



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. **July 8, 2019 Council Meeting Minutes**
 - b. **July 22, 2019 Council Work Session Minutes**
 - c. **July 22, 2019 Finance Committee Minutes**
 - d. **July 23, 2019 Golf Board Meeting Minutes**
 - e. **July 25, 2019 Emergency Council Meeting Minutes**
 - f. **August 1, 2019 Revolving Loan Fund Committee Minutes**
 - g. **July 2019 Fund Balance Report & Bond Payments & Transfers**
 - h. **July 2019 Bills**
 - i. **YTD July 2019 Income Statements**
 - a. **Water, Sewer, Pine Tree Park, and Golf Course**
 - b. **Liquor Store**
 - j. **July 2019 Month End Remittance Report**
 - k. **June 2019 LG216 Lawful Gambling Monthly Rent Report**
 - l. **Final approval – LGA first half payment**
 - m. **Final approval – Results of grantee monitoring, Blackduck PFA Project grant #CDAP-15-0050-O-FY16**
 - n. **Final approval – Letter of support for the LaunchPad initiative for Greater Bemidji, Inc.**
 - o. **Final approval – City of Blackduck Police Chief job description revision**

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. **Bogart's Repair and Recovery Loan Recommendation**

6. **PUBLIC WORKS REPORT** – Mike Schwanke, Public Works Supervisor
 - a. **2019 Street & Infrastructure Updates** – Curt Meyer, City Engineer
 - i. **Liberty Drive**
 - ii. **Croswell Avenue**
 - iii. **Northern Avenue**
 - b. **Clifford Hanson 449 Main Street – Ditch estimate approval**

7. **LIQUOR STORE REPORT** – Shawnda Lahr, Liquor Store Manager
 - a. **Auto Fry Budget** –
 - b. **Sewer Line(s) Updates** – Video of Line

8. **LAW ENFORCEMENT REPORT** – Jace Grangruth, Police Chief
9. **FIRE DEPARTMENT REPORT** – Brian Larson, Fire Chief
 - a. [Fire Protection Annual Budget Meeting – August 15, 2019 @ 6pm @ City Hall](#)
 - b. [Resolution 2019-11 – Resolution approving an off-site gambling license for the Blackduck Fire Relief Association](#)
 - i. **LG230 Application to conduct off-site Gambling – Backwoods Bash Bingo Event**
10. **GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent & Pam Exner, Club House Manager
 - a. [Irrigation System Pond Aeration System update –](#)
 - i. **Resolution 2019-12 – Resolution acknowledging donations from the Blackduck Golf Course Members**
 - b. Cart Shed -
11. **LIBRARY REPORT** – Kelly Hanks, Head Librarian
 - a. Library Board Meeting – August 20, 2019 @ 6pm @ Blackduck Library
12. **BLACKDUCK BLANDIN GROUP** – Jace Grangruth, Demo Regas, Misty Frenzel, Nate Lien, Leslie Frosaker, and Christina Regas
 - a. Pine Tree Park Swim Beach Proposal
13. **ADMINISTRATOR’S REPORT** – Christina Regas, City Administrator
 - a. [Resolution 2019-13 – Resolution Approving an excluded bingo license for the Blackduck Area Chamber of Commerce –](#)
 - i. **Application to Conduct Excluded Bingo – Blackduck Area Chamber of Commerce**
 - b. Reminder August 8, 2019 MCFOA Meeting in Hallock, MN – Christina
 - c. Reminder August 13, 2019 Blandin Workshop in Northome, MN – Christina & Jace
 - d. Reminder August 19, 2019 Council Work Session
 - e. Request August 19, 2019 Finance Meeting
 - f. Request August 20, 2019 Personnel Meeting
 - g. Reminder September 9, 2019 Council Meeting
14. **MAYOR AND/OR COUNCIL MEMBER REPORTS** – Mayor Patch & Council
15. **COMMUNITY EVENTS/GOOD THINGS HAPPENING** –
 - a. Blackduck Development Corporation Meeting –August 14, 2019 11am @ Good Samaritan Community
 - b. Blackduck Backwoods Bash – August 17, 2019 – All day
 - c. Blackduck Chamber Meeting – August 21, 2019 @ Restaurant 71 @ Noon
 - d. Blackduck Planning Commission Meeting – August 21, 2019 @ 2pm @ City Hall
16. **ADJOURN**



BLACKDUCK CITY COUNCIL MEETING
MONDAY, JULY 8TH, 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. July 8th, 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: City Administrator Christina Regas, Liquor Store Head Bartender Melissa Gulette, Public Works Supervisor Mike Schwanke, Golf Course Superintendent Jim Andersen, and Police Chief Jace Grangruth

Others Present: Blackduck High School Trap Team Booster Member, Michelle Frenzel

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

CONSENT AGENDA – Moved by Councilor Gulette and seconded by Councilor Kolb to approve the consent agenda requesting discussion on item(s) g. and l. Discussion by Gulette on item g. requested further information on how close to the approved work on wells 5 & 8 by Thien Well came in on budget. Regas reported there was more cost in parts but the labor was in line with the approved amount +10%. Regas stated that the parts estimate could only be finalized once repair work was being completed. Mayor Patch requested information regarding the cost savings to the City for the new street light LED fixtures from Beltrami Electric. Regas could not report on the detail but did state the electric bill for June 2019 was higher than normal due to the amount of time the irrigators were running. Regas stated she would report to council on the street light electricity at a later time. Mayor Patch stated item l. was not present for final approval due to not receiving it prior to the Council Meeting. Hearing no further discussion on the motion, Mayor Patch called for a vote on the motion.

1. June 4, 2019 Council Meeting Minutes
2. June 17, 2019 Liquor Committee Meeting Minutes
3. June 17, 2019 Council Work Session Minutes
4. June 19, 2019 Planning Commission Meeting Minutes
5. June 25, 2019 Revolving Loan Fund Committee Minutes
6. June 2019 Fund Balance Report & Bond Payments & Transfers
7. June 2019 Bills
8. YTD June 2019 Income Statements
 - a. Water, Sewer, Pine Tree Park, and Golf Course
 - b. Liquor Store
9. June 2019 Month End Remittance Report
10. May 2019 LG216 Lawful Gambling Monthly Rent Report
11. Final approval – LGA first half additional payment
12. Final approval – LGA first half payment
13. Final approval – June 2019 First Half Property Tax Settlement Statement
14. Final approval – July Part-time new employees



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15. Final approval – Ehlers report – Potential Refunding of Existing Bonds
16. 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

Motion carried unanimously.

BLACKDUCK FORUM –

No one present to speak.

REVOLVING LOAN COMMITTEE – Sarah Linda HRDC Finance Specialist

1. Flowers in the Attic Loan Recommendation – Moved by Councilor Gullette and seconded by Councilor Moore to approve the recommendation of the revolving loan fund committee to loan to Cheryl Lindner for her business a \$15,000 10-year loan @ 5.5% interest and a \$5,000 10-year loan @ 0% interest for real estate improvements. Further discussion by Regas requesting Council consider approving an additional \$500 to cover the closing costs of the loan(s). Councilor Moore asked if Lindner plans to do exactly what is being done in the existing building now when she moves into the new location. Regas confirmed. Councilor Gullette revised the original motion to include the additional request of \$500 for closing costs for a total loan of \$20,500. Councilor Sellon asked for clarification as to why the improvement loan would be at 0% interest. Regas stated the guidelines for the two separate types of loans allow the interest rate to be lower or 0%. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

PUBLIC WORKS REPORT – Mike Schwanke, Public Works Supervisor

1. Report – Schwanke reported in the month of June 10 new street lights were installed further reporting that in 2020 there will only have 6 lights left to be replaced with LED of the lights the City owns. Councilor Gullette asked for clarification on what lights the City owns. Schwanke stated some of the street lights in the City are owned by Beltrami Electric. Schwanke stated the gravel roads that had issues in May and early June are beginning to be in better shape. Schwanke stated his staff has bladed them out and they are looking much better. Schwanke reported the #3 Irrigator @ the ponds had its approved updates completed and the staff has worked to ensure the speed and direction of the speed at which it is spraying is correct. Schwanke stated he has spent time replacing other parts on #2 irrigator because it has gone down and get clogged with duck weed. Schwanke stated a person from MRWA will come in to sonar the ponds to tell the City what the sludge level of the pond is. Schwanke stated he did not believe it had been done before. Schwanke stated the sonar will tell him how much sludge is in the pond giving more accurate idea of how much water the pond(s) can hold. Councilor Gullette asked if the sludge is too high is there a process for removal. Schwanke stated there are a few different ways like having the pond dredged, or use a micro-organism. Councilor Gullette asked if the lift stations are running well. Schwanke confirmed and reported he will work with a representative from Team Lab to find out what if anything is needed to



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work on the stations. Councilor Gulette asked if the City is sending out PA to “not strain hamburger grease down drains”, Regas reported not at this time.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Report – Gulette reported on behalf of the Liquor store stating there are some new events coming in July. Thursday Nite Live on July 11th will offer corn hole tournaments, a DJ, BBQ, and drink specials. Nothing further.

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief

1. Report – Grangruth reported the final invoice from Roger’s Two Way has come in but he did not have an accurate copy to present to Council for final approval. Regas reported the amount of the final invoice is within Council’s approval. Grangruth stated the department has been very busy, the community has been very busy. Grangruth reported the AED in the squad needs replacing and he is looking into potential funding to offset the costs. Councilor Gulette stated he received several calls regarding fireworks on the 4th of July. Grangruth stated his department received no calls/complaints. Nothing further.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. Final Approval – Leave of Absence -Volunteer Fire Fighter Zack Jones – Regas requested final approval of a recommended leave of absence for volunteer fire fighter Zack Jones. Councilor Kolb asked Regas how many vacant spots are available for volunteers. Regas the Fire department can accept as many volunteers as there are able qualified candidates. Regas further stated there are some restrictions of the number of volunteers the department can have depending on the person’s location for living and working. Mayor Patch requested a motion on the leave of absence. Moved by Councilor Moore and seconded by Councilor Sellon to approve the one-year leave of absence of volunteer fire fighter Zack Jones. Motion carried unanimously. Nothing further.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

1. Report – Andersen stated rounds of golf in May and June are in line with the same as 2018 regardless of the late May start to being open. Andersen reported to the Council the irrigation system has not been working correctly due to the increase in duck weed and algae in the ponds resulting in the staff having to hand water the greens. Andersen stated he has applied herbicide to remove the algae but without a way to aerate the pond the duck weed will continue to plug up the system. Councilor Kolb asked if the costs associated with an aerator versus the chemicals is enough to assist paying for an aerator. Andersen stated if the aerator is not made just for a golf course then costs are lower. Mayor Patch asked if a golf board meeting has been scheduled for July. Regas stated not at this time but she would work to schedule one. Andersen further reported the Trim Mower for the tee boxes has only one-reel mowing which is forcing him to take twice as long to mow them. Andersen stated after having mechanics looked at the machine it has been determined that the reel motors need to be replaced and are \$663/each. Andersen believes the motors are the issue. Patch suggests having the golf board discuss both issues at the next meeting. Andersen further reported the clay valves could be the



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irrigation issues too. Andersen stated the clay valve is most lightly plugged as he finds duck weed in the sprinkler heads. Regas asked how many motors would need to be replaced for the trim mower. Mayor Patch suggested the Council approve Andersen order one motor to narrow down the issue with the trim mower. Regas asked if Patch was approving the purchase. Moved by Mayor Patch and seconded by Councilor Sellon to approve the purchase of one motor for the trim mower at \$663. Councilor Gulette asked if there is a better way to diagnostic out the issue with the mower. Councilor Kolb asked if there have been service technicians that have looked at the mower and have given Andersen the same opinion of what is wrong. Andersen stated no that the hydraulics have been looked at and those are fine, the new pump that was installed in 2018 is also fine, there is also nothing wrong with the relief valve. Regas asked if the issue(s) with the trim mower have been happening for more than 1-2 years. Andersen stated yes. Mayor Patch asked how often the tee boxes need to be mowed. Andersen stated are mowed twice a week. Kolb stated the amount of time to mow the tee boxes if it was reduced could save money in the long term. Councilor Sellon asked if a used or refurbished or rebuild kit for the motor could be purchased. Andersen did not know or where to search given the age of the mower. Mayor Patch called for a vote on the motion. Motion passed by a vote of 4 to 1 – Voting for: Mayor Patch, Councilors Kolb, Sellon, and Moore; Voting against: Councilor Gulette.

2. Marketing – Councilor Gulette asked what Pam Exner is doing to promote the golf course more this year that wasn't being done before. Regas could not assist with commenting. Andersen stated Exner has assisted the Ladies League to promote the ladies scramble, and has been helping more with the tournaments. Andersen believes having Exner run the club house this summer the processes are running smoother and there have been more staff meetings being held. Nothing further at this time.

LIBRARY REPORT – Kelly Hanks, Head Librarian

1. Report – Councilor Gulette stated Hanks planned to request her hours be increased due to the increase in traffic in 2019.
2. Library Board Meeting – July 16, 2019 @ 6pm @ Blackduck Library
3. Kitchigami Regional Library Board Meeting – July 18, 2019 @ Pine River

ADMINISTRATOR'S REPORT – Christina Regas, City Administrator

1. Donation Request – Blackduck High School Trap Team Booster – Moved by Councilor Gulette and seconded by Councilor Sellon to approve a donation for the Blackduck High School Trap Team Booster club to pay for the registration for 7 athletes at National's in Michigan. Michelle Frenzel was present to request for funding and to inform the City Council about their organization. Councilor Gulette asked what if any the school funds. Frenzel stated the registration for the team each year but nothing more. Frenzel stated the majority of the funding is all raised by the trap team booster club which is not part of the school booster club. Frenzel stated the club is there own 501C3. Frenzel stated the team has grown since it started in 2014 and has increased the amount of coaches and players. Frenzel further stated there are several other fundraisers the team does during the year, including a fall banquet, a craft table at Woodcarvers, Pancakes in the Park for Backwoods Bash, Brat Feed and Expendables, and a raffle in October. Frenzel reported the fundraising goal is \$15,000 annually. Regas asked what grades the team represents.



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Frenzel stated the students must have their firearms safety at be 12 years old (6th -12th). Councilor Sellon asked if this is the first year at Nationals. Frenzel stated it is the second. Hearing no further discussion on the motion Mayor Patch called for a vote on the motion. Motion carried unanimously.

2. Resolution 2019-02 – Resolution of Annual Appointments & Designations for 2019 – Revision – Moved by Councilor Moore and seconded by Councilor Gullette to approve the revised Resolution 2019-02. Motion carried unanimously.
3. Reminder July 22, 2019 Council Work Session @ 6pm
4. Finance Committee Meeting Request – It was agreed to hold the first Finance Committee meeting following the work session on July 22, 2019.
5. Reminder August 5, 2019 Council Meeting @ 6pm
6. Letter commending Chief Grangruth – Regas read a letter from a resident that was grateful for the assistance Chief Grangruth gave them in helping to find and return home their dog.
7. Formal Thank to the area First Responders – Regas wished to be on record to formally recognize the work and volunteerism the Blackduck area first responders (Ambulance, Fire, and Law Enforcement) has provided for the community in June. Regas stated that without the first responders in the community many area calls for assistance in June would have taken much longer.

MAYOR AND/OR COUNCIL MEMBER REPORTS –

1. Mayor Patch – Patch reported the LMC Annual Conference was really well attended with over 600 attendees and had many interesting breakout sessions. Nothing further.
2. Councilor Gullette – Gullette asked Chief Grangruth what his standard answer is when residents complain about lighting fireworks. Grangruth stated during the 4th of July holiday the department has more leniency. Grangruth stated any other day of the year the fireworks would be confiscated.

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. **Scott Geerdes** – *(July, 2013)*
 - b. **Bailey Baumbartner** – *(July, 2015)*
 - c. **Gail Landowoski** – *(July, 2018)*
 - d. **Andrew Jespersen** – *(August 2016)*
2. Blackduck Development Corporation Meeting –July 10, 2019 @ Good Samaritan Community Room
3. Blackduck Chamber Meeting – July 17, 2019 @ Hungry Duck Restaurant
4. Blackduck Woodcarvers Festival – July 27, 2019 @ Wayside Rest Park
5. Blackduck Planning Commission Meeting – July 17, 2019 @ 2pm @ City Hall

OTHER NEW BUSINESS – No new business.

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



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Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, JULY 22, 2019 @ 6:00PM

WORK SESSION MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in a scheduled work session in council chambers at City Hall at 6:00PM on July 22, 2019.

Roll Call

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

Councilors Absent: none

Staff Present: City Administrator, Christina Regas, Public Works Supervisor, Mike Schwanke, Liquor Store Manager, Shawnda Lahr

Others Present: none

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

Topics covered in the work session were as follows:

OLD BUSINESS –

1. City of Blackduck Tour –

- a. Blight List – Regas reported Councilor Kolb supplied the City a list of blighted properties from the City Tour with suggested areas of improvement. Regas noted some letters were sent out to property owners and there have been verbal conversations as well. Kolb asked if the blight will be toured more than once a year. Kolb understood the workload Regas has and suggested having other staff work on the lists or hire another staff member to do the tours. Regas commented she would love to have additional help with the tours but suggested to save payroll it would be more beneficial if all staff reports on blight and residents.
- b. Liberty Drive & Crosswell Ave. – Regas reported to Council that Curt Meyer would be present at the City Council meeting in August to plans for Liberty Dr. & Crosswell Ave. Councilor Gulette asked when Northern Ave. is scheduled for repair on the CIP. Regas reported 2018-2023. Regas continued stating some streets will need repair prior to avoid more deteriorate. Mayor Patch asked if additional gravel can be added to Northern Ave. Schwanke stated it would only be temporary. Regas stated when Meyer meets with Regas and Schwanke they will request plans for Northern in addition to the other roads.
- c. 449 Main Street N. – Regas provided a bid for review of council for the grading issue after the road improvement to Main street located at 449 Main St. N. (Clifford Hanson). Regas encouraged council to consider funding the grading issue at the next council meeting to be completed this summer. Patch asked if the bid includes seeding. Regas confirmed that bid should include all costs associated with the grading issue. Councilor Gulette suggested council consider funding the repairs to the property.
- d. Waste Management Curbside pick-up – Mayor Patch asked if waste management was contacted regarding residential waste pick on the curb instead of alleys. Regas stated they were contacted, WM stated it should not affect the residents' bills but could not report when it would begin.
- e. Recycling Bins – Regas reported having conversations with Commissioner Gaasvig and reported the City does not wish to see the bins be removed but would still like to see the bins controlled more. Regas reported that Gasvig stated when Beltrami County has control of the pick ups it would run



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better. Regas further stated Gasvig asked if the City would want the bins fenced in. Regas stated it would be difficult to fence them with the additional traffic and use of the location at this time. Councilor Kolb asked if the bins could be locked at night. Regas stated the City does not own the bins and does not have the control of them. Lahr stated a fence and locking them would not stop people from leaving the trash. Councilor Sellon asked if a game camera could be placed at the bins. Regas stated yes but the amount of traffic in the area would take more time to review the footage. Regas stated the users of the bins just need to obey the rules to avoid the trash. Nothing further.

NEW BUSINESS –

1. Liquor Store – Regas and Lahr provided details to funding updates to the Municipal Liquor store.
 - a. Kitchen renovations & Auto Fry – Lahr provided a quick summary of costs associated with updating the current kitchen area to add an auto fry to provide French fries to the current menu. Costs include:
 - i. Building a wall - \$1125
 - ii. Purchase of the Auto Fry – used - \$1150 or new \$7534
 - iii. Wiring - \$600-\$800
 - iv. New table for auto fry and grill - \$98-\$328
 - v. New under cabinet freezer - \$1049-\$1399
 - vi. Other supplies - \$1049-\$1399

Total startup would be \$5302 - \$11,918. Lahr would like council to authorize a budget to expand on the existing kitchen to increase the food sales. Lahr further provided a cost/profit listing of types of food that could be sold if the improvements are made. Lahr stated if the City authorizes the purchase of the used auto fry and it is a success then the introduction is a lower commitment in costs to the liquor store. Lahr further stated that at that time the City could authorize the purchase of a double auto fry and the additional funding for the double wouldn't be as high. Kolb asked if Lahr would plan to wire and have space for a double auto fry in the future. Lahr confirmed. Councilor Moore stated she is on board and so is Councilor Kolb. Moore stated the Kelliher Liquor store is doing really well with their food. Lahr stated she has spoken to the manager of Kelliher and he stated that there are some months their food sales is the only thing that cash flows. Lahr stated she does not want to get carried away too quickly to control quality. Regas summarized the presentation by stating Lahr will be asking Council in August to provide a budget to work with to expand on the liquor store kitchen facilities. Councilor Sellon was in favor of purchasing the used fryer. Lahr believed from her research that the used fryer could last long with proper care and cleaning.

- b. Street & Building Signage – Lahr provided to council quotes from two vendors to discuss needed improvements to the Pond exterior signage. Lahr stated the reason the quotes were obtained was due to the needed improvements to the existing sign stating it is only half lit, and has old fluorescent tubes. Lahr had asked Ross Lewis Sign Co. to fix it, improve it with LED bulbs, add a monochrome message center and/or add an open close sign. Lahr stated after attending MMBA conference in the Spring a representative from Scenic Sign Comp. provided a package quote to improve the current sign to LED and add a message center that could allow for full color rotating liquor offers, events, operating hours of operation or anything else. Councilor Gullette asked if anything could be put on the message center. Regas stated yes. Gullette stated then we could charge others to advertise on the message center. Kolb confirmed that was a good idea. Regas further stated Scenic Sign company provided an additional quote to only erect a message board that includes our cabinet sign in LED digital format. Regas stated the capability of the message center is big and could be adapted for many logos, and other types of advertising and it rotates the messages like a powerpoint presentation. Regas provided the costs for the message centers and reported the company breaks the costs down much like a lease



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package over a 5-year timeframe. Lahr stated that regardless of the higher costs associated with the message center and the quotes from Ross Lewis not matching Scenic the exterior sign does need to get fixed at a minimum of \$2100. Lahr suggested having Ross Lewis provide quote that includes a message center. Kolb asked if there are any other vendors that could quote the sign options. Schwanke stated Indigo Signworks in Fargo would be another vendor to reach out to. Lahr summarized that some funds need to go into the sign to improve. Lahr supplied for council review a sample of building signage that Scenic could provide on the end of the canopy that would also be lighted to call out The Pond Liquor. Kolb asked if the plan to cut back the canopy closer to the entrance if the signage would still work. Regas confirmed. Kolb asked if there would be additional signage deterring the tractor truck parking in front of the building. Lahr stated if the canopy is cut back then stripping could be added to the parking lot to signify a 'no parking' area but stressed the liquor store does want the business of the campers and the trailers. Kolb stressed the issues with the semi-trucks. Kolb stressed how important it is to have the no parking enforced to extend the life of the parking lot. Patch requested Scenic's 2nd quote with just one sign to be broken down more to see how much the larger sign will be. Lahr suggested Scenic Sign present to the council, and noted she was disappointed the amount for the larger sign went up significantly. Lahr stated she would look into an additional quote from Indigo and to see if Ross Lewis can offer a quote that is closer to Scenic. Nothing further.

- c. Parking Lot – Regas reported to council that recent liquor committee meetings have agreed to bring in crushed granite to fill in the remaining are of the parking lot. Regas stated that at this time Schwanke is hesitant to move forward, believing that the granite may not be the best suited path. Nothing further at this time.
- d. Underground drain lines – Regas reported the drain lines at The Pond have had issues and Juelson Plumbing will be camera and rotor the drain lines all the way out to the street to clear the lines and fine the problem with the ongoing issues. Schwanke stated he has concerns regarding the service line as he believes the line is made of clay tile and believes the line may have failed with the recent construction and parking lot renovations. Regas stated the drain line issues must be solved prior to improving on other areas of the liquor store. Lahr stated some of the drain issues are from the type of fluids going into the drain from the taps. Lahr stated calcium can build up in the drain lines and get plugged. Nothing further at this time.
2. MnDot Pedestrian Field Walk for 2023 Recap- Regas summarized the pedestrian and bicycle street walk to review the City crosswalks for the 2023 MnDot MN State Hwy 71 project. Regas stated the inventory the group takes will be added to the project manager's plans to determine what type of pedestrian use can be added or not. Regas stated the group from MnDot reviewed the crosswalk on 71 & CSAH 30 and the City walking trail and how state highway 71 affects the community. Regas further stated Police Chief Grangruth and PWS Schwanke were included in the inventory. Patch asked if the speed limits were discussed. Regas confirmed noting the need to have the limits lower sooner. Nothing further.
3. Donation Request – 2019 Blackduck Chamber Liability Insurance - Regas stated a donation request from the Blackduck Chamber may come in front of the Council in the August meeting. Kolb asked if this request is one that comes up each year. Regas confirmed. Kolb asked if Regas had the budget off 'the top of her head' that hasn't changed over the years of all the donation requests. Regas did not think she had the amount for all donations. Kolb stated if Regas did not have the total amount then to please make steps to correctly state the amounts when asked for. Regas stated that she did have her budget book present for the finance meeting and looked up the amount budgeted from the liquor rent fund for 2019 was \$4000 and year-to-date \$2875 was used. Kolb asked if \$4000 is what is budgeted every year. Regas stated the budget has been higher in prior years. Kolb stated he wants to have enough budgeted each year for the repeat donation requests. Patch asked if the Chamber request would be the last amount for 2019. Regas stated the Blackduck Art & History Center



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had not submitted their 2019 request and it typically comes in October. Sellon stated he recalled the history center already receiving their donation this year noting how they presented to council and council believed if the center was doing well then the donation wasn't needed. Regas stated the presentation was from 2018. Nothing further.

4. Library Air Conditioning Unit- Schwanke stated the library air conditioner is no longer working well. It has been determined that either the compressor or the computer are fried and it is impossible to tell which is which as one controls the other. Schwanke stated he received a quote from Juelson's to replace the parts for \$1250 for the compressor and \$1200 for the computer without shipping or labor. Kolb asked if that is for the air conditioner. Schwanke confirmed. Schwanke stated a brand new unit would cost \$4,000 for a 3-ton unit, mini split with a single head installed by Juelson. Schwanke stated the original was put in 2006 or 2008. Moore asked if the City has determined what the responsibility separation is. Regas stated the building and all of the contents are owned by the City. Kitchigami only supplies the staffing payroll and the tech support and internet and software in the computers. (Gullette requested Regas attend the next Library board meeting in August) Patch asked where the funding for an air conditioner can come from. Regas stated in the 2019 there was a fund line for \$2000 to remodel the ceiling and lighting in City Hall and right now the fund line has \$1850 left in it. Regas stated the remaining costs could come from the general fund from 2019, but emergencies must be taken care of when they happen. Patch requested another quote to review, and recommended the City purchase a new air conditioner. Schwanke stated Juelson's noted the price could go higher if the City waits too long. Regas reminded council the funds to cover the air conditioner need formal approval and the next meeting isn't until August 5. Kolb asked if an emergency meeting could be called. Mayor Patch called an emergency meeting Thursday, July 25, 2019 @ 9am noting a quorum would be established to award a bid for a new air conditioner for the Library. Gullette suggested a service plan be added. Patch asked if the liquor rent fund could assist with paying for the air conditioner. Regas was uncertain and requested time to consult the policy first. Nothing further.
5. Golf Course Greens Mower Reel Motor - Regas reported the reel motor for the greens mower is working and that Andersen is requesting permission to order the second motor. Kolb requested the authorization to approve the purchase of the motor to the emergency meeting.
6. Electric Use for Street Lights - Regas supplied for council a 3-year review of the electricity used for street lighting since the led fixtures have been upgraded. Regas further stated the Chamber is working on purchasing more updated led holiday/winter decorations from a grant received from BEC. Kolb asked if any further confirmation regarding if the City pays to have the holiday lights put up or not. Regas stated BEC puts the decorations up when the staff has time and to take them down, and that is one reason the holiday lights came down as late as they did in early 2019.
7. Water Fountains at City Parks - Kolb asked if water fountains can be installed at our City parks. Schwanke stated if the City would like to pay for the installation of a fountain then it is possible. Schwanke further stated there are other sources of water at Wayside Park. Schwanke stated he would look into the costs. Nothing further.

ADJOURN – Council adjourned their work session at 7:45pm.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK FINANCE COMMITTEE MEETING

MONDAY, JULY 22, 2019 @ 8:00PM

BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

CALL TO ORDER: The Finance Committee for the City of Blackduck met in a scheduled work session in council chambers at City Hall at 8:00PM on July 22, 2019.

Roll Call

Councilors present: Mayor Patch and Councilor Gullette

Councilors Absent: none

Staff Present: City Administrator, Christina Regas

Others Present: none

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

Topics covered in the work session were as follows:

1. General Fund Budget Process – Regas reviewed the process to prepare a general fund budget with Patch and Gullette. Regas noted the process includes receiving the state revenues such as LGA that is certified in late July and other updates from the state after the legislative sessions are complete. Regas then stated after those revenues are received the department heads will meet to determine department budget needs. Regas stated in those meetings with the department heads she will share potential wages for each department and how it will affect the overall budget. Regas included how most of the payroll budgets are spread amongst several funds. Regas used the example of the Deputy Clerk role how a percentage of the wages, benefits, and liabilities like PERA and payroll taxes are charged to not only administration but also water, sewer, and the liquor store. Regas stated only the Police department wages and benefits are charged to that department. Regas stated after the revenues and expenditures are reviewed then the City debt is reviewed. Regas stated that in August she typically collects all the needed information to have a snapshot of what the property tax levy may look like. Regas further stated that after the budget is certified in September the amount can go down but cannot go up then it is finalized and certified in late December.
2. 2020 Bond Payments – Regas reviewed the process for reviewing the City debt and how it affects the tax levy. Regas provided a spreadsheet that notes what fund(s) cover the debt(s) and if they are covered by assessments and/or property taxes.
3. REVENUE – Regas stated most of the City revenue comes from property taxes, LGA, Fire Protection Contracts, and Liquor Store net profit in the form of transfers. Regas stated that after the LGA is certified, the liquor store transfer is confirmed, and the fire protection contract is confirmed then most of the remaining revenue is calculated out and comes from property taxes.
 - a. 2020 Property Tax Proposal included in the Levy:
 - i. *Council Consideration – Continue to allow for property tax contribution to the Golf course for bonded debt service (50% of debt)* - Councilor Gullette asked if the City did not assist funding the City debt what would happen. Regas stated unless the



BLACKDUCK FINANCE COMMITTEE MEETING

MONDAY, JULY 22, 2019 @ 8:00PM

BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

City sold the golf course, shutting the course down would not solve the debt issue. Regas stated the City would still be responsible for the debt. Patch stated at this time the City is only funding the debt. Regas further stated that only half of the golf debt is being funded by property taxes the remaining is coming from the liquor store net profit. Gullette concerns of funding the golf course as he stated remain with the property taxes funding a City entity that not many tax payers utilize. Regas understood Gullette's concerns and stated that the same argument could be made in stating that not everyone uses the library or liquor store. Regas reminded Gullette to think of the golf course as more than a municipal entity but a community entity that helps bring people to Blackduck to vacation or to live.

- b. 2020 Local Government Aid is estimated @ \$268,826 (*\$14,544.00 increase not confirmed @ time of meeting*)
- c. PERA Aid for Fire and Police expires 12/31/2019 and does not renew for 2020 (*deficit of \$1113.00*)
- d. Fire Protection Services Contract revenue may increase if SCBA's are not funded partially by grant request. Townships wish to capitalize every year an amount to purchase in the future. (*potential increase to municipal amount*)
- e. Rental Inspections will take place in 2020 - estimated costs associated with contract could be up *\$10,000 (revenue to offset)*

4. EXPENDITURES:

- a. Payroll & Benefits: Regas stated most of the benefits items she will not receive until mid to late August for review.
 - i. Recommended 3% Cost of Living Adjustment for Rae, Chris, Jace, Andrew, Christina, Gail, and Mike
 - ii. Recommended Step Increases:
 - 1. Jace Grangruth = step 6 (*new scale*) = \$28.02 (*+ cola see above*)
 - 2. Andrew Jespersen = step 4 (*new scale*) = \$20.90 (*+ cola see above*)
 - 3. Gail Landowski = step 9 = \$21.48 (*+ cola see above*)
 - 4. Mike Schwanke = step 5 = \$25.82 (*+ cola see above*)
 - iii. Health Insurance premium \$574.50 (*no change to at time of meeting*)
 - iv. Health Care Savings Account contribution @ \$266.67/month a \$3,200 deductible (*no change to at time of meeting*)
 - v. Dental Insurance premium \$28.10 (*no change to at time of meeting*)
 - vi. PERA (*no full-time employee increase for 2020*)
 - vii. PERA Police & Fire 17.7% (*an increase of .75%*)
 - viii. PERA part time employees **REMAIN SAME** (base withholding of 6.5% factored for all PT grossing + \$5100yr)



BLACKDUCK FINANCE COMMITTEE MEETING

MONDAY, JULY 22, 2019 @ 8:00PM

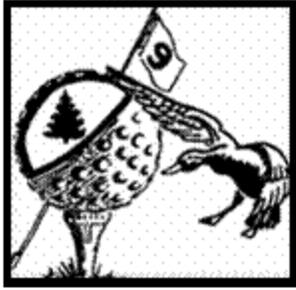
BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

- b. Fire:
 - i. No municipal contribution to Fire Relief Association *(no change to at time of meeting)*
- c. Police:
 - i. Recommendation to continue funding part time Patrol Officer Position *(amount of wages to fund TBD)*
- d. Street Lighting:
 - i. Recommend to continue plan for replacement of Street Light Heads to LED *(replacement of fixtures @ \$3,500 in 2020)*
- e. Library:
 - i. Automation and Repair for Library – *(no change at time of meeting)*
 - ii. *2020 Library Levy request unknown at this time.*
- f. Streets:
 - i. New PW truck lease payment will enter year 3 in 2020. *\$8,500 payment.*
- g. Parks:
 - i. Assessments for 2016-2017 road improvements will affect park budgets *(@\$1700)*
- h. Other:
 - i. Most Liability, Auto, Workers Compensation, and Property Insurance is estimated to increase 2-5% in 2020

ADJOURN – Finance Committee adjourned their work session at 9:00pm.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK MUNICIPAL GOLF COURSE
GOLF BOARD MEETING MINUTES
TUESDAY, JULY 23, 2019 @ 3PM

CALL TO ORDER: Golf Members and City Staff met for the purpose of discussing the Blackduck Municipal Golf Course at City Hall at 3:00pm on July 23, 2019.

ROLL CALL:

City Staff present: Jim Andersen Golf Course Manager & Superintendent & Christina Regas City Administrator, Club House Manager Pam Exner

Members present: Kevin Erpelding

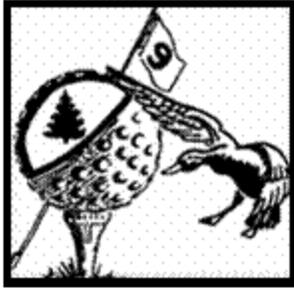
Councilor present: Rudy Patch

Others present: none

Members absent: none

OLD BUSINESS –

- a. YTD 2019 Income statements – (through 7/20/19) – Regas reviewed the year-to-date income statement for the golf course with the board. Regas noted the general property taxes first half has been received to offset the cost for the golf debt for 2019. Regas also noted the income statement was revised to show the comparison from last year to this year month to month green fee revenue. Regas stated she is working to show the council that committing the property taxes and liquor revenue for debt on the golf course should allow the golf course to break even more. Erpelding asked if the council has a plan or has thought about what would be done if the City does not support the golf course financially. Regas stated she likes to show the council how important the course is to the community as a whole and not just those people that use it noting that not everyone uses it but it is a good attraction for the community. Erpelding stated that most people that golf here buy gas, eat, etc. in the community too.
- b. YTD 2019 Trial Balance for Golf Fund – Regas stated most of the information on the trial balance is similar to the income statement. Nothing further.
- c. Al Gerner Estate Donation & Senior Tee Box Construction – Andersen stated the family would like to do the dedication on August 5 as that is Al Gerner's birthday. No play has been allowed on the tee box and won't until the dedication. Regas encouraged Andersen and Exner reach out to Jennifer Parker to do a story in the American. Andersen stated the date may change if the family cannot get together. Andersen will let Parker know.
- d. MGA Memberships – Christina working on updating members scores – Regas stated she was waiting until the 3M tournament was completed in Minneapolis to contact MGA to put the members scores on the site. Regas stated she needs help understanding the correct way to enter scores. Exner asked if the ladies' and men's lists can be combined. Regas stated not in 2019 but in 2020 we could.



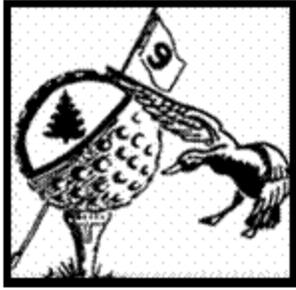
BLACKDUCK MUNICIPAL GOLF COURSE

GOLF BOARD MEETING MINUTES

TUESDAY, JULY 23, 2019 @ 3PM

e. Projects to Work on –

- a. #5 Green – #5 Green is growing and fitting in nicely and has been hand watered all summer. The public can use #5 green now but not the new area. The temporary green is no longer in use. Andersen will slowly bring the new section in to the area of the current green as it grows in.
- b. Cart Bridge – Beltrami County Grant – Bridge #1 – update & invite to Bret Mason culvert discussion – Regas will reach out to Mason and invite him to a meeting in August.
- c. New Plants for the Pond – Andersen would like to have the back pond cleaned up before the plants are discussed. Regas stated the ladies helped with pro-shop furniture this year. Erpelding asked if the pond has been drained completely. Andersen did not know and noted the current issue is the duck weed and that no mater if you drain it and kill it with round up if it would come back. Erpelding discussed other means of bringing in oxygen into the pond to remove the duck weed. Andersen stated a screen is being built to keep some of the duck week out of the irrigation system.
- d. Cart Shed Storm Damage – Andersen would like the roof patched. Erpelding and Patch would prefer to have crushed granite or pea gravel instead. The board discussed the need to have the cart shed come down and rebuild soon. Patch asked how many carts stored in the shed that are not the City's. Andersen stated 15. Patch believed the shed needs to go and make a nice black granite space for our carts and the course cannot rebuild right now. Patch did not want to lose the members. The board discussed plans to bring in material to even out the ground in the shed.
- e. Leak off of Well House – leak is fixed. Andersen stated Toro will be in town to look at the clay valve to clean it. Andersen believes it might be cracked and that is causing some of the plugging issues.
- f. Irrigation Valves on 1,2, & 8 – not replaced until the duck weed issues are solved.
- g. Trim Mower Reel motors – City Council meeting 7/25/19 – Regas stated if approved Andersen could order right away.
- h. Outhouses need painting and good cleaning inside and out- nothing discussed.
- i. Pump house bearings and parts in electrical panel (\$1000) – Was Crunden's contacted to work on the pump? – Andersen had not heard from Crunden and the board encouraged to contact another electrician. Andersen believes Toro when they come could look at the electrical panel and suggest a solution.
- j. Cart seat covers – Regas will follow-up with public works if the seat covers were indeed ordered.
- k. Replanting of trees – Benson Timber- Regas suggested sending a Thank you to Kurt Benson. Patch suggested sending him a gift-certificate from Hillcrest.



BLACKDUCK MUNICIPAL GOLF COURSE
GOLF BOARD MEETING MINUTES
TUESDAY, JULY 23, 2019 @ 3PM

- f. 2019 Membership – number of members to date – Regas sent out a form for Ed Mohs but did not receive anything back. Regas stated the City is still waiting to be paid from ISD #32. Exner stated she will take care of it.
- g. 2019 Golf Course Tournament – fundraiser – The board discussed planning the tournament for 2020 and planning on having it in June. Regas requested finding key people that would work on the tournament. Erpelding stressed the importance of having the tournament state what the funds would be for. Regas stated either the cart shed or equipment. Erpelding has already priced out what a new shed would cost from Northwoods Lumber. Erpelding stated it would be \$39,000 for materials for a 96' long shed and 4' wider than what is existing.
- h. Staffing for 2019 – Late Season
 - a. Club House staff – starting August 11 the club house will be down to 2 people. Exner states she will need staff. Regas will help and post a job posting. Exner will put up signs in the club house and encourage members.
 - b. Greens staff – Andersen stated he will be fine.
- i. Golf Board Vacancy – The board decided that if the City is ok with it the vacancy opened when Jourdan resigned from the golf board would be fine to fill with Exner for now. Nothing further.

NEW BUSINESS –

- a. Logo Wear – Exner requested assistance to order can 'koozies', logo balls, and ball markers with the golf course logo on. Patch stated he would help Exner with finding vendors.
- b. Spreading Dirt in the Fall – Andersen is looking into trying to plan to bring in black dirt on some of the fairways that need flattening.
- c. Fairway Mower Update – Andersen reported he is having issues with the Fairway mower and has MTI coming Thursday 7/25/19. Andersen stated there is a fault that cannot be cleared in the computer. Andersen stated everything is shut down. Patch asked if the battery can be disconnected to lose the memory. Andersen is hesitant for fear of making the issues worse.
- d. ATM Machine – Regas reported she has looked into having a cash machine in the pro-shop. Regas stated the vendor she spoke to did not believe it would be a good spot to have a machine because the location is seasonal and there isn't enough traffic.
- e. Power wash and Treat the Deck – Patch suggested obtaining a quote from Two's Company to power wash and treat the deck.

ADJOURN – Meeting adjourned at 4:27pm.



BLACKDUCK CITY COUNCIL EMERGENCY MEETING
THURSDAY, JULY 25, 2019 @ 9:00AM
EMERGENCY COUNCIL MEETING MINUTES

CALL TO ORDER: The Blackduck City Council met in an Emergency Meeting on July 25 2019 @ 9:00am at City Hall. Meeting was called to order by Mayor Rudy Patch and the pledge of allegiance was recited.

ROLL CALL:

Councilor Present: Mayor Patch, Councilor Kolb, Sellon, and Gullette

Councilors Absent: Councilor Moore

Staff Present: City Administrator Christina Regas, and Public Works Supervisor Mike Schwanke, and Blackduck Public Librarian Kelly Hanks

Others Present: none

APPROVAL OF THE AGENDA - Moved by Councilor Gullette and seconded by Councilor Kolb to approve the agenda as presented. Motion carried unanimously.

LIBRARY – Kelly Hanks, Librarian

1. New Air Conditioner Bids – Regas provided to council 3 bids for a new 3-ton air conditioner for the Blackduck Public Library. Schwanke discussed the 3 bids reporting to Council the units bid are all different brands of air conditioners but basically all the same size. Mayor Patch stated that in Nendick's bid the estimate states the installation of a '36K unit' and asked Schwanke if that is still a 3-ton unit. Schwanke confirmed. Councilor Gullette asked if the Naylor bid extra items such as a concrete pad is necessary. Schwanke stated what is installed now the Library does not have the line-set parts now to hide the electrical and isn't completely necessary unless the City wants it for esthetics and the metal stand may be needed for the 3-ton unit that is quoted to be off the ground higher. Gullette stated he wanted to know what the additional \$1,000 in Naylor's bid is coming from. Schwanke stated he did not have the opportunity to speak with Naylor's to clarify the breakdown of the bid. Mayor Patch asked if the timeline for installation would be any different between the bids. Schwanke could not comment on more than Juelson's stating that they could have the unit installed by the end of the week. Schwanke did stress that all the vendors understood this is a 'rush' job. Councilor Sellon asked if Juelson's was the vendor that quoted Schwanke over the phone. Schwanke stated yes, and confirmed that Juelson's honored the verbal quote when the written estimate was provided to the City. Mayor Patch asked Regas where the funding for the air conditioner could come from. Regas provided Council a cash balance report to review and reminded Council there is still \$1850 in the Government Building Fund Line in the General Fund that could pay for a portion but



BLACKDUCK CITY COUNCIL EMERGENCY MEETING
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EMERGENCY COUNCIL MEETING MINUTES

not all of the air conditioner. Regas further stated the Unrestricted Revolving Loan fund allows the City the ability to use those funds for general fund purposes by Statute. Regas further stated the Library fund of 2019 has little maintenance funds to pay for the air conditioner. Regas stated the unrestricted RLF fund after the approved loan to “Flowers in the Attic” would have a balance of \$107,619.96. Regas further stated that the Public Funds Policy was reviewed after requesting the Liquor Rent Fund pay for the air conditioner to clarify if those funds could be used for a purchase of this nature. Regas did not find anything stopping the City from using the funds but Regas did not recommend the funds be used for this nature. Mayor Patch asked what the process would be if the City took money from the RLF fund to pay for the air conditioner. Councilor Sellon asked if the City would be taking a loan from themselves and need to pay it back. Regas stated that since the fund is ‘unrestricted’ a repayment option is not needed. Councilor Gullette asked if then the building fund for 2019 would not need to be touched. Regas confirmed. Gullette asked if the City has any other potential borrowers in the process for RLF funds. Regas stated only “Flowers in the Attic” at this time and Council approved that on July 8, 2019. Gullette asked if there were any more potential borrowers. Regas stated no.

Moved by Mayor Patch and seconded by Councilor Sellon to award the bid to Juelson Plumbing & Heating in the amount of \$4,000 for a new 3-ton unit installed and pay for the installation from the 2018 Revolving Loan Fund (unrestricted). Gullette stated if the vendor can have the unit installed by the end of the week that would be really great. Patch stated moving forward the City should create a maintenance fund for the Library that is more substantial than previous years. Regas stated the building maintenance funds should be reviewed carefully if the City intends to keep and maintain the existing buildings in the future. Gullette asked Librarian Hanks for any feedback. Hanks stated the staff and visitors of the Library will be happy to have the air conditioning back on. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

GOLF COURSE – Jim Andersen, Superintendent

1. Trim Mower Reel Motor – Regas provided for Council review the invoice from the first reel motor from Davis Equipment Corp. Turfwerks approved for purchase at the July 8, 2019 regular council meeting for discussion in the amount of \$752.44 (including tax). Mayor Patch reported to the Council that Andersen told him the Trim mower is working much better with the new reel motor and to purchase the last motor should bring that mower up and running 100%. Patch further asked if the \$752.44 was all the costs needed as the City installs the motor ourselves. Regas confirmed.



BLACKDUCK CITY COUNCIL EMERGENCY MEETING
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Moved by Councilor Sellon and seconded by Mayor Patch to purchase another motor in the amount of \$752.44. Councilor Gulette stated his concern that the machine is an older unit and that Andersen had stated himself, “it had appeared it had fell off a trailer and been welded”. Patch asked if that unit had been purchased used. Regas confirmed. Gulette stated it had been purchased ‘sight unseen’. Regas stated this mower was purchased with the 2012 bond that included the carts, some irrigation upgrades without much feedback from Andersen and confirmed the mower was purchased used. Gulette stated installing a new motor is just putting on a band-aid but understood the City could not afford to purchase another new mower. Patch stated that his understanding is the only issue with the trim mower is the unevenness with the cut due to the motors otherwise the mower works fine. Hearing no further discussion, Mayor Patch called for a vote on the motion. Motion carried unanimously.

ADJOURN - Moved by Councilor Gulette and seconded by Councilor Sellon to adjourn the meeting at 9:15am. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor



CITY OF BLACKDUCK
REVOLVING LOAN COMMITTEE
MEETING MINUTES
THURSDAY, AUGUST 1, 2019 @ 1PM

Present: Dwight Kalvig, Christina Regas, Grant Frenzel, Will Sellon, and Sarah Linda of HRDC

Absent: Rudy Patch

Others Present: none

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

BOGART'S

- a. Review of loan Request – Linda reviewed the loan application packet with the committee from Ryan & Erica Naughton Properties, LLC to apply for gap financing to assist in the purchase of Bogart's Repair & Recovery. Linda reviewed the breakdown of borrowers financing, collateral, assets, credit rates, and future debt and repayment options. Linda further included staffing plans for the business (*addition of 1 part-time office assistant*); projected cash flow for the business; other gap lenders; and recommended amortized terms; and future expansion of a small engine repair service.
- b. Recommendation – Moved by Frenzel and seconded by Regas to recommend to the Blackduck City Council to approve a commercial loan of \$32,000 for 10-years @ 5.5% (*or aligned with other gap lenders*). City of Blackduck will share 2nd lien position on all real estate and all business assets, and unlimited personal guaranties. Linda noted contingencies: clean title work on real estate; written commitment from the bank (*first lender*); and insurance verification listing City of Blackduck as a mortgagee and loss payee. Further discussion requested the closing to be on or before the end of August 2019 with first loan payment on October 1, 2019. Hearing no further discussion, a vote on the motion was called. Those approving include Frenzel, Regas, and Sellon. Kalvig abstained from the vote. Motion carried.

FUND BALANCE REVIEW – Regas reviewed the restricted and non-restricted fund balances with the committee and reported that MN State has allowed the restricted MIF another one-time exception pay back in 2020. Regas reported the first time the pay back was offered the City offered to the borrowers with balances in the restricted fund the option of a 10% principal debt forgiveness on the remaining balance of their loans to the City if paid off prior to the one-time exception return to the state. Linda asked what the reception to the offer in 2018. Regas reported Choice Therapy took advantage of the discount but that was all. Regas reviewed the outstanding loans in the restricted fund with the committee and their balances. *Further conversation regarding the one-time exception for 2020 will continue at a later date with the committee.*

OTHER – Linda reported the closing for Flowers in the Attic was in process and would be completed by end of August and Serenity Living Solutions closed July 24, 2019. Nothing further.

ADJOURN – Moved by Regas and seconded by Sellon to adjourn the committee meeting at 2:05pm. Motion carried unanimously.

August 5, 2019

| FUND | Deerwood Checking BEGINNING BALANCE | Bill Report through 08/05/2019 | Deerwood Checking ENDING BALANCE | Deerwood First Preferred Savings BEGINNING BALANCE | Deerwood First Preferred Savings Bill Report through 08/05/2019 | Deerwood First Preferred Savings ENDING BALANCE | Total Balance of all Accounts |
|--|---|--------------------------------------|-------------------------------------|---|--|--|----------------------------------|
| GENERAL | \$257,933.61 | \$9,202.64 | \$248,730.97 | \$80,906.76 | \$0.00 | \$80,906.76 | |
| POLICE RESTRICTED CASH | \$390.10 | \$0.00 | \$390.10 | \$0.00 | \$0.00 | \$0.00 | |
| CEMETERY | (\$248.97) | \$0.00 | (\$248.97) | \$1,904.58 | \$0.00 | \$1,904.58 | |
| PERPETUAL CARE | \$7,401.36 | \$0.00 | \$7,401.36 | \$53,418.01 | \$0.00 | \$53,418.01 | |
| SEWER MAINTENANCE | \$0.00 | \$0.00 | \$0.00 | \$68,995.35 | \$0.00 | \$68,995.35 | |
| SEWER REPLACE. | \$0.00 | \$0.00 | \$0.00 | \$8,653.27 | \$0.00 | \$8,653.27 | |
| SCDP REVOLVING LOAN FUND | \$0.00 | \$0.00 | \$0.00 | \$51,954.06 | \$0.00 | \$51,954.06 | |
| FIRE DEPT RESERVE (TruckFund) | \$0.00 | \$0.00 | \$0.00 | \$196,111.93 | \$0.00 | \$196,111.93 | |
| PINE TREE PARK | \$60,220.78 | \$1,537.26 | \$58,683.52 | \$0.00 | \$0.00 | \$0.00 | |
| WATER SINKING FUND | \$0.01 | \$0.00 | \$0.01 | \$120,772.94 | \$0.00 | \$120,772.94 | |
| PUBLIC WORKS RESERVE FUND | \$0.00 | \$0.00 | \$0.00 | \$17,342.50 | \$0.00 | \$17,342.50 | |
| Fire Dept Special Equip Fund | \$173,325.63 | \$0.00 | \$173,325.63 | \$26,109.82 | \$0.00 | \$26,109.82 | |
| 2018 Revolving Loan Fund (NEW) | \$0.00 | \$0.00 | \$0.00 | \$113,227.03 | \$1,350.00 | \$111,877.03 | |
| 2006 GO BOND | \$36,700.69 | \$66.00 | \$36,634.69 | \$33,368.75 | \$0.00 | \$33,368.75 | |
| 2009A Refunding Bond | \$40,515.35 | \$0.00 | \$40,515.35 | \$13,942.37 | \$0.00 | \$13,942.37 | |
| 2011 Industrial Lane IntraLoan | \$8,199.90 | \$7.00 | \$8,192.90 | \$0.00 | \$0.00 | \$0.00 | |
| 2014A Disposal System Loan | \$19,746.33 | \$4.00 | \$19,742.33 | \$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 | \$1,056.75 | \$17,689.00 | \$0.00 | \$0.00 | \$0.00 | |
| 2017 PFA Debt Sys Bond Debt Service | \$31,876.61 | \$7,857.52 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| 2018 Frontage/Pine Ave Internal Loan | \$1,993.06 | \$113.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| TAX INCREMENT FINANCING | \$86,103.63 | \$250.00 | \$85,853.63 | \$0.00 | \$0.00 | \$0.00 | |
| WATER FUND | \$207,340.78 | \$2,435.13 | \$204,905.65 | \$0.00 | \$0.00 | \$0.00 | |
| SEWER FUND | \$98,780.17 | \$4,297.84 | \$94,482.33 | (\$1,283.00) | \$0.00 | (\$1,283.00) | |
| LIQUOR FUND | \$307,909.77 | \$78,691.71 | \$229,218.06 | \$0.00 | \$0.00 | \$0.00 | |
| LIQUOR RENT FUND | \$18,955.39 | \$0.00 | \$18,955.39 | \$0.00 | \$0.00 | \$0.00 | |
| GOLF COURSE | (\$93,119.73) | \$10,400.51 | (\$103,520.24) | \$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: | \$1,342,243.80 | \$115,919.36 | \$1,200,425.29 | \$784,035.37 | \$1,350.00 | \$782,685.37 | \$1,983,110.66 |

Transfer Recommended:

| Fund Transfer from: | Fund transfer to: | Amount of Transfer: |
|---------------------|-------------------------------|---------------------|
| DW Liquor Fund | DW General Fund | \$20,000.00 |
| DW General Fund | DW Restricted Fire Truck Fund | \$30,000.00 |

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

CITY OF BLACKDUCK

Monthly Bills

July 2019

| Check Name | Amount | | |
|---|------------|--|-------------|
| Fund 101 GENERAL FUND | | Fund 317 2017A DISP SYS BOND DEBT SERV | |
| Marco Technologies LLC | \$187.87 | BANK OF ZUMBROTA | \$1,056.75 |
| ACME Tools | \$77.39 | Fund 317 2017A DISP SYS BOND DE | \$1,056.75 |
| AMERIPRIDE LINEN & APPAREL | \$64.13 | Fund 320 2017A PFA DISP SYS BOND DEBT S | |
| BELTRAMI COUNTY-AUDITOR/TREAS. | \$212.00 | BELTRAMI COUNTY-AUDITOR/TREAS. | \$133.00 |
| BELTRAMI ELECTRIC COOP | \$1,878.80 | MN PUBLIC FACILITIES AUTHORITY | \$7,724.52 |
| BEMIDJI WELDERS SUPPLY | \$248.00 | Fund 320 2017A PFA DISP SYS BON | \$7,857.52 |
| BLACKDUCK AUTO PARTS, INC | \$358.79 | Fund 325 2018 FRONTAGE/PINE AVE LOAN | |
| BLACKDUCK CO-OP | \$1,353.88 | BELTRAMI COUNTY-AUDITOR/TREAS. | \$113.00 |
| BLACKDUCK FAMILY FOODS | \$24.30 | Fund 325 2018 FRONTAGE/PINE AV | \$113.00 |
| BOGART'S | \$165.00 | Fund 376 TAX INCREMENT FINANCING | |
| CARD SERVICE CENTER | \$890.08 | BELTRAMI COUNTY-AUDITOR/TREAS. | \$250.00 |
| Great Plains Fire | \$2,072.00 | Fund 376 TAX INCREMENT FINANCI | \$250.00 |
| NORTHWOODS LUMBER CO | \$168.78 | Fund 601 WATER FUND | |
| PAUL BUNYAN COMMUNICATIONS | \$410.21 | BELTRAMI COUNTY-AUDITOR/TREAS. | \$210.00 |
| QUILL CORPORATION | \$255.46 | BELTRAMI ELECTRIC COOP | \$229.00 |
| ROGER'S TWO WAY RADIO | \$93.00 | BLACKDUCK CO-OP | \$64.00 |
| TIMBERLINE SPORTS, INC | \$407.00 | CORE & MAIN | \$490.30 |
| VERIZON WIRELESS | \$175.05 | Gopher State One Call | \$24.30 |
| WASTE MANAGEMENT OF WI-MN | \$160.90 | Hawkins, Inc | \$727.40 |
| Fund 101 GENERAL FUND | \$9,202.64 | MN RURAL WATER ASSOCIATION | \$275.00 |
| Fund 209 PINE TREE PARK FUND | | QUILL CORPORATION | \$140.13 |
| ACME Tools | \$49.71 | THEIN WELL CO | \$275.00 |
| BELTRAMI ELECTRIC COOP | \$594.68 | Fund 601 WATER FUND | \$2,435.13 |
| BEMIDJI PAPER | \$185.22 | Fund 602 SEWER FUND | |
| BLACKDUCK AUTO PARTS, INC | \$329.05 | ACME Tools | \$102.92 |
| JUELSON PLUMBING & HEATING | \$150.00 | BELTRAMI COUNTY-AUDITOR/TREAS. | \$210.00 |
| NORTHWOODS LUMBER CO | \$5.18 | BELTRAMI ELECTRIC COOP | \$3,469.00 |
| WASTE MANAGEMENT OF WI-MN | \$223.42 | BLACKDUCK AUTO PARTS, INC | \$270.62 |
| Fund 209 PINE TREE PARK FUND | \$1,537.26 | CARD SERVICE CENTER | \$84.71 |
| Fund 250 2018 REVOLVING LOAN FUND | | PAUL BUNYAN COMMUNICATIONS | \$34.58 |
| HRDC | \$1,350.00 | QUILL CORPORATION | \$42.99 |
| Fund 250 2018 REVOLVING LOAN F | \$1,350.00 | TIMBERLINE SPORTS, INC | \$83.02 |
| Fund 307 2006 GO BONDS | | Fund 602 SEWER FUND | \$4,297.84 |
| BELTRAMI COUNTY-AUDITOR/TREAS. | \$66.00 | Fund 609 MUNICIPAL LIQUOR FUND | |
| Fund 307 2006 GO BONDS | \$66.00 | AMERIPRIDE LINEN & APPAREL | \$477.49 |
| Fund 311 2011 INDUSTRIAL LN INTRALOAN | | BELTRAMI COUNTY SOLID WASTE | \$721.39 |
| BELTRAMI COUNTY-AUDITOR/TREAS. | \$7.00 | BELTRAMI COUNTY-AUDITOR/TREAS. | \$210.00 |
| Fund 311 2011 INDUSTRIAL LN INT | \$7.00 | BELTRAMI ELECTRIC COOP | \$1,728.19 |
| Fund 314 2014A DISP SYS BOND DEBT SERV | | BEMIDJI COCA-COLA | \$441.90 |
| BELTRAMI COUNTY-AUDITOR/TREAS. | \$4.00 | BERNATELLOS | \$553.00 |
| Fund 314 2014A DISP SYS BOND DE | \$4.00 | Bernick Companies | \$11,976.50 |

| Check Name | Amount | | |
|--------------------------------------|--------------------|-----------------------------|-------------|
| BLACKDUCK BOOSTERS | \$120.00 | KRAMER GOLF BALL CO INC | \$162.50 |
| BLACKDUCK FAMILY FOODS | \$3,078.46 | L & M SUPPLY INC | \$63.98 |
| Breakthru Beverage | \$2,400.47 | MIKINNON CO., INC | \$550.45 |
| CARD SERVICE CENTER | \$176.49 | MTI Distributing | \$1,020.91 |
| D & D BEVERAGE | \$319.40 | NEI BOTTLING INC | \$261.20 |
| DICK DISTRIBUTING | \$21,270.00 | NORTHWOODS ICE, INC | \$40.80 |
| HEGGIES PIZZA LLC | \$572.40 | NORTHWOODS LUMBER CO | \$337.35 |
| HENRYS | \$3,028.68 | PAUL BUNYAN COMMUNICATIONS | \$133.45 |
| JIM DANDY SNACK FOOD CO. | \$138.00 | QUILL CORPORATION | \$65.88 |
| JOHNSON BROTHERS LIQUOR CO. | \$7,532.12 | SIGNATURE CONCEPTS | -\$22.00 |
| JUELSON PLUMBING & HEATING | \$1,190.00 | TESSMAN SEED COMPANY | \$1,604.05 |
| MIKINNON CO., INC | \$10,807.70 | TIMBERLINE SPORTS, INC | \$717.98 |
| MN UNEMPLOYMENT INSURANCE | \$178.64 | TURFWERKS | \$752.44 |
| NAYLOR REFRIGERATION & HTG. | \$743.70 | WASTE MANAGEMENT OF WI-MN | \$63.92 |
| NEI BOTTLING INC | \$1,131.35 | Fund 613 GOLF COURSE | \$10,400.51 |
| NORTHWOODS ICE, INC | \$1,126.20 | | |
| NORTHWOODS LUMBER CO | \$155.44 | | |
| OLD DUTCH | \$412.72 | | |
| PAUL BUNYAN COMMUNICATIONS | \$270.82 | | |
| Phillips Wine and Spirits | \$5,205.96 | | |
| QUILL CORPORATION | \$142.56 | | |
| RP BROADCASTING COMPANY | \$195.00 | | |
| Southern Glazer's of MN | \$912.73 | | |
| US FOODS | \$840.47 | | |
| VINOCOPIA INC | \$385.00 | | |
| WASTE MANAGEMENT OF WI-MN | \$248.93 | | |
| Fund 609 MUNICIPAL LIQUOR FUN | \$78,691.71 | | |
| Fund 613 GOLF COURSE | | | |
| AMERIPRIDE LINEN & APPAREL | \$111.87 | | |
| BELTRAMI COUNTY SOLID WASTE | \$88.91 | | |
| BELTRAMI COUNTY-AUDITOR/TREAS. | \$210.00 | | |
| BELTRAMI ELECTRIC COOP | \$402.80 | | |
| BEMIDJI COCA-COLA | \$368.31 | | |
| BEMIDJI COOP ASSOCIATION | \$209.88 | | |
| BEMIDJI PAPER | \$185.22 | | |
| Bernick Companies | \$324.30 | | |
| BLACKDUCK AUTO PARTS, INC | \$89.30 | | |
| BLACKDUCK FAMILY FOODS | \$22.04 | | |
| BOGART'S | \$65.01 | | |
| Corner Garage | \$494.60 | | |
| Deerwood Bank | \$1,012.50 | | |
| DICK DISTRIBUTING | \$340.80 | | |
| HENRYS | \$393.85 | | |
| JIM ANDERSEN | \$64.66 | | |
| JUELSON PLUMBING & HEATING | \$263.55 | | |

| Check Name | Amount |
|------------|---------------------|
| | <u>\$117,269.36</u> |

Water Fund

Year to Date Income Statement thru 07/31/2019

| Water Operating Revenue: | | Budget: |
|-----------------------------|---------------------|---------------------|
| Water Meter Sales | \$0.00 | \$0.00 |
| Health Dept Charges | \$6.24 | \$1,500.00 |
| Interest | \$1,787.40 | \$0.00 |
| Water Sales | \$109,202.24 | \$212,000.00 |
| Water Connect/Reconnect Fee | \$602.17 | \$1,000.00 |
| Water Penalty | \$932.89 | \$1,750.00 |
| Miscellaneous Revenues | \$0.00 | \$0.00 |
| Interest Earnings | \$0.00 | \$0.00 |
| Reimbursements | \$293.95 | \$400.00 |
| Total Water Revenues | \$112,824.89 | \$216,650.00 |

| Water Operating Expenditures: | Year to Date | Budget | Remaining |
|---------------------------------|--------------------|---------------------|--------------------|
| Full-Time Employees Regular | \$34,105.60 | \$58,621.00 | \$24,515.40 |
| Full-Time Employees OT | \$1,098.25 | \$500.00 | (\$598.25) |
| Part-Time Employees | \$676.20 | \$1,250.00 | \$573.80 |
| PERA | \$2,452.63 | \$4,490.00 | \$2,037.37 |
| FICA | \$2,697.15 | \$4,580.00 | \$1,882.85 |
| Employer Paid Health | \$7,139.65 | \$12,648.00 | \$5,508.35 |
| Office Supplies (GENERAL) | \$220.87 | \$200.00 | (\$20.87) |
| Printed Forms | \$0.00 | \$0.00 | \$0.00 |
| Electricity | \$3,791.53 | \$11,000.00 | \$7,208.47 |
| 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 | \$2,164.50 | \$7,000.00 | \$4,835.50 |
| Fluoride | \$52.68 | \$500.00 | \$447.32 |
| Repairs/Maint Supply | \$559.86 | \$1,500.00 | \$940.14 |
| 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 | \$1,699.52 | \$500.00 | (\$1,199.52) |
| Other Professional Services | \$3,355.00 | \$0.00 | (\$3,355.00) |
| Telephone | \$34.08 | \$500.00 | \$465.92 |
| Postage | \$381.03 | \$750.00 | \$368.97 |
| 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 | \$10,669.07 | \$10,000.00 | (\$669.07) |
| Repairs/Maintenance Machinery | \$0.00 | \$0.00 | \$0.00 |
| Dues and Subscriptions | \$3,262.59 | \$2,100.00 | (\$1,162.59) |
| Uncollectable 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 | \$86,273.68 | \$130,189.00 | \$43,915.32 |

| 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 Tot | (\$36,805.29) | \$203,545.25 | \$53,915.07 |
|----------------|----------------------|---------------------|--------------------|

Sewer Fund
Year to Date Income Statement thru 07/31/2019

| Sewer Operating Revenue: | | Budget |
|-------------------------------------|--------------------|---------------------|
| Reimbursements (insurance proceeds) | \$0.00 | \$0.00 |
| Penalties and Interest | \$0.00 | \$0.00 |
| Interest Earnings | \$891.33 | \$0.00 |
| Sewer Sales | \$80,963.12 | \$163,000.00 |
| Farm Lease Agreement Revenue | \$3,049.40 | \$6,098.00 |
| Sewer Connect/Reconnect Fee | \$0.00 | \$0.00 |
| Swr Penalty | \$884.52 | \$1,500.00 |
| Charges for Service | \$1,055.00 | \$0.00 |
| Total Sewer Revenues | \$86,843.37 | \$170,598.00 |

| Sewer Operating Expenditures: | | Budget | Remaining |
|--------------------------------------|--------------------|---------------------|--------------------|
| Full-Time Employees Regular | \$37,145.67 | \$61,986.00 | \$24,840.33 |
| Part-Time Employees | \$338.06 | \$625.00 | \$286.94 |
| PERA | \$2,531.40 | \$4,673.00 | \$2,141.60 |
| FICA | \$2,817.40 | \$4,767.00 | \$1,949.60 |
| Employer Paid Health | \$7,409.80 | \$13,199.00 | \$5,789.20 |
| Office Supplies (GENERAL) | \$115.97 | \$200.00 | \$84.03 |
| Electricity | \$18,325.96 | \$16,000.00 | (\$2,325.96) |
| Training and Instruction | \$0.00 | \$500.00 | \$500.00 |
| Operating Supplies (GENERA | \$247.60 | \$500.00 | \$252.40 |
| Motor Fuels | \$636.72 | \$1,200.00 | \$563.28 |
| Lubricants and Additives | \$0.00 | \$500.00 | \$500.00 |
| Repairs/Maint Supply | \$37.40 | \$500.00 | \$462.60 |
| 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 | \$282.41 | \$600.00 | \$317.59 |
| 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 | \$205.32 | \$500.00 | \$294.68 |
| Postage | \$285.00 | \$500.00 | \$215.00 |
| 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 Machine: | \$332.06 | \$0.00 | (\$332.06) |
| Dues and Subscriptions | \$4,102.94 | \$3,200.00 | (\$902.94) |
| 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 | \$92,008.27 | \$135,000.00 | \$42,991.73 |

| | | 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 **(\$8,164.90)** **\$163,000.00** **\$67,991.73**

Pine Tree Park
Year to Date Income Statement thru 07/31/2019

| PTP Revenues | 2019 | 2018 |
|-----------------------------|--------------------|--------------------|
| Reservation Fees | \$854.00 | \$648.00 |
| Grants | \$11,000.00 | \$10,000.00 |
| Camping Fees | \$12,541.50 | \$10,230.00 |
| Other Revenue | \$103.50 | \$40.00 |
| Contributions and Donations | \$0.00 | \$0.00 |
| Interest Earnings | \$442.22 | \$0.00 |
| Total PTP Revenues | \$24,941.22 | \$20,918.00 |

| PTP Expenditures | 2019 YTD | 2018 YTD | 2019 | |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|
| | | | Budget | Remaining |
| Full-Time Employees Regular | \$2,276.16 | \$2,073.96 | \$3,832.00 | \$1,555.84 |
| Part-Time Employees Regular | \$845.26 | \$775.13 | \$1,560.00 | \$714.74 |
| PERA | \$223.71 | \$213.69 | \$280.00 | \$56.29 |
| FICA | \$231.69 | \$215.40 | \$405.00 | \$173.31 |
| Employer Paid Health | \$436.54 | \$352.24 | \$767.00 | \$330.46 |
| Office Supplies | \$8.75 | \$6.13 | \$0.00 | (\$8.75) |
| Electricity | \$1,903.09 | \$1,513.47 | \$2,500.00 | \$596.91 |
| Operating Supplies (GENERAL) | \$476.24 | \$342.36 | \$700.00 | \$223.76 |
| Cleaning Supplies | \$7.07 | \$11.89 | \$100.00 | \$92.93 |
| Motor Fuels | \$469.15 | \$405.19 | \$900.00 | \$430.85 |
| Repairs/Maint Supply | \$131.99 | \$311.96 | \$750.00 | \$618.01 |
| Equipment Parts | \$158.59 | \$7.10 | \$200.00 | \$41.41 |
| Other Professional Services | \$150.00 | \$0.00 | \$500.00 | \$350.00 |
| 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 | \$741.33 | \$1,549.64 | \$1,750.00 | \$1,008.67 |
| Repairs/Maint Building | \$46.14 | \$0.00 | \$2,500.00 | \$2,453.86 |
| Repairs/Maintenance Structure | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Improvements Other | \$0.00 | \$37.54 | \$500.00 | \$500.00 |
| Repairs/Maintenance Machinery | \$260.11 | \$963.00 | \$1,500.00 | \$1,239.89 |
| 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 | \$11,293.48 | \$11,774.90 | \$22,119.00 | \$10,825.52 |
| Net Profit | \$13,647.74 | \$9,143.10 | | |
| Total | \$13,647.74 | \$9,143.10 | | |

Blackduck Municipal Golf Course
Year-To-Date Income Statement 07/31/2019

| | Sales | Cost of Goods | Gross Profit | Gross Margin | Budget | Remaining |
|------------------|-------------------|-------------------|-----------------|--------------|-------------------|-------------------|
| Beer | \$3,237.83 | \$2,627.00 | \$610.83 | 18.87% | \$3,000.00 | \$373.00 |
| Soft Drinks | \$1,908.62 | \$1,927.92 | (\$19.30) | -1.01% | \$3,000.00 | \$1,072.08 |
| Food | \$992.19 | \$1,094.89 | (\$102.70) | -10.35% | \$1,500.00 | \$405.11 |
| Golf Merchandise | \$982.89 | \$1,098.43 | (\$115.54) | -11.76% | \$500.00 | (\$598.43) |
| Clothing | \$616.51 | \$391.53 | \$224.98 | 36.49% | \$500.00 | \$108.47 |
| Total | \$7,738.04 | \$7,139.77 | \$598.27 | 7.73% | \$8,500.00 | \$1,360.23 |

Charges for Services

| | |
|-----------------------------------|--------------------|
| Green Fees | \$20,946.14 |
| Membership Fees | \$17,176.00 |
| Trail Fees | \$704.32 |
| Cart Storage | \$2,406.43 |
| Rentals (Clubs, Carts) | \$590.42 |
| Power Carts | \$11,472.41 |
| Clubhouse Rental | \$575.00 |
| Golf Tournament Revenue | \$0.00 |
| Total Charges for Services | \$53,870.72 |

Total Income \$61,608.76

Less Operating Expense through June

| | | Budget | Remaining |
|-------------------------------|-------------|-------------|--------------|
| Wages | \$30,099.37 | \$50,000.00 | \$19,900.63 |
| PERA | \$912.20 | \$3,000.00 | \$2,087.80 |
| FICA | \$2,302.60 | \$3,825.00 | \$1,522.40 |
| Office Supplies | \$8.75 | \$0.00 | (\$8.75) |
| Heating Fuel | \$209.88 | \$0.00 | (\$209.88) |
| Electricity | \$2,803.02 | \$6,000.00 | \$3,196.98 |
| Training & Instructions | \$0.00 | \$0.00 | \$0.00 |
| Operating Supplies | \$1,345.88 | \$1,000.00 | (\$345.88) |
| Cleaning Supplies | \$26.03 | \$0.00 | (\$26.03) |
| Motor Fuels | \$1,699.78 | \$3,000.00 | \$1,300.22 |
| Lubricants/Additives | \$99.46 | \$0.00 | (\$99.46) |
| Chemicals | \$2,220.11 | \$4,500.00 | \$2,279.89 |
| 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 | \$335.78 | \$600.00 | \$264.22 |
| Cable Television | \$183.45 | \$0.00 | (\$183.45) |
| 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 | \$570.66 | \$750.00 | \$179.34 |
| Repair/Maint Building | \$1,018.76 | \$1,000.00 | (\$18.76) |
| Repair/Main Structure | \$0.00 | \$0.00 | \$0.00 |
| Repairs/Maint Machinery | \$6,821.17 | \$4,000.00 | (\$2,821.17) |
| Maintenance Course | \$2,946.78 | \$3,000.00 | \$53.22 |
| 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 | \$1,996.16 | \$1,500.00 | (\$496.16) |
| Bank Service Charges | \$639.93 | \$1,000.00 | \$360.07 |
| Debt Service Bond Principal | \$10,000.00 | \$10,000.00 | \$0.00 |
| Interest | \$937.50 | \$937.50 | \$0.00 |
| Equipment Bond Interest 2016 | \$2,175.00 | \$2,175.00 | \$0.00 |
| Equipment Bond Principal 2016 | \$12,000.00 | \$12,000.00 | \$0.00 |

| | | | |
|----------------------|--------------------|---------------------|--------------------|
| Total Expense | \$92,799.34 | \$120,937.50 | \$28,138.16 |
|----------------------|--------------------|---------------------|--------------------|

OPERATING INCOME OR LOSS (**\$38,330.35**)

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 | \$28.15 |
| General Property Taxes | \$9,149.46 |
| Total Other Income | \$21,277.61 |

NET INCOME OR LOSS YEAR TO DATE (**\$17,147.39**)

| Sales Comparison YTD | 2018 thru July | 2019 |
|-----------------------------|-----------------------|-------------|
| Green Fees | \$22,343.86 | \$20,946.14 |

| YTD Comparisons: | 2018 thru July | 2019 |
|-------------------------|---|---|
| Operating Revenue | \$67,133.65 | \$82,886.37 |
| Operating Expense | \$77,656.71 | \$100,033.76 |
| | (\$10,523.06) | (\$17,147.39) |

| | |
|---|--------------------|
| Cash Over | \$121.94 |
| Total Other Income | \$10,768.53 |
| Gross Profit Before Transfers | \$52,413.45 |
| Transfer to General Fund | \$40,000.00 |
| Net Profit After Inventory Exp & Transfers | \$12,413.45 |
| Inventory at 1/1/2019 after inventory total | \$101,307.45 |
| Inventory at 07/31/2019 | \$134,788.26 |
| Difference | \$33,480.81 |

Sales Comparison Year to Date Ending 07/31/2019

| | 2017 | 2018 | 2019 | % of Increase from 2018-2019 |
|------------------------------|---------------------|---------------------|---------------------|---------------------------------|
| Off-Sale Liquor | \$123,397.13 | \$134,444.62 | \$148,397.92 | 10.38% |
| Off-Sale Beer | \$263,647.62 | \$275,883.83 | \$283,941.89 | 2.92% |
| Off-Sale Wine | \$21,616.89 | \$22,449.53 | \$24,984.71 | 11.29% |
| Total Off-Sale | \$408,661.64 | \$432,777.98 | \$457,324.52 | 5.67% |
| On-Sale Liquor | \$54,135.62 | \$62,224.08 | \$71,499.79 | 14.91% |
| On-Sale Beer | \$70,590.00 | \$78,511.94 | \$87,850.70 | 11.89% |
| On-Sale Wine | \$544.55 | \$790.88 | \$806.85 | 2.02% |
| Total On-Sale | \$125,270.17 | \$141,526.90 | \$160,157.34 | 13.16% |
| Total On and Off Sale | \$533,931.81 | \$574,304.88 | \$617,481.86 | 7.52% |

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 |
| Bar op (Use one worksheet for each site. If lease changes, use new worksheet.) | |
| Booth Operation Rent 1 List the % to be paid for paper pull-tabs, tipboards, paddletickets, electronic pull-tabs and electronic linked bingo conducted by the organization's employees 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 | 1 _____ 2 20.00 % 3 15.00 % |

| Month and Year | Booth Operation | | Bar Operation | | Rent Limit | Bar Operation Electronic Games | | Total Rent | Bar Operation | |
|----------------|-----------------|------|---------------|---------|------------|--------------------------------|-------|------------|---------------|---------|
| | B1 | B2 | C1 | C2 | | E1 | E2 | | F | G |
| 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 |
| 6 / 2019 | 0.00 | 0.00 | 1679.00 | 335.80 | 335.80 | 0.00 | 0.00 | 335.80 | 29.00 | 306.80 |

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



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: 2028

Payment Information

Payment Reference: 0005452645
Payment Date: 07/18/2019
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 07040661 | 07/19/2019 | 21749A20402002L00 1 | CITY-040200 LOCAL_GOVT_AID | 90,015.83 |
| | | LOCAL GOVERNMENT AID | | | | |
| G90 / REVENUE/INTERGOVT | 651/556-6092 | 00 07040662 | 07/19/2019 | 21749A20402002Z00 1 | CITY-040200 PERA_RATE_AID | 10.00 |
| | | PERA RATE INCREASE AID | | | | |
| G90 / REVENUE/INTERGOVT | 651/556-6092 | 00 07040663 | 07/19/2019 | 21749A20402002Z00 2 | CITY-040200 PERA_RATE_AID | 546.50 |
| | | PERA RATE INCREASE AID | | | | |

Total: 90,572.33 USD



Payment Advice

Page 2 of 2

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



**EMPLOYMENT AND
ECONOMIC DEVELOPMENT**

July 10, 2019

The Honorable Patch
Mayor, City of Blackduck
8 Summit Ave. NE
Blackduck, MN 56630

RE: Results of grantee monitoring, Blackduck Public Facility Project grant #CDAP-15-0050-O-FY16

Dear Mayor Patch:

On June 4, 2019, the Department of Employment and Economic Development (DEED), Office of Business and Community Development (BCD) monitored the City of Blackduck's Small Cities Development Program grant (CDAP 15 0050-O FY16) by conducting an on-site visit with the City Manager and Widseth Smith Nolting & Associates (WSN). The intent of the monitoring visit is to help the city meet the objectives set forth in the grant agreement, ensure compliance with the Federal Objective, eligibility and compliance with regulations so that the city derives full benefit from the Small Cities Development Grant Program.

Overall, our office felt that the project will have a substantial positive effect on the city and has been administered appropriately to date. The city and WSN should be congratulated on their efforts implementing this project in a meticulous manner. Please see the attached monitoring report for details.

If you have any questions, please feel free to contact me at Matti.Gurney@state.mn.us or 651-259-7455.

Sincerely,

Matti Gurney
Grants Specialist Coordinator

Enclosure:
Minnesota Small Cities Development Program Monitoring Report

Business and Community Development Division

1st National Bank Building ■ 332 Minnesota Street ■ Suite E200 ■ Saint Paul ■ Minnesota 55101-1351
651-259-7114 PHONE ■ 800-657-3858 TOLL FREE ■ 651-296-1290 FAX ■ 651-296-3900 TTY ■ <http://mn.gov/deed>

AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

MINNESOTA SMALL CITIES DEVELOPMENT PROGRAM

MONITORING REPORT

City of Blackduck

Public Facilities Project

CDAP-15-0050-O-FY16

Prepared by
Matti Gurney
&
Michelle Vang

June 27, 2019

Minnesota Department of Employment and Economic Development
Division of Business and Community Development
Office of Community Finance
1st National Bank Building,
332 Minnesota Street, Suite E200
Saint Paul, MN 55101

INTRODUCTION

On June 4th 2019, Matti Gurney and Michelle Vang from the Department of Employment and Economic Development (DEED), Business and Community Development Division (BCD) met with Pat Conroy, Cliff Knettel, and Rebecca Olson of Widseth Smith Nolting & Associates (WSN) as well as Christina Regas, City Manager for City of Blackduck at City Hall. The purpose of the visit was for an on-site monitoring of the Small Cities Development Program (SCDP), grant number CDAP-15-0050-O-FY16 in the areas of Grant Management, Financial Management, Fair Housing and Equal Opportunity Employment, Environmental Compliance, Public facilities and Labor Standards. An exit meeting was conducted on June 4th, 2019.

GRANT MANAGEMENT

Relevant grant documents were found in the files that are maintained by WSN. These included the approved application, signed agreement, contract between the City and WSN, annual progress reports and reimbursement request forms that were submitted to DEED. All policies and plans were in order. These included Residential Anti-Displacement, Drug-Free Workplace, Prohibition of Excessive Force policies, Section 3 plan and Fair Housing plan.

Annual reports indicated fair housing activities occurred in 2017 and 2018.

Upon grant closeout, WSN will forward all grant records and documents to the City of Blackduck to be maintained for six years after the grant closeout.

There is no findings or concerns in this area.

FINANCIAL MANAGEMENT

Copies of all pay request to DEED were located. Invoices and copies of cancelled checks and lien waivers were provided documenting SCDP payments. Disbursement requests being signed by authorized personnel.

Two randomly selected disbursements were sampled. There were adequate supporting documentation of the expenditures and no evidence of ineligible costs. All expenditures were incurred during the grant period. Annual reports indicated that there were non-SCDP expenditures; PFA and USDA funds utilized during the grant period.

A-133 audit reports were not completed as the City of Blackduck did not exceed threshold in federal fiscal year.

The City of Blackduck followed local and federal government requirements on all procurements and has inserted all the contract requirements stated in the grant agreement in their contracts. Evidence that the administrative contract were competitively procured was found in the City files.

All grantee's staff costs charged to the grant are supported by time distribution records. There were no

indirect cost charged to the grant.

There is no findings or concerns in this area.

EQUAL OPPORTUNITY

WSN has taken affirmative steps to solicit contracts with small, minority-owned business and women-owned businesses through marketing and flyers.

Bid documents and contracts contain Executive Order 11246 and Uniform Administrative Requirements pertaining to Minority/Women Business Enterprises Contracting.

There is no findings or concerns in this area.

ENVIRONMENTAL

A centralized file was maintained by WSN and all records were reviewed for accuracy. DEED clearance letter and authority to use funds was located in the WSN's environmental review records.

No draws from DEED were made for any construction-related expenses before the date of the environmental clearance.

There were no Findings or Concerns in this area.

CONSTRUCTION OF PUBLIC FACILITY

Construction of public facility must meet the federal objectives of benefit to low and moderate income on an area basis or meet urgent Community Development Need.

The goal for public facility activity is the construction of a reconstruction of water distribution lines and waste water lines. The construction of the water distribution lines and wastewater lines are close to complete with minor punch list items remaining.

The federal objective was met with 55.26% benefiting LMI households.

Bid specifications were available for review. There were no changes in the project since the application or the grant agreement.

Federal debarment checks were being performed on contractors. Section 3 certification forms and Women or Minority-Owned business reporting forms from contractors were being collected.

Matti Gurney and Michelle Vang conducted an on-site visit on completed project.

LABOR STANDARDS

Federal Labor standards rules must apply to projects using SCDP funds that involve public facility improvements. Compliance with Davis Bacon and related Acts must be met.

Labor Standards were reviewed for public facility improvements. Labor Standards provision (HUD 4010) and correct wage decision were attached to the bid packets and construction contracts.

Labor Standards notice; notice of contract award and contractor/subcontractor certifications were located in the file. Final compliance report will be submitted once the project is closed.

Administrator conducted interviews and documentation shows that the correct wage decision, HUD 4010 forms and "Notice to All Employees" had been posted at the job site.

Payrolls were submitted weekly. Interviews were completed and compared to payroll reports received. Additional classification requested is listed in the payrolls. Restitution was necessary and was documented appropriately.

SUMMARY

I wish to thank Christina Regas, City Manager for City of Blackduck, Pat Conroy, Cliff Knettel, and Rebecca Olson of WSN for their assistance and cooperation during the monitoring visit. The project has been administered successfully to date and the completed projects will have a clear impact on the City.



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

July 10, 2019

MN Deed Grant Review Committee
332 Minnesota St. Suite E200
St. Paul, MN 55101

To whom it may concern,

On behalf of the City of Blackduck and the Blackduck Development Corporation please accept this letter of support for the LaunchPad initiative of Greater Bemidji, Inc. I am happy to hear that if funded Greater Bemidji will be poised to continue to expand its efforts to assist entrepreneurs in our region in starting and growing their businesses.

As City Administrator for Blackduck, I value the innovative approach of LaunchPad with its access to business resources, mentor and peer-to-peer coaching opportunities, financing expertise, and more in a one-stop-shop. Small business is the back bone of communities like Blackduck and providing them the tools they need to be successful is invaluable to our city's future health.

I am excited for the partnership with local Robotics Organizations linking youth with experienced IT professionals; the expansion of the mentor program; continued efforts to provide loans and other financing tools for start-ups; and expansions to continue to reach the under-served populations. Providing them the resources to take their ideas to the next level is key in our region.

I strongly encourage your committee to consider this grant application.

Sincerely,



Christina Rygas
Blackduck City Administrator

CC: Blackduck City Council, Blackduck Development Corporation

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"

WORK PLAN

GOAL 1: Continue to expand recruitment of targeted business populations (focused primarily on women, veterans, Native Americans, technology-focused enterprises, and entrepreneurs/businesses in the Bemidji region)

The Entrepreneurs Meetup and the Bemidji Area Business Women's Group, as well as, special events and small group gatherings have shown the power of that model to draw in entrepreneurs that otherwise may not have connected to LaunchPad. We have a solid following of existing business owners, budding entrepreneurs, and community members that attend these regular gatherings. Meetup attendance ranges from 25-35 consistently and on occasion reaches 50. However, there is room to grow the attendance and reach out to those not yet connected. In regards to the Native American and veteran business community, more time is needed to build the awareness of the resources. We believe the key to the success of the peer-to-peer group model is peer recruitment of members, self-directed activities and the group identification of purpose, needs and desired services.

LaunchPad staff will continue to connect with leaders and partners in the targeted populations to identify, recruit and build functioning groups. Each group will be supported in its effort to build entrepreneurial culture and overcome technical and other barriers to small business success. Project budgeted support includes staff time to recruit and organize groups, provide meeting spaces, and start-up training. Marketing, including print, but more importantly website and social media, is critical to creating and maintaining entrepreneur connections and drawing them in for events, groups, and services.

Activity: Improve marketing efforts through enhancements to LaunchPad website, and targeted social media campaigns

The LaunchPad website is in need of a face lift and added functionality to allow the public and members to keep up-date on happenings, book meeting spaces, access resources, etc. In conjunction, a strong social media campaign with ability to boost posts and place ads to reach a larger target audience is desired to reach beyond the 920 likes on Facebook and 303 followers on Instagram.

Responsibility – Director of Business Development

Partnerships – Local marketing/design firm

Timeline – Website-June 2020

Social media followers-June 2021

Measurable Outcomes– Updated refreshed website, goal to reach 1,500 page likes on Facebook (63% increase), 600 followers on Instagram (nearly 100% increase).

Activity: Continue offering opportunities for entrepreneur groups to gather and learn from each other

Continue to partner with Bemidji Chamber of Commerce to support Bemidji Area Business Women's Group. Continue to coordinate and facilitate the weekly Entrepreneur Meetups with effort spend on developing new and innovative formats and creative recruitment ideas, such as 'bring a friend campaigns'. We acknowledge the inherent challenges of maintaining a weekly gathering. After 4 years it

is getting more difficult to find new presenters and to keep the content fresh. Specific group gatherings such as Native American and veterans will continue to be offered periodically to encourage peer-to-peer networking and introduction to available services.

Responsibility – Director of Business Development

Partnerships – Bemidji Chamber of Commerce, Beltrami County Veteran Services, and the Red Lake Entrepreneur Program, Leech Lake Financial Services

Timeline – June 2021

Measurable Outcomes – Maintain and hopefully grow the average attendance at weekly Meetups, (currently averaging 28), hold at least 4 veteran-specific gatherings during the grant term, and hold at least 4 Native American-specific gatherings during the grant term.

Activity: Explore partnership with local Robotics conference on a hackfest event linking youth with experienced IT professionals.

After a reasonably successful first Hackfest event held in 2017, LaunchPad and its partners attempted event two, however, registration was insufficient to hold the event. It is believed our efforts to foster and support the IT professionals/entrepreneurs in our region may be best targeted toward our area youth and to grow those talents and interests at a young age. The local Youth Robotics Conference has expressed interest in partnering on a Hackfest-like event tied to their annual Robotics camp held annually in the summer. We'd like to consider creating an event that pairs area youth together with IT professionals for a friendly Hackfest competition. This event will highlight the innovative creations of teams and shine a light on this important career path.

Responsibility – Director of Business Development

Partnerships – Paul Bunyan Communications, Northwest MN Foundation, Bemidji State University, local IT businesses

Timeline – July 2020

Measurable Outcomes – Hackfest event with participation goal of least 10 area IT professionals and 12 youth.

GOAL 2: Continue to offer and expand on the business support resources offered through LaunchPad to aid entrepreneurs in starting and expanding their businesses.

LaunchPad's success to-date has come from listening and responding to the needs of our region's entrepreneurs and giving them the freedom to direct our work plan. As the needs of business owners evolve so does our approach. The activities presented below represent our attempt to address their needs.

Activity: Start and coordinate a pilot mastermind group of local entrepreneurs to enhance their learning and peer support network.

A cohort of business owners in the community have expressed a desire for higher level professional development, beyond what is currently available within the region. All are in similar stages of their business cycle, and are experiencing like challenges and opportunities. In an effort to aid in their leadership development and help them accelerate the attainment of their business goals, LaunchPad is piloting a Mastermind group.

A mastermind group is a private cohort of trusted peers that helps the individuals achieve more. Masterminds are effective because they open participants up to new ideas and perspectives and help accelerate business goals. Members meet regularly through a facilitated discussion and offer mutual support, provide expertise, and challenge each other, all the while providing peer accountability. It is in essence taking our other peer-to-peer meetups and putting it on steroids. In addition to the peer discussion, this closed group will invite outside experts to come and speak to the group on topics of interest. This initial pilot group (made up of owners of high growth potential businesses) has been identified and eager to get started learning about and from each other.

We see the potential of creating other mastermind groups among different cohorts of entrepreneurs once this pilot demonstrates value to its participants.

Responsibility – Director of Business Development

Partnerships – Professional business coach to be identified, LaunchPad mentors

Timeline – Creation of Mastermind pilot group by October 2019

Measurable Outcomes – Business metrics to be tracked for the cohort with goal of seeing improvement, may include:

- Revenue growth
- Net income growth
- Employee turnover ratio
- Employee count

Activity: Support expansion of LaunchPad’s mentor program

‘Office Hours’, LaunchPad’s mentor program has been in existence since we originated in 2015. The mentors are primarily retired executives/CEOs willing to give of their time and expertise to help younger entrepreneurs get started. It has been an informal program, where in essence LaunchPad staff match up mentor/mentee upon a request from an entrepreneur based upon the needs of the individual and the experience the mentor brings. Upon request from our entrepreneur community, we are looking to expand the mentorship program to allow entrepreneurs to self-select to be a mentor identifying their skills, strengths, and experience. Through our Meetups we see many business owners willing to share with their peers what has worked for them in their business. This will be more of a one-on-one peer mentor relationship. This will provide another avenue for entrepreneurs to learn and build valuable relationships within the community.

Responsibility – Director of Business Development

Partnerships – NWSBDC

Timeline – Implementation of peer mentoring - July 2020

Measurable Outcomes – Number of peer mentor relationships created with a goal of 15 by end of grant.

Activity: Continue to coordinate financing resources for entrepreneurs to provide loans and other financing tools for start-ups and expansions.

LaunchPad staff brings expertise on business financing and has a deep relationship with the local lenders, and gap financing programs in the region. Greater Bemidji was awarded \$20,000 in an Emerging Entrepreneur Loan Program grant from DEED in 2017 and has since increase its award to \$395,000. In addition, our staff is usually the conduit for access to many of the local financing programs, including City of Bemidji, Beltrami County, Headwaters Regional Finance Corporation, Paul Bunyan Communications, and others. Staff also works closely with business owners on State and Federal incentive programs, such as Minnesota Investment Fund, Job Creation Fund, and Department of Agricultural grants. LaunchPad will continue to build on its lending capacity while assisting other lenders to meeting the needs of the area's businesses.

Responsibility – Director of Business Development

Partnerships – DEED and local lenders, City and other gap loan programs

Timeline – on-going

Measurable Outcomes – Number of loans closed by Greater Bemidji – goal of 5 over grant term.
Number of loans/incentive packages assisted by Staff without direct Greater Bemidji funding. – goal of 6 over grant term.

Activity: Expand our Business Retention and Expansion program (Grow Bemidji)

In a concerted effort to reach out directly to local business owners, Greater Bemidji has partnered with the Bemidji Area Chamber of Commerce to develop a Grow Bemidji initiative. We schedule on-site visit to businesses with two main goals, 1. To show appreciation to the business owner for doing business in Bemidji and 2. To learn more about their business and current challenges and opportunities. In addition, we ask them to complete a survey where we collect data that will be useful in determining business trends in the region. We began this initiative in January 2019 and have completed 75 visits to-date and received 55 completed surveys. It is our hope that through these visits we may find opportunities to help businesses and link them to valuable resources, as well as, identify areas our organization should be focusing its resources on in the future.

Responsibility – Executive Director, Assistant Director, and Director of Business Development

Partnerships – Bemidji Area Chamber of Commerce

Timeline – On-going

Measurable Outcomes – Number of business visits and surveys completed – goal of 100 each during the grant term.



A GREAT PLACE FOR FAMILIES

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

September 11, 2018

Mr. Gerry Wenner
Business Development Competitive Grant Program
Economic Development Division
Minnesota Department of Employment and Economic Development
332 Minnesota St., Suite E.200
St. Paul, MN 55101

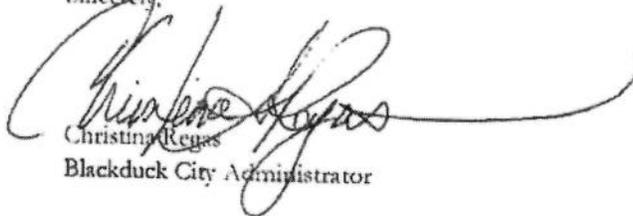
Dear Mr. Wenner:

This is a letter of support for the LaunchPad initiative of Greater Bemidji, Inc. I am happy to hear that if funded Greater Bemidji will be poised to continue to expand its efforts to assist entrepreneurs in our region in starting and growing their businesses. As City Administrator for Blackduck, I value the innovative approach of LaunchPad with its access to business resources, mentor and peer-to-peer coaching opportunities, financing expertise, and more in a one-stop-shop. Small business is the back bone of communities like Blackduck and providing them the tools they need to be successful is invaluable to our city's future health.

I am excited for the formal roll out of the business navigator concept and for the focused effort to reach the under-served populations, providing them the resources to take their ideas to the next level. Greater Bemidji /LaunchPad is an important partner in our region.

On behalf of the City of Blackduck, I encourage you to strongly consider this grant application.

Sincerely,



Christina Regas
Blackduck City Administrator

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"



Job Description City of Blackduck Police Chief

General Statement of Duties

Performs supervisory and responsible police work involving the protection and safety of the community through prevention and control of crime, preserving peace, investigating crime, and providing emergency services: and performs related duties as required.

Supervision Received

Works under the administrative oversight of the City Administrator.

Supervision Exercised

Exercises general supervision over all full-time and part-time personnel in the department.

Duties and Responsibilities

The listed examples may not include all duties performed by all positions in this class.

- Plans, organizes, directs and reviews the operations of the Police Department; cooperates with federal, state, and county law enforcement agencies.
- Supervises the department staff in the performance of their duties including:
 1. Interviewing prospective employees jointly with elected officials
 2. Training personnel in work methods and procedures
 3. Assigning work
 4. Approving time cards, vacation and leaves
 5. Reviewing and approving work
 6. Recommending hiring, rewarding, disciplining, and suspension.
- Oversees policies, procedures, standards, and practices for the department; develops short-range goals.
- Conducts or oversees investigation of crime and accidents.
- Maintains effective community relations with all age groups.
- Reviews daily reports made by other officers to determine activity in the community, potential problems, thoroughness and accuracy.
- Checks closing of late-night liquor establishments to ensure correct closing time and to prevent potential problems.
- Approves permits for buying and carrying handguns after running check on purchaser; approves handicap permits.
- Make presentation/briefings with City Council monthly, or as requested.
- Completes and submits applications to City Administrator for state aid reimbursement for training and travel expenses.
- Patrols the community to enforce laws, detect and prevent crime, and protect life and property. Patrols will be made by vehicle and by foot.
- Ensures department members maintain current peace officer licensing with the State of Minnesota; maintains training records.
- Serves civil process papers, criminal papers and warrants.
- Collects and preserves evidence; may take pictures.

- Responds to accident and fire scenes, administers first aid until more qualified personnel arrive on the scene; directs traffic flow; and assists with the transport of patients if needed.
- Interviews witnesses and victims and takes their statements; interrogates suspects.
- Make public presentations at schools and community functions.
- Transports prisoners and suspects to county for intoxicilizer test administration, interrogation, and/or booking.
- Answers citizens requests for information, including directions, regulations, ordinances, and where to obtain information.
- Drafts complaints and reports as required by state law or department policy; records all events in daily log; reviews daily reports and the log to determine activity in the community and potential problems.
- Determines equipment needs to present to council.
- Develops and maintains disaster emergency routes and procedures.
- Meets with or contacts county police and sheriff's office to obtain information on stolen vehicles, crimes in the area, teletype and radio information.
- Responds to business alarms; checks businesses to ensure doors are locked and no vandalism or break-ins have occurred.
- Set off tornado alarms and act as spotter during severe weather.
- Enforces traffic laws, operates radar, and writes violations.
- Primary area of responsibility shall cover a 3-mile radius from the center of the City of Blackduck.
- Make regular patrols of Pine Tree Park during the season and collecting camping fees when necessary.
- Authorized to sign on behalf of and bind the government agency in written agreements relating to law enforcement and Minnesota judicial branch(es).

Knowledge/Skills/Abilities

1. Considerable knowledge of police procedures and techniques including operation of police vehicles, computers, radios, radar and related equipment.
2. Considerable knowledge of federal, state and local laws.
3. Considerable knowledge of City layout including important buildings and the street system.
4. Considerable skill in handling and discharging firearms in an efficient and safe manner.
5. Considerable skill to expertly drive a motor vehicle under any condition.
6. Thorough ability to analyze situations and determine appropriate action and to respond quickly and appropriately to crisis and emergency situations.
7. Thorough ability to apply laws to specific incidents.
8. Considerable ability to cope with situations firmly, courteously, tactfully, and with respect for citizens' rights.
9. Considerable ability to observe and remember people, facts and circumstances.
10. Considerable ability to investigate crimes and accidents.
11. Considerable ability to communicate effectively both orally and in writing with elected officials, City staff, other law enforcement agencies, and to the public.
12. Considerable ability to prepare accurate and thorough reports.
13. Considerable ability to supervise staff and ensure all policies, procedures, and protocols are followed.
14. Working ability to maintain certification as a First Responder or First Aid.

Minimum Qualifications

Certified in First Aid or as a First Responder and licensed as a Peace Officer in the State of Minnesota. Must have an Associate’s degree in law enforcement or criminal justice with three years of experience as a paid police officer preferred. Bachelor’s Degree in law enforcement or criminal justice can substitute for up to two years of above experience. Valid Minnesota Class C driver’s license required.

While this job description is intended to be an accurate reflection of the job requirements, the Council reserves the rights to modify, add or remove duties from particular jobs and to assign other duties as necessary.

Employee Signature _____

Date _____

CONFIDENTIAL

RECOMMENDATION

Applicant: Ryan and Erica Naughton, Naughton Properties, LLC (real estate) and Bogarts Repair and Recovery (operating entity)

Approve \$32,000 loan to provide gap financing in the purchase of Bogarts, Inc.

This loan meets the eligibility requirements per the city's revolving loan fund policy and was approved by the loan committee on August 1, 2019.

Proposed terms:

| | |
|-------------|--|
| Amount: | \$32,000 |
| Term/Amort: | 10 year fully amortized term |
| Rate: | 5.50% (or aligned with other gap lenders) |
| Payment: | Principal and interest payments of \$348.00 |
| Collateral: | Shared 2 nd lien position on all real estate and all business assets, and unlimited personal guaranties |
| Fees: | 1% commitment fee and out of pocket closing costs |
| Monitoring: | Quarterly financial statements and annual business tax returns and financial statements |

Lead bank is lending \$1,000,000 and requested gap financing. Other gap lenders are simultaneously reviewing this request.

Contingencies:

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

Gerit Hanson Contracting, Inc
18501 Boat Landing RD NE
Blackduck, MN 56630
Phone: 218-835-4857*Fax 218-835-4858
Cell 218-556-5283

Date: 7-9-19

To: City of Blackduck

Attn:

From: Gerit Hanson

RE: Main St. N. Ditch Grading

Are bid to make ditch drain on west side of Main
St. N. is 2400^{ea}

Thank you



Auto fry proposal

Purchase auto fry from Carrie Erikson -\$1000.00

7/2/19

Shawnda Melissa and Max went out and had Carrie give us a Demo of the Auto fry she stated that she had extra filters that would go with the unit. The unit is tagged as a 1999 model. MT I-10. New filter pack \$150.00. Parts for this unit are readily available on line.

New Auto fry US foods \$7533.97-\$7766.66

Gene estimate wall -\$1125.00

New wiring from Don Anderson-\$600.00-\$800 wire the Auto Fry and wire plugins into new wall.

New table for auto fry and grill -\$98.00 TO \$328.10

New freezer \$1049.00 to \$1399.00

Other supplies that will be needed for kitchen -\$350-\$500

Startup cost would be estimated

Used auto fry \$5302.10

New Auto Fry \$11, 9118.76

Added wage \$855.00 -\$1200 per week

Quote

07/09/2019



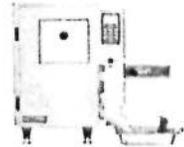
Project:
The Pond
CN 33950965
Blackduck, MN 56630

From:
US Foods - GFG Grand Forks
Bobbi Jo Hahn
4601 32nd Ave. S
Grand Forks, ND 58201-3302

Job Reference Number: 1082096

Consultant: US Foods Culinary Equipment
& Supplies (Shirley Capps)

****FINAL PRICE TO CUSTOMER****

| Item | Qty | Description | Sell | Sell Total |
|------|------|---|--------------------|-------------------|
| 1 | 1 ea | VENTLESS FRYER MTI Model No. AUTOFRY MTI-5 (7951130) AutoFry 40 Lb. Countertop Ventless Fryer  208/240 AC VOLTS - SINGLE PHASE, 4.8KW, 20 AMPS NEMA 6-30 PLUG | \$7,533.97 | \$7,533.97 |
| | | | ITEM TOTAL: | \$7,533.97 |
| 2 | 1 ea | VENTLESS FRYER MTI Model No. AUTOFRY MTI-10X (7942139) AutoFry 60 Lb. Countertop Ventless Fryer 5.7kW Single Phase  208/240 AC VOLTS - SINGLE PHASE, 4.8KW, 20 AMPS NEMA 6-30 PLUG | \$7,766.66 | \$7,766.66 |
| | | | ITEM TOTAL: | \$7,766.66 |
| 3 | 1 ea | VENTLESS FRYER MTI Model No. AUTOFRY MTI-10XL (7953144) AutoFry 60 Lb. Countertop Ventless Fryer 7.2kW Single Phase  208/240 AC VOLTS - SINGLE PHASE, 7.2KW, 30 AMPS NEMA 6-30 PLUG | \$7,766.66 | \$7,766.66 |
| | | | ITEM TOTAL: | \$7,766.66 |

Initial: _____
Page 1 of 3

| Item | Qty | Description | Sell | Sell Total |
|------|-----|---|------|------------|
| 4 | | ORDER INFO SUPPLIER REQUIRES THE FOLLOWING FOR ORDER DELIVERY CUSTOMER CONTACT NAME: CUSTOMER PHONE NUMBER: | | |

| | | | | |
|---|------|---|---------|------------|
| 5 | 1 ea | LIFT GATE SERVICE Culinary Equipment and Supplies Model No. LIFT GATE Lift gate service is available for an additional fee. Lift Gate service includes - bringing items from truck to ground level only. Please provide the customer's delivery contact name and telephone number when placing the order. | \$55.00 | <Optional> |
|---|------|---|---------|------------|



| | | |
|-------------------------------------|--|--------------------|
| ITEM TOTAL: <Optional> | | \$55.00 |
| Merchandise | | \$23,067.29 |
| Shipping & Handling | | \$330.00 |
| Total | | \$23,397.29 |

Prices Good Until: 08/08/2019

*****IMPORTANT NOTES*****

1. Quote valid through date shown above.
2. Any changes will negate this quote (including freight). Changes include but are not limited to quantities and omission/addition of an item.
3. Prices quoted are per manufacturer's standard spec and do not include any optional accessories unless specified.
4. Shipping & handling, lift gate, installation, delivery, "set in place" or applicable sales taxes are not included unless noted.
5. If you are not ordering lift gate/white glove delivery, please have a plan in place to remove the equipment from the truck.
6. Please have a plan for storage if items need to be held for installation.
7. Any changes to delivery time and location may impact additional shipping and storage fees.
8. All returns are subject to restock fee plus freight.
9. Images may not accurately represent items being quoted.

THANK YOU FOR YOUR ORDER!

***Receiving Your Equipment and Supplies Delivery**

Congratulations on the purchase of your new equipment!

Thank you for choosing US Foods Culinary Equipment and Supplies as your E&S source.

To promote a smooth delivery process, please ensure that these easy steps are shared with the appropriate personnel who will be receiving your delivery.

BEFORE signing the Freight Bill:

- Confirm the pieces received match the Freight Bill and note any discrepancies on the freight bill such as shortages/overages.
- Check for any visible product, packaging, or pallet damage and notate on the freight bill. Look for:
 - Crushed corners
 - Puncture holes
 - Broken pallets
- If possible, open the carton(s) to check that the product is in good condition.
- If you find even slight damage to the packaging and/or pallet, note "DAMAGED SHIPMENT" on the freight

Initial: _____

bill and have the driver acknowledge the damage by signing all copies.

- Call US Foods CES Customer Support immediately - 1-888-909-2080.

AFTER signing the Freight Bill:

- Uncrate as soon as possible to check for concealed damage.
- Packaging must be free of any visible damage and must be saved for inspection purposes.
- Product should not be moved to a different location.
- Report the concealed damage immediately but no later than 5 days from delivery by calling US Foods CES Customer Support – 1-888-909-2080.

*Note – It is good practice to take clear pictures of any damage, including packaging/pallet, as the carrier and manufacturer will request them.

Thank you again for your business,
US Foods Culinary Equipment and Supplies

Acceptance: _____ Date: _____

Printed Name: _____

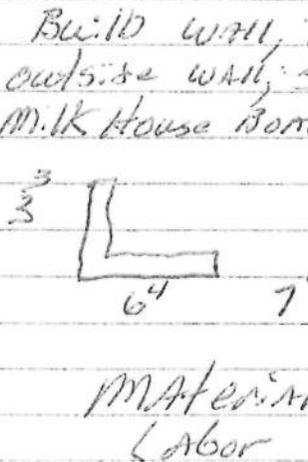
Project Grand Total: \$23,397.29



Gene Theisen
24725 Three Mile Rd. N.E.
Blackduck, MN 56630

977180

| | | |
|------------------------------------|------------|---------------------|
| CUSTOMER'S ORDER NO. | DEPARTMENT | DATE <i>7-15-19</i> |
| NAME <i>POW</i> | | |
| ADDRESS | | |
| CITY, STATE, ZIP <i>Black Duck</i> | | |
| SOLD BY | CASH | C.O.D. |
| CHARGE | ON. ACCT. | MOSE. RETD. |
| PAID OUT | | |

| QUANTITY | DESCRIPTION | PRICE | AMOUNT |
|-------------|--|-------|------------------|
| 1 | <i>Estimate For wall</i> | | |
| 2 | <i>TO BUILD WALL, TOWARD GROVE</i> | | |
| 3 | <i>outside wall; sheetrock of</i> | | |
| 4 | <i>M.K House Board inside wall</i> | | |
| 5 | | | |
| 6 | <i>3'</i> | | |
| 7 |  | | |
| 8 | <i>6' 7' High</i> | | |
| 9 | | | |
| 10 | <i>MATERIALS</i> | | <i>\$ 625.00</i> |
| 11 | <i>Labor</i> | | <i>\$ 500.00</i> |
| 12 | | | <i>\$1125.00</i> |
| 13 | | | |
| 14 | <i>Gene Theisen</i> | | |
| 15 | <i>218-556-6531</i> | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| RECEIVED BY | | | |

\$1,369.00/Each

Ships free with

Accessories & Options

Hinge Reversal Kit

1

Add to Cart

Wish List

Rapid Reorder

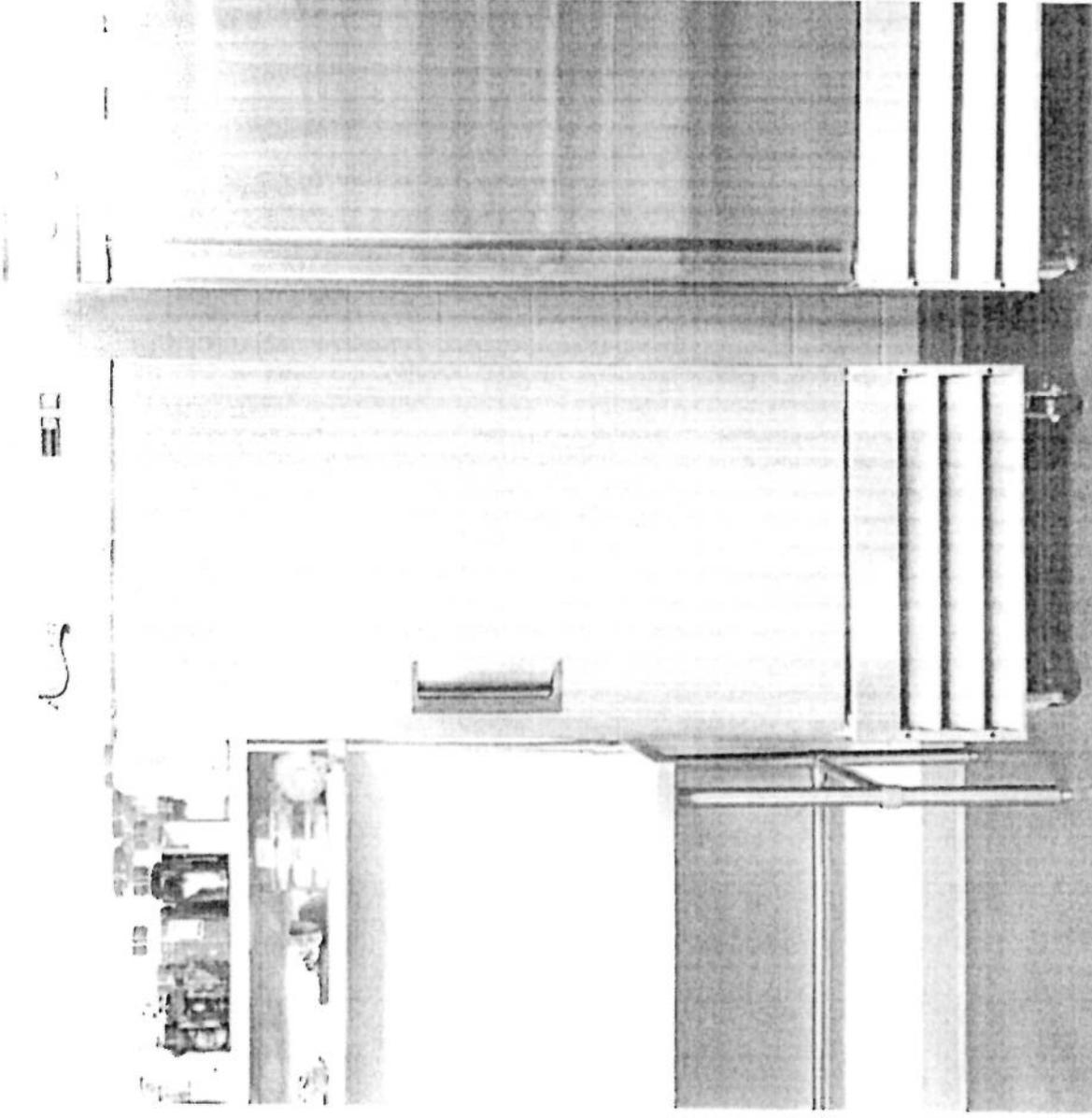
- ✓ Corrosion-resistant stainless steel exterior with aluminum interior
- ✓ Features a self-closing and stay-open locking door
- ✓ Includes 3 epoxy coated shelves with 90 lb. capacity each
- ✓ Digital temperature controller with automatic defrost function
- ✓ Eco-friendly R290 refrigerant; 115V; 1/2 hp



Quick Shipping

Usually ships in 1 business day

REFRIGERATION
AVANTCO



For more information...

Only

Warranty Info

RESIDENTIAL USERS: Vendor assumes no liability for parts or labor coverage for component failure or other damages resulting from installation in non-commercial or residential applications. The right is reserved to deny shipment for residential usage; if this occurs, you will be notified as soon as possible.

Resources

 [Reach-In Refrigerator and Freezer Buying Guide](#)

 [Restaurant Equipment Certification Marks Explained](#)

SPECS

| | |
|---------------------|----------------|
| Width | 29 Inches |
| Depth | 25 1/2 Inches |
| Height | 82 1/2 Inches |
| Interior Width | 24 3/8 Inches |
| Interior Depth | 20 3/8 Inches |
| Interior Height | 53 1/2 Inches |
| Amps | 8.28 Amps |
| Hertz | 60 Hertz |
| Phase | 1 |
| Voltage | 115 |
| Access Type | Doors |
| Capacity | 15.6 cu. ft. |
| Compressor Location | Bottom Mounted |

| | |
|-------------------|------------------------------|
| Construction | Stainless Steel and Aluminum |
| Door Style | Swing |
| Door Type | Solid |
| Half Doors | No |
| Hinge Location | Right |
| Horsepower | 1/2 HP |
| Installation Type | Freestanding |
| Number of Doors | 1 |
| Number of Shelves | 3 |
| Refrigerant Type | R-290 |
| Sections | 1 |
| Temperature Range | -5 - 2 Degrees F |

Equivalent Items

Avantco Refrigeration A-19F (Formerly)

430 series stainless steel doors and exterior sides add increased durability, while giving each unit a sleek appearance. 3 epoxy coated shelves per section feature shelf clips for customization when desired, and each shelf can hold up to 90 lb. of product. For the customer who requires a more heavy-duty cold storage solution, the SS series reach-in refrigerators and freezers come packed with benefits. Comprised entirely of stainless steel, these units are corrosion-resistant and easy to clean. For complete storage flexibility, each refrigerator comes with 3 epoxy coated shelves per

Compare to Other Products



ITEM # 178A19FHC

Avanto A-19F-HC 29" Solid Door
Reach-In Freezer



ITEM # 178SS1FHC

Avanto SS-1F-HC 29" Solid Door
Reach-In Freezer

| | | |
|----------------|------------------------------|---------------------|
| PRICE | \$1,369.00/Each | \$1,729.00/Each |
| WIDTH | 29 Inches | 29 Inches |
| DEPTH | 25 1/2 Inches | 32 1/4 Inches |
| INTERIOR WIDTH | 24 3/8 Inches | 24 3/8 Inches |
| INTERIOR DEPTH | 20 3/8 Inches | 27 1/8 Inches |
| CAPACITY | 15.6 cu. ft. | 20.6 cu. ft. |
| CONSTRUCTION | Stainless Steel and Aluminum | All Stainless Steel |
| HORSEPOWER | | |

1/2 HD
3

1/2 HD
3

TEMPERATURE RANGE

-5 - 2 Degrees F

-5 - 2 Degrees F

Overall Dimensions:

Width: 29 Inches
Depth: 25 1/2 Inches
Height: 82 1/2 Inches

Interior Dimensions:

Width: 24 3/8 Inches
Depth: 20 3/8 Inches
Height: 53 1/2 Inches

This Item Ships via Common Carrier. For more information and tips to help your delivery go smoothly, click here.

⚠ Attention CA Residents: Prop 65 Warning >

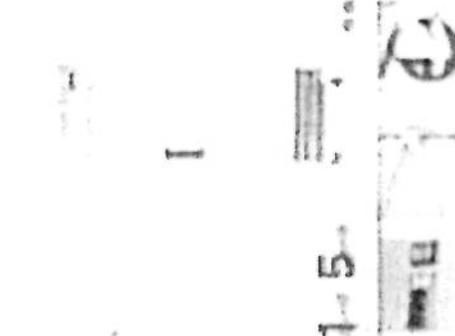


Resources and Downloads

Good About Making In Refrigerators & Freezers

Auxilio

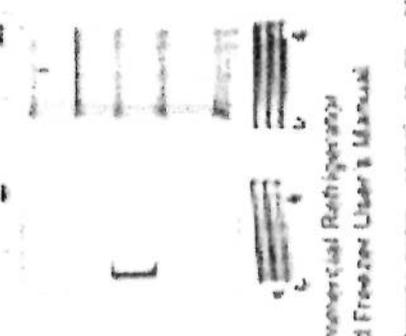
1-800-555-1234

Specsheet

Auxilio User Manual

Commercial Refrigerator And Freezer User's Manual

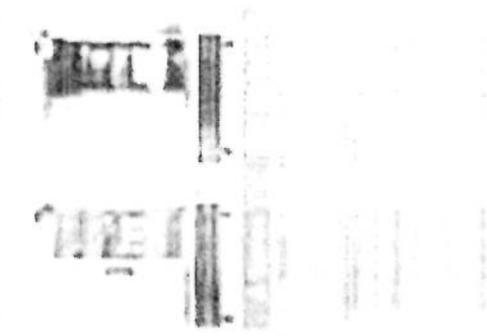


Manual

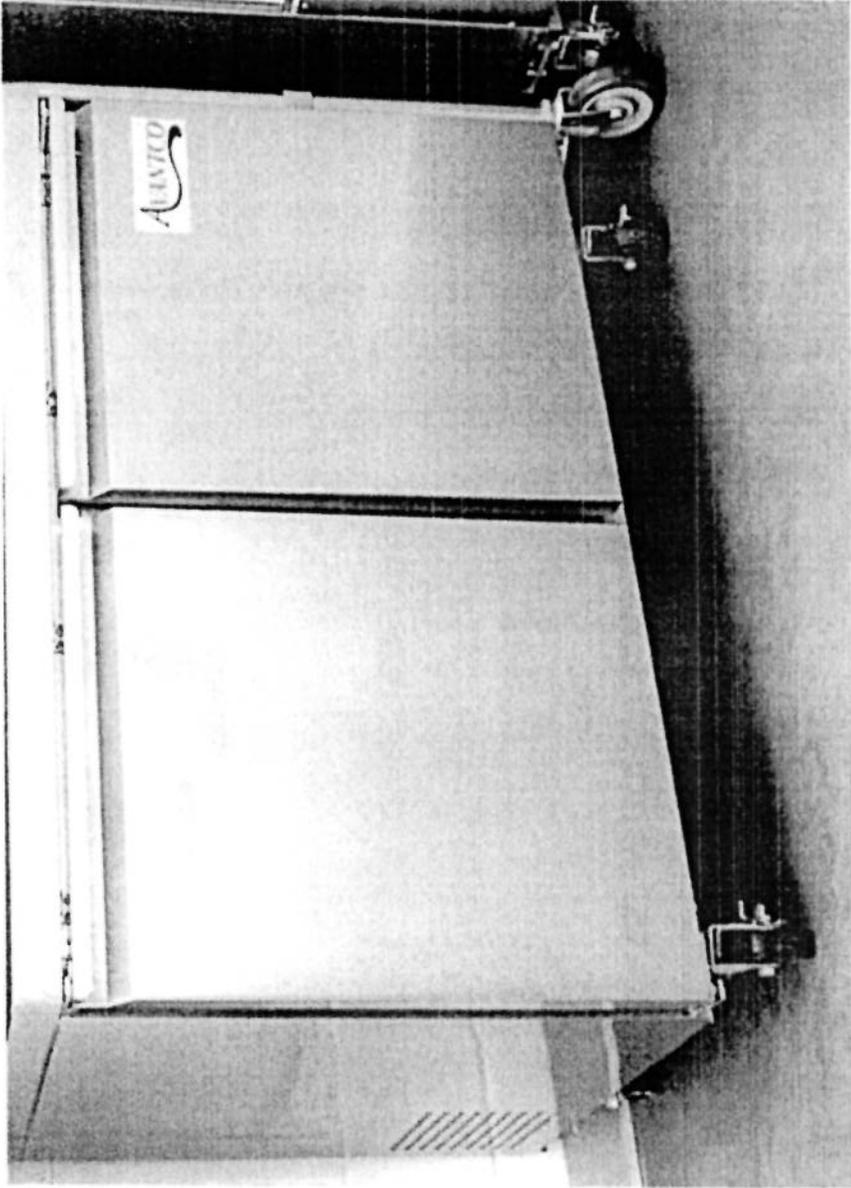
Auxilio Limited Service Warranty

Warranty

Buying Guide



Buying Guide



Top Price Guarantee

Only

\$1,399.00

Ships free with

1

Wish List

Rapid Reorder

The Pond - Blackduck Product Cost / Profit

| Menu Item | Cost Per oz/each | Serving Size | Cost Per Serving | Retail Price | Gross Profit |
|---------------------------------|---------------------|-----------------|---------------------|-----------------|-----------------|
| French Fries | \$ 0.06 | 8 oz | \$ 0.48 | \$ 3.99 | \$ 3.51 |
| Seasoned Battered French Fries | \$ 0.06 | 8 oz | \$ 0.48 | \$ 4.49 | \$ 4.01 |
| Onion Rings | \$ 0.17 | 8 oz | \$ 1.36 | \$ 5.99 | \$ 4.63 |
| Mozzerella Sticks | \$ 0.38 | 5 each | \$ 1.92 | \$ 6.99 | \$ 5.07 |
| Battered Mushrooms | \$ 0.19 | 8 oz | \$ 1.52 | \$ 6.99 | \$ 5.47 |
| Battered Cauliflower | \$ 0.17 | 8 oz | \$ 1.36 | \$ 5.99 | \$ 4.63 |
| Cheese Curds | \$ 0.26 | 8 oz | \$ 2.08 | \$ 6.99 | \$ 4.91 |
| Battered Green Bean | \$ 0.21 | 8 oz | \$ 1.68 | \$ 5.99 | \$ 4.31 |
| Broccoli Cheddar Cheese Bites | \$ 0.28 | 8 oz | \$ 2.24 | \$ 6.99 | \$ 4.75 |
| Sweet Corn Nuggets | \$ 0.14 | 8 oz | \$ 1.12 | \$ 5.99 | \$ 4.87 |
| Battered Dill Pickle Chip | \$ 0.24 | 8 oz | \$ 1.92 | \$ 5.99 | \$ 4.07 |
| Jalapeno Poppers | \$ 0.35 | 7 each | \$ 2.45 | \$ 6.99 | \$ 4.54 |
| Pepper Jack Mac & Cheese Bites | \$ 0.22 | 18 each | \$ 3.96 | \$ 6.99 | \$ 3.03 |
| Smoked Gouda Mac & Cheese Bites | \$ 0.20 | 18 each | \$ 3.60 | \$ 6.99 | \$ 3.39 |
| Mini Taco | \$ 0.14 | 12 each | \$ 1.68 | \$ 5.99 | \$ 4.31 |
| Brew House Appetizer Combo | \$ 3.49 | 1 each | \$ 3.49 | \$ 8.49 | \$ 5.00 |

(Onion Rings, Mozzarella Sticks, Cream Cheese Jalapeno, Beer Battered Shrimp, Chicken Strips, Beer Battered Mushrooms)

| | | | | | |
|---------------------------------|---------|---------|---------|---------|---------|
| Mini Corn Dogs | \$ 0.18 | 12 each | \$ 2.16 | \$ 5.99 | \$ 3.83 |
| Corn Dogs | \$ 0.63 | 1 each | \$ 0.63 | \$ 2.99 | \$ 2.36 |
| Chicken Chunks (Boneless Wings) | \$ 0.18 | 12 each | \$ 2.16 | \$ 6.99 | \$ 4.83 |
| Chicken Strips (w/FF) | \$ 0.36 | 4 each | \$ 1.44 | \$ 8.49 | \$ 7.05 |
| Drummies (w/FF) | \$ 0.40 | 6 each | \$ 2.40 | \$ 7.99 | \$ 5.59 |
| Wing Zings (w/FF) | \$ 0.40 | 6 each | \$ 2.40 | \$ 7.99 | \$ 5.59 |
| Shrimp (w/FF) | \$ 0.22 | 24 each | \$ 5.28 | \$ 8.49 | \$ 3.21 |

| | | | | | |
|---------------------------------------|---------|---------|---------|---------|---------|
| Egg Roll Pork & Vegetable | \$ 0.68 | 1 each | \$ 0.68 | \$ 2.99 | \$ 2.31 |
| Southwest Egg Roll | \$ 0.76 | 1 each | \$ 0.76 | \$ 2.99 | \$ 2.23 |
| Taquitos | \$ 0.89 | 1 each | \$ 0.89 | \$ 1.99 | \$ 1.10 |
| Burritos 1oz | \$ 0.25 | 12 each | \$ 3.00 | \$ 6.99 | \$ 3.99 |
| Burritos 4.5 oz | \$ 0.57 | 1 each | \$ 0.57 | \$ 3.99 | \$ 3.42 |
| Bosco Stick Pepperoni & Cheese | \$ 0.67 | 5 each | \$ 3.35 | \$ 5.99 | \$ 2.64 |
| Bosco Stick Cheese | \$ 0.46 | 5 each | \$ 2.30 | \$ 4.99 | \$ 2.69 |
| Soft Bavarian Pretzel (2oz) | \$ 0.39 | 3 each | \$ 1.17 | \$ 4.99 | \$ 3.82 |
| Cream Cheese Stuffed Pretzel (6.25oz) | \$ 1.63 | 1 each | \$ 1.63 | \$ 2.99 | \$ 1.36 |

| | | | | | |
|-------------------------------|---------|--------|---------|---------|---------|
| 2 Piece Chicken Dinner (w/FF) | \$ 2.21 | 1 each | \$ 2.21 | \$ 7.99 | \$ 5.78 |
| 4 Piece Chicken Dinner (w/FF) | \$ 4.23 | 1 each | \$ 4.23 | \$ 9.99 | \$ 5.76 |

| | | | | | |
|-----------------------------------|---------|--------|---------|---------|---------|
| Twice Baked Potato Cheddar Cheese | \$ 0.82 | 1 each | \$ 0.82 | \$ 2.49 | \$ 1.67 |
| Twice Baked Potato Sour Cream | \$ 0.82 | 1 each | \$ 0.82 | \$ 2.49 | \$ 1.67 |



A GREAT PLACE FOR FAMILIES

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

August 2rd, 2019

Dear Township/City Clerks and Board Members:

Please note on your 2019 Calendars the following date to discuss the 2020 Fire Department Budget:

- **Thursday, August 15th, 2019 at Blackduck City Hall at 6:00pm**

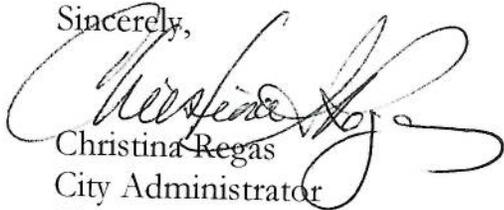
Please encourage all interested parties from your township or city to attend this meeting. If you have questions please contact me, my office phone number is 218-835-4810.

Enclosed is:

- 1. 2019 YTD Expenditures***
- 2. 2020 Budget will be presented at meeting date.***
- 3. Proposed Payment for 2020 will be presented at meeting date.***
- 4. Market Value of Structures report***
- 5. Listing of Fire Calls YTD 2019***
- 6. February 28, 2019 Annual Meeting Minutes***

Once again, mark your calendars with the 2019 meeting date and please contact myself or Chief Larson with questions.

Sincerely,



Christina Regas
City Administrator
City of Blackduck

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"

2019 Blackduck Fire Department Budget vs Actual through 07/31/2019

| | | 2019 Final Budget | 2019 Actual Expenditures | Revenue to offset YTD Total: | 2019 Balance | 2020 Budget |
|-----------------|--------------------------------|----------------------|-----------------------------|---------------------------------|--------------|-------------|
| E 101-42200-103 | Part-Time Employees | \$13,500.00 | \$10,292.00 | \$0.00 | \$3,208.00 | |
| E 101-42200-122 | FICA | \$1,200.00 | \$787.41 | \$0.00 | \$412.59 | |
| E 101-42200-124 | Fire Pension Contributions | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-200 | Office Supplies (GENERAL) | \$200.00 | \$0.00 | \$0.00 | \$200.00 | |
| E 101-42200-205 | Heating Fuel | \$2,000.00 | \$79.50 | \$0.00 | \$1,920.50 | |
| E 101-42200-206 | Electricity | \$5,000.00 | \$4,030.96 | \$0.00 | \$969.04 | |
| E 101-42200-207 | Computer Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-208 | Training and Instruction | \$2,000.00 | \$360.00 | \$1,200.00 | \$2,840.00 | |
| E 101-42200-210 | Operating Supplies (GENERAL) | \$1,000.00 | \$102.55 | \$0.00 | \$897.45 | |
| E 101-42200-211 | Cleaning Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-212 | Motor Fuels | \$2,000.00 | \$1,050.12 | \$0.00 | \$949.88 | |
| E 101-42200-221 | Equipment Parts | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-222 | Tires | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-223 | Building Repair Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-233 | Uniforms | \$5,000.00 | \$2,229.86 | \$0.00 | \$2,770.14 | |
| E 101-42200-240 | Small Tools and Minor Equip | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | |
| E 101-42200-304 | Legal Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-305 | Medical Fees | \$500.00 | \$136.00 | \$0.00 | \$364.00 | |
| E 101-42200-307 | Management Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-310 | Other Professional Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-321 | Telephone | \$800.00 | \$316.12 | \$0.00 | \$483.88 | |
| E 101-42200-322 | Postage | \$100.00 | \$14.95 | \$0.00 | \$85.05 | |
| E 101-42200-323 | Radio/Communications Expenses | \$3,250.00 | \$1,848.30 | \$0.00 | \$1,401.70 | |
| E 101-42200-331 | Travel Expenses | \$250.00 | \$0.00 | \$0.00 | \$250.00 | |
| E 101-42200-351 | Legal Notices Publishing | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-352 | General Notices and Pub Info | \$50.00 | \$0.00 | \$0.00 | \$50.00 | |
| E 101-42200-361 | General Liability Ins | \$250.00 | \$235.56 | \$0.00 | \$14.44 | |
| E 101-42200-362 | Property Ins | \$950.00 | \$908.00 | \$0.00 | \$42.00 | |
| E 101-42200-363 | Automotive Ins | \$2,000.00 | \$1,242.00 | \$0.00 | \$758.00 | |
| E 101-42200-366 | Workers Compensation Insurance | \$6,000.00 | \$5,182.75 | \$0.00 | \$817.25 | |
| E 101-42200-367 | Unemployment Paid | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-401 | Repairs/Maint Buildings | \$3,750.00 | \$602.32 | \$0.00 | \$3,147.68 | |
| E 101-42200-404 | Repairs/Maint Machinery/Equip | \$13,000.00 | \$2,125.11 | \$0.00 | \$10,874.89 | |
| E 101-42200-420 | Tower Lease | \$500.00 | \$0.00 | \$0.00 | \$500.00 | |
| E 101-42200-425 | Depreciation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-433 | Dues and Subscriptions | \$100.00 | \$135.00 | \$0.00 | (\$35.00) | |
| E 101-42200-437 | Bad Debt Expense | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-500 | Capital Outlay (GENERAL) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-520 | Buildings and Structures | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-550 | Motor Vehicles | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-580 | Other Equipment | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | |
| E 101-42200-701 | Transfer to General Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-42200-708 | Transfer to Fire Dept Reserve | \$30,000.00 | \$30,000.00 | \$0.00 | \$0.00 | |
| | | \$96,400.00 | \$61,678.51 | \$1,200.00 | \$35,921.49 | \$0.00 |

2020 Proposed Budget (estimated with 2019 budget)

| Government Unit | 2020 Proposed Budget | 2019 Market Value of Structures | Percentage of Total Evaluation | Annual Charge |
|-----------------|----------------------|---------------------------------|--------------------------------|---------------|
| Hines | \$96,400.00 | \$34,134,000.00 | 24.47% | \$23,589.17 |
| Hornet | \$96,400.00 | \$8,317,400.00 | 5.96% | \$5,747.95 |
| Birch | \$96,400.00 | \$7,055,700.00 | 5.06% | \$4,876.02 |
| Summit | \$96,400.00 | \$10,157,900.00 | 7.28% | \$7,019.88 |
| Taylor | \$96,400.00 | \$7,992,300.00 | 5.73% | \$5,523.28 |
| Hagali | \$96,400.00 | \$23,398,600.00 | 16.77% | \$16,170.20 |
| O'Brien | \$96,400.00 | \$2,438,600.00 | 1.75% | \$1,685.26 |
| Tenstrike | \$96,400.00 | \$8,984,200.00 | 6.44% | \$6,208.76 |
| Funkley | \$96,400.00 | \$256,300.00 | 0.18% | \$177.12 |
| Langor | \$96,400.00 | \$8,442,500.00 | 6.05% | \$5,834.41 |
| Moose Park | \$96,400.00 | \$2,597,100.00 | 1.86% | \$1,794.79 |
| Blackduck | \$96,400.00 | \$25,718,100.00 | 18.44% | \$17,773.15 |
| | \$96,400.00 | \$139,492,700.00 | 100.00% | \$96,400.00 |

| City/Township | State Code | Estimated Market Value (Buildings) - Payable 2019 R & P & M Total | Estimated Market Value (Buildings) - Payable 2019 R & P & M Less Exempt |
|-------------------|------------|--|--|
| City of Blackduck | 200 | 45,446,200 | 25,718,100 |
| City of Funkley | 400 | 256,300 | 256,300 |
| City of Tenstrike | 2200 | 10,834,500 | 8,984,200 |
| Birch | 5 | 7,085,200 | 7,055,700 |
| Hagali | 13 | 23,910,300 | 23,398,600 |
| Hines | 15 | 35,283,300 | 34,134,000 |
| Hornet | 16 | 8,363,500 | 8,317,400 |
| Langor | 20 | 8,480,600 | 8,442,500 |
| Moose Park | | | |
| O'brien | 28 | 2,438,600 | 2,438,600 |
| Summit | 37 | 10,221,800 | 10,157,900 |
| Taylor | 38 | 8,038,400 | 7,992,300 |
| Total | | 160,358,700 | 136,895,600 |

2019 Fire Department Incident Report

| Incident # | DOI | Address - Name - Location | City or Township | Description | Fire/Accident | Action |
|------------|-----------|----------------------------|------------------|--|---|---|
| 1901 | 1/16/2019 | County Road 13 | Squaw Lake | Dispatched and cancelled en route | alarm for large unknown fire in the woods east of Inaska Crp 13 | cancelled response (controlled burn) |
| 1902 | 1/19/2019 | 605 2nd Street | Bemidji | Cover assignment, standby, moveup | assistance, other mutual aid needed for a structure fire in Bemidji | BDC fire stage at Bemidji firehall respond at needed |
| 1903 | 1/24/2019 | 24873 Evers | Tenstrike | carbon monoxide, detector activation, no CO | suppression systems and services, other | alarm for CO @ residence, occupants were out of home, alarm was faulty, new detector provoked |
| 1904 | 2/3/2019 | 152 Margaret Ave | Blackduck | sprinkler activation, no fire - unintentional | mutual aid requested for structure fire | no fire, residents were evacuated, sprinkler system shut down (frozen pipe) |
| 1905 | 2/14/2019 | 581 Main Street | Kelliher | Dispatched and cancelled on route | restore fire alarm system - nursing home | |
| 1906 | 2/16/2019 | 172 Summit Ave | Blackduck | detector activation, no fire - unintentional | restore fire alarm system - nursing home | |
| 1907 | 2/19/2019 | 22636 Gill Lake Loop | Tenstrike | extrication of victim(s) from vehicle | extricate, disengage | general alarm at Good Sam was found to be overheated crack pot, unplugged and reset alarm |
| 1908 | 3/29/2019 | 28392 Obrien Creek Rd | Hines | building fire | mutual aid - extinguishment by fire service personnel investigate | alarm for accident w/injuries. Removed victim from pickup & assisted EMS, controlled traffic until clear |
| 1909 | 4/11/2019 | Hwy 72 | Blackduck | passenger vehicle fire | fire control or extinguishment, other | alarm for small grass fire (mile marker 2) |
| 1910 | 4/24/2019 | 16675 Sharp Brock Rd | Hines | brush/brush & grass mixture fire | extinguishment by fire service personnel | vehicle fire, completely engulfed/fire extinguished & removed from roadway |
| 1911 | 5/7/2019 | 406 Diner Calverts Rd | Hines | grass fire | mutual aid provided DNR | small grass fire behind residence/assistance to MS DNR/no fire ring or approved burn container present |
| 1912 | 5/10/2019 | 22277 Tunka River Lake, RS | Hines | brush/brush & grass mixture fire | mutual aid provided DNR | alarm for grass/brush fire at County garage. Extinguished and cleared |
| 1913 | 5/11/2019 | 12940 Neshoh Rd N.E. | Tenstrike | forest, woods or woodland fire | mutual aid provided DNR | fill-in, standby, other/controlled burn behind resident/active MS DNR permit |
| 1914 | 5/12/2019 | 28733 Evers Rd | Hines | brush/brush & grass mixture fire | mutual aid provided DNR | standby/controlled burn out of control & threatening homes/attack line used for protection against impending fire |
| 1915 | 5/12/2019 | 16254 Neshoh Rd | Hines | extrication of victim(s) from vehicle | rescue, removed from harm | |
| 1916 | 5/15/2019 | Neshoh Rd | Hines | rescue, EMS incident, other | search & rescue, other | alarm for one vehicle accident w/possible multiple victims |
| 1917 | 5/18/2019 | 17988 Hines Rd | Hines | false alarm or false call, other | restore fire alarm system - nursing home | general alarm at Good Sam. Was a false alarm/resident pulled alarm |
| 1918 | 5/19/2019 | 172 Summit Ave | Blackduck | Smoke detector activation, no fire-unnecessary | restore fire alarm system - nursing home | alarm for general fire alarm at assisted living. Resident burnt toast & set off alarm |
| 1919 | 5/21/2019 | 152 Margaret Ave | Blackduck | building fire | mutual aid provided | fill in, standby, other / for out of control brush fire that had started house on fire |
| 1920 | 5/21/2019 | 36974 Corral | Kelliher | medical assist, assist EMS crew | assistance, other | |
| 1921 | 5/26/2019 | 81 Oscar Ave | Blackduck | passenger vehicle fire | extinguishment by fire service personnel / investigate | alarm for two vehicle head on collision on Hwy 71 |
| 1922 | 6/21/2019 | Hwy 71 / Sprucewood | Hines | | | |

BLACKDUCK FIRE DEPARTMENT
AND FIREMEN'S RELIEF ASSOCIATION
FIRE PROTECTION/RESCUE 218-835-4803 NON EMERGENCY ORGANIZED IN 1901
P.O. BOX 380 BLACKDUCK, MN

TOWNSHIP ANNUAL MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 28, 2019 6:00PM

MEETING MINUTES

The Blackduck Fire Department Chief Brian Larson held the Annual Meeting of Parties in City Hall on February 28, 2019 at 6:00pm.

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

Roll Call was taken by City Administrator Christina Regas those present included: Fire Chief Brian Larson; City of Blackduck Administrator Christina Regas; Terry Frenzel of Langor Township; Paige Moore of the City of Blackduck; Rob Ingersolt of Hagali Township; Milo Barclay of Hines Township; Jerome Geerdes of Birch Township; and Rachael Merrill of Taylor Township

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

1. OLD BUSINESS –

- a. **2018 ACTUAL EXPENDITURES** – Fire Chief Larson requested questions on the 2018 actual expenditures line items.
 - i. **Overbudget item lines** – Regas noted the radio/communication budget was over due to some new reprogramming needed at year end.
 - 1. **Active 911** – Chief Larson touched on how the pagers are still the most reliable way of being notified for fire calls. Larson stated the County is still working on resolving issues with volunteers being paged out and not receiving the Active 911 consistently on all calls. Larson stated the alpha numeric pagers are still working for the department.
 - ii. **Building Repairs** – Regas noted to the townships that the fire hall has two new propane heaters, new seals on the overhead doors, and new led lighting fixtures throughout.
 - iii. **Summary** – Hines noted their board met and was in agreement that the budget has been handled very well recently.
- b. **2019 BUDGET** – Regas reported that the budget is very similar to 2018. There shouldn't be too many questions regarding it. Regas noted the budget reviewed in August is still the same and noted 2019 is the first-year townships will pay based on market value without any chargeable calls affecting the formula.
- c. **2019 KOPP** – Regas asked if there were further questions regarding the formula.
- d. **YTD 2018 FIRE DEPT. INCIDENT REPORT** – Regas reported there are 4 calls missing from the incident report for 2018 and it will be updated and reported to the townships when minutes are sent after the meeting. It was asked if a request from another department is made for mutual aid if Blackduck fire charges that department for the aid. Larson reported that all mutual aid is derived by the department that is needed, however, contracts for charging other agencies for mutual aid are only with the Federal agency and DNR. Nothing further.

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MEETING MINUTES

e. **Other Old Business** - Chief Larson updated the towns on where the department stands on the update to ARMER. Larson reported the county has been pressuring the fire departments to update and has told the departments that they would like to stop supporting 800mhz in 2025. Larson stated all the fire departments for 3-4 years have been attempting to acquire a grant to assist in paying to upgrade to ARMER. Larson stated a new round of grant requests have been sent in with a new grant writer and includes not only the department of Beltrami County but also a few from Clearwater County. Townships asked if it is costing the County money to keep the system the way it is to continue supporting VHF. Larson reported that Beltrami County was one of the last counties to upgrade to ARMER and law enforcement went because all other agencies had already made the move. Larson further stated how the departments are at 3rd generation VHF and that move was just recent. Larson stated the state will never take town the infrastructure unless they found a way to replace it. Larson stated there are statutes that still mandate having VHF channels so it will not come down for some time.

i. **Grant request** – Larson reported the new grant request has been maxed out to \$1.2million which covers all departments applying and makes all agencies NFPA compliant meaning every seat on every truck has a radio. In the past the departments have been applying for the grants for what was affordable only and supports the current staff of the department. This time the grant was written for 21 radios and base stations for Blackduck. If awarded the match is 10% for each agency. Larson was informed that although the grant applies for all seats to receive radios, an agency can write a hardship letter stating the agency cannot afford to purchase the full NFPA compliant amount of radios. Larson stated he has always been very hesitant to apply for the full compliant amount knowing how much it would cost. Larson recapped by stating the 10% match for the Blackduck agency (\$80,000) would cost the department \$8,000 to cover what he believes is the correct need for the department. Larson stated the agencies would not know if the grant is funded until fall of 2019. The grant would replace 12-13 handhelds, 1 in every truck and a base station.

Larson repeated that the fire departments do not want to be 'bullied' by the county to update until it is affordable. Regas stated that the grant notification may not be know by the August township meeting. Regas further stated the townships could speak to their County Commissioners speaking to the need of the smaller communities. Larson reported the Ambulance is also under a large amount of pressure to go to ARMER as well. Barclay of Hines Township asked if the department has considered increasing the budget up each year to set aside the funds to support the 10% match so that it doesn't become a large expense. Regas reported that the City will need to begin looking into increasing the budget beginning in 2020. Regas stated matching the grant does not appear to be a large cost the department could not afford, however, if the grant was not funded then the whole amount of the switch to ARMER would need to begin being depreciated annually to fund the switch if the 2025 date becomes a reality. Larson stated this issue has become very political to the County and that they have noticed the need for the funding for the agencies. Larson stated before Hodapp

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TOWNSHIP ANNUAL MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 28, 2019 6:00PM

MEETING MINUTES

retired he began working on a Roof Tax to fund the capital replacement for all this infrastructure but is not know if the current Sheriff will continue. Hines strongly suggested the department work to begin depreciating the cost(s) each year. Larson would prefer to see if the department get the grant this fall. Regas stated she would prefer to wait until the 2020 budget to look towards levy more for the capital replacement of ARMER. Nothing further at this time.

2. **NEW BUSINESS –**

- a. **SCBA Replacement** – Chief Larson stated the department is not NFPA compliant on the SCBA's but they work and support the department but not for much longer. Chief Larson and Regas will go with WSN in the Summer of 2019 to write a stand-alone grant request for replacing all 21 air packs and 42 bottles. Larson stated the cost for full replacement would run about \$160,000 and the department would need to fund the grant at a 10% match or \$16,000. Larson stated if funded the grant would not be awarded until 2020. Larson noted that the AFG and stand-alone grant could both be awarded at the same time and cost a total of \$24,000 in matching funds. Hines stated again how important it will be for the towns to begin to levy now for part of the needed funds instead of being hit with the full amount. Larson stated the feds want all departments to be equipped with the best equipment and items like SCBA's and personal safety are being funded more than other requests. Regas stated she can add what the full amount of both grant matching amounts to the base budgets for the townships to see what it would increase their budget in 2020 if approved. Hagali asked if the department has reserves to cover the match. Regas stated yes there are some funds that are set aside if the towns needed to 'pay-back' the funds if needed sooner. Larson stated the funds would not be awarded immediately, so the 10% match would not need to be funded until 2020. Regas stated the City could fund the 10% if needed if it came to it. Larson stated the department would not put the townships in a bind. Larson stated the packs are still being supported by SCOTT and they will support the volunteers. Hines stated the safety of the department is far ahead of the money, and there is no need to use outdated equipment if it isn't safe. Hines stated if the department needs something to not be afraid to ask. Larson was grateful for the gesture.
- b. **Other Business –**
 - i. **2018 Budget Excess** -Hines asked what was done with the funds not used in 2018. Regas stated that after the audit if there is still funds leftover it will be either moved into reserves. Hines town board requested to move any remaining funds to the truck fund. Nothing further.
 - ii. **Pull tab Funds** – Hagali asked where the revenue from the pull-tabs ends up. Larson stated it doesn't go to the department and is controlled by the Relief Association. Larson stated the State of MN regulates that at least 30% of your total has to be given out and that is the minimum. Larson states the relief gives away 40-50% of the funds noting a large charitable amount is given to the City of Blackduck into a 'special equipment fund' and then the rest is paid down by giving funds to other organizations in the community. Larson stated that since the relief has begun it has given to the City over \$500,000 and the funds have been able to lower the townships levy emensily. Larson stated the Relief feel very strongly that the

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TOWNSHIP ANNUAL MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 28, 2019 6:00PM

MEETING MINUTES

donation to the City is best served to the whole surrounding area. Assistant Chief Frenzel stated it becomes a large tax break to the townships by donating those funds to the City. Larson stated that money much be spent for equipment for the department so it can serve the whole fire district. Frenzel noted if the City needed to use funds for the grant match it would come from that fund. Regas noted how some large equipment repairs have come from those funds donated to the City. Nothing further.

Moved by Hines Township and seconded by Taylor Township to adjourn the meeting at 7:04pm. Motion passed.

Meeting minutes submitted by Christina Regas City of Blackduck Administrator.



CITY OF BLACKDUCK RESOLUTION NO: 2019-11

RESOLUTION APPROVING AN OFF-SITE GAMBLING LICENSE FOR THE BLACKDUCK FIRE RELIEF ASSOCIATION

WHEREAS, the Blackduck Fire Relief Association has made application with the Minnesota Gambling Control Board to conduct an off-site gambling for bingo games to be held on August 17th, 2019 at the Wayside Rest Park; and

WHEREAS, Blackduck Fire Relief Association has submitted said application to the City Council of the City of Blackduck, and the application was reviewed by the City Council at a public meeting conducted August 5th, 2019,

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Blackduck hereby approves the application for an Off-Site Gambling License for bingo, for the Blackduck Fire Relief Association, to be held on August 17th, 2019, at the Wayside Rest Park located at 72 Frontage Road.

Adopted by the City Council on August 5th, 2019

Rudy Patch, Mayor

Christina Regas – City Administrator

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: Blackduck Firemens Relief License Number: 01944
 Address: 33 Margaret Ave City: Blackduck, MN Zip: 56630
 Chief Executive Officer (CEO) Name: Terry Frenzel Daytime Phone: 218-556-1654
 Gambling Manager Name: Scott Geendes Daytime Phone: 612-201-5375

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 08/17/19 to 08/17/19

Check the type of games that will be conducted:

Raffle Pull-Tabs Bingo Tipboards Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: Blackduck Wayside Rest

Street address and City (or township): 72 Frontage Rd, Blackduck Zip: 56630 County: Beltrami

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

Yes If yes, a lease is not required.
 No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

CONTINUE TO PAGE 2

AUG 05 2019

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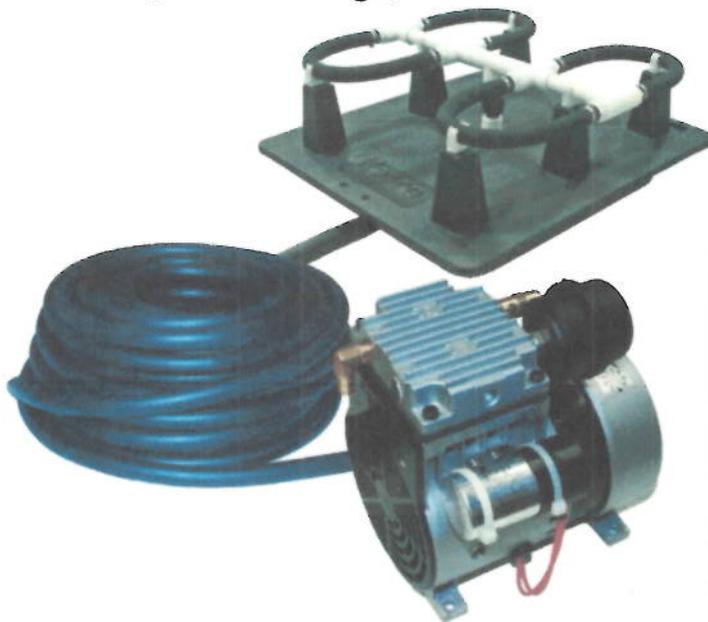


(<https://order.store.yahoo.com/yhst-78665145101531/cgi-bin/wg-order?yhst-78665145101531>)

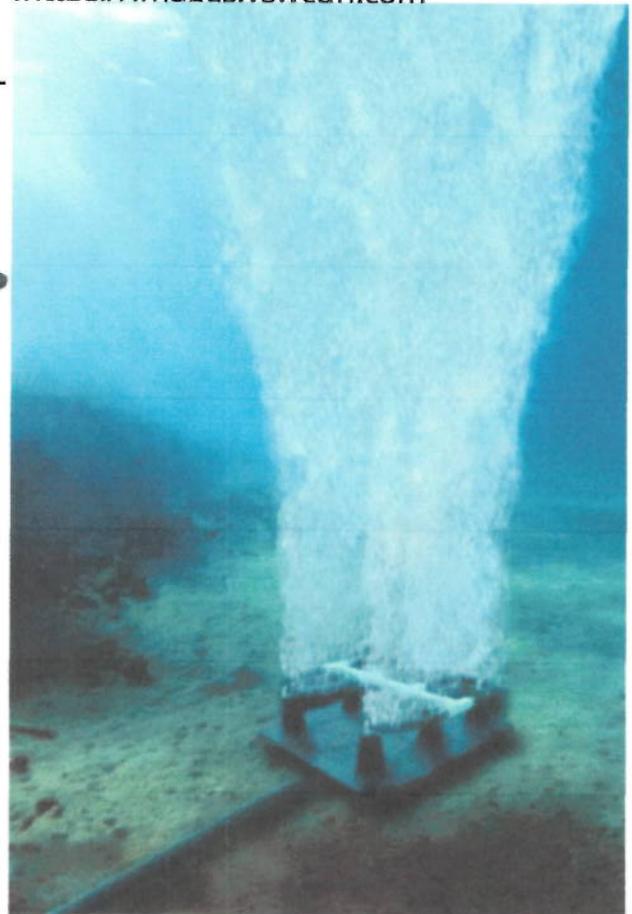
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(<https://images.yswcdn.com/3870899571233521216-ql-85/1000/885/ay/yhst-78665145101531/kasco-robust-aire-pond-aeration-system-ra1-59.gif>)



(<https://images.vswcdn.com>





Kasco Robust Aire Pond Aeration System - RA1

ITEM #: RA1-NC

★★★★★ 2 Reviews

See 6 Questions & 6 Answers

OUR PRICE: \$998.00

SELECT OPTIONS:

- Kasco Robust Aire Aeration System w/ mounting bracket & fan (no cabinet) 115v RA1-NC **\$998.00**
- Kasco Robust Aire Aeration System w/ mounting bracket & fan (no cabinet) 230v RAH1-NC **\$998.00**
- Kasco Robust Aire Aeration System w/ post mount cabinet 115v RA1-PM **\$1,397.00**
- Kasco Robust Aire Aeration System w/ post mount cabinet 230v RAH1-PM **\$1,397.00**
- Kasco Robust Aire Aeration System w/ large cabinet 115v RA1 **\$1,926.00**
- Kasco Robust Aire Aeration System w large cabinet 230v RAH1 **\$1,926.00**

QTY: 1  **ADD TO CART**

Estimated Arrival:
5 to 7 business days

Free Shipping on Orders Over \$99

✓ Best Price Guarantee | Return Policy

Pond Calculator
(Surface Area and Volume)
(pond-calculator.htm)

^ HIDE ACCESSORIES FOR THIS PRODUCT

ADD:



Kasco Marine Robust Aire Diffuser 1-15 CFM
(kasco-marine-robust-aire-diffuser-1-15-cfm.html)

\$217.50

QTY: 1

aire-diffuser-1-15-cfm.html)

ADD:



3/8" Weighted Pond Aeration Tubing - 100' roll (l3pvc5.html)

\$120.0

QTY: 1

ADD:



5/8" Weighted Pond Aeration Tubing - 100' roll (pond-aeration-air-tubing.html)

\$199.0

QTY: 1

ADD:



3/8" I.D. Polyethylene Non-Weighted Aeration Tubing - 100' roll (pt031.html)

\$35.0

QTY: 1

DESCRIPTION

REVIEWS

QUESTIONS & ANSWERS

Introducing the Kasco Robust Aire complete pond aerator kits. If you own a deep pond (8 to 50 feet deep) then our **Kasco Robust Aire Pond aeration system** is your best option. This aeration system is ideal to eliminate foul odors and reduce the presence of excess nutrients. It also improves and expands the oxygenated habitat for the fish and oxidizes organic bottom muck that often accumulates at the bottom of deep ponds.

Product Description:

- The Kasco Robust-Aire pond aerator diffusers are the most efficient on the market and create water flow to aerate your pond.
- Diffusers are designed to provide a fine air bubble with the least amount of pressure.
- The base is made of thick HDPE plastic and a locking fill plug allows you to fill it with pea gravel, or other weighted substrate. It has a raised design that keeps the diffusers performing at an optimal level above the pond bottom. A durable, bolted, strain relief attachment ensures that the weighted tubing will not become detached during installation or maintenance.
- A check valve with Viton seals keeps water from entering the tubing when the system is not operating.

This system includes:

- 1 Teich-aire KM-60 1/4 HP piston compressor
- One, 100-foot roll of 3/8 inch Sure Sink weighted tubing
- Robust Aire diffuser assembly
- Post Mounted Cabinet (optional)

Enclosures:

The Kasco RA1 Pond Aerator System is available with three options for enclosures:

Large Base Mount Cabinet

- Dimensions are 24" x 18" x 20"H
- 120 volt receptacle or a 240 volt junction box
- A single cooling fan provides 110 CFM ventilation
- Compressor is mounted at the factory in the cabinet which is provided with acoustical foam and a keyed cabinet lock.

Post Mounted Cabinet is mountable on an exterior wall or wooden post.

- Dimensions 19" x 12" x 12"H.
- 120 volt receptacle or a 240 volt junction box.
- A single cooling fan provides 110 CFM ventilation.
- Compressor is mounted at the factory in the cabinet which is provided with acoustical foam and a keyed cabinet lock.

No Cabinet:

This is desired when installing the compressor system in your own structure. Compressors need to be kept out of the weather in a well-ventilated area. A galvanized mounting bracket system is included with each compressor to allow mounting to a floor, wall, or pedestal. Rubber mounting feet and all hardware are included as well. Remote manifold is easily mounted via wood screws.

Sure Sink Weighted Tubing

Available in easy to handle 100 foot coils. RA systems 1-3 include 100 feet of 3/8 tubing for each diffuser. Each coil is boxed and includes our full packet of barbed connectors and adapter fittings, and all-stainless steel tubing clamps. You will be prepared to make any connection necessary with the tubing kit. Additional 3/8 or 5/8 Sure Sink weighted tubing is available when additional length is needed.

Robust-Aire Rocking Piston Compressors

- Provide efficient, continuous-duty operation with minimal maintenance and quiet operation. Units are extremely quiet.
- 25 psi pressure relief valve
- Air filter with replaceable cartridge
- Sound level is less than: 70 dB without cabinet (Window air conditioner), 65 dB with cabinet and acoustic sound proofing (Normal conversation)
- Safely starts under pressure. Maximum operating depth 40 feet.

Warranty: Two year complete warranty on all parts.

Advantages of Using a Robust-Aire System

- No electricity in the water. This can be especially important where swimming is allowed.
- No floating equipment at the surface. Boating is not hindered and the natural view of the lake can be enjoyed.
- No electricity needed at the edge of the pond or lake. Robust-Aire can be remotely installed away from the water's edge. Air can be delivered to the water's edge instead of electricity. This can result in an installation cost savings. This option may be preferred where it is more convenient to have the compressor system consolidated with other equipment.
- Robust-Aire is more effective at aerating deeper waters than a floating fountain or high-volume surface aerator. Robust-Aire becomes effective at 8 feet of depth and increases efficiency with respect to water flow at the water deepens. Water is pumped directly from the bottom, all the way to the top. Robust-Aire compressors can inject air 50 feet deep!
- Robust-Aire is cost effective to purchase and operate for larger surface areas. These systems can effectively destratify and aerate deep lakes with much lower equipment costs and energy consumption. Robust-Aire systems are the most efficient on the market.
- Low maintenance. Most maintenance and inspection may be conducted onshore. Rocking piston compressors do not require internal maintenance as often as other compressors.

| Robust-Aire System | Pond Size (surface area) | #Diffuser Assemblies | 120v/240v | CFM @ 10 PSI | Sure Sink Weighted 3/8" Tubing | Maximum Depth |
|--------------------|--------------------------|----------------------|-----------|--------------|--------------------------------|---------------|
| RA1 | 1.5 | 1 | 2.5/1.2 | 3.7 | 100 feet | 50 feet |

| | | | | | | |
|-----|-----|---|---------|-----|----------|---------|
| RA2 | 3 | 2 | 2.5/1.2 | 3.7 | 200 feet | 50 feet |
| RA3 | 4.5 | 3 | 5.1/1.8 | 5.1 | 300 feet | 50 feet |

*Feel free to call us if you are unsure of what kit to purchase and we will be happy to assist you: **1.888.775.2402***

Try It Today Risk Free with Our Unbeatable Warranties!

*Stock is limited. Order today to ensure availability.

Order Your System Now and Keep Your Pond Clear!

JOIN OUR NEWSLETTER // *Special email offers and more!*

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Your Satisfaction is Our Main Concern



CITY OF BLACKDUCK RESOLUTION NO: 2019-12

RESOLUTION ACKNOWLEDGING DONATION FROM THE BLACKDUCK GOLF COURSE MEMBERS

WHEREAS, The City of Blackduck is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens and is specifically authorized to accept gifts, and;

WHEREAS, the City of Blackduck has received a donation of \$705.00 from the Members of the Blackduck Golf Course; and

AND WHEREAS, the members request the donation to fund improvements to the Irrigation System for the purchase of a Pond Aeration System, and

AND WHEREAS, all donations have been contributed to the city for the benefit of its citizens, as allowed by law;

AND WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

NOW THEREFORE BE IT RESOLVED, by the City Council of Blackduck, Minnesota, that the City Council of the City of Blackduck acknowledges and accepts the donation from the Blackduck Golf Course Members for the purpose of improving the irrigation system at the Blackduck Golf Course; and

BE IT FURTHER RESOLVED THAT, the City Council of the City of Blackduck expresses its thanks and appreciation to the members and their long-standing support.

Adopted this 5th day of August, 2019 by the City Council of the City of Blackduck

ATTEST:

Rudy Patch, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2019-13

RESOLUTION APPROVING AN EXCLUDED BINGO LICENSE FOR THE BLACKDUCK AREA CHAMBER OF COMMERCE

WHEREAS, the Blackduck Area Chamber of Commerce has made application with the Minnesota Gambling Control Board to conduct excluded bingo games to be held on October 20, 2019 at the Blackduck Municipal Liquor Store (The Pond), and

WHEREAS, Blackduck Area Chamber of Commerce has submitted said application to the City Council of the City of Blackduck, and the application was reviewed by the City Council at a public meeting conducted August 5th, 2019,

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Blackduck hereby approves the application for a Excluded Bingo License, for the Blackduck Area Chamber of Commerce, to be held on October 20, 2019, at the Blackduck Municipal Liquor Store (The Pond) at 224 Frontage Road.

Adopted by the City Council on August 5th, 2019

Rudy Patch, Mayor

Christina Regas – City Administrator

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: Blackduck Area Chamber of Commerce Previous Gambling Permit Number:
Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any:
Mailing Address: PO Box 373
City: Blackduck State: MN Zip: 56630 County: Beltrami
Name of Chief Executive Officer (CEO): Johnny Walker
CEO Daytime Phone: 218-766-1876 CEO Email: johnny.walker@pbbroadcasting.com
Email permit to (if other than the CEO): christina.regas@blackduckmn.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[] Fraternal [] Religious [] Veterans [x] Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- [] Current calendar year Certificate of Good Standing
[] Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
[x] Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? [] Yes [x] No

If yes, list the dates when bingo was conducted:

The proposed bingo event will be:

- [x] one of four or fewer bingo events held this year. Dates: October 20, 2019
[] conducted on up to 12 consecutive days in connection with a:
[] county fair
[] civic celebration
[] Minnesota State Fair

Person in charge of bingo event: Johnny Walker Daytime Phone: 218-766-1876

Name of premises where bingo will be conducted: Blackduck Municipal Liquor Store - The Pond

Premises street address: 224 Frontage Road

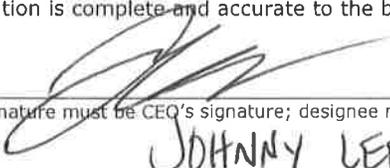
City: Blackduck If township, township name: County: Beltrami

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

| | |
|---|--|
| <p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: <u>City of Blackduck</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> | <p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div> | |
| <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p> | |

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature:  Date: 8/5/19

(Signature must be CEO's signature; designee may not sign)

Print Name: JOHNNY LEE WALKER

MAIL OR FAX APPLICATION & ATTACHMENTS

| | |
|--|--|
| <p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 20px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Call a Licensing Specialist at 651-539-1900.</p> | <p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the LIST OF LICENSEES tab, or call 651-539-1900.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p> |
|--|--|

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.