



**CITY COUNCIL MEETING AGENDA  
DECEMBER 4, 2023, AT 6:30 PM  
COUNCIL CHAMBERS**

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

1. Call Meeting to Order and Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda
4. Citizens Addressing the Council

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

**PUBLIC HEARING**

5. Truth in Taxation Presentation

**CONSENT AGENDA**

6. Approval of Consent Agenda
  - A) Approval of Bills
  - B) November 20, 2023, City Council Workshop Meeting Minutes
  - C) November 20, 2023, City Council Meeting Minutes
  - D) Approve the hiring of Katie Schrempp as a part-time paramedic pending successful backgrounding.
  - E) Approval of 2024 Garbage Contracts

**OLD BUSINESS**

7. City Lot – Historical Perspective, Attorney Arneson

**NEW BUSINESS**

8. Resolution 40-2023 A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE
9. Property at 23315 State Hwy 5, Paul Pieper
10. Ordinance 311- Review
11. October Statement of Funds
12. MMPA Public Summary
13. October People Service, Written Report

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

14. City Administrator Update, Jessica Steinke
15. City Attorney Update, Ken Janssen

**MISCELLANEOUS BUSINESS**

16. Committees Discussion
17. Strategic Planning – Section 1: Vision

**ADJOURNMENT**



# Truth-in-Taxation

Public Information Hearing

December 4, 2023

6:30 P.M.

# BUDGET PROCESS

- ▶ **MONDAY, SEPTEMBER 18th:** Council approved a preliminary levy at a 16% increase
- ▶ Council has conducted several budget workshops
- ▶ **TONIGHT** - Truth-in-Taxation Hearing-  
proposed levy of 6.87%
- ▶ **MONDAY, DECEMBER 18th:** Final adoption by  
Resolution by City Council

The background features abstract, overlapping green geometric shapes in various shades, including light lime green, medium green, and dark forest green, creating a modern and dynamic feel.

# **2024 PROPOSED BUDGET**

## **PROPOSED TAX LEVY AND 2024 BUDGET**

# TAX LEVY

	2023	2024	% Of Change
<b>General Fund Levy</b>	\$406,912	\$657,083	61%
<b>Tax abatement</b>	\$7825	\$7,825	0%
<b>Fire</b>	\$ 74,000	\$75,000	1%
<b>Ambulance</b>	\$0	\$0	0%
<b>Community Center</b>	\$35,000	\$40,000	14%
<b>Cemetery</b>	\$0	\$5,000	100%
<b>Capital Improvement</b>	\$ 302,666	\$161,000	-54%
<b><u>(Debt Service)</u></b>			
2015 Street & Utility	\$70,000	\$77,052	10%
2012 GO Bond	\$4,000	\$5,462	37%
2017 GO Bond	\$55,600	\$49,264	-11%
2019 GO Bond	\$50,500	\$53,076	5%
2019/20 Tanker	\$22,825	\$23,756	4%
<b>TOTAL LEVY</b>	<b>\$1,029,328</b>	<b>\$1,154,518</b>	<b>6.87%</b>

Total increase in GF = \$200,000 in street maintenance (moved from CIP Budget) and \$54,012 operations cost increase

# Tax Levy Trends



**\$74,261 overall increase**

# PROPOSED GENERAL FUND EXPENSES

FUND: SUM OF GENERAL FUND	2023	2024
ACCOUNT:100 - Expenditure Summary	BUDGET	BUDGET
41110 COUNCIL	\$ 38,800	\$ 39,299
41400 ADMINISTRATIVE OFFICE	\$ 330,418	\$ 325,373
41410 ELECTIONS	\$ -	\$ 15,125
41550 ASSESSING	\$ 10,940	\$ 10,940
41600 LAW/LEGAL SERVICES	\$ 13,000	\$ 13,000
41910 PLANNING & ZONING	\$ 84,120	\$ 96,100
41940 GEN GOVT BLDGS/PLANT	\$ 15,406	\$ 20,055
42110 POLICE ADMINISTRATION	\$ 462,587	\$ 556,740
42280 FIRE STATIONS & BLDGS	\$ 32,604	\$ 40,000
42500 CIVIL DEFENSE	\$ 1,077	\$ 1,077
42700 ANIMAL CONTROL	\$ 600	\$ 1,100
43000 PUBLIC WORKS & STREETS	\$ 334,861	\$ 553,352
43160 STREET LIGHTING	\$ 9,500	\$ 9,500
44100 HEALTH SERVICES	\$ -	\$ -
45202 PARK AREAS & RECREATION	\$ 67,906	\$ 99,856
45500 LIBRARIES	\$ 133,883	\$ 149,724
46500 ECONOMIC DEVELOPMENT	\$ 27,820	\$ 48,373
49800 Arli-Dazzle	\$ -	\$ -
49000 MISCELLANEOUS, 49300 OTHER	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,563,521</b>	<b>\$ 1,979,614</b>

# PROPOSED GENERAL FUND REVENUES

General Fund	2023	2024
ACCOUNT: 101 - Revenues	BUDGET	BUDGET
41000-31000 GENERAL PROPERTY TAXES	\$ 406,912	\$ 657,083
41000-33000 INTERGOVERNMENTAL REVE	\$ -	\$ -
41000-33400 STATE GRANTS & AIDS	\$ -	\$ -
41000-33401 LOCAL GOVERNMENT AID	\$ 813,723	\$ 899,000
41000-33402 MARKET VALUE CREDIT	\$ 134	\$ 150
41000-33422 OTHER STATE AID GRANTS (PER/	\$ -	\$ -
41400-32100 BUSINESS LICENSES/PERMITS	\$ 340	\$ 700
41400-32109 BEER LICENSE	\$ 105	\$ 200
41400-32110 LIQUOR LICENSE	\$ 6,550	\$ 8,500
41400-32240 ANIMAL LICENSES	\$ 1,000	\$ 1,200
41400-33421 INSURANCE PREMIUM DIV	\$ 5,000	\$ 8,000
41400-34101 RENT REVENUES	\$ -	\$ -
41400-34107 ASSESSMENT SEARCH FEES	\$ -	\$ -
41400-34112 RECHARGE FIRE EXTINGUISHERS	\$ 41	\$ -
41400-34113 COMM. SIGN ADV.	\$ 200	\$ 500
41400-34116 ISF CHECK-COLLECTED	\$ -	\$ -
41400-34755 RECYCLING SUBSIDY	\$ 6,070	\$ 6,070
41400-36100 SPECIAL ASSESSMENTS	\$ -	\$ -
41400-36200 MISC REVENUES	\$ 400	\$ 400
41400-36210 INTEREST EARNINGS	\$ 9,000	\$ 10,000
41400-36215 REIMBURSABLE EXPENSE	\$ -	\$ 2,000
41400-36230 CONTRIBUTIONS AND DONATION	\$ -	\$ -
41400-38050 CABLE TV FRANCHISE FEE	\$ 14,000	\$ 15,000
41400-39101 SALES OF GENERAL FIXED ASSET	\$ -	\$ -
41400-39203 TRANSFER FROM OTHER FUND	\$ 1,500	\$ -
41410-34100 TOWNSHIP ELEC	\$ -	\$ 1,511
41910-32210 BLDG/LAND USE PERMITS	\$ 55,000	\$ 60,000
41910-32211 VARIANCE PERMITS	\$ 1,000	\$ 1,000
41910-34000 CHARGES FOR SERVICE	\$ 10,000	\$ 10,000
41910-34102 RECORDING OF LEGAL DOCUMEN	\$ 92	\$ 100
41910-36215 Reimbursable Expense	\$ -	\$ -



# PROPOSED GENERAL FUND REVENUES CONT...

42100-33400 STATE GRANT & AIDS	\$ 2,982	\$ 3,000
42100-33405 2% STATE POLICE AID	\$ 15,000	\$ 20,000
42100-35100 COURT FINES	\$ 8,878	\$ 9,000
42110-35102 PARKING FINES	\$ 1,000	\$ 2,000
42110-35200 PD FORFEITURE REVENUE	\$ 1,200	\$ 1,500
42110-36200 MISC REVENUE	\$ 500	\$ 500
42110-36215 REIMBURSABLE EXPENSE	\$ 750	\$ 1,500
42110-36230 CONTRIBUTIONS AND DONATIONS	\$ 7,500	\$ 5,000
42110-39203 Transfer from Other Fund	\$ 1,000	\$ 1,000
42280-33400 STATE GRANTS & AIDS	\$ -	\$ -
42280-33404 2% STATE FIRE AID	\$ 28,000	\$ 28,000
43000-33400 STATE GRANTS	\$ -	\$ -
43000-33418 MUNI STATE AID ST. MAINT	\$ 17,278	\$ 17,500
43000-34000 CHARGES FOR SERVICES	\$ 9,500	\$ 20,000
43000-34405 WEED CLEANING & REMOVAL	\$ 100	\$ 200
43000-36200 MISC REV	\$ -	\$ 24,000
43000-36215 REIMBURSABLE EXPENSE	\$ -	\$ -
43000-36230 CONTRIBUTIONS AND DONATIONS	\$ -	\$ -
45202-33400 State Grants and Aids	\$ -	\$ -
45202-34101 RENT REVENUES	\$ 2,250	\$ 3,000
45202-36200 MISC REVENUES	\$ -	\$ -
45202-36230 CONTR & DONATIONS	\$ -	\$ -
45202-38080 OTHER REC REVENUES	\$ -	\$ -
45202-39203 TRANSFER FROM OTHER FUND	\$ 24,000	\$ 76,000
45500- 00000 County Contribution	\$ 77,497	\$ 80,000
45500-34760 LIBRARY-DONATIONS	\$ -	\$ 1,000
45500-35103 LIBRARY FINES	\$ -	\$ -
45500-36200 MISC REVENUES	\$ -	\$ 5,000
46500-34000 CHARGES FOR SERVICE	\$ -	\$ -
46500-34101 Economic Development	\$ -	\$ -
46500-36230 CONTRIBUTIONS AND DONATIONS	\$ -	\$ -
46500-36200 Miscellaneous Revenues	\$ -	\$ -
49800-36230 Chamber: Arli-Dazzle	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 1,528,502</b>	<b>\$ 1,979,614</b>

# FACTS ON 2024 Budget

- This is the third year that the City of Arlington will be levying special funds separately.
- In the past special funds were levied under the general fund, then transferred. Levying special funds separately allows more transparency.

<b>Levy Amounts - Preliminary 2024</b>	<b>2024</b>
General Fund	\$ 657,083
2012 G.O. Bond	\$ 5,462
2015 G.O. Bond	\$ 77,052
2017 G.O. Bond	\$ 49,264
2019 G.O. Bond	\$ 53,076
Fire	\$ 75,000
Cemetery	\$ 5,000
Event Center	\$ 40,000
Fire Tanker Truck	\$ 23,756
Capital Improvement	\$ 161,000
Tax Abatement	\$ 7,825
<b>Total Levy</b>	<b>\$ 1,154,518</b>

# 2023-2032 Capital Improvement Plan

## 2023-2032 Arlington Capital Improvement Plan

	Total Cost	Year	Funds	2024
Amb - Lucas	\$ 35,000	Every 5 years	CIP/Grants	\$ -
Amb - Portable Radios	\$ 60,000	2026	CIP/Grants	\$ 20,000
AMB - New Truck	\$ 300,000	2033	CIP/Financing	\$ 30,000
FD- 1998 Engine	\$ 575,000	2028	City, Twshps/Financig	\$ 115,000
FD- Radios	\$ 189,900	2030	City, Twshps, PS Funds/Financing	\$ 27,143
FD- Boots	\$ 13,500	2025	City, Twshps	
FD- Turn out gear	\$ 100,000	2031	City, Twshps	\$ 12,500
FD- Helmets	\$ 12,000	2032	City, Twshps	\$ 1,500
Additional PW Shed	\$ 100,000	2030	CIP	\$ 17,000
PW - Kubota UTV/Broom and Blade	\$ 40,000	2028	CIP	\$ 10,000
PW- New Holland 70 hp Tractor	\$ 34,000	2025	CIP	\$ 17,000
Downtown Christmas Lights & Candle Wreaths 40	\$ 75,000	2032	CIP	\$ 8,500
Vermeer Wood Chipper	\$ 55,000	2030	CIP	\$ 7,857
Trade in 2023 Deere Loader	\$ 6,500	2028	CIP	\$ -
BB Court	\$ 85,000	2032	CIP/Med Center	
Playground equipment	\$ 25,000	2028	CIP	\$ 5,000
Sweeper Trade-In	\$ 200,000	2028	CIP	\$ 40,000
Utility Bucket Truck	\$ 220,000	2026	CIP	\$ 73,333
Sander /Salt Truck	\$ 170,000	2024	CIP	\$ 170,000
Replace 2015 54" Kubota mower (1/2 split w Cemetery) Trade	\$ 6,000	2026	CIP	
Replace 2018 72" Kubota mower (1/2 split w Parks) Trade	\$ 11,000	2026	CIP	\$ 3,667
PD - Body Warn Cameras (Up front, rental plan to follow)	\$ 11,800	2027	CIP	\$ 2,500
PD - Squad and Computer Replacement	\$ 90,000	2026/30	CIP	\$ 30,000
PD - Squad and Computer Replacement	\$ 90,000	2027/31	CIP	\$ 22,500
<b>*Annual CIP</b>				<b>\$615,524</b>
<b>**Yellow columns indicate potential for financing</b>			<b>Total for possible financing</b>	<b>\$455,476</b>
			<b>Remaining</b>	<b>\$160,048</b>

## PROPERTY TAX RATE

Arlington's Property Tax Rate is set by taking the city's tax levy and dividing it by its total tax capacity.

$\$1,154,518 / \$2,250,056$  [Total Tax Capacity] = 51.31% (2024) - Proposed

$\$1,029,328 / \$1,359,075$  [Total Tax Capacity] = 75.74% (2023)

$\$993,764 / \$1,359,723$  [Total Tax Capacity] = 73.09% (2022)

$\$959,613 / \$1,223,305$  [Total Tax Capacity] = 78.44% (2021)

$\$927,513 / \$1,156,873$  [Total Tax Capacity] = 80.17% (2020)

**Total Tax Capacity** = Tax capacity is determined by multiplying a property's market value by its classification rate. Each property rate is assigned a classification rate depending on its use by the State Legislature.

Properties associated with income production (commercial & industrial) have a higher classification weight than other properties. The City's total tax capacity is an accumulation of all parcels within the city, minus adjustments.



Questions?

City Administrator

Jessica Steinke

507-964-2378

[jsteinke@arlingtonmn.gov](mailto:jsteinke@arlingtonmn.gov)

**\*Check Summary Register©**

10150 Unposted

Name	Check Date	Check Amt
<b>10150 Cash</b>		
Unposted ABDO	11/30/2023	\$1,500.00
Unposted ALPHA WIRELESS COMM.	11/30/2023	\$541.16
Unposted AMAZON CAPITAL SERVICES	11/30/2023	\$948.56
Unposted ARAMARK	11/30/2023	\$395.27
Unposted CANON FINANCIAL SERVICES, I	11/30/2023	\$160.19
Unposted CEMSTONE PRODUCTS COMPA	11/30/2023	\$3,792.89
Unposted CENGAGE LEARNING INC.	11/30/2023	\$303.17
Unposted CENTERPOINT ENERGY	11/30/2023	\$1,090.86
Unposted CINTAS	11/30/2023	\$860.66
Unposted CITY OF ARLINGTON	11/30/2023	\$7,818.49
Unposted FREDIN CONSTRUCTION	11/30/2023	\$85.00
Unposted GOLDEN HEARTS	11/30/2023	\$1,871.08
Unposted INGRAM LIBRARY SERVICES	11/30/2023	\$541.49
Unposted L&E TREE SERVICE	11/30/2023	\$3,650.00
Unposted M.R. PAVING & EXCAVATING	11/30/2023	\$4,158.00
Unposted MAC QUEEN EQUIPMENT INC	11/30/2023	\$17,431.92
Unposted MEDIACOM	11/30/2023	\$1,269.54
Unposted MICRO MARKETING	11/30/2023	\$112.18
Unposted MINNESOTA LIFE	11/30/2023	\$100.77
Unposted MINNESOTA VALLEY ELECTRIC	11/30/2023	\$24.17
Unposted MJM MEDICAL DIRECTION SERV	11/30/2023	\$500.00
Unposted MN DEPT OF HEALTH	11/30/2023	\$315.00
Unposted NEIL HOLMQUIST	11/30/2023	\$71.05
Unposted NIELSEN BLACKTOPPING & CON	11/30/2023	\$198,506.00
Unposted NORTHERN LIGHTS DISPLAY	11/30/2023	\$355.95
Unposted PEEPS REPAIR	11/30/2023	\$888.00
Unposted PEOPLE SERVICE INC.	11/30/2023	\$25,180.90
Unposted QUALITY FLOW SYSTEMS, INC.	11/30/2023	\$12,230.00
Unposted RENVILLE SIBLEY SANITATION	11/30/2023	\$1,046.48
Unposted SIBLEY EAST - COMMUNITY ED	11/30/2023	\$17,628.00
Unposted TACTICAL SOLUTIONS	11/30/2023	\$76.00
Unposted THOMES BROTHERS INC.	11/30/2023	\$152.36
Unposted TUFTE WANGEN REAL ESTATE	11/30/2023	\$10,000.00
Unposted U.S. BANK	11/30/2023	\$99.56
Unposted VERIZON WIRELESS	11/30/2023	\$615.68
<b>Total Checks</b>		<b>\$314,320.38</b>

**Fund Summary**

	10150 Cash
101 General Fund	\$51,945.08
102 Tax Abatement	\$5,663.97
201 Fire Fund	\$1,853.60
202 Ambulance Fund	\$1,818.85
203 Community Center Fund	\$1,536.70
204 EDA Loan Programs Fund	\$10,000.00
401 Capital Equipment Fund	\$191,006.00
601 Water Fund	\$15,324.78
602 Sewer Fund	\$740.00
603 AGI Sewer Fund	\$34,367.77
604 Electric Fund	\$63.63
	<b>\$314,320.38</b>

Payments

Current Period: DECEMBER 2023

Payments Batch 12-04-23 PAY					\$314,320.38
Refer	15917 <i>ABDO EICK &amp; MEYERS LLP</i>				-
Cash Payment	E 201-42280-301	Auditing and Acct g Serv	FIRE RELIEF- TAX FORM PREPARATION		\$1,500.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	\$1,500.00
Refer	15918 <i>ALPHA WIRELESS COMM.</i>				-
Cash Payment	E 101-42500-636	Supplies & Repairs	SIREN REPAIRS		\$541.16
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	\$541.16
Refer	15919 <i>AMAZON BUSINESS</i>				-
Cash Payment	E 101-41400-200	Office Supplies	NOV- OFFICE SUPPLIES & EQUIP		\$23.26
Invoice					
Cash Payment	E 101-41400-218	Office Expense	NOV- OFFICE SUPPLIES & EQUIP		\$327.85
Invoice					
Cash Payment	E 101-42110-210	Operating Supplies	NOV- OFFICE SUPPLIES & EQUIP		\$47.48
Invoice					
Cash Payment	E 101-42110-218	Office Expense	NOV- OFFICE SUPPLIES & EQUIP		\$65.00
Invoice					
Cash Payment	E 101-41940-220	Repair/Maint Supply	NOV- OFFICE SUPPLIES & EQUIP		\$90.80
Invoice					
Cash Payment	E 101-45500-206	Visual Materials - Library	NOV- OFFICE SUPPLIES & EQUIP		\$202.96
Invoice					
Cash Payment	E 101-45500-212	Library Programming	NOV- OFFICE SUPPLIES & EQUIP		\$16.50
Invoice					
Cash Payment	E 101-45500-218	Office Expense	NOV- OFFICE SUPPLIES & EQUIP		\$96.64
Invoice					
Cash Payment	E 202-42153-217	Other Operating Supplie	NOV- OFFICE SUPPLIES & EQUIP		\$8.49
Invoice					
Cash Payment	E 202-42153-401	Repairs/Maint Buildings	NOV- OFFICE SUPPLIES & EQUIP		\$69.58
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	\$948.56
Refer	15920 <i>ARAMARK</i>				-
Cash Payment	E 101-42110-210	Operating Supplies	NOV- MAT RENTALS		\$54.09
Invoice					
Cash Payment	E 101-45500-220	Repair/Maint Supply	NOV- MAT RENTALS		\$21.89
Invoice					
Cash Payment	E 202-42153-217	Other Operating Supplie	NOV- MAT RENTALS		\$31.16
Invoice					
Cash Payment	E 203-45000-410	Rentals	NOV- MAT RENTALS		\$288.13
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	\$395.27
Refer	15921 <i>CANON</i>				-
Cash Payment	E 101-41400-218	Office Expense	NOV- COPIER LEASES (OFFICE & PD)		\$116.19
Invoice					
Cash Payment	E 101-42110-218	Office Expense	NOV- COPIER LEASES (OFFICE & PD)		\$44.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	\$160.19
Refer	15922 <i>CEMSTONE PRODUCTS COMPAN</i>				-
Cash Payment	E 102-46500-716	Tax Abatement - Cemst	2023 TAX ABATEMENT PMT		\$3,792.89
Invoice					

Payments

Current Period: DECEMBER 2023

Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$3,792.89</b>
Refer	15923 CENGAGE LEARNING INC				
Cash Payment	E 101-45500-205	Print Materials - Library	NOV- LIBRARY MATERIALS		\$303.17
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$303.17</b>
Refer	15924 CENTERPOINT ENERGY				
Cash Payment	E 101-41940-383	Gas Utilities	CITY GAS BILLS- 10/14-11/13/23		\$184.01
Invoice					
Cash Payment	E 101-42110-383	Gas Utilities	CITY GAS BILLS- 10/14-11/13/23		\$34.90
Invoice					
Cash Payment	E 101-43000-383	Gas Utilities	CITY GAS BILLS- 10/14-11/13/23		\$111.82
Invoice					
Cash Payment	E 101-45202-383	Gas Utilities	CITY GAS BILLS- 10/14-11/13/23		\$39.45
Invoice					
Cash Payment	E 101-45500-383	Gas Utilities	CITY GAS BILLS- 10/14-11/13/23		\$36.91
Invoice					
Cash Payment	E 201-42280-383	Gas Utilities	CITY GAS BILLS- 10/14-11/13/23		\$26.40
Invoice					
Cash Payment	E 202-42153-383	Gas Utilities	CITY GAS BILLS- 10/14-11/13/23		\$52.34
Invoice					
Cash Payment	E 203-45000-383	Gas Utilities	CITY GAS BILLS- 10/14-11/13/23		\$296.39
Invoice					
Cash Payment	E 601-49400-383	Gas Utilities	CITY GAS BILLS- 10/14-11/13/23		\$156.11
Invoice					
Cash Payment	E 603-49450-383	Gas Utilities	CITY GAS BILLS- 10/14-11/13/23		\$129.65
Invoice					
Cash Payment	E 604-49550-383	Gas Utilities	CITY GAS BILLS- 10/14-11/13/23		\$22.88
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$1,090.86</b>
Refer	15925 CINTAS				
Cash Payment	E 101-43000-420	Shop Equipment	SHOP- FIRST AID CABINET & WTR COOLER		\$860.66
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$860.66</b>
Refer	15926 CITY OF ARLINGTON				
Cash Payment	E 101-41940-381	Electric & Heat Utilities	CITY UTILITY BILLS- 10/16-11/15/23		\$276.27
Invoice					
Cash Payment	E 101-42110-381	Electric & Heat Utilities	CITY UTILITY BILLS- 10/16-11/15/23		\$284.55
Invoice					
Cash Payment	E 101-43000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 10/16-11/15/23		\$116.29
Invoice					
Cash Payment	E 101-43160-381	Electric & Heat Utilities	CITY UTILITY BILLS- 10/16-11/15/23		\$634.96
Invoice					
Cash Payment	E 101-45202-381	Electric & Heat Utilities	CITY UTILITY BILLS- 10/16-11/15/23		\$163.84
Invoice					
Cash Payment	E 101-45500-381	Electric & Heat Utilities	CITY UTILITY BILLS- 10/16-11/15/23		\$96.71
Invoice					
Cash Payment	E 201-42280-381	Electric & Heat Utilities	CITY UTILITY BILLS- 10/16-11/15/23		\$89.52
Invoice					
Cash Payment	E 202-42153-381	Electric & Heat Utilities	CITY UTILITY BILLS- 10/16-11/15/23		\$426.82
Invoice					
Cash Payment	E 203-45000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 10/16-11/15/23		\$550.96
Invoice					



Payments

Current Period: DECEMBER 2023

Cash Payment	E 601-49400-381	Electric & Heat Utilities	CITY UTILITY BILLS- 10/16-11/15/23		\$2,418.67
Invoice					
Cash Payment	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 10/16-11/15/23		\$472.49
Invoice					
Cash Payment	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 10/16-11/15/23		\$2,287.41
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$7,818.49</b>
Refer	15927 FREDIN CONSTRUCTION		-		
Cash Payment	E 202-42153-401	Repairs/Maint Buildings	AMB. GARAGE DOOR WORK		\$85.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$85.00</b>
Refer	15928 GOLDEN HEARTS		-		
Cash Payment	E 102-46500-715	Tax Abatement - Golden	2023 TAX ABATEMENT PMT		\$1,871.08
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$1,871.08</b>
Refer	15929 INGRAM LIBRARY SERVICES		-		
Cash Payment	E 101-45500-205	Print Materials - Library	NOV- LIBRARY MATERIALS		\$541.49
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$541.49</b>
Refer	15930 L&E TREE SERVICE		-		
Cash Payment	E 101-43000-488	Tree Removal	(2) LARGE BLVD TREES/STUMPS REMOVED		\$3,650.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$3,650.00</b>
Refer	15931 M.R. PAVING & EXCAVATING		-		
Cash Payment	E 101-43000-224	Street Maint Materials	STREET BLACKTOP PATCHING (3 AREAS)		\$4,158.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$4,158.00</b>
Refer	15932 MAC QUEEN EQUIPMENT INC		-		
Cash Payment	E 101-43000-485	Gas and Repair Miscella	OLD SNWBLWR REPAIRS (-HITCH RETURN)		\$17,431.92
Invoice					
Cash Payment	E 101-41110-110	Other Pay	OLD SNWBLWR REPAIRS (-HITCH RETURN)		\$0.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$17,431.92</b>
Refer	15933 MEDIACOM		-		
Cash Payment	E 101-41400-321	Telephone	DEC- CITY INTERNET & SOME PHONE BILLS		\$421.92
Invoice					
Cash Payment	E 101-42110-321	Telephone	DEC- CITY INTERNET & SOME PHONE BILLS		\$276.90
Invoice					
Cash Payment	E 101-43000-321	Telephone	DEC- CITY INTERNET & SOME PHONE BILLS		\$136.90
Invoice					
Cash Payment	E 101-45500-321	Telephone	DEC- CITY INTERNET & SOME PHONE BILLS		\$48.46
Invoice					
Cash Payment	E 201-42280-321	Telephone	DEC- CITY INTERNET & SOME PHONE BILLS		\$123.46
Invoice					
Cash Payment	E 202-42153-321	Telephone	DEC- CITY INTERNET & SOME PHONE BILLS		\$261.90
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$1,269.54</b>
Refer	15934 MICRO MARKETING		-		
Cash Payment	E 101-45500-206	Visual Materials - Library	NOV- LIBRARY MATERIALS		\$112.18
Invoice					

## Payments

Current Period: DECEMBER 2023

Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$112.18</b>
Refer	15935 MINNESOTA LIFE				
Cash Payment	G 101-21706	Life Insurances	DEC- LIFE INS. PREMIUMS		\$49.20
Invoice					
Cash Payment	E 101-41400-131	Employer Paid Health/Lif	DEC- LIFE INS. PREMIUMS		\$6.95
Invoice					
Cash Payment	E 101-42110-131	Employer Paid Health/Lif	DEC- LIFE INS. PREMIUMS		\$17.00
Invoice					
Cash Payment	E 101-43000-131	Employer Paid Health/Lif	DEC- LIFE INS. PREMIUMS		\$8.50
Invoice					
Cash Payment	E 101-45500-131	Employer Paid Health/Lif	DEC- LIFE INS. PREMIUMS		\$4.25
Invoice					
Cash Payment	E 202-42153-131	Employer Paid Health/Lif	DEC- LIFE INS. PREMIUMS		\$8.50
Invoice					
Cash Payment	E 203-45000-131	Employer Paid Health/Lif	DEC- LIFE INS. PREMIUMS		\$1.06
Invoice					
Cash Payment	E 604-49550-131	Employer Paid Health/Lif	DEC- LIFE INS. PREMIUMS		\$5.31
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$100.77</b>
Refer	15936 MINNESOTA VALLEY ELECTRIC C				
Cash Payment	E 101-45202-381	Electric & Heat Utilities	OCT- SPORTSMAN'S PARK ELEC BILL		\$24.17
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$24.17</b>
Refer	15937 MJM MEDICAL DIRECTION SERVIC				
Cash Payment	E 202-42153-300	Professional Srvs	DEC- AMB. MEDICAL DIRECTOR FEE		\$500.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$500.00</b>
Refer	15938 MN DEPT. OF HEALTH				
Cash Payment	E 203-45000-170	Permits and Licenses	2024- EC KITCHEN LICENSE		\$315.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$315.00</b>
Refer	15939 NEIL HOLMQUIST				
Cash Payment	E 201-42280-211	Batteries	REIMB- FIRE DEPT. BATTERIES		\$71.05
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$71.05</b>
Refer	15940 NORTHERN LIGHTS DISPLAY				
Cash Payment	E 101-43000-387	Christmas Lighting	REPLACEMENT XMAS LIGHT BULBS		\$355.95
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$355.95</b>
Refer	15941 PEEPS REPAIR				
Cash Payment	E 101-43000-485	Gas and Repair Miscella	DOT/REPAIRS- BOOM TRUCK & TRAILER		\$888.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$888.00</b>
Refer	15942 PEOPLE SERVICE, INC.				
Cash Payment	E 601-49400-180	Operator Contract	DEC- W/WW SERVICES		\$11,000.00
Invoice					
Cash Payment	E 602-49450-180	Operator Contract	DEC- W/WW SERVICES		\$740.00
Invoice					
Cash Payment	E 603-49450-180	Operator Contract	DEC- W/WW SERVICES		\$13,250.00
Invoice					

Payments

Current Period: DECEMBER 2023

Cash Payment	E 603-49450-392	Testing	DEC- W/WW SERVICES		\$190.90
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$25,180.90</b>
Refer	15943 <i>QUALITY FLOW SYSTEMS, INC.</i>				-
Cash Payment	E 603-49450-409	Rep/Sup-WW Facility	WWTP- MIXER REPAIR		\$12,230.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$12,230.00</b>
Refer	15944 <i>RENVILLE SIBLEY SANITATION</i>				-
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$40.02
Invoice					
Cash Payment	E 101-42110-384	Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$9.58
Invoice					
Cash Payment	E 101-43000-384	Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$71.06
Invoice					
Cash Payment	E 101-43000-385	Recycling	NOV- CITY GARBAGE & RECYCLING		\$628.00
Invoice					
Cash Payment	E 101-45202-384	Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$112.32
Invoice					
Cash Payment	E 101-45500-384	Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$18.70
Invoice					
Cash Payment	E 201-42280-384	Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$15.20
Invoice					
Cash Payment	E 202-42153-384	Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$9.12
Invoice					
Cash Payment	E 203-45000-384	Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$85.16
Invoice					
Cash Payment	E 603-49450-384	Refuse/Garbage Dispos	NOV- CITY GARBAGE & RECYCLING		\$57.32
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$1,046.48</b>
Refer	15945 <i>SIBLEY EAST</i>				-
Cash Payment	E 101-45202-732	CommEd-Rec Contributi	2023 COMM. ED. CONTRIBUTION		\$17,628.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$17,628.00</b>
Refer	15946 <i>TACTICAL SOLUTIONS</i>				-
Cash Payment	E 101-42110-210	Operating Supplies	PD- RADAR UNITS CERTIFIED		\$76.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$76.00</b>
Refer	15947 <i>THOMES BROTHERS HARDWARE</i>				-
Cash Payment	E 101-41940-220	Repair/Maint Supply	NOV- MISC		\$87.92
Invoice					
Cash Payment	E 101-42110-210	Operating Supplies	NOV- MISC		\$12.39
Invoice					
Cash Payment	E 101-43000-210	Operating Supplies	NOV- MISC		\$5.50
Invoice					
Cash Payment	E 201-42280-210	Operating Supplies	NOV- MISC		\$27.97
Invoice					
Cash Payment	E 202-42153-217	Other Operating Supplie	NOV- MISC		\$18.58
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	<b>\$152.36</b>
Refer	15948 <i>TUFTE WANGE REAL ESTATE</i>				-

Payments

Current Period: DECEMBER 2023

Cash Payment	E 204-46550-432	Forgivable EDA Loan	EDA- FAÇADE LOANS (4)		\$10,000.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	\$10,000.00
<hr/>					
Refer	15949 U.S. BANK - CREDIT CARD				
Cash Payment	E 101-42110-430	Miscellaneous	NOV- MISC CHARGES		\$38.48
Invoice					
Cash Payment	E 101-42110-503	Computers/Software/We	NOV- MISC CHARGES		\$10.68
Invoice					
Cash Payment	E 101-45500-212	Library Programming	NOV- MISC CHARGES		\$17.98
Invoice					
Cash Payment	E 202-42153-430	Miscellaneous	NOV- MISC CHARGES		\$32.42
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	\$99.56
<hr/>					
Refer	15950 VERIZON WIRELESS				
Cash Payment	E 101-42110-321	Telephone	DEC- CELL PHONE & TABLET BILLS		\$265.30
Invoice					
Cash Payment	E 202-42153-321	Telephone	DEC- CELL PHONE & TABLET BILLS		\$314.94
Invoice					
Cash Payment	E 604-49550-321	Telephone	DEC- CELL PHONE & TABLET BILLS		\$35.44
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	\$615.68
<hr/>					
Refer	15951 NIELSEN BLACKTOPPING & CONC				
Cash Payment	E 401-43000-500	Capital Outlay	2023 STREET IMP & EXTRA PATCHES		\$191,006.00
Invoice					
Cash Payment	E 601-49400-395	Repairs-Meters, Hydrant	2023 STREET IMP & EXTRA PATCHES		\$1,750.00
Invoice					
Cash Payment	E 603-49450-409	Rep/Sup-WW Facility	2023 STREET IMP & EXTRA PATCHES		\$5,750.00
Invoice					
Transaction Date	11/30/2023	Cash	10150	<b>Total</b>	\$198,506.00

Fund Summary

	10150 Cash
101 General Fund	\$51,945.08
102 Tax Abatement	\$5,663.97
201 Fire Fund	\$1,853.60
202 Ambulance Fund	\$1,818.85
203 Community Center Fund	\$1,536.70
204 EDA Loan Programs Fund	\$10,000.00
401 Capital Equipment Fund	\$191,006.00
601 Water Fund	\$15,324.78
602 Sewer Fund	\$740.00
603 AGI Sewer Fund	\$34,367.77
604 Electric Fund	\$63.63
	<hr/>
	\$314,320.38

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$314,320.38
Total	<hr/>
	\$314,320.38



**CITY COUNCIL MEETING MINUTES  
NOVEMBER 20, 2023, AT 6:30 PM  
COUNCIL CHAMBERS**

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

1. Call Meeting to Order and Pledge of Allegiance- *Meeting was called to order by Mayor Scharpe at 6:30 pm. All stood for the Pledge of Allegiance.*
  
2. Roll Call-  
*Members Present- Mayor Matthew Scharpe, Councilmembers Dave Meyer, Jeff Matz, John Thomes, Curtis Ling and Christina Litfin*  
*Members Absent- None*  
*Staff Present- Jessica Steinke City Administrator, Brandon Legg Police Officer, Lee Ortloff of PeopleServices*  
*Guests Present-Kurt Menk of Arlington Enterprise*
  
3. Approval of the Agenda-  
*Matz made a motion to approve the agenda. Thomes 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.*  
*There was no one that addressed the Council.*

**CONSENT AGENDA**

5. Approval of Consent Agenda
  - A) Approval of Bills
  - B) November 6, 2023, City Council Meeting Minutes
  - C) November 6, 2023, City Council Workshop Meeting Minutes
  - D) Approve hiring of Aaron Hoover for Part-Time Paramedic Position pending successful backgrounding*Litfin made a motion to approve the consent agenda. Ling seconded. Motion carried with all voting in favor.*



## **OLD BUSINESS**

6. Water Treatment Plant Rehab Update- *Ortloff gave an update on the progress of the water treatment plant. There are a few things that need to be finished including painting touch-ups.*
7. PeopleServices Report, Lee Ortloff- *Ortloff spoke regarding the Chlorine in the City's water and the Brooks St. lift station.*
8. City Parking Lot Discussion- *Steinke showed the Council what the taxable market value is of the small parking lot on the 400 block of West Main St. Litfin made a motion to find out what the fair market value is and proceed from there. Ling seconded. Motion carried with all voting in favor.*

## **NEW BUSINESS**

9. Committees Discussion- *Mayor Scharpe stated that the committee's needs to be updated. The idea of bringing back the utilities be brought back. Scharpe asked what the Council's thoughts were on all of the citizen committees. Meyer thought that some of these committees were maybe a waste of time. Matz felt the shade tree committee was a good idea at the time. Meyer didn't think that we needed a shade tree committee. Consensus was to reach out to these citizen's committees and bring it back for the next meeting.*
10. Strategic Planning Discussion- *Steinke wanted the Council to start thinking about the strategic plan. She thought this could be an ongoing discussion. Scharpe shared his thoughts.*

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

11. Written PD Report- *Submitted Report*
12. City Administrator Update, Jessica Steinke- *Steinke updated the Council that the gate was installed at the water treatment plant, working on budget and truth-in-taxation, open enrollment insurance benefits for the employees.*

## **MISCELLANEOUS BUSINESS**

### **ADJOURNMENT**

*Thomes made a motion to adjourn the meeting at 7:09 pm. Matz seconded. Motion carried with all voting in favor.*

---

City Administrator Jessica Steinke

---

Mayor Matthew Scharpe



**CITY COUNCIL SPECIAL WORKSHOP MEETING MINUTES  
NOVEMBER 20, 2023, AT 6:00 PM  
COUNCIL CHAMBERS**

1. Call Meeting to Order-*Meeting was called to order at 6:00 pm by Mayor Scharpe.*
  
2. Roll Call-  
*Members Present- Mayor Matthew Scharpe, Councilmembers Dave Meyer, Jeff Matz, John Thomes, Christina Litfin*  
*Members Absent- Councilmember Curtis Ling*  
*Staff Present- Jessica Steinke City Administrator*  
*Guests Present- None*
  
3. A special meeting workshop to discuss the Electrical Cost-Of-Service Rate Study- *Council discussed the electrical cost-of-service rate study. The new rates will be built into the 2024 fee schedule.*

**ADJOURNMENT**

*Thomes made a motion to adjourn the meeting. Meyer seconded. Motion carried with all present voting in favor.*

APPLICATION FOR SOLID WASTE COLLECTION and/or

DUMPSTER PERMIT 2024

COMPANY NAME: RENVILLE SIBLEY SANITATION LLC

ADDRESS: P.O. BOX 296 GIBBON, MN 55335

BUSINESS PHONE: 507 834 6168 FAX NUMBER: N/A

CONTACT PERSON & PHONE NUMBER: BRUCE A. PRIGGE 507 834 6168

EMAIL: rssbandit@gmail.com

INSURANCE CARRIER & POLICY NUMBER: Attach Certificate of Liability Insurance/Worker's Comp Info *Dgren Insurance to fax/e-mail*

DISPOSAL SITE LOCATION (S): SPRUCE RIDGE LANDFILL, MWPC MANKATO, VALLEY DEMOLITION

SPECIFY SERVICES TO BE OFFERED: (Residential, Commercial, Dumpster/Rolloff): \_\_\_\_\_

DAYS & TIMES OF Day FOR COLLECTION: MONDAY, TUESDAY, WEDNESDAY & FRIDAY  
(Garbage Collection permitted between 6 am and 10 pm-set by City Council)

COST OF SERVICE(S): Attach a copy of your complete fee schedule (include: delivery/pickup charges, tax, fuel surcharge, recycling).

PERMIT FEE (residential and commercial): \$100.00. This fee is non-refundable and cannot be transferred to any other operator. *Attached: check 7958*

I hereby acknowledge that I have received a copy of the City Ordinances related to solid waste collection and/or dumpster use and do fully understand the rules and/or guidelines as set forth therein.

Also, I hereby agree, that in the case such permit is granted, I will abide by City collection dates and times (6 am -10 pm.) as set by the City Council from time to time: that all work shall be done in a neat and orderly manner: that all equipment used shall be designed and built specifically for refuse and/or recyclable material collection and shall be of the covered, all metal type so that such material being collected and transported will not be seen, will not blow, fall or leak from the vehicle. Also, the licensee shall maintain all equipment used in a clean and sanitary condition; to comply with all the ordinances of said City applicable thereto.

10/27/2023  
Date of Application

  
Signature of Applicant

\_\_\_\_\_  
Date Council Approved

\_\_\_\_\_  
Mayor

Permitted: Residential Commercial Dumpster  
(City Staff to circle all approve for)

\_\_\_\_\_  
City Administrator

Permit Duration: \_\_\_\_\_  
(mm/dd/yr-mm/dd/yr)



RECEIVED  
NOV 30 2023

### BID FOR CITY RECYCLING FOR 2024

Company Name: RENVILLE SIRLEY SANITATION LLC  
Address: P.O. BOX 296, GIBBON, MN 55335  
Business Phone: 507 834 6168 Fax Number: N/A  
Contact Person & Phone Number: BRUCE A. PRIGGE 507 834 6168  
Email: rssbandit@gmail.com

The City of Arlington has been hosting a Recycling Day program for a number of years for its residents. The City contracts with a solid waste collection company to place recycling container(s)\*/truck in the Municipal Parking Lot on West Mains Street so residents may dispose of their recyclables. In 2016, the City changed their recycling program to a half day twice a month, on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Saturday mornings from 8 AM to 11 AM and supervised (by waste collection company staff member(s)).

\*Container(s)/recycling truck should:

- a) Restrict items from being blown around; and
- b) Hold up to 60 yards (i.e. two (2) 30-yd or three (3) 20-yd; or one recycling truck itself), wither in comingled or separated containers for the following materials: tin/aluminum, plastic, glass, paper, cardboard; and
- c) Supervised.

If this is a service your company can or would like to provide, please complete and return this form to the City of Arlington.

Number and size of Container(s)/Truck one 30yd truck

Price (per week) \$ 332,00

(include tax, fuel surcharge, delivery/pickup charge)

10/27/2023

Date of Application



Signature of Applicant

Date Council Approved

Mayor

Permit Duration \_\_\_\_\_

(mm/dd/yr-mm/dd/yr)

City Administrator

APPLICATION FOR SOLID WASTE COLLECTION and/or

DUMPSTER PERMIT 20<sup>24</sup>

COMPANY NAME: Gaylord Sanitation Inc.

ADDRESS: 19 6<sup>th</sup> St P.O. Box 145 Gaylord Mn 55334

BUSINESS PHONE: 507-237-2274 FAX NUMBER: \_\_\_\_\_

CONTACT PERSON & PHONE NUMBER: Jess Wibstad 507-327-4370

EMAIL: jwibstad@yahoo.com

INSURANCE CARRIER & POLICY NUMBER: Attach Certificate of Liability Insurance/Worker's Comp Info

DISPOSAL SITE LOCATION (S): Spruce Ridge Landfill, Mn. Waste Processing, Ponderosa Landfill

SPECIFY SERVICES TO BE OFFERED: (Residential, Commercial, Dumpster/Rolloff): All

DAYS & TIMES OF Day FOR COLLECTION: Monday + Wed. 6am-5PM

(Garbage Collection permitted between 6 am and 10 pm-set by City Council)

COST OF SERVICE(S): Attach a copy of your complete fee schedule (include: delivery/pickup charges, tax, fuel surcharge, recycling).

PERMIT FEE (residential and commercial): \$100.00. This fee is non-refundable and cannot be transferred to any other operator.

I hereby acknowledge that I have received a copy of the City Ordinances related to solid waste collection and/or dumpster use and do fully understand the rules and/or guidelines as set forth therein.

Also, I hereby agree, that in the case such permit is granted, I will abide by City collection dates and times (6 am -10 pm.) as set by the City Council from time to time: that all work shall be done in a neat and orderly manner: that all equipment used shall be designed and built specifically for refuse and/or recyclable material collection and shall be of the covered, all metal type so that such material being collected and transported will not be seen, will not blow, fall or leak from the vehicle. Also, the licensee shall maintain all equipment used in a clean and sanitary condition; to comply with all the ordinances of said City applicable thereto.

11-26-23  
Date of Application

[Signature]  
Signature of Applicant

\_\_\_\_\_  
Date Council Approved

\_\_\_\_\_  
Mayor

Permitted: Residential Commercial Dumpster  
(City Staff to circle all approve for)

\_\_\_\_\_  
City Administrator

Permit Duration: \_\_\_\_\_  
(mm/dd/yr-mm/dd/yr)

64 gal cart 17.72  
96 gal cart 20.10  
64 gal recycling 3.50  
96 gal recycling 4.50  
2 yd dumpster 56.73  
4 yd dumpster 148.91  
6 yd dumpster 219.82  
10 yd rolloff 380-480  
20 yd rolloff 480-580  
30 yd rolloff 580-680

RECEIVED  
NOV - 2 2023

# APPLICATION FOR SOLID WASTE COLLECTION and/or

## DUMPSTER PERMIT 20<sup>24</sup>

COMPANY NAME: Waste Management

ADDRESS: 490 Industrial Blvd Winsted, MN 55395

BUSINESS PHONE: 320 485-4058 FAX NUMBER: \_\_\_\_\_

CONTACT PERSON & PHONE NUMBER: Allen Clausen 320 485-4058

EMAIL: aclause1@wm.com

INSURANCE CARRIER & POLICY NUMBER: Attach Certificate of Liability Insurance/Worker's Comp Info

DISPOSAL SITE LOCATION (S): Sprouce Ridge landfill

SPECIFY SERVICES TO BE OFFERED: (Residential, Commercial, Dumpster/Rolloff): all

DAYS & TIMES OF Day FOR COLLECTION: Mondays  
(Garbage Collection permitted between 6 am and 10 pm-set by City Council)

COST OF SERVICE(S): Attach a copy of your complete fee schedule (include: delivery/pickup charges, tax, fuel surcharge, recycling).

PERMIT FEE (residential and commercial): \$100.00. This fee is non-refundable and cannot be transferred to any other operator.

I hereby acknowledge that I have received a copy of the City Ordinances related to solid waste collection and/or dumpster use and do fully understand the rules and/or guidelines as set forth therein.

Also, I hereby agree, that in the case such permit is granted, I will abide by City collection dates and times (6 am -10 pm.) as set by the City Council from time to time: that all work shall be done in a neat and orderly manner: that all equipment used shall be designed and built specifically for refuse and/or recyclable material collection and shall be of the covered, all metal type so that such material being collected and transported will not be seen, will not blow, fall or leak from the vehicle. Also, the licensee shall maintain all equipment used in a clean and sanitary condition; to comply with all the ordinances of said City applicable thereto.

11-1-23  
Date of Application

aa  
Signature of Applicant

\_\_\_\_\_  
Date Council Approved

\_\_\_\_\_  
Mayor

Permitted: Residential Commercial Dumpster  
(City Staff to circle all approve for)

\_\_\_\_\_  
City Administrator

Permit Duration: \_\_\_\_\_  
(mm/dd/yr-mm/dd/yr)

**ROSS R. ARNESON**

**Attorney At Law**

302 West Main, P.O. Box 529

Arlington, MN 55307-0529

Telephone: (507) 964-5753

Email: [ross@arnesonlegal.com](mailto:ross@arnesonlegal.com)

November 29, 2023

To: City Administrator

RE: Main Street Parking Lot

Dear Jessica:

This is a follow up to my November 29 memo to you.

I have access to the County Recorder records, and have printed off a copy of the parking lot easement with the former Hispanic church, Templo Maranatha. I attach that copy.

This easement makes reference to the East wall of the church structure, which no longer exists. However, there are also measurements referencing the west line of the City lot, which could allow for an approximate reconstruction of the easement line, especially if a previous County aerial photo of the church building is reviewed.

I mentioned that Mr. Jesus Mendoza is the current owner of the lot west of the City lot. My understanding was that he acquired this lot with plans to build a new structure on it. Because of the existence of this easement, which gives him and the City certain joint use of the parking area, it would be appropriate to have a discussion with him about how the parties will deal with the easement in future.

Thank you,



ROSS R. ARNESON



OFFICE OF COUNTY RECORDER  
Sibley County, Minnesota

I hereby certify that this document was filed in this office on 8/17/2009 at 10:00:00 AM and was duly recorded as document number **A-217690**  
KATHY DIETZ - County Recorder, by 3 Deputy.

Well Certificate:  Received  Not Required  
Abstr. - yes  no

Fees:  
REC'G PROCESS COMPLIANCE \$11.00  
RECORDER TECHNOLOGY FUND 10.00  
STATE TREASURY GENERAL 10.50  
GENERAL ABSTRACT 14.50  
Total \$46.00

Received from/return to:  
ROSS R ARNESON  
302 WEST MAIN  
PO 529  
ARLINGTON, MN 55307

**A-217690**

**EASEMENT**

This easement is between the following parties, affecting the following described real estate:

Templo Maranatha, Inc., a Texas religious corporation, hereafter "Church" owns the following described real estate:

Lot 10, Block 12, City of Arlington.

The City of Arlington is a Minnesota Municipal Corporation, hereafter "City". The City owns the following described real estate:

Lot 11, Block 12, City of Arlington.

The parties wish to enter into a public parking lot easement. Therefore, they agree as follows:

1. The Church grant the City the right to pave the Church property described below and use said property as a public access parking lot, subject to the terms of this easement described below. This easement shall affect the portion of the church property described as follows:

That portion of Lot 10, Block 12, City of Arlington lying between the existing east wall of the church structure on said lot, and the West line of Lot 11, Block 12, City of Arlington. Said east wall of the Church forms an irregular line, with the distance between the east wall of the Church and the West line of said Lot 11 varying from 9.75 feet on the South line of the Church lot, thence varying in depth 19.77 feet, 19.48 feet, and 29.29 feet at the North end of the Church building. This easement shall also include that portion of the Church lot between a line which is the northerly extension of the northern most point of the East wall of the Church building, and the West line of said Lot 11.

2. The Church grant to the City the right to enter onto the lands described above for the purpose of construction, inspection, maintenance and repair of the easement.
3. Construction and repair of the easement shall be done at the cost of the City, and shall be performed in a reasonable manner and at reasonable times, so as to minimize any disturbance of the land of Church.


4. As an exception to the preceding paragraph, any damage done to the easement by the negligence or intentional act of any person or entity shall be repaired at the cost of that person or entity.
5. The Church agree to keep the easement corridor free from obstructions, and shall not allow any shrubs, trees or other large vegetation to grow in the easement corridor which would interfere with the easement use. Church shall also refrain from building any structures, driveways, walkways or fence lines on the easement corridor which would obstruct the access of the City to the easement corridor for the purpose of use, inspection and repair of said easement.
6. This easement is intended to be used in conjunction with the existing city parking lot on Lot 11, Block 12, City of Arlington. The entire area of the city lot and the Church easement corridor will be paved and maintained at the sole cost of the City. In consideration of this easement, the City agrees that as long as the Church property is used for church purposes, the parking spaces on the west half of the parking lot will be posted and reserved for church use only on Wednesdays between 5:00 and 10:00 p.m., Saturdays between 12:00 noon and 10:00 p.m., and all day Sundays. The City will enforce this parking reservation through the City Police Department in the same manner as the City enforces all other parking regulations.

In Testimony Whereof, the parties sign this below. They hereby bind themselves, their heirs and assigns to all of the terms of this agreement. This easement shall be permanent in nature, and shall run with the land.


Dated: August 1, 2009

**A-217690**

For Templo Maranatha, Inc.:

  
\_\_\_\_\_  
Oscar Juarez  
President

For City of Arlington:

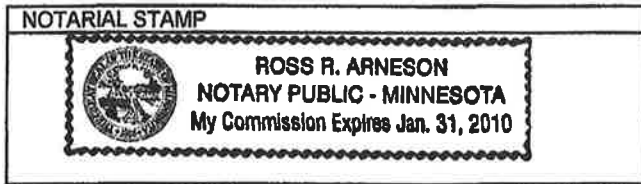
  
\_\_\_\_\_  
By James R. Kref  
Its Mayor

  
\_\_\_\_\_  
By Matthew Jaunich  
Its Administrator

STATE OF MINNESOTA  
COUNTY OF SIBLEY

A-217690


This instrument was acknowledged before me on 8.10, 2009, by Oscar Juarez, President, on behalf of Templo Maranatha, Inc., a Texas religious corporation.



  
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

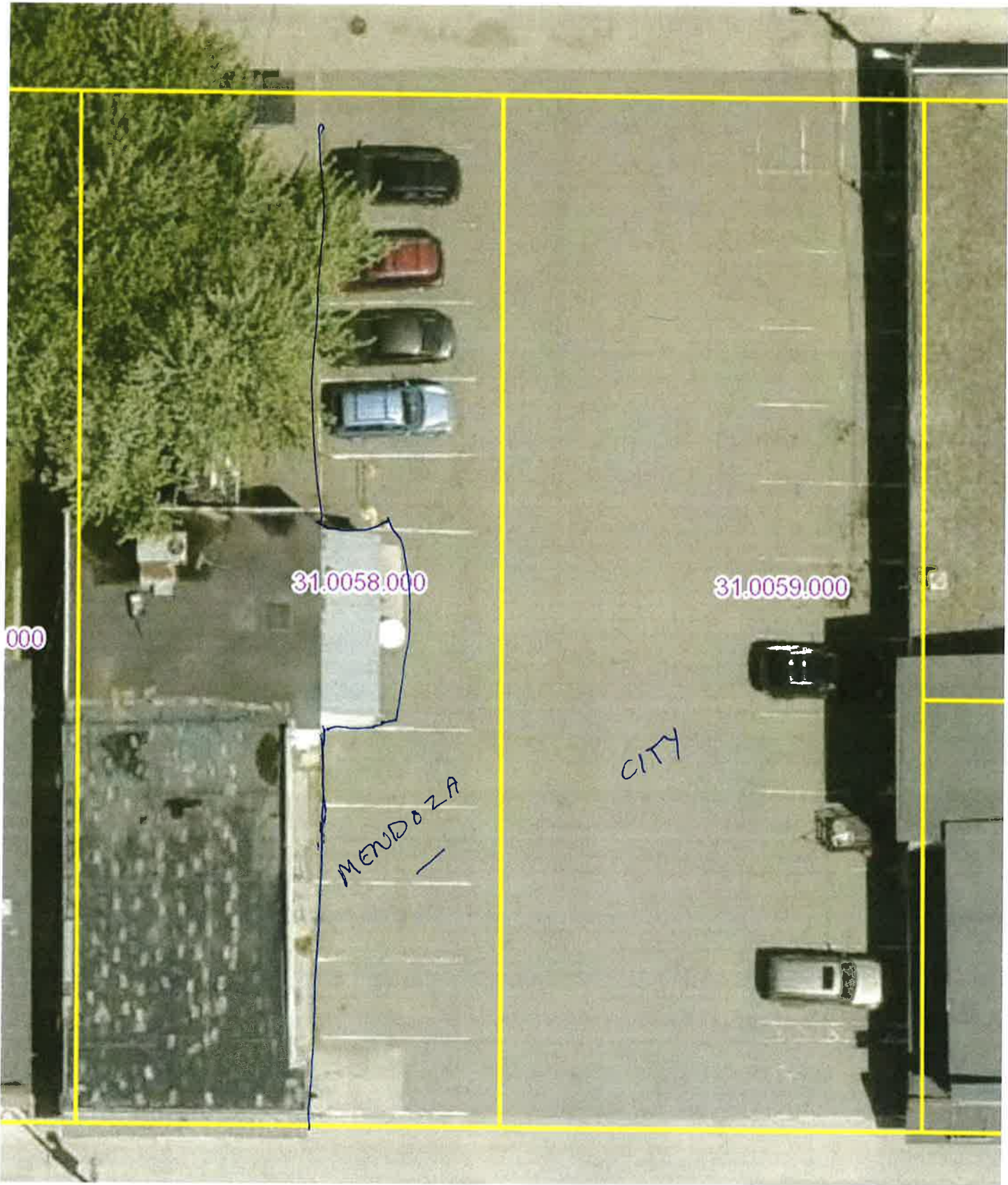
STATE OF MINNESOTA  
COUNTY OF SIBLEY

The foregoing instrument was acknowledged before me on 8.11, 2009, by James R. Kreft and Matthew Jaunich, respectively the Mayor and City Administrator of the City of Arlington, a Minnesota municipal corporation.

NOTARIAL STAMP	
	<b>ROSS R. ARNESON</b> NOTARY PUBLIC - MINNESOTA My Commission Expires Jan. 31, 2010
THIS INSTRUMENT WAS DRAFTED BY:	
Ross R. Arneson Attorney At Law 302 West Main, Box 529 Arlington, MN 55307 (507) 964-5753	

  
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT





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31.0059.000

MENDOZA  
—

CITY



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

**RESOLUTION 40-2023**

**A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE**

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

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

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

**WHEREAS**, the City of Arlington has received a donation of \$50.00 from Joseph and Genine Piro to be used for the Arlington Area Ambulance Service; and

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

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

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

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 4th day of December 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.

**Recommendation for amending Ordinance 311, Subdivision 10, Part D (regarding residential outdoor storage)**

- You could allow for “seasonal recreational vehicles” (such as campers, RVs, ice fishing houses, etc.) to be exempt from law regarding dustless surfaces.
  - o Reasons for current law: runoff is a problem for sewers, don’t want a bunch of dust in town. Parking these vehicles on grass kills the grass and can turn the yard into an eye sore. Obviously, it’s different during the winter, but people would continue to park them there year-round.
- You could increase the percentage of yard used for driveway/parking/sidewalk/storage by 5-10%
  - o Reason for current law: grass yards absorb rain water. If it was all concrete, rain would all run off it and cause flooding in the streets or in someone else’s yard. If it was all gravel, the dirt runoff would destroy the sewers and would cost the city more to upkeep and repair them.
- You could lower setback from 5 feet to 2 or 3 feet
  - o Reason for current law: to not interfere or get too close to neighbor’s property. There needs to be some space between properties so residents can walk through, vehicle doors don’t hit each other, people aren’t needing to walk on neighbor’s property to get in vehicle, etc. 2 feet may not provide enough space to avoid these potential issues. Also, standard utility easements are 5’ on each side of the property line. If utility work needed to be done personal property could be damaged.

**Ordinance 311 (section regarding residential outdoor storage):**  
**(relevant section is highlighted)**

Residential Zoning Districts. The following standards apply to outdoor storage in all residential zoning districts.

1. The following types of outdoor storage are allowed.

i. Clothes lines.

ii. Fire wood, not exceeding two cords, for use only on the premises provided it is stored in an interior side or rear yard.

iii. Landscaping or construction materials or equipment to be used on the property within ninety (90) days.

iv. Off-street parking of no more than four (4) licensed and operable passenger automobiles and pick-up trucks, but not including commercial

vehicles provided they are stored in a manner as approved under Section 13, Subd. 10(D)2 of this Ordinance.

v. Gardens, lawn furniture or fixtures, grills, children's toys, play features, and recreation/sports features such as basketball hoops which are constructed specifically for outdoor use providing they are set back at least five (5) feet from the property line.

vi. Swimming pools as provided for under Section 13, Subdivision 5 of the Zoning Ordinance, as may be amended.

vii. Licensed and operable sport recreation equipment (snowmobiles, personal watercraft, ATV's, off highway motorcycles, off road vehicles) not exceeding four total items and subject to Arlington Ordinance 184, an Ordinance regulating the parking of all-terrain vehicles, off-road vehicles, off-highway vehicles, and snowmobiles within the City of Arlington, as may be amended. The standards contained in Section 13, Subd. 10(D)2 of this Ordinance apply.

viii. Boats may be stored in a front yard in a manner approved under Section 13, Subd. 10(C)2 of this Ordinance. Boats stored outdoors during non-boating season shall be effectively screened from adjacent property lines as viewed from a public street or alley. "Effectively Screened" shall mean eighty percent (80%) of what is stored is not visible from an adjacent property line as viewed from a public street or alley.

ix. The parking of one (1) licensed and operable camper (camping trailer, truck camper, fifth wheel) or recreational vehicle (motor home, travel trailer) in a manner approved under Section 13, Subd. 10(D)2 and subject to Section 13, Subd. 10(C)4 of this Ordinance. A camper parked outdoors during the winter months shall be effectively screened from adjacent property lines as viewed from a public street or alley. "Effectively Screened" shall mean eighty percent (80%) of what is stored is not visible from an adjacent property line as viewed from a public street or alley.

x. The parking of one (1) licensed and operable commercial vehicle a gross weight rating of less than 10,000 pounds in a manner approved under Section 13, Subd. 10(D)2 of this Ordinance. An additional commercial vehicle may be stored on a residential property provided an interim use permit is issued under Section 15.5 of the Zoning Ordinance, as may be amended.

xi. The parking of one (1) licensed and operable trailer in a manner approved under Section 13, Subd. 10(D)2 of this Ordinance. An additional trailer may be stored on a residential property provided an interim use permit is issued under Section 15.5 of the Zoning Ordinance, as may be amended. Horse and stock trailers are prohibited from being stored outdoors in a residential zoning district.

2. Outdoor storage area standards. The following standards apply to all outdoor storage areas in residential districts.

i. Outdoor parking/storage areas in front yards and street-side corner yards shall be completely surfaced with an all-weather dustless material such as asphalt, concrete, pavers, bricks, or other equivalent material. Compacted gravel and/or rock is not a suitable surface. Existing outdoor parking/storage areas in front yards and street-side corner yards shall be brought up to all-weather, dustless surfacing standards upon receipt of a zoning application to improve, enlarge, and/or expand said parking or storage areas.

ii. The aggregate area of a front yard or street-side corner yard used for any combination of drive-way, sidewalk, parking, and/or storage shall not exceed the following:

1. Parcels with a total lot area of 5,999 square feet or less – fifty (50) percent of the front yard.

2. Parcels with a total lot area of more than 5,999 square feet but less than 7,500 square feet – forty-five (45) percent of the front yard.

3. Parcels with a total lot area of 7,500 square feet or more but less than 10,000 square feet – forty (40) percent of the front yard.

4. Parcels with a total lot area of 10,000 square feet or more – thirtyfive (35) percent of the front yard.

iii. Any parking or storage area shall be a minimum of five (5) feet from any property line and shall not interfere with sight lines at intersections or placed over public sidewalks.

iv. Outdoor storage of items shall be done in a neat and orderly manner meaning there is a regular systematic approach to storage of items as opposed to storage of items in piles or in a sporadic manner.

v. Vehicular access to outdoor storage areas in a rear or a side yard shall occur on the fee owner's private property and shall not interfere with a public or private easement.

3. Outdoor storage on vacant residential lots. Outdoor storage is allowed on vacant residential lots provided:

i. No more than one vacant residential lot is used for storage.

ii. Said vacant lot directly abuts, that is has a common lot line with, a property under the same fee ownership.

iii. One of the lots contains an established dwelling.

iv. The total volume of outdoor storage on both lots combined shall not exceed that allowed under Section 13, Subd. 10(D)(1)(i-xi) of the Arlington Zoning Ordinance as may be amended relating to types of outdoor storage allowed in residential districts.

**CITY OF ARLINGTON**  
**STATEMENT OF FUNDS**  
**October 31, 2023**

<u>FUND</u>	<u>MONTH END BALANCE</u>	<u>Nov. 6th Bills</u>	<u>BALANCE</u>
General	\$832,345.39	\$80,190.32	\$752,155.07
Water	516,568.90	13,609.00	502,959.90
Arl. Sewer	(88,970.65)	740.00	(89,710.65)
AGI Sewer	909,466.64	123,014.81	786,451.83
Electric	452,214.70	1,504.46	450,710.24
Storm Drainage	242,534.82		242,534.82
Fire	257,618.18	6,872.59	250,745.59
Ambulance	81,233.93	5,081.59	76,152.34
Community Center	17,517.37	3,336.61	14,180.76
Cemetery	21,667.57	1,375.00	20,292.57
<b>DESIGNATED FUNDS</b>			
Capital Improvement Fund	204,597.46	387.00	204,210.46
Park Dedication Fund	39,409.90		39,409.90
Fire Truck 2019	25,201.19		25,201.19
Cemetery Perpetual	116,104.00		116,104.00
EDA - Loan Programs Fund	102,988.44	1,015.00	101,973.44
Revolving Loan	77,845.91		77,845.91
EDA	4,511.32		4,511.32
TIF Disc #1-4	0.00		0.00
Tax Abatement	1,702.36		1,702.36
COVID-19 Fund	235,225.99		235,225.99
Medical Center Fund	211,857.10		211,857.10
Circle Dr. Imp. Const. Fund	3,665.05		3,665.05
Hospital Bonds	0.00		0.00
2012 Street Imp. Skg	19,675.64		19,675.64
2015 Street Imp. Skg	197,658.36		197,658.36
2017 Street Imp. Skg	330,174.86		330,174.86
2019 Street Imp. Skg	294,464.50		294,464.50
<b>TOTAL</b>	<b>\$5,107,278.93</b>	<b>\$237,126.38</b>	<b>\$4,870,152.55</b>

**INVESTMENTS**

ARLINGTON STATE BANK	180,000.00	4.24%	Bank Balance	
RBC Wealth Mgmt	2,016,688.05	47.50%	+	\$861,245.50
FINANCIAL NORTHEASTERN	200,720.47	4.73%	Investment Balance	
4M Fund Gen & 2019 Bond Accts	1,848,624.91	43.54%	=	<u>\$4,246,033.43</u>
	<u>4,246,033.43</u>	100.00%	Month End Account Balance	<b>\$5,107,278.93</b>

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on November 21, 2023, at Chaska City Hall in Chaska, Minnesota and via videoconference.

The Board reviewed the Agency's financial and operating performance for October 2023.

Customer penetration for the residential Clean Energy Choice program increased to 5.2%. There was an increase of 92 customers participating in the residential Clean Energy Choice program from September to October.

The Board discussed the current business environment.

The Board discussed the status of renewable projects the Agency is pursuing.



Date: November 28, 2023

To: City of Arlington

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

O & M Report: October 2023

## **DEADLINE FOR YOU TO COMPLETE THE LEAD SERVICE LINE (LSL) INVENTORY IS OCTOBER 16, 2024**

### **Water Operation & Maintenance**

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- There was a total of 105 Gopher State One locates, three service requests and one meter change.
- Complete weekly testing of chlorine, iron, manganese, and fluoride at various distribution points in the system and testing of fluoride in the raw well water.
- McCarthy Well Company completed well inspections, were checking for power issues or issues with the pump, no issues were found.
- Complete monthly water meter reads, and electric meter reads.
- Work continuing at water plant including updating computer equipment and programming from automatic systems.
- Work orders complete for generators, replace block heater on water plant generator, and pumps at water plant heaters must be on.
- Flushing of hydrants completed, a few need to be taken apart and looked at, some are incredibly old and should be replaced. Unable to get parts for older ones.
- Complete two monthly bac-T samples.

### **Wastewater Operation & Maintenance**

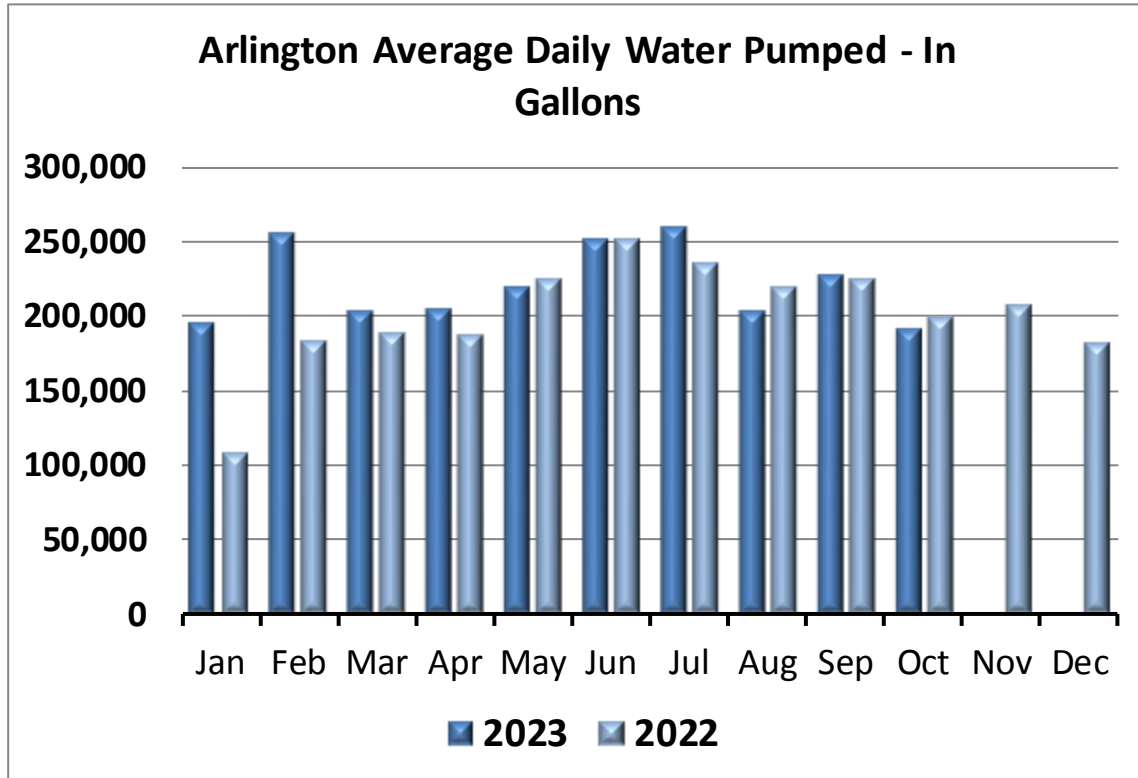
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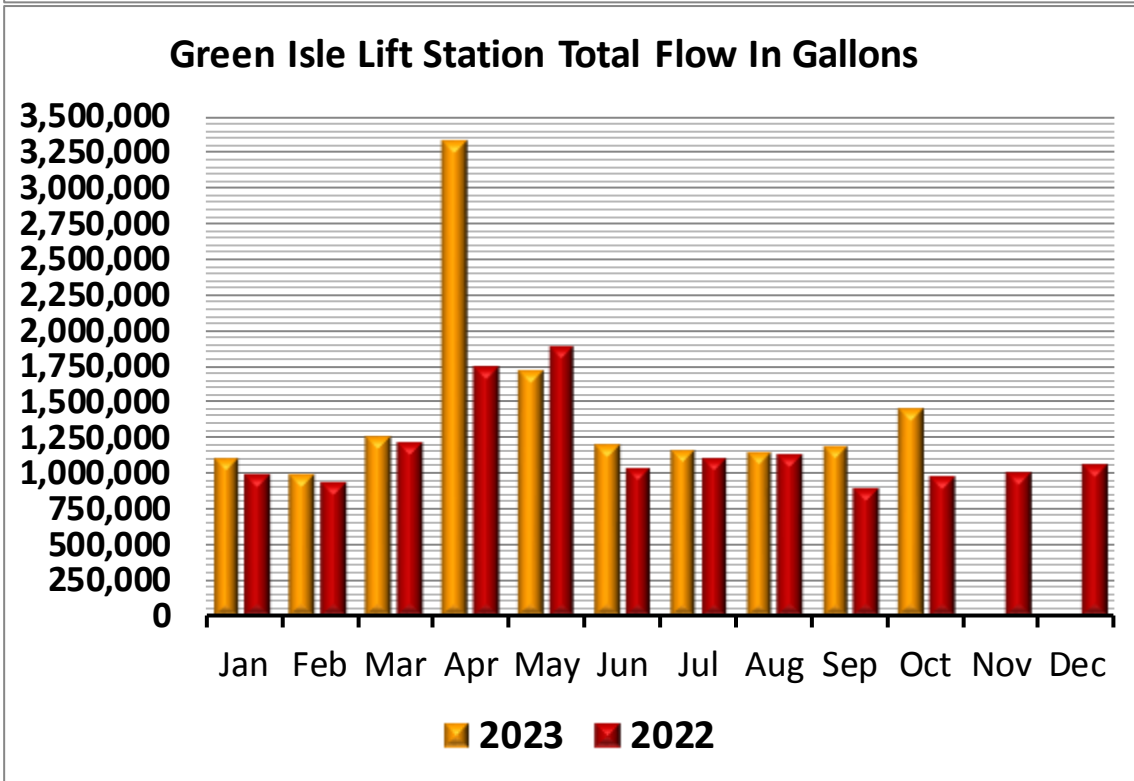
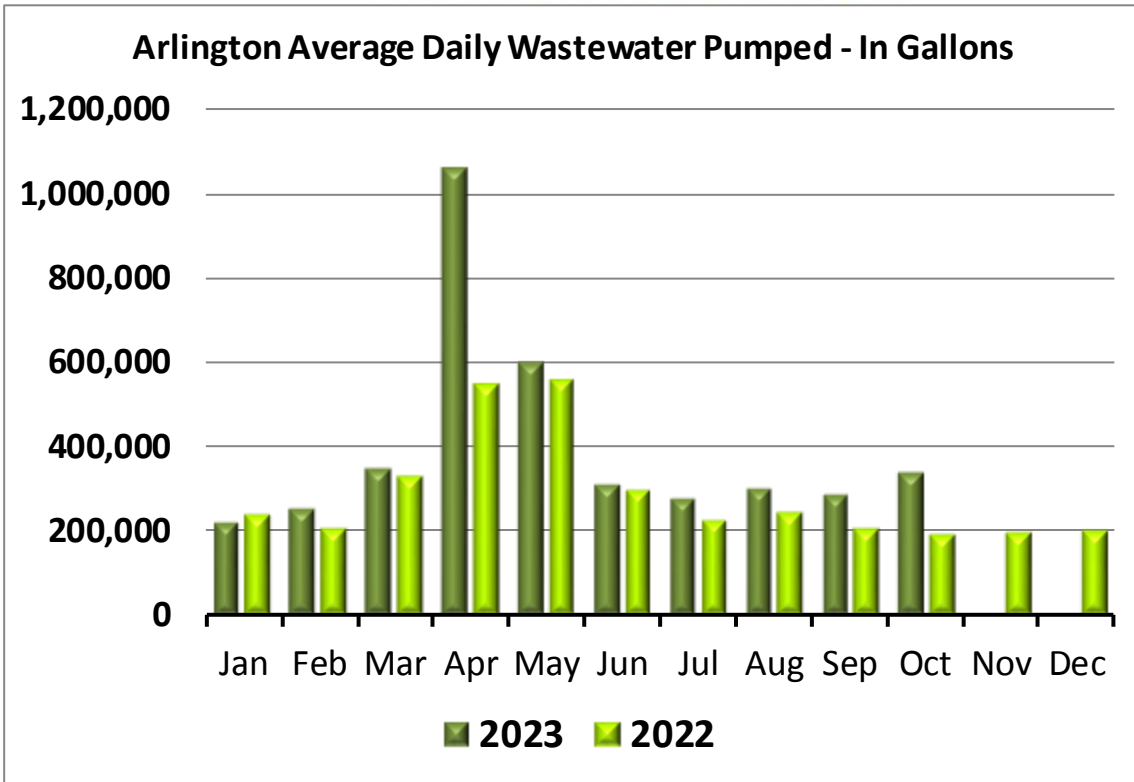
- Quality Control installed new lift station panel on Brooks Street lift station and new piping inside.
- Continue hauling bio-solids, maintenance on sludge wagon.





- Complete weekly testing of influent and effluent wastewater to monitor phosphorus and other limits.
- Complete work orders on equipment at wastewater plant and generators.





		October-23	September-23	October-22
<b>Water</b>				
	<b>Units</b>			
Average Daily Pumped	gallons	191,000	228,000	200,000
Maximum Daily Pumped	gallons	407,000	443,000	287,000
Minimum Daily Pumped	gallons	123,000	67,000	119,000
Total Monthly Pumped	gallons	5,916,000	6,844,000	6,000,000
Well #2 Pumped	gallons	5,970,000	6,211,000	6,684,000
Well #3 Pumped	gallons	0	0	0
Well #4 Pumped	gallons	0	0	0
Average Daily Fluoride Conc.	mg/L	0.53	0.85	0.69
Fluoride concentration Permit Limit	mg/L	.5-0.9 mg/L	.5-0.9 mg/L	.5-0.9 mg/L
Fluoride used	gallons	17.02	17.88	8.00
Total Chlorine Residual	mg/L	0.51	0.36	1.14
Total Chlorine Concentration Permit Limit	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
Chlorine used	lbs	111.90	117.50	127.00
Potassium Permanganate used	gallons	25.05	23.61	0.00
<b>Wastewater</b>				
<b>CBOD</b>				
CBOD Influent	mg/L	137	158	228
CBOD Effluent-Monthly	mg/L	2	3	1
CBOD Effluent-Monthly Permit Limit	mg/L	15	15	15
CBOD Max Weekly	mg/L	5	7	2
CBOD Max Weekly-Permit Limit	mg/L	25	25	25
CBOD Effluent Monthly kg/day	kg/day	2	2	1
CBOD Monthly kg/day-Permit Limit	kg/day	46	46	46
CBOD Effluent Weekly kg/day	kg/day	4	6	1
CBOD Weekly kg/day-Permit Limit	kg/day	70	70	70
CBOD % Removal	%	99%	98%	100%
CBOD % Removal Permit Limit	%	85%	85%	85%
<b>TSS</b>				
TSS Influent	mg/L	236	230	237
TSS Effluent-Monthly	mg/L	3	5	<3
TSS Effluent Permit Limit	mg/L	30	30	30
TSS Effluent Max Weekly	mg/L	5	7	<3
TSS Max weekly - Permit Limit	mg/L	45	45	45
TSS Effluent-Monthly kg/day	kg/day	3	5	<2.2
TSS Monthly kg/day-Permit Limit	kg/day	91	91	91
TSS Effluent Max Weekly kg/day	kg/day	7	6	<2.3
TSS Max weekly kg/day- Permit Limit	kg/day	140	140	140
TSS % Removal	%	98%	98%	99%
TSS % Removal Permit Limit	%	85%	85%	85%
<b>Phosphorus</b>				
Phos Influent	mg/L	4.05	4.94	6.90
Phos Effluent	mg/L	0.50	0.39	0.20
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/day	2.50	1.67	0.30
Phos Effluent Loading Permit Limit	kg/day	2.50	2.50	2.50

Fecal Coliform				
Fecal Effluent	ml	0	0.00	3
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	6	6	7
DO Effluent Permit Limit	mg/L	5	5	5
Effluent Flow				
Average Daily	gallons	338,000	286,000	189,000
Maximum Daily	gallons	586,000	519,000	254,000
Total Monthly	gallons	10,486,000	8,591,000	5,871,000
Total Monthly Precipitation	inches	4.66	5.15	0.20
Green Isle Lift Station Total Flow	gallons	1,455,000	1,187,000	983,000
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$22,525.00	\$16,307.00	72%	83%
Chemical Budget	\$14,035.00	\$12,264.00	87%	83%
<b>Total</b>	<b>\$36,560.00</b>	<b>\$28,571.00</b>	<b>78%</b>	<b>83%</b>

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
10/1/2023	Chlorination/Dechlor Equipment	5192 Arlington, MN	Cleaned 10-1-23 , no issues good pressure	Monthly PM	1. Inspect flash mixer for normal operation March through October 2. Inspect and clean ejector screens Maint. man. sec 11354, Vol-2
10/9/2023	Dehumidifer at Water Plant	6192 Arlington, MN	Dehumidifiers are good. Changed one of the filters it was dirty replaced it with a clean one	Monthly PM	Inspect both filters type dp model# mx40 sp2 size 15.75x15.75x2.
10/9/2023	FAIRGROUND PVC CAPS	5192 Arlington, MN	checked all 3 caps. they all look good checked all 3 caps. they all look good	Monthly PM	Inspect Caps
10/10/2023	HI-E DEHUMIDIFIER	5192 Arlington, MN	Works ok	Monthly PM	INSPECT HOSE FOR PORPER DRAINAGE AND CHECK FOR PROPER OPERATION.
10/10/2023	Effluent Blower #1-Lamson	5192 Arlington, MN	No issues runs good , little 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 (S2 High Performance Heay Duty grease) See maint. man. sec. 11373.5.B, Vol-2
10/10/2023	Effluent Blower #1-Lamson	5192 Arlington, MN	Runs good no blow by	Quarterly PM	1. Grease motor bearings with 1 to 2 shots of grease 2. Check discharge gauge for typical operating pressure See Maint. man. for lube/oil charts, sec 11373.5.B, Vol-2
10/10/2023	Effluent Blower #2-Lamson	5192 Arlington, MN	runs good filter ok ,no pressure loss	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

10/10/2023	Effluent Blower #2-Lamson	5192 Arlington, MN	runs good not used daily no issues	Quarterly PM	<ol style="list-style-type: none"> <li>1. Grease motor bearings with 1 to 2 shots of grease</li> <li>2. Check discharge gauge for typical operating pressure</li> </ol> See Maint. man. for lube/oil charts, sec 11373.5.B, Vol-2
10/10/2023	Effluent Sampler	5192 Arlington, MN	lines are clear still , no issues	Monthly PM	<ol style="list-style-type: none"> <li>1. Flush suction lines with chlorine rinse if needed</li> <li>2. Check housing for seal failure</li> </ol> See Maint. man. sec. 11630, Vol-3
10/10/2023	Gas Detector- Portable	5192 Arlington, MN	calibrated , works good	Calibrate Equipment	<ol style="list-style-type: none"> <li>1. Inspect entire unit.</li> <li>2. Calibrate Unit.</li> </ol> See Maint. man., Sec. 10250.2.C, Vol-1
10/10/2023	Grit Cyclone	5192 Arlington, MN	no noises , works good	Monthly PM	Check washer for unusual noises and excessive vibrations. See Maint. man. for lube/oil chart, sec 11325 , Vol-1
10/10/2023	Gravity Thickner	5192 Arlington, MN	out of service	Monthly PM	<ol style="list-style-type: none"> <li>1. Check collection chain, flights, wear slides and guides for visible damage, loose or missing parts.</li> <li>2. Grease all 4 shaft bearings (8 zerls 5-6 shots)</li> <li>3. Check drive chain for tightness and alignment with drive gears and idler gear.</li> </ol> See Maint. man., sec. 11352, pgs 3-4 to 3-8, Vol-2
10/10/2023	Grit Pump	5192 Arlington, MN	oil full belts ok no issues	Monthly PM	Vortex pump: <ol style="list-style-type: none"> <li>1. Check oil level. Use SAE 20 non-detergent oil containing inhibitors.</li> <li>2. Check packing.</li> <li>3. Check belts.</li> </ol> See Maint. man. for lube/oil chart, sec. 11310.4.C, Vol-1

10/10/2023	Grit Trap- Jeta (Grit Seperator)	5192 Arlington, MN	greased weekly, oil full runs good , last greased, 10-4-23	Monthly PM	*Should be done weekly , write dates in note section* 1. Grease drive head, 2 zerks on side, with 6 shots each 2. Check drive motor gear box oil level ****Use Mobilgear 630 Oil**** See Maint. man. for oil/lube chart,sec. 11325, pg 1, Vol-1
10/10/2023	OBRIEN HYDROJETTER	5192 Arlington, MN	belts ok oil full hydro oil full runs good	Monthly PM	EXERCISE ENGINE, CHECK BATTERY CABLES AND OIL LEVEL IN ENGINE, HYDRAULIC TANK, AND WATER PUMP.
10/10/2023	Influent Sampler	5192 Arlington, MN	works good, needs cooling skid replaced	Monthly PM	1. Flush suction line with water and chlorine rinse. 2. Check housing for seal failure. Every other month: 1. Clean interior and exterior of sampler wtih sponge and detergent. 2. Check pump tube for flexibility. See Maintl man., Sec. 11630, Vol-3
10/10/2023	Load Out Station Pump	5192 Arlington, MN	works well no issues , gets used roughly 100 hours a year	Quarterly PM	Pull pump, check oil and impeller ISO VG32 oil
10/10/2023	Ferric Mixer ME-MX-6	5192 Arlington, MN	oil ok , works good , currently being used	Monthly PM	Check oil level in sight glass to mid- point level. Check paddle operation.
10/10/2023	Ferric Mixer ME-MX-6	5192 Arlington, MN	greased all zerks	Service Equipment	Remove relief plug opposite each zerk fitting, use only manual grease gun, add grease while unit is running, add grease until grease comes out of relief fitting Tools Needed: grease gun, wrench, rag Chevron Ulti-Plex EP2/Ulti-Plex Synthetic EP grease
10/10/2023	Sludge Application Tractor	5192 Arlington, MN	fluids checked daily has hydro leak in front end	Inspection	***Daily during land application periods*** Perform daily maintenance checks of fluid levels, grease joints required under daily schedule. Maint. manual, sec. 11900.1.A, Vol-3

10/10/2023	Sludge Application Tractor	5192 Arlington, MN	Oil ok used daily now , no issues	Service Equipment	Change oil & perform annual maintenance according to tractor maintenance manual. Change pre filter 4250 & 4450, service air cleaner both primary and secondary See Maint. manual, sec. 11900.1.A, Vol-3
10/10/2023	Sludge Application Wagon	5192 Arlington, MN	Oil full , greased	Service Equipment	1. Flush pump with diesel fuel & change oil in front gear box & rear housing 2. Check rotor vane wear on vacuum pump SAE 90 gear oil 1/2 quart Oil should be dripping through sight glass at the rate of 20-30 drops per minute. See Maint. manual for lube/oil chart, sec. 11900.2.B, Vol-3
10/10/2023	Sludge Thickener Pump	5192 Arlington, MN	Oil ok no issues	Monthly PM	1. Check oil level in gear case of process pump, oil if necessary. ** #30 low ash in pump gearbox ** 2. Inspect packing. 3. Rotate motor & shafts if not used regularly. Oil mobil sparton FP 220 or equivalent to 80-90w gearbox and buffer chamber Oil bottle pressure 1.3 See Maint. man. for lube/oil chart, sec. 11310.19.F, Vol-1
10/10/2023	Thickener Supernatant Pump	5192 Arlington, MN	Oil ok belt ok no issues	Monthly PM	Vortex Pump: Check oil level ** Use #20 Non-Detergent oil See Maint. man. for lube/oil chart, sec.113100.4.C, Vol-1



10/11/2023	Mechanical Bar Screen	5192 Arlington, MN	Greased weekly , seals ok brush washed weekly	Monthly PM	<ol style="list-style-type: none"> <li>1. Aqua-guard: Hose off rotating brush assembly with high pressure water.</li> <li>2. Check rotating brush assembly for movement of proper tightness of bolts and other fasteners.</li> <li>3. Check that rotating brush is properly engaging the elements and check for wear.</li> <li>4. Check for damaged screen filter elements.</li> <li>5. Grease all fittings (7 zerks- 1 shot each).</li> <li>6. Grease brush chain by brushing with gun grease.</li> <li>7. Check all bearings and lock collars for tightness.</li> <li>8. Remove accum. of debris &amp; residue from all mechanisms.</li> <li>9. Check operation of float switches.</li> <li>10. Check condition of oil in gear reducer and change if needed.</li> <li>11. Check Neopreme side seals for wear and correct sealing.</li> </ol> <p>See Maint. man. for lube/oil chart, sec. 11330, Vol-1</p>
10/12/2023	Dialer	5192 Arlington, MN	works calls out	Test alarm dialer	Check dialer for proper operation.
10/12/2023	Booster Pump	6192 Arlington, MN	booster pump working	Monthly PM	Check for proper operation (screen and pressure)
10/13/2023	Furnace	5192 Arlington, MN	filter ok , replaced not long ago	Annual PM	Inspect filter See Maint. man, sec 15800.7, Vol-3

10/13/2023	City Hall Generator	5192 Arlington, MN	Checked over everything looks good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant</li> <li>2. Check overall condition of unit.</li> <li>3. Run unit under load for one cycle (exercise generator every other week under load)</li> <li>4. Check over unit for leaks and condition of hoses</li> <li>5. Check battery level , connections and charge</li> <li>6. Keep screens on generator and air passages on air filter</li> <li>7. Keep generator set clean and dry</li> </ol> <p>See Maint. man. for lube/oil charts, sec.16200, Vol-4</p>
10/13/2023	7th St. Lift Station Generator	5192 Arlington, MN	Checked over everything looks good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cycle. (exercise every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts, check battery connections and electolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on unit under load.</li> </ol> <p>See Maint. man for lube/oil chart &amp; instructions, sec 16200, Vol-4</p>

10/13/2023	Hwy 5 Lift Station Generator	5192 Arlington, MN	Checked everything over looks good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cyle.(exercise unit every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6.Check condition and wear of belts, check battery connections and electrolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on unit under load.</li> </ol> <p>See Maint. man for lube/oil chart &amp; instructions, sec 16200, Vol-4</p>
10/13/2023	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"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cyle.(exercise every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts, check battery connections and electrolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on unit under load.</li> <li>9. Check fuel level, top off if below half full.</li> </ol> <p>See Maint. man. for lube/oil chart and instructions, sec. 16200, Vol-4</p>

10/13/2023	Brook St. LS Generator	5192 Arlington, MN	Checked over everything good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cycle. (exercise unit every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts, check battery connections and electrolyte level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on unit under load.</li> </ol> <p>See Maint. man. for lube/oil chart &amp; instructions, sec. 16200, Vol-4</p>
10/13/2023	Wastewater Plant Generator	5192 Arlington, MN	Checked everything looked good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant</li> <li>2. Check overall condition on unit.</li> <li>3. Run unit under load for one cycle (exercise unit every other week under load)</li> <li>4. Check over unit for leaks and condition of hoses</li> <li>5. Check battery level, connections and charge</li> <li>6. Keep screens on generator and air passages on air filter clean</li> <li>7. Keep generator set clean and dry.</li> </ol> <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
10/13/2023	Lift Station- Hwy 5	5192 Arlington, MN	Checked over everything looks good	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>

10/13/2023	Screenings Dewatering Press	5192 Arlington, MN	screen washed down and cleaned weekly everything checked out okay	Monthly PM	<p>Daily:</p> <ol style="list-style-type: none"> <li>1. General visual inspection</li> <li>2. Rinse accumulated solids off of exterior surfaces</li> </ol> <p>Weekly:</p> <ol style="list-style-type: none"> <li>1. Inspect and flush drain housing</li> <li>2. Inspect motor</li> <li>3. Clean brush with water</li> </ol> <p>Monthly:</p> <ol style="list-style-type: none"> <li>1. Inspect brush and wear bars</li> <li>2. Check gearmotor oil level</li> <li>3. Inspect drain lines</li> <li>4. Inspect shaft seal gland</li> </ol>
10/13/2023	FIRE EXTINGUISHERS	5192 Arlington, MN	all checked , all ok	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>
10/13/2023	Water Plant Generator	6192 Arlington, MN	Checked over everything looks good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant.</li> <li>2. Check overall condition of unit.</li> <li>3. Run unit under load for one cycle.(exercise unit every other week under load)</li> <li>4. Check over unit for leaks and condition of hoses.</li> <li>5. Check battery level, connections and charge.</li> <li>6. Keep screens on generator and air passages on air filters.</li> <li>7. Keep generator set clean and dry.</li> <li>8. Check fuel level, top off if below half full.</li> </ol> <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>

10/13/2023	Well #2 Generator	6192 Arlington, MN	Checked over looks good Checked over looks good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant.</li> <li>2. Check overall condition of unit.</li> <li>3. Run unit under load for one cycle.(exercise unit every other week under load)</li> <li>4. Check over unit for leaks and conditon of hoses.</li> <li>5. Check battery level, connections and charge.</li> <li>6. Keep screens on generator and air passages on air filter clean.</li> <li>7. Keep generator set clean and dry.</li> </ol> <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
10/13/2023	Well #4 Generator	6192 Arlington, MN	checked everything over looked good Checked everything over looks good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant</li> <li>2. Check overall condition of unit.</li> <li>3. Run unit under load for one cycle.(exercise unit every other week under load)</li> <li>4. Check over unit for leaks and conditon of hoses.</li> <li>5. Check battery level, connections and charge.</li> <li>6. Keep screens on generator and air passages on air filter</li> <li>7. Keep generator set clean and dry.</li> </ol> <p>See Maint. man for lube/oil charts, sec 16200, Vol-4</p>
10/13/2023	Water Tower Vault	6192 Arlington, MN	sump pump works , heat is on , no leaks	Annual PM	<p>Check heater operation Check for leaks Check sump pump</p>
10/13/2023	High Service Pump #1 (P-PW-1)	6192 Arlington, MN	packing ok greased	Monthly PM	Inspect packing for High Service Pump.
10/13/2023	High Service Pump #2 (P-PW-2)	6192 Arlington, MN	packing ok , greased	Monthly PM	Inspect packing for High Service Pump.

10/16/2023	Clarifier #1	5192 Arlington, MN	Cleaned everything, greased, checked oil looks good	Monthly PM	<ol style="list-style-type: none"> <li>1. Wash and clean scum box, walls, wiers and center mech.</li> <li>2. Check oil level in all drive units.</li> <li>3. If equipment is not used daily, run 5 minutes to oil.</li> <li>4. Grease worm gear bearing 2 shots 1 zerk (2 shots every 10' to 12' of rotation)</li> <li>5. Clean all air vents.</li> </ol> <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>
10/16/2023	Clarifier #3	5192 Arlington, MN	Greased, cleaned, checked oil looks good	Monthly PM	<ol style="list-style-type: none"> <li>1. Wash and clean scum box, walls, wiers and center mech.</li> <li>2. Check oil level in all drive units.</li> <li>3. If equipment is not used daily, run 5 minutes to oil.</li> <li>4. Grease worm gear bearing (2 shots) 1 zerk (2 shots every 10' to 12' of rotation)</li> <li>5. Clean all air vents.</li> </ol> <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>
10/16/2023	Digester #2	5192 Arlington, MN	Vent ok , roof has ok coverage , water holding on roof	Inspection	<ol style="list-style-type: none"> <li>1. Inspect vent for obstructions.</li> <li>2. Inspect supernatant overflow box for plugging.</li> <li>3. Inspect roof ballast for even coverage.</li> </ol>
10/16/2023	Green Isle Main Lift Station	5192 Arlington, MN	Floats and transducer cleaned pumped down everything okay	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>

10/16/2023	Green Isle Lift Station #2	5192 Arlington, MN	floats and transducer cleaned pumped down everything okay	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>
10/16/2023	RAS Pump #1	5192 Arlington, MN	Greased , motor vibrates , comes up to speed nice	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and mainains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks. See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</li> </ol>
10/16/2023	RAS Pump #2	5192 Arlington, MN	Greased comes up to speed nice , no noise	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and mainains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks. See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</li> </ol>



10/16/2023	RAS Pump #3	5192 Arlington, MN	Out of service currently	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and maintains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks. See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</li> </ol>
10/16/2023	RAS Pump #4	5192 Arlington, MN	Greased no noises , used daily	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and maintains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks. See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</li> </ol>
10/16/2023	RAS Pump #5	5192 Arlington, MN	No issues runs good no noises	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and maintains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks. See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</li> </ol>
10/16/2023	Furnance at Well #2	6192 Arlington, MN	Filters okay	Annual PM	Check furnance filter and replace as needed.
10/16/2023	Pump Motor at Well #2	6192 Arlington, MN	Packing and oil good ran good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and well motor.</li> <li>2. Check packing for any leaking.</li> </ol>

10/16/2023	Northland Drying Lift station	5192 Arlington, MN	pumped down floats cleaned everything okay	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
10/17/2023	Aeration Diffusers	5192 Arlington, MN	flexed air to break up pieces in tank	Monthly PM	<ol style="list-style-type: none"> <li>1. Flexing Diffusers by varying air volume 3 times.</li> <li>2. During normal operation inspect basins for even air flow. Fine bubbles not release of course bubbles in large.</li> </ol> See maint instructions sec 11374 Vol 2
10/17/2023	Blower #1- Roots	5192 Arlington, MN	currently not in use exercised	Service Equipment	<ol style="list-style-type: none"> <li>1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp</li> <li>2. Check breather hole by greased bearings ends for plugging</li> <li>3. Check gear box oil level &amp; add if necessary- 220 Synthetic</li> </ol> See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2
10/17/2023	Blower #2- Roots	5192 Arlington, MN	belts okay airfilter and oil good	Service Equipment	<ol style="list-style-type: none"> <li>1. Check drive belt tensions</li> <li>2. Check air filter</li> <li>3. Change oil every 6000 hours or 2 years.</li> </ol> SB220 oil 1800 belt
10/17/2023	Blower #3- Roots	5192 Arlington, MN	Blower not in operation needs new drive	Service Equipment	<ol style="list-style-type: none"> <li>1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp</li> <li>2. Check breather hole by greased bearings ends for plugging</li> <li>3. Check gear box oil level &amp; add if necessary- Synthetic 220 oil</li> </ol> See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2

10/17/2023	Blower #6- Roots	5192 Arlington, MN	currently not in use exercised	Service Equipment	<ol style="list-style-type: none"> <li>1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp</li> <li>2. Check breather hole by greased bearings ends for plugging</li> <li>3. Check gear box oil level &amp; add if necessary- Chevron 220</li> </ol> <p>See Maint. man. for lube/oil charts, sec 11372.2.3, vol-2</p>
10/17/2023	Blower #7- Roots	5192 Arlington, MN	currently not in use exercised	Service Equipment	<ol style="list-style-type: none"> <li>1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp</li> <li>2. Check breather hole by greased bearings ends for plugging</li> <li>3. Check gear box oil level &amp; add if necessary- Chevron 220</li> </ol> <p>See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2</p>
10/17/2023	Clarifier #2	5192 Arlington, MN	Not in use	Monthly PM	<ol style="list-style-type: none"> <li>1. Wash and clean scum box, walls, wiers and center mech.</li> <li>2. Check oil level in all drive units.</li> <li>3. If equipment is not used daily, run 5 minutes to oil.</li> <li>4. Grease worm gear bearing (2 shots) 1 zerk (2 shots every 10' to 12' of rotation)</li> <li>5. Clean all air vents.</li> </ol> <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>

10/17/2023	Green Isle-Lake Erin Generator	5192 Arlington, MN	Checked everything okay ran no issues	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cyle.(exercise unit every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts. Check battery connections and electrolyte level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on until under load.</li> </ol> <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>
10/17/2023	Green Isle Generator Main Lift	5192 Arlington, MN	Checked all fluids and belts everything good ran everything good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cyle.(exercise unit every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts. Check battery connections and electrolyte level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on until under load.</li> </ol> <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>
10/17/2023	Screenings Dewatering Press	5192 Arlington, MN	screen washed everything checked out okay	Inspection	<p>Check gear reducer output shaft for abnormal play</p> <p>Check spiral</p> <p>Inspect electrically operated switched</p>
10/17/2023	Air Compressor	6192 Arlington, MN	oil, belts and filters okay	Monthly PM	<p>Check oil and overall performance. Use Mobil DTE-24 oil.</p>

10/17/2023	Backwash Blower	6192 Arlington, MN	new blower just installed	Monthly PM	Check air filters and belts.
10/17/2023	Backwash Blower	6192 Arlington, MN	new blower just installed	Service Equipment	Annual check and change oil.
10/18/2023	Chlorine Gas Detector	5192 Arlington, MN	works calls out	Test alarm dialer	<ol style="list-style-type: none"> <li>1. Power supply LED and ready LED check</li> <li>2. Alarm circuit check</li> <li>3. Alarm circuit to remote on SCP check</li> <li>4. Malfunction LED off</li> </ol> See Maint. man., Sec 11355, Vol-2
10/18/2023	Lift Station- Brook Street	5192 Arlington, MN	new panel and pumps put in on Oct 18. everything was vaced out and cleaned	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
10/18/2023	Screw Lift Pump #1	5192 Arlington, MN	greased oil okay seal leaking	Monthly PM	<ol style="list-style-type: none"> <li>1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is giong to bearing.</li> <li>2. Grease top bearing (2 zerks- 2 shots) top zerk first.</li> <li>3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump.</li> </ol> See Maint. man. Vol-1 sec. 11310
10/18/2023	Screw Lift Pump #2	5192 Arlington, MN	oil okay greased	Monthly PM	<ol style="list-style-type: none"> <li>1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is giong to bearing.</li> <li>2. Grease top bearing (2 zerks- 2 shots) top zerk first.</li> <li>3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump.</li> </ol> See Maint. man. Vol-1 sec. 11310

10/18/2023	Screw Lift Pump #3	5192 Arlington, MN	greased reservoir not going down needs to be investigated	Monthly PM	<ol style="list-style-type: none"> <li>1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing.</li> <li>2. Grease top bearing (2 zerks- 2 shots) top zerk first.</li> <li>3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump.</li> </ol> See Maint. man. Vol-1 sec. 11310
10/19/2023	Blower Filters	5192 Arlington, MN	Filters done	Annual PM	Check both inlet filter headloss indicators & service if necessary.
10/19/2023	SANITARY MANHOLES CREEKVIEW LANE	5192 Arlington, MN	two buried the rest where okay	Monthly PM	Inspect for Leaks
10/20/2023	Lift Station- 7th Street	5192 Arlington, MN	Floats are clean and transducer looks good	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
10/20/2023	Lift Station- School	5192 Arlington, MN	Pumped down floats they looked good and pumps sound good now that they fixed pump number one	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
10/24/2023	Anoxic Basic Recirculation Pump	5192 Arlington, MN	not in service	Quarterly PM	Pull pump, check oil and impeller Coolant is 70% water and 30% monpropylene glycol
10/24/2023	Furnace	5192 Arlington, MN	pulled covers off no issues wires ok no noises	Annual PM	<ol style="list-style-type: none"> <li>1. Clean blower wheel and housing</li> <li>2. Clean burners using brushes and vacuum cleaner</li> <li>3. Clean heat exchanger/flue pipe.</li> </ol> Inspect for signs of corrosion and/or deterioration See Maint. man. Sec. 15800, Vol-3
10/24/2023	Influent Diversion Pump	5192 Arlington, MN	not in use	Quarterly PM	Pull pump, check oil and impeller. ISO VG32 oil

10/24/2023	Anoxic Mixer #1 ME-MX-4	5192 Arlington, MN	not in use	Quarterly PM	Pull plug on oil, burp air, check oil, seal and normal operation. Tools Needed: Chain buddy, wrench, rag ISOVG32 or Mobil Whitrex 309 oil
10/24/2023	Anoxic Mixer #2 ME-MX-5	5192 Arlington, MN	not in use	Quarterly PM	Pull plug on oil, burp air, check oil, seal and normal operation. Tools needed: chain buddy, wrench, rag ISO VG32 or Mobil Whiterex 309 oil
10/24/2023	Screw Lift Pump #3	5192 Arlington, MN	changed oil greased belts ok	Service Equipment	1. Change oil in main drive gear reducer. 2. Change grease pump reducer oil. 3. Check belt and pully alignment and tension. See Maint. man. for lube/oil chart, sec. 11310.14.E, Vol-1
10/24/2023	Scum Pump #1	5192 Arlington, MN	not enough hours works fine	Quarterly PM	Pull pump, check oil and impeller ISO VG32 oil
10/24/2023	DO Sensors	5192 Arlington, MN	pulled up sensors and cleaned them no issues	Calibrate Equipment	Calibration of any equipment that is required by manufacturer.
10/25/2023	Knight heating Gas Boiler	5192 Arlington, MN	all components are working as they should. Ready for winter season	Monthly PM	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 See maint. man. for lube/oil chart, sec 15700, Vol-3

## **CHAPTER 4: COMMITTEES**

- 4.01 Council Committees
- 4.02 Miscellaneous Committees
  - A. Firefighter Relief Committee
  - B. Ambulance Department Committee
  - C. Fire Department Committee
  - D. Emergency Operations Committee
- 4.03 Citizen Committees
  - A. Cemetery Committee
  - B. Community Center Committee
  - C. Library Committee
  - D. Parks Committee
  - E. Planning and Zoning Committee
  - F. Shade Tree Committee
  - G. Compensation of Citizen Committee Members

### **4.01 COUNCIL COMMITTEES**

The Mayor, with the advice and consent of the City Council, shall appoint committees consisting of city council members to focus on areas of city operations, and provide the City Council with information and recommendations on the focus area for that committee. Each such council committee shall consist of two council members, appointed at the first regular city council meeting in January each calendar year, to serve for that calendar year. Current city council committees are as follows:

- Employee Relations Committee
- Finance Committee
- Public Buildings Committee
- Streets Committee
- Utilities Committee
- Police Committee

Said committees shall meet as directed by the Mayor, or when otherwise appropriate to perform their function. Each committee shall report to the full City Council no less often than quarterly.

### **4.02 MISCELLANEOUS COMMITTEES**

A. Firefighter Relief Committee. This committee shall function as set out in the By-Laws of the Firefighter Relief Association. Committee members shall be the Mayor, City



Administrator and Fire Chief. This committee shall act as the communication body between the City Council and the Fire Relief Association.

B. Ambulance Department Committee. This committee shall consist of the council representative on the hospital board, one other council member, the City Administrator, Ambulance Director, Volunteer Ambulance Manager, and the Hospital Administrator. This committee shall monitor the activities and needs of the Ambulance Association, and act as the communication body between the City Council and the Ambulance Association.

C. Fire Department Committee. This committee shall consist of two council members and the officers of the Arlington Fire Department. This committee shall monitor the activities and needs of the Arlington Fire Department and act as the communication body between the City Council and the Arlington Fire Department.

D. Emergency Operations Committee. This committee shall consist of the Mayor, City Administrator, Emergency Management Director, Fire Chief, Police Chief, Ambulance Director and Maintenance Supervisor. This committee shall monitor emergency preparation for the City of Arlington, and advise the City Council on updates to the city emergency plan. In case of a declared city emergency, this shall be the working committee to coordinate city services to meet the needs of the city in such emergency.

#### **4.03 CITIZEN COMMITTEES**

A. Cemetery Committee.

(1) Cemetery Committee Composition. The Cemetery Committee shall consist of seven members. The Committee shall include 6 citizens of Arlington and 1 Arlington Council member, appointed by the Mayor with the advice and consent of the City Council. The Mayor shall also be an ex-officio member of the committee.

(2) Cemetery Committee Terms. Cemetery Committee members shall serve for a term of two years. Initial terms shall be staggered as follows: Four two-year terms; three one-year terms. In the event of a vacancy on the Cemetery Committee, the Mayor shall appoint a person to fill such vacancy for the unexpired term, subject to confirmation by the City Council. Members serve at the pleasure of the City Council.

(3) Cemetery Committee Purpose. The purpose of the Committee will be to act as a resource for the City Council and the citizens of Arlington in collecting information, citizen comments and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to the City Cemetery.

(4) Cemetery Committee Organization. The Cemetery Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. The Committee by a simple majority vote may also elect a secretary from their members, to produce written records of the committee proceedings, prepare meeting notices and other correspondence of the

committee. However, if the City Council determines that the secretary position is unduly burdensome for a citizen member of the committee, the City Council may instead assign a City Office staff person to the committee to act as secretary. In such case, the City staff person functioning as committee secretary shall not be a voting member of the committee.

(5) Cemetery Committee Meetings. The Cemetery Committee shall meet whenever its Chairman deems appropriate, but no less often than quarterly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.

(6) Citizen Input. The Cemetery Committee shall encourage citizen input, including complaints, complements, or suggested changes to the City Cemetery or operating rules thereof. The Committee shall also review citizen input as referred to the Committee by the City Council. Such input shall be summarized and passed on to the City Council, along with the Committee recommendations for any action based on such citizen input.

(7) Communication with City Council. The Cemetery Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Cemetery Committee. It is expected that the Mayor and the City Council member on the Committee shall also function as communicators between the City Council and the Committee.

(8) Cemetery Operating Rules. The City Council shall establish Cemetery Operating Rules from time to time by resolution.

#### B. Community Center Committee.

(1) Community Center Committee Composition. The Community Committee shall consist of seven members. The Committee shall include six (6) citizens of Arlington and one (1) Arlington Council member, appointed by the Mayor with the advice and consent of the City Council. The Mayor shall also be an ex-officio member of the committee.

(2) Community Center Committee Terms. Community Center Committee members shall serve for a term of two years. Initial terms shall be staggered as follows: Four two-year terms; three one-year terms. In the event of a vacancy on the Community Center Committee, the Mayor shall appoint a person to fill such vacancy for the unexpired term, subject to confirmation by the City Council. Members serve at the pleasure of the City Council.

(3) Community Center Committee Purpose. The purpose of the Committee will be to act as a resource for the City Council and the citizens of Arlington in collecting information, citizen comments and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to the Community Center maintained by the City of Arlington.

(4) Community Center Committee Organization. The Community Center Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. The Committee by a simple majority vote may also elect a secretary from their members, to produce written records of the committee proceedings, prepare meeting notices and other correspondence of the committee. However, if the City Council determines that the secretary position is unduly burdensome for a citizen member of the committee, the City Council may instead assign a City Office staff person to the committee to act as secretary. In such case, the City staff person functioning as committee secretary shall not be a voting member of the committee.

(5) Community Center Committee Meetings. The Community Center Committee shall meet whenever its Chairman deems appropriate, but no less often than quarterly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.

(6) Citizen Input. The Community Center Committee shall encourage citizen input, including complaints, complements, or suggested changes to the Community Center. The Committee shall also review citizen input as referred to the Committee by the City Council. Such input shall be summarized and passed on to the City Council, along with the Committee recommendations for any action based on such citizen input.

(7) Communication with City Council. The Community Center Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Community Center Committee. It is expected that the Mayor and the City Council member on the Committee shall also function as communicators between the City Council and the Committee.

#### C. Library Committee.

(1) Library Committee Composition. The Library Committee shall consist of seven members. The Committee shall include 6 citizens of Arlington and 1 Arlington Council member, appointed by the Mayor with the advice and consent of the City Council. The Mayor and the Library Director shall also be ex-officio members of the committee.

(2) Library Committee Terms. Library Committee members shall serve for a term of two years. Initial terms shall be staggered as follows: Four two-year terms; three one-year terms. In the event of a vacancy on the Library Committee, the Mayor shall appoint a person to fill such vacancy for the unexpired term, subject to confirmation by the City Council. Members serve at the pleasure of the City Council.

(3) Library Committee Purpose. The purpose of the Committee will be to act as a resource for the City Council and the citizens of Arlington in collecting information,

citizen comments and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to the City Library and the programs sponsored by the Library.

(4) Library Committee Organization. The Library Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. The Committee by a simple majority vote may also elect a secretary from their members, to produce written records of the committee proceedings, prepare meeting notices and other correspondence of the committee. However, if the City Council determines that the secretary position is unduly burdensome for a citizen member of the committee, the City Council may instead assign a City Office staff person to the committee to act as secretary. In such case, the City staff person functioning as committee secretary shall not be a voting member of the committee.

(5) Library Committee Meetings. The Library Committee shall meet whenever its Chairman deems appropriate, but no less often than quarterly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.

(6) Citizen Input. The Library Committee shall encourage citizen input, including complaints, complements, or suggested changes to the library operations or programs sponsored by the library. The Committee shall also review citizen input as referred to the Committee by the City Council. Such input shall be summarized and passed on to the City Council, along with the Committee recommendations for any action based on such citizen input.

(7) Communication with City Council. The Library Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Library Committee. It is expected that the Mayor and the City Council member on the Committee shall also function as communicators between the City Council and the Committee.

(8) Employment Review. The Library Committee shall assist the City Council by reviewing applications for any library positions to be filled by the City and making hiring recommendations to the City Council.

#### D. Parks Committee.

(1) Parks Committee Composition. The Parks Committee shall consist of seven members. The Committee shall include 6 citizens of Arlington and 1 Arlington Council member, appointed by the Mayor with the advice and consent of the City Council. The Mayor shall appoint the committee at the first Council meeting in January each year to serve for that calendar year. The Mayor shall also be an ex-officio member of the committee.

(2) Parks Committee Terms. Parks Committee members shall serve for a term of two years. Initial terms shall be staggered as follows: Four two-year terms; three one-year terms. In the event of a vacancy on the Parks Committee, the Mayor shall appoint a person to fill such vacancy for the unexpired term, subject to confirmation by the City Council. Members serve at the pleasure of the City Council.

(3) Parks Committee Purpose. The purpose of the Committee will be to act as a resource for the City Council and the citizens of Arlington in collecting information, citizen comments and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to the parks, trails, and recreational programs maintained by the City of Arlington.

(4) Parks Committee Organization. The Parks Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. The Committee by a simple majority vote may also elect a secretary from their members, to produce written records of the committee proceedings, prepare meeting notices and other correspondence of the committee. However, if the City Council determines that the secretary position is unduly burdensome for a citizen member of the committee, the City Council may instead assign a City Office staff person to the committee to act as secretary. In such case, the City staff person functioning as committee secretary shall not be a voting member of the committee.

(5) Parks Committee Meetings. The Parks Committee shall meet whenever its Chairman deems appropriate, but no less often than quarterly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.

(6) Citizen Input. The Parks Committee shall encourage citizen input, including complaints, complements, or suggested changes to the park system or recreational programs. The Committee shall also review citizen input as referred to the Committee by the City Council. Such input shall be summarized and passed on to the City Council, along with the Committee recommendations for any action based on such citizen input.

(7) Communication with City Council. The Parks Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Parks Committee. It is expected that the Mayor and the City Council member on the Committee shall also function as communicators between the City Council and the Committee.

(8) Summer employment review. The Parks Committee shall assist the City Council by reviewing applications for the summer recreation program and making hiring recommendations to the City Council.

E. Planning and Zoning Committee.

(1) Establishment of Planning Agency. The Planning Agency shall consist of a planning department with the Planning Commission advisory to it. The Planning Commission shall function as a department advisory to the governing body and the municipal administration. The planning department may be provided with professional and/or administrative staff.

(2) COMPOSITION OF PLANNING COMMISSION. The Commission shall consist of seven members appointed by the Mayor, upon the advice of the City Council. The members shall be appointed in such sequence and for such terms so that each year hereafter two or three members' terms shall expire. The purpose of this is to set up a rotation so that two members shall come up for appointment for two consecutive years and three members shall come up for appointment every third year. Planning Commission members shall be appointed for terms of three years. A Planning Commission vacancy shall be filled by appointment by the Mayor, the appointment shall be effective for the duration of the unexpired portion of the term. Each member shall take an oath of office to faithfully discharge the duties of the office. Commissioners shall serve without compensation. The Zoning Administrator shall serve as ex officio member, without voting authority. Commissioners shall be residents of the City of Arlington, except that one (1) commissioner may reside in an existing approved Arlington City/Arlington Township Orderly Annexation Area.

(3) Planning Commission Organization. The Commission shall elect a chairperson and vice-chairperson from its members for a term of one year. Operating expenses of the Commission shall be approved and appropriated by the City Council. The chairperson shall preside at all meetings. In the chairman's absence, the vice-chairperson shall preside. Four members shall constitute a quorum for the conduct of business.

(4) Planning Commission Meetings. The Commission will have at least one regular meeting during every three month period. The Commission shall adopt rules and by-laws for the transaction of business and shall keep a record of its meetings, resolutions, transactions, and findings, which shall be of public record.

(5) Reports. At the time(s) requested, but at least one time each year, the Planning Agency shall submit a report to the Council summarizing its work during the preceding year.

(6) Planning Commissioner Meeting Attendance. Any Planning Commission Member who misses three (3) consecutive regular or special meetings of the Board, or misses at least four (4) of the regular monthly meetings in any calendar year, may be considered an inactive member. The Mayor at his/her discretion may appoint a new commissioner to fill out the remaining term of the inactive member.

(7) Conflicts of Interest – Planning Commission. The Commissioners may be called upon to vote on a matter affecting a neighbor, business competitor, or other situations

which create a conflict of interest or the appearance of a conflict of interest. In such cases, the Commissioner shall use their own discretion in disqualifying themselves from taking part in the discussion or vote on the matter. If a Commissioner has a clear conflict of interest (i.e. has a financial interest in the matter or is an applicant or co-applicant in the matter) and does not remove him/herself from the consideration of the matter, the Chairperson shall have the power to remove said member from taking part in the discussion or vote on said matter.

(8) Powers and Duties of Planning Agency. The Planning Agency shall have the powers and duties conferred upon it by this ordinance. They shall include:

a. Comprehensive Plan.

- i. It shall be the function and duty of the Planning Agency to prepare and recommend adoption of a comprehensive City plan for the physical development of the City, including proposed public buildings, street arrangements and improvements, public utility services, parks, playgrounds, and other similar developments, and use of property, the density of population, and other matters relating to the physical development of the City.
- ii. Hearings and Voting. Before recommending adoption of the comprehensive plan or any section of it or any substantial amendment thereof, the Commission shall hold at least one public hearing. The public hearing shall be preceded by public notice of the time and place of the hearing. The recommending of approval/denial of the plan or of any section or amendment thereof, shall be by resolution of the Commission. The Commission may, from time to time, initiate an amendment or addition to the plan or any section thereof, as herein provided, or the adoption of the original plan whenever changed conditions or further studies by the Commission indicate that such amendment or addition is necessary. The plan or any amendment thereof shall be adopted by Resolution of the City Council with a super-majority vote required.
- iii. The Planning Commission shall periodically review the Comprehensive Plan, recommend necessary amendments and recommend to the Council reasonable and practical means of implementing the amendments.

b. Zoning and Subdivision Ordinances.

- i. The Planning Commission or the City Council may initiate amendments to existing land use and/or subdivision regulations for the City. Before recommending any amendment to the City Council, the Planning Commission shall hold at least one public hearing preceded by public notice.

- ii. The Planning Agency shall exercise all authority delegated under the zoning ordinance and the subdivision ordinance.
  - iii. The Planning Agency shall review all zoning applications and subdivision requests and when required under ordinance shall recommend approval, approval with conditions, or disapproval, to the City Council. Such recommendations shall be based on conformity with the zoning ordinance and the general health, safety, and welfare of the City and its residents.
- c. Official Zoning Map.
  - i. The Planning Commission may, and upon direction of the City Council shall prepare an update of the official zoning map of the platted and unplatted portions of the City.
  - ii. After such map has been prepared, the Planning Commission shall hold a public hearing on the proposed amendment preceded by proper public notice. It shall make a recommendation to the City Council which shall thereupon consider the map and may adopt it or any part of it with amendments as it deems advisable.
- d. Referral to Planning Commission. Change to regulations governing the use of land or platting of land adopted by the City Council shall be referred to the Planning Commission for report and/or recommendation thereon prior to the Council taking action on such changes. The establishment of regulations relating to use or platting of land shall be referred to the Planning Commission for report and/or recommendation prior to adoption by the City Council.
- e. Assume all other advisory responsibilities authorized by Minn. Stat. 462.354, et seq.
- f. The Planning Commission shall serve as the Board of Appeals and Adjustments.
- g. The Planning Agency shall participate with planning agencies of other political subdivisions in joint planning where matters of a common interest exist.
- h. The Planning Agency shall assume other duties and responsibilities relating to planning and land use as may be delegated or assigned by the City Council.

F. Shade Tree Committee.

See the function of this committee in the separate code chapter Miscellaneous: Trees.



G. Compensation of Citizen Committee Members.

- (1) The City Council finds that it is in the best interest of the city to provide a per diem payment to the participants on city committees, to encourage and reward such participation. Said committees are a valuable resource to the city and its citizens.
- (2) This ordinance shall apply to all citizen committees created by city code, whose members are appointed by the Mayor with the advice and consent of the City Council from time to time.
- (3) For the calendar year 2015, a per diem payment of \$20.00 per meeting shall be paid to each committee participant who attends an officially scheduled committee meeting for the committee for which he or she has been appointed. A maximum of no more than 12 such per diem payments shall be made to any committee member during a calendar year.
- (4) A person who serves on more than one standing committee may receive a per diem payment for attendance at the meetings of each separate committee, except that a committee person shall not be paid a per diem for more than one committee meeting held on the same day.
- (5) Committee attendance shall be recorded in written form and submitted to the City Administrator, who shall make the per diem payments to the committee persons at the end of each calendar year.
- (6) The per diem payments to be made under this ordinance do not apply to City Council members who are appointed to city committees. Said councilmembers are separately reimbursed for their services in this regard.
- (7) The per diem payments to committee persons established under this ordinance may be adjusted on a calendar year basis by resolution of the City Council from time to time.

## Section 1: Vision

- What is your vision for the future of your city?
- What do you want your city to be known for?
- What values do you want your city to represent?

## Section 2: Mission

- What is the mission of your city?
- What are the core functions of your city government?
- What are the services that your city provides to its residents?

## Section 3: Goals

- What are your short-term goals (1-3 years)?
- What are your medium-term goals (3-5 years)?
- What are your long-term goals (5+ years)?

#### Section 4: Strategies

- What strategies will you use to achieve your goals?
- What resources will you need to implement your strategies?
- What are the potential challenges and risks associated with your strategies?

#### Section 5: Action Plan

- What specific actions will you take to implement your strategies?
- Who is responsible for each action?
- What are the timelines for completing each action?

#### Section 6: Evaluation

- How will you measure your progress towards achieving your goals?
- What are the key performance indicators (KPIs) that you will use?
- How often will you evaluate your progress?