



1. **CALL TO ORDER** – Mayor Rudy Patch
 - a. **Pledge of Allegiance**
 - b. **Roll Call**
2. **APPROVAL OF AGENDA**
3. **CONSENT AGENDA** –*All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.*
 - a. **January 7th, 2019 Council Meeting Minutes**
 - b. **January 23rd, 2019 Personnel Meeting Minutes**
 - c. **January 2019 Fund Balance Report & Scheduled Transfers & 2019 Bond Payments**
 - d. **January 2019 Bills**
 - e. **YTD January 2019 Income Statements**
 - a. **Water, Sewer, Pine Tree Park, and Golf Course**
 - b. **Liquor Store**
 - f. **January 2019 Month End Remittance Report**
 - g. **December 2018 LG216 Lawful Gambling Monthly Rent Report**
 - h. **Final approval of January 2019 Part-time employees hired**
 - i. **Final approval of 2019 Pay Equity Report to State of Minnesota**
 - j. **Final approval of Revised Winter Maintenance Agreement with Beltrami County Highway Department**
 - k. **One-Time Exception required reporting for the City of Blackduck**
 - l. **2019 Boundary & Annexation Survey Annual Response and contact update form**
 - m. **Revolving Loan Fund Foreclosure Costs**
 - n. **January 2019 Short Settlement Property Tax Statement**
 - o. **LMCIT No-Fault Sewer Back-up and Water Main Break Coverage – 2019 renewal**
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. **BLACKDUCK STUMPJUMPERS SNOWMOBILE CLUB** – Max Burmeister, Club President
 - a. Request for Grant Support -
 - i. **Federal Recreational Trail Program 2019 Blackduck Snowmobile Grant Application Draft**
 - ii. **Resolution 2019-05** – Resolution supporting a grant application made to the MN DNR for the Federal Recreational Trail Program by the Blackduck Stumpjumper Snowmobile Club & acknowledging the City of Blackduck to act as the fiscal agent on behalf of the grant
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

- a. [Fire Protection Meeting of Towns](#) – February 28, 2019 @ 6pm – City Hall
- 10. GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent
 - a. Golf Board Meeting – February 21, 2019 @ 4:30pm – Golf Course Club House
- 11. LIBRARY REPORT** – Kelly Hanks, Head Librarian
- 12. ADMINISTRATOR’S REPORT** – Christina Regas, City Administrator
 - a. [Resolution 2019-06 – Resolution amending Resolution 2018-28 – incorrect adopted date](#)
 - b. [Resolution 2019-07 – Resolution amending Resolution 2018-27 – incorrect adopted date](#)
 - c. Assessment Agreement between City of Blackduck and Beltrami County –
 - i. [Approval of Agreement](#)
 - ii. [Notification of Board of Review Meeting for Hines, City of Blackduck, & Funkley Township – April 22, 2019 @ 9:00am @ City Hall of Blackduck](#)
 - d. Update – Beltrami County Tobacco Licensing & Sales Ordinance – Consideration of Restricting Sales to Age 21 & over – January 22, 2018 @ 5:15pm
 - e. City Hall Taxidermy Animals – donated by O.E. Jamtaas – decedents request for waterfowl
 - f. Annual Spring Council City Wide Tour – Date TBA - overview
 - g. Reminder City offices closed February 18, 2019 President’s Day
 - h. Request February 19, 2019 Work Session
 - i. Reminder 2019 Newly Elected Official Conference – February 22-23, 2019 in Brainerd
 - j. Reminder March 4, 2019 Council Meeting
 - k. 2019 MCFOA Conference March 19-22, 2019 – Christina Regas
- 13. COMMUNITY EVENTS/GOOD THINGS HAPPENING** –
 - a. City of Blackduck Employee Anniversaries –
 - i. [Melissa Gulette - 5 years \(February 2014 - Liquor Store\)](#)
 - b. Blackduck Development Corporation Meeting –February 13, 2019 @ Good Samaritan Community Room
 - c. Blackduck Chamber Meeting – February 20, 2019 @ Restaurant 71
 - d. Blackduck Stumpjumpers Drag Race – Blackduck Lake – February 23, 2019
 - e. [Blackduck Chamber Appreciation Dinner](#) – Pour Willies – February 25, 2019
 - f. Northern MN Beef & Livestock Expo – Blackduck School – February 9th, 2019 9am-5pm
- 14. ADJOURN**

COUNCIL TO REMAIN FOR GROUP AND INDIVIDUAL PICTURES FOR CITY WEBSITE



BLACKDUCK CITY COUNCIL MEETING
MONDAY JANUARY 7TH, 2019 @ 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. January 7, 2019. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

SWEARING IN OF NEW ELECTED OFFICIALS –City Administrator Christina Regas officially swore in newly elected officials as follows: Mayor Rudy Patch, Councilors: William Sellon, Paige Moore, and Maxwell Gulette

ROLL CALL:

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

Councilors Absent: none

Staff Present: City Administrator Christina Regas, Liquor Store Manager Shawnda Lahr, and Chief of Police Jace Grangruth, Public Works Supervisor Bob Klug, Lead Bartender Melissa Gulette

Others Present: Jennifer Parker

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

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

- 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.



BLACKDUCK CITY COUNCIL MEETING
MONDAY JANUARY 7TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

- s. Briggs Letter of Representation for the Depository Trust Company for City of Blackduck

Motion carried unanimously.

BLACKDUCK FORUM –

No one present to speak.

SIGN THE PETITION – NEW FOUR-WAY STOP – Cassidy Rockis

1. Four-Way Stop Petition – Mayor Patch represented Cassidy Rockis in her absence to discuss the support of the City for a new four-way stop on 1st Street NE & Summit Ave. E. Mayor Patch stated Rockis had a concern for the public at the intersection and had 60 signatures submitted to the Blackduck City Council to support the request. Mayor Patch stated the petition was a good first step before sending the request on to Beltrami County. Councilor Gullette asked if Rockis wants the City support. Mayor Patch confirmed and further stated he did not know what the answer is to the problem stating a four-way stop, flashing speed sign, or something else would be a better option. Mayor Patch asked for public and staff input. Public Works Supervisor Klug stated the first problem is the speed of the vehicles coming into town from the Alvwood Road. Klug stated that if the petition is presented to the County the Highway department will state that another stop sign will not be put up until the speed is addressed. Klug suggested the City request a flashing speed sign be erected at the City limits. Regas mentioned the flashing speed sign would be the City's expense if erected and could cost up to \$4,000. Klug further stated that the City should discuss with the County about limited the parking on the South side of Summit Ave. and the horizontal parking on the North side. Klug stated the intersection has a blind spot with the Laundromat building. Councilor Gullette asked if the County dictates the parking format. Klug confirmed. Police Chief Grangruth stated a stop sign is the only way to stop people no matter if vehicles approach at 20mph or more. Grangruth stated he has run traffic on that hill and has not tagged any vehicle speeding. Grangruth stated the intersection is dangerous because of visibility. Klug asked if there have been any accidents at the intersection. Grangruth stated not to his knowledge. Klug stated the County may not consider a stop sign unless there have been on record accidents or fatalities. Mayor Patch asked why should that have to happen. Councilor Gullette recommended the City send along the petition to the County. Liquor Store Manager recommended holding a meeting with the highway department with the City concerns. Klug stated the City can meet with Hasbargen and present the petition for discussion. Councilor Kolb asked if the City needs a certain percentage of the City population to sign the petition before the County will consider it. Klug did not know. Kolb has a concern that the number of people on the petition was too low. Grangruth stated much of the close calls that occur at the intersection are not reported and those statistics would help if they were on record. Mayor Patch suggested Klug and Regas bring the petition to the County Highway department for discussion. Nothing further at this time.

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

1. 5-Year Waste Water permit – Klug reported the waste water treatment plant permit has been submitted and received. Klug stated the State of MN has received the application and will work on processing the application and report back to Klug with questions.
2. Waste Water Capacity – Mayor Patch asked Klug where the City of Blackduck stands for the capacity of the holding ponds if the City grows its population. Klug stated the City is in a good



BLACKDUCK CITY COUNCIL MEETING
MONDAY JANUARY 7TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

position for capacity especially now that the mains on Summit and Main have been replaced. Klug stated the City cut the in-flows down from the ground water coming into the ponds. Klug stated many of the man-holes and mains that were old clay sewer tile had ground water seeping into them. Nothing further.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Report – Lahr reported the end of year income statement shows the store made a little money and was financially able to support the general fund and pay for the parking lot in 2018. Klug asked if the store can finish the rest of the lot in 2019. Lahr stated she will review the 2019 commitments for the liquor store first.
2. 2018 EOY Inventory – Lahr reported the year end inventory went well with just under 1% shrink.
3. Customer Appreciation – Lahr reported the event went well and noted how strange customer spending is depending on when the holiday lands. Lahr stated the event was lower attended than expected. Nothing further.

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief

1. Report – Grangruth stated the new squad is still on hold for delivery from the vendor.
2. End of Year Incidents – Grangruth reported 875 incidents in 2018 for the department which is average. Nothing further.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

No report submitted.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

1. 2019 Golf Season Memberships on Sale 10% off through April 30, 2019 – Regas reported the 2019 memberships are on sale until April 30, 2019 and would be advertising locally.
2. Beltrami County Development Grant – Regas further reported the grant request with Beltrami County was awarded to assist upgrading the bridges on the course. Regas stated the Golf Course will receive \$5,100 in 2019 once work is completed to off-set the costs of improving bridge #1. Regas further stated the grant will not pay for all the costs and the Golf Board plans to hold a golf scramble to assist in funding the improvement.

LIBRARY REPORT – Kelly Hanks, Head Librarian

1. Report – Regas reported the Library Board is welcoming Councilor Gullette to the board and noted they meet the third Tuesday of the month. Nothing further.

ADMINISTRATOR'S REPORT – Christina Regas, City Administrator

1. 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’ – Regas read into record Ordinance 2019-01 noting this is the first and final reading prior to the City Council moving on the ordinance. *Regas read the Ordinance into the public record.* Moved by Councilor Moore and seconded by Councilor Sellon to approve Ordinance 2019-01. Motion carried unanimously.



BLACKDUCK CITY COUNCIL MEETING
MONDAY JANUARY 7TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

2. Resolution 2019-01 – Resolution adopting a schedule of fees and charges for various services, licenses, & permits for the City of Blackduck, MN – Moved by Councilor Kolb and seconded Gulette to approve Resolution 2019-01. Klug stated there is no tap fee noted on the resolution for the sewer of \$250. Regas stated Klug is correct and that Council will need to add number 44a. to the schedule. Councilor Kolb amended his original motion to approve Resolution 2019-01 to include 44a. The Tap fee for Sewer Connection shall be \$250 seconded by Councilor Moore. Hearing no further discussion Mayor Patch called for a motion on the amended motion. Motion carried unanimously.
3. Resolution 2019-02 – Resolution of annual appointments and designations for 2019 – Moved by Councilor Gulette and seconded by Councilor Kolb to approve Resolution 2019-02. Mayor Patch asked if the Planning Commission have been notified that a Councilor was going to sit on the board. Regas stated the City had received word from Commissioner Tindell that he is still willing to sit on the board and that the discussion of Councilor Sellon holding a seat would be discussed at the next regular meeting. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
4. Resolution 2019-03 – Resolution designating polling places for the 2019 State Primary & State General Elections – Moved by Mayor Patch and seconded by Councilor Sellon to approve Resolution 2019-03. Regas reported to the City Council that the City would designate the polling place(s) in the City annually by request of the Minnesota election board. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
5. Resolution 2019-04 – Resolution acknowledging a donation from the Blackduck Fire Relief Association – Moved by Councilor Kolb and seconded by Councilor Moore to approve Resolution 2019-04. Regas reported the Blackduck Fire Relief donated \$19,000 to the City of Blackduck Fire Department Special Equipment fund. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
6. City of Blackduck Data Practices Policy – Requests for data about you & your rights as a data subject – Moved by Mayor Patch and seconded by Councilor Moore to approve the City of Blackduck Data Practices Policy as written. Regas reported to Council the State of Minnesota requires all municipalities to adopt a data practices policy. Regas reported currently the City of Blackduck required a data request form and the new policy would replace and enforce the rights of the policy. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
7. Notice of Public Hearing – Beltrami County Tobacco Licensing & Sales Ordinance – Consideration of Restricting Sales to Age 21 & over – January 22, 2018 @ 5:15pm – Regas reported the Beltrami County Board is holding a public hearing on the proposed amendment to the Tobacco Licensing & Sales Ordinance. Regas recommended Council discuss the need to have Blackduck representation to the public hearing. Councilor Gulette and Councilor Moore stated they would both like to attend the hearing. Mayor Patch asked Regas if she had spoken to any of the businesses in Blackduck that sell cigarettes. Regas stated only Blackduck Family Foods. Mayor Patch stated the council could not represent the City as a whole at the meeting and it would be best for the business owners attend.
8. MnDOT Capital Highway Investment Plan 2019-2028 for Beltrami County – Regas supplied the MnDOT highway plan for Council information. Nothing further.
9. Reminder City offices closed January 21, 2019 Martin Luther King Jr. Day – Regas reminded City offices are closed on January 21, 2019. Nothing further.



BLACKDUCK CITY COUNCIL MEETING
MONDAY JANUARY 7TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

10. Request January 22, 2019 Work Session – In leu of the County public hearing there will not be a work session in January. Nothing further.
11. Reminder 2019 Newly Elected Official Conference – February 22-23, 2019 in Brainerd – Regas reminded Council of the LMC Conference for newly elected officials noting Councilors Moore, Sellon, Kolb, and Gulette are all registered. Nothing further.
12. Reminder February 4, 2019 Council Meeting – Regas reported the date of the February Council meeting. Nothing further.

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

1. 2019 Community Garden Applications – now accepted – (see map) – Regas included an updated map and registration form for the community garden.
2. City of Blackduck Employee Anniversaries – Regas noted upcoming employee anniversaries.
 - a. Melissa Tindell - 5 years (*January 2014 - Liquor Store*)
 - b. Christina Regas – 5 years (*February 2014 - Administration*)
3. Blackduck Development Corporation Meeting –December 12th, 2019 – LaunchPad in Bemidji, MN – Mayor Patch asked for clarification on the next BDC meeting noting the date was not correct for January. Regas stated the correct date is January 9th, 2019 @ 8am held at the LaunchPad in Bemidji, MN
4. Blackduck Chamber Meeting – January 16, 2019 Noon @ The Pond – Regas reported the next Chamber Meeting will be held at the Pond.
5. Senior Center Bowling – Blackduck Bowling Lanes – January 13, 2019 @ 2pm – Regas noted a new event the Senior Center is holding at the bowling lanes.
6. Blackduck Stumpjumper Drag Race – Blackduck Lake – February 23, 2019 – Regas reported the annual drag races are on February 23rd.
7. Northern MN Beef & Livestock Expo – Blackduck School – February 9th, 2019 9am-5pm – Regas reported the Blackduck Co-op is holding an expo at the Blackduck School on Feb. 9th.

OTHER NEW BUSINESS –

1. State of Minnesota Office of the State Auditor – 2017 Financial Audit – Regas reported a letter was sent to all elected officials and the City Administrator regarding a few changes needed on future annual reporting to the state. Regas has not had enough time to discuss the letter and changes with the City Auditors from Miller McDonald but will address the needed changes for the 2018 audit. Nothing further.
2. Beltrami County Public Hearing – Chief Grangruth recommended if the entire City Council were to attend the public hearing then the councilors should all agree on the position of the City of Blackduck on the proposed ordinance amendment. Councilor Gulette stated he believes many people are going to be for it. Mayor Patch stated he is not for the increase in the age to 21. Councilor Moore stated she was not in favor of the increase of the age to 21. Councilor Kolb stated he is in favor for the increase. Regas stated if the Council attends to represent for the City than it would not be wise for open meeting law violation unless the council attends and does not sit together. Councilor Gulette stated the elected officials can't go and represent the City. Regas stated she could attend on behalf of the City and ask for the opinions of the business owners in Blackduck that sell cigarettes. Klug recommended the Council remove themselves from the discussion and allow the business owners to attend. Regas stated she would attend to hear how the hearing goes. Mayor Patch addressed the Council stating any Councilor interested in



BLACKDUCK CITY COUNCIL MEETING
MONDAY JANUARY 7TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

attending the hearing can and attend but not to sit with each other. Mayor Patch and Councilor Kolb stated they would not be in attendance. Nothing further.

ADJOURN – Moved by Mayor Patch and seconded by Councilor Moore to adjourn the meeting at 7:10pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK PERSONNEL COMMITTEE

WEDNESDAY JANUARY 23, 2019 @ 5:30PM

MEETING MINUTES

CALL TO ORDER: The City of Blackduck Personnel Committee met in a scheduled meeting at the City Hall at 5:30pm on January 23, 2019.

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 5:40pm 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 seasonal employees of the City of Blackduck for the 2018 year and discuss potential wage increases to take effect in 2019. The Personnel Committee further discussed the golf course department staffing.
 - a. Golf Course – Appraisal written for Jim Andersen was read by the committee along with supporting documents. All ratings and wage recommendations were approved for Andersen. Nothing further.
2. GOLF COURSE MANAGER POSITION – After reviewing the job description for the golf course manager position, the committee discussed restructuring the leadership of the golf course. The committee discussed the duties and responsibilities of the golf course manager position and the feasibility of the position being held by one employee. The Committee recommended the City discuss with Andersen if the Golf course needed a full-time greens keeper position and a course manager that could oversee all entities of the department. The committee noted it was apparent that the golf course needed another staff member to oversee the club house and the course but not work on the course. Regas reported the golf course restructured the staffing in 2011 by combining the club house manager with the greens manager and hired Andersen to fill that position. Regas stated since then, the City allowed for other staff member(s) to take over the club house responsibilities during the peak season so the course manager could oversee the greens keeping. Regas reported it has become increasingly difficult to have one employee oversee all areas and continue to promote the course. Regas further stated if the City elects to hire another person to oversee the golf course in its entirety then that role must work full-time for the duration the course is open. The committee recommended Regas meet with Andersen for feedback on the staffing restructuring. Nothing further at this time.

ADJOURN – Committee adjourned their meeting at 6:40pm.

Christina Regas, City Administrator

Rudy Patch, Mayor

February 4, 2019

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 02/04/2019	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 02/04/2019	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$219,829.26	\$12,782.77	\$207,046.49	\$80,547.69	\$0.00	\$80,547.69	
POLICE RESTRICTED CASH	\$39,215.21	\$0.00	\$39,215.21	\$0.00	\$0.00	\$0.00	
CEMETERY	(\$221.03)	\$0.00	(\$221.03)	\$1,666.88	\$0.00	\$1,666.88	
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	\$68,682.60	\$0.00	\$68,682.60	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$8,614.87	\$0.00	\$8,614.87	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$33,407.48	\$39.37	\$33,368.11	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$195,241.57	\$0.00	\$195,241.57	
PINE TREE PARK	\$44,998.81	\$110.75	\$44,888.06	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.01	\$0.00	\$0.01	\$120,227.12	\$0.00	\$120,227.12	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$17,265.54	\$0.00	\$17,265.54	
Fire Dept Special Equip Fund	\$172,035.60	\$0.00	\$172,035.60	\$25,993.94	\$0.00	\$25,993.94	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$227,522.17	\$0.00	\$227,522.17	
2006 GO BOND	\$20,491.74	\$4,223.00	\$16,268.74	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond	\$30,455.43	\$0.00	\$30,455.43	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan	\$7,484.31	\$0.00	\$7,484.31	\$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	\$15,323.51	\$0.00	\$15,323.51	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Main	\$39,864.25	\$0.00	\$39,864.25	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan	\$14,753.94	\$0.00	\$14,753.94	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service	\$25,633.37	\$689.44	\$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	\$195,849.04	\$977.02	\$194,872.02	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$104,144.73	\$2,209.38	\$101,935.35	(\$1,283.00)	\$0.00	(\$1,283.00)	
LIQUOR FUND	\$288,577.91	\$77,984.42	\$210,593.49	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$17,290.56	\$0.00	\$17,290.56	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$104,513.09)	\$4,649.42	(\$109,162.51)	\$0.00	\$0.00	\$0.00	
WATER PROJECT FUND	\$20,044.93	\$0.00	\$20,044.93	(\$1,389.00)	\$0.00	(\$1,389.00)	
SEWER PROJECT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$1,246,070.37	\$103,626.20	\$1,117,500.24	\$877,226.99	\$39.37	\$877,187.62	\$1,994,687.86

Transfer Recommended:

Fund Transfer from:	Fund transfer to:	Amount of Transfer:
Liquor Fund	Golf Fund - for equipment bond	\$10,000.00

2019 Bond Payments:

	Principal:	Interest:	Fees:	Total:
2017 Micro Loan Early Repayment	\$102,500.00	\$0.00	\$0.00	\$102,500.00
Go Bond 2016A Golf Equipment loan	\$12,000.00	\$1,162.50	\$0.00	\$13,162.50
Industrial Lane Loan	\$4,983.35	\$0.00	\$0.00	\$4,983.35
PFA-DWRF-2016 Summit/Main bond	\$689.44	\$0.00	\$0.00	\$689.44

CITY OF BLACKDUCK

Monthly Bills

January 2019

Check Name	Amount		
Fund 101 GENERAL FUND		BELTRAMI ELECTRIC COOP	\$299.45
Marco Technologies LLC	\$182.01	BLACKDUCK CO-OP	\$45.80
ALL FLAGS LLC	\$205.49	CARD SERVICE CENTER	\$104.00
AMERIPRIDE LINEN & APPAREL	\$58.12	Gopher State One Call	\$29.05
BELTRAMI COUNTY-AUDITOR/TREAS.	\$230.00	GOVERNMENT FORMS & SUPPLIES	\$23.85
BELTRAMI ELECTRIC COOP	\$4,675.61	MN DNR Eco-Waters	\$153.23
BLACKDUCK AUTO PARTS, INC	\$1,354.82	MN RURAL WATER ASSOCIATION	\$20.00
BLACKDUCK CO-OP	\$139.16	NORTHWOODS LUMBER CO	\$22.99
BLACKDUCK DEVELOPMENT CORP	\$40.00	TIMBERLINE SPORTS, INC	\$68.65
BLACKDUCK FAMILY FOODS	\$17.20	Fund 601 WATER FUND	\$977.02
BOGART'S	\$101.50	Fund 602 SEWER FUND	
CARD SERVICE CENTER	\$1,016.25	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
DESIGN ANGLER	\$1,080.00	BELTRAMI ELECTRIC COOP	\$1,735.20
GOVERNMENT FORMS & SUPPLIES	\$11.95	BLACKDUCK CO-OP	\$57.30
LEAGUE OF MINNESOTA CITIES	\$1,080.00	CARD SERVICE CENTER	\$104.00
MN STATE COMM.&TECH COLLEGES	\$360.00	Gopher State One Call	\$25.00
NORTHWEST SERVICE COOP	\$99.00	GOVERNMENT FORMS & SUPPLIES	\$23.85
NORTHWOODS LUMBER CO	\$46.72	MN RURAL WATER ASSOCIATION	\$20.00
PAUL BUNYAN COMMUNICATIONS	\$390.27	PAUL BUNYAN COMMUNICATIONS	\$34.03
PIONEER	\$175.45	Fund 602 SEWER FUND	\$2,209.38
QUILL CORPORATION	\$384.94	Fund 609 MUNICIPAL LIQUOR FUND	
REGAS, CHRISTINA	\$89.32	AMERIPRIDE LINEN & APPAREL	\$468.87
ROGER'S TWO WAY RADIO	\$93.00	ARVIG	\$97.50
TIMBERLINE SPORTS, INC	\$427.33	BELTRAMI COUNTY SOLID WASTE	\$640.15
WASTE MANAGEMENT OF BEMIDJI	\$150.00	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
Ziegler Inc	\$374.58	BELTRAMI ELECTRIC COOP	\$2,298.51
Fund 101 GENERAL FUND	\$12,782.72	BEMIDJI COCA-COLA	\$374.70
Fund 207 SCDP REVOLVING LOAN FUND		BERNATELLOS	\$247.50
BELTRAMI ELECTRIC COOP	\$39.37	Bernick Companies	\$6,376.05
Fund 207 SCDP REVOLVING LOAN F	\$39.37	Blackduck Area Chamber of Comm	\$125.00
Fund 209 PINE TREE PARK FUND		BLACKDUCK FAMILY FOODS	\$2,098.73
BELTRAMI ELECTRIC COOP	\$104.79	Breakthru Beverage	\$2,804.98
GOVERNMENT FORMS & SUPPLIES	\$5.96	CARLOS CREEK WINERY	\$528.00
Fund 209 PINE TREE PARK FUND	\$110.75	D & D BEVERAGE	\$203.95
Fund 307 2006 GO BONDS		DICK DISTRIBUTING	\$16,750.50
Beltrami County	\$4,223.00	GOVERNMENT FORMS & SUPPLIES	\$47.71
Fund 307 2006 GO BONDS	\$4,223.00	HEGGIES PIZZA LLC	\$387.50
Fund 320 2017A PFA DISP SYS BOND DEBT S		HENRYS	\$3,343.36
MN PUBLIC FACILITIES AUTHORITY	\$689.44	JIM HIRT TRUCKING	\$65.00
Fund 320 2017A PFA DISP SYS BON	\$689.44	JOHNSON BROTHERS LIQUOR CO.	\$10,352.00
Fund 601 WATER FUND		MIKINNON CO., INC	\$9,924.60
BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00	MN UNEMPLOYMENT INSURANCE	\$98.50
		NEI BOTTLING INC	\$567.42

Check Name	Amount
NORTHWOODS ICE, INC	\$166.80
NORTHWOODS LUMBER CO	\$163.88
OLD DUTCH	\$222.54
PAUL BUNYAN COMMUNICATIONS	\$275.99
Phillips Wine and Spirits	\$8,390.69
QUILL CORPORATION	\$318.39
RP BROADCASTING COMPANY	\$295.00
Southern Glazer's of MN	\$7,229.56
TOTAL TAP SERVICES	\$64.00
US FOODS	\$1,041.67
VINOCOPIA INC	\$1,430.35
WASTE MANAGEMENT OF WI-MN	\$247.93
WINE MERCHANTS	\$127.09
Fund 609 MUNICIPAL LIQUOR FUN	\$77,984.42
Fund 613 GOLF COURSE	
BELTRAMI COUNTY SOLID WASTE	\$88.91
BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
BELTRAMI ELECTRIC COOP	\$501.19
Blackduck Area Chamber of Comm	\$25.00
GOVERNMENT FORMS & SUPPLIES	\$5.96
MN DNR Eco-Waters	\$210.83
MN UNEMPLOYMENT INSURANCE	\$1,580.00
MTI Distributing	\$1,982.98
PAUL BUNYAN COMMUNICATIONS	\$44.55
Fund 613 GOLF COURSE	\$4,649.42
	\$103,665.52

Water Fund

Year to Date Income Statement thru 01/31/2019

Water Operating Revenue:		Budget:
Water Meter Sales	\$0.00	\$0.00
Health Dept Charges	\$9.63	\$1,500.00
Penalties and Interest	\$0.00	\$0.00
Water Sales	\$15,406.93	\$212,000.00
Water Connect/Reconnect Fee	\$12.74	\$1,000.00
Water Penalty	\$125.76	\$1,750.00
Miscellaneous Revenues	\$0.00	\$0.00
Interest Earnings	\$245.15	\$0.00
Reimbursements	\$0.00	\$400.00
Total Water Revenues	\$15,800.21	\$216,650.00

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$4,452.60	\$58,621.00	\$54,168.40
Full-Time Employees OT	\$0.00	\$500.00	\$500.00
Part-Time Employees	\$0.00	\$1,250.00	\$1,250.00
PERA	\$333.96	\$4,490.00	\$4,156.04
FICA	\$333.50	\$4,580.00	\$4,246.50
Employer Paid Health	\$1,065.00	\$12,648.00	\$11,583.00
Office Supplies (GENERAL)	\$0.00	\$200.00	\$200.00
Printed Forms	\$0.00	\$0.00	\$0.00
Electricity	\$299.45	\$11,000.00	\$10,700.55
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating Supplies (GENERAL)	\$43.85	\$600.00	\$556.15
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$114.45	\$1,000.00	\$885.55
Lubricants and Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$0.00	\$7,000.00	\$7,000.00
Fluoride	\$0.00	\$500.00	\$500.00
Repairs/Maint Supply	\$0.00	\$1,500.00	\$1,500.00
Equipment Parts	\$0.00	\$1,000.00	\$1,000.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$0.00	\$500.00	\$500.00
Merchandise for Resale	\$0.00	\$750.00	\$750.00
Auditing and Acc't	\$0.00	\$3,000.00	\$3,000.00
Legal Fees	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$0.00	\$0.00	\$0.00
Engineering Fees	\$0.00	\$0.00	\$0.00
Professional Services	\$0.00	\$500.00	\$500.00
Other Professional Services	\$0.00	\$0.00	\$0.00
Telephone	\$0.00	\$500.00	\$500.00
Postage	\$0.00	\$750.00	\$750.00
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	\$0.00	\$300.00	\$300.00
Property Insurance	\$0.00	\$1,600.00	\$1,600.00
Workers Compensation	\$0.00	\$2,000.00	\$2,000.00
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$1,800.00	\$1,800.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$22.99	\$10,000.00	\$9,977.01
Repairs/Maintenance Machinery	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$496.28	\$2,100.00	\$1,603.72
Uncollectable Checks/Bad Debt	\$0.00	\$0.00	\$0.00
Cash Short	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Bank Service Charges	\$0.00	\$500.00	\$500.00
Total Water Expenditures	\$7,162.08	\$130,189.00	\$123,026.92

Other Water Expenditures:		Budget	Remaining
Transfer Fr Other Fund	\$0.00	\$0.00	\$0.00
Debt Service Bond Principal	\$45,000.00	\$45,000.00	\$0.00
Debt Service Bond Interest	\$9,318.75	\$18,356.25	\$9,037.50
Depreciation/Capital Outlay	\$0.00	\$10,000.00	\$10,000.00
Total	\$54,318.75	\$73,356.25	\$19,037.50

Net Tot	(\$45,680.62)	\$203,545.25	\$142,064.42
----------------	----------------------	---------------------	---------------------

Sewer Fund
Year to Date Income Statement thru 01/31/2019

Sewer Operating Revenue:	Budget	
Reimbursements (insurance proceeds)	\$0.00	\$0.00
Penalties and Interest	\$0.00	\$0.00
Interest Earnings	\$129.43	\$0.00
Sewer Sales	\$11,399.92	\$163,000.00
Farm Lease Agreement Revenue	\$0.00	\$6,098.00
Sewer Connect/Reconnect Fee	\$0.00	\$0.00
Swr Penalty	\$120.76	\$1,500.00
Charges for Service	\$0.00	\$0.00
Total Sewer Revenues	\$11,650.11	\$170,598.00

Sewer Operating Expenditures:	Budget		Remaining
Full-Time Employees Regular	\$4,684.25	\$61,986.00	\$57,301.75
Part-Time Employees	\$0.00	\$625.00	\$625.00
PERA	\$351.32	\$4,673.00	\$4,321.68
FICA	\$350.73	\$4,767.00	\$4,416.27
Employer Paid Health	\$1,111.25	\$13,199.00	\$12,087.75
Office Supplies (GENERAL)	\$0.00	\$200.00	\$200.00
Electricity	\$1,735.20	\$16,000.00	\$14,264.80
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating Supplies (GENERAL)	\$43.85	\$500.00	\$456.15
Motor Fuels	\$57.30	\$1,200.00	\$1,142.70
Lubricants and Additives	\$0.00	\$500.00	\$500.00
Repairs/Maint Supply	\$0.00	\$500.00	\$500.00
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	\$0.00	\$600.00	\$600.00
Auditing and Acc't	\$0.00	\$3,000.00	\$3,000.00
Legal Fees	\$0.00	\$0.00	\$0.00
Chemicals and Chem Products	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$0.00	\$750.00	\$750.00
Other Professional Services	\$217.86	\$1,000.00	\$782.14
Telephone	\$34.03	\$500.00	\$465.97
Postage	\$0.00	\$500.00	\$500.00
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	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$2,100.00	\$2,100.00
Property Insurance	\$0.00	\$1,500.00	\$1,500.00
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$0.00	\$2,200.00	\$2,200.00
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	\$0.00	\$8,000.00	\$8,000.00
Repairs/Maintenance Machinery	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$339.00	\$3,200.00	\$2,861.00
Debt Service Bond Interest	\$0.00	\$0.00	\$0.00
Fiscal Agent Fee	\$0.00	\$0.00	\$0.00
Other Equipment (irrigator)	\$0.00	\$6,500.00	\$6,500.00
Total Sewer Expenditures	\$8,924.79	\$135,000.00	\$126,075.21

		Budget	Remaining
Debt Srv Principal 2014 Go Bond	\$0.00	\$3,000.00	\$3,000.00
Depreciation/Capital Outlay	\$0.00	\$25,000.00	\$25,000.00
Total	\$0.00	\$28,000.00	\$28,000.00

Net Total \$2,725.32 \$163,000.00 \$154,075.21

Pine Tree Park
Year to Date Income Statement thru 1/31/2019

PTP Revenues	2019	2018
Reservation Fees	\$5.00	\$65.00
Grants	\$0.00	\$0.00
Camping Fees	\$105.00	\$190.00
Other Revenue	\$103.50	\$0.00
Contributions and Donations	\$0.00	\$0.00
Interest Earnings	\$57.26	\$0.00
Total PTP Revenues	\$270.76	\$255.00

PTP Expenditures	2019 YTD	2018 YTD	2019 Budget	Remaining
Full-Time Employees Regular	\$278.18	\$275.72	\$3,832.00	\$3,553.82
Part-Time Employees Regular	\$0.00	\$0.00	\$1,560.00	\$1,560.00
PERA	\$20.89	\$20.68	\$280.00	\$259.11
FICA	\$20.31	\$21.09	\$405.00	\$384.69
Employer Paid Health	\$64.35	\$37.54	\$767.00	\$702.65
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Electricity	\$104.79	\$101.09	\$2,500.00	\$2,395.21
Operating Supplies (GENERAL)	\$5.96	\$0.00	\$700.00	\$694.04
Cleaning Supplies	\$0.00	\$0.00	\$100.00	\$100.00
Motor Fuels	\$0.00	\$0.00	\$900.00	\$900.00
Repairs/Maint Supply	\$0.00	\$0.00	\$750.00	\$750.00
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	\$0.00	\$0.00	\$500.00	\$500.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$0.00	\$600.00	\$600.00
Property Insurance	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Workers Compensation Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Garbage	\$0.00	\$0.00	\$1,750.00	\$1,750.00
Repairs/Maint Building	\$0.00	\$0.00	\$2,500.00	\$2,500.00
Repairs/Maintenance Structure	\$0.00	\$0.00	\$0.00	\$0.00
Improvements Other	\$0.00	\$0.00	\$500.00	\$500.00
Repairs/Maintenance Machinery	\$0.00	\$0.00	\$1,500.00	\$1,500.00
Portable Restrooms	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General	\$0.00	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$0.00	\$0.00	\$275.00	\$275.00
Total PTP Expenditures	\$494.48	\$456.12	\$22,119.00	\$21,624.52

Net Profit **(\$223.72)** **(\$201.12)**

Total **(\$223.72)** **(\$201.12)**

Blackduck Municipal Golf Course
Year-To-Date Income Statement 1/31/2019

	Sales	Cost of Goods	Gross Profit	Gross Margin	Budget	Remaining
Beer	\$0.00	\$0.00	\$0.00	#DIV/0!	\$3,000.00	\$3,000.00
Soft Drinks	\$0.00	\$0.00	\$0.00	#DIV/0!	\$3,000.00	\$3,000.00
Food	\$0.00	\$0.00	\$0.00	#DIV/0!	\$1,500.00	\$1,500.00
Golf Merchandise	\$0.00	\$0.00	\$0.00	#DIV/0!	\$500.00	\$500.00
Clothing	\$0.00	\$0.00	\$0.00	#DIV/0!	\$500.00	\$500.00
Total	\$0.00	\$0.00	\$0.00	#DIV/0!	\$8,500.00	\$8,500.00

Charges for Services

Green Fees	\$0.00
Membership Fees	\$405.00
Trail Fees	\$0.00
Cart Storage	\$0.00
Rentals (Clubs, Carts)	\$202.50
Power Carts	\$0.00
Clubhouse Rental	\$100.00
Golf Tournament Revenue	\$0.00
Total Charges for Services	\$707.50

Total Income \$707.50

Less Operating Expense

		Budget	Remaining
Wages	\$0.00	\$50,000.00	\$50,000.00
PERA	\$0.00	\$3,000.00	\$3,000.00
FICA	\$0.00	\$3,825.00	\$3,825.00
Office Supplies	\$0.00	\$0.00	\$0.00
Heating Fuel	\$501.19	\$0.00	(\$501.19)
Electricity	\$0.00	\$6,000.00	\$6,000.00
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$5.96	\$1,000.00	\$994.04
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$0.00	\$3,000.00	\$3,000.00
Lubricants/Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$4,500.00	\$4,500.00
Repair/Maint/Supplies	\$0.00	\$0.00	\$0.00
Equipment parts	\$0.00	\$0.00	\$0.00
Building Repair supply	\$0.00	\$0.00	\$0.00
Small Tools/Equipment	\$0.00	\$0.00	\$0.00
Tires	\$0.00	\$0.00	\$0.00
Auditing/Accounting	\$0.00	\$0.00	\$0.00
Medical Fees	\$0.00	\$500.00	\$500.00
Dram	\$0.00	\$750.00	\$750.00
Telephone	\$34.55	\$600.00	\$565.45
Cable Television	\$10.00	\$0.00	(\$10.00)
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$0.00	\$0.00	\$0.00
Postage	\$0.00	\$100.00	\$100.00
Advertising	\$0.00	\$0.00	\$0.00
Liability Insurance	\$0.00	\$2,000.00	\$2,000.00
Property Insurance	\$0.00	\$3,600.00	\$3,600.00
Work Comp	\$0.00	\$700.00	\$700.00
Unemployment	\$1,580.00	\$5,000.00	\$3,420.00
Insurance	\$0.00	\$0.00	\$0.00
Garbage Disposal	\$88.91	\$750.00	\$661.09
Repair/Maint Building	\$0.00	\$1,000.00	\$1,000.00
Repair/Main Structure	\$0.00	\$0.00	\$0.00
Repairs/Maint Machinery	\$1,982.98	\$4,000.00	\$2,017.02
Maintenance Course	\$0.00	\$3,000.00	\$3,000.00
Golf Cart Lease	\$0.00	\$0.00	\$0.00
Other Rentals	\$0.00	\$0.00	\$0.00
Leasehold Improvement	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$457.83	\$1,500.00	\$1,042.17
Bank Service Charges	\$0.00	\$1,000.00	\$1,000.00
Debt Service Bond Principal	\$10,000.00	\$10,000.00	\$0.00
Interest	\$500.00	\$937.50	\$437.50
Equipment Bond Interest 2016	\$1,162.50	\$2,175.00	\$1,012.50
Equipment Bond Principal 2016	\$12,000.00	\$12,000.00	\$0.00
Total Expense	\$28,323.92	\$120,937.50	\$92,613.58

OPERATING INCOME OR LOSS (\$27,616.42)

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	\$0.00
Total Other Expenses	\$0.00

Other Income	
Transfer Fr Other Funds	\$0.00
Transfer Fr Liq Str	\$0.00
Interest Earned	\$0.00
Reimbursements	\$0.00
Other Revenues	\$0.00
Cash Over	\$0.00
Proceeds-Gen Obligation Equip	\$0.00
Total Other Income	\$0.00

NET INCOME OR LOSS YEAR TO DATE (\$27,616.42)

Sales Comparison YTD	2018 thru November	2019
Green Fees	\$35,789.41	\$0.00

YTD Comparisons:	2018	2019
Operating Revenue	\$425.00	\$707.50
Operating Expense	\$12,577.34	\$28,323.92
	(\$12,152.34)	(\$27,616.42)

Blackduck Municipal Liquor Store Income Statement
Year to Date Ending 01/31/2019

70347.63

	Sales	Cost of Goods	Gross Profit	
Liquor Sales Off-Sale	\$23,611.25	\$17,646.03	\$5,965.22	25.26%
Beer Sales Off-Sale	\$39,123.20	\$29,177.59	\$9,945.61	25.42%
Wine Sales Off-Sale	\$3,811.17	\$1,877.80	\$1,933.37	50.73%
Other Sales On/Off-Sale	\$817.00	\$801.10	\$15.90	1.95%
Liquor Sales On-Sale	\$9,993.50	\$2,352.33	\$7,641.17	76.46%
Beer Sales On-Sale	\$12,312.60	\$2,224.66	\$10,087.94	81.93%
Wine Sales On-Sale	\$66.44	\$31.63	\$34.81	52.39%
Cigarette Sales	\$832.99	\$435.04	\$397.95	47.77%
Clothing	\$50.00	\$36.59	\$13.41	26.82%
Soft Drinks On Sale	\$1,084.20	\$781.72	\$302.48	27.90%
Food Sales	\$8,293.74	\$5,872.99	\$2,420.75	29.19%

GPM

Total **\$99,996.09** **\$61,237.48** **\$38,758.61** **38.76%**

Less Operating Expense

2019 YTD

Budget

Remaining

Wages FT	\$4,264.75	\$59,398.00	\$55,133.25
Wages PT	\$9,065.37	\$118,778.00	\$109,712.63
PERA	\$853.16	\$12,996.00	\$12,142.84
FICA	\$1,019.48	\$13,554.00	\$12,534.52
Health Insurance	\$1,048.16	\$13,130.00	\$12,081.84
Office Supplies	\$318.39	\$750.00	\$431.61
Electricity	\$2,298.51	\$23,000.00	\$20,701.49
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating & Bar Supplies	\$1,405.04	\$11,000.00	\$9,594.96
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Bar Supply	\$0.00	\$0.00	\$0.00
Building Repair Supplies	\$0.00	\$0.00	\$0.00
Mix Expense	\$845.56	\$9,000.00	\$8,154.44
Auditing / Acct'g Services	\$0.00	\$6,500.00	\$6,500.00
Legal Fees	\$0.00	\$0.00	\$0.00
Other Professional Services/Cleaning	\$0.00	\$0.00	\$0.00
Telephone	\$156.09	\$1,350.00	\$1,193.91
Postage	\$178.50	\$300.00	\$121.50
Cable Television	\$74.95	\$1,000.00	\$925.05
Internet Access	\$84.95	\$1,000.00	\$915.05
Travel Expense	\$0.00	\$500.00	\$500.00
Freight	\$591.70	\$4,500.00	\$3,908.30
Advertising	\$0.00	\$0.00	\$0.00
Promotions/Entertainment	\$1,241.75	\$9,000.00	\$7,758.25
Legal Notices	\$0.00	\$0.00	\$0.00
Liability Insurance	\$0.00	\$2,200.00	\$2,200.00
Property Insurance	\$0.00	\$7,200.00	\$7,200.00
Dram Shop/Liquor Liability	\$0.00	\$4,500.00	\$4,500.00
Other Insurance	\$0.00	\$0.00	\$0.00
Work Comp	\$0.00	\$6,200.00	\$6,200.00
Water Utility	\$154.28	\$2,700.00	\$2,545.72
Garbage Disposal	\$888.08	\$6,000.00	\$5,111.92
Sewer Utility	\$0.00	\$0.00	\$0.00
Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building	\$143.29	\$10,000.00	\$9,856.71
Uncollectable Checks	\$0.00	\$200.00	\$200.00
Dues and Subscriptions	\$335.00	\$3,500.00	\$3,165.00
Bank Service Charges	\$1,992.99	\$15,500.00	\$13,507.01
Furniture & Fixtures	\$0.00	\$5,000.00	\$5,000.00
Office Equip & Furnishings	\$0.00	\$0.00	\$0.00
Improvements Other	\$0.00	\$0.00	\$0.00
Building & Structures	\$0.00	\$0.00	\$0.00
Medical Fees	\$0.00	\$350.00	\$350.00
Other Equipment	\$0.00	\$0.00	\$0.00

Total Operating Expense **\$26,960.00** **\$349,606.00** **\$322,646.00**

Inventory Expense **\$9,110.15**

NET INCOME OR LOSS **\$2,688.46**

Other Expenses

Donations	\$0.00
Capital Outlay	\$0.00
Unemployment Paid	\$98.50
Cash Short	\$3.53
Misc. Expense	\$96.63
Total Other Expenses	\$198.66

Other Income

Reimbursements (NSF)	\$0.00
Rent Income	\$763.09

Vending Income	\$419.45
Interest	\$368.87
Cash Over	\$13.31
Total Other Income	\$1,564.72

Gross Profit Before Transfers **\$4,054.52**

Transfer to General Fund \$0.00

Net Profit After Inventory Exp & Transfers
\$4,054.52

Inventory at 1/1/2019 after inventory total	\$101,307.45
Inventory at 01/31/2019	\$102,520.14
Difference	\$1,212.69

Sales Comparison Year to Date Ending 01/31/2019

	2017	2018	2019	% of Increase from 2018-2019
Off-Sale Liquor	\$18,677.69	\$23,520.73	\$23,611.25	0.38%
Off-Sale Beer	\$34,827.21	\$38,718.54	\$39,123.20	1.05%
Off-Sale Wine	\$2,646.45	\$2,708.65	\$3,811.17	40.70%
Total Off-Sale	\$56,151.35	\$64,947.92	\$66,545.62	2.46%
On-Sale Liquor	\$7,223.60	\$8,337.96	\$9,993.50	19.86%
On-Sale Beer	\$10,383.75	\$11,247.55	\$12,312.60	9.47%
On-Sale Wine	\$38.23	\$85.32	\$66.44	-22.13%
Total On-Sale	\$17,645.58	\$19,670.83	\$22,372.54	13.73%
Total On and Off Sale	\$73,796.93	\$84,618.75	\$88,918.16	5.08%

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name Blackduck Fire Relief	License Number 01944
Site Name MUNICIPAL LIQUOR STORE	Site Number 001
Bar op	
(Use one worksheet for each site. If lease changes, use new worksheet.)	
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 conduct 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	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. In month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
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
12 / 2018	0.00	0.00	4165.00	833.00	833.00	140.60	21.09	854.09	91.00	763.09

1 This amount may not exceed 10%.
 2 Enter no more than 10% if paper or electronic pull-tabs, tipboards, paddletickets (other than paddletickets 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.

JAN 2 2 2019

Requesting Final Council Approval for the Following

Requesting Final Approval of New Part Time Hires:

Name:	Position:	Date of Hire:	Wage:
Logen Patch	Liquor Store Bartender	01/15/2019	9.68
Holly Hoppie	Liquor Store Bartender	1/20/2019	10.00

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.

January 14, 2019

Local Government Official
Blackduck
P.O. Box 380
8 Summit Avenue
Blackduck MN 56630

Dear Local Government Official:

Congratulations! I am very pleased to send you the attached notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdiction's results are attached. You may find a copy of our "Guide to Understanding Pay Equity Compliance" and other resources on our Local Government Pay Equity webpage at:

<https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have questions or need assistance, please contact Dominique Murray at (651) 259-3805, or by email: pay.equity@state.mn.us

Again, congratulations on your achievement!

Sincerely,
Dominique Murray
Pay Equity Coordinator

Attachments



A GREAT PLACE FOR FAMILIES

8 Summit Ave. NE, PO Box 380, Blackduck, MN 56630-0380

January 14, 2019

Bruce Hasbargen
2491 Adams Ave. NW
Beltrami County Highway Department
Bemidji, MN 56601

Winter Maintenance Agreement

Beltrami County Highway Department hereby agrees to pay the City of Blackduck a fee of \$8,000.00 annually for winter road maintenance on all CSAH segments within the City limits of Blackduck. The scope of work is as follows: Plowing, scraping, sanding, and removal of snow from the streets. In addition, the Beltrami County Highway Department agrees to provide, when snowfall limits require it, equipment and labor force to assist the Blackduck Public Works Department in removing of said snow.

This Winter Maintenance Agreement may be severed at any point in the future by either party provided appropriate notification.

Bruce Hasbargen, County Engineer
Beltrami County Highway Department

1/15/19
Date

Christina Regas, City Administrator
City of Blackduck

1-14-2019
Date



A GREAT PLACE FOR FAMILIES

8 Summit Ave. NE, PO Box 380, Blackduck, MN 56630-0380

January 23, 2019

RE: One-Time Exception required Reporting for City of Blackduck

Attn: Minnesota Representatives Mahoney, Pelowski, and State Senator Pratt

In June of 2018, the City of Blackduck, Minnesota exercised the opportunity to participate in a One-Time MIF Exception repayment as authorized by laws of Minnesota 2017, Chapter 94, Article 6, Section 24. The City of Blackduck repaid the State of Minnesota \$58,189.20 with 80% remaining for general purpose aid of \$232,756.81.

After the repayment, the City of Blackduck transferred the remaining 80% to a new fund reserved for revolving loans to new/existing commercial development and rehabilitation or storefront rehab. The City Council of the City of Blackduck intends to revise the existing Small City Revolving Loan Fund Guidelines to allow for other retail business development or rehabilitation not allowed prior.

Currently, the City of Blackduck has no funds loaned out from the remaining general-purpose balance, but has been approached by several entrepreneurs seeking funding options for a retail business in the downtown area; and a dental clinic looking to expand their business. The City is excited to have the ability to assist the existing and future commercial opportunities without the early restrictions on the type of development.

On behalf of the City Council of the City of Blackduck, I would like to state the City is encouraged the funds will assist in attracting more businesses to the downtown area of Blackduck that has struggled to stay vibrant for several years.

Sincerely,

Christina Regas
City Administrator
City of Blackduck

CC: City of Blackduck Mayor Patch and City of Blackduck Council

www.blackduckmn.com

Phone: (218) 835-4803 Fax: (218) 835-4801 Email: city@paulbunyan.net

"The City Of Blackduck Is An Equal Opportunity Provider"



FORM **BAS-ARF**
(11-15-2018)

**2019
BOUNDARY AND ANNEXATION SURVEY
ANNUAL RESPONSE AND CONTACT UPDATE FORM**

OMB No. 0607-0151 Approval Expires: 11/30/2021

BAS ID: 12700006256

Government Name: City of Blackduck

Please respond to the BAS using this form or online at https://www.census.gov/geo/partnerships/bas/bas_ar_form.html

For more information on the BAS, visit the BAS website at <https://www.census.gov/programs-surveys/bas.html>

Mark (X) one box.

Our government **does not** have boundary changes to report.

Our government **HAS** boundary changes to report **OR** I would like to use one of the following options to review and update my government's boundaries. Please mark one of the next three boxes.

We will download the Geographic Update Partnership Software (GUPS) **OR** we will download shapefiles only.

Please send the Geographic Update Partnership Software (GUPS) and shapefiles on DVD.

Please send Paper Maps.

CONTACT INFORMATION: BAS materials will be mailed to the Highest Elected Official (HEO) or Tribal Chair (TC) if there is no BAS contact information printed below. If you prefer to have your BAS materials shipped directly to a person responsible for updating your boundaries, provide the contact information in the space below. Please use black ink to correct any preprinted information.

Our records indicate the **HEO/TC** contact is:

Name: Rudy Patch

Position: Mayor

Department: City Council

Mailing Address: PO Box 380 Blackduck, MN 56630

Phone: 218-835-4803

Email: rudy.patch@blackduckmn.com

Term Exp. Date (mm/yyyy): 12/2020

Election Cycle/Term in years: 2

Our records indicate the **BAS** contact is:

Name: Kevin Trappe

Position: GIS Director

Department: GIS Mapping

Mailing Address: 701 Minnesota Ave NW Ste 219
Bemidji, MN 56601-3178

Phone: 218-333-8457

Email: kevin.trappe@co.beltrami.mn.us

Name of person filling out this form Christina Regas	Position City Administrator	Date 01/23/2019
To save nonresponse follow-up costs, respond online, email, mail, or fax the form to the U.S. Census Bureau within 10 calendar days.	U.S. Census Bureau National Processing Center 1201 East 10th Street, BLDG 63E Jeffersonville, IN 47132-0001 Fax Number: 1-800-972-5652	E-mail questions/comments to: geo.bas@census.gov ; use "BAS-ARF" as the subject. Phone: 1-800-972-5651

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		
		Beltrami Electric Coop December 2018 last	\$39.37		
Totals:	\$7,414.50		\$3,070.14		\$12,967.79

Totals for all categories: \$23,452.43

Total of RLF outstanding balance: \$17,163.80

Total through 12/31/18: **\$40,616.23**

Roll	Tax Type	Total	2018	2017	2016	2015	2014	2013	All Prior
	GRAND TOTAL	3,168.34	2,691.15	420.79	.00	.00	.00	24.32	32.08
	AMOUNT OF CHECK	3,168.34							
R/P	NET TC TAX	2,360.19	2,021.38	312.34	.00	.00	.00	.00	26.47
	001 REV 101	✓ 2,360.19	2,021.38	312.34	.00	.00	.00	.00	26.47
	029 94 ST	✓ .48	.00	.00	.00	.00	.00	.00	.48
	033 98 SWR	✓ 2.25	.00	.00	.00	.00	.00	.00	2.25
	034 99 GO	✓ .72	.00	.00	.00	.00	.00	.00	.72
	039 06 IMP	✓ 378.50	344.31	53.56	.00	.00	.00	.00	.63
	042 09 REF	✓ 216.87	177.69	39.18	.00	.00	.00	.00	.00
	047 14 BND	✓ 114.54	98.83	15.71	.00	.00	.00	.00	.00
	TOTAL NET TC TAX	✓ 3,073.55	2,622.21	420.79	.00	.00	.00	.00	30.55
	001 REV	2,360.19	2,021.38	312.34	.00	.00	.00	.00	26.47
	029 94 ST	.48	.00	.00	.00	.00	.00	.00	.48
	033 98 SWR	2.25	.00	.00	.00	.00	.00	.00	2.25
	034 99 GO	.72	.00	.00	.00	.00	.00	.00	.72
	039 06 IMP	378.50	344.31	53.56	.00	.00	.00	.00	.63
	042 09 REF	216.87	177.69	39.18	.00	.00	.00	.00	.00
	047 14 BND	114.54	98.83	15.71	.00	.00	.00	.00	.00
	TOTAL R/P	3,073.55	2,622.21	420.79	.00	.00	.00	.00	30.55
M	NET TC TAX	53.19	53.19	.00	.00	.00	.00	.00	.00
	001 REV 101	✓ 53.19	53.19	.00	.00	.00	.00	.00	.00
	039 06 IMP	✓ 8.50	8.50	.00	.00	.00	.00	.00	.00
	042 09 REF	✓ 4.66	4.66	.00	.00	.00	.00	.00	.00
	047 14 BND	✓ 2.59	2.59	.00	.00	.00	.00	.00	.00
	TOTAL NET TC TAX	✓ 68.94	68.94	.00	.00	.00	.00	.00	.00
	001 REV	53.19	53.19	.00	.00	.00	.00	.00	.00
	039 06 IMP	8.50	8.50	.00	.00	.00	.00	.00	.00
	042 09 REF	4.66	4.66	.00	.00	.00	.00	.00	.00
	047 14 BND	2.59	2.59	.00	.00	.00	.00	.00	.00
	TOTAL M	68.94	68.94	.00	.00	.00	.00	.00	.00
OTHER	INTEREST	25.85	.00	.00	.00	.00	.00	24.32	1.53
	999 SUM 101	✓ 25.85	.00	.00	.00	.00	.00	24.32	1.53
	TOTAL INTEREST	25.85	.00	.00	.00	.00	.00	24.32	1.53
	999 SUM	25.85	.00	.00	.00	.00	.00	24.32	1.53
	TOTAL OTHER	25.85	.00	.00	.00	.00	.00	24.32	1.53
TOTAL TAX		2,413.38	2,074.57	312.34	.00	.00	.00	.00	26.47
	001 REV	2,413.38	2,074.57	312.34	.00	.00	.00	.00	26.47
	029 94 ST	.48	.00	.00	.00	.00	.00	.00	.48
	033 98 SWR	2.25	.00	.00	.00	.00	.00	.00	2.25
	034 99 GO	.72	.00	.00	.00	.00	.00	.00	.72
	039 06 IMP	387.00	332.81	53.56	.00	.00	.00	.00	.63
	042 09 REF	221.53	182.35	39.18	.00	.00	.00	.00	.00
	047 14 BND	117.13	101.42	15.71	.00	.00	.00	.00	.00
	999 SUM	25.85	.00	.00	.00	.00	.00	24.32	1.53
	TOTAL TAX	✓ 3,168.34	2,691.15	420.79	.00	.00	.00	24.32	32.08



CONNECTING & INNOVATING
SINCE 1913

LMCIT No-Fault Sewer Back-up and Water Main Break Coverage

Date: 02/01/2019

To: Orlando Alamano
Security Insurance USA Agency

From: Nate Brue
LMCIT Underwriting
651-215-4049

Re: City of Blackduck
Renewal Period: 06/01/2019-20

According to the Underwriting Criteria for LMCIT's Optional No-Fault Sewer Back-Up Coverage, the City needs to qualify for this coverage each year. I have reviewed the City's expiring covenant along with sewer back-up claim information, if any, and I am pleased to advise that the City of Blackduck continues to meet the Underwriting Criteria necessary to qualify for No-Fault Sewer Back-Up Coverage. Please note, the No-Fault Sewer Back-Up questions are no longer part of our online renewal application. Coverage will continue as per expiring.

LMCIT is here to help. If we can be of any further assistance regarding the maintenance of the City's Sewer Program, feel free to contact me directly at **651-215-4049**.

Cc: Eric Christianson, LMCIT Underwriter for the City of Blackduck



FEDERAL RECREATIONAL TRAIL PROGRAM 2019 Trail Grant Application

1) GENERAL CONTACT INFORMATION:

Grant Applicant (Unit of Government Required):	City of Blackduck
Contact Person:	Christina Regas
Contact Title:	City Administrator
Mailing Address (include street address):	PO Box 380 / 8 Summit Ave. E. Blackduck, MN 56630
Phone:	218-835-4803
Email address:	Christina.regas@blackduckmn.com
<i>If the project has a trail club, organization, or project partner, please include below:</i>	
Organization/Club Name:	Blackduck Stumpjumpers Snowmobile Club
Contact Person:	Max Burmeister
Contact Title:	Club President
Mailing Address (include street address):	PO Box 432 Blackduck, MN 56630
Phone:	218-556-5701
Email address:	Max.burmeister1@gmail.com

2) GENERAL PROJECT INFORMATION:

Project Name:	Blackduck Trailhead Parking Lot Build & Land Acquisition
Project Summary (30 words or less):	The Blackduck Snowmobile Club intends to acquire land to offer a year-round parking lot along the MN State 71 Corridor for vehicles and trailers to gain direct access to the Blue Ox Trail and spur trails North and East of the City of Blackduck
Project Completion Date:	2020
Trail Name:	Blue Ox Trail
Website with Trail Info:	

3) FINANCIAL INFORMATION:

Grant Request:	\$34,875	Source of Cash Match (describe below in the box next to \$ amount):	Are match funds secured? (Yes/No)	Grant-in-Aid Funds (Yes/No)
Matching Funds (25% match required):	\$5,125	Cash Match – Fundraising	Yes	No
	\$6,500	Parking Lot Funds – In-Kind Labor & Materials	Yes	No
	\$			
Total Project Cost:	\$46,500	(Grant Request + Matching Funds must = Total Project Cost)		
If this project has received federal funding through the Enhancements Program or Transportation Alternative Program, please indicate which year the project is programmed for construction?			FFY:	
			N/A	

4) PROJECT LOCATION:

County Project is Located:	Beltrami County
State Legislative (House) District:	2A
State Senate District:	02
State House Representative: (name)	Matt Grossel
State Senator: (name)	Paul J. Utke
Congressional District:	8
PIN: Enter county Property (Parcel) Identification Number(s) of parcel where project is located:	81.00558.00

5) MEASURABLE TARGETS/OUTCOMES FOR THIS PROJECT ONLY:

It is required that measurable targets and outcomes be collected for your project. Complete the boxes below on the right with exactly how many miles of trail that will be acquired, newly developed or existing trail miles improved, along with the number of trailhead facilities, bridges, and/or culverts that will be developed or restored as part of just this project, not the whole trail. After the project is complete the measurable outcome will be compared with the target included.

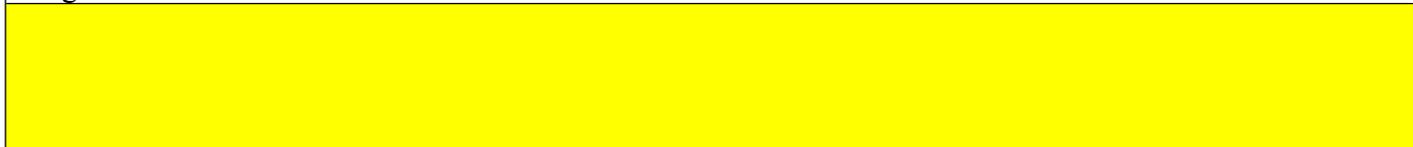
Trail Miles to be Acquired:	0
New Trail Miles to be Developed/Created:	0
Existing Trail Miles to be Restored or Improved:	0
Number of Trailhead Facilities to be Developed or Restored:	1
Number of Trail Bridges/Culverts to be Developed or Restored:	0
Existing Trail Miles to be Maintained:	0

6) RECREATIONAL USES FOR PROJECT:

6A) Indicate the existing or proposed uses of the trail under primary use and the secondary recreation uses which will directly benefit from the proposed project:

Primary Use	Secondary Use	
	X	Walking/Hiking
	X	Bicycling
	X	Mountain Bicycling
	X	Horseback Riding
	X	Cross-Country Skiing
	X	In-Line Skating
X		Snowmobiling
X		ATV Riding
	X	Off-Highway Motorcycling
	X	Off-Road Vehicles (4x4, Jeep, etc.)
		Other (specify):

6B) Describe/Justify how each of the above identified primary and/or secondary trail user groups will benefit from the project. Response required for each identified use above. Letters of support attached to this application for both primary and secondary usage strongly encouraged. See manual for secondary usage criteria.



6C) Will this project provide year round trail use? If it is planned to provide year round use, outline which users indicated above will benefit and how the facility will be maintained for those uses.

7) PROJECT DESCRIPTION:

Provide a description sufficient enough to understand the project. Indicate prominently whether this is primarily a new trail or facility development request, an enhancement to an existing trail or facility, or an acquisition. Make sure to include the design specifics of the project, such as the trail width (paved multi-use bicycle/pedestrian trails must be at least 10 feet wide). Include how this project will be immediately available for use by the general public. If this project is a phase of a larger project, very briefly describe how it fits into the larger plan, however, focus specifically on how the grant funds will be used for this project. Also, briefly explain why it is important for this project to be funded. Use the box below.

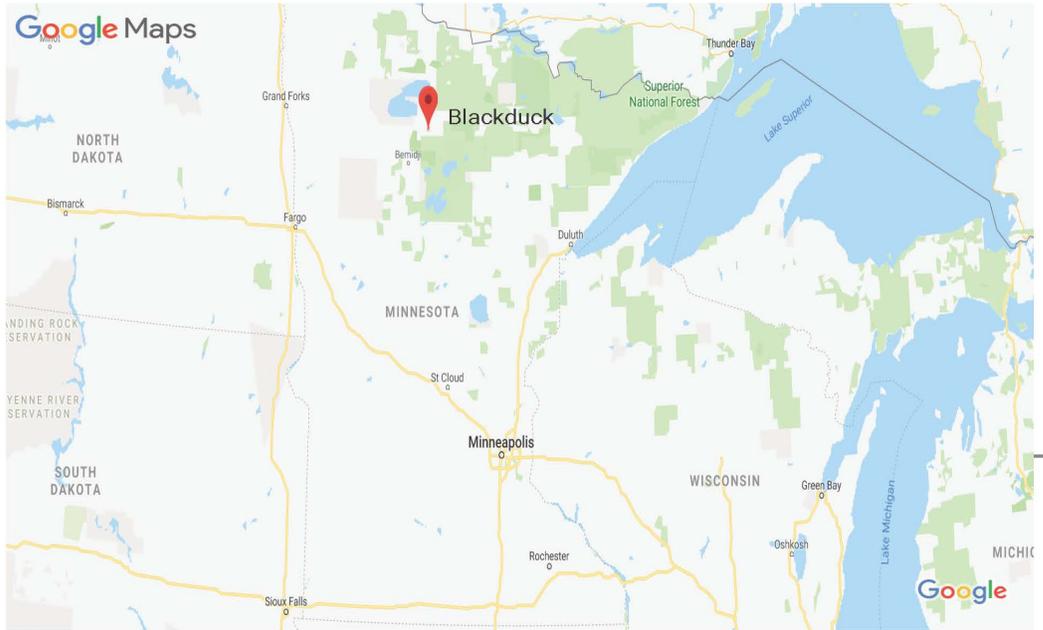
The Blackduck Snowmobile Club intends to acquire 3.31 acres of land adjacent to Minnesota State Highway 71 corridor to build a publicly accessible parking lot for trailhead parking of vehicles and trailers to gain immediate access to the local and regional trails that are connected to the Blackduck area.

The construction of this lighted parking lot will allow for up to six (6) vehicles and trailers; and provide connection to the Blue Ox Trail locally; the Arrowhead State Trail to the North; and the Paul Bunyan State Trail to the South year-round for snowmobile use and ATV use. The lot will be constructed using a gravel base and crushed granite aggregate.

The grant funds if awarded will be used to pay for the purchase of the parcel of land and the construction of the parking lot. If funded this project will prove useful to several visitors in need of amenities and facilities while enjoying a safe easily assessible location to utilize the local trails. The funding of this project is important because locally there is no overnight or long-term parking for recreational vehicles except for privately owned parking lots offered for lodging.

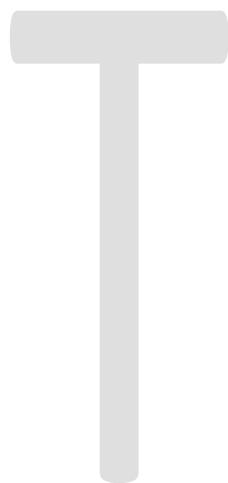
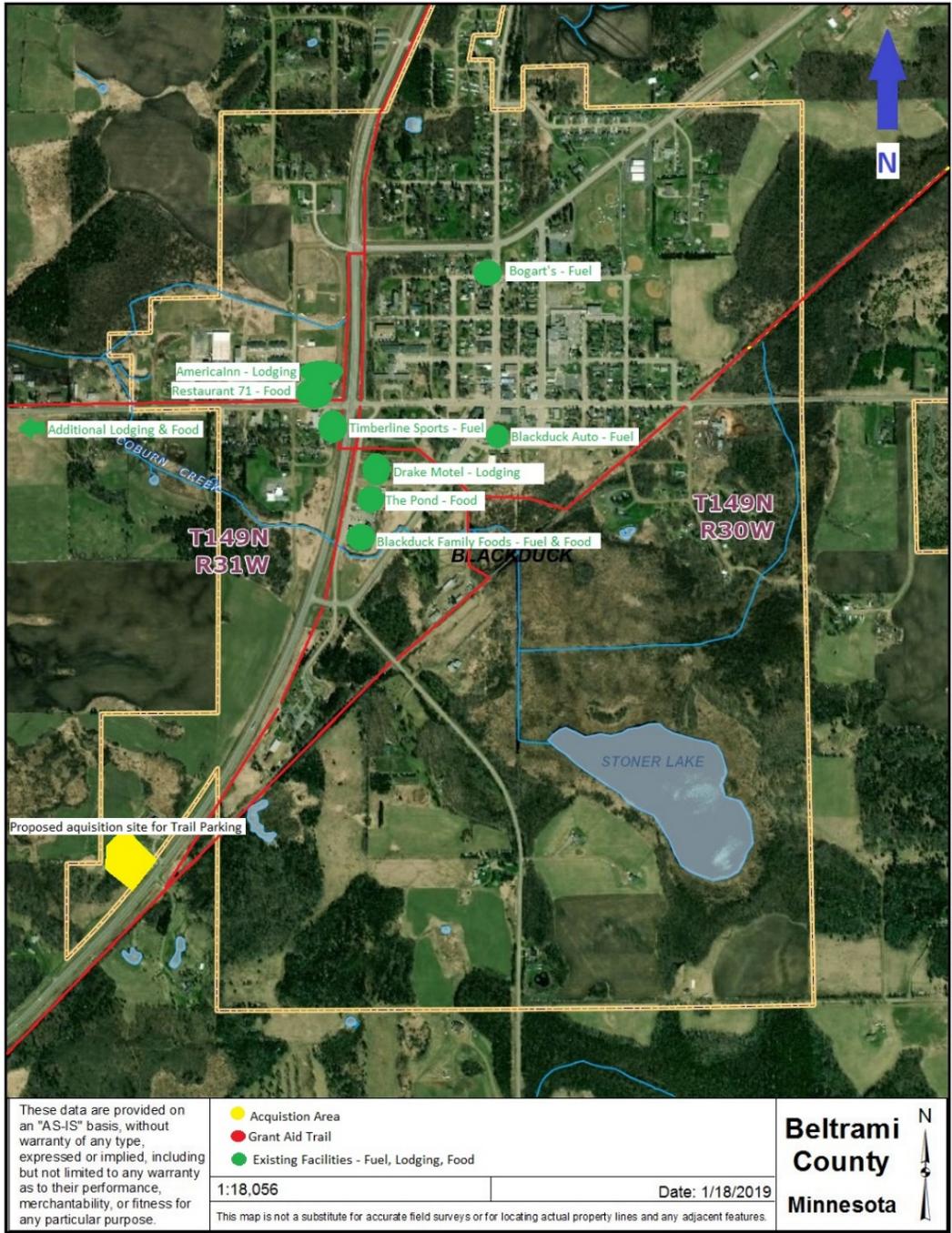
9) PROJECT LOCATION MAP:

It is important for reviewers to have an idea of where in the state and/or your region the project being proposed is located. This map must be 8 ½" X 11" in size ONLY, **in color**, and be able to show where the project is generally located within the state or region. Insert the map here.



10) PROJECT SITE LEVEL MAP:

It is also important for the reviewers to be able to see where the project is located within the context of a city, county, park, etc. This map must be 8 1/2" X 11" in size ONLY, **in color**, and should be very effective at showing how the project fits within its specific context. The map must show existing trails/facilities, proposed trails/facilities as directly proposed as part of the project, and future trail/facility development/acquisition plans. **Color Coding:** Red: Boundary, including all contiguous lands currently owned by the applicant and managed for public recreation; Green: Existing facilities that will remain; Yellow: Acquisition and/or trail development accomplished with this grant; Blue: Future acquisition and/or development. Make sure to include a key to the map. A clear and high quality map is very important in explaining the project. Insert the map here.





These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Parking Lot

1:2,817

Date: 1/24/2019

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

Beltrami
County
Minnesota



11) SITE AND PROJECT QUALITY:

What considerations have been given to the needs of the intended trail user groups and are they appropriate for the location? What attractive features exist on site or within view of the proposed project that may bring in potential user groups to this project location? What other facilities (if any) are on site or within the trail corridor that enhances this project? Describe what attractive features exist on the site or within view. Use the box below.

12) PROJECT READINESS:

What is the current status of the project? Can the project begin immediately? What major activities must still be accomplished before the project can begin? Will the project be completed within the appropriation timelines? At a minimum, please reference land acquisition requirements, status of engineering/design, and relevant permits and approvals that have/have not been obtained for the project. Is there urgency to move ahead with this project now, and what consequences are looming if it is not funded? Use the box below.

The project readiness may begin immediately. The project site has a drafted purchase agreement between the snowmobile club and the current owner. The club has approvals from the City of Blackduck and local businesses to begin construction. The club will need to apply for a land use permit from the City Planning Commission for the parking lot construction that meets monthly. If the club is not financed for the project it will need to continue fund raising during the annual snowmobile drag races and raffles.

13) ACCESSIBILITY (ADA):

All facilities that are developed, or portions thereof, using these funds must be accessible for persons with disabilities or be eligible for an exemption. The Americans with Disabilities Act (ADA) has developed guidelines for outdoor developed areas, buildings and facilities and is available at www.access-board.gov. Will the project facilitate and/or improve ADA access to existing trails or trail related facilities? Describe how the trail or facility is designed for use by persons of all abilities and takes into consideration ADA design standards. Do not just state the trail will be ADA compliant. If your project will not be ADA accessible, list the specific exemption permitted in ADA guidelines. Use the box below.

14) CONNECTIVITY (If applicable):

<p>14A) Describe how the trail project will connect multiple destinations and/or communities. Use the box below.</p> <p>This trail project will connect the Blue Ox Trail to the East of MN State Hwy 71 which is directly connected to the Paul Bunyan Trail to the South in Bemidji; and the Arrowhead Trail to the Northeast which brings recreational vehicles to the International Falls area. The Northland Trail has several connections in the winter for snowmobiles North to Kelliher and Waskish; West to Leonard; and South and Southwest to Bemidji, Solway, and Itasca State Park and beyond. Currently there is one trailhead parking located at Beltrami County’s Movil Maze Park and in Bemidji at the Sanford Center Parking lot.</p>		
<p>14B) Does the trail project connect directly to an existing state or regional trail? Check all that apply to the right and describe in the box below if applicable.</p>	Connects to Designated and Existing State Trail:	no
	Connects to Designated and Existing Regional Trail:	yes
<p>Blue Ox Trail</p>		
<p>14C) Does the trail project connect directly to an existing state park, state recreation area, regional park, high quality natural resource, local recreation area, or local park? Check all that apply to the right and describe in the box below if applicable.</p>	Connects Directly to a State Park or State Recreation Area:	No
	Connects Directly to a Regional Park or Regional Recreation Area:	No
	Connects Directly to a Local Park or Recreation Area:	No
	Connects Directly to a High Quality Natural Resource (not included above):	No
<p>n/a</p>		
<p>14D) Describe how the trail project contributes to the overall connectivity of the trail system in the area. Specifically, how well does the project connect existing trail networks or fill critical gaps within the trail system? How well does the project help promote connectivity among trail networks statewide? Use the box below.</p>		

15) NATURAL RESOURCE IMPACT:

Describe the potential impact to natural resources by the project and efforts to avoid or mitigate adverse effects. This includes considerations for trail design and construction practices, noise, odors, dust control measures, surface erosion, fish and wildlife populations, damage to wetlands or other ecologically sensitive natural resources, landscaping that includes native planting, and historical/archaeological sites. Also, demonstrate the compatibility of the proposed project with existing adjoining land uses. To the extent possible, all landscaping or plantings that are done in the project area must be native to Minnesota and preferably of the local ecotype, and describe below how this project will comply with this requirement.

There is no impact to natural resources by this project. The location of the land is currently utilized as commercial use within the City of Blackduck and holds no risk to wetland damage or native planting. The location of the land is adjacent to current commercially used land with an existing paved parking lot.

16) COMMUNITY COMMITMENT TO TRAIL USE:

Identify steps that your community has taken to improve the conditions for trail users accommodated by this proposed trail development or enhancement project. Examples would include safety education, enforcement, signing, fund raising, comprehensive barrier identification/removal, trail vehicle parking opportunities, etc.

The Blackduck Snowmobile club has volunteers that dedicate numerous hours to grooming and preparing of the trails they sponsor every year. Additionally, several club members volunteer their time with the local Conservation Officer during snowmobile safety education.

For Grant Applicants:

“I hereby certify that all of the information provided in this application is true and accurate to the best of my knowledge. I recognize that in the event of the proposed project being funded, this document will be used as an addendum to the agreement between the sponsoring unit of government and the state to guide project scope and reimbursement. I also acknowledge that all work must be completed by **June 30, 2021**, and no reimbursement will be sought for an in-house labor services and/or to meet existing payroll. I also preliminarily agree with plans to develop the proposed trail related project on land administered by my agency.”

Name:	Christina Regas	Title:	City Administrator
Unit of Government:	City of Blackduck		
Signature:		Date:	

For Trail and Park Administrators (if applicable):

“I substantially agree that the proposed trail related project will be mutually beneficial to the local community, as well as to the goals and purposes for which this recreation unit was established. I will cooperate in its provision if the project proposal should be funded.”

Name:		Title:	
Unit of Government:			
Signature:		Date:	

For All Administrators of Public Lands Crossed/Utilized in the Proposed Linkage

(Required only if the proposed project will utilize public land that is not under the jurisdiction of the grant applicant):

“I preliminarily agree with plans to develop the proposed trail related project on land administered by my agency, and I will cooperate in seeking more formal authorization in the event the project proposal is authorized for reimbursement.”

Name:		Title:	
Unit of Government:			
Signature:		Date:	

DRAFT



20 Year Operations and Routine Maintenance Plan Attachment C

1. How will this Project be maintained after the grant is completed?

The Blackduck Snowmobile Club volunteers with mow the grass on the property in the summer months and maintain the parking lot. The Club will plow snow in the winter time for access to the lot by the volunteers. Twice a year the club clears the trails they are responsible for. This upkeep will become part of that routine maintenance. The club will pay for the electricity to light the parking lot.

2. How often will maintenance occur?

The maintenance will occur as needed in the summer and winter months based on grass length and snow falls.

3. What funding sources will be used to ensure that this project is available for public use for the next 20 years?

Much of the funding sources the Blackduck Snowmobile club receives is grant in aid funding. The remaining funds are raised during the annual snowmobile drags and raffles. Much of the time and upkeep on the trails and maintenance on machinery is donated. The Club will fund the parking lot in the same ways.

DRAFT



CITY OF BLACKDUCK

RESOLUTION NO: 2019-05

**RESOLUTION SUPPORTING A GRANT APPLICATION
MADE TO THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR
THE FEDERAL RECREATIONAL TRAIL PROGRAM BY THE BLACKDUCK
STUMPJUMPERS SNOWMOBILE CLUB & ACKNOWLEDGING THE CITY OF
BLACKDUCK TO ACT AS THE FISCAL AGENT ON BEHALF OF THE GRANT**

WHEREAS, the City of Blackduck supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program by the Blackduck Snowmobile Club. The application is to acquire property and construct trail head parking for the Blue Ox Trail located within the municipal boundaries of the City of Blackduck, and

AND WHEREAS, the City of Blackduck recognizes that the Blackduck Snowmobile Club has secured local cash matching funds for this project and must provide a twenty-five percent (25%) cash match,

AND WHEREAS, if the City of Blackduck is awarded a grant by the Minnesota Department of Natural resources, the City of Blackduck agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Blackduck will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement,

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, the City Council of the City of Blackduck names the fiscal agent for the City of Blackduck for this project as:

Christina Regas
City Administrator
City of Blackduck
PO Box 380 / 8 Summit Avenue East
Blackduck, MN 56630

BE IT FURTHER RESOLVED, the City of Blackduck hereby assures the Blue Ox Trail Head parking lot will be maintained for a period of no less than 20 years.

Adopted this 4th day of February, 2019 by the City Council of the City of Blackduck

ATTEST:

Rudy Patch, Mayor

Christina Regas, City Administrator

January 16th, 2019

Dear Township/City Clerk and Board Members:

In accordance with the Fire Protection Contract, you are invited to a meeting at City Hall in Blackduck on Thursday, February 28th, 2019 at 6:00pm. This will provide an opportunity to review items set forth in the fire contract with the Fire Chief and City Administrator.

Information to be reviewed:

1. 2018 Actual Expenditures & 2019 Approved Budget
2. KOPP Formula for 2019
3. Fire and Rescue Calls for 2018
4. August 23rd, 2018 Annual Budget Meeting Minutes

Please encourage all interested parties from your township or city to attend this meeting. If you have any questions please contact Chief Brian Larson (218-556-5797).

Thank you,

Christina Regas
City Administrator

2018 Blackduck Fire Department Budget vs Actual through 12/31/2018

		2018 Final	2018 Actual	Revenue to		
		Budget	Expenditures	offset YTD	2018 Balance	2019 Budget
				Total:		
E 101-42200-103	Part-Time Employees	\$13,500.00	\$11,650.57	\$0.00	\$1,849.43	\$13,500.00
E 101-42200-122	FICA	\$1,200.00	\$776.60	\$0.00	\$423.40	\$1,200.00
E 101-42200-124	Fire Pension Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-200	Office Supplies (GENERAL)	\$125.00	\$0.00	\$0.00	\$125.00	\$200.00
E 101-42200-205	Heating Fuel	\$2,000.00	\$2,263.95	\$0.00	(\$263.95)	\$2,000.00
E 101-42200-206	Electricity	\$5,000.00	\$4,630.59	\$0.00	\$369.41	\$5,000.00
E 101-42200-207	Computer Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-208	Training and Instruction	\$2,000.00	\$49.99	\$0.00	\$1,950.01	\$2,000.00
E 101-42200-210	Operating Supplies (GENERAL)	\$1,000.00	\$875.34	\$0.00	\$124.66	\$1,000.00
E 101-42200-211	Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-212	Motor Fuels	\$2,000.00	\$1,135.81	\$0.00	\$864.19	\$2,000.00
E 101-42200-221	Equipment Parts	\$1,000.00	\$1,317.39	\$0.00	(\$317.39)	\$0.00
E 101-42200-222	Tires	\$0.00	\$695.62	\$0.00	(\$695.62)	\$0.00
E 101-42200-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-233	Uniforms	\$5,000.00	\$1,972.00	\$0.00	\$3,028.00	\$5,000.00
E 101-42200-240	Small Tools and Minor Equip	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
E 101-42200-304	Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-305	Medical Fees	\$500.00	\$562.00	\$0.00	(\$62.00)	\$500.00
E 101-42200-307	Management Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-310	Other Professional Services	\$0.00	\$30.00	\$0.00	(\$30.00)	\$0.00
E 101-42200-321	Telephone	\$800.00	\$683.18	\$0.00	\$116.82	\$800.00
E 101-42200-322	Postage	\$100.00	\$86.04	\$0.00	\$13.96	\$100.00
E 101-42200-323	Radio/Communications Expenses	\$3,000.00	\$3,670.15	\$0.00	(\$670.15)	\$3,250.00
E 101-42200-331	Travel Expenses	\$250.00	\$0.00	\$0.00	\$250.00	\$250.00
E 101-42200-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-352	General Notices and Pub Info	\$50.00	\$0.00	\$0.00	\$50.00	\$50.00
E 101-42200-361	General Liability Ins	\$250.00	\$218.70	\$0.00	\$31.30	\$250.00
E 101-42200-362	Property Ins	\$950.00	\$937.00	\$0.00	\$13.00	\$950.00
E 101-42200-363	Automotive Ins	\$2,000.00	\$1,059.00	\$0.00	\$941.00	\$2,000.00
E 101-42200-366	Workers Compensation Insurance	\$6,000.00	\$5,215.80	\$0.00	\$784.20	\$6,000.00
E 101-42200-367	Unemployment Paid	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
E 101-42200-401	Repairs/Maint Buildings	\$3,000.00	\$3,198.07	\$0.00	(\$198.07)	\$3,750.00
E 101-42200-404	Repairs/Maint Machinery/Equip	\$12,000.00	\$10,098.70	\$0.00	\$1,901.30	\$13,000.00
E 101-42200-420	Tower Lease	\$500.00	\$480.00	\$0.00	\$20.00	\$500.00
E 101-42200-425	Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-433	Dues and Subscriptions	\$100.00	\$74.00	\$0.00	\$26.00	\$100.00
E 101-42200-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-500	Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-520	Buildings and Structures	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00
E 101-42200-550	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-580	Other Equipment	\$1,000.00	\$3,050.00	\$0.00	(\$2,050.00)	\$1,000.00
E 101-42200-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-708	Transfer to Fire Dept Reserve	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00
E 101-42200-782	Intrafund Transfer 2015 excess funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$96,175.00	\$87,480.50	\$0.00	\$8,694.50	\$96,400.00

updated 1/16/2019

Fire Hall Lighting fixtures updated
 Fire Doors updated seals
 Fire Hall Heaters updated.

2019 Final Budget

Government Unit	2019 Proposed Budget	2018 Market Value of Structures	Percentage of Total Evaluation	Annual Charge
Hines	\$96,400.00	\$34,022,300.00	24.60%	\$23,716.72
Hornet	\$96,400.00	\$8,258,700.00	5.97%	\$5,757.09
Birch	\$96,400.00	\$7,055,700.00	5.10%	\$4,918.48
Summit	\$96,400.00	\$10,147,600.00	7.34%	\$7,073.82
Taylor	\$96,400.00	\$7,913,600.00	5.72%	\$5,516.52
Hagali	\$96,400.00	\$23,444,500.00	16.95%	\$16,343.01
O'Brien	\$96,400.00	\$2,438,600.00	1.76%	\$1,699.93
Tenstrike	\$96,400.00	\$8,778,900.00	6.35%	\$6,119.71
Funkley	\$96,400.00	\$255,800.00	0.18%	\$178.32
Langor	\$96,400.00	\$8,383,900.00	6.06%	\$5,844.36
Moose Park (2017)	\$96,400.00	\$2,597,100.00	1.88%	\$1,810.42
Blackduck	\$96,400.00	\$24,991,800.00	18.07%	\$17,421.62
	\$96,400.00	\$138,288,500.00	100.00%	\$96,400.00

2018 Fire Department Incident Report

Incident #	DOI	Address - Name - Location	City or Township	Description	Fire/Accident	Action
1804	1/7/2018	2nd Street Apt. 201	Blackduck	Medical assist, assist EMS crew	assistance, other	
1801	1/10/2018	152 Margaret Ave	Blackduck	false alarm or false call, other	investigate	
1803	1/12/2018	Alwood Road	Blackduck	dispatched and cancelled en route	cancelled en route	
1802	1/12/2018	51506 Hwy 46	Squaw Lake	building fire	provide water	
1805	1/23/2018	24745 One Mile Rd	Summit	Medical assist, assist EMS crew	assistance, other	investigate
1806	1/29/2018	173 3rd Street	Blackduck	Power line down	establish safe area, control traffic	investigate
1807	2/5/2018	20818 Blackduck Lake Rd	Hines	vehicle accident, general cleanup	provide first aid & check for injuries	investigate
1808	3/11/2018	Main Street/Hwy 71	Blackduck	motor vehicle accident with injuries	provide first aid & check for injuries	control traffic, investigate
1809	3/17/2018	21235 Stenson Rd	Langor	mobile property (vehicle) fire. Other	extinguishment by fire service personnel	
1810	3/31/2018	Everts Rd Jacobsen Court	Tenstrike	brush or brush-and-grass mixture fire	extinguishment by fire service personnel	control traffic, investigate
1811	4/7/2018	28410 Hornet Rd	Hornet	building fire	extinguishment by fire service personnel	investigate
1812	4/18/2018	122 Main St	Tenstrike	dispatched and cancelled en route	cancelled en route	
1813	4/21/2018	152 Margaret Ave	Blackduck	false alarm or false call, other	investigate	restore fire alarm system
1814	4/21/2018	28510 Hwy 71	Hornet	brush or brush-and-grass mixture fire	extinguishment by fire service personnel	control traffic, investigate
1815	4/28/2018	24599 Pass Rd	Hines	heat from short circuit (wiring) deconvective	fires, rescues & hazardous conditions, other	investigate
1816	4/28/2018	147 Artic Rd	Blackduck	forest, woods or wildland fire	fire control or extinguishment. Other	
1817	4/30/2018	Scenic Hwy New Maple Ridge	Blackduck	vehicle accident, general cleanup	control traffic	investigate
1818	4/30/2018	24469 Hwy 72	Hines	brush or brush-and-grass mixture fire	extinguishment by fire service personnel	investigate
1819	5/4/2018	32699 Cordan Rd	Obrien?	brush or brush-and-grass mixture fire	extinguishment by fire service personnel	investigate
1820	5/6/2018	31814 Alwood Rd	Summit	motor vehicle accident with injuries	extinguishment by fire service personnel	DNR mutual aid
1821	6/20/2018	22093 Hines Rd	Hines	motor vehicle accident with injuries	assistance, other	
1822	8/3/2018	441 4th Street	Blackduck	mobile property (vehicle) fire. Other	extinguishment by fire service personnel	investigate
1823	8/8/2018	Corral Road	Kaliber/Shooks?	building fire	extinguishment by fire service personnel	investigate
1824	8/9/2018	25755 Hwy 71	Summit	mobile property (vehicle) fire. Other	electrical failure, malfunction, trailer - semi	investigate
1825	8/28/2018	25632 Hwy 71	Summit	Grass fire - in ditch northside	extinguishment by fire service personnel	investigate
1826	9/1/2018	17877 Shorewood	Turtle Lake	mobile property (vehicle) fire. Other	extinguishment by fire service personnel	
1827	9/3/2018	172 Summit Ave	Blackduck	building fire	fire control or extinguishment. Other	
1828	9/16/2018	17813 Nebish Road	Hines?	Breakdown of light ballast	investigate	
1829	9/16/2018	33155 Hwy 72	Blackduck?	motor vehicle accident with no injuries	provide first aid & check for injuries	investigate
1830	9/19/2018	25599 Hwy 72	Blackduck?	brush or brush-and-grass mixture fire	investigate	
1831	9/29/2018	28631 Hwy 71	Hornet	motor vehicle accident with no injuries	control traffic	investigate
1832	10/1/2018	16236 North Blackduck Lake Rd	Hines	motor vehicle accident with injuries	provide first aid & check for injuries	investigate
				Chimney or flue fire, confined to chimney or flue	fire control or extinguishment. Other	investigate

BLACKDUCK FIRE DEPARTMENT
AND FIREMEN'S RELIEF ASSOCIATION
FIRE PROTECTION/RESCUE 218-835-4803 NON EMERGENCY ORGANIZED IN 1901
P.O. BOX 380 BLACKDUCK, MN

TOWNSHIP BUDGET MEETING BLACKDUCK CITY HALL THURSDAY AUGUST 23RD, 2018 6:30PM

MEETING MINUTES

The Blackduck Fire Department Assistant Chief Terry Frenzel held the Annual Meeting of Parties in City Hall on August 23rd, 2018 @ 6:30pm

The Annual Meeting was called to order at 6:30pm.

Roll Call was taken by City Administrator Christina Regas those present included: Assistant Fire Chief Terry Frenzel; City of Blackduck Administrator Christina Regas; Eldon Dietel of Summit Township; Carl Nipp of O'Brien Township; Rob Ingersoll of Hagali Township; Bill Rabe of Hines Township; Jerome Geerdes of Birch Township.

City/Townships Absent: Hornet, Taylor, Tenstrike, Funkley, Langor, and Moose Park Township

1. OLD BUSINESS –

- a. **2018 ACTUAL EXPENDITURES** – Assistant Fire Chief Frenzel requested questions on the 2018 actual expenditures line items. There were no questions on the ytd expenditures.
 - i. **Training Storage Container – 580** – Regas noted the council approved purchase of a storage trailer used for live fire burns training for the department has been purchased for \$3050.
 - ii. **Capital Truck Fund Balance** – Regas noted the YTD 2018 Capital Replacement Cash balance was at \$194,414.93
- b. **2019 BUDGET** – Regas reported that the budget is similar same as 2018. Regas noted that Chief Larson requested some smaller expenditure line budgets be moved into larger code lines such as repairs and maintenance to equipment and repairs and maintenance to buildings for easier coding practices.
 - i. **Radio/Communications Expenses** – Regas noted a small increase to expenditure code line -323 to accommodate cost incurred with pagers, and tablet services.
 1. **ARMER switch** – Hagali representative asked when the department will switch to ARMER. Assistant Chief Frenzel stated not anytime soon as the cost it too high, and not needed in the area yet. Frenzel stated the VHF radios will still need to be used. Ingersoll mention the used radios are being more available and could be a useful way to switch. Frenzel asked if the used radios were dual band, Ingersoll did not know.
- c. **2019 Proposed Payment** – Regas asked if there were further questions regarding the formula. Regas noted this is the first year with the payment being based soley on market value. Regas stated all towns market value have been updated on the form on the supplied documents the evening of the meeting as Moose Park was not current when documents were sent out.
 - i. **Chargeable Calls** – Birch representative asked again why the department was not charging for vehicle responses (noted incident #1808). Frenzel noted the response does not always

TOWNSHIP BUDGET MEETING BLACKDUCK CITY HALL THURSDAY AUGUST 23RD, 2018 6:30PM

MEETING MINUTES

need to have fire pull jaws of life but the department is called out regardless. Hines representative suggests asking Bemidji for their departments practices for billing for calls. Frenzel stated the residents are already paying for the service through taxes so charging again seems unnecessary. Birch representative used call #1806 when a power line is down to charge Beltrami Electric that in this case the power company should be charged. Birch noted some revenue would be nice to see when the department is called out especially when the budget keeps climbing for the smaller towns. Regas noted the City has the authority by Ordinance to charge for structure fires but not much else. Frenzel stated the City would look into what Bemidji schedules for charges and report back to the towns. Frenzel noted that fire is sent on most any calls.

Regas noted she would research and report back to the towns.

- d. **YTD 2018 FIRE DEPT. INCIDENT REPORT** – Frenzel took questions on the incident report from 2018. Nipp from O'Brien noted incident #1819 was not listed accurately and Frenzel stated he noted the mistake and would make the change. Frenzel stated the address for the call was not reported correctly.
2. **NEW BUSINESS** – Moved by Bill Rabe of Hines township and seconded by Eldon Dietel of Summit township to approve the 2019 proposed budget. Motion carried.
3. **OTHER BUSINESS** – Regas noted to the towns that the City of Squaw Lake paid the department \$1,000 for the service on the fire in the spring at the Hill (*incident #1802*).

Motion by Rob Ingersoll of Hagali township to adjourn the meeting at 7:00pm and seconded by Jerome Geerdes of Birch township. Motion passed.

Meeting minutes submitted by Christina Regas City of Blackduck Administrator.



CITY OF BLACKDUCK

RESOLUTION NO: 2019-06

RESOLUTION 2019-06 AMENDING RESOLUTION 2018-28

Passed and adopted by the City Council of the City of Blackduck, Beltrami County, State of Minnesota this 4th day of February, 2019.

Rudy Patch, Mayor

Christina Regas – City Administrator

RESOLUTION ADOPTING ASSESSMENT FOR SUMMIT AVE. WEST & MAIN STREET NORTH

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for utility improvements of Summit Ave. West between Main Street North and Industrial Blvd. & Main Street North between Northern Ave. NW and Liberty Drive NE, and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BLACKDUCK, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof (see attachment), is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2019, and shall bear interest at the rate of 3 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2033. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.



CITY OF BLACKDUCK RESOLUTION NO: 2019-06

Adopted by the council this 20th day of November, 2019 **8**

Rudy Patch, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK

RESOLUTION NO: 2019-07

RESOLUTION 2019-07 AMENDING RESOLUTION 2018-27

Passed and adopted by the City Council of the City of Blackduck, Beltrami County, State of Minnesota this 4th day of February, 2019.

Rudy Patch, Mayor

Christina Regas – City Administrator

RESOLUTION ADOPTING ASSESSMENT FOR FRONTAGE ROAD AND PINE AVENUE

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for street improvements of Frontage Road from Summit Avenue to Main Street South, and Pine Avenue from Frontage Road to Main street South,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BLACKDUCK, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof (see attachment), is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2019, and shall bear interest at the rate of 3 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2029. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.



CITY OF BLACKDUCK RESOLUTION NO: 2019-07

Adopted by the council this 5th day of November, 2019 **8**

Rudy Patch, Mayor

Christina Regas – City Administrator

**ASSESSMENT AGREEMENT
BETWEEN LOCAL UNIT AND BELTRAMI COUNTY**

THIS AGREEMENT is made and entered into by and between the **CITY OF BLACKDUCK** and the County of Beltrami this 3th day of January, 2019.

WHEREAS, the **CITY OF BLACKDUCK** wishes under the provisions of Minnesota Statutes, 273.072, to enter into an agreement with the County of Beltrami to provide for the assessment of the property in said Township by the County Assessing Officer: and

WHEREAS, it is the wish of said county to cooperate with said Township to provide for a fair and equitable assessment of property:

NOW THEREFORE, IN CONSIDERATION THE MUTUAL COVENANTS HEREIN CONTAINED, IT IS AGREED AS FOLLOWS:

1. That the **CITY OF BLACKDUCK** which lies within the County of Beltrami and constitutes a separate assessment district shall have its property assessed by the County Assessing Officer of Beltrami County, State of Minnesota, beginning with the assessment January 2, 2019 providing this agreement is approved by the Commissioner of Revenue of the State of Minnesota.
2. It is further agreed that the office of the local assessor of the **CITY OF BLACKDUCK** shall be transferred to Beltrami County for the duration of this agreement, which shall be until December of 2019.
3. In consideration of said services the **CITY OF BLACKDUCK** hereby agrees to pay the County of Beltrami the sum of **\$4,223**. The payment shall be made to the County Treasurer on or before **September 1, 2019**.

IN WITNESS WHEREOF, the parties have executed this agreement this _____ day of _____, 20_____.

In presence of

For City, Village or Township
Signed:

For County
Signed: _____



Beltrami County Assessor's Office
701 Minnesota Ave NW Suite 130
Bemidji, MN 56601
Ph.: 218.333.4113
Fax: 218.333.8427

January 15, 2019

To Whom It May Concern-

This letter is to inform you there is a Board of Review Meeting scheduled for
Hines, City of Blackduck & Funkley Township is Monday, April 22nd 2019
at 9:00am at the Blackduck City Hall.

Thank You,

Danielle Johnson

*Beltrami County Assessor's Office
701 Minnesota Ave NW Suite 130
Bemidji, MN 56601
218.333.4113
danielle.johnson@co.beltrami.mn.us*

JAN 18 2019



B L A C K D U C K
CHAMBER OF COMMERCE

A N N U A L D I N N E R

MON FEBRUARY 25TH

5:30 SOCIAL HOUR | 6:30 DINNER

POUR WILLIES IN TENSTRIKE

MEAL CHOICE: STUFFED PORK LOIN OR WALLEYE DINNER

SERVED WITH A DINNER SALAD, HONEY GLAZED CARROTS & BABY RED POTATOES

ONLY \$20 | PAY AT DOOR

RSVP with meal choice by MONDAY, FEBRUARY 18th to Johnny at
johnny.walker@pbbroadcasting.com