

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. **June 4, 2019 Council Meeting Minutes**
 - b. **June 17, 2019 Liquor Committee Meeting Minutes**
 - c. **June 17, 2019 Council Work Session Minutes**
 - d. **June 19, 2019 Planning Commission Meeting Minutes**
 - e. **June 25, 2019 Revolving Loan Fund Committee Minutes**
 - f. **June 2019 Fund Balance Report & Bond Payments & Transfers**
 - g. **June 2019 Bills**
 - h. **YTD June 2019 Income Statements**
 - a. **Water, Sewer, Pine Tree Park, and Golf Course**
 - b. **Liquor Store**
 - i. **June 2019 Month End Remittance Report**
 - j. **May 2019 LG216 Lawful Gambling Monthly Rent Report**
 - k. **Final approval – LGA first half additional payment**
 - l. **Final approval – LGA first half payment**
 - m. **Final approval – June 2019 First Half Property Tax Settlement Statement**
 - n. **Final approval – July Part-time new employees**
 - o. **Final approval – Ehlers report – Potential Refunding of Existing Bonds**
 - p. **Final approval – 2009 Owner Occupied Residential Housing Rehabilitation Notes – Satisfied**
 - a. **Sara Palmer – 465 Scenic Hwy 39**
 - b. **Christopher & Launa Jablonski – 265 Summit Ave.**
 - c. **Beverly Gibson – 257 1st Street NW**

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. **REVOLVING LOAN COMMITTEE** – Sarah Linda, HRDC Finance Specialist
 - a. **Flowers in the Attic Loan Recommendation**

6. **PUBLIC WORKS REPORT** – Mike Schwanke, Public Works Supervisor

7. **LIQUOR STORE REPORT** – Shawnda Lahr, Liquor Store Manager

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

9. **FIRE DEPARTMENT REPORT** – Brian Larson, Fire Chief
 - a. **Final Approval – Leave of Absence -Volunteer Fire Fighter Zack Jones**

10. **GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent
11. **LIBRARY REPORT** – Kelly Hanks, Head Librarian
 - a. Library Board Meeting – July 16, 2019 @ 6pm @ Blackduck Library
 - b. Kitchigami Regional Library Board Meeting – July 18, 2019 @ Pine Rivero
12. **ADMINISTRATOR’S REPORT** – Christina Regas, City Administrator
 - a. Donation Request –
 - i. **Blackduck High School Trap Team Booster**
 - b. [Resolution 2019-02](#) – Resolution of Annual Appointments & Designations for 2019 - Revision
 - c. Reminder July 22, 2019 Council Work Session
 - d. Reminder August 5, 2019 Council Meeting
13. **MAYOR AND/OR COUNCIL MEMBER REPORTS** – Mayor Patch & Council
14. **COMMUNITY EVENTS/GOOD THINGS HAPPENING** –
 - a. City of Blackduck Employee Anniversaries –
 - i. **Scott Geerdes** – *(July, 2013)*
 - ii. **Bailey Baumbartner** – *(July, 2015)*
 - iii. **Gail Landowoski** – *(July, 2018)*
 - iv. **Andrew Jespersen** – *(August 2016)*
 - b. Blackduck Development Corporation Meeting –July 10, 2019 @ Good Samaritan Community Room
 - c. Blackduck Chamber Meeting – July 17, 2019 @ Hungry Duck Restaurant
 - d. Blackduck Woodcarvers Festival – July 27, 2019 @ Wayside Rest Park
 - e. Blackduck Planning Commission Meeting – June 19, 2019 @ 2pm @ City Hall
15. **ADJOURN**



BLACKDUCK CITY COUNCIL MEETING
TUESDAY, JUNE 4TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in Regular Session at Blackduck City Hall at 6:00pm. June 4th, 2019. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

ROLL CALL:

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

Councilors Absent: none

Staff Present: Deputy Clerk Gail Landowski, Liquor Store Manager Shawnda Lahr, and Police Chief Jace Grangruth

Others Present: Ashley Erickson Miller McDonald, and Johnny Lee Walker Blackduck Area Chamber of Commerce & Paul Bunyan Broadcasting

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

CONSENT AGENDA – Moved by Councilor Gulette and seconded by Councilor Sellon to approve the consent agenda as written.

- a. May 6th, 2019 Council Meeting Minutes
- b. May 9th, 2019 Revolving Loan Fund Committee Minutes
- c. May 15th, 2019 Planning Commission Meeting Minutes
- d. May 20th, 2019 Special Council Meeting Minutes
- e. May 2019 Fund Balance Report & Transfers
- f. May 2019 Bills
- g. YTD May 2019 Income Statements
 - a. Water, Sewer, Pine Tree Park, and Golf Course
 - b. Liquor Store
- h. May 2019 Month End Remittance Report
- i. April 2019 LG216 Lawful Gambling Monthly Rent Report
- j. Final approval of June 2019 Full-time employees hired
- k. Final Approval – Application for 1 day on-sale Liquor License Blackduck American Legion – 2019-01

Motion carried unanimously.

BLACKDUCK FORUM –

No one present to speak.

2018 FINACIAL AUDIT REVIEW – Ashley Erickson, Miller McDonald

1. Financial Audit Report –

- a. General Fund -Erickson provided an overview of the general fund revenue budgets for 2018 noting the reduction of Small Cities Assistance for Streets, and the Fire Department Aid that



BLACKDUCK CITY COUNCIL MEETING
TUESDAY, JUNE 4TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

wasn't received until 2019. Erickson reported the general fund expenditure budgets for 2018 were in line showing administration being slightly over budget for personnel services for the increase in health care costs and dues and subscriptions being higher. Erickson further noted the expenditures were comparable to 2017 and was no concern. Planning and Zoning was over budget due to the rental inspections with a new vendor. Streets department was under budget and of little concern and the debt service appears higher than expected but only due to reclassification of the new lease payment for the public works truck.

b. Enterprise Funds –

i. Water – Erickson noted the increase in cash for the Water fund due to the increase in base fees received from new apartments and homes built at the end of 2017.

ii. Sewer – Erickson reported the sewer fund had a total cash increase over 2017.

iii. Golf Course – Erickson noted a deficit in the golf course in 2018, but operating revenue increase over 2017. Erickson recommended the City consider if the Golf course will be required to 'repay' the Liquor Store Fund for covering the deficits from the past years and if not for financial statement reasons to approve a permanent transfer of funds from the liquor store to the golf course fund to remove the negative cash balance. Erickson recommended reviewing this when planning for the next budget in 2020.

iv. Liquor Store – Erickson stated the overall cash shows a negative \$12,000 in cash but the operations show an increase and the transfer to the golf course it is covering for that fund's deficit is noted on the statement. Erickson further noted the payment for the updated parking lot investment in expenditures stating without the expense of the parking lot the liquor store would still show a positive cash balance for 2018. Erickson stated the overall operation expenses are being handled well and within budget.

c. Compliance Record for MN State Auditor- Erickson noted there were no findings to report to the State Auditor and the prior year(s) findings are now removed as compliance is met by the City.

d. Government Auditing Standards Report – Erickson noted there are findings and they are the same every year due to internal control or segregation of duties and reporting of financial statements to the State Auditor. Erickson stated these findings are typical of small cities.

2. Letter to the Council – Erickson stated the communication from the auditor points out any significant audit findings at the end of the audit. Erickson the were no significant financial estimates except for PERA Pension information but do not affect operations. Erickson stated there were no difficulties performing the audit, or difficulties with management. Erickson brought attention to the correct and non-correct misstatement. Erickson stated the corrections were mainly cash vs. accruals which only needs to be converted for state reporting reasons. Erickson reported City Administrator Regas provides Miller McDonald with all the necessary information to comply with state requirements.

3. Trend Analysis 5 years – Erickson provided the top 6 funds and showed the trends for those funds for the Council. Erickson stated overall the cash has been increasing for those funds. Erickson then noted pages 2-6 per fund cash to revenue to expenditures for the general fund, water, sewer, golf and liquor funds. Erickson stated from page 7 the fund balance for restricted vs. non restricted balances is above the



BLACKDUCK CITY COUNCIL MEETING
TUESDAY, JUNE 4TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

3-5 months position recommended from the state except for the golf course. Erickson recommended considering consolidating the restricted funds for financial statement purposes only which will clean up the available use of the funds in case a major project would need to be relied on for future projects.

4. Questions – Erickson opened up the presentation for questions from the council. There were no questions from the Council and Erickson was thanked for the presentation.

REVOLVING LOAN COMMITTEE – Mayor Patch

1. Serenity Living Solutions, Inc. Loan Recommendation – Moved by Councilor Kolb and seconded by Councilor Sellon to approve the recommendation of the Revolving Loan Fund Committee to approve a gap loan of \$100,000 to Serenity Living Solutions, Inc. for a term of 10 years at an interest rate of 5.5% to assist in the insurance gap financing of rebuilding the assisted living facility. Mayor Patch stated the City would be in 4th lien position but there are multiple owners and enough collateral to support the loan application. Councilor Gullette asked if the new building is the same size as the older one. Mayor Patch stated it is one level with the same number of units but the footprint is now different and the new building will have a sprinkler system. Mayor Patch stated it will be filled once completed due to residents being moved to other facilities. Hearing no further questions Mayor Patch called for a vote on the motion. Motion carried unanimously.

PUBLIC WORKS REPORT –

1. CSAH 92 & 47 2019 Summer Road Project timelines – Landowski reported to the Council the tentative timelines for CSAH 92 & 47 2019 Summer road Projects noting work to begin 6/4/2019 – 6/21/19.

2. City Portion of road project costs – 92 & 47 - \$7,000 – Landowski reported to the Council the City portion of the CSAH road projects after bids were awarded came in at \$7,000 for both projects. Landowski stated the costs associated with the projects will be coded to the sewer fund.

3. New Public Works Supervisor – Landowski reported Mike Schwanke begins work on June 10, 2019.

4. City Wide Tour – Landowski stated Regas has asked to postpone the tour until Schwanke begins with the City. Nothing further.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Blackduck Municipal Liquor Store Conduct Policy – Lahr requested the Council approve a conduct policy that can be posted in the bar to support the conduct that is not appropriate to the business by customers. Lahr stated the broad language will give the bartender on duty the ability to tell the customers that are not abiding by the conduct allowed the authorization to ask those people to leave. Mayor Patch asked if the Liquor store has already the ‘right to refuse anyone’ or a policy supporting the requested policy by Lahr. Lahr stated to her knowledge there is nothing approved currently and received the language for the proposed policy from other municipal liquor stores that just have the sign posted. Councilor Kolb asked if by posting the policy that gives the bartender on staff the authority to ‘86 somebody’. Lahr stated for that evening. Councilor Kolb asked if it would be for a longer period of time. Lahr stated the incident report written up by the bartender would be reviewed and discussed. Lahr stated the intention for having the sign up will give the bartenders the ability to point to the sign and remind the customer of the behavior that is acceptable or not. Lahr stated in most cases if the customer is just being



BLACKDUCK CITY COUNCIL MEETING
TUESDAY, JUNE 4TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

abusive to the bartender, she coaches her staff that they do not need to put up with that behavior especially if the comments being made are unprofessional. Lahr stated a customer may not be ‘kicked out’ for 30 days if it was a first offense, but if the harassment is continuing then there is no need to continue allowing the customer to frequent the bar. Councilor Kolb stated he was in favor of the policy but asked if there could be more language with 1st violation 2nd violation, 3rd violation etc. with the consequences so there is more consistency with all customers. Lahr stated it could be created, but the sign was to let the customers know there would be consequences. Councilor Kolb further asked if damaging or destruction of property could be added. Lahr stated that could be a reason for removing a customer from the bar. Kolb stated in most cases when it is just implied vs. stating it more clearly then there is a clear understanding. Lahr stated the policy could have it added. Mayor Patch stated he was in support of the policy but would like to see a clear policy with standard procedures that can be relied upon for everyone. Lahr stated she knows there is an employee conduct policy but not a customer conduct policy. Mayor Patch stated his concern for wanting to have a conduct policy in place prior to posting a sign. Lahr confirmed that the council wishes to not post the sign until a full policy is adopted. Mayor Patch agreed stating again his concern with not having a policy to refer back to. Lahr stated her intention with having the sign approved was to have the bartenders to have something to point out if behavior gets out of control. Nothing further at this time.

2. Liquor Committee Meeting – June 10, 2019 @ 2pm @ The Pond -

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief
No report submitted.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief
No report submitted.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent
No report submitted.

LIBRARY REPORT – Kelly Hanks, Head Librarian
1. Library Board Meeting – June 18, 2019 @ 6pm @ Blackduck Library -

ADMINISTRATOR’S REPORT – Christina Regas, City Administrator
1. Letter from Beltrami County Solid Waste Department – Brian Olsen –

a. Discussion on Recycling Bins – keep them or remove them? – Landowski presented to the Council for discussion the City’s position on keeping the Beltrami County Waste Department recycling bins on City property noting there are no City costs to have the bins in the City. Councilor Gullette asked if it bothers the County when they receive bins full of garbage instead of recycled products. Landowski stated there would be a letter from the County if there is problem. Councilor Gullette asked if there have been any letters. Landowski stated to her knowledge only the provided letter in the Council packet addressed to all municipalities. Mayor Patch posed the question of what will happen if the bins are removed completely. Patch stated those that do use them for recycling now will no one bring their refuse to the transfer station at all. Gullette agreed with Patch. Councilor Sellon stated the City should begin holding people accountable for



BLACKDUCK CITY COUNCIL MEETING
TUESDAY, JUNE 4TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

throwing their garbage in the bins. Patch recommended having law enforcement put up cameras. Sellon asked if it is legal for police to pull a plate number from a vehicle of someone dumping. Patch stated yes. Kolb asked if there were complaints about where the spot was or just the clutter. Landowski did not believe there were any complaints regarding the location. Kolb suggested moving the bins to a higher visible area. Moore asked if the public is going to approve having the bins in a more visible area. Patch asked if the county has considered installing a compactor in the City much like near Pinewood. Gullette stated the County will tell the City the location north on MN 72 is the location available. Sellon agreed noting the funds used to upgrade the MN 72 location. Gullette stated that when the recycling became mixed most people are now confused as to what goes into the bins. Patch stated he believes the bins are not clearly marked. Gullette stated the bins all have in multiple locations what can go in each stating both cardboard, cans, bottles, and glass can go into them. Moore stated her response with the public is that they have no idea the bins are ONLY for recycling. Moore believes it is an education point. Gullette stated he would hate to see the bins go away. Patch agreed stating Kelliher just removed their bins and the public is not pleased. Landowski recapped the Council's request of enforcing the bins with cameras and more public education.

2. Donation Request – Backwoods Bash 2019 – Moved by Councilor Kolb and seconded by Councilor Sellon to approve a donation from the Liquor Rent Fund for \$500 to the 2019 Backwoods Bash. Mayor Patch asked if it was known how the committee is doing for fundraising. Landowski and Johnny Lee Walker could not comment but noted the Chamber keeps the Bash funds earmarked separately. Kolb asked Walker if he knew how close the committee was to the \$5,000 goal. Walker did not know but after the Chamber meets in June he could report. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

3. Beltrami County Pre-Construction 2019 Summer Road Projects Recap – nothing to report at this time.

4. DEED Small Cities Summit/Main Audit – June 4, 2019 Recap – Landowski reported the audit went well.

5. Annual Spring Council City Wide Tour – Postponed until later in June – Gullette asked if a date could be set. Patch stated he believed Regas wanted to do it in June still. Moore asked if it could be scheduled for 5pm. Council tentatively set the tour reschedule date to June 17th. Patch requested Landowski ask Regas if the date will work and then report back to Council. Nothing further.

6. Blandin Workshop – June 11, 2019 – Kootasca Senior Citizens Center Northome

7. LMC Conference – June 26-28, 2019 – Duluth, MN

8. Reminder July 4, 2019 City Hall Closed in observance of Independence Day

9. Reminder July 8, 2019 Council Meeting

MAYOR AND/OR COUNCIL MEMBER REPORTS –

1. Councilor Gullette – Blowing grass clippings into the gutters seems to be an issue in town. Gullette has a concern for the number of clippings that could show up in the storm sewers. Nothing further.

2. Mayor Patch – Patch has a large concern for the intersection of Summit and State Hwy 71. Patch noted there was an accident and he believed drivers are going too fast. Patch would like to take a serious step to add a flashing speed limit sign on the road in the summer so drivers reduce their speeds. Patch would also like to see increased enforcement by state patrol and local police. Mayor Patch requested Regas reach out to Mn Dot and request for more signage.



BLACKDUCK CITY COUNCIL MEETING
TUESDAY, JUNE 4TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

COMMUNITY EVENTS/GOOD THINGS HAPPENING – Councilor Moore read the Community events and Good things Happening into the record.

1. City of Blackduck Employee Anniversaries –

a. Terry Frenzel – 19 years – June 2000 (Fire Department)

b. Natasha Stadstad – 3 years - June 2016 (Liquor Store)

2. Blackduck Development Corporation Meeting – June 12, 2019 @ Good Samaritan Community Room @ 11am

3. Blackduck Chamber Meeting – June 19, 2019 @ The Pond @ Noon -

4. Blackduck Planning Commission Meeting – June 19, 2019 @ 2pm @ City Hall

5. Paul Bunyan Broadcasting Spotlight on Blackduck – June 25th, 2019 9-4pm – open for all businesses and community involvement to speak on the radio. – Johnny Lee Walker

OTHER NEW BUSINESS – No new business.

ADJOURN – Moved by Mayor Patch and seconded by Councilor Kolb to adjourn the meeting at 7:15pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor



CITY OF BLACKDUCK

LIQUOR COMMITTEE MEETING MINUTES

MONDAY, JUNE 17, 2019 @ 2:00PM

THE POND, BLACKDUCK, MN

The Liquor Committee for the Pond met at The Pond on Monday, June 17, 2019 @ 2:00pm.

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

Committee members absent: none

Others Present: Mike Schwanke, Public Works Supervisor

Topics discussed included the following:

OLD BUSINESS:

1. Remainder of Parking Lot Resurfacing – The committee discussed the resurfacing of the north and east sides of the parking lot after the 2018-2019 winter. Discussion regarding potential future expansion of the off-sale was introduced by Lahr and Regas in a 5-10-year plan. This expansion discussion led to the decision to bring in crushed granite to the unfinished portions of the parking lot to keep the new bituminous in good condition and help with erosion and further damage to the lot by delivery trucks and garbage trucks. Schwanke will determine the amount of granite needed for the remainder of the lot and request two quotes from local suppliers. Lahr will report back to the City Council with the quotes. Nothing further at this time.

NEW BUSINESS:

1. Gutters – The committee reviewed the condition of the existing gutters on the southwest corner of the building awning noting the need to have some repairs to the gutter as it has been leaking onto the handicap parking space. Lahr further pointed out the erosion on the parking lot from the awning not having gutters on the north and south gables. Lahr requested recommendations to stop the erosion. The committee discussed several ideas from adding additional gutters to removing the awning altogether noting it serves little purpose to the building. The committee discussed the opportunity to have a better curb view of the building and signage if the awning was removed. Further discussion about the awning noted the damage it has had in previous years from customers driving under it with vehicles and trailers that are too high continued the recommendation to remove the awning from the building completely. Regas recommended the City request quotes from local contractors to remove the awning and cap off the west roof line then report back at the next Council work session. Nothing further.
2. Front & South Door Replacements – The committee reviewed a quote from the Glass Doctor obtained in 2018 to replace the exterior west and south building entrance doors. Mayor Patch requested another separate quote for review of the committee. Lahr noted to the committee that if the City wished in the future to expand on the off-sale and made other changes later discussed regarding the existing kitchen then replacing the exterior doors would come later. Lahr stated the remodel of the off-sale could potentially move the exterior door to another part of the building. Nothing further at this time.



CITY OF BLACKDUCK

LIQUOR COMMITTEE MEETING MINUTES

MONDAY, JUNE 17, 2019 @ 2:00PM

THE POND, BLACKDUCK, MN

3. Air Fryer – Lahr introduces to the committee her research to bring an air fryer into the kitchen to offer fries to the on-sale menu. Lahr presented estimated costs for a used fryer; replacement filter pack; electrical wiring; new prep table & under counter freezer for the air fryer for review. Lahr demonstrated in the kitchen her plans to reconfigure the layout to accommodate the air fryer. Councilor Kolb asked the cost comparison from used to refurbished or new fryer cautioning the potential issues with purchasing a used machine. Lahr stated she would research other options. The committee agreed the introduction to the bar menu of fries and fried food options would improve the bar menu and food revenue. Overall the committee agreed making the change to offer fries was a win for the liquor store and requested Lahr research the changes further and report back to the council work session in July. Nothing further.
4. Exterior Log Repairs – Regas reported the building is in need of some exterior log repair. Regas reported there are two logs on the corners of the building that have suffered rot and will need to have the rotten logs removed and then capped. Regas will look for a contractor that can assist with the repairs. Nothing further.
5. Snow Removal of Patio Area – Councilor Kolb requested a solution for removing the snow from the patio area to eliminate the pile of debris that accumulates in the winter time of cigarette butts. Schwanke recommended the liquor store purchase a small snow blower that can assist with the snow removal. Nothing further.

6.

No further topics were discussed.

The committee adjourned the meeting at approximately 3:30pm.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, JUNE 17, 2019 @ 5:00PM

CITY WIDE TOUR & WORK SESSION MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in a scheduled work session to tour the City Streets & review blighted properties at 5:00PM on June 17 2019. The City Council was driven by a Blackduck School District bus driver and there was a quorum.

Roll Call

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

Councilors Absent: none

Staff Present: City Administrator, Christina Regas, Public Works Supervisor, Mike Schwanke

Others Present: Widseth Smith & Noting Engineer Technician, Brandon Carlson & Blackduck School Bus driver Kim Crunden

The meeting was called to order at 5:00pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

OLD BUSINESS –

1. City of Blackduck Tour – Street conditions & Zoning Ordinance Violations – The Blackduck City Council toured the City led by City Administrator Regas and reviewed streets that were in need of repair long term and short term. WSN Engineer Technician Carlson was present to reviewed and update the City’s Capital Improvement Plan and make requested changes after the tour. Noted below are areas of concern:
 - a. Forestry Drive – Forestry Drive was assumed by the City after the Forestry Department built the now existing location. There was discussion if the City plows snow on Forestry or if it is considered a private drive.
 - b. CSAH 39 – Beltrami County has begun the last leg of the Scenic Highway updates; trees in the ROW have been removed but the highway will not see additional progress in 2019.
 - c. Beighley Road – Regas reported to Council members this was the municipal southern boundary line.
 - d. Small Engine Repair business on Scenic – Councilor Kolb asked if the zoning ordinances included the properties on the scenic. Regas stated yes. Kolb asked if the small engine repair needed screening from the road now that the trees were removed from the ROW. Regas stated yes, but would not be able to request until after CSAH 39 was completed since the county is moving the road and the ROW during reconstruction.
 - e. Railroad Ave East. - Only a 1 block section is paved to handle heavy use rest is rural section.
 - f. Old Fire Hydrants – Regas demonstrated how the Southeast portion of the City has older infrastructure demonstrating the older fire hydrants near 3rd Street SE & Brown Ave.
 - g. 3rd Street SE & 4th Street SE Frost Boils – Frost boils that return every spring on these two roads can make it difficult to pass. Regas suggested the Street department use barricades if there are other ways of egress to allow time for the rural roads to dry out.
 - h. Screening for Mill on 4th Street SE – Councilor Kolb requested the City look into enforcing the Mill to have screening on 4th Street SE.



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, JUNE 17, 2019 @ 5:00PM

CITY WIDE TOUR & WORK SESSION MEETING MINUTES

- i. 3rd Street NE & Margaret Ave. – Street is on the CIP and need to have paving on the corner complete. Carlson & Schwanke both stated the water & sewer both need replacing and are a 1st priority on the plan.
- j. 2nd Street NE between Northern and Margaret Ave. – Street receives heavy traffic and parking for the school; has suffered severe damage to storm drain; curb and gutter need repairs.
- k. Liberty Drive – Storm sewer has separated, causing cracks & holes surrounding it, the storm drain has been pushing up in the road for years and the infrastructure is now needing repair. Council agreed Liberty drive needed to move up on the CIP list. Discussion around completing underground in 2019 and leaving gravel until 2020. Carlson will work with Meyer on plans and report back to Public Works Committee prior to next council meeting.
- l. Walking Trail – the trail has not had funds budgeted for routine maintenance and is showing serious deterioration. Recommended on plans to fix.
- m. Carlson Ave. East – Suffered wear during Summit & Main road project, needs new bituminous.
- n. Cliff Hanson – 449 Main Street N. – After construction old City sidewalk was not in plans to be completely removed. High snow and water levels in spring caused flooding in his yard and was very close to having water in his home. Contractor on CSAH 47 increased slope behind curb but water does not drain to culvert. Regas looking for bids to remove sidewalk and regrade. Carlson noted the work is on the punch list for the contractor to complete. Councilors agreed work was County responsibility. Regas will continue to work with County to have shared costs.
- o. Towns Edge Estates Trailer Park – Regas reported the trailer park has new owners and have plans to implement water meters in all units and continue to clean up the park.
- p. 2nd Street NW & Morris Ave. – Rural section west of 1st Street.
- q. 2nd Street NW & Northern Ave. – Road has suffered major damage on intersection and before both apartment buildings. Regas reminded Council the amount of vehicle traffic the small section of road receives all year round. Carlson stated that section of road is on 1st priority of the CIP (2018-2021)
- r. 156 Morris Ave NE – Grass is too high, remind owners to mow.
- s. Winter Ice Rink – Schwanke and Carlson spoke of a simple solution the school to implement on the ground that is flooded in the winter for an outdoor ice rink to include a 12” berm and drain to storm drain on the road to avoid future sidewalk heaving issues.
- t. Alley between Summit Ave East and Railroad Ave – Regas reported alley will need repair and the Dental office will need to partner with the City to get the ground not to have a crown to avoid water coming into the building.
- u. Croswell Ave. – Road suffered severe damage in May due to increased traffic to the Quiet Meadows neighborhood, ice boils, increased snow levels, a wet spring, no other egress, and no ditch to let water drain to the culvert on Carlson Ave. West. Schwanke will have the Street department make the repairs to the road which will include removing all the added rock to allow the road to have passage and cut a ditch on both the west and east sides of the road.
- v. City Lift Stations – Schwanke pointed out the lift stations throughout the City during the tour. Schwanke reported the lift station on Oscar needed to be cleaned out again and has been having an increase of grease from the restaurant, bowling alley, and hotel in the lines. Schwanke suggested



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, JUNE 17, 2019 @ 5:00PM

CITY WIDE TOUR & WORK SESSION MEETING MINUTES

sending out PSA ensuring businesses have functioning grease traps so the material does not make it in the sewer lines.

- w. Intersection of Brandl Ave. and Union Ave. – After Dollar General was built and intersection improved the drainage for snow and water on the northwest residence of the intersection was poor. Schwanke stated the culvert under Brandl was not extended to the east far enough and is now covered not allowing for the drainage. The Street Department will have to fix the issue this summer.
- x. Oscar Ave. West – Street has increased traffic with new buildings and homes and will need to be widened and improved. Southern section of street bituminous has had several repairs to it over the last couple of years and will need more this summer.
- y. Wastewater Ponds – Schwanke brought the Council to the holding ponds north of the golf course and explained the pond systems and irrigation.

NEW BUSINESS –

No new business discussed.

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

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK PLANNING MEETING

WEDNESDAY June 19, 2019 2:00PM

REGULAR MEETING MINUTES

CALL TO ORDER: Commission Benson called the meeting to order @ 2:00pm.

ROLL CALL:

Commissioners present: Kurt Benson, Curt Cease, Ron Rockis, and Ernie Tindell

Commissioners Absent: Bob Klug Sr.

Councilor Present: none

Councilors Absent: William Sellon

Staff Present: City Administrator Christina Regas and Public Works Supervisor Mike Schwanke

Others Present: EAPC Architect Craig Clark

Approval of Minutes – Moved by Commissioner Tindell and seconded by Commissioner Cease to approve the minutes from April 17, 2019 & May 15, 2019. Motion carried unanimously.

Old Business

1. **Summer Blight Tour** – Regas reported on the tour that was completed by the City Council on June 17, 2019. Regas reported the majority of the tour focused on street conditions and damage to rural sections of City Streets from the late Spring. Regas stated there were some parcels that needed mowing but the amount of blight was not much different than from the walking tour Regas completed in May. Benson asked for updated status on the Hotvedt property. Regas reported the City currently is mowing it and billing the County but could not report when the property would be sold. Benson asked for the status on the old Gunderson property on Morris Ave. Regas stated she would check into the property.
2. **Clean Up day** – Regas summarized for the board the council would have another clean up date in the Fall but attempt to have homeowners contact the City prior to the event so they are scheduled to have items picked up. Schwanke reported his experience with clean up days in Twin Valley had relatively the same success. Regas reported the City Council had a long conversation regarding the recycling bins and if they should be removed or kept. Overall the Council would like to see the bins stay, increase awareness, enforcement, signage, and education. Benson suggested putting up trail cameras to keep track on the bins. Benson stated he would hate to see the bins disappear because the majority of residents use the bins correctly. Commissioner Rockis stated Washkish moved their bins north of town and added a compactor but many people are leaving garbage on the ground next to it. Benson asked if the clean-up day got in the resident's water bills. Regas stated it did not due to time. Benson recommended having it in the bills two month in advance to register. Benson did not think the City should give up on the efforts. Regas agreed it should be tried again in the fall and find a date. Schwanke stated after the program repeats more than once a year a catch on more people will take advantage of it.
3. **Land Use Permit Application 2019-11 Sanford Parking Lot 81.00280.00** - Moved by Commissioner Tindell and seconded by Commissioner Cease to approve Land Use Permit 2019-11 to construct a 24-space parking lot adjacent to the Sanford Clinic for Pharmacy customers. Regas reported the



BLACKDUCK PLANNING MEETING

WEDNESDAY June 19, 2019 2:00PM

REGULAR MEETING MINUTES

most recent changes to the plans include two light poles to the lot and some additional paving in the alley entrance so in the winter plowing the entrance doesn't see any damage. Commissioner Benson had a concern for the entrance into the lot needing additional bituminous as it will have more traffic in and out and to withstand the winter snow removal from the City. Schwanke stated the curve that is proposed needs to be straightened out to eliminate erosion and to have the bituminous thicker. Benson stated the alley will need more improvement with increased traffic. Commissioner Cease believed having the alley bituminous squared off it will assist users to know where or who goes first. Cease has a concern for the two-way traffic. Schwanke stated from a City standpoint having the entrance squared off would be beneficial. Craig will revise the plans and bring the changes to the contractors for updated cost estimates. Craig will include a concrete transition so the asphalt does not get sheared off from plows. Schwanke further stated if the City could upgrade the alley and pave the whole portion from Summit to Margaret it would be even better. Hearing no further discussion Commissioner Benson called for a vote on the motion. Motion approved unanimously.

4. Timberline parking lot option – nothing discussed.

New Business –

1. July Meeting Date - Next meeting is scheduled for July 17, 2019 Regas will confirm the time of the meeting as MnDot Pedestrian staff is coming into town to review MN State 71 crossing. Commissioner Cease stated he will not be in attendance in July.

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

Christina Regas, City Administrator

Bob Klug Sr., Chairperson



CITY OF BLACKDUCK
REVOLVING LOAN COMMITTEE
MEETING MINUTES
TUESDAY, JUNE 25, 2019 @ 2:00PM

Present: Dwight Kalvig, Rudy Patch, Christina Regas, and Sarah Linda of HRDC

Absent: Grant Frenzel and Will Sellon

Others Present: none

The meeting was called to order at 2:00pm.

FLOWERS IN THE ATTIC

- a. Review of loan Request – Linda reviewed the loan request of Cheryl Lindner from the Revolving Loan Fund(s) for her business Flowers in the Attic. Lindner is purchasing the old grocery store that currently has rental businesses and units for \$20,000 to open a thrift store. The funds would go to assist with updating the building and the purchase (\$15,000 for commercial, & \$5,000 for rehab). Linda reviewed the request; capital; repayment capacity; collateral and the strengths & weaknesses of the loan; and contingencies. Linda recommended the City request current rental agreements of the current owner; a timeline to open the business; potential hours of operation before authorizing the loan. The committee agreed another retail business in the downtown would be a nice addition to the City. Patch and Kalvig both asked what renovations would be done to the building for an entrance for the business. Linda could not confirm. Linda confirmed Lindner has been working with the Small Business Center consultant to business would cash flow.
- b. Recommendation – Moved by Kalvig and seconded by Patch to recommend to the City Council of Blackduck to approve the revolving loan fund request of the City Revolving Loan funds for \$15,000 for commercial development for a term of 10 years at an interest rate of 5.5% (current prime rate); and a loan of \$5,000 for rehabilitation/storefront renovation for a term of 10 years at an interest rate of 0%. Linda confirmed HRDC would prepare the loan documents to reduce closing costs; would secure a written commitment from the bank; clean title work on the real estate; a purchase agreement; and insurance policy listing the City loss payee/mortgagee; and a general list of current inventories with values. Linda recommended the City request the rehab funds be paid upon request of invoices in leu of giving all the funds to the borrower. Hearing no further discussion, a vote on the motion was called. Motion carried unanimously.

BOGART'S – Linda stated a potential gap financing for a borrower for Bogart's has shown interest in the City of Blackduck RLF program. Linda asked if the City has interest in being a lender in the process. Kalvig recommended the City of Blackduck RLF be a part in assisting with funding if even for a small part.

FUND BALANCE REVIEW – Regas provided for the committee members a review of the outstanding balances of current MIF loans and fund balances of both restricted and unrestricted balances. Regas stated that after the approved loan to Serenity Living & Flowers in the Attic the un-restricted RLF balance would be \$107,953.39.

ADJOURN – Moved by Kalvig and seconded by Patch to adjourn the committee meeting at 3:15pm. Motion carried unanimously.

July 8 ,2019

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 07/8/2019	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 07/8/2019	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$214,071.85	\$9,865.18	\$204,206.67	\$80,839.20	\$0.00	\$80,839.20	
POLICE RESTRICTED CASH	\$2,996.46	\$0.00	\$2,996.46	\$0.00	\$0.00	\$0.00	
CEMETERY	\$288.07	\$146.79	\$141.28	\$1,859.94	\$0.00	\$1,859.94	
PERPETUAL CARE	\$7,394.52	\$0.00	\$7,394.52	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$68,937.74	\$0.00	\$68,937.74	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$8,646.04	\$0.00	\$8,646.04	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$45,430.70	\$0.00	\$45,430.70	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$195,948.17	\$0.00	\$195,948.17	
PINE TREE PARK	\$60,642.29	\$1,445.97	\$59,196.32	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.01	\$0.00	\$0.01	\$120,672.09	\$0.00	\$120,672.09	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$17,328.02	\$0.00	\$17,328.02	
Fire Dept Special Equip Fund	\$173,165.35	\$0.00	\$173,165.35	\$26,088.02	\$0.00	\$26,088.02	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$228,119.96	\$0.00	\$228,119.96	
2006 GO BOND	\$39,224.25	\$2,557.50	\$36,666.75	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond	\$40,477.88	\$0.00	\$40,477.88	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan	\$13,171.06	\$0.00	\$13,171.06	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan	\$20,688.08	\$960.00	\$19,728.08	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Main	\$39,428.65	\$0.00	\$39,428.65	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan	\$18,745.75	\$0.00	\$18,745.75	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service	\$31,876.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan	\$1,993.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING	\$94,939.25	\$0.00	\$94,939.25	\$0.00	\$0.00	\$0.00	
WATER FUND	\$224,461.01	\$27,287.33	\$197,173.68	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$106,197.40	\$13,048.26	\$93,149.14	(\$1,283.00)	\$0.00	(\$1,283.00)	
LIQUOR FUND	\$290,868.60	\$92,279.86	\$198,588.74	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$19,173.59	\$0.00	\$19,173.59	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$91,177.33)	\$6,417.09	(\$97,594.42)	\$0.00	\$0.00	\$0.00	
WATER PROJECT FUND	\$20,044.93	\$0.00	\$20,044.93	(\$1,389.00)	\$0.00	(\$1,389.00)	
SEWER PROJECT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$1,328,671.34	\$154,007.98	\$1,140,793.69	\$891,927.01	\$0.00	\$891,927.01	\$2,032,720.70

Transfer Recommended:

Fund Transfer from:	Fund transfer to:	Amount of Transfer:
General Fund Police	Restricted Police	\$10,000.00
2019 Bond Payments:	Principal:	Interest:
General Obligation Bond 2006A	\$0.00	\$2,557.50
General Obligation Bond 2012A	\$0.00	\$9,475.00
2018 Frontage/Pine Ave Internal Loan	\$2,371.47	\$822.55
General Obligation Bond 2014A	\$0.00	\$960.00
General Obligation Disposal Note 2017A	\$0.00	\$1,056.75
2011 Industrial Lane Internal Loan	\$4,983.35	\$0.00
General Obligation Equipment Note 2016A	\$0.00	\$1,012.50
PFA 2016 Revolving Bond	\$7,000.00	\$782.17
		Fees:
		\$0.00
		Total:
		\$2,557.50
		\$9,950.00
		\$3,194.02
		\$960.00
		\$1,056.75
		\$4,983.35
		\$1,012.50
		\$7,782.17

CITY OF BLACKDUCK

Monthly Bills

June 2019

Check Name	Amount		
Fund 101 GENERAL FUND		Fund 314 2014A DISP SYS BOND DEBT SERV	
Marco Technologies LLC	\$187.87	PINE ISLAND BANK	\$960.00
ACME Tools	\$265.22	Fund 314 2014A DISP SYS BOND DE	\$960.00
AMERIPRIDE LINEN & APPAREL	\$60.62	Fund 601 WATER FUND	
ARROW PRINTING	\$159.18	ACME Tools	\$356.78
BELTRAMI COUNTY-HIGHWAY DEPT.	\$536.78	BELTRAMI ELECTRIC COOP	\$229.00
BELTRAMI ELECTRIC COOP	\$1,951.30	BLACKDUCK AUTO PARTS, INC	\$63.95
BLACKDUCK AMBULANCE ASSOC.	\$27.00	CORE & MAIN	\$2,008.00
BLACKDUCK AUTO PARTS, INC	\$490.55	EHLERS AND ASSOCIATES	\$9,512.50
BLACKDUCK FAMILY FOODS	\$46.52	Gopher State One Call	\$28.35
BOGART'S	\$232.76	HACH COMPANY	\$52.68
CARD SERVICE CENTER	\$114.37	NORTHWOODS LUMBER CO	\$37.06
CRUNDEN ELECTRIC	\$652.54	SENSUS	\$974.94
FORUM COMMUNICATIONS CO	\$93.47	THEIN WELL CO	\$14,024.07
Great Plains Fire	\$1,395.83	Fund 601 WATER FUND	\$27,287.33
Miller, McDonald	\$525.00	Fund 602 SEWER FUND	
MOORE PAIGE	\$172.49	ACME Tools	\$104.99
NORTH STAR ELECTRIC	\$455.00	BELTRAMI ELECTRIC COOP	\$5,112.59
NORTHWOODS LUMBER CO	\$139.55	BLACKDUCK AUTO PARTS, INC	\$69.33
PAUL BUNYAN COMMUNICATIONS	\$489.52	NORTHERN IRRIGATION	\$6,637.69
QUILL CORPORATION	\$535.15	NORTHWOODS LUMBER CO	\$49.71
REGAS, CHRISTINA	\$25.68	PAUL BUNYAN COMMUNICATIONS	\$34.74
ROGER'S TWO WAY RADIO	\$93.00	QUILL CORPORATION	\$64.24
SANFORD OCCUPATIONAL MEDICINE	\$182.00	SENSUS	\$974.97
TIMBERLINE SPORTS, INC	\$738.73	Fund 602 SEWER FUND	\$13,048.26
UNITED STATES POST OFFICE	\$120.00	Fund 609 MUNICIPAL LIQUOR FUND	
VERIZON WIRELESS	\$175.05	AMERIPRIDE LINEN & APPAREL	\$454.86
Fund 101 GENERAL FUND	\$9,865.18	ARROW PRINTING	\$52.46
Fund 201 CEMETERY FUND		BELLBOY CORPPORATION	\$280.86
BLACKDUCK AUTO PARTS, INC	\$146.79	BELTRAMI COUNTY SOLID WASTE	\$156.56
Fund 201 CEMETERY FUND	\$146.79	BELTRAMI ELECTRIC COOP	\$1,651.58
Fund 209 PINE TREE PARK FUND		BEMIDJI COCA-COLA	\$308.76
BELTRAMI ELECTRIC COOP	\$630.85	BERNATELLOS	\$483.25
BLACKDUCK AUTO PARTS, INC	\$278.78	Bernick Companies	\$11,063.05
BLACKDUCK CO-OP	\$149.54	BLACKDUCK FAMILY FOODS	\$2,925.17
NORTHWOODS LUMBER CO	\$4.79	Border States Electric Supply	\$147.59
TRUE NORTH EQUIPMENT	\$158.59	BRANDED APPAREL	\$998.62
WASTE MANAGEMENT OF WI-MN	\$223.42	Breakthru Beverage	\$1,794.95
Fund 209 PINE TREE PARK FUND	\$1,445.97	D & D BEVERAGE	\$234.00
Fund 307 2006 GO BONDS		DICK DISTRIBUTING	\$20,042.30
EHLERS AND ASSOCIATES	\$2,557.50	HEGGIES PIZZA LLC	\$519.25
Fund 307 2006 GO BONDS	\$2,557.50	HENRYS	\$2,880.04

Check Name	Amount
JOHNSON BROTHERS LIQUOR CO.	\$6,465.30
MIKINNON CO., INC	\$11,135.75
Miller, McDonald	\$5,500.00
NEI BOTTLING INC	\$529.60
NORTHWOODS ICE, INC	\$781.20
NORTHWOODS LUMBER CO	\$5.52
OLD DUTCH	\$537.62
PAUL BUNYAN COMMUNICATIONS	\$266.78
Phillips Wine and Spirits	\$3,611.67
Southern Glazer's of MN	\$17,182.75
TOTAL TAP SERVICES	\$64.00
US FOODS	\$1,378.44
VINOCOPIA INC	\$494.00
WASTE MANAGEMENT OF WI-MN	\$248.93
WAYNE WARD	\$85.00
Fund 609 MUNICIPAL LIQUOR FUN	\$92,279.86
Fund 613 GOLF COURSE	
ALL STAR PRO GOLF	\$364.91
AMERIPRIDE LINEN & APPAREL	\$106.14
ARVIG	\$97.50
BELTRAMI ELECTRIC COOP	\$383.66
BEMIDJI COCA-COLA	\$279.58
Bernick Companies	\$398.00
BLACKDUCK AUTO PARTS, INC	\$206.09
BLACKDUCK CO-OP	\$370.25
BLACKDUCK FAMILY FOODS	\$25.09
BOGART'S	\$58.58
DICK DISTRIBUTING	\$321.20
EHLERS AND ASSOCIATES	\$437.50
FRONTIER REPAIR	\$365.45
HENRYS	\$216.68
HORNUNGS	\$368.29
MIKINNON CO., INC	\$213.65
MTI Distributing	\$110.08
NEI BOTTLING INC	\$166.30
NORTHWOODS LUMBER CO	\$186.50
PAUL BUNYAN COMMUNICATIONS	\$132.09
QUILL CORPORATION	\$278.99
SANFORD OCCUPATIONAL MEDICINE	\$46.00
SIGNATURE CONCEPTS	\$413.53
TIMBERLINE SPORTS, INC	\$548.93
TITLEIST	\$201.87
WASTE MANAGEMENT OF WI-MN	\$120.23
Fund 613 GOLF COURSE	\$6,417.09

Check Name	Amount
	\$154,007.98

Water Fund

Year to Date Income Statement thru 06/30/2019

Water Operating Revenue:	Budget:	
Water Meter Sales	\$0.00	\$0.00
Health Dept Charges	\$4.93	\$1,500.00
Penalties and Interest	\$1,600.71	\$0.00
Water Sales	\$92,632.94	\$212,000.00
Water Connect/Reconnect Fee	\$400.42	\$1,000.00
Water Penalty	\$770.87	\$1,750.00
Miscellaneous Revenues	\$0.00	\$0.00
Interest Earnings	\$0.00	\$0.00
Reimbursements	\$249.00	\$400.00
Total Water Revenues	\$95,658.87	\$216,650.00

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$29,889.98	\$58,621.00	\$28,731.02
Full-Time Employees OT	\$894.25	\$500.00	(\$394.25)
Part-Time Employees	\$336.00	\$1,250.00	\$914.00
PERA	\$2,095.68	\$4,490.00	\$2,394.32
FICA	\$2,338.46	\$4,580.00	\$2,241.54
Employer Paid Health	\$6,087.84	\$12,648.00	\$6,560.16
Office Supplies (GENERAL)	\$80.74	\$200.00	\$119.26
Printed Forms	\$0.00	\$0.00	\$0.00
Electricity	\$3,562.53	\$11,000.00	\$7,437.47
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating Supplies (GENERAL)	\$185.01	\$600.00	\$414.99
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$397.50	\$1,000.00	\$602.50
Lubricants and Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$1,469.60	\$7,000.00	\$5,530.40
Fluoride	\$52.68	\$500.00	\$447.32
Repairs/Maint Supply	\$37.06	\$1,500.00	\$1,462.94
Equipment Parts	\$0.00	\$1,000.00	\$1,000.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$431.28	\$500.00	\$68.72
Merchandise for Resale	\$2,915.59	\$750.00	(\$2,165.59)
Auditing and Acc't	\$3,000.00	\$3,000.00	\$0.00
Legal Fees	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$0.00	\$0.00	\$0.00
Engineering Fees	\$0.00	\$0.00	\$0.00
Professional Services	\$1,424.52	\$500.00	(\$924.52)
Other Professional Services	\$3,355.00	\$0.00	(\$3,355.00)
Telephone	\$34.08	\$500.00	\$465.92
Postage	\$301.03	\$750.00	\$448.97
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	\$314.08	\$300.00	(\$14.08)
Property Insurance	\$1,514.00	\$1,600.00	\$86.00
Workers Compensation	\$1,793.05	\$2,000.00	\$206.95
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$898.00	\$1,800.00	\$902.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$10,692.06	\$10,000.00	(\$692.06)
Repairs/Maintenance Machinery	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$2,689.29	\$2,100.00	(\$589.29)
Uncolletable Checks/Bad Debt	\$249.00	\$0.00	(\$249.00)
Cash Short	\$0.00	\$0.00	\$0.00
Miscellaneous	\$207.96	\$0.00	(\$207.96)
Bank Service Charges	\$8.00	\$500.00	\$492.00
Total Water Expenditures	\$77,254.27	\$130,189.00	\$52,934.73

Other Water Expenditures:	Budget		Remaining
Transfer Fr Other Fund	\$0.00	\$0.00	\$0.00
Debt Service Bond Principal	\$45,000.00	\$45,000.00	\$0.00
Debt Service Bond Interest	\$18,356.50	\$18,356.25	-\$0.25
Depreciation/Capital Outlay	\$0.00	\$10,000.00	\$10,000.00
Total	\$63,356.50	\$73,356.25	\$9,999.75

Net Total	(\$44,951.90)	\$203,545.25	\$62,934.48
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Sewer Fund
Year to Date Income Statement thru 06/30/2019

Sewer Operating Revenue:		Budget
Reimbursements (insurance proceeds)	\$0.00	\$0.00
Penalties and Interest	\$0.00	\$0.00
Interest Earnings	\$803.78	\$0.00
Sewer Sales	\$68,606.20	\$163,000.00
Farm Lease Agreement Revenue	\$3,049.40	\$6,098.00
Sewer Connect/Reconnect Fee	\$0.00	\$0.00
Swr Penalty	\$722.89	\$1,500.00
Charges for Service	\$680.00	\$0.00
Total Sewer Revenues	\$73,862.27	\$170,598.00

Sewer Operating Expenditures:		Budget	Remaining
Full-Time Employees Regular	\$32,510.25	\$61,986.00	\$29,475.75
Part-Time Employees	\$168.00	\$625.00	\$457.00
PERA	\$2,171.04	\$4,673.00	\$2,501.96
FICA	\$2,455.39	\$4,767.00	\$2,311.61
Employer Paid Health	\$6,314.06	\$13,199.00	\$6,884.94
Office Supplies (GENERAL)	\$72.98	\$200.00	\$127.02
Electricity	\$14,856.96	\$16,000.00	\$1,143.04
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating Supplies (GENERAL)	\$162.89	\$500.00	\$337.11
Motor Fuels	\$292.06	\$1,200.00	\$907.94
Lubricants and Additives	\$0.00	\$500.00	\$500.00
Repairs/Maint Supply	\$28.42	\$500.00	\$471.58
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	\$179.49	\$600.00	\$420.51
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	\$391.00	\$750.00	\$359.00
Other Professional Services	\$504.88	\$1,000.00	\$495.12
Telephone	\$170.74	\$500.00	\$329.26
Postage	\$205.00	\$500.00	\$295.00
Travel Expense	\$0.00	\$500.00	\$500.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$1,847.16	\$2,100.00	\$252.84
Property Insurance	\$1,442.00	\$1,500.00	\$58.00
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$2,178.32	\$2,200.00	\$21.68
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	\$1,037.00	\$8,000.00	\$6,963.00
Repairs/Maintenance Machinery	\$332.06	\$0.00	(\$332.06)
Dues and Subscriptions	\$3,892.94	\$3,200.00	(\$692.94)
Miscellaneous	\$207.95	\$0.00	(\$207.95)
Debt Service Bond Interest	\$0.00	\$0.00	\$0.00
Fiscal Agent Fee	\$0.00	\$0.00	\$0.00
Other Equipment (irrigator)	\$6,586.25	\$6,500.00	(\$86.25)
Total Sewer Expenditures	\$81,006.84	\$135,000.00	\$53,993.16

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

Net Total (\$10,144.57) \$163,000.00 \$78,993.16

Pine Tree Park
Year to Date Income Statement thru 06/30/2019

PTP Revenues	2019	2018
Reservation Fees	\$521.00	\$608.00
Grants	\$11,000.00	\$10,000.00
Camping Fees	\$9,890.50	\$7,929.00
Other Revenue	\$103.50	\$30.00
Contributions and Donations	\$0.00	\$0.00
Interest Earnings	\$386.53	\$0.00
Total PTP Revenues	\$21,901.53	\$18,567.00

PTP Expenditures	2019 YTD	2018 YTD	2019	
			Budget	Remaining
Full-Time Employees Regular	\$1,996.79	\$1,783.07	\$3,832.00	\$1,835.21
Part-Time Employees Regular	\$420.00	\$364.00	\$1,560.00	\$1,140.00
PERA	\$170.87	\$161.05	\$280.00	\$109.13
FICA	\$178.72	\$162.64	\$405.00	\$226.28
Employer Paid Health	\$372.75	\$296.61	\$767.00	\$394.25
Office Supplies	\$8.75	\$6.13	\$0.00	(\$8.75)
Electricity	\$1,308.41	\$1,149.75	\$2,500.00	\$1,191.59
Operating Supplies (GENERAL)	\$241.31	\$80.96	\$700.00	\$458.69
Cleaning Supplies	\$7.07	\$11.89	\$100.00	\$92.93
Motor Fuels	\$146.79	\$232.06	\$900.00	\$753.21
Repairs/Maint Supply	\$131.99	\$311.96	\$750.00	\$618.01
Equipment Parts	\$158.59	\$0.00	\$200.00	\$41.41
Other Professional Services	\$0.00	\$0.00	\$500.00	\$500.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$397.50	\$386.00	\$500.00	\$102.50
Other Printing/Binding	\$0.00	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$628.16	\$583.20	\$600.00	(\$28.16)
Property Insurance	\$1,902.00	\$1,971.00	\$2,000.00	\$98.00
Workers Compensation Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Garbage	\$517.91	\$1,242.29	\$1,750.00	\$1,232.09
Repairs/Maint Building	\$0.00	\$0.00	\$2,500.00	\$2,500.00
Repairs/Maintenance Structure	\$40.96	\$0.00	\$0.00	(\$40.96)
Improvements Other	\$0.00	\$37.54	\$500.00	\$500.00
Repairs/Maintenance Machinery	\$253.42	\$963.00	\$1,500.00	\$1,246.58
Portable Restrooms	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$56.00	\$0.00	\$0.00
Transfer to General	\$0.00	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$0.00	\$0.00	\$275.00	\$275.00
Total PTP Expenditures	\$8,881.99	\$9,799.15	\$22,119.00	\$13,237.01
Net Profit	\$13,019.54	\$8,767.85		
Total	\$13,019.54	\$8,767.85		

Blackduck Municipal Golf Course
Year-To-Date Income Statement 07/7/2019

	Sales	Cost of Goods	Gross Profit	Gross Margin	Budget	Remaining
Beer	\$1,731.14	\$1,503.95	\$227.19	13.12%	\$3,000.00	\$1,496.05
Soft Drinks	\$1,080.29	\$1,205.91	(\$125.62)	-11.63%	\$3,000.00	\$1,794.09
Food	\$597.61	\$701.04	(\$103.43)	-17.31%	\$1,500.00	\$798.96
Golf Merchandise	\$508.63	\$935.93	(\$427.30)	-84.01%	\$500.00	(\$435.93)
Clothing	\$340.44	\$413.53	(\$73.09)	-21.47%	\$500.00	\$86.47
Total	\$4,258.11	\$4,760.36	(\$502.25)	-11.80%	\$8,500.00	\$3,739.64

Charges for Services

Green Fees	\$12,349.82
Membership Fees	\$17,176.00
Trail Fees	\$684.00
Cart Storage	\$2,355.00
Rentals (Clubs, Carts)	\$499.60
Power Carts	\$7,110.35
Clubhouse Rental	\$575.00
Golf Tournament Revenue	\$0.00
Total Charges for Services	\$40,749.77

Total Income \$45,007.88

Less Operating Expense

		Budget	Remaining
Wages	\$19,398.29	\$50,000.00	\$30,601.71
PERA	\$614.23	\$3,000.00	\$2,385.77
FICA	\$1,483.97	\$3,825.00	\$2,341.03
Office Supplies	\$8.75	\$0.00	(\$8.75)
Heating Fuel	\$0.00	\$0.00	\$0.00
Electricity	\$2,400.22	\$6,000.00	\$3,599.78
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$900.23	\$1,000.00	\$99.77
Cleaning Supplies	\$26.03	\$0.00	(\$26.03)
Motor Fuels	\$981.80	\$3,000.00	\$2,018.20
Lubricants/Additives	\$99.46	\$0.00	(\$99.46)
Chemicals	\$803.16	\$4,500.00	\$3,696.84
Repair/Maint/Supplies	\$163.18	\$0.00	(\$163.18)
Equipment parts	\$5.36	\$0.00	(\$5.36)
Building Repair supply	\$0.00	\$0.00	\$0.00
Small Tools/Equipment	\$203.54	\$0.00	(\$203.54)
Tires	\$402.47	\$0.00	(\$402.47)
Auditing/Accounting	\$0.00	\$0.00	\$0.00
Medical Fees	\$368.00	\$500.00	\$132.00
Dram	\$0.00	\$750.00	\$750.00
Telephone	\$274.33	\$600.00	\$325.67
Cable Television	\$142.00	\$0.00	(\$142.00)
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$0.00	\$0.00	\$0.00
Postage	\$1.30	\$100.00	\$98.70
Advertising	\$0.00	\$0.00	\$0.00
Liability Insurance	\$2,277.08	\$2,000.00	(\$277.08)
Property Insurance	\$3,520.00	\$3,600.00	\$80.00
Work Comp	\$437.14	\$700.00	\$262.86
Unemployment	\$4,069.00	\$5,000.00	\$931.00
Insurance	\$0.00	\$0.00	\$0.00
Garbage Disposal	\$417.83	\$750.00	\$332.17
Repair/Maint Building	\$366.37	\$1,000.00	\$633.63
Repair/Main Structure	\$0.00	\$0.00	\$0.00
Repairs/Maint Machinery	\$5,521.82	\$4,000.00	(\$1,521.82)
Maintenance Course	\$1,579.46	\$3,000.00	\$1,420.54
Golf Cart Lease	\$0.00	\$0.00	\$0.00
Other Rentals	\$0.00	\$0.00	\$0.00
Leasehold Improvement	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$1,786.16	\$1,500.00	(\$286.16)
Bank Service Charges	\$415.82	\$1,000.00	\$584.18
Debt Service Bond Principal	\$10,000.00	\$10,000.00	\$0.00
Interest	\$937.50	\$937.50	\$0.00
Equipment Bond Interest 2016	\$1,162.50	\$2,175.00	\$1,012.50
Equipment Bond Principal 2016	\$12,000.00	\$12,000.00	\$0.00

Total Expense	\$72,767.00	\$120,937.50	\$48,170.50
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OPERATING INCOME OR LOSS (**\$32,519.48**)

Other Expenses

Misc. Expenses	\$0.00
Equipment - Gator	\$0.00
Management Fee	\$0.00
Capital Improvements	\$0.00
Transfer to General	\$0.00
Cash Short	\$94.65
Total Other Expenses	\$94.65

Other Income

Transfer Fr Other Funds	\$0.00
Transfer Fr Liq Str	\$10,000.00
Interest Earned	\$0.00
Miscellaneous/Reimbursements	\$100.00
Tee Box Sponsorship	\$2,000.00
Cash Over	\$28.10
General Property Taxes	\$9,149.46
Total Other Income	\$21,277.56

NET INCOME OR LOSS YEAR TO DATE (**\$11,336.57**)

Sales Comparison YTD	2018 thru June	2019
Green Fees	\$9,117.67	\$12,349.82

YTD Comparisons:	2018 thru June only	2019
Operating Revenue	\$41,873.88	\$66,285.44
Operating Expense	\$59,491.20	\$77,622.01
	(\$17,617.32)	(\$11,336.57)

Cash Short	\$134.98
Misc. Expense	\$96.63
Total Other Expenses	\$13,136.43

Other Income	
Reimbursements (NSF)	\$484.13
Rent Income	\$4,996.12
Vending Income	\$2,076.30
Interest	\$2,024.33
Cash Over	\$56.50
Total Other Income	\$9,637.38

Gross Profit Before Transfers \$25,518.59

Transfer to General Fund \$20,000.00

Net Profit After Inventory Exp & Transfers
\$5,518.59

Inventory at 1/1/2019 after inventory total	\$101,307.45
Inventory at 06/30/2019	\$137,266.07
Difference	\$35,958.62

Sales Comparison Year to Date Ending 06/30/2019

	2017	2018	2019	% of Increase from 2018-2019
Off-Sale Liquor	\$101,399.68	\$111,623.55	\$122,517.54	9.76%
Off-Sale Beer	\$208,739.48	\$221,067.57	\$225,590.81	2.05%
Off-Sale Wine	\$17,839.63	\$18,717.52	\$20,845.20	11.37%
Total Off-Sale	\$327,978.79	\$351,408.64	\$368,953.55	4.99%
On-Sale Liquor	\$46,898.23	\$52,782.14	\$59,671.11	13.05%
On-Sale Beer	\$60,086.32	\$66,535.52	\$75,895.36	14.07%
On-Sale Wine	\$442.63	\$663.92	\$682.16	2.75%
Total On-Sale	\$107,427.18	\$119,981.58	\$136,248.63	13.56%
Total On and Off	\$435,405.97	\$471,390.22	\$505,202.18	7.17%

Month End Remittance Report for May 2019

STATE OF MINNESOTA

Check Number: 888888 Printed: 6/3/2019 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	740.00
1b	Law Library - Criminal	M.S. 134A.10 S3		000019597500 1	2,922.50
2	Sheriff's Contingency Fund	M.S. 387.213		000019597500 1	730.00
9	Prosecution Costs	M.S. 631.48; 609.49		000019597500 1	675.00
10	DWI Assessment/County	M.S. 169A.285		000019597500 1	430.51
County Revenue Total					\$5,498.01

Municipalities

GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
DWI Assessment/Bemidji			000019294100 1	330.55
Bemidji 100%			000019294100 1	544.74
Bemidji 2/3			000019294100 1	5,936.57
Bemidji 1st Late Penalty			000019294100 1	168.02
Bemidji 2nd Late Penalty			000019294100 1	598.70
Sub-Total				\$7,578.58
GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
Blackduck 2/3			000020137600 1	50.00
Sub-Total				\$50.00

Municipalities Total

\$7,628.58

County Specific

Line	GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
1	Beltrami County DARE Advisory Board			000019294100 1	135.09
3	Bemidji Prosecution Costs			000019294100 1	450.00
4	Drug Task Force			000019597500 1	10.00
6	Northwood Coalition Battered Women's Shelter			000020502400 1	184.46
58	Beltrami County Victim Services			000019597500 1	20.49
County Specific Total					\$800.04

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

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

A	Booth Operation		Bar Operation		D	Bar Operation Electronic Games		F	Bar Operation	
	B1	B2	C1	C2		E1	E2		G	H
6 / 2018	0.00	0.00	5213.00	1042.60	1042.60	686.35	102.95	1145.55	1.00	1144.55
7 / 2018	0.00	0.00	3140.00	628.00	628.00	279.60	41.94	669.94	33.00	636.94
8 / 2018	0.00	0.00	5301.00	1060.20	1060.20	0.00	0.00	1060.20	0.00	1060.20
9 / 2018	0.00	0.00	2776.00	555.20	555.20	179.35	26.90	582.10	47.00	535.10
10 / 2018	0.00	0.00	4525.00	905.00	905.00	0.00	0.00	905.00	2.00	903.00
11 / 2018	0.00	0.00	5439.00	1087.80	1087.80	539.55	80.93	1168.73	93.00	1075.73
12 / 2018	0.00	0.00	4165.00	833.00	833.00	140.60	21.09	854.09	91.00	763.09
2 / 2019	0.00	0.00	5125.00	1025.00	1025.00	0.00	0.00	1025.00	195.00	830.00
3 / 2019	0.00	0.00	3380.00	676.00	676.00	0.00	0.00	676.00	10.00	666.00
4 / 2019	0.00	0.00	5524.00	1104.80	1104.80	0.00	0.00	1104.80	2.00	1102.80
5 / 2019	0.00	0.00	4123.00	824.60	824.60	0.00	0.00	824.60	0.00	824.60

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.

JUN 20 2019



Payment Advice

Minnesota Management & Budget
 State of Minnesota
 658 Cedar Street – Suite 400
 St. Paul, Minnesota 55155-1616

To

Vendor ID: 0000201376
Vendor Location: 001
Vendor Name: BLACKDUCK CITY OF T
Vendor Address: PO BOX 380
 BLACKDUCK, MN 56630-0380

Reference Information

Pay Cycle: DLYEFT
Pay Cycle Seq Number: 2005

Payment Information

Payment Reference: 0005388983
Payment Date: 06/14/2019
Payment Method: Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
G90 / REVENUE/INTERGOVT	651/556-6092	00 07017479	06/17/2019	21717A20402002L00 1	CITY-040200 LOCAL_GOVT_AID	37,125.17
		LOCAL GOVERNMENT AID				
					Total:	37,125.17 USD

June 2019 Property Tax Statement
 Received 7/3/2019

FUND	DESCRIPTION	AMOUNT	SPEC ASSES #	SUBTOTALS:		
R/P	101-31000	Gen Prop Tax	\$103,876.26			
	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	\$16,604.77			
	309-31000	2009 GO Bond Prop Tax	\$11,644.98			
	613-31000	2012 Refunding Golf Prop Tax	\$3,588.14			
	613-31000	Equipm Cert Prop Tax	\$5,469.29			
	311-31000	Industrial Lane	\$101.43		\$145,874.22	
	314-31000	2014 Go Bond Prop Tax	\$4,589.35			
M	101-31030	Mobile Home Tax Credit	\$162.68			307 Tax \$16,792.39
	309-31030	89 GO Bond MHTC	\$1.97			307 Spec \$6,056.28
	309-31030	94 GO Bond MHTC	\$1.01			
	101-31030	98 GO Bond MHTC	\$0.00			309 Tax \$11,782.35
	309-31030	99 GO Bond MHTC	\$0.00			309 Spec \$0.00
	306-31030	2000 GO Bond MHTC	\$0.00			
	307-31030	2006 GO Bond MHTC	\$27.28			311 Tax \$102.36
	309-31030	2009 GO Bond MHTC	\$23.94			311 Spec \$5,535.24
	311-31030	Industrial Lane	\$0.00		\$224.81	
	314-31030	2014 Go Bond	\$7.93			314 Tax \$4,641.76
						314 Spec \$622.21
OTHER	101-31900	Pen&Int Del Tax	\$448.74			
	101-31000	Gen Prop Tax (Excess TIF)	\$1,008.79			376 Tax \$16,674.36
	307-31000	2006 GO Bond (Excess TIF)	\$160.34			376 Spec 0
	309-31000	2009 GO Bond Prop Tax (Exce	\$111.46			
	311-31000	Industrial Lane (Excess TIF)	\$0.93		\$1,866.77	613 Tax \$9,057.43
	613-31000	Golf Equip Certificate	\$55.57			
	613-31000	Golf 2012 Refunding	\$36.46			
	314-31000	2014 Go Bond (Excess TIF)	\$44.48			Front/Pine 325 Spec \$5,187.08
TIFF	376-31050	Tax Increments	\$16,674.36		\$147,965.80	Sewer 317 Spec \$3,991.81 Water 320 Spec \$6,932.68
SPEC ASSES	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	\$6,050.17	8124		
	309-36100	2009 Spec Assessments	\$0.00			
	311-36100	Industrial Ln Assessment	\$5,535.24	8125		
	314-36100	2014 Spec. Assessments	\$622.21	8126		
	325-36100	2018 Spec. Frontage/Pine	\$5,187.08	8127	\$28,319.19	
	320-36100	2018 Spec. Summit/Main	\$6,932.68	8128	63.46%	\$10,924.49
	317-36100	2018 Spec. Summit/Main	\$3,991.81	8128	36.54%	
	101-31900	Penalties & Interest	\$0.00			
	101-31900	98 Pen & Int	\$0.00			
	309-31900	99 Pen & Int	\$0.00			
	309-31900	2000 Pen & Int	\$0.00			
	602-37260	Sewer Pen & Int	\$20.00	8199		
	601-37160	Water Pen & Int	\$20.00	8199		\$415.91
	307-31900	2006 Pen & Int	\$6.11	8124		
	101-34000	Charges for Services	\$0.00			
	602-37200	Sewer Sales	\$187.96	8199		
	601-37100	Water Sales	\$187.96	8199		
	309-31900	2009 Pen & Int	\$0.00		\$422.02	
	311-31900	Industrial Lane Pen & Int	\$0.00			
	101-31000	Stale Dated Tax Payment:	\$0.00			
		GRAND TOTAL:	\$193,381.37		\$193,381.37	

Roll	Tax Type	Total	2019	2018	2017	2016	2015	2014	All Prior
GRAND TOTAL		193,381.37	186,357.45	4,104.63	1,213.24	586.79	607.53	239.98	271.75
AMOUNT OF CHECK		193,381.37							
R/P	NET TC TAX	103,876.26	99,258.77	3,080.34	790.71	251.23	287.81	115.09	92.31
	027 EOP CT	5,469.29	5,469.29	.00	.00	.00	.00	.00	.00
	039 06 IMP	16,604.77	15,774.04	494.23	135.66	65.66	75.76	29.91	29.51
	041 12 REF	3,588.14	3,588.14	.00	.00	.00	.00	.00	.00
	042 09 REF	11,644.98	10,964.91	270.81	99.25	109.77	106.28	36.05	57.91
	045 IND LN	101.43	94.64	.00	.00	17.10	3.83	1.49	1.47
	047 14 BND	4,589.35	4,374.06	150.57	39.79	17.10	7.83	.00	.00
	TOTAL NET TC TAX	145,874.22	139,523.85	3,080.34	1,065.41	443.76	481.51	182.54	181.20
	001 REV	103,876.26	99,258.77	3,080.34	790.71	251.23	287.81	115.09	92.31
	027 EOP CT	5,469.29	5,469.29	.00	.00	.00	.00	.00	.00
	039 06 IMP	16,604.77	15,774.04	494.23	135.66	65.66	75.76	29.91	29.51
	041 12 REF	3,588.14	3,588.14	.00	.00	.00	.00	.00	.00
	042 09 REF	11,644.98	10,964.91	270.81	99.25	109.77	106.28	36.05	57.91
	045 IND LN	101.43	94.64	.00	.00	17.10	3.83	1.49	1.47
	047 14 BND	4,589.35	4,374.06	150.57	39.79	17.10	7.83	.00	.00
	TOTAL R/P	145,874.22	139,523.85	3,995.95	1,065.41	443.76	481.51	182.54	181.20
M	NET TC TAX	162.68	.00	83.78	40.78	26.28	.00	.00	11.84
	025 89 SMR	1.97	.00	.00	.00	.00	.00	.00	1.97
	030 94 CAP	1.01	.00	.00	.00	.00	.00	.00	1.01
	039 06 IMP	27.28	.00	13.44	6.97	6.87	.00	.00	.00
	042 09 REF	23.94	.00	7.36	5.10	11.48	.00	.00	.00
	047 14 BND	7.93	.00	4.10	2.04	1.79	.00	.00	.00
	TOTAL NET TC TAX	224.81	.00	108.68	54.89	46.42	.00	.00	14.82
	001 REV	162.68	.00	83.78	40.78	26.28	.00	.00	11.84
	025 89 SMR	1.97	.00	.00	.00	.00	.00	.00	1.97
	030 94 CAP	1.01	.00	.00	.00	.00	.00	.00	1.01
	039 06 IMP	27.28	.00	13.44	6.97	6.87	.00	.00	.00
	042 09 REF	23.94	.00	7.36	5.10	11.48	.00	.00	.00
	047 14 BND	7.93	.00	4.10	2.04	1.79	.00	.00	.00
	TOTAL M	224.81	.00	108.68	54.89	46.42	.00	.00	14.82
OTHER	EXCESS TIF	1,008.79	1,008.79	.00	.00	.00	.00	.00	.00
	027 EOP CT	55.57	55.57	.00	.00	.00	.00	.00	.00
	039 06 IMP	160.34	160.34	.00	.00	.00	.00	.00	.00
	041 12 REF	36.46	36.46	.00	.00	.00	.00	.00	.00
	042 09 REF	111.46	111.46	.00	.00	.00	.00	.00	.00
	045 IND LN	.93	.93	.00	.00	.00	.00	.00	.00
	047 14 BND	44.48	44.48	.00	.00	.00	.00	.00	.00
	TOTAL EXCESS TIF	1,418.03	1,418.03	.00	.00	.00	.00	.00	.00
	INTEREST	448.74	448.74	.00	.00	.00	.00	.00	.00
	999 SUM	448.74	448.74	.00	.00	.00	.00	.00	.00
	TOTAL INTEREST	448.74	448.74	.00	.00	.00	.00	.00	.00
	001 REV	1,008.79	1,008.79	.00	.00	.00	.00	.00	.00
	027 EOP CT	55.57	55.57	.00	.00	.00	.00	.00	.00
	039 06 IMP	160.34	160.34	.00	.00	.00	.00	.00	.00
	041 12 REF	36.46	36.46	.00	.00	.00	.00	.00	.00
	042 09 REF	111.46	111.46	.00	.00	.00	.00	.00	.00
	045 IND LN	.93	.93	.00	.00	.00	.00	.00	.00
	047 14 BND	44.48	44.48	.00	.00	.00	.00	.00	.00
	999 SUM	448.74	448.74	.00	.00	.00	.00	.00	.00
	TOTAL OTHER	1,866.77	1,418.03	.00	.00	.00	.00	.00	.00
TOTAL TAX	001 REV	105,047.73	100,267.56	3,164.12	831.49	277.51	287.81	115.09	104.15

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

Roll	Tax Type	Total	2019	2018	2017	2016	2015	2014	All Prior
	025 89 SMR	1.97	.00	.00	.00	.00	.00	.00	1.97
	027 EOP CT	5,524.86	.00	.00	.00	.00	.00	.00	.00
	030 94 CAP	1.01	.00	.00	.00	.00	.00	.00	1.01
	039 06 IMP	16,792.39	.00	.00	.00	.00	.00	.00	.00
	041 12 REF	3,624.60	15,934.38	507.67	142.63	72.53	75.76	29.91	29.51
	042 09 REF	11,780.38	.00	.00	.00	.00	.00	.00	.00
	045 IND LN	102.36	11,076.37	278.17	104.35	121.25	106.28	36.05	57.91
	047 14 BND	4,641.76	95.57	.00	.00	.00	3.83	1.49	1.47
	999 SUM	448.74	.00	154.67	41.83	18.89	7.83	.00	.00
	TOTAL TAX	147,965.80	140,941.88	4,104.63	1,213.24	586.79	607.53	239.98	75.71
TIP	NET TIP TX	0008 0	2,995.82	.00	.00	.00	.00	.00	.00
	0012 0	TOTAL NET TIP TX	13,678.54	.00	.00	.00	.00	.00	.00
			16,674.36	.00	.00	.00	.00	.00	.00
			16,674.36	.00	.00	.00	.00	.00	.00
			16,674.36	.00	.00	.00	.00	.00	.00
SPASMT	TOTAL TIP	81240	6,050.17	.00	.00	.00	.00	.00	.00
	SPEC ASMT	81250	5,535.24	.00	.00	.00	.00	.00	.00
		81260	622.21	.00	.00	.00	.00	.00	.00
		81270	5,187.08	.00	.00	.00	.00	.00	.00
		81280	10,924.49	.00	.00	.00	.00	.00	.00
		81290	415.91	.00	.00	.00	.00	.00	.00
		81990	28,735.10	.00	.00	.00	.00	.00	.00
	TOTAL SPEC ASMT		28,735.10	.00	.00	.00	.00	.00	.00
	Subtotal		28,735.10	.00	.00	.00	.00	.00	.00
	S-ASMT PER		6.11	.00	.00	.00	.00	.00	.00
	Subtotal		6.11	.00	.00	.00	.00	.00	.00
	TOTAL SPASMT		28,741.21	.00	.00	.00	.00	.00	.00

Requesting Final Council Approval for the Following

Requesting Final Approval of Part-time Employees:

Name:	Position:	Date of Hire:	Wage:
Richelle Lindner	Liquor Store Janitor	7/8/2019	\$12.00

July 2, 2019

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

RE: Potential Refunding of Existing Bonds

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

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

Sincerely,

Ehlers



Todd Hagen CIPMA
Senior Municipal Advisor/ Vice President

City of Blackduck
 Status Report on Refunding of Existing Bond Issues

Original Bond Amount	Title	Call Date	Callable Amount	Callable Rates		Status
				Low	High	
\$495,000	General Obligation Bonds, Series 2006A	02/01/2015	\$110,000	4.650%	4.650%	As of July 2, 2019, we estimate that this refunding would not generate sufficient savings to be considered.
\$445,000	General Obligation Refunding Bonds, Series 2009A	01/01/2018	\$75,000	3.600%	4.250%	As of July 2, 2019, we estimate that this refunding would not generate sufficient savings to be considered.
\$1,165,000	General Obligation Bonds, Series 2012A	02/01/2023	\$655,000	2.100%	2.550%	As of July 2, 2019, we estimate that this refunding would not generate sufficient savings to be considered.
\$468,834	General Obligation Water Revenue Note of 2016	09/28/2016	\$447,600	0.680%	3.466%	As of July 2, 2019, we estimate that a current refunding would not generate sufficient savings to be considered.



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

July 8, 2019

Sara F. Palmer
465 Scenic Hwy 39
Blackduck, MN 56630

Dear Sara,

As of May 19, 2019, the Promissory Note for Owner Occupied Residential Housing Rehabilitation with the City of Blackduck is satisfied in full. I have enclosed the original promissory note marked 'PAID' for your records. Also, included is the satisfaction of mortgage document. You will want to file this document with Beltrami County to remove the City's lien from the title to the real estate. 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 housing rehabilitation financing needs.

Sincerely,



Christina Regas
City Administrator

CC: Bi-County Cap, Blackduck City Council

www.blackduckmn.com

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

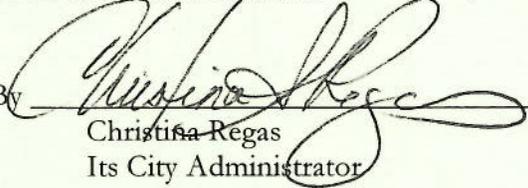
"The City Of Blackduck Is An Equal Opportunity Provider"

SATISFACTION OF MORTGAGE

Date: July 8, 2019

THAT CERTAIN MORTGAGE owned by the undersigned, dated May 19, 2009, executed by Sara F. Palmer., as Mortgagor, to the City of Blackduck, as Mortgagee, and filed for record September 29, 2009, by document no A000497028, 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 ____ day of _____, 2019, 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 4th Street NW
P.O. Box 906
Bemidji, MN 56619-0906
(218) 444-4732



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

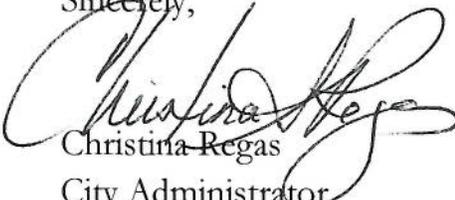
July 8, 2019

Christopher & Launa Jablonski
265 Summit Ave.
Blackduck, MN 56630

Dear Chris,

As of June 25, 2019, the Promissory Note for Owner Occupied Residential Housing Rehabilitation with the City of Blackduck is satisfied in full. I have enclosed the original promissory note marked 'PAID' for your records. Also, included is the satisfaction of mortgage document. You will want to file this document with Beltrami County to remove the City's lien from the title to the real estate. 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 housing rehabilitation financing needs.

Sincerely,



Christina Regas
City Administrator

CC: Bi-County Cap, Blackduck City Council

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"

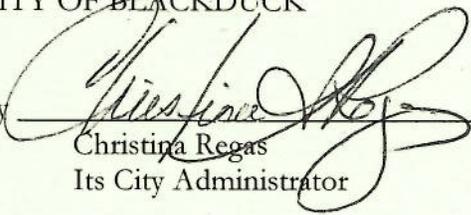
SATISFACTION OF MORTGAGE

Date: July 8, 2019

THAT CERTAIN MORTGAGE owned by the undersigned, dated June 25, 2009, executed by Christopher M. Jablonski and Launa J. Jablonski, as Mortgagor, to the City of Blackduck, as Mortgagee, and filed for record December 30, 2009, by document no A000499297, 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 ____ day of _____, 2019, 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 4th Street NW
P.O. Box 906
Bemidji, MN 56619-0906
(218) 444-4732



A GREAT PLACE FOR FAMILIES

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

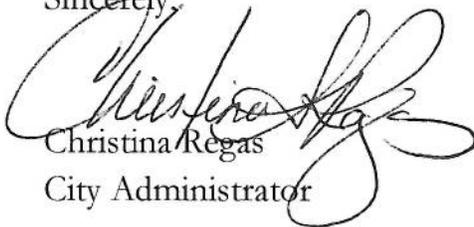
July 8, 2019

Beverly Gibson
257 1st Street NW
Blackduck, MN 56630

Dear Beverly,

As of June 25, 2019, the Promissory Note for Owner Occupied Residential Housing Rehabilitation with the City of Blackduck is satisfied in full. I have enclosed the original promissory note marked 'PAID' for your records. Also, included is the satisfaction of mortgage document. You will want to file this document with Beltrami County to remove the City's lien from the title to the real estate. 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 housing rehabilitation financing needs.

Sincerely,



Christina Regas
City Administrator

CC: Bi-County Cap, Blackduck City Council

www.blackduckmn.com

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

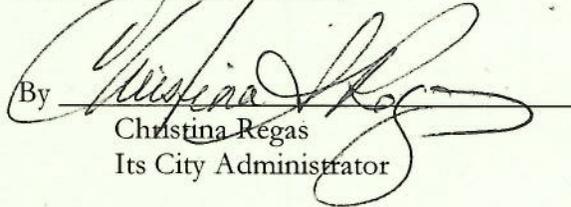
"The City Of Blackduck Is An Equal Opportunity Provider"

SATISFACTION OF MORTGAGE

Date: July 8, 2019

THAT CERTAIN MORTGAGE owned by the undersigned, dated June 25, 2009, executed by Beverly Kay Gibson., as Mortgagor, to the City of Blackduck, as Mortgagee, and filed for record November 4, 2010, by document no A000507329, 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 ____ day of _____, 2019, 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 4th Street NW
P.O. Box 906
Bemidji, MN 56619-0906
(218) 444-4732

RECOMMENDATION

Applicant: Cheryl Lindner

Approve \$20,000 loan to purchase and renovate real estate (\$15,000 to purchase, \$5,000 for renovations/updates).

This loan meets the eligibility requirements per the city's revolving loan fund policy and was approved by the loan committee on June 25, 2019.

Proposed terms:

Purchase Real Estate

Amount:	\$15,000
Term/Amort:	10 year fully amortized
Rate:	5.50%
Payment:	Principal and interest payments of \$163/month
Collateral:	Subordinate liens on real estate and business assets
Fees:	1% commitment fee and out of pocket closing costs
Monitoring:	Annual tax returns and financial statements

Real Estate Improvements

Amount:	\$5,000
Term/Amort:	10 year fully amortized
Rate:	0%
Payment:	\$42/month
Collateral:	Subordinate liens on real estate and business assets
Fees:	1% commitment fee and out of pocket closing costs

Lead bank is lending \$28,000 and requested the city's participation in the loan.

Contingencies:

- Rental agreements (completed)
- Inventory list (completed)
- Purchase Agreement
- Written commitment from the bank (requested)
- Clean title work on real estate (bank will pursue and share)
- Insurance verification listing City of Blackduck as a mortgagee and loss payee

I ZACH JONES am asking for a 1 year leave of absence from the fire department due to going out of state to work. I will be leaving on monday June 17th 2019.

THANK YOU!

Zach Jones
June 14th 2019



CITY OF BLACKDUCK

PUBLIC FUNDS REQUEST FORM

PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:

Blackduck High School Trap Team Booster

What type of project will the Public Funds used for:

7 individuals will be shooting on a trap team at the national level and they will also shoot individually. They compete July 11-14, 2019 in Michigan.

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

The benefits of supporting these students at their national trap competition will provide publicity for Blackduck and all area businesses. In addition, these students and their families will feel supported by the city of Blackduck and maybe they will feel that a town that supports them and their peers is a good town to stay in and raise their future families!

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

The Trap Booster is requesting \$525.00 to cover the \$75 entry fee for each individual that is competing at the National Competition.

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

We have asked the following organizations for their support: \$2000.00 Upper Red Lake Association, \$2000 Grand Rapids Youth Hockey, \$2000 Blackduck Fire Relief, \$200 Lions Club, \$1125.00 Beltrami Round Up Program - Any additional funds will support
Date Funds are being requested: June 24, 2019 the 2019 Fall Trap Team Expenses

Date the project starts and completes: Nationals - July 11 thru July 14th



CITY OF BLACKDUCK RESOLUTION NO: 2019-02

A RESOLUTION OF ANNUAL APPOINTMENTS AND DESIGNATIONS FOR 2019

WHEREAS, annually, at their first meeting in January, the Blackduck City Council handles annual designations and appointments; and

WHEREAS, included is the designation of the Official Newspaper, Official Depositories and Official Posting, and

WHEREAS, included is the designation of a Vice Mayor; and

WHEREAS, included are the appointments of City Councilors and staff to various boards and commissions.

NOW, THEREFORE, BE IT RESOLVED, that the Blackduck City Council does hereby make the annual designations (Exhibit A attached hereto) and appointments (Exhibit B attached hereto), effective immediately upon adoption.

Revised by the Blackduck City Council this 8th day of July 2019.

APPROVED:

Rudy Patch, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2019-02

EXHIBIT A

DESIGNATIONS

OFFICIAL NEWSPAPER:	Blackduck American
OFFICIAL POSTING LOCATION:	Blackduck City Hall 8 Summit Avenue NE, Blackduck
OFFICIAL DEPOSITORY:	Deerwood Bank
CITY ATTORNEY:	Boyle Law Office, International Falls
CITY ATTORNEY:	Drahos, Kieson and Christopher, Bemidji



CITY OF BLACKDUCK

RESOLUTION NO: 2019-02

EXHIBIT B

APPOINTMENTS AND REPRESENTATION ON VARIOUS COMMITTEES

Vice Mayor	Jason Kolb
City Assessor:	County Assessor, Joe Skerik
City Engineer:	Curt Meyer, Widseth Smith Nolting
Park & Trail Board:	Will Sellon, Jason Kolb, Mike Schwanke, and Christina Regas
Personnel Committee	Rudy Patch, Paige Moore, and Christina Regas
Public Works Committee:	Rudy Patch, Jason Kolb, Christina Regas and Mike Schwanke
Liquor Committee:	Jason Kolb, Rudy Patch, Shawnda Lahr, and Christina Regas
Finance Committee:	Christina Regas, Maxwell Gullette, and Rudy Patch
Public Safety Committee:	Paige Moore, Jace Grangruth, Christina Regas, Brian Larson, Jason Kolb
Zoning Administrator:	Christina Regas
Planning Commission:	Kurt Cease, Kurt Benson, Bob Klug Sr., Ernie Tindell, Christina Regas, Will Sellon and Ron Rockis
Library Board:	Mary Salmonson, Miriam Osborn, Katie Click, Lorraine Warden, Paula Erickson, Nance Kunkel, Amy Granlund, and Max Gullette
Kitchigami Regional Library Representative	Kendra Murray
HRA:	Paige Moore, Rudy Patch, OPEN, OPEN, and Christina Regas
Revolving Loan Fund Committee:	Dwight Kalvig, Grant Frenzel, Rudy Patch, Christina Regas, William Sellon, and a designee appointed by the Committee.
Ambulance Board Representative:	Christina Regas



CITY OF BLACKDUCK RESOLUTION NO: 2019-02

Joint Powers Emergency Services
Board:

Rudy Patch

Safety Committee:

Mike Schwanke, Gabrielle Landowski, Andrew Jespersen, and
Shawnda Lahr

Historical Preservation Committee:

Gene Kjellberg, Glennis Moon, Avonel Kjellberg, Shirley
Gilmore, Mary Joy, Marilyn Page, Lavone Peterson, Ann
Floura, Carol Hannigan, Marie Juelson

Blackduck Municipal Golf Board:

~~Dawn Jordan~~, Kevin Erpelding, Christina Regas, Rudy
Patch, Pam Exner, and Jim Andersen