



**CITY COUNCIL MEETING AGENDA  
OCTOBER 16, 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) October 2, 2023, City Council Meeting Minutes

**OLD BUSINESS**

6. DDA Market Study & Comp Plan
7. Summary Publication of Special Vehicle Ordinance 346

**NEW BUSINESS**

8. School Lift Station Generator Quote, Lee Ortloff
9. WTP Rehab Update, Lee Ortloff
10. Paya, Nuvei Online Portal
11. Resolution 37-2023-Resolution for a Combined Polling Place
12. Resolution 38-2023- Designating Funds for the Ambulance Tough Books
13. Resolution 39-2023-Resolution accepting a Donation and Designating its Use
14. Statement of Funds, September 2023

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

15. September PD Report, Written Report
16. People's Service, Written Reports
17. City Administrator Update, Jessica Steinke
18. City Attorney Update, Ken Janssen

**MISCELLANEOUS BUSINESS**

**ADJOURNMENT**



**\*Check Summary Register©**

10150 Unposted

	Name	Check Date	Check Amt
<b>10150 Cash</b>			
Unposted	AEM MECHANICAL SERVICES, I	10/13/2023	\$949.45
Unposted	ALLIED MEDICAL TRAINING	10/13/2023	\$490.00
Unposted	ARAMARK	10/13/2023	\$790.54
Unposted	ARLINGTON AUTO & FARM SUP	10/13/2023	\$260.68
Unposted	B & R PLUMBING & HEATING	10/13/2023	\$2,580.00
Unposted	BOLTON & MENK, INC.	10/13/2023	\$7,039.75
Unposted	BOUND TREE MEDICAL, LLC	10/13/2023	\$341.80
Unposted	CASH DISBURSEMENTS-POLICE	10/13/2023	\$15.80
Unposted	COORDINATED BUSINESS SYST	10/13/2023	\$421.62
Unposted	EVOLUTION SHIRTS	10/13/2023	\$141.38
Unposted	FillMeUp	10/13/2023	\$1,654.23
Unposted	GOPHER STATE ONE CALL	10/13/2023	\$392.85
Unposted	HAGGENMILLER LUMBER/SNOW	10/13/2023	\$1,854.20
Unposted	HEIMAN FIRE EQUIPMENT	10/13/2023	\$7,160.00
Unposted	HUTCHINSON CO-OP	10/13/2023	\$23.28
Unposted	JEREMY OLSON	10/13/2023	\$875.00
Unposted	KAHNKE BROTHERS TREE FAR	10/13/2023	\$294.30
Unposted	LEAGUE OF MN CITIES INS. TRU	10/13/2023	\$32,182.00
Unposted	LEAGUE OF MN CITIES	10/13/2023	\$30.00
Unposted	LINDE GAS & EQUIP	10/13/2023	\$871.35
Unposted	LOFFLER	10/13/2023	\$114.36
Unposted	MATHESON TRI-GAS INC.	10/13/2023	\$266.56
Unposted	MAVERICK AUTOMOTIVE	10/13/2023	\$1,710.85
Unposted	MCLEOD COOPERATIVE POWER	10/13/2023	\$67,003.11
Unposted	MIDWEST MACHINERY CO.	10/13/2023	\$42.24
Unposted	MINI BIFF, LLC	10/13/2023	\$818.04
Unposted	MN MUNICIPAL POWER AGENCY	10/13/2023	\$193,421.05
Unposted	MN MUNICIPAL UTILITIES ASSN.	10/13/2023	\$70.00
Unposted	MN STATE FIRE CHIEF'S ASSN.	10/13/2023	\$975.00
Unposted	NORTH AMERICAN SAFETY, INC.	10/13/2023	\$690.00
Unposted	PREMIER LOCATING, INC.	10/13/2023	\$7,008.00
Unposted	RENVILLE SIBLEY SANITATION	10/13/2023	\$1,097.80
Unposted	RIDGEVIEW-SIBLEY MEDICAL C	10/13/2023	\$125.13
Unposted	SAM'S TIRE SERVICE	10/13/2023	\$738.92
Unposted	SEYKORA STRIPING	10/13/2023	\$3,475.00
Unposted	SIBLEY COUNTY DAC	10/13/2023	\$508.18
Unposted	STREICHER'S - MINNEAPOLIS	10/13/2023	\$304.97
Unposted	VICKI POMPLUN	10/13/2023	\$40.41
Unposted	XCEL ENERGY	10/13/2023	\$551.86
Unposted	XCEL ENERGY-NSP	10/13/2023	\$1,218.72
	<b>Total Checks</b>		<b>\$338,548.43</b>

Fund Summary

	10150 Cash
101 General Fund	\$22,992.41
201 Fire Fund	\$9,421.46
202 Ambulance Fund	\$24,970.39
203 Community Center Fund	\$664.18
207 Cemetery Fund	\$923.00
601 Water Fund	\$4,971.75
603 AGI Sewer Fund	\$5,339.79
604 Electric Fund	\$269,265.45
	<b>\$338,548.43</b>

Payments

Current Period: OCTOBER 2023

Payments Batch 10-16-23 PAY		\$338,548.43	
Refer	15736 AEM MECHANICAL SERVICES	-	
Cash Payment	E 203-45000-401 Repairs/Maint Buildings	EC BOILER REPAIRS	\$949.45
Invoice			
Transaction Date	10/13/2023	Cash	10150
			<b>Total</b> \$949.45
Refer	15737 ALLIED MEDICAL TRAINING	-	
Cash Payment	E 202-42153-208 Training and Instruction	AMB- BARDWELL & FORCIER REFRESHERS	\$490.00
Invoice			
Transaction Date	10/13/2023	Cash	10150
			<b>Total</b> \$490.00
Refer	15738 ARAMARK	-	
Cash Payment	E 101-42110-210 Operating Supplies	SEPT- MAT RENTALS	\$108.18
Invoice			
Cash Payment	E 101-45500-220 Repair/Maint Supply	SEPT- MAT RENTALS	\$43.78
Invoice			
Cash Payment	E 202-42153-217 Other Operating Supplie	SEPT- MAT RENTALS	\$62.32
Invoice			
Cash Payment	E 203-45000-410 Rentals	SEPT- MAT RENTALS	\$576.26
Invoice			
Transaction Date	10/13/2023	Cash	10150
			<b>Total</b> \$790.54
Refer	15739 ARLINGTON AUTO & FARM SUPPL	-	
Cash Payment	E 101-42110-480 Gas & Repair-Police Car	SEPT- PARTS & AMB. DOOR SENSORS	\$49.99
Invoice			
Cash Payment	E 101-43000-485 Gas and Repair Miscella	SEPT- PARTS & AMB. DOOR SENSORS	\$81.69
Invoice			
Cash Payment	E 202-42153-401 Repairs/Maint Buildings	SEPT- PARTS & AMB. DOOR SENSORS	\$129.00
Invoice			
Transaction Date	10/13/2023	Cash	10150
			<b>Total</b> \$260.68
Refer	15740 B & R PLUMBING & HEATING	-	
Cash Payment	E 603-49450-409 Rep/Sup-WW Facility	WWTP A/C REPAIRS	\$2,580.00
Invoice			
Transaction Date	10/13/2023	Cash	10150
			<b>Total</b> \$2,580.00
Refer	15741 BOLTON & MENK, INC.	-	
Cash Payment	E 601-46350-303 Engineering Fees	WTP REBAB & WWTP GATES - 8/18-9/15/23	\$4,971.75
Invoice			
Cash Payment	E 603-49450-500 Capital Outlay	WTP REBAB & WWTP GATES - 8/18-9/15/23	\$2,068.00
Invoice			
Transaction Date	10/13/2023	Cash	10150
			<b>Total</b> \$7,039.75
Refer	15742 BOUND TREE MEDICAL, LLC	-	
Cash Payment	E 202-42153-217 Other Operating Supplie	SEPT- AMB. SUPPLIES	\$341.80
Invoice			
Transaction Date	10/13/2023	Cash	10150
			<b>Total</b> \$341.80
Refer	15744 CASH DISBURSEMENTS-POLICE D	-	
Cash Payment	E 101-42110-322 Postage	SEPT. PD POSTAGE	\$15.80
Invoice			
Transaction Date	10/13/2023	Cash	10150
			<b>Total</b> \$15.80
Refer	15745 COORDINATED BUSINESS SYSTE	-	
Cash Payment	E 101-41400-321 Telephone	AUG- CITY PHONE BILLS	\$191.20
Invoice			

Payments

Current Period: OCTOBER 2023

Cash Payment	E 101-42110-321 Telephone	AUG- CITY PHONE BILLS		\$146.26
Invoice				
Cash Payment	E 101-43000-321 Telephone	AUG- CITY PHONE BILLS		\$28.05
Invoice				
Cash Payment	E 202-42153-321 Telephone	AUG- CITY PHONE BILLS		\$56.11
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$421.62
Refer	<u>15746 EVOLUTION SHIRTS</u>			
Cash Payment	E 201-42280-417 Uniforms/Outerwear	FD CLOTHING		\$141.38
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$141.38
Refer	<u>15747 FILLMEUP</u>			
Cash Payment	E 101-42110-480 Gas & Repair-Police Car	SEPT- FUEL		\$716.08
Invoice				
Cash Payment	E 101-43000-485 Gas and Repair Miscella	SEPT- FUEL		\$365.03
Invoice				
Cash Payment	E 201-42280-485 Gas and Repair Miscella	SEPT- FUEL		\$532.75
Invoice				
Cash Payment	E 603-49450-485 Gas and Repair Miscella	SEPT- FUEL		\$40.37
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$1,654.23
Refer	<u>15748 GOPHER STATE ONE CALL</u>			
Cash Payment	E 604-49550-637 Service Locations	SEPT- LOCATE TICKETS		\$392.85
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$392.85
Refer	<u>15749 HAGGENMILLER LUMBER/SNOW</u>			
Cash Payment	E 101-41400-218 Office Expense	SEPT- OFFICE GLASS, BOBCAT RENTALS		\$1,340.62
Invoice				
Cash Payment	E 101-43000-224 Street Maint Materials	SEPT- OFFICE GLASS, BOBCAT RENTALS		\$500.00
Invoice				
Cash Payment	E 203-45000-406 Repairs, Supplies & Oth	SEPT- OFFICE GLASS, BOBCAT RENTALS		\$13.58
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$1,854.20
Refer	<u>15750 HEIMAN FIRE EQUIPMENT</u>			
Cash Payment	E 201-42280-500 Capital Outlay	FIRE- NEW SKID UNIT		\$7,160.00
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$7,160.00
Refer	<u>15751 HUTCHINSON CO-OP</u>			
Cash Payment	E 101-43000-224 Street Maint Materials	SEPT- TREE CHEMICAL		\$23.28
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$23.28
Refer	<u>15752 JEREMY OLSON</u>			
Cash Payment	E 207-49990-300 Professional Srvs	CEM. GRAVEDIG- G.KLEY, J.STOCK		\$550.00
Invoice				
Cash Payment	E 207-49990-300 Professional Srvs	CEM. GRAVEDIG- G.KLEY, J.STOCK		\$325.00
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$875.00
Refer	<u>15753 KAHNKE BROTHERS TREE FARM</u>			

Payments

Current Period: OCTOBER 2023

Cash Payment	E 101-43000-224	Street Maint Materials	REPLACEMENT BLVD TREES (2)		\$294.30
Invoice					
Transaction Date	10/13/2023	Cash	10150	<b>Total</b>	<b>\$294.30</b>
Refer	15754 LEAGUE OF MN CITIES		-		
Cash Payment	E 101-41400-182	Seminars	2023 FALL FORUMS- J.STEINKE		\$30.00
Invoice					
Transaction Date	10/13/2023	Cash	10150	<b>Total</b>	<b>\$30.00</b>
Refer	15755 LEAGUE OF MN CITIES INS. TRUS		-		
Cash Payment	E 101-41400-360	Ins-Fire, Liab., WC	W.C. INS- 6/30/22-6/30/23 AUDIT PREM.		\$10,441.00
Invoice					
Cash Payment	E 202-42153-360	Ins-Fire, Liab., WC	W.C. INS- 6/30/22-6/30/23 AUDIT PREM.		\$22,796.00
Invoice					
Cash Payment	E 203-45000-360	Ins-Fire, Liab., WC	W.C. INS- 6/30/22-6/30/23 AUDIT PREM.		-\$1,167.00
Invoice					
Cash Payment	E 604-49550-360	Ins-Fire, Liab., WC	W.C. INS- 6/30/22-6/30/23 AUDIT PREM.		\$112.00
Invoice					
Transaction Date	10/13/2023	Cash	10150	<b>Total</b>	<b>\$32,182.00</b>
Refer	15756 LINDE GAS & EQUIP.		-		
Cash Payment	E 202-42153-217	Other Operating Supplie	SEPT- AMB. OXYGEN		\$871.35
Invoice					
Transaction Date	10/13/2023	Cash	10150	<b>Total</b>	<b>\$871.35</b>
Refer	15757 LOFFLER		-		
Cash Payment	E 101-41400-218	Office Expense	SEPT- COPIER MAINT (OFFICE, PD)		\$60.54
Invoice					
Cash Payment	E 101-42110-218	Office Expense	SEPT- COPIER MAINT (OFFICE, PD)		\$38.82
Invoice					
Cash Payment	E 604-49550-218	Office Expense	SEPT- COPIER MAINT (OFFICE, PD)		\$15.00
Invoice					
Transaction Date	10/13/2023	Cash	10150	<b>Total</b>	<b>\$114.36</b>
Refer	15758 MATHESON TRI-GAS		-		
Cash Payment	E 101-43000-210	Operating Supplies	SEPT- SHOP TANK RENTALS		\$266.56
Invoice					
Transaction Date	10/13/2023	Cash	10150	<b>Total</b>	<b>\$266.56</b>
Refer	15759 MAVERICK AUTOMOTIVE		-		
Cash Payment	E 101-42110-480	Gas & Repair-Police Car	SEPT- FUEL		\$479.65
Invoice					
Cash Payment	E 101-43000-485	Gas and Repair Miscella	SEPT- FUEL		\$384.51
Invoice					
Cash Payment	E 101-45202-467	Gas & Repair - Mower	SEPT- FUEL		\$112.00
Invoice					
Cash Payment	E 201-42280-485	Gas and Repair Miscella	SEPT- FUEL		\$597.13
Invoice					
Cash Payment	E 202-42153-485	Gas and Repair Miscella	SEPT- FUEL		\$89.56
Invoice					
Cash Payment	E 207-49990-467	Gas & Repair - Mower	SEPT- FUEL		\$48.00
Invoice					
Transaction Date	10/13/2023	Cash	10150	<b>Total</b>	<b>\$1,710.85</b>
Refer	15760 MCLEOD COOPERATIVE POWER A		-		
Cash Payment	E 604-49550-437	Services-McLeod Coop	SEPT- ELEC MAINT, OH CONV, OUTAGES		\$12,365.75
Invoice					

Payments

Current Period: OCTOBER 2023

Cash Payment	E 604-49550-500	Capital Outlay	SEPT- ELEC MAINT, OH CONV, OUTAGES	\$54,637.36
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$67,003.11
Refer	<u>15761 MIDWEST MACHINERY CO.</u>			
Cash Payment	E 603-49450-485	Gas and Repair Miscella	WW- JD TRACTOR PART	\$42.24
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$42.24
Refer	<u>15762 MINI BIFF, LLC</u>			
Cash Payment	E 101-45202-418	Other Rentals	SEPT- PARK TOILETS	\$818.04
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$818.04
Refer	<u>15763 MN MUNI. POWER AGENCY</u>			
Cash Payment	E 604-49550-389	Electric Energy Purchas	SEPT- ENERGY	\$193,421.05
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$193,421.05
Refer	<u>15764 MN MUNICIPAL UTILITIES ASSN.</u>			
Cash Payment	E 101-43000-396	Safety Program & Equip	PW- ANNUAL DRUG POOL FEE	\$70.00
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$70.00
Refer	<u>15765 MN STATE FIRE CHIEFS ASSN.</u>			
Cash Payment	E 201-42280-208	Training and Instruction	FIRE CHIEF CONF. REG. FEES (3)	\$975.00
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$975.00
Refer	<u>15766 NORTH AMERICAN SAFETY</u>			
Cash Payment	E 101-43000-420	Shop Equipment	PW- NEW TRAFFIC CONES	\$690.00
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$690.00
Refer	<u>15767 PREMIER LOCATING, INC.</u>			
Cash Payment	E 604-49550-637	Service Locations	SEPT- ELEC LOCATING	\$7,008.00
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$7,008.00
Refer	<u>15768 RENVILLE SIBLEY SANITATION</u>			
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	SEPT- CITY GARBAGE & RECYCLING	\$40.02
Invoice				
Cash Payment	E 101-42110-384	Refuse/Garbage Dispos	SEPT- CITY GARBAGE & RECYCLING	\$9.58
Invoice				
Cash Payment	E 101-43000-384	Refuse/Garbage Dispos	SEPT- CITY GARBAGE & RECYCLING	\$71.06
Invoice				
Cash Payment	E 101-43000-385	Recycling	SEPT- CITY GARBAGE & RECYCLING	\$628.00
Invoice				
Cash Payment	E 101-45202-384	Refuse/Garbage Dispos	SEPT- CITY GARBAGE & RECYCLING	\$163.64
Invoice				
Cash Payment	E 101-45500-384	Refuse/Garbage Dispos	SEPT- CITY GARBAGE & RECYCLING	\$18.70
Invoice				
Cash Payment	E 201-42280-384	Refuse/Garbage Dispos	SEPT- CITY GARBAGE & RECYCLING	\$15.20
Invoice				
Cash Payment	E 202-42153-384	Refuse/Garbage Dispos	SEPT- CITY GARBAGE & RECYCLING	\$9.12
Invoice				

Payments

Current Period: OCTOBER 2023

Cash Payment	E 203-45000-384	Refuse/Garbage Dispos	SEPT- CITY GARBAGE & RECYCLING	\$85.16
Invoice				
Cash Payment	E 603-49450-384	Refuse/Garbage Dispos	SEPT- CITY GARBAGE & RECYCLING	\$57.32
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$1,097.80
Refer	15769 RIDGEVIEW - SIBLEY MEDICAL CT			
Cash Payment	E 202-42153-217	Other Operating Supplie	AMB- REVISED JUNE Rx SUPPLIES INVOICE	\$125.13
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$125.13
Refer	15770 SAM S TIRE SERVICE			
Cash Payment	E 101-42110-480	Gas & Repair-Police Car	PD- '16 SQUAD TIRES	\$738.92
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$738.92
Refer	15771 SEYKORA STRIPING			
Cash Payment	E 101-43000-224	Street Maint Materials	2023 CROSSWALK STRIPING	\$3,475.00
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$3,475.00
Refer	15772 SIBLEY COUNTY DAC			
Cash Payment	E 101-41940-219	Cleaning	SEPT- CLEANING & BILL STUFFING	\$206.73
Invoice				
Cash Payment	E 203-45000-300	Professional Srvs	SEPT- CLEANING & BILL STUFFING	\$206.73
Invoice				
Cash Payment	E 604-49550-218	Office Expense	SEPT- CLEANING & BILL STUFFING	\$94.72
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$508.18
Refer	15773 STREICHERS			
Cash Payment	E 101-42110-639	Clothing Allowance	PD- UNIFORMS (G.GERADS)	\$304.97
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$304.97
Refer	15774 VICKI POMPLUN			
Cash Payment	E 101-42110-210	Operating Supplies	REIMB- PD OFFICE SUPPLIES & S/H REFUND	\$27.42
Invoice				
Cash Payment	E 101-42110-417	Uniforms/Outerwear	REIMB- PD OFFICE SUPPLIES & S/H REFUND	\$12.99
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$40.41
Refer	15775 XCEL ENERGY			
Cash Payment	E 603-49450-381	Electric & Heat Utilities	SEPT- GI LIFT STATION ELEC BILL	\$551.86
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$551.86
Refer	15776 XCEL ENERGY-NSP			
Cash Payment	E 604-49550-397	Facility Charge	SEPT- SUBSTATION FACILITY CHG	\$1,218.72
Invoice				
Transaction Date	10/13/2023	Cash	10150	<b>Total</b> \$1,218.72



Payments

Current Period: OCTOBER 2023

Fund Summary

	10150 Cash	
101 General Fund	\$22,992.41	
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603 AGI Sewer Fund	\$5,339.79	
604 Electric Fund	\$269,265.45	
	<hr/>	
	\$338,548.43	

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$338,548.43
Total	<hr/>
	\$338,548.43

# Salary Structure Design

Arlington, MN Proposed Structure												0%
Grade	Steps											
	1	2	3	4	5	6	7	8	9	10	11	12
1	<b>\$22.00</b>	\$22.77	\$23.51	\$24.27	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14	\$28.84	\$29.56	<b>\$30.30</b>
2	<b>\$23.65</b>	\$24.48	\$25.27	\$26.09	\$26.88	\$27.68	\$28.51	\$29.37	\$30.25	\$31.01	\$31.78	<b>\$32.58</b>
3	<b>\$25.42</b>	\$26.31	\$27.17	\$28.05	\$28.89	\$29.76	\$30.65	\$31.57	\$32.52	\$33.33	\$34.17	<b>\$35.02</b>
4	<b>\$27.33</b>	\$28.29	\$29.21	\$30.16	\$31.06	\$31.99	\$32.95	\$33.94	\$34.96	\$35.83	\$36.73	<b>\$37.65</b>
5	<b>\$29.38</b>	\$30.41	\$31.40	\$32.42	\$33.39	\$34.39	\$35.42	\$36.49	\$37.58	\$38.52	\$39.48	<b>\$40.47</b>
6	<b>\$32.32</b>	\$33.45	\$34.54	\$35.66	\$36.73	\$37.83	\$38.97	\$40.13	\$41.34	\$42.37	\$43.43	<b>\$44.52</b>
7	<b>\$36.20</b>	\$37.46	\$38.68	\$39.94	\$41.14	\$42.37	\$43.64	\$44.95	\$46.30	\$47.46	\$48.64	<b>\$49.86</b>
8	<b>\$41.63</b>	\$43.08	\$44.48	\$45.93	\$47.31	\$48.73	\$50.19	\$51.69	\$53.24	\$54.58	\$55.94	<b>\$57.34</b>

DATE:  
PROPOSAL NO.



8050 Cty Rd 101, Shakopee, MN 55379  
Salesperson:  
Telephone:  
Email:

Purchaser: RE:  
Address: Project Location:  
City, State, Zip: Address:  
Contact Name: City, State, Zip:  
Phone: Email:

**WE PROPOSE TO FURNISH IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS AND TERMS.**

**EQUIPMENT:**

Quantity: Model: Rating: Voltage: Circuit Breaker:

**OTHER EQUIPMENT:**

**PRODUCT WARRANTY (copy included):**

**SERVICES (the "Services"):**

Commissioning: by Ziegler by Other Installation: by Ziegler by Other Operator Training: by Ziegler (at end of start-up)  
SERVICES:

**CUSTOM ORDER:**

**TOTAL PRICE PACKAGE: \$**

\*

\*Price does not include state or local sales and/or use tax. PRICING VALID FOR 30 DAYS.

**EST. LEAD TIME AFTER RELEASE:**

**DELIVERY LOCATION:**

**SHIPMENT:** by Ziegler by Customer **UNLOADING:** by Ziegler by Customer

**PAYMENT TERMS:** Net 20

**UPON SIGNING THIS PROPOSAL, AND ACCEPTANCE BY ZIEGLER INC., THIS PROPOSAL BECOMES A BINDING AGREEMENT SUBJECT TO THE ATTACHED TERMS.** Cancellation of this order by Purchaser is subject to cancellation fees - see Terms.

**ACCEPTED:**

*Respectfully submitted,*  
**ZIEGLER INC. ("Seller")**

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

By: Tyler Hanson  
Sales Engineer Tyler Hanson

Print Name:

Subject to approval by ZIEGLER INC. APPROVED:

Title:

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

Date:

Date:

## **BILL OF MATERIAL**

**EQUIPMENT AND SERVICES NOT EXPRESSLY LISTED ARE EXCLUDED FROM THIS AGREEMENT.**

## **BILL OF MATERIAL, CONT.**

**EQUIPMENT AND SERVICES NOT EXPRESSLY LISTED ARE EXCLUDED FROM THIS AGREEMENT.**

## TERMS

By purchasing or financing the equipment listed on page 1 (collectively, "Products"), Purchaser hereby agrees to the preceding and following terms (collectively, "Terms"). Seller rejects any terms submitted by Purchaser not contained herein. Purchaser may issue a purchase order or similar document for administrative purposes only, and any terms in any such document are rejected, not binding, and are of no force or effect.

1. **ACCEPTANCE.** All sales are subject to availability of Products. The prices quoted are subject to change to those in effect at the time of shipment. In its sole discretion, Seller may accept or reject this Agreement and will not be required to give any reason for rejection. For purposes hereof, "Agreement" means, collectively, page 1 attached hereto, the Bill of Material, and the Terms.

2. **ORDER CANCELLATION.** Purchaser may suspend or cancel an order only upon written approval from Seller, such approval not to be unreasonably withheld, conditioned, or delayed. If Purchaser cancels, in whole or in part, Purchaser shall pay Seller the reasonable costs and expenses (including all commitments to suppliers and subcontractors) for all direct or indirect expenses incurred by Seller prior to receiving Purchaser's cancellation notice. In addition, a cancellation fee of 15% of the Total Price Package as identified on the first page shall be paid by Purchaser. For orders identified as Custom Orders on the first page, Purchaser shall be responsible for payment of a cancellation fee equal to the Total Price Package.

3. **PERMITS.** Purchaser is solely responsible for obtaining any applicable federal, state or local permits, licenses, franchises, approvals, authorizations, registrations, certificates, and similar rights (collectively, "Permits") necessary for the ownership and operation of Products, including, but not limited to, fire, air, fuel tanks or building permits. Seller will not obtain or provide any Permits, including, but not limited to, air emission permits, for or on behalf of Purchaser.

4. **EXCLUSIONS.** Unless otherwise stated on page 1, Purchaser is solely responsible for: (1) adequate site conditions and security, (2) off-loading and placement of Products, including, but not limited to, rigging, crane, or other equipment for removal from delivery truck or placement on pad, (3) mechanical and electrical installation, (4) arc-flash study or similar engineering requirements, (5) scheduled maintenance and fuel costs, including initial fuel fill or fuel testing, (6) pad or enclosure, (7) removal or disposal of existing equipment, and (8) any and all other equipment or services not expressly listed on the Bill of Material attached hereto.

5. **SERVICES.** Unless otherwise stated on page 1, any Services shall be performed during normal business hours of Seller, meaning Monday through Friday, 7:30am to 4:00pm. Additional trips or delays required or requested due to Purchaser delay or issues with services or equipment not provided from Seller will be billed at published field rates.

6. **PAYMENT.** Purchaser shall pay Seller the compensation described on page 1, plus expenses as outlined in this Agreement. Unless specifically stated otherwise in this Agreement, payment terms are NET 20 from the date of invoice. Unless prohibited by law, failure to make timely payments shall result in default and a late fee of 1.5% per month (18% annual), which will be assessed on all past due amounts until paid in full. Any payments made will first be applied toward the late fee, then toward the past amount due. Seller reserves the right to discontinue any or all Services, or terminate this Agreement in whole or in part, at Seller's sole discretion, without notice, upon Purchaser's failure to pay or comply with payment requirements. All amounts due under this Agreement shall be paid in full without any setoff, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

7. **CHANGES.** Seller shall supply the Products and/or Services within the scope described in this Agreement. If changes are needed or additional Products and/or Services are requested by Purchaser, Seller and Purchaser will discuss the additional Products and/or Services, and the amount of Seller's compensation will be equitably adjusted. A verbal commitment or authorization by

Purchaser to purchase Products and/or perform Services outside of the initial scope will be binding on Purchaser and will entitle Seller to additional compensation. Any Product orders and/or Services performed outside of the original scope at the direction of the Purchaser will be deemed to be included under this Agreement.

8. **TAXES.** Purchaser agrees to pay all taxes, assessments, licenses, and governmental charges of any kind resulting on account of Purchaser's purchase, possession, or use of Products or Services, except as otherwise provided in Section 24.

9. **FINANCING.** If Purchaser finances Products, Seller's acceptance of this Agreement is subject to the approval of Seller's or Purchaser's lender, and Purchaser shall sign any security agreement and financing statement required by such lender.

10. **ADDITIONAL DOCUMENTATION.** On Seller's request, Purchaser shall, at its sole expense, sign and deliver all such further documents and instruments, and take all such further acts, necessary to give full effect to this Agreement or otherwise required by Seller. If Purchaser fails to sign and deliver such documents or instruments to Seller, the entire balance for the Products sold and Services performed under this Agreement will, upon Seller's tender of performance and at Seller's option, become immediately due and payable.

11. **SECURITY INTEREST.** To secure Purchaser's prompt and complete payment of any present and future indebtedness of Purchaser to Seller under this Agreement, or any document or instrument signed in connection with this Agreement, Purchaser hereby grants Seller a security interest in Products, wherever located, whether now existing or hereafter arising from time to time, and all accessions thereto and replacements or modifications thereof, as well as all proceeds (including insurance proceeds) of the foregoing. Purchaser acknowledges that the security interest granted under this Section 11 is a purchase-money security interest under applicable law. Seller may file a financing statement to perfect the security interest, and Purchaser shall sign any statements or other documents necessary to perfect Seller's security interest. Purchaser also authorizes Seller to sign, on Purchaser's behalf, statements or other documentation necessary to perfect Seller's security interest. Seller may exercise all rights and remedies of a secured party under applicable law.

12. **TITLE AND RISK OF LOSS; DELIVERY.** Title and risk of loss to Products passes to Purchaser upon Delivery. "Delivery" occurs upon Seller's delivery of the Products to the carrier.

13. **SHIPMENT.** Unless otherwise specified on page 1, Products will be shipped to Purchaser's address set forth on page 1 via carriers selected by Seller. Seller shall not be liable for any delays, loss or damage in transit.

14. **INDEMNIFICATION.** Purchaser shall indemnify Seller, and their respective officers, directors, partners, members, shareholders, employees, agents, affiliates, subsidiaries, successors, and permitted assigns, against any losses, liabilities, damages, costs or expenses (including reasonable attorneys' fees) for death, personal injury, or damage to property to the proportionate extent the same have been proximately caused by the negligence or willful misconduct of, or breach of this Agreement by, Purchaser or its officers, directors, employees, or agents. Subject to the limitations set forth in this Agreement, Seller will indemnify Purchaser and its respective officers, directors, employees, agents, assigns and successors, against any losses, liabilities, damages, costs or expenses (including reasonable attorneys' fees) for death, personal injury, or damage to property to the proportionate extent the same have been proximately caused by the negligence or willful misconduct of, or breach of this Agreement by, Seller or its officers, directors, employees, or agents, in the performance and furnishing of the Services.

15. **INSURANCE.** Upon Delivery, and at all times thereafter while there is any balance due under this Agreement, Purchaser shall, at its own expense, have and keep Products insured against loss by fire, theft, collision, vandalism, and any other hazard as Seller may require by an insurance company acceptable to Seller and in an amount no less than the balance due under or in connection with this Agreement. On Seller's request, Purchaser shall provide Seller with a Certificate of Insurance from Purchaser's insurer evidencing the coverages specified in this Section 15. Purchaser shall provide Seller with 10 business days' advance notice in the event of cancellation or a material change in any of its policies. Seller will maintain in full force and effect throughout the term of this Agreement the following forms of insurance: (a) worker's compensation and occupational disease insurance within statutory limits; (b) commercial general liability insurance, including products and completed operations, contractual liability, and personal injury, written on an occurrence basis, with limits not less than a combined single limit per occurrence of \$1,000,000 and \$2,000,000 general aggregate for bodily injury and property damage; \$1,000,000 aggregate for products/completed operations; and \$1,000,000 per person for personal injury/advertising injury; (c) automobile liability insurance for vehicles owned or operated by Seller, its employees or agents, with combined bodily injury and property damage limits of liability of no less than \$1,000,000 per occurrence; and (d) excess liability insurance over that required in items (a), (b) and (c) above, under the umbrella form, with a limit of liability of no less than \$1,000,000 each occurrence. Upon written request, Seller will provide to Purchaser a Certificate of Insurance evidencing Seller's compliance with such insurance requirements. All such policies will be maintained in full force and effect during the term of this Agreement, and will not be permitted to lapse, or be canceled, altered or amended without prior written notice having been furnished to Purchaser.

16. **BILL AND HOLD.** If Purchaser requests to be billed prior to Delivery, in its sole determination, notwithstanding any provisions to the contrary herein, Purchaser assumes all risk of ownership and liability for Products as of the date of the invoice, including insuring Products in accordance with Section 15. Purchaser shall indemnify, hold harmless, and defend Seller and its parent, officers, directors, partners, members, shareholders, employees, agents, affiliates, successors, and permitted assigns against any loss or damage to Products between the invoice date and the date and time of Delivery. In this instance, Purchaser acknowledges, other than Delivery, the transaction with respect to Products is complete, and there are no outstanding obligations preventing Delivery.

17. **DAMAGES; MAXIMUM LIABILITY.** IN NO EVENT WILL SELLER BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, ENHANCED, INDIRECT, OR PUNITIVE DAMAGES, LOST PROFITS OR REVENUES, OR DIMINUTION OF VALUE, ARISING OUT OF OR RELATING TO THIS AGREEMENT OR PRODUCTS OR SERVICES, REGARDLESS OF: (A) WHETHER THE DAMAGES WERE FORESEEABLE; (B) WHETHER OR NOT SELLER WAS ADVISED OF THE POSSIBILITY OF DAMAGES; AND (C) THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT, OR OTHERWISE) ON WHICH THE CLAIM IS BASED. IN NO EVENT SHALL SELLER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT OR PRODUCTS OR SERVICES, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT, OR OTHERWISE, EXCEED \$500,000 OR THE TOTAL OF THE AMOUNTS PAID TO SELLER UNDER THIS AGREEMENT, WHICHEVER IS LESS. THE FOREGOING LIMITATIONS APPLY EVEN IF PURCHASER'S REMEDIES UNDER THIS AGREEMENT FAIL THEIR ESSENTIAL PURPOSE.

18. **LIMITED WARRANTY.** New Products are subject to a limited warranty ("Limited Warranty") as provided by the manufacturer,

which will either be included in a written warranty statement with the Product or the manufacturer's standard limited warranty in force when the Product is delivered to Purchaser. A Limited Warranty extends only to parts or attachments sold by manufacturer, and Purchaser's failure to follow warranty conditions may result in voiding the Limited Warranty. Neither manufacturer nor Seller will be responsible for any other warranty. All used Products are sold "as is with all faults," and no warranty. Services performed by Seller are subject to Seller's Service Department Labor Warranty, as it exists from time to time, and available upon request.

19. **WARRANTY LIMITATIONS.** Notwithstanding the provisions of Section 18, a Limited Warranty does not apply where Products: (a) are subjected to abuse, misuse, neglect, negligence, accident, improper testing, improper installation, improper handling, abnormal physical stress, abnormal environmental conditions, or use contrary to any instructions issued by Seller or manufacturer; (b) have been reconstructed, repaired, or altered by any persons other than Seller or its authorized representative; or (c) have been used with any third-party product, hardware, or product that has not been previously approved in writing by Seller. Notwithstanding anything in this Agreement to the contrary, Seller's liability under any Limited Warranty is discharged, in Seller's sole discretion and at its expense, by repairing or replacing any defective Products, or crediting or refunding the price of any defective Products, less any applicable discounts, rebates, or credits.

20. **WARRANTY DISCLAIMER.** EXCEPT FOR THE LIMITED WARRANTY AND SELLER'S SERVICE DEPARTMENT LABOR WARRANTY SET FORTH IN SECTION 18, NEITHER SELLER NOR ANY PERSON ON SELLER'S BEHALF HAS MADE OR MAKES ANY EXPRESS OR IMPLIED REPRESENTATION OR WARRANTY, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, WHETHER ARISING BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE, ARE EXPRESSLY DISCLAIMED. PURCHASER ACKNOWLEDGES IT HAS NOT RELIED ON ANY REPRESENTATION OR WARRANTY MADE BY SELLER, OR ANY OTHER PERSON ON SELLER'S BEHALF.

21. **DATA AND PRIVACY.** Seller and its partners, affiliates, subsidiaries, and third parties, including, but not limited to, manufacturers, dealers, and service providers (collectively, "Seller Parties"), collect and share information relating to products, services, and customers as detailed in Seller's Privacy Statement located at [www.zieglercat.com/privacy](http://www.zieglercat.com/privacy) as well as applicable manufacturers' statements, which are hereby incorporated into this Agreement by this reference. Manufacturers' statements may be updated at any time without notice. Products equipped with telematics or other tools, applications, or devices to assess information, such as machine locations, operating hours, health of equipment, and basic utilization (collectively, "Telematics"), whether manufactured by Caterpillar or by other companies, collect and transmit information to Seller Parties with a legitimate business reason to access the information, including, but not limited to, providing services and support, developing new products and services, personalizing user experiences, improving products, or compliance with legal obligations. Purchaser understands that Telematics may have been activated on Products by Seller or the manufacturer, and may be subject to or required by specific manufacturer user agreements available to Purchaser upon request. Purchaser consents to the collection, use, storage, processing, sharing, and disclosure of such information by Seller Parties in accordance with this Agreement, Seller's Privacy Statement, and applicable manufacturers' statements.

22. **INTELLECTUAL PROPERTY.** All intellectual property rights in the Products, including patents, trademarks, internet domain names, works of authorship, expressions, designs, and design

registrations, whether are not copyrightable, trade secrets, and all other intellectual property rights related to or associated with Products (collectively, "Intellectual Property") are the sole and exclusive property of manufacturer. Purchaser will not acquire any ownership interest in any Intellectual Property under this Agreement. If Purchaser acquires any Intellectual Property rights in or relating to any Products by operation of law or otherwise, these rights are deemed and are hereby irrevocably assigned to manufacturer or its licensors, as the case may be, without further action by either party.

23. **CONFIDENTIALITY.** Purchaser shall not disclose or otherwise make available to any other person or entity, or use other than in connection with performance of this Agreement, the contents of this Agreement or any other documents, data or information previously delivered or to be delivered to the other party in connection herewith, except as such disclosure may be required by governmental or regulatory authorities. Information may be divulged to other parties upon prior written consent from Seller.

24. **INDEPENDENT CONTRACTOR.** The parties agree that Purchaser and Seller will be independent contractors, and neither Seller nor its employees will be considered employees of Purchaser. It is understood and agreed that nothing herein is intended nor shall be construed to create an employer/employee, partnership, or joint venture relationship between Purchaser and Seller. Purchaser will not deduct from any payment to Seller hereunder any income tax, FICA payments, or any other expenses, unless required by law. Payment of federal income tax, FICA payments and state income taxes relating to Seller's employees or its income are the responsibility of Seller. Purchaser agrees and acknowledges that neither it nor any of its employees, agents or representatives has any right or authorization, express or implied, to act for Seller or incur, assume or create any obligation, responsibility, or liability on behalf of Seller or make any representations or warranties concerning Seller, Products, or Services in the name of or on behalf of Seller or bind Seller in any manner whatsoever.

25. **ENTIRE AGREEMENT; AMENDMENT.** Purchaser may not revoke its purchase of Products. An order will not be binding upon Seller until it is accepted in writing by an authorized representative of Seller. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, written and oral, regarding such subject matter. No modification of this Agreement is effective unless it is in writing and signed by each party.

26. **FORCE MAJEURE.** Seller will not be liable to Purchaser, and will not be deemed to have breached this Agreement, for any failure or delay in performing any term of this Agreement, to the extent the failure or delay is caused by or results from acts beyond Seller's control, including acts of God, flood, fire, earthquake, explosion, war, invasion, hostilities, terrorist threats or acts, cyber-attacks, riot or other civil unrest, requirements of law, embargoes or blockades, actions by any governmental authority, national or regional emergencies, epidemics or pandemics, labor stoppages or slowdowns or other industrial disturbances, delays in manufacture, supply shortages, or shortages of adequate power or transportation facilities (collectively, "Force Majeure Events"). Any Force Majeure Event that has an adverse effect on Seller's ability to perform will

absolve Seller from any liability to Purchaser.

27. **ASSIGNMENT.** This Agreement shall not be assignable by either party without the prior written consent of the other party, provided that Seller may use subcontractors to perform portions of the Services at Seller's sole discretion. Except as otherwise provided, this Agreement shall be binding upon and inure to the benefit of the parties' successors and lawful assigns.

28. **NOTICES.** Any notice required or permitted to be given under this Agreement shall be in writing and shall be hand-delivered or sent by registered or certified first-class mail, postage prepaid, or commercial overnight delivery service to the address listed above for the party to whom notice is to be given, and shall be effective upon delivery if hand-delivered, three (3) days after mailing, if mailed, or one (1) day after delivery to a commercial overnight delivery service.

29. **WAIVER.** No waiver of any provisions of this Agreement will be deemed a waiver of any other provisions, nor will any waiver constitute a continuing waiver. No waiver will be binding unless executed in writing by the party making the waiver.

30. **SEVERABILITY.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of this Agreement shall remain in full force and effect and will in no way be affected, impaired or invalidated.

31. **DISPUTES.** Purchaser shall pay Seller's legal fees, court costs, and any other costs of recovery incurred in enforcing the terms of this Agreement. This Agreement is governed by and to be construed in accordance with the laws of the State of Minnesota, without regard to its principles of conflicts of law. If legal action is brought to enforce this Agreement, the Federal District Court of Minnesota (4th Division) or Hennepin County District Court (4th Judicial District) will be the exclusive jurisdiction and venue for said action unless Seller, in its sole discretion, commences proceedings in a different jurisdiction or venue.

32. **UCC.** All terms used but not defined in this Agreement that are defined in the Minnesota Uniform Commercial Code, as amended from time to time (the "UCC"), have the meanings set forth in the UCC, and such meanings will automatically change at the time any amendment to the UCC, which changes such meanings, becomes effective.

33. **COUNTERPARTS.** This Agreement may be separately signed by Seller and Purchaser in any number of counterparts, each of which, when signed and delivered, will be deemed to be an original, and all of which will constitute the same Agreement.

34. **ELECTRONIC SIGNATURES.** Purchaser agrees that the Electronic Signatures (whether digital or encrypted) included in this Agreement are intended to authenticate this writing and have the same effect as manual signatures. "Electronic Signature" means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a person with the intent to sign the record, including facsimile or email electronic records, in accordance with the Uniform Electronic Transactions Act, Minnesota Statutes 325L.01–325L.19, as amended from time to time. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.





## CITIZEN PORTAL SERVICES AGREEMENT

This Citizen Portal Services Agreement (“**Agreement**”) is entered into as of the Effective Date by and between the City of Arlington, MN (“**Client**”) with its principal place of business at 204 Shamrock Dr., Arlington, MN 55307 and Paya, Inc., a Delaware corporation with its principal place of business at 303 Perimeter Center N., Suite 600, Atlanta, GA 30346 (“**Paya**”).

**WHEREAS**, Paya provides electronic bill payment services to utilities, municipalities and other businesses and Paya desires to provide, and Client desires to receive, certain related services under the terms and conditions set forth in this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, hereby covenant and agree as follows.

1. **DEFINITIONS**. For the purposes of this Agreement, the following terms and words shall have the meaning ascribed to them herein unless the context clearly indicates otherwise.
  - a. “**Average Bill Amount**” shall mean the total Payment Amounts collected through the Paya system in a given month divided by the number of the Payments for the same month.
  - b. “**Card**” shall mean a credit card or debit card.
  - c. “**Citizen**” shall mean the customers of Client.
  - d. “**Effective Date**” shall be the last date upon which all parties have signed this Agreement.
  - e. “**IVR**” means interactive voice response.
  - f. “**Payment**” shall mean a payment by a Citizen for Client services or Client bills.
  - g. “**Payment Amount**” shall mean the amount of any Payment.
2. **DESCRIPTION OF SERVICES**. Paya shall provide Citizens the opportunity to make Payments by Visa, MasterCard, Discover, American Express, E-Check and other payment methods as deemed appropriate by Paya, including IVR interface, Text and Pay and mobile (the “**Services**”). Payments may be made by secure Internet interface provided at the Paya website or other websites (“**Websites**”) as part of Paya’s payment services (such payment methods collectively referred to

as the “**System**”). Paya shall perform in a professional manner all Services required to be performed under this Agreement.

### **3. COMPENSATION.**

- a. Paya will charge monthly fees and transactional fees as set forth in Schedule A (“**Paya Service Fee**”).
- b. For each Payment, the Paya Service Fee collected will be used in part to pay the corresponding Credit Card transaction fees or transaction fees associated with Debit Cards or E-Checks (hereinafter called “**Transaction Fees**”) except for the return items (E-Check returns or Credit/Debit Card chargebacks).
- c. A Paya Fee Schedule is attached hereto as Schedule A. The Paya Service Fee is based on the Average Bill Amount, which is calculated on assumptions of the total number of payments, the total Payment Amount collected, and a mix of 60 % debit card and 40% credit cards on all cards used by Citizen to pay their invoice each month. This Schedule may adjust due to changes in the Visa, MasterCard, Discover or other Card regulations, or changes in card fees. An amendment to this Agreement will be executed to reflect any changes in fees.

### **4. PAYMENT PROCESSING.**

- a. **Integration with Client’s Billing System.** At no cost to Client, Paya’s implementation team will deliver all required data file templates such as bill file, balance file, misc. charges and payment file. Client will be responsible to provide Paya with data in these formats and will fully cooperate with Paya during the development of the said interface. During the implementation process, Paya will determine the most efficient integration process via daily data imports, automated file transfer via secure file transfer protocols (SFTP) or application programming interface (API) Integration. The Paya implementation team will work with Client’s billing system technology team to develop and test the data integrations. If Client desires work beyond the scope of Paya’s data file templates, Client and Paya will agree to additional scope of work document with estimated costs provided to Client for approval. The rates charged for this work are included in Schedule A.
- b. **Explicit Citizen Confirmation.** Paya shall confirm the dollar amount of all Payments and electronically obtain Citizen approval of such charges prior to initiating Card or other authorizing transactions. Paya will provide Citizen with electronic confirmation of all transactions.

### **5. GENERAL CONDITIONS OF SERVICES.**

- a. **Service Reports.** Paya shall provide Client with reports summarizing use of the Services by Citizens for each reporting period via the platform reporting tools.
- b. **Citizen Adoption Communication by Client.**

- i. Client will make the Services available to its Citizens by multiple means of Client communication including: a) through bills, invoices and other notices; b) by providing details on Client's website on a mutually agreed upon prominent place on the website; or c) other channels required by Paya and reasonably acceptable to Client.
  - ii. Paya shall provide Client with logos, graphics, and other marketing materials for Client's use in its communications with its Citizens regarding the Services and/or Paya.
  - iii. Both parties agree that Paya will be presented as a credit/debit card, ACH and eCheck payment method option for Client. Client will communicate the Paya payment option to its Citizens wherever Client usually communicates its other payment methods.
  - iv. Both parties agree that Paya will be the leading provider of credit/debit card and e-Check payment services and listed (where applicable) on Client's website, IVR, and communications for Client.
- c. **Client's Responsibilities.** In order for Paya to provide the Services, in addition to the steps described in Section 5(b) above, Client shall reasonably cooperate with Paya, including by:
- i. Entering into all applicable Card or cash management agreements;
  - ii. Adding the phone number for the IVR payment method to its Website (at the applicable time);
  - iii. Adding the IVR payment and agent assisted payment options as part of Client's general phone system (at the applicable time); and
  - iv. Providing to Paya all file formats required for integration with Client billing system. Client will fully cooperate with Paya and provide the information required to integrate with Client's billing system.

## **6. TERM AND TERMINATION.**

- a. **Term, Renewal, Termination.** The initial term of this Agreement shall be a period of (36) months, commencing on the Effective Date. This Agreement will then automatically renew for successive terms of thirty-six (36) months each, unless either party gives notice of its intent not to renew at least ninety (90) days prior to the expiration of the then-current term, in which case this Agreement shall terminate at the end of then-current term.
- b. **Material Breach.** Either party may terminate this Agreement upon a material breach of this Agreement by the other party, which remains uncured for thirty (30) calendar days after notice.

- c. **Obligations Upon Termination.** Specifically, in addition to and in lieu of any requirements or limitations contained elsewhere in this Agreement, upon termination of this Agreement, the parties agree to cooperate with one another to ensure that all Payments are accounted for, and all refundable transactions have been completed. Upon termination, Paya shall cease all Services being provided hereunder unless otherwise directed by Client in writing or as required by any Visa or MasterCard rules.
  
7. **INTELLECTUAL PROPERTY.** In order that Client may promote the Services and Paya's role in providing the Services, Paya grants to Client a revocable, non-exclusive, royalty-free, license to use Paya's logo and other service marks (the "**Paya Marks**") for such purpose only. Client does not have any right, title, license or interest, express or implied in and to any object code, software, hardware, trademarks, service mark, trade name, formula, system, know-how, telephone number, telephone line, domain name, URL, copyright image, text, script (including, without limitation, any script used by Paya on the IVR or the Website) or other intellectual property right of Paya ("**Paya Intellectual Property**"). All Paya Marks, Paya Intellectual Property, and the System and all rights therein (other than rights expressly granted herein) and goodwill pertaining thereto belong exclusively to Paya.
  
8. **WARRANTY DISCLAIMER.** EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, PAYA DISCLAIMS ALL REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTIES REGARDING QUALITY, SUITABILITY, MERCHANTABILITY, FITNESS, FOR A PARTICULAR PURPOSE OR OTHERWISE OF ANY SERVICES OR ANY GOODS PROVIDED INCIDENTAL TO THE SERVICES PROVIDED UNDER THIS AGREEMENT.
  
9. **LIMITATION OF LIABILITY.**
  - a. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY LOST PROFITS, LOST SAVINGS OR OTHER SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, EVEN IF THE PARTY HAS BEEN ADVISED OF OR COULD HAVE FORESEEN THE POSSIBILITY OF SUCH DAMAGES. PAYA'S MAXIMUM AGGREGATE LIABILITY UNDER THIS AGREEMENT SHALL NOT EXCEED THE TOTAL AMOUNT PAID BY CLIENT HEREUNDER IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE DATE THE CAUSE OF ACTION AROSE.
  
  - b. The limitations of this Section 9 shall not apply in the event of either party's gross negligence, willful misconduct or fraud.
  
10. **CONFIDENTIALITY.**
  - a. In connection with this Agreement, either party ("**Discloser**") may disclose Confidential Information (as defined below) to the other party ("**Recipient**"). "**Confidential Information**" means all non-public information, in any form, furnished or made available directly or indirectly by the Discloser to the Recipient, which is (i) written information which is marked or identified as confidential; (ii) oral or visual (or other non-tangible format) information identified as confidential at the time of disclosure which is summarized in writing to the Recipient promptly after such disclosure; or (iii) information which a reasonable person under the circumstances would know the Discloser intended to be treated as Confidential Information.

- b. Recipient agrees that, in consideration of being furnished with the Confidential Information, it shall (i) use the same degree of care to protect the Information that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care); (ii) use the Confidential Information solely for the purpose of performing its obligations hereunder; and (iii) not disclose the Confidential Information to any third parties, except to its Representatives if and to the extent they have a bona fide need to know the Confidential Information and are informed of the confidential nature of the Information and agree to be bound by confidentiality obligations no less stringent than those contained in this Agreement. **“Representatives”** means, collectively, the controlled affiliates of Paya or Client, as the case may be, and the respective directors, shareholders, employees, financial advisors, lenders, accountants, attorneys, agents, equity investors or controlling persons of Paya or Client, as the case may be, or their controlled affiliates. Each party will be responsible for any breach of this Agreement by their respective Representatives.
- c. This Agreement does not limit Paya’s rights and obligations under any payment card or EFT agreement between Paya and Client to disclose Client’s Confidential Information in order to perform Paya’s obligations under such agreements.

**11. MISCELLANEOUS.**

- a. **Notices.** All notices of any type hereunder shall be in writing and shall be given by (i) certified or registered mail, return receipt, (ii) a national overnight carrier, or (iii) hand delivery to an individual authorized to receive mail for the below listed individuals, all to the following individuals at the following locations:

To Client:

City of Arlington, MN  
204 Shamrock Dr.  
Arlington, MN 55307  
jsteinke@arlingtonmn.com  
507.964.2378

To Paya:

Paya, Inc.  
Attn: Ben Weiner  
303 Perimeter Center N, Suite 600  
Atlanta, GA 30346

With a copy to:

Paya, Inc.  
Attn: General Counsel  
303 Perimeter Center N, Suite 600  
Atlanta, GA 30346

Notices shall be declared to have been given or received on the date delivered. Any party hereto, by giving notice in the manner set forth herein, may unilaterally change the name of the person to whom notice is to be given or the address at which the notice is to be received.

- b. **Governing Law.** This Agreement shall be governed by the laws of the state of Delaware, without regard to its conflict of laws principles.
- c. **Amendments; Modifications.** Modifications or changes to this Agreement must be in writing and executed by both parties.
- d. **Waiver.** No waiver of any term, condition or obligation of this Agreement is valid unless made in writing and signed by the party to which such performance is due. No failure or delay by any party at any time to enforce one or more of the terms, conditions or obligations of this Agreement: (i) constitutes waiver of such term, condition or obligation; (ii) precludes such party from requiring performance by the other party at any later time; or (iii) is deemed to be a waiver of any other subsequent term, condition or obligation, whether of like or different nature.
- e. **Severability.** If a word, sentence or paragraph herein shall be declared illegal, unenforceable, or unconstitutional, the said word, sentence or paragraph shall be severed from this Agreement and this Agreement shall be read as if said word, sentence or paragraph did not exist.
- f. **Independent Contractor.** Paya is an independent service provider. Accordingly, nothing in this Agreement shall be deemed to create a partnership, joint venture, association, agency, trust, or employer- employee relationship between the parties.
- g. **Counterparts.** This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. Signatures of the parties to this contract transmitted by PDF will be deemed to be their original signatures for all purposes.
- h. **Entire Agreement.** This Agreement represents the entire understanding between the parties hereto with respect to its subject matter and supersedes all other written or oral agreements heretofore made by or on behalf of Paya or Client with respect to the subject matter hereof.

*[Remainder of page intentionally left blank – signature page follows]*

IN WITNESS WHEREOF, the parties have caused this Citizen Portal Services Agreement to be executed by their duly authorized representatives.

**CLIENT:**

City of Arlington, MN

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

Printed Name: \_\_\_\_\_

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

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

**PAYA:**

Paya, Inc.

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

Printed Name: \_\_\_\_\_

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

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

**Schedule A**  
**Paya Service Fee Schedule**

- 2.50% Convenience Fee (Payor Paid) for each card payment (up to a \$15,000 max payment, no minimum charge)
- \$1.25 Convenience Fee (Payor Paid) per ACH/e-check payment (up to \$15,000 maximum payment)

**Miscellaneous Fees**

- Chargeback - \$7.00 per chargeback
- Returned Check - \$7.00 per return e-check
- All fees include recurring, one-time payments, all payment channels, and all brands (Visa, MasterCard, and Discover).
- No charge for hosting, licensing, or per minute IVR fees
- No monthly statement charges
- PCI Compliance - \$9.95 billed monthly

**Installation, Training and Support**

Fees waived for standard installation and support for the initial setup and personalization of Paya's standard service for Web, Mobile, and IVR interfaces. If Client desires work beyond the initial set-up and personalization of Web, mobile, and IVR interfaces, Client and Paya will agree to additional scope of work document with estimated costs provided to Client for approval.

**Professional Services (optional): After launch (i.e., the date on which Client launches the Services to the Citizens)**

\$155.00 per hour for software development, \$175.00 per hour for project management





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

**RESOLUTION 37-2023**

**A RESOLUTION RELATING TO DESIGNATING A COMBINED PLACE LOCATION  
FOR ALL ELECTIONS IN 2024 AND FORWARD**

**WHEREAS**, The City of Arlington is an election precinct within the County of Sibley;

**WHEREAS**, pursuant to Minnesota Statutes, Section 204B.14, the Council may establish a combined polling place for multiple precincts. The polling place, designated by ordinance or resolution, may be established no later than November 1 if a presidential nomination primary is scheduled to occur in the following year;

**WHEREAS**, pursuant to Minnesota Statutes, Section 204B.16, subd. 1, by December 31, the Council must designate by ordinance or resolution any changes to a polling place location. The polling place designated in the ordinance or resolution must be maintained for the following calendar year unless changed:

- (1) by ordinance or resolution by December 31 of the previous year;
- (2) pursuant to section 204B.175;
- (3) because a polling place has become unavailable;
- (4) pursuant to section 204B.14, subd. 3

**WHEREAS**, pursuant to Minnesota Statutes, Section 204B.16, subd.3, no designation of a new or different polling place shall become effective less than 90 days prior to an election;

**THEREFORE, BE IT RESOLVED** it is hereby found, determined, and declared by the City Council of Arlington, County of Sibley, State of Minnesota as follows:

The Council designates a combined polling place to serve all of the precincts located within the boundaries of the City of Arlington and the Township of Kelso for all elections for the following calendar year and the voting hours shall be between 7:00 a.m. and 8:00 p.m. The polling place is as follows:

**POLLING PLACE:**

Arlington Event Center

204 Shamrock Dr

Arlington, MN 55307

The City Administrator is hereby authorized and directed to file a certified copy of this resolution with the County Auditor-Treasurer of Sibley County by November 1, 2023 for the next calendar year due to the Presidential Nomination Primary.

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 were absent: \_\_\_\_\_; and the following voted against \_\_\_\_\_.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16<sup>th</sup> day of October, 2023.

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

Attested: \_\_\_\_\_  
City Administrator Jessica Steinke

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



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

**RESOLUTION 38-2023**

**A RESOLUTION DESIGNATING ONE-TIME PUBLIC SAFETY FUNDS**

**WHEREAS**, the Arlington Ambulance is purchasing Toughbooks; and

**WHEREAS**, the City of Arlington will receive one-time public safety aid for cities estimated to be in the amount of \$99,771;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Arlington as follows:

Section 1. The City Council designates a portion of the one-time public safety funds in the amount of \$7,358.00 to be used for the purchase of 2-Toughbooks for the Arlington Ambulance.

Section 2. The City Administrator is hereby authorized to take all necessary steps to implement this resolution.

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 16th 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.



A Lifeline in the Moments that Matter

SAM COLUCCI
9494 HEMLOCK LANE N
MAPLE GROVE, MN 55369
PHONE: 920-544-4311
FAX: 920-468-8615
scolucci@baycominc.com

ARLINGTON AREA AMBULANCE
JAIME WEIKLE
204 SHAMROCK DRIVE
ARLINGTON, MN 55307
7/21/2023
507-964-2828
jweikle@arlingtonmn.com

QUOTE NO. SC20230721G

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:
EQUIPMENT DETAILS AND PRICING

Table with 4 columns: QTY, MODEL AND DESCRIPTION, UNIT PRICE, TOTAL PRICE. Includes item details for Panasonic Toughbook FZ-55 and various options like warranty extensions and vehicle accessories.

Summary table with 2 columns: Description, Amount. Includes EQUIPMENT COST (\$7,358.00), SHIPPING (Included), TAX (Exempt), and TOTAL (\$7,358.00).

Your signature is an agreement to purchase and an acceptance of Baycom's Terms & Conditions (http://terms.baycominc.com)

Approved By: \_\_\_\_\_ / \_\_\_\_\_
AUTHORIZED CUSTOMER SIGNATURE DATE

All of the information listed on this proposal is confidential and proprietary information.
If You Have Any Questions, Please Contact Sam Colucci at 920-544-4311

www.baycominc.com | 920.468.5426 | 800.726.5426





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

**RESOLUTION 39-2023**

**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 \$20.00 from Peace Lutheran Church to be used for the Arlington Area Ambulance Service; 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 16th 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.

**CITY OF ARLINGTON  
STATEMENT OF FUNDS  
September 30, 2023**

<b><u>FUND</u></b>	<b><u>MONTH END BALANCE</u></b>	<b><u>Oct. 2nd Bills</u></b>	<b><u>BALANCE</u></b>
General	\$917,606.15	\$79,308.47	\$838,297.68
Water	611,906.86	137,117.22	474,789.64
Arl. Sewer	(96,101.69)	740.00	(96,841.69)
AGI Sewer	863,755.67	15,769.06	847,986.61
Electric	500,646.37	99.90	500,546.47
Storm Drainage	229,768.71	0.00	229,768.71
Fire	262,078.91	401.16	261,677.75
Ambulance	120,075.22	3,249.53	116,825.69
Community Center	21,008.80	4,826.50	16,182.30
Cemetery	18,627.64	0.00	18,627.64
<b>DESIGNATED FUNDS</b>			
Capital Improvement Fund	199,529.19	1,281.00	198,248.19
Park Dedication Fund	39,310.56		39,310.56
Fire Truck 2019	25,146.10		25,146.10
Cemetery Perpetual	116,016.50		116,016.50
EDA - Loan Programs Fund	103,201.38	478.50	102,722.88
Revolving Loan	76,401.20		76,401.20
EDA	4,499.95		4,499.95
TIF Disc #1-4	0.00		0.00
Tax Abatement	1,698.37		1,698.37
COVID-19 Fund	234,634.48		234,634.48
Medical Center Fund	211,554.53	22,983.00	188,571.53
Circle Dr. Imp. Const. Fund	3,665.05		3,665.05
Hospital Bonds	0.00		0.00
2012 Street Imp. Skg	19,629.65		19,629.65
2015 Street Imp. Skg	197,177.42		197,177.42
2017 Street Imp. Skg	329,361.93		329,361.93
2019 Street Imp. Skg	293,748.21		293,748.21
<b>TOTAL</b>	<b>\$5,304,947.16</b>	<b>\$266,254.34</b>	<b>\$5,038,692.82</b>

**INVESTMENTS**

ARLINGTON STATE BANK	180,000.00	4.25%	Bank Balance
RBC Wealth Mgmt	2,011,379.15	47.52%	+ \$1,072,558.72
FINANCIAL NORTHEASTERN	200,732.70	4.74%	Investment Balance
4M Fund Gen & 2019 Bond Accts	1,840,276.59	43.48%	= <u>\$4,232,388.44</u>
	<u>4,232,388.44</u>	100.00%	Month End Account Balance
			<b>\$5,304,947.16</b>



# Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307

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

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

## SEPTEMBER 2023 – 448 Recorded ICR's

Traffic Stops	142
Business/Door Checks	100
Agency Assist	21
Directed Patrol/Traffic Detail	20
Park Checks	18
Informational	17
School Patrols	12
Public Assist	12
Ordinance/Parking Violations	12
Public Relations/School Event	12
Suspicious Activity	9
Medical Calls	8
Noise Complaint	6
Animal Calls	6
Property Damage	5
Theft	4
Driving Complaint	4
Child Protection/Custody	3
Vandalism	3
Civil Matters	3
Apartment Checks	3
Residence Watch	3
Juvenile Trouble/Truancy	2
Warrant/Search Checks/Arrests	2
Threats	2
Welfare Checks	2
Fire Call	2
Vehicle Lockouts	2
Domestic	2
911 Hang-up	2
Trespass	1
Assault	1
Adult Protection	1
Accidents	1
Harassment Complaint	1
Scams	1
Motorist Assist	1
Funeral/Public Escort	1
Motor Vehicle Theft	1

Glenn Gerads #301  
Chief of Police



# Arlington Police Department

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Office: (507)964-5200 Fax: (507)964-2737  
E-mail: police@arlingtonmn.com

## SEPTEMBER 2023

### 9-1-23

- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Agency Assist/Accident – Intersection Cty. Rd. 9 & 210<sup>th</sup> St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check/Public Relations – 200 Block W. Main St.
- Business Check/Public Relations – 100 Block W. Main St.
- Business Check/Public Relations – 100 Block 5<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Business Check/Public Relations – 400 Block W. Main St.
- Public Relations/Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Public Relations – 700 Block Marion Dr.
- Public Relations – 300 Block 4<sup>th</sup> Ave. NE
- Property Damage – 100 Block W. Main St.
- Agency Assist/Missing Person – 700 Block Lincoln Ave. E., Gaylord (*actual assist @ RSMC*)
- Traffic Stop – Intersection Hwy 5 & 401<sup>st</sup> Ave. (SO)
- Traffic Stop – Intersection Hwy 5 & 401<sup>st</sup> Ave.
- Business Check – 100 Block 1<sup>st</sup> Ave. NW
- Directed Patrol – 400 Block E. Adams St.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Dayton St.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Elmwood St.
- Animal Call – 300 Block W. Main St.
- Business Check – 300 Block W. Main St.

### 9-2-23

- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Public Assist/Agency Assist/Minor Consumption – 700 Block Marion Dr.
- Property Damage – 100 Block 1<sup>st</sup> Ave. N.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Informational – 400 Block W. Baker St.
- Business Check – 200 Block Shamrock Dr.
- Directed Patrol – 400 Block E. Adams St.
- Business Check – 200 Block Shamrock Dr.
- Residence Watch – 500 Block W. Alden St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW





# **Arlington Police Department**

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

- Business Check – 200 Block Shamrock Dr.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. & Shamrock Dr.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Traffic Stop – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 200 Block Shamrock Dr.

## 9-3-23

- Business Check – 600 Block W. Chandler St.
- Traffic Stop – Intersection 2<sup>nd</sup> Ave. NW & W. Douglas St.
- Business Check – 600 Block Sheila Dr.
- Informational/Civil Matter – 500 Block Circle Dr.
- Business Check – 23100 Block Hwy 5
- Business Check – 1000 Block Circle Dr.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Directed Patrol – 400 Block E. Adams St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection W. Main St. & 6<sup>th</sup> Ave.
- Business Check – 100 Block Shamrock Dr.
- Public Relations/Park Check – 400 Block 7<sup>th</sup> Ave. NW
- Traffic Stop – Intersection 8<sup>th</sup> Ave. NW & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave. (SO)

## 9-4-23

- Traffic Stop – Intersection Main St. & 1<sup>st</sup> Ave.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave. NW
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Ordinance Violation – 300 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Traffic Stop – Intersection 7<sup>th</sup> Ave. NW & W. Main St.
- Business Check – 1000 Block Circle Dr.
- Business Check – 400 Block 4<sup>th</sup> Ave. NE
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection Hwy 5 & 2<sup>nd</sup> Ave. NW
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Directed Patrol – 400 Block E. Adams St.

## 9-5-23

- Domestic/Agency Assist – 500 Block Circle Dr.
- Scam – 100 Block Henderson Rd.
- Business Check – 100 Block 5<sup>th</sup> Ave. NW
- Traffic Stop – Intersection E. Main St. & 2<sup>nd</sup> Ave.



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

- Traffic Stop – Intersection Cty. Rd. 17 & 250<sup>th</sup> St.
- Informational – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Public Relations – 500 Block Circle Ln.
- Traffic Stop – Intersection Hwy 5 & Chestnut Dr.
- Agency Assist/Medical Call – 42200 Block 266<sup>th</sup> St.
- Vehicle Lockout – 200 Block 3<sup>rd</sup> Ave. NW
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Park Check – 24200 Block 387<sup>th</sup> Ave.

## 9-6-23

- Business Check – 100 Block 1<sup>st</sup> Ave. NW
- Business Check – 100 Block W. Main St.
- Business Check – 200 Block W. Main St.
- Business Check – 100 Block 5<sup>th</sup> Ave. NW
- Ordinance Violation – 200 Block W. Main St.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection 2<sup>nd</sup> Ave. NW & W. Alden St.
- Traffic Stop – Intersection 2<sup>nd</sup> Ave. & W. Brooks St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Agency Assist – 400 Block W. Douglas St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Warrant Check – 100 Block Henderson Rd. (SO)
- Suspicious Activity – 500 Block Circle Dr.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Park Check – 400 Block 7<sup>th</sup> Ave. NW
- Park Check – 600 Block Frenzel Dr.

## 9-7-23

- Adult Protection – 400 Block 7<sup>th</sup> Ave. NW
- Public Assist – 200 Block 7<sup>th</sup> Ave. SW
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection 3<sup>rd</sup> Ave. NW & W. Alden St.
- Traffic Stop – Intersection 3<sup>rd</sup> Ave. & W. Main St.
- Traffic Stop – 200 Block W. Elgin St.
- Property Damage – 300 Block W. Alden St.
- Warrant Arrest – 100 Block Henderson Rd.
- Domestic/Agency Assist – 400 Block E. Adams St.
- Business Check – 500 Block Circle Dr.
- Business Check – 600 Block W. Chandler St.



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## 9-8-23

- Park Check – 400 Block 7<sup>th</sup> Ave. NW
- Apartment Check – 100 Block 7<sup>th</sup> Ave. SW
- Business Check – 300 Block W. Main St.
- Traffic Stop – Intersection W. Adams St. & Hwy 5
- School Patrol/Public Relations – 200 Block 3<sup>rd</sup> Ave. NW
- Child Protection – 100 Block 4<sup>th</sup> Ave. NW
- Child Protection – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Main St. & 1<sup>st</sup> Ave.
- Traffic Stop – Intersection Main St. & 1<sup>st</sup> Ave.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Directed Patrol/School Event – 400 Block 2<sup>nd</sup> Ave. NE
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection W. Brooks St. & Hwy 5
- Medical Call/Agency Assist – 400 Block 2<sup>nd</sup> Ave. NE
- Property Damage – 400 Block 2<sup>nd</sup> Ave. NE

## 9-9-23

- Apartment Check – 700 Block Chestnut Dr.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Noise Complaint – 700 Block Chestnut Dr.
- Agency Assist/Traffic Stop – 100 Block High Ave. E., Gaylord
- Agency Assist/Suspicious Activity – 800 Block Main Ave., Gaylord
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Clinton St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Agency Assist/Traffic Stop – Intersection Hwy 5 & 13<sup>th</sup> St. E., Gaylord
- Agency Assist/Traffic Stop – Intersection Hwy 5 & Cty. Rd. 9
- Traffic Stop – Intersection 230<sup>th</sup> St. & 411<sup>th</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection Hwy 5 & 401<sup>st</sup> Ave.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & Hwy 5
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & Hwy 5
- Agency Assist/Suspicious Activity – 800 Block W. Chandler St.



# **Arlington Police Department**

Glenn Gerads, Chief of Police

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

## 9-10-23

- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Suspicious Activity – 400 Block 2<sup>nd</sup> Ave. NE
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Trespass – 200 Block E. Dayton St.
- Traffic Stop – Intersection 391<sup>st</sup> Ave. & Henderson Rd.
- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Noise Complaint – 700 Block Chestnut Dr. (SO)

## 9-11-23

- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 2<sup>nd</sup> Ave.
- Traffic Stop – Intersection 3<sup>rd</sup> Ave. NW & W. Douglas St.
- Animal Call – Intersection E. Main St. & 3<sup>rd</sup> Ave.
- Business Check – 200 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Business Check/Directed Patrol – 500 Block Circle Dr.
- Traffic Stop – Intersection 2<sup>nd</sup> Ave. NW & W. Alden St.
- Traffic Stop – Intersection W. Main St. & 2<sup>nd</sup> Ave. NW
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Agency Assist – 400 Block Sibley Ave., Gaylord
- Directed Patrol – 400 Block E. Adams St.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Ordinance Violation – 400 Block W. Douglas St.
- Park Check – 400 Block 7<sup>th</sup> Ave. NW
- Parking Violation – 100 Block Henderson Rd.

## 9-12-23

- Business Check – 500 Block W. Main St.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Agency Assist/Informational – Intersection Hwy 5 & Cty. Rd. 9
- Directed Patrol/Public Event – 200 Block 3<sup>rd</sup> Ave. NW
- Residence Watch – 500 Block W. Alden St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Directed Patrol – 400 Block E. Adams St.
- Business Check – 23200 Block 401<sup>st</sup> Ave.





## **Arlington Police Department**

Glenn Gerads, Chief of Police

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

- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Directed Patrol/Traffic Detail – 600 Block W. Chandler St.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Medical Call/Agency Assist – 700 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.

### 9-13-23

- Business Check – 600 Block W. Chandler St.
- Theft – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection Cty. Rd. 12 & Circle Dr. (SO)
- Traffic Stop – Intersection Hwy 5 & 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Animal Call – 300 Block W. Main St.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- 911 Hangup – 100 Block E. Clinton St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Animal Call – 200 Block 7<sup>th</sup> Ave. SW
- Business Check – 400 Block 4<sup>th</sup> Ave. NE
- Driving Complaint – Intersection 4<sup>th</sup> Ave. SE & Henderson Rd.
- Park Check – 24200 Block 387<sup>th</sup> Ave.

### 9-14-23

- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Public Relations/School Event – 200 Block 3<sup>rd</sup> Ave. NW
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection 4<sup>th</sup> Ave. NW & Hwy 5
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Motor Vehicle Theft/Agency Assist – 400 Block 4<sup>th</sup> Ave. NE
- Civil Matter – 500 Block Circle Dr.
- Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St.
- Threats/Agency Assist – 500 Block Circle Dr.

### 9-15-23

- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection 3<sup>rd</sup> Ave. NW & W. Brooks St.
- Business Check – 100 Block W. Main St.
- Ordinance Violation – 300 Block W. Chandler St.



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- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 9
- Harassment Complaint – 300 Block E. Alden St.
- Directed Patrol – 400 Block E. Adams St.
- Traffic Stop – Intersection E. Main St. & 3<sup>rd</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Suspicious Activity/Agency Assist/Juvenile Trouble – 200 Block W. Main St.
- Motorist Assist – Intersection Hwy 5 & 411<sup>th</sup> Ave. (SO)
- Traffic Stop – 600 Block W. Chandler St.

### 9-16-23

- Directed Patrol/Business Check – 500 Block Circle Dr.
- Agency Assist/Suspicious Activity – 200 Block 7<sup>th</sup> Ave. SW (SO)
- Traffic Stop – Intersection W. Adams St. & 3<sup>rd</sup> Ave. SW
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection 2<sup>nd</sup> Ave. NW & Hwy 5
- Public Relations – 500 Block Circle Ln.
- Traffic Stop – Intersection Henderson Rd. & 1<sup>st</sup> Ave. S.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Brooks St.
- Traffic Stop – Intersection 411<sup>th</sup> Ave. & W. Chandler St.
- Business Check – 800 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Assault/Agency Assist – 300 Block 1<sup>st</sup> Ave. S.
- Suspicious Activity – 100 Block 7<sup>th</sup> Ave. SW

### 9-17-23

- Business Check – 600 Block W. Chandler St.
- Noise Complaint – 400 Block E. Adams St. (SO)
- Ordinance Violation – 100 Block W. Main St.
- Public Relations – 300 Block 1<sup>st</sup> Ave. S.
- Ordinance Violation – 300 Block E. Elmwood St.
- Ordinance Violation – 500 Block E. Dayton St.
- Public Relations – 500 Block E. Elmwood St.
- Ordinance Violation – 300 Block E. Brooks St.
- Business Check – 1000 Block Circle Dr.
- Business Check – 300 Block W. Main St.
- Business Check – 500 Block W. Main St.
- Traffic Stop – Intersection E. Main St. & 3<sup>rd</sup> Ave.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 100 Block 1<sup>st</sup> Ave. N.



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## 9-18-23

- Vandalism – 400 Block W. Douglas St.
- Driving Complaint – Hwy 5
- Civil Matter – 100 Block Henderson Rd.
- Traffic Stop – 400 Block 4<sup>th</sup> Ave. NE
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection 4<sup>th</sup> Ave. & Baker St.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Property Damage – 200 Block 3<sup>rd</sup> Ave. NW
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Clinton St.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Suspicious Activity/Agency Assist – 400 Block W. Douglas St.
- Business Check – 400 Block 4<sup>th</sup> Ave. NE
- Business Check – 1000 Block Circle Dr.

## 9-19-23

- Directed Patrol – 400 Block E. Adams St.
- Medical Call/Agency Assist – 800 Block W. Main St.
- Child Protection – 100 Block 4<sup>th</sup> Ave. NW
- Fire Call/Agency Assist – Intersection Hwy 5 & 2<sup>nd</sup> Ave. NW
- Agency Assist – 200 Block 7<sup>th</sup> Ave. SW
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Baker St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – 500 Block 2<sup>nd</sup> Ave. NW
- Medical Call/Agency Assist – 800 Block W. Main St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Park Check – 24200 Block 387<sup>th</sup> Ave.

## 9-20-23

- Animal Call – 200 Block E. Alden St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Agency Assist/Child Protection – 100 Block E. Douglas St.
- Fire Call/Agency Assist- Intersection Hwy 5 & 411<sup>th</sup> Ave. (SO)
- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Directed Patrol – 400 Block E. Adams St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Agency Assist/Driving Complaint – Intersection Hwy 5/25 & Hwy 5, Green Isle





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- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Traffic Stop – Intersection Creekview Ln. & E. Elmwood St.
- Informational – 100 Block 4<sup>th</sup> Ave. NW

### 9-21-23

- Park Check – 300 Block 1<sup>st</sup> Ave. S.
- Park Check – 600 Block W. Baker St.
- Business Check – 600 Block W. Chandler St.
- Funeral Escort/Agency Assist – 100 Block E. Shamrock Dr.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection 1<sup>st</sup> Ave. N. & Chandler St.
- Business Check – 200 Block Shamrock Dr.
- Business Check – 100 Block 5<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St.
- Directed Patrol – 400 Block E. Adams St.
- Driving Complaint – Intersection Hwy 5 & W. Brooks St.
- Traffic Stop – Intersection 300 Block W. Main St.
- Informational – 100 Block E. Douglas St.
- Traffic Stop/Agency Assist – 500 Block 2<sup>nd</sup> Ave. NW
- Agency Assist/DUI/Traffic Stop – Intersection Circle Dr. & 230<sup>th</sup> St.
- Driving Complaint – Intersection Hwy 5 & Cty. Rd. 9 (SO)
- Theft – 300 Block W. Main St.

### 9-22-23

- Threats – 200 Block E. Main St.
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Brook St.
- Park Check – 400 Block 2<sup>nd</sup> Ave. NE
- Business Check – 200 Block 3<sup>rd</sup> Ave. NW
- Business Check – 800 Block W. Chandler St.
- Directed Patrol – 400 Block E. Adams St.
- Agency Assist/Traffic Stop – Intersection Hwy 5 & 230<sup>th</sup> St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.

### 9-23-23

- Business Check – 1000 Block Circle Dr.
- Public Assist – 200 Block W. Main St.
- Theft – 500 Block 2<sup>nd</sup> Ave. NW



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- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Traffic Stop – Intersection Main St. & 1<sup>st</sup> Ave.
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Medical Call/Agency Assist – 41100 Block 280<sup>th</sup> St. (*actual assist @ RSMC*)
- Business Check – 600 Block W. Chandler St.
- Apartment Check – 100 Block 7<sup>th</sup> Ave. SW

### 9-24-23

- Traffic Stop – Intersection 411<sup>th</sup> Ave. & Hwy 5 (SO)
- Public Assist – 600 Block W. Chandler St. (SO)
- Agency Assist/Domestic – 500 Block W. Brook St. (SO)
- Civil Matter – 500 Block W. Brooks St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St
- 911 Hangup – 300 Block E. Baker St.
- Business Check – 500 Block W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 23100 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & W. Main St.

### 9-25-23

- Medical Call/Agency Assist – 100 Block E. Douglas St.
- Informational – 500 Block W. Main St.
- School Patrol – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection 2<sup>nd</sup> Ave. NW & W. Brooks St.
- Vehicle Lockout – 200 Block 3<sup>rd</sup> Ave. NW
- Vandalism – 600 Block Olive St.
- Traffic Stop – Intersection 3<sup>rd</sup> Ave. & W. Main St.
- Business Check – 400 Block W. Main St.
- Directed Patrol – 400 Block E. Adams St.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 9
- Traffic Stop – Intersection Hwy 5 & 431<sup>st</sup> Ave.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 2<sup>nd</sup> Ave. NW
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Suspicious Activity/Agency Assist – 600 Block Olive St.
- Vandalism – 100 Block Henderson Rd.



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### 9-26-23

- Informational – 700 Block W. Brooks St.
- Suspicious Activity – Intersection 5<sup>th</sup> Ave. SE & E. Baker St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St. (SO)
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Parking Violation – 500 Block W. Brooks St.
- Business Check – 500 Block W. Main St.
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Dayton St.
- Agency Assist – 100 Block 4<sup>th</sup> Ave. NW
- Animal Call – 200 Block E. Dayton St.
- Directed Patrol – 400 Block E. Adams St.
- Public Assist – 200 Block W. Elgin St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Informational – 200 Block 3<sup>rd</sup> Ave. NW
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Noise Complaint – 500 Block E. Elmwood St.
- Business Check – 600 Block W. Chandler St.
- Suspicious Activity – 500 Block E. Elmwood St.

### 9-27-23

- Park Check – 24200 Block 387<sup>th</sup> Ave.
- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Juvenile Trouble – 200 Block 3<sup>rd</sup> Ave. NW
- Traffic Stop – Intersection E. Main St. & 2<sup>nd</sup> Ave.
- Traffic Stop – Intersection W. Alden St. & 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection W. Main St. & Hwy 5
- Traffic Stop – Intersection Henderson Rd. & 4<sup>th</sup> Ave. SE
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- School Patrol – 200 Block 3<sup>rd</sup> Ave.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Business Check – 500 Block W. Main St.
- Traffic Stop – Intersection W. Brooks St. & 6<sup>th</sup> Ave.
- Juvenile Trouble – 200 Block W. Main St.

### 9-28-23

- Traffic Stop – Intersection Hwy 5 & Marion Dr. (SO)
- Public Assist – 100 Block 4<sup>th</sup> Ave. NW
- Theft – 23200 Block 401<sup>st</sup> Ave.



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- Agency Assist – 100 Block 4<sup>th</sup> Ave. NW
- Welfare Check/Agency Assist – Intersection Henderson Rd. & 1<sup>st</sup> Ave. S.
- Traffic Stop – Intersection E. Main St. & 3<sup>rd</sup> Ave.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Informational – 200 Block E. Clinton St.
- Informational – 100 Block Henderson Rd.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Accident – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 600 Block W. Chandler St.
- Medical Call/Agency Assist – 800 Block W. Main St.
- Park Check – 300 Block 1<sup>st</sup> Ave. S.

## 9-29-23

- Directed Patrol/Traffic Detail/Public Assist – 500 Block W. Adams St.
- Parking Violation – Intersection Henderson Rd. & 2<sup>nd</sup> Ave. SE
- Welfare Check – 400 Block E. Adams St.
- Traffic Detail – 200 Block 3<sup>rd</sup> Ave. NW
- Informational – 200 Block E. Clinton St.
- Informational – 200 Block E. Dayton St.
- Traffic Stop – Intersection W. Alden St. & 6<sup>th</sup> Ave.
- Traffic Stop – Intersection W. Adams St. & Hwy 5
- Traffic Stop – Intersection 4<sup>th</sup> Ave. SE & E. Adams St.
- Traffic Stop – 400 Block W. Main St.
- Traffic Stop – Intersection Main St. & 1<sup>st</sup> Ave.
- Public Relations – 500 Block Freedom Dr.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Public Relations/School/Public Event – 400 Block 2<sup>nd</sup> Ave. NE
- Business Check – 23200 Block 401<sup>st</sup> Ave.
- Traffic Stop – Intersection Hwy 5 & 411<sup>th</sup> Ave.
- Public Relations/School/Public Event – 400 Block 2<sup>nd</sup> Ave. NE
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Informational – 100 Block 4<sup>th</sup> Ave. NW
- Traffic Stop – Intersection Hwy 5 & 2<sup>nd</sup> Ave. NW (SO)
- Public Assist – 400 Block 2<sup>nd</sup> Ave. NE

## 9-30-23

- Suspicious Activity – 200 Block Shamrock Dr.
- Directed Patrol – 400 Block E. Adams St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.



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- Medical Call/Agency Assist – 400 Block E. Elmwood St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Business Check – 400 Block W. Main St.
- Agency Assist/Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Traffic Detail – Intersection 411<sup>th</sup> Ave. & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Business Check – 500 Block 2<sup>nd</sup> Ave. NW
- Ordinance Violation – 200 Block E. Dayton St.
- Business Check – 100 Block 1<sup>st</sup> Ave. N.
- Residence Watch – 500 Block W. Alden St.
- Business Check – 800 Block W. Chandler St.
- Noise Complaint – 400 Block E. Adams St.
- Noise Complaint - 400 Block E. Adams St.

Glenn Gerads #301

Chief of Police



Date: October 4, 2023

To: City of Arlington

From: Lee Ortloff/Craig Billerbeck/Corbin Kiecker, Operators

O & M Report: August 2023

## **Water Operation & Maintenance**

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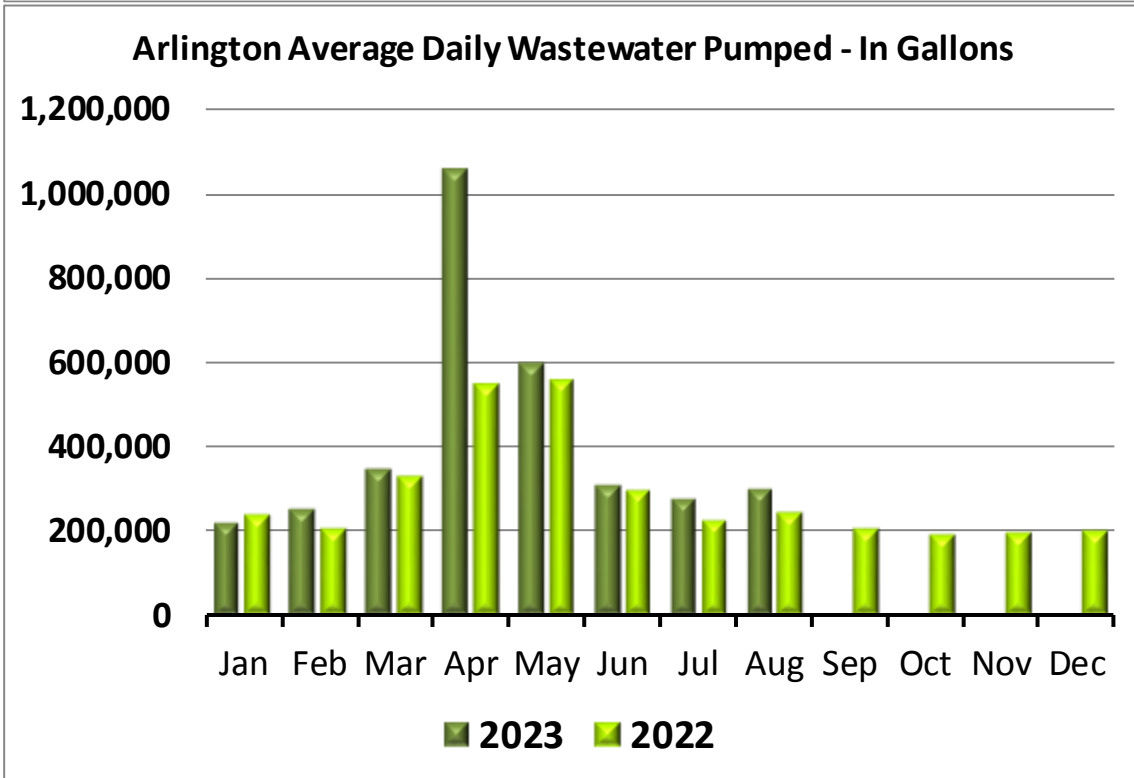
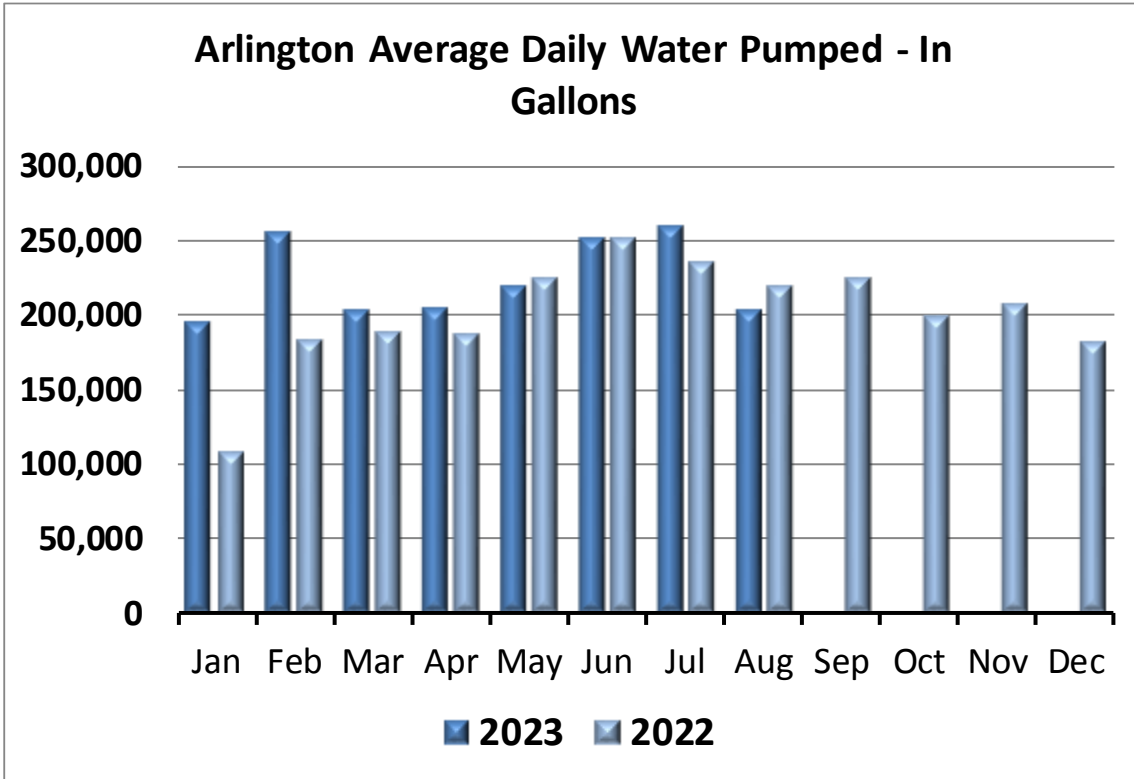
- Complete weekly backwashing of water plant.
- Complete weekly testing of chlorine, iron, fluoride, and manganese at various distribution points in the city.
- Complete monthly meter reads, water and electric reads.
- Continue progress on water treatment plant, working with automatic systems on updating programming.
- Complete monthly work orders of generators at well buildings and Water Treatment Plant no issues found.
- There was a total of 126 Gopher State One locates and 10-meter changes.
- Waterline repaired at WWTP.
- Water leak on Chandler Street dug and fixed.

## **Wastewater Operation & Maintenance**

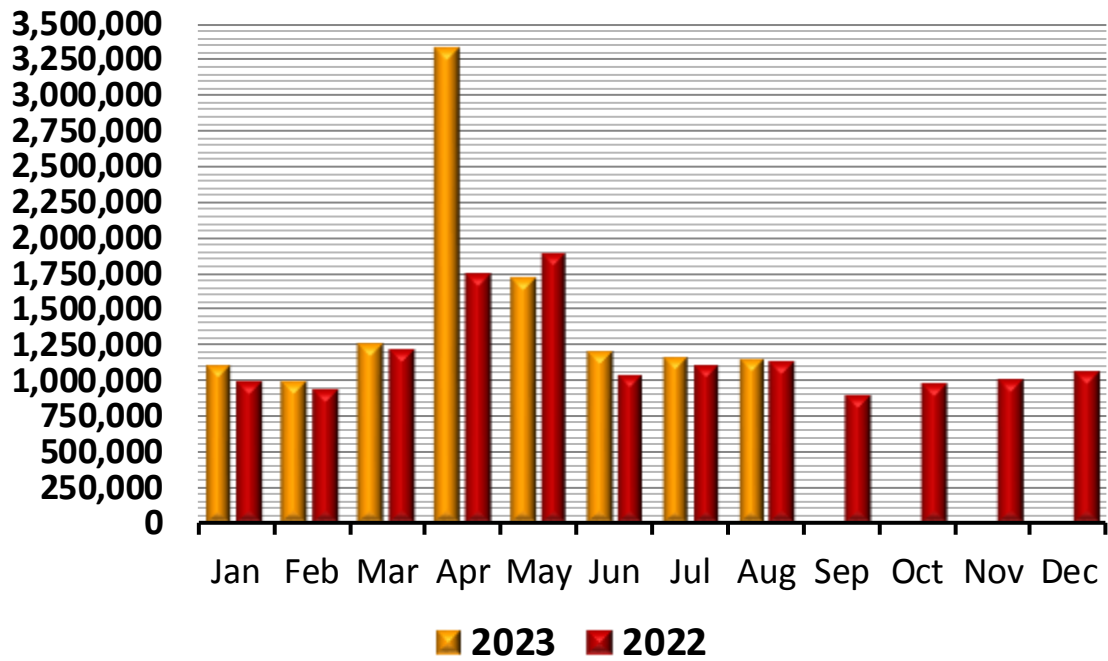
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- Jetting was completed for the year in the city, will be going back to do trouble spots end of October.
- Vacuumed manholes on 4<sup>th</sup> and Alden, found debris and some blockage.
- Complete weekly wastewater influent and effluent testing.
- Complete monthly work orders including lift stations and lift station generators.
- Complete work orders at wastewater plant, including RAS pumps, wash down clarifiers, and test chlorine gas detector.





### Green Isle Lift Station Total Flow In Gallons





		August-23	July-23	August-22
<b>Water</b>				
<b>Average Daily Pumped</b>	gallons	203,000	260,000	219,903
<b>Maximum Daily Pumped</b>	gallons	447,000	369,000	391,000
<b>Minimum Daily Pumped</b>	gallons	66,000	104,000	93,000
<b>Total Monthly Pumped</b>	gallons	6,924,000	8,064,000	6,817,000
<b>Well #2 Pumped</b>	gallons	6,642,000	0	6,861,000
<b>Well #3 Pumped</b>	gallons	0	0	0
<b>Well #4 Pumped</b>	gallons	662,000	7,822,000	0
<b>Average Daily Fluoride Conc.</b>	mg/L	0.53	0.61	0.72
<b>Fluoride concentration Permit Limit</b>	mg/L	.5-0.9 mg/L	.5-0.9 mg/L	.5-0.9 mg/L
<b>Fluoride used</b>	gallons	11.50	18.50	9.00
<b>Total Chlorine Residual</b>	mg/L	0.29	0.38	1.37
<b>Total Chlorine Concentration Permit Limit</b>	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
<b>Chlorine used</b>	lbs	112.90	129.30	96.40
<b>Potassium Permanganate used</b>	gallons	27.00	44.00	0.00
<b>Wastewater</b>				
<b>CBOD</b>				
<b>CBOD Influent</b>	mg/L	186	165	176
<b>CBOD Effluent-Monthly</b>	mg/L	1	1	2
<b>CBOD Effluent-Monthly Permit Limit</b>	mg/L	15	15	15
<b>CBOD Max Weekly</b>	mg/L	1	1	2
<b>CBOD Max Weekly-Permit Limit</b>	mg/L	25	25	25
<b>CBOD Effluent Monthly kg/day</b>	kg/day	1	1	2
<b>CBOD Monthly kg/day-Permit Limit</b>	kg/day	46	46	46
<b>CBOD Effluent Weekly kg/day</b>	kg/day	2	2	2
<b>CBOD Weekly kg/day-Permit Limit</b>	kg/day	70	70	70
<b>CBOD % Removal</b>	%	99%	99%	99%
<b>CBOD % Removal Permit Limit</b>	%	85%	85%	85%
<b>TSS</b>				
<b>TSS Influent</b>	mg/L	329	193	397
<b>TSS Effluent-Monthly</b>	mg/L	6	3	2
<b>TSS Effluent Permit Limit</b>	mg/L	30	30	30
<b>TSS Effluent Max Weekly</b>	mg/L	17	5	4
<b>TSS Max weekly - Permit Limit</b>	mg/L	45	45	45
<b>TSS Effluent-Monthly kg/day</b>	kg/day	7	3	2
<b>TSS Monthly kg/day-Permit Limit</b>	kg/day	91	91	91
<b>TSS Effluent Max Weekly kg/day</b>	kg/day	18	6	3
<b>TSS Max weekly kg/day- Permit Limit</b>	kg/day	140	140	140
<b>TSS % Removal</b>	%	98%	98%	99%
<b>TSS % Removal Permit Limit</b>	%	85%	85%	85%
<b>Phosphorus</b>				
<b>Phos Influent</b>	mg/L	5.99	5.06	5.60
<b>Phos Effluent</b>	mg/L	0.44	0.20	0.20
<b>Phos Effluent Permit Limit</b>	mg/L	1	1	1
<b>Phos Effluent Loading</b>	kg/day	0.99	0.20	0.25
<b>Phos Effluent Loading Permit Limit</b>	kg/day	2.50	2.50	2.50

Fecal Coliform				
Fecal Effluent	ml	0	0.00	4
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	6	6	6
DO Effluent Permit Limit	mg/L	5	6	5
Effluent Flow				
Average Daily	gallons	297,000	273,000	241,000
Maximum Daily	gallons	469,000	379,000	326,000
Total Monthly	gallons	9,206,000	8,463,000	7,456,000
Total Monthly Precipitation	inches	2.75	2.23	3.44
Green Isle Lift Station Total Flow	gallons	1,153,000	1,165,000	1,135,000
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$22,525.00	\$11,519.00	51%	67%
Chemical Budget	\$14,035.00	\$11,470.00	82%	67%
<b>Total</b>	<b>\$36,560.00</b>	<b>\$22,989.00</b>	<b>63%</b>	<b>67%</b>

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
8/3/2023	City Hall Generator	5192 Arlington, MN	Fluids good runs good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant</li> <li>2. Check overall condition of unit.</li> <li>3. Run unit under load for one cycle (exercise generator every other week under load)</li> <li>4. Check over unit for leaks and condition of hoses</li> <li>5. Check battery level , connections and charge</li> <li>6. Keep screens on generator and air passages on air filter</li> <li>7. Keep generator set clean and dry</li> </ol> See Maint. man. for lube/oil charts, sec.16200, Vol-4
8/3/2023	Wastewater Plant Generator	5192 Arlington, MN	Fluids okay ran good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant</li> <li>2. Check overall condition on unit.</li> <li>3. Run unit under load for one cycle (exercise unit every other week under load)</li> <li>4. Check over unit for leaks and condition of hoses</li> <li>5. Check battery level, connections and charge</li> <li>6. Keep screens on generator and air passages on air filter clean</li> <li>7. Keep generator set clean and dry.</li> </ol> See Maint. man. for lube/oil charts, sec 16200, Vol-4

8/3/2023	Water Plant Generator	6192 Arlington, MN	Fluids and everything okay	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant.</li> <li>2. Check overall condition of unit.</li> <li>3. Run unit under load for one cycle.(exercise unit every other week under load)</li> <li>4. Check over unit for leaks and condition of hoses.</li> <li>5. Check battery level, connections and charge.</li> <li>6. Keep screens on generator and air passages on air filters.</li> <li>7. Keep generator set clean and dry.</li> <li>8. Check fuel level, top off if below half full.</li> </ol> <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
8/3/2023	Well #2 Generator	6192 Arlington, MN	Fluids and everything okay	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant.</li> <li>2. Check overall condition of unit.</li> <li>3. Run unit under load for one cycle.(exercise unit every other week under load)</li> <li>4. Check over unit for leaks and conditon of hoses.</li> <li>5. Check battery level, connections and charge.</li> <li>6. Keep screens on generator and air passages on air filter clean.</li> <li>7. Keep generator set clean and dry.</li> </ol> <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>

8/3/2023	Well #4 Generator	6192 Arlington, MN	Fluids everything okay	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant</li> <li>2. Check overall condition of unit.</li> <li>3. Run unit under load for one cycle.(exercise unit every other week under load)</li> <li>4. Check over unit for leaks and condition of hoses.</li> <li>5. Check battery level, connections and charge.</li> <li>6. Keep screens on generator and air passages on air filter</li> <li>7. Keep generator set clean and dry.</li> </ol> <p>See Maint. man for lube/oil charts, sec 16200, Vol-4</p>
8/7/2023	Aeration Diffusers	5192 Arlington, MN	Raised air on blower 3 times to clean out basins	Monthly PM	<ol style="list-style-type: none"> <li>1. Flexing Diffusers by varying air volume 3 times.</li> <li>2. During normal operation inspect basins for even air flow. Fine bubbles not release of coarse bubbles in large. See maint instructions sec 11374 Vol 2</li> </ol>
8/7/2023	Blower #2- Roots	5192 Arlington, MN	Oil ok air filter ok belts ok	Service Equipment	<ol style="list-style-type: none"> <li>1. Check drive belt tensions</li> <li>2. Check air filter</li> <li>3. Change oil every 6000 hours or 2 years. SB220 oil 1800 belt</li> </ol>
8/7/2023	Chlorination/Dechlor Equipment	5192 Arlington, MN	Mixers working good	Monthly PM	<ol style="list-style-type: none"> <li>1. Inspect flash mixer for normal operation March through October</li> <li>2. Inspect and clean ejector screens</li> </ol> <p>Maint. man. sec 11354, Vol-2</p>
8/7/2023	Chlorine Gas Detector	5192 Arlington, MN	Works sets off alarm	Test alarm dialer	<ol style="list-style-type: none"> <li>1. Power supply LED and ready LED check</li> <li>2. Alarm circuit check</li> <li>3. Alarm circuit to remote on SCP check</li> <li>4. Malfunction LED off</li> </ol> <p>See Maint. man., Sec 11355, Vol-2</p>
8/7/2023	HI-E DEHUMIDIFIER	5192 Arlington, MN	Drains well filters ok	Monthly PM	INSPECT HOSE FOR PROPER DRAINAGE AND CHECK FOR PROPER OPERATION.
8/7/2023	Dialer	5192 Arlington, MN	Works calls out alarms	Test alarm dialer	Check dialer for proper operation.

8/7/2023	Effluent Blower #1-Lamson	5192 Arlington, MN	Greased last month runs good no loss of air or leaks	Monthly PM	<ul style="list-style-type: none"> <li>1. Check inlet filter headloss indicator &amp; service if necessary</li> <li>2. Check discharge gauge for typical operating pressure</li> <li>3. Grease blower/exhauster bearings 1 to 2 shots (S2 High Performance Heavy Duty grease))</li> </ul> See maint. man. sec. 11373.5.B, Vol-2
8/7/2023	Effluent Blower #1-Lamson	5192 Arlington, MN	Greased last month , not used on daily basis , just when do is low	Quarterly PM	<ul style="list-style-type: none"> <li>1. Grease motor bearings with 1 to 2 shots of grease</li> <li>2. Check discharge gauge for typical operating pressure</li> </ul> See Maint. man. for lube/oil charts, sec 11373.5.B, Vol-2
8/7/2023	Effluent Blower #2-Lamson	5192 Arlington, MN	Blow off valve leaks , greased last month , runs good	Monthly PM	<ul style="list-style-type: none"> <li>1. Check inlet filter headloss indicator &amp; service if necessary</li> <li>2. Check discharge gauge for typical operating pressure</li> <li>3. Grease blower/exhauster bearings 1 to 2 shots (USE S2 High Performance Heavy Duty Grease)</li> </ul> See maint. man. sec. 11373.5.B, Vol-2
8/7/2023	Effluent Blower #2-Lamson	5192 Arlington, MN	Greased last month , not used on a daily basis just when the do is low	Quarterly PM	<ul style="list-style-type: none"> <li>1. Grease motor bearings with 1 to 2 shots of grease</li> <li>2. Check discharge gauge for typical operating pressure</li> </ul> See Maint. man. for lube/oil charts, sec 11373.5.B, Vol-2
8/7/2023	Effluent Sampler	5192 Arlington, MN	Hoses are clean works well , clean	Monthly PM	<ul style="list-style-type: none"> <li>1. Flush suction lines with chlorine rinse if needed</li> <li>2. Check housing for seal failure</li> </ul> See Maint. man. sec. 11630, Vol-3
8/7/2023	Gas Detector- Portable	5192 Arlington, MN	Calibrated , looks good , works good	Calibrate Equipment	<ul style="list-style-type: none"> <li>1. Inspect entire unit.</li> <li>2. Calibrate Unit.</li> </ul> See Maint. man., Sec. 10250.2.C, Vol-1
8/7/2023	Grit Cyclone	5192 Arlington, MN	No noises works good	Monthly PM	Check washer for unusual noises and excessive vibrations. See Maint. man. for lube/oil chart, sec 11325 , Vol-1

8/7/2023	Gravity Thickner	5192 Arlington, MN	Out of service	Monthly PM	<p>1. Check collection chain, flights, wear slides and guides for visible damage, loose or missing parts.</p> <p>2. Grease all 4 shaft bearings (8 zerls 5-6 shots)</p> <p>3. Check drive chain for tightness and alignment with drive gears and idler gear. See Maint. man., sec. 11352, pgs 3-4 to 3-8, Vol-2</p>
8/7/2023	Grit Pump	5192 Arlington, MN	Belts ok oil ok	Monthly PM	<p>Vortex pump:</p> <p>1. Check oil level. Use SAE 20 non-detergent oil containing inhibitors.</p> <p>2. Check packing.</p> <p>3. Check belts.</p> <p>See Maint. man. for lube/oil chart, sec. 11310.4.C, Vol-1</p>
8/7/2023	Grit Trap- Jeta (Grit Seperator)	5192 Arlington, MN	Done every Wednesday , oil is ok	Monthly PM	<p>*Should be done weekly , write dates in note section*</p> <p>1. Grease drive head, 2 zerks on side, with 6 shots each</p> <p>2. Check drive motor gear box oil level ****Use Mobilgear 630 Oil***</p> <p>See Maint. man. for oil/lube chart,sec. 11325, pg 1, Vol-1</p>
8/7/2023	Ferric Mixer ME-MX-6	5192 Arlington, MN	Oil is ok , greased , exercised	Monthly PM	<p>Check oil level in sight glass to mid-point level.</p> <p>Check paddle operation.</p>
8/7/2023	RAS Pump #1	5192 Arlington, MN	checked over looks good	Monthly PM	<p>1. Keep interior &amp; exterior of motor clean/dry.</p> <p>2. Check if motor comes quickly up to speed and mainains constant rotation rate &amp; sounds &amp; runs smooth.</p> <p>3. Rotate motr at least 15 revolutions/month.</p> <p>4. Inspect mechanical seals for leaks.</p> <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>

8/7/2023	RAS Pump #2	5192 Arlington, MN	checked over looks good	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and mainains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks.</li> </ol> <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>
8/7/2023	RAS Pump #3	5192 Arlington, MN	out of service	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and mainains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks.</li> </ol> <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>
8/7/2023	RAS Pump #4	5192 Arlington, MN	checked over looks good	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and mainains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks.</li> </ol> <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>
8/7/2023	RAS Pump #5	5192 Arlington, MN	checked over looks good	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and mainains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks.</li> </ol> <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>



8/7/2023	Sludge Thickener Pump	5192 Arlington, MN	Oil is ok , used weekly , runs good	Monthly PM	<p>1. Check oil level in gear case of process pump, oil if necessary. ** #30 low ash in pump gearbox **</p> <p>2. Inspect packing.</p> <p>3. Rotate motor &amp; shafts if not used regularly.</p> <p>Oil mobil sparton FP 220 or equivalent to 80-90w gearbox and buffer chamber Oil bottle pressure 1.3 See Maint. man. for lube/oil chart, sec. 11310.19.F, Vol-1</p>
8/7/2023	Sludge Thickener Pump	5192 Arlington, MN	Oil looks ok doesn't need to be changed yet , hardly gets used , motor greased	Service Equipment	<p>Rotary Lobe:</p> <p>1. Change oil in gear case of process pump and piggy back</p> <p>2. Grease motor (2 shots)</p> <p>3. Check and clean if necessary, water lubrication, pressure reducer and solenoid valve</p> <p>Oil Mobil Sparton FP 220 or equivalent or 80-90w Gearbox and buffer chamber Oil bottle pressure 1.3 See Maint. man. for lube/oil chart, sec 11310.19.F, Vol-1</p>
8/7/2023	Thickener Supernatant Pump	5192 Arlington, MN	Oil ok , belt ok runs well	Monthly PM	<p>Vortex Pump:</p> <p>Check oil level ** Use #20 Non-Detergent oil See Maint. man. for lube/oil chart, sec.113100.4.C, Vol-1</p>
8/7/2023	Thickener Supernatant Pump	5192 Arlington, MN	Oil was changed not long ago still looks good motor greased	Annual PM	<p>Vortex Pump:</p> <p>1. Suction clean the motor windings</p> <p>2. Grease motor bearing (2 shots)</p> <p>3. Check condition and tension of drive belts</p> <p>4. Change oil in pump</p> <p>See Maint. man. for lube/oil chart, sec. 11310.4.C, Vol-1</p>

8/7/2023	FIRE EXTINGUISHERS	5192 Arlington, MN	All checked okay	Inspection	Inspect, tip upside down bang with rubber hammer, check to see if charged. (WWTP, WTP, Well #2, Well #4) Tools Required: rubber hammer, pen
8/7/2023	Dehumidifer at Water Plant	6192 Arlington, MN	Works good , brand new	Monthly PM	Inspect both filters type dp model# mx40 sp2 size 15.75x15.75x2.
8/8/2023	Clarifier #1	5192 Arlington, MN	Washed and cleaned , greased oil ok sounds good	Monthly PM	1. Wash and clean scum box, walls, wiers and center mech. 2. Check oil level in all drive units. 3. If equipment is not used daily, run 5 minutes to oil. 4. Grease worm gear bearing 2 shots 1 zerk (2 shots every 10' to 12' of rotation) 5. Clean all air vents. See Maint. man. for lube/oil chart, Sec 11350, Vol-2
8/8/2023	Clarifier #1	5192 Arlington, MN	No moisture , switches work	Inspection	1. Check condition and level of primary, secondary and final speed reducers. 2. Clean and test micro-switches and drain moisture from box. See Main. man for lube/oil chart, Sec 11350, Vol-2
8/8/2023	Clarifier #2	5192 Arlington, MN	Not in use , was cleaned before shutdown	Monthly PM	1. Wash and clean scum box, walls, wiers and center mech. 2. Check oil level in all drive units. 3. If equipment is not used daily, run 5 minutes to oil. 4. Grease worm gear bearing (2 shots) 1 zerk (2 shots every 10' to 12' of rotation) 5. Clean all air vents. See Maint. man. for lube/oil chart, Sec 11350, Vol-2
8/8/2023	Clarifier #2	5192 Arlington, MN	Not in use	Inspection	1. Check condition and level of primary, secondary and final speed reducers. 2. Clean and test micro-switches and drain moisture from box. See Main. man for lube/oil chart, Sec 11350, Vol-2

8/8/2023	Clarifier #3	5192 Arlington, MN	Washed and cleaned , greased , oil ok runs good	Monthly PM	<ol style="list-style-type: none"> <li>1. Wash and clean scum box, walls, wiers and center mech.</li> <li>2. Check oil level in all drive units.</li> <li>3. If equipment is not used daily, run 5 minutes to oil.</li> <li>4. Grease worm gear bearing (2 shots) 1 zerk (2 shots every 10' to 12' of rotation)</li> <li>5. Clean all air vents.</li> </ol> See Maint. man. for lube/oil chart, Sec 11350, Vol-2
8/8/2023	Clarifier #3	5192 Arlington, MN	Looks good oil ok greased	Inspection	<ol style="list-style-type: none"> <li>1. Check condition and level of primary, secondary and final speed reducers.</li> <li>2. Clean and test micro-switches and drain moisture from box.</li> </ol> See Main. man for lube/oil chart, Sec 11350, Vol-2
8/8/2023	OBRIEN HYDROJETTER	5192 Arlington, MN	fluids full everything okay	Monthly PM	EXERCISE ENGINE, CHECK BATTERY CABLES AND OIL LEVEL IN ENGINE, HYDRAULIC TANK, AND WATER PUMP.
8/8/2023	Air Compressor	6192 Arlington, MN	Oil full , runs good , compressors are about 6 months old	Monthly PM	Check oil and overall performance. Use Mobil DTE-24 oil.
8/8/2023	Booster Pump	6192 Arlington, MN	Good pressure new suction disc last week	Monthly PM	Check for proper operation (screen and pressure)
8/8/2023	Backwash Blower	6192 Arlington, MN	Filters ok and belts ok greased , new blower coming September	Monthly PM	Check air filters and belts.
8/8/2023	Detention Tank	6192 Arlington, MN	Being rehabbed currently, drained and is clean	Service Equipment	Clean as necessary.
8/8/2023	High Service Pump #1 (P-PW-1)	6192 Arlington, MN	Packing ok no leaks	Monthly PM	Inspect packing for High Service Pump.
8/8/2023	High Service Pump #2 (P-PW-2)	6192 Arlington, MN	Packing ok no leaks , upgrading computer system so no runtime meter yet	Monthly PM	Inspect packing for High Service Pump.
8/8/2023	Pump Motor at Well #2	6192 Arlington, MN	Oil ok packing ok no leaks	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and well motor.</li> <li>2. Check packing for any leaking.</li> </ol>

8/9/2023	Knight heating Gas Boiler	5192 Arlington, MN	Not in use in summer months	Monthly PM	<ol style="list-style-type: none"> <li>1. Check boiler water level in glass guage</li> <li>2. Check fresh air vents for obstructions</li> <li>3. Oil blower motor bearing</li> <li>4. Inspect/clean flame detector and veiwing window if necessary</li> <li>5. Check limit and operating controls</li> <li>6. Check operation of flame safeguard</li> </ol> <p>See maint. man. for lube/oil chart, sec 15700, Vol-3</p>
8/9/2023	7th St. Lift Station Generator	5192 Arlington, MN	Fluids screens filter okay	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cyle. (exercise every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts, check battery connections and electolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on unit under load.</li> </ol> <p>See Maint. man for lube/oil chart &amp; instructions, sec 16200, Vol-4</p>

8/9/2023	Hwy 5 Lift Station Generator	5192 Arlington, MN	Screen and fluids okay fuel okay	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cycle.(exercise unit every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts, check battery connections and electolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on unit under load.</li> </ol> <p>See Maint. man for lube/oil chart &amp; instructions, sec 16200, Vol-4</p>
8/9/2023	Brook St. LS Generator	5192 Arlington, MN	Fluids full everything ran okay	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cycle. (exercise unit every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts, check battery connections and electrolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on unit under load.</li> </ol> <p>See Maint. man. for lube/oil chart &amp; instructions, sec. 16200, Vol-4</p>

8/9/2023	Green Isle Main Lift Station	5192 Arlington, MN	Floats and transducer ok pumped down not much build up , quality flow does amp readings and pump service	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>
8/9/2023	Green Isle Lift Station #2	5192 Arlington, MN	Floats clean transducer clean , pumped down , not much build up alarm works	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>
8/9/2023	Influent Sampler	5192 Arlington, MN	Lines clear , needs cooling skid replaced	Monthly PM	<ol style="list-style-type: none"> <li>1. Flush suction line with water and chlorine rinse.</li> <li>2. Check housing for seal failure.</li> </ol> <p>Every other month:</p> <ol style="list-style-type: none"> <li>1. Clean interior and exterior of sampler with sponge and detergent.</li> <li>2. Check pump tube for flexibility.</li> </ol> <p>See Maintl man., Sec. 11630, Vol-3</p>
8/9/2023	Lift Station- 7th Street	5192 Arlington, MN	pumped down floats and transducer clean. pump 1 a little noisy	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>

8/9/2023	Lift Station- Hwy 5	5192 Arlington, MN	pumped down power washed off floats. grease build up on walls	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
8/9/2023	Lift Station- School	5192 Arlington, MN	pump 1 very loud floats cleaned	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
8/9/2023	Lift Station- Brook Street	5192 Arlington, MN	pumped down cleaned rags off floats	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>

8/9/2023	Mechanical Bar Screen	5192 Arlington, MN	washed cleaned greased bearings	Monthly PM	<ol style="list-style-type: none"> <li>1. Aqua-guard: Hose off rotating brush assembly with high pressure water.</li> <li>2. Check rotating brush assembly for movement of proper tightness of bolts and other fasteners.</li> <li>3. Check that rotating brush is properly engaging the elements and check for wear.</li> <li>4. Check for damaged screen filter elements.</li> <li>5. Grease all fittings (7 zerks- 1 shot each).</li> <li>6. Grease brush chain by brushing with gun grease.</li> <li>7. Check all bearings and lock collars for tightness.</li> <li>8. Remove accum. of debris &amp; residue from all mechanisms.</li> <li>9. Check operation of float switches.</li> <li>10. Check condition of oil in gear reducer and change if needed.</li> <li>11. Check Neopreme side seals for wear and correct sealing.</li> </ol> <p>See Maint. man. for lube/oil chart, sec. 11330, Vol-1</p>
8/9/2023	Screw Lift Pump #1	5192 Arlington, MN	oil full greased and filled grease box	Monthly PM	<ol style="list-style-type: none"> <li>1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing.</li> <li>2. Grease top bearing (2 zerks- 2 shots) top zerk first.</li> <li>3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump.</li> </ol> <p>See Maint. man. Vol-1 sec. 11310</p>
8/9/2023	Screw Lift Pump #2	5192 Arlington, MN	oil full greased belts ok	Monthly PM	<ol style="list-style-type: none"> <li>1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing.</li> <li>2. Grease top bearing (2 zerks- 2 shots) top zerk first.</li> <li>3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump.</li> </ol> <p>See Maint. man. Vol-1 sec. 11310</p>



8/9/2023	Screw Lift Pump #3	5192 Arlington, MN	oil full greased belts ok	Monthly PM	<ol style="list-style-type: none"> <li>1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing.</li> <li>2. Grease top bearing (2 zerks- 2 shots) top zerk first.</li> <li>3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. See Maint. man. Vol-1 sec. 11310</li> </ol>
8/9/2023	Screenings Dewatering Press	5192 Arlington, MN	rinsed inside no issues oil full on drives	Monthly PM	<p>Daily:</p> <ol style="list-style-type: none"> <li>1. General visual inspection</li> <li>2. Rinse accumulated solids off of exterior surfaces</li> </ol> <p>Weekly:</p> <ol style="list-style-type: none"> <li>1. Inspect and flush drain housing</li> <li>2. Inspect motor</li> <li>3. Clean brush with water</li> </ol> <p>Monthly:</p> <ol style="list-style-type: none"> <li>1. Inspect brush and wear bars</li> <li>2. Check gearmotor oil level</li> <li>3. Inspect drain lines</li> <li>4. Inspect shaft seal gland</li> </ol>
8/9/2023	FAIRGROUND PVC CAPS	5192 Arlington, MN	caps on and intact	Monthly PM	Inspect Caps
8/9/2023	Northland Drying Lift station	5192 Arlington, MN	pumped down and floats cleaned	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>

8/10/2023	Green Isle-Lake Erin Generator	5192 Arlington, MN	Oil ok runs good no issues	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cyle.(exercise unit every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts. Check battery connections and electrolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on until under load.</li> </ol> <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>
8/10/2023	School Lift Station Generator	5192 Arlington, MN	<p>Started generator to test and stopped</p> <p>Has bad coolant leak</p>	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cyle.(exercise every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts, check battery connections and electrolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on unit under load.</li> <li>9. Check fuel level, top off if below half full.</li> </ol> <p>See Maint. man. for lube/oil chart and instructions, sec. 16200, Vol-4</p>

8/10/2023	Green Isle Generator Main Lift	5192 Arlington, MN	Oil full coolant full runs good has a slight miss on start up	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cyle.(exercise unit every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts. Check battery connections and electrolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on until under load.</li> </ol> <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>
8/14/2023	SANITARY MANHOLES CREEKVIEW LANE	5192 Arlington, MN	Intact	Monthly PM	Inspect for Leaks
8/23/2023	Influent Flow Meter	5192 Arlington, MN	Scheduled for September 6th	Schedule Appointment	August- a certified vendor will calibrate February- In house check
8/30/2023	Blower #1- Roots	5192 Arlington, MN	exercised	Service Equipment	<ol style="list-style-type: none"> <li>1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp</li> <li>2. Check breather hole by greased bearings ends for plugging</li> <li>3. Check gear box oil level &amp; add if necessary- 220 Synthetic</li> </ol> <p>See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2</p>
8/30/2023	Blower #3- Roots	5192 Arlington, MN	Blower is currently not in service needs a new drive	Service Equipment	<ol style="list-style-type: none"> <li>1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp</li> <li>2. Check breather hole by greased bearings ends for plugging</li> <li>3. Check gear box oil level &amp; add if necessary- Synthetic 220 oil</li> </ol> <p>See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2</p>

8/30/2023	Blower #6- Roots	5192 Arlington, MN	currently not used	Service Equipment	<ul style="list-style-type: none"> <li>1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp</li> <li>2. Check breather hole by greased bearings ends for plugging</li> <li>3. Check gear box oil level &amp; add if necessary- Chevron 220</li> </ul> See Maint. man. for lube/oil charts, sec 11372.2.3, vol-2
8/30/2023	Blower #7- Roots	5192 Arlington, MN	currently not in service	Service Equipment	<ul style="list-style-type: none"> <li>1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp</li> <li>2. Check breather hole by greased bearings ends for plugging</li> <li>3. Check gear box oil level &amp; add if necessary- Chevron 220</li> </ul> See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2