



**ARLINGTON CITY COUNCIL
MEETING AGENDA
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
2. Roll Call
3. 6:30pm Assessment Hearing
4. Approve the Agenda and any Agenda Additions

CONSENT AGENDA

5. Approval of Consent Agenda
 - A) Approval of Bills
 - B) December 1, 2022, Electrical Committee Meeting Minutes
 - C) December 5, 2022, City Council Workshop 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

PETITIONS, REQUESTS & COMMUNICATIONS

- 6. Letter from KNUJ
- 7. Dave Berg Consulting, LLC-quote for cost-of-service study
- 8. Power System Engineering-quote for cost-of-service study
- 9. Utility Financial Solutions, LLC-quote for cost-of-service study

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- 10. November Fire Department Report-Fire Chief Doug Mackenthun
- 11. November Police Department Report- Police Chief Glenn Gerads
 - Update on Police Squad cars
 - Approve/Deny bid from Tenvoorde Ford for \$53,201.91 for new squad car
 - Tenvoorde Ford-\$53,201.91 (Option 1 build quote with Guardian build and without trade)
 - Tenvoorde Ford-\$61,843.88 (Option 2 build quote with EATI build without trade)
 - Brau Motors- Could not provide a quote
 - Approve/Deny bid of \$5,699.52 for squad radio for September build (1st squad)
 - Approve/Deny bid of \$9600.47 for squad build difference from September build (1st squad)
- 12. Interim City Administrator Update- Shirley Slater-Schulte

ORDINANCES AND RESOLUTIONS

13. FIRST READING OF ORDINANCE NO. 347 AN ORDINANCE AMENDING Chapter 4, Section 4.03 C (1) LIBRARY COMMITTEE COMPOSITION
14. Approve/Deny Resolution 69-2022 A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE
15. Approve/Deny Resolution 70-2022 A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR SIBLEY COUNTY AGRICULTURAL ASSOCIATION
16. Approve/Deny Resolution 71-2022 A RESOLUTION APPROVING THE SALARY, WAGE AND HEALTH INSURANCE BENEFIT PLAN FOR 2023
17. Approve/Deny Resolution 72-2022 A RESOLUTION TRANSFERRING CITY FUNDS
18. Approve/Deny Resolution 73-2022 A RESOLUTION ORDERING THE FILING OF ASSESSMENTS
19. Approve/Deny Resolution 74-2022 A RESOLUTION ADOPTING THE 2022 TAX LEVY
20. Approve/Deny Resolution 75-2022 A RESOLUTION ADOPTING THE 2023 ARLINGTON MUNICIPAL BUDGET

UNFINISHED BUSINESS

NEW BUSINESS

21. Report of RFP of City Attorney
22. Discussion of Pavement Management Plan-Bolton & Menk-

- Need to set-up a workshop

23. Event Center Update

- Unapproved Meeting Minutes from December 8, 2022
- Copy of Current Event Center Policy with changes

24. Discussion on Liquor License fee

MISCELLANEOUS BUSINESS

ADJOURNMENT

Reminders

January 3 at 6:30 pm-Council Meeting

January 5 at 7pm-Planning & Zoning Meeting

January 9 at 5:30 pm-EDA Meeting

January 16 at 6:30 pm-Council Meeting

***Check Summary Register©**

DECEMBER 2022

Name	Check Date	Check Amt	
10150 Cash			
UnPaid	ALEX AIR APPARATUS, INC.	\$1,027.44	FIRE- YRLY COMPRESSOR TEST/SERVICE
UnPaid	AMAZON CAPITAL SERVICES	\$714.12	DEC MTD- SUPPLIES & EQUIP
UnPaid	ARLINGTON AUTO & FARM SUP	\$153.88	NOV- MISC PARTS
UnPaid	BOLTON & MENK, INC.	\$9,653.13	ENGINEER- WTP REHAB (10/15-11/11/22)
UnPaid	BOUND TREE MEDICAL, LLC	\$1,989.50	NOV- AMB. SUPPLIES
UnPaid	BRANDON LEGG	\$107.68	REIMB- PD TRAINING MILEAGE/MEAL
UnPaid	CASH DISBURSEMENTS-CITY	\$27.66	2022- MISC POSTAGE
UnPaid	CASH DISBURSEMENTS-POLICE	\$27.63	PD- MISC POSTAGE
UnPaid	CEMSTONE PRODUCTS COMPA	\$4,098.86	2022 TAX ABATEMENT PMT
UnPaid	CITY OF GAYLORD	\$903.84	REIMB- HALF 2022 FIRE PREV. MATERIALS
UnPaid	COORDINATED BUSINESS SYST	\$427.15	NOV- CITY PHONE BILLS
UnPaid	CORE & MAIN LP	\$1,392.74	WWTP HYDRANT PARTS
UnPaid	CRYSTEEL	\$1,430.97	STREETS- PLOW BLADE EDGES
UnPaid	DANIEL HUGHES	\$120.00	4th QTR PHONE ALLOW
UnPaid	DASH MEDICAL GLOVES	\$123.90	PD- GLOVE SUPPLY
UnPaid	DAVE SIWEK	\$20,000.00	EDA SUBSIDY FOR VILLA DRIVEWAY
UnPaid	EMERGENCY APPARATUS MAIN	\$2,250.16	FIRE- ENGINE 1 REPAIR
UnPaid	FillMeUp	\$992.67	NOV- FUEL
UnPaid	GAVIN-JANSSEN-STABENOW-M	\$1,174.50	NOV- PD PROSECUTION SERVICES
UnPaid	GLENN GERADS	\$269.38	REIMB- MILEAGE & 4th QTR PHONE ALLOW
UnPaid	GOLDEN HEARTS	\$2,389.72	2022 TAX ABATEMENT PMT
UnPaid	GRIDOR CONSTRUCTION, INC.	\$95,453.16	WTP REHAB- PAY EST #8
UnPaid	HAGGENMILLER LUMBER/SNO	\$2,105.12	NOV- WWTP WINDOWS
UnPaid	JERRY'S HOME QUALITY FOOD	\$88.75	STAFF MTG SNACKS & SUPPLIES
UnPaid	KIRBY WECKWORTH	\$120.00	4th QTR PHONE ALLOW
UnPaid	KLEHR GRADING	\$6,510.50	NOV. GRADING & NOV. 29th SNOW PLOW
UnPaid	LINDE GAS & EQUIP	\$352.47	NOV- AMB. OXYGEN
UnPaid	LOFFLER	\$195.71	NOV- COPIER MAINT (OFFICE, PD, LIB)
UnPaid	MAVERICK AUTOMOTIVE	\$1,140.73	NOV- FUEL
UnPaid	MCLEOD COOPERATIVE POWE	\$5,223.53	NOV- ELEC. MAINT. & MATERIALS
UnPaid	MCLEOD PUBLISHING	\$58.40	NOV- PUBLISHING
UnPaid	MEDIACOM	\$1,125.50	DEC- CITY INTERNET & SOME PHONE BILL
UnPaid	MN DEPT. OF COMMERCE	\$477.88	QTRLY ELEC ASSMT
UnPaid	MN DEPT OF HEALTH	\$2,075.00	4th QTR WATER CONNECTION FEES
UnPaid	MN MUNICIPAL POWER AGENC	\$138,602.26	NOV- ENERGY
UnPaid	MORRIS ELECTRONICS	\$768.75	PD- 11/4/22 COMPUTER WORK
UnPaid	MY-LOR, INC.	\$66.10	FIRE- ID TAGS
UnPaid	PEEPS REPAIR	\$5,695.43	PW & FIRE TRUCK INSP. & REPAIRS
UnPaid	PREMIER LOCATING, INC.	\$1,861.00	OCT- ELEC LOCATING
UnPaid	R & R AUTO REPAIR	\$829.52	PD- '16 & '17 SQUAD REPAIRS
UnPaid	RENVILLE SIBLEY SANITATION	\$781.72	NOV- CITY GARBAGE & RECYCLING
UnPaid	ROSS ARNESON, ATTY	\$697.00	4th QTR LEGAL RETAINER (FINAL)
UnPaid	SHIRLEY SLATER-SCHULTE	\$4,193.76	INTERIM ADMIN- 12/5-12/14/22
UnPaid	SIBLEY COUNTY DAC	\$92.40	NOV. 30th BILL STUFFING
UnPaid	SIBLEY EAST - COMMUNITY ED	\$17,526.60	2022- COMMUNITY ED CONTRIBUTION
UnPaid	STRYKER SALES CORP.	\$60,265.68	AMB- NEW 'LIFEPAKS'
UnPaid	U.S. BANK	\$843.62	DEC MTD- TRAINING, EQUIP, FUEL
UnPaid	XCEL ENERGY	\$636.90	NOV- GRN ISLE LIFT STATION ELEC BILL
UnPaid	XCEL ENERGY-NSP	\$2,389.64	NOV & DEC- SUBSTATION FACILITY CHG
UnPaid	Y-NOT PLBG. & HTG	\$14.75	AMB- GARAGE PARTS
Total Checks		\$399,466.81	

PAID Iron Sleek

TOTAL: 1,033.62 - Liner for Four Seasons ice rink
 \$400,500.43

Payments

Current Period: DECEMBER 2022

Batch Name	12-19-22 PAY Payments	User Dollar Amt	\$399,466.81	Computer Dollar Amt	\$399,466.81		
						\$0.00	In Balance
Refer	14632 ALEX AIR APPARATUS, INC.						
Cash Payment	E 201-42280-485 Gas and Repair Miscella Invoice	FIRE- YRLY COMPRESSOR TEST/SERVICE				\$1,027.44	
Transaction Date	12/16/2022	Cash	10150			Total	\$1,027.44
Refer	14633 AMAZON BUSINESS						
Cash Payment	E 101-41400-200 Office Supplies Invoice	DEC MTD- SUPPLIES & EQUIP				\$103.30	
Cash Payment	E 101-41940-220 Repair/Maint Supply Invoice	DEC MTD- SUPPLIES & EQUIP				\$269.99	
Cash Payment	E 101-42110-480 Gas & Repair-Police Car Invoice	DEC MTD- SUPPLIES & EQUIP				\$282.49	
Cash Payment	E 202-42153-200 Office Supplies Invoice	DEC MTD- SUPPLIES & EQUIP				\$58.34	
Transaction Date	12/16/2022	Cash	10150			Total	\$714.12
Refer	14634 ARLINGTON AUTO & FARM SUPPL						
Cash Payment	E 101-43000-485 Gas and Repair Miscella Invoice	NOV- MISC PARTS				\$76.93	
Cash Payment	E 201-42280-485 Gas and Repair Miscella Invoice	NOV- MISC PARTS				\$76.95	
Transaction Date	12/16/2022	Cash	10150			Total	\$153.88
Refer	14635 BOLTON & MENK, INC.						
Cash Payment	E 601-46350-303 Engineering Fees Invoice	ENGINEER- WTP REHAB (10/15-11/11/22)				\$9,653.13	
Transaction Date	12/16/2022	Cash	10150			Total	\$9,653.13
Refer	14636 BOUND TREE MEDICAL, LLC						
Cash Payment	E 202-42153-217 Other Operating Supplie Invoice	NOV- AMB. SUPPLIES				\$1,989.50	
Transaction Date	12/16/2022	Cash	10150			Total	\$1,989.50
Refer	14637 BRANDON LEGG						
Cash Payment	E 101-42110-208 Training and Instruction Invoice	REIMB- PD TRAINING MILEAGE/MEAL				\$107.68	
Transaction Date	12/16/2022	Cash	10150			Total	\$107.68
Refer	14638 CASH DISBURSEMENTS-CITY						
Cash Payment	E 101-41400-322 Postage Invoice	2022- MISC POSTAGE				\$4.28	
Cash Payment	E 201-42280-430 Miscellaneous Invoice	2022- MISC POSTAGE				\$7.64	
Cash Payment	E 202-42153-322 Postage Invoice	2022- MISC POSTAGE				\$6.84	
Cash Payment	E 207-49990-430 Miscellaneous Invoice	2022- MISC POSTAGE				\$6.50	
Cash Payment	E 604-49550-322 Postage Invoice	2022- MISC POSTAGE				\$2.40	
Transaction Date	12/16/2022	Cash	10150			Total	\$27.66

Payments

Current Period: DECEMBER 2022

Refer	14639	CASH DISBURSEMENTS-POLICE D			
Cash Payment	E 101-42110-322	Postage	PD- MISC POSTAGE		\$27.63
Invoice					
Transaction Date	12/16/2022	Cash	10150	Total	\$27.63
Refer	14640	CEMSTONE PRODUCTS COMPAN			
Cash Payment	E 102-46500-716	Tax Abatement - Cemsto	2022 TAX ABATEMENT PMT		\$4,098.86
Invoice					
Transaction Date	12/16/2022	Cash	10150	Total	\$4,098.86
Refer	14641	CITY OF GAYLORD			
Cash Payment	E 201-42280-396	Safety Program & Equip	REIMB- HALF 2022 FIRE PREV. MATERIALS		\$903.84
Invoice					
Transaction Date	12/16/2022	Cash	10150	Total	\$903.84
Refer	14642	COORDINATED BUSINESS SYSTE			
Cash Payment	E 101-41400-321	Telephone	NOV- CITY PHONE BILLS		\$280.71
Invoice					
Cash Payment	E 101-42110-321	Telephone	NOV- CITY PHONE BILLS		\$62.17
Invoice					
Cash Payment	E 101-43000-321	Telephone	NOV- CITY PHONE BILLS		\$28.09
Invoice					
Cash Payment	E 202-42153-321	Telephone	NOV- CITY PHONE BILLS		\$56.18
Invoice					
Transaction Date	12/16/2022	Cash	10150	Total	\$427.15
Refer	14643	CORE & MAIN			
Cash Payment	E 603-49450-409	Rep/Sup-WW Facility	WWTP HYDRANT PARTS		\$1,392.74
Invoice					
Transaction Date	12/16/2022	Cash	10150	Total	\$1,392.74
Refer	14644	CRYTEEL			
Cash Payment	E 101-43000-485	Gas and Repair Miscella	STREETS- PLOW BLADE EDGES		\$1,430.97
Invoice					
Transaction Date	12/16/2022	Cash	10150	Total	\$1,430.97
Refer	14645	DANIEL HUGHES			
Cash Payment	E 101-43000-321	Telephone	4th QTR PHONE ALLOW		\$120.00
Invoice					
Transaction Date	12/16/2022	Cash	10150	Total	\$120.00
Refer	14646	DASH MEDICAL GLOVES			
Cash Payment	E 101-42110-210	Operating Supplies	PD- GLOVE SUPPLY		\$123.90
Invoice					
Transaction Date	12/16/2022	Cash	10150	Total	\$123.90
Refer	14647	DAVE SIWEK			
Cash Payment	E 204-46550-432	Forgivable EDA Loan	EDA SUBSIDY FOR VILLA DRIVEWAY		\$20,000.00
Invoice					
Transaction Date	12/16/2022	Cash	10150	Total	\$20,000.00
Refer	14648	EMERGENCY APPARATUS MAINT,			
Cash Payment	E 201-42280-485	Gas and Repair Miscella	FIRE- ENGINE 1 REPAIR		\$2,250.16
Invoice					
Transaction Date	12/16/2022	Cash	10150	Total	\$2,250.16

Payments

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Refer 14649 FILLMEUP				
Cash Payment	E 101-42110-480 Gas & Repair-Police Car	NOV- FUEL		\$431.15
Invoice				
Cash Payment	E 101-43000-485 Gas and Repair Miscella	NOV- FUEL		\$377.77
Invoice				
Cash Payment	E 202-42153-485 Gas and Repair Miscella	NOV- FUEL		\$183.75
Invoice				
Transaction Date	12/16/2022	Cash	10150	Total \$992.67
Refer 14650 GAVIN-JANSSEN-STABENOW-MOL				
Cash Payment	E 101-42110-304 Legal Fees	NOV- PD PROSECUTION SERVICES		\$1,174.50
Invoice				
Transaction Date	12/16/2022	Cash	10150	Total \$1,174.50
Refer 14651 GLENN GERADS				
Cash Payment	E 101-42110-480 Gas & Repair-Police Car	REIMB- MILEAGE & 4th QTR PHONE ALLOW		\$97.50
Invoice				
Cash Payment	E 101-42110-480 Gas & Repair-Police Car	REIMB- MILEAGE & 4th QTR PHONE ALLOW		\$51.88
Invoice				
Cash Payment	E 101-42110-321 Telephone	REIMB- MILEAGE & 4th QTR PHONE ALLOW		\$120.00
Invoice				
Transaction Date	12/16/2022	Cash	10150	Total \$269.38
Refer 14652 GOLDEN HEARTS				
Cash Payment	E 102-46500-715 Tax Abatement - Golden	2022 TAX ABATEMENT PMT		\$2,389.72
Invoice				
Transaction Date	12/16/2022	Cash	10150	Total \$2,389.72
Refer 14653 GRIDOR CONSTRUCTION, INC.				
Cash Payment	E 601-46350-730 Construction Costs	WTP REHAB- PAY EST #8		\$95,453.16
Invoice				
Transaction Date	12/16/2022	Cash	10150	Total \$95,453.16
Refer 14654 HAGGENMILLER LUMBER/SNOW				
Cash Payment	E 603-49450-409 Rep/Sup-WW Facility	NOV- WWTP WINDOWS		\$2,105.12
Invoice				
Transaction Date	12/16/2022	Cash	10150	Total \$2,105.12
Refer 14655 JERRY S HOME QUALITY FOODS				
Cash Payment	E 101-41400-733 Reimbursible Expense	STAFF MTG SNACKS & SUPPLIES		\$70.83
Invoice				
Cash Payment	E 101-43000-210 Operating Supplies	STAFF MTG SNACKS & SUPPLIES		\$9.38
Invoice				
Cash Payment	E 202-42153-217 Other Operating Supplie	STAFF MTG SNACKS & SUPPLIES		\$8.54
Invoice				
Transaction Date	12/16/2022	Cash	10150	Total \$88.75
Refer 14656 KIRBY WECKWORTH				
Cash Payment	E 101-43000-321 Telephone	4th QTR PHONE ALLOW		\$120.00
Invoice				
Transaction Date	12/16/2022	Cash	10150	Total \$120.00
Refer 14657 KLEHR GRADING				
Cash Payment	E 101-43000-224 Street Maint Materials	NOV. GRADING & NOV. 29th SNOW PLOW		\$500.00
Invoice				

Payments

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Cash Payment Invoice	E 101-43000-487 Grading Streets/Alleys	NOV. GRADING & NOV. 29th SNOW PLOW		\$460.00
Cash Payment Invoice	E 101-43000-486 Snow Removal	NOV. GRADING & NOV. 29th SNOW PLOW		\$5,550.50
Transaction Date	12/16/2022	Cash	10150	Total \$6,510.50
Refer	14658 LINDE GAS & EQUIP.			
Cash Payment Invoice	E 202-42153-217 Other Operating Supplie	NOV- AMB. OXYGEN		\$352.47
Transaction Date	12/16/2022	Cash	10150	Total \$352.47
Refer	14659 LOFFLER			
Cash Payment Invoice	E 101-41400-218 Office Expense	NOV- COPIER MAINT (OFFICE, PD, LIB)		\$48.02
Cash Payment Invoice	E 101-42110-218 Office Expense	NOV- COPIER MAINT (OFFICE, PD, LIB)		\$33.47
Cash Payment Invoice	E 101-45500-220 Repair/Maint Supply	NOV- COPIER MAINT (OFFICE, PD, LIB)		\$99.22
Cash Payment Invoice	E 604-49550-218 Office Expense	NOV- COPIER MAINT (OFFICE, PD, LIB)		\$15.00
Transaction Date	12/16/2022	Cash	10150	Total \$195.71
Refer	14660 MAVERICK AUTOMOTIVE			
Cash Payment Invoice	E 101-41400-485 Gas and Repair Miscella	NOV- FUEL		\$42.74
Cash Payment Invoice	E 101-42110-480 Gas & Repair-Police Car	NOV- FUEL		\$180.72
Cash Payment Invoice	E 101-43000-485 Gas and Repair Miscella	NOV- FUEL		\$381.47
Cash Payment Invoice	E 201-42280-485 Gas and Repair Miscella	NOV- FUEL		\$103.93
Cash Payment Invoice	E 202-42153-485 Gas and Repair Miscella	NOV- FUEL		\$431.87
Transaction Date	12/16/2022	Cash	10150	Total \$1,140.73
Refer	14661 MCLEOD COOPERATIVE POWER			
Cash Payment Invoice	E 604-49550-500 Capital Outlay	NOV- ELEC. MAINT. & MATERIALS		\$4,614.53
Cash Payment Invoice	E 604-49550-437 Services-McLeod Coop	NOV- ELEC. MAINT. & MATERIALS		\$609.00
Transaction Date	12/16/2022	Cash	10150	Total \$5,223.53
Refer	14662 MCLEOD PUBLISHING			
Cash Payment Invoice	E 101-41400-351 Legal Notices Publishing	NOV- PUBLISHING		\$30.40
Cash Payment Invoice	E 203-45000-340 Advertising	NOV- PUBLISHING		\$28.00
Transaction Date	12/16/2022	Cash	10150	Total \$58.40
Refer	14663 MEDIACOM			
Cash Payment Invoice	E 101-41400-321 Telephone	DEC- CITY INTERNET & SOME PHONE BILLS		\$350.06
Cash Payment Invoice	E 101-42110-321 Telephone	DEC- CITY INTERNET & SOME PHONE BILLS		\$256.90

Payments

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Cash Payment Invoice	E 101-43000-321 Telephone	DEC- CITY INTERNET & SOME PHONE BILLS		\$116.90
Cash Payment Invoice	E 101-45500-321 Telephone	DEC- CITY INTERNET & SOME PHONE BILLS		\$47.37
Cash Payment Invoice	E 201-42280-321 Telephone	DEC- CITY INTERNET & SOME PHONE BILLS		\$122.37
Cash Payment Invoice	E 202-42153-321 Telephone	DEC- CITY INTERNET & SOME PHONE BILLS		\$231.90
Transaction Date	12/16/2022	Cash	10150	Total \$1,125.50
Refer	14664 MN DEPT. OF COMMERCE			
Cash Payment Invoice	E 604-49550-627 Assessment-Public Servi	QTRLY ELEC ASSMT		\$477.88
Transaction Date	12/16/2022	Cash	10150	Total \$477.88
Refer	14665 MN DEPT. OF HEALTH			
Cash Payment Invoice	E 601-49400-390 Water Connection Fees	4th QTR WATER CONNECTION FEES		\$2,075.00
Transaction Date	12/16/2022	Cash	10150	Total \$2,075.00
Refer	14666 MN MUNI. POWER AGENCY			
Cash Payment Invoice	E 604-49550-389 Electric Energy Purchas	NOV- ENERGY		\$138,602.26
Transaction Date	12/16/2022	Cash	10150	Total \$138,602.26
Refer	14667 MORRIS ELECTRONICS			
Cash Payment Invoice	E 101-42110-503 Computers/Software/We	PD- 11/4/22 COMPUTER WORK		\$768.75
Transaction Date	12/16/2022	Cash	10150	Total \$768.75
Refer	14668 MY-LOR, INC.			
Cash Payment Invoice	E 201-42280-417 Uniforms/Outerwear	FIRE- ID TAGS		\$66.10
Transaction Date	12/16/2022	Cash	10150	Total \$66.10
Refer	14669 PEEPS REPAIR			
Cash Payment Invoice	E 101-41940-220 Repair/Maint Supply	PW & FIRE TRUCK INSP.& REPAIRS		\$130.00
Cash Payment Invoice	E 101-43000-485 Gas and Repair Miscella	PW & FIRE TRUCK INSP.& REPAIRS		\$465.00
Cash Payment Invoice	E 201-42280-485 Gas and Repair Miscella	PW & FIRE TRUCK INSP.& REPAIRS		\$5,100.43
Transaction Date	12/16/2022	Cash	10150	Total \$5,695.43
Refer	14670 PREMIER LOCATING, INC.			
Cash Payment Invoice	E 604-49550-637 Service Locations	OCT- ELEC LOCATING		\$1,861.00
Transaction Date	12/16/2022	Cash	10150	Total \$1,861.00
Refer	14671 R & R AUTO REPAIR			
Cash Payment Invoice	E 101-42110-480 Gas & Repair-Police Car	PD- '16 & '17 SQUAD REPAIRS		\$612.02
Cash Payment Invoice	E 101-42110-480 Gas & Repair-Police Car	PD- '16 & '17 SQUAD REPAIRS		\$217.50
Transaction Date	12/16/2022	Cash	10150	Total \$829.52

Payments

Current Period: DECEMBER 2022

Refer 14672 RENVILLE SIBLEY SANITATION				
Cash Payment Invoice	E 101-41940-384 Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$10.00
Cash Payment Invoice	E 101-42110-384 Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$8.00
Cash Payment Invoice	E 101-43000-384 Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$47.97
Cash Payment Invoice	E 101-43000-385 Recycling	NOV- CITY GARBAGE & RECYCLING		\$528.00
Cash Payment Invoice	E 101-45202-384 Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$41.00
Cash Payment Invoice	E 101-45500-384 Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$14.50
Cash Payment Invoice	E 201-42280-384 Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$11.00
Cash Payment Invoice	E 202-42153-384 Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$6.75
Cash Payment Invoice	E 203-45000-384 Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$73.50
Cash Payment Invoice	E 603-49450-384 Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$41.00
Transaction Date	12/16/2022	Cash	10150	Total \$781.72
Refer 14673 ROSS ARNESON, ATTY				
Cash Payment Invoice	E 101-41600-300 Professional Srvs	4th QTR LEGAL RETAINER (FINAL)		\$697.00
Transaction Date	12/16/2022	Cash	10150	Total \$697.00
Refer 14674 SHIRLEY SLATER-SCHULTE				
Cash Payment Invoice	E 101-41400-300 Professional Srvs	INTERIM ADMIN- 12/5-12/14/22		\$3,800.00
Cash Payment Invoice	E 101-41400-300 Professional Srvs	INTERIM ADMIN- 12/5-12/14/22		\$393.76
Transaction Date	12/16/2022	Cash	10150	Total \$4,193.76
Refer 14675 SIBLEY COUNTY DAC				
Cash Payment Invoice	E 604-49550-218 Office Expense	NOV. 30th BILL STUFFING		\$92.40
Transaction Date	12/16/2022	Cash	10150	Total \$92.40
Refer 14676 SIBLEY EAST				
Cash Payment Invoice	E 101-45202-732 CommEd-Rec Contributi	2022- COMMUNITY ED CONTRIBUTION		\$17,526.60
Transaction Date	12/16/2022	Cash	10150	Total \$17,526.60
Refer 14677 STRYKER SALES CORP.				
Cash Payment Invoice	E 401-42153-500 Capital Outlay	AMB- NEW 'LIFEPAKS'		\$60,265.68
Transaction Date	12/16/2022	Cash	10150	Total \$60,265.68
Refer 14678 U.S. BANK - CREDIT CARD				
Cash Payment Invoice	E 101-42110-208 Training and Instruction	DEC MTD- TRAINING, EQUIP, FUEL		\$508.95
Cash Payment Invoice	E 101-42110-480 Gas & Repair-Police Car	DEC MTD- TRAINING, EQUIP, FUEL		\$223.99

Payments

Current Period: DECEMBER 2022

Cash Payment Invoice	E 101-42110-503 Computers/Software/We	DEC MTD- TRAINING, EQUIP, FUEL		\$10.68
Cash Payment Invoice	E 101-43000-485 Gas and Repair Miscella	DEC MTD- TRAINING, EQUIP, FUEL		\$100.00
Transaction Date	12/16/2022	Cash	10150	Total \$843.62
Refer	14679 Y-NOT PLBG. & HTG			
Cash Payment Invoice	E 202-42153-485 Gas and Repair Miscella	AMB- GARAGE PARTS		\$14.75
Transaction Date	12/16/2022	Cash	10150	Total \$14.75
Refer	14680 XCEL ENERGY			
Cash Payment Invoice	E 603-49450-381 Electric & Heat Utilities	NOV- GRN ISLE LIFT STATION ELEC BILL		\$636.90
Transaction Date	12/16/2022	Cash	10150	Total \$636.90
Refer	14681 XCEL ENERGY-NSP			
Cash Payment Invoice	E 604-49550-397 Facility Charge	NOV & DEC- SUBSTATION FACILITY CHG		\$1,194.82
Cash Payment Invoice	E 604-49550-397 Facility Charge	NOV & DEC- SUBSTATION FACILITY CHG		\$1,194.82
Transaction Date	12/16/2022	Cash	10150	Total \$2,389.64

Fund Summary

	10150 Cash
101 General Fund	\$39,572.64
102 Tax Abatement	\$6,488.58
201 Fire Fund	\$9,669.86
202 Ambulance Fund	\$3,340.89
203 Community Center Fund	\$101.50
204 EDA Loan Programs Fund	\$20,000.00
207 Cemetery Fund	\$6.50
401 Capital Equipment Fund	\$60,265.68
601 Water Fund	\$107,181.29
603 AGI Sewer Fund	\$4,175.76
604 Electric Fund	\$148,664.11
	<u>\$399,466.81</u>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$399,466.81
Total	<u>\$399,466.81</u>



ELECTRICAL AD HOC

MEETING MINUTES

December 1, 2022 at 2 PM

COUNCIL CHAMBERS

Present-Lee Ortloff, Brandon Brinkman, Howie Brinkman, Gwen Scharpe, Emerson Brady (McLeod), Stephanie Jakel (McLeod)

Absent-Bryan Moe, John Thomes

1. Discussed meter change out-will contact McLeod Power when ready to do this.
2. 3 Phase Meters- need to be changed out yet.
 - Class 20-13 terminal
 - 320S (good for 320 amps)
 - 200S
3. Need to make a plan for metering in the next year-currently PeopleService is reading the radial read meters.
4. Substation-Need to add a few feeders then we can go to new station.
 - Have McLeod figure out which feeders need to be added
 - MVEC built up more than what was needed (which is good)
5. MMPA-Should be able to get a mobile substation from MMPA if needed.
6. We need another feeder for the Industrial Park.
7. Poles that need to be changed are 2 & 9.

8. Pole attachment fees- Are we charging for this? McLeod currently charges \$12/pole/month.
9. Premier Locating-McLeod requested that we have the cables mapped out.
10. Cost of Service Study- Gwen to get quotes from MMPA and Power System Engineering.
11. Are we charging customers/contractors for disconnects and reconnects? We should be.
12. Discussed vegetation around power lines. McLeod Power doesn't want to deal with that so we need to bring a company in to do this.
13. We also need to get pricing on sectionalizing study from McLeod.
14. We should be charging a system delivery charge-Gwen will check with Lisa
15. The City needs Leadership for the Electric Dept.
16. Howie and Brandon will speak to the Council on Dec. 5, 2022
17. Decided to start meeting on the first Thursday of every month for an update meeting.

Next meeting will be January 5, 2023



**ARLINGTON CITY COUNCIL
WORKSHOP MEETING MINUTES
December 5, 2022 at 5:30 P.M.
COUNCIL CHAMBERS**

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

2. Roll Call-
Members Present-Mayor Richard Nagel, Matt Scharpe, Dave Meyer, Joe Morgan, John Thomes
Members Absent-Michelle Battcher
Staff Present- Interim City Administrator Shirley Slater-Schulte
Guests Present-Larry Shephard *Nuvera*, Mary Korthour *Nuvera*

3. Presentation by Nuvera-Documents were provided by Nuvera on a Fiber option to the City of Arlington. This has been discussed at an EDA Meeting. Nuvera stated that they will not come into the area if other options are available. The City would need to educate the citizens of the product, waive permit fees, find an area for a hub and sell the products.

4. Adjournment-Morgan made a motion to adjourn the meeting at 6:12 pm. Scharpe seconded. Motion carried.

Interim City Administrator Shirley Slater-Schulte

Mayor Richard Nagel



**ARLINGTON CITY COUNCIL
MEETING MINUTES
DECEMBER 5, 2022, AT 6:30 PM
COUNCIL CHAMBERS**

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

1. Call Meeting to Order and Pledge of Allegiance – Meeting was called to order at 6:30 p.m. by Mayor Nagel
2. Roll Call- Members 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, Ambulance Manager Jamie Weikle, Public Works Kirby Weckworth and Police Chief Glenn Gerads.

Guests Present – Kurt Menk *Arlington Enterprise*, Larry Shepard, Mary Korthour, Christina Litfin, Bobbi Zaske, Tom Hatlestad, Howard Brinkman, Brandon Brinkman, Curtis Ling, Gwen Scharpe, Curt Reetz

3. 6:30 P.M. -Truth-in-Taxation Public Hearing for 2023 Tax Levy. Mayor Nagel opened the Public Hearing.

Interim City Administrator Slater-Schulte presented the Power Point Truth-In-Taxation packet of information to the public.

Bobbi Zaske , resident of Arlington, spoke to the issue of increasing the tax levy proposed for 2023. She stated that she had called and talked with staff at Sibley County regarding the increase on property tax in Arlington. Bobbi asked questions whether the Councilmembers had spoken with staff at Sibley County. She stated concerns regarding the elderly and citizens that could not afford any tax increase.

Curt Reetz, citizen of the City of Arlington, had questions and concerns about the proposed levy and budget. He commented that if the Council can stay with the 3.5% that would be great, if it is more than that, he suggested that they review the expenditures and continue to lower the budget.

Mayor Nagel stated that this was a Public Hearing and the levy would be discussed later in the meeting. Mayor Nagel called 3 times and then closed the Public Hearing.

4. Approve the Agenda and any Agenda Additions. Mayor Nagel requested that the following be added to the agenda, Item 19. Review of 2023 Proposed Budget and Levy and Item 20. Nuvera Fiber Expansion. Councilor Battcher made motion to approve the agenda, seconded by Councilor Scharpe. All voting ayes. Motion declared passed.
5. Addressing the Council – None.

CONSENT AGENDA

6. Approval of Consent Agenda
 - A) Approval of Bills
 - B) October 17, 2022 Workshop Meeting Minutes
 - C) October 17, 2022, Meeting Minutes
 - D) November 3, 2022 Personnel Meeting Minutes

Councilor Battcher made motion to approve the Consent Agenda. Councilor Morgan seconded. All voting ayes. Motion declared passed.

PETITIONS, REQUESTS & COMMUNICATIONS

7. Frontier Communications Updates – Bruce Sword and another representative from Frontier gave a presentation on what types of services their company had to offer the City of Arlington regarding fiber net and internet.

Mayor Nagel thanked them for the presentation.

8. Xcel Energy Transmission Line Project – Staff informed the City Council on the proposed transmission line that is proposed to be installed along Highway 5 scheduled to begin Fall 2023.
9. EDA Minutes from September and October were included in this packet.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

10. October and November Public Works Department -Public Works Supervisor Kirby Weckworth gave an update on the street sweeping, patching, repair of sidewalks, backfilling on some property, fertilization, planting of 25 trees, completed the installation of Christmas Lights, fixed equipment, snow removal, stated concerns about the salt truck being in for repair and because it is an older truck, parts are not available. Staff is working with Gaylord and local companies to help Arlington during snow removal and application of salt. He explained that he is in the process of getting bigger trucks within the area that the city could hire for snow removal.

11. October Ambulance Report-Ambulance Director Jamie Weikle reported that the ambulance department usually received free annual variance training for the staff. Since South Central EMS will not be doing the training this year, they offered ambulance services a \$500 grant to reimburse ambulance services for the cost of annual variance e training through other training services. We will be applying for this grant in December.

Jamie reported that she was re-elected as the South-Central Director of the Minnesota Ambulance Association. Next meeting is December 9th to discuss lobbying activities and funding opportunities for Ambulance Services in the state of Minnesota. The MAA also belongs to the Savvik Buying group. Savvik will be checking to see if Everest Emergency Vehicles (company who we ordered out ambulance through) has given us the Savvik price for the new ambulance.

EMS Managers Meeting - Jamie reported that she attended the meeting in Mankato. The EMSRB goal is to get every Ambulance Service in Minnesota inspected by March of 2023 and the items needed for this inspection of our vehicles have been completed and we are ready for the inspection.

EMS Ride-Along Program – Jamie reported that she has been contacted by the Director of the Ridgewater College Paramedic Program to see if we would consider allowing paramedic students the opportunity to do clinical hours with our ambulance service. Ridgewater provided a contract that was reviewed by the City Attorney and League of Minnesota Cities and changes are being made. Jamie is planning to present these items to the Council as soon as they are ready.

12. November Library Report- Library Director Andy Kelton reported that the library had sponsored a presentation by Joe Kimball regarding the Condon Mansion and there was

great turn-out. Library had a count of 1100 users in November and 1000 users in October. Library will need to be closed in January for upgrades to computer and training.

13. Request from Interim City Administrator Slater-Schulte to call a personnel committee meeting to revisit Job Performance Evaluation for 5-6 employees. Consensus of the City Council to set a Closed Meeting for the Personnel Committee on December 13, 2022, at 4 p.m. in the Council Chambers. Staff will post the agenda.

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

14. Discussion on Library Committee make up and related changes to City Code. Mayor Nagel explained that the Library Committee has 7 voting members, 6 members are residents of Arlington and consensus of the committee is that they would like one member to be within the Green Isle area, either a resident of the City or Township. Consensus of the council to have City Attorney Arneson draft an Ordinance for the next meeting regarding this change.

15. Discussion on Planning & Zoning Position. Interim City Administrator Slater-Schulte explained that the Planning Commission had reviewed the two proposal and discussed both options.

Bolton & Menk would provide the City of Arlington a planner as needed at \$121.00 per hour and then City Staff would add this to the City Fee Schedule, and it would be passed on to an applicant or developer applying for planning services. There should be no cost to the city.

Phillip Mangis III, presented a contract to the city for Planning Services to be provided for up to 35 hours per month at a rate of \$50.00 per hour.

There was discussion by the Planning Commission, two motions were offered and both motions failed due to a 3/3 vote.

Currently, staff estimates that a planner may be needed about 10 hrs. month. Currently, there is very little activity in planning.

The City Council requested staff to check with our present Building Inspector, to see if he provides any Planning Services.

NEW BUSINESS

16. Approve/Deny Pay Request no. 8 from Gridor Construction, Inc. for \$95,453.16 as submitted by Bolton & Menk for Water Treatment Facility Rehabilitation.

Councilor Battcher made motion to approve the payment in the amount of \$95,453.16, seconded by Councilor Thomes. All voting ayes. Motion declared passed.

17. Request for Proposal for City Attorney. City Attorney Arneson presented a Request for Proposal to be used in the search of a City Attorney. This RFP has been submitted to 3 firms and staff has placed this item on the December 19th, 2022, Council Agenda.

18. Discussion on Electrical Committee Update – Howie Brinkman and Brandon Brinkman H & B Brinkman gave an update on what is going on with the Electrical Committee. The committee would like to see the fee that the City always paid for when a customer/developer calls for a disconnect or reconnect passed on to the customer or developer. The city should not be paying for this. G. Scharpe is working on getting quotes for a cost-of-service study to be done to keep up with the current rates. H. Brinkman also stated that we have not been charging a pole attachment fee but felt that we should be charging this. We also need to get a tree trimmer in to trim trees that are close to hitting electrical lines. Morgan felt that rates should increase immediately by 8% minimum. H. Brinkman also requested that G. Scharpe be the point of contact between the City and McLeod Coop.

Consensus of the council to instruct city staff to call McLeod Power and research the city's options.

MISCELLANEOUS BUSINESS

19. **Discussion of 2023 Budget and Proposed Levy- Morgan spoke about doing some research regarding the consumer price index. He also spoke about property values and the effect on property taxes. Meyer agreed that what the property tax statement says isn't what is being assessed. He also said that if there are any questions, call the assessor's office at the county.**

Discussion on Final Levy amount- Nagel stated that each percentage equals about \$10,000. M. Scharpe felt that we need to start fixing or budgeting for things that keep getting pushed off. Battcher said that we have money set aside in the CIP budget for things that need to be addressed. She also stated that we have a 30-year CIP. Slater-Schulte stated that the cost of living is at 8.9% currently. It was the consensus of the Council to not accept the cost-of-living increase for themselves. Slater-Schulte also asked if the Council gets to see the fund balance at the end of the year. There was also discussion on a second police car and getting quotes. Morgan

made a motion to set the budget percentage increase at 8.5%. Meyer seconded. Motion carried with a 4-1 vote. Battcher voted against the motion. Morgan felt that the additional 4.94% should go towards the Public Works Department. M. Scharpe and Thomes agreed that the additional should go to the Public Works Department. M. Scharpe made a motion to dedicate the additional 4.94% towards the Public Works Department. Thomes seconded. Motion carried with a 5-0 vote.

20. Discussion on Nuvera Telecom-Battcher felt that Frontier was interested in providing service to the City Hall and businesses not residential. She thought it would be a big investment from Frontier and they didn't have the initiative to come to the City previously. Morgan felt that we should wait a couple of weeks to a month to see what Frontier comes back with. M. Scharpe thought Frontier had many years to make things right with the residents of the City and also felt that it owed to the residents to get the ball rolling with Nuvera. He thought that they should get the survey going. There was discussion on exclusivity and cost and waiving permit fees for Nuvera. Meyer would like to see what Nuvera wants exactly on paper. M. Scharpe made a motion to move forward with the Nuvera proposal to waive all permit fees. Thomes seconded. Motion carried by 4-1 vote. Morgan voted against. Arneson brought up and discussed franchise fees. He stated that usually the franchise fees get passed on to the customer.

Morgan thanked everyone for a successful event this past weekend for Arli-Dazzle.

ADJOURNMENT

Adjourn-Motion to adjourn at 8:43 p.m. was made by Councilor Thomes. Seconded by Councilor Meyer. All voting ayes. Motion declared passed.

Mayor Richard Nagel

Interim City Administrator Shirley Slater-Schulte

**APPLICATION FOR SOLID WASTE COLLECTION and/or
DUMPSTER PERMIT 2023**

COMPANY NAME: Gaylord Sanitation Inc

ADDRESS: 19 6th St P.O. Box 145 Gaylord Mn 55334

BUSINESS PHONE: 507-237-2274 FAX NUMBER: _____

CONTACT PERSON & PHONE NUMBER: Jess Wibstad 507-327-4370

EMAIL: jwibstad@yahoo.com

INSURANCE CARRIER & POLICY NUMBER: Attach Certificate of Liability Insurance/Worker's Comp Info

DISPOSAL SITE LOCATION(S): Spruce Ridge Landfill, Minnesota Waste Processing
Ponderosa Landfill

SPECIFY SERVICES TO BE OFFERED (Residential, Commercial, Dumpster/Rolloff): Residential,
Commercial, and Rolloff

DAYS & TIMES OF DAY FOR COLLECTION: Monday 6am - 5 PM, Wed 6am - 5 PM
(Garbage Collection permitted between 6 am and 10 pm - set by City Council)

COST OF SERVICE(S): Attach a copy of your complete fee schedule (include: delivery/pickup charges, tax, fuel surcharge, recycling).

PERMIT FEE (residential and commercial): \$100.00. This fee is non-refundable and cannot be transferred to any other operator.

I hereby acknowledge that I have received a copy of the City Ordinances related to solid waste collection and/or dumpster use and do fully understand the rules and/or guidelines as set forth therein.

Also, I hereby agree, that in the case such permit is granted, I will abide by City collection dates and times (6 am - 10 pm) as set by the City Council from time to time; that all work shall be done in a neat and orderly manner; that all equipment used shall be designed and built specifically for refuse and/or recyclable material collection and shall be of the covered, all metal type so that such material being collected and transported will not be seen, will not blow, fall or leak from the vehicle. Also, the licensee shall maintain all equipment used in a clean and sanitary condition; to comply with all the ordinances of said City applicable thereto.

12-14-22
Date of Application

[Signature]
Signature of Applicant

Date Council Approved

Mayor

Permitted: Residential Commercial Dumpster
(city staff to circle all approved for)

City Administrator

Permit Duration: _____
(mm/dd/yr - mm/dd/yr)

**APPLICATION FOR SOLID WASTE COLLECTION and/or
DUMPSTER PERMIT 2023**

COMPANY NAME: Waste Management

ADDRESS: 490 Industrial Blvd Winsted, MN 55395

BUSINESS PHONE: 320 485-4058 FAX NUMBER: 320 485-3736

CONTACT PERSON & PHONE NUMBER: Allen Clausen 320 485-4058

EMAIL: aclausen1@wm.com

INSURANCE CARRIER & POLICY NUMBER: Attach Certificate of Liability Insurance/Worker's Comp Info

DISPOSAL SITE LOCATION(S): Spruce Ridge landfill

SPECIFY SERVICES TO BE OFFERED (Residential, Commercial, Dumpster/Rolloff): all

DAYS & TIMES OF DAY FOR COLLECTION: Mondays
(Garbage Collection permitted between 6 am and 10 pm - set by City Council)

COST OF SERVICE(S): Attach a copy of your complete fee schedule (include: delivery/pickup charges, tax, fuel surcharge, recycling).

PERMIT FEE (residential and commercial): \$100.00. This fee is non-refundable and cannot be transferred to any other operator.

I hereby acknowledge that I have received a copy of the City Ordinances related to solid waste collection and/or dumpster use and do fully understand the rules and/or guidelines as set forth therein.

Also, I hereby agree, that in the case such permit is granted, I will abide by City collection dates and times (6 am - 10 pm) as set by the City Council from time to time; that all work shall be done in a neat and orderly manner; that all equipment used shall be designed and built specifically for refuse and/or recyclable material collection and shall be of the covered, all metal type so that such material being collected and transported will not be seen, will not blow, fall or leak from the vehicle. Also, the licensee shall maintain all equipment used in a clean and sanitary condition; to comply with all the ordinances of said City applicable thereto.

12-12-22
Date of Application

al
Signature of Applicant

Date Council Approved

Mayor

Permitted: Residential Commercial Dumpster
(city staff to circle all approved for)

City Administrator

Permit Duration: _____
(mm/dd/yr - mm/dd/yr)

**APPLICATION FOR SOLID WASTE COLLECTION and/or
DUMPSTER PERMIT 2023**

COMPANY NAME: RENVILLE SIBLEY SANITATION LLC

ADDRESS: P.O. BOX 296, GIBBON, MN 55335

BUSINESS PHONE: 507 834 6168

FAX NUMBER: N/A

CONTACT PERSON & PHONE NUMBER: BRUCE A. PRIGGE 507 834 6168

EMAIL: rssbandit@gmail.com

INSURANCE CARRIER & POLICY NUMBER: Attach Certificate of Liability Insurance/Worker's Comp Info Emailed

DISPOSAL SITE LOCATION(S): SPRUCE RIDGE LANDFILL, MWPC MANKATO, VALLEY DEMOLITION by Ogden Insurance.

SPECIFY SERVICES TO BE OFFERED (Residential , Commercial , Dumpster/Rolloff): _____

DAYS & TIMES OF DAY FOR COLLECTION: MONDAY, TUESDAY, WEDNESDAY & FRIDAY
(Garbage Collection permitted between 6 am and 10 pm - set by City Council)

COST OF SERVICE(S): Attach a copy of your complete fee schedule (include: delivery/pickup charges, tax, fuel surcharge, recycling).

PERMIT FEE (residential and commercial): \$100.00. This fee is non-refundable and cannot be transferred to any other operator. check # 7167

I hereby acknowledge that I have received a copy of the City Ordinances related to solid waste collection and/or dumpster use and do fully understand the rules and/or guidelines as set forth therein.

Also, I hereby agree, that in the case such permit is granted, I will abide by City collection dates and times (6 am - 10 pm) as set by the City Council from time to time; that all work shall be done in a neat and orderly manner; that all equipment used shall be designed and built specifically for refuse and/or recyclable material collection and shall be of the covered, all metal type so that such material being collected and transported will not be seen, will not blow, fall or leak from the vehicle. Also, the licensee shall maintain all equipment used in a clean and sanitary condition; to comply with all the ordinances of said City applicable thereto.

12/15/2022

Date of Application

[Signature]
Signature of Applicant

Date Council Approved

Mayor

Permitted: Residential Commercial Dumpster

(city staff to circle all approved for)

City Administrator

Permit Duration:

(mm/dd/yr - mm/dd/yr)

BIDS FOR CITY CONTRACT FOR WASTE COLLECTION FOR 2022-2025

COMPANY NAME: RENVILLE SIBLEY SANITATION LLC

ADDRESS: P.O. BOX 296, GIBBON, MN 55335

BUSINESS PHONE: 507 834 6168

FAX NUMBER: N/A

CONTACT PERSON & PHONE NUMBER: BRUCE A. PRIGEE 507 834 6168

EMAIL: rssbandit@gmail.com

Please submit your quote for providing collection services for the various buildings and parks within the City of Arlington (include tax & fuel surcharge, delivery/pickup fees-if any):

<u>Location</u>	<u>Price (per week)</u>
1. Community Center, 204 Shamrock Drive [1] 6-yard dumpster, weekly [1] recycling container, weekly	\$ <u>30.42</u> \$ <u>[REDACTED] \$0.875^{HP}</u>
2. Lions Center Building, Four Seasons Park [1] 2-yard dumpster, weekly	\$ <u>14.33</u>
3. Maintenance Building (Shop), East Main Street [1] 2-yard dumpster, weekly	\$ <u>14.33</u>
4. Wastewater Plant, 610 Freedom Drive [1] 2-yard dumpster, weekly	\$ <u>14.33</u>
5. Police Department, 108 4 th Ave. NW & Public Safety Building, 110 4 th Ave. NW & Ambulance Service, 312 W. Alden Street [1] 90-gallon container, weekly	\$ <u>3.80</u>
6. Library, 321 West Main Street [1] 60-gallon container, weekly	\$ <u>3.80</u>
7. Fire Hall, 310 West Alden Street [1] 60-gallon container, weekly	\$ <u>3.80</u>
8. Frenzel Park, West Baker Street [1] 90-gallon container, (will call as needed)	\$ <u>3.80</u>
9. Fairview Park, 7 th Avenue NW (Behind Hospital) [2] 90-gallon containers, (will call as needed)	\$ <u>9.95</u>
10. Sportsman's Park, 387 th Ave plus 2yd [1] 90-gallon container, (will call as needed)	\$ <u>21.11</u>

12/15/2022

Date of Application

Prigee

Signature of Applicant

Date Council Approved

Mayor

Permit Duration:

(mm/dd/yr - mm/dd/yr)

City Administrator



BID FOR CITY RECYCLING FOR 2023

Company Name: RENUILLE SIBLEY SANITATION LLC

Address: P. O. BOX 296, GIBBON, MN 55335

Business Phone: 507 834 6168

Fax Number: N/A

Contact Person & Phone Number: BRUCE PRIGGE 507 834 6168

Email: rssbandit@gmail.com

The City of Arlington has been hosting a Recycling Day program for a number of years for its residents. The City contracts with a solid waste collection company to place recycling container(s)*truck in the Municipal Parking Lot on West Main Street so residents may dispose of their recyclables. In 2016, the City changed their recycling program to a half day twice a month, on the second (2nd) and fourth (4th) Saturday mornings from 8 AM to 11 AM and supervised (by waste collection company staff member{s}).

*Container(s)/recycling truck should:

- Restrict items from being blown around; and
- Hold up to 60 yards {i.e. two (2) 30-yd or three (3) 20-yd; or one recycling truck itself}, either in comingled or separated containers for the following materials: *tin/aluminum, plastic, glass, paper, cardboard*; and
- Supervised.

If this is a service your company can or would like to provide, please complete and return this form to the City of Arlington.

Number and size of Container(s)/Truck one 30 yd truck

Price (per week) \$ 314.00

(include tax, fuel surcharge, delivery/pickup charge)

12/15/2022
Date of Application


Signature of Applicant

Date Council Approved

Mayor

Permit Duration: _____
(mm/dd/yr - mm/dd/yr)

City Administrator



Celebrate Christmas with KNUJ Radio!

We combined our **3** most popular Christmas Packages into
1 simple, low cost package for YOU!

Sibley County Choral Society Christmas Concert

Share the joy of the season with friends and family as the sounds of Christmas fill the air on KNUJ and SAM 107.3 with a Christmas Concert from the Sibley County Choral Society. The concert will be about 25 minutes long and it will air on Friday, December 24th at 1:30 PM.

Arlington Holiday Music

KNUJ will feature a 15 minutes of Holiday Music from the businesses in and community of Arlington. The music will air the week of Christmas and will promote the community of Arlington and your business through 9 LIVE ads.

Arlington Community Christmas Card

Continuing the special tradition of highlighting the communities within our listening area, KNUJ will again air a half-hour program dedicated to telling the story of Christmas in Arlington. These programs will feature the voices of community residents, Christmas songs and Christmas lore of the community.

Listeners will enjoy hearing the stories as local people tell their personal memories and community history! Each sponsor receives an open and close with the broadcast, and ads within the program and outside the program. The program will air on Dec. 24 at 1:06 PM

SPONSORSHIP

- Sibley County Choral Society Christmas Concert
1 30-second ad in the program
4 30-second ads outside the program
- Holiday Music – From Arlington Businesses
- Arlington Community Christmas Card
4 30-second ad in the program
7 30-second ads outside the program

Grand Total of \$325.00
(Regular priced \$493.50)

Sandy Scheibel

KNUJ 860 AM • 97.3 FM & SAM 107.3 FM - Sales and Marketing

Phone: 507-359-2921 - Cell: 480-980-3208 - Fax: 507-359-4520 - sandy@knuj.net

Advertising with consistency builds future customers!



December 14, 2022

City of Arlington
204 Shamrock Dr
Arlington, MN 55307

Attn Lisa Tesch – City Clerk

I am very pleased to present this proposal to perform an electric cost-of-service and rate design study for the City of Arlington, MN. After 25 years providing services as a senior consultant with R.W. Beck/SAIC, I formed my own firm in 2012, Dave Berg Consulting, to provide professional and personal consulting services to clients such as Arlington. I have a broad base of experience, with an emphasis on retail rate analysis and design, that I believe makes me well suited to undertake this study for Arlington. As a small firm, I am committed to making sure I meet your needs in this endeavor. I have extensive experience working for numerous Minnesota municipally owned utilities including other MMPA member utilities while also bringing expertise gained working for many large utilities across the country.

Scope of Services

1. Data request – a written data request will be provided to Arlington listing information required for the study.
2. Initial meeting – I will travel to Arlington to meet with Arlington staff to examine the information compiled and review the study goals.
3. Projected operating results, existing rates – a five-year projection of the utility financial operating results will be prepared assuming continuation of the existing rates. This analysis will indicate the need, if any, for additional revenues through rates.
4. Cost-of-Service analysis – a cost-of-service analysis will be performed to determine the allocated cost for serving different classes of electric customers on the Arlington system. Allocated costs are compared to revenues by class as a measure of rate fairness between classes. The cost-of-service results also provide information helpful in designing specific rates for each class.
5. Rate strategy meeting – I will meet via telephone or video conference with Arlington staff to review the operating results and cost-of-service analysis and discuss rate design strategy for proposed new rates.
6. Rate design – proposed rates will be developed to meet Arlington goals.
7. Preliminary report – a preliminary report will be delivered to Arlington staff for review and comment.
8. Final report – based on feedback from Arlington staff, the preliminary report will be finalized.

9. Report presentation – I will travel to Arlington to present the report results and recommendations at a City Council meeting.

Schedule

It is anticipated that work would begin in January, 2023 with a goal of presenting final results at the February 20, 2023 Council meeting.

Compensation

I propose to provide the work described above for a fixed fee of \$8,000 plus applicable direct expenses payable upon completion of the work.


Relevant Experience

Attached to this letter is a summary of my relevant professional experience for this project.

I look forward to the prospect of being of service to Arlington, if you have any questions regarding this proposal feel free to contact me.

Sincerely,

Dave Berg Consulting, LLC



David A. Berg, PE
Principal

Qualifications

Personnel

Dave Berg Consulting, LLC is a single person entity that specializes in financial services to utilities such as Arlington, especially rate related services. Dave would serve as project manager and rates analyst for this assignment. This approach ensures that Dave's experience and judgment will be applied to every phase of the study. At no time will any tasks be delegated to an inexperienced junior analyst. Dave formed Dave Berg Consulting in late 2012 after spending 28 years working for large consulting firms, the last 25 with R.W. Beck/SAIC located in the Minneapolis/St. Paul metro area.

Experience

Dave has 38 years of experience providing professional consulting services to utilities. These services have required a combination of technical and economic expertise to assist clients with important decisions affecting the operational and financial health of their utilities. Over the course of his career he has managed projects including retail and wholesale utility cost-of-service and rate design, power generation feasibility studies, power supply planning analyses, energy supply contract negotiations, consulting engineer reports in support of bond financings and utility education courses.

Retail Cost of Service and Rate Design

He has directed retail cost-of-service and rate design studies for over 100 separate utilities, including multiple studies for many utility clients. These studies have been performed for electric, natural gas, water, wastewater, steam and hot water and communications utilities. He has an in-depth understanding of the analysis of utility costs and the design of rates with the goals of meeting utility revenue requirements, managing customer expectations and delivering proper price signals to end users. His rate design experience ranges from relatively simple rates to more complex time-based rates for use with advanced metering systems. He has worked with many utility clients to assist them in managing difficult transitions from current rate structures (that may have been established years ago) to updated rates that more properly reflect current utility costs.

Since 2004 he has been an instructor for an in-depth electric cost-of-service and rate design course that has been taught throughout the U.S. This course has been attended by U.S. and foreign based utility staff including investor and consumer owned utilities, state utility commissions, independent power producers, attorneys and other industry professionals. More than 1500 utility professionals have attended his training courses. He has also provided in-house training to both utility and state commission staff. In-house training sessions have been for entities such as the Iowa Utilities Board staff, California State PUC staff, Utah State PUC staff, Texas State PUC staff, Hawaii PUC staff, Kauai Island Utility Cooperative staff, Caribbean Electric Utility Service Corporation members, Austin, TX utility staff, Indiana Municipal Power Agency members, Duke Energy staff and New Brunswick Power staff.

Clients

Shown below is a representative list of clients that Dave has provided rate-related services to during the last 35 years.

- Alameda, CA
- Alexandria, MN
- Ames, IA
- Anaheim, CA
- Anoka, MN
- Auburn, IN
- Austin, MN
- Austin, TX
- Bagley, MN
- Baudette, MN
- Blooming Prairie, MN
- Brainerd, MN
- Brigham, UT
- Brownton, MN
- Bryan, TX
- Buffalo, MN
- Buhl, MN
- California Public Utilities Commission
- Cedar Falls, IA
- Del Rio, TX
- Denison, IA
- Detroit Lakes, MN
- Duluth, MN
- Elk River, MN
- Estherville, IA
- Eugene, OR
- Fairmont, MN
- Fosston, MN
- Grafton, ND
- Grand Marais, MN
- Grand Rapids, MN
- Halstad, MN
- Hannibal, MO
- Harlan, IA
- Hawarden, IA
- Hawley, MN
- Hermantown, MN
- Hutchinson, MN
- Hyrum, UT
- Imperial Irrigation District, CA
- Indiana Municipal Power Agency
- Iowa Utilities Board
- Keewatin, MN
- Lake City, MN
- Lehi, UT
- Levan, UT
- Litchfield, MN
- Logan City, UT
- Los Angeles, CA
- Manitowoc, WI
- Manti, UT
- Marshall, MN
- Missouri River Energy Services, SD
- Mora, MN
- Morgan, UT
- Moorhead, MN
- Murray, UT
- Muscatine, IA
- Nephi, UT
- New Braunfels, TX
- New Brunswick Power
- New Hampshire Electric Cooperative
- New Prague, MN
- New Ulm, MN
- North Branch, MN
- Ohio Gas Company
- Owatonna, MN
- Palo Alto, CA
- Park River, ND
- Payson, UT
- Pella, IA
- Pierz, MN
- Princeton, MN
- Provo, UT
- Redwood Falls, MN
- Riverside, CA
- Rochester, MN
- Rock Rapids, IA
- Roseau, MN
- Salem, UT
- Santee Cooper, SC
- Shakopee, MN
- Sioux Center, IA
- Southern Minnesota Municipal Power Agency
- Spanish Fork, UT
- Springfield, MO
- Stanton Co. Public Power District, NE
- Stephen, MN
- Thief River Falls, MN
- TransGas Energy
- Utah Municipal Power Agency
- Vermont DPS
- Vinton, IA
- Volga, SD
- Wadena, MN
- Warren, MN
- Warroad, MN
- Watertown, SD
- Waukee, IA
- Waverly, IA
- West Bend, WI
- Westerville, OH
- Willmar, MN
- Winthrop, MN

Gwen Scharpe

From: Nelson, Nick <nelsonn@powersystem.org>
Sent: Thursday, December 15, 2022 2:51 PM
To: Gwen Scharpe
Subject: Cost of Service Study Quote

Gwen,

Below is a proposed scope of work and estimated cost regarding the rate and cost of service study

1. Develop revenue requirements model to determine overall revenue needs
2. Develop Cost of Service (COS) model to determine class responsibilities for revenue requirements and rate design factors
3. Develop rate design options aligned with previous analysis to fit with Arlington's objectives (includes new rate designs)
4. Report/Presentations follow up items
5. Add-on Item Individual Bill Comparisons

Cost Estimate – This an estimate of the costs associated by steps. The total for the project is \$15,000.

1. ~ \$4,500
2. ~ \$5,000
3. ~ \$4,000
4. ~ \$1,500
5. ~ \$2,000

Thanks and let me know if you need anything else.

Nick Nelson
Rate and Financial Consultant
Power System Engineering Inc.
Direct: (763)783-5350
Mobile: (715)566-0678
nelsonn@powersystem.org
www.powersystem.org

Forward-Thinking Professionals Helping Clients and Colleagues Achieve their Goals.



City of Arlington
Electric Cost of Service Study
December 16, 2022



Corporate location:
Utility Financial Solutions, LLC
185 Sun Meadow Court
Holland, MI USA 49424
(616) 393-9722
Fax (888) 566-4430

Submitted Respectfully by:
Mark Beauchamp, CPA, CMA, MBA
President, Utility Financial Solutions, LLC
mbeauchamp@ufswb.com
(616) 393-9722

mbeauchamp@ufsweb.com

O: 616.393.9722

C: 616-403-5450

F: 888.566.4430

Utility Financial Solutions, LLC

185 Sun Meadow Ct

Holland MI, 49424



December 16, 2022

Gwen Scharpe
City of Arlington
204 Shamrock Drive
Arlington, MN 55307

Utility Financial Solutions, LLC (UFS) is pleased to submit a proposal to provide an electric cost of service and rate design study for the City of Arlington (City). Our proposal is based on our prior experience completing cost of service studies for municipal utilities around the United States. UFS is an internationally known firm with a long-standing relationship and history of assisting municipalities with financial analysis. UFS staff members are recognized experts in the utility field. UFS personnel are instructors for the American Public Power Association, Southern Gas Association, and the National Association of Regulatory Utility Commissioners. Courses UFS instruct include financial planning, cost of service, rate design, and a series of Commission training programs.

Proposed Project Manager, Mr. Mark Beauchamp: Mark will oversee project management and contractual agreements. Mr. Beauchamp began Utility Financial Solutions, LLC in 2001 and is the current President of UFS. With industry experience since 1981, Mark has worked with utilities to complete over one thousand cost of service studies. His degrees include Water Purification Technology, Accounting, and MBA. His background provides unique experience and knowledge to share with utilities and consists of a Class A license in wastewater treatment, water treatment license, Certified Public Accountant, and Certified Management Accountant. This unique background has made Mark an industry leader in utility cost of service and rate design.

Prior Experience: UFS is comprised of experienced staff including economists, engineers, and finance professionals. Our reputation has allowed us to be the recommended rate consulting firm for numerous associations and agencies around the country. Our extensive experience provides utilities with studies that can be relied upon. Please feel free to contact the references included in this proposal.

Project Approach: UFS has obtained rate approval for many utilities. Our unique approach includes development of key targets to keep the utility financially stable, development of minimum and maximum levels of rate adjustments, and identification of a long-term rate track for the utility. The key targets and development of the rate track is used as part of an educational presentation for the governing body to obtain guidance and input in the rate making process. Our methodology and the education provided is why we have grown to be the preferred provider of rate study services in the United States.

We appreciate the opportunity to submit this proposal and look forward to discussing it with you. If you have questions or need additional information, please contact me at 616.403.5450.

Sincerely,

A handwritten signature in black ink that reads "Mark Beauchamp". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark Beauchamp, CPA, MBA, CMA
President, Utility Financial Solutions, LLC

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Understanding of Project Requirements

Summary of Scope of Services for the Electric Department

Described below is an overview of the services UFS will provide. Greater detail is included within the detailed scope of service section. The list below includes sections not directly identified within the proposal but are critical in meeting the needs of the community and the utility department.

1. **Cash Reserve Policies** - Review and develop cash reserve policies for the electric department (Please see detail on minimum cash reserve development)
2. **Development of Long-Term Financial Projections** – These studies are included as part of the UFS scope and are critical in development of a long-term rate strategy. Our study incorporates the strategic plan, funding of long-term capital plans, amount, and timing of any financing needs, and balances the financial stability of the electric department. The long-term financial projection and development of key financial targets is discussed in the detailed work plan of our proposal.
3. **Cost of Service Study** – This study identifies the cost of providing services to each class of customer. Our electric study identifies the cost by customer class for general rate components including variable charges (commodity), capacity related costs (demand), and facilities charges for each customer based on meter sizes or service level. In today’s environment there is a need for more accurate rate schedules to achieve community objectives. The cost of service study will breakout each rate component. Examples of these breakouts include identification of power supply costs, transmission costs, and distribution costs by service level. These breakouts allow the utility to develop rates that meet future challenges including time of use rates, economic development rates, electric vehicle rates, single phase and three phase service rates, or high load factor rates. Further, the study will supply the actual costs of providing services to customers both inside and outside the city.
4. **Customer Rate Designs** - The cost of service study provides solid empirical input on sustainable long-term rate structures, however, rate impacts on customers and achieving goals and objectives of each community is a significant factor in proper design of utility rates. UFS rate design study identifies impacts on customers at various levels of usage. This function assists the governing body in making informed decisions and understanding impacts on customers and the community. Our study helps ensure “no surprises” after rates are implemented to prevent or limit potential customer complaints.
5. **Presentation to Staff & Governing body** – The presentation to staff and the governing body serves two purposes:
 - i. Obtain approval of rate adjustments, rate designs, and to obtain guidance during the rate design process.
 - ii. Equally important is the education provided to the governing body to understand the importance of maintaining financial stability, how rates are used to achieve community goals and objectives, and why certain components such as a customer charge are used by utilities. UFS staff are skilled at obtaining guidance needed to develop rates and providing the education to allow the governing body to make informed decisions during this process.

6. Reports

- i. **Executive Summary Report** – This report is issued in draft form for discussion with staff and the governing body to obtain input before finalized.
 - Summarization of the financial projection results, key financial targets and recommended long term rate track needed to achieve the financial stability for the utility
 - Summarization of the cost of service results and cost-based rate structures for consideration in design of utility rates
 - Description of the major assumptions used in development of the financial projection and cost of service study
 - Considerations on future rate adjustments and movement toward cost of service
 - The executive summary is used to obtain input from the governing body prior to design of utility rates
- ii. **Rate Design Report** – This report is issued as an appendix to the Executive Summary Report once this report is finalized and rates are designed.
 - Summarization of anticipated revenue to be received from the rate design and impacts on customers at various usage levels

Summary of Ability

A summary of the firm's ability to achieve the Utility's project goals.

Introduction

The Utility is issuing an Electric Cost of Service Study and Financial Plan to assess and evaluate the existing rates and make recommendations to ensure the utility operations and maintenance, capital improvement program, depreciation, and debts are adequately funded, while rate impacts are minimized. UFS has the staff available to complete the project in the Utility's desired timeframe. UFS' ability to achieve the Utility's project goals is best demonstrated by our references (noted in a later section) and our organized and well thought out processes outlined below.

Model Set Up

After project award, if selected, UFS will conduct a kick-off meeting to review the information request and confirm the project schedule and deliverables. As data is gathered by the Utility, UFS will process and enter it into the model. Progress calls will be scheduled to address any questions and to review outstanding data requests. UFS will analyze revenues by completing a revenue "proof" to ensure that the monthly billing units provided calculate out to the reported sales revenue when multiplied by current rate schedules.

Revenue Requirements

We will analyze operating expenses and test year budgets. Expenses are itemized at the finest level of detail available from the Utility and forecasted for the test year. Expenses are then categorized such that appropriate allocations can be applied, and costs distributed to the contributing rate class. A similar approach is applied to the Utility's fixed asset net book value and depreciation costs and incorporates the capital improvement program for interim and test years. Together, the expenses, depreciation and a rate of return comprise the revenue requirements of the system. These revenue requirements will flow through to both the cost of service model and the financial projection model.

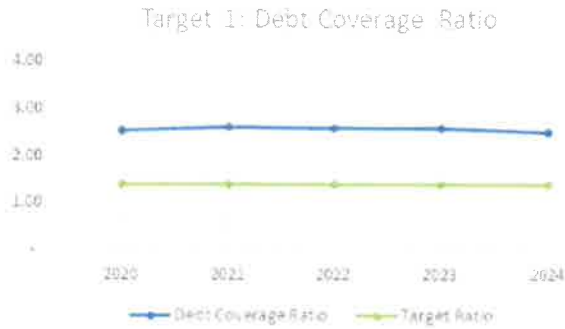
Financial Projection

UFS financial analysis and the subsequent cost of service studies are unique in their ability to easily change from cash basis revenue requirements to Utility Basis revenue requirements. The financial analysis includes both cash basis targets such as cash reserves and debt coverage; and accrual basis targets such as rate of return. UFS studies also include a review of secondary financial matrices such as debt to equity ratios, age of system, days cash on hand and working capital requirements as part of the overall assessment of the financial health of the utility. The financial projection will incorporate assumptions such as inflation, anticipated changes in expenses, debt issuances, and capital improvements. The financial projection incorporates targets to help ensure the long-term financial stability of the Utility is maintained or improved and develop a plan for rate adjustments.

Target One: Debt Coverage Ratio

Based on review of bond issues and debt service schedules, the principal and interest expense will be identified and incorporated into the analysis. We will provide a table as shown below to compare projected Debt Service Ratios with requirements in the Bond Ordinance.

Sample Report Table: Debt Coverage Ratio graph and calculation:



Description	Projected Y1	Projected Y2	Projected Y3	Projected Y4	Projected Y5
Net Income	\$ 996,826	\$ 997,462	\$ 945,213	\$ 826,113	\$ 758,497
Add Depreciation/Amortization Expense	2,565,601	2,609,101	2,732,859	2,921,523	3,057,531
Add Interest Expense	764,408	726,408	688,408	648,408	606,408
Cash Generated from Operations	\$ 4,326,835	\$ 4,332,972	\$ 4,366,480	\$ 4,396,044	\$ 4,422,435
Debt Principal and Interest	\$ 1,714,408	\$ 1,676,408	\$ 1,688,408	\$ 1,698,408	\$ 1,706,408
Projected Debt Coverage Ratio (Covenants)	2.52	2.58	2.59	2.59	2.59
Minimum Debt Coverage Ratio	1.4	1.4	1.4	1.4	1.4

Target Two: Minimum Cash Reserve Calculation

To help ensure timely completion of capital improvements and enable the utility to meet requirements for large, unexpected expenditures and risk factors, the recommended minimum level of cash reserves will be identified. Development of the minimum cash reserves considers several factors. A sample list is below:

- Working capital
- Variations in expenses
- Capital improvement programs
- Annual bond payments
- Exposure to catastrophic events such as extreme weather

Sample Report Table: Minimum Cash Reserves



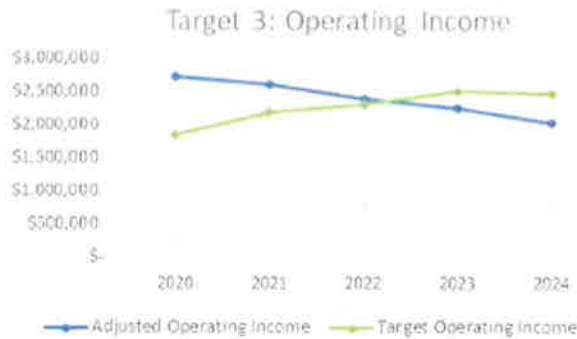
Description	Projected Y1	Projected Y2	Projected Y3	Projected Y4	Projected Y5
Minimum Cash Reserve Allocation					
Operation & Maintenance Less Depreciation Expense	25.0%	25.0%	25.0%	25.0%	25.0%
Purchase Power Expense	25.0%	25.0%	25.0%	25.0%	25.0%
Historical Rate Base	2.0%	2.0%	2.0%	2.0%	2.0%
Current Portion of Debt Service Payment	83%	83%	83%	83%	83%
Five Year Capital Improvements - Net of bond proceeds	20%	20%	20%	20%	20%
% Plant Depreciated	56%	54%	55%	55%	59%
Calculated Minimum Cash Level					
Operation & Maintenance Less Depreciation Expense	\$ 6,589,952	\$ 6,762,400	\$ 6,941,318	\$ 7,153,036	\$ 7,281,393
Purchase Power Expense	8,381,482	9,722,132	9,982,984	10,548,544	9,731,911
Historical Rate Base	1,527,454	1,689,254	1,769,511	1,877,918	1,877,918
Current Portion of Debt Service Reserve	1,391,419	1,401,379	1,409,679	1,416,319	1,462,799
Five Year Capital Improvements - Net of bond proceeds	3,939,646	3,939,646	3,939,646	3,939,646	3,939,646
Minimum Cash Reserve Levels	\$21,829,952	\$23,514,810	\$24,043,138	\$24,935,462	\$24,293,667
Projected Cash Reserves	\$24,692,803	\$19,224,903	\$17,829,253	\$15,047,239	\$17,559,446

Target Three: Operating Income

The optimal target for setting rates is the establishment of a target operating income to consistently fund capital improvements and replacements. Development of this target considers the following:

- Interest expense on the outstanding debt
- Inflationary increase on asset replacement costs
- Assets contributed by customers to the Utility

Sample Report Table: Target Operating Income



Description	Projected Y1	Projected Y2	Projected Y3	Projected Y4	Projected Y5
Target Operating Income Determinants					
Net Book Value/Working Capital	\$33,525,928	\$38,888,526	\$39,931,938	\$42,194,174	\$38,927,644
Outstanding Principal on Debt	18,160,200	17,210,200	16,210,200	15,160,200	14,060,200
System Equity	\$15,365,728	\$21,678,326	\$23,721,738	\$27,033,974	\$24,867,444
Target Operating Income Allocation					
Interest on Debt	4.21%	4.22%	4.25%	4.28%	4.31%
System Equity	7.06%	6.73%	6.87%	6.90%	7.48%
Target Operating Income					
System Equity	\$ 1,085,106	\$ 1,459,590	\$ 1,629,338	\$ 1,864,944	\$ 1,859,437
Target Operating Income	\$ 1,849,514	\$ 2,185,998	\$ 2,317,746	\$ 2,513,352	\$ 2,465,845
Projected Operating Income	\$ 2,728,770	\$ 2,599,641	\$ 2,394,956	\$ 2,247,337	\$ 2,037,669
Rate of Return in %	5.5%	5.6%	5.8%	6.0%	6.3%

Five-Year Projection Summary

The projections will be summarized, and development of alternative rate tracks will be reviewed and compared to each financial target to help ensure the future financial stability of the utility. We will work with Management and the Governing body in review and development of five-year strategies and rate track. All adjustments are tied to the cost of service study for the test year, so results can easily be updated, and sensitivities run within the same model.

Projected Summary Financial before Rate Adjustments

Fiscal Year	Projected Rate Adjustments	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Recommended Minimum Cash	Capital Improvements Plan	Debt Coverage Ratio
Year 1	0.0%	\$ 2,728,770	\$ 3,038,480	\$ 16,392,621	\$ 18,099,160	\$ 6,065,000	1.10
Year 2	0.0%	2,711,845	3,019,772	14,592,541	19,169,551	2,175,000	1.11
Year 3	0.0%	2,622,411	3,061,319	10,964,992	19,674,886	4,012,870	1.11
Year 4	0.0%	2,473,225	3,149,568	5,938,354	20,516,844	5,420,360	1.12
Year 5	0.0%	2,380,491	3,098,229	4,959,247	20,862,261	1,380,000	1.12

Projected Summary Financials with Rate Adjustment and \$5.0 million bond issuance

Fiscal Year	Projected Rate Adjustments	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Recommended Minimum Cash	Capital Improvements Plan	Debt Coverage Ratio
Year 1	2.0%	\$ 3,350,054	\$ 3,038,480	\$ 17,013,904	\$ 18,099,160	\$ 6,065,000	1.26
Year 2	2.0%	3,972,613	3,019,772	22,477,689	19,169,551	2,175,000	1.44
Year 3	1.0%	4,216,200	3,061,319	21,453,355	19,674,886	4,012,870	1.53
Year 4	1.0%	4,407,444	3,149,568	21,578,377	20,516,844	5,420,360	1.62
Year 5	1.0%	4,662,614	3,098,229	21,908,593	20,862,261	1,380,000	1.71

Development of Cost of Service Study

The development of the cost of service study incorporates the revenue requirement identified as part of the financial projection. This section describes the additional procedures used in development of the cost of service study and sample outputs from previous studies.

Load Profile Information

Load profile information identifies how customers use electricity at various times of the day and is critical to ensure the cost of service study is accurate and defensible. UFS works with utility staff in identification of the appropriate sources of load research information. We will analyze information from the following sources:

- Electronic meters installed on time of use and other customers
- Load research information available from other sources
- Analysis of substation feeders
- Utilize our data base of existing load research obtained from other utilities

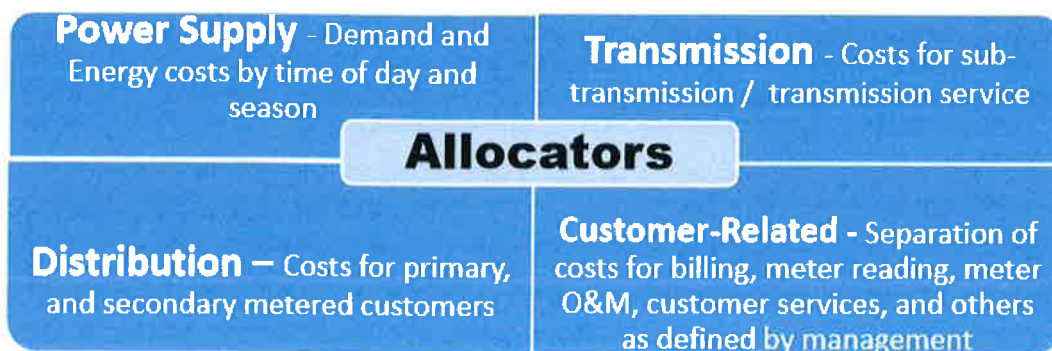
The load research information identifies the monthly load factors for each class, how much is being used by the class at the peak time of the day when power supply demand or transmission demand charges are determined. The load research information is compared with the hourly system hourly load data to determine the class contributions. The information is then used to determine the class share of transmission and power supply costs.

System Losses

Losses can vary substantially depending on system loading and temperature. We will identify the system loss at the various voltage levels of service to customers. To determine the overall system losses, we typically use a three-year average of losses to reduce the impact of changing weather patterns between the last and first month of each year. The losses are then allocated between voltage level such as transmission, substations, primary service, and secondary voltage levels.

Development of Allocators

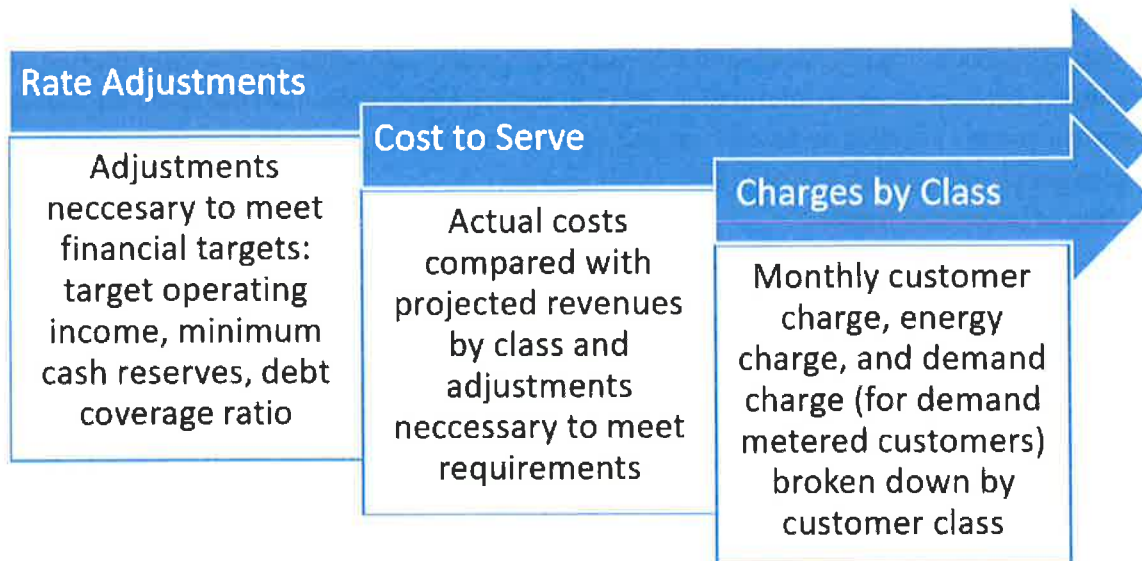
The load profile information for each class is used to determine the allocation factors used to allocate expenses based on cost-causation. Examples of cost causation include the identification of the date and time power supply demand charges are determined and each class usage at the time of the peak demands. There are over 40 allocation factors often developed as part of a UFS cost of service study. Allocation factors are developed for each season and developed for specific expenses. A summary of the costs where specific allocation factors need to be developed are listed below.



Prepare Cost of Service Analysis

Customer classes are typically established based on differences in load and usage patterns. How customers use electricity dictates the cost of providing many utility services.

The cost of service portion of the model will determine the following:



A summary of the cost of service analysis is developed similar to the following table:

Customer Class	Cost of Service	Projected Revenues	% Change
Residential A	\$ 4,672,077	\$ 4,183,897	11.7%
General Secondary B	3,032,446	2,974,374	2.0%
Street Light Service S	144,370	133,504	8.1%
Secondary Energy & Demand C	3,144,714	3,072,174	2.4%
Primary Energy & Demand D	20,191,294	20,700,210	-2.5%
Total	\$ 31,184,902	\$ 31,064,158	0.4%

The cost of service column from the table above identifies the cost to provide service to each class of customers and is compared with the projected revenues from each class. The percent change is the rate adjustment necessary for each class to achieve cost of service. We typically do not recommend rates move fully to cost of service, but as part of the discussions with staff and Council we develop a plan to move classes toward cost of service to minimize rate impacts on any specific customer class.

Development of new rate classes

As part of the initial discussions with management and review of the existing rate tariffs, we will discuss with utility staff if new rate classes should be considered or if existing rate classes should be combined. Rate classes are created based on similarity in usage patterns, but often utilities will develop new rate classes to create incentives for customers to shift usage to periods of time where power supply costs are lower such as on and off peak time periods for time of use rates. Examples of new rate class developments are listed below.

- **Standby charges** – Cost isolated by investment in facilities to serve customers on a standby basis.
- **Interruptible Loads** – Rates to promote interruptible loads that reflect the savings to the Utility. Our study will isolate costs by power supply demand, energy, and transmission to identify the potential cost savings of an interruptible customer.
- **Seasonal Rates** – The cost of service study allocates costs to each rate class based on seasonal time period. The time periods will be identified through review of system loads and power supply and transmission costs.
- **Time of Use** – For time of use rates to be effective in sending the proper price signal, the cost of service analysis is supplemented with marginal costs to identify and recommend appropriate charges on a time of use basis.
- **Economic Development Rates** - Rates can be developed to promote economic development by attracting new customers or expansion of existing customers. It is important economic development rates be developed using a marginal cost approach to ensure existing customers are not unduly subsidizing any reduce rates or fees charged under an economic development program.
- **Other Potential Rates are listed below:**
 1. Public education rates
 2. Green Rates
 3. Net Metering Rates
 4. Aggregation Rates

New rate designs may result in additional charges for the services provided by UFS. As part of the initial kick off conference call, we should discuss if any potential new rate classes are being considered.

Breakdown of cost of service rate structure by type of expense for each class of customers

UFS cost of service studies identify cost in a summary and a detail cost breakdown for each class of customers. For example, the summary of costs identifies the class cost breakdown by customer charge, power supply demand, transmission demand, distribution demand and energy costs. An example is listed below:

Customer Class	Monthly Customer Charge	Distribution Rate	Power Supply			
			Summer		Winter	
			Demand	Energy	Demand	Energy
Residential A	\$ 13.65	\$ 0.0249	\$ 0.0181	\$ 0.0479	\$0.0101	\$ 0.0353
General Secondary B	26.60	0.0288	0.0311	0.0550	0.0136	0.0319
Street Light Service S	-	0.1752	-	0.0689	-	0.0300
Secondary Energy & Demand C	120.60	8.52	12.09	0.0577	4.88	0.0313
Primary Energy & Demand D	223.90	7.24	12.38	0.0573	4.85	0.0296

In addition, further breakdowns are available in the studies depending on the needs of the utility. A sample detailed breakdown of distribution costs is listed below:

Rate Breakdown	kWh		KW	
	Residential A	General Secondary B	Secondary Energy & Demand C	Primary Energy & Demand D
Demand Breakdown				
Distribution	\$ 0.0110	\$ 0.0117	\$ 3.44	\$ 2.95
Transmission	0.0059	0.0084	2.91	2.91
Transformer	0.0027	0.0029	0.73	-
Substation	0.0052	0.0057	1.43	1.39
Direct	-	-	-	-
Subtotal - kWh, kW, HP Charge	\$ 0.0249	\$ 0.0288	\$ 8.52	\$ 7.24
Customer Breakdown				
Distribution Customer Costs	\$ 6.07	\$ 12.13	\$ 54.59	\$ 109.18
Transformer Customer Costs	2.07	4.14	18.62	-
Meter O&M	0.57	0.57	2.87	39.11
Meter Reading	0.13	0.13	1.15	2.30
Billing	0.08	0.15	0.70	1.39
Services	1.20	2.41	10.83	8.23
Customer Service	3.54	7.08	31.84	63.68
Customer Charge \$/Meter	\$ 13.65	\$ 26.60	\$ 120.60	\$ 223.90

Rate Design

Design of electric rates uses input from the cost of service study as guidance on changes to rate classes and the rate components for each rate class. Cost of service results are one factor in design of electric rates for customers. Other factors must be considered such as impact on customers, social and environmental issues, and philosophy of the utility’s governing body.

Please note that all rate designs outside of the current rate structure will be charged hourly.

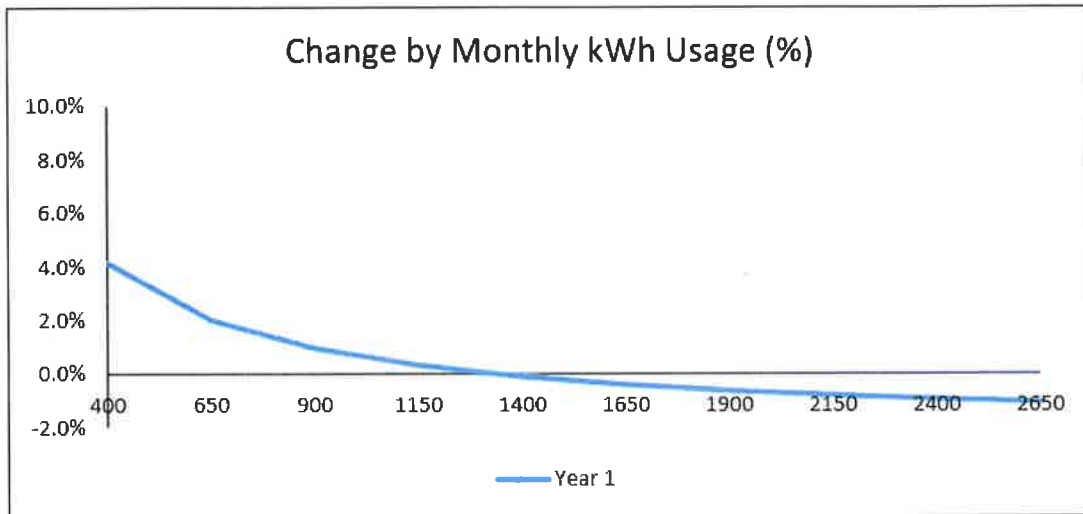
Summary of overall rate adjustments for each class - Electric

Customer Class	Projected Revenues Under Current Rates	Projected Revenues Under Proposed Rates Year 1	Projected Percentage Change Year 1
Residential A	\$ 4,183,897	\$ 4,272,065	2.11%
General Secondary B	2,974,374	3,019,822	1.53%
Street Light Service S	133,504	135,687	1.64%
Secondary Energy & Demand C	3,072,174	3,125,649	1.74%
Primary Energy & Demand D	20,700,210	20,956,423	1.24%
Totals	\$ 31,064,158	\$ 31,509,647	1.43%

Electric Sample Rate Design, Single Year

Projected Residential Rates

Rates	Current	Year 1	COS
Monthly Facilities Charge:			
All Customers	\$ 6.50	\$ 8.50	\$ 14.47
Energy Charge:			
All Energy	\$ 0.0681	\$ 0.0666	\$ 0.08093
Revenue from Rate	\$ 3,584,465	\$ 3,648,247	\$ 4,709,219
Change from Previous		1.8%	



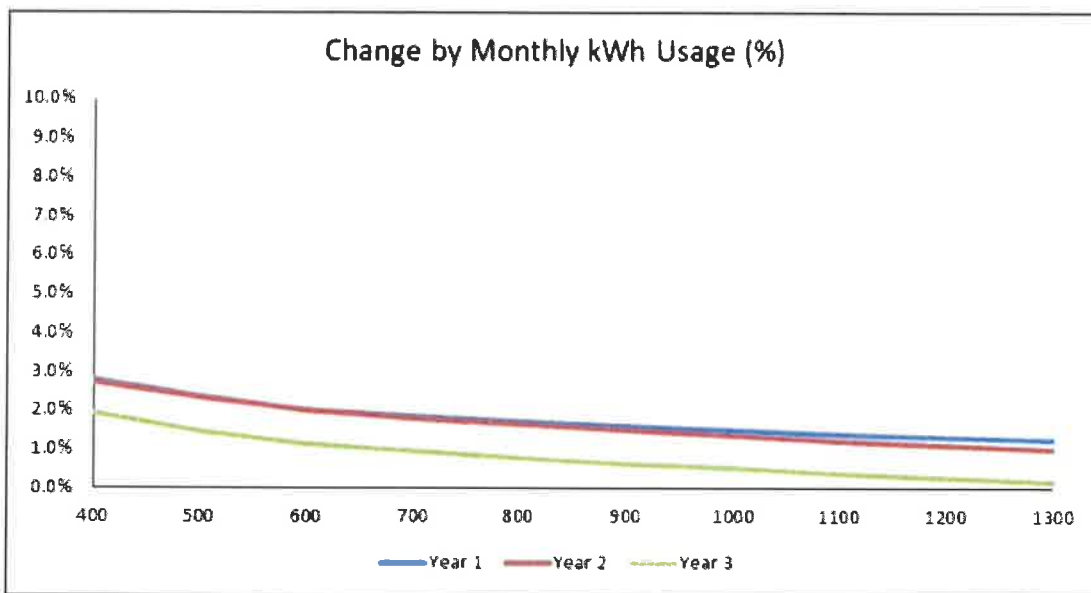
Average Monthly Bill Increase by Usage

	Year 1	Year 1
All Energy	\$	%
400	\$1.40	4.1%
650	\$1.03	2.0%
900	\$0.65	1.0%
1150	\$0.28	0.3%
1400	(\$0.10)	-0.1%
1650	(\$0.47)	-0.4%
1900	(\$0.85)	-0.6%
2150	(\$1.22)	-0.8%
2400	(\$1.60)	-0.9%
2650	(\$1.97)	-1.1%

Electric Sample Rate Design, Multi Year

Projected Residential Rates

Rates	Current	Year 1	Year 2	Year 3	COS Rates
Monthly Facilities Charge:					
All Customers	\$ 11.75	\$ 13.25	\$ 14.75	\$ 16.25	\$ 18.86
Energy Charge:					
Winter All Energy	\$ 0.1018	\$ 0.1019	\$ 0.1020	\$ 0.1020	\$ 0.10383
Summer Block 1 (First 20 kWh per day)	\$ 0.1100	\$ 0.1100	\$ 0.1100	\$ 0.1070	\$ 0.10383
Summer Block 2 (Excess)	\$ 0.1249	\$ 0.1240	\$ 0.1220	\$ 0.1190	\$ 0.10383
Revenue from Rate	\$ 10,337,868	\$ 10,553,155	\$ 10,762,483	\$ 10,879,557	\$ 11,175,415
Change from Previous		2.1%	2.0%	1.1%	



Average Monthly Bill Increase by Usage

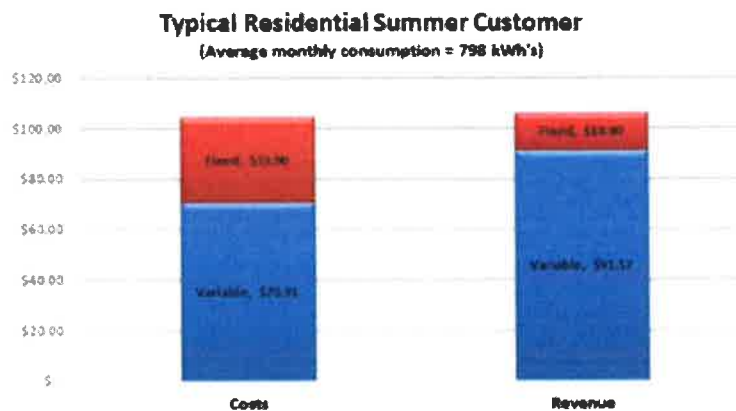
	Year 1	Year 1 \$	Year 2	Year 2 \$	Year 3	Year 3 \$
	\$	%	\$	%	\$	%
All Energy						
400	\$1.52	2.8%	\$1.53	2.8%	\$1.10	1.9%
500	\$1.52	2.4%	\$1.53	2.3%	\$1.00	1.5%
600	\$1.53	2.0%	\$1.54	2.0%	\$0.90	1.2%
700	\$1.50	1.9%	\$1.49	1.8%	\$0.80	1.0%
800	\$1.47	1.7%	\$1.42	1.6%	\$0.70	0.8%
900	\$1.44	1.6%	\$1.35	1.5%	\$0.60	0.7%
1000	\$1.41	1.5%	\$1.29	1.4%	\$0.50	0.5%
1100	\$1.38	1.4%	\$1.22	1.2%	\$0.40	0.4%
1200	\$1.35	1.3%	\$1.15	1.1%	\$0.30	0.3%
1300	\$1.32	1.2%	\$1.09	1.0%	\$0.20	0.2%

Renewable Energy – Net Metering and Avoided Cost

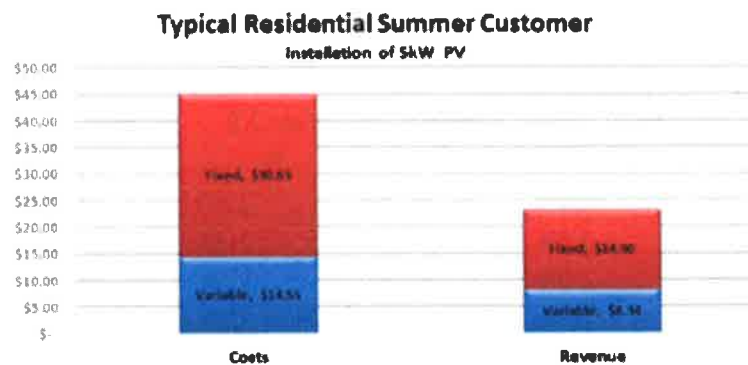
The growth of customer installed Photovoltaic (PV) may result in under-recovering the utilities' fixed costs due to inappropriately structured residential rates. Many utilities face the following residential rate structure issues:

- Customer charges have historically been held low
- Many states require net metering customers with renewables rather than pricing on avoided costs
- Inverted block rate structures that shift fixed cost recovery to outer rate blocks
- Metering and billing limitations
- Historical practices of recovering fixed costs in the energy component of the rate

These issues have resulted in unstable revenue recovery and under-recovery of costs from customers installing distributed generation. This also causes cost shifts and subsidies. The current rate structures may artificially over-value or under-value distributed generation.



If the customer installed a 5kW PV generator producing 700 kWh's (Estimated production from a 5kW PV) the billed energy consumption is reduced to less than 100 kWh's. When the Utility applies its current rates to the remaining usage the revenues recovered from the customer are approximately \$23.00, however, the cost to provide electricity to the customer is \$45.00. This occurs because residential rate structures do not align with costs.



For this utility, the under-recovery occurs because distribution costs should be recovered through a demand charge and customer charges rather than through the energy (kWh) charge. A variety of difficulties and limitations exist to correct the rate structure, although some can be easily corrected. They include:

- Limitation on metering & billing systems
- Education of the governing body & customers
- Opposition from interveners and special interest groups
- Past practices in rate designs
- Incorrect price signals sent by certain Joint Action Agencies

Meetings, Reports, and Presentations

Meetings

The following meetings are anticipated by conference call and/or webex:

- Kickoff meeting – Clarify scope of services and expectations of management
- Data Verification –Verify data collected
- Financial Review –Review assumptions used in the long-term projections
- Review draft reports with management
- Presentation as requested by management such as review report with Governing body

Format of Reports

UFS reports are typically separated into the reports listed below:

- **Power Point Summary** - A concise presentation of study results that is shared with management and staff prior to developing a proposed rate design. This summary will include graphs, charts, tables, and recommendations.
- **Executive Summary Report** – An overview that identifies the objectives, process, and results of the rate study in a clear and concise format, the report includes graphs, charts, tables, and recommendations.
- **Rate Design Recommendation Report** - The rate design report includes the following:
 - Comparison of the current and proposed rates
 - Expected revenues generated from proposed rates
 - Impact on customer classes at various usage levels or load factors within each rate class

Presentation of Cost of Service and Rate Design Study

A critical aspect of the study is the clear and concise presentation to the governing body of the utility. UFS professionals are skilled at explaining and working with advisory and governing bodies to ensure decisions are based on information they can understand and apply to their community.

Firm Qualifications

This section discusses UFS experience and qualifications assisting municipalities with cost of service and financial analysis. UFS personnel are recognized as national experts and include highly qualified, motivated, experienced, and knowledgeable professionals. UFS' reputation has resulted in industry leading status shown by the number of clients we serve, our frequent requests to instruct classes and speak at conferences around the nation and our frequent requests to serve as expert witnesses on rate related issues.

The Project Manager for the City will be Mark Beauchamp, CPA, CMA, MBA with assistance from staff listed in this proposal. Mark has utility energy experience from 1981 and holds degrees in Water Purification Technology, Accounting Degree, and master's degree in business. Mark is a Certified Public Accountant, Certified Management Accountant, holds a class A license in Wastewater Treatment and an F-4 Water License.

UFS experience includes completion of rate studies in 43 states, including Michigan, Guam, several Caribbean Islands and Canada. This provides UFS with the experience and knowledge to provide creative solutions for the City.

UFS is the industry leader in electric, water, and sewer studies. Our national experience is summarized below:

In Demand → UFS has completed numerous rate studies for electric, water, sewer, gas, telecommunications, and solid waste

Diverse → UFS is the preferred provider of rate services for municipalities, electric cooperatives, and members of Joint Action Agencies.

Innovative → UFS is leading the industry in development of Time of Use rates including variations of Variable Peak Pricing, Dynamic Pricing and Real Time Pricing.

Reliable → Our methodologies on establishing financial targets and cash reserve policies have become industry standards and have assisted utilities in improving bond ratings with Fitch, S&P and Moody's.

Supported → Our establishment of rates for customers located outside city limits have been accepted in State Courts and resulted in UFS becoming expert witnesses and arbitrators on rate disputes across the United States.

Experienced → UFS has provided electric, gas, water, wastewater, and telecommunications services to some of largest utilities in the country including Nashville TN, Knoxville TN, Sacramento Municipal Utility District, Rochester MN, Imperial Irrigation District CA, Austin TX, Huntsville AL, Columbia MO, and Lansing MI.

Knowledgeable → We are frequent speakers on special rate topics around the United States including APPA's National Conference, APPA's Educational Institutes, E&O Workshop, Legal Conferences, Business and Financial Workshop, numerous webinars topics and state conferences in over 15 states.

A sample of recent presentations are listed below:

- Development of Avoided Cost and Rate Designs for Distributed Generation
- Appropriate levels of Contributions to City (Payment in lieu of Tax)
- Information provided by Cost of Service Studies
- Cash Reserve Policies for Electric Utilities
- Development of Utility Extension Policies
- Development of Key Financial Targets
- Cost of Service Challenges and Solutions
- The Rate Race

Teachers → UFS personnel are the instructors on cost of service and financial planning courses offered through the American Public Power Association (APPA) and the National Association of Regulatory Utility Commissioners (NARUC), EUCI, and Southern Gas Association. UFS' industry leading status has resulted in courses on distributed generation to the US Department of Energy. These courses include the following:

- a. Basic Cost of Service
- b. Intermediate Cost of Service
- c. Advanced Cost of Service
- d. Financial Planning
- e. Utility Financial Check-up
- f. Cost of Service and Rate Design for Distributed Generation
- g. Development of Line Extension Policies
- h. Rate Structures to promote Energy Conservation
- i. Rate Structures to create Revenue Stability
- j. Advanced issues in Rate Design
- k. Advanced issues in Cost Allocations

UFS holds a commitment to the following:

- **Quality Control** - Proper quality control and management help ensure the accomplished work is in alignment with the project scope, is completed timely, within budget and the results are accurate and defensible. The quality controls developed by UFS are specific to utility rate studies and are based on our prior experience working with electric utilities.
- **Timeliness of Studies** - Part of the quality control includes the timely completion of the rate studies. UFS experience in completing studies provides us the ability to complete the studies as requested and discussed in the initial kick-off meeting.
- **Financial Strength** - UFS commenced business in 2001 and has the highest financial rating by Dunn and Bradstreet.
- **Independence** - UFS maintains its independence throughout its engagements to help ensure unbiased recommendations to the governing bodies. We do not provide services that could impair our independence such as engineering, accounting, or auditing services.
- **Diverse Staff Backgrounds** - Proper development of rate studies require knowledge in accounting, finance, economics, and engineering. UFS staff has diverse backgrounds that include degrees in accounting (CPA), engineering, finance, economics, information technology and degrees in Water Purification Technology.

Name and title of primary contact person

Mark Beauchamp, MBA, CPA, CMA
President, Utility Financial Solutions, LLC
E-mail - mbeauchamp@ufsweb.com
Cell - (616) 403-5450

Date firm established - UFS was established in September 2001

Proposed service team including titles

Mark Beauchamp - President
Dawn Lund – Vice President
Dan Kasbohm – Manager
Mike Johnson – Manager
Chris Lund – Business and Technology Manager
Joan Bakenhus – Senior Financial Analyst
Jillian Jurczyk – Financial Analyst
Robert Blank – Financial Analyst
Carolyn Ragusett – Administrative Assistant

Staff Availability

UFS has adequate staff available to complete the tasks in the timeline requested in the RFP.

Resumes

The next section consists of resumes of the team members assigned to this engagement.

	<p>Mark Beauchamp, CPA, CMA, MBA President, Utility Financial Solutions, LLC</p>
	<p><i>Email:</i> mbeauchamp@ufsweb.com <i>Cellular:</i> 616-403-5450 <i>Location:</i> Holland, MI</p>

Education

- AAS Water Purification Technology
- ABA Business Administration
- BBA Major – Accounting
- MBA Master’s Degree in Business

Course Instructor

American Public Power Association (APPA)

- Advanced Cost of Service Course (Cash Basis & Utility Basis of Ratemaking)
- Intermediate Cost of Service (Cash Basis & Utility Basis of Ratemaking)
- Basic Cost of Service (Cash Basis and Utility Basis of Ratemaking)
- Financial Planning for Municipal Utilities
- Financial Planning for Board & Councils
- Financial Planning and Rate Setting for Managers (Part of Managers Certificate Program)

American Municipal Power (AMP)

- Financial Planning and Rate Designs for Electric Utilities

Expert Witness Service

- Detroit Edison vs. Ameritech – Provided expert witness services for Detroit Edison on development of Pole Attachment Rates for Ameritech
- Nebraska State Unicameral – Served as an expert witness before the state of Nebraska Unicameral on Proper rate setting and credits to provide customer installed renewable generation
- Dayton Power & Light – Provided expert witness services on pole attachment rates. Case was resolved prior to Court appearance
- Coldwater Board of Public Works – Provide expert witness services on rate challenge by large industrial customer. Case was dropped after deposition was provided
- Smethport PA – Provided deposition and responses to Pennsylvania Public Service Commission on Rate Filing for Smethport

License and Qualifications

- Class “A” license in wastewater treatment from the State of Michigan
- (CPA) Certified Public Accountant – Wisconsin
- (CMA) Certified Management Accountant – Institute Certified Management Accountants

Course Instructor

Michigan State University

- Advanced Issues in Cost Allocation (Utility Basis of Rate Making)
- Retail Costing and Pricing of Electricity
- Wholesale Costing and Pricing of Electricity

Southwest American Water Works Association

Michigan Rural Water Association

- Cost of Service & Rate Making for Water Utilities

Michigan Finance Government Officers Association

- Cost of Service & Rate Making for Water & Wastewater Utilities

Industry Involvement

- Member of the American Public Power Association
- Member of the American Water Works Association
- Member of the Institute of Management Accountants
- Speaker at national conferences on Financial Planning for Municipal Utilities, Pricing for Water Utilities, Pricing Fiber Optic backbone systems, Unbundling Electric Rates, and Ways to Attract and Retain Customers
- Author of articles appearing in national magazines and newsletters regarding pricing fiber optics, training electric rates, and designing water rates

Dawn Lund

Vice-President, Utility Financial Solutions, LLC



Dawn has utility energy experience pricing and marketing utility services for electric, water and wastewater beginning in 1996. Dawn has worked with UFS since 2006 and previously worked with a large utility and held positions as Cost and Rate Specialist and Marketing and Communications Specialist. Dawn works with utilities across the country teaching financial concepts and is also the instructor for Financial Planning courses for the American Public Power Association. She is also a regularly requested speaker for various regional and national organizations.

Email: dlund@ufsweb.com

Cellular: 231-218-9664

Location: Traverse City, MI

Cost of Service (COS)

- Completed electric water and wastewater cost of service and rate design studies for utilities across the country, Guam, the Caribbean, and Canada
- Determining appropriate allocations of overhead costs between utility services

Long-term financial analysis

- Development of long-term sales and expense projections for electric, water, and wastewater utilities
- Development of long-term financial plan and rate track for electric, water, and wastewater

Presentation/Training


- Presentations to City Councils and Boards for approval of utility rates and proposed rate tracks
- Instructor for APPA’s Financial Planning and Basic Cost of Services courses
- Monthly presentations to various organizations on topics such as: cost of Service, financial planning, Key financial targets, cash policies and how to explain rate increases to the end user, cost of services challenges/solutions, and Introduction to allocation studies

Rate Design

- Development of equitable rates between inside-city and outside-city customers
- Development of wholesale contract rates,
- Development of special rates; Economic and Time of Use
- Development of Connection Fees
- Development of rate designs to meet financial objectives of utility

Other Professional Involvement

- Member of AWWA Finance, Accounting, Management and Controls Committee
- Member of AWWA Rates and Charges Committee
- Member of MI-AWWA Education Committee
- Developing MI-AWWA Water Academy material for Cost of Service, Financial Planning
- Developed the Basic Cost of Service and Financial Planning courses for APPA
- Preferred Consulting firm for Hometown Connections Financial Planning, Cost of Service and Rate Design

<p>Mike Johnson Manager, Utility Financial Solutions, LLC</p>	
	<p>Mike joined Utility Financial Solutions, LLC in 2011 and has experience assisting utilities since 1995. He has a Higher National Diploma in Mechatronics (Combined Electrical/Mechanical Engineering). Mike is experienced in cost of service, rate making, financial/operational modeling, automation, electric utility operations, and power supply.</p> <p><i>Email:</i> mjohnson@ufsweb.com <i>Cellular:</i> 608-230-5849 <i>Location:</i> Madison, WI</p>

Cost of Service

- Development of cost of service studies for electric, communication, gas, water, and wastewater utilities
- Forecasts utility revenue requirements
- Cost allocation model development

Rate Design

- Provides cost of services class allocations and rate making
- Designs time of use rates
- Identify effects for different usage patterns within the same class
- Development of rates for alternative fuels and vehicles
- Evaluate marginal costs and development of line extension policies and economic development rates

Expert Witness Services

- Prepared and testified on filings to Public Utility Commission

Long Term Financial Analysis

- Develops utility financial analysis models
- Identifies growth and load forecasting
- Models rate and revenue effect for customer change within utilities (loss of customers/additional load)
- Develops target metrics for utilities including cash policies, operating income, debt coverage

Other Utility Tools

- Computes cost functionalization and allocation systems for designing and managing complex changes
- Evaluates data and system integration issues associated with new software implementations
- Provides market analysis, bidding, and settlement processes analysis
- Identification and valuation of fixed assets
- Assessment of utility value for sales/purchase
- Development of risk mitigation tools, power/fuel cost adjustment mechanisms

Dan Kasbohm

Manager, Utility Financial Solutions, LLC



Dan joined Utility Financial Solutions, LLC in 2007 and has experience in conducting cost of service and financial analysis for electric, water, wastewater, and cable utilities around the nation. He has a Bachelor of Science degree in Engineering and was employed in the automotive industry. Dan is a co-instructor for the Basic and Intermediate Cost of Service courses for the American Public Power Association.

Email: dkasbohm@ufsweb.com

Cellular: 616-402-7045

Location: Grand Haven, MI

Cost of Service (COS)

- Identification of fixed/variable costs related to:
 - Customer availability to be served
 - Commodity based costs
 - Demand based costs
- Identification of class to class subsidization
- Utility cost breakdown by function
- Detailed cost unbundling

Long-term financial analysis & identification of:

- Utility revenue requirements (utility and cash-based methods)
- Debt Coverage conformance
- Minimum cash requirements
- Optimal operating income targets
- Optional rate adjustments in projected years

Presentation/Training

- Presenting study results to management and governing body of utility
- Provide utility training on use of projection & COS models
- Co-Instructor for the American Public Power Association Academy
 - Basic & Intermediate Cost of Service

Rate Design

- Current Utility rate structure updates
 - Utility revenue impact
 - Customer bill impacts at various usage levels
 - Identify revenue stability of rates
 - Rate survey analysis
- Development of new rates including:
 - Time of Use (seasonal, daily, hourly)
 - Power Cost Adjustment (PCA)
 - Coincidental-Peak Rates
 - Economic Development rates
 - Street lighting rates

Other Utility Tools

- Power Cost Adjustment mechanisms based on utility cash position, objectives, and dispatch profile
- Street Light Cost of Service by light and pole types
- Load Profile Analysis to identify utility and customer usage patterns
- Power supply forecasting
- Implementation of a justified minimum cash policy
- Calculation of fees for standard utility work
- Development of line extension policies

Joan Bakenhus

Senior Financial Analyst, Utility Financial Solutions, LLC



Joan has experience working with municipal utilities from 1986-1996 and came back to industry in 2006. Joan has a degree in Business Administration. Joan has worked as a Rate Analyst for one of the largest public power systems in the nation (Lincoln Electric System) and for Utility Financial Solutions, LLC since 2006. Joan is experienced in development of long-term financial plans, rate design models and cost of service studies for electric, water, and wastewater utilities.

Email: jbakenhus@ufsweb.com

Cellular: 402-483-2542

Location: Nebraska

Cost of Service (COS)

- Working with Utilities to identify information requirements to complete cost of service and financial plans
- Set up and develop utility revenue requirements, cost of service program and utility revenue proof
- Balancing and set up of models for development of cost of service for water, wastewater, and electric utilities to determine commodity and customer charges
- Responsible for analysis, preparation and updating cost of service models for several electric, water utilities

Rate Design

- Balancing and set up of models for development rate design for water, wastewater, and electric utilities to determine commodity and customer charges
- Development of rate design models for electric, Water utilities
- Development of rate surveys

Other Utility Tools

- Balancing of sales with revenue to help ensure proper billing statistics are used in cost of service models

Long Term Financial Analysis

- Development of long-term financial forecasts for water, wastewater, and electric utilities to determine the amount and timing of rate adjustments

Chris Lund

Business & Technology Manager, Utility Financial Solutions, LLC



Chris has a bachelor's degree in Business Administration with concentration in Computer Science and Speech Communications. He has been a technology and management consultant since 1992 and has utility experience since 2005. Chris is an employee of UFS since 2012 and has also sub-consulted on a variety of technology projects for UFS since 2003.

Email: clund@ufsweb.com

Cellular: 231-342-9798

Location: Traverse City, MI

Financial Consulting

- Completed cost of service and rate design studies for electric, water, wastewater, telecommunications and refuse utilities
- Designed, wrote, and implemented long term financial projection model including revenue requirements and rate track
- Determined avoided cost for solar (photovoltaic - PV) and wind for renewable energy rates
- Lead consultant for electric vehicle (EV) rates and service study
- Conducted multiple fiber optic cost of service and rate design studies
- Presentations to Governing Bodies for approval of utility rates and proposed rate tracks

Data Analytics

- Data mining and analysis specialist for electric load data research
- Specialist with data mining, data conversion and custom reporting
- Experienced with various ODBC (database connectivity)
- Implemented job costing solution for manufacturing companies
- Designed, written, implemented, supported multiple, custom bar coding and data collection systems for wholesale distribution and manufacturing organizations
- Data collection systems pushed data to payroll for time and attendance, automated inventory tracking and job costing

Technology Experience

- Experienced in Microsoft Excel automation – including payroll data, job costing and automated billing (office automation)
- Experienced in Microsoft Access custom database, programming, and reporting – including electronic data interchange (EDI) mapping using Microsoft VBA
- Lead consultant for multiple mission critical, corporate wide enterprise resource planning (ERP) technology solutions
- Implemented, trained, and supported multiple telecommunications projects
- Implemented and supported some of the first voice over internet protocol (VOIP) telecommuting systems
- Guide management with technology related strategy and business integration
- Modification and complete custom program solutions on midrange and PC
- Wrote automated bill of material (BOM) purchasing forecasting system
- Specify, install, and maintain mission critical PC network infrastructure, servers, workstation, and related software
- Experienced in network security and virtual private network (VPN) technology
- Implemented and supported web storefronts integrated with corporate backend database solution for inventory management, order processing, billing, and account status

Jillian Jurczyk, MEd.

Financial Analyst, Utility Financial Solutions, LLC



Jill has been with UFS since 2013. She has a Bachelor’s degree in Mathematics and a Master’s degree in Applied Economics from Johns Hopkins University. Jill has populated and analyzed cost of service models, developed long-term financial projections, and designed rates for utilities. Jill specializes in econometric modeling and statistical analysis to project sales and usage. She has worked with a variety of econometric software packages and is competent in handling seasonality, trend, heteroscedasticity, and other economic inefficiencies that arise in data analysis.

E-mail: jjurczyk@ufsweb.com

Cellular: 616-283-8502

Location: Holland, MI

Jill’s experience includes:

- Forecasting Utility revenue requirements
- Projecting revenues and expenses, asset depreciation, and net book value
- Designing rates based on Cost of Service results
- Analyzing rate payer impacts and sensitivities
- Working with Utility Staff to identify study goals and understand organization
- Keeping up to date on the current economic impacts of renewable energy, the relationship to the Clean Power Plan legislation, and potential effects on the Electric Industry

Robert Blank

Financial Analyst, Utility Financial Solutions, LLC



Robert has been working for Utility Financial Solutions, LLC since May of 2014 and has a Bachelor of Business Administration with a major in Finance from Davenport University. Over his time at UFS he has conducted Utility rate surveys as well as developed rate designs. Robert has experience with long term financial projections and cost of service studies for Electric, Water, Wastewater, and Gas utilities.

E-mail: bblank@ufsweb.com

Cellular: 616-403-9926

Location: Holland, MI

Robert’s experience includes:

- Developing rate design models for electric utilities
- Conducting Rate Surveys
- Responsible for analysis of financial statements and preparation of cost of service models
- Working with utilities to identify the information needed to conduct an accurate cost of service study
- Calculating Minimum Cash Reserve levels, Target Operating Income, and Debt Coverage Ratios

Carolyn Ragusett

Administrative Assistant, Utility Financial Solutions, LLC



Carolyn has been working for Utility Financial Solutions, LLC since May 2018 and has 47 years of office industry experience. For 27 years Carolyn was the Office Administrator for a large accounting firm in Wisconsin where she supervised office support staff. She additionally served 9 years as the tax department administrative officer and maintained the tax library.

E-mail: cragusett@ufsweb.com

Cellular: 920-450-0577

Location: Neenah, WI

Carolyn is skilled in the following:

- Managing and organizing workflow scheduling
- Performance reviews
- Office support and coordinating office activities
- Client correspondence
- Billing, Invoicing, and Collections
- Communication Review of office correspondence and materials
- Valuation Reports

References

Austin Utilities, Minnesota

Client Contact: Ann Christianson, Finance Manager

Phone: 507-433-8886

Email: annc@austinutilities.com



Study Overview

From 2012 to present, UFS has performed the following for Austin Utilities:

Study Specifics

- Electric cost of service and rate design
- Gas cost of service and rate design
- Asset review
- Water cost of service and rate design
- Street light cost of service
- Long-term financial projections
- Allocation study
- Time of use analysis
- Interruptible rate analysis
- Gas commercial rate definition
- Line extension study

Brainerd Public Utilities, Minnesota

Client Contact: Todd Wicklund, Finance Director

Phone: 218-825-3220

Email: twicklund@bpu.org



Study Overview

From 2012 through current, UFS has performed the following for Brainerd Public Utilities:

- Electric, water, and wastewater cost of service studies
- Long term financial projections
- Hydro analysis
- Solar rate credit
- Bonding options
- Economic development rate, large customer economic rate
- Contribution margin analysis
- Line extension study
- Solar avoided cost calculation
- Large customer rate design

Knoxville Utilities Board, Knoxville, Tennessee

Client Contact: Sherri Ottinger, Manager, Rates & Analytical Service

Phone: 865-594-7274

Email: sherri.ottinger@kub.org



Study Overview

UFS completed the gas, electric, water, and wastewater cost of service models for Knoxville Utilities Board between 2017 and present. UFS recently completed development of residential demand and time of use pilot rates for all customer classes.

Electric & Gas Study Specifics

- Analysis of Residential and Commercial customer classes
- Analysis of “non-standard” customers with pass through power supply cost or pass through gas supply cost
 - Non-standard customers were Primary served
 - Allocations reflected in Cost of Service
- Accounted for a reclassification of non-standard customers during cost of service analysis that took place through the power provider in the interim year
- Data analytics on electric and gas usage patterns for use in the cost of service models
- UFS provided on-site Cost of Service training
- UFS staff worked closely with KUB staff on assistance with model throughout the project
- Incorporated wholesale gas rates for services to governmental units outside the city of Knoxville
- UFS reviewed each portion of the studies with KUB staff using a web-based application
- UFS and KUB staff worked closely on design of electric and natural gas rates including development of a PILOT residential time of use rate
- UFS provided responses to intervenors on rate recommendations

Water & Wastewater Study Specifics

- Analysis of residential, non-residential, and wholesale users
- Analysis of private fire protection
- Analysis of hydrants and unmetered government services
- Analysis of sewer improvement charge
- Using revenue requirements, develop cost allocation factors for each utility and review the cost of service allocations/results
- Identify cost by meter size and commodify rate by customer class
- Develop rate design alternatives for consideration
- A draft report was presented via WebEx to Staff for comment
- The final report on the cost of service study, including discussion and analysis was provided

Project Schedule

Our experience with municipal electric cost of service and rate design studies, allows us to conduct a cost effective and efficient study. The following is the tentative project schedule for completion of the electric cost of service and rate design. This schedule will be finalized during the initial project kick-off meeting with management.

<i>Task</i>	<i>Expected Completion – Twelve Weeks</i>
Initial Meeting – Preparation of Information Request	Week One
Completion of Information Request by Client	Week Two
Planning/Set-up Study	Week Three – Five
Review and Development of Revenue Requirements	Week Six – Seven
Fieldwork	Week Eight
Cost of Service Analysis Component/Functional Costs	Week Nine
Cost based Rate Design and alternatives	Week Ten
Report, Recommendations & Presentation of Draft	Week Eleven
Final Report	Week Twelve

THE COMPLETION OF THE PROJECT ON THE PROPOSED SCHEDULE IS DEPENDENT ON THE COOPERATION OF VARIOUS DEPARTMENTS WITHIN THE UTILITY TO PREPARE THE INFORMATION REQUEST IN A TIMELY MANNER.

Project Fees

Prices, terms, and conditions are good for a period of 90 days from the date of this proposal of 12/16/2022. Payment will be made through submission of invoice which itemizes the work performed.

Total project fees for Scope of Services are \$24,000*

Out of Scope Services

Out of Scope services will be billed at the hourly rates listed below.

Any out of pocket expenses will be billed at cost.

All rate designs outside of the current rate structure will be charged hourly.

Name	Title	Hourly Rate
Mark Beauchamp	President	\$330.00
Dawn Lund	Vice President	\$290.00
Dan Kasbohm	Manager	\$255.00
Mike Johnson	Manager	\$255.00
Chris Lund	Business and Technology Manager	\$255.00
Jillian Jurczyk	Financial Analyst	\$175.00
Joan Bakenhus	Senior Financial Analyst	\$155.00
Robert Blank	Financial Analyst	\$120.00

In addition, travel time will be billed at 50% off regular rates.

Proposed Professional Services Agreement

Prices, terms, and conditions are good for a period of 90 days from this proposal date of 12/16/2022. Payment will be made through submission of invoice which itemizes the work performed.

Total project fees for Scope of Services are \$24,000*
 (*Total above does not include out of pocket travel expenses or travel time)

Anticipated Meetings:

- Initial meeting – Conference call to clarify scope of services, expectations of management and preliminary information request
- Fieldwork – Conference call to verify data provided
- Draft Report with management - Conference call
- Final Report with management – Conference call

Deliverables:

- 1) Long-term financial projection and rate track
- 2) Cost of Service Analysis
- 3) Minimum cash reserve determination
- 4) Debt Service Ratio
- 5) Target operating income (rate of return)
- 6) One-year rate design & revenue proof

Out of Scope Pricing

Out of scope items and work hours will be billed at the hourly rates listed on this page.

All rate designs outside of the current rate structure will be charged hourly.

Hourly Rates (travel is discounted at 50%)

Mark Beauchamp	\$ 330.00
Dawn Lund	\$ 290.00
Dan Kasbohm	\$ 255.00
Mike Johnson	\$ 255.00
Chris Lund	\$ 255.00
Jillian Jurczyk	\$ 175.00
Joan Bakenhus	\$ 155.00
Support Staff	\$ 65.00 – 120.00

We look forward to exceeding your expectations. Please sign, date, and return to clund@ufswweb.com at your earliest convenience.

Sincerely,



Mark Beauchamp, CPA, MBA, CMA
 President, Utility Financial Solutions, LLC

Date:

Accepted By:

City of Arlington



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW

Arlington, MN 55307

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

NOVEMBER 2022 – 290 Recorded ICR's

Business/Door Checks	64
Traffic Stops	46
Directed Patrol/Traffic Detail	46
Park Checks	36
Agency Assist	11
Public Assist	9
Medical Calls	9
Suspicious Activity	8
Welfare Checks	7
Theft	6
Informational	5
Parking Violations	4
Residence Watch	4
School Patrols	4
Adult Protection	4
Ordinance Violations	3
Animal Calls	3
Property Damage	3
Fire Call	3
Assault	2
Driving Complaint	2
Juvenile Trouble/Truancy	2
Warrant Checks/Arrests	1
Accidents	1
Threats	1
Vehicle Lockouts	1
Domestic	1
Criminal Sexual Conduct	1
Apartment Checks	1
Motorist Assist	1
Civil Matters	1

Glenn Gerads #301
Police Chief



Arlington Police Department

Glenn Gerads, Chief of Police

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NOVEMBER 2022

11-1-22

- Suspicious Activity – 200 Block 5th Ave. NW
- Ordinance Violation – 300 Block E. Brooks St.
- Welfare Check – 300 Block 7th Ave. NW
- Fire Call/Agency Assist – 700 Block Chestnut Dr.
- Agency Assist/Juvenile Trouble – 100 Block Henderson Rd. (SO)

11-2-22

- Theft – 500 Block W. Brooks St.
- Theft/Property Damage – 400 Block W. Alden St.
- Juvenile Trouble – 600 Block W. Chandler St.
- Fire Call/Agency Assist – 600 Block Freedom Dr.
- Property Damage – 24200 Block 387th Ave.
- Directed Patrol/Traffic Detail – 400 Block E. Baker St.
- Traffic Stop – Intersection Main St. & 2nd Ave.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Theft – 400 Block W. Brooks St.
- Business Check – 100 Block 1st Ave. N.
- Business Check – 600 Block W. Chandler St.
- Park Check – 300 Block 1st Ave. S.
- Business Check – 300 Block W. Main St.
- Business Check – 800 Block 7th Ave. NW

11-3-22

- Park Check – 24200 Block 387th Ave.
- Business Check – 300 Block W. Main St.
- Directed Patrol/Traffic Detail – Main St./Alleys
- Theft/Agency Assist – 200 Block 9th Ave. NW
- Threats – 200 Block 4th Ave. NE
- Business Check – 500 Block 2nd Ave. NW
- School Patrol – 200 Block 3rd Ave. NW
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Suspicious Activity – 100 Block 5th Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Directed Patrol/Traffic Detail – 400 Block E. Brooks St.
- Directed Patrol/Traffic Detail – Intersection W. Baker St. & Hwy 5
- Directed Patrol/Traffic Detail – Intersection W. Brooks St. & 7th Ave. NW
- Park Check – 24200 Block 387th Ave.
- Park Check – 300 Block 1st Ave. S.

11-4-22

- Business Check – 300 Block W. Main St.
- Business Check – 800 Block W. Brooks St.
- Business Check – 800 Block 7th Ave. NW



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- Business Check – 600 Block W. Chandler St.
- Theft/Bad Check – 400 Block W. Main St.
- Business Check – 200 Block Shamrock Dr.
- Directed Patrol/Traffic Detail – Intersection Marion Dr. & Shamrock Dr.
- School Patrol – 200 Block 3rd Ave. NW
- Driving Complaint – Intersection 6th Ave. NW & W. Chandler St.
- Traffic Stop – Intersection 4th Ave. & Adams St.
- Animal Call – 100 Block 4th Ave. NW
- Directed Patrol/Traffic Detail – Intersection Marion Dr. & Shamrock Dr.
- Traffic Stop – 100 Block Henderson Rd.
- Medical Call/Agency Assist – 800 Block W. Main St.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4th Ave. SE
- Park Check – 24200 Block 387th Ave.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Business Check – 600 Block W. Chandler St.

11-5-22

- Medical Call/Agency Assist – 100 Block 7th Ave. SW
- Directed Patrol/Traffic Detail – Intersection Marion Dr. & Shamrock Dr.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4th Ave. SE
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Directed Patrol/Traffic Detail – Intersection Marion Dr. & Shamrock Dr.
- Park Check – 300 Block 1st Ave. S.
- Agency Assist/Traffic Hazard – Intersection Hwy 5 & 391st Ave.
- Traffic Stop – Intersection 4th Ave. SE & E. Dayton St.

11-6-22

- Medical Call/Agency Assist – 300 Block 4th Ave. NW (SO)

11-7-22

- Adult Protection – 400 Block 7th Ave. NW
- Agency Assist – 100 Block E. Douglas St.
- Business Check – 100 Block 5th Ave. NW
- Criminal Sexual Conduct – 200 Block W. Alden St.
- Business Check – 200 Block Shamrock Dr.
- Welfare Check – 600 Block W. Baker St.
- Directed Patrol/Traffic Detail – Intersection Shamrock Dr. & Marion Dr.
- Park Check – 300 Block 1st Ave. S.
- Traffic Stop – Intersection Main St. & 1st Ave.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4th Ave. SE
- Park Check – 400 Block 2nd Ave. NE
- Park Check – 600 Block W. Baker St.
- Park Check – 24200 Block 387th Ave.



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- Business Check – 40900 Block Hwy 5
- Business Check – 300 Block W. Main St.
- Business Check – 600 Block W. Chandler St.

11-8-22

- Business Check – 100 Block E. Shamrock Dr.
- School Patrol – 200 Block 3rd Ave. NW
- Directed Patrol/Traffic Detail – Intersection Marion Dr. & Shamrock Dr.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Motorist Assist – Intersection 411th Ave. & Raceway
- Directed Patrol/Traffic Detail – Intersection W. Chandler St. & Hwy 5
- Business Check – 100 Block 5th Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Business Check – 23200 Block 401st Ave.
- Business Check – 100 Block 1st Ave. N.
- Business Check – 500 Block 2nd Ave. NW
- Directed Patrol/Traffic Detail – Intersection Marion Dr. & Shamrock Dr.
- Business Check – 300 Block W. Main St.
- Business Check – 600 Block W. Chandler St.

11-9-22

- Public Assist – 200 Block W. Alden St.

11-10-22

- Informational – 100 Block 8th St., Gaylord
- Medical Call/Agency Assist – 23200 Block 401st Ave.
- Suspicious Activity – 200 Block Shamrock Dr.
- Welfare Check – 400 Block 7th Ave. NW

11-11-22

- Informational – 200 Block E. Dayton St.
- Warrant Arrest – 100 Block E. Adams St.
- Domestic/Agency Assist – 200 Block E. Dayton St.
- Business Check – 100 Block 1st Ave. N.
- Suspicious Activity – 23200 Block 401st Ave.
- Park Check – 300 Block 1st Ave. S.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4th Ave. SE
- Park Check – 24200 Block 387th Ave.

11-12-22

- Business Check – 300 Block W. Main St.
- Directed Patrol/Traffic Detail – Intersection Hwy 5 & W. Brooks St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.



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- Business Check – 23100 Block 401st Ave.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4th Ave. SE
- Business Check – 500 Block 2nd Ave. NW
- Directed Patrol/Traffic Detail – Intersection Main St. & 4th Ave.
- Directed Patrol/Traffic Detail – Intersection Shamrock Dr. & Marion Dr.
- Traffic Stop – Intersection 4th Ave. & Adams St.
- Park Check – 300 Block 1st Ave. S.
- Park Check – 24200 Block 387th Ave.
- Public Assist – 300 Block E. Brooks St.

11-13-22

- Business Check – 800 Block 7th Ave. NW
- Business Check – 300 Block W. Main St.
- Business Check – 600 Block W. Chandler St.
- Public Assist – 100 Block 4th Ave. NW
- Vehicle Lockout – 300 Block W. Baker St.
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection – Hwy 5 & 401st Ave.
- Directed Patrol/Traffic Detail – Intersection Shamrock Dr. & Marion Dr.
- Directed Patrol/Traffic Detail – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Traffic Stop – Intersection Adams St. & 2nd Ave.
- Business Check – 300 Block W. Main St.
- Park Check – 300 Block 1st Ave. S.
- Park Check – 600 Block W. Baker St.

11-14-22

- Adult Protection – 700 Block Chestnut Dr.
- Informational – 100 Block 4th Ave. NW

11-15-22

- Animal Call/Agency Assist – Intersection Cty. Rd. 9 & W. Brooks St. (SO)
- Fire Call/Agency Assist – 300 Block W. Adams St. (SO)
- Juvenile Trouble/Agency Assist – 200 Block 3rd Ave. NW (SO)

11-16-22

- Informational/Med Disposal – 100 Block 4th Ave. NW
- Welfare Check – 500 Block 2nd Ave. NW
- Agency Assist – 200 Block W. Alden St.
- Business Check – 500 Block 2nd Ave. NW
- Public Assist – 600 Block W. Chandler St.
- Park Check – 600 Block W. Baker St.
- Ordinance Violation – 400 Block E. Adams St.
- Agency Assist – 600 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.



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- Business Check – 23200 Block 401st Ave.
- Park Check – 24200 Block 387th Ave.
- Directed Patrol/Traffic Detail – Intersection Main St. & 4th Ave.
- Directed Patrol/Traffic Detail – Intersection 4th Ave. & Alden St.

11-17-22

- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Business Check – 300 Block W. Main St.
- Ordinance Violation – 400 Block 3rd Ave. SW
- Agency Assist – 200 Block 3rd Ave. NW
- Welfare Check – 100 Block Shamrock Dr.
- Assault/Agency Assist – 700 Block W. Main St.
- School Patrol – 200 Block 3rd Ave. NW
- Agency Assist – 100 Block 4th Ave. NW
- Informational – 100 Block 7th Ave. SW
- Apartment Check – 100 Block 7th Ave. SW
- Business Check – 200 Block Shamrock Dr.
- Business Check – 500 Block 2nd Ave. NW
- Agency Assist – 100 Block 4th Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Business Check – 100 Block 1st Ave. N.
- Park Check – 400 Block 2nd Ave. NE
- Business Check – 500 Block 2nd Ave. NW
- Park Check – 600 Block Frenzel Dr.
- Park Check – 300 Block 1st Ave. S.
- Park Check – 24200 Block 387th Ave.
- Business Check – 500 Block W. Main St.

11-18-22

- Welfare Check – 400 Block E. Brooks St.
- Accident/Agency Assist – Intersection 401st Ave. & Hwy 5
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4th Ave. SE
- Traffic Stop – Intersection 4th Ave. & Baker St.
- Traffic Stop – Intersection 400 Block E. Baker St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Park Check – 24200 Block 387th Ave.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Business Check – 600 Block W. Chandler St.

11-19-22

- Property Damage – 500 Block 2nd Ave. NW
- Property Damage – 300 Block 7th Ave. NW
- Suspicious Activity – 500 Block 2nd Ave. NW



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11-20-22

11-21-22

- Agency Assist – 200 Block Cty. Rd. 9
- Medical Call/Agency Assist – 700 Block W. Main St.
- Agency Assist – 100 Block 4th Ave. NW
- Business Check – 500 Block 2nd Ave. NW
- Directed Patrol/Traffic Detail – Intersection 411th Ave. & W. Main St.
- Welfare Check – 300 Block E. Adams St.
- Business Check – 200 Block Shamrock Dr.
- Traffic Stop – Intersection Shamrock Dr. & 4th Ave.
- Business Check – 40900 Block Hwy 5
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4th Ave. SE
- Business Check – 100 Block 1st Ave. N.
- Business Check – 300 Block W. Main St.
- Park Check – 24200 Block 387th Ave.
- Park Check – 300 Block 1st Ave. S.
- Park Check – 600 Block Frenzel Dr.
- Business Check – 600 Block W. Chandler St.

11-22-22

- Business Check – 800 Block 7th Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Theft – 400 Block W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Park Check – 400 Block 2nd Ave. NE
- Driving Complaint – Intersection Hwy 5 to Green Isle
- Directed Patrol/Traffic Detail – Intersection Hwy 5 & W. Chandler St.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4th Ave. SE
- Directed Patrol/Traffic Detail – 400 Block E. Baker St.
- Business Check – 500 Block 2nd Ave. NW
- Business Check – 100 Block 1st Ave. N.
- Park Check – 24200 Block 387th Ave.
- Park Check – 300 Block 1st Ave. S.
- Business Check – 23100 Block 401st Ave.
- Business Check – 600 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.

11-23-22

- Suspicious Activity/Agency Assist – 500 Block E. Brooks St.

11-24-22

- Suspicious Activity/Agency Assist – 500 Block E. Brooks St. (SO)



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11-25-22

- Residence Watch – 300 Block Frenzel Dr.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4th Ave. SE
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Directed Patrol/Traffic Detail – Intersection W. Main St. & 411th Ave.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Park Check – 400 Block 2nd Ave. NE
- Business Check – 500 Block 2nd Ave. NW
- Business Check – 500 Block 2nd Ave. NW
- Directed Patrol/Traffic Detail – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Medical Call/Agency Assist – 300 Block E. Clinton St.
- Park Check – 600 Block Frenzel Dr.
- Park Check – 24200 Block 387th Ave.

11-26-22

- Business Check – 300 Block W. Main St.
- Business Check – 600 Block W. Chandler St.
- Directed Patrol/Traffic Detail – 400 Block E. Baker St.
- Traffic Stop – Intersection Hwy 5 & 401st Ave.
- Directed Patrol/Traffic Detail – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Business Check – 23200 Block 401st Ave.
- Directed Patrol/Traffic Detail – Intersection 411th Ave. & W. Main St.
- Residence Watch – 300 Block Frenzel Dr.
- Traffic Stop – Intersection Sheila Dr. & Elgin St.
- Directed Patrol/Traffic Detail – 400 Block E. Baker St.
- Park Check – 600 Block W. Baker St.
- Park Check – 300 Block 1st Ave. S.
- Business Check – 500 Block W. Main St.
- Park Check – 24200 Block 387th Ave.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.

11-27-22

- Directed Patrol/Traffic Detail – Intersection Hwy 5 & Marion Dr.
- Business Check – 300 Block W. Main St.
- Public Assist – 100 Block Henderson Rd.
- Medical Call/Agency Assist – Intersection 4th Ave. NW & W. Alden St.
- Directed Patrol/Traffic Detail – Intersection Shamrock Dr. & Marion Dr.
- Suspicious Activity – 200 Block Shamrock Dr.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4th Ave. SE
- Residence Watch – 300 Block Frenzel Dr.
- Directed Patrol/Traffic Detail – Intersection 401st Ave. & Hwy 5
- Park Check – 400 Block 2nd Ave. NE



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- Directed Patrol/Traffic Detail – Intersection 4th Ave. & Adams St.
- Directed Patrol/Traffic Detail – 400 Block Creekview Ln.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Business Check – 500 Block 2nd Ave. NW

11-28-22

- Medical Call/Agency Assist – 200 Block E. Clinton St. (SO)
- Adult Protection/Agency Assist – 100 Block 7th Ave. SW
- Public Assist – 100 Block 4th Ave. NW
- Animal Call – 100 Block 4th Ave. NW
- Civil Matter – 800 Block W. Main St.

11-29-22

- Assault – 200 Block 3rd Ave. NW
- Parking Violation – 300 Block 3rd Ave. SW
- Agency Assist/Missing Person – 300 Block W. Main St. (SO)

11-30-22

- Parking Violation – 300 Block W. Main St.
- Adult Protection – 400 Block 7th Ave. NW
- Directed Patrol/Traffic Detail – 400 Block E. Baker St.
- Directed Patrol/Traffic Detail – Intersection E. Main St. & 4th Ave.
- Traffic Stop – Intersection W. Main St. & 3rd Ave.
- Parking Violation – 200 Block Frenzel Dr.
- Parking Violation – Intersection 5th Ave. & E. Baker St.
- Medical Call/Agency Assist – 100 Block W. Chandler St.
- Public Assist – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection W. Main St. & 6th Ave.
- Public Assist – 300 Block W. Main St.
- Public Assist – 600 Block W. Main St.
- Business Check – 23200 Block 401st Ave.
- Residence Watch – 300 Block Frenzel Dr.
- Traffic Stop – Intersection W. Main St. & 6th Ave.

Glenn Gerads #301
Police Chief



Arlington Police Department

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December 14, 2022

Brau Motors,

I am requesting a quote for a new Chevrolet Tahoe fleet police vehicle black in color. It is my desire to support your local business because of the years of support your business has shown to the community. Can you confirm that the new Chevrolet Tahoe is not available at this time, and it is currently unknown when the ordering window will be open. If you could respond by email at your earliest convenience that would be much appreciated.

Respectfully,

Glenn Gerads
Chief of Police
Arlington Police Department
ggerads@arlingtonmn.com

BUILD PRICING

QUOTE 1 (22-931)

Tenvoorde Squad Price with Guardian build

\$41,528.88-Police Utility Explorer state contract rate

\$5,699.52-squad radio Alpha Wireless state contract rate

\$5,973.51-Guardian squad build (\$16,473.51 minus trade) (vehicle graphics included)

\$53,201.91 Total

QUOTE 2 (JP112922-01)

Tenvoorde Squad Price with EATI build

\$41,528.88-Police Utility Explorer state contract rate

\$5,699.52-squad radio Alpha Wireless state contract rate

\$14,615.48-EATI squad build (no trade offered) (does not include the squad graphics +\$1,500)

\$61,843.88 Total

\$61,843.88-\$53,201.91=\$8,641.97 difference between builds

I am recommending Quote 1 due to the vehicle trade. Also, Guardian was approved for the build in September. The builds should be the same so the officers can use both squads and there aren't significant differences between squads as there are now. We save on delivery and transporting the squads from the dealership and to the police department. Guardian takes delivery of the new squad directly and delivers the finished squad to us. I propose moving/using \$69,000 from the Police Wages to the Squad Car budget and that we invoice the above squad under the 2022 budget.

\$53,201.91 squad build (Invoice under 2022) 2nd Squad

\$5,699.52 squad radio for September build (Invoice under 2022) 1st Squad

\$9,600.47 squad build difference from September (Move to capital improvement) 1st Squad

\$68,501.90 Total

The squad radios must be changed out as well as I have found out from the Sibley County Sheriff's Office. They are moving to a new encrypted radio system. Ordering and outfitting the squads now saves the city what will be a price adjustment in 2023 for the radios as well as paying extra labor to have them installed after the squads are already built. It is not as simple as just switching out the radio, there is a new wiring system that must be installed with the radio as well.

SEPTEMBER SQUAD PRICE ADJUSTMENT

September Squad build adjustment

\$7,109.75 Approved amount September meeting

\$9,600.47 Additional amount needed

\$16,710.22 Guardian squad build total

\$5,699.52 Squad radio state contract price

\$41,528.88 Police Utility Explorer state contract rate already approved

\$63,938.62 Total updated

\$15,299.99 Additional needed for the September squad and radio

The original bid amount is at \$17,609.75 from September. It has decreased because Guardian does not have to strip the black and white squad and remove the decals on the vehicle that was being traded.

Thank you,

Glenn Gerads

Chief of Police

Arlington Police Department

Assn. Ctr #

TENVOORDE FORD, INC P O BOX 1045 ST CLOUD, MN 56302

QUOTE

Customer Arlington
Name
Address
City MN ZIP
Phone

Misc
Date 9/1/2022
Order No.
Contract No. 158505

Qty	Description	Unit Price	TOTAL
2	2023 Police Interceptor Utility AWD K8A S	\$ 40,228.88	\$ 80,457.76
2	99B - AWD 3.3L V6		
Added Factory Options			
2	UM - Agate Black	\$ -	\$ -
2	96 - Interior Charcoal Black	\$ -	\$ -
2	41H - Engine Block Heater	\$ 85.00	\$ 170.00
2	153 - License Plate Bracket	\$ -	\$ -
2	43D - Dark Car Feature	\$ 24.00	\$ 48.00
2	51P - Spot Lamp Prep Kit	\$ 132.00	\$ 264.00
2	76D - Underbody Deflector Plate	\$ 315.00	\$ 630.00
2	87R - Rear Camera in Rear Mirror	\$ -	\$ -
2	19V - Rear Camera on Demand	\$ 217.00	\$ 434.00
2	68G - Rear Door Controls Inoperable	\$ 71.00	\$ 142.00
2	18D - Global Lock Unlock feature	\$ -	\$ -
2	59J - Keyed Allke - 1111x	\$ 47.00	\$ 94.00
2	549 - Heated Mirrors	\$ 56.00	\$ 112.00
2	76R - Reverse Sensing System	\$ 259.00	\$ 518.00
2	60R - Noise Suppresion Bonds	\$ 94.00	\$ 188.00

\$ -
\$ -
\$ -
\$ -
\$ -
SubTotal \$ 41,528.88

Delivery Address if Different From Billing

TOTAL \$ 83,057.76

NET 30

Vehicle Pickup Location Ten Voorde Ford PO Box 1045 St. Cloud MN 56302, Monday-Friday 8:00am-5:00pm Please
Call Jade Aanenson 612-703-7789 Cell or Bob Aanenson 320-224-2808 Cell With Any Questions



Guardian Fleet Safety

PO Box 70
Clear Lake, MN 55319
+1 3202454000
Sales@GuardianFleetSafety.com

ADDRESS

Chief Glen Gerads
Arlington Police Department
108 4th Ave NW C/O 204
Shamrock Dr
Arlington, MN 55307

Quote 22-0931

DATE 12/08/2022

EXPIRATION DATE 01/13/2023

INFO

2023 PIU Patrol #316

SALES REP

Don

ACTIVITY	QTY	RATE	AMOUNT
2022 Ford PIU Patrol #316			
Customer will provide camera system, radar, radio, computer mount, Regen: yes Strip: Yes 316			
Each squad is photographed, documented, and logged on Guardian Fleet Safety's secured server to ensure every squad is built exactly the same in the future			
Trade in of old squad with lights, siren and cages/console. Unit #TBD	1	-	-
Offer: \$10500 for maroon PIU *** subject to change due to additional mileage***		10,500.00	10,500.00T
(GFS will remove: Camera, Radio, Docking Station, Radar,)			

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.

ACTIVITY	QTY	RATE	AMOUNT
Build Features: Level 2 & 3 in and out of park Pursuit Braking All Vehicle Low Power All Vehicle Cruise Mode Brake Kill Door Kill on Corner of Lightbar Auto Cage Light Wall of White Ignition Override / Safe Idle Secure Weapon Full Timed System Arrowstick and Cruise Mode Reminder Tones Cargo Area Light Disable in Drive Level 1 Out Of Park Reminder Tone PA Mic in Driver's Door All Door Lock Button in Cargo Area Easy Service Electronics all in One Area Factory Headlamp Flasher			
-----FRONT END-----	1	0.00	0.00
Westin Public Safety Heavy Duty Push Bumper for 2020+ Ford Interceptor Utility. 36-2125. Includes Light Cut-out or Solid Channel for crossbar.	1	389.55	389.55T
Westin Public Safety Light Channel for 2 SoundOff Signal Lights	1	35.00	35.00T
SoundOff Signal nFORCE DUO Replacement Lighthouse. R/W or B/W. Installed into WESTIN Push Bumper Crossbar.	2	104.45	208.90T
SoundOff Signal nFORCE DUO Light with Surface Mount Housing. R/W or B/W. Install Location: Side of push bumper	2	134.62	269.24T
-----SIDES-----	1	0.00	0.00
SoundOff Signal Dual Color Under Mirror Intersector 18 LED warning light. White to override and act as alley light	2	178.85	357.70T
-----REAR-----	1	0.00	0.00
SoundOff Signal 4X2 Double Stacked mPOWER. 24 LEDs, Dual Color. Install location: Rear Bumper	2	191.08	382.16T
SoundOff Signal mPOWER Dual Colored Silicone Light. Install Location: Plastic above license plate	2	133.28	266.56T
Guardian Fleet Safety rear taillight LED upgrade and flasher system for 2020+ Ford Interceptor Utility. Replaces the factory halogen bulb with an LED insert and will flash and override to white for reverse for increased visibility.	1	202.85	202.85T
-----CABIN-----	1	0.00	0.00

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ACTIVITY	QTY	RATE	AMOUNT
SoundOff Signal mPOWER Lightbar full Dual Color with 3 Tri-Color Modules in rear for Rear Scene Lighting. Includes vehicle specific mounting strap kit.	1	2,163.45	2,163.45T
SoundOff Signal nFORCE Single Head DUO Light with Bail bracket. R/W or B/W. Install Location: Cargo windows	2	121.20	242.40T
Setina 10VS Front Cage, w/ Recessed Panel for gun mounts and Sliding Window Metal Window Guard.	1	929.07	929.07T
SETINA 12VS Cargo Area Partition for 2020 Ford Interceptor Utility. Poly Window or Expanded Coated Metal for rear divider screen.	1	455.05	455.05T
Note: Due to changes in the 2020 Utility. A standalone electronics box, floor tray or cargo box WILL be required to store the aftermarket electronics.			
SoundOff Signal Red/White Police Interior Dome Light with Switch	1	78.44	78.44
Amber Dome Light for Cage/Prisoner Area. Wired to switch on console	1	84.12	84.12T
White LED Dome light Kit. Includes Three dome lights. Two mounted on hatch and one mounted on inside of cargo area. Greatly improves nighttime visible in retrieving equipment. Power switch mounted on C-Pillar in cargo area for easy access.	1	95.64	95.64T
Able 2 3 Hole Outlet Plug w/ USB port	1	21.50	21.50T
Setina Dual Weapons Rack T-Rail 1 Universal Lock and 1 Shotgun Lock - Handcuff key override. Install location: Between Front seats	1	425.17	425.17T
Gamber Johnson Console Box and Cup-holder for Ford Utility Police Interceptor 2020+ 7170-0734-01. Crashed car console out-dated will not fit into new vehicle	1	455.21	455.21T
Horizontal Steel Window Bars pair of 2 for rear windows	1	296.67	296.67T
SoundOff Signal Advanced bluePRINT Light and Siren Control System. Kit includes:	1	1,659.97	1,659.97T
(2) Siren Speakers			
(1) Dual Tone Control Siren Amp			
(1) Control Head			
(1) Remote Node and Harness			
(1) Sync Module			
Program Features:			
Level 2 & 3 in and out of park			
Pursuit Braking			
All Vehicle Low Power			
All Vehicle Cruise Mode			
Door Kill on Corner of Lightbar			
Auto Cage Light			
Wall of White			
Smart Secure Weapon			
Full Timed System			
Arrowstick and Cruise Mode Reminder Tones			
Cargo Area Light Disable in Drive			
Level 1 Out Of Park Reminder Tone			
PA Mic in Driver's Door			
Verbal Command Tones (Agency to specify)			

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ACTIVITY	QTY	RATE	AMOUNT
SETINA Triple Stacked Drawer System.	1	1,598.65	1,598.65T
Top: Open Top with Basket Style Guard to Prevent Items from falling out.			
Middle: Large Drawer			
Bottom: Electronics Tray for easily accessible servicing and maintenance.			
Brother PocketJet 6 and 7 Printer Cable Kit. Includes Hardwired DC Power Vehicle Kit and 10' USB Cable with Specialty Connector for Printer.	1	65.22	65.22T
Gamber Johnson 7160-0340 Brother/Pocketjet Armrest/Printer Mount Combo	1	271.88	271.88T
Tiger Tough Tactical Seat Cover	1	182.00	182.00T
WeatherTech laser measured floor mats. Black, front only.	1	129.95	129.95T
-----ROOFTOP-----	1	0.00	0.00
Black low profile 800Mhz antenna	1	39.16	39.16T
-----CONNECTIVITY & TECHNOLOGY-----	1	0.00	0.00
NMO Solid Copper Core Coax Cable with Connector.	1	35.10	35.10T
-----SERVICE-----	1	0.00	0.00
3M Decal Package per customer design (no reflective sides and reflective chevrons on rear) +\$10 per number on top of vehicle.	1	1,220.00	1,220.00
Flat Rate Shop Labor to install/program new and customer provided equipment	1	3,040.00	3,040.00T
Guardian Fleet Safety Wiring Harness, Power Distribution Block and Battery Management System	1	486.90	486.90T
Due to extremely high copper prices and component shortages, this item has been increased as of June 2022. We hope this is only a temporary price increase.			
Misc. Shop Supplies for Full Installation, Includes Wire, Loom, Connectors, Fuses, Nuts/Bolts, Screws, Switches etc...	1	150.00	150.00T
Guardian Fleet Safety LIFETIME warranty: Warranty covers our installation, craftsmanship, and wiring for the life of the vehicle under normal police wear and tear. All installed products are new unless otherwise noted and carry their respective manufacturer's warranty.	1	0.00	0.00T
Inbound Freight Shipping Charge for Full Law Enforcement Upfit.	1	236.00	236.00T
Note: Due to COVID19 and the International Parts Shortage, shipping charges have skyrocketed in 2021 and 2022. Price of this charge is based on the items ordered. GFS orders common police items in bulk to save on shipping. One-off and/or custom orders may incur a larger freight charge.			
Free delivery of Vehicle to and from Customer	1	0.00	0.00T

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SUBTOTAL	5,973.51
TAX (7.375%)	0.00
TOTAL	\$5,973.51

Accepted By

Accepted Date



Guardian Fleet Safety

PO Box 70
Clear Lake, MN 55319
+1 3202454000
Sales@GuardianFleetSafety.com

ADDRESS

Chief Glen Gerads
Arlington Police Department
108 4th Ave NW C/O 204
Shamrock Dr
Arlington, MN 55307

Quote 22-0641

DATE 12/08/2022

EXPIRATION DATE 01/09/2023

INFO

2023 PIU Patrol #317

SALES REP

Don

ACTIVITY

QTY

RATE

AMOUNT

Each squad is photographed, documented, and logged on Guardian Fleet Safety's secured server to ensure every squad is built exactly the same in the future

Build Features:

- Level 2 & 3 in and out of park
- Pursuit Braking
- All Vehicle Low Power
- All Vehicle Cruise Mode
- Brake Kill
- Door Kill on Corner of Lightbar
- Auto Cage Light
- Wall of White
- Ignition Override / Safe Idle
- Secure Weapon
- Full Timed System
- Arrowstick and Cruise Mode Reminder Tones
- Cargo Area Light Disable in Drive
- Level 1 Out Of Park Reminder Tone
- PA Mic in Driver's Door
- All Door Lock Button in Cargo Area
- Easy Service Electronics all in One Area
- Factory Headlamp Flasher

-----FRONT END-----

1

0.00

0.00

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ACTIVITY	QTY	RATE	AMOUNT
Westin Public Safety Heavy Duty Push Bumper for 2020+ Ford Interceptor Utility. 36-2125. Includes Light Cut-out or Solid Channel for crossbar.	1	389.55	389.55T
Westin Public Safety Light Channel for 2 SoundOff Signal Lights	1	35.00	35.00T
SoundOff Signal nFORCE DUO Replacement Lighthead. R/W or B/W. Installed into WESTIN Push Bumper Crossbar.	2	104.45	208.90T
SoundOff Signal nFORCE DUO Light with Surface Mount Housing. R/W or B/W. Install Location: Side of push bumper	2	134.62	269.24T
-----SIDES-----	1	0.00	0.00
SoundOff Signal Dual Color Under Mirror Intersector 18 LED warning light. White to override and act as alley light	2	178.85	357.70T
-----REAR-----	1	0.00	0.00
SoundOff Signal 4X2 Double Stacked mPOWER. 24 LEDs, Dual Color. Install location: Rear Bumper	2	191.08	382.16T
SoundOff Signal mPOWER Dual Colored Silicone Light. Install Location: Plastic above license plate	2	133.28	266.56T
Guardian Fleet Safety rear taillight LED upgrade and flasher system for 2020+ Ford Interceptor Utility. Replaces the factory halogen bulb with an LED insert and will flash and override to white for reverse for increased visibility.	1	202.85	202.85T
-----CABIN-----	1	0.00	0.00
SoundOff Signal nFORCE Front Interior Windshield Lightbar. Dual Color. R/W Driver, B/W Passenger. White to override to Takedown.	1	1,144.34	1,144.34T
SoundOff Signal nFORCE Vehicle Specific Interior Rear Window Light Array. Driver's Side: R/A. Passenger's Side B/A. Flashes R/B and Overrides to Amber for Arrowstick.	1	986.40	986.40T
SoundOff Signal nFORCE Single Head DUO Light with Bail bracket. R/W or B/W. Install Location: Cargo windows	2	121.20	242.40T
SETINA Single Prisoner Half Partition/Cage. May be used with Stock Seats or Replacement Plastic Seat (Sold Separately)	1	1,653.54	1,653.54T
SoundOff Signal Red/White Police Interior Dome Light with Switch	1	78.44	78.44
Amber Dome Light for Cage/Prisoner Area. Wired to switch on console	1	84.12	84.12T
White LED Dome light Kit. Includes Three dome lights. Two mounted on hatch and one mounted on inside of cargo area. Greatly improves nighttime visible in retrieving equipment. Power switch mounted on C-Pillar in cargo area for easy access.	1	95.64	95.64T
Able 2 3 Hole Outlet Plug w/ USB port	1	21.50	21.50T
Setina Dual Weapons Rack T-Rail 1 Universal Lock and 1 Shotgun Lock - Handcuff key override. Install location: Between Front seats	1	425.17	425.17T

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ACTIVITY	QTY	RATE	AMOUNT
Gamber Johnson Console Box and Cup-holder for Ford Utility Police Interceptor 2020+ 7170-0734-01. Crashed car console out-dated will not fit into new vehicle	1	455.21	455.21T
Horizontal Steel Window Bars pair of 2 for rear windows	1	296.67	296.67T
SoundOff Signal Advanced bluePRINT Light and Siren Control System. Kit includes: (2) Siren Speakers (1) Dual Tone Control Siren Amp (1) Control Head (1) Remote Node and Harness (1) Sync Module Program Features: Level 2 & 3 in and out of park Pursuit Braking All Vehicle Low Power All Vehicle Cruise Mode Door Kill on Corner of Lightbar Auto Cage Light Wall of White Smart Secure Weapon Full Timed System Arrowstick and Cruise Mode Reminder Tones Cargo Area Light Disable in Drive Level 1 Out Of Park Reminder Tone PA Mic in Driver's Door Verbal Command Tones (Agency to specify)	1	1,659.97	1,659.97T
SETINA Triple Stacked Drawer System. Top: Open Top with Basket Style Guard to Prevent Items from falling out. Middle: Large Drawer Bottom: Electronics Tray for easily accessible servicing and maintenance.	1	1,598.65	1,598.65T
Brother PocketJet 6 and 7 Printer Cable Kit. Includes Hardwired DC Power Vehicle Kit and 10' USB Cable with Specialty Connector for Printer.	1	65.22	65.22T
Gamber Johnson 7160-0340 Brother/Pocketjet Armrest/Printer Mount Combo	1	271.88	271.88T
Tiger Tough Tactical Seat Cover	1	182.00	182.00T
WeatherTech laser measured floor mats. Black, front only.	1	129.95	129.95T
-----ROOFTOP-----	1	0.00	0.00
Black low profile 800Mhz antenna	1	39.16	39.16T
-----CONNECTIVITY & TECHNOLOGY-----	1	0.00	0.00
NMO Solid Copper Core Coax Cable with Connector.	1	35.10	35.10T
-----SERVICE-----	1	0.00	0.00

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ACTIVITY	QTY	RATE	AMOUNT
3M Decal Package-per customer design (no reflective sides and reflective chevrons on rear) +\$10 per number on top of vehicle.	1	1,220.00	1,220.00
Flat Rate Shop Labor to install/program new and customer provided equipment	1	3,040.00	3,040.00T
Guardian Fleet Safety Wiring Harness, Power Distribution Block and Battery Management System	1	486.90	486.90T
Due to extremely high copper prices and component shortages, this item has been increased as of June 2022. We hope this is only a temporary price increase.			
Misc. Shop Supplies for Full Installation, Includes Wire, Loom, Connectors, Fuses, Nuts/Bolts, Screws, Switches etc...	1	150.00	150.00T
Guardian Fleet Safety LIFETIME warranty: Warranty covers our installation, craftsmanship, and wiring for the life of the vehicle under normal police wear and tear. All installed products are new unless otherwise noted and carry their respective manufacturer's warranty.	1	0.00	0.00T
Inbound Freight Shipping Charge for Full Law Enforcement Upfit.	1	236.00	236.00T
Note: Due to COVID19 and the International Parts Shortage, shipping charges have skyrocketed in 2021 and 2022. Price of this charge is based on the items ordered. GFS orders common police items in bulk to save on shipping. One-off and/or custom orders may incur a larger freight charge.			
Free delivery of Vehicle to and from Customer	1	0.00	0.00T

SUBTOTAL	16,710.22
TAX (7.375%)	0.00
TOTAL	\$16,710.22

Accepted By

Chief Gerads

Accepted Date

09/21/2022

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.



Quote

2755 Geneva Avenue North
Oakdale, MN 55128
651-765-2657

Date	Quote #
11/29/2022	JP112922-01

Name / Address
ARLINGTON POLICE DEPT 322 WEST MAIN PO BOX 928 ARLINGTON, MN 55307

Ship To
ARLINGTON POLICE DEPT 322 WEST MAIN PO BOX 928 ARLINGTON, MN 55307

P.O. No.	Terms	Quote Valid Until	Account #	Rep	FOB
FORD PIU	NET 30	12/29/2022		JLP	ORIGIN

Qty	Item	Description	Price	U/M	Total
1	POLICY	PARTS AND LABOR WILL BE INVOICED SEPARATELY. YOUR PARTS WILL BE INVOICED COMPLETE ONCE THEY ARE RECEIVED. YOUR PARTS WILL BE MARKED WITH YOUR NAME AND ORDER NUMBER, AND WILL BE HELD IN OUR WAREHOUSE. YOU MAY, AT YOUR DISCRETION, REQUEST THAT THE PARTS BE DELIVERED TO YOU OR YOU MAY PICK THEM UP. (DELIVERY CHARGES MAY APPLY). LABOR, STRIP, SHOP SUPPLIES, ETC., WILL BE INVOICED FOLLOWING THE COMPLETION OF THE VEHICLE.	0.00		0.00
1	EATI WARRANTY	VEHICLE BUILD INCLUDES EATI LIFETIME WARRANTY WHICH COVERS OUR INSTALLATION AND WORKSMANSHIP FOR THE LIFETIME OF THE VEHICLE UNDER NORMAL USE - ALL NEW PRODUCTS CARRY THEIR RESPECTIVE MANUFACTURERS' WARRANTIES	0.00	ea	0.00
1	CONTACT	GLENN GERADS 507.299.7022 GGERADS@ARLINGTONMN.COM	0.00		0.00
1	VEHICLE	2022 FORD POLICE INTERCEPTOR UTILITY	0.00		0.00
1	NOTE	***ACTIVATE HEADLIGHT FLASHER***	0.00		0.00
1	BK2168ITU20	SETINA PB450L4 WITH 4 SOUNDOFF MPOWER TRI COLOR LIGHTS FOR 2020+ FORD PIU	839.25		839.25
1	ETSS100J5	SOUNDOFF 100J SERIES COMPOSITE SPEAKER W/UNIVERSAL BAIL BRACKET - 100 WATT ***MOUNT BEHIND GRILL***	220.99		220.99



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P.O. No.	Terms	Quote Valid Until	Account #	Rep	FOB
FORD PIU	NET 30	12/29/2022		JLP	ORIGIN

Qty	Item	Description	Price	U/M	Total
1	ENGSA5100RSR	SOUNDOFF 500 SERIES BLUEPRINT REMOTE SIREN WITH KNOB CONTROL FOR ONE 100 WATT SPEAKER.	857.01	ea	857.01
1	ENNLB00S JL-2UH	SOUND OFF NFORCE NXT 54" DUO LIGHTBAR WITH TINTED LENSES - R/W & B/W FRONT, ALLEYS, AND CORNERS, R/B/W FRONT MIDDLE INBOARD, R/A & B/A REAR INBOARDS, R/B/A REAR MIDDLE INBOARD - INCLUDES BREAKOUT BOX AND STANDARD FIXED HEIGHT MOUNTING FEET - HOOK KIT FOR 2020+ FORD PIU	2,420.11	ea	2,420.11
1	7170-0734-09	GAMBER JOHNSON 2020 FORD POLICE INTERCEPTOR UTILITY VEHICLE SPECIFIC LOW PROFILE CONSOLE (7160-1446), WITH CUP HOLDER (7160-0846), REAR PRINTER ARMREST (7160-0430), AND MONGOOSE (7160-0220)	909.60	ea	909.60
1	7160-0321	GAMBER JOHNSON FULL SIZE FACEPLATE FOR MCS CONSOLE FOR XTL-5000/2500 REMOTE HEAD RADIO	0.00	ea	0.00
1	20032	***VERIFY TYPE OF RADIO, JUST HAVE THIS ITEM ON FOR QUOTING PURPOSES*** GAMBER JOHNSON CONSOLE FACEPLATE FOR SOUNDOFF 500 SERIES REMOTE HEAD.	0.00	ea	0.00
1	15082	GAMBER JOHNSON MCS CONSOLE FACEPLATE WITH CUTOUTS FOR 3 ROCKER SWITCHES AND 3 LIGHTER SOCKETS (SOLD SEPARATELY)	19.20	ea	19.20
3	14.0570	SHO-ME SINGLE ACCESSORY OUTLET ***FOR FACEPLATE WITH 12V CUTOUTS***	8.748	ea	26.24



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Oakdale, MN 55128
651-765-2657

Date	Quote #
11/29/2022	JP112922-01

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P.O. No.	Terms	Quote Valid Until	Account #	Rep	FOB
FORD PIU	NET 30	12/29/2022		JLP	ORIGIN

Qty	Item	Description	Price	U/M	Total
1	PJ822	BROTHER POCKETJET 8 200DPI, 8.5" WIDTH, THERMAL, USB-C CONNECTIVITY/CHARGING, BATTERY AND CHARGING CABLE NOT INCLUDED	435.00	ea	435.00
1	USB C 2M	USB C CABLE - TYPE-A MALE TO TYPE-C MALE - 2 METERS - BLACK	12.00	ea	12.00
1	5.5 MM 90 DEGREE PO...	5.5MM 90 DEGREE DC POWER PLUG PLUG W/ 10" PIGTAIL (BROTHER PRINTER, FLASHLIGHT CHARGER)	5.49	ea	5.49
1	PK0419ITU20TM	SETINA 10-VS-RP-C-TM - TALL MAN HORIZONTAL SLIDING WINDOW PARTITION WITH COATED POLY, CHICAGO BARRIER AND RECESSED PANEL - FOR 2020+ FORD INTERCEPTOR UTILITY	786.75	ea	786.75
1	GK10301S1UHKSVS...	SETINA DUAL T-RAIL MOUNT W/ 1 SMALL LOCKHEAD AND 1 UNIVERSAL XL LOCKHEAD. FOR USE IN SUV/TRUCK - HANDCUFF KEY OVERRIDE	344.25	ea	344.25
1	WK0514ITU20	***VERIFY CUSTOMERS WEAPONS TO ENSURE CORRECT LOCK HEADS*** SETINA STEEL VERTICAL WINDOW BARS FOR 2020 FORD INTERCEPTOR	239.25	ea	239.25
1	QK0634ITU20	SETINA FULL REPLACEMENT TRANSPORT SEAT WITH CENTER PULL SEAT BELTS FOR 2020+ FORD PIU - 12VS PARTITION REQUIRED (NOT INCLUDED) - RECOMMENDED FOR USE WITH TALL MAN PARTITIONS	704.25	ea	704.25
1	PK0316ITU202ND	SETINA 12-VS COATED SCRATCH RESISTANT POLYCARBONATE REAR PARTITION FOR 2020+ FORD POLICE INTERCEPTOR UTILITY	441.75	ea	441.75



Quote

2755 Geneva Avenue North
 Oakdale, MN 55128
 651-765-2657

Date	Quote #
11/29/2022	JP112922-01

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P.O. No.	Terms	Quote Valid Until	Account #	Rep	FOB
FORD PIU	NET 30	12/29/2022		JLP	ORIGIN

Qty	Item	Description	Price	U/M	Total
1	218010-0002	UNITY 6" H3 HALOGEN BLACK SPOTLIGHT FOR 2020+ FORD PI UTILITY - DRIVER SIDE INSTALL - #265 INSTALL KIT REQUIRED	241.998	ea	242.00
1	265	UNITY DRIVER SIDE SPOTLIGHT INSTALL KIT	70.002	ea	70.00
1	IONV3R	WHELEN IONV3 LIGHTHEAD - V-SHAPED WARNING LIGHT WITH 3 SUPER-LED ALLEY LIGHTS AND LED PUDDLE LIGHTING - INCLUDES BASIC PEDESTAL BRACKET - BLACK HOUSING - RED	187.34	ea	187.34
1	IONV3B	***UNDER MIRROR LIGHTS*** WHELEN IONV3 LIGHTHEAD - V-SHAPED WARNING LIGHT WITH 3 SUPER-LED ALLEY LIGHTS AND LED PUDDLE LIGHTING - INCLUDES BASIC PEDESTAL BRACKET - BLACK HOUSING - BLUE	187.34	ea	187.34
1	EMPS2STS4D	***UNDER MIRROR LIGHTS*** SOUNDOFF MPOWER STUD MOUNT LIGHTHEAD - RED/WHITE - 12 LED DUAL COLOR - EDGE BRACKET SOLD SEPARATELY	120.05		120.05
1	EMPS2STS4E	***FOR DRIVERS SIDE CARGO AREA WINDOW*** SOUNDOFF MPOWER STUD MOUNT LIGHTHEAD - BLUE/WHITE - 12 LED DUAL COLOR - EDGE BRACKET SOLD SEPARATELY ***FOR PASSENGER SIDE CARGO AREA WINDOW***	120.05		120.05



Quote

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Oakdale, MN 55128
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Date	Quote #
11/29/2022	JP112922-01

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P.O. No.	Terms	Quote Valid Until	Account #	Rep	FOB
FORD PIU	NET 30	12/29/2022		JLP	ORIGIN

Qty	Item	Description	Price	U/M	Total
2	PMP2BKDGJ	SOUNDOFF MPOWER STUD MOUNT 4" LIGHthead BRACKET - 90 DEGREE DECK/GRILLE BRACKET	7.84		15.68
1	ETFBSN-P	***BRACKETS FOR MOUNTING ABOVE LIGHTS*** SOUNDOFF SOLID STATE TAIL LIGHT FLASHER - 12 WIRE - ISOLATED POSITIVE OUTPUTS	49.98	ea	49.98
1	TK0233ITU20	SETINA 2020 FORD UTILITY, SETINA CARGO BOX, DSK, DRAWER SLIDING KEY LOCK, BSN, BASE SLIDING NO LOCK.	1,281.75	ea	1,281.75
1	TPA9289	SETINA RADIO TRAY W/NO LOCK	292.4925	ea	292.49
1	ECVDMLTAL00	SOUND OFF DOME LIGHT - UNIVERSAL MOUNT OPTIONS ALL LED RED / WHITE	67.13		67.13
1	LABOR GOVMNT FLEET	GOVERNMENT FLEET LABOR RATE FOR SERVICES	3,300.00	hr	3,300.00
1	SHOP SUPPLIES	STANDARD SHOP SUPPLIES FEE FOR GENERAL INSTALLATION AND WIRING MATERIALS AS NEEDED FOR WORK PERFORMED	420.53		420.53
1	SHIPPING AND HAND...	SHIPPING AND HANDLING CHARGES FOR ABOVE TO BE ADDED AT TIME OF SHIPPING, FOB ORIGIN	0.00		0.00

All EATI production sales orders will have parts and labor invoiced separately.
You will receive an invoice for your parts once they are received and ready for the build.
If you would like to turn this quote into an order, please notify your sales rep ASAP

Total \$14,615.48



Phone:

Email:

donnier@alpha-wireless.com

Web:

www.alpha-wireless.com

We have prepared a quote for you

APX6500 Mobile

Quote # 004455

Version 1

Prepared for:

Arlington Police Department

Glenn Gerads

ggerads@arlingtonmn.com



Phone:
Email: donnier@alpha-wireless.com
Web: www.alpha-wireless.com

Products

Description	Price	Qty	Ext. Price
Motorola APX6500 7/800 Mhz Mobile - ARMER software, AES/DES/ADP encryption, 1 year factory warranty.	\$0.00	1	\$0.00
ARMER/ISICS Programming & Optimization	\$100.00	1	\$100.00
Subtotal:			\$100.00

Phone:

Email: donnier@alpha-wireless.com

Web: www.alpha-wireless.com

APX6500 Mobile



Prepared by:

Mankato

Donnie Rooney
800-967-1778
donnier@alpha-wireless.com

Prepared for:

Arlington Police Department

108 4th Avenue NW
Arlington, MN 55307
Glenn Gerads
(763) 306-1380
ggerads@arlingtonmn.com

Quote Information:

Quote #: 004455

Version: 1
Delivery Date: 11/23/2022
Expiration Date: 12/15/2022

Quote Summary

Description	Amount
Products	\$100.00
Total:	\$100.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Mankato

Arlington Police Department

Signature: *Donnie Rooney*
 Name: Donnie Rooney
 Title: President
 Date: 11/23/2022

Signature: _____
 Name: Glenn Gerads
 Date: _____



Arlington, City of

ArlingtonPD - 1 APX6500

09/07/2022

09/07/2022

Arlington, City of
204 Shamrock Drive
Arlington, MN 55307

RE: Motorola Quote for ArlingtonPD - 1 APX6500

Dear Glenn Gerads,

Motorola Solutions is pleased to present Arlington, City of with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide Arlington, City of with the best products and services available in the communications industry. Please direct any questions to Steve Quattlebaum at steveq@alpha-wireless.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Steve Quattlebaum
Sales

Motorola Solutions Manufacturer's Representative

Billing Address:
 Arlington, City of
 204 Shamrock Drive
 Arlington, MN 55307
 US

Quote Date:09/07/2022
 Expiration Date:12/06/2022
 Quote Created By:
 Steve Quattlebaum
 Sales
 steveq@alpha-wireless.com
 570.207.2125

End Customer:
 Arlington, City of
 Glenn Gerads
 ggerads@arlingtonmn.com
 763-306-1380

Contract: 20927 - MN DOT 209493

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series	ENHANCEDAPX6500				
1	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE	1	\$3,253.00	\$2,342.16	\$2,342.16
1a	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYPT APX AND ADP	1	\$879.00	\$632.88	\$632.88
1b	G51AU	ENH: SMARTZONE OPERATION APX6500	1	\$1,320.00	\$950.40	\$950.40
1c	G67DT	ADD: REMOTE MOUNT E5 APXM	1	\$327.00	\$235.44	\$235.44
1d	GA05100AA	ADD: STD WARRANTY - NO ESSENTIAL	1	\$0.00	\$0.00	\$0.00
1e	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00
1f	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1	\$66.00	\$47.52	\$47.52
1g	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	\$0.00	\$0.00
1h	G335AW	ADD: ANT 1/4 WAVE 762-870MHZ	1	\$15.00	\$10.80	\$10.80



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, the Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1i	G806BL	ENH: ASTRO DIGITAL CAI OP APX	1	\$567.00	\$408.24	\$408.24
1j	GA01670AA	ADD: APX E5 CONTROL HEAD	1	\$717.00	\$516.24	\$516.24
1k	W22BA	ADD: STD PALM MICROPHONE APX	1	\$79.00	\$56.88	\$56.88
1l	W969BG	ADD: MULTIKEY OPERATION	1	\$363.00	\$261.36	\$261.36
1m	G361AH	ENH: P25 TRUNKING SOFTWARE APX	1	\$330.00	\$237.60	\$237.60
Grand Total					\$5,699.52(USD)	

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)

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 Richard Nagel
Its Mayor

By Shirley Slater-Schulte
Its City Administrator

First Reading: _____

Second Reading: _____

Published: _____



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

RESOLUTION 69-2022

A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE

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

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

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

WHEREAS, the City of Arlington has received a donation of a \$100.00 from the Arlington Area Chamber of Commerce, Inc to be used for the Arlington Ambulance Fund; and

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

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

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

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

The foregoing resolution was adopted by the City Council of the City of Arlington on this 19th day of December 2022.

Signed: _____
Mayor Richard Nagel

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 70-2022

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 Bingo at the Sibley County Fairgrounds on May 19, 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 19th day of December 2022.

Signed: _____
Mayor

Attested: _____
City Administrator

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



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

RESOLUTION NO. 71-2022

A RESOLUTION APPROVING THE SALARY, WAGE AND HEALTH INSURANCE BENEFIT PLAN FOR 2023

WHEREAS, a salary, wage, and benefit plan, among other pertinent uses, provides a method whereby salaries, wages and benefits may be adjusted upward or downward to meet performances by the employees; and

WHEREAS, sound financial planning and employee retention and recruitment by the City Council is the purpose behind the salary, wage and benefit plan for 2023.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the attached salary and wage schedule will determine full-time employee increases for 2023.

BE IT FURTHER RESOLVED, that for 2023 the City of Arlington will cover 60% of the premium costs for full-time employee health insurance and dental insurance with the remaining 40% being paid for by the employee.

BE IT FURTHERMORE RESOLVED, that the City of Arlington will contribute \$1,800 to each eligible HSA Account in 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: _____.

Adopted by the City Council of the City of Arlington this 19th day of December 2022.

Signed: _____
Mayor

Attest: _____
City Administrator

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

	Current 2022 Hourly Rate	Proposed 2023 % Increase	2023 Hourly Rate Inc.	Proposed 2023 Hourly Rate
Full-Time Staff				
Ambulance Manager	\$30.28	5.50%	\$1.67	\$31.95
Assistant Ambulance Manager	\$23.80	5.50%	\$1.31	\$25.11
Mintc. Supervisor	\$28.44	5.50%	\$1.56	\$30.00
Mintc. Worker	\$20.06	5.50%	\$1.10	\$21.16
Deputy Clerk	\$28.39	5.50%	\$1.56	\$29.95
Administrative Asst. & Event Coordinator	\$17.50	3.50%	\$0.61	\$18.11
Police Chief (entry level)	\$43.00	3.50%	\$1.505	\$44.505
Police Officer 1	\$26.00	3.50%	\$0.91	\$26.91
Police Admin. Coordinator	\$22.40	5.50%	\$1.23	\$23.63
Library Director	\$29.00	0.00%		\$29.00
Totals				
Part-Time Staff				
Lawnmowing	\$14.50			
Snowplow	\$15.00			
Public Works	\$15.00			
EMT's and Paramedics				
Firefighters	\$12.50			
Cleaning	\$10.50			
Consultants/contracts				
Building Official	\$65.00			
Library				



FULL-TIME EMPLOYEE BENEFIT INFORMATION 2023

GROUP HEALTH INSURANCE (Medica)

The City provides a high-deductible group health insurance plan. The employee’s cost of coverage is determined by either single or family coverage. The City contribution is set each year by the City Council. In 2022, the City contributes 60% of the premium.

<i>Insurance Plan</i>	<i>Monthly</i>		
	<i>Insurance Premium</i>	<i>City Contribution</i>	<i>Employee Contribution</i>
Single	\$619.50	\$371.70	\$247.80
Family	\$1,547.70	\$928.62	\$619.08

HEALTH SAVINGS ACCOUNT

As part of the City’s group health insurance plan, the City contributes to a Health Savings Account (HSA). The funds may be used toward qualified medical, dental, prescription, vision, and/or orthodontic expenses. The contribution rate is set by the Council each year. For 2023, the City contributes \$1,800.00 in installments throughout the year (Pro-rated based on date of hire).

Employees may elect additional contributions to be withheld from their bi-weekly check, on a pre-tax basis.

GROUP PEDIATRIC DENTAL INSURANCE (Delta Dental)

The City provides group pediatric dental insurance to those employees with dependents under age 19. The contribution rate is the same as the Group Health Insurance contribution (City - 60%; Employee – 40%).

	<i>Monthly</i>		
	<i>Insurance Premium</i>	<i>City Contribution</i>	<i>Employee Contribution</i>
Dependents under age 19	\$47.50/child	\$28.50/child	\$19.00/child

MINNESOTA STATE RETIREMENT SYSTEM

The Minnesota Deferred Compensation Plan (MNDCP) is a voluntary personal savings plan offered by the City of Arlington. It’s an easy way to supplement any post-employment income you will receive from your Minnesota public pension and Social Security benefits. If you make pre-tax contributions, you don’t pay federal or state income taxes until you withdraw them from your account.

LIFE INSURANCE

The City pays for a term-life insurance policy of \$20,000. Employees may opt for additional coverage at group rates for themselves, spouse and/or child(ren).

SHORT-TERM DISABILITY

The City pays the premiums for a \$100/week disability benefit.

WORKERS’ COMPENSATION

The City provides Workers’ Compensation insurance at City cost as required by law for work-related disabilities and injuries.

PENSION PLAN

The City participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees. Both the City and the employee contribute to PERA each pay period as determined by state law.

PAID TIME OFF

Full-time employees accrue Paid Time Off (PTO) at the rates listed below with a lump sum credited in January and an amount credited each pay period on a calendar year basis. PTO benefits shall not be available for use until the employee has satisfactorily completed the first six months of their Probationary Period.

<i>Years of Service</i>	<i>Annual Accrual</i>	<i>January Accrual</i>	<i>Per Pay Period Accrual</i>
After Probation-2 years	136 Hours	32	4
3 – 5 Years	160 Hours	56	4
6 – 10 Years	196 Hours	96	4
11-15 Years	216 Hours	112	4
16-20 Years	232 Hours	128	4
21 Years	256 Hours	152	4

HOLIDAYS

The City observes the following holidays for all regular, full-time employees:

New Year's Day	January 1
Martin Luther King, Jr. Day	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veterans' Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving Day	Friday following Thanksgiving Day
Christmas Day	December 25

If the holiday falls on a Sunday, the following Monday will be the "Observed" holiday.

If the holiday falls on a Saturday, the preceding Friday will be the "Observed" holiday.

AFLAC

An employee may choose from several supplemental insurance options available at the employee's cost pre- and post- tax.



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

RESOLUTION 72-2022

A RESOLUTION TRANSFERRING CITY FUNDS

WHEREAS, sound financial planning by the City Council of the City of Arlington and City Staff is the purpose behind the transfer of funds; and

WHEREAS, the City Council deems it expedient under the circumstances to transfer the following funds:

From General Fund (101) to:

- \$ 10,600.00 - Water Fund (601)
- \$ 10,400.00 - Arlington Sewer Fund (602)
- \$ 17,600.00 - A-GI Sewer Fund (603)
- \$ 38,600.00 - WAC/SAC waivers (8 in 2022)

From Med Ctr Lease Revenue (210) for Healthy Living Initiatives to:

- \$ 26,500.00 - General Fund (101)
\$1,000 Police Initiatives, \$1,500 Admin of the Fund, \$24,000 Park n Rec.
- \$ 1000.00 - Community Center Fund (203)
Use of Community Bldg – Blood Drive.
- \$ 3,000.00 - 2015 Street & Utility Bond (317)
As Part of a Fifteen-Year Transfer for the Sidewalks Portion of Project.
- \$ 2,548.78 - Ambulance Fund Certificate (350)
- \$ 53,902.00 - Capital Improvement Fund (401)
- \$ 86,950.78

From Capital Improvement Fund (401) to General Fund (101):

- \$23,000.00 per Resolution 50-2015 for street sweeper.
(\$161,000 to internally fund street sweeper 7-year payback.) (Final Year)

NOW THEREFORE BE IT RESOLVED that the aforementioned funds are hereby closed and/or transferred to the above-mentioned funds of the City of Arlington.

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 19th day of December 2022.

Signed: _____
Mayor

Attest: _____
City Administrator

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



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

RESOLUTION NO. 73-2022

A RESOLUTION ORDERING THE FILING OF ASSESSMENTS

BE IT RESOLVED, that the City Council of the City of Arlington does hereby order the filing of assessments due to the City of Arlington for bad debt, delinquent utilities, and city maintenance service costs. Such assessments are to be filed with the Sibley County Auditor. Said assessments are as follows:

<u>PID #</u>	<u>Address</u>	<u>Owner</u>	<u>Amount</u>	<u>Purpose</u>
31.0106.000	407 W. Adams St.	SEK Financial	\$870.54	2022 Utilities
31.0159.000	307 W. Baker St.	Sierra Laine Capital	\$870.54	2022 Utilities
31.0322.000	405 W. Baker St.	Nancy Seth	\$870.54	2022 Utilities
			<u>\$2,611.62</u>	
31.0159.000	307 W. Baker St.	Sierra Laine Capital	\$431.46	2022 Lawn Maint.
31.0322.000	405 W. Baker St.	Nancy Seth	\$431.46	2022 Lawn Maint.
			<u>\$862.92</u>	

NOW THEREFORE BE ITS RESOLVED, that the assessments shall be for 1-year with an interest rate of 5%;

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: _____.

Adopted by the City Council of the City of Arlington this 19th day of December 2022.

Signed: _____
Mayor

Attest: _____
City Administrator

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



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

RESOLUTION NO. 74-2022

A RESOLUTION ADOPTING THE 2022 TAX LEVY COLLECTIBLE IN 2023 AND ORDERING THE LEVY TO BE CERTIFIED WITH THE SIBLEY COUNTY AUDITOR

BE IT RESOLVED, by the City Council of the City of Arlington, County of Sibley, Minnesota, that the following sums of money be levied for the current year, collectible in 2023 upon the taxable property in the City of Arlington, for the following purposes:

GENERAL FUND	\$ 406,912
2012 G.O. BONDS	\$ 4,000
2015 G.O. Bond	\$ 70,000
2017 G.O BONDS	\$ 55,600
2019 G.O. IMP. BOND	\$ 50,500
Fire	\$ 74,000
Ambulance	\$ 0
Community Center	\$ 35,000
Cemetery	\$ 0
Capital Improvements	\$ 351,572
Fire TANKER TRUCK	\$ 22,825
OTHER LEVIES (TAX ABATEMENT)	\$ 7,825
	\$ 1,078,234

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

Adopted by the City Council of the City of Arlington this 19th day of December 2022.

Signed: _____
Mayor Richard Nagel

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 Interim City Administrator.

Certification of Truth in Taxation Compliance

TNT

for Taxes Payable in 2023 (*Minnesota Statute § 275.065, subd. 7*)

Due on or before December 28, 2022. Email as PDF to: PropTax.Admin@state.mn.us.

Email separately. Do not attach to any other documents.

Print or type	Name of Governmental Unit		Name of Person Filling Out Form	
	City of Arlington		Shirley Slater-Schulte	
	Mailing address			
	204 Shamrock Drive			
	City	State	Zip code	Email Address
	Arlington	MN	55307	

Proposed Levy Cert.

Certification of 2023 Proposed Property Tax Levy (*Not the final property tax levy*)

Date certified to county auditor (mm/dd/yyyy)	Net Levy Amount (do not leave blank or write "maximum")
09/20/2022	1,153,741

TNT Meeting

Truth in Taxation Public Meeting

Date meeting held (mm/dd/yyyy)	Time meeting held
December 5, 2022	6:30 p.m.

Final Levy Certification

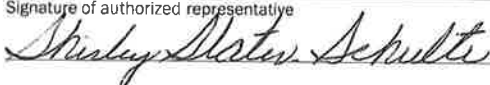
Certification of 2023 Final Property Tax Levy

Date certified to county auditor (mm/dd/yyyy)	Net Levy Amount
12/21/2022	1,078,234

If final levy is higher than proposed, an explanation is required

Sign here

I, the representative of the above-named county, city, school district, or metropolitan special taxing district, certify that the information on this form is accurate to the best of my knowledge.

Signature of authorized representative	Title	Date
	Interim City Administrator	12/21/2022

Notifications: Sign up for Truth in Taxation updates through GovDelivery on the Department of Revenue's Truth in Taxation webpage.

Property Tax staff will notify you of any issues. Due to the high volume of submissions, we do not provide confirmation of submission.

REMINDER: Cities with populations under 500 do not need to submit a compliance form.



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

RESOLUTION NO. 75-2022

A RESOLUTION ADOPTING THE 2023 ARLINGTON MUNICIPAL BUDGET

WHEREAS, sound financial planning by the City Council is the purpose behind the preparation of the 2023 municipal budget; and

THEREFORE, BE IT RESOLVED, by the City Council of the City of Arlington that the following revenues and expenditures of the City's funds be adopted as the 2023 municipal budget for the City of Arlington:

GENERAL FUND	2023 Budget
ACCOUNT: 101 - REVENUES	
41000-31000 General Property Taxes	406,912
41000-33000 Intergovernmental Revenue	0
41000-33400 State Grants & Aids	0
41000-33401 Local Government Aid	813,723
41000-33402 Market Value Credit	134
41000-33422 Other State Aid Grants (PERA)	0
Gen. Government SUBTOTAL:	\$1,220,769
41400-32100 Business Licenses/Permits	340
41400-32109 Beer License	105
41400-32110 Liquor License	6,550
41400-32240 Animal Licenses	1,000
41400-33421 Insurance Premium Dividend	5,000
41400-34101 Rent Revenues	0
41400-34107 Assessment Search Fees	0
41400-34112 Recharge Fire Extinguishers	41
41400-34113 Comm. Sign Adv.	200
41400-34116 ISF Check-Collected	0
41400-34755 Recycling Subsidy	6,070
41400-36100 Special Assessments	0
41400-36200 Misc Revenues	400
41400-36210 Interest Earnings	9,000
41400-36215 Reimbursable Expense	0
41400-36230 Contributions And Donations	0
41400-38050 Cable TV Franchise Fee	14,000

41400-39101 Sales of General Fixed Assets	0
41400-39203 Transfer From Other Fund	1,500
Administrative SUBTOTAL:	\$44,206
41910-32210 Bldg/Land Use Permits	55,000
41910-32211 Variance Permits	1,000
41910-34000 Charges for Services	10,000
41910-34102 Recording Of Legal Documents	92
41910-36215 Reimbursable Expense	0
Planning & Zoning SUBTOTAL:	\$66,092
42110-33400 State Grant & Aids	2,982
42110-33405 2% State Police Aid	15,000
42110-34201 Special Police Service	0
42110-35100 Court Fines	8,878
42110-35102 Parking Fines	1,000
42110-35200 PD Forfeiture Revenue	1,200
42110-36200 Misc. Revenue	500
42110-36215 Reimbursable Expense	750
42110-36230 Contributions and Donations	7,500
42110-39203 Transfer From Other Fund	1,000
Police SUBTOTAL:	\$38,810
42280-33400 State Grants & Aids	0
42280-33404 2% State Fire Aid	28,000
Fire Station & Bldg SUBTOTAL:	\$28,000
43000-33418 Muni State Aid St. Maint.	17,278
43000-34000 Charges for Services	9,500
43000-34405 Weed Cleaning & Removal	100
43000-36200 Misc Revenue	0
43000-36215 Reimbursable Expense	0
43000-36230 Contributions and Donations	0
Public Works SUBTOTAL:	\$26,878
45202-33400 State Grants and Aids	0
45202-34101 Rent Revenues	2,250
45202-36200 Misc Revenues	0
45202-36230 Contr & Donations	0
45202-39203 Transfer From Other Fund	24,000
Park Area & Recreation SUBTOTAL:	\$26,250
45500-33620 County Library Aid	\$77,497
45500-34760 Library-Donations	0
45500-36200 Misc Revenues	0
Library SUBTOTAL:	\$77,497
46500-36200 Contributions and Donations	0
46500-36200 Miscellaneous Revenues	0
Economic Development SUBTOTAL:	\$0
GENERAL FUND TOTAL REVENUES	\$1,528,502

FUND: SUM OF GENERAL FUND	<u>2023</u>
ACCOUNT: 101 - EXPENDITURE SUMMARY	Budget
41110 Council	38,800
41400 Administrative Office	295,398
41410 Elections	0
41550 Assessing	10,940
41600 Law/Legal Services	13,000
41910 Planning & Zoning	84,120
41940 Gen Govt Bldgs/Plant	15,406
42110 Police Administration	462,587
42280 Fire Stations & Bldgs	32,604
42500 Civil Defense	1,077
42700 Animal Control	600
43000 Public Works & Streets	334,861
43160 Street Lighting	9,500
45202 Park Areas & Recreation	67,906
45500 Libraries	133,883
46500 Economic Development	27,820
49000 Miscellaneous	0
TOTAL EXPENDITURES	\$1,528,502
DIFFERENCE REVENUES/EXPENSES	0
GENERAL FUND	
COUNCIL	<u>2023</u>
101-41110	Budget
41110-110 Other Pay	35,020
41110-122 FICA	2,680
41110-181 Mileage	100
41110-182 Seminars	500
41110-503 Computers/Software	500
COUNCIL TOTAL	\$38,800
ADMINISTRATIVE OFFICE	<u>2023</u>
101-41400	Budget
41400-100 Wages & Salaries	100,000
41400-121 PERA	7,500
41400-122 FICA	7,650
41400-131 Employer Paid Health	11,143
ADMINISTRATIVE PERSONNEL SUBTOTAL	\$126,293
41400-181 Mileage	150
41400-182 Seminars	2,000
41400-200 Office Supplies	1,800
41400-218 Office Expense	15,000

41400-300 Professional Svcs	3,000
41400-301 Auditing And Acct	20,000
41400-312 Bank Processing Fees	155
41400-321 Telephone	7,500
41400-322 Postage	800
41400-340 Advertising	1,000
41400-351 Legal Notices Pub	2,500
41400-354 Other Print/Binding	500
41400-360 Ins-Fire, Liab, W.C.	90,000
41400-396 Safety Program & Equip.	150
41400-400 Township Tax Reimb	0
41400-430 Miscellaneous	350
41400-433 Dues & Subscriptions	3,000
41400-485 Gas & Repair Maint.	1,200
41400-503 Computers/Software	20,000
41400-701 Donations/Contrib	0
41400-735 Franchise Fee-Mediacom	0
41400-733 Reimbursable Expense	0
41400-500 Capital Outlay	0
ADMINISTRATION TOTAL	\$295,398
GENERAL ADMINISTRATION -ELECTIONS	<u>2023</u>
100-41410	Budget
41410-110 Other Pay	0
41410-181 Mileage	0
41410-200 Office Supplies	0
41410-430 Miscellaneous	0
ADMIN. ELECTIONS TOTAL	\$0
ASSESSING	<u>2023</u>
101-41550	Budget
41550-300 Professional Svcs	10,940
ASSESSING TOTAL	\$10,940
LAW/LEGAL SERVICES	<u>2023</u>
101-41600	Budget
41600-300 Professional Svcs	3,000
41600-304 Legal Fees	10,000
LAW/LEGAL TOTAL	\$13,000
PLANNING & ZONING	<u>2023</u>
101-41910	Budget
41910-100 Wages & Salaries	0
41910-121 PERA (7.5%)	0

41910-122 FICA (7.65%)	0
41910-131 Employer Paid Health	0
41910-110 Other Pay	1,600
PLANNING & ZONING PERSONNEL SUBTOTAL	\$1,600
41910-182 Seminars	0
41910-218 Office Expense	100
41910-300 Prof Svs	21,000
41910-304 Legal Fees	5,500
41910-313 Bldg Official	55,000
41910-321 Telephone	320
41910-351 Legal Notices Publishing	600
41910-351 Reimbursable Expense	0
PLANNING ZONING TOTAL	\$84,120
GENERAL GOVT BUILDINGS/PLANT	<u>2023</u>
101-41940	Budget
41940-220 Repair/Maint Supply	2,000
41940-300 Prof Services	0
41940-311 Real Estate Tax	55
41940-381 Electric & Heat	7,000
41940-383 Gas Utilities	3,600
41940-384 Refuse/Garbage Disposal	151
41940-396 Safety Program & Equip.	100
41940-401 Repairs/Main Bldg	2,500
41940-430 Miscellaneous	0
41940-500 Capital Outlay	0
GEN GOVT BLDG/PLANT TOTAL	\$15,406
POLICE ADMINISTRATION	<u>2023</u>
101-42110	Budget
42110-101 Full-Time Employ	291,345
42110-102 Overtime	4,000
42110-103 Part-Time Employ	0
42110-121 PERA	46,578
42110-122 FICA	7,258
42110-131 Employer Health	8,496
POLICE PERSONNEL SUBTOTAL	\$357,677
42110-182 Seminars	0
42110-200 Office Supplies	500
42110-208 Training & Inspection	10,000
42110-210 Operating Supplies	2,500
42110-218 Office Expense	3,000
42110-300 Professional Svs	1,000
42110-304 Legal Fees	38,000

42110-321 Telephone	7,300
42110-322 Postage	100
42110-381 Electric & Heat Utilities	3,500
42110-383 Gas Utilities	620
42110-384 Refuse/Garbage Disposal	90
42110-401 Repairs/Maint. Buildings	900
42110-417 Uniforms/Outerwear	10,000
42110-430 Miscellaneous	2,500
42110-433 Dues & Subscriptions	300
42110-436 Towing Charges	400
42110-480 Gas & Repair-Police Car	11,000
42110-500 Capital Outlay	0
42110-503 Computers/Software	9,000
42110-508 Radio-Mobile/Base	1,200
42110-624 Refunds Of User Charge	0
42110-639 Clothing Allowance	2,500
42110-731 Arlington Night Out	0
42110-733 Reimbursable Expense	500
POLICE TOTAL	\$462,587
FIRE STATION & BLDGS	<u>2023</u>
101-42280	Budget
42280-112 2% State Fire Aid	28,000
42280-124 Fire Pension Contrib	4,604
FIRE TOTAL	\$32,604
CIVIL DEFENSE	<u>2023</u>
101-42500	Budget
42500-103 Part-Time Employees	1,000
42500-122 FICA	77
PERSONNEL SUBTOTAL	\$1,077
42500-210 Operating Supplies	0
42500-500 Capital Outlay	0
42500-636 Supplies & Repairs	0
CIVIL DEFENSE TOTAL	\$1,077
PUBLIC WORKS	<u>2023</u>
101-43000	Budget
43000-101 Full-Time Employ	109,424
43000-102 Overtime	0
43000-103 Part-Time Employ	5,000
43000-121 PERA	8,207
43000-122 FICA	8,371
43000-131 Employer Health	15,604

PUBLIC WORKS PERSONNEL SUBTOTAL	\$146,606
43000-170 Permits & Licenses	560
43000-200 Office Supplies	350
43000-208 Training & Instruction	0
43000-210 Operating Supplies	4,400
43000-216 Chemicals & Chem Products	1,000
43000-224 Street Maint Materials	35,000
43000-226 Street Signs & Materials	3,500
43000-230 Mosquito Control	3,000
43000-300 Professional Svcs	1,500
43000-303 Engineering Fees	1,500
43000-300 Real Estate Tax	45
43000-321 Telephone	2,600
43000-381 Electric & Heat Utilities	1,000
43000-383 Gas Utilities	2,500
43000-384 Refuse/Garbage Disposal	2,700
43000-385 Recycling	6,100
43000-387 Christmas Lighting	500
43000-396 Safety Program & Equip.	1,000
43000-398 Community Sign	500
43000-401 Repairs/Maint. Buildings	5,000
43000-420 Shop Equip	4,500
43000-430 Miscellaneous	1,000
43000-436 Towing Charges	0
43000-480 Gas & Repair	40,000
43000-486 Snow Removal	50,000
43000-487 Grading Streets/Alleys	5,000
43000-488 Tree Removal	15,000
43000-500 Capital Outlay	0
43000-503 Computers/Software	0
43000-733 Reimbursable Expense	0
PUBLIC WORKS TOTAL	\$334,861
STREET LIGHTING	<u>2023</u>
101-43160	Budget
43160-381 Electric & Heat	9,000
43160-636 Supplies & Repairs	500
STREET LIGHTING TOTALS	\$9,500
ANIMAL CONTROL	<u>2023</u>
101-42700	Budget
42700-261 License	100
42700-430 Miscellaneous	500
ANIMAL CONTROL TOTAL	\$600

PARK AREAS & RECREATION	<u>2023</u>
101-45202	Budget
45202-100 Wages & Salaries	13,000
45202-110 Other Pay	600
45202-122 FICA	995
PERSONNEL SUBTOTAL	\$14,595
45202-170 Permits & Licenses	525
45202-210 Operating Supplies	4,000
45202-216 Chemical & Chem. Products	4,000
45202-220 Repair/Maint Supply	3,000
45202-300 Professional Svcs	0
45202-303 Engineering Fees	400
45202-300 Real Estate Tax	36
45202-381 Electric & Heat Utilities	3,800
45202-383 Gas Utilities	700
45202-384 Refuse/Garbage Disposal	650
45202-401 Repairs/Mnt Buildings	1,000
45202-418 Other Rentals	5,200
45202-420 Shop Equip	0
45202-430 Miscellaneous	0
45202-467 Gas & Repair-Mower	2,500
45202-485 Gas & Repair-Misc	0
45202-500 Capital Outlay	3,500
45202-732 Community Ed/Rec Subsidy	24,000
45202-733 Reimbursable Expense	0
PARKS EXPENDITURES TOTAL	\$67,906
LIBRARIES	<u>2023</u>
101-45500	Budget
45500-101 Full-Time Employees	60,320
45500-103 Part-Time Employees	20,280
45500-110 Other Pay	600
45500-121 PERA	4,524
45500-122 FICA	6,166
45500-131 Health Insurance	4,460
LIBRARY PERSONNEL SUBTOTAL	\$96,350
45500-181 Mileage	\$500
45500-184 Librarian/Sibley County	0
45500-205 Print Materials	10,000
45500-206 Visual Materials	4,100
45500-207 Data Services	2,500
45500-210 Operating Supplies	2,500
45500-212 Programming	2,000

45500-218 Office Expense	1,000
45500-220 Repair/Maint Supply	1,000
45500-300 Professional Services	9,605
45500-304 Legal Fees	500
45500-311 Real Estate Tax	18
45500-321 Telephone	600
45500-322 Postage	250
45500-381 Electric & Heat	1,500
45500-383 Gas Utilities	600
45500-384 Refuse/Garbage Disposal	160
45500-401 Repairs/Maint Buildings	600
45500-430 Miscellaneous	100
45500-500 Capital Outlay	0
LIBRARIES TOTAL	\$133,883
ECONOMIC DEVELOPMENT	<u>2023</u>
101-46500	Budget
46500-100 Wages & Salaries	0
46500-121 PERA (7.5%)	0
46500-122 FICA (7.65%)	0
46500-131 Employer Paid Health	0
46500-110 Other Pay	1,250
ECON. DEV. PERSONNEL SUBTOTAL	\$1,250
46500-181 Mileage	0
46500-182 Seminars	0
46500-218 Office Expense	200
46500-300 Professional Svcs	23,000
46500-303 Engineering Fees	0
46500-304 Legal Fees	750
46500-321 Telephone	120
46500-322 Postage	0
46500-340 Advertising	1,000
46500-354 Other Print/Binding	0
46500-430 Miscellaneous	1,500
46500-433 Dues & Subscriptions	0
46500-733 Reimbursable Expense	0
ECONOMIC DEV. TOTAL	\$27,820
OTHER FINANCING USES	<u>2023</u>
101-49300	Budget
49300-700 Transfers	0
OTHER FINANCING EXPENDITURES TOTAL	\$0
FUND 102 TAX ABATEMENT	

102-46500	<u>2023</u>
REVENUES	Budget
46500-31000 General Property Taxes	7,825
46500-36210 Interest Earnings	5
TAX ABATEMENT REVENUES TOTAL	\$7,830
EXPENDITURES	
46500-715 Tax Abatement - Golden Hearts	2,800
46500-716 Tax Abatement - Cemstone	5,025
TAX ABATEMENT EXPENDITURES TOTAL	\$7,825
FUND 200 COVID-19 FUND	
200-41900	<u>2023</u>
REVENUES	Budget
41900-36210 Interest Earnings	500
COVID-19 FUND REVENUES TOTAL	\$500
EXPENDITURES	
41900-700 Transfers	219,000
COVID-19 FUND EXPENDITURES TOTAL	\$219,000
FUND 201 FIRE FUND	
201-42280	<u>2023</u>
REVENUES	Budget
42280-31000 General Property Taxes	74,000
42280-33100 Federal Grants & Aids	0
42280-33400 State Grants & Aids	2,000
42280-33421 Insurance Premium Dividend	500
42280-34202 Special Fire Protection	43,150
42280-34203 Service Calls	12,000
42280-36200 Misc Revenues	0
42280-36210 Interest Earnings	1,000
42280-36230 Contributions & Donations	200
42280-39101 Sale of Gen Fixed Assets	0
42280-39203 Transfer From Other Fund	0
42280-36230 Reimbursable Expense	0
FIRE REVENUES TOTAL	\$132,850
EXPENDITURES	
42280-101 Full-Time Employ	60,000
42280-122 FICA	4,590
FIRE PERSONNEL SUBTOTAL	\$64,590
42280-181 Mileage	300

42280-200 Office Supplies	300
42280-210 Training & Instruction	12,000
42280-210 Operating Supplies	1,000
42280-211 Batteries	200
42280-301 Auditing & Acctg Svcs	9,500
42280-304 Legal Fees	500
42280-305 Medical & Dental Fees	3,000
42280-321 Telephone	2,587
42280-360 Ins-Fire, Liab., W.C.	14,000
42280-381 Electric & Heat Utilities	1,900
42880-383 Gas Utilities	1,500
42280-834 Refuse/Garbage Disposal	200
42280-396 Safety Program & Equip	1,500
42280-401 Repairs/Maint & Equip.	10,000
42280-417 Uniforms/Outerwear	2,500
42280-420 Shop Equipment	500
42280-430 Miscellaneous	1,500
42280-431 Bad Debt Expense	0
42280-431 Dues & Subscriptions	500
42280-485 Gas & Repair Misc	28,000
42280-500 Capital Outlay	0
42280-508 Radio-Mobile/Base	1,250
42280-700 Transfers	0
42280-733 Reimbursable Expense	0
FIRE EXPENDITURES TOTAL	\$157,327
FUND 202 AMBULANCE FUND	
202-42153	<u>2023</u>
REVENUES	Budget
42153-31000 General Property Taxes	0
42153-33100 Federal Grants & Aids	0
42153-33400 State Grants & Aids	5,000
42153-33421 Insurance Premium Dividend	500
42153-34203 Service Calls	425,000
42153-34208 Spec Ambulance Protection	14,000
42153-36200 Misc Revenues	0
42153-36210 Interest Earnings	3,000
42153-36215 Reimbursable Expense	0
42153-36230 Contributions & Donations	5,000
42153-39203 Transfer From Other Fund	0
42153-36200 Miscellaneous Revenue	0
AMBULANCE REVENUES TOTAL	\$452,500
EXPENDITURES	

42153-100 Wages & Salaries	145,000
42153-101 FT Wages & Salaries	51,484
42153-103 PT Wages & Salaries	63,648
42153-121 PERA	8,635
42153-122 FICA	19,518
42153-131 Employer Paid Health Ins.	3,568
AMBULANCE PERSONNEL SUBTOTAL	\$291,853
42153-200 Office Supplies	250
42153-208 Training & Instruction	6,500
42153-217 Other Operating Supplies	12,000
42153-220 Repair/Maint Supply	0
42153-261 License	700
42153-300 Professional Svcs	6,000
42153-301 Auditing & Accting Svcs	13,100
42153-304 Legal Fees	600
42153-310 Other Professional Services	100
42153-321 Telephone	4,500
42153-322 Postage	100
42153-344 Recruitment & Retention	2,000
42153-360 Ins-Fire, Liab., W.C.	22,000
42153-381 Electric & Heat	5,500
42153-383 Gas Utilities	1,000
42153-384 Refuse/Garbage Disposal	90
42153-396 Safety Program & Equip.	75
42153-401 Repairs/Mnt Buildings	1,200
42153-417 Uniforms/Outerwear	800
42153-430 Miscellaneous	1,000
42153-433 Dues & Subscriptions	1,500
42153-485 Gas & Repair Misc	15,000
42153-491 EMT Training Reimb	450
42153-500 Capital Outlay	0
42153-503 Computers/Software	1,000
42153-508 Radio Mobile Base	100
42153-700 Transfers	0
AMBULANCE EXPENDITURES TOTAL	\$387,418
FUND 203 COMMUNITY CENTER FUND	
203-45000	<u>2023</u>
REVENUES	Budget
45000-31000 General Property Taxes	35,000
45000-32110 Liquor License	1,250
45000-32200 Caterer Server Fee	1,000
45000-33421 Insurance Premium Dividend	1,000
45000-34000 Charges For Services	3,000

45000-34101 Rent Revenues	25,000
45000-34113 Comm Sign Adv	400
45000-34117 Rental Deposit	5,000
45000-36200 Miscellaneous Revenues	400
45000-36210 Interest Earnings	0
45000-36215 Reimbursable Exp	1,000
45000-39203 Transfer From Other Fund	0
45000-39203 Transfer From Other Fund (Med Ctr Lease)	1,000
COMMUNITY CENTER REVENUES TOTAL	\$74,050
EXPENDITURES	
45000-100 Wages & Supplies	9,558
45000-110 Other Pay	180
45000-121 PERA	717
45000-122 FICA	731
45000-131 Employer Paid Health Ins.	0
COMMUNITY CENTER PERSONNEL SUBTOTAL	\$11,186
45000-170 Permits & Licenses	500
45000-210 Operating Supplies	4,000
45000-218 Office Expense	0
45000-300 Professional Svcs	0
45000-304 Legal Fees	0
45000-321 Telephone	18
45000-322 Postage	25
45000-340 Advertising	3,000
45000-360 Ins-Fire, Liab, W.C.	6,200
45000-381 Electric & Heat	14,000
45000-383 Gas Utilities	4,500
45000-384 Refuse/Garbage Disposal	800
45000-396 Safety Program & Equip	1,200
45000-401 Repairs/Maint Buildings	8,000
45000-406 Repairs, Supplies & Other	10,000
45000-410 Rentals	2,500
45000-430 Miscellaneous	0
45000-499 Kitchen Expense	500
45000-500 Capital Outlay	0
45000-624 Refunds Of Other Charges	8,000
45000-733 Reimbursable Expense	0
45000-700 Transfers	0
COMMUNITY CTR EXPENDITURES TOTAL	\$74,429
FUND 204 EDA LOAN FUND	
204-46550	2023

REVENUES	Budget
46550-36201 Loan Interest	0
46550-36205 Loan Payments	0
46550-36210 Interest Earnings	1,000
46550-36225 Land Rental EDA	1,800
46550-39101 Sales Of Gen Fixed Asses	0
46550-39203 Transfer From Other Fund	0
46550-36215 Reimbursable Expense	0
EDA LOAN REVENUES TOTAL	\$2,800
EXPENDITURES	
46550-300 Prof Svcs	0
46550-304 Legal Fees	2,500
46550-311 Real Estate Tax	2,000
46550-340 Advertising	150
46550-360 Ins-Fire, Liab	0
46550-432 Forgivable EDA Loan	1,800
46550-495 Loans Made	0
46550-510 Land	0
46550-624 Refunds	0
46550-700 Transfers	0
EDA LOAN EXPENDITURES TOTAL	\$6,450
FUND 205 EDA REVOLVING LOAN FUND	
205-46500	<u>2023</u>
REVENUES	Budget
46500-36201 Loan Interest	2,200
46500-36205 Loan Payments	22,000
46500-36210 Interest Earning	1,000
46500-39203 Transfer From Other	0
EDA RLF REVENUES TOTAL	\$25,200
EXPENDITURES	
46500-616 Rev Loan Installment	20,000
46500-700 Transfers	0
46500-304 Legal Fees	250
EDA RLF EXPENDITURES TOTAL	\$20,250
FUND 206 SMALL CITIES DEVPT PROGRAM	
206-46500	<u>2023</u>
REVENUES	Budget
46500-33100 Fed Grants & Aids	0
46500-36205 Loan Payments	0
46500-36210 Interest Earning	0

46500-39203 Transfer From Other	0
SMALL CITIES DEVPT PROG REVENUES TOTAL	\$0
EXPENDITURES	
46500-300 Professional Services	0
46500-308 Small Cities Develop	0
49300-700 Transfers	0
SMALL CITIES DEVPT PROG EXPENDITURES TOTAL	\$0
FUND 207 CEMETERY FUND (Operating Fund)	
207-49990	<u>2023</u>
REVENUES	Budget
49990-31000 General Property Taxes	0
49990-34000 Charge for Services	4,000
49990-34940 Cemetery Revenues	4,500
49990-34941 Grave Markings	2,200
49990-36210 Interest Earnings	1,000
49990-36215 Reimbursable Expense	2,000
49990-36230 Contributions & Donations	0
49990-39203 Transfer From Other	0
CEMETERY (OPERATING) REVENUES TOTAL	\$13,700
EXPENDITURES	
49990-100 Wages & Supplies	9,000
49990-110 Other Pay	300
49990-122 FICA	459
CEMETERY PERSONNEL SUBTOTAL	\$9,759
49990-200 Office Supplies	0
49990-300 Professional Services	4,000
49990-301 Auditing And Acct	0
49990-303 Engineering Fees	0
49990-304 Legal Fees	400
49990-406 Repairs, Supplies & Other	1,000
49990-420 Shop Equipment	0
49990-430 Miscellaneous	1,000
49990-467 Gas & Repair	2,000
49990-500 Capital Outlay	0
49990-700 Transfers	0
49990-733 Reimbursable Expenses	1,750
CEMETERY (OPERATING) EXPENDITURES TOTAL	\$19,909
FUND 208 CEMETERY PERPETUAL FUND	
208-49990	<u>2023</u>

REVENUES	Budget
49990-34940 Cemetery Revenues	110
49990-36210 Interest Earnings	0
CEMETERY PERPETUAL REVENUES TOTAL	\$110
EXPENDITURES	
49990-700 Transfers	0
CEMETERY PERPETUAL EXPENDITURES TOTAL	\$0
FUND 210 MEDICAL CENTER LEASE REVENUE FUND	
210-44100	<u>2023</u>
REVENUES	Budget
44100-37700 Hospital Lease Revenue	104,403
44100-36210 Interest Earnings	1,000
47000-39000 Other Financing Sources	47,854
MEDICAL CENTER LEASE REVENUES TOTAL	\$153,257
EXPENDITURES	
44100-311 Real Estate Tax	47,854
44100-700 Transfers	66,500
47000-620 Fiscal Agent Fee	0
MEDICAL CENTER LEASE EXPENDITURES TOTAL	\$114,354
FUND 215 PARK DEDICATION FUND	
215-45202	<u>2023</u>
REVENUES	Budget
45202-34780 Park Fees	0
45202-36210 Interest Earnings	0
45202-39203 Transfer From Other Fund	0
PARK DEDICATION REVENUES TOTAL	\$0
215-46350	
EXPENDITURES	
46350-500 Capital Outlay	0
PARK DEDICATION EXPENDITURES TOTAL	\$0
SINKING FUNDS	
FUND 315 2012 IMP. SINKING FUND	
315-47000	<u>2023</u>
REVENUES	Budget
47000-31000 General Property Taxes	4,000
47000-36100 Special Assessments	7,687
47000-36210 Interest Earnings	100
47000-39203 Transfer From Other Fund	0

2012 IMP. SINKING FUND REVENUES TOTAL	\$11,787
EXPENDITURES	
47000-601 Debt Srv Bond Principal	9,500
47000-611 Bond Interest	1,531
47000-620 Fiscal Agents Fee	495
2012 IMP. SINKING FUND EXPENDITURES TOTAL	\$11,526
FUND 317 2015 IMP. SINKING FUND	
317-47000	<u>2023</u>
REVENUES	Budget
47000-31000 General Property Taxes	70,000
47000-36100 Special Assessments	13,624
47000-36210 Interest Earnings	1,000
47000-39203 Transfer From Other Fund (210 Med.Ctr) To Fund Sidewalk	3,000
2015 IMP. SINKING FUND REVENUES TOTAL	\$87,624
EXPENDITURES	
47000-601 Debt Srv Bond Principal	80,600
47000-611 Bond Interest	21,282
47000-620 Fiscal Agents Fee	495
2015 IMP. SINKING FUND EXPENDITURES TOTAL	\$102,377
FUND 318 2017 IMP. SINKING FUND	
318-47000	<u>2023</u>
REVENUES	Budget
47000-31000 General Property Taxes	55,600
47000-36100 Special Assessments	17,492
47000-36210 Interest Earnings	1,000
47000-39203 Transfer From Other	0
2017 IMP. SINKING FUND REVENUES TOTAL	\$74,092
EXPENDITURES	
47000-601 Debt Srv Bond Principal	67,500
47000-611 Bond Interest	19,146
47000-620 Fiscal Agents Fee	495
2017 IMP. SINKING FUND EXPENDITURES TOTAL	\$87,141
FUND 321 2019 IMP. SINKING FUND	
321-47000	<u>2023</u>
REVENUES	Budget
47000-31000 General Property Taxes	50,500
47000-36100 Special Assessment	27,964
47000-36210 Interest Earnings	500

2019 IMP. SINKING FUND REVENUES TOTAL	\$78,964
EXPENDITURES	
47000-601 Debt Serv Bond Principal	55,000
47000-611 Bond Interest	32,050
47000-620 Fiscal Agents Fees	500
2019 IMP. SINKING FUND EXPENDITURES TOTAL	\$87,550
FUND 350 - 2015 AMBULANCE CERTIFICATES	
	<u>2023</u>
REVENUES	Budget
46350-36103 Township Assessment	0
46350-36200 Misc Rev	0
46350-36210 Interest Earnings	0
46350-39203 Transfer From Other Fund (210 Med.Ctr)	0
AMBULANCE CERTIFICATES REVENUES TOTAL	\$0
EXPEDITURES	
46350-500 Capital Outlay	0
46350-620 Fiscal Agents Fee	0
47000-601 Debt Srv Bond Principal	0
47000-611 Bond Interest	0
AMBULANCE EXPENDITURES TOTAL	\$0
FUND 351 FIRE TANKER TRUCK 2019	
	<u>2023</u>
REVENUES	Budget
47000-31000 General Property Taxes	22,825
46350-36210 Interest Earnings	0
2019 FIRE TRUCK REVENUES TOTAL	\$22,825
EXPENDITURES	
47000-601 Debt Serv Bond Principal	20,000
47000-611 Bond Interest	2,825
47000-700 Transfers	0
2019 FIRE TRUCK EXPENDITURES TOTAL	\$22,825
FUND 360 HOSPITAL BOND FUND	
360-47000	<u>2023</u>
REVENUES	Budget
47000-37700 Hospital Lease Revenue	273,713
HOSPITAL BOND REVENUES TOTAL	\$273,713
EXPENDITURES	

47000-601 Debt Serv Bond Principal	235,000
47000-611 Bond Interest	38,213
47000-620 Fiscal Agent Fees	500
HOSPITAL BOND EXPENDITURES TOTAL	\$273,713
FUND 401 CAPITAL EQUIPMENT FUND	
	<u>2023</u>
REVENUES	Budget
42110-33405 2% State Police Aid	9,000
43000-39300 Bond Proceeds	0
46350-31000 General Property Taxes	351,572
46350-36200 Miscellaneous Revenues	0
46350-36210 Interest Earnings	3,500
46350-39203 Transfer From Other (ARPA-Covid-19 Fund)	219,000
46350-39203 Transfer From Other (Med. Ctr. Lease Fund)	65,000
CAPITAL EQUIP REVENUES TOTAL	\$648,072
EXPENDITURES	
41400-500 Cap. Outlay (Admin Office)	0
41940-500 Cap. Outlay (Gen Govt Bldgs/Plant)	0
42110-500 Cap. Outlay (Police)	0
42153-500 Cap. Outlay (Ambulance)	275,000
42153-700 Transfer Out (to 2015 Amb. Certificate Fund)	0
42280-500 Cap. Outlay (Fire Stations & Bldgs)	0
42500-500 Cap. Outlay (Civil Defense)	0
43000-500 Cap. Outlay (Public Wks & Streets)	203,906
43000-601 Principal Bond Payment (MVEC Street Lights)	10,000
45000-500 Cap. Outlay (Comm.Ctr/Culture & Rec)	18,600
45202-500 Cap. Outlay (Park Areas & Rec)	5,000
45500-500 Cap. Outlay (Libraries)	0
46550-500 Cap. Outlay (Econ. Development)	0
49990-500 Cap. Outlay (Cemetery/Other)	5,000
CAPITAL EQUIP EXPENDITURES TOTAL	\$517,506
FUND 410 ECONOMIC DEVELOPMENT AUTHORITY	
410-46550	<u>2023</u>
REVENUES	Budget
46550-36200 Miscellaneous Revenue	0
46550-36210 Interest Earnings	100
46550-39203 Transfer From Other Fund	0
EDA REVENUES TOTAL	\$100
EXPENDITURES	
46550-430 Miscellaneous	0
46550-700 Transfers	0

EDA EXPENDITURES TOTAL	\$0
601 WATER FUND	
601-49400	<u>2023</u>
REVENUES	Budget
49400-33421 Insurance Premium Dividend	200
49400-34101 Rent Revenues	38,400
49400-36100 Special Assessments	859
49400-36200 Misc Revenues	0
49400-36210 Interest Earnings	5,000
49400-36215 Reimbursable Expense	0
49400-36230 Contributions & Donations	0
49400-37100 Water Sales	425,000
49400-37150 Water Connect/Reconnect	5,000
49400-37160 Water Penalty	4,500
49400-39203 Transfer From Other Fund	0
49400-39999 Contrib Capital From	0
WATER REVENUES TOTAL	\$478,959
	<u>2023</u>
EXPENDITURES	Budget
47000-599 Capital Contribution	0
47000-601 Debt Srv Bond Principal	107,082
47000-611 Bond Interest	51,468
49300-700 Transfers	0
49400-170 Permits & Licenses	1,000
49400-180 Operator Contract	128,823
49400-218 Office Expense	300
49400-300 Professional Svcs	0
49400-301 Auditing And Acct	1,800
49400-303 Engineering Fees	1,500
49400-304 Legal Fees	500
49400-322 Postage	1,500
49400-360 Ins-Fire, Liab	3,300
49400-381 Electric & Heat	30,000
49400-383 Gas Utilities	3,000
49400-390 Water Connection Fees	8,300
49400-392 Testing	0
49400-394 Meters, Hydrants, Paint	15,000
49400-395 Repairs-Meters, Hydrant	35,000
49400-401 Repairs/Maint Bldgs	5,000
49400-405 Depreciation	0
49400-430 Miscellaneous	500
49400-431 Bad Debt Expense	0

49400-433 Dues & Subscriptions	300
49400-500 Capital Outlay	5,000
49400-503 Computers/Software/Web	500
49400-636 Supplies & Repairs	5,000
49400-733 Reimb. Expense	0
49400-999 Prior Period Adjustment	0
WATER EXPENDITURES TOTAL	\$404,873
FUND 602 ARLINGTON SEWER FUND	
602-49450	<u>2023</u>
REVENUES	Budget
47000-34114 Miscellaneous Refunds	0
49450-36100 Special Assessments	1,519
49450-36200 Misc Revenues	200
49450-36210 Interest Earnings	0
49450-36213 Base Fees	75,000
49450-37200 Sewer Sales	5,600
49450-37250 Sewer Connect	7,800
49450-37260 Sewer Penalty	5,000
49450-39999 Contrib Capital From	0
ARLINGTON SEWER REVENUES TOTAL	\$95,119
EXPENDITURES	
47000-599 Capital Contribution	0
47000-601 Debt Srv Bond Principal	38,350
47000-611 Bond Interest	15,219
49300-599 Capital Contributions	0
49300-620 Fiscal Agents Fee	0
49300-700 Transfers	0
49450-170 Permits & Licenses	1,200
49450-180 Operator Contract	7,465
49450-300 Professional Services	0
49450-301 Auditing And Acct	0
49450-303 Engineering Fees	0
49450-304 Legal Fees	0
49450-381 Electric & Heat	0
49450-405 Depreciation	0
49450-408 Rep & Supp. Lift Station	6,500
49450-430 Miscellaneous	0
49450-431 Bad Debt Expense	0
49450-500 Capital Outlay	25,000
49450-636 Supplies & Repairs	0
49450-999 Prior Period Adjustment	0
ARLINGTON SEWER EXPENDITURES TOTAL	\$93,734

	<u>2023</u>
	Budget
FUND 603 AGI SEWER FUND	
603-49450	
REVENUES	
49300-39203 Transfer From Other Fund	0
49450-33421 Insurance Premium Dividend	1,000
49450-36200 Misc Revenues	0
49450-36210 Interest Earnings	3,000
49450-36213 Base Fees	400,000
49450-36215 Reimbursable Expense	0
49450-37200 Sewer Sales	200,000
49450-37250 Sewer Connect	6,000
AGI SEWER REVENUES TOTAL	\$610,000
EXPENDITURES	
47000-599 Capital Contribution	0
47000-601 Debt Srv Bond Principal	249,000
47000-611 Bond Interest	21,426
49300-620 Fiscal Agents Fee	0
49300-700 Transfers	0
49450-170 Permits & Licenses	1,550
49450-180 Operator Contract	155,172
49450-200 Office Supplies	0
49450-218 Office Expense	300
49450-300 Professional Srvs	0
49450-301 Auditing And Acct	4,900
49450-303 Engineering Fees	0
49450-304 Legal Fees	50
49450-311 Real Estate Tax & Special Assessments	7,227
49450-322 Postage	1,000
49450-360 Ins-Fire, Liab	11,700
49450-381 Electric & Heat	50,000
49450-383 Gas Utilities	3,500
49450-384 Refuse/Garbage Disposal	1,600
49450-392 Testing	2,220
49450-396 Safety Program & Equip	150
49450-408 Rep & Supp. Lift Station	90,000
49450-409 Rep/Sup-WW Facility	0
49450-430 Miscellaneous	0
49450-485 Gas & Repair Misc	12,000
49450-500 Capital Outlay	0
49450-503 Computers/Software/Web	6,000
49450-636 Supplies & Repairs	4,000
AGI SEWER EXPENDITURES TOTAL	\$621,795

FUND 604 ELECTRIC FUND	
604-49550	<u>2023</u>
REVENUES	Budget
49550-33421 Insurance Premium Dividend	150
49550-34000 Charges For Services	0
49550-36200 Misc Revenues	0
49550-36210 Interest Earnings	5,000
49550-36215 Reimbursable Expense	0
49550-37400 Electricity Sales	2,300,000
49550-37450 Electric Connect/Reconnect	250
49550-37460 Elec Penalty	15,000
49550-37470 Meter Deposits	8,000
49550-39203 Transfer From Other Fund	0
49550-33400 PERA Pension Revenue	0
ELECTRIC FUND REVENUES TOTAL	\$2,328,400
EXPENDITURES 47000 & 49550 ELECTRIC UTILITIES	
47000-601 Debt Bond Principal	45,000
47000-611 Bond Interest	15,060
49300-620 Fiscal Agent Fee	500
BOND DEBT SUBTOTAL	\$60,560
49550-100 Wages & Salaries	71,559
49550-121 PERA	5,367
49550-122 FICA	5,474
49550-129 GERF Change	0
49550-131 Employer Paid Health	11,143
ELECTRIC PERSONNEL SUBTOTAL	\$93,543
49550-170 Permits & Licenses	10,744
49550-181 Mileage	100
49550-182 Seminars	0
49550-200 Office Supplies	125
49550-218 Office Expense	2,500
49550-300 Professional Svcs	0
49550-301 Auditing And Acct	2,500
49550-303 Engineering Fees	20,000
49550-304 Legal Fees	250
49550-312 Bank Processing Fees	60
49550-321 Telephone	600
49550-322 Postage	4,500
49550-341 Rebates-CIP-Electric	20,000
49550-360 Ins-Fire, Liab, WC	2,500
49550-383 Gas Utilities	200
49550-389 Energy Purchase	1,900,000

49550-396 Safety Program	0
49550-397 Facility Charge	14,250
49550-405 Depreciation	0
49550-430 Miscellaneous	300
49550-431 Bad Debt Expense	0
49550-433 Dues & Subscriptions	3,031
49550-437 Services-McLeod Coop	120,000
49550-485 Gas & Repair Maint.	200
49550-500 Capital Outlay	110,000
49550-503 Computers/Software	2,550
49550-624 Refunds Of User Charge	500
49550-625 Meter Deposits Refunded	10,000
49550-627 Assessment-Public Srv	1,500
49550-635 Transformers, Wires, Poles	0
49550-636 Supplies & Repairs	1,200
49550-637 Service Locations	15,000
49550-733 Reimburseable Expense	0
ELECTRIC FUND EXPENDITURES TOTAL	\$2,396,713
FUND 605 STORM WATER DRAINAGE FUND	
	2023
	Budget
REVENUES	
49600-36210 Interest Earnings	250
49600-37500 Storm Water Utility Fees	140,000
49600-37560 Storm Water Penalty	900
STORM WATER DRAINAGE REVENUES TOTAL	\$141,150
EXPENDITURES	
47000-599 Capital Contribution	0
47000-601 Debt Srv Bond Principal	86,958
47000-611 Bond Interest	33,906
47000-620 Fiscal Agents Fee	0
49600-170 Permits & License	1,310
49600-303 Engineering Fees	500
49600-304 Legal Fees	150
49600-405 Depreciation	0
49600-430 Misc	0
49600-500 Capital Outlay	0
49600-513 Storm Sewer (Operating, Repair Items)	8,000
STORM WATER DRAINAGE EXPENDITURES TOTAL	\$130,824
General Fund Revenues	\$1,528,502

General Fund Expenditures	<u>\$1,528,502</u>
Surplus/Deficit	\$0
Spec Rev. & Capital Imp. Revenues	\$1,510,969
Spec Rev. & Capital Imp. Expenditures	<u>\$1,524,468</u>
Surplus/Deficit	-\$13,499
Enterprise Fund Revenues	\$3,653,628
Enterprise Fund Expenditures	<u>\$3,647,939</u>
Surplus/Deficit	\$5,689
Debt Service Revenues	\$549,005
Debt Service Expenditures	<u>\$585,132</u>
Surplus/Deficit	-\$36,127
All Funds Total Revenues	\$7,242,104
All Funds Total Expenditures	<u>\$7,286,041</u>
Surplus/Deficit	-\$43,937

BE IT FURTHER RESOLVED, that a summary of the revenues and expenditures be published in the official newspaper of the City.

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: _____.

Adopted by the City Council of the City of Arlington this 19th day of December 2022.

Signed: _____
Mayor

Attest: _____
City Administrator

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

Mayer Law Office, LLC

Carol J. Mayer, Esq.
315 Main Street
P.O. Box 761
Arlington, MN 55307

carol@mayerlaw.com
cmayerlaw.com

507-964-2992

December 13, 2022

Ms. Shirley Slater-Schulte
Arlington City Administrator – Interim
204 Shamrock Drive
Arlington, MN 55307

Dear Ms. Slater-Schulte:

I sincerely thank you for the invitation to submit a proposal relating to the vacant city attorney position. However, after much thoughtful consideration, I must decline the invitation.

I do admit, many would consider the depth and breadth of my professional experience to be considerably impressive. Unfortunately, none of my experience involves areas of practice or issues routinely encountered during the course of city administration. It is true that these areas of practice could be learned and mastered over the course of time. However, that would take a considerable number of hours, and I do already have a thriving law practice that consumes more hours of my life than I ever thought possible. Through that practice I am able to provide local, quality legal services to the residents of our fair city. Something I would have to significantly temper if I were to secure the city attorney position.

I am confident you will be able to secure quality representation possessing the depth and breadth of experience related to city administration that the Council not only requires, but deserves. I am humbled by the request for proposal that I received, but again, I must decline.

Warm Regards,



Carol J. Mayer
Attorney at law

item # 14

MANAGEMENT PLAN

OF OVERLAY PROJECTS

ARLINGTON, MINNESOTA

Length (ft)	Pavement Width*	Rating	Estimated Improvement Cost	Estimated Cost for Street			
*Estimated average width over the listed length							
Improvement:		Overlay					
Unit Cost:		\$10.30	per SY				
		\$6.00	per Street LF				
320	27	5	\$22,800.96				
1260	27	6	\$44,874.00	\$67,674.96			
990	37	5	\$94,466.57				
1260	38.5	6	\$62,807.00	\$157,273.57			
1220	35	6	\$51,923.20				
E Baker	CSAH 17	East Terminus	500	36	4.5	\$46,502.00	\$98,425.20
E Adams	1st Ave S	CSAH 17	1215	39	5	\$121,809.02	
E Adams	CSAH 17	East Terminus	630	37	5	\$60,115.09	\$181,924.11
E Main	CSAH 17	East Terminus	550	46	5	\$64,442.06	\$64,442.06
E Alden	2nd Ave NE	CSAH 17	785	37	5	\$74,900.48	\$74,900.48
1st Ave S	E Adams	E Main	340	37	5	\$32,447.90	
1st Ave S	Henderson	E Adams	880	37	6	\$39,425.40	\$71,873.30
2nd Ave SE	E Baker	E Main	660	37.5	5	\$63,775.25	
2nd Ave NE	E Main	E Alden	300	37.5	6	\$20,195.00	\$83,970.25
3rd Ave SE	Henderson	E Dayton	445	37.5	5	\$42,996.35	
3rd Ave SE	E Baker	E Main	660	35.5	6	\$29,450.90	
3rd Ave NE	E Main	E Alden	300	37.5	5	\$28,988.75	
3rd Ave NE	E Alden	E Brooks	300	37.5	6	\$14,975.00	\$116,411.00
5th Ave SE	Freedom	E Dayton	630	37.5	6	\$30,997.50	
5th Ave SE	E Dayton	E Clinton	350	37.5	5	\$33,812.96	
5th Ave SE	E Clinton	E Adams	630	31	5	\$50,979.67	\$115,790.13
W Baker	7-1/2 Ave SW	MN TH 5	970	32.5	6	\$40,040.90	
W Baker	MN TH 5	3rd Ave SW	725	35	6	\$32,995.70	\$73,036.60
W Adams	7-1/2 Ave SW	MN TH 5	840	38.5	6	\$44,597.90	
W Adams	MN TH 5	1st Ave S	1515	41	6	\$73,190.60	\$117,788.50
W Brooks	411th Ave	8th Ave NW	815	40	6	\$39,286.60	\$39,286.60
W Chandler	411th Ave	8th Ave NW	815	38	5	\$79,735.19	\$79,735.19



PAVEMENT MANAGEMENT PLAN

SEAL COATING & CRACK FILLING
CITY OF ARLINGTON, MINNESOTA

Street	From	To	Pavement			Estimated Improvement Cost	Estimated Project Cost	Recommended Completion Year
			Length (ft)	Width*	Rating			
Costs are based on 2023 construction			*Estimated average width over the listed length					
Improvement:		Seal Coat / Crack Fill						
Unit Cost:	<u>\$3.00</u>	<u>per SY</u>						
Henderson	West Terminus	CSAH 17	2300	37	7	\$28,368.00	\$28,368.00	2023
Creekview	Freedom	North Terminus	1180	32	7	\$12,588.00		
High Island Circle	Circle Drive	West Terminus	210	45	7	\$3,150.00		
2nd Ave NW	Alden	MN TH 5	1380	38	7	\$17,481.00	\$33,219.00	2024
W Adams	Frenzel	7-1/2 Ave SW	270	30.5	8	\$2,745.00		
Frenzel	South Terminus	8th Ave SW	1250	31	8	\$12,918.00		
Pond View	West Terminus	Frenzel	345	31	8	\$3,564.00		
Soeffker	South Terminus	Frenzel	250	31	8	\$2,583.00		
8th Ave SW	Frenzel	W Main	440	32	8	\$4,692.00	\$26,502.00	2025
Circle Ln	CSAH 17	East Terminus	760	36	8	\$9,120.00		
Horseshoe	Circle Ln	Freedom	750	36.5	8	\$9,126.00	\$18,246.00	2025
E Brooks	West Terminus	CSAH 17	450	23	8	\$3,450.00		
E Brooks	CSAH 17	High Island Creek	670	33.5	8	\$7,482.00		
Marion	MN TH 5	North Terminus	1050	37	8	\$12,951.00		
Shamrock	Marion	East Terminus	450	37	8	\$5,550.00		
Circle Dr	South Terminus	230th St	1280	25	8	\$10,668.00	\$40,101.00	2026
4th Ave NW	W Brooks	MN TH 5	830	33	9	\$9,129.00		
3rd Ave NW	W Chandler	W Elgin	655	32	9	\$6,987.00		
W Chandler	MN TH 5	3rd Ave NW	670	36	9	\$8,040.00		
W Douglas	4th Ave NW	2nd Ave NW	680	33	9	\$7,479.00		
W Elgin	3rd Ave NW	2nd Ave NW	365	31	9	\$3,771.00	\$35,406.00	2027
4th Ave NW	W Alden	W Brooks	330	33	9	\$3,630.00		
3rd Ave NW	W Alden	W Brooks	355	37	9	\$4,377.00		
W Alden	MN TH 5	2nd Ave NW	1000	38.5	9	\$12,834.00		
W Brooks	MN TH 5	3rd Ave NW	700	31	9	\$7,233.00	\$28,074.00	2028
E Clinton	1st Ave S	CSAH 17	1220	33	8	\$13,419.00		
E Clinton	CSAH 17	East Terminus	850	33	8	\$9,351.00		
2nd Ave SE	Henderson	E Baker	830	34	8	\$9,408.00		
3rd Ave SE	E Dayton	E Baker	660	33	8	\$7,260.00	\$39,438.00	2029

Notes: 1) In general, N-S Street lengths include intersections and E-W street lengths do not include intersections.
2) Costs presented above are in 2022 dollars and represent only estimated construction costs



PAVEMENT MANAGEMENT PLAN

SUMMARY OF OVERLAY PROJECTS
CITY OF ARLINGTON, MINNESOTA

Street	From	To	Length (ft)	Pavement Width*	Rating	Estimated Improvement Cost	Estimated Cost for Street
Costs are based on 2023 construction			*Estimated average width over the listed length				
Improvement:	Overlay with Patch			Improvement:	Overlay		
Unit Cost:	\$21.75	per SY		Unit Cost:	\$10.30	per SY	
	\$6.00	per Street LF			\$6.00	per Street LF	
Polar Circle	South Terminus	W Baker	415	32	6	\$18,022.80	\$18,022.80
7-1/2 Ave SW	W Baker	W Main	645	32	6	\$26,107.90	\$26,107.90
7th Ave SW	W Baker	W Main	655	36	6	\$30,916.00	
7th Ave NW	W Douglas	Olive St	1750	35	6	\$74,001.80	\$104,917.80
6th Ave SW	W Baker	W Main	655	36	6	\$28,696.00	
6th Ave NW	W Douglas	W Elgin	340	37	6	\$18,149.40	\$46,845.40
4th Ave SW	W Baker	W Main	650	40	6	\$31,466.70	
4th Ave NW	W Main	W Alden	285	47	6	\$18,566.40	\$50,033.10
3rd Ave SW	W Baker	W Main	625	42	6	\$31,845.10	
3rd Ave NW	W Main	W Alden	285	43	6	\$17,988.60	\$49,833.70
2nd Ave SW	W Adams	W Main	282	47	6	\$23,451.90	\$23,451.90
W Douglas	7th Ave NW	MN TH 5	900	51	6	\$58,350.00	\$58,350.00
W Elgin	6th Ave NW	Chestnut Dr	540	36.5	6	\$38,057.80	\$38,057.80
Shamrock Dr	Chestnut Dr	Marion Dr	1240	37.5	6	\$57,150.10	\$57,150.10
Lynch St	7th Ave NW	Chestnut Dr	930	33	6	\$42,683.00	\$42,683.00
Olive Street	West Terminus	East Terminus	470	31	6	\$19,135.70	\$19,135.70
Chestnut Dr	MN TH 5	North Terminus	835	38	6	\$38,057.80	\$38,057.80
Mary Ln	Shamrock Dr	North Terminus	220	38	6	\$17,248.70	\$17,248.70
Sheila Dr	MN TH 5	North Terminus	350	36.5	6	\$19,115.70	\$19,115.70
Total Estimated Overlay Costs:						\$1,951,543.34	



PAVEMENT MANAGEMENT PLAN

RECONSTRUCTION PROJECTS
CITY OF ARLINGTON, MINNESOTA

Street	From	To	Length (ft)	Curb Opening Width (Proposed)	Rating	Estimated Improvement Cost	Estimated Project Cost	Recommended Completion Year
Costs are based on 2023 construction								
Improvement:			Reconstruction					
Unit Cost*:			\$850.00 per Street LF					
*Unit cost is based on 36-foot curb opening width, costs were adjusted for segments varying from this								
W Chandler	8th Ave NW	MN TH 5	1265	40		\$1,140,000.00		
8th Ave NW	W Brooks	Fairgrounds	465	50		\$495,000.00		
7th Ave NW	W Chandler	W Douglas	520	40		\$469,000.00	\$2,104,000.00	2024
W Brooks	8th Ave NW	MN TH 5	1265	36		\$1,075,250.00		
7th Ave NW	W Brooks	W Chandler	280	36		\$238,000.00		
6th Ave NW	W Alden	W Chandler	610	36		\$518,500.00	\$1,831,750.00	2026
W Alden	7-1/2 Ave NW	MN TH 5	845	36		\$718,250.00		
7-1/2 Ave NW	W Main	W Brooks	660	36		\$561,000.00		
7th Ave NW	W Main	W Brooks	660	36		\$561,000.00		
6th Ave NW	W Main	W Alden	310	36		\$263,500.00	\$2,103,750.00	2028
2nd Ave NW	W Main	W Alden	330	44		\$309,000.00		
W/E Alden	2nd Ave NW	East Terminus	800	36		\$680,000.00		
1st Ave NW	W Main	W Brooks	630	36		\$535,500.00		
W/E Brooks	2nd Ave NW	2nd Ave NE	700	36		\$595,000.00	\$2,119,500.00	2030
1st Ave NW	W Brooks	North Terminus	900	36		\$765,000.00		
2nd Ave NE	W Brooks	W Douglas	620	36		\$527,000.00		
W/E Chandler	2nd Ave NW	2nd Ave NE	700	36		\$595,000.00		
W/E Douglas	2nd Ave NW	2nd Ave NE	700	36		\$595,000.00	\$2,482,000.00	2032



**EVENT CENTER COMMITTEE
MEETING MINUTES
December 8, 2022, AT 5:30 P.M.
City Council Chambers**

1. Call to Order/Pledge of Allegiance-Meeting was called to order by Brinkman at 5:31pm. All stood for the Pledge of Allegiance.

Members Present-Julie Warweg, Deb Brinkman, Daniel Hughes, Matt Scharpe and Tim Haggemiller

Staff Present-EC Coordinator Gwen Scharpe

Members Absent-Leon Dose, Nancy Mathwig and Kurt Menk

Guests Present-None

2. Approve the Agenda- Haggemiller approved the agenda with the addition of **7A-update on keys**. Warweg seconded. Motion carried.
3. Approve the Meeting Minutes from August 18, 2022-M. Scharpe made a motion to approve the meeting minutes. Warweg seconded. Motion carried.
4. Discussion on Event Center Cleaning- There was much discussion on the cleaning. G. Scharpe stated that herself and the Interim City Administrator worked on putting chairs away in room 3 after the event from November 26, Haggemiller and Menk put round tables and chairs away in rooms 1 & 2 after the Council meeting and Hughes finished up with the remaining long tables. Hughes also worked on the bathrooms and both him and Kirby Weckworth worked on cleaning the floors after the event. Hughes thought that the room should be put back to the way it was originally found. G. Scharpe is to create a letter and send to area church groups and to talk to Rose at the school for the various groups to see if any of them would be interested in cleaning and putting tables and chairs away. It was the consensus of the group to run an advertisement in the paper for three (3) weeks for cleaning services and attendants. G. Scharpe also mentioned that her parents are interested in cleaning the Event Center also however she had been told by the Interim City Administrator that was a conflict of interest. The Committee didn't feel that was a conflict. She also stated that she did have a conversation with the City Attorney and he said it was fine as long as it has been advertised and we haven't received any bids.

5. Discussion on Liquor Service-G. Scharpe gave an update on liquor services for the Event Center. She reported that after checking with the City of Hamburg, they do not have a liquor license for their events, rather they use a non-profit group. G. Scharpe also reported that the Event Center maintains the Dugout as a liquor service, lost the Double Tap as a liquor service and gained Arlington Liquors as a liquor service.
6. Review of Policy Book-The committee had been sent a policy book in advance prior to the meeting. There was discussion on removing the wording “may” and replacing it with “will” in regards to losing the damage deposit if the policy is not followed. With the Christmas trees we will take out the quantity and size. It was also discussed that the Event Center needs new microphones and possibly look to see if any updates would need to be made to the current sound system.
7. Miscellaneous
 - A. **Update on Keys- G. Scharpe was unable to find information regarding keypad or keyless entry system for the Event Center. She is to check with Bradley Security out of Glencoe for quotes.**
8. Adjourn- Warweg made a motion to adjourn the meeting at 6:47 pm. Hughes seconded. Motion carried.

Next meeting will be March 9, 2023 at 5:30 pm. Meeting is pushed out a month due to conflicts with schedules in February.

Event Center Coordinator Gwen Scharpe



EVENT CENTER USE & RENTAL POLICY

Revised: December 14, 2022
Approved by Council: December 19, 2022

CITY OF ARLINGTON
Event Center Coordinator
204 Shamrock Drive, Arlington, MN 55307
Phone: (507)964-2378 Fax: (507)964-5973
E-mail: cityhall@arlingtonmn.com
www.arlingtonmn.com

I. Introduction

Thank you for selecting the Arlington Event Center! The Arlington Event Center is operated and managed by the City of Arlington under the policies and guidelines established by the Arlington City Council. The Event Center also serves as the location of City Hall and is available for general community use.

The City Council recognizes the desirability of having the Event Center used as much as possible. This policy promotes the active use of the Event Center while establishing priorities for use of the facilities and outlining scheduling procedures and guidelines. It also sets reasonable rules and regulations for use of the facility. To clearly communicate this policy, we ask that you read this policy and abide by it.

II. Event Center Information

Building – In addition to City Hall, the community center contains a main room, which has 2 partition walls so it can be divided into 3 separate rooms; a fully equipped licensed kitchen with a walk-in cooler, large refrigerator unit, large freezer unit, dishwasher, stove and oven with griddle; a stage area of approximately 800 sq. ft.; storage rooms and a meeting room (Council Chambers). The Event Center has a total square footage of 14,785, is smoke free, air conditioned, completely handicap accessible, and can accommodate several small functions at one time or a single large event. In addition:

- 2 patios on the front of the building
- Unloading dock behind stage area
- Large rollup (garage) door for easy unloading
- Guest and seating for 550 with tables and chairs; 1,000 with just chairs
- 150+ parking stalls (2 lots, 8 handicap spaces)

Building Extras – In addition to renting the building, the city offers the following (some at a cost):

- 60 5 ft. round tables
- 14 8 ft. long banquet tables (rectangular)
- 2 6 ft. long tables (rectangular)
- 4 bars with pop dispensers
- 1 keg cooler (holds 3 kegs at one time)
- Rental of Dishes (9-piece place setting)
- Rental of Wine Glasses
- Electronic sign (rentable for special notices/events/celebration)
- Sound system (includes overhead speakers, CD player – holds 200 CD's, 3 microphones & stands)
- Upright piano
- Podium
- Internet access (hardwire/wireless)
- LCD projector (rental fee charged)
- Portable projection screen and 12' drop down screen
- Overhead projector
- Linen service
- 2 Christmas Trees (13' & 14')
-

III. Priorities for Use of the Event Center

This section of the policy identifies priority classifications for use of the Event Center and Council Chambers. For most instances, reservations for use of the Event Center and Council Chambers will be awarded on a first

come, first serve basis. In the case that a conflict arises; below are the classifications in descending order of priority.

Main Room and Kitchen

Priority 1: *Public Emergency Activities* – In the event of public emergencies (mass immunizations, disaster relief, state of emergency declared), the Event Center may be needed to assist a State/Federal/County agency in recovery efforts. Any event (public, non-profit, private) may be cancelled by the City up to the time of use, when a public emergency is declared. In this circumstance, the City assumes no responsibility for any disruption a cancellation may cause. The City will refund any rental fees due to a cancellation for a public emergency. The City will attempt to notify the applicant immediately if cancellation is necessary.

Priority 2: *Renters paying for the use of the Event Center* – Any individual or group paying rental fees to use the Event Center. This includes events/meetings open to the public or private.

Priority 3: *Organizations that have a Budget with the City.*

Priority 4: *Civic & non-profit groups and Ind. School District #2310* – Non-profit groups must provide proof of not-for-profit status.

Priority 5: *Business relating to the City of Arlington* – City of Arlington sponsored events including Council and Committee meetings.

Priority 6: *Other Governmental Agencies*

Meeting Room/Council Chambers

Priority 1: *Public Emergency Activities*

Priority 2: *Business Relating to the City of Arlington*

Priority 3: *Organizations that have a Budget with the City*

Priority 3: *Other Governmental Agencies*

Priority 4: *Renters paying for the use of the Event Center*

Priority 5: *Civic & non-profit groups, and Ind. School District #2310*

IV. City Organizations, City Chartered/ Non-Profit Organizations and Independent School District #2310

As of 12/31/2014, the City of Arlington will no longer offer discounted rental rates to non-profit or civic organizations unless considered a city-chartered organization. “Arlington is the site of the organization’s charter.” This decision by City Council was made out of consideration for the citizens of the City of Arlington as a way to circumvent citizen taxpayer dollars supplementing the associated costs for the upkeep of the Event Center.

As of 8/6/2018, The City of Arlington will waive the Event Center Rental Fee for Fundraising Events for Organizations that have a Budget with the City.

Independent School District #2310 and city-chartered organizations will not be required to pay the damage deposit. Please see fee schedule for rental/usage fees for these organizations.

V. Rental Charges/Damage Deposit

A list of the rental charges is included in the Fee Schedule. In addition to the rental fee(s), a damage deposit of \$500 if the event is using all 3 rooms or \$150 \$200 for 1 or \$300 for 2 rooms, by credit card (Visa/MasterCard), cash/check is required. The rental fee(s) plus the damage deposit will be the total lease amount. The damage deposit will be refunded within thirty (30) days after the scheduled event upon inspection of the premises, if the premises are found to be in as good and clean condition as existed just prior to the event. The inspection will be conducted before any other event is held in the rented area. The City reserves the right to retain part or all of the damage deposit to pay for any costs of repairs or cleaning made necessary by the renter’s use of the facility. The liability of the renter shall not be limited to the amount of the

damage deposit. The liability of the renter shall extend to any damage or cleaning costs incurred as a result of the acts of any participants in the event sponsored by the renter on the premises.

VI. Reservation Procedures

Reservations are made with a signed lease, damage deposit and rental fees due no later than ninety (90) days prior to the event date. The reservation is not final until the rent has been fully paid.

For large events, the facility may be rented the day before the event at a cost of \$300. Large events, such as weddings, may rent the facility the day before to guarantee the ability to decorate for their event. You must reserve the facility for the day before at the same time the reservation is made for the large event. The reservation is not final until the rent has been fully paid **and policy is signed.**

VII. Cancellation of Rentals and Refunds

Any reservation cancellation of the lease must be in written form, served on the City Office personally or by U.S. Mail. If the reservation is cancelled more than sixty (60) days prior to the scheduled rental date, the City will refund all amounts paid. If the reservations are cancelled for any reason sixty (60) days or less prior to the scheduled date, the City shall retain the entire rental amount. You, the renter, will only be refunded the damage deposit and the Event Center Attendant fee.

Under certain conditions, the City of Arlington may be forced to cancel a lease agreement prior to the event. Possible reasons for cancellation include, but are not limited to, a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the renter agrees that the City of Arlington shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as possible if such cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if the reservation is cancelled by the City of Arlington for any of the above reasons.

VIII. Hours of Use

The Event Center is available for rent any day of the week, Monday through Sunday. The Event Center will open no earlier than 6:00 a.m. and will close no later than midnight. Following the event, one hour or up to 1:00 a.m., the renter will be allowed time to gather their personal items/equipment and clean-up. All participants and equipment must be out of the facility by 1:00 a.m. It will be at the discretion of the Event Center Coordinator, and availability of cleaning staff, if the Event Center will be available on holidays. If the Event Center Coordinator approves rental on a holiday, the normal rental rates will be charged.

IX. General Policies

The renter is responsible for enforcing the policies of the Arlington Event Center. The renter agrees to follow these policies:

1. Comply with all City Ordinances, Minnesota State Statutes, Federal Laws, and the established rules for use which apply to authorized use of the Community Center.
2. Supervise the conduct of the participants at their event.
3. This is a smoke free public facility. Damages such as cigarette burns or smoke damages will be charged to the renter.
4. Illegal gambling is prohibited.
5. The renter shall assume full responsibility for any unlawful act committed in the exercise of the lease.
6. Use of Event Center dishes/silverware/cookware by any group needs to be approved by the Event Center Coordinator and paid for in advance of the event.
7. Disorderly conduct of participants is prohibited.
8. All persons and any equipment not owned by the City must leave the Event Center at the end of the contracted time (see section VIII- hours of use). No items from the event are to be left overnight. The Event Center is not responsible for items that have been left during set-up the day before the event or left behind after the group has exited the facility.

9. Children must always be under the direct supervision of an adult .
10. The lease holder shall assume all responsibilities for noise levels of their participants and noise levels shall not disturb other groups.
11. All bands and audio equipment must stop play by midnight.
12. Leave facility and parking lot in a clean and orderly fashion.
13. Renters will be fully responsible for any damage to the facility or equipment.
14. Any damage to the facility or equipment must be reported as soon as possible to City staff.
15. Trash should be placed in designated containers.
16. One key for the Event Center is given per event. If the kitchen is rented, a separate key for the use of the kitchen will also be issued to the renter. The key(s) shall not be copied or duplicated and shall be returned within two business days. If the key(s) is not returned within two business days, the renter will be charged for the cost of rekeying (plus one hour of administrative time).

X. Violation of Policies

The City reserves the right to end any event early if any of the general policies are violated. A violation of these policies may will result in a withholding from the renter’s damage deposit and may will also result in the denial of future use of the Event Center.

XI. Alcohol Beverages/Food

Events that have 50 people or less are allowed to bring alcoholic beverages into the facility as long as there is not any monetary transaction for the alcohol. The police will also do a walkthrough during the event.

Events with more than 50 or people are not allowed to bring alcoholic beverages into the facility. For events of 51 or more the City may designate a holder of an on-sale intoxicating liquor license to serve liquor at the Event Center. However, it is the responsibility of the renter to make all arrangements with the liquor license provider of their choosing. The City does not authorize the serving of bottles for alcohol consumption. Liquor that comes in bottles must be served in a plastic glass. Alcoholic beverages shall not be consumed outside of the building. Consumption of intoxicating beverages must cease at the conclusion of the event or at midnight, whichever comes first.

It is the responsibility of the renter to make all arrangements with the food provider of their choosing. The relationship will be between the renter and the food provider, not the City of Arlington. The fully equipped licensed kitchen is available for use to all renters who chose to rent the kitchen. The rental of the kitchen must be paid before the event.

Fees are charged to the respective bar when alcohol is served at an event and to any caterer who utilizes the kitchen. *Each vendor decides whether to pass along this fee to their client.*

<u>Caterer Serving Fee</u>		<u>Bar Fees</u>	
<u>Number of Guests Served</u>	<u>Catering Fee</u>	<u>Number of Guests</u>	<u>Bar Fee</u>
1-100 Guests Served	\$1/person	1-200	\$100
101-200 Guests Served	\$150	201-300	\$200
201-400 Guests Served	\$250	301-400	\$300
401+	\$350	401-500	\$400
		501+	\$500

XII. Set-up

Renters have the option of setting up themselves or contracting (for a fee) with the City for set-up (tables and chairs only, no dishes, linens or decorating). If the City does the set-up, the renter must provide a floor plan to

the Event Center Coordinator 14 days prior to rental date. Renters are not allowed to pull-out or put away the partition walls; this is only to be done by City staff or the cleaning crew.

XIII. Decorating

The Event Center Coordinator and City Staff have the right to refuse certain decorations. Renters are encouraged to discuss all decorating plans with the Event Center Coordinator before decorating. The renter agrees to follow the following guidelines when decorating:

1. There are permanent hooks over the 3 entrance doors, long windows, and top of the stage to hang lights, bows, tulle, etc. The City also has spring tension rods to use between the window frames and magnetic hooks for the entrance doors.
2. The use of tape (includes 2-sided with plastic hooks), pins or tacks, 3M hooks, tacky glue, or any other decorating device on any painted or varnished surface is not allowed. (Includes walls; wood trim around stage/windows/doors/trophy cases in hallway or metal trim around doors/bathroom stalls)
3. The use of tape, pins, tacks, glue or any other adhesive type products are not a permitted use on any ceilings. The use of magnetic hooks to attach items to the ceiling tiles is acceptable. Any damage to the Ceiling tile from a renter hanging items from the ceiling will be the responsibility of the renter. In the event that the City was to purchase its own hanging material and/or devices; a renter will be able to hang items from the ceiling on city provided hangers/devices only.
4. Renters must use their own ladders or other devices to hang items from the ceiling. The City will not provide a ladder.
5. Clear Scotch Tape or Electrical Tape (no duct/masking/packaging tape) may be used on the windowpane (but not on the window frame), the vinyl baseboard and floor.
6. Tape (no duct/packaging tape) and/or tacks may be used on the black painted plywood stage floor only (not the varnished wood trim).
7. The City does not allow any type of sand/pebble/rock to be brought into the facility along with glitter, rice, birdseed, or confetti.
8. Water fountains are permitted with the understanding the renter must guarantee no leaks
9. Candles are permitted but must be in a container/holder of sufficient size for the candle so wax does not drip onto the tables, linens, and/or floor.
10. All decorations must be removed from the facility by the conclusion of the event, unless other arrangements are made with the Event Center Coordinator prior to the event.
11. A violation of this section may will result in a withholding from your damage deposit.

XIV. Clean-Up

While the City's cleaning staff does the cleaning, the renter is still responsible for the following:

Cleaning of Rented Rooms

- Remove all decorations and personal items from the facility.
- Place all garbage into the outside garbage cans dumpsters.
- All liquids should be poured down the drain and not placed in garbage cans.
- Put all table linens into cloth bags provided (stored in kitchen).
- Renters are responsible for sanitizing and putting away tables and chairs. The Renters have the option not to sanitize and put away tables or chairs following their event if they pay an additional cleaning fee. If the Renters fail to sanitize and put away the tables and chairs, the fee will come out of the damage deposit.

Cleaning of Kitchen (If you rent the kitchen)

- Empty all garbage containers into the outside dumpster.
- Wipe off all countertops.

- Completely drain the water from the dishwasher after use and turn the unit off.
- Run the garbage disposal long enough to cycle through all waste. Do not put plastic straws, non-food items, or bones in the disposal.
- Empty coffee maker & clean by running a full cycle on each side through without coffee grounds and completely drain.
- Put all items back in their respective areas.
- Do not remove any item that belongs to the City.

Failure to following these cleaning guidelines will result in a withholding from losing your damage deposit.

XV. Attendant at the Event

The Event Center will require an attendant for events when alcohol is served with more than 50 people. An attendant will be provided by the City of Arlington at a charge (the attendant cannot be a guest at the event). The renter will be responsible for paying this charge at the same time you pay the basic facility rental charge (see attached fee schedule). When it is determined that an attendant is necessary at the event, the fee cannot be waived. The City requires one attendant per 350 people. If the event is larger than 350 people, the Event Center may require more than one attendant to be on staff.

XVI. Notice of Responsibility/Liability

The City of Arlington hopes that you and the participants at your event will all have an enjoyable and safe time at our facility.

This section is to notify you that the City of Arlington, the operator of the Event Center, is responsible only to maintain the building and its structural components and systems, such as plumbing, lighting and electricity, in a safe and operable condition. The City is not responsible for the conduct of persons participating in events held at the facility. It is your responsibility as the renter of the facility and the sponsor of the event to see to it that the participants use the facility in a safe and reasonable manner and obey all laws.

Likewise, the City is not responsible for the conduct of any persons or businesses hired by you to work at the event, including, but not limited to, the liquor servers (as provided under city contract), food caterers, decorators or entertainers hired to service the event. The renter shall take complete responsibility for the conduct of its group or others present during the rental period, and agree to compensate the City of Arlington for all damages to the facility, equipment, or other property owned by the City incurred during the rental period. Furthermore, the renter assumes all liability for any personal injuries, including death caused by participants at the scheduled event.

Any disputes or claims of liability involving such providers of services are matters strictly between you, the event participants, and the providers. You agree that neither you nor the participants at your event shall file any claim against or involve the City in any legal action regarding such matters.

XVII. Overnight Parking

Renters and guests are welcome to leave unoccupied vehicles overnight. Occupied vehicles (i.e. campers, RVs, and trailers) are not allowed to be parked in the parking lot overnight. Communication of intention to leave vehicles overnight will be between the renter and the Event Center Coordinator and the Police Department.

FEE SCHEDULE

<u>Room Fee Schedule</u>	<u>Capacity</u>	<u>Cost</u>
Room 1 (West)	144	\$180.00 per event
Room 2 (Center)	240	\$240.00 per event
Room 3 (East)	160	\$180.00 per event
All Rooms	544	\$850.00 per event
Extra Day Rental		\$300.00
Council Chambers	40	\$40.00 per meeting (maximum 2 hours)
Kitchen Rental		\$100.00 per event (If no caterer is used)
		\$50.00 limited use (In conjunction with Catered Event)
Damage Deposit		\$500 with Cash/Check or Credit Card
Damage Deposit (One Section)		\$150 Cash/Check or Credit Card

Miscellaneous Fee Schedule

Weekly User Rate (one section only)	\$120.00 per time
Hourly Rental Rate	\$40.00 per hour per room
Set-Up Fee	\$100.00 per room/\$200 per event
Tear Down Fee	\$100.00 per room
Attendant	\$35/hour per reserve (5 hours minimum)
Dish Rental (Full Setting)	\$1.00 per person
Wine Glasses	\$0.15 per piece
Linens	Set by Distributor
LCD Projector	\$50.00

Fee Schedule for City Chartered Civic/Non-Profit Organizations and Independent School District #2310

The following fees are all-inclusive, except for dishes and linens. The following fees will be charged to help defray the costs of staff time for set-up/take down, utilities, supplies, cleaning, upkeep of the grounds, snow removal, and trash removal:

Waive the Event Center Rental Fee for Fundraising Events for Organizations that have a Budget with the City. (per the vote of the City Council on 8/6/2019)

City Chartered Civic and Non-Profit Organizations

Friday & Saturday Rentals:	\$425 per event
Sunday to Thursday Rentals:	\$320 per event

If non-profit organizations rent only one room, then they will get it for 50% less than the regular cost.

Independent School District #2310

School Use (Testing/Retreats during school hours)	\$50 per event
Special School Events (i.e. Prom)	
Friday & Saturday Rentals:	\$300 per event
Sunday to Thursday Rentals:	\$220 per event

*Fees are charged to the respective bar when alcohol is served at an event and to any caterer who utilizes the kitchen. *Each vendor decides whether to pass along this fee to their client.*

<u>Caterer Fee</u>	<u>Caterer Fee</u>	<u>Bar Fee</u>	<u>Bar Rent</u>
1-100 Guests Served	\$1/person	1-200	\$100
101-200 Guests Served	\$150	201-300	\$200
201-400 Guests Served	\$250	301-400	\$300
401+	\$350	401-500	\$400
		501+	\$500



204 Shamrock Drive, Arlington, MN 55307 - (507)964-2378
Fax: 507/964-5973 - Website: www.arlingtonmn.com - E-mail: cityhall@arlingtonmn.com

By your signature below, you agree that you have been given a copy of and read the City of Arlington's Event Center Use and Rental Policy, understand it, and agree to abide by its terms.

Dated: _____

Renter

Renter

Date of Event

Community Center Coordinator/
City Staff

Heather Arneson

From: Heather Arneson
Sent: Friday, June 3, 2022 8:56 AM
To: Mayor Richard Nagel; Amy Newsom; 'pmangis@arlingtonmn.com'
Subject: Town Ball Team Liquor License
Attachments: Email, re liquor license.pdf

Everyone,

As you may be aware, the Legislature did finally pass a law change allowing town baseball teams to serve strong beer. This was the subject of a lobbying effort for a number of years, with Minnesota being the only remaining state that had a 3.2 beer license bracket. Town baseball teams were restricted to that bracket. Most brewers stopped making 3.2 beer, and it was getting hard to find.

Since this law change was passed right at the end of the recent session, I would guess that the State Liquor Control office has not yet figured out the forms and procedures to comply with the new law.

Mr. Kurtzweg, on behalf of the Arlington town team, contacted me with questions about how this would be implemented. Among other things, he asked if there would be a problem getting a liquor license because our town team plays on the School District ball field. This is under a very long-term lease with the School District.

There is a Minnesota State Law that prohibits liquor licenses to be located within 1500 feet of a school outside any city limits. Since this ball park is within city limits, that law does not apply to us. I checked with Liquor Control, and they agreed there were no other state laws regulating this. I attach a copy of their reply email.

Next, I looked at our city liquor rules. Code Section 8.05 involves prohibition of alcohol consumption in certain public places, without any specific reference to school athletic facilities. It does indicate the city can make exceptions for "special event group activity". Baseball games could be interpreted to fall under that definition.

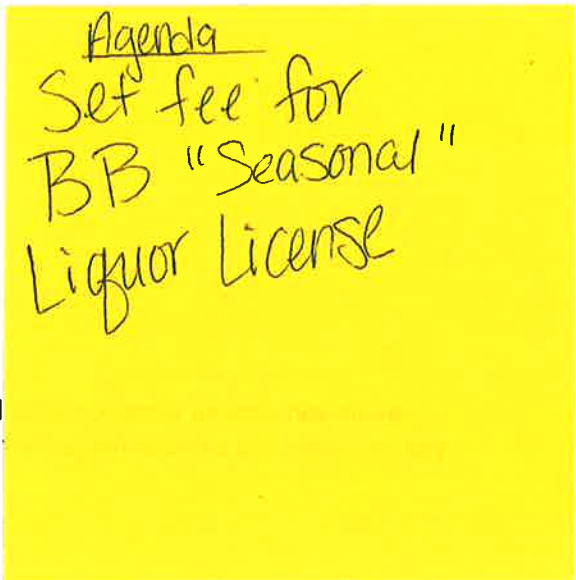
I also looked at our Zoning Code, and could not spot any specific reference to this issue. Unless City Staff finds something I missed, my conclusion is that the Arlington City Council can, in its discretion, grant a liquor license to the ball club. It is incorporated as "Arlington Baseball Association, Inc."

I called and left a message for Mr. Kurtzweg that the team should apply for a license, to put the matter in the hands of the Council.

Thanks,

Ross R. Arneson
Arneson Law Office
302 West Main Street
P.O. Box 529
Arlington, MN 55307
Phone: 507-964-5753
Email: ross@arnesonlegal.com

This message is from a law firm, and thus may contain or attach confidential communication that is confidential and privileged by law. It is not intended



Agenda
Set fee for
BB "Seasonal"
Liquor License

RE: Town Baseball Team License

Pietrzak, Crystal (DPS) <crystal.pietrzak@state.mn.us>

Wed 12/14/2022 7:53 AM

To: Ross Arneson <ross@arnesonlegal.com>

Cc: Heather Arneson <heather@arnesonlegal.com>

Everything starts at the city level first, it has to be approved on their end first and then comes to the stat for final approval.

The license fees are collected by the cities. The only thing the state will collect is their fee for their buyers card.

There are no special forms for them to fill out.

The baseball team can only apply for a Wine license (with Strong Beer Authorized on the actual Wine license). They can't apply for a Full liquor only Wine.



Crystal Pietrzak, Licensing Specialist

MN DPS Alcohol & Gambling Enforcement

445 Minnesota St. Suite 1600 | Saint Paul, MN 55101

651-201-7510 (Direct) | 651-297-5259 (Fax) | Crystal.Pietrzak@state.mn.us

<https://dps.mn.gov/divisions/age/>



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From: McManus, Mike (DPS) <mike.mcmanus@state.mn.us>

Sent: Wednesday, December 14, 2022 7:45 AM

To: Pietrzak, Crystal (DPS) <crystal.pietrzak@state.mn.us>; Murray, Kellie (DPS) <kellie.murray@state.mn.us>;

Albrecht, Carl (DPS) <Carl.Albrecht@state.mn.us>

Subject: FW: Town Baseball Team License

Can you guys assist him on this related to paperwork for the licensing? Thanks.



Michael T. McManus

Supervisor Regulatory Investigations Alcohol Enforcement

MN DPS Alcohol and Gambling Enforcement

Alcohol and Gambling Enforcement Division

445 Minnesota Street, Suite 1600, St. Paul, MN 55101

651-201-7502 (Direct) | 651-297-5259 (Fax) | mike.mcmanus@state.mn.us

Office of the Revisor of Statutes

Office of the Revisor of Statutes

2022 Minnesota Statutes

Authenticate **340A.404 INTOXICATING LIQUOR; ON-SALE LICENSES.**

§ Subdivision 1. **Cities.** (a) A city may issue an on-sale intoxicating liquor license to the following establishments located within its jurisdiction:

(1) hotels;

(2) restaurants;

(3) bowling centers;

(4) clubs or congressionally chartered veterans organizations with the approval of the commissioner, provided that the organization has been in existence for at least three years and liquor sales will only be to members and bona fide guests, except that a club may permit the general public to participate in a wine tasting conducted at the club under section [340A.419](#);

(5) sports facilities, restaurants, clubs, or bars located on land owned or leased by the Minnesota Sports Facilities Authority;

(6) sports facilities located on land owned by the Metropolitan Sports Commission;

(7) exclusive liquor stores; and

(8) resorts as defined in section [157.15, subdivision 11](#).

(b) A city may issue an on-sale intoxicating liquor license, an on-sale wine license, or an on-sale malt liquor license to a theater within the city, notwithstanding any law, local ordinance, or charter provision. A license issued under this paragraph authorizes sales on all days of the week to persons attending events at the theater:

(c) A city may issue an on-sale intoxicating liquor license, an on-sale wine license, or an on-sale malt liquor license to a convention center within the city, notwithstanding any law, local ordinance, or charter provision. A license issued under this paragraph authorizes sales on all days of the week to persons attending events at the convention center. This paragraph does not apply to convention centers located in the seven-county metropolitan area.

(d) A municipality may issue an on-sale wine license and an on-sale malt liquor license to a person who is the owner of a summer collegiate league baseball team or **baseball team competing in a league established by the Minnesota Baseball Association**, or to a person holding a concessions or management contract with the owner, for beverage sales at a ballpark or stadium located within the municipality for the purposes of **summer collegiate league baseball games, town ball games**, and any other events at the ballpark or stadium, notwithstanding any law, local ordinance, or charter provision. A license issued under this paragraph authorizes sales on all days of the week to persons attending baseball games and any other events at the ballpark or stadium.

Subd. 1a. **Municipalities; auto racing facilities.** A municipality may issue an on-sale intoxicating liquor license to an auto racing facility located in the municipality. The license may authorize sales both to persons attending any and all events at the facility, and sales in a restaurant, bar, or banquet facility located on the premises of the auto racing facility. The license authorizes sales on all days of the week. The license may be issued for a space that is not compact and contiguous, provided that the licensed premises may include only the space within a defined area as described in the application for the license.

Subd. 2. **Special provision; city of Minneapolis.** (a) The city of Minneapolis may issue an on-sale intoxicating liquor license to the Guthrie Theater, the Cricket Theatre, the Orpheum Theatre, the State Theatre, and the Historic Pantages Theatre, notwithstanding the limitations of law, or local ordinance, or charter provision relating to zoning or school or church distances. The licenses authorize sales on all days of the week to holders of tickets for performances presented by the theaters and to members of the nonprofit corporations holding the licenses and to their guests.

(b) The city of Minneapolis may issue an intoxicating liquor license to 510 Groveland Associates, a Minnesota cooperative, for use by a restaurant on the premises owned by 510 Groveland Associates, notwithstanding limitations of law, or local ordinance, or charter provision.

