



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. **August 5, 2019 Council Meeting Minutes**
 - b. **August 19, 2019 Council Work Session Minutes**
 - c. **August 21, 2019 Finance Committee Minutes**
 - d. **August 21, 2019 Planning Commission Meeting Minutes**
 - e. **August 28, 2019 Personnel Committee Meeting Minutes**
 - f. **August 29, 2019 Fire Protection Board Meeting Minutes**
 - g. **August 2019 Fund Balance Report & Bond Payments & Transfers**
 - h. **August 2019 Bills**
 - i. **YTD August 2019 Income Statements**
 - a. **Water, Sewer, Pine Tree Park, and Golf Course**
 - b. **Liquor Store**
 - j. **August 2019 Month End Remittance Report**
 - k. **July 2019 LG216 Lawful Gambling Monthly Rent Report**
 - l. **Final approval – Owner Occupied Residential Housing Rehab Note Wendy Sabor**
 - m. **Final approval – Letter to Liberty Drive residents**
 - n. **Final approval – Proposal for Municipal Rental Code Inspection Services 2020**
 - o. **Final approval – Proposed offer from Administration for revised Labor Agreement between City and Local Union 49**

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. **2018 UTILITY SERVICE LINE REPAIRS REQUEST FOR FORGIVENESS** – Andy Ebert – 56 1st Street SE
 - a. **City documents supporting invoice(s) and letter to owner**
 - b. **City Ordinance #113 (adopted 1977)**
 - c. **City Frozen Service Line Policy (adopted 2015)**

6. **PUBLIC WORKS REPORT** – Mike Schwanke, Public Works Supervisor
 - a. **Resident Request for MnDot Sign/Traffic Control Device – “Vehicle Noise Laws Enforced”**

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

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

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

10. **GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent & Pam Exner, Club House Manager
 - a. Cart Shed – Proposal for rebuild
 - i. **Northwoods Lumber Company Quote**
 - ii. **Other**
 - b. Letters of Support –
 - i. **Keith Olson**
 - ii. **Ladies League**

11. **LIBRARY REPORT** – Kelly Hanks, Head Librarian
 - a. Library Board Meeting – September 17, 2019 @ 6pm @ Blackduck Library

12. **BLACKDUCK BLANDIN GROUP** – Jace Grangruth, Demo Regas, Misty Frenzel, Nate Lien, Leslie Frosaker, and Christina Regas
 - a. [Memorandum of Understanding between Blackduck Blandin Community Leadership Cohort and City of Blackduck](#)

13. **ADMINISTRATOR’S REPORT** – Christina Regas, City Administrator
 - a. [Resolution 2019-14 – Resolution accepting resignation and declaring a vacancy for Council member Sellon](#)
 - b. [Resolution 2019-02 revision 5 – Resolution of annual appointments and designations for 2019](#)
 - c. [Donation Request – Blackduck Area Chamber of Commerce - \\$531.00](#)
 - d. Request for September 16, 2019 Council Work Session – 2020 Budget
 - e. Request September 23, 2019 Special Council Meeting – Adoption of Preliminary Levy for 2020
 - f. Reminder October 7, 2019 Council Meeting

14. **MAYOR AND/OR COUNCIL MEMBER REPORTS** – Mayor Patch & Council

15. **COMMUNITY EVENTS/GOOD THINGS HAPPENING** –
 - a. Blackduck Development Corporation Meeting – September 11, 2019 11am @ Good Samaritan Community
 - b. Blackduck Chamber Meeting – September 18, 2019 @ The Pond @ Noon
 - c. Blackduck Planning Commission Meeting – September 18, 2019 @ 2pm @ City Hall

16. **ADJOURN**



BLACKDUCK CITY COUNCIL MEETING
MONDAY, AUGUST 5, 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. August 5, 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 Gullette

Councilors Absent: none

Staff Present: City Administrator Christina Regas, Liquor Store Manager Shawnda Lahr, Public Works Supervisor Mike Schwanke, Golf Course Superintendent Jim Andersen, and Police Chief Jace Grangruth

Others Present: Blackduck Blandin Cohort Members Leslie Frosaker and Misty Frenzel, Golf Member Kevin Erpelding, Blackduck Area Chamber of Commerce President Johnny Lee Walker, HRDC Finance Specialist Sarah Linda, and City Engineer Curt Meyer

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

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

1. July 8, 2019 Council Meeting Minutes
2. July 22, 2019 Council Work Session Minutes
3. July 22, 2019 Finance Committee Minutes
4. July 23, 2019 Golf Board Meeting Minutes
5. July 25, 2019 Emergency Council Meeting Minutes
6. August 1, 2019 Revolving Loan Fund Committee Minutes
7. July 2019 Fund Balance Report & Bond Payments & Transfers
8. July 2019 Bills
9. YTD July 2019 Income Statements
 - a. Water, Sewer, Pine Tree Park, and Golf Course
 - b. Liquor Store
10. July 2019 Month End Remittance Report
11. June 2019 LG216 Lawful Gambling Monthly Rent Report
12. Final approval – LGA first half payment
13. Final approval – Results of grantee monitoring, Blackduck PFA Project grant #CDAP-15-0050-O-FY16
14. Final approval – Letter of support for the LaunchPad initiative for Greater Bemidji, Inc.
15. Final approval – City of Blackduck Police Chief job description revision

Motion carried unanimously.

BLACKDUCK FORUM –

No one present to speak.



BLACKDUCK CITY COUNCIL MEETING
MONDAY, AUGUST 5, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

REVOLVING LOAN COMMITTEE – Sarah Linda HRDC Finance Specialist

1. Bogart's Repair and Recovery Loan Recommendation – Linda presented the loan recommendation as approved by the Revolving Loan Fund Committee on August 1, 2019. Moved by Councilor Gullette and seconded by Councilor Moore to approve a Commercial Development gap loan in the amount of \$32,000 for 10-years at a finance rate of 5.5% (or aligned with other gap lenders) from the 2018 New Revolving Loan Fund to Ryan and Erica Naughton, Naughton Properties, LLC. Councilor Gullette requested the breakdown of the other gap lenders. Linda reported the total of gap financing would be \$200,000 (*Paul Bunyan = \$56,000; HRFC = \$56,000; Greater Bemidji = \$56,000; City of Blackduck = \$32,000*). Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried with Councilors Sellon, Gullette, Moore, and Kolb voting for and Mayor Patch abstaining. Motion carried.

PUBLIC WORKS REPORT – Mike Schwanke, Public Works Supervisor

1. 2019 Street & Infrastructure Updates – Curt Meyer, City Engineer – Meyer presented council costs associated with the following City streets that are in need of repair.
 - a. Liberty Drive – Meyer reported the catch basin is sinking in Liberty Drive and will need repair. Meyer stated to completely reconstruct Liberty drive it would cost approximately \$518,052. Meyer stated the estimate includes fabric, a heavier section of asphalt, and storm sewer that could potentially be lowered more than the existing and save some of the existing curb. Meyer stated what needs to be completed before winter is to have the Public works department cut out the asphalt around the catch basin inspect the basin see how badly it is tipped and reset it and fill it up with Class 5 for the winter. Meyer further recommended the Council consider more reconstruct over the 2019-2020 winter.
 - b. Croswell Avenue – Meyer reviewed the issue with Croswell with the poor drainage on the sides of the road. Meyer stated the temporary repair will need to be fixed. Meyer recommended the public works department create some drainage on each side of the road down to the corner for the winter then in 2020 dig out the rock and rebuild that section with a possible cross-culvert under the road. Meyer stated Carlson would be in town 8/7/19 to shoot elevations so the ditching can be completed this year and then have the City look for the reconstruction in 2020. Meyer is recommending the City keep the existing Class 5 in the street for winter. Regas recommended having Meyer assemble designs to ask for quotes in the Spring. Meyer stated he would have Carlson work on the designs.
 - c. Northern Avenue – Meyer stated the last 400 feet of Northern Avenue needs a complete reconstruct and recommends adding storm sewer as it does not have it now. Meyer stated the road is so bad much of the water coming down the hill but never enters the catch basin because the gutters are tipped and can't reach the MnDot ditch and so has a subgrade that has been wet. Meyer suggests the City discuss if the investment to reconstruct or do temporary repair is worth the investment. Meyer provided an estimate of \$288,626 and stated the City could also decide to put in storm sewer which would be an additional cost. Mayor Patch asked if there is anything that can be done to that section of road this year. Meyer stated not really and that temporary work is not worth putting money into.



BLACKDUCK CITY COUNCIL MEETING
MONDAY, AUGUST 5, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

Meyer stated it could be bladed out and remove the bituminous but that would be it. Meyer stated that street will be expensive to rebuild. Meyer suggested if the City can get some reclaimed material it could help the road temporarily.

2. Clifford Hanson 449 Main Street – Ditch estimate approval – Moved by Mayor Patch and seconded by Councilor Sellon to approve a quote from Gerit Hanson for \$2,400 to repair the ditch for Cliff Hanson at 449 Main Street N. Motion carried unanimously.
3. Report –

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Auto Fry Budget – Lahr requested the Blackduck City Council approve one of three options to move forward with the auto fry budget. Lahr stated option 1. Is for the used auto-fry and equipment for \$5,302.10 or 2. Purchase a new auto-fry and equipment for \$11,918.76 or 3. Do not approve a budget.

Councilor Sellon asked what timeline did Lahr have to get the Auto-fry up and running. Lahr stated aggressive timeline would be mid-September but is planning to be up before Deer Season in November.

Moved by Councilor Sellon and seconded by Councilor Gulette to approve a budget of \$5,800 to purchase the used auto-fryer needed installation, additional needed equipment and renovations to the kitchen. Motion carried with Mayor Patch voting for, and Councilors Sellon, Gulette, and Kolb voting for, and Councilor Moore abstaining from the vote. Motion carried.

Councilor Gulette urged Lahr and Schwanke to have the project(s) for the auto-fry and sewer line repair happen simultaneously so there are no issues.

2. Sewer Line(s) Updates – Video of Line – Schwanke provided the video of the sewer line under the Pond and provided the information that there is about a 6’ section of pipe that is located under the manager’s office and men’s room. Schwanke provided a map of where the sewer line is located stating half is under the office and the other half under the men’s room. Schwanke stated the issues were determined when the lines were snaked and the first issue was when the taps were clogging up the lines discovering a rag in the line choked the pipe off. Schwanke stated the rag is gone and the entire line looks great with no damage and is now clean. Schwanke stated old City plans for the liquor store appeared the exterior lines could be clay tile and that is not the case. Schwanke stated it was discovered the line is PVC and in a different location than the old plans suggest. Mayor Patch asked how long can the City allow the pipe to have no repair. Lahr stated to her memory the pipe is working better than it ever has. Schwanke stated it should be repaired in a timely and cost-effective plan for the City and recommended waiting until October to repair the line. Schwanke stated he would acquire quotes before. Regas suggested holding a Liquor Committee meeting when quotes are obtained.

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief

1. Report – Chief Grangruth had nothing new to report.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. Fire Protection Annual Budget Meeting – August 15, 2019 @ 6pm @ City Hall – Regas reported the preliminary fire protection packet was mailed out and the meeting date is August 15. Mayor Patch asked why in the report for market values Moose Park



BLACKDUCK CITY COUNCIL MEETING
MONDAY, AUGUST 5, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

Township was highlighted with no number. Regas reported that amount was not received at the point of the meeting from Itasca County. Councilor Moore will be in attendance. Nothing further.

2. Resolution 2019-11 – Resolution approving an off-site gambling license for the Blackduck Fire Relief Association
 - a. LG230 Application to conduct off-site Gambling – Backwoods Bash Bingo Event – Moved by Councilor Sellon and seconded by Councilor Kolb to approve Resolution 2019-11 approving an off-site gambling license for the Blackduck fire Relief Association to provide bingo and the Backwoods Bash on August 17, 2019. Motion carried unanimously.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

1. Irrigation System Pond Aeration System update – Andersen reported finding an aeration system that will work for the back pond in the amount of \$998 plus electrical. Andersen stated the members have raised \$741.65 to pay for the system. Mayor Patch confirmed the members wish to donate to the aeration system. Andersen stated yes and further noted the Ladies League had already purchased new tables and chairs for the pro shop this season. Andersen supplied photos of what the back pond looks like with the number of algae and duck weed that is choking out the irrigation system and stating he is spending 4-5 hours daily cleaning out lines to they can work. Mayor Patch asked if the City Council needs to approve the purchase noting the members have donated so much towards the aeration system the remaining costs should be under the \$500 threshold. Regas confirmed noting the amount donated had only been attained very recent. Andersen stated he is still waiting for the estimate for the electrical install.
 - a. Resolution 2019-12 – Resolution acknowledging donations from the Blackduck Golf Course Members – Moved by Mayor Patch and seconded by Councilor Moore to accept a donation in the amount of \$741.65 for the purchase of a new aeration system for the irrigation pond. Councilor Sellon asked once the system is in will the algae disappear. Andersen stated that oxygen and duck weed do not get along and once in and running for a while there will be limited clean-up. Andersen typically applying some chemicals to deter it in the Spring too. Andersen stated the installed aeration system will lower the chemical budget. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried.
2. Cart Shed – Mayor Patch proposed the Council consider rebuilding the existing cart shed at the Golf Course, noting the state of the shed is a safety hazard for our customers and members. Erpelding noted the safety of the members using the shed for their carts makes him uncomfortable but also if a large storm brings the shed down onto members carts the liability could be large for the City. Erpelding further stated from an aesthetic perspective the shed looks bad as well. Patch is proposing the City authorize bringing down the existing shed, and build a new pole barn building 28' x 96' x 8' which is larger than the existing. Patch stated he requested Schwanke look at the ground in the existing shed to see if any updates could be made to the material. Schwanke reported he did not believe any improvements should be made cautioning that the shed appears to be unsafe. Patch stated the City receives \$210/each person that rents for the summer. Regas



BLACKDUCK CITY COUNCIL MEETING
MONDAY, AUGUST 5, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

reported having a larger shed would allow the City carts and member carts to all be stored inside. Sellon asked how much larger is the proposed replacement shed. Erpelding stated 16' longer and 4' wider than the existing. Patch stated storing the City carts inside would extend the life of the carts. Patch is proposing the City Council approve an internal loan from the revolving loan fund (new) and pay back over 10-years the amount estimated of \$34,063.57 + labor + ground material (\$1300 asphalt or \$1900 granite). Erpelding stated a new cart shed would allow the season storage fee to increase from \$210. Andersen stated he knows of many golfers that will not store their carts in the City shed due to its state. Councilor Kolb asked how many carts are in the shed that is, "falling down". Andersen stated there are 14 member carts in the shed. Kolb asked how many members go in and out of the building every day. Andersen stated 7 members daily but he is concerned for his staff as well. Kolb stated the City has potentially 7 life lose possibilities everyday and the City knows there are issues with the shed but we still allow people to go in and out of the shed. Andersen stated yes. Kolb stated that is unacceptable and that no one should be going in and out of the doors. Gullette stated over the years when there has been damage to the shed has there been insurance claims. Regas stated yes but never enough to rebuild the shed just repair it. Gullette asked how much space does the City public works gain if the city carts are not stored in the maintenance building in the winter. *It was corrected at this point by Regas that the City carts ARE NOT stored in the winter in the maintenance building any longer but, in the cart, shed after the members carts are removed at end of season.* Moved by Councilor Sellon and seconded by Councilor Kolb to table the discussion regarding replacing the existing cart shed with a new one until the next work session. Motion carried unanimously.

Regas wished to go on the record to recommend all the golf members be notified of the City plan to bring down the existing cart shed before the end of season regardless of a rebuild. Councilor Kolb recommended removing the carts today and find a new way to secure them. Regas stated removing the cart shed will take many volunteers. Kolb stated replacing all the carts in the event of the shed coming down will be a large lawsuit and should be avoided.

3. Report – Andersen reported the Al Gerner Family dedicated the Senior Tee Box #6 and the family was extremely pleased with the plaque and tee box. Andersen stated Exner reports July sales were very good contributing much of the sales to the Ladies Night Scramble stating the highest attendance at 52 golfers. Andersen stated the next Ladies Night is August 23, 2019 and they are hoping for higher numbers. Mayor Patch asked for a report on the Trim Mower now that both reel motor have been replaced. Andersen stated it is working just fine and is pleased to report the cut is exceptional.

LIBRARY REPORT – Kelly Hanks, Head Librarian

1. Library Board Meeting – August 20, 2019 @ 6pm @ Blackduck Library
2. Report – Schwanke stated the air conditioner was installed and the quote did include the line set and stated Juelson's went above and beyond to keep the costs to the bid.

BLACKDUCK BLANDIN GROUP – Jace Grangruth, Demo Regas, Misty Frenzel, Nate Lien, Leslie Frosaker, and Christina Regas



BLACKDUCK CITY COUNCIL MEETING
MONDAY, AUGUST 5, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

1. Pine Tree Park Swim Beach Proposal – Grangruth, Frenzel, and Frosaker were present to request permission to continue working towards building a swim beach at Pine Tree Park. Grangruth reviewed the location would be off the snowmobile trail which is the old lake road and a natural low area. Grangruth stated the Blandin group has met with representatives from the DNA, Beltrami County, and Eco-water and the Hines Township and has verbal go ahead the location is a good spot. Grangruth stated the group has approval to clear trees in a 75’ area and reviewed some preliminary details to include parking, picnic areas, and proposed annual costs to the City for maintenance. Grangruth stated the area is already being used as a swimming hole and the Blandin group plans to make it safer and improve the facility. Councilor Kolb asked if there would be buoies that would mark off the swim area so that boats don’t go into the area while kids are swimming. Grangruth stated the area is already a natural area blocked off by bulrushes every year. Kolb stated his concern for not wanting kids on floaties drifting off into the lake area where they can get hurt. Regas reported liability insurance was looked into and the adjuster asked if the swim beach would have a lifeguard. Regas reported there would be no lifeguard however that would not stop the City from having coverage at a minimum cost annually. Regas stated the insurance increases when the revenue for the park increases. Grangruth stated everyone he speaks to they ask if there is a public beach on Blackduck. Grangruth believes if there were a swim beach not only would the revenue at the park increase but also at the golf course.

Councilor Sellon asked how much of the project would need to be funded by the City. Grangruth and Frosaker reported there would be some funds available from Blandin but there would be other available. Frenzel stated after the time put into the project by the Blandin Group already and the training attended, the Blackduck Group wanted to stop and get feedback from the City to know if the project should continue or not. Grangruth stated it would be great if some of the creation of the project could be supported by the City by utilizing some of the City equipment and funding. Councilor Gullette stated the group was ‘on to something and was in favor of the project.’ Mayor Patch asked for the feedback of Schwanke. Schwanke stated he is all for it. Patch asked if Schwanke believes there will be a large financial cost involved. Schwanke did not believe it would be much. Councilor Moore asked if the clean up with the tree removal could be a City-wide volunteer event. Frenzel stated so much brain storming has happened already that she knows there will be reports to the City routinely to keep everyone informed. Frenzel further asked if the City would be in favor of using funds that already exist for planning purposes.

Moved by Councilor Sellon and seconded by Councilor Moore to approve the Blackduck Blandin Group to continue working on the project to build a swim beach located at Pine Tree Park. Frenzel asked the Council if City funds for Pine Tree Park could be committed to assisting in the planning process for additional updates to the park after the beach is created. Regas encouraged the group to stay updated with the Council on time-lines and project planning. Grangruth stated he would like to see trees marked off be harvested this fall and continued work in 2020. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

ADMINISTRATOR’S REPORT – Christina Regas, City Administrator



BLACKDUCK CITY COUNCIL MEETING
MONDAY, AUGUST 5, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

1. Resolution 2019-13 – Resolution Approving an excluded bingo license for the Blackduck Area Chamber of Commerce - Application to Conduct Excluded Bingo – Blackduck Area Chamber of Commerce

Moved by Mayor Patch and seconded by Councilor Moore to approve Resolution 2019-13 approving an excluded bingo license for the Blackduck Area Chamber of Commerce. Johnny Lee Walker presented a way to raise funds to substitute the monthly Chamber Taco Night at the Pond for the winter lighting projects. Walker stated the Chamber plans to hold a trial event October 20, 2019 at the Pond. Mayor Patch asked why the chamber is only applying for one date in 2019 when they could apply for up to four. Regas stated the Chamber wishes to try one in quarter four of 2019 and then apply again in 2020. Regas further stated the 2019 date would be held on a Sunday to encourage traffic into the Pond in a month when traffic is typically low. Walker asked Regas to explain ‘excluded bingo’. Regas stated excluded bingo allows non-profits to hold bingo that do not have a full gambling license like the Blackduck Fire Relief. Regas continued stating all the legal equipment and auditing still need to comply with state regulations. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

3. Reminder August 8, 2019 MCFOA Meeting in Hallock, MN – Christina -
4. Reminder August 13, 2019 Blandin Workshop in Northome, MN – Christina & Jace
5. Reminder August 19, 2019 Council Work Session
6. Request August 19, 2019 Finance Meeting
7. Request August 20, 2019 Personnel Meeting
8. Reminder September 9, 2019 Council Meeting

MAYOR AND/OR COUNCIL MEMBER REPORTS –

1. Mayor Patch – Beltrami County Waste Management needs curbside recycling. Patch discussed if Blackduck needs mandatory recycling and offer it to the residents. Patch offered the discussion of the Council to begin offering this service to the residents and how that could begin. Patch stated in the Metro areas the Cities make it mandatory and pick it up or contract the pick-up. Councilor Kolb asked if that would need support of the residents first before it is adopted. Regas stated the City would need to adopt an Ordinance with applicable fees. Councilor Gulette stated waste management has nothing to do with the County. Kolb asked how much residents pay for ‘trash removal’. Regas stated they don’t but it is included in the County fees on the property taxes. Kolb agreed but stated the residents already pay to dump trash now. Regas stated the property tax fee is for removal of solid waste. Kolb understand and further stated that if residents wished to have their recycling/trash picked up by the City then a monthly fee would need to be charged. Regas confirmed. Kolb asked how Blackduck could enforce the pick up of recycling in that manner. Regas confirmed Kolb statement and further stated since Beltrami County allows its residents to ‘make a choice’ to recycle or not it would be difficult to enforce at a City level. Kolb confirmed and stated that since residents already pay a fee on the property taxes, enforcing an additional fee at the City level would be difficult. Regas stated until Beltrami County changes what they are doing it will be difficult for the City to enforce it.

COMMUNITY EVENTS/GOOD THINGS HAPPENING – Regas read into the public record upcoming events.



BLACKDUCK CITY COUNCIL MEETING
MONDAY, AUGUST 5, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

1. Blackduck Development Corporation Meeting – August 14, 2019 11am @ Good Samaritan Community – Regas reported the parking lot for Sanford would be starting construction this week.
2. Blackduck Backwoods Bash – August 17, 2019 – All day – Regas supplied Council a tri-fold flyer with all the events of Backwoods Bash. Mayor Patch confirmed attendance of the Blackduck City Council in the Bash Parade. Patch has secured a trailer, Regas has ordered banners and stated Landowski offered to drive the City Truck. Regas will create a public notice.
3. Blackduck Chamber Meeting – August 21, 2019 @ Restaurant 71 @ Noon
4. Blackduck Planning Commission Meeting – August 21, 2019 @ 2pm @ City Hall

OTHER NEW BUSINESS – No new business.

ADJOURN – Moved by Mayor Patch and seconded by Councilor Sellon to adjourn the meeting at 8:03pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, AUGUST 19, 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 August 19, 2019.

Roll Call

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

Councilors Absent: Kolb

Staff Present: City Administrator, Christina Regas, Public Works Supervisor, Mike Schwanke, Blandin Group Representative Jace Grangruth

Others Present: City Engineer Curt Meyer WSN, Mark Reineke WSN

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. Liquor Store – Regas and Schwanke provided updates for the following Liquor Store projects:
 - a. Kitchen Upgrades – Regas stated Lahr has purchased the Auto Fry and has had the wall expansion completed.
 - b. Sewer Line repair updates – Schwanke is moving forward with quotes to repair the line and hopes to have numbers for council to review at the September meeting. Schwanke stated all lines are running fine and the liquor store has had no issues.
 - c. Street & Building Signage – Regas stated the additional quotes from signage companies have not been obtained.
 - d. Parking lot – Schwanke stated at this time he is hesitant to put crushed granite on the remaining lot. Schwanke stated he would like to maintain it better than prior years and has removed a frost boil that tears up that area of the lot.
2. Street & Infrastructure Updates – Curt Meyer
 - a. Liberty Drive – Meyer recommended Council consider at the first meeting in October decide if the City will move forward with a full reconstruct. Meyer stated October the TOPO can still be completed regardless if the reconstruct moves forward. Regas asked if Schwanke still planned to correct the catch basin on Liberty. Schwanke stated he will need to cut the asphalt, dig down, reset the catch basin and then repack the area with gravel. Schwanke stated his department should have the time to correct that portion of the street before winter but stated it would only be a band-aid and not ‘fixed’. Meyer stated it would be a temporary fix. Mayor Patch asked if letters should go out to the property owners reminding them to place their sump hoses past the curb so water doesn’t continue to create more issues behind the curb. Schwanke agreed a letter would be a good start. Patch further stated the City could add a



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, AUGUST 19, 2019 @ 6:00PM

WORK SESSION MEETING MINUTES

statement regarding a plan to correct the issues on Liberty in the future. Meyer stated if a full reconstruct is done then the City would add drain tile on the edges that gives a place for the water from the sump pumps to go. Patch requested Regas draft a letter and work with Schwanke on the language. Nothing further.

- b. Northern Ave. – Meyer did not recommend working on trying to save Northern but instead save Liberty due to the amount of work that will need to be completed to Northern would be a complete reconstruct. Nothing further.
 - c. Croswell Ave. – Meyer reviewed the need to have ditching to Croswell completed in this Fall and that Carlson did TOPO the area and staked the road for reference. Carlson has begun a layout for the section that will need reconstruct but did not provide cost estimates for Council review yet. Meyer stated the costs would be available at the September council meeting. Meyer stated the best option for culverts is to build a ditch on the west side of Croswell and add a culvert under the west driveway. Nothing further.
3. Mapping the City of Blackduck – Marl Reineke provided Council an overview of what mapping could do to for the public works department. Schwanke provided for council review the current documentation the City had that inventoried all the curb stops and lines in the City of Blackduck and are very dated. Schwanke stated if something were to happen in the winter with a water line, he would have no idea were the line is under 4 feet of snow. Schwanke explained that without having the assets in the City inventoried and/or mapped it would impossible to know in the future where everything is located. Reineke continued to provide an overview of how the new mapping software assists Cities with several property in the open to know where hydrants, curb stops, water and sewer lines, etc. are located. Reineke stated WSN could assist with updates if the staff did not have the time to update the assets. Reineke continued stating GIS has come very far in-terms of costs to have all City assets mapped. Reineke explained to Council having assets mapped gives the staff and City the ability to know where those items are within feet. Meyer suggested surveying the town for all the water and sewer. Councilor Gullette asked what the initial cost would be to the city. Reineke stated the cost to start up the process should be budgeted between \$8,000 then annually would only be the license renewal of \$500 for the administration license and the number of licenses after were \$100 each. Councilor Moore stated the mapping is a good idea and should be implemented. Meyer stated if the City wishes to move forward with mapping his staff could begin the asset inventory this fall.
4. Golf Cart Shed Reconstruct – Regas wanted to open the conversation on the golf cart shed by stating the state of the shed although poor is not as dire as was presented at the council meeting when it has been hit by storms and has yet to ‘come down on someone’. Regas provided a drafted letter by Gail Landowski and has received feedback from the golf board in favor of sending out the letter before Labor Day weekend. Councilor Sellon asked when members sign the agreement to store their carts are they expected to be allowed to store their carts until a certain timeframe. Regas stated there isn’t a timeframe on it and believed that in the state of the shed it was not believed it would be a large burden to those members to have their carts removed a month or less sooner. Regas stated most of



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, AUGUST 19, 2019 @ 6:00PM

WORK SESSION MEETING MINUTES

the season would be over after Labor Day weekend except for one large tournament in September and the course would close up around October 5th. Mayor Patch asked if the letter would need to be approved the council. Regas did not believe it would need to wait. Schwanke stated for the snowbirds that keep their carts in the shed for the winter he offered the old LEC for this winter as the City carts will need to be stored somewhere too. Schwanke continued by stating the project is not difficult and could be completed before winter if the City wishes to move forward. Regas asked if the Council was going to approve paying for the cost of the shed. Mayor Patch stated he believes golf course is an asset to the City and a new shed would help. Regas believed the cart shed would need to be large enough to house the course carts plus the member carts and increase the total spaces by 10. Regas stated if the shed would be 18' x 96' it should be large enough to house 40 carts. Mayor Patch suggested charging \$350 after the new shed is built plus electrical hook-up. Schwanke asked what the estimated cost is for the shed. Regas stated \$34,000. Schwanke stated after increasing the cost of the storage and filling the shed the golf course could yield \$9100/year in storage fees which could pay for the shed in 4 years. Gullette asked if the shed as a 'city building' is under the jurisdiction of the street department. Regas stated 'no' it would still be under the golf course budget. Sellon stated Castle Highlands charge \$456 with electric hook-up for storage. Mayor Patch suggested borrowing from the new RLF fund and pay it back over 5 years. Gullette questioned maintenance needs of the shed in the future because the club house needs repair now and has holes in the siding. Mayor Patch stated when the golf course is upgraded and the swim beach is created at the park it will increase traffic to both entities. Schwanke stated he has plans to update pine tree park too and it is an amenity to the golf course. Regas stated taking the shed down will take manpower and can the City equipment be used. Schwanke believed the shed could come down in one day. Regas stated Chris Brown offered to take it down. Regas stated a concern for time BUT Schwanke did not believe that was an issue. The council encouraged Regas to move forward with the letter to the members that have their carts in the shed it was recommended to date the letter for September 28, 2019, since the course closes around the first part of October. Councilor Moore encouraged a liability waiver be signed by whomever is allowed to take the shed down. Mayor Patch asked the council for feedback on the rebuild. Councilor Sellon stated the RLF would be a good path if paid back. Councilor Moore agreed and stated although she doesn't want to any more money into the golf course understands in some cases you need to spend money to make money and if that isn't done the city is cutting itself off from allowing the golf course to potentially grow. Gullette stated he has yet to see the golf course make enough money to pay anything back. Patch stated with a shed that is decent it may attract more. Gullette asked what the value of a cart is. Schwanke stated around \$5,000. Gullette asked what would be next, all new carts to fill the cart shed. Gullette stated his point is a dump truck costs more than a golf cart and it is stored outside, a street sweeper costs more and it sits outside. Gullette states it takes one bad idea, "like a bridge that burns" and the city is out a dump truck or a street sweeper but the City will have 14 crappie golf carts. Patch stated he views it as having a nice building to store 24 member carts and make \$9100 and it is paid for in 4 years. Sellon asked if in that time will the



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, AUGUST 19, 2019 @ 6:00PM

WORK SESSION MEETING MINUTES

money pay for a new dump truck. Patch stated it wouldn't because that department has nothing to do with the golf department. Gulette stated the City 'pays for it' it has everything to do with the city. Gulette stated he does not believe the residents of Blackduck get enough use of the golf course to support it. Patch asked Gulette if he believes the golf course should be closed. Gulette suggested it and form a committee to find out what the residents want. Patch stated it was already done 5 years ago. Patch stated when that conversation came up the residents and golfers there was 'flack' in the idea of it closing. Gulette asked where the 'flack' came from, "City residents, I doubt it." Patch stated selling the golf course would not profit enough for what is owed on it. Gulette stated it isn't making 'anything' anyway. Patch disagreed and stated, it is maintaining itself except for the loans it has to pay back. Gulette said, "Yes, the loans the city pays for". Patch informed Gulette the club house and debt created by the club house was agreed upon by a completely different set of members on the City Council. Patch stated that no matter what was done 25 years ago we have to move forward and deal with what the City has and try to make it better. Gulette stated the cart shed is 'one-way to make it better and that is it'. Patch stated he thinks the City is trying multiple ways to try to make it better. Regas informed the ways the City has worked to make the golf course better including the new equipment purchased in 2016 noting the number of compliments she has received on the course and from the just people visiting the course that are not members. Regas stated one of the problems the course has is it is a proprietary sport and not many people play it, but the argument is going to have as many pro's and it will have con's. Regas used the example of another smaller City, Hallock, that has an airport and the City residents pay for that. Regas asked Gulette how many people he knows that have an airplane. Regas stated concept is the same but on a larger scale. Gulette asked when the people that want the golf course so badly why don't they form a non-profit and lease it from the City. Patch stated Regas explored leasing or selling the course back in 2014 but the largest roadblock was the course is landlocked and can't be expanded upon. Regas further stated that it wouldn't help much if the course was an 18-hole course since many are struggling too. Regas addressed Councilor Gulette that she did not have the answer for him but his complaints and concerns are valid. Gulette stated it the people the residents inside the City of Blackduck that voted its their money we are spending. Gulette stated that he does not feel the majority of the residents would rather have money transferred to the golf course instead of a City street like Northern Ave. be allowed to get that bad. Moore asked if the course was not open would the money still being transferred. Patch stated yes until 2024. Gulette stated if Council approves the shed construction then there will be more transferred for longer. Moore asked how feasible is it to get a committee of the public. Gulette stated that is a good question. Regas stated go right ahead. Gulette stated if he took a copy of the budget showing what goes in and what goes out and show it to people then an accurate response would be received. Moore stated it is tough for her because either way the City is still paying for the golf course no matter how much we don't like it. Moore stated if the course closes the City would still have to pay for it, but leaving it open the residents and guests are stilling getting a benefit from it. Regas stated Council has very valid concerns, but urged the board to view it



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, AUGUST 19, 2019 @ 6:00PM

WORK SESSION MEETING MINUTES

differently. Regas stated if the board doesn't use the term 'golf' it would look differently. Regas stated there was a time when the Liquor store was in a similar position stating there were times when it never transferred money to the general fund enough to make a profit and now it sustains itself. Gulette stated when a municipal liquor store loses money the City must have a public hearing, but when a golf course does, no one knows. Schwanke asked for clarification on the history of the golf course and the debt service it owes asking if the debt was removed would it make money. Regas stated it would break even. Gulette asked what the golf course was being offered to sell at when it was attempted in 2014. Regas stated the direction by council at that time was to find an entity that would review the course and say yes it could sell. Patch believed the course could not be sold for what is owed. *Regas continued to offer to the current City Council the history of when the club house was rebuilt, how it was financed, and the lease on the golf carts and how that financing affected the budget of the golf course to explain the current City Council how the course got to the current debt it has. Regas further explained to the current City Council how the course manager could not work with the aging infrastructure, aging equipment, and build the course to a playable status before the debt service needed to be paid. Schwanke asked if the course usage, and upkeep has been on the rise over the last 3 years. Regas stated yes. Regas further informed the City Council and Schwanke that the 2019 budget process was approved to have other funds of the City support the course and pay on the debt service. Regas stated 2019 is the first year the City has supported the budget/ debt of the golf course.*

Patch stated no matter what happens the City has the debt. Regas stated if the City could find a person to purchase the course it would need to be inflated to account for the debt if it was sold off. Regas stated everyone he talks to loves the course. Regas stated many of those people continue to ask her if the City is going to continue to support the golf course or just close it down. Regas stated in her position she is the one that has to tell the public the answer because those people are not speaking to the council. Regas further addressed Councilor Gulette stating if he wants to assemble a committee to do so because she is apparently not getting the legs the council is looking for. Regas stated she has to protect her own reputation and she does what council instructs her to. Regas continued saying if 10 members ask her if the course is going to be open next year and she says, 'yes because the city wants it open,' then she is referring to the City Council. Regas further stated not to make her a liar when she addresses the public. Gulette stated no one is calling her a liar, but that doesn't mean they have to agree. Patch stated he has never had people tell him the golf course needs to go away. Regas stated perhaps some people are just to afraid to. Patch stated the council is at that point what the City wants to do with the course. Gulette stated it will be decided when the board votes. Nothing further.

5. Blackduck Blandin Group – Pine Tree Park Beach – Grangruth stated he has discussed with public works the request to cut and remove the trees for the beach area and Schwanke has agreed it could be done by City staff. Mayor Patch suggested reaching out to the Blackduck snowmobile club to assist. Grangruth stated he hopes the down time the City staff has to cut the trees is soon and can happen before winter. Councilor Gulette asked if the Council needs to approve the use of City staff by resolution. Regas stated it would be wise for the City to enter into an agreement with the Blandin



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, AUGUST 19, 2019 @ 6:00PM

WORK SESSION MEETING MINUTES

group to cover the details on the funding that will be coming in for the project and use of City staff and volunteer staff. Mayor Patch asked if the Park & Trail Board need to be involved with the Blandin group to report back to Council on the process. Schwanke stated since the park is owned by the City there would be clean up in the park already and his staff could assist no matter what. Patch stated if the park board was involved with Blandin then it might eliminate additional need for the Blandin group to report back or help find other funding sources. Schwanke stated he wants to work with the Blandin group and stay informed and will regardless of the need to have the park board's involvement. Gulette stated having the agreement between parties will be the next step.

NEW BUSINESS –

1. City Hall renovation plans – Regas presented a plan in place to update City Hall by removing the two drop ceilings and updating the lighting and ducting. Regas provided photos from an older building in another small town that completed a similar project bringing the building back to a renewed look. Regas informed council the plan to create an industrial look by allowing just the steel roof and cross beams to be exposed with led track lighting and new updated air exchange duct work. Regas would like to paint the walls, remove the false wall surrounding the stair case and possibly improve the flooring. Regas is awaiting quotes from JD Construction and an electrician. Regas and Schwanke stated the City would complete the demolition. Council requested quotes be brought to the board for review. Regas would like to use the building maintenance funds in 2019 and budget funds in 2020. Gulette asked about the disposal costs. Regas stated she would research it. Gulette suggested if the project were to move forward then to plan it around the same timeline as the other large projects in the City. Regas will bring quotes to council when they are obtained.
2. Fire Protection Meeting recap – Regas had no update from the fire protection meeting due to a lack of quorum. Regas stated the meeting is rescheduled for August 29, 2019 @ 6pm.

ADJOURN – Council adjourned their work session at 8:30pm.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK FINANCE COMMITTEE MEETING

WEDNESDAY, AUGUST 21, 2019 @ 6:00PM

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 6:00PM on August 21, 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 6:00pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

General Fund Budget Process – Regas reported additional updates to the committee regarding the highlights for the general fund budgeting process. They are as follows:

REVENUE –

- a. 2020 Local Government Aid is estimated @ \$268,858 certified.
- b. Fire Protection Services Contract revenue would not need additional funding for SCBA's.

EXPENDITURES:

Payroll & Benefits: Regas stated benefits items that have had updated information since the last committee meeting:

- a. Recommended 3% Cost of Living Adjustment for Rae, Chris, Jace, Andrew, Christina, Gail, and Mike
- b. Recommended Step Increases:
 - a. Jace Grangruth = step 6 (*new scale*) = \$28.02 (*+ cola see above*)
 - b. Andrew Jespersen = step 5 (*new scale*) = \$21.53 (*+ cola see above*)
 - c. Gail Landowski = step 9 = \$21.48 (*+ cola see above*)
 - d. Mike Schwanke = step 6 = \$26.59 (*+ cola see above*)
- c. Health Insurance premium \$617.50 (*increase of \$43.00 or 7.5%*)
- d. Health Care Savings Account contribution @ \$266.67/month a \$3,200 deductible (*no change to at time of meeting*)
- e. Dental Insurance premium \$28.10 (*no change to at time of meeting*)

Police: Recommendation to continue funding part time Patrol Officer Position (*amount of wages to fund \$5,300*)

Street Lighting - Recommend to continue plan for replacement of Street Light Heads to LED (*replacement of fixtures @ \$3,500 in 2020*)



BLACKDUCK FINANCE COMMITTEE MEETING

WEDNESDAY, AUGUST 21, 2019 @ 6:00PM

BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

Library –

1. Automation and Repair for Library – *(no change for 2020)*
2. 2020 Library Levy request \$16,494 *(increase of \$634)*

Streets - New PW truck lease payment will enter year 3 in 2020. *\$8,500 payment.*

Parks - Assessments for 2016-2017 road improvements will affect park budgets *(@ \$2,338)*

Administration:

1. Council Packet software – *(estimated costs \$2600/annually)* – Regas reported the free software AgendaFree that is being utilized for the Council packets will not be offered in the future. Regas stated the new software will have an annual license fee and be more streamlined with additional features. Regas stated she did not want to go back to paper packets with the time and paper used before.
2. City Website Support – *(estimated \$3240/annually)* – Regas reported the new marketing group the hosts the city website will have an annual fee of \$3240. Regas is looking into asking for shared costs with the Blackduck Area Chamber of Commerce for 2020.
3. MN Minimum wage will increase for all part-time employees to \$10.00/hour beginning January 1, 2020. Regas stated this will mostly affect the Liquor and Golf Course budgets in 2020.

Individual Department Budget Highlights – Regas reviewed department budget highlights that increase/decrease the general fund and answered any questions the committee had for departments. The changes per department are as follows:

1. Administration –
 - a. Other professional services \$6000 (increase of \$3000) to cover website hosting and new GASB reporting for Fire Relief. Regas will review the exact charge for the relief reporting which could lower that fund line.
 - b. Election expenses \$2300 (decrease of \$1700) to cover 3 City Elections in 2020. Regas stated there will be a Presidential Primary, a State Primary, and a General Election, plus Health Care Facility Voting for all 3.
 - c. Audit Services \$6000 (increase of \$1000)
 - d. Dues & Subscriptions \$4500 (increase of \$2500) to cover MIS tech services to Beltrami County and new packet software.
2. Police –
 - a. Heating Fuel & Electrical – no increase or decrease for 2020. Regas noted to the committee the budgets for Police partially support the Fire department due to the location and connection of the two buildings.
 - b. Equipment \$3200 (decrease of \$300) fund reduced due to the funds to purchase gas masks in 2019. Grangruth can make less funds work in 2020.
 - c. Repairs/Maintenance to Buildings \$1000 (no change) Regas noted the LEC needs new paint and flooring in 2020.
 - d. Workers Compensation \$4320 (increase of \$1220) Regas noted the Police department did not comply with the 90% smoke-free limit for workers compensation insurance to be a lower cost to the City.
3. Fire –
 - a. Medical Fees \$1200 (increase of \$700) to account for fit tests



BLACKDUCK FINANCE COMMITTEE MEETING

WEDNESDAY, AUGUST 21, 2019 @ 6:00PM

BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

- b. Repairs to building \$4000 (increase of \$250) to account for new entry doors and new water heater(s)
4. Streets –
 - a. Street materials \$20,000 (increase of \$4000) to account for needed updates to a few streets in the City.
 - b. Uniforms \$1200 to account for needed union requested public works staff clothing other than the boot allowance. (new fund for streets)
 - c. All other budget lines (other than payroll and benefits) were increased 3% overall for 2020. Schwanke asked for this increase until he is more familiar with all items that are covered under his department.
5. Wayside Rest Park –
 - a. Landscaping Materials \$3000 (increase of \$2000) to cover wood chips in the playground and other landscaping for areas around the trees.
 - b. Repairs and Maintenance to buildings \$1750 (increase of \$250) to cover needed updates to the lady's bathrooms
 - c. Miscellaneous \$300 to cover garbage removal during City festivals (woodcarvers and bash).
6. Library –
 - a. Office supplies or technology \$1000 – it was decided by the committee to add a budget of \$1000 to cover updating the computer towers.
7. City buildings; street lighting; planning & zoning; & City council –
 - a. Training & instruction \$2000 (increase of 1500) to cover increased training council and mayor attend annually.
 - b. Building maintenance for City hall \$5000 (increase of \$3000) to cover updates to the interior building. Councilor Gulette requested funds to cover the name “Blackduck City Hall” on the westside of the building during the updates.

General Fund Revenue highlights – Regas reviewed the general fund revenues and detailed the difference between the drafted proposed general fund expenditures for all the departments and how it could affect the levy and property taxes. Currently, the increases in payroll, benefits, PERA, and department maintenance needs bring the property tax line to \$208,895 (*increase of \$29,522*). Regas stated with the debt service to levy for brings the total proposed levy to \$298,862 (*increase of \$46,724*). Mayor Patch asked if the increased construction in the City will spread the increase out enough so the increase does not affect the small residential homeowner. Regas did not have the numbers from the County for EMV to comment at this time.

Additional meetings – Regas recommended the committee meet again prior to or right after the September 9, 2019 council meeting.

Bond Payments summary – Councilor Gulette asked if the bond payments for the golf course are set or if they change much. Regas stated the principal payments are close to \$10,000 annually.

ADJOURN – Finance Committee adjourned their work session at 7:30pm.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK PLANNING MEETING

WEDNESDAY August 21, 2019 2:00PM

REGULAR MEETING MINUTES

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

ROLL CALL:

Commissioners present: Kurt Benson, Curt Cease, Bob Klug Sr., and Ernie Tindell

Commissioners Absent: Ron Rockis.

Councilor Present: none

Councilors Absent: William Sellon

Staff Present: City Administrator Christina Regas

Others Present:

Approval of Minutes – Moved by Commissioner Tindell and seconded by Commissioner Benson to approve the minutes from June 19, 2019. Motion carried unanimously.

Old Business

1. **Summer Blight Tour** – Regas reported on notes from Councilor Kolb from the Summer Blight Tour and touched on a few addresses that may become potential zoning issues. They are as follows:
 - a. **Wagner Sawmill – Screening** – Regas reported to the PC board the question of the need for screening around the Wagner Sawmill. Regas reported the sawmill is currently in an industrial zone and has screening (per ordinance) to the east and south that are adjacent to a residential zone. Regas requested feedback from the PC board. Commissioner Benson stated he does not see an issue with screening, but did note his concern for bio-mass from the sawmill and what will be an issue for the City in the future. Commissioner Klug stated the bio-mass will need to be hauled out in the future. Benson stated the chips used to be burned for heat at all the schools and that is no longer the case. Benson further stated even Potlatch has issues with the bio-mass. Commissioner Cease asked if the zoning ordinance states ‘adjacent property’. Regas agreed but noted there are no adjacencies that are residential. Cease asked why the sawmill was brought up. Regas stated it was questioned if there should be screening due to the close proximity to residential lots. Nothing further.
 - b. **Gross’ – railroad ties in residential zone** – Regas reported that having the parcels on Railroad rezoned to residential his stack of railroad ties will need to be removed. Regas reported speaking to Gross and noting the need to remove them and the request was agreed to. Benson stated if Gross is asked to remove the ties he will. Nothing further.
 - c. **Trailer Court Ownership** – Commissioner Benson asked who the new owners are and if they will apply covenants or have plans for improving the current trailers and property. Regas did not have the information for Benson but would research the questions and report back.
 - d. **Other Blight Questions** –
 - i. **House on Morris** – Benson asked if Regas looked into the home on Morris to see if the owner will do anything for the garage that appears to be falling down. Regas did not but will follow up. Nothing further.



BLACKDUCK PLANNING MEETING

WEDNESDAY August 21, 2019 2:00PM

REGULAR MEETING MINUTES

- ii. Hotvedt Home – Regas reported the county plans to post the home on the sheriff's auction in October 2020. Nothing further.
2. Clean Up day – Commissioner Benson suggested the next clean up day be scheduled in May 2020 and plan to offer curb-side pick-up and have notices in water bills in February for 3 months and encourage residents to sign-up to have the debris picked up. Regas will prepare for the date to be May 16.
3. Timberline parking lot option – Regas will reach out to Adams to attend the September meeting to discuss further his parking lot options. Nothing further.

New Business –

1. Land Use Permit 2019-16 – Karl Erickson shed 559 Croswell Ave. – Moved by Commissioner Benson and seconded by Commissioner Cease to approve land use permit 2019-16 for Karl Erickson to erect a utility/storage shed on his new property. Motion carried unanimously.
2. Tim Freeman Parcel #81.0045.0.00 – Belly Dump parking area – Potential Screening (pg. 27) – Regas reported Tim Freeman's intention to purchase parcel 81.00450.00. The parcel is in an industrial zone and Freeman wishes to use the parcel to park his belly dump trucks on to have close access to main county roads. Benson did not see any issues with the idea given the parcel is industrial. Regas asked the board if there would be a need to screen the trailers to the residential parcel to the west. Benson stated Freeman would improve on the parcel and may even add some screening to it. Regas stated the screening could be landscaping or trees and that would be fine. Commissioner Benson stated he did not have concerns and requested Regas report to Freeman. Nothing further.

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

Christina Regas, City Administrator

Bob Klug Sr., Chairperson



BLACKDUCK PERSONNEL COMMITTEE

WEDNESDAY, AUGUST 28, 2019 @ 5:00PM

MEETING MINUTES

CALL TO ORDER: The City of Blackduck Personnel Committee met in a scheduled meeting at the City Hall at 5:00pm on August 28, 2019.

Roll Call

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

Committee Members Absent: none

Staff Present: Public Works Supervisor, Mike Schwanke

Others Present: Local 49 Union, Todd Djonne

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

Topics covered in the personnel meeting were as follows:

OLD BUSINESS:

No old business discussed.

NEW BUSINESS:

1. 2020 Union of Operating Engineer Contract Proposal #1 – Regas presented Proposal #1 from the International union of operating engineers to the Personnel Committee. Regas stated the proposal has 3 revisions to the current contract: 1. Article 7. Hours Worked - Weekend duty compensation; 2. Article 17.2 Wages – Safety Shoe Allowance; and 3. Article 17.2 Wages – Maintenance Worker #2 Licensure and compensation. Regas reviewed the revisions individually with the members present.
 - a. Article 7. Hours Worked – Weekend duty compensation – The union members are requesting compensation to be as follows:

The weekend employee will work the following schedule:

 - Monday – Thursday (8 hours) 7am to 4pm
 - Friday (4 hours) 7am to 11am
 - Saturday and Sunday, 7am to 9am [two (2) hours on both days].

Weekend Compensation will be as follows:

 - Saturday, four (4) hours stand by pay at the straight time hourly rate of pay.
 - Sunday, six (6) hours stand by pay at the straight time hourly rate of pay.
 - All call backs shall be paid a minimum of two (2) hours at a rate of one and one-half (1.5) their regular hourly rate.
 - Employee's working the (on-call) weekend shift will be available from the end of the business day on Friday to the beginning of the business day on Monday. Employee's shall be fit for work and able to respond within no more than one (1) hour from the time they have been notified of an issue.

**Employee's not on-call will not be required to come in for any reason unless they so choose.*



BLACKDUCK PERSONNEL COMMITTEE

WEDNESDAY, AUGUST 28, 2019 @ 5:00PM

MEETING MINUTES

Holiday's Compensation are as follows:

- Standard (8hr) holiday pay
- Holiday, six (6) hours stand by pay at the straight time hourly rate of pay.
- Normal rounds checking lift stations/water plant [two (2) hours at a rate of one and one-half (1.5) their regular hourly rate.
- All call backs shall be paid a minimum of two (2) hours at a rate of one and one-half (1.5) their regular hourly rate.

The following discussion with the Personnel Committee confirmed the current practice of the department does not dedicate an employee to provide more coverage than to check the lift stations. Schwanke stated the mindset that will change will commit an employee to be fully available (*on-call*) to respond to emergencies or any other requests of the City. Djonne stated the 10 hours of stand-by pay will ensure the City has an employee ready and available to respond. Schwanke stated the stand-by pay is only paid at straight-time and time-and-a-half is paid only if the employee is 'called in'. Mayor Patch suggested only compensating the employee on duty a straight flat amount (*\$200 suggested*) if the it is there duty weekend. Regas stated that would not work based on who is working. Regas stated the proposal provides each employee an additional 170 hours paid per year. Mayor Patch was concerned for the additional pay to the employees when they are on-call. *It was discussed again that the employees are NOT being compensated for more than the 2 hours of time for Saturday and Sunday currently.* Schwanke stated the City is compensating the employee for being dedicated to the City and not being able to leave town, go fishing, etc. Mayor Patch stated the previous understanding that if an employee was 'on-duty' that weekend they were already on-call was misinterpreted. Mayor Patch asked how snow-removal will be handled. Schwanke stated the department will be plowing stating snow-plowing is an 'emergency' and everyone responds. Patch understood at that point that this compensation ensures the coverage will happen. Schwanke further stated snow-emergencies typically constitute time-and-a-half. Councilor Moore asked if the 170 hours per employee can be absorbed budget-wise. Schwanke stated there is a lot of revenue in water currently that isn't being 'grabbed' accurately at this point. Regas provided a draft of how the wages would be spread out the departments. Regas further stated the City could revise how wages in Public works are supported. Djonne stated the straight time worked on a weekend that is only being paid out with 10 hours supports a total of 60 hours of real-time (*5pm Friday – 7am Monday = 60*). Regas reminded the committee that the current practice for the department to respond to an 'emergency' on the weekend is to 'wait until Monday' in some instances. Schwanke stated it is not the practice he is familiar with and believes that response to water & sewer issues should change. Schwanke stated if something breaks on Friday night and public works doesn't fix it until Monday, then the City just lost a bunch of money allowing the water to just run down the street because no one was on-call. Schwanke realized the shock of the initial number is hard to absorb but in reality, it isn't. Patch was in favor of the proposed changes. Patch asked if there is an emergency how is



BLACKDUCK PERSONNEL COMMITTEE

WEDNESDAY, AUGUST 28, 2019 @ 5:00PM

MEETING MINUTES

the department notified. Schwanke stated currently only the water plant calls if there is a power outage and the lift stations have lights to see if there is power, however, an employee still needs to check the lift station to see if the hour meters have not run for an unusual amount of time (*signifying something could be wrong*). Holiday compensation was discussed and agreed upon as presented.

- b. Article 17. Wages – Safety Shoe Allowance – the union members are requesting the following language changes:

17.2 Current Language:

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

New Language this contract for existing employee's:

Safety Gear Allowance – Employees will receive a one-time allowance of \$450 for bibs, jeans and safety boots reimbursed with a paid receipt.

Note: After this year use this language only for new employee's in this department.

Note: After this year: (Existing Employee's)

Employees will receive an annual allowance of 250.00 to use at their discretion for approved PPE, reimbursed with a paid receipt.

The committee discussed the proposed changes and determined it would be best to keep the current language and commit to a uniform budget annually that the City will provide to supply the employees with the proper PPE each year with the understanding that upon separation of employment from the City the PPE would be returned to the City. Mayor Patch was surprised that the City was not currently supplying the employees with shirts, shoes, pants, hats, jackets etc. Schwanke stated the City has been supplying some of the PPE but not all.

- c. 3. Article 17.2 Wages – Maintenance Worker #2 Licensure and compensation. – Regas reviewed how in 2018 the discussion to have Brown licensed was not needed at that time. Regas stated Schwanke is requesting Brown be licensed and necessary. Regas reviewed the proposed language to encourage Brown to license.

Chris Brown, Maintenance Worker #2

The City will pay for the Licensure Classes and Lodging for the Water and Wastewater Education Classes originally. If the employee fails to be licensed, it is up to the employee to cover this expense going forward to obtain licensure.

Once the Water Licensure is in possession at the city, the employee will receive a wage increase of \$0.50/hour on the next pay period. Once the Wastewater Licensure is in possession at the city, the employee will receive a wage increase of \$0.50/hour on the next pay period.

Schwanke stated with the proposed language the City would fund Brown to be licensed once, but if he fails to license then future expense is up to the employee. Regas further included the committee the current job descriptions for Maintenance Worker #1 & #2 and how they differ only by the licensing. Schwanke stated the job descriptions are basically the same except for the required licensing within 3 years of hire and the 2 years of experience. Schwanke stated the City is asking the employee to do the same duties but not be licensed and not being compensated the same. Mayor Patch asked if there will be an adjustment to the pay scale and remove #1 scale if



BLACKDUCK PERSONNEL COMMITTEE

WEDNESDAY, AUGUST 28, 2019 @ 5:00PM

MEETING MINUTES

the positions are the same. Djonne recommended keeping #2 for future turn over. It was recommended that #1 requirements state the licensing must be held at the point of applying and #2 allowed up to 3 years to obtain the licensing. Nothing further.

The committee will discuss the proposal revisions and report back to Djonne.

2. Liquor Store Cook Job Description & Wage range Proposal – Regas provided for review a draft of a liquor store cook job description in anticipation of having a larger menu with improving on the kitchen. Regas further provided a wage scale to accompany the job description. Mayor Patch and Councilor Moore was not in favor of approving another job position at this time. Councilor Moore stated the current staff should be able to support the customer base compared to other bars in the area. Councilor Moore stated Kelliher typically has one bartender and they do all the work. Mayor Patch stated the Cass Lake bar (Big Tap) only has a cook during dinner hours and the bartenders do all the rest of the work. Regas stated it was not confirmed how many hours a cook at the liquor store would need to work. Patch stated the auto-fry should not make the cooking harder since the food is all cooked on its own. Patch stated the auto-fry should not have to be babysat. Councilor Moore stated currently the liquor store has too many employees working that are not doing ‘enough’ and customers still complain. Moore stated if the staff can’t handle the traffic now, they either need to ‘buck up’ or we need to hire better staff. Patch suggested taking the strong bartenders and ask what they can get done in their hours provided and schedule them more instead of hiring more part-timers. Regas stated the idea for hiring a cook was to have someone that was just a cook and was really good at cooking for the bar. Patch stated the menu is not that large that the current bartenders can handle.
3. Review 2020 Wage Budget proposals –
 - a. Public Works – Regas provided an overview of the proposed wages for the department in 2020. Regas reported Schwanke believes Brown should be increased a step and cola of 3% for 2020 based on the work load Brown is doing. Regas further stated it was discussed that after Schwanke’s 6 months of probation the City should bring his wage to around step 7 or step 8. Regas provided the proposed impact on the budgets with the wage increases discussed. Regas requested feedback from the committee stating the consideration of the increases are important. Councilor Moore believed the increases were reasonable. Regas further recommended the City divide Brown’s wages out in more funds than it is at this time. Regas will work on the numbers and report back. Nothing further.
 - b. Administration – Regas provided an overview of the proposed wages for the administration department for 2020. Councilor Moore asked why Regas was not providing for herself a step and a cola. Regas stated she is just trying to save the City money. Nothing further.
 - c. Police – Regas provided an overview of the proposed wages for the police department for 2020. Regas stated Chief Grangruth had reviewed the proposed wages and was on board for the increases. Regas further stated the officer overtime hourly rate had not been updated in 2 years and was updated to encompass Officer Jespersen’s wage. Regas continued stated any part-time officer wages not used in 2019 could roll into 2020. Nothing further.
4. Union Contract Proposed Revisions – Regas stated the additional 170 hours per employee was factored into the proposed budget provided. Mayor Patch stated the revisions are not realistic he just did not understand the staff was really on-call. Regas stated Schwanke comes from a work ethic where if something is wrong with a customer’s meter than the public works department helps and it isn’t left to a plumber. Councilor Moore and Mayor Patch were in favor of approving the revisions to the union contract as discussed.



BLACKDUCK PERSONNEL COMMITTEE

WEDNESDAY, AUGUST 28, 2019 @ 5:00PM

MEETING MINUTES

ADJOURN – Committee adjourned their meeting at 7:15pm.

Christina Regas, City Administrator

Rudy Patch, Mayor

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 BUDGET MEETING BLACKDUCK CITY HALL THURSDAY AUGUST 29RD, 2019 6:00PM

MEETING MINUTES

The Blackduck Fire Department Assistant Chief Terry Frenzel held the Annual Meeting of Parties in City Hall on August 29rd, 2019 @ 6:00pm

The Annual Meeting was called to order at 6:06pm.

Roll Call was taken by City Administrator Christina Regas those present included: Councilor Paige Moore of City of Blackduck; Terry Frenzel of Langor Township; City of Blackduck Administrator Christina Regas; Rob Ingersoll of Hagali Township; Bill Rabe of Hines Township; Jerome Geerdes of Birch Township; and Gerald Sizer of Taylor Township; and Fire Chief Brian Larson.

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

1. OLD BUSINESS –

- a. **2019 ACTUAL EXPENDITURES** – Fire Chief Larson requested questions on the 2019 actual expenditures line items. There following questions were the ytd expenditures:
 - i. Heating fuel - Regas reported the fund line is overspent for the year due to the excessive winter and pre-buy for the 19-20 winter. Larson reported the fire hall new heaters are saving the department money and are working much better in the winter with quicker recovery for the trucks and volunteers.
 - ii. Training reimbursement - Larson reported the department received \$1200 from the state for 'self-training'. Larson reported the State does have funds available for reimbursement but at times they are not all received Larson further stated some of the \$1200 was to pay some of the volunteers to attend sectional school.
 - iii. YTD 2019 Capital Replacement Cash balance - Regas reported to the towns the current year-to-date cash balance of the the 'truck fund' of \$226,111.93.
- b. **2020 BUDGET** – Regas reported that the budget is similar same as 2019 and there was some small amendments to the budget since the early meeting that could not convene. Larson stated the repairs to machinery fund line could reduce slightly since there have been repairs to some trucks recently. Larson stated the department will begin to replace the turn-out gear every year for the next few years beginning with the gear that has gone through two-cycles. Larson stated it is more important to replace the gear more often.
 - i. 2018 Carry Over - Engersoll asked if the City agreed to move the carry over into the truck fund. Regas stated at the time of the February town meeting the City audit was not complete. Now that the audit is complete Regas reported the official fire department unused 2018 budget amount was \$8,694.50. Frenzel asked if that amount was included in the current year-to-date capital replacement cash balance. Regas stated it did not. Regas further stated that once the amount was brought to towns at the current meeting Regas could recommend to the council to transfer the excess funds to the 'truck fund' if they so requested. Larson stated those funds could be helpful in 2019 to assist with a breakdown if it

BLACKDUCK

FIRE

DEPARTMENT

AND

FIREMEN'S

RELIEF

ASSOCIATION

FIRE PROTECTION/RESCUE

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

ORGANIZED IN 1901

TOWNSHIP BUDGET MEETING BLACKDUCK CITY HALL THURSDAY AUGUST 29RD, 2019 6:00PM

MEETING MINUTES

were to happen or to assist in the potential 10% match for a grant if the department receives it for SCBA's. Larson stated the results of the grant may not be released until the end of 2019. Larson stated Bemidji and Kelliher also have a grant request in for SCBA's this year too. Regas asked of the towns wished to have the excess moved. Engersoll stated the amount is very close to the budget and did not believe any of the other towns would have an issue if the excess amount did not move. Engersoll stated he believed the department knew the best place to spend the money and that the towns should leave it up to the department to choose where to place the excess. Larson stated if the grant is awarded and the 10% match is needed the decision could be shared with the towns to determine where the match will come from. Larson stated the department is very appreciative that the towns are supportive of his administration. Nothing further.

- ii. 2020 Proposed Budget - Moved by Hines and seconded by Hagali to accept the proposed budget for 2020 and recommend the City of Blackduck approve it in the proposed levy. Motion carried.
- c. **2020 Proposed Payment** – Regas asked if there were further questions regarding the formula. Nothing discussed.
- d. **YTD 2019 FIRE DEPT. INCIDENT REPORT** – Larson took questions on the incident report from 2019.
 - i. Call numbers - Bill Rabe asked if calls were down in 2019. Larson stated the department ran 13-15 times in May alone this year. Larson further stated most departments are running more calls but for other reasons than calls. Larson stated some departments have first responders so they respond just like the ambulance and police. Larson stated the department has seen more accident related calls than structure fires. Rob Ingersoll asked why they put so much on the fire departments now. Larson could not comment but stated many departments have needed to become a more 'all-purpose' department. Geerdes stated many departments like in Bemidji employ their ambulances too and that may have a part in it. Geerdes recommending consulting Chris Mulher of Beltrami County Emergency Management that may help knowing what departments get paged out to what calls. *Off topic the members attending the meeting discussed first responders and who should/allowed to go.*
- e. **Estimated Market Value by town** - There were no questions regarding the EMV. Councilor Paige reminded the towns there were questions in the earlier meeting off the record regarding non-taxable property and how the towns/city EMV factors into the payment amount.

2. NEW BUSINESS –

- a. Capitalizing for the Grant match - Engersoll from Hagali stated that although in the February meeting the members from Hines township volunteered to increase the budget to capitalize for the grant match it would be difficult for other towns that had their levy amount increased after the chargeable calls were removed from the KOPP formula. Larson stated the formula changes were

BLACKDUCK

FIRE

DEPARTMENT

AND

FIREMEN'S

RELIEF

ASSOCIATION

FIRE PROTECTION/RESCUE

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

ORGANIZED IN 1901

TOWNSHIP BUDGET MEETING BLACKDUCK CITY HALL THURSDAY AUGUST 29RD, 2019 6:00PM

MEETING MINUTES

going to show some issues when the calls were removed. Rabe stated that with the township budgets being almost a year behind the City the calls really made it difficult to budget the levy amount. Rabe stated the reserves a town may or may not have to make up the difference when there are calls is too unknown. Rabe further stated Hines wished to donate additional funds to the department and had asked Regas if town supervisor Barclay had reached out to Regas regarding that amount. Regas stated it was mentioned in passing, however, nothing was formally transacted. Rabe stated Hines had voted on the donation already. Rabe continued stating Barclay was very impressed with the current administration and pointed out that not many townships 'show-up' because they understand the department is being run well. Rabe continued stating towns do not want to find out what the cost would be without fire protection services when it comes to the cost of home-owners insurance.

- b. Homeowners Insurance ratings ISO - Larson reported currently the rating for the department is a 6-X9 and stated that rating is pretty good if you consider how much of the area is covered by hydrants which is not much. Larson continued stating the protection area within 5 minutes given the department covers over 300 square miles is really good to have a 6-X9. Rabe stated it helps to have good mutual aid as well.
- c. Duty to the townships - Engersoll reminded those members present at the meeting that the supervisors have a duty to the towns and knowing the levied amount double for some towns when the chargeable calls were removed is still difficult to handle. Engersoll also stated that each year the amount increases regardless of the department budget because of the percentages. Regas stated Hagali has a valid argument but noted the coverage area is growing not by square miles but by population since more homes are being built north of Bemidji. Regas stated when the market values increase so then does the levy amount. Larson asked the towns if the 'phase-out' was too short or too quick over the 5 years to adjust. Engersoll stated no it just needs to be levied for.
- d. Dry Hydrants - It was asked if dry hydrants are in the coverage area. Larson stated there are no dry hydrants in the coverage area. Larson further stated the reason there are none, was although Blackduck Lake is the largest water source in the coverage area there isn't a deep enough viable place to locate a dry hydrant that could be maintained and accessible easily. Larson continued informing the members that a vehicle would need to be assigned to the dry hydrant and the department did not have a drafting engine to be assigned for it. Larson stated the department did receive a grant to purchase a 'trash-pump' to suck water out of ditches if it is necessary and the department has access to an army core pump that can be used from the DNR but hopefully they will never need it. Rabe stated there are some in the area; one by turtle river chain. Larson stated that with the mutual aid between all departments the county and coverage area is covered well.

3. OTHER BUSINESS –

- a. Next 10-year contract - Regas reported that 2019 is the half-way point of the current fire protection contract. Regas asked the towns to consider when if any planning on the next contract should begin. Regas requested the towns plan well in advance before the current contract expires in 2024.
- b. Truck fund balance goal - Engersoll asked Larson how high the truck fund needs to get to have a suitable balance for a new/replacement truck. Rabe stated it isn't necessary to buy brand new. Larson stated at this point the equipment is working well, however a custom chassis for a truck could

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 BUDGET MEETING BLACKDUCK CITY HALL THURSDAY AUGUST 29RD, 2019 6:00PM

MEETING MINUTES
run \$350,000 just for the base price which is not out of the ordinary. Larson stated another Pierce would be great but without \$350,000 it isn't worth looking. Regas stated the balance 'goal' is a good discussion point in case capitalizing for a new truck is necessary. Larson stated when the renew date on the contract gets close then the discussion will happen. Larson stated if a truck would be replaced it would be the #2 engine, but there could be some trade-in options too. Frenzel further stated only a couple of the engines in the fire hall have automatic transmissions and many of the other trucks will need to have the manual transmissions replaced. Frenzel stated it is an issue as many volunteers now do not know how to drive an automatic.

Motion by Rob Ingersoll of Hagali township to adjourn the meeting at 7:10pm and seconded by Terry Frenzel of Langor township. Motion passed.

Meeting minutes submitted by Christina Regas City of Blackduck Administrator.

September 9, 2019

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 09/09/2019	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 09/09/2019	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$201,336.57	\$11,574.70	\$189,761.87	\$80,966.48	\$0.00	\$80,966.48	
POLICE RESTRICTED CASH	\$1,129.09	\$0.00	\$1,129.09	\$0.00	\$0.00	\$0.00	
CEMETERY	(\$818.05)	\$291.09	(\$1,109.14)	\$1,944.01	\$0.00	\$1,944.01	
PERPETUAL CARE	\$7,409.68	\$0.00	\$7,409.68	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$69,046.27	\$0.00	\$69,046.27	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$8,659.66	\$0.00	\$8,659.66	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$54,160.73	\$0.00	\$54,160.73	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$226,278.82	\$0.00	\$226,278.82	
PINE TREE PARK	\$59,535.15	\$2,069.38	\$57,465.77	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.01	\$0.00	\$0.01	\$120,862.08	\$0.00	\$120,862.08	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$17,355.30	\$0.00	\$17,355.30	
Fire Dept Special Equip Fund	\$173,520.43	\$0.00	\$173,520.43	\$26,129.09	\$0.00	\$26,129.09	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$113,762.27	\$4,035.96	\$109,726.31	
2006 GO BOND	\$36,675.86	\$0.00	\$36,675.86	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond	\$40,560.89	\$0.00	\$40,560.89	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan	\$8,202.11	\$0.00	\$8,202.11	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan	\$19,764.53	\$0.00	\$19,764.53	\$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	\$17,689.00	\$0.00	\$17,689.00	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service	\$24,019.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan	\$1,880.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING	\$85,853.63	\$2,483.75	\$83,369.88	\$0.00	\$0.00	\$0.00	
WATER FUND	\$211,188.44	\$834.18	\$210,354.26	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$95,981.24	\$7,465.25	\$88,515.99	(\$1,283.00)	\$0.00	(\$1,283.00)	
LIQUOR FUND	\$297,283.62	\$80,815.85	\$216,467.77	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$20,050.39	\$0.00	\$20,050.39	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$101,092.65)	\$5,930.00	(\$107,022.65)	\$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:	\$1,259,642.67	\$111,464.20	\$1,122,279.32	\$817,221.84	\$4,035.96	\$813,185.88	\$1,935,465.20

Transfer Recommended:

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

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

CITY OF BLACKDUCK

Monthly Bills

August 2019

Check Name	Amount		
Fund 101 GENERAL FUND		WASTE MANAGEMENT OF WI-MN	\$222.64
Marco Technologies LLC	\$187.87	Fund 209 PINE TREE PARK FUND	\$2,069.38
AMERIPRIDE LINEN & APPAREL	\$64.13	Fund 250 2018 REVOLVING LOAN FUND	
AMITY GRAPHICS	\$169.00	HRDC	\$35.96
BELTRAMI ELECTRIC COOP	\$1,860.77	JUELSON PLUMBING & HEATING	\$4,000.00
BLACKDUCK AUTO PARTS, INC	\$673.45	Fund 250 2018 REVOLVING LOAN F	\$4,035.96
BLACKDUCK CO-OP	\$161.69	Fund 376 TAX INCREMENT FINANCING	
BLACKDUCK FAMILY FOODS	\$54.00	EHLERS AND ASSOCIATES	\$2,483.75
BOGART'S	\$326.85	Fund 376 TAX INCREMENT FINANCI	\$2,483.75
Border States Electric Supply	\$14.33	Fund 601 WATER FUND	
BOYLE LAW FIRM	\$1,043.00	BELTRAMI ELECTRIC COOP	\$229.00
CARD SERVICE CENTER	\$374.93	Gopher State One Call	\$25.65
FRONTIER REPAIR	\$43.79	LMCIT INSURANCE TRUST	\$130.53
KEN K THOMPSON JEWELRY	\$116.51	MN DEPT OF HEALTH	\$449.00
LEAGUE OF MINNESOTA CITIES	\$1,047.00	Fund 601 WATER FUND	\$834.18
LMCIT INSURANCE TRUST	\$1,059.13	Fund 602 SEWER FUND	
MARKETING FACTORY GROUP	\$2,346.95	BELTRAMI COUNTY-HIGHWAY DEPT.	\$2,850.00
MN MAYORS ASSOCIATION	\$30.00	BELTRAMI ELECTRIC COOP	\$4,032.14
MOORE PAIGE	\$57.30	BLACKDUCK AUTO PARTS, INC	\$389.43
NORTH STAR ELECTRIC	\$24.50	LMCIT INSURANCE TRUST	\$152.55
NORTHWOODS LUMBER CO	\$21.16	PAUL BUNYAN COMMUNICATIONS	\$35.13
PAUL BUNYAN COMMUNICATIONS	\$422.20	TIMBERLINE SPORTS, INC	\$6.00
QUILL CORPORATION	\$321.25	Fund 602 SEWER FUND	\$7,465.25
ROGER'S TWO WAY RADIO	\$93.00	Fund 609 MUNICIPAL LIQUOR FUND	
TIMBERLINE SPORTS, INC	\$646.39	A. L. RESTAURANT SUPPLY	\$390.17
VERIZON WIRELESS	\$175.05	AMERIPRIDE LINEN & APPAREL	\$477.49
WASTE MANAGEMENT OF WI-MN	\$240.45	BELTRAMI ELECTRIC COOP	\$1,717.07
Fund 101 GENERAL FUND	\$11,574.70	BEMIDJI COCA-COLA	\$363.32
Fund 201 CEMETERY FUND		BERNATELLOS	\$421.00
LMCIT INSURANCE TRUST	\$16.09	Bernick Companies	\$9,053.15
MARKETING FACTORY GROUP	\$275.00	BLACKDUCK FAMILY FOODS	\$2,801.10
Fund 201 CEMETERY FUND	\$291.09	BLACKDUCK FIRE & SAFETY EQUIPM	\$768.59
Fund 209 PINE TREE PARK FUND		BOBS ECONO PUMP INC	\$120.26
ACME Tools	\$3.44	Breakthru Beverage	\$4,232.99
BELTRAMI COUNTY SOLID WASTE	\$137.36	D & D BEVERAGE	\$155.20
BELTRAMI CTY ENVIROMENTAL SERV	\$100.00	DICK DISTRIBUTING	\$18,704.60
BELTRAMI ELECTRIC COOP	\$447.11	GOODSPEED & COMPANY	\$463.27
BLACKDUCK CO-OP	\$11.00	GUARDIAN PEST CONTROL	\$127.68
BOGART'S	\$80.66	HEGGIES PIZZA LLC	\$795.00
CARD SERVICE CENTER	\$411.06	HENRYS	\$4,714.18
MARKETING FACTORY GROUP	\$625.00	JOHNSON BROTHERS LIQUOR CO.	\$8,718.59
NORTHWOODS LUMBER CO	\$31.11	LMCIT INSURANCE TRUST	\$579.86

Check Name	Amount
MARKETING FACTORY GROUP	\$2,000.00
MIKINNON CO., INC	\$10,422.60
NAYLOR REFRIGERATION & HTG.	\$199.13
NEI BOTTLING INC	\$635.62
NORTHHOME TRUE VALUE	\$300.00
NORTHWOODS ICE, INC	\$892.80
NORTHWOODS LUMBER CO	\$72.99
OLD DUTCH	\$427.18
PAUL BUNYAN COMMUNICATIONS	\$266.02
Phillips Wine and Spirits	\$3,486.74
QUILL CORPORATION	\$184.39
SANFORD OCCUPATIONAL MEDICINE	\$46.00
Southern Glazer's of MN	\$4,798.99
TOTAL TAP SERVICES	\$68.00
US FOODS	\$1,010.96
VINOCOPIA INC	\$1,152.82
WASTE MANAGEMENT OF WI-MN	\$248.09
Fund 609 MUNICIPAL LIQUOR FUN	\$80,815.85
Fund 613 GOLF COURSE	
AMERIPRIDE LINEN & APPAREL	\$111.87
BELTRAMI ELECTRIC COOP	\$427.45
BEMIDJI COCA-COLA	\$183.84
Bernick Companies	\$46.25
BLACKDUCK AUTO PARTS, INC	\$8.58
BLACKDUCK CO-OP	\$160.00
BLACKDUCK FAMILY FOODS	\$79.46
BOGART'S	\$130.94
CARD SERVICE CENTER	\$998.10
Corner Garage	\$174.31
CRUNDEN ELECTRIC	\$295.36
DICK DISTRIBUTING	\$186.40
HENRYS	\$252.57
LMCIT INSURANCE TRUST	\$57.84
MARKETING FACTORY GROUP	\$302.00
MIKINNON CO., INC	\$115.20
NEI BOTTLING INC	\$387.20
NORTHWOODS ICE, INC	\$20.40
NORTHWOODS LUMBER CO	\$247.50
PAUL BUNYAN COMMUNICATIONS	\$131.11
QUILL CORPORATION	\$2.98
TIMBERLINE SPORTS, INC	\$645.38
TLC PRODUCTS, INC.	\$88.80
TURFWERKS	\$796.73
WASTE MANAGEMENT OF WI-MN	\$79.73
Fund 613 GOLF COURSE	\$5,930.00

Check Name

Amount

\$115,500.16

Water Fund

Year to Date Income Statement thru 08/31/2019

Water Operating Revenue:		Budget:
Water Meter Sales	\$0.00	\$0.00
Health Dept Charges	\$6.33	\$1,500.00
Interest	\$2,021.05	\$0.00
Water Sales	\$123,738.73	\$212,000.00
Water Connect/Reconnect Fee	\$810.85	\$1,000.00
Water Penalty	\$1,090.54	\$1,750.00
Miscellaneous Revenues	\$0.00	\$0.00
Interest Earnings	\$0.00	\$0.00
Reimbursements	\$293.95	\$400.00
Total Water Revenues	\$127,961.45	\$216,650.00

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$38,377.04	\$58,621.00	\$20,243.96
Full-Time Employees OT	\$1,269.93	\$500.00	(\$769.93)
Part-Time Employees	\$1,028.30	\$1,250.00	\$221.70
PERA	\$2,812.31	\$4,490.00	\$1,677.69
FICA	\$3,058.57	\$4,580.00	\$1,521.43
Employer Paid Health	\$8,191.45	\$12,648.00	\$4,456.55
Office Supplies (GENERAL)	\$220.87	\$200.00	(\$20.87)
Printed Forms	\$0.00	\$0.00	\$0.00
Electricity	\$4,020.53	\$11,000.00	\$6,979.47
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	\$436.03	\$750.00	\$313.97
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	\$1,923.58	\$2,000.00	\$76.42
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$1,347.00	\$1,800.00	\$453.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$10,692.06	\$10,000.00	(\$692.06)
Repairs/Maintenance Machinery	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$3,288.24	\$2,100.00	(\$1,188.24)
Uncolletable Checks/Bad Debt	\$249.00	\$0.00	(\$249.00)
Cash Short	\$0.00	\$0.00	\$0.00
Miscellaneous	\$207.96	\$0.00	(\$207.96)
Bank Service Charges	\$8.00	\$500.00	\$492.00
Total Water Expenditures	\$93,753.97	\$130,189.00	\$36,435.03

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

Net Total	(\$29,149.02)	\$203,545.25	\$46,434.78
------------------	----------------------	---------------------	--------------------

Pine Tree Park
Year to Date Income Statement thru 08/31/2019

PTP Revenues	2019	2018
Reservation Fees	\$909.00	\$708.00
Grants	\$11,000.00	\$10,000.00
Camping Fees	\$14,134.50	\$12,592.00
Other Revenue	\$103.50	\$40.00
Contributions and Donations	\$0.00	\$0.00
Interest Earnings	\$509.01	\$0.00
Total PTP Revenues	\$26,656.01	\$23,340.00

PTP Expenditures	2019 YTD	2018 YTD	2019 Budget	Remaining
Full-Time Employees Regular	\$2,566.84	\$2,344.28	\$3,832.00	\$1,265.16
Part-Time Employees Regular	\$1,285.39	\$1,228.51	\$1,560.00	\$274.61
PERA	\$278.53	\$267.97	\$280.00	\$1.47
FICA	\$286.68	\$269.77	\$405.00	\$118.32
Employer Paid Health	\$500.33	\$407.88	\$767.00	\$266.67
Office Supplies	\$8.75	\$6.13	\$0.00	(\$8.75)
Electricity	\$2,350.20	\$2,010.24	\$2,500.00	\$149.80
Operating Supplies (GENERAL)	\$498.23	\$342.36	\$700.00	\$201.77
Cleaning Supplies	\$7.07	\$11.89	\$100.00	\$92.93
Motor Fuels	\$549.81	\$405.19	\$900.00	\$350.19
Repairs/Maint Supply	\$563.17	\$436.96	\$750.00	\$186.83
Equipment Parts	\$162.03	\$7.10	\$200.00	\$37.97
Other Professional Services	\$500.00	\$0.00	\$500.00	\$0.00
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	\$1,101.33	\$1,572.26	\$1,750.00	\$648.67
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	\$1,113.00	\$1,500.00	\$1,239.89
Portable Restrooms	\$0.00	\$0.00	\$0.00	\$0.00
Other Equipment	\$0.00	\$13,049.00	\$0.00	\$0.00
Transfer to General	\$0.00	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$375.00	\$0.00	\$275.00	(\$100.00)
Total PTP Expenditures	\$14,267.27	\$26,450.28	\$22,119.00	\$7,851.73
Net Profit	\$12,388.74	(\$3,110.28)		
Total	\$12,388.74	(\$3,110.28)		

Blackduck Municipal Golf Course
Year-To-Date Income Statement 09/8/2019

	Sales	Cost of Goods	Gross Profit	Gross Margin	Budget	Remaining
Beer	\$4,603.79	\$2,928.60	\$1,675.19	36.39%	\$3,000.00	\$71.40
Soft Drinks	\$3,163.59	\$2,545.21	\$618.38	19.55%	\$3,000.00	\$454.79
Food	\$1,688.63	\$1,347.46	\$341.17	20.20%	\$1,500.00	\$152.54
Golf Merchandise	\$1,391.65	\$1,098.43	\$293.22	21.07%	\$500.00	(\$598.43)
Clothing	\$917.51	\$413.53	\$503.98	54.93%	\$500.00	\$86.47
Total	\$11,765.17	\$8,333.23	\$3,431.94	29.17%	\$8,500.00	\$166.77

Charges for Services

Green Fees		\$30,956.10
Membership Fees		\$17,176.00
Trail Fees		\$755.77
Cart Storage		\$2,406.43
Rentals (Clubs, Carts)		\$732.67
Power Carts		\$16,109.59
Clubhouse Rental		\$575.00
Golf Tournament Revenue		\$0.00
Total Charges for Services		\$68,711.56

Total Income \$80,476.73

Less Operating Expense through June

		Budget	Remaining
Wages	\$40,796.08	\$50,000.00	\$9,203.92
PERA	\$1,307.30	\$3,000.00	\$1,692.70
FICA	\$3,120.89	\$3,825.00	\$704.11
Office Supplies	\$8.75	\$0.00	(\$8.75)
Heating Fuel	\$209.88	\$0.00	(\$209.88)
Electricity	\$3,230.47	\$6,000.00	\$2,769.53
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$1,498.72	\$1,000.00	(\$498.72)
Cleaning Supplies	\$26.03	\$0.00	(\$26.03)
Motor Fuels	\$2,345.16	\$3,000.00	\$654.84
Lubricants/Additives	\$99.46	\$0.00	(\$99.46)
Chemicals	\$2,380.11	\$4,500.00	\$2,119.89
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	\$394.89	\$600.00	\$205.11
Cable Television	\$326.00	\$0.00	(\$326.00)
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$0.00	\$0.00	\$0.00
Postage	\$1.30	\$100.00	\$98.70
Advertising	\$0.00	\$0.00	\$0.00
Liability Insurance	\$2,277.08	\$2,000.00	(\$277.08)
Property Insurance	\$3,520.00	\$3,600.00	\$80.00
Work Comp	\$494.98	\$700.00	\$205.02
Unemployment	\$4,069.00	\$5,000.00	\$931.00
Insurance	\$0.00	\$0.00	\$0.00
Garbage Disposal	\$650.39	\$750.00	\$99.61
Repair/Maint Building	\$1,130.63	\$1,000.00	(\$130.63)
Repair/Main Structure	\$0.00	\$0.00	\$0.00
Repairs/Maint Machinery	\$7,949.11	\$4,000.00	(\$3,949.11)
Maintenance Course	\$4,528.12	\$3,000.00	(\$1,528.12)
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	\$2,298.16	\$1,500.00	(\$798.16)
Bank Service Charges	\$935.21	\$1,000.00	\$64.79
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	\$109,852.77	\$120,937.50	\$11,084.73

OPERATING INCOME OR LOSS

(\$37,709.27)

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	\$94.05
Total Other Expenses	\$94.05

Other Income	
Contributions & Donations	\$724.00
Transfer Fr Liq Str	\$10,000.00
Interest Earned	\$0.00
Miscellaneous/Reimbursements	\$122.00
Tee Box Sponsorship	\$2,000.00
Cash Over	\$28.15
General Property Taxes	\$9,149.46
Total Other Income	\$22,023.61

NET INCOME OR LOSS YEAR TO DATE (\$15,779.71)

Sales Comparison YTD	2018 thru August	2019
Green Fees	\$31,790.53	\$30,956.10

YTD Comparisons:	2018 thru August	2019
Operating Revenue	\$85,732.54	\$102,500.34
Operating Expense	\$94,111.21	\$118,280.05
	(\$8,378.67)	(\$15,779.71)

Other Income	
Reimbursements (NSF)	\$898.97
Rent Income	\$6,397.92
Vending Income	\$2,466.45
Interest	\$2,656.37
Cash Over	\$135.45
Total Other Income	\$12,555.16

Gross Profit Before Transfers **\$66,679.14**

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

Net Profit After Inventory Exp & Transfers
\$26,679.14

Inventory at 1/1/2019 after inventory total	\$101,307.45
Inventory at 08/31/2019	\$131,692.17
Difference	\$30,384.72

Sales Comparison Year to Date Ending 08/31/2019

	2017	2018	2019	% of Increase from 2018-2019
Off-Sale Liquor	\$141,018.09	\$155,680.49	\$169,328.14	8.77%
Off-Sale Beer	\$304,885.91	\$320,734.97	\$329,745.97	2.81%
Off-Sale Wine	\$24,555.22	\$26,028.09	\$28,908.89	11.07%
Total Off-Sale	\$470,459.22	\$502,443.55	\$527,983.00	5.08%
On-Sale Liquor	\$64,230.39	\$74,383.28	\$84,755.79	13.94%
On-Sale Beer	\$82,527.52	\$94,069.30	\$105,829.87	12.50%
On-Sale Wine	\$620.08	\$901.00	\$1,047.12	16.22%
Total On-Sale	\$147,377.99	\$169,353.58	\$191,632.78	13.16%
Total On and Off Sale	\$617,837.21	\$671,797.13	\$719,615.78	7.12%

Month End Remittance Report for August 2019

STATE OF MINNESOTA

Check Number: 888888 Printed: 9/3/2019 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	830.00
1b	Law Library - Criminal	M.S. 134A.10 S3		000019597500 1	2,367.00
2	Sheriff's Contingency Fund	M.S. 387.213		000019597500 1	400.00
9	Prosecution Costs	M.S. 631.48; 609.49		000019597500 1	700.00
10	DWI Assessment/County	M.S. 169A.285		000019597500 1	991.65
County Revenue Total					\$5,288.65

Municipalities

GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
DWI Assessment/Bemidji			000019294100 1	352.77
Bemidji 100%			000019294100 1	511.96
Bemidji 2/3			000019294100 1	4,556.52
Bemidji 1st Late Penalty			000019294100 1	116.05
Bemidji 2nd Late Penalty			000019294100 1	413.88
Sub-Total				\$5,951.18

Municipalities Total

\$5,951.18

County Specific

Line	GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
1	Beltrami County DARE Advisory Board			000019294100 1	178.12
3	Bemidji Prosecution Costs			000019294100 1	425.00
6	Northwood Coalition Battered Women's Shelter			000020502400 1	749.60
58	Beltrami County Victim Services			000019597500 1	13.99
County Specific Total					\$1,366.71

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

A	B		C		D	E		F	G		H
	B1	B2	C1	C2		E1	E2		Bar Operation	Bar Operation	
	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.	
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	
7-2019			5478	1095.60	1095.60			1095.60	(3300)	1695.60	

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

AUG 26 2019



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

September 8, 2019

Wendelin Sabor
218 Summit Ave.
Blackduck, MN 56630

Dear Wendelin,

As of September 8, 2019, the Promissory Note for Owner Occupied Residential Housing Rehabilitation with the City of Blackduck is satisfied in full. I have enclosed the original promissory note marked 'PAID' for your records. Also, included is the satisfaction of mortgage document. You will want to file this document with Beltrami County to remove the City's lien from the title to the real estate. Also, your insurance agent will be notified to remove the City as a lienholder on the property policy. We are glad to be able to assist in your housing rehabilitation financing needs.

Sincerely,



Christina Regas
City Administrator

CC: Bi-County Cap, Blackduck City Council

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"

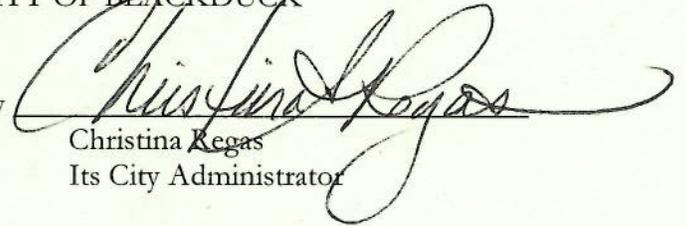
SATISFACTION OF MORTGAGE

Date: September 9, 2019

THAT CERTAIN MORTGAGE owned by the undersigned, dated August 27, 2009, executed by Wendelin Sabor., as Mortgagor, to the City of Blackduck, as Mortgagee, and filed for record November 24, 2009, by document no A000498540, in the office of the County Recorder of Beltrami County, Minnesota, is, with the indebtedness thereby secured, fully paid and satisfied.

CITY OF BLACKDUCK

By



Christina Regas
Its City Administrator

By

Rudy Patch
Its Mayor

STATE OF MINNESOTA

ss.

COUNTY OF BELTRAMI

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Christina Regas, City Administrator, and Rudy Patch, Mayor of the City of Blackduck, a municipal corporation, on behalf of that body.

Notary Public

THIS INSTRUMENT DRAFTED BY:

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

August 23, 2019

Dear Blackduck Liberty Drive Resident,

On behalf of the Blackduck City Council and the Blackduck Public Works Department this letter is to inform you of recent discussions regarding the infrastructure of Liberty Drive.

The Blackduck City Council, City Engineer, and Blackduck Public Work Supervisor are requesting all homeowners on Liberty Drive that use a sump pump and allow discharge from the pumps that exit onto their front lawns, to immediately ensure the hoses extend past the street curb. By doing so the discharge water will minimize any further tipping of the curb(s) and extend its life.

Additionally, the City Engineer, City Council, and Public Works will be addressing needed repairs to the catch basin located in front of 140 Liberty Drive the Fall of 2019. These repairs will only be a temporary correction to the catch basin and Liberty Drive. As the City Council and Public Works continue to discuss the best action plan to correct the deterioration of Liberty Drive, the board asks for patience from the residents.

If any residents have questions relating to the sump pump discharge, they may contact Blackduck Public Works Supervisor, Mike Schwanke at 218-835-4809.

Sincerely,

Christina Regas
City Administrator

CC: Public Works, City Council, City Engineer



Proposal for Municipal Rental Code Inspection Services

Township and Range, LLC
401 Halsey Street
Duluth, MN 55803

Township and Range is a Limited Liability Corporation, registered with the Minnesota Secretary of State. Andrew Sharpe is the owner and primary contractor for the company. He has experience in code administration, permit, plan review and inspections for both residential and commercial buildings. Clients include: private clients, corporations, government and tribal agencies, and the municipalities of Cass Lake, Nevis, Moose Lake, Carlton, and Wrenshall.

Proposal for Services:

Township and Range, LLC will provide inspection services for compliance with rental licensing for the City of Blackduck, MN as mandated by city ordinance 1150.10 Subdivision 1. Inspection reports will be documented for each inspection and provided to the City. All work will be completed or supervised by a Minnesota certified building official.

City Support:

The City shall provide for administrative services to support the Building Official including, but not limited to: printing and dissemination of all letters and notices for inspection requirements to all licensed landlords, scheduling of all inspections, record keeping and filing of all documents.

Proposed Schedule for Inspection Services:

The City shall schedule all inspection times between the hours of 8:00am and 5:00pm on weekdays, providing a 30 minute lunch break, and sufficient time to accommodate full inspection and travel between units.

Building Official Compensation:

The City shall pay Township and Range, LLC \$75 per unit inspection which includes travel time between units within city limits. Travel time to and from the City will be billed at \$76/hour plus the current federal mileage reimbursement rate per mile. Lodging will be reimbursed at the federal per diem rate for each full day of inspection work.

The City shall pay Township and Range, LLC a one-time retainer of \$1500 upon mutual agreement of terms, which will be deducted from the final billing statement upon completion of rental inspection services. The City will make final payment within 10 days of receiving monthly and final billing statements.

Requests by the City for services to be performed by Township and Range, LLC beyond the scope of this proposal shall be charged to the City at the agreed upon hourly rate, including required travel time.

References:

City of Cass Lake, MN: Sue Uhrinak - City Clerk/Treasurer 218-335-2238

City of Nevis, MN: Dawn Veit - City Clerk/Treasurer 218-652-3866

City of Moose Lake, MN: Tim Peterson – City Administrator 218-485-4010

Minnesota Certification Details:

Name: SHARPE, ANDREW T

Address: 401 HALSEY ST DULUTH, MN 55803

Phone: 320-219-1145

Class Type: CERTIFIED BUILDING OFFICIAL Number: BO706203

Expire Date: 4/5/2020

Member of the Association of Minnesota Building Officials (AMBO), Arrowhead Chapter



A GREAT PLACE FOR FAMILIES

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

City of Blackduck
Proposed Offer from Administration
September 9, 2019

1. ARTICLE 7. Hours of Work

7.3 Current Language:

Weekend Shifts (Saturday and Sunday); Employees who work the weekend for water plant and lift station duties will be compensated 2 hours per each day. When Employees work on a Holiday, they will receive 2 hours compensation at one and one half time.

New Language:

Weekend Employee Compensation

The weekend employee will work the following schedule:

- Monday – Thursday (8 hours) 7am to 4pm
- Friday (4 hours) 7am to 11am
- Saturday and Sunday, 8:30am to 10:30am [two (2) hours on both days].

Weekend Compensation will be as follows:

- Saturday, four (4) hours stand by pay at the straight time hourly rate of pay.
- Sunday, six (6) hours stand by pay at the straight time hourly rate of pay.
- All call backs shall be paid a minimum of two (2) hours at a rate of one and one-half (1.5) their regular hourly rate.
- Employee's working the (on-call) weekend shift will be available from the end of the business day on Friday to the beginning of the business day on Monday. Employee's shall be fit for work and able to respond within no more than one (1) hour from the time they have been notified of an issue.

*Employee's not on-call will not be required to come in for any reason unless they so choose.

Holiday's Compensation are as follows:

- Standard (8hr) holiday pay
- Holiday, six (6) hours stand by pay at the straight time hourly rate of pay.
- Normal rounds checking lift stations/water plant [two (2) hours at a rate of one and one-half (1.5) their regular hourly rate.
- All call backs shall be paid a minimum of two (2) hours at a rate of one and one-half (1.5) their regular hourly rate.

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"

2. **ARTICLE 17. Wages**

17.2 New Language Employee's:

The City of Blackduck will provide the following PPE; ansi vests, ansi insulated jackets, insulated bibs, hats, gloves, shirts (logo), jeans and other related items.

Chris Brown, Maintenance Worker #2

The City will pay for the Licensure Classes and Lodging for the Water and Wastewater Education Classes originally. If the employee fails to be licensed, it is up to the employee to cover this expense going forward to obtain licensure.

Once the Water Licensure is in possession at the city, the employee will receive a wage increase of \$0.50/hour on the next pay period. Once the Wastewater Licensure is in possession at the city, the employee will receive a wage increase of \$0.50/hour on the next pay period.

3. **ARTICLE 21. Duration**

Members of the Local 49ers are requesting consideration for the following duration:

A One (1) Year Agreement, January 1, 2020 through December 31, 2020.



CITY OF BLACKDUCK

P O BOX 380
 BLACKDUCK MN 56630-0036
 8-835-4803 Fax 218-835-4801

Invoice

No. 00040694
 Date 11/30/2018

To: ANDY EBERT
 768 Red Pine Ave. NW
 Hines MN 56647

Shipped	Ship Via	Terms	Contract	Contact	Customer PO#
	US Mail	Upon Receipt		Christina Regas	
Qty	Unit	Description		Unit Price	Amount
4	hrs	Juelson Trackhoe Service		\$105.00	\$420.00
4	hrs	Juelson Labor		\$75.00	\$300.00
188	ea	Complete Concrete works sidewalk		\$5.00	\$940.00
1	ea	3/4" Curb Stop		\$45.15	\$45.15
1	ea	1 1/4" x 7 1/2" Curb Box		\$34.46	\$34.46
3	hrs	City Labor		\$28.81	\$86.43
2	hrs	City Labor		\$23.14	\$46.28
2	hrs	City Labor		\$17.38	\$34.76

Special Instructions	SubTotal	Amount
	Tax	\$0.00
	Shipping	\$0.00
	TOTAL	\$1,907.08

PAID \$0.00

Charger above for work completed to repair service line to 56 1st Street SE in May 2018.



Thank You !



A GREAT PLACE FOR FAMILIES

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

July 17, 2018

Andy Ebert
768 Red Pine Ave NW
Hines, MN 56647

COPY

Dear Andy,

The City received the remaining invoices from the contractors associated with repairing the service line to your property at 56 1st Street SE in late May. I have included in the enclosed invoice the costs that are the property owner's responsibility.

Invoices should be paid within 30 days of receiving. The City would prefer payment of this invoice by October 1st, 2018. If needed, a payment plan may be arranged by contacting Christina Regas at City Hall 218-835-4810.

Sincerely,



Christina Regas
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"

Hegg Property

Bob- 3 hrs

Rae- 2 hrs

Chris-2 hrs

$\frac{3}{4}$ " curb stop—\$45.15

1 $\frac{1}{4}$ " x 7 $\frac{1}{2}$ ' curb box--\$34.46

Complete Concrete Works Incorporated

26055 450th St
Laporte, MN 56461
(218)556-8927
leahrogers21@yahoo.com

INVOICE

BILL TO
City of Blackduck

INVOICE # 1104
DATE 07/11/2018
DUE DATE 07/11/2018
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Concrete Blackduck Pond -curbface sidewalk	1	6,779.00	6,779.00
Concrete City sidewalk- 37.6 x 5 = 187.5 square feet	187.50	5.00	937.50
Concrete Pour ramp at pond, curb & gutter, 2 yards of concrete \$250	1	250.00	250.00
Labor 12 hours x \$55/hr	12	55.00	660.00

BALANCE DUE

\$8,626.50

Juelson Plumbing & Heating

18994 Hines Rd NE
Hines, MN 56647

Invoice

Date	Invoice #
5/25/2018	10354

MAY 29 2018

608-43200-402

Bill To
City of Blackduck P.O. Box 380 Blackduck, MN 56630

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
4	Dig up Water Service	105.00	420.00
4	Trackhoe	75.00	300.00
4	Labor - Kelly		
	<i>Hegg Property</i>		
	<i>Sidewalk 937.50</i>		
Total			\$720.00

ORDINANCE NO. 113

An Ordinance relative to City water & sewer systems.

The City Council, City of Blackduck, does ordain as follows:

PART 1. General provisions on water and sewer systems.

Sec. 1-- Water and sewer department. There is hereby established a water and sewer department, which shall be under the supervision of the maintenance foreman. The department shall be responsible for the management, maintenance, care, and operation of the water works and sanitary sewerage system of the City.

Sec. 2-- Use of water or sewer system restricted. No person shall make or use any water or sewer service installation connected to the city water or sewer system except pursuant to application and permit as provided in this chapter. No person shall make or use such installation contrary to the regulatory provisions of this ordinance.

Sec. 3-- Applications for service.

Subdiv. 1-- Procedure. Application for a water or sewer service installation and for water service shall be made to the City Clerk on forms prescribed by the City of Blackduck & furnished by the City. By his signature, the applicant shall agree to conform to this ordinance and to rules and regulations that may be established by the City as conditions for the use of water.

Subdiv. 2-- Fee or deposit. Application for a service installation shall be made by the owner of the property to be served or by his agent. The applicant shall at the time of making application pay to the City the amount of fees or deposit required for the installation of the service connection as provided in this ordinance. When a water service connection has been installed, application for water service may be made either by the owner or his agent or by the tenant or occupant of the premises.

Sec. 4-- Charge for service connections.

Subdiv. 1-- Permit and fee. No connection shall be made to the city water or sanitary sewer system without a permit received from the City Clerk. The fee for each such permit shall be \$ 25.00 for a water main connection permit and \$ 25.00 for a sewer connection permit. These fees shall be in addition to any fees required under subdivisions 2 and 3.

Subdiv. 2-- Certification. No permit shall be issued to connect with any water or sanitary sewer main unless the City Clerk certifies to the truth of one of the following or the payment required under subdivision 3 is made: (1) That the lot or tract to be served has been assessed for the cost of construction of the main with which the connection is made or that proceedings for levying such assessment have been or will be commenced in due course; or (2) That the cost of construction of the main has been paid by the developer or builder platting the

(Ordinance NO. 113 cont. pp. 2)

lot or tract; or (3) That, if neither of the foregoing is true, a sum equal to the portion of the cost of constructing the main which would be assessable against the lot or parcel has been paid to the city.

Subdiv. 3- Additional connection fee. If no such certificate can be issued, the applicant shall pay an additional connection fee equal to the portion of the cost of construction of the main upon the same basis as any assessment previously levied against other property for the main. The determination shall be made by the City Clerk. If no such assessment has been levied, the assessable cost shall be determined upon the basis of the uniform charge which may have been or will be charged for similar connection on the main. The amount shall be determined on the basis of the total assessable cost of the main allocated on the basis of each service unit equally. Where the assessable cost cannot be determined, the charge shall be fixed by action of the City Council.

Sec. 5- Accounting, bills, and collecting.

Subdiv. 1- Accounts in name of owner or tenant. All accounts shall be carried in the name of the owner or tenant. The owner shall be liable for water supplied to his property, whether he is occupying the property or not, and any charges unpaid shall be a lien upon the property. (MS 444.075)

Subdiv. 2- Bills for service. Water & sewer bills shall be billed together. Bills shall be mailed to the customers quarterly and shall specify the water consumed and the sewer and water charges in accordance with the rates set out in a separate ordinance establishing water rates.

Subdiv. 3- Delinquent accounts. Applicable as set out in separate ordinance establishing water rates and collection procedures therefor.

Subdiv. 4- Procedure for shutoff of service. Applicable as set out in separate ordinance establishing water rates and collection procedures therefor.

PART 2. Water system.

Sec. 1- General water regulations.

Subdiv. 1- Discontinuance of service. The city may discontinue service to any water consumer without notice for necessary repairs or, upon notice as prescribed in separate ordinance for nonpayment of charges, or for violation of rules and regulations affecting utility service.

Subdiv. 2- Supply from one service. No more than one house or building shall be supplied from one service connection except by special permission of the Council. Whenever two or more parties are supplied from one pipe connecting with a service main, each building or part of building separately supplied shall have a separate stop box and a separate meter.

Subdiv. 3- Turning on water, tapping mains. No person except an authorized city employee shall turn on any water supply at the stop box or tap any distributing main or pipe of the water supply system or insert a stop cock or other appurtenance therein without a city permit.

Subdiv. 4- Repair of leaks and thawing of frozen lines. The consumer or owner shall be responsible for maintaining the service pipe from the water main

(Ordinance NO. 113 cont. pp. 3)

into the building served. If he fails to repair any leak in such service pipe within 24 hours after notice by the city, the city may turn the water off. The water shall not then be turned on again until the sum of \$ 5.00 has been paid to the city. When the waste of water is great or damage likely to result from the leak, the city shall turn the water off immediately upon the giving of notice if repair is not commenced immediately. Consumer or owner is responsible for the thawing of frozen water lines as applied in the above terminology.

Subdiv. 5- Use of fire hydrants. No person other than an authorized city employee shall operate a fire hydrant or in any way tamper with the city water system without first obtaining the authority to do so from the maintenance forman.

Subdiv. 6- Private water supply. No water pipe of the city water supply system shall be connected with any pump, well, or tank that is connected with any other source of water supply. When such connection is found, the maintenance forman shall notify the owner to sever the connection and if this is not done immediately, the city shall turn off the water supply forthwith. Before any new connection to the city system is permitted, the maintenance forman shall ascertain that no cross connection will exist when the new connection is made.

Subdiv. 7- Restricted hours. Set out in separate ordinance.

Subdiv. 8- Permitting use by others. No person shall permit city water to be used for any purpose except upon his own premises except in an emergency and then only if written permission is first obtained from the city clerk. Anyone wishing to obtain water from a hydrant for construction purposes shall make application to the city clerk for such services.

Sec. 2- Meters.

Subdiv. 1- Meter required. Except for the extinguishment of fires, no person other than an authorized city employee shall use water from the city water supply system or permit water to be drawn therefrom unless the water passes through a meter supplied or approved by the city. No person not authorized by the maintenance forman shall connect, disconnect, take apart, or in any manner change or interfere with any such meter of its use.

Subdiv. 2- Instalation. Meters shall be installed by, or approved by, the city at the property owners expense. The city shall maintain & repair at property owners expense any meter that has become unservicable through ordinary wear & shall replace if necessary.

Subdiv. 3- Complaints; meter testing. When a consumer complains that the bill for any past period is excessive, the city shall have the meter reread on request. If the consumer remains unsatisfied, and he may, on written request & the deposit of \$ 25.00 have the meter tested. If the test shows an error in the city's favor exceeding five percent of the water consumed, the deposit shall be refunded, an accurate meter shall be installed at the property owner's expense, and the bill shall be adjusted accordingly. Such adjustment shall not extend back more then one service period from the date of the written request.

Subdiv. 4- Meter reading & inspection. Authorized meter readers shall have free access at reasonable hours of the day to all parts of every building & premises connected with the city water supply system in order to read meters & make inspections.

Sec. 3- Plumbing regulations.

(Ordinance NO. 113 cont. pp. 4)

Subdiv. 1- Service pipes. Every service pipe shall be laid with sufficient bend to allow not less than one foot of extra length and in such manner as to prevent rupture by settlement. The service pipe shall be replaced not less than 6 feet below the surface and be so arranged as to prevent rupture by freezing. A shutoff or other stop cock with waste valve of the size & strength required shall be placed close to the inside wall of the building and be well protected from freezing. Copper tubing shall be used for all services of 2" or less. Joints on copper tubing shall be as few as possible and not more than one joint shall be used for a service up to 70' in length. Each joint shall be left uncovered until inspected by the city. Every service over 2" shall be cast iron or of some material approved by the city. Connections with the mains for domestic supply shall be at least 3/4 of an inch.

Subdiv. 2- Water meter setting. Every meter shall be installed in accordance with the following provisions: (1) The service pipe from the water main to the meter shall be brought through the floor in a vertical position where the pipe enters the building. The stop and waste valve shall be 12" above the floor. (2) The bottom of the meter shall be between 6 & 12 " above the finished floor line. The meter shall be set not more than 12 inches horizontally from the inside line of the basement wall unless a different position is approved by the maintenance forman. A suitable bracket shall be provided to support the meter in a proper vertical position and prevent noise from vibration. (3) Each meter installation shall have a stop & waste valve on the street side of the meter. In no case shall more than 12" of pipe be exposed between the point of entrance through the basement floor & the stop & waste valve. A stop & waste valve shall also be installed on the house side of the meter. (4) The water pipe connecting with the main shall not exceed two feet under the basement floor from the inside of the basement wall to the water meter connection. (5) Meter setting devices for 5/8", 3/4", & 1" meters shall be of copper pipe or tubing from the terminus of the service pipe up to & including the stop & waste valve on the building side.

Subdiv. 3- Curb stop boxes shall be installed generally where desired by the owners of occupied properties, but they shall be placed as near as possible to the curb if on a street or within one foot of the alley line if the main is located in the alley. They shall be installed at an approximate depth of 7 feet below the established grade and shall be left in an accurate vertical position when back-filling is completed.

Subdiv. 4- Connection of service lines to the main. A connection requiring the installation of a service line from the main to the property line is to be made only by city employees or by a licensed plumber under contract with or supervision by the city.

Subdiv. 5- That where a public water supply system is accessible, the water distribution system (each accessible building or entity) shall be connected to it within one year unless otherwise permitted by the city.

Sec. 4- Water rates. Set out in separate ordinance establishing water rates and the collection procedures therefor.

(Ordinance NO. 113 cont. pp. 5.)

PART 3. Sanitary Sewer System.

Sec. 1- Building sewers & connections.

Subdiv. 1- Unauthorized connections. No unauthorized person shall uncover, make any connection with or opening into, use, alter, or disturb any public sewer or appurtenance without first obtaining a permit from the city clerk and otherwise complying with the provisions of this chapter.

Subdiv. 2- Permit and bond. A permit for construction of the extension between a building drain and the sewer main stub, herein called the building sewer, and for connecting it to the sewer main stub shall be issued only to a licensed plumber who has furnished a bond in the amount of \$ 1,500.00 conditioned so as to secure compliance by the principal with the provisions of this chapter and to further secure performance by him of all work undertaken within the city.

Subdiv. 3- Liability insurance. Before undertaking the construction work authorized by the permit, the plumber shall secure and maintain a policy of insurance against damages to property or injury or death to persons. The policy shall indemnify and save harmless the city and it's personnel against any claim, damages, or cause of action arising out of the work and from any expenses of defending the same. The property damage insurance coverage shall be in the amount of at least \$ 10,000.00 and the public liability damage for injury or death shall be in the amount of at least \$ 50,000.00. Proof of such insurance shall be filed with the city prior to construction work and such policy shall provide that the city shall be notified immediately of any termination or modification of such insurance. If the insurance coverage is inadequate in amount, the licensed plumber shall himself indemnify and save harmless the city and it's personnel in like manner.

Subdiv. 4- Indemnification by owner. The owner shall bear the costs and expenses incident to the installation and connection of the building sewer. He shall indemnify the city for any loss or damage directly or indirectly caused by it's installation. To the extent he deems necessary, the maintenance supervisor shall establish rules and regulations for the proper implementation of these requirements which, when approved by the council by resolution, shall govern the installation of building sewers and connections.

Subdiv. 5- Requirements for building sewer construction. Building sewer construction shall meet the following requirements:

(1) Every building sewer shall be constructed of extra heavy duty cast iron pipe, asbestos cement pipe, vitrified clay pipe, or PVC of a **strength** as approved by maintenance supervisor. Cast iron pipe shall be used for a building sewer laid within ten feet of any well. Minimum size of building sewer shall be 4" for cast iron or asbestos cement pipe, 4" for PVC, and 6" for vitrified clay pipe. Fittings used to change direction in a building sewer shall be approved by the building inspector or maintenance forman.

(2) Cast iron pipe shall have a packed oakum joint with a hot poured lead ring approximately 3/4" deep & caulked. Asbestos cement pipe shall have the rubber ring type joint recommended by the manufacturer except that in connecting to the house drain cast iron pipe, a packed oakum joint with a hot poured lead ring approximately 3/4" deep shall be used. Vitrified clay joints shall consist of a ring of packed oakum and a hot poured approved joint compound. PVC pipe shall have rubber ring type joint recommended by manufacturer.

(3) The maintenance forman may require cast iron pipe with leaded joints where the building sewer is exposed to damage by tree roots. If installed in filled or unstable ground, the building sewer shall be of cast iron pipe, except that nonmetallic mater-

(Ordinance NO. 113 cont. pp. 6.)

ial may be accepted if laid on a suitable concrete bed or cradle as approved by the maintenance forman.

(4) A building sewer may be laid across an existing cesspool or septic tank if the pipe rests on a steel-reinforced concrete slab the ends of which rest directly on the concrete block walls. The two center sections of a cesspool cover laid parallel with each other may be used.

(5) Whenever possible the building sewer shall be brought to the building at an elevation below the basement floor. No building sewer shall be laid parallel to or within 3 feet of any bearing wall which might thereby be weakened. The depth shall be sufficient to afford protection from frost. The building sewer shall be laid at uniform grade and in straight alignment insofar as possible.

(6) In any building in which any building drain is too low to permit gravity flow to the public sewer, sewage carried by such drain shall be lifted by approved artificial means and discharged to the building sewer.

Subdiv. 6- Inspection and approval. The applicant for the building sewer permit shall notify the maintenance forman when the building sewer and connection is ready for inspection. The connection shall be made under the supervision of the maintenance forman or his representative. No backfill shall be placed until the work has been inspected and approved.

Sec. 2- Sewer-system general regulations.

Subdiv. 1- Discharge of surface water, etc. No person shall discharge or cause to be discharged any storm water, surface water, ground water, cooling water or unpolluted industrial process waters into any sanitary sewer. No rain spout or other form of surface drainage and no foundation drainage shall be connected with any sanitary sewer.

Subdiv. 2- Nonacceptable wastes. No person shall discharge or permit to be discharged into any public sewer any of the following wastes:

- (1) Any liquid or vapor having a temperature in excess of 150 degrees fahrenheit;
- (2) Any water or waste having a five-day biological oxygen demand exceeding 1,000 parts per million by weight as averaged during any 12 month period;
- (3) Any gasoline, benzine, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas;
- (4) Any garbage that has not been properly shredded;
- (5) Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, manure, grit, brick, cement, onyx, carbide, or other matter that may interfere with the proper operation of the sewers or sewage treatment plant;
- (6) Any water or waste having a PH lower than $5\frac{1}{2}$ or higher than 9 or having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel of the sewage works;
- (7) Any water or waste containing a toxic or poisonous substance in sufficient quantities to constitute a hazard to humans or animals, injure or interfere with sewage treatment, or create any hazard in the receiving waters of the sewage treatment plant;
- (8) Any noxious or malodorous gas or substance capable of creating a public nuisance.

(Ordinance NO. 113 cont. pp. 7)

Subdiv. 3- Interceptors. Grease, oil, and sand interceptors shall be provided when they are necessary for the proper handling of any liquid waste containing grease in excessive amounts or any flammable wastes and or other harmful ingredients; but such interceptors shall not be required for private living quarters or dwelling units. Interceptors shall be located so as to be easily accessible for cleaning & inspection.

Subdiv. 4- Control manhole required. The owner of any property served by a building sewer carrying industrial waste shall install a suitable control manhole in the building sewer to facilitate observation and sampling of the waste. The manhole shall be constructed by the owner in accordance with plans approved by the maintenance forman. The owner shall maintain the manhole so as to be safe and accessible at all times.

Subdiv. 5- Separate sewers. A separate and independent sewer shall be provided to every building connected to the sewer system except that the council may waive this requirement where it finds that a separate sewer for a building is impractical.

Sec. 3- Sewer connection required.

Subdiv. 1- General requirement. When property abuts upon any public street or alley along which water & sewer mains have been constructed, the owner of any dwelling or commercial establishment on the property shall install suitable toilet facilities therein and connect them with the sanitary sewer in accordance with the provisions of this ordinance within 90 days after the date of mailing or delivering official notice to do so. This notice shall be given to the owner or occupant in writing by the city clerk on order of the council.

Subdiv. 2- Connection by city. Whenever any owner or occupant fails to comply with such written notice, the council shall by resolution direct that a toilet be installed & connection made with the water & sewer system and that the cost of the installation be paid in the first instance out of the general fund & then assessed against the property benefited.

Subdiv. 3- Assessment. After the installation & connection have been completed pursuant to council resolution, the clerk shall serve a written notice of the assessment upon the owner or his representative directing him to pay the assessment to the treasurer within 10 days after the service of the notice. If the assessment is not paid within 10 days, the clerk shall certify the amount to the county auditor for collection in the same manner as other special assessments. The council may by resolution spread the assessment over a three year period.

Subdiv. 4- Existing facilities. When a cesspool or septic tank has been in use prior to construction of a sanitary sewer in the street or alley abutting the property on which the facility is located, the owner of the building making use of the cesspool or septic tank shall comply with this section when the cesspool or septic tank is in need of repair, reconstruction, or pumping, or within 1 year of the completion of the sanitary sewer, whichever occurs first.

Sec. 4. Sewer rates.

Subdiv. 1- General rates for sewer service. Each user of sewer service to property also served by the city water system shall pay each quarter 50 % of his water bill as a sewer service charge.

Subdiv. 2- Rates for users not connected to water system. Except as otherwise provided in this section, any user of sewer service to property not served by the city water system shall pay each quarter the following sewer service charge:

Each dwelling unit.....\$ 10.00

(Ordinance NO. 113 cont. pp. 8)

Subdiv. 3- Special cases. In the case of any industrial user contributing wastes to the sewage system in disproportionate amounts or concentrations, the maintenance department shall make an individual study of the particular use and fix an individual charge that is commensurate with the burden placed by the wastes upon the sewage treatment plant. If a building served by sewer is not served by city water & the council determines that the flat rate sewer service charge inaccurately measures use of the sewer system, it may order the installation of a water meter to measure accurately the amount of water used on the premises. In the case of an industry using substantial amounts of water that is not discharged into the sewer system, the council may order the installation of a meter accurately measuring the amount of water that enters the sewer system, & fix the service charge on the basis of such amount. Insofar as practicable, installation & maintenance of such meters shall conform to the regulations contained in this code.

Subdiv. 4- Required information. The owner, occupant, or person in charge of any premises shall supply the city with such information as it may reasonably require relating to use of water, use of sewer, or sewer rates. Willful failure to provide such information, willful falsification of such information, or willful failure to comply with any requirement or order issued pursuant to this section constitutes a violation of this section.

Subdiv. 5- Disposition of revenues. All revenues derived from charges imposed under this section shall be credited to the Disposal fund.

PART 4. Individual Sewage Disposal Systems

Sec. 1- Definitions.

Subdiv. 1- Words and phrases have the meanings given them in this section.

Subdiv. 2- Sewage. Sewage is any water-carried domestic waste, exclusive of footing & roof drainage, of any residence, industry or commercial establishment, whether treated or untreated, & includes the liquid wastes produced by bathing, laundry & culinary operations, & from toilets & floor drains. Raw sewage is sewage which has not been subjected to any treatment process.

Subdiv. 3- Individual sewage disposal system. An individual sewage disposal system is a sewage disposal system, other than a public or community system, which receives sewage from an individual establishment. Unless otherwise indicated the word "system" as it appears in this ordinance means "individual sewage disposal system."

Subdiv. 4- Building drain. The building drain is that part of the lowest horizontal piping of a building drainage system which receives the discharge from soil, waste, & other drainage pipes inside the walls of any building & conveys the same to the building sewer.

Subdiv. 5- Building sewer. The building sewer is that part of the horizontal portion of the building drainage system extending from the building drain to it's connection with the septic tank & carrying the sewage of but one building.

Sec. 2- Code adopted. The 1971 edition of the Minnesota Individual Sewage Disposal System Code of Minimum Standards recommended by the Minnesota Department of Health is hereby adopted by reference & made a part of this ordinance as if fully set forth herein. Before publication of this code or ordinance the clerk shall mark at least one copy of this Health Department Code as an official copy & file it in his office for use and examination.

(Ordinance NO. 113 cont. pp. 9)

Sec. 3- Licensing. No person shall engage in the business of installing & constructing sewage disposal systems within the City of Blackduck without first obtaining a license to carry on such occupation from the city council & procuring & posting with the city clerk a bond in the amount of \$ 1,500.00 in favor of the city & the public, conditioned upon the faithful performance of contracts & compliance with this ordinance. Such license shall be renewable annually on or before 1 January & may be revoked as provided in this code for licenses generally. Any installation, construction, alteration or repair of a sewage disposal system by a licensee in violation of the provisions of Section 5 part 4, or refusal on the part of a licensee to correct such defective work performed by such licensee shall be cause for revocation of or refusal to renew a license.

Before any license issued under the provisions of this section may be revoked or it's renewal refused, the licensee shall be given a hearing to show cause why such license should not be revoked or refused. Notice of the time, place, & purpose of such hearing shall be in writing. The annual license fee shall be \$ 10.00. Applications for such license shall be made annually on a form furnished by the clerk.

Sec. 4- Permits.

Subdiv. 1- Permit required. No person shall install, alter, repair, or extend any individual sewage disposal system in the city without first obtaining a permit therefor from: the council or it's authorized representative for the specific installation, alteration, repair, or extension; and, at the time of applying for the permit, shall pay a fee therefor of \$ 25.00. Permits shall be valid for a period of six months from date of issue.

Subdiv. 2- Applications. Applications for permits shall be made in writing upon forms furnished by the clerk and shall be signed by the applicant.

Subdiv. 3- Contents. Each applicant for a permit shall have thereon the correct legal description of the property on which the proposed installation, alteration, repair, or extension is to take place, and each applicant for permit shall be accompanied by a plot plan of the land showing the location of any proposed or existing buildings located on the property with respect to the boundary lines of the property & complete plans of the proposed system with substantiating data, if necessary, attesting to the compliance with the minimum standards of this ordinance. A complete plan shall include the location, size, & design of all parts of the system to be installed, altered, repaired, or extended. The application shall also show the name of the person who is to install the system, & shall provide such further information as may be required by the council.

Sec. 5- Construction requirements. Every individual sewage disposal system installed after the effective date of this ordinance & every alteration, extension & repair to any system made after that date shall conform to the standards of the code adopted by reference in Section 2 part 4. Any individual sewage disposal system or pertinent part thereof, irrespective of the date of original installation, which is not located, constructed or installed in accordance with items 1b & 1c of the code shall be so relocated, reconstructed or reinstalled as to comply with the standards of those items.

Sec. 6- Administration. The Building Inspector/City Clerk shall enforce the provisions of this ordinance.

Sec. 7- Inspection. The Building Inspector/Maintenance Forman shall make such inspection or inspections as are necessary to determine compliance with this ordinance. No part of the system shall be covered until it has been inspected & accepted by the Building Inspector/Maintenance Forman.

(Ordinance NO. 113 cont. pp. 10)

It shall be the responsibility of the applicant for the permit to notify the maintenance forman/building inspector that the job is ready for inspection or re-inspection, & it shall be the duty of the maintenance forman/building inspector to make the indicated inspection within 48 hours after notice has been given. It shall be the duty of the owner or occupant of the property to give the maintenance forman/building inspector free access to the property at reasonable times for the purpose of making such inspection. Upon satisfactory completion & final inspection of the system the building inspector/city clerk shall issue to the applicant a certificate of approval.

If upon inspection the maintenance forman/building inspector discovers that any part of the system is not constructed in accordance with the minimum standards provided in this ordinance, he shall give the applicant written notification describing the defects. The applicant shall pay an additional fee of \$ 25.00 for each re-inspection that is necessary. The applicant shall be responsible for the correction or elimination of all defects, & no system shall be placed or replaced in service until all defects have been corrected or eliminated.

Sec. 8- Maintenance.

Subdiv. 1- Sludge measurement & removal. At least once a year the owner of any septic tank or his agent shall measure or arrange for the measurement of the depth of sludge and scum in such septic tank. When, as a result of such measurement, the top of the sludge layer in the tank or any compartment of the tank is found to be less than 12" below the bottom of the outlet baffle or submerged pipe, or if the bottom of the scum layer is less than 3" above the bottom of the septic tank outlet baffle or submerged pipe, the owner or agent shall arrange for the removal & sanitary disposal of sludge & scum from the tank; provided that such requirement for measurement shall be waived for any septic tank which is cleaned as indicated at least once each calendar year.

Subdiv. 2- Removal of solids from distribution box. At least once each year the owner of any system equipped with a distribution box shall arrange for the opening of the distribution box & the removal of any settled solids therein. Such material shall be disposed of to the septic tank or by other means acceptable to the council.

Subdiv. 3- Seepage pit liquid. At least once between 1 May and 30 June of each year the depth of liquid in each seepage pit shall be measured. When, as a result of such measurement it is found that the liquid level in the pit is less than 1 foot below the inlet, a second measurement shall be made 8 to 12 hours after the first measurement, during which time no liquid shall be discharged to the seepage pit. If, as a result of the second measurement, it is found that the liquid level in the pit had not lowered at least 2 feet during the indicated period of time, an additional seepage or other acceptable soil absorption system shall be provided.

Sec. 9- Objectives. The objectives of this ordinance are to provide adequate & safe methods of sewage disposal & to prevent the contamination of any existing or future water supply by any existing or future sewage disposal system. Any system of special, unusual or new design which will satisfy the stated objectives may be accepted as complying with this ordinance & any permit granted for the construction, installation, alteration or repair of any such special system shall be subject to such guarantees as may be stated in the permit.

Sec. 10- This ordinance superceeds all other ordinances pertaining to city water & sewer systems. When they are in conflict, this ordinance takes precedence.

Passed August 2, 1977

Published October 20, 1977

ATTEST: Thomas A. Moon
Clerk, City of Blackduck

Robert Tuff
Mayor, City of Blackduck



City of Blackduck

Frozen Service Line Policy

Purpose

1. To clarify responsibilities prior to and in the event of a frozen water and/or sanitary sewer service line.
2. Procedures the City will use in determining the utility bill, if you are running water to prevent the pipes from freezing/refreezing.

Resident Responsibilities

1. In the City of Blackduck, water/sewer service lines are the responsibility of the resident from the house to the city main; the water shut-off box (curb stop) is also owned by the property owner and is their responsibility to maintain it in proper working order.
2. In the event of a frozen water line, please contact the City.
3. Residents are responsible for hiring and paying a licensed plumber or other firm capable of safely thawing their service lines. Homeowners will assume all risks and liabilities of using a pipe thawing service.
4. If the line is successfully thawed, the resident is to contact the city to notify staff that the line is open.
5. To try and prevent the line from refreezing, run a streamline of water about the thickness of a pencil.
6. Residents shall monitor the flow of water as to not cause a back-up in the home.

City Procedure

1. The City does not have the capacity to provide a service of thawing frozen service laterals to residents. We will assist in helping residents find a contractor to attempt the thawing of the line.
2. While we are unable to thaw the line, we will provide temporary water where possible by hooking up to hydrants or neighboring houses with permission. If it's impossible to hook up to a hydrant/neighbor we will provide bulk water and/or bottled water to get you by until you line is thawed.
3. Calls received during regular working hours shall be responded to within that business day if staffing is available. Calls received after working hours will be responded to within 18 hours of receiving the call.
4. The City reserves the right to deviate from this policy at any time if deemed to be in the general public interest and the protection of the health, safety and welfare of the public.

Utility Bill

1. The City may make adjustments according to council direction. Adjustments, if approved, will be based off the resident's three month average, prior to running water.
2. In order to receive an adjustment, the City must be notified.

REQUESTER PAY SIGNING APPLICATION
For Standard Traffic Signs/Traffic Control Devices
MINNESOTA DEPARTMENT OF TRANSPORTATION (MnDOT)



(PLEASE PRINT)

Applicant's Name	City of Blackduck			
Address	PO Box 380 Blackduck, MN 56630			
Phone	218-835-4803	Email Address	christina.regas@blackduckmn.com	

Justification for additional standard traffic signs/traffic control devices: The city of Blackduck has an ordinance to enforce Vehicle Noise Laws Minn. Stat. Sec 169.693.

Location(s) of additional standard traffic signs/traffic control devices: TH 71 RP 336.72 (Westbound) RP 337.71 (Northbound) TH 72 RP 0.56 (Southbound)

Number of additional standard signs/traffic control devices requested: (all the signs must contain the same legend)

Direction of travel to be signed: Eastbound Westbound Northbound Southbound

Sign Legend	Sign Size	Quantity	Cost per Sign	SUBTOTAL
R16-X13 (Vehicle Noise Laws Enforced)	24"x24"	3	\$862.60	\$2,587.80
TOTAL COST				\$2,587.80

(NOTE: Total Cost reflects the number of signs, type of signs, fabrication, installation, and all related costs.)

Please include your payment for the Total Cost with this application. Make your check or money order payable to: **COMMISSIONER OF TRANSPORTATION**

Please read, complete, and sign the *Certification of Compliance* before mailing it.

Return to: Minnesota Department of Transportation
 3920 Hwy 2 West
 Bemidji, MN 56601
 Attn: Jeff Erickson

Questions:
 (218) 755-6572
 jeffrey.erickson@state.mn.us

MnDOT Use Only				
<input type="checkbox"/>	Payment Received	Dated _____	Authorized _____	Minnesota Department of Transportation
WO No. _____	Area _____	T.H. _____	R.P. _____	C.S. _____

**Standard Traffic Signs/Traffic Control Devices
CERTIFICATION OF COMPLIANCE
MINNESOTA DEPARTMENT OF TRANSPORTATION (MnDOT)**



Purchase, Installation, and Maintenance of Signs

I, the undersigned, do hereby certify that this facility conforms to all applicable laws and regulations concerning the provisions for public accommodations without regard to race, color, creed, religion, national origin, sex, disability, age and sexual orientation.

I agree to accept the sign's format, design, structure, and location(s), as determined by MnDOT, in compliance with all pertinent state signing standards, and to make payment in advance for the fabrication, installation and all related costs of the sign(s) by MnDOT.

I do also agree to pay any costs incurred with relocating the sign(s) in the future, if necessary to comply with legally-required spacing distances.

I do also agree to pay for any additional maintenance and/or replacement costs for the signs(s) resulting from damage, vandalism, or other such occurrences beyond the control of MnDOT.

I agree to pay MnDOT for all costs required to repair the sign panel(s) and/or sign structure(s), as required, to remedy any of the conditions outlined in the previous paragraph.

If total replacement is required, I agree to pay MnDOT all costs for a new sign(s), in advance of the replacement, the current cost for fabricating and installing the sign(s) and/or replacing the sign structure(s).

In addition, I understand that when the sign(s) must be refurbished due to natural deterioration, I will be required to reapply for the sign(s) and pay current replacement costs. Based on manufacturers' warranties, "natural deterioration" is approximately a 15-year replacement cycle, enforced at MnDOT's discretion.

I understand that there is a possibility, in the future, that my sign(s) might need to be permanently relocated, or removed completely and not re-installed, in order to accommodate roadway construction or maintenance, or when new or additional regulatory, warning, or guide signs are required to be installed, or as required by changes in Minnesota State Statutes applying to guide and information signs. I understand that MnDOT reserves the right to relocate my sign(s) when it is necessary to comply with these listed conditions or regulations.

Additional guidance (trailblazing) signing from the MnDOT highway intersection/interchange to the facility will be the responsibility of the applicant and the local road authority, and must be in place prior to the installation of MnDOT highway signing.

I, the undersigned, accept the terms and conditions of the regulations of the Commissioner of Transportation and agree to fully comply, to the satisfaction of MnDOT.

Date _____ Applicant's Signature _____

Applicant's Name (print) _____

Agency Name (if applicable) _____

end

Last updated August 2017



Northwoods Lumber Co.
 P.O. Box 130
 25778 Hwy 71 NE
 Blackduck, MN 56630
 218-835-7745
 Fax: 218-835-4180



QUOTE

1908-090970

PAGE 1 OF 3

SOLD TO
CITY CLERK CITY OF BLACKDUCK P.O. BOX 380 BLACKDUCK MN 56630

JOB ADDRESS
GOLF COURSE P.O. BOX 380 BLACKDUCK MN 56630 218-835-4803

ACCOUNT	JOB
DCI700	10
CREATED ON	08/05/2019
EXPIRES ON	08/20/2019
BRANCH	1000
CUSTOMER PO#	
STATION	DSL1
CASHIER	ADAM
SALESPERSON	
ORDER ENTRY	ADAM
MODIFIED BY	

28X96X8 POLE SHED ADD APPROX.
 \$1100.00 FOR 10' SIDEWALL AND 8'
 OH DOORS

Item	Description	D	Quantity	U/M	Price	Per	Amount
CBS250	POST PAD RND-11.5"X4" CEMENT PAD		34	EACH	6.3900	EACH	217.26
LTT3614	TITAN 3-PLY 2x6-14'		26	EACH	67.8000	EACH	1762.80
LTT3616	TITAN 3-PLY 2x6-16'		4	EACH	77.4900	EACH	309.96
LTT3620	TITAN 3-PLY 2x6-20'		4	EACH	96.8600	EACH	387.44
LT2520616	2x6-16' TREATED ABOVE GROUND		15	PC	15.3900	PC	230.85
LELVL912	LVL 1-3/4 x 9-1/2" 12 - 32'		384	LFT	3.9900	LFT	1532.16
LFH21010	2x10-10' HEM FIR		6	PC	12.8900	PC	77.34
SOTRUSS	SOTRUSS-28' TRUSS PKG 4'OC 2'OH SUPPLIED TRUSS HANGERS MUST BE USED TO GUARANTEE MANUFACTURERS TRUSS WARRANTY.		1	EACH	3494.6700	EACH	3494.67
TRUSSPACKET	CUSTOMER TRUSS JOB PACKET		1	PKG	1.0000	PKG	1.00
LP20416	2x4-16' #2 SPF HILINE		48	PC	7.0900	PC	340.32
LP20420	2x4-20' #2 SPF		16	PC	9.7900	PC	156.64
LP20416	2x4-16' #2 SPF HILINE		72	PC	7.0900	PC	510.48
LP20418	2x4-18' #2 SPF		36	PC	8.5900	PC	309.24
LP20606S	2x6-96" SPF STUD		22	PC	4.4900	PC	98.78
LP20410	2x4-10' #2 SPF HILINE		48	PC	4.3900	PC	210.72
LP20618	2x6-18' #2 SPF		8	PC	12.9900	PC	103.92
LP20616	2x6-16' #2 SPF HILINE		8	PC	10.9900	PC	87.92
LP20416	2x4-16' #2 SPF HILINE		56	PC	7.0900	PC	397.04
LP20610	2x6-10' #2 SPF HILINE		8	PC	6.7900	PC	54.32
SSFPP3806	PRO-PANEL 38" PANEL BLACK		1,855.67	LFT	2.8000	LFT	5195.87

BECAUSE OF VARYING BUILDING PRACTICES, THE ACTUAL AMOUNT OF MATERIALS USED MAY VARY FROM THE ABOVE QUANTITIES. PLEASE CHECK FOR ANY ERRORS OR OMMISIONS. THANK YOU FOR GIVING US THE OPPORTUNITY TO BE OF SERVICE TO YOU. ALL SALES FINAL ON SPECIAL ORDERS.	Subtotal	
	Sales Tax	
	Total	

Buyer:

Signature



Northwoods Lumber Co.
 P.O. Box 130
 25778 Hwy 71 NE
 Blackduck, MN 56630
 218-835-7745
 Fax: 218-835-4180



QUOTE

1908-090970

PAGE 2 OF 3

SOLD TO
CITY CLERK CITY OF BLACKDUCK P.O. BOX 380 BLACKDUCK MN 56630

JOB ADDRESS
GOLF COURSE P.O. BOX 380 BLACKDUCK MN 56630 218-835-4803

ACCOUNT	JOB
DCI700	10
CREATED ON	08/05/2019
EXPIRES ON	08/20/2019
BRANCH	1000
CUSTOMER PO#	
STATION	DSL1
CASHIER	ADAM
SALESPERSON	
ORDER ENTRY	ADAM
MODIFIED BY	

28X96X8 POLE SHED ADD APPROX.
 \$1100.00 FOR 10' SIDEWALL AND 8'
 OH DOORS

Item	Description	D	Quantity	U/M	Price	Per	Amount
	68 - 16' 11", 64 - 7' 7", 4 - 13' 0", 4 - 12' 0", 4 - 11' 0", 4 - 10' 0", 4 - 9' 0"						
SSF6198300	POLYCARBONATE RIDGELITE 24" CLEAR		10	EACH	49.9900	EACH	499.90
SSF6441399	36" GLUED BOTTOM CLOSURE IS PPII		68	EACH	1.4700	EACH	99.96
SSFMULTI3	MULTIVENT 2x1-3/4x 36"w/ADH CLOSR		68	EACH	5.9900	EACH	407.32
SSF4204006	10'6 BASE MLDG BLACK		23	EACH	7.6900	EACH	176.87
SSF4206606	10'6 OHD DRIPCAP BLACK		3	EACH	24.7900	EACH	74.37
SSF4299906	16'6 OHD TRIM BLACK		3	EACH	38.5900	EACH	115.77
SSF4227406	10'6 C METAL J TRIM BLACK		4	EACH	7.9900	EACH	31.96
SSF4216306	10'6 OSC RAKE/CORNER BLACK		4	EACH	17.1900	EACH	68.76
SSF4216306	10'6 OSC RAKE/CORNER BLACK		8	EACH	17.1900	EACH	137.52
SSF5866206	10'2 SOFF STARTR 3/8 BLACK		27	EACH	19.3900	EACH	523.53
SSF4205806	10'6 RESID FASCIA BLACK		27	EACH	16.2900	EACH	439.83
SSF4204506	10'6 ANG EAV MLDG 3-1/2 BLACK		20	EACH	12.3900	EACH	247.80
SSF5866006	16x24" PERF SOFFIT BLACK		196	EACH	7.2800	EACH	1426.88
SFSPFBL15	1-1/2" POST/FRAME BLACK 250/BAG		12	BAG	19.9900	BAG	239.88
SFSPFBL1	1" POST/FRAME BLACK 250/BAG		7	BAG	16.9900	BAG	118.93
MDFGVW5630R	3-0 6PNL STL WHT VNYL RH 6/9 DB, PREF DOOR SLAB		1	EACH	350.9900	EACH	350.99
9599754	FB50VGEO505 EN/DBT COMB BR.BRASS		1	EACH	59.9900	EACH	59.99
SOOVERHEADDOOR	SOOVERHEADDOOR-9X7 RP-24 WHITE OH DOOR		3	EACH	423.3800	EACH	1270.14
MPLDSW09	9' WHITE DOOR STOP JAMBSEAL GOSS		3	EACH	9.9900	EACH	29.97

BECAUSE OF VARYING BUILDING PRACTICES, THE ACTUAL AMOUNT OF MATERIALS USED MAY VARY FROM THE ABOVE QUANTITIES. PLEASE CHECK FOR ANY ERRORS OR OMMISIONS.
 THANK YOU FOR GIVING US THE OPPORTUNITY TO BE OF SERVICE TO YOU.
 ALL SALES FINAL ON SPECIAL ORDERS.____

Subtotal	
Sales Tax	
Total	

Buyer:

Signature



Northwoods Lumber Co.
 P.O. Box 130
 25778 Hwy 71 NE
 Blackduck, MN 56630
 218-835-7745
 Fax: 218-835-4180



QUOTE

1908-090970

PAGE 3 OF 3

SOLD TO
CITY CLERK CITY OF BLACKDUCK P.O. BOX 380 BLACKDUCK MN 56630

JOB ADDRESS
GOLF COURSE P.O. BOX 380 BLACKDUCK MN 56630 218-835-4803

ACCOUNT	JOB
DCI700	10
CREATED ON	08/05/2019
EXPIRES ON	08/20/2019
BRANCH	1000
CUSTOMER PO#	
STATION	DSL1
CASHIER	ADAM
SALESPERSON	
ORDER ENTRY	ADAM
MODIFIED BY	

28X96X8 POLE SHED ADD APPROX.
 \$1100.00 FOR 10' SIDEWALL AND 8'
 OH DOORS

Item	Description	D	Quantity	U/M	Price	Per	Amount
MPLDSW07	7' WHITE DOOR STOP JAMBSEAL GOSS		6	EACH	7.9900	EACH	47.94
MISC	MISC FASTENER ALLOWANCE	N	1	EACH	750.0000	EACH	750.00
Adjustment	Misc Labor or Repair						9800.00

BECAUSE OF VARYING BUILDING PRACTICES, THE ACTUAL AMOUNT OF MATERIALS USED MAY VARY FROM THE ABOVE QUANTITIES. PLEASE CHECK FOR ANY ERRORS OR OMMISIONS. THANK YOU FOR GIVING US THE OPPORTUNITY TO BE OF SERVICE TO YOU. ALL SALES FINAL ON SPECIAL ORDERS.	MNBLTR 7.375%	Subtotal	32,397.04
		Sales Tax	1,666.53
		Total	34,063.57

Buyer:

Signature

City Council Meeting Date: September 9, 2019

The Ladies Golf League would like to express their support for the City Council to vote in favor of building a new golf cart garage as soon as possible based on the following reasons:

1. Golf carts are necessary for increasing course revenue. Golfers pay a cart fee and expect to have carts that are clean and well maintained. As such, the carts must be kept out of the elements to reduce upkeep costs.
2. Members that use the garage, will continue to pay an annual storage fee.
3. Golfers return to courses when they have an enjoyable and quality experience. A new golf cart garage would add a positive first impression to our already beautiful course.
4. A new golf cart storage area could be used for other equipment that is now stored away from the course. It would also add convenience and time efficiency for the maintenance crew.
5. A well-run and maintained golf course is a great asset to the Blackduck Community for tourism and community building events. Tournaments bring in additional revenue. Well kept carts enable course tournaments, which bring in additional revenue.
6. Many resorts like to have the added attraction of a viable golf course available to their clients and many golfers want the use of a golf cart.

WAYS TO RAISE MONIES

1. Money could be raised by holding a fund raiser scramble. For example, like they do at the Drakes Scramble.
2. Investigate grant possibilities.
3. Make it possible for area resorts to promote the golf course by offering course play specials. For example, play 18 holes and pay for 9 with a cart. Or, upon purchase of 9 holes with a cart, receive 9 holes free.

The Ladies Golf League values this course. We have demonstrated our support by actively contributing time, resources and money. We hope to continue to do so in the future.



MEMORANDUM OF UNDERSTANDING

BETWEEN BLACKDUCK BLANDIN COMMUNITY LEADERSHIP COHORT AND CITY OF BLACKDUCK REGARDING PROJECTS IN PINE TREE PARK & CAMPGROUND

The Blandin Community Leadership Cohort is desirous of creating a public swim beach within the city campground on Blackduck Lake. The City is desirous of improving on the facilities at Pine Tree Park. Additionally, the City and Cohort are desirous of offering the community and its residents a safe, healthy location for families to gather and enjoy the natural resource of Blackduck Lake. Reduced costs can be achieved by completing these projects together. The City's and Cohort's roles are further defined as follows:

1. The Cohort will prepare plans and specifications for the project which will be incorporated into the City park plans and specifications.
2. City of Blackduck will prepare plans incorporating all the Cohort and City project information. The Cohort will submit the plans to Beltrami County and Minnesota Department of Natural Resources for approval of necessary licenses and permits.
3. Cohort will prepare the contract documents for bidding if needed.
4. City of Blackduck will advertise and receive bids and award the contract to the responsible bidder.
5. Cohort will apply for grant funding for the project.
6. City will provide staff, equipment, and other City resources within reason to complete project that can be completed without outside contractors.
7. City will hold all donated project funds awarded to the Cohort for the project in a fund designated for the project at Pine Tree Park.
8. City of Blackduck will be responsible for contract administration and make all contractor payments.
9. Cohort and City will be responsible for the inspection of the work and be responsible for the project overall.
10. To the best of their ability, the City will comply and cause the contractor to comply with all Federal, State and Local laws, ordinances and regulations applicable to the contract and work performed thereunder when needed.
11. Any Supplemental Agreements, Change Orders, Work Orders and major construction issues that arise on these projects will be reviewed and approved by both the City Administrator and the City Public Works Supervisor.
12. City shall ensure that the proper documentation is available for payments and reimbursements.
13. The Cohort shall invoice the City for the cost of their contract items on the project if any.
14. The Cohort and City will work together to keep the public and businesses informed of the project status.
15. The City commits to funding all future maintenance of the beach and picnic areas after construction. This includes waste removal from possible bathroom holding tank, mowing, raking, cleaning and necessary improvements.
16. The City commits to securing and monitoring the swim beach for the safety of the public.

Acknowledgement for:
Blackduck Blandin Community Leadership Cohort:

Acknowledgement for City of Blackduck:
City of Blackduck

Blandin Cohort - Jace Grangruth Date

Blackduck Mayor – Rudy Patch Date

Blandin Cohort - Leslie Frosaker Date

Public Works Supervisor – Mike Schwanke Date



CITY OF BLACKDUCK RESOLUTION NO: 2019-14

RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY

WHEREAS, the Blackduck City Council has received the written resignation of Councilor William Sellon, effective on effective September 3rd, 2019;

NOW THEREFORE BE IT RESOLVED, by the City Council of Blackduck, Minnesota, as follows

1. The council accepts Councilor Sellon's resignation as described above.

THEREFORE BE IT FURTHER RESOLVED, by Minnesota Statute §412.02, subd. 2a requires the City Council of Blackduck, Minnesota appoint an individual to fill the vacancy until a special election is held at its next general election in 2020.

Adopted by the City Council of the City of Blackduck on September 9, 2019.

Rudy Patch, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2019-02

A RESOLUTION OF ANNUAL APPOINTMENTS AND DESIGNATIONS FOR 2019

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

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

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

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

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

Revised by the Blackduck City Council this 9th day of September 2019.

APPROVED:

Rudy Patch, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2019-02

EXHIBIT A

DESIGNATIONS

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



CITY OF BLACKDUCK

RESOLUTION NO: 2019-02

EXHIBIT B

APPOINTMENTS AND REPRESENTATION ON VARIOUS COMMITTEES

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



CITY OF BLACKDUCK

RESOLUTION NO: 2019-02

Joint Powers Emergency Services
Board:

Rudy Patch

Safety Committee:

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

Historical Preservation Committee:

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

Blackduck Municipal Golf Board:

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



CITY OF BLACKDUCK

PUBLIC FUNDS REQUEST FORM

AUG 21 2019

PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:

Blackduck Chamber of Commerce

What type of project will the Public Funds used for:

Package Insurance Policy through West Bend Ins \$531.00

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

The Chamber of Commerce is to support businesses in Blackduck & to promote activities that bring families & customers to Blackduck area & businesses. The Information Center encourages visitors to the area to visit local businesses & area attractions & greets visitors during tourist season.

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

Cover insurance for Visitor Center, activities for Blackduck: Wood carvers, Backwoods Bash, Winter Activity, Membership Activities

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

Date Funds are being requested: 8/15/19

Date the project starts and completes: 7/3/19 - 7/3/20



Invoice Statement

Payor	Blackduck Area Chamber Of Commerce
Insured Name	Blackduck Area Chamber Of Commerce
Account Number	011106137400
Page	1

Your Bill At A Glance

Invoice Date: 07/03/2019 Due Date: 07/25/2019 Current Amount Due: \$531.00

Blackduck Area Chamber Of Commerce
 PO Box 380
 Blackduck, MN 56630

JUL 12 2019

Billing Summary

Previous Balance:	\$522.00
Payments:	(\$1,045.00)
Adjustments:	\$0.00
Refunds:	\$0.00
Balance	
Past Due Premium:	\$0.00
Past Due Charges:	\$0.00
Current Due Premium:	\$531.00
Current Due Charges:	\$0.00
Total Amount Due:	\$531.00
<i>Total Account Balance:</i>	<i>\$531.00</i>

Failure to pay the Amount Due by the Due Date means you have rejected our policy offer and you have no coverage.

For inquiries or payments:

- Visit www.thesilverlining.com
- Call 1-800-236-5002
IVR Code 2

Your current payment plan is *Bill in Full*.

ch# 6209
7/19/19

Please Note:

- Receipt of payment does not bind coverage.
- If you pay by check, it may be converted to an electronic payment (ACH).

Your Agent is: SECURITY INSURANCE USA

218-751-1510
 P O BOX 1630
 BEMIDJI, MN 56619

If you have any coverage questions or policy changes, please call agency shown above.

Please tear along line and return with payment.



Invoice Statement	
Payor	Blackduck Area Chamber Of Commerce
Insured Name	Blackduck Area Chamber Of Commerce
Account Number	011106137400
Page	1

Your Bill At A Glance		
Invoice Date: 07/03/2019	Due Date: 07/25/2019	Current Amount Due: \$531.00

Blackduck Area Chamber Of Commerce
 PO Box 380
 Blackduck, MN 56630

JUL 12 2019

Billing Summary	
Previous Balance:	\$522.00
Payments:	(\$1,045.00)
Adjustments:	\$0.00
Refunds:	\$0.00
Balance	
Past Due Premium:	\$0.00
Past Due Charges:	\$0.00
Current Due Premium:	\$531.00
Current Due Charges:	\$0.00
Total Amount Due:	\$531.00
Total Account Balance:	\$531.00

Failure to pay the Amount Due by the Due Date means you have rejected our policy offer and you have no coverage.

For inquiries or payments:

-  Visit www.thesilverlining.com
-  Call 1-800-236-5002
IVR Code 2

Your current payment plan is *Bill in Full*.

Please Note:

- Receipt of payment does not bind coverage.
- If you pay by check, it may be converted to an electronic payment (ACH).

Your Agent is: SECURITY INSURANCE USA

218-751-1510
 P O BOX 1630
 BEMIDJI, MN 56619

If you have any coverage questions or policy changes, please call agency shown above.

Please tear along line and return with payment.

Blackduck Area Chamber Of Commerce
 PO Box 380
 Blackduck, MN 56630

West Bend Mutual Insurance Company
 Bin 432
 Milwaukee, WI 53288-0432

Payment Information:

Account Number: 011106137400
 Amount Due: \$531.00
 Due Date: 07/25/2019
 Amount Enclosed: \$ _____

4320111061374000000000531000000000531005



Invoice Statement	
Payor	Blackduck Area Chamber Of Commerce
Insured Name	Blackduck Area Chamber Of Commerce
Account Number	011106137400
Page	3

Billing Detail

Activity for 07/03/2019 Invoice

Payments		
Date	Description	Amount
08/07/2017	Payment – Thank you!	(\$522.00)
06/18/2018	Payment – Thank you!	(\$523.00)

Installment Detail			
Policy Number	Line of Business	Description	Amount
2112138	Package	Premium	\$531.00

Policy Activity Since Last Invoice					
Trans Date	Policy Number	Line of Business	Description	Effective Dates	Amount
07/30/2017	2112138	Package	Flat Cancellation	07/25/17-07/25/18	(\$522.00)
08/09/2017	2112138	Package	Reinstatement	07/25/17-07/25/18	\$522.00
06/04/2018	2112138	Package	Renewal	07/25/18-07/25/19	\$523.00
06/04/2019	2112138	Package	Renewal	07/25/19-07/25/20	\$531.00