



1. **SWEARING IN OF NEW ELECTED OFFICIALS** – Christina Regas, City Administrator
 - a. Mayor Rudy Patch
 - b. Councilor Willam Sellon
 - c. Councilor Paige Moore
 - d. Councilor Maxwell Gullette

2. **CALL TO ORDER** – Mayor Rudy Patch
 - a. **Pledge of Allegiance**
 - b. **Roll Call**

3. **APPROVAL OF AGENDA**

4. **CONSENT AGENDA** – *All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.*
 - a. **December 4, 2018 Council Meeting Minutes**
 - b. **December 10, 2018 Personnel Meeting Minutes**
 - c. **December 17, 2018 Council Work Session Minutes**
 - d. **December 2018 Fund Balance Report & Scheduled Transfers & 2019 Bond Payments**
 - e. **December 2018 Bills**
 - f. **YTD November 2018 Income Statements**
 - a. Water, Sewer, Pine Tree Park, and Golf Course
 - b. Liquor Store
 - g. **December 2018 Month End Remittance Report**
 - h. **November 2018 LG216 Lawful Gambling Monthly Rent Report**
 - i. **Revolving Loan Fund Foreclosure Costs**
 - j. **Final approval of December 2018 Part-time employees hired**
 - k. **LMCIT 2018 Property/Casualty Dividend Calculation**
 - l. **2018 Self-Appraisal for City Administrator Christina Regas**
 - m. **Final approval of Closing Documents for Duck in and Eat**
 - n. **Final approval of 3.2% On-sale liquor license for Blackduck Bowling Lanes Permit #2019-01**
 - o. **Second half 2018 LGA, Small Cities Assist, & PERA aid**
 - p. **2017 Beltrami Electric Capital Credit Customer Profile & Allocation information**
 - q. **Potential Refunding of Existing Bonds recommendation notes from Ehlers**
 - r. **2018 Financial Audit Engagement Letter Miller McDonald, Inc.**
 - s. **Briggs Letter of Representation for the Depository Trust Company for City of Blackduck**

4. **BLACKDUCK FORUM** – *Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. No action will be taken at the time.*

5. **SIGN THE PETITION – NEW FOUR-WAY STOP** – Cassidy Rockis

6. **PUBLIC WORKS REPORT** – Bob Klug Jr., Public Works Supervisor

7. **LIQUOR STORE REPORT** – Shawnda Lahr, Liquor Store Manager

8. **LAW ENFORCEMENT REPORT** – Jace Grangruth, Police Chief

9. **FIRE DEPARTMENT REPORT** – Brian Larson, Fire Chief
10. **GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent
 - a. [2019 Golf Season Memberships on Sale 10% off through April 30,2019](#)
11. **LIBRARY REPORT** – Kelly Hanks, Head Librarian
12. **ADMINISTRATOR’S REPORT** – Christina Regas, City Administrator
 - a. [Ordinance 2019-01 – An Ordinance amending Chapter 7 entitled ‘Parking Regulations’ amending section 710.01 entitled ‘Authority’ adopting Minnesota State Statutes §169.34 ‘Prohibitions’ & §169.35 ‘Parking’](#)
 - b. [Resolution 2019-01 – Resolution adopting a schedule of fees and charges for various services, licenses, & permits for the City of Blackduck, MN](#)
 - c. [Resolution 2019-02 – Resolution of annual appointments and designations for 2019](#)
 - d. [Resolution 2019-03 – Resolution designating polling places for the 2019 State Primary & State General Elections](#)
 - e. [Resolution 2019-04 – Resolution acknowledging a donation from the Blackduck Fire Relief Association](#)
 - f. [City of Blackduck Data Practices Policy – Requests for data about you & your rights as a data subject](#)
 - g. [Notice of Public Hearing – Beltrami County Tobacco Licensing & Sales Ordinance – Consideration of Restricting Sales to Age 21 & over – January 22, 2018 @ 5:15pm](#)
 - h. [MnDOT Capital Highway Investment Plan 2019-2028 for Beltrami County](#)
 - i. [Reminder City offices closed January 21, 2019 Martin Luther King Jr. Day](#)
 - j. [Request January 22, 2019 Work Session](#)
 - k. [Reminder 2019 Newly Elected Official Conference – February 22-23, 2019 in Brainerd](#)
 - l. [Reminder February 4, 2019 Council Meeting](#)
13. **COMMUNITY EVENTS/GOOD THINGS HAPPENING** –
 - a. [2019 Community Garden Applications](#) – now accepted – ([see map](#))
 - b. City of Blackduck Employee Anniversaries –
 - i. [Melissa Tindell - 5 years \(*January 2014 - Liquor Store*\)](#)
 - ii. [Christina Regas – 5 years \(*February 2014 - Administration*\)](#)
 - c. [Blackduck Development Corporation Meeting –December 12th, 2019 – LaunchPad in Bemidji, MN](#)
 - d. [Blackduck Chamber Meeting – January 16, 2019 Noon @ The Pond](#)
 - e. [Senior Center Bowling – Blackduck Bowling Lanes – January 13, 2019 @ 2pm](#)
 - f. [Blackduck Stumpjumpers Drag Race – Blackduck Lake – February 23, 2019](#)
 - g. [Northern MN Beef & Livestock Expo – Blackduck School – February 9th, 2019 9am-5pm](#)
14. **ADJOURN**



BLACKDUCK CITY COUNCIL MEETING
TRUTH IN TAXATION PUBLIC HEARING
TUESDAY DECEMBER 4TH, 2018 6PM
REGULAR COUNCIL MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in Regular Session at Blackduck City Hall at 6:00p.m. December 4th, 2018. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

ROLL CALL:

Councilors present: Mayor Patch, Councilors Kolb, Sellon, and Moore

Councilors Absent: none

Staff Present: City Administrator Christina Regas, Liquor Store Manager Shawnda Lahr, and Chief of Police Jace Grangruth

Others Present: Councilor Elect Maxwell Gullette, and property owner name not given on sign-up sheet.

APPROVAL OF AGENDA –Moved by Councilor Moore and seconded by Councilor Kolb to approve the agenda as submitted. Motion carried unanimously.

CONSENT AGENDA – Moved by Councilor Kolb and seconded by Councilor Moore to approve the consent agenda as submitted:

- a. November 5th, 2018 Council Meeting Minutes
- b. November 13th, 2018 Special Council Meeting Certification of 2018 Election Minutes
- c. November 20th, 2018 Council Meeting Minutes
- d. November 20th, 2018 Council Work Session Minutes
- e. September 20, 2018 Kitchigami Regional Library Meeting Minutes
- f. November 2018 Fund Balance Report & Scheduled Transfers & 2018 Bond Payments
- g. November 2018 Bills
- h. YTD November 2018 Income Statements
 - a. Water, Sewer, Pine Tree Park, and Golf Course
 - b. Liquor Store
- i. November 2018 Month End Remittance Report
- j. October 2018 LG216 Lawful Gambling Monthly Rent Report
- k. Revolving Loan Fund Foreclosure Costs
- l. Labor Agreement between City of Blackduck & Intern. Union of Operating Engineers Local 49
- m. Final Approval Satisfaction of Mortgage James & Elizabeth Krabbenhoft & City of Blackduck
- n. Final Assessment Notice for Frontage Road & Pine Avenue Street Improvement
- o. Final Assessment Notice for Summit Ave. & Main Street Utility Improvement
- p. Sanitary Sewer Discharge Permit 2019-01
- q. Corporate License for amusement machines Permits 2019-01 & 2019-02
- r. December 2018 Property Tax Settlement

Motion carried unanimously.



BLACKDUCK CITY COUNCIL MEETING
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REGULAR COUNCIL MEETING MINUTES

BLACKDUCK FORUM –

No one present to speak.

CLOSE REGULAR MEETING & OPEN PUBLIC HEARING – Moved by Mayor Patch and seconded by Councilor Moore to close the regular meeting and open the public hearing. Motion carried unanimously.

2018 TRUTH IN TAXATION PUBLIC HEARING – Christina Regas City Administrator

1. 2018 Truth in Taxation – Regas presented the 2018 Truth in Taxation Report to the Blackduck City Council and those in attendance to the public hearing. Regas summarized the report by highlighting the 2018 property tax levy amount, 2019 LGA; EMV; & TMV of the City of Blackduck noting the increase to the TMV in 2019 adds \$42,000 to the Net Tax Capacity of the City of Blackduck spreading the tax burden for the levy increase out. Regas noted the increase to the TMV of 10.6% is one of the highest in over 7 years. Regas further commented how the City should continue to work toward improving on the housing developments and preserving existing housing stock and increasing commercial businesses.
Regas summarized the 2019 general fund department expenditures and compares the budgets to the previous 2 years. Regas summarized the 2019 general fund revenue sources pointing out the liquor store contribution and the revenue stream from property taxes and LGA. Regas then opened up for questions. Hearing no questions Mayor Patch moved to close the 2018 Truth in Taxation Public Hearing.

CLOSE PUBLIC HEARING & RE-OPEN REGULAR MEETING – Moved by Mayor Patch and seconded by Councilor Sellon to close the public hearing and re-open the regular meeting. Motion carried unanimously.

PUBLIC WORKS REPORT – Bob Klug Jr., Public Works Supervisor

1. 5-Year Waste Water permit – Regas reported for Klug that his department in working on the City of Blackduck required 5-year Waste Water State Permit that is due at the end of December 2018. Regas stated Klug is still awaiting some clarification on a few points of the permit application for the state and did not have it ready for Council to approve payment at the December meeting. Regas noted to Council Klug is requesting special authorization to pay to submit the permit once completed at a cost of \$1,240. Moved by Mayor Patch and seconded by Councilor Moore to authorize payment of the City of Blackduck 5-year Waste Water Permit. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Report – Lahr reported the Pond will be holding its annual Customer Appreciation Event on December 22, 2018 from 3-7pm offering snacks and drink specials and some new liquor samples for those in attendance. Lahr reported the November sales were phenomenal part of due to the benefit held on November 24. Lahr further reported the Liquor Store annual inventory is scheduled for January 1, 2019 beginning at 7am. Lahr noted the store would be closed until 4:30pm for the inventory that day.



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LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief

1. Report – Chief Grangruth reported his department is still awaiting delivery of the new squad and did not have a set date of delivery. Regas asked if Grangruth anticipates delivery before the end of 2018. Grangruth could not confirm delivery in 2018. Nothing further.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. Fire Hall Heater Replacement Bids- Chief Larson presented 3 bids for Council review to replace the two propane heaters in the fire hall. Larson reported the current heaters were installed when the addition was built in the 1990's. Larson requested from the vendors bids to have heaters that could have high demand heat to the fire hall in the winter months when creating the bids. Larson stated the low bid from Naylor's came in at \$3,925 which would be his recommendation. Mayor Patch asked for clarification on the bid comparison from Naylor's and JPHI noting the difference was quite high. Regas noted JPHI included two separate bids for different heaters. Regas reported to council that the Fire department has the funds in the 2018 budget to cover the cost with the installation of the heaters but the fund line for building maintenance for 2018 has been spent further noting a good use of the funds from the towns. Moved by Councilor Kolb and seconded by Councilor Sellon to approve the heater installation bid from Naylor's for a total of \$3,925 for the Fire Hall. Motion carried unanimously.
2. Report – Chief Larson asked the City if the recent vehicle accident on Main Street South when a fire hydrant was sheered off was going to be replaced. Regas reported that Public Works will be reinstalling the hydrant with a repair kit. Nothing further.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

No report submitted.

LIBRARY REPORT – Kelly Hanks, Head Librarian

1. Report – Regas reported to the City's knowledge Kendray Murray intends to continue on the Kitchigami Regional Library Board in 2019. Nothing further.

ADMINISTRATOR'S REPORT – Christina Regas, City Administrator

1. Resolution 2018-29 – Resolution Establishing a Meeting Schedule for 2019 – Moved by Councilor Sellon and seconded by Councilor Moore to approve Resolution 2018-29. Motion carried unanimously.
2. Resolution 2018-31 – Resolution Approving Final 2018 Tax Levy, Collectable in 2019 – Moved by Councilor Kolb and seconded by Councilor Sellon to approve Resolution 2018-31. Motion carried unanimously.
3. LMCIT 2018-2019 Coverage Changes – Regas reported rate changes from LMCIT for the City liability, property, and workers comp insurance rates. Regas noted for Council a reduction in rate for on-sale liquor store and fire departments but another increase for police departments. Councilor Sellon asked if the coverage covers all entities for the City from LMC. Regas confirmed. Nothing further.



BLACKDUCK CITY COUNCIL MEETING
TRUTH IN TAXATION PUBLIC HEARING
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4. 2018 Financial Audit Scheduled – February 11-15th, 2019 – Regas noted the dates for in-house audit from Miller McDonald would be held in February.
5. Request December 17th, 2018 Work Session – Regas requested a work session of the council on December 17th @ 6pm.
6. Reminder 2019 Newly Elected Official Conference – February 22-23, 2019 in Brainerd – Regas reminded Council to confirm who can attend the conference in February by the December work session. Mayor Patch requested Regas to find out if councilors can just attend the Saturday session if they cannot attend both days. Regas would have the information on December 17th. Nothing further.
7. Reminder December 10th, 2018 Personnel Meeting – Regas requested the Personnel Committee meet at 6pm on December 10th to review the 2018 Performance Appraisals of the City staff. Nothing further.
8. Reminder January 7th, 2019 Council Meeting – Regas reminded the Council of the date for the January meeting is on the 7th. Nothing further.

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

1. **City of Blackduck Employee Anniversaries –**
 - a. Lee Anderson – 1 year (*December 2017 Police Department*)
 - b. Jacob Lien – 4 years (*December 2014, Fire Department*)
2. Blackduck Development Corporation Meeting –December 12th, 2018
3. Blackduck Chamber Meeting – December 19th, 2018 Noon @ Restaurant 71

OTHER NEW BUSINESS – No new business was brought to Council.

ADJOURN – Moved by Mayor Patch and seconded by Councilor Sellon to adjourn the meeting at 6:34pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK PERSONNEL COMMITTEE

MONDAY DECEMBRE 10TH, 2018 @ 6PM

MEETING MINUTES

CALL TO ORDER: The City of Blackduck Personnel Committee met in a scheduled meeting at the City Hall at 6:00p.m. on December 10, 2018.

Roll Call

Committee Members present: Mayor Patch, Councilor Moore, and City Administrator, Christina Regas

Committee Members Absent: none

Staff Present: none

Others Present: none

The meeting was called to order at 6:03pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

1. 2018 PERSONNEL APPRAISAL PROCESS – The committee met in council chambers to discuss the annual reviews of full and part time employees of the City of Blackduck for the 2018 year and discuss potential wage increases to take effect in 2019. The Personnel Committee reviewed all appraisals by department.
 - a. Public Works Department – All appraisals written for Bob Klug Jr., Rae Burmeister, and Chris Brown were read by the committee all ratings were approved. The Committee approved wages for 2019. Overall the committee was pleased with the performance of the Public Works Department. Regas noted to the committee that the public works team works very closely and all staff work well together with a few exceptions. Nothing further.
 - b. Police Department – All appraisals written for Jace Grangruth, Andrew Jespersen, and Lee Anderson were read by the committee an all ratings were approved and recommended wages for 2019 approved. The Personnel Committee was please with the department and the staff. Nothing further.
 - c. Liquor Store – All appraisal scores for the Liquor store were discussed by the committee noting that the Liquor Store Manager has done a good job on this year’s reviews and unless there is a performance issue with any staff the committee will approve the ratings and wages for 2019. The Committee reviewed key staff reviews for Shawnda Lahr, Melissa Gullette, Melissa Tindell, and Natasha Stadstad and adjusted the recommended wages slightly for 2019. The Committee noted the liquor store had a great year in sales and overcame challenges with new construction of the parking lot. Nothing further.
 - d. Golf Course – Appraisal written for Jim Andersen was tabled until the Committee can discuss the position at a later date. Nothing further.
 - e. Administration – All appraisals written for Gail Landowski, and self-reviews and department reviews of City Administrator Christina Regas were read by the committee. All ratings were approved and the committee approved the recommended wages and adjusted one wage higher than the recommended for 2019. The committee noted they have heard great feedback of the staff at City hall. Nothing further.



BLACKDUCK PERSONNEL COMMITTEE

MONDAY DECEMBRE 10TH, 2018 @ 6PM

MEETING MINUTES

2. VACATION/SICK LEAVE VS. PTO – Regas told the committee that she is looking into combining the vacation & sick leave to all PTO (paid time off) in the future. Regas will ask for supervisor feedback before bringing the option to the personnel committee for more discussion.

Regas wrapped up the committee meeting by stating the committee's comments and recommendations would be reviewed with all department heads. Regas will provide for remaining council members the signed copy of the Administrator's self-review in email format. Nothing further.

ADJOURN – Committee adjourned their meeting at 7:55pm.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY DECEMBER 17, 2018 @ 6:00PM

WORK SESSION MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in a scheduled work session at the City Hall at 6:00PM on December 17, 2018.

Roll Call

Councilors present: Mayor Patch, Councilors Kolb, Moore

Councilors Absent: Sellon

Staff Present: City Administrator, Christina Regas

Others Present: incoming council member Maxwell Gullette

The meeting was called to order at 6:00pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

OLD BUSINESS –

1. Housing Rehab Return of funds – Regas reported there has been no update from HRDC on the last housing rehab application.
2. Resolution 2019-01 Schedule of fines and fees – Regas discussed remaining fines & fees to change for 2019 that did not have an agreement at the November work session.
 - a. Tap fee for water connection is \$25 – Regas reported Klug the proposed \$250 fee was recommended and a good place to start. Mayor Patch stated his concern isn't is \$250 too high but enough. Regas agreed and stated the increase to \$250 is large enough at this point given no increase has been approved in several years.
 - b. Liquor Licenses – Regas informed the Council of recent conversations with Blackduck Bowling Alley owner Patrick Tjepkes regarding another way to sell more than 3.2% beer. Tjepkes' concerns regarding 3.2% are the number of options of brands to sell in 3.2% currently and in the future. Regas after reviewing the statute with AGED informed Tjepkes that with a department of health certificate for his restaurant license the bowling alley would be able to purchase an additional wine license from the City and then be able to sell strong beer. Tjepkes is considering changing what is offered at the bowling alley in the future. Mayor Patch asked if Tjepkes could offer set-ups and if the City could offer that as a liquor license option. Regas stated currently set-ups are not offered in the City. Regas will do research and report more to council for future conversation. Nothing further.
3. Resolution 2019-02 Annual appointments and designations for 2019 –
 - a. Planning Commission Board – Regas reported speaking to the planning commissioners regarding having a councilor fill a seat on the board. Regas stated after sending an email out to the board Russel Kunkel for personal reasons turned in his resignation effective January 1, 2019, and Ernie Tindell offered to step down as well to allow for a councilor to fill a seat. Additionally, Regas reported having a visit by two other board members being cautious with have a councilor fill a planning commission seat. Regas reported the concern from the commissioners was that the council may have too much control if a councilor were to sit on both the commission and the council seat. Regas stated the concerns have merit but the by-laws still state that a councilor may hold a seat and that the decision was up to the City Council. In-coming Councilor Gullette stated it is crucial to have new faces on the board and to fill the new vacancies. Regas encouraged both the current board members and the council to find a citizen to fill the commission board. Regas stated in her opinion the current members although not citizens have the City of Blackduck in their best intentions with their decisions. Regas stated the commission is just trying to have the separation from the council when needed. Councilor



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY DECEMBER 17, 2018 @ 6:00PM

WORK SESSION MEETING MINUTES

Kolb asked if all boards are set up in the same way where a councilor holds a seat. Regas stated each by-law are different for each committee. Mayor Patch asked if Councilor Sellon can make the meeting date and time every month. Regas believed Councilor Sellon stated he could make the time. In-coming Gulette asked what the planning board votes on. Regas stated the commission votes to approve land-use permits, and recommends the council approve re-zoning applications, conditional use permits, and/or variance permits. Regas summarized to the Council there would be two open spots on the planning commission after the January appointments are approved. Nothing further.

- b. Finance Committee – Regas recommended removing Councilor Sellon and adding In-coming Councilor Gulette
 - c. HRA – Regas recommended removing Councilor Sellon and adding Councilor Moore and there are two additional vacant seats.
 - d. Safety Committee – Regas recommended removing Regas and adding Gabrielle Landowski.
 - e. Library Board – Regas did not know where the by-laws were that govern the Library board and if there is a set number of board members the Council may approve. Gulette asked if the City pays for the Library why a councilor was not on the board. Regas stated the City has a representative on the Kitchigami board but not the local board. Mayor Patch recommended Regas reach out to the board members and inform them Gulette will be attending the meetings so that Gulette knows when the meetings are held.
4. Newly Elected Official Training LMC – Regas verified which councilors would be in attendance to the conference in February and planned to register those members this week. Nothing further.

NEW BUSINESS –

1. Resolution 2019-03 – Designating polling place for 2019 elections – Regas reviewed with council a draft of a resolution designating the Blackduck polling place for 2019 and every year after. Nothing further.
2. Donation Request – Blackduck Robotics Sponsorship – Regas reviewed the donation request from the Blackduck Robotics club for discussion. Mayor Patch asked when the group needs the funds. Regas stated Kilde stated it can go in as late at January 2019 if approved on January 7. In-coming Councilor Gulette cautioned the current council informing the board the robotics club is a member of the Blackduck Boosters and that group should be funding the robotics club and the City should be cautious when donating additional City funds to clubs that receive funds from the boosters. Gulette stated in his opinion it would be construed as double-dipping. Mayor Patch stated Gulette has a valid point. Regas suggested the council discuss donating directly to the Booster Club and allow the club to disperse the funds instead. Mayor Patch stated he would like to hear from a member of the Booster Club before Council approves donating to the Boosters. Regas recommended council table the discussion until a Booster Club member can attend a council meeting for further discussion.
3. Laundromat – Mayor Patch visited with the City of Northome and reported the City owns a Laundromat. Patch stated the business nets \$7500 annually. Patch further stated the Laundromat is open 24 hours a day, operates 4 small washers and 2 larger washers and 4 dryers. Patch stated if the City of Blackduck opens a laundromat it would need to be maintained by the City. Patch further stated City maintenance monitors the change machines and the washers/dryers. Regas asked if Northome has issues with homeless living in the laundromat. Mayor Patch suggested security being needed and stated he is still researching the possibility of opening/operating this type of business. Nothing further at this time.
4. City of Blackduck Assessments – Regas recommended Council have conversations in 2019 to budget to pay off the recently approved assessments to the Liquor Store, and the Wayside Rest Park to avoid the additional interest.



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY DECEMBER 17, 2018 @ 6:00PM

WORK SESSION MEETING MINUTES

ADJOURN – Council adjourned their work session at 7:15pm.

Christina Regas, City Administrator

Rudy Patch, Mayor

January 7th, 2019

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 01/07/2019	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 01/07/2019	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$240,168.71	\$17,354.42	\$222,814.29	\$80,488.26	\$0.00	\$80,488.26	
POLICE RESTRICTED CASH	\$39,215.21	\$0.00	\$39,215.21	\$0.00	\$0.00	\$0.00	
CEMETERY	(\$8.51)	\$0.00	(\$8.51)	\$1,627.44	\$0.00	\$1,627.44	
PERPETUAL CARE	\$6,901.79	\$0.00	\$6,901.79	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$58,631.92	\$0.00	\$58,631.92	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$8,608.51	\$0.00	\$8,608.51	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$26,655.32	\$104.53	\$26,550.79	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$195,097.51	\$0.00	\$195,097.51	
PINE TREE PARK	\$45,236.42	\$129.64	\$45,106.78	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.01	\$0.00	\$0.01	\$105,138.41	\$0.00	\$105,138.41	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$17,252.80	\$0.00	\$17,252.80	
Fire Dept Special Equip Fund	\$171,816.68	\$0.00	\$171,816.68	\$25,974.76	\$0.00	\$25,974.76	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$227,354.30	\$0.00	\$227,354.30	
2006 GO BOND	\$58,898.66	\$38,820.00	\$20,078.66	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond	\$30,193.94	\$0.00	\$30,193.94	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan	\$12,458.14	\$0.00	\$12,458.14	\$0.00	\$0.00	\$0.00	
2012A Refund Bond Golf/Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan	\$23,296.86	\$8,110.00	\$15,186.86	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Main	\$145,856.83	\$0.00	\$145,856.83	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan	\$10,561.65	\$0.00	\$10,561.65	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service	\$18,348.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING	\$87,910.09	\$0.00	\$87,910.09	\$0.00	\$0.00	\$0.00	
WATER FUND	\$257,094.64	\$55,930.82	\$201,163.82	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$114,181.83	\$5,066.60	\$109,115.23	(\$1,283.00)	\$0.00	(\$1,283.00)	
LIQUOR FUND	\$289,372.79	\$53,581.64	\$235,791.15	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$16,527.47	\$0.00	\$16,527.47	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$80,953.22)	\$11,038.17	(\$91,991.39)	\$0.00	\$0.00	\$0.00	
WATER PROJECT FUND	\$29,765.55	\$0.00	\$29,765.55	(\$1,389.00)	\$0.00	(\$1,389.00)	
SEWER PROJECT FUND	\$8,619.94	\$0.00	\$8,619.94	\$0.00	\$0.00	\$0.00	
Total:	\$1,525,464.26	\$190,031.29	\$1,317,084.19	\$844,886.36	\$104.53	\$844,781.83	\$2,161,866.02

Transfer Recommended:

Fund Transfer from:	Fund transfer to:	Amount of Transfer:
Liquor Fund	General Fund	\$25,000.00
Water Fund	Water Sinking Fund	\$15,000.00
Sewer Fund	Sewer Replacement Fund	\$10,000.00

2019 Bond Payments:	Principal:	Interest:	Fees:	Total:
Go Disposal Bond Series 2014A	\$10,000.00	\$1,110.00	\$0.00	\$11,110.00
Go Bond Series 2006A	\$35,000.00	\$3,345.00	\$100.00	\$38,445.00
Go Bond Series 2012A Water Project	\$45,000.00	\$9,318.75	\$475.00	\$54,793.75
Go Bond Series 2012A Golf	\$10,000.00	\$500.00	\$0.00	\$10,500.00

CITY OF BLACKDUCK

Monthly Bills

December 2018

Check Name	Amount		Amount
Fund 101 GENERAL FUND		BOGART'S	\$65.00
AMERIPRIDE LINEN & APPAREL	\$58.12	BOND TRUST SERVICES CORP.	\$54,418.75
AXON ENTERPRISE, INC.	\$1,334.00	CARD SERVICE CENTER	\$49.00
BELTRAMI COUNTY-AUDITOR/TREAS.	\$123.51	CORE & MAIN	\$238.61
BELTRAMI ELECTRIC COOP	\$4,538.64	DAKOTA SUPPLY GROUP	\$39.56
BLACKDUCK AUTO PARTS, INC	\$842.98	Gopher State One Call	\$2.70
BLACKDUCK CO-OP	\$9.50	Hawkins, Inc	\$834.35
BOGART'S	\$188.99	Fund 601 WATER FUND	\$55,930.82
CARD SERVICE CENTER	\$615.04	Fund 602 SEWER FUND	
CHRISTIAN BROTHERS FORD	\$65.68	BELTRAMI ELECTRIC COOP	\$1,681.78
CLAREYS SAFETY EQUIP.	\$253.89	CARD SERVICE CENTER	\$47.79
DRAHOS KIESON & CHRISTOPHER	\$247.50	PAUL BUNYAN COMMUNICATIONS	\$34.03
FORUM COMMUNICATIONS CO	\$265.65	PINE ISLAND BANK	\$3,000.00
FRONTIER REPAIR	\$238.01	RMB ENVIRONMENTAL LABORATORIES	\$303.00
GREATER MN PARKS & TRAILS	\$25.00	Fund 602 SEWER FUND	\$5,066.60
MARCO SERVICE	\$182.01	Fund 609 MUNICIPAL LIQUOR FUND	
MCFOA	\$45.00	AMERIPRIDE LINEN & APPAREL	\$468.87
MN CHIEFS OF POLICE ASSN.	\$199.00	ARVIG	\$323.40
NAYLOR REFRIGERATION & HTG.	\$3,925.00	BELTRAMI ELECTRIC COOP	\$1,954.60
NORTHWOODS LUMBER CO	\$22.58	BEMIDJI COCA-COLA	\$290.70
PAUL BUNYAN COMMUNICATIONS	\$1,365.27	BERNATELLOS	\$661.50
QUILL CORPORATION	\$566.60	Bernick Companies	\$5,295.40
RAE BURMEISTER	\$129.99	BLACKDUCK FAMILY FOODS	\$2,401.35
ROGER'S TWO WAY RADIO	\$693.00	Breakthru Beverage	\$1,786.55
STREICHERS	\$1,044.00	D & D BEVERAGE	\$349.80
TIMBERLINE SPORTS, INC	\$375.46	DICK DISTRIBUTING	\$16,418.45
Fund 101 GENERAL FUND	\$17,354.42	FORUM COMMUNICATIONS CO	\$140.50
Fund 207 SCDP REVOLVING LOAN FUND		GUARDIAN PEST CONTROL	\$42.56
BELTRAMI ELECTRIC COOP	\$104.53	HEGGIES PIZZA LLC	\$620.00
Fund 207 SCDP REVOLVING LOAN F	\$104.53	HENRYS	\$2,049.80
Fund 209 PINE TREE PARK FUND		JIM DANDY SNACK FOOD CO.	\$138.00
BELTRAMI ELECTRIC COOP	\$104.64	JOHNSON BROTHERS LIQUOR CO.	\$5,715.11
GREATER MN PARKS & TRAILS	\$25.00	MIKINNON CO., INC	\$6,052.60
Fund 209 PINE TREE PARK FUND	\$129.64	NEI BOTTLING INC	\$596.52
Fund 307 2006 GO BONDS		NORTHWOODS ICE, INC	\$83.40
BOND TRUST SERVICES CORP.	\$38,820.00	NORTHWOODS LUMBER CO	\$33.99
Fund 307 2006 GO BONDS	\$38,820.00	OLD DUTCH	\$367.00
Fund 314 2014A DISP SYS BOND DEBT SERV		PAUL BUNYAN COMMUNICATIONS	\$255.62
PINE ISLAND BANK	\$8,110.00	Phillips Wine and Spirits	\$3,173.31
Fund 314 2014A DISP SYS BOND DE	\$8,110.00	QUILL CORPORATION	\$76.23
Fund 601 WATER FUND		Sanford Medical Clinic	\$47.00
BELTRAMI ELECTRIC COOP	\$282.85	Southern Glazer's of MN	\$867.07
		SUPER BRIGHT LEDS INC	\$167.88

Check Name	Amount
TOTAL REGISTER SYSTEMS, INC	\$1,993.32
TOTAL TAP SERVICES	\$64.00
US FOODS	\$899.34
WASTE MANAGEMENT OF WI-MN	\$247.77
Fund 609 MUNICIPAL LIQUOR FUN	<u>\$53,581.64</u>
Fund 613 GOLF COURSE	
BELTRAMI ELECTRIC COOP	\$406.79
BLACKDUCK AUTO PARTS, INC	\$86.83
BOND TRUST SERVICES CORP.	\$10,500.00
PAUL BUNYAN COMMUNICATIONS	\$44.55
Fund 613 GOLF COURSE	<u>\$11,038.17</u>
	<u>\$190,135.82</u>

Water Fund

Year to Date Income Statement thru 12/31/2018

Water Operating Revenue:		Budget:
Water Meter Sales	\$230.00	\$0.00
Health Dept Charges	\$1,726.15	\$1,500.00
Interest	\$1,286.77	\$0.00
Water Sales	\$199,933.85	\$210,657.00
Water Connect/Reconnect Fee	\$988.93	\$500.00
Water Penalty	\$1,533.38	\$1,750.00
Miscellaneous Revenues	\$1,739.86	\$0.00
NSF	\$35.00	\$0.00
Reimbursements	\$1,357.31	\$0.00
Total Water Revenues	\$208,831.25	\$214,407.00

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$54,895.77	\$55,557.00	\$661.23
Full-Time Employees OT	\$716.57	\$500.00	(\$216.57)
Part-Time Employees	\$1,064.70	\$1,250.00	\$185.30
PERA	\$4,251.18	\$4,166.00	(\$85.18)
FICA	\$4,277.66	\$4,250.00	(\$27.66)
Employer Paid Health	\$9,718.76	\$11,585.00	\$1,866.24
Office Supplies (GENERAL)	\$62.93	\$200.00	\$137.07
Printed Forms	\$0.00	\$0.00	\$0.00
Electricity	\$8,933.97	\$11,000.00	\$2,066.03
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$20.00	\$500.00	\$480.00
Operating Supplies (GENERAL)	\$667.07	\$600.00	(\$67.07)
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$1,011.01	\$1,500.00	\$488.99
Lubricants and Additives	\$116.34	\$300.00	\$183.66
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$5,532.35	\$7,000.00	\$1,467.65
Fluoride	\$861.56	\$500.00	(\$361.56)
Repairs/Maint Supply	\$560.02	\$1,000.00	\$439.98
Equipment Parts	\$0.00	\$1,000.00	\$1,000.00
Building Repair Supply	\$129.29	\$300.00	\$170.71
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$423.42	\$500.00	\$76.58
Merchandise for Resale	\$1,160.28	\$750.00	(\$410.28)
Auditing and Acc't	\$3,000.00	\$3,000.00	\$0.00
Legal Fees	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$50.70	\$0.00	(\$50.70)
Engineering Fees	\$0.00	\$0.00	\$0.00
Professional Services	\$475.00	\$500.00	\$25.00
Other Professional Services	\$45.22	\$250.00	\$204.78
Telephone	\$101.49	\$500.00	\$398.51
Postage	\$788.95	\$750.00	(\$38.95)
Travel Expense	\$0.00	\$500.00	\$500.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$291.60	\$300.00	\$8.40
Property Insurance	\$1,531.00	\$1,600.00	\$69.00
Workers Compensation	\$2,068.63	\$2,100.00	\$31.37
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$1,796.00	\$1,800.00	\$4.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$9,862.61	\$10,000.00	\$137.39
Repairs/Maintenance Machinery	\$59.62	\$1,000.00	\$940.38
Dues and Subscriptions	\$2,424.47	\$2,100.00	(\$324.47)
Uncollectable Checks/Bad Debt	\$404.66	\$0.00	(\$404.66)
Cash Short	\$60.61	\$0.00	(\$60.61)
Miscellaneous	\$13.48	\$0.00	(\$13.48)
Bank Service Charges	\$71.50	\$650.00	\$578.50
Total Water Expenditures	\$117,448.42	\$127,508.00	\$10,059.58

Other Water Expenditures:		Budget	Remaining
Transfer Fr Other Fund	\$0.00	\$0.00	\$0.00
PFA Debt Service Principal	\$6,089.00	\$6,089.00	\$0.00
PFA Debt Service Interest	\$1,319.27	\$2,290.45	\$971.18
Debt Service Bond Principal	\$45,000.00	\$45,000.00	\$0.00
Debt Service Bond Interest	\$18,918.75	\$18,918.75	\$0.00
Depreciation/Capital Outlay	\$15,000.00	\$15,000.00	\$0.00
Total	\$86,327.02	\$87,298.20	\$971.18

Net Total	\$5,055.81	\$214,806.20	\$11,030.76
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Sewer Fund

Year to Date Income Statement thru 12/31/2018

Sewer Operating Revenue:		Budget
Reimbursements (insurance proceeds)	\$361.91	\$0.00
Interest	\$572.70	\$0.00
Other Revenues	\$425.00	\$0.00
Sewer Sales	\$148,200.71	\$162,504.00
Farm Lease Agreement Revenue	\$6,098.80	\$3,160.00
Sewer Connect/Reconnect Fee	\$0.00	\$0.00
Swr Penalty	\$1,451.02	\$1,500.00
Charges for Service	\$2,150.00	\$0.00
Total Sewer Revenues	\$159,260.14	\$167,164.00

Sewer Operating Expenditures:		Budget	Remaining
Full-Time Employees Regular	\$58,542.49	\$58,835.00	\$292.51
Part-Time Employees	\$532.29	\$625.00	\$92.71
PERA	\$4,430.62	\$4,390.00	(\$40.62)
FICA	\$4,456.74	\$4,478.00	\$21.26
Employer Paid Health	\$10,145.46	\$12,086.00	\$1,940.54
Office Supplies (GENERAL)	\$62.94	\$200.00	\$137.06
Electricity	\$16,396.50	\$16,000.00	(\$396.50)
Training and Instruction	\$23.00	\$500.00	\$477.00
Operating Supplies (GENERAL)	\$795.82	\$500.00	(\$295.82)
Motor Fuels	\$912.02	\$1,750.00	\$837.98
Lubricants and Additives	\$507.12	\$750.00	\$242.88
Repairs/Maint Supply	\$259.25	\$500.00	\$240.75
Equipment Parts	\$0.00	\$0.00	\$0.00
Tires	\$0.00	\$0.00	\$0.00
Merchandise Resale	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$374.74	\$600.00	\$225.26
Auditing and Acc't	\$3,000.00	\$3,000.00	\$0.00
Legal Fees	\$0.00	\$0.00	\$0.00
Chemicals and Chem Products	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$668.21	\$1,000.00	\$331.79
Other Professional Services	\$45.22	\$1,000.00	\$954.78
Telephone	\$303.73	\$500.00	\$196.27
Postage	\$400.53	\$500.00	\$99.47
Travel Expense	\$0.00	\$500.00	\$500.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$100.00	\$100.00
General Liability Insurance	\$2,079.20	\$2,300.00	\$220.80
Property Insurance	\$1,496.00	\$1,500.00	\$4.00
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$2,351.15	\$2,500.00	\$148.85
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$0.00	\$0.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$7,448.44	\$8,500.00	\$1,051.56
Repairs/Maintenance Machinery	\$164.45	\$500.00	\$335.55
Dues and Subscriptions	\$4,927.22	\$3,200.00	(\$1,727.22)
Debt Service Bond Interest	\$0.00	\$0.00	\$0.00
Fiscal Agent Fee	\$0.00	\$0.00	\$0.00
Other Equipment	\$6,500.00	\$0.00	(\$6,500.00)
Other Miscellaneous	\$13.49	\$0.00	(\$13.49)
Total Sewer Expenditures	\$126,836.63	\$126,314.00	(\$522.63)

		Budget	Remaining
Debt Srv Principal 2014 Go Bond	\$3,000.00	\$3,000.00	\$0.00
2016 PFA Note Principal	\$8,970.50	\$9,000.00	\$29.50
2016 PFA Note Interest	\$3,879.25	\$3,849.75	-\$29.50
Depreciation/Capital Outlay	\$10,000.00	\$25,000.00	\$15,000.00
Total	\$25,849.75	\$40,849.75	\$15,000.00
Net Total	\$6,573.76	\$167,163.75	\$14,477.37

Pine Tree Park
Year to Date Income Statement thru 12/31/2018

PTP Revenues	2018	2017
Reservation Fees	\$748.00	\$823.00
Grants	\$10,000.00	\$7,000.00
Camping Fees	\$13,492.00	\$12,804.00
Other Revenue	\$169.65	\$135.00
Contributions and Donations	\$0.00	\$0.00
Interest Earnings	\$243.09	\$635.56
Total PTP Revenues	\$24,652.74	\$21,397.56

PTP Expenditures	2018 YTD	2017 YTD	2018	
			Budget	Remaining
Full-Time Employees Regular	\$3,576.22	\$3,588.48	\$3,628.00	\$51.78
Part-Time Employees Regular	\$1,330.89	\$1,360.75	\$1,560.00	\$229.11
PERA	\$368.04	\$269.14	\$272.00	(\$96.04)
FICA	\$367.39	\$378.62	\$277.00	(\$90.39)
Employer Paid Health	\$595.94	\$442.86	\$698.00	\$102.06
Office Supplies	\$6.13	\$0.00	\$0.00	(\$6.13)
Electricity	\$2,631.02	\$2,190.42	\$2,500.00	(\$131.02)
Operating Supplies (GENERAL)	\$517.75	\$792.98	\$700.00	\$182.25
Cleaning Supplies	\$11.89	\$61.06	\$100.00	\$88.11
Motor Fuels	\$405.19	\$707.36	\$900.00	\$494.81
Lubricants & Additive	\$7.10	\$0.00	\$0.00	(\$7.10)
Repairs/Maint Supply	\$436.96	\$567.80	\$750.00	\$313.04
Equipment Parts	\$0.00	\$0.00	\$200.00	\$200.00
Other Professional Services	\$0.00	\$0.00	\$500.00	\$500.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$386.00	\$374.50	\$800.00	\$414.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$583.20	\$532.88	\$700.00	\$116.80
Property Insurance	\$1,971.00	\$1,910.00	\$2,100.00	\$129.00
Workers Compensation Insurance	\$25.95	\$0.00	\$0.00	(\$25.95)
Garbage	\$2,195.70	\$1,577.03	\$1,500.00	(\$695.70)
Repairs/Maint Building	\$0.00	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$0.00	\$0.00	\$0.00	\$0.00
Improvements Other	\$37.54	\$143.74	\$500.00	\$462.46
Repairs/Maintenance Machinery	\$1,113.00	\$1,433.46	\$1,500.00	\$387.00
Portable Restrooms	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$56.00	\$60.00	\$0.00	(\$56.00)
Transfer to General	\$0.00	\$0.00	\$0.00	\$0.00
Other Equipment	\$12,993.00	\$0.00	\$0.00	(\$12,993.00)
Dues and Subscriptions	\$465.00	\$440.00	\$275.00	(\$190.00)
Total PTP Expenditures	\$30,080.91	\$16,831.08	\$19,460.00	(\$10,620.91)
Net Profit	(\$5,428.17)	\$4,566.48		
Total	(\$5,428.17)	\$4,566.48		

Blackduck Municipal Golf Course
Year-To-Date Income Statement 12/31/2018

	Sales	Cost of Goods	Gross Profit	Gross Margin	Budget	Remaining
Beer	\$5,571.40	\$2,811.24	\$2,760.16	49.54%	\$3,000.00	\$188.76
Soft Drinks	\$3,949.20	\$2,188.56	\$1,760.64	44.58%	\$3,000.00	\$811.44
Food	\$1,847.30	\$1,241.88	\$605.42	32.77%	\$1,500.00	\$258.12
Golf Merchandise	\$1,766.79	\$1,771.62	(\$4.83)	-0.27%	\$500.00	(\$1,271.62)
Clothing	\$1,209.09	\$988.00	\$221.09	18.29%	\$1,500.00	\$512.00
Total	\$14,343.78	\$9,001.30	\$5,342.48	37.25%	\$9,500.00	\$498.70

Charges for Services

Green Fees	\$35,789.41
Membership Fees	\$18,375.00
Trail Fees	\$661.50
Cart Storage	\$2,152.56
Rentals (Clubs, Carts)	\$1,124.67
Power Carts	\$17,608.74
Clubhouse Rental	\$862.84
Golf Tournament Revenue	\$860.00
Total Charges for Services	\$77,434.72

Total Income \$91,778.50

Less Operating Expense

		Budget	Remaining
Wages	\$47,841.49	\$48,650.00	\$808.51
PERA	\$1,301.03	\$2,550.00	\$1,248.97
FICA	\$3,659.99	\$3,725.00	\$65.01
Office Supplies	\$214.43	\$0.00	(\$214.43)
Heating Fuel	\$0.00	\$0.00	\$0.00
Electricity	\$5,320.91	\$6,000.00	\$679.09
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$880.50	\$1,000.00	\$119.50
Cleaning Supplies	\$92.32	\$100.00	\$7.68
Motor Fuels	\$3,435.80	\$3,000.00	(\$435.80)
Lubricants/Additives	\$449.41	\$250.00	(\$199.41)
Chemicals	\$1,269.46	\$4,500.00	\$3,230.54
Repair/Maint/Supplies	\$374.20	\$300.00	(\$74.20)
Equipment parts	\$1,067.38	\$300.00	(\$767.38)
Building Repair supply	\$61.81	\$150.00	\$88.19
Small Tools/Equipment	\$756.49	\$500.00	(\$256.49)
Tires	\$301.72	\$150.00	(\$151.72)
Auditing/Accounting	\$0.00	\$1,500.00	\$1,500.00
Medical Fees	\$564.00	\$500.00	(\$64.00)
Dram	\$750.00	\$750.00	\$0.00
Telephone	\$534.25	\$650.00	\$115.75
Cable Television	\$482.00	\$450.00	(\$32.00)
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$500.00	\$0.00	(\$500.00)
Postage	\$101.42	\$100.00	(\$1.42)
Advertising	\$111.00	\$400.00	\$289.00
Liability Insurance	\$2,114.10	\$2,000.00	(\$114.10)
Property Insurance	\$3,651.00	\$3,550.00	(\$101.00)
Work Comp	\$992.90	\$700.00	(\$292.90)
Unemployment	\$4,860.00	\$5,500.00	\$640.00
Insurance	\$0.00	\$0.00	\$0.00
Garbage Disposal	\$550.66	\$1,200.00	\$649.34
Repair/Maint Building	\$1,651.85	\$1,000.00	(\$651.85)
Repair/Main Structure	\$28.92	\$0.00	(\$28.92)
Repairs/Maint Machinery	\$5,725.67	\$4,000.00	(\$1,725.67)
Maintenance Course	\$7,435.53	\$4,000.00	(\$3,435.53)
Improvements other than bldges	\$1,281.34	\$0.00	(\$1,281.34)
Other Rentals	\$0.00	\$0.00	\$0.00
Leaschold Improvement	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$2,467.88	\$1,300.00	(\$1,167.88)
Bank Service Charges	\$1,168.95	\$1,500.00	\$331.05
Debt Service Bond Principal	\$10,000.00	\$10,000.00	\$0.00
Interest	\$500.00	\$1,062.50	\$562.50

Equipment Bond Interest 2016	\$4,365.50	\$4,365.83	\$0.33
Equipment Bond Principal 2016	\$0.00	\$0.00	\$0.00

Total Expense **\$116,863.91** **\$115,703.33** **(\$1,160.58)**

OPERATING INCOME OR LOSS **(\$34,086.71)**

Other Expenses

Misc. Expenses	\$0.00
Equipment - Gator	\$0.00
Management Fee	\$0.00
Capital Improvements	\$0.00
Transfer to General	\$0.00
Cash Short	\$157.14

Total Other Expenses **\$157.14**

Other Income

Transfer Fr Other Funds	\$0.00
Transfer Fr Liq Str	\$0.00
Interest Earned	\$0.00
Reimbursements	\$4,929.57
Tee Box Revenue	\$2,250.00
Cash Over	\$78.03
Proceeds-Gen Obligation Equip	\$0.00

Total Other Income **\$7,257.60**

NET INCOME OR LOSS YEAR TO DATE **(\$26,986.25)**

Sales Comparison YTD	2017 thru November	2018
Green Fees	\$29,604.70	\$35,789.41

YTD Comparisons:	2017	2018
Operating Revenue	\$86,797.14	\$99,036.10
Operating Expense	\$119,320.90	\$126,022.35
	(\$32,523.76)	(\$26,986.25)

Blackduck Municipal Liquor Store Income Statement
Year to Date Ending 12/31/2018

700694.44

	Sales	Cost of Goods	Gross Profit	
Liquor Sales Off-Sale	\$241,782.08	\$194,934.92	\$46,847.16	19.38%
Beer Sales Off-Sale	\$468,926.18	\$364,744.98	\$104,181.20	22.22%
Wine Sales Off-Sale	\$42,937.65	\$26,273.99	\$16,663.66	38.81%
Other Sales On/Off-Sale	\$14,316.77	\$12,547.70	\$1,769.07	12.36%
Liquor Sales On-Sale	\$114,451.02	\$29,334.26	\$85,116.76	74.37%
Beer Sales On-Sale	\$143,834.90	\$30,362.02	\$113,472.88	78.89%
Wine Sales On-Sale	\$1,248.89	\$628.33	\$620.56	49.69%
Cigarette Sales	\$10,035.81	\$6,812.66	\$3,223.15	32.12%
Clothing	\$2,874.77	\$2,401.72	\$473.05	16.46%
Soft Drinks On Sale	\$15,593.76	\$9,736.91	\$5,856.85	37.56%
Food Sales	\$100,455.67	\$63,827.44	\$36,628.23	36.46%

Total	\$1,156,457.50	\$741,604.93	\$414,852.57	GPM 35.87%
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Less Operating Expense	2018 YTD	Budget	Remaining
Wages FT	\$51,875.58	\$52,027.00	\$151.42
Wages PT	\$111,715.00	\$102,402.00	(\$9,313.00)
PERA	\$10,446.34	\$10,900.00	\$453.66
FICA	\$12,509.72	\$11,855.00	(\$654.72)
Health Insurance	\$9,778.23	\$11,115.00	\$1,336.77
Office Supplies	\$839.51	\$750.00	(\$89.51)
Electricity	\$22,762.70	\$23,000.00	\$237.30
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$169.00	\$500.00	\$331.00
Operating & Bar Supplies	\$17,316.93	\$11,000.00	(\$6,316.93)
Cleaning Supplies	\$23.60	\$0.00	(\$23.60)
Bar Supply	\$153.66	\$0.00	(\$153.66)
Building Repair Supplies	\$125.42	\$0.00	(\$125.42)
Mix Expense	\$9,732.28	\$22,000.00	\$12,267.72
Auditing / Acer'g Services	\$6,500.00	\$6,500.00	\$0.00
Legal Fees	\$0.00	\$200.00	\$200.00
Other Professional Services/Cleaning	\$0.00	\$1,000.00	\$1,000.00
Telephone	\$1,378.06	\$1,350.00	(\$28.06)
Postage	\$416.27	\$300.00	(\$116.27)
Cable Television	\$1,106.40	\$1,000.00	(\$106.40)
Internet Access	\$1,054.45	\$1,000.00	(\$54.45)
Travel Expense	\$0.00	\$500.00	\$500.00
Freight	\$6,247.20	\$4,500.00	(\$1,747.20)
Advertising	\$655.00	\$0.00	(\$655.00)
Promotions/Entertainment	\$10,516.39	\$9,000.00	(\$1,516.39)
Legal Notices	\$0.00	\$0.00	\$0.00
Liability Insurance	\$2,114.10	\$2,300.00	\$185.90
Property Insurance	\$7,132.00	\$7,300.00	\$168.00
Dram Shop/Liquor Liability	\$4,012.00	\$5,000.00	\$988.00
Other Insurance	\$0.00	\$0.00	\$0.00
Work Comp	\$6,667.49	\$6,000.00	(\$667.49)
Water Utility	\$2,136.57	\$2,700.00	\$563.43
Garbage Disposal	\$5,339.57	\$6,000.00	\$660.43
Sewer Utility	\$0.00	\$0.00	\$0.00
Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building	\$13,599.39	\$10,000.00	(\$3,599.39)
Uncollectable Checks	\$378.75	\$200.00	(\$178.75)
Dues and Subscriptions	\$5,594.66	\$3,200.00	(\$2,394.66)
Bank Service Charges	\$17,805.26	\$13,500.00	(\$4,305.26)
Furniture & Fixtures	\$6,259.49	\$5,000.00	(\$1,259.49)
Office Equip & Furnishings	\$0.00	\$0.00	\$0.00
Improvements Other - Parking Lot 2018	\$43,289.87	\$1,000.00	(\$42,289.87)
Building & Structures	\$0.00	\$0.00	\$0.00
Medical Fees	\$329.00	\$350.00	\$21.00
Other Equipment	\$490.69	\$1,000.00	\$509.31
Total Operating Expense	\$390,470.58	\$334,449.00	(\$56,021.58)

Inventory Expense (\$40,910.49)

NET INCOME OR LOSS \$65,292.48

Other Expenses

Donations	\$11,934.12
Capital Outlay	\$0.00
Unemployment Paid	\$123.23
Cash Short	(\$26.85)
Misc. Expense	\$0.00

Total Other Expenses **\$12,030.50**

Other Income

Reimbursements (NSF)	\$2,014.79
Rent Income	\$9,964.09
Vending Income	\$4,744.35
Other Misc	\$3,177.58
Cash Over	\$490.86
Total Other Income	\$20,391.67

Gross Profit Before Transfers **\$73,653.65**

Transfer to General Fund **\$65,000.00**

Net Profit After Inventory Exp & Transfers
\$8,653.65

Inventory at 1/1/2018 after inventory total	\$97,528.80
Inventory at 12/31/2018	<u>\$104,276.77</u>
Difference	<u>\$6,747.97</u>

Sales Comparison Year to Date Ending 12/31/2018

	2016	2017	2018	% of Increase from 2017-2018
Off -Sale Liquor	\$222,810.60	\$222,802.78	\$241,782.08	8.52%
Off-Sale Beer	\$449,751.92	\$450,890.10	\$468,926.18	4.00%
Off -Sale Wine	\$39,984.50	\$40,904.25	\$42,937.65	4.97%
Total Off-Sale	\$712,547.02	\$714,597.13	\$753,645.91	5.46%
On-Sale Liquor	\$101,295.32	\$103,583.22	\$114,451.02	10.49%
On-Sale Beer	\$124,298.54	\$130,151.29	\$143,834.90	10.51%
On-Sale Wine	\$1,006.36	\$1,208.46	\$1,248.89	3.35%
Total On-Sale	\$226,600.22	\$234,942.97	\$259,534.81	10.47%
Total On and Off Sale	\$939,147.24	\$949,540.10	\$1,013,180.72	6.70%

Month End Remittance Report for December 2018

STATE OF MINNESOTA

Check Number: 888888 Printed: 1/2/2019 Account: Wells Fargo Bank Bemidji Checking (Swept)

Beltrami County

County Revenue

Line	GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
1a	Law Library-Civil	M.S. 134A.10 S1		000019597500 1	570.00
1b	Law Library - Criminal	M.S. 134A.10 S3		000019597500 1	2,964.22
2	Sheriff's Contingency Fund	M.S. 387.213		000019597500 1	750.00
9	Prosecution Costs	M.S. 631.48; 609.49		000019597500 1	575.00
10	DWI Assessment/County	M.S. 169A.285		000019597500 1	137.59
County Revenue Total					\$4,996.81

Municipalities

GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
DWI Assessment/Bemidji			000019294100 1	15.15
Bemidji 100%			000019294100 1	755.50
Bemidji 2/3			000019294100 1	4,236.25
Bemidji 1st Late Penalty			000019294100 1	181.40
Bemidji 2nd Late Penalty			000019294100 1	565.51
Sub-Total				\$5,753.81

Municipalities Total

\$5,753.81

County Specific

Line	GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
1	Beltrami County DARE Advisory Board			000019294100 1	470.13
3	Bemidji Prosecution Costs			000019294100 1	100.00
4	Drug Task Force			000019597500 1	10.00
6	Northwood Coalition Battered Women's Shelter			000020502400 1	210.05
58	Beltrami County Victim Services			000019597500 1	0.02
County Specific Total					\$790.20

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name Blackduck Fire Relief	License Number 01944
Site Name MUNICIPAL LIQUOR STORE	Site Number 001
(Use one worksheet for each site. If lease changes, use new worksheet.)	
Bar op 001	Booth Operation Rent 1 List the % to be paid for paper pull-tabs, tipboards, paddletickets, electronic pull-tabs and electronic linked bingo conducted by the organization's employees 2 List the % to be paid for paper pull-tabs, tipboards, and paddletickets conducted by the lessor or lessor's employees 3 List the % to be paid for electronic pull-tabs and electronic linked bingo conducted by the lessor or lessor's employees
	1 <u>0.00</u> % 2 <u>20.00</u> % 3 <u>15.00</u> %

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent	Bar Operation	
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E. Report amount on Schedule A, line 22h.	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
12 / 2017	0.00	0.00	1871.00	374.20	374.20	425.65	63.85	438.05	56.00	382.05
1 / 2018	0.00	0.00	1551.00	310.20	310.20	834.85	125.23	435.43	12.00	423.43
2 / 2018	0.00	0.00	4792.00	958.40	958.40	413.15	61.97	1020.37	37.00	983.37
3 / 2018	0.00	0.00	2191.00	438.20	438.20	926.45	138.97	577.17	45.25	531.92
4 / 2018	0.00	0.00	4369.00	873.80	873.80	0.00	0.00	873.80	23.00	850.80
5 / 2018	0.00	0.00	7300.00	1460.00	1460.00	0.00	0.00	1460.00	23.00	1437.00
6 / 2018	0.00	0.00	5213.00	1042.60	1042.60	686.35	102.95	1145.55	1.00	1144.55
7 / 2018	0.00	0.00	3140.00	628.00	628.00	279.60	41.94	669.94	33.00	636.94
8 / 2018	0.00	0.00	5301.00	1060.20	1060.20	0.00	0.00	1060.20	0.00	1060.20
9 / 2018	0.00	0.00	2776.00	555.20	555.20	179.35	26.90	582.10	47.00	535.10
10 / 2018	0.00	0.00	4525.00	905.00	905.00	0.00	0.00	905.00	2.00	903.00
11 / 2018	0.00	0.00	5439.00	1087.80	1087.80	539.55	80.93	1168.73	93.00	1075.73

1 This amount may not exceed 10%.
 2 Enter no more than 10% if paper or electronic pull-tabs, tipboards, paddletickets (other than paddiewheel) without a table once weekly), or electronic linked bingo games are conducted by the organization's employees. Otherwise, enter no more than 20%.
 3 This amount may not exceed 15%.
 4 Electronic pull-tab rent is based on the receipts incurred during the month, and not on when each pull-tab deal is closed.
 5 If the amount in Column H is negative, contact your compliance specialist.

DEC 24 2018

Revolving Loan Funds used for Foreclosure

Date:	Attorney:	Utility:	Amount	Other:	Amount
	\$585.00	Beltrami Electric Coop Dec. 2017	\$94.20	Bonded Lock & alarm	\$243.87
	\$1,588.50	Blackduck Co-op	\$782.95	Northwoods Lumber	\$1.99
	\$195.00	City of Blackduck(utilities)	\$167.42	Beltrami County Auditor	\$7,098.45
	\$175.50	Beltrami Electric Coop Jan.2018	\$107.36	A&E Produce	\$1,000.00
	\$117.00	Blackduck Co-op 01/06/2018	\$841.31	LMCIT	\$2,895.00
	\$175.50	Beltrami Electric Coop Feb. 2018	\$103.18	Beltrami County Auditor	\$1,728.48
12/2/2017	\$1,531.50	Beltrami Electric Coop March 2018	\$91.25		
1/11/2018	\$667.00	Beltrami Electric Coop April 2018	\$99.91		
2/13/2018	\$195.00	Beltrami Electric Coop May 2018	\$89.15		
5/14/2018	\$1,353.00	Beltrami Electric Coop June 2018	\$88.56		
6/12/2018	\$500.00	Beltrami Electric Coop July 2018	\$87.55		
9/14/2018	\$253.50	Beltrami Election Coop August 2018	\$89.19		
10/10/2018	\$78.00	Beltrami Electric Coop September 2018	\$90.03		
		Betrami Electric Coop October 2018	\$93.38		
		Beltrami Electric Coop November 2018	\$100.80		
		Beltrami Electric Coop Decemeber 2018	\$104.53		
Totals:			\$3,030.77		\$12,967.79

Totals for all categories:	\$23,413.06
Total of RLF outstanding balance:	\$17,163.80
Total through 12/31/18:	\$40,576.86

Requesting Final Council Approval for the Following

Requesting Final Approval of New Part Time Hires:

Name:	Position:	Date of Hire:	Wage:
Rick Semon	Liquor Store Janitor	11/26/2018	12.00

Selection Process

The selection process will be a cooperative effort between the City Administrator or designee, and the Personnel Committee and the appropriate department head, subject to final hiring approval of the City Council. Any, all or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriated department head with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the department head at any time, subject to City Council approval.



CONNECTING & INNOVATING
SINCE 1913

December 12, 2018

Dear Member,

We are pleased to enclose a check for your share of the \$2.7 million dividend the League of Minnesota Cities Insurance Trust (the Trust) is returning to members of the property/casualty program for 2018. Also included is a summary of the data used to calculate your specific city's dividend and your dividend history. Your insurance agent will receive a copy of this information, and we encourage you to share it with your city council or other governing body.

This year's dividend was primarily determined based on all Trust members' recent claim experience. During 2017 and 2018, property claims were higher than anticipated, largely because of a few large fire losses and several weather-related events. The Trust sets premium levels to prepare for years in which claims exceed projections, as happened in 2018, and then returns unneeded funds to our members. This year, we evaluated loss patterns and determined a \$2.7 million dividend could be returned to members while maintaining appropriate rate stability going forward.

The formula for calculating dividends is designed to return proportionally larger amounts to members that have been with LMCIT longer and that have been most successful in avoiding and controlling losses. Your share was determined based on your gross earned premiums and total adjusted losses for the past 20 years, as shown on the enclosed graphs and charts. As you review it, keep these definitions in mind:

- *Gross Earned Premium:* This is your total of all earned premiums for the past 20 years as of May 31.
- *Adjusted Loss:* This is your claim costs for the past 20 years, minus applicable deductibles, and after capping each individual large claim. Individual claims are capped at the lesser of \$200,000 or 200 percent of your annual premium for the year of the loss to mitigate the impact of a catastrophic claim.

The goal of the Trust is to manage *risk* – in other words, uncertainty. Because it is impossible to know precisely what claims will occur or how much they will cost, it's impossible to guarantee a dividend in any given year, and the amounts will vary in years when they are paid. That's why the efforts you've made to avoid losses are so important to you and all the members of the Trust.

DEC 17 2018

We remain committed to working with you to minimize claims, keep premium rates stable, and return unneeded funds to members when possible. Since 1987, we have returned nearly \$330 million to members in dividends.

Thank you for your continued participation in the Trust. Feel free to contact Laura Honeck, Trust Operations Manager, at lhoneck@lmc.org or 651-281-1280 if you have any questions or need additional information.

Sincerely,

Your Board of Trustees

Jake Benson, Councilmember, Proctor

Dave Callister, Manager, Plymouth

Clint Gridley, Administrator, Woodbury

D. Love, Councilmember, Centerville

Dave Unmacht, Executive Director, League of Minnesota Cities

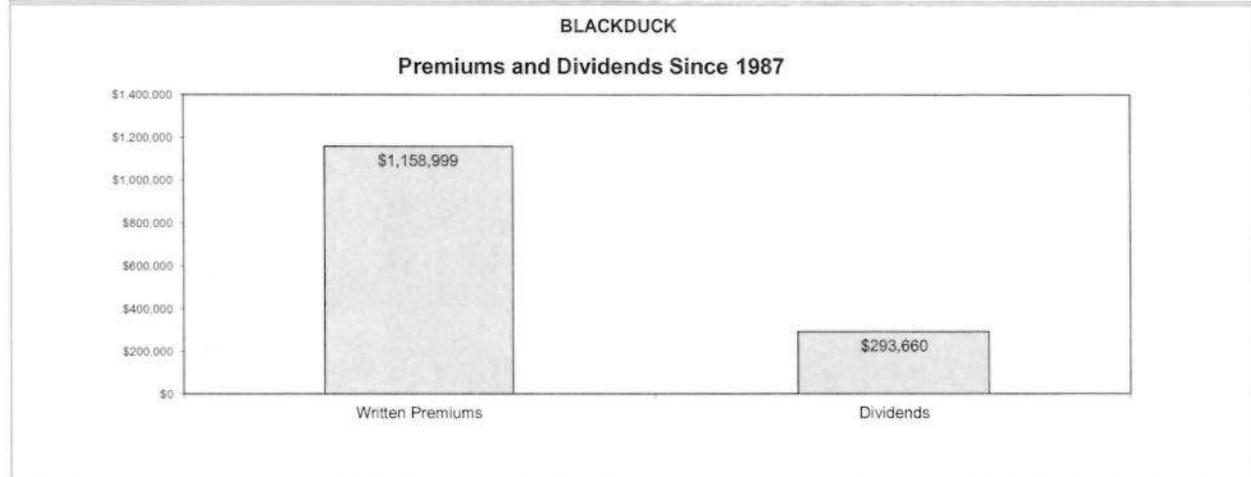
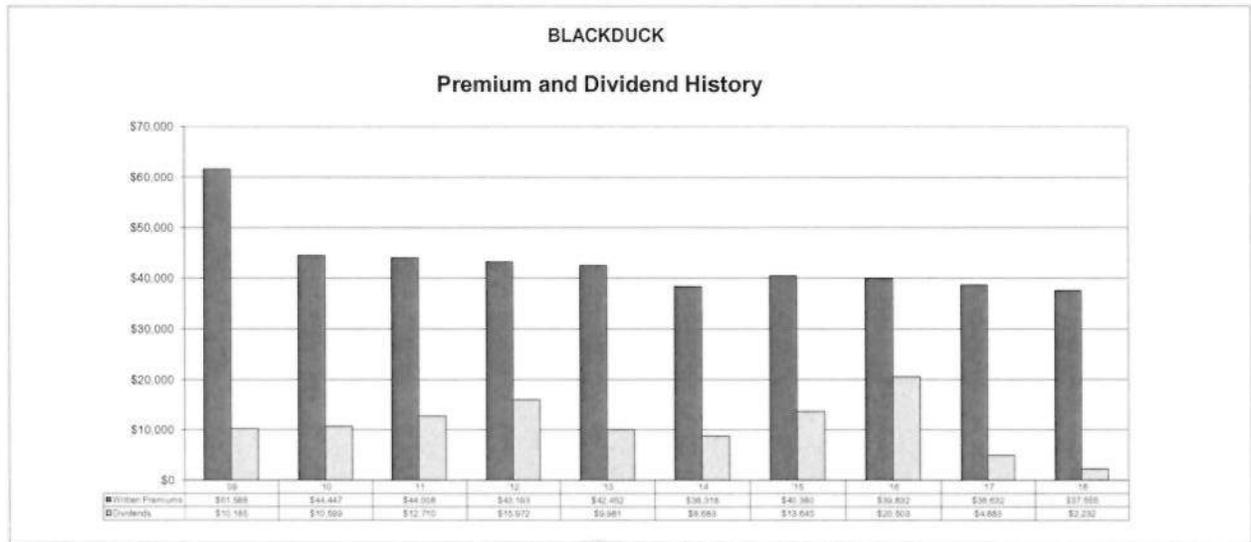
Alison Zelms, Deputy City Manager, Mankato

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2018 DIVIDEND CALCULATION
AT MAY 31, 2018**

Security Insurance USA
Po Box 217
Blackduck MN 56630-0217

Blackduck
Po Box 380
Blackduck, MN 56630-0380

GROSS EARNED PREMIUM \$882,331
ADJUSTED LOSSES \$339,419
MEMBERS DIVIDEND PERCENTAGE 0.00082664211
DIVIDEND AMOUNT \$2,232



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2018 for the past 20 years. This is the premium figure that's used in the dividend calculation.
The "2018 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2018 (for most members, only a portion of that 2018 written premium would be earned as of May 31, 2018).



CITY OF BLACKDUCK
 CITY ADMINISTRATOR
 LEADERSHIP TEAM FEEDBACK FORM

Date: 12/06/2018

Period Covered: 12/07/2017 – 12/06/2018

Evaluator: Christina Regas

Purpose: The purpose of employee evaluation is to increase communication between the City Council and the City Administrator concerning the performance of the Administrator in the accomplishment of his/her assigned duties and responsibilities, to help in establishment of specific work-related goals and objectives, and as input to compensation decisions.

Instructions: Review the performance of the Administrator for the entire evaluation period. Try to refrain from basing judgment on recent events or isolated incidents only. Evaluate the Administrator on the basis of standards you expect to be met for the job, considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the N/O (“No Observation” column next to the factor.

Rating Scale Definitions (1-5)

- Unsatisfactory (1) The employee’s work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.
- Improvement Needed (2) The employee’s work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- Meets Job Standard (3) The employee’s work performance consistently meets the standards of the position.
- Exceeds Job Standard (4) The employee’s work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding (5) The employee’s work performance is consistently excellent when compared to the standards of the job.

I. Performance Evaluation

1. City Council Relationships	1	2	3	4	5	N/O
a. Is responsive to City Council's needs and requests.	—	—	—	—	_X_	—
b. Accepts direction/ instructions in a positive manner.	—	—	—	—	_X_	—

c. Effectively aids the City Council in developing policy and establishing long range goals.	—	—	—	<u>X</u>	—	—
d. Reports to the Council are timely, clear, concise and thorough.	—	—	—	—	<u>X</u>	—
e. Informs the Council of emerging issues and problems so as to avoid surprises.	—	—	—	—	<u>X</u>	—
f. Manages meeting agendas so as to facilitate Council decision making and priorities.	—	—	—	—	<u>X</u>	—
g.	—	—	—	—	—	—

Comments:

2. Delivery of Services and Execution of Policy

	1	2	3	4	5	N/O
a. Effectively and efficiently implements policies and programs approved by the City Council.	—	—	—	<u>X</u>	—	—
b. Coordinates activities with and provides oversight of city consultants.	—	—	—	—	<u>X</u>	—
c. Ensures that operations are in accordance with applicable policies, ordinances and laws.	—	—	—	<u>X</u>	—	—
d. Applies policies in a fair and equitable manner.	—	—	—	<u>X</u>	—	—
e.	—	—	—	—	—	—

Comments:

3. Public Relations and Communications

1 2 3 4 5 N/O

a. Projects a positive public image.	—	—	—	—	X—	—
b. Is courteous to the public at all times.	—	—	—	—	—X—	—
c. Oral communication is clear, concise and articulate	—	—	—	—	—X—	—
d. Written communications are clear, concise and accurate.	—	—	—	—	—X—	—
e. Maintains effective relations with media representatives.	—	—	—	—	—X—	—
f. Maintains effective communications with local, regional, state and federal government agencies.	—	—	—	—	—X—	—
g.	—	—	—	—	—	—

Comments:

4. Leadership

1 2 3 4 5 N/O

a. Keeps the Council informed of new innovations, developments, practices, technology, regulations, etc.	—	—	—	—X—	—	—
b. Is an effective problem-solver and suggests new ideas.	—	—	—	—X—	—	—
c. Provides direction and support for advisory committees in accordance with Council priorities.	—	—	—	—X—	—	—
d.	—	—	—	—	—	—

Comments:

5. Personnel Management

	1	2	3	4	5	N/O
a. Delegates appropriately.	—	—	—	<u> X </u>	—	—
b. Recommends and implements sound human resources policies and procedures.	—	—	—	<u> X </u>	—	—
c. Provides effective feedback and motivates staff.	—	—	—	<u> X </u>	—	—
d. Makes good recommendations for recruiting and hiring qualified personnel.	—	—	—	<u> X </u>	—	—
e.	—	—	—	—	—	—

Comments:

6. Fiscal Management

	1	2	3	4	5	N/O
a. Prepares a realistic annual budget that addresses the City Council's goals and objectives.	—	—	—	<u> X </u>	—	—
b. Controls expenditures in accordance with approved budget.	—	—	—	<u> X </u>	—	—
c. Manages finances to ensure conformance with sound accounting procedures and internal controls.	—	—	—	<u> X </u>	—	—
d. Makes sound recommendations for long-range financial planning and financing of projects.	—	—	—	<u> X </u>	—	—
e.	—	—	—	—	—	—

Comments:

7. Personal Traits

	1	2	3	4	5	N/O
a. Takes initiative.	—	—	—	—	<u>X</u>	—
b. Displays good judgment.	—	—	—	—	<u>X</u>	—
c. Is fair and impartial.	—	—	—	—	<u>X</u>	—
d. Attitude reflects a commitment to the City and its policies.	—	—	—	—	<u>X</u>	—
e. Can be depended upon to follow through.	—	—	—	—	<u>X</u>	—
f.	—	—	—	—	—	—

Comments:

II. General Comments

Anything that the administrator is doing that you particularly appreciate?

Anything that the administrator is doing that needs to improve or change?

V. Acknowledgement

Blackduck Department Head

Concurrence

_____	YES / NO
Robert Klug Jr, Public Works Supervisor	
_____	YES / NO
Shawnda Lahr, Liquor Store Manager	
_____	YES / NO
Brian Larson, Fire Chief	
_____	YES / NO
Jace Grangruth, Chief of Police	
_____	YES / NO
Jim Andersen, Golf Course Manager	

Administrator Comments:

Christina Regas, Administrator

Sathre Title & Abstract, Inc.
ALTA Universal ID
315 5th Street NW, Suite 2
Bemidji, MN 56601

File No./Escrow No.: SAI-9531
Print Date & Time: December 13, 2018 at 02:41 PM
Officer/Escrow Officer: Jill Bitker

Settlement Location:

Property Address: 72 and 64 Main St N
 Blackduck, MN 56630
Borrower: David A. Hower and Mary K. Hower
Seller: City of Blackduck
Lender:
Settlement Date: December 31, 2018
Disbursement Date: December 31, 2018

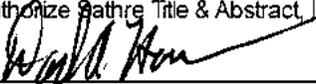
Description	Borrower/Buyer	
	Debit	Credit
Financial		
Sale Price of Property	\$ 10,000.00	
Deposit		\$ 500.00
Prorations/Adjustments		
Loan Charges to		
Other Loan Charges		
Impounds		
Title Charges & Escrow / Settlement Charges		
Title - Owner's Title Insurance to Sathre Title & Abstract, Inc. Coverage: \$ 10,000.00 Premium: \$ 100.00	\$ 100.00	
Title - Settlement or Closing Fee to Sathre Title & Abstract, Inc. Buyer Closing Fee	\$ 250.00	
Title - Title Production to Sathre Title & Abstract, Inc.	\$ 325.00	
Title - Settlement or Closing Fee to Sathre Title & Abstract, Inc. Seller Closing Fee	\$ 250.00	

ALTA Settlement Statement Borrower/Buyer - Continued

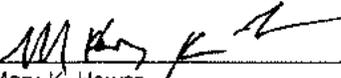
		Debit	Credit
Government Recording and Transfer Charges			
Recording Fees	to Beltrami County Recorder	\$ 46.00	
Deed			
State Deed Tax	to Beltrami County Treasurer	\$ 33.00	
Payoffs			
Miscellaneous			
Document Preparation	to Drahos, Kleson & Christopher	\$ 100.00	
Warranty Deed			
E-Record Service Fee	to Simplifile	\$ 4.00	
Subtotals		\$ 11,108.00	\$ 500.00
Balance Due FROM			\$ 10,608.00
TOTALS		\$ 11,108.00	\$ 11,108.00

Acknowledgement

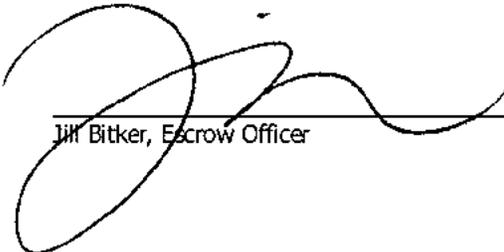
We/I have carefully reviewed the ALTA Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the ALTA Settlement Statement. We/I authorize Pathre Title & Abstract, Inc. to cause the funds to be disbursed in accordance with this statement.



 David A. Hower



 Mary K. Hower



 Jill Bitker, Escrow Officer

Sathre Title & Abstract, Inc.
ALTA Universal ID
315 5th Street NW, Suite 2
Bemidji, MN 56601

File No./Escrow No.: SAI-9531
Print Date & Time: December 17, 2018 at 03:22:PM
Officer/Escrow Officer: Jill Bitker

Settlement Location:

Property Address: 72 and 64 Main St N
 Blackduck, MN 56630
Buyer: David A. Hower and Mary K. Hower
Seller: City of Blackduck
Lender:
Settlement Date: December 31, 2018
Disbursement Date: December 31, 2018

Description	Debit	Seller	Credit
Financial			
Sale Price of Property			\$ 10,000.00
Excess Deposit	\$ 500.00		
Prorations/Adjustments			
Loan Charges to			
Other Loan Charges			
Impounds			
Title Charges & Escrow / Settlement Charges			
Government Recording and Transfer Charges			
Payoffs			
Miscellaneous			
Subtotals			
	\$ 500.00		\$ 10,000.00
Balance Due TO			\$ 9,500.00
TOTALS	\$ 10,000.00		\$ 10,000.00

Acknowledgement

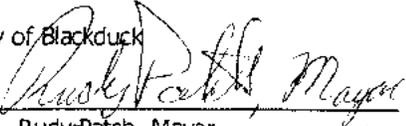
We/I have carefully reviewed the ALTA Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the ALTA Settlement Statement. We/I authorize Sathre Title & Abstract, Inc. to cause the funds to be disbursed in accordance with this statement.

Debit

Credit

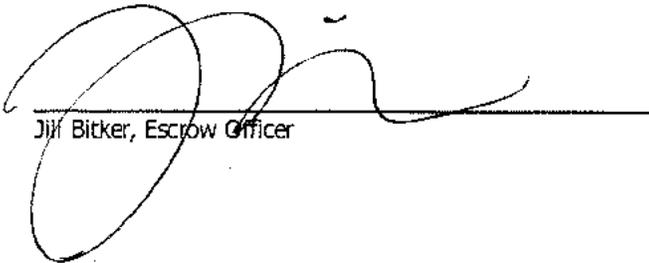
City of Blackduck

BY:


Rudy Patch, Mayor

BY:


Christina A. Regas, City Administrator


Jiff Bitker, Escrow Officer

WARRANTY DEED
Business Entity to Joint Tenants

STATE DEED TAX DUE HEREON: \$33.00
eCRV No. _____

Date: December 18, 2018

FOR VALUABLE CONSIDERATION, CITY OF BLACKDUCK, a municipal corporation, Grantor, hereby conveys and warrants to DAVID A. HOWER and MARY K. HOWER, spouses married to each other, Grantees, as joint tenants, real property in Beltrami County, Minnesota, described as follows:

Lot Twenty (20), less the South 2.08 feet, and all of Lot Twenty-one (21), Block Seven (7), Blackduck;

together with all hereditaments and appurtenances belonging thereto, and subject to any prior conveyances of minerals or mineral rights, any prior reservations, restrictions, easements, rights of way and any zoning and use regulations, and subject also to the lien of any unpaid special assessments and interest thereon.

Check if applicable:

- Grantor certifies that Grantor does not know of any wells on the described real property.
 A well disclosure certificate accompanies this document.
 Grantor is familiar with the property described in this instrument and certifies that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

CITY OF BLACKDUCK

By Rudy Patch, Mayor
Rudy Patch, Mayor

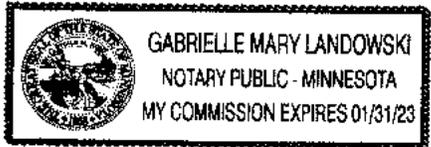
By Christina A. Regas, City Administrator
Christina A. Regas, City Administrator

STATE OF MINNESOTA
ss.
COUNTY OF BELTRAMI

The foregoing instrument was acknowledged before me this 18 day of December, 2018, by Rudy Patch, the Mayor of City of Blackduck, a municipal corporation, Grantor, on behalf of the municipality.

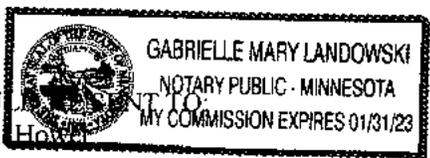

Notary Public

STATE OF MINNESOTA
ss.
COUNTY OF BELTRAMI



The foregoing instrument was acknowledged before me this 18 day of December, 2018, by Christina A. Regas, the City Administrator of City of Blackduck, a municipal corporation, Grantor, on behalf of the municipality.


Notary Public



THIS INSTRUMENT DRAFTED BY:
DRAHOS KIESON & CHRISTOPHER, P.A.
Attorneys at Law
502 - 24th Street N.W.
Bemidji, MN 56601
(218) 444-1750

TAX STATEMENTS SHOULD BE SENT TO:
David A. Hower and Mary K. Hower

\$150.00

**3.2 MALT LIQUOR
ON-SALE LICENSE**

No. 2019-01

License is hereby Granted to

**Patrick Tjepkes
TO SELL AT RETAIL**

3.2 MALT LIQUOR

FOR CONSUMPTION ON THE PREMISES LOCATED AT

Blackduck Bowling Lanes

In the City of Blackduck, County of Beltrami, State of Minnesota
for the period commencing January 1st, 2019 and terminating December 31st, 2019
at midnight.

WITNESS THE GOVERNING BODY of the CITY OF BLACKDUCK and the seal thereof this 7th day of January 2019
The Council of the City of Blackduck

Attest: _____
Administrator

by _____
Mayor

Retail "On Sale"

State of Minnesota
County of Beltrami
City of Blackduck

To the Council of the City of Blackduck, State of Minnesota:

Blackduck Bowling Lanes hereby applied for a license for a term of one year from the 1st day of January, 2019, to sell

At Retail Only 3.2 Malt Liquor

As the same are defined by law, for consumption "ON" these certain premises in the City of Blackduck described as follows, to wit:

Blackduck Bowling Lanes located at 233 Summit Avenue West.

at which place said applicant operates the business of **recreational bowling and selling of beverages at retail** and to that end represent and State as follows:

That said applicant(s) are citizen(s) of the United States; of good moral character and repute; and have attained the age of 21 years of age; that they are the proprietor(s) of the establishment for which the license will be issued if this application is granted.

That said applicant(s) make this application pursuant and subject to all laws of the State of Minnesota and the ordinances and regulations of said city applicable thereto, which are hereby made a part hereof, and hereby agree to observe the same.

Each applicant further states that they are not now the holder of, nor have they made the application for, nor do they intend to make application for a Federal Retail Dealer's Special tax stamp for the sale of intoxicating liquor.

12-28 2018
Date


Signature of Applicant(s)

**A Fee of \$150.00 must
accompany this application**

PO Box 395 Blackduck MN 56630
Address



Payment Advice

Minnesota Management & Budget
 State of Minnesota
 658 Cedar Street – Suite 400
 St. Paul, Minnesota 55155-1616

To

Vendor ID: 0000201376
Vendor Location: 001
Vendor Name: BLACKDUCK CITY OF T
Vendor Address: PO BOX 380
 BLACKDUCK, MN 56630-0380

Reference Information

Pay Cycle: DLYEFT
Pay Cycle Seq Number: 1886

Payment Information

Payment Reference: 0005044985
Payment Date: 12/24/2018
Payment Method: Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
G90 / REVENUE/INTERGOVT	651/556-6092	00 06604518 SMALL CITY ASSIST	12/26/2018	21544A20402002F00 1	CITY-040200 SML_CT_ASSIST	4,619.00
G90 / REVENUE/INTERGOVT	651/556-6092	00 06604519 LOCAL GOVERNMENT AID	12/26/2018	21544A20402002L00 1	CITY-040200 LOCAL_GOVT_AID	126,856.00
G90 / REVENUE/INTERGOVT	651/556-6092	00 06604520 MV CREDIT-AGRICULTURAL	12/26/2018	21544A20402002W0 01	CITY-040200 MVCREDIT_AGRIC	23.14
G90 / REVENUE/INTERGOVT	651/556-6092	00 06604521	12/26/2018	21544A20402002Z00 1	CITY-040200 PERA_RATE_AID	10.00



Payment Advice

Minnesota Management & Budget
 State of Minnesota
 658 Cedar Street – Suite 400
 St. Paul, Minnesota 55155-1616

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
		PERA RATE INCREASE AID				
G90 / REVENUE/INTERGOVT	651/556-6092	00 06604522	12/26/2018	21544A20402002Z00 2	CITY-040200 PERA_RATE_AID	546.50
		PERA RATE INCREASE AID				
B24 / PUBLIC FACILITIES AUTHORITY	651/259-7059	15 00006127	12/19/2018	MPFA-DWRF-L-022- FY17 14		9,720.62
Total:						141,775.26 USD

ALLOCATION INFORMATION FOR 2017

Customer 10710
CITY OF BLACKDUCCK

Current Unretired Capital Credits: \$ 57,744.17

ACCOUNT	SERVICE MAP LOCATION	SERVICE ADDRESS	RATE SCHEDULE	PATRONAGE	2017 USAGE	ALLOCATED AMT
1071000	042-07-289	LIBERTY DR NE	170	1,172.96	6,845	0.00
1071000	042-07-290	RINK WARMING HOUSE	170	157.38	583	0.00
1071000	042-07-290	RINK WARMING HOUSE	312	449.66	6,737	0.00
1071000	042-07-305	HWY 71 NE & 4TH ST NE	160	1,277.90	7,865	0.00
1071000	042-07-331	441 4TH ST NE	170	528.09	601	0.00
1071000	042-18-001	57 1ST ST SE / ALLEY / WHITEWAY	160	2,931.10	23,839	0.00
1071000	042-18-002	72 RAILROAD AVE SE	170	3,585.03	30,129	0.00
1071000	042-18-020	OLD LEC 88 1ST ST SE	170	1,038.40	5,542	0.00
1071000	042-18-154	72 1ST ST SE	170	1,683.46	11,796	0.00
1071000	042-18-154	72 1ST ST SE	312	1,201.51	17,704	0.00
1071000	043-11-058	PINE TREE PARK RD NE	170	1,326.78	7,873	0.00
1071000	043-11-059	PINE TREE PARK RD NE	170	713.19	1,893	0.00
1071000	043-11-061	20857 BLACKDUCCK LAKE RD NE	480	1,467.71	4,583	0.00
1071000	043-11-063	STONER MEMORIAL DR NE OR CSAH 30	550	11,790.15	93,300	0.00
1071000	043-11-068	STONER MEMORIAL DR NE	170	514.04	466	0.00
1071000	043-11-069	20857 BLACKDUCCK LAKE RD NE	170	2,287.43	16,647	0.00
1071000	043-11-069	20857 BLACKDUCCK LAKE RD NE	312	1,561.33	23,139	0.00
1071000	043-12-132	STREET LIGHTS	160	5,712.96	35,640	0.00
1071000	043-12-136	1ST ST NW & MARGARET AVE NW	170	467.13	11	0.00
1071000	043-12-150	1ST & SUMMIT ST / ALLEY	160	1,776.89	12,681	0.00
1071000	043-12-200	24 SUMMIT AVE E	170	5,068.88	44,497	0.00
1071000	043-12-217	NEW LEC 80 MAIN ST N	170	921.62	4,413	0.00
1071000	043-12-217	NEW LEC 80 MAIN ST N	312	961.40	14,206	0.00
1071000	043-12-218	33 MARGARET AVE NE	170	2,046.88	15,286	0.00
1071000	043-12-218	33 MARGARET AVE NE	312	1,396.52	20,838	0.00
1071000	043-12-316	HWY 71 NW & MAIN ST N / WHITEWAY	160	901.64	4,208	0.00

This list is purely a statement of capital credit allocation and cannot be applied to an energy bill at this time.

BELTRAMI ELECTRIC COOPERATIVE

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ALLOCATION INFORMATION FOR 2017

Page: 2

1071000	043-12-368	BLACKDUCK LAKE RD NE	550	3,766.93	20,612	0.00
1071000	043-12-386	BLACKDUCK LAKE RD NE	550	3,219.84	17,152	0.00
1071000	043-12-478	OSCAR AVE NW	170	994.72	5,123	0.00
1071000	043-12-481	372 SUMMIT AVE W	650	2.49	0	0.00
1071000	043-12-481	372 SUMMIT AVE W	650S	6,795.16	49,600	0.00
1071000	043-13-189	224 FRONTAGE RD	650	20,813.02	180,680	0.00
1071000	043-13-189	224 FRONTAGE RD	850	323.22	4,524	0.00
1071000	043-13-193	72 FRONTAGE RD SW	170	534.32	662	0.00
1071000	043-13-195	72 FRONTAGE RD SW	170	2,544.16	20,097	0.00
1071000	043-13-195	72 FRONTAGE RD SW	312	1,095.62	16,372	0.00
1071000	043-13-198	HIGHWAY 71 SW	170	481.26	148	0.00
1071000	043-13-254	SCENIC HIGHWAY SE	650	716.96	0	0.00
1071000	043-13-254	SCENIC HIGHWAY SE	650S	1,525.04	2,562	0.00
1071018	043-12-360	72 MAIN ST N	140	87.73	398	0.00
TOTALS:				\$ 95,840.51	729,252	\$ 0.00

This list is purely a statement of capital credit allocation and cannot be applied to an energy bill at this time.

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CAPITAL CREDIT CUSTOMER PROFILE

Page: 1

CITY OF BLACKDUCK

CUSTOMER: 10710

MASTER INFORMATION

FINANCIAL INFORMATION

Customer Status: ACTIVE
 Valid Address: C Uncollectable:
 Spec Handling: K RNC: 0.00
 Estate Retire: N Unclaimed: 0.00

CUSTOMER TOTALS		LAST RETIREMENT	
Type	Allocated	Unretired	Check Nbr:
ELEC-COOP	112,886.75	56,740.91	234607
G&T	1,003.26	1,003.26	Date: 12/10/2018
TOTAL:	113,890.01	57,744.17	Amount: 2,470.23

ADDRESS INFORMATION

MAIN Name: CITY OF BLACKDUCK
 Addl Name:
 Print Cd: 1 CARR RT: 0004
 Address: PO BOX 380
 BLACKDUCK, MN 56630

E-MAIL PHONE
 Home: (218) 835-4803
 Bus:
 Mobile:

MAIN Name: CITY OF BLACKDUCK
 Addl Name:
 Print Cd: 1 CARR RT: 0004
 Address: STREETLIGHTS
 PO BOX 380
 BLACKDUCK, MN 56630

E-MAIL PHONE
 Home:
 Bus:
 Mobile:

MAIN Name: CITY OF BLACKDUCK
 Addl Name:
 Print Cd: 1 CARR RT: 0004
 Address: CITY LIBRARY
 PO BOX 380
 BLACKDUCK, MN 56630

E-MAIL PHONE
 Home:
 Bus:
 Mobile:

MAIN Name: CITY OF BLACKDUCK
 Addl Name:
 Print Cd: 1 CARR RT: 0002
 Address: DISPOSAL PLANT POWER
 PO BOX 189
 BLACKDUCK, MN 56630

E-MAIL PHONE
 Home:
 Bus:
 Mobile:

PRIOR YEAR DATA

BELTRAMI ELECTRIC COOPERATIVE

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CAPITAL CREDIT CUSTOMER PROFILE

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CITY OF BLACKDUCK

CUSTOMER: 10710

Year	Type	Allocated	Unretired	Usage	Patronage
1974	ELEC-COOP	9,853.65	0.00	0	0.00
1975	ELEC-COOP	193.86	0.00	0	0.00
1976	ELEC-COOP	377.22	0.00	0	0.00
1977	ELEC-COOP	305.33	0.00	0	0.00
1978	ELEC-COOP	673.14	0.00	0	0.00
1979	ELEC-COOP	1,118.65	0.00	0	0.00
1980	ELEC-COOP	393.47	0.00	0	0.00
1982	ELEC-COOP	1,983.15	0.00	0	0.00
1983	ELEC-COOP	1,912.92	0.00	0	0.00
1984	ELEC-COOP	2,521.17	0.00	0	0.00
1985	ELEC-COOP	2,321.84	0.00	0	0.00
1986	ELEC-COOP	3,554.77	0.00	0	0.00
1987	ELEC-COOP	3,129.30	0.00	0	0.00
1988	ELEC-COOP	2,815.21	0.00	0	0.00
1989	ELEC-COOP	2,071.32	0.00	0	0.00
1990	ELEC-COOP	1,892.84	0.00	0	0.00
1991	ELEC-COOP	3,877.66	0.00	0	0.00
1992	ELEC-COOP	4,318.59	0.00	0	0.00
1993	ELEC-COOP	4,346.83	0.00	0	0.00
1994	ELEC-COOP	3,746.74	0.00	0	0.00
1995	ELEC-COOP	4,073.58	3,756.17	0	0.00
1996	ELEC-COOP	3,394.12	3,129.66	0	0.00
1997	ELEC-COOP	4,154.33	3,830.64	0	0.00
1998	ELEC-COOP	2,277.69	2,100.21	0	0.00
1999	ELEC-COOP	3,278.40	3,022.96	839,495	51,798.10
2000	ELEC-COOP	3,030.89	2,794.73	756,008	49,208.86

BELTRAMI ELECTRIC COOPERATIVE

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CAPITAL CREDIT CUSTOMER PROFILE

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CITY OF BLACKDUCK

CUSTOMER: 10710

2001	ELEC-COOP	2,913.31	2,686.31	844,048	54,655.41
2002	ELEC-COOP	3,085.47	2,845.06	830,467	52,669.50
2003	ELEC-COOP	4,617.37	4,257.59	804,130	56,757.44
2004	ELEC-COOP	3,313.66	3,055.46	811,460	57,903.18
2005	ELEC-COOP	3,502.11	3,229.24	744,940	55,134.31
2006	ELEC-COOP	889.02	819.75	809,573	61,474.86
2007	ELEC-COOP	2,650.69	2,444.16	794,157	63,961.65
2008	ELEC-COOP	3,029.61	2,793.55	883,137	72,389.30
2009	ELEC-COOP	3,101.79	2,860.11	835,623	77,036.80
2010	ELEC-COOP	2,856.67	2,634.08	768,816	79,902.91
2011	ELEC-COOP	2,371.65	2,186.86	805,333	93,236.71
	G&T	194.25	194.25		
2012	ELEC-COOP	1,921.22	1,771.52	746,774	89,996.67
	G&T	589.39	589.39		
2013	ELEC-COOP	2,797.54	2,579.56	842,958	97,939.22
	G&T	165.54	165.54		
2014	ELEC-COOP	855.51	788.84	895,520	103,903.79
	G&T	54.08	54.08		
2015	ELEC-COOP	1,536.03	1,416.35	781,722	95,559.97
2016	ELEC-COOP	1,828.43	1,738.10	780,940	103,713.84
2017	ELEC-COOP	0.00	0.00	729,252	95,840.51
TOTALS:		113,890.01	57,744.17	15,304,353	1,413,083.03

RETIREMENT HISTORY



January 2, 2019

Christina Regas, City Administrator
City of Blackduck, Minnesota
8 Summit Ave NE
PO Box 380
Blackduck, MN 56630-0380

RE: Potential Refunding of Existing Bonds

As your Municipal Advisor one of the services we provide is to monitor your outstanding bond issues and alert you to any potential refunding opportunities. An updated status report for your outstanding debt is attached. It includes general information about your existing debt and a brief comment regarding potential savings based on current market conditions. We will continue to monitor your issues on an ongoing basis and will contact you if we identify refunding opportunities that merit consideration.

If you have any questions about this information, please contact me.

Sincerely,

Ehlers

Todd Hagen CIPMA
Senior Municipal Advisor/ Vice President



City of Blackduck
 Status Report on Refunding of Existing Bond Issues

Original Bond Amount	Title	Call Date	Callable Amount	Callable Rates		Status
				Low	High	
\$495,000	General Obligation Bonds, Series 2006A	02/01/2015	\$145,000	4.500%	4.650%	As of January 2, 2019, we estimate that this refunding would not generate sufficient savings to be considered.
\$445,000	General Obligation Refunding Bonds, Series 2009A	01/01/2018	\$75,000	3.600%	4.250%	As of January 2, 2019, we estimate that this refunding would not generate sufficient savings to be considered.
\$1,165,000	General Obligation Bonds, Series 2012A	02/01/2023	\$655,000	2.100%	2.550%	As of January 2, 2019, we estimate that this refunding would not generate sufficient savings to be considered.
\$468,834	General Obligation Water Revenue Note of 2016	09/28/2016	\$447,600	0.680%	3.466%	As of January 2, 2019, we estimate that this refunding would not generate sufficient savings to be considered.



MILLER McDONALD, INC.

Certified Public Accountants

513 Beltrami Avenue NW

P.O. Box 486

Bemidji, MN 56619

(218) 751-6300

Fax (218) 751-0782

www.millermcdonald.com

December 31, 2018

To the City Council and City Administrator
City of Blackduck
P.O. Box 380
Blackduck, MN 56630

We are pleased to confirm our understanding of the services we are to provide City of Blackduck, Minnesota for the year ended December 31, 2018. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of City of Blackduck, Minnesota as of and for the year ended December 31, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Blackduck, Minnesota's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Blackduck, Minnesota's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual for the General Fund
- 3) Schedule of the City's Proportionate Share of the Net Pension Liability
- 4) Schedule of City's Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies City of Blackduck, Minnesota's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial

JAN 04 2019

statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Balance Sheet for the Non-Major Governmental Funds
- 2) Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances for the Non-Major Governmental Funds
- 3) Balance Sheets for the Municipal Water Fund, Municipal Sewage Disposal Fund, Municipal Golf Course Fund and the Municipal Liquor Store Fund
- 4) Schedule of Revenues, Expenses and Changes in Net Position for the Municipal Water Fund, Municipal Sewage Disposal Fund, Municipal Golf Course Fund and the Municipal Liquor Store Fund
- 5) Schedule of Cash Flows for the Municipal Water Fund, Municipal Sewage Disposal Fund, Municipal Golf Course Fund and the Municipal Liquor Store Fund

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Official Directory

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records, of City of Blackduck, Minnesota and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Blackduck, Minnesota's financial statements. Our reports will be addressed to City Council and City Administrator of City of Blackduck, Minnesota. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing*

Standards in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Blackduck, Minnesota is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of

controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Blackduck, Minnesota's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of City of Blackduck, Minnesota in conformity with U.S. generally accepted accounting principles based on information provided by you. Included with the financial statement preparation, we will propose adjusting and correcting journal entries, prepare the state annual reporting form, and maintain the fixed asset listing. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the

preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the

nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to City of Blackduck, Minnesota; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Miller McDonald, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Auditor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Miller McDonald, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Auditor or Federal Agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately February 11, 2019 and to issue our reports no later than June 30, 2019. Jon Roscoe is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$18,025. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned

to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to City of Blackduck, Minnesota and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Miller McDonald, Inc.

Miller McDonald, Inc.

RESPONSE:

This letter correctly sets forth the understanding of City of Blackduck, Minnesota.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



2200 IDS Center
80 South 8th Street,
Minneapolis, MN 55402
OFC 612-977-8400
FAX 612-977-8650
URL Briggs.com

JAN 04 2019

January 2, 2019

Daniel F. Burns
(612) 977-8511
dburns@briggs.com

Christina Regas
Administrator
City of Blackduck
PO Box 380
Blackduck, MN 56630-0380

Dear Christina:

Greetings, and happy new year! I hope you had a wonderful holiday season. I am writing for two purposes: First, to introduce myself, and second, to provide a pre-filled form updating your Blanket Letter of Representation (“BLOR”) for the Depository Trust Company (“DTC”).

I started here at Briggs in July, after Mary Ippel and Catherine Courtney asked me to join their Public Finance group. With a background in advising government entities, and a primary focus in public finance, it has been a seamless transition. My wife, two kids, and I live in St. Paul. If you’d like to read more about my background, visit our website at www.briggs.com and look for my profile in the “Attorneys” section.

Now for the exciting stuff! DTC regularly acts as a book-entry Depository for government bonds that your entity issues. In the bond sale resolutions that we draft for you, we discuss DTC’s role under the subsection “Book Entry Only System.” DTC first required government issuers back in the 1990s to have a signed BLOR on file that it could use for all bond issuances going forward. DTC has now announced that those letters are outdated, and is requiring all government issuers to supply new ones before any new issuances. Due to this new requirement by DTC, we are taking the proactive step to prefill, and subsequently file, the new DTC BLOR for your convenience. Enclosed with this letter is your entity’s form. Please have your authorized officer sign and date the form, then scan and e-mail the executed BLOR to my e-mail address: dburns@briggs.com. We will take care of the rest. Feel free to contact me if you have any questions.

Mary, Catherine, and I look forward to working with you on your future bond issuances and other economic development projects.

Sincerely,

Daniel F. Burns

The Depository Trust Company

A subsidiary of the Depository Trust & Clearing Corporation

BLANKET ISSUER LETTER OF REPRESENTATIONS

(To be completed by Issuer and Co-Issuer(s), if applicable)

City of Blackduck, Minnesota

(Name of Issuer and Co-Issuer(s), if applicable)

1-4-2019

(Date)

The Depository Trust Company

18301 Bermuda Green Drive

Tampa, FL 33647

Attention: Underwriting Department

Ladies and Gentlemen:

This letter sets forth our understanding with respect to all issues (the "Securities") that Issuer shall request to be made eligible for deposit by The Depository Trust Company ("DTC").

Issuer is: (**Note: Issuer shall represent one and cross out the other.**)

[incorporated in] [formed under the laws of] State of Minnesota

To induce DTC to accept the Securities as eligible for deposit at DTC, and to act in accordance with DTC's Rules with respect to the Securities, Issuer represents to DTC that issuer will comply with the requirements stated in DTC's Operational Arrangements, as they may be amended from time to time.

Note:

Schedule A contains statements that DTC believes accurately describe DTC, the method of effecting book-entry transfers of securities distributed through DTC, and certain related matters.

Very truly yours,

City of Blackduck, Minnesota

(Issuer)

By:

Christina A. Regas
(Authorized Officer's Signature)

Christina A. Regas
(Print Name)

PO Box 380

(Street Address)

Blackduck, MN United States 56630-0380

(City)

(State)

(County)

(Zip Code)

(218) 835-4803

(Phone Number)

city@paulbunyan.net

(E-mail Address)

DTCC

BLOR 06-2013

**SAMPLE OFFERING DOCUMENT LANGUAGE
DESCRIBING BOOK-ENTRY-ONLY ISSUANCE**

(Prepared by DTC--bracketed material may be applicable only to certain issues)

1. The Depository Trust Company ("DTC"), New York, NY, will act as securities depository for the securities (the "Securities"). The Securities will be issued as fully-registered securities registered in the name of Cede & Co. (DTC's partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully-registered Security certificate will be issued for [each issue of] the Securities, [each] in the aggregate principal amount of such issue, and will be deposited with DTC. [If, however, the aggregate principal amount of [any] issue exceeds \$500 million, one certificate will be issued with respect to each \$500 million of principal amount, and an additional certificate will be issued with respect to any remaining principal amount of such issue.]

2. DTC, the world's largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity issues, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC's participants ("Direct Participants") deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants' accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation ("DTCC"). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants"). DTC has a Standard & Poor's rating of AA+. The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at www.dtcc.com.

3. Purchases of Securities under the DTC system must be made by or through Direct Participants, which will receive a credit for the Securities on DTC's records. The ownership interest of each actual purchaser of each Security ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect Participants' records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Securities are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interests in Securities, except in the event that use of the book-entry system for the Securities is discontinued.

4. To facilitate subsequent transfers, all Securities deposited by Direct Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co., or such other name as may be requested by an authorized representative of DTC. The deposit of Securities with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Securities; DTC's records reflect only the identity of the Direct Participants to whose accounts such Securities are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.



New Four-Way Stop

Share



To be delivered to Beltrami County

Make intersection between the school and post office a four-way stop.

54 signatures. NEW goal - We need 100!

MOST RECENT SIGNERS >

SIGN THIS PETITION

Name*

Email*

Comment (Optional)

SIGN THE PETITION

Note: By signing, you agree to receive email messages from MoveOn.org Civic Action and MoveOn.org Political Action. You may unsubscribe at any time.

SIGN THE PETITION

**Background**

Cars coming from County 13 behind the hill do not slow down properly, causing this intersection to be dangerous. Many children and citizens cross this intersection regularly. It would increase the safety of our Blackduck residents to make this intersection a four-way stop.

Most Recent Signers

Allyson Pawlowicz	Jan 3, 2019
Melissa Tindell from Blackduck, MN	Jan 2, 2019
Kathy Oelke	Jan 2, 2019
Krisanna Kilde	Dec 30, 2018
Sarah Duquette	Dec 30, 2018
Naunie Michalicek from Blackduck, MN	Dec 30, 2018
Kristine Gustafson from Blackduck, MN	Dec 30, 2018
Lexi winscher from Blackduck, MN	Jan 1, 2019
Bonnie Kewitsch from Bemidji, MN	Dec 31, 2018
<i>"I have a Granddaughter that goes to Blackduck School and My son's girlfriend also works in Blackduck . Also My son go's to school activities for his daughter & other errands...So I agree this would work for them..."</i>	✉
Krystal Kolb	Dec 30, 2018

SIGN THE PETITION

MOVE 

Makenzie from Tenstrike, MN

Dec 30, 2018

Brad Townsend from Blackduck, MN

Dec 30, 2018

"I've been complaining to the city and the Beltrami police for years about this stretch of road and the speeding cars causing serious risk to our children and grandchildren going to and from school. A four way stop would help solve or at least minimize this risk."



Lori Townsend from Blackduck, MN

Dec 30, 2018

"We live one block east of this intersection at the edge of the school parking lot and vehicles are constantly flying past our house at high speeds. Children are walking to and from school through the alley and the edge of our property all the time, as well as that intersection. It is my great fear that one of these speeding vehicles is going to hit a child. A four way stop would help slow that traffic down as well as give children a safer place to cross."



NEXT

Author

Cassidy Rockis

CONTACT >**Share** Email Facebook Twitter Copy Link

MoveOn Civic Action does not necessarily endorse the contents of petitions posted on this site. MoveOn Petitions is an open tool that anyone can use to post a petition advocating any point of view, so long as the petition does not violate our [terms of service](#).

SIGN THE PETITION

MOVE 

MOVE  **ON**

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GET INVOLVED

Passionate about an issue?

START A PETITION

A joint website of MoveOn.org Civic Action and MoveOn.org Political Action. MoveOn.org Political Action and MoveOn.org Civic Action and are separate organizations.

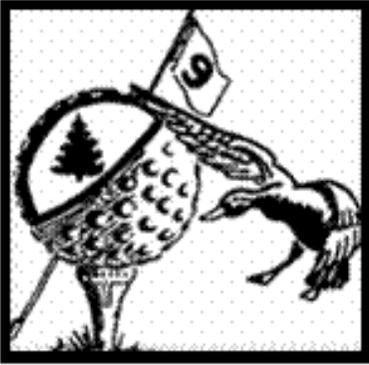
MoveOn.org Civic Action is a 501(c)(4) organization which primarily focuses on nonpartisan education and advocacy on important national issues.

Donate to MoveOn Civic Action

SIGN THE PETITION

our values through a variety of activities aimed at immediate **MOVE** outcome of the next election.

Donate to MoveOn Political Action



HEY GOLFERS!

The Blackduck Golf Course would like to invite you back as a preferred member by offering the Early Bird Special on the 2019 Membership Rates! Get your membership in by April 30st, 2019 and receive 10% off your membership!

Please notate on the application the type of membership paid for and fill out the application completely.

Things to look forward to in the 2019 season:

- Referral Bonus! When a returning member refers a New Member for the 2019 Season at the time of renewal that member will receive \$50 off their membership (your name must show as a referral on their application; discount taken at the time of returning members renewal is paid)
- Use of the Club House at no charge for one personal event (exclusive to Members only).
- As a Member you can register your handicap as an MGA Member with the Blackduck Golf Course for only \$25! (*Note your additional fee on your member registration form*)
- Payroll Deduction for Memberships! Send it in before May 1st, 2019. (*see enclosed form, must be returned with membership application*)
- Thursday Night Scramble – This special Scramble also includes our special burgers!
- Pay for your membership by credit card at City Hall! Don't wait for the club house to open!
- And so much more!!!

Also returning for 2019:

- Senior Day (62 and older) Every Wednesday! Play 18 pay for 9 holes + Free Coffee and Donuts!
- Ladies Day Every Tuesday! Play 18 pay for 9 holes.
- Get the Youth Excited about the Sport of Golf! Free Golf for kids 12 years and under the course offers free greens fees for kids under 12 with a paying adult.
- High School Team Members play all Summer long after you finish the School Golf Season!
- Ladies Scramble – enjoy a night of golfing with the Ladies once a month June – August with prizes, food, and fun.
- Golf Board – This great group has numerous ideas for the course and is working to make the course better.

The Blackduck Golf Course tentatively is planning to open by May 1st, 2019. The Golf Board will be meeting to work on a schedule of events for the season starting in January, please contact one of them if you have any questions. Please watch the City of Blackduck website for updates! www.blackduckmn.com if weather is kind to us we might open EARLIER!!

Thank you for being a dedicated member! We look forward to seeing you this summer!

Thank you from Golf Course Superintendent Jim Andersen, Staff, & Golf Board
(Christina Regas, Dawn Jourdan, Kevin Erpelding, & Rudy Patch)



**Blackduck Municipal Golf Course
2019 Membership Form**

EARLY BIRD REGISTRATION!

Save on All Membership Rates January 1, - April 30, 2019

<u>Type</u>	<u>May 1- Sept 30</u>	<u>Tax</u>	<u>Total</u>	<u>Jan. 1-April 30</u>	<u>Tax</u>	<u>Total</u>
<input type="radio"/> Family	\$625.00	\$46.09	\$671.09	\$562.50	\$41.48	\$603.98
<input type="radio"/> Married Couple	\$600.00	\$44.25	\$644.25	\$540.00	\$39.83	\$579.83
<input type="radio"/> Individual	\$450.00	\$33.19	\$483.19	\$405.00	\$29.87	\$434.87
<input type="radio"/> Young Adult	\$250.00	\$18.44	\$268.44	\$225.00	\$16.59	\$241.59
<input type="radio"/> Youth (18yrs & under)	\$150.00	\$11.06	\$161.06	\$135.00	\$9.95	\$144.95
<input type="radio"/> Twilight Membership (Valid after 4pm Mon.-Sun.)	\$250.00	\$18.44	\$268.44	\$225.00	\$16.59	\$241.59
<input type="radio"/> Season Cart Rental	\$450.00	\$33.19	\$483.19	\$405.00	\$29.86	\$434.86
<input type="radio"/> Season Cart Storage	\$210.00		\$210.00	\$189.00		\$189.00
<input type="radio"/> Season Trail Fees	\$100.00		\$100.00	\$90.00		\$90.00
<input type="radio"/> Electric Hook up	\$25.00		\$25.00	\$22.50		\$22.50
<input type="radio"/> MN Golf Association Membership	\$25.00		\$25.00			

Check Membership Type Requested Above Total \$ _____

Circle Type of Payment: Cash Check Credit Card (may be made @ City Hall) Payroll Deduction

Membership Name: _____

New Referred Member Sign Up: _____

Spouse: _____ Juniors: _____

Mailing Address: _____

E-mail Address: _____

Telephone: _____

Please fill out above information completely.

Signature: _____ Date: _____

I understand that membership dues paid are non-refundable and non-transferable.

Please mail, fax, or call in registration form with payment to:

City of Blackduck
PO Box 380
Blackduck, MN 56630
218-835-4803



CITY OF BLACKDUCK

ORDINANCE # 2019-01

**AN ORDINANCE AMENDING CHAPTER 7 ENTITLED
“PARKING REGULATIONS”
AMENDING SECTION 710.01 ENTITLED “AUTHORITY” ADOPTING
MINNESOTA STATE STATUTES §169.34 ‘PROHIBITIONS’ & §169.35 ‘PARKING’**

THE CITY COUNCIL OF THE CITY OF BLACKDUCK DOES ORDAIN:

Blackduck City Code Chapter 7, entitled “Parking Regulations” is hereby amending Section 710.01 entitled, “Authority” read as follows:

Section 1: City code Section 710.01 entitled “Authority” is amended to read as follows:

1. Minnesota Statutes, §169.34 thru §169.35, are adopted by reference (*see below*)

Section 2: City Code Section 710.01 subd. 1 entitled “Prohibitions” is amended to read as follows:

(a) No person shall stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic-control device, in any of the following places:

- (1) on a sidewalk;
- (2) in front of a public or private driveway;
- (3) within an intersection;
- (4) within ten feet of a fire hydrant;
- (5) on a crosswalk;
- (6) within 20 feet of a crosswalk at an intersection;
- (7) within 30 feet upon the approach to any flashing beacon, stop sign, or traffic-control signal located at the side of a roadway;
- (8) between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by signs or markings;
- (9) within 50 feet of the nearest rail of a railroad crossing;
- (10) within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of said entrance when properly signposted;
- (11) alongside or opposite any street excavation or obstruction when such stopping, standing, or parking would obstruct traffic;
- (12) on the roadway side of any vehicle stopped or parked at the edge or curb of a street;



CITY OF BLACKDUCK

ORDINANCE # 2019-01

(13) upon any bridge or other elevated structure upon a highway or within a highway tunnel, except as otherwise provided by ordinance;

(14) within a bicycle lane, except when posted signs permit parking; or

(15) at any place where official signs prohibit stopping.

(b) No person shall move a vehicle not owned by such person into any prohibited area or away from a curb such distance as is unlawful.

(c) No person shall, for camping purposes, leave or park a travel trailer on or within the limits of any highway or on any highway right-of-way, except where signs are erected designating the place as a campsite.

(d) No person shall stop or park a vehicle on a street or highway when directed or ordered to proceed by any peace officer invested by law with authority to direct, control, or regulate traffic.

Section 3: City Code Section 710.01 subd. 2 entitled “Parking” is amended to read as follows:

a) Parallel to curb.

Except where angle parking is permitted by local ordinance, each vehicle stopped or parked upon a two-way roadway where there is an adjacent curb shall be so stopped or parked with the right-hand wheels of the vehicle parallel with and within 12 inches of the right-hand curb, provided, that such exception shall only apply to a state trunk highway after approval by the commissioner.

(b) Where no curb.

Upon streets and highways not having a curb each vehicle stopped or parked shall be stopped or parked parallel with and to the right of the paved or improved or main-traveled part of the street or highway.

Penalty, see §100.99

This Ordinance shall be effective immediately upon its passage and publication and codified into Blackduck City Ordinance Chapter 7 Traffic Codes.

ADOPTED this 7th day of January 2019 by the City Council of the City of Blackduck.

Attest:

Approved:

Christina Regas, City Administrator

Rudy Patch, Mayor



CITY OF BLACKDUCK RESOLUTION NO: 2019-01

A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES, & PERMITS FOR THE CITY OF BLACKDUCK, MINNESOTA

WHEREAS, the City Council of the City of Blackduck has amended and supplemented to be its City Code and that code permits the City to adopt by resolution a schedule of fees and charges for various services, licenses, and permits.

NOW THEREFORE, the City Council of the City of Blackduck, Minnesota ordains:

Section 1. All fees and charges in effect as of date of the adoption of the city code for the City shall remain in effect unless otherwise modified by the provisions of the ordinance. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. The following are the fees and charges for the permits, licenses and services listed below which are referenced to the section of the city code which authorizes their establishment.

General

1. The fee for an open burning permit pursuant to §900.64 shall be \$10.00.
2. The fee for dog licenses pursuant to § 920.02 shall be \$5.00 for a spayed females or neutered male dog and \$10.00 for any non-spayed or neutered dog.
3. The fee for a theatre license pursuant to §1110.01 shall be \$15.00.
4. The fee for a billiards or pool license pursuant to §1110.01 shall be \$10.00.
5. The fee for Sexually Oriented Businesses License pursuant to §1160.06 shall be \$1000.00.
6. The fee for a Peddlers and/or Solicitors License pursuant to §1130.02 shall be \$100.00.

Land Use:

7. The fee for an excavation permit pursuant to §930.25 shall be \$100.00.
8. The fee for an obstruction permit pursuant to §930.25 shall be \$25.00.
9. The fee for a land use permit pursuant to § 1560.12 shall be \$50.00.
10. The fee for a conditional use permit pursuant to § 1560.12 shall be \$150.00.
11. The fee for a variance pursuant to § 1560.12 shall be \$125.00.
12. The fee for a zoning amendment pursuant to § 1560.12 shall be \$125.00.
13. The fee for a planned unit development or subdivision permit pursuant to § 1560.12 shall be \$200.00.
14. The fee for a land division request pursuant to §1560.12 shall be \$30.00.
15. The fee for code violation pursuant to § 1560.11 shall be \$50.00.
16. The fee for no land use permit pursuant to § 1561.02 shall be \$50.00.

Cemetery:

17. The fee for a single grave space pursuant to § 600.03 shall be \$250.00 of which \$187.50 shall be allocated to the Cemetery Fund and \$62.50 shall be allocated to the Perpetual Care Fund.
18. The fee for vault rental pursuant to § 600.03 shall be \$100.00 if burial @ Lakeview Cemetery, or \$175 if not.



CITY OF BLACKDUCK

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19. The fee for conduct violation pursuant to § 600.06 shall be \$25.00

Rental:

20. The fee for a rental housing license pursuant to § 1150.08 shall be \$30.00.
21. The fee for a single-family rental dwelling inspection pursuant to § 1150.08 shall be \$75.00 for the first inspection and \$50.00 for all follow-up inspections.
22. The fee for a multi-family dwelling inspection pursuant to § 1150.08 shall be \$75.00 per apartment or unit for the first inspection and \$50 for all follow-up inspections.

Liquor Licensing:

23. The fee for a Club License pursuant to §1560.12 shall be based on club membership as follows: Under 200 members - \$300.00; 201-500 members - \$500.00; 501-1,000 members - \$650.00; 1,000-2,000 members - \$800.00.
24. The fee for an On Sale Intoxicating Liquor License pursuant to §1120.23 shall be \$1700.00
25. The fee for an On Sale 3.2 Beer License pursuant to §1120.23 shall be \$150.00.
26. The fee for an Off-sale 3.2 Beer License pursuant to §1120.23 shall be \$50.00
27. The fee for a Wine Permit pursuant to §1120.23 shall be \$150.00.
28. The fee for a special event On-Sale Liquor shall be \$25.00.

Water/Sewer:

29. The monthly water base fee for a Residential/ Low Volume User (5/8"-3/4" Meter) shall be \$15.00.
30. The monthly water base fee for a Multi-Family Dwelling Unit shall be \$10.00 per unit.
31. The monthly water base fee for a Large Volume User shall be \$25.00.
32. The monthly sewer base fee for a Residential/Low Volume User (5/8"-3/4" Meter) shall be \$15.00.
33. The monthly sewer base fee for a Multi-Family Dwelling Unit shall be \$10.00 per unit.
34. The monthly sewer base fee for a Large Volume User shall be \$25.00.
35. The fee for water shall be \$0.0066 per gallon.
36. The fee for sewer shall be \$0.0042 per gallon.
37. The fee for bulk water shall be a \$50.00 minimum for each connection to the public water system, which will include 1,000 gallons, thereafter \$20.00 per thousand gallons.
38. The fee for an account setup shall be \$25.00.
39. The fee for reading a meter shall be \$25.00.
40. All water meters shall be reimbursed at cost.
41. The fee for gaskets shall be reimbursed at cost.
42. The fee for labor to replace a water meter shall be \$25.00.
43. The fee for Disconnection shall be \$25.00.
44. The Tap fee for Water connection shall be \$250
45. The fee for Septic Load Discharge will be \$25 per load.
46. The fee for a Sanitary Sewer Discharge Permit shall be \$100.00.
47. Late fee/Penalty Charge shall be \$5.00.



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Pine Tree Park Campground:

48. The fee for picnic shelter reservations shall be \$35.00.
49. The fee for RV campsites with electric and water shall be \$28.00 per night
50. The fee for primitive campsites with electric shall be \$25.00 per night
51. The fee for primitive campsites w/o electric and water shall be \$20.00 per night
52. The fee for RV sanitary dump shall be \$10.00
53. The fee for violation of pine tree park regulations pursuant to §195 shall be \$50.00.

Additional Ordinance's

54. The fee for Animals Running at Large pursuant to § 920.02 Subd. 1 shall be \$25.00 for the 1st offense; \$50 for a 2nd offense; & \$60 for a 3rd offense.
55. The fee for Dangerous Animals pursuant to §920.11 shall be \$60.
56. The fee for Habitual Barking Dog pursuant to § 920.07 Subd. 1 shall be \$25.00.
57. The fee for Failure to License Dogs pursuant to § 920.02 Subd. 2 shall be \$25.00.
58. The fee for Lurking or Loitering pursuant to § 209 shall be \$50.00.
59. The fee for Curfew Violation pursuant to § 27.00 shall be \$50.00.
60. The fee for Public Nuisance – 1st offence pursuant to § 900.15 shall be \$25.00.
61. The fee for Public Nuisances Affecting Peace & Safety pursuant to §900.18 V.(1) Noises prohibited shall be \$60
62. The fee for Parking Violations pursuant to §710.01 shall be \$25.00
63. The fee for Impeding Snow Removal pursuant to § 710.07 shall be \$25.00
64. The fee for Time Limitations on Parking Restriction pursuant to § 710.05 shall be \$20.00.
65. The fee for Snow Removal Parking Restriction pursuant to §710.06 shall be \$20.00.
66. The fee for Snow Emergency pursuant to § 710.08 shall be \$25.00.
67. The fee for Material on the Sidewalk pursuant to § 930.03 shall be \$25.00.
68. The fee for Obstruction of Streets pursuant to § 930.02 shall be \$50.00.
69. The fee for Failure to Obtain Permit to Excavate in Street, Etc. pursuant to § 930.22 Subd. 1 shall be \$75.00
70. The fee for Failure to Stop at Intersections pursuant to §700.03 shall be \$75.00.
71. The fee for Excessive Noise pursuant to § 700.07 Subd 1&2 shall be \$50.00.
72. The fee for U-Turns pursuant to § 700.06 shall be \$60.00
73. The fee for Exhibition Driving pursuant to §700.08 shall be \$60.00
74. The fee for Cruising pursuant to § 700.09 shall be \$60.00.
75. The fee for Motor Vehicle Noise pursuant to §700.10 shall be \$60.00/
76. The fee for Snow Mobile and ATV Restriction pursuant to § 720.05 shall be \$60.00.
77. The fee for Persons under 18 – Snowmobile pursuant to § 720.06 shall be \$60.00.
78. The fee for failing to Stop or Yield pursuant to §720.07 shall be \$60.00.
79. The fee for Unauthorized Use of Motor Vehicle on Trail pursuant to §740.03 Subd 1 shall be \$60.00.
80. The fee for Unauthorized Use of Snowmobile on Trail pursuant to § 740.03 Subd 2 shall be \$60.00.
81. The fee for Disobeying Stop Sign pursuant to § 740.03 subd 3A shall be \$60.00.



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82. The fee for Failing to Yield Right-of-Way pursuant to §740.03 Subd 3D shall be \$60.00.
83. The fee for Littering pursuant to § 740.06 Subd. 3 shall be \$25.00.
84. The fee for Consumption in Public Places pursuant to §1120.05 shall be \$60.00.
85. The fee for Intoxicating Liquor Sale to Minors pursuant to §1120.06 shall be \$60.
86. The fee for Discharge of Gun/Firework in the City Limits of Blackduck pursuant to §1300.02 shall be \$60.
87. The fee for Curfew Violation pursuant to §1300.03 shall be \$25 for a 1st offense; \$50 for a 2nd offense; & \$60 for a 3rd offense.
88. The fee for Disorderly Conduct pursuant to §1300.07 shall be \$60.

Other Miscellaneous Fees:

89. The fee for Concession for profit vendors at the Wayside Rest shall be \$10.00 with electric.
90. The fee for copies shall be \$0.15.
91. The fee for faxes shall be \$1.00 for the first page and \$.15 for each additional page.
92. The fee for impounded automobiles shall be \$45.00 per day
93. The fee for Club House rental is \$100.00 for 6 hours.

Revised & Adopted by the City Council of the City of Blackduck on January 7th, 2018.

Approved:

Rudy Patch, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2019-02

A RESOLUTION OF ANNUAL APPOINTMENTS AND DESIGNATIONS FOR 2019

WHEREAS, annually, at their first meeting in January, the Blackduck City Council handles annual designations and appointments; and

WHEREAS, included is the designation of the Official Newspaper, Official Depositories and Official Posting, and

WHEREAS, included is the designation of a Vice Mayor; and

WHEREAS, included are the appointments of City Councilors and staff to various boards and commissions.

NOW, THEREFORE, BE IT RESOLVED, that the Blackduck City Council does hereby make the annual designations (Exhibit A attached hereto) and appointments (Exhibit B attached hereto), effective immediately upon adoption.

Revised by the Blackduck City Council this 7th day of January 2019.

APPROVED:

Rudy Patch, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2019-02

EXHIBIT A

DESIGNATIONS

OFFICIAL NEWSPAPER:	Blackduck American
OFFICIAL POSTING LOCATION:	Blackduck City Hall 8 Summit Avenue NE, Blackduck
OFFICIAL DEPOSITORY:	Deerwood Bank
CITY ATTORNEY:	Boyle Law Office, International Falls
CITY ATTORNEY:	Drahos, Kieson and Christopher, Bemidji



CITY OF BLACKDUCK

RESOLUTION NO: 2019-02

EXHIBIT B

APPOINTMENTS AND REPRESENTATION ON VARIOUS COMMITTEES

Vice Mayor	Jason Kolb
City Assessor:	County Assessor, Joe Skerik
City Engineer:	Curt Meyer, Widseth Smith Nolting
Park & Trail Board:	Will Sellon, Jason Kolb, Bob Klug Jr, and Christina Regas
Personnel Committee	Rudy Patch, Paige Moore, and Christina Regas
Public Works Committee:	Rudy Patch, Jason Kolb, Christina Regas and Bob Klug Jr.
Liquor Committee:	Jason Kolb, Rudy Patch, Shawnda Lahr, and Christina Regas
Finance Committee:	Christina Regas, Maxwell Gullette, and Rudy Patch
Public Safety Committee:	Paige Moore, Jace Grangruth, Christina Regas, Brian Larson, Jason Kolb
Zoning Administrator:	Christina Regas
Planning Commission:	Kurt Cease, Kurt Benson, Bob Klug Sr., Ernie Tindell, Christina Regas, Will Sellon and OPEN SEAT
Library Board:	Mary Salmonson, Miriam Osborn, Katie Haws, Lorraine Warden, Paula Erickson, Ruth Rossman, Brock Howard, and Max Gullette
Kitchigami Regional Library Representative	Kendra Murray
HRA:	Paige Moore, Rudy Patch, OPEN, OPEN , and Christina Regas
Revolving Loan Fund Committee:	Dwight Kalvig, Grant Frenzel, Rudy Patch, Christina Regas, William Sellon, and a designee appointed by the Committee.
Ambulance Board Representative:	Christina Regas



CITY OF BLACKDUCK

RESOLUTION NO: 2019-02

Joint Powers Emergency Services
Board:

Rudy Patch

Safety Committee:

Bob Klug Jr., Gabrielle Landowski, Andrew Jespersen, and
Shawnda Lahr

Historical Preservation Committee:

Gene Kjellberg, Glennis Moon, Avonel Kjellberg, Shirley
Gilmore, Mary Joy, Marilyn Page, Lavone Peterson, Ann
Floura, Carol Hannigan, Marie Juelson

Blackduck Municipal Golf Board:

Dawn Jourdan, Kevin Erpelding, Christina Regas, Rudy
Patch, and Jim Andersen



CITY OF BLACKDUCK

RESOLUTION NO: 2019-03

RESOLUTION DESIGNATING POLLING PLACES FOR THE 2019 STATE PRIMARY AND STATE GENERAL ELECTIONS

WHEREAS, Minnesota Statutes 204B.16, subd. 1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

WHEREAS, the Blackduck City Council designates the following polling place(s) for any elections conducted in the City of Blackduck in 2019.

Precinct 1: Blackduck City Hall, 8 Summit Avenue East Blackduck, MN 56630

NOW, THEREFORE, BE IT RESOLVED, that the city clerk is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution that becomes unavailable for use by the City;

AND BE IT FURTHER RESOLVED, that the city clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution when necessary to ensure a safe and secure location for voting;

AND BE IT FURTHER RESOLVED, that the city clerk is directed to send a copy of this resolution and any subsequent polling place designations to the Beltrami County Elections Office.

WHEREUPON said resolution was declared duly passed and adopted.

Adopted by the Blackduck City Council this 7th day of January 2019.

APPROVED:

Rudy Patch, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2019-04

RESOLUTION ACKNOWLEDGING DONATION FROM BLACKDUCK FIRE RELIEF ASSOCIATION

WHEREAS, The City of Blackduck is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens and;

WHEREAS, the City of Blackduck has received a donation of \$19,000.00 from the Blackduck Fire Relief Association; and

WHEREAS, the City of Blackduck host a Fire Department Special Equipment Fund;

NOW THEREFORE BE IT RESOLVED, by the City Council of Blackduck, Minnesota, that the City Council of the City of Blackduck acknowledges and accepts the donation from Blackduck Fire Relief Association for the purpose of depositing in the Fire Department Special Equipment Fund for future capital expenditures; and

BE IT FURTHER RESOLVED THAT, the City Council of the City of Blackduck expresses its thanks and appreciation to Blackduck Fire Relief Association for their continued financial support.

Adopted this 7th day of January, 2019 by the City Council of the City of Blackduck

ATTEST:

Rudy Patch, Mayor

Christina Regas, City Administrator



City of Blackduck Data Practices Policy: Requests for Data about you & your Rights as a Data Subject Adopted January 7, 2019

What is a “Data Subject”?

When government has information recorded in any form (paper, harddrive, voicemail, video, email, etc.), that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When Admin Has Data About You

City of Blackduck has data on many people, such as such as employees, job applicants, vendors, etc. We can collect and keep data about you only when we have a legal purpose to have the data. Admin must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following are examples of public data about you that we might have:

Your name on an application for a license from the city

Private data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following are examples of private data about you that we might have:

Your Social Security Number

Confidential Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you:

Your identity as mandated reporter of child abuse or neglect.

Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

When We Collect Data From You

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessee warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

If you want us to release data to another person, you must use the consent form we provide.

Protecting Your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When Your Data are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request For Your Data

You can ask to look at (inspect) data at our offices, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian.

Make a written request . You may make your request by mail, fax, or email. Written request should go to the City Administrator by using the data request form provided.

We recommend using the sample **Data Request Form – Data Subjects** on page 8. If you do not choose to use the data request form, your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 9. If you do not provide proof that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days by doing one of the following:
 - Arrange a date, time, and place to inspect data in our offices, for free, or
 - Provide you with the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format
 - We will provide notice to you about our requirement to prepay for copies.
 - Following our response, if you do not make arrangements within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.
- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If

we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

Data Practices Contacts

Responsible Authority

City of Blackduck

PO Box 380 Blackduck, MN 56630

Office: 218-835-4803 FX: 218-835-4801 Email: city@paulbunyan.net

Data Practices Compliance Official

Christina Regas, City Administrator

PO Box 380 Blackduck, MN 56630

Office: 218-835-4803 FX: 218-835-4803 Email: christina.regas@blackduckmn.com

Copy Costs – Data Subjects

Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for copies.

You must pay for the copies before we will give them to you.

Actual Cost of Making the Copies

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include the employee-time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to make copies is - \$20.00 per hour.or \$0.15/per page

Data Request Form – Data Subject

Request date:

Contact information:

Data Subject Name:

Parent/Guardian Name (if applicable):

phone number/email address:

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

The data I am requesting:

Describe the data you are requesting as specifically as possible.

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies

Note: Inspection is free but the City of Blackduck charges for copies when the cost is over \$5.00. We will respond to your request within 10 business days

To Be Completed By Staff Member Responding to Data Request:

Identity Confirmed:

Date:

Staff Name:

Standards For Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

Notice to Commissioner of Administration: Adoption of Model Policies

City of Blackduck has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies City of Blackduck's obligation under Minnesota Statutes, section 13.073, subdivision 6.

Signed by:

Title:

Date:

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Data Practices Office
201 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
info.dpo@state.mn.us

**TOBACCO LICENSING AND SALES REGULATION ORDINANCE
ORDINANCE NO. 29**

AN ORDINANCE regulating the licensing and sale of tobacco and electronic delivery device products in Beltrami County.

NOW BE IT ORDAINED AND ENACTED by the Beltrami County Board of Commissioners, State of Minnesota, that by this act become Beltrami County Ordinance No. 29.

Section I. Purpose. Beltrami County recognizes that more thorough regulation of all sales of tobacco, including electronic delivery devices commonly referred to as electronic cigarettes or e-cigarettes in the County will protect ~~minors~~ persons under age twenty-one (21) against the serious effects associated with the illegal use of tobacco and/or electronic delivery devices, and will further promote the health, safety and welfare of all residents of the County by making it more difficult for ~~minors~~ persons under age twenty-one (21) to obtain tobacco and electronic delivery devices.

The County further recognizes that electronic delivery devices or e-cigarettes closely resemble and purposefully mimic the act of smoking by having users inhale vaporized liquid nicotine or other substances created by heat through an electronic ignition system. Moreover, the County recognizes that e-cigarette use in workplaces and public places where smoking of traditional tobacco products is prohibited creates concern and confusion and leads to difficulties in enforcing state and local smoking prohibitions.

Section II. Definitions. As used in this Ordinance the following words and terms shall have the meanings given to them.

- A. "Electronic Delivery Device" shall mean any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product, including any device commonly referred to as an e-cigarette. Electronic delivery device shall include any component part of such a product whether or not sold separately. Electronic delivery device shall not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal sales for use in tobacco cessation treatment or other medical purposes, and is being marketed and sold solely for that approved purpose.
- B. "E-cigarette" means an electronic delivery device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.
- C. "Retail Establishment" means any place of business where tobacco, tobacco products, tobacco-related devices, or electronic delivery devices

are available for sale to the general public. The phrase shall include but not be limited to grocery stores, convenience stores, restaurants, and drug stores.

- D. "Self-Service" means open display of tobacco, tobacco products, tobacco-related devices, or electronic delivery devices, which are accessible to the public without the intervention of the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product, tobacco-related device, or electronic delivery device between the licensee or a licensee's employee and the customer. Included as self-service are any mechanical, electrical or electronic device, appliance or any other medium or object designed or used for vending purposes which, upon insertion of money, tokens or other form of payment, dispenses tobacco products or electronic delivery devices.
- E. "Smoking" means inhaling or exhaling smoke from any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product, or inhaling or exhaling vapor from any electronic delivery device. Smoking shall include carrying a lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation.
- F. "Tobacco" means and includes tobacco in any form, including but not limited to, cigarettes, cigars, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready-rubbed, or other smoking tobacco; snuff, snuff flour, cavendish, plug and twist tobacco, fine cut and any other chewing tobaccos; shorts, refuse scraps, clippings, cuttings, sweepings and other forms of tobacco leave prepared in such manner as to be suitable for chewing, sniffing or smoking in a pipe, rolling paper, or other tobacco or electronic delivery related devices. Tobacco shall not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal sale for used in tobacco cessation treatment or other medical purposes, and is being marketed and sold solely for that approved purpose.

Section III. License Required. No person shall, directly or indirectly, keep for retail sale, sell at retail, or otherwise dispose of any tobacco or electronic delivery device in any form unless a license therefore shall first be obtained from the County.

Section IV. License Fees and Administrative Penalties. License fees and administrative penalties shall be determined and, if fee amounts are specifically stated in this Ordinance, amended from time to time by County Board resolution. The County Board may include the cost of compliance checks when establishing or amending the license fee or administrative penalties.

Section V. Prohibited Sales, Exceptions and Defenses. No person shall sell or offer to sell any tobacco, tobacco product, or electronic delivery device:

- A. To any person under the age of ~~eighteen (18) years~~twenty-one (21) years.

B. By means of any type of vending machine.

C. It shall be unlawful for any person licensed under this ordinance to allow the sale of tobacco, tobacco products, tobacco-related devices, or electronic delivery devices in open displays which are accessible to the public without the intervention of the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product, tobacco-related device, or electronic delivery device between the licensee or his or her clerk and the customer. All tobacco, tobacco products, tobacco-related devices, and electronic delivery devices shall be stored behind a counter in an area that is not accessible to consumers without the assistance of a store employee.

D. Nothing in this Ordinance shall prevent the providing of tobacco to a minor person under age twenty-one (21) as part of a lawfully recognized religious, spiritual or cultural ceremony, or under the exceptions under Minn. Stat. Sec. 609.685.

Section VI. Other Restrictions.

A. Separate Licenses Required. Separate licenses shall be issued for the sale of tobacco or electronic delivery device at each fixed place of business, and no license shall be issued for a moveable place of business.

B. Identification Required. It shall be an affirmative defense to a violation for a person to have reasonably relied on proof of age as described hereinafter. Any licensee or an employee of a licensee selling or offering to sell tobacco products or electronic delivery devices must require identification if they have any reason to believe that a customer is less than eighteen (18) twenty-one (21) years of age. Proof of age for purchase or use of tobacco may be established only by one of the following:

1. A valid driver's license or identification card issued by Minnesota, another state, a Minnesota Indian Tribe, or a province of Canada, and including the photograph and date of birth of the person.
2. A valid Military Identification Card issued by the United State Department of Defense; or
3. In the case of a foreign Nation other than Canada, by a valid passport.

C. Responsibility. All licensees under this ordinance shall be responsible for the actions of their employees in regard to the sale of tobacco or electronic delivery devices on licensed premises, and the sale of such

an item by an employee shall be considered a sale by the license holder for the purpose of imposing administrative fines, suspensions or revocations.

- D. Compliance Checks. All licensed premises shall be open to inspection by the Beltrami County Sheriff's Department or other authorized County Official during regular business hours. At least once each calendar year at each location licensed by the County to sell tobacco, and/or electronic delivery devices the County shall conduct compliance checks by engaging ~~minors~~ persons under age twenty-one (21) to enter a licensed premise to attempt to purchase tobacco or electronic delivery devices. Compliance checks shall utilize ~~minors~~ persons over the age of 15, but under the age of ~~21~~18, with the prior written consent of a parent or guardian for persons under the age of 18. ~~Minors~~Persons used for the purpose of compliance checks shall not be guilty of unlawful possession of tobacco or electronic delivery devices when such items are obtained as part of the compliance check. No ~~minor~~person used in compliance checks shall attempt to use a false identification misrepresenting the ~~minor's~~person's age, and all ~~minors~~ persons lawfully engaged in a compliance check shall answer all questions about the ~~minor's~~person's age asked by the licensee or the licensee's employee and shall produce any identification requested.

Section VII. Other Illegal Acts. Unless otherwise provided, the following acts shall be a violation of this Ordinance.

- A. ~~Illegal Possession, Use, Purchase and~~ Provision by Others. It ~~shall be a violation for any minor to possess, use, purchase, attempt to purchase or otherwise obtain any tobacco product or electronic delivery device, and it shall be a violation for any person, age 21 or over,~~ to sell to, purchase or otherwise obtain or provide tobacco or an electronic delivery device to or on behalf of a ~~minor~~ person under age twenty-one (21). ~~This subdivision shall not apply to minors lawfully involved in a compliance check on behalf of the County.~~
- B. Use of False Identification. It shall be a violation of this Ordinance for any ~~minor~~ person under age twenty-one (21) to attempt to disguise his/her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

Section VIII. Violation and Penalties.

- A. Any violation of any provision of this Ordinance is a misdemeanor, subject to a maximum fine of \$1,000, and incarceration in the

county jail for a maximum period of 90 days.

B. In addition to any criminal penalties that may be imposed by a Court of Law, any violation of this Ordinance shall also be cause for the imposition of an administrative fine, license suspension and/or license revocation. If the violation relates to the sale of tobacco or an electronic delivery device to ~~minors~~ persons under age twenty-one (21) by a licensee or their employee, the following administrative fines, suspensions or revocations shall be imposed:

1. The first violation shall subject the licensee to the payment of an administrative fine not to exceed \$100.
2. A second violation at the same location within 24 months after the initial violation shall subject the licensee to the payment of an administrative fine not to exceed \$200.
3. A third violation at the same location within 24 months after the initial violation shall subject the licensee to the payment of an administrative fine not to exceed \$400 and not less than a ten (10) business day suspension of the tobacco retailer license.
4. The fourth violation at the same location shall subject the licensee to a license revocation as determined by the County Board but not to exceed one year.
5. An individual who sells tobacco or an electronic delivery device to a person under the age of ~~eighteen (18)~~ twenty-one (21) years may be charged an administrative penalty of \$50.

C. Administrative Hearing/Waiver. Upon receipt of information indicating that a violation has occurred, the County shall send a Violation Notice to the licensee and/or individual, served personally or by mail. The Violation Notice shall indicate the nature of the violation and whether such violation will result in an administrative fine, license suspension or license revocation. The notice shall also indicate that the licensee or individual has an opportunity of requesting a hearing before the County Board or other person or entity authorized by the County to conduct the hearing. A licensee or individual shall file a written request for hearing within 10 days of the date specified in the Violation Notice or the licensee or individual shall be deemed to have waived their right to a hearing. Upon receipt of a hearing request, the County shall schedule a hearing at the earliest opportunity and shall send a Hearing Notice to the licensee or individual by mail. The filing of an appeal stays the

action of the County until a final decision. The final decision shall be in writing. Any appeal of the final decision may be made to District Court.

Section IX. Severability Clause. If any section or a portion of this ordinance shall be found unconstitutional or otherwise invalid or unenforceable by a Court of competent jurisdiction, that finding shall not serve as an invalidation or effect the validity and enforceability of any other section or provision of this Ordinance.

Passed by the Beltrami County Board of Commissioners on the 4th day of May, 1999, and amended on the 3rd day of December, 2013.

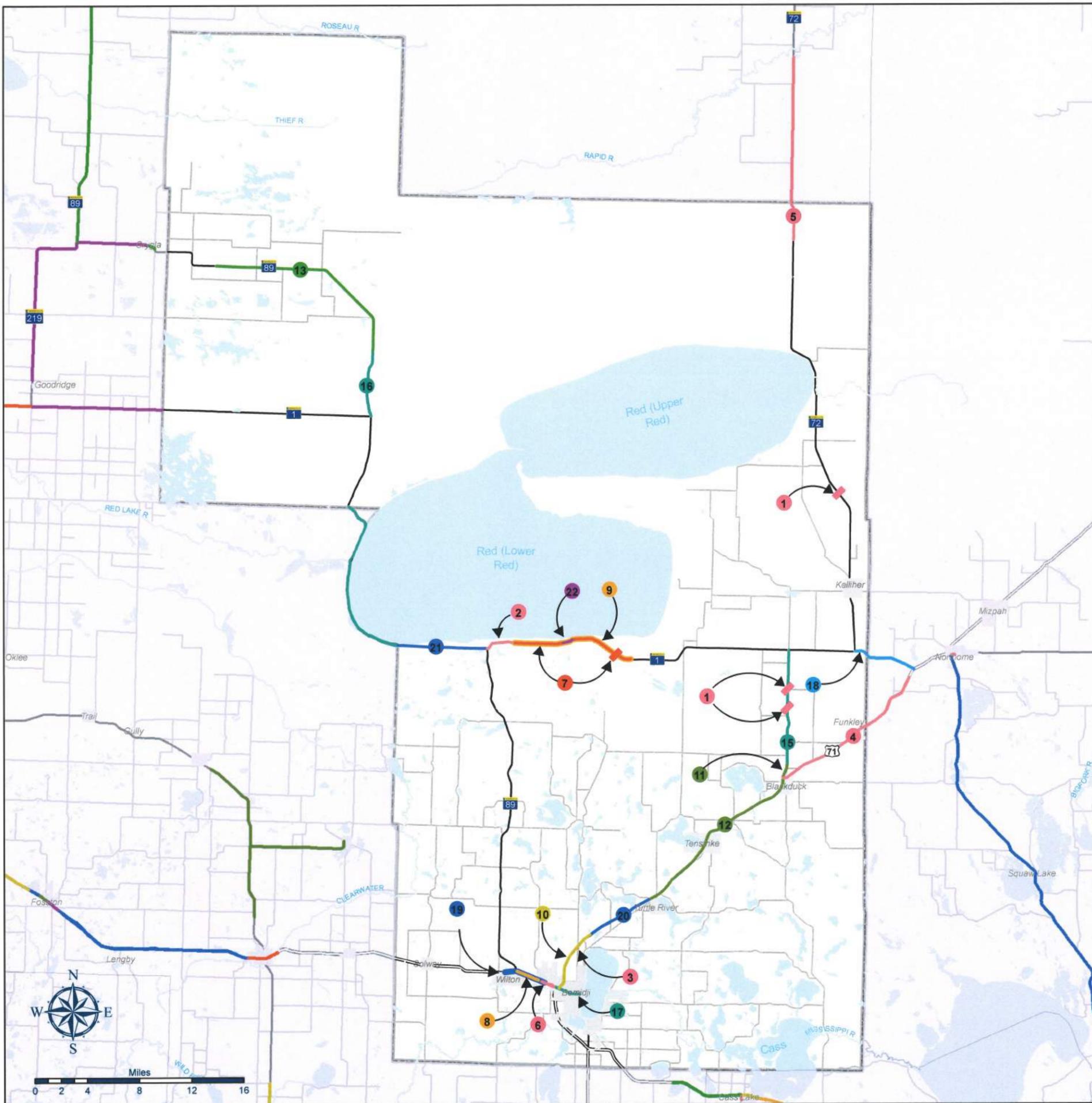
By _____
Chair, Beltrami County Board of
Commissioners

ATTEST:

Kay Mack
Beltrami County Administrator

| [Proposed Revise: 12-2018](#)

MnDOT Capital Highway Investment Plan 2019-2028 Beltrami County



Map Label	Year	Route	Description	Length (mi.)	Cost
1	2019	MN 72	Replace three culverts between Blackduck and Kelliher	0	\$ 1,900,000.00
2	2019	MN 1	Reconstruct in Red Lake from Hwy 89 to 2.2 miles east of Hwy 89	2	\$ 4,150,000.00
3	2019	US 71	Construct roundabout at Jct of Hwy 71 and CSAH 15 (Irvine Ave) north of Bemidji	0	\$ 1,000,000.00
4	2019	US 71	Reconstruct from Blackduck to the Itasca/Koochiching County	13	\$ 5,200,000.00
5	2019	MN 72	Resurface from south of the Beltrami/Lake of the Woods county line to CSAH 1	14	\$ 2,100,000.00
6	2019	US 2	Signal revision at the Jct of Hwy 2 and Moberg Dr/Adams Ave in Bemidji	2	\$ 370,000.00
7	2020	MN 1	Replace culverts, construct turn lanes and replace bridge from 2.2 miles east of Hwy 89 to Red Lake Indian Reservation boundary	10	\$ 1,500,000.00
8	2021	US 2	Assessment management improvements between Hwy 89 and CR 9 in Bemidji	4	\$ 2,400,000.00
9	2021	MN 1	Resurface from 2.2 miles east of Hwy 89 to Red Lake Indian Reservation boundary	10	\$ 1,700,000.00
10	2022	US 71	Reconstruction northbound & southbound lanes from Hwy 197 to 1.3 miles north of CSAH 15	5	\$ 6,000,000.00
11	2023	MN 72	Resurface in Blackduck	1.1	\$ 300,000.00
12	2023	US 71	Resurface from CR 22 to Blackduck	14.2	\$ 5,000,000.00
13	2024	MN 89	Resurface from north Red Lake Indian Reservation boarder to CR 44	15.989	\$ 4,100,000.00
14	2025	MN 197	Resurface from 23rd Street to Hwy 71 and access improvements from Middle School Ave NW to Hwy 2	0.5	\$ 1,800,000.00
15	2025	MN 72	Resurface from 1 mile north of Hwy 71 to Hwy 1	8.8	\$ 2,000,000.00
16	2025	MN 89	Resurface from Hwy 1 to north Reservation line	5.115	\$ 1,400,000.00
17	2025	MN 197	Resurface from 23rd Street to Hwy 71 and access improvements from Middle School Ave NW to Hwy 2	1.7	\$ 1,600,000.00
18	2026	MN 1	Resurface from Hwy 72 to Hwy 71	10	\$ 2,400,000.00
19	2027	US 2	Resurface east and west bound lanes from Wilton to Bemidji	6.4	\$ 2,600,000.00
20	2027	US 71	Reconstruct from CR 15 to Turtle River	5.5	\$ 3,300,000.00
21	2027	MN 1	Resurface and Shoulder widening from Clearwater/Beltrami county line to Hwy 89	6.9	\$ 6,200,000.00
22	2028	MN 1	Reconstruction and construct bike/pedestrian trail in Redby	0.75	\$ 4,200,000.00



*All projects are subject to change with out notice

Source: MnDOT, MNDNR, MNGEO
 Projection: NAD83 UTM Zone 15
 Transvers Mercator
 Date: 12/2018



PREPARED BY THE STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION DISTRICT 2 PLANNING DEPARTMENT

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Blackduck Community Garden Rules and Guidelines

By Requesting a plot in the Blackduck Community Garden you agree to abide by the following rules:

1. Do not pick anything or remove anything from another gardener's plot.
2. Maintain your plot, keeping it free from weeds and well watered.
3. Children ages 12 and under must be accompanied by an adult while in the garden.
4. Guests are welcome when accompanied by a garden member.
5. If you plant tall plants, try to put them in an area where they will not shade another's gardener's plot.
6. You are welcome to fertilize or use compost in your own plot, but refrain from using anything that is not biodegradable.

Size of Garden Plots: Garden plot size may vary from year to year, depending on the number of gardeners who wish to participate. All gardeners will be granted a plot at least 15'x15', but may request and be granted a larger plot as space allows.

Depending on the weather, the Blackduck community Garden (located off Oscar Ave. behind the townhomes) will be ready for planting sometime between end of May and June 1st.

Blackduck Community Garden Application

Name _____

Date _____

Address _____

Phone Number _____

I would like to apply for the standard plot size. (15'x15')

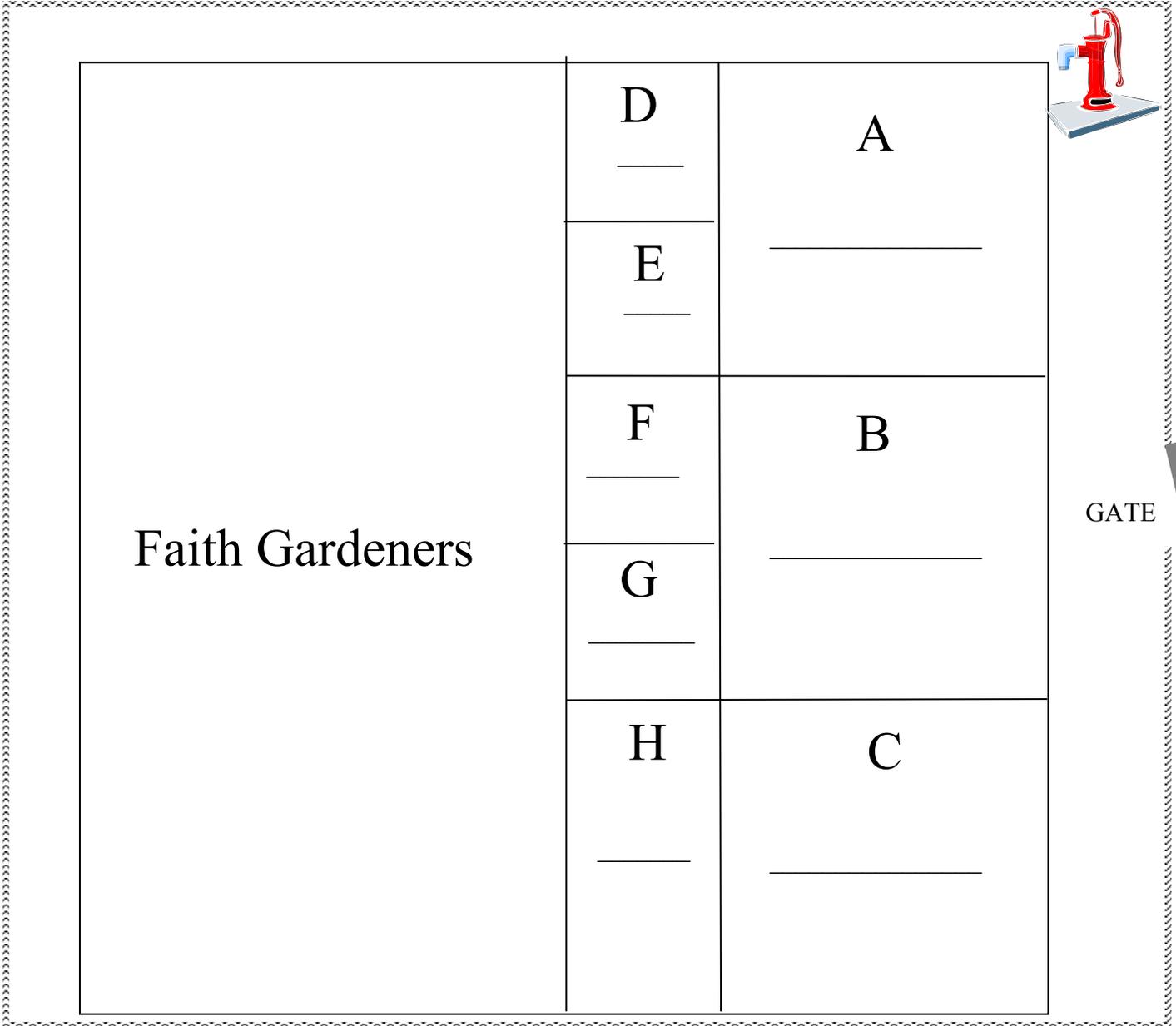
I would like to apply for a plot,
Dimensions _____ft X _____ft.

I have received and read the Blackduck Community Garden rules and guidelines, and agree to abide by them. I recognize that being granted a garden plot is a privilege, not a right, and that my plot may be revoked at any time if I do not comply with the rules.

Signature _____ Date _____

* Return garden application to Blackduck City Hall.

2019 Blackduck Community Garden Map



The Blackduck community garden is “managed” & rototilled by area volunteers for the benefit of all who abide by the garden rules and guidelines found at the city office.