back in its proper place on the unit in a **Ready for Use Status!** This includes washing of hose, rolling hose up and putting the hose in hose rack. Also, cleaning and inspection of ladders, refilling of air tanks, cleaning of SCBA's, refilling of gas cans and power tools.
2. All units will be refueled and cleaned after each run. Notify the Officer of the Unit if there is a problem so necessary repairs can be made. *(Revised 12/20/21)*
3. Any firefighter needing to leave before the equipment is cleaned and put away **MUST** check with and receive permission from Officers in Charge. This will be done so cleanup can be completed in a reasonable time frame and not left up to a few firefighters to finish.

SKYWARN

1. Skywarn is on a voluntary basis of the Fire Department.
2. Attend a minimum of one Skywarn training every three (3) years.
3. If available, two firefighters (2) per unit will be used in the predetermined locations and units.
4. No lights and siren will be used, unless directed by the Officer in Charge.
5. Keep all radio traffic to a minimum, and only transmit important information regarding rapid weather changes and threatening/imminent weather. All units must be on SB11 when doing weather watch. *(Revised 12/3/18)*

6. Skywarn locations and units: *(Renumbered 12/3/18)*

- Brush Rig 1 Officer
- Brush Rig 2 End of West Main Street
- Engine 1 South on #9, 411th Ave and 250th Street, field approach on West side of #9
- Engine 2 North on #9, Field approach across from the Catholic Cemetery on West side of #9
- Tanker 1 South on #17, straight on gravel road on 401st Ave to center of spray field, east approach
- Tanker 2 West on #12 to 421st Ave, south ½ mile in a field approach (next to road sign)

GENERAL GUIDELINES OF THE ARLINGTON FIRE DEPARTMENT

1. All firefighters must turn their cell phones to vibrate mode during all meetings.
2. All firefighters will follow NIMS, (use chain of command).
3. Portable radios will be taken from ALL UNITS to be used for communication (by interior attack teams, roof operations, and fire ground support, etc.) with the Officers in Charge and Units. The Chief will utilize the radios that they have been assigned.
4. SCBA maintenance will be done by trained designated firefighters, following the manufacturers and OSHA standards.
5. Any person putting on SCBA's will be trained and tested. Firefighters will not wear a SCBA if they have a full beard. If glasses are worn with the SCBA, they must meet OSHA, NFPA and ANSI standards.
6. Before entering a structure there will be a person at each entrance. Following the accountability procedures of firefighters inside and monitor the time that entry was made. The firefighter at the entrance will remain until all firefighters come out or are accounted for.
7. All fire training will be the responsibility of the Department Training Officers, overseen by the Department Chief and Assistant Chiefs.
8. All firefighters will have a working knowledge in all aspects of firefighting, rescue, first aid, and equipment usage in compliance with NFPA standards and 1403 and/or 1001. This will be accomplished by firefighters upon completion of their first year on the Arlington Fire Department, or when the availability of courses exists.
9. At drills, meeting and all calls, there will be 100% participation of all firefighters present with company officers assisting with the training.
10. No member shall leave a meeting before adjournment unless excused by the Chief or Chairman in Charge.
11. Due to the sensitivity of the Fire Department's involvement with private property and potential violations of the Minnesota Data Practices Act, firefighters are encouraged not to discuss any Fire Department issues outside of the Department. This includes all money issues, personnel, and/or business related to the Department.
12. Complete dress uniform shall be worn at department activities as determined appropriate.
13. Uniforms shall be maintained in first class condition. This shall include cleaning and general maintenance.
14. A complete uniform will be issued when he/she becomes a member and has completed their training. It is their responsibility to replace their own uniform if they wear out. *(Revised 12/3/18)*
15. There will be no other patches, badges, or pins on the uniforms except those approved by the Department.
16. Attendance is mandatory on cleanup crews, and at the time directed by the Crew Captain (top person on list). Cleanup day is routinely scheduled activity on a specific day, however, other work and/or duties may be assigned. After each meeting or drill the hall shall be cleaned. Reasonable exceptions may be made at the discretion of the Captain. The Captain shall notify the crew prior to

work session. After that time if the Captain is informed by a member that he/she cannot make it at the scheduled time, an alternate time must be set up and completed within the scheduled month.

17. The Captain will also arrange for one member to start all trucks and equipment each week, to make sure that they are in working order. If they aren't in working order, let the Chief know as soon as possible.
18. The Arlington Fire Department Advanced Training will pay mileage at going rate and also \$40.00 per day for a six hour or more class with a certified certificate. Overnight stays will be approved by the Fire Chief.
19. All members shall immediately report to their superior officer if accident, sickness, or injury occurs to themselves while on duty, no matter how trivial.
20. Any health condition extending one month shall have an attending physician's statement before firefighter shall return to active duty. The physician shall determine if the returning firefighter is able to perform all significant duties as outlined.

HAZARDOUS MATERIALS INCIDENTS

1. The Department of Transportation Hazardous Material Handling Guide Book shall be used for identification, recognition and proper handling of a potentially hazardous material.
2. All responding units/personnel must be alert to the responsibilities of a hazardous material incident. Recognition and Identification of the incident must be determined. In some responses, more than one material may be involved.
3. Size up of the incident shall include the following: Wind direction with relation to life safety, exposures and environmental. With these hazards determined, a plan will be established and communicated through the utilization of the Incident Command System.
4. Respond to a Hazardous Materials Incident from the up-wind side and uphill whenever is possible.
5. Remain at a safe distance when approaching the scene until Identification and Recognition of the incident has been accurately established and the proper personal protective equipment can be worn. This is also true in the event of injured or contaminated persons involved in the incident.
6. Never drive through any spilled material (liquid or dry), vapor cloud or smoke.
7. Secure the scene initially by setting a 250-foot minimum radial perimeter. This distance may need to be increased or can be decreased, depending on the amount and the material involved.
8. Establish a **HOT, WARM, AND COLD** Zone for the life safety of all persons involved.
9. Only trained and needed personnel shall enter the scenes **COLD, WARM OR HOT** Zone depending on what phase of the incident it is in and remember to stay out of vapor clouds and/or spilled liquids and dry materials.
10. Protect response personnel and equipment from contaminants as much as possible, and always be aware of possible wind change and a possible increase of the situation.

11. Always use and wear full protective equipment at the scene. **WHEN IN DOUBT, GO ALL OUT!!!**
12. Detain and/or isolate any persons and/or equipment that may have been contaminated until proper decontamination can be implemented. If there are any injuries that medical attention is required, notify responding personnel and the hospital of the name of the hazard prior to sending the persons off of the scene. This is also to include notification of EMS prior to loading and transport.
13. **DO NOT** permit anyone to touch anything unnecessarily or retain any souvenirs or objects in the incident area including which needs to be properly disposed of.
14. The Incident Command System shall be used at all incidents that are responded to.
15. The City of Arlington Emergency Disaster Plan will be always put into effect at all incidents.
16. The Command Post will be designated by the use of a green flashing light. The location of the command post is to be determined at the scene by the Officer(s) in Charge.
17. Make sure notification to the proper agencies is made. Such agencies includes but not limited to, Minnesota State Duty Officer, Pollution Control, Environmental, Coast Guard, etc.
18. Have a person available for documentation of all proceedings of the event including times, action taken and radio traffic.
19. Utilize Industrial Emergency Response Teams, because they are the authorities of their respective facilities, and have the training and expertise of the materials used.
20. When responding to meth lab calls, respond according to Law Enforcement guidelines. Decisions will be made by all officers as needed.

MUTUAL AID CALLS

1. All firefighters will respond to mutual aid calls.

GROUND SEARCH FOR MISSING PERSON(S) *(Section Added 12/20/2021)*

- A. The following information will be provided to the Officer in Charge of Arlington Fire & Rescue:
 1. Requesting Party Name, Title and Organization,
 2. Agencies Involved & Purpose of Request,
 3. Radio Frequency of Coordinator,
 4. Location or Coordinates of the area to be searched and equipment being requested,
 5. Projected timeframe of search.
- B. The following criteria must be met. If NO to any of the criteria listed below, the search request will be declined. The Officer in Charge of Arlington Fire & Rescue may override any of the below criteria at their discretion.

1. The request is from law enforcement, fire department or other public safety agency.
 2. The search is conducted during daylight hours only (official sunrise and sunset).
 3. The search location should be narrowed to a known area.
 4. The requesting agency is in the search area looking for the victim and they have acceptable methods of communicating with Arlington Fire & Rescue.
 5. Emergency Medical Service personnel are being dispatched to the scene.
 6. There is a person with an identified potential illness or injury that is being looked for.
 7. Air Search has been requested or is not appropriate.
 8. Arlington Fire & Rescue will not participate in searching solely for the purpose of locating a suspect of criminal activity.
- C. If the individual(s) is believed to have a weapon, searching by any member of Arlington Fire & Rescue will be on a voluntary basis, and the member themselves will decide if they wish to search or decline. A licensed Peace Officer will accompany any search group, if the individual(s) is believed to have a weapon or may pose a danger to search members.
- D. The Officer in Charge of Arlington Fire & Rescue may decide at any time to decline or withdraw from the search, based upon staff availability, weather, safety or any other factor in which the Officer in Charge believes creates an elevated risk to members searching.

ACCOUNTABILITY SYSTEM FOR ALL INCIDENTS

OBJECTIVE:

1. An accountability system shall be utilized at all incidents as a means to identify a firefighter's whereabouts while on the scene or when entering a potentially hazardous environment. This method will enhance firefighter safety and reduce the risk of a firefighter not being accounted for after entrance into a hazardous environment.

DEFINITIONS:

Accountability:

This is to ensure knowledge of the location of a firefighter at an incident scene that may be exposed to a hazardous atmosphere or environment.

Hazardous Environment:

1. Entering a structure for the purpose of Rescue, Fire Suppression, Salvage, Overhaul, Cause determination/investigation, or any other reasons that may arise for entry into a structure. Other Hazardous Environments shall include, but not limited to the entry into: Silo's, Grain Bins, Water, Pits, Holes/Trenches, or Excavations, Manholes, or any other Confined Space that is either natural or man-made.

OPERATING PROCEDURE:

1. Each firefighter will be equipped with a minimum of two (2) clip-on tags. Each tag will display the first and last name of each firefighter.
2. When each firefighter arrives at any incident, the firefighter will remove one (1) tag and attach it in the unit.
3. Prior to the entry of any of the previously defined Hazardous Environments, each firefighter shall give the remaining accountability tag to the officer or designated firefighter that shall remain at the point of entry.
4. The officer or designated firefighter shall remain at the point of entry until each firefighter has returned to their initial point of entry, at which time the officer or designated firefighter at the point of entry shall return the accountability tag to each firefighter who gained entrance from that point.
5. It shall be the responsibility of each firefighter that has returned from a hazardous environment to go immediately to the officer or designated firefighter to get back their accountability tag. This is to be accomplished even if the firefighter has exited from a different location that they had entered. This procedure shall be repeated each time that a firefighter enters and exits any hazardous environment.
6. If a firefighter needs to leave the scene prior to the remainder of the Department, he/she must request permission from the Officer in Charge. Upon approval to leave the scene, the firefighter then must take his/her accountability tag from the apparatus that they responded with and then reattach it to his/her turnout gear.
7. If in the event that an accountability tag has not been picked up by the firefighter following an entry, the officer or designated firefighter shall notify the Officer in Charge of the scene that all firefighters have not been accounted for, at which time a head count will be initiated immediately. The Officer in Charge shall use the accountability tags from each unit on the scene to determine the firefighter that is not accounted for.
8. At the termination of any incident that the Department has responded to, it is each firefighter's responsibility to retrieve their second accountability tag.
9. The operator of each apparatus will check the accountability tags to ensure that all firefighters are accounted for prior to that apparatus leaving the scene.
10. All accountability tags shall be placed on each firefighter's turnout gear upon the return to the station.
11. If in the event that an accountability tag has been lost or damaged, notification to the Officer in Charge must be done as soon as possible.

12. This accountability system shall be used at all times. That includes drills and any other apparatus operations.
13. Failure to comply with this accountability system may result in disciplinary action.

City Personnel Policy Handbook takes precedence over Fire Department's SOG's. It is the responsibility of the firefighter to read and understand the provisions of the policy handbook.

Failure to comply with any of the SOG's may result in disciplinary actions unless otherwise stated in the SOG's.



I, _____, an employee/firefighter of the City of Arlington, Minnesota do hereby state that I have received a copy of the Standard Operating Guidelines (SOG's) and I agree to read it and to comply with it and any other rules and policies of the City.

I understand that violating the policies and rules set out in the Guidelines may lead to disciplinary action, up to and including termination.

I clearly understand that these Guidelines do not create a contract for employment with the City of Arlington, and that the City of Arlington may change or modify the policies and procedures in the Guidelines at any time or without prior notice.

These Guidelines replace and supersede all earlier Guidelines.

Date Employed

Employee Signature

Date



Arlington Police Department

Denley Kompelien, Chief of Police

108 4th Ave. NW
Arlington, MN 55307

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

MAY 2022 – 123 Recorded ICR's

Traffic Stops	47
Medical Calls	11
Agency Assist	11
Animal Calls	8
Suspicious Activity	6
911 Hang-up	4
Business/Door Checks	3
Public Assist	3
Parking Violations	2
Directed Patrol/Traffic Detail	2
Welfare Checks	2
Fire Call	2
Child Protection/Custody	2
Civil Matters	2
Informational	2
Driving Complaint	1
Noise Complaint	1
Juvenile Trouble/Truancy	1
Found Property	1
Death	1
Accidents	1
Threats	1
Assault	1
OFP/HRO Violation	1
Alarms	1
DUI/DWI	1
Adult Protection	1
Ordinance Violations	1
Traffic Hazard	1
Domestic	1
Vandalism	1

Denley Kompelien
Police Chief



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MAY 2022

5-1-22

- Business Check – 300 Block W. Main St.
- Traffic Stop – Intersection 411th Ave. & Hwy 5
- Animal Call – 600 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr. (SO)
- Traffic Stop – Intersection Hwy 5 & Marion Dr. (SO)
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 9 (SO)
- Traffic Stop – 500 Block 7th Ave. NW (SO)
- Traffic Stop – Intersection Cty. Rd. 9 & W. Main St.
- Traffic Stop – Intersection Cty. Rd. 9 & W. Main St.
- Medical Call/Agency Assist – 200 Block Shamrock Dr.

5-2-22

- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.

5-3-22

- Informational – 100 Block 4th Ave. NW
- Agency Assist (SE Mock Crash/Drill) – Intersection W. Douglas St. & 2nd Ave. NW (SO)
- Suspicious Activity – 500 Block W. Adams St.
- 911 Hangup – 500 Block Circle Ln.
- Civil Matter – 200 Block E. Baker St.
- Domestic – 300 Block 7th Ave. NW
- Traffic Hazard – Intersection Hwy 5 & 411th Ave.
- DUI/Suspicious Activity/Agency Assist – 500 Block 6th Ave. SW

5-4-22

- Medical Call/Agency Assist – 400 Block 7th Ave. NW (SO)
- Found Property – 100 Block 4th Ave. NW
- Agency Assist – 300 Block S. McGrann St., Green Isle

5-5-22

- OFP Violation – 700 Block Chestnut Dr.
- Agency Assist/Accident – Intersection 248th St. & 387th Ave.

5-6-22

- Business Check – 300 Block W. Main St.
- Accident – Intersection Hwy 5 & Cty. Rd. 17 (SO)
- Agency Assist/Welfare Check – 400 Block W. Douglas St. (SO)
- Animal Call – 100 Block 4th Ave. NW
- Informational/Med Disposal – 100 Block 4th Ave. NW
- Juvenile Trouble – 200 Block 3rd Ave. NW



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- Agency Assist – 200 Block Jefferson Ave. E., Gaylord
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Traffic Stop – Intersection W. Adams St. & Hwy 5

5-7-22

- Threats – 200 Block 7th Ave. SW
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Suspicious Activity – 100 Block W. Main St.
- Directed Patrol/Agency Assist – 200 Block 3rd Ave. NW
- Noise Complaint – 400 Block E. Adams St.

5-8-22

- 911 Hangup – 300 Block 1st Ave. S.

5-9-22

- Suspicious Activity – 800 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & 4th Ave NE (SO)
- Traffic Stop – Intersection Hwy 5 & 4th Ave. NW (SO)
- 911 Hangup – 200 Block 3rd Ave. NW

5-10-22

- Agency Assist – 100 Block 4th Ave. NW

5-11-22

- Agency Assist/Skywarn

5-12-22

- Parking Violation – 800 Block W. Main St. (SO)
- Child Protection – 300 Block W. Chandler St.
- Animal Call – 100 Block 4th Ave. NW
- Animal Call – 400 Block W. Main St.
- Medical Call – Intersection E. Adams St. & 4th Ave. SE (SO)

5-13-22

- Fire Call/Agency Assist – 800 Block W. Main St. (SO)

5-14-22

- Medical Call/Agency Assist – 800 Block W. Main St.
- Traffic Stop – Intersection W. Main St. & 7th Ave. NW (SO)
- Traffic Detail – Intersection 800 Block W. Chandler St. & Cty. Rd. 9
- Driving Complaint – Intersection 2nd Ave. SE & E. Dayton St.
- Agency Assist/Suspicious Activity – 22800 Block 411th Ave.
- Traffic Stop – Intersection 4th Ave. NE & Hwy 5 (SO)



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- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 9 (SO)
- Traffic Stop – Intersection Cty. Rd. 9 & Hwy 5 (SO)
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 9 (SO)
- Traffic Stop – Intersection Cty. Rd. 9 & W. Main St. (SO)
- Traffic Stop – Intersection Hwy 5 & 2nd Ave. NW (SO)
- Traffic Stop – Intersection Cty. Rd. 9 & Hwy 5
- Traffic Stop – Intersection Cty. Rd. 9 & W. Main St. (SO)
- Traffic Stop – S. Hwy 5 (SO)
- Medical Call/Agency Assist – 800 Block W. Main St.

5-15-22

- Assault – 800 Block W. Chandler St.
- Medical Call/Agency Assist – 800 Block W. Main St.

5-16-22

- Public Assist – 100 Block 4th Ave. NW
- Medical Call/Agency Assist – 100 Block E. Clinton St.
- Parking Violation – 800 Block W. Main St.
- Alarm – 23100 Block 401st Ave.
- Suspicious Activity – 100 Block W. Main St.
- Welfare Check – 300 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.

5-17-22

- Adult Protection – 100 Block 4th Ave. NW

5-18-22

- Public Assist/Agency Assist – 200 Block W. Main St.
- Suspicious Activity – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection 1st Ave. & Adams St. (SO)
- Animal Call – 300 Block E. Baker St.

5-19-22

- Traffic Stop – Intersection Hwy 5 & Cty. Rd 9 (SO)

5-20-22

- Traffic Stop – Intersection Hwy 5 & W. Adams St.

5-21-22

- Civil Matter – 100 Block 4th Ave. NW
- Traffic Stop – Intersection 411th Ave. & W. Alden St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Alden St.



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5-22-22

- Agency Assist/Driving Complaint – 200 Block E. Dayton St.

5-23-22

- Vandalism – 200 Block E. Adams St.
- Child Protection – 400 Block E. Adams St.
- Medical Call/Agency Assist – 800 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & 411th Ave. (SO)
- Medical Call/Agency Assist – 200 Block E. Clinton St.

5-24-22

- Traffic Stop – Intersection Cty. Rd. 12 & Hwy 5 (SO)
- Agency Assist/Vehicle Unlock – 100 Block W. Shamrock Dr. (SO)
- Animal Call – 300 Block 5th Ave. NW
- Agency Assist/Driving Complaint – Intersection Hwy 19 & 391st Ave.
- Animal Call – 600 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 12 (SO)
- Traffic Stop – Intersection Hwy 5 & 411th Ave. (SO)
- Traffic Stop – Intersection Hwy 5 & Marion Dr. (SO)
- Traffic Stop – Intersection Hwy 5 & 230th St. (SO)
- Traffic Stop – Intersection Hwy 5 & 411th Ave. (SO)
- Traffic Stop – 100 Block 5th Ave. NW (SO)
- Traffic Stop – Intersection Hwy 5 & W. Adams (SO)

5-25-22

- Medical Call/Agency Assist – 800 Block W. Main St.

5-26-22

- Suspicious Activity – 100 Block W. Chandler St.

5-27-22

- 911 Hangup – 23000 Block 401st Ave. (SO)
- Traffic Stop – Intersection Hwy 5 & 411th Ave (SO)
- Traffic Stop – Intersection W. Chandler St. & 8th Ave. NW (SO)

5-28-22

- Traffic Stop – Intersection 401st Ave. & Circle Ln.
- Business Check – 300 Block W. Main St.
- Death/Agency Assist – 600 Block Marion Dr.
- Fire Call/Agency Assist – 500 Block 2nd Ave. NW
- Welfare Check/Agency Assist – 400 Block W. Brooks St.



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5-29-22

- Public Assist – 500 Block E. Elmwood St.
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 9 (SO)

5-30-22

- Medical Call/Agency Assist – 100 Block 7th Ave. SW
- Ordinance Violation – 500 Block W. Adams St.

5-31-22

- Animal Call – 500 Block W. Adams St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.

Denley Kompelien
Police Chief



Date: June 16, 2022

To: City of Arlington

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

O & M Report: May 2022

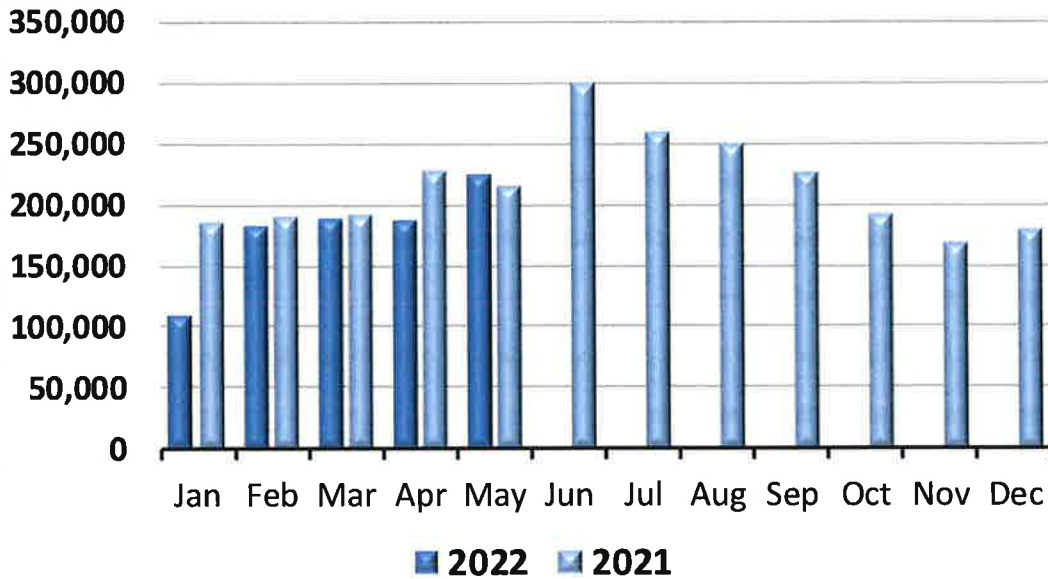
Water Operation & Maintenance

- Performed monthly maintenance on water plant equipment.
- There was a total of 59 Gopher State One Locates for the month of May.
- Completed spring hydrant flushing.
- Fresh Blast here for water plant rehab doing work on filter cells #1 and #3. Painting has begun and some sand blasting is still being done.
- There was a total of 7 service requests:
 - (5) Repair\replacing of existing radio read meters
 - (1) Water turn on to residence
 - (1) Investigate water service line leak at residence. No issue found.
- Performed exercising of emergency backup generators and testing of alarm dialers and completed the rest of work orders for water plant.
- Performed testing of iron, manganese, fluoride, and chlorine residuals throughout the city.
- May 16th – Turn water on to city parks.

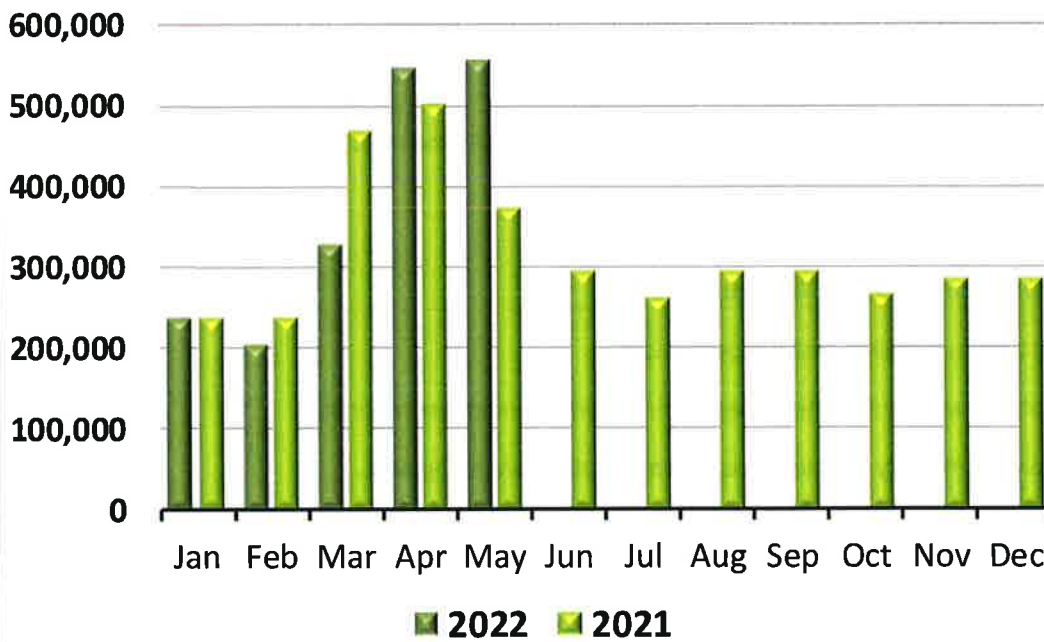
Wastewater Operation & Maintenance

- Exercised emergency backup generators.
- Performed weekly lift station checks for run times and proper operation.
- Performed monthly maintenance on wastewater plant equipment.
- Nuessmeier Elec and MMS here for new blower.
- May 11th – Quality Flow here for annual lift station maintenance.
- May 19th – Teri Roth here from MPCA for compliance inspection.

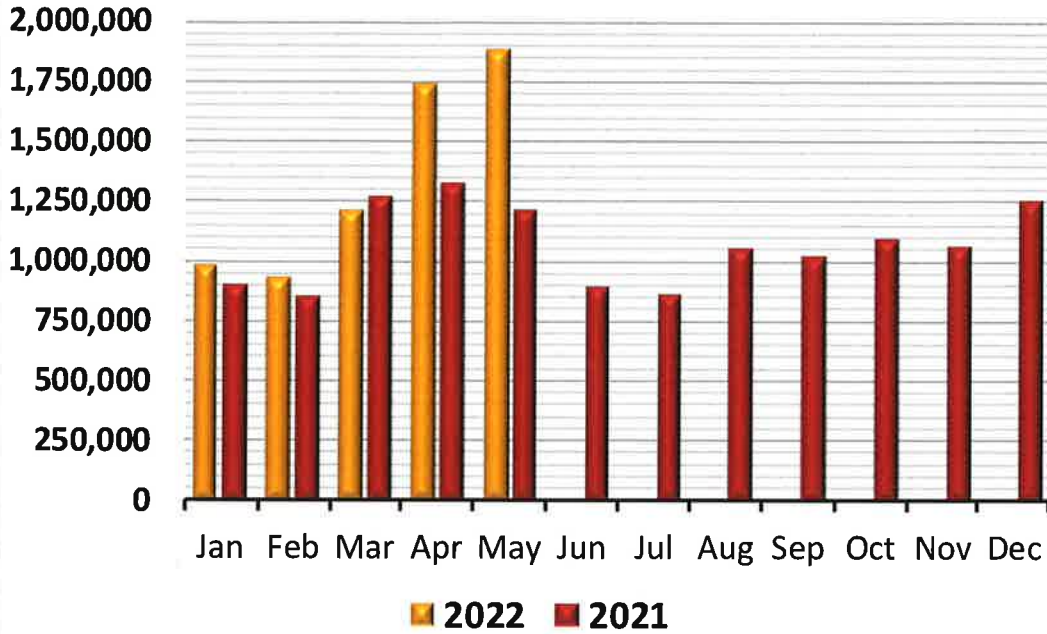
Arlington Average Daily Water Pumped - In Gallons



Arlington Average Daily Wastewater Pumped - In Gallons



Green Isle Lift Station Total Flow In Gallons



		May-22	April-22	May-21
Water				
Average Daily Pumped	gallons	224,710	187,133	215,710
Maximum Daily Pumped	gallons	341,000	328,000	308,000
Minimum Daily Pumped	gallons	132,000	141,000	90,000
Total Monthly Pumped	gallons	6,966,000	5,614,000	6,687,000
Well #2 Pumped	gallons	7,521,000	5,894,000	0
Well #3 Pumped	gallons	0	0	0
Well #4 Pumped	gallons	0	0	7,175,000
Average Daily Fluoride Conc.	mg/L	0.69	0.67	0.57
Fluoride concentration Permit Limit	mg/L	.5-0.9 mg/L	.5-0.9 mg/L	.5-0.9 mg/L
Fluoride used	gallons	15.00	16.00	14.00
Total Chlorine Residual	mg/L	0.65	1.20	0.85
Total Chlorine Concentration Permit Limit	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
Chlorine used	lbs	82.20	121.30	132.60
Potassium Permanganate used	gallons	29.00	26.00	53.00
Wastewater				
CBOD				
CBOD Influent	mg/L	73	57	262
CBOD Effluent-Monthly	mg/L	2	1	1
CBOD Effluent-Monthly Permit Limit	mg/L	15	15	15
CBOD Max Weekly	mg/L	2	1	1
CBOD Max Weekly-Permit Limit	mg/L	25	25	25
CBOD Effluent Monthly kg/day	kg/day	3	2	1
CBOD Monthly kg/day-Permit Limit	kg/day	46	46	46
CBOD Effluent Weekly kg/day	kg/day	5	2	3
CBOD Weekly kg/day-Permit Limit	kg/day	70	70	70
CBOD % Removal	%	98%	99%	100%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	132	139	191
TSS Effluent-Monthly	mg/L	2	1	1
TSS Effluent Permit Limit	mg/L	30	30	30
TSS Effluent Max Weekly	mg/L	1	3	2
TSS Max weekly - Permit Limit	mg/L	45	45	45
TSS Effluent-Monthly kg/day	kg/day	3	1	1
TSS Monthly kg/day-Permit Limit	kg/day	91	91	91
TSS Effluent Max Weekly kg/day	kg/day	6	5	3
TSS Max weekly kg/day- Permit Limit	kg/day	140	140	140
TSS % Removal	%	99%	99%	99%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	3.20	2.50	5.10
Phos Effluent	mg/L	0.20	0.20	0.12
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/day	0.31	0.43	0.17
Phos Effluent Loading Permit Limit	kg/day	2.50	2.50	2.50

Fecal Coliform				
Fecal Effluent	ml	4	33.00	16
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	8	9	8
DO Effluent Permit Limit	mg/L	5	5	5
Effluent Flow				
Average Daily	gallons	555,000	544,000	371,000
Maximum Daily	gallons	919,000	731,000	519,000
Total Monthly	gallons	17,209,000	16,314,000	11,507,000
Total Monthly Precipitation	inches	2.80	4.20	3.40
Green Isle Lift Station Total Flow	gallons	1,888,000	1,745,000	1,215,000
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$20,627.00	\$7,267.00	35%	42%
Chemical Budget	\$12,853.00	\$6,398.00	50%	42%
Total	\$33,480.00	\$13,665.00	41%	42%

Datecreated	Equipment	Location	Notes	Task	Taskdesc
5/1/2022	Blower #1- Roots	5192 Arlington, MN	Not in use	Service Equipment	<ol style="list-style-type: none"> 1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- 220 Synthetic See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2
5/1/2022	Blower #1- Roots	5192 Arlington, MN	Not in use	Annual PM	<ol style="list-style-type: none"> 1. Remove combustion deposits on motor and check insulation 2. Change oil in gearbox every 1500 hrs. 3. Check and replace air filters if necessary 4. Inspect condition of blower, motor and valves. 5. Check wear of bearings and seals See maint. man. sec. 11371.2.3, vol-2
5/1/2022	Blower #2- Roots	5192 Arlington, MN	Not in use	Service Equipment	<ol style="list-style-type: none"> 1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- Chevron 220 See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2
5/1/2022	Blower #3- Roots	5192 Arlington, MN	Not in use	Service Equipment	<ol style="list-style-type: none"> 1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- Synthetic 220 oil See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2

5/1/2022	Blower #6- Roots	5192 Arlington, MN	Greased , breather free , unable to change oil due to stripped out drain plug	Service Equipment	<ol style="list-style-type: none"> 1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- Chevron 220 <p>See Maint. man. for lube/oil charts, sec 11372.2.3, vol-2</p>
5/1/2022	Blower #6- Roots	5192 Arlington, MN	Bearings greased , motor clear	Annual PM	<ol style="list-style-type: none"> 1. Remove combustion deposits on motor and check insulation 2. Change oil in gearbox every 1500 hrs. 3. Check and replace air filters if necessary 4. Inspect condition of blower, motor and valves. 5. Check wear of bearings and seals <p>See maint. man. sec. 11372</p>
5/1/2022	Blower #6- Roots	5192 Arlington, MN	Greased , breather free	Quarterly PM	<ol style="list-style-type: none"> 1. Change oil or after every 1500 hours 2. Check belts, adjust or replace if necessary 3. Check for hot spots or increase in noise or vibration 4. Check relief valve for proper operation 5. Check monometer for proper operating pressure & fluid <p>See Maint. man. for lube/oil chart, sec 11372.2.3, vol-2</p>
5/1/2022	Blower #7- Roots	5192 Arlington, MN	Filters changed , bearings greased	Service Equipment	<ol style="list-style-type: none"> 1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- Chevron 220 <p>See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2</p>

5/1/2022	Blower #7- Roots	5192 Arlington, MN	Greased , filters changed , unable to change oil , drain plug stripped	Annual PM	<ol style="list-style-type: none"> 1. Remove combustion deposits on motor and check insulation 2. Change oil in gearbox every 1500 hrs. 3. Check and replace air filters if necessary 4. Inspect condition of blower, motor and valves. 5. Check wear of bearings and seals See maint. man. sec. 11372
5/1/2022	Blower #7- Roots	5192 Arlington, MN	Bearings greased filters changed unable to change oil	Quarterly PM	<ol style="list-style-type: none"> 1. Change oil or after every 1500 hours 2. Check belts, adjust or replace if necessary 3. Check for hot spots or increase in noise or vibration 4. Check relief valve for proper operation 5. Check monometer for proper operating pressure & fluid See Maint. man. for lube/oil chart, sec 11372.2.3, vol-2
5/1/2022	Chlorination/Dechlor Equipment	5192 Arlington, MN	Mixers both work , screens clear	Monthly PM	<ol style="list-style-type: none"> 1. Inspect flash mixer for normal operation March through October 2. Inspect and clean ejector screens Maint. man. sec 11354, Vol-2
5/1/2022	Clarifier #3	5192 Arlington, MN	Not in use	Monthly PM	<ol style="list-style-type: none"> 1. Wash and clean scum box, walls, wiers and center mech. 2. Check oil level in all drive units. 3. If equipment is not used daily, run 5 minutes to oil. 4. Grease worm gear bearing (2 shots) 1 zerk (2 shots every 10' to 12' of rotation) 5. Clean all air vents. See Maint. man. for lube/oil chart, Sec 11350, Vol-2

5/1/2022	Clarifier #3	5192 Arlington, MN	Not in use	Annual PM	<p>At tank drain down:</p> <ol style="list-style-type: none"> 3. Hose off complete tank & all moving & stationary parts. 4. Check and/or adjust surface skimmer, scum beach & baffel. 5. Check shear gate on beach for tightness & deterioration. 6. Check for loose, missing or worn parts on rest of equipment. 7. Check shear pin limit switch & drive sprocket for wear. 8. Check motor primary reducer coupling teeth for wear. 9. Check condition of all blades on scraper & header. <p>See Maint. man., sec 11350, Vol-2</p>
5/1/2022	HI-E DEHUMIDIFIER	5192 Arlington, MN	Drains good , works good	Monthly PM	INSPECT HOSE FOR PORPER DRAINAGE AND CHECK FOR PROPER OPERATION.
5/1/2022	Dialer	5192 Arlington, MN	Works calls out	Test alarm dialer	Check dialer for proper operation.
5/1/2022	Knight heating Gas Boiler	5192 Arlington, MN	Down for season	Monthly PM	<ol style="list-style-type: none"> 1. Check boiler water level in glass guage 2. Check fresh air vents for obstructions 3. Oil blower motor bearing 4. Inspect/clean flame detector and veiwing window if necessary 5. Check limit and operating controls 6. Check operation of flame safeguard <p>See maint. man. for lube/oil chart, sec 15700, Vol-3</p>
5/1/2022	Effluent Blower #1-Lamson	5192 Arlington, MN	Greased works well	Monthly PM	<ol style="list-style-type: none"> 1. Check inlet filter headloss indicator & service if necesarry 2. Check discharge gauge for typical operating pressure 3. Grease blower/exhauster bearings 1 to 2 shots (S2 High Performance Heay Duty grease)) <p>See maint. man. sec. 11373.5.B, Vol-2</p>

5/1/2022	Effluent Blower #2-Lamson	5192 Arlington, MN	Greased , works well	Monthly PM	<ol style="list-style-type: none"> 1. Check inlet filter headloss indicator & service if necessary 2. Check discharge gauge for typical operating pressure 3. Grease blower/exhauster bearings 1 to 2 shots (USE S2 High Performance Heavy Duty Grease) See maint. man. sec. 11373.5.B, Vol-2
5/1/2022	Effluent Sampler	5192 Arlington, MN	Works good , lines clear	Monthly PM	<ol style="list-style-type: none"> 1. Flush suction lines with chlorine rinse if needed 2. Check housing for seal failure See Maint. man. sec. 11630, Vol-3
5/1/2022	Gas Detector- Portable	5192 Arlington, MN	Calibrated	Calibrate Equipment	<ol style="list-style-type: none"> 1. Inspect entire unit. 2. Calibrate Unit. See Maint. man., Sec. 10250.2.C, Vol-1
5/1/2022	Grit Cyclone	5192 Arlington, MN	No noises , works well	Monthly PM	Check washer for unusual noises and excessive vibrations. See Maint. man. for lube/oil chart, sec 11325 , Vol-1
5/1/2022	Gravity Thickner	5192 Arlington, MN	Down for repair	Monthly PM	<ol style="list-style-type: none"> 1. Check collection chain, flights, wear slides and guides for visible damage, loose or missing parts. 2. Grease all 4 shaft bearings (8 zerls 5-6 shots) 3. Check drive chain for tightness and alignment with drive gears and idler gear. See Maint. man., sec. 11352, pgs 3-4 to 3-8, Vol-2
5/1/2022	Grit Pump	5192 Arlington, MN	Oil full , belts good , works good	Monthly PM	Vortex pump: <ol style="list-style-type: none"> 1. Check oil level. Use SAE 20 non-detergent oil containing inhibitors. 2. Check packing. 3. Check belts. See Maint. man. for lube/oil chart, sec. 11310.4.C, Vol-1

5/1/2022	Grit Pump	5192 Arlington, MN	Oil full belts good , works good	Inspection	Vortex pump: Inspect packing box and adjust if necessary. See Maint. man. for lube/oil chart, Sec. 11310.4.C, Vol-1
5/1/2022	Grit Trap- Jeta (Grit Seperator)	5192 Arlington, MN	Greased 5-4-22 runs good no noises	Monthly PM	*Should be done weekly , write dates in note section* 1. Grease drive head, 2 zerks on side, with 6 shots each 2. Check drive motor gear box oil level ****Use Mobilgear 630 Oil**** See Maint. man. for oil/lube chart,sec. 11325, pg 1, Vol-1
5/1/2022	Heaters- Electric Unit	5192 Arlington, MN	All ok	Annual PM	1. Inspect terminal connections, contactor & vis. insulation. 2. Check tightness of all nuts & bolts, including electric motor. 3. Check cleanliness of motor, fan and heater core fins. 4. Check for smooth running. See Maint. man., Sec. 16890, Vol-4
5/1/2022	Heaters- Hot water unit	5192 Arlington, MN	Works good , pump replaced , down for season	Annual PM	1. Check fan guard, motor bracket and deflecters. 2. Clean fan blade and motor exchange. 3. Lube circulating pump 4. Blow all dirt and dust off of unit. 5. Check for good heat transfer and bleed off air if necessary. See Maint. man. for lube/oil chart, sec.15500, Vol-3
5/1/2022	OBRIEN HYDROJETTER	5192 Arlington, MN	Fluids full pump good , ran 10 minutes	Monthly PM	EXERCISE ENGINE, CHECK BATTERY CABLES AND OIL LEVEL IN ENGINE, HYDRAULIC TANK, AND WATER PUMP.
5/1/2022	Influent Sampler	5192 Arlington, MN	Lines good	Monthly PM	1. Flush suction line with water and chlorine rinse. 2. Check housing for seal failure. Every other month: 1. Clean interior and exterior of sampler with sponge and detergent. 2. Check pump tube for flexibility. See Maintl man., Sec. 11630, Vol-3

5/1/2022	Mechanical Bar Screen	5192 Arlington, MN	Cleaned and greased weekly bearings good oil full	Monthly PM	<ol style="list-style-type: none"> 1. Aqua-guard: Hose off rotating brush assembly with high pressure water. 2. Check rotating brush assembly for movement of proper tightness of bolts and other fasteners. 3. Check that rotating brush is properly engaging the elements and check for wear. 4. Check for damaged screen filter elements. 5. Grease all fittings (7 zerks- 1 shot each). 6. Grease brush chain by brushing with gun grease. 7. Check all bearings and lock collars for tightness. 8. Remove accum. of debris & residue from all mechanisms. 9. Check operation of float switches. 10. Check condition of oil in gear reducer and change if needed. 11. Check Neopreme side seals for wear and correct sealing. <p>See Maint. man. for lube/oil chart, sec. 11330, Vol-1</p>
5/1/2022	Ferric Mixer ME-MX-6	5192 Arlington, MN	Oil good	Monthly PM	<p>Check oil level in sight glass to mid-point level. Check paddle operation.</p>
5/1/2022	Natural Gas Boiler	5192 Arlington, MN	Down for season	Monthly PM	<p>On Biannual Schedule</p> <ol style="list-style-type: none"> 1. Check boiler water level in glass gauge 2. Check fresh air vents for obstructions 3. Oil blower motor bearings 4. Inspect/Clean flame detector & viewing window if necessary 5. Check limit and operating controls 6. Check operation of flame safeguard <p>See Maint. man. for lube/oil chart, Sec 15700, Vol-3</p>

5/1/2022	RAS Pump #1	5192 Arlington, MN	All good , greased	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>
5/1/2022	RAS Pump #2	5192 Arlington, MN	Comes up to speed , seals good , greased	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>
5/1/2022	RAS Pump #3	5192 Arlington, MN	Works good , greased	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>
5/1/2022	RAS Pump #4	5192 Arlington, MN	Greased , runs good	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>

5/1/2022	RAS Pump #5	5192 Arlington, MN	Runs good , greased	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and maintains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>
5/1/2022	Screw Lift Pump #1	5192 Arlington, MN	Greased weekly , belts good , oil full	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is giong to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. <p>See Maint. man. Vol-1 sec. 11310</p>
5/1/2022	Screw Lift Pump #1	5192 Arlington, MN	Greased weekly	Service Equipment	<ol style="list-style-type: none"> 1. Re-lubricate reducer motor bearings (DO NOT OVER GREASE) 2. Inspect and/or touch up any rust spots on pump. <p>See Maint. man. for lube/oil chart, sec 11310.14.E, Vol-1</p>
5/1/2022	Screw Lift Pump #1	5192 Arlington, MN	Oil full , belts tight , greased weekly	Service Equipment	<ol style="list-style-type: none"> 1. Change oil in main drive gear reducer. 2. Change grease pump reducer oil. 3. Check belt and pully alignment and tension. <p>See Maint. man. for lube/oil chart, sec. 11310.14.E, Vol-1</p>
5/1/2022	Screw Lift Pump #2	5192 Arlington, MN	Not in use	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is giong to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. <p>See Maint. man. Vol-1 sec. 11310</p>

5/1/2022	Screw Lift Pump #2	5192 Arlington, MN	Not in use currently	Service Equipment	<p>1. Re-lubricate reducer motor bearings (DO NOT OVER GREASE)</p> <p>2. Inspect and/or touch up any rust spots on pump.</p> <p>See Maint. man. for lube/oil chart, sec 11310.14.E, Vol-1</p>
5/1/2022	Screw Lift Pump #3	5192 Arlington, MN	Not in use	Monthly PM	<p>1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing.</p> <p>2. Grease top bearing (2 zerks- 2 shots) top zerk first.</p> <p>3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump.</p> <p>See Maint. man. Vol-1 sec. 11310</p>
5/1/2022	Screw Lift Pump #3	5192 Arlington, MN	Not in use currently	Service Equipment	<p>1. Re-lubricate reducer motor bearings (DO NOT OVER GREASE)</p> <p>2. Inspect and/or touch up any rust spots on pump.</p> <p>See Maint. man. for lube/oil chart, sec 11310.14.E, Vol-1</p>
5/1/2022	Screenings Dewatering Press	5192 Arlington, MN	Cleaned 5-4-22 greased brush clean	Monthly PM	<p>Daily:</p> <p>1. General visual inspection</p> <p>2. Rinse accumulated solids off of exterior surfaces</p> <p>Weekly:</p> <p>1. Inspect and flush drain housing</p> <p>2. Inspect motor</p> <p>3. Clean brush with water</p> <p>Monthly:</p> <p>1. Inspect brush and wear bars</p> <p>2. Check gearmotor oil level</p> <p>3. Inspect drain lines</p> <p>4. Inspect shaft seal gland</p>
5/1/2022	Screenings Dewatering Press	5192 Arlington, MN	Oil in good shape yet , machine works good	Service Equipment	<p>Change oil in gearmotor</p> <p>Thoroughly inspect and clean unit</p>

5/1/2022	Sludge Application Wagon	5192 Arlington, MN	Not in use till fall	Inspection	<p>***Daily during land application periods***</p> <ol style="list-style-type: none"> 1. Grease PTO joints 2. Grease fittings on all control valves 3. Check oil levels in front gear box & rear housing <p>See Maint. manual, sec.11900.2.B, Vol-3</p>
5/1/2022	Sluice Gate	5192 Arlington, MN	Works good	Service Equipment	<ol style="list-style-type: none"> 1. Clean and grease operating stem 2. Apply anti-seize and 10 WT oil mixture to all machined iron surfaces, bronze seats and wedging surfaces and stainless steel surfaces when tank is empty <p>See Maint. Man. for lube/oil chart, sec. 15100.9.I, Vol-3</p>
5/1/2022	Sluice Gate	5192 Arlington, MN	Works good	Annual PM	<ol style="list-style-type: none"> 1. Check guides and seals for obstructions. 2. Check all bolts, nuts and screws for tightness. 3. Check operating condition. 4. Paint as required to maintain appearance. <p>See Maint. man. for lube/oil chart, sec. 15100, Vol-3</p>
5/1/2022	Sludge Thickener Pump	5192 Arlington, MN	Oil good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil level in gear case of process pump, oil if necessary. ** #30 low ash in pump gearbox ** 2. Inspect packing. 3. Rotate motor & shafts if not used regularly. <p>Oil mobil sparton FP 220 or equivalent to 80-90w gearbox and buffer chamber Oil bottle pressure 1.3 See Maint. man. for lube/oil chart, sec. 11310.19.F, Vol-1</p>
5/1/2022	Sludge Thickener Pump	5192 Arlington, MN	No leaks	Inspection	<p>Rotary Lobe: Check rotor case cover for leakage. See Maint. man. for lube/oil chart, sec. 11310.19.F, Vol-1</p>

5/1/2022	Thickener Supernatant Pump	5192 Arlington, MN	Oil full	Monthly PM	Vortex Pump: Check oil level ** Use #20 Non-Detergent oil See Maint. man. for lube/oil chart, sec.113100.4.C, Vol-1
5/1/2022	Thickener Supernatant Pump	5192 Arlington, MN	Belts good , greased , float works	Inspection	Vortex Pump: 1. Check packing box and adjust if necessary. 2. Check float switch operation in wetwell. See Maint. man. for lube/oil chart, sec 11310.4.C, Vol-1
5/1/2022	Butterfly Valves	5192 Arlington, MN	All good	Annual PM	Operate all butterfly valves to assure operation See Maint. manual for lube/oil chart, sec. 15100.6.B, Vol-3
5/1/2022	Green Isle Main Lift Station	5192 Arlington, MN	Quality Flow here 5/11/22. All ok	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.

5/1/2022	Green Isle Main Lift Station	5192 Arlington, MN	Quality Flow here 5/11/22. All ok	LS Annual PM	<ol style="list-style-type: none"> 1. Check electrical condition or insulation on power cable and on power cable and on all phases of motor windings (resistance check). 2. Check for any loose or faulty electrical connections within the pump control panel. 3. Check voltage supply between all phases on the line side of the electrical control panel, pump off. 4. Check amperage draws on all phases of the pump motor. 5. Check voltage between all phases on the load side of the pump control (line side for single phase), pump off. 6. Check condition and operation of motor thermal protectors (if you equipped). 7. Removal of pump from lift station for physical inspection. 8. Check condition of upper shaft seals (inspect condition of oil). 9. Check condition and operation of leakage detector (if you equipped). 10. Check lower shaft seals (inspect condition of oil). 11. Change oil (if required). 12. Check for worn or loose impeller. 13. Check all impeller wear rings. 14. Check for noisy upper and lower bearings. 15. Check physically for damaged or cut pumps.
5/1/2022	Green Isle Lift Station #2	5192 Arlington, MN	Quality Flow here 5/11/22. All ok	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.

5/1/2022	Green Isle Lift Station #2	5192 Arlington, MN	Quality Flow here 5/11/22. All ok	LS Annual PM	<ol style="list-style-type: none"> 1. Check electrical condition or insulation on power cable and on power cable and on all phases of motor windings (resistance check). 2. Check for any loose or faulty electrical connections within the pump control panel. 3. Check voltage supply between all phases on the line side of the electrical control panel, pump off. 4. Check amperage draws on all phases of the pump motor. 5. Check voltage between all phases on the load side of the pump control (line side for single phase), pump off. 6. Check condition and operation of motor thermal protectors (if you equipped). 7. Removal of pump from lift station for physical inspection. 8. Check condition of upper shaft seals (inspect condition of oil). 9. Check condition and operation of leakage detector (if you equipped). 10. Check lower shaft seals (inspect condition of oil). 11. Change oil (if required). 12. Check for worn or loose impeller. 13. Check all impeller wear rings. 14. Check for noisy upper and lower bearings. 15. Check physically for damaged or cut pump.
5/1/2022	Lift Station- 7th Street	5192 Arlington, MN	Quality Flow here 5/11/22. All ok	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.

5/1/2022	Lift Station- 7th Street	5192 Arlington, MN	Quality Flow here 5/11/22. All ok	LS Annual PM	<ol style="list-style-type: none"> 1. Check electrical condition or insulation on power cable and on power cable and on all phases of motor windings (resistance check). 2. Check for any loose or faulty electrical connections within the pump control panel. 3. Check voltage supply between all phases on the line side of the electrical control panel, pump off. 4. Check amperage draws on all phases of the pump motor. 5. Check voltage between all phases on the load side of the pump control (line side for single phase), pump off. 6. Check condition and operation of motor thermal protectors (if you equipped). 7. Removal of pump from lift station for physical inspection. 8. Check condition of upper shaft seals (inspect condition of oil). 9. Check condition and operation of leakage detector (if you equipped). 10. Check lower shaft seals (inspect condition of oil). 11. Change oil (if required). 12. Check for worn or loose impeller. 13. Check all impeller wear rings. 14. Check for noisy upper and lower bearings. 15. Check physically for damaged or cut pump.
5/1/2022	Lift Station- Hwy 5	5192 Arlington, MN	Quality Flow here 5/11/22. All ok	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.

5/1/2022	Lift Station- Hwy 5	5192 Arlington, MN	Quality Flow here 5/11/22. All ok	LS Annual PM	<ol style="list-style-type: none"> 1. Check electrical condition or insulation on power cable and on power cable and on all phases of motor windings (resistance check). 2. Check for any loose or faulty electrical connections within the pump control panel. 3. Check voltage supply between all phases on the line side of the electrical control panel, pump off. 4. Check amperage draws on all phases of the pump motor. 5. Check voltage between all phases on the load side of the pump control (line side for single phase), pump off. 6. Check condition and operation of motor thermal protectors (if you equipped). 7. Removal of pump from lift station for physical inspection. 8. Check condition of upper shaft seals (inspect condition of oil). 9. Check condition and operation of leakage detector (if you equipped). 10. Check lower shaft seals (inspect condition of oil). 11. Change oil (if required). 12. Check for worn or loose impeller. 13. Check all impeller wear rings. 14. Check for noisy upper and lower bearings. 15. Check physically for damaged or cut pump.
5/1/2022	Lift Station- School	5192 Arlington, MN	Quality Flow here 5/11/22. All ok	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.

5/1/2022	Lift Station- School	5192 Arlington, MN	Quality Flow here 5/11/22. All ok	LS Annual PM	<ol style="list-style-type: none"> 1. Check electrical condition of insulation on power cable and on power cable and on all phases of motor windings (resistance check). 2. Check for any loose or faulty electrical connections within the pump control panel. 3. Check voltage supply between all phases on the line side of the electrical control panel, pump off. 4. Check amperage draws on all phases of the pump motor. 5. Check voltage between all phases on the load side of the pump control (line side for single phase), pump off. 6. Check condition and operation of motor thermal protectors (if you equipped). 7. Removal of pump from lift station for physical inspection. 8. Check condition of upper shaft seals (inspect condition of oil). 9. Check condition and operation of leakage detector (if you equipped). 10. Check lower shaft seals (inspect condition of oil). 11. Change oil (if required). 12. Check for worn or loose impeller. 13. Check all impeller wear rings. 14. Check for noisy upper and lower bearings. 15. Check physically for damaged or cut pump.
5/1/2022	Lift Station- Brook Street	5192 Arlington, MN	Quality Flow here 5/11/22. All ok	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.

5/1/2022	Lift Station- Brook Street	5192 Arlington, MN	Quality Flow here 5/11/22. All ok	LS Annual PM	<ol style="list-style-type: none"> 1. Check electrical condition or insulation on power cable and on power cable and on all phases of motor windings (resistance check). 2. Check for any loose or faulty electrical connections within the pump control panel. 3. Check voltage supply between all phases on the line side of the electrical control panel, pump off. 4. Check amperage draws on all phases of the pump motor. 5. Check voltage between all phases on the load side of the pump control (line side for sing phase), pump off. 6. Check condition and operation of motor thermal protectors (if you equipped). 7. Removal of pump from lift station for physical inspection. 8. Check condition of upper shaft seals (inspect condition of oil). 9. Check condition and operation of leakage detector (if you equipped). 10. Check lower shaft seals (inspect condition of oil). 11. Change oil (if required). 12. Check for worn or loose impeller. 13. Check all impeller wear rings. 14. Check for noisy upper and lower bearings. 15. Check physically for damaged or cut pump
5/1/2022	Clarifier #1	5192 Arlington, MN	Greased , oil full , washed walls and weir plates and scum beach	Monthly PM	<ol style="list-style-type: none"> 1. Wash and clean scum box, walls, wiers and center mech. 2. Check oil level in all drive units. 3. If equipment is not used daily, run 5 minutes to oil. 4. Grease worm gear bearing 2 shots 1 zerk (2 shots every 10' to 12' of rotation) 5. Clean all air vents. <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>

5/1/2022	Clarifier #2	5192 Arlington, MN	Oil full , greased , washed walls , scum beach and weir plates	Monthly PM	<ol style="list-style-type: none"> 1. Wash and clean scum box, walls, wiers and center mech. 2. Check oil level in all drive units. 3. If equipment is not used daily, run 5 minutes to oil. 4. Grease worm gear bearing (2 shots) 1 zerk (2 shots every 10' to 12' of rotation) 5. Clean all air vents. See Maint. man. for lube/oil chart, Sec 11350, Vol-2
5/1/2022	FIRE EXTINGUISHERS	5192 Arlington, MN	All good	Inspection	Inspect, tip upside down bang with rubber hammer, check to see if charged. (WWTP, WTP, Well #2, Well #4) Tools Required: rubber hammer, pen
5/1/2022	Air Compressor	6192 Arlington, MN	Oil full , greased both motors	Monthly PM	Check oil and overall performance. Use Mobil DTE-24 oil.
5/1/2022	Booster Pump	6192 Arlington, MN	Good pressure , screen clear	Monthly PM	Check for proper operation (screen and pressure)
5/1/2022	Backwash Blower	6192 Arlington, MN	Belts good , filters ok	Monthly PM	Check air filters and belts.
5/1/2022	Dehumidifer at Water Plant	6192 Arlington, MN	Filters good	Monthly PM	Inspect both filters type dp model# mx40 sp2 size 15.75x15.75x2.
5/1/2022	High Service Pump #1 (P-PW-1)	6192 Arlington, MN	Packing good , greased motor	Monthly PM	Inspect packing for High Service Pump.
5/1/2022	High Service Pump #2 (P-PW-2)	6192 Arlington, MN	Packing good , greased motor	Monthly PM	Inspect packing for High Service Pump.
5/1/2022	Pump Motor at Well #2	6192 Arlington, MN	Oil good , greased pump , packing good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and well motor. 2. Check packing for any leaking.
5/1/2022	FAIRGROUND PVC CAPS	5192 Arlington, MN	Caps intact	Monthly PM	Inspect Caps
5/1/2022	Northland Drying Lift station	5192 Arlington, MN	Floats cleaned pumped down , both pumps work	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.

5/1/2022	Aeration Diffusers	5192 Arlington, MN	Flex air volume to break up pieces , works good	Monthly PM	<ol style="list-style-type: none"> 1. Flexing Diffusers by varing air volume 3 times. 2. During normal operation inspect basins for even air flow. Fine bubbles not release of course bubbles in large. See maint instructions sec 11374 Vol 2
5/1/2022	Clarifier #1	5192 Arlington, MN	Oil Will be changed in fall when not in service, fan works belt tight , currently in service	Service Equipment	<ol style="list-style-type: none"> 1. Drain oil from primary, secondary & final gear boxes, flush final gear box with fuel oil to clean gear box. 2. Check cover fan for alignment & tension of drive belt, check tightness of bolts & nuts. <p>At tank drain down:</p> <ol style="list-style-type: none"> 3. Hose off complete tank & all moving & stationary parts. 4. Check and/or adjust surface skimmer, scum beach & baffel. 5. Check shear gate on beach for tightness & deterioration. 6. Check for loose, missing or worn parts on rest of equipment. 7. Check shear pin limit switch & drive sprocket for wear. 8. Check motor primary reducer coupling teeth for wear. 9. Check condition of all blades on scraper & header. <p>See Maint. man., sec 11350, Vol-2</p>

5/1/2022	Clarifier #2	5192 Arlington, MN	Oil is fine still , will change in fall , fan is good and tight	Service Equipment	<ol style="list-style-type: none"> 1. Drain oil from primary, secondary & final gear boxes, flush final gear box with fuel oil to clean gear box. 2. Check cover fan for alignment & tension of drive belt, check tightness of bolts & nuts. <p>At tank drain down:</p> <ol style="list-style-type: none"> 3. Hose off complete tank & all moving & stationary parts. 4. Check and/or adjust surface skimmer, scum beach & baffel. 5. Check shear gate on beach for tightness & deterioration. 6. Check for loose, missing or worn parts on rest of equipment. 7. Check shear pin limit switch & drive sprocket for wear. 8. Check motor primary reducer coupling teeth for wear. 9. Check condition of all blades on scraper & header. <p>See Maint. man., sec 11350, Vol-2</p>
5/1/2022	City Hall Generator	5192 Arlington, MN	Attached check sheet	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant 2. Check overall conditon of unit. 3. Run unit under load for one cycle (excerise generator every other week under load) 4. Check over unit for leaks and condition of hoses 5. Check battery level , connections and charge 6. Keep screens on generator and air passages on air filter 7. Keep generator set clean and dry <p>See Maint. man. for lube/oil charts, sec.16200, Vol-4</p>

5/1/2022	Green Isle-Lake Erin Generator	5192 Arlington, MN	Attached check sheet	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cyle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts. Check battery connections and electrolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on until under load. <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>
5/1/2022	7th St. Lift Station Generator	5192 Arlington, MN	Attached check sheet	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cyle. (exercise every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electrolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. <p>See Maint. man for lube/oil chart & instructions, sec 16200, Vol-4</p>

5/1/2022	Hwy 5 Lift Station Generator	5192 Arlington, MN	Attached check sheet	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electrolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. <p>See Maint. man for lube/oil chart & instructions, sec 16200, Vol-4</p>
5/1/2022	School Lift Station Generator	5192 Arlington, MN	Attached check sheet	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electrolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. 9. Check fuel level, top off if below half full. <p>See Maint. man. for lube/oil chart and instructions, sec. 16200, Vol-4</p>

5/1/2022	Brook St. LS Generator	5192 Arlington, MN	Attached check sheet	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle. (exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electrolyte level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. <p>See Maint. man. for lube/oil chart & instructions, sec. 16200, Vol-4</p>
5/1/2022	Green Isle Generator Main Lift	5192 Arlington, MN	Attached check sheet	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts. Check battery connections and electrolyte level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on until under load. <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>

5/1/2022	Wastewater Plant Generator	5192 Arlington, MN	Attached check sheet	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant 2. Check overall condition on unit. 3. Run unit under load for one cycle (exercise unit every other week under load) 4. Check over unit for leaks and condition of hoses 5. Check battery level, connections and charge 6. Keep screens on generator and air passages on air filter clean 7. Keep generator set clean and dry. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
5/1/2022	Water Plant Generator	6192 Arlington, MN	Attached check sheet	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant. 2. Check overall condition of unit. 3. Run unit under load for one cycle.(exercise unit every other week under load) 4. Check over unit for leaks and condition of hoses. 5. Check battery level, connections and charge. 6. Keep screens on generator and air passages on air filters. 7. Keep generator set clean and dry. 8. Check fuel level, top off if below half full. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>

5/1/2022	Well #2 Generator	6192 Arlington, MN	Attached check sheet	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant. 2. Check overall condition of unit. 3. Run unit under load for one cycle.(excerise unit every other week under load) 4. Check over unit for leaks and conditon of hoses. 5. Check battery level, connections and charge. 6. Keep screens on generator and air passages on air filter clean. 7. Keep generator set clean and dry. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
5/1/2022	Well #4 Generator	6192 Arlington, MN	Attached check sheet	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant 2. Check overall condition of unit. 3. Run unit under load for one cycle.(exercise unit every other week under load) 4. Check over unit for leaks and conditon of hoses. 5. Check battery level, connections and charge. 6. Keep screens on generator and air passages on air filter 7. Keep generator set clean and dry. <p>See Maint. man for lube/oil charts, sec 16200, Vol-4</p>
5/1/2022	Chlorine Gas Detector	5192 Arlington, MN	Tested with vinegar/bleach mix. All ok	Test alarm dialer	<ol style="list-style-type: none"> 1. Power supply LED and ready LED check 2. Alarm circuit check 3. Alarm circuit to remote on SCP check 4. Malfunction LED off <p>See Maint. man., Sec 11355, Vol-2</p>

5/1/2022	Tank Cover Fans	5192 Arlington, MN	All ok. Not in service at this time	Inspection	<ol style="list-style-type: none">1. Check V-belt drive for proper alignment & tension2. Lubricate bearings3. Check fan wheel for buildup of material or excessive wear4. Check tightness of all set screws and bolts See Maint. manual for lube/oil chart, Sec. 13126.4.4, Vol-3
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ARLINGTON, MN
***Revenue Summary**

FUND	Description	2022 YTD Budget	MAY 2022 Amt	2022 YTD Amt	YTD Balance	% of YTD Budget
101	General Fund	\$1,313,981.00	\$21,965.05	\$95,322.13	\$1,218,658.87	7.25%
102	Tax Abatement	\$7,830.00	\$0.27	\$1.14	\$7,828.86	0.01%
200	COVID-19 Fund	\$0.00	\$61.44	\$204.08	-\$204.08	0.00%
201	Fire Fund	\$135,355.00	\$16,013.51	\$50,694.79	\$84,660.21	37.45%
202	Ambulance Fund	\$501,412.00	\$29,054.54	\$191,865.49	\$309,546.51	38.27%
203	Community Center Fund	\$74,025.00	\$1,083.75	\$13,760.25	\$60,264.75	18.59%
204	EDA Loan Programs Fund	\$3,800.00	\$112.93	\$7,139.71	-\$3,339.71	187.89%
205	Revolving Loan Fund	\$9,000.00	\$724.61	\$3,551.66	\$5,448.34	39.46%
206	Small Cities Developmt Program	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
207	Cemetery Fund	\$8,400.00	\$1,241.53	\$5,505.53	\$2,894.47	65.54%
208	Cemetery Perpetual Care Fund	\$110.00	\$60.00	\$123.75	-\$13.75	112.50%
210	Medical Center Fund	\$191,039.00	\$24,039.16	\$24,421.72	\$166,617.28	12.78%
215	Park Dedication Fund	\$300.00	\$31.20	\$133.32	\$166.68	44.44%
314	Sinking Fund - 2009 GO Improv.	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	Sinking Fund - 2012 GO Improv.	\$11,985.00	\$13.79	\$75.37	\$11,909.63	0.63%
317	Sinking Fund - 2015 GO Improv.	\$93,162.00	\$159.50	\$963.14	\$92,198.86	1.03%
318	Sinking Fund - 2017 GO Improv.	\$80,131.00	\$241.27	\$15,001.06	\$65,129.94	18.72%
320	2008 Equipment Certificates	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
321	Sinking Fund - 2019 GO Improv.	\$87,308.00	\$222.06	\$1,138.14	\$86,169.86	1.30%
350	Ambulance Certificate	\$40.00	\$2.49	\$12.68	\$27.32	31.70%
351	FIRE TRUCK - 2019 Tanker	\$23,225.00	\$16.74	\$161.21	\$23,063.79	0.69%
352	2014 Fire Truck	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Hospital Bond Fund	\$270,638.00	\$23,318.75	\$23,318.75	\$247,319.25	8.62%
401	Capital Equipment Fund	\$370,563.00	\$9,149.10	\$24,705.25	\$345,857.75	6.67%
410	Economic Development Authority	\$100.00	\$3.57	\$15.27	\$84.73	15.27%
417	2015 Improvement Const.Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
418	2017 Imp. Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
419	Circle Dr. Imp. Project	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
421	2019 Street Imp. Const. Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
425	2014 Electric Imp. Project	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
601	Water Fund	\$450,005.00	\$37,075.36	\$1,280,168.56	-\$830,163.56	284.48%
602	Sewer Fund	\$91,800.00	\$6,739.62	\$35,123.98	\$56,676.02	38.26%
603	AGI Sewer Fund	\$605,800.00	\$39,157.89	\$254,263.45	\$351,536.55	41.97%
604	Electric Fund	\$2,035,650.00	\$183,393.36	\$938,129.01	\$1,097,520.99	46.08%
605	Storm Water Drainage Fund	\$121,050.00	\$11,839.90	\$58,852.57	\$62,197.43	48.62%
606	Comm Center Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
901	General Fixed Assets Acct Grp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
902	General Long-Term Debt Acct Gr	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
903	GASB 34 - Revenue Recognition	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$6,486,709.00	\$405,721.39	\$3,024,652.01	\$3,462,056.99	46.63%

FILTER: None

ARLINGTON, MN
***Expenditure Summary**

FUND	Description	2022 YTD Budget	MAY 2022 Amt	2022 YTD Amt	Enc Current	YTD Balance	% YTD Budget
101	General Fund	\$1,313,981.00	\$110,542.86	\$469,767.60	\$0.00	\$844,213.40	35.75%
102	Tax Abatement	\$7,825.00	\$0.00	\$0.00	\$0.00	\$7,825.00	0.00%
201	Fire Fund	\$148,133.00	\$11,518.78	\$26,679.75	\$0.00	\$121,453.25	18.01%
202	Ambulance Fund	\$511,822.00	\$44,829.89	\$213,974.80	\$0.00	\$297,847.20	41.81%
203	Community Center Fund	\$73,245.00	\$7,106.41	\$25,776.48	\$0.00	\$47,468.52	35.19%
204	EDA Loan Programs Fund	\$49,700.00	\$3,312.40	\$4,082.05	\$0.00	\$45,617.95	8.21%
205	Revolving Loan Fund	\$45,500.00	\$0.00	\$20,355.00	\$0.00	\$25,145.00	44.74%
206	Small Cities Developmt Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
207	Cemetery Fund	\$10,659.00	\$0.00	\$2,630.39	\$0.00	\$8,028.61	24.68%
208	Cemetery Perpetual Care Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Medical Center Fund	\$169,838.00	\$23,927.00	\$23,927.00	\$0.00	\$145,911.00	14.09%
215	Park Dedication Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
314	Sinking Fund - 2009 GO Improv.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	Sinking Fund - 2012 GO Improv.	\$11,726.00	\$0.00	\$10,411.76	\$0.00	\$1,314.24	88.79%
317	Sinking Fund - 2015 GO Improv.	\$100,858.00	\$0.00	\$89,318.75	\$0.00	\$11,539.25	88.56%
318	Sinking Fund - 2017 GO Improv.	\$85,031.00	\$0.00	\$75,120.94	\$0.00	\$9,910.06	88.35%
320	2008 Equipment Certificates	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
321	Sinking Fund - 2019 GO Improv.	\$88,650.00	\$0.00	\$71,850.00	\$0.00	\$16,800.00	81.05%
350	Ambulance Certificate	\$18,234.00	\$0.00	\$18,234.00	\$0.00	\$0.00	100.00%
351	FIRE TRUCK - 2019 Tanker	\$23,225.00	\$0.00	\$21,712.50	\$0.00	\$1,512.50	93.49%
352	2014 Fire Truck	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Hospital Bond Fund	\$270,638.00	\$22,818.75	\$23,318.75	\$0.00	\$247,319.25	8.62%
401	Capital Equipment Fund	\$255,350.00	\$4,340.00	\$28,477.43	\$0.00	\$226,872.57	11.15%
410	Economic Development Authority	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
417	2015 Improvement Const.Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
418	2017 Imp. Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
419	Circle Dr. Imp. Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
421	2019 Street Imp. Const. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
425	2014 Electric Imp. Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
601	Water Fund	\$442,964.00	\$52,789.25	\$267,625.29	\$0.00	\$175,338.71	60.42%
602	Sewer Fund	\$88,557.00	\$675.00	\$49,393.49	\$0.00	\$39,163.51	55.78%
603	AGI Sewer Fund	\$633,056.00	\$38,562.32	\$182,913.13	\$0.00	\$450,142.87	28.89%
604	Electric Fund	\$2,031,695.00	\$166,927.55	\$899,707.47	\$0.00	\$1,131,987.53	44.28%
605	Storm Water Drainage Fund	\$128,364.00	\$0.00	\$105,006.50	\$0.00	\$23,357.50	81.80%
606	Comm Center Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
901	General Fixed Assets Acct Grp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
902	General Long-Term Debt Acct Gr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
903	GASB 34 - Revenue Recognition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$6,509,051.00	\$487,350.21	\$2,630,283.08	\$0.00	\$3,878,767.92	40.41%

FILTER: None

JANUARY REPORT 2022

PERMIT #	DATE	NAME	PROJECT ADDRESS	CONSTRUCTION - WORK TYPE	CONTRACTOR	VALUATION	PERMIT FEES
A2022- 1	VOID	ALBERTO ZAVALA VALDOUINOS	306 W. MAIN ST.	COMMERCIAL- REMODEL	BRANDON BRINKMAN CONSTRUCTION	\$ 25,000.00	\$ 352.12
TOTAL							\$ 352.12

FEBRUARY REPORT 2022

PERMIT #	DATE	NAME	PROJECT ADDRESS	CONSTRUCTION - WORK TYPE	CONTRACTOR	VALUATION	PERMIT FEES
A2022- 2	3/12/2022	NORTHERN STATE POWER COMPANY	109 1ST AVE. SOUTH	COMMERCIAL- FENCE-ENCLOSURE	NONE LISTED	\$ 187,400.00	\$ 1,334.87
A2022- 3	2/24/2022	THOMES BROS. HARDWARE	414 W. MAIN ST.	COMMERCIAL- RESIDE	VOS CONSTRUCTION, INC.	\$ 12,800.00	\$ 198.40
A2022- 4	PENDING PLANS	NORTHLAND DRYING LLC	100 HENDERSON ROAD	COMMERCIAL- WAREHOUSE HANGING HEATERS	KORONIS HEATING & AIR CONDITIONING	\$ 20,000.00	\$ 50.00
A2022- 5	2/25/2022	DAVID & BETTY MEYER	141 HENERSON ROAD	RESIDENTIAL - REROOF	DALE KROELLS	\$ 21,500.00	\$ 50.00
A2022- 6	PENDING PLANS	JERRY & REBECCA BERG	101 7-1/2 AVE. SW	RESIDENTIAL - 4 SEASON PORCH ADDN	NONE LISTED	\$ -	\$ -
A2022- 7	2/9/2022	ELITE PROPERTIES N LLC	411 W. ALDEN ST.	RESIDENTIAL - REROOF	GENESIS CONSTRUCTION GROUP	\$ 5,000.00	\$ 50.00
A2022- 8	2/18/2022	TAYLOR KUPHAL	406 E. CLINTON ST.	RESIDENTIAL - WINDOW INSTALLATION	DEXTER KUPHAL CONST. LLC	\$ 4,000.00	\$ 50.00
A2022- 9	3/11/2022	CITY OF ARLINGTON	101 HENERSON ROAD	COMMERCIAL- ELECTRICAL/HVAC RENOVATIONS	GRIDOR CONSTRUCTION INC	\$ 400,000.00	\$ 2,406.37
A2022- 10	2/22/2022	GARY FAHRENKAMP	407 W. ALDEN ST.	RESIDENTIAL - ROOF/WALL ALTERATIONS	NONE LISTED	\$ 5,000.00	\$ 100.12
A2022- 11	2/28/2022	CHRIS WITT	516 LYNCH ST.	RESIDENTIAL - SINGLE FAMILY DWELLING	K.A. WITT CONSTRUCTION	\$ 385,000.00	\$ 2,330.77
A2022- 12	2/23/2022	PETER TUMA	307 E. BROOKS ST.	RESIDENTIAL - REROOF/RESIDE/WINDOW	NONE LISTED	\$ 15,033.67	\$ 150.00
A2022- 13	2/24/2022	PETER TUMA	307 E. BROOKS ST.	RESIDENTIAL - ATTACHED GARAGE	DEXTER KUPHAL CONST. LLC	\$ 50,800.00	\$ 584.41
A2022- 14	2/27/2022	LEROY ADELMANN	302 FRENZEL DR.	RESIDENTIAL - WINDOW INSTALLATION	K-DESIGNERS	\$ 8,954.86	\$ 50.00
A2022- 15	2/28/2022	TIMOTHY & KATHY HARDEL	309 E. ADAMS ST.	RESIDENTIAL - FIREPLACE	GLOWING HEARTH & HOME	\$ 7,000.00	\$ 50.00
TOTAL						\$ 1,122,488.53	\$ 7,404.94

MARCH REPORT 2022

PERMIT #	DATE	NAME	PROJECT ADDRESS	CONSTRUCTION - WORK TYPE	CONTRACTOR	VALUATION	PERMIT FEES
A2022- 16	3/8/2022	RAMONA MEYER	408 CIRCLE LANE	RESIDENTIAL - REROOF	CACKA ROOFING INC.	\$ 8,500.00	\$ 50.00
A2022- 17	3/10/2022	ABIGAL & ERIC JOHNSON	220 FRENZEL DRIVE	RESIDENTIAL - DECK	NONE LISTED	\$ 11,000.00	\$ 175.72
A2022- 18	3/14/2022	ROD NORDBY	111 E. DAYTON ST.	LAND USE - PARKING PAD	NONE LISTED	\$ -	\$ 26.25
A2022- 19	VOID	LEROY ADELMANN	302 FRENZEL DR.	RESIDENTIAL - WINDOW INSTALLATION	K-DESIGNERS	\$ -	\$ 50.00
A2022- 20	3/15/2022	JEFF & JUDY HARDELL	814 W. CHANDLER ST.	RESIDENTIAL - WATER HEATER	JIMS HVAC	\$ 400.00	\$ 50.00
A2022- 21	3/16/2022	DAVE KROHN	705 CHESTNUT DR.	RESIDENTIAL - REROOF	AMERICAN ROOFING CO.	\$ 8,000.00	\$ 50.00
A2022- 22	3/16/2022	DAVE KROHN	707 CHESTNUT DR.	RESIDENTIAL - REROOF	AMERICAN ROOFING CO.	\$ 8,000.00	\$ 50.00
A2022- 23	3/26/2022	LIFESTYLE INC.	700-704 CHESTNUT ST.	COMMERCIAL- SOFFIT/FASCIA	AMERICAN ROOFING CO.	\$ 9,000.00	\$ 150.52
A2022- 24	3/29/2022	RYAN & JEAN JACKELS	406 CIRCLE LANE	RESIDENTIAL - REROOF	CACKA ROOFING INC.	\$ -	\$ 50.00
A2022- 25	3/31/2022	SUSAN & CLYDE BASSAMORE	112 E. MAIN ST.	RESIDENTIAL- BATHROOM TUB & SHOWER	BARTYLLA PLUMBING & HEATING INC.	\$ 1,000.00	\$ 50.00
A2022- 26	3/31/2022	GARY M. KURTZWEG	415 E. MAIN ST.	RESIDENTIAL - REROOF/RESIDE/WINDOW	KURTZWIG CONSTRUCTION	\$ -	\$ 150.00
A2022- 27	3/31/2022	GARY FAHRENKAMP	407 W. ALDEN ST.	RESIDENTIAL - MECHANICAL FURNACE/AC/DUCT WORK/GAS LINE	VECTOR SERVICES	\$ 9,900.00	\$ 150.00
TOTAL						\$ 55,800.00	\$ 1,002.49

APRIL REPORT 2022

PERMIT #	DATE	NAME	PROJECT ADDRESS	CONSTRUCTION - WORK TYPE	CONTRACTOR	VALUATION	PERMIT FEES
A2022- 28	4/4/2022	KEVIN & RANDI TAAFE	212 W. ELGIN ST.	RESIDENTIAL - RESIDE/WINDOW INSTALLATION	NONE LISTED		\$ 120.00
A2022- 29	4/4/2022	NATE & BRITTNANY TIPTON	513 FREEDOM DRIVE	RESIDENTIAL - WATER HEATER	Y-NOT PLUMBING & HEATING INC.	\$ 1,000.00	\$ 60.00
A2022- 30	4/5/2022	CHRIS PAULSEN	409 & 411 3RD AVE. NE	LAND USE - FENCE	NONE LISTED	\$ -	\$ 26.25
A2022- 31	4/20/2022	BARYN GRONHOLZ	640 E. BROOKS ST.	RESIDENTIAL - ROOF MOUNTED SOLAR PANELS	SUNBADGER SOLAR	\$ 17,600.00	\$ 258.88
A2022- 32	4/11/2022	ALBERTO ZAVALAZ	310 5TH AVE. SE.	LAND USE - UTILITY SHED	NONE LISTED	\$ -	\$ 26.25
A2022- 33	4/12/2022	TAYLOR WEBER	107 E. CLINTON ST.	RESIDENTIAL - WINDOW INSTALLATION	DEXTER KUPHAL CONST. LLC	\$ 2,000.00	\$ 60.00
A2022- 34	4/13/2022	JEANNE RESEMIUS	111 2ND AVE. NW	RESIDENTIAL - REROOF	SCHMIDT BROTHERS ROOFING LLC	\$ 9,727.00	\$ 60.00
A2022- 35	4/14/2022	RENEE PFLANZ	730 WEST MAIN ST.	RESIDENTIAL - WINDOW INSTALLATION	MINNESOTA RUSCO	\$ 4,400.00	\$ 60.00
A2022- 36	4/15/2022	BRAD ST. JOHN	606 E. BROOKS ST.	RESIDENTIAL - REROOF	DEXTER KUPHAL CONST. LLC	\$ 10,000.00	\$ 60.00
A2022- 37	4/20/2022	JESS TEPLY	602 W. BROOKS ST.	RESIDENTIAL - REMODEL	NONE LISTED	\$ 10,000.00	\$ 163.12
A2022- 38	4/25/2022	ADAM WALTERS	405 CREEKVIEW LANE	LAND USE - FENCE	NONE LISTED	\$ 3,000.00	\$ 26.25
A2022- 39	4/27/2022	BRUCE KALLHOFF	105 E. BROOKS ST.	RESIDENTIAL - RESIDE	HIGH ISLAND CONSTRUCTION	\$ 10,000.00	\$ 60.00
TOTAL						\$ 179,327.00	\$ 980.75

MAY REPORT 2022

PERMIT #	DATE	NAME	PROJECT ADDRESS	CONSTRUCTION - WORK TYPE	CONTRACTOR	VALUATION	PERMIT FEES
A2022- 40	5/2/2022	RICHARD & ROSEANN NAGEL	311 E. CLINTON ST.	LAND USE - PATIO	COUNTRYSIDE CONCRETE, INC.	\$ 4,160.00	\$ 26.25
A2022- 41	5/6/2022	RICHARD & ROSEANN NAGEL	311 E. CLINTON ST.	RESIDENTIAL - CONCRETE SLAB	WENTZLOFF MASONARY	\$ 4,200.00	\$ 90.04
A2022- 42	5/10/2022	MILLER HOMES, LLC	204 FRENZEL DR.	RESIDENTIAL - SINGLE FAMILY DWELLING	PEKA HOMES, LLC	\$ 222,300.00	\$ 1,510.76
A2022- 43	5/10/2022	MILLER HOMES, LLC	208 FRENZEL DR.	RESIDENTIAL - SINGLE FAMILY DWELLING	PEKA HOMES, LLC	\$ 222,300.00	\$ 1,510.76
A2022- 44	5/10/2022	MILLER HOMES, LLC	212 FRENZEL DR.	RESIDENTIAL - SINGLE FAMILY DWELLING	PEKA HOMES, LLC	\$ 223,200.00	\$ 1,515.30
A2022- 45	5/24/2022	KAREN LAWRENCE	136 HENDERSON RD.	LAND USE - SIDEWALK	NONE LISTED	\$ -	\$ 26.25
A2022- 46	5/24/2022	NICHOLAS TADASHI SCHMIDT	646 OLIVE ST.	LAND USE - FENCE	NONE LISTED	\$ -	\$ 26.25
A2022- 47	5/24/2022	DORINDA F. BALOUGH	302 E. BAKER ST.	LAND USE - FENCE	NONE LISTED	\$ 1,000.00	\$ 26.25
A2022- 48	5/24/2022	SHARON BUSCIT/KATHY KRISKO	203 71/2 AVENUE	LAND USE - FENCE	RICK MCCLAIN	\$ -	\$ 26.25
A2022- 49	5/12/2022	ROSS RELCHENBERGER	409 ADAMS ST. W.	RESIDENTIAL - REROOF	SCHMIDT ROOFING INC	\$ 12,000.00	\$ 60.00
A2022- 50	5/23/2022	HIGH ISLAND CREEK	LOTS 31.0719.580 & 31.0719.570	LAND USE - REZONING	NONE LISTED	\$ -	\$ 26.25
A2022- 51	PENDING PLANS	JOSUE M. PALACIOS LOPEZ	419 W. MAIN ST.	COMMERCIAL - REMODEL	NONE LISTED	\$ -	\$ -
A2022- 52	5/13/2022	MIKE & AMANDA FETERL	313 FRENZEL DR.	RESIDENTIAL - REROOF	AMERICAN ROOFING CO.	\$ 18,000.00	\$ 60.00
A2022- 53	5/16/2022	JEFF PINSKE	110 4TH AVE. NE	RESIDENTIAL - WATER HEATER	Y-NOT PLUMBING & HEATING INC.	\$ 1,000.00	\$ 60.00
A2022- 54	5/16/2022	KATHY EGGERGLUESS	407 FREEDOM DR.	RESIDENTIAL - REROOF	BAUER BUILDERS LLC	\$ 8,700.00	\$ 60.00
A2022- 55	5/16/2022	MARY LITZ	403 W. BAKER ST.	LAND USE - EXCAVATION	KRANZ ELECTRIC	\$ -	\$ 26.25
A2022- 56	5/17/2022	JOHN & VICKI DOTELO	704 HORSESHOE DR.	LAND USE - FENCE	NONE LISTED	\$ -	\$ 26.25
A2022- 57	5/17/2022	ERIC BATES	821 W. CHANDLER ST.	RESIDENTIAL - MECHANICAL	Y-NOT PLUMBING & HEATING INC.	\$ 3,000.00	\$ 60.00
A2022- 58	5/17/2022	ALAN & JAYNE IHRKE	307 W. DOUGLAS ST.	RESIDENTIAL - WATER HEATER	Y-NOT PLUMBING & HEATING INC.	\$ 1,200.00	\$ 60.00
A2022- 59	5/29/2022	GARY FAHRENKAMP	407 W. ALDEN ST.	RESIDENTIAL - REMODEL	NONE LISTED	\$ 110,000.00	\$ 944.77
A2022- 60	5/20/2022	JIM FARBAR	207 E. DAYTON ST.	RESIDENTIAL - REROOF	CACKA ROOFING INC.	\$ 10,000.00	\$ 60.00
A2022- 61	5/20/2022	PAULA TIMM	412 5TH AVE.	LAND USE - FENCE	NONE LISTED	\$ 3,000.00	\$ 26.25
A2022- 62	5/20/2022	DAN HERMANN	312 E. ALDEN ST.	RESIDENTIAL - DECK ALTERATIONS	NONE LISTED	\$ 700.00	\$ 60.00
A2022- 63	5/23/2022	NONE LISTED	109 8TH AVE. SW	RESIDENTIAL - REROOF	BOHLMANN EXTERIORS	\$ 10,000.00	\$ 60.00
A2022- 64	5/23/2022	CURTISS ERICKSON	107 8TH AVE. SW	RESIDENTIAL - REROOF	BOHLMANN EXTERIORS	\$ 10,000.00	\$ 60.00
A2022- 65	5/23/2022	MICHAELA INCE	210 E. ALDEN ST.	LAND USE - FENCE	NONE LISTED	\$ 3,200.00	\$ 26.25
A2022- 66	5/23/2022	JOSE TOPETE	201 5TH AVE. SW	LAND USE - DRIVEWAY	NONE LISTED	\$ 1,768.00	\$ 26.25
A2022- 67	6/1/2022	DEB STENZEL	702 W. BROOKS ST.	RESIDENTIAL - ADDITION	DEXTER KUPHAL CONST. LLC	\$ 20,000.00	\$ 289.12
A2022- 68	5/24/2022	JENNIFER VONESCHEN	208 E. DAYTON ST.	LAND USE - PLATFORM DECK	NONE LISTED	\$ -	\$ 26.25
A2022- 69	5/24/2022	ST. PAUL LUTHERAN CHURCH	W. BAKER ST.	LAND USE - MONUMENT	WENTZLOFF MASONARY	\$ -	\$ 26.25
A2022- 70	5/26/2022	BRENT RIERSON	608 W. CHANDLER ST.	RESIDENTIAL - REROOF	NONE LISTED	\$ 2,500.00	\$ 60.00
A2022- 71	5/27/2022	KRISTYN CARSON	732 W. MAIN ST.	LAND USE - FENCE	NONE LISTED	\$ -	\$ 26.25
TOTAL						\$ 892,228.00	\$ 6,888.25



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

RESOLUTION 39-2022

A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE

WHEREAS, Minnesota State Statutes 465.03 states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes; and

WHEREAS, the City may not, however, accept or use gifts for religious or sectarian purposes; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by two-thirds majority of its members; and

WHEREAS, the City of Arlington has received a donation of a \$100.00 from Alberta Sander to be used for the Arlington Cemetery Fund 207; and

WHEREAS, charitable contributions to governmental units are tax-deductible under Section 170(c)(1) of the Internal Revenue Code if made for public purpose, and

WHEREAS, the Arlington City Council would like to express its thankfulness for this gracious community support, and

NOW THEREFORE BE IT RESOLVED, pursuant to Minnesota State Statute 465.03 the Arlington City Council does hereby accept the aforementioned donation.

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 20th day of June 2022.

Signed: _____
Mayor

Attest: _____
City Administrator

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



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

RESOLUTION 40-2022

A RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2022 ELECTIONS

WHEREAS, a State Primary Election will be held on Tuesday, August 9, 2022, and polls must be open from 7:00 a.m. to 8:00 p.m.; and

WHEREAS, a General Election will be held on Tuesday, November 8, 2022, and polls must be open from 7:00 a.m. to 8:00 p.m.; and

WHEREAS, Minnesota Statute 204B.21, subd. 2 requires Election Judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of Arlington and Kelso Township have combined into one voting precinct, which is located at 204 Shamrock Drive, Arlington, Minnesota; and

WHEREAS, the attached list of individuals have applied to serve as Election Judges for the State Primary and General Elections and have agreed to perform all statutory duties related to the election process.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington, Minnesota, and the Board of Supervisors of Kelso Township, Sibley County, Minnesota, that the attached list of individuals is hereby approved for the 2022 elections.

BE IT FURTHER RESOLVED, that the hourly wage for training time and the election judge services are hereby approved for the 2022 elections at \$10.00 per hour, except that the Head Judges will be paid \$10.50 per hour. Mileage incurred due to training and election duties shall be reimbursed at the current IRS rate.

FURTHERMORE BE IT RESOLVED, that the City Administrator for the City of Arlington is hereby authorized to appoint any substitutions to Election Judges if necessary.

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 20th day of June, 2022.

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.

ELECTION JUDGES – 2022 PRIMARY & GENERAL ELECTION SCHEDULE

MORNING SHIFT (6:00 am – 2:45 pm)
Legal Minimum requirement: 4 Judges*

AFTERNOON SHIFT (2:30 – 8:00 pm+)
Legal Minimum requirement: 4 Judges*

**(6 Judges NEEDED: 3 Poll Pads-Roster/Registration Judges, 2 Receipt/Ballot Judges, 1 Voting Machine Judge)*

***Health Care Facility Judge*

Vicki Pomplun – Election Official (all elections)

Theresa Wroge – AM Head Judge/HCF

Rena Dose – PM Head Judge

Pat Grabitske – HCF

Carol Mesenbring – HCF

Sheila Henke

Pauline Wiemann

Ruth Voight

Janet Deno

Amy Newsom

Gwen Scharpe

Nancy Mathwig

Travis Brejje

Barb Luepke

Donna Wolter

Faye Ryan

Carol Rosenfeld

Carol Mader

Terry Klages

Darlene Weckwerth

Lyle Wiest – Kelso Twp

Whitney Wiest – Kelso Twp

Kevin Pioske – Kelso Twp

Glen Hardel – Kelso Twp



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

RESOLUTION 41-2022

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Arlington hereby approves the application for a Lawful Gambling Permit as submitted by Arlington Fire Relief Association for Pull-Tabs at the Sibley County Fairgrounds August 3, 2022-August 7, 2022.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon poll being taken thereon the following voted in favor thereof: _____; the following voted against: none; the following abstained: _____; and the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 20th day of June 2022.

Signed: _____
Mayor

Attested: _____
City Administrator

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