



**CITY COUNCIL MEETING AGENDA
JANUARY 2, 2024, 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) December 18, 2023, City Council Meeting Minutes
 - C) 3.2 Liquor License for the Arlington A's Baseball Team

OLD BUSINESS

6. Property at 23315 State Hwy 5, Paul Pieper

NEW BUSINESS

7. Fire Department Quote, Chief Doug Mackenthun
8. Resolution 1-2024- A RESOLUTION DESIGNATING THE OFFICIAL CITY DEPOSITORY
9. Resolution 2-2024- A RESOLUTION AUTHORIZING SIGNATURE AUTHORITY FOR CITY ACCOUNTS
10. Resolution 3-2024- A RESOLUTION DESIGNATING THE OFFICIAL CITY NEWSPAPER
11. Resolution 4-2024 – A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE
12. Resolution 5-2024 – A RESOLUTION APPOINTING CITY ADMINISTRATOR AND AUTHORIZING THE CITY OF ARLINGTON TO CONTINUE CONTRACT WITH JESSICA STEINKE
13. Resolution 6-2024 – A RESOLUTION RADIFYING MAYORAL APPOINTMENTS AND COMMITTEES
14. Resolution 7-2024 – A RESOLUTION POSTPONING APPOINTMENTS TO SAID COMMITTEES
15. Resolution 8-2024 – A RESOLUTION ADOPTING THE 2024 CITY CALENDAR
16. Resolution 9-2024 – A RESOLUTION ADOPTING THE 2024 CITY BUDGET

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

17. People Service November Report, Written
18. November 2023 Statement of Funds
19. City Administrator Update, Jessica Steinke

MISCELLANEOUS BUSINESS

20. Christmas Lights

ADJOURNMENT

***Check Summary Register©**

10150 Unposted

Name	Check Date	Check Amt
10150 Cash		
Unposted	ACTIVE 911, INC.	12/28/2023 \$810.00
Unposted	AMAZON CAPITAL SERVICES	12/28/2023 \$308.55
Unposted	ARAMARK	12/28/2023 \$395.27
Unposted	BOLTON & MENK, INC.	12/28/2023 \$22,515.50
Unposted	CANON FINANCIAL SERVICES, I	12/28/2023 \$160.19
Unposted	CENGAGE LEARNING INC.	12/28/2023 \$307.70
Unposted	CENTERPOINT ENERGY	12/28/2023 \$2,243.97
Unposted	CITY OF ARLINGTON	12/28/2023 \$8,962.31
Unposted	CITY OF GAYLORD	12/28/2023 \$618.23
Unposted	DERK'S WINDOWS	12/28/2023 \$99.00
Unposted	EMMAS BAKERY & EATS	12/28/2023 \$55.79
Unposted	EXPERT BILLING, LLC	12/28/2023 \$5,376.00
Unposted	GAVIN-JANSSEN-STABENOW-M	12/28/2023 \$1,533.75
Unposted	INGRAM LIBRARY SERVICES	12/28/2023 \$192.81
Unposted	JAIME WEIKLE	12/28/2023 \$48.32
Unposted	JESSICA STEINKE	12/28/2023 \$166.37
Unposted	LEXIPOL LLC	12/28/2023 \$3,481.20
Unposted	MADISON NATIONAL LIFE INS. C	12/28/2023 \$49.20
Unposted	MEDIACOM	12/28/2023 \$1,269.54
Unposted	MICRO MARKETING	12/28/2023 \$69.68
Unposted	MINNESOTA LIFE	12/28/2023 \$100.77
Unposted	MINNESOTA VALLEY ELECTRIC	12/28/2023 \$24.13
Unposted	MJM MEDICAL DIRECTION SERV	12/28/2023 \$500.00
Unposted	MN CHIEFS OF POLICE ASSN.	12/28/2023 \$268.00
Unposted	MN STATE FIRE CHIEF'S ASSN.	12/28/2023 \$220.00
Unposted	MN STATE FIRE DEPT. ASSN	12/28/2023 \$225.00
Unposted	MOTOROLA SOLUTIONS	12/28/2023 \$986.20
Unposted	OMEGA RAIL MANAGEMENT	12/28/2023 \$17,461.61
Unposted	PEOPLE SERVICE INC.	12/28/2023 \$26,355.90
Unposted	SCENIC SIGN CORP.	12/28/2023 \$1,086.20
Unposted	SIBLEY EAST - COMMUNITY ED	12/28/2023 \$513.00
Unposted	THOMES BROTHERS INC.	12/28/2023 \$297.76
Unposted	U.S. BANK	12/28/2023 \$911.48
Unposted	U.S. POST OFFICE	12/28/2023 \$156.00
Unposted	U.S. POSTAL SERVICE	12/28/2023 \$7,871.65
Unposted	ULINE	12/28/2023 \$1,406.94
Unposted	VERIZON WIRELESS	12/28/2023 \$564.04
Unposted	VERTEX	12/28/2023 \$199.00

Total Checks \$107,811.06

Paid Elec CIP Rebates 275.00 - Final rebates processed (3)
 Paid AM Conservation 5,540.40 - Elec Energy Kits (200)

TOTAL: \$113,626.46

Fund Summary

	10150 Cash
101 General Fund	\$38,306.43
201 Fire Fund	\$1,897.75
202 Ambulance Fund	\$8,166.90
203 Community Center Fund	\$3,092.09
601 Water Fund	\$18,522.09
602 Sewer Fund	\$1,420.50
603 AGI Sewer Fund	\$18,477.53
604 Electric Fund	\$16,174.77
605 Storm Water Drainage Fund	\$1,753.00
	<u>\$107,811.06</u>

Payments

Current Period: JANUARY 2024

Payments Batch 01-02-24 PAY \$107,811.06

Refer	16046	ACTIVE 911, INC.	-		
Cash Payment	E 201-42280-321	Telephone	2024- FIRE & AMB. SUBSCRIPTIONS		\$435.00
Invoice					
Cash Payment	E 202-42153-321	Telephone	2024- FIRE & AMB. SUBSCRIPTIONS		\$375.00
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$810.00

Refer	16047	AMAZON BUSINESS	-		
Cash Payment	E 101-41400-200	Office Supplies	DEC- SUPPLIES & MATERIALS		\$40.79
Invoice					
Cash Payment	E 101-42110-218	Office Expense	DEC- SUPPLIES & MATERIALS		\$45.98
Invoice					
Cash Payment	E 101-43000-485	Gas and Repair Miscella	DEC- SUPPLIES & MATERIALS		\$22.98
Invoice					
Cash Payment	E 101-45500-206	Visual Materials - Library	DEC- SUPPLIES & MATERIALS		\$57.88
Invoice					
Cash Payment	E 202-42153-217	Other Operating Supplie	DEC- SUPPLIES & MATERIALS		\$100.97
Invoice					
Cash Payment	E 203-45000-406	Repairs, Supplies & Oth	DEC- SUPPLIES & MATERIALS		\$39.95
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$308.55

Refer	16048	ARAMARK	-		
Cash Payment	E 101-42110-210	Operating Supplies	DEC- MAT RENTALS		\$54.09
Invoice					
Cash Payment	E 101-45500-220	Repair/Maint Supply	DEC- MAT RENTALS		\$21.89
Invoice					
Cash Payment	E 202-42153-217	Other Operating Supplie	DEC- MAT RENTALS		\$31.16
Invoice					
Cash Payment	E 203-45000-410	Rentals	DEC- MAT RENTALS		\$288.13
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$395.27

Refer	16049	BOLTON & MENK, INC.	-		
Cash Payment	E 101-43000-303	Engineering Fees	NOV- 2024 IMP. ENGINEERING		\$22,515.50
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$22,515.50

Refer	16050	CANON	-		
Cash Payment	E 101-41400-218	Office Expense	DEC- COPIER LEASES (OFFICE & PD)		\$116.19
Invoice					
Cash Payment	E 101-42110-218	Office Expense	DEC- COPIER LEASES (OFFICE & PD)		\$44.00
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$160.19

Refer	16051	CENGAGE LEARNING INC	-		
Cash Payment	E 101-45500-205	Print Materials - Library	DEC- LIBRARY MATERIALS		\$307.70
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$307.70

Refer	16052	CENTERPOINT ENERGY	-		
Cash Payment	E 101-41940-383	Gas Utilities	CITY GAS BILLS- 11/14-12/12/23		\$254.43
Invoice					
Cash Payment	E 101-42110-383	Gas Utilities	CITY GAS BILLS- 11/14-12/12/23		\$64.58
Invoice					

Payments

Current Period: JANUARY 2024

Cash Payment Invoice	E 101-43000-383	Gas Utilities	CITY GAS BILLS- 11/14-12/12/23		\$431.79
Cash Payment Invoice	E 101-45202-383	Gas Utilities	CITY GAS BILLS- 11/14-12/12/23		\$95.50
Cash Payment Invoice	E 101-45500-383	Gas Utilities	CITY GAS BILLS- 11/14-12/12/23		\$57.88
Cash Payment Invoice	E 201-42280-383	Gas Utilities	CITY GAS BILLS- 11/14-12/12/23		\$122.60
Cash Payment Invoice	E 202-42153-383	Gas Utilities	CITY GAS BILLS- 11/14-12/12/23		\$96.88
Cash Payment Invoice	E 203-45000-383	Gas Utilities	CITY GAS BILLS- 11/14-12/12/23		\$417.87
Cash Payment Invoice	E 601-49400-383	Gas Utilities	CITY GAS BILLS- 11/14-12/12/23		\$434.00
Cash Payment Invoice	E 603-49450-383	Gas Utilities	CITY GAS BILLS- 11/14-12/12/23		\$252.56
Cash Payment Invoice	E 604-49550-383	Gas Utilities	CITY GAS BILLS- 11/14-12/12/23		\$15.88
Transaction Date	12/28/2023		Cash	10150	Total \$2,243.97
Refer	16053 CITY OF ARLINGTON				
Cash Payment Invoice	E 101-41940-381	Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/15/23		\$732.01
Cash Payment Invoice	E 101-42110-381	Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/15/23		\$283.39
Cash Payment Invoice	E 101-43000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/15/23		\$154.75
Cash Payment Invoice	E 101-43160-381	Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/15/23		\$880.54
Cash Payment Invoice	E 101-45202-381	Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/15/23		\$122.65
Cash Payment Invoice	E 101-45500-381	Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/15/23		\$106.64
Cash Payment Invoice	E 201-42280-381	Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/15/23		\$118.47
Cash Payment Invoice	E 202-42153-381	Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/15/23		\$425.08
Cash Payment Invoice	E 203-45000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/15/23		\$748.81
Cash Payment Invoice	E 601-49400-381	Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/15/23		\$2,398.24
Cash Payment Invoice	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/15/23		\$643.04
Cash Payment Invoice	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/15/23		\$2,348.69
Transaction Date	12/28/2023		Cash	10150	Total \$8,962.31
Refer	16054 CITY OF GAYLORD				
Cash Payment Invoice	E 201-42280-396	Safety Program & Equip	FD- 50% FALL FIRE PREV. MATERIALS		\$618.23
Transaction Date	12/28/2023		Cash	10150	Total \$618.23
Refer	16055 DERKS WINDOWS				
Cash Payment Invoice	E 101-45500-220	Repair/Maint Supply	2023- LIBRARY WINDOW CLEANING		\$99.00

Payments

Current Period: JANUARY 2024

Transaction Date	12/28/2023	Cash	10150	Total	\$99.00
Refer	16056 <i>EMMAS BAKERY & EATS</i>				
Cash Payment	E 202-42153-430	Miscellaneous	NOV 'GOOD MORNING ARL' DONUTS @ EMS		\$55.79
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$55.79
Refer	16057 <i>EXPERT BILLING</i>				
Cash Payment	E 202-42153-301	Auditing and Acct g Serv	AMB BILLING- JUN-OCT.		\$1,344.00
Invoice					
Cash Payment	E 202-42153-301	Auditing and Acct g Serv	AMB BILLING- JUN-OCT.		\$504.00
Invoice					
Cash Payment	E 202-42153-301	Auditing and Acct g Serv	AMB BILLING- JUN-OCT.		\$1,064.00
Invoice					
Cash Payment	E 202-42153-301	Auditing and Acct g Serv	AMB BILLING- JUN-OCT.		\$1,652.00
Invoice					
Cash Payment	E 202-42153-301	Auditing and Acct g Serv	AMB BILLING- JUN-OCT.		\$812.00
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$5,376.00
Refer	16058 <i>GAVIN-JANSSEN-STABENOW-MOL</i>				
Cash Payment	E 101-41600-304	Legal Fees	NOV- CITY & PROSECUTION LEGAL FEES		\$188.50
Invoice					
Cash Payment	E 101-41910-304	Legal Fees	NOV- CITY & PROSECUTION LEGAL FEES		\$420.50
Invoice					
Cash Payment	E 101-42110-304	Legal Fees	NOV- CITY & PROSECUTION LEGAL FEES		\$924.75
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$1,533.75
Refer	16059 <i>INGRAM LIBRARY SERVICES</i>				
Cash Payment	E 101-45500-205	Print Materials - Library	DEC- LIBRARY MATERIALS		\$192.81
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$192.81
Refer	16060 <i>JAIME WEIKLE</i>				
Cash Payment	E 202-42153-208	Training and Instruction	REIMB- AMB. BLS RECERT. CARDS (6)		\$48.32
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$48.32
Refer	16061 <i>JESSICA STEINKE</i>				
Cash Payment	E 604-49550-181	Mileage	REIMB- ELEC MILEAGE (SEPT-DEC)		\$166.37
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$166.37
Refer	16062 <i>LEXIPOL LLC</i>				
Cash Payment	E 101-42110-208	Training and Instruction	2024- PD TRAINING MANUAL & BULLETINS		\$3,481.20
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$3,481.20
Refer	16063 <i>MADISON NATIONAL LIFE</i>				
Cash Payment	E 101-41400-131	Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$4.92
Invoice					
Cash Payment	E 101-42110-131	Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$16.40
Invoice					
Cash Payment	E 101-43000-131	Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$5.50
Invoice					

Payments

Current Period: JANUARY 2024

Cash Payment Invoice	E 101-45202-131	Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$1.35
Cash Payment Invoice	E 101-45500-131	Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$4.10
Cash Payment Invoice	E 101-46500-131	Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$0.82
Cash Payment Invoice	E 202-42153-131	Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$8.20
Cash Payment Invoice	E 203-45000-131	Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$3.40
Cash Payment Invoice	E 601-49400-131	Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$1.03
Cash Payment Invoice	E 603-49450-131	Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$1.02
Cash Payment Invoice	E 604-49550-131	Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$2.46
Transaction Date	12/28/2023	Cash	10150	Total	\$49.20
Refer	16064 <i>MEDIACOM</i>		-		
Cash Payment Invoice	E 101-41400-321	Telephone	JAN- CITY INTERNET & SOME PHONE BILLS		\$421.92
Cash Payment Invoice	E 101-42110-321	Telephone	JAN- CITY INTERNET & SOME PHONE BILLS		\$276.90
Cash Payment Invoice	E 101-43000-321	Telephone	JAN- CITY INTERNET & SOME PHONE BILLS		\$136.90
Cash Payment Invoice	E 101-45500-321	Telephone	JAN- CITY INTERNET & SOME PHONE BILLS		\$48.46
Cash Payment Invoice	E 201-42280-321	Telephone	JAN- CITY INTERNET & SOME PHONE BILLS		\$123.46
Cash Payment Invoice	E 202-42153-321	Telephone	JAN- CITY INTERNET & SOME PHONE BILLS		\$261.90
Transaction Date	12/28/2023	Cash	10150	Total	\$1,269.54
Refer	16065 <i>MICRO MARKETING</i>		-		
Cash Payment Invoice	E 101-45500-206	Visual Materials - Library	DEC- LIBRARY MATERIALS		\$69.68
Transaction Date	12/28/2023	Cash	10150	Total	\$69.68
Refer	16066 <i>MINNESOTA LIFE</i>		-		
Cash Payment Invoice	G 101-21706	Life Insurances	JAN- LIFE INS. PREMIUMS		\$49.20
Cash Payment Invoice	E 101-41400-131	Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS		\$5.38
Cash Payment Invoice	E 101-42110-131	Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS		\$17.00
Cash Payment Invoice	E 101-43000-131	Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS		\$5.70
Cash Payment Invoice	E 101-45202-131	Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS		\$1.40
Cash Payment Invoice	E 101-45500-131	Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS		\$4.25
Cash Payment Invoice	E 101-46500-131	Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS		\$0.96
Cash Payment Invoice	E 202-42153-131	Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS		\$8.50

Payments

Current Period: JANUARY 2024

Cash Payment	E 203-45000-131	Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS		\$3.53
Invoice					
Cash Payment	E 601-49400-131	Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS		\$1.12
Invoice					
Cash Payment	E 603-49450-131	Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS		\$1.12
Invoice					
Cash Payment	E 604-49550-131	Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS		\$2.61
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$100.77
Refer	16067	MINNESOTA VALLEY ELECTRIC C	-		
Cash Payment	E 101-45202-381	Electric & Heat Utilities	NOV- SPORTSMANS PARK ELEC BILL		\$24.13
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$24.13
Refer	16068	MJM MEDICAL DIRECTION SERVIC	-		
Cash Payment	E 202-42153-300	Professional Svcs	JAN- AMB. MEDICAL DIRECTOR FEE		\$500.00
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$500.00
Refer	16069	MN CHIEFS OF POLICE ASSN.	-		
Cash Payment	E 101-42110-433	Dues and Subscriptions	2024 MEMBERSHIP		\$268.00
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$268.00
Refer	16070	MN STATE FIRE CHIEFS ASSN.	-		
Cash Payment	E 201-42280-433	Dues and Subscriptions	2024 MEMBERSHIP		\$220.00
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$220.00
Refer	16071	MN STATE FIRE DEPT. ASSN	-		
Cash Payment	E 201-42280-433	Dues and Subscriptions	2024 MEMBERSHIP		\$225.00
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$225.00
Refer	16072	MN VALLEY REGION RAIL AUTHO	-		
Cash Payment	E 101-43000-170	Permits and Licenses	2024- RR CROSSING LEASE FEES		\$649.00
Invoice					
Cash Payment	E 101-45202-170	Permits and Licenses	2024- RR CROSSING LEASE FEES		\$649.00
Invoice					
Cash Payment	E 601-49400-170	Permits and Licenses	2024- RR CROSSING LEASE FEES		\$812.50
Invoice					
Cash Payment	E 602-49450-170	Permits and Licenses	2024- RR CROSSING LEASE FEES		\$1,420.50
Invoice					
Cash Payment	E 604-49550-170	Permits and Licenses	2024- RR CROSSING LEASE FEES		\$12,177.61
Invoice					
Cash Payment	E 605-49600-170	Permits and Licenses	2024- RR CROSSING LEASE FEES		\$1,753.00
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$17,461.61
Refer	16073	MOTOROLA	-		
Cash Payment	E 101-42110-508	Radio-Mobile/Base	PD- RADIO SPEAKERS & CHARGERS		\$986.20
Invoice					
Transaction Date	12/28/2023	Cash	10150	Total	\$986.20
Refer	16074	PEOPLE SERVICE, INC.	-		

Payments

Current Period: JANUARY 2024

Cash Payment	E 601-49400-180	Operator Contract	JAN- W/WW SERVICES	\$13,000.00
Invoice				
Cash Payment	E 603-49450-180	Operator Contract	JAN- W/WW SERVICES	\$13,165.00
Invoice				
Cash Payment	E 603-49450-392	Testing	JAN- W/WW SERVICES	\$190.90
Invoice				
Transaction Date	12/28/2023	Cash	10150	Total \$26,355.90
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Refer	16075 SCENIC SIGN CORP.			
Cash Payment	E 203-45000-401	Repairs/Maint Buildings	LED SIGN REPAIRS	\$1,086.20
Invoice				
Transaction Date	12/28/2023	Cash	10150	Total \$1,086.20
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Refer	16076 SIBLEY EAST			
Cash Payment	E 101-41400-733	Reimbursible Expense	2024- FITNESS CENTER MEMBERSHIPS (4)	\$513.00
Invoice				
Transaction Date	12/28/2023	Cash	10150	Total \$513.00
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Refer	16077 THOMES BROTHERS HARDWARE			
Cash Payment	E 101-41940-220	Repair/Maint Supply	DEC- SUPPLIES	\$21.98
Invoice				
Cash Payment	E 101-43000-210	Operating Supplies	DEC- SUPPLIES	\$206.82
Invoice				
Cash Payment	E 101-43000-485	Gas and Repair Miscella	DEC- SUPPLIES	\$33.97
Invoice				
Cash Payment	E 201-42280-401	Repairs/Maint Buildings	DEC- SUPPLIES	\$29.99
Invoice				
Cash Payment	E 201-42280-485	Gas and Repair Miscella	DEC- SUPPLIES	\$5.00
Invoice				
Transaction Date	12/28/2023	Cash	10150	Total \$297.76
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Refer	16078 U.S. BANK - CREDIT CARD			
Cash Payment	E 101-41400-503	Computers/Software/We	DEC- MATERIALS	\$285.00
Invoice				
Cash Payment	E 101-42110-503	Computers/Software/We	DEC- MATERIALS	\$10.68
Invoice				
Cash Payment	E 202-42153-217	Other Operating Supplie	DEC- MATERIALS	\$282.98
Invoice				
Cash Payment	E 202-42153-417	Uniforms/Outerwear	DEC- MATERIALS	\$226.51
Invoice				
Cash Payment	E 202-42153-503	Computers/Software/We	DEC- MATERIALS	\$106.31
Invoice				
Transaction Date	12/28/2023	Cash	10150	Total \$911.48
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Refer	16079 U.S. POST OFFICE			
Cash Payment	E 101-41400-322	Postage	STAMP SUPPLY	\$132.00
Invoice				
Cash Payment	E 604-49550-322	Postage	STAMP SUPPLY	\$24.00
Invoice				
Transaction Date	12/28/2023	Cash	10150	Total \$156.00
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Refer	16080 U.S. POSTAL SERVICE			
Cash Payment	E 101-41400-200	Office Supplies	STAMPED ENVELOPE SUPPLY	\$40.85
Invoice				
Cash Payment	E 101-41400-322	Postage	STAMPED ENVELOPE SUPPLY	\$330.00
Invoice				

Payments

Current Period: JANUARY 2024

Cash Payment	E 601-49400-218	Office Expense	STAMPED ENVELOPE SUPPLY	\$225.20
Invoice				
Cash Payment	E 601-49400-322	Postage	STAMPED ENVELOPE SUPPLY	\$1,650.00
Invoice				
Cash Payment	E 603-49450-218	Office Expense	STAMPED ENVELOPE SUPPLY	\$225.20
Invoice				
Cash Payment	E 603-49450-322	Postage	STAMPED ENVELOPE SUPPLY	\$1,650.00
Invoice				
Cash Payment	E 604-49550-218	Office Expense	STAMPED ENVELOPE SUPPLY	\$450.40
Invoice				
Cash Payment	E 604-49550-322	Postage	STAMPED ENVELOPE SUPPLY	\$3,300.00
Invoice				
Transaction Date	12/28/2023	Cash	10150	Total \$7,871.65
Refer	16081	ULINE		
Cash Payment	E 101-41940-220	Repair/Maint Supply	DEC- SUPPLIES & SNOW FENCING POSTS	\$216.08
Invoice				
Cash Payment	E 101-43000-486	Snow Removal	DEC- SUPPLIES & SNOW FENCING POSTS	\$686.66
Invoice				
Cash Payment	E 203-45000-210	Operating Supplies	DEC- SUPPLIES & SNOW FENCING POSTS	\$504.20
Invoice				
Transaction Date	12/28/2023	Cash	10150	Total \$1,406.94
Refer	16082	VERIZON WIRELESS		
Cash Payment	E 101-42110-321	Telephone	JAN- CELL PHONE & TABLET BILLS	\$265.30
Invoice				
Cash Payment	E 202-42153-321	Telephone	JAN- CELL PHONE & TABLET BILLS	\$263.30
Invoice				
Cash Payment	E 604-49550-321	Telephone	JAN- CELL PHONE & TABLET BILLS	\$35.44
Invoice				
Transaction Date	12/28/2023	Cash	10150	Total \$564.04
Refer	16083	VERTEX		
Cash Payment	E 101-42110-208	Training and Instruction	PD- DRONE TRAINING CLASS	\$199.00
Invoice				
Transaction Date	12/28/2023	Cash	10150	Total \$199.00

Fund Summary

	10150 Cash
101 General Fund	\$38,306.43
201 Fire Fund	\$1,897.75
202 Ambulance Fund	\$8,166.90
203 Community Center Fund	\$3,092.09
601 Water Fund	\$18,522.09
602 Sewer Fund	\$1,420.50
603 AGI Sewer Fund	\$18,477.53
604 Electric Fund	\$16,174.77
605 Storm Water Drainage Fund	\$1,753.00
	<u>\$107,811.06</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$107,811.06
Total	<u>\$107,811.06</u>



**CITY COUNCIL MEETING MINUTES
DECEMBER 18, 2023, AT 6:30 PM
COUNCIL CHAMBERS**

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

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

2. Roll Call-

Members Present- Mayor Matthew Scharpe, Councilmembers Dave Meyer, John Thomes, Jeff Matz, Christina Litfin, Curtis Ling

Members Absent- None

Staff Present- City Administrator Jessica Steinke, Attorney Ken Janssen, Ambulance Manager Jaime Weikle, Asst. Ambulance Manager Mark Grover

Guests Present- - Kurt Menk of Arlington Enterprise, Jason Femrite of Bolton & Menk, Brandon Ronning, Debbie Stenzel, Kim Quast, Felicia Brockoff, Jason Quast, and Jen Quast.

3. Approval of the Agenda- *Scharpe added 11A, 11B and added Meyer and Litfin to number 12 for giving the update. Ling made a motion to approve the agenda. Matz seconded. Motion carried with all voting in favor.*

4. Citizens Addressing the Council

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

Jason Quast (624 E Brooks St)- spoke against the charges against Peeps Repair, Debbie Stenzel (702 W Brooks St)- Street Project and the lack of sidewalks for this project, Felicia Brockoff (Arlington Township and Cancer Cruise) regarding the misdemeanors against Peep's Repair, Brandon Ronning (Arlington Township/ Drift Dodgers) regarding the grooming the trail on Sheila Dr.

CONSENT AGENDA

5. Approval of Consent Agenda

A) Approval of Bills

B) December 4, 2023, City Council Workshop Meeting Minutes

C) December 4, 2023, City Council Meeting Minutes

D) Accepting Doug Mackenthun as Fire Chief – 2-year term

E) Accepting Jim Klingelhutz for 2nd Assistant Fire Chief – 2-year term



F) Accepting Trevor Otto for Training Safety Officer – 2-year term

G) Pheasants Forever Gambling License for February 10th, 2024

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

OLD BUSINESS

6. 2024 Street and Utility Project – Sidewalks- *Femrite spoke to the Council regarding comments that were made at the open house regarding the future street project. He commented that if sidewalks were to be added in it would take a couple weeks to reconfigure the street project. Consensus was to stay with the original decision.*
7. City Building Hail Damage Discussion- *Steinke updated the Council regarding the insurance claim due to the hail damage on the city buildings and the Main Street sign. All buildings with asphalt shingles are 100% covered and metal roofs are covered at a 70/30 cost share with the city and insurance. The shop is leaking and, in the past, had been patched. Thomes made a motion to replace the workshop roof and move forward with the claim. Litfin seconded. Motion carried with all voting in favor. Steinke also commented on the Main Street sign.*

NEW BUSINESS

8. Ordinance 313, Chapter 4. Committees & Chapter 29. Trees- *Steinke updated the Council on the ordinances and is looking for a first reading regarding the committees at the second meeting in January.*
9. RESOLUTION 41-2023 ADOPTING THE FINAL TAX LEVY & CERTIFY WITH SIBLEY CO. *Meyer made a motion to approve Resolution 41-2023. Thomes seconded. Motion carried. Matz, Ling, Thomes, Litfin, Meyer voted in favor. None against. None abstained. None were absent.*
10. RESOLUTION 42-2023 ORDERING THE FILING OF ASSESSMENTS *Thomes made a motion to approve Resolution 42-2023. Litfin seconded. Motion carried. Meyer, Thomes, Matz, Ling, Litfin voted in favor. None against. None abstained. None were absent.*
11. High Island Creek Watershed Request- *There is a culvert by the Sportsman's Park, and the watershed would like to replace/repair this culvert but the City owns this land. The idea of a potential sale of small parcel of land or donation to the watershed district to relieve the City's liability. The watershed will discuss this at a future meeting.*
- 11A. EMS Building- *Jaime Weikle and Mark Grover commented regarding changes and updates to the public safety commons. Weikle and Grover answered questions regarding these changes.*
- 11B. Committee Pay- *Pay for the committee members for the year was presented to the Council. Meyer made a motion to approve the committee pay. Matz seconded. Motion carried with all voting in favor.*



REPORTS OF OFFICERS, BOARDS AND COMMITTEES

12. Liquor Store Request, Planning & Zoning (*Council Members Litfin & Meyer*)- *Steinke gave an update regarding a new liquor store possibility at a gas station along Hwy 5. Planning and Zoning agreed to not rezone the district to allow for a liquor store. Matz made a motion to not change the zoning to allow for the liquor store. Meyer seconded. Motion carried with all voting in favor.*
13. Event Center Tables, Event Center Committee (*Council Member Matz*)- *Matz updated the Council on replacing the 5 ft round tables in the Event Center with plastic tables. He commented that it would be approximately \$16,000 for 60 round tables. Consensus was to send it back to the committee to try to find funding.*
14. November PD Report, Written- *Submitted Report*
15. City Administrator Update, Jessica Steinke- *Steinke commented that she is diving deeper in the electrical department, hail damage, city lot, email updates and website update, water treatment plant update, Ordinance 311 update (working with Michael Monson CEDA), January meetings will both be on Tuesdays in 2024.*
16. City Attorney Update, Ken Janssen-*Noise complaint issue will now be handled by Don Lanoye at the County Attorney's office.*

MISCELLANEOUS BUSINESS

17. Strategic Planning- *Mayor Scharpe asked for input on corrections or additions to what he wrote regarding strategic planning. Steinke would like to see three to four items be focused on this next year.*

Thomes asked about donations from the Chamber's Bingo event and where we are at with the lights, cost and what we have already. Steinke to do more research and will update the Council at the next meeting..

Scharpe mentioned that we have openings on Planning and Zoning, EDA and the Historical Society.

ADJOURNMENT

Thomes made a motion to adjourn the meeting at 7:54 pm. Matz seconded. Motion carried with all voting in favor.

City Administrator Jessica Steinke

Mayor Matthew Scharpe

INVOICE



Please examine these parts at once. Errors should be reported before using or installing. Returns must be made within TEN DAYS and must be accompanied by this INVOICE NUMBER.

KEEP THIS TICKET
AS IT IS YOUR ONLY INVOICE

This property is sold to you with the definite understanding that it is purchased for resale, unless tax has been added to the price.

CUSTOMER'S ORDER NO. _____

R.O.A.

PD. OUT

CASH

CHARGE

CREDIT

SOLD TO Arlington Fire Dept

DATE _____

ADDRESS _____

SALESMAN _____

QUANTITY	NUMBER	DESCRIPTION	PRICE	NET	TOTAL	DON'T WRITE
1	A075V080-1230	FP Single Phase 208/230 volt 7 1/2 HP 80gal Tank with Auto drain with After cooler			4655 49	
1		Line Dryer series 40			2173 83	
1		install kit and extend warranty to 3 years including oil + Filters			356 88	
5	821-14/6	Flexzilla 3/8 X 50ft Frt		21999	1099 95	
		SUBTOTAL			260 00	
		TAX ?				
		TOTAL				

REC'D BY _____



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

RESOLUTION 1-2024

A RESOLUTION DESIGNATING THE OFFICIAL CITY DEPOSITORY

BE IT RESOLVED that the Arlington State Bank of Arlington, Minnesota is hereby designated as the official City of Arlington depository for the year 2024.

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: _____; the following against: _____; the following abstained: _____; the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 2nd day of January 2024.

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.



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

RESOLUTION 2-2024

A RESOLUTION AUTHORIZING SIGNATURE AUTHORITY FOR CITY ACCOUNTS

WHEREAS, the City of Arlington has various bank accounts at Arlington State Bank for the City of Arlington;

WHEREAS, the City of Arlington needs to name the individuals who have signature authority for the various bank accounts; and

WHEREAS, authorized signature can only be those individuals so named and approved by the Arlington City Council; and

BE IT RESOLVED that the Arlington City Council grants signature authority for the City bank accounts to the following and the checks require two signatures:

Mayor	Matthew Scharpe
Vice-Mayor	Dave Meyer
City Administrator	Jessica Steinke
Deputy City Clerk	Lisa Tesch

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 2nd day of January 2024.

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.



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

RESOLUTION 3-2024

A RESOLUTION DESIGNATING THE OFFICIAL CITY NEWSPAPER

BE IT RESOLVED that *The Arlington Enterprise* of Arlington, Minnesota is hereby designated as the official City of Arlington newspaper for the year 2024.

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: _____; the following voted against: _____; the following abstained: _____; the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 2nd day of January 2024.

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.



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

RESOLUTION 4-2024

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 \$150.00 from Steven Burch and Jane Fuller (in memory of his parents Jack and Marlys Burch) to be used for the Arlington Area Ambulance Service, Arlington Police Department and Arlington Fire Department; and

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

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

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

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 2nd day of January 2024.

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.



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

RESOLUTION 5-2024

A RESOLUTION APPOINTING CITY ADMINISTRATOR AND AUTHORIZING THE CITY OF ARLINGTON TO ENTER INTO A CONTRACT WITH JESSICA STEINKE

WHEREAS, Jessica Steinke is appointed to serve as the City Administrator for the City of Arlington for a one-year term commencing on January 1, 2024; and

WHEREAS, the City of Arlington desires to secure the services of the City Administrator and the City Administrator desires to accept such employment; and

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

1. That the attached City Administrator Contract between Jessica Steinke and the City of Arlington is hereby approved. A copy of the Agreement is attached to this Resolution and made a part of it.
2. The Agreement describes the responsibilities of the City and City Administrator.
3. That the Mayor is designated the Authorized Representative for the City to sign contract.

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: _____; the following voted against: _____; the following abstained: _____; the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 2nd day of January, 2024.

Signed: _____
Mayor

Attest: _____
City Administrator

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

CITY ADMINISTRATOR CONTRACT

This agreement, made and effective as of January 1, 2024 between the City of Arlington, a Minnesota municipal corporation, hereafter "City", and Jessica Steinke, hereafter "City Administrator". This contract shall be reviewed annually as per the City Charter.

WHEREAS, the City of Arlington desires to secure the services of the City Administrator and the City Administrator desires to accept such employment.

NOW THEREFORE, in consideration of the material advantages accruing to the two parties and the mutual covenants contained herein, and intending to be legally and ethically bound hereby, the City of Arlington and the City Administrator agree with each other as follows:

1. The City Administrator will continue to render full-time professional services to the City in the capacity of Chief Executive Officer of the City beginning January 1, 2024. The Administrator will at all times, faithfully, industriously and to the best of their ability, perform all duties set forth in the City Charter and in policy statements of the City Council. It is understood that these duties shall be substantially the same as those of a chief executive officer of a business corporation. The City Administrator is hereby vested with authority to act on behalf of the City Council in keeping with policies adopted by the Council, as amended from time to time. In addition, the Administrator shall perform in the same manner any special duties assigned or delegated to them by the Council. The job description attached at Appendix A shall serve as further guidance as to the duties and powers of the City Administrator.
2. In consideration for these services as City Administrator, the City agrees to pay the City Administrator an annual salary of \$118,000. The City Administrator shall be subject to a performance evaluation by the end of December and annually at the end of each calendar year in which the City Administrator remains employed with City. Future salary increases may be granted at the same time as salary adjustments are made for other city employees, subject to a satisfactory performance evaluation, City Council approval, and renewal of the contract as required by the City Charter. The City Administrator salary shall be paid in bi-weekly installments at the same time as pay checks are issued to all of the other city employees.
 - a) The use of annual leave shall be consistent with the City's Personnel Policy. Upon leaving the City's employ, for whatever reason, the Administrator shall be entitled to payment for all accrued and unused annual leave time at the Administrator's then current rate of compensation.
 - b) For purposes of annual leave accrual City Administrator will be credited with having completed 8 years of employment with the City upon his/her first day of employment on April 10, 2023.

- c) The City Administrator shall also be granted the same number of paid national holidays as all other city employees.
- d) In the event of a single period of prolonged inability to work due to the result of a sickness or an injury, the City Administrator will be compensated in accordance with the City's annual leave and disability policies. Up to six (6) months' salary continuation will be provided in such an instance to supplement short-term disability. The city reserves the right to verify the medical condition of the City Administrator by obtaining reports from the City Administrator's treating medical professionals. In the alternative, the City may require the City Administrator be examined by medical professionals of the City's choosing to obtain an independent opinion as to the City Administrator's medical status. It is understood that such medical reports may be necessary to trigger the City's insurance coverage in such event.
- e) In addition, the City Administrator will be permitted to be absent from the City office during working days to attend professional meetings and to attend to such outside professional duties in the municipal field as have been mutually agreed upon between the Administrator and the Mayor or the Council. Attendance at such approved meetings and accomplishment of approved professional duties shall be fully compensated service time and shall not be considered vacation time. The City shall reimburse the City Administrator for all expenses incurred by the City Administrator incident to attendance at approved professional meetings incurred by the City Administrator in furtherance of the City's interests, provided, however, that such reimbursement is approved by the City Council in advance.

3. The City agrees to pay dues to professional associations and societies and to such service organizations and clubs of which the City Administrator is a member, approved by the Mayor as being in the best interests of the City. It is contemplated that the City shall pay for the membership of the City Administrator in the International City/County Management Association, Minnesota City/County Management Association, The Institute of Municipal Clerks, League of Minnesota Cities and Minnesota Municipal Utilities Association. The City will pay for the City Administrator attendance at the annual MCMA and LMC conferences. Attendance at the ICMA annual conference shall be subject to City Council approval and budget considerations.

4. The City agrees to provide the City Administrator with the following additional benefits:
- a) Provide comprehensive health and major medical insurance for the City Administrator and their family, according to the standard city employee benefit package.
 - b) Provide accrual of pension benefits as a member of the Public Employees Retirement Association, according to the standard city employee benefit package.

- c) The City may provide a cell phone, a laptop computer with wireless internet capability, or reimbursement of such products or services as needed and per the City's Personnel Policy. In the event, reimbursement is elected, the City of Arlington may need to access the employee-owned device for legitimate business purposes including, but not limited to implementing security controls, fulfilling record retention obligations, conducting investigations, or responding to litigation-related requests arising out of administrative, civil, or criminal proceedings. The City Administrator is expected to provide access to their device upon demand for necessary business purposes. The City shall provide a stipend for cell phone usage of \$40.00 per month.
 - d) Mileage reimbursement for travel out of town to meetings and other related business of the City. Reimbursement shall be at the rate established per mile under IRS regulations for that calendar year for business mileage deduction rates. If a City vehicle is available for such travel, the City may require the City Administrator to use the city vehicle rather than their personal vehicle.
 - e) In addition, the City Administrator shall be entitled to all other fringe benefits to which all other employees of the City are entitled.
5. The City Council may at its discretion terminate the City Administrator's employment with the City, without cause. Such action shall require a 4/5's majority vote of the entire City Council and become effective upon written notice to the City Administrator or at such later times as may be specified in said notice. After such termination, all rights, duties and obligations of both parties shall cease except that the City shall continue to pay the City Administrator a monthly salary for the month in which their duties were terminated and for 3 consecutive months thereafter as an agreed upon severance payment. During this period, the City Administrator shall not be required to perform any duties for the City. Neither shall the fact that the City Administrator seeks, accepts and undertakes other employment during this period affect such payments. Also, for the period during which such payments are being made, the City agrees to keep the City Administrator's group life, health and major medical insurance coverage paid up and in effect. However, if the City Administrator obtains new employment during said 3-month severance payment term, and said new employer provides substantially comparable insurance coverage, then the City of Arlington shall not be obligated to provide such group life, health or major medical insurance coverage during said 3-month term.
6. Should the City Council in its discretion change the City Administrator's duties or authority so it can reasonably be found that the City Administrator is no longer performing as the Chief Executive Officer of the City, the City Administrator shall have the right, within 90 days of such event, in their complete discretion, to terminate this contract by written notice delivered to the Mayor and the City Council. Upon such termination, the City Administrator shall be entitled to the severance payment described in Paragraph 5, in accordance with the same terms of that Paragraph.

7. Should the City Administrator at their discretion elect to terminate this contract for any other reason than as stated in Paragraph 6, the Administrator shall give the City 30 days written notice of their decision to terminate. At the end of the 30 days, all rights, duties and obligations of both parties under this contract shall cease and the City Administrator will not be entitled to severance benefits.
8. The City Council may in its discretion terminate the City Administrator for just cause at any time. Termination for just cause could be based on, but not limited to, willful neglect of duty, gross inefficiency or incompetence in office that the City Administrator fails to correct after reasonable written notice, or malfeasance in office. In case of termination of the City Administrator for just cause, the City Administrator will not be entitled to severance benefits. Prior to any City Council vote to consider termination of the City Administrator's employment, the City Administrator shall be entitled to the same administrative review of their performance or conduct as afforded to all other city employees under existing city employment policies.
9. The City Administrator shall maintain confidentiality with respect to information that the Administrator receives in the course of their employment and not disclose any such information. The City Administrator shall not, either during the term of employment or thereafter, use or permit the use of any information of or relating to the City in connection with any outside activity or business and shall not divulge such information to any person, firm, or corporation whatsoever, except as may be necessary in the performance of their duties hereunder or as may be required by law or legal process.
10. This contract constitutes the entire agreement between the parties and contains all the agreements between them with respect to the subject matter hereof. It also supersedes any and all other agreements or contracts, either oral or written, between the parties with respect to the subject matter hereof.
11. Except as otherwise specifically provided, the terms and condition of this contract may be amended at any time by mutual agreement of the parties, provided that before any amendment shall be valid or effective it shall have been reduced to writing, approved by the City Council, and signed by the Mayor and the City Administrator.
12. The invalidity or unenforceability of any particular provision of this contract shall not affect its other provisions, and this contract shall be construed in all respects as if such invalid or unenforceable provision had been omitted.
13. This agreement shall be construed and enforced under and in accordance with the laws of the State of Minnesota.

Dated: _____2024

Jessica Steinke

For City of Arlington:

By Matthew Scharpe
Its Mayor



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

RESOLUTION 6-2024

A RESOLUTION RATIFYING MAYORAL APPOINTMENTS AND COMMITTEES

BE IT RESOLVED that Mayor Matthew Scharpe has made the following appointments to the following positions:

APPOINTEES TO MUNICIPAL OFFICES:

<i>Vice Mayor</i>	Councilmember Dave Meyer
<i>City Attorney</i>	Attorney Ken Janssen
<i>Health Officer</i>	Representative from Sibley Co. Public Health
<i>Emergency Management Director</i>	Tim Haggemiller

DELEGATES TO EXTRA-MUNICIPAL AGENCIES:

<i>MN Municipal Utility Assoc. (MMUA)</i>	Councilmember Dave Meyer City Administrator Jessica Steinke
<i>MN Municipal Power Assoc. (MMPA)</i>	City Administrator Jessica Steinke Councilmember Dave Meyer Deputy Clerk Lisa Tesch
<i>A-GI Wastewater Board</i>	Councilmember John Thomes Councilmember Jeff Matz PeopleService Representative
<i>MN Valley Regional Rail Coalition (MVRRC)</i> <i>Ridgeview Sibley Medical Center (RSMC) Board</i>	City Administrator Jessica Steinke Councilmember John Thomes

COUNCIL COMMITTEES (1-year terms):

<i>Utilities Committee</i>	City Administrator Jessica Steinke Councilmember Dave Meyer Councilmember John Thomes PeopleServices Representative McLeod Coop. Representative
<i>Employee Relations Committee</i>	Councilmember Curtis Ling Councilmember Christina Litfin

MISCELLANEOUS COMMITTEES:

Firefighter Relief Committee

Mayor Matthew Scharpe
City Administrator Jessica Steinke
Fire Chief Doug Mackenthun

Fire Department Committee

Councilmember Dave Meyer
Councilmember Curtis Ling
Fire Dept. Officer Corps.

Emergency Operations Plan

Mayor Matthew Scharpe
City Administrator Jessica Steinke
Emergency Management Director Tim Haggemiller
Police Chief Glenn Gerads
Fire Chief Doug Mackenthun
Ambulance Director Jamie Weikle
Maintenance Supervisor Kirby Weckworth

CITIZEN COMMITTEES (Councilmembers serve 1-year terms)

Economic Development Authority (6-year term)

City Administrator Jessica Steinke
Councilmember Jeff Matz
Councilmember Curtis Ling
Tim Kloeckl 2028
Vacant 2029
Larry Sorenson 2025
Kurt Menk 2026
Howard Brinkman 2027

EDA Loan Board

City Administrator Jessica Steinke
EDA Member
EDA Member

Library Committee (2-year term)

Library Director Andrew Kelton
Councilmember Curtis Ling
Pauline Wiemann 2025
Tara Sabako 2025
Galen Wills 2025
Sue Morrisette 2024
Jean Olson 2024
Sheila Arneson 2025

Planning & Zoning Committee (3-year term)

City Administrator Jessica Steinke
P&Z Consultant
Councilmember Christina Litfin
Councilmember Dave Meyer
Vacant 2024
Brandon Brinkman 2025
Tom Hatlestad 2025
Vacant 2026
Jeanne Bearson 2026

TASK FORCES AND COMMISSIONS:

Arlington Historical Society

Debbie Weckwerth
Pauline Weimann
Dwight Grabitske
Sharon Shimota
Richard Trocke
Lowell Nagel
Warren Rosenthal
Vacant

Community Ed./Summer Rec. Advisory Board

Mayor Matthew Scharpe (non-voting)
Councilmember Christina Litfin
Karan Pichelmann
Evea Traxler

FURTHERMORE, BE IT RESOLVED that the Mayor is Ex-Officio for all Boards, Committees, and Commissions.

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: ____; and the following were absent: ____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 2nd day of January 2024.

Signed:

Matthew Scharpe
Mayor

Attest:

Jessica Steinke
City Administrator

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 7-2024

A RESOLUTION POSTPONING THE APPOINTMENTS TO SAID COMMITTEES

WHEREAS, the City Council has expressed the desire to dissolve the selected committees, Cemetery Committee, Event Center Committee, Parks Committee, Shade Tree Committee,

WHEREAS, the City is in the process of amending the city ordinance to dissolve such committees in question,

WHEREAS, any new appointments to the committees will be postponed for 2 months, or until a decision is finalized, whichever is sooner.

NOW THEREFORE BE IT RESOLVED, the City Council has expressed the desire to dissolve the selected committees: Cemetery Committee, Event Center Committee, Parks Committee, Shade Tree Committee, any new appointments to the committees will be postponed for two months or until a decision is finalized, whichever is sooner.

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 2nd day of January 2024.

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.



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

RESOLUTION 8-2024

A RESOLUTION APPROVING THE 2024 CITY CALENDAR

BE IT RESOLVED that the attached Calendar is hereby designated as the official City of Arlington Calendar of Public Meetings for the year 2024.

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: _____; the following voted against: _____; the following abstained: _____; and the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 2nd day of January 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

2024 PUBLIC MEETINGS

(MEETING DATES ARE SUBJECT TO CHANGE)

Holidays – City Offices Closed:

January 1st-New Year’s Day
 January 16th – Martin Luther King Jr. Day
 February 20th – Presidents’ Day
 May 29th – Memorial Day
 June 19th – Juneteenth
 July 4th – Independence Day
 September 4th – Labor Day
 November 11th – Veterans Day
 November 23rd and 24th – Thanksgiving
 December 25th - Christmas

January	City Council	6:30PM	January 2
	Planning & Zoning	7:00PM	January 4
	EDA	5:30PM	January 4
	City Council	6:30PM	January 16
	Township/Fire/Ambulance	7:00PM	January 25
	Fire Relief (Fire Hall)	6:30PM	January 31
	Planning & Zoning	7:00PM	February 1
February	EDA	5:30PM	February 1
	Emergency Operations (EMS Bldg.)	5:30PM	February 7
	City Council	6:30PM	February 5
	Library	5:30PM	February 20
	City Council	6:30PM	February 20
	Fire Relief (Fire Hall)	6:30PM	February 28
	• Fire Dept & Ambulance-1st Meeting	• Historical Society-2nd Meeting	
March	City Council	6:30PM	March 4
	Planning & Zoning	7:00PM	March 7
	EDA	5:30PM	March 7
	City Council	6:30PM	March 18
	Fire Relief (Fire Hall)	6:30PM	March 27
	• EDA & Planning & Zoning-1st Meeting		
	City Council	6:30PM	April 1
	Planning & Zoning	7:00PM	April 4
	EDA	5:30PM	April 4
	A-GI Wastewater (Arlington)	7:00PM	April 11

	City Council	6:30PM	April 15
	Fire Relief	6:30PM	April 24
	• Electrical Engineer-1st Meeting	• PeopleService-2nd Meeting	

May	Planning & Zoning	7:00PM	May 2
	EDA	5:30PM	May 2
	City Council	6:30PM	May 6
	City Council	6:30PM	May 20
	Library (<i>Library</i>)	5:30PM	May 21
	Fire Relief	6:30PM	May 29
	• Library-1st Meeting		

June	City Council	6:30PM	June 3
	Planning & Zoning	7:00PM	June 6
	EDA	5:30PM	June 6
	City Council	6:30PM	June 17
	Fire Relief	6:30PM	June 26

July	City Council	6:30PM	July 1
	Planning & Zoning	7:00PM	July 11
	EDA	5:30PM	July 11
	City Council	6:30PM	July 15
	Fire Relief	6:30PM	July 31

August	Planning & Zoning	7:00PM	August 1
	EDA	5:30PM	August 1
	City Council	6:30PM	August 5
	City Council	6:30PM	August 19
	Fire Relief	6:30PM	August 28
	• Fire Relief-1st Meeting		

September	City Council	6:30PM	September 3
	Planning & Zoning	7:00PM	September 5
	EDA	5:30PM	September 5
	A-GI Wastewater (<i>in GI.</i>)	7:00PM	September 12
	City Council	6:30PM	September 16
	Library (<i>Library</i>)	5:30PM	September 17
	Township/Fire/Ambulance	7:00PM	September 25
	Fire Relief	6:30PM	September 25

October	EDA	5:30PM	October 3
	Planning & Zoning	7:00PM	October 3
	City Council	6:30PM	October 7
	City Council	6:30PM	October 21
	Fire Relief	6:30PM	October 30

November	City Council	6:30PM	November 4
	EDA	5:30PM	November 7
	Planning & Zoning	7:00PM	November 7
	City Council	6:30PM	November 18
	Library (<i>Library</i>)	5:30PM	November 19
	Fire Relief	6:30PM	November 27

December	City Council	6:30PM	December 2
	Planning & Zoning	7:00PM	December 5
	EDA	5:30PM	December 5
	City Council	6:30PM	December 16
	Fire Relief	6:30PM	December 18

MEETING SCHEDULE:

- City Council 1st & 3rd Monday Evenings @ 6:30 pm
- EDA 2nd Monday Evening (Monthly) @ 5:30 pm
- Planning & Zoning 1st Thursday Evening (Monthly) @ 7:00 pm
- A-GI Wastewater 2nd Thursday Evening April (ARL)/September (GI) (10 Day Notice) @ 7:00 pm
- Library 3rd Tuesday Evening (Quarterly- 2nd mo.) @ 5:30 pm (Library)
- Township/Fire/Ambulance 2nd Thursday February/4th Wednesday September @7:00 pm (EMS Bldg.)
- Fire Relief Last Wednesday Evening (Monthly) (Fire Hall)
- Emergency Operation Plan 1st Wednesday in February (Annually) (EMS Bldg.)

**All meetings are at Event Center-Council Chambers unless otherwise noted.*

***All meeting dates are subject to change, plus additional (special) meetings could be scheduled.*

Annual Schedule for Committees to Report to City Council

(attended by a minimum of 2 representatives from each):

February:	• Fire Dept & Ambulance-1st Meeting	• Historical Society-2nd Meeting
March:	• EDA & P&Z - 1st Meeting	_____
April:	• Electrical Engineer-1st Meeting	• PeopleService-2nd Meeting
May:	• Library-1st Meeting	_____
June:	_____	_____
August:	• Fire Relief-1st Meeting	_____



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

RESOLUTION NO. 09-2024

A RESOLUTION ADOPTING THE 2024 ARLINGTON MUNICIPAL BUDGET

WHEREAS, sound financial planning by the City Council is the purpose behind the preparation of the 2024 municipal budget; and

THEREFORE, BE IT RESOLVED, by the City Council of the City of Arlington that the following revenues and expenditures of the City's funds be adopted as the 2024 municipal budget for the City of Arlington:

GENERAL FUND	
	<u>2024</u>
ACCOUNT: 101 - REVENUES	<u>Budget</u>
41000-31000 General Property Taxes	657,083
41000-33000 Intergovernmental Revenue	0
41000-33400 State Grants & Aids	0
41000-33401 Local Government Aid	899,000
41000-33402 Market Value Credit	150
41000-33422 Other State Aid Grants (PERA)	0
Gen. Government SUBTOTAL:	\$1,556,233
41400-32100 Business Licenses/Permits	700
41400-32109 Beer License	200
41400-32110 Liquor License	8,500
41400-32240 Animal Licenses	1,200
41400-33421 Insurance Premium Dividend	8,000
41400-34101 Rent Revenues	0
41400-34107 Assessment Search Fees	0
41400-34112 Recharge Fire Extinguishers	0
41400-34113 Comm. Sign Adv.	500
41400-34116 ISF Check-Collected	0
41400-34755 Recycling Subsidy	6,070
41400-36100 Special Assessments	0
41400-36200 Misc Revenues	400
41400-36210 Interest Earnings	10,000
41400-36215 Reimbursable Expense	2,000

41400-36230 Contributions And Donations	0
41400-38050 Cable TV Franchise Fee	15,000
41400-39101 Sales of General Fixed Assets	0
41400-39203 Transfer From Other Fund	1,500
Administrative SUBTOTAL:	\$54,070
41410-34100 Township Election Charges	\$1,511
Elections SUBTOTAL:	\$1,511
41910-32210 Bldg/Land Use Permits	60,000
41910-32211 Variance Permits	1,000
41910-34000 Charges for Services	10,000
41910-34102 Recording Of Legal Documents	100
41910-36215 Reimbursable Expense	0
Planning & Zoning SUBTOTAL:	\$71,100
42110-33400 State Grant & Aids	3,000
42110-33405 2% State Police Aid	20,000
42110-34201 Special Police Service	0
42110-35100 Court Fines	9,000
42110-35102 Parking Fines	2,000
42110-35200 PD Forfeiture Revenue	1,500
42110-36200 Misc. Revenue	500
42110-36215 Reimbursable Expense	1,500
42110-36230 Contributions and Donations	5,000
42110-39203 Transfer From Other Fund	1,000
Police SUBTOTAL:	\$43,500
42280-33400 State Grants & Aids	0
42280-33404 2% State Fire Aid	28,000
Fire Station & Bldg SUBTOTAL:	\$28,000
43000-33418 Muni State Aid St. Maint.	17,500
43000-34000 Charges for Services	20,000
43000-34405 Weed Cleaning & Removal	200
43000-36200 Misc Revenue	0
43000-36215 Reimbursable Expense	0
43000-39203 Transfer From Other Fund	24,000
Public Works SUBTOTAL:	\$61,700
45202-33400 State Grants and Aids	0
45202-34101 Rent Revenues	3,000
45202-36200 Misc Revenues	0
45202-36230 Contr & Donations	0
45202-39203 Transfer From Other Fund	71,000
Park Area & Recreation SUBTOTAL:	\$74,000

45500-33620 County Library Aid	\$80,000
45500-34760 Library-Donations	1,000
45500-36200 Misc Revenues	0
45500-39203 Transfer From Other Fund	0
Library SUBTOTAL:	\$81,000
46500-36200 Contributions and Donations	0
46500-36200 Miscellaneous Revenues	0
Economic Development SUBTOTAL:	\$0
GENERAL FUND TOTAL REVENUES	\$1,971,114
FUND: SUM OF GENERAL FUND	<u>2024</u>
ACCOUNT: 101 - EXPENDITURE SUMMARY	Budget
41110 Council	39,299
41400 Administrative Office	325,373
41410 Elections	15,125
41550 Assessing	10,940
41600 Law/Legal Services	13,000
41910 Planning & Zoning	96,100
41940 Gen Govt Bldgs/Plant	20,055
42110 Police Administration	556,740
42280 Fire Stations & Bldgs	40,000
42500 Civil Defense	1,077
42700 Animal Control	1,100
43000 Public Works & Streets	553,352
43160 Street Lighting	9,500
45202 Park Areas & Recreation	91,356
45500 Libraries	149,724
46500 Economic Development	48,373
49000 Miscellaneous	0
TOTAL EXPENDITURES	\$1,971,114
DIFFERENCE REVENUES/EXPENSES	0
GENERAL FUND	
COUNCIL	<u>2024</u>
101-41110	Budget
41110-110 Other Pay	35,020
41110-122 FICA	2,679
41110-181 Mileage	100
41110-182 Seminars	1,000
41110-503 Computers/Software	500
COUNCIL TOTAL	\$39,299

ADMINISTRATIVE OFFICE	<u>2024</u>
101-41400	Budget
41400-100 Wages & Salaries	102,441
41400-121 PERA	7,875
41400-122 FICA	8,032
41400-131 Employer Paid Health	6,000
ADMINISTRATIVE PERSONNEL SUBTOTAL	\$124,348
41400-181 Mileage	500
41400-182 Seminars	3,500
41400-200 Office Supplies	2,500
41400-218 Office Expense	20,000
41400-300 Professional Srvs	5,000
41400-301 Auditing And Acct	25,000
41400-312 Bank Processing Fees	200
41400-321 Telephone	8,000
41400-322 Postage	825
41400-340 Advertising	0
41400-351 Legal Notices Pub	2,500
41400-354 Other Print/Binding	500
41400-360 Ins-Fire, Liab, W.C.	105,000
41400-396 Safety Program & Equip.	1,500
41400-400 Township Tax Reimb	0
41400-430 Miscellaneous	1,000
41400-433 Dues & Subscriptions	5,000
41400-485 Gas & Repair Maint.	0
41400-503 Computers/Software	20,000
41400-701 Donations/Contrib	0
41400-735 Franchise Fee-Mediacom	0
41400-733 Reimbursable Expense	0
41400-500 Capital Outlay	0
ADMINISTRATION TOTAL	\$325,373
GENERAL ADMINISTRATION -ELECTIONS	<u>2024</u>
100-41410	Budget
41410-101 Wages	5,000
41410-121 PERA	300
41410-122 FICA	325
41410-110 Other Pay	6,000
41410-181 Mileage	500
41410-200 Office Supplies	1,500
41410-430 Miscellaneous	1,500
ADMIN. ELECTIONS TOTAL	\$15,125

ASSESSING	<u>2024</u>
101-41550	Budget
41550-300 Professional Svcs	10,940
ASSESSING TOTAL	\$10,940
LAW/LEGAL SERVICES	<u>2024</u>
101-41600	Budget
41600-300 Professional Svcs	0
41600-304 Legal Fees	13,000
LAW/LEGAL TOTAL	\$13,000
PLANNING & ZONING	<u>2024</u>
101-41910	Budget
41910-100 Wages & Salaries	0
41910-121 PERA (7.5%)	0
41910-122 FICA (7.65%)	0
41910-131 Employer Paid Health	0
41910-110 Other Pay	1,600
PLANNING & ZONING PERSONNEL SUBTOTAL	\$1,600
41910-182 Seminars	0
41910-218 Office Expense	100
41910-300 Prof Svcs	38,400
41910-304 Legal Fees	5,500
41910-313 Bldg Official	50,000
41910-321 Telephone	0
41910-351 Legal Notices Publishing	500
41910-351 Reimbursable Expense	0
PLANNING ZONING TOTAL	\$96,100
GENERAL GOVT BUILDINGS/PLANT	<u>2024</u>
101-41940	Budget
41940-220 Repair/Maint Supply	3,000
41940-300 Prof Services	0
41940-311 Real Estate Tax	55
41940-381 Electric & Heat	8,000
41940-383 Gas Utilities	5,000
41940-384 Refuse/Garbage Disposal	500
41940-396 Safety Program & Equip.	0
41940-401 Repairs/Main Bldg	3,500
41940-430 Miscellaneous	0
41940-500 Capital Outlay	0
GEN GOVT BLDG/PLANT TOTAL	\$20,055

POLICE ADMINISTRATION	<u>2024</u>
101-42110	Budget
42110-101 Full-Time Employ	346,466
42110-102 Overtime	5,022
42110-103 Part-Time Employ	0
42110-121 PERA	57,900
42110-122 FICA	7,532
42110-131 Employer Health	9,500
POLICE PERSONNEL SUBTOTAL	\$426,420
42110-182 Seminars	1,000
42110-200 Office Supplies	0
42110-208 Training & Inspection	15,000
42110-210 Operating Supplies	2,000
42110-218 Office Expense	3,000
42110-300 Professional Svs	3,500
42110-304 Legal Fees	38,000
42110-321 Telephone	7,300
42110-322 Postage	600
42110-381 Electric & Heat Utilities	3,500
42110-383 Gas Utilities	1,200
42110-384 Refuse/Garbage Disposal	120
42110-401 Repairs/Maint. Buildings	5,000
42110-417 Uniforms/Outerwear	10,000
42110-430 Miscellaneous	4,000
42110-433 Dues & Subscriptions	1,500
42110-436 Towing Charges	400
42110-480 Gas & Repair-Police Car	12,500
42110-500 Capital Outlay	0
42110-503 Computers/Software	20,000
42110-508 Radio-Mobile/Base	1,200
42110-624 Refunds Of User Charge	0
42110-639 Clothing Allowance	0
42110-731 Arlington Night Out	0
42110-733 Reimbursable Expense	500
POLICE TOTAL	\$556,740
FIRE STATION & BLDGS	<u>2024</u>
101-42280	Budget
42280-112 2% State Fire Aid	35,000
42280-124 Fire Pension Contrib	5,000
FIRE TOTAL	\$40,000
CIVIL DEFENSE	<u>2024</u>

101-42500	Budget
42500-103 Part-Time Employees	1,000
42500-122 FICA	77
PERSONNEL SUBTOTAL	\$1,077
42500-210 Operating Supplies	0
42500-500 Capital Outlay	0
42500-636 Supplies & Repairs	0
CIVIL DEFENSE TOTAL	\$1,077
PUBLIC WORKS	<u>2024</u>
101-43000	Budget
43000-101 Full-Time Employ	113,249
43000-102 Overtime	1,000
43000-103 Part-Time Employ	5,000
43000-121 PERA	8,494
43000-122 FICA	8,664
43000-131 Employer Health	16,500
PUBLIC WORKS PERSONNEL SUBTOTAL	\$152,907
43000-170 Permits & Licenses	500
43000-200 Office Supplies	300
43000-208 Training & Instruction	0
43000-210 Operating Supplies	9,000
43000-216 Chemicals & Chem Products	1,000
43000-224 Street Maint Materials	200,000
43000-226 Street Signs & Materials	3,500
43000-230 Mosquito Control	3,000
43000-300 Professional Srvs	1,500
43000-303 Engineering Fees	5,000
43000-300 Real Estate Tax	45
43000-321 Telephone	2,500
43000-381 Electric & Heat Utilities	1,500
43000-383 Gas Utilities	3,500
43000-384 Refuse/Garbage Disposal	3,000
43000-385 Recycling	6,100
43000-387 Christmas Lighting	500
43000-396 Safety Program & Equip.	1,000
43000-398 Community Sign	500
43000-401 Repairs/Maint. Buildings	10,000
43000-420 Shop Equip	0
43000-430 Miscellaneous	1,000
43000-436 Towing Charges	0
43000-480 Gas & Repair	40,000
43000-486 Snow Removal	60,000

43000-487 Grading Streets/Alleys	5,000
43000-488 Tree Removal	17,000
43000-500 Capital Outlay	25,000
43000-503 Computers/Software	0
43000-733 Reimbursable Expense	0
PUBLIC WORKS TOTAL	\$553,352
STREET LIGHTING	<u>2024</u>
101-43160	Budget
43160-381 Electric & Heat	9,000
43160-636 Supplies & Repairs	500
STREET LIGHTING TOTALS	\$9,500
ANIMAL CONTROL	<u>2024</u>
101-42700	Budget
42700-261 License	100
42700-430 Miscellaneous	1,000
ANIMAL CONTROL TOTAL	\$1,100
PARK AREAS & RECREATION	<u>2024</u>
101-45202	Budget
45202-100 Wages & Salaries	24,603
45202-110 Other Pay	1,845
45202-121 PERA	0
45202-122 FICA	1,722
PERSONNEL SUBTOTAL	\$28,170
45202-170 Permits & Licenses	650
45202-210 Operating Supplies	4,000
45202-216 Chemical & Chem. Products	500
45202-220 Repair/Maint Supply	4,000
45202-300 Professional Srvs	0
45202-303 Engineering Fees	0
45202-300 Real Estate Tax	36
45202-381 Electric & Heat Utilities	3,500
45202-383 Gas Utilities	1,000
45202-384 Refuse/Garbage Disposal	1,000
45202-401 Repairs/Mnt Buildings	1,500
45202-418 Other Rentals	5,000
45202-420 Shop Equip	0
45202-430 Miscellaneous	0
45202-467 Gas & Repair-Mower	2,500
45202-485 Gas & Repair-Misc	0
45202-500 Capital Outlay	21,500

45202-732 Community Ed/Rec Subsidy	18,000
45202-733 Reimbursable Expense	0
PARKS EXPENDITURES TOTAL	\$91,356
LIBRARIES	<u>2024</u>
101-45500	Budget
45500-101 Full-Time Employees	65,260
45500-103 Part-Time Employees	23,296
45500-110 Other Pay	600
45500-121 PERA	4,700
45500-122 FICA	6,500
45500-131 Health Insurance	12,000
LIBRARY PERSONNEL SUBTOTAL	\$112,356
45500-181 Mileage	500
45500-184 Librarian/Sibley County	0
45500-205 Print Materials	12,000
45500-206 Visual Materials	4,100
45500-207 Data Services	0
45500-210 Operating Supplies	2,500
45500-212 Programming	2,500
45500-218 Office Expense	1,000
45500-220 Repair/Maint Supply	1,200
45500-300 Professional Services	8,500
45500-304 Legal Fees	500
45500-311 Real Estate Tax	18
45500-321 Telephone	600
45500-322 Postage	250
45500-381 Electric & Heat	1,500
45500-383 Gas Utilities	900
45500-384 Refuse/Garbage Disposal	200
45500-401 Repairs/Maint Buildings	1,000
45500-430 Miscellaneous	100
45500-500 Capital Outlay	0
LIBRARIES TOTAL	\$149,724
ECONOMIC DEVELOPMENT	<u>2024</u>
101-46500	Budget
46500-100 Wages & Salaries	29,500
46500-121 PERA (7.5%)	2,070
46500-122 FICA (7.65%)	2,103
46500-131 Employer Paid Health	0
46500-110 Other Pay	2,100
ECON. DEV. PERSONNEL SUBTOTAL	\$35,773

46500-181 Mileage	0
46500-182 Seminars	0
46500-218 Office Expense	0
46500-300 Professional Srvs	9,600
46500-303 Engineering Fees	0
46500-304 Legal Fees	500
46500-321 Telephone	0
46500-322 Postage	0
46500-340 Advertising	1,000
46500-354 Other Print/Binding	0
46500-430 Miscellaneous	1,500
46500-433 Dues & Subscriptions	0
46500-733 Reimbursable Expense	0
ECONOMIC DEV. TOTAL	\$48,373
OTHER FINANCING USES	<u>2024</u>
101-49300	Budget
49300-700 Transfers	0
OTHER FINANCING EXPENDITURES TOTAL	\$0
FUND 102 TAX ABATEMENT	
102-46500	<u>2024</u>
REVENUES	Budget
46500-31000 General Property Taxes	7,825
46500-36210 Interest Earnings	5
TAX ABATEMENT REVENUES TOTAL	\$7,830
EXPENDITURES	
46500-715 Tax Abatement - Golden Hearts	0
46500-716 Tax Abatement - Cemstone	5,025
TAX ABATEMENT EXPENDITURES TOTAL	\$5,025
FUND 200 COVID-19 FUND	
200-41900	<u>2024</u>
REVENUES	Budget
41900-36210 Interest Earnings	1,000
COVID-19 FUND REVENUES TOTAL	\$1,000
EXPENDITURES	
41900-700 Transfers	0
COVID-19 FUND EXPENDITURES TOTAL	\$0

FUND 201 FIRE FUND	
201-42280	<u>2024</u>
REVENUES	Budget
42280-31000 General Property Taxes	75,000
42280-33100 Federal Grants & Aids	1,000
42280-33400 State Grants & Aids	8,000
42280-33421 Insurance Premium Dividend	1,000
42280-34202 Special Fire Protection	47,605
42280-34203 Service Calls	25,000
42280-36200 Misc Revenues	0
42280-36210 Interest Earnings	2,000
42280-36230 Contributions & Donations	2,000
42280-39101 Sale of Gen Fixed Assets	0
42280-39203 Transfer From Other Fund	0
42280-36230 Reimbursable Expense	0
FIRE REVENUES TOTAL	\$161,605
EXPENDITURES	
42280-101 Full-Time Employ	60,000
42280-122 FICA	4,590
FIRE PERSONNEL SUBTOTAL	\$64,590
42280-181 Mileage	300
42280-200 Office Supplies	3,300
42280-210 Training & Instruction	12,000
42280-210 Operating Supplies	1,000
42280-211 Batteries	200
42280-301 Auditing & Acctg Srvs	10,500
42280-304 Legal Fees	500
42280-305 Medical & Dental Fees	4,500
42280-321 Telephone	2,587
42280-360 Ins-Fire, Liab., W.C.	14,000
42280-381 Electric & Heat Utilities	1,900
42880-383 Gas Utilities	1,600
42280-834 Refuse/Garbage Disposal	200
42280-396 Safety Program & Equip	1,500
42280-401 Repairs/Maint & Equip.	10,000
42280-417 Uniforms/Outerwear	2,500
42280-420 Shop Equipment	500
42280-430 Miscellaneous	1,800
42280-431 Bad Debt Expense	0
42280-431 Dues & Subscriptions	500
42280-485 Gas & Repair Misc	30,000
42280-500 Capital Outlay	0

42280-508 Radio-Mobile/Base	1,250
42280-700 Transfers	0
42280-733 Reimbursable Expense	0
FIRE EXPENDITURES TOTAL	\$165,227
FUND 202 AMBULANCE FUND	
202-42153	<u>2024</u>
REVENUES	Budget
42153-31000 General Property Taxes	0
42153-33100 Federal Grants & Aids	0
42153-33400 State Grants & Aids	5,000
42153-33421 Insurance Premium Dividend	0
42153-34203 Service Calls	527,000
42153-34208 Spec Ambulance Protection	14,000
42153-36200 Misc Revenues	0
42153-36210 Interest Earnings	2,000
42153-36215 Reimbursable Expense	0
42153-36230 Contributions & Donations	0
42153-39203 Transfer From Other Fund	0
42153-36200 Miscellaneous Revenue	0
AMBULANCE REVENUES TOTAL	\$548,000
EXPENDITURES	
42153-100 Wages & Salaries	141,180
42153-101 FT Wages & Salaries	121,992
42153-103 PT Wages & Salaries	90,490
42153-121 PERA	15,936
42153-122 FICA	27,055
42153-131 Employer Paid Health Ins.	15,000
AMBULANCE PERSONNEL SUBTOTAL	\$411,653
42153-200 Office Supplies	250
42153-208 Training & Instruction	7,500
42153-217 Other Operating Supplies	12,000
42153-220 Repair/Maint Supply	0
42153-261 License	700
42153-300 Professional Srvs	6,000
42153-301 Auditing & Accting Srvs	13,100
42153-304 Legal Fees	500
42153-310 Other Professional Services	100
42153-321 Telephone	4,000
42153-322 Postage	100
42153-344 Recruitment & Retention	2,000
42153-360 Ins-Fire, Liab., W.C.	40,000

42153-381 Electric & Heat	5,500
42153-383 Gas Utilities	1,000
42153-384 Refuse/Garbage Disposal	90
42153-396 Safety Program & Equip.	100
42153-401 Repairs/Mnt Buildings	1,200
42153-417 Uniforms/Outerwear	2,000
42153-430 Miscellaneous	1,000
42153-433 Dues & Subscriptions	1,000
42153-485 Gas & Repair Misc	25,000
42153-491 EMT Training Reimb	450
42153-500 Capital Outlay	0
42153-503 Computers/Software	10,000
42153-508 Radio Mobile Base	100
42153-700 Transfers	0
AMBULANCE EXPENDITURES TOTAL	\$545,343
FUND 203 COMMUNITY CENTER FUND	
203-45000	<u>2024</u>
REVENUES	Budget
45000-31000 General Property Taxes	40,000
45000-32110 Liquor License	1,250
45000-32200 Caterer Server Fee	1,000
45000-33421 Insurance Premium Dividend	1,000
45000-34000 Charges For Services	3,000
45000-34101 Rent Revenues	25,000
45000-34113 Comm Sign Adv	1,000
45000-34117 Rental Deposit	5,500
45000-36200 Miscellaneous Revenues	500
45000-36210 Interest Earnings	0
45000-36215 Reimbursable Exp	1,000
45000-39203 Transfer From Other Fund	0
45000-39203 Transfer From Other Fund (Med Ctr Lease)	1,000
COMMUNITY CENTER REVENUES TOTAL	\$80,250
EXPENDITURES	
45000-100 Wages & Supplies	40,484
45000-110 Other Pay	280
45000-121 PERA	3,036
45000-122 FICA	3,097
45000-131 Employer Paid Health Ins.	3,000
COMMUNITY CENTER PERSONNEL SUBTOTAL	\$49,897
45000-170 Permits & Licenses	500

45000-210 Operating Supplies	5,000
45000-218 Office Expense	0
45000-300 Professional Srvs	0
45000-304 Legal Fees	500
45000-321 Telephone	0
45000-322 Postage	100
45000-340 Advertising	3,000
45000-360 Ins-Fire, Liab, W.C.	8,000
45000-381 Electric & Heat	15,000
45000-383 Gas Utilities	6,500
45000-384 Refuse/Garbage Disposal	1,000
45000-396 Safety Program & Equip	1,200
45000-401 Repairs/Maint Buildings	10,000
45000-406 Repairs, Supplies & Other	10,000
45000-410 Rentals	2,500
45000-430 Miscellaneous	0
45000-499 Kitchen Expense	1,500
45000-500 Capital Outlay	0
45000-624 Refunds Of Other Charges	6,500
45000-733 Reimbursable Expense	0
45000-700 Transfers	0
COMMUNITY CTR EXPENDITURES TOTAL	\$121,197
FUND 204 EDA LOAN FUND	
204-46550	<u>2024</u>
REVENUES	Budget
46550-36201 Loan Interest	0
46550-36205 Loan Payments	0
46550-36210 Interest Earnings	1,500
46550-36225 Land Rental EDA	9,000
46550-39101 Sales Of Gen Fixed Asses	0
46550-39203 Transfer From Other Fund	0
46550-36215 Reimbursable Expense	0
EDA LOAN REVENUES TOTAL	\$10,500
EXPENDITURES	
46550-300 Prof Srvs	1,000
46550-304 Legal Fees	3,000
46550-311 Real Estate Tax	2,500
46550-340 Advertising	1,000
46550-360 Ins-Fire, Liab	0
46550-432 Forgivable EDA Loan	2,000

46550-495 Loans Made	0
46550-510 Land	0
46550-624 Refunds	0
46550-700 Transfers	0
EDA LOAN EXPENDITURES TOTAL	\$9,500
FUND 205 EDA REVOLVING LOAN FUND	
205-46500	<u>2024</u>
REVENUES	Budget
46500-36201 Loan Interest	1,902
46500-36205 Loan Payments	5,647
46500-36210 Interest Earning	1,000
46500-39203 Transfer From Other	0
EDA RLF REVENUES TOTAL	\$8,549
EXPENDITURES	
46500-616 Rev Loan Installment	0
46500-700 Transfers	0
46500-304 Legal Fees	0
EDA RLF EXPENDITURES TOTAL	\$0
FUND 206 SMALL CITIES DEVPT PROGRAM	
206-46500	<u>2024</u>
REVENUES	Budget
46500-33100 Fed Grants & Aids	0
46500-36205 Loan Payments	0
46500-36210 Interest Earning	0
46500-39203 Transfer From Other	0
SMALL CITIES DEVPT PROG REVENUES TOTAL	\$0
EXPENDITURES	
46500-300 Professional Services	0
46500-308 Small Cities Develop	0
49300-700 Transfers	0
SMALL CITIES DEVPT PROG EXPENDITURES TOTAL	\$0
FUND 207 CEMETERY FUND (Operating Fund)	
207-49990	<u>2024</u>
REVENUES	Budget
49990-31000 General Property Taxes	5,000
49990-34000 Charge for Services	5,500
49990-34940 Cemetery Revenues	6,500

49990-34941 Grave Markings	2,200
49990-36210 Interest Earnings	1,500
49990-36215 Reimbursable Expense	2,000
49990-36230 Contributions & Donations	0
49990-39203 Transfer From Other	0
CEMETERY (OPERATING) REVENUES TOTAL	\$22,700
EXPENDITURES	
49990-100 Wages & Supplies	5,000
49990-110 Other Pay	500
49990-122 FICA	500
CEMETERY PERSONNEL SUBTOTAL	\$6,000
49990-200 Office Supplies	0
49990-300 Professional Services	5,500
49990-301 Auditing And Acct	0
49990-303 Engineering Fees	0
49990-304 Legal Fees	200
49990-406 Repairs, Supplies & Other	1,000
49990-420 Shop Equipment	0
49990-430 Miscellaneous	500
49990-467 Gas & Repair	2,000
49990-500 Capital Outlay	0
49990-700 Transfers	0
49990-733 Reimbursable Expenses	2,000
CEMETERY (OPERATING) EXPENDITURES TOTAL	\$17,200
FUND 208 CEMETERY PERPETUAL FUND	
208-49990	<u>2024</u>
REVENUES	Budget
49990-34940 Cemetery Revenues	342
49990-36210 Interest Earnings	0
CEMETERY PERPETUAL REVENUES TOTAL	\$342
EXPENDITURES	
49990-700 Transfers	0
CEMETERY PERPETUAL EXPENDITURES TOTAL	\$0
FUND 210 MEDICAL CENTER LEASE REVENUE FUND	
210-44100	<u>2024</u>
REVENUES	Budget
44100-37700 Hospital Lease Revenue	104,403
44100-36210 Interest Earnings	1,200
47000-39000 Other Financing Sources	48,000

MEDICAL CENTER LEASE REVENUES TOTAL	\$153,603
EXPENDITURES	
44100-311 Real Estate Tax	48,000
44100-700 Transfers	101,500
47000-620 Fiscal Agent Fee	0
MEDICAL CENTER LEASE EXPENDITURES TOTAL	\$149,500
FUND 215 PARK DEDICATION FUND	
215-45202	<u>2024</u>
REVENUES	Budget
45202-34780 Park Fees	0
45202-36210 Interest Earnings	0
45202-39203 Transfer From Other Fund	0
PARK DEDICATION REVENUES TOTAL	\$0
215-46350	
EXPENDITURES	
46350-500 Capital Outlay	0
PARK DEDICATION EXPENDITURES TOTAL	\$0
SINKING FUNDS	
FUND 315 2012 IMP. SINKING FUND	
315-47000	<u>2024</u>
REVENUES	Budget
47000-31000 General Property Taxes	10,822
47000-36100 Special Assessments	7,489
47000-36210 Interest Earnings	100
47000-39203 Transfer From Other Fund	0
2012 IMP. SINKING FUND REVENUES TOTAL	\$18,411
EXPENDITURES	
47000-601 Debt Srv Bond Principal	9,500
47000-611 Bond Interest	1,531
47000-620 Fiscal Agents Fee	495
2012 IMP. SINKING FUND EXPENDITURES TOTAL	\$11,526
FUND 317 2015 IMP. SINKING FUND	
317-47000	<u>2024</u>
REVENUES	Budget
47000-31000 General Property Taxes	77,052
47000-36100 Special Assessments	13,137
47000-36210 Interest Earnings	500

47000-39203 Transfer From Other Fund (210 Med.Ctr) To Fund Sidewalk	3,000
2015 IMP. SINKING FUND REVENUES TOTAL	\$93,689
EXPENDITURES	
47000-601 Debt Srv Bond Principal	80,600
47000-611 Bond Interest	19,468
47000-620 Fiscal Agents Fee	500
2015 IMP. SINKING FUND EXPENDITURES TOTAL	\$100,568
FUND 318 2017 IMP. SINKING FUND	
318-47000	<u>2024</u>
REVENUES	Budget
47000-31000 General Property Taxes	49,264
47000-36100 Special Assessments	14,727
47000-36210 Interest Earnings	500
47000-39203 Transfer From Other	0
2017 IMP. SINKING FUND REVENUES TOTAL	\$64,491
EXPENDITURES	
47000-601 Debt Srv Bond Principal	67,500
47000-611 Bond Interest	17,796
47000-620 Fiscal Agents Fee	500
2017 IMP. SINKING FUND EXPENDITURES TOTAL	\$85,796
FUND 321 2019 IMP. SINKING FUND	
321-47000	<u>2024</u>
REVENUES	Budget
47000-31000 General Property Taxes	76,412
47000-36100 Special Assessment	27,209
47000-36210 Interest Earnings	500
2019 IMP. SINKING FUND REVENUES TOTAL	\$104,121
EXPENDITURES	
47000-601 Debt Serv Bond Principal	55,000
47000-611 Bond Interest	30,950
47000-620 Fiscal Agents Fees	500
2019 IMP. SINKING FUND EXPENDITURES TOTAL	\$86,450
FUND 350 - 2015 AMBULANCE CERTIFICATES	
	<u>2024</u>
REVENUES	Budget
46350-36103 Township Assessment	0

46350-36200 Misc Rev	0
46350-36210 Interest Earnings	0
46350-39203 Transfer From Other Fund (210 Med.Ctr)	0
AMBULANCE CERTIFICATES REVENUES TOTAL	\$0
EXPEDITURES	
46350-500 Capital Outlay	0
46350-620 Fiscal Agents Fee	0
47000-601 Debt Srv Bond Principal	0
47000-611 Bond Interest	0
AMBULANCE EXPENDITURES TOTAL	\$0
FUND 351 FIRE TANKER TRUCK 2019	
	<u>2024</u>
	Budget
REVENUES	
47000-31000 General Property Taxes	23,756
46350-36210 Interest Earnings	0
2019 FIRE TRUCK REVENUES TOTAL	\$23,756
EXPENDITURES	
47000-601 Debt Serv Bond Principal	20,000
47000-611 Bond Interest	2,425
47000-700 Transfers	0
2019 FIRE TRUCK EXPENDITURES TOTAL	\$22,425
FUND 360 HOSPITAL BOND FUND	
360-47000	<u>2024</u>
REVENUES	
47000-37700 Hospital Lease Revenue	269,950
HOSPITAL BOND REVENUES TOTAL	\$269,950
EXPENDITURES	
47000-601 Debt Serv Bond Principal	240,000
47000-611 Bond Interest	29,400
47000-620 Fiscal Agent Fees	550
HOSPITAL BOND EXPENDITURES TOTAL	\$269,950
FUND 401 CAPITAL EQUIPMENT FUND	
REVENUES	
42110-33405 2% State Police Aid	9,000
43000-39300 Bond Proceeds	0
46350-31000 General Property Taxes	161,000
46350-36200 Miscellaneous Revenues	0

46350-36210 Interest Earnings	3,500
46350-39203 Transfer From Other (ARPA-Covid-19 Fund)	0
46350-39203 Transfer From Other (Med. Ctr. Lease Fund)	0
CAPITAL EQUIP REVENUES TOTAL	\$173,500
EXPENDITURES	
41400-500 Cap. Outlay (Admin Office)	0
41940-500 Cap. Outlay (Gen Govt Bldgs/Plant)	0
42110-500 Cap. Outlay (Police)	0
42153-500 Cap. Outlay (Ambulance)	0
42153-700 Transfer Out (to 2015 Amb. Certificate Fund)	0
42280-500 Cap. Outlay (Fire Stations & Bldgs)	0
42500-500 Cap. Outlay (Civil Defense)	0
43000-500 Cap. Outlay (Public Wks & Streets)	0
43000-601 Principal Bond Payment (MVEC Street Lights)	0
45000-500 Cap. Outlay (Comm.Ctr/Culture & Rec)	0
45202-500 Cap. Outlay (Park Areas & Rec)	0
45500-500 Cap. Outlay (Libraries)	0
46550-500 Cap. Outlay (Econ. Development)	0
49990-500 Cap. Outlay (Cemetery/Other)	0
CAPITAL EQUIP EXPENDITURES TOTAL	\$0
FUND 410 ECONOMIC DEVELOPMENT AUTHORITY	
410-46550	<u>2024</u>
REVENUES	Budget
46550-36200 Miscellaneous Revenue	0
46550-36210 Interest Earnings	0
46550-39203 Transfer From Other Fund	0
EDA REVENUES TOTAL	\$0
EXPENDITURES	
46550-430 Miscellaneous	0
46550-700 Transfers	0
EDA EXPENDITURES TOTAL	\$0
601 WATER FUND	
601-49400	<u>2024</u>
REVENUES	Budget
49400-33421 Insurance Premium Dividend	1,000
49400-34101 Rent Revenues	50,000
49400-36100 Special Assessments	1,000

49400-36200 Misc Revenues	0
49400-36210 Interest Earnings	5,000
49400-36215 Reimbursable Expense	0
49400-36230 Contributions & Donations	0
49400-37100 Water Sales	573,596
49400-37150 Water Connect/Reconnect	0
49400-37160 Water Penalty	0
49400-39203 Transfer From Other Fund	0
49400-39999 Contrib Capital From	0
WATER REVENUES TOTAL	\$630,596
	<u>2024</u>
EXPENDITURES	Budget
46350-620 Fiscal Agent Fees	0
47000-599 Capital Contribution	0
47000-601 Debt Srv Bond Principal	108,118
47000-611 Bond Interest	39,766
49300-700 Transfers	0
49400-100 Wages & Salaries	24,630
49400-121 PERA	1,847
49400-122 FICA	1,884
49400-131 Employer Paid Health	1,500
49400-170 Permits & Licenses	1,500
49400-180 Operator Contract	156,000
49400-218 Office Expense	500
49400-300 Professional Srvs	1,000
49400-301 Auditing And Acct	2,000
49400-303 Engineering Fees	6,500
49400-304 Legal Fees	500
49400-322 Postage	1,500
49400-360 Ins-Fire, Liab	6,000
49400-381 Electric & Heat	35,000
49400-383 Gas Utilities	5,000
49400-390 Water Connection Fees	8,300
49400-392 Testing	0
49400-394 Meters, Hydrants, Paint	20,000
49400-395 Repairs-Meters, Hydrant	40,000
49400-401 Repairs/Maint Bldgs	5,000
49400-405 Depreciation	0
49400-430 Miscellaneous	1,000
49400-431 Bad Debt Expense	15,000
49400-433 Dues & Subscriptions	1,000
49400-500 Capital Outlay	55,000

49400-503 Computers/Software/Web	1,000
49400-636 Supplies & Repairs	5,500
49400-733 Reimb. Expense	0
49400-999 Prior Period Adjustment	0
WATER EXPENDITURES TOTAL	\$545,045
FUND 602 ARLINGTON SEWER FUND	<u>2024</u>
602-49450	Budget
REVENUES	
47000-34114 Miscellaneous Refunds	0
49450-36100 Special Assessments	1,600
49450-36200 Misc Revenues	200
49450-36210 Interest Earnings	0
49450-36213 Base Fees	90,000
49450-37200 Sewer Sales	50,000
49450-37250 Sewer Connect	1,000
49450-37260 Sewer Penalty	5,500
49450-39999 Contrib Capital From	0
ARLINGTON SEWER REVENUES TOTAL	\$148,300
EXPENDITURES	
47000-601 Debt Srv Bond Principal	39,000
47000-611 Bond Interest	15,000
49300-700 Transfers	0
49450-170 Permits & Licenses	1,400
49450-180 Operator Contract	0
49450-300 Professional Services	0
49450-430 Miscellaneous	0
49450-500 Capital Outlay	80,000
49450-636 Supplies & Repairs	0
ARLINGTON SEWER EXPENDITURES TOTAL	\$135,400
FUND 603 AGI SEWER FUND	<u>2024</u>
603-49450	Budget
REVENUES	
49300-39203 Transfer From Other Fund	0
49450-33421 Insurance Premium Dividend	3,000
49450-34401 Sewerage Charges	20,000
49450-36200 Misc Revenues	5,000
49450-36210 Interest Earnings	5,000
49450-36213 Base Fees	450,000
49450-36215 Reimbursable Expense	0
49450-37200 Sewer Sales	250,000

49450-37250 Sewer Connect	6,000
AGI SEWER REVENUES TOTAL	\$739,000
EXPENDITURES	
47000-599 Capital Contribution	0
47000-601 Debt Srv Bond Principal	251,000
47000-611 Bond Interest	18,392
49300-620 Fiscal Agents Fee	0
49300-700 Transfers	0
49450-170 Permits & Licenses	1,550
49450-180 Operator Contract	160,000
49450-200 Office Supplies	0
49450-218 Office Expense	500
49450-300 Professional Svcs	0
49450-301 Auditing And Acct	5,000
49450-303 Engineering Fees	5,000
49450-304 Legal Fees	500
49450-311 Real Estate Tax & Special Assessments	7,300
49450-322 Postage	1,500
49450-360 Ins-Fire, Liab	20,000
49450-381 Electric & Heat	55,000
49450-383 Gas Utilities	5,500
49450-384 Refuse/Garbage Disposal	1,000
49450-392 Testing	2,500
49450-396 Safety Program & Equip	1,000
49450-408 Rep & Supp. Lift Station	0
49450-409 Rep/Sup-WW Facility	20,000
49450-430 Miscellaneous	0
49450-485 Gas & Repair Misc	12,000
49450-500 Capital Outlay	145,000
49450-503 Computers/Software/Web	20,000
49450-636 Supplies & Repairs	4,500
AGI SEWER EXPENDITURES TOTAL	\$737,242
FUND 604 ELECTRIC FUND	
604-49550	<u>2024</u>
REVENUES	Budget
49550-33421 Insurance Premium Dividend	500
49550-34000 Charges For Services	0
49550-36200 Misc Revenues	34,500
49550-36210 Interest Earnings	5,400
49550-36215 Reimbursable Expense	0
49550-37400 Electricity Sales	2,775,629

49550-37450 Electric Connect/Reconnect	2,500
49550-37460 Elec Penalty	15,000
49550-37470 Meter Deposits	8,000
49550-39203 Transfer From Other Fund	0
49550-33400 PERA Pension Revenue	0
ELECTRIC FUND REVENUES TOTAL	\$2,841,529
EXPENDITURES 47000 & 49550 ELECTRIC UTILITIES	
47000-601 Debt Bond Principal	45,000
47000-611 Bond Interest	13,260
49300-620 Fiscal Agent Fee	540
BOND DEBT SUBTOTAL	\$58,800
49550-100 Wages & Salaries	75,000
49550-121 PERA	5,625
49550-122 FICA	5,738
49550-129 GERF Change	0
49550-131 Employer Paid Health	9,000
ELECTRIC PERSONNEL SUBTOTAL	\$95,363
49550-170 Permits & Licenses	11,604
49550-181 Mileage	108
49550-182 Seminars	500
49550-200 Office Supplies	135
49550-218 Office Expense	2,700
49550-300 Professional Svcs	0
49550-301 Auditing And Acct	2,700
49550-303 Engineering Fees	25,000
49550-304 Legal Fees	270
49550-312 Bank Processing Fees	60
49550-321 Telephone	648
49550-322 Postage	4,860
49550-341 Rebates-CIP-Electric	21,600
49550-360 Ins-Fire, Liab, WC	2,700
49550-383 Gas Utilities	216
49550-389 Energy Purchase	2,075,000
49550-396 Safety Program	0
49550-397 Facility Charge	15,390
49550-405 Depreciation	0
49550-430 Miscellaneous	324
49550-431 Bad Debt Expense	0
49550-433 Dues & Subscriptions	3,273
49550-437 Services-McLeod Coop	130,000
49550-485 Gas & Repair Maint.	216
49550-500 Capital Outlay	80,000

49550-503 Computers/Software	2,754
49550-624 Refunds Of User Charge	540
49550-625 Meter Deposits Refunded	10,800
49550-627 Assessment-Public Srv	1,620
49550-635 Transformers, Wires, Poles	0
49550-636 Supplies & Repairs	1,296
49550-637 Service Locations	16,200
49550-733 Reimbursable Expense	0
ELECTRIC FUND EXPENDITURES TOTAL	\$2,564,677
FUND 605 STORM WATER DRAINAGE FUND	2024
	Budget
REVENUES	
49600-36210 Interest Earnings	270
49600-37500 Storm Water Utility Fees	148,000
49600-37560 Storm Water Penalty	1,000
STORM WATER DRAINAGE REVENUES TOTAL	\$149,270
EXPENDITURES	
47000-599 Capital Contribution	0
47000-601 Debt Srv Bond Principal	86,958
47000-611 Bond Interest	36,618
47000-620 Fiscal Agents Fee	0
49600-170 Permits & License	1,415
49600-303 Engineering Fees	540
49600-304 Legal Fees	162
49600-405 Depreciation	0
49600-430 Misc	0
49600-500 Capital Outlay	10,000
49600-513 Storm Sewer (Operating, Repair Items)	8,640
STORM WATER DRAINAGE EXPENDITURES TOTAL	\$144,333
General Fund Revenues	\$1,971,114
General Fund Expenditures	<u>\$1,971,114</u>
Surplus/Deficit	\$0
Spec Rev. & Capital Imp. Revenues	\$1,167,879
Spec Rev. & Capital Imp. Expenditures	<u>\$1,012,992</u>
Surplus/Deficit	\$154,887

Enterprise Fund Revenues	\$4,508,695
Enterprise Fund Expenditures	<u>\$4,126,697</u>
Surplus/Deficit	\$381,998
Debt Service Revenues	\$574,418
Debt Service Expenditures	<u>\$576,715</u>
Surplus/Deficit	-\$2,297
All Funds Total Revenues	\$8,222,106
All Funds Total Expenditures	<u>\$7,687,518</u>
Surplus/Deficit	\$534,588

BE IT FURTHER RESOLVED, that a summary of the revenues and expenditures be published in the official newspaper of the City.

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: _____.

Adopted by the City Council of the City of Arlington this 2ND day of January, 2024.

Signed: _____
Mayor

Attest: _____
City Administrator

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

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
11/2/2023	OBRIEN HYDROJETTER	5192 Arlington, MN	Fluidâ€™s good runs good belts good	Monthly PM	EXERCISE ENGINE, CHECK BATTERY CABLES AND OIL LEVEL IN ENGINE, HYDRAULIC TANK, AND WATER PUMP.
11/2/2023	FAIRGROUND PVC CAPS	5192 Arlington, MN	Checked all 3 caps they look good	Monthly PM	Inspect Caps
11/3/2023	Chlorination/Dechlor Equipment	5192 Arlington, MN	Works good, done using for year	Monthly PM	1. Inspect flash mixer for normal operation March through October 2. Inspect and clean ejector screens Maint. man. sec 11354, Vol-2
11/3/2023	Chlorination/Dechlor Equipment	5192 Arlington, MN	System drained and done for the year	Winterization	Shut off and drain system.
11/3/2023	Chlorine Gas Detector	5192 Arlington, MN	Works sets off alarm and calls out	Test alarm dialer	1. Power supply LED and ready LED check 2. Alarm circuit check 3. Alarm circuit to remote on SCP check 4. Malfunction LED off See Maint. man., Sec 11355, Vol-2
11/3/2023	Dialer	5192 Arlington, MN	Works calls out	Test alarm dialer	Check dialer for proper operation.
11/3/2023	Effluent Blower #1-Lamson	5192 Arlington, MN	Greased last month , hasnâ€™t been used , excersised for 10 minutes , no issues	Monthly PM	1. Check inlet filter headloss indicator & service if necessary 2. Check discharge gauge for typical operating pressure 3. Grease blower/exhauster bearings 1 to 2 shots (S2 High Performance Heay Duty grease) See maint. man. sec. 11373.5.B, Vol-2
11/3/2023	Effluent Blower #2-Lamson	5192 Arlington, MN	Exercised for 10 minutes, no issues , little air blow by	Monthly PM	1. Check inlet filter headloss indicator & service if necessary 2. Check discharge gauge for typical operating pressure 3. Grease blower/exhauster bearings 1 to 2 shots (USE S2 High Performance Heavy Duty Grease) See maint. man. sec. 11373.5.B, Vol-2

11/3/2023	Effluent Sampler	5192 Arlington, MN	Lines clean , works good , defrosted last month	Monthly PM	<ol style="list-style-type: none"> 1. Flush suction lines with chlorine rinse if needed 2. Check housing for seal failure <p>See Maint. man. sec. 11630, Vol-3</p>
11/3/2023	City Hall Generator	5192 Arlington, MN	Runs good fluids ok belts ok batteries ok , had a tough time starting, heater doesn't work	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant 2. Check overall condition of unit. 3. Run unit under load for one cycle (exercise generator every other week under load) 4. Check over unit for leaks and condition of hoses 5. Check battery level , connections and charge 6. Keep screens on generator and air passages on air filter 7. Keep generator set clean and dry <p>See Maint. man. for lube/oil charts, sec.16200, Vol-4</p>
11/3/2023	7th St. Lift Station Generator	5192 Arlington, MN	Runs good , fluids ok , belts ok , heater working , batteries ok	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle. (exercise every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. <p>See Maint. man for lube/oil chart & instructions, sec 16200, Vol-4</p>

11/3/2023	Wastewater Plant Generator	5192 Arlington, MN	Runs good belts ok fluids ok , heater doesn't work , told lead operator about it not working	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant 2. Check overall condition on unit. 3. Run unit under load for one cycle (exercise unit every other week under load) 4. Check over unit for leaks and condition of hoses 5. Check battery level, connections and charge 6. Keep screens on generator and air passages on air filter clean 7. Keep generator set clean and dry. See Maint. man. for lube/oil charts, sec 16200, Vol-4
11/3/2023	Gravity Thickner	5192 Arlington, MN	Out of service	Monthly PM	<ol style="list-style-type: none"> 1. Check collection chain, flights, wear slides and guides for visible damage, loose or missing parts. 2. Grease all 4 shaft bearings (8 zerls 5-6 shots) 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
11/3/2023	Gravity Thickner	5192 Arlington, MN	Out of service , tank drained	Annual PM	<p>*** Drain tank for inspection*** See maint. man. Vol-2</p> <ol style="list-style-type: none"> 1. Hose down all submerged equipment and check for wear. 2. Check flights, track angles and rails for wear. Check for bumps and loose joints. 3. Check wear strip and hold down fastners. 4. Check collector sprockets for wear. 5. Change oil in drive unit gear boxes. <p>****Use Mobilgear ISO 220</p>

11/3/2023	Lift Station- 7th Street	5192 Arlington, MN	Floats ok transducer ok , pumped down , alarm works	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
11/3/2023	Sludge Application Wagon	5192 Arlington, MN	Being used currently checking oil daily and tire pressure and greasing as needed	Inspection	<p>***Daily during land application periods***</p> <ol style="list-style-type: none"> 1. Grease PTO joints 2. Grease fittings on all control valves 3. Check oil levels in front gear box & rear housing <p>See Maint. manual, sec.11900.2.B, Vol-3</p>
11/3/2023	Sludge Thickener Pump	5192 Arlington, MN	No leaks	Inspection	<p>Rotary Lobe:</p> <p>Check rotor case cover for leakage.</p> <p>See Maint. man. for lube/oil chart, sec. 11310.19.F, Vol-1</p>
11/3/2023	Thickener Supernatant Pump	5192 Arlington, MN	Oil ok	Monthly PM	<p>Vortex Pump:</p> <p>Check oil level ** Use #20 Non-Detergent oil</p> <p>See Maint. man. for lube/oil chart, sec.113100.4.C, Vol-1</p>
11/3/2023	Thickener Supernatant Pump	5192 Arlington, MN	Packing is ok , belts ok , oil ok , float works	Inspection	<p>Vortex Pump:</p> <ol style="list-style-type: none"> 1. Check packing box and adjust if necessary. 2. Check float switch operation in wetwell. <p>See Maint. man. for lube/oil chart, sec 11310.4.C, Vol-1</p>

11/3/2023	Water Plant Generator	6192 Arlington, MN	Fluids full heater on batteries ok belts ok runs good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant. 2. Check overall condition of unit. 3. Run unit under load for one cycle.(exercise unit every other week under load) 4. Check over unit for leaks and condition of hoses. 5. Check battery level, connections and charge. 6. Keep screens on generator and air passages on air filters. 7. Keep generator set clean and dry. 8. Check fuel level, top off if below half full. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
11/3/2023	Well #2 Generator	6192 Arlington, MN	Runs good fluids full filters ok heaters on batteries ok	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant. 2. Check overall condition of unit. 3. Run unit under load for one cycle.(exercise unit every other week under load) 4. Check over unit for leaks and condition of hoses. 5. Check battery level, connections and charge. 6. Keep screens on generator and air passages on air filter clean. 7. Keep generator set clean and dry. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>

11/3/2023	Well #4 Generator	6192 Arlington, MN	Fluids full runs good heaters ok batteries ok	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant 2. Check overall condition of unit. 3. Run unit under load for one cycle.(exercise unit every other week under load) 4. Check over unit for leaks and conditon of hoses. 5. Check battery level, connections and charge. 6. Keep screens on generator and air passages on air filter 7. Keep generator set clean and dry. See Maint. man for lube/oil charts, sec 16200, Vol-4
11/3/2023	Northland Drying Lift station	5192 Arlington, MN	Floats clean , pumps work good	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
11/6/2023	Aeration Diffusers	5192 Arlington, MN	Flexed air 3 times to break up mat in tanks , no broken piping or issues	Monthly PM	<ol style="list-style-type: none"> 1. Flexing Diffusers by varing air volume 3 times. 2. During normal operation inspect basins for even air flow. Fine bubbles not release of course bubbles in large. See maint instructions sec 11374 Vol 2
11/6/2023	Blower #2- Roots	5192 Arlington, MN	Oil ok belts ok air filter ok	Service Equipment	<ol style="list-style-type: none"> 1. Check drive belt tensions 2. Check air filter 3. Change oil every 6000 hours or 2 years. SB220 oil 1800 belt
11/6/2023	Blower #2- Roots	5192 Arlington, MN	Belts ok air filter ok oil ok , runs good	Annual PM	<ol style="list-style-type: none"> 1. Check drive belt tensions 2. Check air filter 3. Change oil every 6000 hours or 2 years. SB220 oil 1800 belt
11/6/2023	HI-E DEHUMIDIFIER	5192 Arlington, MN	freon low , currently out of service	Monthly PM	INSPECT HOSE FOR PORPER DRAINAGE AND CHECK FOR PROPER OPERATION.

11/6/2023	Gas Detector- Portable	5192 Arlington, MN	Unit is clean works good, calibrated	Calibrate Equipment	<ol style="list-style-type: none"> 1. Inspect entire unit. 2. Calibrate Unit. See Maint. man., Sec. 10250.2.C, Vol-1
11/6/2023	Grit Cyclone	5192 Arlington, MN	no issues or vibrations greased weekly	Monthly PM	Check washer for unusual noises and excessive vibrations. See Maint. man. for lube/oil chart, sec 11325 , Vol-1
11/6/2023	Grit Pump	5192 Arlington, MN	no leaks, no issues oil ok belts ok	Monthly PM	Vortex pump: <ol style="list-style-type: none"> 1. Check oil level. Use SAE 20 non-detergent oil containing inhibitors. 2. Check packing. 3. Check belts. See Maint. man. for lube/oil chart, sec. 11310.4.C, Vol-1
11/6/2023	Grit Pump	5192 Arlington, MN	packing is ok	Inspection	Vortex pump: Inspect packing box and adjust if necessary. See Maint. man. for lube/oil chart, Sec. 11310.4.C, Vol-1
11/6/2023	Influent Sampler	5192 Arlington, MN	working on getting cooling skid replaced currently	Monthly PM	<ol style="list-style-type: none"> 1. Flush suction line with water and chlorine rinse. 2. Check housing for seal failure. Every other month: <ol style="list-style-type: none"> 1. Clean interior and exterior of sampler wthih sponge and detergent. 2. Check pump tube for flexibility. See Maintl man., Sec. 11630, Vol-3
11/6/2023	RAS Pump #1	5192 Arlington, MN	motor is clean and dry, seals ok, motor is a little loud, supervisor is aware motor should be rebuilt	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1

11/6/2023	RAS Pump #1	5192 Arlington, MN	pump seems to be aligned with the tools we have, motor has some noise, recommended motor get rebuilt	Annual PM	<ol style="list-style-type: none"> 1. Check for a change in vibration. 2. Check end play adjustment on motor. 3. Vacuum and clean insulation, windings and air ducts. 4. Chec pump alignment. <p>Do not grease motor See Maint. man. for lube/oil chart, sec. 11310.12.1, Vol-1</p>
11/6/2023	RAS Pump #2	5192 Arlington, MN	pump used daily , greased, no issues works good	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>
11/6/2023	RAS Pump #2	5192 Arlington, MN	pump seems to be in alignment, motor has no issues or noises, clean all around	Annual PM	<ol style="list-style-type: none"> 1. Check for a change in vibration. 2. Check end play adjustment on motor. 3. Vacuum and clean insulation, windings and air ducts. 4. Chec pump alignment. <p>Do not grease motor See Maint. man. for lube/oil chart, sec. 11310.12.1, Vol-1</p>
11/6/2023	RAS Pump #3	5192 Arlington, MN	out of service currently	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>

11/6/2023	RAS Pump #3	5192 Arlington, MN	out of service	Annual PM	<ol style="list-style-type: none"> 1. Check for a change in vibration. 2. Check end play adjustment on motor. 3. Vacuum and clean insulation, windings and air ducts. 4. Chec pump alignment. <p>Do not grease motor See Maint. man. for lube/oil chart, sec. 11310.12.1, Vol-1</p>
11/6/2023	RAS Pump #4	5192 Arlington, MN	used daily currently, no issues, greased , front seal starting to leak	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>
11/6/2023	RAS Pump #4	5192 Arlington, MN	no noises or vibrations, greased pump, runs good	Annual PM	<ol style="list-style-type: none"> 1. Check for a change in vibration. 2. Check end play adjustment on motor. 3. Vacuum and clean insulation, windings and air ducts. 4. Chec pump alignment. <p>Do not grease motor See Maint. man. for lube/oil chart, sec. 11310.12.1, Vol-1</p>
11/6/2023	RAS Pump #5	5192 Arlington, MN	runs good, being used currently, no noises or vibrations, greased pump	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>

11/6/2023	RAS Pump #5	5192 Arlington, MN	no vibrations or noises. runs good, greased pump	Annual PM	<ol style="list-style-type: none"> 1. Check for a change in vibration. 2. Check end play adjustment on motor. 3. Vacuum and clean insulation, windings and air ducts. 4. Chec pump alignment. <p>Do not grease motor See Maint. man. for lube/oil chart, sec. 11310.12.1, Vol-1</p>
11/7/2023	Blower #3- Roots	5192 Arlington, MN	blower not in use needs new drive	Service Equipment	<ol style="list-style-type: none"> 1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- Synthetic 220 oil <p>See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2</p>
11/7/2023	Blower #3- Roots	5192 Arlington, MN	not in use	Annual PM	<ol style="list-style-type: none"> 1. Remove combustion deposits on motor and check insulation 2. Change oil in gearbox every 1500 hrs. 3. Check and replace air filters if necessary 4. Inspect condition of blower, motor and valves. 5. Check wear of bearings and seals <p>See maint. man. sec. 11371.2.3, vol-2</p>
11/7/2023	Blower #6- Roots	5192 Arlington, MN	not in use exercised.	Quarterly PM	<ol style="list-style-type: none"> 1. Change oil or after every 1500 hours 2. Check belts, adjust or replace if necessary 3. Check for hot spots or increase in noise or vibration 4. Check relief valve for proper operation 5. Check monometer for proper operating pressure & fluid <p>See Maint. man. for lube/oil chart, sec 11372.2.3, vol-2</p>

11/7/2023	Blower #7- Roots	5192 Arlington, MN	not in service exercised motor	Quarterly PM	<ol style="list-style-type: none"> 1. Change oil or after every 1500 hours 2. Check belts, adjust or replace if necessary 3. Check for hot spots or increase in noise or vibration 4. Check relief valve for proper operation 5. Check monometer for proper operating pressure & fluid <p>See Maint. man. for lube/oil chart, sec 11372.2.3, vol-2</p>
11/7/2023	Green Isle-Lake Erin Generator	5192 Arlington, MN	Checked everything okay ran good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts. Check battery connections and electrolyte level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on until under load. <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>

11/7/2023	Hwy 5 Lift Station Generator	5192 Arlington, MN	Checked everything over looked good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electrolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. <p>See Maint. man for lube/oil chart & instructions, sec 16200, Vol-4</p>
11/7/2023	Brook St. LS Generator	5192 Arlington, MN	Checked everything over added some antifreeze ran the generator and the container holding the antifreeze has a leak on it need to investigate. Everything else looks good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle. (exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electrolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. <p>See Maint. man. for lube/oil chart & instructions, sec. 16200, Vol-4</p>

11/7/2023	Green Isle Generator Main Lift	5192 Arlington, MN	Checked fluids and belts okay. Motor missing when running	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts. Check battery connections and electrolyte level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on until under load. <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>
11/7/2023	Green Isle Main Lift Station	5192 Arlington, MN	floats transducer cleaned pumped down everything okay	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.
11/7/2023	Green Isle Lift Station #2	5192 Arlington, MN	floats transducer cleaned everything sounds good	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.

11/7/2023	Lift Station- Hwy 5	5192 Arlington, MN	Ran generator sounds good. Checked floats they were dirty I cleaned them.	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
11/7/2023	Lift Station- Brook Street	5192 Arlington, MN	Antifreeze was low I refilled it and noticed while it was running that it was leaking. Need to investigate	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
11/7/2023	FIRE EXTINGUISHERS	5192 Arlington, MN	all okay	Inspection	<p>Inspect, tip upside down bang with rubber hammer, check to see if charged. (WWTP, WTP, Well #2, Well #4) Tools Required: rubber hammer, pen</p>
11/7/2023	Booster Pump	6192 Arlington, MN	booster pump okay	Monthly PM	Check for proper operation (screen and pressure)
11/8/2023	Clarifier #1	5192 Arlington, MN	greased, cleaned, checked oil okay	Monthly PM	<ol style="list-style-type: none"> 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. <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>

11/8/2023	Clarifier #2	5192 Arlington, MN	not in use	Monthly PM	<ol style="list-style-type: none"> 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. <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>
11/8/2023	Clarifier #3	5192 Arlington, MN	greased, cleaned, oil okay	Monthly PM	<ol style="list-style-type: none"> 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. <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>
11/8/2023	School Lift Station Generator	5192 Arlington, MN	Did not start because we are using for emergency use only.	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electrolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. 9. Check fuel level, top off if below half full. <p>See Maint. man. for lube/oil chart and instructions, sec. 16200, Vol-4</p>

11/8/2023	Lift Station- School	5192 Arlington, MN	Pumped down to floats they look good and transducer looks good. Pump number one is making noise	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
11/8/2023	Mechanical Bar Screen	5192 Arlington, MN	greased and washed down everything looks good	Monthly PM	<ol style="list-style-type: none"> 1. Aqua-guard: Hose off rotating brush assembly with high pressure water. 2. Check rotating brush assembly for movement of proper tightness of bolts and other fasteners. 3. Check that rotating brush is properly engaging the elements and check for wear. 4. Check for damaged screen filter elements. 5. Grease all fittings (7 zerks- 1 shot each). 6. Grease brush chain by brushing with gun grease. 7. Check all bearings and lock collars for tightness. 8. Remove accum. of debris & residue from all mechanisms. 9. Check operation of float switches. 10. Check condition of oil in gear reducer and change if needed. 11. Check Neopreme side seals for wear and correct sealing. <p>See Maint. man. for lube/oil chart, sec. 11330, Vol-1</p>
11/8/2023	Screw Lift Pump #1	5192 Arlington, MN	greased oil okay	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. <p>See Maint. man. Vol-1 sec. 11310</p>

11/8/2023	Screw Lift Pump #1	5192 Arlington, MN	everything checked okay	Service Equipment	<ol style="list-style-type: none"> 1. Re-lubricate reducer motor bearings (DO NOT OVER GREASE) 2. Inspect and/or touch up any rust spots on pump. See Maint. man. for lube/oil chart, sec 11310.14.E, Vol-1
11/8/2023	Screw Lift Pump #2	5192 Arlington, MN	grease and oil good	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. See Maint. man. Vol-1 sec. 11310
11/8/2023	Screw Lift Pump #2	5192 Arlington, MN	everything checked all okay	Service Equipment	<ol style="list-style-type: none"> 1. Re-lubricate reducer motor bearings (DO NOT OVER GREASE) 2. Inspect and/or touch up any rust spots on pump. See Maint. man. for lube/oil chart, sec 11310.14.E, Vol-1
11/8/2023	Screw Lift Pump #3	5192 Arlington, MN	everything checked and greased	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. See Maint. man. Vol-1 sec. 11310
11/8/2023	Screw Lift Pump #3	5192 Arlington, MN	everything checked okay	Service Equipment	<ol style="list-style-type: none"> 1. Re-lubricate reducer motor bearings (DO NOT OVER GREASE) 2. Inspect and/or touch up any rust spots on pump. See Maint. man. for lube/oil chart, sec 11310.14.E, Vol-1

11/8/2023	Screenings Dewatering Press	5192 Arlington, MN	cleaned and washed weekly, everything checkout okay	Monthly PM	<p>Daily:</p> <ol style="list-style-type: none"> 1. General visual inspection 2. Rinse accumulated solids off of exterior surfaces <p>Weekly:</p> <ol style="list-style-type: none"> 1. Inspect and flush drain housing 2. Inspect motor 3. Clean brush with water <p>Monthly:</p> <ol style="list-style-type: none"> 1. Inspect brush and wear bars 2. Check gearmotor oil level 3. Inspect drain lines 4. Inspect shaft seal gland
11/8/2023	Dehumidifer at Water Plant	6192 Arlington, MN	dehumidifier working fine	Monthly PM	Inspect both filters type dp model# mx40 sp2 size 15.75x15.75x2.
11/8/2023	High Service Pump #1 (P-PW-1)	6192 Arlington, MN	packing good ran good	Monthly PM	Inspect packing for High Service Pump.
11/8/2023	High Service Pump #2 (P-PW-2)	6192 Arlington, MN	packing good ranokay	Monthly PM	Inspect packing for High Service Pump.
11/8/2023	Pump Motor at Well #2	6192 Arlington, MN	packing and oil okay ran good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and well motor. 2. Check packing for any leaking.
11/9/2023	Knight heating Gas Boiler	5192 Arlington, MN	water filled , works good	Monthly PM	<ol style="list-style-type: none"> 1. Check boiler water level in glass guage 2. Check fresh air vents for obstructions 3. Oil blower motor bearing 4. Inspect/clean flame detector and veiwing window if necessary 5. Check limit and operating controls 6. Check operation of flame safeguard <p>See maint. man. for lube/oil chart, sec 15700, Vol-3</p>
11/9/2023	Grit Trap- Jeta (Grit Seperator)	5192 Arlington, MN	greased 11-9-23 oil ok	Monthly PM	<p>*Should be done weekly , write dates in note section*</p> <ol style="list-style-type: none"> 1. Grease drive head, 2 zerks on side, with 6 shots each 2. Check drive motor gear box oil level <p>****Use Mobilgear 630 Oil****</p> <p>See Maint. man. for oil/lube chart,sec. 11325, pg 1, Vol-1</p>

11/9/2023	Ferric Mixer ME-MX-6	5192 Arlington, MN	oil is ok paddles work ok	Monthly PM	Check oil level in sight glass to mid-point level. Check paddle operation.
11/9/2023	Sluice Gate	5192 Arlington, MN	gates work fine and move ok	Service Equipment	1. Clean and grease operating stem 2. Apply anti-seize and 10 WT oil mixture to all machined iron surfaces, bronze seats and wedging surfaces and stainless steel surfaces when tank is empty See Maint. Man. for lube/oil chart, sec. 15100.9.I, Vol-3
11/10/2023	Tank Cover Fans	5192 Arlington, MN	checked all 3 fans one and three everything looks good but number 2 doesn't work. could be a electrical problem investigating.	Inspection	1. Check V-belt drive for proper alignment & tension 2. Lubricate bearings 3. Check fan wheel for buildup of material or excessive wear 4. Check tightness of all set screws and bolts See Maint. manual for lube/oil chart, Sec. 13126.4.4, Vol-3
11/10/2023	Air Compressor	6192 Arlington, MN	oil, belts, and filters look good	Monthly PM	Check oil and overall performance. Use Mobil DTE-24 oil.
11/10/2023	SANITARY MANHOLES CREEKVIEW LANE	5192 Arlington, MN	2 of the manholes were buried 157 and 189 but the rest of them look alright.	Monthly PM	Inspect for Leaks
11/14/2023	Blower #1- Roots	5192 Arlington, MN	runs good exercised 5 minutes	Service Equipment	1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- 220 Synthetic See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2
11/14/2023	Blower #6- Roots	5192 Arlington, MN	exercised 5 minutes runs good no issues	Service Equipment	1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- Chevron 220 See Maint. man. for lube/oil charts, sec 11372.2.3, vol-2

11/14/2023	Blower #7- Roots	5192 Arlington, MN	exercised 5 minutes, no issues, runs good	Service Equipment	<p>1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp</p> <p>2. Check breather hole by greased bearings ends for plugging</p> <p>3. Check gear box oil level & add if necessary- Chevron 220</p> <p>See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2</p>
11/14/2023	Manual Lift	5192 Arlington, MN	<p>Manual lifts all look good except for the manual lift over by the effluent building that needs to be replaced.</p> <p>Manual lifts all look good except for the manual lift over by the effluent building that needs to be replaced.</p>	Inspection	<p>Check cable for signs of wear.</p> <p>See Maint. man., sec. 10250.2.F</p>
11/14/2023	Sludge Thickener Pump	5192 Arlington, MN	oil ok hardly any hours on piece of equipment runs good	Monthly PM	<p>1. Check oil level in gear case of process pump, oil if necessary.</p> <p>** #30 low ash in pump gearbox **</p> <p>2. Inspect packing.</p> <p>3. Rotate motor & shafts if not used regularly.</p> <p>Oil mobil sparton FP 220 or equivalent to 80-90w gearbox and buffer chamber</p> <p>Oil bottle pressure 1.3</p> <p>See Maint. man. for lube/oil chart, sec. 11310.19.F, Vol-1</p>
11/14/2023	Backwash Blower	6192 Arlington, MN	new blower installed, 0 hours , did startup on it runs good , same blower at wastewater plant	Monthly PM	<p>Check air filters and belts.</p>
11/21/2023	Equipment Safety Inspect/Safety Equipment Inspect	5192 Arlington, MN	Completed inspections of safety equipment, first aid kit at water plant should be replaced , lanyard is missing , lead aware of it, everything is ok, sheets on green safety box	Inspection	<p>Equipment Safety Inspection of all Items: Cranes and ladders</p> <p>Safety Equipment Inspection of all items: harnesses, tripods, hoists, life jackets, life rings and life hooks</p> <p>Go to The Line and print the correct forms that are needed to complete inspections.</p> <p>When completed, the finished form needs to be filed in the green safety box.</p>

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

<u>FUND</u>	<u>MONTH END BALANCE</u>	<u>Dec. 4th Bills</u>	<u>BALANCE</u>
General	\$681,872.18	\$51,945.08	\$629,927.10
Water	544,093.22	15,324.78	528,768.44
Arl. Sewer	(77,922.14)	740.00	(78,662.14)
AGI Sewer	824,980.88	34,367.77	790,613.11
Electric	447,000.07	63.63	446,936.44
Storm Drainage	254,226.55		254,226.55
Fire	255,649.99	1,853.60	253,796.39
Ambulance	39,554.19	1,818.85	37,735.34
Community Center	14,227.42	1,536.70	12,690.72
Cemetery	21,067.23		21,067.23
DESIGNATED FUNDS			
Capital Improvement Fund	204,787.33	191,006.00	13,781.33
Park Dedication Fund	39,478.94		39,478.94
Fire Truck 2019	25,239.46		25,239.46
Cemetery Perpetual	116,104.00		116,104.00
EDA - Loan Programs Fund	102,108.29	10,000.00	92,108.29
Revolving Loan	77,976.58		77,976.58
EDA	4,519.22		4,519.22
TIF Disc #1-4	0.00		0.00
Tax Abatement	1,705.33	5,663.97	(3,958.64)
COVID-19 Fund	235,637.27		235,637.27
Medical Center Fund	212,106.14		212,106.14
Circle Dr. Imp. Const. Fund	3,665.05		3,665.05
Hospital Bonds	0.00		0.00
2012 Street Imp. Skg	19,707.65		19,707.65
2015 Street Imp. Skg	197,990.59		197,990.59
2017 Street Imp. Skg	330,738.67		330,738.67
2019 Street Imp. Skg	294,962.60		294,962.60
TOTAL	\$4,871,476.71	\$314,320.38	\$4,557,156.33

INVESTMENTS

ARLINGTON STATE BANK	180,000.00	4.23%	Bank Balance	
RBC Wealth Mgmt	2,017,936.78	47.42%	+	\$616,070.83
FINANCIAL NORTHEASTERN	200,736.25	4.72%	Investment Balance	
4M Fund Gen & 2019 Bond Accts	1,856,732.85	43.63%	=	<u>\$4,255,405.88</u>
	<u>4,255,405.88</u>	100.00%	Month End Account Balance	\$4,871,476.71