



REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA

OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

November 9, 2018

The Honorable John Werner
Mayor, City of Rice Lake
4107 West Beyer Road
Rice Lake, Minnesota 55803

Dear Mayor Werner:

The Office of the State Auditor (OSA) received concerns about the City of Rice Lake (City) relating to salary payments to the Mayor and City Council members. In order to review these concerns, the OSA contacted the City and reviewed copies of relevant City documents. The OSA reviewed the City's payments to the Mayor and City Council members for meetings and other City business, as well as the City's application of its "per meeting" compensation rate.

Based upon its review, the OSA found that the ordinance that sets the salaries of the Mayor and City Council members is unclear. This letter contains the OSA's findings, and recommendations to help the City achieve better clarity and transparency in compliance with Minnesota law.¹

Minnesota Law

Minnesota law allows a city's governing body to set its own salaries, provided it does so through a city ordinance. For newly incorporated cities setting the initial salaries, Minnesota law provides that the city council "may by ordinance fix the salaries of the mayor and council members."² In addition, another statute provides that city councils "may by ordinance fix their own salaries as members of such governing body, and the salary of the chief elected executive officer of such city, in such amount as they deem reasonable."³

As noted by the League of Minnesota Cities: "[s]alaries may be an annual or monthly sum, or a per-meeting rate. The ordinance should specify whether the per-meeting rate applies only to regular meetings or to both regular and special meetings."⁴

¹ The scope of the OSA's review was limited to the issues addressed in this letter.

² Minn. Stat. § 412.021, subd. 5.

³ Minn. Stat. § 415.11, subd. 1. *See also* Minn. Stat. § 412.191, subd. 4 (Ordinances must be published and recorded in the ordinance book).

⁴ Handbook for Minnesota Cities, Chapter 6, p. 23 (League of Minn. Cities 2018).

City of Rice Lake Ordinance No. 37

After the Town of Rice Lake was incorporated as the City of Rice Lake in 2015, the City Council set its salary by passing City Ordinance No. 37 on October 22, 2015. City Ordinance No. 37 stated:

“City Council members shall be compensated as follows:

Mayor - \$75.00 per meeting
Councilors - \$65.00 per meeting

Mileage for travel to seminars, official functions, and other City business shall be reimbursed in the standard per-mile amount as published by the Internal Revenue Service and modified from time to time.”⁵

By resolution, the City Council scheduled regular meetings on the 1st, 2nd, and 4th Monday of each month.⁶ In addition, there is a Utilities meeting and a Planning and Zoning meeting each month.⁷

Assuming the Mayor and City Council members each attended 12 Utilities meetings and 12 Planning and Zoning meetings in addition to all 36 regular City Council meetings, total attendance for each person would total 60 meetings for the year. The City Council consists of the Mayor and four other members.

The OSA requested and received financial records for the Mayor and City Council member salary payments from January 1, 2017, through December 31, 2017. The OSA’s review disclosed the following 2017 annual gross salary amounts for the Mayor and City Council members:

Mayor	\$	32,325.00
City Council Member (GA)		7,670.00
City Council Member (SH)		8,482.50
City Council Member (RQ)		8,125.00
City Council Member (JG)		<u>11,375.00</u>
Total	\$	<u>67,977.50</u>

⁵ See City of Rice Lake Ordinance No. 37. An Ordinance Setting Initial Salaries for the Mayor and City Council Members.

⁶ See Resolution No. 18-01-01. (The meeting on the 1st Monday of each month is called a work meeting in this resolution.)

⁷ See Resolution No. 18-01-01.

For purposes of analysis, the OSA translated the monthly payments made to the Mayor and each City Council member into “meeting equivalents,” i.e., the number of meetings that each person would have had to attend to equal the amount of compensation received. The results are shown in the following chart.

Date	Mayor	Meeting Equivalents	City Council Member (GA)	Meeting Equivalents	City Council Member (SH)	Meeting Equivalents	City Council Member (RQ)	Meeting Equivalents	City Council Member (JG)	Meeting Equivalents
1/31/2017	\$ 1,875.00	25	\$ 650.00	10	\$ 780.00	12	\$ 715.00	11	\$ 1,040.00	16
2/28/2017	2,775.00	37	455.00	7	390.00	6	325.00	5	195.00	3
3/31/2017	-	-	585.00	9	617.50	9.5	585.00	9	1,300.00	20
4/30/2017	4,500.00	60	715.00	11	650.00	10	715.00	11	1,105.00	17
5/31/2017	-	-	715.00	11	1,040.00	16	1,170.00	18	650.00	10
6/30/2017	6,525.00	87	650.00	10	780.00	12	910.00	14	910.00	14
7/31/2017	3,000.00	40	390.00	6	845.00	13	325.00	5	780.00	12
8/31/2017	2,925.00	39	585.00	9	585.00	9	715.00	11	845.00	13
9/30/2017	3,375.00	45	585.00	9	585.00	9	715.00	11	1,235.00	19
10/31/2017	2,625.00	35	1,040.00	16	910.00	14	715.00	11	1,105.00	17
11/30/2017	3,600.00	48	715.00	11	845.00	13	845.00	13	1,560.00	24
12/31/2017	1,125.00	15	585.00	9	455.00	7	390.00	6	650.00	10
Totals	\$ 32,325.00	431	\$ 7,670.00	118	\$ 8,482.50	130.5	\$ 8,125.00	125	\$ 11,375.00	175

In response to OSA inquiries, City staff informed the OSA that the Mayor and City Council members are paid for time spent in extra supervisory duties for various departments and activities of the City.⁸ City staff noted that, when working in these individual roles, the Mayor and City Council members meet with City employees, county staff, developers, utility contractors and workers, unions and attorneys, the fire department, residents, and contractors.

The OSA also was informed that the City informally converted the approved “per meeting” rate established by ordinance to an hourly rate, treating the “per meeting” rate as equivalent to two hours. It apparently used these hourly-equivalent rates as the basis for salary for both official meeting attendance and other City work claimed by the Mayor and City Council members.

⁸ Annually, the City makes “appointments to fill certain offices and positions with the city government.” See For example, Resolution No. 18-01-01. In the City’s most recent resolution, the City Mayor was appointed to the Road Supervisor position and Council members were appointed to the positions of Assistant Road Supervisor, Utilities Supervisor, Assistant Utilities Supervisor, Human Resources Supervisor, Assistant H.R. Supervisor, and Fire Department/Council Liaison, Assistant F.D./Council Liaison, Planning and Zoning Liaison, and Weed Inspector.

The OSA's review of this information and the actual claims for payment submitted by the Mayor and City Council members for 2017 showed the following:⁹

- It appears that the City paid the Mayor and the City Council members' salary for City business not consisting of City Council or other public body meetings based on an informal conversion of the City Ordinance No. 37 "per meeting" amounts into hourly-equivalent salary rates for other City business. City Ordinance No. 37 does not expressly provide for this practice and does not define what constitutes a "meeting."
- For example, it appears that the \$75 and \$65 "per meeting" rates were, in practice, multiplied and charged to the City for various types of City business. For example:
 - Truck shopping,¹⁰
 - Training,¹¹
 - Travel time to conferences, etc.,¹²
 - Responding to citizen complaints,¹³
 - Undetailed "City Bus.,"¹⁴
 - City hall construction and furniture moving,¹⁵
 - Employee issues,¹⁶
 - Inspections,¹⁷
 - "Recycle," and¹⁸
 - Construction meetings.¹⁹

⁹ Attachment A consists of select claim forms submitted to the City by the Mayor and City Council members; some information has been redacted.

¹⁰ See, e.g., Attachment A (pp. 5 ("New Utility Trk. x3" claim for **\$225**) and 6 (Truck Shopping "x2" claim for **\$130**)).

¹¹ See, e.g., Attachment A (pp. 7 (Legal Seminar "x4" claim for **\$260**), 8 (LMC "5:30 am - 5:30 pm" claim for **\$390**), 4 (LMCIT Workshop "6 mtngs" claim for **\$390**), 3 (Beyond the Basics "14 hrs 6 am - 8 pm (rounded)" claim for **\$455**), and 6 (LMC Conference and travel "x5" claim for **\$325**)).

¹² See, e.g., Attachment A (pp. 1 (LMC Cohasset "x6" claim for **\$450**), 9 ("New F.D. Truck Mtg." Appleton, WI "x4" claim for **\$260**), and 10 (Council and travel to St. Paul "x3" claim for **\$195** and Travel to St. Paul and back "5" claim for **\$325**)).

¹³ See, e.g., Attachment A (pp. 11 ("City Bus. - Complaints x2" claim for **\$150**) and 5 ("Auditor - Rd Complaint x3" claim for **\$225**)).

¹⁴ See, e.g., Attachment A (pp. 11 (Eight of the Sixteen "City Bus." on this claim form contain no further detail. These eight claims total **\$600**), 12 (Two "City Bus." claims for **\$75** each with no further detail), and 13 (Two "City Bus." claims for **\$75** each with no further detail)).

¹⁵ See, e.g., Attachment A (pp. 5 (Two "City Hall Const" "x2" claims for **\$150**, among other similar claims with additional detail) and 14 (City hall work, furniture moving claim for **\$65**)).

¹⁶ See, e.g., Attachment A (p. 15 (Employee Issues claim for **\$65**)).

¹⁷ See, e.g., Attachment A (pp. 16 ("Manhole Insp." claim for **\$65**), 17 (Road Inspection claim for **\$65**), and 18 ("Utilities/Home Inspection" claim for **\$130**)).

¹⁸ See, e.g., Attachment A (pp. 16 (Recycle "x3" claim for **\$195**) and 19 ("Recycle Shed 5 hrs" claim for **\$130**)).

¹⁹ See, e.g., Attachment A (p. 20 ("Contractor Mtgs x2" claim for **\$130**)).

- In addition, individual City Council members attending the same meetings made claims for different amounts of compensation. For example:
 - For a November 1, 2017, City Council meeting, the Mayor and two City Council members claimed two times (“x2”) their “per meeting” rate, but the other two City Council members claimed payment for a single meeting; and
 - For a November 15, 2017, City Council meeting, the Mayor and one City Council member claimed three times (“x3”) their “per meeting” rate, two City Council members claimed two times their “per meeting” rate, and one City Council member again claimed payment for a single meeting.²⁰
- Council members claimed compensation for what appears to be other City business that equaled or exceeded 6 times the “per meeting” rate (or 12 hours) in a single day.²¹

Finding and Recommendations

1. Finding

Based upon its review, the OSA finds that City Ordinance No. 37 is unclear in that it does not define “meeting” or clearly authorize salary for “other City business” based on the “per meeting” rates.²²

2. Recommendations

The OSA makes the following recommendations.

- a. The City Council should consider enacting a clarified City ordinance to provide transparency regarding the salary of the Mayor and City Council Members, with the assistance of legal counsel as needed. If the ordinance will include a “per meeting” rate, it should define “meeting” and state which meetings are eligible for payment at the “per meeting” rate.

²⁰ See Attachment A (pp. 21, 22, 23, 24, and 25).

²¹ See, e.g., Attachment A (pp. 1 (“LMC Cohasset x6” claim for **\$450**), 2 (Two **\$450** days), 3 (6 am - 8 pm claim for **\$455**), and 4 (Workshop described as “6 mtngs,” claim for **\$390**)).

²² See City Ordinance No. 37.

- b. Until a new City Ordinance, if any, takes effect, the City should only pay the current “per meeting” rates for activities that are clearly meetings.²³ In addition, the City should assure that it pays only one “per meeting” amount per meeting.

Conclusion

The OSA requests a written response from the City by December 14, 2018, indicating the steps taken to address the OSA’s findings.

If you have any questions, please feel free to contact me.

Sincerely,

/s/Mark Kerr

Mark F. Kerr, JD, CFE
Special Investigations Director
Office of the State Auditor
(651) 296-4717

cc: The Honorable Greg Andrews, City Council Member
The Honorable John Goman, City Council Member
The Honorable Suzanne Herstad, City Council Member
The Honorable Robert Quade, City Council Member
Ms. Toni Blomdahl, City Clerk/Treasurer

²³ As noted above, League of Minnesota Cities guidance indicates that the ordinance “should specify whether the per-meeting rate applies only to regular meetings or to both regular and special meetings.” Handbook for Minnesota Cities, Chapter 6, p. 23 (League of Minn. Cities 2018).

ATTACHMENT A

To the Town of Rice Lake
St. Louis County, Minnesota

May Meeting 3

20 17

In account with John S WERNER
Claimant

4-22	Citizen Complaint Luzerne Rd	75	10
4-24	City Bus - Rd Graber	75	10
4-24	Hedberg Rd water	75	10
4-24	City Council	75	10
4-25	Water Complaint x6	450	80
4-26	City Bus PD - Louisa	150	80
4-27	St. Louis City	75	10
4-28	Lift Stations Leaks	75	10
4-29	Luzerne Pkwy / 2nd Ave N	150	10
5-1	Agenda	75	10
5-2	Webinar	75	10
5-4	Ride	75	10
5-5	City Bus	75	10
5-8	City Bus - Ambitors Sewer Pipes x3	225	10
5-10	Ambitors - Water Pipes - Sewers	150	10
5-11	City Bus Water Leak	150	10
5-11	Board of Adj	150	10

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

Signature of Claimant

Street and Number

City and State

Zip Code

ATTACHMENT A

Nov Meeting

①

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: John S WERNER

Address: _____

Date	Description	Amount
10/24	City Bus ATTORNEY x4	300.00
10/25	CITY BUS " x5	450.00 375.00
10/25	MS4	75.00
10/26	LMC x5	450.00 375.00
10/26	ATTORNEY	75.00
10/27	City Bus	75.00
10/28	MS4	75.00
10/30	ATTORNEY x3	225.00
10/30	Contractors City Hall	75.00
10/31	ATTORNEY x2	150.00
10/31	MSA - Fire Hall x2	150.00
10/31	MS4	75.00

Total \$ _____

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

11-27-17

Date

Signature of Claimant

To be completed by the city.

Filed with the city on 11-27, 2017.

Clerk Signature: _____

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: Suzanne Herstad

Address: _____

Date	Description	Amount	
7/5	Agenda Meeting 14 hrs	65	
7/6	Beyond the Basics 6 am - 8 pm (provided)	455	PZ
7/10	Board Meeting	65	
7/12	PFA meeting w/ conference Peter - call	65	ut.
7/17	Budget Meeting	65	
7/18	P and Z / CUP inspections	65	
7/24	Board Meeting	65	

Total \$ [#] 845.00

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid

7-24-17 _____
 Date Signatu

To be completed by the city
 Filed with the city on July 24, 2017.

Clerk Signaturq

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: Robert A. Quade

Address: _____

Date	Description	Amount
4-24-17	Council mtng	65 ^{.00}
4-25-17	LMC IT Workshop mtngs	390 ^{.00}
5-1-17	Agenda mtng	65 ^{.00}
5-8-17	Council mtng	65 ^{.00}
5-10-17	Noxious Weed Training	65 ^{.00}
5-11-17	LBAE	130 ^{.00}
5-15-17	Utilities mtng	65 ^{.00}
5-16-17	P+Z mtng	65 ^{.00}
5-17-17	MIC mtng	65 ^{.00}
5-18-17	DAT mtng	65 ^{.00}
5-22-17	Council mtng	65 ^{.00}
5-23-17	Emerald Ash borer mtng	65 ^{.00}

Total \$ 1170

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

5-24-17

Date _____ Signature of Claimant

To be completed by the city.

Filed with the city on 5-11 2017.

Clerk Signature: _____

ATTACHMENT A

To the Town of Rice Lake
St. Louis County, Minnesota

~~8-23-17~~
Sept Meeting

20 17

In account with John W. DANKS
Claimant

8-24	City Hall Const - Bus - Rds	x2	150	00
8-25	City Hall Const - Rds		75	00
8-27	Rds - City Hall Const		75	00
8-28	City Hall Const	x2	150	00
8-28	Council		75	00
8-29	City Hall Const	x2	150	00
8-30	Aditor - Rd Complaint	x3	225	00
8-31	City Bus - Const - Midwayhoe Dist			
	New Utility Tax	x3	225	00
9-1	Utility Tax - City Hall Const	x2	150	00
9-5	Agenda		75	00
9-5	Wisconsin Rural Water	x2	150	00
9-6	Rural Water	x4	300	00
9-7	City Hall Const - Bus		75	00
9-8	City Hall Const - Bus		75	00
9-11	Council		75	00
9-12	Ditch 14 - City Hall Const - Bus	x2	150	00

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

\$3375.00

Signature of Claimant

Street and Number

City

Zip Code

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: JOHN GOMAN

Address: _____

Date	Description	Amount
3/22	TRAVEL TO LMC CONF.	x2 130-
3/23	LMC CONFERENCE + TRAVEL	x5 325-
3/27	+ COURRI	65-
3/27	COUNCIL	65-
3/30	MTES	65-
4/3	AGENOA	65-
4/6	TRUCK SHOPPING	x2 130-
4/10	TRUCK QUOTES	65-
4/10	COUNCIL	65-
4/17	UTILITIES	65-
4/18	ROUNDABOUT P.H. NEOMANTOWN	65-
		<u>1105-</u>

Total \$ _____

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

4-18-17

Date _____ Signature of Claimant _____

To be completed by the city.
Filed with the city on 4-19, 2017.

Clerk Signature: _____

ATTACHMENT A

To the Town of Rice Lake
St. Louis County, Minnesota

20 17

In account with GREG ANDREWS

Claimant

OCT	2	AGENDA MTG.	65 00
	9	LEGAL SEMINAR @ COTTON x 4	260 00
	9	COUNCIL MTG.	65 00
	16	UTILITY MTG.	65 00
	17	P+Z MTG	65 00
	23	MANHOLE REHAB CLASS	65 00
	23	COUNCIL MTG	65 00
	24	UTILITY 2+1 ORD. MTG.	65 00
	26	LMC MTG @ VIRGINIA x 3	195 00
	19	PAT MTG.	65 00
	9, 16, 23	UTILITY WORK	65 00
			1040 00

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

Signature of Claimant

Street and Number

City and State

Zip Code

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: Suzanne Herstad

Address: _____

Date Description Amount

Date	Description	Amount
4/25	Cohasset LMC ^{5:30 hrs} 5:30 pm	390
4/27	P and Z work meeting ^{6pm - 10 pm}	130
5/1	Agenda	65
5/2	Board Meeting	65
5/11	Board of Equalization 6-10	130
5/15	Utilities	65
5/16	P and Z	65
5/22	Board Meeting	65
5/18	DAT	65

Total \$ 1040.00

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

5/22/17
Date

Signature

To be completed by the city.

Filed with the city on 5-23 .2017.

Clerk Signature: _____

ATTACHMENT A

To the Town of Rice Lake
St. Louis County, Minnesota

20 17

In account with GREG ANDREWS
Claimant

MAY	1	AGENDA MTG.	65 00	
	8	COUNCIL MTG.	65 00	
	11	LBAE MTG.	65 00	
	15	UTILITY MTG.	65 00	
	18	DAT MTG	65 00	
	22	NEW F.D. TRUCK MTG. APPLETON WI. X 4	260 00	fin
	24	LBAE MTG	65 00	
	25	NOLAN MTG. WITH REP. MARK	65 00	
			715 00	

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

Signature of Claimant

Street and Number

City and State

Zip Code

Form - PP-1

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: JOHN GOMAN

Address: _____

Date	Description	Amount
2/23	AQUARIUM TRAINING	65-
2/24	AEOA	65-
2/27	*3 COUNCIL + TRAVEL TO ST. PAUL	195-
2/28	TESTIFY @ SENATE X4	260-
3/6	AGENDA	65-
3/8	DNR TRAIL MTG.	65-
3/9	WERNER PUBLIC HEARINGS	65-
3/13	TRAVEL TO ST PAUL + BACK ^{HOUSE OF REPS} (5)	325-
3/13	COUNCIL	65-
3/16	DAT	65-
3/20	UTILITIES	65-
		<u>1300</u>

Total \$ 1300

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

3-22-17
Date

Signature of Claimant

To be completed by the city.
Filed with the city on 3-23, 2017.

Clerk Signature: _____

ATTACHMENT A

Feb MEETINGS

To the Town of Rice Lake
St. Louis County, Minnesota

20 17

In account with John F. Werner
Claimant

1-24	City Bus		75	00
1-25	City Bus		75	00
1-26	City Bus		75	00
1-27	City Bus		75	00
1-30	City Bus		75	00
1-31	City Bus - Rd Patrol		75	00
2-1	City Bus		75	00
2-2	City Bus - Stockholm		75	00
2-3	City Bus		75	00
2-6	City Bus		75	00
2-6	Agendas		75	00
2-7	City Bus - Adm. - Complaints x 4		300	00
2-8	City Bus - Wetlands - ASIA - x 4		300	00
2-9	City Bus - Utilities - Planning x 3		225	00
2-10	City Bus - Complaints x 2		150	00
2-13	City Bus - Council x 2		150	00
2-14	City Bus - Fed x 2		150	00

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

Signature of Claimant _____

Street and Number _____

City and State _____

Zip Code _____

Form - PP-1

ATTACHMENT A

Man Meetings

To the Town of Rice Lake
St. Louis County, Minnesota

20 17

In account with John W. [Signature]
Claimant

2/22	City Bus - PD	x 2	150	00
2/23	AWA meeting	x 2	150	00
2/24	Arrowhead [unclear]		75	00
2/27	Council - State	x 3	225	00
2/28	Sawata	x 4	300	00
3/1	Rd B meeting		75	00
3/3	Rd B meeting		75	00
3/4	Agenda - PD	x 2	150	00
3/7	City Bus		75	00
3/8	Rd Patrol high winds	and [unclear]	150	00
3/10	City Bus		75	00
3/13	Council		75	00
3/14	Big Water		75	00
3/16	Big Water	x 3	225	00
3/16	DAT		75	00
3/27	City Atty/Rd Fees/Council	x 3	225	00
3/28	City Bus / P/2		150	00

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

Signature of Claimant

Street and Number

City and State

Zip Code

ATTACHMENT A

Aug meetings

To the Town of Rice Lake
St. Louis County, Minnesota

20 17

In account with John W. RIVERA
Claimant

8-26	Rds, City Bus	75	0	10
7-27	City Bus, Rds, Controversies ^{x2}	150	10	10
7-28	City Bus	75	0	10
7-31	Park, City Hall, Rds ^{x2}	150	10	10
8-1	Bank RUTTER Rd 10 Acres parking ^{x2}	150	10	10
8-2	City Bus	75	10	10
8-3	City Bus Budget ^{x2}	150	10	10
8-4	City Hall Rds Bank	75	10	10
8-7	City Bus, BEAVER, Rds Agenda ^{x3}	225	10	10
8-8	City Hall Rds	75	0	10
8-9	City Hall Pl, Rds	75	0	10
8-10	Sheriff Dept	75	0	10
8-14	City Bus, Budget Council ^{x3}	225	0	10
8-15	WPA WATER TOWER signs city ^{x2}	150	0	10
8-16	City Hall New Trk - parts ^{x3}	225	0	10
8-17	City Bus, other meetings Bank Trk ^{x4}	300	0	10
8-17	DAT	75	0	10

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

Signature of Claimant _____

Street and Number _____

City and State _____

Zip Code _____

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: Robert Quade

Address: _____

Date	Description	Amount
9-29-17	City hall Work ^{furniture} moving	65. ⁰⁰
10-2-17	Agenda mtng	65. ⁰⁰
10-3-17	Bucket haul presentation	65. ⁰⁰
10-9-17	Council mtng	65. ⁰⁰
10-10-17	County Commission	65. ⁰⁰
10-16-17	Utilities mtng	65. ⁰⁰
10-17-17	P+Z mtng	65. ⁰⁰
10-18-17	mic mtng	65. ⁰⁰
10-19-17	DAT mtng	65. ⁰⁰
10-23-17	Manhole Rehab	65. ⁰⁰
10-23-17	Council mtng	65. ⁰⁰

Total \$ 715.⁰⁰

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been pa

10-23-17
Date Signature of Claimant

To be completed by the city.
Filed with the city on 10-24, 2017.

Clerk Signature: _____

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: JOHN GOMAN

Address: _____

Date	Description	Amount
12/22	+ PERSONELL MTG	65-
12/25	LIFT STATIONS + POWER OUT	65-
12/28	EMPLOYEE MTG	65-
1/3	AGENDA	65-
1/9	COUNCIL	65-
1/10	+1 WITH WLSSD	65-
1/12	PERSONELL / COUNCIL / ^{ST LOUIS} CIV ROS	130-
1/13	EMPLOYEE ISSUES	65-
1/16	LS 4 WITH COETCH X 2	130-
1/17	PERSONELL / ^{CENTRAL} LINK / P2 X 2	130-
1/18	DNR TRAILS / UTILITIES X 2	130-
1/23	COUNCIL	65-

Total \$ 1040-

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has

1-23-2017

Date _____ Signature of Claimant _____

To be completed by the city.

Filed with the city on 1-24 .2017

Clerk Signature: _____

ATTACHMENT A

To the Town of Rice Lake
St. Louis County, Minnesota

20 17

In account with GREG ANDREWS
Claimant

APRIL	1	RE-CYCLE X 3	195 00
	3	AGENDA MTG.	65 00
	10	COUNCIL MTG.	65 00
	11	VARIANCE - HOLTBERG	65 00
	13	DUWAC MTG	65 00
	17	UTILITY MTG.	65 00
	18	P+Z MTG.	15 00
	20	MAN HOLE INSP.	65 00
	24	COUNCIL	65 00
			715 00

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

Signature of Claimant _____

Street and Number _____

City and State _____

Zip Code _____

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: Robert A. Quade

Address:

Date	Description	Amount
7-5-17	Agenda mtng	65.00
7-10-17	Council mtng	65.00
7-11-17	Road Inspection	65.00
7-12-17	Conference call water loop	65.00
7-24-17	Council mtng	65.00

Total \$ 325.00

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

7-24-17
Date Signature of _____

To be completed by the city
Filed with the city on July 25, 2017

Clerk Signature _____

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: JOHN GOMAN

Address: _____

Date	Description	Amount
10/2	AGENDA	65-
10/3	BOCKTHORN	65-
10/3	CITY HALL	65-
10/4	CITY HALL	65-
10/5	CITY HALL	65-
10/6	CONFERENCE CALL	65-
10/9	COUNCIL/CITY HALL/BENNA x3	195-
10/10	TAILGATE TO BENNA / SEWER x2	130-
10/11	GLORIA / BENNA x2	130-
10/16	UTILITIES / HOME INSPECTION	130-
10/19	DAT	65-
10/23	PUBLIC HEARING / COUNCIL	65-

Total \$ 1105.

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it is ~~paid~~ paid.

10-23-17
Date

Signature of Claimant _____

To be completed by the city.

Filed with the city on 10-24, 20 17.

Clerk Signature: _____

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: Robert A. Quade

Address: _____

Date	Description	Amount
3-27-17	Council mtng	65. ⁰⁰
3-28-17	P+Z mtng	65. ⁰⁰
4-3-17	Agenda mtng	65. ⁰⁰
4-8-17	Recycle Shed 5 hrs	130. ⁰⁰
4-10-17	Council Mtng	65. ⁰⁰
4-11-17	Variance hearing	65. ⁰⁰
4-17-17	Utilities mtng	65. ⁰⁰
4-18-17	P+Z mtng	65. ⁰⁰
4-19-17	MIC mtng	65. ⁰⁰
4-24-17	Council mtng	65. ⁰⁰

Total \$ 715.00

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

4-24-17
Date _____ Sign _____

To be completed by the city.
Filed with the city on April 25, 2017.

Clerk Signature: _____

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: JOHN COMAN

Address: _____

Date	Description	Amount
8/28	CONTRACTOR MTGS X2	130
8/28	COUNCIL	65
8/29	CONTRACTOR MTGS	65
8/30	AUDIT WORKSHOP	65
8/30	MAN HOLE REPAIR	65
9/5	AGENDA	65
9/5	WIACOMIA TRAVEL X3	195
9/6	MRWA EXPO + TRAVEL X4	260
9/11	COUNCIL	65
9/12	CONTRACTOR 2 MTGS + FUEL PUMP	65
9/14	SHERIFF	65
9/15	PERSONNEL MTC	65
9/18	UTILITIES	65
Total \$		<u>1235.00</u>

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has be

9-21-2017
 Date _____ Signature of Claimant _____

To be completed by the city.
 Filed with the city on 9-21-2017

Clerk Signature: _____

ATTACHMENT A

Nov Meeting

(2)

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: John S WERNER

Address: _____

Date	Description	Amount
11/1	ATTORNEY ^{CLOSED X2} MEETING	150.00
11/2	Court City Hall	75.00
11/6	Agenda	75.00
11/7	BEAVER DAMS	75.00
11/9	Court Fire Hall	75.00
11/13	City Bus - Council ^{X2}	150.00
11/14	City Bus	75.00
11/15	City Bus	75.00
11/15	closed meeting ^{X3}	225.00
11/17	WSA	75.00
11/17	Fire Hall Court	75.00
11/20	WSA - Stats	75.00

Total \$ _____

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been p

11-27-17
Date

Signature of Claimant

To be completed by the city.

Filed with the city on 11-27, 2017

Clerk Signature: _____

ATTACHMENT A

To the Town of Rice Lake
St. Louis County, Minnesota

20 17

In account with GREG ANDREWS
Claimant

NOV.	1	SPECIAL MTG. X 2	130 00
	6	AGENDA MTG.	65 00
	13	COUNCIL MTG.	65 00
	15	SPECIAL MTG X 2	130 00
	16	UTILITY - I+I MTG.	65 00
	20	UTILITY MTG.	65 00
	21	P+Z MTG.	65 00
	27	COUNCIL MTG.	65 00
	28	PUB. HEARING. TAXES	65 00
			715 00

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

Signature of Claimant _____
 Street and Number _____
 City and State _____
 Zip Code _____

Form - PP-1

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: Suzanne Herstad

Address: _____

Date	Description	Amount
10/26	LMC-virginia 8:30-5:30	260.00
10/30	HR meeting (insurance)	65.00
11/1	closed ^{open} meeting 6-9:30?	65.00
11/6	Agenda	65.00
11/13	Board Meeting	65.00
11/15	closed ^{open} meeting 1-5pm	65.00
11/20	Utilities	65.00
11/21	P and Z	65.00
11/22	AFSME negotiations	65.00
11/27	Board Meeting	65.00

Total \$ 6845.00

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been

11/27/17

Date

Sig

To be completed by the city.

Filed with the _____

Clerk Signatur _____

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: Robert A. Quacke

Address: _____

Date	Description	Amount
10-26-17	LMC mtng Virginia	260. ⁰⁰
11-1-17	Closed mtng	65. ⁰⁰
11-6-17	Agenda mtng	65. ⁰⁰
11-13-17	Council mtng	65. ⁰⁰
11-15-17	Special mtng	130
11-16-17	P & Z mtng	65. ⁰⁰
11-20-17	Utility mtng	65. ⁰⁰
11-21-17	P & Z mtng	65. ⁰⁰
11-27-17	Council mtng	65. ⁰⁰

Total \$ 845.00

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been

11-27-17
 Date _____ Sign _____

To be completed by the city.
 Filed with the city on 11-28-17.

Clerk Signature: _____

ATTACHMENT A

CLAIM FOR PAYMENT FROM CITY OF RICE LAKE

Claimant: JOHN GOWMAN

Address: _____

Date	Description	Amount
10/25	CONF, CALL / MAND HOLE'S / PERMIT X5	325-
10/26	LMC CONF. X4	260-
10/30	INSURANCE MTE	65-
10/31	MSA	65-
10/1	HEARING X2	130-
11/6	AGEN. YA	65-
11/13	COUNCIL	65-
11/14	BURP BOX (JUSTIN)	65-
11/14	CERKVENIK	65-
11/15	HEARING X3	195-
11/20	UTILITIES	65-
11/21	OSHA	65-

SUB Total \$ 1430-

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been p

11-27-17 _____
Date _____ s _____

To be completed by the city.
Filed with the city on 11-27, 2017.

Clerk Signature: _____