



**ARLINGTON CITY COUNCIL
MEETING AGENDA
January 3, 2023, 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. Swearing in of Mayor Matthew Scharpe and Councilmembers Christina Litfin and Jeff Matz

2. Call Meeting to Order and Pledge of Allegiance

3. Roll Call

4. Approve the Agenda and any Agenda Additions

CONSENT AGENDA

5. Approval of Consent Agenda
 - A) Approval of Bills
 - B) December 19, 2022, City Council Meeting Minutes
 - C) Approve moving EMT Samantha Gregory from a 0.6 FTE to 0.8 FTE

PETITIONS, REQUESTS & COMMUNICATIONS

6. City Attorney RFP-Melchert Hubert Sjodin
7. Introduction of Attorney Kenneth Janssen of Gavin Janssen Stabenow Ltd.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

8. December Library Report-Library Director Andy Kelton
9. December Ambulance Report-Ambulance Manager Jamie Weikle
 - Review of CPR Survey to go out in the February Bills
 - Review of Contract to allow EMS students to do ride along clinical hours with the Arlington Area Ambulance
 - Review of EMS Ride-Along Program Handbook
10. December Public Works Report-Public Works Supervisor Kirby Weckworth
 - Approve/Deny adding Peeps Repair and Austin Frauendienst for additional snow hauling.
11. Interim City Administrator Update- Shirley Slater-Schulte

ORDINANCES AND RESOLUTIONS

12. SECOND READING OF ORDINANCE NO. 347 AN ORDINANCE AMENDING Chapter 4, Section 4.03 C (1) LIBRARY COMMITTEE COMPOSITION
13. Approve/Deny Resolution 1-2023 A RESOLUTION DESIGNATING THE OFFICIAL CITY DEPOSITORY
14. Approve/Deny Resolution 2-2023 A RESOLUTION AUTHORIZING SIGNATURE AUTHORITY FOR CITY ACCOUNTS

15. Approve/Deny Resolution 3-2023 A RESOLUTION DESIGNATING THE OFFICIAL CITY NEWSPAPER
16. Approve/Deny Resolution 4-2023 A RESOLUTION APPROVING THE 2023 CITY CALENDAR
17. Approve/Deny Resolution 5-2023 A RESOLUTION ACCEPTING AN APPOINTMENT TO FILL A VACANCY ON THE CITY COUNCIL
18. Approve/Deny Resolution 6-2023 A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR SIBLEY COUNTY AGRICULTURAL ASSOCIATION
19. Approve/Deny Resolution 7-2023 A RESOLUTION RATIFYING MAYORAL APPOINTMENTS AND COMMITTEES

UNFINISHED BUSINESS

NEW BUSINESS

20. Approve/Deny recommendation to hire Kenneth Janssen of Gavin Janssen & Stabenow Ltd. as our Contracted City Attorney
21. Approve/Deny leasing of land to Nuvera near the water tower for a cabinet site for a buried optic project for 2023
22. Approve/Deny – Adding Austin Frauendienst and PEEPS Repair for 2023 Hauling Snow Season for the City of Arlington.
23. Approve/Deny Pay request No. 9 from Gridor Construction in the amount of \$78,188.80

MISCELLANEOUS BUSINESS

ADJOURNMENT

Reminders

January 5 at 7 pm-Planning & Zoning Meeting

January 9 at 5:30 pm-EDA Meeting

January 16 at 6:30 pm-Council Meeting

***Check Summary Register©**

JANUARY 2023

	Name	Check Date	Check Amt	
10150 Cash				
UnPaid	ACTIVE 911, INC.		\$810.00	2023 - FIRE & AMB. SUBSCRIPTIONS
UnPaid	AMAZON CAPITAL SERVICES		\$125.55	DEC. BALANCE- LIBRARY MATERIALS
UnPaid	ARAMARK		\$328.17	DEC- MAT RENTALS
UnPaid	CANON FINANCIAL SERVICES, I		\$160.19	DEC- COPIER LEASES (OFFICE & PD)
UnPaid	CENTERPOINT ENERGY		\$4,334.27	CITY GAS BILLS (~11/15-12/14/22)
UnPaid	CITY OF ARLINGTON		\$9,320.37	CITY UTILITY BILLS (11/15-12/15/22)
UnPaid	CORPORATE TECHNOLOGIES, L		\$872.50	JAN- COMPUTER CONTRACT
UnPaid	INGRAM LIBRARY SERVICES		\$479.76	DEC- LIBRARY MATERIALS
UnPaid	J.P. COOKE CO		\$89.15	2023 PET LICENSE TAGS
UnPaid	KLEHR GRADING		\$27,382.40	DEC- SNOW PLOWING (5 TIMES)
UnPaid	L&E TREE SERVICE		\$3,150.00	2 LARGE ASH TREES REMOVED
UnPaid	MADISON NATIONAL LIFE INS. C		\$32.80	JAN- DISABILITY INS. PREMIUMS
UnPaid	MINNESOTA LIFE		\$87.45	JAN- LIFE INS. PREMIUMS
UnPaid	MINNESOTA VALLEY ELECTRIC		\$19.40	NOV- SPORTSMAN'S PARK ELEC BILL
UnPaid	MJM MEDICAL DIRECTION SERV		\$500.00	JAN- AMB. MEDICAL DIRECTOR FEE
UnPaid	MN AMBULANCE ASSOCIATION		\$475.00	2023 AMB. MEMBERSHIP
UnPaid	MN STATE FIRE DEPT. ASSN		\$225.00	2023- FIRE MEMBERSHIP
UnPaid	OMEGA RAIL MANAGEMENT		\$17,074.50	2023- RR LEASE AGRMNTS
UnPaid	MORRIS ELECTRONICS		\$3,800.00	PD- AUG-DEC. IT CONTRACT
UnPaid	NUESSMEIER ELECTRIC		\$121.46	MAIN ST. SECURITY LIGHT REPAIR
UnPaid	PEEPS REPAIR		\$420.00	SNOW HAULING- 12/27/22
UnPaid	PEOPLE SERVICE INC.		\$25,175.00	JAN- WWW SERVICES
UnPaid	RIDGEVIEW-SIBLEY MEDICAL C		\$95.35	NOV- AMB. Rx SUPPLIES
UnPaid	ROSS ARNESON, ATTY		\$5,736.11	4th QTR- LEGAL FEES
UnPaid	SHIRLEY SLATER-SCHULTE		\$4,013.13	INTERIM ADMIN- 12/19-12/29/22
UnPaid	SOUTHERN MN EMS EDUCATIO		\$300.00	AMB. TRAINING 12/17/22
UnPaid	U.S. BANK		\$357.45	DEC. BALANCE- CHARGES
UnPaid	U.S. POST OFFICE		\$144.00	STAMPS SUPPLY
UnPaid	U.S. POSTAL SERVICE		\$7,147.15	STAMPED ENVELOPE SUPPLY
UnPaid	ULINE		\$430.78	DEC- CC SUPPLIES
UnPaid	VERIZON WIRELESS		\$319.33	JAN- PHONE & TABLET BILLS
	Total Checks		\$113,526.27	

Fund Summary

	10150 Cash
101 General Fund	\$51,756.09
201 Fire Fund	\$860.64
202 Ambulance Fund	\$3,109.51
203 Community Center Fund	\$2,233.38
204 EDA Loan Programs Fund	\$200.00
601 Water Fund	\$17,488.59
602 Sewer Fund	\$2,130.00
603 AGI Sewer Fund	\$18,691.18
604 Electric Fund	\$15,341.88
605 Storm Water Drainage Fund	\$1,715.00
	\$113,526.27

Payments

Current Period: JANUARY 2023

Batch Name	01-03-23 PAY Payments	User Dollar Amt	\$113,526.27		
		Computer Dollar Amt	\$113,526.27		
			\$0.00	In Balance	
Refer	14713 ACTIVE 911, INC.				
Cash Payment Invoice	E 201-42280-321 Telephone	2023 - FIRE & AMB. SUBSCRIPTIONS		\$435.00	
Cash Payment Invoice	E 202-42153-321 Telephone	2023 - FIRE & AMB. SUBSCRIPTIONS		\$375.00	
Transaction Date	12/30/2022	Cash	10150	Total	\$810.00
Refer	14714 AMAZON BUSINESS				
Cash Payment Invoice	E 101-45500-206 Visual Materials - Library	DEC. BALANCE- LIBRARY MATERIALS		\$125.55	
Transaction Date	12/30/2022	Cash	10150	Total	\$125.55
Refer	14715 ARAMARK				
Cash Payment Invoice	E 101-42110-210 Operating Supplies	DEC- MAT RENTALS		\$24.80	
Cash Payment Invoice	E 101-45500-220 Repair/Maint Supply	DEC- MAT RENTALS		\$18.63	
Cash Payment Invoice	E 202-42153-217 Other Operating Supplie	DEC- MAT RENTALS		\$37.21	
Cash Payment Invoice	E 203-45000-410 Rentals	DEC- MAT RENTALS		\$247.53	
Transaction Date	12/30/2022	Cash	10150	Total	\$328.17
Refer	14716 CANON				
Cash Payment Invoice	E 101-41400-218 Office Expense	DEC- COPIER LEASES (OFFICE & PD)		\$116.19	
Cash Payment Invoice	E 101-42110-218 Office Expense	DEC- COPIER LEASES (OFFICE & PD)		\$44.00	
Transaction Date	12/30/2022	Cash	10150	Total	\$160.19
Refer	14717 CENTERPOINT ENERGY				
Cash Payment Invoice	E 101-41940-383 Gas Utilities	CITY GAS BILLS (~11/15-12/14/22)		\$663.47	
Cash Payment Invoice	E 101-42110-383 Gas Utilities	CITY GAS BILLS (~11/15-12/14/22)		\$148.78	
Cash Payment Invoice	E 101-43000-383 Gas Utilities	CITY GAS BILLS (~11/15-12/14/22)		\$523.34	
Cash Payment Invoice	E 101-45202-383 Gas Utilities	CITY GAS BILLS (~11/15-12/14/22)		\$133.41	
Cash Payment Invoice	E 101-45500-383 Gas Utilities	CITY GAS BILLS (~11/15-12/14/22)		\$111.32	
Cash Payment Invoice	E 201-42280-383 Gas Utilities	CITY GAS BILLS (~11/15-12/14/22)		\$70.81	
Cash Payment Invoice	E 202-42153-383 Gas Utilities	CITY GAS BILLS (~11/15-12/14/22)		\$223.16	
Cash Payment Invoice	E 203-45000-383 Gas Utilities	CITY GAS BILLS (~11/15-12/14/22)		\$907.63	
Cash Payment Invoice	E 601-49400-383 Gas Utilities	CITY GAS BILLS (~11/15-12/14/22)		\$619.83	

Payments

Current Period: JANUARY 2023

Cash Payment Invoice	E 603-49450-383 Gas Utilities	CITY GAS BILLS (~11/15-12/14/22)		\$905.58
Cash Payment Invoice	E 604-49550-383 Gas Utilities	CITY GAS BILLS (~11/15-12/14/22)		\$26.94
Transaction Date	12/30/2022	Cash	10150	Total \$4,334.27
Refer	14718 CITY OF ARLINGTON			
Cash Payment Invoice	E 101-41940-381 Electric & Heat Utilities	CITY UTILITY BILLS (11/15-12/15/22)		\$796.52
Cash Payment Invoice	E 101-42110-381 Electric & Heat Utilities	CITY UTILITY BILLS (11/15-12/15/22)		\$234.91
Cash Payment Invoice	E 101-43000-381 Electric & Heat Utilities	CITY UTILITY BILLS (11/15-12/15/22)		\$142.82
Cash Payment Invoice	E 101-43160-381 Electric & Heat Utilities	CITY UTILITY BILLS (11/15-12/15/22)		\$769.83
Cash Payment Invoice	E 101-45202-381 Electric & Heat Utilities	CITY UTILITY BILLS (11/15-12/15/22)		\$261.85
Cash Payment Invoice	E 101-45500-381 Electric & Heat Utilities	CITY UTILITY BILLS (11/15-12/15/22)		\$101.14
Cash Payment Invoice	E 201-42280-381 Electric & Heat Utilities	CITY UTILITY BILLS (11/15-12/15/22)		\$104.83
Cash Payment Invoice	E 202-42153-381 Electric & Heat Utilities	CITY UTILITY BILLS (11/15-12/15/22)		\$352.37
Cash Payment Invoice	E 203-45000-381 Electric & Heat Utilities	CITY UTILITY BILLS (11/15-12/15/22)		\$860.74
Cash Payment Invoice	E 601-49400-381 Electric & Heat Utilities	CITY UTILITY BILLS (11/15-12/15/22)		\$2,959.26
Cash Payment Invoice	E 603-49450-381 Electric & Heat Utilities	CITY UTILITY BILLS (11/15-12/15/22)		\$593.81
Cash Payment Invoice	E 603-49450-381 Electric & Heat Utilities	CITY UTILITY BILLS (11/15-12/15/22)		\$2,142.29
Transaction Date	12/30/2022	Cash	10150	Total \$9,320.37
Refer	14719 CORPORATE TECHNOLOGIES			
Cash Payment Invoice	E 101-41400-218 Office Expense	JAN- COMPUTER CONTRACT		\$872.50
Transaction Date	12/30/2022	Cash	10150	Total \$872.50
Refer	14720 INGRAM LIBRARY SERVICES			
Cash Payment Invoice	E 101-45500-205 Print Materials - Library	DEC- LIBRARY MATERIALS		\$479.76
Transaction Date	12/30/2022	Cash	10150	Total \$479.76
Refer	14721 J.P. COOKE CO.			
Cash Payment Invoice	E 101-42700-261 License	2023 PET LICENSE TAGS		\$89.15
Transaction Date	12/30/2022	Cash	10150	Total \$89.15
Refer	14722 KLEHR GRADING			
Cash Payment Invoice	E 101-43000-486 Snow Removal	DEC- SNOW PLOWING (5 TIMES)		\$27,382.40
Transaction Date	12/30/2022	Cash	10150	Total \$27,382.40
Refer	14723 L&E TREE SERVICE			

Payments

Current Period: JANUARY 2023

Cash Payment Invoice	E 101-43000-300 Professional Svcs	2 LARGE ASH TREES REMOVED			\$3,150.00
Transaction Date	12/30/2022	Cash	10150	Total	\$3,150.00
Refer	14724 MADISON NATIONAL LIFE				
Cash Payment Invoice	E 101-41400-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS			-\$2.05
Cash Payment Invoice	E 101-41910-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS			-\$4.10
Cash Payment Invoice	E 101-42110-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS			\$8.20
Cash Payment Invoice	E 101-43000-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS			\$8.20
Cash Payment Invoice	E 101-45500-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS			\$8.20
Cash Payment Invoice	E 202-42153-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS			\$8.20
Cash Payment Invoice	E 203-45000-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS			\$1.03
Cash Payment Invoice	E 604-49550-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS			\$5.12
Transaction Date	12/30/2022	Cash	10150	Total	\$32.80
Refer	14725 MINNESOTA VALLEY ELECTRIC C				
Cash Payment Invoice	E 101-45202-381 Electric & Heat Utilities	NOV- SPORTSMAN'S PARK ELEC BILL			\$19.40
Transaction Date	12/30/2022	Cash	10150	Total	\$19.40
Refer	14726 MINNESOTA LIFE				
Cash Payment Invoice	G 101-21706 Life Insurances	JAN- LIFE INS. PREMIUMS			\$49.20
Cash Payment Invoice	E 101-41400-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$2.13
Cash Payment Invoice	E 101-42110-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$12.75
Cash Payment Invoice	E 101-43000-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$8.50
Cash Payment Invoice	E 202-42153-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$8.50
Cash Payment Invoice	E 203-45000-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$1.06
Cash Payment Invoice	E 604-49550-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$5.31
Transaction Date	12/30/2022	Cash	10150	Total	\$87.45
Refer	14727 MJM MEDICAL DIRECTION SERVIC				
Cash Payment Invoice	E 202-42153-300 Professional Svcs	JAN- AMB. MEDICAL DIRECTOR FEE			\$500.00
Transaction Date	12/30/2022	Cash	10150	Total	\$500.00
Refer	14728 MN AMBULANCE ASSOCIATION				
Cash Payment Invoice	E 202-42153-433 Dues and Subscriptions	2023 AMB. MEMBERSHIP			\$475.00

Payments

Current Period: JANUARY 2023

Transaction Date	12/30/2022	Cash	10150	Total	\$475.00
Refer	14729 MN STATE FIRE DEPT. ASSN				
Cash Payment Invoice	E 201-42280-433 Dues and Subscriptions	2023- FIRE MEMBERSHIP			\$225.00
Transaction Date	12/30/2022	Cash	10150	Total	\$225.00
Refer	14730 MN VALLEY REGION RAIL AUTHO				
Cash Payment Invoice	E 101-43000-170 Permits and Licenses	2023- RR LEASE AGRMNTS			\$635.00
Cash Payment Invoice	E 101-45202-170 Permits and Licenses	2023- RR LEASE AGRMNTS			\$635.00
Cash Payment Invoice	E 601-49400-170 Permits and Licenses	2023- RR LEASE AGRMNTS			\$795.00
Cash Payment Invoice	E 602-49450-170 Permits and Licenses	2023- RR LEASE AGRMNTS			\$1,390.00
Cash Payment Invoice	E 604-49550-170 Permits and Licenses	2023- RR LEASE AGRMNTS			\$11,904.50
Cash Payment Invoice	E 605-49600-170 Permits and Licenses	2023- RR LEASE AGRMNTS			\$1,715.00
Transaction Date	12/30/2022	Cash	10150	Total	\$17,074.50
Refer	14731 MORRIS ELECTRONICS				
Cash Payment Invoice	E 101-42110-503 Computers/Software/We	PD- AUG-DEC. IT CONTRACT			\$3,800.00
Transaction Date	12/30/2022	Cash	10150	Total	\$3,800.00
Refer	14732 NUJESSMEIER ELECTRIC				
Cash Payment Invoice	E 604-49550-636 Supplies & Repairs	MAIN ST. SECURITY LIGHT REPAIR			\$121.46
Transaction Date	12/30/2022	Cash	10150	Total	\$121.46
Refer	14733 PEEPS REPAIR				
Cash Payment Invoice	E 101-43000-486 Snow Removal	SNOW HAULING- 12/27/22			\$420.00
Transaction Date	12/30/2022	Cash	10150	Total	\$420.00
Refer	14734 PEOPLE SERVICE, INC.				
Cash Payment Invoice	E 601-49400-180 Operator Contract	JAN- WWW SERVICES			\$11,000.00
Cash Payment Invoice	E 602-49450-180 Operator Contract	JAN- WWW SERVICES			\$740.00
Cash Payment Invoice	E 603-49450-180 Operator Contract	JAN- WWW SERVICES			\$13,250.00
Cash Payment Invoice	E 603-49450-392 Testing	JAN- WWW SERVICES			\$185.00
Transaction Date	12/30/2022	Cash	10150	Total	\$25,175.00
Refer	14735 RIDGEVIEW - SIBLEY MEDICAL CT				
Cash Payment Invoice	E 202-42153-217 Other Operating Supplie	NOV- AMB. Rx SUPPLIES			\$95.35
Transaction Date	12/30/2022	Cash	10150	Total	\$95.35
Refer	14736 ROSS ARNESON, ATTY				

Payments

Current Period: JANUARY 2023

Cash Payment Invoice	E 101-41600-304 Legal Fees	4th QTR- LEGAL FEES		\$3,386.11
Cash Payment Invoice	E 101-41910-304 Legal Fees	4th QTR- LEGAL FEES		\$700.00
Cash Payment Invoice	E 101-42110-304 Legal Fees	4th QTR- LEGAL FEES		\$250.00
Cash Payment Invoice	E 101-46500-304 Legal Fees	4th QTR- LEGAL FEES		\$100.00
Cash Payment Invoice	E 201-42280-304 Legal Fees	4th QTR- LEGAL FEES		\$25.00
Cash Payment Invoice	E 202-42153-304 Legal Fees	4th QTR- LEGAL FEES		\$575.00
Cash Payment Invoice	E 204-46550-304 Legal Fees	4th QTR- LEGAL FEES		\$200.00
Cash Payment Invoice	E 601-49400-304 Legal Fees	4th QTR- LEGAL FEES		\$500.00
Transaction Date	12/30/2022	Cash	10150	Total \$5,736.11
Refer	14737 SHIRLEY SLATER-SCHULTE			
Cash Payment Invoice	E 101-41400-300 Professional Svcs	INTERIM ADMIN- 12/19-12/29/22		\$3,660.00
Cash Payment Invoice	E 101-41400-300 Professional Svcs	INTERIM ADMIN- 12/19-12/29/22		\$353.13
Transaction Date	12/30/2022	Cash	10150	Total \$4,013.13
Refer	14738 SOUTHERN MN EMS EDUCATION			
Cash Payment Invoice	E 202-42153-208 Training and Instruction	AMB. TRAINING 12/17/22		\$300.00
Transaction Date	12/30/2022	Cash	10150	Total \$300.00
Refer	14739 U.S. BANK - CREDIT CARD			
Cash Payment Invoice	E 101-43000-485 Gas and Repair Miscella	DEC. BALANCE- CHARGES		\$299.41
Cash Payment Invoice	E 202-42153-208 Training and Instruction	DEC. BALANCE- CHARGES		\$58.04
Transaction Date	12/30/2022	Cash	10150	Total \$357.45
Refer	14740 U.S. POST OFFICE			
Cash Payment Invoice	E 101-41400-322 Postage	STAMPS SUPPLY		\$134.40
Cash Payment Invoice	E 101-42110-322 Postage	STAMPS SUPPLY		\$9.60
Transaction Date	12/30/2022	Cash	10150	Total \$144.00
Refer	14741 U.S. POSTAL SERVICE			
Cash Payment Invoice	E 101-41400-200 Office Supplies	STAMPED ENVELOPE SUPPLY		\$38.85
Cash Payment Invoice	E 101-41400-322 Postage	STAMPED ENVELOPE SUPPLY		\$300.00
Cash Payment Invoice	E 101-42110-200 Office Supplies	STAMPED ENVELOPE SUPPLY		\$50.75
Cash Payment Invoice	E 101-42110-322 Postage	STAMPED ENVELOPE SUPPLY		\$300.00

Payments

Current Period: JANUARY 2023

Cash Payment Invoice	E 601-49400-218 Office Expense	STAMPED ENVELOPE SUPPLY		\$189.50
Cash Payment Invoice	E 601-49400-322 Postage	STAMPED ENVELOPE SUPPLY		\$1,425.00
Cash Payment Invoice	E 603-49450-218 Office Expense	STAMPED ENVELOPE SUPPLY		\$189.50
Cash Payment Invoice	E 603-49450-322 Postage	STAMPED ENVELOPE SUPPLY		\$1,425.00
Cash Payment Invoice	E 604-49550-218 Office Expense	STAMPED ENVELOPE SUPPLY		\$378.55
Cash Payment Invoice	E 604-49550-322 Postage	STAMPED ENVELOPE SUPPLY		\$2,850.00
Transaction Date	12/30/2022	Cash	10150	Total \$7,147.15
Refer	14742 ULINE			
Cash Payment Invoice	E 101-41940-220 Repair/Maint Supply	DEC- CC SUPPLIES		\$215.39
Cash Payment Invoice	E 203-45000-210 Operating Supplies	DEC- CC SUPPLIES		\$215.39
Transaction Date	12/30/2022	Cash	10150	Total \$430.78
Refer	14743 VERIZON WIRELESS			
Cash Payment Invoice	E 101-42110-321 Telephone	JAN- PHONE & TABLET BILLS		\$167.65
Cash Payment Invoice	E 202-42153-321 Telephone	JAN- PHONE & TABLET BILLS		\$101.68
Cash Payment Invoice	E 604-49550-321 Telephone	JAN- PHONE & TABLET BILLS		\$50.00
Transaction Date	12/30/2022	Cash	10150	Total \$319.33

Fund Summary

	10150 Cash
101 General Fund	\$51,756.09
201 Fire Fund	\$860.64
202 Ambulance Fund	\$3,109.51
203 Community Center Fund	\$2,233.38
204 EDA Loan Programs Fund	\$200.00
601 Water Fund	\$17,488.59
602 Sewer Fund	\$2,130.00
603 AGI Sewer Fund	\$18,691.18
604 Electric Fund	\$15,341.88
605 Storm Water Drainage Fund	\$1,715.00
	<u>\$113,526.27</u>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$113,526.27
Total	<u>\$113,526.27</u>



**ARLINGTON CITY COUNCIL
MEETING MINUTES
DECEMBER 19, 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 6:30 p.m. by Mayor Nagel

- 2. Roll Call-**

Members Present-Rich Nagel, Michelle Battcher, Joe Morgan, Matt Scharpe, Dave Meyer and John Thomes

Members Absent: None

Staff Present: Interim City Administrator Shirley Slater-Schulte, City Attorney Ross Arneson, Library Director Andy Kelton, Fire Chief Doug Mackenthum, and Police Chief Glenn Gerads.

Guests Present – Kurt Menk *Arlington Enterprise*, Curtis Ling, Sheila Arneson, Patrick Arneson.

- 3. 6:30 P.M. - Assessment Hearing** – Mayor Nagel opened the Assessment Hearing being held for bad debt, delinquent utilities, and city maintenance service costs. Mayor Nagel called 3 times, there was no one from the public that spoke to this issue. Mayor Nagel closed the Assessment Hearing.

4. **Approve the Agenda and any Agenda Additions.** There was a question on the payment of claims regarding a check to be written to Dave Siwek in the amount of \$20,000 EDA subsidy for Villa Driveway. City Attorney Arneson suggested that this item be reviewed by the EDA regarding the promissory note. This was removed from the Payment of Claims. Councilor Scharpe made motion to approve the agenda, seconded by Councilor Thomas. All voting ayes. Motion carried.
5. **Addressing the Council** – None.

CONSENT AGENDA

6. **Approval of Consent Agenda**
 - A) Approval of Bills – Removal of claim for Siwek in the amount of \$20,000.
 - B) December 1, 2022, Electrical Committee Meeting Minutes
 - C) December 5, 2022, City Council Workshop Meeting Minutes
 - D) December 5, 2022 City Council Meeting Minutes
 - E) Approve Gaylord Sanitation Inc. application for Solid Waste Collection/Dumpster permit for 2023
 - F) Approve Waste Management application for Solid Waste Collection/Dumpster permit for 2023
 - G) Approve Renville Sibley Sanitation LLC application for Solid Waste Collection/Dumpster permit for 2023
 - H) Approve Renville Sibley Sanitation LLC bid for City Contract for Waste Collection for 2023-2025
 - I) Approve Renville Sibley Sanitation LLC bid for Recycling for 2023
 - J) Approval of payment for Committee pay in the amount of \$3,060.00

Councilor Meyer made motion to approve the Consent Agenda. Councilor Scharpe seconded. All voting ayes. Motion carried

PETITIONS, REQUESTS & COMMUNICATIONS

7. Letter from KNUJ – Request to Celebrate Christmas with KNUJ Radio in the amount of \$325.00, consensus to approve this request.
8. Dave Berg Consulting, LLC-quote for cost-of-service study
9. Power System Engineering-quote for cost-of-service study
10. Utility Financial Solutions, LLC-quote for cost-of-service study

City Council recommended that Item 8, 9 and 10 be sent back to the Electric Ad Hoc for their review, recommendation and approval.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

11. November Fire Department Report was given by Fire Chief Doug Mackenthum reported on the monthly activities, also on the Arli-Dazzle event, Christmas Party, 76 calls in 2022. Wished everyone a Merry Christmas and Happy New Year.

12. November Police Department Report was given by Police Chief Glenn Gerads. Thanked Sibley County and Gaylord Police Department for all of the help and support for Arli-Dazzle event, reported double CR's from last year and the stated that there is a lot of expired or no longer being used drugs being dropped off in the Medication Drop-off Box.

13. Update and purchase of Police Squad Cars –

Chief gave a report that the Department is running with one squad, the other squad is down due to a bad motor and not repairable.

MOTION ON PURCHASE OF POLICE VEHICLES

Motion to approve Option #1 Tenvoorde Ford Dealership in St. Cloud, MN for \$53,201.91 with Guardian build and with a trade of \$10,500 (2016 Maroon Squad). This price includes the radio, squad car and the full build from Guardian Fleet Supply.

Motion made by Councilor Meyer, seconded by Councilor Thomes. All voting ayes. Motion carried.

Motion to approve the bid of \$5,699.52 for squad radio for Police Squad ordered in September 2022.

Motion made by Councilor Meyer, seconded by Councilor Sharpe. All voting ayes. Motion carried.

Motion to approve the bid of \$9,600.47 for the build difference for Police Squad ordered in September 2022 due to no trade-in.

Motion made by Councilor Sharpe, seconded by Councilor Thomas. All voting ayes. Motion carried.

CURRENT ON-CALL POLICY

City Attorney Arneson reported that in reviewing and talking with the Police Chief regarding our current On-Call City Policy for police officers that is outdated. City Attorney Arneson and Police Chief Gerads recommended that this policy be eliminated.

Motion was made by Councilor Morgan, seconded by Councilor Thomes to eliminate the On-Call policy. All voting ayes. Motion carried.

14. Interim City Administrator Slater-Schulte reported on the League of Minnesota Insurance Dividend in the amount of \$14,116.00.

Attended the Chamber of Commerce meeting and Police Chief Gerads will be attending the next meeting scheduled for January 9, 2023.

Mike Humpal, SCSC provided an update on the search for the Arlington City Administrator position. He stated that four applications have been received and he suggested that the position be reposted beginning January 2, 2023.

ORDINANCES AND RESOLUTIONS

15. FIRST READING OF ORDINANCES NO. 347 AN ORDINANCE AMENDING Chapter 4, Section 4.03 C (1) LIBRARY COMMITTEE COMPOSITION

Mayor Nagel read the 1st reading of this Ordinance and the 2nd reading will be read on the first meeting of 2023.

16. RESOLUTION 69-2022 ACCEPTING A DONATION AND DESIGNATING ITS USE

The City of Arlington received a donation in the amount of \$100.00 from the Arlington Area Chamber of Commerce, Inc to be used for the Arlington Ambulance Fund.

Motion to approve made by Councilor Meyer, seconded by Councilor Thomes. Mayor Nagel called for a Roll Call vote as follows: Councilor Thomes, Battcher, Morgan, Scharpe, Meyer all voted aye. Motion declared passed.

17. RESOLUTION 70-2022 APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR SIBLEY COUNTY AGRICULTURAL ASSOCIATION

The City of Arlington received an application for a Lawful Gambling Permit as submitted by the Sibley County Agricultural Association for Bingo at the Sibley County Fairgrounds on May 19, 2023.

Motion to approve made by Councilor Thomes, seconded by Councilor Scharpe. Mayor Nagel called for a Roll Call vote as follows: Councilor Scharpe, Battcher, Morgan, Thomes and Meyer all voted aye. Motion declared passed.

18. RESOLUTION 71-2022 APPROVING THE SALARY, WAGE AND HEALTH INSURANCE BENEFIT PLAN FOR 2023

Mayor Nagel suggested that the Personnel Committee review the job description and the wage range for the Deputy Clerk as this employee has been in this position for 23 years.

Motion to approve Resolution 71-2022 was made by Councilor Thomes, seconded by Councilor Meyer. Mayor Nagel called for a Roll Call vote as follows: Councilor Battcher, Scharpe, Morgan, Thomes and Meyer voted aye. Motion declared passed

19. RESOLUTION 72-2022 TRANSFERRING CITY FUNDS

City staff has proposed a transfer of funds per this resolution.

Motion to approve made by Councilor Scharpe, seconded by Councilor Thomes. Mayor Nagel called for a Roll Call vote as follows: Councilor Morgan, Scharpe, Thomes, Battcher and Meyer voted aye. Motion declared passed

20. RESOLUTION 73-2022 ORDERING THE FILING OF ASSESSMENTS.

City staff prepared this resolution to include delinquent assessments for bad debt, delinquent utilities, and city maintenance service costs to be filed for collection with the Sibley County Auditor in 2023 with an interest rate of 5%.

Motion to approve made by Councilor Thomes, seconded by Councilor Meyer. Mayor Nagel called for a Roll Call vote as follows: Councilor Scharpe, Thomes, Morgan, Battcher and Meyer voted aye. Motion declared passed.

21. RESOLUTION 74-2022 ADOPTING THE 2022 TAX LEVY COLLECTIBLE IN 2023 AND ORDERING THE LEVY TO BE CERTIFIED WITH THE SIBLEY COUNTY AUDITOR

Interim City Administrator Slater-Schulte reviewed the resolution with the City Council and stated that the total levy being certified to Sibley County Auditor was \$1,078,234 as directed by the City Council.

Motion to approve made by Councilor Scharpe, seconded by Councilor Thomes. Mayor Nagel called for a Roll Call vote as follows: Councilor Morgan, Meyer, Scharpe, and Thomes voting aye. Councilor Battcher voted nay. Motion declared passed.

22. RESOLUTION 75-2022 ADOPTING THE 2023 CITY OF ARLINGTON MUNICIPAL BUDGET

Motion to approve this resolution was made by Councilor Thomes, seconded by Councilor Meyer. Mayor Nagel called for a Roll Call vote as follows: Councilor Morgan, Thomes, Meyer, and Scharpe voting aye. Councilor Battcher voted nay. Motion declared passed

UNFINISHED BUSINESS

NEW BUSINESS

23. REPORT OF RFP'S OF CITY ATTORNEY

Interim City Administrator Slater-Schulte explained that the city had received the following in response to the RFPs for City Attorney. City Attorney Ross Arneson reported on the following RFP's and encouraged the City Council to invite and interview Kenneth Janssen with Gavin Janssen & Stabenow Ltd. to the next meeting. Arneson stated that the fee was in line with the current rates and that the next City Council may only need the attorney to attend one meeting per month. Attorney Arneson stated that he would be available to answer questions for the new city attorney. City Attorney position is appointed by the mayor and can be reviewed at any time during the year.

Letter from Mayer Law Office, Arlington, MN stating that at this time she must decline the invitation to apply for the position of City Attorney. She stated that she was humbled by the request for proposal.

Letter from Gavin Janssen & Stabenow Ltd., Glencoe, MN currently serving as the City of Arlington's Prosecutor. They proposed a bid of \$145.00 per hour or a second option would be a flat fee. The City Council suggested inviting them to attend the next City Council meeting to be held on January 3rd, 2023.

24. DISCUSSION OF PAVEMENT MANAGEMENT PLAN – BOLTON & MENK

City staff to work with Bolton & Menk in setting up a workshop in January 2023.

25. EVENT CENTER UPDATE

Unapproved Meeting Minutes from December 8, 2022.

A copy of Current Event Center Policy with changes was reviewed by the City Council.

Motion to approve the Event Center Policy as presented was introduced by Councilor Meyer, seconded by Councilor Scharpe. All voting ayes. Motion declared passed.

Recommendation was made to advertise or contact local groups such as Lions, Girl Scouts, School Groups, etc. If, no response, advertise or contact cleaning companies for quotes, for the cleaning of the Community Rooms.

26. DISCUSSION ON LIQUOR LICENSE FEE

City Attorney Arneson explained that 3.2 Liquor Licenses are no longer available as there is no more 3.2 product being manufactured. The non-profit organizations wanting to serve

liquor must now apply for a Liquor License in order to serve liquor which includes summer collegiate league baseball team or baseball team competing in a league established by the Minnesota Baseball Association or to a person holding a concession or management contract with the owner, for beverage sales at a ballpark or stadium located within the municipality, auto racing facilities, etc.

Motion to approve a fee of \$50.00 for a Liquor License Application for non-profit organizations made by Councilor Battcher, seconded by Councilor Morgan. Mayor Nagel called for a Roll Call vote as follows: Councilor Scharpe, Meyer, Thomes, Morgan, and Battcher voted aye. Motion declared passed.

MISCELLANEOUS BUSINESS

Councilor Scharpe stated that the EDA has a new Facebook page and is adverting in the Connect Magazine.

ADJOURNMENT

Adjourn-Motion to adjourn at 8:10 p.m. was made by Council Battcher, seconded by Council Morgan. All voting ayes. Motion carried.

Mayor Rich Nagel

ATTEST: _____

Interim City Administrator Slater-Schulte

Gwen Scharpe

From: City of Arlington - General
Sent: Monday, December 12, 2022 2:50 PM
To: Jaime Weikle
Cc: Gwen Scharpe
Subject: RE: EMT position upgrade...

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Jamie,

If you are recommending this move and there is a budget for this request, let's just get it done on the next agenda for January 3rd Council Meeting, please note that the Council Meeting will be held on Tuesday, January 3, 2023. Please send a reminder to Gwen to have this on the January 3rd Agenda, 2023.

Sent from [Mail](#) for Windows

From: [Jaime Weikle](#)
Sent: Monday, December 12, 2022 2:12 PM
To: [City of Arlington - General](#)
Cc: [mark grover](#)
Subject: EMT position upgrade...

Good afternoon,

I have a EMT that would like to move up from a 0.6 position to 0.8 position. 0.6 works 24 inhouse and 12 hours on call per week. 0.8 works 32 hours inhouse and 16 hours on call a week. In the past, I, Amy, and my assistant manager would interview the EMT for the position change and then I would ask to put it on the consent agenda.

Would you want to meet with us or is it ok to put Sami's request for increase in hours on the consent agenda for the next council meeting to begin January 7th?

Jaime Weikle, NRP, CADS
Arlington Area Ambulance Manager

Office: 507-964-2828
Cell: 612-357-2749
Fax: 507-964-5973
jweikle@arlingtonmn.com



City of Arlington
204 Shamrock Drive
Arlington, MN 55307

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J. Michael Melchert**
Kelly C. Dohm***
P. David Melchert
Racheal M. Holland***
Kathryn J. Barnes
Jason M. Thiemann
Matthew D. McDougall
Travis J. Adams
Jason R. Lee
Jacob M. Saufley
Christophe L. Morschen

Of Counsel:
Mac R. Willemsen
Keith E. Sjodin*
Bradley W. Solheim**

*Civil Trial Law Specialist, certified by the
Minnesota State Bar Association
**Real Property Law Specialist, certified by
the Minnesota State Bar Association
***Labor and Employment Law Specialist,
certified by the Minnesota State Bar
Association
Also admitted in SD



MELCHERT HUBERT SJODIN
ATTORNEYS AT LAW

WACONIA OFFICE
121 W Main Street, Suite 200
Waconia, Minnesota 55387
Telephone: (952) 442-7700

CHASKA OFFICE
510 Chestnut Street N, Suite 100
Chaska, Minnesota 55318
Telephone: (952) 442-7700

Firm Administrator
Marcia A. Bening

WEB PAGE
www.mhslaw.com

December 15, 2022

VIA EMAIL (cityhall@arlingtonmn.com)

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

Re: Municipal Attorney Services

Dear Ms. Slater-Schulte:

The City of Arlington requested a proposal for municipal attorney services. Attached please find our firm's response. We are excited about the prospect of working for Arlington and would be honored to serve your City. If you have any questions, please let me know.

Very truly yours,



J. Michael Melchert
Municipal Practice Group Chair



MELCHERT HUBERT SJODIN

ATTORNEYS AT LAW

**City Attorney Proposal
for
City of Arlington**

INTRODUCTION

Melchert Hubert Sjodin, PLLP (“MHS”) submits this proposal to serve as the City Attorney for Arlington, Minnesota (the “City”). Our firm was founded in 1928 and has been representing cities and other governmental entities in Minnesota for over 50 years. Our municipal practice is geared toward representing cities west of the Twin Cities metro area including Cologne, Hamburg, New Germany, Chaska, Waconia, St. Bonifacius, Lester Prairie, Montrose, and Winsted. We understand the challenges and opportunities unique to cities in this area.

Our firm is proud to use our depth of experience and knowledge to provide high quality legal services to our city clients in nearly every area of law which commonly concern municipalities including ordinance drafting, planning and zoning, development, public finance, employment matters, public utilities, data practices issues, open meeting law, ordinance enforcement, road and right-of-way matters, annexations, and eminent domain. We know that municipal government can be key in developing strong communities, and we strive to build strong relationships with our clients to truly understand their needs and help them achieve their goals.

PROPOSAL

Attorney Jake Saufley will be the primary point of contact for the City. Attorney Christophe Morschen will also work with the City and will attend City Council meetings and work sessions, as requested. Christophe will attend meetings in person unless the City Council prefers remote participation. To provide timely responses and the highest quality legal representation, Jake and Christophe will also work closely with the other municipal attorneys in our firm. Here is a more detailed description of the attorneys that will provide services:

Primary Attorneys

Jacob M. Saufley. Jake will act as lead attorney for Arlington. Jake has over ten years of experience in municipal, real estate, litigation, and general business law. Jake works closely with several of the firm’s municipal clients, notably, Chaska and Cologne, and handles a full range of their day-to-day legal needs, including real estate, land-use, zoning, and development, annexation, franchise agreements, contract review and administration, ordinance drafting, licensing, code enforcement, and rights-of-way. Jake has also helped several cities transition through the retirement of their longtime city attorneys. Before

entering private practice, Jake spent four years in the research group at the League of Minnesota Cities answering municipal law questions for cities across the state. Prior to law school, he worked with farmers and co-ops throughout the upper Midwest at CoBank/Farm Credit Leasing. Jake uses his full range of experiences to provide cities with solid legal advice.

Christophe L. Morschen. Christophe will directly support Jake and will attend meetings. Christophe began his legal career working with the cities of Cold Spring, Rockville, Buffalo, New Munich, Princeton, Richmond, and Annandale. His experience includes criminal prosecution, ordinance enforcement, municipal governance, and a variety of civil litigation matters. He also has experience with infrastructure development projects and drafting municipal equipment and facility contracts. Since joining MHS, Christophe has worked with most of our city clients, including Hamburg and New Germany. Prior to law school, Christophe worked as a road maintenance seasonal employee for Carver County Public Works and in the Assessor's Office for the City of Brooklyn Park.

Supporting Attorneys

J. Michael Melchert. Mike has provided his clients with practical and effective legal representation for more than 30 years. A significant portion of Mike's practice involves working with cities. Clients retain Mike to help them with their most important and complex projects. For example, he helped a municipal client structure and document one of the first community center projects in Minnesota that involved a facility shared by a city and a school district. Mike is a Board-Certified Real Property Specialist. He also serves as an elected member of the Real Property Counsel of the Minnesota State Bar Association (MSBA), which operates as the governing body of the MSBA's Real Estate Section. Mike is the chair of the municipal practice group at MHS.

Kelly C. Dohm. Kelly practices employment, business, and municipal law at MHS. She handles all aspects of employment related transactions, disputes, and litigation for the firm's municipal clients with a focus on disciplinary matters, trainings, employment agreements, employee handbooks, and fire departments. Kelly began her legal practice in 1995, became a partner at MHS in 2005, and has been with the firm for 25 years. She is a certified Labor and Employment Law Specialist (2012 and recertified in 2017) by the Labor and Employment Law Certification Board. Kelly uses her experience to help her clients avoid the courtroom, but, when negotiations fail, Kelly capably litigates complex business and employment law matters in both state and federal courts.

Matthew McDougall. Matt is a litigation partner at MHS. He is a tremendous resource when clients are facing a civil dispute, whether simple or complex. Matt represents municipalities on a regular basis in district, appellate, and administrative courts at both the state and federal level as well as arbitration and mediation proceedings. Matt is also a volunteer fire fighter in the City of Waconia.

Rates

We bill hourly based on the type of work (regardless of the attorney providing service). We send bills monthly, and no retainer is required. Our rates are as follows:

Attend meetings, city code work, general advice:	\$167 per hour
Employment and labor, eminent domain, land use, contract review, municipal finance, and litigation:	\$206 per hour

For work where the cost can be passed through to someone other than the City (e.g., development agreements), each attorney charges his/her standard hourly rate. For 2023, Jake Saufley's standard hourly rate is \$236, Christophe Morschen's standard hourly rate is \$221, and Mike Melchert's standard hourly rate is \$294. Regarding all work, we bill the applicable rate for travel time.

All rates are subject to annual increase on January 1st. In addition to our fees, expenses incurred by MHS on the City's behalf (e.g., messenger and delivery fees, recording fees, court fees, and filing fees) are invoiced to the City for reimbursement. We do not seek reimbursement for phone tolls or photocopies unless the toll is for an international call or the photocopy project is too large to handle at our firm and we need to use an outside vendor.

Client Communications

If we are in our office and available, we answer our phone. We strive to respond to correspondence and voicemail messages within a day with either an answer or an estimated timeline for project completion. Regarding a monthly status update, we would set up a system to send the City Administrator an email each month briefly describing the status of each project.

Other

We understand the City contracts separately for criminal prosecutions. Therefore, our proposal does not include prosecution work.

If we are considered for the City Attorney position, we would want to discuss any potential conflicts of interest that may exist between the City and our existing clients before accepting appointment. We are happy to have this conversation at any point.

A profile is attached with more information regarding our law firm. Thank you for the opportunity to submit this proposal.



MELCHERT HUBERT SJODIN

ATTORNEYS AT LAW

FIRM PROFILE

Firm History:

Melchert Hubert Sjodin was founded in 1928. Paul Melchert joined the firm in 1959 and devoted 60 years towards growing the firm into what it is today. The goal of our law firm is to serve our clients with prompt, effective, and affordable legal services. The size of our firm enables each attorney to focus on specific areas of law to better meet client needs.

Firm Organization:

MHS is a professional limited liability partnership. The firm is managed by two co-managing partners who serve 2-year terms. The management team includes the co-managing partners, firm administrator, and controller. Our firm is owned by 9 partners who each practice in different areas of law, as noted below. We currently employ 2 associate attorneys, 5 paralegals, 4 legal assistants, an accountant, a receptionist, 2 semi-retired partners, and 1 law clerk.

Firm Expertise and Services:

The firm has a deep roster of attorneys with extensive experience in the areas of law listed below. Each practice group (real estate, municipal, estate planning, corporate, etc.) meets quarterly for an in-depth discussion about emerging issues, trends, changes in the law, court decisions and other interesting items that impact their respective practices. In addition to these quarterly meetings, the municipal practice group meets weekly to review and discuss on-going matters and coordinate workflow. We work hard to share knowledge between practice groups to ensure the collective knowledge of the firm is used to benefit all of our clients.

Our attorneys provide legal representation in a wide range of practice areas including:

For Individuals:

- Elder Law
- Estate Planning/Probate and Trust Administration
- Employment Law and Litigation
- Family Law
- Litigation and Dispute Resolution
- Personal Injury/Wrongful Death
- Real Estate
- Workers' Compensation

For Businesses:

- Banking and Financial Institutions
- Business and Corporate Law
- Creditors' Rights
- Employment Law and Litigation
- Farming/Agri-Business
- Health Care Law
- Litigation and Dispute Resolution
- Municipalities and Counties
- Nonprofit Organizations
- Real Estate

Professional Liability Insurance:

The attorneys of Melchert Hubert Sjodin have professional liability insurance with Minnesota Lawyer's Mutual. The limits of coverage are \$5,000,000.00 per claim/aggregate with a \$15,000.00 deductible per claim/aggregate.

Office Locations:

We have offices located in Waconia and Chaska:

Chaska
510 Chestnut Street North
Suite 100
Chaska, MN 55318
Ph: 952-442-2225

Waconia (Main Office)
121 West Main Street
Suite 200
Waconia, MN 55387
Ph: 952-442-7700

Office hours are 8:00 am to 5:00 pm Monday through Friday.

Melchert Hubert Sjodin, PLLP
Attorneys

Melchert Hubert Sjodin currently has 14 attorneys who practice in various areas of law.

Travis J. Adams, Partner	Personal Injury, Worker's Compensation, Litigation and Dispute Resolution
Kathryn J. Barnes, Partner	Estate Planning, Probate, Trust Administration, Elder Law, Farming and Agri-business
Kelly C. Dohm, Partner	Employment Law and Litigation, Business and Corporate Law, Health Care Law, Intellectual Property, Municipal Law, Nonprofit Organizations
Racheal M. Holland, Partner	Real Estate, Examiner of Titles, Banking and Financial Institutions, Business and Corporate Law, Creditor's Rights
Jason R. Lee, Partner	Family Law, Business Law, Disability and Medical Assistance Planning, Farm Matters, Real Estate
Matthew D. McDougall, Partner	Litigation and Dispute Resolution
J. Michael Melchert, Partner	Municipal Law, Real Estate, and Health Care Law
P. David Melchert, Partner	Estate Planning, Probate, Trust Administration, Elder Law, Farming and Agri-business
Christophe L. Morschen, Associate	Municipal Law, Real Estate
Jacob M. Saufley, Associate	Municipal Law, Real Estate, Business and Corporate Law
Keith E. Sjodin, Semi-retired Partner	Personal Injury, Worker's Compensation, Litigation and Dispute Resolution
Bradley W. Solheim, Semi-retired Partner	Real Estate
Jason M. Thiemann, Partner	Estate Planning, Probate, Trust Administration, Elder Law, Litigation and Dispute Resolution
Mac R. Willemssen, Semi-retired Partner	Litigation and Dispute Resolution

The Arlington Area Ambulance wants to make sure its residents are trained about what to do in a medical emergency. As part of a community health project, we would like the opportunity to teach CPR (cardiopulmonary resuscitation) to the community. CPR is a way of using chest compressions to pump someone's heart if it suddenly stops beating. The following survey is to help us understand barriers to bystander CPR and help us learn if CPR classes are of the greatest interest to the community. Completion of the survey is completely voluntary and gives you an opportunity to share your interest in classes. Please contact Jaime Weikle at ems@arlingtonmn.com with any questions or concerns. Thank you.

1. Have you ever taken a CPR class? (Circle one) YES / NO

2. If YES, please answer the following:
 - a. Were you CPR certified (received a certification card)? (Circle one) YES / NO
 - b. How many years has it been since your most recent training? (Circle one)
 <1 year 1-2 years 3-5 years 6-10 years >10 years

3. At this time, how confident do you feel doing CPR? (Circle one)
 1 2 3 4 5 6 7 8 9 10
 Not confident ----- Somewhat Confident ----- Very Confident

4. At this time, how likely are you to do CPR on a stranger in need if you are alone (by yourself)? (Circle one)
 1 2 3 4 5 6 7 8 9 10
 Not likely ----- Somewhat likely ----- Very likely

5. At this time, how likely are you to do CPR on a family member in need if you are alone (by yourself)? (Circle one)
 1 2 3 4 5 6 7 8 9 10
 Not likely ----- Somewhat likely ----- Very likely

6. Which of the following might keep you from taking a free CPR class? (Circle all that apply)
 - a. Inconvenient to attend a CPR class
 - b. I am afraid to learn or do CPR
 - c. If I learn CPR, I will be expected to perform it in a real-life emergency
 - d. I have already learned CPR
 - e. I do not need to learn CPR

7. How would CPR training be useful to you? (Circle all that apply)
 - a. Help a stranger
 - b. Help a family member, friend or coworker
 - c. Help me find employment or keep my current job
 - d. Help an infant or child
 - e. To learn a useful skill

8. Please place a check next to the skills you are interested in learning: (Check all that apply)

<input type="checkbox"/> CPR (chest compressions)	<input type="checkbox"/> EMR Certification
<input type="checkbox"/> AED (automated external defibrillator)	<input type="checkbox"/> EMT Certification
<input type="checkbox"/> Helping someone who is choking (Heimlich maneuver)	<input type="checkbox"/> Paramedicine
<input type="checkbox"/> Stop-The-Bleed® Tourniquet Training	<input type="checkbox"/> Firefighter I & II Certification

9. Please check the groups for which you are interested in learning CPR:
 Adults Children Both

10. Which styles of free CPR training would you like to attend? (Circle all that apply)
 - a. Video-guided course with hands-on practice.
 - b. Instructor lead presentation with hands-on practice.
 - c. One-on-one teaching with hands-on practice.
 - d. CPR learning stations at your local library or community center where you can stop by to learn and ask questions about CPR/AED/choking.

11. Where would you most likely attend a CPR class? (Circle all that apply)

- a. Arlington Area Ambulance EMS building
- b. Arlington Fire Department
- c. Local religious or community organization
- d. Local Library
- e. Public or Private School
- f. Other _____

12. Mark the boxes for the days of the week and time during the day you would most likely attend a CPR training class:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning (9am to 12noon)							
Afternoon (12noon to 4pm)							
Early Evening (4pm to 7pm)							
Late Evening (7pm to 10pm)							

Questions 13 through 15 are for the person completing this survey. Please answer the following questions regarding you and your household.

13. Age: _____ 18-29 _____ 30-39 _____ 40-49 _____ 50-59 _____ 60-69 _____ 70-79 _____ 80+
14. Number of children: _____
15. Number of people in household (including yourself) _____

If you would like additional information on the various educational opportunities addressed in this survey, please include your contact information and the best time to reach you. Thank you!

Name: _____ Telephone Number: _____

Email address: _____

_____ Please Email me additional information _____ Please call me

Best time to reach me is: _____ Morning _____ Afternoon _____ Evening On or after _____ o'clock

Please indicate the educational opportunities you would like to receive additional information about:

- | | |
|--|--|
| _____ CPR (chest compressions) | _____ EMR Certification |
| _____ AED (automated external defibrillator) | _____ EMT Certification |
| _____ Helping someone who is choking (Heimlich maneuver) | _____ Paramedicine |
| _____ Stop-The-Bleed® Tourniquet Training | _____ Firefighter I & II Certification |

Please return this survey to the Arlington City Office by Tuesday, February 28th, 2023.

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
MEMORANDUM OF AGREEMENT

BETWEEN
RIDGEWATER COLLEGE
AND
CITY OF ARLINGTON

This Agreement is entered into between the Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **Ridgewater College**, Minnesota (hereinafter "the College/University") and **the City of Arlington**, a Minnesota Municipal Corporation, on behalf of the **Arlington Ambulance Services** an agency of said City..., Minnesota (hereinafter "the Facility"). The Agreement, and any amendments and supplements thereto, shall be interpreted pursuant to the Laws of the State of Minnesota.

WITNESSETH THAT:

WHEREAS, the College/University has established an AcuteCare Paramedic Program, Paramedicine Program, Emergency Medical Services-Paramedic Programs and/or Emergency Medical Technician Program for qualified students preparing for and/or engaging in emergency medical services careers; and

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements regarding academic programs and has delegated this authority to the College/University; and

WHEREAS, the Facility has suitable clinical facilities in emergency medical services for the educational needs of the emergency medical services program(s) of the College/University; and

WHEREAS, it is in the general interest of the Facility to assist in educating persons to be qualified or better qualified emergency medical services personnel; and

WHEREAS, the College/University and the Facility are desirous of cooperating to furnish a clinical experience program for students of emergency medical services programs enrolled in the College/University.

NOW, THEREFORE, It Is Mutually Agreed By And Between The Parties:

1. COLLEGE RESPONSIBILITIES

- a. The College/University, which is accredited by the North Central Association of Colleges and Secondary Schools, is responsible for offering one or more of the following programs: an AcuteCare Paramedic Program, Emergency Medical Services-Paramedic Programs, Paramedicine Program, and/or an Emergency Medical Technician Program. Each program is approved by the Minnesota Department of Health and/or the Emergency Medical Services Regulatory Board (EMSRB) and/or accredited by the North Central Association of Colleges and Secondary Schools.
- b. The College/University will supervise its students during the clinical experience program at the Facility through preceptors assigned by the College/University. The College/University will provide its emergency medical services faculty to effectively implement the clinical experience program at

the Facility. The College/University faculty so assigned will hold current paramedic or emergency medical technician certification valid in the State of Minnesota.

- c. The College/University faculty will be responsible for scheduling student clinical experience program hours, reviewing student evaluations written by preceptors, and grading each student. The College/University faculty will attend the Facility's orientation for clinical experience instructors as deemed necessary by the College/University and the Facility.
- d. The College/University will provide the Facility, at its request, with objectives for the clinical experience program. Implementation of those objectives will be accomplished by the College/University in cooperation with the Facility's designated representative.
- e. The College/University will provide the Facility with a list of the students who are participating in the clinical experience program, the units within the Facility where they are assigned, and the dates of each student's participation in the program.
- f. The College/University will inform its faculty and students of the Facility's policies and regulations which relate to the clinical experience program at the Facility.
- g. The College/University will inform its faculty and the students who are participating in the clinical experience program that they are encouraged to carry their own health insurance and are responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.
- h. The College/University will maintain a record of students' health examinations and current immunizations and shall obtain student permission to submit data regarding their health status to the Facility.
- i. The College/University agrees and represents that it will require all students and faculty to have completed a background study conducted in accordance with Minnesota Statutes Chapter 245C, Human Services Background Studies, as a pre-condition to participation in the clinical experience. College/University will not assign a student or faculty member to the Facility if his/her background study documents ineligibility to have direct contact with Facility's patients or residents under applicable law or regulations. If requested, College/University shall provide the Facility with documentation regarding the completion or results of the background study pursuant to the written consent of the subject.

2. FACILITY RESPONSIBILITIES

- a. The Facility will have current licensure by the Minnesota EMS Regulatory Board.
- b. The Facility is responsible for the safety and quality of care provided to its patients by the students who are participating in the clinical experience program at the Facility. In order to effectively fulfill that duty, it is agreed that Facility has ultimate control over all persons involved in the program and may immediately terminate the participation in the program of any of the students enrolled in the program where an emergency exists involving health and safety; and in all other (non-emergency) instances, Facility shall consult with the College/University before taking any action to terminate the participation of a student.
- c. The Facility will provide the College/University with a copy of its policies and regulations which relate to the clinical experience program.

- d. The Facility will permit the College/University faculty and students to use its patient care and patient service facilities for clinical instruction according to a mutually-approved plan.
- e. The Facility will allow a reasonable amount of Facility staff time for orientation and joint conferences with College/University faculty, for planning with College/University faculty, and for such other assistance as shall be mutually agreeable.
- f. When available, physical space such as offices, conference rooms, and classrooms of the Facility may, upon request, be used by the College/University faculty and students who are participating in the clinical experience program.
- g. The College/University faculty and students participating in the clinical experience program will be permitted to use Facility's library in accordance with the Facility's policies.
- h. When available, the Facility will, upon request of the College/University, make lockers, cloak rooms, or similar spaces available for College/University faculty and students during assigned clinical experience program hours. The Facility may require College/University faculty and students to share such spaces.
- i. The Facility assumes no responsibility for the cost of meals, uniforms, housing, parking or health care of College/University faculty and students who are participating in the clinical experience program. The Facility will permit College/University faculty and students who are participating in the clinical experience program to use any cafeteria on the same basis as employees of the Facility. The Facility will permit College/University faculty to use Facility parking spaces under the same policies governing Facility personnel.
- j. The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

3. MUTUAL RESPONSIBILITIES

- a. The College/University and the Facility assume joint responsibility for the orientation of the College/University faculty to Facility policies and regulations before the College/University assigns its faculty to the Facility.
- b. Personnel of the College/University and the Facility will communicate regarding planning, development, implementation, and evaluation of the clinical experience program. The communication may include but not be limited to:
 - i. Communication to familiarize Facility personnel with the clinical experience program's philosophy, goals and curriculum;
 - ii. Communication to familiarize the College/University faculty with the Facility's philosophy, policy and program expectations;

- iii. Communication to keep both parties and the parties' personnel who are assigned to the clinical experience program informed of changes in philosophy, policies and any new programs which are contemplated;
 - iv. Communication about jointly planning and sponsoring inservice or continuing education programs (if appropriate);
 - v. Communication to identify areas of mutual need or concern;
 - vi. Communication to seek solutions to any problems which may arise in the clinical experience program; and
 - vii. Communication to facilitate evaluation procedures which may be required for approval or accreditation purposes or which might improve patient care or the College/University's emergency medical services curriculum.
- c. **HIPAA.** Solely for the purposes of defining the students' and faculty roles in relation to the use and disclosure of the Facility's protected health information, the College/University and faculty engaged in activities pursuant to this Agreement are members of the Facility workforce, as that term is defined in 45 CFR 160.103. The College/University students and faculty are not, and shall not be construed to be, employees of Facility.

The College/University shall cooperate with Facility in complying with its obligations as a HIPAA covered entity, including, but not limited to, complying with its policies and procedures under the HIPAA Privacy Regulations, 45 CFR parts 160 and 164. Prior to placement at Facility, the College/University shall instruct its students and faculty to comply with Facility's policies and procedures governing the use and disclosure of individually identifiable health information.

d. Insurance

Each party, at its sole expense and at all times during the term of this Agreement, shall secure and maintain the following insurances (or comparable coverage under a program of self-insurance) covering itself and its employees who perform any work, duties or obligations in connection with this Agreement.

Commercial General Liability Insurance

The College/University will maintain Commercial General Liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. 3.736, subdv. 4, with limits not less than \$500,000 per person and \$1,500,000 per occurrence for bodily injury and property damage.

The Facility will maintain Commercial General Liability insurance with limits not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate for bodily injury and property damage.

Commercial Automobile Liability Insurance

The Facility will maintain Commercial Automobile Liability insurance, covering automobiles used in the clinical experience program, with a limit not less than \$2,000,000 combined single limit for bodily injury and property damage.

Professional Liability Insurance

The College/University will maintain Professional Liability insurance for participating students (and faculty, if applicable) or cause any student participating in the program to maintain Professional Liability insurance, with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

The Facility will maintain Professional Liability insurance covering itself and its employees, agents or assigns with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

If insurance covered by claims-made policies is discontinued, then extended reporting period coverage must be obtained and evidence of such coverage shall be provided to the other party.

Additional Conditions:

An Umbrella or Excess Liability insurance policy may be used to supplement the Facility's policy limits to satisfy the full policy limits required by the Agreement.

Each party shall provide to the other party upon request certificates of insurance or self-insurance evidencing the required coverage.

If Facility receives a cancellation notice from an insurance carrier affording coverage herein, Facility agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Facility's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days' advance written notice to the University.

Each party, at its sole expense, shall provide and maintain Workers' Compensation insurance as such party may be required to obtain by law. The College/University is self-insured for Workers' Compensation purposes, and any such insurance extends only to employees of the College/University, not to students.

4. REQUIREMENTS OF STUDENTS

- a. Each student will be required, as a condition for participation in the clinical experience program, to submit the results of a health examination to the College/University and, if requested, to the Facility, to verify that no health problems exist which would jeopardize student or patient welfare. The health examination shall include an update of required immunizations. The health examination shall include a Mantoux test or chest x-ray and verification of immunity for rubeola and rubella.

A list of those students with positive Mantoux or negative rubeola/rubella results may, at the request of the Facility, be provided to the Facility.

- b. Students participating in the clinical experience program are encouraged to carry their own health insurance.
- c. Students participating in the clinical experience program are responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.

5. EMERGENCY MEDICAL CARE AND INFECTIOUS DISEASE EXPOSURE

- a. Any emergency medical care available at the Facility will be available to College/University students and faculty members. College/University students will be responsible for payment of charges attributable to their individual emergency medical care at either the Facility or the College/University. Any charges or expenses attributable to emergency medical care of a College/University faculty member at either the Facility or the College/University which are not paid by the College/University will be the responsibility of the College/University faculty member.

- b. Any College/University student or faculty member who is injured or becomes ill while at the Facility shall immediately report the injury or illness to the Facility and receive treatment (if available) at the Facility as a private patient or obtain other appropriate treatment as he or she chooses. All hospital or other medical costs arising from such College/University student injury or illness shall be the sole responsibility of the student who received the treatment and not the responsibility of the Facility or the College/University. Any hospital or other medical costs arising from such College/University faculty member injury or illness shall, if not paid by the College/University, be the sole responsibility of the College/University faculty member who receives the treatment and not the responsibility of the Facility or the College/University.
- c. The Facility shall follow, for College/University faculty and students exposed to an infectious disease at the Facility during the clinical experience program, the same policies and procedures which the Facility follows for its employees.
- d. College/University faculty and students contracting an infectious disease during the period of time they are assigned to or participating in the clinical experience program must report the fact to their College/University and to the Facility. Before returning to the Facility, such a College/University faculty member or student must submit proof of recovery to the College/University or Facility, if requested.

6. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

7. TERM OF AGREEMENT

This Agreement is effective on the later of November 20, 2022, or when fully executed, and shall remain in effect until November 20, 2027. This Agreement may be terminated by either party at any time upon one year written notice to the other party. Termination by the Facility shall not become effective with respect to students then participating in the clinical experience program.

8. FINANCIAL CONSIDERATION

- a. The College/University and the Facility shall each bear their own costs associated with this Agreement and no payment is required by either the College/University or the Facility to the other party, except that, where applicable, the Facility shall pay the tuition and other educational fees of students it places in the clinical experience program.
- b. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its patients pursuant to this Agreement.

9. AMENDMENTS

Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

10. ASSIGNMENT

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

11. STATE AUDIT

The books, records, documents, and accounting procedures and practices of the Facility relevant to this Agreement shall be subject to examination by the College/University and the Legislative Auditor.

12. VOTER REGISTRATION (When Applicable)

The Facility shall provide nonpartisan voter registration services and assistance, using forms provided by the College/University, to employees of the Facility and the public as required by Minnesota Statutes, Chapter 201.162.

13. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

14. DATA PRIVACY

The requirements of Minnesota Statute Section 13.05, subd. 11 apply to this contract. The Facility must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the College/University in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Facility in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the Facility or the College/University.

In the event the Facility receives a request to release the data referred to in this Article, the Facility must immediately notify the College/University. The College/University will give the Facility instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C.1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

15. OTHER PROVISIONS None

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

1. FACILITY: City of Arlington

By (authorized signature)
Title
Date

By (authorized signature)
Title
Date

2. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Ridgewater College

By (authorized signature)
Title
Date

By (College/University President or Other Authorized Designee)
Title
Date

3. AS TO FORM AND EXECUTION:

By (authorized signature)
Title
Date



Arlington Area Ambulance Service

EMS Student Ride-Along Program

In this packet, please find the Arlington Area Ambulance Service's EMS program Handbook for its Student Ride-Along Program. Please note, there are three forms which must be signed before you start your ride time. These forms must be signed prior to scheduling your ride time.

Please familiarize yourself with the information contained in the Handbook and review the forms. If you have any questions prior to your first ride, please feel free to give me a call at the EMS Base at 507.964.2828

Sincerely,

Jaime Weikle, NRP
Ambulance Manager

EMS

STUDENT RIDE-ALONG PROGRAM



Arlington Area Ambulance Service

Ambulance Manager – Jaime Weikle, NRP
Assistant Ambulance Manager – Mark Grover, NREMT-B

Arlington Area Ambulance Service
312 West Alden Street
Arlington, MN 55307
507.964.2828

Arlington Area Ambulance Service
EMS Program Handbook for EMS Student Ride-Along Program

This Handbook is designed to provide EMS Students with a guide for the Arlington Area Ambulance Service's Ride-Along Program. The Arlington Area Ambulance proudly offers ride time to EMS students to give them an opportunity to observe and learn new skills. Students with questions regarding anything in this Handbook or the Ride-Along Program in general should speak with the Ambulance Manager. Students with special needs can address those needs with the Ambulance Manager prior to scheduling ride time.

AAA Providers are always glad to answer questions and provide assistance and instruction about the Department's ambulances and facilities.

PURPOSE:

For community members and students of educational institutions to learn more about the Arlington Area Ambulance Service and the responsibilities involved in providing emergency medical care to the public, as well as the ever-present need of maintaining and improving relations with the community.

It is hoped that through direct involvement with the EMS Ride-Along Program, the participant ("Student") will gain an insight into issues encountered in emergency service operations. It is further hoped that when the participant returns to the community, he/she will have a better understanding of the Arlington Area Ambulance Services EMS services and share with others their insights and experiences gained from this direct participation.

POLICY:

The EMS Ride-Along Program is intended for members of the community and educational institutions seeking an understanding of emergency medical operations, students in EMT/Paramedic programs and other observers with related purposes.

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RIDE TIME OPPORTUNITIES

The Arlington Area Ambulance service allows formal EMS students the opportunity to ride along with its EMS crews during emergency and non-emergency EMS calls.

The participant will provide his/her own transportation to and from the ambulance base.

Students may ride from 6:00 a.m. until 6:00 p.m. or 6:00 p.m. until 6:00 a.m., Monday through Sunday (excluding holidays). All ride times must be scheduled in advance through the Ambulance Manager by calling 507-964-2828.

Prior to being allowed to ride, a student must present the Department with proper certification of his/her student status and EMT level pre-requisites and a valid form of identification. The student must also be currently enrolled in an EMS program with a participating educational institution, with all paperwork required by the Department completed and signed upon arrival on the first day. Finally, students must be free from communicable diseases (colds, flu, etc.) and afebrile for 24 hours preceding any ride time.

AAA allows a maximum of one (1) student to ride during a 12-hour shift. When one (1) student is riding they will be assigned to a particular ambulance and preceptor by the Ambulance Manager.

Each student must arrive on time, properly dressed, and prepared to learn and act in a professional manner representative of the EMS profession and the Arlington Area Ambulance Service. Preceptors have the right, at any time to recommend to the Ambulance Manager that a student be sent home and cancel his/her scheduled ride time if they feel a students' dress, behavior or actions are dangerous or inappropriate. In the event a student is sent home and ride time is cancelled, the student's training site representative will be contacted directly by the Ambulance Manager and a decision will be made at that time whether the student will be allowed to apply for further ride time with AAA.

DRESS CODE

Students are to wear appropriate attire, which includes:

1. Dark navy or black trousers (no jeans or shorts) – EMS pants are acceptable.
2. Specific EMS Program uniforms issued by the Training Institution.
3. Dark colored shoes. Boots are recommended. (no high heels, sandals, open toe shoes or tennis shoes).
4. Black belt if required by the Training Institution.
5. Jackets must be dark blue/black and free from other department insignia.
6. No baseball caps are allowed.
7. No loose fitting jewelry that could cause a hazard to the student.

Students are required to wear a Student ID Badge from their Training institution at all times.

Personal cell phones will be off or on vibrate during the entirety of the student's ride time.

PERSONAL PROTECTIVE EQUIPMENT

Students are required to wear and use all appropriate personal protective equipment during their ride time, including, but not limited to:

- Seat belts and other safety equipment while traveling to and from emergency scene in an ambulance.
- Medical examination gloves, disposable N95 mask, disposable surgical mask while working with a patient.
- Any other safety equipment or personal protective equipment as directed by the preceptor.

Failure or improper use of any safety or personal protective equipment may be grounds for the student's dismissal from the Ride-Along Program.

EMS BASE RULES & ETIQUETTE

On the student's first day, he/she should familiarize themselves with the AAA EMS Base. Upon arrival, the student will receive a complete tour of the AAA EMS Base.

Students may have periods of down time during their ride-along. AAA encourages students to bring their course work with them to make the best use of this time.

The Arlington Area Ambulance Service is a 24-hour agency that has a kitchenette. Students may bring snacks or meals with them to the Base and use the refrigerators/freezers and other kitchenette facilities. However, everyone at the Base is expected to clean up after him/herself and no exception is made for students. Food located in the pantries, refrigerators/freezers, or on the counters belongs to the individual EMS personnel and is off-limits unless it is offered to them.

Students will refrain from sitting in the rocker/recliners in the crew quarters as these are reserved for on-duty staff. Students/Riders may use the tables and chairs in the EMS Commons area during down times while they are at the Base, provided there is not a Community Organizational Meeting taking place. Students should bring materials with them to occupy their time during down times (studying, reading, etc.) and not "hang out" with the ambulance personnel while they are working. Students may assist with any duties such as washing ambulances, cleaning the EMS Base or other normal maintenance tasks.

Students are permitted to use the two (2) restrooms located at the EMS Base. Students are not permitted to enter the sleeping quarters without the permission of their preceptor or Ambulance Manager. Students are not allowed to use the phones at the Base or cell phones located in the ambulances without the consent and approval of his/her preceptor or Ambulance Manager.

Cameras and recording devices are strictly prohibited before, during all Ride-Along shifts. Use of cameras and recording devices will result in immediate dismissal from the ambulance base and the Arlington Area Ambulance Service's Ride-Along Program.

Students are welcome to attend any In-house training done at the Base during their Ride-Along shift. Questions by students during such training sessions should be kept to a minimum and directed to the student's assigned preceptor only.

Students will be expected to be familiar with the State of Minnesota's EMS Scope of Practice policies and procedures relative to their current and aspired certification level and must not perform skills that exceed their level of training. Any student who performs skills outside of their scope will be immediately dismissed from the Arlington Area Ambulance Service's Ride-Along Program.

The student's preceptor will assist the student with the Department's policies and protocols as applicable. The AAA Ride-Along Program is meant to be a learning experience and the Department and its members are always happy to answer questions of a student at the appropriate time and as time allows.

Students may be asked to use an ambulance radio when calling in patient reports to the hospital. The preceptor or his/her designee will explain proper radio traffic.

Students must always be prepared to leave the Base as calls are received. Students will report to their assigned ambulance and sit in the captain's chair in the rear of the ambulance. Seat belts must always be worn by students. Students will exit the ambulance in a safe fashion (curbside).

Students will listen to and follow the instructions of their preceptor at every scene.

It is the student's responsibility to exercise safety precautions, good judgement, and common sense and do exactly as instructed to by his/her preceptor in any potentially dangerous situation. While on scene, students should observe patient care by their preceptor or other department personnel as directed. The student is

expected to take an active role in patient care at every opportunity at their level of skill and in the presence of a AAA preceptor.

Students will stay with their assigned preceptor (or his/her designee) at all times when at an emergency scene, unless otherwise directed by the preceptor or officer in charge. While at an emergency scene or on a call, students will not question any Department personnel about their treatment of a patient. If a student has a question on why a specific treatment was or was not provided, he/she should feel free to question the preceptor following the call and away from the patient.

FIRE-RELATED PARTICIPATION

Students will not be allowed to engage or participate in any fire-related or rescue activities of the Arlington Fire & Rescue. If the Arlington Area Ambulance Service is requested to a fire or rescue scene, students, at the discretion of their preceptor, may attend and observe the scene. However, students must position themselves exactly where they are told by either their preceptor or officer in charge. Anything other than strict adherence to this policy may result in the student's immediate removal from the fire or rescue scene and dismissal from the EMS Student Ride-Along Program. Assisting fire and EMS personnel with lifting or carrying is strictly prohibited for students.

ADDITIONAL POLICIES

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon, defined as an object which, as used, may be anticipated to produce death or great bodily harm, is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes students with valid permits to carry firearms. Weapons of any type are strictly prohibited.

Tobacco Use

The EMS Base is a public building, and pursuant to state law, the use of any type of tobacco or vaping product in a City facility or vehicle is strictly prohibited. All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco, or other substance, or use smokeless tobacco while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco is prohibited for students while participating in the Ride-Along Program. Participants 21 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

Disruptive Behavior

The following types of behaviors cause a disruption to the EMS Ride-Along Program experience and are, in many instances, unlawful:

Violent behavior includes the use of physical force, harassment, or intimidation.

Discriminatory behavior includes inappropriate remarks about, or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, bullying, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, participants are encouraged to discuss with the members of the AAA and department head what

is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to the following:

- Unwelcome or unwanted sexual advances considered unacceptable by another individual
- Verbal or written abuse, kidding or comments that are sexually oriented and considered unacceptable by another individual.
- Requests or demands for sexual favors along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job/employment.

PATIENT CARE, RESPECT & PRIVACY

Students, as well as AAA staff are bound by State and Federal laws regarding a patient's personal protected health information (PHI). No patient information is to be released or discussed with anyone other than the student's preceptor or other Department personnel who were involved in that particular response.

Students are expected to conduct themselves in a professional manner and uphold the ideals of the Arlington Area Ambulance Service at all times during their ride time. Students should refrain from chewing gum in front of patients, and vulgarity or profanity will not be tolerated by any student at any time and will be grounds for dismissal.

Prior to being allowed to respond to any medical emergency, the student will be required to review, understand and sign the Department's confidentiality paperwork and Protection of Personal Health Information.

WAIVER OF LIABILITY

Each student will be required to review, understand and sign the Department's Waiver and General Release of Liability prior to being allowed to participate in the Program. A copy of this Waiver will be provided to the student along with this Handbook. In addition, AAA must have a copy from the sponsoring institution demonstrating their current liability insurance for their students before ride time can be scheduled. Students should check with their training coordinator regarding this rule well before they schedule ride-time with AAA.

AFTER THE RIDE

Students should be aware that, as an observer at emergency scenes, they may be subpoenaed to appear in court for anything they witnessed while riding. Students, after participating in the EMS Student Ride-Along Program, will remain bound by their pledge regarding protection of the confidentiality of personal health information.

DOCUMENTATION

Participants in the Arlington Area Ambulance Service EMS Student Ride-Along Program should have received this handbook in advance of their first scheduled shift. The following documents are also sent along (which must be signed before the student will be allowed to participate in the Program).

Waiver and General Release of Liability – Briefly, this document releases the Arlington Area Ambulance Service, the City of Arlington and their employees, officials, and agents from all liability which may be incurred

as a result of the student's participation in the Ride-Along Program. This document must be signed by the student and witnessed before the start of the student's first ride time.

Confidentially and Protection of Protected Personal Health Information – The student should bring this document along with them on their first day of participation in the Ride-Along Program.

Once all of these documents have been signed, the student will be allowed to participate in the Arlington Area Ambulance Service's EMS Student Ride-Along Program.

The management and staff of the Arlington Area Ambulance Service welcome you to their Base and hope that you have a meaningful and safe experience.

DRAFT



RECEIPT AND ACKNOWLEDGEMENT

I, _____, acknowledge that:
Student's Name

- I have received and understood the policies contained in the Arlington Area Ambulance Service's EMS Program Handbook for EMT/Paramedic Student Ride-Along Program.
- I have received, understood and signed the Department's Pledge for Confidentiality and Protection of Personal Health Information.
- I have received, understood and signed the Department's Waiver and General Release of Liability.
- I understand that violation of the policies set forth in the Handbook or the Pledge of Confidentiality may be grounds for dismissal from the Arlington Area Ambulance Service's Ride-Along Program.

Signature

Student's Name (Printed)

Date

Waiver of Claims and Release of Liability Agreement Ride-Along Program

1. I have asked the City of Arlington and the City's Ambulance Department (collectively "the City") for permission to be a participant in its Student Ride-Along Program (the "Program"). My participation is voluntary. No one is forcing me to participate. I acknowledge that the Program is not an essential service provided by the City. As a participant in the Program, I will ride as a passenger in a City vehicle and will observe the City personnel inside a City vehicle and while at the scene of any incident to which City personnel have responded.
2. I understand that voluntarily participating in the Program may be dangerous because of the multiple hazards encountered by public safety personnel. Such hazards include, but are not limited to: accidents involving a City vehicle, injury from bystanders or traffic; negligent or intentional tortuous acts by third persons; exposure to severe weather conditions; exposure to communicable and/or infectious diseases; and various accidents during the routine operations of the City department. I understand that the City is not a guardian of my safety.
3. I personally assume all risks in connection with participating in the Program. I release the City and its employees, officials, volunteers and agents for any injury or damage sustained by me while participating in the Program, including all risks connected therewith, whether foreseen or unforeseen.
4. In consideration of being allowed to participate in the Program, I waive any and all right of action against the City and its employees, officials, volunteers and agents for any injury or damage that I might suffer while participating in the Program. This waiver does not waive liability for any injuries or damages that I obtain as the result of willful, wanton or intentional misconduct by any person acting on behalf of the City.
5. I agree to indemnify and hold harmless the City and its employees, officials, volunteers and agents against any and all claims, demands, damages, costs, or expenses, including reasonable attorney's fees, for any and all loss, damage or liability, which I may sustain as a consequence of my actions or conduct.
6. I have fully informed myself of the contents of the Waiver of Claims and Release of Liability by reading it before I have signed it. I have had the opportunity to ask any and all questions regarding this Waiver of Claims and Release of Liability and its effect. I understand the terms herein are contractual and not a mere recital and that I have signed this document as my own free act and agree to be bound by its terms.
7. It is my express intent that this Waiver of Claims and Release of Liability shall bind the members of my family, if I am alive, and my heirs, assigns and personal representatives if I am deceased.

Name (Please Print)

Street Address, City, State

Date of Birth

Signature

Date

**NOTICE: Program participants under eighteen (18) years of age must have this
Waiver of Claims and Release of Liability co-signed by their parent or legal guardian.**

I certify that I am the parent of legal guardian of the above individual and hereby consent to his or her participation in the Program. I have read and understand the above Waiver of Claims and Release of Liability and I agree to be bound by the terms state therein.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

Arlington Area Ambulance Service EMS Ride-Along Program Statement of HIPAA Confidentiality Compliance Agreement

As a student in the Arlington Area Ambulance Service EMS Ride-Along Program, I recognize and understand the necessity of maintaining patient confidentiality and privacy.

I, _____, a student at _____ acknowledge that I have completed training on the privacy regulations issued under the Health Insurance Portability and Accountability Act of 1996 (also known as HIPAA Privacy Rule).

- I agree to abide by all HIPAA related policies and protocols of all clinical and field agencies.
- I agree to maintain the confidentiality of patients' Protected Health Information (PHI). Protected health information (PHI) is any information in the medical record or designated record set that can be used to identify an individual and that was created, used, disclosed or transmitted in any form – written, oral or electronic – in the course of providing a health care service such as assessment, treatment, or diagnosis.
- I understand that all patient information, including billing and financial data, is confidential.
- I agree to not discuss with or release PHI to anyone who is not directly involved with the care of the patient.
- I agree to destroy any patient care notes or information I may obtain during my clinical shift according to Arlington Area Ambulance Service policy.
- I agree to comply with all Privacy Policies and Procedures including those implementing the HIPAA Privacy Rule, in addition to the Arlington Area Ambulance Services' Confidentiality & Proprietary Information Policy.
- I agree to refrain from discussing or documenting any identifying information related to an EMS call when such EMS call information is used as a learning tool within the educational setting.
- I understand that if I violate patient confidentiality by using or disclosing patient information improperly, I will be dismissed from the Arlington Area Ambulance Service EMS Ride-Along Program and may be subject to legal actions pursuant to the violations that occurred.
- I understand that if I have any questions or concerns about the Privacy Rule and/or the proper use or disclosure of patient information, I should ask my Preceptor, the Director of the educational institution listed above or the Arlington Area Ambulance Manager.
- I understand and agree that the Privacy Policies will apply to any patient information I have access to even after I completed my required clinical time as indicated by my educational institution listed above.

I certify that I have read and understand the above statements. By my signature, I agree to keep all PHI confidential and abide by the policies and protocols of the City of Arlington, Arlington Area Ambulance Service, the educational institution listed above and all clinical and field agencies.

Name of Education Institution

Director of Educational Institution

Name of Student (Please Print)

Signature of Student

Date

ORDINANCE NO. 347

THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH AND WELFARE, HEREBY ORDAIN AS FOLLOWS:

City Code, Chapter 4, Section 4.03 C(1) Library Committee Composition, is hereby amended to read as follows:

Library Committee Composition. The Library Committee shall consist of 7 members, including 6 citizen members and one Arlington Council member, appointed by the Mayor with the advice and consent of the City Council. At least 5 of the citizen members shall be residents of Arlington, but one citizen member may be a non-resident of the city, but residing in the zip code area of Arlington or Green Isle. The Mayor and the Library Director shall also be ex-officio members of the committee.

This ordinance shall become effective immediately upon publication.

For City of Arlington:

**By Matthew Scharpe
Its Mayor**

**By Shirley Slater-Schulte
Its City Administrator**

First Reading: 12/19/22

Second Reading: 1/3/23

Published: _____



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

RESOLUTION 1-2023

A RESOLUTION DESIGNATING THE OFFICIAL CITY DEPOSITORY

BE IT RESOLVED that the Arlington State Bank of Arlington, Minnesota is hereby designated as the official City of Arlington depository for the year 2023.

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 against: _____; the following abstained: _____; the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 3rd day of January 2022.

Signed: _____
Mayor Matthew Scharpe

Attest: _____
Interim City Administrator Shirley Slater-Schulte

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 2-2023

A RESOLUTION AUTHORIZING SIGNATURE AUTHORITY FOR CITY ACCOUNTS

WHEREAS, the City of Arlington has various bank accounts at Arlington State Bank for the City of Arlington;

WHEREAS, the City of Arlington needs to name the individuals who have signature authority for the various bank accounts; and

WHEREAS, authorized signature can only be those individuals so named and approved by the Arlington City Council; and

BE IT RESOLVED that the Arlington City Council grants signature authority for the City bank accounts to the following and the checks require two signatures:

Mayor	Matthew Scharpe
Vice-Mayor	Dave Meyer
City Administrator	
Deputy City Clerk	Lisa Tesch

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 3rd day of January 2023.

Signed: _____
Mayor Matthew Scharpe

Attest: _____
Interim City Administrator Shirley Slater-Schulte

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 3-2022

A RESOLUTION DESIGNATING THE OFFICIAL CITY NEWSPAPER

BE IT RESOLVED that *The Arlington Enterprise* of Arlington, Minnesota is hereby designated as the official City of Arlington newspaper for the year 2023.

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: _____, the following abstained: _____; the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 3rd day of January 2023.

Signed: _____
Mayor Matthew Scharpe

Attest: _____
Interim City Administrator Shirley Slater-Schulte

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 4-2023

A RESOLUTION APPROVING THE 2023 CITY CALENDAR

BE IT RESOLVED that the attached Calendar is hereby designated as the official City of Arlington Calendar of Public Meetings for the year 2023.

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: _____; the following abstained: _____; and the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 3rd day of January 2023.

Signed: _____
Mayor Matthew Scharpe

Attest: _____
Interim City Administrator Shirley Slater-Schulte

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

CITY OF ARLINGTON 2023 PUBLIC MEETINGS

(MEETING DATES ARE SUBJECT TO CHANGE)

Holidays - City Offices Closed:

January 16th – Martin Luther King Jr. Day
 February 20th – Presidents’ Day
 May 29th – Memorial Day
 June 19th – Juneteenth (Federal Holiday not Observed)
 July 4th – Independence Day
 September 4th – Labor Day
 November 11th – Veterans Day
 November 23rd and 24th – Thanksgiving
 December 25th - Christmas

January	City Council	6:30PM	January 3
	Planning & Zoning	7:00PM	January 5
	EDA	5:30PM	January 9
	City Council	6:30PM	January 17
	Cemetery	6:00PM	January 23
	Parks	7:00PM	January 23
	Fire Relief (Fire Hall)	6:30PM	January 25
February	Emergency Operations (EMS bldg.)	5:30PM	February 2
	Planning & Zoning	7:00PM	February 2
	City Council	6:30PM	February 6
	EDA	5:30PM	February 13
	Event Center	5:30PM	February 9
	Township/Fire/Ambulance	7:00PM	February 9
	Library	5:30PM	February 15
	City Council	6:30PM	February 21
	Fire Relief (Fire Hall)	6:30PM	February 22
	• Fire Dept & Ambulance-1st Meeting	• Historical Society-2nd Meeting	
March	Planning & Zoning	7:00PM	March 2
	City Council	6:30PM	March 6
	EDA	5:30PM	March 13
	City Council	6:30PM	March 20
	Fire Relief (Fire Hall)	6:30PM	March 29
	• EDA & Planning & Zoning-1st Meeting	• Parks/Trails-2nd Meeting	
	City Council	6:30PM	April 3

	Planning & Zoning	7:00PM	April 6
	EDA	5:30PM	April 10
	A-GI Wastewater (Arlington)	7:00PM	April 13
	City Council	6:30PM	April 17
	Cemetery	6:00PM	April 24
	Parks	7:00PM	April 24
	Fire Relief	6:30PM	April 26
	• Electrical Engineer-1st Meeting		• PeopleService-2nd Meeting

May	City Council	6:30PM	May 1
	Planning & Zoning	7:00PM	May 4
	EDA	5:30PM	May 8
	Event Center	5:30PM	May 11
	City Council	6:30PM	May 15
	Library (<i>Library</i>)	5:30PM	May 17
	Fire Relief	6:30PM	May 24
	• Library-1st Meeting	•	
June	Planning & Zoning	7:00PM	June 1
	City Council	6:30PM	June 5
	EDA	5:30PM	June 12
	City Council	6:30PM	June 19
	Fire Relief	6:30PM	June 28
	• Cemetery-1st Meeting		
July	City Council	7:00PM	July 3
	Planning & Zoning	7:00PM	July 6
	EDA	5:30PM	July 10
	City Council	6:30PM	July 17
	Cemetery	6:00PM	July 24
	Parks	7:00PM	July 24
	Fire Relief	6:30PM	July 26
August	Planning & Zoning	7:00PM	August 3
	City Council	6:30PM	August 7
	Event Center	5:30PM	August 10
	EDA	5:30PM	August 14
	City Council	6:30PM	August 21
	Library (<i>Library</i>)	5:30PM	August 16
	Fire Relief	6:30PM	August 30
	• Fire Relief-1st Meeting	6:30PM	
September	City Council	6:30PM	September 5
	Planning & Zoning	7:00PM	September 7
	A-GI Wastewater (<i>in GI.</i>)	7:00PM	September 7
	EDA	5:30PM	September 11
	Township/Fire/Ambulance	7:00PM	September 14
	City Council	6:30PM	September 18
	Fire Relief	6:30PM	September 27
	City Council	6:30PM	October 2
Planning & Zoning	7:00PM	October 5	

	EDA	5:30PM	October 9
	City Council	6:30PM	October 16
	Cemetery	6:00PM	October 23
	Parks	7:00PM	October 23
	Fire Relief	6:30PM	October 25
November	Planning & Zoning	7:00PM	November 2
	City Council	6:30PM	November 6
	Event Center	5:30PM	November 9
	EDA	5:30PM	November 13
	Library (<i>Library</i>)	5:30PM	November 15
	City Council	6:30PM	November 20
	Fire Relief	6:30PM	November 29
December	City Council	6:30PM	December 4
	Planning & Zoning	7:00PM	December 7
	EDA	5:30PM	December 11
	City Council	6:30PM	December 18
	Fire Relief	6:30PM	December 27

MEETING SCHEDULE:

- City Council 1st & 3rd Monday Evenings @ 6:30 pm
- EDA 2nd Monday Evening (Monthly) @ 5:30 pm
- Planning & Zoning 1st Thursday Evening (Monthly) @ 7:00 pm
- A-GI Wastewater 2nd Thursday Evening April (ARL)/September (GI) (10 Day Notice) @ 7:00 pm
- Library 3rd Wednesday Evening (Quarterly- 2nd mo.) @ 5:30 pm (Library)
- Park Board 4th Monday Evening (Quarterly- 1st mo.) @ 7:00 pm
- Township/Fire/Ambulance 2nd Thursday February/3rd Thursday September @7:00 pm (EMS Bldg)
- Fire Relief Last Wednesday Evening (Monthly) (Fire Hall)
- Event Center 2nd Thursday Evening (Quarterly- 2nd mo.) @ 5:30 pm
- Emergency Operation Plan 1st Wednesday in February (Annually) (EMS Bldg.)

**All meetings are at Community Center-Council Chambers unless otherwise noted.*

***All meeting dates are subject to change, plus additional (special) meetings could be scheduled.*

Annual Schedule for Committees to Report to City Council

(attended by a minimum of 2 representatives from each):

February:	• Fire Dept & Ambulance-1st Meeting	• Historical Society-2nd Meeting
March:	• EDA & P&Z - 1st Meeting	• Parks/Trails-2nd Meeting
April:	• Electrical Engineer-1st Meeting	• PeopleService-2nd Meeting
May:	• Library-1st Meeting	_____
June:	_____	• Cemetery -2nd Meeting
August:	• Fire Relief-1st Meeting	_____



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

RESOLUTION 5-2023

A RESOLUTION ACCEPTING AN APPOINTMENT TO FILL A VACANCY ON THE CITY COUNCIL

WHEREAS, Councilmember Matthew Scharpe has tendered his official resignation as a member of the City Council effective as of January 2, 2023; and

WHEREAS, pursuant to City Council Resolution 67-2022; the resignation of Councilmember Scharpe has been accepted by the City Council and a vacancy has been declared with an effective date of January 3, 2023; and

WHEREAS, Chapter 3, Section 13 of the Arlington City Charter allows for a vacancy on the Council to be filled in the case of an unfulfilled term, by such official Resolution; and

WHEREAS, Curtis Ling received a respectable third place finish in the most recent City Council election;

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Arlington hereby appoints Curtis Ling as a member of the Council, effective January 3, 2023, to serve in such office until the expiration of the term originally fulfilled by Matthew Scharpe.

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 were absent: _____

The foregoing resolution was adopted by the City Council of the City of Arlington this 3rd Day of January, 2023.

Signed:

Mayor Matthew Scharpe

Attest:

Interim City Administrator Shirley Slater-Schulte

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 6-2023

A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR SIBLEY COUNTY AGRICULTURAL ASSOCIATION.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Arlington hereby approves the application for a Lawful Gambling Permit as submitted by the Sibley County Agricultural Association for a Raffle at the Sibley County Fairgrounds on September 8 & 9, 2023.

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 3rd day of January 2023.

Signed: _____
Mayor

Attested: _____
City Administrator

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



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

RESOLUTION 7-2023

A RESOLUTION RATIFYING MAYORAL APPOINTMENTS AND COMMITTEES

BE IT RESOLVED that Mayor Matthew Scharpe has made the following appointments to the following positions:

APPOINTEES TO MUNICIPAL OFFICES:

<i>Vice Mayor</i>	Councilmember Dave Meyer
<i>City Attorney</i>	Attorney
<i>Health Officer</i>	Representative from Sibley Co. Public Health
<i>Emergency Management Director</i>	Tim Haggenmiller

DELEGATES TO EXTRA-MUNICIPAL AGENCIES:

<i>MN Municipal Utility Assoc. (MMUA)</i>	Councilmember Dave Meyer
	City Administrator
<i>MN Municipal Power Assoc. (MMPA)</i>	City Administrator
	Deputy Clerk Lisa Tesch

A-GI Wastewater Board

Councilmember John Thomes
Councilmember Jeff Matz
PeopleService Representative

MN Valley Regional Rail Coalition (MVRRC)
Ridgeview Sibley Medical Center (RSMC) Board

City Administrator
Councilmember John Thomes

COUNCIL COMMITTEES (1-year terms):

<i>Employee Relations Committee</i>	Councilmember Curtis Ling
	Councilmember Christina Litfin

MISCELLANEOUS COMMITTEES:

Firefighter Relief Committee

Mayor Matthew Scharpe
City Administrator
Fire Chief Doug Mackenthun

Fire Department Committee

Councilmember Curtis Ling
New Councilmember
Fire Dept. Officer Corps.

Emergency Operations Plan

Mayor Matthew Scharpe
City Administrator
Emergency Management Director Tim Haggemiller
Police Chief Glenn Gerads
Fire Chief Doug Mackenthun
Ambulance Director Jamie Weikle
Maintenance Supervisor Kirby Weckworth

CITIZEN COMMITTEES (Councilmembers serve 1-year terms)

Cemetery Committee (2-year term)

City Administrator
Maintenance Supervisor Kirby Weckworth
Councilmember Dave Meyer
Vacant 2024
Denise Swenson 2024
Marge Erickson 2023
Laura Ward 2023
Jeanne Bearson 2023
Morris Mesenbring 2024
City Administrator

Event Center Committee (2-year term)

Event Ctr. Coordinator Gwen Scharpe
Maintenance Supervisor Kirby Weckworth
Councilmember Jeff Matz
Corine Carney 2024
Leon Dose 2024
Tim Haggemiller 2024
Nancy Mathwig 2023
Julie Warweg 2023
Deb Brinkman 2023
City Administrator Amy Newsom

Economic Development Authority (6-year term)

EDA Consultant Amy Newsom
Councilmember Jeff Matz
Councilmember Curtis Ling
Tim Kloeckl 2024
Dean Bergersen 2023
Larry Sorenson 2025
Kurt Menk 2026
Howard Brinkman 2027

EDA Loan Board

EDA Consultant Amy Newsom
EDA Member
EDA Member

Library Committee (2-year term)

Library Director Andrew Kelton
Councilmember John Thomes
Pauline Wiemann 2023

	Tara Sabako	2023
	Galen Wills	2023
<i>Library Committee cont.</i>	Sue Morrisette	2024
	Jean Olson	2024
	Sheila Arneson	2023

<i>Parks Committee (2-year term)</i>	Maintenance Supervisor Kirby Weckworth	
	Councilmember Dave Meyer	
	Gary Hultgren	2023
	Jerry Ebersviller	2023
	Karan Pichelmann	2023
	Robert Thomes	2024
	Michael Christeson	2024
	Al Ihrke	2024

<i>Planning & Zoning Committee (3-year term)</i>	P&Z Consultant	
	Councilmember Christina Litfin	
	Councilmember Dave Meyer	
	Vacant	2024
	Brandon Brinkman	2022
	Tom Hatlestad	2022
	Joe Prasad	2023
	Jeanne Bearson	2023

<i>Shade Tree Committee (1-year term)</i>	City Administrator	
	Maintenance Supervisor Kirby Weckworth	
	Mayor Matthew Scharpe	
	Jeff Pinske	2023
	Jason Ruehling	2023
	Dale Stern	2023

TASK FORCES AND COMMISSIONS:

Arlington Historical Society

	Debbie Weckwerth	
	Pauline Weimann	
	Dwight Grabitske	
	Sharon Shimota	
	Richard Trocke	
	Lowell Nagel	
	Linda Plieseis	
	Vacant	
<i>Community Ed./Summer Rec. Advisory Board</i>	Mayor Matthew Scharpe (non-voting)	
	Councilmember Christina Litfin	
	Karan Pichelmann	
	Evea Traxler	

FURTHERMORE, BE IT RESOLVED that the Mayor is Ex-Officio for all Boards, Committees, and Commissions.

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: _____; and the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 3rd day of January 2023.

Signed:

Matthew Scharpe
Mayor

Attest:

Shirley Slater-Schulte
Interim 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.

From: BethAnn Winter
Sent: Tuesday, December 20, 2022 11:04 AM
To: Amy Newsom
Cc: City of Arlington - General; Kirby Weckworth
Subject: RE: Nuvera - Arlington 2023 fiber build
Importance: High

Good morning,

I just wanted to follow up again on the possibility of Nuvera leasing a plot of land on city owned land near your water tower? They are planning a buried fiber project and are looking for land to place a hut site for their project.

I appreciate any help! Thank you!

**BethAnn
Burch-
Winter**



**Right-of-Way &
Permit Specialist**

1981 Engebretson St. • Slayton, MN 56172



◇ 507-626-0082

☎ 507-777-2269

✉ b.winter@finleyusa.com

📄 www.finleyusa.com



From: Amy Newsom <anewsom@arlingtonmn.com>

Sent: Monday, October 10, 2022 1:42 PM

To: BethAnn Winter <b.winter@finleyusa.com>

Subject: RE: Nuvera - Arlington 2023 fiber build

Hi BethAnn –

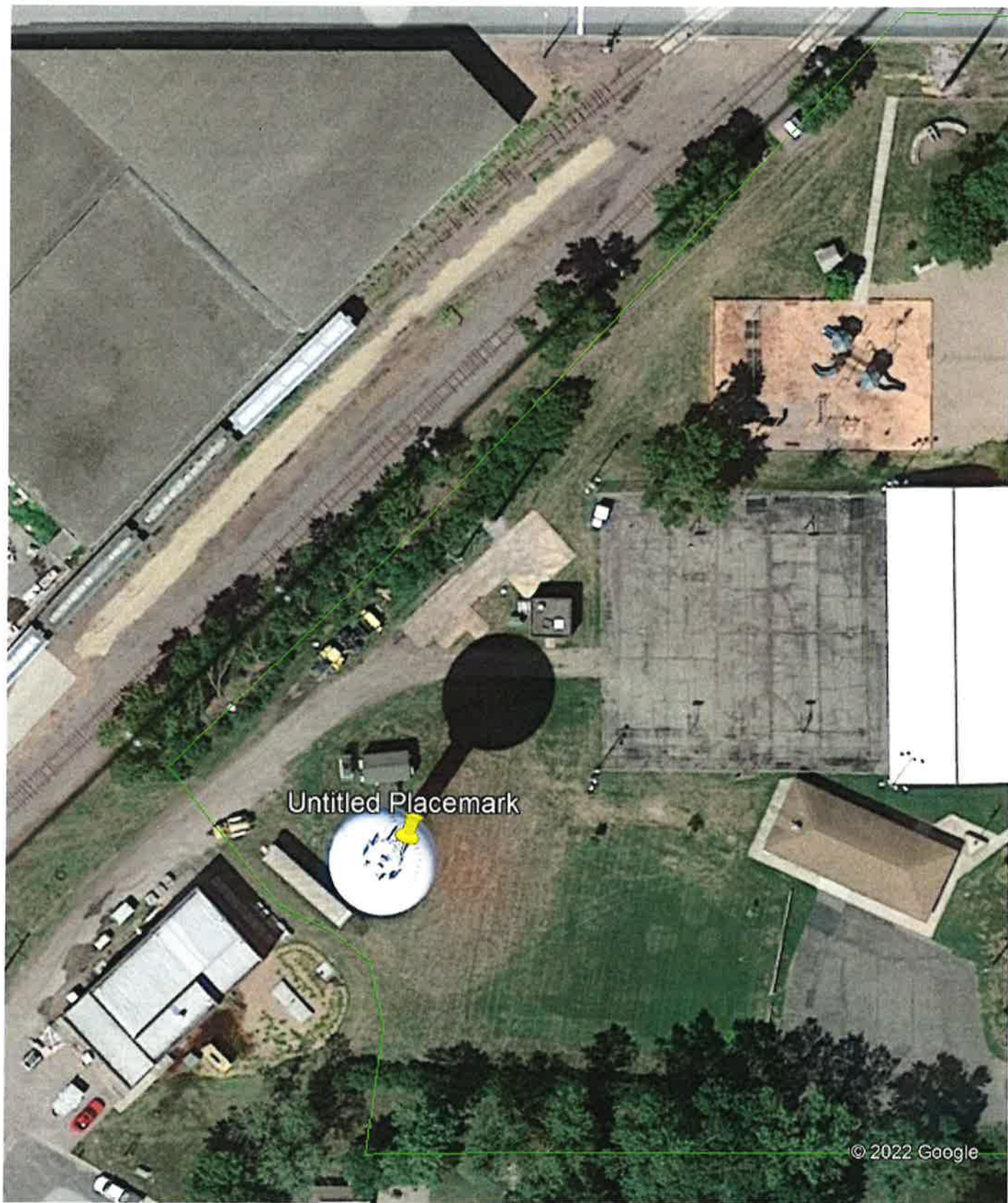
Let me look at some city land and I will get back to you later this week. Amy

Frontier has a small building near the bank drive-through, but not on City owned land.

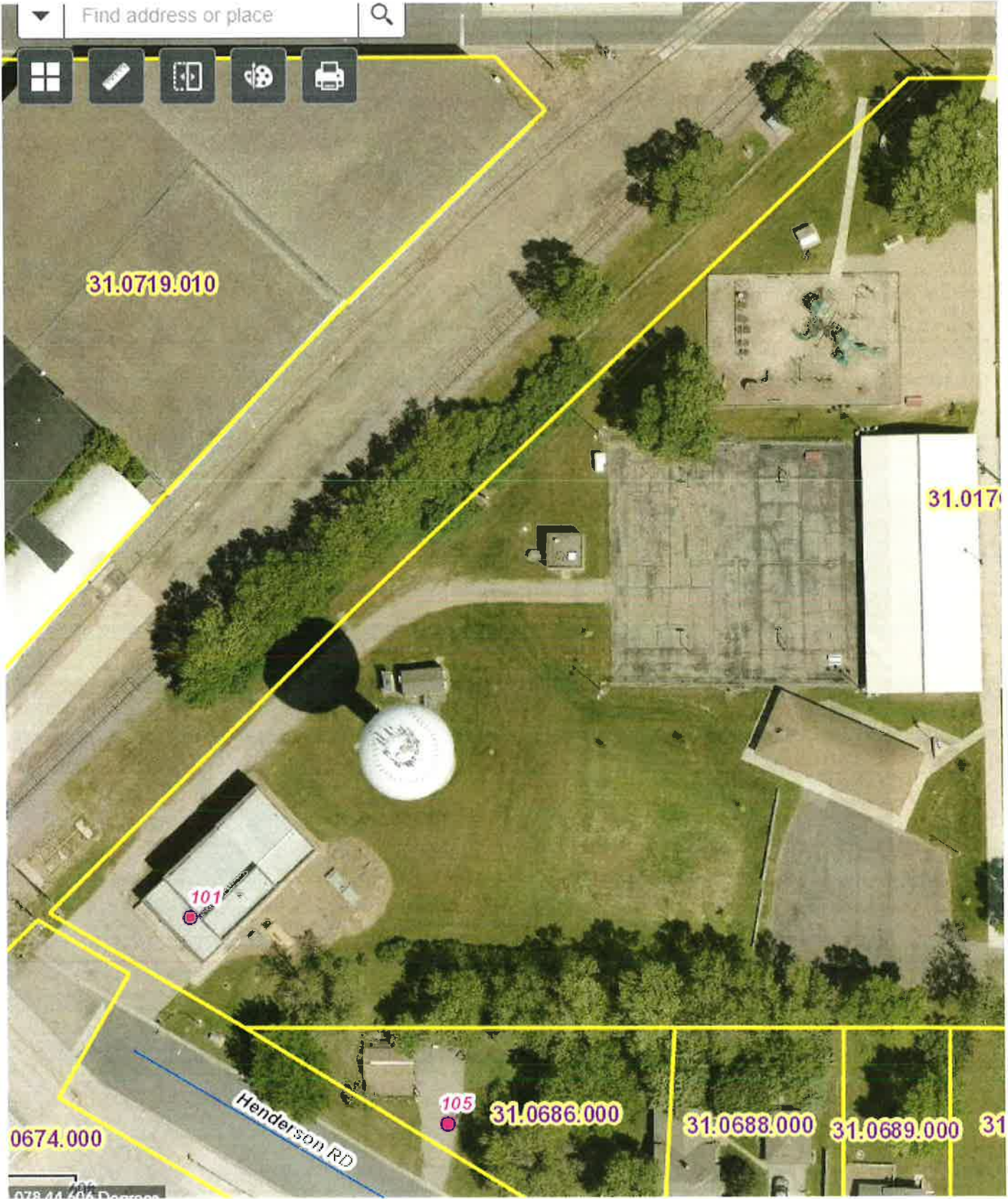
Sent: Monday, October 10, 2022 11:32 AM
To: Amy Newsom <anewsom@arlingtonmn.com>
Cc: Lisa Tesch <latesch@arlingtonmn.com>
Subject: Nuvera - Arlington 2023 fiber build

Good morning,

I am working with Nuvera on their buried fiber optic project for next year and we are looking for some land to lease for a cabinet site. The cabinet will be approximately 10' x 20'. It looks like another company (Verizon?) already has a cabinet on some land near the water tower that the city owns. Would there be a possibility of Nuvera leasing land in that general area as well? Below are a couple screen shots of the area:



Untitled Placemark



31.0719.010

31.017

101

105

31.0686.000

31.0688.000

31.0689.000

31

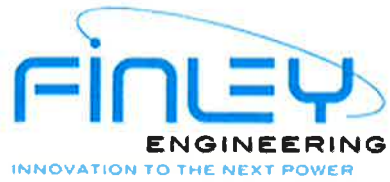
0674.000

Henderson RD

078 44 49 4 Degrees

Please feel free to contact me with any questions.

Thank you!



BethAnn Winter

Right-of-Way/Permit Specialist
Finley Engineering Company, Inc.

1981 Engebretson Street

Slayton, MN 56172

507.777.2269 (office)

507.626.0082 (cell)

b.winter@finleyusa.com



**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

December 29, 2022

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

RE: Pay Request No. 9
Water Treatment Facility Rehabilitation
Arlington, Minnesota
Project No.: 0M2.124705

Dear Ms. Slater-Schulte,

Enclosed is a copy of Pay Request No. 9 from Gridor Constr., Inc. for \$78,188.80. I have reviewed this request and recommend payment to the Contractor. The work reflected on this request represents 63.6 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 101 Henderson RD Arlington, MN 55307	PROJECT: Water Treatment Plant Renovation	APPLICATION NO.: 9
		PERIOD TO: 12/23/22
		PROJECT NO.: 2021-05
CONTRACTOR: Gridor Constr., Inc. 3900 27th Street SE Buffalo, MN 56313	ENGINEER: Bolton & Menk, Inc. 12224 Nicolet Avenue Burnsville, MN 56337	SUBSTANTIAL CONTRACT DATE:
		FINAL CONTRACT DATE:
CONTACT: Nate Voogolo	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.....	\$1,831,900.00
2. Net change by Change Orders.....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 + Line 2).....	\$1,831,900.00
4. TOTAL COMPLETED & STORED TO DATE.....	\$1,037,629.00
5. RETAINAGE:	
A 5% of Completed to Date	\$563,082.00
B 5% of Stored Materials	\$474,438.00
Total Retainage	\$1,037,520.00
6. TOTAL EARNED LESS RETAINAGE.....	\$794,370.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$707,462.00
(Line 6 from prior payment)	
8. CURRENT PAYMENT DUE.....	\$78,188.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$646,248.40
(Line 3 less Line 6)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this 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 now 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 as in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: _____
ENGINEER: Bolton & Menk, Inc.
By:  \$78,188.00

OWNER'S ACCEPTANCE/ APPROVAL

OWNER: Arlington, MN
By: _____ Date: _____

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

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
Division 1									
1000.000	Mobilization Insurance & Bonds	\$13,000	\$13,000			\$13,000	100.0%	\$0	
1010.000	Allowances	\$210,000	\$24,261		\$5,334	\$100,400	61.9%	\$80,005	
Subtotal for	Division 1	\$223,000	\$37,261		\$5,334	\$100,400	64.1%	\$80,005	
			\$37,261			check \$160,926			
Division 2									
2050.000	Demolition of Existing Facilities	\$55,000	\$41,250		\$8,250	\$49,500	90.0%	\$5,500	
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			\$3,300	55.0%	\$2,700	
Subtotal for	Division 2	\$68,900	\$48,225.00		\$8,250	\$0	81.97%	\$12,425	
			check \$48,225			Check \$56,475			
Division 3									
3300.000	CIP Concrete	\$5,000	\$5,000			\$5,000	100.0%	\$0	
Subtotal for	Division 3	\$5,000	\$5,000.00		\$0	\$0	100.00%	\$0	
			check \$5,000			Check \$5,000			
Division 4									
4810.000	Masonry Restoration	\$70,000	\$70,000			\$70,000	100.0%	\$0	
Subtotal for	Division 4	\$70,000	\$70,000.00		\$0	\$0	100.00%	\$0	
			check \$70,000			Check \$70,000			
Division 5									
5520.000	Handrails and Railings	\$10,000				\$0	0.0%	\$10,000	
5521.000	Hatches	\$2,000	\$2,000			\$2,000	100.0%	\$0	
Subtotal for	Division 5	\$12,000	\$2,000.00		\$0	\$0	16.67%	\$10,000	
			check \$2,000			Check \$2,000			
Division 6									
5100.000	Rough Carpentry	\$2,000	\$2,000			\$2,000	100.0%	\$0	
5200.000	Finish Carpentry	\$2,000				\$0	0.0%	\$2,000	

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period						
				Percent						Amount
Subtotal for	Division 6	\$4,000	\$2,000.00		\$0	\$0	\$2,000	50.00%	\$2,000	
		check	\$2,000			Check	\$2,000			
Division 7										
7900 000	Caulking & Sealants	\$5,000	\$3,750				\$3,750	75.0%	\$1,250	
7901 000	Sheet Metal	\$7,000					\$0	0.0%	\$7,000	
Subtotal for	Division 7	\$12,000	\$3,750.00		\$0	\$0	\$3,750	31.25%	\$8,250	
		check	\$3,750			Check	\$3,750			
Division 8										
8110 000	Doors and Frames	\$38,000	\$5,700			\$29,701	\$35,401	93.2%	\$2,599	
8220 000	FRP Doors and Frames	\$6,000	\$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	
Subtotal for	Division 8	\$64,000	\$7,200.00		\$0	\$39,997	\$47,197	73.75%	\$16,803	
		check	\$7,200			Check	\$47,197			
Division 9										
9900 000	Water Treatment Facility Painting	\$130,000	\$105,300	12.00%	\$15,600		\$120,900	93.0%	\$9,100	
Subtotal for	Division 9	\$130,000	\$105,300.00		\$15,600	\$0	\$120,900	93.00%	\$9,100	
		check	\$105,300			Check	\$120,900			
Division 10										
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	
Subtotal for	Division 10	\$3,000	\$0.00		\$0	\$0	\$0	0.00%	\$3,000	
		check				Check	\$0			
Division 11										
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	\$1,000				\$1,000	10.0%	\$9,000	

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
11311.000	Submersible Centrifugal Pumps	\$50,000		100.00%	\$50,000	\$50,000	100.0%	\$0	
Subtotal for	Division 11	\$150,000	\$36,000.00		\$50,000	\$30,000	\$116,000	77.33%	\$34,000
		check	\$36,000						
Division 13									
13225.000	Filter Renovation	\$150,000	\$77,352		\$72,348	\$150,000	100.0%	\$0	
Subtotal for	Division 13	\$150,000	\$77,352.00		\$0	\$72,648	\$150,000	100.00%	\$0
		check	\$77,352		Check	\$150,000			
Division 14									
Subtotal for	Division 14	\$0	\$0.00		\$0	\$0	\$0	0.00%	\$0
		check							
Division 15									
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		\$208,406	\$215,006	97.7%	\$4,994	
	HVAC Subcontract					\$0	0.0%	\$0	
15000.000	General Provisions (HVAC)	\$15,000	\$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	\$8,985	89.9%	\$1,015	
Subtotal for	Division 15	\$540,000	\$25,500.00		\$0	\$217,391	\$242,691	44.98%	\$297,109
		check	\$25,500		Check	\$242,691			
Division 16									
16050.000	General Conditions	\$24,000	\$8,800	13.00%	\$3,120	\$11,920	49.7%	\$12,080	
16050.001	Branch Power M&L	\$8,000	\$4,800			\$4,800	60.0%	\$3,200	

Item No	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H 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	
Subtotal for	Division 16	\$200,000	\$61,200.00		\$3,120	\$14,000	39.16%	\$121,680	
		check	\$61,200			Check	\$78,320		
Grand Total		\$1,631,900	\$480,788		\$82,304 \$82,304	\$474,436	63.58%	\$594,372 1631900	

W.T.P. Arlington, MN

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. 9
Period Ending: 12/23/2022

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
Grand Totals		\$1,631,900								
1000 000	Mobilization Insurance & Bonds	\$13,000								
1010 000	Allowances:	\$210,000	\$100,400		20000	\$100,400				\$100,400
Subtotal for	Division 1	\$223,000	\$100,400	\$0		\$100,400	\$0	\$0	\$0	\$100,400
Division 2										
2050 000	Demo/Rem of Existing Facilities	\$55,000								
2920 000	Turf Restoration	\$3,000								
2080 000	Bypassing	\$4,900								
Subtotal for	Division 2	\$68,900	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Division 3										
3300 000	CIP Concrete	\$5,000								
Subtotal for	Division 3	\$5,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Division 4										
4610 000	Masonry Restoration	\$70,000								
Subtotal for	Division 4	\$70,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Division 5										
5520 000	Handrails and Railings	\$10,000								
5521 000	Hatches	\$2,000								
Subtotal for	Division 5	\$12,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Division 6										
6100 000	Rough Carpentry	\$2,000								
6200 000	Finish Carpentry	\$2,000								
Subtotal for	Division 6	\$4,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Division 7										
7900 000	Caulking & Sealants	\$5,000								
7901 000	Sheet Metal	\$7,000								
Subtotal for	Division 7	\$12,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Division 8										
8110 000	Doors and Frames	\$38,000	\$29,701		Doors Frames	\$29,701				\$29,701
8220 000	FRP Doors and Frames	\$6,000	\$4,000		Doors Frames	\$4,000				\$4,000
8350 000	Windows	\$10,000								



Pay Req. No. 9
Period Ending: 12/23/2022

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	\$0,290			\$0,290				\$0,290
Subtotal for	Division 8	\$64,000	\$39,997	\$0		\$39,997	\$0	\$0	\$0	\$39,997

Division 9										
9900 000	Water Treatment Facility Painting	\$130,000								
Subtotal for	Division 9	\$130,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 10										
10000 000	Dock Bumpers	\$1,000								
10110 000	Marker Boards	\$1,000								
10400 000	Signage	\$1,000								
Subtotal for	Division 10	\$3,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

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 11250	\$10,000								
11311 000	Submersible Centrifugal Pumps	\$50,000								
Subtotal for	Division 11	\$150,000	\$30,000	\$0		\$30,000	\$0	\$0	\$0	\$30,000

Division 13										
13225 000	Filter Renovation	\$150,000	\$72,648			\$72,648				\$72,648
Subtotal for	Division 13	\$150,000	\$72,648	\$0		\$72,648	\$0	\$0	\$0	\$72,648

Division 14										
Subtotal for	Division 14	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 15										
15060 000	Process Pipe & Pipe Fittings	\$20,000								
15060 001	Misc. Process Pipe & Valves	\$40,000								
15100 000	Valves	\$228,400	\$208,400			\$208,400				\$208,400
	HVAC Subcontract									
15000 000	General Provisions (HVAC)	\$15,000								
15540 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								
15950 000	Temp Controls	\$33,000								

