



**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
February 21, 2023, AT 6:30 PM  
COUNCIL CHAMBERS**

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

6:25 pm-Picture of Council will be taken prior to the meeting.

1. Call Meeting to Order and Pledge of Allegiance
2. Roll Call
3. Approve the Agenda and any Agenda Additions
4. Citizens Addressing the Council

**CONSENT AGENDA**

5. Approval of Consent Agenda
  - A) Approval of Bills
  - B) February 6, 2023, City Council Meeting Minutes

**PETITIONS, REQUESTS & COMMUNICATIONS**

6. Resignation of EDA Consultant Amy Newsom

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

7. Mayor's Report
8. Historical Society Annual Report- Dwight Grabitske
9. January Library Report-Library Director Andy Kelton
  - Purchase of copier
  - Approve/Deny funds of \$33,573 from Sibley County Library Board
10. January Fire Department Report-Fire Chief Doug Mackenthun
11. Annual Fire Department Report-Fire Chief Doug Mackenthun
12. January People Service Report-Lee Ortloff
13. Public Works- City Engineer
  - Pavement Management Plan Update and Approval
14. Interim City Administrator Update- Shirley Slater-Schulte
  - Approval of purchase of barricades from Econosigns
  - Approval of extra hours worked
  - Update on Siwek email
15. City Attorney Update- Attorney Ken Janssen

## **ORDINANCES AND RESOLUTIONS**

16. Approve/Deny Resolution 11-2023 A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR DUCKS UNLIMITED (HIGH ISLAND BOTTOM FEEDERS).

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

17. Approve/Deny recommendation from the Electrical Ad Hoc Committee to hire Dave Berg Consulting LLC to perform an electrical cost-of-service study for \$8,000 plus applicable expenses.

18. Approve/Deny recommendation from the Electrical Ad Hoc Committee to hire McLeod Cooperative for mapping and identification at a cost of about \$12,200 for 1 week with 2 crewmembers and one bucket truck.
19. Approve/Deny recommendation from the Electrical Ad Hoc Committee to purchase 4-25 KVA transformers at approximately \$5000 each. The city currently does not have any backup transformers.
20. Approve/Deny recommendation from the Electrical Ad Hoc Committee to put in a feeder line extension.

### **MISCELLANEOUS BUSINESS**

### **ADJOURNMENT**

**Reminders:**

February 22 at 6:30 pm-Fire Relief

March 2 at 7 pm-P & Z Meeting

March 6 at 6:30 pm-Council Meeting

**\*Check Summary Register©**

FEBRUARY 2023

Name	Check Date	Check Amt	
<b>10150 Cash</b>			
UnPaid	ABDO	\$365.00	FIRE RELIEF- FORMS/SURVEY COMPLETION
UnPaid	ARLINGTON HAUS	\$483.00	AMB- JAN. 22nd STAFF MEAL
UnPaid	B & R PLUMBING & HEATING	\$414.00	CC- NOV. CIRC PUMP REPAIR CALLS
UnPaid	BOLTON & MENK, INC.	\$6,017.50	WTP REHAB ENG (12/10/22-1/20/23)
UnPaid	COORDINATED BUSINESS SYST	\$427.71	DEC- PHONE BILL
UnPaid	CTS CONSTRUCTION & TREE SE	\$9,380.00	JAN- SNOW HAULING
UnPaid	FillMeUp	\$1,687.10	JAN- FUEL
UnPaid	GAVIN-JANSSEN-STABENOW-M	\$810.00	DEC- PD PROSECUTION SERVICES
UnPaid	GLENN GERADS	\$158.51	PD MILEAGE- BACKGROUND & BUSINESS
UnPaid	GRIDOR CONSTRUCTION, INC.	\$92,660.33	WTP REHAB- PAY EST #10
UnPaid	JAIME WEIKLE	\$61.85	REIMB- AMB. EQUIP. TOTES
UnPaid	JERRY'S HOME QUALITY FOODS	\$254.67	JAN/FEB SNACKS & SUPPLIES, JAN FD MEAL
UnPaid	KEMSKE PAPER CO.	\$1,082.11	2023- UB STATEMENT PAPER SUPPLY
UnPaid	KLEHR GRADING	\$27,350.75	DEC. 30- FEB. 7 - PLOW, LOADER & DOZER
UnPaid	LINDE GAS & EQUIP	\$852.36	JAN- AMB. OXYGEN
UnPaid	LOFFLER	\$252.81	JAN- COPIER MAINT (OFFICE, PD, LIB)
UnPaid	MCLEOD COOPERATIVE POWER	\$2,074.91	JAN- ELEC. MAINT.
UnPaid	MN CHIEFS OF POLICE ASSN.	\$244.00	2023 MEMBERSHIP
UnPaid	MN MUNICIPAL POWER AGENCY	\$141,105.74	JAN- ENERGY
UnPaid	MN STATE FIRE CHIEF'S ASSN.	\$220.00	2023 MEMBERSHIP
UnPaid	QUALITY FLOW SYSTEMS, INC.	\$3,285.00	HWY 5 LIFT STATION PUMP REPAIR
UnPaid	RITEWAY	\$254.31	2023- A/P CHECK STOCK
UnPaid	SHIRLEY SLATER-SCHULTE	\$4,273.61	INTERIM ADMIN- 2/6-2/16/23
UnPaid	SIBLEY CO. RECORDER	\$46.00	P&Z- SHIMOTA VARIANCE RECORDING
UnPaid	SIBLEY COUNTY DAC	\$101.92	JAN. 31st UB BILL STUFFING
UnPaid	STREICHER'S - MINNEAPOLIS	\$1,077.86	PD- CAMPBELL UNIFORMS
UnPaid	SUMMIT FIRE PROTECTION	\$5,015.25	CC- JAN. SPRNKLR PIPE REPAIRS, INSPEC.
UnPaid	ULINE	\$449.53	JAN- SHOP & CC SUPPLIES
UnPaid	XCEL ENERGY	\$646.57	JAN- GI LIFT STATION ELEC BILL
UnPaid	XCEL ENERGY-NSP	\$1,218.72	JAN- SUBSTATION FACILITY CHG
UnPaid	ZOLL MEDICAL CORP.	\$243.32	AMB- ELECTRODES
	<b>Total Checks</b>	<b>\$302,514.44</b>	

**Fund Summary**

	10150 Cash
101 General Fund	\$45,882.76
201 Fire Fund	\$635.00
202 Ambulance Fund	\$1,944.10
203 Community Center Fund	\$5,844.78
601 Water Fund	\$98,947.83
603 AGI Sewer Fund	\$4,201.57
604 Electric Fund	\$145,058.40
	<b>\$302,514.44</b>

Payments

Current Period: FEBRUARY 2023

Batch Name	02-21-23 PAY	User Dollar Amt	\$302,514.44		
	Payments	Computer Dollar Amt	\$302,514.44		
				\$0.00	In Balance
Refer	14892 ABDO EICK & MEYERS LLP				
Cash Payment	E 201-42280-301 Auditing and Acct g Servi	FIRE RELIEF- FORMS/SURVEY COMPLETION			\$365.00
	Invoice				
Transaction Date	2/17/2023	Cash	10150	Total	\$365.00
Refer	14893 ARLINGTON HAUS				
Cash Payment	E 202-42153-344 Recuitment & Retention	AMB- JAN. 22nd STAFF MEAL			\$483.00
	Invoice				
Transaction Date	2/17/2023	Cash	10150	Total	\$483.00
Refer	14894 B & R PLUMBING & HEATING				
Cash Payment	E 203-45000-401 Repairs/Maint Buildings	CC- NOV. CIRC PUMP REPAIR CALLS			\$414.00
	Invoice				
Transaction Date	2/17/2023	Cash	10150	Total	\$414.00
Refer	14895 BOLTON & MENK, INC.				
Cash Payment	E 601-46350-303 Engineering Fees	WTP REHAB ENG (12/10/22-1/20/23)			\$1,567.50
	Invoice				
Cash Payment	E 601-46350-303 Engineering Fees	WTP REHAB ENG (12/10/22-1/20/23)			\$4,450.00
	Invoice				
Transaction Date	2/17/2023	Cash	10150	Total	\$6,017.50
Refer	14896 COORDINATED BUSINESS SYSTE				
Cash Payment	E 101-41400-321 Telephone	DEC- PHONE BILL			\$281.14
	Invoice				
Cash Payment	E 101-42110-321 Telephone	DEC- PHONE BILL			\$62.22
	Invoice				
Cash Payment	E 101-43000-321 Telephone	DEC- PHONE BILL			\$28.12
	Invoice				
Cash Payment	E 202-42153-321 Telephone	DEC- PHONE BILL			\$56.23
	Invoice				
Transaction Date	2/17/2023	Cash	10150	Total	\$427.71
Refer	14897 CTS CONSTRUCTION & TREE SER				
Cash Payment	E 101-43000-486 Snow Removal	JAN- SNOW HAULING			\$9,380.00
	Invoice				
Transaction Date	2/17/2023	Cash	10150	Total	\$9,380.00
Refer	14898 FILLMEUP				
Cash Payment	E 101-42110-480 Gas & Repair-Police Car	JAN- FUEL			\$352.57
	Invoice				
Cash Payment	E 101-43000-485 Gas and Repair Miscella	JAN- FUEL			\$1,181.89
	Invoice				
Cash Payment	E 202-42153-485 Gas and Repair Miscella	JAN- FUEL			\$152.64
	Invoice				
Transaction Date	2/17/2023	Cash	10150	Total	\$1,687.10
Refer	14899 GAVIN-JANSSEN-STABENOW-MOL				
Cash Payment	E 101-42110-304 Legal Fees	DEC- PD PROSECUTION SERVICES			\$810.00
	Invoice				
Transaction Date	2/17/2023	Cash	10150	Total	\$810.00

## Payments

Current Period: FEBRUARY 2023

Refer	14900 <i>GLENN GERADS</i>			
Cash Payment Invoice	E 101-42110-480 Gas & Repair-Police Car	PD MILEAGE- BACKGROUND & BUSINESS		\$158.51
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$158.51
Refer	14901 <i>GRIDOR CONSTRUCTION, INC.</i>			
Cash Payment Invoice	E 601-46350-730 Construction Costs	WTP REHAB- PAY EST #10		\$92,660.33
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$92,660.33
Refer	14902 <i>JAIIME WEIKLE</i>			
Cash Payment Invoice	E 202-42153-217 Other Operating Supplies	REIMB- AMB. EQUIP. TOTES		\$61.85
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$61.85
Refer	14903 <i>JERRY S HOME QUALITY FOODS</i>			
Cash Payment Invoice	E 101-41400-733 Reimbursible Expense	JAN/FEB SNACKS & SUPPLIES, JAN FD MEAL		\$82.91
Cash Payment Invoice	E 101-42110-210 Operating Supplies	JAN/FEB SNACKS & SUPPLIES, JAN FD MEAL		\$16.63
Cash Payment Invoice	E 101-43000-210 Operating Supplies	JAN/FEB SNACKS & SUPPLIES, JAN FD MEAL		\$10.43
Cash Payment Invoice	E 201-42280-208 Training and Instruction	JAN/FEB SNACKS & SUPPLIES, JAN FD MEAL		\$50.00
Cash Payment Invoice	E 202-42153-217 Other Operating Supplies	JAN/FEB SNACKS & SUPPLIES, JAN FD MEAL		\$20.66
Cash Payment Invoice	E 202-42153-344 Recruitment & Retention	JAN/FEB SNACKS & SUPPLIES, JAN FD MEAL		\$74.04
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$254.67
Refer	14904 <i>KEMSKE PAPER CO.</i>			
Cash Payment Invoice	E 601-49400-218 Office Expense	2023- UB STATEMENT PAPER SUPPLY		\$270.00
Cash Payment Invoice	E 603-49450-218 Office Expense	2023- UB STATEMENT PAPER SUPPLY		\$270.00
Cash Payment Invoice	E 604-49550-218 Office Expense	2023- UB STATEMENT PAPER SUPPLY		\$542.11
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$1,082.11
Refer	14905 <i>KLEHR GRADING</i>			
Cash Payment Invoice	E 101-43000-486 Snow Removal	DEC. 30- FEB. 7 - PLOW, LOADER & DOZER		\$3,595.00
Cash Payment Invoice	E 101-43000-486 Snow Removal	DEC. 30- FEB. 7 - PLOW, LOADER & DOZER		\$23,755.75
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$27,350.75
Refer	14906 <i>LINDE GAS &amp; EQUIP.</i>			
Cash Payment Invoice	E 202-42153-217 Other Operating Supplies	JAN- AMB. OXYGEN		\$852.36
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$852.36
Refer	14907 <i>LOFFLER</i>			
Cash Payment Invoice	E 101-41400-218 Office Expense	JAN- COPIER MAINT (OFFICE, PD, LIB)		\$87.43

Payments

Current Period: FEBRUARY 2023

Cash Payment Invoice	E 101-42110-218 Office Expense	JAN- COPIER MAINT (OFFICE, PD, LIB)		\$51.16
Cash Payment Invoice	E 101-45500-220 Repair/Maint Supply	JAN- COPIER MAINT (OFFICE, PD, LIB)		\$99.22
Cash Payment Invoice	E 604-49550-218 Office Expense	JAN- COPIER MAINT (OFFICE, PD, LIB)		\$15.00
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$252.81
Refer	14908 MCLEOD COOPERATIVE POWER A			
Cash Payment Invoice	E 604-49550-437 Services-McLeod Coop	JAN- ELEC. MAINT.		\$2,074.91
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$2,074.91
Refer	14909 MN CHIEFS OF POLICE ASSN.			
Cash Payment Invoice	E 101-42110-433 Dues and Subscriptions	2023 MEMBERSHIP		\$244.00
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$244.00
Refer	14910 MN MUNI. POWER AGENCY			
Cash Payment Invoice	E 604-49550-389 Electric Energy Purchase	JAN- ENERGY		\$141,105.74
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$141,105.74
Refer	14911 MN STATE FIRE CHIEFS ASSN.			
Cash Payment Invoice	E 201-42280-433 Dues and Subscriptions	2023 MEMBERSHIP		\$220.00
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$220.00
Refer	14912 QUALITY FLOW SYSTEMS, INC.			
Cash Payment Invoice	E 603-49450-408 Rep & Supp. Lift Station,	HWY 5 LIFT STATION PUMP REPAIR		\$3,285.00
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$3,285.00
Refer	14913 RITEWAY			
Cash Payment Invoice	E 101-41400-218 Office Expense	2023- A/P CHECK STOCK		\$254.31
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$254.31
Refer	14914 SHIRLEY SLATER-SCHULTE			
Cash Payment Invoice	E 101-41400-300 Professional Srvs	INTERIM ADMIN- 2/6-2/16/23		\$3,840.00
Cash Payment Invoice	E 101-41400-300 Professional Srvs	INTERIM ADMIN- 2/6-2/16/23		\$433.61
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$4,273.61
Refer	14915 SIBLEY CO. RECORDER			
Cash Payment Invoice	E 101-41910-304 Legal Fees	P&Z- SHIMOTA VARIANCE RECORDING		\$46.00
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$46.00
Refer	14916 SIBLEY COUNTY DAC			
Cash Payment Invoice	E 604-49550-218 Office Expense	JAN. 31st UB BILL STUFFING		\$101.92
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$101.92
Refer	14917 STREICHERS			

Payments

Current Period: FEBRUARY 2023

Cash Payment Invoice	E 101-42110-639 Clothing Allowance	PD- CAMPBELL UNIFORMS		\$1,071.86
Cash Payment Invoice	E 101-42110-639 Clothing Allowance	PD- CAMPBELL UNIFORMS		\$6.00
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$1,077.86
Refer	14918 <i>SUMMIT FIRE PROTECTION</i>			
Cash Payment Invoice	E 203-45000-396 Safety Program & Equip	CC- JAN. SPRNKLR PIPE REPAIRS, INSPECT		\$417.00
Cash Payment Invoice	E 203-45000-401 Repairs/Maint Buildings	CC- JAN. SPRNKLR PIPE REPAIRS, INSPECT		\$4,598.25
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$5,015.25
Refer	14919 <i>ULINE</i>			
Cash Payment Invoice	E 101-43000-210 Operating Supplies	JAN- SHOP & CC SUPPLIES		\$34.00
Cash Payment Invoice	E 203-45000-210 Operating Supplies	JAN- SHOP & CC SUPPLIES		\$415.53
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$449.53
Refer	14920 <i>XCEL ENERGY</i>			
Cash Payment Invoice	E 603-49450-381 Electric & Heat Utilities	JAN- GI LIFT STATION ELEC BILL		\$646.57
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$646.57
Refer	14921 <i>XCEL ENERGY-NSP</i>			
Cash Payment Invoice	E 604-49550-397 Facility Charge	JAN- SUBSTATION FACILITY CHG		\$1,218.72
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$1,218.72
Refer	14922 <i>ZOLL MEDICAL CORP.</i>			
Cash Payment Invoice	E 202-42153-217 Other Operating Supplies	AMB- ELECTRODES		\$243.32
Transaction Date	2/17/2023	Cash	10150	<b>Total</b> \$243.32

Fund Summary

	10150 Cash
101 General Fund	\$45,882.76
201 Fire Fund	\$635.00
202 Ambulance Fund	\$1,944.10
203 Community Center Fund	\$5,844.78
601 Water Fund	\$98,947.83
603 AGI Sewer Fund	\$4,201.57
604 Electric Fund	\$145,058.40
	<b>\$302,514.44</b>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$302,514.44
<b>Total</b>	<b>\$302,514.44</b>





**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
FEBRUARY 6, 2023, AT 6:30 PM  
COUNCIL CHAMBERS**

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**1. Call Meeting to Order and Pledge of Allegiance** – Meeting was called to order at 6:30 p.m. by Mayor Scharpe.

**2. Roll Call-**

Members Present- Mayor Matt Scharpe, Councilmembers John Thomes, Curtis Ling, and Christina Litfin.

Members Absent: Councilmember Jeff Matz and Dave Meyer.

Staff Present: Interim City Administrator Shirley Slater-Schulte, Police Chief Glenn Gerads, Fire Chief Doug Mackenthun, Public Works Supervisor Kirby Weckworth and Ambulance Director Jamie Weikle and City Attorney Ken Janssen

Guests Present – Kurt Menk *Arlington Enterprise*, Lee Ortloff, Roberta Zaske, Gwen Scharpe, Connor Campbell, Brandon Legg, Dave Siwek, Amy Newsom, John Behnke, Bryan Campbell, Donie Campbell, Ginger Newberry, Phil Cameron, Marina Vera, Marina Vera, Nate Albee, Curt Reetz, Kim Quast,

**3. Approve the Agenda and any Agenda Additions**

1. Update from Mike Humpal with SCSC regarding interview of applicants for City Administrator.
2. Review of Invoice submitted by Amy Newsom.
3. Appointment of Council Liaison.

Councilor Litfin introduced a motion to approve the agenda as amended, seconded by Councilor Ling. All voting ayes. Motion declared passed.

#### **4. APPROVE HIRING OF CONNOR CAMPBELL BEGINNING FEBRUARY 6, 2023**

Police Chief Glenn Gerads introduced and recommended the hiring Connor Campbell as an Arlington Police Officer at \$26.00 per hours with a review in 6 months.

Motion made by Councilor Thomas and seconded by Councilor Litfin. All voting ayes. Motion declared passed.

#### **5. SWEARING IN OF POLICE OFFICER CONNOR CAMPBELL**

Mayor Scharpe administered the Oath to Police Officer Connor Campbell.

#### **6. PUBLIC COMMENTS**

1. Dave Siwek –Developer stated that he was present to protect his honor, had not been notified regarding the issues with the development, had left messages for the Interim City Administrator. Stated that he has not received the \$20,000, claims that negative comments had been made about his development. He continues to support the City of Arlington, businesses, events, etc. He stated that he had heard about issues with the sewer & water hookups, and he will hire a contract next week to complete the unfinished work. He stated complaints as to how the Interim City Administrator did not notify him of the issues within the development.
2. Nate Albee – Purchaser of the Siwek property. Thanked the Interim City Administrator for providing the report from People Services that had been provided to the City Council and would like to ask questions regarding this report. City Attorney Ken Janssen stated it was at the discretion of the City Council but that this item had been removed from this agenda to be placed on the next agenda, he recommended that this item be forwarded back to the EDA for clarification on the \$20,000, copies of the agreements, minutes, contracts and other information on the Siwek Project.

MOTION: Motion to table item #22 – Discussion on Arlington Meadows Housing Project until the next City Council meeting to be held on Tuesday, February 21, 2023.

Motion made by Councilor Thomes, seconded by Councilor Litfin. All voting ayes. Motion declared passed.

## CONSENT AGENDA

### 7. APPROVAL OF CONSENT ITEMS

- A) Approval of Bills
- B) January 17, 2023, City Council Meeting Minutes
- C) Approve hiring of Amy Doehling for an EMT student position.

Councilor Ling introduced the motion to approve the Consent Agenda. Councilor Thomes seconded. All voting ayes. Motion declared passed.

## PETITIONS, REQUESTS & COMMUNICATIONS

### 8. Introduction of Attorney Kenneth Janssen- Gavin Janssen Stabenow Ltd.

Attorney Ken Janssen was present and provided information to the City Council regarding his employment and that he currently does the prosecution work for the City of Arlington.

### 9. Resignation of Jon Rose from the Arlington Fire Department

Consensus of the City Council to accept the resignation of Jon Rose from the Arlington Fire Department and to “Thank” him for his years of service.

## REPORTS OF OFFICERS, BOARDS AND COMMITTEES

### 10. EDA 2022 ANNUAL REPORT

Kurt Menk, EDA President presented the 2022 Annual Report to the City Council and gave updates on the goals and objectives such as the completion of the dog park, housing, business, and industrial development goals. Council accepted the report and thanked Kurt Menk for the presentation.

### 11. January 2023 Ambulance Report – Ambulance Manager Jamie Weikle

Ambulance Manager Jamie Weikle presented the 2022 Annual Report. Survey has been sent out to the residents regarding classes being offered, certification of EMT or Medic or Firefighter. Working with Expert Billing regarding questions and conflicting information on statements sent to clients.

### 12. Ambulance Annual Report – Ambulance Manager Jamie Weikle

City Council accepted the Ambulance Annual Report as presented.

**13. January 2023 Police Department Report – Police Chief Glenn Gerads**

Police Chief Gerads stated the department has issued in January 295 ICR's vs 113 ICR's last year. He has contacted MN Dot requesting a study to be conducted on Highway 5, near the Dollar General area, as there have been several accidents on this stretch of highway. New squad cars are in production, will keep giving up updates.

**14. December Public Works Report** was given by Public Works Supervisor Kirby Weckworth

Weckworth reported that January 2023 was a busy, snowy month, hauling and removing snow. Snow blower broke down and the new one has been ordered from MacQueen. Other equipment is being repaired and waiting for parts. Working on obtaining bids on a zero-turn lawn mower. Met with Slater-Schulte and City Engineer Femrite regarding seal-coat work to be bid out and future CIP Budget, requesting a work session with the City Council.

Consensus of the council to set a Workshop meeting for February 21, 2023 @ 5:30 p.m. to review the information on seal-coat bids and review CIP budget for Public Works.

**REPAIR OF SNOW BLOWER** - Public Works Supervisor Weckworth requested that the broken snow blower be repaired and kept as equipment backup.

MOTION: Move to have the broken snow blower repaired and use as equipment backup.

Motion made by Councilor Thomes, seconded by Ling. All voting ayes. Motion declared passed.

**15. Interim City Administrator Update-** Shirley Slater-Schulte reported that staff continues to work through lots of issues and this is a very busy season.

**ORDINANCES AND RESOLUTIONS**

**16. RESOLUTION 08-2023 APPROVING EXTENSION OF THE ARLINGTON SEWER ACCESS CONNECTION AND WATER ACCESS CONNECTION FEE WAIVER PROGRAM FOR NEW RESIDENTIAL CONSTRUCTION WITHIN ARLINGTON**

Motion made by Councilor Thomes to introduce Resolution 08-2023 as presented, seconded by Councilor Litfin. Mayor called for Roll Call vote as follows: Councilor Thomas, Councilor Ling, and Councilor Litfin. Motion declared passed.

**17. RESOLUTION 09-2023 ADOPTING THE 2023 SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES AND PERMITS**

Motion made by Councilor Thomes to introduce Resolution 09-2023 as presented, seconded by Councilor Litfin. Mayor Scharpe called for Roll Call vote as follows: Councilor Ling, Councilor Litfin, and Councilor Thomes. Motion declared passed.

**18. RESOLUTION 10-2023 A RESOLUTION APPROVING A VARIANCE TO REQUIRED DIMENSIONAL SIZE REQUIREMENTS IN THE R-2 ONE & TWO-FAMILY RESIDENTIAL DISTRICT AT 509 WEST MAIN STREET**

Interim City Administrator Slater-Schulte reported that a Public Hearing was held and no one appeared to speak to this issue. The applicant Andrew Shimota and Charlie Shimota were present and address the Planning Commission. Planning Commission adopted a resolution approving this variance.

Motion made by Councilor Litfin to introduce Resolution 10-2023 as presented, seconded by Councilor Ling. Mayor Scharpe called for Roll Call vote as follows: Councilor Litfin Councilor Ling and Councilor Thomas. Motion declared passed.

**UNFINISHED BUSINESS**

**19. DISCUSSION ON CANNABINOID SALES WITHIN THE CITY OF ARLINGTON**

City Attorney Janssen reviewed the past timetable regarding this item. Stated that the city has a moratorium in place until September 19, 2023.

Motion made by Councilor Thomes to review this item in late July, 2023, seconded by Litfin. All voting ayes. Motion declared passed.

**NEW BUSINESS**

**20. PAY REQUEST NO. 10 FROM BOLTON & MENK FOR GRIDOR CONSTRUCTION FOR \$92,660.33**

Motion made by Councilor Ling to approve Pay Request #10 from Bolton & Menk for Gridor Construction for \$92,660.33, seconded by Thomes. All voting ayes. Motion declared passed.

**21. REQUEST FROM ELECTRICAL AD HOC COMMITTEE TO HAVE MCLEOD COOPERATIVE POWER ASSOCIATION DO A POLE ATTACHMENT COUNT**

Electrical Ad Hoc Committee recommended that McLeod Cooperative Power Association conduct a pole attachment count for future franchise agreements. The approximate cost estimate was \$4500.

Motion was by Councilor Litfin to approve this request, seconded by Councilor Ling. All voting ayes. Motion declared passed.

**22. DISCUSSION ON ARLINGTON MEADOWS HOUSING PROJECT**

Motion was made to table this item and send it back to EDA for clarification.

Motion made by Councilor Thomes, seconded by Councilor Litfin. All voting ayes. Motion declared passed.

**23. PROCESS FOR SETTING UP INTERVIEWS**

SCSC notified the City of Arlington information on setting up dates for interviews, suggested March 6<sup>th</sup> and 7<sup>th</sup> beginning at 5:30 p.m.

Consensus of the council to set the dates for March 6<sup>th</sup> and 7<sup>th</sup> for interviews, meet and greet the candidates for the City Administrator's position.

**MISCELLANEOUS BUSINESS**

**24. REPORTS FOR THE FIRE, AMBULANCE SERVICE WITH THE TOWNSHIPS**

Mayor Sharpe stated that he had been contacted by Fire Chief and others for help in preparing the reports for the Fire, Ambulance Service with the Townships. Mayor contacted Amy Newsom previous City Administrator and requested her help in the preparation of the reports and requested that the formula be provided to city staff for future reports. The invoice was included in the payment of claims.

**25. APPOINTMENT OF COUNCIL LIASON TO THE INTERIM CITY ADMINISTRATOR**

Concerns were brought to the attention of the City Council regarding a joint meeting with the Mayor Scharpe, EDA Contractor Amy Newsom and the Interim City Administrator and a request by the Interim City Administrator that a Council Liaison be appointed to attend further meetings.

Mayor Scharpe apologized and acknowledged that he had made mistakes.

MOTION: Move that Councilor Thomes be appointed as the liaison to attend further meetings as requested.

Motion made by Councilor Ling, seconded by Councilor Litfin. All voting ayes. Motion declared passed.

### ADJOURNMENT

Motion to adjourn was made by Councilor Thomes, seconded by Councilor Ling. All voting ayes. Meeting was adjourned at 7:54 p.m. Motion declared passed.

---

Mayor Matthew Scharpe

ATTEST: \_\_\_\_\_

Interim City Administrator Shirley Slater-Schulte





## Gwen Scharpe

---

**From:** Shirley Slater Schulte <sslaterschulte@gmail.com>  
**Sent:** Thursday, February 16, 2023 1:20 PM  
**To:** Gwen Scharpe  
**Subject:** Fwd: Consulting Work

----- Forwarded message -----

**From:** **Matthew Scharpe** <[mscharpe@arlingtonmn.com](mailto:mscharpe@arlingtonmn.com)>  
**Date:** Thu, Feb 16, 2023, 6:54 AM  
**Subject:** Fwd: Consulting Work  
**To:** [sslaterschulte@gmail.com](mailto:sslaterschulte@gmail.com) <[sslaterschulte@gmail.com](mailto:sslaterschulte@gmail.com)>

Please add this email to the agenda.

Get [Outlook for iOS](#)

**From:** Arlington EDA <[arlingtoneda@gmail.com](mailto:arlingtoneda@gmail.com)>  
**Sent:** Tuesday, February 14, 2023 9:10 PM  
**To:** Matthew Scharpe <[mscharpe@arlingtonmn.com](mailto:mscharpe@arlingtonmn.com)>  
**Subject:** Consulting Work

Hi Matt -

Just following up on our phone conversation that I'll no longer be doing consulting work for Arlington EDA. I'll be available for the next 30 days per my contract if you need anything.  
Amy



# Arlington Historical Society, Inc.

## 2022 Annual Report



Arlington Historical Society Photographs

Two of Albert Voight's descendants pose with his Uniform



## **BOARD MEMBERSHIP**

The 2022 Arlington Historical Society board members are Richard Trocke, president; Pauline Wiemann, vice president; Debbie Weckwerth, treasurer; Dwight Grabitske, secretary; Ramona Bade, Lowell Nagel, and Sharon Shimota.

Grabitske represents the board for the Arlington Greys Vintage Base Ball Team.

Ramona Bade submitted her resignation at the end of the year. She has served on the board since 2004.



## **NON BOARD MEMBERSHIP**

Arlington Greys manager, Kurt Menk, is considered a historical society member because the historical society sponsors the 1860's Vintage Base Ball team. However, individual members (players) on the team are not.

## **ARLINGTON GREYS VINTAGE BASE BALL**

The Arlington Greys played only one match in 2022, the Arli-Dazzle Snow Ball game with the Mankato Baltics. The Baltics won the day by a 10-7 score in a game shortened to seven innings because of the time.

Greys Manager Kurt Menk announced after the game that he would be resigning as manager of the team. Menk has been the manager of the team since its beginning in 2007. His record as manager is 73 wins, 21 losses, and 2 ties, for a .771 winning record.

## **ARLINGTON MUSEUM**

The Arlington Museum was open 32 Saturdays during 2022 (up from 24 in 2021) with 4 private showings (2 in 2021). A total of 326 people visited the museum (up 19% over 2021), and cash donations totaled \$319.42 (up 92%). The museum was open for visitors more time in 2022 than in any other year. The cash donations in 2022 were the largest in the seven years of the museum's existence. (2016 the museum had its very first and only opening for the Arli-Dazzle celebration.)

The museum was host to two groups of visitors this year. Seven people from the local DAC visited the museum on Wednesday 12 October, and on 19 October St. Paul's Lutheran School Teacher Eric Kaesermann brought his class to the museum.

For 2022, an exhibit noting the 150th anniversary of St. Paul's Evangelical Lutheran Church was the major picture exhibit along with some small artifacts from the congregation. Other exhibits included items from the mercantile stores on loan from Debbie Weckwerth, a Citizens Bank exhibit featuring the deposit record book from the bank (a gift from the Carver County Historical Society), the Arlington Creamery picture exhibit, and a slide show with pictures from the 2006 Arlington Town & Country Days celebration.



The uniform worn by World War I Veteran Albert Voight has been on loan to the museum from the Richard Luepke family for the past two years. The uniform was dressed on a manikin in a display case. The uniform and display case were returned to the family after the Arli-Dazzle event.

This year the museum sponsored a search game for museum visitors with a monthly prize of Five Arlington Dollars. The game did not seem to attract very many visitors, although those who played the game seemed to enjoy it. As another gimmick to attract visitors, Free Tickets were left at various places advertising the museum. The back side had the museum hours of operation.



## MAJOR COLLECTION ADDITIONS

The Arlington Historical Society & Museum received 20 high school yearbooks from Richard Nagel filling a number of missing years in our collection. Jim Kreft gave the museum uniforms and pictures from the Arlington VFW Drill Team. He also gave the museum artifacts and pictures from the Arlington Boy Scouts, which folded this year. Roseann Nagel also provided some items from the Boy Scouts. Betty Oelfke gave the Arlington Historical Society record books and pictures from the Arlington Squares, a square dance club in Arlington from the late 1960's to the late 1990's.

The historical society continues to collect newspaper obituaries. It has a copy of every obituary published by the *Arlington Enterprise* since April 1997. All copies have been digitalized for storage and reference. In addition, the society has been collecting obituaries from past issues (microfilmed newspapers) and has over 9,000 catalogued. The historical society has collected many newspaper accounts of weddings (over 200 digitalized); these items still need to be cataloged for easy access.

## CONFERENCES & MEETINGS

The Minnesota Alliance of Local History Museums (MALHM) annual conference and meeting was held at the Arrowwood Resort & Conference Center in Alexandria on April 24-26, 2022. See pages 8-9 for the conference report.

## PUBLIC INTERACTION:

The Arlington Historical Society assisted the St. Paul's Anniversary Committee with their 150th Anniversary celebration by writing a history book and assembling a historic artifacts display for the weekend of their celebration. The museum also had a photograph display marking the congregation's anniversary.

## ARLINGTON HISTORICAL SOCIETY FACEBOOK



The Arlington Historical Society Facebook page has 282 followers and 253 likes. Pictures of the winners of the monthly Museum Search Game were posted on the Facebook page bringing a number of 'likes' and comments. The Facebook page attempts to draw people into the museum with pictures of exhibits and related comments.





## **ARLINGTON HISTORICAL SOCIETY GOALS:**

### **1. MUSEUM IN 2023:**

The Arlington Historical Society plans to open the museum for the 2023 year on Saturday May 6, 2022. The normal scheduled hours will be from 9:00 to 12:00 on each Saturday from May to November. Special openings to coincide with Arlington Chamber events will also be held, as well as openings for school class reunions and similar events.

The planned new exhibits for 2023 are the VFW Drill Team featuring uniforms and pictures of the team, the Arlington Depot, the Hilleman/Scharping/Morreim Drug Store, and the Sibley County Fair. A slide show from an Arlington Brick presentation is planned to be shown on the large screen.

### **2. MUSEUM ENTRY:**

The building entrance, through which the museum is accessed, has an unsightly appearance. The Arlington Historical Society would like to improve the entryway by finishing the walls on the floor level, including finishing the floor molding and installing a temporary curtain across the stairway. However, the Arlington Historical Society is allowed to make alterations only to the portion of the building designated for the museum.

The Historical Society should prepare a plan for up-grading the entryway, and present the plan to the city council for approval. The plan should include the proposed changes, the estimated costs, and a method of financing the project. The Historical Society should include in the plan options for overseeing the upgrade to the entry.

### **3. COMMUNITY EVENTS**

The Arlington Historical Society needs to establish more community involved events focusing on Arlington history. Two items being discussed are historic walks through the downtown Main Street and a program in cemetery cleaning.

The last time a historic walk through downtown Arlington was offered was in 2006, during the Sesquicentennial celebration. Much change has occurred since then. Current business owners should be included in the planning for the historic walk.

The Historical Society sponsored a cemetery stone cleaning presentation in 2016, with the financial assistance of Kolden Funeral Home and VFW Post #6031. Jarrod Roll from Save Your Stones presented a day of instruction and hands-on experience cleaning stones at St. Paul's Lutheran Cemetery. Demonstrating the proper method of cleaning stones would be a good community event.

### **4. ARLINGTON GREYS:**

The resignation of Manager Kurt Menk effective at the end of 2022 necessitates finding a new manager for the team, if the Greys are to continue. Area VBBA coordinator, Erik "Sugar" Sjogren, has been notified of the expected change in management and the desire to field a team again this season.

The manager needs to have organizational skills to obtain the necessary players and schedule matches with area VBBA teams.



The Greys also need to develop a program of fund raising to equip future teams. The cost of baseballs, bats and uniforms continues to rise; items the team needs to purchase if it is to continue.

## **5. MUSEUM EQUIPMENT**

The Arlington Historical Society should plan for items to be added to the museum. The museum could use a **copier/printer** for its office. This would aid in preparing materials for meetings and provided requested items such as obituaries and photographs. The Arlington Historical Society should also acquire a **digital storage device** so that all photographs, documents and digital records could be backed-up. The Arlington Historical Society should acquire a **scanner** large enough to scan all its records including the over-sized documents.

## **6. FUND RAISING**

The Arlington Historical Society needs to establish a systematic fund raising program to ensure the continued operation of the society and the museum. The City of Arlington provides the building and covers the utility costs for the museum. AHS still needs to raise funds to cover the costs of operation, such as personal property and liability insurance, office equipment expenses, web-page creation and maintenance costs, exhibit development, etc. While grants may be available for the creation of new exhibits, the moneys given for such programs are usually in the form of matching grants, necessitating a fund raising program before the grant is given.

The museum has the 2006 Sesquicentennial history book for sale as well as post cards from 2006. A book of "Then & Now" pictures of Main Street Arlington, along with building histories, is a concept under consideration. Such a book could up-date information in the Sesquicentennial book.

## **7. MAYORAL PICTURES:**

The Arlington Historical Society continues to search for photographs of early Arlington mayors (presidents of the Village Council) for the gallery of mayors in the City Council Chambers at the Community Center. Pictures of Christ Klinkert, August Huckenpoehler, William C. Porter, and Albert Zimmermann are known to exist, but nothing suitable for copying and framing has been found.

## **8. FIRE HALL ON THE NATIONAL HISTORIC REGISTER**

The Arlington Historical Society needs to resume its efforts to get the Arlington Fire Hall listed on the National Historic Register. The first step is to get a structure report which evaluates the property to see if it would qualify for the national register. The historical society would like to apply for a grant to cover the cost of an expert, who would be able to complete the process of getting the building on the national register.



### ARLINGTON HISTORICAL SOCIETY DONATION TOTALS:

The following chart shows the number of gifts (donations) and amounts from 2001 to 2022 which AHS has received. The average yearly gift total is \$5,971.38 and the average gift (447 total gifts) is \$293.89.

Year	# Gifts	Amount
2001	38	9,735.00
2002	44	10,460.00
2003	31	3,515.00
2004	43	4,960.00
2005	35	5,255.00
2006	5	1,230.00
2007	16	28,815.00
2008	16	3,245.00
2009	21	2,645.00
2010	26	4,690.00
2011	13	250.00
2012	13	3,095.00
2013	9	2,625.00
2014	12	3,250.00
2015	22	14,875.00
2016	23	7,800.00
2017	7	1,170.00
2018	9	2,950.00
2019	20	14,975.43
2020	12	2,165.00
2021	24	2,165.00
2022	8	1,500.00
<b>TOTALS</b>	<b>447</b>	<b>131,370.43</b>

The amounts shown are only donations and gifts received by the Arlington Historical Society according to records of the AHS secretary. The amounts do not reflect income received through other sources such as grants, donation jars, book sales, post card sales, etc.



## 2021 INCOME & EXPENSES

### INCOME:

Donations: .....	<b>\$1,844.42</b>
Gifts .....	\$1,400.00
Museum .....	\$ 1,000.00
General .....	400.00
Memorials .....	\$ .00
Museum Cash Donations .....	\$ 324.42
Genealogy / Family History .....	120.00
Sales .....	<b>\$ 55.00</b>
Books Sold .....	51.46
Sales Tax .....	3.54
Miscellaneous Income .....	<b>\$ 51.44</b>
Reimbursement for cleaning expenses .....	26.44
Voided Check from 2021 .....	25.00
Interest .....	<b>\$ 27.69</b>
Passbook .....	10.04
CD (#820851) .....	17.65
<b>Arlington Greys VBBC: .....</b>	<b>\$ 0.00</b>
<b>TOTAL INCOME .....</b>	<b>\$ 1,978.55</b>

### EXPENSES:

<b>TOTAL GENERAL FUND EXPENSES .....</b>	<b>\$ 638.23</b>
<b>AHS General Fund Expenses .....</b>	<b>\$ 47.96</b>
Thomes Brothers (Cleaning materials) .....	26.44
Thomes Brother (Supplies) .....	13.27
Haggenmiller Lumber (Closet Rod) .....	8.25
<b>Office Expenses .....</b>	<b>\$ 314.13</b>
Pencils .....	314.13
<b>Advertising Expenses .....</b>	<b>\$ 148.62</b>
McLeod Publishing (Newspaper advertising) .....	\$ 138.62
Lions Calendar (Advertising) .....	10.00
<b>Promotions .....</b>	<b>\$ 102.52</b>
Arlington Dollars .....	\$ 85.00
Arli-Dazzle Candy .....	17.52
<b>Conference &amp; Membership Expenses .....</b>	<b>\$ 25.00</b>
MALHM Conference .....	0.00
MALHM Membership .....	25.00
<b>TOTAL MUSEUM EXPENSES .....</b>	<b>\$ 375.00</b>
Museum Insurance .....	300.00
Exhibit Materials .....	0.00





Museum Equipment .....	\$ 75.00	
Manikin .....	\$ 75.00	
<b>TOTAL DESIGNATED FUND EXPENSES .....</b>		<b>\$ 4.99</b>
<b>Arlington Greys VBBC Expenses .....</b>		<b>\$ 4.99</b>
Arli-Dazzle Field Paint .....	\$ 4.99	
<b>TOTAL EXPENSES .....</b>		<b>\$ 1,018.22</b>

**TOTAL LIQUID ASSETS (December 31, 2022)**

Pass Book Savings .....	\$15,395.26	
Checking Account .....	170.71	
Petty Cash .....	44.00	
<b>TOTAL .....</b>		<b>\$ 15,609.97</b>

**LIABILITIES:**

Sales Tax Collected: .....		<b>\$ 3.54</b>
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**DESIGNATED FUNDS:**

<b>Total Designated .....</b>		<b>\$ 11,930.31</b>
Computer Program .....	200.04	
Museum .....	11,079.07	
Arlington Greys Base Ball .....	481.92	
Save Your Stones .....	169.28	

**AVAILABLE FUNDS:**

Total Liquid Assets .....	\$ 15,609.97	
Total Designated .....	\$ 11,930.31	
<b>BALANCE .....</b>		<b>\$ 3,674.67</b>



## Minnesota Alliance of Local History Museums 2022 Annual Conference and Meeting

The 2022 Annual Conference and Meeting of the Minnesota Alliance of Local History Museums (MALHM) was held at the Arrowwood Resort & Conference Center in Alexandria, Minnesota, Sunday, April 24 to Tuesday, April 26, 2022.

Accommodation for guest lodgings and each of the conference rooms was in one large building.



Sunday afternoon was time for room registration, conference registration, and a bus tour to the Pope County Museum in Glenwood. The Sunday evening Mixer and Trivia at the Arrowwood completed the opening day activities.

The conference on Monday and Tuesday consisted of multiple sessions, two morning sessions with three different programs on Monday and four on Tuesday and two afternoon sessions on Monday and one on Tuesday, each session approximately one hour. The sessions were divided into program categories: Collections & Exhibits; Education & Outreach; and Executive Director and Board Members.

### Monday:

In the first session on Monday, Joe Hoover from the Minnesota Historical Society gave a program on Wikipedia and its value for historical researchers. He pointed out the need for ensuring accuracy in the data on Wikipedia and the need to provide sources of the information. Hoover planned to schedule workshop sessions in various parts of Minnesota on Wikipedia.

The second session Monday demonstrated ways of creating a Collections Processing Lab on a budget. Emily Kulzer, Jenna Collins, and Petra Gunderson-Leith from Clay County historical & Cultural Society, showed ways artifacts could be photographed for record keeping.

The first afternoon session was on strategic planning given by Emily Thabes and Catherine Marchand from the Beltrami County Historical Society. The presenters focused on ways planning could be done without calling for outside planning assistance. They also stressed that strategic plans should be reviewed every five years.

The next session given by Sally Stevens of the Wright County Historical Society (WCHS) demonstrated five different ways used by WCHS to attract visitors and increase income. Not all of their attempts were successful, but the failures did not hinder WCHS from trying new ideas. Their most successful events appeared to be those which involved families, especially where children had a large participation.



The Monday evening Mixer was spent at the Legacy of the Lakes Museum in Alexandria, where conference attendees toured the museum and enjoyed snacks. The museum has an impressive collection of boats and marine artifacts from the area.



**Tuesday:**

The first session Tuesday morning was Collaborative Approaches to Cemetery Restoration. Two of the presenters, Charley Langowski and Beatrice Dornfeld, were from the Northern Bedrock Historic Restoration Corps who demonstrated things that organization could do to assist historical societies and cemetery associations with cleaning and restoring cemetery stones. Merlin Peterson from the Pope County Historical Society showed what Northern Bedrock accomplished for their cemetery restoration project.

In the second morning session, Rebekah Coffman from the Plymouth Historical Society (PHS) presented the challenges the PHS faced because it was a small all-volunteer-based museum and the ways PHS dealt with the challenges.

The final session, by Marie Ahles of Capital One Bank and Emily Thabes from the Beltrami County Historical Society, was identifying potential scams and frauds aimed at historical societies and museums.

**Vendors:**

In addition the conference hall contained various vendors who provided information on their products available for museums and historical societies. The vendors were available during the times the sessions were not active.

The 2023 MALHM Annual Conference and Meeting, *Get Wrapped up in History*, will be held in Austin, Minnesota, April 25-27, 2023.



# Arlington Library Copy Machine

Copy machine at library was installed 1/13/2009. Parts are obsolete and it does not have all the capabilities that the library needs. Loffler has proposed selling the library a new machine. This new machine would fax, copy, scan and print in both black and white and color. Loffler would cover all maintenance and supply costs with the exception of paper. I propose we purchase the machine outright for \$2,420.36. Loffler will dispose of the existing machine.

Loffler's bid:

## Current Units and Library Upgrade Recommendation

Customer	Model	Install Date	Equipment Number	Status	Lease/ Owned	Black Avg	Color Avg	Toner Inclusive	
						Monthly Volume 12 Month	Monthly Volume 12 Month	Service per Image Black/Color	
Arlington, City of - Public Library	TOSHIBA E203L	1/13/2009	451666	Obsolete	Owned	495	0	\$ 0.0425	\$ -

New Option- Library	Pages Per	60 Month		Toner Inclusive	
	Minute	Purchase	FMV Lease	Service per Image Black/Color	
Canon DX C257iF	26 Blk &Clr	\$ 2,575.68	\$ 50.74	\$ 0.0073	\$ 0.049
2 x 550 Sheet Drawer	Addtl Discount	-155.32			
Single Pass/Dual Scan Document Feeder		<b>\$ 2,420.36</b>	<b>\$ 47.68</b>		
ESP Power Surge					
Copy/Print/Scan/Fax					
Maximum Paper Size of 8.5" x 14"					
Cabinet					

**LOFFLER** *Helping You Succeed*





City of Arlington—Library  
Monthly Report  
January 2023

- Jan 26: Arn Kind did his World War 1 presentation at the library. This was paid for with grant dollars. 14 people attended.
- Lots of training for both myself and staff to get ready for new library software. This software will go live on March 2 and will lessen our fee to TDS. This is a nine-county system wide update. The last one was done in February of 2015.
- Three classes from St. Paul's come for story time every other week. They love counting semis on the walk over.
- January was the first full month as a city department. The county agreed to give the city its portion of the library funds quarterly. They sent the first quarter payment at the beginning of January in the amount of \$19,374.25.
- Sibley County also closed out the Sibley County Library Board Fund. Under this fund there were six different budgets; one for each of the five libraries in the county and a separate non-departmental fund for the board itself including reserves. Anything left over in the city budgets was given back plus 20% of the non-departmental fund. Arlington received \$33,573.92
- TDS director's meeting on Jan 12<sup>th</sup>. Usual business mostly talking about migration to the new software. TDS will be paying for Mango Languages. Available at all libraries with the ability to learn 75 different languages.

January Stats:

Circulation:            1188    (1106 in 2022)

People in the Door:   1124    (unknown for 2022)



## Annual Fire Department Report

<u>City/Township</u>	<u>2021</u>	<u>2022</u>
City	50	54
Arlington Township	14	8
Dryden Township	6	2
Green Isle Township	3	3
Jessenland Township	3	1
Kelso Township	3	2
New Auburn Township	0	1
Mutual Aid Given	7	5
Mutual Aid Received	0	1

<u>Type of Call</u>	<u>2021</u>	<u>2022</u>
Fire	17	17
Alarm	3	7
Weather	2	4
Medical	14	10
Helipad	19	13
Accident	10	11
Canceled Call	7	8
Gas Line Hit	1	1
Smell of Gas	2	0
Gas Leak	3	0
Search and Rescue	1	1

2022 the department did 52.5 hours of training.

Received a DNR grant for \$5,000.00 that helped pay for helmets.

Received a CenterPoint Energy grant for \$900.00 that purchased a gas monitor.

Working on 2 grants:

- To purchase some new gloves.
- To purchase a skid unit for the Ranger.





Date: February 16, 2023

To: City of Arlington

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

O & M Report: January 2023

## Water Operation & Maintenance

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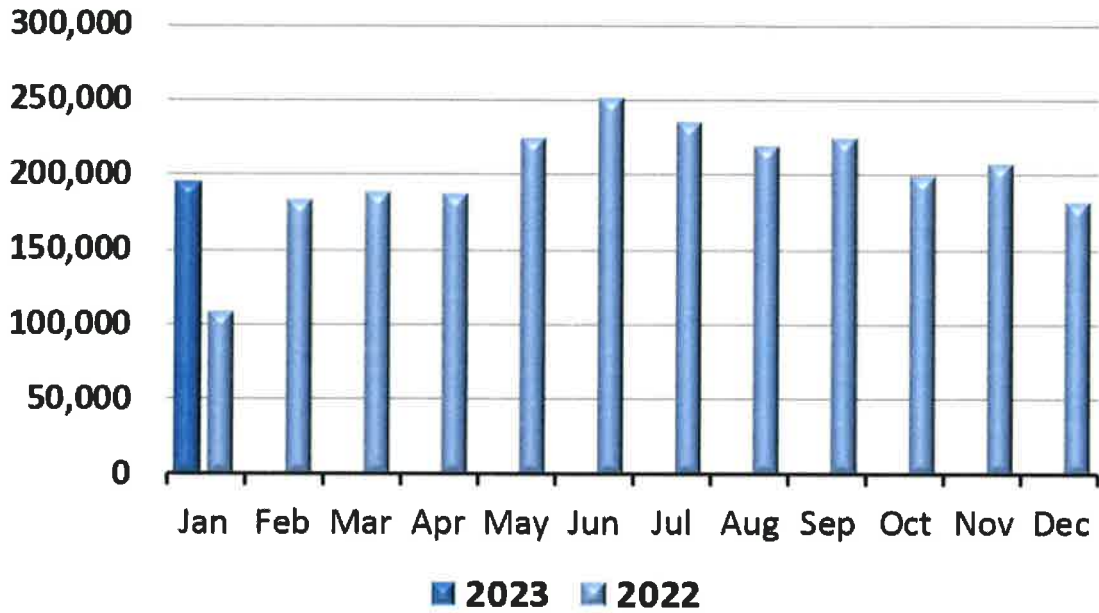
- Completed monthly reading of water\elec meters.
- Performed preventative maintenance on water plant equipment.
- Performed weekly backwashing and testing of chlorine, iron, manganese, and fluoride residuals.
- There was a total of 3 Gopher State One Locates this month.
- Performed exercising of emergency backup generators.
- There was a total of three service requests:
  - (2) Repair\replace existing radio read meters
  - (1) Reading of a meter
- WTP Rehab
  - Natural gas heaters have been replaced; electric ones will be replaced next month.
  - Chemical scales added, Permanganate tank transferred to new tank.
  - New scales for chlorine tanks currently being worked on.
- Jan 17<sup>th</sup> – Check Tony Hoff property to confirm water curb stop is still currently off which was confirmed.
- Jan 19<sup>th</sup> – Dig up curb stops on Siwek Property at north end of 7<sup>th</sup> Ave for water meter installations.
- Jan 28<sup>th</sup> – Water reported coming from demoed church on W. Main St. PeopleService personnel were called and shut off curb stop.

## **Wastewater Operation & Maintenance**

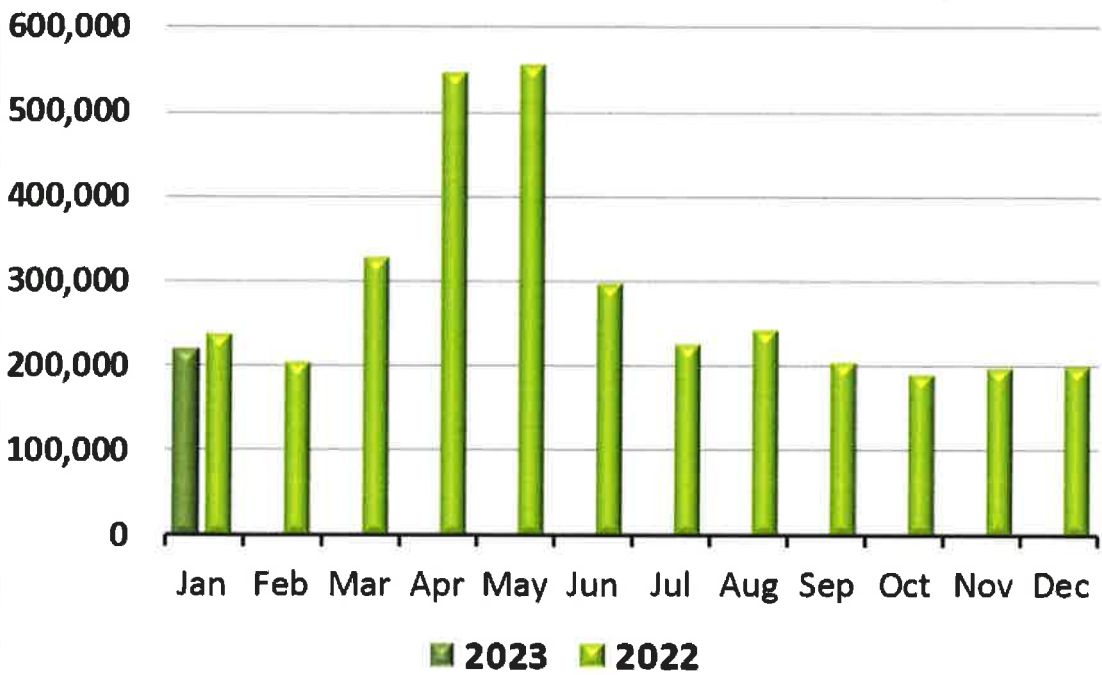
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- Performed preventative maintenance on wastewater plant equipment.
- Exercised emergency backup generators and testing of alarm dialers.
- Performed weekly checks to lift stations for proper operation.
- Jan 27<sup>th</sup> – Quality Flow was here at HWY 5 lift station to install repaired pump from last month and pull a malfunctioning pump at 7<sup>th</sup> Ave lift station. Pump at 7<sup>th</sup> Ave pulled and two rocks were found to be the cause of malfunction. Rocks were removed and pump now operating normally as well as repaired pump from HWY 5 also now operating normally.

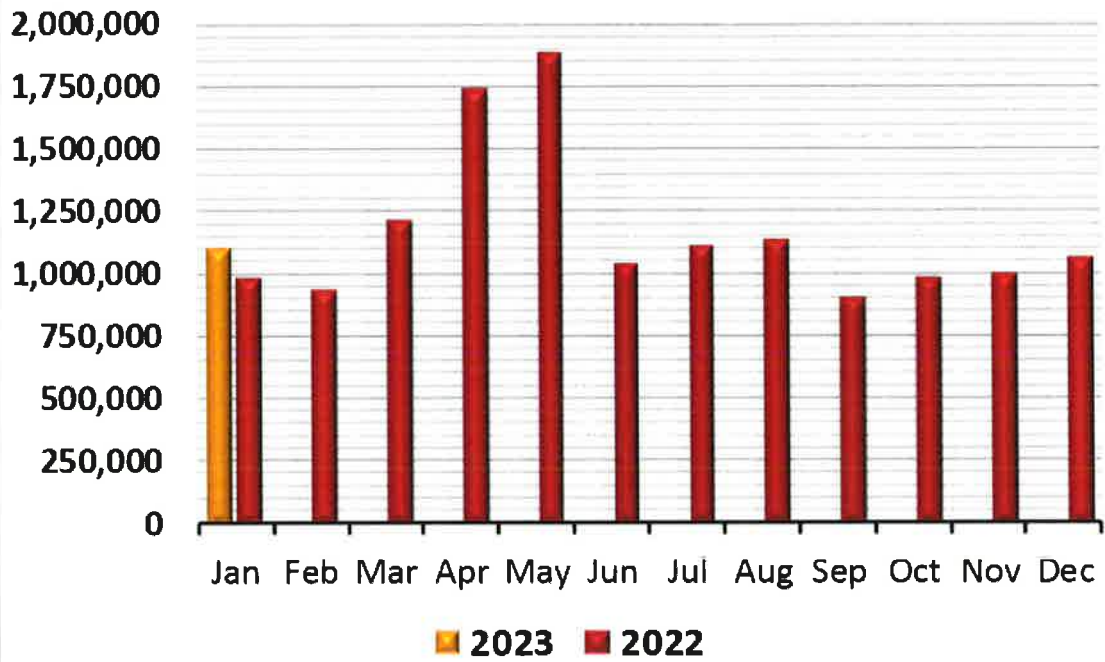
**Arlington Average Daily Water Pumped - In Gallons**



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



### Green Isle Lift Station Total Flow In Gallons





Water	Units	January-23	December-22	January-22
<b>Average Daily Pumped</b>	gallons	195,290	182,097	108,935
<b>Maximum Daily Pumped</b>	gallons	270,000	269,000	289,000
<b>Minimum Daily Pumped</b>	gallons	113,000	123,000	105,000
<b>Total Monthly Pumped</b>	gallons	6,054,000	5,645,000	5,609,000
<b>Well #2 Pumped</b>	gallons	0	0	3,353,000
<b>Well #3 Pumped</b>	gallons	0	0	0
<b>Well #4 Pumped</b>	gallons	5,837,000	5,854,000	2,460,000
<b>Average Daily Fluoride Conc.</b>	mg/L	0.62	0.58	0.61
<b>Fluoride concentration Permit Limit</b>	mg/L	.5-0.9 mg/L	.5-0.9 mg/L	.5-0.9 mg/L
<b>Fluoride used</b>	gallons	7.00	5.50	10.00
<b>Total Chlorine Residual</b>	mg/L	1.47	1.63	0.25
<b>Total Chlorine Concentration Permit Limit</b>	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
<b>Chlorine used</b>	lbs	128.40	123.10	53.50
<b>Potassium Permanganate used</b>	gallons	25.00	20.00	39.00
<b>Wastewater</b>				
<b>CBOD</b>				
<b>CBOD Influent</b>	mg/L	194	324	231
<b>CBOD Effluent-Monthly</b>	mg/L	0	0	1
<b>CBOD Effluent-Monthly Permit Limit</b>	mg/L	15	15	15
<b>CBOD Max Weekly</b>	mg/L	1	1	1
<b>CBOD Max Weekly-Permit Limit</b>	mg/L	25	25	25
<b>CBOD Effluent Monthly kg/day</b>	kg/day	0	0	1
<b>CBOD Monthly kg/day-Permit Limit</b>	kg/day	46	38	46
<b>CBOD Effluent Weekly kg/day</b>	kg/day	1	1	1
<b>CBOD Weekly kg/day-Permit Limit</b>	kg/day	70	70	70
<b>CBOD % Removal</b>	%	100%	100%	100%
<b>CBOD % Removal Permit Limit</b>	%	85%	85%	85%
<b>TSS</b>				
<b>TSS Influent</b>	mg/L	215	266	421
<b>TSS Effluent-Monthly</b>	mg/L	2	<3	3
<b>TSS Effluent Permit Limit</b>	mg/L	30	30	30
<b>TSS Effluent Max Weekly</b>	mg/L	6	<3	3
<b>TSS Max weekly - Permit Limit</b>	mg/L	45	45	45
<b>TSS Effluent-Monthly kg/day</b>	kg/day	1	<2.3	2
<b>TSS Monthly kg/day-Permit Limit</b>	kg/day	91	91	91
<b>TSS Effluent Max Weekly kg/day</b>	kg/day	5	<2.5	3
<b>TSS Max weekly kg/day- Permit Limit</b>	kg/day	140	140	140
<b>TSS % Removal</b>	%	98%	99%	99%
<b>TSS % Removal Permit Limit</b>	%	85%	85%	85%
<b>Phosphorus</b>				
<b>Phos Influent</b>	mg/L	7.50	6.80	6.10
<b>Phos Effluent</b>	mg/L	0.20	0.20	0.20
<b>Phos Effluent Permit Limit</b>	mg/L	1	1	1
<b>Phos Effluent Loading</b>	kg/day	0.07	0.11	0.06
<b>Phos Effluent Loading Permit Limit</b>	kg/day	2.50	2.50	2.50

Fecal Coliform				
Fecal Effluent	ml	0	0.00	0
Fecal Effluent Permit Limit	ml	N/A	N/A	N/A
Dissolved Oxygen				
DO Effluent	mg/L	9	8	9
DO Effluent Permit Limit	mg/L	6	6	6
Effluent Flow				
Average Daily	gallons	218,000	200,000	236,000
Maximum Daily	gallons	266,000	242,000	287,000
Total Monthly	gallons	6,755,000	6,189,000	7,320,000
Total Monthly Precipitation	inches	2.80	2.17	0.90
Green Isle Lift Station Total Flow	gallons	1,101,000	1,067,000	987,000
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$22,525.00	\$307.00	1%	8%
Chemical Budget	\$14,035.00	\$440.00	3%	8%
<b>Total</b>	<b>\$36,560.00</b>	<b>\$747.00</b>	<b>2%</b>	<b>8%</b>

**From:** Kirby Weckworth  
**Sent:** Tuesday, February 14, 2023 2:56 PM  
**To:** Lisa Tesch  
**Cc:** City of Arlington - General  
**Subject:** FW: Invoice from Econo Signs

Lisa, this purchase was made in agreement with the Arli-Dazzle committee to cover half the cost. I am also going to be approaching the VFW at their meeting Monday evening to see if they would like to contribute to it. They will be the city's barricades, but Arli-Dazzle would like to contribute because they would like to use all of them for the parade. They have been borrowing the county's barricades, which has been a hassle. The city has been in bad need of replacements for some time. Some of the boards broke and stripes badly faded, the stands are bent and awkward to handle. But I assume we can pay and then be reimbursed?? I've never been involved in a cost share venture. Shirley okayed this...the agreement entailed the city paying 50% cost.

**From:** rlindsey <rlindsey@econosignsllc.com>  
**Sent:** Tuesday, February 14, 2023 9:50 AM  
**To:** Kirby Weckworth <kweckworth@arlingtonmn.com>  
**Subject:** Invoice from Econo Signs

## New Econo Signs

**Invoice** *Due: 03/16/2023*  
10-980602

Amount Due: **\$3,498.98**

Dear Customer :

Attached is a copy of your invoice.

Thank you for your business - we appreciate it very much.

Sincerely,

Mike Whittle  
Ph: 1.800.443.7103  
Email: [mwhittle@econosignsllc.com](mailto:mwhittle@econosignsllc.com)  
Online Store: [www.econosignsllc.com](http://www.econosignsllc.com)



STATEMENT FROM  
SHIRLEY SLATER-SCHULTE, INTERIM CITY ADMINISTRATOR

12040 Noon Drive, Dayton, MN 55327

763-439-3943 [slaterschulte@gmail.com](mailto:slaterschulte@gmail.com)

My contract is limited to 24 hours per week, during the following weeks I had additional hours that I am requesting to be paid for:

January 23, 2023, to January 25, 2023, this includes meeting with Mayor and EDA. I worked 31 hours and was paid for 24 hours leaving a balance of 7 hrs. @ \$80.00 = \$560.00

February 13, 2023, to February 16, 2023, includes EDA meeting and Township/Fire/Ambulance Mtg. I worked 30 hours and was paid for 24 hours leaving a balance of 6 hrs. @ \$80.00 =

\$480.00

**Total Due for the extra time is \$1,040.00**

Thank you for your time and consideration of this item. I will continue to try and limit the hours to 24 hours per week.

Dated February 16, 2023,



Shirley Slater-Schulte, Interim City Adm.

**From:** Dave Siwek  
**Sent:** Monday, February 13, 2023 4:47 PM  
**To:** City of Arlington - General  
**Cc:** Amy Newsom; John Behnke  
**Subject:** Arlington

Shirley,

Thank you for the call today !

This confirms our conversation that we agree that the City of Arlington can hold our \$20,000.00 until the work that Lee from Peoples Services described in his letter is completed.

Chard Excavating that you talked to will be doing the work and we hope to have it completed by mid-April. ( hopefully much sooner )

Thank you again,

**Dave Siwek**  
**Siwek Lumber & Millwork**  
**350 Valley View Drive**  
**Jordan, Mn. 55352**  
**Office: (952) 492-6666**  
**Cell: (952) 240-4119**  
**dave@siwekjordan.com**  
**siwekjordan.com**

February 1, 2023

City of Arlington

Mayor and City council members

Issues concerning the Arlington Meadows housing project.

I wanted to bring the attention to you that after the discussion at the January 17th council meeting regarding the last four homes in the development. The issues being is that the site work has not been completed for these homes and there are some very concerning issues on the property.

1. The main shut off valve in the street to shut down the water is buried under the tar and not accessible in case of an emergency.
2. There are a total of 4 manholes in the development that are not accessible in case of a sewer backup as they are all buried from when the grade of the property was raised up for the homes to be built.
3. There are water and sewer lines that were provided for housing that were not being used and they have yet to be removed, capped off and/or disconnected from the system.

At the beginning of this project the city engineer was involved and it was made very clear that those unused service were to be removed and that has not been done properly on the north side and has not been done at all on the south side. Both excavators were told that this work needed to be completed as part of the project. The first excavator was Tony's Outdoor Services who did the north side dug down and capped the sewer line and removed the tops off the water shut off valves along with crimping the end of the pipe. The second excavator was K and K Excavating who performed the work on the south side has not done this at this time. He had been told by my self 2 times that they need to be removed. I had told the past City administrator 3 times about the issue and brought her to the site once to show her about the issue. Lee Forcier called MR. Siwek about the issue over 2 months ago and he was told that we should fix it and send him the bill. I have included pictures of the issues that remain but there is so much snow on site and some of it is buried under the snow but you can understand the concerns here as this is not what the city should be stuck with when the developer leaves the site.

Thanks for your time,

Lee Ortloff,



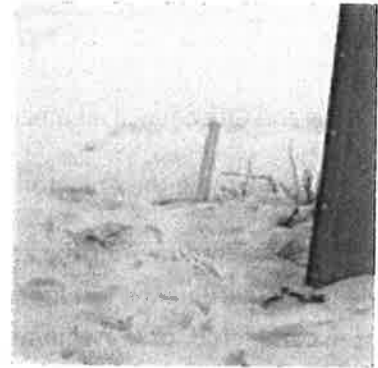
Lead Operator, People Service Inc.

# Arlington Meadows

Pictures from the last four homes built on the south side at Arlington Meadows



*curb stops in use. Some are 2 feet below grade*



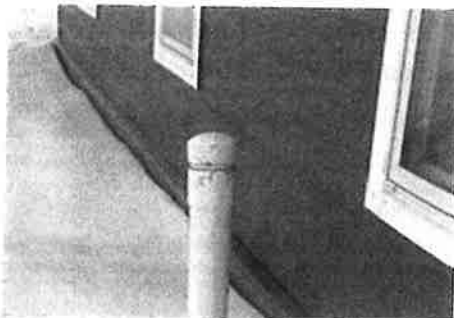
*curb stop not in use*



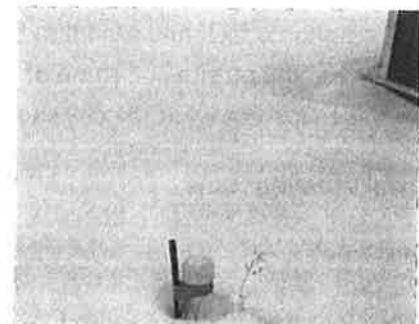
*curb stop not in use*



*buried manhole structure*



*Sewer line not in us. This is not for this home*



*Sewer and water line not in use*





4. **Approve the Agenda and any Agenda Additions.** There was a question on the payment of claims regarding a check to be written to Dave Siwek in the amount of \$20,000 EDA subsidy for Villa Driveway. City Attorney Arneson suggested that this item be reviewed by the EDA regarding the promissory note. This was removed from the Payment of Claims. Councilor Scharpe made motion to approve the agenda, seconded by Councilor Thomas. All voting ayes. Motion carried.

5. **Addressing the Council** – None.

### CONSENT AGENDA

6. **Approval of Consent Agenda**

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

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

### PETITIONS, REQUESTS & COMMUNICATIONS

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

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

### REPORTS OF OFFICERS, BOARDS AND COMMITTEES



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

**RESOLUTION 11-2023**

**A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR DUCKS UNLIMITED (HIGH ISLAND BOTTOM FEEDERS).**

**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 Ducks Unlimited (High Island Bottom Feeders) for a Raffle at the Arlington Main Street Hall on April 20, 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 21<sup>st</sup> day of February 2023.

Signed: \_\_\_\_\_  
Mayor Matthew Scharpe

Attested: \_\_\_\_\_  
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.



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**

A handwritten signature in black ink that reads "David A. Berg". The signature is written in a cursive style with a large, sweeping "D" and "B".

**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

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**From:** Emerson Brady <ebrady@mcleodcoop.com>  
**Sent:** Wednesday, February 15, 2023 1:37 PM  
**To:** Gwen Scharpe  
**Subject:** RE: Electrical Ad Hoc Mtg

Hi Gwen

We are looking to get approval on the purchase of transformers because there is no inventory of 25 Kva transformers currently. 4 transformers would be a good start for emergency purposes. Car hit, burn out, ect.

Currently we are using large than needed transformers which leads to inefficiency of how a transformer works and more cost. 37.5 kva transformers cost more than 25kva.

In the future we will be looking to get more transformers purchased to complete change outs for the trans closures.

### Mapping

Currently there are known areas where cables are not properly identified as well as cabinets and transformers.

We are looking to start a process of identifying all cables and cabinets correctly with in Arlington's system for safety and reliability.

Is this what you are looking for?

Thanks

Emerson

**From:** Gwen Scharpe <gscharpe@arlingtonmn.com>  
**Sent:** Wednesday, February 15, 2023 12:35 PM  
**To:** Emerson Brady <ebrady@mcleodcoop.com>  
**Subject:** Electrical Ad Hoc Mtg

**[Caution: This email originated from an outside organization. Do not click on links or Open attachments unless you know the content is safe.]**

Hi Emerson-

Is there any chance that you could send me an email that I could include in the Council packet explaining the two items that the committee is looking for approval on? This would be for the Mapping/Identification and Transformer Purchases. Let me know if you are able to put something together by this Friday. Thanks

*Gwen Scharpe*  
City of Arlington



Administrative Assistant/ Event Center Coordinator  
204 Shamrock Dr  
Arlington, MN 55307  
507-964-2378