



CITY COUNCIL MEETING AGENDA
March 18, 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) March 4, 2024, City Council Meeting Minutes
 - C) Approve Seasonal Employee Starting Salary at \$16.00/hour
 - D) Approve Returning Seasonal Employee Salary at \$17.00/hour
 - E) Approve the hiring of part-time EMT Jeffrey Michel pending successful backgrounding.
 - F) Approve the hiring of full-time police officer Stephanie Kvara at a starting salary of \$31.99 per hour (step 6).

NEW BUSINESS

6. RESOLUTION 15-2024 Accepting and Donation and Designating Its Use
7. RESOLUTION 16-2024 Declaring Costs to be Assessed, and Ordering Preparation of Proposed Assessments
8. Notice of Public Hearing
9. Preliminary General Bond Estimates – 2024A
10. Sale/Auctioning of Old Blower Equipment, Kirby Weckworth

OLD BUSINESS

11. Citywide Cleanup Update

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

12. February Police Department Report
13. February Statement of Funds
14. February People Service Reports
15. City Administrator Update, Jessica Steinke

MISCELLANEOUS BUSINESS

ADJOURNMENT

DATES TO REMEMBER:

- March 27 - Fire Relief Meeting at 6:30 pm
April 1 - Council Meeting at 6:30 pm
April 4 – Arlington EDA 5:30pm, Planning and Zoning 7:00pm
April 15 - Council Meeting at 6:30 pm

***Check Summary Register©**

10150 Unposted

Name	Check Date	Check Amt
10150 Cash		
Unposted	ADDICTIONS AND STRESS CLINI	3/15/2024 \$700.00
Unposted	ALLIED MEDICAL TRAINING	3/15/2024 \$195.00
Unposted	ALPHA WIRELESS COMM.	3/15/2024 \$500.00
Unposted	ARLINGTON AUTO & FARM SUP	3/15/2024 \$125.96
Unposted	ARLINGTON HAUS	3/15/2024 \$142.18
Unposted	AXON ENTERPRISE, INC.	3/15/2024 \$495.00
Unposted	BARB LUEPKE	3/15/2024 \$191.25
Unposted	BOLTON & MENK, INC.	3/15/2024 \$78,848.50
Unposted	BOUND TREE MEDICAL, LLC	3/15/2024 \$654.80
Unposted	CAROL MADER	3/15/2024 \$191.25
Unposted	CENTERPOINT ENERGY	3/15/2024 \$1,776.21
Unposted	CHUCK FREEMAN	3/15/2024 \$73.55
Unposted	CINTAS	3/15/2024 \$270.69
Unposted	COORDINATED BUSINESS SYST	3/15/2024 \$417.45
Unposted	EMMAS BAKERY & EATS	3/15/2024 \$109.53
Unposted	EXPERT BILLING, LLC	3/15/2024 \$728.00
Unposted	FillMeUp	3/15/2024 \$1,012.57
Unposted	GAVIN-JANSSEN-STABENOW-M	3/15/2024 \$2,052.25
Unposted	GOPHER STATE ONE CALL	3/15/2024 \$28.35
Unposted	GWEN SCHARPE	3/15/2024 \$258.89
Unposted	gWORKS	3/15/2024 \$374.00
Unposted	HAGGENMILLER LUMBER/SNOW	3/15/2024 \$681.44
Unposted	HEIMAN FIRE EQUIPMENT	3/15/2024 \$5,297.00
Unposted	JAIME WEIKLE	3/15/2024 \$219.97
Unposted	JESSICA STEINKE	3/15/2024 \$120.00
Unposted	KEVIN PIOSKE	3/15/2024 \$75.01
Unposted	KIRBY WECKWORTH	3/15/2024 \$402.66
Unposted	L&E TREE SERVICE	3/15/2024 \$3,162.50
Unposted	LEAGUE OF MN CITIES INS. TRU	3/15/2024 \$111.57
Unposted	LEAGUE OF MN CITIES	3/15/2024 \$40.00
Unposted	LINDE GAS & EQUIP	3/15/2024 \$472.14
Unposted	LITZAU EXCAVATING	3/15/2024 \$13,408.00
Unposted	LOFFLER	3/15/2024 \$105.27
Unposted	LYLE WIEST	3/15/2024 \$271.10
Unposted	MATHESON TRI-GAS INC.	3/15/2024 \$124.54
Unposted	MAVERICK AUTOMOTIVE	3/15/2024 \$1,637.47
Unposted	MCDONALD HOPKINS	3/15/2024 \$1,494.00
Unposted	MN BUREAU OF CRIMINAL	3/15/2024 \$125.00
Unposted	MN DEPT OF HEALTH	3/15/2024 \$2,075.00
Unposted	MN DEPT. OF COMMERCE	3/15/2024 \$313.97
Unposted	MN DEPT. OF LABOR AND INDU	3/15/2024 \$1,198.00
Unposted	MN LAW ENFORCEMENT EXPLO	3/15/2024 \$150.00
Unposted	MN MUNICIPAL POWER AGENCY	3/15/2024 \$138,471.42
Unposted	MORRIS ELECTRONICS	3/15/2024 \$6,729.03
Unposted	NANCY MATHWIG	3/15/2024 \$213.75
Unposted	NELSON GRANITE LIMITED	3/15/2024 \$1,232.00
Unposted	NUESSMEIER ELECTRIC	3/15/2024 \$7,488.19
Unposted	OVERLINE & SON	3/15/2024 \$1,875.00
Unposted	PATRICIA GRABITSKE	3/15/2024 \$263.45
Unposted	PAULINE WIEMANN	3/15/2024 \$165.00
Unposted	PREMIER LOCATING, INC.	3/15/2024 \$353.29
Unposted	R & R AUTO REPAIR	3/15/2024 \$805.38
Unposted	RENAE DOSE	3/15/2024 \$290.88
Unposted	ROBINSON TRUCKING	3/15/2024 \$3,089.50

***Check Summary Register©**

10150 Unposted

	Name	Check Date	Check Amt
Unposted	RUTH VOIGHT	3/15/2024	\$165.00
Unposted	SHEILA HENKE	3/15/2024	\$67.64
Unposted	SHERWIN-WILLIAMS CO.	3/15/2024	\$2,283.26
Unposted	SIBLEY COUNTY DAC	3/15/2024	\$510.95
Unposted	TENVOORDE FORD, INC.	3/15/2024	\$82,727.76
Unposted	THERESA WROGE	3/15/2024	\$304.98
Unposted	TRAVIS BRELJE	3/15/2024	\$221.39
Unposted	VICKI POMPLUN	3/15/2024	\$146.06
Unposted	WHITNEY WIEST	3/15/2024	\$146.27
Unposted	XCEL ENERGY-NSP	3/15/2024	\$1,243.09
Unposted	Y-NOT PLBG. & HTG	3/15/2024	\$227.00
	Total Checks		\$369,650.36

Fund Summary

	10150 Cash
101 General Fund	\$190,592.27
201 Fire Fund	\$17,218.64
202 Ambulance Fund	\$2,928.62
203 Community Center Fund	\$398.43
204 EDA Loan Programs Fund	\$116.00
207 Cemetery Fund	\$1,232.00
601 Water Fund	\$9,488.00
602 Sewer Fund	\$1,875.00
603 AGI Sewer Fund	\$4,600.00
604 Electric Fund	\$141,201.40
	<hr/>
	\$369,650.36

Payments

Current Period: MARCH 2024

Payments Batch 03-18-24 PAY				\$369,650.36
Refer	16324 ADDICTIONS AND STRESS CLINIC	-		
Cash Payment	E 101-42110-300 Professional Svcs	PD EVALUATION- OFFICER KVARE		\$700.00
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$700.00
Refer	16325 ALLIED MEDICAL TRAINING	-		
Cash Payment	E 101-42110-208 Training and Instruction	PD EMR RENEWAL- CHIEF GERADS		\$195.00
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$195.00
Refer	16326 ALPHA WIRELESS COMM.	-		
Cash Payment	E 101-42110-508 Radio-Mobile/Base	PD- NEW RADIOS PROGRAMMED		\$500.00
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$500.00
Refer	16327 ARLINGTON AUTO & FARM SUPPL	-		
Cash Payment	E 101-43000-485 Gas and Repair Miscella	FEB- VEHICLE PARTS		\$26.99
Invoice				
Cash Payment	E 201-42280-485 Gas and Repair Miscella	FEB- VEHICLE PARTS		\$98.97
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$125.96
Refer	16328 ARLINGTON HAUS	-		
Cash Payment	E 101-41410-430 Miscellaneous	MAR. 5th PNP ELECTION JUDGE MEALS		\$142.18
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$142.18
Refer	16329 AXON ENTERPRISE, INC.	-		
Cash Payment	E 101-42110-208 Training and Instruction	PD- TASER TRAINING		\$495.00
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$495.00
Refer	16330 BOLTON & MENK, INC.	-		
Cash Payment	E 101-43000-303 Engineering Fees	2024 IMP. ENGINEERING (12/23/23-2/2/24)		\$11,629.00
Invoice				
Cash Payment	E 101-43000-303 Engineering Fees	2024 IMP. ENGINEERING (12/23/23-2/2/24)		\$67,219.50
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$78,848.50
Refer	16331 BOUND TREE MEDICAL, LLC	-		
Cash Payment	E 202-42153-217 Other Operating Supplie	FEB- AMB. SUPPLIES		\$654.80
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$654.80
Refer	16332 CENTERPOINT ENERGY	-		
Cash Payment	E 101-41940-401 Repairs/Maint Buildings	GAS METER REPAIR (FEB.'23- MUSEUM)		\$1,776.21
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$1,776.21
Refer	16333 CINTAS	-		
Cash Payment	E 101-43000-210 Operating Supplies	MAR- SHOP AGREEMENTS		\$12.93
Invoice				
Cash Payment	E 101-43000-420 Shop Equipment	MAR- SHOP AGREEMENTS		\$257.76
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$270.69

Payments

Current Period: MARCH 2024

Refer	16334	CHUCK FREEMAN	-			
Cash Payment	E 101-41400-503	Computers/Software/We	REIMB- IT MATERIALS			\$73.55
Invoice						
Transaction Date	3/15/2024	Cash	10150	Total		\$73.55
Refer	16335	COORDINATED BUSINESS SYSTE	-			
Cash Payment	E 101-41400-321	Telephone	FEB- ELEVATE PHONE BILLS			\$191.71
Invoice						
Cash Payment	E 101-42110-321	Telephone	FEB- ELEVATE PHONE BILLS			\$141.46
Invoice						
Cash Payment	E 101-43000-321	Telephone	FEB- ELEVATE PHONE BILLS			\$28.09
Invoice						
Cash Payment	E 202-42153-321	Telephone	FEB- ELEVATE PHONE BILLS			\$56.19
Invoice						
Transaction Date	3/15/2024	Cash	10150	Total		\$417.45
Refer	16336	EXPERT BILLING	-			
Cash Payment	E 202-42153-301	Auditing and Acct g Serv	JAN- AMB. BILLING			\$728.00
Invoice						
Transaction Date	3/15/2024	Cash	10150	Total		\$728.00
Refer	16337	EMMAS BAKERY & EATS	-			
Cash Payment	E 101-41410-430	Miscellaneous	MAR. 5th PNP ELECTION REFRESHMENTS			\$109.53
Invoice						
Transaction Date	3/15/2024	Cash	10150	Total		\$109.53
Refer	16338	FILLMEUP	-			
Cash Payment	E 101-42110-480	Gas & Repair-Police Car	FEB- FUEL			\$419.94
Invoice						
Cash Payment	E 101-43000-485	Gas and Repair Miscella	FEB- FUEL			\$427.08
Invoice						
Cash Payment	E 202-42153-485	Gas and Repair Miscella	FEB- FUEL			\$165.55
Invoice						
Transaction Date	3/15/2024	Cash	10150	Total		\$1,012.57
Refer	16339	GAVIN-JANSSEN-STABENOW-MOL	-			
Cash Payment	E 101-41600-304	Legal Fees	JAN- CITY & PROSECUTION LEGAL FEES			\$942.50
Invoice						
Cash Payment	E 101-42110-304	Legal Fees	JAN- CITY & PROSECUTION LEGAL FEES			\$848.75
Invoice						
Cash Payment	E 204-46550-304	Legal Fees	JAN- CITY & PROSECUTION LEGAL FEES			\$116.00
Invoice						
Cash Payment	E 601-49400-304	Legal Fees	JAN- CITY & PROSECUTION LEGAL FEES			\$145.00
Invoice						
Transaction Date	3/15/2024	Cash	10150	Total		\$2,052.25
Refer	16340	G WORKS	-			
Cash Payment	E 101-41400-321	Telephone	ANNUAL- ALERT SYSTEM SUBSCRIPTION			\$374.00
Invoice						
Transaction Date	3/15/2024	Cash	10150	Total		\$374.00
Refer	16341	GOPHER STATE ONE CALL	-			
Cash Payment	E 604-49550-637	Service Locations	FEB- LOCATE TICKETS			\$28.35
Invoice						
Transaction Date	3/15/2024	Cash	10150	Total		\$28.35
Refer	16342	HAGGENMILLER LUMBER/SNOW	-			

Payments

Current Period: MARCH 2024

Cash Payment	E 101-43000-486	Snow Removal	FEB- SNOW REMOVAL & FD SHELIVING	\$331.00
Invoice				
Cash Payment	E 201-42280-401	Repairs/Maint Buildings	FEB- SNOW REMOVAL & FD SHELIVING	\$350.44
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$681.44
Refer	16343 HEIMAN FIRE EQUIPMENT			
Cash Payment	E 201-42280-417	Uniforms/Outerwear	ADD'L GEAR- 1 COAT & 2 PANTS	\$5,297.00
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$5,297.00
Refer	16344 JAIME WEIKLE			
Cash Payment	E 202-42153-321	Telephone	REIMB- PHONE, SUPPLIES, EXPLR TRAINING	\$120.00
Invoice				
Cash Payment	E 202-42153-217	Other Operating Supplie	REIMB- PHONE, SUPPLIES, EXPLR TRAINING	\$54.87
Invoice				
Cash Payment	E 101-42110-740	PD Explorers Program	REIMB- PHONE, SUPPLIES, EXPLR TRAINING	\$45.10
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$219.97
Refer	16345 JESSICA STEINKE			
Cash Payment	E 101-41400-321	Telephone	REIMB- 1st QTR PHONE ALLOW	\$120.00
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$120.00
Refer	16346 KIRBY WECKWORTH			
Cash Payment	E 101-43000-321	Telephone	REIMB- 1st QTR PHONE, TRAINING MILEAGE	\$120.00
Invoice				
Cash Payment	E 101-43000-208	Training and Instruction	REIMB- 1st QTR PHONE, TRAINING MILEAGE	\$251.25
Invoice				
Cash Payment	E 101-43000-208	Training and Instruction	REIMB- 1st QTR PHONE, TRAINING MILEAGE	\$31.41
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$402.66
Refer	16347 L&E TREE SERVICE			
Cash Payment	E 101-43000-488	Tree Removal	BLVD TREES TRIMMED & REMOVED	\$3,162.50
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$3,162.50
Refer	16348 LEAGUE OF MN CITIES			
Cash Payment	E 101-41400-182	Seminars	APR- SAFETY & LOSS WKSP (x2)	\$40.00
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$40.00
Refer	16349 LEAGUE OF MN CITIES INS. TRUS			
Cash Payment	E 101-42110-430	Miscellaneous	W.C. DEDUCTIBLE 12/22/23	\$111.57
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$111.57
Refer	16350 LINDE GAS & EQUIP.			
Cash Payment	E 202-42153-217	Other Operating Supplie	FEB- AMB. OXYGEN	\$472.14
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$472.14
Refer	16351 LITZAU EXCAVATING			
Cash Payment	E 101-43000-300	Professional Srvs	2023 WTR LINE REPAIRS, FOUNTAIN CAP'd	\$1,540.00
Invoice				

Payments

Current Period: MARCH 2024

Cash Payment	E 601-49400-395	Repairs-Meters, Hydrant	2023 WTR LINE REPAIRS, FOUNTAIN CAP'd	\$7,268.00
Invoice				
Cash Payment	E 603-49450-500	Capital Outlay	2023 WTR LINE REPAIRS, FOUNTAIN CAP'd	\$4,600.00
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$13,408.00
Refer	16352 LOFFLER			
Cash Payment	E 101-41400-218	Office Expense	FEB- COPIER MAINT (OFFICE, PD, LIB)	\$47.62
Invoice				
Cash Payment	E 101-42110-218	Office Expense	FEB- COPIER MAINT (OFFICE, PD, LIB)	\$36.50
Invoice				
Cash Payment	E 101-45500-220	Repair/Maint Supply	FEB- COPIER MAINT (OFFICE, PD, LIB)	\$6.15
Invoice				
Cash Payment	E 604-49550-218	Office Expense	FEB- COPIER MAINT (OFFICE, PD, LIB)	\$15.00
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$105.27
Refer	16353 MATHESON TRI-GAS			
Cash Payment	E 101-43000-210	Operating Supplies	FEB- SHOP TANK RENTALS	\$124.54
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$124.54
Refer	16354 MAVERICK AUTOMOTIVE			
Cash Payment	E 101-42110-480	Gas & Repair-Police Car	FEB- FUEL & MAINT.	\$207.65
Invoice				
Cash Payment	E 101-42110-480	Gas & Repair-Police Car	FEB- FUEL & MAINT.	\$292.25
Invoice				
Cash Payment	E 101-43000-485	Gas and Repair Miscella	FEB- FUEL & MAINT.	\$58.88
Invoice				
Cash Payment	E 201-42280-485	Gas and Repair Miscella	FEB- FUEL & MAINT.	\$401.62
Invoice				
Cash Payment	E 202-42153-485	Gas and Repair Miscella	FEB- FUEL & MAINT.	\$677.07
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$1,637.47
Refer	16355 MCDONALD HOPKINS			
Cash Payment	E 101-41400-300	Professional Srvs	JAN- DATA BREACH INVEST. (FINAL)	\$1,494.00
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$1,494.00
Refer	16356 MN BUREAU OF CRIMINAL APPRE			
Cash Payment	E 101-42110-208	Training and Instruction	PD- TRAINING	\$125.00
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$125.00
Refer	16357 MN DEPT. OF COMMERCE			
Cash Payment	E 604-49550-627	Assessment-Public Serv	QTRLY ELEC ASSMTS	\$313.97
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$313.97
Refer	16358 MN DEPT. OF HEALTH			
Cash Payment	E 601-49400-390	Water Connection Fees	1st QTR WATER CONNECTION FEES	\$2,075.00
Invoice				
Transaction Date	3/15/2024	Cash	10150	Total \$2,075.00
Refer	16359 MN DEPT. OF LABOR AND INDUST			

Payments

Current Period: MARCH 2024

Cash Payment Invoice	E 101-41910-313	Building Official	2023 BLDG. PERMIT SURCHARGES	\$50.15
Cash Payment Invoice	E 101-41910-313	Building Official	2023 BLDG. PERMIT SURCHARGES	\$468.00
Cash Payment Invoice	E 101-41910-313	Building Official	2023 BLDG. PERMIT SURCHARGES	\$223.00
Cash Payment Invoice	E 101-41910-313	Building Official	2023 BLDG. PERMIT SURCHARGES	\$456.85
Transaction Date	3/15/2024	Cash	10150	Total \$1,198.00
Refer	16360 MN LAW ENFORCEMENT EXPLOR			-
Cash Payment Invoice	E 101-42110-740	PD Explorers Program	PD- 2024 DUES	\$150.00
Transaction Date	3/15/2024	Cash	10150	Total \$150.00
Refer	16361 MN MUNI. POWER AGENCY			-
Cash Payment Invoice	E 604-49550-389	Electric Energy Purchas	FEB- ENERGY	\$138,471.42
Transaction Date	3/15/2024	Cash	10150	Total \$138,471.42
Refer	16362 MORRIS ELECTRONICS			-
Cash Payment Invoice	E 101-41400-503	Computers/Software/We	FEB. CONTRACTS & WORK, 3 LAPTOPS	\$300.00
Cash Payment Invoice	E 101-41400-503	Computers/Software/We	FEB. CONTRACTS & WORK, 3 LAPTOPS	\$1,082.20
Cash Payment Invoice	E 101-41400-503	Computers/Software/We	FEB. CONTRACTS & WORK, 3 LAPTOPS	\$682.21
Cash Payment Invoice	E 101-42110-503	Computers/Software/We	FEB. CONTRACTS & WORK, 3 LAPTOPS	\$400.00
Cash Payment Invoice	E 201-42280-503	Computers/Software/We	FEB. CONTRACTS & WORK, 3 LAPTOPS	\$3,582.42
Cash Payment Invoice	E 604-49550-503	Computers/Software/We	FEB. CONTRACTS & WORK, 3 LAPTOPS	\$682.20
Transaction Date	3/15/2024	Cash	10150	Total \$6,729.03
Refer	16363 NELSON GRANITE LIMITED			-
Cash Payment Invoice	E 207-49990-733	Reimbursible Expense	COLUMBARIUM NAME PLAQUES (NAGEL x2)	\$1,232.00
Transaction Date	3/15/2024	Cash	10150	Total \$1,232.00
Refer	16364 NUESSMEIER ELECTRIC			-
Cash Payment Invoice	E 201-42280-401	Repairs/Maint Buildings	FD- WIRE GENERATOR, CMPRSSR & DRYER	\$5,182.00
Cash Payment Invoice	E 201-42280-401	Repairs/Maint Buildings	FD- WIRE GENERATOR, CMPRSSR & DRYER	\$2,306.19
Transaction Date	3/15/2024	Cash	10150	Total \$7,488.19
Refer	16365 OVERLINE & SON			-
Cash Payment Invoice	E 602-49450-300	Professional Srvs	TELEVISED SANITARY SEWER	\$1,875.00
Transaction Date	3/15/2024	Cash	10150	Total \$1,875.00
Refer	16366 PREMIER LOCATING, INC.			-
Cash Payment Invoice	E 604-49550-637	Service Locations	FEB- ELEC. LOCATING	\$353.29
Transaction Date	3/15/2024	Cash	10150	Total \$353.29

Payments

Current Period: MARCH 2024

Refer	16367	R & R AUTO REPAIR	-		
Cash Payment	E 101-42110-480	Gas & Repair-Police Car '17 SQUAD REPAIRS			\$805.38
Invoice					
Transaction Date	3/15/2024	Cash	10150	Total	\$805.38
Refer	16368	ROBINSON TRUCKING	-		
Cash Payment	E 101-43000-486	Snow Removal	CORRECTED FEB. SNOW HAUL & MATERIAL		\$2,080.00
Invoice					
Cash Payment	E 101-43000-224	Street Maint Materials	CORRECTED FEB. SNOW HAUL & MATERIAL		\$1,009.50
Invoice					
Transaction Date	3/15/2024	Cash	10150	Total	\$3,089.50
Refer	16369	SHERWIN-WILLIAMS CO.	-		
Cash Payment	E 101-43000-224	Street Maint Materials	STREET PAINT (2024 SUPPLY)		\$2,283.26
Invoice					
Transaction Date	3/15/2024	Cash	10150	Total	\$2,283.26
Refer	16370	SIBLEY COUNTY DAC	-		
Cash Payment	E 101-41940-219	Cleaning	FEB- CLEANING & BILL STUFFING		\$208.44
Invoice					
Cash Payment	E 203-45000-300	Professional Srvs	FEB- CLEANING & BILL STUFFING		\$208.43
Invoice					
Cash Payment	E 604-49550-218	Office Expense	FEB- CLEANING & BILL STUFFING		\$94.08
Invoice					
Transaction Date	3/15/2024	Cash	10150	Total	\$510.95
Refer	16371	TENVOORDE FORD	-		
Cash Payment	E 101-42110-500	Capital Outlay	NEW PD 2024 SQUADS (x2)		\$82,727.76
Invoice					
Transaction Date	3/15/2024	Cash	10150	Total	\$82,727.76
Refer	16372	VICKI POMPLUN	-		
Cash Payment	E 101-41410-181	Mileage	REIMB- 2024 MILEAGE		\$67.00
Invoice					
Cash Payment	E 101-42110-208	Training and Instruction	REIMB- 2024 MILEAGE		\$79.06
Invoice					
Transaction Date	3/15/2024	Cash	10150	Total	\$146.06
Refer	16373	XCEL ENERGY-NSP	-		
Cash Payment	E 604-49550-397	Facility Charge	FEB- SUBSTATION FACILITY CHG		\$1,243.09
Invoice					
Transaction Date	3/15/2024	Cash	10150	Total	\$1,243.09
Refer	16375	Y-NOT PLBG. & HTG	-		
Cash Payment	E 101-41940-220	Repair/Maint Supply	DRINKING FOUNTAIN & WATER FILTERS		\$37.00
Invoice					
Cash Payment	E 203-45000-406	Repairs, Supplies & Oth	DRINKING FOUNTAIN & WATER FILTERS		\$190.00
Invoice					
Transaction Date	3/15/2024	Cash	10150	Total	\$227.00
Refer	16376	THERESA WROGE	-		
Cash Payment	E 101-41410-110	Other Pay	PNP HEAD ELECTION JUDGE		\$293.25
Invoice					
Cash Payment	E 101-41410-181	Mileage	PNP HEAD ELECTION JUDGE		\$11.73
Invoice					
Transaction Date	3/15/2024	Cash	10150	Total	\$304.98

Payments

Current Period: MARCH 2024

Refer	16377	PATRICIA GRABITSKE	-			
Cash Payment	E 101-41410-110	Other Pay		PNP ELECTION JUDGE		\$240.00
Invoice						
Cash Payment	E 101-41410-181	Mileage		PNP ELECTION JUDGE		\$23.45
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$263.45
Refer	16378	BARB LUEPKE	-			
Cash Payment	E 101-41410-110	Other Pay		PNP ELECTION JUDGE		\$191.25
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$191.25
Refer	16379	CAROL MADER	-			
Cash Payment	E 101-41410-110	Other Pay		PNP ELECTION JUDGE		\$191.25
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$191.25
Refer	16380	GWEN SCHARPE	-			
Cash Payment	E 101-41410-110	Other Pay		PNP ELECTION JUDGE		\$247.50
Invoice						
Cash Payment	E 101-41410-181	Mileage		PNP ELECTION JUDGE		\$11.39
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$258.89
Refer	16381	RENAE DOSE	-			
Cash Payment	E 101-41410-110	Other Pay		PNP HEAD ELECTION JUDGE		\$290.88
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$290.88
Refer	16382	TRAVIS BRELJE	-			
Cash Payment	E 101-41410-110	Other Pay		PNP ELECTION JUDGE		\$210.00
Invoice						
Cash Payment	E 101-41410-181	Mileage		PNP ELECTION JUDGE		\$11.39
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$221.39
Refer	16383	NANCY MATHWIG	-			
Cash Payment	E 101-41410-110	Other Pay		PNP ELECTION JUDGE		\$213.75
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$213.75
Refer	16384	RUTH VOIGHT	-			
Cash Payment	E 101-41410-110	Other Pay		PNP ELECTION JUDGE		\$165.00
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$165.00
Refer	16385	PAULINE WIEMANN	-			
Cash Payment	E 101-41410-110	Other Pay		PNP ELECTION JUDGE		\$165.00
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$165.00
Refer	16386	LYLE WIEST	-			
Cash Payment	E 101-41410-110	Other Pay		PNP ELECTION JUDGE		\$217.50
Invoice						
Cash Payment	E 101-41410-181	Mileage		PNP ELECTION JUDGE		\$53.60
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$271.10

Payments

Current Period: MARCH 2024

Refer	16387	WHITNEY WIEST	-			
Cash Payment	E 101-41410-110	Other Pay		PNP ELECTION JUDGE		\$108.75
Invoice						
Cash Payment	E 101-41410-181	Mileage		PNP ELECTION JUDGE		\$37.52
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$146.27
Refer	16388	SHEILA HENKE	-			
Cash Payment	E 101-41410-110	Other Pay		PNP ELECTION JUDGE		\$56.25
Invoice						
Cash Payment	E 101-41410-181	Mileage		PNP ELECTION JUDGE		\$11.39
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$67.64
Refer	16389	KEVIN PIOSKE	-			
Cash Payment	E 101-41410-110	Other Pay		PNP ELECTION JUDGE		\$56.25
Invoice						
Cash Payment	E 101-41410-181	Mileage		PNP ELECTION JUDGE		\$18.76
Invoice						
Transaction Date	3/15/2024		Cash	10150	Total	\$75.01

Fund Summary

	10150 Cash
101 General Fund	\$190,592.27
201 Fire Fund	\$17,218.64
202 Ambulance Fund	\$2,928.62
203 Community Center Fund	\$398.43
204 EDA Loan Programs Fund	\$116.00
207 Cemetery Fund	\$1,232.00
601 Water Fund	\$9,488.00
602 Sewer Fund	\$1,875.00
603 AGI Sewer Fund	\$4,600.00
604 Electric Fund	\$141,201.40
	<u>\$369,650.36</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$369,650.36
Total	\$369,650.36



CITY COUNCIL MEETING MINUTES
March 4, 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 6:30 pm. All stood for the Pledge of Allegiance.*

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

Members Absent-None

Staff Present-City Administrator Jessica Steinke, Chief of Police Glenn Gerads, Maintenance Supervisor Kirby Weckworth

Guests Present- Kurt Menk of the Arlington Enterprise

3. Approval of the Agenda- *Matz made a motion to approve the agenda. Thomes seconded. Motion carried with all voting in favor.*

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

There is no one that addressed the Council.

CONSENT AGENDA

5. Approval of Consent Agenda
 - A) Approval of Bills
 - B) February 20, 2024, City Council Meeting Minutes*Meyer made a motion to approve the consent agenda. Ling seconded. Motion carried with all voting in favor.*

NEW BUSINESS

6. Appoint Council Representative for MVCOG Membership- *Steinke explained that since we are now a member of MVCOG we will need to appoint a Council Representative to attend the meetings two times a year. Thomes made a motion to appoint Scharpe as the Council Representative. Matz seconded. Motion carried with all voting in favor.*



7. City Wide Cleanup Discussion- *Steinke updated the Council that due to the street project, Tri-County Waste will not hold the clean-up day. Weckworth explained what had been done in the past. Scharpe also commented that the Fairgrounds will also be tiling in conjunction with the street project this year so the Fairgrounds could not be used for clean-up day this year. Consensus was to use the City Parking Lot and possibly use the 3rd Saturday in June as City Clean-up Day. Steinke to inquire who Green Isle uses for electronics and appliance disposal.*
8. Feasibility Study Proposal Discussion- *Steinke explained that the feasibility study was brought back after being tabled. There was discussion on the cost as well as the Event Center and EMS building. Thomes thought we could buy a little time by doing some shuffling. Matz felt that we need to look at getting a hotel. Meyer thought that the city should get another quote. Steinke will get another quote.*
9. Utilities Update - Electrical – *Steinke updated the Council regarding McLeod Coop, electrical infrastructure, and the street project. DGR will be putting together a proposal as McLeod Coop does more with rural electric versus City electric. Thomes stated that a maintenance plan needs to be put in place as well as a budget.*

OLD BUSINESS

10. Christmas Lighting Update & Quotes- *Weckworth explained the quotes from three different companies. He explained that garland would not have to be replaced at this point. Thomes made a motion to approve spending \$37,885.50 for new Christmas lights garland, bows and snowflakes. Meyer seconded. Motion carried with all voting in favor.*

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

11. February MMPA Public Summary- *Submitted report.*
12. MMPA 2023 Year in Review Summary- *Submitted report.*
13. January People Service Reports, Written- *Submitted report.*
14. City Administrator Update, Jessica Steinke- *Steinke updated the Council on MVCOG working on personnel policy, and help with personnel files and job descriptions, onboarding call with Nuvei for new payment portal for customers, working on getting documents ready for EDA land closing and Emergency Operations Meeting.*

MISCELLANEOUS BUSINESS

Scharpe would like to call a special meeting prior to the next Council meeting at 5:30 pm to discuss past, present and where the city could be.



ADJOURNMENT

Thomes made a motion to adjourn the meeting at 7:05 pm. Litfin seconded. Motion carried with all voting in favor.

City Administrator Jessica Steinke

Mayor Matthew Scharpe



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

RESOLUTION 15-2024

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 \$5,825.00 from the Arlington Fire Relief Association to be used for a new trailer for the Arlington Fire Department; and

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

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

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

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

The foregoing resolution was adopted by the City Council of the City of Arlington this 18th day of March 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.



RESOLUTION 16-2024

**A RESOLUTION DECLARING COST TO BE ASSESSED, AND ORDERING
PREPARATION OF PROPOSED ASSESSMENT**

WHEREAS, a contract has been let (estimated costs have been calculated) for the 2024 Street & Utility Improvements:

- W Chandler Street between 411th Avenue to MN TH 5
- W Brooks Street between 8th Avenue to MN TH 5
- W Alden Street between 7 ½ Avenue NW to MN TH 5
- 8th Avenue NW between W Brooks Street and Sibley County Fairgrounds
- 7 ½ Avenue NW between W Main Street and W Brooks Street
- 7th Avenue NW between W Main Street and W Douglas Street
- 6th Avenue NW between W Main Street and W Chandler Street

and the contract (bid) price (estimated cost) for such improvement is \$5,949,554.29 and the expensesⁱ incurred or to be incurred in the making of such improvement amount to \$1,165,242.98 so that the total cost of the improvement will be \$7,114,797.27.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ARLINGTON, MINNESOTA:

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$5,487,204.35 and the portion of the cost to be assessed against benefited property owners is declared to be \$1,627,592.91.ⁱⁱ

2. Assessments shall be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable on or before the first Monday in January, 2025,ⁱⁱⁱ and shall

bear interest at the rate of 5 percent per annum from the date of the adoption of the assessment resolution.^{iv}

3. The City Administrator, with the assistance of the city engineer (consulting engineer), shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he/she shall file a copy of such proposed assessment in his/her office for public inspection.

4. The City Administrator shall upon the completion of such proposed assessment, notify the council thereof.

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: _____.

Adopted by the council this 18th day March, 2024.

Mayor Matthew Scharpe

City Administrator Jessica Steinke

ⁱ Minn. Stat. § 429.091, subd. 1, includes in expense every item of cost of the improvement from its inception to its completion and all fees and expenses incurred or to be incurred in connection therewith.

ⁱⁱ Under Minn. Stat. 429.051, the city may subsequently reimburse itself for all or any of the portion of the cost of a water, storm sewer, or sanitary improvement so paid by levying additional assessments upon any properties abutting on but not previously assessed for the improvement, on notice and hearing as provided for the assessments initially made. Section 429.052 provides similar authority for roads outside of the city's jurisdiction which are later annexed. If separate assessments will be made, a paragraph for each item to be separately assessed would be added.

ⁱⁱⁱ Minn. Stat. § 429.061, subd. 2, allows a departure from requiring assessments to be payable in equal annual installments, as specified in the resolution adopting the assessment (see also Forms 14 and 15), although the number of installments need not be uniform for all assessments in a single assessment roll if a uniform criterion for determining the number of installments is provided by the resolution adopting the assessment. If special payment options are to be made available, the city might want to consider stating these options in this resolution.

Some confusion has also arisen over what dates should be filled in the blank (year). According to Minn. Stat. § 429.061, subd. 2, all assessments shall be payable in equal annual installments extending over such period, not exceeding 30 years, as the resolution determines, payable on the first Monday in January in each year. For example, if the resolution were passed in October 2009, the first installment would be payable on the first Monday in January 2010, since this would be the first January following the adoption of the resolution.

The statute goes on to state that to the first installment of each assessment shall be added interest on the entire assessment from a date specified in the resolution levying the assessment, not earlier than the date of the resolution, until December 31 of the year in which the first installment is payable. In the example used above, the year in which the first installment is payable would be 2010, so this is the year to be filled in.

^{iv} The notice of hearing on the special assessment must state the interest rate to be charged on assessments. (Minn. Stat. § 429.061, subd. 2.) Since the notice of hearing must contain the interest rate, the interest rate must be established by the council at an earlier point in the proceedings. The actual interest rate may not be known until bonds are issued, which in some cities won't be until after the appeal period. (The same problem exists, though, if the rate is set in the assessment resolution.) It would seem reasonable, therefore, to include the establishment of the interest rate and the period of years over which the assessment is payable as part of this resolution.

The rate of interest on deferred installments is fixed by the council. Some favorable margin over the interest that is required to be paid on the bonds seems justified in order to furnish protection against possible losses, but obviously the interest charged should not be used as a medium for increasing total revenues or creating surpluses in the debt service fund. If a municipality were able to borrow at about 6 percent a charge of about 8 percent on deferred installments would probably be considered a safe margin, although local factors may enter into determination of the proper interest rate in many instances.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Arlington city council will meet at the Arlington City Hall, 204 Shamrock Drive at **6:00 p.m. on Monday, April 15, 2024**, to consider street and utility improvements described as “**2024 Street and Utility Improvement Project,**” on the following streets:

- W Chandler Street between 411th Avenue to MN TH 5
- W Brooks Street between 8th Avenue to MN TH 5
- W Alden Street between 7 ½ Avenue NW to MN TH 5
- 8th Avenue NW between W Brooks Street and Sibley County Fairgrounds
- 7 ½ Avenue NW between W Main Street and W Brooks Street
- 7th Avenue NW between W Main Street and W Douglas Street
- 6th Avenue NW between W Main Street and W Chandler Street

The amount to be specially assessed against your particular lot, piece, or parcel of land is shown on the Final Assessment Roll that is attached. Such assessment is proposed to be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable on or before the first Monday in January 2025, and will bear interest at the rate of 5 percent per annum from the date of the adoption of the assessment resolution.ⁱ To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2025. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Arlington. No interest shall be charged if the entire assessment is paid within 30 daysⁱⁱ from the adoption of this assessment. You may at any time thereafter, pay to the City of Arlington the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 5 percent per year. The right to partially prepay the assessment according to Ordinance No. 313 is available.ⁱⁱⁱ

The proposed assessment roll is on file for public inspection at the city clerk’s office. The total amount of the proposed assessment is \$1,627,592,91. Written or oral objections will be considered at the meeting. No appeal to district court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.^{iv}

Under Minn. Stat. §§ 435.193 to 435.195 and city Ordinance No. 313, the council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older, one retired by virtue of a permanent and total disability, or a member of the National Guard or other reserves ordered to active military service for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law and Ordinance, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirements of this law and Ordinance No. 313, may, within 90 days of the confirmation

of the assessment, apply to the city clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.^v

An owner may appeal an assessment to district court pursuant to Minn. Stat. § 429.081 by serving notice of the appeal upon the mayor or clerk of the city within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk.^{vi}

City Clerk

ⁱ Alternatively special assessments may be made payable in equal annual installments including principal and interest, each in the amount annually required to pay the principal over such period with interest at such rate as the council determines.

ⁱⁱ The number of days is specified by statute.

ⁱⁱⁱ The ability to make partial prepayments should be defined by ordinance in order to provide consistency in the handling of assessments and to have the regulations governing assessments in one place.

^{iv} The statute provides for but does not require such an adjourned meeting at which expert evidence may be presented on both sides as to the increase in value attributable to the improvement. (Minn. Stat. § 429.061, subd. 2.)

In *Buettner v. City of St. Cloud*, 277 N.W.2d 100 (Minn. 1979), the Minnesota Supreme Court indicated that in case of an appeal to the district court, the court would be limited to a review upon the record without new testimony if adversary hearings were held and an adequate record made as part of the city's assessment proceedings. See the discussion in the Guide under the heading, "The special benefit test." Minn. Stat. § 429.061, subd. 2 provides for adjourned hearings at which the city and the landowner may present evidence with reference to the assessment amount is probably a reflection of this statement of the court; however, it is not certain, without further judicial clarification, that the adjourned hearing before the council or a council committee constitutes an adversary proceeding. If the council wishes instead to provide for an impartial hearing body or officer, it may wish to consider adding a paragraph like the following:

"If a property owner at or prior to the hearing files a written objection on the ground that the proposed assessment exceeds the increase in market value occasioned by the improvement, the council, before adopting the final assessment, shall arrange for a hearing before an impartial hearing officer. The hearing shall be in the nature of an adversary proceeding in which the owner and the city may present further written or oral testimony from appropriate city officials and other witnesses as to the amount of the assessment. A record shall be made of the proceedings including written findings as to the amount of the assessment. The amount of the assessment as finally determined by the council shall become a part of the adopted assessment roll."

^v Minn. Stat. § 429.061, read literally, requires that the notice of the assessment hearing inform property owners of the provisions of Minn. Stat. §§ 435.193 to 435.195, even if the city has not passed an ordinance or resolution permitting senior citizen, disability, or military hardship deferments. However, such notice could likely be confusing and useless if a council has made the policy decision not to allow such deferments. In this latter case, the city's attorney should advise whether keeping this paragraph in the notice is preferable or not.

The form referred to is prescribed by the county auditor.

^{vi} The Minnesota Court of Appeals, in *Lydon v. City of North Saint Paul*, 355 N.W.2d 205 (Minn. Ct. App. 1984), decided that a hearing before the council is not adequate to avoid the need for a *de novo* determination (judgment without deference to council's determination) by a court on appeal because the council is not sufficiently disinterested in the

outcome. The implication is that if a city were willing to hire an impartial adjudicator to review a contested assessment in the adjourned hearing, that decision might be entitled to some deference on appeal.

Consequently, the city's attorney should advise just how much procedure is necessary and how to implement it. One possible procedure is the following which could be added just prior to the last paragraph of this notice.

"If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The city will present its case first by calling witnesses who may testify by narrative or by examination, and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.
2. After the city has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for questioning of the city's witnesses will be followed with the objector's witnesses.
3. The objector may be represented by counsel.
4. Minnesota rules of evidence will not be strictly applied; however, they may be considered and argued to the council as to the weight of items of evidence or testimony presented to the council.
5. The entire proceedings will be video- and audio-recorded.
6. At the close of presentation of evidence, the objector may make a final presentation to the council based on the evidence and the law. No new evidence may be presented at this point.
7. The council may adopt the proposed assessment at the hearing and will prepare written findings concerning the amount of the assessment."

\$7,340,000
General Obligation Improvement & Utility Revenue Bonds, Series 2024A

Uses of Funds		
Street Reconstruction		4,083,023
Utility Reconstruction		3,031,774
Other		-
Total Project Costs		7,114,797
Underwriter's Discount Allowance	1.250%	91,750
Unused Underwriter's Discount Allowance		-
Fiscal Fee		30,000
Bond Counsel		12,500
Printing & Misc		2,000
Paying Agent		1,500
Rating Agency		19,500
Capitalized Interest		87,492
Accrued Interest		-
Rounding		-
		<u>7,359,540</u>

Sources of Funds		
Bond Issue		7,340,000
Construction Fund Earnings		19,540
Cash Contribution		-
		<u>7,359,540</u>

Payment Schedule & Cashflow

Payment Schedule					
12-Month	Interest		Payment	plus 5%	
Period ending	Principal	Rate	Interest	Total	Coverage
6/4/2024	-		-	-	
2/1/2025	-	0.00%	151,143	151,143	154,326
2/1/2026	275,000	2.85%	237,605	512,605	538,235
2/1/2027	285,000	2.75%	229,768	514,768	540,506
2/1/2028	295,000	2.65%	221,930	516,930	542,777
2/1/2029	300,000	2.70%	214,113	514,113	539,818
2/1/2030	310,000	2.70%	206,013	516,013	541,813
2/1/2031	310,000	2.70%	197,643	507,643	533,025
2/1/2032	320,000	2.75%	189,273	509,273	534,736
2/1/2033	330,000	2.75%	180,473	510,473	535,996
2/1/2034	345,000	2.75%	171,398	516,398	542,217
2/1/2035	355,000	2.90%	161,910	516,910	542,756
2/1/2036	360,000	3.00%	151,615	511,615	537,196
2/1/2037	370,000	3.20%	140,815	510,815	536,356
2/1/2038	385,000	3.30%	128,975	513,975	539,674
2/1/2039	395,000	3.40%	116,270	511,270	536,834
2/1/2040	410,000	3.55%	102,840	512,840	538,482
2/1/2041	425,000	3.65%	88,285	513,285	538,949
2/1/2042	440,000	3.75%	72,773	512,773	538,411
2/1/2043	460,000	3.85%	56,273	516,273	542,086
2/1/2044	475,000	3.95%	38,563	513,563	539,241
2/1/2045	495,000	4.00%	19,800	514,800	540,540
	7,340,000		3,077,473	10,417,473	10,933,972

Bond Details	
Set Sale Date	4/15/2024
Sale Date	5/20/2024
Dated Date	6/12/2024
Closing Date	6/12/2024
1st Interest Payment	2/1/2025
Proceeds spent by:	12/31/2026
	<i>to Dated Date</i>
Purchase Price	7,248,250.00
Net Interest Cost	3,169,223.18
Net Effective Rate	3.5564%
Average Coupon	3.4534%
Yield	TBD
Average Life	12.141
Call Option	2/1/2031
Purchaser	Proposed for Competitive Sale
Bond Counsel	Dorsey
Pay Agent	U.S. Bank, N.A.
Tax Status	Tax Exempt, Bank Qualified
Continuing Disclosure	Full
Rebate	Subject to Rebate
Statutory Authority	M.S. 444 & 475

Pledged Revenues						Account Balances	
Collection	Tax	Water	Wastewater	Storm Sewer	Special	Surplus	Account
Year	Levy	Revenues	Revenues	Revenues	Assmts	(deficit)	Balance
					Capitalized & accrued interest >		87,492
2024	-	25,397	16,040	25,397	-	(87,492)	-
2025	181,817	85,810	54,196	85,810	130,602	-	-
2026	182,279	86,497	54,630	86,497	130,602	-	-
2027	182,765	87,176	55,058	87,176	130,602	-	-
2028	183,285	85,854	54,223	85,854	130,602	-	-
2029	183,573	86,502	54,633	86,502	130,602	-	-
2030	178,470	85,102	53,748	85,102	130,602	-	-
2031	178,617	85,696	54,124	85,696	130,602	-	-
2032	178,526	86,210	54,448	86,210	130,602	-	-
2033	183,539	86,669	54,738	86,669	130,602	-	-
2034	183,014	87,073	54,993	87,073	130,602	-	-
2035	182,022	85,337	53,897	85,337	130,602	-	-
2036	180,657	85,537	54,023	85,537	130,602	-	-
2037	183,933	85,553	54,033	85,553	130,602	-	-
2038	181,387	85,441	53,963	85,441	130,602	-	-
2039	178,426	87,192	55,069	87,192	130,602	-	-
2040	180,166	86,709	54,763	86,709	130,602	-	-
2041	181,277	86,082	54,368	86,082	130,602	-	-
2042	181,736	87,304	55,139	87,304	130,602	-	-
2043	181,523	86,304	54,508	86,304	130,602	-	-
2044	180,618	87,142	55,037	87,142	130,602	-	-
	3,627,632	1,750,585	1,105,633	1,750,585	2,612,045		-



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307

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

E-mail: police@arlingtonmn.gov

FEBRUARY 2024 – 356 Recorded ICR's

Business/Door Checks	99
Traffic Stops	98
Agency Assist	19
Park Checks	18
Directed Patrol/Traffic Detail	17
Informational	14
Public Assist	11
Residence Watch	10
Ordinance/Parking Violations	9
School Patrols	8
Theft	5
Apartment Checks	5
Warrant/Search Checks/Arrests	4
Criminal Sexual Conduct	3
Medical Calls	3
Civil Matters	3
Public Relations/School Event	3
Juvenile Trouble/Truancy	2
Animal Calls	2
Driving Complaint	2
Suspicious Activity	2
Harassment Complaint	2
Accidents	2
Welfare Checks	2
Fire Call	2
Traffic Hazard	2
911 Hang-up	2
Noise Complaint	1
Property Damage	1
Child Protection/Custody	1
Found Property	1
Assault	1
DUI/DWI	1
Adult Protection	1

Glenn Gerads #301

Chief of Police



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307

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

E-mail: police@arlingtonmn.gov

FEBRUARY 2024

2-1-24

- Directed Patrol – 400 Block E. Adams St.
- Business Check – 500 Block 2nd Ave. NW
- Informational – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 9
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Business Check – 800 Block W. Chandler St.
- Agency Assist/Suicidal – 600 Block Court Ave., Gaylord
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Business Check – 23200 Block 401st Ave.
- Park Check – 300 Block 1st Ave. S.
- Park Check – 24200 Block 387th Ave.
- Business Check – 600 Block W. Chandler St.

2-2-24

- 911 Hangup – 100 Block E. Clinton St.
- Informational – 500 Block 2nd Ave. NW
- Agency Assist/Assault – 200 Block Division St., Gaylord
- Traffic Stop – Intersection Hwy 5 & 401st Ave. (SO)
- Traffic Stop – Intersection Hwy 5 & 401st Ave.
- Traffic Stop – Intersection Cty. Rd. 12 & Circle Dr. (SO)
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection 2nd Ave. NW & W. Brooks St.
- Traffic Stop – Intersection Hwy 5 & 411th Ave. (SO)
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Business Check – 100 Block 1st Ave. N.
- Residence Watch – 300 Block Frenzel Dr.
- Apartment Checks – 700 Block Chestnut Dr.

2-3-24

- Directed Patrol – 400 Block E. Adams St.
- Park Check – 24200 Block 387th Ave.
- Park Check – 300 Block 1st Ave. S.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307

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

E-mail: police@arlingtonmn.gov

- Directed Patrol – 400 Block E. Adams St.
- Agency Assist/DUI – 100 Block 6th St., Gaylord (*actual assist @ RSMC*)
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Traffic Stop – Intersection 1st Ave. S. & E. Clinton St.
- Business Check – 400 Block W. Main St.
- Welfare Check – 400 Block E. Adams St.
- Traffic Stop – Intersection 2nd Ave. NW & W. Brooks St.
- Business Check – 500 Block 2nd Ave. NW
- Business Check – 23200 Block 401st Ave.
- Business Check – 100 Block 1st Ave. N
- Traffic Stop – Intersection 1st Ave. S. & E. Adams St.

2-4-24

- Business Check – 500 Block W. Main St.
- Traffic Stop – Intersection 411th Ave. & W. Main St.
- Traffic Stop – Intersection Hwy 5 & 411th Ave.
- Directed Patrol – 400 Block E. Adams St.
- Business Check – 500 Block 2nd Ave. NW
- Residence Watch – 300 Block Frenzel Dr.
- Traffic Stop – Intersection W. Main St. & 2nd Ave. NW
- Informational – 200 Block Shamrock Dr.

2-5-24

- Agency Assist/Suspicious Activity – 700 Block W. Chandler St.
- Public Assist – 100 Block 4th Ave. NW
- Traffic Stop/Agency Assist – Intersection W. Main St. & 6th Ave.
- Public Assist – 100 Block 4th Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Theft – 100 Block 1st Ave. N.
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection 411th Ave. & Hwy 5
- Business Check – 23100 Block Hwy 5
- Business Check – 23100 Block 401st Ave.
- Traffic Stop – Intersection Hwy 5 & 230th St.
- Park Check – 24200 Block 387th Ave.
- Apartment Checks – 100 Block 7th Ave. NW
- Park Check – 400 Block 2nd Ave NE

2-6-24

- Park Check – 300 Block 1st Ave. S.
- Informational/Med Disposal – 100 Block 4th Ave. NW
- Traffic Stop – Intersection Cty. Rd. 12 & 411th Ave.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307

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

E-mail: police@arlingtonmn.gov

- Business Check – 500 Block 2nd Ave. NW
- Medical Call/Agency Assist – 100 Block 7th Ave. SW
- Business Check – 200 Block Shamrock Dr.
- Public Relations/School Event – 200 Block W. Douglas St.
- Traffic Stop – Intersection W. Chandler St. & 6th Ave. NW
- Assault – 100 Block 4th Ave. NW
- Business Check – 23200 Block 401st Ave.
- Property Damage – Intersection 6th Ave. SW & W. Adams St.
- Business Check – 600 Block W. Chandler St.

2-7-24

- Business Check – 500 Block 2nd Ave. NW
- Harassment Complaint/Agency Assist – 100 Block 4th Ave. NW
- Agency Assist/Adult Protection – 400 Block E. Adams St.
- Agency Assist/Public Assist/Suspicious Activity – 100 Block W. Main St.

2-8-24

- Public Assist – 600 Block W. Baker St.

2-9-24

- Public Assist – 100 Block 4th Ave. NW
- School Patrol – 200 Block W. Douglas St.
- Business Check – 100 Block 5th Ave. NW
- Traffic Stop – Intersection Freedom Dr. & Creekview Ln.
- Traffic Stop – Intersection Hwy 5 & W. Alden St. (SO)
- Agency Assist/Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Business Check – 800 Block W. Chandler St.
- Child Protection – 500 Block W. Main St.
- Traffic Stop – Intersection Chestnut Dr. & Shamrock Dr.
- Traffic Stop – Intersection Hwy 5 & W. Baker St.
- Business Check – 23200 Block 401st Ave.
- Traffic Stop – Intersection Hwy & Marion Dr.
- Traffic Stop – Intersection W. Main St. & 7th Ave.
- Traffic Stop – Intersection W. Main St. & 7th Ave.
- Business Check – 600 Block W. Chandler St.

2-10-24

- Business/Door Checks – 100 Block W. Main St.
- Business/Door Checks – 200 Block W. Main St.
- Business/Door Checks – 300 Block W. Main St.
- Business/Door Checks – 400 Block W. Main St.
- Business Check – 23100 Block Hwy 5
- Traffic Stop – Intersection Hwy 5 & W. Adams St.



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307

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

E-mail: police@arlingtonmn.gov

- Traffic Stop – Intersection Hwy 5 & Sheila Dr.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Traffic Stop – Intersection 4th Ave. SE & E. Clinton St.
- Business Check – 23200 Block 401st Ave.
- Traffic Stop – Intersection Cty. Rd. 17 & Henderson Rd.
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Traffic Stop – Intersection Hwy 5 & 411th Ave.
- DUI/Traffic Stop/Agency Assist – Intersection Hwy 5 & 4th Ave. NW

2-11-24

2-12-24

- Informational – 100 Block 4th Ave. NW
- School Patrol – 200 Block W. Douglas St.
- Business Check – 500 Block 2nd Ave. NW
- Directed Patrol – 400 Block E. Adams St.
- Traffic Stop – Intersection Hwy 5 & 411th Ave.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Search Warrant – 600 Block W. Main St.
- Suspicious Activity – Intersection E. Main St. & 3rd Ave.
- School Patrol/School Event/Public Relations – 200 Block W. Douglas St.
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection Hwy 5 & Sheila Dr.
- Business Check – 100 Block 1st Ave. N.
- Agency Assist/Warrant Arrest – 100 Block 6th St., Gaylord
- Business Check – 600 Block W. Chandler St.
- Informational – 500 Block 2nd Ave. NW
- Found Property – 100 Block 4th Ave. NW

2-13-24

- Welfare Check – 100 Block 4th Ave. NW
- Traffic Stop – Intersection Hwy 5 & 401st Ave.
- Business Check – 200 Block Shamrock Dr.
- Business Check – 100 Block W. Main St.
- Civil Matter – 600 Block W. Brooks St.
- Civil Matter – 200 Block W. Alden St.
- Traffic Stop – Intersection Hwy 5 & 216th St.
- Business Check – 400 Block W. Main St.
- Directed Patrol – 400 Block E. Adams St.
- Traffic Stop – Intersection Main Ave. & 5th St., Gaylord
- Agency Assist/Accident – Intersection Main Ave. & 4th St., Gaylord



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307
Office: (507)964-5200 Fax: (507)964-2737
E-mail: police@arlingtonmn.gov

- Park Check – 300 Block 1st Ave. S.
- Business Check – 600 Block W. Chandler St.

2-14-24

- Public Assist – 100 Block 4th Ave. NW
- Public Assist – 100 Block 4th Ave. NW
- Warrant Check/Agency Assist – 100 Block E. Main St.
- Accident – Intersection W. Douglas St. & 4th Ave. NW
- Informational – 100 Block 1st Ave. N.
- Business Check – 500 Block 2nd Ave. NW
- Agency Assist/VORs – Intersection Cty. Rd. 13 & 200th St.
- Business Check – 23200 Block 401st Ave.
- Business Check – 1000 Block Circle Dr.
- Directed Patrol – 400 Block E. Adams St.
- Business Check – 600 Block W. Chandler St.
- Parking Violation – 200 Block 3rd Ave. SW
- Parking Violation – 200 Block E. Adams St.
- Parking Violation – 100 Block E. Clinton St.
- Parking Violation – 200 Block W. Main St.

2-15-24

- Parking Violation – Intersection 7th Ave. SW & W. Main St.
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Brooks St.
- Traffic Stop – Intersection E. Main St. & 2nd Ave.
- Fire Call/Agency Assist – 200 Block Frenzel Dr.
- Business Check – 1000 Block Circle Dr.
- Business Check – 23100 Block Hwy 5
- Business Check – 800 Block W. Chandler St.
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- School Event/Public Relations – 200 Block W. Douglas St.
- Park Check – 24200 Block 387th Ave.
- Business Check – 600 Block W. Chandler St.

2-16-24

- Public Assist – 100 Block 4th Ave. NW
- Theft – 100 Block E. Main St. (SO)
- Parking Violation – 400 Block E. Adams St.
- Traffic Stop – Intersection 4th Ave. & Hwy 5
- Public Assist – 100 Block 4th Ave. NW
- Traffic Stop – Intersection 4th Ave. NW & W. Main St.
- Business Check – 500 Block 2nd Ave. NW
- Directed Patrol – 400 Block E. Adams St.



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307

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

E-mail: police@arlingtonmn.gov

- Traffic Stop – Intersection E. Elmwood St. & 4th Ave. SE
- Parking Violation – Intersection 2nd Ave. SE & E. Dayton St.
- Parking Violation – 800 Block Chestnut Dr.
- Agency Assist/Traffic Stop/OFP – 600 Block 3rd St. E, Gaylord
- Traffic Stop – 200 Block W. Main St.
- Agency Assist/Theft – 100 Block 6th St., Gaylord
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Business Check – 100 Block 1st Ave. N.
- Park Check – 24200 Block 387th Ave.

2-17-24

- Business Check – 23200 Block 401st Ave.
- Business Check – 300 Block W. Main St.
- Directed Patrol/Public Relations – 400 Block E. Adams St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection Hwy 5 & 2nd Ave. NW
- VOR/Agency Assist – Intersection Cty. Rd. 9 & Hwy 5
- Business Check – Intersection 100 Block 1st Ave. N.
- Park Check – 24200 Block 387th Ave.

2-18-24

- Residence Watch – 300 Block Frenzel Dr.
- Business Check – 500 Block W. Main St.
- Park Check – 300 Block 1st Ave. S.
- Traffic Stop – Intersection Hwy 5 & 226th St.
- Fire Call/Agency Assist – 400 Block 7th Ave. NW
- Residence Watch – 300 Block E. Clinton St.
- Directed Patrol – 400 Block E. Adams St.
- Ordinance Violation – 400 Block E. Main St.
- Informational – 200 Block Shamrock Dr.
- Juvenile Trouble – 600 Block W. Chandler St.
- Business Check – 500 Block 2nd Ave. NW
- Medical Call/Agency Assist – 600 Block Marion Dr.
- Business Check – 600 Block W. Chandler St.
- Business Check – 100 Block 1st Ave. N.
- Residence Watch – 300 Block Frenzel Dr.

2-19-24

- Traffic Stop – Intersection 4th Ave. & Baker St.
- Traffic Stop – 500 Block W. Main St.



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307
Office: (507)964-5200 Fax: (507)964-2737
E-mail: police@arlingtonmn.gov

- Business Check – 1100 Block Circle Dr.
- Business Check – 200 Block Shamrock Dr.
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection Hwy 5 & Marion Dr.
- Business Check – 23200 Block 401st Ave.
- Residence Watch – 300 Block E. Clinton St.
- Park Check – 24200 Block 387th Ave.
- Residence Watch – 300 Block Frenzel Dr.
- Business Check – 1000 Block Circle Dr.
- Directed Patrol – 400 Block E. Adams St.

2-20-24

- Business Check – 600 Block W. Chandler St.
- Criminal Sexual Conduct – 600 Block E. Brooks St.
- Civil Matter – 500 Block W. Main St.
- Public Assist – 400 Block 4th Ave. NE
- Business Check – 500 Block 2nd Ave. NW
- Agency Assist/Driving Complaint – Intersection Hwy 5 & Green Isle
- Traffic Stop – Intersection Hwy 5 & 411th Ave.
- Business Check – 500 Block W. Main St.
- Business Check – 600 Block W. Chandler St.

2-21-24

- Business Checks/Door Checks – 100 Block W. Main St.
- Business Checks/Door Checks – 200 Block W. Main St.
- Business Checks/Door Checks – 300 Block W. Main St.
- Business Checks/Door Checks - 400 Block W. Main St.
- Informational – 200 Block W. Alden St. (SO)
- Criminal Sexual Conduct – 200 Block 7th Ave. SW
- Criminal Sexual Conduct – 200 Block 7th Ave. SW
- School Patrol – 200 Block W. Douglas St.
- Animal Call – 200 Block 3rd Ave. NW
- Business Check – 500 Block 2nd Ave. NW
- Business Check – 200 Block Shamrock Dr.
- Directed Patrol – 400 Block E. Adams St.
- Traffic Stop – Intersection Hwy 5 & 2nd Ave. NW
- Traffic Stop – Intersection Hwy 5 & 411th Ave.
- Business Check – 500 Block 2nd Ave. NW
- Warrant Check – 100 Block E. Main St.
- Business Check – 100 Block 1st Ave. N.
- Traffic Stop/Agency Assist – Intersection E. Main St. & 2nd Ave.



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307

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

E-mail: police@arlingtonmn.gov

2-22-24

- Agency Assist/DUI – 400 Block Main Ave. E., Gaylord
- Informational – 400 Block Creekview Ln.
- Informational – 100 Block 4th Ave. NW
- Animal Call – 100 Block E. Main St.
- Traffic Stop – Intersection 411th Ave. & Hwy 5
- Directed Patrol – 400 Block E. Adams St.
- Traffic Stop – Intersection Hwy 5 & 401st Ave.
- Agency Assist/Motorist Assist – Intersection Hwy 5 & E. of Gaylord
- Traffic Stop – Intersection Hwy 5 & 4th Ave. NW
- Business Check – 500 Block 2nd Ave. NW
- Business Check – 23200 Block 401st Ave.
- Traffic Stop – Intersection Alden St. & 1st Ave. N.
- Traffic Stop – Intersection Hwy 5 & Cty. Rd. 12 (SO)
- Park Check – 24200 Block 387th Ave.
- Traffic Stop – Intersection 5th Ave. & SW & W. Baker St.

2-23-24

- Business Check – 600 Block W. Chandler St.
- Harassment Complaint – 800 Block W. Brooks St.
- Informational – 100 Block 4th Ave. NW
- Traffic Stop – Intersection Main St. & 1st Ave.
- School Patrol – 200 Block W. Douglas St.
- Business Check – 23100 Block Hwy 5
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection 4th Ave. SE & E. Clinton St.
- Traffic Stop – Intersection 4th Ave. SE & E. Dayton St.
- Traffic Stop – Intersection E. Main St. & 3rd Ave.
- Driving Complaint – Intersection Freedom Dr. & Cty. Rd. 17
- Business Check – 100 Block 1st Ave. N.
- Apartment Checks – 700 Block Chestnut Dr.
- Business Check – 600 Block W. Chandler St.
- Directed Patrol – 400 Block E. Adams St.
- Park Check – 24200 Block 387th Ave.

2-24-24

- Theft – 23200 Block 401st Ave.
- Traffic Stop – Intersection 4th Ave. SE & E. Baker St.
- 911 Hangup – 200 Block E. Baker St.
- Traffic Stop – Intersection Hwy 5 & W. Chandler St.
- Traffic Hazard – Intersection 1st Ave. & Main St.
- Business Check – 500 Block 2nd Ave. NW
- Business Check – 200 Block Shamrock Dr.



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307

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

E-mail: police@arlingtonmn.gov

- Traffic Stop – 23200 Block 401st Ave.
- Traffic Stop – Intersection 4th Ave. SE & E. Dayton St.
- Business Check – 1100 Block Circle Dr.
- Business Check – 600 Block W. Chandler St.
- Park Check – 300 Block 1st Ave. S.
- Directed Patrol – 400 Block E. Adams St.

2-25-24

- Agency Assist – 200 Block 7th Ave. SW
- Noise Complaint – 400 Block E. Adams St.
- Juvenile Trouble/Curfew – 100 Block 5th Ave. NW
- Traffic Stop – Intersection 4th Ave. SE & E. Elmwood St.
- Traffic Stop – Intersection 4th Ave. & E. Elmwood St.
- Medical Call/Agency Assist – 100 Block 7th Ave. SW
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection 411th Ave. & 226th St.
- Business Check – 1000 Block Circle Dr.
- Informational – 200 Block Shamrock Dr.
- Park Check – 300 Block 1st Ave. S.

2-26-24

- Accident/Agency Assist – Intersection Hwy 5 & W. Adams St.
- School Patrol – 200 Block W. Douglas St.
- Traffic Stop – Intersection W. Alden St. & 3rd Ave. NW
- Public Relations – Intersection 4th Ave. NW & W. Chandler St.
- Directed Patrol – 400 Block E. Adams St.
- Public Assist – 400 Block W. Elgin St.
- Driving Complaint – 800 Block W. Chandler St.
- Residence Watch – 300 Block E. Clinton St.
- Agency Assist/Domestic – 800 Block Main Ave., Gaylord
- Business Check – 500 Block 2nd Ave. NW

2-27-24

- Traffic Stop – Intersection Hwy 5 & W. Baker St. (SO)
- Theft – 700 Block Chestnut Dr.
- Adult Protection – 200 Block W. Elgin St.
- Traffic Hazard – Intersection 3rd Ave. SE & Henderson Rd.
- School Patrol – 200 Block W. Douglas St.
- Traffic Stop – Intersection 2nd Ave. NW & W. Alden St.
- Directed Patrol – 400 Block E. Adams St.
- Traffic Stop – Intersection Hwy 5 & W. Adams St.
- Traffic Stop – Intersection Hwy 5 & W. Main St.



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307

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

E-mail: police@arlingtonmn.gov

- Traffic Stop – Intersection W. Main St. & 4th Ave.
- Warrant Arrest/Agency Assist – 200 Block E. Clinton St.
- Public Assist – 400 Block 4th Ave. SE
- Agency Assist/Warrant Check – 100 Block Ave., Gaylord

2-28-24

- Suspicious Activity – 600 Block W. Chandler St.
- Business Check – 1000 Block Circle Dr.
- Business Check – 800 Block W. Chandler St.
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection Cty. Rd. 17 & 250th St.
- Traffic Stop – Intersection W. Chandler St. & 8th Ave. NW
- Business Check – 100 Block 1st Ave. N.
- Residence Watch – 300 Block E. Clinton St.
- Traffic Stop – Intersection W. Alden St. & Hwy 5
- Traffic Stop – Intersection W. Elgin St. & 2nd Ave. NW
- Park Check – 24200 Block 387th Ave.
- Apartment Check – 800 Block W. Main St.

2-29-24

- Apartment Checks – 400 Block W. Elgin St.
- Agency Assist – 100 Block 4th Ave. NW
- School Patrol – 200 Block W. Douglas St.
- Theft – 100 Block 1st Ave. N.
- Business Check – 23100 Block Hwy 5
- Business Check – 500 Block 2nd Ave. NW
- Traffic Stop – Intersection Hwy 5 & W. Alden St.
- Business Check – 23100 Block 401st Ave.
- Traffic Stop – Intersection 4th Ave. SE & E. Dayton St.
- Residence Watch – 300 Block Frenzel Dr.
- Business Check – 500 Block W. Main St.
- Business Check – 600 Block W. Chandler St.

Glenn Gerads #301
Chief of Police

**CITY OF ARLINGTON
STATEMENT OF FUNDS
February 29, 2024**

<u>FUND</u>	<u>MONTH END BALANCE</u>	<u>Mar. 4th Bills</u>	<u>BALANCE</u>
General	\$926,524.32	\$51,040.31	\$875,484.01
Water	455,507.26	17,092.13	438,415.13
Arl. Sewer	(94,248.22)	0.00	(94,248.22)
AGI Sewer	816,618.61	19,337.92	797,280.69
Electric	461,709.14	195.55	461,513.59
Storm Drainage	186,566.65		186,566.65
Fire	218,499.61	2,681.47	215,818.14
Ambulance	2,311.34	4,807.77	(2,496.43)
Community Center	23,714.60	2,778.82	20,935.78
Cemetery	23,804.80		23,804.80
DESIGNATED FUNDS			
Capital Improvement Fund	229,092.32		229,092.32
Park Dedication Fund	39,744.91		39,744.91
Fire Truck 2019	14,909.01		14,909.01
Cemetery Perpetual	116,191.50		116,191.50
EDA - Loan Programs Fund	160,117.82		160,117.82
Revolving Loan	80,373.30		80,373.30
EDA	4,549.67		4,549.67
TIF Disc #1-4	0.00		0.00
Tax Abatement	3,879.70		3,879.70
COVID-19 Fund	237,222.83		237,222.83
Medical Center Fund	117,589.53		117,589.53
Circle Dr. Imp. Const. Fund	16,275.84		16,275.84
Hospital Bonds	(550.00)		(550.00)
2012 Street Imp. Skg	16,123.21		16,123.21
2015 Street Imp. Skg	150,952.03		150,952.03
2017 Street Imp. Skg	293,178.63		293,178.63
2019 Street Imp. Skg	264,064.69		264,064.69
TOTAL	\$4,764,723.10	\$97,933.97	\$4,666,789.13

INVESTMENTS

ARLINGTON STATE BANK	180,000.00	4.20%	Bank Balance
RBC Wealth Mgmt	2,027,523.40	47.27%	+ \$475,212.60
FINANCIAL NORTHEASTERN	200,741.50	4.68%	Investment Balance
4M Fund Gen & 2019 Bond Accts	1,881,245.60	43.86%	= <u>\$4,289,510.50</u>
	<hr/>		
	4,289,510.50	100.00%	Month End Account Balance
			\$4,764,723.10

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
2/1/2024	Clarifier #2	30192 WW Arlington, MN	currently not in use	Inspection	1. Check condition and level of primary, secondary and final speed reducers. 2. Clean and test micro-switches and drain moisture from box. See Main. man for lube/oil chart, Sec 11350, Vol-2
2/5/2024	Chlorination/Dechlor Equipment	30192 WW Arlington, MN	Mixers work , chlorine and sulfur off for season	Monthly PM	1. Inspect flash mixer for normal operation March through October 2. Inspect and clean ejector screens Maint. man. sec 11354, Vol-2
2/5/2024	Chlorine Gas Detector	30192 WW Arlington, MN	Works calls out with bleach vinegar mix	Test alarm dialer	1. Power supply LED and ready LED check 2. Alarm circuit check 3. Alarm circuit to remote on SCP check 4. Malfunction LED off See Maint. man., Sec 11355, Vol-2
2/5/2024	HI-E DEHUMIDIFIER	30192 WW Arlington, MN	Works , drains	Monthly PM	INSPECT HOSE FOR PORPER DRAINAGE AND CHECK FOR PROPER OPERATION.
2/5/2024	Dialer	30192 WW Arlington, MN	works calls out	Test alarm dialer	Check dialer for proper operation.
2/5/2024	Knight heating Gas Boiler	30192 WW Arlington, MN	Vent ok water full no issues	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

2/5/2024	Effluent Blower #1-Lamson	30192 WW Arlington, MN	Runs no issues no blow by motor and blower quite	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 Heavy Duty grease)) See maint. man. sec. 11373.5.B, Vol-2
2/5/2024	Effluent Blower #2-Lamson	30192 WW Arlington, MN	Works good no issues , has some blow by	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
2/5/2024	Effluent Sampler	30192 WW Arlington, MN	Works good , lines look ok	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
2/5/2024	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
2/5/2024	City Hall Generator	30192 WW Arlington, MN	Heater is on runs good fluids are full	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant 2. Check overall conditon of unit. 3. Run unit under load for one cycle (excerise 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

2/5/2024	Green Isle-Lake Erin Generator	30192 WW Arlington, MN	Ran generator and checked fluids everything 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 unit under load. <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>
2/5/2024	7th St. Lift Station Generator	30192 WW Arlington, MN	Heater is on runs good fluids are full	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. <p>See Maint. man for lube/oil chart & instructions, sec 16200, Vol-4</p>

2/5/2024	School Lift Station Generator	30192 WW Arlington, MN	Runs better than it did sounds decent now. Leaks a little. Fluids are all full heater works.	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>
2/5/2024	Brook St. LS Generator	30192 WW Arlington, MN	Everything runs good. Fluids are all full.	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>

2/5/2024	Wastewater Plant Generator	30192 WW Arlington, MN	Fluids are full generator sounds good belts look like they are in good condition. Heater does not 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
2/5/2024	Green Isle Main Lift Station	30192 WW Arlington, MN	Cleaned floats and transducer. Everything checked working properly	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.
2/5/2024	Green Isle Lift Station #2	30192 WW Arlington, MN	Floats and transducer cleaned Everything checked working fine	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.

2/5/2024	Gravity Thickner	30192 WW Arlington, MN	Out of service	Monthly PM	<ol style="list-style-type: none"> 1. Check collection chain, flights, wear slides and guides for visible damage, loose or missing parts. 2. Grease all 4 shaft bearings (8 zerls 5-6 shots) 3. Check drive chain for tightness and alignment with drive gears and idler gear. <p>See Maint. man., sec. 11352, pgs 3-4 to 3-8, Vol-2</p>
2/5/2024	OBRIEN HYDROJETTER	30192 WW Arlington, MN	Fluids full , ran for half hour , full of water	Monthly PM	EXERCISE ENGINE, CHECK BATTERY CABLES AND OIL LEVEL IN ENGINE, HYDRAULIC TANK, AND WATER PUMP.
2/5/2024	Lift Station- 7th Street	30192 WW Arlington, MN	floats ok transducer ok low 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.
2/5/2024	Lift Station- Hwy 5	30192 WW Arlington, MN	floats ok transducer ok alarms work	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.
2/5/2024	Lift Station- School	30192 WW Arlington, MN	floats ok transducer ok alarms work	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.

2/5/2024	Lift Station- Brook Street	30192 WW Arlington, MN	floats ok transducer ok alarms work	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.
2/5/2024	Sludge Thickener Pump	30192 WW Arlington, MN	Not in use till spring	Monthly PM	<ol style="list-style-type: none"> 1. Check oil level in gear case of process pump, oil if necessary. ** #30 low ash in pump gearbox ** 2. Inspect packing. 3. Rotate motor & shafts if not used regularly. <p>Oil mobil sparton FP 220 or equivalent to 80-90w gearbox and buffer chamber Oil bottle pressure 1.3 See Maint. man. for lube/oil chart, sec. 11310.19.F, Vol-1</p>
2/5/2024	Thickener Supernatant Pump	30192 WW Arlington, MN	Oil Ok belts ok not in use till spring	Monthly PM	<p>Vortex Pump: Check oil level ** Use #20 Non-Detergent oil See Maint. man. for lube/oil chart, sec.113100.4.C, Vol-1</p>
2/5/2024	Water Plant Generator	30192 WT Arlington, MN	Fluids are all full batteries are good belts are good. Had to add 3 quarts of oil.	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>

2/5/2024	Well #2 Generator	30192 WT Arlington, MN	Runs good. Fluids are all full. Batteries are strong.	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. See Maint. man. for lube/oil charts, sec 16200, Vol-4
2/5/2024	Well #4 Generator	30192 WT Arlington, MN	All fluids were good. Belts looked good. Sounds good. Everything in good working condition.	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant 2. Check overall condition of unit. 3. Run unit under load for one cycle.(exercise unit every other week under load) 4. Check over unit for leaks and conditon of hoses. 5. Check battery level, connections and charge. 6. Keep screens on generator and air passages on air filter 7. Keep generator set clean and dry. See Maint. man for lube/oil charts, sec 16200, Vol-4
2/5/2024	FAIRGROUND PVC CAPS	30192 WW Arlington, MN	Caps are all on. They are in good condition.	Monthly PM	Inspect Caps
2/5/2024	Northland Drying Lift station	30192 WW Arlington, MN	floats ok pumps ok	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.

2/6/2024	Hwy 5 Lift Station Generator	30192 WW Arlington, MN	Everything runs good. No leaks. Fluids are full. Heater works. Everything runs good. No leaks. Fluids are full. Heater works.	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 electolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. <p>See Maint. man for lube/oil chart & instructions, sec 16200, Vol-4</p>
2/6/2024	Influent Sampler	30192 WW Arlington, MN	Hose is clean but the cooling skid needs to be replaced	Monthly PM	<ol style="list-style-type: none"> 1. Flush suction line with water and chlorine rinse. 2. Check housing for seal failure. <p>Every other month:</p> <ol style="list-style-type: none"> 1. Clean interior and exterior of sampler wth sponge and detergent. 2. Check pump tube for flexibility. <p>See Maintl man., Sec. 11630, Vol-3</p>
2/6/2024	Ferric Mixer ME-MX-6	30192 WW Arlington, MN	Oil good paddles okay	Monthly PM	<p>Check oil level in sight glass to mid-point level. Check paddle operation.</p>
2/6/2024	RAS Pump #1	30192 WW Arlington, MN	Greased everything sounds good no leaks	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>

2/6/2024	RAS Pump #2	30192 WW Arlington, MN	Used daily greased everything looks and sounds good no vibrations	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
2/6/2024	RAS Pump #3	30192 WW Arlington, MN	Not in service waiting on parts	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
2/6/2024	RAS Pump #4	30192 WW Arlington, MN	Runs good greased comes up to speed well no problems currently not in use	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

2/6/2024	RAS Pump #5	30192 WW Arlington, MN	Runs good and smooth currently not in use	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. See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1
2/6/2024	Air Compressor	30192 WT Arlington, MN	Oil full on both filters ok belts ok	Monthly PM	Check oil and overall performance. Use Mobil DTE-24 oil.
2/6/2024	Booster Pump	30192 WT Arlington, MN	Have good pressure no issues	Monthly PM	Check for proper operation (screen and pressure)
2/6/2024	Backwash Blower	30192 WT Arlington, MN	Filter ok belts ok	Monthly PM	Check air filters and belts.
2/6/2024	Chlorine Booster	30192 WT Arlington, MN	Greased no issues good pressure	Quarterly PM	Quarterly motor & electrical check: - Check motor for accumulations. - Check electrical connections.
2/6/2024	Dehumidifier at Water Plant	30192 WT Arlington, MN	All new and filters ok , set at 52	Monthly PM	Inspect both filters type dp model# mx40 sp2 size 15.75x15.75x2.
2/6/2024	High Service Pump #1 (P-PW-1)	30192 WT Arlington, MN	Packing ok , greased	Monthly PM	Inspect packing for High Service Pump.
2/6/2024	High Service Pump #2 (P-PW-2)	30192 WT Arlington, MN	Packing ok , greased	Monthly PM	Inspect packing for High Service Pump.
2/6/2024	SANITARY MANHOLES CREEKVIEW LANE	30192 WW Arlington, MN	They all look intact and in decent condition	Monthly PM	Inspect for Leaks
2/7/2024	Grit Cyclone	30192 WW Arlington, MN	no noises oil ok, greased weekly	Monthly PM	Check washer for unusual noises and excessive vibrations. See Maint. man. for lube/oil chart, sec 11325 , Vol-1

2/7/2024	Grit Pump	30192 WW Arlington, MN	belts ok packing ok, casting getting deteriorated oil ok	Monthly PM	Vortex pump: 1. Check oil level. Use SAE 20 non-detergent oil containing inhibitors. 2. Check packing. 3. Check belts. See Maint. man. for lube/oil chart, sec. 11310.4.C, Vol-1
2/7/2024	Grit Trap- Jeta (Grit Separator)	30192 WW Arlington, MN	oil ok , greased 2-7-24	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
2/7/2024	Mechanical Bar Screen	30192 WW Arlington, MN	bushings ok, greased weekly, brush ok , seals ok	Monthly PM	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 Neoprene side seals for wear and correct sealing. See Maint. man. for lube/oil chart, sec. 11330, Vol-1

2/7/2024	Screw Lift Pump #1	30192 WW Arlington, MN	Belts are good greased everything and oil is full	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. See Maint. man. Vol-1 sec. 11310
2/7/2024	Screw Lift Pump #2	30192 WW Arlington, MN	Oil is good belts are in good shape and greased	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. See Maint. man. Vol-1 sec. 11310
2/7/2024	Screw Lift Pump #3	30192 WW Arlington, MN	Greased oil good belts okay	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. See Maint. man. Vol-1 sec. 11310
2/7/2024	Screenings Dewatering Press	30192 WW Arlington, MN	brushes ok, cleaned debris off, greased weekly, oil ok, needs solenoid to control water flow	Monthly PM	Daily: <ol style="list-style-type: none"> 1. General visual inspection 2. Rinse accumulated solids off of exterior surfaces Weekly: <ol style="list-style-type: none"> 1. Inspect and flush drain housing 2. Inspect motor 3. Clean brush with water Monthly: <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

2/7/2024	Pump Motor at Well #2	30192 WT Arlington, MN	Oil is full and seals look good no leaks motor sounds good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and well motor. 2. Check packing for any leaking.
2/8/2024	Aeration Diffusers	30192 WW Arlington, MN	Flexed air to break up pieces in ditch , no big bubbles or broken lines	Monthly PM	<ol style="list-style-type: none"> 1. Flexing Diffusers by varing air volume 3 times. 2. During normal operation inspect basins for even air flow. Fine bubbles not release of course bubbles in large. See maint instructions sec 11374 Vol 2
2/8/2024	Clarifier #1	30192 WW Arlington, MN	Washed weir plates and scum beach , greased , oil ok , electrical junction box is rusted and open , also fresh air fan not working , not sure if this is a safety concern	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>
2/8/2024	Clarifier #1	30192 WW Arlington, MN	Works good no issues , motor sounds good , no moisture in box	Inspection	<ol style="list-style-type: none"> 1. Check condition and level of primary, secondary and final speed reducers. 2. Clean and test micro-switches and drain moisture from box. <p>See Main. man for lube/oil chart, Sec 11350, Vol-2</p>
2/8/2024	Clarifier #2	30192 WW Arlington, MN	Down for year , will look at in spring , worked fine when winterized	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>

2/8/2024	Clarifier #3	30192 WW Arlington, MN	Not in use Currently , was washed when winterized	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. See Maint. man. for lube/oil chart, Sec 11350, Vol-2
2/8/2024	Clarifier #3	30192 WW Arlington, MN	Down for year until spring	Inspection	<ol style="list-style-type: none"> 1. Check condition and level of primary, secondary and final speed reducers. 2. Clean and test micro-switches and drain moisture from box. See Main. man for lube/oil chart, Sec 11350, Vol-2
2/9/2024	Blower #2- Roots	30192 WW Arlington, MN	Belt ok , air filter checked , clean , added 1/4 of 220 compressor oil	Service Equipment	<ol style="list-style-type: none"> 1. Check drive belt tensions 2. Check air filter 3. Change oil every 6000 hours or 2 years. SB220 oil 1800 belt
2/9/2024	FIRE EXTINGUISHERS	30192 WW Arlington, MN	Checked all good	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
2/13/2024	Blower #3- Roots	30192 WW Arlington, MN	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

2/13/2024	Blower #6- Roots	30192 WW Arlington, MN	not in service exercised	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 <p>See Maint. man. for lube/oil charts, sec 11372.2.3, vol-2</p>
2/13/2024	Blower #6- Roots	30192 WW Arlington, MN	not in service exercised motor	Quarterly PM	<ol style="list-style-type: none"> 1. Change oil or after every 1500 hours 2. Check belts, adjust or replace if necessary 3. Check for hot spots or increase in noise or vibration 4. Check relief valve for proper operation 5. Check monometer for proper operating pressure & fluid <p>See Maint. man. for lube/oil chart, sec 11372.2.3, vol-2</p>
2/13/2024	Blower #7- Roots	30192 WW Arlington, MN	not in service exercised motor	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 <p>See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2</p>
2/13/2024	Blower #7- Roots	30192 WW Arlington, MN	not in service exercised motor	Quarterly PM	<ol style="list-style-type: none"> 1. Change oil or after every 1500 hours 2. Check belts, adjust or replace if necessary 3. Check for hot spots or increase in noise or vibration 4. Check relief valve for proper operation 5. Check monometer for proper operating pressure & fluid <p>See Maint. man. for lube/oil chart, sec 11372.2.3, vol-2</p>

2/13/2024	Green Isle Generator Main Lift	30192 WW Arlington, MN	Not working 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>
2/16/2024	Blower #1- Roots	30192 WW Arlington, MN	not in use exercised 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- 220 Synthetic <p>See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2</p>

Water Plant Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
2/1-2/29	Venders (2)	Misc. Invoices under \$50 (2)	\$59
Total			\$59

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>
02/06/24	Arlington Auto & Farm Supply	Grease for at the WWTP	\$75
02/20/24	The Home Depot	Accural from December 2023-Credit showed in January 2024, this now zeros it out for 2024	\$295
2/1-2/29	Venders (1)	Misc. Invoices under \$50 (1)	\$45
Total			\$415

Wastewater System Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
2/1-2/29	Venders (1)	Misc. Invoices under \$50 (1)	\$28
Total			\$28

Total Expenditures

Water Plant Maintenance	\$59
Water System Maintenance	\$0
W/W Plant Maintenance	\$415
W/W System Maintenance	\$28
Total For This Month	\$501
Total Maintenance Dollars Spent Year-to-Date (January 1, 2024 to End of This Report Month)	\$2,300
Annual Maintenance Budget (Jan. 1, 2024 - Dec. 31, 2024)	\$23,584
Percent Maintenance Budget Spent Year-to-Date	10%



Date: March 13, 2024

To: City of Arlington

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

O & M Report: February 2024

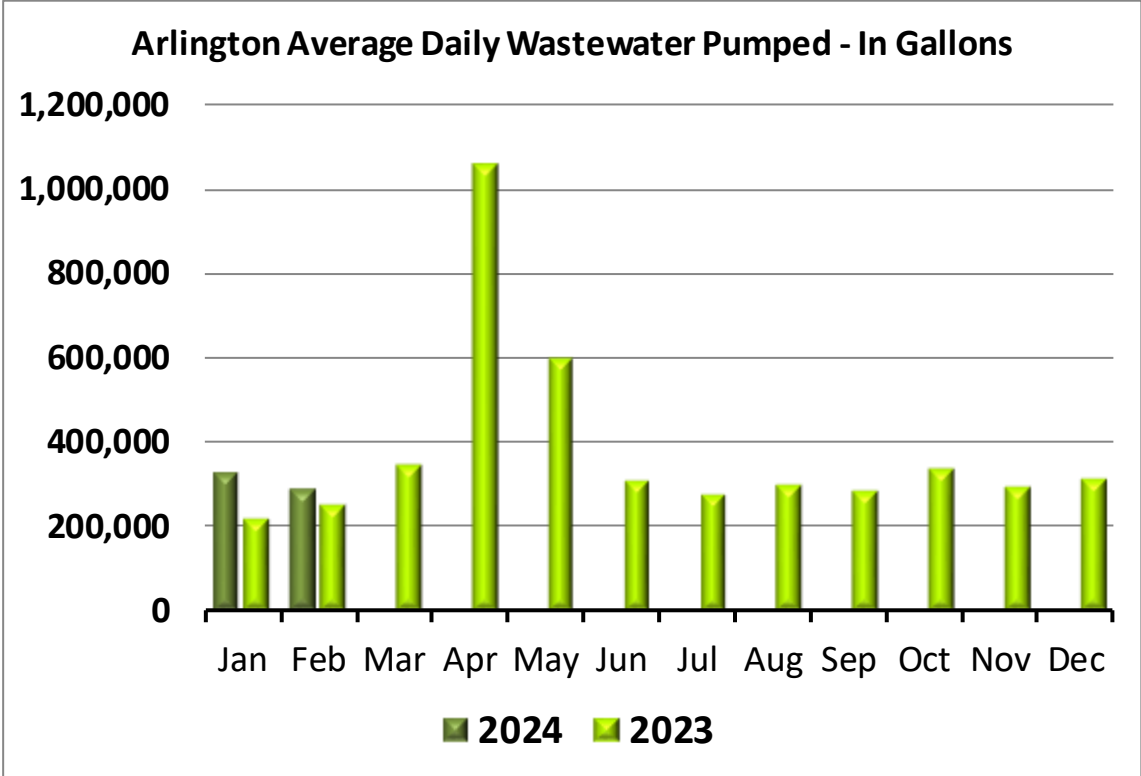
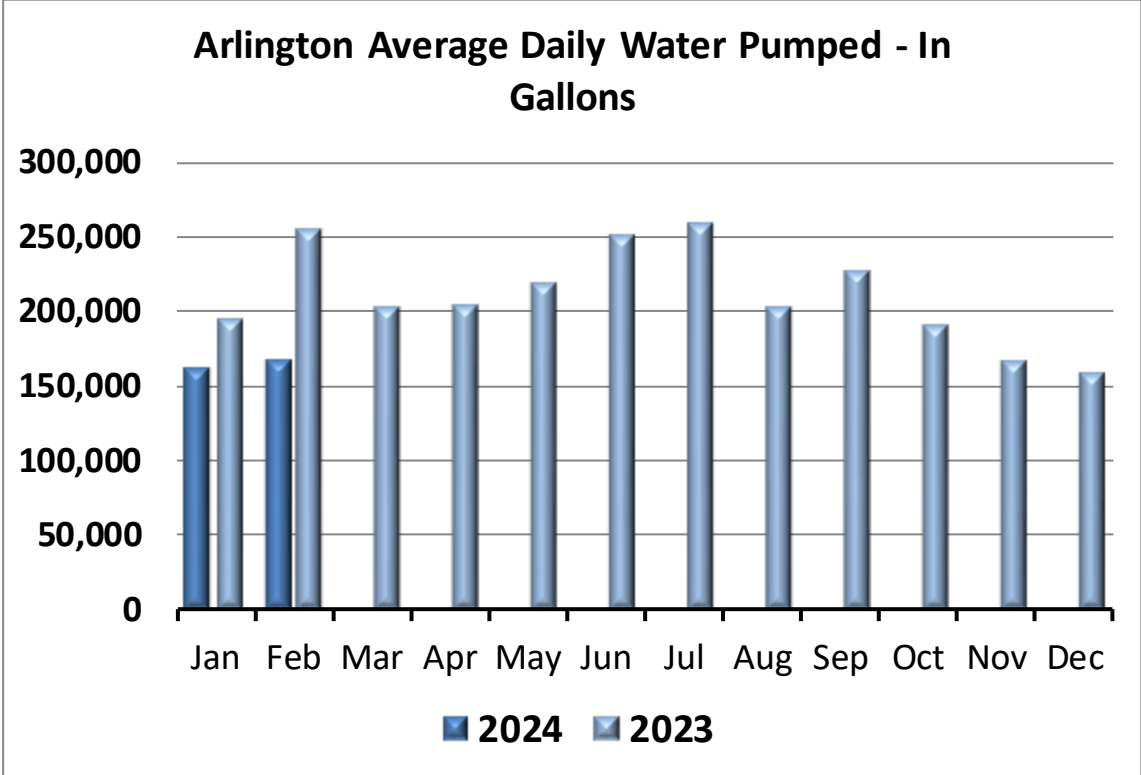
DEADLINE FOR YOU TO COMPLETE THE LEAD SERVICE LINE (LSL) INVENTORY IS OCTOBER 16, 2024

Water Operation & Maintenance

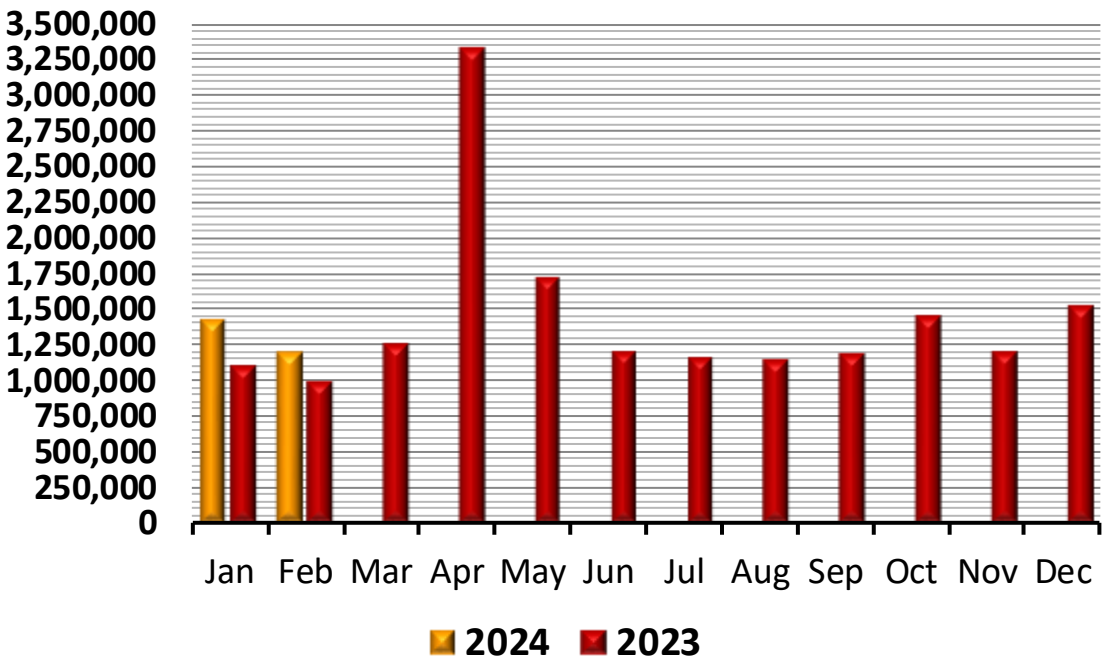
- Performed monthly preventative maintenance on the water treatment plant equipment.
- Performed weekly backwashing and testing of the residuals in the water for Chlorine, Fluoride, iron, and manganese.
- Exercised emergency backup generators and made sure they alarm out to operators when needed.
- Quarterly preventative maintenance was completed on the chlorine booster pump. Motor was checked and pump hoses inspected for signs of deterioration.
- Painters repainted office in the water treatment plant.
- There was ten Gopher State One locates and one work order request to shut off water for a plumber to changeout a valve.

Wastewater Operation & Maintenance

- Performed monthly preventative maintenance on the lift stations.
- Exercised emergency backup generators and main alarm system is functioning properly.
- Check lift stations three times a week to make sure that they are functioning properly and record run times of pumps.
- Put latch back together on generator door at the wastewater plant.
- Cleaned effluent room, swept it, and got rid of things that were not needed laying around.
- Put a new pump and redone motor back down in the basement at the wastewater treatment plant on Ras/Was pump #3.



Green Isle Lift Station Total Flow In Gallons



		February-24	January-24	February-23
Water				
Average Daily Pumped	gallons	168,000	162,000	256,607
Maximum Daily Pumped	gallons	250,000	248,000	510,000
Minimum Daily Pumped	gallons	102,000	106,000	131,000
Total Monthly Pumped	gallons	4,879,000	5,023,000	8,078,000
Well #2 Pumped	gallons	2,384,000	2,860,000	893,000
Well #3 Pumped	gallons	0	0	0
Well #4 Pumped	gallons	2,249,000	2,205,000	6,960,000
Average Daily Fluoride Conc.	mg/L	0.92	0.88	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	14.20	17.10	12.00
Total Chlorine Residual	mg/L	0.90	0.82	0.85
Total Chlorine Concentration Permit Limit	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
Chlorine used	lbs	84.00	96.60	158.40
Potassium Permanganate used	gallons	26.00	25.00	26.00
Wastewater				
CBOD				
CBOD Influent	mg/L	163	138	185
CBOD Effluent-Monthly	mg/L	0	1	0
CBOD Effluent-Monthly Permit Limit	mg/L	15	15	15
CBOD Max Weekly	mg/L	2	1	1
CBOD Max Weekly-Permit Limit	mg/L	25	25	25
CBOD Effluent Monthly kg/day	kg/day	1	0	0
CBOD Monthly kg/day-Permit Limit	kg/day	46	46	46
CBOD Effluent Weekly kg/day	kg/day	2	1	1
CBOD Weekly kg/day-Permit Limit	kg/day	70	70	70
CBOD % Removal	%	100%	100%	100%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	204	203	392
TSS Effluent-Monthly	mg/L	<3	3	1
TSS Effluent Permit Limit	mg/L	30	30	30
TSS Effluent Max Weekly	mg/L	<3	8	5
TSS Max weekly - Permit Limit	mg/L	45	45	45
TSS Effluent-Monthly kg/day	kg/day	<3.4	5	1
TSS Monthly kg/day-Permit Limit	kg/day	91	91	91
TSS Effluent Max Weekly kg/day	kg/day	<3.6	13	4
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	4.72	4.86	7.50
Phos Effluent	mg/L	0.64	0.63	0.22
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/day	0.21	0.16	0.09
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	8	9
DO Effluent Permit Limit	mg/L	6	6	6
Effluent Flow				
Average Daily	gallons	283,000	320,000	250,000
Maximum Daily	gallons	323,000	437,000	348,000
Total Monthly	gallons	8,216,000	9,933,000	6,998,000
Total Monthly Precipitation	inches	0.53	0.18	2.80
Green Isle Lift Station Total Flow	gallons	1,183,000	1,419,000	989,000
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$23,584.00	\$2,300.00	10%	17%
Chemical Budget	\$14,695.00	\$624.00	4%	17%
Total	\$38,279.00	\$2,924.00	8%	17%