

**Carlton City Council
Meeting Minutes
Wednesday, June 11, 2025**

1.00 Call to Order & Pledge of Allegiance

Mayor Soderstrom called the meeting to order at 6:00pm

2.00 Roll Call

Council Present: Mayor, Mike Soderstrom; Councilors: Dave Sobczak, Brent Bodie, Denise Coleman Lyng

Council Absent: Heather MacDonald

Staff Present: Carol Conway, Clerk/Treasurer; Derek Wolf, Public Works Superintendent

Others Present:

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the agenda with the following additions: 11.09 EMT Resignation, 11.10 Short Term Camping Rental Application, 11.11 Wildland Fire PPE. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

4.00 Consent Agenda:

4.01 Approval of the Minutes: Regular Meeting, May 14, 2025.

4.02 Approval of Bills: Exhibit A dated June 11, 2025, in the amount of \$649,984.84. (\$545,108.87 electronic and \$104,875.971 by check).

4.03 Approval of Bills: Exhibit B dated June 11, 2025, presented at the meeting in the amount of \$51,008.22 (\$20,524.78 electronic and \$30,483.44 by check).

4.04 Approval of Check Numbers: 37353 – 37410

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

4.07 Cardmember Services Credit Card Statement

4.08 Fund Balance Report

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

Aye: 4 Nay: 0 Absent: 1

5.00 Presentations and Guests

6.00 Planning Commission Meeting/Public Hearing

7.00 Petitions, Communications and Correspondence

7.01 Minnesota State Demographic Center

- April 1, 2024 population estimate is 959
- April 1, 2024 household estimate is 431

7.02 Integrated Emergency Management Course
Informational Only

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2025-09: A Resolution Reaffirming the Adoption of Findings of Fact and Reasons for Approval of the Variance Application of Coday and Alyssa Anderson for the Construction of a Building Larger than 1,000 Sq. Ft.

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the variance request and allow an accessory structure larger than 1,000 sq. ft. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 8.01 Resolution 2025-20: A Resolution Accepting Donations to the Carlton Area Library

A Motion was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve donations to the Carlton Area Library. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.03 Update of Exhibit B Use of Earned Sick and Safe Time in the Personnel Policy

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the updated Exhibit B: Use of Earned Sick and Safe Time. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 Project Updates

9.01 South Terrace Courts

Woodland National Bank secured a 3 to 1 matching grant for a total donation of \$32,000, Irving Community Club is considering a sizeable donation, possibly \$10,000+, Carlton Area Development Corporation has received 501(c)3 nonprofit status.

9.02 Stormwater Pond Project

No updates.

10.00 Unfinished Business

10.01 Assessment Policy (lot/footage?)

No updates.

10.02 Prosecuting Attorney

No updates.

10.03 Ordinance 218: An Ordinance Amending Chapter 9, Section 3, Application of District Regulations (Cannabis)

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve Ordinance 218 as presented and approve the printing of a Summary Ordinance. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.00 New Business

11.01 Error in numbering on Agenda

11.02 Error in numbering on Agenda

11.03 Unpaid Ambulance Claims Write-Off

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to write off \$60,615.52 in uncollectible ambulance charges. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.04 Parkview Lane – Required Driveway Agreement

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to require a driveway agreement be entered into before issuing building permits for property on any private roads. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.05 Memorandum of Understanding (MOU)

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the Memorandum of Understanding with the Carlton School District. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.06 ALTA Survey Proposal

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve the proposal by ALTA with Task 4 being performed only if the Carlton School District approves the MOU. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.07 2007 Polaris Ranger

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to rescind the motion made on April 9, 2025, to sell the 2007 Polaris Ranger and to keep for Public Works use. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.08 ACH Agreement with Twin Lakes Township

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve the ACH Agreement with Twin Lakes Township. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.09 EMT Resignation

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the resignation of Alyssa Clark. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.10 Renewal Short Term Camping Rental Permit Application

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Short-Term Camping Rental Permit submitted by Rustic Retreat. The motion passed with 1 member abstaining.

Aye: 4 Nay: 0 Absent: 1 Abstain: 1

11.11 Wildland Fire Personal Protective Equipment (PPE)

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the purchase of Wildland Fire PPE. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report

May Activities

- Continue to get all information into CIMS (Cemetery Software)
- Created EFT/Wire Funds Policy
- Completed TIF Reports for the State
- Created Memorandum of Understanding with School
- SLRF Webinar
- CDL Compliance Checks
- ACH Agreement with Twin Lakes Township
- Sent out Ambulance Collection Letters
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Continues to update reports in Caselle
- ❖ Created instructions for MiViewpoint
- ❖ Continues to create posts for Facebook, Blog, Website

12.02 Public Works Superintendent Report – Derek Wolf

Twin Lakes

- Lift station monitoring
- Water sampling

City

- South Terrace Courts - Expansion completed, waiting till spring.
 - Waiting on CADC board for money
 - Ordered posts and nets
 - Checking on availability of painting
- MH 91 lined – they need to fix
- Cedar ave storm water pond meetings –
 - Met with attorney he is going to draft up land swap and agreement
 - On-going
- Met with susan on well 6 construction documents
 - Should have documentation by 17th meeting
- Record drawing review booster station and meter station – waiting on revision
- Trailer mounted pump repair
- Disc golf basket and concrete collars
- More wood chips DNR park
- School meeting about bus garage
- Thomson reservoir meeting upcoming
- Recycling center garage, working with contractor
- Air release repair at WTP
- Crews mowing
- Digging graves at Cemetery
- CCR Report
- Woodland pine water drainage debacle
- County Crack Sealing school Ave, 4th Street, Birch Ave, West Webbeking
- Water tower cathodic protection inspection – looks good!

12.03 Fire Chief Report – Chief Derek Wolf

- Fire department taking over pop-cans for 4 seasons, so far so good.
- Received DNR Grant – working out contact details.
- Met with Chemstar, setting up table top exercise for June
- Looked at large pump and generator from CAFD –
 - Ordering tool box for fittings
 - Functions as it should
- Policy review and updating
- Updating SOG soon
- UTV committee to meet again
 - Purchase
 - Working out accessories
 - Need to come up with a plan for the trailer
- FF on duty – Suggestion to a lot 4 points every 12 hours of FF on duty. Discussion was had and this was agreed on, will need bylaw changes for this.
 - Plan to utilize eSchedule to track those that do FF on duty so other members are aware when there is coverage. May need to switch to either the “Prime Shifts” or “AM/PM” view in order to see this.
 - New “training” form my need to be made in elite to track points.
- MS 150

12.04 Ambulance Manager

- Continuing to onboard new EMTs
- Completed our Ambulance Inspection
- Meeting with Inter-Faith Director of Nursing
- Hosted Memorial Blood Center blood drive
- Attended the Under One Roof Conference
- Attended the May NERTAC Meeting
- Met with St. Lukes ER staff for ongoing support
- Hosted CPR Class for Carlton Community Education staff

Call breakdown through May:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	12	3.15%
Grass Fire	4	1.05%
Hazardous Conditions (CO alarm, smell of gas, etc.)	10	2.62%
Medical	322	84.51%
MVC	11	2.89%
Other	1	0.26%
Public Assist	4	1.05%
Structure Fire	10	2.62%
Transfer	2	0.52%
Vehicle Fire	5	1.31%
Total:	381	100.00%

12.05 Building Official Report – Brian Linville

May 2025

Permits Issued:

- 25-08 21 Dalles Ave. Roof Replacement – Front of House
- 25-09 429 Railroad Ave. Single-family Dwelling Demolition
- 25-10 810 3rd St. Fire-rated Wall Construction, Firestopping, Acoustical Ceiling Replacement (Phase 2)
- 25-11 700 1st St. W Window Replacement
- 25-12 108 Wilhelmina Dr. Pole Building
- 25-13 2 Cty Rd 1 Metal Building

Permits Closed:

- 24-02 810 3rd St. Acoustical Ceiling Replacement (Phase 1)
- 24-37 519 & 521 Sunrise Dr.
- 25-06 519 E Webbeking Dr. Drain Tile and Sump
- 25-08 21 Dalles Ave. Roof Replacement

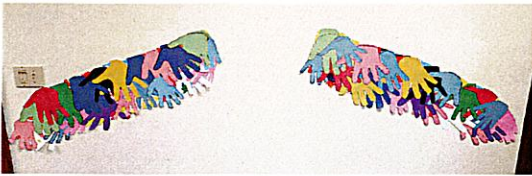
Inspections and Other Activity:

- 21 Dalles Ave. Inspection
- 519 & 521 Sunrise Dr. Issue Certificate of Occupancy
- 218 Chestnut Ave. Final inspections
- 232 Chestnut Ave. Soils and FDN inspections
- 69 Dalles Ave. Final inspection and blower door tests
- 810 3rd St. Contractor consults, framing/firestopping inspections
- 108 Wilhelmina Dr. Contractor consult

12.06 Library Report – Bethany Leseman

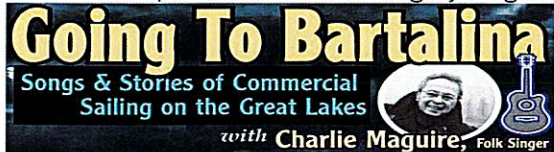
May 2025

- I did monthly reports, budget update, petty cash and timecards
- Activity room and book closet cleaning and organizing
- Attended a Library Director meeting in Mt. Iron
- brought books back to add to our collections
- Printed weeding lists and started weeding collections
- Carlton MS/HS students were scheduled to be in on the third Tuesday of the month, but didn't make it due to end of the school year deadlines
- Hung wings made of their handprints in the activity room



Cathie/Barb:

- Adding new and donated items as they come in
- book information in computer to reflect AR level & label
- Daily chores
- Moving barcodes from the insides of books to the outside front cover
- As items are requested and returned
- Weeding collections
- set up and tear down for Legacy Program: Going to Bartalina: Charlie Maguire



Monthly totals:

- 82 Adult patrons in
- 72 children/teen patrons in
- there were four computer users;
- we had ten library calls and no Chamber calls
- 10 patrons used the activity room
- we had no new patrons get library cards

12.07 Council Member Report

12.08 Mayor Report

13.00 Recap Action Items

14.00 UPCOMING MEETINGS AND EVENTS

14.01 Juneteenth: Thursday, June 19, 2025 – Office Closed

14.02 Fourth of July: Friday, July 4, 2025 - Office Closed

14.03 City Council Meeting Wednesday, July 9, 2025 @ 6:00pm

14.04 Carlton Daze: July 25-27, 2025

15.00 Adjournment

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to adjourn the meeting, the time being 6:31pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway

Carol Conway

Clerk-Treasurer

Exhibit A - Bills to be presented to City Council on July 9, 2025

ELECTRONIC PAYMENTS

<i>Pay Period</i>	<i>Pay Day</i>	<i>Type</i>	<i>Amount</i>
June 8 - 21, 2025.	June 27, 2025.	Regular	\$20,047.76
June 2025.	June 30, 2025.	Monthly	\$3,952.84
June 2025.	July 15, 2025.	Paid On Call & Training	\$19,515.88
BILLS PAID	June 30, 2025.		
VC3	service agreement	June 2025.	\$745.15
BILLS PAID	July 15, 2025.		
Civic systems	semi-annual support	7.1.25 to 12.31.25	\$2,250.00
Fryberger Law Firm	May 2025 - Ceder Ave Stormwater Project		\$60.00
Fryberger	general representation	June 2025.	\$1,230.00
Fryberger	criminal representation	June 2025.	\$428.40
Fryberger	Ceder Ave stormwater project	May 2025.	\$60.00
Fryberger	Sunrise Drive Development	June 2025.	\$60.00
Gopher State 1 Call	locates	June 2025.	\$21.60
MN PFA	GO Bond payment		\$171,500.50
WLSSD	wastewater treatment	June 2025.	\$13,361.00
Electronic Payment Total:			\$233,233.13

CHECK PAYMENTS

BILLS PAID	June 30, 2025.	Amount
Cardmember Services	citywide credit card charges 5.15.25 to 6.12.25	\$6,596.21
David Scott Concrete	slab for training building by recycle shed	\$13,920.60
Hawkins	WTP chemicals	\$1,301.41
Innovative Office Supplies	copy paper	\$95.98
MediaCom	100 4th Street 6.22.25 to 7.21.25	\$176.29
MediaCom	310 Chestnut 6.29.25 to 7.28.25	\$281.13
MediaCom	548 W Webbeking Dr 7.3.25 to 8.2.25	\$183.24
MN Energy	citywide service 5.7.25 to 6.6.25	\$380.87
MN Life	life insurance premium July 2025.	\$10.80
MN Power	citywide service - interim rate refund 5.3.25 to 6.2.25	\$2,867.97
BILLS TO BE PAID	July 15, 2025.	Amount
American Test Center	5 year full NDT inspection #610	\$1,100.00
Arrowhead Springs	water at Fire Hall June 2025.	\$40.50
Badger Meter	monthly hosting fee June 2025.	\$60.45
Baker & Taylor	book purchase	\$164.99
Brent's Heating & Cooling	service on CC air conditioner	\$165.00
Calsota Supply Co	vehicle maintenance June 2025.	\$288.15
Carlton County Sheriff's Office	City Patrol May 2025.	\$570.55
Carlton County Transportation	street sweeping May 2025.	\$764.26
Caywood Country Store	citywide fuel charges June 2025.	\$785.02
Cintas	uniforms & rugs June 2025.	\$63.64
Compensation Consultants	monthly plan administration fee	\$55.00
Country Creations	engraving for cemetery doors & markers	\$448.00
David Scott Concrete	assemble and erect steel building	\$1,000.00
eSchedule	EMS eSchudle annual fee for hosting & support	\$1,934.40
FirstNet	citywide mobile service 6.26.2025 to 7.25.2025	\$621.73
Henry Schein	medical supplies	\$163.63

Exhibit A - Bills to be presented to City Council on July 9, 2025

Kraemer Construction	3"Cx4.1#/LF Channel @ 20"		\$125.00
KwikTrip	citywide charges	June 2025.	\$857.99
L&M	citywide charges		\$180.95
Lakehead Trucking	40 yds soft step mulch		\$1,880.00
Linde Gas & Equipment	cylinder rent/oxygen	5.20.25 to 6.20.25	\$315.74
Mattson, Patricia	refund for overpayment on account 25-044		\$50.00
MedTox Laboratories	new hire screening		\$52.70
Metering and Technology	water meter		\$225.40
MN Small Cities Assoc.	membership dues	7.2025 to 6.2026	\$597.00
Northern Safety Technology	lights-light bar		\$595.84
Northland Consulting Engine	2025 City Engineering Services	5.1.2025 to 6.30.2025	\$320.00
Office of MNIT Services	computer VPN service	May 2025.	\$7.33
Pace Analytical Services	water testing		\$300.00
RCB	Ambulance Collection Costs	June 2025.	\$62.23
Team Lab	Pryme-Zyme C for outhouse		\$245.00
Toshiba Business	Copiers at CC & FH	July 2025.	\$275.41
Total Energy Systems	service at WTP		\$1,143.00
Twin Ports Paper	can liners, toilet tissue,		\$270.95
United Rental	skid steer auger power unit rental		\$142.98
US Treasury	2025 Quarter 2 Federal Excise Tax		\$20.82
Wrenshall General Store	citywide fuel charges	June 2025.	\$302.32

Check Payment Total: \$42,010.48

Total: \$275,243.61

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*Check Summary Register©

June 2025

	Name	Check Date	Check Amt	
10101	Woodlands Checking			
37411	SONJU TWO HARBORS	6/2/2025	\$0.00	2024 Polaris Ranger
37412	SONJU TWO HARBORS	6/3/2025	\$24,801.36	2024 Polaris Ranger
37413	ARROWHEAD SPRINGS	6/13/2025	\$36.00	May 2025 water at Fire Hall
37414	BADGER METER, INC	6/13/2025	\$60.19	May 2025 Beacon MBL hosting
37415	BAKER AND TAYLOR	6/13/2025	\$39.53	Book Purchase
37416	BLAINE BROTHERS	6/13/2025	\$22.41	Mudflap
37417	BOUNDTREE MEDICAL	6/13/2025	\$94.41	Ambulance Medical Supplies
37418	CALSOTA SUPPLY COMPANY	6/13/2025	\$123.38	601 - Air Conditioning Blower Motor/Resistor
37419	CARLTON COUNTY TRANSPORT	6/13/2025	\$214.54	Grading
37420	US Postal Service	6/13/2025	\$308.00	PO Box annual service fee
37421	CAYWOOD COUNTRY STORE C	6/13/2025	\$397.92	May 2025 Fuel Charges
37422	CHOICE 1 HEALTH CARE SERVI	6/13/2025	\$285.45	Test Strips, Lancets
37423	CINTAS	6/13/2025	\$63.64	May 2025 Uniforms
37424	CLOQUET AREA FIRE DISTRICT	6/13/2025	\$300.00	ALS Intercept - Run 25-348
37425	CLOQUET SANITARY SERVICE	6/13/2025	\$309.54	May 2025 Refuse
37426	COMPENSATION CONSULTANTS	6/13/2025	\$55.00	Plan Admin & Direct Deposit Fees
37427	D & B TRUCKING & EXCAVATING	6/13/2025	\$150.00	Snow Plowing 4.3.2025
37428	ECP Services	6/13/2025	\$1,682.27	May 2025 Ambulance Billing Services
37429	FIRSTNET	6/13/2025	\$621.04	Service 5.26.25 to 6.25.25
37430	FRYBERGER LAW FIRM	6/13/2025	\$1,968.00	May 2025 - general
37431	GOODIN COMPANY	6/13/2025	\$210.12	Galvanized Nipple TBE (2)
37432	GOPHER STATE ONE-CALL	6/13/2025	\$32.40	May 2025 Locates
37433	HAWKINS, INC	6/13/2025	\$10.00	Chlorine Cylinder @ WTP
37434	HENRY SCHEIN	6/13/2025	\$763.21	Medical Supplies
37435	HOLDEN ELECTRIC CO.	6/13/2025	\$1,864.56	Install ballast & bulb for light on main street
37436	IN CONTROL, INC.	6/13/2025	\$1,254.50	WIN-911 Upgrades
37437	INNOVATIVE OFFICE SOLUTION	6/13/2025	\$302.73	Cleaner
37438	JUNCTION TIRE SERVICE	6/13/2025	\$66.25	Skidsteer Tube& Tire Mount
37439	KRAEMER CONSTRUCTION	6/13/2025	\$40.00	Aangle Iron
37440	KWIK TRIP	6/13/2025	\$591.88	May 2025 Charges
37441	L&M SUPPLY	6/13/2025	\$155.36	Ant Bait Liquid Terro
37442	LINDE GAS & EQUIPMENT	6/13/2025	\$306.59	Cylinder rent 4.20.25 to 5.20.25
37443	MCFOA REGION II	6/13/2025	\$40.00	MCFOA Region 2 Training
37444	MED ALLIANCE GROUP	6/13/2025	\$236.26	Large CPAP
37445	MICHAEL J. ORLOWSKI	6/13/2025	\$100.00	Replace Blower Motor in 601
37446	MN DEPARTMENT OF HEALTH	6/13/2025	\$1,066.00	Qtrly Wtr Supply Serv Conn Fee
37447	MN PEIP	6/13/2025	\$3,446.92	July 2025 premium
37448	MONARCH PAVING	6/13/2025	\$1,058.69	Cold Mix
37449	MSA PROFESSIONAL SERV	6/13/2025	\$5,057.50	GIS Services - sewer connection tracker
37450	NINETY-FOUR SERVICES, INC	6/13/2025	\$88.36	616 Fluorescent lights
37451	NORTHERN ENGINE & SUPPLY	6/13/2025	\$31.32	Adapters
37452	OFFICE OF MNIT SERVICES	6/13/2025	\$11.33	Computer VPN service April 2025
37453	ONSITE COMPANIES	6/13/2025	\$160.00	Portable Toilets 5.10.2025 to 6.6.2025
37454	PACE ANALYTICAL	6/13/2025	\$300.00	wwater Testing
37455	RCB COLLECTIONS	6/13/2025	\$1,601.85	May 2025 Collection Costs
37456	SCHLENNER WENNER & CO	6/13/2025	\$9,850.00	2024 Form OSA & Annual Publication
37457	STERNBERG LIGHTING	6/13/2025	\$660.00	Flag Holders
37458	TOSHIBA BUSINESS SOLUTIONS	6/13/2025	\$280.37	June 2025 Copiers
37459	TRANSWEST TRUCKS SUPERIO	6/13/2025	\$39.39	Serpentine Belt - #29
37460	TWIN LAKES TOWNSHIP	6/13/2025	\$73.16	Online Water/sewer portal Payment
37461	US BANK CHARLOTTE	6/13/2025	\$18,332.50	GO Regunding Bond payment
37462	US POSTAL SERVICE (PBP)	6/13/2025	\$500.00	Refill Postage Machine
37463	VC3	6/13/2025	\$1,795.15	May 2025 Service Agreement
37464	WLSSD	6/13/2025	\$17,986.60	May 2025 wastewater charges

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*Check Summary Register©

June 2025

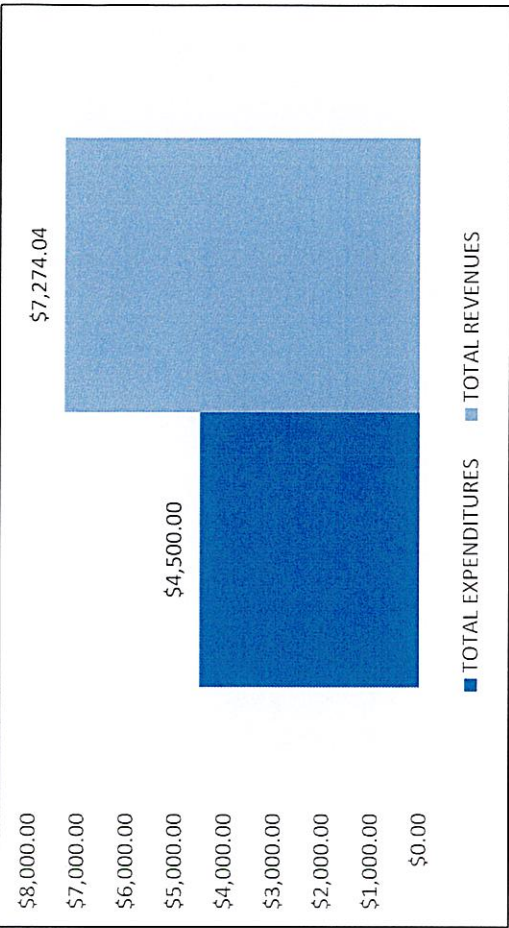
	Name	Check Date	Check Amt	
37465	CARDMEMBER SERVICES	6/30/2025	\$6,596.21	SONJU - UTV
37466	COMPENSATION CONSULTANTS	6/30/2025	\$1,100.00	H.S.A. Deposit - July/August 2025
37467	DAVID SCOTT CONCRETE	6/30/2025	\$13,920.60	Slab for new building by recycle shed
37468	HAWKINS, INC	6/30/2025	\$1,301.41	Chlorine cylinder rent
37469	MEDIACOM	6/30/2025	\$640.66	FH 6.22.2025 to 7.21.25
37470	MINNESOTA ENERGY	6/30/2025	\$380.87	citywide service 5.7.25 to 6.6.25
37471	MINNESOTA LIFE	6/30/2025	\$10.80	July 2025 premium
37472	MINNESOTA POWER	6/30/2025	\$2,867.97	Service 5.3.25 to 6.2.25
37473	NORTHLAND VEBA FUND	6/30/2025	\$1,650.00	H.R.A. deposit - July/August 2025
507472e	Paid On Call ACH	6/13/2025	\$15,856.66	
507486e	Bi-Weekly ACH	6/13/2025	\$12,316.58	
507500e	Bi-Weekly ACH	6/27/2025	\$12,006.32	
507514e	Monthly ACH	6/30/2025	\$2,547.96	
20250601e	INTERNAL REVENUE SERVICE	6/13/2025	\$3,549.90	Vendor Liability
20250602e	MN DEPARTMENT OF REVENUE	6/13/2025	\$1,129.88	Vendor Liability
20250603e	INTERNAL REVENUE SERVICE	6/13/2025	\$4,391.87	Vendor Liability
20250604e	MN CHILD SUPPORT PMT CTR	6/13/2025	\$66.91	Vendor Liability
20250605e	MN DEFERRED COMP	6/13/2025	\$350.00	Vendor Liability
20250606e	MN DEPARTMENT OF REVENUE	6/13/2025	\$1,079.59	Vendor Liability
20250607e	PUBLIC EMPLOYEES RETIREME	6/13/2025	\$2,319.83	Vendor Liability
20250609e	INTERNAL REVENUE SERVICE	6/27/2025	\$4,299.85	Vendor Liability
20250610e	MN CHILD SUPPORT PMT CTR	6/27/2025	\$66.91	Vendor Liability
20250612e	MN DEPARTMENT OF REVENUE	6/27/2025	\$1,047.54	Vendor Liability
20250613e	PUBLIC EMPLOYEES RETIREME	6/27/2025	\$2,277.14	Vendor Liability
20250614e	INTERNAL REVENUE SERVICE	6/30/2025	\$1,014.30	Vendor Liability
20250615e	MN DEPARTMENT OF REVENUE	6/30/2025	\$229.83	Vendor Liability
20250616e	PUBLIC EMPLOYEES RETIREME	6/30/2025	\$120.75	Vendor Liability
20250617e	VC3	6/30/2025	\$745.15	Service agreement - June 2025
20250618e	WOODLANDS NATIONAL BANK	6/30/2025	\$9.78	June 2025 Service Charge
	Total Checks		\$193,740.95	

MONTHLY PETTY CASH SHEET
FOR JULY 9, 2025

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>PETTY CASH BALANCE</u>
	Starting balance		\$ 125.00
6/26/2025			\$ 125.00
7/7/2025			\$ 125.00
	BALANCE IN PETTY CASH		\$ 125.00
	REPLACEMENT CHECK AMOUNT	\$ -	

2025 Revenue

\$7,274.04



2025 Expenditures

\$4,500.00





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June 2025 Statement 05/15/2025 - 06/12/2025
CITY OF CARLTON (CPN 000394553)

Page 2 of 4
Elan Financial Services (1-866-552-8855

Business Cash**Rewards Center Activity as of 06/12/2025**

Rewards Center Activity*	0
Rewards Center Balance	20,691

*This item includes points redeemed, expired and adjusted.

	This Statement	Year to Date
Rewards Earned		
Points Earned on All Purchases	6,594	19,875
2 Extra Points - Telecom & Office Supply	0	345
1 Extra Point - Restaurants & Gas	0	158
Total Earned	6,594	20,378

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.

*IMPORTANT NOTICE: Please see the enclosed insert for changes being made to your cardmember agreement.

*IMPORTANT NOTICE: Please see the enclosed insert for changes being made to your cardmember agreement.

We have made changes to the Arbitration Agreement in your account agreement and the Rewards Forfeiture language. Please visit mycardgtb.com/elanNotification to review the changes. If you have any questions, call the number on the back of your card.

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/19	05/16	6751	SONJU TWO HARBORS LLC TWO HARBORS MN	\$3,000.00	_____
05/27	05/26	7114	CROWN AWARDS INC 800-227-1557 NY	\$45.28	_____
06/05	06/04	2982	SONJU TWO HARBORS LLC TWO HARBORS MN	\$88.40	_____
06/09	06/05	7724	MENARDS HERMANTOWN MN HERMANTOWN MN	\$58.59	_____
Total for Account 4798 5100 4893 2749				\$3,192.27	

Transactions JOHNSON,JODIE **Credit Limit \$1000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/04	06/04	3065	MCFOA Milroy MN	\$50.00	_____

Continued on Next Page

June 2025 Statement 05/15/2025 - 06/12/2025
CITY OF CARLTON (CPN 000394553)

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Elan Financial Services 1-866-552-8855

Transactions JOHNSON,JODIE Credit Limit \$1000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/05	06/04	3131	USPS PO 2615300718 CARLTON MN	\$6.00	_____
Total for Account 4798 5100 5462 5146				\$56.00	

Transactions LESEMAN,BETHANY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
06/05	06/04	2261	ILLINOIS LIBRARY ASSOC 312-644-1896 IL MERCHANDISE/SERVICE RETURN	\$63.85CR	_____
Purchases and Other Debits					
05/20	05/19	7517	WAL-MART #1929 CLOQUET MN	\$7.93	_____
05/21	05/20	5613	ASK.QRCODECREATOR.COM DUBLIN IE	\$128.57	_____
05/21	05/20	2336	ILLINOIS LIBRARY ASSOC 312-644-1896 IL	\$63.85	_____
05/21	05/20	2344	ILLINOIS LIBRARY ASSOC 312-644-1896 IL	\$63.85	_____
06/05	06/04	9587	AMAZON MKTPL*N65DM9HQ1 Amzn.com/bill WA	\$21.56	_____
06/10	06/09	6040	WAL-MART #1929 CLOQUET MN	\$74.84	_____
Total for Account 4798 5100 6387 8272				\$296.75	

Transactions CONWAY,CAROL A Credit Limit \$16000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/20	05/19	7580	DEPT OF HUMAN SERVICES 651-4313355 MN	\$730.00	_____
05/27	05/23	5191	FMCSA D&A CLEARINGHOUS 202-366-0928 DC	\$3.75	_____
06/04	06/04	9063	MCFOA Milroy MN	\$50.00	_____
Total for Account 4798 5100 6768 1334				\$783.75	

Transactions POLO,TRAVIS Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/21	05/19	2782	MENARDS WEST DULUTH MN DULUTH MN	\$131.28	_____
05/27	05/23	4980	MENARDS HERMANTOWN MN HERMANTOWN MN	\$63.59	_____
05/29	05/28	3819	ACME TOOLS DULUTH DULUTH MN	\$1,762.00	_____
Total for Account 4798 5105 8697 2032				\$1,956.87	

Continued on Next Page



June 2025 Statement 05/15/2025 - 06/12/2025
CITY OF CARLTON (CPN 000394553)

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Elan Financial Services 1-866-552-8855

Transactions HAGGY,SANTANA						Credit Limit \$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Other Credits						
05/19	05/17	0013	MINNESOTA AMBULANCE AS 920-2022955 MN MERCHANDISE/SERVICE RETURN	\$150.00	CR	_____
Purchases and Other Debits						
06/06	06/04	1145	MINNESOTA STATE COLLEG 651-201-1662 MN	\$210.00		_____
06/09	06/06	4027	CLIA LABORATORY PROGRA 888-291-7289 MD	\$248.00		_____
Total for Account 4798 5107 0080 7015				\$308.00		

Transactions BILLING ACCOUNT ACTIVITY						
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Payments and Other Credits						
06/06	06/05	0056	PAYMENT THANK YOU	\$3,941.28	CR	_____
Fees						
05/21	05/20	5613	FRGN TRANS FEE-ASK.QRCODECREATOR.COM DU	\$2.57		_____
TOTAL FEES FOR THIS PERIOD				\$2.57		
Total for Account 4798 1719 9300 0626				\$3,938.71	CR	

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$5.14
Total Interest Charged in 2025	\$0.00

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	24.49%	
**PURCHASES	\$6,596.21	\$0.00	YES	\$0.00	24.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	24.49%	

Contact Us



Voice: 1-866-552-8855
TDD: 1-888-352-6455
Fax: 1-866-807-9053



Questions

Elan Financial Services
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon with a check

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



Online

myaccountaccess.com



INVOICE

[View invoice online](#)

MCFOA

Member renewal

Invoice number: 02257

Issued: 06/02/2025

Bill to:

Jodie Johnson

carlton@cityofcarlton.com

City of Carlton

Item	Amount
Membership renewal. Level: 01-Full (Active) Member. Renew to 07/01/2026	\$50.00

Total: \$50.00

Balance Due: \$0.00

When paying by check, send a copy of the invoice with your payment.

Makes checks payable to MCFOA.

Mail to:

Devin Montero

MCFOA Treasurer

City of Brooklyn Park

5200 85th Avenue North

Brooklyn Park, MN 55443

[View invoice online](#)



INVOICE

[View invoice online](#)

MCFOA
Member renewal

Invoice number: 02112
Issued: 06/02/2025

Bill to:
Carol Conway
clerk@cityofcarlton.com
City of Carlton

Item	Amount
Membership renewal. Level: 01-Full (Active) Member. Renew to 07/01/2026	\$50.00

Total: \$50.00
Balance Due: \$0.00

When paying by check, send a copy of the invoice with your payment.
Makes checks payable to MCFOA.

Mail to:
Devin Montero
MCFOA Treasurer
City of Brooklyn Park
5200 85th Avenue North
Brooklyn Park, MN 55443

100-41400-207

[View invoice online](#)



Acme Tools Duluth
4332 GRAND AVE
DULUTH, MN 558072738
USA
Phone: (218) 628-3523 / Fax: (218) 624-0261

INVOICE

PAGE	1
INVOICE NO.	14447555
INVOICE DATE	5/28/25

15555
S
O
L
B
T
O
CITY OF CARLTON
PO BOX 336
CARLTON, MN 55718-0336
USA
2183844229

S
H
I
P
T
O
Acme Tools - Duluth
4332 GRAND AVE
DULUTH, MN 55807-2738
USA
2183844229

R
E
M
I
T
Acme Tools
P. O. Box 13720
Grand Forks, ND 58208-3720

CUSTOMER PURCHASE ORDER NO.			SHIP VIA		TERMS		DATE SHIPPED	SLMN 1	SLMN 2	ORDER NO
SHOP - TRAVIS POLO			Customer Pick Up		Net 30 Days		5/28/25	210	21061	25996293-000
SPECIAL INSTRUCTIONS >										
QTY. ORDERED	QTY. SHIPPED	QTY. BACK ORDERED	U/M	ITEM NO./ DESCRIPTION			PRICE	AMOUNT		
1.00	1.00	.00	EA	967682101 HUSQVARNA CONSTRUCTION Handhel d Power Cutter Serial No: 20250707792* 2727-20 MILWAUKEE M18 FUEL 16 in. Chai nsaw 48-11-1862 MILWAUKEE M18 REDLITHIUM HIGH OUTPUT XC 6.0Ah Battery Pack (3017-20F PROMO MILWAUKEE M18 FUEL BLOWE R M910 \$25 OFF \$299+: \$ 25.00 - ** Misc. Charge(s) ** M910 \$25 OFF \$299+			1259.0000	1259.00		
1.00	1.00	.00	EA				229.0000	229.00		
1.00	1.00	.00	EA				299.0000	299.00		
1.00	1.00	.00	EA				.0000	.00		
□ 50/50 100-43000-260 600-4940-200							25.00 -			
				Visa XXXXXXXXXXXX2032 * 110-42200-240			1762.00			
SUB - TOTAL	HANDLING	TAX	SUB-TOTAL	DEPOSIT	MISC	BALANCE DUE				
1787.00	.00	.00	1787.00	1762.00	25.00 -	.00		Original		

Original

Trent P



High-Quality, Low-Cost Resources and Products
to Promote Reading

Send confirmation email [Print this page](#)

Thank you for ordering from iREAD

A confirmation email has been sent to bethany.leseman@alslib.info with the information below. [Print this page](#)

Your order will be shipped according to our standard shipping schedule. If you purchased a download, you may access it below.

Summary

Item	Price	Quantity	Subtotal
Adult/All Ages Poster (English/Spanish) Adult/All Ages Poster—Large (English/Spanish) SKU: 25-PS-013-ES	\$2.00	1	\$2.00
Early Literacy Poster (English/Spanish) Early Literacy Poster—Small (English/Spanish) SKU: 25-PS-016-ES	\$1.50	2	\$3.00
Teen Poster (English/Spanish) Teen Poster—Small (English/Spanish) SKU: 25-PS-012-ES	\$1.50	1	\$1.50
		Total	\$63.85

EA11-45500-564

Item	Price	Quantity	Subtotal
Small Stickers (for Timed Reading & Activity Logs) Small Stickers (for Timed Reading & Activity Logs) SKU: 25-BL-018	\$8.00	1	\$8.00
Toddler Reading & Activity Logs Toddler Reading & Activity Logs SKU: 25-BL-006	\$7.50	1	\$7.50
Activity Placemats Activity Placemats SKU: 25-PB-009	\$7.50	2	\$15.00
Timed Reading & Activity Logs Timed Reading & Activity Logs SKU: 25-BL-005	\$12.00	1	\$12.00
Shipping & handling	\$14.85		\$14.85
		Total	\$63.85

Payment(s)

Credit card - Paid by Bethany Leseman on May 19, 2025 at 2:50 PM **\$63.85**

Balance due **\$0.00**

Billing information

Order Date: May 19, 2025 at 2:50 PM

Order Number: 71MWPR90

Invoice Number: 316305

Paid by Credit card

Bethany Leseman

310 Chestnut Ave. PO Box 309

Carlton, MN 55718

Shipping information

Bethany Leseman

Carlton Area Public Library

310 Chestnut Ave. PO Box 309

Carlton, MN 55718

United States



DEPARTMENT OF
HUMAN SERVICES

Payments

[Exit](#)

Confirmation

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

Confirmation Number **MN2DHS004172121**

Payment Details

Description MN DHS
HCFee
<http://mn.gov/dhs/>

Payment Amount \$730.00

Payment Date 05/19/2025

Status PROCESSED

Payment Method

Payer Name Carol Conway

Card Number *1334

Card Type Visa

Approval Code 909155

Confirmation Email clerk@cityofcarlton.com

Billing Address

Address 1 PO Box 336

City Carlton

State MN

Zip Code 55718

610-42153-210

What are you looking for?



Shop by: CATEGORY

▼ Shop by: SPORT ▼

Thank You for Your Order

An Email Confirmation Will Arrive Shortly All confirmation and shipping emails will be sent to **derek@cityofcarlton.com**

Order Number: #14867917

Total: \$45.28

Delivery Date: Jun 3 - Jun 8, 2025 (Delivery Date is Estimated but not Guaranteed)

[Print Order](#)

Questions? | [Contact Us](#)

Save Your Information for Next Time:

Password*

[Show](#)

Re-enter Password*

[Show](#)

CREATE ACCOUNT

Password must be at least 8 characters, contain at least 1 uppercase letter, 1 lowercase, and 1 number

ORDER DETAILS

Billing Address

Derek Wolf
City Of Carlton
(218) 384-4229
derek@cityofcarlton.com
310 Chestnut Ave Po Box 336 310 Chestnut Ave
CARLTON, MN 55718-0532
United States

610-42153-1439

Shipping Address

Derek Wolf
City Of Carlton
(218) 384-4229
310 Chestnut Ave Po Box 336 310 Chestnut Ave
CARLTON, MN 55718-0532
United States


Shipping Method

USPS - US Post Office Shipping

Payment Information

Credit Card ending in:
****.****.****.2749

CART SUMMARY

Item	Product Description	Unit Price	Qty	Total Price
	4" X 6" WOOD INSERT PLQ-#PLWDIN46	\$8.99	2	\$17.98
	5 Years Of Service With Stars	\$0.00		\$0.00
	No Easel	\$0.00		\$0.00
	No Gift Packaging	\$0.00		\$0.00
	Gold Flexi Half - 3.25 X 1.62	\$0.00		\$0.00
	View Engraving			





DRUG & ALCOHOL
CLEARINGHOUSE

Query Plan Receipt

Transaction ID #: 1747958400214a84bd80

Pay.gov Transaction ID#: 27OASR4M

Purchased By:

City of Carlton
Carol Conway
310 Chestnut Avenue
Carlton, MN 55718
United States
clerk@cityofcarlton.com

Payment Method	Purchase Date
----------------	---------------

Credit Card

5/23/2025 9:41:27 AM

Queried/Purchased	Total Price
-------------------	-------------

3

\$3.75

Total: \$3.75

Questions

If you have questions or need additional information about the Clearinghouse, you can reach us as
<https://clearinghouse.fmcsa.dot.gov/Contact>

100-43100-210

From: mnsu@notifications.rschooltoday.com <mnsu@notifications.rschooltoday.com>
Sent: Wednesday, June 4, 2025 8:36 AM
To: Santana Haggy <ambmanager@cityofcarlton.com>
Subject: Confirmation of your Purchase for Heartsaver First Aid/CPR/AED COMBO eCard - Tax Exempt

Hello Santana,

This email is a confirmation of your purchase of Heartsaver First Aid/CPR/AED COMBO eCard - Tax Exempt (20-3002-FA/CPR/AED).

Here are the details:

Price Option: 10 Heartsaver First Aid/CPR/AED Combo eCard - Tax Exempt

Quantity Purchased: 1

Product Cost: \$210.00

Total Cost: \$210.00

Additional Fee: \$0.00

Total Paid: **\$210.00**

Payment Type : XXXX-

Date of Purchase : 6/4/2025

[View Receipt](#)

Thank you,

616-42153-314

Patrick Kelley
30 East 7th Street, Suite 350 St. Paul, MN 55101
(651) 447-6864
so-mrteipf@minnstate.edu

Please contact the campus at the bottom of the invoice if you have questions.

Receipt



Invoice number D4188AD9-73957
Receipt number 2354-4544
Date paid May 20, 2025
Payment method Visa - 8272
TAX 41-6005036

Convertizing LTD
407 Cubes 1
Beacon South Quarter, Sandyford
Dublin
Co. Dublin
D18 FA07
Ireland
support@qrcodecreator.com
IE VAT IE3685982VH

Bill to
Carlton Area Public Library
310 Chestnut Ave.
Carlton, Minnesota 55718
United States
bethany.leseman@alslib.info

\$128.57 paid on May 20, 2025

Description	Qty	Unit price	Amount
Basic May 20 – Aug 19, 2025	1	\$128.57	\$128.57
Subtotal			\$128.57
Total			\$128.57
Amount paid			\$128.57

211 - 45500 - 543



Final Details for Order #114-1759556-7283418

Paid By: Carlton Area Public Library
Placed By: Bethany Leseman
Order Placed: June 3, 2025
Amazon.com order number: 114-1759556-7283418
Order Total: \$21.56

Shipped on June 3, 2025	
Items Ordered	Price
2 of: <i>DIYEAH Large Magnifying Sheet Full Page Magnifier for Reading Books Writing and Drawing for Low Vision and Close Work</i>	\$10.78
Sold by: Second Speed SS (seller profile)	
Business Price	
Condition: New	
Shipping Address: Bethany Leseman 310 CHESTNUT AVE PO BOX 309 CARLTON, MN 55718-2003 United States	Item(s) Subtotal: \$21.56 Shipping & Handling: \$0.00 ----- Total before tax: \$21.56 Sales Tax: \$0.00 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$21.56 -----

Payment information	
Payment Method: Visa Last digits: 8272	Item(s) Subtotal: \$21.56 Shipping & Handling: \$0.00 ----- Total before tax: \$21.56 Estimated Tax: \$0.00 ----- Grand Total: \$21.56
Credit Card transactions	Visa ending in 8272: June 4, 2025: \$21.56

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

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc.

211-45500-200

Public Safety Aid

UTV

4

100-41000-438

SONJU TWO HARBORS LLC
893 SCENIC DRIVE
TWO HARBORS, MN 5561600
05/16/2025 13:20:52
MID: XXXXXXXXXXXX930 TID: XXXXX413

CREDIT CARD
VISA SALE

Card # Token XXXXXXXXXXXX2749
SEQ #: 3
Batch #: 3493
INVOICE 3
Approval Code: 316102
Entry Method: Manual
Mode: Online
Tax Amount: \$0.00
Card Code: M

SALE AMOUNT \$3000.00

I agree to pay above total amount
according to card issuer agreement.
(Merchant agreement if Credit Voucher)

X Per Phone
Devel

MERCHANT COPY

HOW PAID		PAID ON	
CASH	<input type="checkbox"/>	ACCOUNT	<input checked="" type="checkbox"/>
CHECK	<input type="checkbox"/>	NOTE	<input type="checkbox"/>
CREDIT CARD	<input checked="" type="checkbox"/>		
DRAFT / M.O.	<input type="checkbox"/>		
CASHIERS CHECK	<input type="checkbox"/>		

FORM NAF AA-508 (2 OR 3 PART)

BY

Thank You!

SONJU TWO HARBORS LLC

[Signature]

DATE	RECEIPT NO.	CONTROL NO.	RECEIVED FROM	AMOUNT
	RM 112121		Carlton Fire Dept	3000.00



SONJU TWO HARBORS LLC
Highway 61 West
TWO HARBORS, MINNESOTA 55616
Phone: 834-2181

097597

**Sonju Two Harbors LLC**

893 Scenic Drive
P.O. Box 40
Two Harbors, MN 55616-1154
Phone: 218-834-2181
www.sonju.com



SOLD TO

SHIPPED TO

CASH SALE

RETURN POLICY: No returns on electrical or special order items. A restocking charge will be applied on all merchandise returned for credit. No returns after 15 days.

DISCLAIMER OF WARRANTIES: All warranties on the products sold hereby are those made by the manufacturer. The seller, SONJU TWO HARBORS LLC, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose, and SONJU TWO HARBORS LLC, neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Any limitation contained herein does not apply where prohibited by law.

YOUR PURCHASE ORDER		TERMS		INVOICE DATE		INVOICE NUMBER / PG.	
				06/04/25		5083145 1	
SHIP VIA				SALESPERSONS NAME			
Customer Pickup				MARIE FUENTES			
QTY.	DESCRIPTION	SOURCE	LIST	NET	AMOUNT		
1	2890882 : K-5W50 G3 1500 OCK 4QT	113A00	81.99	81.99	81.99		
<div>SONJU TWO HARBORS LLC 893 SCENIC DRIVE TWO HARBORS, MN 5561600 06/04/2025 14:07:17 CREDIT CARD VISA SALE XXXXXXXXXXXX2749 VISA CREDIT A0000000031010 4 3515 4 414070 Chip Read Issuer \$0.00 \$88.40 SALE AMOUNT</div>		CUSTOMER COPY					
DATE PRINTED 06/04/25		TIME 14:07:50	SERVICES OR EQUIPMENT		81.99		
<div>PARTS DEPARTMENT HOURS 7:30 a.m. to 5:30 p.m. Mon - Fri 8:00 a.m. to 4:30 p.m. Sat Thank You! NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.</div>		SHIPPING					
		C.O.D. CHARGE					
		SALES TAX OR TAX I.D.		6.05			
		DEPOSIT ON CONTRACT					
		TOTAL		88.04			
		MC/VIS/DISC 414070		88.04			
X							

Cell: (218) 451-6163
ambmanager@cityofcarlton.com



From: notification@pay.gov <notification@pay.gov>
Sent: Friday, June 6, 2025 12:06 PM
To: Santana Haggy <ambmanager@cityofcarlton.com>
Subject: Pay.gov Payment Confirmation: CLIA Laboratory Program



An official email of the United States government

Pay.gov[®]

Your payment has been submitted to Pay.gov and the details are below. If you have any questions regarding this payment, please contact CLIA Laboratory Program at (888) 291-7289.

Application Name: CLIA Laboratory Program
Pay.gov Tracking ID: 27ONACUJ
Agency Tracking ID: 77065493835
Transaction Type: Sale
Transaction Date: 06/06/2025 01:06:11 PM EDT
Account Holder Name: Santana Haggy
Transaction Amount: \$248.00
Card Type: Visa
Card Number: *****7015

CLIA ID Number: 24D0966812
Laboratory Name: CARLTON FIRE/AMBULANCE
Facility Address: 100 NORTH FOURTH STREET, CARTLON, MN 55718
Payment Date: 06/06/2025

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.



Pay.gov is a program of the U.S. Department of the Treasury, Bureau of the Fiscal Service

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

VOID VOID RECEIPT

RAIN-X WEATHERARMOR 24"	19.99	NT
2602577		
-20 WINDSHIELD WASH	4.98	NT
2612797 2 @2.49		
1" X 5' SCH 40 PVC PIPE	5.35	NT
6898520		
PRO MARKING PAINT WHITE	25.44	NT
5575336 3 @8.48		
PRO MARKING PAINT SFTY RE	8.48	NT
5575365		
PRO MARKING PAINT GREEN	25.44	NT
5575324 3 @8.48		
4" SEWER CAP	8.97	NT
6894676 3 @2.99		
6" X 4" FLEXIBLE COUPLIN	17.49	NT
6895112		
PRO MARKING PAINT CTN BLU	42.40	NT
5575352 5 @8.48		
MENARD REBATE NO: 6344295644	1.64-	
Remaining Balance: \$0.00		
MENARD REBATE NO: 6368674413	8.73-	
Remaining Balance: \$0.00		
MENARD REBATE NO: 6267535118	9.74-	
Remaining Balance: \$0.00		
MENARD REBATE NO: 6321938257	7.15-	
Remaining Balance: \$0.00		
TOTAL SALE	131.28	
VISA CREDIT 2032	131.28	
PD #		
Auth Code:219193		
Chip Inserted		
a0000000031010		
TC - d24cac53c840ef61		

TOTAL NUMBER OF ITEMS = 24

THE FOLLOWING REBATE RECEIPTS WERE
 PRINTED FOR THIS TRANSACTION:
 3712

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, Julie

25083 08 4599 05/19/25 12:37PM 3074

MENARDS - HERMANTOWN
4809 Miller Trunk HWY
Hermantown, MN 55811

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 08/21/25

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



Sale Transaction

Tax Exempt Certificate ID: 2657413
 Exempt Type: State or Local Government

AIR FILTR 625-1575 SERIE	6.99	NT
2704378		
BLADE BALANCERANDSHARPKI	8.99	NT
2705042		
2" PVC CAP	43.47	NT
6891970 23 @1.89		
2" PVC HARDHAT TST CAP	4.14	NT
6891971 6 @0.69		
TOTAL SALE	63.59	
VISA CREDIT 2032	63.59	
Auth Code:903265		
Chip Inserted		
a0000000031010		
TC - 87140aabfee9839a		

TOTAL NUMBER OF ITEMS = 31

100-43000-210

THE FOLLOWING REBATE RECEIPTS WERE
 PRINTED FOR THIS TRANSACTION:
 3712

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, Katie

52265 06 2549 05/23/25 09:54AM 3054

Library

Give us feedback @ survey.walmart.com
Thank you! ID #:7VPC3SNHR6Z

Walmart

WM Supercenter
218-878-0737 Mgr:KRIS
1308 HIGHWAY 33 S
CLOQUET MN 55720

ST# 01929 OP# 006400 TE# 02 TR# 07096

ITEMS SOLD 3

TC# 1479 6947 8379 0469 6839



FOR PLAYING	089096888189	2.48 0
GLU DINO	489415212325	2.48 0
GCT BUBBLE	846376041981	2.97 0

SUBTOTAL 7.93

TOTAL 7.93

VISA TEND 7.93

VISA CREDIT **** ** 8272 I 2

APPROVAL # 919172

REF # 514009778986

TRANS ID - 465140016634937

VALIDATION - SN46

PAYMENT SERVICE - E

AID A0000000031010

AAC 0F2D5F391593706B

TERMINAL # 2960667

*NO SIGNATURE REQUIRED

05/19/25 19:27:45

CHANGE DUE 0.00

CUSTOMER COPY



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from this store
with Walmart+

Scan for 30-day free trial.

Low Prices You Can Trust. Every Day.

05/19/25 19:28:06

E 211-45500-564

form) to a state that would otherwise be due tax on this sale. The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

Type of Business

GOVERNMENT (5)

Reason for exemption

GOVERNMENT (5)

Tax ID #

416005036

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

* TAX EXEMPT SALE *

05/19/25 19:28:10

Walmart

E 211-45500-564

Give us feedback @ survey.walmart.com
Thank you! ID #:7VPHH2NUN26

Walmart

WM Supercenter
218-878-0737 Mgr:KRIS
1308 HIGHWAY 33 S
CLOQUET MN 55720

ST# 01929 OP# 001086 TE# 01 TR# 04065

ITEMS SOLD 5

TC# 0739 6117 8279 0265 8029



KINETICSAND	077898822900	14.97 0
-------------	--------------	---------

KINETICSAND	077898822900	14.97 0
-------------	--------------	---------

KINETICSAND	077898822900	14.97 0
-------------	--------------	---------

PG WHT CARD	009014655297	4.97 0
-------------	--------------	--------

LANI POUNCH	697505575405	24.96 0
-------------	--------------	---------

SUBTOTAL 74.84

TOTAL 74.84

VISA TEND 74.84

VISA CREDIT **** ** 8272 I 2

APPROVAL # 029015

REF # 516123184175

TRANS ID - 385161066953695

VALIDATION - 2F6H

PAYMENT SERVICE - E

AID A0000000031010

AAC 5C490B57497B2623

TERMINAL # 18181007

*NO SIGNATURE REQUIRED

06/09/25 20:51:38

CHANGE DUE 0.00

CUSTOMER COPY



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with Walmart+

Scan for 30-day free trial.

Low Prices You Can Trust. Every Day.

06/09/25 20:52:02

criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

Type of Business

GOVERNMENT (5)

Reason for exemption

GOVERNMENT (5)

Tax ID #

416005036

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

* TAX EXEMPT SALE *

06/09/25 20:52:07

100-45100-210
MENARDS - HERMANTOWN
4809 Miller Trunk HWY
Hermantown, MN 55811

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 09/03/25

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



Sale Transaction

Tax Exempt Certificate ID: 2657413
Exempt Type: State or Local Government

1/2 X 5 1/2 WEDGE ANCHOR	
2329941	30.99 NT
3/8"X10" HCR POWER LAG	
2302063 9 @2.68	24.12 NT
5/16X12 HCR POWERLAG 1CT	
2302179	3.48 NT

TOTAL SALE	58.59
VISA CREDIT 2749	58.59
Auth Code: 715013	
Chip Inserted	
a0000000031010	
TC - 8f315a547b429283	

TOTAL NUMBER OF ITEMS = 11

THE FOLLOWING REBATE RECEIPTS WERE
PRINTED FOR THIS TRANSACTION:
3714

QUEST 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, Tera

5485 06 7829 06/05/25 05:30PM 3054



CARLTON
313 CHESTNUT AVE
CARLTON, MN 55718-5000
www.usps.com

06/04/2025

11:40 AM

TRACKING NUMBERS

9500 1139 6622 5155 4264 88

TRACK STATUS OF ITEMS WITH THIS CODE
(UP TO 25 ITEMS)



TRACK STATUS BY TEXT MESSAGE

Send tracking number to 28777 (2USPS)
Standard message and data rates may apply

TRACK STATUS ONLINE

Visit <https://www.usps.com/tracking>
Text and e-mail alerts available

PURCHASE DETAILS

Product	Qty	Unit Price	Price
USPS Grnd Advtg	1		\$6.00
Esko, MN 55733			
Weight: 0 lb 7.40 oz			
Estimated Delivery Date			
Sat 06/07/2025			
Tracking #:			
9500 1139 6622 5155 4264 88			
Insurance			\$0.00
Up to \$100.00 included			
Total			\$6.00

Grand Total: \$6.00

Credit Card Remit \$6.00

Card Name: VISA
Account #: XXXXXXXXXXXX5146
Approval #: 114004
Transaction #: 662
AID: A0000000031010 Chip
AL: VISA CREDIT
PIN: Not Required

TO REPORT AN ISSUE

Visit <https://emailus.usps.com>

TO FILE AN INSURANCE CLAIM

Visit <https://www.usps.com/help/claims.htm>
If unable to file online, call
1-800-332-0317 for a paper form

PREVIEW YOUR MAIL AND PACKAGES

Sign up for FREE at
<https://informedelivery.usps.com>

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Customer Service

CITY OF CARLTON
*Cash Balances
Cash Account: 10402
June 2025

Fund	2025 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance
<u>10402 - PMA Financial</u>							
100 - GENERAL FUND	\$1,093,288.49	\$23,582.78	\$0.00	0	\$0.00	\$0.00	\$1,116,871.27
	\$1,093,288.49	\$23,582.78	\$0.00	\$0.00	\$0.00	\$0.00	\$1,116,871.27

In Balance

CITY OF CARLTON
***Cash Balances**
 Cash Account: 10101
 June 2025

Fund	2025 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance
10101 - Woodlands Checking							
100 - GENERAL FUND	\$0.00	\$1,739,408.60	(\$156,846.14)	0	\$0.00	(\$662.15)	\$1,581,900.31
110 - FIRE FUND	\$0.00	\$9,387.73	(\$18,353.60)	0	\$0.00	(\$5,517.15)	(\$14,483.02)
120 - FIRE RELIEF FUND	\$0.00	\$64.50		0	\$0.00		\$64.50
211 - LIBRARY FUND	\$0.00	\$65,435.82	(\$1,219.71)	0	\$0.00	(\$9,340.23)	\$54,875.88
215 - SOUTH TERRACE COURTS	\$0.00	\$32,000.00		0	\$0.00		\$32,000.00
220 - LAWFUL GAMBLE 10% FUND	\$0.00	\$43,595.94	(\$2,500.00)	0	\$0.00		\$41,095.94
230 - TIF DISTRICT 1 - HOUSING	\$0.00	\$16,241.14	(\$100.00)	0	\$0.00		\$16,141.14
231 - TIF DISTRICT 2 - HOUSING	\$0.00	\$10,099.42	(\$100.00)	0	\$0.00		\$9,999.42
311 - 2020A CAP. IMPROV. PLAN NOT	\$0.00	(\$1,125.84)		0	\$0.00		(\$1,125.84)
400 - CITY CAPITAL	\$0.00	\$185,600.20		0	\$0.00		\$185,600.20
410 - FIRE CAPITAL	\$0.00	\$139,474.36		0	\$0.00		\$118,129.36
420 - 2015/2021A REFUNDING BOND	\$0.00	\$477.73	(\$21,345.00)	0	\$0.00		(\$17,876.77)
425 - SMALL CITIES ASSISTANCE	\$0.00	\$10,836.29	(\$18,354.50)	0	\$0.00		\$10,836.29
600 - WATER FUND	\$0.00	\$476,176.21	(\$27,710.29)	0	\$0.00	(\$21,628.70)	\$426,837.22
601 - SEWER FUND	\$0.00	\$392,086.61	(\$48,539.48)	0	\$0.00	(\$11,047.19)	\$332,499.94
603 - WATER REHAB FUND	\$0.00	\$81,823.74		0	\$0.00		\$81,823.74
610 - AMBULANCE FUND	\$0.00	\$251,121.65	(\$25,165.85)	0	\$0.00	(\$132,092.39)	\$93,863.41
611 - AMBULANCE CAPITAL	\$0.00	\$81,426.51		0	\$0.00		\$81,426.51
620 - CEMETERY FUND	\$0.00	\$106,026.23	(\$821.74)	0	\$0.00	(\$11,235.03)	\$93,969.46
	\$0.00	\$3,640,156.84	(\$321,056.31)	\$0.00	\$0.00	(\$191,522.84)	\$3,127,577.69

CITY OF CARLTON

*Cash Balances

Cash Account: 10100
June 2025

Fund	2025 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance
10100 - Frandsen Checking							
100 - GENERAL FUND	(\$1,271,437.68)	\$2,335.75	(\$597,507.79)	0	\$0.02	\$4,604.31	In Balance (\$1,862,005.39)
110 - FIRE FUND	\$341,088.21	\$143.02	(\$39,009.77)	0		(\$1,063.07)	In Balance \$301,158.39
120 - FIRE RELIEF FUND	\$50.48		(\$50.48)	0			In Balance \$0.00
203 - COVID-19 RELIEF FUND/ARPA	\$0.00			0			In Balance \$0.00
211 - LIBRARY FUND	\$64,014.85		(\$61,379.77)	0		(\$2,635.08)	In Balance \$0.00
215 - SOUTH TERRACE COURTS	\$0.00			0			In Balance \$0.00
220 - LAWFUL GAMBLE 10% FUND	\$37,361.62	\$0.00	(\$37,361.62)	0			In Balance \$0.00
230 - TIF DISTRICT 1 - HOUSING	\$16,239.66		(\$16,239.66)	0			In Balance \$0.00
231 - TIF DISTRICT 2 - HOUSING	\$10,099.42		(\$10,099.42)	0			In Balance \$0.00
311 - 2020A CAP. IMPROV. PLAN NOT	\$7,802.16		(\$7,802.16)	0			In Balance \$0.00
400 - CITY CAPITAL	\$385,567.12		(\$185,567.12)	0			In Balance \$200,000.00
410 - FIRE CAPITAL	\$439,392.05		(\$140,792.05)	0			In Balance \$298,600.00
411 - 2020 CAPITAL IMPROVEMENT F	\$0.00			0			In Balance \$0.00
420 - 2015/2021A REFUNDING BOND	\$313,896.36		(\$104,363.75)	0			In Balance \$209,532.61
425 - SMALL CITIES ASSISTANCE	\$10,836.29		(\$10,836.29)	0			In Balance \$0.00
600 - WATER FUND	\$328,603.32	\$13,373.15	(\$335,531.21)	0		(\$6,454.26)	In Balance (\$9.00)
601 - SEWER FUND	\$319,359.87	\$5,952.38	(\$322,022.77)	0		(\$3,289.48)	In Balance \$0.00
603 - WATER REHAB FUND	\$75,387.78	\$528.66	(\$75,916.44)	0			In Balance \$0.00
610 - AMBULANCE FUND	\$1,184,678.28	\$125,586.40	(\$60,212.31)	0		(\$57,123.21)	In Balance \$1,192,929.16
611 - AMBULANCE CAPITAL	\$81,426.51		(\$81,426.51)	0			In Balance \$0.00
620 - CEMETERY FUND	\$102,406.63		(\$99,323.29)	0		(\$3,083.34)	In Balance \$0.00
	\$2,446,772.93	\$147,919.36	(\$2,185,442.41)	\$0.00	\$0.02	(\$69,044.13)	\$340,205.77



Carlton Community Education ISD #93

PO Box 310

Carlton, MN 55718

384-4225 x213 Office

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

June 27, 2025

Dear City of Carlton,

Carlton Community Education sincerely thanks you for your generous contribution to our 5th Annual STEM Camp Jr. and 7th Annual STEM Camp! These camps were held June 9–10 and June 11–13 at Carlton South Terrace Elementary School. Between the two camps, we welcomed 70 enthusiastic young learners. It was a busy few days, but incredibly exciting to see so many students engage in hands-on STEM experiences.

With the help of dedicated teachers and a high school student volunteer, participants explored the fascinating world of Science, Technology, Engineering, and Mathematics through a wide variety of activities. The kids especially enjoyed working with different types of robots—there are so many amazing things to discover with them! They also used green screen (chroma key) technology to capture fun and creative photos. Campers built circuits, constructed small battery-powered robots on wheels, and, of course, had a blast making slime—a perennial favorite! Each student also received a special STEM Camp t-shirt as a memento of their experience.

Your donation was used to purchase essential supplies and camp shirts. With so many campers and such a variety of engaging activities, your support was instrumental in making the camps both educational and fun. Thank you once again for helping us provide this unforgettable opportunity to our community's youth. We truly appreciate your partnership in inspiring the next generation of STEM learners!

Sincerely,

Camp Participants, Camp Staff and Carlton Community Education



STEM Camp Junior
June 9-10



STEM Camp
June 11-13



**CITY OF CARLTON
RESOLUTION
#2025-21**

RESOLUTION ACCEPTING 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 Carlton Area Library:

Donation from Twin Lakes Township - \$3,000.00

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 donation listed above.

Adopted by the City Council of the City of Carlton, Minnesota on this 9th day of July 2025.

By: _____
Mike Soderstrom
Mayor

Attest: _____
Carol Conway
City Clerk/Treasurer

Motion by Councilor: _____

Aye _____

Nay _____

Second by Councilor: _____

Absent _____

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

TOWNSHIP OF TWIN LAKES

Carlton County, Minnesota
Carlton, MN 55718

ORDER CHECK

This instrument when signed by the
Treasurer shall become a check
payable to the order of the payee
named for the amount stated.

FRANDSEN BANK & TRUST

www.frandsenbank.com

75-120/919

19262

6/4/2025

*3,000.00

PAY TO
THE
ORDER
OF

Carlton Area Public Library

Carlton Area Public Library

Memo:

\$

Three Thousand Dollars And No Cents

AMOUNT



Diane Felder-Linke Chairman
Suzanne M. Chapin Clerk or Clerk Treasurer
Carlton Treasurer or Supervisor

THE BACK OF THIS DOCUMENT CONTAINS CHECK SECURITY WATERMARK AND COIN REACTIVE INK

**CITY OF CARLTON
RESOLUTION
#2025-22**

**RESOLUTION ACCEPTING A GRANT FROM
FEDERAL HOME LOAN BANK, DES MOINES AND
WOODLANDS NATIONAL BANK, CLOQUET MN**

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

WHEREAS, the City of Carlton has received the following grant from Federal Home Loan Bank, Des Moines and Woodlands National Bank, Cloquet:

\$32,000.00 for South Terrace Courts

WHEREAS, the City Council is appreciative of the grant and commends Federal Home Loan Bank, Des Moines and Woodlands National Bank, Cloquet for their support of South Terrace Courts,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Carlton, County of Carlton, Minnesota; hereby accepts, the grant listed above.

Adopted by the City Council of the City of Carlton, Minnesota this 9th day of July 2025.

By: _____
Mike Soderstrom
Mayor

Attest: _____
Carol Conway
City Clerk/Treasurer

Motion by Councilor: _____

Aye _____

Nay _____

Second by Councilor: _____

Absent _____



Cloquet
888-532-4142

10951

EMITTER
Woodlands National Bank

75-888/919

DATE Jun 17, 2025

AY TO THE
ORDER OF City of Carlton

\$32,000.00

ay Exactly*Thirty Two Thousand and 00/100*****

DOLLARS

CASHIER'S CHECK

TWO SIGNATURES REQUIRED IF OVER \$2500.00

Gentry Rose
Neelun Dillan

MP

⑈010951⑈ ⑈091908881⑈ 0600002160⑈

City of Carlton
PO Box 336
Carlton MN 55718

date 6 / 25 / 25

No. 915493

received from Woodlands Nat'l Bank

\$32,000

amount _____ dollars

for payment of South Tenace Courts

☐ cash

☐ money
order

☐ credit
card

☒ check # 10951

amount due	
amount paid	<u>32000.00</u>
balance	

from _____ to _____

signature Carol

88SWS

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into this ____ day of _____, 2025 by and between Independent School District No. 93 Carlton ("District"), a Minnesota public school corporation, and the City of Carlton ("City"), a Minnesota municipal corporation.

WHEREAS, the District is the owner of real property, parcel 15-180-0120 upon which is located an 8,000 (approx.) square foot bus garage, legally described as follows: **W1/2 of N1/2 of SE1/4 of SW1/4, Section 6, Township 48, Range 16, Carlton County, Minnesota**, referred to herein as "the Property;" and

WHEREAS, the City wishes to have the right to purchase a split portion of the Property and the bus garage located thereon, shown on "Exhibit A" if the District vacates the Property for any reason, and the right of first refusal to purchase if the District lists the Property for sale; and

WHEREAS, the District desires to grant the City the right to purchase said split portion of the Property with bus garage if the District vacates the Property for any reason and the right of first refusal to purchase if the District lists the Property for sale.

NOW THEREFORE, in consideration for the right to purchase said split portion of the Property with bus garage and for the right of first refusal to purchase, the parties agree as follows:

1. TERMS.

- a. City will pay all surveying expenses to split parcel 15-180-0120.
- b. The split portion of the Property including the bus garage would be purchased "as-is".
- c. If the City wishes to exercise its right to offer to purchase a portion of the Property after the District vacates the Property, the City must submit a written offer to purchase a portion of the Property. The District will then respond by either accepting or rejecting the offer within sixty (60) days.
- d. Prior to executing any document for the transfer of any interest in the Property to a third party, whether by dedication, gift, mortgage or sale, the District must provide the City with written notice of the intended transfer. The City will have thirty (30) days from the date of receiving said notice to provide the District with written notice that it will purchase the split portion of the Property including the bus garage, on the same terms as the intended transfer. If the District and the City do not close on the transfer of said split portion of the Property within sixty (60) days of the date the District receives the City's written notice, the District may proceed with the intended transfer of the Property to said third party.
- e. This MOU will terminate on June 30, 2028.

2. MISCELLANEOUS.

- a. Successors. This MOU shall be binding upon and inure to the benefit of the parties and their respective legal representatives, successors, and assigns.
- b. Governing Law. This MOU shall be construed in accordance with and governed by the laws of the State of Minnesota, if applicable.
- c. Headings. The descriptive headings in this MOU are for convenience of reference only and shall not define or limit any of the terms or provisions hereof.
- d. Authority. Each party represents that all necessary actions have been taken to authorize the execution of this MOU which has been duly approved by each party's governing body and that the terms of this MOU shall be binding upon the parties in all respects.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be duly executed and effective as the day and year first written above.

INDEPENDENT SCHOOL DISTRICT 93

THE CITY OF CARLTON, MN

By: _____
School Board Chair
405 School Avenue
PO Box 310
Carlton, MN 55718

By: _____
Mike Soderstrom, Mayor
310 Chestnut Avenue
PO Box 336
Carlton, MN 55718

By: _____
School Board Clerk

By: _____
Carol Conway, Clerk/Treasurer
310 Chestnut Avenue
PO Box 336
Carlton, MN 55718

CITY OF CARLTON

SUPPLEMENTAL (OUTDOOR) LIQUOR LICENSE APPLICATION

Licensee Name Third Base Bar License Year 2025
Outdoor Event Carlton Daze
Date(s) July 25-27 Time 8:00am - 2:00am

Describe the outdoor area where intoxicating liquor is to be sold and/or consumed.

Beer Garden in enclosed parking lot.

The City Council has set forth the following guidelines for **ALL** outdoor liquor sales:

1. Your liability insurance must include coverage for the area where the sales and consumption will take place.
2. Access to the outdoor area should be through the main establishment with the outside area being confined. If this is not feasible or practical, direct access will be allowed if the following conditions are met:
 - a. The outdoor area where sales and consumption of alcohol are to take place is confined and controlled.
 - b. Outdoor area must be completely enclosed with access restricted to one or two entrances.
 - c. Entrances must be manned at all times by appropriate employees for the purpose of checking I.D.'s and controlling the outdoor area so all alcohol consumption takes place on the premises.
3. The City must be notified no later than two (2) weeks in advance of an outdoor special event.

All outdoor areas where liquor sales and consumption take place are subject to compliance inspections by the City. Failure to adhere to the guidelines may result in the loss of this privilege in the future.

Applicant and his/her associates in this application agree to strictly comply with all the Laws of the State of Minnesota governing taxation and sale of intoxicating liquor, rules and regulations of the Liquor Control Commissioner and all ordinances are regulations of the municipality.

Signed  Co-Owner
Applicant Name and Title

Date 6-25-25

CITY OF CARLTON

SUPPLEMENTAL (OUTDOOR) LIQUOR LICENSE APPLICATION

Licensee Name Nicholson - Selgren Post 2962 License Year 2025
Outdoor Event Carlton Daze
Date(s) July 25-27 Time 11am - 1am

Describe the outdoor area where intoxicating liquor is to be sold and/or consumed.

parking lot, patio, yard

The City Council has set forth the following guidelines for ALL outdoor liquor sales:

1. Your liability insurance must include coverage for the area where the sales and consumption will take place.
2. Access to the outdoor area should be through the main establishment with the outside area being confined. If this is not feasible or practical, direct access will be allowed if the following conditions are met:
 - a. The outdoor area where sales and consumption of alcohol are to take place is confined and controlled.
 - b. Outdoor area must be completely enclosed with access restricted to one or two entrances.
 - c. Entrances must be manned at all times by appropriate employees for the purpose of checking I.D.'s and controlling the outdoor area so all alcohol consumption takes place on the premises.
3. The City must be notified no later than two (2) weeks in advance of an outdoor special event.

All outdoor areas where liquor sales and consumption take place are subject to compliance inspections by the City. Failure to adhere to the guidelines may result in the loss of this privilege in the future.

Applicant and his/her associates in this application agree to strictly comply with all the Laws of the State of Minnesota governing taxation and sale of intoxicating liquor, rules and regulations of the Liquor Control Commissioner and all ordinances are regulations of the municipality.

Signed Micaela Johnson Bar Manager Date 6-30-25
Applicant Name and Title

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Nichols-Selgro Post 2962 Previous Gambling Permit Number: X-
Minnesota Tax ID Number, if any: 8204313 Federal Employer ID Number (FEIN), if any: 41-0672272
Mailing Address: PO Box 302
City: Carlton State: MN Zip: 55718 County: Carlton
Name of Chief Executive Officer (CEO): Steve Fluck
CEO Daytime Phone: 218391 0036 CEO Email: 15sfluck@msu.com
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☒ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): UFW 2962

Physical Address (do not use P.O. box): 124 Chestnut Ave

Check one:

☒ City: Carlton Zip: 55718 County: Carlton
☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): August 30th

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 6/30/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Steve Fluck

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MN PAID LEAVE PROGRAM EMPLOYER INFORMATION

1. **When will premium collection and payment begin?** *Paid Leave is paid for by premiums on employee wages, split between the employer and employees. Employers can begin to deduct the employee share of the premium on January 1, 2026, when benefits become available. Employers will pay the first premiums to the State of Minnesota's Department of Employment and Economic Development by April 30, 2026. First premiums will be based on wages paid from January 1, 2026 to March 31, 2026.*
2. **What is the premium rate?** *When Paid Leave begins for Minnesotans in 2026, the premium rate will be 0.88 percent. The total Paid Leave premium rate includes both a Family Leave and a Medical Leave premium that can be split between employer and employee contributions. The premium rate will be set each year, subject to a maximum set in state law, based on how the program is running and best budgeting practices to keep the fund at a healthy level.*
3. **How are premiums split between employer and employees?** *Starting in January 2026, employers will contribute a minimum of 50 percent of the total premium, though they may choose to pay up to 100 percent of the premium. Employers will be able to deduct the remainder from employee pay, up to a maximum 50 percent of the premium.*
4. **How will premiums work for people who earn minimum wage?** *Employers must pay at least half of the premium for each employee. Premium deductions cannot cause an employee to make less than the required minimum wage under applicable law. This may require employers to cover more than half of the premium.*
5. **Is there a maximum contribution for an employee?** *Yes, premiums are capped at the Old-Age, Survivors, and Disability Insurance (OASDI) limit. This is the same wage base used by the Social Security Program.*
6. **Will an employer's premium rate increase if employees use the program?** *No, the rate is set for all employers annually and is not adjusted based on employees' utilization of the program.*
7. **Do small employers pay less?** *Small employers pay a reduced premium rate under Paid Leave if they employ 30 or fewer people and the average employee wage is less than 150% of the statewide average weekly wage.*



Hydrovac & Televising Services Quote

PREPARED ON: 6/6/2025
CUSTOMER: City of Carlton
PROJECT: 2025 Sanitary Sewer Jetting
LOCATION: Carlton, MN
SCOPE OF WORK: Jet & Vac, and Televising Sanitary Sewer

COST:

7,200 LF x \$1.60 = \$11,520.00

MOBILIZATION FEE: \$200.00 (Fee is subject to change if more than one trip is requested. Fee has been reduced assuming project is combined with city storm sewer and/or the township sewer jetting.)

Total = \$11,720.00

Hourly rate for cleaning lift stations: \$270/hr.

Service requestor responsibilities: Provide exposed and accessible manholes or catch basins prior to arrival of our service team. Trucks must be able to get close to access points. Provide access to water/fire hydrant at project site and a location to dump debris at site if needed. Provide traffic control if necessary. Provide a legible plan/map showing the direction of flow and manhole/catch basin identification numbers. The service requestor is responsible for controlling flow if needed.

Downtime: If any of the above-mentioned obligations are not met at the agreed upon time of service, the Customer will be charged at a hourly rate of \$290 per hour for hydrovac & \$230 per hour for televising until regular contracted work can continue. Additional costs may apply if extra laborers are required on site.

"Heavy Cleaning" charges may apply after 3 full jetting passes.

Extra charges may apply if water is not available from a hydrant or equivalent at the job site.

A disposal fee may apply if a disposal location is not provided by the service requestor nearby the job site. Additional charges may apply for travel time if off-site disposal is required.

Prepared by:

Chad Houg

Director of Sales & Marketing Chad@NelsonSanitation.com Cell: 320-309-6335

Nelson Sanitation & Rental, Inc. – Rice: 320-393-2787 | Brainerd: 218-270-0339

PO Box 85 - Rice, MN 56367 | PO Box 167 - Brainerd, MN 56401

www.NelsonSanitation.com



Hydrovac & Televising Services Quote

PREPARED ON: 6/6/2025
CUSTOMER: City of Carlton
PROJECT: 2025 Storm Sewer Jetting
LOCATION: Carlton, MN
SCOPE OF WORK: Jet & Vac, and Televising Storm Sewer

COST:

8,200 LF x \$3.75/LF = \$30,750.00

MOBILIZATION FEE: \$200.00 (Fee is subject to change if more than one trip is requested. Fee has been reduced assuming project is combined with city sanitary sewer and/or the township sewer jetting.)

Total = \$30,950.00

Service requestor responsibilities: Provide exposed and accessible manholes or catch basins prior to arrival of our service team. Trucks must be able to get close to access points. Provide access to water/fire hydrant at project site and a location to dump debris at site if needed. Provide traffic control if necessary. Provide a legible plan/map showing the direction of flow and manhole/catch basin identification numbers. The service requestor is responsible for controlling flow if needed.

Downtime: If any of the above-mentioned obligations are not met at the agreed upon time of service, the Customer will be charged at a hourly rate of \$290 per hour for hydrovac & \$230 per hour for televising until regular contracted work can continue. Additional costs may apply if extra laborers are required on site.

"Heavy Cleaning" charges may apply after 3 full jetting passes.

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Prepared by:

Chad Houg

Director of Sales & Marketing Chad@NelsonSanitation.com Cell: 320-309-6335

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PO Box 85 - Rice, MN 56367 | PO Box 167 - Brainerd, MN 56401

www.NelsonSanitation.com



Proposal

To: Derek Wolf
City of Carlton
310 Chestnut Avenue
Carlton, MN 55718
218-384-4229

From: Todd Stelmacher
Visu-Sewer, LLC.
19587 Tamarack St NW
Oak Grove, MN 55011
763-252-0004

Date: 6/18/2025

Project: Sanitary Sewer CCTV Inspection

Visu-Sewer is pleased to offer the following service:

CCTV inspection of approximately 7,200 linear feet of 8"-12" sanitary sewer in the City of Carlton. Project includes one (1) pass with a jet for light cleaning prior to televising, flash drive, inspection reports with PACP codes, and defect still photos. If needed, removal of obstructions (e.g., root, deposits, protruding taps) and heavy cleaning will be quoted separately.

Price: \$1.95 per linear foot

The City of Carlton shall provide drivable equipment access to all manholes, detailed maps with naming conventions, water from nearby hydrants without charge, a dump site for captured debris, and traffic control beyond cones and signs. This proposal is priced to be completed with other work in Carlton. Visu-Sewer uses non-union labor.

Thank you for the opportunity to quote on this project. If you have any questions, please do not hesitate to call us at 800-876-8478.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. The owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn if not accepted within 30 days of issue. Time and material rates are charged "port to port". Terms - Net 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Visu-Sewer, LLC. is authorized to do the work as specified.

Date: _____ Signature: _____

www.visu-sewer.com

WISCONSIN - ILLINOIS - MINNESOTA - IOWA - MISSOURI - VIRGINIA - OHIO



Proposal

To: Derek Wolf
City of Carlton
310 Chestnut Avenue
Carlton, MN 55718
218-384-4229

From: Todd Stelmacher
Visu-Sewer, LLC.
19587 Tamarack St NW
Oak Grove, MN 55011
763-252-0004

Date: 6/18/2025

Project: Storm Sewer CCTV Inspection

Visu-Sewer is pleased to offer the following service:

CCTV inspection of approximately 8,200 linear feet of 12"-24" storm sewer in the City of Carlton. Project includes one (1) pass with a jet for light cleaning prior to televising, flash drive, inspection reports with PACP codes, and defect still photos. If needed, removal of obstructions (e.g., root, deposits, protruding taps) and heavy cleaning will be quoted separately.

Price: \$4.40 per linear foot

The City of Carlton shall provide drivable equipment access to all manholes, detailed maps with naming conventions, water from nearby hydrants without charge, a dump site for captured debris, and traffic control beyond cones and signs. This proposal is priced to be completed with other work in Carlton. Visu-Sewer uses non-union labor.

Thank you for the opportunity to quote on this project. If you have any questions, please do not hesitate to call us at 800-876-8478.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. The owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn if not accepted within 30 days of issue. Time and material rates are charged "port to port". Terms - Net 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Visu-Sewer, LLC. is authorized to do the work as specified.

Date: _____ Signature: _____

www.visu-sewer.com

WISCONSIN - ILLINOIS - MINNESOTA - IOWA - MISSOURI - VIRGINIA - OHIO

Proposal

To: Derek Wolf
City of Carlton
310 Chestnut Avenue
Carlton, MN 55718
218-384-4229

From: Todd Stelmacher
Visu-Sewer, LLC.
19587 Tamarack St NW
Oak Grove, MN 55011
763-252-0004

Date: 6/18/2025

Project: Lift Station Cleaning

Visu-Sewer is pleased to provide the following quotation for the following service:

Pressure washing and vacuum extraction of debris of lift station wet wells in the City of Carlton. Project shall consist of high-pressure washing, scraping grease from walls and extracting captured debris using a high-volume vacuum system.

Price -\$445.00 per hour (Port to Port)

The City of Carlton shall provide direct access to the lift stations for our vacuum truck, water from nearby hydrants (without charge), a dump site for captured debris and traffic control beyond signs and cones.

Thank you for the opportunity to quote on this project. If you have any questions, please do not hesitate to call us at 800-876-8478.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. The owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn if not accepted within 30 days of issue. Time and material rates are charged "port to port". Terms - Net 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Visu-Sewer, LLC. is authorized to do the work as specified.

Date: _____ Signature: _____

www.visu-sewer.com

WISCONSIN - ILLINOIS - MINNESOTA - IOWA - MISSOURI - VIRGINIA - OHIO

Carol Conway

From: Shanna Wolf <swolf@woodlandsbank.net>
Sent: Wednesday, July 2, 2025 11:13 AM
To: Carol Conway
Subject: Request for Support - Carlton Daze 2025

Hi Carol,

It's hard to believe Carlton Daze is almost here! This annual tradition continues to bring thousands of people to our community each year, and I'm reaching out on behalf of the Carlton Chamber to see if the City might be able to offer any support toward advertising costs for this year's celebration.

Since the Carlton Community Newspaper doesn't print a July issue, we're planning to put out a special Carlton Daze edition ourselves. It'll include the full schedule and all things Carlton Daze. This publication will be mailed to approximately 2,200 households, serving as a go-to resource that residents and visitors reference throughout the weekend. We also plan to print a couple hundred additional copies to put in local establishments throughout town. The estimated cost to produce this edition is around \$1,100.

We also have some additional advertising costs (radio, the *Pine Knot News*, social media, posters, etc.) so any support the City could offer would be a huge help, especially to cover the cost of getting that special edition out into the community.

Thanks so much for considering, and for everything you do to help keep the tradition of Carlton Daze alive!

Sincerely,

Shanna

Shanna Wolf | Commercial Portfolio Manager

Direct: 320-532-7000 Ext 1603 | Cell: 218.310.5764 | Fax: 218.878.4762 | Toll Free: 888.532.4142
swolf@woodlandsbank.net | www.woodlandsnationalbank.com

LIKE US ON FACEBOOK 



Below is a safe link to our secure upload. This can also be found on our website at woodlandsnationalbank.com > support > business support.

https://woodlandsnationalbank.formstack.com/forms/commercial_department_document_uploads

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Clerk/Treasurer Report

June Activities

- Continue to get all information into CIMS (Cemetery Software)
- Inter-Faith Bonding Teams Meetings
- Website Demos
- Paid Leave Webinars
- Ordinance Research
- Weeded Flower Beds
- MAOSC Webinar (Legislative Recap)
- Started 2026 Budget
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Transition to new Caselle Platform
- ❖ Created instructions for MiViewpoint
- ❖ Continues to create posts for Facebook, Blog, Website

Carol Conway
Clerk/Treasurer

Ambulance Manager Report

July 9, 2025

- Continuing to onboard new EMTs
- Department SOG updates
- Chemstar Tabletop exercise
- Provided ambulance crew for Bear Bash at Black Bear Casino
- Attended the EMS Legislative update from MN Office of EMS
- Provided Bike Safety Training to Wrenshall Summer Kids Program

Call breakdown through June

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	13	2.90%
Grass Fire	4	0.89%
Hazardous Conditions (CO alarm, smell of gas, etc.)	11	2.45%
Medical	381	84.86%
MVC	14	3.12%
Other	1	0.22%
Public Assist	6	1.34%
Rescue	1	0.22%
Structure Fire	10	2.23%
Transfer	2	0.45%
Vehicle Fire	6	1.34%
Total:	449	100.00%

Respectfully Santana Haggy – Ambulance Manager

Building Official Report

Brian Linville BO802988

June 2025

Permits Issued:

None

Permits Closed:

24-13 3 Cty Rd 1 Fence permit

Inspections and Other Activity:

218 Chestnut Final inspections, contractor consults

2 Cty Rd 1 FDN, insulation/vb nspections, owner consults

810 3rd St. Contractor consults, firestopping and Phase 2 final inspections

108 Wilhelmina Dr. FDN, insulation/vb, tubing inspections

201 Spruce Ave. FTG, structural steel inspections

Library Director Report

June 2025

- I did monthly reports, budget update, petty cash and timecards
- Mini grant application for ALV/SRP
 - received approval of ALS Mini Grant
- Positive Community Norms Event at CHS (3:30-5:30): FOL table there; and frozen treats (4-6 while supplies last) and basket auction at library
- Uninstalled and reinstalled Citrix
- PBS interview
- Attended the Libraries Symposium at Fond du Lac Tribal and Community College
- set up and tear down for Kids Stuff Program: Brodini Comedy and Magic show
 - 8 children and 5 adults attended



Cathie/Barb:

- Adding new and donated items as they come in
 - book information in computer to reflect AR level & label
- Daily chores
- Moving barcodes from the insides of books to the outside front cover
 - As items are requested and returned
- Barb: Attended the Libraries Symposium at Fond du Lac Tribal and Community College

Monthly totals:

- 73 Adult patrons in
- 11 children/teen patrons in
- there were 16 computer users;
- we had 27 library calls and two Chamber calls
- 13 patrons used the activity room
- we had one new patron get a library card

Bethany Leseman
Library Director