



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

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

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) Approve June 5, 2023, Council Meeting Minutes
  - C) Approve June 13, 2023, Special Council Meeting Minutes
  - D) Resignation of Ali Pedraza as Paramedic from the Arlington Ambulance
  - E) Resignation of Breanna Stier as Paramedic from the Arlington Ambulance
  - F) Approval of liquor license for Sibley County Ag Association for 8/2-8/6/2023

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

6. May Police Report – Written report submitted in packet.
7. City Administrator Update, Jessica Steinke
  - *Requested Approval of DDA Market Study Comparators*

**OLD BUSINESS**

8. Consideration of SCSC and CEDA
9. Brooks St. Lift Station Rehab Project Quotes

**NEW BUSINESS**

10. Modification of the event center use and rental policy section XIV. Clean Up
11. Resolution 26-2023 ACCEPTING A DONATION AND DESIGNATING ITS USE

**MISCELLANEOUS BUSINESS**

12. Change order No. 1 for the 2023 Street & Utility Improvements

**ADJOURNMENT**

Reminders:

- June 28-Fire Relief at 6:30 pm at the Fire Hall
- July 4- Office Closed in observance of Independence Day
- July 6- 7 pm Planning and Zoning Meeting
- July 10- 5:30 pm EDA Meeting
- July 10- 6:30 pm Council Meeting

**\*Check Summary Register©**

10150 Unposted

Name	Check Date	Check Amt
<b>10150 Cash</b>		
Unposted	A.M. LEONARD	6/16/2023 \$347.39
Unposted	ABDO	6/16/2023 \$5,000.00
Unposted	AED SUPERSTORE	6/16/2023 \$1,246.00
Unposted	ALPHA WIRELESS COMM.	6/16/2023 \$11,599.04
Unposted	AMY DOEHLING	6/16/2023 \$104.00
Unposted	ARLINGTON AUTO & FARM SUP	6/16/2023 \$1,259.11
Unposted	B & R PLUMBING & HEATING	6/16/2023 \$175.00
Unposted	BOB SHANAHAN'S TREE SERVIC	6/16/2023 \$2,380.00
Unposted	BOLTON & MENK, INC.	6/16/2023 \$17,178.50
Unposted	BOUND TREE MEDICAL, LLC	6/16/2023 \$742.74
Unposted	BRANDON LEGG	6/16/2023 \$273.27
Unposted	CONNOR CAMPBELL	6/16/2023 \$451.30
Unposted	COORDINATED BUSINESS SYST	6/16/2023 \$421.57
Unposted	CORPORATE TECHNOLOGIES, L	6/16/2023 \$3,052.60
Unposted	DANIEL HUGHES	6/16/2023 \$120.00
Unposted	EMERGENCY APPARATUS MAIN	6/16/2023 \$2,896.28
Unposted	EVOLUTION SHIRTS	6/16/2023 \$664.92
Unposted	FERGUSON WATERWORKS	6/16/2023 \$4,758.15
Unposted	FillMeUp	6/16/2023 \$1,341.44
Unposted	GAVIN-JANSSEN-STABENOW-M	6/16/2023 \$2,047.75
Unposted	GLENN GERADS	6/16/2023 \$190.99
Unposted	GOPHER STATE ONE CALL	6/16/2023 \$167.40
Unposted	GWEN SCHARPE	6/16/2023 \$39.96
Unposted	HAGGENMILLER LUMBER/SNOW	6/16/2023 \$197.37
Unposted	JEREMY OLSON	6/16/2023 \$325.00
Unposted	JERRY'S HOME QUALITY FOODS	6/16/2023 \$220.20
Unposted	JESSICA STEINKE	6/16/2023 \$100.00
Unposted	KAHNKE BROTHERS TREE FAR	6/16/2023 \$5,364.00
Unposted	KIRBY WECKWORTH	6/16/2023 \$280.00
Unposted	KRANZ ELECTRIC	6/16/2023 \$307.35
Unposted	LINDE GAS & EQUIP	6/16/2023 \$954.37
Unposted	LOFFLER	6/16/2023 \$85.90
Unposted	MATHESON TRI-GAS INC.	6/16/2023 \$111.78
Unposted	MAVERICK AUTOMOTIVE	6/16/2023 \$4,053.77
Unposted	MCLEOD COOPERATIVE POWER	6/16/2023 \$5,739.00
Unposted	MCLEOD PUBLISHING	6/16/2023 \$518.49
Unposted	MINI BIFF, LLC	6/16/2023 \$818.04
Unposted	MN DEPT OF HEALTH	6/16/2023 \$2,075.00
Unposted	MN DEPT. OF COMMERCE	6/16/2023 \$426.68
Unposted	MN DEPT. OF TRANSPORTATIO	6/16/2023 \$60.00
Unposted	MN MUNICIPAL POWER AGENCY	6/16/2023 \$159,476.01
Unposted	MORRIS ELECTRONICS	6/16/2023 \$2,912.73
Unposted	PREMIER LOCATING, INC.	6/16/2023 \$3,316.00
Unposted	RIDGEVIEW-SIBLEY MEDICAL C	6/16/2023 \$37.47
Unposted	RYAN WELLER	6/16/2023 \$80.62
Unposted	SIBLEY COUNTY DAC	6/16/2023 \$397.06
Unposted	T.A.P.S.	6/16/2023 \$50.00
Unposted	UNITED FARMERS COOPERATIV	6/16/2023 \$69.81
Unposted	XCEL ENERGY	6/16/2023 \$721.71
Unposted	XCEL ENERGY-NSP	6/16/2023 \$1,218.72
Unposted	Y-NOT PLBG. & HTG	6/16/2023 \$18.00
<b>Total Checks</b>		<b>\$246,392.49</b>

## Payments

Current Period: JUNE 2023

Payments Batch 06-21-23 PAY		\$246,392.49	
Refer	15300 A.M. LEONARD		
Cash Payment	E 101-45202-420 Shop Equipment	PARKS- SPRAYERS & TOOLS	\$347.39
Invoice			
Transaction Date	6/16/2023	Cash	10150
			<b>Total</b> \$347.39
Refer	15301 ABDO EICK & MEYERS LLP		
Cash Payment	E 201-42280-301 Auditing and Acct g Serv	FIRE RELIEF- 2022 REPORTING FORMS	\$5,000.00
Invoice			
Transaction Date	6/16/2023	Cash	10150
			<b>Total</b> \$5,000.00
Refer	15302 AED SUPERSTORE		
Cash Payment	E 202-42153-208 Training and Instruction	AMB MANIKIN & AMB/FIRE SUPPLIES	\$970.00
Invoice			
Cash Payment	E 202-42153-217 Other Operating Supplie	AMB MANIKIN & AMB/FIRE SUPPLIES	\$152.00
Invoice			
Cash Payment	E 201-42280-210 Operating Supplies	AMB MANIKIN & AMB/FIRE SUPPLIES	\$124.00
Invoice			
Transaction Date	6/16/2023	Cash	10150
			<b>Total</b> \$1,246.00
Refer	15303 ALPHA WIRELESS COMM.		
Cash Payment	E 401-42110-500 Capital Outlay	PD- RADIO EQUIP FOR TWO NEW SQUADS	\$11,599.04
Invoice			
Transaction Date	6/16/2023	Cash	10150
			<b>Total</b> \$11,599.04
Refer	15304 AMY DOEHLING		
Cash Payment	E 202-42153-208 Training and Instruction	REIMB- AMB. EMT TEST FEE	\$104.00
Invoice			
Transaction Date	6/16/2023	Cash	10150
			<b>Total</b> \$104.00
Refer	15305 ARLINGTON AUTO & FARM SUPPL		
Cash Payment	E 101-43000-485 Gas and Repair Miscella	MAY- VEHICHL E PARTS	\$1,250.62
Invoice			
Cash Payment	E 201-42280-485 Gas and Repair Miscella	MAY- VEHICHL E PARTS	\$8.49
Invoice			
Transaction Date	6/16/2023	Cash	10150
			<b>Total</b> \$1,259.11
Refer	15306 B & R PLUMBING & HEATING		
Cash Payment	E 203-45000-401 Repairs/Maint Buildings	CC KITCHEN A/C CALL	\$175.00
Invoice			
Transaction Date	6/16/2023	Cash	10150
			<b>Total</b> \$175.00
Refer	15307 BOB SHANAHANS TREE SERVICE		
Cash Payment	E 101-43000-488 Tree Removal	MAY- TREE REMOVALS	\$2,380.00
Invoice			
Transaction Date	6/16/2023	Cash	10150
			<b>Total</b> \$2,380.00
Refer	15308 BOLTON & MENK, INC.		
Cash Payment	E 101-43000-303 Engineering Fees	ENG- '24 IMP, '23 STREETS, WTP REHAB	\$7,371.00
Invoice			
Cash Payment	E 401-43000-500 Capital Outlay	ENG- '24 IMP, '23 STREETS, WTP REHAB	\$2,224.50
Invoice			
Cash Payment	E 601-46350-303 Engineering Fees	ENG- '24 IMP, '23 STREETS, WTP REHAB	\$7,583.00
Invoice			
Transaction Date	6/16/2023	Cash	10150
			<b>Total</b> \$17,178.50
Refer	15309 BRANDON LEGG		

## Payments

Current Period: JUNE 2023

Cash Payment Invoice	E 101-42110-208	Training and Instruction	REIMB- TRAINING MILEAGE/MEALS (JUN.5-8)	\$229.25
Cash Payment Invoice	E 101-42110-208	Training and Instruction	REIMB- TRAINING MILEAGE/MEALS (JUN.5-8)	\$44.02
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$273.27
Refer	15310 BOUND TREE MEDICAL, LLC			
Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	MAY- AMB. SUPPLIES	\$742.74
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$742.74
Refer	15311 COORDINATED BUSINESS SYSTE			
Cash Payment Invoice	E 101-41400-321	Telephone	APR- CITY PHONE BILLS	\$191.17
Cash Payment Invoice	E 101-42110-321	Telephone	APR- CITY PHONE BILLS	\$146.25
Cash Payment Invoice	E 101-43000-321	Telephone	APR- CITY PHONE BILLS	\$28.05
Cash Payment Invoice	E 202-42153-321	Telephone	APR- CITY PHONE BILLS	\$56.10
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$421.57
Refer	15312 CORPORATE TECHNOLOGIES			
Cash Payment Invoice	E 101-41400-218	Office Expense	MAY-JUN- SRVCE, CONTRACT & MONITORS	\$1,189.60
Cash Payment Invoice	E 101-41400-503	Computers/Software/We	MAY-JUN- SRVCE, CONTRACT & MONITORS	\$1,863.00
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$3,052.60
Refer	15313 CONNOR CAMPBELL			
Cash Payment Invoice	E 101-42110-208	Training and Instruction	PD TRAINING MILEAGE (MAY 6-JUN.8)	\$451.30
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$451.30
Refer	15314 DANIEL HUGHES			
Cash Payment Invoice	E 101-43000-321	Telephone	2nd QTR PHONE ALLOW	\$120.00
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$120.00
Refer	15315 EMERGENCY APPARATUS MAINT,			
Cash Payment Invoice	E 201-42280-485	Gas and Repair Miscella	FIRE- ENGINE #1 & #2 REPAIRS	\$2,896.28
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$2,896.28
Refer	15316 EVOLUTION SHIRTS			
Cash Payment Invoice	E 201-42280-417	Uniforms/Outerwear	FIRE & AMB. CLOTHING	\$121.38
Cash Payment Invoice	E 202-42153-417	Uniforms/Outerwear	FIRE & AMB. CLOTHING	\$543.54
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$664.92
Refer	15317 FERGUSON WATERWORKS			
Cash Payment Invoice	E 601-49400-394	Meters, Hydrants, Paint	WATER METERS & COUPLERS	\$4,758.15
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$4,758.15
Refer	15318 FILLMEUP			

Payments

Current Period: JUNE 2023

Cash Payment Invoice	E 101-42110-480	Gas & Repair-Police Car	MAY FUEL		\$641.65
Cash Payment Invoice	E 101-43000-485	Gas and Repair Miscella	MAY FUEL		\$491.96
Cash Payment Invoice	E 202-42153-485	Gas and Repair Miscella	MAY FUEL		\$207.83
Transaction Date	6/16/2023	Cash	10150	<b>Total</b>	\$1,341.44
Refer	15319 GAVIN-JANSSEN-STABENOW-MOL				
Cash Payment Invoice	E 101-41600-304	Legal Fees	APR- CITY & PROSECUTION FEES		\$913.50
Cash Payment Invoice	E 101-42110-304	Legal Fees	APR- CITY & PROSECUTION FEES		\$641.25
Cash Payment Invoice	E 204-46550-304	Legal Fees	APR- CITY & PROSECUTION FEES		\$224.75
Cash Payment Invoice	E 601-49400-304	Legal Fees	APR- CITY & PROSECUTION FEES		\$210.25
Cash Payment Invoice	E 604-49550-304	Legal Fees	APR- CITY & PROSECUTION FEES		\$58.00
Transaction Date	6/16/2023	Cash	10150	<b>Total</b>	\$2,047.75
Refer	15320 GLENN GERADS				
Cash Payment Invoice	E 101-42110-208	Training and Instruction	REIMB- PD MILEAGE & SUPPLIES		\$93.01
Cash Payment Invoice	E 101-42110-480	Gas & Repair-Police Car	REIMB- PD MILEAGE & SUPPLIES		\$85.15
Cash Payment Invoice	E 101-42110-210	Operating Supplies	REIMB- PD MILEAGE & SUPPLIES		\$12.83
Transaction Date	6/16/2023	Cash	10150	<b>Total</b>	\$190.99
Refer	15321 GOPHER STATE ONE CALL				
Cash Payment Invoice	E 604-49550-637	Service Locations	MAY- LOCATE TICKETS		\$167.40
Transaction Date	6/16/2023	Cash	10150	<b>Total</b>	\$167.40
Refer	15322 GWEN SCHARPE				
Cash Payment Invoice	E 101-41400-181	Mileage	REIMB- MILEAGE TO HUTCHINSON 6/8/23		\$39.96
Transaction Date	6/16/2023	Cash	10150	<b>Total</b>	\$39.96
Refer	15323 HAGGENMILLER LUMBER/SNOW				
Cash Payment Invoice	E 101-41400-218	Office Expense	MAY- OFFICE LOCK & DOG PARK ROCK		\$172.38
Cash Payment Invoice	E 101-45202-220	Repair/Maint Supply	MAY- OFFICE LOCK & DOG PARK ROCK		\$24.99
Transaction Date	6/16/2023	Cash	10150	<b>Total</b>	\$197.37
Refer	15324 JEREMY OLSON				
Cash Payment Invoice	E 207-49990-300	Professional Srvs	CEM. GRAVEDIGGER- B.MOORMAN 6/22/23		\$325.00
Transaction Date	6/16/2023	Cash	10150	<b>Total</b>	\$325.00
Refer	15325 JERRY S HOME QUALITY FOODS				
Cash Payment Invoice	E 101-41400-733	Reimbursible Expense	MAY- MTG SNACKS, AMB. & FD MEALS		\$41.32
Cash Payment Invoice	E 201-42280-208	Training and Instruction	MAY- MTG SNACKS, AMB. & FD MEALS		\$69.25

## Payments

Current Period: JUNE 2023

Cash Payment Invoice	E 201-42280-208	Training and Instruction	MAY- MTG SNACKS, AMB. & FD MEALS	\$50.00
Cash Payment Invoice	E 202-42153-344	Recruitment & Retention	MAY- MTG SNACKS, AMB. & FD MEALS	\$59.63
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$220.20
Refer	15326 <u>JESSICA STEINKE</u>			
Cash Payment Invoice	E 101-41400-321	Telephone	2nd QTR PHONE ALLOW	\$100.00
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$100.00
Refer	15327 <u>KAHNKE BROTHERS TREE FARM</u>			
Cash Payment Invoice	E 101-43000-300	Professional Svcs	2023 TREE SUPPLY	\$1,632.60
Cash Payment Invoice	E 101-43000-224	Street Maint Materials	2023 TREE SUPPLY	\$3,731.40
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$5,364.00
Refer	15328 <u>KIRBY WECKWORTH</u>			
Cash Payment Invoice	E 101-43000-210	Operating Supplies	REIMB- BOOTS & 2nd QTR PHONE ALLOW	\$160.00
Cash Payment Invoice	E 101-43000-321	Telephone	REIMB- BOOTS & 2nd QTR PHONE ALLOW	\$120.00
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$280.00
Refer	15329 <u>KRANZ ELECTRIC</u>			
Cash Payment Invoice	E 101-41400-218	Office Expense	CITY OFFICES- LAMPS REPLACED	\$307.35
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$307.35
Refer	15330 <u>LINDE GAS &amp; EQUIP.</u>			
Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	MAY- AMB. OXYGEN	\$954.37
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$954.37
Refer	15331 <u>LOFFLER</u>			
Cash Payment Invoice	E 101-41400-218	Office Expense	MAY COPIER MAINT (OFFICE & PD)	\$51.30
Cash Payment Invoice	E 101-42110-218	Office Expense	MAY COPIER MAINT (OFFICE & PD)	\$19.60
Cash Payment Invoice	E 604-49550-218	Office Expense	MAY COPIER MAINT (OFFICE & PD)	\$15.00
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$85.90
Refer	15332 <u>MATHESON TRI-GAS</u>			
Cash Payment Invoice	E 101-43000-210	Operating Supplies	MAY- SHOP TANK RENTALS	\$111.78
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$111.78
Refer	15333 <u>MAVERICK AUTOMOTIVE</u>			
Cash Payment Invoice	E 101-42110-480	Gas & Repair-Police Car	MAY FUEL & PD '16 SQUAD REPAIRS	\$2,542.47
Cash Payment Invoice	E 101-42110-480	Gas & Repair-Police Car	MAY FUEL & PD '16 SQUAD REPAIRS	\$27.62
Cash Payment Invoice	E 101-43000-485	Gas and Repair Miscella	MAY FUEL & PD '16 SQUAD REPAIRS	\$213.81

Payments

Current Period: JUNE 2023

Cash Payment	E 101-45202-467	Gas & Repair - Mower	MAY FUEL & PD '16 SQUAD REPAIRS	\$278.02
Invoice				
Cash Payment	E 201-42280-485	Gas and Repair Miscella	MAY FUEL & PD '16 SQUAD REPAIRS	\$413.18
Invoice				
Cash Payment	E 202-42153-485	Gas and Repair Miscella	MAY FUEL & PD '16 SQUAD REPAIRS	\$459.52
Invoice				
Cash Payment	E 207-49990-467	Gas & Repair - Mower	MAY FUEL & PD '16 SQUAD REPAIRS	\$119.15
Invoice				
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$4,053.77
Refer	15334 MCLEOD COOPERATIVE POWER A			
Cash Payment	E 604-49550-437	Services-McLeod Coop	MAY- ELEC. MAINT.	\$5,423.00
Invoice				
Cash Payment	E 604-49550-500	Capital Outlay	MAY- ELEC. MAINT.	\$316.00
Invoice				
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$5,739.00
Refer	15335 MCLEOD PUBLISHING			
Cash Payment	E 101-41400-351	Legal Notices Publishing	MAY- PUBLISHING	\$465.16
Invoice				
Cash Payment	E 203-45000-340	Advertising	MAY- PUBLISHING	\$18.50
Invoice				
Cash Payment	E 207-49990-430	Miscellaneous	MAY- PUBLISHING	\$34.83
Invoice				
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$518.49
Refer	15336 MINI BIFF, LLC			
Cash Payment	E 101-45202-418	Other Rentals	MAY- PARK TOILETS	\$818.04
Invoice				
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$818.04
Refer	15337 MN DEPT. OF COMMERCE			
Cash Payment	E 604-49550-627	Assessment-Public Serv	ELEC- QRTLY ASSMTS	\$426.68
Invoice				
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$426.68
Refer	15338 MN DEPT. OF HEALTH			
Cash Payment	E 601-49400-390	Water Connection Fees	2nd QTR WATER CONNECTION FEES	\$2,075.00
Invoice				
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$2,075.00
Refer	15339 MN DEPT. OF TRANSPORTATION			
Cash Payment	E 203-45000-170	Permits and Licenses	ANNUAL- LED SIGN ROW PERMIT	\$60.00
Invoice				
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$60.00
Refer	15340 MN MUNI. POWER AGENCY			
Cash Payment	E 604-49550-389	Electric Energy Purchas	MAY- ENERGY	\$159,476.01
Invoice				
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$159,476.01
Refer	15341 MORRIS ELECTRONICS			
Cash Payment	E 101-41400-503	Computers/Software/We	MAY- OFFICE MTG, PD EQUIP & REMOTE IT	\$935.33
Invoice				
Cash Payment	E 101-42110-503	Computers/Software/We	MAY- OFFICE MTG, PD EQUIP & REMOTE IT	\$1,177.40
Invoice				

Payments

Current Period: JUNE 2023

Cash Payment Invoice	E 101-42110-503	Computers/Software/We	MAY- OFFICE MTG, PD EQUIP & REMOTE IT	\$800.00
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$2,912.73
Refer	15342 PREMIER LOCATING, INC.			
Cash Payment Invoice	E 604-49550-637	Service Locations	MAY- ELEC LOCATING	\$3,316.00
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$3,316.00
Refer	15343 RIDGEVIEW - SIBLEY MEDICAL CT			
Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	APR-MAY- AMB Rx SUPPLIES	\$21.80
Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	APR-MAY- AMB Rx SUPPLIES	\$15.67
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$37.47
Refer	15344 RYAN WELLER			
Cash Payment Invoice	E 203-45000-401	Repairs/Maint Buildings	REIMB- CC SPRKLR PARTS	\$80.62
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$80.62
Refer	15345 SIBLEY COUNTY DAC			
Cash Payment Invoice	E 101-41940-219	Cleaning	MAY CLEANING & 5/31 BILL STUFFING	\$142.13
Cash Payment Invoice	E 203-45000-300	Professional Srvs	MAY CLEANING & 5/31 BILL STUFFING	\$142.13
Cash Payment Invoice	E 604-49550-218	Office Expense	MAY CLEANING & 5/31 BILL STUFFING	\$112.80
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$397.06
Refer	15346 T.A.P.S.			
Cash Payment Invoice	E 203-45000-406	Repairs, Supplies & Oth	CC BAR LINES CLEANED 6/6/23	\$50.00
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$50.00
Refer	15347 UNITED FARMERS COOPERATIVE			
Cash Payment Invoice	E 101-45202-467	Gas & Repair - Mower	PARKS- TRIMMER PARTS	\$69.81
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$69.81
Refer	15348 XCEL ENERGY			
Cash Payment Invoice	E 603-49450-381	Electric & Heat Utilities	MAY- GRN ISLE LIFT STATION ELEC BILL	\$721.71
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$721.71
Refer	15349 XCEL ENERGY-NSP			
Cash Payment Invoice	E 604-49550-397	Facility Charge	MAY- SUBSTATION FACILITY CHG	\$1,218.72
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$1,218.72
Refer	15350 Y-NOT PLBG. & HTG			
Cash Payment Invoice	E 101-45202-220	Repair/Maint Supply	LIONS CTR- REFRIGERATOR PART	\$18.00
Transaction Date	6/16/2023	Cash	10150	<b>Total</b> \$18.00



Payments

Current Period: JUNE 2023

Fund Summary

	10150 Cash
101 General Fund	\$32,491.47
201 Fire Fund	\$8,682.58
202 Ambulance Fund	\$4,287.20
203 Community Center Fund	\$526.25
204 EDA Loan Programs Fund	\$224.75
207 Cemetery Fund	\$478.98
401 Capital Equipment Fund	\$13,823.54
601 Water Fund	\$14,626.40
603 AGI Sewer Fund	\$721.71
604 Electric Fund	\$170,529.61
	<u>\$246,392.49</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$246,392.49
Total	<u>\$246,392.49</u>



**CITY COUNCIL MEETING MINUTES  
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- *Meeting was called to order by Mayor Scharpe at 6:30 pm. All stood for the Pledge of Allegiance.*
  
2. Roll Call-  
*Members Present- Mayor Matthew Scharpe, Councilmembers Dave Meyer, John Thomes, Jeff Matz, Christina Litfin and Curtis Ling*  
*Members Absent- None*  
*Staff Present- City Administrator Jessica Steinke, City Attorney Ken Janssen, PeopleService Lee Ortloff*  
*Guests Present- Kurt Menk Arlington Enterprise, Jason Femrite Bolton & Menk, Curt Reetz, Jennifer Nuesse, Tony Hoff, Mike Humpal SCSC, Rick Almich SCSC, Michael Monson CEDA, Bryan Stading CEDA*
  
3. Approval of the Agenda-  
*Thomes made a motion to approve the agenda as amended to add J under consent agenda. Litfin seconded. Motion passed, all voting in favor.*
  
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.*  
*Jennifer Nuesse, 600 E Clinton St, addressed the Council regarding a permit request for metal roofing, concealed fasteners and conditional use permit for exposed fasteners.*

**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
- J) Approve liquor license for La Villita Mexican Supermarket and Restaurant- Off Sale, On Sale and Sunday  
*Meyer made a motion to approve the consent agenda. Thomes seconded. Motion passed all voting in favor.*

#### **OLD BUSINESS**

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

*Jason Femrite from Bolton & Menk gave a presentation on preliminary engineering report for the 2024 street & utility improvements. The total estimated project cost was \$7,801,282. July 10<sup>th</sup> at the Council Meeting at 6:30pm there will be a public hearing that Femrite will attend and answer questions.*

#### **NEW BUSINESS**

- 7. Bid results, Bolton & Menk
  - Requested Action: Award 2023 Seal Coat Improvement Bid \$30,881.00 to Pearson Bros Inc.- *Thomes made a motion to approve the bid from Pearson Bros, Inc. Matz seconded. Motion passed all voting in favor.*
  - Requested Action: Award 2023 Street Improvement Bid \$169,990 to Nilesens. *Meyer made a motion to approve the bid from Nilesens. Litfin seconded. Motion passed all in favor.*

8. Presentation from SCSC- *Mike Humpal and Rick Almich presented their services for a Community Development Coordinator.*

9. Presentation from CEDA USA, First Impression Report- *Bryan Stading and Michael Monson presented their services for a Rural Economic Director*

10. Approve RESOLUTION 23-2023 a resolution approving the application for a lawful gambling permit for Sibley East Wolverines Boosters Inc  
*Thomes made a motion to approve Resolution 23-2023. Litfin seconded. Motion carried. Ling, Matz, Litfin, Thomes, Meyer voted in favor. None against. None abstained. None were absent.*

11. Approve RESOLUTION 24-2023 a resolution accepting a donation and designating its use.



*Litfin made a motion to approve Resolution 24-2023. Ling seconded. Motion carried. Meyer, Thomes, Matz, Ling and Litfin voted in favor. None against. None abstained. None were absent.*

**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.

*Matz made a motion to approve the price quote for \$12,230.00 from Quality Flow Systems. Thomes seconded. Motion passed all voting in favor.*

*Ortloff spoke about the AGI Wastewater meeting and the Brooks Street Lift Station. He also talked about a water line replacement which would include boring to the building. He will be meeting on Wednesday and will get a quote.*

13. City Administrator Update, Jessica Steinke

- Requested Action: Approval to conduct a market study with DDA Human Resources, Inc.

*Steinke reported on pay equity and the differences between the two pay grids. She gave two options for getting the pay corrected. Option 1 is that she does the research and option 2 is that the City hire DDA Human Resources, Inc. Her recommendation was to go with option 2. Steinke also requested that the City enter into a contract with Morris Electronics as the current IT Provider hasn't been very helpful with City Staff.*

*Ling made a motion to approve the market study with DDA Human Resources, Inc. Litfin seconded. Meyer opposed this action. Motion carried with a vote of four members for and one against.*

*Thomes made a motion to have the City enter into a contract with Morris Electronics for IT Services. Meyer seconded. Motion carried all voting in favor.*

14. Attorney Janssen Update, Ken Janssen

*Janssen gave an update on the property at 411<sup>th</sup> Ave. The council was given three options as to what they would like to do. There was discussion regarding the three options.*



*Matz made a motion to go with option 3, which was to skip the 30-day notice and terminate the contract. Meyer seconded the motion. Matz and Meyer voted in favor. Litfin, Ling and Thomes all voted against. Motion failed.*

*Thomes made a motion to go with option 2, which is Hoff is given 30 days to comply or the contract is terminated, and he will be expected to pay \$72,000 due to no documentation. Ling seconded. Ling, Litfin, Thomes all voted in favor. Matz and Meyer voted against. Motion carried.*

**MISCELLANEOUS BUSINESS**

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

*Meyer made a motion to reschedule the June 19<sup>th</sup> meeting to June 21<sup>st</sup>. Thomes seconded. Motion carried all voting in favor.*

*Meyer made a motion to reschedule the July 3<sup>rd</sup> meeting to July 10<sup>th</sup> at 6:30 pm. Matz seconded. Motion carried all voting in favor.*

**ADJOURNMENT**

*Ling made a motion to adjourn the meeting at 8:37 pm. Litfin seconded. Motion carried all voting in favor.*

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City Administrator Jessica Steinke

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Mayor Matthew Scharpe



**SPECIAL MEETING MINUTES  
June 13, 2023, AT 5:30 PM  
COUNCIL CHAMBERS**

1. Call Meeting to Order and Pledge of Allegiance-*Meeting was call to order by Mayor Scharpe at 5:30 pm.*
2. Roll Call-*Members Present-Mayor Matthew Scharpe, Councilmembers Dave Meyer, John Thomes, Jeff Matz, Christina Litfin and Curtis Ling, Staff Present- City Administrator Jessica Steinke, City Attorney Ken Janssen*
3. Approval of the Agenda-*Council member Thomas made a motion to approve the agenda. Council member Matz seconded. Motion carried all voting in favor.*

Attorney Janssen informed the council that in speaking with Mr. Hoff's attorney that it was indicated that Mr. Hoff would likely be filing a law suit against the city if the council chose to continue with the 30-day notice discussed at the June 5<sup>th</sup> council meeting. There was discussion on the matter of the terms as laid out in the 30 day notice, including payment of the additional \$72,200 and hooking up to the sewer. Attorney Janssen updated the council with additional information regarding the deed to the property, and updated council as to progress made by Mr. Hoff. Discussion was had as to Mr. Hoff completing work in an untimely matter and previous extensions of timelines. Mr. Hoff had been working with the city in February, providing some minimal payroll records but these were denied as insufficient to satisfy the 5 FTE requirement. The council discussed Mr. Hoff having 5 FTE employees. The council discussed whether the FTE employees can be based out of the property without a certificate of occupancy. The council discussed Mr. Hoff's demand for quitclaim deed and claim of bringing suit against city near end of 30 day period. Discussion as to necessity to close the meeting for Attorney Janssen to discuss litigation strategy with the city council, as well as potential offers of resolution for Attorney Janssen to discuss with Mr. Hoff's attorney. Confidentially was required to discuss such offers of resolution and litigation strategy. Council member Meyer motioned to close the meeting, council member Litfin seconded, all were in favor, motion passed. The meeting was closed at 5:43pm.

4. Closed meeting discussion on threatened litigation.

*Council member Ling motioned to open the meeting at 6:24pm, council member Liftin seconded. All were in favor, motion carried.*

Mayor Scharpe and Attorney Janssen gave a summary of the closed meeting. The Council concluded that they would continue with the 30 day notice the Council had provided Mr. Hoff as voted on at the June 5<sup>th</sup>, 2023 Council Meeting.

5. Adjournment  
*Council member Thomas made a motion to adjourn the meeting at 6:25 pm. Council member Meyer seconded. Motion carried all voting in favor.*



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## **MAY 2023 – 383 Recorded ICR's**

Traffic Stops	120
Business/Door Checks	87
Agency Assist	22
Park Checks	21
Directed Patrol/Traffic Detail	18
School Patrols	12
Ordinance/Parking Violations	11
Animal Calls	11
Suspicious Activity	8
Informational	8
Civil Matters	5
Theft	4
Apartment Checks	4
Public Assist	4
Medical Calls	4
911 Hang-up	4
Domestic	3
Juvenile Trouble/Truancy	3
Driving Complaint	3
Welfare Checks	3
Warrant/Search Checks/Arrests	2
Criminal Sexual Conduct	2
Noise Complaint	2
Property Damage	2
Child Protection/Custody	2
Found Property	2
Vehicle Lockouts	2
Scams	2
Funeral/Public Escort	2
Motor Vehicle Theft	1
DUI/DWI	1
Minor/Underage Consumption	1
Narcotic Sale/Possess	1
Accidents	1
Threats	1
Fire Call	1
Vandalism	1
Alarms	1
Residence Watch	1

Glenn Gerads #301  
Chief of Police



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## **MAY 2023**

### 5-1-23

- Property Damage – Intersection W. Douglas St. & 2<sup>nd</sup> Ave. NW
- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Scam – 300 Block W. Main St.
- Driving Complaint – 100 Block 7<sup>th</sup> Ave. SW
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Animal Call – 400 Block W. Main St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Chandler St.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Traffic Stop – Intersection Cty. Rd. 17 & 250<sup>th</sup> St.
- Park Check/Public Relations/Public Event – 400 Block 2<sup>nd</sup> Ave. NE
- Informational – 200 Block Elgin St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Stop – Intersection Hwy 5 & 401<sup>st</sup> Ave.
- Theft – 500 Block W. Baker St.
- Apartment Check – 700 Block Chestnut Dr.
- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Residence Watch – 100 Block E. Baker St.

### 5-2-23

- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – 300 Block Frenzel Dr.
- Business Check – 400 Block W. Main St.
- Park Check/School Event/Public Relations – 300 Block 1<sup>st</sup> Ave. S.
- Animal Call – Intersection Freedom Dr. & 6<sup>th</sup> Ave. SE
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection 2<sup>nd</sup> Ave. NW & W. Chandler St.
- Apartment Checks – 700 Block Chestnut Dr.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Business Check – 600 Block W. Chandler St.
- Business Check – 23100 Block 401<sup>st</sup> Ave.

### 5-3-23

- Suspicious Activity – 200 Block W. Main St.
- Found Property – 300 Block W. Main St.





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- Theft – 800 Block 7<sup>th</sup> Ave. NW
- Ordinance Violation – 300 Block W. Brooks St.
- Ordinance Violation – 400 Block W. Alden St.
- Business Check – 200 Block Shamrock Dr.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Directed Patrol/Traffic Detail – 400 Block E. Adams St.
- Traffic Stop – Intersection 1<sup>st</sup> Ave. S. & Henderson Rd.
- Park Check/School Event/Public Relations – 300 Block 1<sup>st</sup> Ave. S.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection 2<sup>nd</sup> Ave. NW & W. Alden St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection W. Main St. & 1<sup>st</sup> Ave. N.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Domestic/Agency Assist – Intersection Hwy 5 & 401<sup>st</sup> Ave.

## 5-4-23

- Animal Call – 300 Block 7<sup>th</sup> Ave. NW
- Suspicious Activity – 200 Block 3<sup>rd</sup> Ave. NW
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection 2<sup>nd</sup> Ave. NW & W. Alden St.
- Traffic Stop – Intersection W. Alden St. & 4<sup>th</sup> Ave.
- Business Check – 800 Block W. Chandler St.
- Traffic Stop – Intersection 8<sup>th</sup> Ave. & W. Brooks St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Baker St.
- Directed Patrol/Traffic Detail – 400 Block E. Adams St.
- Traffic Stop – Intersection E. Main St. & 3<sup>rd</sup> Ave. NE
- Traffic Stop – Intersection Hwy 5 & 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW

## 5-5-23

- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Chandler St.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection W. Main St. & 7<sup>th</sup> Ave.
- Civil Matter – 100 Block 5<sup>th</sup> Ave. NW
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Park Check/Public Event – 400 Block 2<sup>nd</sup> Ave. NE



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- Traffic Stop – Intersection W. Alden St. & Hwy 5
- Business Check – 800 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Business Check – 500 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St.
- Traffic Stop – Intersection W. Chandler St. & Hwy 5
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Business Check – 23100 Block 401<sup>st</sup> Ave.

## 5-6-23

- Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St. (SO)
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Elmwood St.
- Business Check – 300 Block W. Main St.
- Traffic Stop – Intersection E. Main St. & 3<sup>rd</sup> Ave.
- Agency Assist – 100 Block 6<sup>th</sup> St., Gaylord
- Civil Matter – 100 Block 4<sup>th</sup> Ave. NW
- Informational/Training – 800 Block W. Chandler St.
- Traffic Stop/Agency Assist – Intersection Hwy 5 & 4<sup>th</sup> Ave. NE
- Agency Assist – Intersection Hwy 5 & W. Brooks St.
- School Patrol/School Event – 200 Block 3<sup>rd</sup> Ave. NW
- Business Check – 800 Block W. Chandler St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection E. Main St. & 3<sup>rd</sup> Ave. NE
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Agency Assist – Hwy 5
- Business Check – 300 Block W. Main St.
- Business Check – 39500 Block 230<sup>th</sup> St.
- Traffic Stop – Intersection Henderson Rd. & 1<sup>st</sup> Ave. S.
- Business Check – 600 Block W. Chandler St.
- Agency Assist – Intersection Main Ave. & Melro St., Gaylord
- Agency Assist/Driving Complaint – Intersection Main St. & 1<sup>st</sup> Ave. (SO)
- Juvenile Trouble/Underage Consumption – 200 Block 3<sup>rd</sup> Ave. NW

## 5-7-23

- Animal Call – 100 Block E. Douglas St.
- Driving Complaint – 400 Block E. Adams St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Chandler St.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Park Check/Public Event – 400 Block 2<sup>nd</sup> Ave. NE



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- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 411<sup>t</sup> Ave. & Hwy 5
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & Baker St.

## 5-8-23

- Suspicious Activity – 400 Block 7<sup>th</sup> Ave. NW
- Domestic/Agency Assist – 200 Block W. Main St.
- Public Assist – 300 Block E. Baker St.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Douglas St. (SO)
- Traffic Stop – Intersection W. Adams St. & 2<sup>nd</sup> Ave. SE
- Traffic Stop – Intersection Hwy 5 & 401<sup>st</sup> Ave.
- Park Check/Public Event – 400 Block 2<sup>nd</sup> Ave. NE
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Directed Patrol/Traffic Detail – 400 Block E. Adams St.
- Business Check – 200 Block W. Main St.
- Juvenile Trouble/Missing Person/Agency Assist – 300 Block E. Baker St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. & W. Main St. (SO)
- Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Business Check – 23100 Block 401<sup>st</sup> Ave.

## 5-9-23

- Business Check – 600 Block W. Chandler St.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Suspicious Activity – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Juvenile Trouble/Runaway/Agency Assist – 100 Block Henderson Rd.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Medical Call/Agency Assist – 100 Block W. Shamrock Dr.
- Apartment Checks – 700 Block Chestnut Dr.
- Business Checks – 23100 Block 401<sup>st</sup> Ave.



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## 5-10-23

- Animal Call – 200 Block 3<sup>rd</sup> Ave. NW
- Juvenile Trouble/Runaway – 100 Block Henderson Rd.
- Animal Call/Agency Assist – 300 Block W. Main St.
- DUI/Accident/Agency Assist – 300 Block W. Brooks St.
- 911 Hangup – Intersection W. Brooks St. & 4<sup>th</sup> Ave. NW

## 5-11-23

- Welfare Check – 500 Block W. Brooks St.
- Traffic Stop – Intersection Cty. Rd. 12 & 411<sup>th</sup> Ave.
- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Fire Call/Agency Assist – 800 Block W. Main St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Clinton St.
- Business Check – 800 Block W. Chandler St.
- Narcotic Sale/Possession – 300 Block W. Main St.
- Warrant Arrest – 300 Block W. Main St.
- Ordinance Violation – 300 Block 7<sup>th</sup> Ave. NW
- Suspicious Activity – 200 Block Shamrock Dr.
- Business Check – 39500 Block 230<sup>th</sup> St.

## 5-12-23

- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Found Property – 200 Block E. Adams St.
- Business Check – 200 Block Shamrock Dr.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Directed Patrol/Traffic Detail – 400 Block E. Adams St.
- Traffic Stop – Intersection W. Main St. & Hwy 5
- Parking Violation – 300 Block 1<sup>st</sup> Ave. S.
- Ordinance Violation – 800 Block 7<sup>th</sup> Ave. NW
- Ordinance Violation – 800 Block 7<sup>th</sup> Ave. NW
- Business Check – 40900 Block Hwy 5
- Driving Complaint/Agency Assist – Intersection Hwy 5 & W. Baker St.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Business Check – 100 Block 1<sup>st</sup> Ave. NW
- Threats/Agency Assist – 600 Block Olive St.

## 5-13-23

- Business Check – 300 Block W. Main St.
- Accident – Intersection Hwy 5 & W. Brooks St. (SO)
- Agency Assist/Funeral Escort – 300 Block W. W. Adams (SO)
- Warrant Arrest – 23200 Block 401<sup>st</sup> Ave. (SO)



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- Vehicle Lockout – 200 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Directed Patrol – 300 Block 7<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Baker St.
- Domestic Assault/Threats/Property Damage/Agency Assist – 100 Block Henderson Rd.
- Agency Assist – 700 Block 3<sup>rd</sup> St. E. Gaylord
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Property Damage – 800 Block W. Baker St.

## 5-14-23

- Agency Assist – 600 Block W. Chandler St.
- Civil Matter – 400 Block E. Brooks St.
- Business Check – 600 Block W. Chandler St.
- Directed Patrol – 300 Block 7<sup>th</sup> Ave. NW
- Business Check – 800 Block W. Chandler St.
- Apartment Checks – 700 Block Chestnut Dr.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 300 Block W. Main St.
- Directed Patrol – 400 Block E. Adams St.
- Directed Patrol/Traffic Detail – Intersection 4<sup>th</sup> Ave. SE & Henderson Rd.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. NE & E. Brooks St.

## 5-15-23

- Business Check – 800 Block W. Chandler St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & Circle Ln.
- Directed Patrol – 400 Block E. Adams St.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Park Check/Public Event – 400 Block 2<sup>nd</sup> Ave. NE
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. NW & W. Alden St.
- Directed Patrol/Traffic Detail – Intersection Henderson Rd. & 4<sup>th</sup> Ave. SE
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & 250<sup>th</sup> St.
- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Agency Assist/Traffic Stop – 600 Block Sheila Dr.



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## 5-16-23

- Traffic Stop – Intersection 4<sup>th</sup> Ave. NE & Hwy 5
- Public Assist/Med Disposal – 100 Block 4<sup>th</sup> Ave. NW
- Animal Call – Intersection E. Baker St. & 5<sup>th</sup> Ave. SE
- Traffic Stop – Intersection Cty. Rd. 12 & 411<sup>th</sup> Ave.
- Child Protection – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 1<sup>st</sup> Ave. & Main St.
- Traffic Stop – Intersection 5<sup>th</sup> Ave. SE & E. Baker St.
- Medical Call/Agency Assist/Death – 21400 Block 425<sup>th</sup> Ave.
- Agency Assist/Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Alarm – 100 Block E. Main St.
- Traffic Stop – Intersection Main St. & 1<sup>st</sup> Ave.
- Business Check – 39500 Block 230<sup>th</sup> St.
- Suspicious Activity/Public Assist – 200 Block W. Main St.
- Agency Assist/Traffic Stop – Intersection Hwy 5 & MM4, Gaylord
- Traffic Stop – Intersection Cty. Rd. 17 & Hwy 5 (SO)
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Park Check – 24200 Block 387<sup>th</sup> Ave.

## 5-17-23

- Agency Assist – 600 Block W. Chandler St.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection 2<sup>nd</sup> Ave. NW & W. Alden St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Adams St.
- Business Check – 200 Block Shamrock Dr.
- Business Check – 800 Block W. Chandler St.
- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Circle Ln. & 4<sup>th</sup> Ave. SE
- Directed Patrol – Intersection 4<sup>th</sup> Ave. SE & Henderson Rd.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Business Check – 500 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Directed Patrol – 400 Block E. Adams St.
- Business Check – 600 Block W. Chandler St.

## 5-18-23

- Welfare Check/Agency Assist – 100 Block E. Adams St.
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW



# **Arlington Police Department**

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307  
Office: (507)964-5200 Fax: (507)964-2737  
E-mail: [police@arlingtonmn.gov](mailto:police@arlingtonmn.gov)

- Motor Vehicle Theft – 200 Block E. Alden St.
- Criminal Sexual Conduct – 100 Block 4<sup>th</sup> Ave. NW
- Informational – 100 Block E. Clinton St.
- Business Check – 100 Block W. Main St.
- Vandalism – 400 Block W. Douglas St.
- Animal Call – 500 Block W. Douglas St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.

## 5-19-23

- Child Protection – 100 Block 4<sup>th</sup> Ave. NW
- Agency Assist/Domestic – 200 Block 3<sup>rd</sup> St., Gaylord
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Traffic Stop – Intersection W. Main St. & 4<sup>th</sup> Ave. NW
- Directed Patrol – 400 Block E. Adams St.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Business Check – 800 Block W. Chandler St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Brooks St.
- Park Check – 24200 Block 387<sup>th</sup> Ave.

## 5-20-23

- Medical Call/Agency Assist – 700 Block Chestnut Dr. (SO)
- Suspicious Activity – 400 Block 4<sup>th</sup> Ave. NE (SO)
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Freedom Dr. & Horseshoe Dr.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Chandler St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & Henderson Rd.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Business Check – 800 Block W. Chandler St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & Hwy 5
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection W. Douglas St. & 7<sup>th</sup> Ave. NW
- Criminal Sexual Conduct – 300 Block 5<sup>th</sup> Ave. NW
- Agency Assist/Medical Call – Tower St., Gaylord
- Agency Assist – Intersection Hwy 22 & 280<sup>th</sup> St., Gaylord

## 5-21-23

- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Traffic Stop – Intersection Hwy 5 & mm 7
- Noise Complaint – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection 4<sup>th</sup> Ave. NW & Hwy 5



# ***Arlington Police Department***

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307

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

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

- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- 911 Hangup – 200 Block 3<sup>rd</sup> Ave. NW
- Business Check – 39500 Block 230<sup>th</sup> St.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Traffic Stop – Intersection 7<sup>th</sup> Ave. NW & Lynch St.
- Traffic Stop – Intersection 7<sup>th</sup> Ave. NW & W. Douglas St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Noise Complaint – 400 Block E. Adams St.

## 5-22-23

- Animal Call – 300 Block W. Main St.
- Public Assist – 300 Block W. Brooks St.
- Civil Matter – 100 Block 5<sup>th</sup> Ave. NW
- Directed Patrol – 400 Block E. Adams St.
- Theft – 800 Block 7<sup>th</sup> Ave. NW
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 200 Block Shamrock Dr.
- Agency Assist/Child Protection – 400 Block E. Adams St.
- Business Check – 800 Block W. Chandler St.
- Business Check – 300 Block W. Main St.
- Traffic Stop/Pursuit/Agency Assist – 100 Block N. Railroad St., Green Isle
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- 911 Hangup – 100 Block Henderson Rd.
- Suspicious Activity/Agency Assist – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop/Agency Assist – Hwy 5

## 5-23-23

- Agency Assist – 100 Block 8<sup>th</sup> St., Gaylord
- Scam – 700 Block W. Chandler St.

## 5-24-23

- Medical Call/Agency Assist – 100 Block Henderson Rd.
- Informational Call – 100 Block 4<sup>th</sup> Ave. NW
- Funeral Escort/Agency Assist – 300 Block W. Adams St. (SO)
- Theft – 400 Block W. Main St.





## ***Arlington Police Department***

Glenn Gerads, Chief of Police

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

### 5-25-23

- Welfare Check/Civil Matter – 100 Block W. Alden St.
- Vehicle Lockout – 400 Block W. Main St.
- 911 Hangup – 100 Block 1<sup>st</sup> Ave. N.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Informational – 500 Block 2<sup>nd</sup> Ave. NW
- Animal Call – Intersection E. Douglas St. & 2<sup>nd</sup> Ave. NE
- Agency Assist/Medical Call – 41400 Block 206<sup>th</sup> St., Arlington

### 5-26-23

- Animal Call – 400 Block W. Elgin St.
- Business Check – 800 Block W. Chandler St.
- Directed Patrol – 400 Block E. Adams St.
- Park Check – 400 Block 2<sup>nd</sup> Ave. NE
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Business Check – 39500 Block 230<sup>th</sup> St.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Directed Patrol – 400 Block E. Adams St.

### 5-27-23

- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Ordinance Violation – 400 Block W. Alden St.
- Ordinance Violation – 300 Block W. Brooks St.
- Traffic Stop – Intersection W. Chandler St. & 8<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave.
- Traffic Stop – Intersection W. Main St. & 4<sup>th</sup> Ave.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Business Check – 600 Block W. Chandler St.
- Business Check – 200 Block Shamrock Dr.

### 5-28-23

- Business Check – 300 Block W. Main St.
- Ordinance Violation – 600 Block W. Brooks St.
- Directed Patrol – 400 Block E. Adams St.
- Ordinance Violation – 400 Block 5<sup>th</sup> Ave. SE
- Agency Assist/Driving Complaint – Intersection Hwy 5 & 216<sup>th</sup> St.
- Business Check – 39500 Block 230<sup>th</sup> St.



# ***Arlington Police Department***

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307  
Office: (507)964-5200 Fax: (507)964-2737  
E-mail: [police@arlingtonmn.gov](mailto:police@arlingtonmn.gov)

- Business Check – 800 Block W. Chandler St.
- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.

## 5-29-23

- Agency Assist – 400 Block W. Brooks St.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Agency Assist/Domestic – 100 Block High Ave., Gaylord
- Agency Assist/Accident – Intersection Cleveland Ave. & Grove St., Green Isle

## 5-30-23

- Civil Matter/Public Assist – 100 Block Henderson Rd.
- Ordinance Violation – 400 Block W. Brooks St.

## 5-31-23

- Funeral Escort – 100 Block W. Chandler St.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection W. Alden St. & 2<sup>nd</sup> Ave. NW
- Business Check – 200 Block Shamrock Dr.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. NE & E. Brooks St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection W. Main St. & 4<sup>th</sup> Ave.
- Traffic Stop – Intersection Freedom Dr. & Creekview Ln.
- Business Check – 800 Block W. Chandler St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. NE & E. Brooks St.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Directed Patrol – 400 Block E. Adams St.
- Business Check – 500 Block W. Main St.

Glenn Gerads #301  
Chief of Police



Wayzata Office  
3620 Northome Avenue  
Wayzata, MN 55391  
Phone: (612)920-3320 x103 | Fax: (612)605-2375  
[www.daviddrown.com](http://www.daviddrown.com)

June 16, 2023

Jessica Steinke  
City Administrator  
[JSteinke@arlingtonmn.com](mailto:JSteinke@arlingtonmn.com)>  
City of Arlington, MN

**RE: Compensation Study List of Comparators Preliminary Report**

Dear Ms. Steinke,

The City of Arlington has hired DDA Human Resources to conduct a classification and compensation study. We have compiled an initial list of communities that we have selected and wish to have you and the Council approve before proceeding

**Benchmark Communities and Jobs**

A list of 18 jurisdictions in the region were selected to serve as a comparison group – benchmarks. The list includes cities in the State which are similar to you in terms of size, service offerings, tax capacity, and cities with whom you may compete for employees. We have also included Sibley County in the market analysis.

**City of Arlington, Minnesota**  
**2023 Classification and Compensation Study**  
**Benchmark Communities**

City	Pop	General Govt	Police	Streets	Tax Cap	Property Tax	SA Levy
Albany	2,712	2	5	3	1,967,901	756,873	235,443
Barnesville	2,666	4	5	3	1,408,996	718,753	201,554
Caledonia	2,824	11	4	2	1,581,639	813,097	5,926
Carver	4,727	2	0	4	4,300,601	2,419,496	87,513
Chatfield	2,881	3	7	1	1,665,201	1,653,677	72,381
Cokato	2,762	3	0	5	1,682,660	1,363,866	2,841
Cologne	1,841	2	0	1	1,549,415	1,237,543	58,029
Le Sueur	4,091	5	8	6	2,868,851	2,462,618	325,248
Eyota	1,973	2	0	1	1,211,540	615,194	86,324
Gaylord	2,282	3	4	1	1,019,655	1,171,235	262,686
Mayer	2,295	1	0	1	1,580,205	707,157	68,066
Olivia	2,439	5	5	4	1,240,831	1,230,797	228,165
Pine City	3,261	7	0	5	2,278,372	1,468,130	190,956
Saint Charles	3,838	5	4	2	2,385,572	1,038,169	11,990
Sleepy Eye	3,464	4	6	3	1,545,060	1,246,768	85,176
Spring Valley	2,505	1	0	2	1,129,010	1,275,619	179,460
Winsted	2,289	4	4	3	1,666,886	1,276,283	22,104
Sibley county							

Please let me know if you have any questions or concerns with this list.  
Sincerely,



Mark Goldberg, Principal Consultant  
DDA Human Resources, Inc.  
5029 Upton Avenue South  
Minneapolis, MN 55410  
markg@daviddrown.com  
612-920-3320 ext. 114

# 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 \$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

# Contract for Professional Services

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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
- \* 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

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**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.
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- 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.
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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



# 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 Alington.
- 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**

800 6<sup>th</sup> Street  
 New Prague, MN 56071 USA  
 Tel: (952) 758-9661  
 Cell: (651) 434-5878



# Quotation

**Company Name:** City of Arlington, MN      **Prepared By:** Matt Yorks  
**Contact:** Lee Ortloff of People Service      **Quotation Date:** 8/26/2022  
 (612) 636-2434      **Freight:** Allowed to Jobsite

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

**Brooks St LS Rehab Estimate:**

To include,

Item	Description	Qty.
1	<b>Duplex pump control panel for operation on 230 Volt, 3-Phase, 4-Wire;</b> The enclosure is Double-door (side-x-side); suitable for pad-mounting, NEMA 3X, 304 Stainless Steel, measuring approximately 48" H x 60" W x 12" D on an 18" H skirted leg-stand. Inner dead-front doors, pad-lockable handle and steel (painted white) component chassis will be provided. The system will provide control for two (2) 10 HP submersible pumps in response to wet well level by submersible level transducer (primary control) and two weighted floats (back up control).	1
	To include,	
	• Circuit Breaker: 3P, 100A, Main (Service Entrance Rated)	1
	• Circuit Breaker: 3P, 60A, Pump Disconnect	2
	• Circuit Breaker: 1P, 20A, Convenience Receptacle, Block Heater, Generator Shore Power	3
	• Circuit Breaker: 1P, 10A, Control Power	1
	• Automatic Transfer Switch: ASCO 300, 100A, w/ Group G Controller	1
	• Motor Starter: NEMA Size 2, w/ Adjustable Overload Relay	3
	• Convenience Receptacle: GFI, 20A	1
	• Voltage/Phase Monitor (motor saver)	1
	• Surge Arrestor: 3 Phase	1
	• 200W Fan Forced Panel Heater: Thermostatically Controlled (condensation heater)	1
	• KSB Pump Protection Modules: Over Temperature & Seal Fail	2
	• Pilot-Light: Push to Test; 120VAC, LED, Green Cap (pump running)	2
	• Pilot-Light: Push to Test; 120VAC, LED, Red Cap (pump O/T & high level)	3
	• Pilot-Light: Push to Test; 120VAC, LED, Amber Cap (pump SF)	2
	• Push Button; Pump Reset (O/T or O/L)	2
	• Running Time Meter: Pump Runtime & Simultaneous Runtime	3
	• Control Relay: 3 Pole; 120VAC w/ Indicating Light (includes base)	A/R
	• Power Supply: 24VDC & 12VDC	2
	• Ground Lug: 3 Conductor	1
	• QCI Model 1500CT: Primary Pump & Level Controller, Color Touch Screen, Dynamic I/O	1
	• Submersible Transducer: 4~20mA, 5# Sensor, 60' of Cable	1
	• Intrinsically Safe Barrier: Transducer Barrier	1
	• Float Controller: Intrinsically Safe Circuit (back up control)	1
	• Float Switch: Suspended, Internally Weighted, 60' Cable	2
	• Alarm Light: 120VAC, Strobe When Alarming (top mounted)	1
	• Terminal Block: Single, 18-10AWG	-
	• Mounting Space for Existing Telemetry Back Panel	-
	• Submittal/O&Ms: Wiring Diagrams, Bill of Materials, Data Sheets, Etc.	-
2	<b>Set Up of Temporary Control Panel (to run LS while installing new equipment)</b>	1
3	<b>Installation of Control Panel</b>	1
	• Work Completed by Licensed Master Electrician	

Item	Description	Qty.
	<ul style="list-style-type: none"> <li>Removal of Existing Control System(s)</li> <li>New Concrete Pad</li> <li>Any/All Required Conduits (wet well to controls panel)</li> </ul>	
4	<b>KSB Pump; KRT F100-254/74XG-185mm, 10hp, 230/3 Heavy Duty Submersible Pump</b> <ul style="list-style-type: none"> <li>Direct replacement</li> <li>Vortex Style Impeller</li> <li>Double Mechanical Seals</li> <li>50' Power Cable</li> <li>Over Temp/ Seal Fail Sensors</li> <li>3" Solids Passing</li> <li>5 Year Warranty</li> </ul>	2
5	<b>Wet Well Discharge Piping &amp; Pump Guide System</b> <ul style="list-style-type: none"> <li>4" x 17' Flange x Plain End Ductile Iron Discharge Pipe</li> <li>4" 90 Degree Elbow</li> <li>4" Flanged Coupling Adapter</li> <li>2" Stainless Steel Guide Pipe (20' sections)</li> <li>KSB Stainless Steel Upper Guide Bracket</li> <li>KSB Stainless Steel Intermediate Guide Bracket (4")</li> <li>KSB 4"x4" WOWI Base Elbow</li> <li>KSB 4" WOWI Guide Claw</li> <li>4" Flange Accessory Kit (nuts/bolts/gaskets)</li> </ul>	2 2 2 6 2 2 2 2 6
6	<b>Onsite Installation Labor</b>	40
7	<b>Startup and Training</b>	1
8	<b>Freight to Jobsite</b>	1
<b>Total Installed Selling Price - \$88,824.00</b>		

**Brooks St LS Valve Pit Rehab Estimate:**

To include,

Item	Description	Qty.
1	<b>Flowmatic 4" Flapper Style Check Valve</b>	2
2	<b>Crispin 4" Non-Rising Gate Valve w/ Handle</b>	2
3	<b>4" Flanged Coupling Adapter</b>	2
4	<b>4" Flange Accessory Kit (nuts/bolts/gaskets)</b>	4
5	<b>Onsite Installation Labor</b>	8
6	<b>Freight to Jobsite</b>	1
<b>Total Installed Selling Price - \$7,580.00</b>		

**Notes**

Vac Truck for wet well rehab is supplied by others.

**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





MONTGOMERY, MN (507)364-7520

KRIHA ELECTRIC, LLC  
34511 191ST AVE  
MONTGOMERY MN 56069  
Phone: 507-364-7520  
info@krihaelectric.com

# PROPOSAL

<b>PROPOSAL #</b>	921	<b>PAGE</b>	1
<b>DATE</b>	06/02/2023		
<b>DESC</b>	BROOKS ST LIFT STATION RENOVATION		
<b>LOC</b>	204 SHAMROCK DR ARLINGTON, MN 55307		
<b>CONTACT</b>	LEE ORTLOFF - PEOPLE		
<b>PHONE</b>	320-212-7350		

### CUSTOMER

CITY OF ARLINGTON  
204 SHAMROCK DR  
ARLINGTON MN 55307

Proposal for City of Arlington.

Project Site:  
Brooks St Lift Station  
Arlington, MN 55307

Attn: Lee Ortloff - People Service Inc.

Kriha Electric is pleased to provide a proposal in accordance with your request as follows:

### Scope of Work:

Install a N3r, stainless steel, double door duplex pump control panel. The panel will control the operation of 2 - 10hp submersible pumps with a submersible transducer as the primary control and 2 weighted floats as a back-up control.

### Panel Specs:

- 230 volt, 3 phase, 4 wire
- Dimensions: 48" x 60" x 12" with an 18" skirt
- Padlock handle
- Inner dead-front doors
- white steel back plate with the following components:
  - (1) 100a, 3p main breaker
  - (2) 60a, 3p breakers for pump disconnects
  - (1) 10a, 1p breaker for control power
  - (3) 20a, 1p breakers for generator shore power, block heater, and a convenience receptacle
- (1) ASCO 300, 100a transfer switch
- (1) Phase/voltage monitor
- (1) 3 phase surge arrestor
- (1) fan forced heater
- (1) Gfci receptacle
- (2) Nema Size 2 Motor Starters w/ adjustable OL relay
- (2) Pump Protection Modules
- (2) Push Button Pump Resets
- (7) Pilot lghts (pump running, high level, overtemp, and seal fail
- (1) Touch screen controller
- (1) IS barrier
- (1) Submersible Transducer
- (1) Float controller
- (2) Weighted float switches
- (1) Alarm Light
- (2) 10hp, 230v, 3phase submersible pumps
- (2) Lot of discharge piping
- (2) Pump guide system
- (A/R) Removal of current control setup
- (1) Installation of control panel
- (1) New concrete pad
- (A/R) New conduits
- (A/R) Startup and training
- Delivery of system



MONTGOMERY, MN (507)364-7520

KRIHA ELECTRIC, LLC  
34511 191ST AVE  
MONTGOMERY MN 56069  
Phone: 507-364-7520  
info@krihaelectric.com

# PROPOSAL

<b>PROPOSAL #</b>	921	<b>PAGE</b>	2
<b>DATE</b>	06/02/2023		
<b>DESC</b>	BROOKS ST LIFT STATION RENOVATION		
<b>LOC</b>	204 SHAMROCK DR ARLINGTON, MN 55307		
<b>CONTACT</b>	LEE ORTLOFF - PEOPLE		
<b>PHONE</b>	320-212-7350		

<b>CUSTOMER</b>
CITY OF ARLINGTON 204 SHAMROCK DR ARLINGTON MN 55307

Total Cost of Project: \$93,654.00.

Brooks St Lift Station Valve Pit Rebuild

To include:

- (2) 4" check valves, gate valves, and flanged coupling adapters
- (4) Flange accessory kits
- (A/R) Freight
- Installation

Total Cost of Project: \$9,120.00.

Notes:

All work will be completed and inspected according to the National Electric Code.

The proposal is based on the current 2020 National Electric Code, if electrical work for the project(s) start on or after 07-01-2023 the project must comply with the 2023 National Electric Code. Additional charges may apply due to changes within the new code at that time.

Vac Truck by others

Kriha Electric, LLC and/or its affiliates, will not be liable for buried private underground utilities and does not assume responsibility for damages done to private underground utilities while performing services. Private underground utilities include, but are not limited to: private natural gas or propane utilities, sprinkler lines, electronic dog fences, private telephone, television, data, and fiber optic lines, drainage tile, sewer and water lines, and private electrical wiring such as landscape lighting, sprinkler control wiring and all other private electric utilities,

Gopher one will be called prior to our arrival. All public utilities will be marked at that time. Private utilities will not be marked such as privately owned electric and gas lines will not be marked. This includes, but is not limited to, electrical lines extending to outbuildings, outdoor lighting, hot tubs, pools, wells, septic systems, or light poles and gas lines extending to outbuildings, outdoor kitchens, fireplaces, or grills. Kriha Electric, LLC and/or its affiliates does not assume responsibility for damages done to these types of lines.

Visibly mark, with marking paint or flags, any privately installed utilities prior to digging. We will take reasonable precaution to avoid damage to these marked utilities, however pre-notification or marking does not place damage liability on Kriha Electric, LLC and/or its affiliates.

If determined by Kriha Electric, LLC and/or its affiliates, that winter conditions exist at the time of the underground installation, winter construction charges above and beyond the proposal price will apply. Winter construction charges are billed per time and materials at standard rates.

Thank you for this opportunity to be of service to you. If you have any questions, please don't hesitate to call or e-mail.



MONTGOMERY, MN (507)364-7520

KRIHA ELECTRIC, LLC
34511 191ST AVE
MONTGOMERY MN 56069
Phone: 507-364-7520
info@krihaelectric.com

PROPOSAL

Table with 2 columns: Field Name, Value. Fields include PROPOSAL # (921), DATE (06/02/2023), DESC (BROOKS ST LIFT STATION RENOVATION), LOC (204 SHAMROCK DR ARLINGTON, MN 55307), CONTACT (LEE ORTLOFF - PEOPLE), PHONE (320-212-7350).

CUSTOMER

CITY OF ARLINGTON
204 SHAMROCK DR
ARLINGTON MN 55307

We Propose hereby to furnish material and labor - complete in accordance with these specifications for the sum of: \$102,774.00

One Hundred Two Thousand Seven Hundred Seventy Four Dollars And 00 Cents

Payable as follows:

Progressive Payment Schedule.

Authorized Signature: ..... Date: .....

Note: This Proposal may be withdrawn by us if not accepted within 30 Days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays are beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. We are authorized to provide you with this notice: Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

ACCEPTANCE OF PROPOSAL - The Prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: ..... Date: .....



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

### **XIII. Decorating**

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

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

### **XIV. Clean-Up**

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

#### Cleaning of Rented Rooms

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

#### Cleaning of Kitchen (If you rent the kitchen)

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



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

**RESOLUTION 26-2023**

**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 \$100.00 from Alberta Sander to be used for the Arlington Cemetery Fund; and

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

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

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

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 21st 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.

**From:** [Jason Femrite](#)  
**To:** [Jessica Steinke](#); [Kirby Weckworth](#)  
**Subject:** FW: REVIEW: City of Arlington VE Reclaim Proposal  
**Date:** Tuesday, June 20, 2023 2:42:23 PM  
**Attachments:** [image004.png](#)  
[130289 Change Order No. 1.pdf](#)

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Here is the formal Change Order No. 1 for the 2023 Street & Utility Improvements. Below is the reason for the change:

I have been speaking with our Contractor for the 2023 Street Improvements. They have brought up an option for consideration:

- We proposed to do some select pavement patching in poor areas followed by an edge mill and 2-inch bituminous overlay. Which is the bid of about \$170k
- In discussions with them, we will have some challenges finding a good place to start and stop with the pavement matching, due to the amount of existing poor areas
- They are proposing to do a full depth bituminous reclamation followed by a 3.5-inch bituminous pavement
  - This option they are proposing is \$183K
  - For the additional \$13k I feel that this option is best for the City to consider

Please let me know if you have any questions or concerns. I would like to inform them this week so they can organize their subcontractor.

**Jason L. Femrite P.E.**

Principal Engineer

**Bolton & Menk, Inc.**

1960 Premier Drive

Mankato, MN 56001-5900

Phone: 507-625-4171 ext. 2288

Mobile: 507-380-2464

[Bolton-Menk.com](http://Bolton-Menk.com)





**BOLTON  
& MENK**

Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

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

June 20, 2023

Nielsen Blacktopping, Inc.  
Joe Franta  
305 Industrial Street E.  
Kasota, MN 56050

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

Dear Mr. Franta:

Enclosed is Change Order No. 1 for the above-referenced project. Please review quantities and amounts shown to be assured of complete satisfaction. If everything is in order, please process through DocuSign.

Sincerely,

**Bolton & Menk, Inc.**

**Jason L. Femrite, P.E.**  
City Engineer

JLF/rm

Enclosure

cc: Jessica Steinke, City Administrator

**CHANGE ORDER NO.: 1**

Owner:	City of Arlington	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0M1.130289
Contractor:	Nielsen Blacktopping, Inc.	Contractor's Project No.:	
Project:	2023 Street Improvements		
Contract Name:			
Date Issued:	June 20, 2023	Effective Date of Change Order:	

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

Description: WHEREAS, Change Order No. 1 modifies Article 5.01 of the Agreement to add/change the items to the Schedule of Unit Prices as shown on Page 2 of this Change Order.

NOW THEREFORE, BE IT MUTUALLY AGREED THAT:

Attachments: Page 2 (quantities)

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>169,990.00</u>	Original Contract Times: Substantial Completion: <u>September 15, 2023</u> Ready for final payment: <u>September 15, 2023</u>
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order]: \$ <u>N/A</u>	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: Substantial Completion: <u>-</u> Ready for final payment: <u>-</u>
Contract Price prior to this Change Order: \$ <u>169,990.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>September 15, 2023</u> Ready for final payment: <u>September 15, 2023</u>
<b>Increase</b> this Change Order: \$ <u>12,716.00</u>	[Increase] [Decrease] this Change Order: Substantial Completion: <u>-</u> Ready for final payment: <u>-</u>
Contract Price incorporating this Change Order: \$ <u>182,706.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>September 15, 2023</u> Ready for final payment: <u>September 15, 2023</u>

Recommended by Engineer (if required)

Accepted by Contractor

By: _____	_____
Name: <u>Jason L. Femrite, P.E.</u>	<u>Joe Franta</u>
Title: <u>City Engineer</u>	<u>Project Manager</u>
Date: _____	_____
<u>Authorized by Owner</u>	<u>Approved by Funding Agency (if applicable)</u>
By: _____	_____
Name: <u>Jessica Steinke</u>	_____
Title: <u>City Administrator</u>	_____
Date: _____	_____

