



**CITY COUNCIL MEETING AGENDA  
OCTOBER 2, 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, please refrain from personal or derogatory attacks on individuals.*

**CONSENT AGENDA**

5. Approval of Consent Agenda
  - A) Approval of Bills
  - B) September 18<sup>th</sup>, 2023, Council Workshop Meeting Minutes
  - C) September 18<sup>th</sup>, 2023, City Council Meeting Minutes

**OLD BUSINESS**

6. Second Reading of Special Vehicle Ordinance #346
7. 2023 Street Improvement Invoice, Jason Femrite – Bolton & Menk

**NEW BUSINESS**

8. Market Analysis/Pay Grid Calibration, Mark Goldberg - DDA Human Resources
9. 2024 Municipal Maintenance Agreements.
10. Trick or Treat on Main Street
11. RESOLUTION 36-2023- A Resolution Accepting a Donation and Designating its use

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

12. City Administrator Update, Jessica Steinke
13. City Attorney Update, Ken Janssen

**MISCELLANEOUS BUSINESS**

**ADJOURNMENT**

**\*Check Summary Register©**

10150 Unposted

	Name	Check Date	Check Amt
<b>10150 Cash</b>			
Unposted	A.M. LEONARD	9/28/2023	\$694.16
Unposted	AED SUPERSTORE	9/28/2023	\$380.00
Unposted	AEM MECHANICAL SERVICES, I	9/28/2023	\$1,792.38
Unposted	AMAZON CAPITAL SERVICES	9/28/2023	\$1,517.59
Unposted	AMERICAN AMBULANCE ASSN	9/28/2023	\$525.00
Unposted	ARLINGTON FIRE RELIEF	9/28/2023	\$35,685.85
Unposted	BOLTON & MENK, INC.	9/28/2023	\$34,641.75
Unposted	CANON FINANCIAL SERVICES, I	9/28/2023	\$160.19
Unposted	CENGAGE LEARNING INC.	9/28/2023	\$207.95
Unposted	CENTERPOINT ENERGY	9/28/2023	\$398.54
Unposted	CITY OF ARLINGTON	9/28/2023	\$8,941.89
Unposted	CORPORATE TECHNOLOGIES, L	9/28/2023	\$535.20
Unposted	DELTA DENTAL OF MINNESOTA	9/28/2023	\$142.50
Unposted	DOUG MACKENTHUN	9/28/2023	\$108.60
Unposted	GAVIN-JANSSEN-STABENOW-M	9/28/2023	\$2,774.25
Unposted	GRIDOR CONSTRUCTION, INC.	9/28/2023	\$123,310.00
Unposted	GWEN SCHARPE	9/28/2023	\$424.09
Unposted	INGRAM LIBRARY SERVICES	9/28/2023	\$446.53
Unposted	LEAGUE OF MN CITIES INS. TRU	9/28/2023	\$1,000.00
Unposted	MADISON NATIONAL LIFE INS. C	9/28/2023	\$49.20
Unposted	MEDIACOM	9/28/2023	\$1,147.41
Unposted	MICHAEL FREDERICK	9/28/2023	\$80.00
Unposted	MINNESOTA LIFE	9/28/2023	\$100.77
Unposted	MINNESOTA VALLEY ELECTRIC	9/28/2023	\$27.33
Unposted	MJM MEDICAL DIRECTION SERV	9/28/2023	\$500.00
Unposted	PEOPLE SERVICE INC.	9/28/2023	\$25,175.00
Unposted	PUMPKIN PEOPLE & PRODUCE	9/28/2023	\$14.09
Unposted	SIB. COUNTY AUDITOR-TREASU	9/28/2023	\$22,983.00
Unposted	THOMES BROTHERS INC.	9/28/2023	\$353.16
Unposted	U.S. BANK	9/28/2023	\$1,163.41
Unposted	ULINE	9/28/2023	\$570.65
Unposted	VERIZON WIRELESS	9/28/2023	\$403.85
	<b>Total Checks</b>		<b>\$266,254.34</b>

**Fund Summary**

	10150 Cash
101 General Fund	\$79,308.47
201 Fire Fund	\$401.16
202 Ambulance Fund	\$3,249.53
203 Community Center Fund	\$4,826.50
204 EDA Loan Programs Fund	\$478.50
210 Medical Center Fund	\$22,983.00
401 Capital Equipment Fund	\$1,281.00
601 Water Fund	\$137,117.22
602 Sewer Fund	\$740.00
603 AGI Sewer Fund	\$15,769.06
604 Electric Fund	\$99.90
	<b>\$266,254.34</b>

Payments

Current Period: OCTOBER 2023

Payments Batch 10-02-23 PAY		\$266,254.34	
Refer	15698 A.M. LEONARD	-	
Cash Payment	E 101-43000-224 Street Maint Materials	TREE PLANTING EQUIP.	\$472.60
Invoice			
Cash Payment	E 101-45202-220 Repair/Maint Supply	TREE PLANTING EQUIP.	\$221.56
Invoice			
Transaction Date	9/28/2023	Cash	10150
		<b>Total</b>	<b>\$694.16</b>
Refer	15699 AED SUPERSTORE	-	
Cash Payment	E 101-41940-396 Safety Program & Equip	EC- AED REPLACEMENT PADS	\$190.00
Invoice			
Cash Payment	E 203-45000-396 Safety Program & Equip	EC- AED REPLACEMENT PADS	\$190.00
Invoice			
Transaction Date	9/28/2023	Cash	10150
		<b>Total</b>	<b>\$380.00</b>
Refer	15700 AEM MECHANICAL SERVICES	-	
Cash Payment	E 203-45000-401 Repairs/Maint Buildings	EC- GAS PIPING FIXES	\$1,792.38
Invoice			
Transaction Date	9/28/2023	Cash	10150
		<b>Total</b>	<b>\$1,792.38</b>
Refer	15701 AMAZON BUSINESS	-	
Cash Payment	E 101-41400-200 Office Supplies	SEPT- SUPPLIES & EQUIP	\$7.94
Invoice			
Cash Payment	E 101-42110-218 Office Expense	SEPT- SUPPLIES & EQUIP	\$389.96
Invoice			
Cash Payment	E 101-42110-218 Office Expense	SEPT- SUPPLIES & EQUIP	\$41.98
Invoice			
Cash Payment	E 101-43000-200 Office Supplies	SEPT- SUPPLIES & EQUIP	\$17.91
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies	SEPT- SUPPLIES & EQUIP	\$420.78
Invoice			
Cash Payment	E 101-43000-321 Telephone	SEPT- SUPPLIES & EQUIP	\$43.96
Invoice			
Cash Payment	E 101-45500-206 Visual Materials - Library	SEPT- SUPPLIES & EQUIP	\$173.90
Invoice			
Cash Payment	E 202-42153-200 Office Supplies	SEPT- SUPPLIES & EQUIP	\$138.21
Invoice			
Cash Payment	E 202-42153-217 Other Operating Supplie	SEPT- SUPPLIES & EQUIP	\$9.99
Invoice			
Cash Payment	E 202-42153-417 Uniforms/Outerwear	SEPT- SUPPLIES & EQUIP	\$207.18
Invoice			
Cash Payment	E 202-42153-503 Computers/Software/We	SEPT- SUPPLIES & EQUIP	\$65.78
Invoice			
Transaction Date	9/28/2023	Cash	10150
		<b>Total</b>	<b>\$1,517.59</b>
Refer	15702 AMERICAN AMBULANCE ASSN	-	
Cash Payment	E 202-42153-433 Dues and Subscriptions	NEW MEMBERSHIP	\$525.00
Invoice			
Transaction Date	9/28/2023	Cash	10150
		<b>Total</b>	<b>\$525.00</b>
Refer	15703 ARLINGTON FIRE RELIEF	-	
Cash Payment	E 101-42280-112 2% State Fire Aid	2023 STATE AID & CITY CONTRIBUTION	\$27,077.92
Invoice			
Cash Payment	E 101-42280-112 2% State Fire Aid	2023 STATE AID & CITY CONTRIBUTION	\$4,923.93
Invoice			

Payments

Current Period: OCTOBER 2023

Cash Payment Invoice	E 101-42280-124	Fire Pension Contributio	2023 STATE AID & CITY CONTRIBUTION		\$3,684.00
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$35,685.85</b>
Refer	15704 <i>BOLTON &amp; MENK, INC.</i>				
Cash Payment Invoice	E 101-43000-303	Engineering Fees	AUG. ENG- '24 IMP, '23 STREETS		\$32,974.75
Cash Payment Invoice	E 401-43000-500	Capital Outlay	AUG. ENG- '24 IMP, '23 STREETS		\$1,281.00
Cash Payment Invoice	E 601-49400-303	Engineering Fees	AUG. ENG- '24 IMP, '23 STREETS		\$386.00
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$34,641.75</b>
Refer	15705 <i>CANON</i>				
Cash Payment Invoice	E 101-41400-218	Office Expense	SEPT- COPIER LEASE (OFFICE & PD)		\$116.19
Cash Payment Invoice	E 101-42110-218	Office Expense	SEPT- COPIER LEASE (OFFICE & PD)		\$44.00
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$160.19</b>
Refer	15706 <i>CENGAGE LEARNING INC</i>				
Cash Payment Invoice	E 101-45500-205	Print Materials - Library	SEPT- LIBRARY BOOK MATERIALS		\$207.95
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$207.95</b>
Refer	15707 <i>CENTERPOINT ENERGY</i>				
Cash Payment Invoice	E 101-41940-383	Gas Utilities	CITY GAS BILLS- 8/16-9/14/23		\$59.49
Cash Payment Invoice	E 101-42110-383	Gas Utilities	CITY GAS BILLS- 8/16-9/14/23		\$12.62
Cash Payment Invoice	E 101-43000-383	Gas Utilities	CITY GAS BILLS- 8/16-9/14/23		\$41.50
Cash Payment Invoice	E 101-45202-383	Gas Utilities	CITY GAS BILLS- 8/16-9/14/23		\$16.03
Cash Payment Invoice	E 101-45500-383	Gas Utilities	CITY GAS BILLS- 8/16-9/14/23		\$15.00
Cash Payment Invoice	E 201-42280-383	Gas Utilities	CITY GAS BILLS- 8/16-9/14/23		\$20.59
Cash Payment Invoice	E 202-42153-383	Gas Utilities	CITY GAS BILLS- 8/16-9/14/23		\$18.94
Cash Payment Invoice	E 203-45000-383	Gas Utilities	CITY GAS BILLS- 8/16-9/14/23		\$78.13
Cash Payment Invoice	E 601-49400-383	Gas Utilities	CITY GAS BILLS- 8/16-9/14/23		\$53.43
Cash Payment Invoice	E 603-49450-383	Gas Utilities	CITY GAS BILLS- 8/16-9/14/23		\$65.00
Cash Payment Invoice	E 604-49550-383	Gas Utilities	CITY GAS BILLS- 8/16-9/14/23		\$17.81
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$398.54</b>
Refer	15708 <i>CITY OF ARLINGTON</i>				
Cash Payment Invoice	E 101-41940-381	Electric & Heat Utilities	CITY UTILITY BILLS- 8/15-9/15/23		\$765.87
Cash Payment Invoice	E 101-42110-381	Electric & Heat Utilities	CITY UTILITY BILLS- 8/15-9/15/23		\$356.76
Cash Payment Invoice	E 101-43000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 8/15-9/15/23		\$116.29

Payments

Current Period: OCTOBER 2023

Cash Payment	E 101-43160-381	Electric & Heat Utilities	CITY UTILITY BILLS- 8/15-9/15/23		\$430.61
Invoice					
Cash Payment	E 101-45202-381	Electric & Heat Utilities	CITY UTILITY BILLS- 8/15-9/15/23		\$176.19
Invoice					
Cash Payment	E 101-45500-381	Electric & Heat Utilities	CITY UTILITY BILLS- 8/15-9/15/23		\$180.34
Invoice					
Cash Payment	E 201-42280-381	Electric & Heat Utilities	CITY UTILITY BILLS- 8/15-9/15/23		\$97.12
Invoice					
Cash Payment	E 202-42153-381	Electric & Heat Utilities	CITY UTILITY BILLS- 8/15-9/15/23		\$535.15
Invoice					
Cash Payment	E 203-45000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 8/15-9/15/23		\$1,646.71
Invoice					
Cash Payment	E 601-49400-381	Electric & Heat Utilities	CITY UTILITY BILLS- 8/15-9/15/23		\$2,367.79
Invoice					
Cash Payment	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 8/15-9/15/23		\$203.63
Invoice					
Cash Payment	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 8/15-9/15/23		\$2,065.43
Invoice					
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$8,941.89</b>
Refer	15709 CORPORATE TECHNOLOGIES			-	
Cash Payment	E 101-41400-503	Computers/Software/We	AUG & SEPT- MICROSOFT 365 CONTRACT		\$267.60
Invoice					
Cash Payment	E 101-41400-503	Computers/Software/We	AUG & SEPT- MICROSOFT 365 CONTRACT		\$267.60
Invoice					
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$535.20</b>
Refer	15710 DELTA DENTAL OF MINNESOTA			-	
Cash Payment	G 101-21711	Health Ins. Premium	OCT- PED. DENTAL PREMIUMS		\$57.00
Invoice					
Cash Payment	E 101-42110-131	Employer Paid Health/Lif	OCT- PED. DENTAL PREMIUMS		\$85.50
Invoice					
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$142.50</b>
Refer	15711 DOUG MACKENTHUN			-	
Cash Payment	E 201-42280-485	Gas and Repair Miscella	REIMB- FIRE TRUCK 'STEP MOTOR'		\$108.60
Invoice					
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$108.60</b>
Refer	15712 GAVIN-JANSSEN-STABENOW-MOL			-	
Cash Payment	E 101-41600-304	Legal Fees	JULY- CITY & PROSECUTION SERVICES		\$1,000.50
Invoice					
Cash Payment	E 101-42110-304	Legal Fees	JULY- CITY & PROSECUTION SERVICES		\$1,012.50
Invoice					
Cash Payment	E 202-42153-304	Legal Fees	JULY- CITY & PROSECUTION SERVICES		\$246.50
Invoice					
Cash Payment	E 204-46550-304	Legal Fees	JULY- CITY & PROSECUTION SERVICES		\$478.50
Invoice					
Cash Payment	E 604-49550-304	Legal Fees	JULY- CITY & PROSECUTION SERVICES		\$36.25
Invoice					
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$2,774.25</b>
Refer	15713 GRIDOR CONSTRUCTION, INC.			-	
Cash Payment	E 601-46350-730	Construction Costs	WTP REHAB- PAY EST #14		\$123,310.00
Invoice					
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$123,310.00</b>
Refer	15714 GWEN SCHARPE			-	

Payments

Current Period: OCTOBER 2023

Cash Payment	E 101-41400-182	Seminars	REIMB- LMC CONF. HOTEL/MILEAGE	\$344.18
Invoice				
Cash Payment	E 101-41400-181	Mileage	REIMB- LMC CONF. HOTEL/MILEAGE	\$79.91
Invoice				
Transaction Date	9/28/2023	Cash	10150	<b>Total</b> \$424.09
Refer	15715 INGRAM LIBRARY SERVICES			-
Cash Payment	E 101-45500-205	Print Materials - Library	SEPT- LIBRARY MATERIALS	\$446.53
Invoice				
Transaction Date	9/28/2023	Cash	10150	<b>Total</b> \$446.53
Refer	15716 LEAGUE OF MN CITIES INS. TRUS			-
Cash Payment	E 101-42110-430	Miscellaneous	W.C. DEDUCTIBLE- PD 7/1/23	\$1,000.00
Invoice				
Transaction Date	9/28/2023	Cash	10150	<b>Total</b> \$1,000.00
Refer	15717 MADISON NATIONAL LIFE			-
Cash Payment	E 101-41400-131	Employer Paid Health/Lif	OCT- DISABILITY INS. PREMIUMS	\$6.15
Invoice				
Cash Payment	E 101-42110-131	Employer Paid Health/Lif	OCT- DISABILITY INS. PREMIUMS	\$16.40
Invoice				
Cash Payment	E 101-43000-131	Employer Paid Health/Lif	OCT- DISABILITY INS. PREMIUMS	\$8.20
Invoice				
Cash Payment	E 101-45500-131	Employer Paid Health/Lif	OCT- DISABILITY INS. PREMIUMS	\$4.10
Invoice				
Cash Payment	E 202-42153-131	Employer Paid Health/Lif	OCT- DISABILITY INS. PREMIUMS	\$8.20
Invoice				
Cash Payment	E 203-45000-131	Employer Paid Health/Lif	OCT- DISABILITY INS. PREMIUMS	\$1.03
Invoice				
Cash Payment	E 604-49550-131	Employer Paid Health/Lif	OCT- DISABILITY INS. PREMIUMS	\$5.12
Invoice				
Transaction Date	9/28/2023	Cash	10150	<b>Total</b> \$49.20
Refer	15718 MEDIACOM			-
Cash Payment	E 101-41400-321	Telephone	OCT- INTERNET & SOME PHONE BILLS	\$350.95
Invoice				
Cash Payment	E 101-42110-321	Telephone	OCT- INTERNET & SOME PHONE BILLS	\$256.90
Invoice				
Cash Payment	E 101-43000-321	Telephone	OCT- INTERNET & SOME PHONE BILLS	\$136.90
Invoice				
Cash Payment	E 101-45500-321	Telephone	OCT- INTERNET & SOME PHONE BILLS	\$47.88
Invoice				
Cash Payment	E 201-42280-321	Telephone	OCT- INTERNET & SOME PHONE BILLS	\$122.88
Invoice				
Cash Payment	E 202-42153-321	Telephone	OCT- INTERNET & SOME PHONE BILLS	\$231.90
Invoice				
Transaction Date	9/28/2023	Cash	10150	<b>Total</b> \$1,147.41
Refer	15719 MICHAEL FREDERICK			-
Cash Payment	E 101-45500-205	Print Materials - Library	LIBRARY- BOOK SET	\$80.00
Invoice				
Transaction Date	9/28/2023	Cash	10150	<b>Total</b> \$80.00
Refer	15720 MINNESOTA LIFE			-
Cash Payment	G 101-21706	Life Insurances	OCT- LIFE INS PREMIUMS	\$49.20
Invoice				
Cash Payment	E 101-41400-131	Employer Paid Health/Lif	OCT- LIFE INS PREMIUMS	\$6.95
Invoice				

Payments

Current Period: OCTOBER 2023

Cash Payment Invoice	E 101-42110-131	Employer Paid Health/Lif	OCT- LIFE INS PREMIUMS		\$17.00
Cash Payment Invoice	E 101-43000-131	Employer Paid Health/Lif	OCT- LIFE INS PREMIUMS		\$8.50
Cash Payment Invoice	E 101-45500-131	Employer Paid Health/Lif	OCT- LIFE INS PREMIUMS		\$4.25
Cash Payment Invoice	E 202-42153-131	Employer Paid Health/Lif	OCT- LIFE INS PREMIUMS		\$8.50
Cash Payment Invoice	E 203-45000-131	Employer Paid Health/Lif	OCT- LIFE INS PREMIUMS		\$1.06
Cash Payment Invoice	E 604-49550-131	Employer Paid Health/Lif	OCT- LIFE INS PREMIUMS		\$5.31
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$100.77</b>
Refer	15721 MINNESOTA VALLEY ELECTRIC C				
Cash Payment Invoice	E 101-45202-381	Electric & Heat Utilities	AUG- SPORTSMAN'S PARK ELEC BILL		\$27.33
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$27.33</b>
Refer	15722 MJM MEDICAL DIRECTION SERVIC				
Cash Payment Invoice	E 202-42153-300	Professional Srvs	OCT- AMB. MEDICAL DIRECTOR FEE		\$500.00
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$500.00</b>
Refer	15723 PEOPLE SERVICE, INC.				
Cash Payment Invoice	E 601-49400-180	Operator Contract	OCT- W/WW SERVICES		\$11,000.00
Cash Payment Invoice	E 602-49450-180	Operator Contract	OCT- W/WW SERVICES		\$740.00
Cash Payment Invoice	E 603-49450-180	Operator Contract	OCT- W/WW SERVICES		\$13,250.00
Cash Payment Invoice	E 603-49450-392	Testing	OCT- W/WW SERVICES		\$185.00
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$25,175.00</b>
Refer	15724 PUMPKIN PEOPLE & PRODUCE				
Cash Payment Invoice	E 101-45500-205	Print Materials - Library	LIBRARY BOOK		\$14.09
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$14.09</b>
Refer	15725 SIBLEY COUNTY TREASURER				
Cash Payment Invoice	E 210-44100-311	Real Estate Tax	2nd HALF PROP. TAXES- HOSPITAL PROP.		\$22,983.00
Transaction Date	9/28/2023	Cash	10150	<b>Total</b>	<b>\$22,983.00</b>
Refer	15726 THOMES BROTHERS HARDWARE				
Cash Payment Invoice	E 101-41940-220	Repair/Maint Supply	SEPT- CHARGES		\$179.99
Cash Payment Invoice	E 101-42110-210	Operating Supplies	SEPT- CHARGES		\$40.57
Cash Payment Invoice	E 101-43000-210	Operating Supplies	SEPT- CHARGES		\$17.27
Cash Payment Invoice	E 101-45202-210	Operating Supplies	SEPT- CHARGES		\$5.99
Cash Payment Invoice	E 201-42280-210	Operating Supplies	SEPT- CHARGES		\$51.97
Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	SEPT- CHARGES		\$29.38

Payments

Current Period: OCTOBER 2023

<b>Cash Payment</b>	E 202-42153-485	Gas and Repair Miscella	SEPT- CHARGES						\$27.99
Invoice									
Transaction Date	9/28/2023			Cash		10150		<b>Total</b>	\$353.16
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Refer	15727 U.S. BANK - CREDIT CARD								
<b>Cash Payment</b>	E 101-42110-417	Uniforms/Outerwear	SEPT- MISC CHARGES, BRIDAL SHOW						\$92.60
Invoice									
<b>Cash Payment</b>	E 101-42110-503	Computers/Software/We	SEPT- MISC CHARGES, BRIDAL SHOW						\$10.68
Invoice									
<b>Cash Payment</b>	E 202-42153-208	Training and Instruction	SEPT- MISC CHARGES, BRIDAL SHOW						\$513.59
Invoice									
<b>Cash Payment</b>	E 203-45000-250	Merchandise For Resale	SEPT- MISC CHARGES, BRIDAL SHOW						\$51.54
Invoice									
<b>Cash Payment</b>	E 203-45000-340	Advertising	SEPT- MISC CHARGES, BRIDAL SHOW						\$495.00
Invoice									
Transaction Date	9/28/2023			Cash		10150		<b>Total</b>	\$1,163.41
<hr/>									
Refer	15728 ULINE								
<b>Cash Payment</b>	E 203-45000-210	Operating Supplies	SEPT- EC SUPPLIES						\$570.65
Invoice									
Transaction Date	9/28/2023			Cash		10150		<b>Total</b>	\$570.65
<hr/>									
Refer	15729 VERIZON WIRELESS								
<b>Cash Payment</b>	E 101-42110-321	Telephone	OCT- CELL PHONE & TABLET BILLS						\$185.22
Invoice									
<b>Cash Payment</b>	E 202-42153-321	Telephone	OCT- CELL PHONE & TABLET BILLS						\$183.22
Invoice									
<b>Cash Payment</b>	E 604-49550-321	Telephone	OCT- CELL PHONE & TABLET BILLS						\$35.41
Invoice									
Transaction Date	9/28/2023			Cash		10150		<b>Total</b>	\$403.85

Fund Summary

	10150 Cash
101 General Fund	\$79,308.47
201 Fire Fund	\$401.16
202 Ambulance Fund	\$3,249.53
203 Community Center Fund	\$4,826.50
204 EDA Loan Programs Fund	\$478.50
210 Medical Center Fund	\$22,983.00
401 Capital Equipment Fund	\$1,281.00
601 Water Fund	\$137,117.22
602 Sewer Fund	\$740.00
603 AGI Sewer Fund	\$15,769.06
604 Electric Fund	\$99.90
	<hr/>
	\$266,254.34

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$266,254.34
Total	<hr/>
	\$266,254.34





**CITY COUNCIL SPECIAL WORKSHOP MEETING MINUTES  
SEPTEMBER 18, 2023, AT 5:30 PM  
COUNCIL CHAMBERS**

1. Call Meeting to Order- *Meeting was called 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, Curtis Ling*  
  
*Members Absent- None*  
  
*Staff Present- City Administrator Jessica Steinke, Police Chief Glenn Gerads*  
  
*Guests Present- None*
  
3. A special meeting workshop to discuss the 2024 preliminary budget- *The Council looked at and discussed the preliminary budget levy.*

**ADJOURNMENT**

*Thomes made a motion to adjourn the workshop at 6:04 pm. Ling seconded. Motion carried with all voting in favor.*

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City Administrator Jessica Steinke

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Mayor Matthew Scharpe



**CITY COUNCIL MEETING MINUTES  
SEPTEMBER 18, 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, John Thomes, Jeff Matz, Christina Litfin, Curtis Ling*  
*Members Absent- None*  
*Staff Present- City Attorney Ken Janssen, City Administrator Jessica Steinke*  
*Guests Present- Kurt Menk Arlington Enterprise, Bobbie Harder State Representative, Amy Berger*
  
3. Approval of the Agenda- *Ling made a motion to approve the agenda with the addition to the consent agenda. Meyer seconded. Motion carried with 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, please refrain from personal or derogatory attacks on individuals.*  
*There was no one that addressed the Council.*

**CONSENT AGENDA**

5. Approval of Consent Agenda
  - A) Approval of Bills
  - B) September 5th, 2023, City Council Meeting Minutes
  - C) September 5th, 2023, City Council Special Meeting Workshop Minutes
  - D) September 11th, 2023, City Council Special Meeting Workshop Minutes
  - E) *Approval of Liquor License for La Villita dba. The Dugout- On Sale, Off Sale and Sunday*

*Thomes made a motion to approve the consent agenda as amended. Litfin seconded. Motion carried with all voting in favor.*

**OLD BUSINESS**

6. Special Vehicle Ordinance #346- *There was discussion regarding motorized foot scooters and how they should be treated. Items B & C should be changed to read that they can be*



*on the roadways unless the Council restricts certain roadways. Janssen explained that the City needs to have a permit for these vehicles and that there needs to be a permitting process.*

#### **NEW BUSINESS**

7. Update from Rep. Bobbi Harder-*Representative Harder was here to update the Council on the last legislative session.*
8. Request for room donation at the Event Center for Volunteers and Radio Crew during Arli-Dazzle on Friday, December 1, 2023, and Saturday, December 2, 2023  
*Thomes made a motion to donate a room at the Event Center for the Volunteers and Radio Crew during Arli-Dazzle. Meyer seconded. Motion carried with all voting in favor.*
9. Request for Homecoming Parade Road Closure on September 29<sup>th</sup> at 1:55pm  
*Thomes made a motion to approve the road closure for the Homecoming Parade. Litfin seconded. Motion carried with all voting in favor.*
10. Pay Request #14 – WTP Rehab Project- *Meyer made a motion to approve pay request #14 for \$123,310.00 to Gridor Construction. Meyer made a motion to approve pay request #14 to Gridor Construction for \$123,310. Litfin seconded. Motion carried with all voting in favor.*
11. WWTP – Gate Bids  
*Thomes made a motion to approve the gate from American Fence and Nuessmeier for a total of \$22,422.00 at the WWTP. Matz seconded. Motion carried with all voting in favor.*
12. RESOLUTION 34-2023 Setting the 2024 Preliminary Tax Levy  
*Thomes made a motion to approve Resolution 34-2023. Litfin seconded. Motion carried. Matz, Ling, Litfin, Meyer, Thomes voted in favor. None against. None abstained. None were absent.*
13. RESOLUTION 35-2023 Allowing Sibley County to Retail All VOTER Funds Received  
*Meyer made a motion to approve Resolution 35-2023. Ling seconded. Motion carried. Meyer, Thomes, Matz, Litfin, Ling voted in favor. None against. None abstained. None were absent.*

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

14. Written August PD Report- *Submitted Report*
15. City Administrator Update, Jessica Steinke- *Steinke gave an update on various items.*



16. City Attorney Update, Ken Janssen-*Attorney Janssen gave an update on WWTP and the special vehicle ordinance.*

*Janssen recommended that a motion be made to consider this the first reading of the special vehicle ordinance with amendments. Ling made a motion to approve the first reading of the special vehicle ordinance #346 with amendments. Thomes seconded. Motion carried with all voting in favor. Janssen also advised that he will have another ordinance to be amended regarding dangerous animals.*

#### **MISCELLANEOUS BUSINESS**

*Matz informed the Council regarding a business owner that inquired about the purchase of the city parking lot on the North side of Main Street across from Thomes Brothers. Janssen suggested bringing this to a Planning & Zoning meeting.*

#### **ADJOURNMENT**

*Thomes made a motion to adjourn the meeting at 7:26 pm. Ling seconded. Motion carried with all voting in favor.*

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City Administrator Jessica Steinke

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Mayor Matthew Scharpe

# Regulating Special Vehicles

## ORDINANCE NO. 346

### AN ORDINANCE AMENDING SECTION 05 OF CHAPTER 7 OF THE ARLINGTON CITY CODE REGULATING SPECIAL VEHICLES

#### Findings and Purpose:

**WHEREAS**, The purpose of this section is to protect the public safety, health and welfare of the citizens of the City of Arlington and to prevent and abate unnecessary injury or death.

**WHEREAS**, It is the intent of the City of Arlington by the adoption of this Section to regulate Special Vehicles in compliance with Minnesota State law.

#### The City Council of Arlington, Minnesota does ordain:

**Section 1: Section 05 of Chapter 7 of the Arlington City Code as adopted December 4<sup>th</sup>, 2017 on is hereby renamed “Regulating Special Vehicles” and shall state as follows:**

#### **§ 1. SPECIAL VEHICLES: MOTORIZED GOLF CARTS, UTILITY TASK VEHICLES, CLASS 1 ALL-TERRAIN VEHICLES, AND MINI-TRUCKS.**

(A) (1) No person shall operate a motorized golf cart, utility task vehicle, all-terrain vehicle, or mini-truck on streets, alleys, sidewalks or other public property without obtaining a permit as provided herein.

(2) Every application for a permit shall be made on a form supplied by the city and shall contain all of the following information:

- (a) The name and address of the applicant.
- (b) The nature of the applicant’s physical handicap, if any.
- (c) Model name, make, and year and number of the motorized golf cart, all-terrain vehicle, or mini-truck.
- (d) Current driver’s license or reason for not having a current license.
- (e) Other information as the city may require.

(3) The permit fee shall be as set forth in the Ordinance Establishing Fees and Charges adopted pursuant to §219 of this code, as that ordinance may be amended from time to time.

(4) Permits shall be granted for a period of three (3) years and may be renewed.

(5) No permit shall be granted or renewed unless the following conditions are met:

- (a) The applicant must demonstrate that he or she currently holds or has held a valid Minnesota driver’s license to operate a mini-truck.

(b) The applicant may be required to submit a certificate signed by a physician that the applicant is able to safely operate a motorized golf cart, utility task vehicle or all-terrain vehicle on the roadways designated.

(c) The applicant must provide evidence of insurance in compliance with the provisions of Minnesota Statutes concerning insurance coverage for the golf cart, utility task vehicle, all-terrain vehicle, or mini-truck.

(d) The applicant has not had his or her driver's license revoked as the result of criminal proceedings.

(6) Motorized golf carts, utility task vehicles, all-terrain vehicles, and mini-trucks are permitted to operate only on city streets, not state or federal highways, except to cross at designated intersections.

(7) Motorized golf carts, utility task vehicles and all-terrain vehicles may only be operated on designated roadways from sunrise to sunset. They shall not be operated in inclement weather conditions or at any time when there is insufficient light to clearly see persons and vehicles on the roadway at a distance of 500 feet.

(8) Motorized golf carts shall display the slow-moving vehicle emblem provided for in Minn. Stat. § 169.045, as it may be amended from time to time, when operated on designated roadways.

(9) Motorized golf carts, utility task vehicles, all-terrain vehicles, and mini-trucks shall be equipped with a rear-view mirror to provide the driver with adequate vision from behind as required by Minn. Stat. § 169.70.

(10) The operator of a motorized golf cart, utility task vehicle, all-terrain vehicle, or mini-truck may cross any street or highway intersecting a designated roadway.

(11) Every person operating a motorized golf cart, a utility task vehicle, an all-terrain vehicle, or a mini-truck under permit on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minn. Stat. ch. 169, as it may be amended from time to time, except when these provisions cannot reasonably be applied to motorized golf carts or mini-trucks and except as otherwise specifically provided in Minn. Stat. § 169.045, subd.7, as it may be amended from time to time.

(12) The City Council may suspend or revoke a permit granted hereunder upon a finding that the holder thereof has violated any of the provisions of this section or Minn. Stat. ch. 169, as it may be amended from time to time, or if there is evidence that the permit holder cannot safely operate the motorized golf cart, utility task vehicle, all-terrain vehicle, or mini-truck on the designated roadways.

(13) The number of occupants on the golf cart, utility task vehicle, all-terrain vehicle, or mini-truck may not exceed the design occupant load.

(B) For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**DRIVER.** The person driving and having physical control over the motorized golf cart, utility task vehicle, all-terrain vehicle, or mini-truck and being the licensee.

**MOTORIZED GOLF CART.** Any passenger conveyance being driven with four wheels with four low-pressure tires that is limited in engine displacement of less than 800 cubic centimeters and total dry weight less than 800 pounds.

**UTILITY TASK VEHICLE.** As defined by Minn. Stat. § 169.045, subd. 1 (3), a side-by-side, four-wheel drive, off-road vehicle that has four wheels, is propelled by an internal combustion engine with a piston displacement capacity of 1,200 cubic centimeters or less, and has a total dry weight of 1,800 but less than 2,600 pounds.

**MINI-TRUCK.** As defined in Minn. Stat. § 169.011, subd. 40(a), a motor vehicle that has four wheels; is propelled by an electric motor with a rated power of 7,500 watts or less or an internal combustion engine with a piston displacement capacity of 660 cubic centimeters or less; has a total dry weight of 900 to 2,200 pounds; contains an enclosed cabin and a seat for the vehicle operator; commonly resembles a pickup truck or van, including a cargo area or bed located at the rear of the vehicle; and was not originally manufactured to meet federal motor vehicle safety standards required of motor vehicles in the Code of Federal Regulations, title 49, sections 571.101 to 571.404, and successor requirements. A mini-truck does not include: a neighborhood electric vehicle or a medium-speed electric vehicle; or a motor vehicle that meets or exceeds the regulations in the Code of Federal Regulations, title 49, section 571.500, as it may be amended from time to time.

(C) Authorized city staff may operate city owned motorized golf carts and mini-trucks without obtaining a permit within the city on city streets, sidewalks, trails, rights-of-way, and public property when conducting city business.

(D) Mini-truck equipment requirements:

(1) A mini-truck may be operated under permit on designated roadways if it is equipped with all of the following:

- (a) At least two headlamps.
- (b) At least two tail lamps.
- (c) Front and rear turn-signal lamps.
- (d) An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror.
- (e) A windshield.
- (f) A seat belt for the driver and front passenger.
- (g) A parking brake.

## § 2. OPERATION OF ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICES.

(A) ***ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICE*** means a self-balancing device with two non-tandem wheels, designed to transport not more than one person, and operated by an electric propulsion system that limits the maximum speed of the device to 15 miles per hour.

(B) Except as otherwise provided by law, a person operating an electric personal assistive mobility device has the rights and responsibilities of a pedestrian.

(C) *Operation.*

(1) An electric personal assistive mobility device may be operated on a bicycle path.

(2) No person may operate an electric personal assistive mobility device on a roadway, sidewalk, or bicycle path at a rate of speed that is not reasonable and prudent under the conditions. Every person operating an electric personal assistive mobility device on a roadway, sidewalk, or bicycle path is responsible for becoming and remaining aware of the actual and potential hazards then existing on the roadway or sidewalk and must use due care in operating the device.

(3) An electric personal assistive mobility device may be operated on a roadway only under the following circumstances:

(a) While making a direct crossing of a roadway in a marked or unmarked crosswalk.

(b) Where no sidewalk is available.

(c) Where a sidewalk is so obstructed as to prevent safe use.

(d) When so directed by a traffic control device or by a peace officer.

(e) Temporarily in order to gain access to a motor vehicle.

(f) As provided in division (7) below by Council resolution.

(4) An electric personal assistive mobility device may not be operated at any time on a roadway with a speed limit of more than 35 miles per hour except to make a direct crossing of the roadway in a marked crosswalk.

(5) An electric personal assistive mobility device may not be operated at any time while carrying more than one person.

(6) Designated exclusive city streets. The City Council may, by resolution, designate exclusive city streets within its jurisdiction where the operation of electric personal assistive mobility devices is not permitted, provided that any street so designated has a speed limit of more than 35 miles per hour.

(7) A person operating an electric personal assistive mobility device on a sidewalk must yield the right-of-way to pedestrians at all times. A person operating an electric personal assistive mobility device on a bicycle path must yield the right-of-way to bicycles at all times.

(8) An electric personal assistive mobility device may not be operated unless the device bears reflectorized material on the front, back, and wheels, visible at night from 600 feet when illuminated by the lower beams of headlamps of a motor vehicle.



### § 3. MOTORIZED FOOT SCOOTERS

(A) **MOTORIZED FOOT SCOOTER** means a device with handlebars designed to be stood or sat upon by the operator, and powered by an internal combustion engine or electric motor that is capable of propelling the device with or without human propulsion, and that has no more than two 12-inch or smaller diameter wheels and has an engine or motor that is capable of a maximum speed of 15 miles per hour on a flat surface with not more than 1 percent grade in any direction when the motor is engaged. An electric personal assistive mobility device, a motorized bicycle, an electric-assisted bicycle, or a motorcycle is not a motorized foot scooter.

(B) Operation of a motorized foot scooter on city bicycle paths, bicycle lanes, bicycle trails, or bikeways is allowed except as provided in division (C) below.

(C) The City Council may, by resolution, designate specific bicycle paths, bicycle lanes, bicycle trails, or bikeways as unavailable and prohibited for use by motorized foot scooters.

(D) Every person operating a motorized foot scooter shall have all rights and duties applicable to the operator of a bicycle, except in respect to those provisions relating expressly to motorized foot scooters and in respect to those provisions of law that by their nature cannot reasonably be applied to motorized foot scooters.

(E) No person may operate a motorized foot scooter upon a sidewalk, except when necessary to enter or leave adjacent property. No person may operate a motorized foot scooter that is carrying any person other than the operator.

(F) No person under the age of 12 years may operate a motorized foot scooter.

(G) No person under the age of 18 years may operate a motorized foot scooter without wearing properly fitted and fastened protective headgear that complies with standards established by the commissioner of Public Safety.

(H) A motorized foot scooter must be equipped with a headlight and a taillight that comply with standards established by the commissioner of Public Safety if the vehicle is operated under conditions when vehicle lights are required by law.

(I) A person operating a motorized foot scooter on a roadway shall ride as close as practicable to the right-hand curb or edge of the roadway, except in the following situations:

(1) When overtaking and passing another vehicle proceeding in the same direction.

(2) When preparing for a left turn, in which case the operator shall stop and dismount at the right-hand curb or right edge of the roadway, and shall complete the turn by crossing the roadway on foot, subject to restrictions placed by law on pedestrians.

(3) When reasonably necessary to avoid impediments or conditions that make it unsafe to continue along the right-hand curb or edge, including, but not limited to, fixed or moving objects, vehicles, bicycles, pedestrians, animals, surface hazards, or narrow lanes.

**§ 4. MEDIUM-SPEED ELECTRIC VEHICLES AND NEIGHBORHOOD ELECTRIC VEHICLES**

(A) Definitions.

(1) ***MEDIUM SPEED ELECTRIC VEHICLE*** means an electrically powered four-wheeled motor vehicle, equipped with a roll cage or crushproof body design, that can attain a maximum speed of 35 miles per hour on a paved level surface, is fully enclosed and has at least one door for entry, has a wheelbase of 40 inches or greater and a wheel diameter of 10 inches or greater, and except with respect to maximum speed, otherwise meets or exceeds regulations in the Code of Federal Regulations, title 49, section 571.500, and successor requirements.

(2) ***NEIGHBORHOOD ELECTRIC VEHICLE*** means an electrically powered motor vehicle that has three or four wheels, and has a speed attainable in one mile of at least 20 miles per hour, but not more than 25 miles per hour on a paved level surface.

(B) Operation of neighborhood electric vehicles on city streets is prohibited except as provided in (C) below.

(C) Use on designated exclusive city streets. The City Council may, by resolution, designate exclusive city streets within its jurisdiction where the operation of neighborhood electric vehicles or medium-speed electric vehicles is permissible, provided that no street so designated has a speed limit of more than 35 miles per hour.

(D) A neighborhood electric vehicle or a medium-speed electric vehicle may be operated on public streets and highways only if it meets all equipment and vehicle safety requirements in Code of Federal Regulations, title 49, section 571.500, as it may be amended from time to time.

(E) Authorized city staff may operate city owned neighborhood electric vehicles and medium-speed electric vehicles within the city on city streets, sidewalks, trails, rights-of-way, and public property when conducting city business.

**Section 2. Repeal.** All prior ordinances of the City of Arlington regulating the use of Special Vehicles as herein defined are hereby repealed.

**Section 3. Effective Date.** This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of Arlington, Minnesota this 18th day of September, 2023.

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Mayor

Attested:

City Administrator

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**BOLTON  
& MENK**

Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

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

September 20, 2023

**VIA DOCUSIGN**

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 Contractor's Estimate No. 1 and Final in the amount of \$190,006.00.

Please review the quantities and amounts shown to be assured of complete satisfaction. If everything is in order, please process the Contractor's Estimate through DocuSign.

Payment will be recommended upon my receipt and approval of all the described paperwork.

- *Consent of Surety for Final Payment (AIA Form G707)*, in lieu of a surety signature.
- Copies of Form *IC-134, certifying withholding of income tax*, for you and all of your subcontractors. These forms may be obtained from the Minnesota Department of Revenue.
- Completed Warranty Bond (00 61 13.19) located in the Project Manual.

If you have any questions, please feel free to call.

Sincerely,

**Bolton & Menk, Inc.**

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

JLF/rm

Enclosure

cc: Jessica Steinke, City Administrator, City of Arlington

**Contractor's Application for Final Payment**

<b>Owner:</b> <u>City of Arlington, MN</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>Bolton &amp; Menk, Inc.</u>	<b>Engineer's Project No.:</b> <u>OM1.130289</u>
<b>Contractor:</b> <u>Nielsen Blacktopping, Inc.</u>	<b>Agency's Project No.:</b> _____
<b>Project:</b> <u>2023 Street Improvements</u>	
<b>Contract:</b> _____	
<b>Application No.:</b> <u>1-Final</u>	<b>Application Date:</b> <u>9/20/2023</u>
<b>Application Period:</b> <b>From</b> <u>9/1/2023</u> <b>to</b> <u>9/15/2023</u>	

1. Original Contract Price			\$ 169,990.00
2. Net change by Change Orders			\$ 12,716.00
3. Current Contract Price (Line 1 + Line 2)			\$ 182,706.00
4. Total Work completed and materials stored to date (Sum of Column H Unit Price Total and Column M Stored Materials)			\$ 190,006.00
5. Retainage			
a. _____ X \$ 190,006.00 Work Completed			\$ -
b. _____ X \$ - Stored Materials			\$ -
c. _____ X \$ - Liquidated Damages (Lump Sum)			\$ -
d. Total Retainage (Line 5.a + Line 5.b + Line 5.c)			\$ -
6. Amount eligible to date (Line 4 - Line 5.d)			\$ 190,006.00
7. Less previous payments			
8. <b>Amount due this application</b>			<b>\$ 190,006.00</b>
9. Balance to finish, including retainage (Line 3 - Line 4)			N/A

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; and

(4) The provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

**Contractor:** Nielsen Blacktopping, Inc.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** Trent Nielsen **Title:** President

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> _____	<b>By:</b> _____
<b>Name:</b> <u>Jason L. Femrite, P.E.</u>	<b>Name:</b> <u>Jessica Steinke</u>
<b>Title:</b> <u>City Engineer</u>	<b>Title:</b> <u>City Administrator</u>
<b>Date:</b> _____	<b>Date:</b> _____

**Final Estimate - Unit Price Work**

**Contractor's Application for Final Payment**

<b>Owner:</b>	City of Arlington, MN	<b>Owner's Project No.:</b>	
<b>Engineer:</b>	Bolton & Menk, Inc.	<b>Engineer's Project No.:</b>	OM1.130289
<b>Contractor:</b>	Nielsen Blacktopping, Inc.	<b>Agency's Project No.:</b>	
<b>Project:</b>	2023 Street Improvements		
<b>Contract:</b>			

**Application No.:** 1-Final      **Application Period:** From 09/01/23 to 09/15/23      **Application Date:** 9/20/2023

A	B	C	D	E	F	F1	F2	G	H	I
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		% of Value of Item (H / F) (%)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	
<b>Original Contract</b>										
1	MOBILIZATION	1.00	LUMP SUM	5,000.00	5,000.00		-	1.00	5,000.00	100%
2	TRAFFIC CONTROL	1.00	LUMP SUM	1,500.00	1,500.00		-	1.00	1,500.00	100%
3	AGGREGATE SURFACING CLASS 5	10.00	TON	35.00	350.00		-	10.00	350.00	100%
4	RESIDENTIAL BITUMINOUS PATCH	1,500.00	SQ YD	47.00	70,500.00		-	-	-	
5	MILL BITUMINOUS SURFACE (0.0" - 2.0")	3,500.00	SQ YD	2.00	7,000.00		-	-	-	
6	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.0" THICK	8,400.00	SQ YD	9.67	81,228.00		-	-	-	
7	ADJUST VALVE BOX	4.00	EACH	200.00	800.00		-	6.00	1,200.00	150%
8	ADJUST FRAME & RING CASTING	7.00	EACH	300.00	2,100.00		-	5.00	1,500.00	71%
9	CROSSWALK PAINT	108.00	SQ FT	14.00	1,512.00		-	108.00	1,512.00	100%
		-	-	-	-				-	
<b>Original Contract Totals</b>					<b>\$ 169,990.00</b>		<b>\$ -</b>		<b>\$ 11,062.00</b>	
<b>Change Orders</b>										
CO-1.1	RESIDENTIAL BITUMINOUS PATCH	(1,500.00)	SQ YD	47.00	(70,500.00)		-	-	-	
CO-1.2	MILL BITUMINOUS SURFACE (0.0" - 2.0")	(3,500.00)	SQ YD	2.00	(7,000.00)		-	-	-	
CO-1.3	RECLAIM BIT SURFACE	8,400.00	SQ YD	2.00	16,800.00		-	8,400.00	16,800.00	100%
CO-1.4	TYPE SP 9.5 NON-WEARING COURSE MIXTURE (2,B) 2.0"	8,400.00	SQ YD	10.57	88,788.00		-	8,400.00	88,788.00	100%
CO-1.5	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.0" THICK	(8,400.00)	SQ YD	9.67	(81,228.00)		-	-	-	
CO-1.6	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" THICK	8,400.00	SQ YD	7.84	65,856.00		-	8,400.00	65,856.00	100%
					-				-	
<b>Change Order Totals</b>					<b>\$ 12,716.00</b>				<b>\$ 171,444.00</b>	
<b>Additional Work</b>										
AW-1	WASTE WATER PLANT PATCHES	23.00	TON	250.00	5,750.00		-	23.00	5,750.00	100%
AW-2	E. CHNADLER STREET PATCHES	7.00	TON	250.00	1,750.00		-	7.00	1,750.00	100%
					-				-	
<b>Additional Work Totals</b>					<b>\$ 7,500.00</b>				<b>\$ 7,500.00</b>	
<b>Original Contract, Change Orders, and Additional Work</b>										
<b>Project Totals</b>					<b>\$ 190,206.00</b>				<b>\$ 190,006.00</b>	



**CITY COUNCIL MEETING AGENDA  
OCTOBER 2, 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, please refrain from personal or derogatory attacks on individuals.*

**CONSENT AGENDA**

5. Approval of Consent Agenda
  - A) Approval of Bills
  - B) September 18<sup>th</sup>, 2023, Council Workshop Meeting Minutes
  - C) September 18<sup>th</sup>, 2023, City Council Meeting Minutes

**OLD BUSINESS**

6. Second Reading of Special Vehicle Ordinance #346
7. 2023 Street Improvement Invoice, Jason Femrite – Bolton & Menk

**NEW BUSINESS**

8. Market Analysis/Pay Grid Calibration, Mark Goldberg - DDA Human Resources
9. 2024 Municipal Maintenance Agreements.
10. Trick or Treat on Main Street
11. RESOLUTION 36-2023- A Resolution Accepting a Donation and Designating its use

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

12. City Administrator Update, Jessica Steinke
13. City Attorney Update, Ken Janssen

**MISCELLANEOUS BUSINESS**

**ADJOURNMENT**



# Be a Part of Trick-or-Treat on Main Street

Fun for all  
area youth,  
teens and  
adults!

Arlington • 5:30-7:00pm • 10/31

- **Businesses, Organizations, Clubs, Churches, Groups, etc.**
  - Hand out treats, offer a game, or host a drawing for prizes!
  - On Main St.? Have a table right outside your business!
  - Not on Main Street? See Trunk-or-Treat info. below or we will help find you a place for a table on Main St.!
- **All area residents (rural and those within city limits!):**
  - You're welcome to join us on Main St....Trunk-or-Treat or a table!
- **Food/Bev. for purchase on Main St.!**
- **Trunk-or-Treat stalls avail. in the Main St. parking lot!**
  - First come - first served! Contact: Tiffany Brockhoff
- **ALL tables and trunk-or-treat participants MUST PRE-REGISTER**
- **Deadline is Tuesday, 10/24 with Tiffany Brockhoff at [tiffany@arlingtonstatebank.com](mailto:tiffany@arlingtonstatebank.com).**

**All trunks and tables must be decorated, please!**

Organized by local  
residents  
&  
Sponsored by  
Arlington Area  
Chamber of Commerce

Tiffany Brockhoff  
507-351-4937  
[tiffany@arlingtonstatebank.com](mailto:tiffany@arlingtonstatebank.com)

Angie Brau  
612-749-2781  
[angiebrau1@gmail.com](mailto:angiebrau1@gmail.com)





## **Trick or Treat on Main Street**

Event is 5:30-7pm

We will also ask police to block off Main street from highway 5 to railroad tracks just before the Y at corner of SLS and Mainstreet Stylist with all side streets in that area by 5 pm.

The main street parking lot will be used as well for the trunks like last year so we are asking that side street between the parking lot and Thomes Bros as well as between Arneson law and Y-not be blocked off from the alley not right off main Street to ensure that any cars coming down the alley can not turn into parking lot- we also hold a spot for ambulance to drive out that way in an emergency.

We would like assistance in making sure the cars in parking lot are gone prior to 4:30 , last year I worked with them to assist in getting the house on Main Street get their cars moved out of the parking lot as well as working with Thomes Bros employees.

One request we are asking for is the use of a few picnic tables(like 2-3) from 4 seasons to have by the corners of old chef craig building and bank parking lot for individuals eating. They could be moved earlier in that day.



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

**RESOLUTION 36-2023**

**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 \$4,450.00 from the Arlington Fire Relief Association Gambling Fund to be used for the Skid Pump for Ranger; 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 2nd day of October 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.