



CITY COUNCIL MEETING AGENDA
February 5, 2024, AT 6:30 PM
COUNCIL CHAMBERS

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

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

State your name and address for the record. Please keep comments under 3 minutes. Individuals wishing to speak for more than five minutes should ask to be included on the agenda in advance. All comments are appreciated, but please refrain from personal or derogatory attacks on individuals.

CONSENT AGENDA

5. Approval of Consent Agenda
 - A) Approval of Bills
 - B) January 16, 2024, City Council Meeting Minutes
 - C) 3.2 Liquor License for La Villita Mexican Super Market
 - D) Approval of Gambling Permit for St. Mary's Bingo on March 17, 2024
 - E) Accept Resignation of Lee Forcier from the Arlington Fire Department

NEW BUSINESS

6. Approval to increase Part-Time Library Staff salary from \$13.00/hour to \$14.00/hour
7. Fire Department Computer Quotes
8. MMPA Public Summary
9. Resolution 06-2024 City Committees (Amendment)
10. Resolution 11-2024 Fee Schedule
11. Resolution 12-2024 Accepting a Donation and Designating its Use
12. Resolution 13-2024 Transferring City Funds for Year 2023

OLD BUSINESS

13. First reading of ordinance 313 Chapter 4. Committees and Chapter 29. Trees
14. DGR Engineering

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

15. Maintenance Update, Kirby Weckworth
16. Year End Ambulance Report, Jaime Wickle
17. December People Service Reports, Written Submission
18. City Administrator Update, Jessica Steinke

MISCELLANEOUS BUSINESS

19. WTP Walk Through 2-20-24

ADJOURNMENT

DATES TO REMEMBER:

- February 19- City Office Closed (President's Day)
February 20- City Council Meeting at 6:30 pm
March 4- City Council Meeting at 6:30 pm
March 7- EDA Meeting at 5:30 pm
March 7- Planning & Zoning Meeting at 7 pm

***Check Summary Register©**

10150 Unposted

Name	Check Date	Check Amt
10150 Cash		
Unposted 101 DEVELOPMENT RESOURCE	2/2/2024	\$16,500.63
Unposted AFTER BURNER AUTO BODY	2/2/2024	\$185.00
Unposted AG SPRAY EQUIPMENT	2/2/2024	\$16.07
Unposted AMAZON CAPITAL SERVICES	2/2/2024	\$739.89
Unposted AMERICAN FENCE CO. OF MINN	2/2/2024	\$17,500.00
Unposted ARAMARK	2/2/2024	\$395.27
Unposted ARLINGTON AUTO & FARM SUP	2/2/2024	\$8,640.07
Unposted ARLINGTON HAUS	2/2/2024	\$638.25
Unposted ARLINGTON STATE BANK	2/2/2024	\$32.00
Unposted BANYON DATA SYSTEMS	2/2/2024	\$195.00
Unposted BOLTON & MENK, INC.	2/2/2024	\$52,280.50
Unposted CANON FINANCIAL SERVICES, I	2/2/2024	\$160.19
Unposted CENGAGE LEARNING INC.	2/2/2024	\$268.43
Unposted CENTERPOINT ENERGY	2/2/2024	\$3,072.19
Unposted CINTAS	2/2/2024	\$287.60
Unposted CITY OF ARLINGTON	2/2/2024	\$10,539.48
Unposted CLIA LABORATORY PROGRAM	2/2/2024	\$180.00
Unposted DELTA DENTAL OF MINNESOTA	2/2/2024	\$204.80
Unposted DRIVER & VEHICLE SERVICES	2/2/2024	\$182.25
Unposted GOPHER STATE ONE CALL	2/2/2024	\$71.60
Unposted INGRAM LIBRARY SERVICES	2/2/2024	\$501.57
Unposted JANESSA SELLE	2/2/2024	\$1,000.00
Unposted KEMSKE PAPER CO.	2/2/2024	\$946.38
Unposted LOFFLER	2/2/2024	\$67.84
Unposted MADISON NATIONAL LIFE INS. C	2/2/2024	\$49.20
Unposted MATHESON TRI-GAS INC.	2/2/2024	\$132.62
Unposted MCLEOD COOPERATIVE POWER	2/2/2024	\$22,793.49
Unposted MEDIACOM	2/2/2024	\$1,269.08
Unposted MICRO MARKETING	2/2/2024	\$42.50
Unposted MID-STATES ORGANIZED CRIME	2/2/2024	\$100.00
Unposted MINNESOTA LIFE	2/2/2024	\$100.77
Unposted MINNESOTA VALLEY ELECTRIC	2/2/2024	\$24.59
Unposted MJM MEDICAL DIRECTION SERV	2/2/2024	\$500.00
Unposted MN DEPT. OF NATURAL RESOU	2/2/2024	\$506.90
Unposted MN MUNICIPAL UTILITIES ASSN.	2/2/2024	\$4,126.00
Unposted MN PUBLIC FACILITIES AUTHORI	2/2/2024	\$8,975.00
Unposted MORRIS ELECTRONICS	2/2/2024	\$8,638.98
Unposted MOTOROLA SOLUTIONS	2/2/2024	\$7,181.72
Unposted NUJESSMEIER ELECTRIC	2/2/2024	\$4,959.50
Unposted PEOPLE SERVICE INC.	2/2/2024	\$26,165.00
Unposted PREMIER LOCATING, INC.	2/2/2024	\$1,251.45
Unposted R & R AUTO REPAIR	2/2/2024	\$82.50
Unposted RENVILLE SIBLEY SANITATION	2/2/2024	\$1,146.73
Unposted SOUTHERN MN EMS EDUCATIO	2/2/2024	\$550.00
Unposted STERICYCLE	2/2/2024	\$159.48
Unposted STREICHER'S - MINNEAPOLIS	2/2/2024	\$417.99
Unposted STRYKER SALES CORP.	2/2/2024	\$1,999.89
Unposted THOMES BROTHERS INC.	2/2/2024	\$365.25
Unposted U.S. BANK	2/2/2024	\$1,952.87
Unposted U.S.BANK TRUST NATIONAL ASS	2/2/2024	\$550.00
Unposted ULINE	2/2/2024	\$773.12
Unposted VERIZON WIRELESS	2/2/2024	\$627.36
Unposted Y-NOT PLBG. & HTG	2/2/2024	\$285.00
Total Checks		\$210,332.00

Payments

Current Period: FEBRUARY 2024

Payments Batch 02-05-24 PAY				\$210,332.00
Refer	16151 101 DEVELOPMENT RESOURCES,	-		
Cash Payment	E 101-41910-313 Building Official	4th QTR- BLDG. OFFICIAL FEES		\$16,500.63
Invoice				
Transaction Date	2/2/2024	Cash	10150	Total \$16,500.63
Refer	16152 AFTER BURNER AUTO BODY	-		
Cash Payment	E 101-43000-485 Gas and Repair Miscella	JAN. 14th- PW TRUCK TOWED		\$185.00
Invoice				
Transaction Date	2/2/2024	Cash	10150	Total \$185.00
Refer	16153 AG SPRAY EQUIPMENT	-		
Cash Payment	E 101-43000-485 Gas and Repair Miscella	PW WATER TRAILER PARTS		\$16.07
Invoice				
Transaction Date	2/2/2024	Cash	10150	Total \$16.07
Refer	16154 AMAZON BUSINESS	-		
Cash Payment	E 101-41400-200 Office Supplies	JAN- OFFICE SUPPLIES & EQUIP.		\$133.39
Invoice				
Cash Payment	E 101-41400-218 Office Expense	JAN- OFFICE SUPPLIES & EQUIP.		\$58.73
Invoice				
Cash Payment	E 101-42110-200 Office Supplies	JAN- OFFICE SUPPLIES & EQUIP.		\$151.51
Invoice				
Cash Payment	E 101-42110-503 Computers/Software/We	JAN- OFFICE SUPPLIES & EQUIP.		\$179.09
Invoice				
Cash Payment	E 101-45500-210 Operating Supplies	JAN- OFFICE SUPPLIES & EQUIP.		\$44.99
Invoice				
Cash Payment	E 202-42153-200 Office Supplies	JAN- OFFICE SUPPLIES & EQUIP.		\$172.18
Invoice				
Transaction Date	2/2/2024	Cash	10150	Total \$739.89
Refer	16155 AMERICAN FENCE COMPANY OF	-		
Cash Payment	E 603-49450-500 Capital Outlay	WWTP AUTOMATIC GATE		\$17,500.00
Invoice				
Transaction Date	2/2/2024	Cash	10150	Total \$17,500.00
Refer	16156 ARAMARK	-		
Cash Payment	E 101-42110-210 Operating Supplies	JAN- MAT RENTALS		\$54.09
Invoice				
Cash Payment	E 101-45500-220 Repair/Maint Supply	JAN- MAT RENTALS		\$21.89
Invoice				
Cash Payment	E 202-42153-217 Other Operating Supplie	JAN- MAT RENTALS		\$31.16
Invoice				
Cash Payment	E 203-45000-410 Rentals	JAN- MAT RENTALS		\$288.13
Invoice				
Transaction Date	2/2/2024	Cash	10150	Total \$395.27
Refer	16157 ARLINGTON AUTO & FARM SUPPL	-		
Cash Payment	E 201-42280-485 Gas and Repair Miscella	JAN- FD COMPRESSOR/DRYER, PARTS		\$69.27
Invoice				
Cash Payment	E 201-42280-500 Capital Outlay	JAN- FD COMPRESSOR/DRYER, PARTS		\$8,546.15
Invoice				
Cash Payment	E 203-45000-406 Repairs, Supplies & Oth	JAN- FD COMPRESSOR/DRYER, PARTS		\$24.65
Invoice				
Transaction Date	2/2/2024	Cash	10150	Total \$8,640.77

Payments

Current Period: FEBRUARY 2024

Refer	16158	ARLINGTON HAUS	-			
Cash Payment	E 202-42153-344	Recruitment & Retention	AMB- JAN. 14th STAFF MEAL			\$638.25
Invoice						
Transaction Date	2/2/2024		Cash	10150	Total	\$638.25
Refer	16159	ARLINGTON STATE BANK	-			
Cash Payment	E 101-41400-433	Dues and Subscriptions	2024 SAFE DEPOSIT BOX RENT			\$32.00
Invoice						
Transaction Date	2/2/2024		Cash	10150	Total	\$32.00
Refer	16160	BANYON DATA SYSTEMS	-			
Cash Payment	E 604-49550-503	Computers/Software/We	UB NUVEI - ANNUAL SOFTWARE SUPPORT			\$195.00
Invoice						
Transaction Date	2/2/2024		Cash	10150	Total	\$195.00
Refer	16161	BOLTON & MENK, INC.	-			
Cash Payment	E 101-43000-303	Engineering Fees	NOV-DEC- '24 IMP & WTP REHAB ENG.			\$51,434.50
Invoice						
Cash Payment	E 601-46350-303	Engineering Fees	NOV-DEC- '24 IMP & WTP REHAB ENG.			\$846.00
Invoice						
Transaction Date	2/2/2024		Cash	10150	Total	\$52,280.50
Refer	16162	CANON	-			
Cash Payment	E 101-41400-218	Office Expense	JAN. COPIER LEASE (OFFICE & PD)			\$116.19
Invoice						
Cash Payment	E 101-42110-218	Office Expense	JAN. COPIER LEASE (OFFICE & PD)			\$44.00
Invoice						
Transaction Date	2/2/2024		Cash	10150	Total	\$160.19
Refer	16163	CENGAGE LEARNING INC	-			
Cash Payment	E 101-45500-205	Print Materials - Library	JAN- LIBRARY MATERIALS			\$268.43
Invoice						
Transaction Date	2/2/2024		Cash	10150	Total	\$268.43
Refer	16164	CENTERPOINT ENERGY	-			
Cash Payment	E 101-41940-383	Gas Utilities	CITY GAS BILLS- 12/13/23-1/11/24			\$361.55
Invoice						
Cash Payment	E 101-42110-383	Gas Utilities	CITY GAS BILLS- 12/13/23-1/11/24			\$91.62
Invoice						
Cash Payment	E 101-43000-383	Gas Utilities	CITY GAS BILLS- 12/13/23-1/11/24			\$409.01
Invoice						
Cash Payment	E 101-45202-383	Gas Utilities	CITY GAS BILLS- 12/13/23-1/11/24			\$123.75
Invoice						
Cash Payment	E 101-45500-383	Gas Utilities	CITY GAS BILLS- 12/13/23-1/11/24			\$83.84
Invoice						
Cash Payment	E 201-42280-383	Gas Utilities	CITY GAS BILLS- 12/13/23-1/11/24			\$164.51
Invoice						
Cash Payment	E 202-42153-383	Gas Utilities	CITY GAS BILLS- 12/13/23-1/11/24			\$137.42
Invoice						
Cash Payment	E 203-45000-383	Gas Utilities	CITY GAS BILLS- 12/13/23-1/11/24			\$598.14
Invoice						
Cash Payment	E 601-49400-383	Gas Utilities	CITY GAS BILLS- 12/13/23-1/11/24			\$694.98
Invoice						
Cash Payment	E 603-49450-383	Gas Utilities	CITY GAS BILLS- 12/13/23-1/11/24			\$387.20
Invoice						

Payments

Current Period: FEBRUARY 2024

Cash Payment Invoice	E 604-49550-383	Gas Utilities	CITY GAS BILLS- 12/13/23-1/11/24		\$20.17
Transaction Date	2/2/2024	Cash	10150	Total	\$3,072.19
Refer	16165 <i>CINTAS</i>				
Cash Payment Invoice	E 101-43000-420	Shop Equipment	MTHLY SHOP SERVICE AGRMNTS & REFILL		\$257.76
Cash Payment Invoice	E 101-43000-210	Operating Supplies	MTHLY SHOP SERVICE AGRMNTS & REFILL		\$29.84
Transaction Date	2/2/2024	Cash	10150	Total	\$287.60
Refer	16166 <i>CITY OF ARLINGTON</i>				
Cash Payment Invoice	E 101-41940-381	Electric & Heat Utilities	CITY UTILITY BILLS- 12/15/23-1/16/24		\$784.86
Cash Payment Invoice	E 101-42110-381	Electric & Heat Utilities	CITY UTILITY BILLS- 12/15/23-1/16/24		\$325.62
Cash Payment Invoice	E 101-43000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 12/15/23-1/16/24		\$215.55
Cash Payment Invoice	E 101-43160-381	Electric & Heat Utilities	CITY UTILITY BILLS- 12/15/23-1/16/24		\$878.47
Cash Payment Invoice	E 101-45202-381	Electric & Heat Utilities	CITY UTILITY BILLS- 12/15/23-1/16/24		\$206.35
Cash Payment Invoice	E 101-45500-381	Electric & Heat Utilities	CITY UTILITY BILLS- 12/15/23-1/16/24		\$112.96
Cash Payment Invoice	E 201-42280-381	Electric & Heat Utilities	CITY UTILITY BILLS- 12/15/23-1/16/24		\$128.93
Cash Payment Invoice	E 202-42153-381	Electric & Heat Utilities	CITY UTILITY BILLS- 12/15/23-1/16/24		\$488.43
Cash Payment Invoice	E 203-45000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 12/15/23-1/16/24		\$743.55
Cash Payment Invoice	E 601-49400-381	Electric & Heat Utilities	CITY UTILITY BILLS- 12/15/23-1/16/24		\$3,146.32
Cash Payment Invoice	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 12/15/23-1/16/24		\$738.50
Cash Payment Invoice	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 12/15/23-1/16/24		\$2,769.94
Transaction Date	2/2/2024	Cash	10150	Total	\$10,539.48
Refer	16167 <i>CLIA LABORATORY PROGRAM</i>				
Cash Payment Invoice	E 202-42153-261	License	AMB- 2024 LAB CERTIFICATE FEE		\$180.00
Transaction Date	2/2/2024	Cash	10150	Total	\$180.00
Refer	16168 <i>DELTA DENTAL OF MINNESOTA</i>				
Cash Payment Invoice	G 101-21711	Health Ins. Premium	JAN-FEB- PED. DENTAL PREMIUMS		\$81.92
Cash Payment Invoice	E 202-42153-131	Employer Paid Health/Lif	JAN-FEB- PED. DENTAL PREMIUMS		\$122.88
Transaction Date	2/2/2024	Cash	10150	Total	\$204.80
Refer	16169 <i>DEPUTY REGISTRAR</i>				
Cash Payment Invoice	E 101-43000-485	Gas and Repair Miscella	BI-ANNUAL TAX-EXEMPT VEHICLE TABS (9)		\$182.25
Transaction Date	2/2/2024	Cash	10150	Total	\$182.25
Refer	16170 <i>GOPHER STATE ONE CALL</i>				

Payments

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Cash Payment	E 604-49550-637	Service Locations	JAN. LOCATE TICKETS & ANNUAL FEE	\$21.60
Invoice				
Cash Payment	E 604-49550-637	Service Locations	JAN. LOCATE TICKETS & ANNUAL FEE	\$50.00
Invoice				
Transaction Date	2/2/2024	Cash	10150	Total \$71.60
Refer	16171 INGRAM LIBRARY SERVICES		-	
Cash Payment	E 101-45500-205	Print Materials - Library	JAN- LIBRARY MATERIALS	\$501.57
Invoice				
Transaction Date	2/2/2024	Cash	10150	Total \$501.57
Refer	16172 JANESEA SELLE		-	
Cash Payment	E 204-46550-495	Loans Made	FORGIVABLE EDA DAYCARE LOAN	\$1,000.00
Invoice				
Transaction Date	2/2/2024	Cash	10150	Total \$1,000.00
Refer	16173 KEMSKE PAPER CO.		-	
Cash Payment	E 601-49400-218	Office Expense	UB STATEMENT PAPER SUPPLY	\$235.00
Invoice				
Cash Payment	E 603-49450-218	Office Expense	UB STATEMENT PAPER SUPPLY	\$235.00
Invoice				
Cash Payment	E 604-49550-218	Office Expense	UB STATEMENT PAPER SUPPLY	\$476.38
Invoice				
Transaction Date	2/2/2024	Cash	10150	Total \$946.38
Refer	16174 LOFFLER		-	
Cash Payment	E 101-41400-218	Office Expense	DEC- COPIER MAINT (OFFICE, PD & LIB)	\$32.29
Invoice				
Cash Payment	E 101-42110-218	Office Expense	DEC- COPIER MAINT (OFFICE, PD & LIB)	\$11.67
Invoice				
Cash Payment	E 101-45500-220	Repair/Maint Supply	DEC- COPIER MAINT (OFFICE, PD & LIB)	\$8.88
Invoice				
Cash Payment	E 604-49550-218	Office Expense	DEC- COPIER MAINT (OFFICE, PD & LIB)	\$15.00
Invoice				
Transaction Date	2/2/2024	Cash	10150	Total \$67.84
Refer	16175 MADISON NATIONAL LIFE		-	
Cash Payment	E 101-41400-131	Employer Paid Health/Lif	FEB- DISABILITY INS. PREMIUMS	\$4.92
Invoice				
Cash Payment	E 101-42110-131	Employer Paid Health/Lif	FEB- DISABILITY INS. PREMIUMS	\$16.40
Invoice				
Cash Payment	E 101-43000-131	Employer Paid Health/Lif	FEB- DISABILITY INS. PREMIUMS	\$5.50
Invoice				
Cash Payment	E 101-45202-131	Employer Paid Health/Lif	FEB- DISABILITY INS. PREMIUMS	\$1.35
Invoice				
Cash Payment	E 101-45500-131	Employer Paid Health/Lif	FEB- DISABILITY INS. PREMIUMS	\$4.10
Invoice				
Cash Payment	E 101-46500-131	Employer Paid Health/Lif	FEB- DISABILITY INS. PREMIUMS	\$0.82
Invoice				
Cash Payment	E 202-42153-131	Employer Paid Health/Lif	FEB- DISABILITY INS. PREMIUMS	\$8.20
Invoice				
Cash Payment	E 203-45000-131	Employer Paid Health/Lif	FEB- DISABILITY INS. PREMIUMS	\$3.40
Invoice				
Cash Payment	E 601-49400-131	Employer Paid Health/Lif	FEB- DISABILITY INS. PREMIUMS	\$1.02
Invoice				

Payments

Current Period: FEBRUARY 2024

Cash Payment	E 603-49450-131	Employer Paid Health/Lif	FEB- DISABILITY INS. PREMIUMS		\$1.03
Invoice					
Cash Payment	E 604-49550-131	Employer Paid Health/Lif	FEB- DISABILITY INS. PREMIUMS		\$2.46
Invoice					
Transaction Date	2/2/2024	Cash	10150	Total	\$49.20
Refer	16176 <i>MATHESON TRI-GAS</i>				
Cash Payment	E 101-43000-210	Operating Supplies	JAN- SHOP TANK RENTALS		\$132.62
Invoice					
Transaction Date	2/2/2024	Cash	10150	Total	\$132.62
Refer	16177 <i>MCLEOD COOPERATIVE POWER A</i>				
Cash Payment	E 604-49550-437	Services-McLeod Coop	DEC- ELEC MAINT & METERS		\$10,912.75
Invoice					
Cash Payment	E 604-49550-437	Services-McLeod Coop	DEC- ELEC MAINT & METERS		\$3,230.00
Invoice					
Cash Payment	E 604-49550-437	Services-McLeod Coop	DEC- ELEC MAINT & METERS		\$1,511.76
Invoice					
Cash Payment	E 604-49550-500	Capital Outlay	DEC- ELEC MAINT & METERS		\$7,138.98
Invoice					
Transaction Date	2/2/2024	Cash	10150	Total	\$22,793.49
Refer	16178 <i>MEDIACOM</i>				
Cash Payment	E 101-41400-321	Telephone	FEB- CITY INTERNET & SOME PHONES		\$421.70
Invoice					
Cash Payment	E 101-42110-321	Telephone	FEB- CITY INTERNET & SOME PHONES		\$276.90
Invoice					
Cash Payment	E 101-43000-321	Telephone	FEB- CITY INTERNET & SOME PHONES		\$136.90
Invoice					
Cash Payment	E 101-45500-321	Telephone	FEB- CITY INTERNET & SOME PHONES		\$48.34
Invoice					
Cash Payment	E 201-42280-321	Telephone	FEB- CITY INTERNET & SOME PHONES		\$123.34
Invoice					
Cash Payment	E 202-42153-321	Telephone	FEB- CITY INTERNET & SOME PHONES		\$261.90
Invoice					
Transaction Date	2/2/2024	Cash	10150	Total	\$1,269.08
Refer	16179 <i>MICRO MARKETING</i>				
Cash Payment	E 101-45500-206	Visual Materials - Library	JAN- LIBRARY MATERIALS		\$42.50
Invoice					
Transaction Date	2/2/2024	Cash	10150	Total	\$42.50
Refer	16180 <i>MID-STATES ORGANIZED CRIME</i>				
Cash Payment	E 101-42110-433	Dues and Subscriptions	2024- PD MEMBERSHIP FEES		\$100.00
Invoice					
Transaction Date	2/2/2024	Cash	10150	Total	\$100.00
Refer	16181 <i>MINNESOTA LIFE</i>				
Cash Payment	G 101-21706	Life Insurances	FEB- LIFE INS. PREMIUMS		\$49.20
Invoice					
Cash Payment	E 101-41400-131	Employer Paid Health/Lif	FEB- LIFE INS. PREMIUMS		\$5.38
Invoice					
Cash Payment	E 101-42110-131	Employer Paid Health/Lif	FEB- LIFE INS. PREMIUMS		\$17.00
Invoice					
Cash Payment	E 101-43000-131	Employer Paid Health/Lif	FEB- LIFE INS. PREMIUMS		\$5.70
Invoice					

Payments

Current Period: FEBRUARY 2024

Cash Payment Invoice	E 101-45202-131	Employer Paid Health/Lif	FEB- LIFE INS. PREMIUMS		\$1.40
Cash Payment Invoice	E 101-45500-131	Employer Paid Health/Lif	FEB- LIFE INS. PREMIUMS		\$4.25
Cash Payment Invoice	E 101-46500-131	Employer Paid Health/Lif	FEB- LIFE INS. PREMIUMS		\$0.96
Cash Payment Invoice	E 202-42153-131	Employer Paid Health/Lif	FEB- LIFE INS. PREMIUMS		\$8.50
Cash Payment Invoice	E 203-45000-131	Employer Paid Health/Lif	FEB- LIFE INS. PREMIUMS		\$3.53
Cash Payment Invoice	E 601-49400-131	Employer Paid Health/Lif	FEB- LIFE INS. PREMIUMS		\$1.12
Cash Payment Invoice	E 603-49450-131	Employer Paid Health/Lif	FEB- LIFE INS. PREMIUMS		\$1.12
Cash Payment Invoice	E 604-49550-131	Employer Paid Health/Lif	FEB- LIFE INS. PREMIUMS		\$2.61
Transaction Date	2/2/2024	Cash	10150	Total	\$100.77
Refer	16182	MINNESOTA VALLEY ELECTRIC C	-		
Cash Payment Invoice	E 101-45202-381	Electric & Heat Utilities	DEC- SPORTSMANS PARK ELEC BILL		\$24.59
Transaction Date	2/2/2024	Cash	10150	Total	\$24.59
Refer	16183	MJM MEDICAL DIRECTION SERVIC	-		
Cash Payment Invoice	E 202-42153-300	Professional Srvs	FEB- AMB. MEDICAL DIRECTOR FEE		\$500.00
Transaction Date	2/2/2024	Cash	10150	Total	\$500.00
Refer	16184	MN DEPT. OF NATURAL RESOURC	-		
Cash Payment Invoice	E 601-49400-170	Permits and Licenses	2023- WATER USE PERMIT FEE		\$506.90
Transaction Date	2/2/2024	Cash	10150	Total	\$506.90
Refer	16185	MN MUNICIPAL UTILITIES ASSN.	-		
Cash Payment Invoice	E 604-49550-433	Dues and Subscriptions	2024 ELEC MEMBER DUES		\$4,126.00
Transaction Date	2/2/2024	Cash	10150	Total	\$4,126.00
Refer	16186	MN PUBLIC FACILITIES AUTHORITY	-		
Cash Payment Invoice	E 603-47000-611	Bond Interest	FEB. 20th- 2011 WWTP BOND INT. PMT		\$8,975.00
Transaction Date	2/2/2024	Cash	10150	Total	\$8,975.00
Refer	16187	MORRIS ELECTRONICS	-		
Cash Payment Invoice	E 101-41400-503	Computers/Software/We	NOV-JAN- IT CONTRACTS, WORK, FIREWALL		\$1,976.38
Cash Payment Invoice	E 101-41400-503	Computers/Software/We	NOV-JAN- IT CONTRACTS, WORK, FIREWALL		\$1,050.00
Cash Payment Invoice	E 101-41400-503	Computers/Software/We	NOV-JAN- IT CONTRACTS, WORK, FIREWALL		\$1,732.20
Cash Payment Invoice	E 101-41400-503	Computers/Software/We	NOV-JAN- IT CONTRACTS, WORK, FIREWALL		\$600.00
Cash Payment Invoice	E 101-41400-503	Computers/Software/We	NOV-JAN- IT CONTRACTS, WORK, FIREWALL		\$432.16
Cash Payment Invoice	E 101-42110-503	Computers/Software/We	NOV-JAN- IT CONTRACTS, WORK, FIREWALL		\$1,400.00

Payments

Current Period: FEBRUARY 2024

Cash Payment Invoice	E 101-42110-503	Computers/Software/We	NOV-JAN- IT CONTRACTS, WORK, FIREWALL	\$800.00
Cash Payment Invoice	E 101-42110-503	Computers/Software/We	NOV-JAN- IT CONTRACTS, WORK, FIREWALL	\$648.24
Transaction Date	2/2/2024	Cash	10150	Total \$8,638.98
Refer	16188 <i>MOTOROLA</i>			
Cash Payment Invoice	E 101-42110-500	Capital Outlay	PD- BODY CAMERAS	\$213.00
Cash Payment Invoice	E 101-42110-500	Capital Outlay	PD- BODY CAMERAS	\$445.52
Cash Payment Invoice	E 101-42110-500	Capital Outlay	PD- BODY CAMERAS	\$6,523.20
Transaction Date	2/2/2024	Cash	10150	Total \$7,181.72
Refer	16189 <i>NUESSMEIER ELECTRIC</i>			
Cash Payment Invoice	E 603-49450-500	Capital Outlay	WWTP AUTO GATE WIRING, LIGHT FIX	\$4,922.00
Cash Payment Invoice	E 604-49550-636	Supplies & Repairs	WWTP AUTO GATE WIRING, LIGHT FIX	\$37.50
Transaction Date	2/2/2024	Cash	10150	Total \$4,959.50
Refer	16190 <i>PEOPLE SERVICE, INC.</i>			
Cash Payment Invoice	E 601-49400-180	Operator Contract	FEB- W/WW SERVICES	\$13,000.00
Cash Payment Invoice	E 603-49450-180	Operator Contract	FEB- W/WW SERVICES	\$13,165.00
Transaction Date	2/2/2024	Cash	10150	Total \$26,165.00
Refer	16191 <i>PREMIER LOCATING, INC.</i>			
Cash Payment Invoice	E 604-49550-637	Service Locations	DEC- ELEC. LOCATING	\$1,251.45
Transaction Date	2/2/2024	Cash	10150	Total \$1,251.45
Refer	16192 <i>R & R AUTO REPAIR</i>			
Cash Payment Invoice	E 101-42110-480	Gas & Repair-Police Car	PD- 2017 SQUAD REPAIRS	\$82.50
Transaction Date	2/2/2024	Cash	10150	Total \$82.50
Refer	16193 <i>RENVILLE SIBLEY SANITATION</i>			
Cash Payment Invoice	E 101-41940-384	Refuse/Garbage Dispos	JAN- CITY GARBAGE & RECYCLING	\$49.15
Cash Payment Invoice	E 101-42110-384	Refuse/Garbage Dispos	JAN- CITY GARBAGE & RECYCLING	\$11.10
Cash Payment Invoice	E 101-43000-384	Refuse/Garbage Dispos	JAN- CITY GARBAGE & RECYCLING	\$87.08
Cash Payment Invoice	E 101-43000-385	Recycling	JAN- CITY GARBAGE & RECYCLING	\$628.00
Cash Payment Invoice	E 101-45202-384	Refuse/Garbage Dispos	JAN- CITY GARBAGE & RECYCLING	\$140.40
Cash Payment Invoice	E 101-45500-384	Refuse/Garbage Dispos	JAN- CITY GARBAGE & RECYCLING	\$22.50
Cash Payment Invoice	E 201-42280-384	Refuse/Garbage Dispos	JAN- CITY GARBAGE & RECYCLING	\$19.00
Cash Payment Invoice	E 202-42153-384	Refuse/Garbage Dispos	JAN- CITY GARBAGE & RECYCLING	\$11.40

Payments

Current Period: FEBRUARY 2024

Cash Payment	E 203-45000-384	Refuse/Garbage Dispos	JAN- CITY GARBAGE & RECYCLING		\$106.45
Invoice					
Cash Payment	E 603-49450-384	Refuse/Garbage Dispos	JAN- CITY GARBAGE & RECYCLING		\$71.65
Invoice					
Transaction Date	2/2/2024	Cash	10150	Total	\$1,146.73
Refer	16194	SOUTHERN MN EMS EDUCATION			
Cash Payment	E 202-42153-208	Training and Instruction	AMB- 1/26/24 SKILLS TRAINING		\$550.00
Invoice					
Transaction Date	2/2/2024	Cash	10150	Total	\$550.00
Refer	16195	STERICYCLE			
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	JAN- SHREDDING MATERIAL PICKUP		\$159.48
Invoice					
Transaction Date	2/2/2024	Cash	10150	Total	\$159.48
Refer	16196	STREICHERS			
Cash Payment	E 101-42110-417	Uniforms/Outerwear	PD- BADGES		\$417.99
Invoice					
Transaction Date	2/2/2024	Cash	10150	Total	\$417.99
Refer	16197	STRYKER SALES CORP.			
Cash Payment	E 202-42153-500	Capital Outlay	AMB- BATTERY CHARGER		\$1,999.89
Invoice					
Transaction Date	2/2/2024	Cash	10150	Total	\$1,999.89
Refer	16198	THOMES BROTHERS HARDWARE			
Cash Payment	E 101-41400-200	Office Supplies	JAN- MISC CHARGES		\$7.99
Invoice					
Cash Payment	E 101-41940-220	Repair/Maint Supply	JAN- MISC CHARGES		\$131.94
Invoice					
Cash Payment	E 101-42110-210	Operating Supplies	JAN- MISC CHARGES		\$12.39
Invoice					
Cash Payment	E 101-42110-218	Office Expense	JAN- MISC CHARGES		\$42.99
Invoice					
Cash Payment	E 101-42110-480	Gas & Repair-Police Car	JAN- MISC CHARGES		\$49.97
Invoice					
Cash Payment	E 101-43000-485	Gas and Repair Miscella	JAN- MISC CHARGES		\$20.47
Invoice					
Cash Payment	E 101-45202-220	Repair/Maint Supply	JAN- MISC CHARGES		\$25.95
Invoice					
Cash Payment	E 202-42153-217	Other Operating Supplie	JAN- MISC CHARGES		\$18.59
Invoice					
Cash Payment	E 202-42153-485	Gas and Repair Miscella	JAN- MISC CHARGES		\$8.98
Invoice					
Cash Payment	E 203-45000-406	Repairs, Supplies & Oth	JAN- MISC CHARGES		\$45.98
Invoice					
Transaction Date	2/2/2024	Cash	10150	Total	\$365.25
Refer	16199	U.S. BANK - CREDIT CARD			
Cash Payment	E 101-41400-430	Miscellaneous	JAN- MATERIALS, TRAINING, LICENCES		\$36.00
Invoice					
Cash Payment	E 101-42110-208	Training and Instruction	JAN- MATERIALS, TRAINING, LICENCES		\$75.00
Invoice					
Cash Payment	E 101-42110-218	Office Expense	JAN- MATERIALS, TRAINING, LICENCES		\$116.90
Invoice					

Payments

Current Period: FEBRUARY 2024

Cash Payment Invoice	E 101-42110-433	Dues and Subscriptions	JAN- MATERIALS, TRAINING, LICENCES	\$101.90
Cash Payment Invoice	E 101-42110-503	Computers/Software/We	JAN- MATERIALS, TRAINING, LICENCES	\$10.68
Cash Payment Invoice	E 101-43000-208	Training and Instruction	JAN- MATERIALS, TRAINING, LICENCES	\$460.00
Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	JAN- MATERIALS, TRAINING, LICENCES	\$95.47
Cash Payment Invoice	E 202-42153-261	License	JAN- MATERIALS, TRAINING, LICENCES	\$475.00
Cash Payment Invoice	E 203-45000-250	Merchandise For Resale	JAN- MATERIALS, TRAINING, LICENCES	\$86.92
Cash Payment Invoice	E 203-45000-340	Advertising	JAN- MATERIALS, TRAINING, LICENCES	\$495.00
Transaction Date	2/2/2024	Cash	10150	Total \$1,952.87
Refer	16200 U.S. BANK TRUST NATIONAL ASS			-
Cash Payment Invoice	E 360-47000-620	Fiscal Agent s Fees	HOSP. BOND- ANNUAL PAY AGENT FEE	\$550.00
Transaction Date	2/2/2024	Cash	10150	Total \$550.00
Refer	16201 ULINE			-
Cash Payment Invoice	E 101-41940-220	Repair/Maint Supply	JAN- SUPPLIES & SIGNS	\$145.00
Cash Payment Invoice	E 101-42110-210	Operating Supplies	JAN- SUPPLIES & SIGNS	\$116.20
Cash Payment Invoice	E 101-45202-210	Operating Supplies	JAN- SUPPLIES & SIGNS	\$121.00
Cash Payment Invoice	E 101-45500-210	Operating Supplies	JAN- SUPPLIES & SIGNS	\$71.00
Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	JAN- SUPPLIES & SIGNS	\$255.92
Cash Payment Invoice	E 203-45000-210	Operating Supplies	JAN- SUPPLIES & SIGNS	\$64.00
Transaction Date	2/2/2024	Cash	10150	Total \$773.12
Refer	16202 VERIZON WIRELESS			-
Cash Payment Invoice	E 101-42110-321	Telephone	FEB- CELL PHONE, TABLES & TOUGHBOOKS	\$265.32
Cash Payment Invoice	E 101-43000-321	Telephone	FEB- CELL PHONE, TABLES & TOUGHBOOKS	\$63.28
Cash Payment Invoice	E 202-42153-321	Telephone	FEB- CELL PHONE, TABLES & TOUGHBOOKS	\$263.32
Cash Payment Invoice	E 604-49550-321	Telephone	FEB- CELL PHONE, TABLES & TOUGHBOOKS	\$35.44
Transaction Date	2/2/2024	Cash	10150	Total \$627.36
Refer	16203 Y-NOT PLBG. & HTG			-
Cash Payment Invoice	E 101-41940-401	Repairs/Maint Buildings	JAN. 15-16- MUSEUM BLDG HEATING WORK	\$285.00
Transaction Date	2/2/2024	Cash	10150	Total \$285.00

Payments

Current Period: FEBRUARY 2024

Fund Summary

	10150 Cash	
101 General Fund	\$94,818.68	
201 Fire Fund	\$9,051.20	
202 Ambulance Fund	\$6,227.49	
203 Community Center Fund	\$2,459.75	
204 EDA Loan Programs Fund	\$1,000.00	
360 Hospital Bond Fund	\$550.00	
601 Water Fund	\$18,431.34	
603 AGI Sewer Fund	\$48,766.44	
604 Electric Fund	\$29,027.10	
		<hr/>
	\$210,332.00	

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$210,332.00
	<hr/>
Total	\$210,332.00



**CITY COUNCIL MEETING MINUTES
JANUARY 16, 2024, AT 6:30 PM
COUNCIL CHAMBERS**

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

1. Call Meeting to Order and Pledge of Allegiance- *Mayor Scharpe called the meeting to order at 6:32 pm. All stood for the Pledge of Allegiance.*
2. Roll Call-
Members Present- Mayor Matthew Scharpe, Councilmembers Dave Meyer, John Thomes, Jeff Matz, Christina Litfin and Curtis Ling
Members Absent- None
Staff Present- City Administrator Jessica Steinke, City Attorney Ken Janssen, Police Chief Glenn Gerads, Police Officer Brandon Legg
Guests Present-Kim Quast
3. Approval of the Agenda- *Addition of 11a the Sibley County Drift Dodgers and postponed the Maintenance Update until next meeting. Meyer made a motion to approve the agenda with the corrections. Litfin 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 3 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.
No one addressed the Council.

CONSENT AGENDA

5. Approval of Consent Agenda
 - A) Approval of Bills
 - B) January 2, 2024, City Council Meeting Minutes
 - C) Lawful Gambling License for Sibley County Ag Association, May 17, 2024 Bingo
 - D) Lawful Gambling License for Sibley County Ag Association, 2024 Bull Riding Event Raffle*Matz made a motion to approve the consent agenda. Thomes seconded. Motion carried with all voting in favor.*

NEW BUSINESS

6. DGR Engineering, Chad Rasmussen P.E.- *Rasmussen gave a presentation of the services that DGR has to offer the City of Arlington. Consensus was to bring back for discussion at next meeting.*



7. Resolution 10-2024 Election Judges 2024-

Ling made a motion to approve Resolution 10-2024. The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Litfin; and upon poll being taken thereon the following voted in favor thereof: Matz, Ling, Thomes, Litfin, Meyer; the following against: none; the following abstained: none; the following were absent: none.

8. Recodification, CivicPlus- *Steinke explained that it would be a lengthy process for Janssen and herself to go through all of the ordinances and City Code. Thomes made a motion to have CivicPlus do the codification process for \$10,950.00. Matz seconded. Motion carried with all voting in favor.*

OLD BUSINESS

9. City Fundraising, Attorney Janssen- *Janssen explained that after some research it would not be something that the City can do is to fundraise. It would be best to have a civic group take on this task for the City.*
10. Well #3- *Steinke spoke with Lee Olmscheid of Northland Drying and they are willing to donate the water from Well #3 back to the City.*
11. City Lot- *Steinke spoke with Mendoza and he would like to keep the easement as it is and he is planning to put up a building and he would also be interested in the lot.*

11a. Sibley County Drift Dodgers- There is a change in the snowmobile route. Meyer made a motion to accept the Drift Dodgers request. Thomes seconded. Motion carried with all voting in favor.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

~~12. Maintenance Update, Kirby Weckworth~~

13. December PD Reports, Written Submission- *Submitted Report*

14. Year End PD Reports, Chief Glenn Gerads- *Officers have had a bigger presence within the community, calls have gone up to the Police Department. Will keep recruiting for the fourth officer position.*

15. City Administrator Update, Jessica Steinke- *Steinke updated Council about the culvert at the Sportsman Park, working to update the City's Personnel Policy, rental policy for rentals, EDA moving forward with the sale of the 22 acre property and working with Premier Realty, moved everyone over to new emails.*

16. City Attorney Update, Ken Janssen- *Janssen updated the Council stating that the Police Department is doing a great job, also discussed the Shade Tree Committee and its connection to the Tree City recognition.*

MISCELLANEOUS BUSINESS

17. Workshop Tour Dates, Fire/EMS/PD- *Consensus is to tour the EMS/Fire/PD right after the next Council meeting on Feb. 5th.*



ADJOURNMENT

Thomes made a motion to adjourn the meeting at 7:19pm. Meyer seconded the motion. Motion carried with all voting in favor.

City Administrator Jessica Steinke

Mayor Matthew Scharpe

MORRIS ELECTRONICS INC.

9 HIGHWAY 28 EAST MORRIS MN 56267

To: Jessica Steinke
City of Arlington
E-Mail: jsteinke@arlingtonmn.com
Phone: 507-299-7021
Cell:

Date
1/19/2024

From: Shawn Larsen
Phone: 320-208-1528
Cell: 320-287-0922
Fax: 320-589-3595
E-mail: shawn.larsen@morriselectronics.net

Qty	Part #	Description	per unit \$	extended \$
3	7310353	ThinkPad - Intel Core i7-1355U (E-cores up to 3.70GHz), 16 1920 x 1200 Touch, Windows 11 Pro 64, 16.0GB (40GB MAX), 1x512GB SSD M.2 2242 PCIe Gen4 TLC Opal, Intel Iris Xe Graphics, BT 5.1 or above, WiFi6 AX201 2x2, 1080P FHD RGB, 3 Cell Li-Pol 47Wh - 1x USB 2.0 1x USB 3.2 Gen 1 (Always On) 1x USB-C 3.2 Gen 2 (support data transfer, Power Delivery 3.0 and DisplayPort 1.4) 1x Thunderbolt 4 / USB4 40Gbps (support data transfer, Power Delivery 3.0 and DisplayPort 1.4) 1x HDMI 2.1, up to 4K/60Hz 1x Ethernet (RJ-45) 1x Headphone / microphone combo jack (3.5mm) - One Year Warranty - Backlit Keyboard - FingerPrint Reader - Stereo Speaker	\$ 1,157.25	\$ 3,471.75
3	4857215	3Y Lenovo Support (Onsite+KYD+PRE+SBTY)	\$ 207.16	\$ 621.48
			Sub Total	\$ 4,093.23
			Sales Tax	EXEMPT
			Total	\$ 4,093.23

MMPA PUBLIC SUMMARY

The public summary of the January 2024 MMPA Board of Directors meeting is below.

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on January 23, 2024, at Chaska City Hall in Chaska, Minnesota and via videoconference.

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

Customer penetration for the residential Clean Energy Choice program was 5.2%. There was an increase of 33 customers participating in the residential Clean Energy Choice program from November to December.

The Board discussed the current business environment.

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



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

RESOLUTION 6-2024

A RESOLUTION RATIFYING MAYORAL APPOINTMENTS AND COMMITTEES

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

APPOINTEES TO MUNICIPAL OFFICES:

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

DELEGATES TO EXTRA-MUNICIPAL AGENCIES:

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

COUNCIL COMMITTEES (1-year terms):

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

MISCELLANEOUS COMMITTEES:

Firefighter Relief Committee

Mayor Matthew Scharpe
City Administrator Jessica Steinke
Fire Chief Doug Mackenthun

Fire Department Committee

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

Emergency Operations Plan

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

CITIZEN COMMITTEES (Councilmembers serve 1-year terms)

Economic Development Authority (6-year term)

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

EDA Loan Board

City Administrator Jessica Steinke
EDA Member
EDA Member

Library Committee (2-year term)

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

Planning & Zoning Committee (3-year term)

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

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TASK FORCES AND COMMISSIONS:

Arlington Historical Society

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

Community Ed./Summer Rec. Advisory Board

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

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

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 5th day of February 2024.

Signed:

Matthew Scharpe
Mayor

Attest:

Jessica Steinke
City Administrator

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

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

RESOLUTION NO. 11-2024
A RESOLUTION ADOPTING THE 2024 SCHEDULE OF FEES AND CHARGES FOR
VARIOUS SERVICES, LICENSES AND PERMITS

WHEREAS, the City Council is desirous of establishing a uniform system of fees for requests relating to official controls, information, permits, applications or other matters handled by the City.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Arlington that the following fees and charges for permits, licenses and services be adopted as the 2024 Fee and Rate Schedule:

PLANNING AND ZONING FEES	
Variance Application	\$300 plus recording fee
Conditional Use Permit Application	\$300 plus recording fee
Interim Use Permit Application	\$300 plus recording fee
Ordinance Amendment Application	\$300
Rezoning Application	\$300 plus recording fee
Land Use Permit Application	\$45
Fence Permit	\$45
Sign Permit	\$45
Preliminary Plat Approval Application	\$220.00 plus \$5 per lot plus deposit
Final Plat Approval Application	\$165
Planned Unit Development Approval Application	\$210 plus \$5 per lot plus deposit
Commercial/Industrial Site Plan Review Fee	\$275
Escrow Requirement Commercial/Industrial Site Plan	\$525.00 (cover addtl. fees for City consultants/staff review)
Park Dedication Fee	5% of estimated market value of buildable area
Annexation Fee	\$5.25 per lot, minimum of \$100
Administrative Permit	\$82
Starting Work Without a Building Permit	Double Permit Fee
Administrative Subdivision	\$110.00 plus recording fee
Special Meeting Request	\$275.00
ECONOMIC DEVELOPMENT	
Tax Increment Financing Application	\$10,000.00 and written agreement (\$500 with written agreement)
Tax Abatement Application	\$2500.00 and written agreement (\$250 with written agreement)
Development Agreement	\$500 and written agreement
Purchase Agreement	\$500 and written agreement
Special Meeting Request	\$210.00
UTILITY SERVICES	
Meter Deposit - Electric Only	Two Months Average Use of Previous Tenant
Meter Deposit - Electric/Water/Sewer	Two Months Average Use of Previous Tenant
Meter Deposit - Electric - Highland Commons	\$50
Meter Deposit - Electric - Amberfield Building D	\$50
Water Access Charge	\$1,325
Sewer Access Charge	\$3,500
Electric Hookup	\$160
Sewer User Rate	\$.00375/gallon
Sewer Base Rate	\$35.10/month plus \$4.95 per additional unit
Green Isle Sewer Base Rate	\$27.61/month
Water User Rate	\$.00598/Gallon
Water Testing Fee	\$0.81/month
5/8-3/4 Inch Meter Water Base Rate	\$10.30/month
1 Inch Meter Water Base Rate	\$10.82/month
1 1/4 - 1 1/2 Inch Meter Water Base Rate	\$11.14/month
2 Inch Meter Water Base Rate	\$12.00/month

3 Inch Meter Water Base Rate	\$13.11/month
4-8 Inch Meter Water Base Rate	\$17.62/month
Residential Electric Base Rate	\$9.28/month
Residential Energy Rate	\$.1254/kWh
Small Commercial Electric Base Rate	\$19.61/month
Energy Charge \$/kWh (Small Commercial Demand <25 kW)	\$.1101/kWh
Large Commercial Electric Base Rate	\$19.61/month
Energy Charge \$/kWh (Large Commercial Demand >25 kW)	\$.0746/kWh
Electric Demand Charge (Large Commercial Demand >25 kW)	\$10.49/kW
Utility Disconnect Notice	\$25 per occurrence
Water Reconnect Fee	\$75
Electric Reconnect - Day	\$75
Electric Reconnect - After Hours	\$250
Utility Bill Late Fee	10% (less tax) of current bill; \$1 minimum
Utility Account Payment Agreement	\$10 Adm. Fee to be paid at time of drafting Agreement
Load Management Disconnect	\$50
Metering Fee for Meter on Private Wells	Cost of parts and labor
Lawn Sprinkler Meter	Cost of meter plus tax
Lawn Sprinkler Meter Repair Fee	Cost of parts and labor
STORM WATER RATES:	
Residential Unit	\$11.02/month
0.0000 TRE to 1.0000 TRE	\$17.33/month
1.0001 TRE to 5.0000 TRE	\$25.20/month
5.0001 TRE to 10.0000 TRE	\$40.95/month
10.0001 TRE to 15.0000 TRE	\$48.83/month
15.0001 TRE to 20.0000 TRE	\$56.70/month
20.0001 TRE to 25.0000 TRE	\$64.58/month
25.0001 TRE or Greater	\$72.45/month
LIBRARY FEES	
Copies	\$.10 single side and \$.15 for duplex
Laser Printer	First 2 Free, \$.10 per additional page
Color Printer	\$0.50
Library Card	First is free, replacement is \$2
Book Fines	\$.10 a day after one-week grace period
Video Fines	\$1/day
Faxes	\$1/page
ANIMAL/PET LICENSES AND FEES	
New Pet License (Jan.1 thru Dec. 31)	\$5 per animal
Pet License Late Fee (April 1 thru Dec. 31)	\$10 per animal
Chicken/Duck Permit Fee	\$10 one-time fee
Animal (Stray) Impound Fee	\$75
Animal (Stray) Boarding Fee for Dog	\$50/day
Animal (Stray) Boarding Fee for Cat	\$45/day
Animal Redemption Fee	\$50
Animal Redemption Fee (Non-Licensed)	\$75
MISCELLANEOUS LICENSES AND FEES	
All Parking Violations	\$35
Vehicle Towing - Impound	Set by Towing Company
Vehicle Storage	\$25/day (inside or outside) + Towing fee
Replacement of Sign Resulting from Accident	\$200 (billable to driver or insurance)
Blight/Nuisance/Mowing/Snow Removal (Ords #178, #259)	Contractor Cost plus \$5 Administrative Fee.
Contracted Commercial Snow Removal	\$15 (Small), \$25 (Med.), \$75 (Large) \$150 (Xtra) \$1,200 (Gig)
Repeat Nuisance Call Fee (Ord #259)	\$30
Peddler Permit (Ord #243)	\$10/day, \$25/week, \$50/month, \$100/Year
Drone Permit (Ord #303)	\$0 Permit Only Required.
Chipping	\$30 plus \$1.00/minute, plus tax (discuss whether charged/min.)
Credit Card Convenience Fee	2.5% (\$2.00 minimum)
e-check	\$1.50 (via Point & Pay)
Copies (up to 100 pages, then hourly rate)	\$.15 for B/W; \$.25 for color (per single-sided page)
Faxes/Scan to Email	\$.15 per page received and \$1 per document sent
Laminating	\$1.00/foot plus \$5
Non-Sufficient Fund Check Returns (NSF's)	\$30 per occurrence plus any bank fees
Residential Solid Waste Permit	\$100 (Maximum of 3)
Commercial Solid Waste Permit	\$100 (Maximum of 6)

Illuminating Portable Sign Permit	\$20
Election Filing Fee	\$2
Assessment Search Fee	\$5
Dance Permit	\$20 per event or \$200 for a yearly
Police Report (via paper or fax)	\$15 (including insurance or personal request)
Police Report – digital media	\$15 per DVD (changed to be consistent with Admin. Chrg.)
Police Responding Fee (Public Dances, Noise Complaints, Close Down Event at Public Building (closing time or noise related) – after initial warning)	\$50
Police Response to Subpoena	\$50/hr. + mileage
Paper Service (only within City limits-only for evictions and family dispute matters of conflict)	\$50
Special Police Event (>2 officers)	Actual Per Hour Cost of Officer(s) Used (Salary & Benefits)
Lost/Unreturned key to City Facility	Cost of Rekey plus One (1) Hour Admin Time
Fire Extinguisher Recharge	Cost plus \$5
BEER/LIQUOR LICENSES	
Temporary Malt Liquor License	\$50 per event
Liquor License - On Sale	\$1,300
Liquor License - Off Sale	\$100
Liquor License – On Sale – Partial Year	\$450 (applies to Raceway)
Liquor License-On Sale for Non-Profits	\$50
Setup License	\$20
Temporary 1-4 Day On Sale Liquor License	\$50 per event
Caterer's Permit	\$50 per event
Sunday Liquor License	\$100
Event Center Liquor License - On Sale	\$250 (7/01-6/30 mid-year cycle est.by State of MN)
CEMETERY FEES	
Burial Permits	\$125
Burial Plots	\$400 Resident of Arlington/ \$600 Non-Resident
COLUMBARIUM:	
Urn Placement	\$150
Niche Plaque (Single or Double with Full Dates)	\$645
Niche Plaque (Double without Full Dates)	\$745
Columbarium (Front – Rows 1 & 2)	\$750
Columbarium (Front – Row 3)	\$675
Columbarium (Front – Rows 4 & 5)	\$600
Columbarium (Rear – Rows 1 & 2)	\$675
Columbarium (Rear – Row 3)	\$600
Columbarium (Rear – Rows 4 & 5)	\$525
Memory Wall Plaque	\$310
FIRE DEPT. FEES (Billing advised by Officer in Charge. All billing reviewed by Fire Chief)	
\$500/hr. min. for first hour then \$1000 per hour thereafter	
Missing Person	\$500/hr. based on situation
Fire Call	\$500 plus supplies/foam/fuel for first hour/\$1000 each addl. hrs
Helipad (Reso #15-2014)	\$250
CO2 Call	\$350
Gas Leak/smell of gas	\$350/hr.
Gas Leak/hit	\$1000/hr.
Hazardous Material	\$1,500 (in addition to call fee)
Foam	\$25 0-1-gallon, applicable supply replacement cost for each gallon thereafter
Jaws of Life	\$250 in addition to call fee
Fuel Charges - City	\$50
Fuel Charges - Rural	\$100
False Alarm	First two = \$0; after two, up to \$500 per-officer in charge decides
Mutual Aid	Supplies
Pool Fills - 3,500 Gallon Tanker Truck at water rate plus	City Residents - \$100 per haul, Rural Residents - \$150 per haul
Township Protection Fee	Per Section \$416.91 (2023)
Any expense AFD incurs will be passed on (backhoe, etc.)	

AMBULANCE FEES	
BLS Emergency - Service Area	\$1,450 plus mileage
BLS Non-Emergency - Service Area	\$1,450 plus mileage
ALS Intercept	\$250 plus mileage
ALS Non-emergency - Service Area	\$1,875 plus mileage
ALS1 Emergency - Service Area	\$1,875 plus mileage
ALS2 Emergency - Service Area	\$2100 plus mileage
Intercept	\$250
Specialty Transport	\$2,500 plus mileage
Lift Assist/Response Fee (no transport)	\$550
Mileage Rate	\$27.50/ loaded mile
Township Protection Fee	Per Section \$114.28 (2023)
Green Isle Protection Fee	\$4363.97 (2023)
EVENT CENTER FEES	
Rental Fees will not be charged for any organization having a city related budget (i.e. Fire Dept.; Ambulance)	\$0
Weekly User Rate (one section only)	\$120 per time
School Use (Testing/Retreats)	\$50 per time
Room 1 (West) Rent	\$180 per event
Room 2 (Center) Rent	\$240 per event
Room 3 (East) Rent	\$180 per event
All Rooms Rent	\$850 per event
Extra Day Rental	\$300
Hourly Rental Rate (2 hrs. or less, no set-up/tear down)	\$40 per hour/room (two-hour maximum)
Set-Up Fee	\$100/room or \$200 per event
Attendant Fee	\$35/attendant/hr. per event (5 hour minimum)
Kitchen Use Fee (Full)	\$100 per event
Kitchen Use Fee (Partial)	\$50 per time
Dish Rental	\$1/person or .11 per piece
Dish Rental for City-chartered organizations	\$25
Wine Glasses (Limited Supply)	\$.15/piece
Linens	Set by Distributor
LCD Projector	\$50
Wireless Microphone (from library)	\$15 to be paid to the library
Damage Deposit (for rental of more than one section)	\$500 with Credit Card or cash/check
Damage Deposit (one section)	\$200 for 1 section or \$300 for 2 sections Cash/check or Credit Card
Lost Key	\$50
Council Chambers Rent	\$40 per event
Caterer Serving Fee (sliding scale):	Number of Guests - Fee (\$)
	1 - 100 \$1/person
	101 - 200 \$150
	201 - 400 \$250
	401+ \$350
Cleaning and Utility Cost (Non-Profits)	\$300 on Fri/Sat and \$220 from Sun-Thursday
Bar Rental (sliding scale):	Number of Guests - Fee (\$)
	1 - 200 \$100
	200 - 300 \$200
	300 - 400 \$300
Bar Rental (sliding scale): cont.	400 - 500 \$400
	500+ \$500
EMS CONFERENCE ROOM FEES	
Meeting Room, 0-2 hours	\$25 per event
Meeting Room, 2-4 hours	\$50 per event
Meeting Room, 4-8 hours	\$75 per event
LIONS CENTER @ FOUR SEASONS PARK	
Rent	\$150 per event with \$250 deposit
SIGN RENTAL	
Main Street Sign	\$30/week (both sides) or \$15/week (one side)
Main Street Sign (Additional Week)	\$15/week
Community Center Electronic Sign	\$25 New Message set up, \$30 weekly coverage
Community Center Electronic Sign, Non-Profit	\$25 non-profit new message set up, \$25 weekly coverage
Community Center Electronic Sign, daily	\$25 New Message set up, \$10/day (profit/non-profit)
Community Center Electronic Sign, Monthly	\$25 New Message set up, \$100 month coverage

RIGHT OF WAY PERMITS	
Registration Fee	\$40
Excavation Permit Fees - Hole	\$125
Excavation Permit Fees - Trench	\$275
Obstruction Permit Fee	\$50
Permit Extension Fee	\$55
Delay Penalty	\$60 for first 3 days, \$10/day thereafter
EQUIPMENT RATES (Rates below are for Equipment only. Hourly Rate for City Employee: \$45.00) Min. of 1 Hr. Charge Per Employee	
Deere Payloader Case Payloader \$80/hour	\$125/hour
Deere Payloader w/Larue Snow Blower Case Payloader w/ SnoGo Snow Blower	\$165/hour
New Holland Tractor w/ attachment	\$100/hour
Chevy Dump Truck	\$85/hour
Chevy Sanding/Plow Truck	\$95/hour
Elgin Street Sweeper	\$130/hour
Chevy Bucket Truck	\$90/hour
Chevy Digger Truck	\$90/hour
Backpack Mosquito Sprayer	\$40/hour
Truck Mount Mosquito Sprayer (with chemical)	\$150/hour
Vermeer Brush Chipper	\$30/hour **Min. 1 hour charge**
Pull Behind Street Roller/Packer	\$35/hour
Kubota Lawn Mower	\$55/hour
Pickup W/Snowblade	\$60/hour
CITY DIRT AND GRAVEL	
Class 5 Gravel	\$20/yd

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

Adopted by the City Council of the City of Arlington on this 5th day of February 2024.

Signed: _____
Mayor Matthew Scharpe

Attest: _____
City Administrator Jessica Steinke

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

BUILDING PERMIT FEES (90% of the 1997 Fee Schedule)

Surcharge	Value	Fee Cost	Surcharge	Value	Fee Cost	Surcharge	Value	Fee Cost			
\$0.25	Up To \$500.00	\$20.70	\$15.50	\$31,000.00	\$406.67	\$37.50	\$ 75,000.00	\$736.88			
\$0.30	\$600.00	\$23.90	\$16.00	\$32,000.00	\$415.76	\$38.00	\$ 76,000.00	\$743.88			
\$0.35	\$700.00	\$26.64	\$16.50	\$33,000.00	\$424.85	\$38.50	\$ 77,000.00	\$750.88			
\$0.40	\$800.00	\$29.39	\$17.00	\$34,000.00	\$433.94	\$39.00	\$ 78,000.00	\$757.88			
\$0.45	\$900.00	\$32.13	\$17.50	\$35,000.00	\$443.03	\$39.50	\$ 79,000.00	\$764.88			
\$0.50	\$1,000.00	\$34.88	\$18.00	\$36,000.00	\$452.12	\$40.00	\$ 80,000.00	\$771.88			
\$0.55	\$1,100.00	\$37.62	\$18.50	\$37,000.00	\$461.21	\$40.50	\$ 81,000.00	\$778.88			
\$0.60	\$1,200.00	\$40.37	\$19.00	\$38,000.00	\$470.30	\$41.00	\$ 82,000.00	\$785.88			
\$0.65	\$1,300.00	\$43.11	\$19.50	\$39,000.00	\$479.39	\$41.50	\$ 83,000.00	\$792.88			
\$0.70	\$1,400.00	\$45.86	\$20.00	\$40,000.00	\$488.48	\$42.00	\$ 84,000.00	\$799.88			
\$0.75	\$1,500.00	\$48.60	\$20.50	\$41,000.00	\$497.57	\$42.50	\$ 85,000.00	\$806.88			
\$0.80	\$1,600.00	\$51.35	\$21.00	\$42,000.00	\$506.66	\$43.00	\$ 86,000.00	\$813.88			
\$0.85	\$1,700.00	\$54.09	\$21.50	\$43,000.00	\$515.75	\$43.50	\$ 87,000.00	\$820.88			
\$0.90	\$1,800.00	\$56.84	\$22.00	\$44,000.00	\$524.84	\$44.00	\$ 88,000.00	\$827.88			
\$0.95	\$1,900.00	\$59.58	\$22.50	\$45,000.00	\$533.93	\$44.50	\$ 89,000.00	\$834.88			
\$1.00	\$2,000.00	\$62.33	\$23.00	\$46,000.00	\$543.02	\$45.00	\$ 90,000.00	\$841.88			
\$1.50	\$3,000.00	\$74.93	\$23.50	\$47,000.00	\$552.11	\$45.50	\$ 91,000.00	\$848.88			
\$2.00	\$4,000.00	\$87.53	\$24.00	\$48,000.00	\$561.20	\$46.00	\$ 92,000.00	\$855.88			
\$2.50	\$5,000.00	\$100.13	\$24.50	\$49,000.00	\$570.29	\$46.50	\$ 93,000.00	\$862.88			
\$3.00	\$6,000.00	\$112.73	\$25.00	\$50,000.00	\$579.38	\$47.00	\$ 94,000.00	\$869.88			
\$3.50	\$7,000.00	\$125.33	\$25.50	\$51,000.00	\$585.68	\$47.50	\$ 95,000.00	\$876.88			
\$4.00	\$8,000.00	\$137.93	\$26.00	\$52,000.00	\$591.98	\$48.00	\$ 96,000.00	\$883.88			
\$4.50	\$9,000.00	\$150.53	\$26.50	\$53,000.00	\$598.28	\$48.50	\$ 97,000.00	\$890.88			
\$5.00	\$10,000.00	\$163.13	\$27.00	\$54,000.00	\$604.58	\$49.00	\$ 98,000.00	\$897.88			
\$5.50	\$11,000.00	\$175.73	\$27.50	\$55,000.00	\$610.88	\$49.50	\$ 99,000.00	\$904.88			
\$6.00	\$12,000.00	\$188.33	\$28.00	\$56,000.00	\$617.18	\$50.00	\$100,000.00	\$911.88			
\$6.50	\$13,000.00	\$200.93	\$28.50	\$57,000.00	\$623.48						
\$7.00	\$14,000.00	\$213.53	\$29.00	\$58,000.00	\$629.78	Plan Review is 65% of permit valuations.					
\$7.50	\$15,000.00	\$226.13	\$29.50	\$59,000.00	\$636.08						
\$8.00	\$16,000.00	\$238.73	\$30.00	\$60,000.00	\$642.38	Valuations over \$100,000 will include					
\$8.50	\$17,000.00	\$251.33	\$30.50	\$61,000.00	\$648.68	\$5.04 for each additional \$1,000 or					
\$9.00	\$18,000.00	\$263.93	\$31.00	\$62,000.00	\$654.98	fraction thereof above \$100,000 to and					
\$9.50	\$19,000.00	\$276.53	\$31.50	\$63,000.00	\$661.28	including \$500,000.					
\$10.00	\$20,000.00	\$289.13	\$32.00	\$64,000.00	\$667.58						
\$10.50	\$21,000.00	\$301.73	\$32.50	\$65,000.00	\$673.88	Valuations over \$500,000 will include					
\$11.00	\$22,000.00	\$314.33	\$33.00	\$66,000.00	\$680.18	\$4.27 for each additional \$1,000 or					
\$11.50	\$23,000.00	\$326.93	\$33.50	\$67,000.00	\$686.48	fraction thereof above \$500,000 to and					
\$12.00	\$24,000.00	\$339.53	\$34.00	\$68,000.00	\$692.78	including \$1,000,000.					
\$12.50	\$25,000.00	\$352.13	\$34.50	\$69,000.00	\$699.08						
\$13.00	\$26,000.00	\$361.22	\$35.00	\$70,000.00	\$705.38	Valuations over \$1,000,000 will					
\$13.50	\$27,000.00	\$370.31	\$35.50	\$71,000.00	\$711.68	include \$2.83 for each additional \$1,000					
\$14.00	\$28,000.00	\$379.40	\$36.00	\$72,000.00	\$717.98	or fraction thereof above \$1,000,000					
\$14.50	\$29,000.00	\$388.49	\$36.50	\$73,000.00	\$724.28						
\$15.00	\$30,000.00	\$397.58	\$37.00	\$74,000.00	\$730.58	Roofing Permit is \$50.00					
Siding Permit is \$50.00			Plumbing & Mechanical Permit is \$50.00 (each)								
Window Replacement Permit is \$50.00			Demolition Permit is \$50.00								



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

RESOLUTION 12-2024

A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE

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

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

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

WHEREAS, the City of Arlington has received a donation of \$500.00 from Operation Thank An Officer, Inc. to be used for the Arlington Police Department's Explorer's Program; 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 5th day of February 2024.

Signed: _____
Mayor Matthew Scharpe

Attest: _____
City Administrator Jessica Steinke

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



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

RESOLUTION 13-2024

A RESOLUTION TRANSFERRING CITY FUNDS

WHEREAS, sound financial planning by the City Council of the City of Arlington and City Staff is the purpose behind the transfer of funds; and

WHEREAS, the City Council deems it expedient under the circumstances to transfer the following funds retroactive to December 2023:

From Med Ctr Lease Revenue (210) for Healthy Living Initiatives to:

- \$ 26,500.00 - General Fund (101)
 \$1,000 Police Initiatives, \$1,500 Admin of the Fund, \$24,000 Park n Rec.
- \$ 1,000.00 - Event Center Fund (203)
 Use of Bldg – Blood Drive.
- \$ 3,000.00 - 2015 Street & Utility Bond (317)
 As Part of a Fifteen-Year Transfer for the Sidewalks Portion of Project.
- \$ 65,000.00 - Capital Improvement Fund (401)
- \$ 95,500.00 - TOTAL

NOW THEREFORE BE IT RESOLVED that the aforementioned funds are hereby closed and/or transferred to the above-mentioned funds of the City of Arlington.

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 5th day of February 2024.

Signed: _____
Mayor Matthew Scharpe

Attest: _____
City Administrator Jessica Steinke

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

CHAPTER 4: COMMITTEES

- 4.01 Council Committees
 - A. Employee Relations Committee
 - B. Finance Committee
 - C. Utilities Committee
- 4.02 Miscellaneous Committees
 - A. Firefighter Relief Committee
 - D. Emergency Operations Committee
- 4.03 Citizen Committees
 - C. Library Committee
 - E. Planning and Zoning Commission
 - 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
- Utilities 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. 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. 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.

B. Planning and Zoning Commission.

(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.

C. 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.

CHAPTER 29: TREES

- 29.01 State Regulations Adopted
- 29.02 Administration
- 29.03 Tree Pruning Guidelines
- 29.04 Regulations For Planting Trees on Boulevards and Utility Corridors
- 29.05 Removal of Trees on Public Property
- 29.06 Damage To Trees on Public Property
- 29.07 Abatement of Shade Tree Disease Nuisances
- 29.08 Abatement of Nuisances on Private Property
- 29.09 Inspection and Investigation
- 29.10 Abatement of Tree Disease Nuisance on Public Property
- 29.11 Abatement of Tree Disease Nuisance on Private Property
- 29.12 Transporting Firewood
- 29.13 Interference Prohibited
- 29.14 Penalty

TREES

29.01 State Regulations Adopted

Minnesota Statutes Chapter 89, Minnesota Statute 17.86, and all other state laws and Department of Agriculture regulations regarding the use, management, protection and disposal of shade trees, together with amendments thereof to date, are hereby adopted by reference and made a part of this ordinance as if set out herein in full, except as hereinafter provided.

29.02 Administration

A. City Forester. The position of City Forester is hereby created in the City of Arlington. It shall be the duty of the Forester to coordinate, under the direction and control of the Shade Tree Board, and under the general authority of the City Council, all activities of the municipality relating to the protection, management, and removal and replacement of shade trees within city limits. The City Forester shall act as an advisor to the shade tree board to effectively implement the terms of this ordinance.

B. Permits for Planting Trees in Boulevards and Utility Corridors. Private parties must secure a permit from the City before planting any tree in any boulevard or utility corridor in the City. City approved trees may be purchased and planted by the property owner of the land abutting the boulevard, or by a person retained by the property owner. Varieties of trees approved shall be trees of the hardwood variety, with good mature appearance, adaptability to the climate, long lived and generally resistant to injurious insects and diseases.

C. Permits for Tree Trimming and Removal. Private parties must secure a permit from the City before cutting, trimming, pruning, removing, spraying or otherwise treating trees, shrubs or other vegetation within the city rights of way or city parks or other city property.

29.03 Tree Pruning Guidelines

A. Any public utility company must notify the City Administrator before any trees are pruned in a utility corridor, and any such pruning done by or for a utility and regulated in this section shall be done in accordance with the current ANSI Tree Care Performance Standards.

B. Tree limbs within the right of way will be pruned by the City if they create a potential threat to public safety. As a general guideline, limbs will be trimmed to provide 10 feet clearance above sidewalks and 14 feet clearance over the street.

C. Private parties may trim or prune trees, shrubs or other woody vegetation in the right of way if City guidelines are followed. Private parties should contact the City to review the guidelines regarding accepted methods for pruning and optimal time of the year for pruning.

29.04 Regulations for Planting Trees on Boulevards and Utility Corridors

A. Tree plantings shall conform to the minimum standards of ANSI Z60, the American Standard of Nursery Stock. Tree calipers shall be measured six inches above the root ball per ANSI Z60.

B. No trees shall be placed so as in the opinion of the City to cause a traffic hazard. Some specific measurement regulations are as follows:

(1) The spacing of shade trees will be in accordance with the three species size classes defined as follows:

(a) Small Trees – any plant material that will grow to a height of 30 feet or less. Small trees are to be planted no closer than 10 feet apart.

(b) Medium Trees – any plant material that will grow to a height of 50 feet or less. Medium trees shall be planted no closer than 25 feet apart.

(c) Large Trees – any plant material that will grow to a height of over 50 feet. Large trees shall be planted no closer than 35 feet apart.

(d) These spacing requirements may be ignored in special plantings designed or approved by the Shade Tree Board.

- (2) Trees, shrubs and hedges with a mature height greater than 30 inches shall not be planted within the sight triangle at intersections measuring 25 feet along the boundary of each of the intersecting roadways, measured from the point of intersecting curb lines, or in the case of a curved curb corner, measuring 25 feet parallel to each street side from the center point of the radius of such curve.
- (3) Trees shall be planted at least 10 feet from the street openings of driveways and alleyways. No tree or shrub shall be planted in such a manner that its eventual growth cannot be reasonably controlled so as to avert interference with or obstruction to any improvements installed for public benefit.

C. No tree, with the exception of certain smaller tree species, shall be planted on any boulevard where the distance between the nearest edge of the sidewalk and curb is less than 5 feet. Acceptable smaller trees may include crabapple, Japanese treelilacs, hawthorn, or other species approved by the City. Such trees on smaller boulevards/tree lawns are acceptable unless their location and presence conflict with sight lines, vehicles and pedestrians, hydrants, etc.

D. The City shall approve and assist in staking out the location of the tree planting.

E. All trees shall be planted equi-distant from the nearest edge of the proposed or existing sidewalk and curb, except when the City may direct otherwise.

F. In all utility corridors where overhead transmission lines are used or may be used in the future, trees or shrubs planted must be of a variety and must be placed in a manner so that the height or circumference of the tree or shrub at maturity will not interfere with said transmission line.

G. In all utility corridors where buried transmission lines and/or surface transformers or other equipment are used or may be used in the future, trees or shrubs planted must be of a variety and must be placed in a manner so that the root system of the tree or shrub at maturity will not interfere with said utility lines or equipment.

H. The City must be contacted for approval prior to planting trees near fire hydrants.

29.05 Removal of Trees on Public Property

A. The City will remove, prune, or trim trees and shrubs on public property or rights of way that are determined by the City to be diseased, dead, hazardous or a public nuisance, at city cost.

B. The City will remove the stump of any tree or shrub disposed of under Subsection 5.1 above, at the city's cost. The City shall also provide fill and grass seeding to fill the hole left by the stump removal, at city cost. The watering and maintenance of the replacement grass planting shall be the responsibility of the adjoining property owner for any stump removal sites on any residential neighborhood boulevards.

C. No removal of healthy trees shall be done on city boulevards without first obtaining the express written permission of the city. In such case, the removal of any such healthy tree approved by the city shall be at the cost of the private property owner requesting such removal, including the cost of stump removal,

fill for the stump hole, and grass seeding at the private property owner's cost, all said work to be done to the reasonable satisfaction of the city.

29.06 Damage to Trees on Public Property

No person shall do any of the following:

- A. Damage, cut, carve, top, kill or injure the bark of any tree or plant on public property.
- B. Attach any rope, wire or other contrivance to any tree or plant on public property, except to stabilize new plantings in a manner approved by the Shade Tree Board.
- C. Cause or permit any wire charged with electricity or any gaseous, liquid or solid substance harmful to tree or plants to come into contact with them.
- D. Attach any sign, poster or decoration to any tree or plant on public property without prior city permission.

29.07 Abatement of Shade Tree Disease Nuisances

Any shade tree with an epidemic or contagious disease or pest, determined by the City, shall be sprayed, removed, burned, chipped or otherwise effectively treated so as to destroy and prevent as fully as possible the spread of contagious shade tree diseases. Such abatement procedures shall be carried out in accordance with current technical or expert opinions and guidelines. Whenever the City Forester or Shade Tree Board finds with reasonable certainty that a contagious disease infestation exists in this municipality, the procedures in the following sections will pertain.

29.08 Abatement of Nuisances on Private Property

It is unlawful for any person to permit any shade tree with an epidemic or contagious disease or pest to remain on any premises owned, leased, occupied or controlled by that person, and such condition shall be considered a public nuisance. Such nuisance may be abated in the manner prescribed by this ordinance.

29.09 Inspection and Investigation.

A. The City Forester, or the City's other agents or employees, shall inspect all premises and places within the City as often as practicable to enforce the terms of this ordinance. Any violation of this ordinance shall be reported to the Shade Tree Board.

B. The City Forester, or the City's other agents or employees, may enter upon private premises at any reasonable time for the purpose of carrying out any of the duties assigned to them hereunder.

C. The City Forester, or the City's other agents or employees, upon finding conditions of a contagious disease, such as Dutch elm, Oak wilt or other infestation, immediately shall take and send appropriate specimens or samples to the Commissioner of Agriculture (Bureau of Plant Industry), State of Minnesota, for analysis, or take such other steps for diagnosis as may be recommended by the Minnesota Department of Agriculture and/or University of Minnesota Plant Disease Clinic. Except as provided in Section 11, no action to remove infected trees or wood shall be taken until positive diagnosis of the disease has been made.

D. Within 10 days of receipt of the diagnosis, the owner, lessee, occupant or person in control of the property from which the specimen was obtained shall be notified of the result by certified mail or personal service of written notice.

29.10 Abatement of Tree Disease Nuisance on Public Property

In abating the nuisance defined herein on public property, the City Forester or the City's other agents or employees, shall at City cost cause the infected tree or wood to be removed and burned or otherwise effectively treated so as to destroy and prevent as fully as possible the spread of epidemic diseases. City staff shall also take such steps as are necessary to prevent root graft transmission of the disease. Such abatement procedures shall be carried out in accordance with the current technical and expert methods and plans as may be designed by the Commissioner of Agriculture of the State of Minnesota. The city shall establish specifications for tree removal and disposal methods consistent therewith.

29.11 Abatement of Tree Disease Nuisance on Private Property

Whenever the City Forester, or the city's other agents or employees, finds with reasonable certainty that any infestation defined in Section 27.07 exists in tree or wood located on private property, they shall notify by certified mail or personal service of written notice, the owner of such property on which the nuisance is found, of the infestation and direct that the infestation shall be removed and burned, or otherwise effectively treated in an approved manner by such owner with 20 days after receipt of such notice. The notice shall also state that if the nuisance shall not be abated by the owner within the time provided, the owner, lessee, occupant or person in control may be charged with a violation of this Section for maintaining a nuisance and that the City by and through its Council may abate the nuisances and assess the costs against the property. If the owner of any private premises upon which such a tree is situated fails to have such tree so removed and burned or otherwise effectively treated, within 20 days after receipt of notification by mail or personal service, the City Forester, or the City's other agents or employees, shall proceed to have such tree removed and burned or otherwise effectively treated, and any expense incurred by the City in so doing shall be a charge and lien upon the said property and shall be collected as a special assessment in the same manner as other special assessments.

29.12 Transporting Firewood

Whenever the City finds with reasonable certainty that wood being transported in the City is infested and/or infected with a contagious disease, and constitutes a hazard to the public, the City shall have the authority to prohibit such transporting.

29.13 Interference Prohibited

It is unlawful for any person to prevent, delay or interfere with the City Forester or other City agents or employees while they are engaged in the performance of duties imposed by this ordinance.

29.14 Penalty

Any person, business entity or organization who violates this ordinance is guilty of a misdemeanor and may be punished by a penalty as set out for misdemeanors under Minnesota Statute 609.03 (3), or any laws amending or superseding said law. Each day the violation continues shall be considered a separate offense.

DGR ENGINEERING
Master Agreement for Professional Services
Task Order Version

THIS AGREEMENT is entered into on the _____ day of _____, 20____, by and between City of Arlington, Minnesota, hereinafter referred to as “Client” and DeWild Grant Reckert and Associates Company, d/b/a DGR Engineering, hereinafter referred to as “Consultant”.

WHEREAS, Client requires professional services on occasion; and,

WHEREAS, Consultant is willing to provide such services upon the terms and conditions hereinafter set forth,

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree to the following general terms and conditions:

1. BASIC AGREEMENT:

- 1.1. TASK ORDERS:** From time to time Client may request that Consultant provide services. Each request shall be documented in a Task Order consistent with the format of Exhibit A to this Agreement, and, upon acceptance as evidenced by signature of Consultant and Client, shall be considered an amendment to this Agreement.
- 1.2. GENERAL:** This Agreement sets forth the general terms and conditions which will apply to all services rendered. Consultant shall provide or cause to be provided the services set forth in this Agreement and any subsequent amendments including Task Orders; and Client shall pay Consultant for such services as set forth in Paragraph 3.3 and the Task Order.
- 1.3. TERM:** This Master Agreement shall be effective on the date shown above, until terminated as provided in paragraph 4.2 below.

2. CONSULTANT’S RESPONSIBILITIES:

- 2.1. SERVICES PROVIDED:** Each Task Order will describe services to be performed and deliverables, if any, to be provided. Consultant shall not be obligated to perform any prospective Task Order unless and until Client and Consultant agree as to the scope of Consultant's services, time for performance, Consultant's compensation, and Client’s responsibilities. Each duly executed Task Order shall be subject to the terms and conditions of this Agreement.
- 2.2. STANDARD OF CARE:** The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession

practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

2.3. INDEPENDENT CONTRACTOR: All labor, material and equipment necessary to complete the Services shall be provided by Consultant as an independent contractor. Consultant shall be solely responsible for the means and methods used to complete its Services. Consultant is not an employee of or in a joint venture with Client.

2.4. TIMELINESS OF PERFORMANCE: The Consultant will perform its Services with reasonable diligence and expediency consistent with sound professional practices.

3. CLIENT'S RESPONSIBILITY:

3.1. DUTY TO PROVIDE INFORMATION: Client agrees to provide Consultant with any and all documents, including but not limited to, structural documents, geotechnical reports and other technical information regarding the location where Services are to be performed (the "Site"), if any, which are available to Client and which relate to the Services. Client shall be responsible for, and Consultant may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, documents and other information furnished by Client to Consultant under the Agreement. Consultant may use such requirements, reports, data, documents and information in performing or furnishing Services under the Agreement. Client shall make decisions and carry out its other responsibilities in a timely manner under the Agreement so as not to delay Consultant's Services.

3.2. PERMITS AND LICENSES: Client agrees to timely obtain and provide all licenses, permits, registrations, certificates and government or agency approvals that may be required to commence and/or complete Client's Project.

3.3. PAYMENT AND TERMS: Consultant shall prepare invoices in accordance with its standard invoicing practices and the specific Task Order. Consultant shall submit its invoices to Client on a monthly basis. Invoices are due and payable within 30 days of receipt. If Client fails to make any payment due Consultant for services and expenses within 30 days after receipt of Consultant's invoice, then Client will be considered in breach of the payment terms of this Agreement, and the compounded amount due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day.

If Client disputes an invoice, Client may withhold until resolution of the disputed portion only that portion so disputed, and must pay the undisputed portion.

Whenever Consultant is entitled to compensation for the charges of Sub-consultants used by the Consultant as part of the services provided to the Client, those charges shall be billed to the Client at the amount billed to the Consultant by the Sub-consultant times a factor of 1.0.

Client shall pay all governmental taxes and fees applicable to Consultant's services, which, unless specifically listed in the Fee Arrangement portion of the Task Order, shall be in addition to the compensation to which Consultant is entitled under this Agreement. If after the Effective Date of a Task Order any governmental entity takes a legislative action that imposes sales or use taxes, fees, or charges on Consultant's services or compensation different than as described by the Task Order, then the Consultant may invoice such new taxes, fees, or charges as a Reimbursable Expense to which a factor of 1.0 shall be applied. Client shall reimburse Consultant for the cost of such invoiced new taxes, fees, and charges; such reimbursement shall be in addition to the compensation to which Consultant is entitled under the terms of the specific Task Order.

4. GENERAL CONSIDERATIONS:

4.1. OWNERSHIP OF DOCUMENTS: All data, reports, drawings, specifications, record drawings, work-product, and other deliverables (whether in printed or electronic format) provided by or furnished by Consultant pursuant to the Agreement (the "Documents") are instruments of service in respect to this Project, and Consultant shall retain an ownership and property interest therein (including the right of reuse at the discretion of Consultant) whether or not the Project is completed. Notwithstanding the foregoing, upon completion of the project or termination of the services and payment of all monies due the Consultant, Consultant hereby grants to Client a royalty-free, non-exclusive unlimited license to utilize Consultant's Documents provided to Client as part of the Services to the extent necessary for the construction, operation, maintenance or repair of the Project or any unit or component thereof. Client may also make and retain copies of Documents for information and reference in connection with use on the Project by Client and others. Such Documents are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any such reuse or modification without written verification or adaptation by Consultant, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Consultant, its officers, directors, employees, agents, or Consultants. Client shall indemnify and hold harmless Consultant, its officers, directors, partners, employees, agents, and its Consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting there from.

4.2. SUSPENSION AND TERMINATION: If the client is in breach of the payment terms or otherwise is in material breach of this Agreement, the Consultant may suspend performance of services upon seven (7) days' notice to the Client. The Consultant shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the Client. Upon receipt of payment in full of all outstanding sums due from the Client, or curing of such other breach which caused the Consultant to suspend services, the Consultant shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

Either party may terminate this Agreement or any individual Task Order by giving the other party a written seven (7) days notice of its intent to terminate. Client shall pay for all services rendered and all reimbursable costs incurred by Consultant up to the date of termination. Payment to Consultant shall be made within 30 days of the date of termination.

- 4.3. INSURANCE:** Consultant will purchase and maintain such insurance as is reasonable and necessary for the Services being performed. The insurance required by this section shall include the coverage and be written for not less than the limits of liability and coverage as hereinafter provided, or as required by law, whichever is greater.

Workers Compensation:	Statutory Limits in state where Project is located
Commercial General Liability:	\$1,000,000 each occurrence \$2,000,000 general aggregate
Professional Liability:	\$2,000,000 per claim \$2,000,000 general aggregate
Umbrella Liability:	\$5,000,000 each occurrence \$5,000,000 general aggregate

Upon Client's request, Consultant shall deliver to Client certificates of insurance evidencing the coverage set forth above.

- 4.4. OPINIONS OF COST:** Consultant's opinions of probable Construction Cost are to be made on the basis of Consultant's experience and qualifications and represent Consultant's estimate as an experienced and qualified professional generally familiar with the construction industry. However, because Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Consultant. If Client requires greater assurance as to probable Construction Cost, Client must employ an independent cost estimator.
- 4.5. STATUS DURING CONSTRUCTION:** If Construction Observation is included in the scope of services, the Consultant shall visit the Project site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Client and the Consultant, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the Consultant, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Construction Contract Documents.

Based on this general observation, the Consultant shall keep the Client informed about the progress of the Work and shall endeavor to inform the Client of observed deficiencies in the Work. If the Client desires more extensive project observation or full-time project representation, the Client shall request that such services be provided by the Consultant as Additional Services on the Task Order.

The Consultant shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Construction Contract Documents.

The Consultant shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Consultant does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Construction Contract Documents or any applicable laws, codes, rules or regulations.

5. MISCELLANEOUS PROVISIONS:

- 5.1. MUTUAL WAIVERS:** To the fullest extent permitted by law, Client and Consultant (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Consultant's total liability to Client and to all construction contractors and subcontractors on construction related to any services provided, due to Consultant's negligent acts, errors, or omissions, shall be limited to \$50,000 or the total amount of compensation received by Consultant for the subject Task Order, whichever is greater.
- 5.2. CODE COMPLIANCE:** The Consultant shall exercise usual and customary professional care in its efforts to comply with applicable laws, codes and regulations in effect as of the date of each respective Task Order issued by Client to Consultant. Design changes made necessary by newly enacted laws, codes and regulations after the Task Order date shall entitle the Consultant to a reasonable adjustment in the schedule and additional compensation based upon Consultant's Standard Fee Schedule in effect when the work is completed. In the event of a conflict between laws, codes and regulations of various governmental entities having jurisdiction over a Project under this Agreement, the Consultant shall notify the Client of the nature and impact of such conflict. The Client agrees to cooperate and work with the Consultant in an effort to resolve this conflict.
- 5.3. DISPUTE RESOLUTION:** The Parties agree to submit all disputes between them to formal non-binding mediation prior to exercising their rights under the Agreement or under law.

- 5.4. SEVERABILITY:** Any term or provision of this Agreement found to be invalid or unenforceable under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.
- 5.5. ASSIGNMENT:** Neither Client nor Consultant may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) under the Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Agreement.
- 5.6. GOVERNING LAW and JURISDICTION:** Client and Consultant agree that the Contract Documents and any legal actions concerning their validity, interpretation and performance shall be governed by the laws of the State in which the project is located.

IN WITNESS WHEREOF, the parties hereto have executed this Master Agreement for Professional Services as of the date first above written.

<u>City of Arlington, Minnesota</u> (Client)	<u>DeWild Grant Reckert and Associates Company d/b/a DGR Engineering</u> (Consultant)
By: _____	By: _____
Title: _____ (Authorized signature and Title)	Title: _____ (Authorized signature and Title)
Date: _____	Date: _____
Address: _____	Address: <u>1302 South Union Street</u>
City: _____	City: <u>Rock Rapids, IA 51246</u>
Phone: _____	Phone: <u>712-472-2531</u>

**EXHIBIT A
TASK ORDER**

Task Order No. _____

Effective Date: _____

**Task Order Amendment to the
DGR ENGINEERING
Master Agreement for Professional Services**

DGR Engineering (Consultant) agrees to provide to: City of Arlington, Minnesota (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the _____ day of _____, 20__.

TASK ORDER PROJECT NAME:

TASK ORDER PROJECT DESCRIPTION:

DGR CONTACT PERSON:

CLIENT CONTACT PERSON:

SCOPE OF WORK:

FEE ARRANGEMENT:

SPECIAL TERMS AND CONDITIONS:

City of Arlington, Minnesota
(Client)

DeWild Grant Reckert and Associates Company
d/b/a DGR Engineering
(Consultant)

By: _____

By: _____

Title: _____
(Authorized signature and Title)

Title: _____
(Authorized signature and Title)

Address: _____

Address: 1302 South Union Street

City: _____

City: Rock Rapids, IA 51246

Date: _____

Date: _____

ARLINGTON AREA AMBULANCE SERVICE



2023

EMS Operations Annual Report

PREPARED BY

Jaime Weikle, NREMT-P
Ambulance Manager

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INTRODUCTION

On behalf of the Arlington Area Ambulance, we are pleased to present the 2023 EMS Annual Report. This document is a record of system-level EMS activity reported by the Arlington Area Ambulance Service for the 2023 reporting year. This report contains several major sections highlighting the EMS system within Sibley County, these sections include the EMS response agencies and their jurisdictional boundaries, performance data, EMS partner highlights, the Arlington Ambulance accomplishments of 2023, and future goals for 2024.

Current Ambulance Management & Roster

Ambulance Manager – Jaime Weikle, NREMT-P

Ambulance Assistant Manager – Mark Grover, EMT-B

Paramedics: Jaime Weikle, Jeff Cielocha, Kevin Hesse, Michael Jernander, Aaron Hoover, Katie Schrempp, and Hattie Jenkins

EMTs: Mark Grover, Joe Lemke, Danna Lemke, Breanna Bardwell, Sarah Fadness, Sami Gregory, Stephanie Manthey, Doug Brown, Mike Wood, Amy Doehling and Steve Hackbarth

EMRs: Jessie Johnson, Lee Forcier, Don Burgess, Amanda Tobanche and Aubri Meyer

EMS Partner Agencies

The EMS system within Sibley County is comprised of multiple partner agencies. These agencies work together with the Arlington Area Ambulance daily, to ensure the EMS needs of the community are met. The EMS partner agencies include:

- City of Arlington
- Sibley County Sheriff
- Arlington Fire Department
- City of Green Isle
- Green Isle Fire Department
- Ridgeview Ambulance
- Gaylord Ambulance
- Gaylord Fire Department
- Winthrop Ambulance
- Winthrop Fire Department
- Allina Health Emergency Medical Services

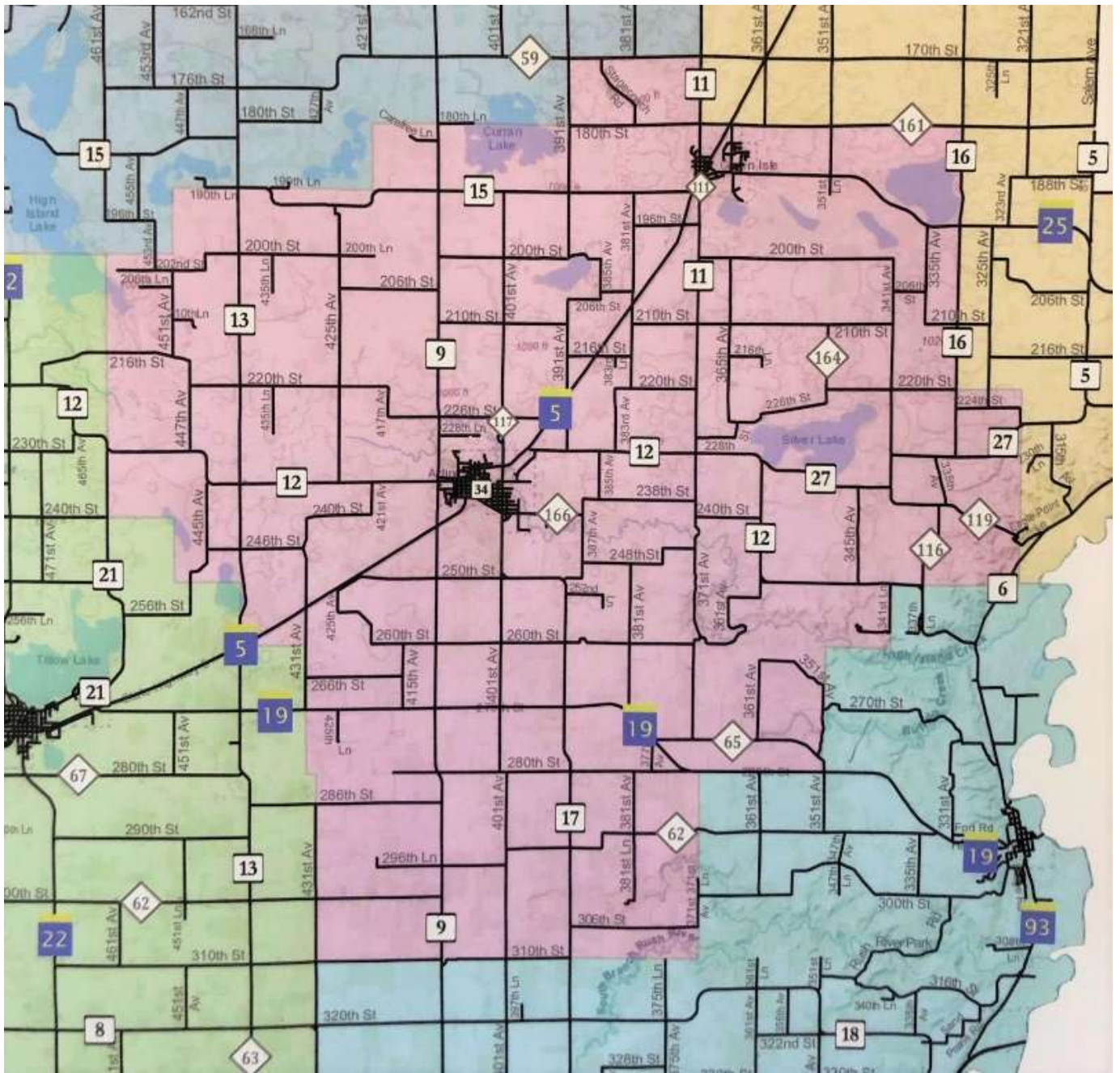
Arlington Area Ambulance also has agreements for Mutual Aid/Continual Service with EMS partner agencies. This allows the ambulance service to request assistance when Arlington Ambulance transport resources have been expended. The agreements for Mutual Aid/Continual Service agencies include:

- Gaylord Ambulance
- Ridgeview Ambulance
- Allina Health Emergency Medical Services
- Winthrop Ambulance

The Arlington Area Ambulance is responsible for the transport of patients within their designated Emergency Response Service Area, also known as Primary Service Area (PSA).

Townships included in their PSA are:

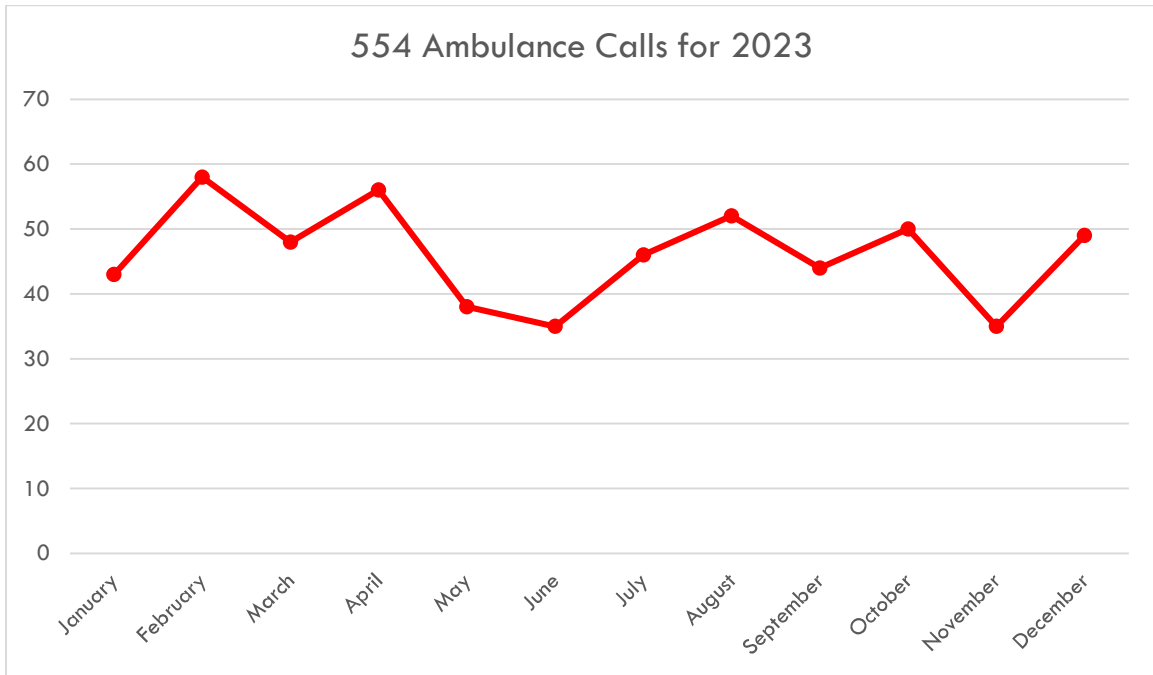
- Arlington Township
- Green Isle Township
- Jessenland Township
- Kelso Township
- Washington Lake Township
- New Auburn Township
- Dryden Township



Arlington Area Ambulance Emergency Response Service Area

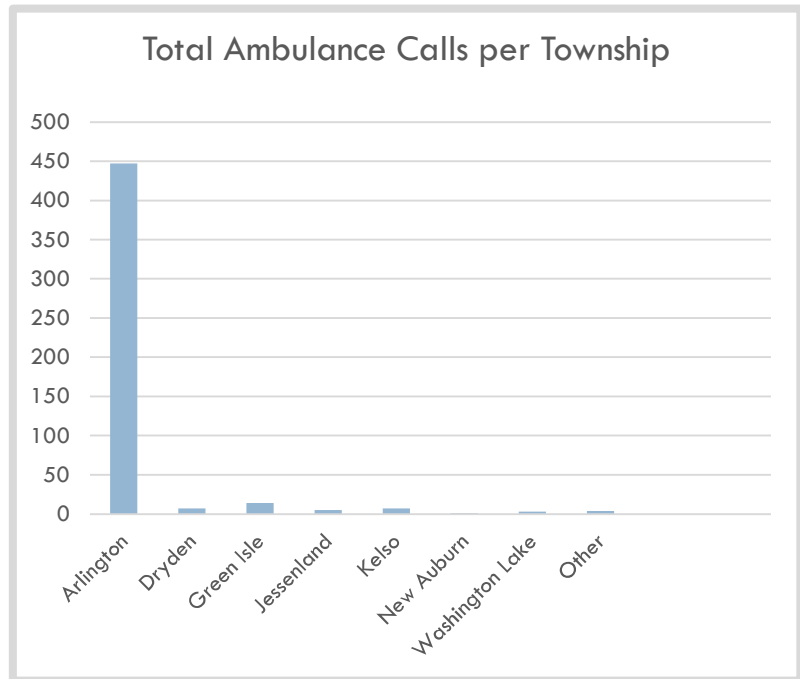
Average “enroute” time was 2.3 minutes for 2023.

**The Arlington Area Ambulance has a strictly enforced 8 minute enroute time policy.*

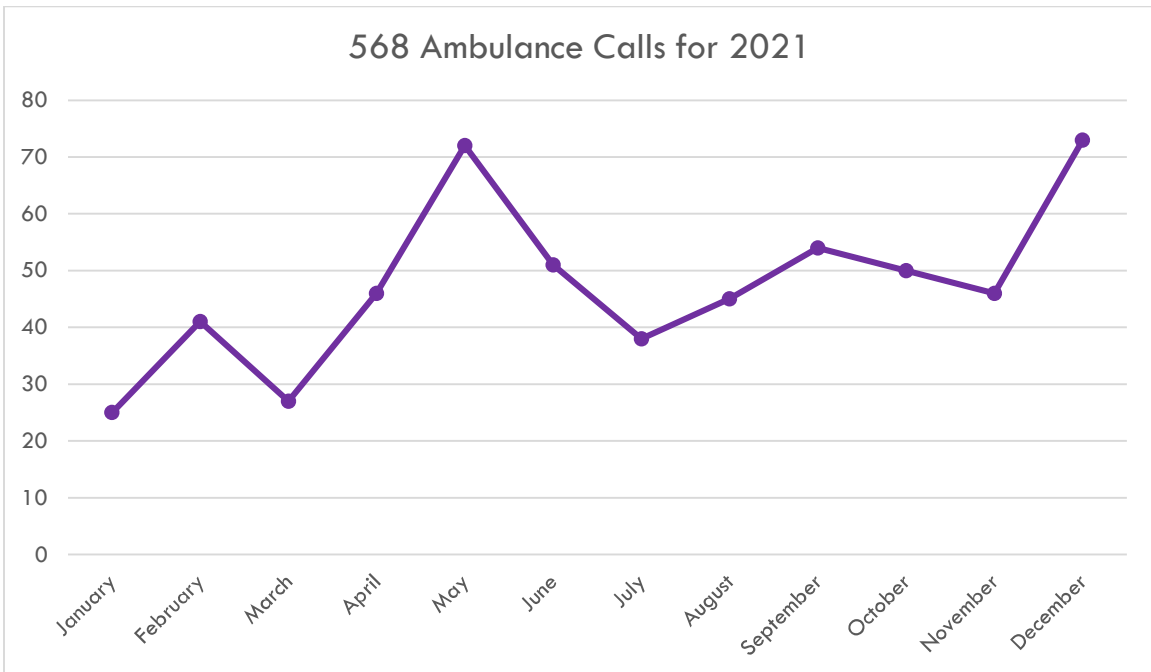
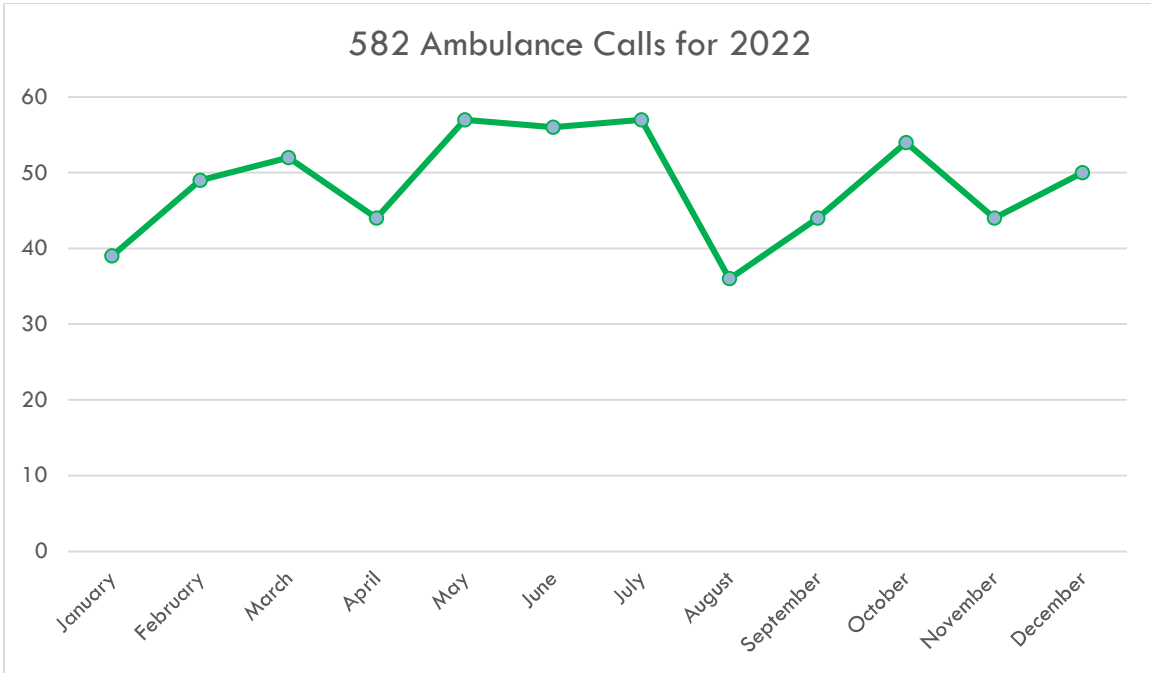


Total number of Calls for Service in the City of Arlington were 199.
Total number of Calls for Service in the City of Green Isle were 17.

Arlington	447
<i>(did not include 25 Standbys)</i>	
Dryden	7
Green Isle	14
Jessenland	5
Kelso	7
New Auburn	1
Washington Lake	3
Other	4



For Comparison



HIGHLIGHTS & ACCOMPLISHMENTS

The Arlington Area Ambulance would like to share their highlights for 2023, which include accomplishments such as trainings, certifications, services provided, and new programs implemented. We've had the opportunity to secure medical service contracts for local organizations and event coverage throughout 2023. Some of these organizations included the Arlington Raceway, Sibley County Fair, and Sibley East Schools.

January

- The Ambulance Manager was elected to the Minnesota Ambulance Association Board as the South-Central Director. This role also includes active responsibilities in several committees within the MAA. Committee's include Rural Sustainability and the MAA's Legislative Committee.
- The Arlington Fire/Ambulance Departments hosted the Annual Township meeting to discuss operations and financial status of both public safety departments.

March

- The AAA passed an extremely thorough inspection by the EMSRB.

April

- The Ambulance Manager was a participant in an EMSRB led Ambulance Service County Assessment in Faribault County.
- The Ambulance Manager attended a Trauma Case/Peer Review provided by the staff at Ridgeview-Sibley Medical Center.

May

- The Arlington Ambulance, Arlington Police Department and Arlington Fire brought equipment and vehicles to St. Paul's School and Green Isle Schools and provided emergency related education to the students at both schools. This educational opportunity included a tour of an ambulance, police car and fire truck.
- The AAA celebrated EMS Week by offering a coloring contest for children in Arlington, Green Isle and Gaylord to showcase their support of local EMS providers. Winners of the coloring contest received a summer activity prize pack. Ambulance Manager and Assistant Manager delivered educational EMS activity books to schools and daycares in Arlington, Green Isle and Gaylord to promote safety in the communities we serve. The AAA hosted a blood pressure clinic at City Hall, provided information to the community regarding fall prevention, Stop-the-Bleed training for Arlington City Staff and management hosted a meal for EMS providers in recognition of EMS Week.

June

- The AAA hosted a meet-and-greet along with the Sibley County Sherrif's Office, Arlington Police Department and the MJM Consortium for a local community member who survived a sudden cardiac arrest. EMS and First Responders were presented with awards for their successful resuscitative efforts.
- The AAA participated in the Annual Henderson Parade.
- The AAA became a Minnesota Department of Transportation Adopt a Highway volunteer.

July

- The Ambulance Manager provided Stop-the-Bleed training to the Green Isle Fire Department members.
- The AAA participated in a parade during the anniversary celebration for the Green Isle Fire Department.

August

- Arlington Public Safety Departments hosted the Annual Arlington Night Out for members of the community. Members of the departments served community patrons a meal, AFD provided a splash pad and numerous prizes were given out that evening. Prizes were provided by many area businesses and community members who donated money, time, and items for the event.
- The Ambulance Manager attended a Regional EMS Round Table event to discuss the crippling effects and proposed solutions for the EMS staffing crisis occurring in the state.
- The AAA participated in the Annual Eggstravaganza Parade in Gaylord.

September

- The Ambulance Manager attended the Annual Emergency Operations meeting for the City of Arlington along with the Fire Chief, Police Chief, the city Emergency Management Director, the City Administrator and Mayor, to discuss any changes that would occur in the event of a citywide emergency.
- The AAA attended the Annual Township Picnic hosted by the Arlington Fire Department.

October

- The Ambulance Manager, who is also an active volunteer Firefighter with Arlington Fire and Rescue, assisted AFD with their Annual Pork Chop Drive Thru fundraiser and participated in educational opportunities for local kids during Fire Prevention Week.
- The Ambulance Manager and EMS staff had the opportunity to certify 40+ students from the Sibley East High School with Stop-the-Bleed training. 2 healthcare classes had the opportunity to meet and talk with EMS staff while learning about Basic First Aid and careers in EMS.
- The AAA staff assisted in handing out treats, stickers and temporary tattoos at the Annual Trick or Treat on Main Street.
- The Ambulance Manager attended the South-Central Healthcare Coalition Functional Exercise Training provided by the Sibley County Sheriff's Office and the South-Central Hospital Coalition. This training reviewed the fundamentals of the Incident Command System and how it's used in a pre-hospital setting along with scenarios that could impact the community and how to be fully prepared for situations that would require ICS.

November

- The AAA hosted Good Morning Arlington at the EMS Building.

December

- The AAA assisted the Arli-Dazzle Fun Run/Walk by following the participants through the scheduled event.
- The AAA adorned an ambulance with holiday lights and participated in the Annual Ali-Dazzle Parade.
- AAA staff were trained in the new NEMSIS Reporting requirements for the State of Minnesota.

Paramedic Level Services

AAA continues to provide paramedic level services to residents and visitors of the cities of Arlington and Green Isle. We've expanded ALS paramedic coverage to include weekends, days and nights to maximize patient care on an ALS level for all visitors and community members.

Recognition of Service Excellence

The Ambulance Manager presented 2022 Firefighter/First Responder of the Year Awards to Green Isle Firefighter Keith Doetkott and Arlington Firefighter Jim Klingelutz, 2022 Arlington Area Ambulance Service Provider of the Year Awarded to EMT, Samantha Gregory, and 2022 Arlington Area Ambulance Clinical Excellence Award to EMT Marc Grey. The AAA also awarded Arlington Police Chief Gerads with a plaque thanking him for his dedication to public safety and the community.

The AAA also provided Life Saver Awards to Arlington Police Officer Connor Campbell, Paramedic Paul Near and EMT Marc Grey recognizing their efforts for saving a life in the community.

GOALS FOR 2024

The Arlington Area Ambulance Service is aiming to work with regional partners to achieve the following goals within the next year.

1. Continue fostering a professional relationship with Arlington Fire and Green Isle Fire by way of inclusion to their training opportunities.
2. Continue to cultivate a thriving culture of sustainability within the ambulance service, EMS partners and the communities we serve.

Supplies & Equipment

The following items were purchased:

- A grant provided by the McLeod Co-op Power helped the AAA purchase new equipment bags for both ambulances.
- A generous donation from the Arlington Area Lions Club allowed the AAA to purchase CPR educational equipment.
- A grant provided by Compeer Financial assisted the AAA in purchasing a LifePack 15 Battery charging station with additional batteries and additional defibrillator pads.
- Grant funds allowed for the purchase of two (2) Panasonic Toughbooks for the AAA.

In summary, the Arlington Area Ambulance continues to increase the level of EMS care provided to the citizens and visitors to the city, while working collaboratively with our regional partners.

On behalf of the Arlington Area Ambulance Service, we would like to extend a sincere THANK YOU to the community members, various organizations and businesses who have donated funds and equipment to the ambulance service. We wouldn't be able to provide exceptional care without the support of our communities. Thank you for your continued support!

APPENDIX A. Definitions

Note: These definitions are from the NEMESIS v3 Extended Data Definitions Dictionary

https://nemsis.org/media/nemsis_v3/release-3.5.0/DataDictionary/PDFHTML/EMSDEMSTATE/Extended%20Data%20Definitions.pdf

Activation, Event: An occurrence which initiates an EMS response with the potential of patient medical care. This is also referred to as an EMS “call” or “run”.

Cancelled On Scene: This crew/unit arrived on-scene but was cancelled by another unit prior to having any potential patient contact or providing any services.

Cancelled Prior To Arrival At Scene: This crew/unit was cancelled before arriving on-scene, therefore it is unknown whether there could have been a patient or not. Unit may be cancelled prior to, or during response.

Patient Refused Transport: Patient refused EMS transport. This would apply to a standard patient refusal of transport or when a patient was treated and chose to be transported by law enforcement or private vehicle.

No Transport: No transport of a patient occurred. For example, following lift assist that did not require a refusal.

BLS: Transportation by ground ambulance vehicle as defined by the state. The ambulance must be staffed by an individual who is qualified as an EMT-Basic per state guidelines.

ALS: Transportation by ground ambulance vehicle as defined by the state. The ambulance must be staffed by an individual who is qualified as and EMT-Paramedic per state guidelines.

Paramedic Intercept: ALS emergency services, provided by an entity that does not provide the ambulance transport to a BLS level of service, is dispatched to transport a patient.

Specialty Care Transport: The interfacility transportation of a critically injured or ill beneficiary by a ground ambulance vehicle at which a level of service beyond the scope of the EMT-Paramedic.

Emergency Response (Primary Response Area): Emergent or immediate response to an incident location, regardless of method of notification (e.g., 9-1-1, direct dial, walk-in, flagging down, air ambulance scene flight).

Emergency Response (Intercept): When one EMS clinician meets a transporting EMS unit vehicle with the intent of receiving a patient or providing a higher level of care.

Emergency Response (Mutual Aid): Response of emergency medical services, and other emergency personnel and equipment, to a request for assistance in an emergency when local resources have been expended.

Hospital-To-Hospital Transfer: Any transfer, after initial assessment and stabilization, from and to a healthcare facility, to include specialty hospitals, for the purpose of continuation of acute care, this would also include emergent transfer requests (e.g., hospital to hospital, clinic to hospital).

Other Routine Medical Transport: Transports that are not between hospitals or that do not require an immediate response; these are generally for the purpose of transportation to or from an appointment, performance of a procedure, or long-term care (e.g., hospital to home/hospice/rehabilitation/long-term care facility).

Standby: Initial request for service was for purposes of being available in case of a medical/traumatic emergency (e.g., sporting/public events, fires, police action).

Mass Casualty Incident: Indicator if this even would be considered a mass casualty incident (overwhelmed existing EMS resources). A local Mass Casualty Incident (MCI) plan was activated or where EMS resources, such as personnel and equipment, were overwhelmed by the number and severity of victims at an emergency scene.

APPENDIX B. Acronyms

Note: These acronyms are from the NEMSIS v3 Extended Data Definitions Dictionary

https://nemsis.org/media/nemsis_v3/release-3.5.0/DataDictionary/PDFHTML/EMSDMSTATE/Extended%20Data%20Definitions.pdf

ALS	Advanced Life Support
AMA	Against Medical Advice
BLS	Basic Life Support
DMC	Data Managers Council of NASEMSO
DNR	Do Not Resuscitate
DOT	Department of Transportation
ePCR	Electronic Patient Care Report
FD	Fire Department
GCS	Glasgow Coma Score
HAZMAT	Hazardous Materials
NASEMSO	National Association of EMS Officials
NEMSIS	National EMS Information System
NHTSA	National Highway Traffic Safety Administration
OEMS	Office of Emergency Medical Services
PCR	Patient Care Report
PSAP	Public Safety Answering Point (Also referred to as Dispatch)

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
12/1/2023	Aeration Diffusers	30192 WW Arlington, MN	Flexed air 3 times to break up solids in tank	Monthly PM	1. Flexing Diffusers by varing air volume 3 times. 2. During normal operation inspect basins for even air flow. Fine bubbles not release of course bubbles in large. See maint instructions sec 11374 Vol 2
12/1/2023	Blower #2- Roots	30192 WW Arlington, MN	Oil ok belts ok air filter ok	Service Equipment	1. Check drive belt tensions 2. Check air filter 3. Change oil every 6000 hours or 2 years. SB220 oil 1800 belt
12/1/2023	Chlorination/Dechlor Equipment	30192 WW Arlington, MN	shut down for winter	Monthly PM	1. Inspect flash mixer for normal operation March through October 2. Inspect and clean ejector screens Maint. man. sec 11354, Vol-2
12/1/2023	HI-E DEHUMIDIFIER	30192 WW Arlington, MN	freon low , out of service	Monthly PM	INSPECT HOSE FOR PORPER DRAINAGE AND CHECK FOR PROPER OPERATION.
12/1/2023	Dialer	30192 WW Arlington, MN	works calls out	Test alarm dialer	Check dialer for proper operation.
12/1/2023	Knight heating Gas Boiler	30192 WW Arlington, MN	Water in sight glass at safe level	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

12/1/2023	Effluent Blower #1-Lamson	30192 WW Arlington, MN	Runs good no blow by , gauge working properly	Monthly PM	<ol style="list-style-type: none"> 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
12/1/2023	Effluent Blower #2-Lamson	30192 WW Arlington, MN	Works has some blow by doesnâ€™t get used daily , runs good	Monthly PM	<ol style="list-style-type: none"> 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
12/1/2023	Effluent Sampler	30192 WW Arlington, MN	lines ok works good	Monthly PM	<ol style="list-style-type: none"> 1. Flush suction lines with chlorine rinse if needed 2. Check housing for seal failure See Maint. man. sec. 11630, Vol-3
12/1/2023	Effluent Sampler	30192 WW Arlington, MN	no issues clean	Quarterly PM	<ol style="list-style-type: none"> 1. Clean interior and exterior of sampler with sponge and detergent. 2. Check pump tube for flexibility.
12/1/2023	Gas Detector- Portable	30192 WW Arlington, MN	Calibrated	Calibrate Equipment	<ol style="list-style-type: none"> 1. Inspect entire unit. 2. Calibrate Unit. See Maint. man., Sec. 10250.2.C, Vol-1

12/1/2023	City Hall Generator	30192 WW Arlington, MN	Runs well fluids are good belts are good heaters on	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant 2. Check overall condition of unit. 3. Run unit under load for one cycle (exercise generator every other week under load) 4. Check over unit for leaks and condition of hoses 5. Check battery level , connections and charge 6. Keep screens on generator and air passages on air filter 7. Keep generator set clean and dry See Maint. man. for lube/oil charts, sec.16200, Vol-4
12/1/2023	Green Isle-Lake Erin Generator	30192 WW Arlington, MN	everything check okay, ran good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts. Check battery connections and electrolyte level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on until under load. See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4

12/1/2023	7th St. Lift Station Generator	30192 WW Arlington, MN	Runs good fluids are good belts are good heaters on batteries are good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle. (exercise every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electrolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. <p>See Maint. man for lube/oil chart & instructions, sec 16200, Vol-4</p>
12/1/2023	Hwy 5 Lift Station Generator	30192 WW Arlington, MN	Everything looks good runs good no leaks	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle. (exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electrolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. <p>See Maint. man for lube/oil chart & instructions, sec 16200, Vol-4</p>
12/1/2023	Hwy 5 Lift Station Generator	30192 WW Arlington, MN	Oil Will be changed in 2024	Service Equipment	<ol style="list-style-type: none"> 1. Change oil and filter, clean oil drip pan and engine. 2. Check battery level and charge rate, clean connecions. 3. Check engine coolant level and condition. 4. Check complete unit over following check list in manual. <p>See Maint. man. for lube/oil charts, sec. 16200, Vol-4</p>

12/1/2023	School Lift Station Generator	30192 WW Arlington, MN	Did not start we are using for emergency use only	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electrolyte level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. 9. Check fuel level, top off if below half full. <p>See Maint. man. for lube/oil chart and instructions, sec. 16200, Vol-4</p>
12/1/2023	Brook St. LS Generator	30192 WW Arlington, MN	Checked over runs good belts look good fluids are good but has crack in antifreeze container will investigate that otherwise everything runs fine	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle. (exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electrolyte level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. <p>See Maint. man. for lube/oil chart & instructions, sec. 16200, Vol-4</p>

12/1/2023	Brook St. LS Generator	30192 WW Arlington, MN	Will change oil in 2024 Will change oil in 2024	Service Equipment	<ol style="list-style-type: none"> 1. Change oil and filter, clean oil drip pan and engine. 2. Check battery level and charge rate, clean connections. 3. Check engine coolant level and condition. 4. Check complete unit over following chec list in manual. See Maint. man. for lube/oil charts, sec. 16200, Vol-4
12/1/2023	Wastewater Plant Generator	30192 WW Arlington, MN	Runs good fluids are good belts are good heater doesn't work	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant 2. Check overall condition on unit. 3. Run unit under load for one cycle (exercise unit every other week under load) 4. Check over unit for leaks and condition of hoses 5. Check battery level, connections and charge 6. Keep screens on generator and air passages on air filter clean 7. Keep generator set clean and dry. See Maint. man. for lube/oil charts, sec 16200, Vol-4
12/1/2023	Green Isle Main Lift Station	30192 WW Arlington, MN	floats and transducer cleaned , everything pumped down works good	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.

12/1/2023	Green Isle Lift Station #2	30192 WW Arlington, MN	floats and transducer cleaned, pumped down everything running good	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.
12/1/2023	Grit Cyclone	30192 WW Arlington, MN	No noises runs smooth	Monthly PM	<p>Check washer for unusual noises and excessive vibrations. See Maint. man. for lube/oil chart, sec 11325 , Vol-1</p>
12/1/2023	Gravity Thickner	30192 WW Arlington, MN	Not in service	Monthly PM	<ol style="list-style-type: none"> 1. Check collection chain, flights, wear slides and guides for visible damage, loose or missing parts. 2. Grease all 4 shaft bearings (8 zerls 5 6 shots) 3. Check drive chain for tightness and alignment with drive gears and idler gear. <p>See Maint. man., sec. 11352, pgs 3-4 to 3-8, Vol-2</p>
12/1/2023	Gravity Thickner	30192 WW Arlington, MN	Not in service	Inspection	<ol style="list-style-type: none"> 1. Check operation of shear pin limit switch. 2. Check drive chain side bars and barrels for wear. 3. Grease bore on shear pin drive gear, check retaining for loose screws and clean shear faces. <p>See Maint. man. , Sec. 11352, pg 3-4 to 3-8, Vol-2</p>
12/1/2023	Grit Pump	30192 WW Arlington, MN	Oil ok , tightened drain plug , belts ok packing ok , pump does have corrosion	Monthly PM	<p>Vortex pump:</p> <ol style="list-style-type: none"> 1. Check oil level. Use SAE 20 non-detergent oil containing inhibitors. 2. Check packing. 3. Check belts. <p>See Maint. man. for lube/oil chart, sec. 11310.4.C, Vol-1</p>

12/1/2023	Grit Trap- Jeta (Grit Seperator)	30192 WW Arlington, MN	No issues greased weekly oil ok	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
12/1/2023	OBRIEN HYDROJETTER	30192 WW Arlington, MN	Runs good fluids ok , make sure heater is on in building every month	Monthly PM	EXERCISE ENGINE, CHECK BATTERY CABLES AND OIL LEVEL IN ENGINE, HYDRAULIC TANK, AND WATER PUMP.
12/1/2023	OBRIEN HYDROJETTER	30192 WW Arlington, MN	Greased pivot , runs good	Quarterly PM	GREASE HOSE REEL, PIVOT SHAFT BEARINGS. INSPECT ALL HOSES FOR WEAR. INSPECT HOSE REAL DRIVE CHAIN, LUBE AND ADJUST TENSION IF NEEDED.
12/1/2023	Influent Sampler	30192 WW Arlington, MN	needs cooling skid wired up or repalced, lead operator is aware	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
12/1/2023	Lift Station- 7th Street	30192 WW Arlington, MN	floats are clean , says phase fail when power is transfered	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
12/1/2023	Lift Station- Hwy 5	30192 WW Arlington, MN	Floats ok transducer ok alarm works	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.

12/1/2023	Lift Station- Brook Street	30192 WW Arlington, MN	floats ok transducer ok alarm works	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
12/1/2023	Mechanical Bar Screen	30192 WW Arlington, MN	Cleaned weekly greased bearings	Monthly PM	<ol style="list-style-type: none"> 1. Aqua-guard: Hose off rotating brush assembly with high pressure water. 2. Check rotating brush assembly for movement of proper tightness of bolts and other fasteners. 3. Check that rotating brush is properly engaging the elements and check for wear. 4. Check for damaged screen filter elements. 5. Grease all fittings (7 zerks- 1 shot each). 6. Grease brush chain by brushing with gun grease. 7. Check all bearings and lock collars for tightness. 8. Remove accum. of debris & residue from all mechanisms. 9. Check operation of float switches. 10. Check condition of oil in gear reducer and change if needed. 11. Check Neopreme side seals for wear and correct sealing. <p>See Maint. man. for lube/oil chart, sec. 11330, Vol-1</p>
12/1/2023	Ferric Mixer ME-MX-6	30192 WW Arlington, MN	Currently out of service	Monthly PM	<p>Check oil level in sight glass to mid-point level.</p> <p>Check paddle operation.</p>

12/1/2023	Sludge Thickener Pump	30192 WW Arlington, MN	Oil ok down for the year	Monthly PM	<p>1. Check oil level in gear case of process pump, oil if necessary. ** #30 low ash in pump gearbox **</p> <p>2. Inspect packing.</p> <p>3. Rotate motor & shafts if not used regularly.</p> <p>Oil mobil sparton FP 220 or equivalent to 80-90w gearbox and buffer chamber</p> <p>Oil bottle pressure 1.3</p> <p>See Maint. man. for lube/oil chart, sec. 11310.19.F, Vol-1</p>
12/1/2023	Sump Pump	30192 WW Arlington, MN	Floats ok pumps down	Inspection	<p>1. Check pump for corrosion & wear.</p> <p>2. Check float switches & alarms.</p>
12/1/2023	Thickener Supernatant Pump	30192 WW Arlington, MN	Oil ok belt ok runs good	Monthly PM	<p>Vortex Pump: Check oil level ** Use #20 Non-Detergent oil</p> <p>See Maint. man. for lube/oil chart, sec.113100.4.C, Vol-1</p>
12/1/2023	Aeration Tubes	30192 WT Arlington, MN	cleaned and repalced in the last two years due to plant upgrades	Annual PM	Clean as necessary.
12/1/2023	Dehumidifer at Water Plant	30192 WT Arlington, MN	works good filters	Monthly PM	Inspect both filters type dp model# mx40 sp2 size 15.75x15.75x2.
12/1/2023	Forced Air Furnance at WTP	30192 WT Arlington, MN	no forced air furance here, its a make up air unit, workorder should be changed to reflect this	Annual PM	Check all three filters and replace as needed.

12/1/2023	Water Plant Generator	30192 WT Arlington, MN	Fluids full heater on batteries alright belts good runs good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant. 2. Check overall condition of unit. 3. Run unit under load for one cycle.(exercise unit every other week under load) 4. Check over unit for leaks and condition of hoses. 5. Check battery level, connections and charge. 6. Keep screens on generator and air passages on air filters. 7. Keep generator set clean and dry. 8. Check fuel level, top off if below half full. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
12/1/2023	Well #2 Generator	30192 WT Arlington, MN	Runs good fluids full heaters on batteries good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant. 2. Check overall condition of unit. 3. Run unit under load for one cycle.(exercise unit every other week under load) 4. Check over unit for leaks and conditon of hoses. 5. Check battery level, connections and charge. 6. Keep screens on generator and air passages on air filter clean. 7. Keep generator set clean and dry. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>

12/1/2023	Well #4 Generator	30192 WT Arlington, MN	Fluids full runs good just kinda makes a squeaking noise heaters good batteries good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant 2. Check overall condition of unit. 3. Run unit under load for one cycle.(exercise unit every other week under load) 4. Check over unit for leaks and conditon of hoses. 5. Check battery level, connections and charge. 6. Keep screens on generator and air passages on air filter 7. Keep generator set clean and dry. <p>See Maint. man for lube/oil charts, sec 16200, Vol-4</p>
12/1/2023	FAIRGROUND PVC CAPS	30192 WW Arlington, MN	caps are intact	Monthly PM	Inspect Caps
12/1/2023	Northland Drying Lift station	30192 WW Arlington, MN	Pumped down cleaned floats	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
12/4/2023	Green Isle-Lake Erin Generator	30192 WW Arlington, MN	Attached is check sheet Requested edit: add attachment Requested edit: add attachment	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cyle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts. Check battery connections and electrolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on until under load. <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>

12/4/2023	Chlorine Gas Detector	30192 WW Arlington, MN	Works goes off calls out	Test alarm dialer	<ol style="list-style-type: none"> 1. Power supply LED and ready LED check 2. Alarm circuit check 3. Alarm circuit to remote on SCP check 4. Malfunction LED off See Maint. man., Sec 11355, Vol-2
12/4/2023	Make-Up Air Unit #1 Influent	30192 WW Arlington, MN	no obstructions screen clear	Quarterly PM	Check screen for obstructions Maint. manual sec. 15800.I, Vol-3
12/4/2023	Make-Up Air Unit #1 Influent	30192 WW Arlington, MN	belt ok no issues	Quarterly PM	Check belt tension on unit. Maint. manual sec 15800, pg 17, Vol-3
12/4/2023	Make-Up Air Unit #2 Boiler Room	30192 WW Arlington, MN	no obstructions	Quarterly PM	Check screen for obstructions
12/4/2023	Make-Up Air Unit #2 Boiler Room	30192 WW Arlington, MN	belt is ok no issues	Quarterly PM	Check belt tension on unit. Maint. Manual sec. 15800, pg 17, Vol-3
12/4/2023	Anaerobic Mixer #1 ME-MX-2	30192 WW Arlington, MN	N/A	Annual PM	ull plug on oil, burp air, check oil, seal and normal operation. Tools Needed: chain buddy, wrench, rag ISO VG32 or Mobil Whiterex 309 oil
12/4/2023	Anaerobic Mixer #2 ME-MX-3	30192 WW Arlington, MN	N/A	Annual PM	ull plug on oil, burp air, check oil, seal and normal operation. Tools Needed: chain buddy, wrench, rag ISO VG32 or Mobil Whiterex 309 oil
12/4/2023	RAS Pump #1	30192 WW Arlington, MN	motor makes some noise supervisor is aware of the situation. greased checked over everything else looks good	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1
12/4/2023	RAS Pump #1	30192 WW Arlington, MN	N/A	Quarterly PM	Grease 2 zerks 2 shots

12/4/2023	RAS Pump #2	30192 WW Arlington, MN	everything sounds good. greased checked over. ran motor	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1
12/4/2023	RAS Pump #2	30192 WW Arlington, MN	greased ran motor sounds good	Quarterly PM	Grease 2 zerks 2 shots
12/4/2023	RAS Pump #3	30192 WW Arlington, MN	N/A	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1
12/4/2023	RAS Pump #3	30192 WW Arlington, MN	down for service	Quarterly PM	Grease 2 zerks 2 shots
12/4/2023	RAS Pump #4	30192 WW Arlington, MN	greased motor ran motor sounds good	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1
12/4/2023	RAS Pump #4	30192 WW Arlington, MN	greased ran motor sounds good	Quarterly PM	Grease 2 zerks 2 shots

12/4/2023	RAS Pump #5	30192 WW Arlington, MN	greased checked over ran motor sounds good	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and maintains constant rotation rate & sounds & runs smooth. 3. Rotate motor at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>
12/4/2023	RAS Pump #5	30192 WW Arlington, MN	ran the motor sounds good and greased	Quarterly PM	Grease 2 zerks 2 shots
12/4/2023	Screw Lift Pump #1	30192 WW Arlington, MN	grease ok oil full in gearbox and reducer	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. <p>See Maint. man. Vol-1 sec. 11310</p>
12/4/2023	Screw Lift Pump #2	30192 WW Arlington, MN	grease ok oil ok in gearbox and reducer	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. <p>See Maint. man. Vol-1 sec. 11310</p>
12/4/2023	Screw Lift Pump #3	30192 WW Arlington, MN	oil ok grease ok no issues	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. <p>See Maint. man. Vol-1 sec. 11310</p>

12/4/2023	FIRE EXTINGUISHERS	30192 WW Arlington, MN	All ok and checked	Inspection	Inspect, tip upside down bang with rubber hammer, check to see if charged. (WWTP, WTP, Well #2, Well #4) Tools Required: rubber hammer, pen
12/4/2023	Air Compressor	30192 WT Arlington, MN	Checked over looks good runs good	Monthly PM	Check oil and overall performance. Use Mobil DTE-24 oil.
12/4/2023	Booster Pump	30192 WT Arlington, MN	Booster pump good greased runs fine	Monthly PM	Check for proper operation (screen and pressure)
12/4/2023	Backwash Blower	30192 WT Arlington, MN	Checked looks good	Monthly PM	Check air filters and belts.
12/4/2023	High Service Pump #1 (P-PW-1)	30192 WT Arlington, MN	Packing good ran good	Monthly PM	Inspect packing for High Service Pump.
12/4/2023	High Service Pump #1 (P-PW-1)	30192 WT Arlington, MN	Greased	Service Equipment	Grease stuffing box. Tools Required: Grease gun, high quality industrial grease
12/4/2023	High Service Pump #2 (P-PW-2)	30192 WT Arlington, MN	Packing good ran alright	Monthly PM	Inspect packing for High Service Pump.
12/4/2023	High Service Pump #2 (P-PW-2)	30192 WT Arlington, MN	Greased	Service Equipment	Grease stuffing box. Tools Required: Grease gun, high quality industrial grease.
12/4/2023	Pump Motor at Well #2	30192 WT Arlington, MN	oil ok packing ok	Monthly PM	1. Check oil and well motor. 2. Check packing for any leaking.

12/6/2023	Green Isle Generator Main Lift	30192 WW Arlington, MN	generator not working, city looking into replacement	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts. Check battery connections and electrolyte level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on until under load. <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>
12/6/2023	Screenings Dewatering Press	30192 WW Arlington, MN	Cleaned and washed weekly everything looks good chains are tight oil levels are correct	Monthly PM	<p>Daily:</p> <ol style="list-style-type: none"> 1. General visual inspection 2.Rinse accumulated solids off of exterior surfaces <p>Weekly:</p> <ol style="list-style-type: none"> 1.Inspect and flush drain housing 2.Inspect motor 3.Clean brush with water <p>Monthly:</p> <ol style="list-style-type: none"> 1.Inspect brush and wear bars 2.Check gearmotor oil level 3.Inspect drain lines 4.Inspect shaft seal gland
12/7/2023	Blower #2- Roots	30192 WW Arlington, MN	oil ok belts ok filters runs good	Quarterly PM	<ol style="list-style-type: none"> 1. Change oil or after every 1500 hours 2. Check belts, adjust or replace if necessary 3. Check for hot spots or increase in noise or vibration 4. Check relief valve for proper operation 5. Check monometer for proper operating pressure & fluid <p>See Maint. man. for lube/oil chart, sec 11373.2.3, vol-2</p>

12/7/2023	Clarifier #2	30192 WW Arlington, MN	pumped down turned off for the year	Monthly PM	<ol style="list-style-type: none"> 1. Wash and clean scum box, walls, wiers and center mech. 2. Check oil level in all drive units. 3. If equipment is not used daily, run 5 minutes to oil. 4. Grease worm gear bearing (2 shots) 1 zerk (2 shots every 10' to 12' of rotation) 5. Clean all air vents. <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>
12/7/2023	Clarifier #3	30192 WW Arlington, MN	pumped down and turned off for the year	Monthly PM	<ol style="list-style-type: none"> 1. Wash and clean scum box, walls, wiers and center mech. 2. Check oil level in all drive units. 3. If equipment is not used daily, run 5 minutes to oil. 4. Grease worm gear bearing (2 shots) 1 zerk (2 shots every 10' to 12' of rotation) 5. Clean all air vents. <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>
12/15/2023	Clarifier #1	30192 WW Arlington, MN	Cleaned greased checked over everything looks and works good	Monthly PM	<ol style="list-style-type: none"> 1. Wash and clean scum box, walls, wiers and center mech. 2. Check oil level in all drive units. 3. If equipment is not used daily, run 5 minutes to oil. 4. Grease worm gear bearing 2 shots 1 zerk (2 shots every 10' to 12' of rotation) 5. Clean all air vents. <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>

12/18/2023	Blower #1- Roots	30192 WW Arlington, MN	currently not in use exercised everything good	Service Equipment	<ol style="list-style-type: none"> 1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- 220 Synthetic See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2
12/18/2023	Blower #1- Roots	30192 WW Arlington, MN	not currently in use, exercised everything good	Quarterly PM	<ol style="list-style-type: none"> 1. Change oil or after every 1500 hours 2. Check belts, adjust or replace if necessary 3. Check for hot spots or increase in noise or vibration 4. Check relief valve for proper operation 5. Check monometer for proper operating pressure & fluid See Maint. man. for lube/oil chart, sec 11373.2.3, vol-2
12/18/2023	Blower #3- Roots	30192 WW Arlington, MN	blower currently not in use, needs new drive	Service Equipment	<ol style="list-style-type: none"> 1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- Synthetic 220 oil See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2
12/18/2023	Blower #3- Roots	30192 WW Arlington, MN	blower currently not in use needs new drive	Quarterly PM	<ol style="list-style-type: none"> 1. Change oil or after every 1500 hours 2. Check belts, adjust or replace if necessary 3. Check for hot spots or increase in noise or vibration 4. Check relief valve for proper operation 5. Check monometer for proper operating pressure & fluid See Maint. man. for lube/oil chart, sec 11373.2.3, vol-2

12/18/2023	Blower #6- Roots	30192 WW Arlington, MN	blower not in use, exercised everything ran good	Service Equipment	<ol style="list-style-type: none"> 1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- Chevron 220 See Maint. man. for lube/oil charts, sec 11372.2.3, vol-2
12/18/2023	Blower #7- Roots	30192 WW Arlington, MN	blower not in use, exercised everything looks good	Service Equipment	<ol style="list-style-type: none"> 1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- Chevron 220 See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2
12/18/2023	Lift Station- School	30192 WW Arlington, MN	pump one making noise. Floats cleaned and pumped down. Everything okay	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
12/18/2023	SANITARY MANHOLES CREEKVIEW LANE	30192 WW Arlington, MN	157 and 189 buried rest looked okay	Monthly PM	Inspect for Leaks
12/22/2023	Lift Station- 7th Street	30192 WW Arlington, MN	quality flow does amp draws	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
12/22/2023	Lift Station- Hwy 5	30192 WW Arlington, MN	quality control does amp draws	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
12/22/2023	Lift Station- School	30192 WW Arlington, MN	quality flow does amp draws	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
12/22/2023	Lift Station- Brook Street	30192 WW Arlington, MN	quality flow does amp draws	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED

Date: January 23, 2024

To: City of Arlington

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

O & M Report: December 2023

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

Water Operation & Maintenance

- Performed monthly preventative maintenance on the water treatment plant equipment.
- Completed weekly backwashing of the water treatment plant and testing of the water for the residuals of chlorine, fluoride, iron, and manganese.
- There was only fourteen Gopher State One Call locates within the city on the month of December and located curb stops for Bolton & Menk for new road projects.
- Performed one water shut off and one water turn on in December. There were no other requests for services made during the month.
- Collected and submitted two water samples to a certified lab to be tested for bacteria as required by the MN Dept. Of Health.
- Exercised emergency backup generators at well buildings, water treatment plant and the city hall. All generators are working properly.
- Gridor Construction still working on punch list at water plant.

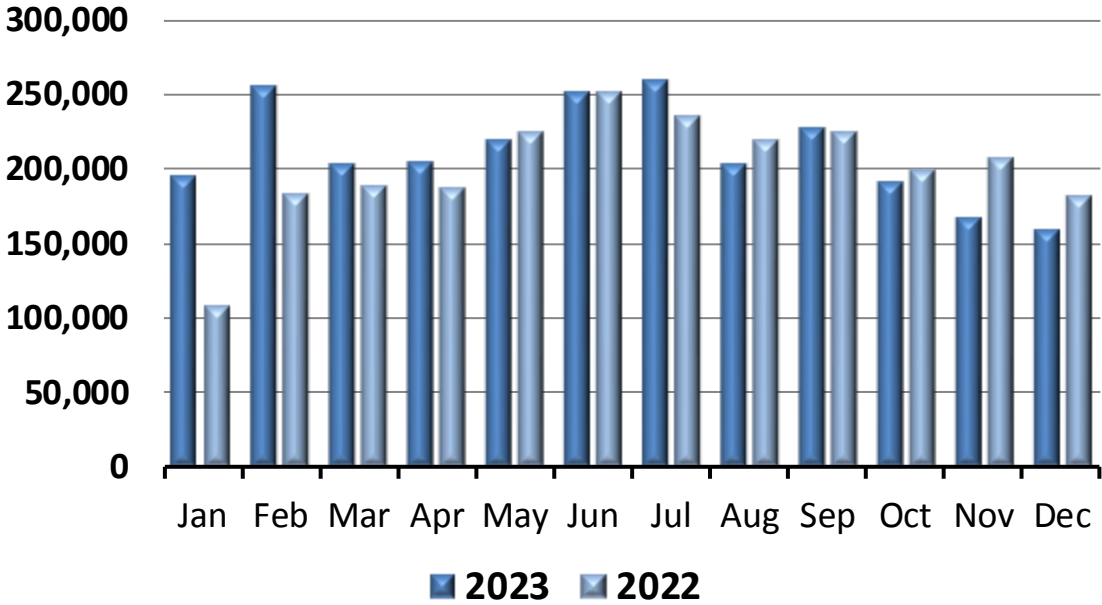
Wastewater Operation & Maintenance

- Performed monthly preventative maintenance on the lift stations and wastewater treatment plant equipment.
- Emergency backup generators were exercised along with testing of the dialers to make sure that the system is working properly and contacting the phone numbers in the dialer.
- Repaired the door handle on the influent building because it would not open.

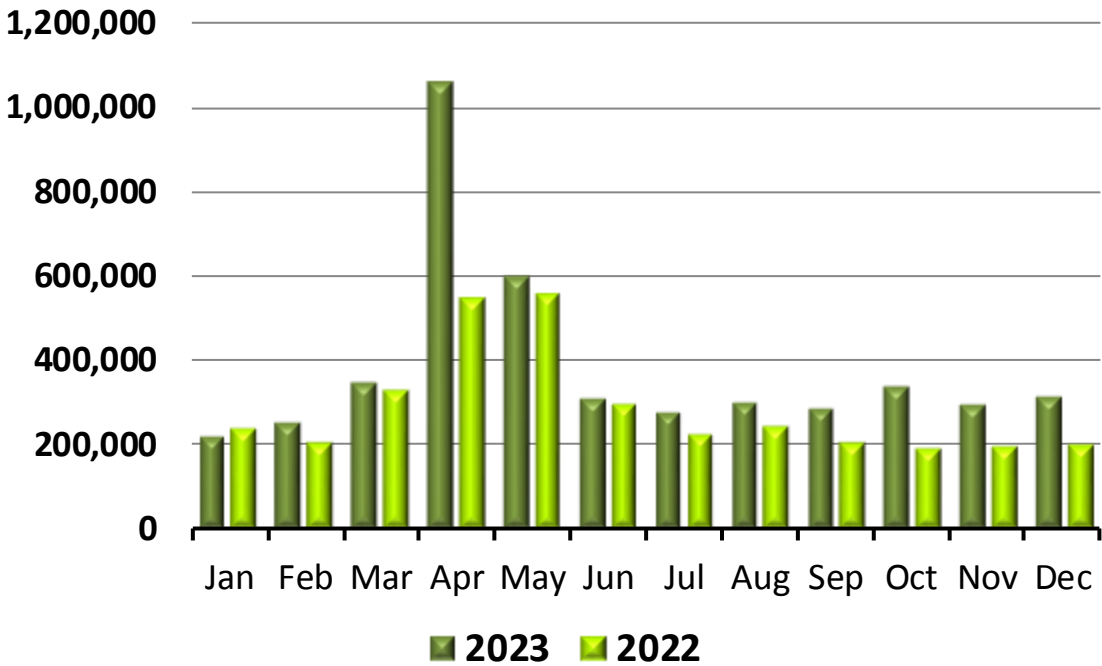


- Replaced the coolant tank on the generator at the Brooks Street lift station.
- The new security gate was installed at the wastewater plant. Waiting for them to come back to hookup the controls.
- Completed and submitted the annual bio-solids report for the last cropping year to the MPCA.
- Did maintenance on the air unit at the wastewater plant because it is not working correctly. We had AEM MECHANICAL out to look at it and we are waiting to hear more back from them.

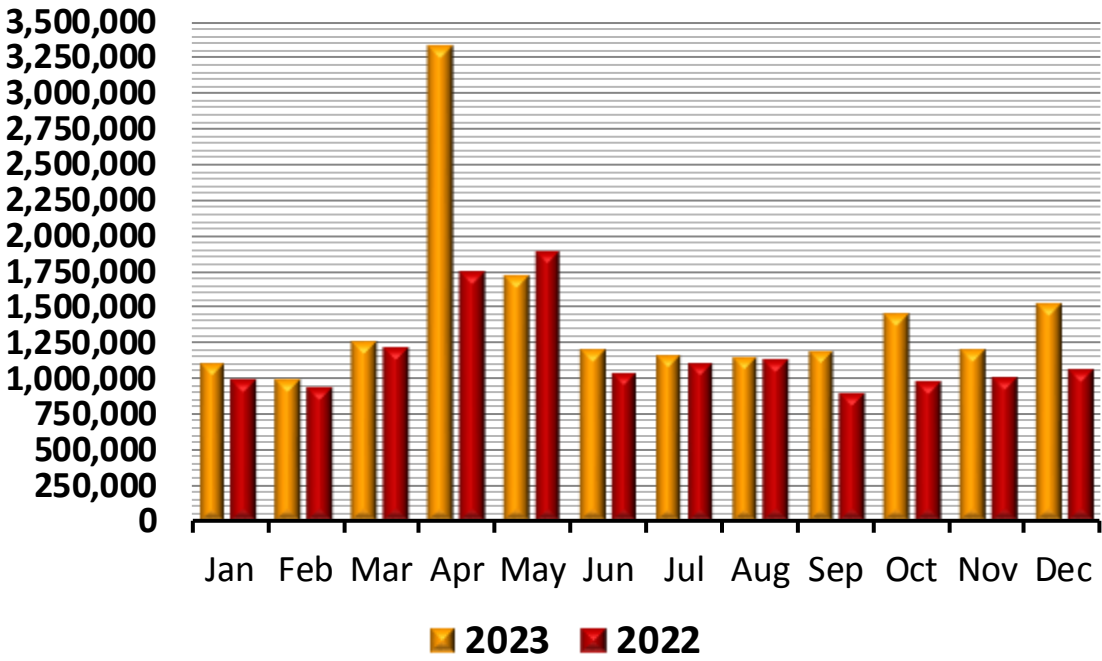
Arlington Average Daily Water Pumped - In Gallons



Arlington Average Daily Wastewater Pumped - In Gallons



Green Isle Lift Station Total Flow In Gallons



		December-23	November-23	December-22
Water				
Average Daily Pumped	gallons	159,000	168,000	182,097
Maximum Daily Pumped	gallons	253,000	470,000	269,000
Minimum Daily Pumped	gallons	113,000	80,000	123,000
Total Monthly Pumped	gallons	4,937,000	5,049,000	5,645,000
Well #2 Pumped	gallons	2,481,000	5,195,000	0
Well #3 Pumped	gallons	0	0	0
Well #4 Pumped	gallons	2,482,000	0	5,854,000
Average Daily Fluoride Conc.	mg/L	0.66	0.76	0.58
Fluoride concentration Permit Limit	mg/L	.5-0.9 mg/L	.5-0.9 mg/L	.5-0.9 mg/L
Fluoride used	gallons	11.00	9.10	5.50
Total Chlorine Residual	mg/L	0.48	0.71	1.63
Total Chlorine Concentration Permit Limit	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
Chlorine used	lbs	128.60	119.00	123.10
Potassium Permanganate used	gallons	19.20	28.90	20.00
Wastewater				
CBOD				
CBOD Influent	mg/L	172	129	324
CBOD Effluent-Monthly	mg/L	0	1	0
CBOD Effluent-Monthly Permit Limit	mg/L	15	15	15
CBOD Max Weekly	mg/L	1	1	1
CBOD Max Weekly-Permit Limit	mg/L	25	25	25
CBOD Effluent Monthly kg/day	kg/day	0	1	0
CBOD Monthly kg/day-Permit Limit	kg/day	38	46	38
CBOD Effluent Weekly kg/day	kg/day	1	1	1
CBOD Weekly kg/day-Permit Limit	kg/day	70	1	70
CBOD % Removal	%	100%	99%	100%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	297	214	266
TSS Effluent-Monthly	mg/L	3	2	<3
TSS Effluent Permit Limit	mg/L	30	30	30
TSS Effluent Max Weekly	mg/L	4	4	<3
TSS Max weekly - Permit Limit	mg/L	45	45	45
TSS Effluent-Monthly kg/day	kg/day	4	2	<2.3
TSS Monthly kg/day-Permit Limit	kg/day	91	91	91
TSS Effluent Max Weekly kg/day	kg/day	6	4	<2.5
TSS Max weekly kg/day- Permit Limit	kg/day	140	140	140
TSS % Removal	%	99%	98%	99%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	5.61	4.03	6.80
Phos Effluent	mg/L	0.62	0.62	0.20
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/day	0.20	1.60	0.11
Phos Effluent Loading Permit Limit	kg/day	2.50	2.50	2.50

Fecal Coliform				
Fecal Effluent	ml	0	0.00	0
Fecal Effluent Permit Limit	ml	N/A	N/A	N/A
Dissolved Oxygen				
DO Effluent	mg/L	8	7	8
DO Effluent Permit Limit	mg/L	6	6	6
Effluent Flow				
Average Daily	gallons	311,000	293,000	200,000
Maximum Daily	gallons	724,000	374,000	242,000
Total Monthly	gallons	9,627,000	8,800,000	6,189,000
Total Monthly Precipitation	inches	2.80	0.10	2.17
Green Isle Lift Station Total Flow	gallons	1,526,000	1,205,000	1,067,000
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$22,525.00	\$17,402.00	77%	100%
Chemical Budget	\$14,035.00	\$15,812.00	113%	100%
Total	\$36,560.00	\$33,214.00	91%	100%

Water Plant Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
12/1 - 12/31	Venders (1)	Misc. Invoices Under \$50 (1)	\$3
Total			\$3

Water System Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
Total			\$0

Wastewater Plant Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
12/12/23	USA Bluebook	Coupler	\$49
12/12/23	USA Bluebook	Coupler	\$115
12/31/23	Home Depot	Pressure Washer for Cleaning Equipment	\$295
12/1 - 12/31	Venders (1)	Misc. Invoices Under \$50 (1)	\$8
Total			\$468

Wastewater System Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
12/12/23	Arlington Auto & Farm Supply	Tank Heater for City Hall Generator	\$84
12/1 - 12/31	Venders (3)	Misc. Invoices Under \$50 (7)	\$120
Total			\$205

Total Expenditures

Water Plant Maintenance	\$3
Water System Maintenance	\$0
W/W Plant Maintenance	\$468
W/W System Maintenance	\$205
Total For This Month	\$676
Total Maintenance Dollars Spent Year-to-Date (January 1, 2023 to End of This Report Month)	\$17,402
Annual Maintenance Budget (Jan. 1, 2023 - Dec. 31, 2023)	\$22,525
Percent Maintenance Budget Spent Year-to-Date	77%