



**CITY COUNCIL MEETING AGENDA
MAY 1, 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.

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

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 individuals.

CONSENT AGENDA

5. Approval of Consent Agenda
 - A) Approval of Bills
 - B) March 17, 2023, City Council Meeting Minutes
 - C) The re-hiring of EMT, Doug Brown
 - D) Alcohol license for La Villita Mexican Supermarket LLC

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

6. Fire Department Report-Fire Chief Doug Mackenthun
 - Request to promote Jeremy Otto to 1st Assistant Fire Chief (1 year, 8-month term)
 - Request to promote Jim Klingelhutz to 2nd Assistant Fire Chief (8-month term)
 - Request to promote Aaron Wisch to Training/Safety Officer (1 year, 8-month term)
7. Library Update, Andrew Kelton
8. People Service Report, Lee Orloff
 - Request to replace water service at Wastewater Plant
 - Replacement of Return Pump for final Clarifier Number 2
 - Purchase Hydro Engineering Equipment
9. City Administrator Update, Jessica Steinke
 - Request to recognize Andy Kelton's original hire date of March 1, 2022
 - Request to auction off the 2003 Chevy Impala City Vehicle, VIN ending in #4474
 - Council Code of Ethics

10. Attorney Janssen Update, Ken Janssen

OLD BUSINESS

11. Nuvera Contract Update
12. Bolten-Menk Contract Amendment and letter from Gridor Construction

NEW BUSINESS

13. Arlington Historical Society's request to rehabilitate the entryway to the old fire hall

MISCELLANEOUS BUSINESS

ADJOURNMENT

Reminders:

- May 4 at 7 pm- Planning and Zoning Meeting
- May 8 at 5:30 pm- EDA Meeting
- May 11 at 5:30 pm-Event Center Meeting
- May 15 at 6:30 pm-City Council Meeting

***Check Summary Register©**

10150 Unposted

	Name	Check Date	Check Amt
10150 Cash			
Unposted	ABDO	4/28/2023	\$23,000.00
Unposted	AMAZON CAPITAL SERVICES	4/28/2023	\$1,165.97
Unposted	ARAMARK	4/28/2023	\$339.96
Unposted	ARLINGTON A's BASEBALL ASS'	4/28/2023	\$100.00
Unposted	CANON FINANCIAL SERVICES, I	4/28/2023	\$160.19
Unposted	CENGAGE LEARNING INC.	4/28/2023	\$255.44
Unposted	CENTERPOINT ENERGY	4/28/2023	\$3,156.44
Unposted	CITY OF ARLINGTON	4/28/2023	\$9,091.37
Unposted	CONNOR CAMPBELL	4/28/2023	\$102.18
Unposted	CORPORATE TECHNOLOGIES, L	4/28/2023	\$1,234.00
Unposted	CRESCENT SECURITY & INVEST	4/28/2023	\$1,843.25
Unposted	CRYSTEEL	4/28/2023	\$10,108.00
Unposted	DELTA DENTAL OF MINNESOTA	4/28/2023	\$285.00
Unposted	EMERGENCY APPARATUS MAIN	4/28/2023	\$1,510.12
Unposted	GLENN GERADS	4/28/2023	\$438.06
Unposted	GOPHER HEATING & AIR CONDI	4/28/2023	\$982.00
Unposted	INGRAM LIBRARY SERVICES	4/28/2023	\$531.30
Unposted	LEAGUE OF MN CITIES INS. TRU	4/28/2023	\$26,674.00
Unposted	MADISON NATIONAL LIFE INS. C	4/28/2023	\$57.40
Unposted	MEDIACOM	4/28/2023	\$1,125.38
Unposted	MINNESOTA LIFE	4/28/2023	\$99.30
Unposted	MINNESOTA VALLEY ELECTRIC	4/28/2023	\$24.87
Unposted	MJM MEDICAL DIRECTION SERV	4/28/2023	\$500.00
Unposted	MN BUREAU OF CRIMINAL	4/28/2023	\$200.00
Unposted	NORTH AMERICAN SAFETY, INC.	4/28/2023	\$219.70
Unposted	NUESSMEIER ELECTRIC	4/28/2023	\$425.47
Unposted	PEEPS REPAIR	4/28/2023	\$1,285.00
Unposted	PEOPLE SERVICE INC.	4/28/2023	\$25,175.00
Unposted	SAFE BASEMENTS	4/28/2023	\$9,450.00
Unposted	SCHWAAB, INC.	4/28/2023	\$42.00
Unposted	SIB. COUNTY AUDITOR-TREASU	4/28/2023	\$33,086.96
Unposted	SIBLEY CO. RECORDER	4/28/2023	\$17.00
Unposted	SIBLEY COUNTY ATTORNEY	4/28/2023	\$3,473.03
Unposted	SIBLEY COUNTY TREASURER	4/28/2023	\$5,390.00
Unposted	STREICHER'S - MINNEAPOLIS	4/28/2023	\$707.31
Unposted	THOMES BROTHERS INC.	4/28/2023	\$249.75
Unposted	U.S. BANK	4/28/2023	\$1,521.22
Unposted	W.W. GOETSCH ASSOCIATES	4/28/2023	\$2,607.10
	Total Checks		\$166,633.77

Fund Summary

	10150 Cash	
101 General Fund	\$43,397.39	
201 Fire Fund	\$3,186.48	
202 Ambulance Fund	\$21,542.98	
203 Community Center Fund	\$2,023.20	
204 EDA Loan Programs Fund	\$3,152.00	
210 Medical Center Fund	\$22,983.00	
401 Capital Equipment Fund	\$19,558.00	
601 Water Fund	\$15,569.44	
602 Sewer Fund	\$740.00	
603 AGI Sewer Fund	\$31,525.85	
604 Electric Fund	\$2,955.43	
	\$166,633.77	

Payments

Current Period: MAY 2023

Payments Batch 05-01-23 PAY \$166,633.77

Refer	15155 ABDO EICK & MEYERS LLP				
Cash Payment	E 101-41400-301	Auditing and Acct g Serv	2022 AUDIT - PMT#1		\$13,800.00
Invoice					
Cash Payment	E 601-49400-301	Auditing and Acct g Serv	2022 AUDIT - PMT#1		\$1,800.00
Invoice					
Cash Payment	E 603-49450-301	Auditing and Acct g Serv	2022 AUDIT - PMT#1		\$4,900.00
Invoice					
Cash Payment	E 604-49550-301	Auditing and Acct g Serv	2022 AUDIT - PMT#1		\$2,500.00
Invoice					
Transaction Date	4/28/2023	Cash	10150	Total	\$23,000.00

Refer	15156 AMAZON BUSINESS				
Cash Payment	E 101-41400-200	Office Supplies	APRIL- SUPPLIES, MATERIALS & EQUIP		\$16.68
Invoice					
Cash Payment	E 101-41400-503	Computers/Software/We	APRIL- SUPPLIES, MATERIALS & EQUIP		\$87.35
Invoice					
Cash Payment	E 101-42110-200	Office Supplies	APRIL- SUPPLIES, MATERIALS & EQUIP		\$66.60
Invoice					
Cash Payment	E 101-42110-210	Operating Supplies	APRIL- SUPPLIES, MATERIALS & EQUIP		-\$28.16
Invoice					
Cash Payment	E 101-42110-218	Office Expense	APRIL- SUPPLIES, MATERIALS & EQUIP		\$236.21
Invoice					
Cash Payment	E 101-42110-503	Computers/Software/We	APRIL- SUPPLIES, MATERIALS & EQUIP		\$108.02
Invoice					
Cash Payment	E 101-42110-508	Radio-Mobile/Base	APRIL- SUPPLIES, MATERIALS & EQUIP		\$53.14
Invoice					
Cash Payment	E 101-45500-212	Library Programming	APRIL- SUPPLIES, MATERIALS & EQUIP		\$358.49
Invoice					
Cash Payment	E 101-45202-220	Repair/Maint Supply	APRIL- SUPPLIES, MATERIALS & EQUIP		\$267.64
Invoice					
Transaction Date	4/28/2023	Cash	10150	Total	\$1,165.97

Refer	15157 ARAMARK				
Cash Payment	E 101-42110-210	Operating Supplies	APR- MAT RENTALS		\$47.11
Invoice					
Cash Payment	E 101-45500-220	Repair/Maint Supply	APR- MAT RENTALS		\$18.63
Invoice					
Cash Payment	E 202-42153-217	Other Operating Supplie	APR- MAT RENTALS		\$26.69
Invoice					
Cash Payment	E 203-45000-410	Rentals	APR- MAT RENTALS		\$247.53
Invoice					
Transaction Date	4/28/2023	Cash	10150	Total	\$339.96

Refer	15158 ARLINGTON BASEBALL ASSN				
Cash Payment	E 203-45000-340	Advertising	2023 SCORECARD AD		\$100.00
Invoice					
Transaction Date	4/28/2023	Cash	10150	Total	\$100.00

Refer	15159 CANON				
Cash Payment	E 101-41400-218	Office Expense	APR- COPIER LEASES (OFFICE & PD)		\$116.19
Invoice					
Cash Payment	E 101-42110-218	Office Expense	APR- COPIER LEASES (OFFICE & PD)		\$44.00
Invoice					

Payments

Current Period: MAY 2023

Transaction Date	4/28/2023	Cash	10150	Total	\$160.19
Refer	15160 CENGAGE LEARNING INC				
Cash Payment Invoice	E 101-45500-205	Print Materials - Library	APR- LIBRARY BOOK MATERIALS		\$255.44
Transaction Date	4/28/2023	Cash	10150	Total	\$255.44
Refer	15161 CENTERPOINT ENERGY				
Cash Payment Invoice	E 101-41940-383	Gas Utilities	CITY GAS BILLS ~3/16-4/13/23		\$457.75
Cash Payment Invoice	E 101-42110-383	Gas Utilities	CITY GAS BILLS ~3/16-4/13/23		\$88.64
Cash Payment Invoice	E 101-43000-383	Gas Utilities	CITY GAS BILLS ~3/16-4/13/23		\$375.78
Cash Payment Invoice	E 101-45202-383	Gas Utilities	CITY GAS BILLS ~3/16-4/13/23		\$84.81
Cash Payment Invoice	E 101-45500-383	Gas Utilities	CITY GAS BILLS ~3/16-4/13/23		\$108.30
Cash Payment Invoice	E 201-42280-383	Gas Utilities	CITY GAS BILLS ~3/16-4/13/23		\$145.84
Cash Payment Invoice	E 202-42153-383	Gas Utilities	CITY GAS BILLS ~3/16-4/13/23		\$132.95
Cash Payment Invoice	E 203-45000-383	Gas Utilities	CITY GAS BILLS ~3/16-4/13/23		\$602.64
Cash Payment Invoice	E 601-49400-383	Gas Utilities	CITY GAS BILLS ~3/16-4/13/23		\$380.49
Cash Payment Invoice	E 603-49450-383	Gas Utilities	CITY GAS BILLS ~3/16-4/13/23		\$764.24
Cash Payment Invoice	E 604-49550-383	Gas Utilities	CITY GAS BILLS ~3/16-4/13/23		\$15.00
Transaction Date	4/28/2023	Cash	10150	Total	\$3,156.44
Refer	15162 CITY OF ARLINGTON				
Cash Payment Invoice	E 101-41940-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/14/23		\$868.93
Cash Payment Invoice	E 101-42110-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/14/23		\$293.24
Cash Payment Invoice	E 101-43000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/14/23		\$319.98
Cash Payment Invoice	E 101-43160-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/14/23		\$552.71
Cash Payment Invoice	E 101-45202-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/14/23		\$139.00
Cash Payment Invoice	E 101-45500-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/14/23		\$104.22
Cash Payment Invoice	E 201-42280-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/14/23		\$105.60
Cash Payment Invoice	E 202-42153-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/14/23		\$439.87
Cash Payment Invoice	E 203-45000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/14/23		\$861.10
Cash Payment Invoice	E 601-49400-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/14/23		\$2,388.95

Payments

Current Period: MAY 2023

Cash Payment Invoice	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/14/23		\$785.40
Cash Payment Invoice	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/14/23		\$2,232.37
Transaction Date	4/28/2023	Cash	10150	Total	\$9,091.37
Refer	15163 CONNOR CAMPBELL				
Cash Payment Invoice	E 101-42110-208	Training and Instruction	REIMB- PD APRIL TRAINING MILEAGE		\$102.18
Transaction Date	4/28/2023	Cash	10150	Total	\$102.18
Refer	15164 CORPORATE TECHNOLOGIES				
Cash Payment Invoice	E 101-41400-503	Computers/Software/We	MAR. IT, WNDW UGRADE & MAY CNTRCT		\$312.00
Cash Payment Invoice	E 101-41400-218	Office Expense	MAR. IT, WNDW UGRADE & MAY CNTRCT		\$922.00
Transaction Date	4/28/2023	Cash	10150	Total	\$1,234.00
Refer	15165 CRESCENT SECURITY & INVESTIG				
Cash Payment Invoice	E 101-43000-300	Professional Svcs	PD- OFFICER BACKGROUND SERVICE		\$1,843.25
Transaction Date	4/28/2023	Cash	10150	Total	\$1,843.25
Refer	15166 CRYSTEEL				
Cash Payment Invoice	E 401-43000-500	Capital Outlay	NEW SNOW PUSHER		\$10,108.00
Transaction Date	4/28/2023	Cash	10150	Total	\$10,108.00
Refer	15167 DELTA DENTAL OF MINNESOTA				
Cash Payment Invoice	G 101-21711	Health Ins. Premium	APR-MAY- PED. DENTAL PREM.		\$114.00
Cash Payment Invoice	E 101-42110-131	Employer Paid Health/Lif	APR-MAY- PED. DENTAL PREM.		\$171.00
Transaction Date	4/28/2023	Cash	10150	Total	\$285.00
Refer	15168 EMERGENCY APPARATUS MAINT,				
Cash Payment Invoice	E 201-42280-485	Gas and Repair Miscella	FIRE- ENGINES TESTED		\$1,510.12
Transaction Date	4/28/2023	Cash	10150	Total	\$1,510.12
Refer	15169 GLENN GERADS				
Cash Payment Invoice	E 101-42110-208	Training and Instruction	REIMB- OFFICE CUBICLES & MILEAGE		\$66.81
Cash Payment Invoice	E 101-42110-218	Office Expense	REIMB- OFFICE CUBICLES & MILEAGE		\$371.25
Transaction Date	4/28/2023	Cash	10150	Total	\$438.06
Refer	15170 GOPHER HEATING & AIR COND.				
Cash Payment Invoice	E 101-41940-401	Repairs/Maint Buildings	CITY OFFICE- A/C SERVICED/CLEANED		\$982.00
Transaction Date	4/28/2023	Cash	10150	Total	\$982.00
Refer	15171 INGRAM LIBRARY SERVICES				
Cash Payment Invoice	E 101-45500-205	Print Materials - Library	APR- LIBRARY MATERIALS		\$531.30
Transaction Date	4/28/2023	Cash	10150	Total	\$531.30

Payments

Current Period: MAY 2023

Refer 15172 LEAGUE OF MN CITIES INS. TRUS				
Cash Payment Invoice	E 101-41400-360	Ins-Fire, Liab., WC	2022 W.C. AUDIT (JULY '21-JUNE '22)	\$6,452.50
Cash Payment Invoice	E 201-42280-360	Ins-Fire, Liab., WC	2022 W.C. AUDIT (JULY '21-JUNE '22)	-\$244.50
Cash Payment Invoice	E 202-42153-360	Ins-Fire, Liab., WC	2022 W.C. AUDIT (JULY '21-JUNE '22)	\$19,990.00
Cash Payment Invoice	E 203-45000-360	Ins-Fire, Liab., WC	2022 W.C. AUDIT (JULY '21-JUNE '22)	\$46.00
Cash Payment Invoice	E 604-49550-360	Ins-Fire, Liab., WC	2022 W.C. AUDIT (JULY '21-JUNE '22)	\$430.00
Transaction Date	4/28/2023	Cash	10150	Total \$26,674.00

Refer 15173 MADISON NATIONAL LIFE				
Cash Payment Invoice	E 101-41400-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS	\$2.05
Cash Payment Invoice	E 101-42110-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS	\$28.70
Cash Payment Invoice	E 101-43000-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS	\$8.20
Cash Payment Invoice	E 101-45500-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS	\$4.10
Cash Payment Invoice	E 202-42153-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS	\$8.20
Cash Payment Invoice	E 203-45000-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS	\$1.03
Cash Payment Invoice	E 604-49550-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS	\$5.12
Transaction Date	4/28/2023	Cash	10150	Total \$57.40

Refer 15174 MEDIACOM				
Cash Payment Invoice	E 101-41400-321	Telephone	MAY- INTERNET & SOME PHONE BILLS	\$350.00
Cash Payment Invoice	E 101-42110-321	Telephone	MAY- INTERNET & SOME PHONE BILLS	\$256.90
Cash Payment Invoice	E 101-43000-321	Telephone	MAY- INTERNET & SOME PHONE BILLS	\$116.90
Cash Payment Invoice	E 101-45500-321	Telephone	MAY- INTERNET & SOME PHONE BILLS	\$47.34
Cash Payment Invoice	E 201-42280-321	Telephone	MAY- INTERNET & SOME PHONE BILLS	\$122.34
Cash Payment Invoice	E 202-42153-321	Telephone	MAY- INTERNET & SOME PHONE BILLS	\$231.90
Transaction Date	4/28/2023	Cash	10150	Total \$1,125.38

Refer 15175 MINNESOTA LIFE				
Cash Payment Invoice	G 101-21711	Health Ins. Premium	MAY- LIFE INS. PREMIUMS	\$49.20
Cash Payment Invoice	E 101-41400-131	Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS	\$2.13
Cash Payment Invoice	E 101-42110-131	Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS	\$20.35
Cash Payment Invoice	E 101-43000-131	Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS	\$8.50

Payments

Current Period: MAY 2023

Cash Payment Invoice	E 101-45500-131	Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$4.25
Cash Payment Invoice	E 202-42153-131	Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$8.50
Cash Payment Invoice	E 203-45000-131	Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$1.06
Cash Payment Invoice	E 604-49550-131	Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$5.31
Transaction Date	4/28/2023	Cash	10150	Total	\$99.30
Refer	15176 MINNESOTA VALLEY ELECTRIC C				
Cash Payment Invoice	E 101-45202-381	Electric & Heat Utilities	MAR- SPORTSMAN'S PARK ELEC BILL		\$24.87
Transaction Date	4/28/2023	Cash	10150	Total	\$24.87
Refer	15177 MJM MEDICAL DIRECTION SERVIC				
Cash Payment Invoice	E 202-42153-300	Professional Svcs	MAY- AMB. MEDICAL DIRECTOR FEE		\$500.00
Transaction Date	4/28/2023	Cash	10150	Total	\$500.00
Refer	15178 MN BUREAU OF CRIMINAL APPRE				
Cash Payment Invoice	E 101-42110-210	Operating Supplies	POLICE- BCA ACCESS FEE (MAR-JUN '23)		\$200.00
Transaction Date	4/28/2023	Cash	10150	Total	\$200.00
Refer	15179 NORTH AMERICAN SAFETY				
Cash Payment Invoice	E 101-43000-210	Operating Supplies	PUBLIC WORKS- NEON TSHIRTS		\$219.70
Transaction Date	4/28/2023	Cash	10150	Total	\$219.70
Refer	15180 NUESSMEIER ELECTRIC				
Cash Payment Invoice	E 101-43000-401	Repairs/Maint Buildings	SHOP OFFICE HEATER WIRING		\$425.47
Transaction Date	4/28/2023	Cash	10150	Total	\$425.47
Refer	15181 PEEPS REPAIR				
Cash Payment Invoice	E 201-42280-485	Gas and Repair Miscella	FIRE- '98 PETE BATTERY CHARGER		\$1,285.00
Transaction Date	4/28/2023	Cash	10150	Total	\$1,285.00
Refer	15182 PEOPLE SERVICE, INC.				
Cash Payment Invoice	E 601-49400-180	Operator Contract	MAY- WWW SERVICES		\$11,000.00
Cash Payment Invoice	E 602-49450-180	Operator Contract	MAY- WWW SERVICES		\$740.00
Cash Payment Invoice	E 603-49450-180	Operator Contract	MAY- WWW SERVICES		\$13,250.00
Cash Payment Invoice	E 603-49450-392	Testing	MAY- WWW SERVICES		\$185.00
Transaction Date	4/28/2023	Cash	10150	Total	\$25,175.00
Refer	15183 SAFE BASEMENTS				
Cash Payment Invoice	E 401-45500-500	Capital Outlay	LIBRARY BASEMENT CONTRACT- BALANCE		\$9,450.00
Transaction Date	4/28/2023	Cash	10150	Total	\$9,450.00
Refer	15184 SCHWAAB, INC.				

Payments

Current Period: MAY 2023

Cash Payment Invoice	E 101-41400-218	Office Expense	ADMIN. STEINKE SIGNATURE STAMP		\$42.00
Transaction Date	4/28/2023		Cash	10150	Total \$42.00
Refer	15185 SIB. COUNTY AUDITOR-TREASUR				
Cash Payment Invoice	E 101-41940-311	Real Estate Tax	2023 PROP. TAXES		\$54.00
Cash Payment Invoice	E 101-43000-311	Real Estate Tax	2023 PROP. TAXES		\$42.22
Cash Payment Invoice	E 101-45202-311	Real Estate Tax	2023 PROP. TAXES		\$36.00
Cash Payment Invoice	E 101-45500-311	Real Estate Tax	2023 PROP. TAXES		\$18.00
Cash Payment Invoice	E 204-46550-311	Real Estate Tax	2023 PROP. TAXES		\$3,152.00
Cash Payment Invoice	E 210-44100-311	Real Estate Tax	2023 PROP. TAXES		\$22,983.00
Cash Payment Invoice	E 603-49450-311	Real Estate Tax	2023 PROP. TAXES		\$6,801.74
Transaction Date	4/28/2023		Cash	10150	Total \$33,086.96
Refer	15186 SIBLEY CO. RECORDER				
Cash Payment Invoice	E 101-41910-218	Office Expense	ARL. MEADOW PLAT COPIES		\$17.00
Transaction Date	4/28/2023		Cash	10150	Total \$17.00
Refer	15187 SIBLEY COUNTY ATTORNEY				
Cash Payment Invoice	R 101-42110-35200	PD- Forfeiture Reven	30% - FORFEITED VEHICLE SALE		\$3,473.03
Transaction Date	4/28/2023		Cash	10150	Total \$3,473.03
Refer	15188 SIBLEY COUNTY TREASURER				
Cash Payment Invoice	E 101-43000-224	Street Maint Materials	2023 DUSTCOATING		\$5,390.00
Transaction Date	4/28/2023		Cash	10150	Total \$5,390.00
Refer	15189 STREICHERS				
Cash Payment Invoice	E 101-42110-417	Uniforms/Outerwear	PD- NEW PATCH SUPPLY & SHIRTS		\$707.31
Transaction Date	4/28/2023		Cash	10150	Total \$707.31
Refer	15190 THOMES BROTHERS HARDWARE				
Cash Payment Invoice	E 101-41400-200	Office Supplies	APR- MISC CHARGES		\$21.99
Cash Payment Invoice	E 101-41940-220	Repair/Maint Supply	APR- MISC CHARGES		\$99.87
Cash Payment Invoice	E 101-42110-210	Operating Supplies	APR- MISC CHARGES		\$9.99
Cash Payment Invoice	E 101-43000-210	Operating Supplies	APR- MISC CHARGES		\$24.98
Cash Payment Invoice	E 101-43000-420	Shop Equipment	APR- MISC CHARGES		\$33.98
Cash Payment Invoice	E 101-45202-210	Operating Supplies	APR- MISC CHARGES		\$47.95

Payments

Current Period: MAY 2023

Cash Payment Invoice	E 202-42153-217 Other Operating Supplie	APR- MISC CHARGES			\$10.99
Transaction Date	4/28/2023	Cash	10150	Total	\$249.75
Refer	15191 U.S. BANK - CREDIT CARD				
Cash Payment Invoice	E 101-41400-200 Office Supplies	APR- SUBSCRIPTIONS, BATTERIES & EQUIP			\$61.97
Cash Payment Invoice	E 101-42110-433 Dues and Subscriptions	APR- SUBSCRIPTIONS, BATTERIES & EQUIP			\$75.00
Cash Payment Invoice	E 101-42110-480 Gas & Repair-Police Car	APR- SUBSCRIPTIONS, BATTERIES & EQUIP			\$10.00
Cash Payment Invoice	E 101-42110-503 Computers/Software/We	APR- SUBSCRIPTIONS, BATTERIES & EQUIP			\$10.68
Cash Payment Invoice	E 101-43000-430 Miscellaneous	APR- SUBSCRIPTIONS, BATTERIES & EQUIP			\$46.97
Cash Payment Invoice	E 101-45500-205 Print Materials - Library	APR- SUBSCRIPTIONS, BATTERIES & EQUIP			\$696.80
Cash Payment Invoice	E 201-42280-210 Operating Supplies	APR- SUBSCRIPTIONS, BATTERIES & EQUIP			\$262.08
Cash Payment Invoice	E 202-42153-217 Other Operating Supplie	APR- SUBSCRIPTIONS, BATTERIES & EQUIP			\$193.88
Cash Payment Invoice	E 203-45000-406 Repairs, Supplies & Oth	APR- SUBSCRIPTIONS, BATTERIES & EQUIP			\$163.84
Transaction Date	4/28/2023	Cash	10150	Total	\$1,521.22
Refer	15192 W.W. GOETSCH ASSOCIATES				
Cash Payment Invoice	E 603-49450-409 Rep/Sup-WW Facility	WWTP PUMP PARTS			\$2,607.10
Transaction Date	4/28/2023	Cash	10150	Total	\$2,607.10

Fund Summary

	10150 Cash
101 General Fund	\$43,397.39
201 Fire Fund	\$3,186.48
202 Ambulance Fund	\$21,542.98
203 Community Center Fund	\$2,023.20
204 EDA Loan Programs Fund	\$3,152.00
210 Medical Center Fund	\$22,983.00
401 Capital Equipment Fund	\$19,558.00
601 Water Fund	\$15,569.44
602 Sewer Fund	\$740.00
603 AGI Sewer Fund	\$31,525.85
604 Electric Fund	\$2,955.43
	<u>\$166,633.77</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$166,633.77
Total	<u>\$166,633.77</u>



**ARLINGTON CITY COUNCIL
MEETING MINUTES
April 17, 2023, AT 6:30 PM
COUNCIL CHAMBERS**

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

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

2. Roll Call-

Members Present- Mayor Matthew Scharpe. Councilmember Dave Meyer, Councilmember John Thomes, Councilmember Jeff Matz, Councilmember Christina Litfin, Councilman Curtis Ling

Staff Present- City Attorney Ken Janssen, City Administrator Jessica Steinke, Fire Chief Doug Mackenthun, Police Chief Glenn Gerads, Police Officer Connor Campbell, Administrative Asst. Gwen Scharpe, Library Director Andy Kelton, Maintenance Supervisor Kirby Weckworth, PeopleServices Lee Ortloff

Guests Present- Jason Femrite of Bolton & Menk, Jake Pichelmann of Bolton & Menk, Howard Brinkman, Curt Reetz

3. Approve the Agenda and any Agenda Additions- Two additions were added to the agenda.

13.a. Approval to trade in zero turn mowers and 13.b. Approval to hire two part-time summer helpers.

Councilmember Thomes made a motion to approve the agenda with the additions.

Councilmember Litfin seconded. Motion carried.

4. Citizens Addressing the Council

CONSENT AGENDA

5. Approval of Consent Agenda
- A) Approval of Bills
 - B) March 13, 2023, EDA Meeting Minutes
 - C) April 3, 2023, City Council Meeting Minutes
 - D) Approve On-Sale Liquor License for Arlington Baseball Association
 - E) Approve Temporary On-Sale Liquor License for Sibley County Ag Association
 - F) Approve Peddler's Permit for A-Town Tavern for the Cancer Cruise on June 3, 2023

Councilmember Meyer made a motion to approve the Consent Agenda. Councilmember Thomes seconded the motion. Motion carried.

PETITIONS, REQUESTS & COMMUNICATIONS

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

6. March Fire Department Report-Fire Chief Doug Mackenthun
Mackenthun gave a report for the month of March which included the ordering of the skid unit which will be four to six months out before receipt and Emergency Apparatus came out. He said that Officer Interviews would be conducted on Tuesday April 18, 2023.
7. March Police Department Report-Chief Glenn Gerads
Chief Gerads gave a report for the month of March which included an update on the new squad cars, an ICR count of over 400 and that a call had been placed to the MPCA regarding dust in the air and on vehicles as a result of Northland Drying.
8. March People Service Report- Lee Ortloff
Ortloff gave an update for the month of March that included the fire hydrant that had been hit on Marion Dr.
9. Annual People Service Report- Lee Ortloff
Ortloff gave an annual report that included 10 water line breaks, maintenance on lift stations and generators, DMI has water hooked up correctly and flushing of hydrants will be the first week in May.

10. Electrical Ad Hoc Committee Update-Lee Ortloff

- Pole Replacement-Ortloff updated the Council regarding the two poles that still need to be replaced. One of the poles could be eliminated completely along with 7 other poles as the wires can be buried in that area. This would cost \$14,000 to \$16,000 to replace this pole or we could bury the line for an additional \$35,000. Councilmember Thomes made a motion to approve the burying of the line and eliminate 8 poles total. Matz seconded. Motion carried.

11. City Administrator Update- Jessica Steinke

Steinke updated the Council. She is getting settled in and was able to meet with many city staff and PeopleService.

12. Attorney Janssen Update-Ken Janssen

Attorney Janssen updated the Council that he is reviewing the contracts with Nuvera and Middle Mile Infrastructure.

13. Public Works Update-Kirby Weckworth

Weckworth updated that Council that he hopes to have the sweeper back soon from being fixed.

- a. Approve the trade in of mowers for two new mowers 54” and 72” for \$24,300 through Arnolds as John Deere gave a quote that could not compare. Meyer made a motion to approve the trade in. Ling seconded. Motion carried.
- b. Approve the hiring of part-time summer helpers Ryan Weller and Leighton Dose at \$15 an hour. Ling made a motion to approve the hiring of two summer part-time helpers. Thomes seconded. Motion carried.

OLD BUSINESS

NEW BUSINESS

14. Road Maintenance Overview provided by Jason Femrite from Bolton & Menk

Femrite gave an update on three street projects in the same area that would be done over the time span of six years. After discussion with the Council, the Council would like to see all of these projects done in one year.

15. Approve Resolution 19-2023 A RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

Councilmember Meyer made a motion to approve Resolution 19-2023 as amended. Councilmember Thomes seconded. Motion carried. Councilmembers Litfin, Ling, Matz, Thomes and Meyer voted in favor. None against. None abstained. None absent.

16. Approve Resolution 20-2023 A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE

Councilmember Litfin made a motion to approve Resolution 20-2023. Councilmember Ling seconded. Motion carried. Councilmembers Matz, Thomes, Meyer, Ling and Litfin voted in favor. None against. None abstained. None absent.

17. Approve Resolution 21-2023 A RESOLUTION AUTHORIZING SIGNATURE AUTHORITY FOR CITY ACCOUNTS

Councilmember Thomes made a motion to approve Resolution 21-2023. Councilmember Litfin seconded. Motion carried. Councilmembers Ling, Thomes, Matz, and Litfin voted in favor. None against. Councilmember Meyer abstained. None absent.

18. Approve Agreement with Dave Berg Consulting LLC for Electrical Cost-of-Service Study

Councilmember Meyer made a motion to approve the agreement with Dave Berg LLC. Councilmember Thomes seconded. Motion carried.

19. Water Treatment Facility Rehabilitation Update- Jake Pichelmann from Bolton & Menk

Pichelmann gave an update including the WWTP is behind schedule.

- a. Approve Change Order #1 adding a well by-pass, roof work and controls for \$37,000 more than the original contract was for.

Meyer made a motion to approve the change order #1. Thomes seconded. Motion carried.

- b. Pichelmann asked to extend the budget by \$42,500 due to Kilmer Electric not doing the work as expected on time.

Thomes made a motion to table this. Matz seconded. Motion carried.

Attorney Janssen will review the contract.

MISCELLANEOUS BUSINESS

ADJOURNMENT

Thomes made a motion to adjourn the meeting at 7:45pm. Litfin seconded. Motion carried.

City Administrator Jessica Steinke

Mayor Matthew Scharpe

Jessica Steinke

From: Doug Mackenthun <dougmackenthun@yahoo.com>
Sent: Wednesday, April 19, 2023 9:15 PM
To: Jessica Steinke; Gwen Scharpe
Subject: Officer candidates for council meeting

Hello,

1st Assistant Chief - Jeremy Otto (1 year, 8 months term)

2nd Assistant Chief - Jim Klingelhutz (8 month term)

Training/Safety Officer - Aaron Wisch (1 year, 8 months term)

Training/Safety Officer - Open position (8 months term)

This is the normal rotation for these positions:

- * Chief - 2 year term
- * 2nd Assistant Chief - 2 year term
- * Training/Safety Officer - 2 year term

- * 1st Assistant Chief - 2 year term
- * Training/Safety Officer - 2 year term

Thank you,

Doug

City of Arlington—Library
 Monthly Report
 April 2023

- Trivia Night 4/25 (14 Participants)
- Three classes from St. Paul’s come for story time every other week.
- Safe Basements started on the basement 4/26.
- The summer reading theme for this year will be Thrills and Chills. Same format as last year. Starts June 1st with a wrap up party August 1st. Will hold programs every Tuesday.
- Meetings
 - Great Mankato Event 4/4. Over 200 people in attendance.
 - In person User Group Meeting. 4/12 Discussed tips and tricks for our new software.
 - Virtual TdS budget meeting. A lot was tabled until our in-person meeting in May.
 - 2023 fee = \$9,078.72
 - 2024 fee proposed = \$8,122.92

Stats:

	Jan (2022)	Feb (2022)	March (2022)	April (2022)	Total
Circulation	1188 (1106)	1120 (944)	1306 (1265)	Will know by meeting (1181)	3614 (3315)
People	1124 (?)	1050 (?)	1312(?)	Will know by meeting (?)	3486 (?)

WWGOETSCH

ASSOCIATES, INC.

800-831-7914

5250 WEST 74TH STREET
MINNEAPOLIS, MN 55439-2226
952-831-4340/FAX: 952-831-2357

7674 COLLEGE ROAD SUITE 105
BAXTER, MN 56425-7865
218-829-6890/FAX: 218-829-6972

APRIL 28, 2023

PEOPLES SERVICE – ARLINGTON WWTP
ATTN: LEE ORTLOFF

SUBJECT: REPLACEMENT RAS PUMP

WE RESPECTFULLY SUBMIT OUR QUOTATION ON THE FOLLOWING FAIRBANKS EQUIPMENT.

- 1 - FAIRBANKS MODEL 4" B5421K HORIZONTAL END SUCTION PUMP SIZED FOR THE DESIGN CONDITION OF (400 GPM @ 36' TDH). THIS IS A PUMP ONLY AND DOES NOT INCLUDE MOTOR, BASE, COUPLING, OR GUARD.

YOUR COST

F.O.B. FACTORY \$14,773.00 + FREIGHT

*WE HAVE NOT INCLUDED ANY INSTALLATION OR ANY OTHER MATERIALS NOT MENTIONED ABOVE.

WE HAVE NOT INCLUDED ANY APPLICABLE TAXES.

PRICES ARE FIRM FOR 60 DAYS.

TERMS ARE NET 30 DAYS AFTER SHIPMENT.

SHIPMENT CAN BE MADE APPROXIMATELY 14 -16 WEEKS AFTER RECEIPT OF YOUR ORDER.

THANK YOU FOR YOUR CONSIDERATION OF OUR EQUIPMENT.

SINCERELY,

BRYAN GOEHRING

HYDRO ENGINEERING

Sales Quote

-301 INDUSTRIAL BLVD -NORWOOD-YOUNG AMERICA, MN 55397
 Telephone 952-467-3100 Fax 952-467-4000

Order #: 20050181
 Customer # 01184HN

Date: 04/21/23 Ordered By LEE PO #: Salesperson: JOHN FAHEY

Bill To:

Company: CITY OF ARLINGTON Full Name:
 Street Address: 204 SHAMROCK DR
 City: ARLINGTON State: MN Zip Code: 55307 Phone: 507-964-2378

Ship To:

Ship To CITY OF ARLINGTON
 Street Address: 204 SHAMROCK DR
 City: ARLINGTON State: MN Zip Code: 55307

Qty	Open Qty	Part #	Description	Item Price	Total
1.00		HP61B	HWGD; HP61B PIT PUMP (30 GAL/MIN-COMPLETE)	4,240.00	4,240.00
2.00		HHC-70487-360	HYD. HOSE 1/2" X 360" X W/1 END SWIVLE	154.65	309.30
2.00		BT111B	FITTING (HYD); 1/2" MALE QUICK DISCONNECT	12.17	24.34
2.00		5406-12-8	BUSHING; 3/4" MP X 1/2" FMP HEX REDUCER	4.16	8.32
1.00		HS149-27	DISCHARGE; 6" MPT 45 DEG. (HP61)	360.50	360.50
1.00		CL600AA	CAMLOCK; 6" PART "A" MALE CAM X FNPT	32.81	32.81
100.00		NONINVENTO	NON INV; 6" HOSE X 100' CUSTOMER HAS TO VERIFY ACTUAL LENGHT OF HOSE REQUIRED	7.50	750.00
THESE ITEM/S SOLD BY HYDRO ENGINEERING					
Approved By: _____					
<input type="checkbox"/> Approve All Items & Quantities					

F.O.B.:Hydro Engineering

Thank you for your business. We expect payment within 30 days, so please process this invoice within that time. If it is not paid there will be a 1.5% interest charge per month on late invoices.

Subtotal	5,725.27
Freight	0.00
6.875 % Sales Tax	342.05
Total	6,067.32

Due to circumstances beyond our control this proposal is subject to availability of merchandise and the price in effect at time of delivery.

The above prices, specifications and conditions are satisfactory and you are authorized to do the work as specified. Payment will be made as outlined.

Accepted by HYDRO ENGINEERING.

By: _____
 Authorized Officer Date Authorized Buyers Signature Date

**City of Arlington
Code of Ethics and Conduct
For
Elected and Appointed Officials**

Approved: March 20, 2023

*"Always do right. This will gratify some people and
astonish the rest."*

-- Mark Twain

Policy Purpose

The Arlington City Council adopts this **Code of Ethics and Conduct** to assure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of Arlington's City government.

A. ETHICS

The citizens and businesses of Arlington are entitled to have fair, ethical and accountable local government. To this end; the public should have full confidence that their elected and appointed officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of city government;
- Are independent, impartial and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

Therefore, members of the City Council, Boards, Committees and Commissions shall conduct themselves in accordance with the following ethical standards:

1. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Arlington and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.
2. **Comply with both the spirit and the letter of the Law and City Policy.** Members shall comply with the laws of the nation, the State of Minnesota and the City of Arlington in the performance of their public duties.
3. **Conduct of Members.** The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Boards, Committees and Commissions, the staff or public.
4. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the City Council.
5. **Conduct at Public Meetings.** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand.
6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. When making adjudicative decisions (those decisions where the member is called upon to determine and apply facts peculiar to an individual case), members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.
7. **Communication.** For adjudicative matters pending before the body, members shall refrain from receiving information outside of an open public meeting or the agenda materials, except on advice of the

City Attorney. Members shall publicly disclose substantive information that is relevant to a matter under consideration by the body which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest. In order to assure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, members shall use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members shall not use their official positions to influence government decisions in which they have (a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias.

A member who has a potential conflict of interest regarding a particular decision shall disclose the matter to the City Attorney and reasonably cooperate with the City Attorney to analyze the potential conflict. The member shall provide the Mayor and the City Attorney a copy of any written request or advice, and conform his or her participation to the advice given. In providing assistance to members, the City Attorney represents the City and not individual members.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and if they have a conflict of interest regarding a particular decision, shall not, once the conflict is ascertained, participate in the decision and shall not discuss or comment on the matter in any way to any person including other members unless otherwise permitted by law.

9. Gifts and Favors. Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

10. Confidential Information. Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Members shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Public Resources. Members shall not use public resources which are not available to the public in general (e.g., City staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.

12. Representation of Private Interests. In keeping with their role as stewards of the public interest, members of the Council shall not appear on behalf of the private interests of third parties before the Council or any Board, Committee, Commission or proceeding of the City, nor shall members of the Boards, Committees and Commissions appear before their own bodies representing private interests.

13. Open Meeting Laws. No Council member, Board member, Committee member or Commission member shall knowingly violate the open meeting laws.

14. **Advocacy.** Members shall represent the official policies or positions of the City Council, Board, Committee or Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Arlington, nor will they allow the inference that they do. Councilmembers and Board, Committee and Commission members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, or Board, Committee and Commission meetings, or other official City meetings.

15. **Policy Role of Members.** Members shall respect and adhere to the City Administrator structure of Arlington City government as outlined in the Arlington City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by City staff, Boards, Committees and Commissions, and the public. Except as provided by the City Code, members shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.

16. **Independence of Boards, Committees and Commissions.** Because of the value of the advice of Boards, Committees and Commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of Board, Committee and Commission proceedings.

17. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees and in no way create the perception of inappropriate direction to staff.

B. CONDUCT GUIDELINES

The Conduct Guidelines are designed to describe the manner in which elected and appointed officials should treat one another, City staff, constituents, and others they come into contact with while representing the City of Arlington.

1. Elected and Appointed Officials' Conduct with Each Other in Public Meetings

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

(a) Honor the role of the mayor or chair in maintaining order

It is the responsibility of the mayor or chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the mayor or chair actions, those objections should be voiced politely and with reason.

(b) Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

(c) Avoid personal comments that could offend other members

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and may challenge the other member to justify or apologize for the language used. The mayor or chair will maintain control of this discussion.

(d) Demonstrate effective problem-solving approaches

Members have a public stage and have the responsibility to show how individuals with different points of view can find common ground and seek a compromise that benefits the community as a whole.

2. Elected and Appointed Officials' Conduct with the Public in Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

(a) Be welcoming to speakers and treat them with care and gentleness.

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

(b) Be fair and equitable in allocating public hearing time to individual speakers.

The mayor or chair will determine and announce limits on speakers at the start of the public hearing process.

(c) Practice active listening

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Members shall try to be conscious of facial expressions, and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.

(d) Maintain an open mind

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.

(e) Ask for clarification, but avoid debate and argument with the public

Only the mayor or chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the mayor or chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

3. Elected and Appointed Officials' Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

(a) Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(b) Do not disrupt City staff from their jobs

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

(c) Never publicly criticize an individual employee

Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation. Appointed officials should make their comments regarding staff to the City Administrator or the Mayor.

(d) Do not get involved in administrative functions

Elected and appointed officials acting in their individual capacity must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

(e) Do not solicit political support from staff

Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

(f) No Attorney-Client Relationship

Members shall not seek to establish an attorney-client relationship with the City Attorney, including his or her staff and attorneys contracted to work on behalf of the City. The City Attorney represents the City and not individual members. Members who consult with the City Attorney cannot enjoy or establish an attorney-client relationship with the attorney.

C. SANCTIONS

(a) Acknowledgement of Code of Ethics and Conduct

Councilmembers who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct shall be ineligible for Council subcommittees. Board, Committee and Commission members who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct are not eligible to hold office.

(b) Behavior and Conduct

The Arlington Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Arlington City Council, Boards, Committees and Commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of Boards, Committees and Commissions and the Mayor and Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

Councilmembers:

Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments or other privileges afforded by the Council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Council. Individual Councilmembers should point out to the offending Councilmember perceived infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being questioned, then the matter should be referred to the Vice Mayor. It is the responsibility of the Mayor (or Vice Mayor of the City Council) to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor (or Vice Mayor of the City Council), then the alleged violation(s) can be brought up with the full Council.

Board, Committee and Commission Members:

Counseling, verbal reprimands and written warnings may be administered by the Mayor to Board, Committee and Commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective Board, Committee or Commission, the City Attorney, the City Administrator, and the City Council. The City Council may impose sanctions on Board, Committee and Commission members whose conduct does not comply with the City's policies, up to and including removal from office. Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. When deemed warranted, the Mayor or majority of Council may call for an investigation of Board, Committee or Commission member conduct. Also, should the City Administrator or City Attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the City Attorney to investigate the perceived violation.

These sanctions are alternatives to any other remedy that might otherwise be available to remedy conduct that violates this code or state or federal law. In order to protect and preserve good government, any individual including the City Administrator and the City Attorney, who knows or reasonably believes a member acts or intends or refuses to act in a manner that is or may be a violation of law reasonably imputable to the organization, or in a manner which is likely to result in substantial injury to the organization, may report the violation to the appropriate governmental authorities.

D. IMPLEMENTATION

The Code of Ethics and Conduct is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the City. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, this document shall be included in the regular orientations for candidates for City Council and applicants to Board, Committee and Commissions, and newly elected and appointed officials. Members entering office shall sign a statement acknowledging they have read and understand the Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be periodically reviewed by the City Council, Boards, Committees and Commissions, and updated it as necessary.

**City of Arlington
Code of Ethics and Conduct
For
Elected and Appointed Officials**

I affirm that I have read and understand the City of Arlington Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date

This Document Drafted by:
Finley Engineering Company, Inc.
BethAnn Winter
1981 Engebretson Street
Slayton, MN 56172

LEASE

THIS AGREEMENT, made and entered into by and between

City of Arlington

(hereinafter collectively referred to as the “**Lessor**” or “**Lessors**”) and

Nuvera Communications, Inc.

(hereinafter referred to as “**Lessee**”).

WHEREAS, the Lessor is the owner of real estate situated in Sibley County, Minnesota (hereinafter referred to as “**the Property**”, “**the real estate**”,

or “**the leased premises**”) more particularly described as follows, to wit:

A 30' X 50' area along the West property line of Parcel ID 31.07.16.010. at address 600 Main St E.

Legal Description after Survey

and

WHEREAS, the parties desire to enter into a Lease.

NOW, THEREFORE, the Lessor and Lessee agree as follows:

1. **Leased Premises**: The Lessor does hereby lease and let unto the Lessee the premises situated in Sibley County, Minnesota, legally described as follows, to wit:

Description: A parcel of land located in the City of Arlington, NW1/4 SW1/4 of Section 10, Township 113 North, Range 27 West, Sibley County, Minnesota described as follows:

A 30' X 50' area of the property. *Legal description defined after survey.*

- 1.1 **Access:** The Lessee is granted access over and upon the Lessor's adjoining property for vehicular access to the leased premises. The access shall permit the Lessee to drive across the Lessor's adjoining property to access the leased premises.
2. **Term of the Lease:** That the term of this Lease shall be Thirty (30) years commencing _____ 2023 and ending on the _____ 2053.
3. **Payments:** The Lessee shall pay rent to the Lessor as follows:
- 3.1 Rent is \$2,400 per year. Lessee shall remit rent payment each year on the anniversary of the lease commencement date.
- 3.2 **Renewal terms:** The Lessee shall be permitted to renew this lease for successive 10 - year terms after the expiration of the initial Thirty -year term. To cause such renewal, the Lessee shall give notice to the Lessor, in writing, of the Lessee's intention to renew the Lease at any time during the final twelve (12) months of the expiring lease term. Such notice shall be effective upon mailing to the Lessor at the address set forth herein. In the event that the Lessee gives such notice, the Lease shall continue without modification. Lessee may renew the lease up to 7 times for a total lease period of 100 years.
- 3.3 **Termination of the Lease by the Lessee:** The Lessee may terminate this Lease at any time upon three hundred and sixty-five days' notice to the Lessor. In the event of such termination, the Lessee shall pay to the Lessor an amount equal to the rent due for the remaining term of the Lease. In the event of termination during any renewal term, the Lessee shall be obligated only for the unpaid rent due for the unexpired portion of the remaining renewal term.
- 3.4 **Termination of the Lease by the Lessor** The Lessor may terminate this Lease at any time upon three hundred and sixty five days' notice to the Lessee. In the event of such termination, the Lessor shall pay to the Lessee an amount equal to all costs associated with the Lessee for relocating the Lessee's building, communications network equipment, and fiber optic cable facilities to another location suitable to continue providing service to the community.
4. **Representations and Warranties of the Lessor:**
- 4.1 The Lessor represents and warrants that the Lessor has good and marketable title in fee simple to the real estate, which is the subject of this lease, free and clear of all encumbrances, charges, rights, or conditions. The Lessor represents and warrants that the Lessor has the right to convey a valid leasehold interest in the leased premise to the Lessee in accordance with the terms of this Lease.
- 4.2 The Lessor represents and warrants that the Lessor shall deliver actual possession of the premises, and there shall be no tenants or others who will claim a right of use in the property other than the Lessee according to the terms of this Lease.

- 4.3 The Lessor represents and warrants that there are no hazardous wastes or hazardous substances, as those terms are defined in any and all applicable federal and/or state laws, and that there are no toxic substances, petroleum, asbestos, PCBs, pollutants, or contaminants which have been generated, stored, used, buried, or disposed of on, in, or under, or in any way which would adversely affect the leased premises, including ground water located thereon.
- 4.4 The Lessor represents and warrants that the Lessor is not now nor is the Lessor currently threatened with any legal action or other proceeding before any Court or administrative agency relating to or affecting the real estate or any portion thereof. The Lessors have not been charged with and are not presently under investigation regarding any violation of law or administrative regulation, federal, state, or local, concerning the real estate.
- 4.5 The Lessor represents and warrants that there has been no activity conducted on the real estate which may give rise to any liability to the Lessee under any applicable federal, state, or local environmental protection, health, safety, or similar law, whether statutory or under common law.
- 4.6 The Lessor represents and warrants that there are no public improvements or condemnation actions affecting the real estate which have been completed or are in progress for which assessments may be levied after closing which will affect the Lessee.
- 4.7 The Lessor represents and warrants that the Lessee will have direct legal access to and abut on a public right of way and maintained roadway, which roadway provides a valid means of ingress and egress to and from the leased real estate.
- 4.8 The Lessor represents and warrants that there are no underground tanks on the real estate nor are there any transformers, capacitors, or other appliances used in or stored upon the real estate.
- 4.9 The Lessor represents and warrants that there is no urea formaldehyde insulation and no asbestos on the owned real estate.
- 4.10 That all representations and warranties of the Lessor contained in the Lease shall survive closing and are incorporated herein by reference.
- 4.11 That the Lessee shall have continuous and uninterrupted use of the premises during the term of the Lease.
5. **Facilities Abandoned in Place:** Within 60 days after the termination of this Lease, the Lessee shall remove any materials, buildings or above-ground improvements made to the leased premises. The Lessee may, at the Lessee's option, remove, or abandon in place any buried or underground improvements. Upon termination of this Lease pursuant to this provision by the Lessee, the Lessee shall have no further obligation or liability to the Lessor for acts or events occurring upon the leased premises of the Lessor, and the Lessor shall be solely and exclusively responsible for the leased premises.

6. **Condemnation:** In the event that condemnation proceedings are initiated as to the real estate which in the opinion of the Lessee, adversely affect the Lessee's utilization of the leased premises, the Lessee may, at the Lessee's option, terminate this Lease upon One Hundred Eighty (180) days' written notice, and after such One Hundred Eighty-day period, shall have no further obligation for any rental payments due hereunder, notwithstanding the language of paragraph 3 above.
7. **Assignment:** Lessee shall not sublease all or any part of the leased premises, or assign this lease in whole or in part without Lessor's consent, such consent not to be unreasonably withheld or delayed.
8. **Payment of Real Estate Taxes:** The Lessor shall be solely responsible for the payment of all real estate taxes, special assessments, or other charges levied against or affecting the leased real estate.
9. **Groundskeeping and Maintenance:** Lawn maintenance and snow removal on the leased real estate will be taken care of by the Lessor.
10. **Memorandum:** Upon execution of this Lease, the Lessor and Lessee agree to execute a Memorandum of this Lease in recordable form, which the Lessee shall have the right to record at the Lessee's own expense. Upon expiration of this Lease as provided herein, Lessee agrees to deliver, upon the request of the Lessor, a Quit Claim Deed releasing the Leasehold interest of the Lessee.
11. **Binding Effect:** That this Agreement shall be binding upon and inure to the benefit of all the parties hereto, as well as their respective heirs, representatives, successors, and assigns.
12. **Quiet Enjoyment:** The Lessor covenants that the Lessor will not interfere or permit others to interfere with, obstruct, or in any other manner limit or impair the free use and access of the Lessee in accordance with the terms of this Lease.
13. **Entire Agreement:** That this Lease constitutes the entire agreement between the parties and may be modified by the parties only in writing.
14. **Payment of Rent:** That the rental to be paid in accordance with this Lease shall be paid in monthly installments in the form of internet service to the Lessor or Lessors at the following address:

City of Arlington
204 Shamrock Drive
Arlington, MN 55307

All notices to be given under the terms of this Lease shall be given at the addresses set forth below, and are deemed to have been given if mailed by first class mail, postage prepaid:

- A. As to the Lessor:
City of Arlington
204 Shamrock Drive
Arlington, MN 55307

B. As to the Lessee:

Nuvera Communications, Inc.
27 N. Minnesota Street
New Ulm, MN 56073

Dated this _____ day of _____ 2023.

Lessee

Lessor

By: _____

By: _____

Title: _____

Title: _____

STATE OF MINNESOTA

COUNTY OF SIBLEY

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by ???, Mayor of City of Arlington.

Notary Public

STATE OF MINNESOTA

COUNTY OF SIBLEY

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by _____, Nuvera Communications, Inc.

Notary Public



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: [507] 625-4171
Fax: [507] 625-4177
Bolton-Menk.com

ENGINEERING CONSTRUCTION SERVICES – FEE AMENDMENT

Date: April 14, 2023
To: Jessica Steinke, City Administrator
City of Arlington, MN
From: Jake Pichelmann, P.E.
Subject: Water Treatment Facility Rehabilitation
Engineering Construction Services – Fee Amendment
City of Arlington, Minnesota

The Water Treatment Facility Rehabilitation project was originally scheduled to be completed by the Contractor (Gridor Constr., Inc.) on or before January 10, 2023. However, due to supply chain issues and delays in getting equipment/materials, the Contractor is now anticipating completing the project by the end of June 2023, or approximately 6 months past the original schedule. It is possible the project is delayed further if the Contractor experiences further issues with material deliveries.

Due to the prolonged project schedule, the estimated hourly budget for engineering construction services has been fully utilized. The original engineering budget included an estimated fee of \$156,400, representing approximately 1,150 hours of engineering time for managing and overseeing construction of the project. This budget was based on a 12-month construction duration lasting from January 2022 to January 2023.

We have been efficient with our budgeted time and achieved an extra two months of oversight within the original budget. However, to maintain proper oversight and management of the remaining project, we are requesting a fee amendment in the amount of **\$42,500**. This additional fee will be billed on an hourly basis and will not be exceeded without prior authorization from the City of Arlington. This will cover remaining engineering tasks through the end of June 2023, including but not limited to:

- Onsite construction inspection
- Shop drawing and submittal review/records
- Technical assistance and RFIs
- Startup assistance for remaining process and controls work
- As-built drawings and specifications
- Project closeout and warranty support

If the proposed fee amendment for engineering construction services is acceptable by the City of Arlington, please sign and date the space below and return a copy for our records.

Authorized City Representative:

Signature

Date



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

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

PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES

Date: December 17, 2021
To: Amy Newson, City Administrator
City of Arlington, MN
From: Jake Pichelmann, P.E.
Subject: Water Treatment Facility Rehabilitation
Engineering Scope and Fee for Construction Services
City of Arlington, Minnesota
Project No.: 0M2.124705

Bolton & Menk, Inc. is pleased to submit the following scope and fee for providing engineering construction services for the City of Arlington's Water Treatment Facility Rehabilitation project. This memorandum outlines our proposed scope of services, fees, and schedule for completing the work.

I. Scope of Services

The engineering construction services through project closeout will include the following major tasks and scope of work:

1. Coordinate and assist with the pre-construction conference to be attended by the City, PeopleService, Bolton & Menk, general contractor, and any subcontractors. Distribute meeting minutes.
2. Coordinate and assist with monthly construction progress meetings and distribute meeting minutes.
3. Review shop drawings and information submitted by contractors for compliance with design concepts, as required by the applicable sections of the technical specifications.
4. Respond to contractor questions regarding interpretation and clarification of contract documents. Issue field orders, work change directives, and request for proposals for any changes to the construction contract.
5. Consult with and advise the City and act as the City's construction representative as provided in the contract documents.
6. Provide Resident Project Representative (RPR) services during construction of the project. RPR services consist of observation of the contractor's work, coordination of testing services and documentation of the work progress. RPR will observe the progress and quality of the executed work of the contractors, and determine, in general, if such work is proceeding in accordance with the contract documents. Approximately 10 to 15 hours per week as needed over the construction timeline in the contract documents.
7. Coordinate and administer all necessary construction material and quality control testing with a certified materials testing company. The Client is responsible for furnishing the costs of any material testing services separately from the scope of services provided by the Consultant.

8. Provide interpretation of plans and specifications.
9. Review the contractor's request for partial payments. Such review shall be based upon the on-site observations and such written documentation as may be available at the time of review. Such review shall not include verification of unit price contract quantities by physical measurement of individual work items.
10. Provide periodic updates, project documentation, assist contractor with record drawings, and provide photo log of progress.
11. Conduct a final inspection of the project to determine, in general, conformance with contract documents, completion requirements, and to assist in evaluation of the final payment request from the contractor.
12. Provide onsite startup and training of City staff for operation and maintenance of the rehabilitated facilities.
13. Provide Record Drawings of the as-built conditions once the project is finalized.
14. Assist the City with all correspondence to the Minnesota Department of Health (MDH) for construction requirements in accordance with the approved Plans and Specifications. This includes all communication and notifications required for construction progress and initiation of operation, submittal of record documents, inspections, and closeout documentation after construction is complete.

II. Proposed Fees

The engineering fees to complete the proposed scope of work, based on the tasks outlined above, will be billed hourly following the current rate schedule. This is an estimated fee as construction unknowns and the contractor can affect the amount of time spent on a project. The estimated construction fee of \$156,400 will not be exceeded without prior authorization from the City of Arlington.

The major tasks, fees, and estimated staff hours is summarized in the table below. The fees represent approximately 1,150 hours of engineering and technician time for construction of the project. It is recognized that some items may take more or less time to complete, and that the consultant will be diligent in completed tasks in a time efficient manner to the satisfaction of the client.

Task	Estimated Fee	Estimated Hours
Project management and meetings	\$15,000	120
Onsite construction inspection	\$70,000	520
Shop drawing and submittal review	\$33,400	230
Electrical engineering	\$8,000	60
Mechanical engineering	\$8,000	60
Architectural review/assistance	\$5,500	40
Record drawings	\$5,500	40
Start-up and operational assistance	\$5,500	40
Project closeout and warranty support	\$5,500	40
Estimated Total:	\$156,400	1,150 Hours

III. Schedule

Bolton & Menk shall perform the scope of engineering construction services in accordance with the contractor's schedule and completion dates required in the Contract Documents, approximately as follows:

Item	Schedule
Notice of Award / Contracts	December 2021
Notice to Proceed	January 2022
Preconstruction Meeting	January 2022
Construction Period	January – December 2022
Substantial Completion	November 2022
Final Completion and Closeout	December 2022

IV. Execution

If the proposed scope and fee for engineering construction services is acceptable by the City of Arlington, please sign/date the space below and return a copy for our records.

Accepted by:

Signature

Date



GRIDOR CONSTR., INC.

3990 27th Ave SE
Buffalo, MN 55313

(763) 559-3734
(Fax) 559-3736

Improving America's Water Quality since 1970

April 26th 2023

204 Shamrock Dr,
Arlington MN 55307

Attn: Arlington City Council

RE: Construction progress Arlington WTP

City Council,

I'm writing to you today in hopes of shedding light on the current status of the water treatment plant upgrades. I understand there was some concern raised at the last meeting about where we stand in terms of completion.

I have included a letter I have recently received from ASI, which they have gotten from their supplier. Automatic Systems is the company responsible for the integration of new/existing plant processes into a SCADA system. This automates the water treatment plant and alarms of any errors it receives, so they may be remedied with haste. Without the final panels we need, we cannot close this project out.

When the final panel does show up, a team of Gridor employees and I will be present during the integration process. My goal is to always maintain proper plant effluent. During integration we will need to install 4 automation-controlled valves as well as a flowmeter. These cannot be installed without integration while keeping plant effluent suitable for the citizens of Arlington, as current procedures of the plant will be without operable necessary components. The remainder of work is completed and finalized.

For the past 2 years, technical electrical components being the hindering factor has unfortunately become commonplace. I have heard every reasoning for this imaginable, and I'm sure we share frustration in hearing it to no end. I for one am tired of hearing Covid as an excuse, but I'm afraid the timelines of when the delays began, and we were at the height of protocol line up too well to be ignored.

Please also note, we recently added a bypass gallery, and we are waiting on components for that to show up. This will not be an unprecedentedly long lead time item; I just didn't want this to be a surprise in the coming months.

I am always willing and able to come take part in your council meetings if you would find it beneficial.

Sincerely

Nate Voegelé
Project Manager
Gridor Constr., Inc.

Kent Backes
Automatic Systems Co.
2400 West County Rd D



Dear Kent,

Date 4/25/2023

Per your request for a formal response regarding the missing components for the Arlington, MN - Water Treatment Facility Improvements. Please find the estimated shipment dates for components outlined below:

- Allen Bradley PanelView Plus 7 estimated ship date 5/19/23
- Allen Bradley 1769 CompactLogix Analog I/O estimated Ship date 4/28/23

Thank you for your patience in this matter.

We, along with many industries and customers, continue to feel the broad-based challenges in our supply chain due to the pandemic. As I have shared previously, ongoing supply constraints stemming from component shortages and related issues continue to impact our business. These market conditions have resulted in frequent changes to our sales order promise dates. Which result in much longer lead times on some of our product lines.

We are fully aware of the unfortunate inconvenience and frustration this has created for you our customer. For the foreseeable future, we will continue to regularly update and provide transparency to our product lead times.

Sincerely,

Del Gregory

Account Manager



Arlington Historical Society, Inc.

322 Main Street
Arlington MN 55307

Friday 21 April 2023

Mr. Mayor & Arlington City Council:

The entryway to the old fire hall has been an eyesore for years and does not give a good impression to visitors to the Arlington Museum. The Arlington Historical Society is proposing modifications to the entry enhancing the appearance, and the society board is seeking the approval of the city council for these changes.

Board member Lowell Nagel has contacted Larry Lamb, Travis Tuchtenhagen, and Shane Olson and informed them what we would like to accomplish. Below are the estimates each has given for project:

Larry Lamb	Repair & replace missing plaster, prep surface, & install base molding	\$250.00
Travis Tuchtenhagen	Enclose window area covering exposed brick (materials & labor)	\$500.00
Shane Olson	Two coat prep walls & paint walls & ceiling (materials & labor)	\$800.00
Pat Grabitske	Expansion Curtain Rod (over the stairway) & 4 x 8' Curtain (materials & labor)	\$100.00
Project Estimated Costs for material & labor (Total Costs of the project not to exceed \$2,000)		\$1,650.00

Because this area is outside the agreed-upon museum area, the Arlington Historical Society needs the approval of the Arlington City Council before this project can be attempted. Once approved, the Arlington Historical Society will seek funds to cover the costs of this project. (Because this area is outside the museum, the society is not allowed to use any funds already received; the society must seek funds designated specifically for this project.)

The Arlington Historical Society would like to accomplish this upgrading project before the Arli-Dazzle celebration in December. The contractors have agreed to work during week days, so the Museum openings on Saturdays will not be disturbed.

Sincerely,

Dwight Grabitske, Secretary

City Admin

Arlington Historical Society, Inc.

204 Shamrock Drive
Arlington MN 55307

Before We Meet:

The next meeting of the Arlington Historical Society will be on **Monday 1 May 2023, at 10:00 a.m.** in the **City Council Chambers** at the **Arlington Community Center**.

I thought about meeting at the museum in May, but we don't have a table & comfortable chairs needed for a meeting. If anyone wants to review the new exhibits for 2023 with me before the Museum opens, arrangements can be made.

I started a count-down to the museum opening date on the Arlington Historical Society Facebook page. It is starting to get a lot of "likes" which is good. Hopefully, people will visit the museum this summer.

The Sibley County Fair Exhibit is starting to fall together. I may have to add a few more pictures to take up some of the space. The Drug Store Exhibit still needs a few old newspaper ads to fill some space, but essentially it is done.

We need to fill the Saturday guides for the rest of May and the first Saturday in June.

AGENDA

Monday, 1 May 2023 at Arlington Community Center, 10:00 a.m.

Secretary's Minutes

Treasurer's Report:

Correspondence (Secretary)

Visitors/Guests:

Reports:

- o Arlington Greys:
- o Museum Report (Curator):

Old Business:

- o **Hosting Good Morning Arlington in May!**
- o Building Entry Remodel (Lowell)
- o 55307 – 60 years on Saturday 1 July (Dwight)

New Business:

- o Saturday Guides for May 13, 20, & 27, 2023 and June 3.
- o MALHM Annual Meeting & Conference (Dwight)
- o Other Items

Adjourn:

Arlington Historical Society, Inc.

204 Shamrock Drive
Arlington MN 55307

The **Arlington Historical Society, Inc.** met at 10:02 a.m. Monday 3 April 2023, at the Arlington Community Center. (Event Center)

Members present: Richard Trocke, Sharon Shimota, Lowell Nagel, Pauline Wiemann, Debbie Weckwerth, Warren Rosenthal, and Dwight Grabitske.

Minutes of the 6 March 2023 were distributed.

- **Motion/second to approve the minutes. Carried**

Treasurer's Report: March income was \$1.38 (Interest); Expenses were \$18.46 (Thomes Brothers – Museum exhibit items). Total liquid assets are \$15,378.42 (designated: \$11,705.87)

- **Motion/second to accept the treasurer's report. Carried**

Correspondence: Eight items attached. The 2023 filing of Arlington Historical Society, Inc. with the State of Minnesota has been completed. Dan Hoisington is an expert in preliminary planning to see if a structure qualifies for being on the National Register. No action taken on other items.

Arlington Greys: Kurt Menk has been asked for a list of players who have uniforms along with their contacts (telephone or e-mail). Ricky Schmidt will contact players to see if a team can be fielded in 2023.

Museum Report: A listing of Arlington lumberyards has been added to the exhibit with lumberyard items. The Drug Store exhibit is nearing completion. Space for the 4-H items from Connor Johnson is set aside; hopefully, Connor will be available this week to fill that area. The poles for the Boy Scout flags need to be re-worked to fit into the stands. Everything should be in place the week after Easter.

Good Morning Arlington: The Arlington Historical Society will be hosting the event on Friday, 19 May 2023. The event runs from 7:00 to 9:00 a.m.

Entryway Remodel: Lowell reported that he has a painter and contractor lined up for the work and is waiting for warmer weather. We still need to have the costs and how to fund the project to present to the council.

55307 Anniversary: Dwight reported that the cost of the cake was \$61.99 for a full size cake (serves 96); \$48.99 for a half size (serves 48). We have plenty of napkins. We still need small plates and utensils for the event. He noted that because of all the graduation events in May & June, he would look for a sale them. He estimated that the cost of the event (with half cake) would be about \$75-80.00. He would like to put up posters about the first of June so people can plan for the event.

Saturday Guides: Dwight stated that everyone should start looking at their summer plans to see when they might be available to guide at the museum. Saturday 6 May is the Opening Day for the museum. Lowell, Warren, & Dwight will be guides that day.

Other: Dwight reported that he will be attending the MALHM Annual Meeting and Conference in Austin, 25-26-27 April.

Meeting adjourned at 10:40 a.m.

MARCH CORRESPONDENCE:

MALHM e-mail

MALHM seeking nominations for history volunteers.

MALHM e-mail

Last day for discount registration for MALHM Annual Meeting & Conference.

David Grabitske, e-mail

At my request for names of people involved in doing a "Historic Site" evaluation, David provided the name and e-mail of Dan Hoisington.

Cancer Cruise, e-mail

The 12th Annual Cancer Cruise will be Saturday, June 3. Annie Ballalatak is 2023 recipient.

Sharon Shimota, e-mail

1. Sharon contacted Duane & Vicki Stock referencing one of the St. Paul's World War II Veterans and identified the person as Raymond Stock.
2. Sharon spoke with Howie Brinkman about Main Street pictures in the area of the Phyllis Building. The Brinkmans would like to see what we have that could be displayed in their building.

Office of Secretary of State, two e-mails

- 1 – Notification that the business information for the Arlington Historical Society has been updated for 2023
- 2 – Notification that the Annual Reinstatement – Nonprofit Corporation was filed on 03/30/2023.