



**CITY COUNCIL MEETING AGENDA
JUNE 5, 2023, AT 6:30 PM
COUNCIL CHAMBERS**

The City Council is provided background information for agenda items in advance by city staff, committees, and boards. Many decisions regarding agenda items are based upon this information, as well as: City policy and practices, input from constituents, questions or information that has not yet been presented or discussed regarding an agenda item. If you have a concern or question, please ask to be recognized by the mayor during the "Citizens addressing the Council" portion of the agenda.

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

State your name and address for the record. Please keep comments under 5 minutes. Individuals wishing to speak for more than five minutes should ask to be included on the agenda in advance. All comments are appreciated, but please refrain from personal or derogatory attacks on individuals.

CONSENT AGENDA

5. Approval of Consent Agenda
 - A) Approval of Bills
 - B) May 15, 2023, City Council Meeting Minutes
 - C) Approve liquor license for Double Tap, LLC- On Sale and Sunday
 - D) Approve liquor license for the Arlington Raceway- On Sale
 - E) Approve liquor license for the Arlington Liquors- Off Sale
 - F) Approve liquor license for the Arlington Dugout- Off Sale, On Sale and Sunday
 - G) Approve liquor license for the Arlington Haus-Off Sale, On Sale and Sunday
 - H) Approve the hiring of Don Burgess as an EMR with the Arlington Ambulance
 - I) Approve the recommendation of hiring of EMR Stephanie Manthey for an EMR/EMT Student position for the Arlington Area Ambulance

OLD BUSINESS

6. Feasibility Report, Bolton & Menk
 - Requested Action: Approve RESOLUTION 25-2023 receiving feasibility report and calling hearing on improvements.

NEW BUSINESS

7. Bid results, Bolton & Menk
 - Requested Action: Award 2023 Seal Coat Improvement Bid
 - Requested Action: Award 2023 Street Improvement Bid
8. Presentation from SCSC
9. Presentation from CEDA USA, First Impression Report
10. Approve RESOLUTION 23-2023 a resolution approving the application for a lawful gambling permit for Sibley East Wolverines Boosters Inc
11. Approve RESOLUTION 24-2023 a resolution accepting a donation and designating its use.



**CITY COUNCIL MEETING AGENDA
JUNE 5, 2023, AT 6:30 PM
COUNCIL CHAMBERS**

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

12. April PeopleService Report, Lee Ortloff
 - Requested Action: Approve \$12,230.00 price quote from Quality Flow Systems for mixer repair.
13. City Administrator Update, Jessica Steinke
 - Requested Action: Approval to conduct a market study with DDA Human Resources, Inc.
14. Attorney Janssen Update, Ken Janssen

MISCELLANEOUS BUSINESS

15. Rescheduling June 19th Council Meeting in observance of Juneteenth

ADJOURNMENT

Reminders:

June 12- EDA Meeting at 5:30 pm

June 19- City Office is closed for Juneteenth

June 28- Fire Relief Meeting at 6:30 pm @ the Fire Hall

***Check Summary Register©**

10150 Unposted

	Name	Check Date	Check Amt
10150 Cash			
Unposted	AMAZON CAPITAL SERVICES	6/1/2023	\$975.98
Unposted	ARAMARK	6/1/2023	\$346.79
Unposted	BRANDON LEGG	6/1/2023	\$156.18
Unposted	CANON FINANCIAL SERVICES, I	6/1/2023	\$160.19
Unposted	CENGAGE LEARNING INC.	6/1/2023	\$282.17
Unposted	CENTERPOINT ENERGY	6/1/2023	\$1,583.60
Unposted	CERTAPRO PAINTERS	6/1/2023	\$9,004.00
Unposted	CHARD GRADING & EXCAVATIN	6/1/2023	\$2,592.57
Unposted	CITY OF ARLINGTON	6/1/2023	\$7,359.64
Unposted	DAKOTA COUNTY TECHNICAL C	6/1/2023	\$2,700.00
Unposted	DELTA DENTAL OF MINNESOTA	6/1/2023	\$142.50
Unposted	DIGITAL ALLY	6/1/2023	\$835.00
Unposted	ECONO SIGNS	6/1/2023	\$3,495.71
Unposted	EXPERT BILLING, LLC	6/1/2023	\$1,540.00
Unposted	HYDRO ENGINEERING	6/1/2023	\$5,725.27
Unposted	INGRAM LIBRARY SERVICES	6/1/2023	\$339.40
Unposted	JAIME WEIKLE	6/1/2023	\$274.81
Unposted	JEREMY OLSON	6/1/2023	\$550.00
Unposted	L&E TREE SERVICE	6/1/2023	\$33,062.00
Unposted	LANO EQUIPMENT	6/1/2023	\$894.60
Unposted	LOFFLER	6/1/2023	\$116.27
Unposted	MADISON NATIONAL LIFE INS. C	6/1/2023	\$57.40
Unposted	MEDIACOM	6/1/2023	\$1,145.38
Unposted	MINI BIFF, LLC	6/1/2023	\$818.04
Unposted	MINNESOTA GUTTER	6/1/2023	\$2,990.62
Unposted	MINNESOTA LIFE	6/1/2023	\$99.87
Unposted	MINNESOTA VALLEY ELECTRIC	6/1/2023	\$24.87
Unposted	MJM MEDICAL DIRECTION SERV	6/1/2023	\$500.00
Unposted	MUNICIPAL EMERGENCY SERVI	6/1/2023	\$1,317.35
Unposted	PEEPS REPAIR	6/1/2023	\$320.00
Unposted	PEOPLE SERVICE INC.	6/1/2023	\$25,175.00
Unposted	PREMIER LOCATING, INC.	6/1/2023	\$1,435.00
Unposted	RCM	6/1/2023	\$7,950.00
Unposted	RENVILLE SIBLEY SANITATION	6/1/2023	\$1,186.64
Unposted	RETROFIT ENVIRONMENTAL	6/1/2023	\$610.56
Unposted	SIBLEY CO. RECORDER	6/1/2023	\$6.00
Unposted	THOMES BROTHERS INC.	6/1/2023	\$830.36
Unposted	U.S. BANK	6/1/2023	\$662.51
Unposted	ULINE	6/1/2023	\$660.72
Unposted	VERIZON WIRELESS	6/1/2023	\$324.92
Unposted	WEBER MULTI SERVICES	6/1/2023	\$7,474.26
	Total Checks		\$125,726.18

Fund Summary

	10150 Cash
101 General Fund	\$60,724.11
201 Fire Fund	\$4,600.00
202 Ambulance Fund	\$3,989.98
203 Community Center Fund	\$1,576.55
207 Cemetery Fund	\$550.00
401 Capital Equipment Fund	\$9,004.00
601 Water Fund	\$18,598.78
602 Sewer Fund	\$740.00
603 AGI Sewer Fund	\$22,623.87
604 Electric Fund	\$1,530.63
605 Storm Water Drainage Fund	\$1,788.26
	\$125,726.18

Payments

Current Period: JUNE 2023

Payments Batch 06-05-23 PAY \$125,726.18

Refer	15258 AMAZON BUSINESS			
Cash Payment	E 101-41400-200	Office Supplies	MAY- SUPPLIES & EQUIP.	\$155.73
Invoice				
Cash Payment	E 101-41400-218	Office Expense	MAY- SUPPLIES & EQUIP.	\$68.99
Invoice				
Cash Payment	E 101-42110-503	Computers/Software/We	MAY- SUPPLIES & EQUIP.	\$28.77
Invoice				
Cash Payment	E 101-45500-212	Library Programming	MAY- SUPPLIES & EQUIP.	\$478.50
Invoice				
Cash Payment	E 202-42153-200	Office Supplies	MAY- SUPPLIES & EQUIP.	\$174.00
Invoice				
Cash Payment	E 203-45000-406	Repairs, Supplies & Oth	MAY- SUPPLIES & EQUIP.	\$69.99
Invoice				
Transaction Date	6/1/2023	Cash	10150	Total \$975.98

Refer	15259 ARAMARK			
Cash Payment	E 101-42110-210	Operating Supplies	MAY- MAT RENTALS	\$47.72
Invoice				
Cash Payment	E 101-45500-220	Repair/Maint Supply	MAY- MAT RENTALS	\$19.04
Invoice				
Cash Payment	E 202-42153-217	Other Operating Supplie	MAY- MAT RENTALS	\$27.56
Invoice				
Cash Payment	E 203-45000-410	Rentals	MAY- MAT RENTALS	\$252.47
Invoice				
Transaction Date	6/1/2023	Cash	10150	Total \$346.79

Refer	15260 BRANDON LEGG			
Cash Payment	E 101-42110-208	Training and Instruction	PD- MAY TRAINING MILEAGE/MEALS	\$92.36
Invoice				
Cash Payment	E 101-42110-208	Training and Instruction	PD- MAY TRAINING MILEAGE/MEALS	\$41.55
Invoice				
Cash Payment	E 101-42110-480	Gas & Repair-Police Car	PD- MAY TRAINING MILEAGE/MEALS	\$22.27
Invoice				
Transaction Date	6/1/2023	Cash	10150	Total \$156.18

Refer	15261 CANON			
Cash Payment	E 101-41400-218	Office Expense	MAY- COPIER LEASES (OFFICE & PD)	\$116.19
Invoice				
Cash Payment	E 101-42110-218	Office Expense	MAY- COPIER LEASES (OFFICE & PD)	\$44.00
Invoice				
Cash Payment	E 101-41110-110	Other Pay	MAY- COPIER LEASES (OFFICE & PD)	\$0.00
Invoice				
Transaction Date	6/1/2023	Cash	10150	Total \$160.19

Refer	15262 CENGAGE LEARNING INC			
Cash Payment	E 101-45500-205	Print Materials - Library	MAY- LIBRARY MATERIALS	\$282.17
Invoice				
Transaction Date	6/1/2023	Cash	10150	Total \$282.17

Refer	15263 CENTERPOINT ENERGY			
Cash Payment	E 101-41940-383	Gas Utilities	CITY GAS BILLS - 4/14-5/12/23	\$173.67
Invoice				
Cash Payment	E 101-42110-383	Gas Utilities	CITY GAS BILLS - 4/14-5/12/23	\$35.22
Invoice				

Payments

Current Period: JUNE 2023

Cash Payment Invoice	E 101-43000-383	Gas Utilities	CITY GAS BILLS - 4/14-5/12/23	\$201.28
Cash Payment Invoice	E 101-45202-383	Gas Utilities	CITY GAS BILLS - 4/14-5/12/23	\$54.56
Cash Payment Invoice	E 101-45500-383	Gas Utilities	CITY GAS BILLS - 4/14-5/12/23	\$39.81
Cash Payment Invoice	E 201-42280-383	Gas Utilities	CITY GAS BILLS - 4/14-5/12/23	\$40.91
Cash Payment Invoice	E 202-42153-383	Gas Utilities	CITY GAS BILLS - 4/14-5/12/23	\$52.82
Cash Payment Invoice	E 203-45000-383	Gas Utilities	CITY GAS BILLS - 4/14-5/12/23	\$288.95
Cash Payment Invoice	E 601-49400-383	Gas Utilities	CITY GAS BILLS - 4/14-5/12/23	\$317.41
Cash Payment Invoice	E 603-49450-383	Gas Utilities	CITY GAS BILLS - 4/14-5/12/23	\$358.77
Cash Payment Invoice	E 604-49550-383	Gas Utilities	CITY GAS BILLS - 4/14-5/12/23	\$20.20
Transaction Date	6/1/2023	Cash	10150	Total \$1,583.60
Refer	15264 CERTAPRO PAINTERS			
Cash Payment Invoice	E 401-45000-500	Capital Outlay	EVENT CENTER PAINTING	\$9,004.00
Transaction Date	6/1/2023	Cash	10150	Total \$9,004.00
Refer	15265 CHARD GRADING & EXCAVATING			
Cash Payment Invoice	E 101-43000-224	Street Maint Materials	GRAVEL- E.BROOKS & MEADOWLARK LANE	\$2,592.57
Transaction Date	6/1/2023	Cash	10150	Total \$2,592.57
Refer	15266 CITY OF ARLINGTON			
Cash Payment Invoice	E 101-41940-381	Electric & Heat Utilities	CITY UTILITY BILLS- 4/14-5/15/23	\$359.37
Cash Payment Invoice	E 101-42110-381	Electric & Heat Utilities	CITY UTILITY BILLS- 4/14-5/15/23	\$224.94
Cash Payment Invoice	E 101-43000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 4/14-5/15/23	\$116.29
Cash Payment Invoice	E 101-43160-381	Electric & Heat Utilities	CITY UTILITY BILLS- 4/14-5/15/23	\$501.08
Cash Payment Invoice	E 101-45202-381	Electric & Heat Utilities	CITY UTILITY BILLS- 4/14-5/15/23	\$133.48
Cash Payment Invoice	E 101-45500-381	Electric & Heat Utilities	CITY UTILITY BILLS- 4/14-5/15/23	\$115.95
Cash Payment Invoice	E 201-42280-381	Electric & Heat Utilities	CITY UTILITY BILLS- 4/14-5/15/23	\$96.79
Cash Payment Invoice	E 202-42153-381	Electric & Heat Utilities	CITY UTILITY BILLS- 4/14-5/15/23	\$337.42
Cash Payment Invoice	E 203-45000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 4/14-5/15/23	\$645.76
Cash Payment Invoice	E 601-49400-381	Electric & Heat Utilities	CITY UTILITY BILLS- 4/14-5/15/23	\$2,015.37
Cash Payment Invoice	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 4/14-5/15/23	\$714.60
Cash Payment Invoice	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 4/14-5/15/23	\$2,098.59

Payments

Current Period: JUNE 2023

Transaction Date	6/1/2023	Cash	10150	Total	\$7,359.64
Refer	15268 DAKOTA COUNTY TECHNICAL CO				
Cash Payment Invoice	E 101-42110-208	Training and Instruction	PD TRAININGS- GERADS/LEGG/CAMPBELL		\$2,700.00
Transaction Date	6/1/2023	Cash	10150	Total	\$2,700.00
Refer	15269 DELTA DENTAL OF MINNESOTA				
Cash Payment Invoice	G 101-21711	Health Ins. Premium	JUNE- PED. DENTAL PREMIUMS		\$57.00
Cash Payment Invoice	E 101-42110-131	Employer Paid Health/Lif	JUNE- PED. DENTAL PREMIUMS		\$85.50
Cash Payment Invoice	E 101-41110-110	Other Pay	JUNE- PED. DENTAL PREMIUMS		\$0.00
Transaction Date	6/1/2023	Cash	10150	Total	\$142.50
Refer	15270 DIGITAL ALLY				
Cash Payment Invoice	E 101-42110-500	Capital Outlay	PD- NEW LASER SPEED GUN (FORFEIT \$)		\$835.00
Transaction Date	6/1/2023	Cash	10150	Total	\$835.00
Refer	15271 ECONO SIGNS				
Cash Payment Invoice	E 101-43000-226	Street Signs & Materials	STREET & DOG PARK SIGNS		\$3,090.72
Cash Payment Invoice	E 101-45202-220	Repair/Maint Supply	STREET & DOG PARK SIGNS		\$404.99
Transaction Date	6/1/2023	Cash	10150	Total	\$3,495.71
Refer	15272 EXPERT BILLING				
Cash Payment Invoice	E 202-42153-301	Auditing and Acct g Serv	APRIL- AMB. BILLING		\$1,540.00
Transaction Date	6/1/2023	Cash	10150	Total	\$1,540.00
Refer	15273 HYDRO ENGINEERING, INC				
Cash Payment Invoice	E 603-49450-500	Capital Outlay	WWTP- PIT PUMP		\$5,725.27
Transaction Date	6/1/2023	Cash	10150	Total	\$5,725.27
Refer	15274 INGRAM LIBRARY SERVICES				
Cash Payment Invoice	E 101-45500-205	Print Materials - Library	MAY- LIBRARY MATERIALS		\$339.40
Transaction Date	6/1/2023	Cash	10150	Total	\$339.40
Refer	15275 JAIME WEIKLE				
Cash Payment Invoice	E 202-42153-344	Recruitment & Retention	REIMB- EMS WEEK 5/26 LUNCHES		\$274.81
Transaction Date	6/1/2023	Cash	10150	Total	\$274.81
Refer	15276 JEREMY OLSON				
Cash Payment Invoice	E 207-49990-300	Professional Svcs	GRAVE DIG- 5/31/23 L.RUCKS		\$550.00
Transaction Date	6/1/2023	Cash	10150	Total	\$550.00
Refer	15277 L&E TREE SERVICE				
Cash Payment Invoice	E 101-43000-300	Professional Svcs	ACCRUED ELM TREE REMOVAL COSTS		\$31,112.00
Cash Payment Invoice	E 101-43000-488	Tree Removal	MAY BLVD TREES REMOVED		\$1,950.00

Payments

Current Period: JUNE 2023

Transaction Date	6/1/2023	Cash	10150	Total	\$33,062.00
Refer	15278 LANO EQUIPMENT				
Cash Payment Invoice	E 101-43000-485	Gas and Repair Miscella	PW- NH TRACTOR PARTS		\$894.60
Transaction Date	6/1/2023	Cash	10150	Total	\$894.60
Refer	15279 LOFFLER				
Cash Payment Invoice	E 101-41400-218	Office Expense	APRIL- COPIER MAINT (OFFICE & PD)		\$55.39
Cash Payment Invoice	E 101-42110-218	Office Expense	APRIL- COPIER MAINT (OFFICE & PD)		\$45.88
Cash Payment Invoice	E 604-49550-218	Office Expense	APRIL- COPIER MAINT (OFFICE & PD)		\$15.00
Transaction Date	6/1/2023	Cash	10150	Total	\$116.27
Refer	15280 MADISON NATIONAL LIFE				
Cash Payment Invoice	E 101-41400-131	Employer Paid Health/Lif	JUN- DISABILTIY INS. PREMIUMS		\$14.35
Cash Payment Invoice	E 101-42110-131	Employer Paid Health/Lif	JUN- DISABILTIY INS. PREMIUMS		\$16.40
Cash Payment Invoice	E 101-43000-131	Employer Paid Health/Lif	JUN- DISABILTIY INS. PREMIUMS		\$8.20
Cash Payment Invoice	E 101-45500-131	Employer Paid Health/Lif	JUN- DISABILTIY INS. PREMIUMS		\$4.10
Cash Payment Invoice	E 202-42153-131	Employer Paid Health/Lif	JUN- DISABILTIY INS. PREMIUMS		\$8.20
Cash Payment Invoice	E 203-45000-131	Employer Paid Health/Lif	JUN- DISABILTIY INS. PREMIUMS		\$1.03
Cash Payment Invoice	E 604-49550-131	Employer Paid Health/Lif	JUN- DISABILTIY INS. PREMIUMS		\$5.12
Transaction Date	6/1/2023	Cash	10150	Total	\$57.40
Refer	15281 MEDIACOM				
Cash Payment Invoice	E 101-41400-321	Telephone	JUNE- CITY INTERNET & SOME PHONE BILLS		\$350.00
Cash Payment Invoice	E 101-42110-321	Telephone	JUNE- CITY INTERNET & SOME PHONE BILLS		\$256.90
Cash Payment Invoice	E 101-43000-321	Telephone	JUNE- CITY INTERNET & SOME PHONE BILLS		\$136.90
Cash Payment Invoice	E 101-45500-321	Telephone	JUNE- CITY INTERNET & SOME PHONE BILLS		\$47.34
Cash Payment Invoice	E 201-42280-321	Telephone	JUNE- CITY INTERNET & SOME PHONE BILLS		\$122.34
Cash Payment Invoice	E 202-42153-321	Telephone	JUNE- CITY INTERNET & SOME PHONE BILLS		\$231.90
Transaction Date	6/1/2023	Cash	10150	Total	\$1,145.38
Refer	15282 MINI BIFF, LLC				
Cash Payment Invoice	E 101-45202-418	Other Rentals	APRIL- PARK TOILETS		\$818.04
Transaction Date	6/1/2023	Cash	10150	Total	\$818.04
Refer	15283 MINNESOTA GUTTER				
Cash Payment Invoice	E 201-42280-401	Repairs/Maint Buildings	FIRE HALL GUTTERS INSTALLED		\$2,990.62

Payments

Current Period: JUNE 2023

Transaction Date	6/1/2023	Cash	10150	Total	\$2,990.62
Refer	15284 MINNESOTA LIFE				
Cash Payment Invoice	G 101-21706 Life Insurances	JUNE- LIFE INS. PREMIUMS			\$49.20
Cash Payment Invoice	E 101-41400-131 Employer Paid Health/Lif	JUNE- LIFE INS. PREMIUMS			\$6.50
Cash Payment Invoice	E 101-42110-131 Employer Paid Health/Lif	JUNE- LIFE INS. PREMIUMS			\$16.55
Cash Payment Invoice	E 101-43000-131 Employer Paid Health/Lif	JUNE- LIFE INS. PREMIUMS			\$8.50
Cash Payment Invoice	E 101-45500-131 Employer Paid Health/Lif	JUNE- LIFE INS. PREMIUMS			\$4.25
Cash Payment Invoice	E 202-42153-131 Employer Paid Health/Lif	JUNE- LIFE INS. PREMIUMS			\$8.50
Cash Payment Invoice	E 203-45000-131 Employer Paid Health/Lif	JUNE- LIFE INS. PREMIUMS			\$1.06
Cash Payment Invoice	E 604-49550-131 Employer Paid Health/Lif	JUNE- LIFE INS. PREMIUMS			\$5.31
Transaction Date	6/1/2023	Cash	10150	Total	\$99.87
Refer	15285 MJM MEDICAL DIRECTION SERVIC				
Cash Payment Invoice	E 202-42153-300 Professional Srvs	JUNE- AMB. MEDICAL DIRECTOR FEE			\$500.00
Transaction Date	6/1/2023	Cash	10150	Total	\$500.00
Refer	15286 MINNESOTA VALLEY ELECTRIC C				
Cash Payment Invoice	E 101-45202-381 Electric & Heat Utilities	APR- SPORTSMANS PARK ELEC BILL			\$24.87
Transaction Date	6/1/2023	Cash	10150	Total	\$24.87
Refer	15287 MUNICIPAL EMERGENCY SERVIC				
Cash Payment Invoice	E 201-42280-305 Medical and Dental Fees	FIRE- ANNUAL SCBA FLOW TESTING			\$1,317.35
Transaction Date	6/1/2023	Cash	10150	Total	\$1,317.35
Refer	15288 PEEPS REPAIR				
Cash Payment Invoice	E 101-43000-300 Professional Srvs	LOAD OF BLACK DIRT (BLVD STUMPS)			\$320.00
Transaction Date	6/1/2023	Cash	10150	Total	\$320.00
Refer	15289 PEOPLE SERVICE, INC.				
Cash Payment Invoice	E 601-49400-180 Operator Contract	JUNE- W/WWW SERVICES			\$11,000.00
Cash Payment Invoice	E 602-49450-180 Operator Contract	JUNE- W/WWW SERVICES			\$740.00
Cash Payment Invoice	E 603-49450-180 Operator Contract	JUNE- W/WWW SERVICES			\$13,250.00
Cash Payment Invoice	E 603-49450-392 Testing	JUNE- W/WWW SERVICES			\$185.00
Transaction Date	6/1/2023	Cash	10150	Total	\$25,175.00
Refer	15290 PREMIER LOCATING, INC.				
Cash Payment Invoice	E 604-49550-637 Service Locations	APR- ELEC LOCATING			\$1,435.00
Transaction Date	6/1/2023	Cash	10150	Total	\$1,435.00

Payments

Current Period: JUNE 2023

Refer 15291 RCM					
Cash Payment Invoice	E 101-43000-224	Street Maint Materials	STREET & LIONS CTR LOT PATCHING		\$6,950.00
Cash Payment Invoice	E 101-45500-401	Repairs/Maint Buildings	STREET & LIONS CTR LOT PATCHING		\$1,000.00
Transaction Date	6/1/2023	Cash	10150	Total	\$7,950.00
Refer 15292 RENVILLE SIBLEY SANITATION					
Cash Payment Invoice	E 101-41940-384	Refuse/Garbage Dispos	MAY- GARBAGE & RECYCLING		\$49.15
Cash Payment Invoice	E 101-42110-384	Refuse/Garbage Dispos	MAY- GARBAGE & RECYCLING		\$11.10
Cash Payment Invoice	E 101-43000-384	Refuse/Garbage Dispos	MAY- GARBAGE & RECYCLING		\$87.08
Cash Payment Invoice	E 101-43000-385	Recycling	MAY- GARBAGE & RECYCLING		\$628.00
Cash Payment Invoice	E 101-45202-384	Refuse/Garbage Dispos	MAY- GARBAGE & RECYCLING		\$180.31
Cash Payment Invoice	E 101-45500-384	Refuse/Garbage Dispos	MAY- GARBAGE & RECYCLING		\$22.50
Cash Payment Invoice	E 201-42280-384	Refuse/Garbage Dispos	MAY- GARBAGE & RECYCLING		\$19.00
Cash Payment Invoice	E 202-42153-384	Refuse/Garbage Dispos	MAY- GARBAGE & RECYCLING		\$11.40
Cash Payment Invoice	E 203-45000-384	Refuse/Garbage Dispos	MAY- GARBAGE & RECYCLING		\$106.45
Cash Payment Invoice	E 603-49450-384	Refuse/Garbage Dispos	MAY- GARBAGE & RECYCLING		\$71.65
Transaction Date	6/1/2023	Cash	10150	Total	\$1,186.64
Refer 15293 RETROFIT RECYCLING, INC.					
Cash Payment Invoice	E 101-43000-385	Recycling	ACCUMULATED BATTERY/LAMP RECYCLING		\$610.56
Transaction Date	6/1/2023	Cash	10150	Total	\$610.56
Refer 15294 SIBLEY CO. RECORDER					
Cash Payment Invoice	E 101-41400-200	Office Supplies	EASEMENT RECORD REQUEST		\$6.00
Transaction Date	6/1/2023	Cash	10150	Total	\$6.00
Refer 15295 THOMES BROTHERS HARDWARE					
Cash Payment Invoice	E 101-41400-218	Office Expense	MAY- MISC CHARGES		\$84.93
Cash Payment Invoice	E 101-42110-210	Operating Supplies	MAY- MISC CHARGES		\$159.81
Cash Payment Invoice	E 101-43000-210	Operating Supplies	MAY- MISC CHARGES		\$69.93
Cash Payment Invoice	E 101-43000-420	Shop Equipment	MAY- MISC CHARGES		\$60.98
Cash Payment Invoice	E 101-43000-485	Gas and Repair Miscella	MAY- MISC CHARGES		\$12.99
Cash Payment Invoice	E 101-45202-210	Operating Supplies	MAY- MISC CHARGES		\$61.93
Cash Payment Invoice	E 201-42280-211	Batteries	MAY- MISC CHARGES		\$12.99

Payments

Current Period: JUNE 2023

Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	MAY- MISC CHARGES		\$34.97
Cash Payment Invoice	E 203-45000-210	Operating Supplies	MAY- MISC CHARGES		\$111.84
Cash Payment Invoice	E 603-49450-409	Rep/Sup-WW Facility	MAY- MISC CHARGES		\$219.99
Transaction Date	6/1/2023	Cash	10150	Total	\$830.36
Refer	15296 U.S. BANK - CREDIT CARD				
Cash Payment Invoice	E 101-41400-182	Seminars	MAY- PD SHIPPING, EMS WEEK EXPENSES		\$55.00
Cash Payment Invoice	E 101-42110-322	Postage	MAY- PD SHIPPING, EMS WEEK EXPENSES		\$118.05
Cash Payment Invoice	E 101-42110-503	Computers/Software/We	MAY- PD SHIPPING, EMS WEEK EXPENSES		\$10.68
Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	MAY- PD SHIPPING, EMS WEEK EXPENSES		\$46.51
Cash Payment Invoice	E 202-42153-322	Postage	MAY- PD SHIPPING, EMS WEEK EXPENSES		\$4.63
Cash Payment Invoice	E 202-42153-396	Safety Program & Equip	MAY- PD SHIPPING, EMS WEEK EXPENSES		\$325.95
Cash Payment Invoice	E 202-42153-430	Miscellaneous	MAY- PD SHIPPING, EMS WEEK EXPENSES		\$101.69
Transaction Date	6/1/2023	Cash	10150	Total	\$662.51
Refer	15297 ULINE				
Cash Payment Invoice	E 101-42110-210	Operating Supplies	MAY- SUPPLIES		\$134.40
Cash Payment Invoice	E 101-43000-210	Operating Supplies	MAY- SUPPLIES		\$72.70
Cash Payment Invoice	E 101-45202-210	Operating Supplies	MAY- SUPPLIES		\$153.02
Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	MAY- SUPPLIES		\$201.60
Cash Payment Invoice	E 203-45000-210	Operating Supplies	MAY- SUPPLIES		\$99.00
Transaction Date	6/1/2023	Cash	10150	Total	\$660.72
Refer	15298 VERIZON WIRELESS				
Cash Payment Invoice	E 101-42110-321	Telephone	JUNE- CELL PHONE & TABLET BILLS		\$166.90
Cash Payment Invoice	E 202-42153-321	Telephone	JUNE- CELL PHONE & TABLET BILLS		\$108.02
Cash Payment Invoice	E 604-49550-321	Telephone	JUNE- CELL PHONE & TABLET BILLS		\$50.00
Transaction Date	6/1/2023	Cash	10150	Total	\$324.92
Refer	15299 WEBER MULTI SERVICES				
Cash Payment Invoice	E 101-43000-224	Street Maint Materials	MAY- MANHOLE, WTR LINE, SINKHOLE		\$420.00
Cash Payment Invoice	E 601-49400-395	Repairs-Meters, Hydrant	MAY- MANHOLE, WTR LINE, SINKHOLE		\$5,266.00
Cash Payment Invoice	E 605-49600-513	Storm Sewer	MAY- MANHOLE, WTR LINE, SINKHOLE		\$1,788.26
Transaction Date	6/1/2023	Cash	10150	Total	\$7,474.26

Payments

Current Period: JUNE 2023

Fund Summary

	10150 Cash
101 General Fund	\$60,724.11
201 Fire Fund	\$4,600.00
202 Ambulance Fund	\$3,989.98
203 Community Center Fund	\$1,576.55
207 Cemetery Fund	\$550.00
401 Capital Equipment Fund	\$9,004.00
601 Water Fund	\$18,598.78
602 Sewer Fund	\$740.00
603 AGI Sewer Fund	\$22,623.87
604 Electric Fund	\$1,530.63
605 Storm Water Drainage Fund	\$1,788.26
	<u>\$125,726.18</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$125,726.18
Total	<u>\$125,726.18</u>



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

RESOLUTION 25-2023

A RESOLUTION RECEIVING FEASIBILITY REPORT AND CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the council adopted April 17, 2023, a report has been prepared by Bolton & Menk, Inc. with reference to proposed 2024 Street & Utility Improvement, the improvement of:

- W Chandler Street between 411th Avenue to MN TH 5
- W Brooks Street between 8th Avenue to MN TH 5
- W Alden Street between 7 ½ Avenue NW to MN TH 5
- 8th Avenue NW between W Brooks Street and Scott County Fairgrounds
- 7 ½ Avenue NW between W Main Street and W Brooks Street
- 7th Avenue NW between W Main Street and W Douglas Street
- 6th Avenue NW between W Main Street and W Chandler Street

and this report was received by the council on June 5, 2023, and

WHEREAS, the report provides information regarding 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.ⁱ

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

1. The council will consider the improvement of such street in accordance with the reportⁱⁱ and the assessment of abutting propertyⁱⁱⁱ for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$ _____.
2. A public hearing shall be held on such proposed improvement on the _____ day of July, 2023, in the council chambers of the city hall at _____ p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.^{iv}

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 5th day of June 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.

ⁱ A certified copy of this report, along with a map showing the names of streets, names of additions, block and lot numbers, and the location of the improvements, are part of the legal transcript which bond attorneys require in reviewing the legality of the bonds issued to finance the improvement.

ⁱⁱ If the report proposes to change the nature of the improvement or its location so that the preamble does not describe the improvement as it is proposed to be conducted, the proposal made by the report should be more explicitly stated.

ⁱⁱⁱ If it is proposed to assess non-abutting property, the language should be changed accordingly. The improvement code requires the notice provided for in this resolution to state the area proposed to be assessed as well as the general nature of the improvement.

^{iv} In order to permit the publication of the notice of hearing twice, the second notice to be at least three days before the hearing, the date of hearing should be set for a date at least ten days after the first publication date.



**BOLTON
& MENK**

Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

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

May 12, 2023

Jessica Steinke
City Administrator
City of Arlington
204 Shamrock Drive
Arlington, MN 55307

RE: 2023 Street Improvements
City of Arlington, MN
BMI Project No. 0M1.130289

Dear Ms. Steinke,

Bids were received and opened electronically through QuestCDN at City Hall on Friday, May 12th at 10:00 a.m. for the project referenced above. Five (5) bids were received, and the results of the bids are tabulated below:

Bidder	Bid Amount
Nielsen Blacktopping, Inc.	\$169,990.00
Wm. Mueller & Sons, Inc.	\$196,470.00
GMH Asphalt Corporation	\$196,481.80
OMG Midwest, Inc. dba Minnesota Paving & Materials	\$207,585.00
M.R. Paving & Excavating, Inc.	\$224,348.21
Engineer's Estimate	\$198,840.00

The low bidder for the project is Nielsen Blacktopping, Inc., from Kasota, Minnesota. The low bid is approximately 15% below the Engineer's Estimate and the next lowest bid is approximately 16% over the low bid. A detailed bid abstract of all the bids and the engineer's estimate is attached for your review.

Based on past performance on similar projects in previous years, it is our opinion that Nielsen Blacktopping, Inc. is qualified to perform the work required under this contract. If deemed financially feasible, we hereby recommend that Nielsen Blacktopping, Inc. be awarded the contract based on the bid contract amount of \$169,990.00. Please keep their attached submitted documents for your records.

Sincerely,

Bolton & Menk, Inc.



Jason L. Femrite, P.E.
City Engineer

Enclosure

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**BOLTON
& MENK**

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1960 Premier Drive
Mankato, MN 56001-5900

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

May 12, 2023

Jessica Steinke
City Administrator
City of Arlington
204 Shamrock Drive
Arlington, MN 55307

RE: 2023 Seal Coat Improvements
City of Arlington, MN
BMI Project No. 0M1.130288

Dear Ms. Steinke,

Bids were received and opened electronically through QuestCDN at City Hall on Friday, May 12th at 10:15 a.m. for the project referenced above. Four (4) bids were received, and the results of the bids are tabulated below:

Bidder	Bid Amount
Pearson Bros., Inc.	\$30,881.00
Allied Blacktop Company	\$31,571.00
M.R. Paving & Excavating, Inc.	\$35,779.91
Asphalt Surface Technologies Corp. aka ASTECH	\$38,546.00
Engineer's Estimate	\$27,847.00

The low bidder for the project is Pearson Bros., Inc. from Hanover, Minnesota. The low bid is approximately 11% above the Engineer's Estimate and the next lowest bid is approximately 2% over the low bid. A detailed bid abstract of all the bids and the engineer's estimate is attached for your review.

Based on past performance on similar projects in previous years, it is our opinion that Pearson Bros., Inc. is qualified to perform the work required under this contract. If deemed financially feasible, we hereby recommend that Pearson Bros., Inc. be awarded the contract based on the bid contract amount of \$30,881.00. Please keep their attached submitted documents for your records.

Sincerely,

Bolton & Menk, Inc.

Jason L. Femrite, P.E.
City Engineer

Enclosure

H:\ARL\0M1130288\1_CORRES\C_TO OTHERS\130288 RECOMMENDATION LTR.DOCX

PROPOSAL

Jessica Steinke
City Administrator
City of Arlington
204 W Shamrock DR
Arlington, MN 55307

RE: Planning and Zoning Services

Dear Ms. Steinke:

South Central Service Cooperative (SCSC) appreciates the opportunity to present this proposal to the City of Arlington for Planning and Zoning Services. SCSC's highly skilled staff has many years of collective experience in all aspects of local government.

GENERAL BACKGROUND

Since 1976, South Central Service Cooperative has been facilitating programs and services between local governments and school districts across south central Minnesota. We work with these entities in the nine-county region on projects or contracted services that help promote cooperation by pooling human and financial resources. We believe services are most efficient and cost effective when implemented at a regional level rather than a "one size fits all approach," which may occur when mandates are managed at the state and federal levels. Facilitating services regionally creates economies of scale and maintains a consistency in the process that positively affects local governments and school districts.

EXPERIENCED LEADERSHIP

Mike Humpal, CEcD, Manager of Local Government Solutions, will serve as team leader for the City of Arlington. Mike has a Bachelor of Science and a master's degree in public administration, along with being a certified Economic Developer. Mike has more than 30 years of local government experience, including 18 years as an Assistant City Administrator and City Administrator responsible for all operations of the city including Planning and Zoning. Mike is assisted by SCSC team members: Wendell Sande, Director, Insurance Services Director, Advisory Services; Hannah Keltgen, Manager of Wellness and Marketing Communications; Roberta Jensen, Marketing Communications Specialist; Crista Krosch, Marketing Communications Support; Jessica Maday, Administrative Services Coordinator, and consulting services with Rick Almich or another SCSC contracted employee.

PROJECT SCOPE

- ❖ Meet with Arlington city staff and council to provide an overview of planning and zoning services.
- ❖ Meet with the city administrator to identify planning and zoning needs.
- ❖ Determine a process by which planning services are delivered and number of hours.
- ❖ Review planning and zoning applications and request for information
- ❖ Coordinate all activities with the city administrator.
- ❖ Provide ongoing updates to documents as directed.

SERVICES

1. SCSC will provide planning and zoning services as identified by the city administrator.
2. SCSC will assign a community development specialist to complete the services identified by the city administrator.
3. The community development specialist will attend planning commission and city council meetings as directed by the city administrator.
4. Services will be provided on site and remotely.
5. Planning and zoning services will include application reviews and write up for the planning commission and city council, findings of fact, meeting with applicants and answer general questions from citizens.
6. City code review and recommended updates will be completed as directed by the city administrator.
7. Community development specialist will coordinate ordinance drafting and review with the city attorney.
8. Meet with others city engineers, DNR, MPCA or other entities as the situation requires and approved by the city administrator.

PROPOSED TIME AND COST ALLOCATION

South Central Service Cooperative proposes to complete planning and zoning services at a rate of \$55.00 per hour. This fee includes:

- Work as outlined in services provided.
- Staff time including travel to and from Arlington.
- Attendance at City Council and Planning Commission meetings.
- Working in house or remote
- General consulting for planning and zoning issues.

Additional Cost Allocations:

- Mileage at the federal allowance
- Staff time other than the assigned community development specialist
- Travel time to meetings outside the city of Arlington.
- Publication and advertising if required.

PROPOSAL FOR THE CITY OF ARLINGTON

- Printed materials required outside normal operations.

Thank you for the opportunity to present this proposal for planning services. Please do not hesitate to contact me with questions.

Respectfully,



Mike Humpal, CEcD
Manager, Local Government Solutions
South Central Service Cooperative

2075 Lookout Drive
North Mankato, MN 56003
Mobile: 507-236-7651
mhumpal@mncsc.org

Contract for Professional Services

This contract is made and entered into by Community and Economic Development Associates, a Minnesota nonprofit corporation exempt from income tax as an organization operated for charitable purposes within the meaning of Internal Revenue Code section 501(c)(3), hereafter "CEDA", and the City of Arlington, hereafter "the City", a municipal entity, to define the terms by which CEDA shall provide technical and management expertise services to the City.

I. Agreement scope and purpose. The City hereby retains CEDA to perform to its benefit the services described in paragraph II, to the end of the City more effectively accomplishing:

- * Prevention and/or combat of community and neighborhood deterioration and revitalization of deteriorated neighborhoods;
- * Attraction and/or retention of businesses that would not, but for the assistance provided, choose to locate/remain in the area;
- * The securing of businesses who will be required to provide jobs for unemployed and underemployed residents of the community; and
- * The expansion of business opportunities for minority entrepreneurs and other entrepreneurs that are viable business opportunities to enhance the well being of the community and/or for businesses who are unable to obtain financing from conventional sources

II. Services to be provided by CEDA. CEDA agrees to provide technical and management expertise in the form of staff and materials to the City. Staff's services, and associated materials, will be provided in order to facilitate and support the accomplishment of the City's undertakings to the ends described in the preceding paragraph. CEDA's staff and materials shall be made available toward efforts in planning, zoning, and community development projects as assigned by the city administrator.

III. Obligations of the City.

- A. The City shall reimburse CEDA for staff time provided at the rate of \$48,600 not to exceed annually. This is based on an average of 16 hours per week, eight of which will be in the community.
- B. Materials, conferences, meetings and the like shall be paid for on a unit basis agreed to by the City in writing prior to the provision of the materials.
- C. The City shall be responsible to provide payment to CEDA within 30 days of the submission of each invoice provided by CEDA.

IV. Obligations of CEDA.

- A. CEDA is performing services as an independent contractor. Accordingly, the provision of staff by CEDA to provide technical and management expertise to the City under this Agreement neither creates a release of CEDA staff to employment at the City nor makes such staff subject to supervision by the City.
- B. CEDA has no authority or right, express or implied, to assume or create any obligation or responsibility on behalf of the City or to bind the City in any manner. CEDA will not represent the contrary, either expressly or implicitly, to anyone.
- C. CEDA is solely responsible for payroll tax responsibilities related to each of its staff persons whose time is provided under this Agreement and shall acquire and maintain necessary insurance related to their efforts under this Agreement, including carrying workers' compensation insurance coverage at all times. CEDA shall supply the City with certification of such coverage.
- D. CEDA shall be responsible to invoice the City for staff time and materials provided under this Agreement on a periodic basis, no less frequently than quarterly.

V. Period/Termination. The term of this Agreement is yearly, commencing May 1, 2023. The Agreement may be terminated earlier in its term upon 30 days' written notice by CEDA to the Authority or by the Authority to CEDA. Upon termination, the Authority shall be liable to pay CEDA for services

performed at \$48,600 per year, pro-rated and materials provided under this Agreement prior to and through the effective date of termination, unless otherwise specifically agreed by the parties in writing.

VI. Construction of Agreement. This Agreement is to be performed and construed under Minnesota law, and supersedes any and all prior agreements and contains the entire agreement of the parties.

CITY OF ARLINGTON

By _____

Its _____

Date _____

By _____

Its _____

Date _____

COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATES

By 

Its CEO/President

Date April 26, 2023

Contract for Professional Services

This contract is made and entered into by Community and Economic Development Associates, a Minnesota nonprofit corporation exempt from income tax as an organization operated for charitable purposes within the meaning of Internal Revenue Code section 501(c)(3), hereafter "CEDA", and the City of Arlington, hereafter "the City", a municipal entity, to define the terms by which CEDA shall provide technical and management expertise services to the City.

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- * Attraction and/or retention of businesses that would not, but for the assistance provided, choose to locate/remain in the area;
- * The securing of businesses who will be required to provide jobs for unemployed and underemployed residents of the community; and
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III. Obligations of the City.

- A. The City shall reimburse CEDA for staff time provided at the rate of \$65,830 not to exceed annually. This is based on an average of 24 hours per week, eight of which will be in the community.
- B. Materials, conferences, meetings and the like shall be paid for on a unit basis agreed to by the City in writing prior to the provision of the materials.
- C. The City shall be responsible to provide payment to CEDA within 30 days of the submission of each invoice provided by CEDA.

IV. Obligations of CEDA.

- A. CEDA is performing services as an independent contractor. Accordingly, the provision of staff by CEDA to provide technical and management expertise to the City under this Agreement neither creates a release of CEDA staff to employment at the City nor makes such staff subject to supervision by the City.
- B. CEDA has no authority or right, express or implied, to assume or create any obligation or responsibility on behalf of the City or to bind the City in any manner. CEDA will not represent the contrary, either expressly or implicitly, to anyone.
- C. CEDA is solely responsible for payroll tax responsibilities related to each of its staff persons whose time is provided under this Agreement and shall acquire and maintain necessary insurance related to their efforts under this Agreement, including carrying workers' compensation insurance coverage at all times. CEDA shall supply the City with certification of such coverage.
- D. CEDA shall be responsible to invoice the City for staff time and materials provided under this Agreement on a periodic basis, no less frequently than quarterly.

V. Period/Termination. The term of this Agreement is yearly, commencing May 1, 2023. The Agreement may be terminated earlier in its term upon 30 days' written notice by CEDA to the Authority or by the Authority to CEDA. Upon termination, the Authority shall be liable to pay CEDA for services

performed at \$65,830 per year, pro-rated and materials provided under this Agreement prior to and through the effective date of termination, unless otherwise specifically agreed by the parties in writing.

VI. Construction of Agreement. This Agreement is to be performed and construed under Minnesota law, and supersedes any and all prior agreements and contains the entire agreement of the parties.

CITY OF ARLINGTON

By _____

Its _____

Date _____

By _____

Its _____

Date _____

COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATES

By 

Its CEO/President

Date April 26, 2023

First Impression Report

Generated for: Arlington, MN



CEDA
Community and Economic
Development Associates

Introduction



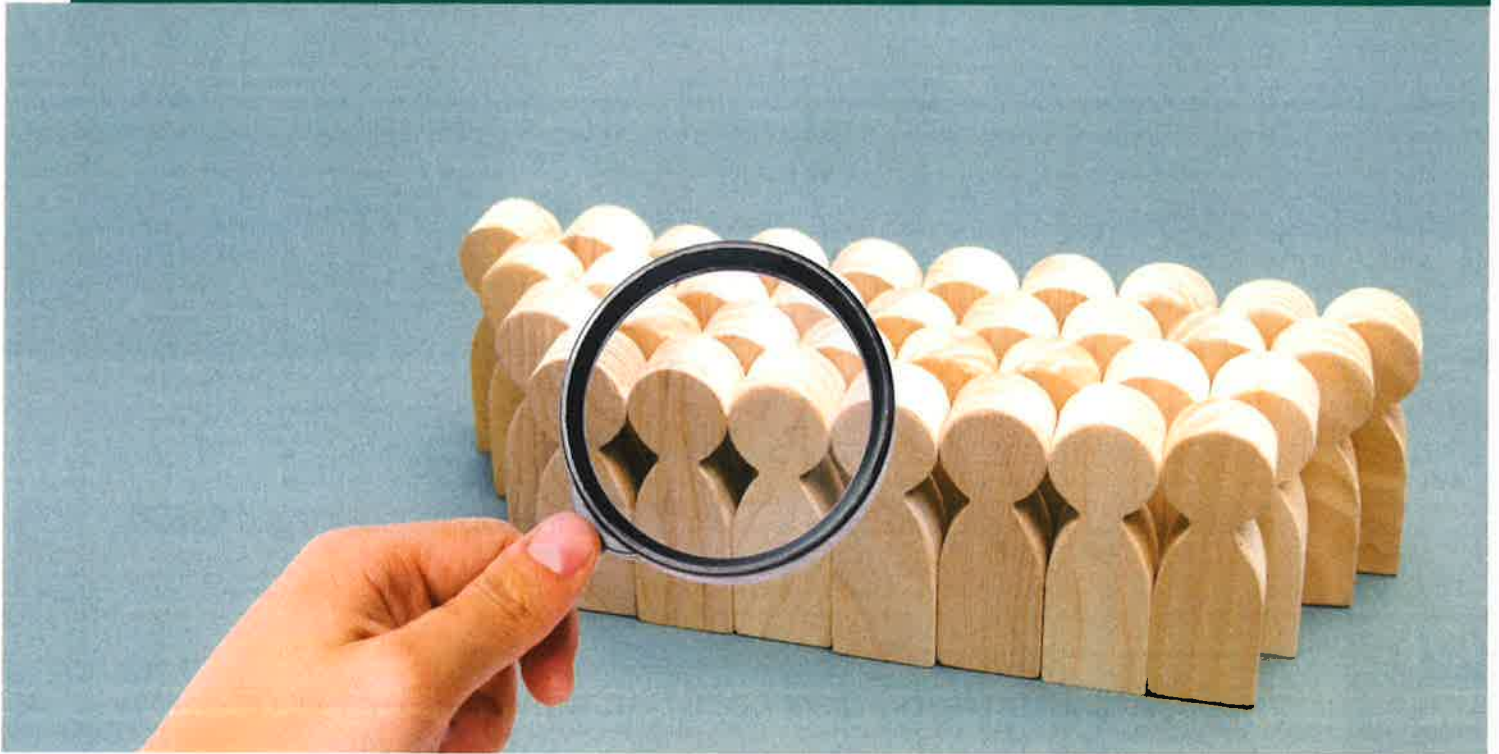
The purpose of this First Impression Report is to provide the city of Arlington with information on assets and opportunities as observed by an objective, first-time visitor.

This report does not constitute a proposed work plan and may include items that the city has previously discussed or declined to move forward. The report should instead be viewed as first-hand observations and suggestions ascertained and conveyed by visitors through a community development lens.

This report was authored by Michael Monson. The date of the community visit was May 9th, 2023.

About CEDA: CEDA was created in 1986 as a private, 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community and Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of southeast Minnesota. The name change reflects CEDA's commitment to provide services that fit the needs of any rural community. CEDA provides ongoing and/or project based economic/community development, grant writing, and planning services to rural communities and counties. Our team brings with it over 200 years of collective development experience.

Community Demographics



The subsequent section of this report outlines demographic data on the city. This is relevant because it provides perspective as it relates to population density, resources, location, and more.

Beyond typically viewed data such as median household income and population, this analysis offers workforce information such as major industries, commute times and flow, primary jobs, etc. Because workforce augmentation and retention is a major part of community and economic development efforts, this information is useful and timely.

All data acquired for the creation of this section was collected from the US Census Bureau's Data and On the Map tools. Population numbers will be pulled from the State Demographer's office to offer a more current and accurate portrayal.

Community Demographics

Arlington, MN



Population

Population in city: 2,280

Population in county: 14,986

Location

Arlington is located about an hour southwest of the Twin Cities, right in the center of Sibley County.

Transportation

Both Highways 212 and 169 are about 15 miles from town. County Road 5 goes straight through town to 212. Trailblazer Transit buses travel throughout the county.

Other

Median Household Income: \$61,708

Median Home Value: \$148,400

Median Gross Rent: \$756

Workforce Analysis

Age Groups of Workers:

29 and younger:	26.4%
30 - 54:	47.8%
55 and older:	25.8%

Workers by Earnings:

\$15,000 and under:	25.8%
\$15,001 - 39,999:	29.6%
\$40,000 and over:	44.6%

Workers by industry of employment

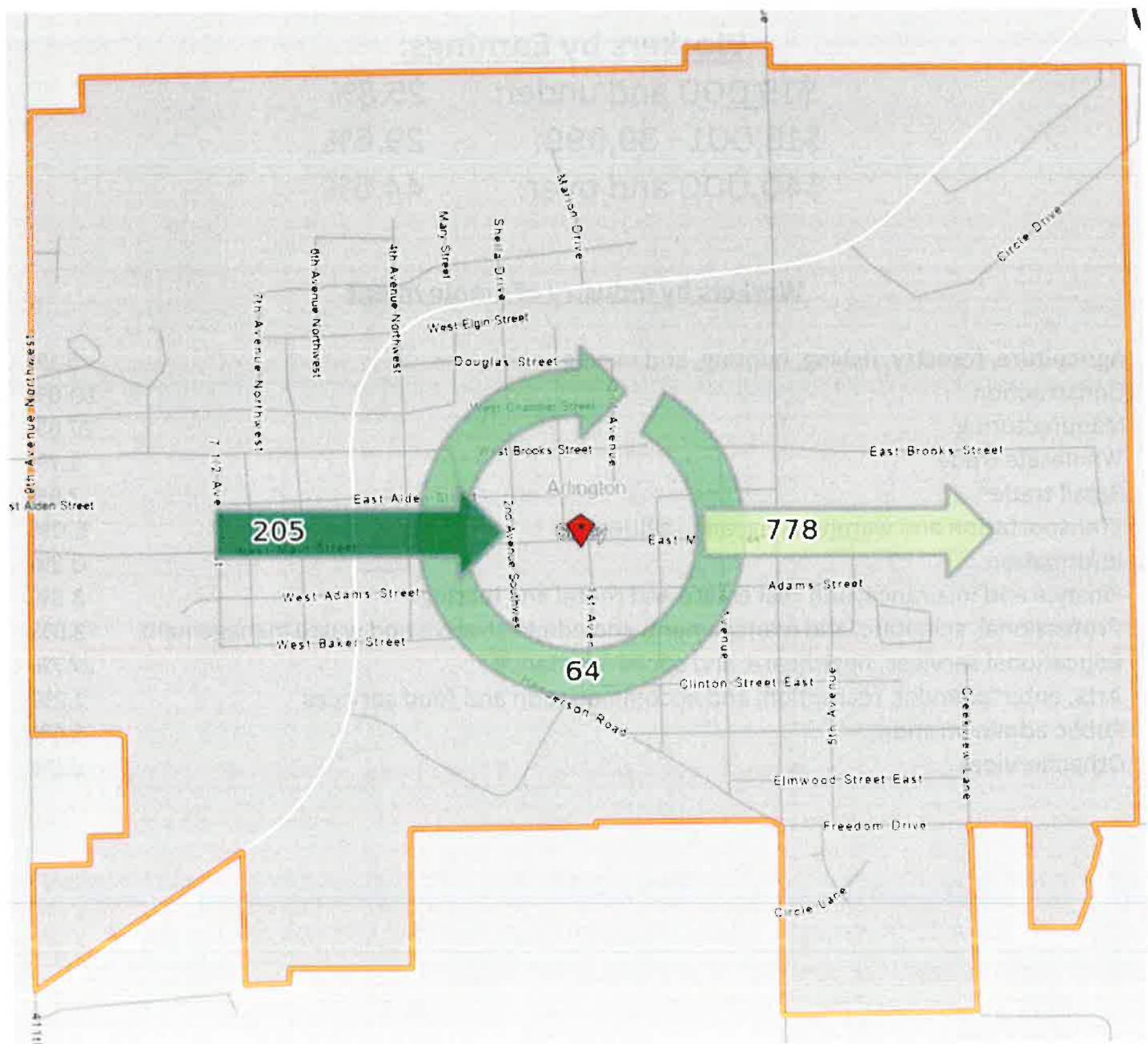
Agriculture, forestry, fishing, hunting, and mining	5.1%
Construction	10.6%
Manufacturing	27.6%
Wholesale trade	1.7%
Retail trade	7.8%
Transportation and warehousing, and utilities	5.0%
Information	0.3%
Finance and insurance, and real estate and rental and leasing	3.8%
Professional, scientific, and management, and administrative and waste management	3.5%
Educational services, healthcare, and social assistance	27.7%
Arts, entertainment, recreation, and accommodation and food services	1.2%
Public administration	3.6%
Other services	2.2%

In-Flow/Out-Flow Analysis

The map below shows that the city of Arlington has jobs filled by non-residents, residents leave the city for work and residents live and work in the community.

As depicted below, approximately 205 people work in Arlington but commute in from other communities. ~64 people live and work in Arlington, and ~778 individuals live in Arlington but commute elsewhere for work.

Inflow/Outflow map from U.S. Census on the Map:



Online Presence

In today's society, many prospective and current residents and businesses are seeking information on communities through online channels. It is imperative that communities have a robust and easy to navigate website and social media presence to provide ease of access to information. Below, a summary of the city's online presence is articulated.

Website:

General summary of the city's web presence.

The homepage of Arlington's website is clean, updated, and organized looking. More pictures could be added to the rotating slideshow on the home page. There is some unused space on the right side of the page that could be used for sharing information. Navigation to the different departments and categories is easy. Some of the pages are in need of organizing and updating. For example, the EDA page includes an extensive list of information and data which may be challenging for developers, businesses, etc. to navigate/process. It could be split up into multiple tabs. Additionally, there is no contact information provided for the EDA members, and the section labeled "EDA Director" is empty. Other pages have similar suggestions.

Location of Information:

The home page displays several tabs for the various departments and categories. The tabs lead you to different pages with the correct information. A link for paying bills is close to the top and easy to find, which would be one of the most common reasons for residents to go to the website. Below the bill paying section, there are five labeled and hyperlinked images for some more pages that would be popularly searched. Subsequently, viewers find news, events, and contact information. This section appears to be tightly spaced, and there may be benefits to relocating the events or news section to the open space above the link for paying bills. At the very bottom of the homepage, there are images identifying the community as both a "Tree city" and a "Green Step city." As sustainability is increasingly important to individuals and businesses, this information and designation is beneficial to include. There is also a link to the city's Facebook page, which hopefully encourages people to follow the city's social media presence as a means of obtaining valuable updates and information.

Functionality and Accessibility:

Most of the tabs and links throughout the website are functional and lead you to the correct page. The Community Center link towards the bottom of the homepage brings you to a small image. Although the links take you to the correct pages, some of the information on those pages may be missing or need updating. The city may want to explore having an audit of the site completed to ensure ADA accessibility compliance for colors, images/alt. text/ etc.

Online Presence

Social Media:

The city seems to only have a Facebook page, which does a good job of sharing information and photos from city events. There could be benefits to adding one or two other channels. For instance, Twitter can be helpful for quickly sending out updates and information to residents. Instagram can be great for sharing higher quality photos of the community that could engage community members. Having multiple channels can help reach different demographic segments of your population. If created, the city can link some of these pages to facilitate cross platform posting.

Facebook:

This account seems to be very active, posting 1-4 times per week about the events or topics the community would be interested in. This page has a decent following of about 2,000 followers. The About page has contact info, location, and hours of city hall. A brief description of the city or some quick information could be added.

Instagram:

We were unable to locate an Instagram page for the city.

Twitter:

We were unable to locate a city Twitter page; however, there is an active Twitter for the Police Department.

LinkedIn:

We were unable to locate a LinkedIn page for the city.

Signage

Signage:

Signage is important in community development. It can not only welcome people into/out of your city, but also signage can aid in directing people to some of the most prominent (or tucked away!) assets, amenities, and features your community has to offer. Signage encourages a welcoming and uncomplicated experience.

Arlington looks to have a sign by all of the entrances into town. The most prominent one is the large green one (pictured below). The logo and coloration seem to align with the city's online presence. There is an electronic sign outside of city hall that shares important information. There do not seem to be any signs around town that help direct visitors to different locations around town. Incorporation of wayfinding signage could be beneficial. The unique baseball water tower also helps to identify the community to visitors.



Housing

Housing/Residential:

In order to grow population and attract businesses of varying types, communities need to have ample housing stock to suit the needs of their residents. This section analyzes the observations surrounding housing in the city.

The majority of the city's housing stock (70%) was constructed prior to the year 1980. This is not atypical in many rural communities, and there may be some programs worth exploring to assist residents with rehabilitation or energy efficiency upgrades. On the northwest side of the city, there is some newer residential construction. In addition to some homes that are currently being constructed, there are also some remaining shovel-ready lots available for sale. When our team toured the community, they did not see any existing housing currently for sale. When researching online, there looks to be one house that is available as a rental opportunity. The community also has some different options for multi-family housing.

Some twin homes, some smaller older apartment buildings, and one larger more recently built apartment complex exist; however, more multi-family options may be beneficial to continue to attract new residents to the community.



Education

Education:

Many individuals and families are concerned with the quality and accessibility of education when making decisions about where to live and work. As such, it is important to have a foundational understanding of perceptions about the city's educational options.

School District(s):

The Sibley East Middle/High School is in Arlington. The front of the school looks nice and modern. You can see where this newer part was added on to an older section of the building. There seems to be decent parking for the school, and nearby is the sports complex (baseball stadium, tennis courts, football field). There is also the St. Paul's Lutheran School in town for pre-kindergarten through 8th grade. According to US News and World Report, the school district does seem to have a good graduation rate as well as consistent enrollment. Arlington schools may also have desirable teacher-student ratios which could be promoted.

Child care:

There looks to be a child care center called the 3 in 1 Learning Center in Arlington. Saint Paul's Lutheran School also appears to offer programs for three and four year olds. Searches also yield at least eight in-home providers offer care in the city. The city lists a child care loan program that they offer through the EDA to assist in expanding access to care for residents.

Services

Services:

Based on a limited visit and cursory online research, community members may be evaluating the services that your city offers to residents. As such, this section is included.

Emergency Services (Fire/Police):

The fire and police departments share a nicely upkept building in town. During the short visit, vehicles were not visualized around the community, and as such, their condition/markings could not be analyzed. Each department has a page on the city's website. The fire department's page offers more robust information on the department. The fire department and police department also have their own Facebook pages that seem to post regularly. The police department does have a Twitter page that it uses to disseminate information.

Healthcare:

The Ridgeview Medical Center looks like a nice facility that is right in town and easy to access. Having nearby access to medical care is an important amenity.

Utilities:

Electric looks to be municipally owned and is serviced by the McLeod Cooperative Power Station. Gas comes from CenterPoint Energy, and the city is contracted with People Service for water/sewer. Information is easy to find on the city's website.

Library:

The library is in a building downtown connected to other businesses. The connectedness may promote accessibility for workers and families; however, it can restrict space for inventory and programming expansions. The library may look into grant and loan programs through USDA and foundations to expand their offerings and space.

Other:

The city is currently having fiber internet installed through the company Nuvera. With broadband being essential for remote work, this project will be a selling point for Arlington to prospective residents and businesses. It could/should be added to marketing materials for the community. Further, the Minnesota Broadband office has a program entitled Telecommuter Forward! Arlington should apply for this program (at no cost) to be placed on the State's website and obtain use of the logo demonstrating the city's commitment to telecommuting friendly amenities and options.

Downtown

Downtown:

In small communities, the downtown corridor is an important facet of the city. CEDA staff worked to understand the downtown structure and make up to offer observations and suggestions.

Retail/Commercial:

There's a mix of different businesses in Arlington. Some facades appear to be dated while others are more modern and updated. The city could look into expanding its facade improvement programming to assist more property owners and catalyze bigger improvement projects. There are some interesting businesses in the community that may capture visitor attention. The one-screen movie theater is a prominent and exciting fixture that could be an intriguing draw and source of entertainment. Online research yields that the theater is operational on weekends; this could be promoted as an asset. There are programs that exist to help the theater continue operations and upkeep with ever-changing requirements for screening. The city could continue to work with ownership on loans/grants/historical preservation/etc. The garden shop and sports memorabilia store are two other businesses that stand out to visitors. There are also bars and auto repair businesses in the community that are accessible. While restaurant bars were available, there did not appear to be many strictly sit-down restaurants. It would be beneficial to talk with community members to see what type of restaurants or businesses they believe the city is in need of/would support. This could be accomplished with a city-wide community survey that could be structured and analyzed as an online, paper, or hybrid format. The city website has a page for all of the businesses in town. Currently, the city lists businesses with a photo, but it may be helpful to have a list of the names in alphabetical order that are hyperlinked to a page with a photo, contact info, and business hours. The city could also look at categorizing businesses based upon industry for easy navigation. The city could also produce a printable business listing/directory/guide to promote shopping and dining.

Building Aesthetics:

Some of the commercial structures may benefit from facade updates and/or improvements. Signs for businesses could also use refreshing or updates in some instances. The downtown looks historic and unique; the city could look into the creation and promotion of facade improvement programming. In addition, the city may assist with signage (this could be for refreshes, or for consistent branding based on city-imposed themes/requirements). The city could also look at historic preservation options that exist for structures. Some vacant structures could be used for business promotion. For example, existing businesses may put up displays advertising their product/service, or art from the school could be put up to promote the community as a whole.

Parking:

In downtown, there seems to be plenty of street parking. There's a mix of diagonal and parallel spots available along most of the businesses. The city could conduct a parking survey, or talk with businesses to ensure that availability of spaces exists throughout various periods of the day.

Industrial & Commercial

Industrial Development:

This section seeks to describe the industrial development in the city. CEDA team members drove through the community and did some online research to determine types and levels of industrial businesses operating in the community.

Land/Building Availability:

Staff did not find any industrial land or buildings currently for sale. The city is surrounded by farmland, so there may be opportunities for industrial expansion for the community. With the city's website, when industrial/commercial land or buildings become available, there is the opportunity for the city to assist in the marketing of these sites. Currently there is information available for residential land, but not industrial or commercial.

Amount/Diversity of Industry:

The zoning map for the city can be found on the city's website. This map shows one General Industrial District, which is located on the south side of town. The manufacturers, Data Metalcraft Inc and Seneca Foods are located here, along with the city of Arlington Water Treatment Facility. The railroad also enters the community through this area and could present future opportunities for development. On the northwest and northeast corners of the city are zoned Limited Industrial Districts. The Hutchinson Co-op and Scott Equipment are located here, and a small railroad spur. The northwest corner does not look to be occupied by any industrial companies but the Arlington Race Track and Sibley County Fairgrounds are both located in this quadrant of the city.

Business Retention, Expansion, and Promotion:

Arlington has a Chamber of Commerce, which always has the goal of supporting and promoting its business members. The website for the Chamber promotes the Arli-Dazzle Christmas parade very well but there is opportunity to help promote other community attractions and activities more heavily as well. More directional signage in downtown to point the many visitors to both the fairgrounds and the Arlington Raceway could also be helpful. Also, materials promoting the businesses in the community to visitors for these big events could be impactful. If not already undertaken by the community, informal business retention visits could be done by either economic development staff or chamber volunteers each year to stay aware of what's happening in the business community.

Recreation

Recreation:

Cities of all sizes are striving to offer entertainment and recreational opportunities to their residents and visitors. This report outlines the perceived recreational opportunities and suggestions for continued growth of the amenities.

city Parks: There are multiple parks that a first-time visitor notices, with at least two of them being of larger size. The Memorial Park successfully captures attention by using both open spaces and a helicopter to draw visitors in with unique components. The city seems to do a good job of keeping the parks well-maintained and clean. The parks appear to be inviting to families. Another park, Frenzel Park, houses the baseball stadium and other sports facilities. As baseball is an important part of the community, the stadium is a big attraction. According to the city's website, there are five total parks in the city, Four Seasons Park, Sportsmen's Park, Fairview Park, and the two parks previously mentioned, Frenzel Park and Memorial Park. There are descriptions of each park on the website, but the descriptions are shortened and readers are unable to view the full description. The city may want to look into word limits on the "features" section to allow for fuller description. Further, the city could look at adding citizen/visitor hashtagged photos from social media or having professional photos put on that section of the page so that viewers can visualize amenities in each of the locations. Each of the parks could have its own clickable landing page with lists of amenities and photos. It is beneficial that viewers can click on the address for navigation purposes. The city may also want to explore more ADA accessible playground equipment options. Grants may be available through foundations, businesses, and/or organizations in the area to assist with this cost.

Trails: There is a bike trail in Sportsmen's Park that takes you over a creek and through some nice natural scenery. This park is southeast of town by a few miles. The city could look into the creation of connecting trail systems with grant assistance from the Minnesota Department of Natural Resources (DNR). Further, if completed, trail maps could be created to facilitate visiting/navigating.

Camping: There are neighboring campgrounds in nearby cities. The city may want to explore expanded camping opportunities for visitors.

Events: The Chamber of Commerce makes it clear that the Arli-Dazzle Christmas Parade is a big event in the city. The baseball games for the Arlington A's would also draw a big crowd throughout the summer months. The county fair takes place each year in the community. There is also a race track, Arlington Raceway, with seasonal events from May-September. All of these events bring in a significant number of visitors. The city may want to add directional signage for the fairgrounds and race track. Further, the city may want to produce business guides for visitors that aid them in finding retail and dining options.

Community Promotion

Community Promotion:

Whether they're looking to attract residential growth, industrial companies, or more commercial businesses, cities need to promote themselves effectively. This section of the First Impression Report outlines some general perceptions of the city's marketing efforts (internal and external).

Internal Marketing: The city website could be viewed as internal marketing. Residents and city officials would be the main visitors on the site, and residents are able to pay their bills online through the website, they could also see the events and news at the bottom of the page. There are also a few pamphlets available in city Hall that promote the event center and the EDA's financial assistance program. These could be made more readily available online if desired. The city may also want to continue to utilize various social media outlets to distribute information. The aforementioned community survey would be useful to understanding the types of amenities that citizens currently enjoy and would like to see created. If not already created, the city could look at a monthly newsletter with various topics. The city could also explore monthly "did you know" segments where they could instruct citizens about various frequently asked questions/topics.

External Marketing: From what a first-time visitor can see, the city's three main external marketing channels are the electronic sign outside of city Hall, the events calendar on the website, and the Facebook page. The city mostly promotes events, days that city Hall is closed, and important news, such as the new fiber internet. I am not sure how much of this marketing reaches outside of the city. The fiber internet is promoted on the electronic sign and on a billboard just outside of town. This would be the city's best way to attract new businesses or residents. The EDA page on the city website also offers some resources to businesses, but could continue to find methods of reaching more individuals. The city could look at working with regional cities to create broader business and resident attraction campaigns with a larger reach. Home shows in the area may be of interest to the city; exhibition at these shows can create awareness around the community and its amenities to the outside population. The community is home to two attractions that generate a large number of visitors to the community each year. Materials could be created to target the visitors of these attractions to promote the community as a great place to live and/or operate a business along with promoting the existing businesses and amenities it has to offer.

Next Steps

Thank you for allowing us to share this information with you! The above observations do not represent a comprehensive work plan. They are the result of some preliminary research and limited exposure to the community. As the relationship between the city and CEDA develops, our team will be able to provide more robust and detailed project suggestions.

Although this report may not be a work plan, it can offer some valuable insight into ideas for the future! We look forward to helping you, your team, and your community process this information and ultimately create actionable items!

1 Review

Staff and identified stakeholders/board(s) will review this report. CEDA can formally attend a meeting to discuss if desired.

2 Determine Next Step

The Board and city staff may decide to work with CEDA to implement their goals and aspiration on a flexible scale that works for them.

3 Construction of Work Plan

CEDA will facilitate a work planning process whereby stakeholders will be engaged and a formal plan will be produced based on the discovered goals. Our team will work with those stakeholders to understand the vision they have for their city. The work plan will need to be formally approved by the board.

Conclusion

Some highlights from this report include:

The Website/Online Presence

- Homepage looks clean
- The pages need updates
- Look into increasing online presence

Housing

- Lots of single-family homes
- Need more multi-family housing
- Explore housing inventory and availability through a housing study.

Downtown

- Some opportunities exist for revitalization
- Ask residents what they think the town needs
- Look into options for reenergizing vacant and underutilized spaces.

Conclusion: The city of Arlington has many amenities and resources. It has significant opportunity for potential projects that could benefit residents and businesses. With some attention given to the website and downtown, it could be an even more appealing location for new businesses. Focusing on bringing in new multi-family housing would also be beneficial to the town. The new fiber internet is an incredible asset that the city can use for marketing purposes. Use the strengths of the community and some additional marketing to continue to sustain and grow the city.

Contact Us:

Our team is happy to discuss this report in depth or to talk about potential next steps.

Our contact information is provided below, so please don't hesitate to reach out to us.

Contact

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651-764-5745



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

RESOLUTION 23-2023

A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR SIBLEY EAST WOLVERINES BOOSTERS INC.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Arlington hereby approves the application for a Lawful Gambling Permit as submitted by the Sibley East Wolverines Boosters Inc. for a Raffle at the Sibley County Fairgrounds on August 5, 2023.

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 5th day of June 2023.

Signed: _____
Mayor Matthew Scharpe

Attested: _____
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 24-2023

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 a \$1300.00 from Arlington Lion's Club to be used for the Arlington Ambulance Association; 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 5th day of June 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.



Date: May 19, 2023

To: City of Arlington

From: Lee Ortloff/Corbin Kiecker, Operators

O & M Report: April 2023

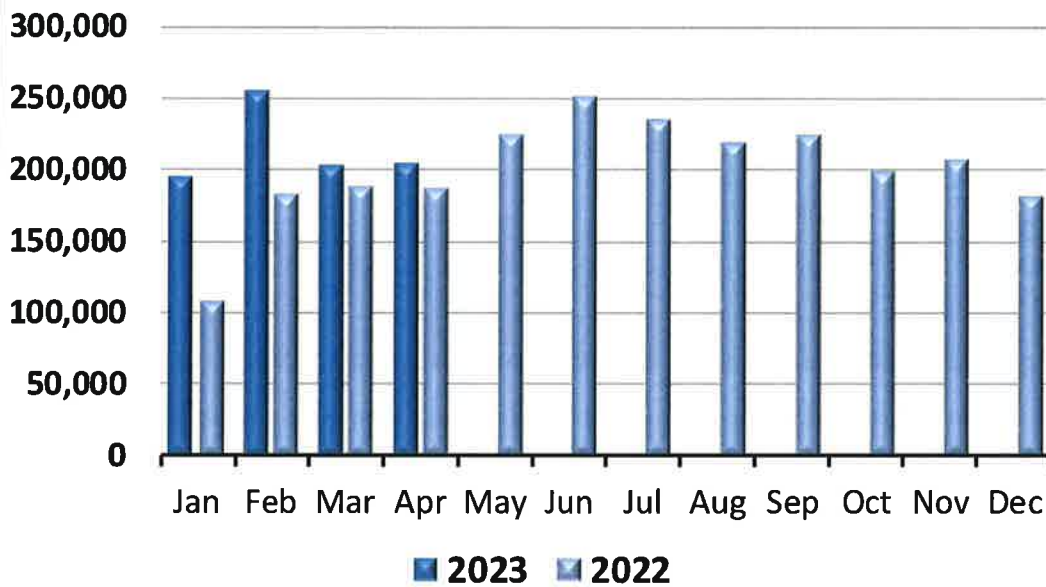
Water Operation & Maintenance

- Performed monthly preventative maintenance on the water treatment plant equipment.
- Collect and submitted two water samples to be tested for bacteria from a certified lab along with water samples for radium and nitrate as required by the MN. Dept. of Health.
- There was a total of 24 Gopher One Call locates with in the city during the month of April.
- There were only three service requests from the city during the month of April. All were replacing water meter heads as the batteries are starting to die on them due to age.
- Emergency backup generators were run, and the alarms were checked to make sure that operators are being notified if an alarm condition exists.
- Weekly backwashing and testing of the quality of the water that is being treated at the water treatment plant was completed.
- Called out to 212 3rd Ave due to a broken service line before the meter and discovered over a foot of water in the basement. The house is currently unoccupied as it was being renovated. The water was turned off at the curb stop.
- The water treatment plant project has slowed down considerably because Automatic Systems is not providing us with the new SCADA control panel. They keep pushing us out further delaying the completion of the project.
- Ideal Service Co. was on site to perform annual maintenance of the variable speed drives for well #2, well #4 and both high service pumps at the water treatment plant. They test voltage and amp draws, clean out the dust from the inside components and make sure all wire connections are still tight.

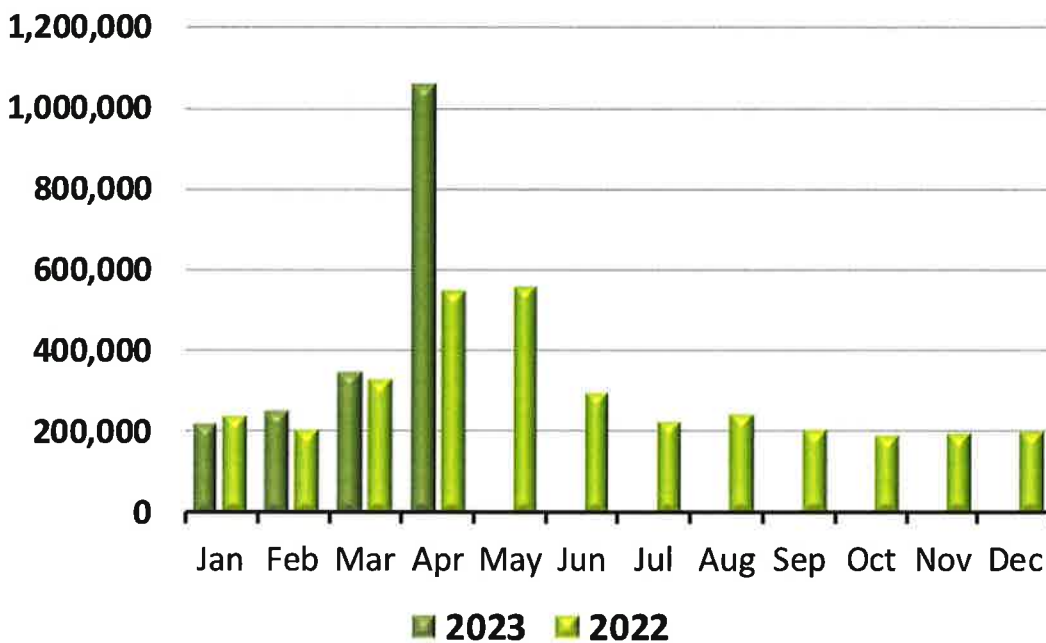
Wastewater Operation & Maintenance

- Monthly preventative maintenance was performed on the wastewater plant equipment and all lift stations.
- Started up the Chlorine and Sulfur Dioxide injection and mixing systems for the summer disinfection seasons at the wastewater plant. The permit requires disinfection of the effluent from April 1st to October 31st. The chlorine kills of the bacteria and the sulfur dioxide neutralizes the chlorine as the chlorine cannot be allowed into to the High Island Creek.
- Exercise emergency backup generators on the lift stations and wastewater facility along with making sure alarm dialers are functioning properly.
- The Wastewater plant was bypassed at the beginning of the plant on 04/20/2023. There were multiple factors that played into the bypass. Due to heavy rains and the ground already saturated with water the plant was overwhelmed with high flows along with one of the final clarifier #2 return pump failure, which caused the wastewater to back up into the basement of the building. The water was 6 to 8 inches deep in the building and if it came up another 6 inches it would wipe out six motors in the basement, which would have resulted in a catastrophic failure of the operation of the plant. This led to renting a 3000 GPM pump to get it back to not being in danger. The city approved purchase of the pump at the next council meeting.
- After the bypass, the return pump was fixed and upon investigating the high flows it was discovered a broken clean out and a manhole cover was pushed off about 6 inches in Green Isle, which contributed to the high flows coming into the plant.
- Having issues again with the service line leaking at the wastewater plant. Council approved to have WMS services put in a new line in the plant.
- Ideal Service Co. was on site to perform annual maintenance of the variable speed drives for all blower and return pumps at the wastewater plant. They test voltage and amp draws, clean out the dust from the inside components and make sure all wire connections are still tight.

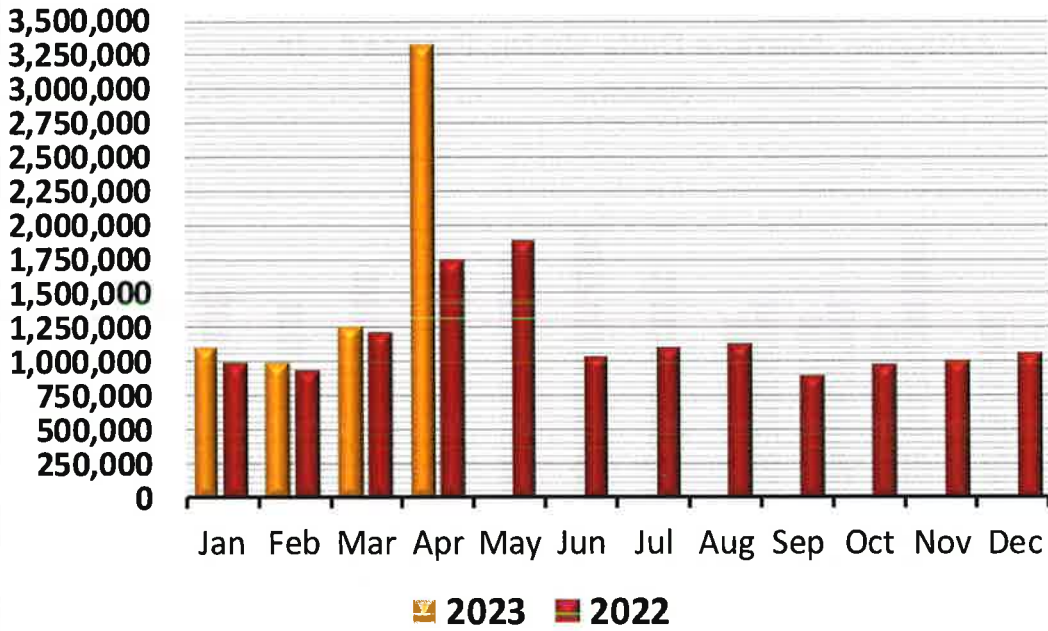
Arlington Average Daily Water Pumped - In Gallons



Arlington Average Daily Wastewater Pumped - In Gallons



Green Isle Lift Station Total Flow In Gallons



		April-23	March-23	April-22
Water				
	Units			
Average Daily Pumped	gallons	205,000	203,968	187,133
Maximum Daily Pumped	gallons	322,000	403,000	328,000
Minimum Daily Pumped	gallons	91,000	118,000	141,000
Total Monthly Pumped	gallons	6,160,000	6,323,000	5,614,000
Well #2 Pumped	gallons	0	0	5,894,000
Well #3 Pumped	gallons	0	0	0
Well #4 Pumped	gallons	5,969,000	6,275,000	0
Average Daily Fluoride Conc.	mg/L	0.80	0.64	0.67
Fluoride concentration Permit Limit	mg/L	.5-0.9 mg/L	.5-0.9 mg/L	.5-0.9 mg/L
Fluoride used	gallons	11.50	9.50	16.00
Total Chlorine Residual	mg/L	1.17	0.81	1.20
Total Chlorine Concentration Permit Limit	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
Chlorine used	lbs	139.50	146.80	121.30
Potassium Permanganate used	gallons	30.00	48.00	26.00
Wastewater				
CBOD				
CBOD Influent	mg/L	29	242	57
CBOD Effluent-Monthly	mg/L	1	0	1
CBOD Effluent-Monthly Permit Limit	mg/L	15	15	15
CBOD Max Weekly	mg/L	3	1	1
CBOD Max Weekly-Permit Limit	mg/L	25	25	25
CBOD Effluent Monthly kg/day	kg/day	7	0	2
CBOD Monthly kg/day-Permit Limit	kg/day	46	46	46
CBOD Effluent Weekly kg/day	kg/day	27	1	2
CBOD Weekly kg/day-Permit Limit	kg/day	70	70	70
CBOD % Removal	%	96%	100%	99%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	106	239	139
TSS Effluent-Monthly	mg/L	1	1	1
TSS Effluent Permit Limit	mg/L	30	30	30
TSS Effluent Max Weekly	mg/L	3	<3	3
TSS Max weekly - Permit Limit	mg/L	45	45	45
TSS Effluent-Monthly kg/day	kg/day	7	1	1
TSS Monthly kg/day-Permit Limit	kg/day	91	91	91
TSS Effluent Max Weekly kg/day	kg/day	27	5	5
TSS Max weekly kg/day- Permit Limit	kg/day	140	140	140
TSS % Removal	%	97%	99%	99%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	2.70	5.90	2.50
Phos Effluent	mg/L	0.22	0.20	0.20
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/day	2.00	0.12	0.43
Phos Effluent Loading Permit Limit	kg/day	2.50	2.50	2.50

Fecal Coliform				
Fecal Effluent	ml	0	0.00	33
Fecal Effluent Permit Limit	ml	200#/100ml	N/A	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	8	8	9
DO Effluent Permit Limit	mg/L	5	5	5
Effluent Flow				
Average Daily	gallons	1,058,000	347,000	544,000
Maximum Daily	gallons	2,412,000	714,000	731,000
Total Monthly	gallons	31,732,000	10,752,000	16,314,000
Total Monthly Precipitation	inches	4.50	1.68	4.20
Green Isle Lift Station Total Flow	gallons	3,332,000	1,264,000	1,745,000
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$22,525.00	\$7,115.00	32%	33%
Chemical Budget	\$14,035.00	\$2,982.00	21%	33%
Total	\$36,560.00	\$10,097.00	28%	33%

Date completed	Equipment	Location	Notes	Task	Task desc
4/4/2023	Green Isle-Lake Erin Generator	5192 Arlington, MN	Oil full filter ok runs good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts. Check battery connections and electrolyte level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on until under load. See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4
4/4/2023	Green Isle Generator Main Lift	5192 Arlington, MN	Oil ok filters ok , coolant full , has misfire	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts. Check battery connections and electrolyte level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on until under load. See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4

4/4/2023	Green Isle Lift Station #2	5192 Arlington, MN	Pumped down floats ok, transducer ok	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.
4/4/2023	O'BRIEN HYDROLETTER	5192 Arlington, MN	Oil full coolant full, belts ok battery is weak	Monthly PM	EXERCISE ENGINE, CHECK BATTERY CABLES AND OIL LEVEL IN ENGINE, HYDRAULIC TANK, AND WATER PUMP.
4/4/2023	Air Compressor	6192 Arlington, MN	N/A	Monthly PM	Check oil and overall performance. Use Mobil DTE-24 oil.
4/4/2023	Booster Pump	6192 Arlington, MN	N/A	Monthly PM	Check for proper operation (screen and pressure)
4/4/2023	Backwash Blower	6192 Arlington, MN	N/A	Monthly PM	Check air filters and belts.
4/4/2023	Dehumidifer at Water Plant	6192 Arlington, MN	N/A	Monthly PM	Inspect both filters type dp model# mx40 sp2 size 15.75x15.75x2.
4/4/2023	High Service Pump #1 (P-PW-1)	6192 Arlington, MN	N/A	Monthly PM	Inspect packing for High Service Pump.
4/4/2023	High Service Pump #2 (P-PW-2)	6192 Arlington, MN	N/A	Monthly PM	Inspect packing for High Service Pump.
4/4/2023	Pump Motor at Well #2	6192 Arlington, MN	N/A	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and well motor. 2. Check packing for any leaking.
4/7/2023	Lift Station- 7th Street	5192 Arlington, MN	Pumped down, floats clean, no build up	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.

4/7/2023	Lift Station- Hwy 5	5192 Arlington, MN	Pumped down alarm works, some grease build up, floats ok	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
4/7/2023	Northland Drying Lift station	5192 Arlington, MN	N/A	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
4/11/2023	Lift Station- Brook Street	5192 Arlington, MN	Pumped down cleaned floats and transducer should be vacuumed out	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
4/12/2023	Grit Cyclone	5192 Arlington, MN	All ok	Monthly PM	<p>Check washer for unusual noises and excessive vibrations. See Maint. man. for lube/oil chart, sec 11325, Vol-1</p>
4/12/2023	Grit Pump	5192 Arlington, MN	All ok	Monthly PM	<p>Vortex pump: <ol style="list-style-type: none"> 1. Check oil level. Use SAE 20 non-detergent oil containing inhibitors. 2. Check packing. 3. Check belts. See Maint. man. for lube/oil chart, sec. 11310.4.C, Vol-1</p>

4/12/2023	Grit Trap- Jeta (Grit Separator)	5192 Arlington, MN	Greased, All ok	Monthly PM	<p>*Should be done weekly , write dates in note section*</p> <ol style="list-style-type: none"> Grease drive head, 2 zerks on side, with 6 shots each Check drive motor gear box oil level <p>****Use Mobilgear 630 Oil**** See Maint. man. for oil/lube chart, sec. 11325, pg 1, Vol-1</p>
4/12/2023	Grit Trap- Jeta (Grit Separator)	5192 Arlington, MN	Greased, All ok	Annual PM	<ol style="list-style-type: none"> Drain and check settlement chamber for rags and other stringy accumulation on rotor and rotor blades. Wash down all below floor walls and channels. Change oil in gear box on drive motor <p>*** Chev Hypsyn 220*** See Maint. man. for lube/oil chart, sec.11325, pg 1, Vol-1</p>

4/12/2023	Mechanical Bar Screen	5192 Arlington, MN	Greased, All ok	Monthly PM	<ol style="list-style-type: none"> 1. Aqua-guard: Hose off rotating brush assembly with high pressure water. 2. Check rotating brush assembly for movement of proper tightness of bolts and other fasteners. 3. Check that rotating brush is properly engaging the elements and check for wear. 4. Check for damaged screen filter elements. 5. Grease all fittings (7 zerts- 1 shot each). 6. Grease brush chain by brushing with gun grease. 7. Check all bearings and lock collars for tightness. 8. Remove accum. of debris & residue from all mechanisms. 9. Check operation of float switches. 10. Check condition of oil in gear reducer and change if needed. 11. Check Neoprene side seals for wear and correct sealing. <p>See Maint. man. for lube/oil chart, sec. 11330, Vol-1</p>
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		5192 Arlington, MN	Greased, All ok	Annual PM	<ol style="list-style-type: none"> 1. Check condition of all lubrication lines and fittings. 2. Inspect brush sprocket, chain and idler for wear. 3. Inspect screen rollers, chains, chain plates & ss guide. 4. Rotate and inspect conveyor chain, screen & filter. 5. Inspect channel side seals for damage. 6. Lift/Swing unit from channel & secure with blocking. 7. Inspect water channel for accum. of debris or damage. 8. Check bottom front seal brushes for damage. 9. Change il in gear reducers. 10. Check & record amp. draw. <p>See Maint. man. lube/oil chart, sec. 11330, Vol-1</p>
4/12/2023	Screw Lift Pump #1	5192 Arlington, MN	Greased, All ok	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is giong to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. <p>See Maint. man. Vol-1 sec. 11310</p>
4/12/2023	Screw Lift Pump #2	5192 Arlington, MN	Greased, All ok	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is giong to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. <p>See Maint. man. Vol-1 sec. 11310</p>

4/12/2023	Screw Lift Pump #3	5192 Arlington, MN	Greased, All ok	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing. 2. Grease top bearing (2 zerk- 2 shots) top zerk first. 3. Check oil level in gear reducer on grease pump and in gear reducer on grease pump. <p>See Maint. man. Vol-1 sec. 11310</p>
4/12/2023	Screenings Dewatering Press	5192 Arlington, MN	Greased, All ok	Monthly PM	<p>Daily:</p> <ol style="list-style-type: none"> 1. General visual inspection 2. Rinse accumulated solids off of exterior surfaces <p>Weekly:</p> <ol style="list-style-type: none"> 1. Inspect and flush drain housing 2. Inspect motor 3. Clean brush with water <p>Monthly:</p> <ol style="list-style-type: none"> 1. Inspect brush and wear bars 2. Check gearmotor oil level 3. Inspect drain lines 4. Inspect shaft seal gland

800 6th Street
 New Prague, MN 56071 USA
 Tel: (952) 758-9445
 Cell: (651) 434-5878



Quotation

Company Name:	City of Arlington, MN	Prepared By:	Matt Yorks
Contact:	Lee Ortloff of People Service (612) 865-6283	Quotation Date:	1/13/2023
		Freight:	Allowed to Jobsite
		Lead Time:	5-6 Weeks

Quality Flow Systems is pleased to provide a quotation in accordance with your request and as follows:

Mixer Repair Estimate:

Item	Description: (7-9 week lead time)	Qty
1	Repair of Flygt Mixer 4660.490-0284, S#9860052 to include; - Flygt Seal Kit (upper and lower) - Flygt Bearing Kit (upper and lower) - Flygt O-ring Kit - Stator Rewind	1
2	Repair of Broken Mixer Mast - Weld Broken Top Bracket to Mast	1
3	Shop Labor to Inspect/repair Pump	10
4	Misc. Shop Supplies	
5	Return Installation Trip - Drive Time and Mileage - Onsite Installation Labor	1 1 2
Total Repaired Price: \$12,230.00		

Sludge Storage Tank Mixer Replacement Estimate:

Item	Description: (12-14 week lead time)	Qty
1	New KSB Amamix C 6338/102UDG Heavy Duty Submersible Mixer to include; - Direct Replacement, Matches Flow and Mixing Capabilities - 15hp, 460/3 Explosion Proof Inverter Duty Rated Motor - 50' Power Cable - 4" Mixer Mast Adapter for Flygt Mast assembly	1
2	Repair of Broken Mixer Mast - Weld Broken Top Bracket to Mast	1
5	Return Installation Trip - Drive Time and Mileage - Onsite Installation Labor	1 1 2
Total Installed Price: \$24,290.00		

Terms:

Quotation is valid for 30 days. Based upon Quality Flow Systems standard terms and conditions of sale; copy provided upon request.

If you have any other questions or concerns please give me a call.

Thanks for the opportunity,
 Matt Yorks
 (651) 434-5878
 Matt@qfsi.net



CITY OF Arlington
2023 Position Classification Table

Grade	Position	Grade	Position
117	Administrative Assistant Entry	275	Planning and Zoning Administrator
121	Maintenance Worker	280	Assistant Ambulance Manager
130	Police Administrative Coordinator	342	Ambulance Manager
228	Deputy Clerk	350	Finance Officer, City Clerk
244	Police Officer	353	Police Chief
252	Public Works Superintendent	483	City Administrator

Res. 44-2022
7/18/22

CITY OF Arlington
2023 Pay Grid Table

2023 Arlington Pay Grid – up to 6% Increase			
Grade	MIN	MID/ MARKET	MAX
	80%	100%	120%
483	\$28.85	\$47.89	\$66.94
353	\$24.72	\$41.67	\$58.62
342	\$20.37	\$32.20	\$44.02
280	\$16.64	\$22.45	\$28.26
275	\$19.23	\$29.81	\$40.38
252	\$20.34	\$34.15	\$47.95
244	\$19.36	\$29.79	\$40.21
228	\$19.23	\$26.63	\$34.02
141	\$21.64	\$29.40	\$37.16
130	\$15.53	\$23.27	\$31.02
121	\$14.81	\$25.70	\$36.59
117	\$16.35	\$22.00	\$27.65

Res. 16-2023
4/3/23

**CITY OF Arlington
2023 Pay Grid Table**

2023 Arlington Pay Grid – up to 6% Increase			
Grade	MIN	MID/ MARKET	MAX
	80%	100%	120%
483	\$37.45	\$43.79	\$50.15
353	\$31.26	\$37.13	\$43.00
350	\$29.43	\$36.84	\$42.00
342	\$20.37	\$27.22	\$34.06
280	\$18.87	\$23.57	\$28.26
275	\$21.09	\$23.79	\$26.48
252	\$26.85	\$34.06	\$41.26
244	\$21.09	\$27.24	\$33.38
228	\$23.54	\$31.38	\$39.23
130	\$17.10	\$21.04	\$24.98
121	\$18.95	\$23.18	\$27.41
117	\$12.00	\$16.88	\$21.75



★ *Designed by TownMapsUSA.com*

CITY OF ARLINGTON

Market Study Proposal
Submitted by DDA Human Resources, Inc.

May 15, 2023

Jessica Steinke
City Administrator
Office: 507-964-2378
204 Shamrock Drive
Arlington, MN 55307

RE: Proposal for Market Study

Dear Ms. Steinke,

We are pleased to be invited to submit a proposal to complete classification and compensation services for the City of Arlington. In the pages that follow, we have briefly provided information about DDA Human Resources, our staff credentials and experience, a detailed description of services to be provided and various levels of project scope. We have included cost for each option for 12-20 positions (depending on if the fire and ambulance positions are included) as follows:

- Option 1: Market Analysis: \$5,150
- Option 2: Market Analysis with Pay Grid Calibration: \$7,650
- Option 3: Full Study without job Descriptions: \$11,050
- Option 4: Ongoing Maintenance: \$3,000 annually

Three major factors distinguish DDA Human Resources from other providers:

- All our employees come with years of public sector experience. We specialize in government, and we know first-hand the challenges of managing public sector compensation. This helps us deliver practical, workable solutions.
- We believe that classification and compensation can and should be managed as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We will help you design a compensation system that is technically solid and one you understand. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.
- We think a compensation should be actively managed as an ongoing program – not neglected and then fixed with a major compensation study like this. With proper on-going maintenance support, major disruptive and expensive compensation studies are unnecessary. We are pioneers in providing ongoing maintenance solutions.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our best to earn your trust, your respect, and your future business.

Sincerely,



Mark Goldberg, Principal Consultant

CONTENTS OF THIS PROPOSAL

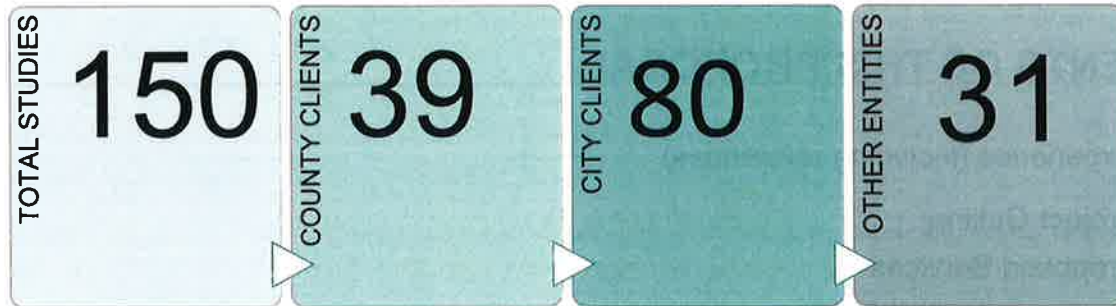
- Experience (including references)
- Project Outline
- Proposed Services
- Fees

OUR FIRM & QUALIFICATIONS

Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA staff has gotten to know government well and we continually strive to keep our services practical, useful, and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner. We are not your ordinary consultant, we are:



DDA Human Resources, Inc. was formed in 2013 to provide human resource support services exclusively to governmental clients in Minnesota. We currently offer services for executive recruitment, organizational design, and staff an HR Technical Assistance Program for the Association of MN Counties which provides technical advice and assistance to the HR staff of all the State's 87 counties. Since activating our compensation section in 2016, we have worked with clients as small as 4 employees to as large as 1,500 employees. Our completed studies include:



OUR SERVICE TEAM

DDAHR maintains a staff of 10 individuals. We also maintain relationships with several independent consults in key specialty areas. Here is the Team we have assembled for your project:

Dr. Tessia Melvin –Department Head

Tessia heads the compensation and classification (C&C) services area of DDAHR. Over the past six years, Tessia has served as lead analyst on over 65 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government. As a City Administrator in Maple Plain, Minnesota, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. Working in Dakota County, Minnesota, Tessia provided leadership training, managed their performance management system, and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration.



Mark Goldberg, MA-HRR – Principal Consultant

Mark Goldberg is a Principal Consultant with the firm. Mark's experience is broad and deep. He has held a variety of compensation leadership positions in media, high tech, manufacturing, local government organizations and the University of Minnesota. In addition, Mr. Goldberg has over 6 years of experience consulting with major public sector organizations around the country with a focus on project in Minnesota such as Koochiching County, the city of Red Wing and the City of Aitkin. He has a Master's Degree in Industrial and Labor Relations from Cornell University and a Bachelor's Degree in Human Resource Administration from Muhlenberg College. **Mr. Goldberg will be the lead for this project.**



David Drown – Technical Support

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

Kelly Jones – Technical Support

Kelly received his Bachelor of Arts degree in Psychology and his Master of Science degree in Industrial and Organizational Psychology from Saint Cloud State University in Saint Cloud, Minnesota. Prior to entering the field of compensation, he served as a project coordinator and talent management specialist for Sleep Number and Robert Half. Kelly has spent the last 3 years as a technical analyst and compensation consultant, while assisting dozens of Cities and Counties across the United States with their compensation and classification needs. His work will be primarily focused on data collection and analysis, while also assisting the DDA team with any ongoing project needs.

Tom Blakesley – Technical Support

Tom is the newest member of the DDA team. Prior to joining DDA, Tom worked extensively in client/customer relations. He also brings experience in working with and analyzing business data in the private sector. He will be primarily working on data collection and analysis and providing a great deal of the initial groundwork and research for classification and compensation studies.

SUPPORTING TEAM MEMBERS (OUR BENCH)

Melanie Ault

Melanie Ault brings to DDAHR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the city, regional, and state levels. Melanie joined DDAHR in 2017, after serving as Washington County's HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

George Gmach

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

REFERENCES

- Reference #1:** **City of Victoria, Minnesota** (project budget of \$17,000)
- Contact: Gwen Campbell, Communications and HR Manager
952-443-4230
gcampbell@ci.victoria.mn.us
- Contract dated: May 15, 2019 – completed October 2019, we continue to provide ongoing maintenance
- Scope of Services: *This was a full-service class and comp study for a rapidly growing suburban community. We updated all job descriptions including several new job titles; classified all job titles using DDA’s JET system, completed a market analysis of 14 benchmark communities (93% participation) and 5 “spotlight communities”, evaluated two alternative salary plans with pay ranges calibrated at 100% of benchmark averages, and provided an implementation plan with employee-by-employee grade/step assignments and a calculation of budget impact. Victoria says they plan to enroll in DDA’s ongoing service program.*
-
- Reference #2:** **City of Fridley, MN** (project budget of \$13,000)
- Contact: Becca Hellegers, Employee Resources Manager, 763-572-3507,
Becca.Hellegers@FridleyMN.gov
- Contract Dated: February 2020 – December 2020, they have entered an ongoing maintenance contract with us
- Scope of Services: *DDA was originally engaged to complete a market study only of wages paid to 97 position descriptions. The work plan was expanded to have us perform a full classification and compensation study for all positions, classifying all jobs and designing a new pay plan for the City.*
-
- Reference #3:** **City of Golden Valley, MN** (ongoing maintenance \$7,500)
- Contact: Kirsten Santelices, HR Director
763-593-3989
ksantelices@goldenvalleymn.gov
- Contract Dated: January 2020 – completed December 2020, we continue to provide ongoing maintenance
- Scope of Services: *All job titles were reclassified using the JET evaluation system, and several employee challenges were reviewed and resolved. Market wage study revealed that the current pay plan wages averaged about 5% below the benchmark average. We developed a new pay plan with expanded steps, reviewed several approaches for implementation, and ultimately arrived at a plan that worked within the City’s limited budget.*

Reference #4: Rochester, MN

Contact: Linda Hillenbrand, HR Director
507-328-2561
lhillenbrand@rochestermn.gov

Contract Dated: October 2021 for ongoing maintenance

Scope of Services: *This is an example of a client engagement with a scope of services looking to maintain their current classification system. We learned a new classification system, their job positions and are able to maintain their pay philosophy, job descriptions and maintain competitive pay without having to complete an entire study.*

OUR PHILOSOPHY FOR COMPENSATION STUDIES

Government is in the service delivery business, and quality service requires quality employees. An effective compensation system will help you attract and keep talented employees. Likewise, an out-of-date or ill-conceived compensation system will produce turnover and hamper efforts to recruit quality replacements.

In the real world of limited resources, government is increasingly expected to do more with less. Accordingly, a community's pay philosophy must strike a reasonable balance between a desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. Designing a pay system is not easy, every community is different, and a "one size fits all" approach seldom produces a good result. As we work with you to build the best compensation system for your community, we keep four very practical objectives in mind:

Compensation and Benefits

- Competitive to hire, retain, and motivate qualified employees

Internal Equity

- Satisfy MN Pay Equity Requirements

Positive and Transparent

- Be open and fair to employees, managers and unions

Customized

- Establish a pay philosophy based on your organization

We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We collect information, analyze it, and communicate our findings in simple understandable ways. Our honest goal is to help you design a compensation system that is technically solid, is one you actually understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**. We do this through customizing your competitive pay philosophy.

WE CUSTOMIZE YOUR COMPETITIVE PAY BY:

- Approved benchmarks
 - We will help create a list that matches your demographics, service level, tax capacity, employee numbers and other factors that fit your organization
- Market results that illustrate where you are to the market
- Determine a pay philosophy of where you want to be in relation to the market
- Adjusting your pay structure
- Ongoing maintenance

PROPOSED SERVICES

Introduction and Project Orientation *(included in all options)*

- **Project Initiation Meeting:** Facilitated by DDA HR with applicable stakeholders as appropriate (1) to address current issues related to compensation, pay structure, policies, philosophies, and strategies, (2) to discuss the strengths and weaknesses of the current compensation system and (3) to identify possible barriers to implementing and maintaining change.
- **Information Collection:** Organization & salary material collected, including an employee roster, detailing key information (salary, job title, pay grade, etc.).
- **Project Administration:** Meeting with Project Team to develop and confirm detailed project schedule and review system history/materials.
- **Define Communication Strategy:** Partner with the City to design a communication strategy that combines best practices in the industry with practical applications and tools.
- **Employee Orientation Sessions (optional):** Conducted virtually, with one session recorded so any employee who is unable to attend can see the information presented.
- **Job Description Review:** We will undertake a general review of your existing job descriptions and recommend changes to assure compliance with ADA FLSA and other State and Federal Requirements

Rewrite Job Descriptions *(included with option 4 or additional charge per position)*

- **Review of Current System:** DDA HR will review current job descriptions and provide any comments on any recommended changes.
- **Position Analysis Questionnaire (PAQ)-** DDA will work with you to design a PAQ that reflects your needs. This document is critical to the process as DDA will use it to create the job descriptions and to evaluate all positions.
- **We will distribute a position analysis questionnaire (PAQ) to all employees and their supervisors,** asking them to outline all the important requirements for and duties of the job.
- **Based upon the information on the PAQs, the job description for each position will be updated or rewritten in standardized format developed with and approved by the Project Team.**
- **Employees and supervisors will be asked to review the new job descriptions, and we will guide a controlled process for employees to appeal the content of descriptions before they are finalized.**
- **Addition job descriptions may be added to provide for internal promotional opportunities, or jobs may be consolidated to make administration easier.**
- **Final job descriptions will be submitted for final approval by department heads, the Project Team and governing board.**
- **Job Description Appeal Process:** Once jobs descriptions are completed, employees and supervisors will review. If changes are needed, they will complete a Job Description Appeal form.
- **DDA will review appeals and work with Project Team and employees to create consistent results.**

Job Evaluation *(included with Options 3 and 4 or additional charge per position)*

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization.

DDAHR is unique in our willingness and ability to utilize a variety of job evaluation systems used by the various compensation consultants in Minnesota to classify and score your jobs. If you are committed and satisfied with the system you have, we will work with you using your system. If not, we have several options that are described below for the City to consider,

- We will assign each position a numeric score, which reflects the relative importance of the job to the organization.
- We will work with the Project Team to organize jobs with similar point totals into a series of Grades.
- We will provide staff with materials to communicate results to employees.
- Our Job Evaluation Tool (JET) identifies and examines the following aspects of all job positions
 - Experience and Education needed for the position. This includes licenses and certifications.
 - Decision Making and its impact on the job, division, department, and organization.
 - Problem Solving and its impact on the organization and budget. We also include 14 aspects of supervision.
 - Mental and Physical Effort of the Job
 - Relationships and Communications
 - Conditions and Hazards of the job
- Our Decision Authority Ranking (DAR) is a decision-based model that looks at a job from a different perspective:
 - This system states that every job, from a mayor to a custodian, needs to make decisions in his/her role and those decisions can be quantified
 - DAR then examines the complexity of the duties performed compared to other substantially similar positions.
 - Aspects of the job such as working conditions or certifications can increase the complexity of the evaluation.
- Review of Current System: DDA HR will review current job descriptions and provide any comments on any recommended changes.
- Job Evaluation: DDA HR will use the existing system to evaluate all jobs using the information gathered from the PDQs.

- **Appeal of Assigned Grade:** DDA HR will partner with the City to design a structure that aligns internally. However, we strongly recommend an appeal process should an employee feel that their position was assigned an incorrect grade. We will provide forms and a process for the City to use for these appeals with all appeal decisions reviewed by Council.
- **Recommend Changes to Current System:** DDA HR will conduct analysis of existing classifications and provide recommendations on any changes to current classification plan, to include recommendation of standard classification and titling conventions.
- **Review Fair Labor Standards Act (FLSA) Designations:** DDA HR will review exempt and non-exempt designations to ensure they are appropriate for classifications and make recommended changes, where appropriate.

Market Analysis *(included in all options)*

- **MN Data:** DDA HR, in collaboration with the Project Team, will (1) confirm the labor market, (2) identify comparable organizations and gather data from various sources including the League of MN Cities, the Association of MN Counties and our roster of data from previous clients. We will work with the Project Team to select a group of benchmarks who you compete for talent, organizations that are similar to your services, and organizations that have similar factors including population, tax capacity, budget, number of employees and others as directed by the Project Team.
- We will collect detailed wage information on *all jobs* that you have in common with these communities – not just a selected list. We plan to utilize the wage survey data that is annually collected in the LMC/AMC wage data base, supplemented by other sources as needed to provide a meaningful set of comparison data. We will organize the results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.
- For the benefits information, we will either contact the organizations directly or go through publicly available data to gather information on such areas as holidays, annual vacation leave, sick leave, retirement, medical insurance, life insurance, and deferred compensation,
- We will work with you to design and administer a targeted benefit review to address specific benefit areas of interest/concern to you and your employees. Often a survey of employee attitudes and interests can be helpful in designing a benefit package – benefits need not necessarily be expensive to be effective and valuable to your employees

Pay Grid Calibration *(Included in options 2, 3 and 4)*

- **Data Analysis:** DDA HR will perform the following activities on all data: (1) perform a competitive analysis, (2) conduct a diagnostic review of the current salary structures to identify opportunities for simplification and reduction in pay compression and (3) recommend updates to the existing pay structures or develop pay structures.
- We will provide recommendations and options for either an adjustment of your existing

compensation plan, or a replacement plan that produces a better match with your compensation philosophy.

- We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.
- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.

Predict Payroll Cost Implementation *(Included in options 3 and 4)*

- We will outline transition options and next steps/costs.
- We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider your current budget constraints. The objective of this work is to provide you with meaningful, employee-by-employee level information that is useful for your detailed budgeting use.
- We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate or requested.

Final Report *(Included in all options)*

- **Draft Report and Communications Plan:** DDA HR develops draft report and communications plan and discusses report elements with the Project Team
- **Quality Assurance:** DDA HR conducts quality assurance reviews and provides the draft report to the City for review and feedback.
- **Final Report:** DDA HR discusses consolidated feedback from the City and finalizes the report and communications plan.
- **Guidelines and Policies:** DDA HR provides the Project Team with compensation administrative guidelines and policies aligned with the updated/new system for review.
- **Final Presentation:** DDA HR presents study findings and recommendations to officials.

PROPOSED FEE FOR SERVICES

Our fees below are based on a compensation plan with 12-20 job descriptions.

Scope of Work	Market Study	Market calibration	Full Study	Ongoing Maintenance
General Project Setup and Administration	All			
Market Analysis	Included	Included	Included	Included
Review and Rewrite Job Descriptions	Individual job descriptions as needed with additional cost	Individual job descriptions as needed with additional cost	Individual job descriptions as needed with additional cost	Included (typically 1/3 each year)
Classify Job Descriptions	Individual job positions as needed with additional cost	Individual job positions as needed with additional cost	Included	Included (typically 1/3 each year)
Calibrate Pay Structure	Structure recommendations only	Included	Included	Included
Final Report	All			
Budget Implementation	Will assist with costing	Will assist with costing	Included	Included
Total Cost	\$5,150	\$7,650	\$11,050	\$3,000

For clients who prefer to receive maintenance support in a less rigorous manner, we offer a full range of support services with standard pricing:

- Write or revised job description \$225 per position
- Classify a job description provided by client \$175 per position
- Market Wage Analysis \$125 base fee plus \$175 per position

Hourly rates:

- Professional \$250 per hour
- Technical Support \$150 per hour
- Clerical \$100 per hour

OUR CLIENTS

80 City Classification and Compensation Study Clients

Aitkin	Henning	North Mankato
Audubon	Howard Lake	Norwood Young America
Brainerd	Kasson	Olivia
Breezy Point	Lake City	Paynesville
Brownton	Lake Crystal	Pequot Lakes
Caledonia	Lake Elmo	Pierz
Cannon Falls	Lake Park	Pillager
Canton	Lakefield	Plymouth
Clarks Grove	Lanesboro	Preston
Cold Spring	Lafayette	Rochester
Crosby	Lester Prairie	Rockville
Deephaven	Little Canada	Royalton
Detroit Lakes	Mahnomen	Sartell
Dundas	Mankato	Spring Valley
East Grand Forks	Mantorville	St. Augusta
Eden Prairie	Maple Grove	St. Paul Park
Edina	Mayer	Staples
Eyota	Medford	Thief River Falls
Fairfax	Medina	Thomsen
Fridley	Minneota	Victoria
Gaylord	Minnetonka	Wabasha
Glyndon	Minnetrista	Warroad
Golden Valley	Mora	Watertown
Granite Falls	New Richland	Waverly
Hanover	New Ulm	Willmar
Harmony	Nisswa	Zumbrota
Hawley	North St. Paul	

39 County Classification and Compensation Study Clients

Benton County	Goodhue County	Mower County
Big Stone County	Houston County	Murray County
Blue Earth County	Hubbard County	Olmsted County
Brown County	Itasca County	Polk County
Cass County	Jackson County	Rice County
Clay County	Kandiyohi County	Rock County
Cook County	Koochiching County	St. Louis County
Chippewa County	Lac Qui Parle County	Swift County
Dodge County	Le Sueur County	Wabasha County
Douglas County	Mahnomen County	Wadena County
Faribault County	Martin County	Waseca County
Fillmore County	Meeker County	Wilkin County
Freeborn County	Morrison County	Yellow Medicine County

31 Other Government Classification and Compensation Study Clients

Brainerd Utilities
Brown County Soil and Water Conservation District
Carnelian Marine St. Croix Watershed District
CJN Dakota County
Cook County Soil and Water Conservation District
Counties Providing Technology
Crow Wing County Soil and Water Conservation District
Detroit Lakes Utilities
East Central Regional Development Commission
Headwaters Regional Development Commission
Metro I-Net
Metro Cities Group
MN County Attorney's Association
MN Prairie County Alliance
MN Multi Housing Authority
Mower County Soil/Water Conservation District
Murray County Hospital
New Ulm Utilities
NW MN HRA
Pipestone HRA
Pope Douglas Solid Waste Management
Prairie Lakes Municipal Solid Waste Authority
Region 4 Mental Health
Rice and Steele 911 Center
Sourcewell
Southlake Minnetonka Police Department
Three Rivers Park District
Tri-Cap
Tri-County Community Corrections
Upper Valley Regional Development Center
Washington County Conservation District



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