

**Carlton City Council**  
**AGENDA**  
**Wednesday, November 14, 2018**

- 1.00 Call to Order & Pledge of Allegiance 6:00pm
- 2.00 Roll Call – Agenda Additions/ Deletions
- 3.00 Approve Agenda – *Council members may add items to the agenda for discussion purposes or staff direction.*
- 4.00 Consent Agenda – *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
  - 4.01 Approval of the Minutes: Regular Meeting, October 10, 2018; Special Meetings: October 4, 2018, October 24, 2018; Public Information Meeting, October 24, 2018
  - 4.02 Approval of Bills: Exhibit A dated November 14, 2018 in the amount of \$152,100.12.
  - 4.03 Approval of Bills: Exhibit B: To be presented on November 14, 2018
  - 4.04 Approval of Check Numbers: 32198 – 32272
  - 4.05 Review and Approval of Petty Cash
  - 4.06 Charitable Gambling Report
  - 4.07 Frandsen Bank and Trust Credit Card Statement
  - 4.08 Status of City Funds
- 5.00 Presentations & Guests – *Individuals may address the Council about any item not contained on the regular agenda. A maximum of 10 minutes is allotted for the Forum. If the full 10 minutes are not needed for the Forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the Forum, with the exception of referral to staff or Committee for future report*
- 6.00 Public Hearings/Planning Commission Meeting
- 7.00 Petitions, Communications & Correspondence
  - 7.01 Thank you from Carlton Community Education – Mother/Son Gala
  - 7.02 Thank you from Inter-Faith Care Center
  - 7.03 Thank you from North Country Ride
  - 7.04 Donation Request – Carlton VFW Auxiliary – Christmas Baskets
  - 7.05 Resident Letter
  - 7.06 Arrowhead Regional Development Commission
- 8.00 Ordinances; Resolutions and Policies
  - 8.01 Resolution 2018-28 - Resolution Authorizing Change Orders
  - 8.02 Resolution 2018-29 – Authorizing New Member in Regional Safety Group
  - 8.03 Resolution 2018-31 – Resolution Authorizing the Issuance and Sale of a \$2,175,099 General Obligation Revenue Note, Series 2018A and Providing for its Payment.
  - 8.04 Resolution 2018-32 – A Resolution Certifying Unpaid Charges
  - 8.05 Resolution 2018-33 – A Resolution accepting a Donation to the Carlton Area Library

9.00 General Business  
PROJECT UPDATES

- 9.01 Joint Powers Board - Project Update
  - 9.01.1 MBI Pay Application
  - 9.01.2 Donohue Invoice 13233-18

9.02 Fire Department Expansion

UNFINISHED BUSINESS

- 9.03 Thomson Bell and Historical Plaque
- 9.04 Budget
- 9.05 1% Voluntary Tax
- 9.06 Board of Appeal and Equalization Training

NEW BUSINESS

- 9.07 Paul Vernon – TIF Discussion
- 9.08 Third Quarter Ambulance Write-Offs
- 9.09 Hinkley Ad
- 9.10 City of Carlton/Carlton Amateur Hockey Association Cooperative Service Agreement
- 9.11 Hiring of Eric Rish
- 9.12 Contract with TransMedic for Ambulance Billing Services
- 9.13 Renewal of Liquor Licenses
- 9.14 Split HRA monies with Deferred Comp
- 9.15 Aquaponics Facility
- 9.16 Increase in Water Rates effective 1/1/2019
- 9.17 Memorandum of Understanding

10.00 Staff and Committee Reports & Recommendations

- 10.01 City Clerk Report
- 10.02 Fire Chief Report
- 10.03 Public Works Report
- 10.04 Library Director Report
- 10.05 Council Member Report
- 10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

- 12.01 Truth-in-Taxation Meeting – December 12, 2018 @ 6:00pm
- 12.02 Regular Council Meeting – December 12, 2018 @ 6:00pm
- 12.03 Winterfest – February 9, 2019
- 12.04 Toy Drive and Library Basket Raffle

13.00 Adjournment

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, October 10, 2018**

**1.00 Call to Order & Pledge of Allegiance**

Mayor Bureau called the meeting to order, the time being 6:00 pm.

**2.00 Roll Call – Agenda Additions/ Deletions**

*Council Present:* Mayor K Bureau; Councilors: H. MacDonald, R. Jorgenson, B. Bodie, A. Gustafson

*Council Absent:*

*Staff Present:* Public Works Superintendent, D Wolf; Deputy Clerk, J. Johnson

*Others Present:* Dawn Browne

**3.00 Approve Agenda – Council members may add items to the agenda for discussion purposes or staff direction.**

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Agenda with the following deletion - 9.11 Personnel Policy Update (duplicate); Additions: 9.13 Recreation and Fitness Voluntary Tax, 9.14 Shared Employee, 7.02 Donation Request – Carlton High School Baseball Turkey Bingo, 7.02 Carlton Area Hockey Association (CAHA) – Open Skate. The motion passed unanimously.

**4.00 Consent Agenda – These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.**

**4.01 Approval of the Minutes:** Regular Meeting, September 12, 2018, Special Meeting, September 27, 2015

**4.02 Approval of Bills:** Exhibit A dated October 10, 2018 in the amount of \$72,223.17.

**4.03 Approval of Bills:** Exhibit B dated October 10, 2018 in the amount of \$48,038.20 presented at the meeting.

**4.04 Approval of Check Numbers – 32130 (August 2018) 32131-32197.**

**4.05 Review and Approval of Petty Cash**

**4.06 Charitable Gambling Report**

**4.07 Frandsen Bank and Trust Credit Card Statement**

**4.08 Status of City Funds**

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve the Consent Agenda as presented. The motion passed unanimously.

**5.00 Presentations & Guests – Individuals may address the Council about any item not contained on the regular agenda. A maximum of 10 minutes is allotted for the Forum. If the full 10 minutes are not needed for the Forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the Forum, with the exception of referral to staff or Committee for future report.**

**6.00 Public Hearings**

**7.00 Petitions, Communications & Correspondence**

**7.01 Donation Request – Carlton Community Education – Mother/Son Gala**

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve a donation of \$500.00 from the Charitable Gambling fund to Carlton Community Education. The motion passed unanimously

**7.02 Donation Request – Carlton High School Baseball – Turkey Bingo**

A Motion was made by Councilor Bodie and seconded by Councilor Gustafson to approve a donation of \$200.00 from the Charitable Gambling fund to Carlton High School Baseball. The motion passed unanimously.

**7.03 Donation Request – Carlton Area Hockey Association (CAHA) – 2019 Open Skate**

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve a donation of \$4,000.00 from the Charitable Gambling fund to CAHA. The motion passed unanimously

**8.00 Ordinances; Resolutions and Policies**

**8.01 Resolution 2018-27 Accepting Grants and Donations to the City**

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve acceptance of a \$450.00 donation from the Friends of the Library for computer replacement and book purchase. The motion passed unanimously.

**Roll Call**

B. Bodie	Aye
R. Jorgenson	Aye
H. MacDonald	Aye
A. Gustafson	Aye
K. Bureau	Aye

**8.02 Personnel Policy Update**

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the Compensation Update to the Personnel Policy. The update will compensate employees who received licensures and certifications which further job skills. The motion passed unanimously.

**9.00 General Business**

**PROJECT UPDATES**

**9.01 Joint Powers Board (JPB)**

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to authorize Mayor Bureau to approve a Notice of Award to Municipal Builders Incorporated (MBI), sign a contract agreement with MBI and to issue a notice to proceed on October 11, 2018 for the construction of the Water Treatment Plant. The motion passed unanimously.

A Motion was made by Councilor Bodie and seconded by Councilor Gustafson to approve the payment of Donohue Invoice 13233-17 upon receiving a more detailed invoice. The motion passed unanimously.

**9.02 Fire Department Expansion**

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to pay D&B Trucking and Excavating Invoice 1082 in the amount of \$36,000.00. The motion passed unanimously.

**UNFINISHED BUSINESS**

**9.03 Thomson Bell and Historical Plaque**

Councilor Gustafson has prepared a letter to be sent to the Department of Natural Resources (DNR) outlining what the City would like to construct in order to display the Thomson Bell. Examples of the structure will be included with the letter.

**9.04 Budget**

**9.05 Employee Reviews**

Mayor Bureau will conduct employee reviews after she has compiled all comments provided by the Council.

**NEW BUSINESS**

**9.06 Cancellation of Verizon Lease**

Verizon will be cancelling the water tower lease effective October 31, 2018.

**9.07 Approve Fire Department Officers**

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve Brent Bodie as 2<sup>nd</sup> Chief; Brian Schubitzke and Travis Saari as Captains. The motion passed unanimously with Councilor Bodie Abstaining.

**9.08 Public Information Meeting for Water Treatment Plant**

A Public Information Meeting for the Water Treatment Plant was schedule for October 24, 2018 at 7:00pm

**9.09 121 Vermillion Street – Sidewalk Replacement**

Council directed staff to send a letter to the owners of property located at 121 Vermillion Street in regards to sidewalk repair.

**9.10 Snow Pusher Quote**

Quote was withdrawn.

~~**9.11 Personnel Policy Update**~~

**9.12 Board of Appeal and Equalization Training**

Clerk Conway informed the Council someone would need to take the training.

**9.13 Increase Hours for Deputy Clerk (30 hours to 32 hours – prorate benefits)**

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to increase the Deputy Clerk hours to 40 per week. The motion passed unanimously.

**9.14 Shared Employee with Carlton Area Hockey Association (CAHA)/Four Seasons Sports Complex**

City Council is on board to hire a part time employee to be shared with CAHA. An advertisement will be run in the Pine Journal.

**10.00 Staff and Committee Reports & Recommendations**

**10.01 City Clerk Report**

Items worked on in September

- o Agenda Packets/Meeting Minutes
- o Bank deposits and bank reconciliation
- o Work with PFA on funding
- o Liquor License Renewals
- o Coastal Grant Administration Training
- o Update Website
- o Budgets
- o Gather information on Fair Labor Standards and American Steel Compliance
- o Send Mayor Recruitment Letters
- o Address for new water treatment plant and property on Hillside Drive
- o Search records room for documents

- o Policy Updates
- o Revenue Recapture

Jodie

- Payroll
- Accounts Payable/Account Receivable
- Bank Deposit
- Water billing and payments
- Submit Ambulance Runs
- Invoice Coding
- Door hangers/disconnects
- Exhibit

Carol Conway  
Clerk/Treasurer

### 10.02 Fire Chief Report

Firehall expansion meetings – met in sept, discussed next step. Meeting with ARI in October to break down prices and get garage proposal for quote purposes.

Recruitment – working on community members. 2 new members

Zuercher CAD (computer-aid dispatch) – training complete, sent agreement to Carlton County, signed quote, waiting for next step. Going to use old computers first to see how they work.

Hope to install new tank/box combo on Rescue 1 – being built-installing this month.

House next door down, Gravel driveway is in. hope to blacktop this month. So far so good.

Ladder testing in October 11th

Met with Emergency management, Wrenshall and Esko about regional grant thought FEMA. Carlton does not qualify but we are applying for individual grant for wildland gear and gear extractor (washer)

Met with Central Lakes College to talk training opportunities – plan on using next year with joint trainings.

EMR class started this fall – completed October 8th

### Call Volume for as of September 30, 2018

#### Call by Type

Medical: 479

False Alarm: 33

Hazardous Condition: 15

Rescue: 2

Vehicle Accident w/out extrication: 25

Vehicle Extrication: 5

Vehicle Fires: 9

Vegetation Fires: 13

Working Structure Fire: 12

Service Call: 4

Transport: 33

Lift Assist: 25

Chimney Fires: 0

Other: 2

**Total # of Runs 657**

Respectfully Derek Wolf – Fire Chief

### 10.03 Public Works Report

- Worked with Donohue water project
  - o Funding
  - o Accept bids
  - o Submittals
  - o Met with township to talk numbers
- Water samples Wrenshall – Chlorine pump failure
- Mowing, city, cemetery, disc golf
- Sewer cleaning week of October 8<sup>th</sup>
- Dalles Ave lift station rebuild October 10<sup>th</sup>
- Ordering lights and center council for new truck (waiting on council)
- City hall tuck pointing project – complete – turned out good
- City hall sidewalk replacement – Compete – turned out good
- Remove old piping and electrical in boiler room – fixing water leaks now

- Hydrant painting
- Out house prep – week of 15<sup>th</sup>
- Power outage
- Carlton clean up October 22<sup>nd</sup> week
- Water main replacement hopefully October 29<sup>th</sup> week
- Pre-Con meeting for water plant oct 11<sup>th</sup>
- School Board meeting 15<sup>th</sup> to update on WTP
- Moving stuff into storage garage
- Office, update policies

*Respectfully,*  
*Derek Wolf*  
Public Works Superintendent

**10.04 Library Director Report**

- Council meeting
- Hired as Library Director
- FOL meeting
- Sent out No Bake Bake Sale fundraiser mailers
- Purchased and installed antivirus on all computers
- Delivered book marks to Carlton and Wrenshall schools
- 321 Art Studio: Arthur Zar’s Amazing Zebras – 5 children, 3 adults
- Planned process for hiring Library Aide
- Held interviews for Library Aide
- Hired Library Aide
- Started training Library Aide

Cathy worked on:

- Learning Library Aide position

Bethany Leseman  
Library Director

**10.05 Council Member Report**

Councilor Jorgenson would like to get a tour of the Chemstar Facility. She also would like to visit with the Carlton County EDA to see if they could help revitalize the downtown area.

Councilor Gustafson requested an update on recycling can for the City and requested new garbage and recycling cans be put at Hidden View Park.

**10.06 Mayor Report**

**11.00 RECAP ACTION ITEMS**

**12.00 UPCOMING MEETINGS AND EVENTS**

- 12.01 Regular Council Meeting – November 14, 2018 @ 6:00pm
- 12.02 Truth-in-Taxation Meeting – December 12, 2018 @ 6:00pm
- 12.03 Regular Council Meeting – December 12, 2018 @ 6:00pm

**13.00 Adjournment**

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:08 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer

**Carlton City Council  
Special Meeting  
Thursday, October 4, 2018**

**1.00 Call to Order**

Mayor Bureau called the meeting to order at 4:15 pm.

**2.00 Roll Call**

*Council Present: Mayor Bureau, Councilmembers: A. Gustafson, B. Bodie,*

*Council Absent: H. MacDonald, R. Jorgenson*

*Staff Present: Clerk Conway*

**3.00 New Business**

**3.01 Approval of a Contract for Fair Labor Standards Compliance**

A Motion was made by Councilor Gustafson and seconded by Councilor Bodie to approve the proposal submitted by MSA to administer compliance reporting of the Fair Labor Standards Act for the Water Treatment Plant and Infrastructure Updates Project. The motion passed unanimously.

**4.00 Adjournment**

A Motion was made by Councilor Gustafson and seconded by Councilor Bodie to adjourn the Special Meeting, the time being 4:17 pm. The motion passed unanimously.

Respectfully Submitted:

Carol Conway - Clerk/Treasurer

**Carlton City Council  
Special Meeting  
Wednesday, October 24, 2018**

**1.00 Call to Order**

Mayor Bureau called the meeting to order at 6:10 pm.

**2.00 Roll Call**

*Council Present: Mayor Bureau, Councilmembers: R. Jorgenson, B. Bodie,*

*Council Absent: H. MacDonald, A. Gustafson*

*Staff Present: Clerk Conway, Public Works Superintendent Wolf*

**3.00 New Business**

**3.01 Invoice from Cloquet Constructor**

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve invoice # 147 in the amount of \$17,020.00. The motion passed unanimously.

**3.02 Donohue Invoice - Resubmittal**

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve resubmitted invoice #13233-17 in the amount of \$5,800. The motion passed unanimously.

**3.02 Budget Items**

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve Ordinance No. 205 increasing the Mayor wage to \$450.00 per month and Council wages to \$300.00. Mileage incurred will attending meetings, not taking place at City Hall, to be reimbursed at the rate approved by the United States Internal Revenue Service. The motion passed unanimously.

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve employee medical insurance through the Public Employees Insurance Program (PEIP). The motion passed unanimously.

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve a two dollar (\$2.00) per hour performance raise for the Public Works Full Time Maintenance Employee and the Deputy City Clerk. The motion passed unanimously.

**4.00 Adjournment**

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to adjourn the Special Meeting, the time being 6:33 pm. The motion passed unanimously.

Respectfully Submitted:

Carol Conway - Clerk/Treasurer

**Carlton City Council**  
**Public Information Meeting**  
**Wednesday, October 24, 2018**

**1.00 Call to Order**

Mayor Bureau called the meeting to order at 7:00 pm.

**2.00 Roll Call**

*Council Present: Mayor Bureau, Councilmembers: B. Bodie, H. MacDonald, A. Gustafson*

*Council Absent: R. Jorgenson*

*Staff Present: Clerk Conway, Public Works Superintendent Wolf*

*Others Present: LeAnn Theisen, Gordon Davis, Lillian Davis, Julie and Jerry Atkinson,  
Mary Laitinen, Melissa Brown, Norm Johnson, Chuck and Candy Kramer*

The purpose of the meeting was to update the residents on the Water Treatment Plant and Infrastructure Upgrades Project.

Mayor Bureau informed the residents of the funding received from the Public Facilities Authority (PFA) for the project. The City received a grant of \$3,697,782.00 and a low interest loan (1%) of \$2,175,099. The loan is a 30-year term. This was the best time to finance this project because the median household income for the City of Carlton will be rising and that will substantially decrease the eligible amount of grant dollars and it could result in a higher interest rate.

Public Works Superintendent provided information on the construction of the water treatment plant, the new Well and the infrastructure upgrades that will take place within City limits. An exterior rendering of the water treatment plant and a sample piece of finished concrete was shown to the residents.

Questions from the audience:

- Will a pressure reducer be needed for residence living near the water treatment plant? No
- Will Lindberg Drive be re-done as part of the project? No
- Will water be out of service at any time during the project? The water may need to be turned off when new water connections are being made.
- Will residents in the area need to be concerned about their power being drained (brown outs) due to the location of the water treatment plant? No
- Who will be paying for the water line going down Highway 210? Twin Lakes Township

Clerk Conway talked about how the City is going to repay the PFA loan. Revenue will be generated through the sale of water to Twin Lakes Township and there will be an increase in water rates effective January 1, 2019. The increase will be based on usage: 0-5,000 gallons - \$1.00 increase per 1,000 gallons; 5,001 - 20,000 gallons - \$1.25 increase per thousand gallons; 20,001 and up - \$1.50 increase per thousand gallons.

Respectfully Submitted:

Carol Conway  
Clerk/Treasurer

Exhibit A - Bills to be presented to City Council on November 14, 2018

<b>PAY PERIOD: October 7-20, 2018 - PAY DAY: October 26, 2018</b>		
Regular	Direct Deposit Total	\$8,655.87
Regular	Check Total	\$118.67
<b>PAY PERIOD: October 21 - November 3, 2018 - PAY DAY: November 9, 2018</b>		
Regular	Direct Deposit Total	\$10,862.32
Regular	Check Total	\$260.82
Cell Phone Reimbursement	CC & JS	\$80.00
<b>INCENTIVE CHECKS: November 1, 2017 - October 31, 2018 - PAY DATE: November 15, 2018</b>		
Paid on Call	Direct Deposit Total	\$27,527.00
Paid on Call	Check Total	\$2,065.00
<b>PAID ON CALL: October 2018 - PAY DATE: November 15, 2018</b>		
Paid on Call	Direct Deposit Total	\$15,658.25
Paid on Call	Check Total	\$0.00
<b>BILLS PAID October 15, 2018</b>		
Baker & Taylor	2018 Bestsellers	\$41.58
Banyon Data Systems	Payroll & Fund Yearly Support	\$1,590.00
Carlton Community Education	Mother/Son Gala Donation	\$500.00
Carlton HS Basketball	Turkey Bingo donation	\$200.00
D&B Trucking & Excavating	8 foot snow pusher	\$1,500.00
MN Power	Citywide service Sept 2018	\$3,666.29
Northern Safety Technology	accessories for new truck	\$379.38
Raiter Clinic	random screenings DW, AB, RB	\$105.00
Rudy, Gassert, Yetka, Prichett	General representation July - September 2018	\$743.75
Shamrock Landfill	landfill services Fire Hall	\$64.95
Stryker	equipment maintenance	\$1,222.84
Toshiba Financial	contractual service - copies lease	\$120.70
<b>BILLS PAID October 29, 2018</b>		
Woodlands National Bank	Loan repayment	\$1,053.78
<b>BILLS PAID October 31, 2018</b>		
Cardmember Service	9/15 to 10/15 charges	\$1,094.95
Cloquet Constructors	sidewalk replacement	\$17,020.00
CW Technology	Service Agreement	\$658.00
Expert T	Sept 2018 monthly billing fee	\$1,282.50
Goodin Company	2 STD Galv Mall SQ Hd Cored Plug	\$21.24
Hawkins	operating supplies	\$198.98
Henry Schein	medical supplies	\$336.40
Leseman, Beth	reimbursement for purchase at Walmart - operating supplies	\$12.17
MediaCom	citywide service	\$469.49
Medica	Medical insurance premium	\$1,260.39
MN Life	Life insurance premium	\$10.00
MN Pump Works	Service agreement & work on Thomson lift station	\$6,392.42
MN State Fire Chiefs Assn.	Conference passes - LS & HF	\$350.00
Northland Auto Parts	vehicle maintenance	\$9.21
Pack & Mail	postage	37.50
Rudy, Gassert, Yetka, Prichett	Criminal Prosecutions - Sept 2018	\$568.75
Verizon	Citywide service Sept 2018	\$238.22
Zuercher	mobile software	5,346.00

Exhibit A - Bills to be presented to City Council on November 14, 2018

<b>BILLS TO BE PAID November 15, 2018</b>		
American Test Center	Annual inspection 610	\$980.00
Arrowhead Springs	water at Fire Hall	\$24.00
Baker & Taylor	2018 Bestsellers	\$65.51
Carlton Area Hockey Assn	Annual Levied Amount	\$5,000.00
Carlton Area Hockey Assn	Open Skate	\$4,000.00
Carlton Fire Relief	Annual Levied Funds	\$2,500.00
Carlton Zoning & Environmen	waste disposal	\$18.00
Choice Financial	2 months HAS Funding - Nov-Dec 2018 - DW, JS, RR	\$1,324.95
Emergency Resources Inc	CPR refresher JM	\$45.00
Fire & Industrial Sales	extinguisher inspections	\$263.00
Forum Communications	Legal Posting Ordinance 205	\$102.00
Four Star Construction	work on handicap door	\$1,192.65
Gopher State One Call	October locates	\$27.00
Henry Schein	medical supplies	\$68.59
Hunt Electric	wiring for heater & handicap door	\$1,478.04
JobsHQ	Ad for shared position CAHA	\$183.14
Kwik Trip	October 2018 fuel	\$1,434.11
League of MN Cities	Acrobat Professional DC	\$77.00
Maney International	parts for vehicle maintenance	\$31.66
MedTox Labs	random screenings - DW, RB, AB	\$205.40
Mike's Repair	vehicle maintenance 601 & 609	\$285.00
MN Energy	October 2018 citywide service	\$807.81
MN Pollution Control Agency	Certification fee Class SD test - JS	\$45.00
MN State Fire Dept. Assoc.	2019 MSFDA Membership dues	\$187.00
MSA	I&I ordinance update	\$516.08
NAPA	vehicle maintenance	\$576.64
Northern Business Products	toner for printer	\$64.99
Northland Auto	vehicle maintenance	\$60.32
Northland Veba	2 months HRA Funding - Nov-Dec 2018 - CC & JJ	\$883.30
Pace Analytical	testing for well 5	\$102.50
Pack & Mail	postage to Northern Safety Technologies	\$37.50
Praxair	Cylinder rent & hazardous material charge	\$174.32
PrintCorp, Inc	refund for overpayment on final water/sewer bill	1.08
RCB	collection costs Oct 2018	\$622.88
Schelonka, Lee	MSFCA conference parking & lunch	\$34.42
SignPro	door logos & unit numbers for vehicles	\$150.00
Snyder, Bruce	Post Retirement Benefit/	\$300.00
Toshiba Financial Services	Copier lease	\$204.94
Township & Range	October 2018 Retainer & Fees	\$4,529.87
Ulland Brothers	Asphalt	\$546.00
WLSSD	2nd half District Wide Allocation	\$950.00
WLSSD	October wastewater charges	\$10,278.00

Total: \$152,100.12

## \*Check Summary Register©

October 2018

Name	Check Date	Check Amt
<b>10100 Checking</b>		
Paid Chk# 030615	VERIZON WIRELESS	3/17/2017 (\$178.29) Fire/Amb Phones
Paid Chk# 032198	Bureau, Robert	10/12/2018 \$101.88
Paid Chk# 032199	AARDVARK SEPTIC PUMPING	10/15/2018 \$145.00 portable toilets Sept 2018
Paid Chk# 032200	ACME TOOLS	10/15/2018 \$899.00 power cutter
Paid Chk# 032201	AIRGAS USA, LLC	10/15/2018 \$270.83 service at 4 Seasons
Paid Chk# 032202	ARROWHEAD LIBRARY SYSTEM	10/15/2018 \$71.00 barcode labels
Paid Chk# 032203	ARROWHEAD SPRINGS	10/15/2018 \$36.25 Sept water at fire hall
Paid Chk# 032204	BAKER AND TAYLOR	10/15/2018 \$71.01 2018 bestsellers
Paid Chk# 032205	BANYON DATA SYSTEMS	10/15/2018 \$1,590.00 Fund & Payroll support
Paid Chk# 032206	BEDROCK FLINT INC	10/15/2018 \$16,200.00 work on Civic Center
Paid Chk# 032207	BRUCE SNYDER	10/15/2018 \$300.00 Post Retirement Benefit
Paid Chk# 032208	CARLTON COMMUNITY ED	10/15/2018 \$500.00 Mother/Son Gala
Paid Chk# 032209	CARLTON COUNTY SHERIFF DE	10/15/2018 \$2,907.69 Carlton Daze 2018
Paid Chk# 032210	CAROL CONWAY	10/15/2018 \$102.46 qtr 3 mileage
Paid Chk# 032211	CHOICE 1 HEALTH CARE SERVI	10/15/2018 \$124.75 medical supplies
Paid Chk# 032212	CINTAS	10/15/2018 \$71.64 Sept 2018
Paid Chk# 032213	CLOQUET SANITARY SERVICE	10/15/2018 \$151.74 Sept 2018
Paid Chk# 032214	CMRS-PB	10/15/2018 \$500.00 postage refill
Paid Chk# 032215	COMMUNITY MEMORIAL HOSPIT	10/15/2018 \$324.20 20 flu vaccine doses
Paid Chk# 032216	Jaramie Logelin	10/15/2018 \$15.00 overpayment on water bill
Paid Chk# 032217	CW TECHNOLOGY	10/15/2018 \$982.00 contractual services
Paid Chk# 032218	D & B TRUCKING AND EXCAVATI	10/15/2018 \$37,500.00 Draw Firehall Parking Lot Expa
Paid Chk# 032219	DONOHUE	10/15/2018 \$5,800.00 Services 8.26.18-9.29.18
Paid Chk# 032220	EMERGENCEY RESOURCES, IN	10/15/2018 \$2,055.00 3 EMR initial, 3 EMR refresher
Paid Chk# 032221	FIRE & INDUSTRIAL SALES, INC.	10/15/2018 \$105.00 annual extinguisher service
Paid Chk# 032222	GOPHER STATE ONE-CALL	10/15/2018 \$27.00 City Utility Locates/Sept 2018
Paid Chk# 032223	HACH COMPANY	10/15/2018 \$313.52 chemicals
Paid Chk# 032224	HENRY SCHEIN	10/15/2018 \$768.83 medical supplies
Paid Chk# 032225	ISD #93	10/15/2018 \$200.00 Turkey Bingo
Paid Chk# 032226	JOBSHQ	10/15/2018 \$63.74 Library Aide posting
Paid Chk# 032227	KWIK TRIP	10/15/2018 \$1,274.43 Sept 2018 charges
Paid Chk# 032228	L&M SUPPLY	10/15/2018 \$383.67 Sept 2018 charges
Paid Chk# 032229	LEE SCHELONKA	10/15/2018 \$125.00 BLS instructor reimbursement
Paid Chk# 032230	MCFOA REGION II	10/15/2018 \$20.00 Region II Training
Paid Chk# 032231	MEDIACOM	10/15/2018 \$306.97 CC service
Paid Chk# 032232	MINNESOTA POWER	10/15/2018 \$3,666.29 September 2018
Paid Chk# 032233	MN ENERGY RESOURCES CORP	10/15/2018 \$358.77 Sept 2018
Paid Chk# 032234	NAPA	10/15/2018 \$14.78 84 Chev-Headlights
Paid Chk# 032235	NINETY-FOUR SERVICES, INC	10/15/2018 \$258.71 Life tec 800 dual touch tech b
Paid Chk# 032236	NORTHERN SAFETY TECHNOLO	10/15/2018 \$379.38 Under Dash Console
Paid Chk# 032237	NORTHLAND AUTO PARTS	10/15/2018 \$30.63 Oil & Filter
Paid Chk# 032238	PETERSONS DOOR SERVICE	10/15/2018 \$55.00 program new remote
Paid Chk# 032239	PRAXAIR DISTRIBUTION INC	10/15/2018 \$312.44 Amb Med Supp/
Paid Chk# 032240	RAITER CLINIC	10/15/2018 \$105.00 random screenings
Paid Chk# 032241	RCB COLLECTIONS	10/15/2018 \$1,503.50 Collections
Paid Chk# 032242	Mark Inc	10/15/2018 \$89.99 overpayment on water bill
Paid Chk# 032243	Rudy, Gassert, Yetka, Pritchett	10/15/2018 \$743.75 WTP
Paid Chk# 032244	SANCO SUPPLY INC	10/15/2018 \$236.05 Fire Hall Main Supplies/
Paid Chk# 032245	SHAMROCK LANDFILL	10/15/2018 \$64.95 LANDFILL SERVICES
Paid Chk# 032246	SOFTLINE DATA, INC	10/15/2018 \$275.00 Public Alert - 1 year
Paid Chk# 032247	SPRINGSTED INC	10/15/2018 \$800.00 2018 Continuing Disclosure Se
Paid Chk# 032248	STRYKER MEDICAL	10/15/2018 \$1,222.85 maintenance
Paid Chk# 032249	TOSHIBA FINANCIAL SERVICES	10/15/2018 \$120.70 October 2018

CITY OF CARLTON

11/08/18 2:10 PM

Page 2

\*Check Summary Register©

October 2018

Name	Check Date	Check Amt
Paid Chk# 032250 TOWNSHIP AND RANGE, LLC	10/15/2018	\$1,020.19 retainer
Paid Chk# 032251 US BANK	10/15/2018	\$500.00 Administrative fees
Paid Chk# 032252 VIKING ELECTRIC SUPPLY	10/15/2018	\$125.28 Building Maintenance
Paid Chk# 032253 WLSSD	10/15/2018	\$10,278.00 Wastewater Charges
Paid Chk# 032254 Bureau, Robert	10/26/2018	\$101.88
Paid Chk# 032255 BETH LESEMAN	10/31/2018	\$12.17 reimbursmnt for purchase at W
Paid Chk# 032256 CARDMEMBER SERVICES	10/31/2018	\$1,094.95 BLS Course Card
Paid Chk# 032257 CLOQUET CONSTRUCTORS	10/31/2018	\$17,020.00 sidewalk replacement
Paid Chk# 032258 CW TECHNOLOGY	10/31/2018	\$658.00 service agreement
Paid Chk# 032259 EXPERT T BILLING	10/31/2018	\$1,282.50 Sept 2018 Billing fee
Paid Chk# 032260 GOODIN COMPANY	10/31/2018	\$21.25 operating supplies
Paid Chk# 032261 HAWKINS, INC	10/31/2018	\$198.98 Water Plant Chemicals
Paid Chk# 032262 HENRY SCHEIN	10/31/2018	\$336.40 medical supplies
Paid Chk# 032263 MEDIACOM	10/31/2018	\$469.49 10/29 to 11/28
Paid Chk# 032264 MEDICA INS	10/31/2018	\$1,260.39 Nov 2018
Paid Chk# 032265 MINNESOTA LIFE	10/31/2018	\$10.00 Emp Life Ins Benefit
Paid Chk# 032266 MINNESOTA PUMP WORKS	10/31/2018	\$6,392.42 Thomson lift station mainten
Paid Chk# 032267 MN STATE FIRE CHIEFS ASSOC	10/31/2018	\$350.00 conference passes HF & LS
Paid Chk# 032268 NORTHLAND AUTO PARTS	10/31/2018	\$9.21 vehicle maintenance
Paid Chk# 032269 PACK & MAIL STATION	10/31/2018	\$37.50 Package sent to Life Line
Paid Chk# 032270 Rudy, Gassert, Yetka, Pritchett	10/31/2018	\$568.75 Sept 2018
Paid Chk# 032271 VERIZON WIRELESS	10/31/2018	\$238.22 Sept 10 - Oct 9
Paid Chk# 032272 ZUERCHER TECHNOLOGIES	10/31/2018	\$5,346.00 mobile software
Paid Chk# 1012182 MN CHILD SUPPORT PAYMENT	10/12/2018	\$20.48 Vendor Liability
Paid Chk# 1012201 PERA	10/12/2018	\$1,192.47 Vendor Liability
Paid Chk# 1026182 MN CHILD SUPPORT PAYMENT	10/26/2018	\$20.48 Vendor Liability
Paid Chk# 1026201 PERA	10/26/2018	\$1,169.52 Vendor Liability
Paid Chk# 1026201 WOODLANDS NATIONAL BANK	10/29/2018	\$1,053.78 Interest payment
Paid Chk# 1210182 ING - MN DEFERRED COMP	10/12/2018	\$300.00 Vendor Liability
Paid Chk# 1220181 MN DEPARTMENT OF REVENUE	10/12/2018	\$347.26 Vendor Liability
Paid Chk# 1520181 MN DEPARTMENT OF REVENUE	10/15/2018	\$600.11 Vendor Liability
Paid Chk# 2018101 INTERNAL REVENUE SERVICE	10/10/2018	\$324.00 shorted payment 9 28 18
Paid Chk# 2018101 INTERNAL REVENUE SERVICE	10/12/2018	\$2,074.50 Vendor Liability
Paid Chk# 2018101 INTERNAL REVENUE SERVICE	10/15/2018	\$3,541.79 Vendor Liability
Paid Chk# 2018102 INTERNAL REVENUE SERVICE	10/26/2018	\$2,024.06 Vendor Liability
Paid Chk# 2610182 ING - MN DEFERRED COMP	10/26/2018	\$300.00 Vendor Liability
Paid Chk# 2620181 MN DEPARTMENT OF REVENUE	10/26/2018	\$338.69 Vendor Liability
Paid Chk# 501047E Bi-Weekly ACH	10/12/2018	\$6,275.64
Paid Chk# 501072E Paid On Call ACH	10/15/2018	\$12,175.69
Paid Chk# 501083E Bi-Weekly ACH	10/26/2018	\$6,117.67
Paid Chk# 9282019 MN DEPARTMENT OF REV-S/U	10/5/2018	\$367.00 qtr 3 sales and use
Paid Chk# 9282020 MN DEPARTMENT OF LABOR & I	10/5/2018	\$36.25 qtr 3 building permits
<b>Total Checks</b>		<b>\$169,978.08</b>

FILTER: None

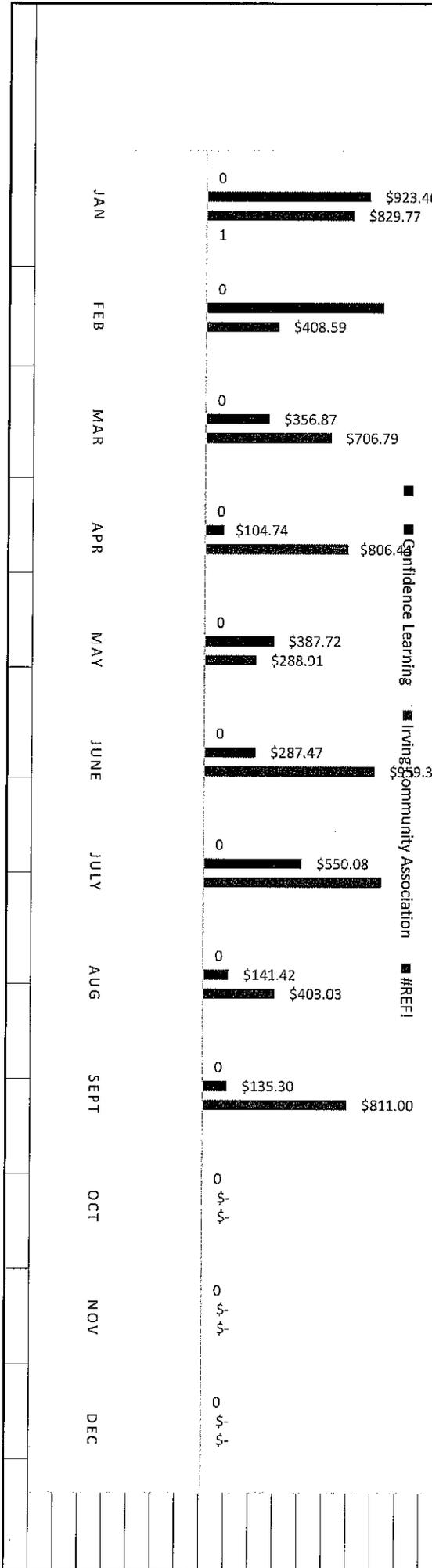
MONTHLY PETTY CASH SHEET  
FOR November 14, 2018

DATE	DESCRIPTION	AMOUNT	PETTY CASH BALANCE
8-Oct-18			\$ 125.00
15-Oct-18		\$ -	\$ 125.00
22-Oct-18		\$ -	\$ 125.00
26-Oct-18		\$ -	\$ 125.00
5-Nov-18		\$ -	
	<b>BALANCE IN PETTY CASH</b>		<b>\$ 125.00</b>
	<b>REPLACEMENT CHECK AMOUNT</b>	<b>\$ -</b>	

# 2018 Charitable Gambling Revenues

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
<b>Confidence Learning</b>	\$ 923.46	\$ 1,002.16	\$ 356.87	\$ 1,104.74	\$ 387.72	\$ 287.47	\$ 550.08	\$ 141.42	\$ 135.30				\$ 3,889.22
<b>Irving Community Association</b>	\$ 829.77	\$ 408.59	\$ 706.79	\$ 806.44	\$ 288.91	\$ 959.36	\$ 1,226.78	\$ 403.03	\$ 811.00				\$ 6,440.67

## 2018 CHARITABLE GAMBLING REVENUES



**CITY OF CARLTON**  
**\*Revenue Guideline**

Current Period: November 2018

Account Descr	2018 YTD Budget	November 2018 Amt	2018 YTD Amt	YTD Balance	% of YTD Budget
FUND 220 LAWFUL GAMBLE 10% FUND					
R 220-36210 Interest Earnings	\$35.00	\$0.00	\$43.39	-\$8.39	123.97%
R 220-36220 Charitable Gamble Reve	\$15,000.00	\$946.81	\$12,299.43	\$2,700.57	82.00%
FUND 220 LAWFUL GAMBLE 10% FUND	\$15,035.00	\$946.81	\$12,342.82	\$2,692.18	82.09%
	\$15,035.00	\$946.81	\$12,342.82	\$2,692.18	82.09%

FILTER: [Act Type]='R' and [Act Code] like '220-####'

**October 2018 Statement**

Open Date: 09/15/2018 Closing Date: 10/15/2018

Account: 4798 1719 9300 0626

**Visa® Business Cash Card**

CITY OF CARLTON (CPN 000394553)

**Cardmember Service**  
BUS 30 ELN 678

**1-866-552-8855**  
9

<b>New Balance</b>	<b>\$1,094.95</b>
<b>Minimum Payment Due</b>	<b>\$11.00</b>
<b>Payment Due Date</b>	<b>11/10/2018</b>

<b>Reward Points</b>	
Earned This Statement	1,137
Reward Center Balance as of 10/14/2018	19,533
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$1,159.47
Payments	-	\$1,159.47 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$1,094.95
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$1,094.95</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$11.00</b>
Credit Line		\$11,000.00
Available Credit		\$9,905.05
Days in Billing Period		31

**Payment Options:**



Mail payment coupon  
with a check



Pay online at  
[myaccountaccess.com](http://myaccountaccess.com)



Pay by phone  
1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service CPN 000394553

0047981719930006260000011000001094955

24-Hour Cardmember Service: 1-866-552-8855

☎ to pay by phone  
☎ to change your address

000006213 01 SP 000638932969489 P Y

CITY OF CARLTON  
ACCOUNTS PAYABLE  
PO BOX 336  
CARLTON MN 55718-0336



<b>Account Number</b>	<b>4798 1719 9300 0626</b>
<b>Payment Due Date</b>	<b>11/10/2018</b>
<b>New Balance</b>	<b>\$1,094.95</b>
<b>Minimum Payment Due</b>	<b>\$11.00</b>

Amount Enclosed \$ \_\_\_\_\_

**Cardmember Service**

P.O. Box 790408  
St. Louis, MO 63179-0408



**Business Cash**

**Rewards Center Activity as of 10/14/2018**

Rewards Center Activity*	0
Rewards Center Balance	19,533

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,096	19,841
2 Extra Points - Telecom & Office Supply	0	397
1 Extra Point - Restaurants & Gas	41	432
<b>Total Earned</b>	<b>1,137</b>	<b>20,670</b>

**Important Messages**

**Paying Interest:** You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

**Transactions** CONWAY CAROL A Credit Limit \$11000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
09/17	09/16	6169	SAMSClub #6320 HERMANTOWN MN	\$43.90	_____
09/17	09/14	5759	CABELAS.COM 800-237-4444 NE	\$332.85	_____
09/27	09/26	4385	WM SUPERCENTER #1929 CLOQUET MN	\$15.61	_____
10/09	10/08	1918	WM SUPERCENTER #1929 CLOQUET MN	\$3.56	_____
<b>Total for Account 4798 5100 5412 4421</b>				<b>\$395.92</b>	

**Transactions** BERGSTEDT ERIK Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/15	10/12	1656	MNSCU MRTC 651-6433626 MN	\$27.50	_____
<b>Total for Account 4798 5100 5805 4160</b>				<b>\$27.50</b>	

**Transactions** SMITH JONAH Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					

Continued on Next Page

**Transactions** SMITH, JONAH Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/21	09/20	0182	B&H PHOTO 800-606-6969 800-2215743 NY	\$46.54	_____
09/24	09/22	0013	LIGHTNING MOTORSPORTS 218-9877867 MN	\$194.90	_____
10/01	09/27	3159	NORTHERN TOOL EQUIPMNT DULUTH MN	\$149.97	_____
10/05	10/03	7278	MINN FIRE SVC CERT BOA 866-5660911 MN	\$25.00	_____
10/11	10/10	4304	BONANZA RESTAURANT SAINT CLOUD MN	\$16.28	_____
10/15	10/12	6170	SUBWAY 00178541 MOOSE LAKE MN	\$11.68	_____
10/15	10/12	5978	BEST WESTERN HOTELS ST SAINT CLOUD MN	\$213.98	_____
10/15	10/11	6205	WAITE PARK PIZZA RANCH 320-2038646 MN	\$13.18	_____
<b>Total for Account 4798 5100 5952 3122</b>				<b>\$671.53</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
10/04	09/30	0186	PAYMENT THANK YOU	\$1,159.47CR	_____
<b>Total for Account 4798 1719 9300 0626</b>				<b>\$1,159.47CR</b>	

2018 Totals Year-to-Date	
Total Fees Charged in 2018	\$0.79
Total Interest Charged in 2018	\$0.00

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	22.24%	
**PURCHASES	\$1,094.95	\$0.00	YES	\$0.00	22.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	22.24%	



420 Ninth Avenue, New York, NY 10001 • Fax: 212.239.7770

PHOTO 1-212 444-6600 1-800 947-9950	DIGITAL PHOTO 1-212 444-6700 1-800 947-9978	VIDEO 1-212 444-5000 1-800 947-9910	PRO AUDIO 1-212 444-5070 1-800 947-1183
---	---	---	---

To Inquire About Your Order Tel: 212.239.7765 - 800.221.5743 • Fax: 212.239.7549 - 800.947.2215

the Professional's Source

www.bhphotovideo.com



Order No.: 761262110  
Reference No.: 1053147039

Bill To: CITY OF CARLTON  
JONAH SMITH  
310 CHESTNUT AVE  
CARLTON, MN 55718  
USA

Bill Phone: (218)384-4229

Invoice Date	Customer Code	Terms	Order Date	Purchase Order Number	Salesperson	Ship Via	
09/20/18	A247320		09/20/18		WB	FDX GROUND	
Qty Ord	Qty Ship	Qty Bko	Item Description		SKU#/MFR#	Item Price	Amount
1	1		APC REPLACEMENT BATTERY CARTRIDGE #124 Salesperson Code: WB SERIAL #: S7A1824L08558  PLEASE NOTE: ----- *****UPCOMING SCHEDULE CHANGE ***** We will be closing on Sunday September 23, at 1:00 PM We will remain Closed through Tues Oct 2nd and will reopen Wednesday October 3rd at 9:00 AM *****		APRBC124 (APCRBC124)	46.54	46.54

*ON JONAH  
CREDIT CARD  
600-41970-401*

Payment Type	Card/Check Number	Amount	Sub-Total:
VISA CARD	*****3122	46.54	\$46.54
Total Order:			\$46.54
Total Payment:			\$46.54
Balance:			\$.00

**Subject:** Transaction Receipt from Minn Fire Svc Cert Board for \$25.00 (USD)

**From:** Auto-Receipt (noreply@mail.authorize.net)

**To:** jp80racing@yahoo.com;

**Date:** Wednesday, October 3, 2018 8:08 AM

Order Information

Description: FFII Recertification

**Billing Information**

Jonah Smith  
PO Box 336  
Carlton, MN 55718  
USA  
jp80racing@yahoo.com  
320-583-3150

**Shipping Information**

Jonah Smith  
PO Box 336  
Carlton, MN 55718  
USA

**Total: \$25.00 (USD)**

Payment Information

Date/Time: 3-Oct-2018 8:08:26 CDT  
Transaction ID: 40978301911  
Payment Method: Visa xxxx3122  
Transaction Type: Purchase  
Auth Code: 803080

Merchant Contact Information

Minn Fire Svc Cert Board  
Mounds View, MN 55112  
US  
tzikmund@mfscb.org

110-92200-207

or CREDIT  
CARD

Order Number: 252370316

PRINT

Date: Sep 13, 2018

Will Ship From Manufacturer

Estimated delivery in 1-2 weeks

**CallTrend™ Neoprene Seat Covers**

MODEL: NEOPRENE-15

| Customization Details: NeoPrene: Charcoal Insert and Trim 2018 Ford F-250 Super Duty All Others type of console: opening: type of headrests: x 1 \$309.99

separate; a center console: yes; integrated seat airbags: yes; Front Row

| ITEM: IK - 525795

Dropship Item: Please allow 1-2 weeks for delivery. This item ships directly from the manufacturer.

This item may ship in the manufacturer's box identifying the item purchased.

**BILL TO:** Derek Wolf  
City Of Carlton  
310 Chestnut Ave  
Carlton, MN 55718



*on Cabelo's  
credit card*

*400-43000-550*

**SHIP TO:** Derek Wolf  
City Of Carlton  
310 Chestnut Ave  
Carlton, MN 55718

*card*

**PAYMENT:** XXXX-4421  
06/2021

SUBTOTAL	\$309.99
SHIPPING	FREE
TAX (55718)	\$22.86
<b>TOTAL</b>	<b>\$332.85</b>

You qualify for **FREE** shipping! [Details](#)

Kelly Inn  
100 - 4th Avenue South  
Saint Cloud, MN 56301

Fax: (320)202-0505  
Email: stcloud@kellyinns.com



Phone: (320)253-0606 Web:

Confirmation # 428473 BWR Tier: Date/Time Booked 8/22/2018 8:11:35 AM  
CRS Conf # BW 832821693-01

Guest Name	SMITH, JONAH	Arrival Date	10/10/2018
Address	PO BOX 336	Departure Date	10/12/2018
City/State/Postal	Carlton, MN 55718	Adults/Children O/U	1 / 0 / 0
Phone	3205833150		
Email	PUBLICWORKS@CITYOFCARLTON.COM		
Room Type	Queen Non-Smoking (QJJOI)		
Late Arrival Gtd By	Credit Card		
Room Rate	Date	Rate	
	10/10/2018	\$95.00	

*JONAH CREDIT CARD*

*601-49450-207*

Total Stay W/Tax \$213.98  
 Deposit Amount Required \$0.00  
 Deposit Amount Paid \$0.00  
 Deposit Amount Due  
 Deposit Due Date  
 Guarantee Policy GTD  
 Cancellation Policy 4PM  
 Group Name MN RURAL WATER  
 Special Requests & Packages  
 Information 4 ROOMS ON MASTER LIST

**Company Information**

Company Name  
 Address  
 City/State/Postal  
 Phone

**Travel Agent Information**

Agency Name  
 Phone

Thank you for choosing Best Western Plus Kelly Inn St Cloud for your upcoming visit.

It is our pleasure to confirm the following reservation. Please do not hesitate to contact us with questions regarding your upcoming stay.

The above rate(s) may not reflect all possible fees, additional charges or taxes associated with this reservation. For clarification regarding these charges, please contact our reservations department at 320-253-0606 or via email at stcloudfom@kellyinns.com

# Best Western Plus Kelly Inn



## Location

100 4th Avenue S

Saint Cloud, Minnesota

56301-3615, United States



## Hotel Number

+1 320-253-0606



## Checkin

3:00 P.M. CST

10 OCT 2018



## Checkout

11:00 A.M. CST

12 OCT 2018

2	1	1
Nights	Room	Guest

Reservation Amount	190.00
Other Taxes & Fees	23.52*
<hr style="border-top: 1px dashed black;"/>	
Total Stay	213.52 USD

[VIEW HOTEL DETAILS](#)

[PRINT RESERVATION](#)

Forgot Something?

Multi Regional Training Center

# Sales Receipt

30 7th St East  
Suite 350  
St Paul, MN 55101-7804

Date	Sale No.
10/12/2018	13554

Sold To
Carlton Fire & Ambulance Attn: Erik Bergstedt P.O. Box 336 100 4th Street N. Carlton, MN 55718

Check No.	Payment Method
	Visa

Item	Description	Qty	Rate	U/M	Amount
15-3001e	eBLS Provider Course Card cards assigned to Eric Bergstedt	5	5.50	ea	27.50T
			<b>Subtotal</b>		\$27.50
			<b>Sales Tax (0.0%)</b>		\$0.00
			<b>Total</b>		\$27.50

OK TO PAY  
INT \_\_\_\_\_  
DEPT \_\_\_\_\_  
  
610-42153-207

Phone #
651-201-1795

# Order Confirmation #238637049

## Payment

Payment Type: Credit Card

Visa XXXXXXXXXXXXXXX60

Subtotal:	\$27.50
UPS:	\$5.00
55718 Tax:	\$2.40
<b>Total:</b>	<b>\$34.90</b>

## Address & Order Options

### Billing Address

Erik Bergstedt  
erikbergstedt346@gmail.com  
2183844158  
PO Box 336  
Carlton, MN 55718

### Shipping Address

Erik Bergstedt  
2183844158  
PO Box 336  
Carlton, MN 55718

### Order Options

Customer Notes:  
(none entered)

*credit card*  
*CPR eCards*

## Items on this order

Item	Qty
<b>E-Card#e15-3001 Electronic version of the BLS Provider Course Completion Card</b> \$ 27.50 (\$5.50 x 5) ▼ Details Item Number: e15-3001	5

Subtotal:	\$27.50
UPS:	\$5.00
55718 Tax:	\$2.40
<b>Total:</b>	<b>\$34.90</b>

*6610-42153-207*

Lightning Motorsports I  
1115 2nd St NW  
AITKIN, MN 56431  
218-987-7867  
5436845557742896

City of Carlton  
310 Chestnut Ave PO Box 336  
Carlton MN 55718

**SALE**

Page 1

Engine  
TransInfo  
Job Type INVOICE  
Date Started 08/31/18  
Odometer In 0  
Date Completed 09/22/18  
Odometer Out 0  
Invoice #: 18414

Qty	Description	Price	Extension
-----	-------------	-------	-----------

order or any items if longer than 30 days. Thank you for your business!!

1.00	Coupler	69.95	69.95
1.00	Genius Boost Pack	124.95	124.95
<b>PARTS Total \$</b>			<b>194.90</b>

**\$194.90**

APPROVED

Chip  
\*\*\*\*

MOUNT

a Credit  
A0000000031010  
: 80 80 00 80 00  
68 00

THANK YOU!  
CUSTOMER COPY

OA  
JONAH Credit card

100-41960-210

Phone (218) 384-4229  
Pay Method = VISA 194.90

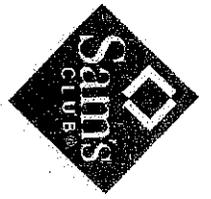
<u>Sub Total</u>	<u>194.90</u>
<u>Sales Tax</u>	<u>0.00</u>
<u>Total</u>	<u>194.90</u>

Estimate good for 30 days. Not responsible for damage caused by theft, fire or acts of nature. I hereby authorize the above repairs, including sublet work, along with the necessary materials. You and your employees may operate my vehicle for the purpose of testing, inspection and delivery at my risk. If I cancel repairs prior to their completion for any reason, a teardown and reassemble fee of \$\_\_\_\_\_ will be applied.

Date \_\_\_\_\_



100-41400-200 ✓



# Self Checkout

CLUB MANAGER TIM SONDSTROM  
(218) 722-9740  
HERSHANTON, MN

09/16/18 14:37 0252 06320 090 9090

CITY  
276381 RECEIPT VOID  
4591 SUPER STICK 9.99 E  
I 23820 3X3 NOTES 17.96 E  
U INST SU 96439 MHCANRYVND 6.98 E  
U INST SV 3X3 NOTES 4.00-M  
U INST SV SUPER STICK 4.00-M  
SUBTOTAL 43.90

TOTAL 43.90  
VISA TEND 43.90  
VISA CREDIT -4421 I 2 4421 I 2

APPROVAL # 415184

AID: A0000000031010  
TC: A00F0HD97E4A5F3E  
TERMINAL # 260666805  
#NO SIGNATURE REQUIRED  
CHANGE DUE 0.00

Additional Savings This Trip:

Sam's Instant Savings: \$8.00

Visit [samsclub.com](http://samsclub.com) to see your savings

ITEMS SOLD 4



Happy to Help

\*\*\* MEMBER COPY \*\*\*

See back of receipt for your chance to win \$1000 ID #: 7M50XSHRBR4



218-878-0737 MET: KRIS WILSON  
1308 HIGHWAY 33 S  
CLOQUET, MN 55720  
ST# 01929 OP# 000130 TEN 03 TRI 07194  
KEY SCHLAGE 073657154068 1.78 0  
KEY SCHLAGE 073657154068 3.56  
SUBTOTAL 1.78 0  
TOTAL 3.56

Visa Credit - 4421 I 2 APPROV110134  
REF # 1042500314  
TRANS ID - 308281601829240  
VALIDATION - NPB6  
PAYMENT SERVICE - E  
AID: A0000000031010  
TC: F1P9F069E97F9588  
TERMINAL # 285271782  
#NO SIGNATURE REQUIRED  
10/00/19 11:43:05

CHANGE DUE 0.00  
ITEMS SOLD 2



Low Prices You Can Trust. Every Day.  
10/00/18 11:43:15  
\*\*\*CUSTOMER COPY\*\*\*  
Scan with Walmart app to save receipts



**NORTHERN**  
TOOL + EQUIPMENT

*Carroll Card*

DULUTH, MN RETAIL  
4969 MILLER TRUNK HWY  
DULUTH, MN 558141491  
218-729-0700

100-41400-200

Transaction: 102894 Date: 9/27/18  
Store: 84 Time: 3:13 PM  
Register: 1

Associate: 000099  
Cashier: 289591  
Customer: City Of Carlton  
Company: CITY OF CARLTON

Thank you for shopping with Northern Tool!  
We appreciate your business!

Item	Qty	Price	Amount
ROUGHNECK HD 3 PC DOLLY	1	49.99	49.99 E
18 X30 POLLY DOLLY	1	49.99	49.99 E
18 X30 POLLY DOLLY	1	49.99	49.99 E

Subtotal 149.97  
Tax 0.00

Total 149.97

Visa Credit Card 149.97

Subway#17854-0 Phone 218-485-8977  
325 Park Place Dr  
moose lake, mn, 55767  
Served by: 710 10/12/2018 11:36:47 am  
Term ID-Trans# 1/A-271774

Qty	Size	Item	Price
1	12"	Steak & Chse Sub	7.99
1		-Fresh Value Meal (21-1)	2.79
		- -21oz Fountain Drink	
		- -Chips	
Sub Total			10.78
Sales Tax (8.375%)			0.90
Total (Eat-In)			11.68
Credit Card			11.68
Change			0.00

Approval No: 112163  
Reference No: 828516471617  
Card Issuer: Visa  
Account No: \*\*\*\*\*3122  
Acquired: Contact\_EMV  
Amount: \$11.68  
Application: Visa Credit  
AID: A0000000031010  
TVR: 8080008000  
TSI: 6800  
Date/Time: 10/12/2018 11:36:41 AM

CUSTOMER COPY

Host Order ID: 622-427-505479

Hungry for more? Let us know how we did today by taking our 1 minute survey at [www.subwaylistens.com](http://www.subwaylistens.com), and receive a Subprise offer to use with your next purchase.

**CITY OF CARLTON**  
**\*Cash Balances**

Current Period October 2018

Fund	2018 Begin Balance	Transfers			JE Payroll	Balance
		Receipts	Disbursements	Rec/Disb		
<b>10100 Checking</b>						
100 GENERAL FUND	(\$1,004,914.45)	\$300,738.27	\$387,185.07	\$0.00	\$7,618.66	In Bal (\$1,085,917.36)
110 FIRE FUND	\$276,946.37	\$142,990.28	\$80,129.63	\$0.00	(\$5,086.71)	In Bal \$334,996.43
120 FIRE RELIEF FUN	(\$3,593.20)	\$25,984.03	\$1,800.00	\$0.00	\$0.00	In Bal \$20,590.83
130 POST RETIREMEN	\$3,335.56	\$1,106.53	\$3,000.00	\$0.00	\$0.00	In Bal \$1,443.93
211 LIBRARY FUND	\$19,641.86	\$24,547.09	\$5,562.49	\$0.00	(\$16,337.64)	In Bal \$22,307.91
220 LAWFUL GAMBLE	\$36,896.60	\$11,352.62	\$9,228.77	\$0.00	\$0.00	In Bal \$39,063.84
230 TIF District 1 - Hou	\$5,454.72	\$10,458.66	\$9,573.99	\$0.00	\$0.00	In Bal \$6,345.76
301 THOMSON CITY H	\$0.00	\$25.65	\$0.00	\$0.00	\$0.00	In Bal \$25.65
305 2008 Utility Bond W	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal \$0.00
306 2008 Utility Bond S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal \$0.00
320 SCHOOL AVE IMP	\$0.00	\$13,315.35	\$0.00	\$0.00	\$0.00	In Bal \$13,315.35
325 2000 IMPROVEME	\$0.00	(\$12.80)	\$0.00	\$0.00	\$0.00	In Bal (\$12.80)
400 PUBLIC WORKS C	\$38,386.46	\$0.00	\$45,725.04	\$0.00	\$0.00	In Bal (\$7,292.91)
410 FIRE CAPITAL	\$123,115.99	\$0.00	\$0.00	\$0.00	\$0.00	In Bal \$123,262.48
420 2015 G.O. BOND	\$215,400.34	\$54,593.30	\$149,962.50	\$0.00	\$0.00	In Bal \$125,791.71
425 SMALL CITIES AS	\$10,533.57	\$5,178.50	\$0.00	\$0.00	\$0.00	In Bal \$15,724.60
600 WATER FUND	\$106,962.72	\$272,847.09	\$463,381.02	\$0.00	(\$24,116.61)	In Bal (\$107,377.35)
601 SEWER FUND	\$262,957.38	\$187,187.69	\$124,811.51	\$0.00	(\$10,677.31)	In Bal \$309,671.14
610 AMBULANCE FUN	\$591,205.70	\$393,767.58	\$140,876.67	\$0.00	(\$196,718.00)	In Bal \$648,130.44
611 AMBULANCE CAPI	\$60,075.17	\$0.00	\$0.00	\$0.00	\$0.00	In Bal \$60,146.65
620 CEMETERY FUND	\$26,757.57	\$40,984.11	\$31,409.78	\$0.00	(\$13,398.71)	In Bal \$22,939.72
800 RETIREE HEALTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal \$0.00
	\$769,162.36	\$1,485,063.95	\$1,452,646.47	\$0.00	(\$258,716.32)	\$543,156.02



**CITY OF CARLTON**  
**\*Cash Balances**

Current Period October 2018

Fund	2018 Begin Balance	Transfers			JE Payroll	Balance
		Receipts	Disbursements	Rec/Disb		
110 FIRE FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 FIRE RELIEF FUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
130 POST RETIREMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
220 LAWFUL GAMBLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
230 TIF District 1 - Hou	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
301 THOMSON CITY H	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
320 SCHOOL AVE IMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
325 2000 IMPROVEME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
400 PUBLIC WORKS C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
410 FIRE CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
420 2015 G.O. BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
425 SMALL CITIES AS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
600 WATER FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
601 SEWER FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
610 AMBULANCE FUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
611 AMBULANCE CAPI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
620 CEMETERY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>10400 Northwoods CU Invest</b>						
100 GENERAL FUND	\$65,340.74	\$1,031.68	\$0.00	\$0.00	\$0.00	\$66,372.42
	\$65,340.74	\$1,031.68	\$0.00	\$0.00	\$0.00	\$66,372.42



Carlton Community Education ISD #93  
PO Box 310  
Carlton, MN 55718  
384-4225 x213 Office

*"To accomplish great things we must not only act, but also dream; not only plan, but also believe."*

October 22, 2018

Dear City of Carlton:

The Carlton and Wrenshall Community Education programs thank you sincerely for your contribution to the 2<sup>nd</sup> Annual Mother Son Gala held Saturday, October 13, 2018 at the Buffalo House. There were 106 sons, mothers and grandmothers in attendance this year. The boys in attendance ranged in age from 4 years old all the way up to seniors in high school. The theme for the evening was Lego's; there were lots of Lego decorations and many bright colors to assist in the decoration theme.

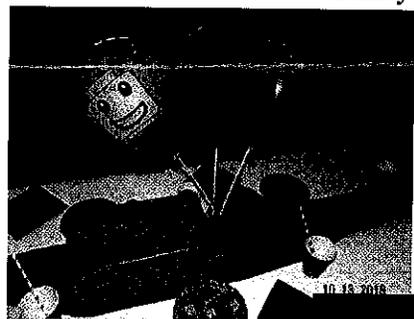
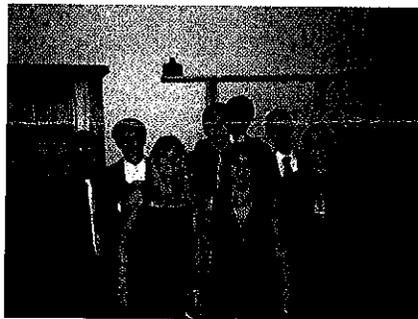
Guests in attendance dined on a pasta buffet, they enjoyed punch to drink and ate delicious cupcakes for dessert! A professional photographer was on site for those that were interested in purchasing photos and we also provided a photo booth with funny props available for those that wanted a different photo option. The photo booth was hopping all night and one of our volunteers was available the whole time to take pictures for people. At times during the night the dance floor was packed and all were enjoying the music provided by the DJ. It was very enjoyable evening for all involved.

We received several positive comments and look forward to providing this event for our communities! Thank you so much for being a part of this very special occasion. These nights would not be as special or maybe not even possible without your support. Thank you again for continuing to support Community Education and the events and programming we provide!

Sincerely,

A handwritten signature in cursive script that reads "Daisy J. Rose".

Daisy J. Rose  
Carlton Community Education



CARLTON PLACE  
Assisted Living



PINE VIEW APARTMENTS  
Senior Housing

INTER-FAITH CARE CENTER  
Skilled Nursing Care

October 23, 2018

BETHESDA  
LUTHERAN  
CHURCH  
Carlton

City of Carlton  
PO Box 336  
Carlton, MN 55718

Dear Community Relations,

J. M. PAINE  
PRESBYTERIAN  
CHURCH  
Carlton

Thank you for your \$200.00 sponsorship to Inter-Faith Care Center. Your donation helped up to get close to our goal of \$10,000.00. This year's tournament raised just over \$6,900.00 for the resident's activities fund.

Your donation will allow us to provide the quality activity programs that will foster greater quality of life for our residents.

OUR SAVIOR'S  
LUTHERAN  
CHURCH  
Cloquet

I am very grateful to work in a community that supports our seniors and strives to provide the highest quality of life.

Thank you for your donation.

QUEEN OF PEACE  
CATHOLIC  
CHURCH  
Cloquet

Sincerely

Roxanne Hedlund  
Activity Director  
Inter-Faith Care Center

ST. FRANCIS  
CATHOLIC  
CHURCH  
Carlton

ZION  
LUTHERAN  
CHURCH  
Cloquet

10-11-18

Dear Carol,

Please thank members of the city council for the \$500 donation for equine maintenance. North Country Ride appreciates your generosity and support for its mission & programs.

Sincerely,  
Staff &  
Volunteers at NCRide



**NICHOLSON-SELLGREN POST NO. 2962**

**P.O. Box 302**

**Carlton, Minnesota 55718**

**Post: 218-384-3794**

October, 2018

Happy Holidays:

The Holiday Season is rapidly approaching, and once again the Carlton Post 2962 and its Auxiliary are asking for your donations to continue our 45 plus year tradition of providing assistance during the holidays to Veterans, families of active service members deployed over the holiday season, residents in nursing homes, assisted living facilities, veterans facilities, and families in need.

Thanks to your generosity, last year the Nicholson-Sellgren Post 2962 was able to assist hundreds of individuals in need with food and gifts during the holiday season.

This year, we are again asking for your monetary assistance to help fund the food and gifts for those in need, or for your donation of any items that can be used for our Christmas auction, scheduled for **DECEMBER 1, 2018 AT 12:00 Noon, at the VFW in Carlton, Minnesota**. All donations, large or small are greatly appreciated.

Please mail your donation by November 15, 2018 to:

Carlton VFW Post & Auxiliary  
% Christmas Auction  
P.O. Box 302  
Carlton, Minnesota 55718

Auction items or donations may be dropped off at the Carlton VFW, or schedule a pickup by calling and leaving a message for Dave Swenson, Post Commander at 218-389-6830; or Linda Kaehler, Auxiliary President at 218-428-0496.

Sincerely,

David Swenson, Post Commander

Sincerely,

Linda Kaehler, Auxiliary President

**NO ONE DOES MORE FOR VETERANS.**

City of Carlton

10-17-18

P.O. Box 336

Carlton, MN 55718

Please quit charging us extra money for water that we never use.

The water valve has been shut off at the street ever since we bought the trailer, which was like about 2 1/2 yrs ago, and the meters have been removed by Derek Wolf.

That late fee that you're charging us every month is extremely unfair because the valve is shut off.

We will pay water base fee 16.65 + improve. bond 6.40 = 23.05 a month.

We will pay the re-hook up fee when the water piping in the house is repaired and the service can be re-installed. We shouldn't have to pay for something we're not using.

Water base	- \$16.65
Imp. Bond	6.40
Water Testing	.58
Sewer Base	9.50
	<hr/>
	\$33. <sup>13</sup>

Resident is paying \$25.<sup>00</sup> / month so they are always behind.



## **ARROWHEAD REGIONAL DEVELOPMENT COMMISSION**

Leading • Planning • Connecting in the counties of Aitkin • Carlton • Cook • Itasca • Koochiching • Lake • St. Louis

### **Memorandum**

---

**To:** Mayors and City Council Members in Carlton County

**From:** Krista Mattila, Board Coordinator

**Date:** November 2, 2018

**Re:** Nominations for Carlton County Communities Under 10,000  
ARDC Representative

We are seeking nominations to serve as Carlton County's Cities Under 10,000 representative on the Arrowhead Regional Development Commission. This position has been vacant for over one year. Please use the enclosed form to nominate a mayor or city council member from any city with a population of less than 10,000. Return the nomination form by November 23, 2018, by mail in the enclosed envelope, fax to 218-529-7592, or scan and email to [kmattila@ardc.org](mailto:kmattila@ardc.org). As set forth by Minnesota Statute 462.388, the Regional Development Act of 1969, if there is more than one nominee, mayors will be given the opportunity to vote for the final candidates.

The results of the election will be ratified at the Annual Meeting on January 17, 2019. The term for this position is three years, and will expire in January 2022. The Commission meets four times a year on the 3<sup>rd</sup> Thursday of January, April, July, and October, usually at 10:00 a.m., and meetings are held at various locations within the region. These positions are unpaid, volunteer positions; however, members are reimbursed for their mileage to and from meetings and reasonable expenses.

ARDC is a multi-purpose planning organization serving the Arrowhead counties of Aitkin, Carlton, Cook, Itasca, Lake, Koochiching and St. Louis by providing local units of government and citizen groups a means to work cooperatively to identify regional needs solve problems and foster local leadership. The Commission is a policy-making body comprised of representatives that include counties, municipalities, townships, school boards, and public interest categories.

Thank you for participating in this process. If you have any questions regarding the nominations or election process, I can be contacted at 218-529-7543 or 800-232-0707 X 543.

Enclosed: Nomination Form  
Business Reply Envelope

**CITY OF CARLTON  
RESOLUTION  
#2018-28**

**A RESOLUTION AUTHORIZING CARLTON PUBLIC WORKS SUPERINTENDENT AND/OR CITY CLERK AND/OR MAYOR TO MAKE WATER TREATMENT PLANT AND INFRASTRUCTURE CHANGE ORDER DECISIONS**

**WHEREAS**, the need to keep the water treatment plant and infrastructure improvements project on schedule is imperative;

**WHEREAS**, it may be impossible to obtain a quorum for an Emergency Meeting or Special Meeting of the Carlton City Council;

**WHEREAS**, waiting on change order decisions may add additional costs to the project due to wait time;

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARLTON, MINNESOTA AS FOLLOWS: ALLOW PUBLIC WORKS SUPERINTENDENT DEREK WOLF TO MAKE CHANGE ORDER DECISIONS UP TO \$ \_\_\_\_\_; ALLOW MAYOR KATHLEEN O'HARA BUREAU, CLERK/TRESURER CAROL CONWAY AND PUBLIC WORKS SUPERINTENDENT DEREK WOLF TO MAKE CHANGE ORDER DECISIONS UP TO \$ \_\_\_\_\_

Adopted by the City Council of Carlton, Minnesota this 14th day of November, 2018.

SIGNED:

ATTESTED:

\_\_\_\_\_  
Kathleen O'Hara Bureau  
Mayor

\_\_\_\_\_  
Carol Conway  
Clerk/Treasurer

Motion by: \_\_\_\_\_

B. Bodie \_\_\_\_\_

Second by: \_\_\_\_\_

R. Jorgenson \_\_\_\_\_

H. MacDonald \_\_\_\_\_

A. Gustafson \_\_\_\_\_

K. Bureau \_\_\_\_\_

**EXHIBIT I**

**CITY OF CARLTON  
RESOLUTION  
2018-29**

**RESOLUTION AUTHORIZING NEW  
MEMBER IN REGIONAL SAFETY GROUP**

WHEREAS, Minnesota Statutes, Section 471.59 authorizes governmental units by agreement of their governing bodies to jointly or cooperatively exercise any power common to them; and

WHEREAS, the League of Minnesota Cities Insurance Trust has created the Regional Safety Group Initiative to offer training to cities/entities who form regional safety groups; and

WHEREAS, the City Council finds that it is in the best interest of the City to join the Lake Superior Regional Safety Group (the "RSG") previously formed by an agreement of other cities/entities (the "Establishing Agreement"); and

WHEREAS, the Establishing Agreement allows other cities/entities to become members of the RSG upon adoption of a resolution agreeing to all terms of the Establishing Agreement,

NOW, THEREFORE, BE IT RESOLVED, the City of Carlton, Minnesota:

1. Authorizes Mayor Kathleen O'Hara Bureau and Carol Conway to sign this resolution evidencing the city's intent to become a member of the RSG; and
2. The City agrees to be bound by all the terms of the Establishing Agreement.

IN WITNESS WHEREOF, the City/Entity, by action of its governing body, caused this Resolution to be approved on the 14th day of November 2018.

By: \_\_\_\_\_  
Its Mayor: Kathleen O'Hara Bureau

And: \_\_\_\_\_  
Its Clerk /Treasurer: Carol Conway

## Agreement Establishing Regional Safety Group

WHEREAS, the Parties have a duty to create a safe workplace for their employees, officials and volunteers; and

WHEREAS, the Parties desire to create a safety group that is innovative and different from a traditional safety and health committee pursuant to Minnesota Rule 5208.700; and

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) has developed the Regional Safety Group Initiative to facilitate safety training for cities/entities; and

WHEREAS, the governing bodies of the Parties believe it is in the best interests of the Parties to cooperatively promote safety and health in the workplace by participating in the Regional Safety Group Initiative; and

WHEREAS, Minnesota Statutes, Section 471.59, authorizes the Parties by agreement of their governing bodies to jointly or cooperatively exercise any power common to them.

NOW, THEREFORE, in consideration of the mutual covenants made herein, the undersigned Parties agree as follows:

1. Purpose. The purpose of this Agreement is to promote workplace safety and health through the sharing of ideas and knowledge among the Parties and by holding regular joint safety and health training, educational programs, and meetings.
2. Name. The Parties hereby establish a safety group to be known as the Lake Superior Regional Safety Group (the "RSG").
3. Membership.
  - A. LMCIT Members. All member cities/entities of the RSG are members in LMCIT's workers' compensation program.
  - B. Initial Members. The initial member cities/entities of the RSG shall be the undersigned Parties executing this Agreement upon the approval of their governing bodies.
  - C. New Members. A new member city/entity, that is a member of LMCIT's workers' compensation program, may be added to the RSG upon approval of a majority of the current members, as evidenced by a vote of the group members. Each member city/entity of the RSG shall be entitled to one vote. The matter need not be presented to the member's governing body. Following the approval by the RSG, membership in the RSG is effective upon approval and execution of the resolution attached hereto as Exhibit I, by a prospective member's governing body and its authorized representatives.

- D. Termination of Membership. Any member city/entity may terminate its membership in the RSG upon adoption by the member's governing body of a resolution indicating its intent to withdraw not less than 90 days prior to the end of a current term. Initial term being \_\_\_\_\_ through December 31, 2019, and subsequent terms will be on a yearly calendar basis. Termination takes effect at the end of a current term. A copy of the termination resolution must be sent to the safety coordinator of each member city/entity and to Chris White, LMCIT Loss Control Program Coordinator, or other staff person as designated by LMCIT. Any terminated member shall remain responsible for its share of any costs incurred prior to the effective date of termination. A member city/entity shall also be terminated from the RSG if it is no longer a member of LMCIT's workers' compensation program.
4. Officers and Bylaws. The RSG may, but is not required to, elect officers to govern its actions. The duties and terms of any officers shall be determined by a majority vote of the RSG members. All members agree to act in good faith to further the interests of the RSG and to resolve disputes in an equitable and timely manner. The RSG may adopt bylaws or other rules governing the group that are not inconsistent with this Agreement. The RSG and its officers are not authorized to do any of the following: (a) to receive and expend funds; (b) to enter contracts; (c) to hire employees; (4) to purchase or otherwise acquire and hold real or personal property; or (5) to bring a lawsuit in the name of the RSG.
5. LMCIT Sponsored Training. LMCIT offers the RSG safety training to be conducted by the Minnesota Municipal Utilities Association (MMUA).
- A. Number of Training Sessions. The RSG is entitled to twelve (12) MMUA training sessions per calendar year with a maximum of 1 per month. Each training session will be at a site to be determined by the RSG. The date of each training session shall coordinate with the designated MMUA representative.
- B. LMCIT Cost. LMCIT will pay one-half of the cost of each MMUA training session up to the maximum of twelve (12) sessions per calendar year. LMCIT will not reimburse members for travel, meals, or other charges. To be eligible for LMCIT cost-sharing, any MMUA training session not on the pre-approved training list, must be approved in advance by Chris White, LMCIT Loss Control Program Coordinator, or other staff person designated by LMCIT.
- C. Member Cost. The remaining cost of each MMUA training session shall be paid in equal proportions by each RSG member to LMCIT.\* Each member city/entity agrees to pay its share of training costs after receiving an invoice from LMCIT.

---

\* The members may choose some other method to share their remaining cost of the MMUA training, e.g., based on population. If an alternative method is chosen, LMCIT will not invoice the member cities/entities for the remaining cost. The RSG will need to develop an alternate method to collect and remit the members' costs to LMCIT. Section 5(C) of this agreement will need to be amended to reflect the alternate method chosen by the group.

No member shall be responsible for the unpaid costs of another member. Each member is responsible for its cost even if it does not have a representative attend the training session.

- D. Program Changes. RSG members acknowledge that LMCIT may, at any time, change its obligations to RSG members. Any changes made in the RSG program will be communicated to RSG members within thirty (30) days of the change.
6. Education and Training.
- A. Online Education and Training. LMCIT has established an interactive web-based training program in cooperation with FirstNet Learning. RSG members and their employees, officers, and volunteers are entitled to free access to this online training.
  - B. Other Education and Training. A RSG may hold other training and educational sessions or meetings as determined by the group at the members' expense. Approval from LMCIT is not needed for training or meetings for which no LMCIT subsidy is requested.
7. Safety Committee Meeting. As a part of any training session, the members may discuss any matters that would typically be discussed in a "joint labor-management safety and health committee" meeting under Minnesota Statutes, Section 182.676 and take any action authorized under Minnesota Rules, Chapter 5208. LMCIT requires each RSG to hold a Safety Committee Meeting every-other-month at a minimum.
8. General Provisions.
- A. Modification. No provision of this Agreement may be modified, altered, or rescinded except by a vote of the governing body of a majority of all members. Approved modifications take effect thirty (30) days after the date of approval by the last member approving the modification.
  - B. Effective Date. This Agreement shall be effective after approval by the governing body of the last initial member to approve this Agreement and execution by that member's authorized representatives.
  - C. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
  - D. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.
  - E. Savings Clause. If any court finds any provision of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the Parties, by action of their respective governing bodies, caused this Agreement to be approved on the dates below.

**City of Carlton, Minnesota**

The City Council of Carlton, Minnesota duly approved this Agreement on the 14th day of November, 2018.

By: \_\_\_\_\_  
Its Mayor: Kathleen O'Hara Bureau

And: \_\_\_\_\_  
Its Clerk / Treasurer: Carol Conway

**City/Entity of \_\_\_\_\_, Minnesota**

The City/Entity Council of \_\_\_\_\_, Minnesota duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

By: \_\_\_\_\_  
Its Mayor / Chair / \_\_\_\_\_

And: \_\_\_\_\_  
Its Clerk / Secretary / \_\_\_\_\_

**City/Entity of \_\_\_\_\_, Minnesota**

The City/Entity Council of \_\_\_\_\_, Minnesota duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

By: \_\_\_\_\_  
Its Mayor / Chair / \_\_\_\_\_

And: \_\_\_\_\_  
Its Clerk / Secretary / \_\_\_\_\_

**City/Entity of \_\_\_\_\_, Minnesota**

The City/Entity Council of \_\_\_\_\_, Minnesota duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

By: \_\_\_\_\_  
Its Mayor / Chair / \_\_\_\_\_

And: \_\_\_\_\_  
Its Clerk / Secretary / \_\_\_\_\_

**CITY OF CARLTON  
RESOLUTION  
#2018-31**

**RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF A  
\$2,175,099 GENERAL OBLIGATION REVENUE NOTE, SERIES 2018A,  
AND PROVIDING FOR ITS PAYMENT**

BE IT RESOLVED by the City Council (the "Council") of the City of Carlton, Carlton County, Minnesota (the "Issuer"), as follows:

Section 1.     Authorization and Sale of Note.

1.01.   Findings. A. It is found and determined to be necessary and in the best interest of the Issuer, the residents of the Issuer and the environment to finance construction of a new drinking water treatment plant, new well and related water transmission lines (the "Project") as further described in the Issuer's application to the Minnesota Public Facilities Authority (the "Lender") for project funding.

B. It has been determined that the sum of \$5,872,881 will be needed in order to undertake the Project.

1.02.   Note for Capital Improvements to Utility. It is further found and determined to be necessary and in the best interest of the Issuer and the residents of the Issuer to sell and issue a general obligation revenue note of the Issuer to the Lender in the amount of \$2,175,099 to finance a portion of the Project, all pursuant to Minnesota Statutes, Section 444.075 and Chapter and 475 and subject to execution by the Issuer and Lender of a Loan Agreement as further described below.

1.03.   Issuance and Sale of Note. The Issuer authorizes the issuance and sale to the Lender of the Issuer's \$2,175,099 General Obligation Revenue Note, Series 2018A (the "Note"), in substantially the form attached hereto as Attachment A to finance the Project and authorizes and approves the Minnesota Public Facilities Authority Bond Purchase and Project Loan Agreement between the Lender and the Issuer, in substantially the form presented to the Council and on file in the office of the Clerk-Treasurer (the "Loan Agreement"), which is incorporated by reference.

Section 2.     Execution and Delivery of Note and Loan Agreement.

2.01.   Terms. The Note to be issued hereunder shall be dated as of the date of issuance, shall be issued in the principal amount of \$2,175,099, in fully registered form and lettered and numbered R-1. Principal payments shall be made in the respective years and amounts set forth on Exhibit A to the Note.

2.02.   Execution. The Note and the Loan Agreement shall be prepared for execution in accordance with the approved forms and shall be signed by the manual signature of the Mayor and attested by the manual signature of the Clerk-Treasurer in accordance with the approved forms. In case any officer whose signature shall appear on the Note shall cease to be an officer before

delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

2.03. Note Register. The Issuer will cause to be kept at its offices a register in which, subject to such reasonable regulations as the Issuer may prescribe, the Clerk-Treasurer shall provide for the registration of transfers of ownership of the Note. The Note shall be initially registered in the name of the Lender and shall be transferable upon the register by the Lender in person or by its agent duly authorized in writing, upon surrender of the Note, together with a written instrument of transfer satisfactory to the Clerk-Treasurer, duly executed by the Lender or its duly authorized agent.

2.04. Delivery. Delivery of the Note shall be made at a place mutually satisfactory to the Issuer and the Lender. The Note shall be furnished by the Issuer without cost to the Lender. The Note, when prepared in accordance with this Resolution and executed, shall be delivered to the Lender by and under the direction of the Clerk-Treasurer. Disbursement of the proceeds of the Note shall be made pursuant to the Loan Agreement.

2.05. Loan Agreement to Govern. In the event of an inconsistency between a provision of this Resolution and a provision of the Loan Agreement, the provision of the Loan Agreement shall govern.

### Section 3. Accounts and Tax Levies.

3.01. Water Fund. The Issuer will continue to operate its Water Fund (the "Fund") in accordance with Minnesota Statutes, Section 444.075, to which shall be credited all gross revenues of the Issuer's drinking water utility (the "Utility"), and out of which will be paid all normal and reasonable expenses of current operations of the Utility. There are created in the Fund the following accounts: the 2018A State Public Facilities Authority Note Construction Account (the "Construction Account") and the 2018A State Public Facilities Authority Note Debt Service Account (the "Debt Service Account") which shall be separate restricted accounts in the Fund.

3.02. Construction Account. Each disbursement of proceeds of the Note which is received pursuant to the terms of the Loan Agreement shall be credited to the Construction Account. Monies on deposit in the Construction Account shall be used from time to time to pay the capital costs of the Project, including but not limited to costs of planning, engineering, legal, financial advisory, and other professional services, printing and publication costs, and costs of issuance of the Note, as such payments become due. Upon completion of the Project, any amounts left in the Construction Account shall be transferred to the Debt Service Account.

3.03. Debt Service Account. The money in the Debt Service Account shall be used for no purpose other than the payment of principal and interest on the Note and other notes similarly authorized; provided, however, that if any payment of principal or interest shall become due when there is not sufficient money in the Debt Service Account, the Clerk-Treasurer shall pay the same from any other funds of the Issuer and said funds shall be reimbursed for such advance from the Debt Service Account when a sufficient balance is available therein. The Issuer further irrevocably appropriates to the Debt Service Account for payment of the principal of and interest on the Note:

(a) any revenues of the Utility available in the Fund after payment in full of normal and reasonable expenses of current operations of the Utility which balances are deemed net revenues solely to the extent allocated to pay the principal of and interest on the Note when due; the portion of such payments allocated to the Note shall be transferred to the Debt Service Account no later than the last business day of the month in which such payments are received;

(b) all sums collected from the taxes, if any, extended and assessed under the provisions of Section 3.05;

(c) all income and gain from investment of the Debt Service Account;

(d) any special assessments levied or to be levied against property specially benefited by the Project, and interest thereon (the "Special Assessments"); and

(e) any funds remaining in the Construction Account after completion of the Project and payment of the costs thereof.

3.04. No Tax Levy. The full faith and credit and taxing powers of the Issuer are irrevocably pledged for the prompt and full payment of the principal of and interest on the Note, as such principal and interest respectively become due. However, the monies and payments appropriated to the Debt Service Account in Section 3.03 hereof are estimated to be not less than five percent in excess of the principal of and interest on the Note when due and, accordingly, no tax is levied at this time.

3.05. General Obligation Pledge. In the event the monies and payments appropriated to the Debt Service Account in Section 3.03 hereof are insufficient to pay principal of and interest on the Note as the same become due, the Issuer is required by law and by contract with the holder of the Note and obligates itself to levy and cause to be extended, assessed and collected any additional taxes found necessary for full payment of the principal of and interest on the Note.

3.06. Investments. Subject to the requirements of Section 7 of this Resolution, monies on deposit in the Construction Account and the Debt Service Account may, at the discretion of the Clerk-Treasurer, be invested in any securities permitted by Minnesota Statutes, Chapter 118A and in accordance with resolutions of the Issuer; provided, however, such investments shall mature at such times and in such amounts as will permit payments by the Issuer for authorized purposes, when due.

#### Section 4. Registration of Note with County Auditor.

The Clerk-Treasurer or designee is directed to file with the County Auditor of Carlton County, Minnesota, a certified copy of this Resolution, together with such other information as the County Auditor may desire concerning the Note and obtain from the County Auditor a certificate that the Note has been entered on the County Auditor's register. If any taxes are required to be levied under Section 3.04 hereof, the County Auditor will assess and extend each year the amount, or the reduced amount certified by the Clerk-Treasurer. The County Auditor will certify to the Clerk-Treasurer the assessed valuation of taxable property within the Issuer each year, and may each extend and assess the full amount of the taxes to be levied that the Clerk-Treasurer computes and certifies to the County Auditor.

Section 5.     Authentication of Note Transcript.

5.01.   Official Proceedings. The officers of the Issuer and the County Auditor of Carlton County, Minnesota, are authorized and directed to furnish to the Lender certified copies of proceedings and information in their official records relevant to the authorization and issuance of the Note and the execution and delivery of the Loan Agreement, and such certificates and affidavits as to other matters appearing in their official records or otherwise known to them as may be reasonably required to evidence the validity and security of the Note, and all such certified copies, certificates, and affidavits, including any heretofore furnished, shall constitute representations and recitals of the Issuer as to the correctness of all facts stated therein and the completion of all proceedings stated therein to have been taken.

5.02.   Absent or Disabled Officers. In the event of the absence or disability of the Mayor or the Clerk-Treasurer, such officers or members of the Council as in the opinion of the Issuer's attorney may act in their behalf shall, without further act or authorization, execute and deliver the Note, and do all things and execute all instruments and documents required to be done or executed by such absent or disabled officers.

Section 6.     Covenants. The Council covenants and agrees with the holders of the Note that so long as any payments under the Note remain outstanding and unpaid, they will keep and enforce the following covenants and agreements:

(a)     The Issuer will continue to maintain and efficiently operate the Utility or continue to cause the Utility to be maintained and efficiently operated as a public utility and convenience free from competition of other like utilities, and will cause all revenue therefrom to be deposited in bank accounts and credited to the Fund and accounts therein as herein above provided, and will make or authorize no expenditures from those funds and accounts except for a duly authorized purpose and in accordance with this Resolution.

(b)     The Issuer will also maintain or cause to be maintained the Debt Service Account as a separate account in the Fund and will cause monies to be credited thereto from time to time out of net revenues from the Utility, in sums sufficient to pay principal and interest on the Note and obligations similarly authorized when due.

(c)     The Issuer will keep and maintain or cause to be kept and maintained proper and adequate books and records of accounts separate from all the records of the Issuer in which will be complete and correct entries as to all transactions relating to the Utility and which shall be open to inspection and copying in accordance with the Loan Agreement by the Lender or the Lender's agent or attorney at any reasonable time, and it will furnish certified transcripts therefrom upon request and upon payment of a reasonable fee therefor and said account shall be audited at least annually by a qualified public accountant and statements of such audit and report will be furnished to the Lender in accordance with the requirements of the Loan Agreement.

(d)     The Issuer will cause the funds collected on account of the operations of the Utility to be deposited in a bank whose deposits are guaranteed under the Federal Deposit Insurance Law.

(e) The Issuer will keep the Utility insured or cause the Utility to be insured at all times against loss by fire, tornado and other risks customarily insured against with an insurer or insurers in good standing in such amounts as are customary for like plants to protect the Lender and the Issuer from any loss due to such casualty and will apply the proceeds of such insurance to make good any such loss.

(f) The Issuer and each and all of its officers will punctually perform all duties of reference to the Utility as required by law.

(g) The Issuer will impose and collect charges or cause the imposition and collection of charges of the nature authorized by Minnesota Statutes, Section 444.075 at the times and in the amounts required, along with the monies and payments appropriated to the Debt Service Account in Section 3.03 hereof, to produce net revenues adequate to pay all principal and interest when due on the Note, and to create and maintain such reserves securing said payments as may be provided in this Resolution.

## Section 7. Tax Covenants.

7.01. Covenants with Respect to the Lender's Bonds. The Issuer agrees to cooperate with the Lender as necessary to maintain the tax-exempt status of any bonds issued by the Lender either to fund the Note or which are secured by the Note (the "Bonds"). The Issuer specifically agrees:

(a) Any sums from time to time held by or under the control of the Issuer which would constitute "gross proceeds" of the Bonds ("Gross Proceeds"), as defined in the Internal Revenue Code of 1986, as amended, and the regulations in effect with respect thereto (the "Code") shall not be invested at a yield in excess of the applicable yield on the Bonds. Disbursements of proceeds of the Note shall not be reinvested by the Issuer. In addition, said Gross Proceeds shall not be invested in obligations or deposits issued, guaranteed or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

(b) The Issuer covenants not to use the Project or to cause or permit it or any of it to be used, or to enter into any deferred payment arrangements for the cost of such Project, in such a manner as to cause any Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

(c) With respect to any Gross Proceeds, the Issuer shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code and the interest on any Bonds, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States.

(d) The Issuer shall comply with such instructions as may be provided from time to time by the Lender with respect to gross proceeds of Bonds.

7.02. Covenant Regarding Tax-Exempt Status of the Note. The Issuer covenants and agrees with the Lender that the Issuer will (i) take all action on its part necessary to cause the

interest on the Note to be exempt from federal income taxes including, without limitation, restricting, to the extent necessary, the yield on investments made with the proceeds of the Note and investment earnings thereon, making required payments to the federal government, if any, and maintaining books and records in a specified manner, where appropriate, and (ii) refrain from taking any action which would cause interest on the Note to be subject to federal income taxes, including, without limitation, refraining from spending the proceeds of the Note and investment earnings thereon on certain specified purposes.

7.03. Covenant as to Yield Restriction. No portion of the proceeds of the Note shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (i) for a reasonable temporary period until such proceeds are needed for the purpose for which the Note was issued, and (ii) in addition to the above, in an amount not greater than the lesser of five percent of the proceeds of the Note or \$100,000. To this effect, any proceeds of the Note and any sums from time to time held in the Debt Service Account (or any other Issuer account which will be used to pay principal and interest to become due on the Note) in excess of amounts which under the applicable federal arbitrage regulations may be invested without regard as to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by the arbitrage regulations on such investments after taking into account any applicable temporary periods or minor portion made available under the federal arbitrage regulations.

7.04. Arbitrage Rebate Exemption. For purposes of qualifying for the small-issuer exception to the federal arbitrage rebate requirements, the Issuer finds, determines and declares:

- (a) the Issuer is a governmental unit with general taxing powers;
- (b) the Note is not a "private activity bond" as defined in Section 141 of the Code;
- (c) 95% or more of the net proceeds of the Note is to be used for local governmental activities of the Issuer; and
- (d) the aggregate face amount of the tax-exempt obligations (other than private activity bonds) issued by the Issuer during the calendar year in which the Note is issued is not reasonably expected to exceed \$5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

7.05. Bank Qualified Obligations. In order to qualify the Note as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, the Issuer makes the following factual statements and representations:

- (a) the Note is not a "private activity bond" as defined in Section 141 of the Code;
- (b) the Issuer designates the Note as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code;
- (c) the reasonably anticipated amount of tax-exempt obligations (other than obligations described in clause (ii) of Section 265(b)(3)(C) which will be issued by the Issuer (and all entities whose obligations will be aggregated with those of the Issuer) during the calendar year in which the Note is issued will not exceed \$10,000,000; and

(d) not more than \$10,000,000 of obligations (other than certain qualified refunding obligations, which are not taken into account) will be issued by the Issuer during the calendar year in which the Note is issued have been designated for the purposes of Section 265(b)(3) of the Code.

Section 8. Post-Issuance Compliance Policy and Procedures. The Issuer has been provided with a Pre- and Post-Issuance Compliance Policy and Procedures which applies to qualifying obligations to provide for compliance with all applicable federal regulations for tax-exempt obligations or tax-advantaged obligations (collectively, the "Policy and Procedures"). The Issuer hereby approves the Policy and Procedures for the Bonds. The Clerk-Treasurer is designated to be responsible for post-issuance compliance in accordance with the Policy and Procedures.

*(remainder of this page left blank intentionally)*

Approved by the Council on November 14, 2018.

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Mayor

Attest:

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Clerk-Treasurer

M:\DOCS\12876\000018\ROL\1764185.DOCX



surrender of this Note when due. For the prompt and full payment of such principal and interest as they become due, the full faith and credit and taxing power of the Issuer are irrevocably pledged.

This Note is issued by the Issuer pursuant to the authority contained in Minnesota Statutes, Section 444.075 and Chapter 475, and all other laws thereunto enabling, and pursuant to an authorizing resolution adopted by the Issuer on November 14, 2018 (the "Resolution"), for the purpose of financing construction of an a new drinking water treatment plant, new well and related water transmission lines.

This Note is subject to redemption with the consent of the Lender, in whole or in part on such dates and at such prices and upon such other terms as are specified in the Loan Agreement, including, but not limited to, acceleration or payment of increased interest as provided in Section 9.2 of the Loan Agreement.

This Note is transferable by the registered owner hereof upon surrender of this Note for transfer at the office of the Issuer duly endorsed and accompanied by a written instrument of transfer in form satisfactory to the Issuer and executed by the registered owner hereof or the owner's attorney duly authorized in writing. The Issuer may deem and treat the person in whose name this Note is last registered upon the books of the Issuer, with such registration noted on this Note, as the absolute owner hereof for the purpose of receiving payment of or on account of the principal balance, redemption price or interest and for all other purposes; all such payments so made to the registered holder or upon the order thereof shall be valid and effectual to satisfy and discharge the liability upon this Note to the extent of the sum or sums so paid, and the Issuer shall not be affected by any notice to the contrary.

IT IS CERTIFIED AND RECITED that all acts and conditions required by the Constitution and the laws of the State of Minnesota to be done and to exist precedent to and in the issuance of this Note in order to make it a valid and binding general obligation of the Issuer in accordance with its terms have been done and do exist in form, time, and matter as so required; that all revenues received in payment of debt service cost allocations for this Note are irrevocably pledged and appropriated to the 2018A State Public Facilities Authority Note Debt Service Account established in the Resolution to pay when due the principal of and interest on this Note and obligations similarly authorized as provided in the Resolution; that, if needed to pay such principal and interest, the Issuer is required to levy ad valorem taxes on all taxable property in the Issuer, and such taxes may be levied without limitation of rate or amount; and that the issuance of this Note does not cause the indebtedness of the Issuer to exceed any constitutional or statutory limitation.

Additional provisions of this Note are contained in the Loan Agreement and such provisions shall for all purposes have the same effect as though fully set forth at this place.

IN WITNESS WHEREOF, the Issuer has caused this Note to be executed in its name by the manual signatures of its Mayor and Clerk-Treasurer.

*(Form – No Signature Required)*

Mayor

Attest:

*(Form – No Signature Required)*

Clerk-Treasurer

PROVISIONS AS TO REGISTRATION

The ownership of the unpaid principal balance of this Note and the interest accruing thereon is registered on the books of the City of Carlton, Minnesota, in the names of the holders last noted below.

Date of Registration	Name and Address of Registered Owner	Signature of Clerk-Treasurer
<p style="text-align: center;">___ / ___ /2018</p>	<p>State of Minnesota Public Facilities Authority 1st National Bank Bldg., Ste. W820 332 Minnesota Street St. Paul, Minnesota 55101-1378 Federal Tax I.D. No.: 41-6007162</p>	<p style="text-align: center;"><i>(Form-No Signature Required)</i></p>

ASSIGNMENT

For value received, the undersigned sells, assigns and transfers unto \_\_\_\_\_ the within Note and all rights thereunder, and irrevocably constitutes and appoints \_\_\_\_\_ attorney to transfer the said Note on the books kept for registration of the within Note, with full power of substitution in the premises.

Dated: \_\_\_\_\_

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

NOTICE: The signature to this assignment must correspond with the name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

The Clerk-Treasurer will not effect transfer of this Note unless the information concerning the assignee requested below is provided.

Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Taxpayer Identification No.: \_\_\_\_\_

**Exhibit A**  
 Loan Amortization Schedule  
 MPFA-DWRF-L-046-FY19

**Carlton - dw02**

Rate: 1.000%

Date:

Maturity: 08/20/48

funding dates:

2,175,099.00

private activity:

final loan amount:

2,175,099.00

Date	Effective	Source	Disbursement	Repayment	Interest	Principal	Loan Balance	Annl Debt Srv
projected	11/28/18	Op Res	2,175,099.00				2,175,099.00	
	08/20/19			46,928.87	15,829.87	31,099.00	2,144,000.00	46,928.87
	02/20/20			10,720.00	10,720.00		2,144,000.00	
	08/20/20			74,720.00	10,720.00	64,000.00	2,080,000.00	85,440.00
	02/20/21			10,400.00	10,400.00		2,080,000.00	
	08/20/21			75,400.00	10,400.00	65,000.00	2,015,000.00	85,800.00
	02/20/22			10,075.00	10,075.00		2,015,000.00	
	08/20/22			75,075.00	10,075.00	65,000.00	1,950,000.00	85,150.00
	02/20/23			9,750.00	9,750.00		1,950,000.00	
	08/20/23			75,750.00	9,750.00	66,000.00	1,884,000.00	85,500.00
	02/20/24			9,420.00	9,420.00		1,884,000.00	
	08/20/24			76,420.00	9,420.00	67,000.00	1,817,000.00	85,840.00
	02/20/25			9,085.00	9,085.00		1,817,000.00	
	08/20/25			76,085.00	9,085.00	67,000.00	1,750,000.00	85,170.00
	02/20/26			8,750.00	8,750.00		1,750,000.00	
	08/20/26			76,750.00	8,750.00	68,000.00	1,682,000.00	85,500.00
	02/20/27			8,410.00	8,410.00		1,682,000.00	
	08/20/27			77,410.00	8,410.00	69,000.00	1,613,000.00	85,820.00
	02/20/28			8,065.00	8,065.00		1,613,000.00	
	08/20/28			77,065.00	8,065.00	69,000.00	1,544,000.00	85,130.00
	02/20/29			7,720.00	7,720.00		1,544,000.00	
	08/20/29			77,720.00	7,720.00	70,000.00	1,474,000.00	85,440.00
	02/20/30			7,370.00	7,370.00		1,474,000.00	
	08/20/30			78,370.00	7,370.00	71,000.00	1,403,000.00	85,740.00
	02/20/31			7,015.00	7,015.00		1,403,000.00	
	08/20/31			79,015.00	7,015.00	72,000.00	1,331,000.00	86,030.00
	02/20/32			6,655.00	6,655.00		1,331,000.00	
	08/20/32			78,655.00	6,655.00	72,000.00	1,259,000.00	85,310.00
	02/20/33			6,295.00	6,295.00		1,259,000.00	
	08/20/33			79,295.00	6,295.00	73,000.00	1,186,000.00	85,590.00
	02/20/34			5,930.00	5,930.00		1,186,000.00	
	08/20/34			79,930.00	5,930.00	74,000.00	1,112,000.00	85,860.00
	02/20/35			5,560.00	5,560.00		1,112,000.00	
	08/20/35			79,560.00	5,560.00	74,000.00	1,038,000.00	85,120.00
	02/20/36			5,190.00	5,190.00		1,038,000.00	
	08/20/36			80,190.00	5,190.00	75,000.00	963,000.00	85,380.00
	02/20/37			4,815.00	4,815.00		963,000.00	
	08/20/37			80,815.00	4,815.00	76,000.00	887,000.00	85,630.00
	02/20/38			4,435.00	4,435.00		887,000.00	
	08/20/38			81,435.00	4,435.00	77,000.00	810,000.00	85,870.00
	02/20/39			4,050.00	4,050.00		810,000.00	
	08/20/39			81,050.00	4,050.00	77,000.00	733,000.00	85,100.00
	02/20/40			3,665.00	3,665.00		733,000.00	
	08/20/40			81,665.00	3,665.00	78,000.00	655,000.00	85,330.00
	02/20/41			3,275.00	3,275.00		655,000.00	
	08/20/41			82,275.00	3,275.00	79,000.00	576,000.00	85,550.00
	02/20/42			2,880.00	2,880.00		576,000.00	
	08/20/42			82,880.00	2,880.00	80,000.00	496,000.00	85,760.00
	02/20/43			2,480.00	2,480.00		496,000.00	

MN Public Facilities Authority

**Exhibit A**

Drinking Water State Revolving Fund

<u>Date</u>	<u>Effective</u>	<u>Source</u>	<u>Disbursement</u>	<u>Loan Amortization Schedule Repayment</u>	<u>Schedule Interest</u>	<u>Principal</u>	<u>Loan Balance</u>	<u>Annl Debt Srv</u>
	08/20/43			83,480.00	2,480.00	81,000.00	415,000.00	85,960.00
	02/20/44			2,075.00	2,075.00		415,000.00	
	08/20/44			83,075.00	2,075.00	81,000.00	334,000.00	85,150.00
	02/20/45			1,670.00	1,670.00		334,000.00	
	08/20/45			83,670.00	1,670.00	82,000.00	252,000.00	85,340.00
	02/20/46			1,260.00	1,260.00		252,000.00	
	08/20/46			84,260.00	1,260.00	83,000.00	169,000.00	85,520.00
	02/20/47			845.00	845.00		169,000.00	
	08/20/47			84,845.00	845.00	84,000.00	85,000.00	85,690.00
	02/20/48			425.00	425.00		85,000.00	
	08/20/48			85,425.00	425.00	85,000.00	-	85,850.00
<b>totals</b>			2,175,099.00	2,527,498.87	352,399.87	2,175,099.00		2,527,498.87

Calculation of Loan Rate for Carlton - dw02  
MPFA-DWRF-L-046-FY19

**FINAL**

Date	Principal	10/08/18 Rate Scales		Cash flow using principal schedule and these rate scales:		Present Value of Cash Flows and these rate scales *:	
		PFA Bonds	MMD AAA	PFA Bonds	MMD AAA	PFA Bonds	MMD AAA
11/28/18	(2,175,099.00)			(2,175,099.00)	(2,175,099.00)	(2,175,099.00)	(2,175,099.00)
08/20/19	31,099.00	0.690%	1.89%	69,505.37	77,416.57	69,170.93	75,696.92
02/20/20	-	-	-	26,280.32	31,528.90	25,434.72	30,356.43
08/20/20	64,000.00	0.800%	2.03%	90,260.32	95,528.90	86,219.42	90,567.90
02/20/21	-	-	-	26,024.32	30,879.30	24,524.69	28,827.34
08/20/21	65,000.00	0.900%	2.10%	91,024.32	95,879.30	84,644.92	88,137.26
02/20/22	-	-	-	25,731.82	30,196.60	23,611.69	27,333.37
08/20/22	65,000.00	1.050%	2.19%	90,731.82	95,196.60	82,155.69	84,690.08
02/20/23	-	-	-	25,387.32	29,485.06	22,663.36	25,077.92
08/20/23	66,000.00	1.250%	2.26%	91,387.32	95,485.06	80,573.49	82,520.24
02/20/24	-	-	-	24,974.82	28,732.65	21,728.23	24,451.10
08/20/24	67,000.00	1.450%	2.36%	91,974.82	95,732.65	78,959.90	80,219.59
02/20/25	-	-	-	24,489.07	27,942.05	20,745.68	23,055.59
08/20/25	67,000.00	1.600%	2.44%	91,489.07	94,942.05	76,478.30	77,139.03
02/20/26	-	-	-	23,953.07	27,124.65	19,758.13	21,700.69
08/20/26	68,000.00	1.750%	2.53%	91,953.07	95,124.65	74,945.67	74,938.30
02/20/27	-	-	-	23,364.87	26,264.45	18,766.34	20,374.02
08/20/27	69,000.00	2.047%	2.61%	92,364.87	95,264.45	73,204.65	72,767.40
02/20/28	-	-	-	22,668.66	25,364.00	17,720.73	19,077.49
08/20/28	69,000.00	2.323%	2.69%	91,668.66	94,364.00	70,735.39	69,889.79
02/20/29	-	-	-	21,857.22	24,439.40	16,644.62	17,823.35
08/20/29	70,000.00	2.550%	2.76%	91,857.22	94,439.40	69,025.24	67,816.72
02/20/30	-	-	-	20,964.72	23,473.40	15,545.31	16,569.54
08/20/30	71,000.00	2.740%	2.83%	91,964.72	94,473.40	67,269.50	65,791.10
02/20/31	-	-	-	19,982.02	22,468.75	14,434.39	15,405.23
08/20/31	72,000.00	2.936%	2.89%	91,982.02	94,468.75	65,540.17	63,778.60
02/20/32	-	-	-	18,935.06	21,428.35	13,311.69	14,245.35
08/20/32	72,000.00	3.098%	2.94%	90,935.06	93,428.35	63,084.14	61,159.04
02/20/33	-	-	-	17,823.38	20,369.95	12,200.99	13,130.15
08/20/33	73,000.00	3.198%	2.99%	90,823.38	93,369.95	61,350.47	59,263.10
02/20/34	-	-	-	16,656.11	19,278.60	11,102.21	12,048.98
08/20/34	74,000.00	3.297%	3.04%	90,656.11	93,278.60	59,627.79	57,405.62
02/20/35	-	-	-	15,436.22	18,153.80	10,018.63	11,001.14
08/20/35	74,000.00	3.366%	3.09%	89,436.22	92,153.80	57,279.14	54,989.64
02/20/36	-	-	-	14,163.40	17,010.50	8,963.63	9,994.99
08/20/36	75,000.00	3.466%	3.14%	89,163.40	92,010.50	55,815.84	53,235.37
02/20/37	-	-	-	12,863.65	15,839.00	7,928.10	9,020.36
08/20/37	76,000.00	2.430%	3.18%	88,683.65	91,833.00	53,971.60	51,517.74
02/20/38	-	-	-	11,560.25	14,624.60	7,166.41	8,078.67
08/20/38	77,000.00	2.460%	3.22%	88,950.25	91,624.60	52,598.49	49,838.55
02/20/39	-	-	-	11,001.60	13,394.90	6,419.73	7,169.12
08/20/39	77,000.00	2.550%	3.25%	88,001.60	90,394.90	50,663.97	47,669.91
02/20/40	-	-	-	10,019.66	12,133.65	5,692.27	6,301.41
08/20/40	78,000.00	2.600%	3.27%	86,019.66	90,133.65	49,342.45	46,092.54
02/20/41	-	-	-	9,005.65	10,899.35	4,981.73	5,467.71
08/20/41	79,000.00	2.630%	3.29%	85,005.65	88,899.35	48,037.79	44,555.09
02/20/42	-	-	-	7,967.00	9,552.75	4,281.23	4,669.95
08/20/42	80,000.00	2.640%	3.29%	87,967.00	88,562.75	46,754.42	43,056.76
02/20/43	-	-	-	6,911.00	8,246.75	3,624.59	3,904.04
08/20/43	81,000.00	2.650%	3.30%	87,911.00	88,246.75	45,496.45	41,602.72
02/20/44	-	-	-	5,897.75	6,910.25	2,981.23	3,171.91
08/20/44	81,000.00	2.660%	3.31%	86,637.75	87,910.25	43,759.69	39,734.16
02/20/45	-	-	-	4,760.45	5,569.70	2,367.17	2,479.87
08/20/45	82,000.00	2.670%	3.32%	86,760.45	87,569.70	42,571.49	39,377.23
02/20/46	-	-	-	3,665.75	4,208.60	1,774.91	1,816.12
08/20/46	83,000.00	2.690%	3.33%	86,665.75	87,208.60	41,407.21	37,057.30
02/20/47	-	-	-	2,563.55	2,826.55	1,203.69	1,182.69
08/20/47	84,000.00	2.690%	3.34%	86,563.55	86,826.55	40,266.69	35,773.60
02/20/48	-	-	-	1,423.75	1,423.75	653.60	677.62
08/20/48	85,000.00	3.350%	3.35%	86,423.75	86,423.75	39,149.33	34,525.38
<b>Totals</b>	-	-	-	951,812.06	1,105,764.27	-	-
				* yields that equates PV of cash flows to \$-0-		2.682%	3.111%
				less discounts applied to the higher of the two yields:		base discount:	1.5000%
						MHI below average:	0.5000%
						Avg residential cost:	0.5000%
						resulting loan rate (min=1%):	1.000%
<b>estimated savings: \$753,364</b>				<b>WAM: 16.2 years</b>			

**CITY OF CARLTON  
RESOLUTION 2018-32**

**A RESOLUTION CERTIFYING UNPAID CHARGES**

**WHEREAS**, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed certifications of unpaid charges for municipal fees and utilities; and

**WHEREAS**, the amounts of bad debt have been minimized through diligent collection efforts by staff.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARLTON, MINNESOTA AS FOLLOWS:

Such proposed certification of unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute a lien against the lands named herein

Such certification shall be payable over a period of one year on or before the first Monday in January.

The owner of the affected property may, at any time prior to certification of unpaid charges to the County Auditor, pay the whole of the certified unpaid charges on such property to the City Clerk or Deputy Clerk. The taxpayer may at any time thereafter, pay the City Clerk or County Auditor, the entire amount certified and remaining unpaid. Such payment must be made before December 31, 2018.

The clerk shall forthwith transmit a certified copy of this certification role to the County Auditor to be extended on the property tax lists of the county and such certified unpaid charges shall be collected and paid over in the same manner as property taxes

Passed by the City Council of Carlton, Minnesota this 14th day of November, 2018.

\_\_\_\_\_  
Kathleen O'Hara Bureau/Mayor

Attested:

\_\_\_\_\_  
Carol Conway/City Clerk

**CITY OF CARLTON  
RESOLUTION NO. 2018-32  
EXHIBIT 1**

<b>Parcel Description</b>	<b>Service</b>	<b>Amount</b>
15-350-2400	Water bill	\$289.14

(STATE OF MINNESOTA

COUNTY OF CARLTON)

) ss. Authentication Certificate

I, the undersigned, being the duly qualified City clerk of the City of Carlton, certify that the attached Resolution of the City Council adopting a(n) certification for unpaid charges under the Utilities Ordinance, is a true copy of the original, of which is on file at the City of Carlton.

Dated this 14th day of November, 2018

Seal

---

Carol Conway  
City Clerk  
City of Carlton

**CITY OF CARLTON  
RESOLUTION  
#2018-33**

**RESOLUTION ACCEPTING GRANTS AND DONATIONS TO THE CITY**

**WHEREAS**, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and

**WHEREAS**, the City has received the following donation to the Library:

Book Sale - \$5.00 Cash

**WHEREAS**, the City Council is appreciative of the donations and commends the businesses, organizations and individuals listed for their civic efforts,

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Carlton, County of Carlton, Minnesota; hereby accepts the grants and donations as listed above.

Adopted by the City Council of the City of Carlton, Minnesota this 14th day of November, 2018.

By: \_\_\_\_\_  
Kathleen Bureau  
Mayor

Attest: \_\_\_\_\_  
Carol Conway  
City Clerk/Treasurer

Motion by: \_\_\_\_\_

B. Bodie \_\_\_\_\_

Second by: \_\_\_\_\_

R. Jorgenson \_\_\_\_\_

A. Gustafson \_\_\_\_\_

H. MacDonald \_\_\_\_\_

K. Bureau \_\_\_\_\_

TO (Engineer):

PROJECT:

AIA DOCUMENT G702

PAGE 1 OF 9 PAGES

DONOHUE  
4500 PARK GLEN ROAD, #125  
ST. LOUIS PARK, MN 55416

WTP & SYSTEM IMPROVEMENTS

APPLICATION NO ONE  
PERIOD FROM: 10/15/2018  
TO: 11/2/2018

FROM (Contractor)

CONTRACT FOR:

MUNICIPAL BUILDERS, INC.  
17125 ROANOKE ST. NW  
ANDOVER, MN 55304

CITY OF CARLTON

### CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL		
Approved this Month		
Number	Date Approved	
TOTALS	0.00	0.00
Net change by Change Orders		0.00

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 for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:  
By: *[Signature]*  
Date: *11/6/18*  
AIA DOCUMENT G702 APPLICATION AND CERTIFICATE FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

The present status of the account for this Contract is as follows:  
PERCENT COMPLETE: 4.6%  
ORIGINAL CONTRACT SUM: \$ 4,582,000.00  
Net change by Change Orders: \$ 0.00  
CONTRACT SUM TO DATE: \$ 4,582,000.00

TOTAL COMPLETED & STORED TO DATE: \$ 212,478.00  
(Column G on G703)  
RETAINAGE 5%: \$ 10,623.90  
or total in Column I on G703  
TOTAL EARNED LESS RETAINAGE: \$ 201,854.10  
LESS PREVIOUS CERTIFICATES FOR PAYMENT: \$ 0.00  
CURRENT PAYMENT DUE: \$ 201,854.10

RECOMMENDATION FOR PAYMENT  
ENGINEER:  
By: *[Signature]*  
Date: *11/6/18*  
OWNER:

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

# INVOICE



4500 Park Glenn Road, Suite 125  
St. Louis Park, MN 55416  
Phone: 952-920-1800  
www.donohue-associates.com

**Invoice To:**

City of Carlton  
Attn: Carol Conway  
PO Box 336  
Carlton, MN 55718

**Invoice Date:** November 1, 2018  
**Donohue Project No.:** 13233  
**Invoice No:** 13233-18  
**Project Manager:** Ashley Hammerbeck  
**Terms:** 30 Days  
**Billing Period:** 09/30/18 - 10/27/18

**Project Description:** City of Carlton - New WTP, New Well and Water Distribution Upgrades

**Your Authorization:** Carlton-Twin Lakes Joint Water Board  
Engineering Services Agreement  
Amendment No. 1, Signed 01/30/18  
Amendment No. 2, Signed 08/14/18  
Amendment No. 3, Signed 09/28/18  
Amendment No. 4, PENDING

<b>Compensation:</b>	Time and Expense Not-to-Exceed	\$	360,000.00
	Time and Expense Not-to-Exceed	\$	26,152.00
	Time and Expense Not-to-Exceed	\$	5,584.62
	Time and Expense Not-to-Exceed	\$	453,400.00
	Total	\$	845,136.62

<b>Billing Summary:</b>	Total Project Charges to Date	\$	406,687.41
	Total Project Charges Previously Billed	\$	391,736.62
	Total Project Current Charges	\$	14,950.79

<b>Current Charges:</b>	Labor (90.5 hours)	\$	12,942.50
	Reimbursable Expenses	\$	2,008.29
	Subconsultants	\$	-
	Total	\$	14,950.79

<b>Current Charges Due - City of Carlton</b>	<b>\$ 14,950.79</b>
--	---------------------

**Please Remit to:**

Donohue & Associates, Inc.  
3311 Weeden Creek Road  
Sheboygan, WI 53081  
Phone: 920-208-0296  
Fax: 920-208-0402

<b>Aged Receivables</b>				
<u>Current</u>	<u>31 - 60 Days</u>	<u>61 - 90 Days</u>	<u>91 - 120 days</u>	<u>&gt;120 days</u>
\$14,950.79	\$0.00	\$0.00	\$0.00	\$0.00



City of Carlton  
Attn: Carol Conway  
PO Box 336  
Carlton, MN 55718

Invoice Date: November 1, 2018  
Invoice No.: 13233-18  
Billing Period: 09/30/18 - 10/27/18  
Project Manager: Ashley Hammerbeck

**DETAIL OF CURRENT CHARGES**

**LABOR**

<b>Name</b>	<b>Hours</b>	<b>Billing Rate</b>	<b>Cost</b>
Tim Korby	1.0	\$ 230.00	\$ 230.00
Craig Schuenemann	0.5	\$ 155.00	\$ 77.50
Susan Wojtkiewicz	48.0	\$ 155.00	\$ 7,440.00
Kimberly Gahagan	4.0	\$ 140.00	\$ 560.00
Ashley Hammerbeck	30.5	\$ 130.00	\$ 3,965.00
Michael Styf	4.0	\$ 130.00	\$ 520.00
Samantha Trefl	2.5	\$ 60.00	\$ 150.00
<b>TOTAL LABOR</b>	<u>90.5</u>		<u>\$ 12,942.50</u>

**REIMBURSABLE EXPENSES**

**Other Direct Costs - Travel**

Parking, etc.	\$ -
Lodging	\$ -
Meals	\$ -
Mileage	\$ 402.76
Transportation	\$ -
<b>Total Other Direct Costs - Travel</b>	<u>\$ 402.76</u>

**Equipment, Materials & Supplies**

Printing	\$ 1,605.53
Shipping/Postage	\$ -
Supplies	\$ -
Other - Conference Calls	\$ -
<b>Total Equipment, Materials &amp; Supplies</b>	<u>\$ 1,605.53</u>

**TOTAL REIMBURSABLE EXPENSES** \$ 2,008.29

**CURRENT CHARGES DUE - CITY OF CARLTON** \$ 14,950.79

## Construction Status Report

### Water Treatment & System Improvements

Carlton, Minnesota  
Donohue Project Number – 13233

**Invoice 18** | September 30 – October 27, 2018

#### Activities This Period

##### *Construction Services - Donohue*

- Delivered conformed documents and coordinated contract execution between City and Contractor.
- Prepared and executed Change Order #1 to incorporate updated wage information into contract documents.
- Conducted pre-construction conference on 10/11.
- Distributed pre-construction conference meeting minutes and sign-in.
- Reviewed construction schedule and schedule of values provided by Contractor.
- Continued shop drawing review and RFI responses.
- Began on-site observation as dictated by Contractor schedule.
- Attended Monthly Meeting No. 1 on 10/23
- Prepared weekly reports and photo logs

##### *Construction Activities – MBI*

- Traut Wells on-site to develop test well for new Well No. 5.
- Collected water quality samples for new Well No. 5 on behalf of City.
- Mobilized job trailers and installed job site security fencing.
- Completed initial layout survey.
- Began clearing and grubbing of new WTP site.
- Completed excavation for clearwell and backwash tank.
- Installed excavation sumps for perched groundwater.
- Tied rebar, formed, and poured backwash tank slab.
- Tied rebar and formed clearwell slab.

#### Near-Term Activities

##### *Construction Services – Donohue*

- Continue On-Site Observations as dictated by construction schedule
- Attend Monthly & Weekly Meetings
- Continue with submittal reviews and RFI responses
- Attend City Council Meeting on 11/14

##### *Construction Activities – MBI*

- Tie rebar, form, and pour walls of backwash tank and clearwell.
- Tie rebar, form, and pour cover slabs of backwash tank and clearwell.
- Leak test backwash tank and clearwell.

## Construction Status Report

### Water Treatment & System Improvements

Carlton, Minnesota  
Donohue Project Number – 13233

**Invoice 18** | September 30 – October 27, 2018

- Complete Well No. 5.
- Install project sign.
- Continue with shop drawing submittals.
- Schedule additional construction activities based on weather forecast and freeze-up.

#### Outstanding Issues

- City to develop Water Treatment Plant Committee for authorization of work change directives.
- Pricing for WCD #1-Test Well Drilling submitted by Contractor. Under Review by Donohue.

#### Remarks

- Monthly Meetings will be held at 10:30am on the 3<sup>rd</sup> Tuesday of each month at the City Hall.
- Weekly Meetings will be held at 10:30am every Tuesday at the job trailer.
- Contractor to submit first Application for Payment for work completed through October.

#### Schedule

*Notice to Proceed dated October 11, 2018*

*Construction Substantial Completion August 1, 2020*

*Final Completion September 1, 2020*

#### Milestones, Completion Date:

1. Complete Test Well for Well 5 – 11/15/2018 - COMPLETE
2. Submit Section 11200 Shop Drawings for Engineering Review – 1/8/2019
3. Substantial Completion of New WTP & Well 5 – 10/15/2018

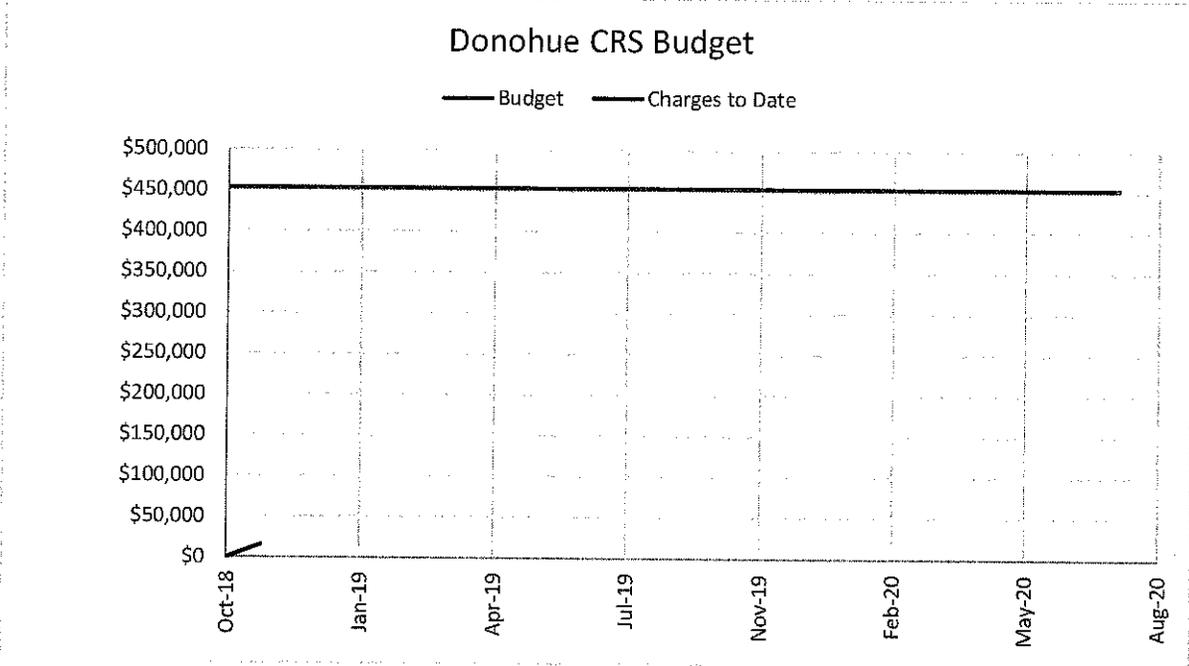
**Construction Status Report**

**Water Treatment & System Improvements**

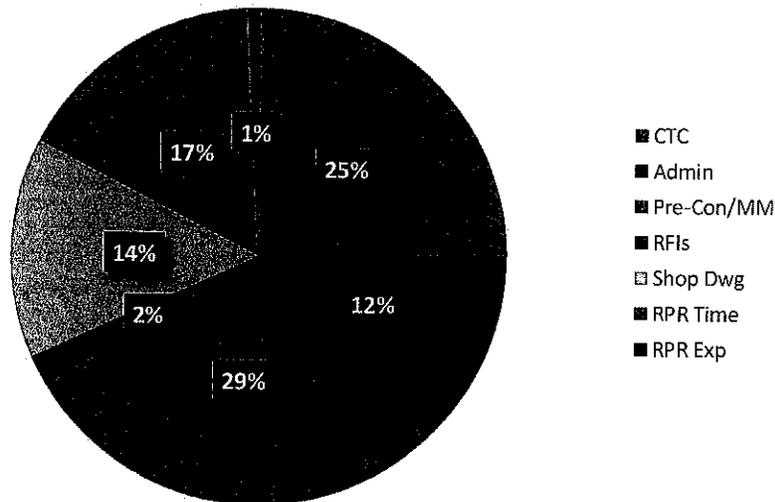
Carlton, Minnesota  
Donohue Project Number – 13233

**Invoice 18 | September 30 – October 27, 2018**

**CRS Budget**  
Donohue CRS Contract



**Donohue Invoice Breakdown, \$14,950.79**



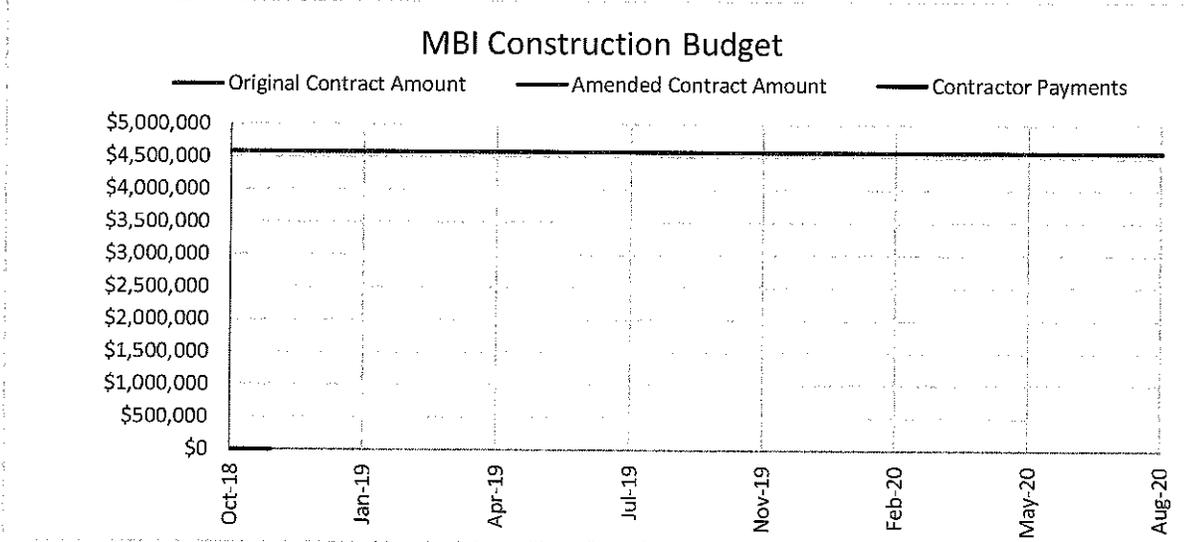
## Construction Status Report

### Water Treatment & System Improvements

Carlton, Minnesota  
Donohue Project Number – 13233

Invoice 18 | September 30 – October 27, 2018

### Construction Budget



### Summary of Submittals, RFI's, and Change Orders – As of 10/23/18 Monthly Meeting

Item	Open	Closed	Total
Submittals	2	6	8
RFI's	0	3	3
Change Orders	0	1	1

#### Submittals

- Under Engineering Review: 2
- Accepted/Accepted as Noted: 6
- Revise and Resubmit: 0
- No Action Required: 0

#### Requests for Information

- RFI #1 – Waterstop (proposed change), Response 10/8
- RFI #2 – Pitless Well Adapter, Response 10/23
- RFI #3 – Questions from Tonka, Response 10/23

#### Change Orders

- Change Order #1 - \$0 (Updated Wage Rate Information)

## 1% voluntary tax

This is done in Bayfield. The Recreation & Fitness Center is a nonprofit. They needed extra income to be sustainable. The Fitness Center partnered with some of the area business. The business owners add 1% of the bill to each receipt as a voluntary tax. The businesses then give this money to the nonprofit.

The Bayfield program was modeled on a program in Colorado called 1% for Outdoor Spaces. There was one business in Colorado Springs that donated 1% of their annual proceeds to a nonprofit organization called Trails and Open Space Coalition.

1% for Open Space is a consortium of local businesses working to permanently preserve and maintain open space in Gunnison County. They are an independent, unaffiliated, 501c3 non-profit organization. The program is overseen by an Executive Director and Board of Directors. The majority of the board is comprised of local business owners who participate in 1% for Open Space.

Funds are raised solely by the participating businesses collecting a voluntary 1% donation on the gross sales of products and services before taxes. Businesses mail their collected donations to 1% on a payment plan of their choice. The money is then put into a variety of high interest bearing accounts where it sits until an application is presented requesting funds.

2018 Ambulance Write-Offs

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Self-Pay	-\$150.03	-\$3,721.18	-\$229.42	-\$333.06	\$1,500.00	
Commercial Insurance	\$2,049.26	\$6,494.97	\$6,961.45	\$2,756.33	\$5,518.97	\$5,957.34
BCBS						
Medicare	\$34,051.07	\$19,242.26	\$39,453.25	\$36,223.12	\$12,629.54	\$28,666.41
Medicaid/PMAP	\$6,030.55	\$15,369.07	\$18,705.41	\$11,379.30	\$35,461.18	\$21,822.18
ISH						
Other Liability		\$710.92			\$3,382.24	
Workers Compensation						
Motor Vehicle Accident		\$634.98		\$472.90		
TOTAL	\$41,980.85	\$38,731.02	\$64,890.69	\$50,498.59	\$58,491.93	\$56,445.93
		<b>1st quarter</b>	<b>\$145,602.56</b>		<b>2nd quarter</b>	<b>\$165,436.45</b>
Self-Pay						
Commercial Insurance	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
BCBS	\$11,509.96	\$1,987.62	\$12,701.55			
Medicare	\$27,205.14	\$28,442.45	\$27,735.91			
Medicaid/PMAP	\$12,512.70	\$24,081.40	\$12,459.98			
ISH						
Other Liability		\$1,028.00				
Workers Compensation						
Motor Vehicle Accident						
TOTAL	\$51,227.80	\$55,539.47	\$52,897.44	\$0.00	\$0.00	\$0.00
		<b>3rd quarter</b>	<b>\$159,664.71</b>		<b>4th quarter</b>	<b>\$0.00</b>

**TOTAL \$470,703.72**



It is time to start planning for 2019! The most inclusive source to reach area visitors is through the **Hinckley & East Central Minnesota Visitors Guide!**

- **45,000 readers!** Distributed **FREE** to prospective travelers throughout Minnesota and the upper Midwest.
- Available for **FREE** distribution at area hotels, tourist attractions & restaurants, all Travel Information Centers in MN, **Mall of America, MSP Airport, Explore Minnesota Tourism Offices, Group Tour Operators & sports and travel tradeshow**s.
- Contains information on area communities, attractions, events, outdoor recreation, lodging, dining, shopping and historic sites.
- The **#1** response piece to inquiries in the region.
- Advertising in the Hinckley & East Central Visitors Guide will help generate your business the needed exposure to tourists visiting the area and also those planning to visit.
- Rates as low as **\$110** for a full-color ad.
- **FREE** listings on our calendar of events both in 2019 Visitors Guide and web site. Digital Visitors Guide available with your paid ad. Reach more than **250,000** potential visitors. (**Web Links** available for only **\$50.00**)
- **FREE** brochure distribution at the Hinckley Convention & Visitors Bureau office and all participating Minnesota Tourism Information Centers.

**The advertising deadline is November 23, 2018.** If you have any questions, please call 320-384-0126 or email [HinckleyCVB@scicable.net](mailto:HinckleyCVB@scicable.net). We look forward to helping promote your business in the 2017 Hinckley Visitors Guide.

**Don't miss out on this essential marketing opportunity!**

Timothy L. Williams, Executive Director  
Hinckley Convention & Visitors Bureau

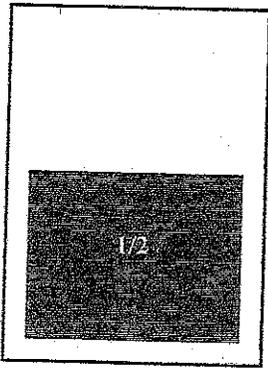
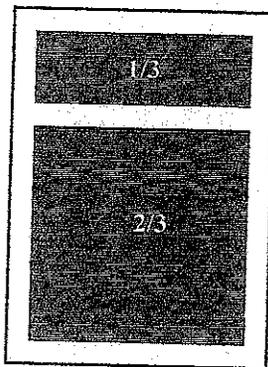
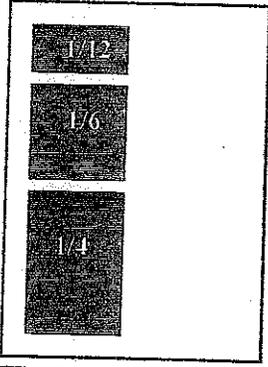
# 2019 Hinckley Area Visitors Guide Ad Contract

Advertiser \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**Check One:**  
 New ad created by our design team.(\$25/1 proof provided)  
 New ad supplied by advertiser by Nov. 23, 2018  
 Repeat ad from 2018 w/changes.(\$10/1 proof provided)  
 Repeat ad from 2018

Ad Dimensions:	Ad Prices
<input type="checkbox"/> 1/12 page = 3-1/2 x 1-1/2	\$110.00
<input type="checkbox"/> 1/6 page = 3-1/2 x 3-1/8	\$200.00
<input type="checkbox"/> 1/4 page = 3-1/2 x 4-3/4	\$300.00
<input type="checkbox"/> 1/3 page = 7-1/8 x 3-1/8	\$400.00
<input type="checkbox"/> 1/2 page = 7-1/8 x 4-3/4	\$600.00
<input type="checkbox"/> 2/3 page = 7-1/8 x 6-1/4	\$800.00
<input type="checkbox"/> Full page = 7-1/8 x 9-5/8	\$1200.00

*Contract, Payment & Material Deadline is November 23, 2018*



**Cost Summary:**

Ad Space Cost: \_\_\_\_\_ Signature \_\_\_\_\_  
 Web Site Listing : \$50.00 \_\_\_\_\_ Date \_\_\_\_\_  
 Production Costs\*: \_\_\_\_\_  
**TOTAL DUE:** \_\_\_\_\_

\*Only applies if we create your ad for you. (\$10 or \$25 fee applies)

**Payment is due with contract - 1 proof will be sent**  
 Please send contract & Check to :  
 Hinckley CVB  
 PO Box 197  
 Hinckley MN 55037  
 If you have any questions please call: 320-384-0126

**AD MATERIALS TO:**  
 hinckleycvb@scicable.net  
 or  
 Hinckley CVB  
 P.O. Box 197  
 Hinckley, MN 55037

**CITY OF CARLTON  
CARLTON AMATEUR HOCKEY ASSOCIATION-FOUR SEASONS RECREATION  
AREA**

**COOPERATIVE SERVICE AGREEMENT  
PART-TIME MAINTENANCE EMPLOYEE**

**WHEAREAS**, the City of Carlton (“Carlton”) part-time employee has given termination notice and needs a part-time employee; and

**WHEAREAS**, Carlton Amateur Hockey Association-Four Seasons Recreation Area and Event Center (CAHA) needs a part-time employee; and

**WHEREAS**, it is Carlton and CAHA’s belief that a shared maintenance employee could fulfill the needs of both entities; and

**WHEREAS**, the shared position would create a position that would offer a desirable wage and would help attract a large, qualified pool of applicants for the open position that would benefit both entities.

**NOW, THEREFORE**, Carlton and CAHA agree to the terms and conditions concerning a shared maintenance employee as follows:

**1. THE CITY OF CARLTON AGREES TO:**

- Be the employer of record for said shared employee and shall maintain all required employment records and pay all required federal and state withholdings, PERA contributions (if applicable), worker’s compensation payments, health insurance premiums and any and all other fees associated with the filled position.
- Keep an accurate and complete record of hours worked, comp time and vacation accrued (if applicable).
- Keep an accurate and complete record of training received and the cost of reimbursable expenses associated with said training.

**2. CARLTON AREA HOCKEY ASSOCIATION AGREES TO:**

- Reimburse the City of Carlton for expenses associated with said employee as follows:
  1. Wages (including employment taxes, PERA (if applicable)) for actual hours worked for CAHA during the pay period.
  2. One-half of all costs and fees associated with training and expenses required for the position.
  3. One-half of all fees and costs associated with the hiring and said employee.

**3. EMPLOYEE STATUS:** Carlton's employee providing maintenance duties to CAHA shall remain an employee of Carlton and shall not be deemed an employee of CAHA for any purpose. Carlton shall maintain liability and errors and omissions insurance on its employee at all times in amounts not less than the tort liability limitations set out in Minn. Stat. 466.04 and shall maintain all required workers' compensation insurance on such employee.

**4. HIRING COMMITTEE:** A hiring committee shall be appointed with member from the City of Carlton and the CAHA Board. The committee shall consist of elected officials, city administration, city maintenance department staff and members of CAHA Board as deemed appropriate and agreed upon in advance of the interview process.

**5. INDEMNIFICATION.** Carlton agrees to defend and indemnify CAHA and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the shared maintenance employee's negligence or omissions related to the performance or failure to perform his duties under this Agreement except where such claim, action damage, loss or expense is attributable to a specific direction from CAHA or its employees, officials, agents or representatives. Notwithstanding the foregoing, (i) Carlton's defense and indemnity agreement herein is limited to the tort liability and errors and omissions insurance coverage maintained by Carlton, whichever is applicable; and (ii) Carlton does not waive and expressly preserves, any and all statutory and common law defenses, including without limitation governmental immunities such as discretionary immunity and all applicable statutory and common law liability limits.

CAHA agrees to defend and indemnify Carlton and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the shared maintenance employee's negligence or omissions related to the performance or failure to perform his duties under this Agreement except where such claim, action damage, loss or expense is attributable to a specific direction from Carlton or its employees, officials, agents or representatives. Notwithstanding the foregoing, (i) CAHA's defense and indemnity agreement herein is limited to the tort liability and errors and omissions insurance coverage maintained by CAHA, whichever is applicable; and (ii) CAHA does not waive and expressly preserves, any and all statutory and common law defenses, including without limitation governmental immunities such as discretionary immunity and all applicable statutory and common law liability limits.

**6. PAYMENT FOR SERVICES:** CAHA shall pay Carlton for its share of the wages, benefits and reimbursements payable to said employee as previously defined and set forth in paragraph 2 of this document.

**7. TIMING OF PAYMENT:** Payments due under this Agreement shall be calculated on a monthly basis. Carlton shall invoice CAHA no later than the 15<sup>th</sup> day of each month for work performed and associated expenses accrued for said employee during the previous calendar month.

**8. EFFECTIVE DATE OF AGREEMENT:** This Agreement shall be effective as of the date of hire of said shared maintenance position and shall continue in effect until such time as this Agreement is properly terminated.

## **GENERAL CONDITIONS**

**9. DISPUTE RESOLUTION:** The parties shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this Agreement. If disputes cannot be resolved informally by the parties, the following procedures shall be used:

- a. **Mediation:** Whenever there is a failure between the parties to resolve a dispute on their own, the parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Carlton County District Court Administrator and select a mediator by alternately striking names until one remains. Carlton shall strike the first name followed by CAHA.
- b. **Litigation:** If the dispute is not resolved within thirty (30) days after the end of the mediation proceedings, the parties may litigate the matter. Each party will be responsible for all of their own costs associated with such litigation.
- c. **Termination:** Mediation shall not act as a bar to termination of this Agreement by either party in accordance with the provision of paragraph eight (8) of this Agreement.

**10. TERMINATION:** This Agreement may be terminated by either party providing sixty (60) days written prior notice to the other party at any time. Cause is not required for such termination. Payment for services rendered will be through the date of termination as identified in the written notification.

**11. AMENDMENTS:** Any modification or amendment to this Agreement shall require a written agreement signed by all parties.

**12. NONDISCRIMINATION:** In the hiring of an employee to perform work under this Agreement, the parties shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.

**13. WAIVER:** The waiver by any party of any breach or failure to comply with any provision of this Agreement by another party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

**14. NOTICES:** All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

City of Carlton  
310 Chestnut Avenue  
PO Box 336  
Carlton, MN 55718

Carlton Area Hockey Association-Four  
Seasons Recreation Area  
90 Chestnut Avenue  
P O Box 344  
Carlton, MN 55718

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the dates indicated below.

**Dated:** \_\_\_\_\_

**CITY OF CARLTON, MINNESOTA**

**By:** \_\_\_\_\_  
**Its Mayor**

and

**By:** \_\_\_\_\_  
**Its City Clerk/Treasurer**

.....  
**Dated:** 11/10/18

**CARLTON AREA HOCKEY ASSOCIATION-FOUR SEASONS RECREATION  
AREA**

**By:** \_\_\_\_\_  
**President**



## **City of Carlton Ambulance Service Proposal for EMS Billing Services**

Prepared By:

TransMedic EMS Medical Billing Services

October 18th, 2018

Contact:

Buck McAlpin, President/Owner

Email: [Buck.mcalpin@transmedic-mn.com](mailto:Buck.mcalpin@transmedic-mn.com)

TransMedic Medical Billing Services, an SBE & WBE Certified Business

33 E Wentworth Avenue

West St Paul, MN 55118

Mobile: 763-213-2645

Business Line: 651-450-7133

Toll Free Line: 1-888-424-6944

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## SECTION 1: BACKGROUND AND OVERVIEW

### **History**

TransMedic EMS Billing Services (TM) is uniquely qualified to deliver superior billing and debt collection services to Carlton Ambulance Service. Our company has been providing EMS billing and collection services to a variety of EMS agencies for over 30 years and has grown from servicing one agency performing 1,500 runs a year to ten agencies with 60,000 combined runs per year. In 2017 this volume represented over \$65 million in billable charges. The business is owned and operated by Buck and Cindy McAlpin. As former paramedics they both bring a strong understanding and background in all aspects of EMS operations. Buck also provides Government Relations and consulting services for a host of health care and EMS providers and has become the lead advocate for the industry in MN. Through this and other work in health policy, Buck has developed a strong understanding of the health care payment system within state agencies, health care payers, and providers in Minnesota. Buck is a sought-after expert on the evolving EMS industry, health care payment reform and optimizing payment models for EMS Services.

TransMedic staff has over 100 years of combined experience in performing billing and collections for medical agencies including hospital, physician, and EMS systems. Client satisfaction is our number one priority and we strive to deliver the maximum reimbursement possible for our clients. TM has the industry expertise necessary to provide analysis of EMS trends and issues in reimbursement, legislation and patient communications. Patient respect, dignity, and confidentiality are extremely important to our business and a cornerstone of our office culture.

### **Compliance**

TM is fully compliant with all state and federal collection regulations as outlined under the Fair Debt Collection Practices Act, Red Flag Rules Set, and HIPAA. All of which are monitored by our full-time NAAC compliance officer. We have also implemented the Office of the Inspector General's Office Compliance Program for Billing Companies. All employees involved in daily operations for Carlton will have the following minimum qualifications:

- HIPAA/HiTech certified according to SCORM and AIC standards
- Successful background checks performed by Heartland Investigations
- Successful outcome of the OIG exclusion website
  - The Transmedic Compliance committee performs monthly random audits with all of our clients

In addition, TM provides ongoing compliance education through local and national experts such as Page, Wolfberg and Wirth, Fredrikson and Byron, TriTech systems, and CMS Webinars.

TransMedic EMS Medical Billing Services is an Affirmative Action/Equal Opportunity Employer.

All TM operations including, technology, reporting, collections, billing, compliance, customer service and consulting are provided and performed within the continental United States.

### **Disaster Recovery Plan, Business Continuity & Records Management**

TransMedic Medical Billing Services maintains current Business Associate Agreements with Trittech, Success Computers and Shred-IT to ensure HIPAA and HiTech compliance.

TM operates within a cloud platform, hosted by Trittech Software Systems. All of our applications are run and stored on redundant servers in a secure data center. All servers are automatically backed up to a second San server and an offsite location each night. Trittech Systems cloud is hosted at a secure Data Center outlined on Attachment A. The Internet Data Center is a Type 2 SSAE 16 (SOC 2) facility. US Internet's data center recently passed the SSAE 16 audit with zero deficiencies. TM utilizes Office 365 policy based encrypted email to promote compliance with HIPAA regulations. All email is scanned for compliance and encrypted if necessary. This relationship allows TM to operate a robust Disaster Recovery and Business Continuity plan. We will provide our complete Disaster Recovery/Business Continuity plan to Carlton upon entering into a negotiating period for this contract award.

In 2018 Transmedic performed a complete upgrade of the computer and phone system to provide our clients the latest technology.

Paper records are destroyed on a monthly and yearly basis, managed by Shred-IT, a NAID-Certified Company through both secured on-site and off-site destruction.

TM will maintain records with all details of services performed for Carlton Ambulance for a period of six years.

### **SOC-1-SAE 18 Type II Audit**

TransMedic is proud to complete an annual SOC-1-SAE 18 Type II audit for our clients. This level of review by an outside auditor is essential to assure our clients' security and safety.

## **Results**

With the use of our highly effective and proprietary methods, TransMedic Medical Billing Services overall gross collection reimbursement rate for EMS (net cash plus mandated allowances) averages 95%. Our electronic insurance accuracy is 97% of first time claim submissions. EMS billing and collections is a specialized segment of the collections market. We are proud of our results and ability to deliver professional EMS billing and collections expertise at a great value.

## **Organizational Chart-TM Office Staff**

Executive Management (2)  
Financial Management (3)  
Operations Management (2)  
Cash/Technology (3)  
Compliance (2)  
Claims Processing/Coders (5)  
Payment Processing (3)  
Collections (2)  
Support staff (1.5)

The following reflects the staff proposed for the Carlton Ambulance account:

## **Key Management/Operational Personnel**

Cindy McAlpin, CAC/CEO/Owner/ - Transmedic

- Nationally Registered/State Certified Paramedic
- Certified Community Paramedic
- Critical Care Paramedic
- Certified Ambulance Coder
- 30 years of EMS Experience
- Actively involved with TM operations/Accounts receivable

Brennan "Buck" McAlpin, President/Owner - Transmedic

- President/CEO, McAlpin Consulting
- Lead Government Relations Specialist for Libby Law firm working on local, state, National EMS/HealthCare Reform and legislation.
- Former State Certified Paramedic
- 35 years of EMS Experience
- Actively involved with day-to-day TM operations

Beth Newman, CAC, CACO, Director of Operations/Compliance/Cash Manager

- Strong background in 3rd party Insurance Administrative Systems
- 6-year employee of Transmedic EMS Billing
- B.A. in Accounting from Concordia University-St Paul
- Certified Ambulance Compliance Officer
- Certified Ambulance Coder
- HIPAA-HiTech certified

Ines Marie Montanez, CAC, Claims Manager/Lead Biller

- 10-year employee TransMedic EMS Billing, Bi-lingual in Spanish
- New Business & Claims Specialist
- Medical Records Degree, St Paul College
- HIPAA-HiTech Certified
- Certified Ambulance Coder

Anita Hottinger, Government Claims Specialist

- 18-year employee at TransMedic EMS Billing, Bi-lingual in Spanish
- Strong background Government claims/appeals
- Expertise in Medicare/ Medicaid billing and denial management
- HIPAA-HiTech certified

Jamie Studler, Collections/Special Claims Manager/Auto and Workers Compensation

- 2-year employee TransMedic EMS Billing
- Strong background in medical debt collection, third party liability claims, No-Fault Auto and Workers Comp Specialist.
- HIPAA-HiTech certified

Ivette Molinos, CAC, Billing Specialist

- Health Care Record Clerk Certificate
- Health Care receptionist Certificate
- 10-year EMS billing experience at Transmedic EMS Billing
- Certified Ambulance Coder
- HIPAA-HiTech certified

Veronica Meyer, CAC, Billing Specialist

- 12 years ambulance billing experience
- Specialized in Emergency, Non-emergency and inter-facility transfers
- Medicare billing specialist
- Certified Ambulance Coder
- HIPAA-HiTech certified

**Demographics Specialist:** Transmedic has additional staff that work to assure accuracy and timely filing of claims supporting our billing specialist. Our staff has developed strong relationships with hospital staff around the state to assure patient billing accuracy for our clients, this also allows a process to secure PCS forms for inter-facility transports. All of the Transmedic staff works on-site at our location in West Saint Paul.

**Statement of Investigation:**

TransMedic Medical Billing is not and never has been the subject of any federal or state investigation involving fraudulent or abusive billing practices.

Cindy McAlpin, CEO/Owner

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## SECTION 2: QUALIFICATIONS AND SERVICES

### **1. Emergency Medical Services (EMS) billing expertise**

TransMedic Medical Billing Services has been providing EMS billing for over 30 years. Our staff constantly monitors state and federal rules and regulations through on-site training with providers, attendance at PWW ABC3 conferences, attendance at PWW Compliance webinars, and attendance at CMS webinars. In addition, staff annually re-new NAAC/CAC/CACO certification. TransMedic is also actively involved in local and national trade associations. We have representatives on the Minnesota Ambulance Association Billing and Reimbursement Committee and membership in the Healthcare Billing and Management Association.

This involvement adds professional depth and expertise to TM staff to ensure that your EMS billing needs are fully compliant with state and federal regulations.

TM will prepare all patient and insurance invoices in accordance with all applicable laws, regulations and rates established by Carlton Ambulance.

### **2. Trained staff**

Before being hired, all applicants are required to sign a Patient Privacy statement. Once employed, each member receives HIPAA training through Page, Wolfberg and Wirth. Every staff member is HIPAA-HiTech certified as set forth by SCORM and AICC standards. Your dedicated account manager will be a Certified Ambulance Coder as certified by NAAC. Our office employs only CAC coders and CACO officers. This means that in the event your dedicated account manager experiences a sudden absence, Mes-1 will continue to receive the highest level of attention from an equally qualified TM staff member. Our staff receives appropriate levels of training for all software/applications including; Health EMS, ImageTrend, TriTech Systems, Trizetto/Gateway EDI, and Passport Health Solutions. In addition, three of our employees are bi-lingual allowing us to communicate with the majority of your patients.

### **3. Patient Billing**

TM will use TriTech Systems to receive and integrate all information from the Carlton Ambulance service and a certified ambulance coder will check for completeness, accuracy and correct use of codes for each run. We work directly with the primary transporting hospitals for Carlton to receive complete patient demographic and insurance information electronically and with other receiving hospitals to collect patient demographic and insurance information as needed. All private pay business is reviewed for eligibility with Medicaid, Medicare and Third-Party Insurance through Passport Health Solutions. TM has incorporated a proprietary

method of receiving and processing this information through a Laserfiche process, with a series of business process automation rules.

Our success in patient pay collection demonstrates our expertise and professionalism in working with private pay accounts while maintaining goodwill with your patients and residents. TM will maintain regular communication with the Carlton staff to provide prompt notifications of any change in patient information. Carlton will have online access to view patient accounts and will also have the ability to make collection notes. TM employs Trizetto Provider Solutions, a HIPAA certified company to provide electronic preparation of patient statements. TM performs internal auditing on run reports on a daily, monthly and yearly basis. All runs received by TM will be verified with the Carlton staff on a monthly basis to ensure accuracy of run data.

#### **4. Third-party payer billing**

Many of the same processes noted above will be used to identify our third-party billing accounts. Transmedics leadership team maintains strong involvement and relationships with commercial, Medicaid and Medicare plans. Our current work with the MN Council of Health Plans allows TM to deal directly with plans applying out of network waivers and deductibles on 911 runs, with the end goal of eliminating those waivers completely, resulting in improved collections for Carlton while continuing to foster goodwill with your patients and residents. TM will verify reimbursement rates and procedures from third party insurance companies including Medicare and Medicaid. Our Appeals team is experienced with filing claim reviews with Medicaid, Medicare, Third Party Liability, Veterans Administrations and all third-party payers, acting as a patient advocate throughout the process. TM employs Trizetto/Gateway EDI for electronic third-party billing. On average, submission time is less than 48 hours after the claim is downloaded from the ambulance service. 99% of our claims are sent electronically with a 97% accuracy rate for first time submissions. TMS owner, Buck McAlpin has a strong background in healthcare finance in Minnesota and he has worked closely with payers from state agencies, CMS and the commercial health plans. He has experience negotiating contracts in all areas of healthcare which provided additional value to all TM clients.

#### **5. Customer service**

Customer service is very important to us. We feel it is our role to be an extension of the Carlton Ambulance Service and conduct ourselves professionally and compassionately at all times. Our "live" service hours will be Monday – Friday, 7:30 a.m. - 4:30 p.m. CST. We have found that patient advocacy is a key component in patient billing and collections. TM employees undergo comprehensive training before receiving and answering questions to ensure each phone call/inquiry is handled as promptly and thoroughly as possible during the first contact. Patients

can access us via a toll-free phone number, email or by website. All inquiries are answered within one business day.

TransMedic Medical Billing Services observes the following holidays on which our office is closed:

- New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day

## **6. Account collection**

TransMedic Medical Billing Services employs several methods for optimizing collections including:

- Verification of all private pay accounts through the State, Medicare and National Insurance database
- Verification of insurance information received from ambulance personnel and hospitals by our professionally trained staff to ensure 100% accuracy for first claim submission
- Immediate follow up and appeal process for any insurance rejections, misapplied out of network waivers, specialized government appeal unit and specialist for all Medicare, Medicaid, and VA appeals
- Direct, immediate follow up with patients on private pay and deductible balances from our professional collection's manager
- Immediate attention from our professional collection's manager to Third Party Liability claims
- Prompt and accurate payment posting within one business day of payment notification, with accurate and prompt calculation of deductibles and co pays, assuring timely notice to patients of any balance due Carlton Ambulance
- Obtaining and verifying social security numbers for placement to revenue recapture for Carlton Ambulance

## **7. Reporting and analytics**

### *Reporting Capabilities*

TransMedic is able to provide reports in several ways:

- Email in pdf, Excel or csv format
- Secured client portal site
- Online access

Reports will be made available at the direction of Carlton and can be done on a daily, weekly, monthly, and yearly basis.

### *Analytics*

TransMedic produces a multitude of analytical reports to measure performance on a daily, weekly, monthly and yearly basis.

The following reports are produced by TransMedic and are reviewed daily, monthly and yearly:

- Response detail - comparison of the Carlton Ambulance Service dispatch log versus actual runs billed
- Client Claim Production Analysis
- Client Financial Operations Report
- Revenue Cycle Management Analysis

TM will also produce a yearly payment comparison analysis, which can be reviewed every six months. In addition to the reports noted above, the following reporting and analytics are used to optimize billing:

#### TriZetto/Gateway EDI:

- Practice Performance Analysis - comparison of TM error rates versus all Trizetto providers error rates - reviewed monthly
- Claims Processed Analysis - provides total claims billed each month with total EDI rejections for TM only - reviewed monthly
- Rejection Analysis - provides TM specific EDI rejections within 24 hours of claim submission - reviewed daily

#### TriTech EMS:

- Primary Payer Code Analysis - percent and dollars of all payers - reviewed monthly, yearly, enabling cash flow analysis
- Primary Reason Code Analysis - percent of top reason codes - reviewed monthly, yearly, enabling patient care analysis
- Primary Destination Code Analysis - percent of transportation hospitals - enabling utilization analysis
- Revenue cycle Analysis - monitors incoming cash by days - reviewed monthly, yearly

All of these tools and reports enable TM to offer comprehensive revenue cycle management for the Carlton Ambulance while allowing for accurate and timely financial projections.

## **8. Training and consulting services**

TransMedic Medical Billing Services Principal partners are able to provide Carlton with a complete line of consulting services on a variety of topics including Legislative, Community Paramedic/EMT modeling and billing, delivery models,

telehealth opportunities, reimbursement, operations, and financial forecasting. TM will work directly with Carlton at your discretion. TM also provides on-site compliance and documentation training for our clients. We also prepare a Transmedic billing update for our clients to use when communicating billing related updates and best practices to staff.

## **9. Compliance**

TM operates under the compliance plan as set forth by the Office of Inspector General's office for Billing Companies and includes the following:

- All full-time staff are HIPAA and HiTech certified and work on-site
- Daily, monthly and yearly internal auditing of accounts
- Regular attendance and adherence to PWW's Compliance programs
- A full-time compliance officer: Beth Newman, Director of Operations
- Annual Completion of a SOC-1-SSAE 18 Type II Audit

## **10. Collection Averages**

Our highly effective methods have produced the following results:

- Average gross collection rate of 95%
- 99% of claims are sent electronically with 97% accuracy
- 70% net cash is received in the first 60 days, 87% net cash in the first 90 days

Regardless of rate increases, TransMedic consistently collects increasing revenue for our clients through accurate and timely billing, diversified revenue streams, and knowledge of unique state, federal, and third-party payer opportunities. We are proud of our continual focus and monitoring of our client's revenue cycle.

## **11. Transition of Accounts**

TM prefers to begin billing operations with date of service accounts starting on a month end Transmedic has assumed responsibility of prior accounts in previous transitions to new clients. See section 5 for cost details.

## **12. Value added services**

The following value-added services are included in the bid price noted in the Cost Proposal section of this proposal:

- Training and consulting services for billing and reimbursement issues
- Negotiations with commercial and Governmental payers if required

- Consulting for standardized and customized reports
- Consulting for Community Paramedic/EMT, legislative issues
- Hosted credit card platform, TM absorbs all credit card fees
- Lockbox - Providing a platform for all payments to be deposited directly to a dedicated EMS account with immediate daily posting by TM.
- Payment website offering patient pay website, [www.emspatientpay.com](http://www.emspatientpay.com) to allow for 24/7 web payment option and claim information submission. TM will cover all credit card fees associated with this payment option
- Papaya payment portal to allow clients to pay via their smart phones
- Prepare and file the new annual Medicare cost reporting requirements
- Prepare and oversee the entire revenue recapture program and provide Carlton with the required information to file with the Department of Revenue.
- Complete the financial runs and documents to file for the Medicaid supplemental Ambulance payments
- Maintain and submit Medicare and Medicaid recertification forms
- Provide Carlton quarterly and year end with a detailed report on the MNcare tax obligation.

### SECTION 3: REPORTS

TransMedic EMS Billing Services Cash Manager will be providing standard monthly reports to Carlton. We will also work with Carlton to provide any additionally requested reports. These reports can be available through our secure client log-in into Trittech, sent electronically in Excel, CSV or PDF format and viewed online.

TransMedic adheres to all Generally Accepted Accounting Principles and our Cash Manager will be the gatekeeper of all payments and reports for Carlton.

Feurhelm, Langer, LTD performs auditing oversight on all TransMedic financial reporting and operations.

All monthly reports and documentation will be made available to Carlton within ten (10) business days of month end.

Transmedic is proud to complete an annual SOC-1-SSAE 18 Type II audit for our clients. Transmedic feels this level of scrutiny and review by an outside auditor is essential to assure our clients security and safety.

## SECTION 4: REFERENCES

### **Saint Paul Fire Department**

Matt Simpson, Assistant Fire Chief, MS  
([matthew.simpson@ci.stpaul.mn.us](mailto:matthew.simpson@ci.stpaul.mn.us))

(651) 228-6270

2014 Transports: 22,098

2015 Transports: 24,000

2016 Transports: 25,000

2017 Transports: 25,900

### **Maplewood Fire Department**

Michael Mondor, Assistant Fire Chief, EMS  
([michael.mondor@ci.maplewood.mn.us](mailto:michael.mondor@ci.maplewood.mn.us))

(651) 249-2822

2014 Transports: 3,333

2015 Transports: 3,800

2016 Transports: 4,200

2017 Transports: 4,700

### **Mdewakanton Public Safety**

Greg Hayes, Director  
([Gregory.hayes@mdfire.org](mailto:Gregory.hayes@mdfire.org))

(952) 233-1077

2014 Transports: 624

2015 Transports: 700

2016 Transports: 800

2017 Transports: 870

### **Cloquet Area Fire District**

Kevin Schroeder, Fire Chief  
([kschroeder@cloquetafd.com](mailto:kschroeder@cloquetafd.com))

(218) 499-1325

2016 Transports: 3000

2017 Transports: 3100

### **Cloquet Area Fire District Finance Manager**

Nancy Klassen  
([nklassen@cloquetmn.gov](mailto:nklassen@cloquetmn.gov))

218-879-3347

## SECTION 5: COST PROPOSAL

TransMedic Medical Billing Services will provide the proposed services to the City of Carlton Ambulance Service for:

- A base fee of \$15.00 per EMS transport claim and other claims deemed billable by the City of Carlton Ambulance Service staff entered into the billing system, plus
- 2.0 % of net dollars collected in the previous month.
- Transmedic will transition and assume all old accounts from your prior billing company for 2% of net revenue collections only

APPENDIX A - TRITECH SYSTEMS SECURITY DOCUMENT

APPENDIX B - SOC AUDIT (SEE ELECTRONIC COPY)

APPENDIX C - REPORTS

APPENDIX D - STATEMENTS

## Disaster Recovery Plan

In an effort to avoid a disaster in the first place TriTech has partnered with Dimension Data as its hosting provider. Dimension Data, founded in 1983, is leader in the cloud hosting market, serving 72% of the Fortune 100 and 60% of the Fortune 500 companies. TriTech and its customers benefits from the Dimension Data partnership by providing TriTech and its customers with:

- **Network Security**, The Dimension Data Managed Cloud Platform™ (MCP) is a platform for the delivery of public and private enterprise-class cloud services. The MCP provides a secure environment for clients to operate their information systems, built from the network up using dedicated physical networks and enterprise grade security controls on best of breed hardware and software, with full N+1 resiliency across the entire stack.
- **Physical Security**, All Dimension Data facilities hosting MCP equipment are secured locations which are permanently manned by on-site guards with CCTV cameras covering the entire center. Multi-factor biometric authentication is required for access inside the data center, and the MCP equipment is further segmented again within a locked cage environment, also monitored by CCTV cameras
- **Fire Detection & Suppression**, All MCP data centers use multi-zoned, dry pipe, water-based fire suppression systems. The air is automatically sampled for evidence of fire to provide time to generate fire and safety alarms before fire suppression pipes are pressurized with water. If a fire occurs, water discharge is restricted to the areas within the data center where a fire alarm location has been triggered.
- **Environmental Redundancy**, Each data center is protected against environmental failures through the use of redundant UPS systems, backup power generation and resilient cooling configured in an N+1 redundancy configuration
- **Multiple Internet Providers**, Dimension Data utilizes multiple Providers throughout its data centers as all of data centers are n+1 resilient.
- **Infrastructure**, Dimension Data utilizes a VMWare vSphere 5.x hypervisor platform, supported by redundant host servers, with best-of-class infrastructure from Cisco, EMC, and Riverbed.

TriTech does understand however that even with the best prevention a failure may still occur. To protect its customers TriTech employs the following strategy:

- No less than 3 database backups are taken throughout the day; 10am CT, 2pm CT, & 6pm CT.
- The database backup files are moved from the Database Server to remote storage. Doing so safeguards the backup files from malfunction of the Database Server.
- All servers are virtual machines built on Dimension Data's vSphere 5.x platform. In the event of a host failure the virtual machine moves to another operational host, mitigating the risk of a host server failure.
- TriTech has cloned backup images of each TriTech.com Server. Having server backups reduces the time it takes to create a new server.
- In the event of a Virtual Machine Failure:
  - A new virtual machine would be created using the backup image from the clone.
  - Customer data would be restored to the server from the most recent backup.

**EMS AMBULANCE OPERATIONS  
MONTHLY CHARGES & CREDITS  
CALENDAR YEAR 2016**

	JAN.	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTALS	PCT.
Charges	110,276.25	95,795.20	135,184.70	92,809.40	115,395.21	94,435.40	116,154.50	120,172.50	95,963.00	90,583.21	125,875.51	115,693.31	1,233,945.40	100%
Gross Ctns	97,580.95	181,461.30	102,688.50	113,911.60	93,022.89	94,862.76	119,233.78	113,126.78	119,233.78	89,785.29	109,270.26	101,381.86	1,228,553.30	99%
Cash	45,654.15	19,419.18	47,562.85	41,875.32	42,152.55	43,693.29	46,562.31	40,952.65	42,231.58	37,892.21	40,426.56	45,688.65	495,258.36	38%
Allow.	51,926.80	62,042.12	65,125.69	74,035.28	90,870.24	51,164.64	51,070.69	79,560.13	76,993.42	51,892.08	89,650.70	55,695.21	737,334.53	57%
Writeoffs	90.15	0.00	4,228.60	3,278.26	1,190.15	18,902.33	2,376.70	9,778	6,002	1,075.48	1,881.70	1,975.50	24,938.87	2%
Runs	50	55	60	47	66	50	58	61	48	53	60	64	681	
Avg. Chrg	2,205.53	1,725.93	2,252.41	1,974.66	1,763.41	1,888.72	2,002.56	1,974.04	2,002.55	1,708.74	2,082.43	1,893.74	1,907.06	

**RUNNING AVERAGES**

Charges	103661.23	107935.72	104079.07	106936.29	104832.89	108186.57	106862.84	105237.38	107113.64	107628.78
Cash	45854.15	52536.67	57545.90	58627.88	47060.40	41274.96	41188.52	40912.70	40912.70	41311.53
Allowance	57291.46	59807.71	63407.71	60900.22	59777.60	58105.47	61765.17	60748.76	61552.39	61067.88
Write Offs	0.00	408.82	3876.08	1738.97	2859.54	2500.77	2223.90	2108.15	2087.57	2078.24
Runs	50	55	60	55	60	58	58	54	56	56
Avg Charge	1974.50	1950.65	1968.76	1923.31	1913.04	1930.75	1936.12	1920.39	1908.64	1903.07
Avg Allow	1098.54	1098.18	1058.45	1095.33	1084.35	1053.73	1072.16	1072.16	1082.55	1087.46

**PERCENTAGE OF CHARGES SCHEDULE 2015**

Charges	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Gross	88.3%	84.7%	97.0%	124.9%	78.0%	65.0%	65.0%	64.1%	62.3%	61.6%	62.2%	62.6%	62.6%	62.6%
Collections	41.3%	20.1%	40.9%	45.1%	35.6%	46.3%	46.8%	44.3%	44.3%	41.6%	41.3%	39.5%	38.5%	38.5%
Allow.	47.0%	64.5%	56.0%	79.8%	43.0%	54.2%	60.4%	76.5%	76.5%	57.0%	52.3%	58.1%	56.0%	57.0%
Write Offs	0.0%	0.6%	3.6%	1.0%	9.8%	2.0%	0.0%	0.0%	0.0%	1.2%	1.5%	1.7%	1.9%	2.0%

**AMBULANCE OPERATIONS**

**ACTUAL**

	2016	2015
Charges	1,283,945.40	1,150,313.30
Cash	495,738.56	329,157.37
Allow.	732,814.53	661,897.67
Write offs	24,392.32	33,468.80
Runs	1581	1614
Avg chrg	1,900.87	1,611.06
Avg allow	1,076.09	976.75
Avg Cash	727.88	461.00

**PAYOR BREAKDOWN YTD**

MA	\$56,655.98
MDCR	\$74,234.15
FMV	\$119,451.40
Other Insurance	\$80,551.38
Patient Payments	\$28,689.94
MHE	\$3,751.20

**Average Payments**

MA	\$335.27
MDCR	\$103.87
FMV	\$508.13
Commercial	\$1,062.33
Patient Payments	\$196.44

# Request for Intoxicating Liquor License

To the Honorable City Council;

I, **Cody Solem**, hereby submit this application for an Intoxicating

Liquor License for the **VFW Post #2962** located at **124 Chestnut Ave.** in Carlton, MN for the sale of intoxicating liquor in accordance with the provisions of Minnesota Statutes, Chapter 340A, and the City of Carlton, City Code - Chapter 6, commencing **January 1, 2019** and ending **December 31, 2019**.

In support of said application and in accordance with the requirements as set forth in said City Code, there is attached hereto; the Part I – General Information Form, Part II – Personal Information Forms, Certificate of Liability, State Renewal Form, Retailers Card, TAM Training Certificates, Workers Comp Certificate of Compliance and the appropriate fee.

Signed: *Cody Solem*

For: **Nicholas Sellgren Post #2962**

Date: **October 31, 2018**

# Request for Intoxicating Liquor License

To the Honorable City Council;

I, **Rob Kavanaugh**, hereby submit this application for an Intoxicating

Liquor License for the **Third Base Bar** located at **232 Chestnut Ave.** in Carlton, MN for the sale of intoxicating liquor in accordance with the provisions of Minnesota Statutes, Chapter 340A, and the City of Carlton, City Code - Chapter 6, commencing **January 1, 2019** and ending **December 31, 2019**.

In support of said application and in accordance with the requirements as set forth in said City Code, there is attached hereto; the Part I – General Information Form, Part II – Personal Information Forms, Certificate of Liability, State Renewal Form, Retailers Card, TAM Training Certificates, Workers Comp Certificate of Compliance and the appropriate fee.

Signed: *Rob Kavanaugh*

For: **Streetcar**

Date: **October 31, 2018**

# Request for Intoxicating Liquor License

To the Honorable City Council;

I, **Aaron Hanson**, hereby submit this application for an Intoxicating

Liquor License for the **Third Base Bar** located at **225 Chestnut Ave.** in Carlton, MN for the sale of intoxicating liquor in accordance with the provisions of Minnesota Statutes, Chapter 340A, and the City of Carlton, City Code - Chapter 6, commencing **January 1, 2019** and ending **December 31, 2019**.

In support of said application and in accordance with the requirements as set forth in said City Code, there is attached hereto; the Part I – General Information Form, Part II – Personal Information Forms, Certificate of Liability, State Renewal Form, Retailers Card, TAM Training Certificates, Workers Comp Certificate of Compliance and the appropriate fee.

Signed: *Aaron Hanson*

For: **Third Base Bar**

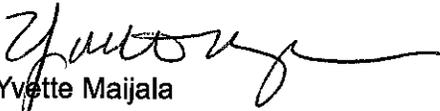
Date: **October 31, 2018**

October 30, 2018

To Carlton City Council,

Please find the enclosed application for liquor license renewal. Thank you for your consideration with this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Yvette Maijala', with a long horizontal flourish extending to the right.

Yvette Maijala  
Magnolia Cafe LLC  
218-461-2262

## **Carol Conway**

---

**From:** Bruce Carman <conenvfarm@gmail.com>  
**Sent:** Sunday, November 4, 2018 2:13 PM  
**To:** Carol Conway  
**Subject:** 516 3rd Street; C2 Zoning - Proposed Land Use Confirmation

Mayor and City Council Members,

I am seeking confirmation from the City of Carlton City Council for use of the land located at 516 3rd Street, (Parcel ID # 15-350-2400) as an enclosed, controlled environment, food production facility housing an aquaponics method of product cultivation. Harvesting, Processing, Packaging and Distribution Operations will also be housed within the facility. No fish processing will be done at this location.

I am seeking to acquire the property described above for the purpose of engineering, constructing and operating the facility described above and it is my understanding that this property is required to follow the City of Carlton's C2 Zoning Regulations.

I am requesting the Carlton City Council confirm that the property described above is required to follow C2 Zoning regulations and that the use of the property as I have proposed is a permitted use of the land within C2 Zoning and as such does not require a Conditional Use Permit and /or Variance for such use.

The proposed project has the support of the adjacent land owners and I am currently negotiating with the current land Owners for the acquisition of the land.

Thank you for your consideration and please contact me with any questions or concerns you may have.

Bruce Carman  
PO Box 3  
Lutsen, MN  
218.370.2005

903.07 R-1 Low Density Residential

Subd.1 - Standard Requirements Chart for Residential Districts.

Dimensional and spatial regulations for the Residential Districts are shown on the following Standard Requirements Chart for Residential Districts  
Table 2.

**TABLE 2  
STANDARD REQUIREMENTS CHART – RESIDENTIAL DISTRICTS  
Primary Structure**

	<b>District</b>	R-1	R-2	R-3
	<b>Minimum Requirements</b>			
1.	Lot Area (SF) Single Family Dwelling	5,000	5,000	5 acres
	Lot Area (SF) 2 Family Dwelling	7,5000	7,500	
	Lot Area (SF) Multiple Family	N/A	7,500 + 2,500 for additional units	
2.	Per Unit Square Foot Floor Area (SF)	850 1 <sup>st</sup> unit, 750 second unit	600 1 <sup>st</sup> unit and 200 for each additional unit	
3.	Minimum Lot Width	50'	50'	300'
4.	Front Yard Set Back	25'	25'	50'
5.	Side Yard Set Back	10'	10'	50'
6.	Rear Yard Set Back	30'	30'	50'
7.	Corner Side Set Back	15'	15'	50'
8.	Maximum Height	35'/2	35'/3	35'
9.	Building Coverage Percentage	30%	30%	10%

**Accessory Structure**

<b>DISTRICT</b>		R-1	R-2
1.	Side Yard Setback	4'	4'
2.	Rear Yard Setback	4'	4'
3.	Accessory Building Overhang to Lot Line	2'	2'
4.	Maximum Size	1,000 square feet	1,000 square feet

Subd.2 - Intent

This district is intended to provide for very low density residential development, protected as to its residential quality, values and amenities so as to conform to the system of service available and to provide for such community facilities as will enhance the residential quality of the area.

Subd.3 - Permitted Uses

- a) Single family and two family dwellings
- b) Public and semi-public facilities, such as parks, playgrounds, cemeteries, schools and churches.
- c) Licensed residential facility serving six or fewer persons, a licensed day care center serving twelve or fewer persons and a group family day care facility licensed under Minnesota rules parts 9502.0315 to 9502.0445 to serve fourteen or fewer children.
- d) Private garages and storage sheds.
- e) Public Utility Buildings.

Subd.4 - Conditional Uses

- a) One family farm including truck gardening and plant nurseries.
- b) Hospitals, licensed day care centers, licensed nursing homes, licensed assisted care homes, home based business, excluding any type of automotive business.
- c) Planned unit residential development on site of not less than five (5) acres.
- d) Bed and Breakfast establishments.
- e) Golf courses and other outdoor recreation areas.
- f) Condominiums.

The City Council may consider less restrictive standards on an individual basis for the following items; lot area, lot width, setbacks, building size and attached building appurtenances, and accessory buildings and the like.

Subd.5 - Accessory Uses

- a) Home occupations
- b) Private recreational facilities such as swimming pool and tennis court.

Subd.6 - Minimum Lot Dimensions

- a) Area. Five thousand (5,000 sq. ft.) single-family residence and, ten thousand (10,000 sq. ft.) two-family residence.
- b) Width. Fifty (50) feet.

Subd.7 - Maximum Building Height

- 1. Maximum Building Height shall be two (2) stories and not over thirty-five (35) feet.
- 2. Maximum accessory building height shall be fifteen (15) feet.

Subd.8 - Minimum Yard Requirements (Primary Building)

- a) Minimum yard setback shall be provided as follows:
- b) Front Yards... Twenty-five feet (25) feet
- c) Rear Yard.... Thirty (30) feet
- d) Side Yard... Ten feet (10) feet. The side yard of a corner lot facing a street shall be fifteen (15) feet.
- e) Building Coverage may not exceed thirty (30) percent.

Subd.9 - Minimum Yard Requirements (Accessory Building)

- a. Rear Yard – four (4) feet.
- b. Side Yard – four (4) feet.
  - 1) Building Overhang Distance from Side or Rear Yard – two (2) feet.
  - 2) Maximum Building Size – 1,000 square feet.

Subd.10 - Signs

- a) One (1) sign identifying a home occupation, which shall not exceed four (4) square feet in area and shall be placed at least ten (10) feet from any property line.
- b) One (1) sign advertising property for sale, lease or rent, which shall not exceed twelve (12) square feet.
- c) No illuminated, flashing or moving signs are permitted.

Subd.11 – Landscaping

Refer to 903.17 for additional landscaping requirements.

Subd.1 – Intent

This district is intended to provide for an interesting and pleasant medium-density residential environment close to the town center or other service, retail or public service facilities.

**TABLE 2  
STANDARD REQUIREMENTS CHART – RESIDENTIAL DISTRICTS  
Primary Structure**

District	R-1	R-2	R-3
<b>Minimum Requirements</b>			
1. Lot Area (SF) Single Family Dwelling	5,000	5,000	5 acres
Lot Area (SF) 2 Family Dwelling	7,5000	7,500	
Lot Area (SF) Multiple Family	N/A	7,500 + 2,500 for additional units	
2. Per Unit Square Foot Floor Area (SF)	850 1 <sup>st</sup> unit, 750 second unit	600 1 <sup>st</sup> unit and 200 for each additional unit	
3. Minimum Lot Width	50'	50'	300'
4. Front Yard Set Back	25'	25'	50'
5. Side Yard Set Back	10'	10'	50'
6. Rear Yard Set Back	30'	30'	50'
7. Corner Side Set Back	15'	15'	50'
8. Maximum Height	35'/2	35'/3	35'
9. Building Coverage Percentage	30%	30%	10%

**Accessory Structure**

DISTRICT		R-1	R-2
1.	Side Yard Setback	4'	4'
2.	Rear Yard Setback	4'	4'
3.	Accessory Building Overhang to Lot Line	2'	2'
4.	Maximum Size	1,000 square feet	1,000 square feet

Subd.2 - Permitted Uses

- a) Uses permitted in an R-1 District
- b) Multi-family dwellings.
- c) Temporary building for and during construction
- d) Private garages and storage sheds.
- e) Townhouses
- f) Condominiums
- g) Churches

Subd.3 - Conditional Uses

- a) Conditional uses permitted in the R-1 district.
- b) Nursery schools, childcare centers – non-boarding.
- c) Public utility buildings and structures.
- d) Public parking areas if within two hundred (200) feet of a commercial district.
- e) Motels, hotels.
- f) Funeral Homes, mortuaries.
- g) Lodges, fraternal organizations.
- h) Medical clinics, professional offices.
- i) Manufactured homes (subject to Chapter 9, Part 5).
- j) Residential treatment facility.
- k) Greenhouses

The City Council may consider less restrictive standards on an individual basis for the following items; lot area, lot width, setbacks, building size and attached building appurtenances, and accessory buildings and the like.

Subd.4 – Minimum Lot Dimensions. See Table 2

- a) Area: Single family five thousand (5,000) square feet, two (2) family seventy five hundred (7,500) square feet, three (3) family ten thousand (10,000) square feet (twenty five hundred (2,500) square feet for each additional unit after the first). Per Unit Floor Area: Six hundred (600) square feet for first unit and two hundred (200) square feet for each additional unit.
- b) Width Fifty (50) feet.
- c)

Subd.5 - Maximum Building Height

- 3. Maximum Building Height shall be three (3) stories and not over thirty-five (35) feet in height.
- 4. Maximum accessory building height shall be fifteen (15) feet.

Subd.6 - Minimum Yard Requirements (Primary Building)

- a) Front Yard... Twenty-five feet (25) feet.
- b) Rear Yard... Thirty (30) feet.
- c) Side Yard... Ten feet (10) feet. The side yard of a corner lot facing a street shall be fifteen (15) feet.
- d) Building Coverage may not exceed thirty (30) percent.

Subd.7 – Minimum Yard Requirements (Accessory Building)

- a. Rear Yard – four (4) feet.
- b. Side Yard – four (4) feet.
  - 1. Building Overhang Distance from Side or Rear Yard – two (2) feet.
  - 2. Maximum Building Size – 1,000 square feet.

Subd.8 - Signs

As specified in Section 7.10 provided that signs for non-residential uses allowed as conditional uses in the R-2 District shall be non-flashing, non-illuminated and shall have an area of not more than fifteen (15) square feet.

Subd.9 – Additional Requirements

The City may impose additional requirements including but not limited to open space, playgrounds, play areas, parking spaces and the like.

Subd.10 - Landscaping

Refer to Section 17 for additional landscaping requirements.

**TABLE 2**  
**STANDARD REQUIREMENTS CHART – RESIDENTIAL DISTRICTS**  
**Primary Structure**

District		R-3
<b>Minimum Requirements</b>		
1.	Lot Area (SF) Single Family Dwelling	5 acres
	Lot Area (SF) 2 Family Dwelling	
	Lot Area (SF) Multiple Family	
2.	Per Unit Square Foot Floor Area (SF)	850 sq. ft
3.	Minimum Lot Width	300'
4.	Front Yard Set Back	50'
5.	Side Yard Set Back	50'
6.	Rear Yard Set Back	50'
7.	Corner Side Set Back	50'
8.	Maximum Height	35'
9.	Building Coverage Percentage	10%

#### Accessory Structure

DISTRICT		R-3
1.	Side Yard Setback	50'
2.	Rear Yard Setback	50'
3.	Maximum Lot Coverage	10% Coverage

#### Subd.1 - Intent

This district is intended to provide for an agricultural residential environment.

#### Subd.2 - Permitted Uses

- a) Uses permitted in an R-1 and R-2 District
- b) Agricultural Uses, such as field crops, truck gardening, berry or bush crops, tree crops, flower gardening.

Subd.3 – Conditional Uses

a) Kennels

The City Council may consider less restrictive standards on an individual basis for the following items; lot area, lot width, setbacks, building size and attached building appurtenances, and accessory buildings and the like.

Subd.4- Minimum Lot dimensions. See Table Two (2)

- a) Area: Minimum 5 acres.
- b) Width: Three hundred (300) feet.

Subd.5 - Maximum Building Height

- a) Thirty five (35) feet

Subd.6 - Minimum Yard Requirements (Primary Building)

- a) Front Yard.....Fifty (50) feet
- b) Rear Yard..... Fifty (50) feet
- c) Side Yard..... Fifty (50) feet
- d) Building Coverage may not exceed ten (10) percent.

Subd.7 - Minimum Yard Requirement (Accessory Building)

- a) Rear Yard....Fifty (50) feet
- b) Side Yard.....Fifty (50) feet

Subd.8 - Signs

As specified in Section 7.10 provided that signs for non-residential uses allowed as conditional uses in the R-2 District shall be non-flashing, non-illuminated and shall have an area of not more than fifteen (15) square feet.

Subd.9 – Additional Requirements

The City may impose additional requirements including but not limited to open space, playgrounds, play areas, parking spaces and the like.

Subd.10 - Landscaping

Refer to 903.17 for additional landscaping requirements.

## Proposed Increased Water Rates

Bracketed Usaged	1.1.18 - 8.31.18 Usage	\$1.00 to 5000 \$1.25 to 20000 \$1.50 20001 & up	Estimated Annual Increase in Revenue
1 - 5000 gallons	5,063,296	\$5,063.30	\$6,751.06
5001 - 20000 gallons	2,759,753	\$3,449.69	\$4,599.59
20001 and Up	1,586,558	\$2,379.84	\$3,173.12
<b>Totals</b>	<b>9,409,607</b>	<b>\$10,892.82</b>	<b>\$14,523.77</b>

**MEMORANDUM OF UNDERSTANDING  
FOR JOINTLY PURCHASED FIRE FIGHTING EQUIPMENT**

This Understanding is made between the Thomson Township/Esko Fire Department, PO Box 122, Esko, MN 55733 (Esko), the Wrenshall Fire Department (Wrenshall), PO Box 157, Wrenshall MN, 55797 and the Carlton Fire Department (Carlton), PO Box 336, Carlton MN 55718.

*The purpose of this Memorandum of Understanding is to outline the terms of both the writing and submittal of the FEMA Grant Application and the responsibility each will incur should that grant be awarded.*

**RESPONSIBILITIES OF EACH PARTY**

1. **Esko and Wrenshall each agree to the following:**
  - a. the cost of hiring an outside party for the completion of the FEMA grant application will be divided equally between both parties;
  - b. the grant is being written in hopes of receiving assistance in the purchase of SCBA air compressor fill station (Compressor);
  - c. should the FEMA grant be awarded, each party will share responsible matching funds. In this case the FEMA grant will cover 95 % of the cost of the equipment and the parties will equally share the remaining 5 % for the costs.
  - d. the compressor will be housed at the Carlton Fire Department Hall, 100 4<sup>th</sup> St, Carlton MN 55718. Carlton will not maintain ownership of the compressor.
  - e. share any maintenance or repair items as they occur
  
2. **Carlton agrees to:**
  - a. provide a space to house the air compressor being purchased at their fire hall, 100 4<sup>th</sup> St. Carlton MN 55718; and
  - b. Carlton will not maintain ownership of the air compressor.
  - c. communicate and share any maintenance or repair items that occur

**LIABILITY**

Wrenshall, Esko and Carlton will each be responsible to provide appropriate liability and property insurance coverage on the equipment being acquired.

**CHANGES OR ADDITIONS TO THE UNDERSTANDING**

Any changes or additions to this Understanding must be in writing and signed by authorized representatives of each party.

**APPROVED BY:**

Thomson Township / Esko Fire Department

\_\_\_\_\_

Title: \_\_\_\_\_

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

Wrenshall Fire Department

\_\_\_\_\_

Title: \_\_\_\_\_

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

Carlton Fire Department

\_\_\_\_\_

Title: \_\_\_\_\_

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



## Clerk Department Head Report

### Items worked on in October

- Agenda Packets/Meeting Minutes/Bank Reconciliation
- Complete PFA Funding
- Liquor License Renewals
- Coastal Grant Administration Training
- Update Website
- Budgets – Work on Water/Sewer
- Start File Cabinet Clean Out
- Create Resolutions for Change Orders
- Paint Exterior Doors
- Research Health Insurance
- Policy Updates
- Create City/CAHA Job Description
- Training in Crosby
- Meet with TransMedic – Ambulance Billing Company

### Jodie

- Payroll
- Accounts Payable/Account Receivable
- Bank Deposit
- Water billing, payments, disconnects and door hangers
- Submit Ambulance Runs & Gather info on billing companies
- Invoice Coding
- Updates to Internal Controls
- Exhibit

Carol Conway  
Clerk/Treasurer

# Carlton Fire Department – Dept. Head Report

October 10th 2018

Firehall expansion meetings –Met with ARI in October to break down prices and get garage proposal for quote purposes. Possibly build garage on our own

Recruitment – working on community members.

Zuercher CAD (computer-aid dispatch) – training complete, Still setting up, web training on 11-13-2018

Installed new tank/box combo on Rescue 1 – Used relief money to powder coat. Looks good

House next door down, Gravel driveway is in. blacktop in complete, fence is being install. Just need to tie up some loose ends in spring.

Met with Emergency management, Wrenshall and Esko about regional grant thought FEMA. Carlton does not qualify but we are applying for individual grant for wildland gear and gear extractor (washer)

Need agreement about storage location of compressor

Met with Central Lakes College to talk training opportunities – plan on using next year with joint trainings.

FF I&II class starts in January.

Training burn in Cromwell and mahtowa in October. Good training for new people.

Interfaith is purchasing us a new vent fan to leave at Pineview apt due to call volume increase

601 ambulance still in shop, working out motor issues. Still using loaner

## **Call Volume for as of Oct 31, 2018**

### Call by Type

Medical: 517

False Alarm: 35

Hazardous Condition: 18

Rescue: 2

Vehicle Accident w/out extrication: 28

Vehicle Extrication: 5

Vehicle Fires: 9

Vegetation Fires: 13

Working Structure Fire: 12

Service call: 4

Transport: 35

Lift Assist: 28

Chimney Fires: 0

Other: 2

**Total # of Runs: 708**

Respectfully Derek Wolf – Fire Chief

**Public Works Department – City of Carlton November 14, 2018**  
**Dept. Head Report P.O. Box 336**  
**Carlton, MN 55718**

- Worked with Donohue water project
  - Funding
  - Accept bids
  - Submittals
  - Met with township to talk numbers
- Meeting with the Township about waterline
- Mowing, city, cemetery, disc golf
- Out house prep -- week of 15<sup>th</sup>
- Moving stuff into storage garage
- Office, update policies
- Safety meeting with the League of cities
- MRWA training
- Weekly meeting about water plant
- Well #5 install
- Winterizing equipment
- #19 in service
- Sewer cleaning complete
- Lift station repair complete
- Snow plow prep

*Respectfully,*  
*Derek Wolf*  
*Public Works Superintendent*

Library Director Report  
October 2018

- FOL meeting
- Received \$748.00 so far from the No Bake Bake Sale Fundraiser
- Cathie, the Library Aide, is doing well and will be going to training in Mt. Iron on Nov. 30<sup>th</sup>.
- Added multiple new patrons to system
- Basket Raffle tickets and flyers are done and available to pick up and dispersed!
- Working on process of allowing a minor to volunteer (Eden)

Cathy worked on:

- Adding books to the system, covering books, sorting donations, adding new patrons

Bethany Leseman  
Library Director