

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, November 14, 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; Clerk, C. Conway; Librarian, B. Leseman

*Others Present:* Dawn Browne, Chris Sluiter (MBI), Paul Vernon, Derek Weets, Diane Soden-Groves, Timothy Soden-Groves, Ashley Hammerbeck (Donohue), Joe Jurewicz (MSA), Mike Soderstrom

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

A Motion was made by Councilor Gustafson and seconded by Councilor Bodie to approve the Agenda as presented. 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, October 10, 2018, Special Meeting, 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 dated November 14, 2018 in the amount of \$237,427.00 presented at the meeting.

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

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald 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 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

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve a donation of \$1,000.00 from Charitable Gambling funds for the Carlton VFW Auxiliary Christmas Baskets. The motion passed unanimously.

**7.05 Resident Letter**

A Motion was by Councilor Gustafson and seconded by Councilor Jorgenson to continue to charge water/sewer base rate fees and directed staff to write a letter to the resident explaining why base rate fees are charged. The motion passed unanimously.

**7.06 Arrowhead Regional Development Commission**

Arrowhead Regional Development Commission is looking for Nominees if anyone is interested contact Clerk Conway.

**8.00 Ordinances; Resolutions and Policies**

**8.01 Resolution 2018-28 Resolution Authorizing Change Orders**

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to allow Public Works Superintendent to approve two (2) change orders per month up to \$5,000.00 and for a committee consisting of the Mayor, Clerk/Treasurer and Public Works Superintendent to approve one (1) change order of no more than \$10,000.00 without prior approval of the entire Carlton City Council. The motion passed unanimously.

Roll Call

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

**8.02 Resolution 2018-29 Authorizing New Member in Regional Safety Group**

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Agreement with the Lake Superior Regional Safety Group to provide mandatory OSHA training for employees. The motion passed unanimously.

Roll Call

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

**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 it's Payment.**

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve Issuance and Sale of \$2,175,099 General Obligation Revenue Note. The motion passed unanimously.

Roll Call

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

**8.04 Resolution 2018-32 Resolution Certifying Unpaid Charges**

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to certifying unpaid utility charges to the Carlton County Auditors office. The motion passed unanimously.

Roll Call

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

**8.05 Resolution 2018-33 Resolution Accepting a Donation to the Carlton Area Library**

A Motion was made by Councilor Bodie and seconded by Councilor Gustafson to approve acceptance of a donation to the Carlton Area Library. The motion passed unanimously.

Roll Call

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

**9.00 General Business**

**PROJECT UPDATES**

**9.01 Joint Powers Board (JPB) – Project Update**

Chris Sluiter (MBI) was present to introduce himself to the Council and to give an update on the project. Underground tanks are being put in this fall. Anticipated project shut down is the middle of December and start up April 2019. New water treatment plant will be up and running in October 2019 and the old water treatment plant will be taken down the spring of 2020.

Well #5 is being installed. Pump testing and water quality testing will be completed before the Well is sealed for the season.

**9.01.1 Municipal Builders Incorporated (MBI) Pay Application**

A Motion was made by Councilor Gustafson and seconded by Councilor Bodie to pay MBI Pay Application No. One (1) in the amount of \$201,854.10. The motion passed unanimously.

A Motion was made by Councilor Bodie and seconded by Councilor Gustafson to pay Donohue invoice 13233-18 in the amount of \$14,950.79. The motion passed unanimously.

**9.02 Fire Department Expansion**

The driveway is in and the fence is 80% complete.

**UNFINISHED BUSINESS**

**9.03 Thomson Bell and Historical Plaque**

**9.04 Budget**

Budget Meeting set for December 5, 2018 @ 5:30pm.

**9.05 1% Voluntary Tax**

Council directed staff to contact Minnesota Department of Revenue to inquire if a city can initiate a voluntary tax.

**9.06 Board of Appeal and Equalization**

Councilor Jorgenson has taken the training.

## NEW BUSINESS

### 9.07 Paul Vernon – Tax Increment Financing (TIF) Discussion

Mr. Vernon and partners are proposing a two (2) story 30 unit 55+ apartment building and a 20-stall garage in the first (1<sup>st</sup>) phase of their planned project, and a two (2) story 25 unit 55+ apartment building in the second (2<sup>nd</sup>) phase. The development group will be looking for a 25-year TIF, financial break on water/sewer connection fees and a waiver of some of the TIF fees.

### 9.08 Third Quarter Ambulance Write-Offs

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve third (3<sup>rd</sup>) quarter ambulance write-off's in the amount of \$159,664.71. The motion passed unanimously.

### 9.09 Hinkley Ad

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to decline participating in the Hinkley Ad for year 2019. The motion passed unanimously.

### 9.10 City of Carlton/Carlton Amateur Hockey Association (CAHA) Cooperative Service Agreement

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the Cooperative Service Agreement with CAHA. The motion passed unanimously.

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve a sewer adjustment for rink flooding. The motion passed unanimously.

### 9.11 Hiring of Eric Rish

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to hire Eric Rish as a part-time employee to be shared with CAHA. The motion passed unanimously.

### 9.12 Contract with TransMedic for Ambulance Billing Services

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the contract with TransMedic for Ambulance Billing Services. The motion passed unanimously.

### 9.13 Renewal of Liquor Licenses

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve renewal of the four (4) city liquor licenses, with payment due at time of application. The motion passed unanimously.

### 9.14 Split Health Reimbursement Account (HRA) monies with Minnesota Deferred Compensation Plan (MNDCP)

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to allow employees with an HRA account to split the City HRA contribution between an HRA account and a MNDCP account. The motion passed unanimously.

### 9.15 Aquaponics Facility

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to deny a C2 Zoning area to be used as an Aquaponics Facility location without going through a Conditional Use or Variance process. The motion passed unanimously.

### 9.16 Increase in Water Rates effective 1/1/2019

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to increase water rates effective January 1, 2019. The rate increase would be as follows: \$1.00 per thousand gallons for the first 5,000 gallons of usage, \$1.25 per thousand gallons for usage from 5,001 to 20,000 gallons, \$1.50 per thousand gallons for usage of 20,001 gallons and up. The motion passed unanimously.

### 9.17 Memorandum of Understanding

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to approve the Memorandum of Understanding between the Thomson Township/Esko Fire Department and the Wrenshall Fire Department and the Carlton Fire Department. The motion passed unanimously.

## 10.00 Staff and Committee Reports & Recommendations

### 10.01 City Clerk 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

### 10.02 Fire Chief Report

- 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

Call Volume for as of October 31, 2018

Call by Type

Medical: 517

False Alarm: 35

Hazardous Condition: 18

Rescue: 2

Vehicle Accident w/out extrication: 28

Vehicle Extrications: 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 657

Respectfully Derek Wolf – Fire Chief

**10.03 Public Works Report**

- 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

**10.04 Library Director Report**

- 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

**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

A Motion was made by Councilor Bodie and seconded by Councilor Gustafson to adjourn the meeting, the time being 7:33 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer

**Carlton City Council  
Special Meeting  
Wednesday, November 8, 2018**

1.00 Call to Order

Mayor Bureau called the meeting to order at 4:00 pm.

2.00 Roll Call

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

*Council Absent: H. MacDonald*

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

*Others Present: Mike Soderstrom*

3.00 New Business

3.01 Resolution 2018-30 A Resolution Certifying Results of the November 6, 2018 Election

A Motion was made by Councilor Gustafson and seconded by Councilor Bodie to approve Resolution 2018-30 Certifying the Results of the November 6, 2018 Election. The motion passed unanimously.

ROLL CALL

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

4.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to adjourn the Special Meeting, the time being 4:24 pm. The motion passed unanimously.

Respectfully Submitted:

Carol Conway - Clerk/Treasurer

**Carlton City Council  
Special Meeting  
Wednesday, December 5, 2018**

**1.00 Call to Order**

Mayor Bureau called the meeting to order at 5:30 pm.

**2.00 Roll Call**

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

*Council Absent:*

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

*Others Present: Mike Soderstrom*

**3.00 New Business**

**3.01 TIF – Willows Edge**

- A new Tax Increment Financing District (TIF) will have to be set up so the cost will be about the same. Per the email from Mikaela Huot/Springsted there are other options to finance the upfront cost.
- Mikaela will be invited to the January 9, 2019 Regular Council Meeting to give the Council a summary on how a TIF district works.
- Willows Edge, LLC may be looking to have a developer's agreement with the City.

**3.02 Budget**

- Public Works Department would like to hire a seasonal worker for 16hrs/week for 25 weeks. This has been worked into the budget.
- Ambulance office wages increased due to Deputy Clerk an increase in pay and hours.
- Fire/Ambulance Incentive pay will be decreased in order to pay for required trainings.
- Fire Officers and Clerk will attend Township Meetings in the Spring to give them information why participation in the Ambulance Paid-on-Call is important.
- Water Fund will deficit spend in 2019.

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to approve a \$375.00 in-district and out-of-district Ambulance No Load Fee to Black Bear Casino. The motion passed unanimously.

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the 2019 budget with a 2% levy increase. The motion passed unanimously.

**4.00 Adjournment**

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to adjourn the Special Meeting, the time being 6:32 pm. The motion passed unanimously.

Respectfully Submitted:

Carol Conway - Clerk/Treasurer

Exhibit A - Bills to be presented to City Council on December 12, 2018

<b>PAY PERIOD: November 4-17, 2018 - PAY DAY: November 21, 2018</b>		
Regular	Direct Deposit Total	\$8,663.82
Regular	Check Total	\$727.20
<b>PAY PERIOD: November 18 - December 1, 2018 - PAY DAY: December 7, 2018</b>		
Regular	Direct Deposit Total	\$11,296.60
Regular	Check Total	\$189.72
Cell Phone Reimbursement	CC & JS	\$80.00
<b>BILLS PAID NOVEMBER 28, 2018</b>		
Woodlands National Bank	Loan repayment	\$985.80
<b>BILLS PAID NOVEMBER 30, 2018</b>		
Cardmember Services	City charges 10/16 to 11/14	\$1,054.08
Carlton Area Hockey Assn	Budgeted amount	\$3,000.00
CW Technologies	Service agreement Dec 2018	\$658.00
Great Lakes Pipe Service	Clean sanitary sewers, video inspection, Clean lift station	\$11,519.39
Hawkins	chemicals at WTP	\$282.69
Henry Schein	medical supplies	410.68
MediaCom	service Nov 22 - Dec 21	\$541.72
Medica	Medical Insurance Premium Dec 2018	\$1,260.39
Mike's Sewer Service	Pumped park toilet vault	225.00
MN Life	Life Insurance Premium	\$10.00
Rudy, Gassert, Yetka, Pritchett	October 2018 service	\$750.00
Schloemer, Philip	reimbursement for fuel purchase on transfer	\$79.55
US Postal Service - PBP	postage refill	\$500.00
Verizon	Citywide service Oct 10 - Nov 9	\$238.22
<b>BILLS TO BE PAID DECEMBER 15, 2018</b>		
A-1 Fence	new fence by fire hall	\$9,343.50
Aardvark Septic	portable toilets at Recycle Shed & DNR Park	\$236.00
Arrowhead Library System	Disc repair	\$1.25
Arrowhead Springs	water at Fire Hall	\$20.25
Baker & Taylor	Bestsellers	\$157.48
Banyon Data Service	Vault backup yearly fee	\$119.00
Carlton County Historical Society	Membership dues	\$25.00
Carlton Fire Relief	2018 2% State Fire Aid, wages from Fire to Fire Relief	\$25,534.20
Cloquet Sanitary Service	citywide service Oct 2018	\$151.74
Duluth Lawn & Sport	vehicle maintenance	\$287.25
Gopher State One Call	Nov 2018 locates	\$12.15
Henry Schein	medical supplies	\$38.18
MN Dept of Health Drinking Water	Quarterly water supply service connection fee	\$554.00
MN PEIP	Medical Insurance Premium Jan 2019	\$1,189.44
Raiter Clinic	Pre-employment screening	\$35.00
RCB	collection costs	\$370.54
Schloemer, Philip	reimbursement for fuel purchase on transfer	\$110.01
Snyder, Bruce	Post Retirement Benefit/	\$300.00
Softline Data	UBMax support	\$1,211.25
Springsted	2017 OSA TIF Reports (Final Billing)	\$740.00
Township and Range	Monthly retainer & permit fees	\$506.16
VDW Properties	2nd Half 2015 TIF reimbursement	\$9,412.79

Exhibit A - Bills to be presented to City Council on December 12, 2018

Wlssd	wastewater charges Nov 2018	\$10,278.00
Ziegler	vehicle maintenance	\$315.46
Zoll	Breakout cable	\$112.00

Total: \$103,533.51

## \*Check Summary Register©

November 2018

Name	Check Date	Check Amt	
<b>10100 Checking</b>			
Paid Chk# 032274	Bureau, Robert	11/9/2018	\$95.14
Paid Chk# 032275	Gustafson, Ann	11/9/2018	\$113.52
Paid Chk# 032276	Bailey, Andrew	11/15/2018	\$753.58
Paid Chk# 032277	Jacobson, Morgan	11/15/2018	\$538.33
Paid Chk# 032278	Maki, Aaron	11/15/2018	\$341.69
Paid Chk# 032279	Schatz, Nick	11/15/2018	\$248.42
Paid Chk# 032280	AARDVARK SEPTIC PUMPING	11/15/2018	\$65.00 Recycle Shed
Paid Chk# 032281	AMERICAN TEST CENTER, INC.	11/15/2018	\$980.00 610 inspection
Paid Chk# 032282	ARROWHEAD SPRINGS	11/15/2018	\$24.00 Fire/Amb Water Serv/
Paid Chk# 032283	BAKER AND TAYLOR	11/15/2018	\$65.51 2018 bestsellers
Paid Chk# 032284	BRUCE SNYDER	11/15/2018	\$300.00 Post Retirement Benefit
Paid Chk# 032285	CARLTON AREA HOCKEY ASSN	11/15/2018	\$9,000.00 Levied amount
Paid Chk# 032286	CARLTON COUNTY SHERIFF DE	11/15/2018	\$361.95 City Patrol
Paid Chk# 032287	CARLTON COUNTY TREASURER	11/15/2018	\$18.00 waste disposal
Paid Chk# 032288	CARLTON FIRE RELIEF ASSOC.	11/15/2018	\$2,500.00 annual levied funds
Paid Chk# 032289	CHOICE FINANCIAL	11/15/2018	\$1,324.95 Nov Dec HSA funding - DW, JS,
Paid Chk# 032290	CINTAS	11/15/2018	\$99.11 Fire Hall Rugs
Paid Chk# 032291	CLOQUET SANITARY SERVICE	11/15/2018	\$151.74 citywide service October 2018
Paid Chk# 032292	D & B TRUCKING AND EXCAVATI	11/15/2018	\$13,460.00 Driveway, Firehall Parking Lot
Paid Chk# 032293	EMERGENCY RESOURCES INC	11/15/2018	\$45.00 CPR refresher JM
Paid Chk# 032294	EXPERT T BILLING	11/15/2018	\$1,225.50 Oct Billing Fee - 43 Runs
Paid Chk# 032295	FIRE & INDUSTRIAL SALES, INC.	11/15/2018	\$263.00 extinguisher inspections
Paid Chk# 032296	FIRE SAFETY USA, INC	11/15/2018	\$701.00 Annual Compressor Service
Paid Chk# 032297	FORUM COMMUNICATIONS COM	11/15/2018	\$102.00 ord. 205 posting
Paid Chk# 032298	FOUR STAR CONSTRUCTION, IN	11/15/2018	\$1,192.65 handicap closer & hardware for
Paid Chk# 032299	GOPHER STATE ONE-CALL	11/15/2018	\$27.00 City Utility Locates/
Paid Chk# 032300	HENRY SCHEIN	11/15/2018	\$68.59 medical supplies
Paid Chk# 032301	HUNT ELECTRIC CORPORATION	11/15/2018	\$1,478.04 demo, heater, handicap door
Paid Chk# 032302	JOBShQ	11/15/2018	\$183.14 CAHA shared position ad
Paid Chk# 032303	KRAEMER CONSTRUCTION	11/15/2018	\$140.00 5" x 6 Channel
Paid Chk# 032304	KWIK TRIP	11/15/2018	\$1,434.11 Oct 2018 fuel
Paid Chk# 032305	L&M SUPPLY	11/15/2018	\$425.67 Citywide Operating Supplies
Paid Chk# 032306	LEAGUE OF MN CITIES	11/15/2018	\$77.00 Acrobat Pro subscription
Paid Chk# 032307	LEE SCHELONKA	11/15/2018	\$34.42 MSFCA conference parking & lun
Paid Chk# 032308	MANEY INTERNATIONAL OF DUL	11/15/2018	\$31.66 parts
Paid Chk# 032309	MEDTOX	11/15/2018	\$205.40 random screenings DW, BB, AB
Paid Chk# 032310	MIKE ORLOWSKI	11/15/2018	\$285.00 vehicle maintenance
Paid Chk# 032311	MINNESOTA POWER	11/15/2018	\$3,887.76 October Citywide Electricity
Paid Chk# 032312	MN ENERGY RESOURCES CORP	11/15/2018	\$807.81 Oct 2018
Paid Chk# 032313	MN POLLUTION CONTROL AGEN	11/15/2018	\$45.00 JS Class SD test certificate
Paid Chk# 032314	MN STATE FIRE DEPT ASSOCIA	11/15/2018	\$187.00 2019 Membership dues
Paid Chk# 032315	MSA PROFESSIONAL SERV	11/15/2018	\$516.08 I&I ordinance update
Paid Chk# 032316	NAPA	11/15/2018	\$468.64 vehicle maintenance
Paid Chk# 032317	NICK SCHATZ	11/15/2018	\$89.49 Refund Overpayment of Final W/
Paid Chk# 032318	NORTHERN BUSINESS PRODUC	11/15/2018	\$64.99 toner for printer
Paid Chk# 032319	NORTHLAND AUTO PARTS	11/15/2018	\$60.32 vehicle maintenance
Paid Chk# 032320	NORTHLAND VEBA FUND	11/15/2018	\$883.30 Nov & Dec HRA funding - CC & J
Paid Chk# 032321	PACE ANALYTICAL	11/15/2018	\$102.50 Nitrate Testing - Well
Paid Chk# 032322	PACK & MAIL STATION	11/15/2018	\$37.50 postage to Life Line
Paid Chk# 032323	PRAXAIR DISTRIBUTION INC	11/15/2018	\$174.32 Amb Med Supp/
Paid Chk# 032324	RCB COLLECTIONS	11/15/2018	\$622.88 Oct 2018 collection costs
Paid Chk# 032325	PrintCorp	11/15/2018	\$1.08 reimbursement for overpayment
Paid Chk# 032326	SIGN PRO	11/15/2018	\$150.00 2019 F250 Logo & Numbers

## CITY OF CARLTON

12/03/18 11:05 AM

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## \*Check Summary Register©

November 2018

Name	Check Date	Check Amt	
Paid Chk# 032327	TOSHIBA BUSINESS SOLUTIONS 11/15/2018	\$14.89	Amb/Fire Usage
Paid Chk# 032328	TOSHIBA FINANCIAL SERVICES 11/15/2018	\$204.94	copier lease
Paid Chk# 032329	TOWNSHIP AND RANGE, LLC 11/15/2018	\$4,529.87	Retainer
Paid Chk# 032330	ULLAND BROTHERS, INC 11/15/2018	\$546.00	Asphalt Carlton & Wrenshall
Paid Chk# 032331	WLSSD 11/15/2018	\$11,228.00	waste water charges
Paid Chk# 032332	MUNICIPAL BUILDERS, INC 11/15/2018	\$201,854.10	WTP Project - 10.15.18 - 11.2.
Paid Chk# 032333	DONOHUE 11/15/2018	\$14,950.79	Services from 9.3.18-10.27.18
Paid Chk# 032334	CARLTON VFW AUXILIARY 11/15/2018	\$1,000.00	Christmas Basket Donation
Paid Chk# 032335	Bureau, Robert 11/21/2018	\$122.08	
Paid Chk# 032336	Macaulay, Cindy 11/21/2018	\$148.59	
Paid Chk# 032337	Maki, Melissa 11/21/2018	\$143.59	
Paid Chk# 032338	Moore, Lillian 11/21/2018	\$150.12	
Paid Chk# 032339	Penk, Larry 11/21/2018	\$73.59	
Paid Chk# 032340	Tobin, Rosemary 11/21/2018	\$76.09	
Paid Chk# 032341	Andrae, Natasha 11/27/2018	\$448.45	
Paid Chk# 032342	Bailey, Andrew 11/27/2018	\$448.56	
Paid Chk# 032343	Balcer, Kayla M 11/27/2018	\$448.56	
Paid Chk# 032344	Bergstedt, Erik 11/27/2018	\$333.56	
Paid Chk# 032345	Bodie, Brent T. 11/27/2018	\$448.56	
Paid Chk# 032346	Delovely, Ebony L 11/27/2018	\$448.56	
Paid Chk# 032347	Franck, Hannah 11/27/2018	\$348.56	
Paid Chk# 032348	Frederick, Scott G 11/27/2018	\$448.56	
Paid Chk# 032349	Jessen, Timothy 11/27/2018	\$448.56	
Paid Chk# 032350	Maki, Aaron 11/27/2018	\$448.56	
Paid Chk# 032351	Mead, Jason 11/27/2018	\$448.56	
Paid Chk# 032352	Nilsen, Benjamin E. 11/27/2018	\$448.56	
Paid Chk# 032353	Polo, Travis 11/27/2018	\$448.56	
Paid Chk# 032354	Psyck, Tyler 11/27/2018	\$448.56	
Paid Chk# 032355	Rosenbush, Emma 11/27/2018	\$448.56	
Paid Chk# 032356	Saari, Travis 11/27/2018	\$448.56	
Paid Chk# 032357	Schelonka, Lee 11/27/2018	\$443.56	
Paid Chk# 032358	Schloemer, Philip 11/27/2018	\$448.56	
Paid Chk# 032359	Schubitzke, Brian 11/27/2018	\$448.56	
Paid Chk# 032360	Vik, Adam 11/27/2018	\$373.56	
Paid Chk# 032361	Wolf, Derek 11/27/2018	\$438.56	
Paid Chk# 032362	CARDMEMBER SERVICES 11/30/2018	\$1,054.08	10/16 to 11/14 charges
Paid Chk# 032363	CARLTON AREA HOCKEY ASSN 11/30/2018	\$3,000.00	budgeted amount
Paid Chk# 032364	CW TECHNOLOGY 11/30/2018	\$658.00	Dec 2018
Paid Chk# 032365	GREAT LAKES PIPE SERVICE 11/30/2018	\$11,519.39	sewer maintenance
Paid Chk# 032366	HAWKINS, INC 11/30/2018	\$282.69	Water Plant Chemicals
Paid Chk# 032367	HENRY SCHEIN 11/30/2018	\$410.68	medical supplies
Paid Chk# 032368	MEDIACOM 11/30/2018	\$541.72	11/22 to 12/21, 11/29 tpo 12/2
Paid Chk# 032369	MEDICA INS 11/30/2018	\$1,260.39	Dec 2018
Paid Chk# 032370	MIKES SEWER SERVICE 11/30/2018	\$225.00	Pump Outhouse at DNR/McFarlin
Paid Chk# 032371	MINNESOTA LIFE 11/30/2018	\$10.00	Emp Life Ins Benefit
Paid Chk# 032372	PHILIP SCHLOEMER 11/30/2018	\$79.55	reimbursement for fuel purchas
Paid Chk# 032373	Rudy, Gassert, Yetka, Pritchett 11/30/2018	\$750.00	October 2018
Paid Chk# 032374	US POSTAL SERVICE (BPB) 11/30/2018	\$500.00	postage refill
Paid Chk# 032375	VERIZON WIRELESS 11/30/2018	\$238.22	Oct 10 - Nov 9
Paid Chk# 1109182	MN CHILD SUPPORT PAYMENT 11/9/2018	\$20.48	Vendor Liability
Paid Chk# 1109201	PERA 11/9/2018	\$1,256.47	Vendor Liability
Paid Chk# 1109202	INTERNAL REVENUE SERVICE 11/15/2018	\$4,857.62	Vendor Liability
Paid Chk# 1109202	MN DEPARTMENT OF REVENUE 11/15/2018	\$104.26	Vendor Liability
Paid Chk# 1109202	RCB COLLECTIONS 11/5/2018	\$717.13	error in ACH withdrew rather t

CITY OF CARLTON

12/03/18 11:05 AM

Page 3

\*Check Summary Register©

November 2018

Name	Check Date	Check Amt	
Paid Chk# 1121182 MN CHILD SUPPORT PAYMENT	11/21/2018	\$20.48	Vendor Liability
Paid Chk# 1121201 PERA	11/21/2018	\$1,151.11	Vendor Liability
Paid Chk# 1121201 WOODLANDS NATIONAL BANK	11/28/2018	\$985.80	loan interest payment
Paid Chk# 1520181 MN DEPARTMENT OF REVENUE	11/15/2018	\$615.06	Vendor Liability
Paid Chk# 2018102 INTERNAL REVENUE SERVICE	11/27/2018	\$1,815.70	Vendor Liability
Paid Chk# 2018110 INTERNAL REVENUE SERVICE	11/9/2018	\$2,724.65	Vendor Liability
Paid Chk# 2018111 INTERNAL REVENUE SERVICE	11/15/2018	\$3,623.48	Vendor Liability
Paid Chk# 2018112 INTERNAL REVENUE SERVICE	11/21/2018	\$2,083.19	Vendor Liability
Paid Chk# 2111182 ING - MN DEFERRED COMP	11/21/2018	\$300.00	Vendor Liability
Paid Chk# 2120181 MN DEPARTMENT OF REVENUE	11/21/2018	\$390.12	Vendor Liability
Paid Chk# 2720181 MN DEPARTMENT OF REVENUE	11/27/2018	\$50.00	Vendor Liability
Paid Chk# 501103E Bi-Weekly ACH	11/9/2018	\$7,852.93	
Paid Chk# 501136E Incentive ACH	11/15/2018	\$25,011.91	
Paid Chk# 501161E Paid On Call ACH	11/15/2018	\$12,617.60	
Paid Chk# 501173E Bi-Weekly ACH	11/21/2018	\$6,029.36	
Paid Chk# 9112018 ING - MN DEFERRED COMP	11/9/2018	\$300.00	Vendor Liability
Paid Chk# 9201811 MN DEPARTMENT OF REVENUE	11/9/2018	\$450.11	Vendor Liability
<b>Total Checks</b>		<b>\$384,123.27</b>	

FILTER: None

MONTHLY PETTY CASH SHEET  
FOR December 12, 2018

DATE	DESCRIPTION	AMOUNT	PETTY CASH BALANCE
13-Nov-18			\$ 125.00
19-Nov-18			\$ 125.00
27-Nov-18			\$ 125.00
3-Dec-18			\$ 125.00
	BALANCE IN PETTY CASH		\$ 125.00
	REPLACEMENT CHECK AMOUNT	\$ -	

# 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	\$ 104.74	\$ 387.72	\$ 287.47	\$ 550.08	\$ 141.42	\$ 135.30	\$ 629.74			\$ 4,518.96
<b>Irving Community Association</b>	\$ 829.77	\$ 408.59	\$ 706.79	\$ 806.44	\$ 288.91	\$ 959.36	\$ 1,226.78	\$ 403.03	\$ 811.00	\$ 483.26			\$ 6,923.93



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

Current Period: December 2018

Account Descr	2018 YTD Budget	December 2018 Amt	2018 YTD Amt	YTD Balance	% of YTD Budget
FUND 220 LAWFUL GAMBLE 10% FUND	\$15,000.00	\$1,113.00	\$13,412.43	\$1,587.57	89.42%
R 220-36220 Charitable Gamble Reve	\$15,000.00	\$1,113.00	\$13,412.43	\$1,587.57	89.42%
FUND 220 LAWFUL GAMBLE 10% FUND	\$15,000.00	\$1,113.00	\$13,412.43	\$1,587.57	89.42%

FILTER: [Act Type]='R' and [Act Code] like '220-36220'

**November 2018 Statement**

Page 1 of 4

Open Date: 10/16/2018 Closing Date: 11/14/2018

Account: 4798 1719 9300 0626

**Visa® Business Cash Card**  
CITY OF CARLTON (CPN 000394553)

**Cardmember Service** ☎ 1-866-552-8855  
BUS 30 ELN 78 9

<b>New Balance</b>	<b>\$1,054.08</b>
<b>Minimum Payment Due</b>	<b>\$11.00</b>
<b>Payment Due Date</b>	<b>12/10/2018</b>

<b>Reward Points</b>	
Earned This Statement	1,062
Reward Center Balance as of 11/13/2018	20,670
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$1,094.95
Payments	-	\$1,094.95 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$1,054.08
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>\$1,054.08</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		\$9,945.92
Days in Billing Period		30

**Payment Options:**



Mail payment coupon  
with a check



Pay online at  
myaccountaccess.com



Pay by phone  
1-866-552-8855

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

0047981719930006260000011000001054082

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

☎ . to pay by phone  
☎ . to change your address

<b>Account Number</b>	4798 1719 9300 0626
<b>Payment Due Date</b>	12/10/2018
<b>New Balance</b>	\$1,054.08
<b>Minimum Payment Due</b>	\$11.00

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

000007345 01 SP 000638951758075 P Y

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

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



**Business Cash**

**Rewards Center Activity as of 11/13/2018**

Rewards Center Activity*	0
Rewards Center Balance	20,670

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

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,055	20,896
2 Extra Points - Telecom & Office Supply	0	397
1 Extra Point - Restaurants & Gas	7	439
<b>Total Earned</b>	<b>1,062</b>	<b>21,732</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.

Visa Payment Controls allows you to customize each of your employee's Visa business credit cards to control where, when, and how your employees use them. Easily set controls that limit card use by time of day or day of week, dollar amount, transaction types or geographical locations. Visit [myaccountaccess.com/vpc](http://myaccountaccess.com/vpc) to set up customized controls on your employees' business credit cards today.

**Transactions WOLF, DEREK Credit Limit \$5000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/23	10/22	9086	USPS PO 2615300718 CARLTON MN	\$6.70	_____
10/25	10/24	5220	KWIK TRIP 57100005710 CARLTON MN	\$6.75	_____
<b>Total for Account 4798 5100 4893 2749</b>				<b>\$13.45</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/17	10/16	5240	USPS PO 2615300718 CARLTON MN	\$18.90	_____
10/18	10/16	0577	COMMUNITY PRINTING CLOQUET MN	\$55.00	_____
10/29	10/27	4631	SAMS CLUB #6320 HERMANTOWN MN	\$33.92	_____
11/01	10/31	7660	Amazon.com*M81BB8PO1 Amzn.com/bill WA	\$37.98	_____
11/05	11/02	0043	WAL-MART #1929 CLOQUET MN	\$19.78	_____
11/06	11/05	5924	SUPER ONE FOODS #50 CLOQUET MN	\$20.95	_____

Continued on Next Page

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Total for Account 4798 5100 5412 4421</b>				<b>\$186.53</b>	

**Transactions** JOHNSON JODIE Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/22	10/21	2012	Amazon.com*M81V18ZM2 Amzn.com/bill WA	\$55.76	
10/25	10/24	0569	WWW.1AND1.COM CHESTERBROOK PA	\$242.87	
10/30	10/29	8339	WAL-MART #1929 CLOQUET MN	\$35.87	
11/05	11/02	5430	COMMUNITY PRINTING CLOQUET MN	\$5.00	
11/06	11/05	2440	CARLTON MEAT AND G CARLTON MN	\$8.14	
<b>Total for Account 4798 5100 5462 5146</b>				<b>\$347.64</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/09	11/08	8053	MN EMS REG BOARD 651-2012800 MN	\$342.00	
11/09	11/08	9602	EMSRB SERVICE FEE 651-2012800 MN	\$8.52	
<b>Total for Account 4798 5100 5805 4160</b>				<b>\$350.52</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/13	11/09	2034	MENARDS WEST DULUTH MN DULUTH MN	\$155.94	
<b>Total for Account 4798 5100 5952 3122</b>				<b>\$155.94</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
11/05	11/02	0147	PAYMENT THANK YOU	\$1,094.95CR	
<b>Total for Account 4798 1719 9300 0626</b>				<b>\$1,094.95CR</b>	

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

# EMSRB

## Minnesota Emergency Medical Services Regulatory Board

[Exit](#)

### Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **HLBH7S000300980**

### Payment Details

**Description** Emergency Medical Services Regulatory Board  
Online Application  
<https://mn.gov/boards/emsrb/>

**Payment Amount** \$342.00

**Service Fee** \$8.52

**Total Amount** \$350.52

**Payment Date** 11/08/2018

**Status** PROCESSED

**Application Description** This application requires completion of three forms: Agency demographics, person

**License Description** Steps 1-3 Ambulance Service Renewal Application - Getting Started

### Payment Method

**Payer Name** ERIK BERGSTEDT

**Card Number** \*4160

**Card Type** Visa

**Approval Code** 118055

**Confirmation Email** erikbergstedt346@gmail.com

410-42153-433

### Billing Address

**Address 1** PO Box 336

**City/Town** Carlton

**State/Province/Region** MN

**Zip/Postal Code** 55718

**Country** United States

## City Of Carlton

---

**From:** Erik Bergstedt <erikbergstedt346@gmail.com>  
**Sent:** Friday, November 9, 2018 9:51 AM  
**To:** City Of Carlton  
**Subject:** Fwd: Payment Confirmation for Online Application

----- Forwarded message -----

From: **EMSRB** <[epaynoreply@usbank.com](mailto:epaynoreply@usbank.com)>  
Date: Thu, Nov 8, 2018 at 11:55  
Subject: Payment Confirmation for Online Application  
To: <[erikbergstedt346@gmail.com](mailto:erikbergstedt346@gmail.com)>

\*\*\* PLEASE DO NOT RESPOND TO THIS EMAIL \*\*\*

Thank you for your payment.

This email is to confirm your payment submitted on Nov-08-2018 for Online Application.

Confirmation Number: HLBH7S000300980  
Payment Amount: \$342.00  
Convenience Fee: \$8.52  
Total Amount: \$350.52  
Scheduled Payment Date: Nov-08-2018  
Amount Due: \$342.00

Payer Name: ERIK BERGSTEDT  
Credit Card Number: \*4160  
Credit Card Type: VISA  
Approval Code: 118055

Merchant: Emergency Medical Services Regulatory Board  
Website: <https://mn.gov/boards/emsrb/>

If you have questions about this payment or need assistance, please view the payment online at <https://epayment.epymtservice.com/epay.jhtml?billerGroupId=HLB&billerId=H7S&disallowLogin=Y> , or call Customer Service at (651)201-2800.

Thank you for using the Minnesota EMSRB electronic payment system.

U.S. BANCORP made the following annotations

-----  
Electronic Privacy Notice. This e-mail, and any attachments, contains information that is, or may be, covered by electronic communications privacy laws, and is also confidential and proprietary in nature. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing,



1&1 Internet Inc.  
701 Lee Road  
Suite 300  
Chesterbrook, PA 19087  
USA

Invoice Date: 10/22/2018  
Customer ID: 455080654  
Product ID: 55355069  
Invoice No.: 202022139111

Need help? help.1and1.com  
Your 1&1 Control Panel: my.1and1.com/invoices

Phone support: 1-877-300-8316  
E-mail support: billing@1and1.com  
Service hours: 24/7

Please have your personal phone PIN available for quick and secure authentication when speaking with our agents. You can set and manage this in the 1&1 Control Panel.

Jodie Johnson  
PO BOX 336  
310 Chestnut Ave

Carlton, MN 55718  
UNITED STATES

## Invoice Summary (1&1 MyWebsite Plus)

Billing period starting: 10/21/2018

Item	Service	Charges	Usage	Total
1	Basic Fee 10/21/2018-10/21/2019	\$19.99 a month	12 mo.	\$ 239.88
2	Special Offer Discount for line-item 1	Special Offer		\$ -12.00
3	.com Domain 10/08/2018-10/08/2019 cityofcarlton.com	\$14.99 per year	12 mo.	\$ 14.99
<b>Total amount due</b>				<b>\$ 242.87</b>

The total amount due will be charged to your credit card. Thank you.

Do you have questions regarding this invoice?

Please refer to your 1&1 Help Center or your personal 1&1 Control Panel for further information.

OK TO PAY

INT \_\_\_\_\_

DEPT \_\_\_\_\_

160-41950-324

Details for Order #113-6579725-3019435

[Print this page for your records.](#)

Order Placed: October 18, 2018  
Amazon.com order number: 113-6579725-3019435  
Order Total: \$55.76

Not Yet Shipped

Items Ordered	Price
1 of: <i>Beauty &amp; Bloodshed: Beauty Secrets Mystery 5 (Volume 5)</i> , Damore, Stephanie Sold by: Amazon.com Services, Inc Condition: New	\$7.99
1 of: <i>Charm &amp; Deception: Beauty Secrets Mystery 6 (Volume 6)</i> , Damore, Stephanie Sold by: Amazon.com Services, Inc Condition: New	\$7.99
1 of: <i>Eyeliner &amp; Alibis: Beauty Secrets Mystery 3 (Volume 3)</i> , Damore, Stephanie Sold by: Amazon.com Services, Inc Condition: New	\$8.99
1 of: <i>Kiss &amp; Makeup: Beauty Secrets Mystery 2 (Volume 2)</i> , Damore, Stephanie Sold by: Amazon.com Services, Inc Condition: New	\$8.99
1 of: <i>Pedicures &amp; Prejudice: Beauty Secrets Mystery Book 4</i> , Damore, Stephanie Sold by: Amazon.com Services, Inc Condition: New	\$8.99
1 of: <i>Makeup &amp; Murder: Beauty Secrets Book 1</i> , Damore, Stephanie Sold by: Amazon.com Services, Inc Condition: New	\$8.99

Shipping Address:

City of Carlton  
310 CHESTNUT AVE  
PO BOX 336  
CARLTON, MN 55718-2003  
United States

Shipping Speed:

Two-Day Shipping

Payment information

Payment Method:

Visa | Last digits: 5146

Billing address

City of Carlton  
310 CHESTNUT AVE  
CARLTON, MN 55718-2003  
United States

Item(s) Subtotal:	\$51.94
Shipping & Handling:	\$0.00
	-----
Total before tax:	\$51.94
Estimated tax to be collected:	\$3.82
	-----
<b>Grand Total:</b>	<b>\$55.76</b>

To view the status of your order, return to [Order Summary](#).

Adaptabook

211-45560-561

**Order Placed:** October 30, 2018  
**Amazon.com order number:** 111-0531980-3505049  
**Order Total:** \$37.98

**Not Yet Shipped**

**Items Ordered**

2 of: *Moon 517-101 Polycarbonate Fire Hose Spray Nozzle, 22 gpm, 1" NPSH*  
Sold by: Amazon.com Services, Inc

Condition: New

**Price**

\$18.99

**Shipping Address:**

City of Carlton  
310 CHESTNUT AVE  
CARLTON, MN 55718-2003  
United States

**Shipping Speed:**

Two-Day Shipping

**Payment information**

**Payment Method:**

Visa | Last digits: 4421

Item(s) Subtotal: \$37.98  
Shipping & Handling: \$0.00

**Billing address**

City of Carlton  
PO BOX 336  
CARLTON, MN 55718-0336  
United States

Total before tax: \$37.98  
Estimated tax to be collected: \$0.00

**Grand Total: \$37.98**

To view the status of your order, return to [Order Summary](#).

110-42200-210

PLEASE PAY FROM THIS INVOICE, NO ADDITIONAL INVOICE WILL BE SENT



1306 Cloquet Avenue • Cloquet, MN 55720

218-879-4075 • 1-888-878-1936  
 Phone/Fax 218-879-6213  
 E-mail: printing@cpcloquet.com

Date	Invoice #
10/12/2018	00757

Bill To
City of Carlton
Carol 384-4229

100-41400-491

P.O. No.	Terms
	Due on receipt

Qty	Description	Unit Price	Amount
1	L805 Port Authority Full Zip Jacket embroidered left chest	31.00	31.00
1	L500LS Port Authority Long Sleeve Polo embroidered left chest	24.00	24.00

COMMUNITY PRINTING  
 1306 CLOQUET AVE  
 CLOQUET, MN 55720  
 2188794875  
 Merchant ID: 1525 Store #: 0001  
 Term #: 0002 Ref #: 0002  
**Sale**  
 XXXXXXXXXXXX4421  
 VISA Entry Method: Chip  
 Total: \$ 55.00  
 10/16/18 11:43:41  
 Inv #: 000002 Appr Code: 116134  
 Transaction ID: 588289602212724  
 Apprvd: Online Batch#: 000782  
 Visa Credit  
 AID: A0000000031010  
 ISI: 6C00  
 TVR: 8080001010  
 Customer Copy  
 THANK YOU

<b>Subtotal</b>	\$55.00
<b>Sales Tax (7.875%)</b>	\$0.00
<b>Total</b>	<b>\$55.00</b>

ALL GARMENTS are shipped to us C.O.D., therefore we must deal with our customers on a C.O.D. basis. In rare cases, if PREVIOUS arrangements have been made, payment is due in FIVE days. Finance charges will start and be pro-rated from the invoice date. FINANCE CHARGE is computed by a periodic rate of 1.5% per month or a minimum charge of \$.50, which is an ANNUAL PERCENTAGE RATE of 18% applied to the previous balance. To avoid additional FINANCE CHARGES, please pay the balance within five days.

See back of receipt for your chance to win \$1000 ID #: 7H533NMWKNZ



218-878-0737 MGT-KRIS WILSON  
1308 HIGHWAY 33 S  
CLOQUET MN 55720

ST# 01929 OP# 000130 TR# 06 TR# 01733  
CARDSTOCK 075959899326 3.97 0  
PAPER 008351487030 9.47 0  
PAPER 008351487030 9.47 0  
BUS CARD 007278228371 4.44 0  
PUTTING MIX 002149601813 4.26 0  
PUTTING MIX 002149601813 4.26 0  
SUBTOTAL 35.87  
TOTAL 35.87  
VISA TEND 35.87  
VISA Credit- 5146 I 2 APPR#619264

REF # 830200070833  
TRANS ID - 308302783666683  
VALIDATION - 8VHM  
PAYMENT SERVICE - E  
AID A0000000031010  
TC A895885BF4631666  
TERMINAL # 285591334  
\*NO SIGNATURE REQUIRED  
10/29/18 16:46:12  
CHANGE DUE 0.00

TC# 4649 8473 4879 5365 1809  
# ITEMS SOLD 6

**WATCH OVER 6,000 MOVIES & TV FOR FREE**  
Only at Vudu.com/WatchFree



Low Prices You Can Trust. Every Day.  
10/29/18 16:46:31  
\*\*\*CUSTOMER COPY\*\*\*  
Scan with Walmart app to save receipts



100-41950 - 300



**Self Checkout**

CLUB MANAGER TYN SUNDSTROM  
(218) 722-9740  
HERMANTON, MN  
10/27/18 11:22 0567 06320 096 9096  
CITY

276581 RECEIPT 800  
980040637 EXACT INDEX 7.98 E  
980040637 EXACT INDEX 7.98 E  
E 1980094558 FOLBERS51 F 9.98 M  
E V INST SV FOLBERS51 2.00-M  
SUBTOTAL 33.92

TOTAL 33.92  
VISA TEND 33.92  
VISA Credit \*\*\*\*\* 4421 I Z  
APPROVAL # 117232

AID A0000000031010  
TC 4508686B8B393F0F  
TERMINAL # SC010663  
\*NO SIGNATURE REQUIRED  
CHANGE DUE 0.00

Additional Savings This Trip:  
Sam's Instant Savings: \$2.00

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

# ITEMS SOLD 4

TC# 3749 8170 4797 5669 1144

**Happy to Help**

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

5M 10  
1000-~~5000~~-520

CARLTON  
313 CHESTNUT AVE  
CARLTON  
MN

55718-5000  
2615300718  
(800)275-8777 1:51 PM

10/16/2018  
Product Sale Qty Final Price  
Description

PM 1-Day 1 \$18.90  
Lg Flat Rate Box  
(Domestic)  
(SAINT PAUL, MN 55101)  
(Flat Rate)  
(Expected Delivery Date)  
(Thursday 10/18/2018)  
(USPS Tracking #)  
(9505 5139 6622 8289 0647 03)  
Insurance 1 \$0.00  
(Up to \$50.00 included)

Total \$18.90  
Credit Card Remit'd \$18.90  
(Card Name: VISA)  
(Account #:XXXXXXXXXX4421)  
(Approval #:316115)  
(Transaction #:899)  
(AID:A0000000031010 Chip)  
(AL:Visa Credit)  
(PIN:Not Required)

Includes up to \$50 insurance

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit [www.usps.com](http://www.usps.com) apply. You may also visit [www.usps.com](http://www.usps.com) USPS Tracking or call 1-800-222-1811.

Save this receipt as evidence of insurance. For information on filing

100-41410-438  
or credit card

CARLTON  
313 CHESTNUT AVE  
CARLTON  
MN  
55718-5000  
2615300718  
(800)275-8777

10/22/2018 11:28 AM  
Product Sale Qty Final Price  
Description

PM 1-Day 1 \$6.70  
(Domestic)  
(SATIN PAUL, MN 55164)  
(Weight: 0 Lb 6.90 Oz)  
(Expected Delivery Date)  
(Tuesday 10/23/2018)  
(USPS Tracking #)  
(9505 5139 6622 8295 0651 07)  
Insurance 1 \$0.00  
(Up to \$50.00 included)

Total \$6.70  
Credit Card Remitd \$6.70  
(Card Name: VISA)  
(Account #: XXXXXXXXXXXX2749)  
(Approval #: 112282)  
(Transaction #: 912)

Includes up to \$50 insurance

Text your tracking number to 28777  
(2USPS) to get the latest status.  
Standard Message and Data rates may  
apply. You may also visit [www.usps.com](http://www.usps.com)  
USPS Tracking or call 1-800-222-1811.

Save this receipt as evidence of  
insurance. For information on filing  
an insurance claim go to  
<https://www.usps.com/help/claims.htm>.

or credit card

Kwik Trip  
1711 Highway 210  
Carlton, MN 55718  
(218)384-4181

Store #571 10/24/2018 12:09:41 AM  
Register # 3 Ticket # 1050098  
Tax Description Qty Amount  
ENERGIZER BATTERY MAX AL \$6.29

Sub Total \$6.29  
Tax \$0.46  
Total \$6.75

Visa: \$6.75  
Change \$0.00

Visa  
Card Num : XXXXXXXXXXXX2749  
Terminal : RA1094000571206  
Approval : 004290

110-41410-210

Have a nice day!  
See you next time!

Take and Bake Pizza  
(218)384-4181

Looking for a career or extra cash?  
We are hiring!

Competitive pay PLUS up to \$2/ hour  
extra for overnights!  
Offer flexible schedule,  
profit sharing, & benefits!

Apply online at:  
[www.kwiktrip.jobs](http://www.kwiktrip.jobs)

100-41410-438

See back of receipt for your chance  
to win \$1000 ID #: 7MSB01HMH06

Walmart

218-878-0737 MFC: KRIS WILSON  
1308 HIGHWAY 33 S  
CLOQUET MN 55720

ST# 01929 0PM 000132 TEN 04 TR# 03724  
GREAT VALUE 007874205942 F 1.68 0  
HMZ CHILI SC 001300000112 F 2.48 0  
BU CHEESE 060530018687 F 1.08 0  
TOM SCE NSH 0027000085250 F 0.98 0  
TOMATO SAUCE 002700039005 F 0.50 0  
BU PARM SH 6 007874228335 F 2.22 0  
BU HOLLZSH 0 007874237425 F 2.22 0  
GRLC SPRD 007771873028 F 1.98 0  
CRND PIC HNG 005113194928 F 4.84 0  
BARRC FRNCH 007874298128 F 1.00 0  
SUBTOTAL 19.78  
TOTAL 19.78

Visa Credit - 4421 I 2 APPR#512004  
REF # 030600393004  
TRANS ID - 468306744022983  
VALIDATION - K9TM  
PAYMENT SERVICE - E  
RID 60000000031010  
TC 2588F53F20639261  
TERMINAL # 205591307  
\*NO SIGNATURE REQUIRED  
11/02/18 15:40:04  
CHANGE DUE 0.00

# ITEMS SOLD 10  
TC# 1541 4269 0068 7729 1488

WATCH OVER 6,000  
FOR FREE MOVIES & TV

Only at [Vudu.com/WatchFree](http://Vudu.com/WatchFree)



Low Prices You Can Trust. Every Day.  
11/02/18 15:40:16

Scan with Walmart app to save receipts



166-41410-438

100-41410-438

# CARLTON MEAT AND GROCERY

Carlton Meat and Grocery  
500 3rd Street  
Carlton, MN  
(218) 384-9910  
Inv#: 00026377 Trs#: 280107

MEAT  
SIRLOIN BALL TIPS \$3.77 F  
SIRLOIN BALL TIPS \$4.37 F

Items Subtotal \$8.14  
Subtotal \$8.14  
TOTAL \$8.14  
# \*\*\*\*\*5146 \$8.14  
Balance \$0.00

Item count 2  
Merch Id: 542929807165352  
Term Id: 00124249  
TYPE : Purchase  
TENDER : Visa  
CARD : C\*\*\*\*\*5146

AMOUNT : \$8.14  
RESULT : 00 APPROVED 000  
DATE/TIME : NOV 05, 2018 15:21  
SEQUENCE #: 000061  
AUTHOR. #: 615022  
Label: Visa Credit  
ARC : 00  
AID : A0000000031010  
TVR : 808000800  
IAD : 06010A03602000  
TSI : 6800  
AC : FOFB0703EE0FB823

Thank you



## SuperOne FOODS

Cloquet Super One  
707 Hwy 33 South  
Cloquet, MN 55720  
(218) 879-4624  
Store: 507

Cashier: Maria C

11/05/18

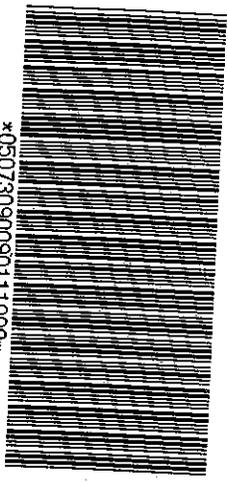
Produce  
CARROTS MINT 1.77  
CRAZY FRESH FRUIT SM 15.99 F  
Bakery  
WHEAT DINNER ROLLS 3.19 F  
SUBTOTAL 20.95  
TOTAL TAX .00

Visa  
Acct: xxxxxxxxxx4421  
APPRL CODE 115023  
CASH CHANGE .00

NUMBER OF ITEMS 3  
Trx: 111 Term: 9 Store: 507 11:32:19

Thank you for Shopping at  
Cloquet Super One Foods

www.SuperOneFoods.com



Community Printing  
1306 CLOQUET AVE CLOQUET, MN 55720  
218.879.4075 1.888.878.1936  
PRINTING@CPCLOQUET.COM

Date 10-21-18 Phone 291-1359  
Name Jodie  
Email

QTY	DESCRIPTION	PRICE	AMOUNT
	lepp unbranded		5.00
	TAX		
	TOTAL		

All claims and returned goods MUST be accompanied by this receipt.  
Thank You!

Merchant ID: 1525 Store #: 0002 Ref #: 0001  
2188794075  
COMMUNITY PRINTING  
2306 CLOQUET AVE  
CLOQUET, MN 55720  
VISA XXXXXXXXXXXXXXX5146  
Entry Method: Suiped \$ 5.00  
11/02/18 09:47:40  
Inv #: 000002 Appr Code: 902074  
Transaction ID: 388306532603182  
Batch#: 000795  
Apprvd: Online

Customer Copy  
THANK YOU

166-41410-438

100-45100-202-Grant

Use Your  2%  
BIG CARD REBATE

**MENARDS®**

**MENARDS - WEST DLTH  
503 NORTH 50TH AVE  
WEST  
DULUTH, MN 55807**

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for  
items on this receipt will be in the form  
of an in store credit voucher if the  
return is done after 02/07/19

If you have questions regarding the  
charges on your receipt, please  
email us at:  
WDLfrontend@menards.com



Sale Transaction

Tax Exempt MNO328098  
Resale

2"-4X8 EXTRUDED R-10  
1631291 6 @25.99 155.94 NT

TOTAL SALE 155.94  
Visa Credit 3122 155.94

PO #  
Auth Code:419004  
Chip Inserted  
a000000031010  
TC - 12c82ddd692b5aba

TOTAL NUMBER OF ITEMS = 6

GUEST COPY

The Cardholder acknowledges receipt of  
goods/services in the total amount shown  
hereon and agrees to pay the card issuer  
according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP  
PLEASE RETAIN FOR YOUR RECORDS.

THANK YOU, YOUR CASHIER, Loree

72199 12 2269 11/09/18 02:39PM 3074

CITY OF CARLTON  
\*Cash Balances

12/03/18 10:55 AM  
Page 1

Current Period November 2018

Fund	2018 Begin Balance	Receipts	Disbursements	Transfers		JE Payroll	Balance
				Rec/Disb	Journal Entries		
<b>10100 Checking</b>							
100 GENERAL FUND	(\$1,004,914.45)	\$312,925.09	\$435,408.49	\$0.00	(\$2,174.77)	\$13,261.37	(\$1,116,311.25)
110 FIRE FUND	\$276,946.37	\$143,241.13	\$89,564.34	\$0.00	\$276.12	(\$6,351.67)	\$324,547.61
120 FIRE RELIEF FUN	(\$3,593.20)	\$25,984.03	\$4,300.00	\$0.00	\$0.00	\$0.00	\$18,090.83
130 POST RETIREMEN	\$3,335.56	\$1,106.53	\$3,300.00	\$0.00	\$1.84	\$0.00	\$1,143.93
211 LIBRARY FUND	\$19,641.86	\$24,606.11	\$5,762.33	\$0.00	\$19.09	(\$18,373.16)	\$20,131.57
220 LAWFUL GAMBLE	\$36,896.60	\$12,299.43	\$14,228.77	\$0.00	\$43.39	\$0.00	\$35,010.65
230 TIF District 1 - Hou	\$5,454.72	\$10,458.66	\$9,675.99	\$0.00	\$6.37	\$0.00	\$6,243.76
301 THOMSON CITY H	\$0.00	\$25.65	\$0.00	\$0.00	\$0.00	\$0.00	\$25.65
305 2008 Utility Bond W	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
306 2008 Utility Bond S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
320 SCHOOL AVE IMP	\$0.00	\$13,315.35	\$0.00	\$0.00	\$0.00	\$0.00	\$13,315.35
325 2000 IMPROVEME	\$0.00	(\$12.80)	\$0.00	\$0.00	\$0.00	\$0.00	(\$12.80)
400 PUBLIC WORKS C	\$38,386.46	\$0.00	\$45,725.04	\$0.00	\$45.67	\$0.00	(\$7,292.91)
410 FIRE CAPITAL	\$123,115.99	\$0.00	\$0.00	\$0.00	\$146.49	\$0.00	\$123,262.48
420 2015 G. O. BOND	\$215,400.34	\$54,593.30	\$149,962.50	\$0.00	\$5,468.07	\$0.00	\$125,499.21
425 SMALL CITIES AS	\$10,533.57	\$5,178.50	\$0.00	\$0.00	\$12.53	\$0.00	\$15,724.60
600 WATER FUND	\$106,962.72	\$297,895.38	\$685,260.25	\$0.00	\$310.47	(\$27,434.97)	(\$307,526.65)
601 SEWER FUND	\$262,957.38	\$205,503.20	\$147,243.75	\$0.00	(\$4,985.11)	(\$12,210.46)	\$304,021.26
610 AMBULANCE FUN	\$591,205.70	\$428,944.83	\$151,767.31	\$0.00	\$751.83	(\$262,923.54)	\$604,211.51
611 AMBULANCE CAPI	\$60,075.17	\$0.00	\$0.00	\$0.00	\$71.48	\$0.00	\$60,146.65
620 CEMETERY FUND	\$26,757.57	\$42,976.37	\$31,409.78	\$0.00	\$6.53	(\$16,105.45)	\$22,225.24
800 RETREE HEALTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$769,162.36	\$1,577,040.76	\$1,773,608.55	\$0.00	\$0.00	(\$330,137.88)	\$242,456.69

CITY OF CARLTON  
\*Cash Balances

12/03/18 10:56 AM  
Page 1

Current Period November 2018

Fund	2018 Begin Balance	Receipts	Disbursements	Transfers		JE Payroll	Balance	
				Rec/Dish	Journal Entries			
<b>10150 Frandsen Savings</b>								
100 GENERAL FUND	\$1,814,609.68	\$5,456.05	\$0.00	\$0.00	\$0.00	\$0.00	\$1,820,065.73	In Bal
110 FIRE FUND	\$121.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$121.43	In Bal
120 FIRE RELIEF FUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
130 POST RETIREMEN	\$2.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.55	In Bal
211 LIBRARY FUND	\$5.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.22	In Bal
220 LAWFUL GAMBLE	\$13.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.70	In Bal
230 TIF District 1 - Hou	\$1.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.48	In Bal
301 THOMSON CITY H	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
305 2008 Utility Bond W	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
306 2008 Utility Bond S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
320 SCHOOL AVE IMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
325 2000 IMPROVEME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
400 PUBLIC WORKS C	\$33.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.08	In Bal
410 FIRE CAPITAL	\$82.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82.31	In Bal
420 2015 G.O. BOND	\$12.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.90	In Bal
425 SMALL CITIES AS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
600 WATER FUND	\$552,904.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$552,904.62	In Bal
601 SEWER FUND	\$142.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$142.05	In Bal
610 AMBULANCE FUN	\$359.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$359.08	In Bal
611 AMBULANCE CAPI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
620 CEMETERY FUND	\$10.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.11	In Bal
800 RETIREE HEALTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
	\$2,368,298.21	\$5,456.05	\$0.00	\$0.00	\$0.00	\$0.00	\$2,373,754.26	

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

12/03/18 10:56 AM  
 Page 1

Current Period November 2018

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

To council members

There is a city ordinance -  
no parking from 7:00 to March  
on streets and sidewalks.  
Main street and side streets  
are not given tickets. It  
doesn't make a difference  
if it snows or plowed  
during these times, or  
who lives in these homes  
or apts. and also  
parking on wrong side  
of streets already marked  
no parking. NO EXCEPTIONS  
we all have to shovel  
so lets abide by the  
ordinances.

December 5, 2018

City of Carlton  
Chestnut Street  
Carlton, MN 55718

Dear Honorable City Council;

On behalf of the Golden K Kiwanis Club we are requesting consideration of a donation from the charitable gambling fund toward our scholarship program. Money raised by our club goes to scholarships for area high school students at; Carlton, Cloquet and Esko High School and also to students at Fondu-lac Community College.

This year our club is running the 13<sup>th</sup> annual "last chance" fishing contest, with the proceeds from this fund-raising event, we hope to increase scholarship money available to more area students.

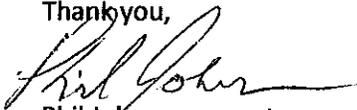
Attached is a flyer for the fishing contest.

Any donation amount would be greatly appreciated. We are a 501C4 non-profit organization.

501C3

1 41-1509094

Thankyou,



Phil Johnson, secretary  
P.O. Box 82  
Cloquet, MN 55720

Charitable Gambling Funds can go directly to the Scholarship funds but not to the tournaments.



Cloquet "Golden K" Kiwanis Club P O Box 82 Cloquet, MN 55720  
Meeting Time 9:30 a.m. Tuesdays Our Saviors Lutheran Church, Cloquet, MN TAX ID # 41 1569096

**The 13<sup>th</sup> Annual Kiwanis "Last Chance" Ice Fishing Contest**  
Saturday, February 23, 2019 - Fish Lake, MN

- Major Sponsor:** \$1,000 - includes recognition with logos in all advertising on flyers, event posters and all other printed materials.
- Gold Sponsor** \$400 – includes recognition with your logo on flyers, event posters and all other printed materials.
- Silver or Auger Sponsor** \$250 – includes recognition in drawings and day of event printed materials and handouts.
- Bronze Sponsor** \$100 – includes recognition in all advertising on flyers, event posters and all other printed materials and handouts.
- Individual Sponsor:** Any amount would be appreciated and this would include recognition on day of event printed materials and handouts.

---

**SPONSORSHIP AGREEMENT**

**NAME OF BUSINESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP CODE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**SPONSOR AMOUNT:** \_\_\_\_\_

**TRADE/PRIZE VALUE:** \_\_\_\_\_

**EMAIL LOGO TO:** [jvinopal@msn.com](mailto:jvinopal@msn.com)

**MAIL TO:** Golden K Kiwanis Club of Cloquet, P O BOX 82, Cloquet, MN 55720

**Contact Persons:** Brian Haluptzok 218.390.7556 or Steve Rabideaux 218.565.0308.

\*\*\* Attach logo for advertising. Sponsors may place banners or signs up on the ice during the event. Your support is greatly appreciated.

Kiwanis is a global organization of volunteers dedicated to changing the world one child and one community at a time.

**CITY OF CARLTON  
RESOLUTION  
#2018-34**

**RESOLUTION DESIGNATING THE POLLING PLACE FOR  
THE CITY OF CARLTON**

**WHEREAS**, the City has designated the Carlton Fire Department, 100 Fourth Street, Carlton MN as the polling place for the City of Carlton;

**WHEREAS**, Carlton Fire Department meets State guidelines for accessibility, is large enough to accommodate the election activity, and is free of other non-election activities; and

**WHEREAS**, State law requires that all polling locations for the 2019 elections be established no later than December 31, 2018.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Carlton, County of Carlton, Minnesota; hereby designates Carlton Fire Hall, 100 4<sup>th</sup> Street, Carlton, MN as the polling place in the City of Carlton.

Adopted by the City Council of the City of Carlton, Minnesota this 12th day of December, 2018.

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

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

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

b. Bodie \_\_\_\_\_

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

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

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

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

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

**CITY OF CARLTON  
RESOLUTION  
#2018-35**

**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 12th day of December, 2018.

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

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

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

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

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

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

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

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

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

RECEIPT

DATE 11/7/18 No. 071684

FROM Patron \$ 2.00

Two dollars & no/100 DOLLARS

FOR RENT  
 FOR Book Sale

ACCT.		
PAID		
DUE		

CASH  
 MONEY ORDER FROM \_\_\_\_\_ TO \_\_\_\_\_  
 CHECK BY [Signature]  
 CREDIT CARD

edwards 1152

RECEIPT

DATE 11/8/18 No. 071685

FROM Rita Johnson \$ 3.00

Three dollars DOLLARS

FOR RENT  
 FOR Book Sale

ACCT.		
PAID		
DUE		

CASH  
 MONEY ORDER FROM \_\_\_\_\_ TO \_\_\_\_\_  
 CHECK BY [Signature]  
 CREDIT CARD

edwards 1152

**CITY OF CARLTON  
RESOLUTION  
2018-36**

**ADOPTING FINAL PROPERTY TAX LEVY**

**WHEREAS**, The City Council of Carlton, Minnesota, heard public comment on the proposed budget and proposed property taxes to be collected in 2019, on December 12, 2018, during a regular City Council meeting in the Council Chambers at 310 Chestnut Avenue, immediately following the public comment.

**AND, WHEREAS**, information was provided and discussion held on the City's history of taxable market value, tax capacity and levy rates along with the current information for same; as well as the past and proposed budget for the levied funds

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Carlton, County of Carlton, adopted a final property tax levy, collectible in 2019 of **\$417,436.00**.

Adopted by the Carlton Council this 12th day of December, 2018.

By: \_\_\_\_\_  
Kathleen Bureau  
Mayor, City of Carlton

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

Motion by Councilor \_\_\_\_\_

Second by Councilor \_\_\_\_\_

K Bureau \_\_\_\_\_  
B. Bodie \_\_\_\_\_  
R. Jorgenson \_\_\_\_\_  
H. MacDonald \_\_\_\_\_  
A. Gustafson \_\_\_\_\_

### 2019 Tax Levy

General Fund	\$217,097.00
Four Season	\$5,000.00
Fire Fund	\$54,595.00
Fire Relief Fund	\$2,500.00
Post Retirement Benefit	\$1,256.00
Library Fund	\$22,342.00
2015 G.O. Bond	\$93,582.00
Cemetery Fund	\$21,064.00
<b>Levy Total for 2019</b>	<b>\$417,436.00</b>

### 2019 Budget

<b>Fund</b>	<b>Disbursements</b>	<b>Revenue other than Levy</b>
General Fund	\$535,677.00	\$318,580.00
Four Seasons	\$5,000.00	0.00
Fire Fund	\$165,439.00	\$110,844.00
Fire Relief Fund	\$2,500.00	0.00
Post Retirement Benefit	\$2,100.00	\$844.00
Library Fund	\$24,442.00	\$2,100.00
2015 G.O. Bond	\$147,115.00	\$53,533.00
Cemetery	\$42,578.00	421,064.00
<b>Budget Totals</b>	<b>\$1,052,851.00</b>	<b>\$635,415.00</b>

TO (Engineer): PROJECT: APPLICATION NO TWO  
 DONOHUE WTP & SYSTEM IMPROVEMENTS PERIOD FROM: 11/2/2018  
 4500 PARK GLEN ROAD, #125 ST. LOUIS PARK, MN 55416 TO: 12/4/2018

FROM (Contractor) CONTRACT FOR:  
 MUNICIPAL BUILDERS, INC. CITY OF CARLTON  
 17125 ROANOKE ST. NW  
 ANDOVER, MN 55304

**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 noe due.

CONTRACTOR:  
 By: *Mark Suter* Date: 12/6/18  
 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..... 12.3%  
 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..... \$ 564,636.00  
 (Column G on G703)  
 RETAINAGE ..... 5%..... \$ 28,231.80  
 or total in Column I on G703  
 TOTAL EARNED LESS RETAINAGE..... \$ 536,404.20  
 LESS PREVIOUS CERTIFICATES FOR PAYMENT..... \$ 201,854.10  
 CURRENT PAYMENT DUE..... \$ 334,550.10

RECOMMENDATION FOR PAYMENT  
 ENGINEER:  
 By: *Steven M. Rytkowsky* Date: 12/7/2018  
 OWNER:

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

**CONTINUATION SHEET**

Contractor's signed Certification is attached.  
In tabulations below, amounts are stated to the nearest dollar.

APPLICATION NUMBER: TWO  
APPLICATION DATE: 11/2/2018  
PERIOD TO: 12/4/2018

A ITEM NO	C DESCRIPTION OF WORK	D QTY	E UNIT PRICE	F AMOUNT	E THIS PERIOD		I TOTAL TO DATE		K % COMPLETE	
					QUANTITY	AMOUNT	QUANTITY	AMOUNT		
<b>BASE BID</b>										
1	Construction Engineering	1	45,000.00	45,000.00	0.10	4,500.00	0.30	13,500.00	30%	
2A	Mobilization	1	105,000.00	105,000.00	0.10	10,500.00	0.30	31,500.00	30%	
2B	Demobilization	1	35,000.00	35,000.00	0.00	0.00	0.00	0.00	0%	
3	12" Watermain DIP - OC	1137	58.00	65,946.00	535.00	31,030.00	535.00	31,030.00	47%	
4	12" Watermain HDPE - HDD	2415	93.00	224,595.00	0.00	0.00	0.00	0.00	0%	
5	12" Watermain HDPE - OC	216	148.00	31,968.00	0.00	0.00	0.00	0.00	0%	
6	8" Watermain DIP - OC	1061	50.00	53,050.00	361.00	18,050.00	361.00	18,050.00	34%	
7	6" Watermain DIP - OC	3677	32.00	117,664.00	1,508.00	48,256.00	1,508.00	48,256.00	41%	
8	6" Watermain HDPE - HDD	863	36.00	31,068.00	0.00	0.00	0.00	0.00	0%	
9	4" Watermain DIP - OC	28	182.00	5,096.00	0.00	0.00	0.00	0.00	0%	
10	10" DIP BW drain line - OC	73	85.00	6,205.00	0.00	0.00	0.00	0.00	0%	
11	4" DIP BW Waste Line - OC	141	50.00	7,050.00	0.00	0.00	0.00	0.00	0%	
12	2" CPVC BW Recycle - OC	98	45.00	4,410.00	0.00	0.00	0.00	0.00	0%	
13	4" PVC Sewer Pipe, C900	156	52.00	8,112.00	0.00	0.00	0.00	0.00	0%	
14	2" Gas Line	153	25.00	3,825.00	0.00	0.00	0.00	0.00	0%	
15	12" Valve and Vault	2	12,000.00	24,000.00	0.00	0.00	0.00	0.00	0%	
16	12" Gate Valves and box	1	3,300.00	3,300.00	0.00	0.00	0.00	0.00	0%	
17	8" Gate Valve and box	4	2,300.00	9,200.00	0.00	0.00	0.00	0.00	0%	
18	6" Gate Valve and Box	10	1,800.00	18,000.00	0.00	0.00	0.00	0.00	0%	
19	8" Tapping Sleeve and valve	1	4,400.00	4,400.00	0.00	0.00	0.00	0.00	0%	
20	12' x 12" x 12" DIP Tee	2	1,800.00	3,600.00	0.00	0.00	0.00	0.00	0%	
21	12' x 12" x 6" DIP Tee	1	1,600.00	1,600.00	0.00	0.00	0.00	0.00	0%	
22	12' x 12" x 8" DIP Tee	2	1,600.00	3,200.00	0.00	0.00	0.00	0.00	0%	
23	12" DIP elbow 45 degree	6	1500.00	9,000.00	0.00	0.00	0.00	0.00	0%	
				820,289.00		112,336.00		142,336.00	17%	

**CONTINUATION SHEET**

Contractor's signed Certification is attached.  
In tabulations below, amounts are stated to the nearest dollar.

APPLICATION NUMBER:

TWO

Period From:

11/2/2018

To:

12/4/2018

A	B	C	D	E	F	G	H	I	J
ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK FROM PREVIOUS APPLICATION (D + E)	COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
72	WTP								
2	EXCAVATION & BACKFILL								
3.1	CLEARWELL	30,000.00	18,000.00	4,500.00	0.00	22,500.00	75%	7,500.00	1125
3.2	BW TANK	20,000.00	12,000.00	4,000.00	0.00	16,000.00	80%	4,000.00	800
3.3	FOOTINGS / FDN WALL	16,000.00	0.00	0.00	0.00	0.00	0%	16,000.00	0
3.4	SITWORK	12,000.00	2,000.00	0.00	0.00	2,000.00	17%	10,000.00	100
3.5	SOIL TESTING	6,000.00	1,000.00	0.00	0.00	1,000.00	17%	5,000.00	50
3	CONCRETE								
3.1	CLEARWELL BASE SLAB	34,300.00	34,300.00	0.00	0.00	34,300.00	100%	0.00	1715
3.2	CLEARWELL WALLS	93,000.00	0.00	93,000.00	0.00	93,000.00	100%	0.00	4650
3.3	CLEARWELL COVER SLAB	39,000.00	0.00	31,500.00	0.00	31,500.00	81%	7,500.00	1575
3.4	BW TANK BASE SLAB	20,300.00	20,300.00	0.00	0.00	20,300.00	100%	0.00	1015
3.5	BW TANK WALLS	41,000.00	34,850.00	6,150.00	0.00	41,000.00	100%	0.00	2050
3.6	BW TANK COVER SLAB	21,000.00	0.00	21,000.00	0.00	21,000.00	100%	0.00	1050
3.7	FOOTINGS	21,000.00	0.00	0.00	0.00	0.00	0%	21,000.00	0
3.8	FOUNDATION WALLS	29,400.00	0.00	0.00	0.00	0.00	0%	29,400.00	0
3.9	FILTER BASE SLABS	22,200.00	0.00	0.00	0.00	0.00	0%	22,200.00	0
3.10	FILTER WALLS	32,500.00	0.00	0.00	0.00	0.00	0%	32,500.00	0
3.11	FILTER WALKWAYS	56,400.00	0.00	0.00	0.00	0.00	0%	56,400.00	0
3.12	PRECAST	261,731.00	0.00	0.00	0.00	0.00	0%	261,731.00	0
3.13	FLOOR	54,500.00	0.00	0.00	0.00	0.00	0%	54,500.00	0
3.14	CONCRETE TESTING	10,000.00	1,300.00	3,200.00	0.00	4,500.00	45%	5,500.00	225
		820,331.00	123,750.00	163,350.00	0.00	287,100.00	35%	533,231.00	14,355.00

**CONTINUATION SHEET**

APPLICATION NUMBER: TWO

11/2/2018

Contractor's signed Certification is attached.  
In tabulations below, amounts are stated to the nearest dollar.

Period From: 12/4/2018  
To:

12/4/2018

A	B	C	D	E	F	G	H	I	J
ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK FROM PREVIOUS APPLICATION (D + E)	COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
<b>72 WTP CONTINUED</b>									
<b>15 MECHANICAL - PLUMBING</b>									
15.18	MISCELLANEOUS	3,696.00	0.00	0.00	0.00	0.00	0%	3,696.00	0
15.19	BELOW GRADE W & V	7,223.00	0.00	0.00	0.00	0.00	0%	7,223.00	0
15.20	ABOVE GRADE W & V	8,028.00	0.00	0.00	0.00	0.00	0%	8,028.00	0
15.21	PLUMBING PIPING / WATER	42,280.00	0.00	0.00	0.00	0.00	0%	42,280.00	0
15.22	NATURAL GAS PIPING	11,687.00	0.00	0.00	0.00	0.00	0%	11,687.00	0
15.23	PLUMBING EQUIP & H2O HTR	15,914.00	0.00	0.00	0.00	0.00	0%	15,914.00	0
15.24	FIXTURES AND DRAINS	26,592.00	0.00	0.00	0.00	0.00	0%	26,592.00	0
15.25	PLUMBING INSULATION	11,980.00	0.00	0.00	0.00	0.00	0%	11,980.00	0
<b>16 ELECTRICAL</b>									
16.1	PERMITS / TEMPORARY SRV.	25,000.00	15,000.00	0.00	0.00	15,000.00	60%	10,000.00	750
16.2	BELOW GRADE	85,250.00	0.00	0.00	0.00	0.00	0%	85,250.00	0
16.3	ELECTRICAL SERVICE	80,000.00	0.00	0.00	0.00	0.00	0%	80,000.00	0
16.4	FIXTURES	50,000.00	0.00	0.00	0.00	0.00	0%	50,000.00	0
16.5	GENERAL WIRING	164,000.00	0.00	0.00	0.00	0.00	0%	164,000.00	0
		531,650.00	15,000.00	0.00	0.00	15,000.00	3%	516,650.00	750.00

**EXHIBIT "A"**

<b>2019 GENERAL BUDGET RECAP</b>					
<b>12.6.18</b>					
				<b>LEVY</b>	
	<b>DISBURSE</b>	<b>RECEIPTS</b>	<b>Gen Prop Tx</b>	<b>(+/-)</b>	
<b>GENERAL FUND(100)</b>	\$ 535,677.00	\$ 318,580.00	\$217,097.00	\$	-
<b>FOUR SEASONS(100)</b>	\$ 5,000.00	\$ -	\$5,000.00	\$	-
Public Works Capital(400)	\$ 37,000.00	\$ 37,000.00	\$0.00	\$	-
				\$	-
<b>FIRE FUND(110)</b>	\$ 165,439.00	\$ 110,844.00	\$54,595.00	\$	-
Fire Capital(410)	\$ 42,000.00	\$ 42,000.00	\$0.00	\$	-
<b>FIRE RELIEF(120)</b>	\$ 2,500.00		\$2,500.00	\$	-
Ambulance Capital (611)	\$15,000.00	\$ 15,000.00	\$0.00	\$	-
				\$	-
<b>POST RETIREMENT(130)</b>	\$ 2,100.00	\$ 844.00	\$1,256.00	\$	-
<b>LIBRARY(211)</b>	\$ 24,442.00	\$ 2,100.00	\$22,342.00	\$	-
<b>TIF District 1-1 (230)</b>	\$ 19,000.00	\$ 19,000.00	\$0.00	\$	-
<b>CHARITABLE GAMBLING(220)</b>	\$ 15,000.00	\$ 15,000.00	\$0.00	\$	-
				\$	-
<b>2015 G.O. BOND(320)</b>	\$ 147,115.00	\$ 53,533.00	\$93,582.00	\$	-
				\$	-
<b>CEMETERY(620)</b>	\$ 42,578.00	\$ 21,514.00	\$21,064.00	\$	-
				\$	-
<b>TOTALS</b>	<b>\$ 1,052,851.00</b>	<b>\$ 635,415.00</b>	<b>\$417,436.00</b>	<b>\$</b>	<b>-</b>
<b>NEEDED LEVY</b>	<b>\$417,436.00</b>				
2018 Levy	\$ 408,660.00			Cross Check	\$ 417,436.00
<b>LEVY INCREASE/DECREAS</b>	<b>\$ 8,776.00</b>				
<b>PERCENTAGE OF INCREASE</b>	<b>0.021475065</b>				
PW capital (400)= \$38,000.00 (From General)					
Amb Capital (611) = \$15,000.00 (From Amb)					
Fire Capital (410)=\$42,000.00 (From Fire)					
Assessments for Bond - \$18,400.00					

## 2019 General Budget Expenses

		June 2018	2018 Budget	2019 Budget	Inc/Dec	Notes
41000-Gen Gov	E 100-41000-150 Worker s Comp	100.00%	\$200.00	\$200.00	\$0.00	
	E 100-41000-207 Meetings and Training	2.67%	\$750.00	\$750.00	\$0.00	Mayor & Council
	E-100-41000-340 Advertising & Promotion		\$500.00	\$250.00	-\$250.00	National Night Out??
	E 100-41000-351 Legal Notices Publishing	37.78%	\$2,500.00	\$2,500.00	\$0.00	
	E 100-41000-354 Zoning Fees	46.00%	\$100.00	\$100.00	\$0.00	
	E 100-41000-433 Dues and Subscriptions	34.16%	\$2,300.00	\$2,300.00	\$0.00	League Sm Cities, MCFOA, Mayor Assn.
	E 100-41000-438 MISCELLANEOUS	31.44%	\$200.00	\$200.00	\$0.00	Mayors Day
	E 100-41000-440 Emp Medical Screening	57.30%	\$1,200.00	\$1,200.00	\$0.00	How many of these are POC
41100-Mayor/Cou	E 100-41100-100 Wages and Salaries	50.00%	\$9,900.00	\$19,800.00	\$9,900.00	Increase in Wage
	E 100-41100-122 FICA-CITY	49.98%	\$614.00	\$1,228.00	\$614.00	Increase in Wage
	E 100-41100-125 MEDICARE-CITY	49.90%	\$144.00	\$288.00	\$144.00	Increase in Wage
41400-Clerk	E 100-41400-100 Wages and Salaries	45.91%	\$34,456.00	\$35,991.00	\$1,535.00	2% Wage Increase
	E 100-41400-121 PERA-CITY	45.90%	\$2,585.00	\$2,700.00	\$115.00	2% Wage Increase
	E 100-41400-122 FICA-CITY	45.89%	\$2,137.00	\$2,232.00	\$95.00	2% Wage Increase
	E 100-41400-125 MEDICARE-CITY	45.88%	\$500.00	\$522.00	\$22.00	2% Wage Increase
	E 100-41400-200 Office Supplies	56.59%	\$3,000.00	\$3,000.00	\$0.00	
	E 100-41400-201 Office Equipment	29.35%	\$5,000.00	\$5,000.00	\$0.00	Toshiba, Pitney Bowes, Banyon
	E 100-41400-207 Meetings and Training	96.13%	\$1,800.00	\$1,100.00	-\$700.00	Completed Clerk's School
	E 100-41400-321 Telephone	50.00%	\$480.00	\$480.00	\$0.00	Cell Phone Reimburse
	E 100-41400-327 Computer Maintenance	36.86%	\$3,000.00	\$3,000.00	\$0.00	CW Tech
	E 100-41400-331 Mileage	64.75%	\$400.00	\$1,000.00	\$600.00	Mileage/ Errands, training
	E 100-41400-438 - Miscellaneous		\$0.00	\$0.00	\$0.00	
	E 100-41400-491 - Uniforms	49.70%	\$200.00	\$200.00	\$0.00	
	E 100-41400-580 Capital Outlay/Equipme	14.00%	\$2,000.00	\$1,750.00	-\$250.00	Computer Equipment
41410-Elections	E 100-41410-100 Wages and Salaries		\$1,500.00	\$0.00	-\$1,500.00	
	E 100-41410-438 MISCELLANEOUS		\$250.00	\$0.00	-\$250.00	
41420-Deputy Cler	E 100-41420-100 Wages and Salaries	46.14%	\$14,248.00	\$21,240.00	\$6,992.00	\$2.00/hr Wage Increase
	E 100-41420-121 PERA-CITY	46.13%	\$1,069.00	\$1,593.00	\$524.00	\$2.00/hr Wage Increase
	E 100-41420-122 FICA-CITY	46.11%	\$884.00	\$1,317.00	\$433.00	\$2.00/hr Wage Increase
	E 100-41420-125 MEDICARE-CITY	46.03%	\$207.00	\$308.00	\$101.00	\$2.00/hr Wage Increase
	E 100-41420-207 Meetings and Training	87.26%	\$700.00	\$1,500.00	\$800.00	Start 3-yr Clerk School
41500-Audit	E 100-41500-301 Auditing and Acct g Ser	70.44%	\$7,500.00	\$7,500.00	\$0.00	
41600-Legal Servic	E 100-41600-304 City Attorney	29.21%	\$13,000.00	\$13,000.00	\$0.00	
	E 100-41600-306 Prosecution Fees	49.85%	\$4,300.00	\$4,300.00	\$0.00	
41700-Engineer	E 100-41700-303 Engineering Fees		\$2,500.00	\$2,500.00	\$0.00	
41900-Capital Imp	E 100-41900-530 Improve Other Than Bldgs		\$19,000.00	\$17,500.00	-\$1,500.00	Infrastructure Improv
	E 100-41900-581 Capital Improvement		\$8,538.00	\$8,500.00	-\$38.00	Other Improvements
41910-GIS Mappin	E 100-41910-310 Contractual Services	50.00%	\$1,000.00	\$1,000.00	\$0.00	
41950-Civic Center	E 100-41950-210 Operating Supplies	33.48%	\$2,000.00	\$2,000.00	\$0.00	
	E 100-41950-223 Building Repair Supplie	4.56%	\$6,000.00	\$14,000.00	\$8,000.00	Painting & Flooring
	E 100-41950-321 Telephone	52.03%	\$2,280.00	\$2,400.00	\$120.00	
	E 100-41950-325 Internet Expenditures	48.00%	\$875.00	\$875.00	\$0.00	
	E 100-41950-326 Web Site Expenditures		\$200.00	\$250.00	\$50.00	One & One
	E 100-41950-360 Insurance	76.50%	\$2,000.00	\$2,000.00	\$0.00	
	E 100-41950-381 Electric Utilities	39.76%	\$4,500.00	\$4,500.00	\$0.00	
	E 100-41950-382 Water/Sewer Utilities		\$1,000.00	\$1,000.00	\$0.00	

## 2019 General Budget Expenses

	E 100-41950-383 Natural Gas-Heating	43.67%	\$6,000.00	\$6,000.00	\$0.00	
	E 100-41950-384 Refuse/Garbage Dispos	47.92%	\$325.00	\$325.00	\$0.00	
	E 100-41950-560 Furniture and Fixtures	19.03%	\$3,000.00	\$0.00	-\$3,000.00	
	E 100-41950-580 Capital Outlay/Equipme	34.86%	\$30,000.00	\$15,000.00	-\$15,000.00	Elec \$5,000 / Roof \$5,000
41960-Garage	E 100-41960-210 Operating Supplies	39.99%	\$3,000.00	\$3,000.00	\$0.00	
	E 100-41960-360 Insurance	87.00%	\$1,208.00	\$1,208.00	\$0.00	
	E 100-41960-381 Electric Utilities	79.79%	\$1,200.00	\$1,350.00	\$150.00	
	E 100-41960-382 Water/Sewer Utilities		\$750.00	\$750.00	\$0.00	
	E 100-41960-383 Natural Gas-Heating	49.07%	\$2,000.00	\$2,000.00	\$0.00	
42100-Sheriff	E 100-42100-310 Contractual Services	50.18%	\$5,000.00	\$6,500.00	\$1,500.00	Increased to 8 hrs/ mo.
42400 Building Off	E 100-42400-100 Wages and Salaries		\$6,600.00		-\$6,600.00	
	E 100-42400-122 FICA-CITY		\$225.00		-\$225.00	
	E 100-42400-125 MEDICARE-CITY		\$55.00		-\$55.00	
	E 100-42400-121 PERA - City		\$270.00		-\$270.00	
	E 100-42400-210 Operating Supplies		\$1,000.00	\$100.00	-\$900.00	
	E 100-42400-310 Contractual Services			\$5,400.00	\$5,400.00	Building Official
	E 100-42400-313 Bldg Plan Review Fee		\$1,000.00	\$1,000.00	\$0.00	
	E 100-42400-437 Bldg Permit Surcharge		\$500.00	\$500.00	\$0.00	
42700-Animal Conf	E 100-42700-310 Contractual Services	25.00%	\$3,900.00	\$3,900.00	\$0.00	
43000-Gen City Ma	E 100-43000-100 Wages and Salaries	31.49%	\$36,700.00	\$45,870.00	\$9,170.00	2% PW., \$2 FT. Maint., incl. Sesaonal Worker
	E 100-43000-121 PERA-CITY	31.04%	\$2,753.00	\$2,667.00	-\$86.00	no PERA for City/CAHA Emp
	E 100-43000-122 FICA-CITY	31.48%	\$2,276.00	\$2,884.00	\$608.00	2% PW., \$2 FT. Maint.
	E 100-43000-125 MEDICARE-CITY	31.44%	\$533.00	\$666.00	\$133.00	2% PW., \$2 FT. Maint.
	E 100-43000-150 Worker s Comp	88.33%	\$3,000.00	\$3,000.00	\$0.00	
	E 100-43000-210 Operating Supplies	39.54%	\$4,000.00	\$4,000.00	\$0.00	
	E 100-43000-222 Vehicle OP & Maintena	103.54%	\$17,000.00	\$18,000.00	\$1,000.00	
	E 100-43000-300 Safety Management	48.69%	\$1,200.00	\$1,200.00	\$0.00	
	E 100-43000-321 Telephone	33.30%	\$800.00	\$800.00	\$0.00	PW Cell Phone
	E 100-43000-384 Refuse/Garbage Dispos	38.70%	\$345.00	\$345.00	\$0.00	
	E 100-43000-491 Uniforms	20.67%	\$606.00	\$606.00	\$0.00	
43100-Street & Sid	E 100-43100-100 Wages and Salaries	46.86%	\$35,262.50	\$37,351.00	\$2,088.50	2% PW., \$2 FT. Maint.
	E 100-43100-121 PERA-CITY	46.52%	\$2,645.00	\$2,802.00	\$157.00	2% PW., \$2 FT. Maint.
	E 100-43100-122 FICA-CITY	46.74%	\$2,187.00	\$2,316.00	\$129.00	2% PW., \$2 FT. Maint.
	E 100-43100-125 MEDICARE-CITY	46.70%	\$512.00	\$542.00	\$30.00	2% PW., \$2 FT. Maint.
	E 100-43100-150 Worker s Comp	38.52%	\$4,000.00	\$4,000.00	\$0.00	
	E 100-43100-210 Operating Supplies	36.24%	\$7,000.00	\$10,000.00	\$3,000.00	
	E 100-43100-360 Insurance	44.66%	\$1,321.00	\$1,321.00	\$0.00	
	E 100-43100-381 Electric Utilities	52.28%	\$21,000.00	\$22,000.00	\$1,000.00	
	E 100-43100-406 St Paving/Sidewalk Rpl	0.00%	\$10,000.00	\$10,000.00	\$0.00	Crack Seal, Sidewalk Repl
	E 100-43100-600 Principal			\$1,554.00	\$1,554.00	WTP Project - W Webb
	E 100-43100-610 Interest			\$792.00	\$792.00	WTP Project - W Webb
43240-Recycle She	E 100-43240-100 Wages and Salaries	46.14%	\$8,264.00	\$8,428.00	\$164.00	2% Wage Increase
	E 100-43240-121 PERA-CITY	11.53%	\$620.00	\$633.00	\$13.00	2% Wage Increase
	E 100-43240-122 FICA-CITY	46.06%	\$513.00	\$523.00	\$10.00	2% Wage Increase
	E 100-43240-125 MEDICARE-CITY	46.05%	\$120.00	\$123.00	\$3.00	2% Wage Increase
	E 100-43240-150 Worker s Comp	80.14%	\$403.00	\$403.00	\$0.00	
	E 100-43240-210 Operating Supplies	43.25%	\$1,000.00	\$1,000.00	\$0.00	
	E 100-43240-381 Electric Utilities	48.19%	\$800.00	\$800.00	\$0.00	

## 2019 General Budget Expenses

45100-Parks & Rec	E 100-45100-150 Worker s Comp				\$0.00	
	E 100-45100-210 Operating Supplies	18.60%	\$4,000.00	\$4,000.00	\$0.00	
	E 100-45100-360 Insurance	87.11%	\$2,010.00	\$2,010.00	\$0.00	
	E 100-45100-381 Electric Utilities	36.33%	\$450.00	\$450.00	\$0.00	
	E 100-45100-384 Refuse/Garbage Dispos	48.53%	\$275.00	\$275.00	\$0.00	
	E 100-45100-402 Structures		\$10,000.00	\$16,000.00	\$6,000.00	McFarland Pavilion
	E 100-45100-404 BIKE TRAIL BRIDGE		\$0.00	\$0.00	\$0.00	
45122 - Four Seasons	E 100-45122-210 Operating Supplies		\$3,000.00	\$2,000.00	-\$1,000.00	Replace Street Light
	E 100-45122-360 Insurance	61.64%	\$3,689.00	\$3,689.00	\$0.00	
	E 100-45122-402 Structures		\$5,000.00	\$5,000.00	\$0.00	Levy
46101-Wetland Ad	E 100-46101-310 Contractual Services	100.00%	\$1,000.00	\$1,000.00	\$0.00	
49000-Miscellaneous	E 100-49000-438 MISCELLANEOUS	5.69%	\$400.00	\$400.00	\$0.00	Qtr S/U, Co Auditor Fees
	E 100-49210-137 Retirement Benefit - City			\$2,650.00	\$2,650.00	Carol & Jodie
49240-Ins Unallocat	E 100-49240-361 City General Ins	100.16%	\$7,545.00	\$8,000.00	\$455.00	
	E 100-49240-365 Health Insurance	32.39%	\$30,000.00	\$27,350.00	-\$2,650.00	Medical HRA/ H.S.A
	E 100-49240-366 Life Insurance	43.33%	\$120.00	\$120.00	\$0.00	
	E 100-49390-720 Operating Transfers		\$37,000.00	\$38,000.00	\$1,000.00	PW Vehicles & Equip
	<b>Sub-Total</b>			<b>\$535,677.00</b>		<b>General &amp; Four Seasons</b>
Post Retirement	E 130-49240-136 Post Retirement Paid	50.00%	\$3,600.00	\$2,100.00	-\$1,500.00	Last Disbursement 7/2019
School Ave Bond	E 420-xxxxx-600 Principal		\$60,000.00	\$60,000.00	\$0.00	
	E 420-xxxxx-610 Interest		\$82,237.50	\$81,570.00	-\$667.50	
	E 420-xxxxx-xxx Fiscal AgentFee			\$2,200.00	\$2,200.00	
<b>Total</b>			<b>\$648,737.00</b>	<b>\$681,547.00</b>	<b>\$31,277.50</b>	

## Carol Conway

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**From:** City Of Carlton  
**Sent:** Thursday, November 29, 2018 9:35 AM  
**To:** Carol Conway  
**Subject:** FW: willows edge

-----Original Message-----

**From:** Paul Vernon <Paulvernon@vernoninsuranceagency.com>  
**Sent:** Thursday, November 29, 2018 9:34 AM  
**To:** City Of Carlton <carlton@cityofcarlton.com>  
**Subject:** willows edge

Good morning Carol. I'm writing you and the council asking for a agreement to allow us to use MSA as our engineering firm on our project. Please let me know if we can create a developers agreement between us. Thanks Paul



December 5, 2018

Carol Conway  
City of Carlton  
310 Chestnut Avenue  
Carlton, Minnesota 55718

Re: Willows Edge Site Design Work

Dear Ms. Conway:

Pursuant to our meeting with Mr. Vernon (the developer) last week and the request for the City to utilize the City's engineer for the site design services on the project, I've prepared the following proposal. We have made some assumptions, which we will confirm with the developer regarding specifics. I have listed those at the end of the proposal so that they can be clearly understood by Council and the developer.

## SCOPE OF WORK

Generally, the site is a 3.5 acre site on the northern edge of the City. The site is currently mass graded with a wetland area to the northeast corner. The site is intended for senior focused apartment buildings, with two structures on-site, parking, water and sewer extensions and a small stormwater detention system. As there are no practical ways to extend gravity sewer to serve this development, a small project-specific lift station would be required to provide sewer service.

## Phase 1: Schematic Design

MSA will prepare preliminary drawings, showing a conceptual layout of utilities and provide a schematic cost estimate for the developer's use. The intent is to provide 30% drawings, with basic calculations done so that the developer can make appropriate and informed decisions based on the design needs for the project. Based on initial discussions, soil borings on the intended sewer line near the bike path would be included in this proposal. MSA has obtained a price from EPC, Inc., a local geotech firm, to perform the borings, including a required hydraulic conductivity test for site soils.

### Deliverables:

- 30% design plans including a schematic site plan, utility plan and stormwater plan.
- Schematic cost estimate with contingency.
- Design Review meeting with Consultant team (assumed to be architect).
- Soil borings report for the site.

332 W. Superior Street  
Suite 600  
Duluth, MN 55802

P (218) 722-3915  
TF (800) 777-7380  
F (218) 722-4548

[www.msa-ps.com](http://www.msa-ps.com)

Carol Conway  
City of Carlton  
December 5, 2018

## Phase 2: Design Development

MSA will update the schematic drawings preliminary drawings, showing a detailed set of plans for review. The site utilities and stormwater will be laid out in a final configuration and details prepared. The project would be ready to submit for review by WLSSD and suitable for submittal to a construction manager or contractors for specific pricing. MSA would also prepare an updated cost estimate for the developer's use.

### Deliverables:

- 60% design plans including site plan, utility plan and profiles, site grading, stormwater and erosion control plans, preliminary project details.
- Permit applications for WLSSD, including the required CAF determination.
- Permit applications for Carlton County Drainage Permit and Access Permit
- Permit application for MPCA NPDES permit
- Coordination meeting with design team
- Coordination meeting with City staff
- Coordination meeting with Carlton County Environmental Services.
- Updated site cost estimate

## Phase 3: Construction Drawings

MSA will finalize construction drawings for the site improvements based on the comments and submit the permit applications presented. Final design will include the development of site details for grading, utility and stormwater construction to biddable documents. Final coordination of all utility services and footprint elevations will be completed and project specifications for specific construction items will be completed to coincide with the architects preferred format.

### Deliverables:

- Construction drawings and specifications for final contractor pricing.
- Submittal of all permit applications listed in Phase 2.

## Assumptions

MSA has made assumptions in the preparation of this proposal. Some of these assumptions are listed below:

- Current survey work will be provided by the developer and is not included in this proposal. MSA will provide GPS locations of soil boring locations only.
- CAD files will be made available by the developer from the architect.
- Basic geotechnical services have been included, such as rock probes and a hydraulic conductivity test. Any other testing requirements will be provided by the developer.
- Geotechnical services were solicited with EPC, Inc. as a sub-consultant to MSA.
- Wetland impacts will be permitted by others. MSA's scope includes only coordination with those entities and attendance at a design meeting with the authority having jurisdiction (AHJ).
- Proposal assumes no revisions to the site plan as presented to the City in November 2018. Site plan revisions will be justification for a change in scope.
- Site Inspection or Construction Observation work would be done under a separate contract or amendment.

Carol Conway  
City of Carlton  
December 5, 2018

- Developer is responsible for all permit application fees. If desired, MSA can compile a list of fees so that they can begin preparing appropriate payments.

MSA understands that this work will be done under MSA's contract with the City of Carlton and done with the direction of a developer's agreement with the City. MSA requires this to occur to eliminate the potential for a conflict of interest in the preparation of these site plans. MSA staff may coordinate directly with the developer or the developer's other consultants (architect, etc.) but will not report to the developer at any time and will maintain a contractual relationship with the City of Carlton, not the developer. The proposed fees are presented as a lump sum by phase.

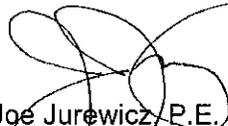
## PROJECT COST

PHASE/EXPENSE	PROPOSED FEE
Phase 1 – Schematic Design	\$5,500
* <i>Geotechnical Engineering Services</i>	\$3,300
Phase 2 – Design Development	\$8,500
Phase 3 – Construction Plans	\$12,500
<b>Total Fees</b>	<b>\$29,800</b>

We understand the project would like to move forward into construction sometime this next summer – with the hope to be open before winter 2019. Generally, this schedule is reasonable but that would require significant progress in February and March. If this is a reasonable proposal for the developer, I will forward a contract for Council approval with the developer's agreement.

Sincerely,

MSA Professional Services, Inc.

  
Joe Jurewicz, P.E.  
Project Manager | Team Leader  
jjurewicz@msa-ps.com | (218) 499-3176



CONNECTING & INNOVATING  
SINCE 1913

### LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org).

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of Carlton

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Employee: Jodie Johnson  
 Year: 2018

Anniversary Date: 10/1/2017  
 Department: Administration

5 Years on 10/1/2022  
 10 Years on 10/1/2027

	SLE *	SLT	SLB	VE	VT	VB	CE	CU	CB
Balance Forward			17.25			62.25			5.25
1	4.00	0.00	21.25	0.00	0.00	62.25	0.75	0.00	6.00
2	4.00	0.00	25.25	0.00	0.00	62.25	2.25	0.00	8.25
3	4.00	0.00	29.25	0.00	0.00	62.25	0.00	-0.50	7.75
4	4.00	-8.00	25.25	0.00	0.00	62.25	0.00	0.00	7.75
5	4.00	0.00	29.25	0.00	0.00	62.25	0.00	-0.75	7.00
6	4.00	-6.00	27.25	0.00	0.00	62.25	0.00	0.00	7.00
7	4.00	0.00	31.25	0.00	0.00	62.25	0.00	-3.25	3.75
8	4.00	0.00	35.25	0.00	0.00	62.25	0.75	0.00	4.50
9	4.00	0.00	39.25	0.00	0.00	62.25	6.75	-2.25	9.00
10	4.00	0.00	43.25	0.00	0.00	62.25	1.50	0.00	10.50
11	4.00	0.00	47.25	0.00	-7.50	54.75	0.00	-1.50	9.00
12	4.00	0.00	51.25	0.00	0.00	54.75	3.00	0.00	12.00
13	4.00	0.00	55.25	0.00	0.00	54.75	1.50	-1.25	12.25
14	4.00	0.00	59.25	0.00	0.00	54.75	9.00	0.00	21.25
15	4.00	0.00	63.25	0.00	0.00	54.75	1.50	0.00	22.75
16	4.00	0.00	67.25	0.00	0.00	54.75	0.00	0.00	22.75
17	4.00	0.00	71.25	0.00	0.00	54.75	13.25	-2.50	33.50
18	4.00	0.00	75.25	0.00	0.00	54.75	0.00	0.00	33.50
19	4.00	0.00	79.25	0.00	0.00	54.75	0.00	-10.00	23.50
20	4.00	0.00	83.25	80.00	0.00	134.75	0.75	-3.00	21.25
21	4.00	0.00	87.25	0.00	0.00	134.75	0.00	-9.50	11.75
22	4.00	0.00	91.25	0.00	-6.50	128.25	0.00	0.00	11.75
23	4.00	0.00	95.25	0.00	-16.00	112.25	8.75	0.00	20.50
24	4.00	0.00	99.25	0.00	-10.00	102.25	2.25	0.00	22.75
25	0.00		99.25			102.25			22.75
26	0.00		99.25			102.25			22.75

\* 96 hours of sick leave earned each year

Personal Days Used  
 Day 1 7.6.2018  
 Day 2 11.12.18  
 Day 3 11.14.18

Employee: Carol Conway  
Year: 2018

Anniversary Date: 8/19/2013  
Department: Administration

5 Years on 8/19/2018  
10 Years on 8/19/2023

	SLE*	SLT	SLB	VE	VT	VB	CE	CU	CB
Balance Forward			351.00			153.25			51.50
1	4.00	0.00	355.00	0.00	0.00	153.25	0.00	0.00	51.50
2	4.00	0.00	359.00	0.00	0.00	153.25	3.00	0.00	54.50
3	4.00	0.00	363.00	0.00	0.00	153.25	0.00	-4.25	50.25
4	4.00	0.00	367.00	0.00	0.00	153.25	0.00	0.00	50.25
5	4.00	0.00	371.00	0.00	0.00	153.25	2.25	0.00	52.50
6	4.00	0.00	375.00	0.00	0.00	153.25	0.75	-0.25	53.00
7	4.00	0.00	379.00	0.00	0.00	153.25	0.00	-2.50	50.50
8	4.00	0.00	383.00	0.00	0.00	153.25	0.00	-9.50	41.00
9	4.00	0.00	387.00	0.00	0.00	153.25	9.00	-2.25	47.75
10	4.00	0.00	391.00	0.00	0.00	153.25	0.00	-7.25	40.50
11	4.00	-6.50	388.50	0.00	0.00	153.25	0.00	-2.50	38.00
12	4.00	0.00	392.50	0.00	0.00	153.25	0.00	-12.00	26.00
13	4.00	0.00	396.50	0.00	0.00	153.25	0.00	-1.00	25.00
14	4.00	0.00	400.50	0.00	-24.00	129.25	0.00	-1.50	23.50
15	4.00	-2.00	402.50	0.00	0.00	129.25	0.00	-1.25	22.25
16	4.00	-24.00	382.50	0.00	0.00	129.25	0.00	0.00	22.25
17	4.00	-3.00	383.50	0.00	0.00	129.25	12.75	0.00	35.00
18	4.00	0.00	387.50	120.00	-4.25	245.00	0.00	0.00	35.00
19	4.00	0.00	391.50	0.00	-10.25	234.75	0.00	0.00	35.00
20	4.00	0.00	395.50	0.00	-9.50	225.25	0.00	0.00	35.00
21	4.00	0.00	399.50	0.00	-12.75	212.50	0.00	-0.50	34.50
22	4.00	0.00	403.50	0.00	-3.50	209.00	0.00	0.00	34.50
23	4.00	0.00	407.50	0.00	0.00	209.00	20.75	0.00	55.25
24	4.00	0.00	411.50	0.00	-25.25	183.75	0.00	0.00	55.25
25	0.00		411.50			183.75			55.25
26	0.00		411.50			183.75			55.25

SLE Sick Leave Earned  
 SLT Sick Leave Taken  
 SLB Sick Leave Balance  
 VE Vacation Earned  
 VT Vacation Taken  
 VB Vacation Balance  
 CE Comp Earned  
 CU Comp Used  
 CB Comp Balance

\* 96 hours of sick leave earned each year

Personal Days Used  
 Day 1 6.8.2018  
 Day 2 7.9.2018  
 Day 3 7.10.2018

## City Hall Painting Quote

Company Name Little Moose Painting Date 8-29-18

### Interior Walls and Ceilings

- Two coats on walls in halls, entry, stair area, 3 bathrooms and kids' room in lower level
- One coat of white paint on lower area ceilings.
- Sand and varnish trim and doors in lower area.
- Patch small area in upper level.
- One coat brown paint on lower level hall doors and trim.

Total for Interior Wall and Ceilings (labor and material) \$ 5575.<sup>00</sup>

### Bathroom and Hall Floor

- Two coats of floor enamel to bathroom and hall floors

Total for Bathroom and Hall Floors (labor and material) \$ 800.<sup>00</sup>

### Ramp Area

- Scrap loose paint on wall
- Two coats on walls

Total for Ramp Area (labor and material) \$ 2,300.<sup>00</sup>



# Professional Services Agreement

This AGREEMENT (Agreement) is made today December 5, 2018 by and between CITY OF CARLTON (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

**Project Name:** Annual GIS Web Hosting

**The scope of the work authorized is:** Provide GIS & Asset system software maintenance, technical support and services the City GIS. Maintenance services will consist of uploading of current GIS layers and databases presently in use by the GIS, software patches and system updates. Services not covered include mapping, new system development, and programming.

**The schedule to perform the work is:** Approximate Start Date: January 1, 2019  
Approximate Completion Date: December 31, 2019

**The lump sum fee for the work is:** \$1,500.00

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

**Approval:** Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF CARLTON

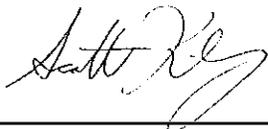
MSA PROFESSIONAL SERVICES, INC.

\_\_\_\_\_  
Kitty Bureau  
Mayor  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
Todd Halvorson  
Project Manager  
Date: December 5, 2018

Attest: City Clerk

\_\_\_\_\_  
Carol Conway  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
Scott Kiley  
Sr. GIS Analyst  
Date: December 5, 2018

PO Box 336  
Carlton, MN 55718  
Phone: 218-384-4891  
Fax: 218-384-3467

1230 South Blvd  
Baraboo, WI 53913  
Phone: 608-356-2771  
Fax: 608-356-2770

## MSA PROFESSIONAL SERVICES, INC. (MSA) – GENERAL TERMS AND CONDITIONS OF SERVICES

1. The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. MSA will bill the OWNER monthly with net payment due upon receipt. Past due balances shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

3. Costs and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

4. MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not guarantee that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

5. This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

6. In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

7. MSA shall make visits to the site at intervals appropriate to the various stages of construction as MSA deems necessary in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of Contractor's work.

The purpose of MSA's visits to and representation at the site will be to enable MSA to better carry out the duties and responsibilities assigned to and undertaken by MSA during the Construction Phase, and, in addition, by the exercise of MSA's efforts as an experienced and qualified design professional, to provide for OWNER a greater degree of

confidence that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. On the other hand, MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

8. This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

9. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project.

10. If, due to MSA's error, any required or necessary item or component of the project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

11. OWNER acknowledges and agrees that MSA has had no role in generating, treating, storing, or disposing of hazardous substances or materials which may be present at the project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

## Carol Conway

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**From:** Toskey, Kevin <KToskey@lmc.org>  
**Sent:** Friday, November 30, 2018 9:37 AM  
**To:** Carol Conway  
**Subject:** Council Vacancy

*Ann will have  
letter at meeting*

Hello Carol:

Thank you for contacting the League Research Service. You ask about a councilmember resigning and the process to fill the resulting vacancy. When researching your question, I consulted Chapter 6 of the League Handbook for MN Cities, pages 5-6 and 8-9:

<https://www.lmc.org/media/document/1/electedofficialsandcouncilstructureandrole.pdf?inline=true>.

- (1) A councilmember may make their resignation effective at a future date, as this councilmember is doing. See Minnesota Statute 351.01, subdivision 3 (<https://www.revisor.mn.gov/statutes/cite/351.01>). The resignation is not effective until 12:01 a.m. on the stated date, so the council cannot declare a vacancy until that date the resignation becomes effective. This is because the statute gives the councilmember the right to withdraw their resignation. Here is a link to an LMC model resolution for accepting a councilmember resignation and declaring a vacancy: <http://www.lmc.org/media/document/1/acceptingcouncilmemberresignation.docx>.
- (2) There is no defined process for appointing someone to fill the vacancy. The council can advertise for the position within the city, if it wishes, and hold interviews, or have councilmembers nominate people for the position. The city can accept letters of interest prior to the effective date of the resignation, it just cannot declare that a vacancy exists until after the effective date of the resignation, nor can it appoint someone to fill the vacancy prior to passing a resolution declaring the vacancy.
- (3) When less than two years remain on the unexpired councilmember's term, the person appointed can service remainder of the unexpired term without the city having a special election. For that reason, it may make sense to have the resignation effective on the first Monday in January, when her term expires anyway, so less than two years will remain on the unexpired term.

As always, work with your city attorney in making sure the vacancy is filled by the process spelled out in law.

I hope this helps answer your question. Please contact me if you have further questions or would like additional information.

Sincerely,

**Kevin Toskey** | Staff Attorney  
Tel: (651) 281-1292 |  
[ktoskey@lmc.org](mailto:ktoskey@lmc.org) | [www.lmc.org](http://www.lmc.org)  
League of Minnesota Cities  
145 University Ave. West | St. Paul, MN 55103

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Please note, this information is not legal advice. Consult with your city attorney concerning specific legal situations.



## Clerk Department Head Report

### Items worked on in November

- Agenda Packets/Meeting Minutes/Bank Reconciliation
- Complete PFA Funding
- General Election
- Pera Webinar
- Interview City/CAHA Applicant
- Research TIF
- Water Payments
- Bank Deposits
- Work with PFA and Freyberger on Bond Documents
- Work with TransMedic – Ambulance Billing Info
- Meet with Derek and Erik on Ambulance, Water and Sewer Budgets
- Meeting on Willows Edge Project
- Work with PFA on Bond Closing
- CAT7 Research
- Vacation the week on November 18, 2018

### Jodie

- Payroll
- Accounts Payable/Account Receivable
- Bank Deposit
- Water billing, payments, disconnects and door hangers
- Research 1% Voluntary Tax
- Invoice Coding
- Exhibit

Carol Conway  
Clerk/Treasurer

# Carlton Fire Department – Dept. Head Report

December 12 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, met Monday with group to discuss.

Recruitment – working on community members.

Zuercher CAD (computer-aid dispatch) – Up and working in office, train the trainer 12-18-2018

Installed new tank/box combo on Rescue 1 – Just need to sticker

Worked Carlton County Emergency management for grant application

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

FF I&II class starts in January.

EMT class starting in January

Interfaith is purchasing us a new vent fan to leave at Pineview apt due to call volume increase – just arrived at hall in-service this month

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

Setting 2019 training

Starting BINGO and Winterfest planning

## **Call Volume for as of Nov 30, 2018**

### Call by Type

Medical: 564

False Alarm: 38

Hazardous Condition: 19

Rescue: 2

Vehicle Accident w/out extrication: 30

Vehicle Extrication: 5

Vehicle Fires: 10

Vegetation Fires: 14

Working Structure Fire: 14

Service call: 5

Transport: 37

Lift Assist: 30

Chimney Fires: 0

Other: 3

**Total # of Runs: 768**

Respectfully Derek Wolf – Fire Chief

**Public Works Department –  
Dept. Head Report**

**City of Carlton December 12, 2018  
P.O. Box 336  
Carlton, MN 55718**

- Water plant construction
  - Weekly meeting
  - Well #5 testing and install
  - Underground tanks complete
- Worked with Donohue for water line
  - Funding through state
  - Working with Township on Memo to County
  - Working with Township to meet with FDL
  - Waiting for draft of the plans
- County Board meetings about Water line
- Out house: Removed old tank and building,
  - Installed new tank and lid,
  - Waiting for Del-Zotto to install walls
  - Then sit for winter till spring
- Office, update policies
- Safety meeting with the League of cities and monthly with city staff
- MRWA training in Mountain Iron
- Winterizing equipment: lawn mowers
- Plowing snow and sand salt, 05 dump truck working good
- Sewer cleaning complete – need to review videos
- Supplies list for fire wall repair in City hall garage
- Paul Vernon meeting
- Repair Volunteer Services water shut off
- Met with 4.0 Bus service to discuss snow removal with bus route etc.

*Respectfully,  
Derek Wolf  
Public Works Superintendent*