

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. **February 4th, 2019 Council Meeting Minutes**
 - b. **February 19, 2019 Council Work Session Minutes**
 - c. **February 19, 2019 Personnel Meeting Minutes**
 - d. **February 20, 2019 Planning Commission Meeting Minutes**
 - e. **February 28, 2019 Fire Protection Area Annual Meeting Minutes**
 - f. **February 2019 Fund Balance Report**
 - g. **February 2019 Bills**
 - h. **YTD February 2019 Income Statements**
 - a. **Water, Sewer, Pine Tree Park, and Golf Course**
 - b. **Liquor Store**
 - i. **February 2019 Month End Remittance Report**
 - j. **January 2019 LG216 Lawful Gambling Monthly Rent Report**
 - k. **Final Approval - Federal Recreational Trail Program 2019 Blackduck Snowmobile Grant Application**
 - l. **Final Approval – Design Angler Professional Services Agreement Default – City Website Hosting**
 - m. **Final Approval – February Voluntary Terminations part-time & Volunteer City employees**
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. **PUBLIC WORKS REPORT** – Bob Klug Jr., Public Works Supervisor
6. **LIQUOR STORE REPORT** – Shawnda Lahr, Liquor Store Manager
7. **LAW ENFORCEMENT REPORT** – Jace Grangruth, Police Chief
 - a. **Police Squad – update**
8. **FIRE DEPARTMENT REPORT** – Brian Larson, Fire Chief
9. **GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent
 - a. **Golf Board Meeting – Rescheduled for March 7th @ 3:00pm – Blackduck City Hall**
10. **LIBRARY REPORT** – Kelly Hanks, Head Librarian
11. **ADMINISTRATOR'S REPORT** – Christina Regas, City Administrator
 - a. **City of Blackduck Tobacco Licensing & Sales Ordinance** – Ordinance adoption first reading and Public

Hearing – March 25th, 2019 @ 6:00pm

- b. Resolution 2019-08 – Resolution in support of City Administrator to seek office to serve as Minnesota clerks and Finance Officers Association (MCFOA) Region 1 Vice President - Board application
- c. 2018 Financial Audit Office of The State GASB 67/68 New Requirement – Fire Relief Association financial statements pension liabilities – City of Blackduck Bonding Rate
- d. Annual LMCIT Liability Coverage – Waiver Form
- e. Blandin Community Leadership Program – Approval of City Employee attendance
 - i. Website information - <https://blandinfoundation.org/programs/community-leadership/bclp/>
 - ii. Program Information – Selection Process – FAQ's
- f. Reminder April 8, 2019 Council Meeting
- g. 2019 MCFOA Conference March 19-22, 2019 – Christina Regas
- h. Annual Spring Council City Wide Tour – Date tentative date June 6th, 2019

12. COMMUNITY EVENTS/GOOD THINGS HAPPENING –

- a. City of Blackduck Employee Anniversaries –
 - i. **Jon Ross – 14 years - March 2005 (Fire Department)**
- b. Blackduck Development Corporation Meeting –March 13, 2019 @ Good Samaritan Community Room
- c. Blackduck Chamber Meeting – March 20, 2019 @ The Pond
- d. Blackduck Planning Commission Meeting – March 27, 2019 @ 2pm @ City Hall

13. ADJOURN



BLACKDUCK CITY COUNCIL MEETING
MONDAY FEBRUARY 4TH, 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. February 4, 2019. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

ROLL CALL:

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

Councilors Absent: none

Staff Present: City Administrator Christina Regas, Liquor Store Manager Head Bartender Melissa Gullette, and Public Works Supervisor Bob Klug

Others Present: Blackduck Snowmobile Club President, Max Burmeister

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

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

- 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

Motion carried unanimously.

BLACKDUCK FORUM –

No one present to speak.



BLACKDUCK CITY COUNCIL MEETING
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BLACKDUCK STUMPJUMPERS SNOWMOBILE CLUB – Max Burmeister, Club President

1. Federal Recreational Trail Program 2019 Blackduck Snowmobile Grant Application Draft Request for Grant Support – Max Burmeister was present to request support from the City in the form of a resolution and have the City act as the fiscal agent for a grant request. Burmeister reported the snowmobile club has an opportunity to purchase property from Matt Sparby on the south end of the City in a commercial area for trail head parking. Councilor Gullette asked what all the club would do with the remaining acreage on the parcel after the parking lot is complete. Burmeister stated after the acquisition of the land and the parking lot is complete the club hopes to build a building to house all of the equipment the club uses to groom the state grant-in-aid trails, and to have a club house to hold required meetings and perhaps hold the snowmobile safety classes on/in. Councilor Sellon asked why the City would need to pass a resolution for the club. Regas stated the grant request is from the DNR and it is required that a governmental unit be the fiscal agent for the funds. Councilor Sellon asked if the City is responsible for the just the handling of the grant funds. Regas confirmed. Regas further stated the club is still responsible for the grant match of 25%. Regas further stated the grant funds are reimbursable so the club must fund the project first and then apply for the funds afterward. Councilor Gullette asked who would be responsible for the maintenance of the parking lot. Burmeister stated the club would be responsible for all the maintenance to the parcel and parking lot. Public Works Supervisor Klug asked if there will be bathrooms at the parking lot available to the public. Burmeister stated maybe in the future but in the immediate future no. Regas stated the grant requires the lot be public parking for 20 years to be approved and to provide care and maintenance. Councilor Gullette noted the section for the ADA requirements was left blank and asked for the details of that section. Regas stated that it was not completed but the grant is due on 2/28/19. Councilor Gullette asked if the Planning Commission had met to discuss the parking lot yet. Regas stated the commission meets on February 20th, 2019 at will be presented the plans then. Regas state the parcel is in a commercial zoned area and should not violate any City Zoning requirements. Councilor Gullette stated he is most concerned for future commercial construction in the area and if the use of the property for a trail head was the best option. Regas assured the Council the Commission will be presented the plan for the parcel use prior to submitting the grant application. Councilor Gullette stated he believes the idea of the parking was good, but had concerns for the location. Councilor Sellon asked for clarification of the location of the parcel. Burmeister stated it sits just south of the Rudnicki Tractor Ranch. Mayor Patch confirmed with Burmeister if the land was for sale and if Sparby was supportive of the project. Burmeister stated Sparby is in favor of the project and is willing to sell the parcel to the club for the construction of the parking lot and future building. Regas noted the Blue Ox Trail has no public parking in the Blackduck or immediate area and the closest is at Movil or the Sanford Center. Regas further noted having a public parking lot will allow for travelers to come to the City to utilize the trails all year round from a MN State Corridor. Burmeister reported from the research done, the lot was the best location for the project and it was important to the club to have the project inside the City of Blackduck. Klug asked the Council to consider if the club is non-profit and may not have to pay



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property taxes on the parcel, should it not go in front of the Planning Commission. Burmeister stated he called Beltrami County Assessor office and a representative stated that a 501C-3 is taxable for property taxes. Regas stated the City would further research the status for the property taxes. Councilor Kolb asked if the lot will be bituminous. Burmeister stated it will be the crushed quarry dust. Klug stated the Planning Commission might recommend public bathrooms. Mayor Patch stated the intention is to have port-a-johns accessible much like the public landings. Councilor Gullette requested the club strongly consider providing public restrooms and when doing so ensure they are also ADA compliant. Regas stated the ADA regulations for the grant will be stipulated when submitted.

2. Resolution 2019-05 –Moved by Councilor Sellon and seconded by Councilor Gullette to approve Resolution 2019-05 Supporting a grant application made to the MN DNR 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 noting the Planning Commission must approve of the project placement. Hearing no further discussion, Mayor Patch called for a vote on the motion. Motion approved unanimously.

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

1. Report – Klug reported his team is training to get some needed maintenance completed but the cold weather and snow have slowed the processes down. Klug further stated his department has not received too many calls regarding frozen water lines and that was under their house. Nothing further.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Report – Gullette was present to report the Super Bowl Party went well and was attended well. Gullette noted next year the Pond may offer more food or a larger variety. Gullette stated the Pond will be holding a Sweetheart Dance on February 16, 2019. Councilor Gullette asked if the Pond received any negative feedback from being closed early due to the cold weather. Gullette stated most customers were understanding. Councilor Gullette asked who won the TV during the Super Bowl. Councilor Kolb stated Jessica Wilcowski. Nothing further.

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief Report submitted

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. Fire Protection Meeting of Towns – February 28, 2019 @ 6pm – City Hall – Regas submitted the documents sent for the annual meeting of towns for the fire protection area. Mayor Patch requested a Councilor attend the meeting. Councilor Moore volunteered. Nothing further.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

1. Golf Board Meeting – February 21, 2019 @ 4:30pm – Golf Course Club House – Regas reported the Golf Board will be meeting the end of February, and will begin advertising for summer staff. Councilor Gullette asked if there will be additional staff hired to assist in the club house in 2019.



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Regas confirmed and noted the Personnel Committee will need to approve of a Club House Manager position that will be full-time working along with the Course Superintendent for the whole season. Councilor Gullette went on record he hopes the City is not 'throwing good money after bad' on the golf course. Regas stated the candidate that fills the position must be the right person. Nothing further.

LIBRARY REPORT – Kelly Hanks, Head Librarian

1. Report – Councilor Gullette reported he attended the Friends of the Library meeting in January but there was not enough in attendance for a quorum. Councilor Gullette further stated the Library Board cannot find the by-laws for the board. Regas noted the meetings had with Hanks has brought to light the Friends of the Library board are paying for more than what is believed the Kitchigami Regional board is to pay for. Regas noted items such as computer hardware and other technology is not funded by Kitchigami. Regas recommended the library board meet with Miran from Kitchigami. Councilor Gullette agreed noting the board does an amazing job supporting the library. Nothing further.

ADMINISTRATOR'S REPORT – Christina Regas, City Administrator

1. Resolution 2019-06 – Resolution amending Resolution 2018-28 – incorrect adopted date – Moved by Mayor Patch and seconded by Councilor Sellon to approve Resolution 2019-06. Motion carried unanimously.
2. Resolution 2019-07 – Resolution amending Resolution 2018-27 – incorrect adopted date – Moved by Councilor Sellon and seconded by Councilor Moore to approve Resolution 2019-07. Motion carried unanimously.
3. Assessment Agreement between City of Blackduck and Beltrami County – Regas reported the annual agreement for assessment service from Beltrami County needs approval.
 - a. Approval of Agreement – Moved by Mayor Patch and seconded by Councilor Moore to approve the assessment agreement between City of Blackduck and Beltrami County. Councilor Sellon asked for clarification of the agreement. Regas reported the agreement is to contract with Beltrami County to review the assessed property values of the City of Blackduck in the absence of the City having an Assessor on staff. Mayor Patch asked if the fee has changed much over the years. Regas stated not much. Hearing no further discussion, Mayor Patch called for a vote on the motion. Motion carried unanimously.
 - b. Notification of Board of Review Meeting for Hines, City of Blackduck, & Funkley Township – April 22, 2019 @ 9:00am @ City Hall of Blackduck
4. Update – Beltrami County Tobacco Licensing & Sales Ordinance – Consideration of Restricting Sales to Age 21 & over – January 22, 2018 @ 5:15pm – Regas provided to Council an update from the Public Hearing on Tobacco Licensing in Beltrami County. Regas noted conversations from all business owners in Blackduck prior to the public hearing summarizing overall the businesses were against the increase in age that it may be a customer disappoint. Regas further reported when the ordinance will take affect and reported the date was not announced yet. Regas further asked Beltrami County if people 18-20 will be grandfathered in noting the County stated there would be no one grandfathered in. Nothing further.
5. City Hall Taxidermy Animals – donated by O.E. Jamtaas – decedents request for waterfowl – Regas reported to Council interest by the Jamtaas family to retain some of the donated taxidermy animals at City Hal requesting permission to release the animals. Councilor Sellon asked when the animals were donated. No one present could state when. Regas reported the family is



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willing to pay to have the animals shipped and agreed to allow the City to keep the Black Duck. Council was in favor of releasing the requested animals to the family. Nothing further.

6. Annual Spring Council City Wide Tour – Date TBA – overview – Regas requested Council discuss at the next work session to hold an annual Spring council City wide tour to review the City Streets, any potential public nuisances, etc. Klug stated when the City did it last the Council utilized a school van. Mayor Patch was in favor of the tour. Councilor Gullette asked if the Planning Commission will attend too. Regas stated she would discuss it with the commission at the February meeting. Nothing further.
7. Reminder City offices closed February 18, 2019 President's Day
8. Request February 19, 2019 Work Session
9. Reminder 2019 Newly Elected Official Conference – February 22-23, 2019 in Brainerd
10. Reminder March 4, 2019 Council Meeting
11. 2019 MCFOA Conference March 19-22, 2019 – Christina Regas

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

1. City of Blackduck Employee Anniversaries –
 - a. Melissa Gullette - 5 years (February 2014 - Liquor Store)
2. Blackduck Development Corporation Meeting –February 13, 2019 @ Good Samaritan Community Room
3. Blackduck Chamber Meeting – February 20, 2019 @ Restaurant 71
4. Blackduck Stumpjumpers Drag Race – Blackduck Lake – February 23, 2019
5. Blackduck Chamber Appreciation Dinner – Pour Willies – February 25, 2019 – Regas invited all staff and elected officials to the rescheduled Chamber Appreciation Dinner. Nothing further.
6. Northern MN Beef & Livestock Expo – Blackduck School – February 9th, 2019 9am-5pm

OTHER NEW BUSINESS –

1. Fire Hydrant Snow Removal – Councilor Kolb requested from Public works to clarify the responsibility of snow removal to City fire hydrants noting his concern for several hydrants being buried in snow falls and any potential fires of homes. Mayor Patch noted it is the land owner's responsibility. Klug noted the City encourages the land owners to go out and shovel them out and open up around them. Kolb reported he has seen several in town where the tops cannot be seen at all. Klug further reported when public works has all the streets cleaned up from snow then they will go out and dig them out as well. Mayor Patch reported the volunteer fire fighters will dig them out as well but they may wait for public works to get the real heavy snow off first then the fire fighters will dig the rest out by hand. Councilor Kolb asked if the removal is in an Ordinance. Klug stated he would look into it but believed it was part of the snow removal policy. Nothing further.

ADJOURN – Moved by Mayor Patch and seconded by Councilor Sellon to adjourn the meeting at 6:52pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK CITY COUNCIL WORK SESSION

TUESDAY FEBRUARY 19, 2019 @ 6:00PM

WORK SESSION MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in a scheduled work session at the City Hall at 6:05PM on February 19, 2019.

Roll Call

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

Councilors Absent: none

Staff Present: City Administrator, Christina Regas and Police Chief Jace Grangruth

Others Present: none

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

Topics covered in the work session were as follows:

OLD BUSINESS –

1. Housing Rehab Return of funds – Regas reported the City has not been updated from the HRDC on the last potential housing application but would reach out and have an answer for council by the March meeting.
2. Donation Request – Blackduck Robotics Sponsorship – Regas requested final discussion on the request for donations for the Robotics team. Mayor Patch reminded the robotics is part of the boosters and the City would be safer donating to the boosters if requested and allow the boosters to distribute the funds. Councilor Gullette asked if the City can donate to the school. Regas confirmed noting donations have been sent to the Blackduck Prom, and the Baseball Boosters for the concessions stand. Gullette noted the boosters have an ample amount of funds to currently support many activities. Regas noted the item would be removed from the agenda. Nothing further.
3. Police Department Squad Update – Chief Grangruth presented to Council the issues brought to him recently regarding the purchase of the new Dodge squad ordered in November of 2018. Grangruth stated the Dodge would not be delivered due to emissions issues and presented the Council with a second and third choice. The second choice is the Ford F150 pick up or the Chevy Tahoe. Grangruth reviewed the specs with the council and quotes for consideration. Grangruth reported the Ford F150 would take delivery in 90 days and cost \$33,354.68 plus a tunnel cover and police interior equipment. Grangruth noted the Chevy Tahoe would take delivery in April of 2019 and cost \$36,105.22 plus the police squad interior equipment. Grangruth noted the interior equipment ordered when the Dodge was ordered in the Fall of 2018 has been sitting at Roger's Two Way and would all need to be returned and reordered for a new vehicle. Councilor Gullette asked the cost on the accessories ordered. Grangruth stated the cost was approximately \$10,000 and Roger's may give the City credit to exchange for new equipment. Regas reported that Hibbing Ford/Chevy would be the dealer offering the state contract bid pricing. Councilor Kolb asked Grangruth which of the two vehicles would be the better choice. Mayor Patch noted that the F150 would have the same idle issues the department is having with the current squad from his experience working on those models and recommended the Chevy Tahoe. Councilor Gullette asked what the 4WD on the Tahoe. Grangruth reported it is AWD. Regas asked if the Tahoe was the second choice when the Council agreed to purchase the Dodge in July of 2018. Grangruth stated it was his first choice but went with the Dodge to save on costs and the Dodge would have done what was needed for the department. Regas asked how the outlook on the current squad is holding at for longevity. Grangruth stated the oil pressure is very low and it isn't very reliable. Councilor Moore noted the upfront costs would be



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more on the Tahoe but it appears the longevity of the vehicle will make up for the costs. Regas reminded Council of the balance of the restricted police squad fund when the purchase of the Dodge was approved in July of 2018 and noted an additional \$10,000 in 2019 would be added to compensate for the additional cost of the Tahoe versus the Dodge plus whatever the equipment additional costs for exchanges would incur. Regas recommended Council direct Chief Grangruth to request quotes from Rogers Two Way for the accessories for the Tahoe so Council may officially approve of the Tahoe at the March regular meeting. Mayor Patch agreed.

NEW BUSINESS –

1. City of Blackduck City Wide Tour – Regas provided to Council a summary of a City-Wide Tour completed in Baudette for review. Regas noted some of the items the Council reviews during the tour and noted she tours the City once or twice with the Planning Commission or by herself annually but this opportunity would allow the City Council to see what she and PC sees. Regas requested the Council book a tentative date noting Baudette does their City in late May. *The Council scheduled a tentative date of June 6, 2019 @ 4:30pm.* Nothing further.
2. LMCIT Annual Liability Coverage Waiver – Regas noted the annual LMCIT Liability Coverage Waiver of tort limits will be in the March packet for approval. Nothing further.
3. 2018 Financial Audit – Regas reviewed the team from Miller McDonald completed their on-site work in two days and that it appears the financial review would be done earlier to report to the Council than last years.
4. Blackduck HRA & EDA – Regas reported to the council the plans to resurrect the HRA & EDA and get assistance from Tim Flathers from HRDC as that entity works as the organizational unit for the Beltrami HRA and the Clearbrook HRA. Regas further reported that after reviewing a memo from the LMC the vacant board seats on the Blackduck HRA could be held by the existing Council until filled by other interested parties. Regas included for Council review two parcels of land the City should consider selling/acquiring for development in the future by having the EDA working. Regas stated parcel 81.00024.01 (old JC Ballfields) should be sold for future development once the assessment has been paid or sooner. Regas stated the second parcel 81.00120.01 next to the City Hall has been abandoned for some time and needs to be demolished. Regas believed the City EDA could purchase it and demo it and use it for future economic development. Regas recommended the City work with Tim Flathers and report to the Council in March with a plan. Nothing further at this time.
5. City of Blackduck Tobacco Licensure – Regas supplied for council review updates on the Tobacco 21 intent to expand the age of tobacco to 21 statewide and how it is affecting other smaller communities in Beltrami County.
 - a. City of Wilton Ordinance – Mayor Patch was approached by the City of Wilton and asked what Blackduck was doing about the Beltrami County Ordinance revisions. Mayor Patch reported Wilton adopted an ordinance to license in the City and then sell to people under 21. Patch suggested the City of Blackduck consider adopting a similar ordinance and license the tobacco sales for Blackduck instead of the County.
 - b. Adopting a City Ordinance – Regas stated if Blackduck agrees to approve an Ordinance for the Licensing a public hearing would need to be held before approval. Regas did not believe the City of Blackduck would hurt from being the licensee for Blackduck. Regas reported to the Council that if the City was the licensure then Blackduck would be doing the compliance checks noting the government entity that is the licensure would issue the compliance checks. Regas stated there would be more reporting for the city of Blackduck but would do the work if approved.
 - c. MN Statute SF#463 – Regas reported to Council the bill at the Senate looking for approval to adopt the state age to 21. Regas further stated if the State approved the state age to 21 then a City Ordinance would null and void the 18-20 age. Regas stated if past a City could make their City more stringent but not lower it. Regas recommended contacting the lobbyist in charge of the bill and get more



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information. Mayor Patch asked if the state knows how many smaller cities are trying to pass their own ordinances to keep the age to 18 that the state won't pass the bill. Regas did not believe it wouldn't be passed noting how many cities over 2500 population will be in favor of it. Regas further stated even if the City would be the licenser and pass an ordinance in 2019 the retailers are not going to renew their licenses again in 2019 just to stay under 21.

- d. City of Blackduck Ordinance – Councilor Sellon suggested the City of Blackduck still work to pass the ordinance in case the bill does not pass at the State level. Councilor Gullette stated he as a smoker he would be for it. Councilor Moore is for the age of 21. Regas reminded Council would need to take the feedback of the public before approving of the ordinance. Regas believed that the public hearing would have attendance if called knowing how much press time Tobacco 21 is getting. Regas stated regardless if the bill is passed or the City passes an ordinance the licensing would still happen if approved. Councilor Sellon suggested the City hold its own hearing for the Ordinance. Regas suggested the Council schedule the public hearing on March 25, 2019 to plan ahead and would add the topic to the March Council Meeting agenda.
6. Natural Gas – Regas was requested by a resident to bring the natural gas topic back up to the council so that it could possibly move further and into Blackduck. Regas reviewed that actions taken by the City and MN Energy Resources in 2014 & 2015 with the current Council noting that after the surveys were sent out the utility was not prepared to move forward with expanding to Blackduck due to current pressure issues in Bemidji and costs. Mayor Patch recommended holding a public hearing to have more public input because the first survey did not give enough information to the residents about how much it would cost to switch over to natural gas and how much they would save instead of using propane. Regas agreed to bring the topic back up at the next meeting and will include the Council when the City receives an update from MN Energy Resources. Nothing further.
7. Snowmobile Club Parking Lot – Councilor Gullette requested an update on the snowmobile club parking lot. Regas stated the Planning Commission is meeting on February 20, 2019 @ 2pm. Regas reported on the current ADA requirements for the grant and the property tax requirements once owned by the club. Councilor Gullette asked why the club was not considering the 3 City owned parcels just near the trail. Regas stated the land is very low and would need filling, potential wetland credits before making the parcel usable. Mayor Patch asked if Councilor Gullette does not want the parking lot on the main highway. Gullette responded noting the City owned parcels would never be able to be developed as residential but the potential lot the club wants to purchase could be developed commercial and would that not be the better choice of land then. Mayor Patch stated the club's idea of having a parcel that could have a building on it sizable to hold the grooming equipment was the main plan and the City owned parcels would not be. Regas stated if the City would build a parking lot on the parcels owned by conveyance on 3rd Street SE then the City would own and maintain the lot. Regas further stated that if the City does not do anything with the parcel(s) then they go back to tax-forfeiture. Nothing further at this time.

ADJOURN – Council adjourned their work session at 7:55pm.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK PERSONNEL COMMITTEE

TUESDAY, FEBRUARY 19, 2019 @ 8:00PM

MEETING MINUTES

CALL TO ORDER: The City of Blackduck Personnel Committee met in a scheduled meeting at the City Hall at 8:00pm on February 19, 2019.

Roll Call

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

Committee Members Absent: none

Staff Present: none

The meeting was called to order at 8:00pm the Pledge of Allegiance was not recited.

Topics covered in the personnel meeting were as follows:

1. GOLF COURSE MANAGER & SUPERINTENDENT POSITION REVISIONS– Regas provided for the committee two new job descriptions for review for a golf course manager position and a superintendent position to spread the responsibilities out among two full-time seasonal employees. The committee had a concern the two positions would overlap responsibilities based on the current drafts. Councilor Moore stated the job titles of the positions are similar and could be confusing to applicants. Regas stated the details of the duties and responsibilities clearly state the position requirements. Regas further commented how a superintendent would know how to operate all the equipment but would still train other greens course employees to ensure the course is cared for correctly and a club house manager would not. Regas further stated an example of two managers working together would have for example: a greens team coming in @ 6am to work on the course to have it ready to open at 7am but the club house manager would not need to be in until the club house was ready to open to the public. Regas further commented the job description drafts were necessary to revise as the current ones did not state in detail the responsibilities of the superintendent in their entirety. Moore suggested some language changes to the budget responsibility of the superintendent. Regas stated the importance of all responsibilities be clearly stated on the job description to hold the employee accountable for their position. The committee agreed the drafts of the positions were solid and could be adopted. Nothing further.
 - a. Wage Scale(s) – The committee reviewed the current wage scales for the ‘seasonal golf course manager’ and concluded to utilize the same scale for both a club house manager and a superintendent moving forward. Regas noted the wage scale should be reviewed in the future by Springstead but reminded the committee that the positions are seasonal and should not be compared to a full-time non-seasonal position. Regas stated the positions although different responsibilities had similar levels of importance and one position would not be valued more than the other. Regas recommended keeping both positions at the same current wage scale. The committee agreed. Nothing further.
2. ADVERTISING FOR EMPLOYMENT – Regas stated with the approval of the Personnel Committee the City would begin advertising for employment for the 2019 Season.

ADJOURN – Committee adjourned their meeting at 8:30pm.



BLACKDUCK PLANNING MEETING

WEDNESDAY February 20, 2019 2:00PM

REGULAR MEETING MINUTES

CALL TO ORDER: Commissioner Klug called the Planning meeting to order at 2:00pm.

ROLL CALL:

Commissioners present: Bob Klug Sr., Kurt Benson, and Ernie Tindell

Commissioners Absent: Kurt Cease, vacant seat

Councilor Present: none

Councilors Absent: William Sellon

Staff Present: City Administrator Christina Regas

Others Present: Max Burmeister Blackduck Stumpjumpers President

Approval of Minutes – Moved by Commissioner Benson and seconded by Commissioner Tindell to approve the minutes of the October 17, 2018 regular meeting. Motion approved unanimously.

Old Business

1. **Variance Application 2018-01 – ISD 32 – Roof Extension for baseball/softball concession building** – Regas updated the Commission on the status of the Variance application 2018-01 noting the application was approved by the City Council at the November regular Council meeting November 4, 2108. Nothing further.

New Business –

2. **Land Use Permit 2019-01 – Blackduck Dental – Scott Larson –** Moved by Commissioner Benson and seconded by Commissioner Tindell to approve land use permit 2019-01 for the remodel of the buildings for Blackduck Dental. Regas provided for board review a large floor plan of the dental office. Regas informed the board the plans include connecting the two buildings into one with a shared roof line and updates to the exterior. Regas pointed out on the plans how the layout would move the exam, sterilization, and waiting rooms to other parts of the buildings when completed. Commissioner Benson asked if the office would need to close down during the construction. Regas noted Rachel Larson stated when applying for the application their intent is to only be closed a short amount of time during the construction. Commissioner Benson asked if the buildings are joined at this time. Commissioner Klug stated no that they are two separate buildings. Commissioner Benson asked how the rain water would drain after the renovations. Regas noted the buildings would share one roof line and did not have the storm drain run off plans from the contractor. Regas believed the storm run off would still drain to the south of the buildings. Commissioner Benson asked if all the new signage is within code. Regas confirmed. Hearing no further discussion Commissioner Klug called for a vote on the motion. Motion carried unanimously.
3. **Land Use Permit 2019-02 – Blackduck Stumpjumpers – Max Burmeister –** Moved by Commissioner Tindell and seconded by Commissioner Benson to approve the preliminary land use permit application 2019-02. Regas reported to the board the plans of the club to build a public parking lot for trailhead parking for snowmobiles and atv's. Regas reported to the board the City council heard the request of the club at the February Council meeting and approved the grant and resolution to be the fiscal agent of a grant application to fund the acquisition of the land. Regas



BLACKDUCK PLANNING MEETING

WEDNESDAY February 20, 2019 2:00PM

REGULAR MEETING MINUTES

reported to the board the Council approved the resolution with the request the planning commission reviewed the plans and approved of them as well. Commissioner Benson asked if the club will only be providing a parking lot at this time. Burmeister stated the plan in the future is to build a club house and building to house all the grooming equipment. Commission Benson noted from the provided aerial plan the parking lot would impede on the existing building on the lot and asked if that building would then be removed prior to construction. Regas stated the plans are conceptual and not staked out but believed the club would be keeping the existing building. Benson asked if the parcel is at the end of the City limits. Regas supplied a larger preliminary plat map for the board to review noting there is one additional parcel south of the planned parcel for the lot. Regas reported the parking lot would not be ADA accessible as it will be built from gravel but noted that the slope could not be more than a 2% grade. Regas further reported any public restroom access would be with port-a-johns if needed. Commissioner Klug confirmed the club would be purchasing the entire 3 acres. Regas confirmed further noting the assessor for Beltrami County reported that due to the club being a 501C3 the parking lot property would be tax-exempt but the remaining lot would be taxable. Burmeister noted the club reviewed other lots in the City for the planned parking lot but they were either too low of land or off the state highway. Burmeister reported the club wished to keep the lot within close proximity to the existing trails and with good visibility. Benson noted how recently Daryl Gross' property was rezoned to R1 and already provides a building with restrooms and is close to the Blue Ox Trail. Burmeister agreed but noted how the building would need to be larger to have groomer storage. Benson stated the Gross property would be large enough to build another building. Hearing no further discussion on the motion Commissioner Klug called for a vote on the motion. Motion carried unanimously.

4. **Land use Permit 2019-03- Good Samaritan Society Remodel – Joe Gish –** Moved by Commissioner Benson and seconded by Commissioner Tindell to approved land use permit 2019-03. Regas provided to the board for review plans reviewing interior changes to two rooms in the nursing home to build a larger laundry facility. Hearing no further discussion on the motion Commissioner Klug called for a vote on the motion. Motion carried unanimously.
5. **Upcoming Permit Applications –**
 - a. Blackduck Co-op Sign Variance or Application for permit – Regas informed the board the Blackduck Co-op requested an addition to the existing sign in late November it was denied due to the size of the existing signs and has not heard back from Cenex. Nothing further.
 - b. Cheryl Tjepkes new single-family home construction – Bieghley Road – Regas informed the board the communication with Tjepkes of their plan to build in 2019 on property near Stoner Lake. Nothing further.
6. **By-Law Changers & Vacant Seat –** Regas informed the board of the wishes of the City Council to have a council member on the board but the seat be non-voting and how the by-laws would then need to be revised. Commissioner Tindell asked if the councilor would work as an advisory board member or just be seated at the board and non-voting. Regas noted the by-laws could be revised as the board sees the need. Commissioner Benson confirmed that at the time the board has four members and should be at five. Regas confirmed. Regas stated the Council understands that having a council member on the planning board that would be reviewed as having a board member having a 'second vote' but instead of the councilor having a vote on the board that member would just 'sit in' and observe. Commissioner Benson stated the planning meetings are open meetings and anyone can come in and observe even a City Councilor. Benson further stated it isn't necessary for the by-laws to be revised if the City Councilor will just be observing the meetings. Regas reported that the board would still need to fill the current vacancy after Commissioner Kunkel's resignation. Commissioner



BLACKDUCK PLANNING MEETING

WEDNESDAY February 20, 2019 2:00PM

REGULAR MEETING MINUTES

Klug reported he was going to approach Ron Rockis and see if he has interest in sitting on the board. Nothing further.

7. **City Wide Tour – City Council & Planning Commission** – Regas informed the board how the City Council plans to hold a City-Wide Tour in the Spring and would like to include the planning commission board members. Commissioner Benson asked if the City council knows the planning commission already does a City Tour each year. Regas confirmed and noted the Council wanted to be part of it to include not just public nuisances but also streets and other areas of concerns. Commissioner Benson noted how it is a good thing to have the council members interested in the City and have concerns.

ADJOURN THE PLANNING MEETING – Moved by Commissioner Benson and seconded by Commissioner Tindell to adjourn the special planning meeting at 2:30pm. Motion carried unanimously.

Christina Regas, City Administrator

Bob Klug Sr., Chairperson

March 4, 2019

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 02/28/2019	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 02/28/2019	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$206,993.07	\$18,418.34	\$188,574.73	\$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	(\$539.43)	\$0.00	(\$539.43)	\$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	\$78,682.60	\$0.00	\$78,682.60	
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	\$34,558.12	\$46.35	\$34,511.77	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$195,241.57	\$0.00	\$195,241.57	
PINE TREE PARK	\$44,497.37	\$113.50	\$44,383.87	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.01	\$0.00	\$0.01	\$135,227.12	\$0.00	\$135,227.12	
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	\$225.00	\$227,297.17	
2006 GO BOND	\$16,268.74	\$0.00	\$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	\$24,943.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING	\$87,910.09	\$0.00	\$87,910.09	\$0.00	\$0.00	\$0.00	
WATER FUND	\$185,993.76	\$1,810.94	\$184,182.82	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$94,314.42	\$1,039.29	\$93,275.13	(\$1,283.00)	\$0.00	(\$1,283.00)	
LIQUOR FUND	\$194,135.07	\$43,200.70	\$150,934.37	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$18,100.19	\$0.00	\$18,100.19	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$99,174.51)	\$565.25	(\$99,739.76)	\$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:	\$1,119,521.68	\$65,148.02	\$1,029,429.73	\$903,377.63	\$271.35	\$903,106.28	\$1,932,536.01

Transfer Recommended:

Fund Transfer from: Fund transfer to: Amount of Transfer:

2019 Bond Payments: Principal: Interest: Fees: Total:

CITY OF BLACKDUCK

Monthly Bills

February 2019

Check Name	Amount		
Fund 101 GENERAL FUND		GOODSPEED & COMPANY	\$1,042.50
AMERIPRIDE LINEN & APPAREL	\$58.12	GUARDIAN PEST CONTROL	\$42.56
BELTRAMI COUNTY-AUDITOR/TREAS.	\$2,807.50	HEGGIES PIZZA LLC	\$387.50
BELTRAMI ELECTRIC COOP	\$4,941.81	HENRYS	\$1,814.49
CARD SERVICE CENTER	\$184.00	JIM DANDY SNACK FOOD CO.	\$69.00
DELAGE LANDEN PUBLIC FINANCE	\$8,500.00	JOHNSON BROTHERS LIQUOR CO.	\$6,773.54
JASON KOLB	\$135.72	MIKINNON CO., INC	\$8,963.20
MARCO SERVICE	\$182.01	NEI BOTTLING INC	\$408.50
PAUL BUNYAN COMMUNICATIONS	\$518.09	NORTHWOODS ICE, INC	\$93.00
QUILL CORPORATION	\$211.21	NORTHWOODS LUMBER CO	\$6.11
STRETCH AUTO AND REPAIR INC.	\$704.46	OLD DUTCH	\$346.59
TIMBERLINE SPORTS, INC	\$0.37	PAUL BUNYAN COMMUNICATIONS	\$170.98
VERIZON WIRELESS	\$175.05	Phillips Wine and Spirits	\$1,664.69
Fund 101 GENERAL FUND	\$18,418.34	QUILL CORPORATION	\$116.76
Fund 207 SCDP REVOLVING LOAN FUND		SANFORD OCCUPATIONAL MEDICINE	\$92.00
HRDC	\$46.35	Southern Glazer's of MN	\$1,662.96
Fund 207 SCDP REVOLVING LOAN F	\$46.35	US FOODS	\$755.89
Fund 209 PINE TREE PARK FUND		WAYNE WARD	\$80.00
BELTRAMI ELECTRIC COOP	\$104.75	Fund 609 MUNICIPAL LIQUOR FUN	\$43,200.70
QUILL CORPORATION	\$8.75	Fund 613 GOLF COURSE	
Fund 209 PINE TREE PARK FUND	\$113.50	BELTRAMI ELECTRIC COOP	\$511.95
Fund 250 2018 REVOLVING LOAN FUND		PAUL BUNYAN COMMUNICATIONS	\$44.55
HRDC	\$225.00	QUILL CORPORATION	\$8.75
Fund 250 2018 REVOLVING LOAN F	\$225.00	Fund 613 GOLF COURSE	\$565.25
Fund 601 WATER FUND			
BELTRAMI ELECTRIC COOP	\$1,353.19		
MN DEPT OF HEALTH	\$449.00		
QUILL CORPORATION	\$8.75		
Fund 601 WATER FUND	\$1,810.94		
Fund 602 SEWER FUND			
BELTRAMI ELECTRIC COOP	\$996.52		
PAUL BUNYAN COMMUNICATIONS	\$34.03		
QUILL CORPORATION	\$8.74		
Fund 602 SEWER FUND	\$1,039.29		
Fund 609 MUNICIPAL LIQUOR FUND			
AMERIPRIDE LINEN & APPAREL	\$468.87		
BELTRAMI ELECTRIC COOP	\$2,604.54		
BEMIDJI COCA-COLA	\$189.35		
BERNATELLOS	\$456.00		
Bernick Companies	\$2,808.00		
Breakthru Beverage	\$1,737.02		
DICK DISTRIBUTING	\$10,446.65		

Check Name

Amount

\$65,419.37

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	
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	1 0.00 %
Bar Operation Rent	
2 List the % to be paid for paper pull-tabs, tipboards, and paddletickets conducted by the lessor or lessor's employees	2 20 % 0.00 %
3 List the % to be paid for electronic pull-tabs and electronic linked bingo conduct by the lessor or lessor's employees	3 15 % 0.00 %

[illegible]

¹ This amount may not exceed 10%.

2 Enter no more than 10% if paper or electronic pull-tabs, tipboards, paddletickets (other than paddiewheel without a table once weekly), or electronic linked bingo games are conducted by the organization's employees. Otherwise, enter no more than 20%.

3 This amount may not exceed 15%.

4 Electronic pull-tab rent is based on the receipts incurred during the month, and not on when each pull-tab deal is closed

5 If the amount in Column H is negative, contact your compliance specialist



Design Angler Inc.

Professional Services Agreement

Version 1.1
July 25, 2018

Presented by:
Summer Nitsch

Time and materials

<i>Client name</i>	City of Blackduck
<i>Client's administrator</i>	Christina Regas & Ryan Grow
<i>Project name</i>	Website Maintenance & Support
<i>Engagement duration</i>	1 year (2018 - 2019)
<i>Begin date</i>	July 1, 2018
<i>End date</i>	December 31, 2019 (hours will carry over if unused)

Schedule of rates

<i>Item description</i>	<i>Delivery schedule (Business days)</i>	<i>Cost (estimate)</i>
Maintenance & Support (48 hours; priority based on unique Blackduck ticketing system)	July 1, 2018	\$2880

Payment terms

<i>Phase</i>	<i>Completion date</i>	<i>Payments due</i>
Maintenance & Support	December 31, 2019	\$2880

Agreement

Design Angler Inc. (DAI) will secure 48 hours at a rate of \$60 per hour to maintain and support client's website (blackduckmn.com) for a 1 year time period. This contracted time will provide calendar updates, photo & video uploads, rotation of seasonal banner images or background images, integration with social media, general content updates that may occur throughout the year, and monthly search engine optimization. Contract terms will be reviewed December of 2018 to determine if additional hours will be necessary to maintain consistent site update through 2019. Any revision to include additional hours to existing contract will be billed at \$60/hr.

The site should be kept fresh with new content and the calendar up to date. DAI will support this by providing 2 hours of training to the designated client staff, allowing them administrative access to perform minor updates, generate reports, and direction on utilizing the ticket workflow request system. Additionally any update request submitted via this ticketing system will be implemented within 1 business day within the bounds of our maintenance agreement and agreed upon update schedule.

Assumption

DAI will begin maintenance support within 1 business day of receiving the signed and updated PSA. Monthly updates regarding maintenance/support hours utilized will be emailed to client to gauge utilization of maintenance hours. Updates that are performed by Client staff that result in additional development time by DAI will be tracked and billed according to above agreement.

Change management process (Maintenance Agreement)

Any changes will be requested of DAI in electronic form via the approved ticketing workflow system. Copy and event updates will be performed within 1 business day while other requests, including navigation or layout changes, will be responded to within 3 business days and any financial impact will be agreed upon in written form with signatures from both parties required prior to any work being performed.

Engagement related expenses

Any travel, communication, or incidental expenses incurred by DAI on behalf of the agreed SOW will be passed-through to the Events Center without markup and will not exceed 12% of the agreed SOW cost.

Related Services

DAI offers many services in addition to website creation and hosting. Some of these services include: video and digital creation, signage (billboards, flyers, etc), print work, and campaign management. DAI works to put together a complete advertising and marketing package together for their clients. Please contact DAI if you would like to put together a package that fits your advertising needs.

Acceptance and authorization

The terms and conditions of the **Professional Services Agreement** apply in full to the services and products provided under this Statement of Work.

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Statement of Work, under seal.

Full name

Title

Signature

Date

Summer Nitsch of Design Angler Inc.
Full name

Account Executive
Title

Signature

Date



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

Randy Syverson
President, Design Angler Inc.
117 Fifth Street NW
Bemidji, MN 56601

February 22, 2019

RE: City of Blackduck Website Hosting Contract Default

Dear Mr. Syverson,

On February 5th, 2019 the City of Blackduck in good faith sent payment for invoice #3128 for the 2019 website hosting for the 2019 year for domain www.blackduckmn.com, but the City of Blackduck now realizes Design Angler Inc. is in default of the Professional Services Agreement at this time. Due to this default, payment was stopped on this invoice.

Per the agreement, "the site should be kept fresh with new content and the calendar up to date". The City of Blackduck has made numerous attempts to contact Design Angler Inc. to have annual updates to the website completed per the Professional Services Agreement signed by City Administrator Christina Regas in July 2018 without success. These updates include: City Council 2019 meeting schedule, Chamber 2019 meeting schedule, 2018 Truth in Taxation report, Annual Board of Review meeting date, and many others. As a result, Design Angler Inc. is in default of the Service Agreement.

Per the agreement, "this contracted time will provide calendar updates, photo & video uploads, rotation of seasonal banner images or background images, integration with social media, general content updates that may occur throughout the year, and monthly search engine optimization.". The City has had other community events requested to be added to the seasonal banner images for large events in February without success. Those events include: Blackduck Baseball Boosters Polar Plunge and Blackduck Stumpjumpers Drag Race. As a result, Design Angler Inc. is in default of the Service Agreement.

The City has left several messages to Design Angler Inc. President, Randy Syverson, on his provided cell phone and to the contact number listed on the website without any response to determine why the City of Blackduck is no longer receiving service in accordance with the agreement. The City of Blackduck has had staff attempt to speak to Design Angler Inc. in person, but the office located at 117 5th St. NW Bemidji, MN 56601 is not open.

Based on the foregoing, Design Angler Inc. is in default of the Professional Agreement and within 10 days of this email from today's date, the City will be forced to pull the domain www.blackduckmn.com and contract for services with another web designer.

If you have any questions related to this email please immediately contact City Administrator, Christina Regas by phone 218-835-4810 and email christina.regas@blackduckmn.com.

Sincerely,
Christina Regas, City of Blackduck City Administrator

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"

Requesting Final Council Approval for the Following

Requesting Final Approval of Voluntary Terminations:

Name:	Position:	Date of Termination:
Cyril Weidenborner	Liquor Store Bartender	02/25/2019
Kevin Shofner	Volunteer Fire Fighter	2/16/2019

Contract Price Quote Per #134725 From Dodge of Burnsville

2018 DS6T98-1500 SSV CREW CAB 4X4

Contract Price

Extra OEM Key Each \$180 How Many? 2
 5.7L V8 HEMI MDS VVT Engine 25D Standard
 6-Spd Automatic 65RFE Transmission

\$ 25,824.00
 \$ 360.00

Copy and Paste to add options

Seat/Trim

Cloth Front/Vinyl Rear Seats/Black/Diesel C *D5/ -X8 N/C
 NO CENTER CONSOLE

Cloth Front Bench / Vinyl Rear Seat/Black/L *D7/ -X8 \$ 41.00

\$ 41.00

OPTIONAL PACKAGES

3.92 Rear Axle Ratio DMH \$ 86.00
 Remote Start & Security Alarm Group AJB \$ 359.00
 Power Black Trailer Tow Mirrors GPG \$ 164.00
 LT265/70R17E BSW A/T Tires TTB \$ 228.00
 Uconnect 3 with 5" Display RA2 \$ 632.00
 SiriusXM Satellite Radio RSD \$ 177.00
 Protection Group ADB \$ 205.00
 Chrome Appearance Group AED \$ 541.00
 Carpet Floor Covering CKE \$ 100.00
 Tri-Fold Tonneau Cover CS7 \$ 541.00
 Anti-Spin Differential Rear Axle DSA \$ 396.00
 Rear Window Defroster GFA \$ 177.00
 Daytime Running Headlamps, Low Beam LM! \$ 36.00
 Daytime Running Headlamps, High Beam LMK \$ 36.00
 32 Gallon Fuel Tank NFX \$ 405.00
 Power Adjustable Pedals XAP \$ 114.00
 RamBox Cargo Management System XB9 \$ 1,178.00
 Delete Class IV Receiver Hitch XF8 N/C
 Trailer Brake Control XHC \$ 268.00
 Delete Spray in Bedliner XM9 N/C
 Engine Block Heater NHK \$ 86.00

\$ 86.00

\$ 228.00

\$ 396.00

\$ 177.00

\$ 114.00

\$ 1,178.00

LEFT SIDE LED SPOTLAMP LSSP \$ 725.00

\$ 725.00

Dealer Installed

RIGHT SIDE LED SPOTLAMP RSSP \$ 725.00

Dealer Installed

Total Delivered Price with options Per Contract #134725

\$ 29,129.00

*6 mos +
delivery*

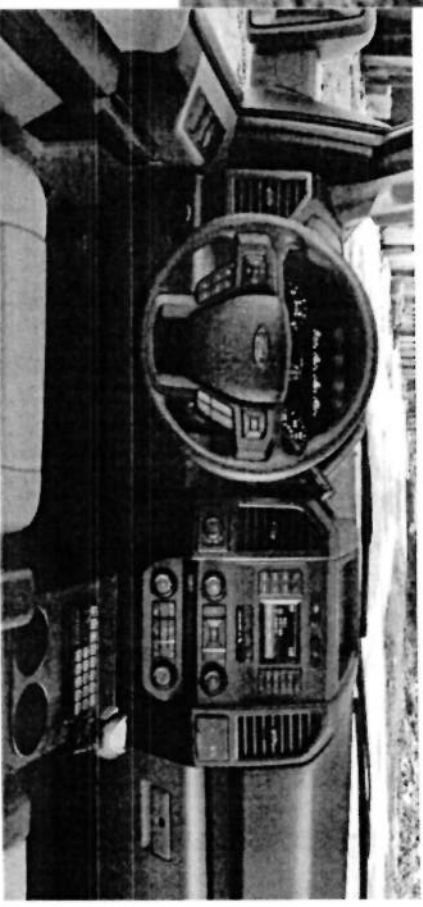


FORD of HIBBING



Tim Carruth
218-262-3881

timcarr33@yahoo.com



Bob O'Hara
218-349-8955
rwohara01@aol.com

2019 FORD 4X4 RESPONDER CREW CAB PICKUP

note: BASE STARTING PRICE DOES NOT INCLUDE ANY OPTIONS

\$32,939.68

3.5L ECO-BOOST STD

10 SPEED AUTOMATIC STD

ELECTRONIC LOCKING REAR AXLE STD

8 WAY POWER DRIVERS SEAT STD

VINYL SPLIT REAR SEAT STD

HD VINYL FLOORING STD

2627 13th AVE

HIBBING, MN 55746

218-262-3881

DEPARTMENT :
CONTACT NUMBER:
EMAIL:

2019 FORD RESPONDER PU

ALL OPTIONS

"X" IN YELLOW CELLS OPTION REQUESTED TOTAL PRICE WILL CALCULATE					
	Option Price	VEHICLE SPEC	UNIT 1	VEHICLE SPEC	UNIT 2
<i>Base Starting Price does not include any options</i>					
150A Equipment Group 150A	STD	X	STD	X	STD
99G 3.5L EcoBoost	STD	X	STD	X	STD
44G Electronic 10 speed automatic transmission	STD				
XL9 E-locking 3.55 axle	STD	X	STD	X	STD
153 Front License Plate Bracket (where available) N/C N/C	N/C	X	N/C	X	N/C
435 Power-Sliding Rear-Window with Privacy Glass and Defroster	415.00	X	\$415.00		-
595 Fog Lamps -- XL	128.00		-		-
924 Rear Privacy Glass -- XL	92.00		-		-
Rear Privacy Glass -- w/ 435 Incl. Incl.					
942 Daytime Running Lamps	41.00		-		-
17C Front / Rear Chrome Bumper	161.00		-		-
18B Running Boards, Black Platform	231.00		-		-

<u>41H</u> Engine Block Heater	83.00		-		-
<u>53A</u> Trailer Tow Package Incl backup assist	916.00		-		-
<u>54R</u> Dual Power Glass/Manual Folding Mirrors w/ HeatTurn -- XL	280.00		-		-
<u>54Y</u> Manually Telescoping/Power Glass/Manual-Folding Trailer Tow Mirrors	364.00		-		-
<u>55B</u> BoxLink -- XL 73 80	73.00		-		-
<u>57Q</u> Rear Window Defroster -- XL (w/o 435)	203.00		-		-
Rear Window Defroster -- w/ 435 Incl. Incl. INCL w/ 435 Power Sliding Rear Window	203.00		-		-
<u>59S</u> Super Puddle (LED Puddle/Side Mirror Light)	161.00		-		-
<u>61P</u> Power Passenger Seat 10 Way	272.00		-		-
<u>63E</u> Foldable Pick Up Box Bed Extender	231.00		-		-
<u>63S</u> Pickup Box Access Step	299.00		-		-
<u>63T</u> Tailgate Step	345.00		-		-
<u>67T</u> Trailer Brake Controller	253.00		-		-
<u>76R</u> Reverse Sensing System	253.00		-		-
<u>85H</u> Back Up Alarm System	115.00		-		-
<u>90D</u> Bed Divider (req. 55B)	272.00		-		-
<u>90R</u> Bed Ramps (req. 55B) -- Late Availability	548.00		-		-

RANGER CHEVROLET

Contact Info:

Bob O'Hara
218-349-8955

rwohara01@aol.com



2019 CHEVROLET TAHOE PPV (POLICE PURSUIT and SSV)

note: BASE STARTING PRICE DOES NOT INCLUDE ANY OPTIONS

\$32,309.12 for 2WD

PURSUIT RATED TAHOE w/ 4 WHEEL DRIVE ADD \$2,819.30

SPECIAL SERVICE 4 w/WHEEL DRIVE ADD \$2,027.02

REAR HEAT AND AIR CONDITIONING IS STANDARD ON ALL TAHOE'S

1502 E HOWARD ST

HIBBING, MN 55746

218-263-7578

DEPARTMENT : FLEET SERVICES EXTRA
CONTACT NUMBER: CHUCK HOMMES
EMAIL:

2019 CHEVROLET TAHOE w/ POLICE PACKAGE

ALL OPTIONS

2019 CHEVROLET TAHOE w/ POLICE PACKAGE		"X" IN YELLOW CELLS OPTION REQUESTED PRICE WILL CALCULATE			
ALL OPTIONS	Option Price	VEHICLE SPEC	UNIT 1	VEHICLE SPEC	UNIT 2
2018 CHEVROLET TAHOE PPV REAR WHEEL DRIVE	9C1		\$32,309.12		\$32,309.12
CHOOSE ONE BELOW for 4 WHEEL DRIVE					
9C1 CK15706 4X4 PPV (POLICE PURSUIT VEHICLE)	\$ 2,819.30	X	\$2,819.30		-
5W4 CK15706 4x4 SSV (SPECIAL SERVICE VEHICLE)	\$ 2,027.02		-		-
SELECTED OPTIONS - 2018 Fleet/Non-Retail CK15706 4WD 4dr Commercial					
SUSPENSION PKG					
Z56 SUSPENSION PACKAGE, HEAVY-DUTY, POLICE-RATED front, independent torsion bar, and stabilizer bar and rear, multi-link with coil springs (Included and only available with (9C1) Police Vehicle only.)	STD	X	STD	X	STD
EMISSIONS					
FEE9 EMISSIONS, FEDERAL REQUIREMENTS	N/C	X	N/C	X	N/C

ENGINE									
L83 ENGINE, 5.3L ECOTEC3 V8 WITH ACTIVE FUEL MANAGEMENT,									
DIRECT INJECTION AND VARIABLE VALVE TIMING includes									
aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)									
	STD	X	STD	X	STD				
TRANSMISSION									
MYC TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY									
CONTROLLED with overdrive and tow/haul mode (STD)									
	STD	X	STD	X	STD				
AXLE									
GU4 REAR AXLE, 3.08 RATIO (Not available with (NHT) Max Trailering Pkg)									
	STD	X	STD						-
GU6 REAR AXLE 3.42 RATIO Req 5W4 Special Service and Max Trailer Pkg									
N/A WITH 9C1 PURSUIT UNIT									
	N/C		-						
1FL COMMERCIAL PREFERRED EQUIPMENT GROUP Includes Standard Equipment									
	INCL	X	INCL	X	INCL				INCL
WHEEL TYPE									
RAP WHEELS, 17" X 8" (43.2 CM X 20.3 CM) STEEL, POLICE, BLACK									
(Included and only available with (9C1) Police Vehicle.)									
	STD	X	STD						-
Q6U WHEELS 17" X 8" BRIGHT ALUMINUM Required 9C1 Pursuit Package)									
	\$ 440.00		-						-
TIRES									
QAR TIRES, P265/60R17 ALL-SEASON, POLICE, V-RATED (Included and only available with (9C1) Police Vehicle.)									
	STD	X	STD						-
RKX TIRES, P265,60R-18 ALL SEASON (Required with NHT Max Trailer Pkg)									
PZX WHEELS, 18" X 8.5" ALUMINUM WHEELS (Required with NHT Max Trailer Pkg price included PZX tire option N/A PPV									
	\$ 528.00		-						-

NHT MAX TRAILER PACKAGE Requires 5W4 and PZX tires	\$	510.40		-		-
R18 TIRES 265/65R18SL MT 114S Requires 9G3 Off-Road Pkg and PZX Wheels)	\$	259.60		-		-
9G3 Off-Road Suspension (Requires 5W4 SSV)	\$	201.52		-		
ZY1 PAINT SCHEME, SOLID APPLICATION PAINT						
GBA BLACK	N/C	X	N/C			-
GAZ SUMMIT WHITE	N/C		-			-
GAN SILVER ICE METALLIC	N/C		-			-
GXG TUNGSTEN METALLIC	N/C		-			-
G1M BLUE VELVET	N/C		-			-
G9K SATIN STEEL METALLIC	N/C		-			-
GMU PEPPERDUST METALLIX	N/C		-			-
GJI SHADE=W GRAY METALLIC (NEW)	N/C		-			-
G1E SIREN RED TINTCOAT	\$	435.60		-		-
TGK SPECIAL PAINT VICTORY RED (bumpers gloss black w/o 5T4)	\$	374.00		-		-
5T4 RED BUMPER COVERS TO MATCH VICTORY RED	\$	198.00		-		-
SEAT TYPE						
AZ3 SEATING, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (With vinyl, does not include (AG1) Driver 6-way power seat adjuster or (AG2) Front passenger 6-way power adjuster,) (STD)	STD	X	STD			-

SEAT TRIM						
H0U JET BLACK, CLOTH SEAT TRIM		STD	X	STD	X	STD
RADIO						
IO5 AUDIO SYSTEM, CHEVROLET MYLINK RADIO WITH 8" DIAGONAL						
COLOR TOUCH-SCREEN AM/FM stereo with seek-and-scan and digital						
clock, includes Bluetooth streaming audio for music and select phones;						
voice-activated technology for radio and phone; and Shop with the ability						
to browse, select and install apps to your vehicle. You can customize						
your content with audio, weather and more; featuring Apple CarPlay and						
Android Auto capability for compatible phone; 5 USB ports and 1 auxiliary jack (STD)		STD	X	STD	X	STD
ADDITIONAL EQUIPMENT						
9C1 IDENTIFIER FOR PPV includes, (K47) high-capacity air cleaner, (KW7)						
170 amp high output alternator, (K4B) 730 cold-cranking amps auxiliary						
battery, electrical power & vehicle signals for customer connection						
located at the center front floor. Auxiliary battery circuit for customer						
connection located in the rear cargo area. (UN9) radio suppression						
package, (Z56) heavy-duty, police-rated suspension, front independent						
torsion bar, and stabilizer bar and rear, multilink with coil springs, (QAR)						
P265/60R17 all-season, v-rated tires, (ZAK) P265/60R17 all-season, Vrated						
spare tire, Police brakes, (NZZ) underbody shield, (RAP) Black						
steel wheels w/bolt on center caps. Certified speedometer, delete roof						
rails, (ATD) third row seat delete, (NGH) active 2-speed transfer case (4WD only)		INCL	X	INCL	X	INCL
PCW ENHANCED DRIVER ALERT PACKAGE includes (JF4) Poweradjustable						
pedals, (UEU) Forward Collision Alert, (TQ5) IntelliBeam						
headlamps, (UHY) Low Speed Forward Automatic Braking and (UHX)						-
Lane Keep Assist and Safety Alert Driver Seat		\$ 611.00		-		-

ADDITIONAL EQUIPMENT

Y86 ENHANCED DRIVER ALERT PACKAGE includes (UEU) Forward

Collision Alert, (TQ5) IntelliBeam headlamps, (UHY) Low Speed Forward

Automatic Braking and (UHX) Lane Keep Assist and Safety Alert Driver

Seat (Included and only available with (PCW) Enhanced Driver Alert

Package.)	incl w/PCW

CAPLESS FUEL FILL (Included and only available with (9C1) Police

Vehicle or (5W4) Special Service Vehicle only.)

K05 ENGINE BLOCK HEATER

\$ 88.00	X	\$88.00
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NGH TRANSFER CASE, ACTIVE, 2-SPEED ELECTRONIC AUTOTRAC with

rotary controls, includes neutral position for dinghy towing (Requires

NZZ SKID PLATE PACKAGE with (9C1) Police Vehicle or (5W4

Service Vehicle, includes frame-mounted shields, includes front

underbody shield starting behind front bumper and running to first crossmember,

protecting front underbody, oil pan, differential case and

transfer case (Requires 4WD models and a Fleet or Government sales

order type. Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle)

K4B BATTERY, AUXILIARY, 730 CCA W/A

POWER SUPPLY, 100-AMP, AUXILIARY BATTERY, REAR

ELECTRICAL CENTER (Included and only available with (9C1) Police

Vehicle or (5W4) Special Service Vehicle only.)

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POWER SUPPLY, 50-AMP, POWER SUPPLY, AUXILIARY BATTERY

passenger compartment wiring harness (included and only available with

(9C1) Police Vehicle or (5W4) Special Service Vehicle only.)

BATTERY relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)							
	STD	X	STD	X		STD	
ADDITIONAL EQUIPMENT							
KW7 ALTERNATOR, 170 AMPS, HIGH OUTPUT (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	X	STD	X		STD	
UT7 GROUND STUDS, AUXILIARY, CARGO AREA INSIDE LIFTGATE OPENING, LEFT AND RIGHT SIDES (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)							
V76 RECOVERY HOOKS, 2 FRONT, FRAME-MOUNTED, BLACK (Standard on 4WD Commercial models. Available on 2WD, Police and Special Service models. Required on all models going to Alaska, Guam, Hawaii, Puerto Rico and Virgin Islands. All Tahoe (9C1) and (5W4) vehicles include front fascia with recovery hook openings.)	\$ 44.00	X	\$44.00			-	
1LR BRAKE SYSTEM, MODIFIED, POLICE "CITY BRAKE PACKAGE" (Requires (9C1) Police Vehicle.)	N/C		-			-	
RM7 WHEEL, 17" X 8" (43.2 CM X 20.3 CM) FULL-SIZE, STEEL SPARE includes P265/60R17 V-rated tire (Included and only available with (9C1) Police Vehicle.)	STD		-			-	
LUGGAGE RACK, DELETE (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	X	STD	X		STD	
B85 MOLDINGS, BRIGHT BODYSIDE (Not available with (B86) body-color body-side moldings.)							
YOK LPO, MOLDED SPLASH GUARDS (dealer-installed) (Requires (BVE) Black assist steps.)	\$ 88.00	X	\$88.00			-	

<u>TC5</u> HEADLAMPS, INTELLIBEAM, AUTOMATIC HIGH BEAM ON/OFF (Included and only available with (PCW) Enhanced Driver Alert Package.)	\$	149.60			-			-
<u>6J7</u> FLASHER SYSTEM, HEADLAMP AND TAILLAMP, DRL COMPATIBLE with control wire (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$	665.00			-			-
<u>7X6</u> SPOTLAMP, LEFT-HAND (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle. Not available with (7X7) left&right hand spotlamp)	\$	435.60			-			-
<u>7X7</u> SPOTLAMPS, LEFT- AND RIGHT-HAND (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle. Not available with (7X6) left-hand spotlamp)	\$	431.20	X		\$431.20			-
<u>AKP</u> GLASS, SOLAR ABSORBING (deletes deep tinted glass)	\$	748.00			-			-
<u>EXT</u> EXTERIOR ORNAMENTATION DELETE (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD				-			-
<u>VK3</u> LICENSE PLATE FRONT MOUNTING PACKAGE (Included on orders with ship-to-states that require a front license plate.)	STD		X		STD		X	STD
<u>WX7</u> WIRING, AUXILIARY SPEAKER, FOR UPFITTER CONNECTION TO FRONT DOOR AND WINDSHIELD PILLAR SPEAKERS. (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$	52.80			-			-
<u>6J3</u> WIRING, GRILLE LAMPS AND SIREN SPEAKERS (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$	80.96			-			-
<u>6J4</u> WIRING, HORN AND SIREN CIRCUIT (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$	36.08			-			-

DOOR HANDLES, BODY-COLOR (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD			-			-
UN9 RADIO SUPPRESSION PACKAGE, WITH GROUND STRAPS (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	STD	X	STD	X			STD
ATD SEAT DELETE, THIRD ROW PASSENGER (Deletes rear storage compartment and (AP9) rear cargo net. Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	STD	X	STD	X			STD
B30 FLOOR COVERING, COLOR-KEYED CARPETING							
B58 FLOOR MATS, COLOR-KEYED CARPETED FIRST AND SECOND ROW, REMOVABLE (Included and only available with (B30) color-keyed carpeting, floor covering.)	\$ 167.20		-				-
AAK LPO, ALL-WEATHER FLOOR LINER, 1ST AND 2ND ROWS bright finish badge (dealer-installed) (Not available with (PDH) Interior Protection Package, LPO or (VAV) All-weather floor mats, LPO.)	\$ 220.00		-				-
INSTRUMENTATION, ANALOG with certified 150 mph speedometer (PPV), 140 mph speedometer (Special Service), odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	X	STD	X			STD
6N6 DOOR LOCKS AND HANDLES, INSIDE REAR DOORS INOPERATIVE (doors can only be opened from outside) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$ 51.92	X	\$51.92				-
BTV REMOTE VEHICLE START	\$ 264.00		-				-

[illegible]

UHY LOW SPEED FORWARD AUTOMATIC BRAKING (Included and only available with (PCW) Enhanced Driver Alert Package.)	req PCW			-					-
9G8 HEADLAMPS, DAYTIME RUNNING LAMPS AND AUTOMATIC HEADLAMP CONTROL DELETE deletes standard Daytime Running Lamps and automatic headlamp control features (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$ 44.00			-					-
				-					
SAFETY ALERT DRIVER SEAT (Included and only available with (PCW) Enhanced Driver Alert Package.)	req PCW			-					-
UE0 ONSTAR, DELETE (Requires a Fleet or Government sales order type. With (9C1) Police Vehicle or (5W4) Special Service Vehicle (VV4) OnStar with 4G LTE is deleted when ordered.)	\$ (74.80)			-					-
UEU FORWARD COLLISION ALERT SENSOR INDICATOR (Included and only available with (PCW) Enhanced Driver Alert Package.)	req PCW			-					-
UHX LANE KEEP ASSIST (Included and only available with (PCW) Enhanced Driver Alert Package.)	req PCW			-					-
SAFETY BELTS, 3-POINT, DRIVER AND FRONT PASSENGER IN ALL SEATING POSITIONS (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	STD	X		STD		X			STD
SHIP THRU CODES									
VPV SHIP THRU, PRODUCED IN ARLINGTON ASSEMBLY and shipped to Kerr Industries and onto Arlington Assembly	INCL	X		INCL		X			INCL
SPECIAL EQUIPMENT OPTIONS	\$ -								
5T5 SEATS, 2ND AND 3RD ROW VINYL WITH FRONT CLOTH SEATS Provides vinyl second and third row seats and cloth front seats (Requires interior trim (HOU) Jet Black and RPO (AZ3) front 40/20/40 split-bench seat)	N/C	X		N/C					-

415.19 NOTICE OF PROPOSED ORDINANCES.

Subdivision 1. **Definitions.** For the purposes of this section:

- (1) "city" means a statutory or home rule charter city;
- (2) "electronic notification system" means an electronic notification system operated by the city that distributes general city information or notices through e-mail; and
- (3) "proposed ordinance" means a proposed new ordinance or a proposed amendment to an ordinance.

Subd. 2. **Posting.** (a) If a city posts ordinances on the city's website, the city must also post proposed ordinances on the website at least ten days before the city council meeting at which the proposed ordinance is scheduled for a final vote.

(b) If a city does not have an electronic notification system, the city must post notice of a proposed ordinance in the same location as other public notices are posted at least ten days before the city council meeting at which the proposed ordinance is scheduled for a final vote.

Subd. 3. **Individual notice by e-mail.** (a) If a city has an electronic notification system, the city must notify any person that has signed up for e-mail notification of proposed ordinances at least ten days before the city council meeting at which the proposed ordinance is scheduled for a final vote.

(b) If a city has an electronic notification system, the city must notify a person of the notification procedure at the time the person applies for a new business license or license renewal.

Subd. 4. **Failure to provide notice.** Failure to provide notice described in this section does not invalidate the ordinance or amendment to an ordinance adopted.

Subd. 5. **Minimum requirements.** The requirements in this section are minimum requirements. A city may provide more notice if it has the ability to do so.

Subd. 6. **Interim ordinances exempt.** The requirements in this section do not apply to interim ordinances adopted pursuant to section 462.355, subdivision 4.

History: 2017 c 77 s 1



CITY OF BLACKDUCK

RESOLUTION NO: 2019-08

RESOLUTION IN SUPPORT OF CITY ADMINISTRATOR TO SEEK OFFICE TO SERVE AS MINNESOTA CLERKS AND FINANCE OFFICERS ASSOCIATION (MCFOA) REGION 1 VICE PRESIDENT

WHEREAS, the City Administrator is a member of the MCFOA and has been since 2014; attends many of the MCFOA regional meetings, training sessions, and annual conferences on an ongoing basis; attended the three-year Clerk's Institute, an accredited training program offered through the MCFOA, and achieved her status as a Minnesota Certified Municipal Clerk and International Municipal Clerk during 2017; and

AND WHEREAS, the City Administrator has acquired a great deal of knowledge and resources as a result of her involvement the MCFOA and now has been asked by her peers in Region 1 to seek office as the Region 1 Vice President for 2019-2021

FURTHERMORE, the City has benefited from the Clerk's involvement in the MCFOA, and wishes to encourage her continued involvement in this organization.

THEREFORE, the City Council of the City of Blackduck hereby authorizes the City Administrator to seek office as requested and, if elected, to serve as the Region 1 Vice President for 2019-2021.

Adopted by the City Council this 4th day of March 2019.

Rudy Patch, Mayor

Christina Regas – City Administrator



MINNESOTA MUNICIPAL CLERKS & FINANCE OFFICERS ASSOCIATION

APPLICATION FOR POSITION ON THE BOARD OF DIRECTORS

I am applying for the following Board Position: Region 1 Vice President

I request that my name be placed on the ballot for election.

Name: Christina Regas Position/title: City Administrator

City: Blackduck Telephone: 218-835-4803

Address: PO Box 380 Blackduck, MN 56630 Email: christina.regas@blackduckmn.com

City Support

X I have the support of my City to serve in the position I am applying for.
(Please submit written affirmation of City Council support)

Experience

Municipal years of service and position titles:
City Administrator, City of Blackduck (2014-Present)

Duties and responsibilities of your current position:

Maintain & set the City of Blackduck budget, Keep the tax levy stable; Assist in increasing the TMV of Blackduck; Oversee the administration of departments; Be a liason for the City of Blackduck, the Community, & outside Towns, and local & State legislators; Implement & Develop City Policy; Catalyst for the City of Blackduck; Perform Human Resource Management duties; facilitate Public meetings; Facilitate City Elections; Planning & Zoning Admin.

Previous service on MCFOA committees:

Website Committee

Conference Decorations Committee

Previous service on the MCFOA Board of Directors:

N/A

MEMBERSHIPS/CERTIFICATIONS:

Professional organization memberships:

 X MCFOA IIMC Other: _____

Certifications:

 X MCMC (Minnesota Certified Municipal Clerk)

 CMC (IIMC Certified Municipal Clerk)

 MMMC (Minnesota Master Municipal Clerk)

 MMC (IIMC Master Municipal Clerk)

 Other: _____

OBJECTIVES:

Why are you interested in serving on the MCFOA Board of Directors?

I enjoy the networking opportunity MCFOA has offered to Minnesota cities. I have grown to be a very involved MCFOA member to my Region and to neighboring clerks I have mentored collaborated with to offer tools and advice.

I would like to continue offering the Region 1 clerks my leadership and experiences so that others may grow in government administration.

What are your goals and objectives for the MCFOA Board of Directors?

1. Grow MCFOA membership
2. Extend Institute experience to other clerks (new and existing)
3. Encourage participation in a non-judgemental environment to allow for education and mentoring experiences to new and existing clerks.
4. Bring Region 1 together by offering a Region 1 VP Assistant the opportunity to host meetings in cities that are offered in another city so more clerks can attend and not have to drive very far away.

OPTIONAL INFORMATION:

Other education and experiences:

20+ years experience as a Retail Store Manager - OfficeMax

Signature: _____

Date: _____

Please Send To Nominating Committee Chair by March 6th:

Glen Pederson
City of Benson
1410 Kansas Ave
Benson, MN 56215

February 21, 2019

Christina A. Regas
City Administrator
City of Blackduck
8 Summit Ave NE
Blackduck, MN 56630

Re: Engagement Letter for GASB 67/68 Actuarial Services

Dear Christina:

Thank you for this opportunity to provide GASB 67/68 pension actuarial services to the City of Blackduck (the City) and the Blackduck Fire Department Relief Association (the Relief Association). This letter documents the services we will provide for the Relief Association's pension plan and our fees for those services.

Background

Governmental Accounting Standards Board (GASB) statements 67 and 68 will significantly impact the financial statements of Volunteer Fire Relief Associations (VFRAs) and their sponsoring cities. GASB 67 applies to Relief Association financial statements (if audited), while GASB 68 applies to the City's financial statements.

In order to fully comply with these new accounting requirements, pension liabilities must be measured according to GASB rules which are significantly different than Minnesota funding statutes.

Our Expertise

We've worked with fire relief pension plans for decades, and we are the actuaries for a majority of the Minnesota fire relief annuity pension plans. Over the last few months we've worked closely with audit firms and the Office of the State Auditor (OSA) to clarify how GASB 67/68 applies to fire relief pension plans. **This knowledge leadership ensures that you receive an actuarial report prepared by an expert in fire relief pension plan GASB 67/68 accounting.**

In addition, we work with over 250 school districts, cities, counties, and other public entities to determine GASB 74/75 retiree medical liabilities. For decades, we have assisted private employers with similar pension accounting calculations.

Scope of the Engagement

Governmental Accounting Standards Board (GASB) statements 67 and 68 affect the financial statements of Volunteer Fire Relief Associations (VFRAs) and their sponsoring cities. In order to fully comply with these accounting requirements, pension liabilities must be measured according to GASB rules which are significantly different than Minnesota funding statutes.

We will perform the following services, as chosen by the City and Relief Association:

1. FY2018 GASB 67/68 “Full” Actuarial Valuation:

For 2018, we will prepare a GASB 67/68 actuarial valuation report for the Relief Association and the City’s financial statements.

2. FY2019 GASB 67/68 “Off Year” Valuation:

FY2019 is an “off year” between full biennial valuations, so the results will be based on an estimated liability “rolled forward” from the previous valuation and updated asset information. We will not need to collect new census data. Note that a full actuarial valuation may be required two years in a row if there are significant changes like plan amendments or large investment gains/losses.

3. Future GASB 67/68 Actuarial Reports

Future 2-year reporting cycles will include a full actuarial report and an “off-year” report that contain both GASB 67 and 68 information for the Relief Association and the City.

4. Other

We will prepare other actuarial and consulting projects requested by you from time to time such as attending meetings, presentations, and miscellaneous consulting.

Fees and Hourly Billing Rates

The fees for the services described above are outlined below.

GASB 67 & 68 Reporting	Fee
FY2018 GASB 67/68 actuarial report	\$2,250
FY2019 GASB 67/68 “off year” report (if no significant changes)	1,000

Each year also includes up to one hour of free consulting to review the reports with you over the phone. Future actuarial reports will be priced according to a similar schedule.

This fee quote depends on receiving the census data, asset reconciliation and investment mix in our prescribed format.

We are pleased to provide additional consulting services or changes in valuation scope upon request. Additional fees for such requests will be agreed upon by both parties prior to commencement.

Out-of-scope projects are within the City’s and Relief Association’s control, and time for them will be billed at our normal hourly rates. For 2019, our hourly rates are \$115 to \$185 for actuarial analysts and \$235 to \$345 for consulting actuaries. Out-of-scope projects include time spent on:

- meetings and preparation,
- significant changes in your plan, accounting or funding arrangements,
- cleanup of inaccurate data or data not provided in the form requested, and
- follow-up for information not provided within 45 days of our first request.

We will notify you if any out-of-scope fees are to apply, and will be happy to estimate fees for additional projects as requested. Out-of-pocket expenses will be passed on to you without markup. Travel time, if it occurs, is billed at 50% of our normal rates.

You have the right to terminate our services at any time, subject to payment of accrued charges for work we have done through the date we receive notice. We will have the same right of termination (including termination for non-payment of fees and expenses), subject to our obligation to give you reasonable notice.

Acknowledgement and Consent

We trust that this letter satisfactorily outlines our services and fees. If you have any questions, please feel free to contact us. Thank you again for choosing Van Iwaarden Associates to assist you with this project.

Sincerely,



Sandra L. Bruns, FSA, EA, MAAA
Consulting Actuary

L/D/C/R: 3/slb/emk

The undersigned authorized representative of the City of Blackduck has read this letter from Van Iwaarden Associates, understands its contents, and agrees on behalf of the City and the Relief Association to the terms, conditions and fees set forth above.

Date: _____, 2019

By _____

Title _____



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

- ☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- ☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

Blandin Community Leadership Program™

Blackduck, Kelliher, Northome Area

Program Information

Retreat Week	April 8-12, 2019 Sugar Lake Lodge Grand Rapids, MN
Workshop I	June 11, 2019 (Workshops located in your community)
Workshop II	August 13, 2019
Workshop III	October 29, 2019

Application Deadline is Monday, February 11, 2019

BCLP seeks emerging or established community leaders who are or want to be:

- Actively involved in community life
- Credible and open-minded
- Open to risk-taking
- Passionate about their community's future
- Willing to work collaboratively to promote healthy community



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STRENGTHENING RURAL MINNESOTA

9 Common Dimensions of Healthy Community



A Healthy Community is...

A place to live where all people can ...

- Meet their needs: economic, social, physical, cultural, and spiritual.
- Work together for the common good.
- Participate in creating their future.

A community's health is made up of many separate but inter-related dimensions.

The 9 Common Dimensions of Healthy Community Include:

• Life-Long Learning

All ages have access to educational opportunities that enable them to participate in and contribute to the economic, political, social and cultural life of the community to the full extent of their potential.

This perspective is based on a definition of learning as a means of helping people be productive members of their community. It also emphasizes the need for a variety of educational opportunities.

Examples: Pre-K Education, K-12 Education, Higher Education, Community Education, Trainings, etc.

• Inclusion

People consistently make the effort required to capitalize on the range of differences in the community and intentionally seek ways to utilize the diverse backgrounds, experiences and skills of everyone for the benefit of the whole community.

Organizations, groups and local government actively seek out and encourage all people to participate in planning, decision-making and action in the community. The community recognizes and values the many benefits of including the voices and perspectives of all of its residents. The community is welcoming and makes a consistent effort to help everyone feel that they belong. There is a strong tendency for individuals to help each other and for groups and organizations to work together. When conflicts arise, people always make efforts to understand various perspectives and to approach problems constructively.

Examples: Ethnic diversity, poverty experience, people with physical disabilities

- **Recreational & Artistic Opportunities**

Everyone has access to a variety of recreational and artistic opportunities.

Part of the quality of life of a community is based on people of all ages, abilities, and interests having access to recreational and artistic opportunities that meet their needs. The variety of opportunities available expresses the cultural backgrounds, talents and experience of all community members.

Examples: YMCA, athletics, theatre, arts

- **Environmental Stewardship**

The community supports the environmental quality and management of natural resources that best provide for a sustainable future.

All segments of the community recognize the need for environmental quality and are willing to assist in and/or support the responsible management of the environment. The community is aware that it must decide carefully between competing long- and short-term uses of its natural resources.

Examples: Agriculture, DNR, environmental organizations

- **Infrastructure & Services**

The community has adequate infrastructure, and all people have access to essential services.

The community has the quality and quantity of infrastructure (e.g., transportation, telecommunications, water, sewer) it needs. Everyone in the community has access to necessary services such as sanitary living conditions, health and social services.

Examples: Human services, utilities, city employees, transportation, media

- **Safety & Security**

The community provides appropriate safety and security measures for all and actively addresses the causes and consequences of violence.

Safety issues and violence exist in every community. In a healthy community, there is adequate police and fire protection. People watch out for each other. Violence is acknowledged in its many forms (e.g., from criminal abuse and assault to subtle forms of discrimination). The community actively seeks to aid all those affected by violence and to change the conditions leading to violence.

Examples: City and county law enforcement, fire department

- Community Leadership

There are broad-based leadership structures in which many people fill leadership roles. The same people, or same group of people, do not hold all the elected offices or chair all the committees. Instead, many different people fill these positions and there is a regular turnover of those holding leadership positions. Volunteer activities do not depend on a small group of people. Volunteers are numerous and they reflect the diversity, (e.g., age, gender, ethnicity, etc.) of the community. There are opportunities for people to gain or improve the skills that will help them to be more effective in leadership roles.

Examples: Government, chairs of committees, boards, nonprofits, BCLP participants

- Economic Opportunity

All people can earn an income that allows them to live with dignity. The economy of the community is sustainable and not dependent on exploiting human beings or depleting the natural environment.

This dimension has a two-fold emphasis. The first is on having economic opportunities that provide for adequate incomes. The second is on long-term viability through renewing and sustaining the human and other resources that create the community's economic advantages.

Examples: Small business, industry, chamber of commerce, economic development

- Spirituality & Wellness

A healthy community recognizes that a person does best when they are sound in body, healthy in mind, and grounded in values that direct their lives.

Because the community respects personal and cultural differences, there are opportunities to support people's efforts to live as "whole persons." This can include opportunities to learn about healthy lifestyles, participate in programs that promote wellness, have access to faith communities of their choosing, programs that teach how to balance work, relationships, and community responsibilities.

Examples: Healthcare, clergy, religious organizations, YMCA, athletics

These are just a few of the dimensions that can be used as indicators of community health. Please keep in mind that like our personal physical health, our community's health is always subject to change and constantly needs our attention.



Blandin Community Leadership Program

Frequently Asked Questions

Who is the Blandin Foundation?

The Blandin Foundation is a private foundation based in Grand Rapids, Minnesota. Our mission is to be a trusted partner and advocate to strengthen rural Minnesota communities, especially the Grand Rapids area. Our vision is healthy, inclusive rural communities. For more information about the Foundation visit our website at www.blandinfoundation.org.

What is the Blandin Community Leadership Program?

Since 1985, the Blandin Community Leadership Program (BCLP) has provided intensive leadership training to over 7,000 rural community leaders in Minnesota. BCLP is nationally recognized and works with emerging and established leaders in rural Minnesota communities to deepen their understanding of community dynamics and strengthen their skills for initiating and managing change.

Who should participate?

The program serves rural Minnesota communities. Individuals are recruited from selected communities and become part of a 24-person community cohort. Each community cohort represents a cross section of the community in terms of age (must be at least 21 years of age), gender, ethnicity, occupation, and involvement, representing a wide variety of networks including: businesses, nonprofits, government, healthcare, and education, among others.

Recruitment efforts focus on individuals who are:

- Actively involved in community life
- Credible and open minded
- Open to risk-taking
- Passionate about their community's future
- Willing to work collaboratively to promote healthy community

How many days is the training?

The program is a residential retreat that involves eight days of training over a six-month period. The training begins with a five-day residential retreat held south of Grand Rapids, MN, and continues with three separate 1-day workshops that continue to build on the skills and networks that began at the retreat. These workshops are held in the home community.

Blandin Community Leadership Program™

Criteria for Selection

One person will not meet all the criteria.

It is important that a community select a diverse cohort of participants with the following criteria to represent their community at the retreat. The cohort will give the community a new opportunity for innovation, creating new networks to sustain change for your community's future.

For the Blandin Community Leadership Program (BCLP) we seek emerging or established community leaders who are or want to be:

- Actively involved in community life
- Credible and open-minded
- Open to risk-taking
- Passionate about their community's future
- Willing to work collaboratively to promote healthy community

The recruitment process is designed to ensure that each community assembles a cohort of participants who best represent a cross-section of the community in terms of age (must be at least 21 years of age), gender identity, ethnicity, occupation, and involvement.

The 9 Dimensions of Healthy Community, that we use in BCLP, are also used to help guide the process.

Those selected are expected to attend the entire retreat and all three workshops.



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What skills do you focus on?

BCLP is highly experiential learning and is centered on three core competencies of community leadership that are essential for building and sustaining healthy community.



Framing: The creation of shared meaning about issues affecting community health that influences action choices.

Building Social Capital: A network of relationships for getting things done for a healthy community.

Mobilizing: Engaging enough people, resources, and power to get the job done.

While the skills addressed in the program are not new to most participants, the way these skills are applied to community settings adds to the effectiveness of even highly experienced leaders. Some of the skills include the following:

- Communications that foster understanding, efficiency, and cooperation
- Networking that brings together people, ideas, and solutions
- Conflict management
- Stakeholders analysis

What are the program costs?

The cost for program participants is their commitment of time and travel to the site. The Foundation covers the overall cost of the program including training materials (approximately \$4000/person).

What sort of opportunities does the program bring?

The Blandin Foundation makes a substantial investment of both time and money. In return, participants are committed to ongoing involvement in developing and sustaining the health of their community.

The Foundation provides advanced leadership opportunities for alumni and communities who have participated in BCLP.



For additional information contact:

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Blandin Leadership Programs

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Blandin Community Leadership Program™ Retreat Agenda

Monday	Tuesday	Wednesday	Thursday	Friday
Leadership for Healthy Community	Social Capital - Core Competency	Power in the Community	Leadership Reflection Day	Leadership Journey
Three Core Competencies of Leadership	Framing - Core Competency	Effective Small Groups	Leadership Coaching Session	
The Foundation: Interpersonal Communications	Building Social Capital across Personality Preferences	Mobilization - Core Competency	Video Review of Leadership Skills	My Leadership Plan
	Managing Conflict	Developing a Mobilization Plan	Peer Consulting Session	
			Dream Team	



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