



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. **November 5<sup>th</sup>, 2018 Council Meeting Minutes**
  - b. **November 13<sup>th</sup>, 2018 Special Council Meeting Certification of 2018 Election Minutes**
  - c. **November 20<sup>th</sup>, 2018 Council Meeting Minutes**
  - d. **November 20<sup>th</sup>, 2018 Council Work Session Minutes**
  - e. **September 20, 2018 Kitchigami Regional Library Meeting Minutes**
  - f. **November 2018 Fund Balance Report & Scheduled Transfers & 2018 Bond Payments**
  - g. **November 2018 Bills**
  - h. **YTD November 2018 Income Statements**
    - a. **Water, Sewer, Pine Tree Park, and Golf Course**
    - b. **Liquor Store**
  - i. **November 2018 Month End Remittance Report**
  - j. **October 2018 LG216 Lawful Gambling Monthly Rent Report**
  - k. **Revolving Loan Fund Foreclosure Costs**
  - l. **Labor Agreement between City of Blackduck & Intern. Union of Operating Engineers Local 49**
  - m. **Final Approval Satisfaction of Mortgage James & Elizabeth Krabbenhoft & City of Blackduck**
  - n. **Final Assessment Notice for Frontage Road & Pine Avenue Street Improvement**
  - o. **Final Assessment Notice for Summit Ave. & Main Street Utility Improvement**
  - p. **Sanitary Sewer Discharge Permit 2019-01**
  - q. **Corporate License for amusement machines Permits 2019-01 & 2019-02**
  - r. **December 2018 Property Tax Settlement**
  
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. **CLOSE REGULAR MEETING & OPEN PUBLIC HEARING** – Mayor Patch
  
6. **2018 TRUTH IN TAXATION PUBLIC HEARING** – Christina Regas – City Administrator
  
7. **CLOSE PUBLIC HEARING & RE-OPEN REGULAR MEETING** – Mayor Patch
  
8. **PUBLIC WORKS REPORT** – Bob Klug Jr., Public Works Supervisor
  
9. **LIQUOR STORE REPORT** – Shawnda Lahr, Liquor Store Manager
  
10. **LAW ENFORCEMENT REPORT** – Jace Grangruth, Police Chief
  
11. **FIRE DEPARTMENT REPORT** – Brian Larson, Fire Chief

- a. [Fire Hall Heater Replacement Bids](#)

**12. GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent

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

**14. ADMINISTRATOR’S REPORT** – Christina Regas, City Administrator

- a. [Resolution 2018-29 – Resolution Establishing a Meeting Schedule for 2019](#)
- b. [Resolution 2018-31 – Resolution Approving Final 2018 Tax Levy, Collectable in 2019](#)
- c. [LMCIT 2018-2019 Coverage Changes](#)
- d. 2018 Financial Audit Scheduled – February 11-15<sup>th</sup>, 2019
- e. Request December 17<sup>th</sup>, 2018 Work Session
- f. Reminder 2019 Newly Elected Official Conference – February 22-23, 2019 in Brainerd
- g. Reminder December 10<sup>th</sup>, 2018 Personnel Meeting
- h. Reminder January 7<sup>th</sup>, 2019 Council Meeting

**15. COMMUNITY EVENTS/GOOD THINGS HAPPENING** –

- a. [City of Blackduck Employee Anniversaries](#) –
  - i. **Lee Anderson – 1 year** (*December 2017 Police Department*)
  - ii. **Jacob Lien – 4 years** (*December 2014, Fire Department*)
- b. Blackduck Development Corporation Meeting –December 12<sup>th</sup>, 2018
- c. Blackduck Chamber Meeting – December 19<sup>th</sup>, 2018 Noon @ Restaurant 71

**16. ADJOURN**



# BLACKDUCK CITY COUNCIL MEETING

MONDAY NOVEMBER 5<sup>TH</sup>, 2018 6PM

## REGULAR COUNCIL MEETING MINUTES

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**CALL TO ORDER:** The City Council of the City of Blackduck met in Regular Session at Blackduck City Hall at 6:00p.m. November 5<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 Kolb, and Moore (*Councilor Sellon was present by phone conference*)

**Councilors Absent:** none

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

**Others Present:** Planning Commissioner, Bob Klug Sr.

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

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

- a. October 8<sup>th</sup>, 2018 Council Meeting Minutes
- b. October 11<sup>th</sup>, 2018 Personnel Committee Meeting Minutes
- c. October 17<sup>th</sup>, 2018 Planning Commission Meeting Minutes
- d. October 22<sup>nd</sup>, 2018 Council Work Session Meeting Minutes
- e. October 22<sup>nd</sup>, 2018 Personnel Committee Meeting Minutes
- f. October 25<sup>th</sup>, 2018 Personnel Committee Meeting Minutes
- g. October 29<sup>th</sup>, 2018 Public Hearing Minutes for Frontage Road and Pine Ave. Improvement
  - a. Letters of Objection (Adams)
- h. October 29<sup>th</sup>, 2018 Public Hearing Minutes for Summit Ave. and Main Street Improvement
  - a. Letters of Objection (Clausen, Molnar, Pope, and Brands)
- i. October 2018 Fund Balance Report & Recommended Transfers
- j. October 2018 Bills
- k. YTD October 2018 Income Statements
  - a. Water, Sewer, Pine Tree Park, and Golf Course
  - b. Liquor Store
- l. October 2018 Month End Remittance Report
- m. September 2018 LG216 Lawful Gambling Monthly Rent Report
- n. October 2018 Revolving Loan Fund Bills
- o. Notice of Hearing & Proposed Assessments for the City of Blackduck
  - a. Frontage & Pine Ave.
  - b. Summit & Main Street



BLACKDUCK CITY COUNCIL MEETING  
MONDAY NOVEMBER 5<sup>TH</sup>, 2018 6PM  
REGULAR COUNCIL MEETING MINUTES

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p. 2018 MV Credit – Agricultural

Motion carried unanimously.

**BLACKDUCK FORUM –**

No one present to speak.

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

1. Resolution 2018-27 - Resolution Adopting Assessment for Frontage Road and Pine Avenue –  
Mayor Patch requested City Council discuss public comment from the public hearing on October 29<sup>th</sup>, 2018. Administrator Regas summarized those present for the public hearing included Mike Rice, Carl & Deanne Adams, George & Carmen Zaleski. Regas stated the ownership for frontage for Mike Rice was reviewed and revised based on a land division completed earlier in 2018 adding 39' to the City of Blackduck ownership and removing the same 39' from Rice. Regas stated the assessment roll included in Resolution 2018-27 was correct with that revision. Mayor Patch asked Council if any members had feedback from the public hearing for or against. Councilor Moore confirmed the roll includes the 39' from the land division. Regas confirmed. Councilor Kolb asked if the Council will make a revision to the existing roll with 100% of the City costs be paid back over 10 years at 3% interest. Regas stated Council was given other options to review to assess for consideration only. Councilor Kolb cautioned that if the assessment roll is revised for one project and not another there could be issues as the City would be setting a precedence. Regas stated Council should take that into consideration when approving the roll. Councilor Kolb stated the property owners for Frontage and Pine did not appear at the public hearing to have any issues with the assessment. Regas agreed but stated Carl & Deanne Adams had written objection to the assessment stating the reason was the property was purchased after the project was completed before the purchase was complete. Regas stated the City did not receive written objection from other property owners not present at the public hearing. Mayor Patch asked if Council was prepared to moved forward.  
Moved by Councilor Kolb and seconded by Councilor Moore to approve Resolution 2018-27 assessing the Frontage and Pine street improvement at 100% of the City costs for a 10-year term with an interest rate of 3%. Hearing no discussion Mayor Patch called for a vote on the motion. Motion carried unanimously. *Administrator Regas noted final assessment letters would be sent out to the property owners.*
2. Resolution 2018-28 – Resolution Adopting Assessment for Summit Ave West and Main Street North –  
Mayor Patch requested City Council discuss public comment from the public hearing on October 29<sup>th</sup>, 2018. Administrator Regas noted to Council the Resolution in the Council packet has been drafted with the original assessment roll as presented to the property owners for the public hearing and that an alternative was provided for discussion only. Regas stated the alternative includes a 50% assessment of the City costs and having the City base rates increasing \$3 for water and \$3 for sewer. Councilor Moore stated she understood the need to have the costs associated with the project be spread out among the City, however, being a property owner, she



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## REGULAR COUNCIL MEETING MINUTES

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would rather pay for something she was receiving and it would impact her. Councilor Sellon stated similar reasons noting that if for example Liberty Dr. was repaired in the future and the costs go into the levy then the property owners on Main and Summit would have similar issues. Councilor Kolb noted that the City levy could continue to grow every 4-5 years when another project is completed increasing the levy over and over again with each project. Mayor Patch stated he had a conversation with a property owner on 4<sup>th</sup> Street NE that was affected by an assessment in 2006 and that owner had about a \$15,000 assessment then and that is again a similar situation. Mayor Patch stated that he believes most people think because Main Street has been improved that the main supplies everyone in the City but really it does not. Klug stated the only line that really affects everyone is Summit Ave. West from Oscar Avenue west and that part of the main would affect the whole town. Klug stated that is the main line to get to the lift station. Councilor Kolb stated the Deb Shafer brought up why Bogart's was not affected by the assessment noting that Bogart's did not receive a new service line. Councilor Kolb asked for confirmation that everyone who's water was 'shut off' and received a new service is being affected by the assessment. Regas confirmed. Klug stated to Council that the affected properties didn't just receive new main lines but new service lines too. Klug stated if those owners had to replace their own main (*because the owner is responsible for the service line from the main to the boulevard*) that alone would cost them almost as much as the assessment. Klug noted the service line replaced for Councilor Kolb's brother was over 25 years old and the sewer line had been replaced because it failed. Klug stated many assessments for water and sewer services are going out to 20 years especially when the new material can last much longer than the old clay tile lines. Klug also noted how property owners can pay it off earlier. Councilor Kolb stated how many of the owners assume the assessment has to be paid off by the first of January. Regas stated Council could extend the number of years the assessment is for. Regas reviewed an alternate payback option for the affected owners that was drafted for council after hearing how some owners assumed the costs would be paid back with water and sewer rates and that those rates would increase because of that. Regas further stated that in the Fall of 2017 Regas brought to the council a proposal that would solely pay back the debt with revenue received from increasing base rates but that was not a favorable option at the time. Councilor Sellon asked if the proposal would only increase the base rates for the affected owners or everyone. Regas stated the whole City would be affected by the increase. Councilor Kolb stated that the City would then have to burden the city with another rate increase if another project had to have debt to pay back. Regas stated that base rates are to be reviewed annually to account for costs that increase just to make the water and not always because of project costs. Klug agreed by pointing out that electricity increases cost, as well as other costs. Councilor Sellon asked how much the base rates would increase in the alternative option provided to review. Regas stated \$3 for both water and sewer across all rate options by doing this and adding a portion of the assessment onto the property owners then the volume rate did not need to increase. Mayor Patch stated if the City raises base rates to pay for the project and then costs increase, then the city would have to raise the rates again. Klug stated the costs of gas, electricity, continue to go up and if the rates aren't reviewed



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## REGULAR COUNCIL MEETING MINUTES

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to increase a little every year then when the City has to make a large increase that is when the people get upset. Councilor Kolb stated if the City decides to allow a lower assessment for this project then the City will have to for every future assessment and will this be the new standard? Regas stated the statute gives the City the ability to assess in many ways, one thought would be to consider a 90/10% split giving a compromise to the affected owners. Klug stated 10% could be made up with the rates then. Klug further recommended the City raise the tap fees for sewer because they are way too cheap. Councilor Kolb stated a 90/10% split is not a bad compromise. Councilor Moore stated that then the City is still putting the cost onto everyone else. Regas stated that the 10% would be absorbed by revenue instead of the other tax payers. Mayor Patch cautioned the council stating that the amount of depreciation set aside in the water and sewer budgets each year is very small and does not have enough to support a project of this size. Mayor Patch asked if the City is willing to take on that scenario if something really large, like a new water tower, would have to be paid for it would never be enough to handle the costs and a project like that would affect everyone. Klug stated the City has a pond system with irrigators that are over 30 years old to consider replacement too. Mayor Patch stated the City needs to build up the reserves again. Councilor Moore stated she sees a 90/10% split as, 'why do they get a 90% and I don't' even though they are different projects. Mayor Patch stated he understands that everything underground is just as important as what is above ground. Patch stated you may not see it but it is very important. Patch stated that people may be able to turn their water on and flush their toilets now but may not be able to in 5 years. Klug reminded that grant money paid for that so the owners received a break already. Patch also noted the City saved over \$250,000 by not having to fix the roads too. Regas reminded council that if there is to be a revision to the assessment the City will need to send out new letters certified mail right after the election. Councilor Sellon asked if the council decides to make the change to 90% and raise rates then new letters would need to be mailed. Regas confirmed. Regas asked Councilor Sellon if he is recommending the Council change the assessment to 90% and raise rates. Councilor Sellon confirmed. Mayor Patch stated the study drafted for council was a 50% assessment and raise rates \$3. Councilor Sellon asked if a 90/10% assessment was assessed could the rates be lower than a \$3 increase. Mayor Patch summarized Regas' statement that if the City did a 90/10% assessment then the City would absorb the 10% in the existing rates and not increase them at this time. Councilor Sellon stated the City should just agree to a 90/10% assessment then as that would be a nice compromise. Klug cautioned the council that in the future the City may have to raise rates anyway to absorb that 10% in the future. Mayor Patch stated if the City absorbs 10% then the property owner's payment would go down about \$700 over 10-years. Councilor Sellon stated how that does not seem like much. Regas stated Council could spread it out over 15 years instead. Mayor Patch stated that if the City did a full assessment over 15 years then it is almost the same as only assessing 90%. Councilor Kolb stated he liked the 90/10% option stating it may give the owners a little bit of a break, but if it really is not difference. Mayor Patch asked for feedback on the 90/10% option over 15 years, and stated if it was his street, he would assume he is going to have to pay 100% of the assessment. Mayor Patch noted one of the largest complaints



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he took away from the public hearing was that the owners would need to pay the whole amount right away on the 1<sup>st</sup> of January. Mayor Patch continued noting if the 100% assessment was over a longer period of time the property owners would be more alright with it because they would not have to come with so much at once. Mayor Patch continued noting he does not want to assess once project one percentage and another project a different percentage he wants the Council to consider the work that was put into the policy and stick with it. Regas stated she did not believe the City assessing 90% is backing off too far from the policy. Mayor Patch agreed but noted the City is truly only assessing 25% of the entire project. Klug asked what was assessed on the Industrial Blvd. assessment. Regas stated 90/10% but noted that was a street improvement not a utility improvement. Councilor Moore stated she worries about how every time the City completes a project the City will have to absorb some of the costs which sets a precedence stating the next five projects' 10% may be a larger amount than the 10% of this project. Regas agreed noting it is difficult to predict what projects are going to be needed in the future and how much will be assessed. Regas continued noting that other projects completed in-house saved property owners' money which is similar to the situation in this project. Mayor Patch noted how a fitting just had a break by the golf course that was unexpected and costs associated with the sewer fund had to pay for the repairs and now has to absorb confirming Councilor Moore's statement. Mayor Patch asked for how Council would like to proceed noting Councilor Sellon is in favor of a 90/10. Councilor Moore stated she is in favor of 100%. Councilor Kolb stated the City can't absorb 10% every time there is a project and wanted to be on record of assessing at 100% but requested Council change the term to 15 years. Regas wanted Council to understand that those property owners that sent in a written objection have the right to take it to district court and that could still happen.

Moved by Councilor Kolb and seconded by Mayor Patch to request the City send out new final assessment letters to the property owners with a revised assessment term of 100% of the costs for 15 years at a 3% interest rate and to call a Special Council Meeting on November 20<sup>th</sup>, 2018 at 6:00pm to adopt the role. Hearing no further discussion, Mayor Patch called for a vote on the motion. Motion carried unanimously.

### **PLANNING COMMISSION REPORT – Bob Klug Sr., Planning Commissioner**

1. Variance Application 2018-01 – ISD#32 for Concession Stand Patio Overhang – Regas summarized the application for Variance Application 2018-01 to approve a roof overhang to the newly installed patio on the west side of the new Baseball Concession stand (*construction approved by the Planning Commission Land-use application #2018-06*). Regas noted there was no public comment made at the Public hearing held on October 17<sup>th</sup>, 2018 for or against. Regas further stated the PC moved to recommend the City Council approve the variance application. Regas reminded the City Council the application was for a roofline that was 12 feet in total starting from the west side wall of the newly constructed concession stand extending into the setback having a west edge 10' from the right-of-way.

Moved by Councilor Moore and seconded by Councilor Kolb to approve Variance Application 2018-01 accepting the planning commission recommendation noting the concern of the PC and



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## REGULAR COUNCIL MEETING MINUTES

plowing snow in the area and potential damage to the roof. Hearing no discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

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

1. Sanitary Survey Report for Blackduck Public Water System – Klug reported the City's Sanitary Sewer report came in for the Blackduck Public Water System and everything looks great with no deficiencies.
2. Report – Klug reported the Wayside Rest Park restroom is closed down for the year and new LED lights have been installed and it really brightened it up. Klug stated new LED lights have been installed at The Pond and it is nicely lit up and look way better and safer. Councilor Moore noted the lights look really good. Klug further reported the City is draining the irrigation system at the waste water ponds right now and getting everything ready for the winter. Klug reported a fire hydrant was hit by something near Oscar Ave NW but it will not get fixed until next summer as it is still working and Public Works can still get on the shut off. Klug stated he cannot determine how the hydrant was damaged as there are not vehicle tracks near it. Nothing further.

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

No report submitted. (*Mayor Patch noted Lahr could not be present, but noted The Pond had a really great Opening Deer Season weekend. Patch stated the Fire Relief came in a assisted with pull tabs on Friday night. Patch noted on November 24<sup>th</sup>, 2018 there is a benefit being held at the Pond and November 20<sup>th</sup> will be Friendsgiving Event.*)

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

No report submitted. (*Regas noted Chief Larson reported the department held their first test in the 'container' and it worked out great.*)

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

- a. Report – Chief Grangruth noted the City sold the Chevy Truck on sealed bids in October and received a winning bid of \$2,600. Grangruth noted the Crown Vic did not receive any minimum bids and it would go back up for sealed bids with a lower minimum in the near future. Grangruth noted there are some training the department is finishing up for the year and Halloween went well. Nothing further.

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

No report submitted.

### **LIBRARY REPORT** – Kelly Hanks, Head Librarian

No report submitted.

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

1. Donation Request – Blackduck Area History & Art Center – Liability & Property Insurance – Moved by Mayor Patch and seconded by Councilor Moore to approve a donation from the Liquor Rent fund of \$811.12 to the Blackduck Area History & Art Center to pay for liability & property insurance. Motion carried unanimously.



# BLACKDUCK CITY COUNCIL MEETING

MONDAY NOVEMBER 5<sup>TH</sup>, 2018 6PM

## REGULAR COUNCIL MEETING MINUTES

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2. Reminder November 12<sup>th</sup>, 2018 – Veteran’s Day Observed – City Offices Closed – Regas reminded Council City offices are closed on November 12 in observance of Veteran’s Day.
3. Call Special Meeting - November 13<sup>th</sup>, 2018 6pm - 2018 Certification of Canvassing Board – Regas requested Mayor Patch call for a Special Meeting on November 13<sup>th</sup>, 2018 to Canvass and Certify the November 6<sup>th</sup> Election.
4. Reminder November 20<sup>th</sup>, 2018 6pm – Council Work Session – Regas requested Council hold a work session after the Special Meeting called earlier in the regular meeting on November 20, 2018. Regas noted there will be a few items to discuss prior to the December regular meeting noting the draft of the Truth in Taxation document; fines and fees for 2019; and Council Meeting schedule for 2019 should be discussed.
5. Reminder November 22 & 23<sup>rd</sup>, 2018 – Thanksgiving Observed – City Offices Closed
6. Reminder December 4<sup>th</sup>, 2018 Council Meeting and Truth in Taxation Public Hearing

### COMMUNITY EVENTS/GOOD THINGS HAPPENING –

1. **City of Blackduck Employee Anniversaries –**
  - a. **Jon Holliday** – *(November, 2012 Fire Department)*
  - b. **Festus Rockensock** – *(November, 2005, Fire Department)*
  - c. **Bob Klug** – *(November, 2002 Public Works)*
  - d. **Jace Grangruth** – *(November, 2016 Police Department)*
  - e. **Brian Larson** – *(December, 2003 Fire Department)*
2. Blackduck Chamber Meeting – November 21<sup>st</sup>, 2018 noon @ The Pond – Regas noted the Blackduck Chamber did not hold their Fall Dinner as it was to be held on October 29, 2018 and no date has been made for rescheduling it.
3. Blackduck Planning Commission Meeting – No Meeting in November

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

**ADJOURN** – Moved by Mayor Patch and seconded by Councilor Moore to adjourn the meeting at 7:30pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Rudy Patch, Mayor



# BLACKDUCK CITY COUNCIL SPECIAL MEETING

## CERTIFICATION OF 2018 MUNICIPAL ELECTION

TUESDAY, NOVEMBER 13<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 a Special Session at Blackduck City Hall at 6:00p.m. on November 13<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:** Councilor Kolb

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

**Others Present:** Resident Maxwell Gullette

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

**CERTIFICATION OF 2018 MUNICIPAL ELECTION** – Canvassing Board

- a. Review of 2018 Municipal Election Results – Administrator Regas reviewed the election results with the canvassing board received from Beltrami County. Regas stated the Precinct had 337 registered voters on Election day @ 7am, a total of 37 new registered voters, and a total of absentee and mail ballots was 38 making the total of persons voting 245. Regas stated the turnout was high based on the 2016 election (noting that year being a presidential election year) which was about 265. Regas further commented the number of registered voters in the precinct in 2014 was 310 so the voter numbers have increased. Number of votes cast for Mayor, 4-year Councilor seats, and 2-year Councilor were announced noting the number of write-in's for those seats and Maxwell Gullette receiving the most votes. Regas explained the difference between an over-vote and under-vote. Regas stated the .5% sales tax City question did not pass noting 100 voting yes and 133 voting no. Regas commented how the vote on the City question was close and how the City could run it again in 2020. No further questions.
  - a. Moved by Mayor Patch and seconded by Councilor Sellon to approve the results of the 2018 general election from the Blackduck Canvassing board. Motion carried unanimously.
- b. Resolution 2018-30 – Resolution to certify results of the Tuesday, November 6<sup>th</sup>, 2018 Municipal Election. Moved by Councilor Sellon and seconded by Councilor Moore to approve Resolution 2018-30. No further discussion. Motion passed unanimously.
- c. Certificates of Election Awarded: Regas distributed certificates to the following councilors:
  - a. Rudy Patch – Mayor
  - b. William Sellon – Councilor
  - c. Paige Moore – Councilor
  - d. Maxwell Gullette – Councilor



# BLACKDUCK CITY COUNCIL SPECIAL MEETING

CERTIFICATION OF 2018 MUNICIPAL ELECTION

TUESDAY, NOVEMBER 13<sup>TH</sup>, 2018 @ 6PM

SPECIAL COUNCIL MEETING MINUTES

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**ADJOURN** – Moved by Mayor Patch and seconded by Councilor Moore to adjourn the meeting at 6:17pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Rudy Patch, Mayor



# BLACKDUCK CITY COUNCIL MEETING

TUESDAY NOVEMBER 20<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 November 20<sup>th</sup>, 2018.

**ROLL CALL:**

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

**Councilors Absent:** none

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

**Others Present:** incoming council member Maxwell Gullette

**APPROVAL OF AGENDA** – Moved by Councilor Sellon and seconded by Councilor Moore 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. Resolution 2018-28 – Resolution adopting assessment for Summit Avenue West and Main Street North – Moved by Councilor Moore and seconded by Mayor Patch to approve Resolution 2018-28. Councilor Sellon asked if all property owners received the second set of letters. Regas stated there are still four that have not been picked up by the owners. Regas noted to council the roll submitted in the packet has an update on Patrick Tjepkes' property due to a payment made to the City on that parcel's assessment. Councilor Sellon noted that was nice to know Tjepkes was able to make a early payment. Regas reported the City would not turn in the assessment roll until November 28<sup>th</sup>, 2018 in case other property owners come forward with early payments. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

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

No report.

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

**ADJOURN** – Moved by Mayor Patch and seconded by Councilor Sellon to adjourn the meeting at 6:04pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Rudy Patch, Mayor



# BLACKDUCK CITY COUNCIL WORK SESSION

TUESDAY NOVEMBER 20<sup>TH</sup>, 2018 @ 6:15PM

## 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 November 20<sup>th</sup>, 2018.

### Roll Call

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

**Councilors Absent:** none

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

**Others Present:** incoming council member Maxwell Gullette

The meeting was called to order at 6:06pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

### OLD BUSINESS –

1. Ordinance 2018-02 – An Ordinance amending Chapter 7 entitled “Parking Violations” – discussion including Chief Grangruth on the expansion on the parking violations section. Mayor Patch asked if the ordinance needed a lot of revisions. Grangruth stated the current language had nothing for ‘parking the wrong way on streets’ so for the City to cite someone the department has to use a state violation and Grangruth would rather the City see the fine come to the City instead but needed the language to support the fine. Grangruth stated any ‘improper parking’ would fall under the new language. Regas requested council consider setting a fine for a parking violation and listing it in the annual resolution. Grangruth suggested a \$15 fine noting it should not be higher than the state. Regas noted that discussion on the fine can be discussed in new business. Regas stated there will not be enough time to adopt the ordinance at the December meeting and would have it ready for its first reading for the January meeting. Grangruth stated there was not a rush. Nothing further.
2. Resolution 2018-29 – Regas reviewed a draft of Resolution 2018-29 for the 2019 Regular Council Meetings and opened the proposed dates for discussion. Mayor Patch asked if the June meeting would be too early. Regas reviewed a 2019 calendar and suggested holding that meeting on June 4<sup>th</sup> which is a Tuesday instead. Regas noted all other dates would be on a Monday and should be alright. Nothing further.

### NEW BUSINESS –

1. Truth in Taxation Public Hearing Draft – Regas reviewed a draft of the truth in taxation document to deliver at the December 4<sup>th</sup> meeting. Regas noted updates on the LGA, EMV, and TMV updated numbers. Regas noted some notations on the housing and building in the City in the report. Regas reviewed the general fund budget revenues and expenditures in the document and asked for feedback on the proposed levy from the council. Mayor Patch noted if the Pond is doing well in 2019 would it be able to transfer additional funds to the general fund. Regas noted it already is budgeted to move \$65,000 to the general fund and \$10,000 to the golf fund in 2019 and would like to keep those numbers in the proposed levy and not stress the liquor store operating more. Regas does not want the liquor store to have a loss after moving the funds. Mayor Patch asked for further questions on the proposed levy of council. Councilor Kolb noted the report is very thorough and that he had no further questions or requests for changes. Nothing further.
2. Labor Agreement – Regas reviewed the approved agreement between the City of Blackduck and the Local 49 Engineers Union. Regas reported the City Attorney has reviewed the agreement and has signed off. Regas summarized parts of the agreement that were agreed upon that differ from the City Personnel Policy noting the Personnel Committee approved of all the language prior to sending it to the attorney for review. Regas noted



# BLACKDUCK CITY COUNCIL WORK SESSION

TUESDAY NOVEMBER 20<sup>TH</sup>, 2018 @ 6:15PM

## WORK SESSION MEETING MINUTES

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the contract is for a period of one year and the City and union will discuss renewal in the Spring. Regas asked if council had any questions regarding the contract. Gullette asked what came out of the personnel committee not wanting to approve the sick leave severance of 40%. Regas noted the personnel committee was originally asked for a 50% payout @ 20 years of service but the agreement was a counter offer to reduce the payout to a 20-year term but keep the payout to 40%. Regas noted the auditors were involved in what the payout would be for the sick leave at both options noting the 50% would be a larger payout. Gullette asked if the City life insurance pays double indemnity. Regas did not know but noted it is only a \$10,000 life policy and covers the employee on or off the job. Nothing further.

3. Housing Rehab Return of funds – Regas summarized a conversation held recently with Deed and Tim Flathers of HRDC. Regas noted that Deed would like the City to return the housing rehab funds early so that HUD could release it to other projects. Regas reported that Michelle Vang of Deed reported that since the City has had not qualifying applications for housing rehab projects at this time it would very difficulty for new applications to be approved and projects completed before the projects were to be finished which would need to be by July 30, 2019. Regas noted that one homeowner has shown interest recently and that the HRDC would like to see if they qualify before agreeing to return the funds. Gullette noted that the government makes it difficult by having many ‘hoops’ to jump through and the homeowners can’t to the work themselves they need to contract it out. Regas stated Flathers would like to see if the applicant qualifies before signing off and recommending the council approve the release of the funds. Regas stated more information will be released to council at that point. Nothing further.
4. Resolution 2019-01 Schedule of fines and fees - Regas noted 3 fees Klug would like to see increase:
  - a. Fee for an excavation permit from \$50 – Klug suggests the fee to raise to \$100. Regas stated once of the charges the City sees when an excavation happens is from Gopher 1 calls. Mayor Patch asked if \$100 is enough to charge given what is included in the permit. Regas believes \$100 is sufficient. Mayor Patch asked if it covers the time to cover the project. Regas stated it depends on the project. Regas recommended council take Klug’s recommendation of \$100 for 2019. Gullette asked if someone doesn’t have a permit that is a code violation fine. Regas confirmed. Gullette stated the fine should reflect the permit. Mayor Patch stated even after paying the fine the permit still needs to be paid for.
  - b. Fee for Reading a meter is \$15. - Klug recommends the fee raise. Regas stated the fee to read a meter is only \$15 and the City charges a \$25 fee to disconnect or connect water. Regas stated it would be best if the fees were the same. Mayor Patch asked if the meter reading was for when an electronic isn’t working. Regas stated yes or if an owner requests to have the meter read if they are closing on their bill. Mayor Patch stated that is when someone wants it done outside the normal time when meters are read.
  - c. Tap fee for water connection is \$25 – Klug recommends the fee raise to \$250 or higher. Mayor Patch asked what the tap fee is for sewer. Regas stated it depends on the location in the City. Regas stated there are additions in the City that have set tap fees by Ordinance but understands the remaining areas of the City the sewer tap fee is the same fee of \$25. Regas would like to recheck with Klug. Mayor Patch asked if that fee is to tap into the main. Regas confirmed. Regas wants to confirm the resolution states the fee for both water and sewer. Mayor Patch stated he believes the fee is only to cover the time it takes for the City to tap into the main. Patch stated he would like to have further clarification from Klug as to why it would need to be \$250 or higher. Councilor Sellon stated he believes \$250 may be too steep that the City should consider what the average amount of time it takes to do a tap and charge that amount.
  - d. Pine Tree Park fee for RV dump – Mayor Patch asked to have the fee for RV dump be added to the resolution.
  - e. Land use permit fee is \$30 – Mayor Patch recommended the land use fee be increase to \$50.



# BLACKDUCK CITY COUNCIL WORK SESSION

TUESDAY NOVEMBER 20<sup>TH</sup>, 2018 @ 6:15PM

## WORK SESSION MEETING MINUTES

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- f. Peddlers and/or Solicitors License \$100 – Gulette asked how long the license is good for. Regas stated it is good for one year. Gulette stated if a food truck wanted to park down at the wayside for a year \$100 is very cheap. Regas stated not all peddlers want to pay the fee at \$100. Regas noted a vendor from this past summer that wished to be part of the Blackduck Farmers Market so he didn't have to pay the fee. Sellon noted the Bemidji fee is \$280/every two months. Regas noted that the license doesn't just cover peddlers but solicitors that go door to door too. Chief Grangruth recommended the City renew the peddlers permit every two weeks to deter the type of solicitors that are unwanted.
5. Resolution 2019-02 Annual appointments and designations for 2019 – Regas recommended council start looking at the committee appointments to add Gulette. Regas requested having a councilor on the planning commission and Gulette asked to have a councilor on the library board. Councilor Sellon asked if he could sit on the planning commission. Regas agreed and noted she will make the request to the PC to see if a commissioner would step down. Regas further request Gail Landowski take her place on the Safety Committee. Mayor Patch asked to table the discussion on the resolution until the December work session. Councilor Kolb asked how the meeting dates and times are set. Regas stated that only the Planning Commission is set all the other committee times and dates can vary based on need. Mayor Patch stated the joint powers for the Ambulance is set too. Nothing further at this time.
6. City Administrator Vacation – Regas reported she will be on vacation December 22-January 2, 2019.
7. Newly Elected Official Training LMC – Mayor Patch reminded all council of the newly elected official training in January and February and asked Regas to send the reminder back out to the council and Gulette.

**ADJOURN** – Council adjourned their work session at 7:35pm.

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Christina Regas, City Administrator

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Rudy Patch, Mayor

- ✦ 4:00 p.m. The KRLS Personnel Committee will meet prior to the regular meeting to continue the review of personnel policies
- ✦✦✦ 5:00 p.m. The Selection Committee will meet with consultant Gary Weiers

Kitchigami Regional Library  
**6:00 p.m. Board Meeting 15 November 2018**  
Kitchigami Headquarters Building, Pine River, MN

### **AGENDA**

1. Call to order/Introductions
2. Approval of Agenda
3. Consent Agenda:
  - 3.1 Minutes: September 2018
  - 3.2 Bills: October 2018
  - 3.3 Financial Statements: October 2018
  - 3.4 Director's Report
4. Old business:
  - 4.1 Director selection
  - 4.2 Strategic planning
  - 4.3 Other
  - 4.4 Public input
5. New business
  - 5.1 Bills: November 2018
  - 5.2 Service Agreements: Pequot Lakes and Crosslake
  - 5.3 RLBS revision/MN statute 134 revision process
  - 5.4 Election of officers 2019: Board Nominations Committee
  - 5.5 Other
  - 5.6 Public Input
6. Chair's report
7. Adjournment

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

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#### **Future Board Meetings:**

Thursday Jan 17, 2019  
Thursday Mar 21, 2019  
Thursday May 16, 2019  
Thursday June 20, 2019  
Thursday July 18, 2019  
Thursday Sept 19, 2019  
Thursday Nov 21, 2019  
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Thursday Jan 16, 2020

## 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, MN 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  
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### CITY OF BEMIDJI

Nancy Erickson  
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### 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  
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### CITY OF CASS LAKE

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### CITY OF PARK RAPIDS

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### CITY OF PINE RIVER

Tammy Hoppe  
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### CITY OF WADENA

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1206 16<sup>th</sup> St. SW, Wadena, MN 56482  
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Alternate: Wade Miller

701 1<sup>st</sup> St. SW, Wadena, MN 56482  
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### 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 20 September 2018**  
Kitchigami Headquarters Building, Pine River, MN

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

Board members absent: Kendra Murray, Neal Gaalswyk, Phyllis Eck, Tammy Hoppe, Jim Hofer.

Others non-voting present: Gary Weier of David Drown & Associates, Ardel Nadeson, Christy Loven, Marian Ridge

Vice-Chair Paul Thiede, filling in for Chair Gaalswyk, called the meeting to order at 6:10 p.m.

Motion by Nancy Erickson, seconded by Sheldon Monson, to accept the agenda as presented.

Consent Agenda                      Motion by Wayne Bohn, seconded by George Deiss, to approve the items below as presented on the Consent Agenda:

- July 2018 Minutes
- August 2018 Bills
- ACHF FY2017 Final narrative report
- Director's Report

Motion carried.

Director's Search                      Vice-Chair Thiede, explained the Executive Director Search Committee had completed the preliminary work needed and recommends the engagement of David Drown and Associates to guide KRLS through the search process. Thiede then introduced Gary Weier, primary consultant from DDA, who came to speak to the board about their proposed search plan. See attached pages. Discussion. Motion by Tom Conway, seconded by Nancy Erickson, to move forward and hire the firm of David Drown and Associates. Motion carried. Request to add discussion of the salary range for the new director on the November board agenda.

Regional Library Basic System Report: FY2019 Application (amended budget)                      Motion by Mary Koep, seconded by Wayne Bohn, to approve the amended budget for the RLBS FY2019 application. Discussion. Motion carried.

New Delivery Vehicle                      After reviewing all the van bids, motion by Nancy Erickson, seconded by Mary Koep, to accept the Mills Motor, Inc. proposal for a Ford 2019 350 MR Transit cargo van for \$32,128.75 with no paint or interior seat treatment. Discussion. Motion carried.

September 2018 Bills                      Motion by Wayne Bohn, seconded by Ed Smith, to approve payment of the November 2018 bills checks #20887 to #20941 in the amount of \$44,828.71. Roll call vote: Motion carried.

- Regional Library Telecommunications Aid FY2018 Final Report      Motion by Tom Conway, seconded by Nancy Erickson, to approve the RLTA FY2018 final report and requisite signatures for submission to the state. Discussion. Motion carried.
  
- Regional Library Basic System Support FY2018 Report of Results Accomplished      Motion by Wayne Bohn, seconded by Reed Olson, to approve the RLBSS FY2018 Report of Results Accomplished and the requisite signatures for submission to the state. Discussion. Motion carried.
  
- Arts and Cultural Heritage Funds FY2019 Application      Motion by Mary Koep, seconded by Reed Olson, that the board approve the ACHF FY2019 Application and requisite signatures for submission to the state. Discussion. Motion carried.
  
- Request for legal advice on a Personnel Matter      Motion by Wayne Bohn, seconded by Mary Koep, to hire an attorney who is knowledgeable about debt collection for this personnel matter. Discussion. Motion carried.
  
- Regional Library Telecommunications Aid FY2019 Application      Motion by Tom Conway, seconded by Nancy Erickson, to approve the RLTA FY2019 Application and for required signatures and submission to the state. Discussion. Motion carried.
  
- Certificate of Deposit Renewal      Motion by Tom Conway, seconded by Nancy Erickson, to approve the renewal of the Automation Repair and Replacement Certificate of Deposit #16406 in the amount of approximately \$79,089.18 at Bremer Bank, Brainerd for 15 months at 2.56%. Discussion. Motion carried.
  
- Other      George Weiss of Wadena asked about what to do about unauthorized long distance telephone calls made at a branch. Discussion.

7:20 p.m. Motion made to adjourn by Reed Olson, seconded by Ed Smith. Motion carried.

Minutes respectively submitted by Administrative Assistant, Christy Rose Loven.

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

Date \_\_\_\_\_

**KITCHIGAMI REGIONAL LIBRARY  
CHECK REGISTER  
10/10/2018**

Check Number	Date	Name	Net Amount
20942	10/3/2018	CSSD-CHILD SUPPORT	579.60
20943	10/3/2018	RODENBURG LAW FIRM	83.36
20944	10/10/2018	APG MEDIA OF MN	34.40
20945	10/10/2018	ARTORG STUDIOS, INC	9,389.25
20946	10/10/2018	ARVIG	169.58
20947	10/10/2018	BAKER & TAYLOR	12,209.90
20948	10/10/2018	BAKER & TAYLOR	722.10
20949	10/10/2018	BAKER & TAYLOR	232.17
20950	10/10/2018	BOWMAN, KATIE	61.04
20951	10/10/2018	BRODART CO	840.74
20952	10/10/2018	CENTURY LINK	448.07
20953	10/10/2018	CITY OF PINE RIVER	28.00
20954	10/10/2018	CONCORDIA LANGUAGE	530.00
20955	10/10/2018	DEISS, GEORGE	58.86
20956	10/10/2018	DIAMOND BUILT PROPERTY CARE	270.00
20957	10/10/2018	ERICKSON, NANCY	91.56
20958	10/10/2018	FAMILY MARKET PINE RIVER	42.71
20959	10/10/2018	FRETHEN, RENEE	49.05
20960	10/10/2018	INNOVATIVE INTERFACES	42.75
20961	10/10/2018	JANITORIAL SERVICES OF AMERICA	1,331.44
20962	10/10/2018	JOBS-HQ	337.10
20963	10/10/2018	JOHNSON, STEPHANIE	74.39
20964	10/10/2018	KIMBER CREEK FORD	52.67
20965	10/10/2018	KOEP, MARY	34.88
20966	10/10/2018	LAKES COUNTRY SERVICE COOPERATIVE	11,945.52
20967	10/10/2018	MARTIN, CHERYL	27.25
20968	10/10/2018	MCMURRIN, ANN	50.14
20969	10/10/2018	NCPERS, HEATHSMART BENEFIT	208.00
20970	10/10/2018	NW LINKS	14,145.65
20971	10/10/2018	OFFICE SHOP	819.67
20972	10/10/2018	PAUL BUNYAN TELEPHONE	87.72
20973	10/10/2018	PENWORTHY	568.56
20974	10/10/2018	PITNEY BOWES, INC	256.62
20975	10/10/2018	PINE RIVER SANITARY DISTRICT	42.00
20976	10/10/2018	ROCHESTER TELECOM	215.52
20977	10/10/2018	SCHULTZ, JODI	62.17
20978	10/10/2018	SOUTHEASTER LIBRARIES	4,918.80
20979	10/10/2018	THIEDE, PAUL	9.81
20980	10/10/2018	ULVERSCROFT	94.44
20981	10/10/2018	VERIZON WIRELESS	216.79
20982	10/10/2018	WASTE PARTNERS	73.53
			<u>\$ 61,455.81</u>

**PAYROLL**

**September Payroll (Payable in October)**

Check #	Date	Account	Amount
39253	10/5/2018	Payroll Direct Deposit	\$80,776.69
through	10/5/2018	Payroll Paper Checks	999.88
39338	10/5/2018	MN W/H	\$ 3,593.73
	10/5/2018	FWT	\$ 22,610.50
	10/5/2018	PERA	<u>\$13,913.69</u>
		Payroll Expense	<u>\$121,894.49</u>

<b>AMOUNT EXPENSED</b>	<b>\$ 183,350.30</b>
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**KITCHIGAMI REGIONAL LIBRARY  
CHECK REGISTER  
10/19/2018**

Check Number	Date	Name	Net Amount
Electronic Check	10/19/2018	MINNESOTA UNEMPLOYMENT INS	10.09
20983	10/19/2018	BIBLIOTHECA 3M	5,028.42
20984	10/19/2018	AMAZON	466.11
20985	10/19/2018	ARVIG	43.97
20986	10/19/2018	CAMP 71	170.50
20987	10/19/2018	CHASE BANK	1,856.47
20988	10/19/2018	D&D BEVERAGE	54.80
20989	10/19/2018	DEMCO	737.27
20990	10/19/2018	FAMILY MARKET	9.90
20991	10/19/2018	GALE/CENGAGE	1,817.62
20992	10/19/2018	HUSTONCARRIE	52.32
20993	10/19/2018	INFORGROUP	385.00
20994	10/19/2018	KAPLAN, JAMES	2,155.36
20995	10/19/2018	LAKESCOUNTRY SERVICE	5,972.76
20996	10/19/2018	MIDWEST TAPE	8,648.66
20997	10/19/2018	MINNESOTA POWER	383.68
20998	10/19/2018	MNPEIP	11,692.60
20999	10/19/2018	OFFICE SHOP	136.18
21000	10/19/2018	PENWORTHY	834.58
21001	10/19/2018	RFM-RITEWAY	119.77
21002	10/19/2018	TDS TELECOM	335.43
21003	10/19/2018	VERIZON WIRELESS	26.02
			<u>\$ 40,937.51</u>

**CHASE CREDIT CARD**

**INVOICE DISTRIBUTION REPORT**

Account #	Date	Account Title	Amount
5310.01	10/19/2018	STAFF VAN, GAS AND OIL	42.18
5310.02	10/19/2018	DELIVERY VAN, GAS AND OIL	735.10
5410.04	10/19/2018	MOBILE LIBRARY - GAS & OIL	494.59
5620.00	10/19/2018	LEGACY	584.60
			<u>\$ 1,856.47</u>

**OFFICE SHOP, INC.**

**INVOICE DISTRIBUTION REPORT**

Account #	Date	Account Title	Amount
5236.00	10/10/2018	LIBRARY SUPPLIES - BRANCHES	26.18
5238.00	10/10/2018	COPIER CONTRACT	99.75
5250.00	10/10/2018	OFFICE SUPPLIES	693.74
5236.00	10/19/2018	LIBRARY SUPPLIES - BRANCHES	26.18
5250.00	10/19/2018	OFFICE SUPPLIES	110.00
			<u>\$ 955.85</u>

AMOUNT EXPENSED PAGE 1	\$ 183,350.30
AMOUNT EXPENSED PAGE 2	\$ 40,937.51
<b>AMOUNT EXPENSED</b>	<b>\$ 224,287.81</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	780.02	4,833.02		
Checking	1,128,281.61	1,114,851.73	1,271,018.56	522,809.35		
Money Market Funds	2,956,949.25	2,772,583.83	2,632,627.44	3,754,343.78		
Special Money Market	672,277.18	672,654.75	673,041.76	673,428.99		
Kitchigami Endowment Fund	129,500.00	129,500.00	129,500.00	129,500.00		
Accounts Receivable	-	757.09	757.09	757.09		
Interest Receivable	3,805.69	4,623.54	5,417.96	6,525.70		
Prepaid Insurance	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		
Prepaid Materials	25,448.35	19,942.03	14,900.30	9,858.57		
Investment - CD	504,251.30	504,251.30	504,251.30	504,251.30		
Land	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		
Accum.Depreciation-Bldgs	(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		
Accum.Depreciation-Vehicle	(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		
Accum.Depreciation- FFE	(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		
Accum.Depreciation- Legacy Equipment	(2,585.00)	(2,585.00)	(2,585.00)	(2,585.00)		
Books - Shared Collection	12,150.58	14,146.15	15,660.02	17,315.50		
Books - HQ Contents	110,760.00	110,760.00	110,760.00	110,760.00		
Books - Outreach	174,338.99	175,718.32	176,626.63	177,186.51		
Accum.Depreciation- Books	(241,437.00)	(241,437.00)	(241,437.00)	(241,437.00)		
Sound - Outreach	29,579.39	29,855.56	30,098.54	30,098.54		
Video - Outreach	20,446.12	20,592.10	21,364.40	21,754.74		
<b>TOTAL ASSETS</b>	<b>6,044,224.67</b>	<b>5,846,527.84</b>	<b>5,862,310.44</b>	<b>6,238,929.51</b>	<b>-</b>	<b>-</b>

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

Liabilities and Fund Balance	July	August	September	October	November	December
Accounts Payable	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		
PCORI Tax Payable						
PERA PAYABLE		243.93	243.93	-		
Accrued Vacation Benefits	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		
Investment in Fixed Assets	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		
Restricted Funds - Automation	398,252.90	398,253.90	398,253.90	398,253.90		
Restricted Funds - ARR	256,524.63	256,524.63	256,524.63	256,524.63		
Restricted Funds - Building	165,124.11	165,124.11	165,124.11	165,124.11		
Restricted Funds - HQ Gift	277.00	277.00	277.00	277.00		
Restricted Funds - Acct Software	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		
Restricted Funds - Susan Tricker Outreach	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		
Restricted Funds - Loan Security	31,347.00	31,347.00	31,347.00	31,347.00		
Restricted Funds - Mobile Library	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		
Restricted Funds - Gates Grant	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		
Restricted Funds - Health Insurance	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		
Fund Balance	3,260,481.24	3,260,481.24	3,260,481.24	3,260,481.24		
Excess (Deficit) Over Expenses	(78,110.66)	(276,051.42)	(260,268.82)	116,594.18		
<b>TOTAL LIABILITY AND FUND BALANCE</b>	<b>6,044,223.67</b>	<b>5,846,527.84</b>	<b>5,862,310.44</b>	<b>6,238,929.51</b>	<b>-</b>	<b>-</b>

REVENUE

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

	July	August	September	October	YTD	2018 Budget	Budget Balance	Annual % of Budget
<b>State &amp; Federal Funds:</b>								
State RLBSS	64,505.10		191,609.72	191,609.72	641,239.85	633,189.00	(8,050.85)	101.27%
State RLTA			3,850.50		15,860.99	39,000.00	23,139.01	40.67%
Misc. State Funds	2,065.00				2,065.00	3,400.00	1,335.00	60.74%
Legacy Funds			21,357.42	10,678.71	85,442.21	73,000.00	(12,442.21)	117.04%
<b>Total State &amp; Federal Funds</b>	<b>66,570.10</b>	<b>-</b>	<b>216,817.64</b>	<b>202,288.43</b>	<b>744,608.05</b>	<b>748,589.00</b>	<b>3,980.95</b>	<b>99.47%</b>
<b>County Governments:</b>								
Beltrami County				191,656.50	383,313.00	383,313.00	-	100.00%
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	254,563.50	509,127.00	254,563.50	50.00%
Hubbard County				104,000.00	104,000.00	208,000.00	104,000.00	50.00%
Wadena County				47,766.50	95,533.00	95,533.00	-	100.00%
<b>Total County Governments</b>	<b>254,563.50</b>	<b>-</b>	<b>-</b>	<b>239,423.00</b>	<b>1,021,052.00</b>	<b>1,563,258.00</b>	<b>542,206.00</b>	<b>65.32%</b>
<b>City Governments:</b>								
Bemidji				68,132.00	136,264.00	136,264.00	-	100.00%
Blackduck					7,718.50	15,437.00	7,718.50	50.00%
Brainerd				41,523.50	83,047.00	83,047.00	-	100.00%
Cass Lake				4,077.50	8,155.00	8,155.00	-	100.00%
Longville				4,506.00	9,012.00	9,012.00	-	100.00%
Park Rapids					24,816.00	49,632.00	24,816.00	50.00%
Pine River					6,424.00	12,848.00	6,424.00	50.00%
Wadena				33,791.50	67,583.00	67,583.00	-	100.00%
Walker					7,355.50	14,711.00	7,355.50	50.00%
<b>Total City Governments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>152,030.50</b>	<b>350,375.00</b>	<b>396,689.00</b>	<b>46,314.00</b>	<b>88.32%</b>

REVENUE

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

	July	August	September	October	YTD	2018 Budget	Budget Balance	Annual % of Budget
<b>Interest Income:</b>								
Restricted Interest - CD	603.24	604.27	587.36	893.40	5,271.38	5,800.00	528.62	90.89%
Non-Restricted Int - CD	213.21	213.58	207.06	214.34	1,628.76	2,413.28	784.52	67.49%
Non-Rest'd Interest - Money Mkt	1,260.10	1,498.56	1,635.83	2,214.58	10,940.87	5,500.00	(5,440.87)	198.92%
Special MM Interest	257.76	377.57	387.01	387.23	2,391.83	1,500.00	(891.83)	159.46%
PRSB Checking Interest	46.54	48.53	50.24	23.67	371.65	200.00	(171.65)	185.83%
Total Interest	2,380.85	2,742.51	2,867.50	3,733.22	20,604.49	15,413.28	(5,191.21)	133.68%
<b>Other Income:</b>								
Gifts & Memorials - E Materials	337.06				337.06		(337.06)	
Gifts & Memorials - Books					-			
Endowment Income MNCF					4,791.75		(4,791.75)	
Donations	3,407.42			1,025.00	70,823.89		(70,823.89)	
Gates Reserve		100.00			200.00		(200.00)	
Automation Repair & Replacement					17,459.00	17,459.00		100.00%
Photocopy Sales	751.15	2,695.90	689.20	1,226.45	11,380.80		(11,380.80)	
Overdue Notice Fees	816.00	1,874.00	579.00	967.00	10,787.17	12,000.00	1,212.83	89.89%
Lost and Damaged	678.00	1,182.00	782.00	1,267.00	9,880.31	12,000.00	2,119.69	82.34%
Library Cards Income	205.00	314.00	160.00	246.00	1,905.00		(1,905.00)	
Miscellaneous Income	4.00	26.00	50.73	9.00	525.73		(525.73)	
Fax Income	27.00	363.00	127.00	221.00	1,503.15		(1,503.15)	
Summer Reading Program					113.80		(113.80)	
Winter Reading Program					3,382.10		(3,382.10)	
NLLN-E-Audio Grant					-			
ILL Income	40.00	40.00	20.00	80.00	305.00		(305.00)	
Over/Short	64.80	(1.74)	(0.15)	150.05	371.42		(371.42)	
Total Other Income	6,330.43	6,593.16	2,407.78	5,862.33	133,766.18	46,459.00	(87,307.18)	287.92%
<b>TOTAL REVENUE</b>	329,844.88	9,335.67	222,092.92	603,337.48	2,270,405.72	2,770,408.28	500,002.56	81.95%
Reserve Transfers	329,844.88	9,335.67	222,092.92	603,337.48	2,270,405.72	2,947,520.28	677,114.56	77.03%

## EXPENSES

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

	July	August	September	October	YTD	2018 Budget	Budget Balance	Annual % of Budget
<b>Library Materials:</b>								
Books/Audiovisual	28,563.30	25,333.59	20,853.50	21,943.95	228,588.46	299,987.00	71,398.54	76.20%
E-Materials	6,768.01	6,937.62	5,627.40	7,405.17	86,682.06	81,900.00	(4,782.06)	105.84%
E-Platforms					-	-	-	
Shared Databases/collections	420.00	288.75	157.50	157.50	20,545.75	98,912.97	78,367.22	20.77%
Periodicals and Papers	231.60	57.20			16,410.35	17,477.00	1,066.65	93.90%
<b>Total Library Materials</b>	<b>35,982.91</b>	<b>32,617.16</b>	<b>26,638.40</b>	<b>29,506.62</b>	<b>352,226.62</b>	<b>498,276.97</b>	<b>146,050.35</b>	<b>70.69%</b>
<b>Library Expenses:</b>								
ILL Expense	18.00	74.97		7.05	438.64	-	(438.64)	
Postage	256.62		1,000.00	328.62	4,438.58	11,110.00	6,671.42	39.95%
Phones	1,365.21	1,379.77	1,397.07	1,517.08	14,185.66	52,577.00	38,391.34	26.98%
Mobile Library - Remote Access	26.02	26.02	26.02	26.02	260.20	-	(260.20)	
Sales and Use Tax					-	-	-	
Library Supplies	1,903.53	1,402.93	1,032.44	1,640.27	13,840.95	15,158.00	1,317.05	91.31%
ILS Maintenance Expense	3,507.93	3,507.93	6,341.21	3,507.93	37,912.58	46,800.00	8,887.42	81.01%
Office Supplies	143.14	781.15	1,305.42	1,078.06	9,298.86	22,000.00	12,701.14	42.27%
Promotion					-	6,000.00	6,000.00	0.00%
Winter Reading Program				170.50	234.50	-	(234.50)	
Summer Reading Program					161.85	-	(161.85)	
Processing	1,996.22	1,734.69	1,511.44	1,472.24	15,906.38	25,000.00	9,093.62	63.63%
Automation Repair & Replacement	255.55	372.90	16.37		2,286.64	28,959.00	26,672.36	7.90%
Data Lines - NW Links	1,178.63	9,724.58	1,178.63	15,324.28	51,670.38	-	(51,670.38)	
Gates Reserves Expense					-	-	-	
Automation - Operating Expense		192.00	5,972.76	17,918.28	59,182.36	86,989.00	27,806.64	68.03%
Automation - Supplies					-	20,865.00	20,865.00	0.00%
Automation - Equipment					474.37	5,000.00	4,525.63	9.49%
Automation-Software					454.08	2,875.00	2,420.92	15.79%
<b>Total Library Expenses</b>	<b>10,650.85</b>	<b>19,196.94</b>	<b>19,781.36</b>	<b>42,990.33</b>	<b>210,746.03</b>	<b>323,333.00</b>	<b>112,586.97</b>	<b>65.18%</b>

EXPENSES

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

	July	August	September	October	YTD	2018 Budget	Budget Balance	Annual % of Budget
<b>Vehicle Expenses:</b>								
Gas and Oil	697.77	728.51	781.47	777.28	7,109.79	7,800.00	690.21	91.15%
Repairs & Maintenance	52.25	662.40	21.58		3,659.57	14,900.00	11,240.43	24.56%
Insurance					2,396.01	3,000.00	603.99	79.87%
<b>Total Vehicle Expenses</b>	<b>750.02</b>	<b>1,390.91</b>	<b>803.05</b>	<b>777.28</b>	<b>13,165.37</b>	<b>25,700.00</b>	<b>12,534.63</b>	<b>51.23%</b>
<b>Mobile Library/Outreach Expenses:</b>								
Gas and Oil	464.26	564.90	423.58	547.26	4,774.22	5,000.00	225.78	95.48%
Repairs & Maintenance					185.77	2,000.00	1,814.23	9.29%
Insurance					2,716.35	3,000.00	283.65	90.55%
<b>Total Mobile Library Expense</b>	<b>464.26</b>	<b>564.90</b>	<b>423.58</b>	<b>547.26</b>	<b>7,676.34</b>	<b>10,000.00</b>	<b>2,323.66</b>	<b>76.76%</b>
<b>Building Expenses:</b>								
Heat		26.00	50.50		1,024.82	1,500.00	475.18	68.32%
Insurance-Contents					4,837.00	5,000.00	163.00	96.74%
Insurance-Liabilities					1,114.00	2,000.00	886.00	55.70%
Building & Property R & M	819.08	180.00	668.11	270.00	5,747.08	7,600.00	1,852.92	75.62%
Electricity	397.44	429.87	419.82	383.68	4,233.72	5,000.00	766.28	84.67%
Garbage	69.44	73.53	73.53	73.53	699.72	900.00	200.28	77.75%
Water	28.00	28.00	28.00	28.00	287.76	400.00	112.24	71.94%
Sewer	42.00	42.00	42.00	42.00	424.20	600.00	175.80	70.70%
<b>Total Building Expenses</b>	<b>1,355.96</b>	<b>779.40</b>	<b>1,281.96</b>	<b>797.21</b>	<b>18,368.30</b>	<b>23,000.00</b>	<b>4,631.70</b>	<b>79.86%</b>
<b>KRL Board Expenses:</b>								
Board & Committe Meetings	370.06	430.65	9,487.25	287.96	2,501.37	3,000.00	498.63	83.38%
Legacy Fund Expenses*	1,977.64	1,450.00	1,350.00	12,203.60	62,180.63	73,000.00	10,819.37	85.18%
Special Projects			197.67	2,650.24	1,350.00	10,000.00	8,650.00	13.50%
Membership Dues	197.67	197.67	197.67		4,577.27	2,500.00	(2,077.27)	183.09%
Professional Fees					17,550.00	10,000.00	(7,550.00)	175.50%
Admin Software & Fees					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	375.00	87.50%
<b>Total KRL Board Expense</b>	<b>5,170.37</b>	<b>2,078.32</b>	<b>11,034.92</b>	<b>15,141.80</b>	<b>92,372.21</b>	<b>122,000.00</b>	<b>29,627.79</b>	<b>75.71%</b>

EXPENSES

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

Agency Salaries:	July	August	September	October	YTD	2018 Budget	Budget Balance	Annual % of Budget
Bemidji Branch	16,374.52	16,650.81	16,710.38	18,149.03	185,368.83	245,947.46	60,578.63	75.37%
Bemidji Substitutes	3,976.22	3,314.37	3,248.35	1,079.99	21,916.42	40,742.55	18,826.13	53.79%
Blackduck Branch	2,992.77	2,982.37	3,133.71	2,687.15	29,341.16	32,903.15	3,561.99	89.17%
Blackduck Substitutes	235.11	255.87	215.55	198.25	1,696.43	11,347.73	9,651.30	14.95%
Brainerd Branch	24,425.52	25,839.77	26,220.57	23,862.29	256,411.11	325,183.35	68,772.24	78.85%
Brainerd Substitutes	1,676.11	978.00	1,389.36	1,672.69	13,863.94	12,319.56	(1,544.38)	112.54%
Brainerd Custodial	1,652.59			1,331.44	4,229.57		(4,229.57)	
Cass Lake Branch	1,904.76	1,771.38	2,465.46	2,299.12	22,950.65	30,168.50	7,217.85	76.07%
Cass Lake Substitutes	312.52	246.63	63.60	53.96	1,641.26	8,099.63	6,458.37	20.26%
Longville Branch	3,172.46	2,982.87	3,312.80	2,748.72	29,012.27	33,199.45	4,187.18	87.39%
Longville Substitutes	33.18	44.24		276.50	629.33	3,726.79	3,097.46	16.89%
Park Rapids Branch	9,632.89	9,828.29	9,967.21	9,054.07	97,513.54	117,318.41	19,804.87	83.12%
Park Rapids Substitutes	1,064.81	1,444.88	1,205.41	1,310.06	11,151.47	22,938.62	11,787.15	48.61%
Pine River Branch	3,860.39	4,593.85	5,313.59	4,673.83	46,368.76	60,255.93	13,887.17	76.95%
Pine River Substitutes	1,313.75	1,666.64	805.25	626.05	7,730.84	6,915.25	(815.59)	111.79%
Wadena Branch	5,590.73	5,716.00	6,109.31	5,490.16	55,719.34	71,230.67	15,511.33	78.22%
Wadena Substitutes	734.07	595.07	69.84	419.07	5,507.06	11,963.41	6,456.35	46.03%
Walker Branch	4,454.43	4,744.93	5,143.23	4,656.00	47,097.99	57,517.64	10,419.65	81.88%
Walker Substitutes	344.36	156.76	186.29	296.93	3,366.25	13,966.10	10,599.85	24.10%
<b>Total Agency Salaries</b>	<b>83,751.19</b>	<b>83,812.73</b>	<b>85,559.91</b>	<b>80,885.31</b>	<b>841,516.22</b>	<b>1,105,744.20</b>	<b>264,227.98</b>	<b>76.10%</b>
<b>Regional Salaries:</b>								
Administration	16,930.52	21,074.26	17,883.90	16,684.98	179,735.42	219,565.29	39,829.87	81.86%
Technical Services	3,395.82	3,685.80	3,631.32	3,232.38	35,270.95	42,061.10	6,790.15	83.86%
Technical Services Substitutes					78.66	542.10	463.44	14.51%
Interlibrary Loan	2,113.91	2,252.78	2,329.93	2,036.76	21,903.04	26,028.84	4,125.80	84.15%
Interlibrary Loan Substitutes		49.80	223.14	180.18	596.30	542.10	(54.20)	110.00%
Mobile/Outreach Library	2,512.48	2,726.96	2,788.24	2,451.20	26,362.45	31,259.14	4,896.69	84.34%
Mobile/Outreach Library Substitutes	112.61	430.00	122.85	122.85	4,026.11	3,958.00	(68.11)	101.72%
Delivery	2,064.04	1,965.85	2,308.85	1,641.04	20,748.60	26,129.13	5,380.53	79.41%
Delivery Substitutes	37.35	14.40		100.98	255.85	542.10	286.25	47.20%
Miscellaneous Salaries								
<b>Total Regional Salaries</b>	<b>27,166.73</b>	<b>32,199.85</b>	<b>29,288.23</b>	<b>26,450.37</b>	<b>288,977.38</b>	<b>350,627.80</b>	<b>61,650.42</b>	<b>82.42%</b>

EXPENSES

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

	July	August	September	October	YTD	2018 Budget	Budget Balance	Annual % of Budget
<b>Benefits:</b>								
PEIP Health Insurance	12,423.42	11,004.80	11,692.60	11,692.60	119,032.42	230,400.00	111,367.58	51.66%
KRL Insurance Benefits	869.00	869.00	869.00	869.00	8,728.20	12,000.00	3,271.80	72.74%
Bank Fees	5.00	5.00	5.00	5.00	117.75		(117.75)	
FICA Taxes	8,425.32	8,941.36	8,833.69	8,194.52	85,749.91	114,166.46	28,416.55	75.11%
PERA Payroll Tax	7,646.25	7,906.94	8,126.40	7,453.76	79,684.41	106,472.80	26,788.39	74.84%
Training and Development	620.60	210.47	1,374.26	781.83	3,999.23	15,545.00	11,545.77	25.73%
Unemployment Compensation				10.09	10.09		(10.09)	
Workers Comp Insurance	2,496.00	19.00			5,309.00	9,589.77	4,280.77	55.36%
<b>Total Benefits</b>	<b>32,485.59</b>	<b>28,956.57</b>	<b>30,900.95</b>	<b>29,006.80</b>	<b>302,631.01</b>	<b>488,174.03</b>	<b>185,543.02</b>	<b>61.99%</b>
<b>Personnel Expenses:</b>								
Interview & Hiring	-	43.89	584.50	371.50	4,461.64	6,000.00	2,538.25	57.70%
<b>Other Expenses:</b>								
Meetings-Travel-Marian	199.76				1,220.50		(1,220.50)	
Travel, Other Employees			13.46		240.37		(240.37)	
Service - CrossLake					5,000.00	5,000.00	-	100.00%
Service - Pequot Lakes					5,000.00	5,000.00	-	100.00%
Miscellaneous Expense					163.50		(163.50)	
Fines & Penalties		5,635.76			10,046.05		(10,046.05)	
<b>Total Other Expenses</b>	<b>199.76</b>	<b>5,635.76</b>	<b>13.46</b>	<b>-</b>	<b>21,670.42</b>	<b>10,000.00</b>	<b>(11,670.42)</b>	<b>216.70%</b>
<b>TOTAL EXPENSES</b>	<b>197,977.64</b>	<b>207,276.43</b>	<b>206,310.32</b>	<b>226,474.48</b>	<b>2,153,811.54</b>	<b>2,962,856.00</b>	<b>810,044.35</b>	<b>72.69%</b>
<b>Capital Expenditures</b>								
Total Revenue	329,844.88	9,335.67	222,092.92	603,337.48	2,270,405.72	2,770,408.28	500,002.56	81.95%
Reserve Transfers						177,112.00	177,112.00	0.00%
Total Revenue	329,844.88	9,335.67	222,092.92	603,337.48	2,270,405.72	2,947,520.28	677,114.56	77.03%
Excess (Deficit)	131,867.24	(197,940.76)	15,782.60	376,863.00	116,594.18	-		

### **3.3 Director's report**

#### **Action request: For board information**

##### 3.3.1 Personnel: Training

The workshop on the Electronic Library of Minnesota databases, held at the Concordia Language Villages, was a big success. There were 55 attendees, with 21 of them being KRLS employees. There were also school librarians and employees from Northwest and Lake Agassiz regional libraries. I hope that we will again partner with the other area regional libraries on another "foundation knowledge" training session. We will also consider using CLV as a workshop location.

Several employees attended the Minnesota Library Association Conference this year.

##### 3.3.2 Personnel: Vacancies and Hiring

Bemidji Public Library has been struggling with a staffing shortage due to employee leaves. Sheri was recently able to hire someone as an additional substitute to pick up some of the hours.

The LA II at Walker Public Library has resigned and we are advertising for that position. The first listing did not result in a hiring, so we are reposting.

One of our longest term employees, Muriel Erickson-Betuw of Pine River, is retiring at the end of November. Candidate interviews will take place next week and I hope to have good news by the board meeting date.

Our primary delivery driver has been off work for several weeks and is not expected back before the end of the year. Our second driver is now driving all the routes as we have been unsuccessful in hiring a substitute. We will be re-posting this position next week.

##### 3.3.3 Winter Reading Program

The region-wide Winter Reading Program (Snow time to read) begins in January and runs until March, with a focus on adult reading. Incentives are rolling in now so that everything is in place for January.

##### 3.3.4 Technology

We are hoping to upgrade all of our pc's to Windows 10 in the new year but are again facing difficulties in "locking down" the public computers to prevent retention of personal information.

Our technician at LCSC is working on identifying some security software options that will enable the transition.

### 3.3.5 Park Rapids

The Park Rapids branch manager Jodi Schultz and Leann Willenbring who coordinates the children's program there recently presented their 2017 community art program to the statewide Art Educators of Minnesota conference.

## Electronic Resources January-October 2018

**2017      2018**

**2017      2018**

### Cloud Library

Checkouts: eBooks	48,299	52,421
Checkouts: eAudio	18,084	22,136
New Patrons	843	824

### Ancestry Library

Searches	17728*	3771
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\*Proquest has said previous reporting numbers are incorrect.

### Auto Repair Reference

Sessions	731	680
Searches	850	822

### Flipster

Sessions	1315	1139
Searches	1287	868
Online View	1923	1686
Downloads	2121	2895

### ELM: EBSCO

Sessions	307	540
Searches	872	1913

### ELM: Britannica

Sessions	739	781
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### ELM: Gale

Sessions	16	7
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Kitchigami Regional Library Board Meeting 15 November 2018

**4.1 Director Search**

**Action request: For board discussion and direction**

Gary Weiers of DDA has provided the attached material to discuss with the board at the meeting.



November 5, 2018

*Sent via email only*

Kitchigami Regional Library Board  
 Kitchigami Regional Library Headquarters  
 310 2nd St North, P.O. Box 84  
 Pine River, Minnesota 56474

Dear Board Members,

Thank you for the opportunity to work with you on the process to replace your Library Director. When I attended your meeting in September the Board indicated a desire to review salary information at the November Board meeting. I have therefore gathered information for consideration by the Board.

Regional library systems cover the entire state of Minnesota, but as you know, there are two different models that regions use for library services. Those two options are consolidated and federated. Federated library systems share resources and expertise but do not have central library administration. Consolidated library systems utilize central administration for services throughout the region. As you know, KRLS is a consolidated library system. Including KRLS, there are six consolidated library systems in Minnesota.

I present this background information to help explain that comparative salary data is somewhat limited because there are only five applicable comparisons for the whole state. Listed below are salary comparisons for review by the Board.

Library	Minimum	Maximum	Current	Notes
Great River Regional	\$95,700	\$124,883	\$98,592	System does not have steps. Has minimum, midpoint and maximum salary
Lake Agassiz Regional			\$97,693	2019 Data. There is no salary range for this position.
Pioneerland Regional	\$80,932	\$101,150	\$92,040	2019 Data. This is a 13-step system
Northwest Regional	\$74,655	\$106,695	\$95,044	This is a 12-step system.
Kitchigami Regional			\$97,593	There is no salary range for this position.
East Central Regional	\$62,687	\$93,854	\$93,854	
<b>Averages</b>	<b>\$78,494</b>	<b>\$106,646</b>	<b>\$95,803</b>	

As you know, there is no established salary range for the KRLS Library Director position. However, since Marian has been in the position a very long time, one could conclude she is at the top of the pay range for the position. That would mean the top of the scale for the KRLS system is \$97,593. This is quite a bit under the average maximum pay of the four systems that utilize a minimum and maximum pay range.

This salary situation is very common in positions that have been occupied by the same person for a long time. There tends to be some salary stagnation that occurs simply because the salary is not routinely looked at and compared to others. I am not trying to say the Board should go with a higher salary range, however I do know that salary is an important consideration for any position.

I also want to take this opportunity to provide some additional process related information for you. Once we start to move forward with the advertisement, I will provide weekly email updates to the hiring committee, headed by Neal Gaalswyk. Neal will then provide the Board will updates at your monthly meetings. This process will insure everyone is kept in the loop as the process moves forward.

Attached to this memo is draft calendar for the process. This is not set in stone; however, it does give you an idea about milestones throughout the process.

I look forward to visiting with you on November 15, 2018, to discuss this information with the Board and receive your direction on how to proceed.

Thank you for your consideration.

Sincerely,



Gary Weiers  
DDA Human Resources, Inc.

Attachment

**Kitchigami Regional Library System  
Executive Director Search Process  
Draft Timeline  
October 26, 2018**

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 with the Search Committee</li> </ul>	November 10, 2018
Approve Salary	KRLS Board will approve salary range	November 15, 2018
Professional profile	Develop position profile and advertisement	November 26, 2018
Approve position profile	Search Committee approves profile, job description, 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	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>	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

## **4.2 Strategic planning**

**Action request: That the board approve the following document for submission to the state.**

### 4.2.1 Background

The issue of our strategic plan was discussed by the board at its July meeting. At that time it decided to update our current plan for the short term and submit it to the state. A new planning process and development of a strategic plan would be a first responsibility of the new director in 2019 and the process would be tied into celebrations of the region's 50<sup>th</sup> anniversary.

### 4.2.2 Revision

The branch managers were asked to work with their local advisory committees to update their goals and objectives. I have received the revisions of all the branch libraries except Blackduck and Cass Lake. I hope to have these last two in time for the regular board meeting.

I have attached the draft document for the board's consideration.



# **Kitchigami Regional Library**

## **Strategic Plan: 2018-2020**

DRAFT

# **KRLS Goals and Objectives 2012 - 2015**

## **1. Services**

Goal 1: Increase communications between the library and its service area, including boards, Friends, local government and patrons

*.1 KRLS objective 1*

Develop standard "new cardholder" packages for local branch use

*.2 KRLS objective 2*

Develop information packages for library day at the legislature that can also be used for local government

*.3 KRLS objective 3*

Develop employee handbook and review all personnel policies

## **2. Materials**

Goal: Provide collections that entertain, inform and connect on diverse topics in various formats through strategic goals at branch libraries.

*.1 KRLS objective 1*

Implement an e-audio collection

*.2 KRLS objective 2*

Pilot a multiple simultaneous user e-book service.

## **3. Programming**

Goal: Provide programs that inform and connect through strategic goals developed at the branch library level, collaborate with community groups and schools to fulfill library goals.

*.1 KRLS objective 1*

Implement practices that best manage Arts and Cultural Heritage grants for the benefit of local branch library and community organizations

## **4. Organizational management**

Goal: In order to develop, maintain and enhance cost-effective and efficient central services, KRLS will systematically review and prioritize its core central services processes and implement region-wide policies and practices that are consistent with its public service priorities.

*.1 KRLS objective 1*

Hire a new regional director

*.2 KRLS objective 2*

Review and reorganize the processes for participating in Minitex/MnLINK worldcat project.

*.3 KRLS objective 3*

Restructure the technology system support to upgrade to windows 10 and provide greater security on public internet equipment.

# **Bemidji Public Library Goals and Objectives 2018 - 2021**

## **1. Services**

Goal 1: Increase communications between the library and its service area, including boards, Friends, local government, and patrons.

A. Bemidji objective 1.

Give annual presentations to the Beltrami County Board of Commissioners and to the Bemidji City Council.

B. Bemidji objective 2

Disperse a monthly electronic newsletter and calendar to subscribers

C. Bemidji objective 3

Publish a monthly column of library news and events in local newspaper.

D. Bemidji objective 4

Regularly attend Bemidji area Community Resource Connections meetings to establish and communicate with local agencies.

## **2. Materials**

Goal 1: Provide collections that entertain, inform, and connect on diverse topics in various formats through strategic goals at branch libraries.

A. Bemidji objective 1

Develop a "local authors" section of materials written by local authors.

B. Bemidji objective 2

Evaluate collection development plan so staff is aware of local circulation trends and collection development policies.

C. Bemidji objective 3

Require all who do collection develop to attend at least one webinar annually on a subject that pertains to collection development.

## **3. Programming**

Goal 1: Provide programs that inform and connect through strategic goals developed at the branch library level, collaborate with community groups and schools to fulfill library goals.

A. Bemidji objective 1

Hold at least four local level programs using KRLS legacy fund.

B. Bemidji objective 2

Continue to work with the Friends of the Library to continue and expand their local program series.

C. Bemidji Objective 3

Collaborate with at least two separate local agencies to provide local programming.

# **Blackduck Goals and Objectives 2012 - 2015**

## **1. Services**

Goal: Increase communications between the library and its service area, including boards, Friends, local government and patrons

### *.1 Blackduck objective 1*

Collaborate with the City of Blackduck community coordinator on the development and promotion of the library message as an intrinsic part of community development

## **2. Materials**

Goal: Provide collections that entertain, inform and connect on diverse topics in various formats through strategic goals at branch libraries.

### *.1 Blackduck objective 1*

Increase DVD collection and re-evaluate video use

### *.2 Blackduck objective 2*

Implement a plan to support more timely weeding.

## **3. Programming**

Goal: Provide programs that inform and connect through strategic goals developed at the branch library level, collaborate with community groups and schools to fulfill library goals.

### *.1 Blackduck objective 1*

Increase SRP completion rate by 5% annually

# **Brainerd Goals and Objectives 2018 - 2021**

## **1. Services**

Goal: Increase communications between the library and its service area, including boards, Friends, local government and patrons

*.1 Brainerd objective 1*

Conduct a community survey to determine the needs and wants of our community.

*.2 Brainerd objective 2*

Increase outreach through public speaking throughout the community.

*.3 Brainerd objective 3*

Increase collaboration and communication with city and county staff and officials.

## **2. Materials**

Goal: Provide collections that entertain, inform and connect on diverse topics in various formats through strategic goals at branch libraries.

*.1 Brainerd objective 1*

Improve on reader's advisory through bookmarks, displays and read-alike recommendations.

*.2 Brainerd objective 2*

Refocus the materials budget through research of statistics including total checkout and hold patterns.

*.3 Brainerd objective 3*

Develop a plan for the maintaining the collection size due to space restrictions.

## **3. Programming**

Goal: Provide programs that inform and connect through strategic goals developed at the branch library level, collaborate with community groups and schools to fulfill library goals.

*.1 Brainerd objective 1*

Diversify programming with the help of volunteers, particularly with Innovator Lab resources.

*.2 Brainerd objective 2*

Add an online component to the Summer Reading Program.

*.3 Brainerd objective 3*

Develop a better way to communicate the impact of programming and workshops held at the library

# **Cass Lake Public Library Goals and Objectives 2012 - 2015**

## **1. Services**

Goal: Increase communications between the library and its service area, including boards, Friends, local government and patrons

*.1 Cass Lake objective 1*

Expand Facebook use for daily information, not just special events

*.2 Cass Lake objective 2*

Market e-materials to local schools

*.3 Cass Lake objective 3*

Add more library system information in the local paper library column

## **2. Materials**

Goal: Provide collections that entertain, inform and connect on diverse topics in various formats through strategic goals at branch libraries.

*.1 Cass Lake objective 1*

Continue to build materials that enhance relevance to the local ethnic population

*.2 Cass Lake objective 2*

Update adult and juvenile collections with local environmental information

## **3. Programming**

Goal: Provide programs that inform and connect through strategic goals developed at the branch library level, collaborate with community groups and schools to fulfill library goals.

*.1 Cass Lake objective 1*

Offer an instructional program on the use of the web catalog for students at the local schools annually

# **Margaret Welch (Longville) Library Goals and Objectives 2018 - 2021**

## **1. Services**

**Goal:** Increase communications between the library and its service area, including boards, Friends, local government and patrons

### **.1 Longville objective 1**

Increase community knowledge and awareness of library services, materials, programs and updates.

### **.2 Longville objective 2**

Provide opportunity for patrons to offer anonymous input for ideas, comments, suggestions or areas of service they would like to see enhanced at the Longville Library.

## **2. Materials**

**Goal:** Provide collections that entertain, inform and connect on diverse topics in various formats through strategic goals at branch libraries.

### **.1 Longville objective 1**

Increase adult contemporary history genre

### **.2 Evaluate and update juvenile non fiction print materials collection**

## **3. Programming**

**Goal:** Take steps to make basic computer program and/or smart phone workshops available at library.

**Goal:** Search for a variety of educational / art / hobby workshop possibilities to make available at the library.

# Park Rapids Area Library Goals and Objectives 2018 - 2021

## 1. Services

Goal: Increase communications between the library and its service area, including boards, Friends, local government and patrons

*.1 Park Rapids objective 1*

Increase electronic event postings on library, community education, downtown business association and arts council websites

*.2 Park Rapids objective 2*

Increase postings of library information in the local newspapers, including a library column

*.3 Park Rapids objective 3*

Increase number of subscribers to e-newsletter

*.4 Park Rapids objective 4*

Maintain membership in PRDBA and PRLAAC, and form partnerships for projects and events.

*.5 Park Rapids objective 5*

Increase outlets for advertising, (examples; radio, Twitter)

Goal: Promote registration for library cards, especially during the months of April (National Library Month), and September (New Library Card Month)

*.1 Park Rapids objective*

Create informational packets to distribute to new library card holders at time of registration

## 2. Materials

Goal: Provide collections that entertain, inform and connect on diverse topics in various formats through strategic goals at branch libraries.

*.1 Park Rapids objective 1*

Continue utilizing review process for selecting newly released materials, including public input

*.2 Park Rapids objective 2*

Expand collections for adults and their changing interests

*.3 Park Rapids objective 3*

Create innovative ways to feature special interest materials, and new materials

### **3. Programming**

Goal: Provide programs that inform and connect through strategic goals developed at the branch library level, collaborate with community groups and schools to fulfill library goals.

*.1 Park Rapids objective 1*

Develop programs that promote a love of reading in young children

*.2 Park Rapids objective 2*

Provide tours and courses that facilitate information technology and fluency

*.3 Park Rapids objective 3*

Using the Barb Ranson Memorial fund, provide one major event per year, and several small scale events featuring STEM topics

*.4 Park Rapids objective 4*

Develop programs that encourage communication between people of different ages and life experience

*.5 Park Rapids objective 5*

Explore avenues for offering age- specific programs such as 1000 Books Before Kindergarten

Goal: Work toward becoming a dementia friendly library

*.1 Park Rapids objective 1*

Participate in educational opportunities to learn how to better arrange our physical space and services in order to best serve people suffering from dementia, and those caring for them.

# **Pine River Public Library Goals and Objectives 2018 - 2021**

## **Pine River Goals and Objectives 2018 - 2021**

### **1. Services**

Goal: Increase informational materials to patrons about Library happenings

*.1 Pine River Objective 1*

Increase communication with schools

*.2 Pine River Objective 2*

Change Wednesday hours to 6 p.m.

### **2. Materials**

Goal: Implement a plan to support more timely weeding

*.1 Pine River Objective 1*

Develop a monitoring process to identify and respond to new genres that have increasing activity

*.2 Pine River Objective 2*

Increase DVD collection and re-evaluate genre interest

### **4. Programming**

Goal: Increase local attendance through increased communication and more local programs

*.1 Pine River Objective 1*

Open Storytime to the public

*.2 Pine River Objective 2*

Increase Local Legacy appearances with community involvement

# **Wadena Public Library Goals and Objectives 2018 - 2021**

## **1. Facility**

Goal: Library Users will have a safe, well maintained, welcoming facility.

*.1 Wadena objective 1:*

Increase Wadena Library card holders by 5% annually.

*.2 Wadena objective 2:*

Increase library foot traffic by 5% annually.

*.3 Wadena Objective 3:*

By 2021 Wadena County residence will have a new library facility with more than double the building space.

## **2. Materials**

Goal: Library Users will have the ability to obtain tangible materials through an expanded in-house collection.

*.1 Wadena objective 1:*

Maintain an overall complete collection of current materials in all genres and increase material collection in each by 10% annually as space allows.

*.2 Wadena objective 2:*

Weed collection annually to ensure current, relevant materials and enough space for new items.

## **3. Virtual Services**

Goal: Library Users will have the ability to connect to the Library 24/7 to acquire information and materials through up-to-date, user friendly virtual services.

*.1 Wadena objective 1:*

Increase the use of the Wadena City Library Facebook page by 5% annually.

*.2 Wadena objective 2:*

Increase Wadena Library patron use of electronic resources by 5% annually.

#### **4. Programming**

Goal: Library Users will have access to resources and programs to enhance their quality of life and enable lifelong learning.

*.1 Wadena objective 1:*

Increase the number of Wadena Library sponsored programs by 5% annually.

*.2 Wadena objective 2:*

Increase children and family program participation by 5% annually.

*.3 Wadena objective 3:*

Support any and all KRLS sponsored program efforts provided with Arts and Cultural Heritage funds.

*.4 Wadena objective 4:*

Conduct local targeted surveys to bring meaningful programming to the service area.

*.5 Wadena objective 5:*

Partner with all local Legacy funded entities when possible to provide well rounded, meaningful experiences.

# Walker Goals and Objectives 2018 - 2021

## 1. Services

Goal: Increase communications between the library and its service area, including boards, Friends, local government and patrons.

.1 Walker Objective 1

Increase the use of social media for communications through Facebook.

.2 Walker Objective 2

Utilize the KRLS website for all local events and activities.

.3 Walker Objective 3

Increase the use of free, local newspaper space to at least one entry per month.

## 2. Materials

Goal: Provide collections that entertain, inform and connect on diverse topics in various formats through strategic goals at branch libraries.

.1 Walker Objective 1

Increase selection and circulation of large print fiction materials through targeting 10% of the materials budget to this area.

.2 Walker Objective 2

Utilize year end budget surplus to update non-fiction collections.

## 3. Programming

Goal: Provide programs that inform and connect through strategic goals developed at the branch library level, collaborate with community groups and schools to fulfill library goals.

.1 Walker Objective 1

Attract more children to library programs through working with community and school partners.

.2 Walker Objective 2

Increase adult and family programming by offering a makerspace and open project hours.

**5.2 Service agreements: Pequot Lakes and Crosslake**

**Action request: That the board approve the 2019 service agreements and the required signatures of the chair and director, for distribution to the two cities.**

---

Annual service agreements between KRLS and the cities of Crosslake and Pequot Lakes for service to library users in their non-participating libraries are distributed and signed for January 1 of the following year. The attached agreement applies to both communities.

**Kitchigami Regional Library System**  
**Service Contract: City of Crosslake**

**1. Parties to Agreement**

This Agreement is between Kitchigami Regional Library System as service provider (hereinafter referred to as "KRLS") at 310 2<sup>nd</sup> St. Pine River MN and the City of Crosslake (hereinafter referred to as "city") on behalf of its community library (hereinafter referred to as "Crosslake Library").

**2. Purpose of Agreement**

This Agreement defines the services to be provided by Kitchigami Regional Library System to the Crosslake Library with funds provided by Crow Wing County and the responsibilities of the Crosslake Library.

**3. Term of Agreement**

This Agreement will be in place from 1 January 2019, provided that the agreement is signed by both parties and both parties have received signed copies through certified mail by 31 December 2018, through 31 December 2019. If the Agreement is not completed by 31 December 2018, it will be in force on the 1<sup>st</sup> day of the month following signatures and be in effect for twelve (12) months retroactively from 1 January 2019.

**4. Scope of Services: KRLS**

Kitchigami Regional Library System will provide the following services, beginning 1 January 2019, or the 1<sup>st</sup> day of the month following completion of the negotiation process:

1. Facilitated borrower registration for KRLS borrowers who use the Crosslake library for pick up and return of library materials, within seven (7) days of receipt of fully completed borrower registration forms.
2. Interlibrary loan and intraregional loan borrowing to KRLS borrowers who use the Crosslake library for pick up and return of library materials through maintenance of that library as a pickup location.
3. Delivery services for library materials to and from the Crosslake library three (3) days per week (Monday, Wednesday, Friday) on those days and weeks that deliveries are made to KRLS branch libraries. Deliveries may be interrupted by federal holidays, severe weather conditions or equipment interruptions; substitute delivery dates are not guaranteed by KRLS.
4. Information on and access to regional/statewide training opportunities.
5. Training materials and training of one local trainer selected by the Crosslake library on interlibrary loans support, borrower registration and delivery support as required. One training session will be provided on request within the contract period.

6. KRLS will issue a check to the City of Crosslake for the acquisition of materials for the Crosslake library collection, paid from the KRLS Crow Wing County reserve in the amount of \$5,000.00, within thirty (30) days of the completion of the Agreement negotiations.

**5. Scope of Service: City of Crosslake**

The City of Crosslake commits to provide the following:

1. Registration of Kitchigami Regional Library System residents for KRLS borrower cards at no charge to the public, with verification of the residence requirements of the applicants.
2. A local trainer who will be responsible for training all local library workers on borrower registration, interlibrary loans and delivery.
3. The Crosslake library must be open or provide a secure location for delivery between 9:30 a.m. and noon on each of the delivery days described in paragraph 4.3 above.
4. All KRLS policies and procedures for registration, interlibrary loan, intraregional loans, delivery and electronic services will be followed.
5. The city must maintain a restricted fund for KRLS dollars paid to it for the purchase of library collection materials, which is audited annually and subject to review as described in paragraph 10 below.

**6. Agreement Administration**

All provisions of this Agreement shall be coordinated and administered by the persons identified in Paragraph 11.

**7. Amendments**

No amendments may be made to this Agreement after signing by the parties, except for extensions of time, or increases or reductions of the services to be performed as mutually agreed by the city and KRLS.

**8. Data Practices**

The city agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The city will immediately report to KRLS any requests from third parties for information relating to this Agreement. The KRLS board agrees to respond promptly to inquiries from the city concerning data requests. The city agrees to hold the KRLS library Board, its officers, and employees harmless from any claims resulting from the city's unlawful disclosure or use of data protected under state and federal laws.

The city will designate an official representative who will sign and maintain on file and submit to KRLS a copy of the KRLS Data Privacy and Non-disclosure of Information Policy included as Appendix A to this Agreement.

#### **9. Compliance with the Law**

The city agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA) including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), the Minnesota Human Rights Act (Minn.Stat. DC.363) and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age. In the event of questions from the city concerning these requirements, the KRLS library board agrees to supply promptly all necessary clarifications. Violation of any of the above laws can lead to termination of this Agreement.

#### **10. Audits**

The city agrees that the KRLS library board, the State Auditor or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that are relevant and involve transactions relating to this Agreement.

#### **11. Cancellation, Default and Remedies**

Either party of this Agreement may cancel this Agreement upon sixty (60) days written notice, except that if the city fails to fulfill its obligations under this Agreement in a proper and timely manner, or otherwise violates the terms of this Agreement, the KRLS library board has the right to terminate this Agreement, if the city has not cured the default after receiving seven (7) days written notice of the default.

The city agrees to defend, indemnify and hold the KRLS library board, its officials, officers, employees and agents harmless from any liability, claims, charges, damages, costs, judgments or expenses, including reasonable attorney's fees, resulting directly or indirectly on account of any product, or any act or omission (including, without limitation, professional errors and omissions) of the city, its officers, agents, employees or anyone who would be liable in the performance of the services provided by this agreement and against all loss by reason of the failure of the city fully to perform, in any respect, all obligations under this Agreement.

The city agrees to perform all acts and make all payments, the legal obligation for which arise as a result of its activities and performance in connection with this contract, including obligations to third persons and government agencies.

**12. Notices**

Any notice or demand, authorized or required under this Agreement shall be in writing, and shall be sent by certified mail to the other party as follows:

**To the city:**

**Designated Representative**

**To the KRLS Library Board:**

**Designated Representative**

Marian F. Ridge, Director  
Kitchigami Regional Library System  
P.O. Box 84  
Pine River, MN 56474

**Signatures**

\_\_\_\_\_  
**Chair, Kitchigami Regional Library Board**

**Date:** \_\_\_\_\_

\_\_\_\_\_

**Mayor, City of Crosslake**

**Date:** \_\_\_\_\_

**Kitchigami Regional Library System**  
**Service Contract: City of Pequot Lakes**

**1. Parties to Agreement**

This Agreement is between Kitchigami Regional Library System as service provider (hereinafter referred to as "KRLS") at 310 2<sup>nd</sup> St. Pine River MN and the City of Pequot Lakes (hereinafter referred to as "city") on behalf of its community library (hereinafter referred to as "Pequot Lakes Library").

**2. Purpose of Agreement**

This Agreement defines the services to be provided by Kitchigami Regional Library System to the Pequot Lakes Library with funds provided by Crow Wing County and the responsibilities of the Pequot Lakes Library.

**3. Term of Agreement**

This Agreement will be in place from 1 January 2019, provided that the agreement is signed by both parties and both parties have received signed copies through certified mail by 31 December 2018, through 31 December 2019. If the Agreement is not completed by 31 December 2018, it will be in force on the 1<sup>st</sup> day of the month following signatures and be in effect for twelve (12) months retroactively from 1 January 2019.

**4. Scope of Services: KRLS**

Kitchigami Regional Library System will provide the following services, beginning 1 January 2019, or the 1<sup>st</sup> day of the month following completion of the negotiation process:

1. Facilitated borrower registration for KRLS borrowers who use the Pequot Lakes library for pick up and return of library materials, within seven (7) days of receipt of fully completed borrower registration forms.
2. Interlibrary loan and intraregional loan borrowing to KRLS borrowers who use the Pequot Lakes library for pick up and return of library materials through maintenance of that library as a pickup location.
3. Delivery services for library materials to and from the Pequot Lakes library three (3) days per week (Monday, Wednesday, Friday) on those days and weeks that deliveries are made to KRLS branch libraries. Deliveries may be interrupted by federal holidays, severe weather conditions or equipment interruptions; substitute delivery dates are not guaranteed by KRLS.
4. Information on and access to regional/statewide training opportunities.
5. Training materials and training of one local trainer selected by the Pequot Lakes library on interlibrary loans support, borrower registration and delivery support as required. One training session will be provided on request within the contract period.

6. KRLS will issue a check to the City of Pequot Lakes for the acquisition of materials for the Pequot Lakes library collection, paid from the KRLS Crow Wing County reserve in the amount of \$5,000.00, within thirty (30) days of the completion of the Agreement negotiations.

**5. Scope of Service: City of Pequot Lakes**

The City of Pequot Lakes commits to provide the following:

1. Registration of Kitchigami Regional Library System residents for KRLS borrower cards at no charge to the public, with verification of the residence requirements of the applicants.
2. A local trainer who will be responsible for training all local library workers on borrower registration, interlibrary loans and delivery.
3. The Pequot Lakes library must be open or provide a secure location for delivery between 9:30 a.m. and noon on each of the delivery days described in paragraph 4.3 above.
4. All KRLS policies and procedures for registration, interlibrary loan, intraregional loans, delivery and electronic services will be followed.
5. The city must maintain a restricted fund for KRLS dollars paid to it for the purchase of library collection materials, which is audited annually and subject to review as described in paragraph 10 below.

**6. Agreement Administration**

All provisions of this Agreement shall be coordinated and administered by the persons identified in Paragraph 11.

**7. Amendments**

No amendments may be made to this Agreement after signing by the parties, except for extensions of time, or increases or reductions of the services to be performed as mutually agreed by the city and KRLS.

**8. Data Practices**

The city agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The city will immediately report to KRLS any requests from third parties for information relating to this Agreement. The KRLS board agrees to respond promptly to inquiries from the city concerning data requests. The city agrees to hold the KRLS library Board, its officers, and employees harmless from any claims resulting from the city's unlawful disclosure or use of data protected under state and federal laws.

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The city agrees to defend, indemnify and hold the KRLS library board, its officials, officers, employees and agents harmless from any liability, claims, charges, damages, costs, judgments or expenses, including reasonable attorney's fees, resulting directly or indirectly on account of any product, or any act or omission (including, without limitation, professional errors and omissions) of the city, its officers, agents, employees or anyone who would be liable in the performance of the services provided by this agreement and against all loss by reason of the failure of the city fully to perform, in any respect, all obligations under this Agreement.

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**Designated Representative**

**To the KRLS Library Board:**

**Designated Representative**

Marian F. Ridge, Director  
Kitchigami Regional Library System  
P.O. Box 84  
Pine River, MN 56474

**Signatures**

\_\_\_\_\_  
**Chair, Kitchigami Regional Library Board**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Mayor, City of Pequot Lakes**

**Date:** \_\_\_\_\_

### **5.3 Revision of Minnesota statute 134 and RLBS proposal**

#### **Action request: For the board's information and discussion**

##### Background

The two primary state aid programs are RLTA, which funds data lines costs above the federal e-rate repayment, and RLBS which funds core services. RLBS funds almost all KRLS headquarters operations.

There has been one increase to RLBS in the past 20 years and that was 10 years ago, in spite of requests and lobbying by the public library community. After the disappointment of the last biennium, the public library systems and school and academic libraries, through the Minnesota Library Association, began to review the problems underlying its lobbying efforts. The Minnesota Library Association contracts with Sam Walseth of Capitol Hill Associates to lobby on behalf of the library community.

Beginning almost two years ago the regional public library systems, through their administrative group CRPLSA, and the multitype library systems\* through their administrative group MCMT and the MLA legislative committee through its Chair began a series of meetings to define the problem and look for more effective approaches to the legislature. (\*Multitype systems do not provide library service: they facilitate cooperative projects and services between different types of libraries, such as public, school, special, etc.)

Agreement was reached on the issue almost a year ago. The public library community confuses the legislature with too many requests and a complicated structure. CRPLSA and MCMT jointly asked the lobbyist to work on a "one ask" bill that would reduce the structure problems and focus on one funding request. Focusing advocacy, we hope, will result in a better legislative response.

To achieve this goal, the lobbyist proposed that a "one line item" structure would be most successful. Again, the intent was to simplify the approach to the legislature. Independent of these instructions, both CRPLSA and MCMT were working on developing their funding requests for the 2019 legislative session.

##### "One ask" proposal

In July Sam Walseth presented a first proposal for changes to MN134 to a joint meeting of CRPLSA, MCMT and the Legislative chair in Mankato. There was considerable discussion of the first proposal and revisions were requested. He then met with MCMT in the early fall and revised the proposal substantially; Northern Lights Library Network (NLLN) did not attend that meeting. NLLN did receive the information regarding the changes immediately afterward.

A further joint meeting of the lobbyist, MLA legislative chair, CRPLSA and MCMT was held at the end of October. NLLN was the only public library system absent from this meeting. Further wording changes were discussed for MCMT and the regional public library systems and there was discussion of alternative ways of drafting the "one line item" that would still work with the state's format requirements. The regional public library systems are working on proposed RLTA wording.

#### Process from here

The original intent was for the legislative change and the financial request to be included as a package at the 2019 legislative session. In the interim, however, the NLLN director asked the NLLN board to approve a motion opposing changes to MN134. They approved her request. She then sent the motion and a memo regarding her concerns to MLA, all member organizations of NLLN except for the regional public library systems, and state representatives for the NLLN districts. She did not include the revised proposals for MN134. She also notified MLA that NLLN would no longer be a member of that organization and would not fund the lobbyist.

The NLLN director's memo, which is attached, was discussed by CRPLSA and the regional public library systems have decided not to proceed with the MN134 changes in this legislative session. CRPLSA will continue to work with MCMT on revised wording and hope to have it before MLA and then before the legislature for the 2020 session.

CRPLSA will continue to present a funding request to the 2019 legislative session.

#### Next steps

I have not included the 3 (to date) versions of proposed changes to MN134 with this agenda item because this is a document still in development.

The CRPLSA proposed RLBSS and RLTA funding request for 2019 will be on the January agenda for the board's discussion and approval.

## Christy Loven

---

**From:** Marian Ridge <ridgem@krls.org>  
**Sent:** Friday, November 09, 2018 9:18 AM  
**To:** christy  
**Subject:** FW: Changes to Minnesota library Statute 134 Fwd: October 30 Meeting in St Cloud  
**Attachments:** sc4402.pdf

---

**From:** Reed Olson [mailto:Reed.Olson@co.beltrami.mn.us]  
**Sent:** Wednesday, October 24, 2018 2:47 PM  
**To:** ridgem@krls.org  
**Subject:** Fwd: Changes to Minnesota library Statute 134 Fwd: October 30 Meeting in St Cloud

I will probably send you a few more forwarded emails as I find them.  
Reed

---

**From:** Kathy Enger [Kathy.Enger@nlln.org]  
**Sent:** October 23, 2018 at 11:49:26 AM  
**To:** aboese@ramsey.lib.mn.us  
**CC:** Benjamin Tarshish, Reed Olson, Wayne Ingersoll, Mari Dailey, Nanettealbright, Carol Sibley, Adelle Bridgeford, Brent Andrews, Glenn Heinecke, Lina Belar, NLLN Schools, NLLN Academic, Debra Keena, Sanfordal, Nllnlist  
**Subject:** Changes to Minnesota library Statute 134 Fwd: October 30 Meeting in St Cloud

Hello Amy:

I am writing to you because you are past president of the Minnesota Library Association (MLA) and I worked with your mom and dad when Lin and I lived in Cambridge. I have great respect for you and your parents. I especially appreciate your inclusive approach library services. All-in-all, you are approachable and I feel I can come to you with my concern. This is very difficult and emotional for me.

It is exceedingly difficult for me to witness what is happening under the current legislative representation of the Minnesota Library Association.

Please find attached and below information on proposed changes to Minnesota library Statute 134 by MLA lobbyist, Sam Walseth, and legislative chair, Ann Walker Smalley.

From what I understand, the members of the Minnesota Library Association are unaware of these proposed changes. I do know that members of MLA from the Northern Lights Library Network region are unaware of them. NLLN serves a geographic region that covers over 1/3 of the State of Minnesota.

The proposed changes to a statute that affects all Minnesota libraries (Statute 134) should have come before the MLA membership at the annual meeting for a vote in October, before it is presented as a bill during the 2019 Minnesota legislative session. At the very least, MLA members should know about what is being proposed. Yet, even though there were several 'library advocacy' sessions conducted by Sam Walseth, Ann Walker Smalley, and Ann Hokanson at the MLA conference this month, there was no mention of the proposed

changes to Minnesota library Statute 134 (mentioned in Ann's email below, and the change to statute in Sam's draft, attached).

MLA members should at least know about changes to a statute (134) that affect all Minnesota libraries, especially since it is being proposed by the people representing MLA members. MLA is paying Sam Walseth to work on our behalf. In the best interests of the constituents in our region, the Northern Lights Library Network Governing Board voted on October 20th, to oppose changes to Statute 134.

It is my opinion that this is an expedient, undemocratic, autocratic way of moving forward the will of few people, who are misusing the power MLA has entrusted to them. We see this type of bullying going on national and international levels, but I never expected it to reach the local level here in Minnesota.

Since the NLLN Governing Board voted to oppose changes to Minnesota Statute 134, and yet, MLA is moving forward with them, NLLN will be forced to focus our energies on other professional associations that represent our constituents in a more fair and considered manner. The 'One Ask' approach that MLA Lobbyist, Sam Walseth, is proposing is not bringing libraries together in a democratic manner. In fact, it is dividing them.

I have copied this email to interested parties and members of Northern Lights Library Network.

---

Kathy B. Enger, M.L.S., Ph.D.  
Executive Director  
Northern Lights Library Network (NLLN)  
[Kathy.Enger@nlln.org](mailto:Kathy.Enger@nlln.org)

NLLN  
@ MSUM  
P.O. Box 136  
1104 7th Avenue South  
Moorhead, Minnesota 56563

218-477-2934 Office  
701-429-1857 Cell

Committed to strong libraries in Minnesota

----- Original Message -----

**Subject:**October 30 Meeting in St Cloud  
**Date:**2018-10-22 13:00  
**From:**Ann Walker Smalley <[ann@metronet.lib.mn.us](mailto:ann@metronet.lib.mn.us)>  
**To:**[Multitypes-CRPLSA@alslib.info](mailto:Multitypes-CRPLSA@alslib.info)

Hello multitype and regional public directors,

Kitchigami Regional Library Board Meeting 15 November 2018

**5.4 Election of officers 2019: Board nominations committee**

**Action request: That the chair designates a nominations committee/procedure for the 2018 board officers.**

The following board offices are voted upon annually at the January meeting:

Chair  
Vice-Chair  
Treasurer  
Secretary

The bylaws and JPA require that all positions except Secretary must be filled by board members who are elected members of their appointing board/city council.

The bylaws provide that the Chair may appoint a nominations committee to secure candidates for each position. In the past the Chair has appointed a committee of one or more to identify candidates.

December 4th, 2018

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 12/4/2018	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 12/4/2018	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$124,953.36	\$10,828.21	\$114,125.15	\$80,429.23	\$0.00	\$80,429.23	
POLICE RESTRICTED CASH	\$39,215.21	\$0.00	\$39,215.21	\$0.00	\$0.00	\$0.00	
CEMETERY	\$274.05	\$5.19	\$268.86	\$1,588.23	\$0.00	\$1,588.23	
PERPETUAL CARE	\$6,892.76	\$0.00	\$6,892.76	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$58,588.92	\$0.00	\$58,588.92	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$8,602.20	\$0.00	\$8,602.20	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$14,707.78	\$100.80	\$14,606.98	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$194,954.42	\$0.00	\$194,954.42	
PINE TREE PARK	\$45,890.06	\$570.59	\$45,319.47	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.01	\$0.00	\$0.01	\$105,061.30	\$0.00	\$105,061.30	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$17,240.15	\$0.00	\$17,240.15	
Fire Dept Special Equip Fund	\$152,591.80	\$0.00	\$152,591.80	\$25,955.71	\$0.00	\$25,955.71	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$227,187.56	\$0.00	\$227,187.56	
2006 GO BOND	\$58,821.57	\$0.00	\$58,821.57	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond	\$46,892.80	\$0.00	\$46,892.80	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan	\$12,441.83	\$0.00	\$12,441.83	\$0.00	\$0.00	\$0.00	
2012A Refund Bond Golf/Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan	\$23,266.38	\$0.00	\$23,266.38	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Ma	\$145,920.28	\$63.45	\$145,856.83	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan	\$4,981.75	\$0.00	\$4,981.75	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service	\$8,655.06	\$0.00	\$8,655.06	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING	\$87,910.09	\$0.00	\$87,910.09	\$0.00	\$0.00	\$0.00	
WATER FUND	\$247,178.82	\$1,747.00	\$245,431.82	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$112,461.90	\$4,038.87	\$108,423.03	(\$1,283.00)	\$0.00	(\$1,283.00)	
LIQUOR FUND	\$275,210.96	\$65,567.13	\$209,643.83	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$15,451.74	\$0.00	\$15,451.74	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$80,821.70)	\$1,276.13	(\$82,097.83)	\$0.00	\$0.00	\$0.00	
WATER PROJECT FUND	\$20,108.38	\$63.45	\$20,044.93	(\$1,389.00)	\$0.00	(\$1,389.00)	
SEWER PROJECT FUND	\$7,063.00	\$0.00	\$7,063.00	\$0.00	\$0.00	\$0.00	
<b>Total:</b>	<b>\$1,355,360.11</b>	<b>\$84,160.02</b>	<b>\$1,262,545.03</b>	<b>\$832,372.63</b>	<b>\$100.80</b>	<b>\$832,271.83</b>	<b>\$2,094,816.86</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:

CITY OF BLACKDUCK

Monthly Bills

November 2018

Check Name	Amount		Amount
<b>Fund 101 GENERAL FUND</b>		Gopher State One Call	\$25.65
AMERIPRIDE LINEN & APPAREL	\$58.12	LEAGUE OF MINNESOTA CITIES	\$270.76
BECK AUTO SERVICE	\$253.51	MN DEPT OF HEALTH	\$427.00
BELTRAMI ELECTRIC COOP	\$3,531.27	QUILL CORPORATION	\$32.81
BLACKDUCK AUTO PARTS	\$384.28	RMB ENVIRONMENTAL LABORATORIES	\$15.00
BLACKDUCK CO-OP	\$15.00	<b>Fund 601 WATER FUND</b>	\$1,747.00
BLACKDUCK FAMILY FOODS	\$22.53	<b>Fund 602 SEWER FUND</b>	
BOGART'S	\$3,323.95	ARROW PRINTING	\$152.91
CARD SERVICE CENTER	\$363.86	BELTRAMI ELECTRIC COOP	\$2,116.88
FORUM COMMUNICATIONS CO	\$463.55	BLACKDUCK CO-OP	\$57.00
LEAGUE OF MINNESOTA CITIES	\$41.52	CARD SERVICE CENTER	\$56.33
MARCO SERVICE	\$182.01	FORUM COMMUNICATIONS CO	\$45.22
MOON PHARMACY	\$11.36	KYLE FORSEEN SAND AND GRAVEL	\$1,371.00
NORTHWOODS LUMBER CO	\$1.99	LEAGUE OF MINNESOTA CITIES	\$10.38
PAUL BUNYAN COMMUNICATIONS	\$417.31	MWOA	\$25.00
QUILL CORPORATION	\$172.10	NORTHWOODS LUMBER CO	\$24.99
ROGER'S TWO WAY RADIO	\$651.70	PAUL BUNYAN COMMUNICATIONS	\$34.04
RUDY PATCH	\$206.00	QUILL CORPORATION	\$32.82
SANFORD OCCUPATIONAL MEDICINE	\$96.00	RMB ENVIRONMENTAL LABORATORIES	\$49.00
TIMBERLINE SPORT	\$203.25	TIMBERLINE SPORT	\$63.30
TIMBERLINE SPORTS, INC	\$253.85	<b>Fund 602 SEWER FUND</b>	\$4,038.87
VERIZON WIRELESS	\$175.05	<b>Fund 609 MUNICIPAL LIQUOR FUND</b>	
<b>Fund 101 GENERAL FUND</b>	\$10,828.21	AMERIPRIDE LINEN & APPAREL	\$468.87
<b>Fund 201 CEMETERY FUND</b>		BELTRAMI ELECTRIC COOP	\$1,848.25
LEAGUE OF MINNESOTA CITIES	\$5.19	BEMIDJI COCA-COLA	\$307.90
<b>Fund 201 CEMETERY FUND</b>	\$5.19	BERNATELLOS	\$361.00
<b>Fund 207 SCDP REVOLVING LOAN FUND</b>		Bernick Companies	\$6,817.70
BELTRAMI ELECTRIC COOP	\$100.80	BLACKDUCK FAMILY FOODS	\$2,557.19
DRAHOS KIESON & CHRISTOPHER	\$0.00	Breakthru Beverage	\$1,542.19
<b>Fund 207 SCDP REVOLVING LOAN F</b>	\$100.80	CARD SERVICE CENTER	\$237.17
<b>Fund 209 PINE TREE PARK FUND</b>		D & D BEVERAGE	\$190.70
BELTRAMI ELECTRIC COOP	\$104.64	DICK DISTRIBUTING	\$18,072.40
LEAGUE OF MINNESOTA CITIES	\$25.95	HEGGIES PIZZA LLC	\$550.25
MN DEPT OF HEALTH	\$440.00	HENRYS	\$2,827.05
<b>Fund 209 PINE TREE PARK FUND</b>	\$570.59	JOHNSON BROTHERS LIQUOR CO.	\$6,731.69
<b>Fund 316 2017A DISPOSAL SYSTEM PROJECT</b>		MIKINNON CO., INC	\$11,299.45
CARD SERVICE CENTER	\$63.45	MN DEPT OF HEALTH	\$625.00
<b>Fund 316 2017A DISPOSAL SYSTEM</b>	\$63.45	NEI BOTTLING INC	\$490.16
<b>Fund 601 WATER FUND</b>		NORTHWOODS ICE, INC	\$49.20
ARROW PRINTING	\$54.15	NORTHWOODS LUMBER CO	\$54.96
BELTRAMI ELECTRIC COOP	\$876.41	OLD DUTCH	\$341.49
FORUM COMMUNICATIONS CO	\$45.22	PAUL BUNYAN COMMUNICATIONS	\$265.64
		Phillips Wine and Spirits	\$4,408.12

Check Name	Amount
QUILL CORPORATION	\$171.26
SANFORD OCCUPATIONAL MEDICINE	\$47.00
Southern Glazer's of MN	\$3,701.33
TOTAL TAP SERVICES	\$64.00
US FOODS	\$693.94
VINOCOPIA INC	\$716.13
WINE MERCHANTS	\$127.09
<b>Fund 609 MUNICIPAL LIQUOR FUN</b>	<u>\$65,567.13</u>
<b>Fund 610 WATER PROJECT FUND</b>	
CARD SERVICE CENTER	\$63.45
<b>Fund 610 WATER PROJECT FUND</b>	<u>\$63.45</u>
<b>Fund 613 GOLF COURSE</b>	
BELTRAMI ELECTRIC COOP	\$129.30
ILLINOIS CASUALTY COMMPANY	\$750.00
MN DEPT OF HEALTH	\$315.00
NORTHWOODS LUMBER CO	\$33.26
PAUL BUNYAN COMMUNICATIONS	\$34.56
QUILL CORPORATION	\$14.01
<b>Fund 613 GOLF COURSE</b>	<u>\$1,276.13</u>
	<u>\$84,260.82</u>

## Water Fund

Year to Date Income Statement thru 11/30/2018

Water Operating Revenue:	Budget:	
Water Meter Sales	\$230.00	\$0.00
Health Dept Charges	\$1,699.32	\$1,500.00
Penalties and Interest	\$951.16	\$0.00
Water Sales	\$183,497.12	\$210,657.00
Water Connect/Reconnect Fee	\$898.94	\$500.00
Water Penalty	\$1,388.05	\$1,750.00
Miscellaneous Revenues	\$1,739.86	\$0.00
NSF	\$35.00	\$0.00
Reimbursements	\$414.80	\$0.00
<b>Total Water Revenues</b>	<b>\$190,854.25</b>	<b>\$214,407.00</b>

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$50,618.16	\$55,557.00	\$4,938.84
Full-Time Employees OT	\$716.57	\$500.00	(\$216.57)
Part-Time Employees	\$1,064.70	\$1,250.00	\$185.30
PERA	\$3,930.33	\$4,166.00	\$235.67
FICA	\$3,957.59	\$4,250.00	\$292.41
Employer Paid Health	\$8,746.59	\$11,585.00	\$2,838.41
Office Supplies (GENERAL)	\$62.93	\$200.00	\$137.07
Printed Forms	\$0.00	\$0.00	\$0.00
Electricity	\$8,901.89	\$11,000.00	\$2,098.11
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$20.00	\$500.00	\$480.00
Operating Supplies (GENERAL)	\$667.07	\$600.00	(\$67.07)
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$946.01	\$1,500.00	\$553.99
Lubricants and Additives	\$116.34	\$300.00	\$183.66
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	\$1,160.28	\$750.00	(\$410.28)
Auditing and Acc't	\$3,000.00	\$3,000.00	\$0.00
Legal Fees	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$50.70	\$0.00	(\$50.70)
Engineering Fees	\$0.00	\$0.00	\$0.00
Professional Services	\$475.00	\$500.00	\$25.00
Other Professional Services	\$45.22	\$250.00	\$204.78
Telephone	\$101.49	\$500.00	\$398.51
Postage	\$788.95	\$750.00	(\$38.95)
Travel Expense	\$0.00	\$500.00	\$500.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$291.60	\$300.00	\$8.40
Property Insurance	\$1,531.00	\$1,600.00	\$69.00
Workers Compensation	\$2,068.63	\$2,100.00	\$31.37
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$1,796.00	\$1,800.00	\$4.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$9,624.00	\$10,000.00	\$376.00
Repairs/Maintenance Machinery	\$59.62	\$1,000.00	\$940.38
Dues and Subscriptions	\$2,372.77	\$2,100.00	(\$272.77)
Uncolletable Checks/Bad Debt	\$404.66	\$0.00	(\$404.66)
Cash Short	\$0.00	\$0.00	\$0.00
Miscellaneous	\$13.48	\$0.00	(\$13.48)
Bank Service Charges	\$71.50	\$650.00	\$578.50
<b>Total Water Expenditures</b>	<b>\$110,235.81</b>	<b>\$127,508.00</b>	<b>\$17,272.19</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>\$9,291.42</b>	<b>\$214,806.20</b>	<b>\$33,243.37</b>
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**Sewer**

**Year to Date Income Statement thru 11/30/2018**

<b>Sewer Operating Revenue:</b>		<b>Budget</b>
Reimbursements (insurance proceeds)	\$180.43	\$0.00
Penalties and Interest	\$424.23	\$0.00
Other Revenues	\$400.00	\$0.00
Sewer Sales	\$135,264.52	\$162,504.00
Farm Lease Agreement Revenue	\$6,098.80	\$3,160.00
Sewer Connect/Reconnect Fee	\$0.00	\$0.00
Swr Penalty	\$1,310.69	\$1,500.00
Charges for Service	\$2,150.00	\$0.00
<b>Total Sewer Revenues</b>	<b>\$145,828.67</b>	<b>\$167,164.00</b>

<b>Sewer Operating Expenditures:</b>		<b>Budget</b>	<b>Remaining</b>
Full-Time Employees Regular	\$54,041.75	\$58,835.00	\$4,793.25
Part-Time Employees	\$532.29	\$625.00	\$92.71
PERA	\$4,093.06	\$4,390.00	\$296.94
FICA	\$4,120.04	\$4,478.00	\$357.96
Employer Paid Health	\$9,131.09	\$12,086.00	\$2,954.91
Office Supplies (GENERAL)	\$62.94	\$200.00	\$137.06
Electricity	\$15,138.46	\$16,000.00	\$861.54
Training and Instruction	\$23.00	\$500.00	\$477.00
Operating Supplies (GENERAL)	\$772.02	\$500.00	(\$272.02)
Motor Fuels	\$912.02	\$1,750.00	\$837.98
Lubricants and Additives	\$507.12	\$750.00	\$242.88
Repairs/Maint Supply	\$259.25	\$500.00	\$240.75
Equipment Parts	\$0.00	\$0.00	\$0.00
Tires	\$0.00	\$0.00	\$0.00
Merchandise Resale	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$374.74	\$600.00	\$225.26
Auditing and Acc't	\$3,000.00	\$3,000.00	\$0.00
Legal Fees	\$0.00	\$0.00	\$0.00
Chemicals and Chem Products	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$365.21	\$1,000.00	\$634.79
Other Professional Services	\$45.22	\$1,000.00	\$954.78
Telephone	\$269.70	\$500.00	\$230.30
Postage	\$338.61	\$500.00	\$161.39
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	\$2,351.15	\$2,500.00	\$148.85
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$0.00	\$0.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$7,448.44	\$8,500.00	\$1,051.56
Repairs/Maintenance Machinery	\$164.45	\$500.00	\$335.55
Dues and Subscriptions	\$3,663.23	\$3,200.00	(\$463.23)
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>\$117,702.48</b>	<b>\$126,314.00</b>	<b>\$8,611.52</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                    \$12,276.44                    \$167,163.75                    \$33,611.52**

**Pine Tree Park**  
**Year to Date Income Statement thru 11/30/2018**

<b>PTP Revenues</b>	<b>2018</b>	<b>2017</b>
Reservation Fees	\$743.00	\$823.00
Grants	\$10,000.00	\$7,000.00
Camping Fees	\$13,464.00	\$12,937.00
Other Revenue	\$40.00	\$161.00
Contributions and Donations	\$0.00	\$0.00
Interest Earnings	\$183.88	\$317.93
<b>Total PTP Revenues</b>	<b>\$24,430.88</b>	<b>\$21,238.93</b>

<b>PTP Expenditures</b>	<b>2018 YTD</b>	<b>2017 YTD</b>	<b>2018 Budget</b>	<b>Remaining</b>
Full-Time Employees Regular	\$3,307.54	\$3,193.88	\$3,628.00	\$320.46
Part-Time Employees Regular	\$1,330.89	\$1,360.75	\$1,560.00	\$229.11
PERA	\$347.89	\$239.52	\$272.00	(\$75.89)
FICA	\$347.81	\$348.44	\$277.00	(\$70.81)
Employer Paid Health	\$537.19	\$405.68	\$698.00	\$160.81
Office Supplies	\$6.13	\$0.00	\$0.00	(\$6.13)
Electricity	\$2,588.63	\$2,089.45	\$2,500.00	(\$88.63)
Operating Supplies (GENERAL)	\$517.75	\$581.37	\$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	\$567.80	\$750.00	\$313.04
Equipment Parts	\$0.00	\$0.00	\$200.00	\$200.00
Other Professional Services	\$0.00	\$0.00	\$500.00	\$500.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$386.00	\$374.50	\$800.00	\$414.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$583.20	\$532.88	\$700.00	\$116.80
Property Insurance	\$1,971.00	\$1,910.00	\$2,100.00	\$129.00
Workers Compensation Insurance	\$25.95	\$0.00	\$0.00	(\$25.95)
Garbage	\$2,195.70	\$1,577.03	\$1,500.00	(\$695.70)
Repairs/Maint Building	\$0.00	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$0.00	\$0.00	\$0.00	\$0.00
Improvements Other	\$37.54	\$143.74	\$500.00	\$462.46
Repairs/Maintenance Machinery	\$1,113.00	\$1,433.46	\$1,500.00	\$387.00
Portable Restrooms	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$56.00	\$60.00	\$0.00	(\$56.00)
Transfer to General	\$0.00	\$0.00	\$0.00	\$0.00
Other Equipment	\$12,993.00	\$0.00	\$0.00	(\$12,993.00)
Dues and Subscriptions	\$440.00	\$440.00	\$275.00	(\$165.00)
<b>Total PTP Expenditures</b>	<b>\$29,646.36</b>	<b>\$16,026.92</b>	<b>\$19,460.00</b>	<b>(\$10,186.36)</b>
<b>Net Profit</b>	<b>(\$5,215.48)</b>	<b>\$5,212.01</b>		
<b>Total</b>	<b>(\$5,215.48)</b>	<b>\$5,212.01</b>		

**Blackduck Municipal Golf Course**  
**Year-To-Date Income Statement 11/30/2018**

	Sales	Cost of Goods	Gross Profit	Gross Margin	Budget	Remaining
Beer	\$5,571.40	\$2,811.24	\$2,760.16	49.54%	\$3,000.00	\$188.76
Soft Drinks	\$3,949.20	\$2,188.56	\$1,760.64	44.58%	\$3,000.00	\$811.44
Food	\$1,847.30	\$1,241.88	\$605.42	32.77%	\$1,500.00	\$258.12
Golf Merchandise	\$1,766.79	\$1,771.62	(\$4.83)	-0.27%	\$500.00	(\$1,271.62)
Clothing	\$1,209.09	\$988.00	\$221.09	18.29%	\$1,500.00	\$512.00
<b>Total</b>	<b>\$14,343.78</b>	<b>\$9,001.30</b>	<b>\$5,342.48</b>	<b>37.25%</b>	<b>\$9,500.00</b>	<b>\$498.70</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	\$787.84
Golf Tournament Revenue	\$860.00
<b>Total Charges for Services</b>	<b>\$76,797.22</b>

**Total Income \$91,141.00**

**Less Operating Expense**

		Budget	Remaining
Wages	\$47,841.49	\$48,650.00	\$808.51
PERA	\$1,301.03	\$2,550.00	\$1,248.97
FICA	\$3,659.99	\$3,725.00	\$65.01
Office Supplies	\$214.43	\$0.00	(\$214.43)
Heating Fuel	\$0.00	\$0.00	\$0.00
Electricity	\$5,053.48	\$6,000.00	\$946.52
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$880.50	\$1,000.00	\$119.50
Cleaning Supplies	\$92.32	\$100.00	\$7.68
Motor Fuels	\$3,348.97	\$3,000.00	(\$348.97)
Lubricants/Additives	\$449.41	\$250.00	(\$199.41)
Chemicals	\$1,269.46	\$4,500.00	\$3,230.54
Repair/Maint/Supplies	\$374.20	\$300.00	(\$74.20)
Equipment parts	\$1,067.38	\$300.00	(\$767.38)
Building Repair supply	\$61.81	\$150.00	\$88.19
Small Tools/Equipment	\$756.49	\$500.00	(\$256.49)
Tires	\$301.72	\$150.00	(\$151.72)
Auditing/Accounting	\$0.00	\$1,500.00	\$1,500.00
Medical Fees	\$564.00	\$500.00	(\$64.00)
Dram	\$750.00	\$750.00	\$0.00
Telephone	\$499.70	\$650.00	\$150.30
Cable Television	\$462.00	\$450.00	(\$12.00)
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$500.00	\$0.00	(\$500.00)
Postage	\$101.42	\$100.00	(\$1.42)
Advertising	\$111.00	\$400.00	\$289.00
Liability Insurance	\$2,114.10	\$2,000.00	(\$114.10)
Property Insurance	\$3,651.00	\$3,550.00	(\$101.00)
Work Comp	\$992.90	\$700.00	(\$292.90)
Unemployment	\$4,860.00	\$5,500.00	\$640.00
Insurance	\$0.00	\$0.00	\$0.00
Garbage Disposal	\$550.66	\$1,200.00	\$649.34
Repair/Maint Building	\$1,651.85	\$1,000.00	(\$651.85)
Repair/Main Structure	\$28.92	\$0.00	(\$28.92)
Repairs/Maint Machinery	\$5,725.67	\$4,000.00	(\$1,725.67)
Maintenance Course	\$7,435.53	\$4,000.00	(\$3,435.53)
Improvements other than bldges	\$1,281.34	\$0.00	(\$1,281.34)
Other Rentals	\$0.00	\$0.00	\$0.00
Leasehold Improvement	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$2,467.88	\$1,300.00	(\$1,167.88)
Bank Service Charges	\$1,156.95	\$1,500.00	\$343.05
Debt Service Bond Principal	\$10,000.00	\$10,000.00	\$0.00
Interest	\$500.00	\$1,062.50	\$562.50
Equipment Bond Interest 2016	\$4,365.50	\$4,365.83	\$0.33
Equipment Bond Principal 2016	\$0.00	\$0.00	\$0.00
<b>Total Expense</b>	<b>\$116,443.10</b>	<b>\$115,703.33</b>	<b>(\$739.77)</b>

**OPERATING INCOME OR LOSS (\$34,303.40)**

<b>Other Expenses</b>	
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>

<b>Other Income</b>	
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	\$102.04
Proceeds-Gen Obligation Equip	\$0.00
<b>Total Other Income</b>	<b>\$6,958.34</b>

**NET INCOME OR LOSS YEAR TO DATE**      **(\$27,502.20)**

<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	\$86,797.14	\$98,099.34
Operating Expense	\$119,320.90	\$125,601.54
	<b>(\$32,523.76)</b>	<b>(\$27,502.20)</b>



Reimbursements (NSF)	\$1,475.46
Rent Income	\$8,888.36
Vending Income	\$4,294.80
Other Misc	\$2,809.61
Cash Over	\$493.62
<b>Total Other Income</b>	<b>\$17,961.85</b>

**Gross Profit Before Transfers** **\$39,806.19**

**Transfer to General Fund** \$40,000.00

**Net Profit After Inventory Exp & Transfers**  
**(\$193.81)**

Inventory at 1/1/2018 after inventory total	\$97,528.80
Inventory at 11/30/2018	\$122,798.06
Difference	\$25,269.26

### Sales Comparison Year to Date Ending 11/30/2018

	2016	2017	2018	% of Increase from 2017-2018
Off-Sale Liquor	\$198,601.92	\$196,519.59	\$214,972.13	9.39%
Off-Sale Beer	\$411,102.19	\$408,169.26	\$424,525.96	4.01%
Off-Sale Wine	\$34,340.82	\$34,819.44	\$37,078.08	6.49%
<b>Total Off-Sale</b>	<b>\$644,044.93</b>	<b>\$639,508.29</b>	<b>\$676,576.17</b>	<b>5.80%</b>
On-Sale Liquor	\$92,731.65	\$92,813.80	\$104,088.83	12.15%
On-Sale Beer	\$113,991.64	\$117,952.65	\$131,938.86	11.86%
On-Sale Wine	\$934.01	\$1,061.02	\$1,172.44	10.50%
<b>Total On-Sale</b>	<b>\$207,657.30</b>	<b>\$211,827.47</b>	<b>\$237,200.13</b>	<b>11.98%</b>
<b>Total On and Off Sale</b>	<b>\$851,702.23</b>	<b>\$851,335.76</b>	<b>\$913,776.30</b>	<b>7.33%</b>

# Month End Remittance Report for November 2018

STATE OF MINNESOTA

Check Number: 888888 Printed: 12/3/2018 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	570.00
1b	Law Library - Criminal	M.S. 134A.10 S3		000019597500 1	1,979.72
2	Sheriff's Contingency Fund	M.S 387.213		000019597500 1	475.00
9	Prosecution Costs	M.S. 631.48; 609.49		000019597500 1	150.00
10	DWI Assessment/County	M.S. 169A.285		000019597500 1	365.59
<b>County Revenue Total</b>					<b>\$3,540.31</b>

### Municipalities

GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
Bemidji 100%			000019294100 1	507.90
Bemidji 2/3			000019294100 1	2,909.72
Bemidji 1st Late Penalty			000019294100 1	88.57
Bemidji 2nd Late Penalty			000019294100 1	259.69
<b>Sub-Total</b>				<b>\$3,765.88</b>

### Municipalities Total

**\$3,765.88**

### County Specific

Line	GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
1	Beltrami County DARE Advisory Board			000019294100 1	665.07
3	Bemidji Prosecution Costs			000019294100 1	150.00
4	Drug Task Force			000019597500 1	10.00
6	Northwood Coalition Battered Women's Shelter			000020502400 1	472.75
58	Beltrami County Victim Services			000019597500 1	33.93
<b>County Specific Total</b>					<b>\$1,331.75</b>

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

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 Col's B and C, up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E. Report amount on Schedule A, line 22h.	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
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
9 / 2018	0.00	0.00	2776.00	555.20	555.20	179.35	26.90	582.10	47.00	535.10
10 / 2018	0.00	0.00	4525.00	905.00	905.00	0.00	0.00	905.00	2.00	903.00

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

**NOV 19 2018**

## Revolving Loan Funds used for Foreclosure

Date:	Attorney:	Utility:	Amount	Other:	Amount
	\$585.00	Beltrami Electric Coop Dec. 2017	\$94.20	Bonded Lock & alarm	\$243.87
	\$1,588.50	Blackduck Co-op	\$782.95	Northwoods Lumber	\$1.99
	\$195.00	City of Blackduck(utilities)	\$167.42	Beltrami County Auditor	\$7,098.45
	\$175.50	Beltrami Electric Coop Jan.2018	\$107.36	A&E Produce	\$1,000.00
	\$117.00	Blackduck Co-op 01/06/2018	\$841.31	LMCIT	\$2,895.00
	\$175.50	Beltrami Electric Coop Feb. 2018	\$103.18	Beltrami County Auditor	\$1,728.48
12/2/2017	\$1,531.50	Beltrami Electric Coop March 2018	\$91.25		
1/11/2018	\$667.00	Beltrami Electric Coop April 2018	\$99.91		
2/13/2018	\$195.00	Beltrami Electric Coop May 2018	\$89.15		
5/14/2018	\$1,353.00	Beltrami Electric Coop June 2018	\$88.56		
6/12/2018	\$500.00	Beltrami Electric Coop July 2018	\$87.55		
9/14/2018	\$253.50	Beltrami Election Coop August 2018	\$89.19		
10/10/2018	\$78.00	Beltrami Electric Coop September 2018	\$90.03		
		Betrami Electric Coop October 2018	\$93.38		
		Beltrami Electric Coop November 2018	\$100.80		
<hr/>					
Totals:	\$7,414.50		\$2,926.24		\$12,967.79

Totals for all categories:	\$23,308.53
Total of RLF outstanding balance:	\$17,163.80
Total through 11/30/18:	<b>\$40,472.33</b>

# Labor Agreement

Between

# City of Blackduck



And



# International Union of Operating Engineers, Local 49 - AFL – CIO

## December 4, 2018 through December 31, 2019

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**Commented [CR1]:** Personnel Committee requests the City Policy on Drug & Alcohol Testing be added to the agreement.

## **Article 1. Purpose of Agreement**

This Agreement is entered into between the **City of Blackduck**, hereinafter called the Employer, and the **International Union of Operating Engineers, Local 49**, hereinafter called the Union. The intent and purpose of the Agreement is to:

- 1.1 (a.) Establish procedures for the resolution of disputes concerning the Agreement's interpretation and/or application;
- (b.) Specify the full and complete understanding of the parties; and
- (c.) Place in written form the parties' Agreement upon terms and conditions of employment for the duration of the Agreement.

## **Article 2. Recognition**

The Employer recognizes the Union as the sole and exclusive bargaining agent. All employees of the City of Blackduck, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03. subd. 14, excluding clerical, essential, confidential, and supervisory employees.

## **Article 3. Definitions**

- 3.1 Union: The International Union of Operating Engineers, Local 49.
- 3.2 Employer: City of Blackduck or its representative.
- 3.3 Union Member: A member of the IUOE Local 49.
- 3.4 Employee: A member of the bargaining unit covered by this Agreement.
- 3.5 Regular Employees: Employee who has completed a six (6) month probationary period.
- 3.6 Full-time Employee Employees who are required to work forty (40) or more hours per week year-round in an ongoing position and are considered benefit eligible.
- 3.7 Part-time Employee Employees who are required to work less than forty (40) hours per week year-round in an ongoing position and are not benefit eligible.
- 3.8 Seniority: Length of continuous service with the Employer.
- 3.9 Union Officer: Duly appointed or elected officer of I.U.O.E. Local 49

#### **Article 4. Union Security**

- 4.1 The Employer shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly Union dues. Such moneys shall be remitted as directed by the Union.
- 4.2 The Union may designate employees from the bargaining unit to act as steward and an alternate and shall inform the Employer in writing of such choice and changes in the position of steward and/or alternate.
- 4.3 The Employer shall make space available on the employee bulletin board for posting Union notice (s) and announcements (s).
- 4.4 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.
- 4.5 The Employer shall provide all safety items necessary to comply with federal and state statutes and regulations.

#### **Article 5. Employer Rights**

- 5.1 Inherent Managerial Rights: The Union recognizes that the Employer is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the Employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.
- 5.2 Management Responsibilities: The Union recognizes the right and obligation of the Employer to efficiently manage and conduct the operation of the City within its legal limitations.
- 5.3 Effect of Laws, Rules and Regulations: The Union and the Employer recognize the right, obligation and duty of the Employer and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the Employer insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, federal laws, and valid rules, regulations and orders of State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.
- 5.4 Reservation of Managerial Rights: The foregoing enumeration of Employer rights and duties shall not be deemed to exclude other inherent management rights and

management functions not expressly delegated in the Agreement and not in violation of the laws of the State of Minnesota are reserved to the Employer.

### **Article 6. Employee Rights – Grievance Procedure**

- 6.1 **Definitions of a Grievance:** A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.
- 6.2 **Union Representatives:** The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union Representatives and of their successors when so designated as provided by 4.2 of this Agreement.
- 6.3 **Processing of Grievance:** It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and Union Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours, provided that the Employer and the Union Representatives have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to work programs of the Employer.
- 6.4 **Procedure:** Grievances, as defined by Section 6.1 shall be resolved in conformance with the following procedure:

**Step 1.** An employee claiming a violation concerning the interpretation or application of this Agreement, shall within fourteen (14) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the Employer. The Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days of receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

**Step 2.** If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar

days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 3 representative. The Employer-designated representative shall give the Union the Employer's answer in writing ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 shall be submitted to arbitration.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed with the City Manager within ten (10) days following the decision in Step 3 of the grievance procedure.

Subd. 2. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator pursuant to PELRA, providing such request is made within twenty (20) days after request for arbitration. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.

6.5 Arbitrator's Authority:

- (a) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.
- (b) The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator shall not have the power to add to, to subtract from, or to modify in any way the terms of this Agreement. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be

binding on both the arbitrator's interpretation of application of the express terms of this Agreement and to the facts of the grievance presented.

6.6 Waiver:

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the grievance shall be deemed to be denied at that step and the Union may elect to immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union.

6.7 Choice of Remedy:

If, as a result of the written Employer response in Step 3, the grievance remains unresolved, and if the grievance involved the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed to either Step 4 of Article 6 or a procedure such as: Veteran's Preference. If appealed to any procedure other than Step 4 of Article 6, the grievance is not subject to arbitration procedure as provided in Step 4 of Article 6. The aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article 6 or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved Employee from making an appeal through Step 4 of Article 6.

6.8 Mediation:

Prior to the scheduling of the arbitration hearing, either party may petition the Bureau of Mediation Services to mediate the dispute according to the procedures established by the Bureau of Mediation Services.

## **Article 7. Hours of Work**

- 7.1 A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Monday through the following Sunday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g. police department and public works department).
- 7.2 Normal daily work week hours are 7am to 4pm, with a one (1) hour lunch break. A fifteen (15) minute morning break and afternoon. If the Employee works a minimum of 4 hours/shift.
- 7.3 Weekend Shifts (Saturday and Sunday); Employees who work the weekend for water plant and lift station duties will be compensated 2 hours per each day. When Employees work on a Holiday, they will receive 2 hours compensation at one and one half time.

**Article 8. Overtime / Comp-time**

- 8.1 All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Vacation and sick leave do not count toward “hours worked”. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.
- 8.2 For most employees the workweek begins at midnight on Monday and runs until the following Sunday night at 11:59 p.m. Department heads may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.
- 8.3 The employee’s department head must approve overtime hours in advance when applicable. Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.
- 8.4 Call back Employees called in outside their regular working hours shall be paid a minimum of two (2) hours at a rate of one and one-half (1.5) their regular hourly rate. Extensions of shift or early call-in of a normal shift will not be considered call backs.
- 8.5 The maximum compensatory time accumulation for any employee is **60 hours**. Once an employee has earned **60 hours** of compensatory time, no further compensatory time may accrue until the balance falls below the **60-hour maximum**. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.
- 8.6 All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Administration Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

**Commented [CR2]:** Personnel Committee would like this changed to 60 hours

**Commented [CR3]:** Personnel Committee would like this changed to 60 hours

**Commented [CR4]:** Personnel committee would like this changed to 60 hour maximum.

**Article 9. Holidays**

- 9.1 The City observes the following official holidays for all regular full-time and part-time employees:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans' Day

Presidents' Day  
Memorial Day  
Independence Day

Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day

- 9.2 Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.
- 9.3 When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.
- 9.4 During years in which Christmas Eve falls on a weekday a ½ day will be observed as a holiday. If Christmas Eve falls on a weekend no holiday will be "observed".
- 9.5 Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will not receive holiday pay. Any employee on leave of absence without pay from the City is not eligible for holiday pay.
- 9.6 Premium pay of 1.5 times the regular hourly wage for non-exempt employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday. Exempt employees required to work on a holiday may be entitled to an alternate day off with approval of the City Administrator.
- 9.7 Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

### **Article 10. Vacation Leave**

#### 10.1 Vacation Leave Schedule

Years of Service	Annual Accrual
6 Months	16 hours
1 Year	40 hours
2 -4 Years	80 hours
5-9 Years	120 hours
10 -14 Years	160 hours
15 Years and over	200 hours

- 10.2 Eligibility: Full-time employees will earn vacation leave in accordance with the above schedule. Part-time, temporary, and seasonal employees are not eligible to earn vacation leave.
- 10.3 Accrual Rate: For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City

(including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

- 10.4 Earnings and Use: After six months of service, vacation leave may be used, subject to approval by the employee's department head. Exceptions may be granted if agreed upon at time of hire or by the City Administrator.
- 10.5 Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the department head and/or City Administrator. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.
- 10.6 Employees may accrue vacation leave up to a maximum of one-and-a-half (1-1/2) times the employee's annual accrual rate. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council. Any overage must be approved by the City Council to carry over, or be paid out at the end of the year. Exceptions will be approved on a case-by-case basis.
- 10.7 Employees leaving City employment will be compensated at their current regular rate of pay for all hours of vacation accrued and unused as of the date of separation on a prorated basis.

### **Article 11. Sick Leave**

- 11.1 Sick leave is authorized absence from work with pay, granted to qualified full-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.
- Full-time eligible employees will accumulate sick leave at a rate of one (1) day per month.
  - Part-time, temporary, and seasonal employees will not earn or accrue sick leave.
  - Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.
- 11.2 Earnings and Use: After six months of service, sick leave may be used as it is earned, subject to approval by the employee's department head. Exceptions may be granted if agreed upon at time of hire or by the City Administrator.
- 11.3 Sick leave may be used as follows:
- When an employee is unable to perform work duties due to illness or disability (including pregnancy).

- For medical, dental, or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other immediate family members to a medical, dental, or other care provider appointment.
- To care for an ill spouse, father, mother, sister or brother.
- Upon the death of an immediate family member, employees will be permitted to use up to three (3) consecutive sick days. The actual amount of approved time off will be determined by the department head or City Administrator, depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

11.4 To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave

under Minnesota law and the medical leave overlap.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

Sick leave can be transferred from one employee to another with approval from the City Administrator in accordance with the Sick Leave Donation Program. The maximum accrual for sick leave is 960 hours (120 days).

Any employee leaving the municipal service in good standing after giving proper notice of such termination of employment shall be compensated at their current regular rate of pay for of sick leave accrued and unused in accordance with the following schedule as of the date of separation on a prorated basis.

	(Severance)
10-19 years of service	20% of unused sick leave
20 years or more	40% of unused sick leave

**Commented [CR5]:** Personnel Committee does not wish to approve this request.

### SICK LEAVE DONATION PROGRAM

Purpose: To establish a procedure through which eligible employees may voluntarily donate a portion of their accrued sick or vacation hour balance, to be used on an hour-for-hour basis to financially assist any other employee who has exhausted sick leave, vacation and holiday hours due to his/her extended illness or disability or that of a member of his/her immediate family.

Donation of leave will be subject to the following terms and conditions:

1. An employee will be eligible to receive donated leave only after the employee's own accrued sick, vacation, and compensatory time have been exhausted.
2. No employee will be allowed to receive more than a total of 960 hours of donated leave for any single life threatening disease or injury. Donated leave must be used by the employee within one year of the time that it is donated or it will be forfeited, unless approval to continue to carry the leave is granted by the City Administrator.
3. If the condition of the employee receiving donated leave improves so that they are able to return to their usual, pre-condition work schedule, any donated leave time remaining will be forfeited, unless approval to continue to carry the leave is granted by the City Administrator.
4. An employee may donate no more than 40 hours of leave per calendar year to a single fellow employee. (An employee may, however, donate 40 hours of leave to more than one fellow employee in a calendar year.) An employee who is donating leave time must maintain a balance of at least 80 hours of sick leave time. Donated leave time may not be "re-donated" to another employee.

5. An employee donating paid leave must do so from the employee's own accrued vacation, sick or compensatory time balances. Any sick leave time donated must be from the employee's regular sick leave account. It cannot come from the reserve sick leave account.
6. A written request to donate leave must be made to the City Administrator on forms designated for that purpose. The City Administrator will submit all requests to the City Council with a recommendation to approve or deny the request. The names of donors will be kept private, i.e., the donors will remain anonymous. An employee who wishes to receive donated leave time must also submit a written request to do so to the City Administrator on a form designated for that purpose.
7. The City Administrator shall have the right to deny use of donated leave or limit its use if it is determined to be in the best interest of the City to do so.
8. Donated leave time will be subtracted from the donor's regular accumulated leave time in a lump sum and credited to a special donated leave account for the employee receiving the donation. The payroll department will keep track of this leave and credit it to the employee's account as it is needed.
9. Donated leave time will be credited to an employee at that employee's rate of pay, not at the donor's rate.
10. Donated leave time cannot be used for any severance pay or paid out in the form of cash. Any donated time remaining in an employee's account when that employee ceases to be employed by the City will revert back to the City.
11. When employees donate leave time they forfeit all rights to that time. Donated time will not be refunded to donors under any circumstances.
12. Employees receiving donated leave time as part of their pay check will continue to have their regular payroll deductions taken out of each check, just as if they were using their own sick leave time.
13. Employees receiving worker's compensation benefits are not eligible to receive donated leave.

### **Article 12. Parenting Leave (Minnesota State Statute 181.941)**

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks, and must begin within six (6) weeks after the birth or adoption of the child.

Employees are not required to use sick leave during Parenting Leave but may use sick leave at

their option for any period of this leave for which they are unable to work due to medical reasons.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six (6) week Parenting Leave.

If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently until eligibility for either leave expires.

### **Article 13. Insurance**

- 13.1 The City will contribute 100% of the monthly premium amount towards a single group health plan for each eligible employee including a Healthcare Spending Account matching deductible of \$3,200.00/year or less.
- 13.2 For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Administrator.
- 13.3 Employees shall receive a \$10,000 Life Insurance Policy.

**Commented [CR6]:** Personnel Committee approves this language.

**Commented [CR7]:** Personnel Committee approves this added language

### **Article 14. Probationary Periods**

- 14.1 All newly hired or rehired employees shall serve a six (6) months probationary period, during which time they may be terminated or transferred at the sole discretion of the Employer. This probationary period may be extended for an additional six (6) months, at the sole discretion of the Employer, to determine the suitability of the employee for employment by the Employer.
- 14.2 Upon satisfactory completion of the probationary period or extension thereof, employees shall become regular employees within the meaning of the Agreement, and shall be credited with seniority dating from the first day of continuous employment with the Employer.

### **Article 15. Seniority**

- 15.1 The principles of seniority shall apply in layoffs, recalls, and transfers, provided however no regular employee shall be laid off while probationary employees are working and provided further the senior employee is qualified to perform the work available.

### **Article 16. Discipline**

16.1 **General Policy:** Department heads are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Blackduck. City employees will be subject to disciplinary action only where just cause exists, such as for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

**Commented [CR8]:** Personnel Committee approves this additional language

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offenses committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The department head and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

16.2 **No Contract Language Established:** This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

16.3 **Process:** The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

**Oral Reprimand:** This measure will be used where informal discussions with the employee's department head have not resolved the matter. All department heads have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The department head will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

**Written Reprimand:** A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both.

Written reprimands are issued by the department head with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future;

and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file. In the event the employee refuses to sign that they are acknowledging receipt of the reprimand, a statement will be attached stating that the employee refused to sign the written reprimand. In the event the employee refuses to sign that they are acknowledging receipt of the reprimand, a statement to that effect will be attached.

Suspension With or Without Pay: The City Administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer: An employee may be demoted or transferred if an attempt at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary: An employee's salary increase may be withheld or the salary may be decreased due to the performance deficiencies.

Dismissal: The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

### **Article 17. Wages**

17.1 All employees covered by this Agreement that are not over the maximum pay for that position on the Labor Agreement Pay Schedule (page 18) shall receive a wage increase

stipulated based on their annual performance appraisal score and effective January 1, 2019, (ie. 90% or better = 3%; 80% or better = 2%; and 79% or under = 1%)

17.2 Safety Shoe Allowance – Employees will receive an annual allowance of \$250 for safety shoes reimbursed with a paid receipt.

**Article 18. Drug & Alcohol Testing Policy**

Employees should reference language in the City of Blackduck Personnel Policy (pages 45-50).

**Article 19. Savings Clause**

This agreement is subject to the laws of the United States, the State of Minnesota and Beltrami County. In the event any provisions of this agreement shall be held to be contrary to the law by a court of competent jurisdiction from whose final decree or judgment no appeal has been taken within the time limit provided, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect from year to year. The voided provision may be renegotiated at the written request of either party.

**Commented [CR9]:** Personnel Committee would like to add the following language, "Employees increase will be stipulated based on their annual performance appraisal score. (ie. 90% or better = 3%; 80% or better = 2%; and 79% or under = 1%)

**Commented [CR10]:** Personnel Committee would like the language changed to read, "Employees will receive an annual allowance of \$250 for safety shoes reimbursed with a paid receipt".

**Commented [CR11]:** Personnel Committee does not approve this added language.

**Commented [CR12]:**

**Article 20. Duration**

This Agreement shall be effective as of December 4, 2018 and shall remain in effect through December 31, 2019. The Agreement shall continue in effect from year to year thereafter unless either party shall give written notice at least two hundred forty (240) days prior to any anniversary date of its desire to amend or terminate the Agreement.

**In Witness Whereof**, the parties hereto have set their signatures on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**City of Blackduck**

**International Union of Operating Engineers, Local 49**

\_\_\_\_\_  
Mayor Rudy Patch

\_\_\_\_\_  
Jason George  
Business Manager – Financial Secretary

\_\_\_\_\_  
City Administrator, Christina Regas

\_\_\_\_\_  
Todd E. Djonne  
Business Representative

Labor Agreement Pay Schedule												
Points	Position	Hiring Range			Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Top of Range
353	Public Works Supervisor	\$23.63	\$23.63	\$24.34	\$25.07	\$25.82	\$26.60	\$27.39	\$28.22	\$29.06	\$29.93	\$30.83
252	Maintenance Worker #1	\$13.39	\$14.06	\$14.77	\$15.51	\$15.97	\$16.45	\$16.94	\$17.45	\$17.97	\$18.51	\$19.00
218	Maintenance Worker #2	\$12.73	\$13.37	\$14.04	\$14.74	\$15.18	\$15.64	\$16.10	\$16.59	\$17.08	\$17.60	\$18.13

# SATISFACTION OF MORTGAGE

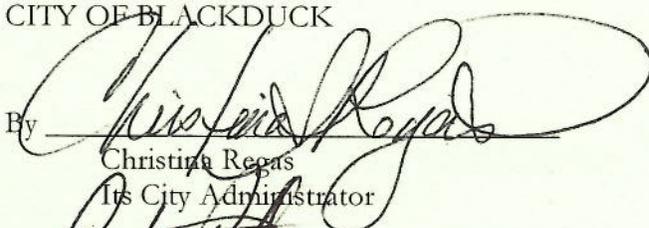
Date: November 13, 2018

THAT CERTAIN MORTGAGE owned by the undersigned, dated March 31, 2009, executed by James Krabbenhoft, Jr. and Elizabeth K. Krabbenhoft, as Mortgagor, to the City of Blackduck, as Mortgagee, and filed for record April 3, 2009, by document no A000491874, in the office of the County Recorder of Beltrami County, Minnesota, is, with the indebtedness thereby secured, fully paid and satisfied.

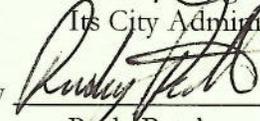


CITY OF BLACKDUCK

By

  
Christina Regas  
Its City Administrator

By

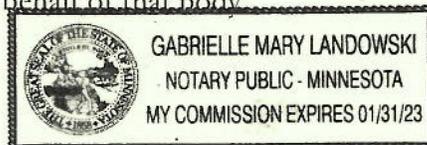
  
Rudy Patch  
Its Mayor

STATE OF MINNESOTA

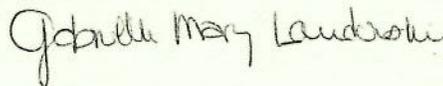
ss.

COUNTY OF BELTRAMI

The foregoing instrument was acknowledged before me this 13<sup>th</sup> day of November, 2018, by Christina Regas, City Administrator, and Rudy Patch, Mayor of the City of Blackduck, a municipal corporation, on behalf of that body.



Notary Public



THIS INSTRUMENT DRAFTED BY:

Headwaters Regional Development Commission  
403 4<sup>th</sup> Street NW  
P.O. Box 906  
Bemidji, MN 56619-0906  
(218) 444-4732



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

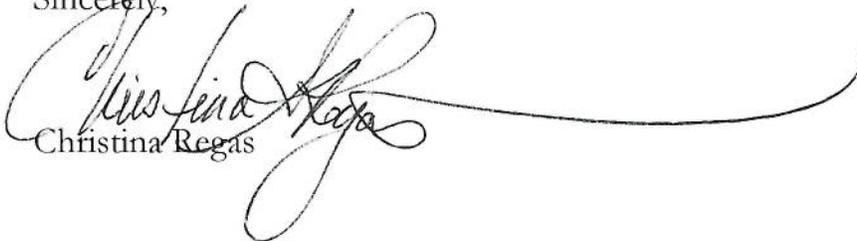
November 13, 2018

James & Elizabeth Krabbenhoft  
PO Box 314  
264 Frontage Road  
Blackduck, MN 56630

Dear James & Liz,

As of November 13, 2018, Blackduck Floral & Gifts note with the City of Blackduck is paid in full. I have enclosed the original promissory note marked 'PAID' for your records. Also, your insurance agent will be notified to remove the City as a lienholder on the property policy. We are glad to be able to assist in your business financing needs.

Sincerely,

  
Christina Regas

CC: Revolving Loan Committee, Blackduck City Council

[www.blackduckmn.com](http://www.blackduckmn.com)

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

*"The City Of Blackduck Is An Equal Opportunity Provider"*

## Notice of Final Assessment

November 7<sup>th</sup>, 2018

Dear Property Owner:

This is to notify you that the final assessment for Frontage Road & Pine Avenue was adopted by Resolution 2018-27 by the Blackduck City Council on November 5<sup>th</sup>, 2018, pursuant to Minnesota Statutes, Chapter 429. The final assessment is on file for inspection in the office of the City Administrator.

The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

An owner may appeal his/her assessment to the district court pursuant to Minn. Stat. § 429.081, by serving notice of the appeal upon the Mayor or City Administrator within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk. However, no appeal may be taken on the amount of the assessment unless a written objection signed by the property owner was filed with the City Administrator before the assessment hearing or presented to the presiding officer at the hearing, unless the failure to object was due to reasonable cause.

Under Minn. Stat. §§ 435.193 to 435.195, the City Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older, one retired by virtue of a permanent and total disability, or a member of the National Guard or other reserves ordered to active military service for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest shall become due. Any assessed property owner meeting the requirements of this law may, within 30 days of the confirmation of the assessment, apply to the city clerk on the prescribed form for such deferral of payment of this special assessment on his/her property.

Christina Regas  
City Administrator  
City of Blackduck



**Notice of Change to Final Assessment**  
**NOTICE DATED NOVEMBER 7<sup>TH</sup> WAS INACCURATE**

**November 9<sup>th</sup>, 2018**

**ATTENTION PROPERTY OWNERS:**

**This is to notify you that the earlier letter dated November 7<sup>th</sup> was a clerical mistake. I sincerely apologize for this confusion.** This is to notify you that the final assessment for Summit Ave. West & Main Street North will be adopted by Resolution 2018-28 by the Blackduck City Council in a Special Council Meeting held on November 20<sup>th</sup>, 2018, pursuant to Minnesota Statutes, Chapter 429. The Blackduck City Council ordered a change of the original terms of assessment proposed to the affected property owners in certified letters dated October 12<sup>th</sup>, 2018. The terms will be a **100%** assessment of the City's cost (**not the earlier letter**) payable in equal annual installments extending over a period of **15 years**, at an interest rate of **3%**. The change to the final assessment is on file for inspection in the office of the City Administrator.

The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution. The property owner may, at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

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**If a property owner has any questions please contact Christina Regas at 218-835-4810.**

**My sincerest apologies, Christina Regas**

CITY OF BLACKDUCK APPLICATION FOR:



SANITARY SEWER DISCHARGE FOR HOLDING TANK WASTE

Date Received:

PRINT all information on this application.

PERMIT NUMBER: 2019-01

1. Business Name: TJELSEN Plumbing & Heating Inc.

2. Phone Day: ( 835-7704 ) Night: ( 835-5586 )

3. Address: 18994 Hines Rd NE City: Hines State: MN Zip: 56647

4. E-mail address tjph1@paolbonyan.net

5. Minnesota Pollution Control A (MPCA) Permit Number: 63961 Permit Expires: 8/23/19

6. Business FEIN: 82-1004290

I hereby declare that I am the owner, or authorized agent of the owner, of the above described business and I agree to keep adequate records of each tank load disposed of at the City of Blackduck Wastewater Facility Stabilization Ponds indicating origin, type and volume of waste. I further agree to only dispose of acceptable waste according to the Sanitary Sewer Discharge Policy for Holding Tank Waste. I further understand that the foregoing information contained on this application is a true and correct statement of my intentions. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I have also read and understand the instructions and information listed on the policy on the backside of this form.

7. Signed by Applicant: [Signature] Date: 11 / 23 / 18

\*\*\*\*\* (The following to be completed by the City) \*\*\*\*\*

Sanitary Sewer Permit Approved By: [Signature] Date: 11 / 23 / 18 Permit Fee: \$100.00  
Sanitary Sewer Permit Denied for: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Supervisor: [Signature] Date: 11/23/18

NOV 26 2018

\$100.00

**SANITARY SEWER  
DISCHARGE PERMIT**

No. 2019-01

License is hereby Granted to:

**Juelson Plumbing & Heating**

MPCA License Number: C3961 expires 8/23/2019

**TO DISCHARGE: WASTEWATER  
PREMISES LOCATED AT**

**City of Blackduck Wastewater Facility Stabilization Ponds**

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

This license is granted pursuant to application and payment of fee therefore and is subject to all the provisions and conditions of the laws of the state and of the federal government pertaining to such sale, and is revocable for violation thereof. Not transferable.

WITNESS THE GOVERNING BODY of the CITY OF BLACKDUCK and the seal thereof this 4th day of December, 2018  
The Council of the City of Blackduck

Attest:  
Administrator \_\_\_\_\_

by \_\_\_\_\_  
Mayor

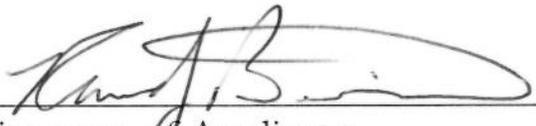
## General Corporate License

State of Minnesota  
County of Beltrami

To the Council of the City of Blackduck in said County and State:

The undersigned hereby applies for a license to carry on the business of operating amusement machines at Blackduck Liquor in the City of Blackduck in said county and state for the term of one year from the date hereof, subject to the laws of Minnesota and the ordination of the said City; and hereof tenders \$ 70.<sup>00</sup> as the license fee therefore operate ( 7 ) machines.

11-27 2018.  
Date

  
Signature of Applicant

A Fee of \$10.00 per  
amusement machine must  
accompany this  
application

NOV 28 2018

\$70.00

NO. 2019-02

# GENERAL CORPORATE LICENSE

STATE OF MINNESOTA  
CITY OF BLACKDUCK  
COUNTY OF BELTRAMI

Whereas, Northern Amusement has paid the sum of \$70.00 dollars to the City of Blackduck, as required by the ordinances of said City and complied with all the requirements of said Ordinances necessary for obtaining this License;

Now **Therefore**, by order of the Blackduck City Council, and by virtue hereof, the said Northern Amusement is hereby licensed and authorized to **operate eight (7) amusement machines at Blackduck Liquor The Pond** for the period of One Year starting January 1, 2019, and ending December 31, 2019, subject to all conditions and provisions of said Ordinances.

Given under my hand and the corporate seal of the City of Blackduck this 4th day of **December 2018**.

\_\_\_\_\_  
Mayor

Attest \_\_\_\_\_  
Administrator

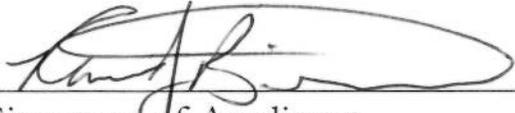
## General Corporate License

State of Minnesota  
County of Beltrami

To the Council of the City of Blackduck in said County and State:

The undersigned hereby applies for a license to carry on the business of operating amusement machines at Blackduck Bowling Lanes in the City of Blackduck in said county and state for the term of one year from the date hereof, subject to the laws of Minnesota and the ordination of the said City; and hereof tenders \$80.<sup>00</sup> as the license fee therefore operate ( 8 ) machines.

11-27 2018.  
Date

  
Signature of Applicant

A Fee of \$10.00 per  
amusement machine must  
accompany this  
application

\$80.00

NO. 2019-01

# GENERAL CORPORATE LICENSE

STATE OF MINNESOTA  
CITY OF BLACKDUCK  
COUNTY OF BELTRAMI

Whereas, Northern Amusement has paid the sum of \$80.00 dollars to the City of Blackduck, as required by the ordinances of said City and complied with all the requirements of said Ordinances necessary for obtaining this License;

**Now Therefore**, by order of the Blackduck City Council, and by virtue hereof, the said Northern Amusement is hereby licensed and authorized to **operate eight (8) amusement machines at Blackduck Bowling Lanes** for the period of One Year starting January 1, 2019, and ending December 31, 2019, subject to all conditions and provisions of said Ordinances.

Given under my hand and the corporate seal of the City of Blackduck this 4th day of **December 2018**.

\_\_\_\_\_  
Mayor

Attest

\_\_\_\_\_  
Administrator

December 2018 Property Tax Statement  
 Received 12/03/2018

FUND	DESCRIPTION	AMOUNT	SPEC ASSES #	SUBTOTALS:		
<b>R/P</b>	101-31000	Gen Prop Tax	\$67,352.01			
	309-31000	89 GO Bond Prop Tax	\$0.00			
	309-31000	94 GO Bond Prop Tax	\$0.00			
	101-36100	98 GO Bond Prop Tax	\$0.00			
	309-31000	99 GO Bond Prop Tax	\$0.00			
	306-31000	2000 GO Bond Prop Tax	\$0.00			
	307-31000	2006 GO Bond Prop Tax	\$10,833.97			
	309-31000	2009 GO Bond Prop Tax	\$6,013.96			
	311-31000	Industrial Lane	\$1.00		\$87,493.39	
	314-31000	2014 Go Bond Prop Tax	\$3,292.45			
						<b>307 Tax</b> \$10,933.08
						<b>307 Spec</b> \$7,181.49
<b>M</b>	101-31030	Mobile Home Tax Credit	\$497.14			
	309-31030	89 GO Bond MHTC	\$0.65			
	309-31030	94 GO Bond MHTC	\$0.09			
	101-31030	98 GO Bond MHTC	\$0.22			
	309-31030	99 GO Bond MHTC	\$0.25			
	306-31030	2000 GO Bond MHTC	\$0.00			
	307-31030	2006 GO Bond MHTC	\$79.28			
	309-31030	2009 GO Bond MHTC	\$43.82			
	311-31030	Industrial Lane	\$0.00		\$645.56	
	314-31030	2014 Go Bond	\$24.11			
						<b>311 Tax</b> \$1.00
						<b>311 Spec</b> \$4,080.32
						<b>314 Tax</b> \$3,346.77
						<b>314 Spec</b> \$258.46
<b>OTHER</b>	101-31900	Pen&Int Del Tax	\$617.89			
	101-31000	Gen Prop Tax (Excess TIF)	\$11.87			
	307-31000	2006 GO Bond (Excess TIF)	\$99.11			
	309-31000	2009 GO Bond Prop Tax (Exce	\$54.32			
	311-31000	Industrial Lane (Excess TIF)	\$0.00		\$813.40	
	314-31000	2014 Go Bond (Excess TIF)	\$30.21			
						<b>376 Tax</b> \$15,549.27
						<b>376 Spec</b> 0
<b>TIFF</b>	376-31050	Tax Increments	\$15,549.27		\$88,952.35	
<b>SPEC ASSES</b>	101-36100	Special Assessments	\$0.00	8116, 8118		
	101-36100	98 Spec. Assessments	\$0.00	8101, 8102		
	309-36100	99 Spec. Assessments	\$0.00	8119, 8121, 8120		
	309-36100	2000 Spec. Assessments	\$0.00	8122		
	602-36100	Sewer Spec. Assessments	\$0.00	8123		
	307-36100	2006 Spec. Assessments	\$7,028.77	8124		
	309-36100	2009 Spec Assessments	\$0.00			
	311-36100	Industrial Ln Assessment	\$4,080.32	8125		
	314-36100	2014 Spec. Assessments	\$258.46	8126		
					\$11,367.55	
	101-31900	Penalties & Interest	\$0.00			
	101-34000	Delinquent Lighting Fees	\$0.00			
	101-31900	98 Pen & Int	\$0.00			
	309-31900	99 Pen & Int	\$0.00			
	309-31900	2000 Pen & Int	\$0.00			
	602-31900	Sewer Pen & Int	\$0.00			
	307-31900	2006 Pen & Int	\$152.72	8124		
	101-34000	Charges for Services	\$0.00			
	602-37200	Sewer Sales	\$0.00			
	601-37100	Water Sales	\$0.00			
	309-31900	2009 Pen & Int	\$0.00		\$152.72	
	311-31900	Industrial Lane Pen & Int	\$0.00			
<b>GRAND TOTAL:</b>			<b>\$116,021.89</b>		<b>\$116,021.89</b>	

Authority: 1 TOWNSHIP/CITY  
 Entry: 0200 CITY OF BLACKDUCK

Roll	Tax Type	Total	2018	2017	2016	2015	2014	2013	All Prior
	GRAND TOTAL	116,021.64	112,123.48	3,555.99	.00	137.35	.00	.00	4.82
	AMOUNT OF CHECK	116,021.64							

R/P	NET TC TAX	001 REV 101	039 06 IMP 307	042 09 REF 309	045 IND LN 311	047 14 BND 314	TOTAL NET TC TAX	001 REV	039 06 IMP	042 09 REF	045 IND LN	TOTAL R/P
	NET TC TAX	67,352.01	10,833.97	6,013.96	1.00	3,292.45	87,493.39	67,352.01	10,833.97	6,013.96	1.00	87,493.39
	001 REV 101	67,352.01					67,352.01	67,352.01				67,352.01
	039 06 IMP 307		10,833.97				10,833.97		10,833.97			10,833.97
	042 09 REF 309			6,013.96			6,013.96			6,013.96		6,013.96
	045 IND LN 311				1.00		1.00			1.00		1.00
	047 14 BND 314					3,292.45	3,292.45					3,292.45
	TOTAL NET TC TAX	87,493.39	10,833.97	6,013.96	1.00	3,292.45	108,933.17	87,493.39	10,833.97	6,013.96	1.00	108,933.17
	TOTAL R/P	87,493.39	10,833.97	6,013.96	1.00	3,292.45	108,933.17	87,493.39	10,833.97	6,013.96	1.00	108,933.17
	001 REV	67,352.01					67,352.01	67,352.01				67,352.01
	039 06 IMP		10,833.97				10,833.97		10,833.97			10,833.97
	042 09 REF			6,013.96			6,013.96			6,013.96		6,013.96
	045 IND LN				1.00		1.00			1.00		1.00
	047 14 BND					3,292.45	3,292.45					3,292.45
	TOTAL R/P	87,493.39	10,833.97	6,013.96	1.00	3,292.45	108,933.17	87,493.39	10,833.97	6,013.96	1.00	108,933.17

M	NET TC TAX	001 REV 101	025 89 SMR 309	030 94 CNP 309	033 98 SMR 101	039 06 IMP 307	042 09 REF 309	047 14 BND 314	TOTAL NET TC TAX	001 REV	025 89 SMR	030 94 CNP	033 98 SMR	039 06 IMP	042 09 REF	047 14 BND	TOTAL M
	NET TC TAX	497.14	65	109	22	79.28	43.82	24.11	645.31	497.14	65	109	22	79.28	43.82	24.11	645.31
	001 REV 101	497.14							497.14	497.14							497.14
	025 89 SMR 309		65						65		65						65
	030 94 CNP 309			109					109		109						109
	033 98 SMR 101				22				22		22						22
	039 06 IMP 307				79.28				79.28		79.28						79.28
	042 09 REF 309					43.82			43.82		43.82						43.82
	047 14 BND 314						24.11		24.11		24.11						24.11
	TOTAL NET TC TAX	645.31	65	109	22	79.28	43.82	24.11	945.31	645.31	65	109	22	79.28	43.82	24.11	945.31
	001 REV	497.14							497.14	497.14							497.14
	025 89 SMR		65						65		65						65
	030 94 CNP			109					109		109						109
	033 98 SMR				22				22		22						22
	039 06 IMP				79.28				79.28		79.28						79.28
	042 09 REF					43.82			43.82		43.82						43.82
	047 14 BND						24.11		24.11		24.11						24.11
	TOTAL M	645.31	65	109	22	79.28	43.82	24.11	945.31	645.31	65	109	22	79.28	43.82	24.11	945.31

OTHER	EXCESS TIP	001 REV 101	039 06 IMP 307	042 09 REF 309	047 14 BND 314	TOTAL EXCESS TIP	INTEREST	999 SUM 101	TOTAL INTEREST	001 REV	039 06 IMP	042 09 REF	047 14 BND	999 SUM	TOTAL OTHER
	EXCESS TIP	617.89	59.11	54.32	30.21	801.53	11.87	11.87	11.87	617.89	99.11	54.32	30.21	11.87	801.53
	001 REV 101	617.89				801.53			617.89	617.89					617.89
	039 06 IMP 307		59.11			59.11			59.11		99.11				99.11
	042 09 REF 309			54.32		54.32			54.32		54.32				54.32
	047 14 BND 314				30.21	30.21			30.21		30.21				30.21
	TOTAL EXCESS TIP	801.53				801.53			801.53						801.53
	INTEREST	11.87				11.87	11.87	11.87	11.87						11.87
	999 SUM 101	11.87				11.87	11.87	11.87	11.87						11.87
	TOTAL INTEREST	11.87				11.87	11.87	11.87	11.87						11.87
	001 REV	68,457.04				68,457.04			68,457.04	68,457.04					68,457.04
	025 89 SMR		65			65			65		65				65
	030 94 CNP			109		109			109		109				109
	033 98 SMR				22	22			22		22				22
	039 06 IMP				11,012.36	11,012.36			11,012.36		10,658.05				10,658.05
	042 09 REF				6,112.10	6,112.10			6,112.10		5,839.63				5,839.63
	045 IND LN					1.00			1.00		1.00				1.00
	047 14 BND					3,346.77			3,346.77		3,246.61				3,246.61
	999 SUM	11.87				11.87			11.87						11.87
	TOTAL OTHER	813.40				801.53			801.53						801.53

TOTAL TAX	001 REV	025 89 SMR	030 94 CNP	033 98 SMR	039 06 IMP	042 09 REF	045 IND LN	047 14 BND	999 SUM	TOTAL TAX
TOTAL TAX	68,457.04	65	109	22	11,012.36	6,112.10	1.00	3,346.77	11.87	94,071.35
001 REV	68,457.04									68,457.04
025 89 SMR		65								65
030 94 CNP			109							109
033 98 SMR				22						22
039 06 IMP					11,012.36					11,012.36
042 09 REF					6,112.10					6,112.10
045 IND LN						1.00				1.00
047 14 BND								3,346.77		3,346.77
999 SUM									11.87	11.87
TOTAL TAX	68,457.04	65	109	22	11,012.36	6,112.10	1.00	3,346.77	11.87	94,071.35

Roll	Tax Type	TOTAL	2018	2017	2016	2015	2014	2013	All Prior
	TOTAL TAX	88,952.10	86,181.86	2,628.07	.00	137.35	.00	.00	4.82
TIP	NET TIP TX	2,848.25	2,848.25	.00	.00	.00	.00	.00	.00
	0012 0 MM/CDC	12,701.02	12,701.02	.00	.00	.00	.00	.00	.00
	TOTAL NET TIP TX	15,549.27	15,549.27	.00	.00	.00	.00	.00	.00
	Subtotal	15,549.27	15,549.27	.00	.00	.00	.00	.00	.00
	TOTAL TIP	15,549.27	15,549.27	.00	.00	.00	.00	.00	.00
SPASMT	SPEC ASMT	81240 307	7,028.77	6,253.57	.00	.00	.00	.00	.00
		81280 311	4,080.32	4,080.32	.00	.00	.00	.00	.00
		81260 314	258.46	258.46	.00	.00	.00	.00	.00
	TOTAL SPEC ASMT	11,367.55	10,592.35	775.20	.00	.00	.00	.00	.00
	Subtotal	11,367.55	10,592.35	775.20	.00	.00	.00	.00	.00
	S-ASMT PEN 8124	108.53	.00	108.53	.00	.00	.00	.00	.00
	Subtotal	108.53	.00	108.53	.00	.00	.00	.00	.00
	S-ASMT INT 8124	44.19	.00	44.19	.00	.00	.00	.00	.00
	Subtotal	44.19	.00	44.19	.00	.00	.00	.00	.00
	TOTAL SPASMT	11,520.27	10,592.35	927.92	.00	.00	.00	.00	.00

Authority: 1 TOWNSHIP/CITY  
 Entity: 0200 CITY OF BLACKDICK

SPASMT	Description	Year	Principal	Interest	Pen/Int	Total
81240	2006 STREET IMPROVEMENTS	2017	553.71	221.49	152.72	927.92
		2018	4,737.56	1,516.01	.00	6,253.57
		TOTAL	5,291.27	1,737.50	152.72	7,181.49
81250	INDUSTRIAL LANE IMPROVEMENTS	2018	3,778.09	302.23	.00	4,080.32
		TOTAL	3,778.09	302.23	.00	4,080.32
81260	4TH ST NE SEWER REPLACEMENT	2018	191.46	67.00	.00	258.46
		TOTAL	191.46	67.00	.00	258.46
TOTAL SPASMT			9,260.82	2,106.73	152.72	11,520.27



# Truth in Taxation Public Hearing Blackduck City Hall

**December 4<sup>th</sup>, 2018 @ 6:15 P.M.**

Respectfully Submitted by: Christina Regas City of Blackduck Administrator

The purpose of Truth and Taxation is to discuss the proposed property tax levy for the tax payable year 2019 and the proposed budget for the year 2019. This public hearing is held to discuss and seek public comment on the city’s 2018 general fund budget and 2019 property tax levy. The City of Blackduck must certify its final payable 2019 property tax levy to the county auditor no later than December 28th, 2018 (MN Statute §275.065).

The following documentation outlines the following:

1. City of Blackduck 2019 Levy
2. LGA payment from the State of Minnesota
3. Tax Base for the City
4. 2019 General Fund expenditures and revenue sources.

The 2019 general fund budget does balance and it will need an increase in the property tax levy. Therefore, the tax levy will remain as suggested in September in the amount of \$252,138.

## PROPERTY TAXES

2018 Property Taxes
\$221,400.00
Proposed 2019 Property Taxes
\$252,138.00
Change from 2018-2019
12.2%

# LOCAL GOVERNMENT AID

Local Government Aid (LGA) is a state aid to local governments. The LGA is manipulated by the Legislature annually. The following is list of the variables used to calculate the city’s 2019 LGA certified amount.

1. Pre-housing units: the total number of housing units in your city that were constructed before 1940 according to the 2016 Federal Census.
2. Housing units 1940-1970: is the total number of housing units built between 1940 and 1970.
3. Total housing units: the total number of all housing units in your city (both vacant and occupied).
4. Household Size: a city’s average household size as reported by the State Demographer and Metropolitan Council. (City of Blackduck household estimate is 337 for April 1, 2017)
5. Number of Employees: the average number of annual employees from the quarterly census of employment from the Dept. of Employment & Economic Development.
6. Peak population decline: a city’s population decline (if any) from its highest population in a decennial census from 1970 or later.
7. Tax Effort Rate: the net levy for all cities divided by the sum of the city net tax capacity for all cities. The tax effort rate is the same for all city calculations.
8. City Revenue Need: City revenue need is defined in three separate calculations based on population. (City of Blackduck population estimate is 784 for April 1, 2017)
  - a. Small Cities: The formula for cities with a population less than 2,500 is:
    - i. **410 + (.367 x population over 100)** *The city revenue need for cities with a population less than 2,500 cannot be over \$630 per capita. For cities with a sparsity adjustment, the city revenue need cannot be over \$830 per capita.*
9. Unmet Need: is the difference between (1) its city revenue need multiplied by its population, and (2) its city net tax capacity multiplied by the tax effort rate.
10. Formula Aid: (aid increase) for a city is equal to the difference between its current unmet need and its certified aid in the previous year, minus special adjustments, multiplied by the aid gap percentage.

**LGA increases in recent years** - The LGA appropriation has been increased by the Legislature over the past several years. However, in 2018, it did not propose an increase for 2019 or beyond. Although the 2018 omnibus tax bill was vetoed, it did not include any additional appropriation for LGA in 2019 or beyond.

The following chart includes the history of LGA received by the City of Blackduck. Blackduck receives LGA in two equal payments on July 20 and December 26. The City of Blackduck is anticipating receiving \$254,282 for the budget year 2019.

LGA History						% +/-
2014	2015	2016	2017	2018	2019	Over 2018
\$239,786.00	\$242,272.00	\$244,610.00	\$245,269.00	\$253,712.00	\$254,282.00	0.2%

# TAX BASE INFORMATION

The property tax system is a continuous cycle, but it effectively begins with the estimation of property *market values* by local assessors. Assessors attempt to determine the approximate selling price of each parcel of property based on the current market conditions. Along with the market value determination, a *property class* is ascribed to each parcel of property based on the use of the property. The property classification system defines the *tax capacity* of each parcel as a percentage of each parcel’s market value. The next step in calculating the tax burden for a parcel involves the determination of each local unit of government’s *property tax levy*. The *total tax capacity* is computed by first aggregating the tax capacities of all parcels within the city, then the taxable tax capacity is used to determine the *local tax rates*. The city tax rate is computed by dividing the city levy (minus the fiscal disparities distribution levy, if applicable) by the taxable tax capacity. The sum of the tax rates for all taxing authorities that levy against a single property produces the total local tax rate. This total local tax rate is then used to determine the overall tax burden for each parcel of property by multiplying the parcel’s tax capacity by the total local tax rate.

The Estimated Market Value is Beltrami County Assessor’s estimate of what property would be worth on the open market if sold. The most common factor that results in an increase in an individual parcel’s tax is the change in the parcel’s estimated market value. The market value is set on Jan. 2 of the year before taxes are payable. Below is a five-year history of the City of Blackduck EMV (Estimated Market Value) & TMV (Taxable Market Value). As you can see below “Pay 2018” the City of Blackduck EMV has increased (*highest in seven years*).

## Estimated Market Value History

<b>Pay 2014</b>	<b>Percent +/-</b>	<b>Pay 2015</b>	<b>Percent +/-</b>
<b>EMV 2013</b>	<b>Over 2013</b>	<b>EMV 2014</b>	<b>Over 2014</b>
\$26,972,000.00	-1.58%	\$26,450,700.00	-1.97%
<b>Pay 2016</b>	<b>Percent +/-</b>	<b>Pay 2017</b>	<b>Percent +/-</b>
<b>EMV 2015</b>	<b>Over 2015</b>	<b>EMV 2016</b>	<b>Over 2016</b>
\$26,704,100.00	0.95%	\$26,333,300.00	-1.41%
<b>Pay 2018</b>	<b>Percent +/-</b>	<b>Pay 2019</b>	<b>Percent +/-</b>
<b>EMV 2017</b>	<b>Over 2017</b>	<b>EMV 2018</b>	<b>Over 2018</b>
\$27,636,300.00	4.71%	\$29,755,300.00	7.12%

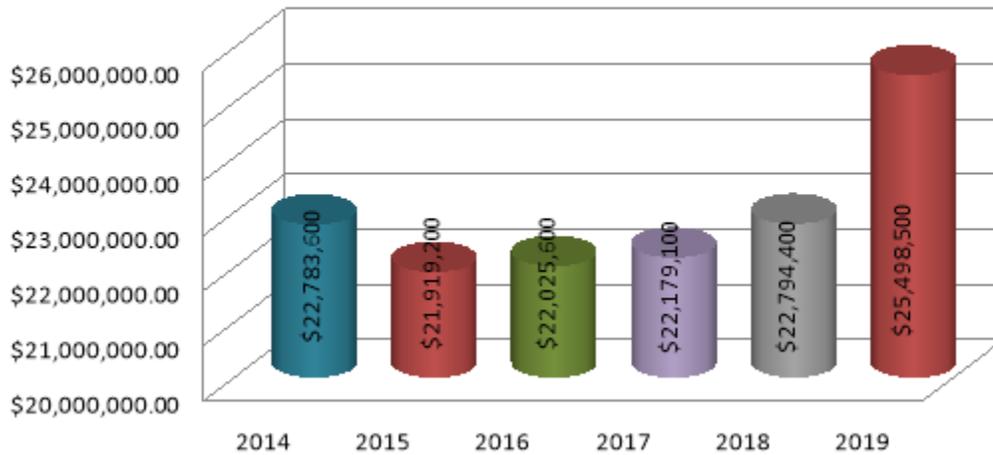


The Taxable Market Value is the Estimated Market Value less any credits (Veterans Credit, Market Value Exclusion Credit, Ag Credit, etc.). When taxable market value decreases the tax burden to property owners will increase. Whenever we increase our market value (build a new home and/or a new business) the tax burden to property owners decreases. As you can see below in “Pay 2019” the City of Blackduck TMV has increased (*highest in seven years*).

## Taxable Market Value History

<b>Pay</b>	<b>% +/-</b>	<b>Pay</b>	<b>% +/-</b>
<b>2014</b>	<b>Over 2013</b>	<b>2015</b>	<b>Over 2014</b>
\$22,783,600.00	1.3%	\$21,919,200.00	-3.9%
<b>Pay</b>	<b>% +/-</b>	<b>Pay</b>	<b>% +/-</b>
<b>2016</b>	<b>Over 2015</b>	<b>2017</b>	<b>Over 2016</b>
\$22,025,600.00	0.5%	\$22,179,100.00	0.7%
<b>Pay</b>	<b>% +/-</b>	<b>Pay</b>	<b>% +/-</b>
<b>2018</b>	<b>Over 2017</b>	<b>2019</b>	<b>Over 2018</b>
\$22,794,400.00	2.70%	\$25,498,500.00	10.60%

## Taxable Market Value 6 Year History

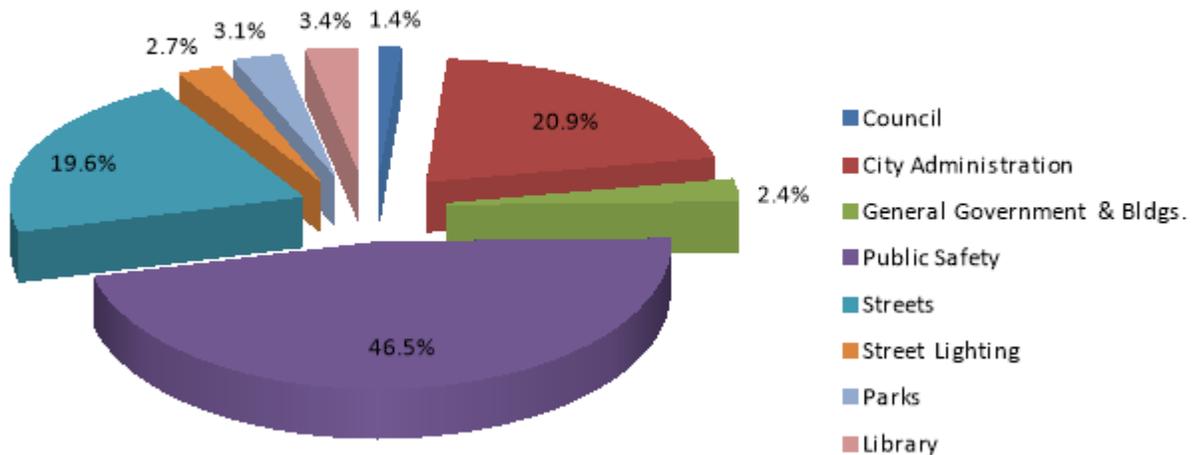


It is important for Blackduck to increase its taxable market value. Promoting “Blackduck a Great Place for Families” to families that live in neighboring communities is crucial. Conversation should continue in 2019 to pursue housing development in the Wolden Addition; expansion to the Southern Duck Estates; and further residential growth in the Lee’s Addition. City officials need to attract home owners to apply for 2016 Housing Rehab funds offered from Small Cities before it expires in August of 2019. Other housing programs home owners can access through programs like USDA Rural Development, MN Housing, Greater MN Housing, and Homes for All should continue to be promoted. The City should assign board members to the Blackduck HRA and resurrect the board to assist. Working to increase commercial property should continue in 2019, by attracting new businesses with the City of Blackduck’s Revolving Loan Funds to fill vacant business property in the downtown area. Working to fill the vacant business property downtown is essential for the prosperity of Blackduck.

## 2019 General Fund Expenditures:

Department:	Amount:		
Council	\$8,850.00		
City Administration	\$133,852.00		
General Government & Bldgs.	\$15,050.00		
Public Safety	\$297,878.00		
Streets	\$125,583.00		
Street Lighting	\$17,500.00		
Parks	\$19,795.00		
Library	\$21,859.00		
<b>Total:</b>	<b>\$640,367.00</b>		

## General Fund Department Expense Allocation:





## City of Blackduck 2019 General Fund Expenditures

Account	Description	2017 Budget	2018 Budget	2019 Budget
<b>General Government</b>				
E 101-41000-700	Inter Fund Transfer	\$0.00	\$0.00	\$0.00
E 101-41000-721	Transfer to Cemetery Fund	\$2,000.00	\$2,000.00	\$2,000.00
E 101-41000-762	Transfer to Sewer Fund	\$0.00	\$0.00	\$0.00
E 101-41000-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00
		\$2,000.00	\$2,000.00	\$2,000.00
<b>Council</b>				
E 101-41110-101	Full-Time Employees Regular	\$6,500.00	\$6,500.00	\$6,500.00
E 101-41110-121	PERA	\$0.00	\$0.00	\$0.00
E 101-41110-122	FICA	\$650.00	\$650.00	\$650.00
E 101-41110-207	Computer Supplies	\$0.00	\$1,750.00	\$500.00
E 101-41110-208	Training and Instruction	\$500.00	\$500.00	\$500.00
E 101-41110-322	Postage	\$50.00	\$0.00	\$0.00
E 101-41110-331	Travel Expenses	\$500.00	\$600.00	\$600.00
E 101-41110-361	General Liability Ins	\$0.00	\$0.00	\$0.00
E 101-41110-433	Dues and Subscriptions	\$100.00	\$100.00	\$100.00
E 101-41110-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00
		\$8,300.00	\$10,100.00	\$8,850.00
<b>City Administration</b>				
E 101-41400-101	Full-Time Employees Regular	\$62,114.00	\$63,977.42	\$68,281.00
E 101-41400-102	Full-Time Employees Overtime	\$0.00	\$0.00	\$0.00
E 101-41400-103	Part-Time Employees	\$0.00	\$0.00	\$0.00
E 101-41400-121	PERA	\$4,658.55	\$4,798.31	\$5,121.00
E 101-41400-122	FICA	\$4,751.72	\$4,894.27	\$5,223.00
E 101-41400-131	Employer Paid Health	\$4,279.77	\$5,266.77	\$5,727.00
E 101-41400-200	Office Supplies (GENERAL)	\$1,500.00	\$1,000.00	\$1,000.00
E 101-41400-207	Computer Supplies	\$1,000.00	\$1,700.00	\$1,000.00
E 101-41400-208	Training and Instruction	\$1,100.00	\$1,200.00	\$1,500.00
E 101-41400-210	Operating Supplies (GENERAL)	\$600.00	\$600.00	\$600.00
E 101-41400-300	Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00
E 101-41400-301	Auditing and Acct g Services	\$5,000.00	\$5,000.00	\$5,000.00
E 101-41400-303	Engineering Fees	\$0.00	\$0.00	\$0.00
E 101-41400-304	Legal Fees	\$1,500.00	\$1,500.00	\$1,500.00
E 101-41400-305	Medical Fees	\$0.00	\$0.00	\$0.00
E 101-41400-310	Other Professional Services	\$2,500.00	\$3,000.00	\$3,000.00
E 101-41400-321	Telephone	\$1,800.00	\$1,800.00	\$2,000.00
E 101-41400-322	Postage	\$500.00	\$500.00	\$500.00
E 101-41400-327	Internet Access	\$1,000.00	\$1,000.00	\$1,000.00
E 101-41400-331	Travel Expenses	\$2,000.00	\$2,000.00	\$2,000.00
E 101-41400-351	Legal Notices Publishing	\$50.00	\$400.00	\$400.00
E 101-41400-352	General Notices and Pub Info	\$1,000.00	\$700.00	\$700.00
E 101-41400-353	Ordinance Publication	\$500.00	\$300.00	\$300.00
E 101-41400-355	Election Expense	\$1,000.00	\$1,500.00	\$4,000.00
E 101-41400-366	Workers Compensation	\$460.00	\$400.00	\$400.00
E 101-41400-367	Unemployment Paid	\$0.00	\$0.00	\$0.00

Account	Description	2017 Budget	2018 Budget	2019 Budget
E 101-41400-432	Uncollectable Checks	\$0.00	\$0.00	\$0.00
E 101-41400-433	Dues and Subscriptions	\$1,650.00	\$1,500.00	\$2,000.00
E 101-41400-437	Bad Debt Expense	\$150.00	\$0.00	\$0.00
E 101-41400-438	Bank Service Charges	\$1,000.00	\$1,000.00	\$1,000.00
E 101-41400-490	Donations to Civic Org s	\$0.00	\$0.00	\$0.00
E 101-41400-570	Office Equip and Furnishings	\$500.00	\$500.00	\$500.00
E 101-41400-603	Short-Term Debt Principal	\$2,100.00	\$2,100.00	\$2,100.00
E 101-41400-786	State Fire Aid	\$19,000.00	\$19,000.00	\$19,000.00
City Administration		\$121,714.04	\$125,636.77	\$133,852.00
<b>Planning and Zoning</b>				
E 101-41910-101	Full-Time Employees Regular	\$0.00	\$0.00	\$0.00
E 101-41910-102	Full-Time Employees Overtime	\$0.00	\$0.00	\$0.00
E 101-41910-103	Part-Time Employees	\$0.00	\$0.00	\$0.00
E 101-41910-121	PERA	\$0.00	\$0.00	\$0.00
E 101-41910-122	FICA	\$0.00	\$0.00	\$0.00
E 101-41910-126	Medicare	\$0.00	\$0.00	\$0.00
E 101-41910-131	Employer Paid Health	\$0.00	\$0.00	\$0.00
E 101-41910-300	Professional Srvs (GENERAL)	\$0.00	\$2,500.00	\$1,000.00
Planning and Zoning		\$0.00	\$2,500.00	\$1,000.00
<b>General Govt Buildings/Plant</b>				
E 101-41940-206	Electricity	\$8,000.00	\$8,000.00	\$8,000.00
E 101-41940-210	Operating Supplies (GENERAL)	\$500.00	\$500.00	\$500.00
E 101-41940-211	Cleaning Supplies	\$0.00	\$0.00	\$0.00
E 101-41940-223	Building Repair Supplies	\$400.00	\$400.00	\$400.00
E 101-41940-361	General Liability Ins	\$100.00	\$100.00	\$100.00
E 101-41940-362	Property Ins	\$600.00	\$600.00	\$600.00
E 101-41940-380	Utility Services (GENERAL)	\$450.00	\$450.00	\$450.00
E 101-41940-401	Repairs/Maint Buildings	\$5,000.00	\$2,000.00	\$2,000.00
E 101-41940-520	Buildings and Structures	\$0.00	\$3,500.00	\$0.00
General Govt Buildings/Plant		\$15,050.00	\$15,550.00	\$12,050.00
<b>Police Administration</b>				
E 101-42110-101	Full-Time Employees Regular	\$85,436.26	\$90,629.41	\$100,696.00
E 101-42110-102	Full-Time Employees Overtime	\$1,500.00	\$1,500.00	\$1,000.00
E 101-42110-103	Part-Time Employees	\$5,200.00	\$5,200.00	\$5,300.00
E 101-42110-106	School Resource Officer -	\$0.00	\$0.00	\$0.00
E 101-42110-121	PERA	\$14,926.00	\$15,767.79	\$18,128.00
E 101-42110-122	FICA	\$1,336.00	\$1,411.31	\$1,551.00
E 101-42110-131	Employer Paid Health	\$15,126.48	\$19,074.48	\$22,003.00
E 101-42110-205	Heating Fuel	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42110-206	Electricity	\$3,000.00	\$2,500.00	\$2,000.00
E 101-42110-208	Training and Instruction	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42110-209	Other Office Supplies	\$500.00	\$500.00	\$500.00
E 101-42110-210	Operating Supplies (GENERAL)	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42110-212	Motor Fuels	\$8,000.00	\$8,000.00	\$8,000.00
E 101-42110-213	Lubricants and Additives	\$0.00	\$0.00	\$0.00
E 101-42110-222	Tires	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42110-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00
E 101-42110-230	Equipment	\$3,500.00	\$4,500.00	\$3,500.00
E 101-42110-233	Uniforms	\$1,500.00	\$1,000.00	\$1,500.00
E 101-42110-305	Medical Fees	\$500.00	\$500.00	\$500.00
E 101-42110-321	Telephone	\$1,500.00	\$1,500.00	\$1,500.00
E 101-42110-322	Postage	\$50.00	\$50.00	\$50.00
E 101-42110-331	Travel Expenses	\$250.00	\$500.00	\$500.00
E 101-42110-361	General Liability Ins	\$4,500.00	\$4,500.00	\$5,600.00
E 101-42110-362	Property Ins	\$1,800.00	\$1,800.00	\$1,500.00

Account	Description	2017 Budget	2018 Budget	2019 Budget
E 101-42110-363	Automotive Ins	\$1,200.00	\$1,200.00	\$2,050.00
E 101-42110-366	Workers Compensation	\$3,100.00	\$3,100.00	\$3,100.00
E 101-42110-401	Repairs/Maint Buildings	\$2,000.00	\$2,000.00	\$1,000.00
E 101-42110-404	Repairs/Maint Machinery/Equip	\$7,000.00	\$7,000.00	\$5,000.00
E 101-42110-420	Tower Lease	\$500.00	\$500.00	\$500.00
E 101-42110-425	Depreciation	\$10,000.00	\$10,000.00	\$10,000.00
E 101-42110-433	Dues and Subscriptions	\$550.00	\$550.00	\$500.00
E 101-42110-436	Towing Charges	\$500.00	\$500.00	\$500.00
E 101-42110-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00
E 101-42110-550	Motor Vehicles	\$0.00	\$0.00	\$0.00
E 101-42110-580	Other Equipment	\$0.00	\$0.00	\$0.00
E 101-42110-700	Inter Fund Transfer	\$0.00	\$0.00	\$0.00
E 101-42110-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00
Police Administration		\$178,474.74	\$188,782.99	\$201,478.00
<b>Fire Department</b>				
E 101-42200-103	Part-Time Employees	\$13,500.00	\$13,500.00	\$13,500.00
E 101-42200-122	FICA	\$1,200.00	\$1,200.00	\$1,200.00
E 101-42200-124	Fire Pension Contributions	\$0.00	\$0.00	\$0.00
E 101-42200-200	Office Supplies (GENERAL)	\$200.00	\$125.00	\$200.00
E 101-42200-205	Heating Fuel	\$2,500.00	\$2,000.00	\$2,000.00
E 101-42200-206	Electricity	\$7,500.00	\$5,000.00	\$5,000.00
E 101-42200-207	Computer Supplies	\$0.00	\$0.00	\$0.00
E 101-42200-208	Training and Instruction	\$3,000.00	\$2,000.00	\$2,000.00
E 101-42200-210	Operating Supplies (GENERAL)	\$2,500.00	\$1,000.00	\$1,000.00
E 101-42200-211	Cleaning Supplies	\$75.00	\$0.00	\$0.00
E 101-42200-212	Motor Fuels	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42200-221	Equipment Parts	\$1,000.00	\$1,000.00	\$0.00
E 101-42200-222	Tires	\$0.00	\$0.00	\$0.00
E 101-42200-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00
E 101-42200-233	Uniforms	\$5,000.00	\$5,000.00	\$5,000.00
E 101-42200-240	Small Tools and Minor Equip	\$500.00	\$2,000.00	\$2,000.00
E 101-42200-304	Legal Fees	\$0.00	\$0.00	\$0.00
E 101-42200-305	Medical Fees	\$500.00	\$500.00	\$500.00
E 101-42200-307	Management Fees	\$0.00	\$0.00	\$0.00
E 101-42200-310	Other Professional Services	\$0.00	\$0.00	\$0.00
E 101-42200-321	Telephone	\$800.00	\$800.00	\$800.00
E 101-42200-322	Postage	\$100.00	\$100.00	\$100.00
E 101-42200-323	Radio/Communications	\$1,800.00	\$3,000.00	\$3,250.00
E 101-42200-331	Travel Expenses	\$250.00	\$250.00	\$250.00
E 101-42200-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00
E 101-42200-352	General Notices and Pub Info	\$50.00	\$50.00	\$50.00
E 101-42200-361	General Liability Ins	\$250.00	\$250.00	\$250.00
E 101-42200-362	Property Ins	\$950.00	\$950.00	\$950.00
E 101-42200-363	Automotive Ins	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42200-366	Workers Compensation	\$6,000.00	\$6,000.00	\$6,000.00
E 101-42200-367	Unemployment Paid	\$0.00	\$100.00	\$0.00
E 101-42200-401	Repairs/Maint Buildings	\$250.00	\$3,000.00	\$3,750.00
E 101-42200-404	Repairs/Maint Machinery/Equip	\$12,000.00	\$12,000.00	\$13,000.00
E 101-42200-420	Tower Lease	\$500.00	\$500.00	\$500.00
E 101-42200-425	Depreciation	\$0.00	\$0.00	\$0.00
E 101-42200-433	Dues and Subscriptions	\$0.00	\$100.00	\$100.00
E 101-42200-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00
E 101-42200-500	Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00
E 101-42200-520	Buildings and Structures	\$750.00	\$750.00	\$0.00
E 101-42200-550	Motor Vehicles	\$0.00	\$0.00	\$0.00

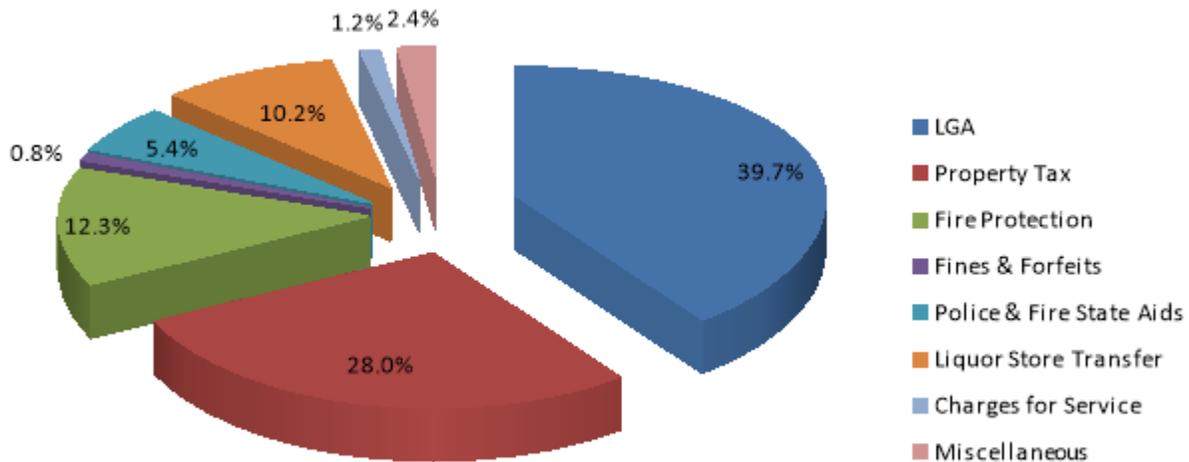
Account	Description	2017 Budget	2018 Budget	2019 Budget
E 101-42200-580	Other Equipment	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42200-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00
E 101-42200-708	Transfer to Fire Dept Reserve	\$30,000.00	\$30,000.00	\$30,000.00
E 101-42200-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00
Fire Department		\$96,175.00	\$96,175.00	\$96,400.00
<b>Hwys, Streets, &amp; Roads</b>				
E 101-43100-101	Full-Time Employees Regular	\$45,380.00	\$46,682.75	\$46,371.00
E 101-43100-102	Full-Time Employees Overtime	\$0.00	\$0.00	\$500.00
E 101-43100-103	Part-Time Employees	\$965.00	\$936.00	\$936.00
E 101-43100-121	PERA	\$3,405.00	\$3,501.00	\$3,548.00
E 101-43100-122	FICA	\$3,472.00	\$3,571.00	\$3,619.00
E 101-43100-131	Employer Paid Health	\$6,665.91	\$8,304.33	\$9,124.00
E 101-43100-142	Unemployment Benefit	\$0.00	\$0.00	\$0.00
E 101-43100-200	Office Supplies (GENERAL)	\$50.00	\$50.00	\$75.00
E 101-43100-205	Heating Fuel	\$2,000.00	\$2,000.00	\$1,000.00
E 101-43100-206	Electricity	\$4,500.00	\$4,500.00	\$4,500.00
E 101-43100-208	Training and Instruction	\$0.00	\$0.00	\$0.00
E 101-43100-210	Operating Supplies (GENERAL)	\$1,500.00	\$1,500.00	\$1,500.00
E 101-43100-212	Motor Fuels	\$13,500.00	\$8,500.00	\$8,500.00
E 101-43100-213	Lubricants and Additives	\$1,000.00	\$1,000.00	\$1,000.00
E 101-43100-220	Repair/Maint Supply	\$1,500.00	\$1,500.00	\$2,000.00
E 101-43100-221	Equipment Parts	\$500.00	\$500.00	\$0.00
E 101-43100-222	Tires	\$1,200.00	\$1,200.00	\$1,200.00
E 101-43100-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00
E 101-43100-224	Street Maint Materials	\$12,000.00	\$16,000.00	\$16,000.00
E 101-43100-240	Small Tools and Minor Equip	\$1,500.00	\$1,500.00	\$1,500.00
E 101-43100-303	Engineering Fees	\$500.00	\$500.00	\$500.00
E 101-43100-310	Other Professional Services	\$0.00	\$0.00	\$0.00
E 101-43100-321	Telephone	\$1,900.00	\$1,900.00	\$1,900.00
E 101-43100-322	Postage	\$100.00	\$100.00	\$100.00
E 101-43100-331	Travel Expenses	\$0.00	\$0.00	\$0.00
E 101-43100-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00
E 101-43100-361	General Liability Ins	\$300.00	\$250.00	\$250.00
E 101-43100-362	Property Ins	\$900.00	\$900.00	\$900.00
E 101-43100-363	Automotive Ins	\$750.00	\$900.00	\$950.00
E 101-43100-366	Workers Compensation	\$3,500.00	\$3,500.00	\$3,500.00
E 101-43100-387	Snow Removal	\$0.00	\$0.00	\$0.00
E 101-43100-400	Repairs & Maint Cont.	\$0.00	\$0.00	\$0.00
E 101-43100-401	Repairs/Maint Buildings	\$750.00	\$750.00	\$750.00
E 101-43100-404	Repairs/Maint Machinery/Equip	\$5,500.00	\$5,500.00	\$5,500.00
E 101-43100-433	Dues and Subscriptions	\$0.00	\$0.00	\$60.00
E 101-43100-436	Towing Charges	\$0.00	\$0.00	\$0.00
E 101-43100-501	Industrial Lane Assessment	\$1,000.00	\$1,000.00	\$1,300.00
E 101-43100-530	Improvements Other Than Bldgs.	\$0.00	\$0.00	\$0.00
E 101-43100-550	Motor Vehicles	\$0.00	\$8,500.00	\$8,500.00
E 101-43100-580	Other Equipment	\$0.00	\$0.00	\$0.00
E 101-43100-601	Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00
E 101-43100-610	Interest	\$0.00	\$1,515.01	\$0.00
Hwys, Streets, & Roads		\$114,337.91	\$126,560.09	\$125,583.00

Account	Description	2017 Budget	2018 Budget	2019 Budget
<b>Street Lighting</b>				
E 101-43160-206	Electricity	\$14,000.00	\$13,000.00	\$13,000.00
E 101-43160-210	Operating Supplies (GENERAL)	\$7,000.00	\$5,000.00	\$3,500.00
E 101-43160-220	Repair/Maint Supply	\$1,000.00	\$1,000.00	\$1,000.00
<b>Street Lighting</b>		<b>\$22,000.00</b>	<b>\$19,000.00</b>	<b>\$17,500.00</b>
<b>Parks</b>				
E 101-45200-101	Full-Time Employees Regular	\$3,050.00	\$3,126.00	\$3,096.00
E 101-45200-102	Full-Time Employees Overtime	\$0.00	\$0.00	\$100.00
E 101-45200-103	Part-Time Employees	\$1,600.00	\$1,560.00	\$1,560.00
E 101-45200-106	School Resource Officer -	\$0.00	\$0.00	\$0.00
E 101-45200-121	PERA	\$230.00	\$234.00	\$350.00
E 101-45200-122	FICA	\$725.00	\$716.00	\$356.00
E 101-45200-131	Employer Paid Health	\$480.29	\$598.73	\$658.00
E 101-45200-206	Electricity	\$6,000.00	\$6,000.00	\$5,000.00
E 101-45200-208	Training and Instruction	\$0.00	\$0.00	\$0.00
E 101-45200-210	Operating Supplies (GENERAL)	\$900.00	\$900.00	\$900.00
E 101-45200-211	Cleaning Supplies	\$175.00	\$175.00	\$175.00
E 101-45200-212	Motor Fuels	\$1,500.00	\$1,500.00	\$1,500.00
E 101-45200-221	Equipment Parts	\$0.00	\$0.00	\$0.00
E 101-45200-225	Landscaping Materials	\$500.00	\$500.00	\$1,000.00
E 101-45200-240	Small Tools and Minor Equip	\$0.00	\$0.00	\$0.00
E 101-45200-305	Medical Fees	\$0.00	\$0.00	\$50.00
E 101-45200-361	General Liability Ins	\$900.00	\$750.00	\$750.00
E 101-45200-362	Property Ins	\$2,500.00	\$2,500.00	\$2,500.00
E 101-45200-366	Workers Compensation	\$400.00	\$300.00	\$300.00
E 101-45200-401	Repairs/Maint Buildings	\$1,000.00	\$1,000.00	\$1,500.00
E 101-45200-430	Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00
E 101-45200-530	Improvements Other Than Bldgs.	\$0.00	\$0.00	\$0.00
<b>Parks (GENERAL)</b>		<b>\$19,960.29</b>	<b>\$19,859.73</b>	<b>\$19,795.00</b>
<b>Libraries</b>				
E 101-45500-200	Office Supplies (GENERAL)	\$0.00	\$0.00	\$0.00
E 101-45500-206	Electricity	\$2,900.00	\$2,900.00	\$2,900.00
E 101-45500-210	Operating Supplies (GENERAL)	\$300.00	\$300.00	\$300.00
E 101-45500-211	Cleaning Supplies	\$100.00	\$0.00	\$0.00
E 101-45500-223	Building Repair Supplies	\$200.00	\$200.00	\$200.00
E 101-45500-330	Transportation (GENERAL)	\$0.00	\$0.00	\$0.00
E 101-45500-331	Travel Expenses	\$0.00	\$210.00	\$210.00
E 101-45500-361	General Liability Ins	\$100.00	\$100.00	\$100.00
E 101-45500-362	Property Ins	\$750.00	\$750.00	\$750.00
E 101-45500-380	Utility Services (GENERAL)	\$650.00	\$650.00	\$750.00
E 101-45500-401	Repairs/Maint Buildings	\$500.00	\$500.00	\$500.00
E 101-45500-404	Repairs/Maint Machinery/Equip	\$0.00	\$0.00	\$0.00
E 101-45500-426	Automation Repair & Replace.	\$289.00	\$289.00	\$289.00
E 101-45500-433	Dues and Subscriptions	\$15,437.00	\$15,437.00	\$15,860.00
<b>Libraries (GENERAL)</b>		<b>\$21,226.00</b>	<b>\$21,336.00</b>	<b>\$21,859.00</b>
		<b>\$599,237.98</b>	<b>\$627,500.58</b>	<b>\$640,367.00</b>

## 2019 General Fund Revenue Sources:

Fund:	Amount:
LGA	\$254,282.00
Property Tax	\$179,373.00
Fire Protection	\$78,979.00
Fines & Forfeits	\$5,000.00
Police & Fire State Aids	\$34,500.00
Liquor Store Transfer	\$65,000.00
Charges for Service	\$8,000.00
Miscellaneous	\$15,233.00
<b>Total:</b>	<b>\$640,367.00</b>

### General Fund Revenue Sources:





## CITY OF BLACKDUCK Revenue Budget for 2019 General Fund

Account	Description	2017 Budget	2018 Budget	2019 Budget
<b>GENERAL FUND</b>				
R 101-31000	General Property Taxes	\$155,133.00	\$170,686.74	\$179,373.00
R 101-31030	Mobile Home Tax	\$800.00	\$800.00	\$800.00
R 101-31900	Penalties and Interest Del Tax	\$1,000.00	\$1,000.00	\$1,000.00
R 101-32000	Licenses and Permits	\$5,000.00	\$5,000.00	\$5,000.00
R 101-32240	Animal Licenses	\$200.00	\$200.00	\$200.00
R 101-33100	Federal Grants and Aids	\$0.00	\$0.00	\$0.00
R 101-33130	CDBG	\$0.00	\$0.00	\$0.00
R 101-33400	State Grants and Aids	\$0.00	\$0.00	\$0.00
R 101-33401	Local Government Aid	\$245,269.00	\$253,712.00	\$254,282.00
R 101-33403	Market Value Credit-MH	\$0.00	\$0.00	\$0.00
R 101-33404	PERA AID	\$1,113.00	\$1,113.00	\$1,113.00
R 101-33405	Market Value Credit - Real	\$0.00	\$0.00	\$0.00
R 101-33406	Market Value Credit-TIF	\$0.00	\$0.00	\$0.00
R 101-33407	Market Value Credit-AG	\$0.00	\$0.00	\$0.00
R 101-33416	Police Training Reimbursement	\$600.00	\$0.00	\$1,500.00
R 101-33423	State Police Aid	\$14,000.00	\$14,000.00	\$14,000.00
R 101-33424	State Fire Aid	\$19,000.00	\$19,000.00	\$19,000.00
R 101-33620	Other County Grants/Aid	\$70.00	\$70.00	\$70.00
R 101-34000	Charges for Services	\$8,000.00	\$8,000.00	\$8,000.00
R 101-34103	Zoning and Subdivision Fees	\$100.00	\$0.00	\$0.00
R 101-34108	Admin Charges to Other Funds	\$0.00	\$0.00	\$0.00
R 101-34110	Sale of Property	\$0.00	\$0.00	\$0.00
R 101-34202	Fire Protection Svcs	\$76,885.00	\$76,885.00	\$78,979.00
R 101-34781	Reservation Fees	\$0.00	\$0.00	\$0.00
R 101-35000	Fines and Forfeits	\$5,000.00	\$5,000.00	\$5,000.00
R 101-35102	Parking Fines	\$0.00	\$0.00	\$0.00
R 101-36100	Special Assessments	\$100.00	\$100.00	\$100.00
R 101-36102	Penalties and Interest	\$0.00	\$0.00	\$0.00
R 101-36200	Miscellaneous Revenues	\$4,000.00	\$4,000.00	\$4,000.00
R 101-36210	Interest Earnings	\$700.00	\$700.00	\$700.00
R 101-36220	Other Rents and Royalties	\$0.00	\$0.00	\$0.00
R 101-36230	Contributions and Donations	\$2,000.00	\$2,000.00	\$2,000.00
R 101-36231	Community Development Grants	\$0.00	\$0.00	\$0.00
R 101-36240	Reimbursements	\$250.00	\$250.00	\$250.00
R 101-39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00
R 101-39200	Interfund Transfer	\$0.00	\$0.00	\$0.00
R 101-39203	Transfer from Other Fund	\$0.00	\$0.00	\$0.00
R 101-39204	Intrafund Transfer	\$0.00	\$0.00	\$0.00
R 101-39269	Transfer from Liquor Fund	\$60,000.00	\$65,000.00	\$65,000.00
R 101-39282	Transfer fm Debt Service Fund	\$0.00	\$0.00	\$0.00
R 101-39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00
R 101-39330	Inception-Capital Lease Agmt	\$0.00	\$0.00	\$0.00
R 101-39331	Insurance Proceeds	\$0.00	\$0.00	\$0.00
		<b>\$599,220.00</b>	<b>\$627,516.74</b>	<b>\$640,367.00</b>

Juelson Plumbing & Heating

18994 Hines Rd NE  
Hines, MN 56647

# Estimate

Date	Estimate #
10/26/2018	1478

Name / Address
Blackduck Fire Dept PO Box 380 Blackduck, MN 56630

			Project
Description	Qty	Cost	Total
1-100,00 BTU Lennox Unit Heater 1-165,00 BTU Lennox Unit Heater -Gas Piping -Venting -Labor & Materials to Complete \$4,870	1	4,870.00	4,870.00
2-110,000 BTU Down Draft Furnace 2-Condensate Pumps 2-Plenums w/ Stands 2- Lennox Air Filters -Venting -Gas Piping -Thermostats -Drain -Removing of old Units and Chimney Cap Labor & Materials to Complete \$8,750	1	8,750.00	8,750.00
		<b>Total</b>	<b>\$13,620.00</b>

Customer Signature \_\_\_\_\_





AIR CONDITIONING & REFRIGERATION, INC

1632 BEMIDJI AVENUE N • BEMIDJI MN 56601 • PHONE (218) 751-2801 • FAX (218) 444-2803

**PROPOSAL**

Proposal Submitted to:	Phone:	Date:
<b>Blackduck Fire Department</b>	<b>556-5797</b>	<b>September 28, 2018</b>
Street:	Job Name:	
<b>33 Margaret Avenue</b>	<b>Fire Hall Unit Heater</b>	
City, State, and Zip Code:	Attn:	Email:
<b>Blackduck, MN 56630</b>	<b>Brian Larson</b>	<b>fire@paulbunyan.net</b>

We hereby submit specifications and estimate for:

**Labor and materials to replace two unit heaters.**

Price to include:

**High Efficiency Unit Heater:**

**New high efficiency unit heater model # MPC located in garage, includes all necessary hardware, PVC venting up existing chimney, gas and electrical reconnect, new digital thermostat, labor and one year Higgins Heating parts and labor warranty in addition to manufactures warranty.**

West End	<b>\$5,640.00</b>
East End	<b>\$4,145.00</b>
<b>TOTAL</b>	<b>\$9,785.00</b>

**OPTION:**

**Horizontal Furnace:**

**New LENNOX 95% efficiency, forced air furnace model # ML195UH, hung on the ceiling, includes supply ductwork with louvers, 2" return air bod with filter, gas and electrical reconnect, digital thermostat, labor and one year Higgins Heating parts and labor warranty in addition to manufactures warranty.**

West End	<b>\$4,265.00</b>
East End	<b>\$3,590.00</b>
<b>TOTAL</b>	<b>\$7,855.00</b>

Payment as follows: Net 30 days

All work is guaranteed to be as specified. All work to be completed in a competent manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: \_\_\_\_\_ Charlie Ward, President Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Acceptance of Proposal-** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Higgins Heating, Air Conditioning and Refrigeration retains ownership of material furnished until fully paid for. Interest on any past due amounts will accrue at the rate of 1.5 % per month. Should Higgins Heating, Air Conditioning and Refrigeration, find it necessary to obtain assistance in collecting past due accounts, signatred party will be responsible for attorney fees and/or court costs.

Accepted By \_\_\_\_\_ Print Name \_\_\_\_\_ Date of Signature \_\_\_\_\_



# CITY OF BLACKDUCK RESOLUTION NO: 2018-29

## Resolution Establishing a Meeting Schedule for 2019

**BE IT RESOLVED**, that the regular meetings of the Blackduck City Council shall commence at 6:00pm and the meeting schedule for the Blackduck City Council for the year 2019 is as follows:

January .....	7
February .....	4
March .....	4
April .....	8
May .....	6
June .....	4
July.....	8
August.....	5
September .....	9
October .....	7
November .....	4
December .....	9

Adopted by the City Council this 4<sup>th</sup> day of December 2018.

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Rudy Patch, Mayor

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Christina Regas, City Administrator



# CITY OF BLACKDUCK RESOLUTION NO: 2018-31

## RESOLUTION APPROVING FINAL 2018 TAX LEVY, COLLECTABLE IN 2019

**BE IT RESOLVED**, by the City Council of the City of Blackduck, County of Beltrami, Minnesota, that the following sums of money be levied for the current year, collectible in 2019, upon the taxable property in the City of Blackduck, for the following purposes:

<b>Total levy</b>	<b>\$252,138.00</b>
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**BE IT ALSO RESOLVED**, by the City Council of the City of Blackduck, that the Truth N Taxation Hearing was held on December 4th at 6:15 p.m. in the Council Chamber at Blackduck City Hall and where comment was requested.

The City Administrator is hereby instructed to transmit a certified copy of this resolution to the county auditor of Beltrami County, Minnesota.

Adopted by the City Council on December 4<sup>th</sup>, 2018

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Rudy Patch, Mayor

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Christina Regas – City Administrator



## LEAGUE OF MINNESOTA CITIES INSURANCE TRUST 2018-19 COVERAGE CHANGES

### 2018-19 CHANGES

Every year, the League of Minnesota Cities Insurance Trust (the Trust) [Board of Trustees](#) reviews our coverage to ensure it responds to the unique exposures faced by Minnesota's cities. Many suggestions come from members and their insurance agents. Changes go into effect for property/casualty coverages renewing on or after November 15, 2018 and for workers' compensation coverage renewing on or after January 1, 2019.

### CONTACT

If you have questions about the coming year's coverage changes, or if you have ideas for future coverage enhancements, contact your assigned underwriter at (651) 281-1200 or (800) 925-1122.

### AUTO COVERAGE

#### **Definitions for automobile and mobile equipment**

The definitions for *automobile* and *mobile equipment* in the auto liability and municipal liability coverages were modified to be better coordinated.

#### **Definition for motor vehicle**

The definition for *motor vehicle* was amended to more closely align with definitions in the Minnesota statutes related to uninsured/underinsured (UM/UIM) and basic economic loss (no-fault/PIP) benefits.

#### **Snowmobiles**

While snowmobiles have historically been scheduled and charged as automobiles, they are better classified as mobile property for coverage and rating purposes. A wording change was made in the municipal liability coverage to clarify that municipal liability coverage applies for claims arising out of the use of a snowmobile.

#### **Street sweepers**

In some cases, street sweepers have been classified as automobiles, and in others, as mobile property. To ensure consistency, any street sweeper required by the state to be licensed or registered, or have a license plate, will now be classified as an automobile. This will have only minor coverage and premium implications.

### BOND COVERAGE (OPTIONAL COVERAGE)

#### **Faithful performance bond limits**

Members can obtain bond coverage through the Trust to cover both fidelity and faithful performance risks. Members can now purchase up to \$3 million in bond limits, an increase from the previous \$1 million maximum limit. The minimum available is still \$50,000. Premium rates are based on the number of full-time equivalent employees and the limit of coverage selected.

## **LIABILITY COVERAGE**

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### **Definitions for automobile and mobile equipment**

[Change is noted in the section for auto coverage.](#)

### **Snowmobiles**

[Change is noted in the section for auto coverage.](#)

### **Street sweepers**

[Change is noted in the section for auto coverage.](#)

### **Union contract grievances**

We do not provide coverage when a grievance is brought, unless it is accompanied by a related covered claim. Coverage language was modified to confirm our traditional approach to these situations.

## **PROPERTY COVERAGE**

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### **Building code compliance costs**

In addition to costs to repair or replace damaged or destroyed property, the property coverage covers additional costs necessary to comply with most building compliance codes and requirements. This coverage does not extend to excluded property, such as paved surfaces, subsoil, pilings, building foundations, and most underground pipes. The coverage language has been clarified to more explicitly define the extent to which these compliance costs are covered.

### **Mobile property**

Part of the claim valuation clause for scheduled mobile property units was restated in the relevant endorsement to make it easier to interpret.

### **Property-in-the-open**

We have historically used one endorsement to broaden the definition of property-in-the-open and another to restrict it. To simplify the endorsement process, a new, single endorsement was created that can be used to both broaden and restrict the definition.

### **Snowmobiles**

[Change is noted in the section for auto coverage.](#)

### **Street sweepers**

[Change is noted in the section for auto coverage.](#)

## **ABOUT THE TRUST**

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We understand the unique exposures faced by Minnesota cities and continually develop new coverages to address ever-changing needs. Instead of coverage exclusion, the Trust emphasizes coverage inclusion. Trust staff have the expertise to address all coverage issues and concerns, giving busy city staff one less thing to worry about.

## **WORKERS' COMPENSATION COVERAGE**

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### **Subrogation procedures**

Two clarifications were made regarding subrogation procedures. First, a statute that is referenced in the coverage has been updated. Second, it was clarified that subrogation recovery amounts are netted out for purposes of future experience rating calculations.



# LEAGUE OF MINNESOTA CITIES INSURANCE TRUST 2018-19 PREMIUM RATES

## 2018-19 RATES

The League of Minnesota Cities Insurance Trust (the Trust) [Board of Trustees](#) annually reviews members' projected losses and expenses to determine premium rates. Rates are then designed to fund these costs. In many years a contingency margin is included to limit future rate volatility if losses turn out to be higher than projected.

## CONTACT

If you have questions about the coming year's premium rates, contact your assigned underwriter at (651) 281-1200 or (800) 925-1122.

## PROPERTY/CASUALTY PROGRAM

The following rate changes will go into effect for property/casualty coverages renewing on or after November 15, 2018.

Coverage	Rate Change
Average liability rates	0%
Per household rate (land use liability)	-10%
Per sewer connection rate (sewer backup liability)	-10%
Per police officer rate (police liability)	10%
Per employee rate (employment liability)	0%
Annual expenditure rate (all other liability)	0%
Property rates	2%
All other coverage rates	0%

For a member with a perfectly average mix of exposures, the average rate for all property/casualty coverages (property, liability, and auto) will increase less than 1%. However, specific rates within each of the liability classes shown in the table will fluctuate.

Three other changes are occurring this year:

1. We are modifying the rating methodology for auto liability coverage, which means some members' premiums will increase and others will decrease because of the transition to the new rating method. [Learn more about the new auto liability rating system.](#)
2. For property appraisals scheduled on or after January 1, 2019, we will begin conducting on-site property appraisals on all buildings, as well as any property-in-the-open location with a value of \$1 million or greater. [Learn more about the changes being made to the Trust's property appraisal program.](#)
3. For certain coverages, we use an experience rating component to adjust members' premiums. The formula for municipal liability has been updated, and we will begin using it in 2018-19. The formula largely mirrors what we've always used, except that auto liability will no longer be included in the formula. A new formula for auto liability will likely be introduced next year. [Learn more about experience rating.](#)

## RATE IMPACT

This year's rate changes don't necessarily mean your premiums will increase or decrease by that exact amount. That's because premiums are also affected by changes in city expenditures, property values, payrolls, experience rating, and other exposure measures.

### New auto liability rating method

The method for calculating auto liability premiums is changing from a two-territory system based on geography to a single statewide rating system. The new model will reallocate premium costs among members, meaning auto liability premiums will increase for some and decrease for others. Following is the new rate schedule.

Vehicle Class	Old Auto Liability Rate Schedule		New Auto Liability Rate Schedule
	Urban Rate	Rural Rate	Statewide Rate
Ambulance	\$179	\$158	\$135
Antiques	\$48	\$48	\$32
Fire Trucks	\$74	\$30	\$49
Garbage Trucks	\$653	\$653	\$580
Motorcycles	\$142	\$142	\$137
Parks & Public Works (Heavy)	\$363	\$186	\$319
Parks & Public Works (Light or Medium)	\$169	\$163	\$124
Passenger Vehicles	\$205	\$100	\$71
Police	\$564	\$383	\$519
Transit	\$1,861	\$1,861	\$1,633

To avoid steep increases for individual members, a transition mechanism is in place:

1. No member's total property/casualty premium will increase more than 15% per year; and
2. No member's auto liability premium will increase more than 100% per year.

If you have questions about this change or would like to discuss other ways to limit their impact, such as by increasing your deductible, contact your assigned underwriter.

### Changes to the Trust's property appraisal program

We contract with HCA Asset Management (HCA) to provide property appraisals to all members at no additional charge. Each member receives an appraisal once every seven years. This helps ensure members' property premiums and coverage limits accurately reflect property values. [Learn more about the Trust's property appraisal program.](#)

For property appraisals scheduled on or after, January 1, 2019, HCA will conduct on-site appraisals on all buildings. In addition, appraisals will be conducted on any property-in-the-open location (e.g., monuments, golf courses, and bridges) with a value of \$1

## **ABOUT THE TRUST**

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Because members are committed to the Trust's not-for-profit philosophy, we can retain a healthy fund balance, which in turn helps members avoid premium rate fluctuations. Trust funds not needed for claims, expenses, or reserves are returned to members as a dividend.

million or greater to arrive at an estimated replacement cost value for each. Mobile property (e.g., tools, bobcats, and tractors) will not receive an on-site appraisal but assistance in estimating mobile property values is available by request. This approach will help reduce the burden on members that desktop valuations can create and decrease the risk of inaccurate values that can lead to insufficient coverage in the event of a loss.

## **WORKERS' COMPENSATION PROGRAM**

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Members with renewals on or after January 1, 2019 will see a 1% average increase in overall workers' compensation premium rates. There will also be adjustments to the relative rate levels for various job classes. [See the following page for the new relative rate levels.](#)

We use, to the extent possible, member loss experience for the preceding five-year period to determine rates for job classes. Every three years a detailed analysis is performed to verify the rates are properly allocated among the job classes. Where we don't have enough volume to assure plausible rates, the Trust supplements its data with data from the Minnesota Workers' Compensation Insurance Association. Because we provide coverage for almost all cities and most special purpose local government entities in Minnesota, the Trust can base its rates on the actual loss history of city-related payroll classes in Minnesota. And, because the Trust is a not-for-profit, member-owned organization, our goal is to avoid claims and maintain rates at low, sustainable, and steady levels.

The effect of these adjustments will depend on a member's own payrolls, job classifications, and associated rate changes. For a member with a typical mix of payrolls, class increases and decreases will largely offset each. As a result, most members will see a rate change within a relatively narrow band above and below the average 1% premium rate increase. However, a special purpose entity with most of its payroll in one or two classes could see a bigger effect.

## RATE CHANGES

The property/casualty and workers' compensation rate changes for 2018-19 reflect changing loss patterns in recent years. In addition, the Trust Board has balanced maintaining low rates with the importance of maintaining a fund balance sufficient to limit rate volatility.

<b>Rate Relativity Adjustments Effective Jan. 1, 2019</b>				
This table details 2019 class rate changes for the bulk of city payrolls.				
Most job class rates are shown per \$100 of payroll.				
Rates for volunteer firefighters are shown per 100 of population.				
<b>Class Code</b>	<b>Description</b>	<b>2018 Rates</b>	<b>2019 Rates</b>	<b>Rate change</b>
5506	Street construction	\$9.66	\$9.04	-6%
7380	Ambulance	\$5.86	\$5.35	-9%
7381	Ambulance: volunteer	\$16.98	\$10.45	-38%
7502	Gas company	\$5.12	\$6.95	36%
7520	Waterworks	\$4.42	\$3.81	-14%
7539	Electric & steam plant	\$4.26	\$3.21	-25%
7580	Sewage disposal plant	\$4.89	\$4.56	-7%
7706	Firefighters	\$8.65	\$7.89	-9%
7708	Firefighters: volunteer	\$225.57	\$232.86	3%
7716	Firefighters: non-smoking	\$7.79	\$7.10	-9%
7718	Firefighters: volunteer, non-smoking	\$203.01	\$209.57	3%
7720	Police	\$4.90	\$5.56	13%
7721	Police: non-smoking	\$4.41	\$5.01	14%
7722	Police reserves	\$2.47	\$2.03	-18%
7723	Police reserves: non-smoking	\$2.22	\$1.83	-18%
8017	Off sale liquor store	\$4.38	\$3.97	-9%
8227	City shop & yard	\$3.87	\$4.25	10%
8810	Clerical office employees	\$0.72	\$0.71	-1%
9015	Building maintenance	\$5.24	\$6.75	29%
9033	Housing authority	\$3.03	\$2.66	-12%
9060	Golf course	\$1.99	\$1.16	-42%
9063	Community centers	\$2.79	\$2.49	-11%
9084	On sale liquor store	\$5.59	\$3.07	-45%
9102	Parks	\$5.27	\$5.48	4%
9182	City arena operations	\$2.58	\$3.33	29%
9403	Garbage	\$9.99	\$8.64	-14%
9410	Municipal employee	\$0.55	\$0.61	11%
9411	Elected or appointed officials	\$0.42	\$0.49	17%