



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

2. **APPROVAL OF AGENDA**

3. **CONSENT AGENDA** – *All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.*
 - a. **January 8th, 2018 Council Meeting**
 - b. **January 10th, 2018 Blackduck Development Corp. Meeting Minutes**
 - c. **January 9th, 2018 Liquor Committee Meeting Minutes**
 - d. **January 22nd, 2018 Council Work Session Meeting Minutes**
 - e. **January 24th, 2018 Fire Protection Annual Meeting Minutes**
 - f. **November 16th, 2017 Kitchigami Regional Library Board Meeting Minutes**
 - g. **January 2018 Fund Balance Report**
 - h. **January 2018 Bills**
 - i. **YTD January 2018 Income Statements**
 - a. **Water, Sewer, Pine Tree Park, and Golf Course**
 - b. **Liquor Store**
 - j. **January 2018 Month End Remittance Report**
 - k. **December 2017 LG216 Lawful Gambling Monthly Rent Report**
 - l. **January 2018 Revolving Loan Fund Bills**
 - m. **Final approval of Part Time employee hired in January**
 - n. **2017 Short Settlement Property Tax Statement**

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

5. **BLACKDUCK ROAD PROJECTS** – Curt Meyer, City Engineer

6. **PUBLIC WORKS REPORT** – Bob Klug Jr., Public Works Supervisor
 - a. **Public Works Committee Meeting – February 15th, 2018 @ 3:00pm**

7. **LIQUOR STORE REPORT** – Shawnda Lahr, Liquor Store Manager
 - a. **Liquor Committee Meeting – February 8th, 2018 @ 3:00pm**

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

9. **FIRE DEPARTMENT REPORT** – Brian Larson, Fire Chief

10. **GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent
 - a. **Golf Board Meeting – February 20th, 2018 @ 3:00pm**

11. **LIBRARY REPORT** – Kelly Hanks, Head Librarian

- 12. ADMINISTRATOR’S REPORT** – Christina Regas, City Administrator
- a. [MOU between City of Blackduck and Beltrami Electric Coop – Level 2 EV install](#)
 - b. Assessment Agreement between City of Blackduck and Beltrami County –
 - i.
 - ii. **Approval of Agreement**
 - iii.
 - iv. **Announcement of Board of Review Meeting – April 19th, 2018 9:00am – Blackduck City Hall**
 - c. [Miller McDonald Engagement Letter for 2017 Audit Agreement](#) – approval needed
 - d. [Resolution 2018-04 – Resolution approving Nationwide Retirement Solutions Deferred Compensation Program](#) – approval needed
 - e. MN DNR “Border to Border” trail Public Meetings packet – information only
 - i. **Letter**
 - ii. **Public Hearing locations and dates**
 - iii. **Planning information**
 - iv. **Draft Alignment Map**
 - v. **Timeline**
 - f. 2018 MCFOA Conference March 20-23, 2018 – Christina Regas
 - g. Request February 20th, 2018 Work Session - **Tuesday**
 - h. Reminder March 5th, 2018 Council Meeting
 - i. February 6th, 2018 6:00pm – DFL Caucus @ Blackduck City Hall
 - j. City Hall closed in Observance of President’s Day – February 19th, 2018
- 13. COMMUNITY EVENTS/GOOD THINGS HAPPENING** –
- a. Blackduck Development Corporation Meeting –February 14th, 2018 @ 11:00am
 - b. Blackduck Chamber Meeting – February 21st, 2018 Noon @ Restaurant 71
 - c. Blackduck Planning Commission Meeting – February 21st, 2018 @ 2:00pm

14. ADJOURN



BLACKDUCK CITY COUNCIL MEETING

MONDAY JANUARY 8TH, 2018 6PM

REGULAR COUNCIL MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in Regular Session at Blackduck City Hall at 6:04p.m. January 8th, 2018. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

ROLL CALL:

Councilors present: Mayor Patch, Councilors Molnar, Kolb, and Sellon.

Councilors Absent: none

Staff Present: City Administrator Christina Regas, Chief of Police Jace Grangruth, and Liquor Store Manager Shawnda Lahr, Public Works Supervisor Bob Klug, and Fire Chief Brian Larson

Others Present: Jordan Shearer, Blackduck American

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

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

- a. December 4th, 2017 Council Meeting & Truth in Taxation Public Hearing Minutes
- b. December 6th, 2017 Personnel Committee Meeting Minutes
- c. December 13th, 2017 Blackduck Development Corp. Meeting Minutes
- d. December 18th, 2017 Council Work Session Meeting Minutes
- e. December 21st, 2017 Golf Board Meeting Minutes
- f. December 2017 Fund Balance Report & 2018 Go Bond Payments
- g. December 2017 Bills
- h. YTD December 2017 Income Statements
 - a. Water, Sewer, Pine Tree Park, and Golf Course
 - b. Liquor Store
- i. December 2017 Month End Remittance Report
- j. November 2017 LG216 Lawful Gambling Monthly Rent Report
- k. December 2017 Revolving Loan Fund Bills
- l. LMCIT Property & Casualty 2017 Dividend
- m. 2017 LGA, PERA Aid, & Small Cities Assist 2nd Half Payment
- n. 2016 LMCIT Workers Compensation Audit Adjustment Report
- o. MN Public Utilities Commission – Notice of Final Environmental Impact Statement
- p. Final approval of 3.2% On-sale Liquor License – Blackduck Bowling Lanes
- q. Final approval of 2018 City of Blackduck Employee wage scales – includes 2018 minimum wage increase to \$9.65/hour

Motion carried unanimously.

BLACKDUCK FORUM –

No one present to speak.



BLACKDUCK CITY COUNCIL MEETING

MONDAY JANUARY 8TH, 2018 6PM

REGULAR COUNCIL MEETING MINUTES

BLACKDUCK ROAD PROJECTS – Curt Meyer, WSN

No report submitted.

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

1. 2018 Farm Lease Bid Award Announcement – Review of Submissions (Gross, Nord, & Rudnicki) – Klug reported that bids were open for the 2018 Farm Lease Bid. Klug reported there were three bids received: one from Chad Nord for \$35.85/per acre; one from Gary Gross for \$22.00/per acre; and one from Corey Rudnicki for \$38.60/per acre. Klug recommended to the council to accept the highest bid from Corey Rudnicki for \$38.60/per acre for a ten year lease. Klug reported the reason the lease is for ten years is the farmers felt it takes 10 years to get their money back from the lease. Councilor Sellon confirmed the money is paid to the City. Klug confirmed yes. Moved by Mayor Patch and seconded by Councilor Molnar to accept the recommendation of Klug and accept the bid from Corey Rudnicki. Further discussion by Mayor Patch asked if the lease moves before the agreement expires what position does the City take. Klug reported the City would rebid in that scenario. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Report – Lahr reported that the end of year inventory went smoothly. Lahr further reported the Pond would be hosting another Super Bowl Party and was planning a larger event with a sound system, give-a-ways, and possibly a larger screen for viewing.
2. Reminder January 9th, 2018 Liquor Committee Meeting Scheduled for 3:00pm @ City Hall

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief

1. Report – Chief Grangruth reported he would have an incident report for Council review in February. Grangruth stated the department has been very busy in the last month.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. Report – Chief Larson reported the department had several calls and the department handled all calls very well. Larson stated the department had made some upgrades to some lighting in the fire hall and added some technology to the meeting room for training. Larson added the department is looking into upgrading the heating systems to a more energy efficient system, and upgrade the doors as some have lost the seals over time.
2. Blackduck Fire Protection Area Annual Meeting of Towns – January 24th, 2018 @ 6:00pm – Larson took questions on the fire protection meeting packet. Regas stated there were a couple lines in the budget that were out of line due to some building repairs and technology upgrades. Nothing further.
3. Final approval of New Volunteer Fire Fighter – Chief Larson recommended the Council approve Adam Ziegler as a new volunteer fire fighter. Moved by Councilor Molnar and seconded by Councilor Sellon to hire Adam Ziegler as a new volunteer fire fighter pending background and physical. No discussion. Motion carried unanimously.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

No report submitted.



BLACKDUCK CITY COUNCIL MEETING

MONDAY JANUARY 8TH, 2018 6PM

REGULAR COUNCIL MEETING MINUTES

LIBRARY REPORT – Kelly Hanks, Head Librarian

1. Report – no report submitted. Regas stated that Hanks had not been able to attend recent meetings. Councilor Kolb asked if it was known why the Library is now closed on Mondays. Regas stated it was most likely due to the budget reduction spoke of from Kitchigami Head Librarian. Councilor Kolb asked Regas to ask the question as that is the day the school is closed. Regas offered to reach out and ask. Nothing further.

ADMINISTRATOR'S REPORT – Christina Regas, City Administrator

1. Contract for Municipal Rental Code Inspections Services for 2018 – Township and Range, LLC – Moved by Mayor Patch and seconded by Councilor Molnar to approve the Contract with Andy Sharpe of Township and Range, LLC for the 2018 rental inspections. Mayor Patch asked if an answer was received regarding follow up inspections. Regas noted that Sharpe would charge the City 75% of the City fee. Regas further noted the City recommends charging \$50 for follow-up inspections. Councilor Sellon asked if a follow-up inspection was done in the past. Regas stated the City always did follow-up inspections when needed. Mayor Patch asked if the City would still be paying Sharpe the time and mileage to re-inspect. Regas stated yes, however, Sharpe stated in an email to the City he would stay local (Bemidji) to save costs. Councilor Kolb asked if the cost would be \$75 and not the earlier discussed cost of \$100/per unit. Regas confirmed. Regas further commented that Regas and Achen would send out letters to the landlords prior to the inspections informing them of the price increase. Councilor Kolb asked if the inspections are for rent-to-own single family homes. Regas stated yes unless the contract for deed is filed with Beltrami County. Shearer of the American asked if the inspections are done every year. Regas stated the inspections are done every two years. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
2. Resolution 2018-01 – Resolution adopting a schedule of fees & charges for various services, Licenses, & Permits for the City of Blackduck, MN – Moved by Councilor Kolb and seconded by Councilor Sellon to approve Resolution 2018-01. Councilor Kolb asked for confirmation on the follow-up inspection fee. Regas stated the fee the City will charge the landlords is \$50/per unit and Township and Range LLC will charge the City \$37.50/per unit. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
3. Resolution 2018-02 – Resolution of Annual Appointments & Designations for 2018 – Councilor Sellon noted due to scheduling conflicts he will not be able to sit on the Library Board as earlier discussed in December's work session. Moved by Councilor Kolb and seconded by Councilor Sellon to approve Resolution 2018-02 with changes to the Library Board to remain as an OPEN seat. Motion carried unanimously.
4. Resolution 2018-03 – Resolution Acknowledging a Donation from the Blackduck Fire Relief Association – Moved by Councilor Kolb and seconded by Councilor Sellon to approve Resolution 2018-03. Motion carried unanimously.
5. HRDC Letter to Mayors in Beltrami County Small Cities – Regas reported Tim Flathers is seeking Mayor Patch to sit on the Beltrami County Small Cities Board. Mayor Patch agreed to sit on the board. Regas stated she would reach out to Flathers and have him connect with Mayor Patch. Nothing further.
6. DDA Confirming Engagement Letter for 2018 – Regas submitted for review of Council an engagement letter from David Drowns and Associates. Nothing further.



BLACKDUCK CITY COUNCIL MEETING

MONDAY JANUARY 8TH, 2018 6PM

REGULAR COUNCIL MEETING MINUTES

7. Request January 22nd, 2018 Work Session
8. Reminder 2018 Newly Elected Official Conference January 26-27th, 2018 – *registration closes on Jan. 23rd, 2018*
9. Reminder February 5th, 2018 Council Meeting
10. City Hall closed in Observance of Martin Luther King Day – January 15th, 2018

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

1. City of Blackduck Employee Anniversaries – Regas shared employees' anniversaries with City Council.
 - Melissa Tindell** – 5 years (*January, 2014*)
 - Christina Regas** – 5 years (*February, 2014*)
2. Blackduck Development Corporation Meeting –January 10th, 2018 @ 11:00am
3. Blackduck Chamber Meeting – January 17th, 2018 Noon @ The Pond
4. Blackduck Planning Commission Meeting – January 17th, 2018 @ 2:00pm

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

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

Christina Regas, City Administrator

Rudy Patch, Mayor



Blackduck Development Corporation Meeting Minutes
January 10th, 2018 11:00am
Good Samaritan Society Community Room

Members Present: Dwight Kalvig, Christina Regas, Ryan Grow, and Mike Rice

Guests Present: none

- I. Called to Order** - Meeting was called to order at 11:05 AM
- II. Secretary's Minutes** – Moved by Kalvig and seconded by Regas to approve the minutes from the December 13th, 2017 meeting as written. Motion carried unanimously.
- III. Treasurer's Report** – Moved by Regas and seconded by Rice to approve the treasurer's report for December 2017. Motion carried unanimously.
- IV. Old Business**
 - a. Housing Projects** –
 1. Whelan Properties Westridge Apartments – Kalvig reported that there are 4-5 units rented to his knowledge. Kalvig further noted Whelan held several open house sessions last week but did not know how they went.
 2. Frenzel Construction & Single Family Housing – The homes are complete and listed with Blackduck Realty. Kalvig noted he believed Mary Thompson stated at one point the houses if they did not sell could be rented. Nothing further.
 3. Remaining BDC owned Wolden Property – Kalvig reported a purchase agreement has been sent to Jim Krabbenhoft but did not have an update. Nothing further.
 - b. Blackduck Area Childcare Coalition** – Regas reported that NWMNF received the DEED grant for \$90,000 and the Coalition would be meeting again on the 15th.
 - c. Promoting Blackduck** – Kalvig stated the article in the American and Pioneer recently summarized the recent growth in Blackduck. Kalvig asked if Dennis Doden was going to be at a meeting. Regas stated Cochems informed her that Doden was invited to come in March to discuss the possibility of have a full page ad in the paper and discuss what that will look like.
 - d. Sanford Clinic Expansion** – Kalvig summarized for the members only that Sanford has approached the BDC and the City to purchase Moon Drug and keep the Pharmacy open after Chan Moon retires. Kalvig stated the three options would be:
 - i. Buy out Moon Drug and remain in the location*
 - ii. Buy out Moon Drug and move to the existing clinic building*
 - iii. Buy out Moon Drug and move to a different location*

Kalvig further stated that at this time it is still unknown as to Sanford's intentions but the change would happen in 2018 at some point. Regas stated she spoke to Karla Eischens from Sanford and stated the plan would be to either take over the pharmacy prior to Chan Moon retiring or to staff Moon Drug until the move can be final. Eischens hopes to keep the Pharmacy in the existing building as it is more economic for Sanford. Regas further stated Eischens asked the BDC if Sanford paid for the expansion needed for the clinic building's lower level to house the Pharmacy if the BDC would pay for a parking lot. Kalvig suggested the BDC look into the costs for a parking lot that can accommodate the clinic. Regas reported Sanford originally wanted to keep the alley entrance for the Pharmacy but by City Zoning it would not accommodate the clinic building. Regas submitted a sketch for a potential location and size of the parking lot based on current zoning for the City. Grow asked what party would pay for the lot. Regas stated the BDC would be paying for it as Sanford has stated they would pay for the changes to the building. Regas offered to ask for a couple bids before the February meeting. *Further*



Blackduck Development Corporation Meeting Minutes
January 10th, 2018 11:00am
Good Samaritan Society Community Room

conversation of members discussed the location and size of the parking lot, possibly where Sanford would be expanding the building and sizes of the newly acquired lots. Nothing further at this time.

V. New Business –

- a. **2018 Membership** – Regas will be sending out letters and renewal applications later in the week.
- b. **Stittsworth Meats** – Kalvig stated he had heard Stittsworth Meats needed a different location for the meat processing. Regas commented how a DEED grant was awarded to Stittsworth and she understood the funding was to go to a new building and the meat processing program. Kalvig understood the meat processing was to be moveable. Grow mentioned he did not know of any alternative location needed for the meat processing. Nothing further.
- c. **Other Restaurant locations** – Kalvig asked members if anyone interested in the Duck In & Eat had thought about purchasing the old Countryside Restaurant. Regas couldn't comment but stated if future conversations come up she will mention it. Nothing further.

VI. Adjourn - Moved by Regas and second by Rice to adjourn the meeting at 11:50 AM.

Minutes taken and typed by: Christina Regas (secretary)



CITY OF BLACKDUCK

LIQUOR COMMITTEE MEETING MINUTES

TUESDAY JANUARY 9TH, 2018 3:00PM

CITY HALL BLACKDUCK, MN

The Liquor Committee for the Pond met at Blackduck City Hall on Tuesday January 9th, 2018 @ 3:00pm.

Committee members present: Christina Regas, Rudy Patch, Shawnda Lahr, Jason Kolb

Committee members absent: none

Others Present: Tim Humphrey and Bucky Larson of Nei Bottling Inc., and Dustin Patton of Coca-Cola Bottling of Bemidji

Topics discussed included the following:

OLD BUSINESS:

1. Off-Sale Liquor Store Opening Sundays – nothing discussed.
2. Beer Cooler Floor Quotes – nothing discussed.
3. Pepsi vs. Coke Vendor Contract Review – The Liquor Committee received two contract proposals for consideration for exclusive fountain drink rights to The Pond beginning in 2018. The Committee did not have enough time after the presentations to discuss both proposals. The Committee agreed to discuss the proposals at the next meeting.
 - a. Pepsi Contract proposal Nei Bottling by Bucky Larson and Tim Humphrey – Humphrey and Larson provided for the Committee review a proposal for exclusive contract rights to The Pond On-Sale fountain drinks.
 - b. Coke Contract proposal Coca-Cola bottling of Bemidji by Dustin Patton – Patton provided for the Committee review a proposal for exclusive contract rights to The Pond On-Sale fountain drinks.
4. Off-Sale Re-fixture – nothing discussed this month
 - a. Carsella Installs LLC bid for off-sale flooring –
5. Parking Lot Resurfacing – Review bids
 - a. WSN Estimate – WSN original estimate was \$131,274 if the City did much of the work and just went off the paving estimate and wearing course the net bid amount would be \$56,820. The City would still need to rent a skid steer which would be about \$2,500 extra.
 - b. Northern Paving – The bid from Northern paving came in at \$42,690 if the City did the prep work and removed all the bituminous (*just like the WSN estimate*). In this estimate from Northern Paving they would haul away the old bituminous. The City would still need to rent a skid steer (\$2,500) and pay for the gravel to be hauled in prior to paving.

Regas informed the Committee that the recommendation would be to pay for the paving out of the remaining net profit from the 2017 year (*estimated at \$30,000*). Councilor Kolb asked Lahr if there is more maintenance needed in or on the building that the funds should go back into the Pond instead of repaving the parking lot. Lahr stated that it was one item that has been brought up



CITY OF BLACKDUCK

LIQUOR COMMITTEE MEETING MINUTES

TUESDAY JANUARY 9TH, 2018 3:00PM

CITY HALL BLACKDUCK, MN

in the past that needs maintenance. Lahr stated that she does have concerns that if the parking lot is done in 2018 and something else breaks or need to be replaced that isn't budgeted for it could hurt the Pond for 2018. Mayor Patch confirmed that the 2017 net profit could pay for the parking lot. Regas confirmed. Mayor Patch confirmed the Pond would still transfer the budgeted \$60,000 to the General Fund. Regas confirmed. *(The committee and Klug continued to have conversation regarding the amount of money that had been transferred in the past years to the general fund and how that amount has reduced since the smoking ban started. Further conversation from Lahr stated that most of the revenue now made at the Pond comes from off-sale which is our smallest area at the location)* Regas voiced the concern of other aging equipment at the Pond that needs to be scheduled every year (ice machine, hot water heater, water softener, air conditioners, etc.). Regas suggested Lahr and Regas make a listing of items that need capital replacement for the next meeting to discuss the parking lot further.

NEW BUSINESS:

1. Winter Hours – nothing discussed.
2. POS System upgrades & Credit Card upgrades – Lahr stated she toured the Northome Muni to see there Restaurant Manager POS software to see if it is a better option for The Pond. Lahr will review what is needed and the cost prior to the next meeting.
3. Other – Councilor Kolb and Mayor Patch had questions for Lahr regarding some logistics at the Pond that Lahr answered. Nothing further.
4. Next Meeting date – The Committee agreed to meet again on February 6th, 2017 @ 3pm.

No further topics were discussed.

The committee adjourned the meeting at approximately 5:00pm.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY JANUARY 22ND, 2018 6:00PM

WORK SESSION MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in a scheduled work session at the City Hall at 6:02 p.m. on January 22nd, 2018.

Roll Call

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

Councilors Absent: none

Staff Present: City Administrator, Christina Regas and Public Works Supervisor, Bob Klug

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:

1. OLD BUSINESS –

a. Blackduck Road & Infrastructure Projects –

i. Updates – nothing discussed.

b. Capital Improvement Plan – Regas and Klug requested a Public Works Committee meeting to discuss the CIP on February 15th, 2018 @ 3:00pm. Regas stated the reason for the committee meeting would be to discuss the plan in detail prior to the February Council Work Session. Regas will send an electronic version of the plan prior to the committee meeting. Nothing further.

c. Vacant Committee Seats –

i. City of Blackduck Council Seat – nothing discussed at this time.

ii. Kitchigami Regional Library Board – nothing further at this time

d. Electric Vehicle Consumer Charging Station – Blackduck location –

i. Location – Regas reminded Council of the locations that were discussed with Beltrami Electric for the Electric Vehicle Charging Station at the December work session. Regas stated the suggested locations were the Wayside Rest Park, Water Tower property, downtown, and The Pond. Public Works Supervisor Bob Klug was present to answer questions of the Council on the locations. Klug stated that his recommendation would be to have the EVC at the Wayside Rest Park. Klug stated the reasons were for the ease of accessibility for both BEC and anyone that wants to use the charging station. Klug stated that installing it near a downtown street would not be an option due to the difficulty in getting power to the station. Klug stated for as many times as the charging station is going to be used the Wayside Rest Park is pretty centrally located. Klug stated that anyone can walk to anything within a block or two. Mayor Patch asked if in the future the Wayside Rest Park restrooms could be used year round. Klug stated the last few years the park has been plowed out in the winter for the public however the bathrooms are not insulated or heated and that is why they can't be open in the winter months. Councilor Kolb asked who will incur the cost of the energy. Regas commented it is a consumer pay station so whoever charges with it will need to pay for the energy. Klug stated that in the future the City could go after grants from the DNR to assist in making the bathrooms accessible year round. Councilor Sellon asked if the City wishes to not have the charging station at the Wayside Rest Park could the agreement be severed. Regas stated there is a clause in the agreement allowing termination. Regas recommended the Council accept the original recommendation and agree to have the charging station installed at



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY JANUARY 22ND, 2018 6:00PM

WORK SESSION MEETING MINUTES

Wayside Rest Park. Klug stated he believes that is the best location. The Council was in agreement.

- ii. **MOU** – Regas informed the Council the MOU would be on the February Agenda for approval. Nothing further.
- e. **City Sales & Use Tax Proposal** – Regas supplied for Council review a timeline for adopting a sales tax after the 2018 General Election. Regas stated the reason for the timeline was to explain the proper steps a City must take to have the tax signed into law. Council Sellon asked why it must be approved by the Legislature. Regas stated that is the law. Councilor Kolb asked if the City would be working to adopt a City .5% tax. Regas confirmed. Regas informed Council that based on 2015 sale and use tax reporting to the MN Department of Revenue if the .5% tax were to be adopted the City could receive up to \$30,000 annually. Councilor Sellon asked how the .5% sales tax works with businesses that order from Anderson Fabrics. Regas explained that the percent of sales tax charged to a customer is the percent based on that customer's zip code/location. Klug used the example based on ordering an item out of Bemidji and having it delivered to your home versus picking up the item in Bemidji the sales tax percent paid would be higher if picked up/purchased in Bemidji. Nothing further.

2. **NEW BUSINESS** – no new business was discussed.

3. **ADJOURN** – Council adjourned their work session at 6:26pm.

Christina Regas, City Administrator

Rudy Patch, Mayor

BLACKDUCK

FIRE

DEPARTMENT

AND

FIREMEN'S

RELIEF

ASSOCIATION

FIRE PROTECTION/RESCUE

218-835-4803 NON EMERGENCY
P.O. BOX 380 BLACKDUCK, MN

ORGANIZED IN 1901

TOWNSHIP ANNUAL MEETING BLACKDUCK CITY HALL WEDNESDAY JANUARY 23RD, 2018 6:00PM

MEETING MINUTES

The Blackduck Fire Department Assistant Chief Terry Frenzel held the Annual Meeting of Parties in City Hall on January 23rd, 2018 at 6:00pm.

The Annual Meeting was called to order at 6:00pm.

Roll Call was taken by City Administrator Christina Regas those present included: Assistant Fire Chief Terry Frenzel; City of Blackduck Administrator Christina Regas; Eldon Dietel of Summit Township; Ben Frenzel of Langor Township; Carl Nipp of O'Brien Township; Rudy Patch of the City of Blackduck; Robert Sandbo of Hagali Township; Bill Rabe of Hines Township; Scott Burns and Al Hentges of Birch Township.

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

1. OLD BUSINESS –

- a. **2017 ACTUAL EXPENDITURES** – Assistant Fire Chief Frenzel requested questions on the 2017 actual expenditures line items.
 - i. **Part time employees** – Sandbo of Hagali Township asked for clarification on the part time employees' budget line as to why it was overspent by \$9,000 and then still budgeted the same amount for 2018. Regas informed the towns that the State Retention Stipend is paid back to the Cities that qualified for the funds. Regas reported that 2017 was the third and last year the stipend was paid to the fire department and with the amount not guaranteed by the state it does not help to budget for it.
 - ii. **ARMER system** – Dietel of Summit Township asked for an update on the communications upgrades and if the fire department would be switching to ARMER in 2018. Frenzel stated the last grant request was denied, however, Blackduck and Bemidji and Alaska Fire Departments were trying a third time to FEMA for funds to upgrade the systems.
 - iii. **Capital Truck Fund Balance** – Regas noted the EOY 2017 Capital Replacement Cash balance was at \$163,885.84
- b. **2018 BUDGET** – Regas reported that the budget is the same as 2017. There shouldn't be too many questions regarding it.
 - i. **Building Maintenance** – Burns of Birch Township asked if the City will be completing any building maintenance in 2018. Regas stated Chief Larson would like to upgrade the propane heaters to a more energy efficient system and to upgrade the seals on the overhead doors. Burns stated his concerns for the budget line for building maintenance being overspent in 2017 and future repairs planned in 2018 but not budgeted higher. Regas noted the concern and will discuss it further with Larson when he returns to duty. Hentges of Birch Township asked if the lighting in the fire hall has been transferred over to all LED yet. Frenzel stated half of the hall had been completed. Hentges asked if there had been any fixtures turned into BEC for a lighting rebate. Frenzel was uncertain if it had been done but would consult Don Anderson.

BLACKDUCK

FIRE

DEPARTMENT

AND

FIREMEN'S

RELIEF

ASSOCIATION

FIRE PROTECTION/RESCUE

218-835-4803 NON EMERGENCY
P.O. BOX 380 BLACKDUCK, MN

ORGANIZED IN 1901

TOWNSHIP ANNUAL MEETING BLACKDUCK CITY HALL WEDNESDAY JANUARY 23RD, 2018 6:00PM

MEETING MINUTES

c. **2018 KOPP** – Regas asked if there were further questions regarding the formula. Frenzel asked if 2018 will be the last year the KOPP is reduced by chargeable calls. Regas confirmed and stated in 2019 the formula will be based solely on market value. Burns of Birch Township asked how column ‘difference less 25% H’ affects the formula. Regas reported that column shows this year’s chargeable calls percent changing the actual amount for each town/city.

i. **Example: Hines Township**

<i>Current annual charge with KOPP:</i>	<i>\$38,715.88</i>
<i>Subtract this year’s difference:</i>	<i>- \$14,714.68</i>
<i>This year’s difference less that year’s chargeable call amount:</i>	<i>+ \$3,678.67</i>
<i>Final Budget amount:</i>	<i>\$27,679.87</i>

d. **YTD 2017 FIRE DEPT. INCIDENT REPORT** – Frenzel took questions on the incident report from 2017. Hentges of Birch Township asked if the City is being reimbursed for grass runs. Frenzel stated the City would only be reimbursed if called to assist the DNR. Frenzel stated the grass fires were dispatched to the City. No further questions.

2. **NEW BUSINESS** – Hentges of Birch Township asked when the department goes out to a call when it is below 0 do the valves freeze and bust? Frenzel stated there is a pump heater in the engine compartment. Patch of Blackduck stated if the pumps are full of water in route to a call then the trucks will have problems. Frenzel stated it can be a problem. Patch further stated the department should make certain the pumps do not have water in them when responding to a call. Nothing further.

3. **OTHER BUSINESS** – Moved by Summit and seconded by Hines to recommend moving up to \$10,000 of the 2017 excess budget funds into reserves after the 2017 Financial Audit is complete and excess still remains. Hentges asked for confirmation on what the recommendation is for. Regas stated that if there is any remaining funds from the 2017 budget after the 2017 Financial Audit is complete the City may move remaining budgeted funds into reserves per the recommendation of the towns/cities. Hearing no further discussion Frenzel called for a vote on the motion. Motion passed unanimously.

Motion by Elden Dietel of Summit Township to adjourn the meeting at 6:25pm and seconded by Carl Nipp of O’Brien Township. Motion passed.

Meeting minutes submitted by Christina Regas City of Blackduck Administrator.

Kitchigami Regional Library
Board Meeting Minutes 16 November 2017
Kitchigami Headquarters Building, Pine River, MN

KRL Board present: Reed Olson, Neal Gaalswyk, Wayne Bohn, Annie McMurrin, Mary Koep, Ed G. Smith, Jim Hofer, George Deiss

KRL board absent: Nancy Erickson, Blackduck Representative, Longville Representative, Tony DeSanto, Paul Thiede, Park Rapids Representative

Those present non-voting: Christy Loven, Marian Ridge

Chair Gaalswyk called the meeting to order at 6:00 p.m. Additions to the agenda were: 6.5.1 City of Brainerd letter and 6.5.2 Sage Accounting Software. Motion by Jim Hofer, seconded by Wayne Bohn, to approve the agenda as amended.

Consent Agenda Motion by Reed Olson, seconded by George Deiss, to approve the Consent Agenda which included these items –

- September 2017 minutes
- October 2017 bills
- Arts and Cultural Heritage Fund update
- Director's Report

Motion approved.

Bills November 2017 Motion by Reed Olson, seconded by George Deiss, to approve the November 2017 bills checks #20287 to #20340 in the amount of \$125,187.18. Roll call vote: Motion carried unanimously.

Longville Representative Motion by Mary Koep, seconded by Neal Gaalswyk to have the Director send a letter to the City of Longville explaining why a representative to the KRLS board must live within the city limits of Longville and asking them to make an effort to find a representative. Discussion. Motion carried.

Service Agreements with Cities of Crosslake and Pequot Lakes Motion by Mary Koep, seconded by Jim Hofer, to approve the 2018 Service Agreements with the City of Crosslake and the City Pequot Lakes. Discussion. Motion carried.

NLLN Grant Application for e-audio books Motion by Mary Koep, seconded by George Weiss, to approve an application for a Northern Lights Library Network grant for purchasing more e-audio books. Discussion. Motion carried.

Reed Olson said he is the KRLS representative to the NLLN board. They meet every other two months.

Policy Committee Director Ridge explained the Policy Committee had met prior to this meeting and she said she will write up the committee's notes pros and cons on the Library Expansion Policy revisions and include a draft policy in the January 2018 board packet.

2018 Board Officers
Nomination Committee

Neal said he is willing to serve again in 2018 as Chair, he will ask Paul Thiede if he also is willing to serve again in 2018 as Vice-chair. Mary Koep said she would serve in 2018 again as Secretary and Jim Hofer agreed he is willing to do so again as Treasurer.
Marian will include this on the January 2018 agenda.

City of Brainerd Levy
Request Letter

Discussion of a letter from the Brainerd City Council requesting that the Brainerd Branch be allowed the ability to purchase all operating supplies for that library and to reduce their budget and levy by that amount. Motion by Wayne Bohn, seconded by Reed Olson, to deny this request. All yes votes, but Mary Koep voting Nay. Motion carried.

Sage Networking Software

Motion by Jim Hofer, seconded by George Deiss, to authorize the purchase for \$1265.00 of Sage Networking Software in order for both KRL bookkeepers to be able to use the KRLS accounting software at the same time. Discussion. Motion carried.

Closed Session: Director's Evaluation: Chair Gaalswyk said only 3 evaluations were returned to him; so, he suggested the Director's Review be done at the January 2018 board meeting. All agreed.

Adjournment at 7:15 p.m.

Minutes respectfully submitted by Christy Loven, Administrative Assistant.

Minutes signed by Board Secretary, Mary Koep _____

Date _____

February 5th, 2018

FUND	Wells Fargo BEGINNING BALANCE	Bill Report through 02/02/2018	Wells Fargo ENDING BALANCE	Deerwood First Preferred Savings	Deerwood Bill Report through 2/02/2018	Deerwood Ending Balance	Total Balance of all Accounts
GENERAL	\$178,862.62	\$13,028.05	\$165,834.57	\$79,986.95	\$0.00	\$79,986.95	
POLICE RESTRICTED CASH	\$29,215.21	\$0.00	\$29,215.21	\$0.00	\$0.00	\$0.00	
CEMETERY	\$1,113.56	\$0.00	\$1,113.56	\$1,365.31	\$0.00	\$1,365.31	
PERPETUAL CARE	\$6,865.64	\$0.00	\$6,865.64	\$53,168.01	\$0.00	\$53,168.01	
SEWER MAINTENANCE	(\$0.01)	\$0.00	(\$0.01)	\$58,266.73	\$0.00	\$58,266.73	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$8,554.90	\$0.00	\$8,554.90	
SCDP LOAN	(\$860.83)	\$0.00	(\$860.83)	\$264,651.75	\$1,615.67	\$263,036.08	
FIRE DEPT RESERVE(TruckFund)	\$0.00	\$0.00	\$0.00	\$163,964.53	\$0.00	\$163,964.53	
PINE TREE PARK	\$50,628.92	\$101.09	\$50,527.83	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.01	\$0.00	\$0.01	\$104,483.56	\$0.00	\$104,483.56	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$17,145.34	\$0.00	\$17,145.34	
Fire Dept Special Equip Fund	\$151,991.37	\$0.00	\$151,991.37	\$25,812.98	\$0.00	\$25,812.98	
2006 GO BOND	\$25,158.45	\$0.00	\$25,158.45	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond	\$33,423.41	\$0.00	\$33,423.41	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan	\$7,665.37	\$0.00	\$7,665.37	\$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	\$15,056.16	\$0.00	\$15,056.16	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Main	\$145,983.48	\$0.00	\$145,983.48	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING	\$68,093.68	\$235.00	\$67,858.68	\$0.00	\$0.00	\$0.00	
WATER FUND	\$200,973.41	\$3,715.90	\$197,257.51	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$105,023.33	\$11,778.31	\$93,245.02	(\$1,283.00)	\$0.00	(\$1,283.00)	
LIQUOR FUND	\$274,513.05	\$74,560.89	\$199,952.16	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$18,879.55	\$0.00	\$18,879.55	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$63,480.24)	\$2,024.89	(\$65,505.13)	\$0.00	\$0.00	\$0.00	
WATER PROJECT FUND	\$20,305.88	\$0.00	\$20,305.88	(\$1,389.00)	\$0.00	(\$1,389.00)	
SEWER PROJECT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$1,269,412.02	\$105,444.13	\$1,163,967.89	\$822,039.18	\$1,615.67	\$820,423.51	\$1,984,391.40

Transfer Recommended:

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

2018 Bond Payments: Principal: Interest: Fees: Total:

CITY OF BLACKDUCK

Monthly Bills

January 2018

Check Name	Amount		
Fund 101 GENERAL FUND		BANYON DATA SYTEMS	\$147.50
Marco Technologies LLC	\$176.69	BECK OIL COMPANY	\$205.18
ALL FLAGS LLC	\$135.58	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
AMERIPRIDE LINEN & APPAREL	\$53.49	BELTRAMI ELECTRIC COOP	\$1,184.18
ANDREW JESPERSEN	\$768.45	BOGART'S	\$64.00
BECK OIL COMPANY	\$929.65	Gopher State One Call	\$25.00
BELTRAMI COUNTY-AUDITOR/TREAS.	\$230.00	Hawkins, Inc	\$999.75
BELTRAMI ELECTRIC COOP	\$4,996.29	LEAGUE OF MINNESOTA CITIES	\$20.00
BLACKDUCK CO-OP	\$146.64	MN DNR Eco-Waters	\$140.00
BLACKDUCK DEVELOPMENT CORP	\$20.00	MN PUBLIC FACILITIES AUTHORITY	\$613.97
BLACKDUCK FAMILY FOODS	\$41.88	NORTHWOODS LUMBER CO	\$5.32
BOGART'S	\$430.61	Fund 601 WATER FUND	\$3,715.90
BUBLITZ ANGEL	\$31.61	Fund 602 SEWER FUND	
CDW	\$1,475.00	AMERICAN WATER WORKS ASSOC	\$101.00
LEAGUE OF MINNESOTA CITIES	\$220.00	BANK OF ZUMBROTA	\$10,327.50
LEE ANDERSON	\$58.25	BANYON DATA SYTEMS	\$147.50
LIEN, NATE	\$49.99	BECK OIL COMPANY	\$81.56
NORTHWEST SERVICE COOP	\$99.00	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
NORTHWOODS LUMBER CO	\$13.58	BELTRAMI ELECTRIC COOP	\$851.76
PAUL BUNYAN COMMUNICATIONS	\$402.49	Gopher State One Call	\$25.00
PERSONNEL CONCEPTS	\$7.93	PAUL BUNYAN COMMUNICATIONS	\$33.99
PIONEER	\$175.45	Fund 602 SEWER FUND	\$11,778.31
QUILL CORPORATION	\$39.86	Fund 609 MUNICIPAL LIQUOR FUND	
REEDSBURG HARDWARE COMPANY	\$514.18	AMERIPRIDE LINEN & APPAREL	\$409.02
REGAS, CHRISTINA	\$40.00	BELTRAMI COUNTY SOLID WASTE	\$569.02
ROGER'S TWO WAY RADIO	\$93.00	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
TIMBERLINE SPORT	\$378.43	BELTRAMI ELECTRIC COOP	\$2,692.69
TOWNSHIP AND RANGE, LLC	\$1,500.00	BEMIDJI COCA-COLA	\$303.10
Fund 101 GENERAL FUND	\$13,028.05	BERNATELLOS	\$416.50
Fund 207 SCDP REVOLVING LOAN FUND		Bernick Companies	\$7,137.67
BELTRAMI ELECTRIC COOP	\$107.36	BLACKDUCK FAMILY FOODS	\$2,263.51
BLACKDUCK CO-OP	\$841.31	Breakthru Beverage	\$1,646.90
DRAHOS KIESON & CHRISTOPHER	\$667.00	D & D BEVERAGE	\$54.00
Fund 207 SCDP REVOLVING LOAN F	\$1,615.67	DICK DISTRIBUTING	\$20,722.94
Fund 209 PINE TREE PARK FUND		GUARDIAN PEST CONTROL	\$40.53
BELTRAMI ELECTRIC COOP	\$101.09	HEGGIES PIZZA LLC	\$457.25
Fund 209 PINE TREE PARK FUND	\$101.09	HENRYS	\$2,807.37
Fund 376 TAX INCREMENT FINANCING		JIM DANDY SNACK FOOD CO.	\$94.60
EHLERS AND ASSOCIATES	\$235.00	JOHNSON BROTHERS LIQUOR CO.	\$9,506.56
Fund 376 TAX INCREMENT FINANCI	\$235.00	JUELSON PLUMBING & HEATING	\$301.85
Fund 601 WATER FUND		MIKINNON CO., INC	\$11,021.20
AMERICAN WATER WORKS ASSOC	\$101.00	MN UNEMPLOYMENT INSURANCE	\$3.07
		NEI BOTTLING INC	\$1,007.39

Check Name	Amount
NORTHWOODS ICE, INC	\$216.00
OLD DUTCH	\$318.32
PAUL BUNYAN COMMUNICATIONS	\$253.79
Phillips Wine and Spirits	\$8,554.62
QUILL CORPORATION	\$92.27
Southern Glazer's of MN	\$1,946.42
US FOODS	\$563.86
VINOCOPIA INC	\$574.28
WASTE MANAGEMENT OF WI-MN	\$249.07
WINE MERCHANTS	\$127.09
Fund 609 MUNICIPAL LIQUOR FUN	\$74,560.89
Fund 613 GOLF COURSE	
BELTRAMI COUNTY SOLID WASTE	\$53.35
BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
BELTRAMI ELECTRIC COOP	\$547.46
MN DNR Eco-Waters	\$268.28
MN UNEMPLOYMENT INSURANCE	\$810.00
NORTHWOODS LUMBER CO	\$83.37
PAUL BUNYAN COMMUNICATIONS	\$44.51
PERSONNEL CONCEPTS	\$7.92
Fund 613 GOLF COURSE	\$2,024.89
	\$107,059.80

Water Fund

Year to Date Income Statement thru 01/31/2018

Water Operating Revenue:		Budget:
Water Meter Sales	\$0.00	\$210,657.00
Health Dept Charges	\$14.27	\$1,500.00
Penalties and Interest	\$0.00	\$0.00
Water Sales	\$22,611.19	\$0.00
Water Connect/Reconnect Fee	\$132.16	\$500.00
Water Penalty	\$173.03	\$1,750.00
Miscellaneous Revenues	\$0.00	\$0.00
Interest Earnings	\$0.00	\$0.00
Reimbursements	\$0.00	\$0.00
Total Water Revenues	\$22,930.65	\$214,407.00

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$4,190.50	\$55,557.00	\$51,366.50
Full-Time Employees OT	\$53.90	\$500.00	\$446.10
Part-Time Employees	\$0.00	\$1,250.00	\$1,250.00
PERA	\$318.38	\$4,166.00	\$3,847.62
FICA	\$324.73	\$4,250.00	\$3,925.27
Employer Paid Health	\$622.02	\$11,585.00	\$10,962.98
Office Supplies (GENERAL)	\$0.00	\$200.00	\$200.00
Printed Forms	\$0.00	\$0.00	\$0.00
Electricity	\$1,184.18	\$11,000.00	\$9,815.82
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$20.00	\$500.00	\$480.00
Operating Supplies (GENERAL)	\$3.75	\$600.00	\$596.25
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$265.43	\$1,500.00	\$1,234.57
Lubricants and Additives	\$0.00	\$300.00	\$300.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$707.15	\$7,000.00	\$6,292.85
Fluoride	\$0.00	\$500.00	\$500.00
Repairs/Maint Supply	\$5.32	\$1,000.00	\$994.68
Equipment Parts	\$0.00	\$1,000.00	\$1,000.00
Building Repair Supply	\$0.00	\$300.00	\$300.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$0.00	\$500.00	\$500.00
Merchandise for Resale	\$0.00	\$750.00	\$750.00
Auditing and Acc't	\$0.00	\$3,000.00	\$3,000.00
Legal Fees	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$0.00	\$0.00	\$0.00
Engineering Fees	\$0.00	\$0.00	\$0.00
Professional Services	\$0.00	\$500.00	\$500.00
Other Professional Services	\$100.00	\$250.00	\$150.00
Telephone	\$0.00	\$500.00	\$500.00
Postage	\$38.50	\$750.00	\$711.50
Travel Expense	\$0.00	\$500.00	\$500.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$300.00	\$300.00
Property Insurance	\$0.00	\$1,600.00	\$1,600.00
Workers Compensation	\$0.00	\$2,100.00	\$2,100.00
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$1,800.00	\$1,800.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$292.60	\$10,000.00	\$9,707.40
Repairs/Maintenance Machinery	\$0.00	\$1,000.00	\$1,000.00
Dues and Subscriptions	\$1,951.00	\$2,100.00	\$149.00
Uncolletable Checks/Bad Debt	\$0.00	\$0.00	\$0.00
Cash Short	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Bank Service Charges	\$13.14	\$650.00	\$636.86
Total Water Expenditures	\$10,090.60	\$127,508.00	\$117,417.40

Other Water Expenditures:		Budget	Remaining
Transfer Fr Other Fund	\$0.00	\$0.00	\$0.00
PFA Debt Service Principal	\$0.00	\$6,089.00	\$6,089.00
PFA Debt Service Interest	\$613.97	\$2,290.45	\$1,676.48
Debt Service Bond Principal	\$45,000.00	\$45,000.00	\$0.00
Debt Service Bond Interest	\$9,600.00	\$18,918.75	\$9,318.75
Depreciation/Capital Outlay	\$0.00	\$15,000.00	\$15,000.00
Total	\$55,213.97	\$87,298.20	\$32,084.23

Net Tot	(\$42,373.92)	\$214,806.20	\$149,501.63
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Sewer

Year to Date Income Statement thru 01/31/2018

Sewer Operating Revenue:		Budget
Reimbursements (insurance proceeds)	\$0.00	\$0.00
Penalties and Interest	\$0.00	\$0.00
Interest Earnings	\$0.00	\$0.00
Sewer Sales	\$16,686.59	\$162,504.00
Farm Lease Agreement Revenue	\$0.00	\$3,160.00
Sewer Connect/Reconnect Fee	\$0.00	\$0.00
Swr Penalty	\$163.03	\$1,500.00
Charges for Service	\$0.00	\$0.00
Total Sewer Revenues	\$16,849.62	\$167,164.00

Sewer Operating Expenditures:		Budget	Remaining
Full-Time Employees Regular	\$4,469.77	\$58,835.00	\$54,365.23
Part-Time Employees	\$0.00	\$625.00	\$625.00
PERA	\$335.23	\$4,390.00	\$4,054.77
FICA	\$341.94	\$4,478.00	\$4,136.06
Employer Paid Health	\$648.74	\$12,086.00	\$11,437.26
Office Supplies (GENERAL)	\$0.00	\$200.00	\$200.00
Electricity	\$851.76	\$16,000.00	\$15,148.24
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating Supplies (GENERAL)	\$0.00	\$500.00	\$500.00
Motor Fuels	\$81.56	\$1,750.00	\$1,668.44
Lubricants and Additives	\$0.00	\$750.00	\$750.00
Repairs/Maint Supply	\$0.00	\$500.00	\$500.00
Equipment Parts	\$0.00	\$0.00	\$0.00
Tires	\$0.00	\$0.00	\$0.00
Merchandise Resale	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$0.00	\$600.00	\$600.00
Auditing and Acc't	\$0.00	\$3,000.00	\$3,000.00
Legal Fees	\$0.00	\$0.00	\$0.00
Chemicals and Chem Products	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$0.00	\$1,000.00	\$1,000.00
Other Professional Services	\$0.00	\$1,000.00	\$1,000.00
Telephone	\$33.99	\$500.00	\$466.01
Postage	\$120.10	\$500.00	\$379.90
Travel Expense	\$0.00	\$500.00	\$500.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$100.00	\$100.00
General Liability Insurance	\$0.00	\$2,300.00	\$2,300.00
Property Insurance	\$0.00	\$1,500.00	\$1,500.00
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$0.00	\$2,500.00	\$2,500.00
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$0.00	\$0.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$0.00	\$8,500.00	\$8,500.00
Repairs/Maintenance Machinery	\$0.00	\$500.00	\$500.00
Dues and Subscriptions	\$483.50	\$3,200.00	\$2,716.50
Debt Service Bond Interest	\$0.00	\$0.00	\$0.00
Fiscal Agent Fee	\$0.00	\$0.00	\$0.00
Other Miscellaneous	\$0.00	\$0.00	\$0.00
Total Sewer Expenditures	\$7,366.59	\$126,314.00	\$118,947.41

		Budget	Remaining
Debt Srv Principal 2014 Go Bond	\$3,000.00	\$3,000.00	\$0.00
2016 PFA Note Principal	\$8,970.50	\$9,000.00	\$29.50
2016 PFA Note Interest	\$1,357.00	\$3,849.75	\$2,492.75
Depreciation/Capital Outlay	\$0.00	\$25,000.00	\$25,000.00
Total	\$13,327.50	\$40,849.75	\$27,522.25

Net Total (\$3,844.47) \$167,163.75 \$146,469.66

Pine Tree Park
Year to Date Income Statement thru 1/31/2018

PTP Revenues	2018	2017
Reservation Fees	\$65.00	\$10.00
Grants	\$0.00	\$0.00
Camping Fees	\$190.00	\$46.00
Other Revenue	\$0.00	\$0.00
Contributions and Donations	\$0.00	\$0.00
Interest Earnings	\$0.00	\$0.00
Total PTP Revenues	\$255.00	\$56.00

PTP Expenditures	2018 YTD	2017 YTD
Full-Time Employees Regular	\$275.72	\$293.60
Part-Time Employees Regular	\$0.00	\$0.00
PERA	\$20.68	\$22.02
FICA	\$21.09	\$22.47
Employer Paid Health	\$37.54	\$36.36
Office Supplies	\$0.00	\$0.00
Electricity	\$101.09	\$86.20
Operating Supplies (GENERAL)	\$0.00	\$0.00
Cleaning Supplies	\$0.00	\$0.00
Motor Fuels	\$0.00	\$0.00
Repairs/Maint Supply	\$0.00	\$0.00
Equipment Parts	\$0.00	\$0.00
Other Professional Services	\$0.00	\$0.00
Postage	\$0.00	\$0.00
Advertising	\$0.00	\$0.00
Other Printing/Binding	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$0.00
Property Insurance	\$0.00	\$0.00
Workers Compensation Insurance	\$0.00	\$0.00
Garbage	\$0.00	\$0.00
Repairs/Maint Building	\$0.00	\$0.00
Repairs/Maintenance Structure	\$0.00	\$0.00
Improvements Other	\$0.00	\$0.00
Repairs/Maintenance Machinery	\$0.00	\$0.00
Portable Restrooms	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00
Transfer to General	\$0.00	\$0.00
Dues and Subscriptions	\$0.00	\$0.00
Total PTP Expenditures	\$456.12	\$460.65

Net Profit **(\$201.12)** **(\$404.65)**

Total

(\$201.12)

(\$404.65)

2018

Budget	Remaining
\$3,628.00	\$3,352.28
\$1,560.00	\$1,560.00
\$272.00	\$251.32
\$277.00	\$255.91
\$698.00	\$660.46
\$0.00	\$0.00
\$2,500.00	\$2,398.91
\$700.00	\$700.00
\$100.00	\$100.00
\$900.00	\$900.00
\$750.00	\$750.00
\$200.00	\$200.00
\$500.00	\$500.00
\$0.00	\$0.00
\$800.00	\$800.00
\$0.00	\$0.00
\$700.00	\$700.00
\$2,100.00	\$2,100.00
\$0.00	\$0.00
\$1,500.00	\$1,500.00
\$0.00	\$0.00
\$0.00	\$0.00
\$500.00	\$500.00
\$1,500.00	\$1,500.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$275.00	\$275.00
\$19,460.00	\$19,003.88

Blackduck Municipal Golf Course
Year-To-Date Income Statement 1/31/2018

	Sales	Cost of Goods	Gross Profit
Beer	\$0.00	\$0.00	\$0.00
Soft Drinks	\$0.00	\$0.00	\$0.00
Food	\$0.00	\$0.00	\$0.00
Golf Merchandise	\$0.00	\$0.00	\$0.00
Clothing	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

Charges for Services

Green Fees		\$0.00
Membership Fees		\$0.00
Trail Fees		\$0.00
Cart Storage		\$0.00
Rentals (Clubs, Carts)		\$0.00
Power Carts		\$0.00
Clubhouse Rental		\$125.00
Golf Tournament Revenue		\$0.00
Total Charges for Services		\$125.00

Total Income \$125.00

Less Operating Expense

Wages	\$0.00
PERA	\$0.00
FICA	\$0.00
Office Supplies	\$0.00
Heating Fuel	\$0.00
Electricity	\$547.46
Training & Instructions	\$0.00
Operating Supplies	\$7.92
Cleaning Supplies	\$0.00
Motor Fuels	\$0.00
Lubricants/Additives	\$0.00
Chemicals	\$0.00
Repair/Maint/Supplies	\$83.37
Equipment parts	\$0.00
Building Repair supply	\$0.00
Small Tools/Equipment	\$0.00
Tires	\$0.00
Auditing/Accounting	\$0.00
Medical Fees	\$0.00
Dram	\$0.00
Telephone	\$34.51

Cable Television	\$10.00
Other Equipment	\$0.00
Other Professional services	\$0.00
Postage	\$0.00
Advertising	\$0.00
Liability Insurance	\$0.00
Property Insurance	\$0.00
Work Comp	\$0.00
Unemployment	\$810.00
Insurance	\$0.00
Garbage Disposal	\$53.35
Repair/Maint Building	\$0.00
Repair/Main Structure	\$0.00
Repairs/Maint Machinery	\$0.00
Maintenance Course	\$0.00
Golf Cart Lease	\$0.00
Other Rentals	\$0.00
Leasehold Improvement	\$0.00
Dues and Subscriptions	\$478.28
Bank Service Charges	(\$10.05)
Debt Service Bond Principal	\$10,000.00
Interest	\$562.50
Equipment Bond Interest 2016	\$0.00
Equipment Bond Principal 2016	\$0.00

Total Expense	\$12,577.34
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OPERATING INCOME OR LOSS **(\$12,452.34)**

Other Expenses

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

Total Other Expenses	\$0.00
-----------------------------	---------------

Other Income

Transfer Fr Other Funds	\$0.00
Transfer Fr Liq Str	\$0.00
Interest Earned	\$0.00
Reimbursements	\$300.00
Other Revenues	\$0.00
Cash Over	\$0.00
Proceeds-Gen Obligation Equip	\$0.00

Total Other Income	\$300.00
---------------------------	-----------------

NET INCOME OR LOSS YEAR TO DATE **(\$12,152.34)**

Sales Comparison YTD	2017 thru November	2018
Green Fees	\$29,604.70	\$0.00

YTD Comparisons:	2017	2018
Operating Revenue	\$999.00	\$425.00
Operating Expense	\$8,012.46	\$12,577.34
	(\$7,013.46)	(\$12,152.34)

Gross Margin	Budget	Remaining
#DIV/0!	\$3,000.00	\$3,000.00
#DIV/0!	\$3,000.00	\$3,000.00
#DIV/0!	\$1,500.00	\$1,500.00
#DIV/0!	\$500.00	\$500.00
#DIV/0!	\$1,500.00	\$1,500.00
#DIV/0!	\$9,500.00	\$9,500.00

Budget	Remaining
\$48,650.00	\$48,650.00
\$2,550.00	\$2,550.00
\$3,725.00	\$3,725.00
\$0.00	\$0.00
\$0.00	\$0.00
\$6,000.00	\$5,452.54
\$0.00	\$0.00
\$1,000.00	\$992.08
\$100.00	\$100.00
\$3,000.00	\$3,000.00
\$250.00	\$250.00
\$4,500.00	\$4,500.00
\$300.00	\$216.63
\$300.00	\$300.00
\$150.00	\$150.00
\$500.00	\$500.00
\$150.00	\$150.00
\$1,500.00	\$1,500.00
\$500.00	\$500.00
\$750.00	\$750.00
\$650.00	\$615.49

\$450.00	\$440.00
\$0.00	\$0.00
\$0.00	\$0.00
\$100.00	\$100.00
\$400.00	\$400.00
\$2,000.00	\$2,000.00
\$3,550.00	\$3,550.00
\$700.00	\$700.00
\$5,500.00	\$4,690.00
\$0.00	\$0.00
\$1,200.00	\$1,146.65
\$1,000.00	\$1,000.00
\$0.00	\$0.00
\$4,000.00	\$4,000.00
\$4,000.00	\$4,000.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$1,300.00	\$821.72
\$1,500.00	\$1,510.05
\$10,000.00	\$0.00
\$1,062.50	\$500.00
\$4,365.83	\$4,365.83
\$0.00	\$0.00

\$115,703.33

\$103,125.99

Capital Outlay	\$0.00
Unemployment Paid	\$3.07
Cash Short	\$11.05
Misc. Expense	\$0.00
Total Other Expenses	\$14.12

Other Income

Reimbursements (NSF)	\$71.98
Rent Income	\$382.05
Vending Income	\$1,025.65
Other Misc	\$177.00
Cash Over	\$20.18
Total Other Income	\$1,676.86

Gross Profit Before Transfers **\$3,384.94**

Transfer to General Fund \$0.00

Net Profit After Inventory Exp & Transfers **\$3,384.94**

Inventory at 1/1/2018 after inventory total	\$97,528.80
Inventory at 01/31/2018	\$103,682.11
Difference	\$6,153.31

Sales Comparison Year to Date Ending 01/31/2018

	2016	2017	2018	% of Increase from 2017-2018
Off-Sale Liquor	\$20,901.60	\$18,677.69	\$23,520.73	25.93%
Off-Sale Beer	\$37,498.33	\$34,827.21	\$38,718.54	11.17%
Off-Sale Wine	\$2,553.98	\$2,646.45	\$2,708.65	2.35%
Total Off-Sale	\$60,953.91	\$56,151.35	\$64,947.92	15.67%
On-Sale Liquor	\$9,527.91	\$7,223.60	\$8,337.96	15.43%
On-Sale Beer	\$10,617.73	\$10,383.75	\$11,247.55	8.32%
On-Sale Wine	\$44.60	\$38.23	\$85.32	123.18%
Total On-Sale	\$20,190.24	\$17,645.58	\$19,670.83	11.48%
Total On and Off Sale	\$81,144.15	\$73,796.93	\$84,618.75	14.66%

Month End Remittance Report for January 2018

STATE OF MINNESOTA

Check Number: 888888 Printed: 2/1/2018 Account: Wells Fargo Bank Bemidji Checking (Swept)

Beltrami County

County Revenue

Line	GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
1a	Law Library-Civil	M.S. 134A.10 S1		000019597500 1	660.00
1b	Law Library - Criminal	M.S. 134A.10 S3		000019597500 1	2,566.95
2	Sheriff's Contingency Fund	M.S 387.213		000019597500 1	552.50
9	Prosecution Costs	M.S. 631.48; 609.49		000019597500 1	1,645.00
10	DWI Assessment/County	M.S. 169A.285		000019597500 1	1,065.57
County Revenue Total					\$6,490.02

Municipalities

GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
DWI Assessment/Bemidji			000019294100 1	195.56
Bemidji 100%			000019294100 1	815.24
Bemidji 2/3			000019294100 1	5,296.93
Bemidji 1st Late Penalty			000019294100 1	99.12
Bemidji 2nd Late Penalty			000019294100 1	354.11
Sub-Total				\$6,760.96

Municipalities Total

\$6,760.96

County Specific

Line	GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
1	Beltrami County DARE Advisory Board			000019294100 1	342.00
3	Bemidji Prosecution Costs			000019294100 1	775.00
4	Drug Task Force			000019597500 1	10.00
6	Northwood Coalition Battered Women's Shelter			000020502400 1	873.03
58	Beltrami County Victim Services			000019597500 1	42.00
County Specific Total					\$2,042.03

MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name Blackduck Fire Relief Site Name MUNICIPAL LIQUOR STORE	License Number 01944 Site Number 001 Bar op
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(Use one worksheet for each site. If lease changes, use new worksheet.)

<p>Booth Operation Rent</p> <p>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</p> <p>Bar Operation Rent</p> <p>2 List the % to be paid for paper pull-tabs, tipboards, and paddletickets conducted by the lessor or lessor's employees</p> <p>3 List the % to be paid for electronic pull-tabs and electronic linked bingo conduct by the lessor or lessor's employees</p>	<p>1 <u> </u> 0.00 %</p> <p>2 <u> </u> 20.00 %</p> <p>3 <u> </u> 15.00 %</p>
---	---

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent	Bar Operation	
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Col's B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from electronic pull-tabs and electronic linked bingo by the amount in Box 3.	Add Columns D and E	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. In month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.	
1 / 2017	0.00	0.00	2229.00	445.80	445.80	0.00	0.00	445.80	0.00	445.80
2 / 2017	0.00	0.00	2960.00	592.00	592.00	690.50	103.58	695.58	77.00	618.58
3 / 2017	0.00	0.00	1846.00	369.20	369.20	683.60	102.54	471.74	4.00	467.74
4 / 2017	0.00	0.00	2080.00	416.00	416.00	194.50	29.17	445.18	22.00	423.18
5 / 2017	0.00	0.00	2634.00	526.80	526.80	372.15	55.82	582.62	3.00	579.62
6 / 2017	0.00	0.00	2857.00	571.40	571.40	1718.55	257.78	829.18	0.00	829.18
7 / 2017	0.00	0.00	3044.00	608.80	608.80	1001.95	150.29	759.09	16.00	743.09
8 / 2017	0.00	0.00	2284.00	456.80	456.80	1076.25	161.44	618.24	18.00	600.24
9 / 2017	0.00	0.00	2592.00	518.40	518.40	714.90	107.23	625.63	5.00	620.63
10 / 2017	0.00	0.00	2119.00	423.80	423.80	0.00	0.00	423.80	72.00	351.80
11 / 2017	0.00	0.00	4432.00	886.40	886.40	131.85	19.78	906.18	0.00	906.18
12 / 2017	0.00	0.00	1871.00	374.20	374.20	425.65	63.85	438.05	56.00	382.05

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

Revolving Loan Funds used for Foreclosure

Date:	Attorney:	Utility:	Amount	Other:
	\$585.00	Beltrami Electric Coop Dec. 2017	\$94.20	Bonded Lock & alarm
	\$1,588.50	Blackduck Co-op	\$782.95	Northwoods Lumber
	\$195.00	City of Blackduck(utilities)	\$167.42	Beltrami County Audit
	\$175.50	Beltrami Electric Coop Jan.2018	\$107.36	A&E Produce
	\$117.00	Blackduck Co-op 01/06/2018	\$841.31	
	\$175.50			
12/2/2017	\$1,531.50			
1/11/2018	\$667.00			

Totals:	\$5,035.00		\$1,993.24	
		Totals for all categories:		\$15,372.55
		Total of RLF outstanding balance:		\$17,163.80
		Total through 2/1/18:		\$32,536.35

Amount

	\$243.87
	\$1.99
or	\$7,098.45
	\$1,000.00

\$8,344.31

Requesting Final Council Approval for the Following

Requesting Final Approval of New Part Time Hires:

Name:	Position:	Date of Hire:	Wage:
Nate Jablonski	Part time Bartender / Off-Sale clerk (re-hire)	1/23/2018	\$10.00

Selection Process

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

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

ROI1	Tax Type	Total	2017	2016	2015	2014	2013	2012	All Prior
	GRAND TOTAL	5,441.28	3,774.89	925.48	327.76	345.04	28.09	.00	40.02
	AMOUNT OF CHECK	5,441.28							
R/P	NET TC TAX	3,431.29	2,564.38	524.06	166.72	169.81	.00	.00	6.32
	001 REV 101	1.53	.00	.00	.00	.00	.00	.00	1.53
	033 98 SMR	665.15	439.76	136.89	43.88	44.13	.00	.00	.49
	039 06 IMP	665.39	321.77	228.88	61.56	53.18	.00	.00	.00
	042 09 REF	4.40	.00	.00	2.21	2.19	.00	.00	.00
	045 IND LN	169.13	128.95	35.65	4.53	.00	.00	.00	.00
	047 14 BND	4,936.89	3,454.86	925.48	278.90	269.31	.00	.00	8.34
	TOTAL NET TC TAX	3,431.29	2,564.38	524.06	166.72	169.81	.00	.00	6.32
	001 REV	1.53	.00	.00	.00	.00	.00	.00	1.53
	033 98 SMR	665.15	439.76	136.89	43.88	44.13	.00	.00	.49
	039 06 IMP	665.39	321.77	228.88	61.56	53.18	.00	.00	.00
	042 09 REF	4.40	.00	.00	2.21	2.19	.00	.00	.00
	045 IND LN	169.13	128.95	35.65	4.53	.00	.00	.00	.00
	047 14 BND	4,936.89	3,454.86	925.48	278.90	269.31	.00	.00	8.34
	TOTAL R/P	249.26	237.56	.00	.00	.00	.00	.00	11.70
M	NET TC TAX	170.64	.00	.00	.00	.00	.00	.00	1.30
	001 REV 101	1.30	.00	.00	.00	.00	.00	.00	1.30
	025 89 SMR	43	.00	.00	.00	.00	.00	.00	.43
	033 98 SMR	29	.00	.00	.00	.00	.00	.00	.29
	034 99 GO	40.74	.00	.00	.00	.00	.00	.00	.00
	039 06 IMP	29.79	.00	.00	.00	.00	.00	.00	.00
	042 09 REF	11.94	.00	.00	.00	.00	.00	.00	.00
	047 14 BND	333.75	320.03	.00	.00	.00	.00	.00	13.72
	TOTAL NET TC TAX	249.26	237.56	.00	.00	.00	.00	.00	11.70
	001 REV	1.30	.00	.00	.00	.00	.00	.00	1.30
	025 89 SMR	43	.00	.00	.00	.00	.00	.00	.43
	033 98 SMR	29	.00	.00	.00	.00	.00	.00	.29
	034 99 GO	40.74	.00	.00	.00	.00	.00	.00	.00
	039 06 IMP	29.79	.00	.00	.00	.00	.00	.00	.00
	042 09 REF	11.94	.00	.00	.00	.00	.00	.00	.00
	047 14 BND	333.75	320.03	.00	.00	.00	.00	.00	13.72
	TOTAL M	170.64	.00	.00	.00	.00	.00	.00	1.30
	999 SUM	170.64	.00	.00	.00	.00	.00	.00	17.96
	TOTAL OTHER	170.64	.00	.00	.00	.00	.00	.00	17.96
	TOTAL TAX	3,680.55	2,801.94	524.06	166.72	169.81	.00	.00	18.02
	001 REV	1.30	.00	.00	.00	.00	.00	.00	1.30
	025 89 SMR	1.96	.00	.00	.00	.00	.00	.00	1.96
	033 98 SMR	.29	.00	.00	.00	.00	.00	.00	.29
	034 99 GO	705.89	480.50	136.89	43.88	44.13	.00	.00	.49
	039 06 IMP	695.18	351.56	228.88	61.56	53.18	.00	.00	.00
	042 09 REF	4.40	.00	.00	2.21	2.19	.00	.00	.00
	045 IND LN	181.07	140.89	35.65	4.53	.00	.00	.00	.00
	047 14 BND	170.64	.00	.00	48.86	75.73	.00	.00	17.96
	999 SUM	5,441.28	3,774.89	925.48	327.76	345.04	28.09	.00	40.02
	TOTAL TAX	5,441.28	3,774.89	925.48	327.76	345.04	28.09	.00	40.02



MEMORANDUM OF UNDERSTANDING
CITY OF BLACKDUCK (CITY) &
BELTRAMI ELECTRIC COOPERATIVE (BEC)
FEBRUARY 5TH, 2018

- 1. Purpose and Scope:** The purpose of this MOU is to describe how the parties intend to cooperate with each other in an effort to extend the range accessible to plug-in electric vehicles (PEVs) in Northern Minnesota by providing a Level 2 Electric Vehicle (EV) charging station at the Wayside Rest Park in Blackduck, Minnesota.
- 2. Term of MOU:** This MOU will be effective on February 5th, 2018 or when all appropriate signatures have been obtained by City and BEC, whichever is later. This agreement remains in effect until terminated under the terms of this MOU.
- 3. Responsibilities of BEC:**

BEC will accept the following responsibilities under this MOU.

 - 3.1.** BEC will furnish and install one charging station at the Wayside Rest Park in Blackduck, MN. The charging station installation will comply with the ADA and other accessibility guidelines and other codes. The charging station installation will include, but is not limited to, the following components:
 - 3.1.1.** One Level 2 EV charging station ("EV charging station"), which must accommodate charging one vehicle in an adjacent parking stall;
 - 3.1.2.** Electrical service to the EV charging station with an electric meter;
 - 3.1.3.** Two PVC sleeved, metal pipe, concrete filled bollards (earth tone in color) at the EV charging station, which will be positioned to protect the EV charging station from vehicular and snow plow damage. BEC shall have one calendar year from the date of the EV charging station installation to comply with this provision;
 - 3.1.4.** For each parking stall designated for use by electric vehicles, one EV parking sign, which should read, "Charging Station - Electric Vehicle Parking Only While Charging" or as otherwise approved by all parties; and
 - 3.1.5.** At BEC's discretion, interpretive signage related to EV charging stations, with City's approval of the design and placement of the interpretive signage.
 - 3.2.** Prepare and submit necessary permit applications from the City, as applicable.
 - 3.3.** Maintain the charging station in good working condition and promptly repair the charging station throughout the term of this MOU.
 - 3.4.** Electrical use shall be paid by consumers using the EV charging station at rates established by BEC.
- 4. Responsibilities of City:**

City will accept the following responsibilities under this MOU:

 - 4.1.** Make available without charge, and maintain access to, one parking stall designated for use by PEVs at the Wayside Rest Park, Blackduck, MN. All parties must agree on parking stall location.
 - 4.2.** Process according to standard procedures any permits necessary for the installation of the EV charging stations on land under the custodial control of the City.
 - 4.3.** Provide easement allowing the construction and maintenance of electrical facilities by BEC.



MEMORANDUM OF UNDERSTANDING
CITY OF BLACKDUCK (CITY) &
BELTRAMI ELECTRIC COOPERATIVE (BEC)
FEBRUARY 5TH, 2018

5. Responsibilities of All Parties:

- 5.1. The parties will review annually the usage, serviceability, technology advances and other factors related to the EV charging stations. The parties may renegotiate the terms of this agreement at the annual review.
- 5.2. The parties will maintain adequate insurance coverage on the EV charging station and the surrounding land. The parties agree to provide proof of insurance upon request.

6. Termination

- 6.1. Any party may terminate this agreement with or without cause at any time.
 - 6.1.1. If the City terminates this MOU before the EV charging Stations have reached their expected service life of 10 years, the City will accept responsibility to remove the complete charging station installation.
 - 6.1.2. If the City determines during the first 10 years that maintenance of the charging station installations has been inadequate or repairs tardy, they may provide written notice to BEC of the deficiency and provide BEC 30 calendar days to remedy conditions. If the deficiency is not cured to the satisfaction of the City, BEC will accept responsibility to remove the complete charging station installation, if removal is requested in writing by the City.
 - 6.1.3. BEC will accept responsibility to remove the complete charging station installations where:
 - 6.1.3.1. All Parties, at any time, determine the EV charging station is obsolete.
 - 6.1.3.2. The age of the EV charging station has exceeded its expected service life of 10 years, and the City or BEC has requested removal.

7. Contractual Obligations

This Memorandum of Understanding is not a legally binding agreement and creates no legally binding obligations for any party. Either party may, upon written notice, amend, or discontinue its role outlined in the MOU. Because of this mutual desire to proceed, each party fully intends to make a good faith effort to achieve the goals described above including working together to find mutually beneficial solutions when problems arise.

8. Government Data

The parties acknowledge that this MOU, as well as any data created, collected, stored, or received under the terms of this MOU, are "Government Data" within the meaning of the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13), and that they must comply with the provisions of the Act as it relates to such data.



MEMORANDUM OF UNDERSTANDING
CITY OF BLACKDUCK (CITY) &
BELTRAMI ELECTRIC COOPERATIVE (BEC)
FEBRUARY 5TH, 2018

I concur with this Memorandum of Understanding

City of Blackduck

Beltrami Electric Cooperative

By _____

By _____

Title _____

Title _____

Date _____

Date _____



**MEMORANDUM OF UNDERSTANDING
CITY OF BLACKDUCK (CITY) &
BELTRAMI ELECTRIC COOPERATIVE (BEC)
FEBRUARY 5TH, 2018**

Appendix A - Project Location

The City of Blackduck, Wayside Rest Park, Blackduck, MN; 1 Level 2 EV Charging Unit

(SEE ATTACHED)

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

THIS AGREEMENT is made and entered into by and between the **CITY OF BLACKDUCK** and the County of Beltrami this 13th day of January, 2018.

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

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

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

1. That the **CITY OF BLACKDUCK** which lies within the County of Beltrami and constitutes a separate assessment district shall have its property assessed by the County Assessing Officer of Beltrami County, State of Minnesota, beginning with the assessment January 2, 2018 providing this agreement is approved by the Commissioner of Revenue of the State of Minnesota.
2. It is further agreed that the office of the local assessor of the **CITY OF BLACKDUCK** shall be transferred to Beltrami County for the duration of this agreement, which shall be until December of 2018.
3. In consideration of said services the **CITY OF BLACKDUCK** hereby agrees to pay the County of Beltrami the sum of **\$4,122**. The payment shall be made to the County Treasurer on or before **September 1, 2018**.

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

In presence of

For City, Village of Township
Signed:

For County
Signed: _____



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

January 11, 2018

To Whom It May Concern-

This letter is to inform you there is a Board of Review Meeting scheduled for **Hines, Blackduck & Funkley Townships Thursday, April 19th at 9:00am.** Please make sure **The Blackduck City Hall** is open for the meeting.

Thank You,

Danielle Johnson

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



MILLER McDONALD, INC.

Certified Public Accountants

513 Beltrami Avenue NW

P.O. Box 486

Bemidji, MN 56619

(218) 751-6300

Fax (218) 751-0782

www.millermcdonald.com

January 16, 2018

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

We are pleased to confirm our understanding of the services we are to provide City of Blackduck, Minnesota for the year ended December 31, 2017. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of City of Blackduck, Minnesota as of and for the year ended December 31, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Blackduck, Minnesota's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Blackduck, Minnesota's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

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

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

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

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

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

- 1) Official Directory

Audit Objectives

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

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

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

Audit Procedures—General

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

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

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

Audit Procedures—Internal Control

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

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

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

Audit Procedures—Compliance

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

Other Services

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

Management Responsibilities

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

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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

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

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

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

You agree to assume all management responsibilities relating to the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

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

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

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

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

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

We expect to begin our audit on approximately February 12, 2018 and to issue our reports no later than June 30, 2018. Jon Roscoe is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$17,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have

been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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

Very truly yours,

Miller McDonald, Inc.

Miller McDonald, Inc.

RESPONSE:

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

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



CITY OF BLACKDUCK RESOLUTION NO: 2018-04

RESOLUTION APPROVING NATIONWIDE RETIREMENT SOLUTIONS DEFERRED COMPENSATION PROGRAM

WHEREAS, The City of Blackduck has considered the establishment of a Deferred Compensation Plan to be made available to all City employees, elected officials, and independent contractors pursuant to Federal legislation permitting such Plans; and

WHEREAS, certain substantial tax benefits could accrue to employees, elected officials, and independent contractors participating in said Deferred Compensation Plans; and

WHEREAS, such benefits will act as incentives to City employees to voluntarily set aside and invest portions of the current income to meet their future financial requirements and supplement their City retirement and Social Security (if applicable), at no cost to the City;

WHEREAS, Nationwide Retirement Solutions has established a master prototype deferred compensation program for cities and political subdivisions permitting its member cities and their employees to enjoy the advantages of this program;

WHEREAS, Nationwide Retirement Solutions, as Plan Administrator, agrees to hold harmless and indemnify the City of Blackduck, its appointed and elected officers and participating employees from any loss resulting from Nationwide Retirement Solutions or its Agents failure to perform its duties and services pursuant to the Nationwide Retirement Solutions' Program;

BE IT FURTHER RESOLVED THAT, the City Council of the City of Blackduck does hereby adopts the Nationwide Retirement Solutions Deferred Compensation Program and its attendant investment options and hereby establishes the City of Blackduck Deferred Compensation Plan for the voluntary participation of all eligible City employees, elected officials and independent contractors.

Adopted this 5th day of February, 2018 by the City Council of the City of Blackduck

ATTEST:

Rudy Patch, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2018-04

In the Matter of ESTABLISHING A DEFERRED COMPENSATION PLAN for the City of Blackduck, Minnesota. I, Christina Regas, City Administrator of the City of Blackduck, State of Minnesota, do hereby certify that the following Resolution, proposed by Council Member _____, seconded by Council Member _____, was duly passed and adopted by the Council of the City of Blackduck, at a regular meeting thereof assembled this 5th day of February 2018, by the following vote, to wit:

Council Members

AYES:

NAYES:

ABSENT:

ATTEST:

Christina Regas, City Administrator

January 24, 2018

David Bergman
Regional Manager
Explore Minnesota
1311 North Duluth
Thief River Falls, MN 56701

Greetings,

I am contacting you to inform you of a project the Department of Natural Resources is planning for a unique touring trail route called the “Border to Border” trail. It’s like a back country scenic byway for highway licensed vehicles with connections to communities, food, gas, lodging, museums, etc.

It is still in very early planning. The target area is the northern third of Minnesota from the shores of Lake Superior to the North Dakota border.

People are already driving and enjoying back road touring in MN – this project will provide oversight and management of a currently unmanaged activity with wayfinding and directional signage.

The touring route would be put on the ground using Minnesota’s Grant-In-Aid program and other agreements or permits with local road authorities. Being part of the touring route will not supplant or replace any existing uses.

The Department would provide funding to cover signage and may fund other activities related to being part of the touring trail on a case by case basis.

Informational meetings are planned across the state. You will find a list of the meeting dates, location and times enclosed. I encourage you to attend a meeting close to you.

Your location has been identified as having outstanding touring potential to be part of Minnesota’s first backroad trail route. Please take a look at the draft route maps enclosed. I want to know from you:

- What did we miss? or
- What did we not think of connecting to? or
- Is there a better road to use?

Please contact us with your comments or questions at (651) 259-5644 and/or provide comments online at

http://www.dnr.state.mn.us/input/mgmtplans/ohv/plans/border_to_border_trail.html

Sincerely,

Mary Straka
Project Lead
Minnesota Department of Natural Resources

Division of Parks & Trails
1601 Minnesota Drive
Brainerd, MN 56401
(651) 259-5644
mary.straka@state.mn.us

Ron Potter
NMS Project Manager
National Off-Highway Vehicle Conservation
Council (NOHVCC)

NOHVCC Management Solutions
4004 Swanson Shores Road
Ely, MN 55731
(218) 235-0382
ron@nohvcc.org

Tim Williamson
Northwest Region Acquisition and Development Specialist
Minnesota Department of Natural Resources
Division of Parks & Trails
3296 State Park Road NE
Bemidji, MN 56601
(218) 308-2369
timothy.williamson@state.mn.us

Week 1:

Feb 19 – Monday

Claire Nelson Center
218-353-0300
Meeting 6 – 8pm
6866 Cramer Rd
Finland, MN 55603

Feb 20 - Tuesday

Cook County Schools
Meeting 6 – 8pm
101 W 5th St
Grand Marais, MN 55604

Feb 21, 2018- Wednesday

Mountain Iron Community Center
Wacootah Room
218-748-7570
8586 Enterprise Drive South
Mountain Iron MN 55768

Week 2:

Feb 26, 2018 - Monday

Squaw Lake Community Center
218-659-4256
Meeting 6 – 8pm
52201 MN-46
Squaw Lake, MN 56681

February 27, 2018 – Tuesday

Black Duck School
218-835-5202
Meeting 6 – 8pm
Location: Library
156 1st St NW
Blackduck, MN 56630
Directions: Use door #3. Go straight down hall. First door on left past gym.

February 28, 2018 – Wednesday

Clearbrook Gonvick School
218-776-3112
Meeting 6 – 8pm
Location: Library
16770 Clearwater Lake Rd,
Clearbrook, MN 56634

Week 3:

March 5, 2018 - Monday

Newfolden City Office
218-874-7135
Meeting 6 – 8pm
145 E 1st St,
Newfolden, MN 5673

March 6, 2018 – Tuesday

Hallock City Hall
218-843-2737
Meeting 6 – 8pm
163 3rd St SE,
Hallock, MN 56728

March 7 – Wednesday

Red Lake Falls
Lafayette High School
218-253-2139
Meeting 6 – 8pm
Location: Cafeteria
404 Champagne Ave.
Red Lake Falls, MN 56750

DNR Border to Border Touring Trail Planning

The Border to Border (B2B) trail

- The touring route is like a back country scenic byway that seeks to minimize asphalt by travel on low volume natural surface and gravel roads.
- The use of the word Trail for the B2B is similar to the way the word “Trail” is used for the Gunflint Trail or the Glacial Ridge Trail - it is describing a corridor or travel route.
- Other states have had touring routes similar to rustic roads, gravel roads and back country byways for many years like Wisconsin, Utah, Montana, Wyoming, California, Michigan, Alaska and many more.
- It is for highway licensed vehicles that are high clearance all-wheel drive or four-wheel drive
- Will provide a slow meandering, signed, mapped touring route
- Target area is the northern third of Minnesota from the shores of Lake Superior to the North Dakota border.
- Will minimize asphalt, connect to communities, food, gas, lodging, museums, etc.
- It is still in very early planning – full route has not been identified at this time.
- Social media sharing is currently occurring for this back road touring activity in MN – this project will provide oversight and management of a currently unmanaged activity

Why is the Department working on this?

Department of Natural Resources (DNR) was legislatively directed in 2015 to work in conjunction with Minnesota Four-Wheel Drive Association (MN4WDA) to address off-road vehicle touring routes and other issues related to off-road vehicle activities.

Who is working on the touring trail?

DNR contracted with the National Off-highway Vehicle Conservation Council (NOHVCC). DNR is working with them on this project in conjunction with MN4WDA to plan and implement a “Border to Border Touring Trail” and a proposed north-south route from MN4WDA.

For more information about Border to Border trail planning, contact:

Mary Straka

Division of Parks and Trails

651-259-5644

Mary.Straka@state.mn.us

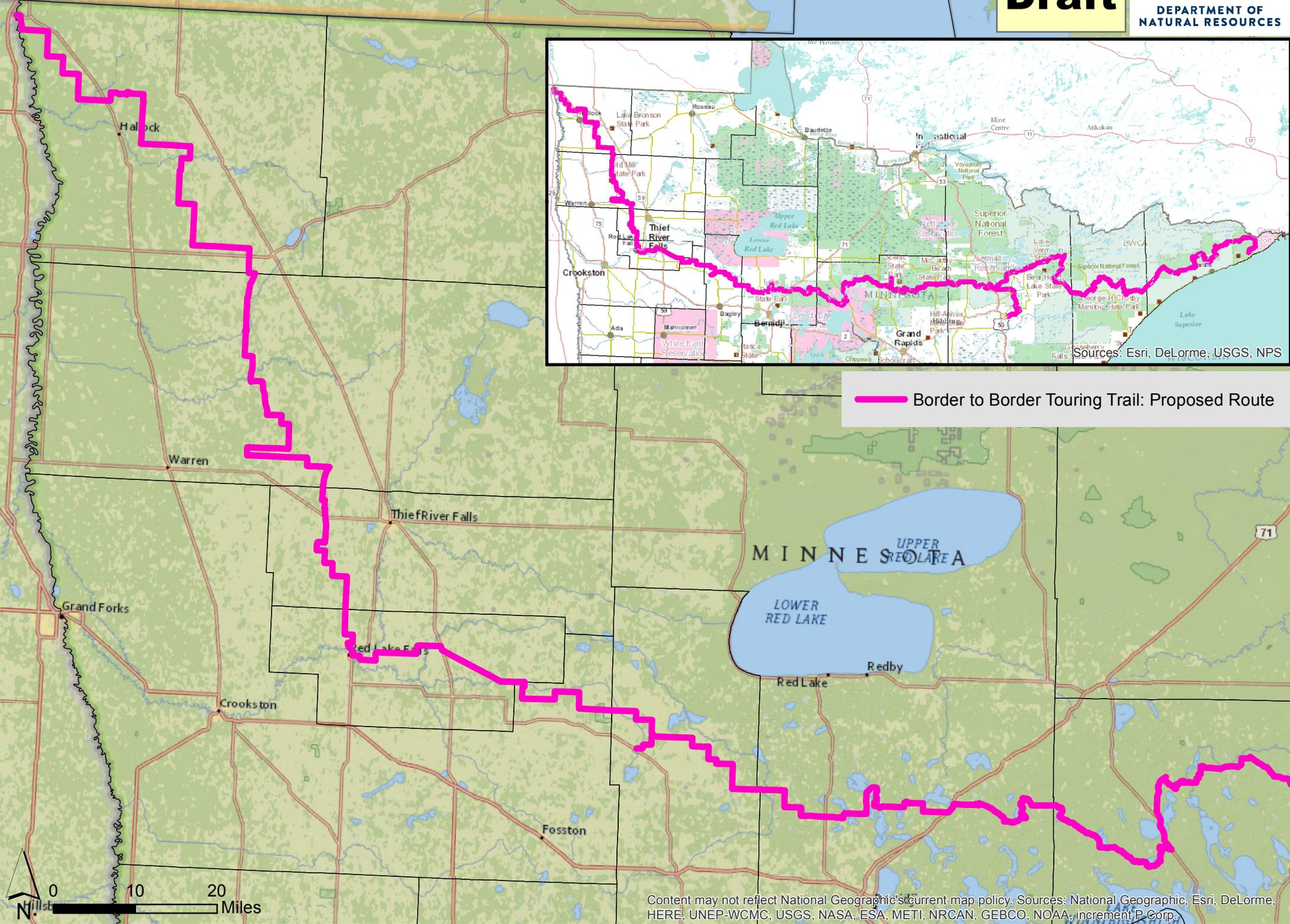
Ron Potter

NOHVCC Management Solutions

Ron@nohvcc.org

Border to Border Touring Trail: Route Draft Alignment

Draft



— Border to Border Touring Trail: Proposed Route

Sources: Esri, DeLorme, USGS, NPS

Content may not reflect National Geographic's current map policy. Sources: National Geographic, Esri, DeLorme, HERE, UNEP-WCMC, USGS, NASA, ESA, METI, NRCAN, GEBCO, NOAA, increment P-Corp.

Planning Timeline and Tasks

2015/2016

- *session law directed DNR to implement touring routes with MN4WDA
- *Contracted NOHVCC.

2017

- *Held public meetings.
- *DNR and NOHVCC preparing validated draft alignment
- * meet with local governments and USFS

Winter 2018

- *DNR reviews validated draft alignment
- * continue to meet with local governments and USFS
- *hold public input period on draft

Spring 2018

- *revise and finalize based upon public, local government, DNR and USFS input to develop the proposed project alignment for Environmental Review

June 2018 - June 2019

- *MN DNR completes MEPA review if required
- *DNR and MN4WDA implement trail using Minnesota's Grant-In-Aid program and other agreements or permits with local road authorities.