

CITY OF GILBERT, MINNESOTA

ORDINANCE NO. 30.09

AN ORDINANCE ESTABLISHING TRAINING REQUIREMENTS FOR THE MAYOR AND MEMBERS OF THE CITY COUNCIL

The City Council of the City of Gilbert, Minnesota, ordains as follows:

Section 1. Purpose and Findings

The purpose of this ordinance is to promote effective, transparent, ethical, and lawful municipal governance by requiring the Mayor and all members of the City Council to complete training on Minnesota city government, the roles and responsibilities of elected officials, the Minnesota Open Meeting Law, personnel management, municipal finance and other relevant topics recommended by the League of Minnesota Cities or comparable training providers.

The City Council will strive to provide resources for the Mayor and Councilors to improve policymaking decisions, stewardship of public resources, compliance with legal requirements, and service to the residents of Gilbert. Consistent training supports informed decision-making, reduces legal and operational risk, strengthens public confidence, and helps clarify the distinction between the authority of the City Council as a body and the role of elected officials.

Section 2. Applicability

This ordinance applies to the Mayor and each member of the City Council of the City of Gilbert, whether elected or appointed, including any person appointed to fill a vacancy for the remainder of a term or until a successor qualifies.

Section 3. Requirements

At least once during the City Charter defined term of any elected official in the City of Gilbert, each individual must attend online, or in-person coursework or seminars offered by the League of Minnesota Cities that are intended to improve the effectiveness of serving on an elected body. The individual shall be allowed to select the coursework is most appropriate for their interests and learning style in consultation with the City Clerk and other members of the City Council. All travel-related expenses and coursework registration

fees should be presented to the current City Council for guidance and approval per existing City guidelines and policies.

Section 4. Effect of Non-Compliance

If the Mayor or a member of the City Council does not obtain the requirements of this ordinance within six months of taking office, they will become ineligible for any/all compensation, pay or benefits provided by the City of Gilbert until such time as compliance requirements have been satisfied. Once compliance with his ordinance has been satisfied, the Councilor's compensation, including any amounts not previously paid by the City, shall be restored.



Building a Better World
for All of Us®

October 1, 2026

RE: City of Gilbert, Minnesota
2027-2029 City Engineer Agreement
SEH No. GILBM 189173 14.00

Honorable Mayor and City Council Members
City of Gilbert
16 S Broadway Ave, P.O. Box 548
Gilbert, MN 55741

Dear Honorable Mayor and Members of the City Council:

SEH appreciates the opportunity to continue serving as City Engineer for the City of Gilbert. Over the past four years serving as the City's engineer, SEH has developed a strong understanding of Gilbert's infrastructure, priorities, and decision-making needs. We value the working relationship that has been established and the progress made through ongoing planning, project development, and funding efforts.

The current agreement expires on December 31, 2026. We propose extending the existing City Engineer relationship for a three-year term covering January 1, 2027, through December 31, 2029. This term aligns well with the project load and schedule the City and SEH have developed through recent planning efforts and the pursuit of funding opportunities. The proposed extension would maintain continuity and momentum as these efforts move from planning and funding into design, implementation, and construction.

The next several years are expected to include continued coordination on active and planned improvements, advancement of funding applications, and preparation for projects as funding becomes available. The proposed extension will allow the City to build on work already completed, retain project history and institutional knowledge, and respond efficiently as needs and opportunities arise. Matt Reid will continue as SEH's primary representative and City Engineer, supported by the broader SEH team and its municipal, transportation, utility, environmental, planning, architecture, and funding expertise.

During the proposed three-year term, SEH would continue providing responsive, day-to-day engineering support while helping the City advance its longer-term priorities. Services are anticipated to include:

- Serving as an extension of City staff and providing timely, practical engineering guidance
- Supporting the City Council, staff, and residents with clear technical information, recommendations, and project communication
- Evaluating infrastructure conditions, maintenance concerns, and potential improvements.
- Assisting with short- and long-range infrastructure planning, project prioritization, preliminary cost estimating, and capital improvement programming
- Identifying and pursuing funding opportunities and aligning project scope, schedule, and readiness with available programs
- Assisting with regulatory, permitting, and compliance matters affecting the City's infrastructure and operations

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 615 9th Street North, Virginia, MN 55792-3761

218.741.4284 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Honorable Mayor and City Council Members

October 1, 2026

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- Reviewing proposed developments, utility extensions, plats, easements, and other engineering-related matters as requested
- Supporting project development, design, bidding, construction administration, and closeout under separately authorized project agreements
- Coordinating with federal, state, county, and local agencies, utilities, and neighboring jurisdictions on the City's behalf
- Attending City Council, staff, project, and public meetings as requested
- Providing engineering assistance for urgent infrastructure issues and other unanticipated needs

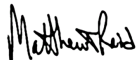
SEH will also continue to make its community and economic development staff available at a proposed rate of \$0 per hour for funding assistance related to projects involving SEH's professional services. This assistance includes access to SEH's governmental affairs and lobbying team to help identify competitive programs, position projects effectively, pursue affordable funding strategies, and support legislative funding requests and other funding initiatives. The agreement will provide for general, day-to-day City Engineer services. Scopes and fees for individual projects will continue to be developed separately and submitted to the City Council for approval before project-specific work begins.

We believe the proposed three-year agreement provides the City with continuity, accountability, and ready access to a team already familiar with Gilbert's infrastructure and priorities. It will also allow the City and SEH to maintain momentum on current planning and funding efforts while remaining flexible as new needs arise. Enclosed is an updated Agreement for Professional Services reflecting the proposed 2027-2029 term for the City's review and consideration.

Thank you for the opportunity to continue serving the City of Gilbert. If you have questions or would like to discuss the proposed agreement, please contact me at 218.305.4725 or mreid@sehinc.com.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Matthew J. Reid, PE
Principal, Sr. Project Manager
(Lic. MN)

mjr
Attachment

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Agreement for Professional Services

This Agreement is effective as of January 1, 2027, between City of Gilbert (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2027-2029 City Engineer**

Client's Authorized Representative: Nancy Sanford, Clerk-Treasurer
Address: 16 South Broadway, PO Box 548, Gilbert, Minnesota 55741, United States
Telephone: 218.748.2232 **Email:** NancySanford@gilbertmn.org

Project Manager: Matt Reid
Address: 615 9th Street North, Virginia, Minnesota 55792
Telephone: 218.305.4725 **Email:** mreid@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 01.01.26), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

The scope of services is set forth in Consultant's letter to the City of Gilbert dated October 1, 2026, which is incorporated into this Agreement by reference.

Resident Project Representative Services

RPR services will be provided in accordance with attached Exhibit B.

Schedule: This Agreement shall commence on January 1, 2027, and continue through December 31, 2029.

Payment:

Payment for City Engineering services will be based on the hourly billing rates of individual employees plus reimbursable expenses.

For individual projects, fees will be negotiated and approved by City staff and Council before any work begins, with a separate Agreement for Professional Services for each project.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:
None.

Short Elliott Hendrickson Inc.

By: Matthew Reid
Full Name: Matthew J. Reid, PE (MN)
Title: Principal, Sr. Project Manager

City of Gilbert

By: _____
Full Name: _____
Title: _____

Exhibit A-1

Payments to Consultant for Services and Expenses Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

Exhibit B-1

A Listing of the Duties, Responsibilities and Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, construction plans, standard specifications, special provisions, field design changes, permits, manuals, addenda, clarifications, interpretations, change orders, and reviewed shop drawings. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of the Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant's project engineer regarding RPR's actions. RPR's dealings in matters pertaining to the on-site work shall in general be with Consultant's project engineer and contractor assisting with keeping the Client informed as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant's project engineer.

B. Duties and Responsibilities of RPR

1. Schedules: Review the proposed construction schedule, schedule of shop drawing submittals and schedule of values prepared by contractor; and consult with Consultant's project engineer concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, project conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent, and assist with understanding / communicating the intent of the Contract Documents; and assist in serving as Client's liaison with contractor when contractor's operations affect Client's on site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples:
 - (a) Record date of receipt of shop drawings and submittals provided by the contractor and coordinate that review has been completed by appropriate team members.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant's project engineer and Client of availability of samples to review.
 - (c) Notify Consultant's project engineer and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been reviewed for general conformance by Consultant.
5. Review of Work, Observations and Tests:

- (a) Conduct on site observations of the Work in progress to determine if the Work is in general proceeding in accordance with the Contract Documents.
- (b) Regularly update the Consultant's project engineer to keep them informed of issues and progress of the Work.
- (c) Notify the Consultant's project engineer immediately of any unanticipated project conditions, any Work believed to be unsatisfactory or defective and does not conform to the Contract Documents, any unauthorized Work, or any non-conforming materials that are subject to rejection.
- (d) Coordinate with the project materials tester and/or testing consultant to schedule testing. Confirm compliance with project requirements and the project Schedule of Materials Controls. RPR shall confirm that test report records or certificates of compliance have been received prior to the incorporation of materials in the Work.
- (e) Review and monitor the contractor's schedule for construction.
- (f) Confirm that the contractor is performing daily reviews of construction signing, detour signing, completing traffic control maintenance and is taking corrective actions in accordance with the Contract Documents.
- (g) Conduct or coordinate with others the completion of wage interviews in the field with individual contractor/subcontractor employees and properly file documentation in accordance with project requirements.
- (h) Perform reviews of temporary and permanent erosion control measures on the project and verify contractor is maintaining compliance with applicable permits and Contract Documents.
- (i) Determine if tests, equipment and systems start ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start ups.
- (j) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant's project engineer.
- (k) If unsafe conditions are observed, notify the contractor immediately, and if unresolved, notify the Consultant's project engineer and Client for determination of possible suspension of Work.

6. Interpretation of Contract Documents: Report to Consultant's project engineer when clarifications, interpretations, and requests for information regarding the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant's project engineer.

7. Modifications:

- (a) Convey contractor's suggestions for modifications in construction plans and specifications to Consultant's project engineer and assist with evaluation. Transmit to contractor decisions as issued by Consultant.
- (b) Assist with evaluation of proposed change orders and obtain change justification from contractor. Provide assistance with preparation of final documentation of change orders and field design changes.

8. Records / Reporting:

- (a) Measure and document project field quantities, maintain an up to date item record account, and enter quantities into the Project filing system in a timely manner.
- (b) Maintain orderly files of correspondence, reports of project conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field design changes, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.

(c) Keep a diary, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, photos, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant's project engineer.

(d) Document changes in the plans and field conditions for record plan preparation.

(e) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.

(f) Furnish Consultant's project engineer periodic reports of progress of the Work and of contractor's compliance with the proposed construction schedule.

(g) Prepare appropriate lists of observed items requiring completion or correction by the contractor.

(h) Notify Consultant's project engineer and Client immediately upon the occurrence of any accident.

9. Payment Requests: Review applications for payment for compliance with the established procedure for their submission and forward with recommendations to Consultant's project engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed and specific pay requests for materials and equipment delivered to the site but not incorporated in the Work.

10. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.

11. Completion:

(a) Prepare final documentation of construction pay items, quantities, material certification and other requirements as per the plans, specifications, and special provisions.

(b) Conduct final inspection in the company of Consultant's project engineer, Client, and contractor and assist with preparation of a final list of items to be completed or corrected.

(c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant's project engineer concerning acceptance.

(d) Assist Consultant's project engineer with preparation of record plans and documentation.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.

2. Shall not provide direction, superintendence, or guidance to the contractor, their crews, their subcontractors, or their suppliers on means and methods to accomplish the Work.

3. Shall not suspend any portion of the Work without explicit Client authorization.

4. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.

5. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.

6. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
7. Shall not accept shop drawing or sample submittals from anyone other than contractor.
8. Shall not authorize Client to occupy the Project in whole or in part.
9. Shall not participate in specialized tests or inspections conducted by others except as specifically authorized by Client.

General Conditions

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement ("Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render Services hereunder will be for a period which may reasonably be required for the completion of said Services.
2. If Client has requested changes in the scope, extent, or character of the Project or the Services to be provided by Consultant, the time of performance and compensation for the Services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform the Services in accordance with professional skill and care, then Consultant shall be entitled to an equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for the Services, then Consultant shall promptly notify the Client regarding the need for additional Services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional Services and to an extension of time for completion of additional Services absent written objection by Client.
2. Additional Services, including delivery of documents, or information not expressly included as deliverables, shall be billed in accord with agreed upon rates, no less than Consultant's standard rates.
3. The Consultant shall not be required to sign any documents, no matter by whom requested, that require a certification, guarantee, or warranty of conditions not fully known to be true or accurate by the Consultant, or that would impose liability beyond the scope of this Agreement. The Client also agrees not to make resolution of any dispute with the Consultant or payment of any amount due to the Consultant in any way contingent upon the Consultant's signing any such certification, guarantee, or warranty.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon seven days written notice or, at its option, accept an equitable adjustment of compensation provided for elsewhere in this Agreement to reflect costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the Services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for Services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the Services provided by Consultant and access to all public and private lands required for Consultant to perform its Services.
2. Client shall provide its own legal, accounting, financial and insurance counseling, and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's Services, such as previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning; deeds; and other land use restrictions; as-built drawings; and electronic databases and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.

3. Client shall provide written notice to Consultant within seven (7) days of when the Client observes or otherwise becomes aware of any changes in the Project or any defect or alleged defect in Consultant's Services. Client shall examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements, and other documents presented by Consultant within ten (10) business days of receipt and render the necessary decisions and instructions in writing so that Consultant may provide Services in a timely manner. Client's failure to provide timely notice of defects or timely review and approval shall constitute a waiver of any claims related to such defects or delays caused by late review.
4. Client shall require all utilities with facilities within the Project site to locate and mark said utilities upon request, relocate and/or protect said utilities to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review, and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others directed or hired by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose. Consultant shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Client or others directed or hired by the Client.
6. Client agrees to reasonably cooperate, when requested, to assist Consultant with the investigation and addressing of any complaints made by Consultant's employees related to inappropriate or unwelcomed actions regarding the Project. This shall include, but not be limited to, providing access to Client's employees for Consultant's investigation, attendance at hearings, responding to inquiries and providing full access to Client files and information related to Consultant's employees, if any. Client agrees that Consultant retains the absolute right to remove any of its employees from Client's facilities if Consultant, in its sole discretion, determines such removal is advisable. Consultant, likewise, agrees to reasonably cooperate with Client with respect to the foregoing in connection with any complaints made by Client's employees.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to suspend performance of Services and to retain deliverables and Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of suspending Services or withholding deliverables or Instruments of Service until all invoices are paid in full, and Client shall be responsible for any additional costs incurred by Consultant due to such suspension and subsequent remobilization. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding Services, deliverables, or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its Services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods, or procedures of construction. Consultant's Services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work. Site Safety is the responsibility of the contractor.

3. Consultant's Opinions of Probable Construction Cost are provided if agreed upon in writing and made on the basis of Consultant's experience and qualifications. Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Probable Construction Cost prepared by Consultant. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

B. Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter, or disposer of hazardous or toxic substances. Therefore the Client agrees to hold harmless, indemnify, and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims; losses; damages; liability; and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.
2. Client agrees that it will waive any claim against Consultant related to severe weather events that exceed those addressed by existing codes and standards. Consultant's sole liability will be based on actual damages to the extent caused by Consultant's failure to meet applicable codes. Notwithstanding the above, the Parties agree that, as the Project progresses, such codes or standards may change or the applicability of such codes or standards may vary from Consultant's original interpretation through no fault of Consultant and that additional costs necessary to conform to such changes or interpretations after execution of this Agreement may be subject to an equitable adjustment in Consultant's compensation and schedule.
3. If hazardous substances are found on the project site, then Consultant may stop work until Client has remediated the site.

C. Limitations on Liability

1. To the fullest extent permitted by law, Consultant's total liability to Client for any and all claims, losses, or damages arising out of or related to this Agreement or the Project, whether based on negligence, errors, omissions, strict liability, breach of contract, or warranty, shall not exceed the lesser of (i) the total compensation paid to Consultant under this Agreement or (ii) \$500,000. If Client requests higher limits, such change must be agreed to in writing, and Consultant's fee shall increase by at least 1% for each additional \$500,000 of liability, up to a maximum limit of \$5,000,000.
2. To the extent permitted by applicable law, neither Party shall be liable to the other for consequential damages, including without limitation lost rentals; increased rental expenses; loss of use; loss of income; lost profit, financing, business, or reputation; and loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by unforeseen severe weather events, breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them. Consultant expressly disclaims any duty to defend Client for any alleged actions or damages.
3. It is intended by the parties to this Agreement that Consultant's Services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.
4. Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued, and the applicable statutes of limitations shall commence to run, not later than the earliest of: (a) the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion; (b) the date of issuance of Consultant's final invoice for acts or failures to act occurring after Substantial Completion; or (c) the date when Consultant's Services are substantially completed. The parties acknowledge that this provision may shorten the time period otherwise available under applicable law for bringing claims, and each party knowingly and voluntarily agrees to this shortened limitations period. This provision shall not apply to claims for fraud, willful misconduct, or intentional misrepresentation. Notwithstanding the foregoing, in no event shall any claim be brought more than two (2) years after the cause of action has accrued as defined herein, regardless of when the injury or damage is discovered.
5. The parties agree, to the fullest extent permitted by law, to waive any and all rights against each other and any of their contractors, subcontractors, consultants, subconsultants, construction managers, owner's representatives, employees, directors, officers, agents and assigns for any and all damages, including without limitation bodily injury, death, damage to real and personal property, and all consequential damages including delay and lost profits covered by any insurance applicable to the Project or the site upon which the Project is located.

D. Assignment

1. Aside from Consultant's assignment of amounts owed under this Agreement, neither party to this Agreement shall transfer, sublet or assign any rights under

or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

2. Parties acknowledge that Consultant has subsidiaries or affiliates that hold necessary registrations, certifications or special skills or resources that may be needed for the proper performance of the Services. Consultant may subcontract or assign all or part of the Services to any of its subsidiaries or affiliates; provided, however, that Consultant shall remain liable for the performance, obligations and responsibilities of such services under this Agreement.

E. Dispute Resolution

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or the Services (except for unpaid invoices which are governed by Section III) shall be submitted to mediation as a precondition to litigation unless the parties mutually agree otherwise in writing.
2. The Client shall make no claim for professional negligence, either directly or by way of a cross complaint against the Consultant unless the Client has first provided the Consultant with a written certification executed by an independent consultant currently practicing in the same discipline as the Consultant and licensed in the State in which the Project is located. This certification shall: a) contain the name and license number of the certifier; b) specify the acts or omissions that the certifier contends are not in conformance with the standard of care for a consultant performing professional services under similar circumstances; and c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the standard of care.
3. Any dispute not settled through mediation shall be settled through litigation in the state and county where the Project at issue is located.

SECTION V – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computer software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service"). Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Notwithstanding anything to the contrary, Consultant shall retain all of its rights in its proprietary information including without limitation its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be work product or work for hire and Consultant shall not be restricted in any way with respect thereto. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its Services, Client shall have the right in the form of a nonexclusive license to use Instruments of Service delivered to Client exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of Services, including subpoenas directed from or on behalf of Client are available to Client subject to Consultant's current rate schedule. Consultant shall not be required to provide CADD files or documents unless specifically agreed to in writing as part of this Agreement.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. To the extent permitted by law, any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify, and hold harmless Consultant from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.



Stages of the Range Players

724 16th St. N.

Virginia, MN 55792

s.r.p.theater@gmail.com

Stages of the Range Players is a nomadic theatre cooperative whose mission is to serve the Iron Range by providing quality theatre productions in various venues, and by providing live performance opportunities for people of all ages.

October 7th, 2026

To: City of Gilbert Mayor and Council Members

From: Stages of the Range Players

Re: Proposal for use of the Gilbert Community Center Auditorium for a community theater play production

Dear Mayor and Councilors,

We are writing on behalf of the Stages of the Range Players and would like to utilize the Gilbert Community Center Auditorium for a production of Noel Coward's "Private Lives". Stages of the Range Players is a 501(c)3 nonprofit organization that brings live theater productions to underserved communities.

We request use of the facility between October 26th, 2026 through November 16th, 2026. This would allow us to install the set, lighting and sound equipment, and utilize the space for rehearsals and performances. We will be in the facility in the afternoons and evenings most of these dates.

Performances will be November 5th, 6th, 7th, 12th, 13th and 14th at 7pm, and November 8th and 15th at 2:30 pm.

We are requesting a reduced rate of \$1,200 to reserve the auditorium for the above dates. If you have any questions or concerns, feel free to reach out to Mary McReynolds at (218) 780-3690.

Thank you for your consideration,

Mary McReynolds- Treasurer

Chelsea Trucano- Vice President

RECEIVED

OCT 07 2026

CITY OF GILBERT

PERMIT NUMBER 26-14

APPLICATION FOR LAND USE/BUILDING PERMIT

A copy of a certified site survey is highly recommended with all permits.

City of Gilbert – Box 548 – Gilbert, MN 55741

1. APPLICANT/OWNER

ADDRESS

TELEPHONE

Julieta Harjani

215 E Michigan Ave Gilbert MN 55741

(218) 600-8129

2. CONTRACTOR'S NAME

ADDRESS

TELEPHONE

3. LEGAL DESCRIPTION:

ADDITION Gilbert BLOCK 001 LOT(S) 0008

PARCEL ID NUMBER 060-0010-00080

4. BUILDING DESCRIPTION:

NEW ADDITION OTHER X
HOUSE GARAGE COMMERCIAL

5. PROPOSED LAND USE:

IMPROVING → EXPANDING FENCE

6. TOTAL COST OF IMPROVEMENT:

\$1,800

7. SETBACKS:

FRONT REAR SIDE SIDE

8. SIGNATURE OF APPLICANT:

[Signature]

DATE 10-02-26

9.

FEE \$ 10.00

DATE 10/7/26

CLERK AD

WHEN APPROVED (IN THIS SPACE) THIS IS YOUR PERMIT

ZONING ADMINISTRATOR

DATE

PERMIT EXPIRES IF WORK IS NOT STARTED WITHIN ONE YEAR FROM DATE APPROVED

CERTIFICATE OF COMPLIANCE

HAVING INSPECTED THE ABOVE NAMED PREMISES TO DETERMINE THAT CONSTRUCTION AND/OR LAND USE HAS BEEN UNDERTAKEN IN COMPLIANCE WITH THE ABOVE APPLICATION AND IN CONFORMITY WITH THE ZONING ORDINANCE AND OTHER PERTINENT ORDINANCES, PERMIT AUTHORIZING USE OF PROPERTY FOR THE PURPOSE LISTED IS GRANTED.

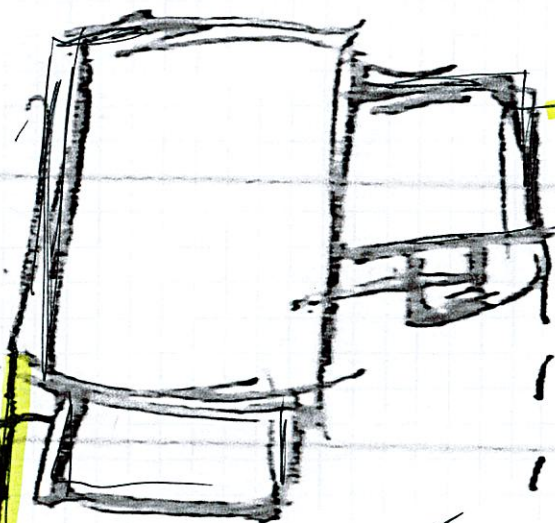
ZONING ADMINISTRATOR

DATE

House



21 ft



43.5 ft

old fence

GATE

46.3 ft

26.5 ft garage

Planning & Zoning Permit Fees

Building Permit Fees:

- \$20.00 – Miscellaneous projects, decks, fences, sheds etc.
- \$100.00 – Garages
- \$250.00 – Homes
- \$500.00 – Commercial Projects

Variance Fee - \$100.00

Conditional Use Permit Fee - \$100.00

Amendment of Ordinance or Zoning Map Fee - \$250.00

*Adopted at the Regular Council Meeting of December 8, 2009 to be effective January 1, 2010.

**APPENDIX A: TABULATION OF DISTRICT PROVISIONS
AND DIMENSIONAL REQUIREMENTS**

<i>Requirement</i>	<i>R-1 District</i>	<i>R-2 District</i>
<i>Building Heights (Maximum):</i>		
Allowable stories	2-1/2 or 35 feet	2-1/2 or 35 feet
Maximum height in feet, principal structure	35 feet	35 feet
Maximum height in feet, accessory structure	15 feet	15 feet
<i>Lot Area Requirements:</i>		
Required minimum total lot area	9,000 square feet, public sewer	6,000 square feet, public sewer
	1 acre (43,560 square feet), private sewer	1 acre (43,560 square feet), private sewer
Required minimum lot area per dwelling unit	First unit - 9,000 square feet, public sewer	First unit - 1 acre (43,560 square feet), private sewer
	Each additional unit - 2,000 square feet, public sewer	Each additional unit - 1/4 acre (10,890 square feet), private sewer
	First unit - 1 acre (43,560 square feet), private sewer	First unit - 6,000 square feet, public sewer
	Each additional unit - 1/4 acre (10,890 square feet), private sewer	Each additional unit - 2,000 square feet, public sewer
Lot width at building line (minimum frontage)	75 feet	50 feet
Lot depth (minimum)	120 feet	120 feet
Allowable percentage of lot coverage (all structures)	35%	50%
<i>Yard Setbacks (Minimum Requirements):</i>		
Front: building line to street line	20 feet	25 feet
Side: building line to lot line (minimum 5-foot separation from principal structure is required)	10 feet	8 feet
Rear: building line to lot line	40 feet	35 feet
Rear: detached accessory structures	5-foot setback required where alley accessory exists; 2-1/2 all other cases	Same as R-1
Corner: building line to either street line of intersecting streets	Front yard setback required for both yards abutting streets	Front yard setback required for both yards abutting streets

public streets. No area used by motor vehicles other than driveways serving as ingress and egress to the commercial site shall be located within the public street right-of-way. All driveways to or from public streets shall be subject to the following restrictions:

(a) *Driveway widths; measurement between roadway edges.*

<i>Type</i>	<i>Maximum Feet</i>	<i>Minimum Feet</i>
One-way	18	12
Two-way	23	22

(b) *Minimum driveway angle to street.* Thirty degrees when street is one-way or divided; otherwise 60 degrees;

(c) *Minimum distance between driveways.* Twenty feet between roadway edges measured along street curb line; and

(d) *Minimum distance of driveway from street intersections, measured along street curb line between nearest driveway edge and intersecting street curb line.*

<i>If the driveway enters a street classified as a</i>	<i>and the intersecting street is classified as a</i>	<i>and the driveway enters a lane approaching or leaving the intersection</i>	
		<i>Approaching</i>	<i>Leaving*</i>
Minor street	Minor street, collector street, or minor arterial	15 feet	15 feet
	Major Arterial	20 feet	15 feet
Collector street	Minor street	20 feet	15 feet
	Collector, minor arterial	25 feet	15 feet
	Major arterial	35 feet	20 feet
Major arterial	Minor street	20 feet	15 feet
	Collector, minor arterial	25 feet	15 feet
	Major arterial	40 feet	20 feet
NOTES TO TABLE: * - Minimum distance to be the same as that specified for approaching lane if left turns are permitted into or out of driveway.			

(G) *General regulations.* Additional regulations applicable to the C District are set forth in §§ 152.040 through 152.050.

(1985 Code, § 11.08) (Ord. passed 10-26-1993) Penalty, see § 10.99

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GROUNDLINE INSPECTION SPECIFICATION

1. SCOPE

This specification establishes the minimum requirements for conducting groundline inspection and treatment of standing wood poles.

2. GENERAL REQUIREMENTS

- 2.1. The Purchaser shall furnish Contractor with electronic maps showing the location of all poles in the area to be inspected. The inspection units will be provided to the Contractor by the Purchaser in a format agreed upon by both parties. The Contractor's supervisor shall attend Pre-Job Conference at the Purchaser's offices prior to commencing work.
- 2.2. The Contractor shall furnish all training, supervision, labor, tools, equipment and material required for the completion of the Work described in the Contract Documents. All poles included in the scope of work shall be inspected. Contractor shall provide vehicles and equipment required to access all poles. Contractor shall contact Purchaser regarding unusual access requirements.
- 2.3. Work shall be done in a neat and efficient manner. Precautions shall be taken to protect sod, trees, bushes, etc. Contractor shall be liable for any damage to same caused by Contractor and any claim resulting from such damage shall be settled promptly and to the satisfaction of the Purchaser.
- 2.4. Personnel conducting groundline inspections shall be thoroughly trained in the techniques utilized in determining the condition of wood pole structures. In addition, inspectors shall be thoroughly trained in the safe storage, handling and application and disposal of fungicides, insecticides, wood preservatives, and other chemicals utilized in the inspection and treatment of wood poles. Inspectors shall wear personal protective equipment as required by Minnesota State OSHA. Inspectors shall be trained to identify the hazards associated with overhead electric conductors, and shall be trained to identify damaged insulators, conductor, grounding, guy wires, and other appurtenances as applicable to the scope of Work to be performed by Contractor and in accordance with the requirements of this specification. Inspectors shall be licensed or certified as required under all applicable federal, state, and local regulations.
- 2.5. All Personnel employed by Contractor that will be conducting inspections or in the field while inspections are being conducted must complete yearly safety training through Purchaser.
- 2.6. All Personnel employed by Contractor that will be conducting inspections must complete training on Purchaser's Groundline Inspection Specifications.
- 2.7. All chemicals employed in completing this work shall bear EPA registered labels. All chemicals shall be stored, handled, transported, applied, and disposed of in accordance with the manufacturer's instructions and in accordance with all applicable federal, state, and local regulations.

3. MINIMUM INSPECTION REQUIREMENTS

- 3.1. All poles designated for inspection shall receive a minimum visual and sounding inspection in accordance with this specification.
- 3.2. Poles 11 years old or older and poles where age cannot be determined by pole stamp or date nail shall receive borings in addition to visual and sounding inspection in accordance with this specification.
- 3.3. The extent of fumigant application will be based on pole species, vintage and original treatment methods. The Purchaser will designate the preferred type of fumigant to be used at the pre-job conference. Any variation from the fumigant treatment specification per Section 10.0 shall be subject to approval by Purchaser. Poles shall not be treated with fumigants which would compel special disposal or handling requirements should the pole be removed from service at any time.
- 3.4. No poles will be routinely bored for reinforcing.
- 3.5. Customer owned meter poles (PRIVATE) will be included in the inspection process. These poles shall be visually inspected, sounded and bored at groundline as per 3.0. Barcodes are to be applied to these poles if missing.
 - 3.5.1.1. Customer owned meter pedestals will be included in the inspection process. These pedestals shall be visually inspected. Bar codes are to be applied to these pedestals.
 - 3.5.1.2. Foreign owned poles (FOREIGN) to which the Purchaser is attached, will be included in the inspection process. These poles shall be visually inspected, sounded and bored at groundline as per 4.0. Barcodes are to be applied to these poles if missing.
- 3.6. If non-MP poles (i.e. - municipal or key accounts) are included in the annual inspection, they will be processed and inspected the same as the Purchaser's owned poles. The Purchaser will provide the maps and data, and all invoicing will be sent to the Purchaser.
- 3.7. If a Foreign or Customer owned pole is tagged as having been inspected and/or treated in the previous 5 years the pole should be visually inspected and sounded only, unless the visual inspection and sounding reveals a need for further action.

4. VISUAL INSPECTION REQUIREMENTS

- 4.1. Visually inspect the above ground portion of the pole, and its attachments. Record pole number, aerial number, pole date, installed date, height, class, type of pole and original groundline treatment, above ground treatment, measured groundline circumference,

incising location, underbuild, extent of shell decay or other damage, and soil condition in a format provided by the Purchaser.

- 4.2. Observe and document condition of pole top, crossarm, insulators, guys, guy protectors, ground wires, conductors, neutral wire, shield wires, bracing, bird nests, etc. pursuant to Section 4.4 . Document conditions in a format provided by the Purchaser. Major damage presenting an imminent danger to the public at the time of inspection shall be reported to the Purchaser's representative immediately.
- 4.3. Units that are not in field and pick up units are to be identified as such in the appropriate Y/N field (SPEC_FLAG_NIF or SPEC_FLAG_PICKUP), not by using codes in the maintenance or comment fields.
- 4.4. The below conditions and maintenance codes that are open, obvious and readily identifiable from the ground with the naked eye at time of inspection shall be reported for poles and padmounted equipment. The only codes to be used are included below. If no existing maintenance code seems appropriate to describe a condition encountered in the field, use code ERC and add an explanation in the comments field.

4.4.1. Overhead Lines

- 4.4.1.1. Conductor - Note areas of fraying or damage to primary phase, primary neutral, or secondary wires at the attachment point to the pole.

Problems noted using maintenance code: DW

- 4.4.1.2. Line Clearances – report locations where there are open and obvious hazardous clearances concerns (i.e., line so low it is within reach from the ground at the time of inspection).

Problems noted using maintenance code: LW

- 4.4.1.3. Tree Trimming –report locations where trees are posing an immediate threat to primary conductors due to strain or abrasion on the primary caused by a tree's physical impact at time of inspection.

- 4.4.1.4. Line Hardware & Equipment - (switches, arresters, cutouts, insulators, connectors, clamps, transformers, capacitor banks, regulators, reclosers, streetlights) Check for open and obvious indications of arcing, broken leads, open doors/blown fuses, loose ties, , bulging, oil leakage, visible from the ground with the naked eye.

Problems noted using maintenance codes: BLA, DH (Comment field must be used when using DH code)

- 4.4.1.5. Grounds - Document visibly loose or broken ground wires, ground rods exposed above ground.

Problems noted using maintenance codes: GW

- 4.4.1.6. Guys and Anchors - Document pulled anchors, buried anchor eye, and loose or broken guy wires.

Problems noted using maintenance codes: DG

4.4.2. Poles

- 4.4.2.1. Pole and Crossarm Condition – Report split tops, decayed tops, and rotten/broken crossarms, double wood poles, poles with over a 10-degree lean, and broken insulators. .

Problems noted using maintenance codes: BT, LP, WP, POP, DH (Comment field must be used when using DH code)

4.4.3. Underground Lines

- 4.4.3.1. Report missing padmount markers where unable to install marker per section 4.5.4.5.

Problems noted using maintenance code PMM.

- 4.4.3.2. Cabinets, Switchgear, Pedestals, and Padmount Transformers General condition of padmount transformers, sectionalizing pedestals (primary and secondary), translosures, and other enclosures. Report the location of easily accessible cabinets with exposed lifting bolt. Oil Leaks - report units that are leaking oil to the extent that it can be detected without opening cabinets. Obstructions - report units with obstructions that prohibit access for Contractor's inspection.

Problems noted using maintenance code PMI (Comment field must be used when using PMI code).

4.5. The following items are required to be completed during the visual inspection.

4.5.1. Pole and cabinet barcode numbering

- 4.5.1.1. Install barcode tag on pole or padmount (transformer, switch gear, or primary, secondary, or meter pedestal) where no tag currently exists (pay item).

- 4.5.1.2. Scan existing or installed tag (pay item).

4.5.2. Overhead Lines

- 4.5.2.1. Guy Markers- Install guy markers where missing (pay item). Note: Only install on power down guys.

- 4.5.2.2. Warning Signs (SWL&P only) – Check for the presence and condition of overhead warning signs, where required. Remove old, deteriorated signs (pay item) and install new sign (pay item).

4.5.3. Poles

4.5.3.1. Pole Ownership – Ownership is contained in the electronic data delivered from the Purchaser.

4.5.3.2. Pole Date - Record the date of the pole. If no date is visible on the brand, tag, or date nail, estimate the date and indicate that it is an estimate.

4.5.3.3. Bulk Delivery Structure # - record the aerial number (black on yellow at pole top) on each bulk delivery pole where present. The construction specification calls for aerial numbering on every 5th pole.

4.5.4. Underground Lines

4.5.4.1. Apply appropriate warning and notice decals (pay item) and remove or cover obsolete decals. Do not remove or cover any labels referring to PCB's. Do not cover the kVA size or the alpha character that identifies the cabinet or transformer relative to others in the same circuit.

4.5.4.2. Locks - install locks where needed (pay item). Report locations where locks installed.

4.5.4.3. Install Penta-head bolt where it is missing (pay item).

4.5.4.4. Remove lifting bolts where they have been left installed in cabinet (pay item).

4.5.4.5. Install fiberglass padmount marker where missing (pay item).

4.5.4.6. Meter Pedestals (pay item) - Visit all installations coded as MP owned Meter pedestals. Visually inspect the meter pedestal and sound the post. Record the results. Also record (Y/N) the presence of any additional attachments on meter pedestals. Examples of attachments are CATV or telephone boxes, Satellite TV dishes, and birdhouses.

4.5.5. GPS Locations

4.5.5.1. Record the GPS coordinates (10 -meter accuracy) of each inspection unit (pay item).

5. SOUNDING

Soundings shall be conducted using a light hammer and extend from groundline to a height that can be reached while standing at ground level. The soundings shall be in approximately 6-inch increments around the perimeter of the pole and progress upward in a spiral pattern in 1-foot increments. Any area that is suspected of internal defects, such as carpenter ant damage or

internal decay, shall be further examined with inspections to identify and treat these defects in accordance with Section 6.0, Section 7.0, Section 8.0, Section 9.0 and Section 10.0. Hammer marks should be visible to indicate that the area was sounded.

6. BORING

- 6.1. Inspector shall bore the pole with a 3/8" bit (3/8" bits are used for general inspection, internal treatment, and reject/restoration evaluation). Bore hole(s) shall be located approximately 6"-8" below ground on excavated poles, and at ground line for non-excavated poles. Boring(s) should be drilled at a 45° angle to a depth of the center line of the A shell thickness indicator shall be used to detect the existence and estimated extent of any interior decay.
- 6.2. If enclosed decay pockets are evident in a pole, a minimum of four, 3/8" borings will be taken to determine the size and extent of decay. Bored holes shall be plugged with tightfitting treated wood dowels or plastic plugs.
- 6.3. Shell Borings are made at an angle of approximately 60°, typically on thick sapwood species poles. The hole is bored in a manner so the boring stays within the outer 2-3" of shell. Therefore, the hole is intentionally bored off-center from the pole. Shell borings will be made at the discretion of the inspector based on field/pole conditions and pole species. Non-excavated poles will receive 1 shell boring in addition to the 45° boring. Thick sapwood species poles specified to have full excavation, but not able to be excavated around the entire circumference, receive 1 shell boring in the non-excavated area.

7. PARTIAL EXCAVATION

- 7.1. For thin-sapwood species (including but not limited to: douglas fir, western red cedar and lodge pole pine), all poles that pass the above ground visual inspection and are 11 years old and older shall be partially excavated on one side of the pole to a depth of 18" with a minimum width of 8" (exceptions include poles in pavement, or poles that are otherwise inaccessible; if accessible, these poles will be sound and bore inspected). The pole will be sounded and bored as specified in Sections 5.0 and 6.0 and the pole surface will be checked for signs of external decay.
- 7.2. For thick-sapwood species, all poles that pass the above ground visual inspection, are 11 years old and older, and are obstructed from performing a full excavation on at least half of the circumference of the pole shall be partially excavated to a depth of 18" with a minimum width of 8" (exceptions include poles in pavement, or poles that are otherwise inaccessible; if accessible, these poles will be sound and bore inspected). These poles will be sound and bore inspected. The pole will be sounded and bored as specified in Sections 5.0 and 6.0 and the pole surface will be checked for signs of external decay.
- 7.3. No Surface Decay: For either thin-sapwood or thick-sapwood species, if no surface decay is suspected and the borings indicate no internal decay, the pole shall be treated as specified in Section 10.0.

- 7.4. Surface Decay: For either thin-sapwood or thick-sapwood species, if surface decay is suspected, the pole will be fully excavated as specified in Section 8 and decay will be removed as specified in Section 9. Evaluation and treating will be performed as specified in Sections 11.0 and 10.0.
- 7.5. Extensive Decay: For either thin-sapwood or thick-sapwood species, if extensive decay is present and it is obvious that the pole is a reject as specified in Section 11.0 and does not require treatment as specified in Section 10.1, the pole does not require full excavation.
- 7.6. Internal Decay: For thin-sapwood species, which are prone to internal decay, the pole will be treated with a fumigant treatment as specified in Section 10.1. If the pole is a thick-sapwood species, it will be treated with a fumigant and fully excavated and evaluated as specified in Section 7.2 above.
- 7.7. Internal Void: If an internal void is present and the pole is a thin sapwood species, the pole will be treated with a fumigant treatment as specified in Section 10.1 and an internal treatment as specified in Section 10.3 and the partial excavation will be backfilled. If the pole is a thick-sapwood species, the pole will be treated with a fumigant treatment as specified in Section 10.1 and an internal treatment as specified in Section 10.3, and it will be fully excavated and evaluated as specified in Section 7.2 above.

8. FULL EXCAVATION

- 8.1. All thick sapwood species (including but not limited to southern yellow pine, northern pine and western pine) that are 11 years old and older, or any thin sapwood species meeting the criteria specified in Sections 7.2, shall be excavated around the entire circumference to a depth of 18" below ground line (exceptions include poles with underground power risers; these poles will be partial excavate inspected). The pole will be sounded and bored as specified in Sections 5.0 and 6.0 and the pole surface will be checked for signs of external decay
 - 8.1.1.1. Poles which cannot be excavated to the proper depth around the entire circumference for legitimate reasons (such as large rocks, large roots, or other obstructions) will have the obstruction and the extent of excavation noted in either the remarks or notes section of the pole report. The excavation will be approximately 10" from the pole at ground level and 4" from the pole at 18" depth. For excavation in lawns, sod grass areas, or flower gardens, care will be taken to keep the surrounding area as clean as possible. The sod around pole shall be carefully cut and neatly stacked. Poles installed on slopes shall be excavated to a minimum depth of 18" on the down slope side and 18" on the high side. Tarpaulins or ground cloths shall be used whenever possible to minimize the possibility of any property damage and to aide in the tracking of excavated holes (exceptions should be rare and would include situations where the slope is too steep or the ground surface too uneven to allow for effective use).

9. CHIPPING

- 9.1. All poles that will be externally treated will have all loose and decayed wood removed from 18" below ground line to 6" above ground line. A quality chipping tool will be used for this procedure to obtain a smooth, clean removal of wood. External decay pockets will be shaved or chipped to remove decayed wood from the pole. Removed wood shall be removed from the hole and surrounding ground and disposed of properly. Care should be taken not to remove good wood as this will reduce the strength of the pole. The pole will be scraped using a check scraper or wire brush to remove dirt from treatment zone.

10. TREATMENT

General: All fully excavated poles (applicable to both Thin-sapwood and Thick-sapwood species as specified in Section 8.0), and Thin-sapwood species partially excavated (as specified in Section 7.0) which are serviceable shall be treated as specified in Section 10.1. All non-excavated poles and certain excavated poles shall be treated with a fumigant treatment as specified in Section 10.2 (note: reinforceable candidates will not be treated with a fumigant treatment until after the pole has been reinforced). If internal decay is indicated, an appropriate solution shall be selected and applied (as specified in Section 10.3).

- 10.1. External Ground line Treatment: All poles that are or should be fully excavated and serviceable are to be ground line treated with a preservative paste which shall be applied to the pole (a minimum of 1/16" thick) from 18" below ground line to 3" above ground line. The preservative paste shall be composed of the following ingredients:

EXTERNAL PRESERVATIVE	
Ingredients	Amount
Copper Carbonate (Metallic Copper Equivalent is 1%)	1.73%
Sodium Tetraborate Decahydrate	43.7%
Inert Ingredients	54.57%
Total	100.00%

(OR)

EXTERNAL PRESERVATIVE	
Ingredients	Amount
Copper Hydroxide (Metallic Copper Equivalent is 2%)	3.1%
Sodium Tetraborate Decahydrate (Boric oxide equivalent 16.4%)	43.5%
Inert Ingredients	53.4%
Total	100.00%

- 10.2. Alternative materials will require prior approval from Purchaser. Alternative materials will be applied at the maximum rate according to the product label. Long-term retention studies should be made available to assure results.

- 10.3. Contractor shall treat all exposed pockets and checks using a brush or trowel. Where obstructions occur (such as fences, curbs, and walls) the preservative shall be applied up to obstruction to insure complete coverage.
- 10.4. Wrapping of External Treatment: A polyethylene-backed kraft paper moisture barrier is to be applied over the wood preservative. The moisture barrier shall cover preservative to a depth of 18" and extend 1" above the top of treatment zone, for a total of 22". It shall be of sufficient length to go around the pole with an overlap of approximately 4" and shall be stapled to the pole at the top and side seams of the barrier.
- 10.5. Pasture wrap shall also be used in areas of livestock; it will be stapled around the top edge of the moisture barrier to act as an additional protective barrier
- 10.6. Fumigant Treatment: Serviceable poles (except Through-Bored Poles) will receive a fumigant treatment(s) based on the following criteria:
- 10.7. Poles that were identified for full excavation according to Section 8.0 which cannot be at least 50% excavated due to obstructions (i.e. curbs, pole keys, large roots, fences, etc.)
- 10.8. All poles where internal decay is present or suspected.
- 10.9. All thin sapwood species 11 years old and older
- 10.10. CONTRACTOR shall apply the fumigant treatment(s) to poles using the following treatment(s)/application method(s):

FUMIGANT (Contains 97% Methylisothiocyanate)	
Pole Circumference (Inches)	Number of Holes Drilled
< 16"	Fumigant should not be applied to poles less than 16" in circumference due to inadequate cross section for required boring depth
16 to 28	Two holes 8"- 10" deep spaced 120° apart and 12" higher than the previously bored hole.
29 to 35	Three holes 14" deep spaced 120° apart and 6" to 8" higher than the previously bored hole.
36 to 49	Four holes 14" deep spaced 90° apart and 6" to 8" higher than the previously bored hole. .
50 to 59	Five holes 14" deep spaced 70° apart and 6" to 8" higher than the previously bored hole.
60 to 69	Six holes 14" deep spaced 60° apart and 4" to 6" higher than the previously bored hole.
70 to 79	Seven holes 14" deep, the first two at groundline 180° apart, and the remaining five spaced 60° apart and 4" to 6" higher than the previously bored hole).
80 to 90	Eight holes 14" deep, the first two at groundline 180° apart, and the remaining six spaced 50° apart and 4" to 6" higher than the previously bored hole.
Greater than 90	Nine holes 14" deep, the first two at groundline 180° apart, and the remaining seven spaced 45° apart and 4" to 6" higher than the previously bored hole.

CONTRACTOR's inspector shall bore 7/8" slanting holes to the specified depth, use impermeable gloves to insert one tube into each hole. Holes shall be plugged using tight-fitting treated wooden dowels or plastic plugs. For non-excavated poles, the first hole(s) are generally bored at groundline. For excavated poles, the first hole(s) may be bored below groundline.

OR

Fumigant (Contains 91.14% Tetrahydro-3, 5-Dimethyl-2H-1, 3, 5-Thiadiazine-2-Thione)	
Pole Circumference (Inches)	Number of Holes Drilled/Amount Applied *
> 16"	Two holes 6" – 7" deep spaced 120° apart with 12" vertical spacing. Apply one stick per hole.
16" to 28"	Two holes 8" – 10" deep spaced 120° apart with 12" vertical spacing. Apply up to 2 sticks per hole.
29" to 40"	Three holes 14" deep spaced 120° apart and 6" to 8" higher than the previously bored hole. Apply up to 3 sticks per hole.
41 to 49	Four holes 14" deep spaced 90° apart and 6" to 8" higher than the previously bored hole. Apply up to 3 sticks per hole.
50 to 59	Five holes 14" deep spaced 70° apart and 6" to 8" higher than the previously bored hole. Apply up to 3 sticks per hole.
60 to 69	Six holes 14" deep spaced 60° apart and 4" to 6" higher than the previously bored hole. Apply up to 3 sticks per hole.
70 to 79	Seven holes 14" deep. The first two at groundline 180° apart, and the remaining five spaced 60° apart and 4" to 6" higher than the previously bored hole. Apply up to 3 sticks per hole.
80 to 90	Eight holes 14" deep. The first two at groundline 180° apart, and the remaining six spaced 50° apart and 4" to 6" higher than the previously bored hole. Apply up to 3 sticks per hole.
Greater than 90	Nine holes 14" deep. The first two at groundline 180° apart, and the remaining seven spaced 45° apart and 4" to 6" higher than the previously bored hole. Apply up to 3 sticks per hole.

Contractor's inspector shall bore 7/8" slanting holes to the specified depth. Use impermeable gloves to install the specified number of fumigant sticks into each hole. Approximately 3 ounces (1 ounce for poles less than 29") of a liquid solution containing 5.84% Copper Ethanolamine Complex (Equivalent to 2% Copper Metal) and 5% Disodium Octaborate Tetrahydrate (copper-boron) will be

added to each hole after the fumigant is applied. Holes shall be plugged using tight-fitting treated wooden dowels or plastic plugs. For non-excavated poles, the first hole(s) are generally bored at groundline. For excavated poles, the first hole(s) may be bored below groundline.

When treating poles that have been previously treated with granular dazomet based fumigants, residual material may remain in some holes preventing the application of the specified number of sticks and/or the specified amount of copper-boron solution. The same can apply to existing application holes that were drilled at shallow angles. In those cases, fumigant sticks and/or copper-boron solution will be applied to refusal, up to the specified amount.

Internal Treatment: Poles containing measurable decay pockets shall be treated by pumping the preservative into the cavity through a series of 3/8" diameter holes. If wood destroying insects are encountered in the pole, the pole will be sounded to locate the top of the insect gallery, and enough holes drilled to thoroughly treat the wood and flood the galleries. The solution will be applied as a liquid at a minimum pressure of 40 PSI, or as a foam at a reduced pressure. Beginning with the lowest hole, the preservative will be pumped into the cavity until the material flows out of the next highest hole. This hole will then be plugged, and additional preservative pumped into the cavity until the cavity is filled or a maximum of one gallon is used. Sufficient holes will be bored, and preservative used to assure coverage of the decayed area. All holes will be plugged with tight-fitting treated wood dowels or plastic plugs.

INTERNAL TREATMENT	
Ingredients	Amount
Copper Ethanolamine Complex (Equivalent to 2% Copper Metal)	5.84%
Disodium Octaborate Tetrahydrate	5.0%

Internal Treatment for Wood Destroying Insects: Poles containing signs of wood destroying insects shall be treated by pumping the preservative(s) into the cavity through a series of 3/8" diameter holes. The solution will be applied as a liquid at a minimum pressure of 40 PSI, or as a foam at a reduced pressure. Beginning with the lowest hole, the preservative will be pumped into the cavity until the material flows out of the next highest hole. This hole will then be plugged, and additional preservative pumped into the cavity until the cavity is filled or a maximum of one gallon is used. Sufficient holes will be bored, and preservative used to assure coverage of the decayed area. All holes will be plugged with tight-fitting treated wood dowels or plastic plugs. The pole will be sounded to locate the top of the insect gallery, and enough holes drilled to thoroughly treat the wood and flood the galleries.

LIQUID INTERNAL TREATMENT	
Ingredients	Amount
Copper Ethanolamine Complex (Equivalent to 2% Copper Metal)	5.84%
Disodium Octaborate Tetrahydrate	5.0%
Cypermethrin (Field Mixed with the Copper Ethanolamine Complex and Disodium Octaborate Tetrahydrate)	0.25%

AND

INCECTICIDE	
Ingredients	Amount
Cypermethrin	0.25%

11. EVALUATION AND REJECTION OF POLES

11.1. Determining Estimated Remaining Ground line Strength or Minimum Effective Groundline Circumference:

11.1.1. Measurements of the following decay and damage conditions shall be collected and input into a strength calculating program which will calculate the estimated percent remaining strength of the pole: shell rot, exposed pockets, enclosed pockets, and mechanical damage.

11.1.2. Decay measurements are entered with consideration for the orientation to the line of lead and the program models the resulting cross section. Multiple types of damage are combined within the calculations and the center of gravity of the pole cross section is adjusted accordingly.

11.1.2.1. The output is shown as estimated percent remaining strength. The traditional Ground line Effective Circumference will be reported as well. This is the circumference of a smaller, sound pole that approximates the bending capacity equivalent to the decayed pole's remaining strength. The strength calculating program will only display percentages of remaining strength for excavated poles and poles that are sound and bore inspected where measurable decay was detected.

11.2. A "Reject Pole" is:

- Any pole with a remaining strength of less than 67%.
- Any pole having a minimum average shell less than 2"

11.3. A "Priority Pole" is:

11.3.1.1. A pole with an effective circumference of less than 50% of its original circumference. A pole with 33% or less remaining original strength.

- Any pole having an average minimum shell thickness equal to or less than 1"
- Priority poles shall be reported to Purchaser's representative within 24 hours of inspection

11.4. Previously Restored Poles:

- Poles previously restored with a truss shall be evaluated just above the second lowest band and at the top of the truss as outlined in Section 4.3. Non-engineered restoration

solutions will be considered emergency or temporary repairs and will be evaluated as a reject.

- Poles that do not meet the minimum shell requirements will be classified as rejects.
- Poles that meet the minimum shell requirements will be classified as serviceable poles and internally treated above ground according to Section 10.3.
- Loose, missing or severely corroded bands and seals will be noted.

11.5. Determining Reinforceable Candidates: When the initial inspection results in the rejection of a pole, the pole shall be marked for replacement or reinforcement. The following inspections shall be performed to determine if the pole is reinforceable.

11.6. Inspection Point 1: Ground line Pole Condition

- Poles exhibiting shell rot at or below ground line shall have a minimum remaining sound wood circumference of 33% or greater than the original ground line circumference and/or 4% remaining strength.
- Hollow poles and poles with internal decay shall maintain one-half inch (1/2") of average sound shell at or below ground line for single or double truss applications.
- ❖ Note: All shell thickness requirements listed in Sections 4.3.2 and 4.3.3 are for poles up to and including 65' in length. For poles 70' and longer, all shell requirements shall be increased by 1" (3" at the lower band position for a single truss, or 2" for a double truss, and 5" at the top of the truss).

11.7. Inspection Point 2: Lower Band Pole Condition

- A single truss application requires two inches (2") or greater of average sound shell at fifteen inches (15") from ground line.
- A double truss application may have less than two inches (2") but requires greater than or equal to one inch (1") of average sound shell at fifteen inches (15") from ground line.

11.7.1. Procedure to determine lower band average sound shell:

11.7.1.1. Drill two (2) 3/8" diameter holes at fifteen inches (15") above ground line perpendicular to the line of lead. Refer to Figure 3 for line of lead orientations for common line construction types.

- If the average sound shell from these 2 borings is two inches (2") or greater, proceed to Inspection Point 3 below.

11.7.1.2. If the average sound shell is less than two inches (2"), bore 2 additional holes in the line of lead. If the average of all 4 borings is two inches (2") or greater, proceed to Inspection Point 3.

- If the average is still less than two inches (2") but greater than one inch (1"), the pole can be reinforced with double trusses, which combined, provide the desired strength. Proceed to Inspection Point 3 below to determine double truss required height above ground line.
- If the average sound shell is less than one inch (1"), the pole may be deemed non-restorable or consult with Osmose engineering for alternative restoration methods.

11.8. Inspection Point 3: Top of Truss Pole Condition

- A standard truss requires an average sound shell of four inches (4") or greater at the installed height of the standard truss required, typically five feet (5').
- A tall truss requires four inches (4") or greater of average sound shell anywhere from six to eight feet (6'-8') above ground line.

11.8.1. Procedure to determine top of truss average sound shell:

- Drill two (2) 3/8" diameter holes at five feet (5') above ground line perpendicular to the line of lead.
- If the average sound shell from these two (2) borings is four inches (4") or greater, reinforce the pole with the appropriate truss or trusses as shown in Figure 4 or 5.

11.8.1.1. If the average sound shell is less than four inches (4"), Drill two (2) 3/8" diameter holes at six or eight feet (6' or 8') above ground line perpendicular to the line of lead in order to find four inches (4") or greater of average sound shell

- If the average sound shell from these two (2) borings is four inches (4") or greater, reinforce the pole with a truss with an installed height above ground line at least as tall as where 4" or greater of average sound shell is found.
- Note: In the instance where a pole would require double trussing due to average sound shell thickness at 15", but obstructions on the pole or a customer request would limit a restoration to only 1 truss, the pole can be checked for 2" of average sound shell at 26" and a single tall truss can be installed with lower banding installed at 26".
- All inspection holes shall be plugged with tight-fitting treated wood dowels or plastic plugs.
- When the inspection data for each vicinity is received, it will be determined by Purchaser if any poles are to be reinforced by Contractor. Reject poles will not be treated until Purchaser determines if they are to be reinforced.

12. RESORTATION OF WORK SITE

- 12.1. Back-Filling: After excavation and/or treatment, all poles will be solidly back filled. The first half of the excavation will be back filled and tamped completely around the pole by walking on the replaced excavation; the second half will be back filled and tamped completely around the pole. The excess earth should be banked up to a maximum of 3" above normal ground level to allow for settlement. In grassy areas, the sod shall be carefully placed around the pole. Rocks or stones should not be laid against the pole except where they serve to key the pole or where no other fill is available. Extreme care should be taken not to tear the moisture barrier while back filling.
- 12.2. Clean Up: No debris, loose dirt, etc. is to be left in the pole area. Private property turf, including that between the curb and the sidewalk, bushes, plants, and shrubbery are to be replaced with care. If any preservative is released on the ground, it shall be immediately cleaned-up. All containers shall be disposed of in accordance with the product label.

13. TAGGING OF POLES

- 13.1. Reject Poles: All rejected poles shall be tagged with (1) one 2-1/2" red aluminum tag. (Tags supplied by the Purchaser.) Tags shall be installed where most easily visible (i.e. roadside).
- 13.2. Priority Poles: All Priority poles shall be tagged with (2) two 2-1/2" red aluminum tags. (Tags supplied by the Purchaser.) Tags shall be installed where most easily visible (i.e. roadside).
- 13.3. Tag identifying the Contractor's name
- 13.4. Tag identifying the year of inspection
- 13.5. Tag identifying the treatments used on the pole

14. REPORTING REQUIREMENTS

At the time of inspection, the Contractor shall document inspection results of all poles inspected, treated, or rejected on an electronic data collection method approved by the Purchaser.

- 14.1. Identification of Poles:
- Poles shall be identified by Map Number and Pole Number for Distribution lines.
- 14.2. Pole numbers shall be based on the following:
- For multiple pole structures, poles shall be numbered consecutively from left to right with pole number one (1) being the pole furthest to the left when facing the direction of increasing structure numbers.

14.3. Inspection results shall be communicated to the Purchaser in a method agreed to by both parties prior to the beginning of the project. The inspection results shall be delivered to the Purchaser at the completion of each Vicinity. The Vicinities shall be agreed to by both parties prior to the beginning of the project. Results shall be reported on both an incremental basis (since last report); and cumulative (YTD). All units in each incremental submittal shall have an increment number assigned to identify in which incremental submittal they were contained. Invoices shall be submitted by Vicinity.

15. QUALITY CONTROL

The Contractor shall ensure that all data is accurately reported and that errors are not introduced through transcription or through haste in performance. The Purchaser reserves the right to audit Contractor's performance at any time. If issues with the inspection are found during audit, the Contractor is required to re-inspect problem areas at the cost of the Contractor.

16. BASIS OF PAYMENTS

Payment for the Work shall be per the Pay Items established in the proposal section. All other materials, equipment, labor, supervision, consumable items, report preparation, services and facilities required to complete the Work shall be considered incidental to and included in the established Pay Items. Invoices shall be submitted in a format acceptable to the Purchaser and shall clearly identify quantities actually inspected, bored or treated in by Distribution map number for the billing period.

NOTE: State Sales Tax is not assessed on labor in Minnesota; however, sales tax is assessed on labor in Wisconsin.

Proposal Section

Attachment B: Unit Price Schedule

Attachment C: Maintenance Code List

Attachment D: Padmount Sticker Standards

Additional Information Required with Proposal:

Furnish written qualifications including work history and training certifications for all inspection and supervision personnel to be utilized on this project.

Include product specifications, performance information, and Material Safety Data Sheets for all chemical treatment products proposed for use in completing the Work.

Minnesota Power Contact Person:

Ryan Hagenson

rhagenson@mnpower.com

320-635-5191

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
2 EZ Inc dba Jola & Sopp Excavating							
2 EZ Inc dba Jola & Sopp Exca	674	Water Line Repair - Michigan Ave	08/27/2026	2,831.00	.00		601-49430-300
Total 2 EZ Inc dba Jola & Sopp Excavating:				2,831.00	.00		
A1 SERVICES INC							
A1 SERVICES INC	60761	Vactor Truck Pumping - Sewer	08/31/2026	577.50	.00		602-49480-300
A1 SERVICES INC	TSP40663	Crawl for Cure - Recreation	07/10/2026	280.00	.00		101-45122-410
A1 SERVICES INC	TSP41718	Portable Restroom Rental - Park	09/14/2026	722.00	.00		101-45122-410
A1 SERVICES INC	TSP41719	Portable Restroom Rental - Ceme	09/14/2026	218.00	.00		101-49000-410
A1 SERVICES INC	TSP41720	Portable Restroom Rental - Park	09/14/2026	218.00	.00		101-45122-410
A1 SERVICES INC	TSP41721	Portable Restroom Rental - Park	09/14/2026	218.00	.00		101-45122-410
A1 SERVICES INC	TSP41722	Portable Restroom Rental - Camp	09/14/2026	386.00	.00		224-45183-410
A1 SERVICES INC	TSP41723	Portable Restroom Rental - Camp	09/14/2026	218.00	.00		224-45183-410
Total A1 SERVICES INC:				2,837.50	.00		
Abdo LLP							
Abdo LLP	529843	2023 Audit Prep - Professional Se	09/30/2026	3,431.25	.00		101-41400-300
Total Abdo LLP:				3,431.25	.00		
ADVANCED AUDIO INC							
ADVANCED AUDIO INC	10.02.26	Utility Billing Processing - Electric	10/02/2026	1,330.19	.00		604-49590-350
ADVANCED AUDIO INC	9.1.26	Utility Billing Processing - Electric	09/01/2026	1,333.71	.00		604-49590-350
Total ADVANCED AUDIO INC:				2,663.90	.00		
Aerzen							
Aerzen	SEPI-26-00565	Equipment Parts - WWTP	09/17/2026	453.71	.00		602-49480-220
Total Aerzen:				453.71	.00		
AFLAC							
AFLAC	139553	Supplemental Insurance - Police	09/12/2026	583.06	.00		101-21700
AFLAC	139553	Supplemental Insurance - Sewer	09/12/2026	53.18	.00		602-21700
AFLAC	139553	Supplemental Insurance - Public	09/12/2026	138.66	.00		101-21700
Total AFLAC:				774.90	.00		
ALLIED GENERATORS							
ALLIED GENERATORS	47343	Equipment Parts - WWTP	09/03/2026	943.13	.00		602-49480-220
Total ALLIED GENERATORS:				943.13	.00		
APG Media of MN							
APG Media of MN	MT8000055-08	Sports Sponsor - General	08/31/2026	37.50	.00		101-41000-350
APG Media of MN	MT8000055-08	Ad for Bids - Ore-Be-Gone - Publi	08/31/2026	138.72	.00		101-41400-350
APG Media of MN	MT8000055-09	Ad for Bids - Ore-Be-Gone - Publi	09/30/2026	384.28	.00		101-41400-350
Total APG Media of MN:				560.50	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
Ascendance Truck Central LLC							
Ascendance Truck Central LLC	XA178012329:	Equipment Parts - Public Works	09/23/2026	159.97	.00		101-43000-220
Ascendance Truck Central LLC	XA178012565:	Equipment Parts - Public Works	10/06/2026	180.50	.00		101-43000-220
Total Ascendance Truck Central LLC:				340.47	.00		
AT&T FIRST NET							
AT&T FIRST NET	287314687679	Telephone - Council/Mayor	08/25/2026	93.26	.00		101-41110-321
AT&T FIRST NET	287314687679	Telephone - Recreation	08/25/2026	17.61	.00		101-45122-321
AT&T FIRST NET	287314687679	Telephone - City Hall	08/25/2026	232.29	.00		101-41400-321
AT&T FIRST NET	287314687679	Telephone - Electric	08/25/2026	39.73	.00		604-49590-320
AT&T FIRST NET	287314687679	Telephone - Water	08/25/2026	132.99	.00		601-49430-321
AT&T FIRST NET	287314687679	Telephone - Campground	08/25/2026	51.68	.00		224-45183-321
AT&T FIRST NET	287314687679	Telephone - Sewer	08/25/2026	179.62	.00		602-49480-321
AT&T FIRST NET	287314687679	Telephone - Public Works	08/25/2026	98.31	.00		101-43000-321
AT&T FIRST NET	287314687679	Telephone - Sewer	09/25/2026	179.62	.00		602-49480-321
AT&T FIRST NET	287314687679	Telephone - Public Works	09/25/2026	98.31	.00		101-43000-321
AT&T FIRST NET	287314687679	Telephone - Water	09/25/2026	132.99	.00		601-49430-321
AT&T FIRST NET	287314687679	Telephone - Campground	09/25/2026	51.68	.00		224-45183-321
AT&T FIRST NET	287314687679	Telephone - City Hall	09/25/2026	230.10	.00		101-41400-321
AT&T FIRST NET	287314687679	Telephone - Electric	09/25/2026	39.73	.00		604-49590-320
AT&T FIRST NET	287314687679	Telephone - Council/Mayor	09/25/2026	93.26	.00		101-41110-321
AT&T FIRST NET	287314687679	Telephone - Recreation	09/25/2026	17.61	.00		101-45122-321
Total AT&T FIRST NET:				1,688.79	.00		
Blackstone Publishing							
Blackstone Publishing	2242831	Books & Supplies - Library	08/14/2026	117.93	.00		211-45500-210
Total Blackstone Publishing:				117.93	.00		
BUREAU OF CRIM APPREHENSION							
BUREAU OF CRIM APPREHE	00000948468	BCA CJDN Access Fee - Police	09/30/2026	600.00	.00		101-42110-570
Total BUREAU OF CRIM APPREHENSION:				600.00	.00		
CHRISTENSEN PARTS							
CHRISTENSEN PARTS	652961	Tools - Public Works	09/10/2026	200.00	.00		101-43000-220
CHRISTENSEN PARTS	653664	Equipment Parts - Public Works	09/17/2026	221.18	.00		101-43000-221
Total CHRISTENSEN PARTS:				421.18	.00		
CINTAS							
CINTAS	4282981117	City Hall Rugs - General	09/21/2026	91.43	.00		101-41930-300
CINTAS	4282981192	Overalls - Mechanics - Public Wor	09/21/2026	20.16	.00		101-43000-300
CINTAS	4283746837	Overalls - Mechanics - Public Wor	09/28/2026	20.16	.00		101-43000-300
CINTAS	4283746848	Mats - WWTP	09/28/2026	83.02	.00		602-49480-300
CINTAS	4284506320	Overalls - Mechanics - Public Wor	10/05/2026	20.16	.00		101-43000-300
CINTAS	4284506327	City Hall Rugs - General	10/05/2026	91.43	.00		101-41930-300
Total CINTAS:				326.36	.00		
CIRCLE K WEX BANK							
CIRCLE K WEX BANK	115109751	Fuel - Water	09/07/2026	149.32	.00		601-49430-212
CIRCLE K WEX BANK	115109751	Fuel - Public Works	09/07/2026	814.72	.00		101-43000-212
CIRCLE K WEX BANK	115109751	Fuel - Campground	09/07/2026	169.23	.00		224-45183-212
CIRCLE K WEX BANK	115109751	Fuel - Sewer	09/07/2026	103.88	.00		602-49480-212

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
CIRCLE K WEX BANK	115109751	Fuel - Police	09/07/2026	1,508.24	.00		101-42110-212
Total CIRCLE K WEX BANK:				2,745.39	.00		
CIT Computer Integration Technologies							
CIT Computer Integration Tech	519934	IT Managed Services - General	08/13/2026	404.40	.00		101-41930-300
CIT Computer Integration Tech	520285	IT Managed Services - General	08/14/2026	1,203.00	.00		101-41930-300
CIT Computer Integration Tech	520799	IT Support - General	08/19/2026	185.25	.00		101-41930-300
CIT Computer Integration Tech	521277	IT Support - General	08/31/2026	759.54	.00		101-41930-300
CIT Computer Integration Tech	521571	IT Managed Services - General	09/14/2026	424.74	.00		101-41930-300
CIT Computer Integration Tech	521923	IT Managed Services - General	09/15/2026	1,203.00	.00		101-41930-300
CIT Computer Integration Tech	522460	IT Support - General	09/21/2026	185.25	.00		101-41930-300
CIT Computer Integration Tech	522939	IT Support - General	09/30/2026	629.85	.00		101-41930-300
Total CIT Computer Integration Technologies:				4,995.03	.00		
CITY OF EVELETH							
CITY OF EVELETH	LODGING TAX	Lodging Tax - Campground	09/20/2026	1,066.87	.00		224-20300
CITY OF EVELETH	LODGING TAX	Lodging Tax - Campground	09/30/2026	934.80	.00		224-20300
Total CITY OF EVELETH:				2,001.67	.00		
CliftonLarsonAllen							
CliftonLarsonAllen	L261450853	2023 Audit - General	07/22/2026	7,770.00	.00		101-41540-301
CliftonLarsonAllen	L261543304	2023 Audit - General	09/01/2026	21,000.00	.00		101-41540-301
CliftonLarsonAllen	L261625922	2023 Audit - General	10/02/2026	22,995.00	.00		101-41540-301
Total CliftonLarsonAllen:				51,765.00	.00		
CORE & MAIN LP							
CORE & MAIN LP	V000060952	Equipment Parts - Water	08/19/2026	326.50	.00		601-49430-220
CORE & MAIN LP	V000067473	Equipment Parts - Water	09/17/2026	1,544.06	.00		601-49430-220
CORE & MAIN LP	V000068491	Equipment Parts - Water	09/22/2026	423.40	.00		601-49430-220
CORE & MAIN LP	V000069687	Equipment Parts - Water	09/25/2026	6,740.00	.00		601-49430-220
CORE & MAIN LP	V000072103	Equipment Parts - Water	10/05/2026	1,044.15	.00		601-49430-220
Total CORE & MAIN LP:				10,078.11	.00		
Crescent Investigative Services							
Crescent Investigative Services	2857	2024 BWC Audit	06/01/2026	1,011.95	.00		101-42110-300
Total Crescent Investigative Services:				1,011.95	.00		
CTC							
CTC	21912820	Telephone - City Hall	09/12/2026	548.70	.00		101-41930-321
CTC	21912820	IT - City Hall	09/12/2026	550.00	.00		101-41400-316
CTC	21912820	Telephone - Fire	09/12/2026	36.16	.00		101-42260-321
CTC	21912820	Telephone - Police	09/12/2026	117.85	.00		101-42110-321
Total CTC:				1,252.71	.00		
David Huppler							
David Huppler	09.09.2026	Boots/Clothing Allowance - Water	09/09/2026	226.81	.00		601-49430-331
Total David Huppler:				226.81	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
EAST MESABI SANITATION							
EAST MESABI SANITATION	11507	Tipping Fees - Sanitation	08/31/2026	2,086.01	.00		603-43200-384
EAST MESABI SANITATION	11508	Refuse Collection - Sanitation	08/31/2026	11,628.50	.00		603-43200-300
EAST MESABI SANITATION	11511	Refuse Collection - Sanitation	08/31/2026	450.00	.00		603-43200-300
Total EAST MESABI SANITATION:				14,164.51	.00		
EXCEL BUSINESS SYSTEMS							
EXCEL BUSINESS SYSTEMS	83324	Copier Lease - Library	08/10/2026	149.43	.00		211-45500-210
EXCEL BUSINESS SYSTEMS	83388	Copier Lease - City Hall	08/10/2026	328.36	.00		101-41400-200
EXCEL BUSINESS SYSTEMS	83570	Copier Lease - Library	09/10/2026	159.51	.00		211-45500-210
EXCEL BUSINESS SYSTEMS	83573	Copier Lease - City Hall	09/10/2026	451.25	.00		101-41400-200
Total EXCEL BUSINESS SYSTEMS:				1,088.55	.00		
FERGUSON ENTERPRISES #1657							
FERGUSON ENTERPRISES #	3059479	Equipment Parts - Campground	09/22/2026	40.99	.00		224-45183-404
Total FERGUSON ENTERPRISES #1657:				40.99	.00		
First National Bank of Omaha							
First National Bank of Omaha	GILBERT 12A	2012A - Interest	09/01/2026	375.00	.00		301-41000-611
Total First National Bank of Omaha:				375.00	.00		
FIVE SEASONS SPORTS CENTER							
FIVE SEASONS SPORTS CE	90534217	Tires - Public Works	09/03/2026	285.00	.00		101-43000-221
Total FIVE SEASONS SPORTS CENTER:				285.00	.00		
FRANKS TIRE & MINI STORAGE							
FRANKS TIRE & MINI STORA	166698	Equipment Maintenance - Police	08/22/2026	60.00	.00		101-42110-400
FRANKS TIRE & MINI STORA	166760	Equipment Maintenance - Public	09/03/2026	30.00	.00		101-43000-400
Total FRANKS TIRE & MINI STORAGE:				90.00	.00		
GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	6080425	Locate Services - Electric	08/31/2026	83.70	.00		604-49570-315
GOPHER STATE ONE CALL	6090425	Locate Services - Electric	09/30/2026	54.00	.00		604-49570-315
Total GOPHER STATE ONE CALL:				137.70	.00		
GRAYBAR ELECTRIC COMPANY INC.							
GRAYBAR ELECTRIC COMPA	9354167859	Ohio Street Light Project - Public	08/04/2026	129.51	.00		101-43000-387
GRAYBAR ELECTRIC COMPA	9354453732	Electrical Repair - WTP	08/26/2026	82.80	.00		601-49430-404
GRAYBAR ELECTRIC COMPA	9354562452	Electrical Repair - Campground	09/03/2026	148.05	.00		224-45183-404
GRAYBAR ELECTRIC COMPA	9354595400	Electrical Repair - Campground	09/08/2026	16.67	.00		224-45183-404
Total GRAYBAR ELECTRIC COMPANY INC.:				377.03	.00		
HACH CO							
HACH CO	15146454	Operating Supplies - Water	08/26/2026	61.10	.00		602-49480-210
HACH CO	15149470	Operating Supplies - Water	08/28/2026	481.48	.00		602-49480-210
Total HACH CO:				542.58	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
HAWKINS INC							
HAWKINS INC	7558323	Operating Supplies - Water	09/03/2026	135.00	.00		601-49430-210
HAWKINS INC	7558915	Operating Supplies - Water	09/08/2026	785.00	.00		601-49430-210
HAWKINS INC	7565881	Chemicals - WTP	09/15/2026	10.00	.00		601-49430-216
HAWKINS INC	7572811	Chemicals - WTP	09/18/2026	2,921.03	.00		601-49430-216
HAWKINS INC	7582271	Chemicals - WTP	09/25/2026	8,234.50	.00		601-49430-216
Total HAWKINS INC:				12,085.53	.00		
INTER CITY OIL CO							
INTER CITY OIL CO	66488	Fuel - Public Works	08/04/2026	1,950.69	.00		101-43000-212
Total INTER CITY OIL CO:				1,950.69	.00		
Karen Proofreads							
Karen Proofreads	116	Book - Library	09/04/2026	19.00	.00		211-45500-210
Total Karen Proofreads:				19.00	.00		
L & M SUPPLY							
L & M SUPPLY	0110114364	Operating Supplies - Public Works	09/22/2026	280.45	.00		101-43000-210
L & M SUPPLY	0210067847	Tools - Public Works	09/10/2026	79.97	.00		101-43000-210
Total L & M SUPPLY:				360.42	.00		
LAKE COUNTRY POWER							
LAKE COUNTRY POWER	SEPTEMBER 2	Street Lighting - Public Works	09/15/2026	36.75	.00		101-43000-387
Total LAKE COUNTRY POWER:				36.75	.00		
LAKESHORE ICE							
LAKESHORE ICE	8124260678	Ice - Campground	09/03/2026	81.15	.00		224-45183-257
Total LAKESHORE ICE:				81.15	.00		
Law Group Ltd., Cope							
Law Group Ltd., Cope	1386	Legal Fees - Criminal - Police	08/27/2026	530.00	.00		101-42110-304
Total Law Group Ltd., Cope:				530.00	.00		
LAWSON PRODUCTS							
LAWSON PRODUCTS	9313620795	Supplies - Public Works	07/10/2026	467.54	.00		101-43000-210
Total LAWSON PRODUCTS:				467.54	.00		
LEAGUE OF MN CITIES INS TRUST							
LEAGUE OF MN CITIES INS T	10726	Insurance Deductible - LMC GL 0	09/22/2026	250.00	.00		602-49480-360
Total LEAGUE OF MN CITIES INS TRUST:				250.00	.00		
LELS							
LELS	OCTOBER 202	Union Dues - Police	10/01/2026	365.00	.00		101-21700
LELS	SEPTEMBER 2	Union Dues - Police	09/01/2026	365.00	.00		101-21700
Total LELS:				730.00	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
LINDE GAS & EQUIPMENT INC.							
LINDE GAS & EQUIPMENT IN	58828209	Cylinder Rental - Public Works	08/31/2026	144.64	.00		101-43000-210
Total LINDE GAS & EQUIPMENT INC.:				144.64	.00		
MacLean, Megan							
MacLean, Megan	2026.08.24	Expense Reimburse - Sights - Poli	08/24/2026	72.00	.00		101-42110-210
Total MacLean, Megan:				72.00	.00		
MEDIACOM							
MEDIACOM	838492218009	Telephone - WTP	08/15/2026	119.46	.00		601-49430-321
MEDIACOM	838492218009	Telephone - WTP	09/15/2026	129.20	.00		601-49430-321
MEDIACOM	838492218009	Telephone - Ore-Be-Gone - Camp	08/20/2026	339.95	.00		224-45183-320
MEDIACOM	838492218009	Telephone - Ore-Be-Gone - Camp	09/20/2026	339.95	.00		224-45183-320
Total MEDIACOM:				928.56	.00		
MENARDS							
MENARDS	89616	Supplies - Sewer	08/10/2026	76.91	.00		602-49480-210
MENARDS	90096	Supplies - WWTP	08/17/2026	7.18	.00		602-49480-210
MENARDS	90634	Supplies - Public Works	08/26/2026	99.94	.00		101-43000-210
MENARDS	90663	Supplies - Campground	08/26/2026	19.82	.00		224-45183-404
MENARDS	90789	Supplies - WTP	08/28/2026	43.97	.00		601-49430-210
MENARDS	91071	Supplies - Campground	09/02/2026	12.99	.00		224-45183-404
MENARDS	91403	Supplies - Public Works	09/08/2026	307.96	.00		101-43000-210
MENARDS	91474	Supplies - City Hall	09/09/2026	141.68	.00		101-41930-400
MENARDS	91562	Supplies - Public Works	09/10/2026	181.96	.00		101-43000-210
MENARDS	91839	Supplies - Campground	09/15/2026	11.99	.00		224-45183-404
MENARDS	91843	Supplies - WTP	09/15/2026	85.05	.00		601-49430-210
MENARDS	91843	Supplies - WWTP	09/15/2026	23.97	.00		602-49480-220
MENARDS	92031	Supplies - Campground	09/18/2026	29.97	.00		224-45183-404
MENARDS	92702	Supplies - WTP	09/29/2026	80.10	.00		601-49430-210
Total MENARDS:				1,123.49	.00		
MESABI BITUMINOUS INC							
MESABI BITUMINOUS INC	2026-6	Campground Improvement - Cam	09/29/2026	36,460.00	.00		224-45183-300
MESABI BITUMINOUS INC	54863	Street Maintenance Materials - Pu	09/10/2026	1,584.00	.00		101-43000-224
MESABI BITUMINOUS INC	55947	Street Maintenance Materials - Pu	09/30/2026	218.88	.00		101-43000-224
Total MESABI BITUMINOUS INC:				38,262.88	.00		
MESABI HUMANE SOCIETY							
MESABI HUMANE SOCIETY	51	Professional Services - Animal Co	09/01/2026	617.18	.00		101-42700-300
MESABI HUMANE SOCIETY	54	Professional Services - Animal Co	10/01/2026	617.18	.00		101-42700-300
Total MESABI HUMANE SOCIETY:				1,234.36	.00		
Midwest Pump Works							
Midwest Pump Works	INV031957	Lift Station Inspection - Sewer	09/11/2026	2,211.00	.00		602-49480-300
Midwest Pump Works	INV031993	Lift Station Maintenance - Sewer	09/15/2026	5,624.00	.00		602-49480-300
Total Midwest Pump Works:				7,835.00	.00		
MINNESOTA DEPT OF COMMERCE							
MINNESOTA DEPT OF COMM	1000055618	2nd Quarter Fiscal Year 2027 Indi	09/01/2026	50.44	.00		604-49570-430

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
Total MINNESOTA DEPT OF COMMERCE:				50.44	.00		
MINNESOTA DEPT OF HEALTH							
MINNESOTA DEPT OF HEALT	REMIEN 2026	Water Operator License Fee - Wat	10/29/2026	32.00	.00		601-49430-433
Total MINNESOTA DEPT OF HEALTH:				32.00	.00		
MINNESOTA DEPT OF HEALTH - WATER							
MINNESOTA DEPT OF HEALT	2026 3RD QUA	Water Supply Service Connection	09/30/2026	3,112.00	.00		601-49430-300
Total MINNESOTA DEPT OF HEALTH - WATER:				3,112.00	.00		
Minnesota Paid Leave Fund							
Minnesota Paid Leave Fund	07972029 09.0	Minnesota Paid Family Leave	09/08/2026	1,072.00	.00		101-21700
Total Minnesota Paid Leave Fund:				1,072.00	.00		
MINNESOTA POWER							
MINNESOTA POWER	055478112695	Genoa Lift Station - Electri	08/13/2026	29.93	.00		602-49480-380
MINNESOTA POWER	055565434487	Genoa Lift Station - Electri	09/16/2026	30.33	.00		602-49480-380
MINNESOTA POWER	109977096930	City Lighting - Public Works	09/02/2026	75,798.92	.00		101-43000-387
Total MINNESOTA POWER:				75,859.18	.00		
MINNESOTA POWER - SERVICE							
MINNESOTA POWER - SERVI	007289106373	Street Lighting - Public Works	08/17/2026	198.67	.00		101-43000-387
MINNESOTA POWER - SERVI	007750162808	Street Lighting - Public Works	09/16/2026	200.57	.00		101-43000-387
MINNESOTA POWER - SERVI	809301196822	Street Light Maintenance - May-A	08/27/2026	46,539.07	.00		101-43000-387
Total MINNESOTA POWER - SERVICE:				46,938.31	.00		
Minnesota Public Safety Group							
Minnesota Public Safety Group	26-78	Training - Fire	08/31/2026	532.00	.00		101-42260-331
Minnesota Public Safety Group	26-96	Training - Fire	09/28/2026	266.00	.00		101-42260-331
Total Minnesota Public Safety Group:				798.00	.00		
Minnesota Secretary of State-Notary							
Minnesota Secretary of State-N	2026 SANFOR	Notary Application - General	10/05/2026	120.00	.00		101-41400-433
Total Minnesota Secretary of State-Notary:				120.00	.00		
MOTOROLA Solutions							
MOTOROLA Solutions	8230598708	N50 Portables - Fire	08/31/2026	316.80	.00		101-42260-320
Total MOTOROLA Solutions:				316.80	.00		
MTI Distributing, Inc.							
MTI Distributing, Inc.	1538978-00	Equipment Parts - Public Works	09/03/2026	976.18	.00		101-43000-220
Total MTI Distributing, Inc.:				976.18	.00		
NORTHERN MN JEEPERS							
NORTHERN MN JEEPERS	MESABI MTN	Mesabi Mountain Trail Reimburse	08/26/2026	1,720.31	.00		101-45000-409

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
Total NORTHERN MN JEEPERS:				1,720.31	.00		
Northern Plumbing & Air LLC							
Northern Plumbing & Air LLC	1624	Equipment Maintenance - WWTP	09/14/2026	225.00	.00		602-49480-404
Total Northern Plumbing & Air LLC:				225.00	.00		
NORTHLAND FIRE & SAFETY							
NORTHLAND FIRE & SAFETY	158704	Equipment Maintenance - Fire	08/26/2026	55.00	.00		101-42260-400
Total NORTHLAND FIRE & SAFETY:				55.00	.00		
Northland Lawn and Sport							
Northland Lawn and Sport	36554	Equipment Parts - Campground	08/18/2026	24.71	.00		224-45183-404
Total Northland Lawn and Sport:				24.71	.00		
PARKHURST, RANDALL							
PARKHURST, RANDALL	08.31.2026	IT Services - General	08/31/2026	210.00	.00		101-41930-300
PARKHURST, RANDALL	09.30.2026	IT Services - General	09/30/2026	750.00	.00		101-41930-300
Total PARKHURST, RANDALL:				960.00	.00		
PERA							
PERA	2025 FIRE PE	2025 Fire Pension Contribution	09/09/2026	3,500.00	.00		101-42260-124
PERA	2026 FIRE PE	2026 Fire Pension Contribution	09/09/2026	3,500.00	.00		101-42260-124
Total PERA:				7,000.00	.00		
Pierce, Richard							
Pierce, Richard	09.11.2026	Meter Deposit Refund	09/11/2026	92.36	.00		604-37435
Total Pierce, Richard:				92.36	.00		
Polydyne, Inc.							
Polydyne, Inc.	2066979	Chemicals - WWTP	09/16/2026	2,497.50	.00		601-49430-216
Total Polydyne, Inc.:				2,497.50	.00		
RANGE AUTO PARTS CO							
RANGE AUTO PARTS CO	18684	Equipment Parts - Public Works	08/13/2026	605.85	.00		101-43000-220
RANGE AUTO PARTS CO	18696	Equipment Parts - Public Works	08/20/2026	117.10	.00		101-43000-220
RANGE AUTO PARTS CO	18702	Equipment Parts - Police	08/21/2026	116.86	.00		101-42110-221
RANGE AUTO PARTS CO	18724	Equipment Parts - Public Works	09/02/2026	25.58	.00		101-43000-220
RANGE AUTO PARTS CO	18724	Equipment Parts - Fire	09/02/2026	88.38	.00		101-42260-400
RANGE AUTO PARTS CO	18751	Equipment Parts - Public Works	09/17/2026	45.90	.00		101-43000-220
RANGE AUTO PARTS CO	18755	Equipment Parts - Police	09/17/2026	142.41	.00		101-42110-221
Total RANGE AUTO PARTS CO:				1,142.08	.00		
RANGE PAPER							
RANGE PAPER	24504	Supplies - Campground	08/12/2026	149.17	.00		224-45183-210
RANGE PAPER	43909	Supplies - City Hall	09/23/2026	233.83	.00		101-41930-210
Total RANGE PAPER:				383.00	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
RGGS LAND & MINERALS LTD LP							
RGGS LAND & MINERALS LT	13274-0726	Easement 13274 - Utility	01/15/2026	1,300.00	.00		601-49430-430
Total RGGS LAND & MINERALS LTD LP:				1,300.00	.00		
RMB ENVIRONMENTAL LABORATORIES							
RMB ENVIRONMENTAL LABO	H024392	Influent/Effluent Testing - WWTP	08/26/2026	248.71	.00		602-49480-438
RMB ENVIRONMENTAL LABO	H024512	Influent/Effluent Testing - WWTP	08/31/2026	248.71	.00		602-49480-438
RMB ENVIRONMENTAL LABO	H024608	Influent/Effluent Testing - WWTP	09/09/2026	248.71	.00		602-49480-438
RMB ENVIRONMENTAL LABO	H024609	Influent/Effluent Testing - WWTP	09/10/2026	190.19	.00		602-49480-438
RMB ENVIRONMENTAL LABO	H024613	Influent/Effluent Testing - WWTP	09/09/2026	480.70	.00		602-49480-438
RMB ENVIRONMENTAL LABO	H024694	Influent/Effluent Testing - WWTP	09/17/2026	248.71	.00		602-49480-438
RMB ENVIRONMENTAL LABO	H024698	Influent/Effluent Testing - WWTP	09/15/2026	204.82	.00		602-49480-438
RMB ENVIRONMENTAL LABO	H024710	Influent/Effluent Testing - WWTP	09/21/2026	457.71	.00		602-49480-438
RMB ENVIRONMENTAL LABO	H024797	Influent/Effluent Testing - WWTP	09/24/2026	248.71	.00		602-49480-438
RMB ENVIRONMENTAL LABO	H024888	Influent/Effluent Testing - WWTP	09/24/2026	57.48	.00		602-49480-438
RMB ENVIRONMENTAL LABO	H024932	Influent/Effluent Testing - WWTP	10/02/2026	248.71	.00		602-49480-438
Total RMB ENVIRONMENTAL LABORATORIES:				2,883.16	.00		
SALO, TRUDY							
SALO, TRUDY	08.04.2026	Expense Reimburse - Training & T	08/04/2026	571.85	.00		602-49480-331
Total SALO, TRUDY:				571.85	.00		
SC Electric LLC							
SC Electric LLC	287	Electric Repair - WTP	08/30/2026	1,575.00	.00		601-49430-404
SC Electric LLC	296	Electric Repair - WWTP	09/12/2026	1,350.00	.00		602-49480-404
SC Electric LLC	299	Electric Repair - WTP	10/01/2026	1,173.12	.00		601-49430-404
SC Electric LLC	301	Electric Repair - Campground	10/01/2026	1,350.00	.00		224-45183-404
Total SC Electric LLC:				5,448.12	.00		
SEH Inc.							
SEH Inc.	513287	GILBM Community Center - Engin	08/10/2026	5,250.00	.00		101-49200-303
SEH Inc.	513452	GILBM Enterprise Trail CS - Engin	08/11/2026	454.79	.00		101-49200-303
SEH Inc.	513457	GILBM Sherwood Infr Planning -	09/10/2026	450.00	.00		602-49480-303
SEH Inc.	513470	GILBM Ore Be Gone Access Roa	08/11/2026	8,697.80	.00		101-49200-303
SEH Inc.	514497	GILBM WTP Bidding & CA Engine	08/17/2026	4,667.47	.00		601-49430-303
SEH Inc.	515458	GILBM Community Center - Engin	09/09/2026	3,000.00	.00		101-49200-303
SEH Inc.	515549	GILBM 2026 City Engineer - Engi	10/11/2026	994.00	.00		101-49200-303
SEH Inc.	515550	GILBM Enterprise Trail CS - Engin	09/11/2026	248.74	.00		101-49200-303
SEH Inc.	515551	GILBM I/I Reduction Ph2 - Engine	09/11/2026	5,190.94	.00		101-49200-303
SEH Inc.	515553	GILBM Sherwood Infr Planning -	09/11/2026	450.00	.00		602-49480-303
SEH Inc.	515796	GILBM WTP Bidding & CA Engine	09/10/2026	1,345.84	.00		601-49430-303
Total SEH Inc.:				30,749.58	.00		
SHOPP, TIM							
SHOPP, TIM	08.20.2026	Building Repair - Library	08/20/2026	671.32	.00		211-45500-400
Total SHOPP, TIM:				671.32	.00		
SHRED-it USA							
SHRED-it USA	8015293193	Shred Services - City Hall	08/28/2026	109.81	.00		101-41400-300
SHRED-it USA	8015548825	Shred Services - City Hall	09/25/2026	112.60	.00		101-41400-300

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
Total SHRED-it USA:				222.41	.00		
STREICHERS							
STREICHERS	11837668	Uniform - Police	07/15/2026	80.00	.00		101-42110-417
Total STREICHERS:				80.00	.00		
TDS METROCOM - MN							
TDS METROCOM - MN	800-403-1803	Telephone - 800 Number - Campg	09/13/2026	3.76	.00		224-45183-321
Total TDS METROCOM - MN:				3.76	.00		
TECHBYTES							
TECHBYTES	10305	City Website Management - Gene	09/16/2026	18.75	.00		101-41400-300
Total TECHBYTES:				18.75	.00		
TITAN MACHINERY - ROGERS							
TITAN MACHINERY - ROGER	PS1356461-1	Equipment Parts - Public Works	09/24/2026	1,956.62	.00		101-43000-221
Total TITAN MACHINERY - ROGERS:				1,956.62	.00		
TOTAL CONTROL SYSTEMS							
TOTAL CONTROL SYSTEMS	12365	Cradlepoint Monthly Service - W	09/30/2026	1,574.47	.00		602-49480-300
TOTAL CONTROL SYSTEMS:				1,574.47	.00		
TRENTI LAW FIRM							
TRENTI LAW FIRM	144882	Legal Fees - General - City Attorn	09/01/2026	1,534.00	.00		101-41610-304
TRENTI LAW FIRM	144883	Legal Fees - Criminal - Police	09/01/2026	2,446.77	.00		101-42110-304
Total TRENTI LAW FIRM:				3,980.77	.00		
TRIMARK INDUSTRIAL							
TRIMARK INDUSTRIAL	IN818797	Supplies - Public Works	09/30/2026	249.75	.00		101-43000-210
Total TRIMARK INDUSTRIAL:				249.75	.00		
Ultimate Safety Concepts Inc.							
Ultimate Safety Concepts Inc.	224290	supplies - Fire	08/21/2026	711.90	.00		101-42260-210
Total Ultimate Safety Concepts Inc.:				711.90	.00		
USABLE LIFE							
USABLE LIFE	0007378300	Life & Disability Insurance - Public	08/19/2026	184.55	.00		101-43000-130
USABLE LIFE	0007378300	Life & Disability Insurance - Electr	08/19/2026	15.11	.00		604-49590-130
USABLE LIFE	0007378300	Life & Disability Insurance - HRA	08/19/2026	84.58	.00		101-49200-130
USABLE LIFE	0007378300	Life & Disability Insurance - Office	08/19/2026	95.79	.00		101-41400-130
USABLE LIFE	0007378300	Life & Disability Insurance - Water	08/19/2026	63.86	.00		601-49430-130
USABLE LIFE	0007378300	Life & Disability Insurance - Police	08/19/2026	81.90	.00		101-42110-130
USABLE LIFE	0007378300	Life & Disability Insurance - Sewer	08/19/2026	103.64	.00		602-49480-130
USABLE LIFE	0007518687	Life & Disability Insurance - Water	09/18/2026	63.86	.00		601-49430-130
USABLE LIFE	0007518687	Life & Disability Insurance - Police	09/18/2026	81.90	.00		101-42110-130
USABLE LIFE	0007518687	Life & Disability Insurance - Sewer	09/18/2026	103.64	.00		602-49480-130
USABLE LIFE	0007518687	Life & Disability Insurance - Office	09/18/2026	95.79	.00		101-41400-130
USABLE LIFE	0007518687	Life & Disability Insurance - HRA	09/18/2026	84.58	.00		101-49200-130

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
USABLE LIFE	0007518687	Life & Disability Insurance - Public	09/18/2026	184.55	.00		101-43000-130
USABLE LIFE	0007518687	Life & Disability Insurance - Electri	09/18/2026	15.11	.00		604-49590-130
Total USABLE LIFE:				1,258.86	.00		
USIC locating service							
USIC locating service	830814	Locate Services - Electric	08/31/2026	3,969.00	.00		604-49570-315
USIC locating service	830814FS	Locate Services - Fuel Surcharge	09/29/2026	5.25	.00		604-49570-315
USIC locating service	836716	Locate Services - Per Ticket - Ele	09/30/2026	7,607.25	.00		604-49570-315
Total USIC locating service:				11,581.50	.00		
VERIZON WIRELESS							
VERIZON WIRELESS	6152190001	Telephone - WTP	08/28/2026	23.47	.00		602-49480-321
VERIZON WIRELESS	6152540204	Telephone - Police	09/02/2026	25.13	.00		101-42110-321
VERIZON WIRELESS	6152935963	Telephone - Police	09/08/2026	412.31	.00		101-42110-321
Total VERIZON WIRELESS:				460.91	.00		
VERTACHNIK, RUDY							
VERTACHNIK, RUDY	10.01.2026	Meter Deposit Refund - Electric	10/01/2026	108.09	.00		604-37435
Total VERTACHNIK, RUDY:				108.09	.00		
VESSCO INC							
VESSCO INC	102066	Equipment Supplies - WTP	08/27/2026	1,514.81	.00		601-49430-220
Total VESSCO INC:				1,514.81	.00		
William E. Young Company							
William E. Young Company	23783	Effluent Meter Calibration - WWT	09/21/2026	1,250.00	.00		601-49430-300
Total William E. Young Company:				1,250.00	.00		
Grand Totals:				385,252.16	.00		

Dated: _____

Mayor: _____

City Council: _____

City Clerk/Treasurer: _____

Vendor:	832 CliftonLarsonAllen PO Box 776376	Totals Category	Report Dates	Year 2026	Year 2025
	Chicago, IL 60677-6376	1099 Amount		.00	.00
Phone:		Purchases	95,392.51	68,145.01	27,247.50
Contact:		Adjustments	.00	.00	.00
Activation Date:		Payments	43,627.51	16,380.01	27,247.50
Termination Date:		Discounts	.00	.00	.00
Terms Code:	Open Terms	Discounts Lost	.00	.00	.00
Default Description:			Date	Number	Amount
Standard GL Accou		Last PO:	01/01/0001		.00
Vendor Type:	Normal	Last Invoice:	10/02/2026	L261625922	22,995.00
Rating:		Last Check:	07/08/2026	33295	3,255.00
1099 ID Number:					
Balance:	51,765.00				

Invoice Detail

Invoice Date	Invoice Number	Seq	GL Period	Type	Input Date	Description	Amount	Payment Due Date	Discount	PO Number	PO Seq	Check Number	GL Account	1099 Type
02/28/2025	L251087940	1	03/25	Invoice	03/06/2025	Audit services performed for 12/31/2023	17,325.00	03/25/2025	-			31588	101-41540-301	None
07/30/2025	L251461254	1	08/25	Invoice	08/08/2025	Audit services performed for 12/31/2023	840.00	08/15/2025	-			32183	101-41540-301	None
08/31/2025	L251529024	1	09/25	Invoice	09/22/2025	Audit services performed for 12/31/2023, Reconciling, etc.	8,137.50	09/30/2025	-			32363	101-41540-301	None
10/28/2025	L251664481	1	11/25	Invoice	11/10/2025	Audit services performed for 12/31/2023	945.00	11/20/2025	-			32523	101-41540-301	None
02/25/2026	L261089694	1	02/26	Invoice	02/26/2026	Audit services performed for 12/31/2023 & services performed thru 2/15/26	6,300.00	03/15/2026	-			32930	101-41540-301	None
05/05/2026	L261270448	1	05/26	Invoice	05/12/2026	Audit services-coordinating 2024 audit w/acctng firm	6,825.01	06/05/2026	-			33143	101-41540-301	None
05/29/2026	L261318432	1	07/26	Invoice	07/07/2026	Audit services performed for 12/31/2023	3,255.00	06/29/2026	-			33295	101-41540-301	None
07/22/2026	L261450853	1	10/26	Invoice	10/05/2026	2023 Audit - General	7,770.00	08/22/2026	-				101-41540-301	None
09/01/2026	L261543304	1	10/26	Invoice	10/05/2026	2023 Audit - General	21,000.00	10/01/2026	-				101-41540-301	None
10/02/2026	L261625922	1	10/26	Invoice	10/07/2026	2023 Audit - General	22,995.00	11/02/2026	-				101-41540-301	None

Check Detail

Check Date	Check Number	Seq	GL Period	Type	Input Date	Amount	Discount Taken	Discount Lost	Invoice Number	Inv Seq	Invoice Description	Bank	GL Account	1099
03/06/2025	31588	1	03/25	Calculated	03/06/2025	17,325.00	.00	.00	L251087940	1	Audit services performed for 12/31/2023	1	101-41540-3	None
08/08/2025	32183	1	08/25	Calculated	08/08/2025	840.00	.00	.00	L251461254	1	Audit services performed for 12/31/2023	1	101-41540-3	None

Check Date	Check Number	Seq	GL Period	Type	Input Date	Amount	Discount Taken	Discount Lost	Invoice Number	Inv Seq	Invoice Description	Bank	GL Account	1099
09/22/2025	32363	1	09/25	Calculated	09/22/2025	8,137.50	.00	.00	L251529024	1	Audit services performed for 12/31/2023, Reconciling, etc.	1	101-41540-3	None
11/10/2025	32523	1	11/25	Calculated	11/10/2025	945.00	.00	.00	L251664481	1	Audit services performed for 12/31/2023	1	101-41540-3	None
02/26/2026	32930	1	02/26	Calculated	02/26/2026	6,300.00	.00	.00	L261089694	1	Audit services performed for 12/31/2023 & services performed thru 2/15/26	1	101-41540-3	None
05/13/2026	33143	1	05/26	Calculated	05/13/2026	6,825.01	.00	.00	L261270448	1	Audit services-coordinating 2024 audit w/acctng firm	1	101-41540-3	None
07/08/2026	33295	1	07/26	Calculated	07/08/2026	3,255.00	.00	.00	L261318432	1	Audit services performed for 12/31/2023	1	101-41540-3	None

PO Detail

PO Date	PO Number	Seq	GL Period	Type	Input Date	Description	Amount	PO Balance	Req Number	Re Seq	Invoice Number	GL Account	Recvd
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Requisition Detail

Requisition Date	Requisition Number	Seq	Status	Status Date	Description	Amount	PO Number	GL Account
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Report Criteria:
Unpaid invoices included
[Report].Vendor Number = 832

CITY OF GILBERT SOCIAL MEDIA POLICY

Effective Date: October 10, 2024

Purpose

In an effort to be more transparent and engage in open communication with the public, the City of Gilbert has started its own Facebook or social media page[s] (hereby known as "the page"). The purpose of this policy is to establish the guidelines for the page's posts and management.

Posts

The City Clerk or a single representative appointed by the City Council is to be the sole administrator for the page. Any ideas/pictures for posts are to be given to the page administrator for review, and then posted at the page administrator's discretion.

Page Management

The following page management policies apply to all City-related Facebook or social media pages, including those run and managed by individuals or any other department.

Post Moderation must be turned on in Settings. This allows the page administrator to view a post/comment made by visitors before it is made public. Page administrators should not allow posts that are disruptive or offensive, including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin.

The Profanity Filter must be set to "strong."

Page administrators are strongly encouraged to frequently update their respective pages. Facebook is a highly effective tool for communicating with the public and should be regularly utilized.

Page Authorization

All City-related Facebook or social media pages are to receive Council approval prior to their creation. If any pages are created without the authorization of Council, they must be removed until Council decides to approve the page.

The page authorization also applies to all other social media sites, including, but not limited to, Instagram, Twitter, Snapchat, and Tumblr.