



**CITY COUNCIL MEETING AGENDA**  
**May 6, 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. Swearing in Arlington Police Officer Stephanie Kvare
5. 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.*

6. Mayoral Proclamations
  - 01-2024 EMT Week
  - 02-2024 Police Week

**CONSENT AGENDA**

7. Approval of Consent Agenda
  - A) Approval of Bills
  - B) April 15, 2024, City Council Meeting Minutes

**OLD BUSINESS**

8. Final Pay Request (WTP Rehab), Jake Pichelmann, Bolton & Menk
9. Main Street Electric Sign Quotes

**NEW BUSINESS**

10. 2024 Street and Utility Improvement Project Electrical Quotes
11. Electrical Power Cost Adjustment Pass Through
12. Transformer Purchase
13. Street Maintenance Work, Kirby Weckworth
14. BioSolids Wagon, Blazer

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

15. Utility Committee Update
16. EDA Update
17. March 2024 Statement of Funds
18. MMPA Public Summary – April Meeting, Written Report
19. March People Service Reports, Written Report
20. City Attorney Update, Ken Janssen
21. City Administrator Update, Jessica Steinke

**MISCELLANEOUS BUSINESS**

**ADJOURNMENT**

**DATES TO REMEMBER:**

- 5/16/2024 - Special Planning and Zoning Public Hearing and Meeting at 5:00pm  
5/16/2024 - AGI at 6:00pm  
5/20/2024 - Arlington City Council Meeting at 6:30pm  
6/3/2024 - Arlington City Council Meeting at 6:30pm



## OFFICIAL OATH

State of Minnesota  
County of Sibley

I, **Stephanie Kvale**, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Minnesota, and the Charter of the City of Arlington, and to discharge faithfully the duties devolving upon me as the Police of the City of Arlington to the best of my judgment and ability.

---

Police Officer Stephanie Kvale

Subscribed and sworn to before me this 6th day of May 2024.

---

Mayor Matthew Scharpe



Mayoral Proclamation

City of Arlington, No. 01-2024

## **EMS WEEK PROCLAMATION**

**To designate the Week of May 19-25, 2024, as Emergency Medical Services Week**

**WHEREAS**, emergency medical services is a vital public service; and

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

**WHEREAS**, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating the Emergency Medical Services Week; now

**THEREFORE**, I Matthew Scharpe Mayor of Arlington, MN in recognition of this event do hereby proclaim the week of May 19 - 25, 2024, as **EMERGENCY MEDICAL SERVICES WEEK**

The 50th Anniversary of EMS Week theme is EMS WEEK: Honoring Our Past. Forging Our Future. I encourage the community to observe this week with appropriate programs, ceremonies, and activities.

---

Name and Title of Official



Mayoral Proclamation  
City of Arlington, No. 02-2024

## **POLICE WEEK PROCLAMATION**

**To designate the Week of May 12-18, 2024, as Police Week**

**Whereas**, the safety and well-being of our community are of paramount importance; and

**Whereas**, law enforcement officers play a vital role in safeguarding our neighborhoods, schools, and public spaces; and

**Whereas**, the men and women of the Arlington Police Department exemplify courage, dedication, and professionalism in their commitment to protecting and serving our citizens; and

**Whereas**, Police Week provides an opportunity for us to honor and express our gratitude to those who serve in law enforcement, remembering those who have made the ultimate sacrifice in the line of duty, and supporting those who continue to uphold the noble tradition of policing; and

**Whereas**, this year marks the 62nd anniversary of National Police Week, a time for communities across our nation to recognize the contributions and sacrifices of law enforcement officers;

**Now, therefore**, I, Matthew Scharpe, Mayor of the City of Arlington, do hereby proclaim the week of May 12-18, 2024, as Police Week in our city. I call upon all residents to join me in expressing appreciation for the dedicated service of our police officers and to participate in activities that honor their contributions to our community.

I further call upon all residents to observe Peace Officers Memorial Day on May 15th, as we pay tribute to those law enforcement officers who have lost their lives in the line of duty, and to show support for their families, friends, and colleagues.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Arlington to be affixed this 6th day of May in the year 2024.

**THEREFORE, BE IT RESOLVED** that the City of Arlington will observe May 12-18, 2024, as National Police Week in Arlington, MN, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

---

Mayor Matthew Scharpe

Payments

Current Period: MAY 2024

Payments Batch 05-06-24 PAY \$162,898.96

Refer	16493 <i>ABDO EICK &amp; MEYERS LLP</i>				
Cash Payment	E 101-41400-301	Auditing and Acct g Serv	2023 AUDIT - PAYMENT #1		\$19,300.00
Invoice					
Cash Payment	E 601-49400-301	Auditing and Acct g Serv	2023 AUDIT - PAYMENT #1		\$2,000.00
Invoice					
Cash Payment	E 603-49450-301	Auditing and Acct g Serv	2023 AUDIT - PAYMENT #1		\$5,000.00
Invoice					
Cash Payment	E 604-49550-301	Auditing and Acct g Serv	2023 AUDIT - PAYMENT #1		\$2,700.00
Invoice					
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	\$29,000.00

Refer	16494 <i>AMAZON BUSINESS</i>				
Cash Payment	E 101-41400-200	Office Supplies	APRIL- SUPPLIES, LIB. PRGRMMNG, PARTS		\$131.93
Invoice					
Cash Payment	E 101-42110-200	Office Supplies	APRIL- SUPPLIES, LIB. PRGRMMNG, PARTS		\$40.61
Invoice					
Cash Payment	E 101-42110-218	Office Expense	APRIL- SUPPLIES, LIB. PRGRMMNG, PARTS		\$59.99
Invoice					
Cash Payment	E 101-43000-210	Operating Supplies	APRIL- SUPPLIES, LIB. PRGRMMNG, PARTS		\$489.90
Invoice					
Cash Payment	E 101-45500-206	Visual Materials - Library	APRIL- SUPPLIES, LIB. PRGRMMNG, PARTS		\$86.56
Invoice					
Cash Payment	E 101-45500-212	Library Programming	APRIL- SUPPLIES, LIB. PRGRMMNG, PARTS		\$770.58
Invoice					
Cash Payment	E 202-42153-200	Office Supplies	APRIL- SUPPLIES, LIB. PRGRMMNG, PARTS		\$9.13
Invoice					
Cash Payment	E 202-42153-485	Gas and Repair Miscella	APRIL- SUPPLIES, LIB. PRGRMMNG, PARTS		\$39.20
Invoice					
Cash Payment	E 202-42153-503	Computers/Software/We	APRIL- SUPPLIES, LIB. PRGRMMNG, PARTS		\$79.99
Invoice					
Cash Payment	E 203-45000-406	Repairs, Supplies & Oth	APRIL- SUPPLIES, LIB. PRGRMMNG, PARTS		\$29.99
Invoice					
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	\$1,737.88

Refer	16495 <i>ARAMARK</i>				
Cash Payment	E 101-42110-210	Operating Supplies	APRIL- MAT RENTALS		\$48.30
Invoice					
Cash Payment	E 101-45500-220	Repair/Maint Supply	APRIL- MAT RENTALS		\$19.69
Invoice					
Cash Payment	E 202-42153-217	Other Operating Supplie	APRIL- MAT RENTALS		\$24.46
Invoice					
Cash Payment	E 203-45000-410	Rentals	APRIL- MAT RENTALS		\$283.76
Invoice					
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	\$376.21

Refer	16496 <i>ARLINGTON AUTO &amp; FARM SUPPL</i>				
Cash Payment	E 101-43000-485	Gas and Repair Miscella	APR- VEHICLE PARTS		\$5.49
Invoice					
Cash Payment	E 201-42280-485	Gas and Repair Miscella	APR- VEHICLE PARTS		\$25.28
Invoice					
Cash Payment	E 202-42153-485	Gas and Repair Miscella	APR- VEHICLE PARTS		\$52.78
Invoice					

Payments

Current Period: MAY 2024

Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$83.55</b>
Refer	16497 <i>ARLINGTON BASEBALL ASSN</i>				
Cash Payment	E 203-45000-340 Advertising		2024 SCORECARD AD- EVENT CENTER		\$100.00
Invoice					
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$100.00</b>
Refer	16498 <i>BOLTON &amp; MENK, INC.</i>				
Cash Payment	E 424-46350-303 Engineering Fees		MARCH- 2024 IMP. ENGINEERING		\$35,259.00
Invoice					
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$35,259.00</b>
Refer	16499 <i>BRANDON LEGG</i>				
Cash Payment	E 101-42110-208 Training and Instruction		REIMB- APR. TRAIN. MILEAGE/MEAL/HOTEL		\$298.15
Invoice					
Cash Payment	E 101-42110-208 Training and Instruction		REIMB- APR. TRAIN. MILEAGE/MEAL/HOTEL		\$44.74
Invoice					
Cash Payment	E 101-42110-208 Training and Instruction		REIMB- APR. TRAIN. MILEAGE/MEAL/HOTEL		\$79.18
Invoice					
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$422.07</b>
Refer	16500 <i>CANON</i>				
Cash Payment	E 101-41400-218 Office Expense		APR- COPIER LEASES (OFFICE & PD)		\$116.19
Invoice					
Cash Payment	E 101-42110-218 Office Expense		APR- COPIER LEASES (OFFICE & PD)		\$44.00
Invoice					
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$160.19</b>
Refer	16501 <i>CARROT-TOP INDUSTRIES</i>				
Cash Payment	E 101-45202-220 Repair/Maint Supply		FOUR SEASON PARK- FLAG POLE LIGHT		\$96.53
Invoice					
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$96.53</b>
Refer	16502 <i>CENGAGE LEARNING INC</i>				
Cash Payment	E 101-45500-205 Print Materials - Library		APRIL- LIBRARY MATERIALS		\$340.42
Invoice					
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$340.42</b>
Refer	16503 <i>CENTERPOINT ENERGY</i>				
Cash Payment	E 101-41940-383 Gas Utilities		CITY GAS BILLS- 3/15-4/15/24		\$259.19
Invoice					
Cash Payment	E 101-42110-383 Gas Utilities		CITY GAS BILLS- 3/15-4/15/24		\$58.27
Invoice					
Cash Payment	E 101-43000-383 Gas Utilities		CITY GAS BILLS- 3/15-4/15/24		\$282.86
Invoice					
Cash Payment	E 101-45202-383 Gas Utilities		CITY GAS BILLS- 3/15-4/15/24		\$90.63
Invoice					
Cash Payment	E 101-45500-383 Gas Utilities		CITY GAS BILLS- 3/15-4/15/24		\$66.33
Invoice					
Cash Payment	E 201-42280-383 Gas Utilities		CITY GAS BILLS- 3/15-4/15/24		\$148.97
Invoice					
Cash Payment	E 202-42153-383 Gas Utilities		CITY GAS BILLS- 3/15-4/15/24		\$87.40
Invoice					
Cash Payment	E 203-45000-383 Gas Utilities		CITY GAS BILLS- 3/15-4/15/24		\$370.86
Invoice					



Payments

Current Period: MAY 2024

Cash Payment	E 601-49400-383	Gas Utilities	CITY GAS BILLS- 3/15-4/15/24	\$593.44
Invoice				
Cash Payment	E 603-49450-383	Gas Utilities	CITY GAS BILLS- 3/15-4/15/24	\$270.30
Invoice				
Cash Payment	E 604-49550-383	Gas Utilities	CITY GAS BILLS- 3/15-4/15/24	\$19.74
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$2,247.99
Refer	16504 <i>CINTAS</i>			
Cash Payment	E 101-43000-420	Shop Equipment	MAY- SHOP AGREEMENTS	\$257.76
Invoice				
Cash Payment	E 101-43000-210	Operating Supplies	MAY- SHOP AGREEMENTS	\$30.02
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$287.78
Refer	16505 <i>CITY OF ARLINGTON</i>			
Cash Payment	E 101-41940-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/15/24	\$978.50
Invoice				
Cash Payment	E 101-42110-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/15/24	\$237.46
Invoice				
Cash Payment	E 101-43000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/15/24	\$233.78
Invoice				
Cash Payment	E 101-43160-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/15/24	\$622.39
Invoice				
Cash Payment	E 101-45202-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/15/24	\$154.63
Invoice				
Cash Payment	E 101-45500-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/15/24	\$97.47
Invoice				
Cash Payment	E 201-42280-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/15/24	\$99.51
Invoice				
Cash Payment	E 202-42153-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/15/24	\$356.19
Invoice				
Cash Payment	E 203-45000-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/15/24	\$706.87
Invoice				
Cash Payment	E 601-49400-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/15/24	\$2,845.44
Invoice				
Cash Payment	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/15/24	\$647.29
Invoice				
Cash Payment	E 603-49450-381	Electric & Heat Utilities	CITY UTILITY BILLS- 3/15-4/15/24	\$2,534.51
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$9,514.04
Refer	16506 <i>DELTA DENTAL OF MINNESOTA</i>			
Cash Payment	G 101-21711	Health Ins. Premium	MAY- PED. DENTAL PREMIUMS	\$40.96
Invoice				
Cash Payment	E 202-42153-131	Employer Paid Health/Lif	MAY- PED. DENTAL PREMIUMS	\$61.44
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$102.40
Refer	16507 <i>GLENN GERADS</i>			
Cash Payment	E 101-42110-208	Training and Instruction	REIMB- CONF/TRAINING MILEAGE & MEALS	\$284.08
Invoice				
Cash Payment	E 101-42110-208	Training and Instruction	REIMB- CONF/TRAINING MILEAGE & MEALS	\$168.84
Invoice				

Payments

Current Period: MAY 2024

Cash Payment	E 101-42110-208	Training and Instruction	REIMB- CONF/TRAINING MILEAGE & MEALS	\$30.78
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$483.70
Refer	16508 <i>GOPHER STATE ONE CALL</i>			-
Cash Payment	E 604-49550-637	Service Locations	APRIL- LOCATE TICKETS	\$313.20
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$313.20
Refer	16509 <i>GRAINGER</i>			-
Cash Payment	E 203-45000-401	Repairs/Maint Buildings	EC- SAFETY VALVES	\$154.84
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$154.84
Refer	16510 <i>INGRAM LIBRARY SERVICES</i>			-
Cash Payment	E 101-45500-205	Print Materials - Library	APRIL- LIBRARY MATERIALS	\$715.02
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$715.02
Refer	16511 <i>JESSICA STEINKE</i>			-
Cash Payment	E 101-41400-181	Mileage	REIMB- 2024 YTD MILEAGE	\$112.56
Invoice				
Cash Payment	E 604-49550-181	Mileage	REIMB- 2024 YTD MILEAGE	\$178.22
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$290.78
Refer	16512 <i>KLEHR GRADING</i>			-
Cash Payment	E 101-43000-486	Snow Removal	APRIL- GRADING	\$460.00
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$460.00
Refer	16513 <i>KRANZ ELECTRIC</i>			-
Cash Payment	E 101-41400-218	Office Expense	REPLACE OFFICE LIGHTS & AMB. FIXTURE	\$430.72
Invoice				
Cash Payment	E 202-42153-401	Repairs/Maint Buildings	REPLACE OFFICE LIGHTS & AMB. FIXTURE	\$95.00
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$525.72
Refer	16514 <i>LINDE GAS &amp; EQUIP.</i>			-
Cash Payment	E 202-42153-217	Other Operating Supplie	APR- AMB. OXYGEN	\$900.74
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$900.74
Refer	16515 <i>LOFFLER</i>			-
Cash Payment	E 101-41400-218	Office Expense	MTHLY COPIER MAINT (OFFICE, PD & LIB)	\$60.12
Invoice				
Cash Payment	E 101-42110-218	Office Expense	MTHLY COPIER MAINT (OFFICE, PD & LIB)	\$31.46
Invoice				
Cash Payment	E 101-45500-220	Repair/Maint Supply	MTHLY COPIER MAINT (OFFICE, PD & LIB)	\$24.51
Invoice				
Cash Payment	E 604-49550-218	Office Expense	MTHLY COPIER MAINT (OFFICE, PD & LIB)	\$15.00
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$131.09
Refer	16516 <i>MANKATO FREE PRESS</i>			-
Cash Payment	E 101-45500-205	Print Materials - Library	LIBRARY- ANNUAL SUBSCRIPTION	\$435.36
Invoice				

Payments

Current Period: MAY 2024

Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$435.36</b>
Refer	16517 <i>MATHESON TRI-GAS</i>				
Cash Payment	E 101-43000-210	Operating Supplies	APR- SHOP TANK RENTALS		\$92.28
Invoice					
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$92.28</b>
Refer	16518 <i>MAVERICK AUTOMOTIVE</i>				
Cash Payment	E 101-42110-480	Gas & Repair-Police Car	APRIL- FUEL		\$415.65
Invoice					
Cash Payment	E 101-43000-485	Gas and Repair Miscella	APRIL- FUEL		\$110.40
Invoice					
Cash Payment	E 201-42280-485	Gas and Repair Miscella	APRIL- FUEL		\$184.78
Invoice					
Cash Payment	E 202-42153-485	Gas and Repair Miscella	APRIL- FUEL		\$377.50
Invoice					
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$1,088.33</b>
Refer	16519 <i>MADISON NATIONAL LIFE</i>				
Cash Payment	E 101-41400-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS		\$4.92
Invoice					
Cash Payment	E 101-42110-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS		\$16.40
Invoice					
Cash Payment	E 101-43000-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS		\$5.50
Invoice					
Cash Payment	E 101-45202-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS		\$1.35
Invoice					
Cash Payment	E 101-45500-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS		\$4.10
Invoice					
Cash Payment	E 101-46500-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS		\$0.82
Invoice					
Cash Payment	E 202-42153-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS		\$8.20
Invoice					
Cash Payment	E 203-45000-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS		\$3.40
Invoice					
Cash Payment	E 601-49400-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS		\$1.03
Invoice					
Cash Payment	E 603-49450-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS		\$1.02
Invoice					
Cash Payment	E 604-49550-131	Employer Paid Health/Lif	MAY- DISABILITY INS. PREMIUMS		\$2.46
Invoice					
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$49.20</b>
Refer	16520 <i>MEDIACOM</i>				
Cash Payment	E 101-41400-321	Telephone	MAY- CITY INTERNET & SOME PHONE		\$421.36
Invoice					
Cash Payment	E 101-42110-321	Telephone	MAY- CITY INTERNET & SOME PHONE		\$276.90
Invoice					
Cash Payment	E 101-43000-321	Telephone	MAY- CITY INTERNET & SOME PHONE		\$136.90
Invoice					
Cash Payment	E 101-45500-321	Telephone	MAY- CITY INTERNET & SOME PHONE		\$48.15
Invoice					
Cash Payment	E 201-42280-321	Telephone	MAY- CITY INTERNET & SOME PHONE		\$123.15
Invoice					

Payments

Current Period: MAY 2024

Cash Payment	E 202-42153-321 Telephone	MAY- CITY INTERNET & SOME PHONE		\$261.90
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$1,268.36
Refer	16521 MINNESOTA LIFE			
Cash Payment	G 101-21706 Life Insurances	MAY- LIFE INS. PREMIUMS		\$49.20
Invoice				
Cash Payment	E 101-41400-131 Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$5.38
Invoice				
Cash Payment	E 101-42110-131 Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$17.00
Invoice				
Cash Payment	E 101-43000-131 Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$5.70
Invoice				
Cash Payment	E 101-45202-131 Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$1.40
Invoice				
Cash Payment	E 101-45500-131 Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$4.25
Invoice				
Cash Payment	E 101-46500-131 Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$0.96
Invoice				
Cash Payment	E 202-42153-131 Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$8.50
Invoice				
Cash Payment	E 203-45000-131 Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$3.53
Invoice				
Cash Payment	E 601-49400-131 Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$1.12
Invoice				
Cash Payment	E 603-49450-131 Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$1.12
Invoice				
Cash Payment	E 604-49550-131 Employer Paid Health/Lif	MAY- LIFE INS. PREMIUMS		\$2.61
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$100.77
Refer	16522 MINNESOTA VALLEY ELECTRIC C			
Cash Payment	E 101-45202-381 Electric & Heat Utilities	MAR- SPORTSMAN'S PARK ELEC BILL		\$24.59
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$24.59
Refer	16523 MJM MEDICAL DIRECTION SERVIC			
Cash Payment	E 202-42153-300 Professional Srvs	MAY- AMB. MEDICAL DIRECTOR FEE		\$500.00
Invoice				
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$500.00
Refer	16524 MORRIS ELECTRONICS			
Cash Payment	E 101-41400-503 Computers/Software/We	APR- OFFICE/PD CONTRACT, SERV. HOURS		\$450.00
Invoice				
Cash Payment	E 101-41400-321 Telephone	APR- OFFICE/PD CONTRACT, SERV. HOURS		\$380.40
Invoice				
Cash Payment	E 101-42110-503 Computers/Software/We	APR- OFFICE/PD CONTRACT, SERV. HOURS		\$600.00
Invoice				
Cash Payment	E 101-42110-503 Computers/Software/We	APR- OFFICE/PD CONTRACT, SERV. HOURS		\$680.40
Invoice				
Cash Payment	E 101-42110-321 Telephone	APR- OFFICE/PD CONTRACT, SERV. HOURS		\$132.60
Invoice				
Cash Payment	E 101-45202-401 Repairs/Maint Buildings	APR- OFFICE/PD CONTRACT, SERV. HOURS		\$132.60
Invoice				

Payments

Current Period: MAY 2024

Cash Payment Invoice	E 202-42153-321 Telephone	APR- OFFICE/PD CONTRACT, SERV. HOURS		\$132.60
Cash Payment Invoice	E 603-49450-321 Telephone	APR- OFFICE/PD CONTRACT, SERV. HOURS		\$132.60
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$2,641.20
Refer	16525 NORTH AMERICAN SAFETY			
Cash Payment Invoice	E 101-43000-210 Operating Supplies	SHOP- WORKWEAR		\$973.34
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$973.34
Refer	16526 PEOPLE SERVICE, INC.			
Cash Payment Invoice	E 601-49400-180 Operator Contract	MAY- W/WW SERVICES		\$13,000.00
Cash Payment Invoice	E 603-49450-180 Operator Contract	MAY- W/WW SERVICES		\$13,165.00
Cash Payment Invoice	E 603-49450-392 Testing	MAY- W/WW SERVICES		\$249.55
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$26,414.55
Refer	16527 RENVILLE SIBLEY SANITATION			
Cash Payment Invoice	E 101-41940-384 Refuse/Garbage Dispos	APRIL- CITY GARBAGE & RECYCLING		\$274.15
Cash Payment Invoice	E 101-42110-384 Refuse/Garbage Dispos	APRIL- CITY GARBAGE & RECYCLING		\$11.10
Cash Payment Invoice	E 101-43000-384 Refuse/Garbage Dispos	APRIL- CITY GARBAGE & RECYCLING		\$87.08
Cash Payment Invoice	E 101-43000-384 Refuse/Garbage Dispos	APRIL- CITY GARBAGE & RECYCLING		\$455.00
Cash Payment Invoice	E 101-43000-385 Recycling	APRIL- CITY GARBAGE & RECYCLING		\$628.00
Cash Payment Invoice	E 101-45202-384 Refuse/Garbage Dispos	APRIL- CITY GARBAGE & RECYCLING		\$140.40
Cash Payment Invoice	E 101-45500-384 Refuse/Garbage Dispos	APRIL- CITY GARBAGE & RECYCLING		\$22.50
Cash Payment Invoice	E 201-42280-384 Refuse/Garbage Dispos	APRIL- CITY GARBAGE & RECYCLING		\$19.00
Cash Payment Invoice	E 202-42153-384 Refuse/Garbage Dispos	APRIL- CITY GARBAGE & RECYCLING		\$11.40
Cash Payment Invoice	E 203-45000-384 Refuse/Garbage Dispos	APRIL- CITY GARBAGE & RECYCLING		\$106.45
Cash Payment Invoice	E 603-49450-384 Refuse/Garbage Dispos	APRIL- CITY GARBAGE & RECYCLING		\$71.65
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$1,826.73
Refer	16528 SIB. COUNTY AUDITOR-TREASUR			
Cash Payment Invoice	E 101-41940-311 Real Estate Tax	2024 PROPERTY TAXES		\$54.00
Cash Payment Invoice	E 101-43000-311 Real Estate Tax	2024 PROPERTY TAXES		\$37.02
Cash Payment Invoice	E 101-45202-311 Real Estate Tax	2024 PROPERTY TAXES		\$36.00
Cash Payment Invoice	E 101-45500-311 Real Estate Tax	2024 PROPERTY TAXES		\$18.00

Payments

Current Period: MAY 2024

Cash Payment Invoice	E 204-46550-311	Real Estate Tax	2024 PROPERTY TAXES	\$1,000.00
Cash Payment Invoice	E 210-44100-311	Real Estate Tax	2024 PROPERTY TAXES	\$21,127.00
Cash Payment Invoice	E 603-49450-311	Real Estate Tax	2024 PROPERTY TAXES	\$6,589.18
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$28,861.20
Refer	16529 <i>SIBLEY COUNTY DAC</i>			
Cash Payment Invoice	E 101-41940-219	Cleaning	APRIL- CLEANING & UB BILL STUFFING	\$219.45
Cash Payment Invoice	E 203-45000-300	Professional Srvs	APRIL- CLEANING & UB BILL STUFFING	\$219.44
Cash Payment Invoice	E 604-49550-218	Office Expense	APRIL- CLEANING & UB BILL STUFFING	\$123.36
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$562.25
Refer	16530 <i>SIBLEY COUNTY TREASURER</i>			
Cash Payment Invoice	E 101-43000-224	Street Maint Materials	2024 DUSTCOAT (MAIN,BROOKS,MDWLRK)	\$5,582.50
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$5,582.50
Refer	16531 <i>STREICHERS</i>			
Cash Payment Invoice	E 101-42110-639	Clothing Allowance	PD- CLTHING ALLOWS & KVARE UNIFORM	\$219.99
Cash Payment Invoice	E 101-42110-639	Clothing Allowance	PD- CLTHING ALLOWS & KVARE UNIFORM	\$241.95
Cash Payment Invoice	E 101-42110-639	Clothing Allowance	PD- CLTHING ALLOWS & KVARE UNIFORM	\$95.98
Cash Payment Invoice	E 101-42110-417	Uniforms/Outerwear	PD- CLTHING ALLOWS & KVARE UNIFORM	\$2,301.78
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$2,859.70
Refer	16532 <i>T.A.P.S.</i>			
Cash Payment Invoice	E 203-45000-406	Repairs, Supplies & Oth	EC BAR LINES CLEANED 4/29/24	\$50.00
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$50.00
Refer	16533 <i>THOMES BROTHERS HARDWARE</i>			
Cash Payment Invoice	E 101-43000-210	Operating Supplies	APR- MISC PURCHASES, AMB. BSMT CLEAN	\$61.34
Cash Payment Invoice	E 101-43000-420	Shop Equipment	APR- MISC PURCHASES, AMB. BSMT CLEAN	\$97.96
Cash Payment Invoice	E 101-43000-224	Street Maint Materials	APR- MISC PURCHASES, AMB. BSMT CLEAN	\$84.98
Cash Payment Invoice	E 101-43000-210	Operating Supplies	APR- MISC PURCHASES, AMB. BSMT CLEAN	\$5.37
Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	APR- MISC PURCHASES, AMB. BSMT CLEAN	\$71.95
Cash Payment Invoice	E 202-42153-401	Repairs/Maint Buildings	APR- MISC PURCHASES, AMB. BSMT CLEAN	\$308.00
Cash Payment Invoice	E 207-49990-406	Repairs, Supplies & Oth	APR- MISC PURCHASES, AMB. BSMT CLEAN	\$17.97
Transaction Date	5/3/2024	Cash	10150	<b>Total</b> \$647.57

Payments

Current Period: MAY 2024

Refer	16534 U.S. BANK - CREDIT CARD			-	
Cash Payment Invoice	E 101-42110-208	Training and Instruction	APR- PD & AMB LICENSING/DUES		\$318.51
Cash Payment Invoice	E 101-42110-433	Dues and Subscriptions	APR- PD & AMB LICENSING/DUES		\$278.68
Cash Payment Invoice	E 101-42110-503	Computers/Software/We	APR- PD & AMB LICENSING/DUES		\$10.68
Cash Payment Invoice	E 101-43000-485	Gas and Repair Miscella	APR- PD & AMB LICENSING/DUES		\$33.95
Cash Payment Invoice	E 202-42153-261	License	APR- PD & AMB LICENSING/DUES		\$888.00
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$1,529.82</b>
Refer	16535 VERIZON WIRELESS			-	
Cash Payment Invoice	E 101-42110-321	Telephone	MAY- CELL PHONE & TABLETS		\$265.28
Cash Payment Invoice	E 101-43000-321	Telephone	MAY- CELL PHONE & TABLETS		\$48.47
Cash Payment Invoice	E 202-42153-321	Telephone	MAY- CELL PHONE & TABLETS		\$263.28
Cash Payment Invoice	E 604-49550-321	Telephone	MAY- CELL PHONE & TABLETS		\$35.43
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$612.46</b>
Refer	16536 VOS CONSTRUCTION			-	
Cash Payment Invoice	E 603-49450-500	Capital Outlay	WWTP- ADD'L PAINTING OF DOORS		\$2,150.00
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$2,150.00</b>
Refer	16537 ZARNOTH BRUSH WORKS, INC			-	
Cash Payment Invoice	E 101-43000-485	Gas and Repair Miscella	STREET SWEEPER BROOMS		\$925.60
Transaction Date	5/3/2024	Cash	10150	<b>Total</b>	<b>\$925.60</b>

Fund Summary

	10150 Cash
101 General Fund	\$45,684.23
201 Fire Fund	\$600.69
202 Ambulance Fund	\$4,537.66
203 Community Center Fund	\$2,029.14
204 EDA Loan Programs Fund	\$1,000.00
207 Cemetery Fund	\$17.97
210 Medical Center Fund	\$21,127.00
424 2024 Imp. Const. Fund	\$35,259.00
601 Water Fund	\$18,441.03
603 AGI Sewer Fund	\$30,812.22
604 Electric Fund	\$3,390.02
	<u>\$162,898.96</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$162,898.96
<b>Total</b>	<b>\$162,898.96</b>

**\*Check Summary Register©**

10150 Unposted

Name	Check Date	Check Amt
<b>10150 Cash</b>		
Unposted ABDO	5/3/2024	\$29,000.00
Unposted AMAZON CAPITAL SERVICES	5/3/2024	\$1,737.88
Unposted ARAMARK	5/3/2024	\$376.21
Unposted ARLINGTON A's BASEBALL ASS'	5/3/2024	\$100.00
Unposted ARLINGTON AUTO & FARM SUP	5/3/2024	\$83.55
Unposted BOLTON & MENK, INC.	5/3/2024	\$35,259.00
Unposted BRANDON LEGG	5/3/2024	\$422.07
Unposted CANON FINANCIAL SERVICES, I	5/3/2024	\$160.19
Unposted CARROT-TOP INDUSTRIES	5/3/2024	\$96.53
Unposted CENGAGE LEARNING INC.	5/3/2024	\$340.42
Unposted CENTERPOINT ENERGY	5/3/2024	\$2,247.99
Unposted CINTAS	5/3/2024	\$287.78
Unposted CITY OF ARLINGTON	5/3/2024	\$9,514.04
Unposted DELTA DENTAL OF MINNESOTA	5/3/2024	\$102.40
Unposted GLENN GERADS	5/3/2024	\$483.70
Unposted GOPHER STATE ONE CALL	5/3/2024	\$313.20
Unposted GRAINGER	5/3/2024	\$154.84
Unposted INGRAM LIBRARY SERVICES	5/3/2024	\$715.02
Unposted JESSICA STEINKE	5/3/2024	\$290.78
Unposted KLEHR GRADING	5/3/2024	\$460.00
Unposted KRANZ ELECTRIC	5/3/2024	\$525.72
Unposted LINDE GAS & EQUIP	5/3/2024	\$900.74
Unposted LOFFLER	5/3/2024	\$131.09
Unposted MADISON NATIONAL LIFE INS. C	5/3/2024	\$49.20
Unposted MANKATO FREE PRESS	5/3/2024	\$435.36
Unposted MATHESON TRI-GAS INC.	5/3/2024	\$92.28
Unposted MAVERICK AUTOMOTIVE	5/3/2024	\$1,088.33
Unposted MEDIACOM	5/3/2024	\$1,268.36
Unposted MINNESOTA LIFE	5/3/2024	\$100.77
Unposted MINNESOTA VALLEY ELECTRIC	5/3/2024	\$24.59
Unposted MJM MEDICAL DIRECTION SERV	5/3/2024	\$500.00
Unposted MORRIS ELECTRONICS	5/3/2024	\$2,641.20
Unposted NORTH AMERICAN SAFETY, INC.	5/3/2024	\$973.34
Unposted PEOPLE SERVICE INC.	5/3/2024	\$26,414.55
Unposted RENVILLE SIBLEY SANITATION	5/3/2024	\$1,826.73
Unposted SIB. COUNTY AUDITOR-TREASU	5/3/2024	\$28,861.20
Unposted SIBLEY COUNTY DAC	5/3/2024	\$562.25
Unposted SIBLEY COUNTY TREASURER	5/3/2024	\$5,582.50
Unposted STREICHER'S - MINNEAPOLIS	5/3/2024	\$2,859.70
Unposted T.A.P.S.	5/3/2024	\$50.00
Unposted THOMES BROTHERS INC.	5/3/2024	\$647.57
Unposted U.S. BANK	5/3/2024	\$1,529.82
Unposted VERIZON WIRELESS	5/3/2024	\$612.46
Unposted VOS CONSTRUCTION	5/3/2024	\$2,150.00
Unposted ZARNOTH BRUSH WORKS, INC	5/3/2024	\$925.60

**Total Checks \$162,898.96**

Fund Summary

	10150 Cash
101 General Fund	\$45,684.23
201 Fire Fund	\$600.69
202 Ambulance Fund	\$4,537.66
203 Community Center Fund	\$2,029.14
204 EDA Loan Programs Fund	\$1,000.00
207 Cemetery Fund	\$17.97
210 Medical Center Fund	\$21,127.00
424 2024 Imp. Const. Fund	\$35,259.00
601 Water Fund	\$18,441.03
603 AGI Sewer Fund	\$30,812.22
604 Electric Fund	\$3,390.02
	<b>\$162,898.96</b>





**CITY COUNCIL MEETING MINUTES  
APRIL 15, 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 Attorney Ken Janssen, City Administrator Jessica Steinke*

*Guests Present- Jason Femrite of Bolton & Menk, Kurt Menk of Arlington Enterprise, Peggy Kreger, Sandra Vietor, Jean Olson, Julie Hardel, Jeff Schuetz, Gene O'Brien, Donna Howard, Ashley St. John, Logan St. John, Nishul Patel, Jason Litfin, Debbie Stenzel, Harlan & Barb Krueger, Sue McCarthy, Tim Haggemiller, Marge Kloeckl, Andy Shimota, Jess Tepley, Ken Perschau, Gwen Scharpe, Lori Jackels*

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

4. Citizens Addressing the Council  
*State your name and address for the record. Please keep comments under 3 minutes. Individuals wishing to speak for more than three 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.*  
*Mayor Scharpe asked if anyone wanted to address the Council for anything other than the street project. No one addressed the Council.*

**PUBLIC HEARING**

5. Consideration of Special Assessments for the 2024 Street and Utility Project-*Thomes made a motion to close the public meeting and open the public hearing at 6:32 pm. Ling seconded the motion. Motion carried with all voting in favor. Femrite updated the public regarding the special assessment for the street project. The public had questions that were answered.*
6. Consideration of Submitted Request to Amend a Grant Contract to the Minnesota Department of Employment and Economic Development for a Grant under the Minnesota Job Creating Fund (MIF) Program for One Year



*Steinke updated the public regarding the extension of a grant contract for Data Metalcraft. There were no comments or questions.*

*A motion was made by Thomes to close the public hearing and reopen the regular meeting at 6:55 pm. Litfin seconded the motion. Motion carried with all voting in favor.*

## **CONSENT AGENDA**

7. Approval of Consent Agenda
  - A) Approval of Bills
  - B) April 1, 2024, City Council Meeting Minutes
  - C) Approve contract renewal with CEDA for professional services through December 31, 2024
  - D) Approve Liquor License for Sibley County Agricultural Association for Bingo on May 17, 2024
  - E) Approval to close down 5<sup>th</sup> Ave SE from Freedom Dr to Elmwood St on Saturday, June 8<sup>th</sup>, 2024, from 7am to 2pm for an Auction.

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

## **NEW BUSINESS**

8. RESOLUTION 18-2024 A RESOLUTION ADOPTING ASSESSMENTS FOR THE 2024 STREET AND UTILITY PROJECT

*Meyer made a motion to approve Resolution 18-2024. The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Ling; and upon poll being taken thereon the following voted in favor thereof: Ling, Matz, Meyer, Thomes, Litfin; the following against: none; the following abstained: none; the following were absent: none.*

9. RESOLUTION 19-2024 A RESOLUTION ACCEPTING A BID AND AWARDING A CONTRACT FOR THE 2024 STREET AND UTILITY IMPROVEMENT PROJECT

*Thomes made a motion to approve Resolution 19-2024. 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, Litfin, Meyer, Thomes, Matz; the following against: none; the following abstained: none; the following were absent: none.*

10. RESOLUTION 20-2024 A RESOLUTION AUTHORIZING AND EMENDMENT TO THE GRANT CONTRACT BETWEEN CITY OF ARLINGTON AND THE STATE OF MINNESOTA THROUGH DEED FOR THE PROJECT ENTITLED DATA METAL BRAFT, INC.

*Ling made a motion to approve Resolution 20-2024. The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Thomes; and upon poll being taken thereon the following voted in favor thereof: Matz, Thomes, Meyer, Litfin, Ling; the following against: none; the following abstained: none; the following were absent: none.*

11. RESOLUTION 21-2024 A RESOLUTION APPROVING THE FINAL PLAT OF "PATEL VILLAS SUBDIVISION"

*Meyer made a motion to approve Resolution 21-2024. The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Thomes; and upon poll being taken thereon the*



*following voted in favor thereof: Meyer, Litfin, Ling, Matz, Thomes; the following against: none; the following abstained: none; the following were absent: none.*

#### **OLD BUSINESS**

12. Sportsman's Park Parcel Split Documentation
13. RESOLUTION 22-2024 A RESOLUTION TO TRANSFER CERTAIN REAL PROPERTY TO THE HIGH ISLAND CREEK WATERSHED DISTRICT  
*Matz made a motion to approve Resolution 22-2024. The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Thomes; and upon poll being taken thereon the following voted in favor thereof: Thomes, Ling, Litfin, Matz, Meyer; the following against: none; the following abstained: none; the following were absent: none.*

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

14. March Police Department Reports, Written- *Submitted report.*
15. City Attorney Update, Ken Janssen- *Janssen updated the Council regarding the noise complaint from the prior meeting. He said that the Arlington PD is keeping an eye on it. He also discussed the final pay request from Gridor. Meyer asked about the AJH property and Janssen responded that it is moving through the court system.*
16. City Administrator Update, Jessica Steinke- *Steinke updated the Council that she went to the LMC loss control workshop and had LMC's Troy Walsh here to discuss items to work on, PD will need a new roof, website update, MPCA permit for the WWTP is up and needs renewal and fiber is getting set-up at City buildings.*

#### **MISCELLANEOUS BUSINESS**

*Scharpe updated the Council that he and Steinke met with Dr. Libby regarding the pool.*

#### **ADJOURNMENT**

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

---

City Administrator Jessica Steinke

---

Mayor Matthew Scharpe



**BOLTON  
& MENK**

Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

Ph: (507) 625-4171  
Fax: (507) 625-4177  
Bolton-Menk.com

VIA EMAIL

April 8, 2024

Jessica Steinke, City Administrator  
City of Arlington  
204 Shamrock Drive  
Arlington, MN 55307

RE: Pay Request No. 15 (Final Pay Request)  
Water Treatment Facility Rehabilitation  
Arlington, Minnesota  
Project No.: OM2.124705

Dear Ms. Steinke,

Enclosed is a copy of Pay Request No. 15, the final pay application, from Gridor Constr., Inc. for \$203,806.85. The work reflected in this request represents 100 percent of the work to be completed under this contract, including release of the remaining retainage. Please execute the return the enclosed Change Order No. 2 for deducting the remaining allowance balance (\$5,061.11) from the contract price. The revised total contract price is \$1,663,776.35.

For your records, also enclosed with this letter is the Contractor's Consent of Surety to Final Payment and Contractor Withholding Affidavit (IC-134s) as required for fulfillment of the contract.

If you have any questions, please do not hesitate to contact me.

Sincerely,

**BOLTON & MENK, INC.**

**Jake R. Pichelmann, P.E.**  
Principal Environmental Engineer

Enclosures

cc: File

**APPLICATION AND CERTIFICATE FOR PAYMENT**

<b>TO OWNER:</b> City of Arlington, MN 101 Henderson RD Arlington, MN 55307	<b>PROJECT:</b> Water Treatment Plant Renovation	<b>APPLICATION NO.:</b> 15
		<b>PERIOD TO:</b> 03/31/24
		<b>PROJECT NO.:</b> 2021-05
<b>CONTRACTOR:</b> Gridor Constr., Inc. 3990 27th Street SE Buffalo, MN 55313	<b>ENGINEER:</b> Bolton & Menk, Inc. 12224 Nicolett Avenue Burnsville, MN 55337	<b>SUBSTANTIAL CONTRACT DATE:</b>
		<b>FINAL CONTRACT DATE:</b>
<b>CONTACT:</b> Nate Voegele	<b>CONTACT:</b> Jake Pichelmann	

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract.

1. ORIGINAL CONTRACT SUM.....	\$1,631,900.00
2. Net change by Change Orders.....	\$31,876.35
3. CONTRACT SUM TO DATE (Line 1 + Line 2).....	\$1,663,776.35
4. TOTAL COMPLETED & STORED TO DATE.....	\$1,663,776.35
5. RETAINAGE:	
A. 5% of Completed to Date	
B. 5% of Stored Materials	
Total Retainage	
6. TOTAL EARNED LESS RETAINAGE.....	\$1,663,776.35
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$1,459,969.50
(Line 6 from prior payment)	
8. CURRENT PAYMENT DUE.....	\$203,806.85
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$0.00
(Line 3 less Line 6)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:**

By: 

Gridor Constr. Inc. - Steve Lee

**ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....

**ENGINEER:** Bolton & Menk, Inc.

By:  \$203,806.85

**OWNER'S ACCEPTANCE/ APPROVAL**

**OWNER:** Arlington, MN

By: \_\_\_\_\_ Date: \_\_\_\_\_

**CHANGE ORDER SUMMARY**

**ADDITIONS**

**DEDUCTIONS**

Total changes approved in previous months by Owner: COs			
Total approved this month:			(\$5,061.11)
	<b>TOTALS:</b>	\$36,937.46	\$5,061.11
<b>NET CHANGES</b> by Change Order:		\$31,876.35	

**CHANGE ORDER NO. 2**

Owner:	City of Arlington, Minnesota	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0M2.124705
Contractor:	Gridor Constr., Inc.	Contractor's Project No.:	
Project:	Water Treatment Facility Rehabilitation		
Contract Name:			
Date Issued:	2-16-2024	Effective Date of Change Order:	2-16-2024

The Contract is modified as follows upon execution of this Change Order:

**Description:**

Change Order No. 2 includes a contract price deduction to credit back the remaining project allowance balance of \$5,061.11.

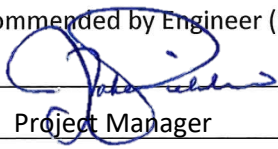
Attachments: None.


**Change in Contract Price**

Original Contract Price:
\$ 1,631,900.00
Net Increase from previously approved Change Orders:
\$ 36,937.46
Contract Price prior to this Change Order:
\$ 1,668,837.46
Net decrease from this Change Order:
\$ (5,061.11)
Contract Price incorporating this Change Order:
\$ 1,663,776.35

Recommended by Engineer (if required)

Accepted by Contractor

By:   
 Title: Project Manager  
 Date: 02-16-2024

  
Project Manager  
2/16/2024

Authorized by Owner

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CONSENT OF SURETY  
TO FINAL PAYMENT**

*AIA Document G707*

- OWNER
- ARCHITECT
- CONTRACTOR
- SURETY
- OTHER

Bond No. 190049251

**TO OWNER:**  
*(Name and address)*

City of Arlington, Minnesota  
204 Shamrock Drive  
Arlington, MN 55307

**ARCHITECT'S PROJECT NO.:**

**CONTRACT FOR:** Construction

**PROJECT:**  
*(Name and address)*

Water Treatment Facility Rehabilitation - Arlington, MN

**CONTRACT DATED:** December 20, 2021

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
*(Insert name and address of Surety)*

Liberty Mutual Insurance Company  
175 Berkeley Street  
Boston, MA 02116

, SURETY,

on bond of  
*(Insert name and address of Contractor)*

Gridor Constr., Inc.  
3990 27th St. SE  
Buffalo, MN 55313

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to  
*(Insert name and address of Owner)*

City of Arlington, Minnesota  
204 Shamrock Drive  
Arlington, MN 55307

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: February 16, 2024  
*(Insert in writing the month followed by the numeric date and year.)*

Liberty Mutual Insurance Company

*(Surety)*

By:

*(Signature of authorized representative)*

Michelle Halter, Attorney-in-Fact

*(Printed name and title)*

Attest:  
(Seal):

*Blake S. Bollig*





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8209239-190003

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Blake S. Bohlig; Brian D. Carpenter; Craig Olmstead; Erik T. Gunkel; Haley Pflug; Heather R. Goedtel; Jessica Hoff; Kelly Nicole Enghausser; Laurie Pflug; Michelle Halter; Michelle Ward; Nicole Langer

all of the city of Bloomington state of MN each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 12th day of January, 2023.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: [Signature of David M. Carey]

David M. Carey, Assistant Secretary

State of PENNSYLVANIA, ss
County of MONTGOMERY

On this 12th day of January, 2023 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: [Signature of Teresa Pastella]

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 16th day of February, 2024.



By: [Signature of Renee C. Llewellyn]

Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.



TRANSMITTAL FORM  
**GRIDOR CONSTR., INC.**



3990 27th Street SE  
 Buffalo, MN 55313

(763) 746-9075  
 (Fax) 559-3736

To Bolton and Menk  
3507 High Point Drive N  
Bldg 1, Suite E130  
Oakdale Mn, 55128  
 Attn Jake Pichelmann

Date March 22, 2024  
 Job Arlington WWTP  
 Location Arlington, MN  
 Your Number \_\_\_\_\_  
 Transmittal Number 3  
 Spec Section \_\_\_\_\_

We are sending by:      Enclosed     Separate Cover   
 For:      Approval     Fabrication     Field & Files     Other

Drawings as follows:

NO. PRINTS	SUBMITTAL NO.	DESCRIPTION
1	set	IC-134'S

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

THANKS!

**NOTICE:**      If for Approval, kindly have same checked and return 0 copies to us with your written approval or correction as soon as possible.

**GRIDOR CONSTR., INC.**

Sheri Fuller

EQUAL OPPORTUNITY EMPLOYER



### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 1-176-853-856  
Submitted Date and Time: 22-Mar-2024 1:34:59 PM  
Legal Name: GRIDOR CONSTRUCTION INC  
Federal Employer ID: 41-0958872  
User Who Submitted: Gridor  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 556748800  
Minnesota ID: 7484689  
Project Owner: CITY OF ARLINGTON, MN  
Project Number: 2021-05  
Project Begin Date: 01-Mar-2022  
Project End Date: 29-Feb-2024  
Project Location: 101 HENDERSON RD, ARLINGTON, MN 55307  
Project Amount: \$1,663,776.35

### Subcontractor Summary

Name	ID	Affidavit Number
CITIES MASONRY RESTORATION INC	9761216	1432326144
FRESH BLAST INC.	3763316	378851328
KILLMER ELECTRIC CO INC	6718331	699453440
SENTRA SOTA SHEETMETAL INC.	4428248	137154560
W L HALL CO	6882796	2134429696
COSNEY CORP	4582777	1948078080
GAG SHEET METAL INC	5281651	1709756416
GAGE SHEET METAL INC.	5281651	1865207808

#### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

#### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



**Contractor Affidavit Submitted**

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

Confirmation Number:	2-118-923-360
Submitted Date and Time:	17-Apr-2023 11:46:42 AM
Legal Name:	CITIES MASONRY RESTORATION INC
Federal Employer ID:	26-3937018
User Who Submitted:	jessieburg
Type of Request Submitted:	Contractor Affidavit

**Affidavit Summary**

Affidavit Number:	1432326144
Minnesota ID:	9761216
Project Owner:	CITY OF ARLINGTON (ARLINGTON WTPR)
Project Number:	2021-05
Project Begin Date:	19-Sep-2022
Project End Date:	07-Apr-2023
Project Location:	ARLINGTON WTPR
Project Amount:	\$73,840.00
Subcontractors:	No Subcontractors

**Important Messages**

A copy of this page must be provided to the contractor or government agency that hired you.

**Contact Us**

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594; or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



**Contractor Affidavit Submitted**

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

Confirmation Number:	1-191-783-776
Submitted Date and Time:	4-Mar-2024 1:41:59 PM
Legal Name:	FRESH BLAST INC
Federal Employer ID:	47-1063914
User Who Submitted:	freshblast
Type of Request Submitted:	Contractor Affidavit

**Affidavit Summary**

<b>Affidavit Number:</b>	<b>378851328</b>
Minnesota ID:	3763316
Project Owner:	CITY OF ARLINGTON
Project Number:	2021-05
Project Begin Date:	07-Mar-2022
Project End Date:	01-Mar-2024
Project Location:	101 HENDERSON RD ARLINGTON MN 55307
Project Amount:	\$113,100.00
Subcontractors:	No Subcontractors

**Important Messages**

A copy of this page must be provided to the contractor or government agency that hired you.

**Contact Us**

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIVED

MAR 06 2024

GRIDOR CONSTR., INC.



**Contractor Affidavit Submitted**

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

Confirmation Number:	1-525-484-896
Submitted Date and Time:	1-Mar-2024 1:31:35 PM
Legal Name:	KILLMER ELECTRIC CO INC
Federal Employer ID:	41-1250710
User Who Submitted:	cresner
Type of Request Submitted:	Contractor Affidavit

**Affidavit Summary**

Affidavit Number:	699453440
Minnesota ID:	6718331
Project Owner:	CITY OF ARLINGTON
Project Number:	5153-22
Project Begin Date:	29-Sep-2022
Project End Date:	23-Feb-2024
Project Location:	ARLINGTON, MN
Project Amount:	\$226,736.77
Subcontractors:	No Subcontractors

**Important Messages**

A copy of this page must be provided to the contractor or government agency that hired you.

**Contact Us**

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIVED

MAR 04 2024

GRIDOR CONSTR., INC.



# DEPARTMENT OF REVENUE

## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	0-737-686-880
Submitted Date and Time:	21-Feb-2024 10:04:53 AM
Legal Name:	SENTRA SOTA SHEETMETAL INC
Federal Employer ID:	41-1425781
User Who Submitted:	SentraSota
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	137154560
Minnesota ID:	4428248
Project Owner:	CITY OF ARLINGTON
Project Number:	2021/05
Project Begin Date:	02-Nov-2022
Project End Date:	06-Feb-2024
Project Location:	101 HENDERSON RD, ARLINGTON, MN
Project Amount:	\$240,700.00

### Subcontractor Summary

Name	ID	Affidavit Number
DIAMOND ENERGY SYSTEMS INC	2096993	655937536
FLOW DYNAMIC BALANCING LLC	3945754	742707200
MIDWEST CONTROLS LLC	***-**-1945	2043858944

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIVED

FEB 22 2024

GRIDOR CONSTR., INC.



06-14642

### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number:	1-606-393-184
Submitted Date and Time:	19-Mar-2024 10:57:59 AM
Legal Name:	W L HALL CO
Federal Employer ID:	41-1270762
User Who Submitted:	kmcgarrity
Type of Request Submitted:	Contractor Affidavit

#### Affidavit Summary

Affidavit Number:	2134429696
Minnesota ID:	6882796
Project Owner:	CITY OF ARLINGTON
Project Number:	2021-05
Project Begin Date:	21-Jan-2022
Project End Date:	19-Dec-2023
Project Location:	ARLINGTON
Project Amount:	\$15,216.00
Subcontractors:	No Subcontractors

#### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

#### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIVED

MAR 19 2024

GRIDOR CONSTR., INC.

**dawn Zeug**

---

**From:** MN Revenue e-Services <eservices.mdor@state.mn.us>  
**Sent:** Thursday, October 26, 2023 10:06 AM  
**To:** dawn Zeug  
**Subject:** Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 0-225-394-272  
Submitted Date and Time: 26-Oct-2023 10:06:22 AM  
Legal Name: COSNEY CORP  
Federal Employer ID: 41-1955514  
User Who Submitted: dawn@4582777  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 1948078080  
Minnesota ID: 4582777  
Project Owner: CITY OF ARLINGTON  
Project Number: S2023-02  
Project Begin Date: 01-Jan-2023  
Project End Date: 28-Feb-2023  
Project Location: ARLINGTON WWTP, ARLINGTON MN  
Project Amount: \$6,662.00

### Subcontractor Summary

Name	ID	Affidavit Number
KEYSTONE CONTRACTING INC	6873690	1895649280

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

### How to View and Print this Request

You can see copies of your requests by going into your History.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.

**RECEIVED**

**OCT 26 2023**

**GRIDOR CONSTR., INC.**



dawn Zeug

---

**From:** MN Revenue e-Services <eservices.mdor@state.mn.us>  
**Sent:** Thursday, October 26, 2023 9:38 AM  
**To:** Jenny Bombard  
**Subject:** Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	0-880-557-664
Submitted Date and Time:	26-Oct-2023 9:37:28 AM
Legal Name:	KEYSTONE CONTRACTING INC
Federal Employer ID:	20-0467337
User Who Submitted:	keystone
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	1895649280
Minnesota ID:	6873690
Project Owner:	ARLINGTON WTF
Project Number:	PO#S2023-02
Project Begin Date:	30-Jan-2023
Project End Date:	30-Jan-2023
Project Location:	ARLINGTON WTF 101 HENDERSON RD ARLINGTON MN
Project Amount:	\$900.00
Subcontractors:	No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

### How to View and Print this Request

You can see copies of your requests by going into your History.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.

RECEIVED  
OCT 26 2023  
GRIDOR CONSTR., INC.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	0-702-889-312
Submitted Date and Time:	19-Mar-2024 1:53:42 PM
Legal Name:	GAG SHEET METAL INC
Federal Employer ID:	41-1315636
User Who Submitted:	Jon Monson
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	1709756416
Minnesota ID:	5281651
Project Owner:	CITY OF ARLINGTON
Project Number:	2021-05
Project Begin Date:	24-Feb-2023
Project End Date:	31-May-2023
Project Location:	ARLINGTON
Project Amount:	\$71,200.00
Subcontractors:	No Subcontractors

### Important Messages

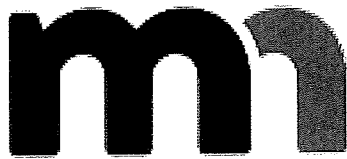
A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIVED  
MAR 19 2024  
GRIDOR CONSTR., INC.



# DEPARTMENT OF REVENUE

## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	0-980-868-448
Submitted Date and Time:	19-Mar-2024 11:07:17 AM
Legal Name:	GAG SHEET METAL INC
Federal Employer ID:	41-1315636
User Who Submitted:	Jon Monson
Type of Request Submitted:	Contractor Affidavit

## Affidavit Summary

<b>Affidavit Number:</b>	<b>1865207808</b>
Minnesota ID:	5281651
Project Owner:	CITY OF ARLINGTON
Project Number:	23593-PC
Project Begin Date:	20-Oct-2023
Project End Date:	08-Dec-2023
Project Location:	ARLINGTON WTP
Project Amount:	\$2,750.00
Subcontractors:	No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please print this page for your records using the print or save functionality built into your browser.

**RECEIVED**

**MAR 19 2024**

**GRIDOR CONSTR., INC.**



## MEMORANDUM

TO: Honorable Mayor and Arlington City Council  
FROM: Jessica Steinke, City Administrator  
DATE: 5/06/2024  
SUBJECT: Electronic Downtown Sign

### Introduction

This memo outlines the options for replacement of the existing downtown city message board with an upgraded electronic sign utilizing insurance funds from the hail damage in 2023.

### Analysis

The downtown city sign was damaged in the two hailstorms in summer/fall of 2023. The cost to replace the existing sign with the same features is approximately \$11,793.78. The city will receive reimbursement of this amount through its insurance coverage with the League of Minnesota Cities. Converting the sign to a base electronic model with Scenic Signs is approximately \$29,595.00. Scenic Signs currently provides service to the sign located at the Event Center. Costs for a full color display ranges from \$54,000.00 to \$57,000.00.

Moving to an electric model would save on maintenance, staff time, and improve the quality of communications made the community. The base model would provide up to 17 alternating slides. The city would need approximately \$18,000.00 to purchase the base model after the insurance funds were applied.

There are savings in the Capital Improvement Fund due to the delay in the squad order to pay for the sign upgrade at \$18,000.00. It is unclear if the EDA wishes to supplement these funds.

### Conclusion

There are benefits to upgrading the downtown city sign to an electronic version. Less staff time will be required, and more advertising space will be available. Revenues for advertising would be achievable at a modest rate and insurance reimbursement can be leveraged to make the upgrade. The city council should consider all options and determine the best actions forward.

Respectfully submitted,

Jessica Steinke  
City Administrator



dan@dahlensign.com

www.dahlensign.com

**SIGN COMPANY**

*Designers of Signs that Sell!*

PHONE

952-888-3413

FAX

952-888-7178

901 Stagecoach Road  
Shakopee, Minnesota 55379

City of Arlington, MN

January 18, 2024

The cost for two new sign faces installed would be \$11,793.78.

We will need to create the faces from a different type of plastic since the original is not available anymore. We would make two polycarbonate pan faces with letter track applied along with new face retainers. I will also provide a set of 300 new letters and a storage box for the letters. Any unexpected repair need would be done on a time and material basis.

An alternate version would be to remove the existing sign cabinet and replace it with an electronic message center. The message center would be a Daktronics 15.85 full color. This would run \$54,002.25 plus electrical connection by others.

Dan Dahlen

Dahlen Sign Company  
901 Stagecoach Road  
Shakopee, MN 55379



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

# PROPOSAL

Proposal #: 29424

Proposal Date: 03/28/24  
 Customer #: 2320  
 Page: 1 of 4

<b>SOLD TO:</b>	<b>JOB LOCATION:</b>
CITY OF ARLINGTON 204 SHAMROCK DR ARLINGTON MN 55307	CITY OF ARLINGTON 204 SHAMROCK DR ARLINGTON MN 55307
	REQUESTED BY: GWEN

SCENIC SIGN CORPORATION (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
① 1	QUOTE #39391 RECEIVE/INSTALL 4'8" X 9'5" D/F DAKTRONICS 15.85MM GALAXY DISPLAY - 80X175 MATRIX: TO BE BUILT INTO STEEL FRAME CABINET SKINNED WITH PAINTED ALUMINUM AND MOUNTED ON EXISTING POLE AND FOOTING ON MAIN STREET. NO ELECTRICAL DISCONNECT/HOOK-UP INCLUDED IN QUOTE. (CITY-OF-ARLINGTON-PY-EMC-V1) QUOTE ASSUMES POLE AND FOOTING ARE IN GOOD SHAPE.	\$51,495.00	\$51,495.00
② 1	QUOTE #39392 RECEIVE/INSTALL 4'2" X 9'11" D/F DAKTRONICS 10MM GALAXY DISPLAY - 108x288 MATRIX: TO BE BUILT INTO STEEL FRAME CABINET SKINNED WITH PAINTED ALUMINUM AND MOUNTED ON EXISTING POLE AND FOOTING ON MAIN STREET. NO ELECTRICAL DISCONNECT/HOOK-UP INCLUDED IN QUOTE. (CITY-OF-ARLINGTON-PY-EMC-V2) QUOTE ASSUMES POLE AND FOOTING ARE IN GOOD SHAPE.	\$56,795.00	\$56,795.00
③ 1	QUOTE #39393 RECEIVE/INSTALL TWO (2) 5'X 10' S/F 19.8MM DAKTRONICS RED ECCB ELECTRONIC CHANGEABLE COPY BOARDS IN EXISTING CABINET. NO ELECTRICAL DISCONNECT/HOOK-UP INCLUDED IN QUOTE. (CITY-OF-ARLINGTON-PY-ECCB-EMC-V1) - QUOTE ASSUMES CABINET IS IN GOOD SHAPE TO ACCEPT THIS OPTION.	\$29,595.00	\$29,595.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER.

**THIS PRICE DOES NOT INCLUDE PRIMARY ELECTRICAL SUPPLY AND CONNECTION. PERMIT AND ENGINEERING FEES AS REQUIRED BY GOVERNMENT WILL BE ADDED AS WELL AS PROCUREMENT FEE. SALES TAX IS INCLUDED IN MOST CASES, SALES TAX WILL BE ADDED ON PRODUCTS PICKED UP AT OUR PLANT, INSTALLED BY OTHERS AND SOME ITEMS DEEMED "REMOVABLE" BY STATE LAW (BANNERS, VINYL APPLICATIONS, ETC.) TAX WILL BE CHARGED TO EXEMPT ENTITIES UNLESS A "CERTIFICATE OF EXEMPTION" IS PROVIDED AT THE TIME OF CONTRACT EXECUTION.**

**A FEE FOR DISPOSAL OF HAZARDOUS WASTE CONTAINED IN SIGNS AND MATERIALS REMOVED FROM CUSTOMER'S PROPERTY WILL BE ADDED TO THE FINAL INVOICE.**

COMPANY INITIALS \_\_\_\_\_

CUSTOMER INITIALS \_\_\_\_\_



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

## PROPOSAL

Proposal #: 29424

Proposal Date: 03/28/24  
Customer #: 2320  
Page: 3 of 4

(1) year from date of shipment or installation by Company, unless specifically stated otherwise, for normal labor and travel charges only. Any part found by Company to be defective due to faulty workmanship or materials, if returned prepaid, within the warranty period, will be repaired or replaced f.o.b. point of production. Company shall not be liable for any damages or losses other than the replacement of such defective work or material. Whenever there is any circumstance on which a claim might be based, Company must be informed immediately or the provisions of this warranty are voided.

4. Any items not shipped or installed on or before 60 days from contract date will be invoiced in full at the designated unit price, and PURCHASER hereby agrees to pay said invoice per above items. It is agreed that storage charges shall accrue at the rate of one percent (1%) per month of the price of the display commencing at the end of said 60-day period. Company, at its option, may invoice each item called for in the proposal separately upon completion, or, if for reasons beyond its control completion is delayed, it may invoice for that portion of the work completed during any given month. Under no condition, will any item be held beyond 60 days after completion. In the event that size and weight of any item prohibits storage by Company on its own property, Purchaser must make arrangements for shipments immediately upon completion.

5. Payment for items purchased under the terms of the contract will be made on receipt of invoices submitted. In the event payment is not made as agreed, PURCHASER agrees to pay a service charge on past due amounts from the times they are due, thirty (30) days from invoice date, at the rate of one and one half percent (1½%) per month. In the event this contract is placed for collection or if collected by suit or through any Court, reasonable attorneys' fees shall be added.

6. All applicable taxes payable under the laws of the State of Minnesota will be added when required. Taxes due in other states may be additional as noted in the specifications section of this document. In "real property" installations (free standing and wall signs for example) sales tax is included, in "tangible" installations (temporary or interior signs) sales tax will be added as required by Minnesota state tax law.

7. Company will not be responsible for delays in shipments caused by delays created by supplies or transportation services or by labor disputes or due to any other circumstances beyond its control.

8. Title to all unincorporated materials and property covered by this contract shall remain in and be the property of the Company until the purchase price is paid in full. The Company reserves the right to enter any job site and reclaim all materials or property used or intended to be used in this construction of said equipment in the event of default by Purchaser, including, but not limited to, payment of any amounts due and payable in accordance with terms of this contract. The Company retains a security interest in the materials and equipment whether or not incorporated into a project or realty until the Company has been paid in full, notwithstanding the manner in which the personal property has been annexed or attached to the realty. The Purchaser agrees to execute appropriate Commercial Code forms to provide to the Company a Perfected security interest.

9. It is agreed that this contract shall be construed according to the laws of the State of Minnesota.

10. When this contract is signed by a duly authorized person of each party, all provisions contained herein become integral parts of this contract, and there is no other agreement or understanding of any nature concerning same unless such agreement or understanding, if any, is specifically incorporated here by reference.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 30 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

COMPANY INITIALS \_\_\_\_\_

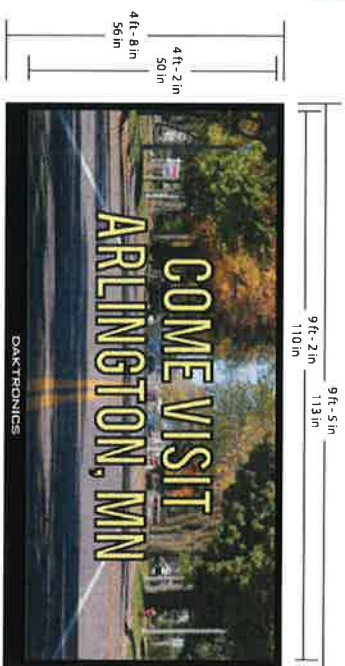
CUSTOMER INITIALS \_\_\_\_\_



**ELECTRICAL:** THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUND AND BONDING OF THE SIGN.

The client warrants that the subject matter to be provided for reproduction is their original work and that they have the right to reproduce it. The client agrees to indemnify and hold the sign manufacturer harmless for all damages and expenses for all trademarks and service marks that may be included in any sign or other construction with copyright infringement. The sign manufacturer is not responsible for any reproduction of the sign.

REPLACE EXISTING CHANGEABLE COPY  
FACES WITH NEW DAKTRONICS FACES



QTY (2) - TWO SIDED PYLON  
15.85 MM FULL COLOR DAKTRONICS EMC  
CABINET SIZE: 4'8" X 9'5"  
VIEWABLE AREA: 4'2" X 9'2"  
80 X 175 MATRIX

①

AFTER - SCALE: 1/4" = 1'

BEFORE - NOT TO SCALE

DATE: 3/18/24

SALESMAN: DARYL KRET

DRAWN BY: BEE SCHWINGHAMMER

LOCATION: ARLINGTON, MN

SQ. FT.

VOLTAGE: 120/277

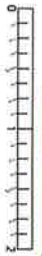
PHOTO EYE

NO

WO: #

PLYON - EMC

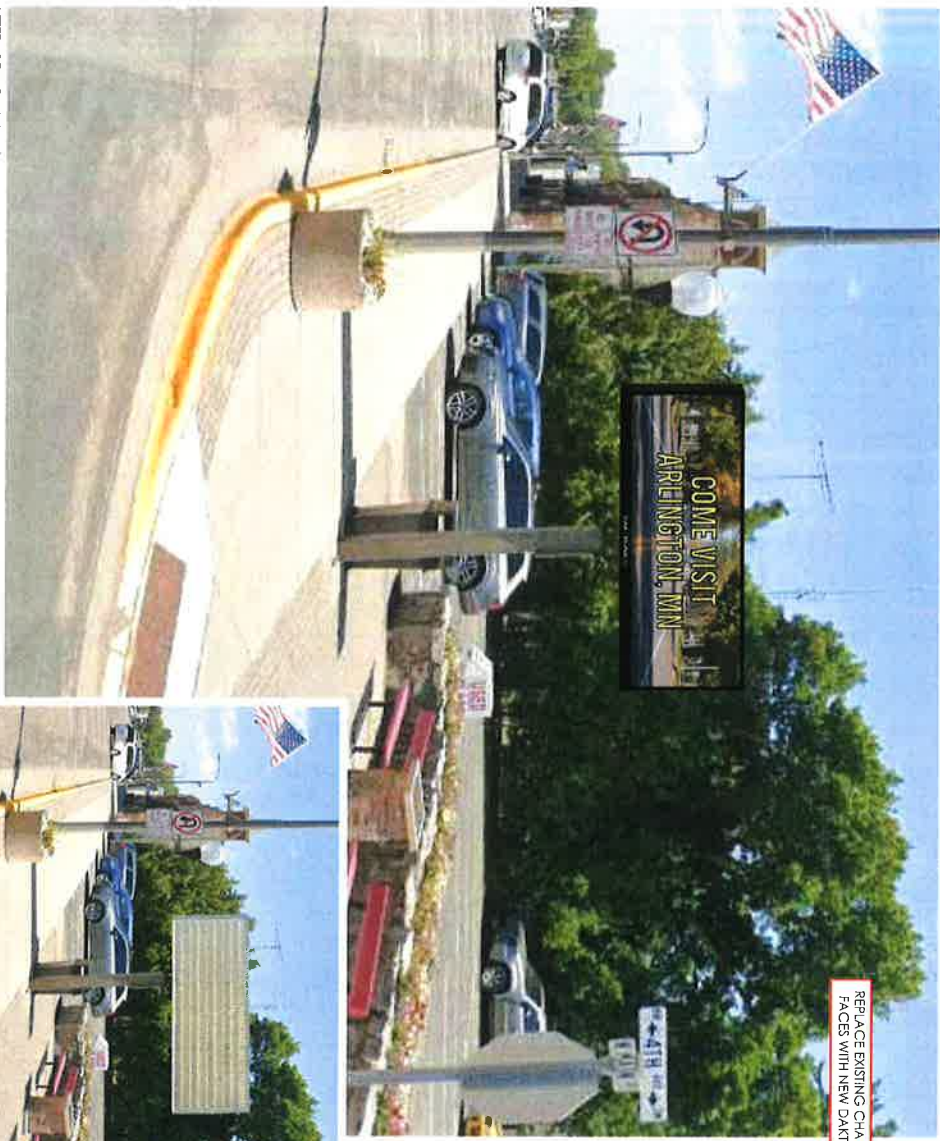




**ELECTRICAL:** THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUND AND BONDING OF THE SIGN.

REPRODUCE: The client warrants that no copyright notice has been removed from any material used in producing this multiple master for reproduction. It is understood that copyright notice and other notices are to be removed from any material used in producing this multiple master for reproduction. It is understood that copyright notice and other notices are to be removed from any material used in producing this multiple master for reproduction. It is understood that copyright notice and other notices are to be removed from any material used in producing this multiple master for reproduction.

REPLACE EXISTING CHANGEABLE COPY  
FACES WITH NEW DATAONICS FACES



QTY (2) - TWO SIDED PYLON  
10MM FULL COLOR DATAONICS EMC  
CABINET SIZE: 4'2" X 9'11"  
VIEWABLE AREA: 3'8" X 9'8"  
108 X 288 MATRIX

2

AFTER - SCALE: 1/4" = 1'

BEFORE - NOT TO SCALE



**ELECTRICAL:** THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUND AND BONDING OF THE SIGN.

The Sign is not for use in any area where it may be exposed to weather conditions. In such cases, the sign should be protected by a weather-resistant enclosure. The client/owner must have no copyright notice on the sign removed from any material used in producing the subject matter for reproduction. In such cases, the sign should be protected by a weather-resistant enclosure. The client/owner must have no copyright notice on the sign removed from any material used in producing the subject matter for reproduction. In such cases, the sign should be protected by a weather-resistant enclosure. The client/owner must have no copyright notice on the sign removed from any material used in producing the subject matter for reproduction.

REPLACE EXISTING CHANGEABLE COPY FACES WITH NEW DAKTRONICS ECCB FACES



SCALE: 1/2" = 1'



BEFORE - NOT TO SCALE

- QTY (2) - TWO SIDED PYLON
- 1.98 MM - RED MONOCHROME
- DAKTRONICS ECCB EMC
- CABINET SIZE: 5' X 1'0"
- VIEWABLE AREA: 4'1"-3/4" X 9'1"-64" X 1.40 MATRIX
- MOUNTED IN EXISTING CABINET

POWER OUT LOCATION: INSIDE EXISTING CABINET

3

AFTER - SCALE: 1/4" = 1'

DATE: 3/19/24

SALESMAN: DARYL KRIT

DRAWN BY: BRE SCHWINGHAMMER

LOCATION: ARLINGTON, MN

SQ. FT.

VOLTAGE: 120/277

PHOTO EYE

NO

WC: #

PLYON - EMC



## MEMORANDUM

TO: Honorable Mayor and Arlington City Council  
FROM: Jessica Steinke, City Administrator  
DATE: 5/06/2024  
SUBJECT: Electrical Work Quotes – 2024 Street and Utility Project

### **Introduction**

This memo outlines two quotes for the upcoming electrical work associated with the 2024 Street and Utility Project.

### **Analysis**

McLeod Cooperative Power has solicited two quotes for work associated with the electrical infrastructure affected by the 2024 Street and Utility Project. Both quotes are from reputable companies that McLeod has worked with in the past. The first quote from MP Nexlevel, LLC came in at a total of \$98,404.00. The second quote received from Nagel Companies totaled \$103,610.00.

Labor and materials for McLeod Cooperative Power is approximately \$80,318.00. This brings the total project cost to \$178,722.00. The total cost will be funded by bond interest and project contingencies.

### **Recommendation**

It is the recommendation of myself, McLeod Cooperative Power, and the Arlington Utilities Committee to accept the proposal from MP Nexlevel, LLC. MP is the lower of the two quotes and has an excellent working relationship with McLeod Cooperative Power.

Respectfully submitted,

Jessica Steinke  
City Administrator



**Estimator: Jason Henson  
Regional Manager**

500 County Road 37 East Maple Lake MN 55358  
 Cell: 612-919-6017 Office: 320-963-2869  
[jason.henson@mpnexlevel.us](mailto:jason.henson@mpnexlevel.us)  
 Fax: 320-963-2439

PROPOSAL SUBMITTED TO <b>McLeod Cooperative Power</b>		PHONE <b>320-864-3148</b>	DATE <b>3/26/2024</b>
ADDRESS <b>1231 ford Ave PO Box 70 Glenco</b>		JOB NAME <b>Arlington project</b>	
CITY, STATE AND ZIP CODE <b>Glenco, MN 55336</b>		JOB LOCATION <b>McLeod Power</b>	
CONTACT <b>Emerson Brady</b>	E-MAIL ADDRESS <a href="mailto:ebrady@mcLeod-coop.com">ebrady@mcLeod-coop.com</a>	FAX NUMBER	

We hereby submit specifications and estimates for:

Unit Type	Quantity	Total Labor	Total Material	Total
Provide & Bore 2"	705	\$ 9,517.50	\$ 669.75	\$ 10,187.25
Provide & Bore 4"	410	\$ 6,949.50	\$ 1,586.70	\$ 8,536.20
Provide & 2-2"	1,500	\$ 24,375.00	\$ 2,850.00	\$ 27,225.00
Provide & Bore 1-2" & 1-4"	1,240	\$ 23,436.00	\$ 5,976.80	\$ 29,412.80
Dig into existing transformers	6	\$ 3,900.00	\$	\$ 3,900.00
Set new trans pad	1	\$ 485.00	\$	\$ 485.00
Dig Spice pit and 1-1/0 J box	1	\$ 850.00	\$	\$ 850.00
Pull primary in 2"	3,445	\$ 6,373.25	\$	\$ 6,373.25
Pull 3-4/0 in 4"	1,650	\$ 6,567.00	\$	\$ 6,567.00
Pull street light wire in 2"	1,014	\$ 1,267.50	\$	\$ 1,267.50
Restoral	1	\$ 3,600.00	\$	\$ 3,600.00
			\$	\$ 98,404.00

**We Propose** hereby to supply -- complete in accordance with above specifications, for the sum of:

Ninety-Eight Thousand Four Hundred Four and 00/100----- dollars (  \$98,404.00 )

Payment to be made as follows:

Terms: 30 Days, 1.5 percent per month ( 18 percent annual will be charged on past due balances )

**MP Nexlevel is not responsible for locating Private Utilities, nor the repair of Private Utilities that get damaged.**

All material is guaranteed to be as specified. All work to be done in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owners carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized  
Signature: \_\_\_\_\_

Todd Wolff - VP of Communications

Note: This proposal may be withdrawn if not accepted within  10  days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

# ESTIMATE

Nagel Companies LLC  
25700 German Road PO Box 88  
Belle Plaine, MN

[wayne@nagelcompanies.com](mailto:wayne@nagelcompanies.com)

[Edit company](#)

[Add logo](#)

Max size: 1 MB

## McLeod Coop Power

### Bill to

Emerson Braady  
3515 11th Street East  
Glencoe, MN 55336

Estimate no. 1028  
Estimate date 03/29/2024  
Expiration date MM/DD/YYYY

[Edit customer](#)

P.O. Number

Sales Rep

⌘	1	McLeod Coop bore 2	black with red stripe 2" roll pipe installed by directional drill	700	12.40	\$8,680.00	🗑️
⌘	2	McLeod Coop bore 4	Bore 4in conduit pulling a 6in reamer	410	18.00	\$7,380.00	🗑️
⌘	3	McLeod Coop bore 4	Bore 2-2in conduit pulling a 6in reamer	1500	18.00	\$27,000.00	🗑️
⌘	4	UM Pit	4x4x4 pit for potholing, splicing or fusing when no restoration is needed	1	225.00	\$225.00	🗑️
⌘	5	McLeod Coop pull p		3450	2.25	\$7,762.50	🗑️
⌘	6	McLeod Coop Pull 4/		1600	2.75	\$4,400.00	🗑️
⌘	7	McLeod Coop pull str		1000	1.75	\$1,750.00	🗑️
⌘	8	mcLeod 10in bore	bore 10in hole for 4in/2in pipe	1240	28	\$34,720.00	🗑️
⌘	9	4in conduit	4 in conduit black with red stripe	1650	3.05	\$5,032.50	🗑️
⌘	10	2in coduit	2in conduit black red stripe	3700	1.80	\$6,660.00	🗑️

Add product or service

**Customer payment options** [Edit](#)



Activate online card or bank transfer payments for your customers. [Activate Payments](#)

Tell your customer how you want to get paid

Subtotal	\$103,610.00
Sales tax	<a href="#">Set up</a>
<b>Estimate total</b>	<b>\$103,610.00</b>

[Edit totals](#)

**Note to customer**

Thank you for your business



## MEMORANDUM

TO: Honorable Mayor and Arlington City Council  
FROM: Jessica Steinke, City Administrator  
DATE: 5/6/2024  
SUBJECT: Energy Cost Adjustment

### Introduction

This memo advocates for a full (100%) pass-through of the energy cost adjustment (EAC) for our electric customers. While we currently implement a 50% pass-through, transitioning to a full pass-through offers several advantages that promote transparency, efficiency, and long-term sustainability.

### Cost Analysis

In year 2023 Arlington City Council was presented with a Cost-of-Service analysis completed by Dave Burg Consulting. The study demonstrated net losses and problems with the debt services coverage in the Electrical fund. At some point the City Electrical department stopped passing the Energy Cost Adjustment to its retail customers. This along with other factors resulted in these deficits.

Per the study it was recommended that an EAC phase in should be implemented starting with 50% of the EAC in 2024 and 100% of the EAC in 2025.

Year to date charges for wholesale EAC from MMPA in 2024 have been \$106,158.15. The city has recovered \$55,233.33 of that cost.

### Benefits of a 100% Pass Through

We acknowledge concerns about potential bill increases. However, implementing a full pass-through can be achieved responsibly. Some benefits to passing through 100% of the cost are Enhanced Transparency: A full pass-through directly reflects the true cost of electricity generation on customer bills. This fosters a clearer understanding of how market fluctuations and fuel prices impact energy costs.

Stronger Efficiency Incentives: By directly linking costs to consumption, a 100% pass-through provides a stronger incentive for customers to adopt energy-saving measures. This can significantly reduce overall energy demand, benefiting both customers and our wholesale impact.

### Conclusion

Transitioning to a 100% cost of energy fee pass-through offers a transparent and responsible approach to electricity pricing. It promotes greater efficiency, encourages investment in renewables, and supports the utilities overall financial health and viability for system maintenance and future growth needs.

### Recommendation

It is the utilities committee's and administrations recommendation to pass through 100% of the Energy Cost Adjustment starting with the May 30<sup>th</sup> billing statement.

Respectfully submitted,

Jessica Steinke  
City Administrator





## MEMORANDUM

TO: Honorable Mayor and Arlington City Council  
FROM: Jessica Steinke, City Administrator  
DATE: 5/6/2024  
SUBJECT: Transformer Purchase

### Introduction

This memo advocates for the purchase of seven transformers for use in the City of Arlington's electrical department. This acquisition is critical to ensure reliable and efficient electricity delivery to our customers.

### Analysis

Currently the City of Arlington's electrical department has 3- 25KVA and 1- 37KVA transformers in inventory. Transformers are complex pieces of equipment with significant lead times for manufacturing and delivery. Predicted lead times are 8-9 months. Ordering 5-25 KVA, 2-37.5 would allow the city to meet our transformer needs for replacements and trans closure repairs for the upcoming year. Total cost for this order with 15% markup from McLeod Cooperative Power is \$25,059.33.

### Recommendation

To ensure reliable and efficient service, I recommend the immediate purchase of seven (7) transformers as proposed by McLeod Power and Arlington's Utility Committee. This will allow us to:

- Meet anticipated demand.
- Replace aging infrastructure.
- Minimize the risk of outages and service disruptions.

### Conclusion

The purchase of seven (7) transformers represents a critical investment in maintaining reliable and efficient electricity delivery for our customers. By acting now, we can avoid potential disruptions and ensure that our infrastructure meets growing demand. This inventory can be ordered with a delivery date of January 15, 2025, allowing us to use budgeted funds at the time of delivery.

Respectfully submitted,

Jessica Steinke  
City Administrator



SUPPLYING THE COOPERATIVE ADVANTAGE

Rural Electric Supply Cooperative  
4100 30th Avenue South  
Moorhead, MN 56560  
218-233-1596

# QUOTATION

Order Number	
1024182	
Order Date	Page
04/23/2024	1 of 1
Customer PO Number	

Quote Expires On: 05/23/2024

**Bill To:**

MCLEOD COOPERATIVE POWER  
3515 11th STREET EAST  
GLENCOE, MN 55336  
320-864-3148

**Ship To:**

MCLEOD COOPERATIVE POWER  
3515 11th STREET EAST  
GLENCOE, MN 55336

Requested By: Robert Senst

Attn: MCLEOD COOPERA ACCOUNTS  
PAYABLE

Customer Number	Freight Terms	Quote Expiration Date	CSR
11612	FREIGHT ALLOWED	05/23/2024	TIMOTHY.GLASER

Line #	Item ID Item Description	Ship Location	Quantities		Unit Price	Extended Price
			Ordered	UOM		

**Delivery Instructions:** DELIVERY HOURS: MONDAY THRU  
FRIDAY 8AM - 3:30PM (CENTRAL TIME)  
PLEASE USE EAST GATE  
CALL BOB SENST ON 320-864-7337 24  
HOURS PRIOR TO ARRIVAL TO  
SCHEDULE A DELIVERY TIME

1	25KVA 4160GRDY/2400 X 12470GRDY/7200 TRANSFORMER DV 1PH PAD 240/120 NL= 26 LL= 210 QUOTE # 699946-00	RESCO - Moorhead	5	EA	3,067.01031	15,335.05
---	---	------------------	---	----	-------------	-----------

**Customer Part Number:** WH2004

2	37.5KVA 4160GRDY/2400 X 12470GRDY/7200 TRANSFORMER DV 1PH PAD 240/120 NL= 31 LL= 388 QUOTE # 699946-00	RESCO - Moorhead	2	EA	3,227.83505	6,455.67
---	---	------------------	---	----	-------------	----------

**Customer Part Number:** WH2004

Total Lines: 2

**SUB-TOTAL:** 21,790.72  
**TAX:** 0.00  
**AMOUNT DUE:** 21,790.72  
U.S. Dollars

<b>Chip Sealing</b>				
<b>Pearson Bros.</b>		<b>\$60,202.19</b>		
Fahrner--		\$136,250		
M.R. Paving		\$73,827.95		
Allied		74,951.73		
<b>Crackfill Bids</b>				
<b>Bargen</b>		<b>\$14,300</b>		
M.R. Paving		\$16,960		
<b>Patching Bids</b>				
<b>RCM</b>	(spray patch- state price)		<b>\$8,750</b>	
<b>Gap Mastic</b>				
<b>Bargen--</b>		<b>\$32,486</b>		
M.R. Paving--		\$35,780		
			<b>Total</b>	<b>\$115,738</b>
			<b>Maint. Str. Budget</b>	<b>\$200,000</b>
			<b>Left Over</b>	<b>\$84,262</b>

# BARGEN

INCORPORATED

---

606 County Road 1  
Phone (507) 427-2924  
Mountain Lake, MN 56159

---

April 29, 2024

City of Arlington  
Attn: Kirby Weckworth  
204 W. Shamrock Drive  
Arlington, MN 55307

Kirby,

Thank you for the opportunity to explain the pavement maintenance services our firm offers and to provide you with a quote. I am confident that you will find the services beneficial for your roads. I would like to explain the procedures our service crew uses.

#### Asphalt Rubber Crack Repair

Our service crew will:

- A. rout out cracks 1" wide by 1" deep for cracks that are 40 feet apart and closer
- B. rout out cracks 1 ¼" wide by 1" deep for cracks that are 45 – 80 feet apart
- C. if the cracks are wider, they will be routed accordingly
- D. the cracks will then be cleaned with high volume blowers
- E. as a second cleaning procedure, a heat lance will be used to clean out any remaining debris and/or moisture
- F. cracks will be filled three-quarters to full
- G. after a cooling period, the cracks are filled a second time using a banding applicator
- H. this does not include any allegated areas
- I. the debris will be blown to the side of the curb/road, where it will be the Customers' responsibility to sweep up

#### Sealant Material

The sealant that we will use meets and exceeds the Minnesota State Spec. #3723.2 and Iowa ASTM-D6690 type II & III Spec. with the following modifications:

- 100% elongation at -20°F

Recently OSHA implemented new exposure levels for the Respirable Crystalline Silica law. We as a company are taking this serious and we want to protect our workers as well as avoid any fines that might be incurred by not following OSHA regulations.

The OSHA standard (29 CFR 1926.1153) requires employers to limit worker exposures to respirable crystalline silica and to take other steps to protect workers. In keeping with the spirit of the law, we are doing everything we can to reduce our employee's exposure to Silica. This includes working towards a solution to suppress the dust at the point of creation, as well as using a Vacuum sweeper truck with a water system in the holding tank to suck the debris from the cracks.

**Project Prices** - Our price includes all materials, applicable taxes and labor to complete the project as explained.

*Please note: The Customer is responsible for notifying the public that we will be working in your area. Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep Their Personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.*

**Crack Repair (rout & seal) on the following streets:**

Shamrock  
Sheila Drive  
Mary  
West Elgin  
2<sup>nd</sup> Ave. NW  
West Alden  
Brooks  
3<sup>rd</sup> Ave.  
4<sup>th</sup> Ave.  
Douglas  
Chandler

total 8,000 linear ft

**The total project price for Crack Repair will be \$14,340.00.**

**The price stated above is what we need to complete the project. If there are any Permits/Fees, Bid Bonds, or Payment and/or Performance Bonds needed for this project that cost will need to be ADDED to the prices listed above.**

**TERMS:** Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Bargaen Inc. may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Bargaen Inc. reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Bargaen Inc. when due.

***This Proposal/Contract may be withdrawn by Bargaen Inc. if not accepted within 20 days, or at anytime, subject to increases related to material prices as noted above.***

**Acceptance of proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **This proposal may be withdrawn if not accepted within 20 days.**

Date of acceptance \_\_\_\_\_ PO # \_\_\_\_\_ (if applicable)

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Thank you for the opportunity to provide you with information on the pavement maintenance needs in your community. I am confident that you will find the products used and the workmanship of our crew of the highest quality. I look forward to working with you in the near future.

Sincerely,



Jerry Van Dyke  
BARGEN, INC.

JVD/lh

**Project for City of Arlington – Crack Repair**

## Our Mission

Bargaen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

Website: [www.bargaininc.com](http://www.bargaininc.com)

Email: [bargain@bargaininc.com](mailto:bargain@bargaininc.com)

# M.R.

## PAVING & EXCAVATING, INC.

2020 North Spring Street

P.O. Box 787

New Ulm, MN 56073

Phone (507) 354-4171

Fax (507) 359-4156

<b>PROPOSAL SUBMITTED TO</b> City of Arlington	<b>PHONE</b> (507) 964-2378	<b>DATE</b> 05/01/2024
<b>STREET</b> 204 Shamrock Drive	<b>JOB NAME</b> Crack Seal and Mastic Repairs	
<b>CITY, STATE, &amp; ZIP CODE</b> Arlington, MN 55307		<b>ATTENTION</b> Kirby Weckworth
<b>Asphalt Rubber Crack Repair: 8,000 Linear Feet</b> <ul style="list-style-type: none"><li>• Rout out all mapping cracks a minimum of 3/4" wide by 3/4" deep.</li><li>• Rout out all stress cracks a minimum of 1" wide by 1" deep.</li><li>• If the cracks are wider, they will be routed accordingly.</li><li>• The cracks will then be cleaned with high volume blowers.</li><li>• As a second cleaning, a heat lance will be used to clean out any remaining debris and/or moisture.</li><li>• Cracks will be filled three-quarters to full.</li><li>• After a cooling period, the cracks are filled a second time using a banding applicator.</li><li>• This does not include any alleged areas.</li><li>• Any debris from routing will be swept up. This does not include sweeping the entire street or lot.</li></ul> <b>Crack Repair Price: ..... \$16,960.00</b>		
<b>Mastic Gap Wide Crack Repair: 5,404 Linear Feet</b> <p>The existing cracks will be cleaned of debris and/or moisture using a heat lance. We then spray apply Gap Primer. We will then fill the cracks with Gap Mastic. The Gap will be applied in two lifts, the first lift is a narrower application, and the second layer is wider and will level and smooth out the cracks. The Maxwell Mastic Gap is a revolutionary rubberized hot pour patching material designed to repair wide cracks, potholes, rutting and depressed broken-up areas in asphalt and concrete pavement surfaces. It is also ideal for around manholes, gutters, and drains. When applied properly Maxwell Mastic Gap creates a load bearing, weather resistant, durable bond resulting in a long-term pavement maintenance solution.</p> <b>Mastic Gap Repair Price: ..... \$66,469.20</b> <b>2909 linear ft @ \$12.30/ft = \$35,780</b>		
<b>These prices are subject to change if not accepted within 30 days</b>		
<b>Acceptance of Estimate:</b> Sign this proposal, return it to our office and make a copy for your records.		
<b>Customers Signature:</b> _____		<b>Date:</b> _____
Respectfully Submitted, M.R. Paving & Excavating, Inc. <i>Brian D. Rahe</i> Brian D. Rahe Sales Manager		



10503 - 89th Avenue North  
 Maple Grove, MN 55369  
 www.alliedblacktopmn.com

**Matt Dolecki**  
 Phone: 763-425-0575  
 Cell: 612-834-0168  
 Email: m.dolecki@alliedblacktopmn.com

**Proposal**

Company Name: City of Arlington  
 Billing Address: 204 Shamrock Drive  
 Arlington, MN 55307  
 Contact Person: Kirby Weckworth  
 Phone: 507-380-6546  
 Email: [kweckworth@arlingtonmn.gov](mailto:kweckworth@arlingtonmn.gov)

Date: April 25, 2024  
 Project Name: 2024 Seal Coat  
 Project Address:  
 Project Contact Person: Kirby Weckworth  
 Phone: 507-380-6546  
 Email: [kweckworth@arlingtonmn.gov](mailto:kweckworth@arlingtonmn.gov)

**We hereby submit specifications and quotations for the following:**

Description of Work to be Performed	Unit	Qty.	Unit Price	Price	INT
<b>Chip Seal: CRS-2P/ 1/8" Trap</b> Sweep asphalt. Apply liquid asphalt at a rate of .24 gallons per square yard. Apply cover aggregate at 15-19 lbs. per square yard. Roll cover aggregate. Pick up sweep excess aggregate after chip seal application. <b>NOTE: Irrigation must be off 24 Hrs and obstructions moved prior to construction. Additional MOB charges may apply.</b> <b>NOTE: Chip sealing behind parking bumpers, under steps, or any areas not accessible by chip seal roller are excluded from the project.</b> <b>NOTE: Quote Assumes 1 mobilization</b> <b>NOTE: Second sweep available at \$0.15/SY, Minimum \$850.00</b> <b>NOTE: Consider a cape seal or fog seal to reduce aggregate loss and tracking.</b> <b>NOTE: Project will be billed at actual SY's Sealed</b>	S.Y.	39657	\$1.89	\$74,951.73	_____

Exclusions: Bonds, permits, fees, surveying, engineering, testing, rail road insurance, special insurance, site specific training for employees, landscaping, irrigation, watering of sod, soil corrections, dewatering, traffic control, utility or structural sheeting, shoring, underpinning, buried debris, rock excavation, class V base materials, drain tile, footing insulation or waterproofing, separation fabrics, vapor barriers, drainage layers, hazardous materials, removal of contaminated soils, haul road construction, erosion control, site restoration, gas, mechanical, or electrical excavation, site fencing, locating private utilities, private utility repairs, winter or cold weather conditions, night or weekend work, winter conditions.

**Note: See Allied Blacktop Warranty Terms, Qualifications, and Construction Specifications.**  
**Note: Contracted prices are subject to re-pricing if the WTI oil pricing exceeds \$125/Barrel at time of delivery**

We propose to furnish material and labor, complete in accordance with the above specifications, for the total lump sum of:

<b>TOTAL ALL:</b>	<b>\$74,951.73</b>
ADD 1% Bonding if Necessary	

Payment terms are net 30 days. Payment terms for chip seal applications are 90% due net 30 days, balance due upon completion of sweeping.  
 Note: This proposal may be withdrawn if not accepted within 15 days. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, weather or other delays beyond our control.  
 Allied Inc. to carry proper insurance including Workers Compensation.

Authorized Signature: \_\_\_\_\_  
*Matt Dolecki*  
 Matt Dolecki

**Acceptance of Proposal:** The above prices, specifications, conditions, and attached warranty qualifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_



# BARGEN

INCORPORATED

---

606 County Road 1  
Phone (507) 427-2924  
Mountain Lake, MN 56159

---

April 29, 2024

City of Arlington  
Attn: Kirby Weckworth  
204 W. Shamrock Drive  
Arlington, MN 55307

Kirby,

Thank you for the opportunity to explain the pavement maintenance services our firm offers and to provide you with a quote. I am confident that you will find the services beneficial for your roads. I would like to explain the procedures our service crew uses.

#### Asphalt Rubber Crack Repair

Our service crew will:

- A. rout out cracks 1" wide by 1" deep for cracks that are 40 feet apart and closer
- B. rout out cracks 1 ¼" wide by 1" deep for cracks that are 45 – 80 feet apart
- C. if the cracks are wider, they will be routed accordingly
- D. the cracks will then be cleaned with high volume blowers
- E. as a second cleaning procedure, a heatlance will be used to clean out any remaining debris and/or moisture
- F. cracks will be filled three-quarters to full
- G. after a cooling period, the cracks are filled a second time using a banding applicator
- H. this does not include any allegated areas
- I. the debris will be blown to the side of the curb/road, where it will be the Customers' responsibility to sweep up

#### Sealant Material

The sealant that we will use meets and exceeds the Minnesota State Spec. #3723.2 and Iowa ASTM-D6690 type II & III Spec. with the following modifications:

- 100% elongation at -20°F

Recently OSHA implemented new exposure levels for the Respirable Crystalline Silica law. We as a company are taking this serious and we want to protect our workers as well as avoid any fines that might be incurred by not following OSHA regulations.

The OSHA standard (29 CFR 1926.1153) requires employers to limit worker exposures to respirable crystalline silica and to take other steps to protect workers. In keeping with the spirit of the law, we are doing everything we can to reduce our employee's exposure to Silica. This includes working towards a solution to suppress the dust at the point of creation, as well as using a Vacuum sweeper truck with a water system in the holding tank to suck the debris from the cracks.

#### Maxwell Mastic Gap Level and Fill (widened crack repair)

The existing cracks will be cleaned of debris and/or moisture using a heatlance. We will then spray apply a tack coat. The Maxwell Mastic Gap is a revolutionary rubberized hot pour patching material designed to repair wide cracks, pot holes, rutting and depressed broken-up areas in

asphalt and concrete pavement surfaces. It is also ideal for use around manholes, gutters and drains. When applied properly, Maxwell Mastic Gap creates a load bearing, weather resistant, durable bond resulting in a long term pavement maintenance solution.

Project Prices - Our price includes all materials, applicable taxes and labor to complete the project as explained.

*Please note: The Customer is responsible for notifying the public that we will be working in your area. Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep Their Personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.*

**Crack Repair (rout & seal) and Gap Repairs on the following streets:**

1. **East Main** – Gap repair (299 ft.) \$2,990.00
2. **Alley crack seal** \$300.00  
**Parking lot** – Gap repair (233 ft.) \$2,330.00
3. **E. Baker from 1<sup>st</sup> to County 17** – Gap repair (612 ft.) \$6,120.00  
**County 17 to 3<sup>rd</sup>** should crack seal \$972.00
4. **3<sup>rd</sup> between Elwood & Dayton** – no cracks – should RePlay
5. **Horseshoe /Drive & Circle Lane** – crack seal \$3,312.00  
Gap repair (120 ft.) \$1,200.00
6. **Cemetery Lane** – Gap repair (756 ft.) \$7,560.00
7. **West Baker** – Gap repair (1,188 ft.) \$10,692.00
8. **3<sup>rd</sup> south of Main** – Gap repair (144 ft.) \$1,440.00
9. **4<sup>th</sup> south of Main** – Gap repair (216 ft.) \$2,160.00
10. **6<sup>th</sup> Ave.** – Gap repair (432 ft.) \$4,320.00
11. **7 ½ Ave.** – Gap repair (360 ft.) \$3,600.00
12. **8 ½ Ave. & Joefker Circle** – Gap repair (648 ft.) \$6,480.00  
Crack seal \$4,492.00
13. **West Brooks** – Gap repair (396 ft.) \$3,960.00

**The total project price is subject to the work chosen to be completed.**

The price stated above is what we need to complete the project. If there are any Permits/Fees, Bid Bonds, or Payment and/or Performance Bonds needed for this project that cost will need to be ADDED to the prices listed above.

**TERMS:** Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Bargaen Inc. may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Bargaen Inc. reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Bargaen Inc. when due.

***This Proposal/Contract may be withdrawn by Bargaen Inc. if not accepted within 20 days, or at anytime, subject to increases related to material prices as noted above.***

**Acceptance of proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **This proposal may be withdrawn if not accepted within 20 days.**

Date of acceptance \_\_\_\_\_ PO # \_\_\_\_\_ (if applicable)

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Thank you for the opportunity to provide you with information on the pavement maintenance needs in your community. I am confident that you will find the products used and the workmanship of our crew of the highest quality. I look forward to working with you in the near future.

Sincerely,



Jerry Van Dyke  
BARGEN, INC.

JVD/lh

**Project for City of Arlington – Crack and Gap Repairs**

### Our Mission

Bargaen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

Website: [www.bargeninc.com](http://www.bargeninc.com)

Email: [bargen@bargeninc.com](mailto:bargen@bargeninc.com)

# M.R.

## PAVING & EXCAVATING, INC.

2020 North Spring Street

P.O. Box 787

New Ulm, MN 56073

Phone (507) 354-4171

Fax (507) 359-4156

<b>PROPOSAL SUBMITTED TO</b> City of Arlington	<b>PHONE</b> (507) 964-2378	<b>DATE</b> 05/01/2024
<b>STREET</b> 204 Shamrock Drive	<b>JOB NAME</b> 1/4" Red Stone Chip Seal	
<b>CITY, STATE, &amp; ZIP CODE</b> Arlington, MN 55307	<b>ATTENTION</b> Kirby Weckworth	
<p><b>Proposed Sealing Areas:                      39,907 Square Yards</b></p> <ul style="list-style-type: none"><li>• Clean the asphalt pavement using power brooms and high-volume blowers.</li><li>• Apply CRS-2 P asphalt oil at a rate of .28 gallons per square yard.</li><li>• Cover the asphalt oil with 1/4" red stone chips at a rate of 22 lbs. per square yard.</li><li>• Roll the seal coat chips using rubber-tired rollers.</li><li>• Clean up the excess seal coat chips from your asphalt pavement at a later date.</li><li>• Clean up the excess seal coat chips from your asphalt pavement at a later date. We will leave them on a stockpile in a location identified by the City of Arlington. They will become the property of the City of Arlington.</li></ul> <p><b>Price: ..... \$73,827.95</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• The removal of any vegetation growing in the asphalt will be the owner's responsibility</li></ul> <p><b>This price is subject to change if not accepted within 30 days</b></p>		
<p><b>Acceptance of Estimate:</b></p> <p>Sign this proposal, return it to our office and make a copy for your records.</p> <p><b>Customers Signature:</b> _____ <b>Date:</b> _____</p>		
<p>Respectfully Submitted, M.R. Paving &amp; Excavating, Inc. <i>Brian D. Rahe</i> Brian D. Rahe Sales Manager</p>		

**Pearson Bros., Inc.**

11079 Lamont Avenue N.E. ~ Hanover, MN 55341  
Phone: (763) 391-6622 ~~ Fax: (763) 391-6627

**ATTENTION:** Kirby Weckworth  
Public Works  
**PHONE #:** 507-964-2378 City  
507-380-6546 Mobile

**FAX #:** 507-964-5973

**JOB LOCATION:** City Of Arlington  
**ADDRESS:** 204 Shamrock Drive  
Arlington, MN 55307  
**DATE:** March 20, 2024

**WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: (See Below) APPROX. SQUARE YARDS OF BITUMINOUS SEAL COATING.**

**PRE-SEAL:** Area to be swept by Pearson Bros., Inc.

**LIQUID APPLICATION:** Pearson Bros., Inc. will furnish and install CRS2-P Liquid Asphalt at .22-24 gallons per square yard.

**AGGREGATE COVER:** Pearson Bros., Inc. will install 1/8" Trap at 15-19 lbs per square yard.

**ROLLING:** Entire area shall be rolled with (2) Eleven (11) Wheel Pneumatic Tire Rollers.

**PICK-UP SWEEP:** Excess rock shall be picked up by and disposed of by Pearson Bros., Inc.

**START DATE: To Be Determined      COMPLETION DATE: To Be Determined**

**We Proposed Hereby to Furnish Material and Labor -- Complete in Accordance with the Above Specifications, for the Sum of:**  
\$58,314.69 Streets: 38,619 sq yards @ \$1.51 per sq yard  
\$1,887.50 Parking Lots: 1,250 sq yards @ \$1.51 per sq yard  
\$60,202.19 Base Bid Total Cost

**AUTHORIZED SIGNATURE:** Todd Bartels  
\_\_\_\_\_  
TODD BARTELS  
PEARSON BROS., INC.

**ACCEPTANCE OF PROPOSAL -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## MEMORANDUM

TO: Arlington Utility Committee, Council Member Meyer and Council Member Thomes  
FROM: Jessica Steinke, City Administrator  
DATE:  
SUBJECT: Biosolids Wagon

### **Introduction**

This memo is to express the urgent need for the purchase of a new biosolids wagon for the Wastewater Department. The current wagon, a 2000 model Balzer with 3500, poses significant safety concerns and is becoming increasingly unreliable. Additionally, lead times for new equipment are increasing, making timely replacement crucial.

### **Safety Concerns**

The wheels on this piece of equipment have fallen off during use five times in recent years. These safety concerns place our staff and citizens at undue risk and could result in serious injury, death, or property damage. The attached photos demonstrate the ongoing problems.

### **Increased Costs and Lead Times**

The current wagon requires frequent repairs, leading to rising maintenance costs. Furthermore, parts availability is becoming limited due to the wagon's age. With extended lead times for new equipment, any significant breakdown could cause significant disruption to our operations. Lead times for this purchase is approximately 8-12 weeks.

### **Recommendation**

I strongly recommend the immediate purchase of a new biosolids wagon. This investment will not only ensure the safety of our staff but also improve operational efficiency and reduce long-term costs. The attached quote of \$55,500.00 has been allocated for in the 603 Sewer Fund under Capital Outlay.

### **Next Steps**

Recommend purchase of the new Biosolids Wagon to Arlington City Council.

Thank you for your time and consideration.

Respectfully submitted,

Jessica Steinke  
City Administrator



# Retail Purchase Agreement

Purchaser: City of Arlington Date: 3-22-24

Mailing Address: 204 Shamrock Dr

City: Arlington State: MN Zip Code: 55307  Check |  Charge Account

Cash |  Card (3% Courtesy Fee)

Customer Number: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Qty	New/ Used	Description	Serial Number	Stock Number	Amount
1	N	Balzer 3350 HD with Hydraulic Hatch			55,500.00
		Rigid mount sweep, Standard Light linkage,			
		Feeder Hose for Vacuum Tank, MEC 6500 vacuum pump			
		Spray deflector,16' Suction hose assembly,Full 1/4" steel tank			
		6" Brass hydro pneumatic actuated discharge valve			
		New 23.1 X 26 Wheels and Tires,			
		6" Brass manual side load port,4Rigid Mount Injector, 4 knife			
		8-12 weeks lead time			
<b>TOTAL PRICE OF MACHINERY PURCHASED</b>					<b>55,500.00</b>

I understand that I will receive the operators manual for the above serial numbered machine(s) which is/was furnished with the machine by the manufacturer.

Yes  No

**USED Equipment Warranties** are available on selected USED equipment at additional cost.

The **USED unit(s)** listed on this order: (Check the box below that applies)

- Used warranty options have been explained and are declined.
- Used warranty options have been explained, terms are accepted.
- Used unit(s) on this order are sold as/is and are not eligible for warranty.

### BILL OF SALE FOR PROPERTY TAKE IN TRADE

For value received I/We hereby bargain and sell, grant and delivery to DEALER name above the following listed machines and certify that such is a free encumbrance unless otherwise noted.

Description	Serial No.	Amount

PRICE OF MACHINERY	\$ 55,500.00
FREIGHT-HANDLING	\$
TOTAL CASH PURCHASE PRICE	\$
TRADE-IN ALLOWANCE	\$
TRADE DIFFERENCE	\$
SALES TAX	\$
TOTAL AMOUNT DUE	\$
CASH WITH ORDER	\$
CASH ON DELIVERY	\$
BALANCE DUE	\$ 55,500.00

**PRICE IS SUBJECT TO INCREASE ON OR BEFORE THE DATE OF DELIVERY, IF A PRICE INCREASE IS IMPOSED ON DEALER BY MANUFACTURER ON OR BEFORE DATE OF DELIVERY.**

### "CONDITIONS OF SALE"

**I HAVE READ THE WARRANTY AND CONDITIONS ON THE REVERSE SIDE HEREOF AND AGREE THEY ARE A PART OF THIS ORDER. I ALSO ACKNOWLEDGE RECEIPT OF A COPY OF THIS ORDER WHICH IS UNDERSTOOD TO BE THE ENTIRE AGREEMENT RELATING TO THE SALE AND WARRANTY OF THE ABOVE DESCRIBED MACHINERY.**

Title to the above goods, notwithstanding delivery thereof, remains in Dealer until the purchase price has been paid in full.

\_\_\_\_\_  
Purchaser's Printed Name

Kyle Burnett  
Dealer's Salesman Printed Name

\_\_\_\_\_  
Purchaser's Signature

\_\_\_\_\_  
Dealer's Salesman Signature

## **New Equipment Warranty**

The new equipment is under warranty to be free from defects in material and workmanship, under normal use and service, for the period of time designated by the manufacturer.

Any parts that are proved, in the Company's, to be defective during the above period will be repaired or replaced, free of charge and without charge for installation, at the Dealer's place of business. It is the Purchaser's obligation to bring the Machine to the dealer's place of business. If this is not possible, it is the purchaser's obligation to reimburse the Dealer for travel time and travel expenses incurred in fulfilling this warranty.

Service parts purchased for machines out of warranty and Parts Accessories are warranted to be free from defects in material and workmanship, under normal use and service, for a period of ninety (90) days from the date of delivery to the original purchaser.

The Dealer will properly set up and adjust the Machine at time of delivery. This warranty shall not entitle the purchaser to any further adjustments or normal maintenance services, or to normal replacement of service items (such as filters), or expendable items (such as guards, ledger plates, knife sections, chain and various belts and hardware).

The warranty shall not apply to any Machine which shall have been repaired or altered in any way so as, in the Company's judgment, to affect its reliability, or which has been subject to misuse, negligence or accident, or mounted on tractors which are not included in the Company's approved list, or installed on tractors equipped with devices, attachments or accessories which interfere with the normal operation of such equipment, or in which have been incorporated service parts which have not been approved by the Company for use in connection therewith.

The only remedy for any breach of warranty and the only remedy for the Company's liability of any kind, including liability for negligence, with respect to any machine, shall be limited to the repair or replacement of any defective parts as stated above, and shall in no event include any incidental or consequential damages. This warranty is in lieu of any other warranty, either expressed or implied.

## **Warrant - All Used Machinery**

Each USED item of equipment covered by this Retail Purchase Order is sold **AS IS WITHOUT WARRANTY OF ANY CHARACTER** expressed or implied, unless warranty is executed by Seller as outlined on the front page.



**CITY OF ARLINGTON  
STATEMENT OF FUNDS  
March 31, 2024**

<u>FUND</u>	<u>MONTH END BALANCE</u>	<u>Apr. 1st Bills</u>	<u>BALANCE</u>
General	\$648,836.38	\$28,778.95	\$620,057.43
Water	463,822.01	16,547.90	447,274.11
Arl. Sewer	(89,916.63)		(89,916.63)
AGI Sewer	859,012.56	16,782.57	842,229.99
Electric	538,072.83	10,179.70	527,893.13
Storm Drainage	199,196.94		199,196.94
Fire	226,296.49	12,014.65	214,281.84
Ambulance	22,925.69	4,503.24	18,422.45
Community Center	20,513.09	1,991.35	18,521.74
Cemetery	24,628.11	30.14	24,597.97
<b>DESIGNATED FUNDS</b>			
Capital Improvement Fund	229,734.50		229,734.50
Park Dedication Fund	39,843.66		39,843.66
Fire Truck 2019	14,963.68		14,963.68
Cemetery Perpetual	116,281.50		116,281.50
EDA - Loan Programs Fund	153,650.94		153,650.94
Revolving Loan	81,195.08		81,195.08
EDA	4,560.97		4,560.97
TIF Disc #1-4	0.00		0.00
Tax Abatement	3,885.78		3,885.78
COVID-19 Fund	237,812.23		237,812.23
Medical Center Fund	117,953.30		117,953.30
Circle Dr. Imp. Const. Fund	16,275.84		16,275.84
Hospital Bonds	(550.00)		(550.00)
2012 Street Imp. Skg	16,169.82		16,169.82
2015 Street Imp. Skg	151,414.16		151,414.16
2017 Street Imp. Skg	293,978.93		293,978.93
2019 Street Imp. Skg	264,776.51		264,776.51
<b>TOTAL</b>	<b>\$4,655,334.37</b>	<b>\$90,828.50</b>	<b>\$4,564,505.87</b>

**INVESTMENTS**

ARLINGTON STATE BANK	180,000.00	4.18%	Bank Balance	
RBC Wealth Mgmt	2,031,620.16	47.22%	+	\$353,310.54
FINANCIAL NORTHEASTERN	200,715.06	4.67%	Investment Balance	
4M Fund Gen & 2019 Bond Accts	1,889,688.61	43.93%	=	<u>\$4,302,023.83</u>
	<u>4,302,023.83</u>	100.00%	Month End Account Balance	<b>\$4,655,334.37</b>

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

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on April 23, 2024, at Faribault Energy Park in Faribault, Minnesota and via videoconference.

MMPA's auditor, FORVIS, presented MMPA's 2023 financial statement audit. The audit report can be found on MMPA's website [www.mmpa.org](http://www.mmpa.org). The Board received and accepted the 2023 audit report.

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

Customer penetration for the residential Clean Energy Choice program remained at 5.4%. There was an increase of 41 customers participating in the residential Clean Energy Choice program from February to March.

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



Date: April 18, 2024

To: City of Arlington

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

O & M Report: March 2024

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

### **Water Operation & Maintenance**

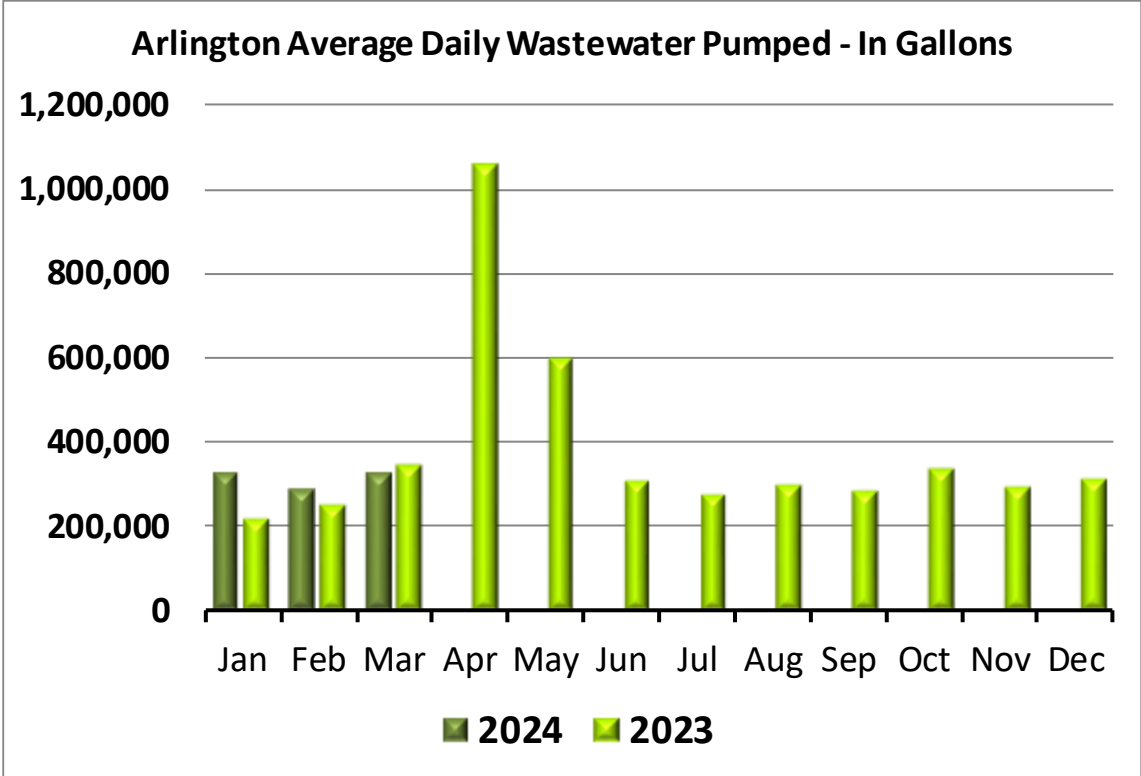
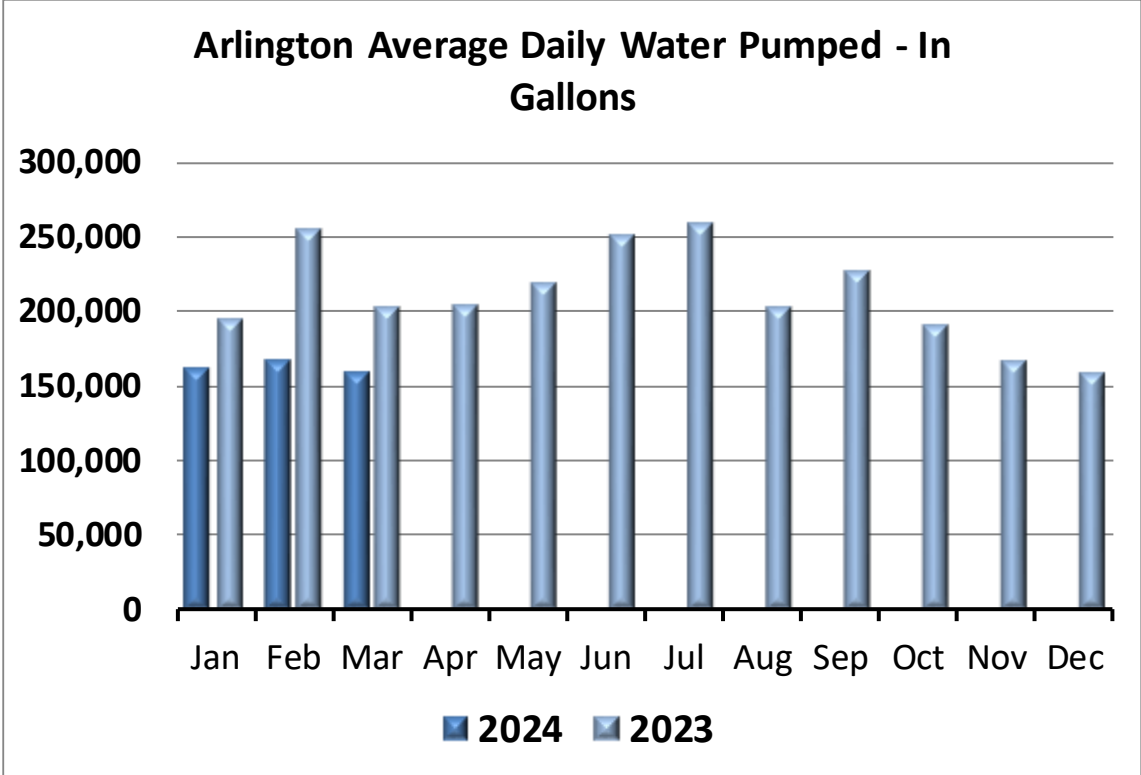
---

- Total of 77 Gopher State One locates and one water shut-off.
- Weekly backwashing at water plant completed.
- Complete weekly testing of chlorine, iron, manganese, and fluoride at various distribution points in the city.
- Collect two monthly bac-T water samples.
- Turned water off at 105 East Brooks Street.
- Complete monthly work orders at Water Treatment Plant including, generator maintenance, grease and check packing on high service pumps, and air wash blower.

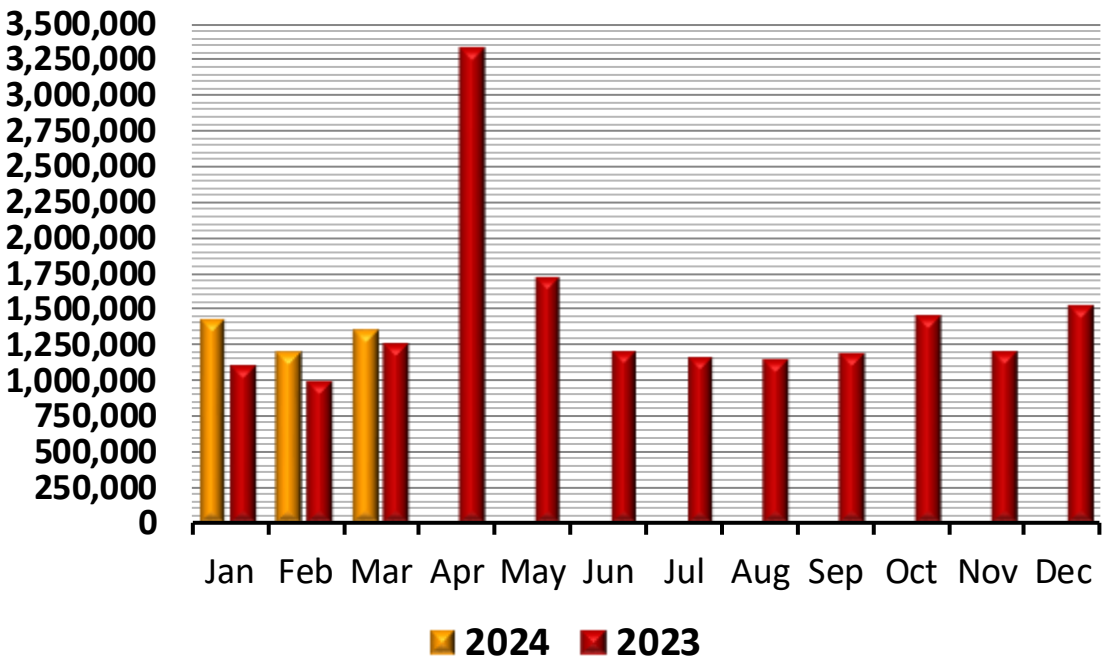
### **Wastewater Operation & Maintenance**

---

- Complete weekly wastewater samples.
- Washout and clean chlorine contact basin.
- Fixed influent sampler and got it cooling again.
- Fixed leaking water valve outside effluent building.
- Replaced some chlorine feed lines in effluent building before starting up chlorine and sulfur dioxide.
- Finished putting together RAS pump #3 and got it up and running.
- Flow meter inside influent building calibrated.
- Completed monthly workorders including servicing screw pumps, RAS pumps, and maintenance on WWTP generator and lift station generators.



**Green Isle Lift Station Total Flow In Gallons**



		March-24	February-24	March-23
<b>Water</b>				
<b>Average Daily Pumped</b>	gallons	159,000	168,000	203,968
<b>Maximum Daily Pumped</b>	gallons	261,000	250,000	403,000
<b>Minimum Daily Pumped</b>	gallons	86,000	102,000	118,000
<b>Total Monthly Pumped</b>	gallons	4,913,000	4,879,000	6,323,000
<b>Well #2 Pumped</b>	gallons	2,362,000	2,384,000	0
<b>Well #3 Pumped</b>	gallons	0	0	0
<b>Well #4 Pumped</b>	gallons	2,551,000	2,249,000	6,275,000
<b>Average Daily Fluoride Conc.</b>	mg/L	1.00	0.92	0.64
<b>Fluoride concentration Permit Limit</b>	mg/L	.5-0.9 mg/L	.5-0.9 mg/L	.5-0.9 mg/L
<b>Fluoride used</b>	gallons	14.20	14.20	9.50
<b>Total Chlorine Residual</b>	mg/L	1.12	0.90	0.81
<b>Total Chlorine Concentration Permit Limit</b>	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
<b>Chlorine used</b>	lbs	107.30	84.00	146.80
<b>Potassium Permanganate used</b>	gallons	48.00	26.00	48.00
<b>Wastewater</b>				
<b>CBOD</b>				
<b>CBOD Influent</b>	mg/L	165	163	242
<b>CBOD Effluent-Monthly</b>	mg/L	1	0	0
<b>CBOD Effluent-Monthly Permit Limit</b>	mg/L	15	15	15
<b>CBOD Max Weekly</b>	mg/L	0.70.9	2	1
<b>CBOD Max Weekly-Permit Limit</b>	mg/L	25	25	25
<b>CBOD Effluent Monthly kg/day</b>	kg/day	1	1	0
<b>CBOD Monthly kg/day-Permit Limit</b>	kg/day	46	46	46
<b>CBOD Effluent Weekly kg/day</b>	kg/day	2	2	1
<b>CBOD Weekly kg/day-Permit Limit</b>	kg/day	70	70	70
<b>CBOD % Removal</b>	%	100%	100%	100%
<b>CBOD % Removal Permit Limit</b>	%	85%	85%	85%
<b>TSS</b>				
<b>TSS Influent</b>	mg/L	205	204	239
<b>TSS Effluent-Monthly</b>	mg/L	<3	<3	1
<b>TSS Effluent Permit Limit</b>	mg/L	30	30	30
<b>TSS Effluent Max Weekly</b>	mg/L	<3	<3	<3
<b>TSS Max weekly - Permit Limit</b>	mg/L	45	45	45
<b>TSS Effluent-Monthly kg/day</b>	kg/day	<3.6	<3.4	1
<b>TSS Monthly kg/day-Permit Limit</b>	kg/day	91	91	91
<b>TSS Effluent Max Weekly kg/day</b>	kg/day	<5.1	<3.6	5
<b>TSS Max weekly kg/day- Permit Limit</b>	kg/day	140	140	140
<b>TSS % Removal</b>	%	99%	99%	99%
<b>TSS % Removal Permit Limit</b>	%	85%	85%	85%
<b>Phosphorus</b>				
<b>Phos Influent</b>	mg/L	4.27	4.72	5.90
<b>Phos Effluent</b>	mg/L	0.60	0.64	0.20
<b>Phos Effluent Permit Limit</b>	mg/L	1	1	1
<b>Phos Effluent Loading</b>	kg/day	0.17	0.21	0.12
<b>Phos Effluent Loading Permit Limit</b>	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	7	8	8
DO Effluent Permit Limit	mg/L	5	6	5
Effluent Flow				
Average Daily	gallons	320,000	283,000	347,000
Maximum Daily	gallons	516,000	323,000	714,000
Total Monthly	gallons	9,917,000	8,216,000	10,752,000
Total Monthly Precipitation	inches	1.47	0.53	1.68
Green Isle Lift Station Total Flow	gallons	1,344,000	1,183,000	1,264,000
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$23,584.00	\$2,768.00	12%	25%
Chemical Budget	\$14,695.00	\$1,860.00	13%	25%
<b>Total</b>	<b>\$38,279.00</b>	<b>\$4,628.00</b>	<b>12%</b>	<b>25%</b>

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
3/1/2024	Green Isle-Lake Erin Generator	30192 WW Arlington, MN	Everything runs good fluids are full	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cyle.(excerise unit every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts. Check battery connections and electrolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on until under load.</li> </ol> See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4
3/1/2024	FAIRGROUND PVC CAPS	30192 WW Arlington, MN	Caps are all on correctly. In good condition	Monthly PM	Inspect Caps
3/1/2024	SANITARY MANHOLES CREEKVIEW LANE	30192 WW Arlington, MN	The sanitary manholes all look like they are in good condition.	Monthly PM	Inspect for Leaks
3/4/2024	Aeration Diffusers	30192 WW Arlington, MN	flexed air with blower 3 times to break up layer in aeration tanks	Monthly PM	<ol style="list-style-type: none"> <li>1. Flexing Diffusers by varing air volume 3 times.</li> <li>2. During normal operation inspect basins for even air flow. Fine bubbles not release of course bubbles in large. See maint instructions sec 11374 Vol 2</li> </ol>
3/4/2024	Blower #2- Roots	30192 WW Arlington, MN	air filter ok oil ok belts ok runs good	Service Equipment	<ol style="list-style-type: none"> <li>1. Check drive belt tensions</li> <li>2. Check air filter</li> <li>3. Change oil every 6000 hours or 2 years. SB220 oil 1800 belt</li> </ol>



3/4/2024	Blower #2- Roots	30192 WW Arlington, MN	oil ok filter ok no issues runs good	Quarterly PM	<ol style="list-style-type: none"> <li>1. Change oil or after every 1500 hours</li> <li>2. Check belts, adjust or replace if necessary</li> <li>3. Check for hot spots or increase in noise or vibration</li> <li>4. Check relief valve for proper operation</li> <li>5. Check monometer for proper operating pressure &amp; fluid</li> </ol> See Maint. man. for lube/oil chart, sec 11373.2.3, vol-2
3/4/2024	HI-E DEHUMIDIFIER	30192 WW Arlington, MN	drains good , filters ok runs good	Monthly PM	INSPECT HOSE FOR PORPER DRAINAGE AND CHECK FOR PROPER OPERATION.
3/4/2024	Dialer	30192 WW Arlington, MN	works calls out	Test alarm dialer	Check dialer for proper operation.
3/4/2024	Gas Detector- Portable	30192 WW Arlington, MN	no issues , calibrated	Calibrate Equipment	<ol style="list-style-type: none"> <li>1. Inspect entire unit.</li> <li>2. Calibrate Unit.</li> </ol> See Maint. man., Sec. 10250.2.C, Vol-1
3/4/2024	7th St. Lift Station Generator	30192 WW Arlington, MN	Fluids are full heater is on working good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cyle. (exercise every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts, check battery connections and electolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on unit under load.</li> </ol> See Maint. man for lube/oil chart & instructions, sec 16200, Vol-4

3/4/2024	Hwy 5 Lift Station Generator	30192 WW Arlington, MN	Everything runs good heater is on fluids are full. No leaks	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cycle.(exercise unit every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts, check battery connections and electolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on unit under load.</li> </ol> <p>See Maint. man for lube/oil chart &amp; instructions, sec 16200, Vol-4</p>
3/4/2024	Brook St. LS Generator	30192 WW Arlington, MN	Everything looks good sounds good. Fluids are all full	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cycle. (exercise unit every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts, check battery connections and electrolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on unit under load.</li> </ol> <p>See Maint. man. for lube/oil chart &amp; instructions, sec. 16200, Vol-4</p>

3/4/2024	Wastewater Plant Generator	30192 WW Arlington, MN	Runs good fluids are full heater does not work belts are in good condition	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant</li> <li>2. Check overall condition on unit.</li> <li>3. Run unit under load for one cycle (exercise unit every other week under load)</li> <li>4. Check over unit for leaks and condition of hoses</li> <li>5. Check battery level, connections and charge</li> <li>6. Keep screens on generator and air passages on air filter clean</li> <li>7. Keep generator set clean and dry.</li> </ol> <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
3/4/2024	Green Isle Main Lift Station	30192 WW Arlington, MN	cleaned floats and transducer no issues, cant check amp draws without proper ppe	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>
3/4/2024	Green Isle Lift Station #2	30192 WW Arlington, MN	cleaned floats amd transducer, no issues, cant do amp draw without proper ppe	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>
3/4/2024	Influent Sampler	30192 WW Arlington, MN	hose fine no issues , needs cooling skid replaced	Monthly PM	<ol style="list-style-type: none"> <li>1. Flush suction line with water and chlorine rinse.</li> <li>2. Check housing for seal failure.</li> </ol> <p>Every other month:</p> <ol style="list-style-type: none"> <li>1. Clean interior and exterior of sampler with sponge and detergent.</li> <li>2. Check pump tube for flexibility.</li> </ol> <p>See Maintl man., Sec. 11630, Vol-3</p>

3/4/2024	Lift Station- 7th Street	30192 WW Arlington, MN	Floats and transducers look good alarms work	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
3/4/2024	Lift Station- Hwy 5	30192 WW Arlington, MN	Inspected and cleaned floats they look good and transducer looks fine alarms work	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
3/4/2024	Lift Station- Brook Street	30192 WW Arlington, MN	Floats are clean transducer looks good alarms work	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
3/4/2024	Ferric Mixer ME-MX-6	30192 WW Arlington, MN	oil ok no issues	Monthly PM	<p>Check oil level in sight glass to mid-point level.</p> <p>Check paddle operation.</p>
3/4/2024	Make-Up Air Unit #1 Influent	30192 WW Arlington, MN	screen clear, currently doesnt work	Quarterly PM	Check screen for obstructions Maint. manual sec. 15800.I, Vol-3
3/4/2024	Make-Up Air Unit #1 Influent	30192 WW Arlington, MN	currently doesnt work	Quarterly PM	Check belt tension on unit. Maint. manual sec 15800, pg 17, Vol-3
3/4/2024	Make-Up Air Unit #2 Boiler Room	30192 WW Arlington, MN	screen is clear, filters ok	Quarterly PM	Check screen for obstructions
3/4/2024	Make-Up Air Unit #2 Boiler Room	30192 WW Arlington, MN	belt ok no issues	Quarterly PM	Check belt tension on unit. Maint. Manual sec. 15800, pg 17, Vol-3
3/4/2024	FIRE EXTINGUISHERS	30192 WW Arlington, MN	Checked all of the fire extinguishers they all look good	Inspection	<p>Inspect, tip upside down bang with rubber hammer, check to see if charged.</p> <p>(WWTP, WTP, Well #2, Well #4)</p> <p>Tools Required: rubber hammer, pen</p>

3/4/2024	Dehumidifer at Water Plant	30192 WT Arlington, MN	all new filters not very old no issues	Monthly PM	Inspect both filters type dp model# mx40 sp2 size 15.75x15.75x2.
3/5/2024	Chlorine Gas Detector	30192 WW Arlington, MN	Works sets off alarm	Test alarm dialer	<ol style="list-style-type: none"> <li>1. Power supply LED and ready LED check</li> <li>2. Alarm circuit check</li> <li>3. Alarm circuit to remote on SCP check</li> <li>4. Malfunction LED off</li> </ol> See Maint. man., Sec 11355, Vol-2
3/5/2024	Effluent Blower #1-Lamson	30192 WW Arlington, MN	Greased runs well , little blow by on valve	Monthly PM	<ol style="list-style-type: none"> <li>1. Check inlet filter headloss indicator &amp; service if necesarry</li> <li>2. Check discharge gauge for typical operating pressure</li> <li>3. Grease blower/exhauster bearings 1 to 2 shots (S2 High Performance Heay Duty grease))</li> </ol> See maint. man. sec. 11373.5.B, Vol-2
3/5/2024	Effluent Blower #2-Lamson	30192 WW Arlington, MN	Greased , runs well belts ok , has some blow by	Monthly PM	<ol style="list-style-type: none"> <li>1. Check inlet filter headloss indicator &amp; service if necesarry</li> <li>2. Check discharge gauge for typical operating pressure</li> <li>3. Grease blower/exhauster bearings 1 to 2 shots (USE S2 High Performance Heavy Duty Grease)</li> </ol> See maint. man. sec. 11373.5.B, Vol-2
3/5/2024	City Hall Generator	30192 WW Arlington, MN	Runs good fluids are full heater is on.	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant</li> <li>2. Check overall conditon of unit.</li> <li>3. Run unit under load for one cycle (excerise generator every other week under load)</li> <li>4. Check over unit for leaks and condition of hoses</li> <li>5. Check battery level , connections and charge</li> <li>6. Keep screens on generator and air passages on air filter</li> <li>7. Keep generator set clean and dry</li> </ol> See Maint. man. for lube/oil charts, sec.16200, Vol-4

3/5/2024	School Lift Station Generator	30192 WW Arlington, MN	Sounds okay fluids are full heater is on leaks a little	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cyle.(exercise every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts, check battery connections and electrolite level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on unit under load.</li> <li>9. Check fuel level, top off if below half full.</li> </ol> <p>See Maint. man. for lube/oil chart and instructions, sec. 16200, Vol-4</p>
3/5/2024	Gravity Thickner	30192 WW Arlington, MN	Out of service	Monthly PM	<ol style="list-style-type: none"> <li>1. Check collection chain, flights, wear slides and guides for visible damage, loose or missing parts.</li> <li>2. Grease all 4 shaft bearings (8 zerts 5-6 shots)</li> <li>3. Check drive chain for tightness and alignment with drive gears and idler gear.</li> </ol> <p>See Maint. man., sec. 11352, pgs 3-4 to 3-8, Vol-2</p>
3/5/2024	OBRIEN HYDROJETTER	30192 WW Arlington, MN	Fluids all full runs good , little oil leak from oil filter	Monthly PM	EXERCISE ENGINE, CHECK BATTERY CABLES AND OIL LEVEL IN ENGINE, HYDRAULIC TANK, AND WATER PUMP.
3/5/2024	OBRIEN HYDROJETTER	30192 WW Arlington, MN	Greased pivot points , chain is ok	Quarterly PM	GREASE HOSE REEL, PIVOT SHAFT BEARINGS. INSPECT ALL HOSES FOR WEAR. INSPECT HOSE REAL DRIVE CHAIN, LUBE AND ADJUST TENSION IF NEEDED.

3/5/2024	RAS Pump #1	30192 WW Arlington, MN	currently in use , greased, runs good no vibrations in pump , motor needs to be rebuilt	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and mainains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks.</li> </ol> See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1
3/5/2024	RAS Pump #1	30192 WW Arlington, MN	greased 5 zerks each two times	Quarterly PM	Grease 2 zerks 2 shots
3/5/2024	RAS Pump #2	30192 WW Arlington, MN	no issues, runs good , currently being used, greased 5 zerks	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and mainains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks.</li> </ol> See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1
3/5/2024	RAS Pump #2	30192 WW Arlington, MN	greased 5 zerks, 2 shots each	Quarterly PM	Grease 2 zerks 2 shots
3/5/2024	RAS Pump #3	30192 WW Arlington, MN	currently being put back togther	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and mainains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks.</li> </ol> See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1
3/5/2024	RAS Pump #3	30192 WW Arlington, MN	greased 5 zerks two shots each	Quarterly PM	Grease 2 zerks 2 shots

3/5/2024	RAS Pump #4	30192 WW Arlington, MN	runs good, currently being used, greased 5 zerks	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and maintains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks.</li> </ol> See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1
3/5/2024	RAS Pump #4	30192 WW Arlington, MN	greased 5 zerks 2 shots each	Quarterly PM	Grease 2 zerks 2 shots
3/5/2024	RAS Pump #5	30192 WW Arlington, MN	greased 5 zerks, runs good, no noises or vibrations	Monthly PM	<ol style="list-style-type: none"> <li>1. Keep interior &amp; exterior of motor clean/dry.</li> <li>2. Check if motor comes quickly up to speed and maintains constant rotation rate &amp; sounds &amp; runs smooth.</li> <li>3. Rotate motr at least 15 revolutions/month.</li> <li>4. Inspect mechanical seals for leaks.</li> </ol> See Maint. man. for lube/oil chart, Sec. 11310.13.1, Vol-1
3/5/2024	RAS Pump #5	30192 WW Arlington, MN	greased 5 zerks	Quarterly PM	Grease 2 zerks 2 shots
3/5/2024	Sludge Thickener Pump	30192 WW Arlington, MN	Oil full greased motor , runs good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil level in gear case of process pump, oil if necessary. ** #30 low ash in pump gearbox **</li> <li>2. Inspect packing.</li> <li>3. Rotate motor &amp; shafts if not used regularly.</li> </ol> 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
3/5/2024	Thickener Supernatant Pump	30192 WW Arlington, MN	Oil ok belts ok , works good , water for seal gets clogged sometimes	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



3/5/2024	Water Plant Generator	30192 WT Arlington, MN	Runs good heater is on fluids are full belts look good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant.</li> <li>2. Check overall condition of unit.</li> <li>3. Run unit under load for one cycle.(exercise unit every other week under load)</li> <li>4. Check over unit for leaks and condition of hoses.</li> <li>5. Check battery level, connections and charge.</li> <li>6. Keep screens on generator and air passages on air filters.</li> <li>7. Keep generator set clean and dry.</li> <li>8. Check fuel level, top off if below half full.</li> </ol> <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>
3/5/2024	Well #2 Generator	30192 WT Arlington, MN	Fluids are full. Runs good. Sounds good. Batteries are good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant.</li> <li>2. Check overall condition of unit.</li> <li>3. Run unit under load for one cycle.(exercise unit every other week under load)</li> <li>4. Check over unit for leaks and conditon of hoses.</li> <li>5. Check battery level, connections and charge.</li> <li>6. Keep screens on generator and air passages on air filter clean.</li> <li>7. Keep generator set clean and dry.</li> </ol> <p>See Maint. man. for lube/oil charts, sec 16200, Vol-4</p>

3/5/2024	Well #4 Generator	30192 WT Arlington, MN	All the belts are good fluids are full sounds good heater is on	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels, check operation of coolant</li> <li>2. Check overall condition of unit.</li> <li>3. Run unit under load for one cycle.(exercise unit every other week under load)</li> <li>4. Check over unit for leaks and conditon of hoses.</li> <li>5. Check battery level, connections and charge.</li> <li>6. Keep screens on generator and air passages on air filter</li> <li>7. Keep generator set clean and dry.</li> </ol> See Maint. man for lube/oil charts, sec 16200, Vol-4
3/5/2024	Pump Motor at Well #2	30192 WT Arlington, MN	Oil level is good no leaks runs good	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and well motor.</li> <li>2. Check packing for any leaking.</li> </ol>
3/6/2024	Grit Cyclone	30192 WW Arlington, MN	no noises or vibrations	Monthly PM	Check washer for unusual noises and excessive vibrations. See Maint. man. for lube/oil chart, sec 11325 , Vol-1
3/6/2024	Grit Pump	30192 WW Arlington, MN	oil ok belts ok packing ok	Monthly PM	Vortex pump: <ol style="list-style-type: none"> <li>1. Check oil level. Use SAE 20 non-detergent oil containing inhibitors.</li> <li>2. Check packing.</li> <li>3. Check belts.</li> </ol> See Maint. man. for lube/oil chart, sec. 11310.4.C, Vol-1
3/6/2024	Grit Trap- Jeta (Grit Seperator)	30192 WW Arlington, MN	greased weekly, runs good oil ok no noises	Monthly PM	*Should be done weekly , write dates in note section* <ol style="list-style-type: none"> <li>1. Grease drive head, 2 zerks on side, with 6 shots each</li> <li>2. Check drive motor gear box oil level</li> </ol> ****Use Mobilgear 630 Oil*** See Maint. man. for oil/lube chart,sec. 11325, pg 1, Vol-1

3/6/2024	Mechanical Bar Screen	30192 WW Arlington, MN	cleaned 3-6-24 greased, oil ok bearings ok seals ok chain ok	Monthly PM	<ol style="list-style-type: none"> <li>1. Aqua-guard: Hose off rotating brush assembly with high pressure water.</li> <li>2. Check rotating brush assembly for movement of proper tightness of bolts and other fasteners.</li> <li>3. Check that rotating brush is properly engaging the elements and check for wear.</li> <li>4. Check for damaged screen filter elements.</li> <li>5. Grease all fittings (7 zerks- 1 shot each).</li> <li>6. Grease brush chain by brushing with gun grease.</li> <li>7. Check all bearings and lock collars for tightness.</li> <li>8. Remove accum. of debris &amp; residue from all mechanisms.</li> <li>9. Check operation of float switches.</li> <li>10. Check condition of oil in gear reducer and change if needed.</li> <li>11. Check Neopreme side seals for wear and correct sealing.</li> </ol> <p>See Maint. man. for lube/oil chart, sec. 11330, Vol-1</p>
3/6/2024	Screenings Dewatering Press	30192 WW Arlington, MN	cleaned 3-6-24 brushes ok, bearings ok, cleaned drain, oil ok	Monthly PM	<p>Daily:</p> <ol style="list-style-type: none"> <li>1. General visual inspection</li> <li>2. Rinse accumulated solids off of exterior surfaces</li> </ol> <p>Weekly:</p> <ol style="list-style-type: none"> <li>1. Inspect and flush drain housing</li> <li>2. Inspect motor</li> <li>3. Clean brush with water</li> </ol> <p>Monthly:</p> <ol style="list-style-type: none"> <li>1. Inspect brush and wear bars</li> <li>2. Check gearmotor oil level</li> <li>3. Inspect drain lines</li> <li>4. Inspect shaft seal gland</li> </ol>

3/6/2024	Northland Drying Lift station	30192 WW Arlington, MN	no issues pumped down floats ok could use some dirt work around pit	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
3/7/2024	Clarifier #2	30192 WW Arlington, MN	oil ok greased works good no issues, in service 3-7-24	Monthly PM	<ol style="list-style-type: none"> <li>1. Wash and clean scum box, walls, wiers and center mech.</li> <li>2. Check oil level in all drive units.</li> <li>3. If equipment is not used daily, run 5 minutes to oil.</li> <li>4. Grease worm gear bearing (2 shots) 1 zerk (2 shots every 10' to 12' of rotation)</li> <li>5. Clean all air vents.</li> </ol> <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>
3/7/2024	Effluent Sampler	30192 WW Arlington, MN	lines ok no issues, clean	Monthly PM	<ol style="list-style-type: none"> <li>1. Flush suction lines with chlorine rinse if needed</li> <li>2. Check housing for seal failure</li> </ol> <p>See Maint. man. sec. 11630, Vol-3</p>
3/7/2024	Air Compressor	30192 WT Arlington, MN	Oil good on both and both filters are clean and belts are good	Monthly PM	Check oil and overall performance. Use Mobil DTE-24 oil.
3/7/2024	Booster Pump	30192 WT Arlington, MN	Good oresssure no issues	Monthly PM	Check for proper operation (screen and pressure)
3/7/2024	Backwash Blower	30192 WT Arlington, MN	Belts and filter look good	Monthly PM	Check air filters and belts.
3/7/2024	Forced Air Furnance at WTP	30192 WT Arlington, MN	Upgraded to big make up air unit	Annual PM	Check all three filters and replace as needed.
3/7/2024	High Service Pump #1 (P-PW-1)	30192 WT Arlington, MN	Packing ok, greased with food grease	Monthly PM	Inspect packing for High Service Pump.
3/7/2024	High Service Pump #2 (P-PW-2)	30192 WT Arlington, MN	Packing ok , greased with food grade grease	Monthly PM	Inspect packing for High Service Pump.
3/8/2024	Effluent Sampler	30192 WW Arlington, MN	clean, hose isnt broke, still very firm	Quarterly PM	<ol style="list-style-type: none"> <li>1. Clean interior and exterior of sampler with sponge and detergent.</li> <li>2. Check pump tube for flexibility.</li> </ol>

3/8/2024	Hoist- Saturn	30192 WW Arlington, MN	oil ok, used 2-3 times a year , cable ok no adjustment needed	Service Equipment	<ol style="list-style-type: none"> <li>1. Change oil in worm gear speed reducer yearly.</li> <li>2. Check to see that oil level is up to plug at all times.</li> <li>3. Blow dust from brake and disc and check adjustment.</li> <li>4. Examine load cable and lubricate with 600-W.</li> </ol> <p>See Maint. man. for lube/oil chart, Sec. 14300, Vol-3</p>
3/8/2024	Screw Lift Pump #1	30192 WW Arlington, MN	Belts are good. Oil is good. Greased	Monthly PM	<ol style="list-style-type: none"> <li>1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing.</li> <li>2. Grease top bearing (2 zerks- 2 shots) top zerk first.</li> <li>3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump.</li> </ol> <p>See Maint. man. Vol-1 sec. 11310</p>
3/8/2024	Screw Lift Pump #2	30192 WW Arlington, MN	Greased, oil was good belts were good	Monthly PM	<ol style="list-style-type: none"> <li>1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing.</li> <li>2. Grease top bearing (2 zerks- 2 shots) top zerk first.</li> <li>3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump.</li> </ol> <p>See Maint. man. Vol-1 sec. 11310</p>
3/8/2024	Screw Lift Pump #3	30192 WW Arlington, MN	Greased and oil looks good belts look in good condition	Monthly PM	<ol style="list-style-type: none"> <li>1. Fill reservoir with grease if low, check to see if grease is dropping indicating grease is going to bearing.</li> <li>2. Grease top bearing (2 zerks- 2 shots) top zerk first.</li> <li>3. Check oil level in gear reducer on screw pump and in gear reducer on grease pump.</li> </ol> <p>See Maint. man. Vol-1 sec. 11310</p>

3/13/2024	Green Isle Generator Main Lift	30192 WW Arlington, MN	not working looking to get replaced	Monthly PM	<ol style="list-style-type: none"> <li>1. Check oil and water levels. Check overall condition.</li> <li>2. Check air filter and radiator air passages.</li> <li>3. Check fuel tank level.</li> <li>4. Run unit under load for one cycle.(exercise unit every other week under load)</li> <li>5. Check condition of air filter.</li> <li>6. Check condition and wear of belts. Check battery connections and electrolyte level.</li> <li>7. Check and clean screens on generator set.</li> <li>8. Check voltage and amperage on until under load.</li> </ol> <p>See Maint. Man. for lube/oil chart and instructions, sec 16200, vol-4</p>
3/13/2024	Lift Station- 7th Street	30192 WW Arlington, MN	quality flow does the amp draws	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
3/13/2024	Lift Station- Hwy 5	30192 WW Arlington, MN	quality flow does the amp draws	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
3/13/2024	Lift Station- School	30192 WW Arlington, MN	transducer and floats cleaned everything okay	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
3/13/2024	Lift Station- School	30192 WW Arlington, MN	quality flow does the amp draws	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
3/13/2024	Lift Station- Brook Street	30192 WW Arlington, MN	quality flow has done amp flows	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED

3/14/2024	Clarifier #1	30192 WW Arlington, MN	washed weirs , greased, ventilation fan doesnt work, recepticle cover is missing, clean	Monthly PM	<ol style="list-style-type: none"> <li>1. Wash and clean scum box, walls, wiers and center mech.</li> <li>2. Check oil level in all drive units.</li> <li>3. If equipment is not used daily, run 5 minutes to oil.</li> <li>4. Grease worm gear bearing 2 shots 1 zerk (2 shots every 10' to 12' of rotation)</li> <li>5. Clean all air vents.</li> </ol> <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>
3/14/2024	Clarifier #3	30192 WW Arlington, MN	washed walls and weir plates , no issues , cleaned and greased	Monthly PM	<ol style="list-style-type: none"> <li>1. Wash and clean scum box, walls, wiers and center mech.</li> <li>2. Check oil level in all drive units.</li> <li>3. If equipment is not used daily, run 5 minutes to oil.</li> <li>4. Grease worm gear bearing (2 shots) 1 zerk (2 shots every 10' to 12' of rotation)</li> <li>5. Clean all air vents.</li> </ol> <p>See Maint. man. for lube/oil chart, Sec 11350, Vol-2</p>
3/19/2024	Backflow Preventer	30192 WW Arlington, MN	back flow preventer was disassembled, cleaned and put back together about 6 months ago	Annual PM	<p>Inspect preventer for discharge from relief valve and need for cleaning/repairs.</p> <p>See maint. man. Sec 15100, vol-3</p>
3/19/2024	Backflow Preventer Meth. Boile	30192 WW Arlington, MN	backflow preventer needs to be rebuilt. currently used manually to fill tank on heater when needed	Annual PM	<p>Inspect preventer for discharge for relief valve and need for cleaning, repairs.</p> <p>See Maint. Man. Sec 15100, Vol-3</p>
3/19/2024	Blower #3- Roots	30192 WW Arlington, MN	blower currently not in use needs new drive	Service Equipment	<ol style="list-style-type: none"> <li>1. Grease bearings (2 zerk, 6 shots) NLGI #2 Petroleum base high temp</li> <li>2. Check breather hole by greased bearings ends for plugging</li> <li>3. Check gear box oil level &amp; add if necessary- Synthetic 220 oil</li> </ol> <p>See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2</p>

3/19/2024	Blower #3- Roots	30192 WW Arlington, MN	blower currently not in use needs new drive	Quarterly PM	<ol style="list-style-type: none"> <li>1. Change oil or after every 1500 hours</li> <li>2. Check belts, adjust or replace if necessary</li> <li>3. Check for hot spots or increase in noise or vibration</li> <li>4. Check relief valve for proper operation</li> <li>5. Check monometer for proper operating pressure &amp; fluid</li> </ol> See Maint. man. for lube/oil chart, sec 11373.2.3, vol-2
3/19/2024	Knight heating Gas Boiler	30192 WW Arlington, MN	inspected all components of the boiler. all is working good.	Monthly PM	<ol style="list-style-type: none"> <li>1. Check boiler water level in glass guage</li> <li>2. Check fresh air vents for obstructions</li> <li>3. Oil blower motor bearing</li> <li>4. Inspect/clean flame detector and veiwing window if necessary</li> <li>5. Check limit and operating controls</li> <li>6. Check operation of flame safeguard</li> </ol> See maint. man. for lube/oil chart, sec 15700, Vol-3
3/19/2024	Backflow Preventer	30192 WT Arlington, MN	back flow preventer was replaced 6 months ago	Annual PM	Inspect preventer for discharge from relief valve and need for cleaning repairs. See Maint. Man. Sec 15100, Vol-3
3/21/2024	Blower #1- Roots	30192 WW Arlington, MN	ran blower for about 20 minutes	Service Equipment	<ol style="list-style-type: none"> <li>1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petrolium base high temp</li> <li>2. Check breather hole by greased bearings ends for plugging</li> <li>3. Check gear box oil level &amp; add if necessary- 220 Synthetic</li> </ol> See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2



3/21/2024	Blower #1- Roots	30192 WW Arlington, MN	ran blower for about 20 minutes	Quarterly PM	<ol style="list-style-type: none"> <li>1. Change oil or after every 1500 hours</li> <li>2. Check belts, adjust or replace if necessary</li> <li>3. Check for hot spots or increase in noise or vibration</li> <li>4. Check relief valve for proper operation</li> <li>5. Check monometer for proper operating pressure &amp; fluid</li> </ol> See Maint. man. for lube/oil chart, sec 11373.2.3, vol-2
3/21/2024	Blower #6- Roots	30192 WW Arlington, MN	ran blower for 20 minutes	Service Equipment	<ol style="list-style-type: none"> <li>1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp</li> <li>2. Check breather hole by greased bearings ends for plugging</li> <li>3. Check gear box oil level &amp; add if necessary- Chevron 220</li> </ol> See Maint. man. for lube/oil charts, sec 11372.2.3, vol-2
3/21/2024	Blower #7- Roots	30192 WW Arlington, MN	ran blower for 20 minutes	Service Equipment	<ol style="list-style-type: none"> <li>1. Grease bearings (2 zerks, 6 shots) NLGI #2 Petroleum base high temp</li> <li>2. Check breather hole by greased bearings ends for plugging</li> <li>3. Check gear box oil level &amp; add if necessary- Chevron 220</li> </ol> See Maint. man. for lube/oil charts, sec 11373.2.3, vol-2
3/21/2024	Chlorination/Dechlor Equipment	30192 WW Arlington, MN	all equipment is ready for use	Monthly PM	<ol style="list-style-type: none"> <li>1. Inspect flash mixer for normal operation March through October</li> <li>2. Inspect and clean ejector screens</li> </ol> Maint. man. sec 11354, Vol-2
3/21/2024	Chlorination/Dechlor Equipment	30192 WW Arlington, MN	all equipment is working and read for use	Inspection	<ol style="list-style-type: none"> <li>1. Remove from winter storage and install chlor-dechlor and booster pump period beginning March 1.</li> <li>2. Inspect and clean ejectors, regulators.</li> <li>3. Check cylinder scales for damage, acuracy and condition.</li> <li>4. Inspect and clean ejector screens.</li> </ol> See Maint. man. for lube/oil check, Sec. 11354, Vol-2