



CITY COUNCIL MEETING AGENDA
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
2. Roll Call
3. Approval of the Agenda
4. Citizens Addressing the Council

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

CONSENT AGENDA

5. Approval of Consent Agenda
 - A) Approval of Bills
 - B) February 20, 2024, City Council Meeting Minutes

NEW BUSINESS

6. Appoint Council Representative for MVCOG Membership
7. City Wide Cleanup Discussion
8. Feasibility Study Proposal Discussion
9. Utilities Update - Electrical

OLD BUSINESS

10. Christmas Lighting Update & Quotes

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

11. February MMPA Public Summary
12. MMPA 2023 Year in Review Summary
13. January People Service Reports, Written
14. City Administrator Update, Jessica Steinke

MISCELLANEOUS BUSINESS

ADJOURNMENT

DATES TO REMEMBER:

- March 7- EDA Meeting at 5:30 pm
March 18- City Council Meeting at 6:30 pm
March 27- Fire Relief Meeting at 6:30 pm

***Check Summary Register©**

10150 Unposted

Name	Check Date	Check Amt
10150 Cash		
Unposted ABDO	3/1/2024	\$710.00
Unposted AMAZON CAPITAL SERVICES	3/1/2024	\$777.54
Unposted ARAMARK	3/1/2024	\$362.79
Unposted BOB'S SIGN COMPANY	3/1/2024	\$1,096.00
Unposted CANON FINANCIAL SERVICES, I	3/1/2024	\$160.19
Unposted CENGAGE LEARNING INC.	3/1/2024	\$172.43
Unposted CENTERPOINT ENERGY	3/1/2024	\$4,509.60
Unposted CITY OF ARLINGTON	3/1/2024	\$11,518.53
Unposted CRESCENT SECURITY & INVEST	3/1/2024	\$1,911.70
Unposted CRYSTEEL	3/1/2024	\$1,127.40
Unposted DELTA DENTAL OF MINNESOTA	3/1/2024	\$102.40
Unposted EXPERT BILLING, LLC	3/1/2024	\$1,456.00
Unposted FOREST AWARDS & ENGRAVIN	3/1/2024	\$21.51
Unposted GWEN SCHARPE	3/1/2024	\$107.87
Unposted INGRAM LIBRARY SERVICES	3/1/2024	\$634.50
Unposted J.P. COOKE CO	3/1/2024	\$108.15
Unposted JOSEPH AGUILERA	3/1/2024	\$101.52
Unposted JUNIOR LIBRARY GUILD	3/1/2024	\$989.98
Unposted KLEHR GRADING	3/1/2024	\$6,060.00
Unposted KRANZ ELECTRIC	3/1/2024	\$1,376.09
Unposted MADISON NATIONAL LIFE INS. C	3/1/2024	\$49.20
Unposted MEDIACOM	3/1/2024	\$1,269.08
Unposted MICRO MARKETING	3/1/2024	\$118.22
Unposted MINNESOTA LIFE	3/1/2024	\$100.77
Unposted MINNESOTA VALLEY ELECTRIC	3/1/2024	\$24.59
Unposted MJM MEDICAL DIRECTION SERV	3/1/2024	\$500.00
Unposted MN POLLUTION CONTROL AGEN	3/1/2024	\$1,450.00
Unposted MOTOROLA SOLUTIONS	3/1/2024	\$25,790.40
Unposted OTTOMOTIVE TIRE & REPAIR	3/1/2024	\$103.17
Unposted PEOPLE SERVICE INC.	3/1/2024	\$26,546.80
Unposted RENVILLE SIBLEY SANITATION	3/1/2024	\$1,046.48
Unposted ROBINSON TRUCKING	3/1/2024	\$3,120.00
Unposted THOMES BROTHERS INC.	3/1/2024	\$480.02
Unposted U.S. BANK	3/1/2024	\$2,336.59
Unposted ULINE	3/1/2024	\$515.70
Unposted VERIZON WIRELESS	3/1/2024	\$612.57
Unposted WOLF MOTORS	3/1/2024	\$566.18
Total Checks		\$97,933.97

Fund Summary

	10150 Cash
101 General Fund	\$51,040.31
201 Fire Fund	\$2,681.47
202 Ambulance Fund	\$4,807.77
203 Community Center Fund	\$2,778.82
601 Water Fund	\$17,092.13
603 AGI Sewer Fund	\$19,337.92
604 Electric Fund	\$195.55
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	\$97,933.97

Payments

Current Period: MARCH 2024

Payments Batch 03-04-24 PAY \$97,933.97

Refer	16286 <i>ABDO EICK & MEYERS LLP</i>			-	
Cash Payment	E 201-42280-301	Auditing and Acct g Serv	FIRE RELIEF- YE INFO FORMS/RETURNS		\$710.00
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$710.00
Refer	16287 <i>AMAZON BUSINESS</i>			-	
Cash Payment	E 101-41400-200	Office Supplies	FEB- SUPPLIES & EQUIPMENT		\$56.92
Invoice					
Cash Payment	E 101-41910-218	Office Expense	FEB- SUPPLIES & EQUIPMENT		\$15.24
Invoice					
Cash Payment	E 101-42110-401	Repairs/Maint Buildings	FEB- SUPPLIES & EQUIPMENT		\$74.99
Invoice					
Cash Payment	E 101-43000-200	Office Supplies	FEB- SUPPLIES & EQUIPMENT		\$9.79
Invoice					
Cash Payment	E 101-43000-420	Shop Equipment	FEB- SUPPLIES & EQUIPMENT		\$137.99
Invoice					
Cash Payment	E 101-45500-206	Visual Materials - Library	FEB- SUPPLIES & EQUIPMENT		\$196.72
Invoice					
Cash Payment	E 101-45500-210	Operating Supplies	FEB- SUPPLIES & EQUIPMENT		\$5.79
Invoice					
Cash Payment	E 202-42153-200	Office Supplies	FEB- SUPPLIES & EQUIPMENT		\$10.11
Invoice					
Cash Payment	E 202-42153-401	Repairs/Maint Buildings	FEB- SUPPLIES & EQUIPMENT		\$269.99
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$777.54
Refer	16288 <i>ARAMARK</i>			-	
Cash Payment	E 101-42110-210	Operating Supplies	FEB- MAT RENTALS		\$31.57
Invoice					
Cash Payment	E 101-45500-220	Repair/Maint Supply	FEB- MAT RENTALS		\$21.89
Invoice					
Cash Payment	E 202-42153-217	Other Operating Supplie	FEB- MAT RENTALS		\$26.36
Invoice					
Cash Payment	E 203-45000-410	Rentals	FEB- MAT RENTALS		\$282.97
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$362.79
Refer	16289 <i>BOBS SIGN COMPANY</i>			-	
Cash Payment	E 201-42280-401	Repairs/Maint Buildings	NEW 'FIRE STATION' LETTERING		\$1,096.00
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$1,096.00
Refer	16290 <i>CANON</i>			-	
Cash Payment	E 101-41400-218	Office Expense	FEB- COPIER LEASES (OFFICE & PD)		\$116.19
Invoice					
Cash Payment	E 101-42110-218	Office Expense	FEB- COPIER LEASES (OFFICE & PD)		\$44.00
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$160.19
Refer	16291 <i>CENGAGE LEARNING INC</i>			-	
Cash Payment	E 101-45500-205	Print Materials - Library	FEB- LIBRARY MATERIALS		\$172.43
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$172.43

Payments

Current Period: MARCH 2024

16292 CENTERPOINT ENERGY					
Refer	-				
Cash Payment	E 101-41940-383	Gas Utilities	CITY GAS BILLS - 1/12-2/14		\$641.90
Invoice					
Cash Payment	E 101-42110-383	Gas Utilities	CITY GAS BILLS - 1/12-2/14		\$126.80
Invoice					
Cash Payment	E 101-43000-383	Gas Utilities	CITY GAS BILLS - 1/12-2/14		\$585.29
Invoice					
Cash Payment	E 101-45202-383	Gas Utilities	CITY GAS BILLS - 1/12-2/14		\$159.45
Invoice					
Cash Payment	E 101-45500-383	Gas Utilities	CITY GAS BILLS - 1/12-2/14		\$132.53
Invoice					
Cash Payment	E 201-42280-383	Gas Utilities	CITY GAS BILLS - 1/12-2/14		\$316.62
Invoice					
Cash Payment	E 202-42153-383	Gas Utilities	CITY GAS BILLS - 1/12-2/14		\$190.21
Invoice					
Cash Payment	E 203-45000-383	Gas Utilities	CITY GAS BILLS - 1/12-2/14		\$830.03
Invoice					
Cash Payment	E 601-49400-383	Gas Utilities	CITY GAS BILLS - 1/12-2/14		\$1,079.81
Invoice					
Cash Payment	E 603-49450-383	Gas Utilities	CITY GAS BILLS - 1/12-2/14		\$429.86
Invoice					
Cash Payment	E 604-49550-383	Gas Utilities	CITY GAS BILLS - 1/12-2/14		\$17.10
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$4,509.60
16293 CITY OF ARLINGTON					
Refer	-				
Cash Payment	E 101-41940-381	Electric & Heat Utilities	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$1,245.81
Invoice					
Cash Payment	E 101-42110-381	Electric & Heat Utilities	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$294.58
Invoice					
Cash Payment	E 101-43000-381	Electric & Heat Utilities	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$227.71
Invoice					
Cash Payment	E 101-43160-381	Electric & Heat Utilities	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$784.48
Invoice					
Cash Payment	E 101-45202-381	Electric & Heat Utilities	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$185.98
Invoice					
Cash Payment	E 101-45500-381	Electric & Heat Utilities	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$91.83
Invoice					
Cash Payment	E 201-42280-381	Electric & Heat Utilities	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$118.47
Invoice					
Cash Payment	E 202-42153-381	Electric & Heat Utilities	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$441.87
Invoice					
Cash Payment	E 202-42153-485	Gas and Repair Miscella	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$504.95
Invoice					
Cash Payment	E 203-45000-381	Electric & Heat Utilities	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$779.88
Invoice					
Cash Payment	E 601-49400-381	Electric & Heat Utilities	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$2,991.17
Invoice					
Cash Payment	E 603-49450-381	Electric & Heat Utilities	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$672.22
Invoice					
Cash Payment	E 603-49450-381	Electric & Heat Utilities	CITY UTLTY BILLS 1/16-2/15, AMB. GAS CARD		\$3,179.58
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$11,518.53

Payments

Current Period: MARCH 2024

Refer	16294	CRESCENT SECURITY & INVESTIG	-			
Cash Payment	E 101-42110-300	Professional Svcs	PD- OFFICER BACKGROUND			\$1,911.70
Invoice						
Transaction Date	3/1/2024		Cash	10150	Total	\$1,911.70
Refer	16295	CRYSTEEL	-			
Cash Payment	E 101-43000-485	Gas and Repair Miscella	PLOW TRUCK BLADES			\$1,127.40
Invoice						
Transaction Date	3/1/2024		Cash	10150	Total	\$1,127.40
Refer	16296	DELTA DENTAL OF MINNESOTA	-			
Cash Payment	G 101-21711	Health Ins. Premium	MAR- PED. DENTAL INS. PREMIUMS			\$40.96
Invoice						
Cash Payment	E 202-42153-131	Employer Paid Health/Lif	MAR- PED. DENTAL INS. PREMIUMS			\$61.44
Invoice						
Transaction Date	3/1/2024		Cash	10150	Total	\$102.40
Refer	16297	EXPERT BILLING	-			
Cash Payment	E 202-42153-301	Auditing and Acct g Serv	DEC- AMB. BILLING			\$1,456.00
Invoice						
Transaction Date	3/1/2024		Cash	10150	Total	\$1,456.00
Refer	16298	FOREST AWARDS & ENGRAVING	-			
Cash Payment	E 101-46500-218	Office Expense	EDA DESK PLATE			\$21.51
Invoice						
Transaction Date	3/1/2024		Cash	10150	Total	\$21.51
Refer	16299	GWEN SCHARPE	-			
Cash Payment	E 101-41400-181	Mileage	MILEAGE REIMB			\$107.87
Invoice						
Transaction Date	3/1/2024		Cash	10150	Total	\$107.87
Refer	16300	INGRAM LIBRARY SERVICES	-			
Cash Payment	E 101-45500-205	Print Materials - Library	FEB- LIBRARY MATERIALS			\$634.50
Invoice						
Transaction Date	3/1/2024		Cash	10150	Total	\$634.50
Refer	16301	J.P. COOKE CO.	-			
Cash Payment	E 101-42700-261	License	2024 PET TAGS			\$108.15
Invoice						
Transaction Date	3/1/2024		Cash	10150	Total	\$108.15
Refer	16302	JOSEPH AGUILERA	-			
Cash Payment	E 201-42280-485	Gas and Repair Miscella	REIMB- FIRE TRUCK LIGHTS			\$101.52
Invoice						
Transaction Date	3/1/2024		Cash	10150	Total	\$101.52
Refer	16303	JUNIOR LIBRARY GUILD	-			
Cash Payment	E 101-45500-205	Print Materials - Library	LIBRARY- ANNUAL SUBSCRIPTIONS			\$989.98
Invoice						
Transaction Date	3/1/2024		Cash	10150	Total	\$989.98
Refer	16304	KLEHR GRADING	-			
Cash Payment	E 101-43000-487	Grading Streets/Alleys	FEB- GRADING & SNOW PLOWING			\$460.00
Invoice						
Cash Payment	E 101-43000-486	Snow Removal	FEB- GRADING & SNOW PLOWING			\$5,600.00
Invoice						

Payments

Current Period: MARCH 2024

Transaction Date	3/1/2024	Cash	10150	Total	\$6,060.00
Refer	16305 <i>KRANZ ELECTRIC</i>				
Cash Payment	E 101-42110-218	Office Expense	LIGHTS REPAIR/INSTALL, SHOP OUTLETS		\$147.96
Invoice					
Cash Payment	E 101-43000-401	Repairs/Maint Buildings	LIGHTS REPAIR/INSTALL, SHOP OUTLETS		\$1,035.91
Invoice					
Cash Payment	E 203-45000-401	Repairs/Maint Buildings	LIGHTS REPAIR/INSTALL, SHOP OUTLETS		\$192.22
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$1,376.09
Refer	16306 <i>MADISON NATIONAL LIFE</i>				
Cash Payment	E 101-41400-131	Employer Paid Health/Lif	MAR- DISABILITY INS. PREMIUMS		\$4.92
Invoice					
Cash Payment	E 101-42110-131	Employer Paid Health/Lif	MAR- DISABILITY INS. PREMIUMS		\$16.40
Invoice					
Cash Payment	E 101-43000-131	Employer Paid Health/Lif	MAR- DISABILITY INS. PREMIUMS		\$5.50
Invoice					
Cash Payment	E 101-45202-131	Employer Paid Health/Lif	MAR- DISABILITY INS. PREMIUMS		\$1.35
Invoice					
Cash Payment	E 101-45500-131	Employer Paid Health/Lif	MAR- DISABILITY INS. PREMIUMS		\$4.10
Invoice					
Cash Payment	E 101-46500-131	Employer Paid Health/Lif	MAR- DISABILITY INS. PREMIUMS		\$0.82
Invoice					
Cash Payment	E 202-42153-131	Employer Paid Health/Lif	MAR- DISABILITY INS. PREMIUMS		\$8.20
Invoice					
Cash Payment	E 203-45000-131	Employer Paid Health/Lif	MAR- DISABILITY INS. PREMIUMS		\$3.40
Invoice					
Cash Payment	E 601-49400-131	Employer Paid Health/Lif	MAR- DISABILITY INS. PREMIUMS		\$1.03
Invoice					
Cash Payment	E 603-49450-131	Employer Paid Health/Lif	MAR- DISABILITY INS. PREMIUMS		\$1.02
Invoice					
Cash Payment	E 604-49550-131	Employer Paid Health/Lif	MAR- DISABILITY INS. PREMIUMS		\$2.46
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$49.20
Refer	16307 <i>MEDIACOM</i>				
Cash Payment	E 101-41400-321	Telephone	MAR- INTERNET & SOME PHONE		\$421.70
Invoice					
Cash Payment	E 101-42110-321	Telephone	MAR- INTERNET & SOME PHONE		\$276.90
Invoice					
Cash Payment	E 101-43000-321	Telephone	MAR- INTERNET & SOME PHONE		\$136.90
Invoice					
Cash Payment	E 101-45500-321	Telephone	MAR- INTERNET & SOME PHONE		\$48.34
Invoice					
Cash Payment	E 201-42280-321	Telephone	MAR- INTERNET & SOME PHONE		\$123.34
Invoice					
Cash Payment	E 202-42153-321	Telephone	MAR- INTERNET & SOME PHONE		\$261.90
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$1,269.08
Refer	16308 <i>MICRO MARKETING</i>				
Cash Payment	E 101-45500-206	Visual Materials - Library	FEB- LIBRARY MATERIALS		\$118.22
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$118.22

Payments

Current Period: MARCH 2024

Refer	16309 MINNESOTA LIFE			-	
Cash Payment	G 101-21706	Life Insurances	MAR- LIFE INS. PREMIUMS		\$49.20
Invoice					
Cash Payment	E 101-41400-131	Employer Paid Health/Lif	MAR- LIFE INS. PREMIUMS		\$5.38
Invoice					
Cash Payment	E 101-42110-131	Employer Paid Health/Lif	MAR- LIFE INS. PREMIUMS		\$17.00
Invoice					
Cash Payment	E 101-43000-131	Employer Paid Health/Lif	MAR- LIFE INS. PREMIUMS		\$5.70
Invoice					
Cash Payment	E 101-45202-131	Employer Paid Health/Lif	MAR- LIFE INS. PREMIUMS		\$1.40
Invoice					
Cash Payment	E 101-45500-131	Employer Paid Health/Lif	MAR- LIFE INS. PREMIUMS		\$4.25
Invoice					
Cash Payment	E 101-46500-131	Employer Paid Health/Lif	MAR- LIFE INS. PREMIUMS		\$0.96
Invoice					
Cash Payment	E 202-42153-131	Employer Paid Health/Lif	MAR- LIFE INS. PREMIUMS		\$8.50
Invoice					
Cash Payment	E 203-45000-131	Employer Paid Health/Lif	MAR- LIFE INS. PREMIUMS		\$3.53
Invoice					
Cash Payment	E 601-49400-131	Employer Paid Health/Lif	MAR- LIFE INS. PREMIUMS		\$1.12
Invoice					
Cash Payment	E 603-49450-131	Employer Paid Health/Lif	MAR- LIFE INS. PREMIUMS		\$1.12
Invoice					
Cash Payment	E 604-49550-131	Employer Paid Health/Lif	MAR- LIFE INS. PREMIUMS		\$2.61
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$100.77
Refer	16310 MINNESOTA VALLEY ELECTRIC C			-	
Cash Payment	E 101-45202-381	Electric & Heat Utilities	JAN- SPORTSMAN'S PARK ELEC BILL		\$24.59
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$24.59
Refer	16312 MJM MEDICAL DIRECTION SERVIC			-	
Cash Payment	E 202-42153-300	Professional Srvs	MAR- AMB. MEDICAL DIRECTOR		\$500.00
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$500.00
Refer	16313 MN POLLUTION CONTROL AGENC			-	
Cash Payment	E 603-49450-170	Permits and Licenses	WWTP ANNUAL PERMIT		\$1,450.00
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$1,450.00
Refer	16314 MOTOROLA			-	
Cash Payment	E 101-42110-500	Capital Outlay	PD- NEW PORTABLE RADIOS		\$25,790.40
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$25,790.40
Refer	16315 OTTOMOTIVE TIRE & REPAIR			-	
Cash Payment	E 201-42280-485	Gas and Repair Miscella	FIRE- '18 CHEVY OIL CHANGE		\$103.17
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$103.17
Refer	16316 PEOPLE SERVICE, INC.			-	
Cash Payment	E 601-49400-180	Operator Contract	MAR- W/WW SERVICES		\$13,000.00
Invoice					

Payments

Current Period: MARCH 2024

Cash Payment	E 603-49450-180	Operator Contract	MAR- W/WW SERVICES	\$13,165.00
Invoice				
Cash Payment	E 603-49450-392	Testing	MAR- W/WW SERVICES	\$190.90
Invoice				
Cash Payment	E 603-49450-392	Testing	MAR- W/WW SERVICES	\$190.90
Invoice				
Transaction Date	3/1/2024	Cash	10150	Total \$26,546.80
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Refer	16317 <i>RENVILLE SIBLEY SANITATION</i>			
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	FEB- CITY GARBAGE & RECYCLING	\$40.02
Invoice				
Cash Payment	E 101-42110-384	Refuse/Garbage Dispos	FEB- CITY GARBAGE & RECYCLING	\$9.58
Invoice				
Cash Payment	E 101-43000-384	Refuse/Garbage Dispos	FEB- CITY GARBAGE & RECYCLING	\$71.06
Invoice				
Cash Payment	E 101-43000-385	Recycling	FEB- CITY GARBAGE & RECYCLING	\$628.00
Invoice				
Cash Payment	E 101-45202-384	Refuse/Garbage Dispos	FEB- CITY GARBAGE & RECYCLING	\$112.32
Invoice				
Cash Payment	E 101-45500-384	Refuse/Garbage Dispos	FEB- CITY GARBAGE & RECYCLING	\$18.70
Invoice				
Cash Payment	E 201-42280-384	Refuse/Garbage Dispos	FEB- CITY GARBAGE & RECYCLING	\$15.20
Invoice				
Cash Payment	E 202-42153-384	Refuse/Garbage Dispos	FEB- CITY GARBAGE & RECYCLING	\$9.12
Invoice				
Cash Payment	E 203-45000-384	Refuse/Garbage Dispos	FEB- CITY GARBAGE & RECYCLING	\$85.16
Invoice				
Cash Payment	E 603-49450-384	Refuse/Garbage Dispos	FEB- CITY GARBAGE & RECYCLING	\$57.32
Invoice				
Transaction Date	3/1/2024	Cash	10150	Total \$1,046.48
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Refer	16318 <i>ROBINSON TRUCKING</i>			
Cash Payment	E 101-43000-486	Snow Removal	FEB. 15th SNOW HAULING	\$3,120.00
Invoice				
Transaction Date	3/1/2024	Cash	10150	Total \$3,120.00
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Refer	16319 <i>THOMES BROTHERS HARDWARE</i>			
Cash Payment	E 101-41940-220	Repair/Maint Supply	FEB- SUPPLIES	\$30.58
Invoice				
Cash Payment	E 101-42110-210	Operating Supplies	FEB- SUPPLIES	\$58.96
Invoice				
Cash Payment	E 101-43000-210	Operating Supplies	FEB- SUPPLIES	\$14.99
Invoice				
Cash Payment	E 101-43000-485	Gas and Repair Miscella	FEB- SUPPLIES	\$44.40
Invoice				
Cash Payment	E 201-42280-210	Operating Supplies	FEB- SUPPLIES	\$37.35
Invoice				
Cash Payment	E 201-42280-211	Batteries	FEB- SUPPLIES	\$15.96
Invoice				
Cash Payment	E 201-42280-485	Gas and Repair Miscella	FEB- SUPPLIES	\$25.45
Invoice				
Cash Payment	E 202-42153-217	Other Operating Supplie	FEB- SUPPLIES	\$32.97
Invoice				
Cash Payment	E 202-42153-401	Repairs/Maint Buildings	FEB- SUPPLIES	\$21.98
Invoice				

Payments

Current Period: MARCH 2024

Cash Payment	E 203-45000-210	Operating Supplies	FEB- SUPPLIES		\$54.95
Invoice					
Cash Payment	E 203-45000-406	Repairs, Supplies & Oth	FEB- SUPPLIES		\$142.43
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$480.02
Refer	16320 U.S. BANK - CREDIT CARD				
Cash Payment	E 101-41400-218	Office Expense	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$61.41
Invoice					
Cash Payment	E 101-41400-430	Miscellaneous	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$36.00
Invoice					
Cash Payment	E 101-42110-208	Training and Instruction	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$250.00
Invoice					
Cash Payment	E 101-42110-210	Operating Supplies	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$61.98
Invoice					
Cash Payment	E 101-42110-433	Dues and Subscriptions	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$35.00
Invoice					
Cash Payment	E 101-42110-503	Computers/Software/We	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$20.67
Invoice					
Cash Payment	E 101-43000-200	Office Supplies	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$36.78
Invoice					
Cash Payment	E 101-43000-420	Shop Equipment	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$579.96
Invoice					
Cash Payment	E 101-45500-218	Office Expense	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$18.39
Invoice					
Cash Payment	E 101-46500-430	Miscellaneous	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$320.22
Invoice					
Cash Payment	E 201-42280-200	Office Supplies	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$18.39
Invoice					
Cash Payment	E 202-42153-200	Office Supplies	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$18.39
Invoice					
Cash Payment	E 202-42153-217	Other Operating Supplie	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$396.00
Invoice					
Cash Payment	E 202-42153-208	Training and Instruction	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$20.00
Invoice					
Cash Payment	E 202-42153-261	License	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$306.46
Invoice					
Cash Payment	E 601-49400-218	Office Expense	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$19.00
Invoice					
Cash Payment	E 604-49550-218	Office Expense	FEB- SUPPLIES, TRAINING, LICENSE, EQUIP.		\$137.94
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$2,336.59
Refer	16321 ULINE				
Cash Payment	E 101-43000-210	Operating Supplies	FEB- EC, SHOP, LIONS BLDG. SUPPLIES		\$26.25
Invoice					
Cash Payment	E 101-45202-210	Operating Supplies	FEB- EC, SHOP, LIONS BLDG. SUPPLIES		\$85.20
Invoice					
Cash Payment	E 203-45000-210	Operating Supplies	FEB- EC, SHOP, LIONS BLDG. SUPPLIES		\$364.25
Invoice					
Cash Payment	E 203-45000-406	Repairs, Supplies & Oth	FEB- EC, SHOP, LIONS BLDG. SUPPLIES		\$40.00
Invoice					
Transaction Date	3/1/2024	Cash	10150	Total	\$515.70
Refer	16322 VERIZON WIRELESS				

Payments

Current Period: MARCH 2024

Cash Payment Invoice	E 101-42110-321 Telephone	MAR- CELL PHONES & WIRELESS INTERNET		\$265.32
Cash Payment Invoice	E 101-43000-321 Telephone	MAR- CELL PHONES & WIRELESS INTERNET		\$48.49
Cash Payment Invoice	E 202-42153-321 Telephone	MAR- CELL PHONES & WIRELESS INTERNET		\$263.32
Cash Payment Invoice	E 604-49550-321 Telephone	MAR- CELL PHONES & WIRELESS INTERNET		\$35.44
Transaction Date	3/1/2024	Cash	10150	Total \$612.57
Refer	16323 WOLF MOTORS - FORD			
Cash Payment Invoice	E 101-43000-485 Gas and Repair Miscella	PW '19 FORD- SERVICE WORK		\$566.18
Transaction Date	3/1/2024	Cash	10150	Total \$566.18

Fund Summary

	10150 Cash
101 General Fund	\$51,040.31
201 Fire Fund	\$2,681.47
202 Ambulance Fund	\$4,807.77
203 Community Center Fund	\$2,778.82
601 Water Fund	\$17,092.13
603 AGI Sewer Fund	\$19,337.92
604 Electric Fund	\$195.55
	<u>\$97,933.97</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$97,933.97
Total	<u>\$97,933.97</u>



CITY COUNCIL MEETING MINUTES
February 20, 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 Jeff Matz, John Thomes, Dave Meyer, Christina Litfin, Curtis Ling

Members Absent- None

Staff Present- City Administrator Jessica Steinke, City Attorney Ken Janssen

Guests Present- Jason Femrite of Bolton & Menk, Jake Pichelmann of Bolton & Menk, Lee Ortloff of PeopleService, Dwight Grabitske of the Historical Society, Sheila Huber of MVCOG, and Victoria Potts of MVCOG, Lee Ortloff of PeopleService

3. Approval of the Agenda- *Items to add are 5a. Historical Society Report moved to first item under new business and 10a. add approval of summary publication of the amended ordinance. Matz made a motion to approve the agenda. Litfin seconded. Motion carried with all voting in favor.*

4. Citizens Addressing the Council

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

There was no one that addressed the Council.

CONSENT AGENDA

5. Approval of Consent Agenda

A) Approval of Bills

B) February 5, 2024, City Council Meeting Minutes

C) Approval to hire Connor Stepka for Part-time EMT pending successful background check

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

NEW BUSINESS

5a. *Historical Society Report- Dwight Grabitske gave an annual report and included that the Arlington Fire Dept. and the Arlington Enterprise will both be celebrating 140 years each this year. He also said that that the museum will open in May.5a*



6. Minnesota Valley Council of Government (MVCOG) Presentation, Victoria Potts- *Presentation on what MVCOG can do for the City of Arlington. Thomes made a motion to approve a contract with the MVCOG. Matz seconded. Motion carried with a 3-2 vote. Matz, Thomes and Litfin voted in favor and Meyer and Ling voted against.*
7. Approve Final Pay Request-WTP Rehab, Jake Pichelmann
 - A) Pay Request No. 15 (Final Pay App)- *Pichelmann did not recommend paying since the contractor is not done as previously thought.*
 - B) Change Order No. 2 to deduct remaining allowance balance of \$5,061.11 from the contract amount
 - C) Contractor's Consent of Surety to Final Payment*Meyer made a motion to table this until the project is completed. Thomes seconded. Motion carried with all voting in favor.*
8. 2024 Street and Utility Project Update, Jason Femrite- Bolton & Menk- *Femrite gave an update on the street project. All bids are electronic, will be sealed and opened on March 13th at 10 am. An open house with the public will follow to hear from the public.*
9. Resolution 14-2024 Approving Plans and Specs and Ordning Advertisement for Bids
Thomes made a motion to approve Resolution 14-2024. The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Meyer; and upon poll being taken thereon the following voted in favor thereof: Ling, Matz, Litfin, Thomes, Meyer; the following against: none; the following abstained: none; the following were absent: none.

OLD BUSINESS

10. Second reading of ordinance 313 Chapter 4. Committees and Chapter 29. Trees- *Mayor Scharpe asked if there were any questions regarding the second reading.*
- 10a. *Approve Summary Publication of amended Ordinance- Motion by Meyer to approve a summary publication of the amended ordinance. Litfin seconded. Motion carried with all voting in favor.*
11. Christmas Lighting Update- *Steinke updated the council regarding an MMPA rebate and that since we updated some of the lights a few years ago we are not eligible.*
12. PD Squads Updated Quote-*Steinke updated the Council regarding the squads. The council needs to reapprove the build quotes since the cost has gone up. Ling made a motion to approve the quotes for the squad builds. Meyer seconded. Motion carried with all voting in favor.*

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- ~~13. Historical Society Report YE 2023, Dwight Grabitske-Item moved to first item under New Business.~~
14. 2023 Year End and January 2024 Statement of Funds- *Submitted reports.*
15. January Police Department Reports, Written Report- *Submitted report.*



16. City Attorney Update, Ken Janssen- *Janssen updated that the big item that he has been working with is the final pay request for the water treatment facility. Janssen brought up the ordinance previously approved and thought that it should be an approval of the amended ordinance then the summary publication. Meyer made a motion to approve amending Ordinance 313. Litfin seconded. Motion carried with all voting in favor.*

17. City Administrator Update, Jessica Steinke- *Steinke has been working on the electrical portion of the street project, received the rate study back from PeopleService, electrical rates put on hold until the bids for the street project come back, consensus to let Green Isle residents use the City of Arlington's compost site until April 1st when Green Isle's is back open, hail damage update.*

MISCELLANEOUS BUSINESS

-Ling updated the council regarding the EDA accepting a bid for the EDA land.

-Ling asked if anyone has looked into the easement of the small parking lot on Main St. yet.

-Ling also asked if there is anything that can be done with the EMS building's basement. Thomes commented that both toilet drains and any pipes on the wall need to be capped.

-Litfin updated the council that the Community Ed committee met last week. She said that the pool is getting a lot of use but losing money.

ADJOURNMENT

Special Workshop Meeting to follow – Tour of the Water Treatment Plant-Thomes made a motion to adjourn the regular meeting at 7:40 pm. Matz seconded. Motion carried with all voting in favor. The council was sent to the Water Treatment Plant for a tour.

City Administrator Jessica Steinke

Mayor Matthew Scharpe



MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56003

MINNEAPOLIS
1040 SIXTH ST SOUTH
HOPKINS, MN 55343

October 11, 2023

Jaime Weikle
Ambulance Manager
jweikle@arlingtonmn.com
City of Arlington, Minnesota
507-964-2828

RE: Professional Pre-Design Services for Arlington Municipal Facility

Ms. Weikle,

We appreciate your consideration for our professional design services for your new municipal facility. Our experienced team is ready and excited to provide design services tailored to your specific needs. Our staff is dedicated to working side by side with our clients and guiding them through the entire design process. To serve you and your team, we have aimed at providing you with the most comprehensive information in this proposal, regarding our professional design services.

PROJECT DESCRIPTION

It is our understanding that the City of Arlington is considering the replacement of the current city hall and community center building with a new multi-departmental facility consisting of City Hall, Fire, Police and EMS services.

An initial feasibility study will help determine the scope of work for your project, as well as confirm that the proposed site will accommodate each of the proposed uses effectively. We will conduct programming exercises, develop site analysis, block diagrams and cost estimates that are custom to your facility needs.

Note: All fees used in the preliminary phase will be applied to the overall architectural contract if you elect to move forward with design documents. In essence, if the project moves forward with our firm, the preliminary efforts will be free.

COMPENSATION

Scope of Services (Feasibility Study)

1. Existing Facilities Evaluation

- a. Tour existing buildings
- b. Provide photo documentation of safety, space, function and/or technology deficiencies, as well as necessary repairs



- c. Review existing building plans, if available, for current building code and accessibility compliance
- d. Produce a report of findings and recommendations
- 2. Programming**
 - a. Interview department leaders on current space needs as well as future projections; understand department operations
 - b. Take inventory of required rooms and spaces for each department and organize into a program list to determine overall square footage demands
- 3. Site Evaluation**
 - a. Analysis of vehicle flow
 - b. Evaluate topography/grade issues and opportunities
 - c. Determine potential safety concerns
 - d. Determine potential barriers and/or cost concerns based on *known information*
 - e. Develop concept site plan including parking, drive aisles, sidewalks, and other site amenities
 - f. Note- site survey and geotechnical investigation not included in this scope.
- 4. Concept block plans**
 - a. Develop room adjacency diagrams that responds to specific site layout
 - b. Arrange blocks on site to verify layout and size adequacy.
 - c. Includes two layout options
- 5. Exterior schematic design**
 - a. Conduct “visual listening” exercise to understand the preferred architectural style for the exterior
 - b. Determine building construction type based on desired aesthetics and budget
 - c. Design 3D building exterior to reflect and maximize project budget
 - d. Provide computer renderings for discussion and comment
 - e. Use renderings to produce marketing materials as required
 - f. Includes one concept
- 6. Cost Estimate**
 - a. Use any and all of the deliverables listed above to develop an opinion of probable construction costs that may be experienced if built in 2024/25.
 - b. One cost estimate included, based on selected site and design concept.

Professional Fee - \$29,500

If the project proceeds past the Preliminary Design phase, our team will work with you to determine a fair fee based on the to be determined scope of work.

Note: Fee includes up to 3 in-person meetings and 3 virtual meetings

PAYMENT

Billing shall be monthly based on the percentage of the work complete on the last day of the month. Payment shall be due no later than 30 days after the statement date.

Late charges shall be added at a rate of 1-1/2 percent of the past due amount beginning on the thirty-first day after the statement date.



MISCELLANEOUS PROVISIONS

The prices quoted herein shall be in effect until thirty days past the date of the proposal and are subject for review and revision for any work not authorized to be completed after that date.

Drawings shall remain the property of Brunton Architects and are to be used for the construction of this project only.

Thank you again for your consideration in our professional design services. Please let me know if you have any questions or would like to refine any of the listed items to better suit your specific needs. If you approve of us moving forward and we will send over an official contract. If there are any questions, please feel free to contact me via e-mail at corey@bruntonarchitects.com or by phone at 507-386-7996.

Sincerely,



Corey Brunton, AIA / Principal / Owner
Brunton Architects & Engineers

Signature of Authorization & Date



	Northern Lights Display	Display Sales	Main St Designs
Street Garland (6)	\$8,989.50	\$10,554	\$18,390
Pole Mount Wreaths (32)	\$15,600	\$17,248	\$16,032
Bows (76)	\$1,976	included	\$3,232
Building lighting 2200'	\$13,106.10	\$2,900	\$6,684
	<i>custom built w/lead and plug ends</i>	<i>sent in 250' rolls needs to be customized by electrician</i>	<i>custom built w/leads and plug ends</i>

E.C. Snowflakes (9)	\$4,036	\$2,868	\$4,140
Can come out of E.C. yearly budget--\$20,000 budgetted for repairs/supplies			

Shipping	free shipping	\$1,280	\$2,650
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TOTAL	\$43,707.60	\$36,142.50	\$47,897
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TOTAL excluding garland and snowflakes	\$30,682.10	\$21,428 TBD	\$25,366
		Need electrician to customize bldg lighting	

Best A La Carte Option

Garland	Northern Lights Display	\$8,989.50	Free Shipping	TOTAL \$37,885.50 TOTAL w/o garland \$28,896 Total w/o garland \$24,860 and snowflakes
Pole Wreaths	Northern Lights Display	\$17,576	Free Shipping	
Building Lighting	Main St Designs	\$6,684	\$600	
Snowflakes	Northern Lights Display	\$4,036	Free Shipping	

** all discounts included in all pricing **

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

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on February 20, 2024, at Chaska City Hall in Chaska, Minnesota and via videoconference.

Management reviewed 2023 performance. A summary of the presentation is attached.

The Board reviewed the Agency's financial and operating performance for January 2024.

Customer penetration for the residential Clean Energy Choice program increased to 5.3%. There was an increase of 54 customers participating in the residential Clean Energy Choice program from December to January.

The Board discussed the current business environment.

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

2023 Year in Review Summary

- Rates 12% Lower than Competitive Benchmark
- Moody's Upgraded MMPA's Bond Rating from A1 to Aa3
- Hometown BioEnergy Renewable Natural Gas Project Placed in Service
- Net Income of \$31.6 Million
- Unrestricted Cash Increased by \$35.4 Million
- Generated Carbon Free Energy Equal to 44% of Energy Needs
- 2024 Budget Average Rate to Members Equal to 2023
- January and February 2024 Rates Lower than Budget



Date: February 19, 2024

To: City of Arlington

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

O & M Report: January 2024

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

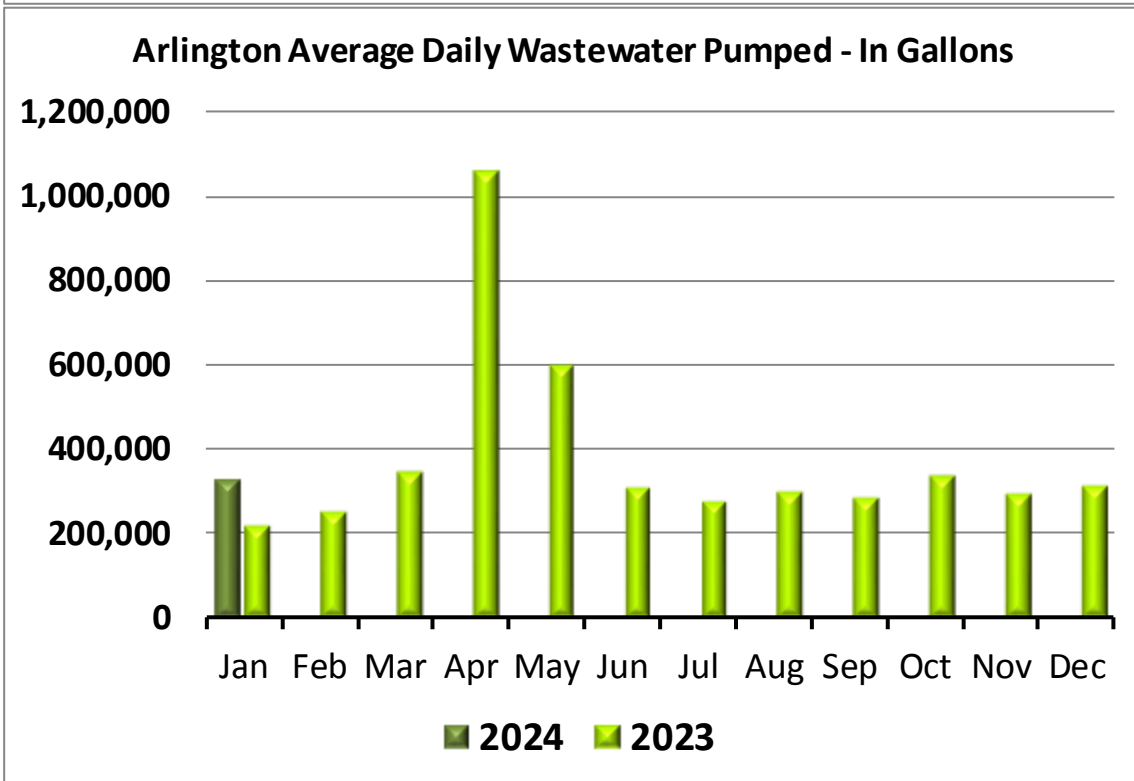
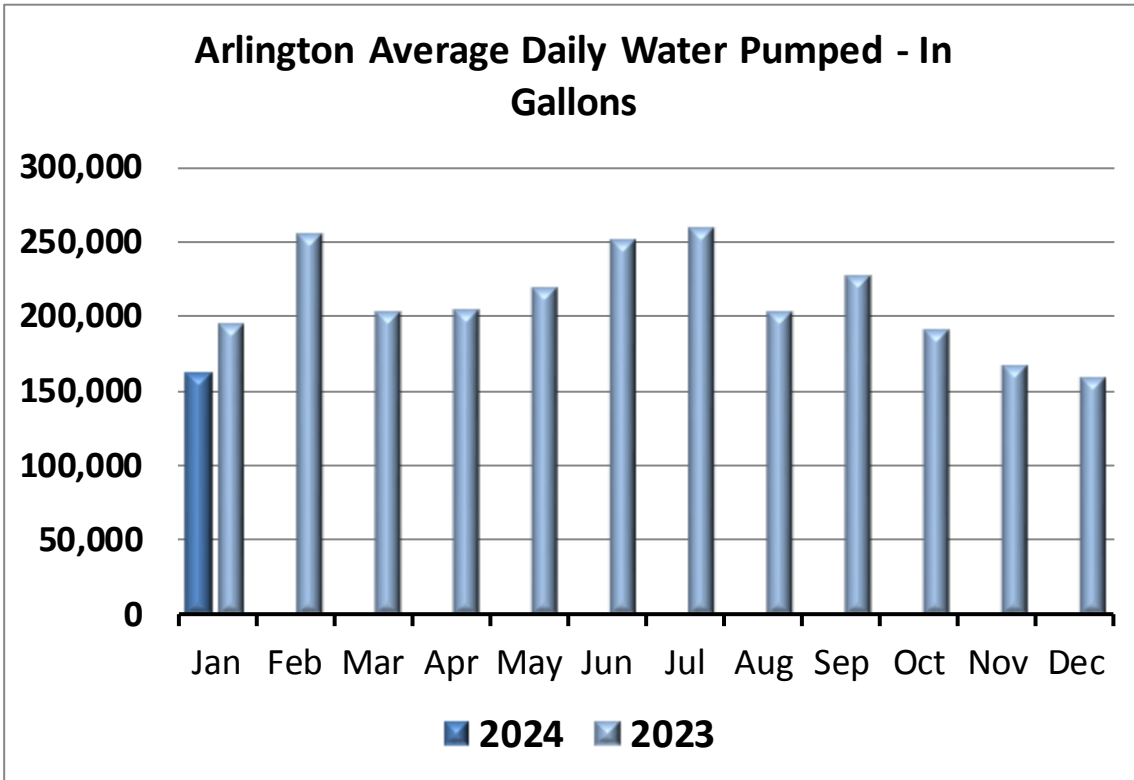
Water Operation & Maintenance

- There was a total of eight gopher state one locates and one service request to turn water back on at a residence.
- Monthly testing of fluoride, iron, chlorine, and manganese completed at various distribution points.
- Working on Diamond Maps to continue adding curb stops.
- Complete weekly backwashing at water treatment plant.
- Complete monthly fluoride report.
- Monthly workorders completed at water plant and well buildings.
- Complete two bacti samples for the month at wastewater treatment plant and PeopleService office.
- Work continuing at water treatment plant.
- Water turned off at 411 W Alden for internal issues due to cold and turned back on.

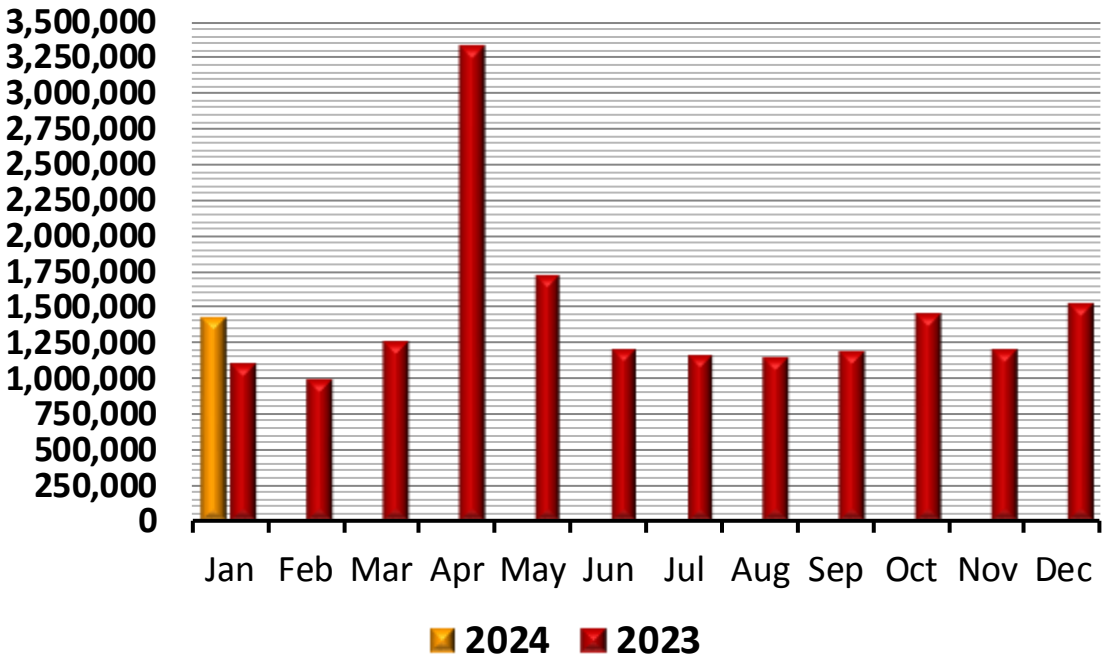
Wastewater Operation & Maintenance

- Complete workorders at lift stations, checking floats, verifying alarms work.
- Complete generator workorders, checking fluids, exercising monthly.
- Complete weekly wastewater testing and complete January's mercury sample.
- Gate finished at wastewater plant, no issues so far.
- Clean influent room weekly, bar screen, grit cart.
- Workorders completed at wastewater plant including, greasing pumps, cleaning clarifiers.





Green Isle Lift Station Total Flow In Gallons



		January-24	December-23	January-23
Water				
Average Daily Pumped	gallons	162,000	159,000	195,290
Maximum Daily Pumped	gallons	248,000	253,000	270,000
Minimum Daily Pumped	gallons	106,000	113,000	113,000
Total Monthly Pumped	gallons	5,023,000	4,937,000	6,054,000
Well #2 Pumped	gallons	2,860,000	2,481,000	0
Well #3 Pumped	gallons	0	0	0
Well #4 Pumped	gallons	2,205,000	2,482,000	5,837,000
Average Daily Fluoride Conc.	mg/L	0.88	0.66	0.62
Fluoride concentration Permit Limit	mg/L	.5-0.9 mg/L	.5-0.9 mg/L	.5-0.9 mg/L
Fluoride used	gallons	17.10	11.00	7.00
Total Chlorine Residual	mg/L	0.82	0.48	1.47
Total Chlorine Concentration Permit Limit	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
Chlorine used	lbs	96.60	128.60	128.40
Potassium Permanganate used	gallons	25.00	19.20	25.00
Wastewater				
CBOD				
CBOD Influent	mg/L	136	172	194
CBOD Effluent-Monthly	mg/L	1	0	0
CBOD Effluent-Monthly Permit Limit	mg/L	15	15	15
CBOD Max Weekly	mg/L	1	1	1
CBOD Max Weekly-Permit Limit	mg/L	25	25	25
CBOD Effluent Monthly kg/day	kg/day	0	0	0
CBOD Monthly kg/day-Permit Limit	kg/day	46	38	46
CBOD Effluent Weekly kg/day	kg/day	1	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	203	297	215
TSS Effluent-Monthly	mg/L	3	3	2
TSS Effluent Permit Limit	mg/L	30	30	30
TSS Effluent Max Weekly	mg/L	8	4	6
TSS Max weekly - Permit Limit	mg/L	45	45	45
TSS Effluent-Monthly kg/day	kg/day	5	4	1
TSS Monthly kg/day-Permit Limit	kg/day	91	91	91
TSS Effluent Max Weekly kg/day	kg/day	13	6	5
TSS Max weekly kg/day- Permit Limit	kg/day	140	140	140
TSS % Removal	%	98%	99%	98%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	4.86	5.61	7.50
Phos Effluent	mg/L	0.63	0.62	0.20
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/day	0.16	0.20	0.07
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	320,000	311,000	218,000
Maximum Daily	gallons	437,000	724,000	266,000
Total Monthly	gallons	9,933,000	9,627,000	6,755,000
Total Monthly Precipitation	inches	0.18	2.80	2.80
Green Isle Lift Station Total Flow	gallons	1,419,000	1,526,000	1,101,000
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$23,584.00	\$1,799.00	8%	8%
Chemical Budget	\$14,695.00	\$604.00	4%	8%
Total	\$38,279.00	\$2,403.00	6%	8%

Water Plant Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
1/1-1/31	Venders (1)	Misc. Invoices under \$50 (1)	\$48
Total			\$48

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>
01/11/24	Nuessmeier Electric, INC.	Replace Broken Switch Cover and Switches for Clarifier	\$169
01/11/24	Nuessmeier Electric, INC.	Troubleshoot Ferric Mixer Starter, Replace Breaker for Storage Shed Tank #2	\$409
1/23/2024	Nuessmeier Electric, INC.	Replace Explosion Proof Receptacle for Storage Tank #2 and Rebuild Cord Adapter	\$1,376
01/22/24	A & K Repair, INC	Shaft and Bearings for Blower	\$87
01/26/24	USA Bluebook	Credit for Coupler Return	(\$115)
01/01/24	Home Depot	Credit for Accural from December 2023-Charge will show up on February which then will zero it out	(\$295)
1/1-1/31	Venders (4)	Misc. Invoices under \$50 (4)	\$92
Total			\$1,722

Wastewater System Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
1/1-1/31	Venders (2)	Misc. Invoices under \$50 (2)	\$29
Total			\$29

Total Expenditures

Water Plant Maintenance	\$48
Water System Maintenance	\$0
W/W Plant Maintenance	\$1,722
W/W System Maintenance	\$29
Total For This Month	\$1,799
Total Maintenance Dollars Spent Year-to-Date (January 1, 2024 to End of This Report Month)	\$1,799
Annual Maintenance Budget (Jan. 1, 2024 - Dec. 31, 2024)	\$23,584
Percent Maintenance Budget Spent Year-to-Date	8%

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
1/3/2024	Air Conditioner Unit - Blower Room	30192 WW Arlington, MN	air conditioner not used in winter months, down for the season, please move to april-may	Monthly PM	Is on Biannual Schedule - Check compressor for debris on shield and clean with hose when necessary - Check out side unit for screen - Clean screens on the inside of unit
1/3/2024	Air Conditioner Unit -Elec. Rm	30192 WW Arlington, MN	air conditioning doesnt get used in winter, please move to may or june , down for the season	Monthly PM	Biannual schedule - Check compressor for debris on shield and clean with hose when necessary - Check out side unit screen - Clean screens on the inside unit
1/3/2024	Aeration Diffusers	30192 WW Arlington, MN	flex air 3 times to break up pieces and get air moving no issues	Monthly PM	1. Flexing Diffusers by varing air volume 3 times. 2. During normal operation inspect basins for even air flow. Fine bubbles not release of course bubbles in large. See maint instructions sec 11374 Vol 2
1/3/2024	Blower #2- Roots	30192 WW Arlington, MN	oil ok air filer ok belts ok	Service Equipment	1. Check drive belt tensions 2. Check air filter 3. Change oil every 6000 hours or 2 years. SB220 oil 1800 belt
1/3/2024	Chlorination/Dechlor Equipment	30192 WW Arlington, MN	Mixers not used in winter months , no issues	Monthly PM	1. Inspect flash mixer for normal operation March through October 2. Inspect and clean ejector screens Maint. man. sec 11354, Vol-2
1/3/2024	Clarifier #3	30192 WW Arlington, MN	not being used down for season all good	Monthly PM	1. Wash and clean scum box, walls, wiers and center mech. 2. Check oil level in all drive units. 3. If equipment is not used daily, run 5 minutes to oil. 4. Grease worm gear bearing (2 shots) 1 zerk (2 shots every 10' to 12' of rotation) 5. Clean all air vents. See Maint. man. for lube/oil chart, Sec 11350, Vol-2
1/3/2024	HI-E DEHUMIDIFIER	30192 WW Arlington, MN	hose is draining no issues found	Monthly PM	INSPECT HOSE FOR PORPER DRAINAGE AND CHECK FOR PROPER OPERATION.
1/3/2024	HI-E DEHUMIDIFIER	30192 WW Arlington, MN	filter ok no issues	Annual PM	INSPECT FILTER AND CHANGE IF NEEDED. FILTER SIZE IS 16X20

1/3/2024	Dialer	30192 WW Arlington, MN	works calls out no issues	Test alarm dialer	Check dialer for proper operation.
1/3/2024	Effluent Blower #1-Lamson	30192 WW Arlington, MN	No issues runs good belts ok	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
1/3/2024	Effluent Blower #1-Lamson	30192 WW Arlington, MN	Belts ok leaks a little air	Quarterly PM	<ol style="list-style-type: none"> 1. Grease motor bearings with 1 to 2 shots of grease 2. Check discharge gauge for typical operating pressure See Maint. man. for lube/oil charts, sec 11373.5.B, Vol-2
1/3/2024	Effluent Blower #2-Lamson	30192 WW Arlington, MN	Runs good has some air loss doesn't get used daily, was greased last time, don't want to over grease and blow seals	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
1/3/2024	Effluent Blower #2-Lamson	30192 WW Arlington, MN	Runs good has some air loss no issues	Quarterly PM	<ol style="list-style-type: none"> 1. Grease motor bearings with 1 to 2 shots of grease 2. Check discharge gauge for typical operating pressure See Maint. man. for lube/oil charts, sec 11373.5.B, Vol-2
1/3/2024	Effluent Sampler	30192 WW Arlington, MN	No issues works good	Monthly PM	<ol style="list-style-type: none"> 1. Flush suction lines with chlorine rinse if needed 2. Check housing for seal failure See Maint. man. sec. 11630, Vol-3

1/3/2024	City Hall Generator	30192 WW Arlington, MN	Runs good fluids are full heater is on	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 <p>See Maint. man. for lube/oil charts, sec.16200, Vol-4</p>
1/3/2024	City Hall Generator	30192 WW Arlington, MN	Everything runs good fluids are full heater is on	Inspection	<ol style="list-style-type: none"> 1. Check engine coolant level. 2. Perform semi-annual standby engine maint. list 3. Perform semi-annual generator maint. checklist. 4. Keep generator set clean and dry. <p>See Maint. man. for lube/oil chars, sec 16200, Vol-4</p>
1/3/2024	City Hall Generator	30192 WW Arlington, MN	Runs fine fluids are full heater is on	Service Equipment	<ol style="list-style-type: none"> 1. Perform annual standby engine maint. checklist. 2. Perform annual generator maint. checklist. 3. Re-lubricate generator bearings. 4. Re-lubricate fan motor bearings (2 shots) <p>GSS performs Major PM Maint. See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>

1/3/2024	Green Isle-Lake Erin Generator	30192 WW Arlington, MN	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 cyle.(exerise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts. Check battery connections and electrolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on until under load. <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>
1/3/2024	Green Isle-Lake Erin Generator	30192 WW Arlington, MN	Checked over all fluids look good sounds good	Service Equipment	<ol style="list-style-type: none"> 1. Perform annual standby engine maint. checklist 2. Perform annual generator maint checklist 3. Re-lubricate generator bearings 4. Re-lubricate fan motor bearings (2 shots) <p>Major PM Maint by GSS See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
1/3/2024	7th St. Lift Station Generator	30192 WW Arlington, MN	Runs good fluids are full heater is on	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 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>

1/3/2024	7th St. Lift Station Generator	30192 WW Arlington, MN	Runs good fluids are full heater is on	Service Equipment	<ol style="list-style-type: none"> 1. Change oil and filter, clean oil drip pan and engine. 2. Check battery level and charge rate, clean connections. 3. Check engine coolant level and condition. 4. Check complete unit over following check list in manual <p>See Maint. man. for lube/oil charts, sec. 16200, Vol-4</p>
1/3/2024	7th St. Lift Station Generator	30192 WW Arlington, MN	Runs good all fluids are fine and belts look good heater is on	Service Equipment	<ol style="list-style-type: none"> 1. Perform annual standby engine maint. checklist 2. Perform annual generator maint. checklist 3. Re-lubricate generator bearings 4. Re-lubricate fan motor bearings (2 shots) <p>Major PM maint. by GSS See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
1/3/2024	Hwy 5 Lift Station Generator	30192 WW Arlington, MN	Everything runs good looks good fluids are full no leaks	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and 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>

1/3/2024	Hwy 5 Lift Station Generator	30192 WW Arlington, MN	Sounds good fluids are full belts look good	Service Equipment	<ol style="list-style-type: none"> 1. Perform annual standby engine maint. checklist 2. Perform annual generator maint checklist 3. Re-lubricate generator bearings 4. Re-lubricate fan motor bearings (2 shots) <p>Major PM Maint by GSS See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
1/3/2024	School Lift Station Generator	30192 WW Arlington, MN	Leaks makes noise. Using for emergency use only	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels. Check overall condition. 2. Check air filter and radiator air passages. 3. Check fuel tank level. 4. Run unit under load for one cycle.(exercise every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts, check battery connections and electrolyte level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on unit under load. 9. Check fuel level, top off if below half full. <p>See Maint. man. for lube/oil chart and instructions, sec. 16200, Vol-4</p>
1/3/2024	School Lift Station Generator	30192 WW Arlington, MN	Makes noise has leaks and only using for emergency use	Service Equipment	<ol style="list-style-type: none"> 1. Change oil and filter, clean oil drip pan and engine. 2. Check battery level and charge rate, clean connecions. 3. Check engine coolant level and condition. 4. Check complete unit over following check list in manual. <p>See Maint. man. for lube/oil charts, sec. 16200, Vol-4</p>

1/3/2024	School Lift Station Generator	30192 WW Arlington, MN	Only using for emergencies makes noise and leaks	Service Equipment	<ol style="list-style-type: none"> 1. Perform annual standby engine maint. checklist 2. Perform annual generator maint checklist 3. Re-lubricate generator bearings 4. Re-lubricate fan motor bearings (2 shots) <p>Major PM Maint by GSS See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
1/3/2024	Brook St. LS Generator	30192 WW Arlington, MN	Everything runs good. Fixed the coolant leak by replacing the plastic cracked coolant container so that is good now no leaks. Oil is full belts look 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 & instructions, sec. 16200, Vol-4</p>
1/3/2024	Brook St. LS Generator	30192 WW Arlington, MN	All fluids are good generator sounds good	Service Equipment	<ol style="list-style-type: none"> 1. Perform annual standby engine maint checklist 2. Perform annual generator maint checklist 3. Re-lubricate generator bearings 4. Re-lubricate fan motor bearings (2 shots) <p>Major PM by GSS See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>

1/3/2024	Green Isle Generator Main Lift	30192 WW Arlington, MN	generator 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 cyle.(exercise unit every other week under load) 5. Check condition of air filter. 6. Check condition and wear of belts. Check battery connections and electrolite level. 7. Check and clean screens on generator set. 8. Check voltage and amperage on until under load. <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>
1/3/2024	Green Isle Generator Main Lift	30192 WW Arlington, MN	generator is no longer here looking into replacement	Service Equipment	<ol style="list-style-type: none"> 1. Perform annual standby engine maint. checklist 2. Perform annual generator maint checklist 3. Re-lubricate generator bearings 4. Re-lubricate fan motor bearings (2 shots) <p>Major PM Maint by GSS See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
1/3/2024	Wastewater Plant Generator	30192 WW Arlington, MN	Everything runs good fluids are full heater doesn't work and supervisor knows	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. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>

1/3/2024	Wastewater Plant Generator	30192 WW Arlington, MN	Ran generator runs good and all fluids are full	Inspection	<ol style="list-style-type: none"> 1. Check engine coolant level. 2. Perform semi-annual standby engine maint. list 3. Perform semi-annual generator maint. checklist 4. Keep generator set clean and dry. See Maint. man. for lube/oil charts, sec 16200, Vol-4
1/3/2024	Wastewater Plant Generator	30192 WW Arlington, MN	Ran generator sounds good all fluids are full	Service Equipment	<ol style="list-style-type: none"> 1. Perform annual standby engine maint checklist 2. Perform annual generator maint checklist 3. Re-lubricate generator bearings 4. Re-lubricate fan motor bearings (2 shots) <p>Major PM done by GSS See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
1/3/2024	Green Isle Main Lift Station	30192 WW Arlington, MN	floats and transducer clean, no issues, dont have safety equipment for doing amp draws	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.
1/3/2024	Green Isle Lift Station #2	30192 WW Arlington, MN	works calls out floats and transducer works, no issues, dont have safety equipment to do amp draws	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.
1/3/2024	OBRIEN HYDROJETTER	30192 WW Arlington, MN	Oil ok coolant ok belts ok	Monthly PM	EXERCISE ENGINE, CHECK BATTERY CABLES AND OIL LEVEL IN ENGINE, HYDRAULIC TANK, AND WATER PUMP.

1/3/2024	OBRIEN HYDROJETTER	30192 WW Arlington, MN	Strainer ok belts ok no issues	Inspection	CLEAN STRAINER, CHECK BELTS ON PUMP AND ADJUST IF NEEDED. CHECK TIRE PRESSURE. CHECK ELECTRIC BRAKES FOR PROPER OPERATION.
1/3/2024	OBRIEN HYDROJETTER	30192 WW Arlington, MN	Oil will be changed in spring when weather is warmer and itâ€™s getting used daily , belts ok	Service Equipment	CHANGE ENGINE OIL, USE 15W40. CHANGE OIL FILTER AND FUEL FILTER. CHECK COOLANT LEVELS AND ADD IF NEEDED. CHECK ALTERNATOR BELT AND ADJUST IF NEEDED.
1/3/2024	Lift Station- 7th Street	30192 WW Arlington, MN	Pumped down cleaned floats they look good transducer looks good	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
1/3/2024	Lift Station- Hwy 5	30192 WW Arlington, MN	Float is alright transducer looks good 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.
1/3/2024	Lift Station- School	30192 WW Arlington, MN	Pumps sound good pumped down floats cleaned. Everything is alright	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.
1/3/2024	Lift Station- Brook Street	30192 WW Arlington, MN	Floats look good transducer looks good 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.

1/3/2024	Make-Up Air Unit #1 Influent	30192 WW Arlington, MN	currently broke down waiting on parts	Inspection	Perform 6 month maintainance check on unit. See Maint. man. sec. 15800, Pg 17, Vol-3
1/3/2024	Screw Lift Pump #3	30192 WW Arlington, MN	grease full oil ok belts ok	Monthly PM	1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is giong 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
1/3/2024	Sludge Thickener Pump	30192 WW Arlington, MN	Down until spring no issues oil ok	Monthly PM	1. Check oil level in gear case of process pump, oil if necessary. ** #30 low ash in pump gearbox ** 2. Inspect packing. 3. Rotate motor & shafts if not used regularly. Oil mobil sparton FP 220 or equivalent to 80-90w gearbox and buffer chamber Oil bottle pressure 1.3 See Maint. man. for lube/oil chart, sec. 11310.19.F, Vol-1
1/3/2024	Thickener Supernatant Pump	30192 WW Arlington, MN	Oil ok belt ok no issues	Monthly PM	Vortex Pump: Check oil level ** Use #20 Non-Detergent oil See Maint. man. for lube/oil chart, sec.113100.4.C, Vol-1
1/3/2024	FIRE EXTINGUISHERS	30192 WW Arlington, MN	all good vendor checked in November	Schedule Appointment	Check fire extinguisher indicator gauges for charge level. Have outside vendor check fire extinguishers. Proj Spec Sec 10250.2.A
1/3/2024	Dehumidifer at Water Plant	30192 WT Arlington, MN	all working fine no issues filters ok	Monthly PM	Inspect both filters type dp model# mx40 sp2 size 15.75x15.75x2.

1/3/2024	Water Plant Generator	30192 WT Arlington, MN	Fluids are all full batteries are strong and generator sounds good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant. 2. Check overall condition of unit. 3. Run unit under load for one cycle.(exercise unit every other week under load) 4. Check over unit for leaks and condition of hoses. 5. Check battery level, connections and charge. 6. Keep screens on generator and air passages on air filters. 7. Keep generator set clean and dry. 8. Check fuel level, top off if below half full. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
1/3/2024	Water Plant Generator	30192 WT Arlington, MN	All fluids are full generator sounds good. Does have slight leak	Inspection	<ol style="list-style-type: none"> 1. Check engine coolant level. 2. Perform semi-annual standby engine maint. list. 3. Perform semi-annual generator maint. checklist. 4. Keep generator set clean and dry. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
1/3/2024	Water Plant Generator	30192 WT Arlington, MN	Ran generator sounds really good checked all fluids they are full	Annual PM	<ol style="list-style-type: none"> 1. Perform annual standby engine maint. checklist 2. Perform annual generator maint checklist 3. Re-lubricate generator bearings 4. Re-lubricate fan motor bearings (2 shots) <p>Major PM done by GSS See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>

1/3/2024	Well #2 Generator	30192 WT Arlington, MN	Runs good fluids all full batteries are good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and water levels, check operation of coolant. 2. Check overall condition of unit. 3. Run unit under load for one cycle.(excerise unit every other week under load) 4. Check over unit for leaks and conditon of hoses. 5. Check battery level, connections and charge. 6. Keep screens on generator and air passages on air filter clean. 7. Keep generator set clean and dry. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
1/3/2024	Well #2 Generator	30192 WT Arlington, MN	Coolant full oil full checked over everything sounds good	Inspection	<ol style="list-style-type: none"> 1. Check engine coolant level. 2. Perform semi-annual standby engine maint. list. 3. Perform semi-annual generator maint. checklist. 4. Keep generator set clean and dry. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
1/3/2024	Well #2 Generator	30192 WT Arlington, MN	Ran generator sounds good fluids are full	Annual PM	<ol style="list-style-type: none"> 1. Perform annual standby engine maint checklist 2. Perform annual generator maint checklist 3. Re-lubricate generator bearings 4. Re-lubricate fan motor bearings (2 shots) <p>Major PM done by GSS See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>

1/3/2024	Well #4 Generator	30192 WT Arlington, MN	Fluids are all good belts look good generator sounds good checked everything over and it is 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. <p>See Maint. man for lube/oil charts, sec 16200, Vol-4</p>
1/3/2024	Well #4 Generator	30192 WT Arlington, MN	Checked all fluids oil and coolant looks good and the generator sounds good	Inspection	<ol style="list-style-type: none"> 1. Check engine coolant level. 2. Perform semi-annual standby engine maint. list. 3. Perform semi-annual generator maint. checklist. 4. Keep generator set clean and dry. <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
1/3/2024	Well #4 Generator	30192 WT Arlington, MN	Ran good all fluids are full heater works	Annual PM	<ol style="list-style-type: none"> 1. Perform annual standby engine maint checklist 2. Perform annual generator maint checklist 3. Re-lubricate generator bearings 4. Re-lubricate fan motor bearings (2 shots) <p>Major PM done by GSS See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
1/4/2024	Blower #3- Roots	30192 WW Arlington, MN	blower not currently in use needs new drive	Service Equipment	<ol style="list-style-type: none"> 1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- Synthetic 220 oil <p>See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2</p>

1/4/2024	Clarifier #1	30192 WW Arlington, MN	greased, oil full no issues or vibrations	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>
1/4/2024	Clarifier #2	30192 WW Arlington, MN	drained and turned off for season	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>
1/4/2024	Gas Detector- Portable	30192 WW Arlington, MN	calibrated no issues	Calibrate Equipment	<ol style="list-style-type: none"> 1. Inspect entire unit. 2. Calibrate Unit. <p>See Maint. man., Sec. 10250.2.C, Vol-1</p>
1/4/2024	Grit Cyclone	30192 WW Arlington, MN	no noises runs good	Monthly PM	<p>Check washer for unusual noises and excessive vibrations.</p> <p>See Maint. man. for lube/oil chart, sec 11325 , Vol-1</p>
1/4/2024	Gravity Thickner	30192 WW Arlington, MN	not in service needs repair	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 zers 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>

1/4/2024	Grit Pump	30192 WW Arlington, MN	oil ok packing ok belts 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
1/4/2024	Grit Pump	30192 WW Arlington, MN	fan and motor ok no issues motor greased belts ok, not enough hours or wear to change oil	Annual PM	Vortex Pump: 1. Clean the motor fan and exterior if necessary. 2. Grease motor bearings (2 shots) 3. Check condition and tension of drive belts. 4. Change oil in pump **Use SAE #20 WT NON-DET** See Maint. man. for lube/oil chart, Sec. 11310.4.C, Vol-1
1/4/2024	Grit Trap- Jeta (Grit Separator)	30192 WW Arlington, MN	greased oil ok no issues	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
1/4/2024	Influent Sampler	30192 WW Arlington, MN	hose ok clean , needs cooling skid repalced	Monthly PM	1. Flush suction line with water and chlorine rinse. 2. Check housing for seal failure. Every other month: 1. Clean interior and exterior of sampler wth sponge and detergent. 2. Check pump tube for flexibility. See Maintl man., Sec. 11630, Vol-3

1/4/2024	Mechanical Bar Screen	30192 WW Arlington, MN	seals ok elements ok, greased, chain tight, brush rinsed and cleaned every wednesday, runs good no issues	Monthly PM	<ol style="list-style-type: none"> 1. Aqua-guard: Hose off rotating brush assembly with high pressure water. 2. Check rotating brush assembly for movement of proper tightness of bolts and other fasteners. 3. Check that rotating brush is properly engaging the elements and check for wear. 4. Check for damaged screen filter elements. 5. Grease all fittings (7 zerks- 1 shot each). 6. Grease brush chain by brushing with gun grease. 7. Check all bearings and lock collars for tightness. 8. Remove accum. of debris & residue from all mechanisms. 9. Check operation of float switches. 10. Check condition of oil in gear reducer and change if needed. 11. Check Neopreme side seals for wear and correct sealing. <p>See Maint. man. for lube/oil chart, sec. 11330, Vol-1</p>
1/4/2024	Make-Up Air Unit #2 Boiler Room	30192 WW Arlington, MN	belt ok greased filters ok no issues	Inspection	<p>Perform 6 month maintenance check on unit.</p> <p>See Maint. Manual sec. 15800, pg 17, Vol-3</p>
1/4/2024	RAS Pump #1	30192 WW Arlington, MN	seals are ok no leaks, greased motor, comes up to speed nice , motor makes noise, lead operator is aware , made reccomendation to have motor rebuilt	Monthly PM	<ol style="list-style-type: none"> 1. Keep interior & exterior of motor clean/dry. 2. Check if motor comes quickly up to speed and mainains constant rotation rate & sounds & runs smooth. 3. Rotate motr at least 15 revolutions/month. 4. Inspect mechanical seals for leaks. <p>See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1</p>

1/4/2024	RAS Pump #2	30192 WW Arlington, MN	used daily, runs good, greased motor, greased pump, seals ok, 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 maintains 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
1/4/2024	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 maintains 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
1/4/2024	RAS Pump #4	30192 WW Arlington, MN	runs good, not in use currently, comes up to speed nice, 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 maintains 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
1/4/2024	RAS Pump #5	30192 WW Arlington, MN	comes up to speed nice no issues , no vibrations, 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 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

1/4/2024	Screw Lift Pump #1	30192 WW Arlington, MN	grease full gear reducer oil belts ok	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. <p>See Maint. man. Vol-1 sec. 11310</p>
1/4/2024	Screw Lift Pump #2	30192 WW Arlington, MN	grease ok, gear reducer oil full, belts ok	Monthly PM	<ol style="list-style-type: none"> 1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing. 2. Grease top bearing (2 zerks- 2 shots) top zerk first. 3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump. <p>See Maint. man. Vol-1 sec. 11310</p>
1/4/2024	FIRE EXTINGUISHERS	30192 WW Arlington, MN	checked all okay	Inspection	<p>Inspect, tip upside down bang with rubber hammer, check to see if charged. (WWTP, WTP, Well #2, Well #4)</p> <p>Tools Required: rubber hammer, pen</p>
1/4/2024	DO Sensors	30192 WW Arlington, MN	pulled up sensors and cleaned okay	Calibrate Equipment	Calibration of any equipment that is required by manufacturer.
1/8/2024	Chlorine Gas Detector	30192 WW Arlington, MN	no gas being used currently, off for season	Test alarm dialer	<ol style="list-style-type: none"> 1. Power supply LED and ready LED check 2. Alarm circuit check 3. Alarm circuit to remote on SCP check 4. Malfunction LED off <p>See Maint. man., Sec 11355, Vol-2</p>

1/8/2024	Knight heating Gas Boiler	30192 WW Arlington, MN	water full vents ok	Monthly PM	<ol style="list-style-type: none"> 1. Check boiler water level in glass guage 2. Check fresh air vents for obstructions 3. Oil blower motor bearing 4. Inspect/clean flame detector and veiwing window if necessary 5. Check limit and operating controls 6. Check operation of flame safeguard <p>See maint. man. for lube/oil chart, sec 15700, Vol-3</p>
1/8/2024	Knight heating Gas Boiler	30192 WW Arlington, MN	inspected at startup, no issues	Annual PM	<ol style="list-style-type: none"> 1. Check combustion chamber and repair as necessary 2. Clean water side of boiler if neededl 3. Tighten all screws holding components 4. Check combustion and burner adjustment 5. Check operation of limit and operation controls 6. Clean water gauge glass 7. Check /Clean flueways 8. Open safety valve & draincock to remove impurities 9. Remove blower motor & wheel assy & clean if needed 10. Inspect/Clean flame detector & viewing window 11. Remove pilot assy, clean and check spark gap <p>See Maint man. for lube/oil chart, sec 15700, vol- 3</p>
1/8/2024	Grit Cyclone	30192 WW Arlington, MN	no issues or wear	Inspection	<p>Inspect for internal wear. See Maint. man., sec. 11325, Vol-1</p>
1/8/2024	Ferric Mixer ME-MX-6	30192 WW Arlington, MN	oil ok paddles ok	Monthly PM	<p>Check oil level in sight glass to mid-point level. Check paddle operation.</p>

1/8/2024	Screenings Dewatering Press	30192 WW Arlington, MN	oil full no issues lines ok	Monthly PM	Daily: 1. General visual inspection 2. Rinse accumulated solids off of exterior surfaces Weekly: 1. Inspect and flush drain housing 2. Inspect motor 3. Clean brush with water Monthly: 1. Inspect brush and wear bars 2. Check gearmotor oil level 3. Inspect drain lines 4. Inspect shaft seal gland
1/8/2024	Air Compressor	30192 WT Arlington, MN	Checked belts and oil everything looks good	Monthly PM	Check oil and overall performance. Use Mobil DTE-24 oil.
1/8/2024	Backwash Blower	30192 WT Arlington, MN	checked everything over looks good	Monthly PM	Check air filters and belts.
1/8/2024	FAIRGROUND PVC CAPS	30192 WW Arlington, MN	caps are all on look good	Monthly PM	Inspect Caps
1/8/2024	SANITARY MANHOLES CREEKVIEW LANE	30192 WW Arlington, MN	all intact	Monthly PM	Inspect for Leaks
1/8/2024	Northland Drying Lift station	30192 WW Arlington, MN	floats ok no issues	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
1/15/2024	Blower #6- Roots	30192 WW Arlington, MN	blower not in use, exercised ran good	Service Equipment	1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- Chevron 220 See Maint. man. for lube/oil charts, sec 11372.2.3, vol-2

1/15/2024	Blower #7- Roots	30192 WW Arlington, MN	blower 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- Chevron 220 See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2
1/15/2024	Booster Pump	30192 WT Arlington, MN	Good pressure no issues	Monthly PM	Check for proper operation (screen and pressure)
1/15/2024	High Service Pump #1 (P-PW-1)	30192 WT Arlington, MN	Packing ok greased	Monthly PM	Inspect packing for High Service Pump.
1/15/2024	High Service Pump #2 (P-PW-2)	30192 WT Arlington, MN	Packing ok , greased	Monthly PM	Inspect packing for High Service Pump.
1/15/2024	Pump Motor at Well #2	30192 WT Arlington, MN	Oil ok motor ok runs good	Monthly PM	<ol style="list-style-type: none"> 1. Check oil and well motor. 2. Check packing for any leaking.
1/17/2024	Blower #1- Roots	30192 WW Arlington, MN	currently not in use, exercised everything okay	Service Equipment	<ol style="list-style-type: none"> 1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp 2. Check breather hole by greased bearings ends for plugging 3. Check gear box oil level & add if necessary- 220 Synthetic See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2