



**CITY COUNCIL MEETING AGENDA
AUGUST 7, 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) July 17th, 2023, City Council Meeting Minutes
 - C) Approval of Liquor License for A-Town Tavern-On-Sale and Sunday
 - D) Approve the hiring of new firefighter, Jose Sandoval
 - E) Approve Drone Permit for Josia Velner & Luis Osorio

OLD BUSINESS

6. WTP Rehab Update, Jake Pichelmann Bolton & Menk
7. 2024 Street Project, Grant Eligibility, Jessica Steinke
8. Discuss THC Moratorium Expiring 9/19/23

NEW BUSINESS

9. Tax Forfeitures in Arlington, Christian Lilienthal
10. RESOLUTION 28-2023- A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE
11. RESOLUTION 29-2023 – A RESOLUTION AMENDING THE CITY OF ARLINGTON 2023 COMPENSATION PLAN
12. Golf Cart/LSV Laws

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

13. Submitted Fire Department report, Chief Mackenthun
14. City Administrator Update, Jessica Steinke
15. City Attorney Update, Ken Janssen

MISCELLANEOUS BUSINESS

ADJOURNMENT

***Check Summary Register©**

10150 Unposted

	Name	Check Date	Check Amt
10150 Cash			
Unposted	ABDO	8/4/2023	\$750.00
Unposted	AMAZON CAPITAL SERVICES	8/4/2023	\$191.03
Unposted	ARAMARK	8/4/2023	\$765.24
Unposted	ARLINGTON AUTO & FARM SUP	8/4/2023	\$691.07
Unposted	B & R PLUMBING & HEATING	8/4/2023	\$325.00
Unposted	BOLTON & MENK, INC.	8/4/2023	\$24,089.50
Unposted	CANON FINANCIAL SERVICES, I	8/4/2023	\$160.19
Unposted	CASH DISBURSEMENTS-POLICE	8/4/2023	\$29.60
Unposted	CENGAGE LEARNING INC.	8/4/2023	\$341.92
Unposted	CENTERPOINT ENERGY	8/4/2023	\$413.94
Unposted	CITY OF ARLINGTON	8/4/2023	\$9,073.47
Unposted	COORDINATED BUSINESS SYST	8/4/2023	\$421.60
Unposted	CORPORATE TECHNOLOGIES, L	8/4/2023	\$151.88
Unposted	CROW RIVER SIGNS	8/4/2023	\$163.57
Unposted	DATA METALCRAFT INC.	8/4/2023	\$26,402.19
Unposted	DELTA DENTAL OF MINNESOTA	8/4/2023	\$142.50
Unposted	EMMAS BAKERY & EATS	8/4/2023	\$606.14
Unposted	EXPERT BILLING, LLC	8/4/2023	\$504.00
Unposted	GAVIN-JANSSEN-STABENOW-M	8/4/2023	\$3,527.75
Unposted	GOPHER STATE ONE CALL	8/4/2023	\$140.40
Unposted	GRIDOR CONSTRUCTION, INC.	8/4/2023	\$176,443.67
Unposted	H&L PRINTING	8/4/2023	\$120.00
Unposted	HAGGENMILLER LUMBER/SNOW	8/4/2023	\$83.97
Unposted	INGRAM LIBRARY SERVICES	8/4/2023	\$621.30
Unposted	JEREMY OLSON	8/4/2023	\$550.00
Unposted	JERRY'S TRANSMISSION SERVI	8/4/2023	\$1,836.41
Unposted	L&E TREE SERVICE	8/4/2023	\$3,300.00
Unposted	MADISON NATIONAL LIFE INS. C	8/4/2023	\$49.20
Unposted	MATHESON TRI-GAS INC.	8/4/2023	\$132.62
Unposted	MAVERICK AUTOMOTIVE	8/4/2023	\$744.99
Unposted	MEDIACOM	8/4/2023	\$1,155.48
Unposted	MINI BIFF, LLC	8/4/2023	\$818.04
Unposted	MINNESOTA LIFE	8/4/2023	\$100.77
Unposted	MINNESOTA VALLEY ELECTRIC	8/4/2023	\$24.84
Unposted	MJM MEDICAL DIRECTION SERV	8/4/2023	\$500.00
Unposted	MN PUBLIC FACILITIES AUTHORI	8/4/2023	\$225,050.00
Unposted	MUNICIPAL EMERGENCY SERVI	8/4/2023	\$1,065.19
Unposted	OTTO MEDIA GROUP	8/4/2023	\$1,360.00
Unposted	PEOPLE SERVICE INC.	8/4/2023	\$25,175.00
Unposted	PREMIER LOCATING, INC.	8/4/2023	\$3,718.00
Unposted	READY WATT ELECTRIC	8/4/2023	\$790.00
Unposted	RED FEATHER COMPANY	8/4/2023	\$235.65
Unposted	RENVILLE SIBLEY SANITATION	8/4/2023	\$1,161.94
Unposted	SIBLEY COUNTY DAC	8/4/2023	\$417.65
Unposted	SLABJACKING SPECIALTIES	8/4/2023	\$3,500.00
Unposted	SPECIALTY SOLUTIONS LLC	8/4/2023	\$291.30
Unposted	SUMMIT FIRE PROTECTION	8/4/2023	\$509.00
Unposted	SYSCO - WESTERN MN	8/4/2023	\$248.25
Unposted	THIS OLD HOUSE	8/4/2023	\$319.84
Unposted	THOMES BROTHERS INC.	8/4/2023	\$937.21
Unposted	U.S. BANK	8/4/2023	\$717.29
Unposted	ULINE	8/4/2023	\$1,195.38
Unposted	VERIZON WIRELESS	8/4/2023	\$511.71
Unposted	VIVID IMAGE	8/4/2023	\$1,200.00
	Total Checks		\$523,775.69

Payments

Current Period: AUGUST 2023

Payments Batch 08-07-23 PAY \$523,775.69

Refer 15499 ABDO EICK & MEYERS LLP
 Cash Payment E 101-41400-300 Professional Srvs BUDGET & CIP MEETING W/STAFF 7/27/23 \$750.00
 Invoice
 Transaction Date 8/4/2023 Cash 10150 Total \$750.00

Refer 15500 AMAZON BUSINESS
 Cash Payment E 101-42110-210 Operating Supplies JULY- SUPPLIES & MATERIALS \$13.99
 Invoice
 Cash Payment E 101-42110-480 Gas & Repair-Police Car JULY- SUPPLIES & MATERIALS \$16.99
 Invoice
 Cash Payment E 101-45500-206 Visual Materials - Library JULY- SUPPLIES & MATERIALS \$17.95
 Invoice
 Cash Payment E 101-45500-212 Library Programming JULY- SUPPLIES & MATERIALS \$67.26
 Invoice
 Cash Payment E 101-45500-401 Repairs/Maint Buildings JULY- SUPPLIES & MATERIALS -\$43.03
 Invoice
 Cash Payment E 202-42153-200 Office Supplies JULY- SUPPLIES & MATERIALS \$49.99
 Invoice
 Cash Payment E 202-42153-217 Other Operating Supplie JULY- SUPPLIES & MATERIALS \$67.88
 Invoice
 Cash Payment E 101-41110-110 Other Pay JULY- SUPPLIES & MATERIALS \$0.00
 Invoice
 Transaction Date 8/4/2023 Cash 10150 Total \$191.03

Refer 15501 ARLINGTON AUTO & FARM SUPPL
 Cash Payment E 101-42500-636 Supplies & Repairs JULY- SIREN BATTERIES & FD FLUIDS \$615.96
 Invoice
 Cash Payment E 201-42280-485 Gas and Repair Miscella JULY- SIREN BATTERIES & FD FLUIDS \$75.11
 Invoice
 Transaction Date 8/4/2023 Cash 10150 Total \$691.07

Refer 15502 B & R PLUMBING & HEATING
 Cash Payment E 203-45000-401 Repairs/Maint Buildings JULY 21st E.C. KITCHEN A/C CALL \$325.00
 Invoice
 Transaction Date 8/4/2023 Cash 10150 Total \$325.00

Refer 15503 ARAMARK
 Cash Payment E 101-42110-210 Operating Supplies JULY- MAT & LINEN RENTALS \$54.09
 Invoice
 Cash Payment E 101-45500-220 Repair/Maint Supply JULY- MAT & LINEN RENTALS \$21.89
 Invoice
 Cash Payment E 202-42153-217 Other Operating Supplie JULY- MAT & LINEN RENTALS \$31.16
 Invoice
 Cash Payment E 203-45000-410 Rentals JULY- MAT & LINEN RENTALS \$658.10
 Invoice
 Transaction Date 8/4/2023 Cash 10150 Total \$765.24

Refer 15504 BOLTON & MENK, INC.
 Cash Payment E 101-43000-303 Engineering Fees JUNE ENGINEERING- '24 IMP, '23 STREETS \$21,739.50
 Invoice
 Cash Payment E 401-43000-500 Capital Outlay JUNE ENGINEERING- '24 IMP, '23 STREETS \$1,578.00
 Invoice

Payments

Current Period: AUGUST 2023

Cash Payment Invoice	E 101-45202-381	Electric & Heat Utilities	CITY UTILITY BILLS- 6/15-7/17/23	\$148.19
Cash Payment Invoice	E 101-45500-381	Electric & Heat Utilities	CITY UTILITY BILLS- 6/15-7/17/23	\$187.64
Cash Payment Invoice	E 201-42280-381	Electric & Heat Utilities	CITY UTILITY BILLS- 6/15-7/17/23	\$99.76
Cash Payment Invoice	E 202-42153-381	Electric & Heat Utilities	CITY UTILITY BILLS- 6/15-7/17/23	\$515.33
Cash Payment Invoice	E 203-45000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 6/15-7/17/23	\$1,993.33
Cash Payment Invoice	E 601-49400-381	Electric & Heat Utilities	CITY UTILITY BILLS- 6/15-7/17/23	\$2,128.19
Cash Payment Invoice	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 6/15-7/17/23	\$216.94
Cash Payment Invoice	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 6/15-7/17/23	\$1,999.03
Transaction Date	8/4/2023	Cash	10150	Total \$9,073.47
Refer	15510 COORDINATED BUSINESS SYSTE			
Cash Payment Invoice	E 101-41400-321	Telephone	JUNE- CITY PHONE BILL	\$191.19
Cash Payment Invoice	E 101-42110-321	Telephone	JUNE- CITY PHONE BILL	\$146.25
Cash Payment Invoice	E 101-43000-321	Telephone	JUNE- CITY PHONE BILL	\$28.05
Cash Payment Invoice	E 202-42153-321	Telephone	JUNE- CITY PHONE BILL	\$56.11
Transaction Date	8/4/2023	Cash	10150	Total \$421.60
Refer	15511 CORPORATE TECHNOLOGIES			
Cash Payment Invoice	E 101-41400-218	Office Expense	FINAL JULY PMT- MS 365	\$151.88
Transaction Date	8/4/2023	Cash	10150	Total \$151.88
Refer	15512 CROW RIVER SIGNS			
Cash Payment Invoice	E 101-43000-485	Gas and Repair Miscella	'CITY of ARLINGTON' VEHICLE DECALS	\$163.57
Transaction Date	8/4/2023	Cash	10150	Total \$163.57
Refer	15513 DATA METALCRAFT INC.			
Cash Payment Invoice	E 204-46550-432	Forgivable EDA Loan	EDA- DEED GRANT REIMB- 50%	\$26,402.19
Transaction Date	8/4/2023	Cash	10150	Total \$26,402.19
Refer	15514 DELTA DENTAL OF MINNESOTA			
Cash Payment Invoice	G 101-21711	Health Ins. Premium	AUG- PED. DENTAL PREMIUMS	\$57.00
Cash Payment Invoice	E 101-42110-131	Employer Paid Health/Lif	AUG- PED. DENTAL PREMIUMS	\$85.50
Transaction Date	8/4/2023	Cash	10150	Total \$142.50
Refer	15515 EMMAS BAKERY & EATS			
Cash Payment Invoice	E 101-42110-731	Arlington Night Out	ANO- BUNS & COOKIES	\$217.34

Payments

Current Period: AUGUST 2023

Cash Payment Invoice	E 101-45202-210	Operating Supplies	PARK ASH TREES REMOVED		\$3,300.00
Transaction Date	8/4/2023		Cash	10150	Total \$3,300.00
Refer	15526 MADISON NATIONAL LIFE				
Cash Payment Invoice	E 101-41400-131	Employer Paid Health/Lif	AUG- DISABILITY INS. PREMIUM		\$6.15
Cash Payment Invoice	E 101-42110-131	Employer Paid Health/Lif	AUG- DISABILITY INS. PREMIUM		\$16.40
Cash Payment Invoice	E 101-43000-131	Employer Paid Health/Lif	AUG- DISABILITY INS. PREMIUM		\$8.20
Cash Payment Invoice	E 101-45500-131	Employer Paid Health/Lif	AUG- DISABILITY INS. PREMIUM		\$4.10
Cash Payment Invoice	E 202-42153-131	Employer Paid Health/Lif	AUG- DISABILITY INS. PREMIUM		\$8.20
Cash Payment Invoice	E 203-45000-131	Employer Paid Health/Lif	AUG- DISABILITY INS. PREMIUM		\$1.03
Cash Payment Invoice	E 604-49550-131	Employer Paid Health/Lif	AUG- DISABILITY INS. PREMIUM		\$5.12
Transaction Date	8/4/2023		Cash	10150	Total \$49.20
Refer	15527 MATHESON TRI-GAS				
Cash Payment Invoice	E 101-43000-210	Operating Supplies	JULY- SHOP TANK RENTAL		\$132.62
Transaction Date	8/4/2023		Cash	10150	Total \$132.62
Refer	15528 MAVERICK AUTOMOTIVE				
Cash Payment Invoice	E 101-42110-480	Gas & Repair-Police Car	JULY- FUEL		\$146.63
Cash Payment Invoice	E 101-45202-467	Gas & Repair - Mower	JULY- FUEL		\$138.21
Cash Payment Invoice	E 201-42280-485	Gas and Repair Miscella	JULY- FUEL		\$173.12
Cash Payment Invoice	E 202-42153-485	Gas and Repair Miscella	JULY- FUEL		\$227.80
Cash Payment Invoice	E 207-49990-467	Gas & Repair - Mower	JULY- FUEL		\$59.23
Transaction Date	8/4/2023		Cash	10150	Total \$744.99
Refer	15529 MEDIACOM				
Cash Payment Invoice	E 101-41400-321	Telephone	AUG- CITY INTERNET & SOME PHONE BILLS		\$360.04
Cash Payment Invoice	E 101-42110-321	Telephone	AUG- CITY INTERNET & SOME PHONE BILLS		\$256.90
Cash Payment Invoice	E 101-43000-321	Telephone	AUG- CITY INTERNET & SOME PHONE BILLS		\$136.90
Cash Payment Invoice	E 101-45500-321	Telephone	AUG- CITY INTERNET & SOME PHONE BILLS		\$47.37
Cash Payment Invoice	E 201-42280-321	Telephone	AUG- CITY INTERNET & SOME PHONE BILLS		\$122.37
Cash Payment Invoice	E 202-42153-321	Telephone	AUG- CITY INTERNET & SOME PHONE BILLS		\$231.90
Transaction Date	8/4/2023		Cash	10150	Total \$1,155.48
Refer	15530 MINI BIFF, LLC				

Payments

Current Period: AUGUST 2023

Cash Payment Invoice	E 602-49450-180 Operator Contract	AUG- W/WW SERVICES			\$740.00
Cash Payment Invoice	E 603-49450-180 Operator Contract	AUG- W/WW SERVICES			\$13,250.00
Cash Payment Invoice	E 603-49450-392 Testing	AUG- W/WW SERVICES			\$185.00
Transaction Date	8/4/2023	Cash	10150	Total	\$25,175.00
Refer	15539 PREMIER LOCATING, INC.				
Cash Payment Invoice	E 604-49550-637 Service Locations	JUNE- ELEC LOCATING			\$3,718.00
Transaction Date	8/4/2023	Cash	10150	Total	\$3,718.00
Refer	15540 READY WATT ELECTRIC				
Cash Payment Invoice	E 101-42500-636 Supplies & Repairs	SIREN CHARGER REPLACED			\$790.00
Transaction Date	8/4/2023	Cash	10150	Total	\$790.00
Refer	15541 RED FEATHER COMPANY				
Cash Payment Invoice	E 101-42110-731 Arlington Night Out	ANO- CHIPS			\$235.65
Transaction Date	8/4/2023	Cash	10150	Total	\$235.65
Refer	15542 RENVILLE SIBLEY SANITATION				
Cash Payment Invoice	E 101-41940-384 Refuse/Garbage Dispos	JULY- CITY GARBAGE & RECYCLING			\$49.15
Cash Payment Invoice	E 101-42110-384 Refuse/Garbage Dispos	JULY- CITY GARBAGE & RECYCLING			\$11.10
Cash Payment Invoice	E 101-43000-384 Refuse/Garbage Dispos	JULY- CITY GARBAGE & RECYCLING			\$87.08
Cash Payment Invoice	E 101-43000-385 Recycling	JULY- CITY GARBAGE & RECYCLING			\$628.00
Cash Payment Invoice	E 101-45202-384 Refuse/Garbage Dispos	JULY- CITY GARBAGE & RECYCLING			\$155.61
Cash Payment Invoice	E 101-45500-384 Refuse/Garbage Dispos	JULY- CITY GARBAGE & RECYCLING			\$22.50
Cash Payment Invoice	E 201-42280-384 Refuse/Garbage Dispos	JULY- CITY GARBAGE & RECYCLING			\$19.00
Cash Payment Invoice	E 202-42153-384 Refuse/Garbage Dispos	JULY- CITY GARBAGE & RECYCLING			\$11.40
Cash Payment Invoice	E 203-45000-384 Refuse/Garbage Dispos	JULY- CITY GARBAGE & RECYCLING			\$106.45
Cash Payment Invoice	E 603-49450-384 Refuse/Garbage Dispos	JULY- CITY GARBAGE & RECYCLING			\$71.65
Transaction Date	8/4/2023	Cash	10150	Total	\$1,161.94
Refer	15543 SIBLEY COUNTY DAC				
Cash Payment Invoice	E 101-41940-219 Cleaning	JULY- CLEANING			\$208.82
Cash Payment Invoice	E 203-45000-300 Professional Svcs	JULY- CLEANING			\$208.83
Transaction Date	8/4/2023	Cash	10150	Total	\$417.65
Refer	15544 SLABJACKING SPECIALTIES				

Payments

Current Period: AUGUST 2023

Cash Payment Invoice	E 101-43000-485	Gas and Repair Miscella	JULY- MISC CHARGES	\$289.98
Cash Payment Invoice	E 101-45500-210	Operating Supplies	JULY- MISC CHARGES	\$33.43
Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	JULY- MISC CHARGES	\$30.99
Cash Payment Invoice	E 202-42153-430	Miscellaneous	JULY- MISC CHARGES	\$119.55
Cash Payment Invoice	E 203-45000-250	Merchandise For Resale	JULY- MISC CHARGES	\$48.16
Transaction Date	8/4/2023	Cash	10150	Total \$717.29
Refer	15551 ULINE			
Cash Payment Invoice	E 101-42110-210	Operating Supplies	JULY- SUPPLIES & SHELVING	\$257.01
Cash Payment Invoice	E 203-45000-210	Operating Supplies	JULY- SUPPLIES & SHELVING	\$347.25
Cash Payment Invoice	E 203-45000-406	Repairs, Supplies & Oth	JULY- SUPPLIES & SHELVING	\$591.12
Transaction Date	8/4/2023	Cash	10150	Total \$1,195.38
Refer	15552 VERIZON WIRELESS			
Cash Payment Invoice	E 101-42110-321	Telephone	AUG- CELL PHONE & TABLET BILLS	\$293.32
Cash Payment Invoice	E 202-42153-321	Telephone	AUG- CELL PHONE & TABLET BILLS	\$183.06
Cash Payment Invoice	E 604-49550-321	Telephone	AUG- CELL PHONE & TABLET BILLS	\$35.33
Transaction Date	8/4/2023	Cash	10150	Total \$511.71
Refer	15553 VIVID IMAGE			
Cash Payment Invoice	E 101-41400-503	Computers/Software/We	ANNUAL WEBSITE HOSTING FEE	\$1,200.00
Transaction Date	8/4/2023	Cash	10150	Total \$1,200.00

Fund Summary

	10150 Cash
101 General Fund	\$41,729.86
201 Fire Fund	\$1,662.47
202 Ambulance Fund	\$4,784.21
203 Community Center Fund	\$4,980.42
204 EDA Loan Programs Fund	\$29,502.19
207 Cemetery Fund	\$609.23
401 Capital Equipment Fund	\$1,578.00
601 Water Fund	\$190,572.13
602 Sewer Fund	\$740.00
603 AGI Sewer Fund	\$243,695.33
604 Electric Fund	\$3,921.85
	<u>\$523,775.69</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$523,775.69
Total	\$523,775.69



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

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

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

2. Roll Call-

Members Present- Mayor Matthew Scharpe, Councilmembers Dave Meyer, Jeff Matz, Curtis Ling, John Thomes (arrived at 6:35 pm)

Members Absent- Councilmember Christina Litfin

Staff Present- City Administrator Jessica Steinke, City Attorney Ken Janssen, Police Officer Brandon Legg

Guests Present- Kurt Menk (Arlington Enterprise), Tom Olinger (ABDO), Lisa Pfarr (Ridgeview), Ben Nielsen (Ridgeview), Roberta Zaske, Jennifer Nuesse, Tim Kloeckl

3. Approval of the Agenda-

Matz made a motion to approve the agenda as amended. (4A is to be moved to number 12 under New Business.) Ling seconded. Motion carried 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.

- A) Bobbi Zaske – EZ Wash and Storage, Water & Sewer- *Moved to number 12 in New Business*

CONSENT AGENDA

5. Approval of Consent Agenda

- B) Approval of Bills

- C) July 10th, 2023, City Council Meeting Minutes

Meyer made a motion to approve the consent agenda. Ling seconded. Motion carried all voting in favor.



OLD BUSINESS

6. RESOLUTION 27-2023 Ordering Improvement and Preparation of Plans-
Meyer made a motion to approve Resolution 27-2023. Matz seconded. Motion carried. Ling, Matz and Meyer voted in favor. None against. None abstained. Litfin and Thomes were absent.
7. Second Reading of Amendment to Ordinance No. 250
Mayor Scharpe read the amendment to Ordinance No. 250.
8. Requested Action: Adopt Amendment to Ordinance No. 250
Matz made a motion to adopt the amendment to Ordinance No. 250. Ling seconded. Motion carried with all voting in favor.

NEW BUSINESS

9. Ridgeview Annual Update-
Lisa Pfarr, Stacy Lee and Ben Nielsen all gave updates. The 75th Anniversary will be held on Thursday August 17, 2023 from 5pm-7pm.
10. 2022 Audit Report, ABDO- *Tom Olinger gave an update.*
11. Pay Request #13 - WTP Rehab, Bolton & Menk-
Meyer made a motion to approve the pay request #13 for \$176,443.67 to Bolton & Menk. Thomes seconded. Motion carried all voting in favor.
12. Bobbi Zaske – EZ Wash and Storage, Water & Sewer-Zaske read a letter to the Council regarding excess water on the floor due to a pipe breaking in the business on July 5, 2023. Zaske is asking for forgiveness on the sewer portion and a portion of the water that had gone down the drain. Steinke asked if insurance had been contacted. Steinke also noted that there is no policy currently for this. The consensus was to table this so that a review can be done before anything is decided.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

13. May 2023 People Service's Report- *written report in packet*
14. Written Police Report for June 2023-*written report in packet*
15. City Administrator Update, Jessica Steinke- *Steinke reported on a gas leak at the Event Center, walk through with MMUA rep, walk through with League rep for any insurance exposure, update on doors for water treatment plant, block party update from previous meeting, working with day to day and updating policies.*



16. EDA Update, Kurt Menk – President- *AJH Properties has not met the terms of the purchase and development agreements. EDA is looking to bring civil suit against AJH Properties to collect the \$72,200.*

17. City Attorney Update, Ken Janssen- *no updates at the time.*

MISCELLANEOUS BUSINESS

-Workshops coming up.

-Fire Department- push for recruitment

ADJOURNMENT

Thomes made a motion to adjourn the meeting at 7:51 pm. Meyer seconded. Motion carried with all voting in favor.

City Administrator Jessica Steinke

Mayor Matthew Scharpe



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

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

August 2, 2023

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

RE: 2024 Street & Utility Improvements
City of Arlington
Project No.: 0M1.130064

Dear Jessica:

Thank you for the opportunity to meet and review the funding criteria for the PFA and USDA public facility financing programs for the City's 2024 Street and Utility Project, specifically the grant qualifications for each. Both programs use four criteria to evaluate affordability to take on additional water and/or sewer system related debt for a project:

1. Median Household Income from the most recent census estimates*. (\$61,708)
2. Operation & Maintenance (O&M) Costs of the system being financed.
3. Annual debt service for the system being financed.
4. Equivalent Dwelling Units (EDUs) – the number of single-family households, plus the “household equivalent” of non-single-family users based on annual water and sewer sales.

*USDA is technically still under 2010 MHI, but we understand they will be changing to the most recent estimates starting Oct. 1, 2023.

Each agency will evaluate the relevant system(s) annual O&M and debt service against a community's ability to *affordably* cover those expenses in addition to new project debt, and may provide grant assistance on the new project debt if the average residential system cost after completion of the project would otherwise exceed the affordable cost per household as defined by the parameters of their regulatory authority. If a community qualifies for grant assistance, they must also secure the loan portion of project financing through that respective agency. The affordable cost per household is established as follows by each agency:

PFA:

Drinking Water: 1.2 percent of the MHI ($\$61,708 \times 1.2\% = \$740.50/\text{household}/\text{year}$)

Clean Water (Sewer): 1.4 percent of the MHI ($\$61,708 \times 1.4\% = \$863.91/\text{household}/\text{year}$)

USDA uses 1.5 percent for both system evaluations, and assuming 2021 MHI that calculation would be $\$925.62/\text{household}/\text{year}$ for each system.

Upon evaluation of the information provided by your office and your financial advisor, Shannon Sweeney, it appears the City has capacity to *affordably* take on additional water and sewer system debt

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in amounts that would exceed the estimated costs attributable to the water and sewer systems for the 2024 project. Because of this it does not appear the city would qualify for a grant under either program at this time. A summary of this analysis has been attached for reference; however, I would point out that these are calculations we use for general guidance purposes and should not be used in place of an official analysis by either agency, nor do they determine baseline eligibility for the funding programs.

If there is not grant potential through either program, it should be evaluated further whether the city would want to pursue loan only options. Though you may receive a lower interest rate, there are contingencies that come with borrowing State and Federal money (such as prevailing wages and Build America Buy America stipulations) that may increase a project cost.

This is a complicated topic to summarize succinctly, but I am always happy to provide feedback and guidance, or further coordinate conversations with either agency to evaluate options further. Please feel free to reach out to me at any time, at Chelsea.Alger@bolton-menk.com or 507-625-4171 x3486.

Sincerely,

Bolton & Menk, Inc.



Chelsea Alger

Director of Funding

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2017-2021 Median Household Income (MHI)	\$61,708.00	<i>Proposed to be used by USDA starting 10/1/2023</i>	Water Connections (Existing)	889	<i>Cannot be less than connections</i>
2017-2021 Median Household Income (MHI)	\$61,708.00	<i>Used by PFA</i>	Estimated Water Equivalent Dwelling Units (EDUs)	1,304	
Current Water O&M	\$260,450.39	<i>2025 estimate</i>	Sanitary Connections (Existing)	874	<i>Cannot be less than connections</i>
Current Sanitary Sewer O&M	\$285,013.80	<i>2025 estimate</i>	Estimated Sanitary Equivalent Dwelling Units (EDUs)	1,190	
Annual Water Debt Service	\$131,834.00	<i>10-year average of existing debt, 2025-2034</i>			
Annual Sanitary Sewer Debt Service	\$205,912.00	<i>10-year average of existing debt, 2025-2034</i>			

MN PUBLIC FACILITIES AUTHORITY (PFA) PFA Interest rates last updated 3/1/2023

	Affordability Rate (Set by MN Statute)	¹ Calculated Monthly Affordable Cost per Household	Estimated Maximum Annual Debt Service for a New Loan	² Estimated 20-year Loan Term Interest Rate	Estimated Maximum Loan Capacity for 20-year Loan Term	² Estimated 30-year Loan Term Interest Rate	³ Estimated Maximum Loan Capacity for 30-year Loan Term
Drinking Water Revolving Fund (DWRf)	1.2%	\$61.71	\$573,353.69	2.00%	\$9,412,723.27	2.50%	\$12,069,781.27
Clean Water Revolving Fund (CWRf)	1.4%	\$71.99	\$537,091.40	2.00%	\$8,817,406.79	2.50%	\$11,306,416.67

¹ Calculated based on Revolving Fund guidelines of Affordability Rate times the MHI divided by 12.
² Loan term is based on affordability calculation. Interest Rate is adjusted periodically. Final rate will be determined at time of loan.
³ This is the maximum loan allowed by MN Statute 446A.072.

USDA - RURAL DEVELOPMENT (RD) Interest Rate Valid Until 9/29/2023

	Affordability Rate (Set by USDA RD)	¹ Calculated Monthly Affordable Cost per Household	Estimated Maximum Annual Debt Service for a New Loan	Projected Loan Term	² MHI Census Classification	² Estimated Interest Rate	Estimated Maximum RD Loan Capacity
Drinking Water	1.5%	\$77.14	\$814,802.33	40	Market Rate	3.625%	\$17,177,298.68
Sanitary Sewer	1.5%	\$77.14	\$610,633.40	40	Market Rate	3.625%	\$12,873,100.52

¹ Calculated based on Rural Development guidelines stating the higher of \$35 or 1.5% of the 2010 MHI is "affordable".
² Rural Development interest rates are based on Census Classification by MHI as Poverty, Intermediate, and Market. These rates are updated periodically. Final rate will be determined at time of loan.

This Summary is based on publicly available information for Minnesota State Revolving Funds, Rural Development programs, and US Census Data, along with information provided by the project owner. Criteria for receiving funding such as amount of dollars available, project ranking, or other criteria submitted with the loan application and used by the funding agency in making final eligibility determinations were not reviewed.

Principal Forgiveness and grant dollar eligibility are determined based on multiple factors and are not evaluated on this form.

This summary represents neither advice nor recommendation of action by Bolton & Menk Inc. related to the structure, terms, timing and other similar matters related to any issuance of bonds or other financial instrument.



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

RESOLUTION NO. 57-2022

Moratorium on the Sale of Hemp Derived THC (tetrahydrocannabinols) Food and Beverages for up to one year

The City of Arlington hereby finds and declares as follows:

WHEREAS, based on the most reliable and up-to-date scientific evidence, the County Board finds that the rapid introduction of newly legalized edible tetrahydrocannabinol (THC, specifically Delta-9 and Delta-8) products (“edibles”), presents a significant potential threat to the public health, safety, and welfare of the residents of the City of Arlington, and particularly to youth: and

WHEREAS, the City of Arlington has the opportunity to be proactive and make decisions that will mitigate this threat and reduce exposure of young people to the products and to the marketing of these products.

WHEREAS, the United States Surgeon General has issued an advisory to alert the public to the known and potential harms to developing brains, posed by the increasing availability of highly potent THC in multiple, concentrated forms;¹ and the reasons for concerns with the increasing use of marijuana by pregnant women,² adolescents and youth; and

WHEREAS, the National Academies of Science, Engineering and Medicine note that the growing acceptance, accessibility, and use of cannabis and its derivatives have raised 2 important public health concerns, while the lack of knowledge by the public of known cannabis-related health effects has led to misinformation about the negative health impact of its use; and

WHEREAS, 32.8 million Americans ages 12 and older reported using cannabis in the past 30 days, 49.6 million reported use in the past year,⁵ and 90 percent of adult cannabis users in the United States said their primary use was recreational; and between 2002 and 2019, the percentage of past-month cannabis users in the U.S. population ages 12 and older increased steadily from 6.2 percent to 10.8 percent; and

WHEREAS, research has found cannabis use during adolescence, especially of products high in THC or when use is heavy, is associated with suicide attempt, high school drop-out, higher likelihood of use of other illicit drugs, mental health impairment, elevated risk for addiction to THC, impaired driving, and deficits in memory and learning; and

WHEREAS, nationally, there have been significant increases in cannabis use among those age 12 and older, but especially among those age 18-22, and cannabis use rates by youth age 18-22 are higher in many states with legal adult-use cannabis than in non-legal states; and

WHEREAS, in 2016, 15.7% of 11th grade students in Minnesota reported that they had used marijuana in the past 30 days, a number far exceeding that for cigarette smoking (8.4%); and

WHEREAS, Minnesota has recognized the danger of cannabis use among youth by prohibiting the sale of edibles to those under age 21 (Minn. Stat. § 151.72, subd. 3(c)) and by requiring that edibles be packaged without appeal to children and in child-resistant containers (Minn. Stat. § 151.72, subd. 5a(b)); and

WHEREAS, many years of alcohol and tobacco retailing, which are likely to have parallels in cannabis retailing, have demonstrated that Minnesota retailers continue to sell alcohol and tobacco to underage consumers; and

WHEREAS, children and young people are particularly influenced by cues suggesting tobacco smoking is acceptable, which holds relevance for cannabis smoking; and

WHEREAS, while the sale of edible THC products has been legalized in Minnesota, THC continues to be a Schedule I prohibited substance federally and its use in edibles is not approved by the DA, and therefore presents special challenges in multiple federally regulated spheres including banking, broadcasting, and immigration, as well as in the workplace THC-related impairment may be an issue; and

WHEREAS, all the above criteria and many more require consideration by health officials and policy makers before The City of Arlington can ensure the public safety is preserved.

NOW THEREFORE, The City of Arlington hereby establishes a moratorium on the sale of hemp derived THC (tetrahydrocannabinols) food and beverages in order to allow the city time to study the issue and consider zoning, licensing and rules, and sales management controls for the sale of hemp derived THC food and beverages, similar to tobacco sales and products, behind the sales counter, checking identifications (ID's), enforcement, compliance checks, license fees and other regulatory issues to consider.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Morgan, and upon a poll being taken thereon the following voted in favor thereof: Meyer, Morgan, Scharpe and Thomes; the following abstained: Battcher; and the following were absent: none.

Dated the 19th day of September, 2022


Mayor Richard Nagel

ATTEST:


Amy Newsom City Administrator



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

RESOLUTION 28-2023

A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE

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

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

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

WHEREAS, the City of Arlington has received a donation of \$2,500.00 from Gaylord Game Protective League to be used for the Arlington Fire Department ; 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 7th day of August 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.



MEMORANDUM

TO: Honorable Mayor Scharpe and Members of Council

FROM: Jessica Steinke, City Administrator

DATE: August 2, 2023

SUBJECT: 2023 Compensation Plan

On June 5th, 2023, I submitted a request to the council to conduct a market study on the current employee compensation plan for the City of Arlington. At that time, I informed the council that a resolution was passed in July of 2022 setting the upcoming pay rates for 2023. This resolution was voted on and approved. Subsequently in April of 2023 another resolution was presented before the council outlining a new pay grid table reflecting rates previously set for 2022 which were lower than those approved for 2023, this resolution was also voted on and approved. It is my assumption that the reduction in rates was a clerical error made at the time.

The city of Arlington is fortunate to have hardworking, dedicated staff who are committed to the success of this community. In both approved resolutions it states the plan objective is to be highly competitive within the defined market, lead or exceed the market in attracting and retaining qualified, reliable, and motivated employees who are committed to quality and excellence. To ensure employees receive fair and equitable compensation. And to ensure program flexibility.

While our market study is incomplete at this time, I would like to present an amended compensation plan for the remainder of 2023. The new numbers reflect what was originally presented in July of 2022 along with a few minor adjustments to grades that had minimums well below market.

The City of Arlington has several employees who are reaching their anniversary dates and are up for review. I believe the rates originally set for 2023 should be available for staff consideration.

I continue to work with DDA Human Resources, Inc. on the market study and plan to have information to present to the council to consider for an effective date of January 1, 2024.

Respectfully submitted,

Jessica Steinke
City Administrator



RESOLUTION 29-2023

A RESOLUTION AMENDING THE CITY OF ARLINGTON 2023 COMPENSATION PLAN

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

WHEREAS, the City Council has considered the existing classification of positions for the City of Arlington and the current economic conditions,

BE IT RESOLVED, that a Compensation Plan is hereby adopted. All positions covered by this Resolution shall be grouped in grades having a definite range of difficulty and responsibility. For each position there shall be a title; and there shall be shown examples of work which are illustrative of duties of positions, as well as requirements as to knowledge, abilities, and skills necessary for performance of the work; and a statement of experience and training desirable for recruitment into a position.

A. Plan Objectives

- To establish and maintain a compensation plan that enables the City of Arlington to be highly competitive within our defined market.
- To lead or exceed the market in attracting and retaining qualified, reliable, and motivated employees who are committed to quality and excellence for those we serve.
- To ensure, subject to the financial condition of the City, that employees receive fair and equitable compensation in relation to their individual contributions to the City's success.
- To follow the principles of pay equity in establishing and maintaining pay relationships among positions.
- To ensure program flexibility necessary to meet changing economic, competitive, technological, and regulatory conditions encountered by the City.
- To balance compensation and benefit needs with available resources.

B. Plan Structure

The compensation plan specifies salary range minimums and maximums. The intent of each salary grade is to fall within 80% and 120% of identified market for positions within the grade. Each numbered pay grade in the basic table consists of the following:

1. **Salary Minimum:** The lowest amount paid to an employee in a specific job grade or class. No employee will receive less than the minimum rate. (80% of market)
2. **Salary Mid-point/Market Rate:** The middle of the salary range. (100% of market)
3. **Salary Maximum:** The highest amount paid to an employee in a specific job grade or class. No employee will be paid a base rate above the maximum of the salary range. (120% of market).

C. Open Salary Range



The City shall adopt an Open Salary Range compensation plan that will allow for maximum flexibility and in-range salary administration since there are not defined or pre-calculated "steps". Employee movement within the pay grade range to which their position is assigned is based solely on performance. The open salary range concept rewards good and exceptional performers and advances employees to the market rate more quickly.

D. Position Classification Assignment

The position assignment table shall assign all of the various positions to the appropriate pay grade.

The City Administrator may jointly approve a reclassification of a position provided the reclassification does not exceed two grades upward or two grades downward from the current pay grade. To initiate consideration of this type of reclassification, the department director shall submit in writing the specific reasons for the reclassification.

Any changes to the classification of a position of more than two pay grades shall be approved by the City Council. Requests for reclassification are normally brought before the Council with the annual budget process, and at other times of the year, as needed. To initiate such a reclassification request, the department director shall submit a written request for consideration to the City Administrator. The request shall include a description of significant or considerable changes to the position that warrant a reclassification. The City Administrator will determine if the reclassification request is to be forwarded to the City Council for consideration.

E. Allocation of New Positions

When a new position is created for which, no appropriate description exists or when the duties of an existing position are sufficiently changed so that no appropriate description exists, the City Council, after recommendation of the City Administrator, shall cause an appropriate job description-specification to be written for said position.

F. Pay Grades

Each position is assigned a pay grade. The normal beginning rate for a new employee will be the minimum rate. After satisfactory completion of the required probationary period, an increase may be granted as warranted by the annual performance appraisal. Thereafter, consideration for increases may be given annually on a standardized date established by the City. The City Administrator reserves the discretion to adjust individual rates within the assigned pay grades as required. The Council will determine any pay increase for the City Administrator.

The City Administrator shall maintain the discretion to hire at any point within the range based on the qualifications, experience, market conditions or other relevant factors, to secure the best



candidate for the position.

G. Promotion, Position Reclassification, and Demotion Pay Rate Adjustment

- 1) When an employee is promoted or the position to which they are appointed is reclassified upward, the employee's pay rate will be adjusted as follows:
 - a. If the promotion or reclassification results in a one grade adjustment upward, the employee shall be compensated within the higher salary range at a rate that is equal to the comparison of the employee's pay rate in their current range.
 - b. If the promotion or reclassification results in more than a one grade adjustment upward, the employee's pay rate will be adjusted by using one of the following methods:
 - i. To at least the minimum of the higher salary range for classified staff positions: or
 - ii. If the employee's current pay rate is at or above the minimum of the promotional or reclassified position, the pay rate may be increased to a level within the salary range or budgeted pay rate amount that is equitable, based on the employee's related experience, qualifications and the pay rates of the other employees in the same position; or, the appropriate pay rate based on market conditions and competition. Generally, this pay rate increase ranges from 5% to 10%; or,
 - iii. To a level within the higher salary range that is equal to the comparison of the employee's pay rate in the current range if the increase does not exceed 10%.
- 2) When an employee is demoted or the position to which they are appointed is reclassified downward, the employee's salary will be adjusted as follows:

If the employee's current pay rate is within the salary range of the resulting position, the pay rate will remain unchanged. If the employee's current pay rate is above the maximum of the salary range, the current pay rate may be maintained but frozen until the pay rate falls within the salary range as a result of adjustments to the pay grid or may be lowered to the maximum pay rate of the lower pay grade. When making salary adjustment decisions, the following may be considered:

- Market condition trends, such as inflation and the current salary rates for the external market
- Employee performance to reward increased productivity and performance improvements.
- Available resources, salary maximums, and other restrictions to ensure that the increase is allowable and that funds exist to cover it

The City Administrator will normally discuss the proposed pay adjustment with the director/department head. The City Administrator must approve any pay rate adjustment due



to promotion, reclassification or demotion and may vary from this policy and approve a different pay rate adjustment per his/her discretion.

Definitions

Promotion A promotion is the appointment of a current, active regular employee to a position in a higher salary range than the one to which the position is presently assigned. Most promotions will occur because of a job posting or a departmental reorganization. A promotion is also advancement to a position that requires performing accountabilities of increased complexity or responsibility.

Demotion - A demotion is the appointment of a current, active regular employee to a position in a lower salary range than the one to which the position is presently assigned. Most demotions will occur as a result of a departmental reorganization or disciplinary action. A demotion is also an appointment to a position that requires performing accountabilities of decreased complexity or responsibility.

Reclassification - A reclassification is the placement of a current position in a higher or lower salary grade because the position evaluation criteria have changed and now meet the requirements of a higher or lower pay grade.

1.) Apprenticeship Program

The City has implemented an apprenticeship program for those Water and Wastewater Department positions subject to identified employee development including required licenses/demonstrated skills, experience/longevity, and maturation in a position that directly affect the department's ability to deliver municipal services.

2.) Performance Evaluations

For all regular full-time and part-time employees, a performance appraisal or evaluation will be made on, at minimum, an annual basis and per city policy No. 3.08. An evaluation made by the employee's supervisor shall be submitted in writing to the employee and to the City Administrator. All evaluations will be forwarded to the City Administrator for filing in the employee files.

Evaluations shall be based upon the performance of the individual in the position measured against established job performance criteria. Such criteria may include level of knowledge, skills, ability, and quality of work, personal work traits, compliance with established City or departmental rules and regulations or any other criteria that is indicative of performance.

The performance appraisal process is the application of performance standards to past performance. In appraising an employee, these are the basic levels of performance:



Exceptional - Performance is exceptional in all areas and is recognizable as being far superior to others.

Commendable - Results clearly exceed most positions requirements. Performance is of high quality and is achieved on a consistent basis.

Satisfactory - Competent and dependable level of performance. Meets performance standards of the job.

Needs Improvement - Performance is deficient in certain area(s). Improvement is necessary.

Unacceptable - Results are generally unacceptable and require immediate improvement.

- a. Results: The results of the employee's evaluation will normally have the following effect on his/her salary per the following Merit Increase Guide:

Merit Guide Chart						
Pay Level Within Grade						
Compensation Ratio	80-88	89-96	97-104	105-112	113+	116.1-120
Rating	Minimum	Lower Middle	Midpoint (Competitive Market)	Upper Middle	Maximum	Maximum
Exceptional (4.6- 5)	6%	5%	4%	3%	2%	2%
Commendable (3.6- 4.5)	5%	4%	3%	2%	1%	1%
Satisfactory (2.6- 3.5)	3%	3%	2%	1%	1%	0%
Needs Improvement (1.6- 2.5)	0%	0%	0%	0%	0%	0%
Unacceptable (0- 1.5)	0%	0%	0%	0%	0%	0%

NOTE: 1) % increase may not result in a pay rate higher than the maximum noted on the pay grid

•*compa-ratio* refers to the location of the individual in the range relative to the market.

Merit performance increases for eligible regular full time and regular part time employees will be effective on the first date of the first full pay period commencing on or after January 1, 2023 are eligible for consideration for a merit performance increase after one year of continuous employment, generally, the first year anniversary date. In subsequent years, eligible employees will be eligible for consideration for the merit performance increase as specified previously and at the discretion of the City Administrator.

b. Market Conditions

Notwithstanding any language to the contrary, the City Council retains the right to deviate from the pay plan when, in the sole judgment of the City Council, market conditions or other circumstances dictate such a decision.

The City Administrator maintains final approval responsibility for salary increases.



3.) Annual Market Adjustment Consideration

As part of the budget preparation process, an annual market adjustment to the existing pay grid, expressed as a percentage increase, is recommended to the City Council for review and consideration for approval. In determining a recommendation for an annual market adjustment, at least the following information shall be considered:

- a. U.S., Midwest, and Minneapolis/St. Paul consumer price index changes (CPIU & CPIW)
- b. Employment cost data
- c. Social Security and PERA calculation of cost-of-living increase
- d. Unemployment rate
- e. Employee turnover rate
- f. Legislative growth factor constraints

An approved market adjustment is applied only to the City Pay Grid, and no individual market increases will be granted in 2023. If an adjustment to the pay grid results in a regular employee's wages being below the minimum rate of the grid, the wages for the affected employee(s) will be increased to the newly established minimum rate effective January 1st.

4.) Modification of the Plan

The City Council reserves the right to modify any or all of the components or to vary from any of the components of the Compensation Plan at its discretion and at any time.

5.) Review of the Plan

As often as necessary to assure continued correct classification, the Position Evaluation and Compensation Plan shall be reviewed by the City Administrator and necessary adjustments recommended to the City Council. It is recommended that a comprehensive review be completed at least every five years.

6.) Filing of the Plan

Upon adoption of the Resolution, a copy of the Compensation Plan approved by the City Council shall be placed on file with the City Administrator. The plan so filed and subsequently adjusted by the Council shall be the Compensation Plan of the City.



BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF Arlington

That the following tables are hereby adopted as the City Position Classification Table and PayGrid, to be reviewed from time to time, as appropriate.

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: none; and the following abstained from voting none; and the following were absent none.

The foregoing resolution was adopted by the City Council of the City of Arlington this 7th day August of 2023.

Signed: _____

Mayor Matthew Scharpe

Attest: _____

City Administrator Jessica Steinke



CITY OF Arlington
2023 Position Classification Table

Position	Grade
Administrative Assistant/Event Center Coordinator	117
Maintenance Worker	121
Administrative Coordinator	130
Police Officer	244
Maintenance Superintendent	252
Assistant Ambulance Manager	280
Library Director	289
Ambulance Manager	342
Finance Officer/City Clerk	350
Police Chief	353
City Administrator	483

2023 Arlington Pay Grid - up to 6% Increase			
Grade	MIN	MID/ MARKET	MAX
	80%	100%	120%
483	\$43.55	\$47.89	\$66.94
353	\$36.62	\$41.67	\$58.62
342	\$28.97	\$32.20	\$44.02
289	\$24.31	\$30.68	\$33.31
280	\$20.88	\$22.45	\$28.26
252	\$32.96	\$34.15	\$47.95
244	\$27.25	\$29.79	\$40.21
130	\$22.28	\$23.27	\$31.02
121	\$22.15	\$25.70	\$36.59
117	\$21.43	\$23.71	\$27.65



Arlington Fire Department Update

- Arlington Fire Department is looking for approval to hire a new fire fighter - Jose Sandoval
- Have been helping Henderson Fire out at Roll In's, running burger stand for fundraiser money
- National Night Out - went well. Had a couple trucks there and Splash Pad
- Helping out with a few things at the Sibley County Fair
- Getting Fire Prevention Week things in order (October)
- Sent trucks to Henderson, Green Isle, Winthrop, and Gaylord for parades
- Continuing training on trucks and skills
- Putting budget together for 2024
- Skid Unit for Ranger should be in by the end of August

