



**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
December 5, 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 and Pledge of Allegiance
2. Roll Call
3. 6:30 pm – Truth-in-Taxation Public Hearing for 2023 Tax Levy
4. Approve the Agenda and any Agenda Additions
5. Addressing the Council



## **CONSENT AGENDA**

6. Approval of Consent Agenda
  - A) Approval of Bills
  - B) November 21, 2022 Meeting Minutes
  - C) Authorize Mayor to Sign Tree City USA Recertification Form
  - D) Approve setting a Public Hearing for December 19, 2022, at 6:30 p.m. for the purpose of assessing delinquent water, sewer, electric, fire and ambulance bills, building permits, variances or conditional use permits, and any city maintenance service costs to the property owners taxes payable in the year of 2023

## **PETITIONS, REQUESTS & COMMUNICATIONS**

7. Frontier Communications updates – Bruce Sword
  
8. Xcel Energy Transmission Line Project
  
9. September and October EDA Minutes

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

10. October and November Public Works Department- Public Works Supervisor Kirby Weckworth
  
11. November Ambulance Report-Ambulance Manager Jamie Weikle
  
12. November Library Report-Library Director Andy Kelton

13. Request from Interim City Administrator to call a Personnel Committee meeting to revisit Job Performance Evaluation for 5 employees.

## **ORDINANCES AND RESOLUTIONS**

### **UNFINISHED BUSINESS**

14. Discussion on Library Committee make up and related changes to City Code.
15. Discussion on Planning & Zoning

### **NEW BUSINESS**

16. Approve/Deny Pay Request No. 8 from Gridor Construction, Inc. for \$95,453.16 as submitted by Bolton & Menk for Water Treatment Facility Rehabilitation.
17. Approve/Deny Review and Approve Request for Proposal for City Attorney Services
18. Discussion on Electrical Committee Updates-Howie Brinkman

### **MISCELLANEOUS BUSINESS**

Committee Updates



Open discussion

## **ADJOURNMENT**

Reminders:

December 12- EDA Meeting at 5:30pm

December 19-City Council Meeting at 6:30pm





# Truth-in-Taxation

Public Information Hearing

December 5, 2022

6:30 P.M.



# BUDGET PROCESS

- ▶ **MONDAY, SEPTEMBER 19:** Council approved a preliminary levy at a 16.1% increase
- ▶ Council has conducted several budget workshops
- ▶ **TONIGHT - Truth-in-Taxation Hearing-** proposed levy of 3.56%
- ▶ **MONDAY, DECEMBER 19:** Final adoption by Resolution by City Council



# 2023 PROPOSED BUDGET

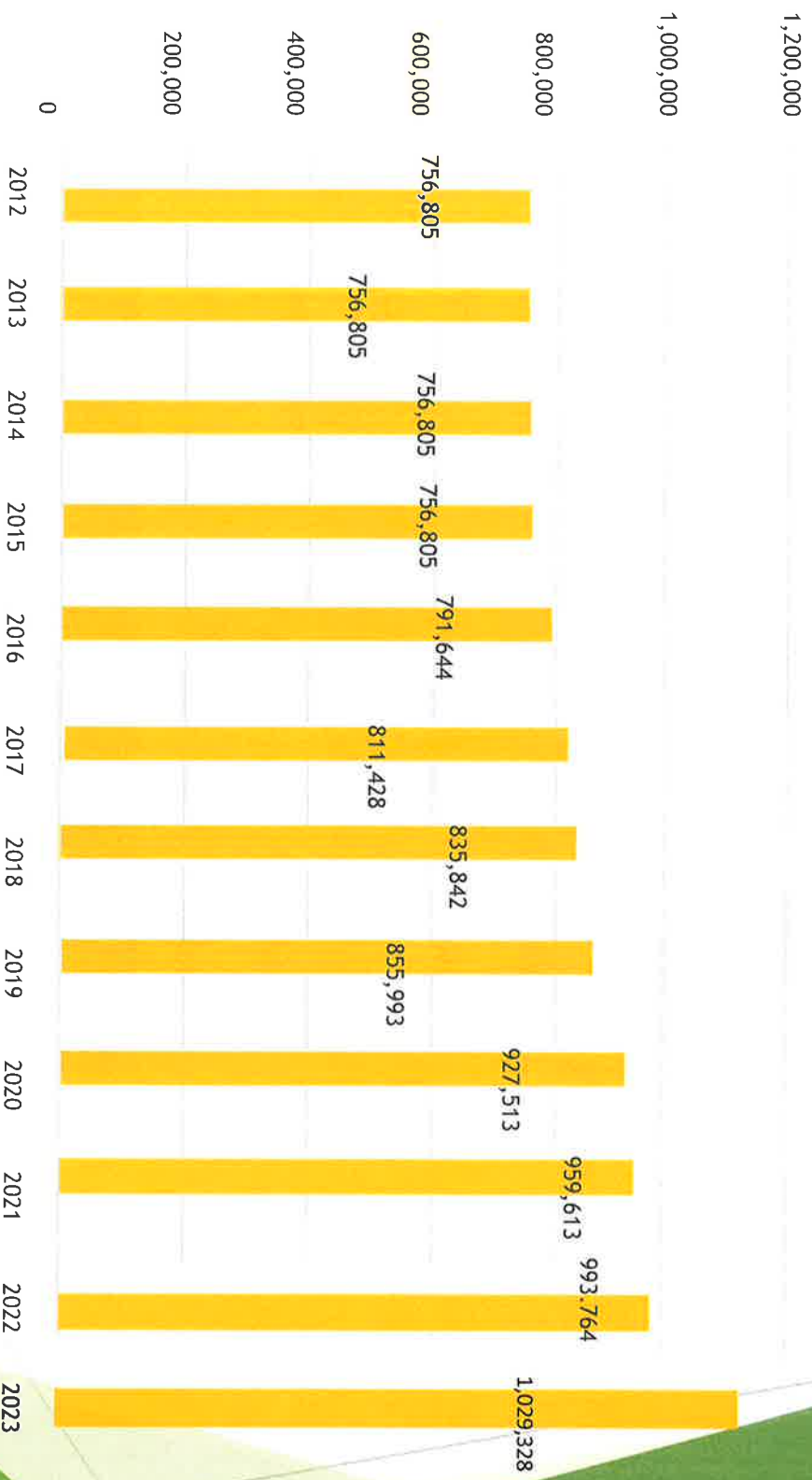
## PROPOSED TAX LEVY AND 2023 BUDGET

# TAX LEVY

|                       | 2022             | 2023               | Increase/Decrease |
|-----------------------|------------------|--------------------|-------------------|
| General Fund Levy     | \$284,053        | \$406,912          | 43.25%            |
| Tax abatement         | \$7825           | \$7825             | 0%                |
| Fire                  | \$74,000         | \$ 74,000          | 0%                |
| Ambulance             | \$60,000         | \$0                | -100%             |
| Community Center      | \$40,000         | \$35,000           | -12%              |
| Cemetery              | \$2000           | \$0                | -100%             |
| Capital Improvement   | \$307,661        | \$ 302,666         | -1.62%            |
| <u>(Debt Service)</u> |                  |                    |                   |
| 2015 Street & Utility | \$75,000         | \$70,000           | -6.67%            |
| 2012 GO Bond          | \$4,000          | \$4,000            | 0%                |
| 2017 GO Bond          | \$59,500         | \$55,600           | -6.55%            |
| 2019 GO Bond          | \$56,500         | \$50,500           | -10.62%           |
| 2019/20 Tanker        | \$23,225         | \$22,825           | -1.723%           |
| <b>TOTAL LEVY</b>     | <b>\$993,764</b> | <b>\$1,029,328</b> | <b>3.56%</b>      |

# Tax Levy Trend Since 2012

2012 - 2023 Total Levy



# PROPOSED GENERAL FUND EXPENSES

| Department        | 2022    | 2023    |
|-------------------|---------|---------|
| Council           | 41,299  | 38,800  |
| Administration    | 229,428 | 295,398 |
| Elections         | 3864    | 0       |
| Assessing         | 10,940  | 10,940  |
| Law/Legal Serv.   | 11,438  | 13,000  |
| Planning/Zoning   | 126,483 | 84,120  |
| Buildings/Plant   | 17,359  | 15,406  |
| Police Department | 378,446 | 462,587 |
| Fire Stations     | 32,470  | 32,604  |
| Civil Defense     | 1,077   | 1,077   |
| Animal Control    | 600     | 600     |

# PROPOSED GENERAL FUND EXPENSES

| <u>Department</u>         | <u>2021</u>      | <u>2022</u>      | <u>2023</u>      |
|---------------------------|------------------|------------------|------------------|
| Public Works              | 276,853          | 308,234          | 334,861          |
| Street Lighting           | 11,500           | 9,500            | 9,500            |
| Parks & Recreation        | 63,836           | 64,368           | 67,906           |
| Libraries                 | 41,895           | 47,860           | 133,883          |
| Econ. Develop.            | 30,620           | 30,635           | 27,820           |
| Transfers                 | 367,155          | 0                | 0                |
| <b>Total General Fund</b> | <b>1,711,810</b> | <b>1,313,981</b> | <b>1,528,502</b> |

# FACTS ON 2023 Budget

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

|                          | Proposed<br>2023 |
|--------------------------|------------------|
| GENERAL                  | \$ 406,912       |
| FIRE PUMPER CERT         | \$ -             |
| PUB PROJ LEASE REV       | \$ -             |
| 2009 G.O. RF BONDS       | \$ -             |
| 2012 G.O. BONDS          | \$ 4,000         |
| 2015 G.O. Bond           | \$ 70,000        |
| 2017 G.O BONDS           | \$ 55,600        |
| 2019 G.O. IMP. BOND      | \$ 50,500        |
| 201 Fire                 | \$ 74,000        |
| 202 Ambulance            | \$ -             |
| 203 Community Center     | \$ 35,000        |
| 207 Cemetery             | \$ -             |
| 401 Capital Improvements | \$ 302,666       |

# FACTS ON 2023 Budget

- \$86,023 increase in Library. City taking over Library budget from County.
- \$65,971 increase in Administration due to hiring an Administrative Assistant, new City Administrator and other increased costs.
- \$42,343 decrease in Planning and Zoning going from full time P&Z Position to possible consultant.
- \$84,141 increase in police administration due to adding 4<sup>th</sup> officer
- \$26,627 increase to Public Works Department due to increased cost of repairs, and fuel



# 2023 Capital Improvement Plan

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

| Fire Department   | 2023          |
|---|---------------|
| Glove/particulate hoods (every 10 years)                        |               |
| Helmets (every 10 years)  |               |
| Boots (every 10 years)  | \$3,750       |
| Engine No. 2 (purchase 2032)                                    | \$46,666      |
| extraction tools (purchase 2021 and 2040)                       | \$2,500       |
| mobile and handheld radios (purchase 2030)                      | \$10,000      |
| SCBA Replacement (replace 22 SCBA's and 44 tanks) 2021 and 2030 | \$15,000      |
| turnout gear (purchase 2035)                                    | \$8,300       |
| Tanker 2 set aside  |               |
| <b>Fire Subtotal</b>  | <b>86,216</b> |
| <b>Public Works</b>   | <b>2023</b>   |
| Bottom Auger for Snow Blower                                    |               |
| City shop repairs   | \$6100        |
| Snow Pusher   | \$12,500      |
| Downtown Christmas Lights & Candle Wreaths 40                   | \$0           |
| MVEC payments for lights - 10 years through 2029                | \$10,000      |
| Replace 1999 payloader (2029)                                   |               |
| Salt Truck  |               |
| 146" wing angle plow  |               |
| Sealcoating, crack filling (1/5 city/yr)                        | \$120,000     |
| Sidewalk construction/replacement                               | \$25,000      |
| Maintenance Subtotal  | \$193,600     |

# What will be spent from Capital Equipment Fund 401 in 2023?

\$275,000 Ambulance (includes \$219,000 Covid  
funds)

\$165,000 Public Works - streets and sidewalks

\$18,600 Event Center-paint

\$10,000 MVEC-loan payment

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\$468,600

# EXPLANATION OF PROPERTY TAX RATE

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

\$1,029,328/\$1,359,075[Total Tax Capacity]=75.74% (2023)

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

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

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

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

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

# Questions?

- ▶ City Administrator
- ▶ Shirley Slater-Schulte
- ▶ 507-964-2378 ext. 4 or

[cityhall@arlingtommn.com](mailto:cityhall@arlingtommn.com)





**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
November 21, 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 and Pledge of Allegiance-Meeting was called to order at 6:30pm by Mayor Nagel. All stood for the Pledge of Allegiance.
  
2. Roll Call  
Members Present- Mayor Richard Nagel, John Thomes, Dave Meyer, Joe Morgan, Matt Scharpe  
Members Absent- Michelle Battcher  
Staff Present- Interim City Administrator Shirley Slater-Schulte. City Attorney Ross Arneson, Police Chief Glenn Gerads, Library Director Andy Kelton, Fire Chief Doug Mackenthun  
Guests-Kim Quast, Roberta Zaske, Christina Litfin, Curtis Ling

3. Approve the Agenda and any Agenda Additions-**Added 13.1 Resolution 67-2022 A RESOLUTION ACCEPTING A RESIGNATION AND DECLARING A VACANCY, 17. RFP FOR CITY ATTORNEY**

Meyer made a motion to approve the agenda with the additions. Scharpe seconded. Motion carried.

4. Addressing the Council

#### **CONSENT AGENDA**

Thomes made a motion to approve the following consent agenda items.

5. Approval of Consent Agenda
  - A) Approval of Bills
  - B) November 7, 2022 Meeting Minutes
  - C) November 14, 2022 Council Canvass Board MinutesMorgan seconded. Motion carried.

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

6. Resignation of Douglas Brown from the Arlington Ambulance
7. Resignation of Matthew Scharpe from the City Council- effective January 2, 2023-See 13.1 Resolution 67-2022

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

- ~~8. October Public Works Department Public Works Supervisor Kirby Weekworth- Weekworth was unable to attend due to family~~
9. October Police Department Report-Chief Glenn Gerads-Gerads reported that they are working on hiring another officer, working on presence in the city and they are in their busy season.
10. October Fire Department Report-Fire Chief Doug Mackenthun-Mackenthun reported that he went to the Fire Chief's Conference in Duluth. He stated that it was a good conference. He also stated that he has two new recruits attending classes.

11. October People Service Report- Operator Lee Forcier-Report Attached

## **ORDINANCES AND RESOLUTIONS**

12. SECOND READING OF ORDINANCE NO. 346 AN ORDINANCE AMENDING CHAPTER 6: NUISANCES AN ORDINANCE AMENDING CHAPTER 6, THE ARLINGTON NUISANCES CODE TO ALLOW THE ADJUSTMENT OF CHAPTER 6 FOR THE ADDITION OF DEFINITIONS, UNDER 6.03, THE ADJUSTMENT TO 14 BUSINESS DAYS, UNDER 6.07, 6.09, 6.10, THE ADJUSTMENT OF THE ABATEMENT PROCEDURE, UNDER 6.10-Closed Reading

13. Approve/Deny Resolution 66-2022 TO AUTHORIZE STAFF TO PUBLISH A SUMMARY OF ORDINANCE No. 346  
Motion by Scharpe to approve Resolution 66-2022, seconded by Thomes. Motion carried. Morgan, Thomes, Scharpe and Meyer voted in favor. None against. None abstained. Battcher was absent.

- 13.1 Approve/Deny Resolution 67-2022 A RESOLUTION ACCEPTING A RESIGNATION AND DECLARING A VACANCY**  
**Motion by Morgan to approve Resolution 66-2022, seconded by Meyer. Motion carried. Morgan, Thomes, and Meyer voted in favor. None against. Scharpe abstained. Battcher was absent.**

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

14. Appointment of Council Vacancy- City Attorney Arneson explained the process for this vacancy.
15. Discussion of Library Board Membership to include outside resident from Green Isle or surrounding area-A suggestion had been made to include a member of Green Isle to the Library Board. Kelton had questions regarding the appointment. It was mentioned that there are two library committee members up for renewal in 2023.



16. Discussion Regarding On-Call Planning Assistance -Bolton & Menk Proposal-Reviewed proposal from Bolton & Menk. This is to be referred to the Planning & Zoning committee for discussion.

17. **RFP for the City Attorney- Arneson explained the process for a RFP and will be able to consult with the new Attorney. Arneson will draft RFP as soon as possible.**

### **MISCELLANEOUS BUSINESS**

Committee Updates

Open discussion

### **ADJOURNMENT**

Thomes made a motion to adjourn the meeting at 7:17pm. Morgan seconded. Motion carried.

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Interim City Administrator Shirley Slater-Schulte

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Mayor Richard Nagel



414 Nicollet Mall  
Minneapolis, Minnesota 55401-1993

November 18, 2022

CITY OF ARLINGTON  
204 W SHAMROCK DR  
ARLINGTON, MN 55307

RE: Xcel Energy 69kV Transmission Line 0718 Rebuild Project Winthrop – Arlington.

Dear Landowner:

The purpose of this letter is to inform you of upcoming construction activities to rebuild Xcel Energy's existing 69,000-volt (69kV) transmission line between Winthrop, Arlington, MN. Please see the enclosed map which highlights the existing transmission line to be rebuilt.

You are receiving this letter because you own property on which construction activities will occur or you own property adjacent to where the work will occur. Construction activities are scheduled to begin in Fall 2023, but Xcel Energy is initiating communication now to allow ample time for inquiries and preparation by all parties involved.

In order to properly engineer and design the transmission line, soil samples from certain locations along the transmission line corridor are required. Xcel Energy has hired WSB to contact and work with property owners to address their questions and also for any easement modification and acquisition needs. (NOTE: Not all properties will have easement modification or acquisition needs.) We anticipate that WSB will begin direct outreach in Spring 2023. **To assist in that effort, a Contact Information and Preferences form has been enclosed for your completion. Information you provide on this form will be used to make sure that you are contacted at the phone number and time that is most convenient for you. Please return this form by email or contact Seth Wight 612-342-8926 or [seth.j.wight@xcelenergy.com](mailto:seth.j.wight@xcelenergy.com) with this information.**

Please review the enclosed Project Fact Sheet for additional project details. Thank you in advance for your cooperation and assistance with this project. Please feel free contact me with any questions or concerns.

Sincerely,

**Seth Wight**  
Xcel Energy | Responsible By Nature  
Land Rights Agent  
414 Nicollet Mall, Minneapolis, MN 55401  
P: 612.342.8926 C: 651.955.5104  
E: [seth.j.wight@xcelenergy.com](mailto:seth.j.wight@xcelenergy.com)

Enclosures:  
Project Map  
Project Fact Sheet  
Contact information and Preferences Form



414 Nicollet Mall  
Minneapolis, Minnesota 55401-1993

## **Transmission Line 0718 Winthrop - Arlington Fact Sheet**

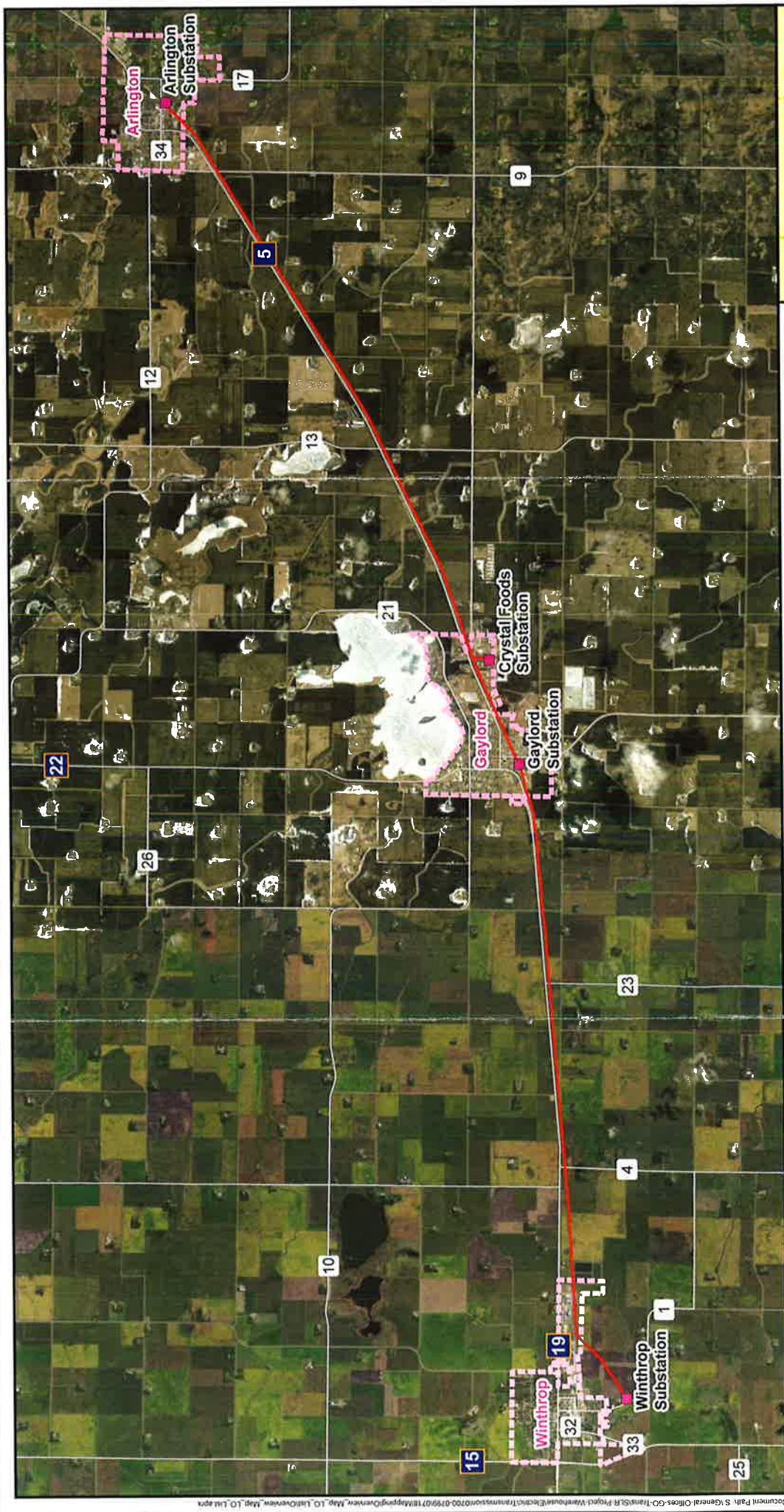
Xcel Energy is planning to rebuild the 69,000-volt (69kV) transmission line between Winthrop and Arlington MN. This project will result in the improvement and reliability for the transmission circuit within the area.

### **Project Information**

- The approximate length of the project 16 miles.
- The line will be rebuilt along the existing alignment.
- There will be no change in voltage to the transmission line.
- Approximate Construction Schedule: Begin construction in Fall 2023 and complete construction and restoration early spring 2024.
- All the construction work will occur within existing easement rights or in road right-of-way but there may be locations needing additional or modified easements.
- Xcel Energy civil construction crews will handle restoration work after line construction is complete – all damage claims will be addressed at the completion of the project.

### **Enclosed Project Map**

- The transmission line rebuild is indicated on the enclosed map.

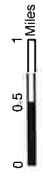


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DISCLAIMER: This information is believed to be correct but is subject to change and is not warranted.

Date: 9/15/2022



- Legend**
- Xcel Energy Line Rebuild
  - Xcel Owned Substation
  - City Boundary

# Xcel Energy OPGW Project

## Line Number 0718



**LANDOWNER INFORMATION / QUESTIONNAIRE  
LINE 0718 WINTHROP - ARLINGTON**

Parcel No.: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If property is rented (farmland or other)

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide information below to assist construction crews and minimize property impacts:

(1) ACCESS TO EASEMENT AREA (Sketch or instructions):

(2) ROUTE OF ENTRY:

Provide details for construction access:

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(3) FENCES/LIVESTOCK:

Are there fences/gates in the easement area or access to it? Type of fence, location/condition:

Livestock?

(4) EXCESS DIRT FROM NEW POLE EXCAVATION:

Excess dirt will be hauled away unless landowner indicates otherwise:

(5) DRAIN TILE, IRRIGATION OR OTHER ITEMS TO BE LOCATED/AVOIDED:

GENERAL CONCERNS/OTHER IMPORTANT PROPERTY INFORMATION:

Please return completed form to:  
[Christopher.c.rogers@xcelenergy.com](mailto:Christopher.c.rogers@xcelenergy.com)  
or by mail to:  
Seth Wight  
Xcel Energy  
414 Nicollet Mall, 6<sup>th</sup> Floor  
Minneapolis, MN 55401



## ECONOMIC DEVELOPMENT AUTHORITY

### MEETING MINUTES

**SEPTEMBER 12, 2022 @ 5:30 P.M.**

Arlington Community Center-Council Chambers

1. Call to Order-Meeting was called to order by Menk at 5:30pm.

2. Pledge of Allegiance-All stood for the Pledge of Allegiance

Members Present-Kurt Menk, Tim Kloeckl, Joe Morgan, Howard Brinkman, Larry Sorenson, Dean Bergerson

Members Absent-Matt Scharpe

Staff Present-City Administrator/EDA Director Amy Newsom

Guests Present-

3. Approval of Agenda-Kloeckl made a motion to approve the agenda. Bergersen seconded. Motion carried.

4. Approval of Minutes-Bergersen made a motion to approve the following minutes.

A. August 8, 2022

Kloeckl seconded. Motion carried.

5. Approval of Reports-Kloeckl made a motion to approve the following report.

A. August 2022 Financial Report

Sorenson seconded. Motion carried.

6. New Business

A. Advertisement for Bids (Swenson Property)-Newsom put the Swenson Property out for bids. Bids will be opened at the October meeting.

B. Budget- Morgan is looking at wages-EDA was against cutting the budget.

7. Old Business

- A. AMBA Homes housing development-waiting on final plat-received Monday, September 12. Council is expected to approve on October 17<sup>th</sup> during their meeting.
- B. Dog Park update/closing out SMIF grant-Need to close out the grant end of September. Need to get signs put up and photo op done. Brinkman heard that there is dog excrement out there already. Unsure if the final gate has been installed yet.
- C. AJH Properties (Former Nickel Property)-Menk reported that Hoff has not provided proof of 5 FTE's and \$100,000 building. Attorney Arneson provided the EDA with 4 options to proceed. Options are:
  1. Give Hoff a further deadline to provide more information. Arneson's deadline was August 31.
  2. Decide he is "close enough" and close the issue. This would not set a very good precedent for future developments.
  3. Have me make a formal demand that he pay the balance of the land market price, and sue him if he does not.
  4. Discuss the future of the project with Hoff and Siwek. If Hoff cannot pay the construction costs, he is going to lose the land eventually anyway. To speed up the transition, the parties could possibly agree on an exit strategy. This might involve our holding our holding off on the demand for market price for an agreed time, to hold open the possibility a new owner could achieve the development targets.

Questions were brought up regarding Tony Hoff. EDA questioned if he could provide proof of how he is going to pay, if he has the capability. Bergersen also stated that he does not have a good track record and doesn't feel that he can fulfil the contract. Brinkman made a motion to give an extension to Tony Hoff until April 25, 2023. Morgan seconded. Motion carried with a 5-1 vote with 1 absent.

8. EDA Director update on business and housing

- CAD Properties Corp-The EDA is working with them on six new units.
- Interest in Cemstone property-Newsom was contacted by someone interested in the purchase of the Cemstone property.
- **Newsom reported that Siwek is paving the road at the new villas.**

9. Director and Board Comments

- DMI Celebration Party September 17 at 300 3<sup>rd</sup> Ave SW



10. Adjourn-Kloeckl made a motion to adjourn the meeting at 6:34pm. Bergersen seconded. Motion carried.

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EDA Director Amy Newsom

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EDA President Kurt Menk





**ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
OCTOBER 10, 2022 @5:30 P.M.  
Arlington Community Center - Council Chambers**

1. Call to Order – Meeting was called to order at 5:30 p.m. by President Kurt Menk.  
Present: Dean Bergersen, Larry Sorenson, Kurt Menk, Matt Scharpe – via phone, Joe Morgan, Howard Brinkman.  
Absent – Tim Kloeckl  
Staff Present: EDA Director Amy Newsom
2. Pledge of Allegiance – All stood for the Pledge of Allegiance.
3. Approval of Agenda – Motion by Bergersen to approve the October 10, 2022 agenda, seconded by Sorenson. Motion carried.
4. Approval of Minutes
  - A. September 12, 2022 – Motion by Morgan to approve the September 12, 2022 minutes, seconded by Bergersen. Motion carried.
5. Approval of Reports
  - A. September Financial Report – Motion by Sorenson to approve the Financial Report, seconded by Bergersen. Motion carried.
6. New Business
  - A. Opening Bids for Swenson Property – Bids were opened by President Kurt Menk. Bid received by Aaron Doehling for \$275/acre, bid received by Mark Wieman for \$250/acre. Motion by Bergersen to accept the bid from Doehling at \$275/acre, seconded by Sorenson. Motion carried.
  - B. Approve/Deny \$80,500 for redevelopment at DMI (Deed Redevelopment grant match) - Motion by Morgan to approve the \$80,500 business subsidy to DMI with funds to be split between funds 204 and 205, seconded by Bergersen. Motion carried.
  - C. Discussion on future of EDA -Motion by Sorenson approve a contract with Newsom to remain EDA Director at \$75.00 with a max of 35 hours per month, seconded by Bergersen. Motion carried.
  - D. 2023 goals – EDA would like to work on Main Street
  - E. Tiny Homes Policy- Motion by Sorenson to table discussion on tiny homes until the P&Z position is filled, seconded by Morgan. Motion carried.

7. Old Business

- A. Dog Park update – Discussion on closing the grant, donation of a fountain for the dog park. Newsom will check into donations/cost for a fountain.
- B. Amba Homes update -Amba Homes will need an easement for the storm water before the final plat can be approved.
- C. CAD Properties update – Newsom has reached out to their surveyors; CAD Properties is looking to repat their lots from 8 down to 6 and build 6 new homes for sale.

8. EDA Director update on businesses and housing - Newsom reported that Mackenzie Ruether was granted the remaining balance of \$482.43 of her Child Care Loan, water was turned off at the Tony Hoff property for connecting without a permit or obtaining a water meter. A company is looking for a small piece of land to rent from the city.

9. Director and Board Comments

10. Adjourn – Motion by Morgan to adjourn the meeting at 6:41 pm, seconded by Bergersen. Motion carried.

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EDA Director Amy Newsom

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EDA President Kurt Menk



**BOLTON  
& MENK**

Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

Ph: (507) 625-4171  
Fax: (507) 625-4177  
Bolton-Menk.com

VIA EMAIL

November 30, 2022

Shirley Slater-Schulte, Interim City Administrator  
City of Arlington  
204 Shamrock Drive  
Arlington, MN 55307

RE: Pay Request No. 8  
Water Treatment Facility Rehabilitation  
Arlington, Minnesota  
Project No.: 0M2.124705

Dear Ms. Slater-Schulte,

Enclosed is a copy of Pay Request No. 8 from Gridor Constr., Inc. for \$95,453.16. I have reviewed this request and recommend payment to the Contractor. The work reflected on this request represents 58.5 percent of the work to be completed under this contract. Please process this request for payment.

If you have any questions, please do not hesitate to contact me.

Sincerely,

**BOLTON & MENK, INC.**

**Jake R. Pichelmann, P.E.**  
Principal Environmental Engineer

Enclosure

cc: Jason Femrite – Bolton & Menk, Inc.  
File

**APPLICATION AND CERTIFICATE FOR PAYMENT**

|             |  |           |  |                            |          |
|-------------|--|-----------|--|----------------------------|----------|
| TO OWNER:   | City of Arlington, MN<br>101 Henderson RD<br>Arlington, MN 55307 | PROJECT:  | Water Treatment Plant Renovation                                     | APPLICATION NO.:           | 8        |
|             |  |           |  | PERIOD TO:                 | 11/29/22 |
|             |  |           |  | PROJECT NO.:               | 2021-05  |
| CONTRACTOR: | Gridor Constr., Inc.<br>3990 27th Street SE<br>Buffalo, MN 55313 | ENGINEER: | Bolton & Menk, Inc.<br>12224 Nicollet Avenue<br>Burnsville, MN 55337 | SUBSTANTIAL CONTRACT DATE: |          |
|             |  |           |  | FINAL CONTRACT DATE:       |          |
| CONTACT:    | Nate Voegelé   | CONTACT:  | Jake Pichelmann  |                            |          |

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract

|  |              |                |
|--|--------------|----------------|
| 1. ORIGINAL CONTRACT SUM   |              | \$1,631,900.00 |
| 2. Net change by Change Orders   |              | \$0.00         |
| 3. CONTRACT SUM TO DATE (Line 1 + Line 2)                                |              | \$1,631,900.00 |
| 4. TOTAL COMPLETED & STORED TO DATE                                      |              | \$855,224.00   |
| 5. RETAINAGE:  |              |                |
| A. 5% of Completed to Date   | \$460,788.00 |                |
| B. 5% of Stored Materials  | \$474,435.70 |                |
| Total Retainage  | \$47,791.19  |                |
| 6. TOTAL EARNED LESS RETAINAGE<br>(Line 4 less Line 5 Total)             |              | \$907,462.82   |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT<br>(Line 6 from prior payment) |              | \$812,009.95   |
| 8. CURRENT PAYMENT DUE   |              | \$95,453.18    |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE<br>(Line 3 less Line 6)        |              | \$724,437.18   |


| CHANGE ORDER SUMMARY                                       | ADDITIONS      | DEDUCTIONS |
|--|----------------|------------|
| Total changes approved in previous months<br>by Owner: COs |                |            |
| Total approved this month:                                 |                |            |
| NET CHANGES by Change Order:                               | TOTALS: \$0.00 | \$0.00     |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by the Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is due.

**CONTRACTOR**  
By:   
State of Minnesota  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public: \_\_\_\_\_ Commission Expiration: \_\_\_\_\_

**ENGINEER'S CERTIFICATE FOR PAYMENT**  
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \_\_\_\_\_  
ENGINEER: **Bolton & Menk, Inc.**  
By:  \$95,453.18

**OWNER'S ACCEPTANCE/ APPROVAL**  
OWNER: Arlington, MN  
By: \_\_\_\_\_ Date: \_\_\_\_\_

| Item No.            | B<br>Description of Work          | C<br>Scheduled Value | D<br>Work Completed       |             | E<br>Material Presently Stored (Not in D or E) | F<br>Total Completed and Stored To Date (D+E+F) | G<br>H<br>Percent Completed (G/C) | I<br>Balance To Finish (C-G) |                 |
|---------------------|-----------------------------------|----------------------|---------------------------|-------------|--|---|-----------------------------------|------------------------------|-----------------|
|                     |                                   |                      | From Previous Application | This Period |  |   |                                   |                              |                 |
|                     |                                   |                      |                           | Percent     |  |   |                                   |                              | Amount          |
| <b>Division 1</b>   |                                   |                      |                           |             |  |   |                                   |                              |                 |
| 1000 000            | Mobilization Insurance & Bonds    | \$13,000             | \$13,000                  |             |  | \$13,000  | 100.0%                            | \$0                          |                 |
| 1010 000            | Allowances                        | \$210,000            | \$24,261                  |             |  | \$100,400                                       | 59.4%                             | \$85,339                     |                 |
| <b>Subtotal for</b> | <b>Division 1</b>                 | <b>\$223,000</b>     | <b>\$37,261</b>           |             |  | <b>\$100,400</b>                                | <b>61.7%</b>                      | <b>\$85,339</b>              |                 |
|                     |                                   |                      | \$37,261                  |             |  | check \$135,500                                 |                                   |                              |                 |
| <b>Division 2</b>   |                                   |                      |                           |             |  |   |                                   |                              |                 |
| 2050 000            | Demolition of Existing Facilities | \$55,000             | \$27,500                  | 25.00%      | \$13,750                                       | \$41,250  | 75.0%                             | \$13,750                     |                 |
| 2920 000            | Turf Restoration                  | \$3,000              |                           |             |  | \$0   | 0.0%                              | \$3,000                      |                 |
| 2080 000            | Bypassing                         | \$4,900              | \$3,675                   |             |  | \$3,675   | 75.0%                             | \$1,225                      |                 |
| 2090 000            | Disinfection                      | \$6,000              | \$3,300                   | 50.00%      | \$3,000  | \$3,300   | 55.0%                             | \$2,700                      |                 |
| <b>Subtotal for</b> | <b>Division 2</b>                 | <b>\$68,900</b>      | <b>\$31,475.00</b>        |             | <b>\$16,750</b>                                | <b>\$0</b>                                      | <b>\$48,225</b>                   | <b>69.99%</b>                | <b>\$20,675</b> |
|                     |                                   |                      | check \$31,475            |             |  | Check \$48,225                                  |                                   |                              |                 |
| <b>Division 3</b>   |                                   |                      |                           |             |  |   |                                   |                              |                 |
| 3300 000            | CIP Concrete                      | \$5,000              | \$5,000                   |             |  | \$5,000   | 100.0%                            | \$0                          |                 |
| <b>Subtotal for</b> | <b>Division 3</b>                 | <b>\$5,000</b>       | <b>\$5,000.00</b>         |             | <b>\$0</b>                                     | <b>\$0</b>                                      | <b>100.00%</b>                    | <b>\$0</b>                   |                 |
|                     |                                   |                      | check \$5,000             |             |  | Check \$5,000                                   |                                   |                              |                 |
| <b>Division 4</b>   |                                   |                      |                           |             |  |   |                                   |                              |                 |
| 4810 000            | Masonry Restoration               | \$70,000             | \$52,500                  | 25.00%      | \$17,500                                       | \$70,000  | 100.0%                            | \$0                          |                 |
| <b>Subtotal for</b> | <b>Division 4</b>                 | <b>\$70,000</b>      | <b>\$52,500.00</b>        |             | <b>\$17,500</b>                                | <b>\$0</b>                                      | <b>100.00%</b>                    | <b>\$0</b>                   |                 |
|                     |                                   |                      | check \$52,500            |             |  | Check \$70,000                                  |                                   |                              |                 |
| <b>Division 5</b>   |                                   |                      |                           |             |  |   |                                   |                              |                 |
| 5520 000            | Handrails and Railings            | \$10,000             |                           |             |  | \$0   | 0.0%                              | \$10,000                     |                 |
| 5521 000            | Hatches                           | \$2,000              | \$2,000                   |             |  | \$2,000   | 100.0%                            | \$0                          |                 |
| <b>Subtotal for</b> | <b>Division 5</b>                 | <b>\$12,000</b>      | <b>\$2,000.00</b>         |             | <b>\$0</b>                                     | <b>\$0</b>                                      | <b>16.67%</b>                     | <b>\$10,000</b>              |                 |
|                     |                                   |                      | check \$2,000             |             |  | Check \$2,000                                   |                                   |                              |                 |
| <b>Division 6</b>   |                                   |                      |                           |             |  |   |                                   |                              |                 |
| 6100 000            | Rough Carpentry                   | \$2,000              | \$1,000                   | 50.00%      | \$1,000  | \$2,000   | 100.0%                            | \$0                          |                 |
| 6200 000            | Finish Carpentry                  | \$2,000              |                           |             |  | \$0   | 0.0%                              | \$2,000                      |                 |

| Item No             | B<br>Description of Work                        | C<br>Scheduled Value | D<br>Work Completed       |             | E<br>Amount     | F<br>Material Presently Stored (Not in D or E) | G<br>Total Completed and Stored To Date (D+E+F) | H<br>Percent Completed (G/C) | I<br>Balance To Finish (C-G) |        |
|---------------------|---|----------------------|---------------------------|-------------|-----------------|--|---|------------------------------|------------------------------|--------|
|                     |   |                      | From Previous Application | This Period |                 |  |   |                              |                              |        |
|                     |   |                      |                           | Percent     |                 |  |   |                              |                              | Amount |
| <b>Subtotal for</b> | <b>Division 6</b>                               | <b>\$4,000</b>       | <b>\$1,000.00</b>         |             | <b>\$1,000</b>  | <b>\$0</b>                                     | <b>\$2,000</b>                                  | <b>50.00%</b>                | <b>\$2,000</b>               |        |
|                     |   | check                | \$1,000                   |             |                 | Check  | \$2,000   |                              |                              |        |
| <b>Division 7</b>   |   |                      |                           |             |                 |  |   |                              |                              |        |
| 7900 000            | Caulking & Sealants                             | \$5,000              | \$1,250                   | 50.00%      | \$2,500         |  | \$3,750   | 75.0%                        | \$1,250                      |        |
| 7901 000            | Sheet Metal                                     | \$7,000              |                           |             |                 |  | \$0   | 0.0%                         | \$7,000                      |        |
| <b>Subtotal for</b> | <b>Division 7</b>                               | <b>\$12,000</b>      | <b>\$1,250.00</b>         |             | <b>\$2,500</b>  | <b>\$0</b>                                     | <b>\$3,750</b>                                  | <b>31.25%</b>                | <b>\$8,250</b>               |        |
|                     |   | check                | \$1,250                   |             |                 | Check  | \$3,750   |                              |                              |        |
| <b>Division 8</b>   |   |                      |                           |             |                 |  |   |                              |                              |        |
| 8110 000            | Doors and Frames                                | \$38,000             |                           | 15.00%      | \$5,700         | \$29,701                                       | \$35,401  | 93.2%                        | \$2,599                      |        |
| 8220 000            | FRP Doors and Frames                            | \$6,000              |                           | 25.00%      | \$1,500         | \$4,000  | \$5,500   | 91.7%                        | \$500                        |        |
| 8360 000            | Windows   | \$10,000             |                           |             |                 |  | \$0   | 0.0%                         | \$10,000                     |        |
| 8900 000            | Insulated Translucent Panel System              | \$10,000             |                           |             |                 | \$6,296  | \$6,296   | 63.0%                        | \$3,704                      |        |
| <b>Subtotal for</b> | <b>Division 8</b>                               | <b>\$64,000</b>      | <b>\$0.00</b>             |             | <b>\$7,200</b>  | <b>\$39,997</b>                                | <b>\$47,197</b>                                 | <b>73.75%</b>                | <b>\$16,803</b>              |        |
|                     |   | check                |                           |             |                 | Check  | \$47,197  |                              |                              |        |
| <b>Division 9</b>   |   |                      |                           |             |                 |  |   |                              |                              |        |
| 9900 000            | Water Treatment Facility Painting               | \$130,000            | \$72,800                  | 25.00%      | \$32,500        |  | \$105,300                                       | 81.0%                        | \$24,700                     |        |
| <b>Subtotal for</b> | <b>Division 9</b>                               | <b>\$130,000</b>     | <b>\$72,800.00</b>        |             | <b>\$32,500</b> | <b>\$0</b>                                     | <b>\$105,300</b>                                | <b>81.00%</b>                | <b>\$24,700</b>              |        |
|                     |   | check                | \$72,800                  |             |                 | Check  | \$105,300                                       |                              |                              |        |
| <b>Division 10</b>  |   |                      |                           |             |                 |  |   |                              |                              |        |
| 10000 000           | Dock Bumpers                                    | \$1,000              |                           |             |                 |  | \$0   | 0.0%                         | \$1,000                      |        |
| 10110 000           | Marker Boards                                   | \$1,000              |                           |             |                 |  | \$0   | 0.0%                         | \$1,000                      |        |
| 10400 000           | Signage   | \$1,000              |                           |             |                 |  | \$0   | 0.0%                         | \$1,000                      |        |
| <b>Subtotal for</b> | <b>Division 10</b>                              | <b>\$3,000</b>       | <b>\$0.00</b>             |             | <b>\$0</b>      | <b>\$0</b>                                     | <b>\$0</b>                                      | <b>0.00%</b>                 | <b>\$3,000</b>               |        |
|                     |   | check                |                           |             |                 | Check  | \$0   |                              |                              |        |
| <b>Division 11</b>  |   |                      |                           |             |                 |  |   |                              |                              |        |
| 11220 000           | Air Wash Blowers (Positive Displacement)        | \$25,000             |                           |             |                 |  | \$0   | 0.0%                         | \$25,000                     |        |
| 11230 000           | Water Aeration Equipment                        | \$65,000             | \$35,000                  |             |                 | \$30,000                                       | \$65,000  | 100.0%                       | \$0                          |        |
| 11240 000           | Chemical Feed Systems - Sections 11240 to 11260 | \$10,000             |                           | 10.00%      | \$1,000         |  | \$1,000   | 10.0%                        | \$9,000                      |        |



| Item No.            | B<br>Description of Work      | C<br>Scheduled Value | D<br>Work Completed       |             | F<br>Material Presently Stored (Not in D or E) | G<br>Total Completed and Stored To Date (D+E+F) | H<br>Percent Completed (G/C) | I<br>Balance To Finish (C-G) |        |
|---------------------|-------------------------------|----------------------|---------------------------|-------------|--|---|------------------------------|------------------------------|--------|
|                     |                               |                      | From Previous Application | This Period |  |   |                              |                              |        |
|                     |                               |                      |                           | Percent     |  |   |                              |                              | Amount |
| 11311.000           | Submersible Centrifugal Pumps | \$50,000             |                           |             |  | \$0   | 0.0%                         | \$50,000                     |        |
| <b>Subtotal for</b> | <b>Division 11</b>            | <b>\$150,000</b>     | <b>\$35,000.00</b>        |             | <b>\$1,000</b>                                 | <b>\$30,000</b>                                 | <b>44.00%</b>                | <b>\$84,000</b>              |        |
|                     |                               | check                | \$35,000                  |             |  |   |                              |                              |        |
| <b>Division 13</b>  |                               |                      |                           |             |  |   |                              |                              |        |
| 13225.000           | Filter Renovation             | \$150,000            | \$67,500                  | 6.57%       | \$9,852  | \$72,648  | 100.0%                       | \$0                          |        |
| <b>Subtotal for</b> | <b>Division 13</b>            | <b>\$150,000</b>     | <b>\$67,500.00</b>        |             | <b>\$9,852</b>                                 | <b>\$72,648</b>                                 | <b>100.00%</b>               | <b>\$0</b>                   |        |
|                     |                               | check                | \$67,500                  |             |  | Check \$150,000                                 |                              |                              |        |
| <b>Division 14</b>  |                               |                      |                           |             |  |   |                              |                              |        |
| <b>Subtotal for</b> | <b>Division 14</b>            | <b>\$0</b>           | <b>\$0.00</b>             |             | <b>\$0</b>                                     | <b>\$0</b>                                      | <b>0.00%</b>                 | <b>\$0</b>                   |        |
|                     |                               | check                |                           |             |  |   |                              |                              |        |
| <b>Division 15</b>  |                               |                      |                           |             |  |   |                              |                              |        |
| 15060.000           | Process Pipe & Pipe Fittings  | \$20,000             |                           |             |  | \$0   | 0.0%                         | \$20,000                     |        |
| 15060.001           | Misc. Process Pipe & Valves   | \$40,000             | \$12,000                  |             |  | \$12,000  | 30.0%                        | \$28,000                     |        |
| 15100.000           | Valves                        | \$220,000            | \$6,600                   |             |  | \$209,406                                       | 97.7%                        | \$4,994                      |        |
|                     | HVAC Subcontract              |                      |                           |             |  | \$0   | 0.0%                         | \$0                          |        |
| 15000.000           | General Provisions (HVAC)     | \$15,000             |                           | 46.00%      | \$6,900  | \$6,900   | 46.0%                        | \$8,100                      |        |
| 15540.000           | Unit Heaters                  | \$13,000             |                           |             |  | \$0   | 0.0%                         | \$13,000                     |        |
| 15721.000           | MAU                           | \$30,000             |                           |             |  | \$0   | 0.0%                         | \$30,000                     |        |
| 15821.000           | Dehumidifiers                 | \$23,000             |                           |             |  | \$0   | 0.0%                         | \$23,000                     |        |
| 15870.000           | Exhaust Fans                  | \$11,000             |                           |             |  | \$0   | 0.0%                         | \$11,000                     |        |
| 15910.000           | Ductwork/Accessories          | \$123,000            |                           |             |  | \$0   | 0.0%                         | \$123,000                    |        |
| 15950.000           | Temp Controls                 | \$33,000             |                           |             |  | \$0   | 0.0%                         | \$33,000                     |        |
| 15990.000           | Test and Balance              | \$2,000              |                           |             |  | \$0   | 0.0%                         | \$2,000                      |        |
| 15480.000           | Compressor System             | \$10,000             |                           |             |  | \$8,985   | 89.9%                        | \$1,015                      |        |
| <b>Subtotal for</b> | <b>Division 15</b>            | <b>\$540,000</b>     | <b>\$18,600.00</b>        |             | <b>\$6,900</b>                                 | <b>\$217,391</b>                                | <b>44.98%</b>                | <b>\$297,109</b>             |        |
|                     |                               | check                | \$18,600                  |             |  | Check \$242,891                                 |                              |                              |        |
| <b>Division 16</b>  |                               |                      |                           |             |  |   |                              |                              |        |
| 16050.000           | General Conditions            | \$24,000             | \$5,600                   | 13.34%      | \$3,200  | \$8,800   | 36.7%                        | \$15,200                     |        |
| 16050.001           | Branch Power M&L              | \$8,000              | \$4,800                   |             |  | \$4,800   | 60.0%                        | \$3,200                      |        |

| Item No.            | B<br>Description of Work          | C<br>Scheduled Value | D<br>Work Completed       |             | E                                   | F<br>Material Presently Stored (Not in D or E) | G<br>Total Completed and Stored To Date (D+E+F) | H<br>Percent Completed (G/C) | I<br>Balance To Finish (C-G)       |        |
|---------------------|-----------------------------------|----------------------|---------------------------|-------------|-------------------------------------|--|---|------------------------------|------------------------------------|--------|
|                     |                                   |                      | From Previous Application | This Period |                                     |  |   |                              |                                    |        |
|                     |                                   |                      |                           | Percent     |                                     |  |   |                              |                                    | Amount |
| 16500.000           | Lighting and Electric Heaters     | \$14,000             |                           |             |                                     | \$14,000                                       | \$14,000  | 100.0%                       | \$0                                |        |
| 16901.000           | Measuring and Control Instruments | \$60,000             | \$11,600                  |             |                                     |  | \$11,600  | 19.3%                        | \$48,400                           |        |
| 16950.000           | Supervisory Controls              | \$94,000             | \$36,000                  |             |                                     |  | \$36,000  | 38.3%                        | \$58,000                           |        |
| <b>Subtotal for</b> | <b>Division 16</b>                | <b>\$200,000</b>     | <b>\$58,000.00</b>        |             | <b>\$3,200</b>                      | <b>\$14,000</b>                                | <b>\$75,200</b>                                 | <b>37.60%</b>                | <b>\$124,800</b>                   |        |
|                     |                                   | check                | \$58,000                  |             | 2074.7                              | Check  | \$75,200  |                              |                                    |        |
|                     | <b>Grand Total</b>                | <b>\$1,631,900</b>   | <b>\$382,386</b>          |             | <b>\$98,402</b><br><b>\$100,477</b> | <b>\$474,436</b>                               | <b>955,224</b>                                  | <b>58.53%</b>                | <b>\$676,676</b><br><b>1631900</b> |        |

**W.T.P. Arlington, MN**

**Stored Materials & Equipment Summary**

Girdor Constr., Inc.  
3390 27th Street SE  
Buffalo, MN 55315



Pay Req. No. 8  
Period Ending: 11/29/2022

| Pay Item No.        | Pay Application Work Item         | Scheduled Value    | Previous Stored To Date | New Storage This Month | Vendor/Description for New Storage | Total Stored to Date | Previous Installed to date | Installed this month | Total Installed to date | Amount Remaining in Storage |
|---------------------|-----------------------------------|--------------------|-------------------------|------------------------|------------------------------------|----------------------|----------------------------|----------------------|-------------------------|-----------------------------|
| <b>Grand Totals</b> |                                   | <b>\$1,631,900</b> |                         |                        |                                    |                      |                            |                      |                         |                             |
| 1000 000            | Mobilization Insurance & Bonds    | \$13,000           |                         |                        |                                    |                      |                            |                      |                         |                             |
| 1010 000            | Allowances                        | \$210,000          | \$68,325                | \$2,075                | Good                               | \$100,400            |                            |                      |                         | \$100,400                   |
| <b>Subtotal for</b> | <b>Division 1</b>                 | <b>\$223,000</b>   | <b>\$68,325</b>         | <b>\$2,075</b>         |                                    | <b>\$100,400</b>     | <b>\$0</b>                 | <b>\$0</b>           | <b>\$0</b>              | <b>\$100,400</b>            |
| <b>Division 2</b>   |                                   |                    |                         |                        |                                    |                      |                            |                      |                         |                             |
| 2050 000            | Demolition of Existing Facilities | \$55,000           |                         |                        |                                    |                      |                            |                      |                         |                             |
| 2920 000            | Turf Restoration                  | \$3,000            |                         |                        |                                    |                      |                            |                      |                         |                             |
| 2080 000            | Bypassing                         | \$4,900            |                         |                        |                                    |                      |                            |                      |                         |                             |
| <b>Subtotal for</b> | <b>Division 2</b>                 | <b>\$68,900</b>    | <b>\$0</b>              | <b>\$0</b>             |                                    | <b>\$0</b>           | <b>\$0</b>                 | <b>\$0</b>           | <b>\$0</b>              | <b>\$0</b>                  |
| <b>Division 3</b>   |                                   |                    |                         |                        |                                    |                      |                            |                      |                         |                             |
| 3320 000            | CIP Concrete                      | \$5,000            |                         |                        |                                    |                      |                            |                      |                         |                             |
| <b>Subtotal for</b> | <b>Division 3</b>                 | <b>\$5,000</b>     | <b>\$0</b>              | <b>\$0</b>             |                                    | <b>\$0</b>           | <b>\$0</b>                 | <b>\$0</b>           | <b>\$0</b>              | <b>\$0</b>                  |
| <b>Division 4</b>   |                                   |                    |                         |                        |                                    |                      |                            |                      |                         |                             |
| 4810 000            | Masonry Restoration               | \$70,000           |                         |                        |                                    |                      |                            |                      |                         |                             |
| <b>Subtotal for</b> | <b>Division 4</b>                 | <b>\$70,000</b>    | <b>\$0</b>              | <b>\$0</b>             |                                    | <b>\$0</b>           | <b>\$0</b>                 | <b>\$0</b>           | <b>\$0</b>              | <b>\$0</b>                  |
| <b>Division 5</b>   |                                   |                    |                         |                        |                                    |                      |                            |                      |                         |                             |
| 5520 000            | Handrails and Railings            | \$10,000           |                         |                        |                                    |                      |                            |                      |                         |                             |
| 5521 000            | Hatches                           | \$2,000            |                         |                        |                                    |                      |                            |                      |                         |                             |
| <b>Subtotal for</b> | <b>Division 5</b>                 | <b>\$12,000</b>    | <b>\$0</b>              | <b>\$0</b>             |                                    | <b>\$0</b>           | <b>\$0</b>                 | <b>\$0</b>           | <b>\$0</b>              | <b>\$0</b>                  |
| <b>Division 6</b>   |                                   |                    |                         |                        |                                    |                      |                            |                      |                         |                             |
| 6100 000            | Rough Carpentry                   | \$2,000            |                         |                        |                                    |                      |                            |                      |                         |                             |
| 6200 000            | Finish Carpentry                  | \$2,000            |                         |                        |                                    |                      |                            |                      |                         |                             |
| <b>Subtotal for</b> | <b>Division 6</b>                 | <b>\$4,000</b>     | <b>\$0</b>              | <b>\$0</b>             |                                    | <b>\$0</b>           | <b>\$0</b>                 | <b>\$0</b>           | <b>\$0</b>              | <b>\$0</b>                  |
| <b>Division 7</b>   |                                   |                    |                         |                        |                                    |                      |                            |                      |                         |                             |
| 7900 000            | Caulking & Sealants               | \$5,000            |                         |                        |                                    |                      |                            |                      |                         |                             |
| 7901 000            | Sheet Metal                       | \$7,000            |                         |                        |                                    |                      |                            |                      |                         |                             |
| <b>Subtotal for</b> | <b>Division 7</b>                 | <b>\$12,000</b>    | <b>\$0</b>              | <b>\$0</b>             |                                    | <b>\$0</b>           | <b>\$0</b>                 | <b>\$0</b>           | <b>\$0</b>              | <b>\$0</b>                  |
| <b>Division 8</b>   |                                   |                    |                         |                        |                                    |                      |                            |                      |                         |                             |
| 8110 000            | Doors and Frames                  | \$38,000           | \$29,701                |                        | Doors Hardware                     | \$29,701             |                            |                      |                         | \$29,701                    |
| 8220 000            | FRP Doors and Frames              | \$6,000            | \$4,000                 |                        | Doors Hardware                     | \$4,000              |                            |                      |                         | \$4,000                     |
| 8550 000            | Windows                           | \$10,000           |                         |                        |                                    |                      |                            |                      |                         |                             |



Pay Req. No. 8  
Period Ending: 11/29/2022

| Pay Item No.        | Pay Application Work Item          | Scheduled Value | Previous Stored To Date | New Storage This Month | Vendor/Description for New Storage | Total Stored to Date | Previous Installed to date | Installed this month | Total Installed to date | Amount Remaining in Storage |
|---------------------|------------------------------------|-----------------|-------------------------|------------------------|------------------------------------|----------------------|----------------------------|----------------------|-------------------------|-----------------------------|
| 8900 000            | Insulated Translucent Panel System | \$10,000        | \$0,200                 |                        |                                    | \$0,200              |                            |                      |                         | \$0,200                     |
| <b>Subtotal for</b> | <b>Division 8</b>                  | <b>\$64,000</b> | <b>\$39,997</b>         | <b>\$0</b>             |                                    | <b>\$39,997</b>      | <b>\$0</b>                 | <b>\$0</b>           | <b>\$0</b>              | <b>\$39,997</b>             |

| Division 9          |                                   |                  |            |            |  |            |            |            |            |            |
|---------------------|-----------------------------------|------------------|------------|------------|--|------------|------------|------------|------------|------------|
| 9500 000            | Water Treatment Facility Painting | \$130,000        |            |            |  |            |            |            |            |            |
| <b>Subtotal for</b> | <b>Division 9</b>                 | <b>\$130,000</b> | <b>\$0</b> | <b>\$0</b> |  | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

| Division 10         |                    |                |            |            |  |            |            |            |            |            |
|---------------------|--------------------|----------------|------------|------------|--|------------|------------|------------|------------|------------|
| 10000 000           | Dock Bumpers       | \$1,000        |            |            |  |            |            |            |            |            |
| 10110 000           | Marker Boards      | \$1,000        |            |            |  |            |            |            |            |            |
| 10400 000           | Signage            | \$1,000        |            |            |  |            |            |            |            |            |
| <b>Subtotal for</b> | <b>Division 10</b> | <b>\$3,000</b> | <b>\$0</b> | <b>\$0</b> |  | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

| Division 11         |   |                  |                 |            |  |                 |            |            |            |                 |
|---------------------|---|------------------|-----------------|------------|--|-----------------|------------|------------|------------|-----------------|
| 11220 000           | Air Wash Blowers (Positive Displacement)        | \$25,000         |                 |            |  |                 |            |            |            |                 |
| 11230 000           | Water Aeration Equipment                        | \$65,000         | \$30,000        |            |  | \$30,000        |            |            |            | \$30,000        |
| 11240 000           | Chemical Feed Systems - Sections 11240 to 11260 | \$10,000         |                 |            |  |                 |            |            |            |                 |
| 11311 000           | Submersible Centrifugal Pumps                   | \$50,000         |                 |            |  |                 |            |            |            |                 |
| <b>Subtotal for</b> | <b>Division 11</b>                              | <b>\$150,000</b> | <b>\$30,000</b> | <b>\$0</b> |  | <b>\$30,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$30,000</b> |

| Division 13         |                    |                  |                 |            |  |                 |            |            |            |                 |
|---------------------|--------------------|------------------|-----------------|------------|--|-----------------|------------|------------|------------|-----------------|
| 13225 000           | Filter Renovation  | \$150,000        | \$72,648        |            |  | \$72,648        |            |            |            | \$72,648        |
| <b>Subtotal for</b> | <b>Division 13</b> | <b>\$150,000</b> | <b>\$72,648</b> | <b>\$0</b> |  | <b>\$72,648</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$72,648</b> |

| Division 14         |                    |            |            |            |  |            |            |            |            |            |
|---------------------|--------------------|------------|------------|------------|--|------------|------------|------------|------------|------------|
| <b>Subtotal for</b> | <b>Division 14</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |  | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

| Division 15 |                              |           |           |  |  |           |  |  |  |           |
|-------------|------------------------------|-----------|-----------|--|--|-----------|--|--|--|-----------|
| 15060 000   | Process Pipe & Pipe Fittings | \$20,000  |           |  |  |           |  |  |  |           |
| 15050 001   | Misc. Process Pipe & Valves  | \$40,000  |           |  |  |           |  |  |  |           |
| 15100 000   | Valves                       | \$220,000 | \$208,400 |  |  | \$208,400 |  |  |  | \$208,400 |
|             | HVAC Subcontract             |           |           |  |  |           |  |  |  |           |
| 15000 000   | General Provisions (HVAC)    | \$15,000  |           |  |  |           |  |  |  |           |
| 15340 000   | Unit Heaters                 | \$13,000  |           |  |  |           |  |  |  |           |
| 15721 000   | MAU                          | \$30,000  |           |  |  |           |  |  |  |           |
| 15821 000   | Dehumidifiers                | \$23,000  |           |  |  |           |  |  |  |           |
| 15870 000   | Exhaust Fans                 | \$11,000  |           |  |  |           |  |  |  |           |
| 15910 000   | Ductwork Accessories         | \$123,000 |           |  |  |           |  |  |  |           |
| 15930 000   | Temp Control                 | \$33,000  |           |  |  |           |  |  |  |           |

**W.T.P. :Arlington, MN**

Stored Materials & Equipment Summary

Gridor Conctr., Inc.  
 9990 27th Street SE  
 Buffalo, MN 55315



Pay Req. No. 8  
 Period Ending: 11/29/2022

| Pay Item No.        | Pay Application Work Item | Scheduled Value  | Previous Stored To Date | New Storage This Month | Vendor/Description for New Storage | Total Stored to Date | Previous Installed to date | Installed this month | Total Installed to date | Amount Remaining in Storage |
|---------------------|---------------------------|------------------|-------------------------|------------------------|------------------------------------|----------------------|----------------------------|----------------------|-------------------------|-----------------------------|
| 15990.000           | Test and Balance          | \$2,000          |                         |                        |                                    |                      |                            |                      |                         |                             |
| 15480.000           | Compressor System         | \$10,000         | \$3,985                 |                        |                                    | \$8,985              |                            |                      |                         | \$3,985                     |
| <b>Subtotal for</b> | <b>Division 15</b>        | <b>\$540,000</b> | <b>\$217,391</b>        | <b>\$0</b>             |                                    | <b>\$217,391</b>     | <b>\$0</b>                 | <b>\$0</b>           | <b>\$0</b>              | <b>\$217,391</b>            |

| Division 15         |                                   |                  |            |            |  |            |            |            |            |            |
|---------------------|-----------------------------------|------------------|------------|------------|--|------------|------------|------------|------------|------------|
| 16050.000           | General Conditions                | \$24,000         |            |            |  |            |            |            |            |            |
| 16050.001           | Branch Power M&I                  | \$8,000          |            |            |  |            |            |            |            |            |
| 16500.000           | Lighting and Electric Heaters     | \$14,000         | \$14,000   |            |  | \$14,000   |            |            |            | \$14,000   |
| 16901.000           | Measuring and Control Instruments | \$60,000         |            |            |  |            |            |            |            |            |
| 16950.000           | Supervisory Controls              | \$94,000         |            |            |  |            |            |            |            |            |
| <b>Subtotal for</b> | <b>Division 46</b>                | <b>\$200,000</b> | <b>\$0</b> | <b>\$0</b> |  | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

|                     |                    |                  |                |  |                  |            |            |                  |
|---------------------|--------------------|------------------|----------------|--|------------------|------------|------------|------------------|
| <b>Grand Totals</b> | <b>\$1,631,900</b> | <b>\$458,361</b> | <b>\$2,075</b> |  | <b>\$460,436</b> | <b>\$0</b> | <b>\$0</b> | <b>\$460,436</b> |
|---------------------|--------------------|------------------|----------------|--|------------------|------------|------------|------------------|



**CITY OF ARLINGTON:**  
**REQUEST FOR PROPOSAL FOR CITY ATTORNEY SERVICES**

I. **PURPOSE**

The City of Arlington is in need of City Attorney services for the 2023 calendar year. Our current City Attorney is retiring, effective December 31, 2022. If your firm is interested in this position, it is kindly requested that you respond by December 15, 2022 if possible. Responses can be forwarded to the City Administrator at [cityhall@arlingtonmn.com](mailto:cityhall@arlingtonmn.com).

II. **BACKGROUND**

The City of Arlington is a Home Rule Charter city. It has a current population of about 2,500. The City Ordinances are compiled in a City Code of 31 chapters. The City Council is composed of a Mayor and 5 Council members. The City Attorney is appointed by the Mayor, with the advice and consent of the Council, for a calendar year term, typically at the first Council meeting in January of each year.

The City employs a full-time City Administrator. The City has historically contracted for economic development, planning/zoning, and financial services such as bonding. However, the City Attorney also has a role in those functions.

The City currently contracts a law firm separately for City criminal prosecution activity.

III. **PROCESS**

The Mayor and City Council would like to review all proposals at the December 19, 2022 City Council meeting, and select a candidate for appointment as City Attorney at the January 3, 2023 Council meeting.

IV. **EXPECTED CITY ATTORNEY SERVICES:**

- **Attend at least one City Council meeting each month, either in person or by electronic conference. The City meets on the first and third Monday of each month. Attendance at other City Council special meetings or committee meetings may be occasionally requested.**
- **Draft and/or review Ordinances, Resolutions and correspondence, as requested.**
- **Advise the Mayor, City Council, City Administrator, City Department Heads and other City Staff on City legal matters.**
- **Prepare and/or review municipal contracts, joint powers agreements and other agreements and contracts entered into by the City.**

- **Research and submit legal opinions on municipal or other legal matters as requested by the City Council and/or City Administrator.**
- **Provide written updates on new State or Federal Legislation or judicial decisions impacting the City and suggested action or changes in operations or procedures to assure compliance.**
- **Provide advice on open meeting law, data practices, records retention and privacy issues.**
- **Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications and right-of-way vacations.**
- **Legal work pertaining to the Economic Development Authority.**
- **Enforcement of City Codes, zoning regulations, and building standards through administrative and judicial actions.**
- **Coordination of outside legal counsel, as needed and as directed by the City Council and/or City Administrator.**

V. CONTENTS OF RESPONSE

A. Firm Background.

-Please include an explanation of municipal law experience, including any cities you currently represent. Please also include any further description of your firm resources that you believe are relevant.

B. Expected Communication Relationship.

-Please define the standard time frames for response you would anticipate for City inquiries, and the systems you would establish for monthly reporting of the status of action requests. Please also comment on how you would propose to participate in City Council meetings.

C. Compensation.

-Please provide the pricing schedule you would use to charge the City for services, and your normal billing cycle time frame. Please also specify any reimbursable costs you would anticipate for travel to and from City meetings, telephone, copying or other charges.

**Thank you for your kind consideration in reviewing this proposal.**