



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. **September 4<sup>th</sup>, 2018 Council Meeting Minutes**
  - b. **September 5<sup>th</sup>, 2018 Revolving Loan Fund Committee Meeting Minutes**
  - c. **September 17<sup>th</sup>, 2018 Personnel Committee Meeting Minutes**
  - d. **September 17<sup>th</sup>, 2018 Council Work Session Meeting Minutes**
  - e. **September 18<sup>th</sup>, 2018 Golf Board Meeting Minutes**
  - f. **September 19<sup>th</sup>, 2018 Planning Commission Meeting Minutes**
  - g. **September 24<sup>th</sup>, 2018 Special Council Meeting Minutes**
  - h. **September 2018 Kitchigami Regional Library Board packet and July 19, 2018 Minutes**
  - i. **September 2018 Fund Balance Report & Recommended Transfers**
  - j. **September 2018 Bills**
  - k. **YTD September 2018 Income Statements**
    - a. **Water, Sewer, Pine Tree Park, and Golf Course**
    - b. **Liquor Store**
  - l. **September 2018 Month End Remittance Report**
  - m. **August 2018 LG216 Lawful Gambling Monthly Rent Report**
  - n. **September 2018 Revolving Loan Fund Bills**
  - o. **Potential Refunding of Existing Bonds Report from Ehlers**
  
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
  - a. **Frontage Road & Pine Avenue Assessment terms –**
  - b. **Summit & Main Street Assessment terms -**
  
6. **PUBLIC WORKS REPORT** – Bob Klug Jr., Public Works Supervisor
  
7. **LIQUOR STORE REPORT** – Shawnda Lahr, Liquor Store Manager
  
8. **FIRE DEPARTMENT REPORT** – Brian Larson, Fire Chief
  
9. **LAW ENFORCEMENT REPORT** – Jace Grangruth, Police Chief
  
10. **GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent
  
11. **LIBRARY REPORT** – Kelly Hanks, Head Librarian

- 12. ADMINISTRATOR’S REPORT** – Christina Regas, City Administrator
- a. Donation Request – Blackduck Area History & Art Center – Liability & Property Insurance
  - b. Ordinance 2018-01 First & Final Reading – An Ordinance amending Chapter 3 entitled “Administration’ establishing Section 390 entitled “E-911 Uniform Addressing” requiring property owners to display address numbers on buildings.
  - c. Resolution 2018-24 – Resolution for hearing on proposed assessment for road improvements on Frontage Road and Pine Avenue.
  - d. Resolution 2018-25 – Resolution for hearing on proposed assessment for utility improvements on Summit Ave. West and Main Street North
  - e. Resolution 2018-26 – Resolution approving the terms on an internal loan in connection with Frontage Road and Pine Avenue Street Reconstruction
  - f. **Reminder October 22<sup>nd</sup>, 2018 6pm Council Work Session**
  - g. **Reminder October 29<sup>th</sup>, 2018 6pm Public Hearing Street and Infrastructure Assessment Hearing**
  - h. Reminder November 5<sup>th</sup>, 2018 Council Meeting
  - i. LMC Regional Meetings – October 17<sup>th</sup>, 2018 2pm – 7pm – Sanford Center Bemidji
  - j. Personnel Meeting with Union Representative – October 11<sup>th</sup>, 2018 @ 5:30pm
  - k. Municipal/County/State General Election – November 6<sup>th</sup>, 2018
- 13. COMMUNITY EVENTS/GOOD THINGS HAPPENING** –
- a. **City of Blackduck Employee Anniversaries** –
    - i. Nick Benedict** – *(October, 2015 Fire Department)*
    - ii. Chad Sheffer** – *(October, 2017, Liquor Store)*
    - iii. Cyril Weidenborner** – *(October, 2017 Liquor Store)*
  - b. Blackduck Chamber Meeting – October 17<sup>th</sup>, 2018 noon @ Restaurant 71
  - c. Blackduck Planning Commission Meeting – October 17<sup>th</sup>, 2018 @ 2pm

**14. ADJOURN**



# BLACKDUCK CITY COUNCIL MEETING

TUESDAY SEPTEMBER 4<sup>TH</sup>, 2018 6PM

## REGULAR COUNCIL MEETING MINUTES

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

**ROLL CALL:**

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

**Councilors Absent:** Kolb

**Staff Present:** City Administrator Christina Regas, Public Works Supervisor Bob Klug, Deputy Clerk Gail Landowski, and Chief of Police Jace Grangruth

**Others Present:** none

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

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

- a. August 6<sup>th</sup>, 2018 Council Meeting Minutes
- b. August 7<sup>th</sup>, 2018 Golf Board Meeting Minutes
- c. August 15<sup>th</sup>, 2018 Revolving Loan Fund Committee Meeting Minutes
- d. August 20<sup>th</sup>, 2018 Council Work Session Minutes
- e. August 23<sup>rd</sup>, 2018 Fire Protection Budget Meeting Minutes
- f. August 27<sup>th</sup>, 2018 Council Work Session Minutes
- g. August 2018 Fund Balance Report & Recommended Transfers
- h. August 2018 Bills
- i. YTD August 2018 Income Statements
  - a. Water, Sewer, Pine Tree Park, and Golf Course
  - b. Liquor Store
- j. August 2018 Month End Remittance Report
- k. July 2018 LG216 Lawful Gambling Monthly Rent Report
- l. August 2018 Revolving Loan Fund Bills
- m. Final approval of Sanitary Sewer Discharge Permit #2018-03 – Nendick Heating, Cooling Plumbing & Septic

Motion carried unanimously.

**BLACKDUCK FORUM** –

No one present to speak.

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

- a. Resolution 2018-21 – Resolution authorizing the City to regain ownership of unused cemetery lots – Moved by Mayor Patch and seconded by Councilor Sellon to approve Resolution 2018-21.



# BLACKDUCK CITY COUNCIL MEETING

TUESDAY SEPTEMBER 4<sup>TH</sup>, 2018 6PM

## REGULAR COUNCIL MEETING MINUTES

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Discussion by Mayor Patch asked Klug if the City needs to notify the next of kin. Klug stated most of the plots were purchased during the early 1900's and all related family no longer lives in the area. Regas stated by statute the City must make attempt to notify family first then publish the resolution for 3 weeks. Klug stated there are over 90 grave spaces on the list. Councilor Sellon asked what the value of the grave spaces was in the 1910 timeframe. Klug did not know but believes it was less than \$50 a grave space. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

- b. Application for Waiver to City Ordinance #213 for 188 Main Street N. – year 2 – Moved by Councilor Sellon and seconded by Mayor Patch to approve the application for waiver of City Ordinance #213 for 188 Main Street. Patch asked where the owner is on the timeline. Klug stated he believed was 5 years. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
- c. City Buildings without address numbers – Klug requested the City begin requesting buildings in the City to have their address numbers on the buildings. Klug stated he has an extensive list of buildings and homes without numbers. Mayor Patch stated that for a emergency services need it is difficult. Regas stated the current zoning ordinance does not state buildings need the number on them. Regas will bring the topic up at the next planning meeting.

### **LIQUOR STORE REPORT** – Shawnda Lahr, Liquor Store Manager

No report submitted. *(Regas stated Lahr was sick, but reported sales for Backwoods Bash were up over 2017)*

### **FIRE DEPARTMENT REPORT** – Brian Larson, Fire Chief

No report submitted. *(Regas stated the budget meeting with the towns went well and recommended the City Council approve the proposed 2019 budget)*

### **LAW ENFORCEMENT REPORT** – Jace Grangruth, Police Chief

- a. Report – Chief Grangruth was present but had no updates for the council.

### **GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent

No report submitted. *(Regas stated the Labor Day weekend was busy)*

### **LIBRARY REPORT** – Kendra Murray, Kitchigami Regional Library Board member

No report submitted. *(Mayor Patch stated he had heard the Library is starting a committee for a Halloween event called 'Trunk or Treat' and needed volunteers to assist)*

### **ADMINISTRATOR'S REPORT** – Christina Regas, City Administrator

- a. Resolution 2018-20 – Resolution opposing the concept of allowing strong beer, spirits & wine to be sold, for off-premise consumption, at any outlet other than the municipal liquor store – Moved by Councilor Sellon and seconded by Councilor Moore to approve Resolution 2018-20. Motion carried unanimously.
- b. Resolution 2018-22 – Resolution approving an assessment for past due utility charges – Moved by Councilor Sellon and seconded by Councilor Moore to approve Resolution 2018-22. Councilor Sellon asked if by passing the resolution Beltrami County will have the authority to go after the property owner. Regas clarified by stating once approved Beltrami County will assess



# BLACKDUCK CITY COUNCIL MEETING

TUESDAY SEPTEMBER 4<sup>TH</sup>, 2018 6PM

## REGULAR COUNCIL MEETING MINUTES

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the property taxes so that when the property is purchased all unpaid assessments, whether street assessments or utility assessments are cleared up. Regas stated if the resolution is not past and charges assessed the City will never receive those funds. Hearing no further discussion, Mayor Patch called for a vote on the motion. Motion carried unanimously.

- c. Resolution 2018-02 Revised – Resolution of annual appointments and designations for 2018 – Moved by Mayor Patch and seconded by Councilor Moore to approve revised Resolution 2018-02. Motion carried unanimously.
- d. Reminder September 17<sup>th</sup>, 2018 5pm Council Work Session & Budget Meeting – Councilor Sellon requested a 5:30pm start time. Regas reminded Council members of the importance of passing the proposed levy by the end of September 2018. Regas stated department heads and staff may be present at this work session.
- e. Reminder September 24<sup>th</sup>, 2018 6pm Special Council Meeting
- f. Reminder October 8<sup>th</sup>, 2018 Council Meeting – Mayor Patch asked if the City is allowed to meet on Columbus Day (*October 8<sup>th</sup>, 2018*). Regas stated the City of Blackduck does not observe that state holiday which is an alternate. Nothing further.

### COMMUNITY EVENTS/GOOD THINGS HAPPENING –

- a. City of Blackduck Employee Anniversaries – Councilor Sellon asked if Regas can note the department the employees work under. Regas complied.  
*Nate Lien - (September, 2006)*
- b. Blackduck Chamber Meeting – September 19<sup>th</sup>, 2018 noon @ The Pond
- c. Blackduck Planning Commission Meeting – September 19<sup>th</sup>, 2018 @ 2pm

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

**ADJOURN** – Moved by Mayor Patch and seconded by Councilor Sellon to adjourn the meeting at 6:24pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Rudy Patch, Mayor



CITY OF BLACKDUCK  
REVOLVING LOAN COMMITTEE  
MEETING MINUTES  
SEPTEMBER 5<sup>TH</sup>, 2018 1:00PM

**Present:** Dwight Kalvig, Grant Frenzel, and Christina Regas

**Absent:** Will Sellon, Tiffany Fettig, Rudy Patch,

**Others Present:** none

The meeting was called to order at 1:00pm.

**DUCK IN & EAT LLC.**

- a. Offer to purchase – Regas reviewed the revised Purchase Agreement from Mary and David Hower for the Duck in and Eat property with committee members. Regas highlighted ow requested inventory was completed and “as-is” language was revised into the purchase agreement. Frenzel noted requested closing date was November 20, 2018. Regas requested the committee members make a recommendation for the Blackduck City Council to approve the purchase agreement.
  - a. Prorated Property Taxes for 2018 – Kalvig asked Regas if the PA agrees to prorate the 2018 property taxes with the Howers. Regas stated it was discussed with the Howers and was requested that if they don’t take possession until the end of 2018 that they do not wish to have the property taxes prorated. Regas reviewed the undue balance for 2018 and noted the amount due if prorated would be \$138.50. Kalvig recommended the City Council make that decision when the PA is approved and signed at the next regular meeting. Nothing further.
  - b. Unused Propane in Tank – Kalvig asked Regas if the PA agrees to the Howers to pay the City for the unused portion of the propane in the tank. Regas stated it had not been discussed with the Howers and still needed to find out the percent the tank was at. Regas noted the tank was filled in January and the City paid for propane at a cost of \$841.31. Kalvig recommended the City Council make the decision to request payment for the propane when the PA is approved and signed at the next regular meeting. Regas stated the percent and calculated amount left in the tank would be reported to the Council at the next work session for consideration. Nothing further.
- b. Recommendation – Moved by Frenzel and seconded by Kalvig to recommend to the City Council of Blackduck to accept the purchase agreement with the Howers for the Duck In & Eat property and to recommend Council consider requesting payment for prorated property taxes and unused propane.

**ADJOURN** – Moved by Kalvig and seconded by Frenzel to adjourn the committee meeting at 1:45pm. Motion carried unanimously.



# BLACKDUCK PERSONNEL COMMITTEE

MONDAY SEPTEMBER 17<sup>TH</sup>, 2018 5:00PM

## MEETING MINUTES

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**CALL TO ORDER:** The City of Blackduck Personnel Committee met in a scheduled meeting at the City Hall at 5:00pm on September 17<sup>th</sup>, 2018.

### **Roll Call**

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

**Committee Members Absent:** none

**Staff Present:** Bob Klug, Public Works Supervisor, Gabrielle Landowski, Deputy Clerk

**Others Present:** Todd Djonne, Area Business Representative Local 49 Operating Engineers Union

The meeting was called to order at 5:05pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

1. Meeting with Local Union #49 – Representative Djonne presented to the personnel committee sample contracts from other areas the union represents to begin conversation with the City of Blackduck. *The purpose of the meeting was to introduce the City to the Union representative and report the Blackduck Public Works Department has petitioned the union to be included in the union. Regas summarized that the MN State Mediation Board has supplied to the City a Notice of Mail Ballot Election and Notice of Certification Unit Determination announcing the petition is valid and the election can commence.* Djonne reported the public works department petitioned the union for representation stating the department’s concerns for wanting to ‘lock-in’ currently what the employees have as benefits and having all other items ‘as-is’ when pertaining to wages. Djonne stated his wish to begin the discussions for what a contract could look like and what could be in the contract. Djonne stated most contract language is what is current in the personnel policy. Djonne stated having a contract helps for both sides to get through negotiations and grievances. Djonne wants good relations with administration and wishes to have the union representation be a positive for all parties.
  - a. Contract Drafts – Regas asked when draft can be worked on. Djonne stated after the ballot vote on October 9, 2018. Regas asked if Djonne reviews current policies and procedures to draft the contract. Djonne confirmed stating after the vote he will meet with the employees to find out what they wish to have in the contract. Djonne did not know if the group wanted to discuss wages at this point. Djonne stated he would assemble a draft prior to meeting with the City. Landowski asked the duration of the contract. Djonne stated he has started with one-year contracts and has done 2- or 3-year contracts too. Regas stated her concerns with the timeline stating the City Council needs to approve the proposed levy in September and should decide on health care options soon. Regas further stated having a contract prior to the council discussion would be best. Klug stated he would recommend in the future contract discussions should begin in May. Mayor Patch asked if the representation begins after the election is final. Djonne confirmed then contract discussion can begin. Mayor Patch asked if the election must go



# BLACKDUCK PERSONNEL COMMITTEE

MONDAY SEPTEMBER 17<sup>TH</sup>, 2018 5:00PM

## MEETING MINUTES

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in front of the Council. Regas stated no. Mayor Patch stated it did not make sense that a City employee can override what a Council agrees to or if the Council doesn't want the union. Regas stated the Council does not have the right to tell the employees that cannot unionize. Djonne stated he understands the Council has concerns with the budget, but for now he cannot report on anything until those contract discussions begin.

- b. Right to Unionize – Mayor Patch stated his concerns about the employee's right to unionize and if it is allowable. Klug stated every employee has the right to unionize. Mayor Patch asked even if it is a private business. Djonne stated yes. Mayor Patch stated he understands that unions are not bad. Djonne stated if administration follows task with performance issues, then the union can come in and assist in removing a poor employee.
- c. Total Package – Landowski asked if the contract would be on a total package where the wage includes everything and then all the dues, health, and retirement are backed out. Djonne stated typically his contracts will focus on a cola or wage increase, and then include insurance but all contracts are different.

*Councilor Will Sellon attended the meeting @ 5:30pm*

- d. Employees Unionizing – Mayor Patch asked if only Public Works employees are unionizing or is any other employees begin included at this time. Regas stated by the Bureau's stipulation employees that cannot be included are clerical, essential, or supervisory. Regas further stated that Klug is included although a supervisor due to the small size of the department and his duties. Regas further stated Shawnda Lahr could be included, however, the state mediation board verifies who can be included.
- e. Deducting Dues – Landowski asked how the union prefers the dues are paid. Djonne stated it is up to the City, it can be deducted or the employee can pay it. Mayor Patch confirmed it is paid for from the employees and not the City. Djonne confirmed.
- f. Pension Available – Landowski asked if there was any other benefit the City or employee would need to pay into. Djonne stated there is a pension available but it is optional and voluntary and would not substitute PERA.
- g. Health Insurance Plans – Djonne stated the union also has a health insurance plan that the whole City could take advantage of. Djonne stated the union only has a family plan. Djonne stated the group did not mention they were interested in the union health care because all employees are on a single plan. Mayor Patch asked if the health insurance can be offered to non-union employees. Djonne stated yes. Klug stated the current health care with the City is better and less cost.
- h. Final Contracts – Regas informed the committee that once a contract is approved upon with the parties the council needs to approve it by resolution.
- i. 8-10-12 Plan on overtime Hours – Landowski asked how the union classifies overtime and when it begins. Djonne stated it varies depending on the department and he would want to work with the City to match the current policies.



# BLACKDUCK PERSONNEL COMMITTEE

MONDAY SEPTEMBER 17<sup>TH</sup>, 2018 5:00PM

## MEETING MINUTES

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- j. Contract Negotiations prior to expiration – Mayor Patch asked if health care or other items of concern in policies change prior to a contract expiring can it be altered. Djonne stated that the union can do a MOU.
- k. Contract Meeting – Regas asked if a meeting could be confirmed once the election is final. Regas stated the contract once agreed upon should be sent to the City Attorney for review. Regas asked if meeting right after election is alright. *The group agreed upon October 11, 2018 @ 5:30pm at City Hall.*

**ADJOURN** – Committee adjourned their meeting at 5:50pm.

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Christina Regas, City Administrator

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Rudy Patch, Mayor



# BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY SEPTEMBER 17<sup>TH</sup>, 2018 @ 6:00PM

## WORK SESSION MEETING MINUTES

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**CALL TO ORDER:** The City Council of the City of Blackduck met in a scheduled work session at the City Hall at 6:00PM on September 17<sup>th</sup>, 2018.

### Roll Call

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

**Councilors Absent:** none

**Staff Present:** City Administrator, Christina Regas, and Bob Klug, Public Works Supervisor, Rae Burmeister & Chris Brown, Public Works Maintenance, Shawnda Lahr, Liquor Store Manager, Gabrielle Landowski, Deputy Clerk, and Jace Grangruth, Police Chief

**Others Present:** none

The meeting was called to order at 6:05pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

### OLD BUSINESS –

#### 1. SUMMIT & MAIN ROAD PROJECTS – Curt Meyer

- a. Construction and Assessment Hearing Updates – Regas announce that Meyer would be present at the Special Council Meeting on September 24<sup>th</sup>, 2018 to recommend the Mayor call a Public Hearing on October 29<sup>th</sup>, 2018

#### 2. 2019 BUDGET PLANNING PROCESS – Regas supplied to council a budget highlight change to the general fund expenditures from the work session on August 27<sup>th</sup>, 2018 including an alternate health care premium option for 2019 and how those changes affect the proposed levy. Those changes were as follows:

- a. Revenues – nothing new added
- b. Expenditures –
  1. Health Care Premiums – Regas reported an alternative health care premium for 2019 of \$649.50/month with a \$2,000 deductible. Regas supplied a study for council to review on the amount health care affects the general fund expenditures with the premium increase. Regas stated the savings to the City general fund was only an additional \$1,020. Mayor Patch asked if it was a savings to go to a higher premium and lower deductible. Regas stated where the \$3200 deductible plan increases the general fund another \$3000 the \$2000 deductible plan increases the general fund another \$2000.
    - a. Questions – Mayor Patch asked why Derek Pickett continues to recommend the \$3,200 deductible. Regas stated the \$3,200 deductible was offered several years ago because that was what was agreed upon.
    - b. Last Year's Changes – Lahr asked in 2017 all the departments absorbed the increase of the premiums in all the department budgets because that was what the full-time employees wanted to do to keep the health care. Lahr asked what will be the next item that will have to cut to afford the health care.
    - c. Contribution to the golf course – Regas stated it will be difficult to continue funding the golf course and asking the other departments do give up something to keep the course open and funded. Mayor Patch stated that whether or not the course is open the City will have to pay the existing debt.



# BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY SEPTEMBER 17<sup>TH</sup>, 2018 @ 6:00PM

## WORK SESSION MEETING MINUTES

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Lahr asked if there could be more thinking outside the box to get the golf course more revenue. Mayor Patch stated that regardless of other expenditures 2019 is the year the City has to assist funding the golf course but hopefully in 3-5 years the City won't have to do this. Mayor Patch added that having the Golf Board has assisted in increasing awareness and use for the course. Mayor Patch stated if anyone has new ideas he would accept them. Klug stated it is very hard to have the other departments asked to make cuts to their budgets and then see no cuts at the golf course. Klug stated it is just frustrating when he is asked to make cuts to afford health care and the golf course. Councilor Kolb stated to the staff that each and everyone contributes to the whole part of the City. Councilor Kolb stated some of the staff is doing great but maybe some or some may be doing bad but everybody has a vital piece to the whole City to have it run and be functional. Councilor Kolb acknowledged it isn't great to have to cut budgets but sometimes it has to be done. Regas commented in her opinion there isn't any staff present that doesn't contribute to the whole picture of Blackduck.

- d. Police budget – Chief Grangruth pointed out how he knew there would be increases to the budget and made concessions on the other parts of the budgets to compensate. Grangruth further pointed out that although moving to a lower deductible would save the City money it is taking \$1200 a year out of the employees' pockets because it can roll over. Mayor Patch asked Grangruth if he is willing to do an 80/20 split on the Health care savings to save costs. Grangruth stated because the lower deductible is a benefit that would be a cut to every employee.
  - e. Changes to benefits - Lahr confirmed it is part of the benefits the employees are receiving now and is one of the reasons they enjoy working for the City so that they have that spending account when they retire. Mayor Patch confirmed and added that it was set up to pay for health costs. Lahr confirmed it is a benefit still with a lower deductible but it isn't as good. Klug addressed Mayor Patch by stating that he does not disagree with Patch however, the Council just needs to look at it as the employees will be getting less every year. Klug further stated he does not believe most full-time employees have an issue going to the lower deductible for the health care spending account but the departments are still giving back \$1200 each year. Mayor Patch agreed viewing the health care that was is another version as he views it that the City is paying your health care not a wage. Regas offered another way to view the health care when considering the cost is a benefit package and a hiring incentive which is a strong reason why people apply for our positions.
2. Part time Police Officer payroll line – Regas stated Police Chief Grangruth and Regas reviewed the part time wages and cut the budget down to \$5300 for the 2019 year. Regas stated it is very difficult to lower the Police budget as the state is mandating a PERA contribution increase to 16.95% which increases the expenditures \$5,000. Regas stated the council can continue to adjust other expenditures down but each year there will be additional costs and PERA will be increasing again in 2020. (Regas



# BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY SEPTEMBER 17<sup>TH</sup>, 2018 @ 6:00PM

## WORK SESSION MEETING MINUTES

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stated council was supplied with a 10-year overview of the police budget in a separate packet attachment).

- c. Levy Changes – Regas supplied Council with two Levy options with the two different health care options. Regas stated council was supplied with a 10-year levy history for the City of Blackduck. Regas stated the City has had a large amount of debt service the City has acquired in the last 10 years which makes a difference to the amount of funds go into the general fund for property taxes. Regas pointed out how the City has had several years where the levy was never increased and on average a City should increase the levy 2-3% just to absorb cost of living. Regas stated given the City hasn't increased the levy for so many years now catch up is a factor. Regas further stated if the City wishes to retain well-trained skilled full-time employees then more changes may need to happen to wage-scales in the next 3-5 years.
- d. Questions –
  1. Per Household Increase – Mayor Patch asked if Regas could supply council with the per household increase on the taxes. Regas stated the NTC has not been updated since the last work session so it is difficult to tell at this point. Regas stated the proposed levy increase is 11% and last year was 8% but that does not mean the property tax payers will pay 11% more. Mayor Patch stated now the City is funding a portion of the golf course too. Regas stated the Liquor Store budget was reviewed and Lahr can support the additional transfer of revenue to the golf course debt of \$10,000. Mayor Patch asked if that means the City would be transferring more from the Liquor Store. Regas confirmed it would be an additional \$10,000 transferred but to the golf course fund.
  2. Raising the Sales Tax – Brown asked if the council has considered raising the sales tax. Mayor Patch stated it was on the ballot for the voters to consider. Brown asked if approved would it contribute to the golf course. Klug stated no that the funds would go toward infrastructure changes and streets.
  3. Funding the health care savings @ 80% - Mayor Patch asked for the opinions of the full-time employees if the City decided to fund the premiums 100% and the spending account at 80%.
  4. What happens if the City doesn't help the golf course – Councilor Moore asked what would happen if the City did not agree to assist the golf course. Regas stated the state and local auditor will ask why and expect another City fund to assist in the absorbed debt the golf course has created. Regas stated the funds have to come from somewhere.
- e. Suggestions – Mayor Patch suggests the City fund the health care premium 100% and the deductible 80%. Brown stated he would just need to stay healthy a year and 3 months. Lahr stated if the City agreed to this then the employees could still put in additional on top of the full deductible. Klug stated that if the council is thinking about taking the full health care away from the full-time employees then perhaps the council could consider giving something up in return like another holiday. Landowski stated to the council that the benefits the City offers to full-time employees was one of the main reasons she applied and accepted the position. Mayor Patch confirmed the spending account can continue to accumulate and use for health care after retirement and does not have a cap on them. Klug stated only an annual cap. Councilor Sellon stated he is in favor of the 80/20 option. Burmeister asked if the council was set on lowering the health care and not leaving it alone. Mayor Patch stated that is why they are discussing it tonight.



# BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY SEPTEMBER 17<sup>TH</sup>, 2018 @ 6:00PM

## WORK SESSION MEETING MINUTES

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- f. What needs to change – Mayor Patch stated that when there are changes and increasing cuts either have to happen or the levy goes up. Patch further stated that the deciding factor is not an easy one but something must change to accommodate the increases. Lahr asked that when the increases are reviewed is the first item the City reviews is the staff and how the staff can accommodate it by cutting wages, healthcare, or hours. Klug stated that each time a significant change happened the staff is always asked by the City to make the cuts. Grangruth stated again that each department worked to cut their budgets as they new the increases would happen. Grangruth stated he is working to have a department that is fully functional and right now he is working with a Taser that isn't 100% functional. Grangruth further stated that the Taser isn't a non-significant piece of equipment for the department and needs to be in good working order to do the job. Klug stated that if the City starts cutting employees the City still has the same number of parks, water & sewer services, cemetery, etc. to man and take care of.
- g. The Future of the Golf Course – Klug asked the council that although the City supports the golf course debt now, what will the City do in the future. Mayor Patch stated that was why the City is working toward keeping the golf course open and funded so it can continue to grow and support itself. Klug stated that there are other things at the golf course like the golf carts that will soon need to be replaced and then what will the City do to fund that replacement. Lahr asked if there was anything more that could be done to the course to make money or something else. Klug stated the City is asking the tax payers to fund the golf course and he questions how many residents really even use the course. Brown asked for feedback on the green fees and if they are set at the correct price point. Regas stated they are attractive for the area and the distance people have to travel to use it.
- h. Mill Rate or Net Tax Capacity – Klug asked if the mill rate or NTC has increased or stays the same. Regas stated she did not have the updated number yet to determine how much more the levy can increase without the taxes going up too much for the residents. Regas and Klug both commented the amount of construction in the City in 2017 should make a difference.
- i. Setting the Proposed Levy – Klug asked if the City can set the maximum in September and then lower it in December. Patch stated he believes the City has good, well-trained staff and suggests the City fully fund the health care with the \$3200 deductible raising the levy to \$254,471. Councilor Sellon agreed with Mayor Patch as he stated the premiums could go up again in 2020 but believes the City should get rid of the golf course. Mayor Patch stated the changes the City has had to make in the past couple of years to get the City where it is now will hopefully keep the levy at the right amount moving forward. Klug agreed as in the past the City never depreciated anything and now it is. Councilor Moore stated how she understands that raising the levy 11% is a large amount but so is keeping good staff and if raising the levy 11% is what the City needs to do to bring it to where it needs to be then it should. Moore further stated that having unhappy employees will give the City with substandard performance from staff. Moore further commented on how difficult it would be to perform when staff believes they are getting 'gipped'.

### NEW BUSINESS –

- a. Revolving Loan Fund Recommendations – Regas provided a purchase agreement for the Duck In & Eat. Regas stated the RLF committee recommended the City accept the purchase agreement. Regas stated if the City agrees with the PA, it will be voted on at the September 24<sup>th</sup>, 2018 Special Council Meeting. Nothing further.
- b. Ordinance 2018-01 – Regas provided for council and staff a draft of an ordinance to adopt a new chapter establishing an ordinance for the council requested E-911 address numbering. Councilor Sellon asked if the



# BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY SEPTEMBER 17<sup>TH</sup>, 2018 @ 6:00PM

## WORK SESSION MEETING MINUTES

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City has the blue numbers supplied by the county. Regas stated only Beltrami County structures receive the blue numbers. Regas asked for feedback on the drafted ordinance. Councilor Kolb asked if the penalty in the ordinance will have a set fine to it. Regas stated the City could attach a dollar fine to it. Kolb asked if the City will fine the residents every month or annually or some other timeframe. Regas stated it was up to the City. Regas stated only Public Works, Police, and Administration has the authority to send administration fees. Chief Grangruth stated he would give the resident a reasonable amount of time such as he does for dogs so that the residents abide by the ordinance then the citations would be given out. Klug stated he could assist when he reads meters monthly. Kolb asked if the residents could send in photos of residents that don't abide by the ordinance. Regas stated yes. Klug stated the City could take one day a year and go around and find the structures that are not conforming. Councilor Moore believes it is a good ordinance to have as her address is very similar to another home in town. Patch suggested having a uniform requested type of numbering or to assist the residents have them purchase the numbers from the City. Regas stated there are some Cities that in the ordinance the residents have to purchase the posts, numbers, etc. from the City. Regas would like to just have the owners conform and be numbered. Klug agreed the ordinance was well written and should be adopted. Nothing further.

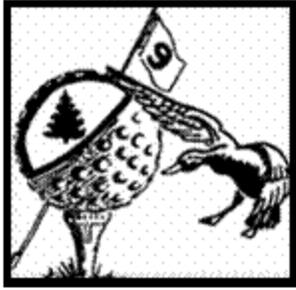
**ADJOURN** – Council adjourned their work session at 7:30pm.

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Christina Regas, City Administrator

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Rudy Patch, Mayor



# BLACKDUCK MUNICIPAL GOLF COURSE

## GOLF BOARD MEETING MINUTES

TUESDAY SEPTEMBER 18<sup>TH</sup>, 2018 @ 3:00PM

**CALL TO ORDER:** Golf Members and City Staff met for the purpose of discussing the Blackduck Municipal Golf Course at golf course at 3:00pm on September 18<sup>th</sup>, 2018.

### **ROLL CALL:**

**City Staff present:** Jim Andersen Golf Course Manager & Superintendent & Christina Regas City Administrator

**Members present:** Dawn Jourdan and Kevin Erpelding

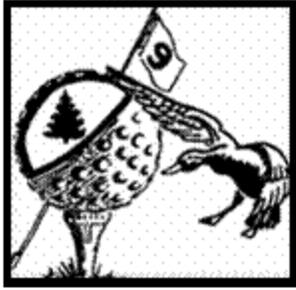
**Councilor present:** Rudy Patch

**Others present:** Darlene Mathews and Rick Mulvena and Don Houseman, Members

**Members absent:** none

### **OLD BUSINESS –**

1. Review of Income Statements & 2019 Budget Items – Regas reviewed up-to-date revenue through 9/17/18 and expenditures through 8/31/18 with the board members. Erpelding requested a balance sheet and asset list for the golf course next time the income statements are reviewed.
  - a. 2019 topics –
    - a. Golf Debt – Regas stated the golf debt is being absorbed in 2019 between the tax levy and the liquor store.
    - b. MGA Membership – Regas reviewed the current cost to the MGA membership and the past members that have been on the list for several years and asked the board if they felt it was necessary to keep the membership. Jourdan suggested requesting the golf course members be offered to be part of the membership and the members pay the cost of the membership when they pay for 2019.
    - c. Cable in the Pro Shop – Regas discussed with the board if it is necessary to keep paying Paul Bunyan Communications to have cable in the pro-shop. After much discussion for and against it was determined to stop cable in 2019 to save costs and if memberships increase and members wish to watch the PGA when it is on then to pick it back up in the future.
    - d. Revenue to the Course from the Ladies League – Jourdan commented that in 2018 season the ladies league brought in over \$1,000 to the course for the monthly scrambles, the Thursday night Scrambles brought in \$1,500. Jourdan stated that with a full summer of hard work and dedication to the course over \$2,500 has been brought in by herself and the members. Jourdan further stated she is at the point of not returning to the course and/or the golf board because of the rudeness received from the management of the golf course. Jourdan asked Andersen when the last



# BLACKDUCK MUNICIPAL GOLF COURSE

## GOLF BOARD MEETING MINUTES

TUESDAY SEPTEMBER 18<sup>TH</sup>, 2018 @ 3:00PM

time was he said 'Good Morning' or initiated a conversation with herself or the members. Andersen stated that he doesn't need to 'bend over backwards' every time and does not always say good morning to everyone.

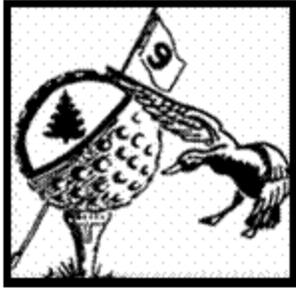
*Patch interrupted the comments to keep the meeting on track. Patch apologized to Jourdan and stated he is very appreciative of all the hard work she and the members do for the course.*

Mayor Patch stated that he wants multiple things to improve at the golf course. Patch stated how the lady's outhouse is filthy and something should be done. Member Mathews stated that the outhouse is awful and something should be done and a member tried to paint it and bring in deodorizers but something more should be done. Patch further stated he understands the members do not want to see cuts but Regas is looking at ways to eliminate costs that do not need to be essential. Patch stated attitudes need to change and behaviors need to be addressed with the personnel committee. Patch ended by stating he believes Jourdan is a very valuable asset to the course.

Regas stated she believes what Jourdan is looking for is to hear the same comments Mayor Patch said but from Andersen. Regas stated the amount of work the members have done should be recognized by the course manager and a thank you and recognition goes a long way and isn't hard. Regas pointed out that Jourdan may be a member and a board member but is doing all the additional on her own time and is not an employee.

Jourdan stated all she is looking for is some common courtesy.

2. Al Gerner Estate Donation & Senior Tee Box Construction Update – Andersen stated the dedication would be in the Spring of 2019, that way the tee box has had more time to grow. Andersen further stated the sign is complete and ready to go up. Nothing further.
3. Website Design Angler – Nothing discussed.
1. Tee Box Sponsorship Program- Nothing discussed.
2. MGA Liaison – Jourdan was invited to an end of season scramble in the cities. Nothing further.
3. Traveling League & Improvements – Jourdan encouraged the board to have more training with the staff in the club house to take over the Thursday night Scrambles and other weekly events. Jourdan commented that there is so much more the staff could do for the course like handicap tracking or registering, and getting the staff to be more comfortable engaging with the customers. Jourdan further stated that having a representative reach out to other courses to work on outreach to serve the course and learn from other courses would be beneficial to the course. Jourdan stated that the outreach will need to happen to begin the traveling league. Regas asked Andersen to work on reaching out to the other courses in the off season. Erpelding urged the board and golf course management to review the process for tournaments for 2019 when it comes to providing golf carts.



BLACKDUCK MUNICIPAL GOLF COURSE  
GOLF BOARD MEETING MINUTES  
TUESDAY SEPTEMBER 18<sup>TH</sup>, 2018 @ 3:00PM

4. Projects to Work on –
  - a. #5 Green – nothing discussed.
  - b. #6 Cart Bridge – Erpelding strongly suggests an estimate prior to work being completed in the fall. Patch stated he would reach out to the contractor for the estimate.
  - c. New Plants for the Pond – on hold until more information is communicated from Anderson.
  - d. Wind Storm damage to Cart Shed – Regas reviewed the estimate for the repairs to the cart shed with the board. Regas suggested that instead of the repairs to cart from the wind storm, the golf course pay to bring in more gravel and class-5 for inside the cart shed and just patch the roof until the cart shed can be rebuilt.

**NEW BUSINESS –**

1. Closing Date October 1<sup>st</sup> – Andersen states he will need about 1-2 weeks to close up the course.
2. 2019 Golf Course Tournament – Mayor Patch asked if the board is willing to work on a tournament in 2019 to help a project like the cart shed. Erpelding agreed and set the board should set a date. Regas stated what the board needs to do is move forward on the tournament idea and get moving now. Erpelding suggested that when letters go out for 2019 memberships it is stated the tournament is mentioned and ask for volunteers, donations, suggestions for games, etc. Regas stated she will help and assist but does not know how to plan a tournament. Patch stated he and his wife would help too.
3. 2018 Beltrami County Development Grant - Regas suggested the City apply for the Beltrami County Development Grant if the board believes it ‘promotes tourism’ which is a qualifier for the grant. Erpelding believes it could. Mathews stated the course pulls from the local resorts and that is tourism and that it might fit. Patch stated it might be a resource for the bridges to be repaired. Regas believes if the money goes towards enhancing the course it may qualify. Erpelding asked for an electronic copy of the grant request application. Regas will try to work on an application the due date is October 31, 2018.

**ADJOURN** – Meeting adjourned at 4:18pm.



# BLACKDUCK PLANNING MEETING

WEDNESDAY September 19<sup>th</sup>, 2018 2:00PM

REGULAR MEETING MINUTES

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

**ROLL CALL:**

**Commissioners present:** Bob Klug Sr., Russel Kunkel, Kurt Benson, and Kurt Cease

**Commissioners Absent:** Ernie Tindell

**Staff Present:** City Administrator Christina Regas,

**Others Present:** Dwight Kalvig

**Approval of Minutes** – Moved by Commissioner Benson and seconded by Commissioner Cease to approve the minutes of the June 20<sup>th</sup>, 2018 regular meeting. Motion approved unanimously.

**Old Business**

No old business.

**New Business** –

1. **Variance Application 2018-01 – ISD 32 – Roof Extension for baseball/softball concession building** – Kalvig requested the planning board call for a variance hearing so the overhang on the west patio can be added to the building. Kalvig stated that if approved the overhang would have a patio covered 12’ beyond the setback. Kalvig stated the setback is 30’ so the overhang and patio would be 18’ from curb to the patio. Moved by Commissioner Benson and seconded by Commissioner Cease to order the public hearing for the variance permit 2018-01. Motion carried. Regas will advertise the hearing for the October planning meeting of October 17<sup>th</sup>, 2018 which means the City Council could approve the variance at the November regular meeting on November 5<sup>th</sup>. Nothing further.
2. **Land Use Permit 2018-09** – Ketterling Solar Panel System – Moved by Commissioner Cease and seconded by Commissioner Kunkel to approve land use permit 2018-09. Regas stated that by recent ordinance amendment the solar panel system would be within the City’s Zoning Ordinance. Regas further stated the contractor doing the install is working with Beltrami Electric on the specifications and has covered all required permits. Regas pointed out the system is being installed on the south facing roofline of the garage and will not be intrusive to the neighboring properties.

**ADJOURN THE PLANNING MEETING** – Moved by Commissioner Benson and seconded by Commissioner Cease to adjourn the special planning meeting at 2:16pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Bob Klug Sr., Chairperson



# BLACKDUCK CITY COUNCIL MEETING

MONDAY SEPTEMBER 24<sup>TH</sup>, 2018 6PM

SPECIAL COUNCIL MEETING MINUTES

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**CALL TO ORDER:** The City Council of the City of Blackduck met in Scheduled Special Meeting at Blackduck City Hall at 6:00p.m. on September 24<sup>th</sup>, 2018.

**ROLL CALL:**

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

**Councilors Absent:** Sellon

**Staff Present:** City Administrator Christina Regas, Police Chief Jace Grangruth, and Public Works Supervisor Bob Klug

**Others Present:** Curt Meyer, WSN City Engineer

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

**BLACKDUCK FORUM** –

No one present to speak

**SUMMIT & MAIN INFARSTRUCTURE PROJECT** – Curt Meyer, City Engineer

- a. Update Timeline – Meyer reviewed the timeline for assessing the property owners for the road and infrastructure projects in the City. Meyer discussed the additional costs to both projects with the council and that Regas broke out the costs for the council to review. Meyer stated that the Public hearing will need to be called by Mayor Patch. Meyer stated at the October regular council meeting the City will need to have made decisions regarding each person's assessment and the interest rate that will bear and the length of the assessment. Regas summarized Meyer stating that council has not decided what percentage of the City costs will be assessed to the property owners. Regas further stated that in order for the City to send out the assessment letters Council needs to agree to the percentage to assess. Regas stated Council will need to decide on the three items at the regular Council meeting in October.
  - a. Percentage to Assess - Meyer reviewed with council percentages used on similar projects in the past noting that in 2015 a street project was assessed at 90%. Meyer stated that the Frontage & Pine project was mostly paid for with LRIP funds leaving only about 25% of the project up to the City to fund. Meyer stated percentages used on a similar project to Summit and Main sewer and water improvements was assessed at 70% in the past. Meyer summarized that due to the funding from DEED on the sewer portion the remaining City portion of the project is under the 70% of the total project. Meyer summarized by stating both the 90% for streets and 70% for sewer and water were fair and reasonable. Meyer ended by stating Council by policy has the discretion to assess whatever they deem fair.
  - b. Interest Rate to assess – Meyer stated to council the City should assess the interest rate associated with the bonds received to pay for the projects. Meyer stated by adding this interest rate the City can regain some of the costs associated with the project. Regas stated she can review the supplied spreadsheets to council and change the percentage of assessments and add in the interest rate prior to October 8<sup>th</sup> for consideration. Regas



# BLACKDUCK CITY COUNCIL MEETING

MONDAY SEPTEMBER 24<sup>TH</sup>, 2018 6PM

## SPECIAL COUNCIL MEETING MINUTES

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informed council she will send out draft assessments for council review once the interest rates of the debt is reviewed and have it to council by end of the week.

- c. Length of Time – Meyer recommended council consider the length of time the assessments would go for. Meyer stated typically the City does not what to assess for longer than the life expectancy of the improvement. Meyer stated street life is approximately 15 years and water & sewer is 40 years. Regas stated the test sent to council for review was only set at 10 years. Meyer stated a 10-year assessment is normal. Mayor Patch asked Regas to test the street assessments for council review at a 10-year assessment and water and sewer at a 15-year.
  - d. Types of Assessments – Regas reviewed with council the two different assessments to the affected properties noting the Frontage and Main Street reconstruction would be assessed by linear foot and Summit & Main water and sewer project would be assessed by affected parcel.
  - e. Amounts of Individual assessments – Mayor Patch stated he observed the draft supplied by Regas for the meeting at 10 years and 100% assessment appear larger or equal to the amount of individual property taxes. Meyer stated how much assessed is strictly a City decision, however, the amount assessed at 100% provided in the draft is a significantly low amount compared to other Cities. Mayor Patch asked for a 15-year assessment draft to be reviewed for the water and sewer project.
  - f. Deferment Options – Meyer stated council will need to decide how the City stands on options of deferment. Meyer stated the owner will have to request in writing a deferment and state the reasons for it to be considered. Meyer stated a standard deferment is that the owner is on a fixed income and can't afford it. Meyer stated a fixed income is not really a hardship based on the amount being assessed. Meyer reviewed a similar incident at another City and noted the City must treat everyone the same. Meyer recommended council keep it in mind if one comes up.
- b. Public Hearing – October 29<sup>th</sup>, 2018 – Mayor Patch requested City Administrator Regas to order the Public Hearing for October 29<sup>th</sup>, 2018 @ 6pm and print it in the American. Regas stated letters will go out after the October regular meeting on October 8<sup>th</sup>, 2018. Nothing further.

### **ADMINISTRATOR'S REPORT** – Christina Regas, City Administrator

- a. Revolving Loan Fund Committee – Purchase Agreement recommendation for the Duck In & Eat – Moved by Mayor Patch and seconded by Councilor Moore to accept the purchase agreement for the Duck In and Eat. Mayor Patch asked how the assessments for the water and sewer would work on this property. Regas stated the property would not be affected as no infrastructure to that block was affected. Mayor Patch thanked Regas for the clarification and called for a vote on the motion. Motion carried unanimously.
- b. Resolution 2018-23 – Moved by Councilor Moore and seconded by Councilor Kolb to approve Resolution 2018-23 approving the proposed 2018 Tax Levy collectable in 2019 for \$252,138. Discussion by Regas included the levy was a couple thousand less compared to the number provided at the last work session. Councilor Moore asked where the reduction came from. Regas stated there were wages in the street department that were inflated due to overtime. Regas provided for council review a proposed net tax capacity and mill rate worksheet providing what amount an individual property owner of a \$75,000 home would pay. Regas stated the study has many factors affecting the amount and urged the council to remember that many items can still



# BLACKDUCK CITY COUNCIL MEETING

MONDAY SEPTEMBER 24<sup>TH</sup>, 2018 6PM

SPECIAL COUNCIL MEETING MINUTES

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alter that amount before the end of the year. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

**OTHER** – No further business was brought before council.

**ADJOURN** – Moved by Mayor Patch and seconded by Councilor Kolb to adjourn the meeting at 6:40pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Rudy Patch, Mayor

Kitchigami Regional Library  
**Board Meeting 20 September 2018 6:00 p.m.**  
Kitchigami Headquarters Building, Pine River, MN

**A G E N D A**

1. Call to order/Introductions
2. Approval of agenda
3. Consent agenda
  - 3.1 Minutes: July 2018
  - 3.2 Bills: August 2018
  - 3.3 ACHF: FY 2017 Final narrative report
  - 3.4 Financial statements: August 2018
  - 3.5 Director's report
4. Old business
  - 4.1 Director search
  - 4.2 RLBS: Amendment to FY2019 grant application budget
  - 4.3 Delivery vehicle proposals
  - 4.4 Other
  - 4.5 Public input
5. New business
  - 5.1 Bills: September 2018
  - 5.2 RLTA FY2018 final report
  - 5.3 Report of results accomplished FY 2018
  - 5.4 ACHF: FY2019 application
  - 5.5 Request to obtain legal advice on personnel matter
  - 5.6 RLTA FY2019 Application
  - 5.7 CD Renewals
  - 5.8 Other
  - 5.9 Public input
6. Chair's report

If you are unable to attend this meeting, please notify Christy at 218/587-2171 ext 224 or [christy@krls.org](mailto:christy@krls.org)

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**Future Board Meetings:**

Thursday Nov 15, 2018  
Thursday Jan 17, 2019  
Thursday Mar 21, 2019  
Thursday May 16, 2019  
Thursday June 20, 2019  
Thursday July 18, 2019  
Thursday Nov 21, 2019  
Thursday Jan 16, 2019

## **2018 Kitchigami Regional Library Board Members (4/27/18)**

Kitchigami Director Marian F. Ridge ([ridgem@krls.org](mailto:ridgem@krls.org))

### **BELTRAMI COUNTY**

Reed Olson (County Commissioner)  
711 14<sup>th</sup> St.,NW, Bemidji, M 56601  
Phone: 218/766-0383  
Email: [reedjolson@gmail.com](mailto:reedjolson@gmail.com)

**Alternate:** Richard D. Anderson (County Commissioner)  
7278 Lammers Rd NW, Solway, MN 56678  
Phone:pref. cell:218/766-3283, 218/467/3275 (H)  
Email: [richard@paulbunyan.net](mailto:richard@paulbunyan.net)

### **CASS COUNTY**

Neal Gaalswyk (County Commissioner)  
11745 Maplewood Dr. East Gull Lake, MN 56401  
Phone: 218/839-1841 (cell)  
Email: [nealegl@scicable.com](mailto:nealegl@scicable.com)

Alternate:

### **CROW WING COUNTY**

Paul Thiede (County Commissioner)  
33205 S. Upper Hay Dr. Pequot Lakes, MN 56472  
Phone: 218/568-5774; Cell: 218/330-2070  
Email: [paul.thiede@co.crowwing.us](mailto:paul.thiede@co.crowwing.us)

Alternate: Rachel Nystrom (County Commissioner)  
13064 Timberlane, Baxter, MN 56425  
Phone 218/829-1721 cell: 218/838-1099  
Email: [rachel.nystrom@crowwing.us](mailto:rachel.nystrom@crowwing.us)

### **HUBBARD COUNTY**

Ed Smith (County Commissioner)  
10099 130<sup>th</sup> St., Park Rapids, MN 56470  
Phone: 218/255-7019  
Email: [egsmith9@yahoo.com](mailto:egsmith9@yahoo.com)

Alternate:

### **WADENA COUNTY**

Jim Hofer(County Commissioner)  
104 Mini Dr., Staples, MN 56479  
Phone: 218/894-1152(H), cell 218/296-1948  
Email: [Jim.Hofer@co.wadena.mn.us](mailto:Jim.Hofer@co.wadena.mn.us)

Alternate: Sheldon Monson  
12937 County Road 100, Wadena, MN 56482  
Phone: 218/640-3278  
Email: [Sheldon.Monson@co.wadena.mn.us](mailto:Sheldon.Monson@co.wadena.mn.us)

### **CITY OF BEMIDJI**

Nancy Erickson  
508 Lincoln Ave SE, Bemidji, MN 56601  
Phone: 218/444-9168  
Email: [nancy.erickson@ci.bemidji.mn.us](mailto:nancy.erickson@ci.bemidji.mn.us)

### **CITY OF BEMIDJI Alternate**

Alternate: Michael Meehlhause  
911 Minnesota Ave. NW, Bemidji, MN 56601  
Phone: 763/614-8863  
Email: [michael.meehlhause@ci.bemidji.mn.us](mailto:michael.meehlhause@ci.bemidji.mn.us)

### **CITY OF BLACKDUCK**

Kendra Murray

### **CITY OF BRAINERD**

Mary Koep  
123 Laurel St., Brainerd, MN 56401  
Phone: 218/829-9793  
Email: [marywalk@icloud.com](mailto:marywalk@icloud.com)

### **CITY OF CASS LAKE**

Wayne Bohn  
431 4<sup>th</sup> St., Cass Lake, MN 56633  
Phone: cell: 218/766-0921; 218/335-8864  
Email: [Wayne.bohn@midco.net](mailto:Wayne.bohn@midco.net)

### **CITY OF LONGVILLE**

Phyllis Eck  
191 Riverside Dr., Longville, MN 56655  
Tel: cell 218/536-0354  
Email: [studio.eck@arvig.net](mailto:studio.eck@arvig.net)

### **CITY OF PARK RAPIDS**

Thomas Conway  
1018 Konshok Loop, Park Rapids, MN 56470  
Phone: 218/732-2155 (Bus.); cell: 218/390-5748  
E-mail: [conwaythomasj@aol.com](mailto:conwaythomasj@aol.com)

### **CITY OF PINE RIVER**

Tammy Hoppe  
P.O. Box 622, Pine River, MN 56474  
218/587-5171;cell218/821-2146;wrk218/454-7012  
Email: tammyhoppe0@gmail.com

### **CITY OF WADENA**

George Deiss  
1206 16<sup>th</sup> St. SW, Wadena, MN 56482  
Phone:cell:218/639-2097 Email:gdeiss@wadena.org

Alternate: Wade Miller

701 1<sup>st</sup> St. SW, Wadena, MN 56482  
Phone: 218/631-6060 Email: wademille@arvig.net

### **CITY OF WALKER**

Annie McMurrin  
205 MN Ave., P.O. Box 207, Walker, MN 56484  
Phone: 218/547-3286

**2018 KITCHIGAMI REGIONAL LIBRARY BOARD COMMITTEES**

**(Revised 3/23/18)**

**Board Officers**

Chair	Neal Gaalswyk
Vice-Chair	Paul Thiede
Treasurer	Jim Hofer
Secretary	Mary Koep

**BUDGET COMMITTEE (5)**

Neal Gaalswyk, Chair  
Reed Olson  
Jim Hofer  
Ed G. Smith  
Paul Thiede

**PERSONNEL COMMITTEE**

Neal Gaalswyk, Chair  
Jim Hofer  
Nancy Erickson

Non-voting staff members:  
Carrie Huston  
Jodi Schultz

**POLICY COMMITTEE** (Est. 6/15/17)

Nancy Erickson  
Jim Hofer  
Mary Koep  
Ed Smith  
Neal Gaalswyk, ex officio

**AUDIT COMMITTEE**

Neal Gaalswyk, Chair  
Jim Hofer

**OUTREACH COMMITTEE**

Committee of the Whole	Non-voting staff members
	Val McCormic
	Marian Ridge

**STRATEGIC PLANNING COMMITTEE**

Jim Hofer	Non-voting staff members:
Mary Koep	Stephanie Langer
Ed Smith	Carrie Huston
Neal Gaalswyk, ex-officio	

**INTERNET/ELECTRONIC RESOURCES COMMITTEE**

Tony DeSanto	Non-voting staff members:
Wayne Bohn	Renee Frethem
Reed Olson	Stephanie Langer
Neal Gaalswyk, Chair, ex-officio	

**EXTERNAL BOARDS:**

**1. NORTHERN LIGHTS LIBRARY NETWORK**

Governing Board Members  
Delegates: Reed Olson  
Alternate: Wayne Bohn

**2. NWLinks**

Delegate: Director Marian Ridge

Kitchigami Regional Library  
BOARD MEETING MINUTES THURSDAY 19 JULY 2018  
Kitchigami Building, Pine River, MN

Board members present: Reed Olson, Nancy Erickson, Kendra Murray, Neal Gaalswyk, Wayne Bohn, Annie McMurrin, Paul Thiede, Mary Koep, Ed Smith, Tom Conway, George Deiss Sheldon Monson (alternate for Jim Hofer)

Board members absent: Phyllis Eck, Tammy Hoppe, Jim Hofer

Others present non-voting: Christy Loven, Marian Ridge

6:02 p.m. Chair Gaalswyk called the meeting to order. Motion by Paul Thiede, seconded by Mary Koep to approve the agenda as revised (New business additions: 5.6 LCSC Service Contract and 5.7 Pay Equity Compliance). Discussion. Motion carried.

Consent Agenda Motion by George Deiss, seconded by Kendra Murray, to approve the items on the Consent Agenda as presented:

- June 2018 Minutes
- 2018 Financial Statement January – June (revised after audit)
- Director's Report

KRL County and City Budgets 2<sup>nd</sup> draft Motion by Wayne Bohn, seconded by Ed Smith, to approve the 2<sup>nd</sup> draft of the 2019 county and city budgets and authorize their distribution to these cities and counties with a request to give feedback to the KRLS director by 15 December 2018. Discussion. Motion carried.

Branch printing and Photocopying Wayne Bohn requested the Director research for costs of software to record use of branch printers. Discussion. No board action taken.

July Bills Motion by Paul Thiede, seconded by Tom Conway, to authorize payment of the July 2018 KRLS bills, checks # 20760 to # 20832 in the amount of \$206,073.87. Discussion. Roll call vote: motion carried unanimously.

KRLS HQ/Central Services 2019 budget 1<sup>st</sup> draft The 1<sup>st</sup> draft of the 2019 KRLS HQ and Central Services budget was presented to the board. No action is needed at this time. A 2<sup>nd</sup> draft will be done towards the end of 2018 after hearing from the cities and counties. Discussion.

Personnel Committee Chair Gaalswyk explained the Personnel Committee met prior to this board meeting and looked at the KRLS Banked Leave Policy and other comp time policies along with the Health Insurance Policy and Employee Categories Policies. The committee decided it needed to spend more time on looking at overlapping policies.

New Director Search This committee also discussed the subject of replacing the retiring Director. Looking at a tentative timeline of what has to be done when, etc. They also discussed search methods for a new director. Discussion of going the consultant route and persons who might be qualified for this.

Director Search (cont) Marian was asked to update her job description for the search and the board was reminded they also need to look into what future directions they want KRLS to go.

Motion by Wayne Bohn, seconded by Mary Koep that the Personnel Committee move forward with selecting an appropriate consultant to work with them and that this committee retain the consultant as necessary and to appoint more members as necessary to this committee for these tasks, including a salary range for the new director. Discussion. Motion carried.

Materials Use and Fees Policy Motion by Mary Koep, seconded by Reed Olson, to approve the revision of the KRLS Materials Use and Fees Policy as recommended by an HQ staff committee and the branch managers. Director Ridge explained the revisions. Motion carried.

Arts and Cultural 2017 Final Report Motion by Reed Olson, seconded by Nancy Erickson, that the board approve the submission of this Legacy report to the state with the required signatures. Discussion. Motion carried.

LCSC 3 year Service Cooperative Contract Motion by Mary Koep, seconded by Tom Conway, to approve the signing of the Lakes Area Service Cooperative 3 year contract (7/1/18 to 6/30/21) with a 2.5% increase each year. Discussion. Motion carried.

Compliance to MN Pay Equity For the board's information, a letter and notification of compliance were received from the state Pay Equity Coordinator explaining that KRLS is in compliance with the state rule for Pay Equity. Discussion.

Paul Thiede moved for adjournment 7:35 p.m. Motion carried by consensus.

Minutes respectively submitted by Christy Rose Loven, Administrative Assistant.

Minutes signed by Board Secretary, Mary Koep \_\_\_\_\_

Date \_\_\_\_\_

**KITCHIGAMI REGIONAL LIBRARY  
CHECK REGISTER  
August 3rd Payroll, August 9th Accounts Payables**

Check Number	Date	Name	Net Amount
20833	8/3/2018	CHILD SUPPORT DIVISION	339.12
20834	8/9/2018	ARVIG	168.02
20835	8/9/2018	CASS LAKE TIMES	43.89
20836	8/9/2018	CENTURY LINK	337.49
20837	8/9/2018	CITY OF PINE RIVER	28.00
20838	8/9/2018	DEISS, GEORGE	58.86
20839	8/9/2018	EBSCO	57.20
20840	8/9/2018	ERICKSON, NANCY	73.03
20841	8/9/2018	FAMILY MARKET	24.19
20842	8/9/2018	FRIENDS OF PARK RAPIDS LIBRARY	950.00
20843	8/9/2018	HIGH POINT NETWORKS	192.00
20844	8/9/2018	HUSTON, CARRIE	32.70
20845	8/9/2018	INNOVATIVE INTERFACE3S	75.00
20846	8/9/2018	KIMBER CREEK FORD	84.00
20847	8/9/2018	KOEP, MARY	34.88
20848	8/9/2018	MCMURRIN, ANN	32.70
20849	8/9/2018	MURRAY, KENDRA	92.65
20850	8/9/2018	NCPERS, HEALTHSMART BENEFIT	176.00
20851	8/9/2018	NW LINKS	8,545.95
20852	8/9/2018	OFFICE SHOP	2,032.95
20853	8/9/2018	OLSON, REED	71.83
20854	8/9/2018	PAUL BUNYAN TELEPHONE	87.30
20855	8/9/2018	PINE RIVER SANITARY DISTRICT	42.00
20856	8/9/2018	RFM-RITEWAY	145.19
20857	8/9/2018	ROCHESTER TELECOM	193.42
20858	8/9/2018	SFM - WORKER'S COMP	2,521.00
20859	8/9/2018	STS EDUCATION	430.00
20860	8/9/2018	THIEDE, PAUL	9.81
20861	8/9/2018	WASTE PARTNERS	73.53
20862	8/9/2018	XCEL ENERGY	26.00
			<u>\$ 16,978.71</u>

**PAYROLL  
JULY PAYROLL (PAYABLE IN AUGUST)**

Check #	Date	Account	Amount
39088	8/3/2018	Payroll DD	87,293.69
through 39171		Payroll paper	1,042.85
	8/3/2018	MN W/H	4,238.77
	8/3/2018	FWT	25,635.88
	8/3/2018	PERA	15,285.06
TOTAL PAYROLL			<u>\$ 133,496.25</u>
Estimate of Accounts Payable			\$ 12,000.00
AMOUNT REQUESTED			\$ 145,000.00
<b>AMOUNT EXPENSED</b>			<b>\$ 150,474.96</b>

**KITCHIGAMI REGIONAL LIBRARY  
CHECK REGISTER  
8/20/2018**

Check Number	Date	Name	Net Amount
20863	8/20/2018	BIBLIOTHECA 3M	6,604.28
20864	8/20/2018	AMAZON	433.37
20865	8/20/2018	ARVIG	43.86
20866	8/20/2018	BAKER & TAYLOR	17,236.07
20867	8/20/2018	BAKER & TAYLOR	787.85
20868	8/20/2018	BAKER & TAYLOR	365.72
20869	8/20/2018	BAKER & TAYLOR	14.94
20870	8/20/2018	CENTER POINT LARGE PRINT	359.18
20871	8/20/2018	GALE/CENGAGE	2,267.12
20872	8/20/2018	GARDINER'S HARDWARE	5.94
20873	8/20/2018	MIDWEST TAPE	7,371.21
20874	8/20/2018	MINNESOTA POWER	429.87
20875	8/20/2018	MN PEIP	11,004.80
20876	8/20/2018	NORTH PINE RIVER TIRE SERVICE	662.40
20877	8/20/2018	OUTDOOR SPECIALTIES	180.00
20878	8/20/2018	PENWORTHY	1,860.43
20879	8/20/2018	TDS	333.28
20880	8/20/2018	ULVERSCROFT	94.44
20881	8/20/2018	VERIZON WIRELESS	242.42
20882-20884	8/20/2018	VOIDED-PRINTING ERROR	-
20885	8/20/2018	CHASE	2,120.93
20886	8/20/2018	HOMEWARD BOUND THEATRE COMP	500.00
			<u>\$ 52,918.11</u>

**CHASE CREDIT CARD 8/20/2018 INVOICE DISTRIBUTION REPORT**

Account #	Account Title	Amount
5280.19	ARR WALKER	699.99
5310.02	GAS & OIL DELIVERY VAN	686.80
3898.00	OVER/SHORT REIMBURSED	1.06
5410.04	MOBILE LIBRARY GAS & OIL	522.61
6222.03	TRAINING & DEVELOPMENT ILL	210.47
		<u>\$ 2,120.93</u>

**OFFICE SHOP, INC. 8/9/2018 INVOICE DISTRIBUTION REPORT**

Account #	Account Title	Amount
5250.00	8/9/2018 OFFICE SUPPLIES	630.02
5236.00	8/9/2018 LIBRARY SUPPLIES - BRANCHES	1,402.93
		<u>\$ 2,032.95</u>

AMOUNT EXPENSED PAGE 1	\$ 150,474.96
AMOUNT EXPENSED PAGE 2	\$ 52,918.11
<b>AMOUNT EXPENSED</b>	<b>\$ 203,393.07</b>

Kitchigami Regional Library Board Meeting 20 September 2018

**3.3 Arts and Cultural Heritage Fund FY 2018 final report: amendment**

**Action request:** That the board approve the requisite signatures on final narrative report on the FY 2018 ACHF grant for submission to the state

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The final narrative report was approved at the July regular meeting. Unfortunately, the narrative report form used was not the correct form. The correct form, to be signed by the Chair and the Director, is attached for the board's approval.



## ARTS AND CULTURAL HERITAGE FUND (ACHF)

### Completion Report – Executive Summary

State Fiscal Year 2017: July 1, 2016–June 30, 2017

A Completion Report, due 90 days after the completion of state fiscal year 2017 allocation spending, includes three parts – two required and one optional:

**Required:**

- 1) This completed and signed Executive Summary form. (.pdf)
- 2) A spreadsheet with details about each of the projects paid for with funds from the state fiscal year 2017 allocation. The spreadsheet includes all reporting elements required by the Legislative Coordinating Commission (LCC) and the data is uploaded to the LCC's ACHF website. The total of funds spent should add up to your regional library system's allocation for this fiscal year. The spreadsheet may be created through an export of information entered via the online reporting form created by MDE or through another MDE-approved reporting mechanism. If you do not have access to the MDE-created online reporting form or are having trouble using it, please contact Jennifer Verbrugge at [jennifer.verbrugge@state.mn.us](mailto:jennifer.verbrugge@state.mn.us). (.xls)

**Optional:**

- 3) Selected promotional materials and high-resolution event photos in electronic format. The LCC may use these materials to illustrate ACHF projects in public libraries on its website. While optional, these help to convey the value of your work.

Please submit one PDF of the signed Executive Summary and all other components of your Completion Report to Jennifer Verbrugge, [jennifer.verbrugge@state.mn.us](mailto:jennifer.verbrugge@state.mn.us), at State Library Services by **October 26, 2018**.

### Grantee Information

Regional library system name and address:

Kitchigami Regional Library System, Pine River, MN

Name, phone, and email address of regional library system administrator:

Marian Ridge, (218)587-2171 x. 222 , [ridgem@krls.org](mailto:ridgem@krls.org)

Name, phone, and email address of regional library system ACHF program coordinator:

Stephanie Johnson, (218)587-2171, [johnsons@krls.org](mailto:johnsons@krls.org)

Name, phone, and email address of regional library system finance manager:

Patricia Kline, (218)587-2171 x.225, [klinep@krls.org](mailto:klinep@krls.org)

## Authorized Signatures

*The information in the report documents are true and correct to the best of our knowledge.*

Signature \_\_\_\_\_

Printed Name

Chair, Regional Library System Governing Board

Date

Signature \_\_\_\_\_

Printed Name

Regional Library System Administrator

Date

## FY 2017 ACHF Project Highlights

### Summary Data:

Total number of activities, programs, and/or events: 111

Total participation/attendance: 4019

Total number of partnerships: [Click here to enter text.](#)

Total FTE (funded by ACHF): \$91281.21

Total value of in-kind contributions: \$2800.00

Total administrative costs (funded by ACHF): [Click here to enter text.](#)

### Highlights:

*Briefly describe two to three ACHF-funded projects that are models of the work done with ACHF funding by your regional library system. Please list outcomes, partnerships, unique locations, great stories, anecdotes, etc.*

Zarawaar Mistry toured the region, stopping at eight different locations throughout his tour. Children and their caregivers were able to experience traditional stories from India which were brought to life through Mistry acting them out while his partner for the show, Greg, played accompanying music. The children learned about different aspects of the culture in India through the stories and from Mistry explaining how stories are told there, the importance of the stories, and by showing books and traditional finger puppets from the country. Children were able to interact with the stories and were very excited about the music and Mistry's performance. One attendee wrote that they, "loved my children being exposed to different cultures," during the program.

Lyz Jaakola toured the Kitchigami Regional System, visiting 10 locations and engaging with over 230 attendees. Lyz provided an engaging and informative musical performance by sharing various traditional songs and instruments of the Anishinaabe. She provided history and traditional meanings behind the songs and instruments within the Anishinaabe culture. At the end of each performance a discussion about the Anishinaabe culture, music, and instruments was held engaging the audience. One participant commented that the program was, "well done, [and] certainly an important aspect of learning more about other cultures." 99% of participants

who attended the programs responded that they had an enjoyable experience and that they learned more about the Anishinabee culture.

Kitchigami Regional Library  
 2018 Financial Statement-Balance Sheet  
 Revised after 2016 & 2017 Audits

Assets	January	February	March	April	May	June
Petty Cash	1,703.64	1,622.85	1,486.48	1,474.95	1,387.32	954.79
Checking	792,770.48	983,475.68	1,006,134.03	1,007,469.82	1,065,138.78	1,051,417.82
Money Market Funds	3,185,830.40	2,991,679.21	2,795,750.00	2,646,406.83	3,039,888.49	2,901,795.22
Special Money Market	671,088.64	671,152.99	671,204.48	671,439.84	671,761.76	672,019.42
Kitchigami Endowment Fund	129,500.00	129,500.00	129,500.00	129,500.00	129,500.00	129,500.00
Accounts Receivable	-	12,380.40	12,384.40	-	-	-
Interest Receivable	893.26	893.26	893.26	893.26	2,210.80	2,989.24
Prepaid Insurance	11,831.82	11,831.82	11,831.82	11,831.82	11,831.82	11,831.82
Prepaid Health Insurance	11,692.60	11,692.60	11,692.60	11,692.60	11,692.60	11,692.60
Prepaid Materials	72,917.47	72,917.47	72,917.47	72,917.47	72,917.47	31,419.25
Investment - CD	502,983.60	502,983.60	502,983.60	504,251.30	504,251.30	504,251.30
Land	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Buildings	587,168.00	587,168.00	587,168.00	587,168.00	587,168.00	587,168.00
Accum.Depreciation-Bldgs	(255,691.00)	(255,691.00)	(255,691.00)	(255,691.00)	(255,691.00)	(255,691.00)
Vehicles	352,089.00	352,089.00	352,089.00	352,089.00	352,089.00	352,089.00
Accum.Depreciation-Vehicle	(260,168.00)	(260,168.00)	(260,168.00)	(260,168.00)	(260,168.00)	(260,168.00)
Furniture, Fixtures & Equip	333,424.00	333,424.00	333,424.00	333,424.00	333,424.00	333,424.00
Accum.Depreciation- FFE	(293,403.00)	(293,403.00)	(293,403.00)	(293,403.00)	(293,403.00)	(293,403.00)
Legacy Equipment	2,585.00	2,585.00	2,585.00	2,585.00	2,585.00	2,585.00
Accum.Depreciation- Legacy Equipment	(2,585.00)	(2,585.00)	(2,585.00)	(2,585.00)	(2,585.00)	(2,585.00)
Books - Shared Collection	1,293.19	2,307.63	4,214.40	6,482.43	7,826.08	10,290.59
Books - HQ Contents	110,760.00	110,760.00	110,760.00	110,760.00	110,760.00	110,760.00
Books - Outreach	166,793.28	167,209.98	167,635.90	168,398.19	171,363.38	172,189.03
Accum.Depreciation- Books	(241,437.00)	(241,437.00)	(241,437.00)	(241,437.00)	(241,437.00)	(241,437.00)
Sound - Outreach	28,687.51	28,687.51	28,687.51	28,723.35	29,028.45	29,028.45
Video - Outreach	19,037.30	19,060.22	19,087.14	19,533.00	20,139.78	20,235.90
<b>TOTAL ASSETS</b>	<b>5,959,765.19</b>	<b>5,970,137.22</b>	<b>5,799,145.09</b>	<b>5,643,756.86</b>	<b>6,101,680.03</b>	<b>5,912,357.43</b>

Kitchigami Regional Library  
 2018 Financial Statement-Balance Sheet  
 Revised after 2016 & 2017 Audits

Liabilities and Fund Balance	January	February	March	April	May	June
Accounts Payable	34,153.13	21,772.73	34,153.13	34,153.13	34,153.13	34,153.13
Salaries Payable	107,900.09	107,900.09	107,900.09	107,900.09	107,900.09	107,900.09
PCORI Tax Payable	40.68					
Accrued Vacation Benefits	68,420.09	68,420.09	68,420.09	68,420.09	68,420.09	68,420.09
Deferred Revenue	66,244.53	66,244.53	66,244.53	66,244.53	66,244.53	66,244.53
Investment in Fixed Assets	582,982.00	582,982.00	582,982.00	582,982.00	582,982.00	582,982.00
Restricted Funds - Bldg Repair	40,967.53	40,967.53	40,967.53	40,967.53	40,967.53	40,967.53
Restricted Funds - Automation	398,253.90	398,253.90	398,253.90	398,253.90	398,253.90	398,253.90
Restricted Funds - ARR	256,524.63	256,524.63	256,524.63	256,524.63	256,524.63	256,524.63
Restricted Funds - Building	165,124.11	165,124.11	165,124.11	165,124.11	165,124.11	165,124.11
Restricted Funds - HQ Gift	277.00	277.00	277.00	277.00	277.00	277.00
Restricted Funds - Acct Software	25,681.21	25,681.21	25,681.21	25,681.21	25,681.21	25,681.21
Restricted Funds - Summer Reading	30,798.39	30,798.39	30,798.39	30,798.39	30,798.39	30,798.39
Restricted Funds - Susan Tricker Outreach	111,561.57	111,561.57	111,561.57	111,561.57	111,561.57	111,561.57
Restricted Funds - Endowment	129,500.00	129,500.00	129,500.00	129,500.00	129,500.00	129,500.00
Restricted Funds - Loan Security	31,347.00	31,347.00	31,347.00	31,347.00	31,347.00	31,347.00
Restricted Funds - Outreach	52,901.29	52,901.29	52,901.29	52,901.29	52,901.29	52,901.29
Restricted Funds - Vehicle Reserve	126,925.05	126,925.05	126,925.05	126,925.05	126,925.05	126,925.05
Restricted Funds - Gates Grant	19,619.47	19,619.47	19,619.47	19,619.47	19,619.47	19,619.47
Restricted Funds - Crow Wing Co	206,431.85	206,431.85	206,431.85	206,431.85	206,431.85	206,431.85
Restricted Funds - Health Insurance	59,976.00	59,976.00	59,976.00	59,976.00	59,976.00	59,976.00
Restricted Funds- RLTA	346,265.25	346,265.25	346,265.25	346,265.25	346,265.25	346,265.25
Fund Balance	3,260,481.24	3,260,481.24	3,260,481.24	3,260,481.24	3,260,481.24	3,260,481.24
Excess (Deficit) Over Expenses	(162,610.82)	(139,817.71)	(323,190.24)	(478,578.47)	(20,655.30)	(209,977.90)
<b>TOTAL LIABILITY AND FUND BALANCE</b>	<b>5,959,765.19</b>	<b>5,970,137.22</b>	<b>5,799,145.09</b>	<b>5,643,756.86</b>	<b>6,101,680.03</b>	<b>5,912,357.43</b>

Kitchigami Regional Library  
 2018 Financial Statement-Balance Sheet  
 Revised after 2016 & 2017 Audits

Assets	July	August	September	October	November	December
Petty Cash	929.79	785.02				
Checking	1,128,281.61	1,114,851.73				
Money Market Funds	2,956,949.25	2,772,583.83				
Special Money Market	672,277.18	672,654.75				
Kitchigami Endowment Fund	129,500.00	129,500.00				
Accounts Receivable	-	757.09				
Interest Receivable	3,805.69	4,623.54				
Prepaid Insurance	11,831.82	11,831.82				
Prepaid Health Insurance	11,692.60	11,692.60				
Prepaid Materials	25,448.35	19,942.03				
Investment - CD	504,251.30	504,251.30				
Land	30,000.00	30,000.00				
Buildings	587,168.00	587,168.00				
Accum.Depreciation-Bldgs	(255,691.00)	(255,691.00)				
Vehicles	352,089.00	352,089.00				
Accum.Depreciation-Vehicle	(260,168.00)	(260,168.00)				
Furniture, Fixtures & Equip	333,424.00	333,424.00				
Accum.Depreciation- FFE	(293,403.00)	(293,403.00)				
Legacy Equipment	2,585.00	2,585.00				
Accum.Depreciation- Legacy Equipment	(2,585.00)	(2,585.00)				
Books - Shared Collection	12,150.58	14,146.15				
Books - HQ Contents	110,760.00	110,760.00				
Books - Outreach	174,338.99	175,718.32				
Accum.Depreciation- Books	(241,437.00)	(241,437.00)				
Sound - Outreach	29,579.39	29,855.56				
Video - Outreach	20,446.12	20,592.10				
<b>TOTAL ASSETS</b>	<b>6,044,224.67</b>	<b>5,846,527.84</b>	-	-	-	-

Kitchigami Regional Library  
 2018 Financial Statement-Balance Sheet  
 Revised after 2016 & 2017 Audits

	July	August	September	October	November	December
Liabilities and Fund Balance						
Accounts Payable	34,153.13	34,153.13				
Salaries Payable	107,900.09	107,900.09				
PCORI Tax Payable						
PERA PAYABLE		243.93				
Accrued Vacation Benefits	68,420.09	68,420.09				
Deferred Revenue	66,244.53	66,244.53				
Investment in Fixed Assets	582,982.00	582,982.00				
Restricted Funds - Bldg Repair	40,967.53	40,967.53				
Restricted Funds - Automation	398,252.90	398,253.90				
Restricted Funds - ARR	256,524.63	256,524.63				
Restricted Funds - Building	165,124.11	165,124.11				
Restricted Funds - HQ Gift	277.00	277.00				
Restricted Funds - Acct Software	25,681.21	25,681.21				
Restricted Funds - Summer Reading	30,798.39	30,798.39				
Restricted Funds - Susan Tricker Outreach	111,561.57	111,561.57				
Restricted Funds - Endowment	129,500.00	129,500.00				
Restricted Funds - Loan Security	31,347.00	31,347.00				
Restricted Funds - Mobile Library	52,901.29	52,901.29				
Restricted Funds - Vehicle Reserve	126,925.05	126,925.05				
Restricted Funds - Gates Grant	19,619.47	19,619.47				
Restricted Funds - Crow Wing Co	206,431.85	206,431.85				
Restricted Funds - Health Insurance	59,976.00	59,976.00				
Restricted Funds- RLTA	346,265.25	346,265.25				
Fund Balance	3,260,481.24	3,260,481.24				
Excess (Deficit) Over Expenses	(78,110.66)	(276,051.42)				
<b>TOTAL LIABILITY AND FUND BALANCE</b>	<b>6,044,223.67</b>	<b>5,846,527.84</b>				

Kitchigami Regional Library  
 2018 Financial Statement-Revenue  
 Revised after 2016 & 2017 Audits

	Jan - June	July	August	YTD	2018 Budget	Budget Balance	Annual % of Budget
<b>State &amp; Federal Funds:</b>							
State RLBSS	193,515.31	64,505.10	-	258,020.41	633,189.00	439,673.69	30.56%
State RLTA	12,010.49			12,010.49	39,000.00	26,989.51	30.80%
Misc. State Funds	-	2,065.00		2,065.00	3,400.00	3,400.00	0.00%
Legacy Funds	53,406.08			53,406.08	73,000.00	19,593.92	73.16%
<b>Total State &amp; Federal Funds</b>	<b>258,931.88</b>	<b>66,570.10</b>	<b>-</b>	<b>325,501.98</b>	<b>748,589.00</b>	<b>489,657.12</b>	<b>34.59%</b>
<b>County Governments:</b>							
Beltrami County	191,656.50			191,656.50	383,313.00	191,656.50	50.00%
Cass County	183,642.50			183,642.50	367,285.00	183,642.50	50.00%
Crow Wing County	-	254,563.50		254,563.50	509,127.00	509,127.00	0.00%
Hubbard County	104,000.00			104,000.00	208,000.00	104,000.00	50.00%
Wadena County	47,766.50			47,766.50	95,533.00	47,766.50	50.00%
<b>Total County Governments</b>	<b>527,065.50</b>	<b>254,563.50</b>	<b>-</b>	<b>781,629.00</b>	<b>1,563,258.00</b>	<b>1,036,192.50</b>	<b>33.72%</b>
<b>City Governments:</b>							
Bemidji	68,132.00			68,132.00	136,264.00	68,132.00	50.00%
Blackduck	7,718.50			7,718.50	15,437.00	7,718.50	50.00%
Brainerd	41,523.50			41,523.50	83,047.00	41,523.50	50.00%
Cass Lake	4,077.50			4,077.50	8,155.00	4,077.50	50.00%
Longville	4,506.00			4,506.00	9,012.00	4,506.00	50.00%
Park Rapids	24,816.00			24,816.00	49,632.00	24,816.00	50.00%
Pine River	6,424.00			6,424.00	12,848.00	6,424.00	50.00%
Wadena	33,791.50			33,791.50	67,583.00	33,791.50	50.00%
Walker	7,355.50			7,355.50	14,711.00	7,355.50	50.00%
<b>Total City Governments</b>	<b>198,344.50</b>	<b>-</b>	<b>-</b>	<b>198,344.50</b>	<b>396,689.00</b>	<b>198,344.50</b>	<b>50.00%</b>

Kitchigami Regional Library  
 2018 Financial Statement-Revenue  
 Revised after 2016 & 2017 Audits

	Jan - June	July	August	September	YTD	2018 Budget	Budget Balance	Annual % of Budget
<b>Interest Income:</b>								
Restricted Interest - CD	2,583.11	603.24	604.27		3,790.62	5,800.00	3,216.89	44.54%
Non-Restricted Int - CD	780.57	213.21	213.58		1,207.36	2,413.28	1,632.71	32.34%
Non-Rest'd Interest - Money Mkt	4,331.80	1,260.10	1,498.56		7,090.46	5,500.00	1,168.20	78.76%
Special MM Interest	982.26	257.76	377.57		1,617.59	1,500.00	517.74	65.48%
Interest Income MNCF	4,791.75	-	48.53		4,791.75	4,586.72	(205.03)	104.47%
PRSB Checking Interest	202.67	46.54	48.53		297.74	200.00	(2.67)	101.34%
<b>Total Interest</b>	<b>13,672.16</b>	<b>2,380.85</b>	<b>2,742.51</b>	<b>-</b>	<b>18,795.52</b>	<b>20,000.00</b>	<b>6,327.84</b>	<b>68.36%</b>
<b>Other Income:</b>								
Gifts & Memorials - E Materials	-	337.06			337.06	-	-	
Gifts & Memorials - Books	-				-	-	-	
Donations	66,391.47	3,407.42			69,798.89	-	-	
Gates Reserve	100.00		100.00		200.00	-	-	
Automation Repair & Replacement	17,459.00				17,459.00	17,459.00	-	100.00%
Photocopy Sales	6,018.10	751.15	2,695.90	103.05	9,568.20	-	(6,018.10)	
Overdue Notice Fees	6,551.17	816.00	1,874.00	139.00	9,380.17	12,000.00	5,448.83	54.59%
Lost and Damaged	5,971.31	678.00	1,182.00	17.00	7,848.31	12,000.00	6,028.69	49.76%
Library Cards Income	980.00	205.00	314.00	46.00	1,545.00	-	(980.00)	
Miscellaneous Income	436.00	4.00	26.00		466.00	-	(436.00)	
Fax Income	765.15	27.00	363.00	4.00	1,159.15	-	(765.15)	
Summer Reading Program	113.80				113.80	-	(113.80)	
Winter Reading Program	2,711.27				2,711.27	-	(2,711.27)	
NLLN-E-Audio Grant	-				-	5,000.00	5,000.00	0.00%
ILL Income	125.00	40.00	40.00		205.00	-	(125.00)	
Over/Short	158.46	64.80	(1.74)		221.52	-	-	
<b>Total Other Income</b>	<b>107,780.73</b>	<b>6,330.43</b>	<b>6,593.16</b>	<b>309.05</b>	<b>121,013.37</b>	<b>46,459.00</b>	<b>(61,321.73)</b>	<b>231.99%</b>
<b>TOTAL REVENUE</b>	<b>1,105,794.77</b>	<b>329,844.88</b>	<b>9,335.67</b>	<b>309.05</b>	<b>1,445,284.37</b>	<b>2,774,995.00</b>	<b>1,669,200.23</b>	<b>39.85%</b>
Reserve Transfers	1,105,794.77	329,844.88	9,335.67	309.05	1,445,284.37	177,112.00	1,846,312.23	0.00%
						2,952,107.00		37.46%

Kitchigami Regional Library  
 2018 Financial Statement-Expenses  
 Revised after 2016 & 2017 Audits

	Jan - June	July	AUGUST	YTD	2018 Budget	Budget Balance	Annual % of Budget
<b>Library Materials:</b>							
Books/Audiovisual	131,894.12	28,563.30	25,333.59	185,791.01	299,987.00	168,092.88	43.97%
E-Materials	59,943.86	6,768.01	6,937.62	73,649.49	81,900.00	21,956.14	73.19%
E-Platforms	-	-	-	-	-	-	-
Shared Databases/collections	19,522.00	420.00	288.75	20,230.75	98,912.97	79,390.97	19.74%
Periodicals and Papers	16,121.55	231.60	57.20	16,410.35	17,477.00	1,355.45	92.24%
<b>Total Library Materials</b>	<b>227,481.53</b>	<b>35,982.91</b>	<b>32,617.16</b>	<b>296,081.60</b>	<b>498,276.97</b>	<b>270,795.44</b>	<b>45.65%</b>
<b>Library Expenses:</b>							
ILL Expense	338.62	18.00	74.97	431.59	-	(338.62)	-
Postage	2,853.34	256.62		3,109.96	11,110.00	8,256.66	25.68%
Phones	8,526.53	1,365.21	1,379.77	11,271.51	52,577.00	44,050.47	16.22%
Mobile Library - Remote Access	156.12	26.02	26.02	208.16	-	(156.12)	-
Sales and Use Tax	-	-	-	-	-	-	-
Library Supplies	7,861.78	1,903.53	1,402.93	11,168.24	15,158.00	7,296.22	51.87%
ILS Maintenance Expense	21,047.58	3,507.93	3,507.93	28,063.44	46,800.00	25,752.42	44.97%
Office Supplies	5,991.09	143.14	781.15	6,915.38	22,000.00	16,008.91	27.23%
Promotion	-	-	-	-	6,000.00	6,000.00	0.00%
Winter Reading Program	64.00			64.00	-	(64.00)	-
Summer Reading Program	161.85			161.85	-	(161.85)	-
Processing	9,191.79	1,996.22	1,734.69	12,922.70	25,000.00	15,808.21	36.77%
Automation Repair & Replacement	1,641.82	255.55	372.90	2,270.27	28,959.00	27,317.18	5.67%
Data Lines - NW Links	24,264.26	1,178.63	9,724.58	35,167.47	-	(24,264.26)	-
Gates Reserves Expense	-	-	-	-	-	-	-
Automation - Operating Expense	35,099.32		192.00	35,291.32	86,989.00	51,889.68	40.35%
Automation - Supplies	-				20,865.00	20,865.00	0.00%
Automation - Equipment	474.37			474.37	5,000.00	4,525.63	9.49%
Automation-Software	454.08			454.08	2,875.00	2,420.92	15.79%
<b>Total Library Expenses</b>	<b>118,126.55</b>	<b>10,650.85</b>	<b>19,196.94</b>	<b>147,974.34</b>	<b>323,333.00</b>	<b>205,206.45</b>	<b>36.53%</b>

Kitchigami Regional Library  
 2018 Financial Statement-Expenses  
 Revised after 2016 & 2017 Audits

	Jan - June	July	AUGUST	YTD	2018 Budget	Budget Balance	Annual % of Budget
<b>Vehicle Expenses:</b>							
Gas and Oil	4,124.76	697.77	728.51	5,551.04	7,800.00	3,675.24	52.88%
Repairs & Maintenance	2,923.34	52.25	662.40	3,637.99	14,900.00	11,976.66	19.62%
Insurance	2,396.01			2,396.01	3,000.00	603.99	79.87%
<b>Total Vehicle Expenses</b>	<b>9,444.11</b>	<b>750.02</b>	<b>1,390.91</b>	<b>11,585.04</b>	<b>25,700.00</b>	<b>16,255.89</b>	<b>36.75%</b>
<b>Mobile Library/Outreach Expenses:</b>							
Gas and Oil	2,774.22	464.26	564.90	3,803.38	5,000.00	2,225.78	55.48%
Repairs & Maintenance	185.77			185.77	2,000.00	1,814.23	9.29%
Insurance	2,716.35			2,716.35	3,000.00	283.65	90.55%
<b>Total Mobile Library Expense</b>	<b>5,676.34</b>	<b>464.26</b>	<b>564.90</b>	<b>6,705.50</b>	<b>10,000.00</b>	<b>4,323.66</b>	<b>56.76%</b>
<b>Building Expenses:</b>							
Heat	948.32	26.00		974.32	1,500.00	551.68	63.22%
Insurance-Contents	4,837.00			4,837.00	5,000.00	163.00	96.74%
Insurance-Liabilities	1,114.00			1,114.00	2,000.00	886.00	55.70%
Building & Property R & M	3,809.89	819.08	180.00	4,808.97	7,600.00	3,790.11	50.13%
Electricity	2,602.91	397.44	429.87	3,430.22	5,000.00	2,397.09	52.06%
Garbage	409.69	69.44	73.53	552.66	900.00	490.31	45.52%
Water	175.76	28.00	28.00	231.76	400.00	224.24	43.94%
Sewer	256.20	42.00	42.00	340.20	600.00	343.80	42.70%
<b>Total Building Expenses</b>	<b>14,153.77</b>	<b>1,355.96</b>	<b>779.40</b>	<b>16,289.13</b>	<b>23,000.00</b>	<b>8,846.23</b>	<b>61.54%</b>
<b>KRL Board Expenses:</b>							
Board & Committe Meetings	1,412.70	370.06	430.65	2,213.41	3,000.00	1,587.30	47.09%
Legacy Fund Expenses*	37,062.14	1,977.64	1,450.00	40,489.78	73,000.00	35,937.86	50.77%
Special Projects	-			-	10,000.00	10,000.00	0.00%
Membership Dues	1,334.02	197.67	197.67	1,729.36	2,500.00	1,165.98	53.36%
Professional Fees	17,550.00			17,550.00	10,000.00	(7,550.00)	175.50%
Admin Software & Fees	1,587.94			1,587.94	500.00	(1,087.94)	317.59%
Statewide Meetings/Director Travel	-			-	-	-	-
Strategic Planning	-			-	20,000.00	20,000.00	0.00%
Board Insurance	-	2,625.00		2,625.00	3,000.00	3,000.00	0.00%
<b>Total KRL Board Expense</b>	<b>58,946.80</b>	<b>5,170.37</b>	<b>2,078.32</b>	<b>66,195.49</b>	<b>122,000.00</b>	<b>63,053.20</b>	<b>48.32%</b>

Kitchigami Regional Library  
 2018 Financial Statement-Expenses  
 Revised after 2016 & 2017 Audits

	Jan - June	July	AUGUST	YTD	2018 Budget	Budget Balance	Annual % of Budget
<b>Agency Salaries:</b>							
Bemidji Branch	117,484.09	16,374.52	16,650.81	150,509.42	245,947.46	128,463.37	47.77%
Bemidji Substitutes	10,297.49	3,976.22	3,314.37	17,588.08	40,742.55	30,445.06	25.27%
Blackduck Branch	17,545.16	2,992.77	2,982.37	23,520.30	32,903.15	15,357.99	53.32%
Blackduck Substitutes	791.65	235.11	255.87	1,282.63	11,347.73	10,556.08	6.98%
Brainerd Branch	156,062.96	24,425.52	25,839.77	206,328.25	325,183.35	169,120.39	47.99%
Brainerd Substitutes	8,147.78	1,676.11	978.00	10,801.89	12,319.56	4,171.78	66.14%
Brainerd Custodial	1,245.54	1,652.59		2,898.13		(1,245.54)	
Cass Lake Branch	14,509.93	1,904.76	1,771.38	18,186.07	30,168.50	15,658.57	48.10%
Cass Lake Substitutes	964.55	312.52	246.63	1,523.70	8,099.63	7,135.08	11.91%
Longville Branch	16,795.42	3,172.46	2,982.87	22,950.75	33,199.45	16,404.03	50.59%
Longville Substitutes	275.41	33.18	44.24	352.83	3,726.79	3,451.38	7.39%
Park Rapids Branch	59,031.08	9,632.89	9,828.29	78,492.26	117,318.41	58,287.33	50.32%
Park Rapids Substitutes	6,126.31	1,064.81	1,444.88	8,636.00	22,938.62	16,812.31	26.71%
Pine River Branch	27,927.10	3,860.39	4,593.85	36,381.34	60,255.93	32,328.83	46.35%
Pine River Substitutes	3,319.15	1,313.75	1,666.64	6,299.54	6,915.25	3,596.10	48.00%
Wadena Branch	32,813.14	5,590.73	5,716.00	44,119.87	71,230.67	38,417.53	46.07%
Wadena Substitutes	3,689.01	734.07	595.07	5,018.15	11,963.41	8,274.40	30.84%
Walker Branch	28,099.40	4,454.43	4,744.93	37,298.76	57,517.64	29,418.24	48.85%
Walker Substitutes	2,381.91	344.36	156.76	2,883.03	13,966.10	11,584.19	17.05%
<b>Total Agency Salaries</b>	<b>507,507.08</b>	<b>83,751.19</b>	<b>83,812.73</b>	<b>675,071.00</b>	<b>1,105,744.20</b>	<b>598,237.12</b>	<b>45.90%</b>
<b>Regional Salaries:</b>							
Administration	107,161.76	16,930.52	21,074.26	145,166.54	219,565.29	112,403.53	48.81%
Technical Services	21,325.63	3,395.82	3,685.80	28,407.25	42,061.10	20,735.47	50.70%
Technical Services Substitutes	78.66			78.66	542.10	463.44	14.51%
Interlibrary Loan	13,169.66	2,113.91	2,252.78	17,536.35	26,028.84	12,859.18	50.60%
Interlibrary Loan Substitutes	143.18		49.80	192.98	542.10	398.92	26.41%
Mobile/Outreach Library	15,883.57	2,512.48	2,726.96	21,123.01	31,259.14	15,375.57	50.81%
Mobile/Outreach Library Substitutes	3,237.80	112.61	430.00	3,780.41	3,958.00	720.20	81.80%
Delivery	12,768.82	2,064.04	1,965.85	16,798.71	26,129.13	13,360.31	48.87%
Delivery Substitutes	103.12	37.35	14.40	154.87	542.10	438.98	19.02%
Miscellaneous Salaries	-	-	-	-	-	-	-
<b>Total Regional Salaries</b>	<b>173,872.20</b>	<b>27,166.73</b>	<b>32,199.85</b>	<b>233,238.78</b>	<b>350,627.80</b>	<b>176,755.60</b>	<b>49.59%</b>

Kitchigami Regional Library  
 2018 Financial Statement-Expenses  
 Revised after 2016 & 2017 Audits

	Jan - June	July	AUGUST	YTD	2018 Budget	Budget Balance	Annual % of Budget
<b>Benefits:</b>							
PEIP Health Insurance	72,219.00	12,423.42	11,004.80	95,647.22	230,400.00	158,181.00	31.35%
KRL Insurance Benefits	5,252.20	869.00	869.00	6,990.20	12,000.00	6,747.80	43.77%
Bank Fees	97.75	5.00	5.00	107.75		(97.75)	
FICA Taxes	51,355.02	8,425.32	8,941.36	68,721.70	114,166.46	62,811.44	44.98%
PERA Payroll Tax	48,551.06	7,646.25	7,906.94	64,104.25	106,472.80	57,921.74	45.60%
Training and Development	1,012.07	620.60	210.47	1,843.14	15,545.00	14,532.93	6.51%
Unemployment Compensation	-			-			
Workers Comp Insurance	2,794.00	2,496.00	19.00	5,309.00	9,589.77	6,795.77	29.14%
<b>Total Benefits</b>	<b>181,281.10</b>	<b>32,485.59</b>	<b>28,956.57</b>	<b>242,723.26</b>	<b>488,174.03</b>	<b>306,892.93</b>	<b>37.13%</b>
<b>Personnel Expenses:</b>							
Interview & Hiring	3,461.75	-	43.89	3,505.64	6,000.00	2,538.25	57.70%
<b>Other Expenses:</b>							
Meetings-Travel-Marian	1,020.74	199.76		1,220.50		(1,020.74)	
Travel, Other Employees	226.91			226.91		(226.91)	
Service - CrossLake	5,000.00			5,000.00	5,000.00	-	100.00%
Service - Pequot Lakes	5,000.00			5,000.00	5,000.00	-	100.00%
Miscellaneous Expense	163.50			163.50		(163.50)	
Fines & Penalties	4,410.29		5,635.76	10,046.05		(4,410.29)	
<b>Total Other Expenses</b>	<b>15,821.44</b>	<b>199.76</b>	<b>5,635.76</b>	<b>21,656.96</b>	<b>10,000.00</b>	<b>(5,821.44)</b>	<b>158.21%</b>
<b>TOTAL EXPENSES</b>	<b>1,315,772.67</b>	<b>197,977.64</b>	<b>207,276.43</b>	<b>1,721,026.74</b>	<b>2,962,856.00</b>	<b>1,647,083.33</b>	<b>44.41%</b>
Capital Expenditures							
Total Revenue	1,105,794.77	329,844.88	9,335.67	1,444,975.32	2,774,995.00	1,669,200.23	39.85%
Reserve Transfers					177,112.00	177,112.00	0.00%
Total Revenue	1,105,794.77	329,844.88	9,335.67	1,444,975.32	2,952,107.00	1,846,312.23	37.46%
Excess (Deficit)	(209,977.90)	131,867.24	(197,940.76)	(276,051.42)			

## Kitchigami Regional Library Board Meeting 20 September 2018

### **3.5 Director's report**

**Action request:** For the board's information

#### 3.5.1 Delivery

Our primary delivery driver has health problems that need to be corrected before he can drive and do delivery again. Our other two drivers can only drive a restricted number of hours, so we are advertising for a substitute driver. In the interim we have revised our delivery schedule, with the agreement of the branch libraries.

#### 3.5.2 Arts and Cultural Heritage Fund programming

Stephanie Johnson, the librarian responsible for scheduling our region-wide legacy programs, is now working with a committee of branch employees to generate and follow up on program ideas. We hope this will help spend the money in a more timely fashion. She is also monitoring and supervising contracts for local program initiatives.

#### 3.5.3 Regional Library Telecommunications Aid

The regional public library system directors continue to be very active in reviewing the current RLTA funding procedure, in particular where Category 2 funding is involved. At the past legislative session, a house member tried to remove unspent category 2 funding and move it permanently to education funding. Although the move was not successful, it has raised concern among the other directors. This does not directly affect KRLS because our RLTA reserve will maintain us for possibly 10 years before category 2 funding is an issue, so our interest is very long term.

#### 3.5.4 Staff training

Our staff training day on 20 September is turning out to be more successful than we first envisioned. There are now 55 people registered, including employees of the Northwest and Lake Agassiz regional libraries and multiple school districts. This training is a cooperative project of the 4 regional public libraries in the Northern Lights Library Network geographic area.

#### 3.5.5 Old bookmobile

A gentleman stopped by to look at the old bookmobile. There is a possibility that I will have a bid for the board to consider on the night of the meeting.

## KRLS checkouts

	Location	Jan-Aug 2017	Jan- AugFeb 2018	Percent change
	Bemidji	110,641	108,127	-2.27%
	Blackduck	8,213	9,343	13.76%
	Brainerd	128,973	122,538	-4.99%
	Brainerd self check	51,194	54,089	5.65%
	Cass Lake	4,408	4,995	13.32%
	Longville	9,860	9,597	-2.67%
	Park Rapids	58,316	54,549	-6.46%
	Pine River	18,825	17,828	-5.30%
	Wadena	37,536	38,965	3.81%
	Walker	19,308	18,664	-3.34%
	Mobile Backus	514	937	82.30%
	Mobile Laporte	150	143	-4.67%
	Mobile Nisswa	1,282	1,294	0.94%
	Mobile Hackensack	666	394	-40.84%
	Mobile Nimrod	535	753	40.75%
	Mobile Leader	745	537	-27.92%
	Mobile Menahga	2,909	2,915	0.21%
	Mobile Nevis	2,127	2,337	9.87%
	Mobile Garrison	942	888	-5.73%
	Mobile Bay Lake	285	222	-22.11%
	Mobile Becida	573	697	21.64%
	Mobile Remer	1,052	1,051	-0.10%
	Mobile Sebeka	309	309	0.00%
	Pequot Lakes associate	1,958	2,143	9.45%
	Crosslake associate	494	554	12.15%
	<b>SUBTOTAL</b>	<b>461,815</b>	<b>453,869</b>	<b>-0.02%</b>

**Electronic Resources  
January-August 2018**

**2017      2018**

**2017      2018**

**Cloud Library**

Checkouts: eBooks	38,542	41,992
Checkouts: eAudio	14,233	17,042
New Patrons	681	659

**Ancestry Library**

Searches	15808	3141
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**Auto Repair Reference**

Sessions	677	568
Searches	787	692

**Flipster**

Sessions	1030	891
Searches	1042	662
Online View	1535	1319
Downloads	1616	2231

**ELM: EBSCO**

Sessions	176	325
Searches	521	1342

**ELM: Britannica**

Sessions	665	474
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**ELM: Gale**

Sessions	8	
Searches	12	

**ELM: ProQuest**

Searches	90	3
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Kitchigami Regional Library Board Meeting 20 September 2018

**4.1 Director search**

**Action request:** That the board receive the search committee's report and approve the recommendation to hire the firm of David Drown and Associates.

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The report of the Search Committee, the proposal from David Drown and Associates and my annotated job description are attached, as requested by the board. Gary Weier of DDA will be present at the meeting.

## Kitchigami Library Executive Director Search Committee Report

The Executive Director Search Committee has completed the preliminary work needed prior to the KRLS Board's September meeting. The Committee has completed the following tasks.

Chair Gaalswyk met with Crow Wing County Human Resources Director Tami Laska on July 30 to discuss her potential availability for and assistance with the KRLS executive director search. Ms. Laska agreed to assist and offered several ideas for moving forward, the main one being a strong recommendation to use a search firm. Ms. Laska agreed to contact the search firm that Crow Wing County had used to complete the search for her replacement. She also agreed to assist with updating the KRLS Executive Director job description.

Following our July 30 meeting, Ms. Laska contacted Gary Weiers from David Drown and Associates (DDA) to determine his firm's availability and to propose that he contact Sourcewell (NJPA) as a possible funding source to defray some of the cost of utilizing his firm.

On August 6, DDA provided a proposal for Committee consideration. Gaalswyk distributed the proposal to Committee members the same day. Gaalswyk also distributed a draft copy of a job description (JD) created by Laska and Gaalswyk to the Committee.

On August 16, Gaalswyk sent a follow up email to Committee members requesting their feedback on the JD and the proposal from DDA.

By August 20, all Committee members had responded in the affirmative supporting the recommendation of Gaalswyk and Laska to engage DDA for the executive director search. Committee members also provided feedback on the updated JD.

Gaalswyk contacted Gary Weiers for additional information and to request that he attend the September KRLS board meeting to present his proposal and to answer questions. Gaalswyk and Weiers discussed cost and funding issues. Weiers stated that Sourcewell has committed \$7,500 toward the cost of the search, bringing the cost to KRLS down to \$10,500.

Gaalswyk contacted Director Ridge and requested that the search committee report and the DDA proposal be placed on the September KRLS board agenda and that supporting documentation and information be placed in the September board packet.

It is the recommendation of the Committee to engage David Drown and Associates to guide KRLS through the search process. Doing so will broaden the scope of the search, tighten the timeline, keep the process moving and ensure that we progress in a timely manner, avoiding unnecessary delays and potential pitfalls.

Gaalswyk and Hofer are not able to attend the September KRLS board meeting. Conway and Erickson will be in attendance.

Neal Gaalswyk  
on behalf of the Search Committee  
September 18, 2018

Kitchigami Regional Library  
Position Description

**Title: Director/Chief Librarian**

**Job Summary:** Following Kitchigami board policies, provides leadership, management, planning and coordination of the Kitchigami Regional Library and its program for service

**Requirements:**

Education: MLS from an ALA accredited institution *or MLIS*  
Experience: Minimum of 10 years experience in a public library, including at least 5 years of administrative experience.

Skills and Qualifications:

Ability to manage library operations and budget.  
Ability to plan and conduct meetings.  
Ability to work with public governing authorities.  
Ability to communicate well (spoken and written).  
Ability to hire, train, supervise and evaluate staff.  
Ability to pay attention to detail. *needs greater emphasis on technology*  
Knowledge of library history, use, and public needs.

**Responsible for:** Branch and department managers, Administrative assistant, Bookkeeper  
**Responsible to:** Kitchigami Regional Board

**Responsibilities:**

1. Develops and implements long and short-range plans for regional library development.
2. Oversees the regional system operation in general and reports to state and federal government.
3. Maintains and further develops the expert skills needed for performance of this position.
4. Assumes leadership roles in the state, regional and national library organizations. ??
5. Hires and supervises and evaluates employees. *Directly supervises 14 positions*
6. Provides problem-solving assistance and educational opportunities to library staff and board members in support of the responsibilities of their positions.
7. Applies state and federal laws and rules that govern library services.
8. Manages grant programs, including application and evaluation.
9. Performs duties of personnel manager. *needs broader definition of human resources*
10. Performs all management and supervisory tasks in accordance with established affirmative action and equal opportunity policies.
11. Participates fully in Kitchigami board meetings.
12. Presents speeches about library services in response to invitations.
13. Participates in meetings such as the Council of Regional Public Library System Administrators, and ~~Northern Lights Cooperative Automation Project~~.
14. Prepares policies for recommendation to the Kitchigami board.
15. Lobbies for library funds and is aware of the local, state and federal political climate.
16. Meets with local library boards on at least an annual basis. *as requested*
17. Completes special assignments from the regional library board.
18. Oversees the financial management of KRLS.



**DDA**

**Human Resources, Inc.**  
a David Drown Associates Company

Faribault Office:  
1327 Merrywood Court  
Faribault, MN 55021  
(612) 920-3320x109 | fax: (612) 605-2375  
[gary@daviddrown.com](mailto:gary@daviddrown.com)  
[www.ddahumanresources.com](http://www.ddahumanresources.com)

August 6, 2018

*Sent via email only*

KRLS Board  
Kitchigami Regional Library Headquarters  
310 2<sup>nd</sup> St North  
Pine River, MN 56474

Dear Members of the Board,

Thank you for the opportunity to submit a proposal to assist the Kitchigami Regional Library System with a search for your next Library Director. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by City Councils in Minnesota. Our work is focused on communities in greater Minnesota.

The attached proposal includes several elements that set us apart in our approach to providing this service. Highlights include:

- **Communication:** We will be on site multiple times throughout the search process and will provide weekly email updates to the Search Committee throughout the process.
- **Brochure/Profile:** We develop a detailed, professional profile to present the organization in the most positive manner. A sample is attached.
- **Community Involvement:** Early on, we will discuss with the Committee the array of options for community involvement in the process.
- **Adherence to deadlines:** When a deadline is established, we will meet it.
- **Video Interview:** DDA uses video interviews in the screening process to get quality data that may not be apparent on resumes. These videos are made available to the Committee prior to selecting candidates for final interviews.
- **Work Personality Index:** Prior to deciding on final candidates, the Committee will also receive a personality index report on each person being considered for an interview.
- **Background check process:** Instead of doing a comprehensive background check on a single finalist, we do a comprehensive background and reference check on all finalists interviewed by the Search Committee. This is all included in the price.
- **Intellectual Profile:** Each finalist will complete an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

Please note that the timeline included in the proposal is flexible. We are willing to work with whatever timeline the Committee or Board wishes to establish.

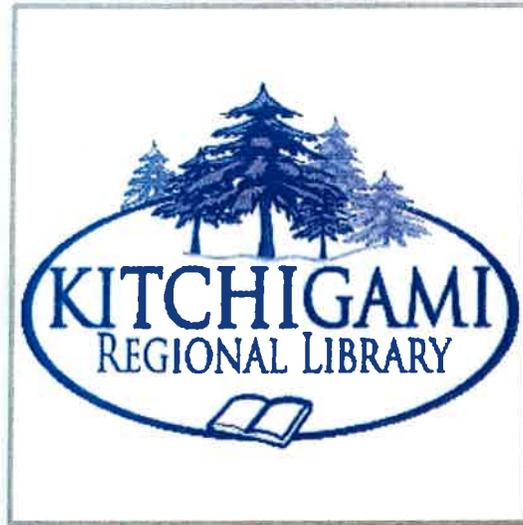
Thank you for your consideration.

Sincerely,

Gary Weiers  
DDA Human Resources, Inc.

Enclosures

# DDA HUMAN RESOURCES, INC.



## PROPOSAL FOR KITCHIGAMI REGIONAL LIBRARY SYSTEM

### LIBRARY DIRECTOR SEARCH

AUGUST 6, 2018



## CONTENTS OF THE PROPOSAL

◆ Description of the Firm	◆ Process Details
◆ Approach to the Process	◆ Fees
◆ Service Team	◆ Assurance
◆ Timeline	◆ References

## DESCRIPTION OF THE FIRM

David Drown Associates (DDA) is a full-service consulting firm with more than 20 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up-to-date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Because of growth in our human resource service area, a new Human Resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs seven individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers. In addition, for this project we will also include a former Library Director.

We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

## APPROACH TO THE PROCESS

Our approach to this search will be to focus on finding the best fit for the Kitchigami Regional Library System. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, and building the search process off of that foundation.

After gathering background information, we comprehensively advertise the position and make sure that the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts. After the posting closes, an analysis of candidates will be completed so that, when the semifinalists are presented to the Search Committee, you will be confident that these people are the best matches from the submitted applications.

After the Committee selects the finalists, these candidates will be fully researched, and all necessary hiring information will be available prior to the Committee making a decision.

Communication with the Search Committee is a high priority. In addition to our Consultant Gary Weiers being on site regularly, the Search Committee will receive weekly email updates, and he will always be available for questions.

# SERVICE TEAM

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## Gary Weiers

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Gary joined DDA in 2013 and has conducted nearly 50 executive searches and numerous organizational studies. Prior to joining DDA, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work. Gary will be the lead Consultant on this project.

## Liza Donabauer

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Liza came to DDA with both private and public-sector experience. With a background in construction and finance administration, her passion for public sector work led her to Wright County where she provided support to the HR Department, County Coordinator, and Commissioners. While pursuing her MBA, Liza entered city management for Clearwater, Kansas, and then later moved to Arlington, Minnesota. Her work has centered on human resource management, strong community participation, and leadership development.

Since joining DDA, Liza has assisted with several Administrator searches as well as assisting with Compensation and Classification Studies. Liza will assist with reference checking.

## Lynne Young

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Lynne recently retired after 28 years as the Library Director of the Northfield Public Library. As Director, she was responsible for all administrative functions of the library—personnel management, planning and budgeting, collection development, reference, technology, programming, and public relations. She worked with the Library Board, Northfield City Council, Rice County Commission, the Friends of the Library, and other community organizations to provide the most appropriate and effective services for the Northfield community. During her tenure as Director, the number and quality of library services increased, circulation nearly quadrupled, hours of operation were expanded, and the Library launched a bookmobile to provide literacy experiences to preschool children and to reach non-English speakers and those unable to get to the Library. The Library became one of the best used libraries in the State of Minnesota.

Lynne will provide assistance with advertising, recruitment, screening candidates, and designing the interview process.

## Liz Foster

---

Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other HR projects.

Some of Liz's duties include community and organization research, creating position profiles, assembling interview materials for our clients, and providing general administrative support to our consultants.

# TENTATIVE TIMELINE

*This timeline is tentative. The final timeline will be set after the KRLS Board's decision to proceed.*

ITEM	TASK	COMPLETION DATE
Decision by KRLS Board to proceed		September 20, 2018
Information gathering	<ul style="list-style-type: none"> <li>◆ Gather all pertinent background information</li> <li>◆ Meet individually with each member of the Search Committee</li> </ul>	November 19, 2018
Professional profile	◆ Develop position profile and advertisement	November 26, 2018
Approve position profile	◆ Search Committee approves profile, job description, salary range, and hiring process	December 10, 2018
Candidate recruitment	<ul style="list-style-type: none"> <li>◆ Post position immediately upon approval of profile</li> <li>◆ Comprehensively advertise</li> <li>◆ Email and phone calls to prospective candidates</li> </ul>	January 8, 2019- February 12, 2019
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	February 13, 2019
Video Interview	Each semifinalist will complete a video interview	February 28, 2019
Personality Index	DDA will administer a work-related personality index to all semifinalists.	February 28, 2019
Selection of finalists	<ul style="list-style-type: none"> <li>◆ Search Committee selects finalists for interviews</li> <li>◆ DDA will notify candidates not selected as finalists</li> </ul>	March 12, 2019
Background check of all finalists selected for interviews	<ul style="list-style-type: none"> <li>◆ Includes:                             <ul style="list-style-type: none"> <li>• Criminal background: county, state, national</li> <li>• Sex offender registry</li> <li>• Social Security number verification</li> <li>• Employment and education verification</li> <li>• Credit Check</li> </ul> </li> </ul>	March 28, 2019
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	March 28, 2019
Intellectual profile	DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude	March 28, 2019
Finalist Packet	DDA will provide the Committee information including: <ul style="list-style-type: none"> <li>• Summary of references</li> <li>• Results of background checks</li> <li>• Personality index reports</li> <li>• Video interview</li> <li>• Resumes, etc.</li> </ul>	March 29, 2019
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that interviews be at a special meeting	April 9 & 10, 2019
Decision	Search Committee or Board will select candidate for offer	April 18, 2019
Offer and agreement	DDA will negotiate agreement with selected person	April 19, 2019
Projected start date	New Director begins	June 3, 2019
Follow up	DDA will follow up periodically with the new Director	June 2020

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# PROCESS DETAILS

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## ***Step 1: Information Gathering***

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DDA will gather and assemble background information pertaining to the organization and position. In addition, Gary will meet individually with all Committee members to discuss candidate attributes, experience, and other important qualifications. A group meeting with senior staff will also take place if requested. Others will be interviewed per the direction of the Committee. We will quickly develop a comprehensive understanding of the organization, community, and position.

## ***Step 2: Development of Position Profile***

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Based on the information received from the Search Committee and others, DDA will develop a professional position profile that is customized to present the Kitchigami Regional Library System in the most positive manner and provides prospective candidates with meaningful information. A draft will be presented to the Search Committee for consideration and approval prior to advertising. A sample profile is attached for your review.

## ***Step 3: Advertisement and Recruitment***

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DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: Minnesota Library Association, American Library Association, League of Minnesota Cities, International City/County Management Association, Minnesota Association of City/County Managers, Association of Minnesota Counties, and municipal associations in Iowa, Wisconsin, North Dakota, and South Dakota. In addition, the posting will be shared with professional networks through Minnesota State University Mankato, Hamline University, St. Cloud State University, and the University of Minnesota. Other local advertising will be done as per direction from the Committee. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the Committee prefers to use an existing organization methodology.

## ***Step 4: Initial Screening and Review***

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DDA will complete a comprehensive analysis of every application received and determine approximately 10-12 semifinalists based on job related criteria. Each semifinalist will complete a video interview and a work related personality index. About one week prior to the selecting finalists for interviews, the video interview, personality index, cover letter, and resume from each of the 10-12 semifinalists will be made available to the Committee for viewing. This will allow the Committee ample time to comprehensively review candidates prior to determining who to bring in the for the final interviews. After the Committee selects finalists, those not selected as finalists will be notified by DDA.

### ***Step 5: Selection***

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After the Search Committee selects finalists, DDA will complete comprehensive background screenings including criminal history, civil court history, verification of recent employment, verification of education, driver's license review, credit check, and other items. Along with background checking all finalists, DDA will check employment references on each person.

In addition, DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

About a week prior to the final interview process, the Search Committee and Library Board will have access to each candidate's application materials, video interview, background check results, reference information, a work personality report, and an intellectual profile on each person.

Early in the search process, Gary will discuss interview possibilities and possibilities for community involvement through a meet and greet event, interview, or other function.

Prior to interviews, DDA will prepare questions and then facilitate all interviews and other activities the Search Committee determines appropriate. Our goal is to make the process smooth and painless so the Search Committee and Library Board can focus all its energy on finding the right person for the job.

### ***Step 6: Offer***

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After interviews are complete, we will assist the Search Committee or Library Board with deliberations and facilitate the offer to the selected candidate. We will negotiate the terms with the candidate based on the parameters established by the Search Committee or Library Board.

### ***Step 7: Follow Up***

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DDA will make periodic contact with the new Director for at least the first year of employment.

# LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

Entity	Type of Search	Entity	Type of Search
City of Waseca, MN	Manager	Crow Wing County, MN	Human Resource Director
City of Hector, MN	Administrator	City of Wadena, MN	Administrator
City of Mountain Lake, MN	Administrator	City of Lake City, MN	Administrator
Wadena County, MN	Coordinator	City of Breezy Point, MN	Administrator/Clerk/Treasurer
Rice County, MN	Chief Financial Officer	City of Plainview, MN	Administrator
City of Redwood Falls, MN	Chief of Police	City of Faribault, MN	Administrator
City of Brainerd, MN	Administrator	City of Fairfax, MN	Clerk/Treasurer/Administrator
City of Amery, WI	Administrator	City of Marshall, MN	Administrator
City of Arlington, MN	Administrator	City of Staples, MN	Clerk/Finance Director
City of Warroad, MN	Public Works/Utility Director	City of Mayer, MN	Administrator/Clerk
City of Nisswa, MN	Administrator/Clerk	City of Granite Falls, MN	Finance Director
City of Lake City, MN	Ambulance Director	Goodhue County, MN	Finance Controller
Pope County, MN	Coordinator	City of Isanti, MN	Finance Director
City of Baxter, MN	Administrator	City of Willmar, MN	Administrator
City of St.. James, MN	Administrator	Three Rivers Community Action	Executive Director
City of Isanti, MN	Finance Director	City of Motley, MN	Clerk/Treasurer
Willmar Municipal Utilities	General Manager	City of Lake City, MN	Finance Director/Treasurer
Dodge County, MN	Administrator	City of Olivia, MN	Finance Director

In addition to the specific references listed on the following page, the Kitchigami Regional Library System is encouraged to speak with any of the entities listed above.

DDA is currently conducting searches for the Cities of Winsted, Springfield, Sleepy Eye, and Dodge Center, Minnesota, as well as Todd, Houston, and Yellow Medicine Counties.

## FEES

The fee for the search process is \$18,000. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalists, etc. Sourcewell has agreed to provide \$7,500 toward the cost of the service. The total cost to the Library Board will therefore be \$10,500.

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## ASSURANCE

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If the newly hired Director leaves the organization within the first 24 months of employment, DDA will complete another search without professional service fees. Only actual expenses will be billed to the organization.

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## REFERENCES

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**Ed Menk**

Mayor, City of Brainerd

*Administrator Search*

Phone Number: 218-829-7266

Email: [emenk@ci.brainerd.mn.us](mailto:emenk@ci.brainerd.mn.us)

**Royal Ross**

Council Member, City of Faribault

*Administrator Search*

Phone Number: 507-456-2932

Email: [rross@ci.faribault.mn.us](mailto:rross@ci.faribault.mn.us)

**Mike Dodge**

Mayor, City of Mayer

*Administrator Search*

Phone Number: 952-215-2639

Email: [mdodge.ci.mayer@frontier.com](mailto:mdodge.ci.mayer@frontier.com)

**Gordy Wagner**

Commissioner, Pope County

*Coordinator Search*

Phone Number: 320-815-3211

Email: [Gordy.Wagner@co.pope.mn.us](mailto:Gordy.Wagner@co.pope.mn.us)

**Erica Zweifel**

Mayor, City of Northfield

*Administrator Search*

Phone Number: 507-663-7131

Email: [ericazweifel@gmail.com](mailto:ericazweifel@gmail.com)

**Rich Nagel**

Mayor, City of Arlington

*Administrator Search*

Phone Number: 507-964-5141

Email: [rnagel@frontiernet.net](mailto:rnagel@frontiernet.net)

# DDA HUMAN RESOURCES, INC.

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## SAMPLE POSITION PROFILE



**DDA**

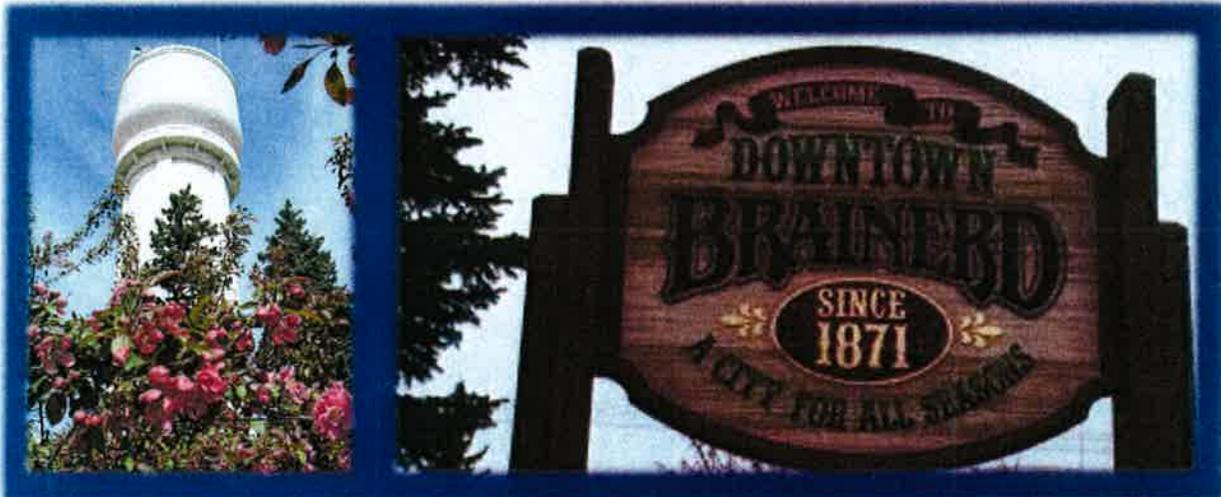
Human Resources, Inc.  
*a David Drown Associates Company*



# BRAINERD MINNESOTA



**POSITION: CITY ADMINISTRATOR**  
**LOCATION: CITY OF BRAINERD, MINNESOTA**  
**POPULATION: 13,679**  
**SALARY RANGE: \$99,875 TO \$117,500**  
(COMPENSATION IS BEING REVIEWED)

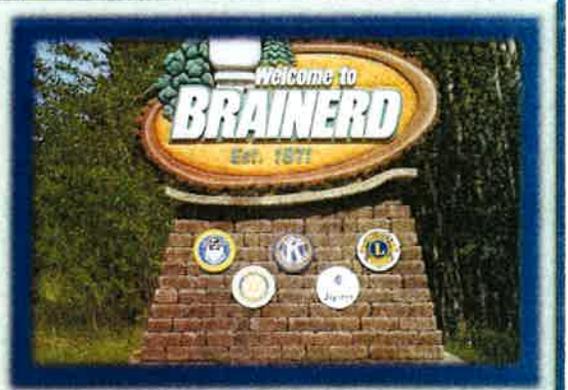


## The Community

Nestled in the heart of the Lakes Country is the City of Brainerd, Minnesota. The City is located just north of the geographical center of the state and is the County Seat of Crow Wing County. Brainerd is one of the largest cities in central Minnesota and is home to 13,679 residents who enjoy all this City has to offer. Brainerd is the principal City of the Brainerd Micropolitan Area.

Brainerd was founded in 1870 when the Northern Pacific Railroad's survey determined that its Mississippi River crossing should be located there. Originally named "The Crossing," it was organized as a City three years later, and the community was given the maiden name of Ann Eliza (Brainerd) Smith, wife of the Northern Pacific's first president, John Gregory Smith. As the City grew, it attained prominence as the railroad and wood products center in north central Minnesota. Extensive railroad shops, yards, and sawmills dominated the City's industrial makeup for many years.

Now Brainerd is known for being a vacation destination. Surrounded by lakes and wildlife, Brainerd has much to offer its residents and visitors including exceptional recreational amenities, a solid education system, top-notch healthcare, and an unbeatable quality of life.



## Economic Development



The City of Brainerd's economic vitality is supported by a number of entities that seek to help the community thrive. The Brainerd Lakes Area Economic Development Corporation (BLAEDC) is a community-driven, non-profit organization created to preserve and enhance the area's economic base by expanding business, building community, and growing jobs. The Brainerd Lakes Chamber of Commerce works to help businesses connect with people, organizations, and other businesses, advocates on behalf of business interests regarding government concerns at the local, state, and national levels, and promotes business growth through marketing and educational programs. The City of Brainerd Economic Development Authority

also works to promote economic efforts throughout the City.

The City of Brainerd is a growing and active commercial base with significant retail along the Washington Street and nearby State Highway 371 corridors. The City also owns 57 acres of land for development in three separate industrial parks. With the Mississippi River running right through the center of town, Brainerd has a rich history involving the railroad, logging, and paper milling. The Burlington Northern/Santa Fe Railroad still operates a yard near Brainerd's downtown, which recently underwent a nearly \$2 million improvement project that resulted in improvements to the face of the City while retaining its historic appeal.

The workforce in Brainerd tends to be educated, loyal, skilled, and diverse. Some of the major employers include Essentia Health, Brainerd School District, Crow Wing County, Mills Companies, and Ascensus.



## Education

Public education in Brainerd is provided by Brainerd Public Schools ISD 181 which enrolls over 6,745 students and is currently in the process of completing a Comprehensive Long Range Facilities Plan. Brainerd Public Schools has six elementary schools, one middle school, one high school, and three alternative programming sites. Four of the elementary schools and the high school are located in Brainerd. In 2014, all six of the District's elementary schools were awarded the National Blue Ribbon Award. Brainerd High School (BHS), along with BHS South Campus, is a comprehensive, public, four-year high school. The South Campus houses students in 9th grade, while students in grades 10-12 are housed at the North Campus. Another public school option is the



Discovery Woods Montessori School, a free, public charter school for grades K-6.

There are also private school options in the City of Brainerd including the Oak Street Christian School, a Seventh-day Adventist School, as well as the St. Francis of the Lakes Catholic School.



Opportunities for higher education can also be found right in the City. Central Lakes College is

one of the 31 Minnesota State Colleges and Universities. It is a comprehensive community and technical college serving approximately 6,000 students per year. The Brainerd Campus dates back to 1938.



Located on the Central Lakes College Campus is a branch of the College of St. Scholastica. St. Scholastica offers a variety of accelerated undergraduate and graduate degree programs and an easy transition for community college students to transition to a four-year degree.

## Healthcare

Comprehensive healthcare for the whole family can be found right in the City of Brainerd. Essentia Health Brainerd Clinic, one of Essentia Health's many Catholic facilities, provides a wide range of medical specialties, as well as in-house ancillary patient-care services.

Essentia Health- St. Joseph's Medical Center is a 162-bed nonprofit community hospital with more than 1,000 employees and over 100 physicians representing 21 specialties making St. Joseph's the largest hospital in north-central Minnesota.



## Recreational Opportunities

Considered part of Minnesota's Playground, the City of Brainerd is overflowing with opportunities for recreational fun.

With over 450 lakes in the Brainerd Lakes Area, folks can enjoy fishing, water sports, or just relaxing on one of the many beaches. Gull Lake, one of the largest lakes in the area, is one of the most popular. Brainerd is home to the Minnesota School of Diving where residents and visitors can spend the day scuba diving in historic mine pits that are now filled with water and full of a wide variety of fish. Brainerd is also the host of the Brainerd Jaycee's \$150,000 Ice Fishing Extravaganza, the largest ice fishing contest in the world. This winter event generates over \$1 million in revenue for area businesses and over \$150,000 for area charities annually.



Outdoor enthusiasts also have access to hundreds of miles of ATV trails, scenic bike routes, including the famous Paul Bunyan State Trail, as well as many miles of horseback, hiking, and cross county skiing trails. The area also offers some of the most acclaimed and challenging Minnesota golf courses and has been rated a top fifty world golf destination. The City also offers a clean, well-maintained park system for its residents and visitors where folks can enjoy camping, ball diamonds, playground equipment, hockey rinks, basketball, pickle ball, tennis courts, pavilions, and much more.

Racing fans can enjoy watching the races at the North Central Speedway or the Brainerd International Raceway, the largest speedway in the northern Midwest. This track hosts exciting races throughout the summer including the NHRA Lucas Oil Nationals.

Animal enthusiasts can visit the new Safari North Wildlife Park and view wildlife exhibits, feed animals, ride camels, or pet the animals in the barnyard petting zoo. For birdwatchers, the Northland Arboretum offers over 20 miles of trails, scenic gardens, picnic areas, and over 136 bird species frequenting the Arboretum. Hunters are also offered ample opportunity to hunt for small game, ruffed grouse, and whitetail deer.



There is no shortage of arts and culture opportunities throughout the City. Brainerd is home to The Crossing Arts Alliance, located in the

historic Franklin Arts Center, The Brainerd Minnesota Cultural Arts Series, located at Central Lakes College, and The Stage North Theatre Company, with performances also at the Franklin Arts Center. The City is also home to the Lakes Area Music Festival which serves as a worldwide hub for connecting classical music performers and audiences.



Brainerd offers an excellent variety of dining options whether you are looking for lakeside dining and entertainment, fast food, or fine dining. Craft beer enthusiasts can find locally crafted beer in a unique and historic environment.

Brainerd also offers exciting events throughout the year including the 4th of July Celebration, Arbor Day Celebration, Bike Safety Clinic, Disc Golf Tournament, Easter Egg Hunt, Great Pumpkin Festival, Kids Fishing Clinic, and the annual Skating Party at Gregory Park.

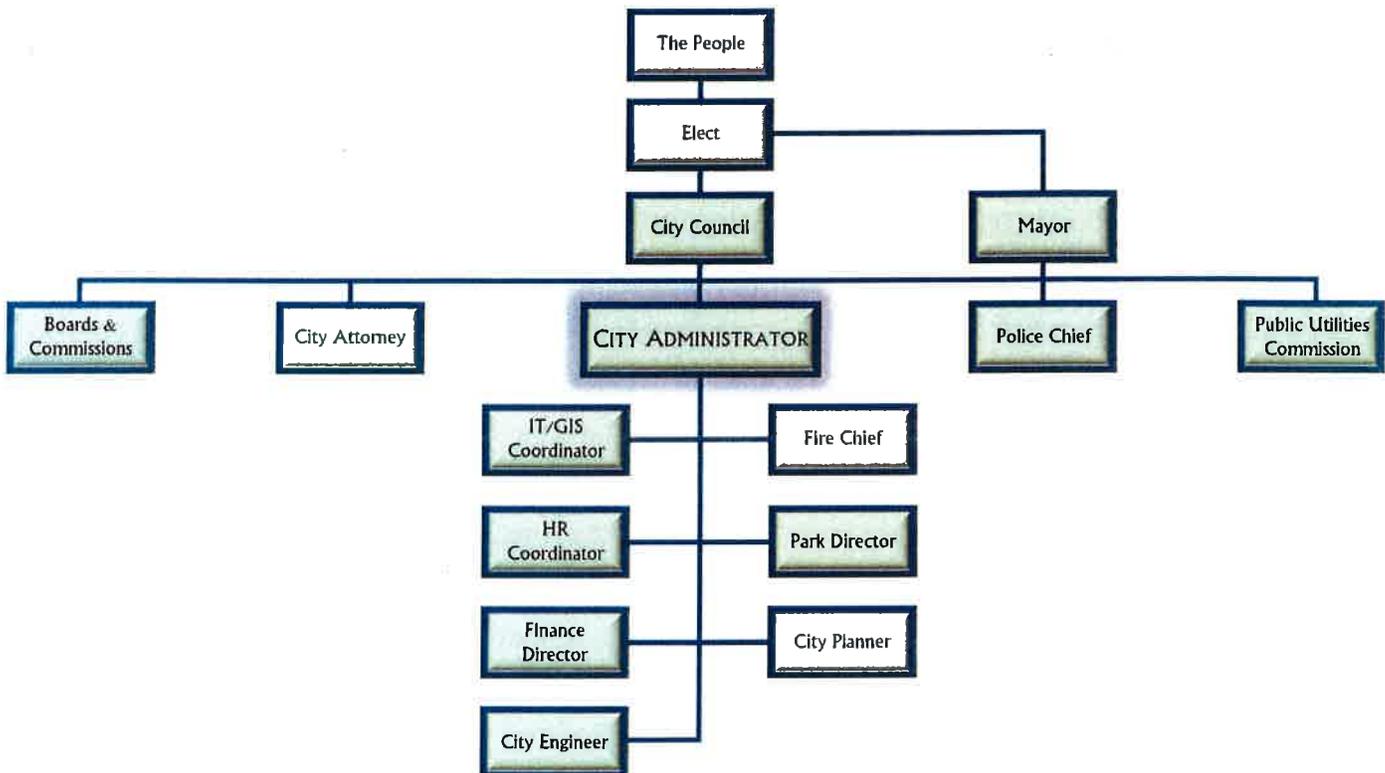
# The Organization

The Brainerd City Council is the governing body of the City. The Council has the management and control of all finances and property of the City and all departments. Under the authority of the City's home rule Charter, they have the power and authority to make, enact, ordain, establish, publish, enforce, order, modify, amend, and repeal all ordinances, resolutions, rules, by-laws, and regulations for the governance of the City. The Administration office includes the City Administrator's office and the office of the Mayor. The Mayor is the chief executive officer for the City of Brainerd. The daily affairs of the City of Brainerd are administered through the City Administrator as the chief administrative officer of the City.



The departments of the City of Brainerd work together to provide basic municipal services such as administration, finance, park maintenance and recreation programs, street maintenance, fire service, police protection, planning and development oversight, building inspections, engineering and street design, and transit services. The City owns the Brainerd Public Library and jointly owns the Brainerd Lakes Regional Airport with Crow Wing County. The airport features commercial air service, general aviation, hangar space, and available land for private hangar construction and aviation-related business development. The Brainerd Public Utilities is under the direction of the Public Utility Commission. The Commission is governed by the City Council.

## Organizational Chart



## Budget Information (Includes General, Public Safety, Parks & Recreation, and Street Maintenance Funds Only)

	2015	2016	2017
<b>REVENUES</b>			
Property Taxes	2,313,426	2,313,551	2,106,388
Other Taxes	306,900	275,500	252,000
Intergovernmental	4,599,518	4,557,789	4,588,477
Charges for Services	919,366	943,574	881,702
Licenses & Permits	400,253	311,980	320,865
Fines & Forfeits	183,473	155,000	155,000
Special Assessments	37,356	10,800	35,800
Interest	14,165	3,000	6,500
Other Revenue	845,224	846,560	858,245
<b>TOTAL REVENUES</b>	<b>9,619,681</b>	<b>9,417,754</b>	<b>9,204,977</b>
<b>EXPENDITURES</b>			
General Government	2,128,364	2,074,759	2,230,934
Police	3,302,162	3,325,614	3,343,351
Fire	1,348,403	1,103,687	1,016,364
Misdemeanor Prosecutor	182,221	185,682	185,682
Animal Control	64,458	69,000	69,000
Parks—all programs	998,275	982,921	995,230
Street & Sewer	850,432	969,514	967,903
<b>TOTAL EXPENDITURES</b>	<b>8,874,315</b>	<b>8,711,177</b>	<b>8,808,464</b>
<b>OTHER SOURCES (USES)</b>			
Transfer In (Out)	(325,781)	(712,577)	(381,513)
Other Sources (Uses)	74,607	6,000	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>(251,174)</b>	<b>(706,577)</b>	<b>(381,513)</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES AND OTHER SOURCES (USES)</b>	<b>494,192</b>	<b>-</b>	<b>15,000</b>
Fund Balance—Jan 1st	3,031,016	3,525,208	3,525,208
Fund Balance—Dec 31st	3,525,208	3,525,208	3,540,208
<b>EXPENDITURES</b>			
Personnel Services	6,101,008	6,084,042	6,121,240
Supplies	341,047	438,850	427,000
Services	1,742,311	1,729,690	1,816,345
Other	437,200	448,595	443,879
Capital	252,749	10,000	-
<b>TOTAL EXPENDITURES</b>	<b>8,874,315</b>	<b>8,711,177</b>	<b>8,808,464</b>

# Administrator Core Duties

- ◆ Serves as the chief administrative officer of the City; administers policies and directives of the Council.
- ◆ Coordinates activities of the City Council and keeps Council members informed; prepares agendas and supporting materials for Council meetings and makes presentations and recommendations; attends Council meetings.
- ◆ Advises the Council of financial conditions and current and future City needs; prepares a variety of studies, reports, and related information for decision-making purposes.
- ◆ Prepares, presents, and administers the annual budget and capital improvement plan; directs short and long term strategic and financial planning processes.
- ◆ Manages and supervises City departments and operations to achieve goals and objectives within available resources established by the Council.
- ◆ Oversees and coordinates the establishment and implementation of economic development policies and programs; participates in determining and recommending priorities for community development programs including tax increment financing, revolving loan fund, etc.
- ◆ Administers all personnel policies and actions; recommends and/or participates in hiring employees and directs the evaluation of employee performance.
- ◆ Represents the Council in negotiations with the City's recognized bargaining units and oversees contract administration.



- ◆ Interprets and enforces local, state, and federal laws, ordinances, policies, and rules related to local government; prepares ordinance, resolutions, and policies for Council approval.
- ◆ Supervises purchasing for the City, including the collection of estimates, quotations, and sealed bids; approves purchases and recommends the award of contracts.
- ◆ Represents the City at meetings and official functions as appropriate.
- ◆ Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.

## Desired Administrator Attributes

---

- ◆ Be an effective communicator with people from all walks of life.
- ◆ Be a strong leader that leads by example and by demonstrating a calm, even-tempered leadership style.
- ◆ Have a progressive vision and the ability to turn ideas into reality.
- ◆ Have a well-developed perspective of the importance of all employees to organizational success.
- ◆ Be a skilled delegator who knows what to delegate and when delegation should occur.
- ◆ Understand economic development and have the ability to impact business expansion and development.
- ◆ Be a motivational leader.
- ◆ Value and expect exceptional customer service.
- ◆ Be approachable.
- ◆ Understand teamwork and be an effective team leader.
- ◆ Have a sense of humor.

## Goals and Priorities

---

- ◆ Help the Council develop strategies and methods to stimulate continued downtown development and redevelopment.
- ◆ Assist in the development of plans to address upcoming staff turnover due to a significant wave of retirements.
- ◆ Continue to build relationships with legislators and state agencies to ensure Brainerd is considered for state investment.
- ◆ Assist the Council in developing long-term capital investment plans that include needs and funding strategies.
- ◆ Be involved in the community in ways that demonstrate a passion for the City and a genuine sense of civic investment.
- ◆ Help the Council shape their positive and proactive agenda in a manner that can be implemented and supported by citizens.
- ◆ Help develop proactive communication strategies so that all citizens have ready access to pertinent City information.
- ◆ Work with the Council and community groups to help refine the vision for riverfront development.
- ◆ Develop branding strategies that sharpen the name recognition "Brainerd" already has to the City proper.
- ◆ Capitalize on technology use to improve efficiency in the City.

## Position Announcement

### City Administrator: City of Brainerd, Minnesota

**Salary Range: \$99,875 to \$117,500** (Compensation is being reviewed)

Nestled in the heart of the Lakes Country is the City of Brainerd, Minnesota. Brainerd is one of the largest cities in central Minnesota and is home to 13,679 residents who enjoy all this City has to offer.

Qualifications for the position include a bachelor's degree in Public Administration, Business Administration, or related field, and five years of management and supervisory experience in a governmental agency. An advanced degree is preferred.

The position profile is available at: <https://www.daviddrown.com/active-job-searches>.

To apply, go to <https://daviddrown.hiringplatform.com/15436-brainerd-city-administrator/39131-application-form/en>, and complete the process by September 20, 2017. Finalists will be selected by the City Council on October 16, 2017, and final interviews are scheduled for November 14 and 15, 2017.

Please direct questions to Gary Weiers at [gary@daviddrown.com](mailto:gary@daviddrown.com) or 612-920-3320 x109.



**DDA**  
**Human Resources, Inc.**  
*a David Drown Associates Company*

DDA Human Resources, Inc.  
Faribault Office  
1327 Merrywood Court  
Faribault, MN 55021  
Phone: 612-920-3320 x109  
Fax: 612-605-2375  
[gary@daviddrown.com](mailto:gary@daviddrown.com)  
[www.daviddrown.com](http://www.daviddrown.com)

**4.2 Regional Library Basic System Support: FY 2019 application: amendment**

**Action request:** That the board approve the amended budget for RLBS FY 2019

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The final calculation of our FY 2019 RLBS was received in late August. Our allocation is \$638,699.07, an increase of \$14,159. This is a result of our relative population growth, which is now calculated as 172,031.

The budget has been amended to reflect the new grant amount and is attached for the board's approval.

Regional Library System Name: Kitchigami		
State Fiscal Year 2019		
Proposed Budget		
		<b>Amount</b>
<b>Personnel Expenses</b>		
	Salaries and Wages	\$297,500
	Benefits	\$96,078
	Staff Development, Tuition and Other Reimbursements	\$2,000
	<b>Total Personnel</b>	<b>\$395,578</b>
	<b>Total FTE Supported</b>	
<b>Operating Expenses</b>		
	Telephone (voice and data)	\$7,360
	Telecommunications	
	Computer Software and Software Licensing	\$5,000
	Other Technology Equipment	\$1,500
	Printing and Copying	\$4,200
	Postage and Delivery	\$4,000
	Travel and Mileage	\$2,000
	Rent	
	Operating Leases or Rentals	
	Utility Services	\$17,000
	Repairs and Maintenance Services	
	Insurance	\$7,341
	Dues and Memberships	
	Audit	
	Board expenses, including per diem	
	Materials and Supplies	\$4,000
	Other (please specify)	
	<b>Total Operating Expenses</b>	<b>\$52,401</b>
<b>Program Expenses</b>		
	Consulting Fees/Fees for Services	
	Services Purchased from Other MN Joint Powers Agencies	\$39,250
	Automation System	\$42,000
	Delivery	\$52,470
	Vehicles	
	Equipment	
	Travel and Mileage	\$2,000
	Scholarships/Direct Member support	
	Library Materials and Collections	\$40,000
	Communications and Marketing	
	Staff Development	\$3,000
	Materials and Supplies	\$12,000
	Workshops and Events	
	Other Contracted services	
	Food and Beverages	
	Other (please specify)	
	<b>Total Program Expenses</b>	<b>\$190,720</b>
	<b>Total Anticipated State Aid Expenditures</b>	<b>\$638,699</b>

Kitchigami Regional Library Board Meeting 20 September 2018

**4.3 Delivery vehicle proposals:**

**Action request:** That the board approve one of the attached bids for the replacement delivery vehicle.

---

The specifications as approved by the board were sent to all new vehicle dealers in the 5 counties. The bids that we received are attached for the board's choice.



# FACSIMILE TRANSMISSION

**MAILING**  
 MILLS MOTOR, INC.  
 P.O. BOX 727  
 BRAINERD, MN 56401

**SHIPPING**  
 MILLS MOTOR, INC.  
 14858 Dellwood Drive  
 BAXTER, MN 56425

FAX TO: 218-825-3580

DATE 7-30-18 TO Kitchigami Library

FAX # 218-587-4855 ATTENTION MARIAN - Quotes

SENDER Lee Austin EXT. \_\_\_\_\_

NUMBER OF PAGES INCLUDING THIS COVER SHEET 3

**If there are any complications in receiving this transmission, please call (218) 829-2893 or (800) 247-5587 and refer to the sender.**

IMPORTANT: This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that reading, disseminating, distributing, or copying this communication is strictly prohibited. If you received this communication in error, please immediately notify us by telephone and return the original message to us at the above address.

*Hi MARIAN,*

*"Here is a quote for a 2019 1-ton Transit VAN. Estimated time for delivery may take till mid November (Estimate).*

*I do have a 3/4 ton 2017 in stock that has what you want and more, and at a good buy. Keep in mind we can not hold the VAN so if it sells the quote would be void.*

*Thank you*

*Lee Austin*

*1-218-825-3541*

*Mills Motor Inc*

*In Stock Now*

1X1R2C09 HKA36587 NB

120161109 2429 7725

7725

KAN-000262 SD

HK A36587

TRANSIT

2017 250 MR CARGO VAN  
148" WHEELBASE  
3.5L GTDI V6 ENGINE  
6-SPD AUTO SELECT SHIFT TR



Go Further  
ford.com

EXTERIOR OXFORD WHITE  
INTERIOR PEWTER CLOTH

**BUICK**  
*Goodman Fleet*

**Price \$28,511.00**

**Plus Fees and Plate 491.75**

**TOTAL 29002.75**

**TOTAL MSRP \$41,265.00**

07/30/2018

VOID IF SOLD

EPA Fuel Economy and Environment

# FUEL ECONOMY RATINGS NOT REQUIRED ON THIS VEHICLE

*Note: You may want to consider this Van. It is New. We Traded For it and it has 400 Miles Est on it. It Also has a bulkhead behind driver and passenger seats.*

7-30-18

*Jim Collins*

fuelconomy.gov

City or one personalized estimate or 3 compare vehicles

## GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score Not Rated  
Based on the combined ratings of front, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash	Driver	★★★★
	Passenger	★★★★
Side Crash	Front seat	Not Rated
	Rear seat	Not Rated
Rollover		Not Rated

Star ratings range from 1 to 5 stars (★ ★ ★ ★ ★), with 5 being the highest. Source: National Highway Traffic Administration (NHTSA).  
www.safercar.gov or 1-888-327-4235



Go Further



Scan this code to experience this vehicle or visit [ford.com](http://ford.com) if necessary to view vehicle details.



Test on Ford (Protect) The extended service plan fully backed by Ford and is not available in all states. See your local Ford dealer for additional details. Visit [www.ford.com](http://www.ford.com) for more information.

*Void if Sold*  
*Price 28,511 Plus Transfer Fee (IF Available)*  
*7-30-18*

*Mills Motor Inc*

VIRTC1DP

CNGP530

VEHICLE ORDER CONFIRMATION

07/26/18 17:22:23

==>

Dealer: F58489

2019 TRANSIT NA

Page: 1 of 1

Order No: 0001 Priority: K1 Ord FIN: QY754 Order Type: 5B Price Level: 915

Ord PEP: 101A Cust/Flt Name: KITCHIGAMI PO Number:

RETAIL

RETAIL

W2C	T350 MR CR VAN	\$37515	20C	9500# GVWR	NC
	148" WHEELBASE		21L	PWTR CLO SD AB	60
YZ	OXFORD WHITE		425	50 STATE EMISS	NC
C	CLOTH		58X	AM/FM/CD/SYNC	765
K	PEWTER		60C	CRUISE CONTROL	325
101A	PREF EQUIP PKG		91G	6 SPEAKERS	NC
	.XL TRIM			SP DLR ACCT ADJ	
57B	.MANUAL A/C	NC		SP FLT ACCT CR	
99G	3.5L GTDI V6	1865		FUEL CHARGE	
446	.6-SPD AUTO SST		B4A	NET INV FLT OPT	NC
TC8	.235/65R16 BSW			DEST AND DELIV	1395
X31	3.31 REG X31	NC	TOTAL	BASE AND OPTIONS	42170
	JOB #1 ORDER		TOTAL		42170
	FRT LICENSE BKT	NC	*THIS IS NOT AN INVOICE*		
16E	FLOOR VIN COMPL	245			

F2=Return to Order

F3/F12=Veh Ord Menu

S005 - INQUIRY IS COMPLETE.

QE09247

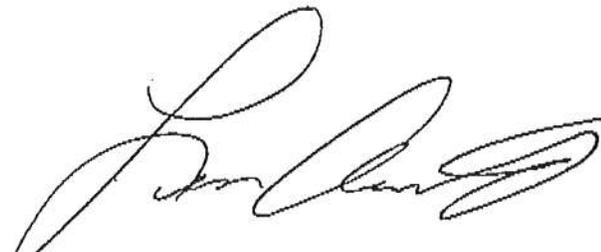
V1DP0051

2,6

*NOTE: Ford will not be building the 2019 Transit Vans until Sept 4th. It could take up to two months from that date, before we would see it. Estimate would be November some time.*

*Also - We do not do undercoating anymore. We do a PKG called Zurich in which they treat the paint and interior seats. Cost is 699<sup>00</sup> for this PKG.*

*7-30-18*



*Fleet Price  
31,911*

*Plus Plate  
And Fees 217.75  
32,128.75*



September 13, 2018

Kitchigami Regional Library

Attn: Marian F. Ridge -Director

***\*\*Please review all options to ensure the vehicle is EXACTLY what you are looking for\*\****

Bid details for 1 new 2019 Ford Transit Van with options requested. If built the week of the 20th, expected delivery time is late December, early January.

Your price on the Transit is \$33,335.75 with fees. (Note: We did not add registration as we are unsure how you register it).

Options on truck:

\* 1 ton DRW van with 42 sq feet of cargo space.

\*White exterior and Pewter vinyl seats.

\* 3.5L Ecoboost engine. (Ford does not offer a V8 option)

\* A/C, bucket seats, ceiling lights in cargo, cell phone adaptor, spare tire with wheel, front airbags, integrated rear bumper step are all STANDARD on the van.

\* Cruise control and undercoating are cost items.

\*Floor in the van is all rubber so if you would like rubber mats we can add carpet to just the front (additional cost) and get rubber mats.

**If you have any other questions, please give me a call anytime!**

**Thank you for the opportunity, your business is very important to us.**

**EPA DOT** Fuel Economy and Environment  
**FUEL ECONOMY RATINGS NOT REQUIRED ON THIS VEHICLE**

**fuelconomy.gov**  
 Calculate personalized estimates and compare vehicles

**GOVERNMENT 5-STAR SAFETY RATINGS**  
**Overall Vehicle Score** Not Rated  
 Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

<b>Frontal Crash</b>	Driver	★★★
	Passenger	★★★
<b>Side Crash</b>	Front seat	Not Rated
	Rear seat	Not Rated
<b>Rollover</b>		Not Rated

Based on the risk of rollover in a single-vehicle crash.  
 Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest.  
 Source: National Highway Traffic Safety Administration (NHTSA).  
[www.safercar.gov](http://www.safercar.gov) or 1-888-327-4235



**Go Further**

Scan this code to experience this vehicle or text 1FJK79001 to 48028 or Visit [ford.com/windowsticker](http://ford.com/windowsticker)



Standard messaging & data rates may apply. Choose the vehicle you want. Whether you decide to lease or finance, you'll find the choices that are right for you. See your Ford Dealer for details or visit [www.FordCredit.com](http://www.FordCredit.com).

**JK A79001**  
 EXTERIOR OXFORD WHITE  
 INTERIOR PEWTER LEATHER

- STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE
- |   |   |   |
|---|---|---|
| <b>EXTERIOR</b><br>• SLIDING SIDE DOOR<br>• INTERVAL WIPERS<br>• SPARE TIRE AND WHEEL<br>• BLACK GRILLE/BUMPERS | <b>FUNCTIONAL</b><br>• AIR CONDITIONING<br>• POWER LOCKS AND WINDOWS<br>• CURTAINS<br>• 3 POINT SAFETY BELTS<br>• 25.0 GALLON FUEL TANK<br>• ADVANCED TRAC W/ASC<br>• TIRE PRESSURE MONITOR SYS<br>• SOS POST CRASH ALERT SYS | <b>SAFETY/SECURITY</b><br>• DRIVER/PASSENGER AIR BAGS<br>• AIRBAGS - SIDE AIR<br>• 3 POINT SAFETY BELTS<br>• 4-WHEEL DISC BRAKES W/ABS<br>• TIRE PRESSURE MONITOR SYS<br>• SOS POST CRASH ALERT SYS |
| <b>INTERIOR</b><br>• CENTER CONSOLE<br>• CARGO HOOKS<br>• POWERPOINTS - 12V (2)<br>• LOCKING GLOVE BOX          | <b>WARRANTY</b><br>• 3YR/36,000 BUMPER TO BUMPER<br>• 5YR/60,000 ROADSIDE ASSIST<br>• 5YR/60,000 POWERTRAIN   |   |

INCLUDED ON THIS VEHICLE	(MSRP)
PREFERRED EQUIPMENT PKG 101A	\$36,760.00
OPTIONAL EQUIPMENT/OTHER	5,140.00
PREFERRED EQUIPMENT PKG 101A	41,900.00
3.5L GTDI V6 ENGINE	1,865.00
3.3L LIMITED SLIP AXLE X3L	325.00
FRONT LICENSE PLATE BRACKET	NO CHARGE
EXTERIOR UPGRADE PACKAGE	NO CHARGE
8.2X16 STEEL SILVER COVER	NO CHARGE
3500W GWR PACKAGE	75.00
ENGINE BLOCK HEATER	NO CHARGE
50 STATE EMISSIONS	NO CHARGE
KEYLESS ENTRY PAD	485.00
TRAILER WIRING PROVISIONS	220.00
MIRRORS LONG POWERHEAT	40.00
SMOKER'S PAXE CONTROLLER	230.00
TRAILER BRAKE CONTROLLER	75.00
XENS 2 ADDITIONAL	1,730.00
6 SPEAKERS (4 FRONT/2 REAR)	
PREMIUM PACKAGE VAN	
FLOOR COVERING VINYL COMPLETE	
PEWTER LTR 10WAY HEAT SD ABA	
AM/FM STEREO SGL-CD W/STYAC	
CRUISE CONTROL	
DUAL ILLUM SUNVISORS	

<b>TOTAL MSRP</b>	<b>\$43,285.00</b>
This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.	

RAMP ONE	CS15	RAMP TWO	FINAL ASSEMBLY PLANT
			KANSAS CITY
METHOD OF TRANSIT	ITEM # 56-0206 OT 2		
	CONVOY		
			JD052 N PB 2X 835 000457 04 05 18



Guest Name: Kitchigami Regional Library  
Vehicle: 2018 Ford Transit

Desking Manager: Nathan Makela  
Sales Manager: Nathan Makela  
Sales Person: Matt Kronen

Date: 8/15/2018

**Cash Option**

List Price:	\$43,285
Dealer Discount:	\$2,566
Subtotal:	\$40,719
Rebate:	\$4,500
<b>Best Price:</b>	<b>\$36,219</b>
Dealer Adds:	\$459
Service/Doc Fee:	\$225
<b>Total Due:</b>	<b>\$36,903</b>

Balance due is an estimate based on the information above. Please see contract for exact figures.

Guest: \_\_\_\_\_

Manager: \_\_\_\_\_

Kitchigami Regional Library Board Meeting 20 September 2018

**5.2 Regional Library Telecommunications Aid FY2018: final report**

That the board approve the RLTA FY2018 final report and requisite signatures for submission to the state.

## Regional Library Telecommunications Aid Program FY 2018 (July 1, 2017 – June 30, 2018)

### Final Report Signature Page

A complete final report for the FY 2018 RLTA program includes a signature page, spreadsheet, and documentation of actual costs. Acceptable documentation includes:

Category One Costs (please choose one):

- BEAR forms
- SPI forms
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

Category Two Costs:

- E-rate notification (if applied for)
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

Participation Costs:

- Invoices

The 2015 statutory changes to RLTA mean that each regional system is different; we will work with you to determine the best approach for your situation. Please contact [Emily Kissane](mailto:Emily.Kissane@doe.michigan.gov) (651-582-8508) if you have questions about documentation or any other part of the report.

We, the undersigned, certify that the data provided in the attached final report (spreadsheet and documentation) are true and correct to the best of our knowledge and belief.

Regional Public Library System Name: Kitchigami Regional Library System [Click here to enter name](#)

Signature:

Name: Neal Gaalswyk [Click here to enter name](#)

Chair, System Governing Board

Date: 9.20.2018 [Click here to enter date](#)

Signature:

Name: Marian F. Ridge [Click here to enter name](#)

Regional Public Library System Administrator

Date: 9.20.2018

Please email your report to [Emily.Kissane@state.mn.us](mailto:Emily.Kissane@state.mn.us) by **4:30pm on Friday, September 14, 2018.**



# Connecting Schools and Libraries across Northwest Minnesota

**NWLINKS**

## Fiscal Year 2018

SITE	Bandwidth (Mbps)	Total Annual Undiscounted Cost including Non-Recurring	Specific Site E-Rate Discount Percent	Total Annual E-Rate Discount Amount including Non-Recurring & Summer Bandwidth Reduction	Non-Reimbursed Costs	Member (565) Fee Billed Q1	Total Annual Billing	Q1 billing	Q2 Billing	Q3 Billing	Q4 Billing
Bemidji Public Library	500	\$ 14,450.13	80%	\$ 11,560.11	\$ 2,890.03	\$ 565.00	\$ 3,455.03	\$ 1,282.07	\$ 725.74	\$ 725.74	\$ 721.49
Blackduck Community Library	475	\$ 10,597.24	80%	\$ 8,477.79	\$ 2,119.45	\$ 565.00	\$ 2,684.45	\$ 1,090.87	\$ 532.23	\$ 532.23	\$ 529.12
Brainerd Public Library	45	\$ 17,590.78	80%	\$ 14,072.62	\$ 3,518.16	\$ 565.00	\$ 4,083.16	\$ 1,437.91	\$ 883.47	\$ 883.47	\$ 878.30
Cass Lake Community Library	200	\$ 11,147.73	80%	\$ 8,918.19	\$ 2,229.55	\$ 565.00	\$ 2,794.55	\$ 1,118.19	\$ 559.88	\$ 559.88	\$ 556.60
Margaret Welch Memorial Library	200	\$ 21,718.21	80%	\$ 17,374.57	\$ 4,343.64	\$ 565.00	\$ 4,908.64	\$ 1,642.73	\$ 1,090.76	\$ 1,090.76	\$ 1,084.38
Park Rapids Area Library	1000	\$ 16,179.29	80%	\$ 12,943.43	\$ 3,235.86	\$ 565.00	\$ 3,800.86	\$ 1,367.87	\$ 812.58	\$ 812.58	\$ 807.83
Pine River Public Library	15	\$ 34,441.58	80%	\$ 27,553.27	\$ 6,888.32	\$ 565.00	\$ 7,453.32	\$ 2,274.11	\$ 1,729.78	\$ 1,729.78	\$ 1,719.66
Wadena City Library	200	\$ 11,391.21	80%	\$ 9,112.97	\$ 2,278.24	\$ 565.00	\$ 2,843.24	\$ 1,130.27	\$ 572.11	\$ 572.11	\$ 568.76
Walker Public Library	200	\$ 10,526.15	80%	\$ 8,420.92	\$ 2,105.23	\$ 565.00	\$ 2,670.23	\$ 1,087.34	\$ 528.66	\$ 528.66	\$ 525.57
Kitchigami Regional Library HQ	45	\$ 23,117.52	80%	\$ 18,494.01	\$ 4,623.50	\$ 565.00	\$ 5,188.50	\$ 1,712.17	\$ 1,161.04	\$ 1,161.04	\$ 1,154.25
Kitchigami Regional Library System		\$ 171,159.83		\$ 136,927.87	\$ 34,231.97	\$ 5,650.00	\$ 39,881.97	\$ 14,143.54	\$ 8,596.24	\$ 8,596.24	\$ 8,545.95

Actual Costs State FY 2018												
A	B	C	D	E	F	G	H	I	J	K	L	M
1	Regional Public Library System:											
2												
3	Hours Open to the Public	E Rate Year 2017 Discount %	Bandwidth Available 7/1/2017	Bandwidth Available 6/30/2018	Total Actual Costs-Category One	Total E-rate Reimbursement for Category One	RLTA for Category One	Participation Fees	Total Actual Costs-Category Two	Total E-rate Reimbursement for Category Two	RLTA for Category Two	
4	Sites Eligible for RLTA:											
5												
6	Bemidji Public Library	80%	45	500	\$14,450.13	\$11,560.11	\$2,890.02	\$565.00			\$0.00	
7	Blackduck Community Library	80%	15	475	\$10,597.24	\$8,477.79	\$2,119.45	\$565.00			\$0.00	
8	Brainerd Public Library	80%	45	45	\$17,590.78	\$14,072.62	\$3,518.16	\$565.00			\$0.00	
9	Cass Lake	80%	15	200	\$11,147.73	\$8,918.19	\$2,229.54	\$565.00			\$0.00	
10	Margaret Welch Memorial Library	80%	15	200	\$21,718.21	\$17,374.57	\$4,343.64	\$565.00			\$0.00	
11	Park Rapids Area Library	80%	45	1000	\$16,179.29	\$12,943.43	\$3,235.86	\$565.00			\$0.00	
12	Pine River Public Library	80%	15	15	\$34,441.88	\$27,553.27	\$6,888.31	\$565.00			\$0.00	
13	Wadena Public Library	80%	15	200	\$11,391.21	\$9,112.97	\$2,278.24	\$565.00			\$0.00	
14	Walker Public Library	80%	15	200	\$10,526.15	\$8,420.92	\$2,105.23	\$565.00			\$0.00	
15	Kitchigami Regional Library HQ	80%	45	45	\$23,117.52	\$18,494.01	\$4,623.51	\$565.00			\$0.00	
16												
17												
18												
19												
20												
21												
22												
23												
24	<b>ELIGIBLE SITE TOTAL</b>	n/a	n/a	n/a	\$171,159.84	\$136,927.88	\$34,231.96	\$5,650.00	\$0.00	\$0.00	\$0.00	
25												

**5.3 Report of results accomplished FY18**

**Action request:** That the board approve the Report of results accomplished FY18 and the requisite signatures, for submission to the state

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The Report of results accomplished is a required report for RLBS (Regional Library Basic System Support), our primary grant in aid. It reports on the use of state dollars only in the state fiscal year.

The report is attached for the board's review.



## REGIONAL LIBRARY BASIC SYSTEM SUPPORT

### REPORT OF RESULTS AND EXPENDITURES

*FY 2018 (July 1, 2017 - June 30, 2018)*

This report is provided as required by Minnesota Rules, Chapter 3530.

Name and address of regional public library system: Kitchigami Regional Library System 310 2<sup>nd</sup> St. N. , P.O. Box 84, Pine River, MN 56474

Name, phone number and e-mail address of regional public library system administrator: Marian F. Ridge  
Director 218.587.2171.x222 F218.587.4855 ridgem@krls.org

Please estimate the number of people who received services provided with Regional Library Basic System Support (RLBSS): 125,000

By signing, we certify that the data and information contained in this report are true and correct to the best of our knowledge and belief:

Signature:

Name: Neal Gaalswyk  
Chair, Governing Board  
Date: 9.20.2018

Signature:

Name: Marian F. Ridge  
Regional Public Library System Administrator  
Date: 9.20.2018

Please email one PDF copy of the signed original report to: [Emily.Kissane@state.mn.us](mailto:Emily.Kissane@state.mn.us) by Monday, October 1, 2018.

# Report of Accomplishments

## Overall Results

**At a Glance** – Please provide a few quick statistics that summarize your FY2018 results: [Click here to enter text.](#)

## Individual Programs

Briefly highlight the programs/services/activities that took place during FY2018, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

### Description of Program: Administration

- Please describe what you did through this program: **All financial operations, human resources, maintenance and management, records keeping, governance support**
- What was the goal of your program? **The administrative unit’s goal is to provide cost-effective administrative and clerical functions necessary for library operations through the branch libraries**
- Who was served by this program? **Employees, all levels of government and library users**
- How did this program contribute to your organization’s mission and strategic plan goals? **This program was particularly challenged in FY 2018 as there was no bookkeeper for a 7 month period. The bookkeeper also performed several human resource functions. In addition to keeping the library operating through this period , the administrative unit restructured the bookkeeping operations to prevent further disruptions.**

**Program Outcomes** – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2017 data	FY2018 data

## Individual Programs

Briefly highlight the programs/services/activities that took place during FY2018, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

### Description of Program: Technical Services

- Please describe what you did through this program: **Acquisitions, physical processing, database maintenance, ILS maintenance, equipment maintenance, software maintenance**
- What was the goal of your program? **To provide the core technological support and services for direct library service, on-line access, acquisitions and processing of physical materials, cost-effective administrative and clerical functions necessary for the public to receive library service**
- Who was served by this program? **All library users**
- How did this program contribute to your organization’s mission and strategic plan goals? **Technical services are the foundation for library operations.**

**Program Outcomes** – Please provide one or more performance measures, including two data points for each and the dates of those data points.

<b>Name of measure</b>	<b>FY2017 data</b>	<b>FY2018 data</b>
Circulation	624,698	663,357
Items added	23,220	21,550
Holds	126,877	130,321

## Individual Programs

Briefly highlight the programs/services/activities that took place during FY2018, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

### Description of Program: Interlibrary loan/Delivery

- Please describe what you did through this program: **Cooperated with other regional public library systems and Minnesota libraries through Minitex/MNLink; provided delivery of physical materials including interlibrary loans to our 9 branch libraries and 2 associate libraries**
- What was the goal of your program? **To connect library users with the physical items that they have requested.**
- Who was served by this program? **Approximately 45,000 library users in region and an unspecified number of library users throughout the state**
- How did this program contribute to your organization’s mission and strategic plan goals? **Sustaining an effective interlibrary loan and delivery operations is a foundation of the board’s mission**

**Program Outcomes** – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2017 data	FY2018 data
Miles driven	58,562	54,766
KRLS materials in transit	151,320	149,145

## Individual Programs

Briefly highlight the programs/services/activities that took place during FY2018, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

### Description of Program:

- Please describe what you did through this program: **Administration**
- What was the goal of your program? [Click here to enter text.](#)
- Who was served by this program? [Click here to enter text.](#)
- How did this program contribute to your organization’s mission and strategic plan goals? [Click here to enter text.](#)

**Program Outcomes** – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2017 data	FY2018 data

## Summary of Expenditures

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY2018 state aid application: [Click here to enter text.](#)

<b>Regional Library System Name:</b>		
<b>State Fiscal Year 2018</b>		
<b>Summary of Expenditures</b>		
		<b>Amount</b>
<b>Personnel Expenses</b>		
	Salaries and Wages	\$290,000
	Benefits	\$99,912
	Staff Development, Tuition and Other Reimbursements	\$1,000
	<b>Total Personnel</b>	<b>\$390,912</b>
	<b>Total FTE Supported</b>	<b>8.2</b>
<b>Operating Expenses</b>		
	Telephone (voice and data)	\$5,000
	Telecommunications	
	Computer Software and Software Licensing	\$5,000
	Other Technology Equipment	\$1,500
	Printing and Copying	\$3,100
	Postage and Delivery	\$4,362
	Travel and Mileage	\$1,500
	Rent	
	Operating Leases or Rentals	
	Utility Services	\$17,000
	Repairs and Maintenance Services	
	Insurance	\$10,500
	Dues and Memberships	
	Audit	
	Board expenses, including per diem	
	Materials and Supplies	
	Other (please specify)	
	<b>Total Operating Expenses</b>	<b>\$47,962</b>
<b>Program Expenses</b>		
	Consulting Fees/Fees for Services	
	Services Purchased from Other MN Joint Powers Agencies	\$35,700
	Automation System	\$47,000
	Delivery	\$56,477
	Vehicles	
	Equipment	\$2,500
	Travel and Mileage	\$1,500
	Scholarships/Direct Member support	
	Library Materials and Collections	\$47,000
	Communications and Marketing	
	Staff Development	\$3,000
	Materials and Supplies	\$13,000
	Workshops and Events	
	Other Contracted services	
	Food and Beverages	
	Other (please specify)	
	<b>Total Program Expenses</b>	<b>\$206,177</b>
	<b>Total State Aid Expenditures</b>	<b>\$645,051</b>

Kitchigami Regional Library Board Meeting 20 September 2018

**5.4 ACHF FY19 funding request**

**Action request:** That the board approve the Arts and Cultural Heritage Funds 2019 Application requisite signatures for submission to the state.

The funding request is attached.



## ARTS AND CULTURAL HERITAGE FUND (ACHF) Regional Library System Application Narrative Form State Fiscal Year 2019 (July 1, 2018 – June 30, 2019)

The regional library system named below applies for funds as authorized and provided for in [2017 Minnesota Special Session Laws, Chapter 91—HF.No 707, Article 4, Section 2, Subdivision 5.](#)

A completed application, due July 16, 2018, 4:30 p.m., includes:

- This narrative form including assurances with signature(s) (pdf)
- Completed budget form (Excel spreadsheet)

Please submit the signed original application documents to [Jennifer Verbrugge](#) at State Library Services.

Regional library system name and address:

Kitchigami Regional Library System

Name, phone, and email address of regional library system administrator:

Marian F. Ridge 218.587.2171 x222 [ridgem@krls.org](mailto:ridgem@krls.org)

Name, phone, and email address of regional library system ACHF program coordinator:

Stephanie Johnson 218.587.2171 x234 [legacykrls@krls.org](mailto:legacykrls@krls.org)

Name, phone, and email address of regional library system finance manager:

Patriia Kline 218.587.2171 x225 [klinep@krls.org](mailto:klinep@krls.org)

Regional library system DUNS Number:

92793827

### AUTHORIZED SIGNATURES

*The information in this application is true and correct to the best of our knowledge. We understand and agree to comply with the Arts and Cultural Heritage Fund grant program assurances and all other applicable state policies.*

Signature \_\_\_\_\_

Printed Name **Neal Gaalswyk**

Chair, Regional Library System Governing Board

Date **9.20.2018**

Signature \_\_\_\_\_

Printed Name Marian Ridge

Regional Library System Administrator

Date **9.20.2018**

## **ARTS AND CULTURAL HERITAGE FUND**

### **Regional Library System Grant Program Assurances**

*The regional library system assures that it will comply with the following:*

1) **Use of Funds** - Funds shall be used only for purposes specified in the approved grant application or approved by the director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rules, [Chapter 3530](#). The purpose of the grant is to provide educational opportunities in the arts, history, literary arts, and cultural heritage in order to expand arts, arts education, and arts access and to preserve Minnesota's history and cultural heritage. These funds may be used to sponsor projects provided by regional public libraries, or to provide grants to local arts and cultural heritage programs for projects in partnership with regional public libraries. A recipient may not incur expenses on the grant award prior to the execution of the grant agreement.

Funds may not be used for the benefit of state employees, which includes, but is not limited to, reimbursement for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "[Commissioner's Plan](#)," promulgated by the Commissioner of Minnesota Management & Budget (MMB).

2) **Terms of Acceptance** - These funds are granted to the Regional Library System under (session law) and in accordance with Minnesota Statutes [16B.97](#) Grants Management and [16B.98](#) Grants Management Process requirements. By accepting an award the Grantee agrees to comply with all provisions of the award including all assurances and certifications made in this application and in the executed Official Grant Award Notification (OGAN), and all applicable state or federal statutes, regulations, and guidelines. The Grantee agrees to administer the program in accordance with the approved application, budget, timelines, and other supplemental information submitted in support of the approved application. Grant goals and objectives should be carried out in accordance with the guidelines established by the Minnesota Department of Education. The Constitutional Amendment (Article XI, section 15) of the Minnesota Constitution that established the grant program states that ACHF must supplement traditional sources of funding, and may not be used as a substitute or to supplant existing funding sources.

3) **Grant Agreement Components** - The grant agreement between the regional library system and MDE consists of the signed application and budget (including assurances), Official Grant Award Notification (OGAN), and the MDE Arts and Cultural Heritage Fund Grant Guidelines. The Grantee shall comply with all required grants management policies and procedures under Minnesota Statutes, [Chapter 16B. 97](#) except when superseded by specific instructions contained herein.

4) **Payments** - Payments will be distributed in ten equal payments beginning in Fall 2018.

5) **Program Reporting** - Reports summarizing grant activities and outcomes, including any data collected, requested or related to the grant program are due to MDE as follows:

a) **Interim Progress Reports** including 1) an executive summary of accomplishments, and 2) a spreadsheet with details about each of the projects paid for with funds from state fiscal year 2018 are due to MDE by September 30 of each year of the grant.

b) A **Completion Report** must be submitted within 90 days of fully expending your state fiscal year 2018 allocation or by July 30, 2021, whichever comes first. A Completion Report includes but is not limited to 1) a final executive summary of accomplishments, including any data requested; 2) a spreadsheet with details about each of the projects paid for with funds from the identified fiscal year; and 3) other materials as requested by MDE program staff or required by the state funding source.

c) Information in the Completion Report is cumulative with Interim Progress Reports. A Completion Report updates and adds to previously submitted Interim Progress Reports, and closes out the spending of the state fiscal year 2018 allocation by itemizing, on a project by project basis, how the total allocation was spent.

6) **Financial Reporting - Financial Reporting Forms** summarizing grant expenditures shall be submitted in the form and manner prescribed by MDE, as follows:

a. Financial Reporting Forms shall be submitted quarterly and separately for each grant year until all funds are expended through the end of grant term, as follows:

Time period	Due date
September 1, 2019 – December 31, 2019	January 31, 2020
January 1, 2020 – March 31, 2020	April 30, 2020
April 1, 2020 – June 30, 2020	July 31, 2020
July 1, 2020 – September 30, 2020	October 30, 2020
October 1, 2020 – December 31, 2020	February 1, 2021
January 1, 2021 – March 31, 2021	April 30, 2021
April 1, 2021 – June 30, 2021	July 30, 2021

b. The Grantee must track the ACHF grant budget and expenditures separately from other organization budgets.

7) **Budget Revisions** - The Grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10% of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10% of the total award must be approved in writing by MDE prior to incurring the expenditure. In its request for approval, the Grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10% of the total award for which prior approval has not been granted. The Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

8) **Continuation of Future Funding** - Continuation of future funding is contingent upon satisfactory performance. The Grantee is responsible for:

- Submitting statutorily-compliant reports in a timely manner.
- Ensuring all ACHF-funded projects comply with ACHF intent, goals and desired outcomes.
- Satisfying all applicable ACHF requirements.
- Submitting an application with work plan and budget for Fiscal Year 2019 ACHF funds.

9) **Discontinuation of Participation** - If participation by a regional library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets purchased with Arts and Cultural Heritage Funds, including cash or the fair market value of such assets, cannot be transferred by the applicant and shall revert to the Minnesota Department of Education (MDE) for reassignment for library services elsewhere. (Minnesota Rules, [Chapter 3530.0200](#), Subp. 4(C).

#### 10) **Cancellation**

- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from appropriations by the Minnesota Legislature is not obtained and/or continued at an aggregate level sufficient to allow for the Grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the Grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature not to appropriate funds. The state must provide the Grantee notice within a reasonable time of the state receiving notice.
- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made, or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- d) **In the event of any cancellation,** the state will recover any unexpended funds that have not been accounted for in an accepted financial report to the State.

#### 11) **Conditions of Payment**

- a) The Grantee must comply with the Minnesota Constitution, [article XI](#), section 15, and may not substitute money received from the Arts and Cultural Heritage Fund for a traditional source of funding.
- b) The Grantee must promptly return to the state any unexpended funds that have not been accounted for annually in a financial report to the state due at grant closeout.
- c) **Payments to individuals:** The Grantee must ensure that every individual receiving money from this grant in exchange for work, services, performances or participation, complete IRS form W-4, W-8 or W-9, depending upon the individual's employment or citizenship status. All payments to individuals must comply with federal and state tax laws and reporting requirements.

12) **Amendments** - Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE Authorized Representative or their delegate. No amendments will be considered on expired grant awards.

13) **Civil Rights Act** - The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rules, [Chapter 3530.0200](#), Subp. 4(D)).

14) **Internet Safety** - The regional library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 489, Article 6, Section 27*, section (a) so that all public library computers with access to the Internet available for use by children under the age of 17 restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of *Minnesota Statutes 1998 Chapter 617, Article 241*.

15) **Audits** - An independent auditor's report of the regional library system's general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States shall include audit of the Arts and Cultural Heritage funds as a unique categorical fund account. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rules, [Chapter 3530.1200](#)).

#### **Financial Reconciliations/Monitoring and Supporting Documentation**

- a) A **financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a Financial Reporting Form submitted by the Grantee.
- b) In the event a **monitoring visit(s)** is required by MDE, the Grantee shall cooperate with MDE and shall comply with MDE's requests for documentation and other information, before, during and/or after the visit(s).
- c) Financial documentation to support expenditures incurred under this award must be maintained by the Grantee and provided to MDE upon request. The Grantee's books, records, documents and accounting procedures and practices of the Grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant agreement end date. (Minnesota Statutes §16B.98, Subdivision 8)

**State and Federal Audits** The books, records, documents and accounting procedures and practices of the Grantee shall be subject to examination by state or federal auditors, as authorized by law. Minnesota Statutes, [Chapter 16C.05](#), subd. 5, requires the state audit clause be in effect for a minimum of six years. Federal audits shall be governed by requirements of federal regulations.

- a) Under Minnesota Statutes, [Chapter 16B.98](#), Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of the grant contract end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- b) If the Grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the Single Audit Act of 1984 as amended and [OMB circular A-133](#), "Audits of States, Local Governments and Non-Profit Organizations" for audits of fiscal years beginning after June 30, 1996; or,
- c) The Grantee will provide copies of the single audit reporting package (as defined in A-133 section 320(c)), financial statement audits, management letters and corrective action plans to the state, the Office of the State Auditor, Single Audit Division or Federal Audit Clearinghouse, in accordance with [OMB A-133](#).

**Examination and Audit of Accounts and Records** The state or its representative shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The Grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

**16) Subgrantees/Subcontractor/Consultant Services** - If the Grantee deems it necessary to contract with outside resources for service delivery, consulting services or technical assistance, a formal agreement must be drawn. The negotiated fees should be reasonable and align with current costs for similar work. The contract executed with each contractor should not allow for work or obligations to begin before the executed date of this grant project and the contract should not extend beyond the end date of the grant project. The work duties should be clearly defined and should explain what initiative the work is related to and the outcome expected from the contractor including due dates for drafts, etc. The contract should outline the payment and invoicing terms. If travel expenses are included as part of the contract terms, maximum travel reimbursement costs should not exceed the [Commissioner's Plan](#). Receipts for travel reimbursements should be submitted along with expense reimbursement requests and invoices prior to reimbursements. The inclusion of a cancellation clause in contracts is recommended. A copy of the contract agreement is to be retained by the Grantee.

The grant agreement for local units of government incorporates the requirements of Minnesota Statutes, [Section 471.345](#).

The grant agreement for nongovernmental organizations incorporates these best practices:

- a) Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b) Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.

- c) Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- d) Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minnesota Statutes, [Chapters 177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

17) **Liability** - Grantee agrees to indemnify and save and hold the State, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the award by Grantees, agents or employees. This clause shall not be construed to bar any legal remedies Grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

18) **Use of Works and Documents** - Grantee owns any works or documents developed by the Grantee, its employees, agents, subcontractors, either individually or jointly with others in the performance of this contract unless otherwise negotiated by the Grantee with its subcontractor(s). The State will have royalty free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the works or documents for government purposes.

Definitions. *Works* means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. *Works* includes "*Documents*." *Documents* are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this contract.

19) **Publicity** - Any publicity regarding the subject matter of this grant contract must comply with Minnesota Laws, 2011, 1st Special Session, [Chapter 6](#), Article 5, Section 5 which amended Minnesota Statutes, [Chapter 129D.17](#) subd. 2(g) to require use of the Arts and Cultural Heritage Fund logo when practicable. All projects funded by the ACHF must publicly credit the fund, including on the Grantee's website when practicable. Publicity and logo guidelines are detailed on the [Legacy website](#). The Grantee must not claim that the State endorses its products or services.

20) **Conflict of Interest** - In accordance with the Minnesota Office of Grants Management [Policy 08-01](#), the Grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

21) **Government Data Practices** - The Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, [Chapter 13](#), as it applies to all data provided by the State under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the Grantee under the award. The civil remedies of Minnesota Statutes, [Chapter 13.08](#) apply to the release of the data referred to in this paragraph by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this paragraph, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

22) **Data Disclosure** - Under Minnesota Statutes, [Chapter 270C.65](#), and other applicable law, the Grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

23) **Worker's Compensation** - Grantee certifies that it is in compliance with Minnesota Statutes, [Chapter 176.181](#), subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility. (Exemption/Waiver as allowed under law.)

24) **Governing Law, Jurisdiction and Venue** - Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

25) **Pre-Award Work and Pre-Award Costs** - The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

26) **Grantee's Grant Program Representative** - The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

## ARTS AND CULTURAL HERITAGE FUND

### Regional Library System Grant Program Application

1. Please describe how your regional library system anticipates using its state fiscal year 2019 ACHF allocation to achieve the goals of the [ACHF legislation](#), which are to provide educational opportunities in the arts, history, literary arts and cultural heritage of Minnesota.

2. Will your organization use ACHF funds for administrative costs? Please check yes or no.

Yes       No

If yes, please identify the amount you anticipate spending on administration on the budget form. Please briefly describe how your organization's ACHF administrative funds are used:

3. Does your organization intend to subgrant ACHF Funds? Please check yes or no.

Yes       No

If yes, please identify the amount you anticipate subgranting under "Other" on the budget form. Please briefly describe your organization's subgranting process(es).

4. Authorizing legislation requires recipients to measure the outcomes of ACHF projects. Expected outcomes are described in the [Legislative Guide](#). These include, but are not limited to:

- Arts, culture and history will be interwoven into every facet of community life.
- Increased Minnesotans of all ages, ethnicities, abilities and incomes who participate in the arts, culture and history.
- Increased student exposure to professional performing arts, and the work of professional artists.
- Increased knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future.

Outcomes of ACHF projects must be reported to the Legislative Coordinating Commission for inclusion on the [Legacy website](#). Required reporting asks for both proposed and realized outcomes as well as participation/attendance.

Briefly describe how you plan to establish, track and measure outcomes for ACHF projects based on reporting requirements. Indicate how you will evaluate success in achieving ACHF outcomes as described on page 11 of the ACHF [Legislative Guide](#).

5. Please share any additional information about how the Arts and Cultural Heritage Fund will contribute to your capacity to offer arts, history, literary arts and cultural heritage learning experiences to Minnesotans.

*Thank you for completing the FY2019 ACHF application.*

**ARTS AND CULTURAL HERITAGE FUND (ACHF)  
REGIONAL LIBRARY SYSTEM  
BUDGET APPLICATION FORM**

State Fiscal Year 2019 (July 1, 2018-June 30, 2019)



Regional library system name:

Full-time equivalents (FTE) funded with ACHF :  
Use the total FTE represented by all regional library system staff--both program administration and other--who will be paid using ACHF. Calculated as total # hours planned divided by 2,080.

Budget items (used to create Financial Reporting Form)	FY19 Estimated Expenditures	Notes
Administration (up to 5%)	\$5,340.00	
Statewide initiative (up to 10%)	\$0.00	
Other (auto sums from info entered below)	\$101,447.00	
<b>TOTAL</b>	<b>\$106,787.00</b>	
<b>Other estimated expenses (will be included above)</b>	<b>FY19 Estimated Expenditures</b>	<b>Notes</b>
Contracted services	\$78,868.00	
Personnel	\$22,579.00	
Subgrants	\$0.00	
<i>(Other--please specify; insert rows as needed)</i>	\$0.00	
<b>Total Other</b>	<b>\$101,447.00</b>	

**5.5 Request for legal advice: Personnel matter**

**Action request:** That the board approve discussion of a personnel matter with an attorney.

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One of our employees has been experiencing some financial difficulties. Her county has issued two default judgements against her, on application from a debt recovery company.

We have received a copy of the documents from the debt recovery company, with a Garnishment Summons and Notice to the Debtor (unsigned) and a Garnishment Earnings Disclosure Worksheet, with a check to KRLS as witness fee.

We have never dealt with a situation like this before, and we are uncomfortable with some of the language in the worksheet and unclear about our responsibilities. Any other garnishment situations that we have had have been court-ordered and the procedures and our responsibilities are very clear.

I am requesting that the board allow me to retain the services of an attorney, for example Ted Lundrigan in Pine River, to review the documents and advise us on the correct way to proceed.



State Library Services  
1500 Highway 36 West  
Roseville, MN 55113  
v: 651-582-8508 f: 651-582-8752  
emily.kissane@state.mn.us

## REGIONAL LIBRARY TELECOMMUNICATIONS AID

FY 2019 (July 1, 2018 – June 30, 2019)

### APPLICANT INFORMATION, ASSURANCES, AUTHORIZED SIGNATURES

Contact Person: Marian F. Ridge

Regional Public Library System: Kitchigami Regional Library System

Street Address: 310 2<sup>nd</sup> St. N. P.O. Box 84

City: Pine River State: MN Zip Code: 56474

Telephone: 218.587.2171

Fax: 218.587.4855

E-mail: ridgem@krls.org

Minnesota Tax ID#: 74-26083

#### Locations Open Less than 20 Hours per Week

Please identify any locations open less than 20 hours per week and provide a reason for each:

#### Assurances:

All regional public library system branches/member libraries meet the state-certified level of library support at level required under *Minnesota Statutes 134.34 and Minnesota Statutes 275.761*.

Connections are adequate and employ an open network architecture that will ensure interconnectivity and interoperability with school districts, post-secondary education, or other governmental agencies.

Connections are established using the most cost-effective means and are coordinated with other education and government entities where appropriate.

The regional public library system has submitted or is included in a federal e-rate application for discounts on category one expenses funded through the Regional Library Telecommunication Aid program. Acceptable documentation for category two services is required and may include,

but is not limited to, e-rate application, request for proposal and bid documents or contracts executed under cooperative purchasing agreements.

The regional public library system and its members/branches are in compliance with the requirements of the Children's Internet Protection Act.

The regional public library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 489, Article 6, Section 27, Section (a)* so that all public library computers with access to the Internet available for use by children under the age of 17 restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional public library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of *Minnesota Statutes 1998 Chapter 617, Article 241*.

The regional public library system will retain for ten years all records related to the RLTA and e-rate programs, including pre-commitment, contracting, post-commitment, invoicing and backup data. When requested, the regional public library system will make these documents available to State Library Services.

### **Authorized Signatures**

I certify that my organization will comply with the above assurances and all other applicable laws and regulations.

Date: 9.20.2018

Signature:

Name: Neal Gaalswyk  
Chair, System Governing Board

Date: 9.20.2018

Signature:

Name: Marian F. Ridge  
Regional Public Library System Administrator

## Required Attachments:

FY 2019 Applicant Information, Assurances and Authorized Signatures

FY 2019 Regional Library Telecommunications Aid Application Spreadsheet. Please use figures from your funding commitment decision letter(s) for e-rate year 2018, if available, to complete this document. Otherwise, please use your e-rate year 2017 FCDL(s) and your e-rate year 2018 form 471. When you receive your e-rate year 2018 FCDL, please update and re-submit your spreadsheet.

You will have at least two opportunities to apply for aid to support category two services: in this application and by resubmitting the FY 2019 Regional Library Telecommunications Aid Application Spreadsheet by January 18, 2019.

E-rate 471 form(s) and funding commitment decision letter(s) for e-rate year 2018. Each entity included in your application must have or be included in submitted FCDL(s).

If e-rate year 2018 FCDL is not available, please submit e-rate year 2018 form 471 and e-rate year 2017 FCDL as an initial estimate for the current RLTA application. Please notify State Library Services if you expect a significant change in costs from the previous year. When you receive your e-rate year 2018 FCDL, please submit it along with an updated spreadsheet.

If you are applying for category two services from the current eligible services list, please include e-rate year 2018 form 471. If you are applying for eligible services list items from prior years, please include request for proposal and bid documents or contracts executed under cooperative purchasing agreements.

Please note that you will need to submit BEAR forms or other documentation of actual costs as part of the FY2019 final report.

Please contact Emily Kissane, State Library Services at 651-582-8508 with any questions.

**Please email the signed and completed application forms to [emily.kissane@state.mn.us](mailto:emily.kissane@state.mn.us) by October 26, 2018.** Applications may also be submitted to the State Library Services Sharepoint site. Please contact Emily if you would like to set up access to the site. **Completed forms may be sent as PDF documents.**



Connecting Schools and Libraries across Northwest Minnesota

August 20, 2018

TO: Marian Ridge, Director  
Kitchigami Regional Library System

FROM: Bob Wheeler, Executive Director  
Region 1 (NW-Links fiscal host)

RE: Fiscal Year 2019 Bandwidth and Membership Costs

We are providing final estimated cost information for the wide area network costs for fiscal year 2019. This information is to be used on the Fiscal Year 2019 RLTA application.

NW-Links has submitted the FCC Form 471 #181016983 for Annual Total Pre-Discount Charge of \$171,924.84. Discount Rate for your system is expected to be 80% based on pre-calculation of the FCDL for your FRN ##1899028967.

Member Entity Name	FY 2019 Member Finalized Bandwidth	FY 2019 Monthly Cost	E-rate Discount	2019 Mth After Erate	2019 Annual After Erate	2019 Mbsp Fee
Bemidji Public Library	500/50	\$ 1,209.56	80%	\$ 241.91	\$ 2,902.94	\$ 565.00
Blackduck Community Library	475/50	\$ 887.05	80%	\$ 177.41	\$ 2,128.92	\$ 565.00
Brainerd Public Library	45	\$ 1,472.45	80%	\$ 294.49	\$ 3,533.88	\$ 565.00
Cass Lake Community Library	200	\$ 933.13	80%	\$ 186.63	\$ 2,239.51	\$ 565.00
Margaret Welch Memorial Library	200	\$ 1,817.94	80%	\$ 363.59	\$ 4,363.06	\$ 565.00
Park Rapids Area Library	1000	\$ 1,354.30	80%	\$ 270.86	\$ 3,250.32	\$ 565.00
Pine River Public Library	15	\$ 2,882.96	80%	\$ 576.59	\$ 6,919.10	\$ 565.00
Wadena City Library	200	\$ 953.51	80%	\$ 190.70	\$ 2,288.42	\$ 565.00
Walker Public Library	200	\$ 881.10	80%	\$ 176.22	\$ 2,114.64	\$ 565.00
Kitchigami Regional Library HQ	45	\$ 1,935.07	80%	\$ 387.01	\$ 4,644.17	\$ 565.00
Kitchigami System - FRN 189902 8967	1905	\$ 14,327.07	80%	\$ 2,865.41	\$ 34,384.97	\$ 5,650.00

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Regional Public Library System: Kitchigami	Is the location open at least 20 hours per week?*	Bandwidth Available 6/30/2018	Anticipated Bandwidth SFY 2019	E-Rate % Discount Rate Year 2018	Total Costs - Category One	Anticipated Total E-Rate Reimbursement for Category One	Anticipated Total RLTA for Category One	Total Costs - Category Two	Anticipated Total E-Rate Reimbursement for Category Two	Anticipated Total RLTA for Category Two	Participation Costs	RLTA Application Total	
7	Member Library Sites Included :												
8	Bemidji Public Library	500	500	80%	\$14,514.96	\$11,611.97	\$2,902.99			\$565.00		\$3,467.99	
9	Blackduck Community Library	475	475	80%	\$10,644.60	\$8,515.68	\$2,128.92			\$565.00		\$2,693.92	
10	Brainerd Public Library	45	45	80%	\$17,669.40	\$14,135.52	\$3,533.88			\$565.00		\$4,098.88	
11	Cass Lake Community Library	200	200	80%	\$11,197.56	\$8,958.05	\$2,239.51			\$565.00		\$2,804.51	
12	Margaret Welch Memorial Library	200	200	80%	\$21,815.28	\$17,452.22	\$4,363.06			\$565.00		\$4,928.06	
13	Park Rapids Area Library	1000	1000	80%	\$16,251.60	\$13,001.28	\$3,250.32			\$565.00		\$3,815.32	
14	Pine River Public Library	15	15	80%	\$34,595.52	\$27,676.42	\$6,919.10			\$565.00		\$7,484.10	
15	Wadena City Library	200	200	80%	\$11,442.12	\$9,153.70	\$2,288.42			\$565.00		\$2,853.42	
16	Walker Public Library	200	200	80%	\$10,573.20	\$8,458.56	\$2,114.64			\$565.00		\$2,679.64	
17	KRLS HQ	45	45	80%	\$23,220.84	\$18,576.67	\$4,644.17			\$565.00		\$5,209.17	
18													
19													
20													
21													
22													
23	<b>ELIGIBLE SITE TOTAL</b>	n/a	1905	n/a	\$171,925.08	\$137,540.06	\$34,385.02	\$0.00	\$0.00	\$5,650.00	\$0.00	\$40,035.02	
24													
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<p style="text-align: right;"><b>Total RLTA= \$40,035.02</b></p>													
<p style="text-align: center;">*If any locations are open less than 20 hours per week, please provide an explanation for each in the application.</p>													
<p style="text-align: center;">You will have another opportunity to apply for category two services by resubmitting this spreadsheet by January 18, 2019.</p>													

Kitchigami Regional Library Board Meeting September 20, 2018

**5.7 To renew upcoming CD currently at Security State Bank Bemidji.**

**Action Request:**

That the board designate a financial institution and investment term for the renewal of the Security State Bank Automation R&R CD #16406 in the amount of approximately \$ 79,089.18 for the term of eighteen months. This CD matures on 10/18/2018.

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**Background**

Formally letters were sent to the banks across the region requesting investment rates and terms but because of the market fluctuations rates are no longer guaranteed prior to the week of maturity.

**NEW CD RATES WILL BE AVAILABLE AT THE BOARD MEETING**

October 8th, 2018

FUND	Deerwood Checking	Bill Report	Deerwood Checking	Deerwood First	Deerwood First	Deerwood First	Total Balance of all Accounts
	BEGINNING BALANCE	through 10/03/2018	ENDING BALANCE	Preferred Savings BEGINNING BALANCE	Preferred Savings Bill Report through 10/03/2018	Preferred Savings ENDING BALANCE	
GENERAL	\$140,290.52	\$6,804.11	\$133,486.41	\$80,314.03	\$0.00	\$80,314.03	
POLICE RESTRICTED CASH	\$39,215.21	\$0.00	\$39,215.21	\$0.00	\$0.00	\$0.00	
CEMETERY	\$848.14	\$0.00	\$848.14	\$1,511.63	\$0.00	\$1,511.63	
PERPETUAL CARE	\$6,875.27	\$0.00	\$6,875.27	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$58,505.00	\$0.00	\$58,505.00	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$8,589.88	\$0.00	\$8,589.88	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$10,614.18	\$90.03	\$10,524.15	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$194,675.18	\$0.00	\$194,675.18	
PINE TREE PARK	\$47,362.35	\$605.58	\$46,756.77	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.01	\$0.00	\$0.01	\$104,910.82	\$0.00	\$104,910.82	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$17,215.46	\$0.00	\$17,215.46	
Fire Dept Special Equip Fund	\$152,204.67	\$0.00	\$152,204.67	\$25,918.53	\$0.00	\$25,918.53	
<b>2018 Revolving Loan Fund (NEW)</b>	\$0.00	\$0.00	\$0.00	\$228,880.00	\$1,981.98	\$226,898.02	
2006 GO BOND	\$40,524.65	\$0.00	\$40,524.65	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond	\$40,676.26	\$0.00	\$40,676.26	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan	\$8,339.30	\$0.00	\$8,339.30	\$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	\$19,611.27	\$0.00	\$19,611.27	\$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	
2017 PFA Debt Sys Bond Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING	\$72,360.82	\$0.00	\$72,360.82	\$0.00	\$0.00	\$0.00	
WATER FUND	\$237,352.18	\$349.15	\$237,003.03	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$104,552.00	\$2,280.56	\$102,271.44	(\$1,283.00)	\$0.00	(\$1,283.00)	
LIQUOR FUND	\$272,151.87	\$91,862.12	\$180,289.75	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$14,824.76	\$0.00	\$14,824.76	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$73,129.58)	\$3,166.55	(\$76,296.13)	\$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	
<b>Total:</b>	<b>\$1,290,349.06</b>	<b>\$105,068.07</b>	<b>\$1,185,280.99</b>	<b>\$829,191.84</b>	<b>\$2,072.01</b>	<b>\$827,119.83</b>	<b>\$2,012,400.82</b>

Transfer Recommended:

Fund Transfer from:	Fund transfer to:	Amount of Transfer:
Liquor Fund	General Fund	\$20,000.00

2018 Bond Payments:	Principal:	Interest:	Fees:	Total:
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CITY OF BLACKDUCK

Monthly Bills

September 2018

Check Name	Amount		
<b>Fund 101 GENERAL FUND</b>		<b>Fund 250 2018 REVOLVING LOAN F</b>	\$1,981.98
ACME Tools	\$169.00	<b>Fund 601 WATER FUND</b>	
AMERIPRIDE LINEN & APPAREL	\$58.12	ACME Tools	\$168.98
BANYON DATA SYTEMS	\$318.00	BANYON DATA SYTEMS	\$318.00
BECK AUTO SERVICE	\$371.97	BELTRAMI ELECTRIC COOP	\$229.00
BELTRAMI COUNTY RECORDER	\$46.00	CARD SERVICE CENTER	\$410.74
BELTRAMI ELECTRIC COOP	\$2,067.72	CORE & MAIN	\$920.28
BEMIDJI FIRE DEPARTMENT	\$74.00	Gopher State One Call	\$18.90
BLACKDUCK CO-OP	\$34.45	Hawkins, Inc	\$1,153.55
BLACKDUCK FAMILY FOODS	\$28.08	LMCIT INSURANCE TRUST	\$0.00
BOGART'S	\$322.68	NORTHWOODS LUMBER CO	\$283.43
CARD SERVICE CENTER	\$166.05	QUILL CORPORATION	\$120.15
CRUNDEN ELECTRIC	\$937.98	<b>Fund 601 WATER FUND</b>	\$3,623.03
FORUM COMMUNICATIONS CO	\$516.44	<b>Fund 602 SEWER FUND</b>	
FRENZEL CONSTRUCTION	\$1,742.42	ACME Tools	\$168.98
FRONTIER REPAIR	\$70.93	BANYON DATA SYTEMS	\$318.00
GRAYBAR	\$3,936.00	BELTRAMI ELECTRIC COOP	\$2,129.82
LEAGUE OF MINNESOTA CITIES	\$180.00	Border States Electric Supply	\$106.93
LMCIT INSURANCE TRUST	\$0.00	CARD SERVICE CENTER	\$39.55
MARCO SERVICE	\$182.01	LMCIT INSURANCE TRUST	\$0.00
NORTHWOODS LUMBER CO	\$186.60	NORTHWOODS LUMBER CO	\$43.52
PAUL BUNYAN COMMUNICATIONS	\$476.12	PAUL BUNYAN COMMUNICATIONS	\$30.58
QUILL CORPORATION	\$76.59	QUILL CORPORATION	\$120.16
REGAS, CHRISTINA	\$162.41	<b>Fund 602 SEWER FUND</b>	\$2,957.54
ROGER'S TWO WAY RADIO	\$180.00	<b>Fund 609 MUNICIPAL LIQUOR FUND</b>	
SANFORD OCCUPATIONAL MEDICINE	\$60.00	AMERIPRIDE LINEN & APPAREL	\$641.21
TIMBERLINE SPORT	\$569.44	BANYON DATA SYTEMS	\$318.00
VERIZON WIRELESS	\$350.10	BELTRAMI ELECTRIC COOP	\$1,711.84
WIDSETH SMITH NOLTING & ASSOC	\$830.00	BEMIDJI COCA-COLA	\$280.70
<b>Fund 101 GENERAL FUND</b>	\$14,113.11	BERNATELLOS	\$504.25
<b>Fund 207 SCDP REVOLVING LOAN FUND</b>		Bernick Companies	\$6,597.40
BELTRAMI ELECTRIC COOP	\$90.03	BLACKDUCK CO-OP	\$63.36
<b>Fund 207 SCDP REVOLVING LOAN F</b>	\$90.03	BLACKDUCK FAMILY FOODS	\$2,265.01
<b>Fund 209 PINE TREE PARK FUND</b>		Breakthru Beverage	\$2,536.79
ACME Tools	\$175.39	CARLOS CREEK WINERY	\$576.00
BELTRAMI COUNTY SOLID WASTE	\$121.85	D & D BEVERAGE	\$214.50
BELTRAMI ELECTRIC COOP	\$282.14	DICK DISTRIBUTING	\$13,438.50
WASTE MANAGEMENT OF WI-MN	\$201.59	GOODSPEED & COMPANY	\$1,798.89
<b>Fund 209 PINE TREE PARK FUND</b>	\$780.97	GUARDIAN PEST CONTROL	\$85.12
<b>Fund 250 2018 REVOLVING LOAN FUND</b>		HEGGIES PIZZA LLC	\$620.00
BELTRAMI COUNTY-AUDITOR/TREAS.	\$1,728.48	HENRYS	\$2,786.48
DRAHOS KIESON & CHRISTOPHER	\$253.50	JIM DANDY SNACK FOOD CO.	\$69.00

Check Name	Amount
JOHNSON BROTHERS LIQUOR CO.	\$7,361.41
LAKES CONCRETE PLUS INC.	\$96.64
LMCIT INSURANCE TRUST	\$0.00
MIKINNON CO., INC	\$9,329.35
NEI BOTTLING INC	\$763.54
NORTHERN PAVING	\$35,690.00
NORTHWOODS ICE, INC	\$376.20
NORTHWOODS LUMBER CO	\$98.97
OLD DUTCH	\$360.00
PAUL BUNYAN COMMUNICATIONS	\$208.83
Phillips Wine and Spirits	\$5,716.80
QUILL CORPORATION	\$25.34
Southern Glazer's of MN	\$2,504.56
US FOODS	\$419.28
VINOCOPIA INC	\$125.83
WASTE MANAGEMENT OF WI-MN	\$250.53
WAYNE WARD	\$70.00
<b>Fund 609 MUNICIPAL LIQUOR FUN</b>	<b>\$97,904.33</b>
<b>Fund 613 GOLF COURSE</b>	
AMERIPRIDE LINEN & APPAREL	\$102.92
BANYON DATA SYTEMS	\$318.00
BECK AUTO SERVICE	\$62.79
BELTRAMI ELECTRIC COOP	\$348.24
BLACKDUCK CO-OP	\$175.92
BLACKDUCK FAMILY FOODS	\$8.78
Corner Garage	\$114.67
CRUNDEN ELECTRIC	\$316.12
DICK DISTRIBUTING	\$37.70
GERIT HANSON CONTRACTING, INC.	\$1,000.00
HENRYS	-\$2.70
LEAGUE OF MINNESOTA CITIES	\$133.77
LMCIT INSURANCE TRUST	\$116.23
NORTHWOODS LUMBER CO	\$62.16
P.A. JONES LLC	\$1,416.09
PAUL BUNYAN COMMUNICATIONS	\$119.15
Sanford Medical Clinic	\$94.00
TESSMAN SEED COMPANY	\$281.34
TIMBERLINE SPORT	\$196.73
TURFWERKS	\$73.65
WASTE MANAGEMENT OF WI-MN	\$120.02
<b>Fund 613 GOLF COURSE</b>	<b>\$5,095.58</b>
	<b>\$126,546.57</b>

## Water Fund

Year to Date Income Statement thru 09/30/2018

Water Operating Revenue:	Budget:	
Water Meter Sales	\$230.00	\$0.00
Health Dept Charges	\$1,169.18	\$1,500.00
Penalties and Interest	\$331.00	\$0.00
Water Sales	\$152,565.86	\$210,657.00
Water Connect/Reconnect Fee	\$644.70	\$500.00
Water Penalty	\$1,130.64	\$1,750.00
Miscellaneous Revenues	\$1,737.36	\$0.00
NSF	\$35.00	\$0.00
Reimbursements	\$402.30	\$0.00
<b>Total Water Revenues</b>	<b>\$158,246.04</b>	<b>\$214,407.00</b>

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$42,080.80	\$55,557.00	\$13,476.20
Full-Time Employees OT	\$607.79	\$500.00	(\$107.79)
Part-Time Employees	\$1,064.70	\$1,250.00	\$185.30
PERA	\$3,281.82	\$4,166.00	\$884.18
FICA	\$3,310.50	\$4,250.00	\$939.50
Employer Paid Health	\$7,524.55	\$11,585.00	\$4,060.45
Office Supplies (GENERAL)	\$30.12	\$200.00	\$169.88
Printed Forms	\$0.00	\$0.00	\$0.00
Electricity	\$7,796.48	\$11,000.00	\$3,203.52
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$20.00	\$500.00	\$480.00
Operating Supplies (GENERAL)	\$551.91	\$600.00	\$48.09
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$791.48	\$1,500.00	\$708.52
Lubricants and Additives	\$0.00	\$300.00	\$300.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$4,698.00	\$7,000.00	\$2,302.00
Fluoride	\$861.56	\$500.00	(\$361.56)
Repairs/Maint Supply	\$560.02	\$1,000.00	\$439.98
Equipment Parts	\$0.00	\$1,000.00	\$1,000.00
Building Repair Supply	\$89.73	\$300.00	\$210.27
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$423.42	\$500.00	\$76.58
Merchandise for Resale	\$920.28	\$750.00	(\$170.28)
Auditing and Acc't	\$3,000.00	\$3,000.00	\$0.00
Legal Fees	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$35.70	\$0.00	(\$35.70)
Engineering Fees	\$0.00	\$0.00	\$0.00
Professional Services	\$475.00	\$500.00	\$25.00
Other Professional Services	\$0.00	\$250.00	\$250.00
Telephone	\$101.49	\$500.00	\$398.51
Postage	\$663.45	\$750.00	\$86.55
Travel Expense	\$0.00	\$500.00	\$500.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$291.60	\$300.00	\$8.40
Property Insurance	\$1,531.00	\$1,600.00	\$69.00
Workers Compensation	\$1,840.12	\$2,100.00	\$259.88
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$1,369.00	\$1,800.00	\$431.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$3,289.00	\$10,000.00	\$6,711.00
Repairs/Maintenance Machinery	\$38.59	\$1,000.00	\$961.41
Dues and Subscriptions	\$2,120.25	\$2,100.00	(\$20.25)
Uncollectable Checks/Bad Debt	\$117.04	\$0.00	(\$117.04)
Cash Short	\$0.00	\$0.00	\$0.00
Miscellaneous	\$13.48	\$0.00	(\$13.48)
Bank Service Charges	\$67.50	\$650.00	\$582.50
<b>Total Water Expenditures</b>	<b>\$89,566.38</b>	<b>\$127,508.00</b>	<b>\$37,941.62</b>

Other Water Expenditures:	Budget	Remaining
Transfer Fr Other Fund	\$0.00	\$0.00
PFA Debt Service Principal	\$6,089.00	\$0.00
PFA Debt Service Interest	\$1,319.27	\$971.18
Debt Service Bond Principal	\$45,000.00	\$0.00
Debt Service Bond Interest	\$18,918.75	\$0.00
Depreciation/Capital Outlay	\$0.00	\$15,000.00
<b>Total</b>	<b>\$71,327.02</b>	<b>\$15,971.18</b>

<b>Net Total</b>	<b>(\$2,647.36)</b>	<b>\$214,806.20</b>	<b>\$53,912.80</b>
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**Sewer Fund**

**Year to Date Income Statement thru 09/30/2018**

<b>Sewer Operating Revenue:</b>		<b>Budget</b>
Reimbursements (insurance proceeds)	\$165.43	\$0.00
Penalties and Interest	\$146.17	\$0.00
Other Revenues	\$375.00	\$0.00
Sewer Sales	\$112,696.49	\$162,504.00
Farm Lease Agreement Revenue	\$3,049.40	\$3,160.00
Sewer Connect/Reconnect Fee	\$0.00	\$0.00
Swr Penalty	\$1,068.28	\$1,500.00
Charges for Service	\$1,175.00	\$0.00
<b>Total Sewer Revenues</b>	<b>\$118,675.77</b>	<b>\$167,164.00</b>

<b>Sewer Operating Expenditures:</b>		<b>Budget</b>	<b>Remaining</b>
Full-Time Employees Regular	\$44,950.12	\$58,835.00	\$13,884.88
Part-Time Employees	\$532.29	\$625.00	\$92.71
PERA	\$3,411.12	\$4,390.00	\$978.88
FICA	\$3,439.79	\$4,478.00	\$1,038.21
Employer Paid Health	\$7,856.08	\$12,086.00	\$4,229.92
Office Supplies (GENERAL)	\$30.12	\$200.00	\$169.88
Electricity	\$11,146.91	\$16,000.00	\$4,853.09
Training and Instruction	\$23.00	\$500.00	\$477.00
Operating Supplies (GENERAL)	\$533.13	\$500.00	(\$33.13)
Motor Fuels	\$467.49	\$1,750.00	\$1,282.51
Lubricants and Additives	\$221.08	\$750.00	\$528.92
Repairs/Maint Supply	\$202.92	\$500.00	\$297.08
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	\$320.70	\$600.00	\$279.30
Auditing and Acc't	\$3,000.00	\$3,000.00	\$0.00
Legal Fees	\$0.00	\$0.00	\$0.00
Chemicals and Chem Products	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$316.21	\$1,000.00	\$683.79
Other Professional Services	\$0.00	\$1,000.00	\$1,000.00
Telephone	\$201.62	\$500.00	\$298.38
Postage	\$298.61	\$500.00	\$201.39
Travel Expense	\$0.00	\$500.00	\$500.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$100.00	\$100.00
General Liability Insurance	\$2,079.20	\$2,300.00	\$220.80
Property Insurance	\$1,496.00	\$1,500.00	\$4.00
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$2,119.39	\$2,500.00	\$380.61
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	\$4,461.23	\$8,500.00	\$4,038.77
Repairs/Maintenance Machinery	\$164.45	\$500.00	\$335.55
Dues and Subscriptions	\$3,411.35	\$3,200.00	(\$211.35)
Debt Service Bond Interest	\$0.00	\$0.00	\$0.00
Fiscal Agent Fee	\$0.00	\$0.00	\$0.00
Other Equipment	\$6,500.00	\$0.00	(\$6,500.00)
Other Miscellaneous	\$13.49	\$0.00	(\$13.49)
<b>Total Sewer Expenditures</b>	<b>\$97,196.30</b>	<b>\$126,314.00</b>	<b>\$29,117.70</b>

		<b>Budget</b>	<b>Remaining</b>
Debt Srv Principal 2014 Go Bond	\$3,000.00	\$3,000.00	\$0.00
2016 PFA Note Principal	\$8,970.50	\$9,000.00	\$29.50
2016 PFA Note Interest	\$3,879.25	\$3,849.75	-\$29.50
Depreciation/Capital Outlay	\$0.00	\$25,000.00	\$25,000.00
<b>Total</b>	<b>\$15,849.75</b>	<b>\$40,849.75</b>	<b>\$25,000.00</b>

**Net Total                    \$5,629.72                    \$167,163.75                    \$54,117.70**

**Pine Tree Park**  
**Year to Date Income Statement thru 9/30/2018**

<b>PTP Revenues</b>	<b>2018</b>	<b>2017</b>
Reservation Fees	\$738.00	\$823.00
Grants	\$10,000.00	\$7,000.00
Camping Fees	\$13,378.00	\$12,937.00
Other Revenue	\$40.00	\$161.00
Contributions and Donations	\$0.00	\$0.00
Interest Earnings	\$66.59	\$317.93
<b>Total PTP Revenues</b>	<b>\$24,222.59</b>	<b>\$21,238.93</b>

<b>PTP Expenditures</b>	<b>2018 YTD</b>	<b>2017 YTD</b>	<b>2018</b>	
			<b>Budget</b>	<b>Remaining</b>
Full-Time Employees Regular	\$2,754.95	\$2,633.74	\$3,628.00	\$873.05
Part-Time Employees Regular	\$1,330.89	\$1,360.75	\$1,560.00	\$229.11
PERA	\$306.44	\$197.51	\$272.00	(\$34.44)
FICA	\$307.51	\$305.59	\$277.00	(\$30.51)
Employer Paid Health	\$463.53	\$331.28	\$698.00	\$234.47
Office Supplies	\$6.13	\$0.00	\$0.00	(\$6.13)
Electricity	\$2,292.38	\$1,839.97	\$2,500.00	\$207.62
Operating Supplies (GENERAL)	\$517.75	\$571.37	\$700.00	\$182.25
Cleaning Supplies	\$11.89	\$61.06	\$100.00	\$88.11
Motor Fuels	\$405.19	\$707.36	\$900.00	\$494.81
Lubricants & Additive	\$7.10	\$0.00	\$0.00	(\$7.10)
Repairs/Maint Supply	\$436.96	\$482.03	\$750.00	\$313.04
Equipment Parts	\$0.00	\$0.00	\$200.00	\$200.00
Other Professional Services	\$0.00	\$0.00	\$500.00	\$500.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$386.00	\$374.50	\$800.00	\$414.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$583.20	\$532.88	\$700.00	\$116.80
Property Insurance	\$1,971.00	\$1,910.00	\$2,100.00	\$129.00
Workers Compensation Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Garbage	\$2,195.70	\$1,577.03	\$1,500.00	(\$695.70)
Repairs/Maint Building	\$0.00	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$0.00	\$0.00	\$0.00	\$0.00
Improvements Other	\$37.54	\$143.74	\$500.00	\$462.46
Repairs/Maintenance Machinery	\$1,113.00	\$833.46	\$1,500.00	\$387.00
Portable Restrooms	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$56.00	\$60.00	\$0.00	(\$56.00)
Transfer to General	\$0.00	\$0.00	\$0.00	\$0.00
Other Equipment	\$12,993.00	\$0.00	\$0.00	(\$12,993.00)
Dues and Subscriptions	\$0.00	\$0.00	\$275.00	\$275.00
<b>Total PTP Expenditures</b>	<b>\$28,176.16</b>	<b>\$13,922.27</b>	<b>\$19,460.00</b>	<b>(\$8,716.16)</b>
<b>Net Profit</b>	<b>(\$3,953.57)</b>	<b>\$7,316.66</b>		
<b>Total</b>	<b>(\$3,953.57)</b>	<b>\$7,316.66</b>		

**Blackduck Municipal Golf Course**  
**Year-To-Date Income Statement 9/30/2018**

	Sales	Cost of Goods	Gross Profit	Gross Margin	Budget	Remaining
Beer	\$5,571.40	\$2,948.64	\$2,622.76	47.08%	\$3,000.00	\$51.36
Soft Drinks	\$3,949.20	\$2,686.69	\$1,262.51	31.97%	\$3,000.00	\$313.31
Food	\$1,847.30	\$1,244.58	\$602.72	32.63%	\$1,500.00	\$255.42
Golf Merchandise	\$1,766.79	\$1,771.62	(\$4.83)	-0.27%	\$500.00	(\$1,271.62)
Clothing	\$1,209.09	\$988.00	\$221.09	18.29%	\$1,500.00	\$512.00
<b>Total</b>	<b>\$14,343.78</b>	<b>\$9,639.53</b>	<b>\$4,704.25</b>	<b>32.80%</b>	<b>\$9,500.00</b>	<b>(\$139.53)</b>

**Charges for Services**

Green Fees	\$35,789.41
Membership Fees	\$17,812.50
Trail Fees	\$661.50
Cart Storage	\$2,152.56
Rentals (Clubs, Carts)	\$1,124.67
Power Carts	\$17,608.74
Clubhouse Rental	\$687.84
Golf Tournament Revenue	\$860.00
<b>Total Charges for Services</b>	<b>\$76,697.22</b>

**Total Income \$91,041.00**

**Less Operating Expense**

		Budget	Remaining
Wages	\$46,122.96	\$48,650.00	\$2,527.04
PERA	\$1,190.96	\$2,550.00	\$1,359.04
FICA	\$3,528.50	\$3,725.00	\$196.50
Office Supplies	\$124.37	\$0.00	(\$124.37)
Heating Fuel	\$0.00	\$0.00	\$0.00
Electricity	\$4,535.56	\$6,000.00	\$1,464.44
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$866.56	\$1,000.00	\$133.44
Cleaning Supplies	\$92.32	\$100.00	\$7.68
Motor Fuels	\$3,312.32	\$3,000.00	(\$312.32)
Lubricants/Additives	\$499.41	\$250.00	(\$249.41)
Chemicals	\$1,197.52	\$4,500.00	\$3,302.48
Repair/Maint/Supplies	\$354.89	\$300.00	(\$54.89)
Equipment parts	\$1,067.38	\$300.00	(\$767.38)
Building Repair supply	\$46.79	\$150.00	\$103.21
Small Tools/Equipment	\$745.76	\$500.00	(\$245.76)
Tires	\$301.72	\$150.00	(\$151.72)
Auditing/Accounting	\$0.00	\$1,500.00	\$1,500.00
Medical Fees	\$564.00	\$500.00	(\$64.00)
Dram	\$0.00	\$750.00	\$750.00
Telephone	\$428.36	\$650.00	\$221.64
Cable Television	\$527.00	\$450.00	(\$77.00)
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$500.00	\$0.00	(\$500.00)
Postage	\$101.42	\$100.00	(\$1.42)
Advertising	\$111.00	\$400.00	\$289.00
Liability Insurance	\$2,114.10	\$2,000.00	(\$114.10)
Property Insurance	\$3,651.00	\$3,550.00	(\$101.00)
Work Comp	\$957.68	\$700.00	(\$257.68)
Unemployment	\$4,860.00	\$5,500.00	\$640.00
Insurance	\$0.00	\$0.00	\$0.00
Garbage Disposal	\$461.75	\$1,200.00	\$738.25
Repair/Maint Building	\$1,277.67	\$1,000.00	(\$277.67)
Repair/Main Structure	\$28.92	\$0.00	(\$28.92)
Repairs/Maint Machinery	\$5,580.68	\$4,000.00	(\$1,580.68)
Maintenance Course	\$7,101.23	\$4,000.00	(\$3,101.23)
Improvements other than bldges	\$1,281.34	\$0.00	(\$1,281.34)
Other Rentals	\$0.00	\$0.00	\$0.00
Leasehold Improvement	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$1,782.88	\$1,300.00	(\$482.88)
Bank Service Charges	\$1,048.98	\$1,500.00	\$451.02
Debt Service Bond Principal	\$10,000.00	\$10,000.00	\$0.00
Interest	\$500.00	\$1,062.50	\$562.50
Equipment Bond Interest 2016	\$4,365.50	\$4,365.83	\$0.33
Equipment Bond Principal 2016	\$0.00	\$0.00	\$0.00

<b>Total Expense</b>	<b>\$111,230.53</b>	<b>\$115,703.33</b>	<b>\$4,472.80</b>
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**OPERATING INCOME OR LOSS** **(\$29,829.06)**

**Other Expenses**

Misc. Expenses	\$0.00
Equipment - Gator	\$0.00
Management Fee	\$0.00
Capital Improvements	\$0.00
Transfer to General	\$0.00
Cash Short	\$157.14
<b>Total Other Expenses</b>	<b>\$157.14</b>

**Other Income**

Transfer Fr Other Funds	\$0.00
Transfer Fr Liq Str	\$0.00
Interest Earned	\$0.00
Reimbursements	\$4,606.30
Tee Box Revenue	\$2,250.00
Cash Over	\$76.04
Proceeds-Gen Obligation Equip	\$0.00
<b>Total Other Income</b>	<b>\$6,932.34</b>

**NET INCOME OR LOSS YEAR TO DATE** **(\$23,053.86)**

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

<b>YTD Comparisons:</b>	<b>2017</b>	<b>2018</b>
Operating Revenue	\$85,766.34	\$97,973.34
Operating Expense	\$106,313.00	\$121,027.20
	<b>(\$20,546.66)</b>	<b>(\$23,053.86)</b>

# Blackduck Municipal Liquor Store Income Statement

## Year to Date Ending 09/30/2018

534085.13

	Sales	Cost of Goods	Gross Profit	
Liquor Sales Off-Sale	\$175,213.41	\$141,672.80	\$33,540.61	19.14%
Beer Sales Off-Sale	\$356,935.19	\$274,390.95	\$82,544.24	23.13%
Wine Sales Off-Sale	\$29,437.37	\$17,713.46	\$11,723.91	39.83%
Other Sales On/Off-Sale	\$12,194.77	\$10,264.17	\$1,930.60	15.83%
Liquor Sales On-Sale	\$83,214.55	\$22,283.95	\$60,930.60	73.22%
Beer Sales On-Sale	\$105,303.13	\$22,513.54	\$82,789.59	78.62%
Wine Sales On-Sale	\$1,004.75	\$447.84	\$556.91	55.43%
Cigarette Sales	\$7,375.55	\$5,589.84	\$1,785.71	24.21%
Clothing	\$2,039.77	\$1,695.74	\$344.03	16.87%
Soft Drinks On Sale	\$12,188.39	\$7,362.15	\$4,826.24	39.60%
Food Sales	\$73,368.57	\$46,692.52	\$26,676.05	36.36%

				GPM
<b>Total</b>	<b>\$858,275.45</b>	<b>\$550,626.96</b>	<b>\$307,648.49</b>	<b>35.84%</b>

Less Operating Expense	2018 YTD	Budget	Remaining
Wages FT	\$39,830.81	\$52,027.00	\$12,196.19
Wages PT	\$86,984.28	\$102,402.00	\$15,417.72
PERA	\$8,230.68	\$10,900.00	\$2,669.32
FICA	\$9,697.06	\$11,855.00	\$2,157.94
Health Insurance	\$7,586.73	\$11,115.00	\$3,528.27
Office Supplies	\$489.27	\$750.00	\$260.73
Electricity	\$17,967.03	\$23,000.00	\$5,032.97
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$169.00	\$500.00	\$331.00
Operating & Bar Supplies	\$13,741.95	\$11,000.00	(\$2,741.95)
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Bar Supply	\$153.66	\$0.00	(\$153.66)
Building Repair Supplies	\$119.31	\$0.00	(\$119.31)
Mix Expense	\$7,980.50	\$22,000.00	\$14,019.50
Auditing / Acct'g Services	\$6,500.00	\$6,500.00	\$0.00
Legal Fees	\$0.00	\$200.00	\$200.00
Other Professional Services/Cleaning	\$0.00	\$1,000.00	\$1,000.00
Telephone	\$1,056.50	\$1,350.00	\$293.50
Postage	\$366.27	\$300.00	(\$66.27)
Cable Television	\$815.40	\$1,000.00	\$184.60
Internet Access	\$764.65	\$1,000.00	\$235.35
Travel Expense	\$0.00	\$500.00	\$500.00
Freight	\$5,104.72	\$4,500.00	(\$604.72)
Advertising	\$655.00	\$0.00	(\$655.00)
Promotions/Entertainment	\$7,664.10	\$9,000.00	\$1,335.90
Legal Notices	\$0.00	\$0.00	\$0.00
Liability Insurance	\$2,114.10	\$2,300.00	\$185.90
Property Insurance	\$7,132.00	\$7,300.00	\$168.00
Dram Shop/Liquor Liability	\$4,012.00	\$5,000.00	\$988.00
Other Insurance	\$0.00	\$0.00	\$0.00
Work Comp	\$6,270.44	\$6,000.00	(\$270.44)
Water Utility	\$1,684.61	\$2,700.00	\$1,015.39
Garbage Disposal	\$3,949.15	\$6,000.00	\$2,050.85
Sewer Utility	\$0.00	\$0.00	\$0.00
Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building	\$12,011.16	\$10,000.00	(\$2,011.16)
Uncollectable Checks	\$338.75	\$200.00	(\$138.75)
Dues and Subscriptions	\$2,609.00	\$3,200.00	\$591.00
Bank Service Charges	\$13,211.21	\$13,500.00	\$288.79
Furniture & Fixtures	\$6,259.49	\$5,000.00	(\$1,259.49)
Office Equip & Furnishings	\$0.00	\$0.00	\$0.00
Improvements Other Parking Lot 2018	\$43,289.87	\$1,000.00	(\$42,289.87)
Building & Structures	\$0.00	\$0.00	\$0.00
Medical Fees	\$235.00	\$350.00	\$115.00
Other Equipment	\$302.52	\$1,000.00	\$697.48
<b>Total Operating Expense</b>	<b>\$319,296.22</b>	<b>\$334,449.00</b>	<b>\$15,152.78</b>

Inventory Expense (\$16,541.83)

**NET INCOME OR LOSS** **\$4,894.10**

**Other Expenses**

Donations	\$11,123.00
Capital Outlay	\$0.00
Unemployment Paid	\$123.23
Cash Short	(\$37.79)
Misc. Expense	\$0.00
<b>Total Other Expenses</b>	<b>\$11,208.44</b>

**Other Income**

Reimbursements (NSF)	\$1,475.46
Rent Income	\$7,450.26
Vending Income	\$4,136.95
Other Misc	\$1,984.51
Cash Over	\$454.28
<b>Total Other Income</b>	<b>\$15,501.46</b>

**Gross Profit Before Transfers** **\$9,187.12**

**Transfer to General Fund** \$20,000.00

**Net Profit After Inventory Exp & Transfers**  
**(\$10,812.88)**

Inventory at 1/1/2018 after inventory total	\$97,528.80
Inventory at 09/30/2018	\$107,802.18
Difference	\$10,273.38

**Sales Comparison Year to Date Ending 09/30/2018**

	2016	2017	2018	% of Increase from 2017-2018
Off -Sale Liquor	\$162,205.87	\$159,568.90	\$175,213.41	9.80%
Off-Sale Beer	\$345,515.13	\$340,267.40	\$356,935.19	4.90%
Off -Sale Wine	\$27,958.83	\$27,612.21	\$29,437.37	6.61%
<b>Total Off-Sale</b>	<b>\$535,679.83</b>	<b>\$527,448.51</b>	<b>\$561,585.97</b>	<b>6.47%</b>
On-Sale Liquor	\$74,628.56	\$74,320.65	\$83,214.55	11.97%
On-Sale Beer	\$90,565.90	\$93,536.62	\$105,303.13	12.58%
On-Sale Wine	\$723.77	\$800.28	\$1,004.75	25.55%
<b>Total On-Sale</b>	<b>\$165,918.23</b>	<b>\$168,657.55</b>	<b>\$189,522.43</b>	<b>12.37%</b>
<b>Total On and Off</b>	<b>\$701,598.06</b>	<b>\$696,106.06</b>	<b>\$751,108.40</b>	<b>7.90%</b>

# Month End Remittance Report for September 2018

STATE OF MINNESOTA

Check Number: 888888 Printed: 10/1/2018 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	940.00
1b	Law Library - Criminal	M.S. 134A.10 S3		000019597500 1	2,276.60
2	Sheriff's Contingency Fund	M.S 387.213		000019597500 1	325.00
4	Child Support Motion Fee	M.S. 357.021 S1a(d)		000019597500 1	20.00
9	Prosecution Costs	M.S. 631.48; 609.49		000019597500 1	200.00
10	DWI Assessment/County	M.S. 169A.285		000019597500 1	392.41

**County Revenue Total** **\$4,154.01**

### Municipalities

GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
DWI Assessment/Bemidji			000019294100 1	277.02
Bemidji 100%			000019294100 1	740.00
Bemidji 2/3			000019294100 1	2,563.41
Bemidji 1st Late Penalty			000019294100 1	153.29
Bemidji 2nd Late Penalty			000019294100 1	491.62
<b>Sub-Total</b>				<b>\$4,225.34</b>

GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
DWI Assessment/Blackduck			000020137600 1	126.80
<b>Sub-Total</b>				<b>\$126.80</b>

**Municipalities Total** **\$4,352.14**

### County Specific

Line	GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
1	Beltrami County DARE Advisory Board			000019294100 1	340.67
3	Bemidji Prosecution Costs			000019294100 1	100.00
4	Drug Task Force			000019597500 1	10.00
6	Northwood Coalition Battered Women's Shelter			000020502400 1	259.92
58	Beltrami County Victim Services			000019597500 1	10.50

**County Specific Total** **\$721.09**

# LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

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

A	B1	B2	C1	C2	D	E1	E2	F	G	H
Month and Year	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent	Bar Operation	
	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 Cols B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E	Enter cash short for games sold from bar-op Report amount on Sched A, line 22m. In month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
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 / 2018	0.00	0.00	1551.00	310.20	310.20	834.85	125.23	435.43	12.00	423.43
2 / 2018	0.00	0.00	4792.00	958.40	958.40	413.15	61.97	1020.37	37.00	983.37
3 / 2018	0.00	0.00	2191.00	438.20	438.20	926.45	138.97	577.17	45.25	531.92
4 / 2018	0.00	0.00	4369.00	873.80	873.80	0.00	0.00	873.80	23.00	850.80
5 / 2018	0.00	0.00	7300.00	1460.00	1460.00	0.00	0.00	1460.00	23.00	1437.00
6 / 2018	0.00	0.00	5213.00	1042.60	1042.60	686.35	102.95	1145.55	1.00	1144.55
7 / 2018	0.00	0.00	3140.00	628.00	628.00	279.60	41.94	669.94	33.00	636.94
8 / 2018	0.00	0.00	5301.00	1060.20	1060.20	0.00	0.00	1060.20	0.00	1060.20

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

## Revolving Loan Funds used for Foreclosure

Date:	Attorney:	Utility:	Amount	Other:	Amount
	\$585.00	Beltrami Electric Coop Dec. 2017	\$94.20	Bonded Lock & alarm	\$243.87
	\$1,588.50	Blackduck Co-op	\$782.95	Northwoods Lumber	\$1.99
	\$195.00	City of Blackduck(utilities)	\$167.42	Beltrami County Auditor	\$7,098.45
	\$175.50	Beltrami Electric Coop Jan.2018	\$107.36	A&E Produce	\$1,000.00
	\$117.00	Blackduck Co-op 01/06/2018	\$841.31	LMCIT	\$2,895.00
	\$175.50	Beltrami Electric Coop Feb. 2018	\$103.18	Beltrami County Auditor	\$1,728.48
12/2/2017	\$1,531.50	Beltrami Electric Coop March 2018	\$91.25		
1/11/2018	\$667.00	Beltrami Electric Coop April 2018	\$99.91		
2/13/2018	\$195.00	Beltrami Electric Coop May 2018	\$89.15		
5/14/2018	\$1,353.00	Beltrami Electric Coop June 2018	\$88.56		
6/12/2018	\$500.00	Beltrami Electric Coop July 2018	\$87.55		
9/14/2018	\$253.50	Beltrami Election Coop August 2018	\$89.19		
		Beltrami Electric Coop September 2018	\$90.03		
<hr/>					
Totals:	\$7,336.50		\$2,732.06		\$12,967.79

Totals for all categories:	\$23,036.35
Total of RLF outstanding balance:	\$17,163.80
Total through 9/30/18:	<b>\$40,200.15</b>



**EHLERS**

LEADERS IN PUBLIC FINANCE

October 5, 2018

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

RE: Potential Refunding of Existing Bonds

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

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

Sincerely,

Ehlers

Todd Hagen CIPMA  
Senior Municipal Advisor/ Vice President



**City of Blackduck**  
 Status Report on Refunding of Existing Bond Issues

Original Bond Amount	Title	Call Date	Callable Amount	Callable Rates		Status
				Low	High	
\$495,000	General Obligation Bonds, Series 2006A	02/01/2015	\$145,000	4.500%	4.650%	As of October 5, 2018, we estimate that this refunding would not generate sufficient savings to be considered.
\$445,000	General Obligation Refunding Bonds, Series 2009A	01/01/2018	\$90,000	3.400%	4.250%	As of October 5, 2018, we estimate that this refunding would not generate sufficient savings to be considered.
\$1,165,000	General Obligation Bonds, Series 2012A	02/01/2023	\$655,000	2.100%	2.550%	As of October 5, 2018, we estimate that this refunding would not generate sufficient savings to be considered.
\$468,834	General Obligation Water Revenue Note of 2016	09/28/2016	\$447,600	0.680%	3.466%	As of October 5, 2018, we estimate that this refunding would not generate sufficient savings to be considered.

Frontage & Pine Ave. Road Improvement Engineer's Estimates

Summary of City of Blackduck Design & Engineering services paid to date

<u>Invoice #</u>	<u>Date</u>	<u>Type of Services:</u>	<u>Amount:</u>	<u>Date Paid:</u>
103827	6/19/2015	Engineer III	\$1,152.00	7/7/2015
103827	6/19/2015	Land Surveyor II	\$525.00	7/7/2015
103827	6/19/2015	Technician II	\$315.00	7/7/2015
			Total of Invoice:	\$1,992.00
		<u>Paid for from Fund #:</u>	<u>Amount from Fund</u>	
		RLF	\$1,992.00	
			Total Paid:	\$1,992.00
104375	7/17/2015	Engineer III	\$1,216.00	8/11/2015
104375	7/17/2015	Land Surveyor II	\$630.00	8/11/2015
104375	7/17/2015	Technician II	\$2,275.00	8/11/2015
104375	7/17/2015	Technician III	\$688.00	8/11/2015
104375	7/17/2015	Mileage	\$100.06	8/11/2015
			Total of Invoice:	\$4,909.06
		<u>Paid for from Fund #:</u>	<u>Amount from Fund</u>	
		RLF	\$4,909.06	
			Total Paid:	\$4,909.06
105068	8/14/2015	Engineer III	\$768.00	9/8/2015
			Total of Invoice:	\$768.00
		<u>Paid for from Fund #:</u>	<u>Amount from Fund</u>	
		RLF	\$768.00	
			Total Paid:	\$768.00
105767	9/25/2015	Engineer III	\$1,152.00	10/5/2015
			Total of Invoice:	\$1,152.00
		<u>Paid for from Fund #:</u>	<u>Amount from Fund</u>	
		RLF	\$1,152.00	
			Total Paid:	\$1,152.00
106313	10/23/2015	Engineer III	\$960.00	11/9/2015
		Land Surveyor II	\$157.50	
		Scientist I	\$1,646.50	
		Scientist IV	\$280.00	
		Technician II	\$280.00	
		Meals	\$12.05	
		Mileage	\$177.10	
			Total of Invoice:	\$3,513.15
		<u>Paid for from Fund #:</u>	<u>Amount from Fund</u>	
		RLF	\$3,513.15	
			Total Paid:	\$3,513.15

107457	12/18/2015	Engineer III	\$2,112.00	1/4/2016						
		Land Surveyor II	\$1,207.50							
		Scientist I	\$1,602.00							
		Scientist IV	\$350.00							
		Technician I	\$456.00							
		Technician III	\$903.00							
		Technician V	\$5,022.00							
		Total of Invoice:	\$11,652.50							
		<table border="1"> <thead> <tr> <th>Paid for from Fund #:</th> <th>Amount from Fund</th> </tr> </thead> <tbody> <tr> <td>RLF</td> <td>\$11,652.50</td> </tr> </tbody> </table>		Paid for from Fund #:	Amount from Fund	RLF	\$11,652.50			
Paid for from Fund #:	Amount from Fund									
RLF	\$11,652.50									
		Total Paid:	\$11,652.50							
107913	1/15/2016	Land Surveyor II	\$1,705.00	2/8/2016						
		Technician II	\$222.00							
		Total of Invoice:	\$1,927.00							
		<table border="1"> <thead> <tr> <th>Paid for from Fund #:</th> <th>Amount from Fund</th> </tr> </thead> <tbody> <tr> <td>RLF</td> <td>\$1,927.00</td> </tr> </tbody> </table>		Paid for from Fund #:	Amount from Fund	RLF	\$1,927.00			
Paid for from Fund #:	Amount from Fund									
RLF	\$1,927.00									
		Total Paid:	\$1,927.00							
108987	3/16/2016	Engineer III	\$742.50	4/4/2016						
		Land Surveyor II	\$110.00							
		Technician V	\$1,792.00							
		Total of Invoice:	\$2,644.50							
		<table border="1"> <thead> <tr> <th>Paid for from Fund #:</th> <th>Amount from Fund</th> </tr> </thead> <tbody> <tr> <td>RLF</td> <td>\$2,644.50</td> </tr> </tbody> </table>		Paid for from Fund #:	Amount from Fund	RLF	\$2,644.50			
Paid for from Fund #:	Amount from Fund									
RLF	\$2,644.50									
		Total Paid:	\$2,644.50							
112528	9/23/2016	Engineer I	\$2,392.00	10/4/2016						
		Engineer III	\$1,620.00							
		Land Surveyor II	\$4,895.00							
		Technician I	\$3,270.00							
		Technician III	\$1,260.00							
		Technician V	\$10,248.00							
		Consultants	\$1,500.00							
		Reimbursables	\$111.78							
		Total of Invoice:	\$25,296.78							
		<table border="1"> <thead> <tr> <th>Paid for from Fund #:</th> <th>Amount from Fund</th> </tr> </thead> <tbody> <tr> <td>RLF</td> <td>\$25,296.78</td> </tr> </tbody> </table>		Paid for from Fund #:	Amount from Fund	RLF	\$25,296.78			
Paid for from Fund #:	Amount from Fund									
RLF	\$25,296.78									
		Total Paid:	\$25,296.78							
118847	8/25/2017	Engineer I	\$920.00	9/6/2017						
		Engineer III	\$1,080.00							
		Engineer IV	\$72.50							
		Land Surveyor II	\$1,119.50							
		Scientist IV	\$507.50							
		Technician III	\$1,350.00							
		Technician V	\$416.00							
		Total of Invoice:	\$5,465.50							
		<table border="1"> <thead> <tr> <th>Paid for from Fund #:</th> <th>Amount from Fund</th> </tr> </thead> <tbody> <tr> <td>Public Works Reserve Fund</td> <td></td> </tr> <tr> <td>Small Cities 2015 Funds</td> <td>\$5,465.50</td> </tr> </tbody> </table>		Paid for from Fund #:	Amount from Fund	Public Works Reserve Fund		Small Cities 2015 Funds	\$5,465.50	
Paid for from Fund #:	Amount from Fund									
Public Works Reserve Fund										
Small Cities 2015 Funds	\$5,465.50									
		Total Paid:	\$5,465.50							

119975	10/20/2017	Land Surveyor II	\$1,638.50	11/6/2017
		Mileage & meals	\$58.50	
		Technician	\$252.00	
		<b>Total of Invoice:</b>	<b>\$1,949.00</b>	
		<b>Paid for from Fund #:</b>	<b>Amount from Fund</b>	
		Public Works Reserve Fund		
		Small Cities 2015 Funds	\$1,949.00	
		<b>Total to be Paid:</b>	<b>\$1,949.00</b>	
120820	11/20/2017	Engineer IV	\$296.00	12/4/2017
		Land Surveyor II	\$339.00	
		Technician I	\$1,575.00	
		<b>Total of Invoice:</b>	<b>\$2,210.00</b>	
		<b>Paid for from Fund #:</b>	<b>Amount from Fund</b>	
		Public Works Reserve Fund		
		Small Cities 2015 Funds	\$2,210.00	
		<b>Total to be Paid:</b>	<b>\$2,210.00</b>	

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Construction & Design Services Quoted in Engineer's Estimate: \$73,852.18

**Total Engineer Services Paid to date (less Small Cities Funded invoices): \$53,854.99**  
**Difference of estimate to actual: \$19,997.19**

Construction & Engineering left to bill to date 9/11/18 \$10,606.50 Use 2015 Small Cities Funds  
Amount to be refunded with assessments (less 2015 SC funds): \$54,836.99

**Total of 2015 Small Cities Used to date:(15000.00) \$9,624.50**

# Linear Feet Assessment:

Total Percentage of Footage  
for Frontage Road & Pine  
Ave.

Parcel Owner:	Linear Feet on Frontage Road	Linear Feet on Pine Ave.	Total Frontage Owned:	
City of Blackduck	722.69	235.02	957.71	35.42%
Mystical Enterprises Inc.	303.58	298.57	602.15	22.27%
Scott Grennell	0	138.73	138.73	5.13%
Carmen & Geroge Zaleski	0	503.87	503.87	18.63%
Carl L Adams Jr.	0	100.09	100.09	3.70%
Fellows LLC	401.58	0	401.58	14.85%
	1427.85	1276.28	2704.13	100.00%

**Total of Frontage Road and Pine Ave Costs: \$54,836.99**

Parcel Owner:	100% Assessment	Annual Assessment 100% of costs 10-year @ 3% interest rate	90%	Annual Assessment 90% of costs 10-year @ 3% interest rate
City of Blackduck	\$19,421.38	\$2,000.40	\$17,479.24	\$1,800.36
Mystical Enterprises Inc.	\$12,210.99	\$1,257.73	\$10,989.89	\$1,131.96
Scott Grennell	\$2,813.30	\$289.77	\$2,531.97	\$260.79
Carmen & Geroge Zaleski	\$10,217.97	\$1,052.45	\$9,196.17	\$947.21
Carl L Adams Jr.	\$2,029.72	\$209.06	\$1,826.75	\$188.16
Fellows LLC	\$8,143.63	\$838.79	\$7,329.27	\$754.91
	\$54,836.99	\$5,648.21	\$49,353.29	\$5,083.39

Summit Avenue & Main Street Utilities Engineer's Estimate

Paid or Reimbursed from PFA

Summary of City of Blackduck Design & Engineering services paid to date

Invoice #	Date	Type of Services:	Amount:	Date Paid:												
100815	12/19/2014	Engineer III	\$2,644.50	2/10/2015												
100815	12/19/2014	Technician V	\$102.00	2/10/2015												
Total of Invoice:			\$2,746.50	\$ 1,428.18 9/27/2016												
			<table border="1"> <thead> <tr> <th colspan="2">Amount from</th> </tr> <tr> <th>Paid for from Fund #:</th> <th>Fund</th> </tr> </thead> <tbody> <tr> <td>Water</td> <td>\$500.00</td> </tr> <tr> <td>Sewer</td> <td>\$1,000.00</td> </tr> <tr> <td>Administration</td> <td>\$1,246.50</td> </tr> <tr> <td>Total Paid:</td> <td>\$2,746.50</td> </tr> </tbody> </table>		Amount from		Paid for from Fund #:	Fund	Water	\$500.00	Sewer	\$1,000.00	Administration	\$1,246.50	Total Paid:	\$2,746.50
Amount from																
Paid for from Fund #:	Fund															
Water	\$500.00															
Sewer	\$1,000.00															
Administration	\$1,246.50															
Total Paid:	\$2,746.50															
101297	1/16/2015	Engineer III	\$3,328.00	3/10/2015												
101297	1/16/2015	Land Surveyor II	\$2,205.00	3/10/2015												
101297	1/16/2015	Technician III	\$3,440.00	3/10/2015												
101297	1/16/2015	Mileage	\$36.40													
Total of Invoice:			\$9,009.40	\$ 4,684.89 9/27/2016												
101768	2/13/2015	Engineer I	\$534.00	3/10/2015												
101768	2/13/2015	Engineer III	\$2,816.00	3/10/2015												
101768	2/13/2015	Land Surveyor II	\$2,152.50	3/10/2015												
101768	2/13/2015	Technician V	\$432.00	3/10/2015												
101768	2/13/2015	Mileage	\$31.05	3/10/2015												
Total of Invoice:			\$5,965.55	\$ 3,102.09 9/27/2016												
Total of both Invoices paid:			\$14,974.95													
			<table border="1"> <thead> <tr> <th colspan="2">Amount from</th> </tr> <tr> <th>Paid for from Fund #:</th> <th>Fund</th> </tr> </thead> <tbody> <tr> <td>Sewer Replacement (reserve)</td> <td>\$7,487.47</td> </tr> <tr> <td>Water Sinking (reserve)</td> <td>\$7,487.48</td> </tr> <tr> <td>Total Paid:</td> <td>\$14,974.95</td> </tr> </tbody> </table>		Amount from		Paid for from Fund #:	Fund	Sewer Replacement (reserve)	\$7,487.47	Water Sinking (reserve)	\$7,487.48	Total Paid:	\$14,974.95		
Amount from																
Paid for from Fund #:	Fund															
Sewer Replacement (reserve)	\$7,487.47															
Water Sinking (reserve)	\$7,487.48															
Total Paid:	\$14,974.95															
102044	3/13/2015	Engineer i	\$445.00	4/8/2015												
102044	3/13/2015	Engineer III	\$2,944.00	4/8/2015												
102044	3/13/2015	Technician V	\$702.00	4/8/2015												
102044	3/13/2015	Mileage	\$35.65	4/8/2015												
Total of Invoice:			\$4,126.65	\$ 2,145.86 9/27/2016												
			<table border="1"> <thead> <tr> <th colspan="2">Amount from</th> </tr> <tr> <th>Paid for from Fund #:</th> <th>Fund</th> </tr> </thead> <tbody> <tr> <td>Sewer Replacement (reserve)</td> <td>\$2,063.32</td> </tr> <tr> <td>Water Sinking (reserve)</td> <td>\$2,063.33</td> </tr> <tr> <td>Total Paid:</td> <td>\$4,126.65</td> </tr> </tbody> </table>		Amount from		Paid for from Fund #:	Fund	Sewer Replacement (reserve)	\$2,063.32	Water Sinking (reserve)	\$2,063.33	Total Paid:	\$4,126.65		
Amount from																
Paid for from Fund #:	Fund															
Sewer Replacement (reserve)	\$2,063.32															
Water Sinking (reserve)	\$2,063.33															
Total Paid:	\$4,126.65															
102529	4/24/2015	Engineer I	\$979.00	5/11/2015												
102529	4/24/2015	Engineer III	\$4,096.00	5/11/2015												
102529	4/24/2015	Mileage	\$37.38	5/11/2015												
Total of Invoice:			\$5,112.38	\$ 2,658.44 9/27/2016												
			<table border="1"> <thead> <tr> <th colspan="2">Amount from</th> </tr> <tr> <th>Paid for from Fund #:</th> <th>Fund</th> </tr> </thead> <tbody> <tr> <td>Sewer Replacement (reserve)</td> <td>\$2,556.19</td> </tr> <tr> <td>Water Sinking (reserve)</td> <td>\$2,556.19</td> </tr> <tr> <td>Total Paid:</td> <td>\$5,112.38</td> </tr> </tbody> </table>		Amount from		Paid for from Fund #:	Fund	Sewer Replacement (reserve)	\$2,556.19	Water Sinking (reserve)	\$2,556.19	Total Paid:	\$5,112.38		
Amount from																
Paid for from Fund #:	Fund															
Sewer Replacement (reserve)	\$2,556.19															
Water Sinking (reserve)	\$2,556.19															
Total Paid:	\$5,112.38															
103393	5/22/2015	Engineer III	\$2,688.00	6/10/2015												
Total of Invoice:			\$2,688.00	\$ 1,397.76 9/27/2016												
			<table border="1"> <thead> <tr> <th colspan="2">Amount from</th> </tr> <tr> <th>Paid for from Fund #:</th> <th>Fund</th> </tr> </thead> <tbody> <tr> <td>Sewer Replacement (reserve)</td> <td>\$1,344.00</td> </tr> <tr> <td>Water Sinking (reserve)</td> <td>\$1,344.00</td> </tr> </tbody> </table>		Amount from		Paid for from Fund #:	Fund	Sewer Replacement (reserve)	\$1,344.00	Water Sinking (reserve)	\$1,344.00				
Amount from																
Paid for from Fund #:	Fund															
Sewer Replacement (reserve)	\$1,344.00															
Water Sinking (reserve)	\$1,344.00															

Total Paid: \$2,688.00

103825 6/19/2015 Engineer III \$2,432.00 7/7/2015  
Total of Invoice: \$2,432.00 \$ 1,264.64 9/27/2016

Amount from	
Paid for from Fund #:	Fund
Sewer Replacement (reserve)	\$1,216.00
Water Sinking (reserve)	\$1,216.00
Total Paid: \$2,432.00	

104374 7/17/2015 Engineer III \$1,536.00 8/11/2015  
Total of Invoice: \$1,536.00 \$ 798.72 9/27/2016

Amount from	
Paid for from Fund #:	Fund
Sewer Replacement (reserve)	\$768.00
Water Sinking (reserve)	\$768.00
Total Paid: \$1,536.00	

105067 8/14/2015 Engineer III \$256.00 9/8/2015  
Total of Invoice: \$256.00 \$ 133.12 9/27/2016

Amount from	
Paid for from Fund #:	Fund
Sewer Replacement (reserve)	\$128.00
Water Sinking (reserve)	\$128.00
Total Paid: \$256.00	

105766 9/25/2015 Engineer III \$960.00 10/5/2015  
Technician V \$324.00 10/5/2015  
Total of Invoice: \$1,284.00 \$ 667.68 9/27/2016

Amount from	
Paid for from Fund #:	Fund
Sewer Replacement (reserve)	\$642.00
Water Sinking (reserve)	\$642.00
Total Paid: \$1,284.00	

106311	10/23/2015	Engineer III	\$704.00	11/9/2015	
		Total of Invoice:	\$704.00	\$	366.08 9/27/2016
			Amount from		
		Paid for from Fund #:	Fund		
		Sewer Replacement (reserve)	\$352.00		
		Water Sinking (reserve)	\$352.00		
		Total Paid:	\$704.00		
106784	11/20/2015	Engineer III	\$896.00	12/7/2015	
		Total of Invoice:	\$896.00	\$	465.92 9/27/2016
			Amount from		
		Paid for from Fund #:	Fund		
		Sewer Replacement (reserve)	\$448.00		
		Water Sinking (reserve)	\$448.00		
		Total Paid:	\$896.00		
106312	10/23/2015	Engineer III	\$256.00	12/8/2015	
		Funding Specialist	\$262.50		
		Senior Funding Specialist	\$1,021.25		
		Total of Invoice:	\$1,539.75		
		This invoice is NOT reimbursable by PFA!!			
			Amount from		
		Paid for from Fund #:	Fund		
		Sewer Replacement (reserve)	\$513.25		
		General Fund Admin Fund	\$513.25		
		Water Sinking (reserve)	\$513.25		
		Total Paid:	\$1,539.75		
107456	12/18/2015	SCDP Application	\$2,500.00	1/5/2016	
		Total of Invoice:	\$2,500.00		
			Amount from		
		Paid for from Fund #:	Fund		
		Sewer Replacement (reserve)	\$833.33		
		General Fund Admin Fund	\$833.33		
		Water Sinking (reserve)	\$833.33		
		Total of Invoice:	\$2,500.00		
		This invoice is NOT reimbursable by PFA!!			
108986	3/16/2016	Engineer III	\$512.00	4/4/2016	
		Technician V	\$2,160.00		
		Total of Invoice:	\$2,672.00	\$	1,389.44 9/27/2016
			Amount from		
		Paid for from Fund #:	Fund		
		Sewer Replacement (reserve)	\$1,336.00		
		Water Sinking (reserve)	\$1,336.00		
		Total Paid:	\$2,672.00		
112674	9/28/2016	Total Fee	\$1,000.00	10/3/2016	
		Total of Invoice:	\$1,000.00		
			Amount from		
		Paid for from Fund #:	Fund		
		Sewer Replacement (reserves)	\$333.33		
		Water Sinking (reserves)	\$333.33		
		Professional Service Admin	\$333.33		
		Total Paid:	\$1,000.00		
		This invoice is NOT reimbursable by PFA!!			
112522	9/23/2016	Engineer I	\$6,256.00	10/17/2016	
		Engineer III	\$9,382.50		
		Engineer IV	\$2,247.50		
		Funding Specialist	\$400.00		
		Geographer III	\$810.00		
		Land Surveyor II	\$12,210.00		
		Administrative Assistant	\$159.00		
		Technician I	\$7,302.00		

Technician II \$481.00  
 Technician III \$5,400.00  
 Technician V \$19,372.00  
 Other Reimbursables: \$1,009.65  
 Total of Invoice: \$65,029.65

Amount from	
Paid for from Fund #:	Fund
PFA	\$34,083.89
Liquor Fund Transfer to General	\$30,946.06
<b>Total Paid:</b>	<b>\$65,029.95</b>

pay app 10/13/16

112866 10/21/2016  
 Engineer I \$644.00 11/30/2016  
 Engineer III \$5,130.00  
 Funding Specialist \$440.00  
 Land Surveyor II \$1,320.00  
 Technician I \$2,520.00  
 \$10,054.00

Amount from	
Paid for from Fund #:	Fund
PFA	\$5,449.28
Sewer Fund	\$4,604.72
<b>Total Paid:</b>	<b>\$10,054.00</b>

pay app 11/16/16

113637 11/18/2016  
 Funding Special \$1,600.00 12/29/2016  
 Senior Funding Specialist \$236.25  
 Administrative Assistant \$1,855.00  
 Mileage - Private Vehicle \$61.56  
 \$3,752.81

Amount from	
Paid for from Fund #:	Fund
PFA	\$3,752.81
<b>Total Paid:</b>	<b>\$3,752.81</b>

pay app 12/15/2016

113635 11/18/2016  
 Engineer III \$3,105.00 12/29/2016 & 1/9/2017  
 Funding Specialist \$80.00  
 Land Surveyor II \$2,035.00  
 Technician I \$11,985.00  
 Technician III \$2,250.00  
 Mileage Private Vehicle \$362.88  
 \$19,817.88

Amount from	
Paid for from Fund #:	Fund
PFA	\$10,343.70
Sewer Replacement reserve fund	\$9,474.18
<b>Total Paid:</b>	<b>\$19,817.88</b>

pay app 12/15/16

6/21/2017  
 Engineer I \$184.00  
 Engineer III \$1,485.00  
 Funding Specialist \$120.00  
 Land Surveyor II \$1,100.00  
 Technician I \$14,310.00  
 Mileage \$804.06  
 \$18,003.06

Amount from	
Paid for from Fund #:	Fund
PFA	\$9,419.19
Sewer Fund	\$8,583.87
<b>Total Paid:</b>	<b>\$18,003.06</b>

pay app 7/25/17

118101 7/14/2017  
 Engineer III \$202.50  
 Engineer IV \$2,738.00  
 Funding Specialist \$3,120.00  
 Land Surveyor II \$2,416.00  
 Technician I \$7,659.00  
 Technician III \$3,610.00  
 Mileage \$124.13

			\$19,869.63	
			<u>Amount from</u>	
		<u>Paid for from Fund #:</u>	<u>Fund</u>	
		PFA	\$11,889.39	pay app 8/1/17
		MN Rural Water	\$7,980.24	
		Total Paid:	\$19,869.63	

118102	7/14/2017			
		Funding Specialist	\$2,400.00	
		Senior Funding Specialist	\$458.75	
		Administrative Assistant	\$2,133.00	
		Meals & Mileage	\$15.30	
			\$5,007.05	
			<u>Amount from</u>	
		<u>Paid for from Fund #:</u>	<u>Fund</u>	
		MN Rural Water	\$5,007.05	
		Total Paid:	\$5,007.05	

118846	8/25/2017			
		Engineer I	\$11,985.00	
		Engineer II	\$339.00	
		Engineer IV	\$2,146.00	
		Funding Specialist	\$720.00	
		Land Surveyor II	\$1,469.00	
		Technician I	\$8,316.00	
		Technician III	\$665.00	
		Meals Mileage & Lodging	\$723.98	
			\$26,363.98	

			<u>Amount from</u>	
		<u>Paid for from Fund #:</u>	<u>Fund</u>	
		PFA	\$14,054.87	payapp 9/5/17
		MN Rural Water	\$12,309.11	
		Total Paid:	\$26,363.98	

119974	10/20/2017			
		Engineer IV	\$3,552.00	
		Funding Specialist	\$1,040.00	
		Land Surveyor II	\$226.00	
		Technician I	\$5,118.75	
			\$9,936.75	

			<u>Amount from</u>	
		<u>Paid for from Fund #:</u>	<u>Fund</u>	
		PFA	\$5,666.31	payapp 11/17/17
		MN Rural Water	\$4,270.44	
		Total Paid:	\$9,936.75	

120819	11/20/2017			
		Engineer IV	\$1,184.00	
		Land Surveyor II	\$169.50	
			\$1,353.50	

			<u>Amount from</u>	
		<u>Paid for from Fund #:</u>	<u>Fund</u>	
		PFA	\$703.82	payapp 12/15/17
		MN Rural Water	\$649.68	
		Total Paid:	\$1,353.50	

121292	12/15/2017			
		Funding Specialist	\$400.00	
			\$400.00	

			<u>Amount from</u>	
		<u>Paid for from Fund #:</u>	<u>Fund</u>	
		PFA	\$400.00	payapp 1/15/2018
		MN Rural Water	\$0.00	
		Total Paid:	\$400.00	

Construction ,Design, & Application Services Quoted in Engineer's Estimate:	\$132,000.00	
Total Engineer and application Services Paid to date:	\$224,056.84	\$ 115,866.08 amount paid or reimbursed by PFA
Difference of estimate vs. actual engineering paid:	-\$92,056.84	

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<b>Total to date funded by Sewer Replacement reserves (not reimbursed)</b>	<b>\$29,495.08</b>
Includes pre and full application service fees	

<b>Total to date funded by Water Sinking Reserves (reimbursed)</b>	<b>\$20,020.92</b>
Includes pre and full application service fees	

<b>Total to date other City funds paid (not reimbursed 101, 601, 602)</b>	<b>\$48,561.07</b>
Includes pre and full application service fees	

<b>Total amount PFA funds paid or reimbursed</b>	<b>\$132,191.08</b>
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<b>Total to date (to be paid) MN Rural Water</b>	<b>\$30,216.52</b>
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<b>Remobs/Geogrid/Admin Outstanding</b>	<b>\$90,659.30</b>
Water Portion	\$47,142.84
Sewer Portion	\$43,516.46

This is the net balance of the total invoices paid, less PFA funds, less SRF less, COB less, MN Rural Water: -81.90

This is the total of Invoices Not reimburseable:	<b>\$5,039.75</b>
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This is the Difference between all invoices paid and not paid or reimburseable: \$5,121.65

Parcel Owner	Number of Services Installed	100.00%	100.00%	No. of years Interest Rate % assessed			
				15	103%	100%	
				Total Annual Assessment			
Parcel Number(s)		100% Water Debt Assessment	100% Sewer Debt Assessment	Water/Sewer/Total Annual			
Anderson Fabrics Inc	81.00508.00; 81.0024.02; 8100506.00	2.5	\$12,453.74	\$7,168.62	\$855.16	\$492.24	\$1,347.40
Bi-County C A P Inc.	81.00394.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Earl & Linda Hecht	81.00386.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Patricia Tjepkes	81.00385.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Beck Oil Company	81.00379.00; 81.00380.00	2.5	\$12,453.74	\$7,168.62	\$855.16	\$492.24	\$1,347.40
City of Blackduck	81.00324.01	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Good Samaritan Society	81.00325.00	0.5	\$2,490.75	\$1,433.72	\$171.03	\$98.45	\$269.48
Blackduck Development Corp	81.00280.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Zion Lutheran Church	81.00250.00; 81.00249.00	1.5	\$7,472.25	\$4,301.17	\$513.09	\$295.35	\$808.44
Jennifer Ann Parker	81.00248.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Cherry Brands	81.00247.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Daniel D. & Barbara R. Harding	81.00347.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Bryce Ingvaldson	81.00344.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Laura Lee Butler	81.00343.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
James E. & Deborah C. Kuhlman	81.00341.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Dwight A. & Sandra M. Ketterling	81.00342.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Amata J. Molnar	81.00366.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
John P & Deborah A Schafer	81.00367.00; 81.00365.00	2	\$9,963.00	\$5,734.89	\$684.13	\$393.80	\$1,077.92
Sandra D. Freyholtz	81.00363.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Justin Vernlund	81.00362.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Marilyn P LOM-Grundmeier Trustee & Raymond LOM-Grundmeier RVC TR		1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Townsedge Estates	81.00016.01	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Larry & Audra Haglund	81.00329.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Marlena Pope	81.00331.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Ashley Bogucki	81.00334.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Samantha Clausen	81.00333.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Kristi Bloom	81.00332.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Lori Lunn Lilleberg-Ziegler	81.00335.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
William & Arlene Koebernick	81.00337.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Midwest Minnesota Community Developme	81.00338.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Robert Keith Smith Trustee/Robert & Jane Sr	81.00336.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
Mark Lundin	81.00242.00	1	\$4,981.50	\$2,867.45	\$342.06	\$196.90	\$538.96
		36	\$179,333.91	\$103,228.06	\$12,314.26	\$7,088.33	\$19,402.59

Water Debt Schedule with Above Assessments	
Total Debt Schedule for 30 yrs (old schedule)	\$205,721.00
Amount Received by Assessments in 15 yrs	\$184,713.93
Amount to make up for the shortfall	(\$21,007.07)

Sewer Debt Schedule Option #1 with above Assessments	
Total Debt Schedule x 6 years	\$77,403.02
Amount Received by Assessment in 6 years	\$42,529.96
Amount to make up w/Sewer Revenue	(\$34,873.06)
Amount Received by Assessment last 9 yrs	\$63,794.94
Sewer Reserve Fund Payback	\$29,495.08
Amount to Net after all assessments paid	(\$573.19)

Sewer Debt Schedule Option #2 with Above Assessments	
Total Debt Schedule x 10 years	\$82,755.03
Amount Received by Assessments in 10yrs	\$70,883.27
Amount to make up w/Sewer Rev	(\$11,871.76)
Amount Received by Assess last 5 yrs	\$35,441.63
Sewer Reserve Fund Payback	\$29,495.08
Amount to Net after all assessments paid	(\$5,925.20)

Parcel Owner	Number of Services Installed	Parcel Number(s)		100.00%	100.00%	No. of years Interest Rate % Assessed		
						10 103% 100%		
						Total Annual Assessment		
				100% Water Debt Assessment	100% Sewer Debt Assessment	Water/Sewer/Total Annual		
Anderson Fabrics Inc	81.00508.00; 81.0024.02; 8100506.00	2.5		\$12,453.74	\$7,168.62	\$1,282.74	\$738.37	\$2,021.10
Bi-County C A P Inc.	81.00394.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Earl & Linda Hecht	81.00386.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Patricia Tjepkes	81.00385.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Beck Oil Company	81.00379.00; 81.00380.00	2.5		\$12,453.74	\$7,168.62	\$1,282.74	\$738.37	\$2,021.10
City of Blackduck	81.00324.01	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Good Samaritan Society	81.00325.00	0.5		\$2,490.75	\$1,433.72	\$256.55	\$147.67	\$404.22
Blackduck Development Corp	81.00280.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Zion Lutheran Church	81.00250.00; 81.00249.00	1.5		\$7,472.25	\$4,301.17	\$769.64	\$443.02	\$1,212.66
Jennifer Ann Parker	81.00248.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Cherry Brands	81.00247.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Daniel D. & Barbara R. Harding	81.00347.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Bryce Ingvaldson	81.00344.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Laura Lee Butler	81.00343.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
James E. & Deborah K. Kuhlman	81.00341.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Dwight A. & Sandra M. Ketterling	81.00342.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Amata J. Molnar	81.00366.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
John P & Deborah A Schafer	81.00367.00; 81.00365.00	2		\$9,963.00	\$5,734.89	\$1,026.19	\$590.69	\$1,616.88
Sandra D. Freyholtz	81.00363.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Justin Vernlund	81.00362.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Marilyn P LOM-Grundmeier Trustee & Raymond LOM-Grundmeier RVC TR		1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Townsedge Estates	81.00016.01	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Larry & Audra Haglund	81.00329.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Marlena Pope	81.00331.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Ashley Bogucki	81.00334.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Samantha Clausen	81.00333.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Kristi Bloom	81.00332.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Lori Lunn Lilleberg-Ziegler	81.00335.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
William & Arlene Koebernick	81.00337.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
MMCDC	81.00338.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Robert Keith Smith Trustee/Robert & Jane Sr	81.00336.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
Mark Lundin	81.00242.00	1		\$4,981.50	\$2,867.45	\$513.09	\$295.35	\$808.44
		36		\$179,333.91	\$103,228.06	\$18,471.39	\$10,632.49	\$29,103.88

Water Debt Schedule with Above Assessments	
Total Debt Schedule for 30 yrs (revised schedule)	\$205,721.00
Amount Received by Assessments in 10 yrs	\$184,713.93
Amount to make up for the shortfall	(\$21,007.07)

Sewer Debt Schedule Option #1 with above Assessments	
Total Debt Schedule x 6 years	\$77,403.02
Amount Received by Assessments in 6yrs	\$63,794.94
Amount to make up w/Sewer Revenue	(\$13,608.08)
Amount Received by Assessment last 4 yrs	\$42,529.96
Sewer Reserve Fund Payback (less)	\$29,495.08
Amount to Net after all assessments paid	(\$573.19)

Sewer Debt Schedule Option #2 with above Assessments	
Total Debt Schedule for 10 years	\$82,755.03
Amount Received by Assessments in 10yrs	\$106,324.90
Amount to make up w/Sewer Revenue	\$0.00
Amount Received after debt payback	\$23,569.87
Sewer Reserve Fund Payback (less)	\$29,495.08
Amount to Net after all assessments paid	(\$5,925.20)



CITY OF BLACKDUCK

PUBLIC FUNDS REQUEST FORM

PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:

Blackduck Area History + Art Center

What type of project will the Public Funds used for:

Liability + property insurance premium

Describe IN DETAIL the overall benefits this will provide to the City of Blackduck as a body and what public purpose will the project provide to the residents of the City of Blackduck:

The center is the caretaker of an extensive collection of historical information, pictures, family history and relics covering the first 100+ years of Blackduck and the surrounding communities. Our artists promote the arts in the community with a variety of art for sale, plus they conduct several art shows during the year promoting local and visiting artists. We publish a quarterly newsletter with a variety of information about our early days and people, which is distributed to hundreds of interested readers throughout the USA and beyond, all of which continuously calls attention to our town and area. We welcome residents and visitors to stop in and "step back in time" for a bit, view our collections, research for their ancestors and shop.

Outline specifically WHAT PORTION of the project these funds will be used for:

\$ 811.12 for Cost of property + liability insurance for the center

What other Organization has your group contacted for funding? Please list names of other organizations and the dollar amounts requested and or grants requested:

Date Funds are being requested:

9-19-18

Date the project starts and completes:

10-24-18 to 10-24-19

INSURANCE COMPANY  
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

**TAILORED PROTECTION POLICY DECLARATIONS**

AGENCY SECURITY INSURANCE USA  
06-0847-00 MKT TERR 067 218-835-4884

Renewal Effective 10-24-2018

INSURED BLACKDUCK AREA HISTORY & ART CENTER

**POLICY NUMBER 064606-08010832-18**  
Company Use 08-46-MN-0610

ADDRESS PO BOX 223  
BLACKDUCK MN 56630-0223

Company Bill	<b>Policy Term</b>	
	12:01 a.m. 10-4-2018	12:01 a.m. 10-24-2019

In consideration of payment of the premium shown below, this policy is renewed. Please attach this Declarations and attachments to your policy. If you have any questions, please consult with your agent.

55039 (11-87)

**COMMON POLICY INFORMATION**

**Business Description:** Museum

**Entity:** Corporation

**Program:** Institutional - Other

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S):	PREMIUM
COMMERCIAL PROPERTY COVERAGE	\$23.00
MINIMUM PREMIUM ADJUSTMENT (CP)	\$217.00
COMMERCIAL GENERAL LIABILITY COVERAGE	\$258.00
MINIMUM PREMIUM ADJUSTMENT (GL)	\$313.00
MINNESOTA FIRE SAFETY PROGRAM SURCHARGE	\$0.12
<b>TOTAL</b>	<b>\$811.12</b>

**THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

Premium shown above for commercial general liability coverage is an advanced premium deposit and may be subject to audit.

Forms that apply to all coverage part(s) shown above (except garage liability, dealer's blanket, commercial automobile, if applicable):  
IL0017 (11-85) 55000 (07-12) 59392 (01-15) 59349 (10-03)

Countersigned By: \_\_\_\_\_



# CITY OF BLACKDUCK

## ORDINANCE # 2018-01

### **AN ORDINANCE AMENDING CHAPTER 3 ENTITLED “ADMINISTRATION” ESTABLISHING SECTION 390 ENTITLED “E-911 UNIFORM ADDRESSING” REQUIRING PROPERTY OWNERS TO DISPLAY ADDRESS NUMBERS ON BUILDINGS.**

#### **THE CITY COUNCIL OF THE CITY OF BLACKDUCK DOES ORDAIN:**

Blackduck City Code Chapter 3, entitled “Emergency Management” is hereby amended to establish Section 390 entitled, “E-911 Uniform Addressing” read as follows:

#### **Section 1: City code Section 390.01 entitled “Purpose & Intent” is amended to read as follows:**

1. The City Council finds that for the purpose of providing proper protection of public and private property in the City of Blackduck, it is essential to require visible approved addressing or identification for each separate public, residential, commercial or industrial building.
2. The purpose and intent of this ordinance is to protect the health and safety of the public by requiring street and road addresses to be prominently displayed in a uniform manner, making it easier for emergency vehicles to find their destination.

#### **Section 2: City Code Section 390.02 entitled “Display of Road Address Numbers” is amended to read as follows:**

Every property owner of improved property shall purchase and display official address numbers. The following criteria must be used to properly display the number:

1. Address numbers on all buildings must be a minimum of four (4) inches in height so as to be seen easily from the road.
2. Address numbers shall be placed on the front of the building facing the road named in the address or on the end of the building nearest such road.
3. Address numbers shall not be placed on a portion of the house or building that is set back so that it is blocked by any other building, or portion of the same building, or any other object.
4. Address numbers must be set on a background of a contrasting color.
5. If a building is more than fifty (50) feet from the improved portion of the road, or is not clearly visible from the road, the address number shall be displayed on a sign attached to a fence, gate, lawn stake, or mailbox or equivalent as approved by the City, in front of the building and at the end of the driveway. This number must be visible from the roadway and placed at such a height that assures the number will not be obscured by snow accumulation or snowplowing.
6. Address numbers should be easily legible.
7. All trees, shrubs or other vegetation shall be trimmed so that the numbers are visible from any point on the street in front of the building.
8. Numbers cannot be painted directly on a structure.



# CITY OF BLACKDUCK

## ORDINANCE # 2018-01

**Section 3: City Code Section 390.03 entitled “Multiple Dwelling Numbering” is amended to read as follows:**

1. It shall be the duty of the owner or manager of every multiple dwelling building containing five or more rental units, and the owner or occupant of every individually owned dwelling unit in any such multiple unit building to properly identify each dwelling unit by attaching identification numbers on or adjacent to each entrance to the individual units.
2. Structures with more than one dwelling unit or more than one business (apartments, retail centers, etc.) shall be assigned one address number for each building and shall use unit, suite or apartment numbers for each residential or business tenant.
3. It shall be the duty of the owner of every building containing more than one dwelling unit or more than one business and the owner or occupant of every individually owned dwelling unit or business in any multiple unit building to properly identify each dwelling unit or business by attaching identification numbers on or adjacent to each entrance and to provide signs, including directional arrows, easily identifying the location of each dwelling unit or business in the building which is accessed from that entrance. The signs shall be placed in an obvious location inside each entrance to the building as approved by the Fire Chief.

Penalty, see §100.99

**Section 4: City Code Section 390.04 entitled “Maintenance of Building Numbers” is amended to read as**

1. The owner of the locatable primary structure shall be responsible for keeping its E-911 address in good repair and clear of snow, dirt, debris or other obstructions.

Penalty, see §100.99

**Section 5: City Code Section 390.05 entitled “Time for Compliance” is amended to read as follows:**

1. All owners of primary structures in the City shall comply with this ordinance within (45) forty-five days. All City licenses, applications and permits may be withheld from the owners or occupants of primary structures if the address is not placed or maintained in conformance with the ordinance.

Penalty, see §100.99

**Section 6: City Code Section 390.06 entitled “Exception and Practical Alternatives” is amended to read as follows:**

1. If the locatable primary structure is in or within 5 feet of the road right-of-way, such as in a commercial district, the assigned address number shall be displayed on the outside of the primary structure, near the front door, for emergency purposes. The address number must face the public road, be clearly visible and shall be no smaller than 4 inches tall, high contrast to the primary structure. No self-adhesive number appliques shall be used.
2. Practical alternatives to the application of the provisions of this ordinance may be granted by the Council where following such applications create undue difficulties created by the characteristics of the property.



# CITY OF BLACKDUCK

## ORDINANCE # 2018-01

**Section 7: City Code Section 390.07 entitled “Enforcement” is amended to read as follows:**

1. Owners or occupants of buildings which do not comply with this ordinance will be notified and requested to meet these requirements within sixty (60) days from the date of notification. Owners or occupants of buildings which are not brought into compliance with the sixty (60) days shall be guilty of a misdemeanor.

**This Ordinance shall be effective immediately upon its passage and publication.**

**ADOPTED** this 8<sup>th</sup> day of October 2018 by the City Council of the City of Blackduck.

Attest:

Approved:

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Christina Regas, City Administrator

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Rudy Patch, Mayor



# CITY OF BLACKDUCK

## RESOLUTION NO: 2018-24

### **RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT FOR ROAD IMPROVEMENTS ON FRONTAGE ROAD & PINE AVENUE**

**WHEREAS**, by a resolution passed by the council on March 7<sup>th</sup>, 2016, the city clerk was directed to prepare a proposed assessment of the cost of improving Frontage Road between Summit Avenue East and the main Street South and Pine Avenue between Frontage Road and Main Street South, and

**WHEREAS**, the clerk has notified the council that such proposed assessment has been completed and filed in his/her office for public inspection,

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Blackduck, Minnesota:

1. A hearing shall be held at 6:00p.m on October 29<sup>th</sup>, 2018 in the city hall located at 8 Summit Ave. East to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Blackduck except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City of Blackduck the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the council this 8th day of October, 2018

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Rudy Patch, Mayor

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Christina Regas – City Administrator



# CITY OF BLACKDUCK

## RESOLUTION NO: 2018-25

### RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT FOR UTILITY IMPROVEMENTS ON SUMMIT AVE. WEST & MAIN STREET NORTH

**WHEREAS**, by a resolution passed by the council on February 8<sup>th</sup>, 2016, the city clerk was directed to prepare a proposed assessment of the cost of utility improvements on Summit Ave. West between Main Street North and Industrial Blvd. & Main Street North between Northern Ave. NW and Liberty Drive NE, and

**WHEREAS**, the clerk has notified the council that such proposed assessment has been completed and filed in his/her office for public inspection,

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Blackduck, Minnesota:

1. A hearing shall be held at 6:00p.m on October 29<sup>th</sup>, 2018 in the city hall located at 8 Summit Ave. East to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Blackduck except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City of Blackduck the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the council this 8th day of October, 2018

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Rudy Patch, Mayor

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Christina Regas – City Administrator



# CITY OF BLACKDUCK

## RESOLUTION NO: 2018-26

### RESOLUTION APPROVING THE TERMS OF AN INTERNAL LOAN IN CONNECTION WITH FRONTAGE ROAD AND PINE AVENUE STREET

Be it resolved by the City Council of the City of Blackduck, Minnesota (“City”) as follows:

#### Section 1. Background.

1.01. The City determined a need to incur certain costs in connection with the improvement of Frontage Road between Summit Avenue East and Main Street South and Pine Avenue between Frontage Road and Main Street South (Project),

1.02. The City has received funds for reconstruction of the Project from the Minnesota Local Road Improvement Program,

1.03. The City has determined to finance the administration costs for the Project from the Revolving Loan Fund (collectively, the “Fund”), which fund is administered by the City and has a balance that is legally available for such purposes,

1.04. The City intends to reimburse the Fund for the Project from future special assessments, or other available City funds -tax levies and/or net revenues- in accordance with the terms of this resolution (which terms are referred to collectively as the “Internal Loan”).

#### Section 2. Terms of Internal Loan.

2.01. The City shall repay to the Fund the principal amount of funds advanced for Project together with interest on the principal amount advanced, accruing from the date of each initial expenditure or advance, at the rate of interest specified by the Blackduck City Council (*which rate shall be generally comparable to the average rate of earnings on investment of City funds or the average rate on general obligation bonds of the City*). Interest shall accrue at 3%.

2.02. Principal and interest (“Payments”) shall be paid semi-annually on each August 1 and February 1 (“Payment Dates”), commencing on the first Payment Date after receipt of the first tax levy proceeds after disbursements from the Fund and continuing through the date the principal and accrued interest of the Internal Loan is paid in full.

2.03. The principal sum and all accrued interest payable under this Internal Loan are pre-payable in whole or in part at any time by the City without premium or penalty.

2.04. This Resolution is evidence of an internal borrowing by the City and shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on this Internal Loan or other costs, and



# CITY OF BLACKDUCK

## RESOLUTION NO: 2018-26

neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on this Internal Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Internal Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

**2.05.** The City may amend the terms of this Internal Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

**Section 3.** **Effective Date.** This resolution is effective upon the date of its approval.

Adopted this 9<sup>th</sup> day of October 2018.

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Rudy Patch, Mayor

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Christina Regas – City Administrator