



**ARLINGTON CITY COUNCIL  
MEETING AGENDA  
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
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) 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

## **PETITIONS, REQUESTS & COMMUNICATIONS**

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

6. March Fire Department Report-Fire Chief Doug Mackenthun
7. March Police Department Report-Chief Glenn Gerads
8. March People Service Report- Lee Ortloff
9. Annual People Service Report- Lee Ortloff
10. Electrical Ad Hoc Committee Update-Lee Ortloff
  - Pole Replacement
11. City Administrator Update- Jessica Steinke
12. Attorney Janssen Update-Ken Janssen
13. Public Works Update-Kirby Weckworth

### **OLD BUSINESS**

### **NEW BUSINESS**

14. Road Maintenance Overview provided by Jason Femrite from Bolton & Menk
15. Approve Resolution 19-2023 A RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT
16. Approve Resolution 20-2023 A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE
17. Approve Resolution 21-2023 A RESOLUTION AUTHORIZING SIGNATURE AUTHORITY FOR CITY ACCOUNTS

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

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

### **MISCELLANEOUS BUSINESS**

### **ADJOURNMENT**

**Reminders:**

April 26 at 6:30 pm-Fire Relief

May 1 at 6:30 pm-City Council Meeting

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©**

APRIL 2023

Name	Check Date	Check Amt
<b>10150 Cash</b>		
UnPaid	101 DEVELOPMENT RESOURCE	\$6,626.96 4th QTR- BLDG OFFICIAL FEES
UnPaid	ARLINGTON AUTO & FARM SUP	\$359.37 MAR- VEHICLE & EQUIP. PARTS
UnPaid	AXON ENTERPRISE, INC.	\$1,914.39 PD- TASERS CONTRACT
UnPaid	BANYON DATA SYSTEMS	\$3,005.00 ANNUAL- SOFTWARE SUPPORTS
UnPaid	BOLTON & MENK, INC.	\$1,678.00 PAVEMENT & WTP REHAB (2/18-3/17/23) ENG,
UnPaid	BOUND TREE MEDICAL, LLC	\$908.00 MAR- AMB. SUPPLIES
UnPaid	BRANDON LEGG	\$202.84 REIMB- TRAINING MILEAGE/MEAL (4/4-4/13/23)
UnPaid	CIRCLE F FARMS	\$1,468.75 APR. 1st- SNOW REMOVAL
UnPaid	COORDINATED BUSINESS SYST	\$422.72 FEB- PHONE BILLS
UnPaid	EZ WASH and STORAGE	\$200.00 PD- CAR WASH TOKENS
UnPaid	FERGUSON WATERWORKS	\$1,804.16 MAR- WATER METERS
UnPaid	FillMeUp	\$1,394.90 MAR- FUEL
UnPaid	FOREST AWARDS & ENGRAVIN	\$32.85 NAMEPLATES- K.JANSEN & J.STEINKE
UnPaid	GOPHER STATE ONE CALL	\$18.90 MAR- LOCATE TICKETS
UnPaid	HAGGENMILLER LUMBER/SNOW	\$260.09 MAR- SNOW REMOVAL & PD SUPPLIES
UnPaid	JERRY'S HOME QUALITY FOODS	\$32.48 MAR- STAFF MTG SNACKS & SHOP WATER
UnPaid	LANO EQUIPMENT	\$62.15 PW- NH TRACTOR PART
UnPaid	LINDE GAS & EQUIP	\$354.40 MAR- AMB. OXYGEN
UnPaid	LOFFLER	\$211.81 MAR- COPIER MAINT (OFFICE, PD, LIB)
UnPaid	MATHESON TRI-GAS INC.	\$141.24 MAR- SHOP TANK RENTAL & REFILL
UnPaid	MAVERICK AUTOMOTIVE	\$1,165.35 MAR- FUEL & MAINT.
UnPaid	MCLEOD COOPERATIVE POWER	\$7,002.46 MAR- ELEC. MAINT.
UnPaid	MCLEOD PUBLISHING	\$823.17 MAR- PUBLISHING & 2022 BOOK
UnPaid	MN BUREAU OF CRIMINAL	\$575.00 PD TRAININGS (CAMPBELL)
UnPaid	MN DEPT. OF LABOR AND INDU	\$177.15 4th QTR- STATE BLDG. PERMIT SURCHARGES
UnPaid	MN MUNICIPAL POWER AGENCY	\$151,625.29 MAR- ENERGY
UnPaid	MORRIS ELECTRONICS	\$800.00 MAR- PD IT CONTRACT
UnPaid	ON-SITE MEDICAL SERVICES, IN	\$2,640.00 FD- SCBA & FIT TESTING
UnPaid	OTTOMOTIVE TIRE & REPAIR	\$17.95 PW- 2021 CHEVY TIRE ROTATION
UnPaid	PREMIER LOCATING, INC.	\$442.00 FEB- ELEC. LOCATING
UnPaid	RETROFIT LIGHTING & DESIGN	\$9,750.00 BAL- EVENT CENTER LIGHTING RETROFIT
UnPaid	SHIRLEY SLATER-SCHULTE	\$6,341.78 INTERIM- 4/3-4/12 CNTRCT + 3/24-4/10 EXTRA
UnPaid	SIB. COUNTY AUDITOR-TREASU	\$88.50 2023 SPEC. ASSMT MAINT.
UnPaid	SIBLEY COUNTY DAC	\$102.90 MAR. 31st UB BILL STUFFING
UnPaid	SIBLEY EAST POOL	\$20,000.00 2023 POOL CONTRIBUTION (1 YR ONLY)
UnPaid	U.S.BANK TRUST NATIONAL ASS	\$500.00 2022 WATER BOND - ANN. PAYING AGENT
UnPaid	ULINE	\$862.81 MAR- LIONS CTR SUPPLIES, SHOP PARTS
UnPaid	WEBER MULTI SERVICES	\$13,620.00 CHANDLER ST. WATER REPAIRS
UnPaid	XCEL ENERGY	\$746.70 MAR- GRN ISLE LIFT STATION ELEC BILL
UnPaid	XCEL ENERGY-NSP	\$1,218.72 MAR- SUBSTATION FACILITY CHG
UnPaid	ZEROREZ	\$1,695.00 EVENT CTR TILE & CARPET CLEANING
UnPaid	ZOLL MEDICAL CORP.	\$310.50 AMB- SUPPLIES
<b>Total Checks</b>		<b>\$241,604.29</b>

**Fund Summary**

	10150 Cash
604 Electric Fund	\$161,087.77
603 AGI Sewer Fund	\$1,077.95
601 Water Fund	\$17,282.41
401 Capital Equipment Fund	\$9,750.00
203 Community Center Fund	\$1,778.96
202 Ambulance Fund	\$2,315.33
201 Fire Fund	\$3,220.35
101 General Fund	\$45,091.52
	<b>\$241,604.29</b>

Payments

Current Period: APRIL 2023

Batch Name	04-17-23 PAY	Payment	Computer Dollar Amt	\$241,604.29	Posted
Refer	15087 101 DEVELOPMENT RESOURCES,				
Cash Payment	E 101-41910-313 Building Official	4th QTR- BLDG OFFICIAL FEES			\$6,626.96
Invoice					
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b> \$6,626.96
Refer	15088 ARLINGTON AUTO & FARM SUPPL				
Cash Payment	E 101-42110-480 Gas & Repair-Police Car	MAR- VEHICLE & EQUIP. PARTS			\$8.48
Invoice					
Cash Payment	E 101-43000-485 Gas and Repair Miscella	MAR- VEHICLE & EQUIP. PARTS			\$164.56
Invoice					
Cash Payment	E 101-43000-420 Shop Equipment	MAR- VEHICLE & EQUIP. PARTS			\$94.49
Invoice					
Cash Payment	E 201-42280-485 Gas and Repair Miscella	MAR- VEHICLE & EQUIP. PARTS			\$26.38
Invoice					
Cash Payment	E 203-45000-406 Repairs, Supplies & Othe	MAR- VEHICLE & EQUIP. PARTS			\$65.46
Invoice					
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b> \$359.37
Refer	15089 AXON ENTERPRISE, INC.				
Cash Payment	E 101-42110-208 Training and Instruction	PD- TASERS CONTRACT			\$1,914.39
Invoice					
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b> \$1,914.39
Refer	15090 BANYON DATA SYSTEMS				
Cash Payment	E 101-41400-503 Computers/Software/We	ANNUAL- SOFTWARE SUPPORTS			\$1,680.00
Invoice					
Cash Payment	E 601-49400-503 Computers/Software/We	ANNUAL- SOFTWARE SUPPORTS			\$331.25
Invoice					
Cash Payment	E 603-49450-503 Computers/Software/We	ANNUAL- SOFTWARE SUPPORTS			\$331.25
Invoice					
Cash Payment	E 604-49550-503 Computers/Software/We	ANNUAL- SOFTWARE SUPPORTS			\$662.50
Invoice					
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b> \$3,005.00
Refer	15091 BOLTON & MENK, INC.				
Cash Payment	E 101-43000-303 Engineering Fees	PAVEMENT & WTP REHAB (2/18-3/17/23) ENG,			\$651.00
Invoice					
Cash Payment	E 601-46350-303 Engineering Fees	PAVEMENT & WTP REHAB (2/18-3/17/23) ENG,			\$1,027.00
Invoice					
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b> \$1,678.00
Refer	15092 BOUND TREE MEDICAL, LLC				
Cash Payment	E 202-42153-217 Other Operating Supplies	MAR- AMB. SUPPLIES			\$908.00
Invoice					
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b> \$908.00
Refer	15093 BRANDON LEGG				

## Payments

Current Period: APRIL 2023

Cash Payment	E 101-42110-208 Training and Instruction	REIMB- TRAINING MILEAGE/MEAL (4/4-4/13/23)	\$190.61
Invoice			
Cash Payment	E 101-42110-208 Training and Instruction	REIMB- TRAINING MILEAGE/MEAL (4/4-4/13/23)	\$12.23
Invoice			
Transaction Date	4/14/2023	Due 0 Cash	10150
<b>Total</b>			<b>\$202.84</b>
Refer	15094 COORDINATED BUSINESS SYSTE		
Cash Payment	E 101-41400-321 Telephone	FEB- PHONE BILLS	\$219.91
Invoice			
Cash Payment	E 101-42110-321 Telephone	FEB- PHONE BILLS	\$118.46
Invoice			
Cash Payment	E 101-43000-321 Telephone	FEB- PHONE BILLS	\$28.12
Invoice			
Cash Payment	E 202-42153-321 Telephone	FEB- PHONE BILLS	\$56.23
Invoice			
Transaction Date	4/14/2023	Due 0 Cash	10150
<b>Total</b>			<b>\$422.72</b>
Refer	15095 CIRCLE F FARMS		
Cash Payment	E 101-43000-486 Snow Removal	APR. 1st- SNOW REMOVAL	\$1,468.75
Invoice			
Transaction Date	4/14/2023	Due 0 Cash	10150
<b>Total</b>			<b>\$1,468.75</b>
Refer	15096 EZ WASH AND STORAGE		
Cash Payment	E 101-42110-480 Gas & Repair-Police Car	PD- CAR WASH TOKENS	\$200.00
Invoice			
Transaction Date	4/14/2023	Due 0 Cash	10150
<b>Total</b>			<b>\$200.00</b>
Refer	15097 FERGUSON WATERWORKS		
Cash Payment	E 601-49400-394 Meters, Hydrants, Paint	MAR- WATER METERS	\$1,804.16
Invoice			
Transaction Date	4/14/2023	Due 0 Cash	10150
<b>Total</b>			<b>\$1,804.16</b>
Refer	15098 FILLMEUP		
Cash Payment	E 101-42110-480 Gas & Repair-Police Car	MAR- FUEL	\$552.95
Invoice			
Cash Payment	E 101-43000-485 Gas and Repair Miscella	MAR- FUEL	\$524.52
Invoice			
Cash Payment	E 202-42153-485 Gas and Repair Miscella	MAR- FUEL	\$317.43
Invoice			
Transaction Date	4/14/2023	Due 0 Cash	10150
<b>Total</b>			<b>\$1,394.90</b>
Refer	15099 FOREST AWARDS & ENGRAVING		
Cash Payment	E 101-41400-218 Office Expense	NAMEPLATES- K.JANSEN & J.STEINKE	\$32.85
Invoice			
Transaction Date	4/14/2023	Due 0 Cash	10150
<b>Total</b>			<b>\$32.85</b>
Refer	15100 GOPHER STATE ONE CALL		
Cash Payment	E 604-49550-637 Service Locations	MAR- LOCATE TICKETS	\$18.90
Invoice			
Transaction Date	4/14/2023	Due 0 Cash	10150
<b>Total</b>			<b>\$18.90</b>
Refer	15101 HAGGENMILLER LUMBER/SNOW		
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	MAR- SNOW REMOVAL & PD SUPPLIES	\$8.09
Invoice			

## Payments

Current Period: APRIL 2023

Cash Payment Invoice	E 101-43000-486 Snow Removal	MAR- SNOW REMOVAL & PD SUPPLIES				\$252.00
Transaction Date	4/14/2023	Due 0	Cash	10150	Total	\$260.09
Refer	15102 JERRY S HOME QUALITY FOODS					
Cash Payment Invoice	E 101-41400-733 Reimbursible Expense	MAR- STAFF MTG SNACKS & SHOP WATER				\$27.58
Cash Payment Invoice	E 101-43000-210 Operating Supplies	MAR- STAFF MTG SNACKS & SHOP WATER				\$4.90
Transaction Date	4/14/2023	Due 0	Cash	10150	Total	\$32.48
Refer	15103 LANO EQUIPMENT					
Cash Payment Invoice	E 101-43000-485 Gas and Repair Miscella	PW- NH TRACTOR PART				\$62.15
Transaction Date	4/14/2023	Due 0	Cash	10150	Total	\$62.15
Refer	15104 LINDE GAS & EQUIP.					
Cash Payment Invoice	E 202-42153-217 Other Operating Supplies	MAR- AMB. OXYGEN				\$354.40
Transaction Date	4/14/2023	Due 0	Cash	10150	Total	\$354.40
Refer	15105 LOFFLER					
Cash Payment Invoice	E 101-41400-218 Office Expense	MAR- COPIER MAINT (OFFICE, PD, LIB)				\$69.77
Cash Payment Invoice	E 101-42110-218 Office Expense	MAR- COPIER MAINT (OFFICE, PD, LIB)				\$27.82
Cash Payment Invoice	E 101-45500-220 Repair/Maint Supply	MAR- COPIER MAINT (OFFICE, PD, LIB)				\$99.22
Cash Payment Invoice	E 604-49550-218 Office Expense	MAR- COPIER MAINT (OFFICE, PD, LIB)				\$15.00
Transaction Date	4/14/2023	Due 0	Cash	10150	Total	\$211.81
Refer	15106 MATHESON TRI-GAS					
Cash Payment Invoice	E 101-43000-210 Operating Supplies	MAR- SHOP TANK RENTAL & REFILL				\$141.24
Transaction Date	4/14/2023	Due 0	Cash	10150	Total	\$141.24
Refer	15107 MAVERICK AUTOMOTIVE					
Cash Payment Invoice	E 101-42110-430 Miscellaneous	MAR- FUEL & MAINT.				\$50.00
Cash Payment Invoice	E 101-42110-480 Gas & Repair-Police Car	MAR- FUEL & MAINT.				\$164.52
Cash Payment Invoice	E 101-43000-485 Gas and Repair Miscella	MAR- FUEL & MAINT.				\$234.37
Cash Payment Invoice	E 201-42280-485 Gas and Repair Miscella	MAR- FUEL & MAINT.				\$347.69
Cash Payment Invoice	E 202-42153-485 Gas and Repair Miscella	MAR- FUEL & MAINT.				\$368.77
Transaction Date	4/14/2023	Due 0	Cash	10150	Total	\$1,165.35
Refer	15108 MCLEOD COOPERATIVE POWER A					
Cash Payment Invoice	E 604-49550-437 Services-McLeod Coop	MAR- ELEC. MAINT.				\$4,284.00
Cash Payment Invoice	E 604-49550-500 Capital Outlay	MAR- ELEC. MAINT.				\$2,718.46





## Payments

Current Period: APRIL 2023

Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b>	\$7,002.46
Refer	15109 MCLEOD PUBLISHING					
Cash Payment	E 101-41400-351	Legal Notices Publishing	MAR-	PUBLISHING & 2022 BOOK		\$365.40
Invoice						
Cash Payment	E 101-41400-354	Other Print/Binding	MAR-	PUBLISHING & 2022 BOOK		\$144.99
Invoice						
Cash Payment	E 101-41910-351	Legal Notices Publishing	MAR-	PUBLISHING & 2022 BOOK		\$88.00
Invoice						
Cash Payment	E 203-45000-340	Advertising	MAR-	PUBLISHING & 2022 BOOK		\$18.50
Invoice						
Cash Payment	E 201-42280-430	Miscellaneous	MAR-	PUBLISHING & 2022 BOOK		\$206.28
Invoice						
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b>	\$823.17
Refer	15110 MN BUREAU OF CRIMINAL APPRE					
Cash Payment	E 101-42110-208	Training and Instruction	PD	TRAININGS (CAMPBELL)		\$200.00
Invoice						
Cash Payment	E 101-42110-208	Training and Instruction	PD	TRAININGS (CAMPBELL)		\$375.00
Invoice						
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b>	\$575.00
Refer	15111 MN DEPT. OF LABOR AND INDUST					
Cash Payment	E 101-41910-313	Building Official	4th	QTR- STATE BLDG. PERMIT SURCHARGES		\$177.15
Invoice						
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b>	\$177.15
Refer	15112 MN MUNI. POWER AGENCY					
Cash Payment	E 604-49550-389	Electric Energy Purchase	MAR-	ENERGY		\$151,625.29
Invoice						
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b>	\$151,625.29
Refer	15113 MORRIS ELECTRONICS					
Cash Payment	E 101-42110-503	Computers/Software/We	MAR-	PD IT CONTRACT		\$800.00
Invoice						
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b>	\$800.00
Refer	15114 ON-SITE MEDICAL SERVICES, INC.					
Cash Payment	E 201-42280-305	Medical and Dental Fees	FD-	SCBA & FIT TESTING		\$2,640.00
Invoice						
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b>	\$2,640.00
Refer	15115 OTTOMOTIVE TIRE & REPAIR					
Cash Payment	E 101-43000-485	Gas and Repair Miscella	PW-	2021 CHEVY TIRE ROTATION		\$17.95
Invoice						
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b>	\$17.95
Refer	15116 PREMIER LOCATING, INC.					
Cash Payment	E 604-49550-637	Service Locations	FEB-	ELEC. LOCATING		\$442.00
Invoice						
Transaction Date	4/14/2023	Due 0	Cash	10150	<b>Total</b>	\$442.00
Refer	15117 SHIRLEY SLATER-SCHULTE					
Cash Payment	E 101-41400-300	Professional Svcs	INTERIM-	4/3-4/12 CNTRCT + 3/24-4/10 EXTRA		\$3,840.00
Invoice						



## Payments

Current Period: APRIL 2023

Cash Payment Invoice	E 101-41400-300 Professional Svcs	INTERIM- 4/3-4/12 CNTRCT + 3/24-4/10 EXTRA	\$461.78
Cash Payment Invoice	E 101-41400-300 Professional Svcs	INTERIM- 4/3-4/12 CNTRCT + 3/24-4/10 EXTRA	\$1,000.00
Cash Payment Invoice	E 101-41400-300 Professional Svcs	INTERIM- 4/3-4/12 CNTRCT + 3/24-4/10 EXTRA	\$1,040.00
Transaction Date	4/14/2023	Due 0 Cash 10150	<b>Total</b> \$6,341.78
Refer	15118 SIB. COUNTY AUDITOR-TREASUR		
Cash Payment Invoice	E 101-41400-430 Miscellaneous	2023 SPEC. ASSMT MAINT.	\$88.50
Transaction Date	4/14/2023	Due 0 Cash 10150	<b>Total</b> \$88.50
Refer	15119 SIBLEY COUNTY DAC		
Cash Payment Invoice	E 604-49550-218 Office Expense	MAR. 31st UB BILL STUFFING	\$102.90
Transaction Date	4/14/2023	Due 0 Cash 10150	<b>Total</b> \$102.90
Refer	15120 SIBLEY EAST POOL		
Cash Payment Invoice	E 101-45202-736 SE Pool Contribution	2023 POOL CONTRIBUTION (1 YR ONLY)	\$20,000.00
Transaction Date	4/14/2023	Due 0 Cash 10150	<b>Total</b> \$20,000.00
Refer	15121 RETROFIT LIGHTING & DESIGN		
Cash Payment Invoice	E 401-45000-500 Capital Outlay	BAL- EVENT CENTER LIGHTING RETROFIT	\$9,750.00
Transaction Date	4/14/2023	Due 0 Cash 10150	<b>Total</b> \$9,750.00
Refer	15122 ULINE		
Cash Payment Invoice	E 101-43000-210 Operating Supplies	MAR- LIONS CTR SUPPLIES, SHOP PARTS	\$25.50
Cash Payment Invoice	E 101-43000-420 Shop Equipment	MAR- LIONS CTR SUPPLIES, SHOP PARTS	\$445.00
Cash Payment Invoice	E 101-45202-210 Operating Supplies	MAR- LIONS CTR SUPPLIES, SHOP PARTS	\$239.31
Cash Payment Invoice	E 101-45202-220 Repair/Maint Supply	MAR- LIONS CTR SUPPLIES, SHOP PARTS	\$153.00
Transaction Date	4/14/2023	Due 0 Cash 10150	<b>Total</b> \$862.81
Refer	15123 U.S. BANK TRUST NATIONAL ASS		
Cash Payment Invoice	E 601-49300-620 Fiscal Agent s Fees	2022 WATER BOND - ANN. PAYING AGENT FEE	\$500.00
Transaction Date	4/14/2023	Due 0 Cash 10150	<b>Total</b> \$500.00
Refer	15124 WEBER MULTI SERVICES		
Cash Payment Invoice	E 601-49400-395 Repairs-Meters, Hydrant	CHANDLER ST. WATER REPAIRS	\$5,099.00
Cash Payment Invoice	E 601-49400-395 Repairs-Meters, Hydrant	CHANDLER ST. WATER REPAIRS	\$8,521.00
Transaction Date	4/14/2023	Due 0 Cash 10150	<b>Total</b> \$13,620.00
Refer	15125 XCEL ENERGY		
Cash Payment Invoice	E 603-49450-381 Electric & Heat Utilities	MAR- GRN ISLE LIFT STATION ELEC BILL	\$746.70

Payments

Current Period: APRIL 2023

Transaction Date	4/14/2023	Due 0	Cash	10150	Total	\$746.70
Refer	15126 XCEL ENERGY-NSP					
Cash Payment Invoice	E 604-49550-397 Facility Charge			MAR- SUBSTATION FACILITY CHG		\$1,218.72
Transaction Date	4/14/2023	Due 0	Cash	10150	Total	\$1,218.72
Refer	15127 ZEROREZ					
Cash Payment Invoice	E 203-45000-300 Professional Svcs			EVENT CTR TILE & CARPET CLEANING		\$1,695.00
Transaction Date	4/14/2023	Due 0	Cash	10150	Total	\$1,695.00
Refer	15128 ZOLL MEDICAL CORP.					
Cash Payment Invoice	E 202-42153-217 Other Operating Supplies			AMB- SUPPLIES		\$310.50
Transaction Date	4/14/2023	Due 0	Cash	10150	Total	\$310.50

Fund Summary

	10150 Cash
604 Electric Fund	\$161,087.77
603 AGI Sewer Fund	\$1,077.95
601 Water Fund	\$17,282.41
401 Capital Equipment Fund	\$9,750.00
203 Community Center Fund	\$1,778.96
202 Ambulance Fund	\$2,315.33
201 Fire Fund	\$3,220.35
101 General Fund	\$45,091.52
	<u>\$241,604.29</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$241,604.29
Total	<u>\$241,604.29</u>



**ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES**

**March 13TH, 2023, 5:30 PM**

Arlington Event Center – Council Chambers

1. Call Meeting to Order and Pledge of Allegiance
2. **Roll Call- Members**, EDA members Dean Bergersen, Larry Sorenson, Howie Brinkman, Kurt Menk, Tim Kloeckl and Interim City Administrator Shirley Slater-Schulte. City Council member Jeff Matz was present and left at 6:25 p.m. and City Council member Curtis Ling was absent.
3. **Approve the agenda.** Amend the agenda to include, E. Statement from Sibley County Fair Board, F. Tony Hoff – Report from City Attorney, 6A Easement Proposal. Motion made by Larry Sorenson to approve the amended agenda, seconded by Tim Kloeckl. All voting yes. Motion declared passed.
4. **Approval of Minutes of February 13, 2023.** Motion was made to approve the minutes from the February 13, 2023, meeting as presented. Motion made by Dean Bergersen, seconded by Howie Brinkman. All voting yes. Motion declared passed

**Resident at Arlington Meadows**

Jennifer Wolff, resident at Arlington Meadows stated that she had questions about the property that she rented on December 29, 2022 for \$1,600.00 per month for 2 years per a lease that was signed on December 29, 2022, with Siwek. She received a notice today that her rent is being raised next month to \$2,000.00 . She did not know that the property was being sold, she does not have money to move at this time. There are a lot of issues that have not been finished on this property and electrical issued within her unit.

EDA members recommended that she contact an attorney.

Motion was made by EDA Member Larry Sorensen to recommend to the City Council to look into the issues with the residents of Arlington Meadows, seconded by Tim Kloeckl.. All voting yes. Motion declared passed.

## 5 . NEW BUSINESS

- A. Request from Northland Drying** – Matt Nelson and Lee Olmscheid were present and expressed their desire to purchase the 22.18-acre parcel currently owned by the Arlington EDA. Currently, Northland does not have a development set in stone for this tract. Researching possibilities of installing a truck and rail car wash. The tractor/trailer wash would be open to the public and be similar to the tractor/trailer wash in Gaylord. Another possibility is relocation of a trucking firm used to haul Northland Drying product. Both will add jobs to the town.

EDA members discussed the proposal and stated that they are not ready to commit to this proposal at this time.

EDA members would like to have the property appraised when it comes to selling this property.

- B. Request from Shannon Kotask** – EDA Parcel. Staff were contacted by telephone, and he requested to be placed on the agenda regarding the 22.18 acre parcel but did not show up for the meeting.

- C. Discussion regarding Daycare Loan Program** – EDA Chairman Kurt Menk explained that Gwen Scharpe had applied and received a Daycare Loan but never received any of the \$1,000.00. Mrs. Scharpe had notified the EDA requesting that she intends to withdraw the application.

Motion to accept the withdrawal of the Daycare Loan Application for \$1000.00 as submitted by Gwen Scharpe. No dollars have been paid out for this application.

Motion made by Larry Sorenson, seconded by Howie Brinkman. All voting yes. Motion declared passed.

- D. Easement Proposed from Middle Mile Infrastructure** - City of Arlington received a request from Middle Mile Infrastructure for a possible purchase of a perpetual easement for fiber optic communications in Arlington. They are requesting a 120' X 120' easement area (approximately 1/3 of an acre).

EDA would like to know more about this company and whether they are in direct conflict with Nuvera. Staff will contact them for clarification.

**Councilor Jeff Matz left the meeting at 6:25 p.m.**

**E. Statement from Sibley County Fair Board**

Kurt Menk, EDA President stated that he had received a statement from the Sibley County Fair Board that they are interested in obtaining the Tony Hoff property if and when it should become available.

**F. Tony Hoff – Report from City Attorney**

EDA Board members would like to be updated on the Tony Hoff property by the report from the City Attorney Janssen.

**G. Direct and Board Comments**

EDA President Kurt Menk reported the Good Morning Arlington will be held at the Phyllis Building, 7 a.m. to 9 a.m., March 17, 2023, everyone is invited.

Motion was made by Howie Brinkman and a second followed by Dean Bergersen to adjourn the meeting at 6:50 p.m. All voting yes. Motion carried.

\_\_\_\_\_  
Kurt Menk, EDA President

Attest: Shirley Slater-Schulte  
Shirley Slater-Schulte, Interim City Administrator





**ARLINGTON CITY COUNCIL  
MEETING MINUTES  
April 3, 2023, AT 6:30 PM  
COUNCIL CHAMBERS**

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

- 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** – Mayor Matt Scharpe, Councilor Dave Meyer, Councilor John Thomes, Councilor Jeff Matz, Councilor Curtis Ling and Councilor Christina Litfin.

Staff Present: Interim City Administrator Shirley Slater-Schulte, Library Director Andy Kelton, Public Works Kirby Weckworth, Ambulance Manager Jaime Weikle and Building Inspector Darin Haslip.

Guests Present – Curt Reetz, Kim Quast, and Amy Berger

- 3. Approve the Agenda and any Agenda Additions** – Councilor Thomes introduced a motion to removed item #21 regarding the smell at Northland Drying and approve the agenda as amended, seconded by Councilor Ling. All voting yes. Motion declared passed.

4. **Citizens Addressing the Council** – Lisa Pasvogel, in the past had requested that the city attorney research options for the City Council to consider when there are multiple complaints. Northland Drying is a LLC, Pasvogel questioned who would receive a nuisance ticket in the future. She stated concerns about the smell and no cover for the pit at Northland Drying.

Kim Quest, 301 E. Brook Street, resident of Arlington, stated she thinks enough time has passed, we are in the 4<sup>th</sup> month since Mayor Scharpe took office. It is inexcusable and unconstitutional that Mayor Scharpe continues to violate his oath of office continually. Our City Charter states, “all powers of the city, unless otherwise specifically provided by this Charter, shall be exercised by the council or under its direction”. At the last city council, meeting the mayor read a statement that said “that events in the past have created mistrust in City government and in our community. It will take some time to regain that trust and bring our community back together.” It starts with you, Mayor Scharpe, enough of the excuses. The excuse in January was that you were learning your new role when you were in violation. You have made decisions that you had no authority to make, such like hiring an individual for the Township Fire and Ambulance Reports and violated Open Meeting Law. You don’t seem to understand your own government chain of command or your City Charter. After reviewing tonight’s full agenda packet reading that Mayor Scharpe has informed our Interim’s Administrator Shirley that our new Administrator will need 2 days of on boarding and training, proved yet again he is making decisions without council, who has the authority.

Shirley has been a great asset to the community by bringing transparency and opening the lines of communication when things have been in turmoil. The time is now Mayor Scharpe, and it starts with you. You need to ask, within your scope of Mayor and our own City Charter. Mayor Scharpe, you need to be ethical and transparent with your council and your community. I have confidence in our City Council that you will extend Shirley’s contract to make a smooth transition for the on-boarding of our administrator more than a 2-day transition period. Thank you.

Mayor Scharpe stated that he would like to ask Kim Quest some questions later in the meeting.

#### **CONSENT AGENDA**

5. Approval of Consent Agenda
- A) Approval of Bills
  - B) March 7, 2023, Special Council Meeting Minutes
  - C) March 16, 2023, Personnel/Employee Relations Committee Meeting Minutes
  - D) March 20, 2023, City Council Meeting Minutes
  - E) March 21, 2023, City Council Workshop Meeting Minutes

Motion made by Councilor Meyer, seconded by Councilor Thomes for the approval of the Consent Agenda. All voting yes. Motion declared passed.

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

6. March 13, 2023, EDA Meeting Minutes- to be resubmitted when approved by EDA Board.

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

7. **March Ambulance Report- Jaime Weikle** reported that the local ambulance service recently received a reimbursement grant for up to \$500.00 from the Southern Minnesota EMS for variance training. Weikle also reported that the ambulance service is waiting for word on a possible grant from the McLeod Power Cooperative. Weikle announced that she recently completed CPR and first aid instructor training. She is now certified to instruct classes in the community. The ambulance Manager will be bringing food over for National Telecommunicators Week (April 9-15) to show our appreciation to Sibley County Dispatch. Ambulance Service is planning events for EMS Week May 21<sup>st</sup>-27<sup>th</sup>. Weikle attended the MAA Stars of Life Banquet honoring select EMS personnel for their excellence and attended the MAA board meeting.
8. **March Library Report-Library Director Andy Kelton** reported that the library sponsored a Puzzle Match game, had 6 teams, first team completed a 500-piece puzzle in 1 hr. and 9 minutes. Last week the library sponsored "Farm Day" and Kelton brought animals from his farm which included a goat, a chicken, cats, turtles and 3 bunnies. Approximately, 30 people attended this event. Met with other Sibley County Library Directors to complete the annual report to the state, this is the last year for that report. Attended a reading event and read the book 5 times to different classes. Basement repair will begin as soon as the company receives their 10% down payment which has been included in the payment of claims approved this evening. New software has been installed and is working well. Started planning the reading program for the 2023 Summer Program and last year's reading program was very successful. Reported that 1,306 items were checked out of the library for March 2023 and 1,312 people visited the library during March.
9. **March Public Works Report- Public Works Supervisor Kirby Weckworth** reported that we had two snowfalls during March, working on removal of snow and the new loader is working great. Staff has been working on cleaning and maintenance. Roads will be closed for cool patching and staff will be working on street sweeping. Resolution regarding the Overlay Project will be placed on the next agenda.

- Approve Request for Repair of Street Sweeper in the amount of \$18,212.07.

Councilor Thomes introduced a motion to approve the request for the repair of the Street Sweeper in the amount of \$18,212.07, Councilor Matz seconded this motion. All voting yes. Motion declared passed.

#### **10. Interim City Administrator Update- Shirley Slater-Schulte**

- Approval of extra hours worked. Interim Slater-Schulte explained the extra hours worked, requested approval by the council.

Councilor Thomes introduced a motion to approve the request for payment of an additional 12.50 hours for a total cost of \$1,000.00, seconded by Councilor Ling. All voting yes. Motion declared passed.

- Update on Pay Equity Report – Report has been corrected and submitted.
- Update on DEED Meeting- Staff met with the DEED Staff to review what items need to be submitted for the DEED Grant No: RDGP-21-0019-o-FY22 – Former Seneca Building Project
- Notice of Contract Termination – Interim Slater-Schulte gave Notice of Contract Termination and waived the 30-day notice. She explained that she would be available as needed.

11. Attorney Janssen was not present.

#### **12. Building Inspector Report-Darin Haslip Building Inspector**

- Siwek Project Inspections
- Updated the City Council on the possibility of sharing information through a GIS program for city staff.

### **ORDINANCES AND RESOLUTIONS**

#### **13. Resolution 16-2023 RESOLUTION AMENDING THE PLAN, POSITION CLASSIFICATION ASSIGNMENT TABLE AND PAY GRID EFFECTIVE JANUARY 1, 2023.**

Councilor Liftin introduced Resolution 16-2023 amending the Plan, Position Classification Assignment Table and Pay Grid as presented, seconded by Councilor Thomes. Roll Call vote as follows: Councilor Ling, Councilor Matz, Councilor Litfin, Councilor Thomes and Council Meyer. Nays: None. Resolution declared passed.

**14. Resolution 17-2023 RESOLUTION APPROVING THE APPLICATION FOR A  
LAWFUL GAMBLING PERMIT OR RIDGEVIEW-ARLINGTON CAMPUS**

Councilor Meyer introduced Resolution 17-2023 approving the application for a lawful gambling permit for Ridgeview – Arlington Campus, seconded by Councilor Thomes. Roll call vote as follows: Councilor Matz, Councilor Thomes, Councilor Meyer, Councilor Litfin and Councilor Ling. Nays: None. Resolution declared passed.

**15. Resolution 18-2023 RESOLUTION ACCEPTING A DONATION AND  
DESIGNATING ITS USE**

Councilor Thomes introduced Resolution 18-2023 accepting a donation and designating its use., seconded by Councilor Matz. Roll call vote as follows: Councilor Thomes, Councilor Matz, Councilor Ling, Council Litfin and Councilor Meyer. Nays: None. Resolution declared passed.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**16. Update on Swimming Pool-Pool Manager Pam Roth-** Ms. Roth gave an updated report stating that 837 people have used the pool during the first three months of the year. Sold a total of 43 passes this year, took in over \$7, 327 during the first quarter of the year. Roth stated that she is still working to increase the number of lifeguards and will be hosting another lifeguard certification class at the end of April. Roth stated that attendance has been great, and they are planning summer classes. There are a few challenges like the pool heater is not working. The City Council thanked her for the report.

**17. Approve Professional Services Agreement with Dave Berg Consulting, LLC for  
Electrical Cost-of-Service Study**

City Council stated they had already approved this agreement earlier in the year.

**18. Approve Lease Agreement with Nuvera Communications, Inc. for Hut Site**

Councilor Thomes introduced a motion to have the Planning and Zoning Commission review the lease agreement as presented by Nuvera Communication, Inc., seconded by Councilor Matz. All voting ayes. Motion declared passed.

**19. Approve Paint Quote from CertaPro Painters to Paint the Event Center for  
\$9004.00**

- CertaPro Painters- \$9004.00
- Nick Slavick-\$15,681.75

Councilor Meyer introduced a motion to approve the paint quote from CertaPro Painters for the Event Center in the amount of \$9,004.00, seconded by Councilor Thomes. All voting ayes. Motion declared passed.

**20. Approve Pay Request No. 12 from Gridor Construction for \$6,365.00**

Council Ling introduced a motion to approve Pay Request No. 12 from Gridor Construction in the amount of \$6,365.00, seconded by Councilor Litfin. All voting ayes. Motion declared passed.

**21. Discussion on Northland Drying Smell Mitigation**

This item was removed from the agenda at the beginning of the meeting.

**22. Deadline for Northland Drying to have Pit Covered**

Staff to check with Planning Commission regarding the permit for Northland Drying. Darin Haslip, Building Inspector has not been contacted regarding the Pit Covering.

**MISCELLANEOUS BUSINESS**

Kim Quast had read a statement into the minutes and Mayor Scharpe had questions regarding her statement regarding his leadership.

**ADJOURNMENT**

Councilor Thomes introduced a motion to adjourn at 7:37 p.m., seconded by Councilor Meyer. All voting ayes. Motion declared passed.

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Mayor Matthew Scharpe

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City Administrator Jessica Steinke



- 9) Location or locations where it is proposed the activities will be conducted: \_\_\_\_\_  
Arlington Event Center, 204 Shamrock Dr., Arlington, MN. Outside on the SW corner of the  
Event Center.
- 10) Source of supply of goods or property proposed to be sold: Sysco Foods
- 11) Other communities where licenses are or have been held: A-Town is owned by Craig & Linnea  
Bullert who also own Chef Craigs catering. They cater in all of the surrounding areas of Arlington.
- 12) List below as to whether the applicant and/or owner of the business has been convicted of any crime, the nature of any such offense and the penalty assessed: (NOTE: traffic convictions and petty misdemeanor convictions need not be listed)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- 13) If a vehicle is to be used, a description of the same together with license number or other means of identification, and the insurance company name and policy number under which said vehicle is insured:
- They will be using Chef Craigs portable grill, also used in his catering service.
- \_\_\_\_\_
- \_\_\_\_\_
- 14) A statement of the nature, character and quality of the goods, wares or merchandise to be sold or offered for sale by applicant, and whether the same are proposed to be sold from stock in possession or by sample, at auction, by direct sale or by taking orders for future delivery.
- 15) A brief statement of the nature, character and content of the advertising done or proposed to be done in order to attract customers (samples may be requested).
- 16) If acting as agent or employee of another, credentials from the person or business entity for which the applicant proposes to do business, authorizing the applicant to act as such agent or employee.
- 17) A detailed description of the warranty, if any, as to fitness for the intended purpose of the goods to be sold, as such warranty is intended by the Uniform Commercial Code, together with a detailed description of the means by which persons seeking to enforce such warranty may do so, including name, addresses and agents for service of process of all businesses in the chain of products liability.



18) The names, residences and business addresses of three (3) persons, residents of the State of Minnesota of good moral character, not related to the Applicant or financially interested in the licensee's premises who may be referred to as the Applicant's character or in the case where information is required of a manager, the manager's character:

Chef Craig and A-Town Tavern are licensed with the State of Minnesota

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19) The City of Arlington reserves the right to require a bond in an appropriate amount as determined by the City from time to time to protect the public.

20) The Applicant is put on notice that the Applicant must also comply with all other government regulations and licensing requirements appropriate to the Applicant's business, including but not limited any state business licenses, health inspection certificates, income and sales tax and workers compensation insurance coverage.

21) In order to permit sufficient time for the verification of the information required by this application, the city reserves the right to take up to seven full business days to determine whether it will grant the requested permit. The seven business days will begin with the day next following the day that the applicant has provided a full application package to the city office and the required application fees.

22) The license application fee shall be \$\_\_\_\_\_. If the city grants the requested permit, this entire fee shall be retained by the city. If the city rejects the permit application, the city shall refund \$\_\_\_\_\_ to the applicant, retaining the remaining \$\_\_\_\_\_ to defray the city cost in processing and investigating the application.

23) If a permit is granted, the permit shall be valid during the period of time noted at paragraph 8 above. The city shall not refund any part of a permit fee for a permit that has been issued, even though the applicant does not conduct the activities due to weather, accident or any other cause whatsoever.

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and that the giving of false information or the failure to give pertinent information constitutes cause for revocation of this permit. Further, I agree to comply with all the provisions of Ordinance No. 198 under which this license is granted.

Applicant's Signature: Felicia Brockoff Cancer Cruise organizer

Date: 04/12/2023

**CITY ACTION**

- Permit Denied
- Permit Approved
- Permit Approved with following conditions:

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Dated: \_\_\_\_\_

City of Arlington:

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It's \_\_\_\_\_



**ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES**

**April 10, 2023, 5:30 PM**

Arlington Event Center– Council Chambers

1. Call Meeting to Order and Pledge of Allegiance
2. **Roll Call- Members:** EDA members Dean Bergersen, Larry Sorenson, Howard Brinkman, Kurt Menk, Tim Kloeckl, City Administrator Jessica Steinke and Interim City Administrator Shirley Slater-Schulte. City Council member Curtis Ling was present. City Council member Jeff Matz was absent.

Guest Present - Mayor Matt Scharpe and Ryan Frazie with LTS Technical Services

3. **Approve the agenda:** Member Dean Bergersen introduced a motion to approve the agenda as presented, seconded by Member Larry Sorenson. All voting yes. Motion declared passed.
4. **Approval of Minutes of March 13th, 2023:** Member Howard Brinkman introduced a motion to approve the minutes from the March 13<sup>th</sup>, 2023, meeting as presented, seconded by Member Dean Bergersen. All voting yes. Motion declared passed

**5. NEW BUSINESS**

**A. REVIEW OF NUVERA’S REQUEST FOR FIBER BUILD EASEMENT**

Interim City Administrator, Slater-Schulte reported that 2 representatives from Nuvera were present at the last City Council meeting and presented a proposed lease, which is to be reviewed by the Planning Commission and City Attorney Kenneth Janssen.

**B. EASEMENT PROPOSAL FROM MIDDLE MILE INFRASTRUCTURE**

Ryan Frazir, Site Acquisition Specialist with LTS Managed Technical Services presented a request from Middle Mile Infrastructure to purchase a perpetual easement for installation of fiber optic in Arlington. They are requesting a 120' X 120" easement area (approximately 1/3 of an acre) to be located on property presented owned by the Arlington EDA located at County Road #9 and State Highway #5. LTS has offered \$60,000.00 for the purchase of this easement.

Also, presented a Confirmation Letter – Option for Grant of Right-of-Way and Easement to be reviewed by City Attorney Jannsen and forwarded to the City Council for their review and adoption.

Members Kurt Menk and Howard Brinkman stated that this money should be placed in the EDA Revenue Budget and staff to create a line-item within the budget for this revenue.

**6. INTERIM CITY ADMINISTRATOR UPDATES AND INTRODUCTION OF CITY ADMINISTRATOR JESSICA STEINKE.**

Interim City Administrator Slater-Schulte updated the EDA on the reporting that is in progress for the Seneca/Data Metalcraft project, update on Arlington Meadows – Siwek Villas.

Interim City Administrator Slater-Schulte thanked each EDA Member for all of their participation and help during her time with the City of Arlington. The members all thanked Slater-Schulte for her help also.

Interim City Administrator Slater-Schulte introduced the newly appointed City Administrator Jessica Steinke and the EDA members welcomed her and offered their help and knowledge if and when needed.

EDA requested staff to provide an update at the next EDA meeting on the following items:

- Amba Homes
- Seneca/Data Metalcraft
- EDA Budget Updates
- Review Financial Reports for February & March 2023

**7. DIRECTOR AND BOARD UPDATES**

EDA President Kurt Menk will contact State Representative Bobbie Harder for an update on state funding for County Road #166.

EDA Member Tim Kloeckl introduced a motion to adjourn the meeting at 6:33 p.m., seconded by Member Curtis Ling. All voting yes. Motion carried.

\_\_\_\_\_  
Kurt Menk, EDA President

Attest: \_\_\_\_\_

Jessica Steinke, City Administrator

ARLINGTON ECONOMIC DEVELOPMENT AUTHORITY

Financial Report

As of February 28, 2023

**General Fund:**

<b>Econ. Develop. Dept.</b>	<u>Annual Budget</u>	<u>Expenses for February</u>	<u>YTD Exp. as of Feb. 28</u>	<u>Budget Balance</u>	<u>%</u>
Other Pay (Per Diems)	1,250.00	0.00	0.00	1,250.00	0.0%
Wages & Benefits	0.00	0.00	0.00	0.00	#DIV/0!
Prof. Services	23,000.00	1,237.50	2,268.75	20,731.25	
Legal	750.00	0.00	100.00	650.00	13.3%
Postage/Printing/Advertising	1,000.00	0.00	0.00	1,000.00	0.0%
Other/Office/Phone	1,820.00	0.00	0.00	1,820.00	0.0%
Reimbursible Exp.	0.00	0.00	0.00	0.00	0.0%
<b>Econ. Dev. Dept. Total:</b>	<b>\$27,820.00</b>	<b>\$1,237.50</b>	<b>\$2,368.75</b>	<b>\$25,451.25</b>	<b>8.5%</b>

**Capital Equipment Fund #401**

Capital Outlay - EDA	\$0.00	\$0.00	\$0.00	0.00
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**EDA Fund #410**

Beginning Balance	January 1, 2023	4,541.02
+ Interest		14.42
<b>Ending Balance</b>	<b>February 28, 2023</b>	<b>\$4,555.44</b>

<b>Special EDA Funds #204</b>	Allocation	Loans		YTD Loan	YTD Fund	Actual Fund
		Outstanding	Balance	Interest Received	Interest Earned	Balance
RRR Loan & Subsidy (See below)	\$155,264.82	\$80,250.00	\$75,014.82	0.00	\$288.29	\$75,303.11
Façade & Sign Imp.Loans (See below)	\$24,329.33	\$4,038.22	\$20,291.11	0.00	\$77.98	\$20,369.09
Child Care Loans (See below)	\$3,284.21	\$1,000.00	\$2,284.21	0.00	\$8.78	\$2,292.99
Property Development Fund	\$5,885.49		\$14,084.49	0.00	\$31.21	\$14,115.70
+ Land Rent	\$9,129.00					
+ Land sale	\$0.00					
+ Demo Deposit (419 W. Main)	\$0.00					
- Professional Services	-\$200.00					
- Property Taxes	\$0.00					
- Land advertising	-\$730.00					
<b>Totals:</b>	<b>\$188,763.85</b>	<b>\$85,288.22</b>	<b>\$111,674.63</b>	<b>\$0.00</b>	<b>\$406.26</b>	<b>\$112,080.89</b>

**Revolving Loan Fund #205**

( see detail below)	\$180,584.91	\$107,716.59	\$72,868.32	\$378.20	\$310.28	\$73,556.80
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**Individual Loan Detail**

Original Loan Amount	Outstanding Principal Amount
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**#204 Special EDA Funds Detail**

**R-R-R Loan Program:**

<b>\$0.00</b>	<b>\$0.00</b>
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**Business Subsidy**

Scott Equipment Co.	\$40,000.00	\$40,000.00
Forgivable after 5 years	Mar-20	
Data Metalcraft (Grant Matches)	\$40,250.00	\$40,250.00
Forgivable after 5 years	Oct-22	
<b>\$80,250.00</b>	<b>\$80,250.00</b>	

**Facade Improvements:**

<b>\$0.00</b>	<b>\$0.00</b>
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**Sign Loan Program:**

Fredin Construction	\$150.22	\$150.22
Forgivable after 3 years	May-20	
Arlington Animal Clinic	\$1,000.00	\$1,000.00
Forgivable after 3 years	Jun-20	
Lindsay Sjostrom	\$837.50	\$837.50
Forgivable after 3 years	Jul-20	
Hip Hop Shop (Allison)	\$405.00	\$405.00
Forgivable after 3 years	Jan-21	
Who's On 1st (Hartman)	\$354.50	\$354.50
Forgivable after 3 years	Jan-21	
Grand K, LLC	\$1,000.00	\$1,000.00
Forgivable after 3 years	Apr-21	
Kellie Meixl	\$291.00	\$291.00
Forgivable after 3 years	Jan-22	
<b>\$4,038.22</b>	<b>\$4,038.22</b>	

**Child Care Providers:**

Mackenzie Ruether	\$1,000.00	\$1,000.00
Forgivable after 1 year	Add'l Oct-22	
<b>\$1,000.00</b>	<b>\$1,000.00</b>	

**#205 Revolving Loan Fund Detail**

Bullert Hospitality Group	\$60,000.00	\$47,111.59
4.75 %-10 Years	Apr-20	
DataMetalcraft, Inc (Grant Matches)	\$20,355.00	\$20,355.00
Forgivable after 5 years	Apr-22	
DataMetalcraft, Inc (Grant Matches)	\$40,250.00	\$40,250.00
Forgivable after 5 years	Oct-22	
<b>TOTAL</b>	<b>\$120,605.00</b>	<b>\$107,716.59</b>

ARLINGTON ECONOMIC DEVELOPMENT AUTHORITY

Financial Report

As of March 31, 2023

**General Fund:**

**Econ. Develop. Dept.**

	<u>Annual Budget</u>	<u>Expenses for March</u>	<u>YTD Exp. as of Mar. 31</u>	<u>Budget Balance</u>	<u>%</u>
Other Pay (Per Diems)	1,250.00	0.00	0.00	1,250.00	0.0%
Wages & Benefits	0.00	0.00	0.00	0.00	0.0%
Prof. Services	23,000.00	0.00	2,268.75	20,731.25	9.9%
Legal	750.00	0.00	100.00	650.00	13.3%
Postage/Printing/Advertising	1,000.00	0.00	0.00	1,000.00	0.0%
Other/Office/Phone	1,820.00	0.00	0.00	1,820.00	0.0%
Reimbursible Exp.	0.00	0.00	0.00	0.00	0.0%
<b>Econ. Dev. Dept. Total:</b>	<b>\$27,820.00</b>	<b>\$0.00</b>	<b>\$2,368.75</b>	<b>\$25,451.25</b>	<b>8.5%</b>

**Capital Equipment Fund #401**

Capital Outlay - EDA	\$0.00	\$0.00	\$0.00	0.00
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**EDA Fund #410**

Beginning Balance	January 1, 2023	4,541.02
+ Interest		22.22
<b>Ending Balance</b>	<b>March 31, 2023</b>	<b>\$4,563.24</b>

**Special EDA Funds #204**

	<u>Allocation</u>	<u>Loans Outstanding</u>	<u>Balance</u>	<u>YTD Loan Interest Received</u>	<u>YTD Fund Interest Earned</u>	<u>Actual Fund Balance</u>
RRR Loan & Subsidy (See below)	\$155,264.82	\$80,250.00	\$75,014.82	0.00	\$431.20	\$75,446.02
Facade & Sign Imp. Loans (See below)	\$24,329.33	\$4,038.22	\$20,291.11	0.00	\$116.63	\$20,407.74
Child Care Loans (See below)	\$3,284.21	\$1,000.00	\$2,284.21	0.00	\$13.13	\$2,297.34
Property Development Fund	\$5,885.49		\$13,973.49	0.00	\$57.79	\$14,031.28
+ Land Rent	\$9,129.00					
+ Land sale	\$0.00					
+ Demo Deposit (419 W. Main)	\$0.00					
- Professional Services	-\$311.00					
- Property Taxes	\$0.00					
- Land advertising	-\$730.00					
<b>Totals:</b>	<b>\$188,763.85</b>	<b>\$85,288.22</b>	<b>\$111,563.63</b>	<b>\$0.00</b>	<b>\$618.75</b>	<b>\$112,182.38</b>

**Revolving Loan Fund #205**

( see detail below)	\$180,584.91	\$107,273.98	\$73,310.93	\$564.68	\$465.68	\$74,341.29
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**Individual Loan Detail**

	<u>Original Loan Amount</u>	<u>Outstanding Principal Amount</u>
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**#204 Special EDA Funds Detail**

R-R-R Loan Program:

	<b>\$0.00</b>	<b>\$0.00</b>
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Business Subsidy

Scott Equipment Co.	\$40,000.00	\$40,000.00
Forgivable after 5 years	Mar-20	
Data Metalcraft (Grant Matches)	\$40,250.00	\$40,250.00
Forgivable after 5 years	Oct-22	
	<b>\$80,250.00</b>	<b>\$80,250.00</b>

Facade Improvements:

	<b>\$0.00</b>	<b>\$0.00</b>
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Sign Loan Program:

Fredin Construction	\$150.22	\$150.22
Forgivable after 3 years	May-20	
Arlington Animal Clinic	\$1,000.00	\$1,000.00
Forgivable after 3 years	Jun-20	
Lindsay Sjostrom	\$837.50	\$837.50
Forgivable after 3 years	Jul-20	
Hip Hop Shop (Allison)	\$405.00	\$405.00
Forgivable after 3 years	Jan-21	
Who's On 1st (Hartman)	\$354.50	\$354.50
Forgivable after 3 years	Jan-21	
Grand K, LLC	\$1,000.00	\$1,000.00
Forgivable after 3 years	Apr-21	
Kellie Meixl	\$291.00	\$291.00
Forgivable after 3 years	Jan-22	
	<b>\$4,038.22</b>	<b>\$4,038.22</b>

Child Care Providers:

Mackenzie Ruether	July-22	\$1,000.00	\$1,000.00
Forgivable after 1 year	Add'l Oct-22		
		<b>\$1,000.00</b>	<b>\$1,000.00</b>

**#205 Revolving Loan Fund Detail**

Bullert Hospitality Group	\$60,000.00	\$46,668.98
4.75 %-10 Years	Apr-20	
DataMetalcraft, Inc (Grant Matches)	\$20,355.00	\$20,355.00
Forgivable after 5 years	Apr-22	
DataMetalcraft, Inc (Grant Matches)	\$40,250.00	\$40,250.00
Forgivable after 5 years	Oct-22	
<b>TOTAL</b>	<b>\$120,605.00</b>	<b>\$107,273.98</b>



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## **MARCH 2023 – 402 Recorded ICR's**

Traffic Stops	130
Business/Door Checks	77
Directed Patrol/Traffic Detail	41
Park Checks	23
Agency Assist	22
Residence Watch	19
Medical Calls	8
Suspicious Activity	8
OFP/HRO Violation	7
Public Assist	7
Civil Matters	7
Informational	6
911 Hang-up	5
Juvenile Trouble/Truancy	4
Apartment Checks	4
Ordinance/Parking Violations	4
Property Damage	3
Child Protection/Custody	3
Accidents	3
School Patrols	3
Theft	2
Animal Calls	2
Public Relations/School Event	2
Found Property	2
Suicidal Calls	2
Harassment Complaint	1
Driving Complaint	1
Threats	1
Welfare Checks	1
Fight in Progress	1
Adult Protection	1
Domestic	1
VOR	1

Glenn Gerads #301  
Chief of Police





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## **MARCH 2023**

### **3-1-23**

- Apartment Check – 700 Block Chestnut Dr.
- Apartment Check – 400 Block W. Elgin St.
- Business Check – 600 Block W. Chandler St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection E. Main St. & 3<sup>rd</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Chandler St.
- 911 Hangup – 800 Block W. Chandler St.
- Traffic Stop – Intersection E. Alden St. & 4<sup>th</sup> Ave.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- 911 Hangup – 300 Block E. Main St. (SO)

### **3-2-23**

- 911 Hangup – 200 Block Shamrock Dr.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Henderson Rd. & 1<sup>st</sup> Ave. S.
- Suspicious Activity – 400 Block E. Adams St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. NE & Hwy 5
- Residence Watch – 300 Block Frenzel Dr.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection W. Main St. & 411<sup>th</sup> Ave.

### **3-3-23**

- Suspicious Activity/Agency Assist – 400 Block E. Elmwood St.
- Business Check – 200 Block Shamrock Dr.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Traffic Stop – 200 Block W. Main St.
- Directed Patrol/Traffic Detail – Intersection 411<sup>th</sup> Ave. & W. Chandler St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Brooks St.



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- Child Protection – 600 Block E. Brooks St.
- Directed Patrol/Traffic Detail – Intersection 8<sup>th</sup> Ave. & W. Chandler St.
- Directed Patrol/Traffic Detail – 400 Block W. Alden St.
- Traffic Stop – Intersection – Intersection Hwy 5 & W. Chandler St.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Business Check – 500 Block W. Main St.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4<sup>th</sup> Ave. SE
- Park Check – 600 Block W. Baker St.
- Business Check – 23100 Block 401<sup>st</sup> Ave.

### 3-4-23

- Business Check – 600 Block W. Chandler St.
- Directed Patrol/Traffic Detail – Intersection Hwy 5 & W. Main St.
- Directed Patrol/Traffic Detail – Intersection 8<sup>th</sup> Ave. NW & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Directed Patrol/Traffic Detail – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4<sup>th</sup> Ave. SE
- Traffic Stop – 100 Block 1<sup>st</sup> Ave. N.
- Traffic Stop – Intersection W. Main St. & 2<sup>nd</sup> Ave. NW
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Traffic Stop – Intersection W. Chandler St. & 8<sup>th</sup> Ave. NW
- Directed Patrol/Traffic Detail – Intersection Hwy 5 & W. Alden St.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.

### 3-5-23

- Directed Patrol/Traffic Detail – 400 Block E. Adams St.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Directed Patrol/Traffic Detail – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Directed Patrol/Traffic Detail – 400 Block W. Alden St.
- Directed Patrol/Traffic Detail – Intersection 8<sup>th</sup> Ave. NW & W. Chandler St.
- Parking Violation – 100 Block Henderson Rd.
- Directed Patrol/Traffic Detail – Intersection 4<sup>th</sup> Ave. & E. Main St.
- Business Check – 500 Block W. Main St.
- Directed Patrol/Traffic Detail – Intersection Hwy 5 & W. Main St.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4<sup>th</sup> Ave. SE



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- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- VOR – Intersection Hwy 5 & Adams St. (SO)
- Agency Assist/Public Assist – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 100 Block 1<sup>st</sup> Ave. N.

## 3-6-23

- Agency Assist – 500 Block E. Elmwood St.
- Parking Violation – 300 Block W. Main St.
- Business Check – 600 Block W. Chandler St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Residence Watch – 300 Block Frenzel Dr.

## 3-7-23

- Directed Patrol/Traffic Detail – 400 Block W. Alden St.
- Business Check - 300 Block W. Main St.
- Property Damage – 700 Block W. Brooks St.
- Civil Matter – 600 Block W. Adams St.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Suspicious Activity – 200 Block W. Main St.
- Agency Assist/Traffic Stop – Intersection W. Brooks St. & Hwy 5 (SO)
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.

## 3-8-23

- Animal Call – Intersection W. Douglas St. & Hwy 5
- Welfare Check/Agency Assist – 500 Block W. Baker St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 200 Block Shamrock Dr.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Directed Patrol/Traffic Detail – Intersection 8<sup>th</sup> Ave. NW & W. Chandler St.
- Civil Matter – 700 Block W. Main St.
- OFP Violation – 700 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave. NW
- Directed Patrol/Traffic Detail – 400 Block E. Adams St.



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- Public Assist – 300 Block W. Main St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Residence Watch – 300 Block Frenzel Dr.
- Residence Watch – 400 Block W. Alden St.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Business Check – 600 Block W. Chandler St.

### 3-9-23

- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 9 (SO)
- OFP Violation – 700 Block W. Chandler St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Directed Patrol/Traffic Detail – 400 Block E. Adams St.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4<sup>th</sup> Ave. SE
- Residence Watch – 400 Block W. Alden St.
- OFP Violation – 700 Block W. Chandler St.
- Residence Watch – 300 Block Frenzel Dr.
- School Event/Public Relations/Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Business Check – 500 Block W. Main St.
- Civil Matter – 700 Block W. Main St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Directed Patrol/Traffic Detail – Intersection 411<sup>th</sup> Ave. & W. Brooks St.
- Fight in Progress/Agency Assist – 100 Block E. Main St.
- Directed Patrol/Traffic Detail – 400 Block E. Adams St.

### 3-10-23

- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Brooks St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Juvenile Trouble – 200 Block 3<sup>rd</sup> Ave. NW
- Agency Assist – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Traffic Stop – Intersection Freedom Dr. & Henderson Rd.
- Directed Patrol/Traffic Detail – 400 Block E. Adams St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & Hwy 5
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Traffic Stop – Intersection 7<sup>th</sup> Ave. NW & Lynch St.



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- Business Check – 500 Block W. Main St.
- Residence Watch – 300 Block Frenzel Dr.
- Business Check – 800 Block W. Chandler St.
- Business Check – 600 Block W. Chandler St.

### **3-11-23**

- Traffic Stop – Intersection 4<sup>th</sup> Ave. NE & E. Brooks St.
- Agency Assist/911 Hangup – 600 Block W. Brooks St. (SO)
- Medical Call/Agency Assist – 200 Block 7<sup>th</sup> Ave. SW (SO)
- Suspicious Activity – 700 Block Marion Dr. (SO)
- Traffic Stop – Intersection Henderson Rd. & Cty. Rd. 17
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Property Damage – 400 Block W. Brooks St.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & Chestnut Dr.
- Business Check – 300 Block W. Main St.
- Directed Patrol/Traffic Detail – 400 Block E. Main St.

### **3-12-23**

- Residence Watch – 300 Block Frenzel Dr.
- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Business Check – 500 Block W. Main St.
- Traffic Stop – Intersection Circle Ln. & Cty. Rd. 17
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave. NW
- Directed Patrol/Traffic Detail – 400 Block E. Adams St.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Stop – 23200 Block 401<sup>st</sup> Ave.
- Business Check – 800 Block W. Chandler St.
- Directed Patrol/Traffic Detail – 700 Block W. Chandler St.
- OFP Violation – 700 Block W. Chandler St.
- OFP Violation/Agency Assist – 700 Block W. Chandler St.

### **3-13-23**

- Ordinance Violation – 300 Block E. Brooks St.
- OFP Violation – 700 Block W. Chandler St.
- Civil Matter – 500 Block W. Main St.



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- Directed Patrol/Traffic Detail – Intersection 8<sup>th</sup> Ave. NW & W. Chandler St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Directed Patrol/Traffic Detail – Intersection Hwy 5 & 2<sup>nd</sup> Ave. NW
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Directed Patrol/Traffic Detail – 700 Block W. Chandler St.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Directed Patrol/Traffic Detail – Intersection Hwy 5 & W. Main St.

### 3-14-23

- Medical Call/Agency Assist – 600 Block Marion Dr.
- Property Damage – 800 Block W. Chandler St.
- Directed Patrol/Traffic Detail – 400 Block E. Adams St.
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 12
- Traffic Stop – 100 Block 5<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Agency Assist/Narcotic Sale/Possession – 700 Block Marion Dr.
- Suicidal/Agency Assist – 200 Block 7<sup>th</sup> Ave. SW
- Business Check – 300 Block W. Main St.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.

### 3-15-23

- Business Check – 500 Block W. Main St.
- Residence Watch – 400 Block W. Brooks St.
- Residence Watch – 700 Block W. Chandler St.
- Business Check – 600 Block W. Chandler St.
- Medical Call/Agency Assist – 800 Block W. Main St.
- Found Property – 100 Block 4<sup>th</sup> Ave. NW
- Agency Assist – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – 600 Block W. Chandler St.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Business Check – 100 Block 5<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Freedom Dr. & Horseshoe Dr.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Brooks St.
- Directed Patrol/Traffic Detail – 400 Block W. Alden St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.



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- Public Assist – 400 Block Freedom Dr.
- Residence Watch – 300 Block Frenzel Dr.
- Residence Watch – 700 Block W. Chandler St.

### **3-16-23**

- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection W. Main St. & 8<sup>th</sup> Ave.
- Medical Call/Agency Assist – 100 Block E. Brooks St.
- Informational – 200 Block E. Dayton St.
- Child Protection – 700 Block Marion Dr.
- Traffic Stop – Intersection Freedom Dr. & Horseshoe Dr.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Residence Watch – 700 Block W. Chandler St.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Business Check – 600 Block W. Chandler St.

### **3-17-23**

- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Directed Patrol/Traffic Detail – 400 Block E. Main St.
- Child Protection – 200 Block E. Dayton St.
- Agency Assist – 100 Block 4<sup>th</sup> Ave. NW
- Domestic/Agency Assist – 400 Block E. Adams St.
- Agency Assist – 600 Block Court Ave., Gaylord
- Accident – 100 Block 1<sup>st</sup> Ave. N.
- Business Check – 300 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection W. Main St. & 6<sup>th</sup> Ave.
- Directed Patrol/Traffic Detail – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Business Check – 600 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Traffic Stop – Intersection W. Main St. & 7<sup>th</sup> Ave.

### **3-18-23**

- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Agency Assist/Alarm – 100 Block W. Main St. (SO)

### **3-19-23**





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### 3-20-23

- Civil Matter – 200 Block W. Main St.
- Agency Assist – 100 Block 4<sup>th</sup> Ave. NW
- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Accident – Intersection W. Chandler St. & 7<sup>th</sup> Ave. NW
- Business Check – 300 Block W. Main St.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Juvenile Trouble – 200 Block 3<sup>rd</sup> Ave. NW
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Directed Patrol/Traffic Detail – Intersection W. Main St. & Hwy 5
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- 911 Hangup – 400 Block E. Baker St.
- Business Check – 500 Block W. Main St.
- Residence Watch – 300 Block Frenzel Dr.
- Apartment Check – 100 Block 7<sup>th</sup> Ave. SW
- Apartment Check – 800 Block W. Main St.

### 3-21-23

- Agency Assist/911 Hangup – 400 Block E. Adams St. (SO)
- Traffic Stop – Intersection W. Main St. & 8<sup>th</sup> Ave.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Chandler St.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Traffic Stop – Intersection Freedom Dr. & 5<sup>th</sup> Ave. SE
- Traffic Stop – Intersection Henderson Rd. & Cty. Rd. 17
- Animal Call – Intersection 3<sup>rd</sup> Ave. SE & E. Baker St.
- Residence Watch – 300 Block Frenzel Dr.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Traffic Stop – Intersection W. Brooks St. & Hwy 5
- Business Check – 500 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Agency Assist/Welfare Check – 35300 Block 651<sup>st</sup> Ave., Gibbon (*actual assist @ APD*)
- Business Check – 600 Block W. Chandler St.

### 3-22-23

- Medical Call/Agency Assist – 400 Block Creekview Ln.
- Agency Assist/Suspicious Activity – 300 Block 7<sup>th</sup> Ave. NW (SO)





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### 3-23-23

- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Suspicious Activity – 100 Block 1<sup>st</sup> Ave. N.
- Theft/Agency Assist – 100 Block 1<sup>st</sup> Ave. N.
- Adult Protection – 300 Block E. Brooks St.
- Public Assist/Agency Assist – 600 Block W. Chandler St.
- Public Assist/Agency Assist – 600 Block W. Chandler St.
- Threats – 200 Block 3<sup>rd</sup> Ave. NW

### 3-24-23

- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – 200 Block Shamrock Dr.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection Freedom Dr. & Horseshoe Dr.
- Traffic Stop – Intersection Freedom Dr. & Horseshoe Dr.
- Traffic Stop/Agency Assist – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Traffic Stop – Intersection W. Alden St. & 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave.
- 911 Hangup – 600 Block Sheila Dr.
- Found Property – 23200 Block 401<sup>st</sup> Ave.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & 401<sup>st</sup> Ave.
- Traffic Stop – Intersection W. Chandler St. & Hwy 5
- Business Check – 500 Block W. Main St.
- Agency Assist/Medical Call – 39500 Block 250<sup>th</sup> St.

### 3-25-23

- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Public Relations – 300 Block W. Adams St.
- Civil Matter – 100 Block E. Baker St.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Baker St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Clinton St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Stop/Agency Assist – Intersection 411<sup>th</sup> Ave. & W. Main St.



## ***Arlington Police Department***

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307

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

E-mail: [police@arlingtonmn.gov](mailto:police@arlingtonmn.gov)

- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St.
- Juvenile Trouble – 400 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Theft – 200 Block E. Clinton St.

### 3-26-23

- Suspicious Activity – 500 Block 2<sup>nd</sup> Ave. NW (SO)
- OFP Violation/Agency Assist – 700 Block W. Chandler St.
- Harassment Complaint – 100 Block 4<sup>th</sup> Ave. NW
- Business Check – 600 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.

### 3-27-23

- Directed Patrol/Traffic Detail – 400 Block E. Adams St.
- Agency Assist/Driving Complaint – Intersection W. Main St. & Hwy 5
- Ordinance Violation – 800 Block 7<sup>th</sup> Ave. NW
- Business Check – 200 Block Shamrock Dr.
- Business Check – 200 Block W. Main St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Agency Assist/Traffic Stop – Intersection Hwy 5 & 260<sup>th</sup> St., Gaylord
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Residence Watch – 300 Block Frenzel Dr.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 500 Block W. Main St.

### 3-28-23

- Juvenile Trouble – 200 Block 7<sup>th</sup> Ave. SW
- Medical Call/Agency Assist – 100 Block E. Clinton St.
- Civil Matter/Agency Assist – 200 Block E. Dayton St.
- Suspicious Activity – 200 Block 2<sup>nd</sup> Ave. NW
- Accident – 100 Block E. Main St.
- Suspicious Activity – 24200 Block 387<sup>th</sup> Ave. (SO)
- Agency Assist/Suspicious Activity – 700 Block W. Chandler St.



## ***Arlington Police Department***

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Office: (507)964-5200 Fax: (507)964-2737  
E-mail: [police@arlingtonmn.gov](mailto:police@arlingtonmn.gov)

### 3-29-23

- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Driving Complaint – Intersection Hwy 5 & Cty. Rd. 13
- Residence Watch – 300 Block Frenzel Dr.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Business Check – 600 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.

### 3-30-23

- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Medical Call/Agency Assist – 100 Block E. Baker St. (SO)
- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Agency Assist – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. & Hwy 5
- Traffic Stop – Intersection W. Brooks St. & Hwy 5
- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Agency Assist – 400 Block E. Adams St.
- Traffic Stop – Intersection W. Brooks St. & 6<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Shamrock Dr. & Marion Dr.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Residence Watch – 300 Block Frenzel Dr.
- Business Check – 600 Block W. Chandler St.
- Suicidal Call/Agency Assist – 200 Block E. Alden St.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.



Date: April 14, 2023

To: City of Arlington

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

O & M Report: March 2023

## **Water Operation & Maintenance**

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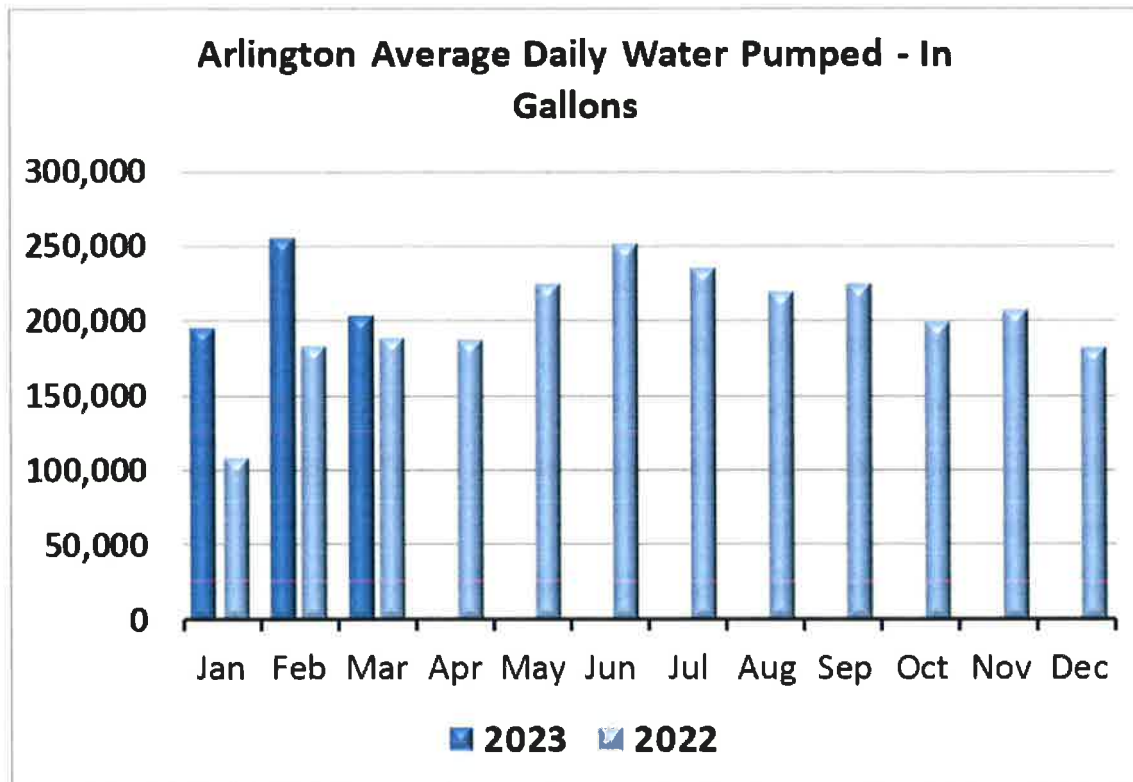
- Weekly backwashing and testing of iron, chlorine, manganese, and fluoride residuals.
- There was a total of two service requests. Both were replacing existing radio read meters.
- Performed preventative maintenance on WTP equipment.
- There was a total of six Gopher State One Locates for this month.
- Exercised emergency backup generators.
- March 7<sup>th</sup> – High water usage reported at Scott Equipment. Leaky toilet determined cause.
- March 14<sup>th</sup> – Assist Y-Not Plumbing in shutting off water to 309 5<sup>th</sup> Ave SE for repairs completed inside residence.
- March 14<sup>th</sup> – Fire hydrant was hit and repaired on the 17<sup>th</sup>.
- WTP Rehab
  - Work still very slowly progressing with work on HVAC system moving forward. Still waiting for main electrical panel to be delivered.

## **Wastewater Operation & Maintenance**

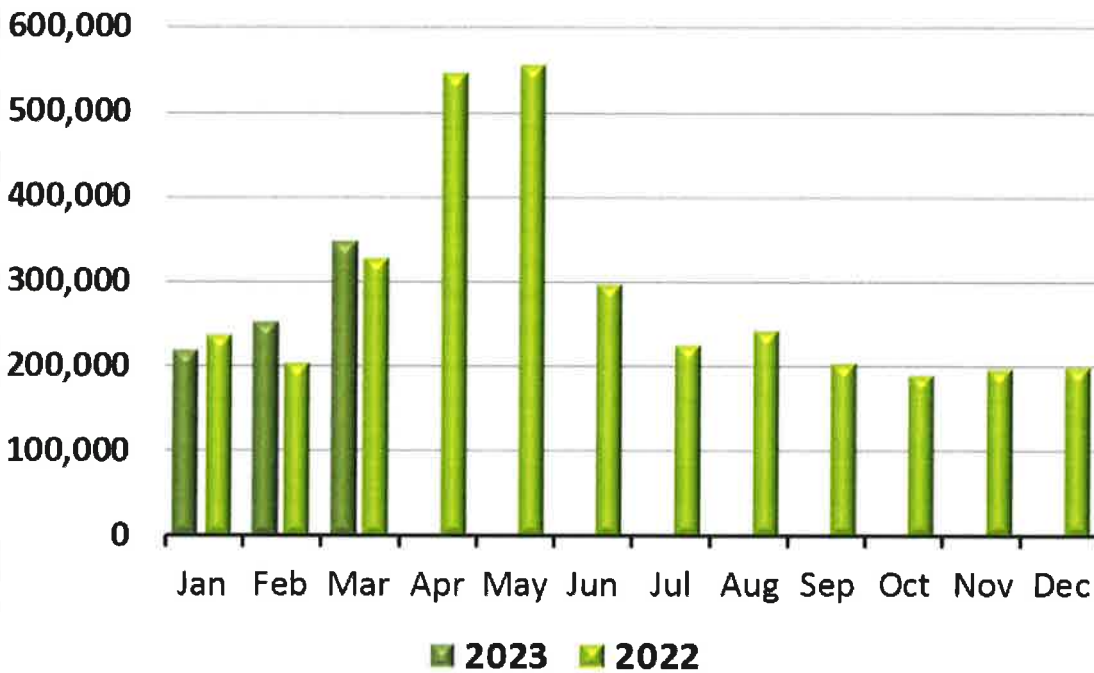
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- Weekly stops at lift stations for run time checks and proper operation.
- Exercised emergency backup generators. Wastewater plant generator did not start, fuel pump replaced.
- March 14<sup>th</sup> – Emergency locate for sewer service line called in by Rickert Exc. at 207 E. Alden.
- March 16<sup>th</sup> – Sewer backup reported at 211 E. Adams. Line was jetted and issue determined service line issue.

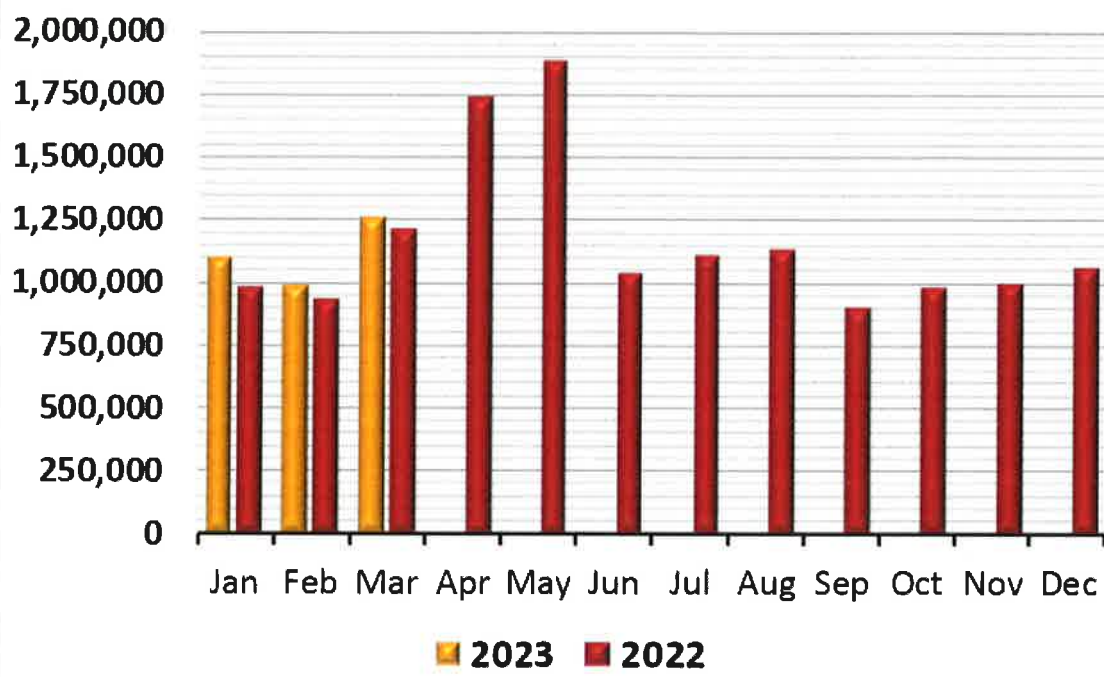
- March 29<sup>th</sup> and 30<sup>th</sup> – Cleaned chlorine and sulfur dioxide detention tank and started up system to begin feeding chlorine and sulfur per requirement from MPCA.
- March 31<sup>st</sup> – Began deicing of clarifier #3 in preparation to be put into service to combat flows.



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



**Green Isle Lift Station Total Flow In Gallons**





		March-23	February-23	March-22
<b>Water</b>				
Average Daily Pumped	gallons	203,968	256,607	189,000
Maximum Daily Pumped	gallons	403,000	510,000	269,000
Minimum Daily Pumped	gallons	118,000	131,000	113,000
Total Monthly Pumped	gallons	6,323,000	8,078,000	5,852,000
Well #2 Pumped	gallons	0	893,000	3,275,000
Well #3 Pumped	gallons	0	0	0
Well #4 Pumped	gallons	6,275,000	6,960,000	2,497,000
Average Daily Fluoride Conc.	mg/L	0.64	0.58	0.59
Fluoride concentration Permit Limit	mg/L	5-0.9 mg/L	5-0.9 mg/L	5-0.9 mg/L
Fluoride used	gallons	9.50	12.00	12.00
Total Chlorine Residual	mg/L	0.81	0.85	0.81
Total Chlorine Concentration Permit Limit	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
Chlorine used	lbs	146.80	158.40	92.10
Potassium Permanganate used	gallons	48.00	26.00	36.00
<b>Wastewater</b>				
<b>CBOD</b>				
CBOD Influent	mg/L	242	185	114
CBOD Effluent-Monthly	mg/L	0	0	1
CBOD Effluent-Monthly Permit Limit	mg/L	15	15	15
CBOD Max Weekly	mg/L	1	1	2
CBOD Max Weekly-Permit Limit	mg/L	25	25	25
CBOD Effluent Monthly kg/day	kg/day	0	0	1
CBOD Monthly kg/day-Permit Limit	kg/day	46	46	46
CBOD Effluent Weekly kg/day	kg/day	1	1	2
CBOD Weekly kg/day-Permit Limit	kg/day	70	70	70
CBOD % Removal	%	100%	100%	99%
CBOD % Removal Permit Limit	%	85%	85%	85%
<b>TSS</b>				
TSS Influent	mg/L	239	392	207
TSS Effluent-Monthly	mg/L	1	1	3
TSS Effluent Permit Limit	mg/L	30	30	30
TSS Effluent Max Weekly	mg/L	<3	5	4
TSS Max weekly - Permit Limit	mg/L	45	45	45
TSS Effluent-Monthly kg/day	kg/day	1	1	4
TSS Monthly kg/day-Permit Limit	kg/day	91	91	91
TSS Effluent Max Weekly kg/day	kg/day	<4.7	4	5
TSS Max weekly kg/day- Permit Limit	kg/day	140	140	140
TSS % Removal	%	99%	99%	98%
TSS % Removal Permit Limit	%	85%	85%	85%
<b>Phosphorus</b>				
Phos Influent	mg/L	5.90	7.50	3.80
Phos Effluent	mg/L	0.20	0.22	0.20
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/day	0.12	0.09	0.42
Phos Effluent Loading Permit Limit	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	8	9	9
DO Effluent Permit Limit	mg/L	5	6	5
Effluent Flow				
Average Daily	gallons	347,000	250,000	328,000
Maximum Daily	gallons	714,000	348,000	625,000
Total Monthly	gallons	10,752,000	6,998,000	10,165,000
Total Monthly Precipitation	inches	1.68	2.80	2.30
Green Isle Lift Station Total Flow	gallons	1,264,000	989,000	1,214,000
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$22,525.00	\$5,595.00	25%	25%
Chemical Budget	\$14,035.00	\$1,240.00	9%	25%
<b>Total</b>	<b>\$36,560.00</b>	<b>\$6,835.00</b>	<b>19%</b>	<b>25%</b>



City of Arlington  
Wastewater Treatment  
ENERGY EFFICIENCY ASSESSMENT  
DECEMBER 2020 Initial Assessment  
March 2023 Follow-up Assessment



Free Energy Assessment provided by:  
Paul Hoeschen, Energy Efficiency Technical Advisor,  
Minnesota Rural Water Association



**City of Arlington  
Wastewater Treatment  
Follow-up energy assessment  
March 2023**

**Energy Efficiency Program Overview:**

The Minnesota Rural Water Association has implemented a program to assist water and wastewater utility systems to evaluate and lower their energy consumption and costs. This energy efficiency assessment considers current and past energy use, identifies the primary energy consuming components, and identifies methods to lower energy use and costs. The concept of this Energy Assessment is to outline energy efficiency projects or operational changes that identify potential electrical savings.

Energy Efficiency Technical Advisor, Paul Hoeschen, has conducted a free Electrical Energy Efficiency Assessment on the wastewater system for the City of Arlington.

There are various financing mechanisms available to systems. Typically these institutions require an engineering firm or energy audit consulting firm to complete an audit and report to qualify for financing which is far beyond the scope of what this MRWA Energy Assessment was designed to accomplish. This is a quick, free assessment to identify potential savings. These electrical savings can be used toward paying for improvements over a period of years, as outlined below.

**Executive Summary of Potential Energy/Money Savings:**

Project Item	Recommended Energy Conservation Measure Description	Annual Energy Savings (kWh)	Annual Cost Savings (\$)	Estimated Cost of Improvement (\$)	Rebate Total (\$)	Payback (Years)
Air blowers	Connect the auto DO control to existing blowers and install a new efficient blower	118,440	\$10,967.54	\$45,104.00	\$10,080.00	3.19
Lighting	Update to LED	4,624	\$428.18	\$4,000.00	\$300.00	8.64
	Totals	123,064	\$11,395.72	\$49,104.00	\$10,380.00	

Total Energy Consumption (kWh)	401,400	278,336	123,064
Current energy rate (\$)	0.0926	0.0926	0
Total Energy Costs (\$)	\$37,169.64	\$25,773.91	\$11,395.73

Energy savings were achieved shortly after the initial assessment was completed by connecting the automatic dissolved oxygen controller to the digester blowers that were used on the aeration tanks.

The digester can achieve treatment requirements without aeration due to extended time to treat the biosolids. The digester blowers are smaller than the aeration blowers, requiring less energy.

More energy savings are now achieved with the installation of a very efficient air blower.

The air blower was installed and the final efficiency adjustments were made in mid-October. The past four months include electric bills from after the blower was installed compared to the same four months before energy changes were made. Winter heating has some effect on the energy comparison.

2022-2023 Billing		After energy efficiency changes			
Arlington Wastewater Treatment Facility					
Billing From	Billing To	Inches Precip.*	kWh	Total	Tot\$ /kWh
1/17/2023	2/15/2023	2.80	23,280	\$2,155.34	\$0.0926
12/15/2022	1/17/2023	2.17	27,360	\$2,529.68	\$0.0925
11/15/2022	12/15/2022	1.30	23,160	\$2,142.29	\$0.0925
10/17/2022	11/15/2022	0.20	20,520	\$1,900.13	\$0.0926
<b>Annual Total</b>		<b>6.47</b>	<b>94,320</b>	<b>\$8,727.44</b>	
<b>Monthly Average</b>		<b>1.62</b>	<b>23,580</b>	<b>\$2,181.86</b>	<b>\$0.0926</b>

x12

**282,960** kWh's per year

2019-2020 Billing		Before energy efficiency changes			
Arlington Wastewater Treatment Facility					
Billing From	Billing To	Inches Precip.*	kWh	Total	Tot\$ /kWh
10/15/2020	11/16/2020	0.65	34,200	\$2,426.18	\$0.0709
1/15/2020	2/14/2020	5.170	33,960	\$2,409.28	\$0.0709
12/16/2019	1/15/2020	2.830	33,360	\$2,706.55	\$0.0811
11/15/2019	12/16/2019	1.310	32,280	\$2,619.50	\$0.0811
<b>Annual Total</b>		<b>9.96</b>	<b>133,800</b>	<b>\$10,161.51</b>	
<b>Monthly Average</b>		<b>2.49</b>	<b>33,450</b>	<b>\$2,540.38</b>	<b>\$0.0760</b>

x 12 months

**401,400** kWh's per year

**401,400** kWh's per year at initial assessment

**282,960** kWh's per year after efficiency

**118,440** changes

**118,440** savings

**29.5%** savings

**118,440 kWh's saved x \$0.0926 = \$10,967.54 annual savings with follow-up analysis. 105,419 kWh's estimated in 2020.**

2020 Project Item	Recommended Energy Conservation Measure Description	Annual Savings (kWh)
Air blower	Connect the automated dissolved oxygen control to existing blower	31,637
Air blower package	Install one new 40HP high efficiency blower	100,795
Lighting	Update to LED	4,624
Totals		105,419

**\$0.0926 Current energy cost**

**-\$0.0760 Prior energy cost**

**=\$0.0166 Increased energy cost**

17.9% increase in the cost of energy

This email is from February 22, 2021. Details may have changed since then for the air blower rebate and the lighting rebate can't be started until the retrofit is complete. This old estimate is used as a ballpark estimate for this report.

**From:** Kimberley W. Lillyblad [<mailto:Kimberley.Lillyblad@avantenergy.com>]

**Subject:** RE: Potential equipment replacement - Arlington WWTP

Paul and Lisa,

The Custom Rebate is \$10,080. This is based on annual kWh savings of 100,795 kWh times \$0.10/kWh.

For the lighting rebate part, we need a Pre-Rebate Worksheet filled out which I've attached.

Let me know if you have any questions.

Thanks,  
Kim

Custom rebate for the air blower replacement;

	Annual kW Demand	Annual kWh Usage
Existing Equipment:		
Blower #7	21.58	94,525
Blower #6	26.60	116,519
Total	24.09	211,044
Proposed Equipment:		
Kaeser	12.59	110,249

Annual kW Savings	Annual kWh Savings
11.5	100,795



**Arnold's of Glencoe**  
 655 Lindbergh Trail • Glencoe, MN 55336  
 Phone: (320) 864-5531 • Fax: (320) 864-5533  
 www.arnoldsinc.com

Ship To: IN STORE PICKUP

Invoice To: CITY OF ARLINGTON  
 204 SHAMROCK DR  
 ARLINGTON MN 55307

Branch 03 - GLENCOE		
Date 02/23/2023	Time 9:09:51 (O)	Page 1
Account No ARLIN001	Phone No 5079642378	Inv No 01 Q02289
Ship Via	Purchase Order	
Tax ID No ST3 2021		
JOSH MILLER	Salesperson JM3	

**EQUIPMENT ESTIMATE - NOT AN INVOICE**

Description                      \*\* Q U O T E \*\*                      EXPIRY DATE: 03/25/2023                      Amount

Stock #: S027661                      Serial #:                      16299.00  
 New 2023 KUBOTA ZD1011-3-54 Diesel Zero Turn  
 \*\*\*\*INCLUDING THE FOLLOWING OPTIONS\*\*\*\*  
 ZD1011-3-54 Diesel Zero Turn

New KUBOTA ZD3117 MAINTENANCE LIFT KIT                      188.00

Trade Ins  
 =====

Serial #: 13900                      7000.00-  
 2019 ZD1011 with 887 hours at time of quote, 54 inch deck  
 diesel

Miscellaneous Charges/Credits

=====

LESS: PROGRAMS/DISCOUNTS                      Qty:                      1 Price:                      887.00                      887.00-

Subtotal:                      8600.00

Authorization: \_\_\_\_\_                      Quote Total:                      8600.00

X

\_\_\_\_\_  
 Salesperson

X

\_\_\_\_\_  
 Purchaser Signature



**Arnold's of Glencoe**  
 655 Lindbergh Trail • Glencoe, MN 55336  
 Phone: (320) 864-5531 • Fax: (320) 864-5533  
 www.arnoldsinc.com

Ship To: IN STORE PICKUP

Invoice To: CITY OF ARLINGTON  
 204 SHAMROCK DR  
 ARLINGTON MN 55307

Branch 03 - GLENCOE		
Date 02/23/2023	Time 9:32:37 (O)	Page 1
Account No ARLIN001	Phone No 5079642378	Inv No 02 Q02290
Ship Via	Purchase Order	
Tax ID No ST3 2021		
JOSH MILLER	Salesperson JM3	

**EQUIPMENT ESTIMATE - NOT AN INVOICE**

Description	** Q U O T E **	EXPIRY DATE: 03/25/2023	Amount
Stock #: G027903	Serial #:		25899.00
New 2023 KUBOTA ZD1611LF-72 COMMERCIAL ZERO TURN LAWN MOWER			
****INCLUDING THE FOLLOWING OPTIONS****			
ZD1611LF-72 COMMERCIAL ZERO TURN LAWN MOWER 72"			
	Trade Ins		
	=====		
Serial #: 10516			9000.00-
2017 ZD1511LF-72 has 2381 hours now at time of quote			
	Miscellaneous Charges/Credits		
	=====		
LESS: PROGRAMS/DISCOUNTS	Qty: 1 Price:	1199.00	1199.00-
	Subtotal:		15700.00
Authorization: _____	Quote Total:		15700.00

X

\_\_\_\_\_  
Salesperson

X

\_\_\_\_\_  
Purchaser Signature



Quote Id: 28549623

---

Prepared For:  
**CITY OF ARLINGTON**



Prepared By: **Grant Schroeder**

Midwest Machinery Co.  
4561 Hwy 212  
Glencoe, MN 55336

Tel: 320-864-5571  
Mobile Phone: 612-202-8284  
Fax: 320-864-4555  
Email: [gschroeder@mmcjd.com](mailto:gschroeder@mmcjd.com)



**Quote Summary**

**Prepared For:**

CITY OF ARLINGTON  
204 W SHAMROCK DR  
ARLINGTON, MN 55307  
Business: 507-964-2378

**Prepared By:**

Grant Schroeder  
Midwest Machinery Co.  
4561 Hwy 212  
Glencoe, MN 55336  
Phone: 320-864-5571  
Mobile: 612-202-8284  
gschroeder@mmcjd.com

**Quote Id:** 28549623  
**Created On:** 06 April 2023  
**Last Modified On:** 11 April 2023  
**Expiration Date:** 13 April 2023

<b>Equipment Summary</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
2023 JOHN DEERE Z920M ZTrak 54" Deck - 1TC920MVHPT121122	\$ 11,000.00 X	1 =	\$ 11,000.00
2023 JOHN DEERE Z970R ZTrak 72" Deck - 1TC970RDEPT120720	\$ 16,000.00 X	1 =	\$ 16,000.00
<b>Equipment Total</b>			<b>\$ 27,000.00</b>

<b>Trade In Summary</b>	<b>Qty</b>	<b>Each</b>	<b>Extended</b>
2019 KUBOTA ZD1011 PayOff	1	\$ 6,500.00	\$ 6,500.00 \$ 0.00
Total Trade Allowance			\$ 6,500.00
2018 KUBOTA ZD1511 PayOff	1	\$ 7,000.00	\$ 7,000.00 \$ 0.00
Total Trade Allowance			\$ 7,000.00
<b>Trade In Total</b>			<b>\$ 13,500.00</b>

<b>Quote Summary</b>	
Equipment Total	\$ 27,000.00
Trade In	\$ (13,500.00)
SubTotal	\$ 13,500.00
Total	\$ 13,500.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 13,500.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



# Selling Equipment



Quote Id: 28549623

Customer: CITY OF ARLINGTON

## 2023 JOHN DEERE Z920M ZTrak 54" Deck - 1TC920MVHPT121122

Hours: 0  
Stock Number: 547806

				Selling Price
				\$ 11,000.00
Code	Description	Qty	Unit	Extended
2147TC	JOHN DEERE Z920M GAS MIDZ MOWER	1	\$ 13,499.00	\$ 13,499.00
<b>Standard Options - Per Unit</b>				
001A	COUNTRY CODES - US/CANADA	1	\$ 0.00	\$ 0.00
1036	54/60 PNEUMATIC TIRE	1	\$ 0.00	\$ 0.00
1502	54 DECK	1	\$ 0.00	\$ 0.00
2093	SUS SEAT	1	\$ 595.00	\$ 595.00
<b>Standard Options Total</b>				<b>\$ 595.00</b>
<b>Value Added Services Total</b>				<b>\$ 0.00</b>
<b>Other Charges</b>				
	Freight	1	\$ 221.27	\$ 221.27
	Setup	1	\$ 200.00	\$ 200.00
	MISC	1	\$ 65.00	\$ 65.00
	FRT DISC	1	\$ -221.27	\$ -221.27
<b>Other Charges Total</b>				<b>\$ 265.00</b>
<b>Suggested Price</b>				<b>\$ 14,359.00</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -3,359.00</b>	<b>\$ -3,359.00</b>
<b>Total Selling Price</b>				<b>\$ 11,000.00</b>

## 2023 JOHN DEERE Z970R ZTrak 72" Deck - 1TC970RDEPT120720

Hours: 0  
Stock Number: 546454

				Selling Price
				\$ 16,000.00
Code	Description	Qty	Unit	Extended
2214TC	JOHN DEERE MOWER, Z970R GAS MOWER	1	\$ 20,569.00	\$ 20,569.00
<b>Standard Options - Per Unit</b>				
001A	COUNTRY CODES - US/CANADA	1	\$ 0.00	\$ 0.00
1037	72" PNEUMATIC TIRE	1	\$ 0.00	\$ 0.00
1506	72" DECK	1	\$ 0.00	\$ 0.00



**JOHN DEERE**

# Selling Equipment



Quote Id: 28549623

Customer: CITY OF ARLINGTON

2093	SUSP SEAT	1	\$ 0.00	\$ 0.00
	<b>Standard Options Total</b>			<b>\$ 0.00</b>
	<b>Value Added Services Total</b>			<b>\$ 0.00</b>
	<b>Other Charges</b>			
	Freight	1	\$ 229.28	\$ 229.28
	Setup	1	\$ 200.00	\$ 200.00
	MISC	1	\$ 65.00	\$ 65.00
	FRT DISC	1	\$ -229.28	\$ -229.28
	<b>Other Charges Total</b>			<b>\$ 265.00</b>
	<b>Suggested Price</b>			<b>\$ 20,834.00</b>
	<b>Customer Discounts</b>			
	<b>Customer Discounts Total</b>		<b>\$ -4,834.00</b>	<b>\$ -4,834.00</b>
	<b>Total Selling Price</b>			<b>\$ 16,000.00</b>



JOHN DEERE

# Trade In



Quote Id: 28549623

Customer: CITY OF ARLINGTON

## 2019 KUBOTA ZD1011

### Machine Details

Description	Net Trade Value
2019 KUBOTA ZD1011	\$ 6,500.00

Your Trade In Description

### Additional Options

Hour Meter Reading	887
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<b>Total</b>	<b>\$ 6,500.00</b>
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## 2018 KUBOTA ZD1511

### Machine Details

Description	Net Trade Value
2018 KUBOTA ZD1511	\$ 7,000.00

Stock Number :  
Your Trade In Description

### Additional Options

Hour Meter Reading	2381
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PayOff	\$ 0.00
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<b>Total</b>	<b>\$ 7,000.00</b>
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Extended Repair Plan Proposal

PowerGard™ Protection Plan Residential

Date : April 11, 2023

Machine/Use Information		Plan Description	Price	
Manufacturer	JOHN DEERE	Plan Type:	Deductible:	
Equipment Type	Z920M GAS	Coverage:	Quoted Price	\$ 0.00
Model	Z920M GAS	Total Months:		
		Total Hours:		

THIS PROPOSAL IS VALID FOR 30-DAYS FROM DATE ISSUED. GRACE pricing is offered only early during the Deere basic warranty period and has no surcharges. After this period, DELAYED PURCHASE pricing (surcharged) is offered later during the John Deere Basic Warranty. Many PowerGard quotes presented in the Delayed Purchase Period will require inspection/certification process and must also pass fluid testing. The Total Months and Total Hours listed above include the John Deere Basic Warranty terms (24 months / 2000 hours on Tractors, 24 months on Golf & Turf Products, 12 months for all AG Harvesting and Sprayer equipment, and 12 months/1000 hours on most Gator Utility Vehicles). "Limited" Plan coverage = Engine & Powertrain only. "Comprehensive" Plan coverage = Full Machine.

Proposal Prepared for:

*I have been offered this coverage and*

Customer Name - Please Print

I ACCEPT the Residential plan

I DECLINE the Residential plan

Customer Signature

*If declined, I fully understand that my equipment listed above is not covered for repair expenses due to component failures beyond the original basic warranty period provided by John Deere.*

**Note :** This is **not** a contract. For specific PowerGard™ Protection plan Residential coverage, please refer to the terms and conditions on John Deere's public website([www.JohnDeere.com](http://www.JohnDeere.com)) under Services & Support >Warranty > Extended Warranties > PowerGard protection plan Residential.

Date : April 11, 2023

Machine/Use Information		Plan Description	Price	
Manufacturer	JOHN DEERE	Plan Type:	Deductible:	
Equipment Type	Z970R GAS	Coverage:	Quoted Price	\$ 0.00
Model	Z970R GAS	Total Months:		
		Total Hours:		

THIS PROPOSAL IS VALID FOR 30-DAYS FROM DATE ISSUED. GRACE pricing is offered only early during the Deere basic warranty period and has no surcharges. After this period, DELAYED PURCHASE pricing (surcharged) is offered later during the John Deere Basic Warranty. Many PowerGard quotes presented in the Delayed Purchase Period will require inspection/certification process and must also pass fluid testing. The Total Months and Total Hours listed above include the John Deere Basic Warranty terms (24 months / 2000 hours on Tractors, 24 months on Golf & Turf Products, 12 months for all AG Harvesting and Sprayer equipment, and 12 months/1000 hours on most Gator Utility Vehicles). "Limited" Plan coverage = Engine & Powertrain only. "Comprehensive" Plan coverage = Full Machine.



**JOHN DEERE**

**Proposal Prepared for:**

*I have been offered this coverage and*

Customer Name - Please Print

**I ACCEPT** the Residential plan

**I DECLINE** the Residential plan

Customer Signature

*If declined, I fully understand that my equipment listed above is not covered for repair expenses due to component failures beyond the original basic warranty period provided by John Deere.*

**Note :** This is not a contract. For specific PowerGard™ Protection plan Residential coverage, please refer to the terms and conditions on John Deere's public website([www.JohnDeere.com](http://www.JohnDeere.com)) under Services & Support >Warranty > Extended Warranties > PowerGard protection plan Residential.

**PowerGard™ Protection Plan Residential (Residential plan) is:**

The PowerGard™ Protection Plan Residential is an extended repair plan that provides parts and labor coverage up to four years beyond the manufacturer's warranty. It is available on all riding lawn equipment, zero-turn radius mowers, utility vehicles, utility tractors and compact utility tractors. Your John Deere equipment will be in the hands of qualified, certified technicians from John Deere dealers using Genuine John Deere Parts.

**Not covered under a Residential plan:**

Residential plans do not cover routine maintenance services or items normally designed to be replaced by the purchaser due to normal wear and tear. They do not cover any product used for commercial or rental applications. They also do not cover repairs for damage from accident, misuse, fire, theft, or exposure to weather conditions such as lightning, hail, flood or water. See the actual PowerGard™ Protection Plan Residential Terms and Conditions for a complete listing of coverage, and limitations and conditions under the program.

**Benefits of a Residential plan:**

- Offer the choice of adding up to 4 years of repair coverage beyond the machine's factory warranty.
- Do not require preapproval before repairs are made by the authorized John Deere dealership.
- Is transferable by the original purchaser for the balance of the original agreement period.
- Ensures higher resale value and makes equipment more marketable during sale or trade-in.
- Comprehensive Plans:
  - No deductibles and no out-of-pocket costs on covered repairs.
  - Free transportation for factory warranty and extended repair plan repairs for the term of the plan (Note: A surcharge may apply for machines located outside of the dealership's normal service area).
- Limited Powertrain Plans:
  - Low deductibles on covered repairs
  - Do not provide transportation coverage





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

**RESOLUTION 19-2023**

**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

**WHEREAS**, it is proposed to improve:

- West Chandler Street between 8<sup>th</sup> Avenue NW to MN TH 5
- 8<sup>th</sup> Avenue NW between W Brooks Street and Sibley County Fairgrounds
- 7<sup>th</sup> Avenue NW between W Chandler Street and W Douglas Street

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ARLINGTON, MINNESOTA:**

That the proposed improvement, called **2024 Street & Utility Improvements** be referred to City Engineer (Bolton & Menk, Inc.) for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

Adopted by the council this 17<sup>th</sup> day of April 2023.

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

Attest: \_\_\_\_\_  
City Administrator Jessica Steinke





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

**RESOLUTION 20-2023**

**A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE**

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

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

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

**WHEREAS**, the City of Arlington has received a donation of \$2,600.00 from McLeod Cooperative Power-Operation Round Up Program to be used for the Arlington Ambulance ; and

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

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

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

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 17th day of April 2023.

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

Attest: \_\_\_\_\_  
City Administrator Jessica Steinke

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



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

**RESOLUTION 21-2023**

**A RESOLUTION AUTHORIZING SIGNATURE AUTHORITY FOR CITY ACCOUNTS**

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

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

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

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

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

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 17th day of April 2023.

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

Attest: \_\_\_\_\_  
City Administrator Jessica Steinke

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



# PROFESSIONAL SERVICES AGREEMENT

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This **PROFESSIONAL SERVICES AGREEMENT** (“Agreement”) is dated March 27, 2023, by and between **Dave Berg Consulting, LLC** (“Consultant”), with offices at 15213 Danbury Ave W, Rosemount, MN 55068 and the **City of Arlington, MN** (“Client”), with offices at 204 Shamrock Dr, Arlington, MN 55307.

**NOW, THEREFORE**, in consideration of the promises herein and for other good and valuable consideration, the parties agree as follows:

- 1. Services:** All services to be furnished by Consultant under this Agreement will be authorized through individual Task Orders in substantially the form included as Exhibit A to this Agreement. Each Task Order will outline the scope of services, fee for services and schedule pertaining to the Consulting Services as specifically authorized by Client.
- 2. Independent Contractor:** Consultant is an independent contractor and is not an employee of the Client. Services performed by Consultant under this Agreement are solely for the benefit of Client unless specified otherwise. Nothing contained in this Agreement creates any duties on the part of Consultant toward any person not a party to this Agreement.
- 3. Standard of Care:** Consultant will perform services under this Agreement with the degree of skill and diligence normally practiced by professional engineers or consultants performing the same or similar services. No other warranty or guarantee, expressed or implied, is made with respect to the services furnished under this Agreement and all implied warranties are disclaimed.
- 4. Changes/Amendments:** This Agreement may not be changed except by written amendment signed by both parties. The estimate of the level of effort, schedule and payment required to complete the Scope of Services, as Consultant understands it, will be reflected in each individual Task Order. Services not expressly set forth in this Agreement or in a Task Order are excluded. Consultant shall promptly notify the Client if changes to the Scope of Services affect the schedule, level of effort or payment to Consultant and the schedule and payment shall be equitably adjusted. If Consultant is delayed in performing its services due to an event beyond its control, including but not limited to fire, flood, earthquake, explosion, strike, transportation or equipment delays, or act of God, then the schedule or payment under the Agreement shall be equitably adjusted, if necessary, to compensate Consultant for any additional costs due to the delay.
- 5. Payment:** Invoices are due and payable upon receipt. Client shall pay Consultant within 30 days of date of invoices. If Client disputes any portion of an invoice, the undisputed portion will be paid and Consultant will be notified in writing within 10 days of the invoice of the exceptions taken. Additional charges for interest shall

## PROFESSIONAL SERVICES AGREEMENT

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become due and payable at a rate of 1½ percent per month (or the maximum percentage allowed by law, whichever is lower) on the unpaid amounts. Any interest charges due from the Client on past due invoices are outside any maximum billing amounts established for this Agreement and shall not be included in calculating the maximum. If the Client fails to pay invoiced amounts within 60 days after delivery of invoice, Consultant, at its sole discretion, may suspend services hereunder or may initiate collections proceedings, including mandatory binding arbitration, without incurring any liability or waiving any right established hereunder or by law.

- 6. Insurance:** During the performance of the Services under this Agreement, Consultant shall maintain the following insurance coverage. Upon request, Consultant will provide insurance certificates to the Client:

Workers' Compensation	Not Applicable
Employer's Liability	Not Applicable
Professional Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Comprehensive General Automobile (Hired and non-owned automobiles)	\$1,000,000 per occurrence

- 7. Indemnity:** Following operation of applicable rights of contribution and to the extent permitted by law, Consultant agrees to indemnify, defend and hold harmless Client and its directors, officers and employees from and against any and all loss, damage, claim or liability (including without limitation, reasonable attorneys' fees) incurred by Client to the extent arising out of Consultant's negligent acts, errors or omissions, including claims by any third party or claims made by employees of Consultant. Consultant explicitly and expressly waives any right it has to immunity under applicable industrial insurance laws with respect to any action against Client and agrees to assume liability for actions brought by its own employees against Client as provided above.

Following operation of applicable rights of contribution and to the extent permitted by law, Client agrees to indemnify, defend and hold harmless Consultant and its

## PROFESSIONAL SERVICES AGREEMENT

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directors, officers, employees and subconsultants from and against any and all loss, damage, claim or liability (including, without limitation, reasonable attorney's fees) incurred by Consultant to the extent arising out of Client's negligent acts, errors or omissions, including claims by any third party or claims made by employees of Client. Client explicitly and expressly waives any right it has to immunity under applicable industrial insurance laws with respect to any action against Consultant and agrees to assume liability for actions brought by its own employees against Consultant as provided above.

- 8. Limitation of Liability:** No employee or contractor of Consultant shall have individual liability to Client. To the extent permitted by law, the total liability of Consultant to Client for any and all claims arising out of this Agreement, whether caused by negligence, errors, omissions, strict liability, breach of contract or contribution, or indemnity claims based on third party claims, shall not exceed the specified insurance limits.
- 9. Consequential Damages:** In no event and under no circumstances shall Consultant be liable to Client for any interest, loss of anticipated revenues, earnings, profits, increased expense of operations, loss by reason of shutdown or non-operation due to late completion, or for any consequential, indirect or special damages.
- 10. Termination:** Either party may terminate this Agreement upon thirty (30) days written notice to the other party. Client shall pay Consultant for all services rendered to the date of termination plus reasonable expenses for winding down the services. If either party defaults in its obligations under this Agreement (including Client's obligation to make payments hereunder), the non-defaulting party may suspend performance under this Agreement, after giving seven (7) days written notice of its intention to suspend performance under this Agreement and if cure of the default is not commenced and diligently continued.
- 11. Reuse of Work Products:** All documents, analyses and other data prepared by Consultant under this Agreement ("Work Products") are instruments of service and are and shall remain the property of Consultant. Client shall have the right to make and retain copies and use all Work Products; provided, however, the use shall be limited to the intended use for which the services and Work Products are provided under this Agreement. Consultant may, at its sole discretion, copyright any of the Work Products; **provided that copyrighting will not restrict Client's right to retain or make copies of the Work Products for its information, reference and use on the project or services under this Agreement.**

The Work Products shall not be changed or used for purposes other than those set forth in this Agreement without the prior written approval of Consultant. If Client

## PROFESSIONAL SERVICES AGREEMENT

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releases the Work Products to a third party without Consultant's prior written consent, or changes or uses the Work Products other than as intended hereunder, Client does so at its sole risk and discretion and Consultant shall not be liable for any claims or damages resulting from or connected with the release or any third party's use of the Work Products.

**12. Information Provided by Client:** Client shall provide to Consultant in a timely manner any information Consultant indicates is needed to perform the services hereunder. Consultant may rely on the accuracy of information provided by Client and its representatives.

**13. Confidentiality:** With respect to this Agreement, Consultant shall be considered to be Client's representative for purposes of receipt of information under any confidentiality agreements between Client and third parties concerning issues within the scope of this Agreement. Client shall provide Consultant with copies of any such confidentiality agreements. Consultant shall comply with the restrictions in such confidentiality agreements and, if requested by Client, shall return all copies of any information deemed to be confidential under such agreements.

**14. Opinions of Cost:** Consultant does not control the cost of labor, materials, equipment or services furnished by others, nor does it control pricing factors used by others to accommodate inflation, competitive bidding or market conditions. Consultant estimates of contract services costs, operation expenses or construction costs represent its best judgment as an experienced and qualified professional and are not a guarantee of cost.

**15. Miscellaneous:**

(a) This Agreement is binding upon and will inure to the benefit of the Client and Consultant and their respective successors and assigns. Neither party may assign its rights or obligations hereunder without the prior written consent of the other party.

(b) Client expressly agrees that all provisions of the Agreement, including the clause limiting the liability of Consultant, were mutually negotiated and that but for the inclusion of the limitation of liability clause in the Agreement, Consultant's compensation for services would otherwise be greater and/or Consultant would not have entered into the Agreement.

(c) If any provision of this Agreement is invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect and the provision declared invalid or unenforceable shall continue as to other circumstances.

(d) This Agreement shall be governed by, and construed in accordance with, the laws of the State of Minnesota.

# PROFESSIONAL SERVICES AGREEMENT

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- (e) Any notice required or permitted by this Agreement to be given shall be deemed to have been duly given if in writing and delivered personally or five (5) days after mailing by first-class, registered, or certified mail, return receipt requested, postage prepaid and addressed as follows:

Consultant: Dave Berg Consulting, LLC  
Attention: David A. Berg, Principal  
Address: 15213 Danbury Ave W, Rosemount, MN 55068

Client: City of Arlington, MN  
Attention: Lisa Tesch, City Clerk  
Address: 204 Shamrock Dr, Arlington, MN 55307

- (f) In any action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover, as part of its judgment, reasonable attorneys' fees and costs from the other party.

IN WITNESS WHEREOF, the parties have signed this Agreement the date first written above.

**City of Arlington, MN**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Dave Berg Consulting, LLC**

By:



Its: Principal

**Attachments: Exhibit A Form of Task Order**



## EXHIBIT A – TASK ORDER

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This Task Order # \_\_\_ dated \_\_\_\_\_ provides that **Dave Berg Consulting, LLC** (“Consultant”) will provide Consulting Services for [DESCRIPTION OF WORK] to the **City of Arlington, MN** (“Client”) under the general terms and conditions outlined in the Professional Services Agreement between Consultant and Client dated March 27, 2023.

The scope of services, fee for services, schedule and other provisions for this Task Order are as follows:

1. **Scope of Services:** [to be provided]
2. **Fee for Services:** [to be provided]
3. **Schedule:** [to be provided]
4. **Other:** [to be provided]

IN WITNESS WHEREOF, the parties have signed this Task Order the date first written above.

**City of Arlington, MN**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Dave Berg Consulting, LLC**

By:

Its: Principal

This Task Order #1 dated March 27, 2023 provides that **Dave Berg Consulting, LLC** (“Consultant”) will provide Consulting Services for an Electric Rate Study to the **City of Arlington, MN** (“Client”) under the general terms and conditions outlined in the Professional Services Agreement between Consultant and Client dated March 27, 2023.

The scope of services, fee for services, schedule and other provisions for this Task Order are as follows:

**1. Scope of Services:**

- a. Data request – a written data request will be provided to Client listing information required for the study.
- b. Initial meeting – Consultant will travel to Arlington to meet with Client staff to examine the information compiled and review the study goals.
- c. 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.
- d. 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.
- e. Rate strategy meeting – Consultant will meet via telephone or video conference with Client staff to review the operating results and cost-of-service analysis and discuss rate design strategy for proposed new rates.
- f. Rate design – proposed rates will be developed to meet Client goals. The rate design will include a consideration of pole attachment rates.
- g. Preliminary report – a preliminary report will be delivered to Client staff for review and comment.

- h. Final report – based on feedback from Client staff, the preliminary report will be finalized.
- i. Report presentation – Consultant will travel to Arlington to present the report results and recommendations at a City Council meeting.

**Meetings**

The scope includes one meeting as part of task 1(b) and one meeting as part of task 1(i).

- 2. **Fee for Services:** The Electric Rate Study will be provided for a fixed fee of \$8,000 plus actual applicable expenses. Applicable expenses would be for surface travel, meals, copying services and shipping. Expenses are estimated to be \$500. Consultant will bill the \$8,000 fixed fee in two installments: i) \$4,000 following the submittal of the interim report in Task 5; and ii) \$4,000 following the presentation in Task 1(i) or completion of the study. Itemized expenses would be added to each applicable fixed fee invoice.
- 3. **Schedule:** It is estimated that the study as outlined above will require 10 weeks to complete after notice to proceed.
- 4. **Other:** not applicable

IN WITNESS WHEREOF, the parties have signed this Task Order the date first written above.

**City of Arlington, MN**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Dave Berg Consulting, LLC**

By: 

Its: Principal



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



**CHANGE ORDER NO. 1**

Owner:	City of Arlington, Minnesota	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0M2.124705
Contractor:	Gridor Constr., Inc.	Contractor's Project No.:	
Project:	Water Treatment Facility Rehabilitation		
Contract Name:			
Date Issued:	4-17-2023	Effective Date of Change Order:	4-17-2023

The Contract is modified as follows upon execution of this Change Order:

Description:

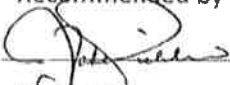
Change Order No. 1 Includes the addition of a well bypass line and wiring/controls for the filter effluent valves. It also includes a portion of the cost for the added roofing work that is largely being covered under the project allowance.

Attachments: None.

**Change in Contract Price**

Original Contract Price:
\$ 1,631,900.00
[Increase] [Decrease] from previously approved Change Orders:
\$ Not Applicable
Contract Price prior to this Change Order:
\$ 1,631,900.00
Increase this Change Order:
\$ 36,937.46
Contract Price incorporating this Change Order:
\$ 1,668,837.46


Recommended by Engineer (if required)

By: 

Title: Project Manager

Date: 4-14-2023

Accepted by Contractor



Project Manager

4/14/23

Authorized by Owner

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_