



AGENDA

Blackduck City Council Meeting

6:00 PM - Monday, February 10, 2020
 City Hall, 8 Summit Drive, Blackduck MN

	Page
1. CALL TO ORDER	
a. Pledge of Allegiance	
b. Roll Call	
2. APPROVAL OF AGENDA	
3. CONSENT AGENDA	
<i>All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.</i>	
a. January 6, 2020 Council Meeting Minutes	5 - 9
b. January 9, 2020 Golf Board Meeting Minutes	10 - 14
c. January 15, 2020 Liquor Committee Meeting Minutes	15 - 18
d. January 15, 2020 Planning Commission Meeting Minutes	19 - 20
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g. January 21, 2020 City Council Work Session Meeting Minutes	24 - 28
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i. November 21, 2019 Kitchigami Regional Library Board Meeting Minutes & 2020 Operating Budget for Blackduck Branch	34 - 39
j. January 2020 Fund Balance Report & Scheduled Transfers & 2020 Bond Payments	40
k. January 2020 bills	41 - 42
l. 2020 January Water income statement	43
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q. January 2020 Month End Remittance Report	50
r. Final Approval - January 2020 new hires approval	51
s. Final Approval - Paul & Kandi Kohman Lead Hazard Control Grant Repayment Agreement Satisfaction	52 - 57

t.	Final Approval - January 2020 Short Settlement Property tax statement	58 - 60
u.	Final Approval - Sanitary Sewer Discharge Permit 2020-01 - Karl Dobmeier	61 - 62
v.	Final Approval - Ehlers Potential refunding of existing bonds	63 - 64
w.	Final Approval - LMCIT No-Fault Sewer Back-up & Water Main Break Coverage - 2020 Renewal	65
x.	Final Approval - Application package for Building permit to Beltrami County - Golf Course Cart Shed	66 - 73
y.	Final Approval - Application for variance to Beltrami County - Golf Course cart shed	74 - 79
z.	Updated - 2020 Local Government Aid (LGA) to Cities Payable Recertified 02/07/2020 - City of Blackduck increases to \$269,305FW Payable 2020 Local Government Aid (LGA) for Cities	80 - 81
4.	BLACKDUCK FORUM <i>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.</i>	
5.	PERSONNEL COMMITTEE RECOMMENDATION	
a.	Approval Needed - Addition - Full-time Assistant Manager Liquor Store position	82 - 85
6.	ROAD PROJECTS & CITY BUILDING EVALUATIONS - WSN REPRESENTATIVES	
a.	Approval needed - WSN Proposal for engineering services PER & ER for Water & Wastewater Systems	86 - 87
b.	Approval needed - WSN City Buildings Review - Physical needs assessment for Liquor store, City Hall, & Maintenance facility	88 - 94
c.	Consideration of Crowell Ave - Council should consider how to proceed - Next steps include: 1. Order the remaining plans be completed by WSN 2. Order the project - March regular meeting 3. Call for quotes from contractors - mid April	
7.	PUBLIC WORKS REPORT - MIKE SCHWANKE, PUBLIC WORKS SUPERVISOR	
8.	LIQUOR STORE REPORT - SHAWNDA LAHR, LIQUOR STORE MANAGER	
a.	The Pond Caterer's Permit Application	95
9.	LAW ENFORCEMENT REPORT - JACE GRANGRUTH, POLICE CHIEF	
10.	FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF	
a.	Fire Protection Contract Meeting - February 13, 2020 @ 6pm	
b.	2019 Actual Expenditures & 2020 Approved Budget	96
c.	KOPP Formula for 2020	97
d.	Fire & Rescue Calls for 2019	98
e.	August 29, 2010 Annual Budget Meeting Minutes	99 - 102

11. GOLF COURSE REPORT - JIM ANDERSEN, GOLF COURSE SUPERINTENDENT & PAM EXNER, CLUB HOUSE MANAGER
12. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN
 - a. 2019 Year Review
Library Board Meeting - February 18, 2020 @ 6pm
13. ADMINISTRATOR'S REPORT
 - a. [Resolution 2020-03 - Resolution approving the terms of an internal loan in connection with construction of the Blackduck Golf Course cart shed - updated terms](#) 103 - 104
 - b. [Resolution 2020-06 - Resolution to appoint election judges for the 2020 Presidential primary, state primary, and general elections](#) 105
 - c. [Resolution 2020-07 Resolution supporting a grant application to the MN DNR for the snowmobile club](#) 106
 - d. [Resolution 2020-08 Resolution requesting reconveyance of forfeited lands to the state of MN by the City of Blackduck 81.00368.00](#) 107 - 108
 - e. [Resolution 2020-09 - Resolution requesting reconveyance of forfeited lands to the state of MN by the City of Blackduck 81.00454.00](#) 109 - 110
 - f. [Resolution 2020-11 - Resolution authorizing PERA contributions for qualifying part-time police officers](#) 111
 - g. [Council Consideration - Annual LMCIT Liability Coverage - Waiver Form\(1\)](#) 112 - 113
 - h. [Council Consideration - Letter of Intent for City Council member appointment - Tyler Roth](#) 114
 - i. [Resolution 2020-10- Resolution appointing Tyler Roth to the Blackduck City Council](#) 115
 - j. [Council to call a Public Hearing February 26, 2020 @ 6pm - USDA Rural Development requirement to provide City of Blackduck an opportunity to become acquainted with the proposed application for Community Facility Program Grant funding for public works equipment funding](#) 116
 - k. Reminder City Offices Closed February 17, 2020 President's Day
 - l. City Hall Closed early for Election Judge Training - February 19, 2020 @ 2pm
 - m. Reminder Presidential Caucus February 25, 2020 *No public meetings allowed*
 - n. Request Tuesday, February 26, 2020 Work Session *immediately following Public Hearing @ 6pm*
 - o. Reminder 2020 Elected Official Conference - February 28-29, 2020 Baxter, MN
 - p. Presidential Primary - March 3, 2020 Blackduck City Hall
 - q. Reminder March 9, 2020 Council Meeting
 - r. MCFOA Annual Conference - March 16 - 19, 2020 - St. Cloud
 - s. Board of Review Meeting for City of Blackduck - April 27, 2020 @ 9am @ Blackduck City Hall

14. MAYOR AND/OR COUNCIL MEMBER REPORTS

15. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. City of Blackduck Employee Anniversaries -
 - 1. *Melissa Gullette - 7 years (March 2012 - Liquor Store)*
- b. Blackduck Development Corporation Meeting - February 12, 2020 @ 11am @ Good Samaritan
- c. Blackduck Chamber Meeting - February 19, 2020 @ Noon @ Restaurant 71
- d. Blackduck Area Chamber of Commerce Appreciation Dinner - February 24, 2020 @ 6pm @ Northern Escape Venue RSVP by February 7, 2020
- e. Blackduck Planning Commission Meeting - February 26, 2020 @ 2pm
- f. 2020 Spring Clean-up Event - May 16, 2020 -8am-11am - **REGISTRATION REQUIRED**

16. ADJOURNMENT



BLACKDUCK CITY COUNCIL MEETING
MONDAY, JANUARY 6, 2020 @ 6:00PM
REGULAR COUNCIL MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in Regular Council Meeting at Blackduck City Hall at 6:00pm. December 6, 2020. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

ROLL CALL:

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

Councilors Absent: none

Staff Present: City Administrator Christina Regas, Public Works Supervisor Mike Schwanke, Police Chief Jace Grangruth, Liquor Store Manager Shawnda Lahr and Lead Bartender Melissa Gullette

Others Present: Daryl Lundberg and Johnny Lee Walker

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

CONSENT AGENDA – Moved by Councilor Moore and seconded by Councilor Kolb to approve the consent agenda. Councilor Gullette stated he believes Administrator Regas is doing a great job. Motion carried unanimously.

- a. December 9, 2019 Council Meeting Minutes
- b. December 12, 2019 Public Works Committee Minutes
- c. December 16, 2019 Liberty Drive Public Hearing Minutes
- d. December 16, 2019 Croswell Avenue Public Hearing Minutes
- e. December 17, 2019 Personnel Meeting Minutes
- f. December 2019 Fund Balance Report & Scheduled Transfers & 2020 Bond Payments
- g. December 2019 Bills
- h. YTD December 2019 Income Statements
 - a. Water, Sewer, Pine Tree Park, and Golf Course
 - b. Liquor Store
- i. November 2019 LG216 Lawful Gambling Monthly Rent Report
- j. Final Approval - 2019 Self-Appraisal for City Administrator Christina Regas
- k. Final Approval - Second half 2019 LGA & PERA aid
- l. Final Approval - 2018 Beltrami Electric Capital Credit Customer Profile & Allocation information
- m. Final Approval - Written Municipal Advisor Client Disclosure w/the City of Blackduck Pursuant to MSRB Rule G-42 Elhers
- n. Final Approval - Notice of Availability, Public Comment Opportunity, & Written Comment Period for the Revised Final Environmental Impact Statement on the Line 3 Replacement Project
- o. Final Approval - Office of the State Auditor Volunteer Fire Relief Association Investment Report Card
- p. Final Approval - Governmental Lease-Purchase Agreement with #008-0777379-300 TCF National Bank & City of Blackduck (The Pond Message Board)
- q. Final Approval – Notice to Residents water & sewer rate increases



BLACKDUCK CITY COUNCIL MEETING
MONDAY, JANUARY 6, 2020 @ 6:00PM
REGULAR COUNCIL MEETING MINUTES

BLACKDUCK FORUM –

No one present to speak.

PUBLIC WORKS REPORT – Mike Schwanke, Public Works Supervisor

1. Report – Schwanke reported his department has been working long hours clearing and removing snow throughout the City. Schwanke stated later in the week he would be widening the streets. Schwanke further stated there has been equipment that has been needing repairs and the part that was just replaced on the plow truck went down again today. Schwanke stated soon the City will need to make other arrangements so the issues don't continue. Councilor Kolb asked for further details. Schwanke replied the hydraulic ram on the main plow has been repaired already and since the plow is old finding parts is difficult. Schwanke stated the plow gets stuck in one position when it breaks which makes plowing difficult. Schwanke continued stating it is useable but it isn't ideal. Councilor Kolb stated his complaints he is receiving have been roads that only have enough for one vehicle to pass when the road is a two-lane road. Schwanke stated that his department will widen those roads but with 14" of snow dumped at one time it is difficult to get it all done quickly. Schwanke further stated his department has been working on removing snow from the intersections where piled snow is impeding traffic but being short on equipment makes it go slower. Councilor Kolb thanked Schwanke for bringing up the intersections and asked how high can the piles of snow be at the intersections by the City Ordinance. Schwanke stated he does not believe the Ordinance states the height limit. Kolb asked if it is then obstruction of view. Regas stated the intersections just can't be obstructed from view. Kolb asked if there is an Ordinance or is the City just saying it can't. Regas stated that by traffic code snow can't block the visual sight of an intersection for oncoming traffic. Schwanke stated the City has been assuming the responsibility to remove the snow from the intersections and that this will need to be addressed. Councilor Gullette asked if the fire hydrants have been addressed stating the hydrants in the Pine View Manor parking lot has been plowed in by the commercial plow and the hydrant is buried. Gullette asked if there is a plan in place. Regas stated the City needs to remind residents of the responsibility of snow removal to fire hydrants for property owners. Mayor Patch stated the Fire Department Volunteers do have a plan in place to assist the hydrant clearing.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Report – Lahr provided a 4-year snapshot of inventory results, sales, and several events that have been held each year since 2016. Lahr further stated the liquor store had a really good year in sales in 2019. Councilor Moore stated that that is great. Mayor Patch asked what the variance numbers were on. Lahr stated they are on the annual book inventory further stating the 2019 numbers were very good with the amount of unaccounted inventory at cost. Councilor Kolb asked if this is bottle sales not individual sales out of the bottle. Regas stated this is inventory of off-sale total product on hand. Lahr further stated Miller McDonald reviews the process and inventory annually with the Liquor store to find any on-hand errors. Lahr stated a variance of \$1500 is very good. Councilor Kolb stated it is a great percentage but since it isn't \$0 it is still bad. Lahr disagreed with Councilor Kolb when the ownership is over \$100,000. Lahr further stated that if a store can provide a 'perfect' inventory with no variance that is a red flag and would need investigation. Councilor Gullette asked if the bar is ready to put in another fryer.



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Lahr stated she is open to the idea and further stated Regas and Lahr will be working on how the store can be improved on. Lahr further stated she has been looking into putting in a double fryer, but would be more in favor of putting in a second fryer to offer allergen-free food. Nothing further.

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief

1. Report – Chief Grangruth stated New Year’s Eve was quiet and had nothing further to report. Nothing further.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. Report – Regas stated Chief Larson would be working with her on submitting a grant request to replace the old SCBA’s for the volunteers and working on scheduling the Annual Town meeting in February. Nothing further.

GOLF COURSE REPORT – Jim Andersen, Golf Superintendent

1. Golf Board Meeting January 9th, 2020 @ Club House @ 5pm – Regas reported the board would be meeting on the 9th and starting planning the kitchen remodel and the permit submissions to the county for the cart shed. Councilor Moore asked if she could attend and what time the meeting was at. Regas provided the details.

LIBRARY REPORT – Kelly Hanks, Head Librarian

1. Report – Councilor Gulette stated there was no December board meeting and had nothing further to report at this time.

ADMINISTRATOR’S REPORT – Christina Regas, City Administrator

1. Resolution 2020-01 – Resolution of Annual Appointments & Designations for 2020 – Moved by Mayor Patch and seconded by Councilor Gulette to approve Resolution 2020-01 and add Councilor Gulette to the Park & Trail Board. Councilor Kolb asked if this is the first year the City has agreed to rotate the Vice Mayor seat. Regas stated yes that it was mirrored after other boards in the County so that other board members have an opportunity to take the meetings over. Councilor Moore stated that her board with the County HRDC does the same. Councilor Gulette asked if another Councilor should sit on the RLF board. Mayor Patch stated another resident would be nice to have on the RLF board instead. Hearing no further questions Mayor Patch called for a vote on the motion. Motion carried unanimously.
2. Property Owner Petition for detachment of Property from a City – Daryl & Lori Lundberg – Regas introduced to City Council the petition for detachment of property from the City of Blackduck from Daryl & Lori Lundberg stating Lundberg was present to answer any questions that may come up. Regas stated the petition was filed on December 10, 2019 and that Regas provided to council for review a letter from City Attorney Ryan Keison recommending the detachment not be denied due to the property not having any utilities serviced to it and the property not being connected to the municipal boundary. Regas opened up the floor for discussion. Mayor Patch asked Lundberg how much and when the property tax would be removed from the City tax levy. Lundberg stated the plan for annexation happened long before anyone currently was on Council and before Administrator Regas. Lundberg stated when he



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petitioned to annex he had a shovel ready project to spur some development in the City. Lundberg stated overtime life changes and Cities change and the development never took off. Regas stated the annexation was orderly at the time it was passed in 2008. Mayor Patch asked how will the process work for the tax levy. Lundberg stated if it works the way it did when it was annexed there is a process of 5-years where the taxes are portioned out to the township and the City and would most likely be reversed. Lundberg believed the process still takes time and the City would most likely receive the taxes for 2019. Regas stated it is her understanding that the state requires action on the detachment within 30 days of receiving the petition.

1. Resolution 2020-02 – Resolution Responding to a petition initiated by property owner(s) for detachment of Property from the City of Blackduck Pursuant to MN §414.06 - Moved by Mayor Patch and seconded by Councilor Kolb to approve Resolution 2020-02 responding to the petition for detachment of the City of Blackduck by Daryl & Lori Lundberg. Councilor Gulette asked to have the legal description read into the minutes. Regas read the following language: Sect-18 Twp-149 Range-030 33.08 AC NE $\frac{1}{4}$ of NE $\frac{1}{4}$ LESS E 495' THEREOF & LESS N 500' OF W 467' OF E 962' THEREOF & NEW $\frac{1}{4}$ OF NE $\frac{1}{4}$ LESS W 990' THEREOF OLD #44.00172.00. *Regas noted the parcel number was currently 81.00561.00.* Mayor Patch asked for any further discussion on the motion. Motion carried unanimously. Councilor Kolb stated he hopes this is not a trend but congratulated Lundberg.
2. Resolution 2020-03 – Resolution approving the terms of an internal loan in connection with the construction of the Blackduck Golf Course Cart shed – Moved by Councilor Moore and seconded by Mayor Patch to approve Resolution 2020-03 approving the terms of an internal loan for the golf course cart shed and the amortization schedule. Councilor Gulette asked if the loan terms need to go in front of the RLF committee. Regas stated her intention to report the loan to the committee in January, but noted that the City Council has the authority to loan itself funds for general purposes without restrictions. Regas referred to the road improvement projects of 2016 the City Council used funds from the RLF fund to upfront fund the project. Councilor Kolb asked if contractors had been contacted yet and plans made and how far is it out. Regas stated the board is meeting January 9th to begin that discussion but has only just received a referral from WSN. Mayor Patch asked Daryl Lundberg if he knows of contractors that would work on a kitchen remodel. Lundberg stated he would send Regas a list of names. Councilor Moore asked Councilor Kolb if he would be more comfortable attending the golf board meeting than she. Councilor Kolb stated he could not since he works. Hearing no further discussion, Mayor Patch called for a vote on the motion. Motion passed with a vote of 3-1 with Councilor Kolb not in favor.
3. Resolution 2020-04 – Resolution Approving an excluded Bingo License for the Blackduck Area Chamber of Commerce – Moved by Councilor Gulette and seconded by Councilor Moore to approve Resolution 2020-04. Councilor Moore asked if this will be similar to the bingo event hosted in October 2019. Chamber President Walker stated the October event did not happen due to a number of events. Walker further stated that the license for bingo requires the Chamber apply for license and state the requested dates but does not require the event to be held. Mayor Patch asked if the event is in any conflict with the Fire Relief Gambling. Regas stated she spoke to the Gambling Manager Geerdes and he is aware of the event. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.



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4. Resolution 2020-05 – Resolution acknowledging a donation from the Blackduck Fire Relief Association – Moved by Councilor Kolb and seconded by Councilor Moore to approve Resolution 2020-05 acknowledging a donation from the Blackduck Fire Relief. Motion carried unanimously.
5. Assessment Agreement between City of Blackduck & Beltrami County for 2020 – Moved by Mayor Patch and seconded by Councilor Kolb to approve the assessment agreement for 2020 between the City of Blackduck and Beltrami County. Motion carried unanimously.
6. Reminder City offices closed January 20, 2020 Martin Luther King Jr. Day
7. Request Tuesday, January 21, 2020 Work Session
8. Reminder February 10, 2020 Council Meeting
9. Reminder 2020 Elected Official Conference – February 28 – 29, 2020 Baxter, MN
10. Presidential Primary – March 3, 2020 Blackduck City Hall
11. Board of Review Meeting for City of Blackduck – April 27th, 2020 @ 9am Blackduck City Hall
12. Request for a Personnel Committee Meeting Thursday, January 16, 2020 @ 5:30pm
13. Refugee Resettlement for Beltrami County – Regas informed the City Council the County Commissioners will be taking action on the executive order for Beltrami County and although the meeting is not a public hearing and public comment will not be allowable Regas supplied the board with the position of the League of MN Cities. Councilor Gullette asked Regas their position. Regas read from a memo that the order applies to counties and the state. Regas encouraged the Council to reach out to their County Commissioners for feedback. Nothing further.

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

COMMUNITY EVENTS/GOOD THINGS HAPPENING – Councilor Moore read the community events into the record.

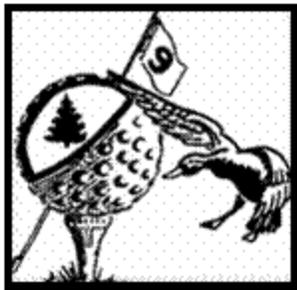
1. City of Blackduck Employee Anniversaries –
Melissa Tindell - 6 years (*January 2014 - Liquor Store*)
Christina Regas – 6 years (*February 2014 - Administration*)
2. Blackduck Development Corporation Meeting – January 8, 2020 @ 11am
3. Blackduck Chamber Meeting – January 15, 2020 Noon @ Hungry Duck Restaurant
4. Blackduck Planning Commission Meeting – January 15, 2020 @ 2pm
5. Revolving Loan Fund Committee Meeting – January 16, 2020 @ 11am

OTHER NEW BUSINESS – No new business.

ADJOURN – Moved by Councilor Gullette and seconded by Councilor Moore to adjourn the meeting at 6:46pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, JANUARY 9, 2020 @ 5:00PM

Christina Regas, Rudy Patch, Paige Moore, Jim Andersen, Pam Exner, Kevin Erpelding, Lauren Schaser

NOTE – All ACTION items below are to be completed prior to our next Golf Board Meeting (Feb?)

COUNCIL DECISIONS RE: CART FACILITY FUNDING / KITCHEN REQUIREMENT

The City Council approved internal funding (Blackduck revolving loan fund [RLF]) for initiation of building the new cart storage facility.

The Council is also adamant that one requirement is that the club house kitchen is updated to a commercial kitchen so that in future - the club house can bring in revenue by selling food/liquor.

The Council would like the Golf Board to start plans to renovate the kitchen to commercial grade.

When kitchen plans and costs are together, the Council will consider rolling that cost, along with the cart storage facility costs into a refinanced bond, noting that the City is allowed to pay itself (RLF) back with future financed money (bond).

It was acknowledged that the kitchen remodel will not occur at the same time as the cart facility build, but that the Council would like information for the kitchen remodel by mid-summer in order to move forward with financing options.

CART STORAGE FACILITY PROJECT

Christina started discussion on applications for permits that are required before building can begin. Kevin believes we need variances from both the county (for road distance) and state DNR (for water distance). He recommends we move forward on both, as the DNR will likely take longer than the county.

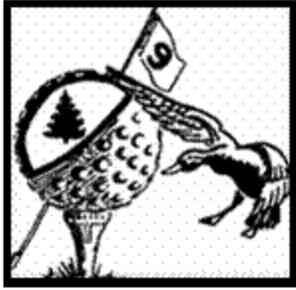
Discussion followed to determine if the cart facility footprint could be moved enough to avoid the creek variance. The NE corner of the previous shed was 87 ft away from the creek. Kevin stated it may be possible by shifting the new facility 10 ft south and 15 ft west, though the county may not allow that much variance toward the road in the west direction. Additionally, the new facility is planned to be 24 ft longer and 4 ft wider than the previous shed so that it will shift toward, and possibly into, the parking area. Total planned size of new facility was said to be 28 ft W x 104 ft L.

Christina stated that Brent Mason from the county may be willing to assist/advise on whether or not to apply for the creek variance. It was generally agreed, however, that applying now puts us in the best position moving forward in case we do need it.

CLARIFICATION: In my notes from a previous meeting, I wrote down the old shed size of 24Wx80L. And the new facility proposal of 28Wx96Lx10H. Can someone confirm the size of new shed plans? – will it be 96 ft long? Or 104 ft long?

DECISIONS were made to complete the following applications:

1. Application for Building Permit (county)
2. *Application for variance from road due to easement and setback (county)*
 - a. *Total (easement + setback) requirement is 83 ft (33 ft right of way + 50 ft setback)*
 - b. Decision made to apply for 25 ft variance
3. Application for variance from creek (state DNR)
 - a. Requirement is 100 ft
 - b. Decision made to apply for 20 ft variance



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, JANUARY 9, 2020 @ 5:00PM

ACTION: CHRISTINA and KEVIN will:

- Confirm dimensions of new facility plans
- Measure at site to acquire needed information for applications
- While on site – assess need to move propane tank or determine who can advise on that question
- Complete and submit the 3 applications above ASAP

ACTION: CHRISTINA will:

- Complete financing requirements with RLF committee

ACTION: KEVIN will:

- Confirm that Gerit Hanson will perform “dirt work” at cart facility site as soon as possible this spring, 2020
- Confirm Cart Facility bid and plan with Northwoods
 - Bid is for supplies *and* labor
 - Construction will begin as soon as possible this spring, 2020
- Procure a plan and list of what the Electric bid should include in preparation for getting electric bids next month (this writer acknowledges that this particular action was not verbalized at our meeting; she is basically asking Kevin if he is willing to do this [insert grimacing face here])

DEFERRED ACTION:

At this meeting, we considered electricians to get bids from for the new cart storage facility. List includes: Frontier (BJI), Crunden, Shogren, Todavich. We determined to wait until next month to contact electricians for bids, as permit applications take priority right now.

GOLF COURSE + CART STORAGE FACILITY + PROMOTION

Clarification was made that there will not be lockers in the new cart storage facility.

Christina confirmed that membership rates and early bird rates for this season (2020) are the same as last season (2019).

We discussed a fee for PULL cart storage in the new facility and **decided** on \$20 annually.

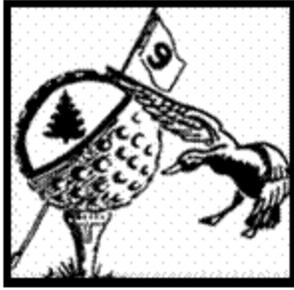
Laureen asked about “the Letter”. Christina said that the letter, along with membership and early bird pricing, goes out (snail mail or email?) to current members near the beginning of each year.

Promotion of the golf course was discussed with the desire to keep costs down by publishing in papers without fees and on social media. Jim and Pam said they deliver “Stay and Play” flyers to resorts each season and that they do have patrons mention that promotion. At this point, there is no tracking system in place to know how many resort patrons take advantage of it. **This writer believes that if the number of greens fees at the course have been going down each year – we may need to revisit how to make this promotion even more wide spread and effective.**

Pam stated she has started to investigate the possibility of a promotion to “take a kid golfing” this season. Kevin said he thinks there should not be any charge for the kids. Pam has talked to Adam Ziegler and Pete Ofstedal, who are both willing to participate as adult chaperones. Pete also suggested some other names.

ACTION: LAUREEN will:

- Communicate decisions regarding cart storage facility building and rate changes with the Tuesday Ladies (she will NOT communicate anything about possible kitchen remodel at this time)
- Ask Ladies for personal pledge donations



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, JANUARY 9, 2020 @ 5:00PM

- Assist Christina in preparing the 2020 letter to members
 - Consider including past members
 - Consider asking for cell phone numbers for text update about events at the golf course
 - Get permission
 - Delineate Golf Board Member in charge of text updates
- Contact Dawn to see if she is the Administrator of the Golf Course FB page and if she is willing to help get it up to date

ACTION: CHRISTINA will:

- Email Membership rate sheet and prior year letter to Lauren
- Email “Stay and Play” resort flyer to Lauren
- Email golf course graphic to Lauren

ACTION: PAM will continue hashing out this idea with more specifics:

- List of adult volunteers willing to “take a kid golfing”
- Consider rates (or not) for adults and kids
- Propose a date (do we have a master calendar for the golf course?)
- Consider how to obtain clubs to accommodate the kid golfers
- Draft material to send home with kids before school ends (grade school through high school)

DEFERRED AGENDA ITEMS: (Items that came up in past meetings or briefly in this meeting):

- Nail down a plan for advertising our membership/early bird rates AS WELL AS A NEW CART STORAGE FACILITY with rates/winter rates to a larger geography:
 - Blackduck American
 - Website
 - Facebook
 - Red Lake Nation News
 - Blackduck + area businesses (membership rates + cart storage + course promotions similar to the stay and play)
 - Past (no longer current) members
- Confirm updates needed on website
- Confirm updates to Facebook - as well as who will handle that
- Discuss tee box / hole sponsors. (this is Lauren’s question) Do these sponsor businesses still exist? Do they pay? (\$2000 was on the 2019 revenue sheet), though this golfer does not remember seeing signage on course for these businesses
- Consider asking members for cell phone numbers for text updates. If we do this, we should:
 - Ask permission
 - Delineate a Golf Board Member to be in charge of text updates
- Discuss TOURNAMENT for fundraising
 - Who leads? / Member involvement
 - Date/s
 - Sensitivity on how to market
 - Decide on policies/procedures for tournaments
 - Write policies



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, JANUARY 9, 2020 @ 5:00PM

- Communicate policies with past tournament groups ASAP
 - Set tournament fees
- Talk about if/how we can ask businesses to donate
 - Choice of cash or non-cash (for tournament?)
 - Request from golf board? Or city council? Or Tuesday Ladies (not a formal league)

KITCHEN REMODEL PROJECT + FOOD SERVICE ESTABLISHMENT

Christina handed out MN Dept of Health Food Establishment Construction Guide.

Right now, the kitchen is category 1, meaning that only pre-packaged food can be served.

The council would like a kitchen/establishment that:

- Prepares, sells and caters food
- Sells hard liquor
- Is open year round
- Brings in revenue

If we want to upgrade the kitchen, we need to formulate a plan and get approval from the MN Dept of Health before we can begin. We would ultimately need a contractor with commercial kitchen experience. Christina has contacted Darryl asking for a list of contractors that may have experience with commercial kitchens.

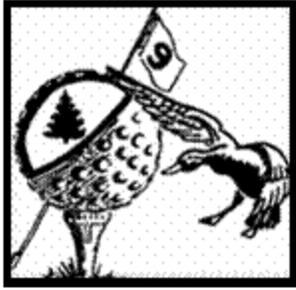
We brainstormed an initial, but not complete, list of items that we know must be upgraded and/or we have questions about upgrading:

- Floor
- Counters
- Dishwasher / Sanitizer
- Fridge
- Sinks (hands + food)
- Center Island
- Water Heater (?)
- Water Softener (?)
- Venting (?)
- Floor Drain (?)
- Storage for everything that touches food (utensils, etc)
- Grill
- Auto fryer
- Beer cooler
- Oven?

As a Board, we concluded that we will need assistance to formulate a conceivable business plan. A gentleman named Grant O (?) from the small business center in BJI was mentioned. Kevin stated that first he will “poke into a business plan” and determine if he has any contacts who could advise.

We discussed that the Business Plan must include, but is not limited to:

- Kitchen upgrade and ongoing expenses
- Menu



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, JANUARY 9, 2020 @ 5:00PM

- Hours of operation
- Services provided
- Staffing (manager + daily)
- Marketing (current market analysis and/or future marketing/promotion)
- Additional financial implications:
 - Building/other ? permits
 - Licenses (food / liquor / other ? from Hines Township)
 - Utilities
 - Taxes
 - Insurance
 - Etc

Talked about food service menu... Definitely want to serve hard alcohol, bottled beer and short order food. Sadly, vegetables were immediately rejected. Jim and Pam will work out a potential menu for use in the business plan.

House rules were also touched upon – in that if we have a commercial kitchen, groups that used to have access to this current kitchen will be impacted. Tournament groups or Tuesday Ladies, for example, would no longer be able to enter/use the kitchen. Groups would be expected to use and pay for the food/beverage service provided by this kitchen. We considered that it might be possible to allow ladies [members?] to bring in a carrot if they were inconspicuous and also purchased alcohol from the bar 😊. Clearly – policies will need to be hashed out if this plan comes to fruition.

ACTION:

- **Christina** will acquire list of commercial kitchen contractors
- **Kevin** will procure business plan advice
- **Jim and Pam** will formulate a MENU with which to initiate the business plan

Minutes taken and submitted by Golf Board Member Lauren Schaser



CITY OF BLACKDUCK

LIQUOR COMMITTEE MEETING MINUTES

WEDNESDAY, JANUARY 15, 2020 @ 3PM

CITY HALL, BLACKDUCK, MN

The Liquor Committee for the Pond met at City Hall on Wednesday, January 15, 2020 @ 3:02pm

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

Committee members absent: none

Others Present: none

Topics discussed included the following:

OLD BUSINESS:

No old business discussed.

NEW BUSINESS:

1. Catering License Opportunity – Regas reported to the committee the process and idea of licensing the Pond to have a catering license to offer the service of the City liquor license and food license to private parties and Northern Escape Venue events and provided to the committee the steps needed at the state level to hold such a license. Regas further stated the original idea of applying for the license stemmed from assisting the Golf course with a liquor license when the club house was forced to lower their liquor license to 3.2%. Regas stated the City would need to fulfill the application requirements including: liability insurance, a health inspection of the kitchen, the current health license; and a liquor license. Regas further stated Mayor Patch requested a committee meeting to discuss the opportunity and to answer potential questions. Lahr further added she has been approached by private families asking if the Pond can provide liquor at weddings and events and recognized a need in the community for this service.

2. Questions -

Councilor Kolb asked if the catering license holds the Pond to the same standard as the bar for intoxication levels of customers. Lahr stated yes. Kolb asked if the Pond will be held liable for anyone that is intoxicated leaving the catered location. Lahr stated the Pond would be liable for anyone that is served by their staff. Lahr stated the Pond shares the liability with the event location. Regas stated local law enforcement must be notified of the catered location, date, and time of event by the Pond.

Councilor Kolb asked if the Pond kitchen would need to be upgraded to cater. Lahr stated no and noted the food offered would be small like a taco bar, nacho bar, or sloppy joes or pizza reducing the number of 'hot and hold' items.

Mayor Patch asked what the fire code is at Northern Escape Venue for the number of people that can be in the building and has it been inspected by the Fire Marshall. Lahr stated the location has been inspected by the MDH but did not know what the fire code was.

Councilor Kolb asked if the location holds their own liability insurance. Lahr stated yes.



CITY OF BLACKDUCK

LIQUOR COMMITTEE MEETING MINUTES

WEDNESDAY, JANUARY 15, 2020 @ 3PM

CITY HALL, BLACKDUCK, MN

Councilor Kolb asked what vehicle would be used to transport city property. Lahr stated her truck would be used. Kolb asked what the City would be charged for wear and tear on her vehicle. Lahr did not have a number but did state Northern Escape Venue was 4 miles outside of the City and would not charge.

Mayor Patch asked Lahr if she knew the number of people that would attend the next event held at Northern Escape Venue. Lahr stated potentially 20-30. Patch stated his concern is the 20-30 people that attend that event could instead hold the event at the Pond or the Golf course so the revenue does not leave the City. Patch stated his concern for catering with liquor and food is it worth all the extra liability to provide the service somewhere other than the Pond. Regas stated the Pond has been approached many times in the past asking if it could be the liquor provider to an event so the liability did not have to be the holder of the event. Patch stated his concern that the perspective of Pond is that it is going outside the City to sell liquor. Regas stated with the license the City controls who is catered to or not. Patch stated how can the City liquor store say 'yes' to one person and 'no' to another. Kolb agreed asking are the catering events then 'bid' on. Lahr agreed with all the questions and stated the main reason she believes the City should move forward with a catering license is that she believed there is a community need. Lahr stated there is enough space at Northern Escape Venue to hold a private party and then it is private. Lahr stated that holding events at the Pond are not private as the bar is open to the public. Patch stated the liquor store has been shut down before in the past for private events. Regas asked the committee if the City can do that. Lahr stated she has never done it and it is something to be careful with. Lahr stated private parties that rent a bar for a private party then the Pond controls who is served and who is not just the same as in the bar. Lahr stated she believes she is trying to fill a need.

Mayor Patch asked if other restaurants were asked to be the caterer for Northern Escape Venue. Regas and Lahr did not know.

Mayor Patch asked what the plan was to staff the catered events. Lahr stated the current staff from the Liquor store would staff the events and hours would be considered so over-time did not incur.

Councilor Kolb asked how the charges would be dealt with. Lahr stated ideas for a contract has been looked into but at this time amounts have not been agreed to. Lahr stated some options are \$25 hour for wait staff but that would be for a plated dinner. Lahr stated wages would be considered and the number of staff needed based on the event catered.

Mayor Patch asked what local law enforcement has commented on the idea. Regas stated she has not discussed it with Blackduck PD or Beltrami Sheriff department.

Mayor Patch asked if individual township authorization is needed. Regas stated not that she understands since the catering license is issued by the state. Regas stated the question is good but as a caterer you are going to numerous locations and believed the state authorizes it. Patch asked if another caterer with a liquor license can come into the City and provide a catered event. Regas



CITY OF BLACKDUCK

LIQUOR COMMITTEE MEETING MINUTES

WEDNESDAY, JANUARY 15, 2020 @ 3PM

CITY HALL, BLACKDUCK, MN

stated if she had a state issued liquor license. Regas did not know if the townships or city is looked at different to the state.

Patch asked if Northern Escape Venue has a department of health license. Lahr stated yes. Patch asked if it has a full kitchen. Lahr stated no. Patch asked if it has held events with a full liquor license in the past. Lahr yes with CK Dudley's but it was hired by the people that rented the location. Kolb asked if CK Dudley's can provide catering service any city or town. Regas stated yes as well as the Chophouse. Kolb asked if it is because they are a business and not a municipality. Regas did not know. Lahr stated they are both licensed through the state for the catering license. Kolb stated law enforcement must be notified where ever the caterer provides service. Regas stated yes. Patch asked if there is a fee to notify the sheriff's department. Lahr believed the notification reason is that the caterer is transporting liquor. Kolb stated his belief that if law enforcement has to be notified then the police are going to patrol the area and perhaps an extra fee is charged with extra patrolling. Regas stated she would ask the Beltrami County Sheriff.

Patch asked what was included in the additional health certification inspection of the City. Regas stated an additional inspection is needed to know that the catered food is being transported correctly. Lahr stated the department of health needs to monitor the event space and if it is open to the public then it must be authorized by the State. Lahr did not know what level of certification Northern Escape Venue has but does know it is licensed. Kolb asked if the license has a specific number of people the venue can serve to. Patch stated yes. Kolb asked if that does include the restrooms. Patch stated the venue would need the correct facilities for the venue and what is being held at the location.

Patch asked what would be the hours of service for the catering. Lahr stated the Pond can set the hours of service. Regas stated state guidelines for liquor serving must be adhered to.

Mayor Patch asked for the cost of the permit. Regas stated the catering license is \$300 and the additional liability is \$458. Patch asked if there is additional cost for the food health license. Regas stated no and noted the City health license needed to be upgraded to a Category 3 in 2020 since the laws have been updated. Lahr stated the license needed to be bumped up due to the heating and reheating of chili. Regas stated additional equipment for transport is minimal. Kolb asked if additional required brackets or mounts are needed to transport food in Lahr's vehicle. Lahr stated if the menu is kept simple then no not at this time unless sit-down meals are provided but since the Pond only offers 'bar food' then that is all that is offered. Kolb further asked if the vehicle using to transport require additional licensing. Regas stated she did not know and would ask.

Councilor Kolb asked if the City is taking customers away from the Pond by providing the catering service. Patch if the City is only providing the service a few times a year he would rather see the money be brought to the club house or the Pond. Patch stated if the City is going to cater



CITY OF BLACKDUCK

LIQUOR COMMITTEE MEETING MINUTES

WEDNESDAY, JANUARY 15, 2020 @ 3PM

CITY HALL, BLACKDUCK, MN

then it should cater to itself. Patch argued that with the catering license provides the Pond to provide alcohol to any private location.

Lahr stated that the City would have the latitude to accept a catering contract or not. Lahr stated that providing the option to the council for conversation gives her the right direction to move forward with the project. Patch stated his main concern is having too many things going outside the City except for our own facilities. Patch would like the whole council discuss the option at the next work session. Lahr stated having the facilities at the golf course is a great place to have parties but it needs to be promoted that way.

Regas asked the committee to consider approving the catering license to only provide the service at the golf course much like the first idea when the club house lost its strong beer and wine license. Lahr stated that is fine but whoever is the golf course manager needs to go out and seek out that type of sales. Kolb stated then the course would need a manager all year-round. Regas stated the catering license could give the course some help in 2020 and the license needs to renewed each year but could help the course prior to the new plans in place. Regas stated if someone that wants a full bar for a party, they are renting the club house for, then the City has the opportunity to offer that service. Regas reminded the committee that Blackduck is more than the municipality but the community and helping Northern Escape Venue is helping another business that is local thrive. Regas reminded the committee that the community outside the City helps the City and the other way around.

Mayor Patch asked if other parties have been considered for more than Northern Escape Venue. Lahr stated there are a few weddings coming up. Kolb asked if the liquor charge would be by full bottle price or by shot. Lahr stated it would be per drink shot and be serving in a respectable manner no heavy pours. Lahr used a recent wedding as an example that having a cash bar is better and safer for the party that is renting. Regas stated holding wedding parties local helps the community. Lahr stated the wedding parties are going to be held whether it is the Pond or someone from Bemidji.

Regas stated the conversation will be held at the next work session on Tuesday, January 21, 2020 @ 6pm for further discussion. Patch stated Lahr was not needed in attendance but would phone her if questions come up that cannot be answered. Regas will plan to have minutes available at that time.

No further topics were discussed.

The committee adjourned the meeting at approximately 4:00pm.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK PLANNING MEETING

WEDNESDAY January 15, 2020 @ 2pm

REGULAR MEETING MINUTES

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

ROLL CALL:

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

Commissioners Absent: none

Staff Present: City Administrator Christina Regas

Others Present: Tory Miller

Approval of Minutes – Moved by Commissioner Benson and seconded by Commissioner Tindell to approve the minutes from October 16, 2019. Motion carried unanimously.

Old Business

Timberline parking lot option - Nothing discussed.

Spring Clean Up Event – Regas reminded the board that notices would be added to utility cards beginning in March and would continue into May prior to the event scheduled for May 16, 2020.

New Business –

Permit Application 2020-01 – Kingdom Hall @ 456 Brandl Dr. – Miller was present to report the Kingdom hall would be updating several items in the building in 2020 including handicap accessibility for restrooms, doors, the heating and cooling system to a commercial grade unit, the exterior sign would be updated, additional parking lot lighting will be added, and other interior finishes such as chairs; and will be reroofed with new soffit and fascia. Commissioner Tindell asked if the new heating system that will sit outside will be attached to the building. Miller stated it would screen by a fence and is designed to sit outside. Moved by Commissioner Benson and seconded by Commissioner Tindell to approve permit application 2020-01. Commissioner Tindell asked Miller for the timeline of the construction. Miller stated it would not be until September of 2020 but the permit was the first step to provide the volunteers enough time to complete the work. Hearing no further discussion Commission Klug called for a vote on the motion. Motion carried unanimously.

2019 Q4 permits issued by Administrator – Regas provided a summary of the permits approved in November and December of 2019. Permits approved w/o Planning Commission included a shed placement in backyard of 132 2nd Street NE and interior and exterior updates including windows and updates to the exterior deck at 32 Morris Ave NE.

Detachment from the City – Regas reported to the board that parcel #81.00561.00 owned by Daryl & Lori Lundberg has petitioned the City for detachment. Regas further reported the City Council recently approved the detachment at the January City Council meeting.

Future building permits – Regas reported communication with the Beltrami HRA (HRDC board) with interest to construct 2 new single-family homes on property on Railroad Ave recently rezoned by Daryl Gross. Regas stated she would report to the board when additional information or permit applications are received.

ADJOURN THE PLANNING MEETING – Moved by Commissioner Benson and seconded by Commissioner Cease to adjourn the planning meeting at 2:15pm. Motion carried unanimously.



BLACKDUCK PLANNING MEETING

WEDNESDAY January 15, 2020 @ 2pm

REGULAR MEETING MINUTES

Christina Regas, City Administrator

Bob Klug Sr., Chairperson



CITY OF BLACKDUCK
REVOLVING LOAN COMMITTEE
MEETING MINUTES
THURSDAY, JANUARY 16, 2020 @ 11:30AM

Present: Dwight Kalvig, Christina Regas, Grant Frenzel, Rudy Patch, and Sarah Linda of HRDC
Absent: none

The meeting was called to order at 11:30pm and Sarah Linda attended by conference call.

FUND BALANCE REVIEW – Regas provided a summary of existing loans and the balances as of January 1, 2020 and asked for questions or concerns from the committee. Frenzel asked for confirmation that the Blackduck Theater is carrying current insurance on the building. Regas stated the last certificate received by the borrower was 2017. Frenzel did not recommend forcing the certificate validation at this time but recommended looking into the status of the cert. after April 2020 when 2019 financials and certifications are requested by the City.

ONE-TIME EXCEPTION PAY BACK TO MN STATE 2020 – Regas reported the state is offering another one-time exception pay back to the state of restricted loans that provides Cities with RLF loans the opportunity to pay the state back 20% of the RLF balance by June 1, 2020 and then Cities may transfer the remaining 80% of the cash balance to an un-restricted RLF fund. Regas stated in 2018 the City of Blackduck offered current borrowers the opportunity to pay off their outstanding balance with a 10% forgivable amount if paid off by the due date set by the state in 2018. After much discussion on the balances of the restricted fund and the borrowers balances it was strongly recommended to not offer the 10% to the borrowers for the 2020 pay back. Moved by Kalvig and seconded by Frenzel to recommend the Blackduck City Council submit the 2020 one-time exception pay back to the state of Minnesota MIF funded RLF funds on June 1 2020 and then move the remaining restricted RLF balance to the unrestricted RLF fund for future borrowers. Motion carried.

CITY OF BLACKDUCK INTERNAL LOAN FOR GOLF COURSE CLUB HOUSE

OTHER – Regas provided to the committee with the assistance of Mayor Patch the golf course cart shed rebuild and financing process the City Council has approved and requested feedback from the committee members. Mayor Patch added the stipulation on the internal loan that the city wishes to see the club house kitchen be upgraded to commercial grade to offer more services to the customers in the future and the financing for both upgrades would be pledged with a bond so the RLF fund would be paid back. After detailed conversation the committee recommended the City Council approve an amendment to the terms of internal loan. Moved by Frenzel and seconded by Kalvig to amend the terms of the internal loan of the construction of the golf course cart shed to note \$40,000 of the loan have an interest rate of 0% and the remaining \$15,000 to have an interest rate of 4.75% which currently is Prime. Frenzel stated his recommendation for the amendment is to keep the loan(s) more in line with current borrowers; loans with the City. Regas stated she would revise Resolution 2020-03 to include the updated interest rate(s) and to point out the first \$40,000 is a Storefront Rehab (type) loan. Hearing no further discussion, a vote on the motion was called for. Motion carried.

ADJOURN – Moved by Kalvig and seconded by Patch to adjourn the committee meeting at 12:20pm. Motion carried unanimously.



BLACKDUCK PERSONNEL COMMITTEE

THURSDAY, JANUARY 16, 2020 @ 5:30PM

MEETING MINUTES

CALL TO ORDER: The City of Blackduck Personnel Committee met in a scheduled meeting at the City Hall at 5:30pm on January 16, 2020.

Roll Call

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

Committee Members Absent: none

Staff Present: Shawnda Lahr

Others Present: none

The meeting was called to order at 5:30pm the Pledge of Allegiance was not recited.

Topics covered in the personnel meeting were as follows:

OLD BUSINESS:

1. Potential Revisions Maintenance Worker #2 & Maintenance Worker #1 Job Description & Wage Scales – Nothing discussed at this time.
2. Liquor Store Job description(s) update – Nothing discussed at this time.

NEW BUSINESS:

1. Consider Liquor Store Assistant Manager / New Full-time Position – Regas & Lahr requested the personnel committee hold a meeting to consider the reorganization of the staffing at the liquor store to increase the number of full-time employees are in management roles to assist the future of the liquor store. Lahr stated the current lead bartender employee has been taking on more responsibility than the job description requires and the position is becoming more like an assistant manager than just a bartender. Lahr stated that while conducting employee appraisals the strategy to grow the management staff was considered. Lahr further stated that by brining on a full-time assistant manager and then keeping the lead bartender the roles and responsibilities could be delegated more to where the job descriptions have more defined strengths. Regas stated in her experience running a large retail business the management staff is more than just a general manager but other assistant managers that have very defined responsibilities and share the full expectation of the business model. Lahr stated right now the staff has several duties but they all overlap and not one person is completely responsible except for her. Regas asked Lahr what type of responsibilities an assistant manager would take on. Mayor Patch asked for clarification that Regas and Lahr are asking if an assistant manager position is created if the Lead Bartender position would still remain. Lahr stated yes. Patch asked if the health care and PERA for full-time staff comes out of the General fund budget or Liquor. Regas stated it only comes out of Liquor. Patch asked if the City adopts a new position that is full-time does would it need to be



BLACKDUCK PERSONNEL COMMITTEE

THURSDAY, JANUARY 16, 2020 @ 5:30PM

MEETING MINUTES

open internally first before going to the public. Regas stated yes, the position could (with a restricted amount of time) be open for current City employees to apply for and then when or if there are candidates that apply or not open the position up externally. Councilor Paige stated she believes that having an assistant manager will help the liquor store manager as she gets a lot of questions and having a chain of command so many questions get fielded before it gets to Lahr. Paige stated having another manager on staff will divide the work load so Lahr has more time to address things. Patch stated having an assistant on staff would increase the confidence put on that employee to get important things completed for Lahr. Regas stated the organizational structure of the staff in place would offer more employees in the future to grow and strive for. Lahr agreed stating training people to take your (manager) job is the best way to grow the staff. Regas stated a brand-new position would need to be created. Regas asked Lahr how she feels the scheduling will be handled having a second employee receiving vacation, and paid holidays. Lahr did not believe it would be a significant issue and the gross sales of the store can support the benefit. Lahr did not believe it would be an issue with scheduling since the lead bartender position would fill the holiday staffing. Moore stated her previous position at Wells Fargo filled that need when there are employees off for vacation and holidays. Moore stated that the new structure will help the liquor store consistency and solve a lot of previous issues that have come up. Patch asked with the added responsibilities of the kitchen and all other duties is the liquor store realistically a business that can only be run by one full-time manager now. Patch stated it is a business that needs 2 full-time employees and realistically having 3 full-time employees would be even better. Patch stated to have an assistant manager the responsibilities need to mirror much of the liquor store manager. Moore stated having 3 full-time employees will help with consistency too. Lahr believes her staff has been working really hard but putting fires out all the time and getting ahead has been difficult. Lahr further stated the store is now open 7 days a week and consistent additional training needs happen.

What's Next – Regas suggested the committee:

1. Draft a Full-time Assistant Manager job description
2. Draft a wage scale for the ASM
3. Recommend to City Council to approve the position and wage scale

Next steps would be to - Interview for the position – internally & externally if needed & Hire a candidate.

Regas stated once the position is filled if a vacancy is created by internal staffing shifts then the City could run the process through for Lead Bartender position. Patch requested Lahr and Regas send the job description and wage scale to the committee via email to be prepared for the February 10, 2020 meeting.

ADJOURN – Committee adjourned their meeting at 6:00pm.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK CITY COUNCIL WORK SESSION

TUESDAY, JANUARY 21, 2020 @ 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 January 21, 2020.

Roll Call

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

Councilors Absent: none

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

Others Present: Curt Meyer, Gail Levenson, & Steve Rhodes from WSN, and Tyler Roth

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. Liberty Drive & Croswell Avenue Improvement Financing Options – Meyer reported to the City Council the next step for the board to decide after the public hearings is how to fund the projects and if the city should move forward. Meyer stated there is another way to move forward with Liberty and other streets that need pavement but not significant underground work and tie the funding together instead of working on a smaller project. Meyer presented the option of consolidating a number of projects together and work towards funding them with USDA Rural Development funding. Meyer stated he believes Liberty can hold off another year and that would buy time to create a Preliminary Engineer Report that would cover the entire City. Additionally, Meyer stated to apply for RD funding an Environmental Report would need to be compiled for the City too. Meyer stated a preliminary engineer report is more detailed than a feasibility report. Meyer further stated that about 10 years ago the City of Blackduck began the process to complete this type of report but never finished it. Meyer stated this is the process Kelliher went through to fund their streets and infrastructure projects recently. Meyer stated the reports cost anywhere between \$60-\$80,000 to complete but WSN has charged some cities about \$45,000. Councilor Kolb asked how long the reports be used for. Meyer stated the environmental report has a shelf life but the engineer report lasts much longer so the sooner it is completed the sooner RD can review it. Meyer stated RD then determines the ‘affordability’ of the City. Meyer stated the timeline for projects to be funded from this program can take up to 2 years to prepare for. Regas stated that this option would provide the City with a better option to complete some really needed street repairs. Meyer reported the median income of the City assists in awarding funding and is a driver in the grant/loan amounts. Meyer stated the document allows the City to phase the updates to the City overtime but assists with a priority list. Levenson stated the City can tie the RD funding with other funding like PFA, Small Cities, etc. the document would assist knowing the debt service the City has. Regas asked if any of the RD funding received be



BLACKDUCK CITY COUNCIL WORK SESSION

TUESDAY, JANUARY 21, 2020 @ 6:00PM

WORK SESSION MEETING MINUTES

used to repay the City back for funding the reports. Meyer stated yes. Regas stated to the council that if they decide to just assess the landowners for the Liberty Drive project that is still an option. Mayor Patch stated that knowing how poor conditions the streets in the City have gotten to the board owes it to the City to consider another option. Councilor Gullette further stated the City owes it to the landowners to find additional funding. Gullette asked Schwanke how he feels about waiting on Liberty Drive. Schwanke believes his department can handle repairs until a larger funding can handle the whole street.

- a. Croswell Avenue – Meyer stated the design work is about 80% complete and his team has held off until further notification from the City Council. Meyer believes something needs to get done on that road and this year might add more issues. Meyer stated his position is to complete the work in 2020. Gullette asked Regas if the City has had feedback from the township. Regas stated no but will reach out to the township clerk for more feedback. Meyer stated that other options for assessments is to only assess the two City property owners the two-twelves of the project they would pay as a whole. Gullette stated his is more in favor of a path that supports the City residents. Meyer stated the road should be improved this year once it is able. Mayor Patch was in agreement that the road should be repaired in the summer of 2020. Regas stated she will request feedback from the township board and report back.
- b. Preliminary Engineer Report – Meyer stated he would direct Lynn Eaton to present a letter of proposal for the February 10th meeting to move forward with the engineer & environmental report for the board to consider.
2. Punch List 2016 Update – Meyer reported the 2016 project is working on close out with the contractors and should have another draw from PFA this year, but should be completed by June 30th 2020. Nothing further.
3. Golf Cart Shed Reconstruct & Finance updates & Building Permits – Regas updated the board on a few items for the cart shed rebuild.
 - a. Building Permits – Regas announced the permits will be considered for approval by the County board on February 24th @ 6pm.
 - b. Internal Loan Terms – Regas stated the RLF Committee recommended revising the terms of the internal loan to be more inline with current parameters of loans that are offered to outside borrowers. Regas stated the changes include an update on the interest rate and breaking the full amount into two types of loans. Mayor Patch stated by revising the interest rate is a better procedure.
 - c. Questions – Councilor Kolb asked if breaking the amounts up into a Storefront rehab loan and Commercial Development loan is typical of the loans issued and if there is a percentage that can be loaned or is the amount a set dollar. Patch stated the Storefront Rehab loan max's out at \$40,000 at a 0% interest rate. Kolb asked Regas if the golf course is late on the loan or defaults on the loan who is responsible for paying the loan. Kolb asked if the golf course plans to pay for the loan. Regas stated the intention when approved by council to repay the



BLACKDUCK CITY COUNCIL WORK SESSION

TUESDAY, JANUARY 21, 2020 @ 6:00PM

WORK SESSION MEETING MINUTES

loan was for the golf course to make the payments. Kolb further confirmed that it would be the tax payers paying for the loan if the golf course can't make the payments. Regas stated the resolution approved by the council stipulates that the City would pay for the loan. Nothing further.

NEW BUSINESS –

1. City Building Designs & Redesigns – Steve Rhodes WSN Architect – Rhodes requested feedback from staff and City Council on potential redesigns and new designs for much needed City buildings. Rhodes stated he could draft a programming report for the areas of the City that need addressing and then asked for feedback on what the City had ideas on.
 - a. Liquor Store – Regas stated the Liquor Store Off-Sale is in need of redesign to create a larger footprint and to accommodate a larger kitchen and updated office area. Regas further stated the Liquor Store Manager has considered building a larger walk-in beer cooler. Regas stated the option of having a larger off-sale would make the store more efficient for stocking product as much of it is stored and then restocked as product lowers. Rhodes suggested a feasibility study be completed and review the entire building.
 - b. Maintenance Garage – Schwanke stated the current garage is quite old and is not heated and cannot house the existing equipment nor can it hold any newer equipment due to the size. Schwanke stated the hope of his department would be to build new on another location in the City. Schwanke stated having the City equipment stored outside has deteriorated it over the years. Regas stated the old JC ballfields is a good size parcel to build on. Schwanke stated the benefit for relocating the building is that it is close to the existing water plant. Rhodes stated he will work with Schwanke for the needs of the department. Schwanke further stated that the Police Department could be relocated in the same building providing inside storage of the squads.
 - c. City Hall – Regas stated a new building or a renovation of a newer building would provide more room for Council Chambers, and potentially a Youth Center and even maybe a Laundromat. Gullette stated it would be nice to have a large enough facility for City Hall to house enough people for a public hearing. Leverson stated she can brain storm some possible funding options for the buildings. Rhodes asked if City Hall would be a brand-new building or a remodel of an existing. Regas stated a new building would most likely be better since the Council wishes to see City Hall remain downtown.

Summary – Meyer stated Rhodes will present 3 reports for all areas on the next City Council meeting for the Council to discuss funding options and which ones to move forward on.
2. The Pond Catering Opportunity – Regas stated the council needs to discuss the opportunity of applying for a catering license. Regas stated the liquor committee minutes have been provided for the board to review. Gullette asked if any feedback from law enforcement was received. Regas stated not from the local police department but the sheriff's department confirmed there is no fee but just a notification to dispatch was needed. Gullette stated his concern on the catering license is that the same vigilance will be given to serving of minors. Gullette asked if the owner of the venue assists. Regas stated only the bartenders and the Pond staff will serve alcohol. Kolb asked if the State of MN has a law that a parent can give a minor alcohol at their residence and does that contradict our policies for the Pond. Patch stated the staff still has to follow the state guidelines at another venue like it is



BLACKDUCK CITY COUNCIL WORK SESSION

TUESDAY, JANUARY 21, 2020 @ 6:00PM

WORK SESSION MEETING MINUTES

the existing establishment and not a 'home'. Gullette stated he likes the increase possibility to add more revenue to the golf course if the kitchen idea doesn't go forward. Gullette further stated there are not many areas in the City a person can hold a wedding dance. Gullette stated he is in favor of the Northern Escape Venue as it adds a great place for the community to hold a private event and he believes its very positive and does not see any negatives. Gullette stated he has questions on how the events are charged but believed that to be minimal. Gullette further stated he doesn't believe anything is being taken away from the Pond. Kolb stated the manager is being taken away. Councilor Moore stated the personnel committee has been discussing ways to improve on the staffing so as to not put the management of the Pond at any issue. Mayor Patch disagreed stating there are many events that are held in the winter in tents so there are plenty of locations in the City that can hold special events either at the City park, or attached to the Pond. Patch thinks the City will open the City up to liability to take the liquor license out of town. Patch asked why Northern Escape Venue doesn't get their own liquor license. Gullette thinks the events are going to happen no matter what or where. Patch stated the City could shut the Pond down to the public for a private event and still keep the off-sale open. Gullette asked if that can legally be done since the liquor store is a public location. Patch stated it has been done in the past. Patch questioned if it can't. Kolb asked where the liability is if something happens to an employee vehicle if there are mechanical issues is it the City or the employee. Patch stated what happens if an employee is killed in an accident while in route. Regas stated that is what workers compensation pays for as it is the same as if she is traveling to a conference in her own vehicle and working. Patch stated he would be in favor of catering for city owned properties but not private. Kolb stated he is in favor of it if the City can make money on it and not just a few dollars in revenue. Gullette stated the charging and contracts would need to be established. Gullette stated it is a good thing for the area, the City could cater private events or someone else will. Kolb stated he needs way more information on paper to vote yes. Gullette thinks the City of Baudette might cater events. Gullette asked Regas if the council members could ask Lahr questions prior to the February council meeting. Regas stated yes. Patch asked if an event much like the Kilde Barn could be an option to cater. Gullette stated he thinks the events like Kilde Barn and Northern Escape Venue are quite different a receive different revenue. Gullette stated a private party is specifically caterer where an event like the Kilde Barn is BYOB. Nothing further.

3. Conveyance of Forfeited Lands 2016 Deeds expire in 2020 – Regas provided for the board to review the need to act on the conveyance of parcels 81.00368.00 & 81.00454.00 to be included in a formal city plan or to go back to the state. Regas stated the property has expired the 3-year allowed timeframe to put the property to public use and nothing has been completed as originally discussed by the council in 2016. Regas stated at the time that board wanted to property to be public parking for trail use. Regas further stated the City has a third option of purchasing the property from the State at the forfeiture price set by the state. Regas stated the City has a 30 window to make a decision and then must be acted on. Mayor Patch asked if the property can be sold now. Regas stated no. Gullette asked if the property is considered wetland. Regas did not know. Regas further stated the snowmobile club plans to apply for grant funding again for the trailhead parking on the southside of the City. Kolb asked what the City would use the property for if purchased. Regas stated the parcels would need a lot of infill to be usable and was not in favor of keeping the property. Regas recommends the council giving the property back and allowing the property to go back on the tax role



BLACKDUCK CITY COUNCIL WORK SESSION

TUESDAY, JANUARY 21, 2020 @ 6:00PM

WORK SESSION MEETING MINUTES

to allow another individual upgrade the property. Regas will present the decision to the council on February 10th, 2020. Nothing further.

4. LMC Elected Official Institute deadline – Regas reminded the council of the deadline for the elected official institute. Councilor Kolb stated he will attend. Nothing further.
5. City Council Vacant seat – *At this time Mayor Patch provided resident Tyler Roth the opportunity to address the Council as an interested party to fill the vacant council seat.*

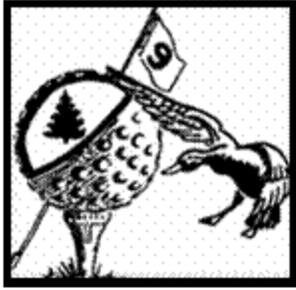
Roth provided a background of his residency in the City of Blackduck and stated he believes he could help the board make wise decisions to help and grow the town as it should be. Roth stated he is a believer that neighbors should help one another and he thinks he can bring a good perspective to the board. *Roth opened up the conversation to questions.* Councilor Kolb stated he has heard nothing but good things about his little community project he has been doing for Blackduck. Roth explained the project that helps the community have youth help others with projects that community members need help with. Roth states he would at some point be able to own and operate his own CBD farm to grown and distribute CBD legally in the state. Roth stated that as of March of 2020 he will be legally authorized to grow cannabis CBD and there is a lot of money in CBD and he thinks he can reinvest a lot of his money in his project and help build it. Roth states he would like City Hall to be a dropping point for donations to his project. Roth would like to ask the City to help with the project and has many businesses and people in support of his project. Roth stated he thinks he could be a good person to help with the youth center that was discussed earlier in the meeting. Roth stated he has a site called Cannabis Knowledge and he has many followers. Roth stated he has many law enforcement agencies in support of him. Roth stated the Cannabis community is a very large community. Roth stated he would like to ask the board what their stance is on CBD. Regas asked Roth if he is polling the board individually for their position or as a whole board. Roth stated individual. Regas stated that individual is different and the council is acting as a board at the meeting. Roth asked for the collective opinion of CBD of the board. Regas stated it is up to the board if they wish to answer. *For the record no council member stated their position.* Roth stated that it was fine if the board did not answer as he will return back to all the council meetings and it is going to be a pleasure getting to know the council. Roth stated he hopes the board will consider his request to fill the vacancy. Councilor Gullette asked if this presentation is a letter of intent. Mayor Patch requested a formal letter of intent. Roth agreed to present a letter. Regas reminded the board any seat that is appointed to the vacant seat will expire in December 31, 2020 and that the open seat will be on the general election ballot in November. Regas noted to Roth that if accepted the seat for 2020 would end unless elected in November. Nothing further.

6. Public Works Committee meeting – Schwanke requested a committee meeting to discuss the state of his equipment. The committee members agreed to meet January 27th @ 1pm. Nothing further.

ADJOURN – Moved by Councilor Kolb and seconded by Councilor Moore to adjourn the work session at 7:50pm. Motion carried.

Christina Regas, City Administrator

Rudy Patch, Mayor



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, FEBRUARY 6, 2020 @ 4:30PM

Christina Regas, Rudy Patch, Jim Andersen, Pam Exner, Kevin Erpelding, Laureen Schaser

CART SHED

Beltrami County commissioners will meet on Monday, February 24 at 6pm to consider our variance requests. Christina and Kevin will attend that meeting. Of note regarding our applications:

- Both the right of way from centerline and the set-back are 50 ft, so we are dealing with 100 feet total on the road side (instead of the originally thought 83 feet)
- County rep, Shane, recommended asking for both a road setback and a creek setback so that the road setback request is not so large (too large of a request toward the road may not be approved due to grading, runoff and plans to widen the road in the future).
- The creek setback variance (~ 23-24ft) will also go through the county (as opposed to state DNR) since it is considered a shoreland ordinance.
- Clarification that the new building construction size is 28ft x 104ft
- The new building finished size with overhang is 32ft x 108ft

ACTION:

- **CHRISTINA** will update application to reflect proper building length of 108 ft
- **KEVIN** – *After* variances are approved, Kevin will
 - Confirm “dirt work” plan and timing with Gerit
 - Confirm bid, location, plan/prints, and timing with Northwoods
 - Procure prints in order to talk to electricians for bids

DEFERRED ACTION (from Jan 9 meeting):

At this meeting, we considered electricians to get bids from for the new cart storage facility. List includes: Frontier (BJI), Crunden, Shogren, Todavich. We determined to wait until next month to contact electricians for bids, as permit applications take priority right now.

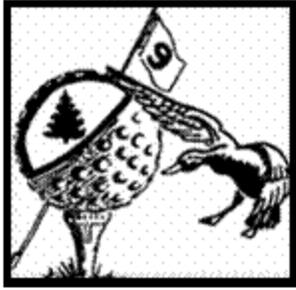
PLEDGEs / FUND-RAISING / PROMOTION

Laureen stated that she has not asked Lady golfers for pledges or donations yet. One reason was not wanting to ask before permits approved, etc. Another reason was to consider 2 options: this personal ask to just the ladies – or – a letter from the board to all golf course members. Discussion ensued...

An ask could be for cash and/or in-kind donations. Possible in-kind donations verbalized included: rock, electrical skills, picking up sticks on the course.

Discussed how to incent people to donate/contribute cash. We agreed that we would like to communicate that the city would like to keep the golf course running. This re-build is a large project that draws on the city finances, so we would like to garner the financial support of the public. The goal is to keep the course here and strong for our city.

Christina brought up the idea of a fund-raising chile cook-off. We could host it before the course opens in the spring to build excitement about the course and the cart shed project in particular – with current golfers and the community-at-large. Volunteers would provide chile (no entry fee) and we would ask for free-will donations from people attending. Could have votes for the best chile and presentation of a trophy to the winner. With our liquor license, we can bring beer in to sell. It will definitely be publicized as a fund-raiser.



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, FEBRUARY 6, 2020 @ 4:30PM

DECISION was made to host the fund-raising chile cook off on Thursday, April 16. (so far 3pm-10pm)
DECISION was made to write one letter to the golf course members – inviting them to attend the dinner and to pledge/donate cash toward building the new cart shed – either at the dinner or via City Hall if they are unable to attend.

Christina reported that Membership rates are currently published on the website. The course currently has 6 holes sponsored by businesses. Since they are 2-year sponsorships, she just sent 3 letters to the businesses that are up for renewal– as well as invitations to other area businesses inviting them to sponsor a hole. Lauren asked what the business receives for their sponsorship. They get their logo on a plaque at the tee box sign, 10, 18-hole rounds of golf/year, and their logo with a link to their site on our website.

ACTIONS:

- **RUDY** will work on the Chile Cook Off Fund-Raiser:
 - letter to golf members,
 - promotion to community (sign on course fence, Facebook, website, etc.) with promotional material ready by the end of February
 - planning beverages (beer, soda, etc.),
 - volunteers to provide chile,
 - trophy acquisition.
- **LAUREEN** will ask Shari if she would be willing to go on ‘chat about’ (Paul Bunyan broadcasting) to promote the chile cook off
- **CHRISTINA** will talk to Johnny Lee Walker about speaking (not sure if I got that right)
- **CHRISTINA** will investigate the course Facebook page a bit more to see if she has administrative rights/access
- **CHRISTINA** will promote the golf course membership rates on Facebook as well as in Red Lake Nation News; promote the Chile Cook Off on Facebook
- **LAUREEN** will follow up with Choice Therapy on tee box sponsorship

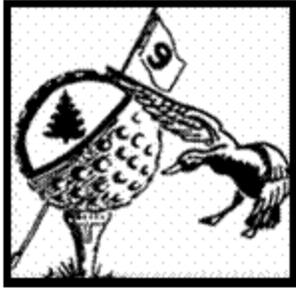
TOURNAMENT/S

Discussed date for cart shed fund-raising tournament and landed on Friday, June 5 with Fri, June 12 being back up date for inclement weather

Discussed need for course tournament policies so that we have standardized policies and costs for all groups.

ACTIONS:

- **JIM & PAM** will draft Tournament Policies including, but not limited to:
 - Prices:
 - greens fees
 - carts
 - use of clubhouse upstairs (?)
 - Registration process including checking in, cart assignments, etc.
 - Course Rules
 - 2 putt rules (?)



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, FEBRUARY 6, 2020 @ 4:30PM

- Time limit for 9-hole tournament / 18-hole tournament
- Course has prerogative to move people along
- Other (?)

DEFERRED ACTION

For our fundraising tournament, we will need to brainstorm on numbers we can accommodate and how we can provide carts

Once we finalize tournament policies, send letter to all who have hosted tournaments at Blackduck in the past

TAKE A KID GOLFING

Pam has a strong start on this event! Discussion followed and Christina had some suggestions based on her experience with taking kids fishing:

On registration form, ask if kid has golfed before.

Limit event to ages 10-14.

Have registration deadline. Decided on cutoff date of June 14.

Notate on flyer that there is limited space.

Our limitations will be sets of clubs and adult volunteers.

Should probably match 1 adult with max of 2 kids; that adult should be responsible for their kids from start to finish of the event.

Golfing groups should walk (not cart).

Have a rule meeting for the adults before the event (night before or morning of)

Consider having 2-4 additional adults that can move around the course with a cart to help, etc.

We will need to borrow clubs – possibilities include asking Kelliher/Northome and Blackduck schools.

ACTIONS:

- **PAM & CHRISTINA** will revise flyer to reflect: ages 10-14, limited space, and ask for the kid's golf experience.
- **PAM** will be the Lead on this event, addressing list above (volunteers, clubs, rules, schedule for day, etc.).
- **LAUREEN** will ask Mark Johnson about volunteering at this event.

GOLF LESSONS

Pam shared that Kyle Boyer has offered to purchase kid-size clubs that could be used for lessons at Blackduck course. Pete Ofstedal said he will consider teaching lessons once we have more information.

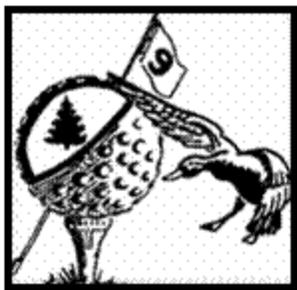
Of note is that Kyle's kids took lessons elsewhere for \$165: 1x/week for young and 2x/5 for older (total of 15, 1-hour lessons; we are assuming these were group lessons)

DEFERRED ACTION

Investigate comparable lesson costs in the area

Ask around for donations of kid-size clubs

Write a proposal to present to Pete regarding potential lesson dates as well as payment for lessons that would be run through and at the Blackduck Course



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, FEBRUARY 6, 2020 @ 4:30PM

GOLF COURSE (and other notable) **CALENDAR:**

- *End of February -> March 16 – promote Chile Cook-Off Fundraiser*
- *Beginning of April – distribute Take a Kid Golfing flyers at school/s +*
- (Sunday, Apr 12 - Easter)
- **Thursday, April 16 – Chile Cook-Off Fundraiser 3pm-10pm (?)**
- (Sunday, Apr 19 - Fireman's fish fry)
- **Friday, May 1 – Course opens ☺**
- (Monday, May 23 – Memorial Day)
- (Friday, May 29 – Blackduck graduation)
- **Sat-Sun, May 30-31 – Clubhouse booked**
- (Saturday, May 9 – walleye opener)
- **Friday, June 5 – Blackduck Golf Tournament Fundraiser**
- **Friday, June 12 – backup date for our tournament in case of bad weather on the 5th**
- **Saturday, June 13 – Fireman's Scramble**
- *Sunday, June 14 – Deadline for Take a Kid Golfing registration*
- **Sunday, June 28 – Take a Kid Golfing**

KITCHEN

Kevin initiated discussion stating that his brother has built multiple restaurants. His sense is that our number to get kitchen up and running to meet code would be a minimum of 75k. Kevin said he crunched some numbers assuming that cost + staffing + assumption of 35% gross margin on food; he determined that even if we sold 51 hamburgers every day of the year, we would struggle to cash flow this endeavor. Kevin's opinion is that we need to get a hard number on the kitchen remodel, then include Grant Opegard for his assistance with a business plan. Grant will likely want to know the number of patrons we expect. He will also have many other questions for us to consider and we will need to pencil out numbers before we make a decision to move forward on this. Kevin stated that Hillcrest struggles. Why will more people come here? We have to make a profit!

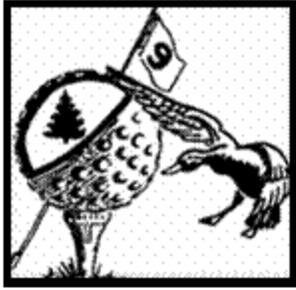
Rudy stated that he is in conversation with Jim Krabbenhoft, Kelly Juelson and Jim Joy in terms of the kitchen remodel, equipment and possible food. He thinks the project may be closer to 50-60k.

In terms of differentiating the course from other eating establishments in the area - Hillcrest opens later; the restaurant in town closes early. There would be traffic at the course from golfers, lake (beach), snow mobiles. He noted that food sale has helped the Pond.

One recommendation he has received is to install an actual deep fryer instead of an auto fry so that there are more food options and potential for higher capacity (i.e.: fish fry).

He acknowledged that kitchen will require full-time staff.

Rudy shared one list of equipment he has so far from Jim Joy (though this writer may not have captured everything): oven with cooktop (can put a griddle on top); sandwich prep counter (in middle of room), reach in freezer, reach in fridge, salad prep table, fryer (deep fryer instead of an auto fry), range, microwave, ice machine. Not on list: 12-foot hood (\$4,500+installation), sinks, dishwasher (suggested that we rent a dishwasher as opposed to purchasing due to maintenance). Rudy estimated ~ 20k in equipment.



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, FEBRUARY 6, 2020 @ 4:30PM

As a group, we agree that considering used equipment is a good idea.

Remodel will also include flooring, walls, cabinets, bar

True cost estimate / plan will have to include: remodel, equipment, electric, plumbing + costs as mentioned last meeting; staffing, marketing, insurance, utilities, permits & licenses, taxes.

Laureen asked if estimates being provided will meet the state codes that Christina provided last meeting and Rudy replied yes – the contractors have experience with the codes and he also gave them the MN Dept of Health Food Establishment Construction Guide.

There was a question about the liquor license. Per Christina: Liquor license has to go through Hines township. In the past, before dropped to 3.2, they did always approve strong beer and wine. Now we would also request hard liquor, so instead of mailing form – it will likely be best to go before the board in person. There was a question about insurance for said liquor license – will the city's insurance cover it? No. The liquor store has its own dram insurance policy and the golf course has its own dram insurance policy. If we increase our provision of liquor (more sales, more square footage, full year, stronger liquor, etc.), than the cost of the policy will increase.

Since a potential kitchen remodel will include plumbing work, Rudy asked if the storage rooms off from the lower level bathrooms ever contained showers. Are there requests for showers? Should showers be part of the remodel? The group was not sure, but there may have been showers in the original shed when it functioned as a locker room. Per Kevin – there have been requests for lockers/club storage areas, but no known request for showers. This group agreed that the storage rooms off the bathrooms could definitely be better utilized in the future.

ACTIONS:

- **CHRISTINA** (with **PAM & JIM's** help?) will determine number of golfers (rounds?) last season as a starting point for patron numbers.
- **RUDY** will continue to get inclusive cost estimates for: remodel and equipment
- **RUDY** will work with Jim Joy on possible food/menu suggestions
- **KEVIN** will contact Grant once we have firmer numbers to initiate a business plan

Minutes taken and submitted by Golf Board Member Laureen Schaser

Kitchigami Regional Library
Board Meeting 21 November 2019 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN

Board members present: Reed Olson, Nancy Erickson, Neal Gaalswyk, Richard Molash, Phyllis Eck, Bill Brekken, Mary Koep, Tom Krueger, Tom Conway, Jim Hofer, George Deiss

Board members absent: Kendra Murray, Tammy Hansen, Walker Representative

Others present non-voting: Stephanie Johnson, Christy Loven

Chair Gaalswyk called the meeting to order at 6:00 p.m. Cass Lake representative was welcomed to the board. He thanked Tom Conway for chairing the September 2019 meeting in his absence.

Motion by Tom Conway, seconded by Jim Hofer to approve the agenda as presented.

Consent Agenda

Motion by Tom Conway, seconded by Reed Olson, to approve the items below on the Consent Agenda:

- September 2019 board meeting minutes
- October 2019 Bills
- October 2019 Financial Statements
- Legacy FY2019: Financial Report Form Quarter 2
- Director's Report – Stephanie told about visiting KRL branches And attending a 3 day workshop on State Library Services funding background.

Christy Loven, upon her impending retirement, was thanked for her service to KRLS.

Discussion. Motion carried.

Strategic Planning

Lengthy discussion. Motion by Tom Conway, seconded by Bill Brekken to put in place a RFP for a Strategic Planning Consultant. Amendment added to authorize a 3 person committee to work with Director Johnson to refine the draft RFP and approve it to be sent out so that at the January 2020 board meeting the full board can choose and approve the hiring of a Strategic Planning Consultant. It was decided that Neal Gaalswyk, Tom Conway and Richard Molash as well as the director as ad hoc member will serve as this committee. Motion carried.

Budgeting and Fund Balances Overview

Director Johnson gave a description of Revenue with 2019 budget amounts supporting the operating functions and formulas of the regional library system. In January the Director will present new terminology used in the Financial Statement. Bookkeeper Pat Kline gave a presentation on fund balances.

Bills

Motion by Tom Conway, seconded by Tom Krueger, to approve payment of the November 2019 bills checks#21737 to #21787 in the amount of \$191,500.95. Roll call vote: Motion carried.

- 2020 Service Agreements with Pequot Lakes and Crosslake Motion by Mary Koep, seconded by Tom Conway, to approve signing the 2020 Service Contracts with cities of Pequot Lakes and Crosslake. Discussion. Motion carried.
- Pequot Lakes Library Temporary Closing Motion by Tom Conway, seconded by Tom Krueger, to approve the request that, because of the 3 month renovation of the Pequot Lakes Library, KRL materials be temporarily dropped off for patrons at the City Hall in Pequot where there is room to take them until picked up. Discussion. Motion carried.
- Technical Service Manager Director Johnson updated the board on applications for the Technical Services Manager position and requested, if necessary, a travel stipend for applicants coming from a long distance. Discussion. Motion by Tom Krueger, seconded by Jim Hofer, to approve the travel stipend for out of state applicants that may be interviewed. Discussion. Motion carried.
- Windows 10 and e-mail Client update Motion by Tom Conway, seconded by Nancy Erickson, to approve the quote from Lakes Country Service Coop to update the KRLS operating system and e-mail client for all of KRLS. Discussion. Director Johnson will verify the quote and will proceed. The motion was amended to authorize the Director to purchase these items up to \$5,000. Motion as amended carried.
- Legacy Interim Progress Report For the board's information, was presented a ACHF FY 2019 Interim Progress Report.
- Policy Manual Updates and
A Employee Break Policy, because of employee questions, needs to be developed to follow state statute. Typically breaks have been 15 minutes for every consecutive four hours worked and are considered paid breaks as they are less than 20 minutes long. It is recommended that the policy be that staff must stay on work premises, in order to prevent employer liability, during paid breaks.
Discussion. The director was given the authority to enforce the parameters for this policy which will be included in the Employee Handbook to be developed. Director Johnson will map out how to tie this into the Policy Committee schedule.

Certificate of Deposit
Renewal

Motion by Tom Conway, seconded by Reed Olson, to renew at Citizens National Bank of Park Rapids, where all other KRL CDs are, for 10 months the Automation Repair and Replacement CD #259187373/1 in the amount of approximately \$79,324.50. Discussion. Motion carried.

Nominations Committee

Chair Gaalswyk explained he could appoint a board Nominations Committee to look for board officers for 2020 or he could ask each of the current officers, including himself, if they will agree to serve in that capacity for 2020 which it was decided should be done. Chair Gaalswyk said he would serve as chair for 2020. Tom Conway also agreed to serve as Vice-chair for 2020, as did Jim Hofer agree to serve as Treasurer for 2020, as did Mary Koep agree to serve as board Secretary for 2020. Chair Gaalswyk asked for other nominations and none were forthcoming. As a committee of the whole, the board then appointed these four officers to serve again for 2020.

Motion by consensus to adjourn at 7:35 p.m.

Minutes respectively submitted by Administrative Assistant, Christy Rose Loven.

Minutes signed by Board Secretary, Mary Koep _____

Date _____

2020 Operating Budget Blackduck Branch: FINAL			
Branch Description:	The Blackduck branch will continue to be open 21 hours per week. In 2018 there were 7,780 library user visits and 15,086 items borrowed.		
Expense Area	2019 Approved	2020 Proposed	Notes
Regional Participation	\$ 850	\$ 850	1 City representative to the KRLS board pays for meetings, board insurance, membership, other projects
Personnel	51,916	53,790	Steps + 2.5% COLA
Wages & benefits	2,100	2,400	Increase to Private health insurance supplement for 1 part-time employee
Health insurance	900	900	
Training and development	54,916	57,090	
Personnel Total			
Communications	300	300	
Postage	636	636	
Telephone	-	-	NW Links membership costs
Data lines	936	936	
Communications Total			
Materials	7,115	7,115	
Books	2,450	2,450	
Video/DVD/Sound	1,666	1,796	
Shared Collections	360	360	
Periodicals	500	500	To catalog donated items
Supplemental Processing	300	300	
Supplies	12,391	12,521	
Materials Total			
KitchiCat	4,631	4,573	Library automation system; most technical support costs paid with state RLBS
Technical Support	289	289	Automation Repair & Replacement Reserve;
ARR Reserve	4,920	4,862	
KitchiCat Total			
Delivery	320	320	Basic participation; full costs paid with state RLBS
Operating	400	400	Delivery van on 5 year replacement schedule
Capital	720	720	
Delivery Total			
	\$ 74,733	76,980	
2015 City Levy Request	\$ (15,860)	\$ (16,494)	4.0%
	289	(289)	
	(2,275)	(2,275)	From KRLS RLTA reserve to offset increase in Technical Support costs
County Levy Requirement	\$ 56,887	\$ 57,922	
Notes:			
	Blackduck has 0 full time employees, 3 part time employees (1.18 FTE) for 2018		

February 10, 2020

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 02/10/2020	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 02/10/2020	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$210,587.20	\$23,608.04	\$186,979.16	\$81,211.32	\$0.00	\$81,211.32	
POLICE RESTRICTED CASH	\$1,129.09	\$0.00	\$1,129.09	\$0.00	\$0.00	\$0.00	
CEMETERY	(\$1,670.51)	\$0.00	(\$1,670.51)	\$2,105.35	\$0.00	\$2,105.35	
PERPETUAL CARE	\$7,762.54	\$0.00	\$7,762.54	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$69,255.06	\$0.00	\$69,255.06	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$8,685.84	\$0.00	\$8,685.84	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$70,983.47	\$0.00	\$70,983.47	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$226,963.07	\$0.00	\$226,963.07	
PINE TREE PARK	\$64,203.09	\$247.33	\$63,955.76	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.01	\$0.00	\$0.01	\$121,227.55	\$0.00	\$121,227.55	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$17,407.78	\$0.00	\$17,407.78	
Fire Dept Special Equip Fund	\$201,497.42	\$0.00	\$201,497.42	\$26,208.10	\$0.00	\$26,208.10	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$80,761.71	\$0.00	\$80,761.71	
2006 GO BOND	\$17,356.19	\$0.00	\$17,356.19	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond	\$32,867.29	\$0.00	\$32,867.29	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan	\$7,389.54	\$0.00	\$7,389.54	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan	\$15,606.31	\$0.00	\$15,606.31	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Main	\$39,737.53	\$0.00	\$39,737.53	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan	\$10,212.64	\$0.00	\$10,212.64	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service	\$35,447.41	\$734.98	\$0.00	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan	\$880.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING	\$90,280.42	\$0.00	\$90,280.42	\$0.00	\$0.00	\$0.00	
WATER FUND	\$203,556.31	\$1,632.48	\$201,923.83	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$94,062.37	\$1,634.27	\$92,428.10	(\$1,283.00)	\$0.00	(\$1,283.00)	
LIQUOR FUND	\$342,241.62	\$83,472.10	\$258,769.52	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$22,188.90	\$0.00	\$22,188.90	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$120,425.38)	\$20,367.06	(\$140,792.44)	\$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:	\$1,294,955.09	\$131,696.26	\$1,127,666.23	\$802,866.38	\$0.00	\$802,866.38	\$1,930,532.61

Transfer Recommended:

Fund Transfer from:	Fund transfer to:	Amount of Transfer:
Liquor Fund	Golf Fund - for equipment bond	\$10,000.00

2020 First Half Bond Payments:	Principal:	Interest:	Fees:	Total:
General Obligaion Equipment Cert. 2016A	\$13,000.00	\$1,012.50	\$0.00	\$14,012.50
PFA Go bond 320	\$0.00	\$734.98	\$0.00	\$734.98
Industrial lane Loan internal	\$4,983.35	\$0.00	\$0.00	\$4,983.35
Frontage Pine internal loan	\$2,407.03	\$786.99	\$0.00	\$3,194.02

CITY OF BLACKDUCK

Monthly Bills

January 2020

Check Name	Amount		
Fund 101 GENERAL FUND		BELTRAMI ELECTRIC COOP	\$1,207.51
Marco Technologies LLC	\$187.87	CARD SERVICE CENTER	\$4.44
AMERIPRIDE LINEN & APPAREL	\$64.13	Gopher State One Call	\$25.00
BELTRAMI COUNTY-AUDITOR/TREAS.	\$2,947.63	MN DNR Ecological and Water Re	\$169.55
BELTRAMI ELECTRIC COOP	\$4,785.06	NORTHWOODS LUMBER CO	\$9.98
Blackduck Area Chamber of Comm	\$150.00	QUILL CORPORATION	\$6.00
BLACKDUCK AUTO PARTS, INC	\$2,509.01	Fund 601 WATER FUND	\$1,632.48
BLACKDUCK CO-OP	\$372.85	Fund 602 SEWER FUND	
BLACKDUCK DEVELOPMENT CORP	\$20.00	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
BLACKDUCK FAMILY FOODS	\$4.50	BELTRAMI COUNTY-HIGHWAY DEPT.	\$350.00
BOGARTS REPAIR AND RECOVERY	\$615.20	BELTRAMI ELECTRIC COOP	\$954.58
CARD SERVICE CENTER	\$973.32	Gopher State One Call	\$25.00
Certified Laboratories	\$700.00	Grainger	\$46.52
CHRIS BROWN	\$199.99	PAUL BUNYAN COMMUNICATIONS	\$34.30
DRAHOS KIESON & CHRISTOPHER	\$225.00	QUILL CORPORATION	\$13.87
EVOLVE CREATIVE LLC	\$235.00	Fund 602 SEWER FUND	\$1,634.27
FRENZEL CONSTRUCTION	\$1,800.00	Fund 609 MUNICIPAL LIQUOR FUND	
FRONTIER REPAIR	\$904.82	AMERIPRIDE LINEN & APPAREL	\$485.73
LEAGUE OF MINNESOTA CITIES	\$750.00	BELTRAMI COUNTY SOLID WASTE	\$640.15
MARKETING FACTORY GROUP	\$235.00	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
NORTHWEST SERVICE COOP	\$99.00	BELTRAMI ELECTRIC COOP	\$2,859.88
NORTHWOODS LUMBER CO	\$306.93	BEMIDJI COCA-COLA	\$444.30
PAUL BUNYAN COMMUNICATIONS	\$405.15	BERNATELLOS	\$612.00
QUILL CORPORATION	\$228.08	Bernick Companies	\$5,502.60
RAE BURMEISTER	\$139.88	Blackduck Area Chamber of Comm	\$30.00
ROGER'S TWO WAY RADIO	\$90.00	BLACKDUCK FAMILY FOODS	\$2,544.12
SANFORD OCCUPATIONAL MEDICINE	\$471.00	Breakthru Beverage	\$4,324.41
TIMBERLINE SPORTS, INC	\$451.07	CARD SERVICE CENTER	\$35.44
TIMEVALUE SOFTWARE	\$35.00	DICK DISTRIBUTING	\$15,832.90
TOWNSHIP AND RANGE, LLC	\$1,500.00	GUARDIAN PEST CONTROL	\$42.56
VERIZON WIRELESS	\$175.05	HEGGIES PIZZA LLC	\$318.00
WIDSETH SMITH NOLTING & ASSOC	\$2,027.50	HENRYS	\$2,764.41
Fund 101 GENERAL FUND	\$23,608.04	ILLINOIS CASUALTY COMMPANY	\$268.00
Fund 209 PINE TREE PARK FUND		JOHNSON BROTHERS LIQUOR CO.	\$10,539.43
BELTRAMI COUNTY SOLID WASTE	\$142.25	MIKINNON CO., INC	\$8,384.65
BELTRAMI ELECTRIC COOP	\$105.08	MN UNEMPLOYMENT INSURANCE	\$75.24
Fund 209 PINE TREE PARK FUND	\$247.33	NEI BOTTLING INC	\$429.92
Fund 320 2017A PFA DISP SYS BOND DEBT S		NORTHWOODS ICE, INC	\$178.80
MN PUBLIC FACILITIES AUTHORITY	\$734.98	NORTHWOODS LUMBER CO	\$81.95
Fund 320 2017A PFA DISP SYS BON	\$734.98	OLD DUTCH	\$215.23
Fund 601 WATER FUND		PAUL BUNYAN COMMUNICATIONS	\$263.16
BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00	Phillips Wine and Spirits	\$8,488.43
		QUILL CORPORATION	\$20.95

Check Name	Amount
RP BROADCASTING COMPANY	\$170.00
SANFORD OCCUPATIONAL MEDICINE	\$48.00
Southern Glazer's of MN	\$5,956.45
SYSCO	\$554.01
TODAVICH ELECTRIC, INC	\$473.80
TOTAL REGISTER SYSTEMS, INC	\$4,789.88
TOTAL TAP SERVICES	\$68.00
US FOODS	\$5,359.80
WASTE MANAGEMENT OF WI-MN	\$242.81
WAYNE WARD	\$90.00
WINE MERCHANTS	\$127.09
Fund 609 MUNICIPAL LIQUOR FUN	\$83,472.10
Fund 613 GOLF COURSE	
BELTRAMI COUNTY SOLID WASTE	\$53.35
BELTRAMI COUNTY TREAS OFFICE	\$1,236.20
BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
BELTRAMI ELECTRIC COOP	\$409.23
Blackduck Area Chamber of Comm	\$30.00
Deerwood Bank	\$14,012.50
MN DNR Ecological and Water Re	\$205.85
MN UNEMPLOYMENT INSURANCE	\$1,180.00
MTI Distributing	\$2,049.95
P.A. JONES LLC	\$935.16
PAUL BUNYAN COMMUNICATIONS	\$44.82
Fund 613 GOLF COURSE	\$20,367.06
	\$131,696.26

Water Fund

Year to Date Income Statement thru 01/31/2020

Water Operating Revenue:	Budget:	
Water Meter Sales	\$0.00	\$0.00
Health Dept Charges	\$19.05	\$2,994.00
Penalties and Interest	\$0.00	\$2,000.00
Water Sales	\$14,862.47	\$216,473.00
Water Connect/Reconnect Fee	\$105.00	\$1,000.00
Water Penalty	\$142.91	\$1,750.00
Miscellaneous Revenues	\$0.00	\$0.00
Interest Earnings	\$254.68	\$0.00
Reimbursements	\$0.00	\$0.00
Total Water Revenues	\$15,384.11	\$224,217.00

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$4,930.78	\$61,965.00	\$57,034.22
Full-Time Employees OT	\$992.05	\$1,500.00	\$507.95
Part-Time Employees	\$0.00	\$1,344.00	\$1,344.00
PERA	\$444.24	\$4,748.00	\$4,303.76
FICA	\$447.67	\$4,843.00	\$4,395.33
Employer Paid Health	\$1,112.24	\$13,400.00	\$12,287.76
Office Supplies (GENERAL)	\$6.00	\$300.00	\$294.00
Printed Forms	\$0.00	\$0.00	\$0.00
Electricity	\$1,207.51	\$11,000.00	\$9,792.49
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$0.00	\$750.00	\$750.00
Operating Supplies (GENERAL)	\$9.98	\$1,600.00	\$1,590.02
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$0.00	\$1,000.00	\$1,000.00
Lubricants and Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$0.00	\$7,000.00	\$7,000.00
Fluoride	\$0.00	\$1,000.00	\$1,000.00
Repairs/Maint Supply	\$0.00	\$0.00	\$0.00
Equipment Parts	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$0.00	\$500.00	\$500.00
Merchandise for Resale	\$0.00	\$750.00	\$750.00
Auditing and Acc't	\$0.00	\$3,500.00	\$3,500.00
Legal Fees	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$0.00	\$0.00	\$0.00
Engineering Fees	\$0.00	\$4,000.00	\$4,000.00
Professional Services	\$0.00	\$1,000.00	\$1,000.00
Other Professional Services	\$0.00	\$1,000.00	\$1,000.00
Telephone	\$0.00	\$500.00	\$500.00
Postage	\$4.44	\$750.00	\$745.56
Travel Expense	\$0.00	\$750.00	\$750.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$325.00	\$325.00
Property Insurance	\$0.00	\$1,600.00	\$1,600.00
Workers Compensation	\$0.00	\$2,000.00	\$2,000.00
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$2,994.00	\$2,994.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$0.00	\$12,000.00	\$12,000.00
Repairs/Maintenance Machinery	\$0.00	\$2,500.00	\$2,500.00
Dues and Subscriptions	\$404.55	\$3,000.00	\$2,595.45
Uncollectable Checks/Bad Debt	\$0.00	\$200.00	\$200.00
Cash Short	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Bank Service Charges	\$0.00	\$500.00	\$500.00
Total Water Expenditures	\$9,559.46	\$148,319.00	\$138,759.54

Other Water Expenditures:	Budget	Remaining
Transfer Fr Other Fund	\$0.00	\$0.00
PFA Debt Service Principal	\$0.00	\$3,000.00
PFA Debt Service Interest	\$0.00	\$104.50
Debt Service Bond Principal	\$45,000.00	\$45,000.00
Debt Service Bond Interest	\$9,037.50	\$17,793.75
Depreciation/Capital Outlay	\$0.00	\$10,000.00
Total	\$54,037.50	\$75,898.25

Net Total	(\$48,212.85)	\$224,217.25	\$157,515.79
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Sewer Fund
Year to Date Income Statement thru 01/31/2020

Sewer Operating Revenue:		Budget
Reimbursements (insurance proceeds)	\$0.00	\$0.00
Penalties and Interest	\$0.00	\$750.00
Interest Earnings	\$117.63	\$0.00
Sewer Sales	\$10,913.70	\$179,485.00
Farm Lease Agreement Revenue	\$0.00	\$6,098.00
Sewer Connect/Reconnect Fee	\$0.00	\$0.00
Swr Penalty	\$137.91	\$1,500.00
Charges for Service	\$250.00	\$1,000.00
Total Sewer Revenues	\$11,419.24	\$188,833.00

Sewer Operating Expenditures:		Budget	Remaining
Full-Time Employees Regular	\$6,239.80	\$66,492.00	\$60,252.20
Part-Time Employees	\$0.00	\$672.00	\$672.00
PERA	\$467.97	\$4,925.00	\$4,457.03
FICA	\$471.77	\$5,023.00	\$4,551.23
Employer Paid Health	\$1,160.49	\$13,971.00	\$12,810.51
Office Supplies (GENERAL)	\$13.87	\$200.00	\$186.13
Electricity	\$954.58	\$16,500.00	\$15,545.42
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating Supplies (GENERAL)	\$0.00	\$500.00	\$500.00
Motor Fuels	\$0.00	\$1,750.00	\$1,750.00
Lubricants and Additives	\$0.00	\$500.00	\$500.00
Repairs/Maint Supply	\$46.52	\$1,000.00	\$953.48
Equipment Parts	\$0.00	\$0.00	\$0.00
Tires	\$0.00	\$0.00	\$0.00
Merchandise Resale	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$0.00	\$600.00	\$600.00
Auditing and Acc't	\$0.00	\$3,500.00	\$3,500.00
Legal Fees	\$0.00	\$4,000.00	\$4,000.00
Chemicals and Chem Products	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$0.00	\$1,000.00	\$1,000.00
Other Professional Services	\$0.00	\$1,500.00	\$1,500.00
Telephone	\$34.30	\$500.00	\$465.70
Postage	\$0.00	\$500.00	\$500.00
Travel Expense	\$0.00	\$750.00	\$750.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$2,000.00	\$2,000.00
Property Insurance	\$0.00	\$1,500.00	\$1,500.00
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$0.00	\$2,500.00	\$2,500.00
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$0.00	\$0.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$350.00	\$10,000.00	\$9,650.00
Repairs/Maintenance Machinery	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$235.00	\$3,500.00	\$3,265.00
Debt Service Bond Interest	\$0.00	\$0.00	\$0.00
Fiscal Agent Fee	\$0.00	\$0.00	\$0.00
Other Equipment (irrigator)	\$0.00	\$6,700.00	\$6,700.00
Total Sewer Expenditures	\$9,974.30	\$150,583.00	\$140,608.70

		Budget	Remaining
2019 Micro Loan Principal	\$3,000.00	\$10,000.00	\$7,000.00
2019 Micro Loan Interest	\$0.00	\$1,877.50	\$1,877.50
Debt Srv Principal 2014 Go Bond	\$3,000.00	\$3,000.00	\$0.00
Depreciation/Capital Outlay	\$0.00	\$25,000.00	\$25,000.00
Total	\$6,000.00	\$39,877.50	\$33,877.50
Net Total	(\$4,555.06)	\$190,460.50	\$174,486.20

Pine Tree Park
Year to Date Income Statement thru 1/31/2020

PTP Revenues	2020	Beach	2019
Reservation Fees	\$20.00		\$1,000.00
Grants	\$0.00		\$11,000.00
Camping Fees	\$313.00		\$17,000.00
Other Revenue	\$0.00		\$0.00
Contributions and Donations	\$250.00	\$250.00	\$0.00
Interest Earnings	\$80.29		\$0.00
Total PTP Revenues	\$663.29	\$250.00	\$29,000.00

PTP Expenditures	2020 YTD	Beach	2019 YTD	2020 Budget	Remaining
Full-Time Employees Regular	\$415.57		\$278.18	\$4,182.00	\$3,766.43
Part-Time Employees Regular	\$0.00		\$0.00	\$1,680.00	\$1,680.00
PERA	\$31.21		\$20.89	\$295.00	\$263.79
FICA	\$30.85		\$20.31	\$430.00	\$399.15
Employer Paid Health	\$67.29		\$64.35	\$806.00	\$738.71
Office Supplies	\$0.00		\$0.00	\$0.00	\$0.00
Electricity	\$105.08		\$104.79	\$2,700.00	\$2,594.92
Operating Supplies (GENERAL)	\$0.00		\$5.96	\$800.00	\$800.00
Cleaning Supplies	\$0.00		\$0.00	\$0.00	\$0.00
Motor Fuels	\$0.00		\$0.00	\$1,000.00	\$1,000.00
Repairs/Maint Supply	\$0.00		\$0.00	\$750.00	\$750.00
Equipment Parts	\$0.00		\$0.00	\$200.00	\$200.00
Other Professional Services	\$0.00		\$0.00	\$500.00	\$500.00
Postage	\$0.00		\$0.00	\$0.00	\$0.00
Advertising	\$0.00		\$0.00	\$500.00	\$500.00
Other Printing/Binding	\$0.00		\$0.00	\$0.00	\$0.00
General Liability Insurance	\$0.00		\$0.00	\$600.00	\$600.00
Property Insurance	\$0.00		\$0.00	\$2,000.00	\$2,000.00
Workers Compensation Insurance	\$0.00		\$0.00	\$0.00	\$0.00
Garbage	\$142.25		\$0.00	\$1,750.00	\$1,607.75
Repairs/Maint Building	\$0.00		\$0.00	\$17,000.00	\$17,000.00
Repairs/Maintenance Structure	\$0.00		\$0.00	\$0.00	\$0.00
Improvements Other	\$0.00		\$0.00	\$500.00	\$500.00
Repairs/Maintenance Machinery	\$0.00		\$0.00	\$1,500.00	\$1,500.00
Portable Restrooms	\$0.00		\$0.00	\$0.00	\$0.00
Depreciation	\$0.00		\$0.00	\$5,000.00	\$5,000.00
Transfer to General	\$0.00		\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$0.00		\$0.00	\$375.00	\$375.00
Total PTP Expenditures	\$792.25		\$494.48	\$42,568.00	\$41,775.75
Net Profit	(\$128.96)		\$28,505.52		
Total	(\$128.96)		\$28,505.52		

Blackduck Municipal Golf Course
Year-To-Date Income Statement 1/31/2020

	Sales	Cost of Goods	Gross Profit	Gross Margin	Budget	Remaining
Beer	\$0.00	\$0.00	\$0.00	#DIV/0!	\$3,000.00	\$3,000.00
Soft Drinks	\$0.00	\$0.00	\$0.00	#DIV/0!	\$3,000.00	\$3,000.00
Food	\$0.00	\$0.00	\$0.00	#DIV/0!	\$1,500.00	\$1,500.00
Golf Merchandise	\$0.00	\$0.00	\$0.00	#DIV/0!	\$1,000.00	\$1,000.00
Clothing	\$0.00	\$0.00	\$0.00	#DIV/0!	\$500.00	\$500.00
Total	\$0.00	\$0.00	\$0.00	#DIV/0!	\$9,000.00	\$9,000.00

Charges for Services

Green Fees	\$0.00
Membership Fees	\$540.00
Trail Fees	\$0.00
Cart Storage	\$0.00
Rentals (Clubs, Carts)	\$0.00
Power Carts	\$0.00
Clubhouse Rental	\$100.00
Golf Tournament Revenue	\$0.00
Total Charges for Services	\$640.00

Total Income \$640.00

Less Operating Expense

		Budget	Remaining
Wages	\$0.00	\$55,000.00	\$55,000.00
PERA	\$0.00	\$2,225.00	\$2,225.00
FICA	\$0.00	\$4,250.00	\$4,250.00
Office Supplies	\$0.00	\$0.00	\$0.00
Heating Fuel	\$0.00	\$0.00	\$0.00
Electricity	\$409.23	\$6,000.00	\$5,590.77
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$5.96	\$2,200.00	\$2,194.04
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$0.00	\$3,500.00	\$3,500.00
Lubricants/Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$5,000.00	\$5,000.00
Repair/Maint/Supplies	\$0.00	\$0.00	\$0.00
Equipment parts	\$0.00	\$0.00	\$0.00
Building Repair supply	\$0.00	\$0.00	\$0.00
Small Tools/Equipment	\$0.00	\$0.00	\$0.00
Tires	\$0.00	\$0.00	\$0.00
Auditing/Accounting	\$0.00	\$0.00	\$0.00
Medical Fees	\$0.00	\$500.00	\$500.00
Dram	\$0.00	\$750.00	\$750.00
Telephone	\$34.82	\$600.00	\$565.18
Cable Television	\$10.00	\$375.00	\$365.00
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$0.00	\$0.00	\$0.00
Postage	\$0.00	\$50.00	\$50.00
Advertising	\$0.00	\$0.00	\$0.00
Liability Insurance	\$0.00	\$2,000.00	\$2,000.00
Property Insurance	\$0.00	\$3,600.00	\$3,600.00
Work Comp	\$0.00	\$550.00	\$550.00
Unemployment	\$1,180.00	\$4,500.00	\$3,320.00
Insurance	\$0.00	\$0.00	\$0.00
Garbage Disposal	\$53.35	\$700.00	\$646.65
Repair/Maint Building	\$0.00	\$1,200.00	\$1,200.00
Repair/Main Structure	\$0.00	\$0.00	\$0.00
Repairs/Maint Machinery	\$2,049.95	\$5,000.00	\$2,950.05
Maintenance Course	\$935.16	\$3,000.00	\$2,064.84
Motor Vehicles	\$0.00	\$1,500.00	\$1,500.00
Cart Shed Expenses	\$1,236.20	\$0.00	(\$1,236.20)
Leasehold Improvement	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$445.85	\$1,500.00	\$1,054.15
Bank Service Charges	\$12.89	\$1,300.00	\$1,287.11
Debt Service Bond Principal	\$10,000.00	\$10,000.00	\$0.00
Interest	\$437.50	\$811.50	\$374.00
Equipment Bond Interest 2016	\$1,012.50	\$1,862.50	\$850.00
Equipment Bond Principal 2016	\$13,000.00	\$13,000.00	\$0.00
Total Expense	\$30,823.41	\$130,974.00	\$100,150.59

OPERATING INCOME OR LOSS **(\$30,183.41)**

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	\$0.00
Total Other Expenses	\$0.00

Other Income

General Property taxes	\$403.82
Transfer Fr Liq Str	\$0.00
Interest Earned	\$0.00
Reimbursements	\$288.88
Other Revenues	\$0.00
Cash Over	\$0.00
Proceeds-Gen Obligation Equip	\$0.00
Total Other Income	\$692.70

NET INCOME OR LOSS YEAR TO DATE **(\$29,490.71)**

Sales Comparison YTD	2019 thru November	2020
Green Fees	\$35,789.41	\$0.00

YTD Comparisons:	2019	2020
Operating Revenue	\$707.50	\$1,332.70
Operating Expense	\$28,323.92	\$30,823.41
	(\$27,616.42)	(\$29,490.71)

Blackduck Municipal Liquor Store Income Statement
Year to Date Ending 01/31/2020

68654.6

	Sales	Cost of Goods	Gross Profit	
Liquor Sales Off-Sale	\$23,190.71	\$18,394.89	\$4,795.82	20.68%
Beer Sales Off-Sale	\$34,230.63	\$28,066.13	\$6,164.50	18.01%
Wine Sales Off-Sale	\$3,421.48	\$2,202.86	\$1,218.62	35.62%
Other Sales On/Off-Sale	\$628.05	\$648.08	(\$20.03)	-3.19%
Liquor Sales On-Sale	\$8,864.50	\$2,500.91	\$6,363.59	71.79%
Beer Sales On-Sale	\$13,454.07	\$2,901.01	\$10,553.06	78.44%
Wine Sales On-Sale	\$109.22	\$59.96	\$49.26	45.10%
Cigarette Sales	\$502.00	\$698.92	(\$196.92)	-39.23%
Clothing	\$1,182.85	\$107.49	\$1,075.36	90.91%
Soft Drinks On Sale	\$1,463.39	\$949.57	\$513.82	35.11%
Food Sales	\$13,053.73	\$9,423.84	\$3,629.89	27.81%

Total **\$100,100.63** **\$65,953.66** **\$34,146.97** **GPM 34.11%**

Less Operating Expense	2020 YTD	Budget	Remaining
Wages FT	\$5,127.39	\$67,252.58	\$62,125.19
Wages PT	\$10,860.95	\$123,804.00	\$112,943.05
PERA	\$1,094.48	\$13,959.00	\$12,864.52
FICA	\$1,222.98	\$14,516.00	\$13,293.02
Health Insurance	\$1,063.73	\$14,022.00	\$12,958.27
Office Supplies	\$20.95	\$900.00	\$879.05
Electricity	\$2,859.88	\$23,000.00	\$20,140.12
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating & Bar Supplies	\$1,925.47	\$12,000.00	\$10,074.53
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Bar Supply	\$0.00	\$0.00	\$0.00
Building Repair Supplies	\$0.00	\$0.00	\$0.00
Mix Expense	\$388.47	\$9,000.00	\$8,611.53
Auditing / Acct'g Services	\$0.00	\$6,500.00	\$6,500.00
Legal Fees	\$0.00	\$0.00	\$0.00
Other Professional Services/Cleaning	\$0.00	\$0.00	\$0.00
Telephone	\$74.21	\$1,400.00	\$1,325.79
Postage	\$0.00	\$400.00	\$400.00
Cable Television	\$104.00	\$1,350.00	\$1,246.00
Internet Access	\$84.95	\$1,400.00	\$1,315.05
Travel Expense	\$0.00	\$500.00	\$500.00
Freight	\$637.05	\$5,000.00	\$4,362.95
Advertising	\$0.00	\$0.00	\$0.00
Promotions/Entertainment	\$375.50	\$10,000.00	\$9,624.50
Legal Notices	\$0.00	\$0.00	\$0.00
Liability Insurance	\$0.00	\$2,300.00	\$2,300.00
Property Insurance	\$0.00	\$7,200.00	\$7,200.00
Dram Shop/Liquor Liability	\$268.00	\$4,500.00	\$4,232.00
Other Insurance	\$0.00	\$0.00	\$0.00
Work Comp	\$0.00	\$5,000.00	\$5,000.00
Water Utility	\$0.00	\$2,700.00	\$2,700.00
Garbage Disposal	\$882.96	\$6,000.00	\$5,117.04
Sewer Utility	\$0.00	\$0.00	\$0.00
Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building	\$558.78	\$40,000.00	\$39,441.22
Uncollectable Checks	\$0.00	\$200.00	\$200.00
Dues and Subscriptions	\$1,947.26	\$3,500.00	\$1,552.74
Bank Service Charges	\$2,197.02	\$15,500.00	\$13,302.98
Furniture & Fixtures	\$1,895.68	\$5,000.00	\$3,104.32
Office Equip & Furnishings	\$2,576.60	\$0.00	(\$2,576.60)
Improvements Other	\$0.00	\$0.00	\$0.00
Building & Structures	\$0.00	\$15,000.00	\$15,000.00
Medical Fees	\$48.00	\$350.00	\$302.00
Assessment	\$0.00	\$2,554.00	\$2,554.00
Other Equipment	\$0.00	\$2,000.00	\$2,000.00
Total Operating Expense	\$36,214.31	\$417,307.58	\$381,093.27

Inventory Expense **\$2,700.94**

NET INCOME OR LOSS **(\$4,768.28)**

Other Expenses

Donations	\$0.00
Capital Outlay	\$0.00
Unemployment Paid	\$75.24
Cash Short	(\$1.87)
Misc. Expense	\$0.00

Total Other Expenses	\$73.37
Other Income	
Reimbursements (NSF)	\$229.47
Rent Income	\$0.00
Vending Income	\$404.10
Interest	\$352.72
Cash Over	\$162.52
Total Other Income	\$1,148.81

Gross Profit Before Transfers **(\$3,692.84)**

Transfer to General Fund \$0.00

Net Profit After Inventory Exp & Transfers
(\$3,692.84)

Inventory at 1/1/2020 after inventory total	\$107,545.49
Inventory at 01/31/2020	\$114,279.05
Difference	\$6,733.56

Sales Comparison Year to Date Ending 01/31/2020

	2018	2019	2020	% of Increase from 2019-2020
Off-Sale Liquor	\$23,520.73	\$23,611.25	\$23,190.71	-1.78%
Off-Sale Beer	\$38,718.54	\$39,123.20	\$34,230.63	-12.51%
Off-Sale Wine	\$2,708.65	\$3,811.17	\$3,421.48	-10.22%
Total Off-Sale	\$64,947.92	\$66,545.62	\$60,842.82	-8.57%
On-Sale Liquor	\$8,337.96	\$9,993.50	\$8,864.50	-11.30%
On-Sale Beer	\$11,247.55	\$12,312.60	\$13,454.07	9.27%
On-Sale Wine	\$85.32	\$66.44	\$109.22	64.39%
Total On-Sale	\$19,670.83	\$22,372.54	\$22,427.79	0.25%
Total On and Off Sale	\$84,618.75	\$88,918.16	\$83,270.61	-6.35%
Total Food Sales	\$8,209.63	\$8,293.74	\$13,053.73	57.39%

Month End Remittance Report for January 2020

STATE OF MINNESOTA

Check Number: 888888 Printed: 2/3/2020 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	1,070.00
1b	Law Library - Criminal	M.S. 134A.10 S3		000019597500 1	2,505.84
2	Sheriff's Contingency Fund	M.S 387.213		000019597500 1	712.50
9	Prosecution Costs	M.S. 631.48; 609.49		000019597500 1	965.00
10	DWI Assessment/County	M.S. 169A.285		000019597500 1	482.46
County Revenue Total					\$5,735.80

Municipalities

GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
DWI Assessment/Bemidji			000019294100 1	663.20
Bemidji 100%			000019294100 1	297.33
Bemidji 2/3			000019294100 1	4,879.63
Bemidji 1st Late Penalty			000019294100 1	91.38
Bemidji 2nd Late Penalty			000019294100 1	290.48
Sub-Total				\$6,222.02

GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
Blackduck 100%			000020137600 1	30.00
Blackduck 1st Late Penalty			000020137600 1	5.00
Sub-Total				\$35.00

Municipalities Total

\$6,257.02

County Specific

Line	GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
1	Beltrami County DARE Advisory Board			000019294100 1	303.41
3	Bemidji Prosecution Costs			000019294100 1	475.00
6	Northwood Coalition Battered Women's Shelter			000020502400 1	201.60
58	Beltrami County Victim Services			000019597500 1	8.10
59	Support Within Reach			000020327600 1	3.69
County Specific Total					\$991.80

Requesting Final Council Approval for the Following

Requesting Final Approval of Part-time Employees:

Name:	Position:	Date of Hire:	Wage:
Anthony Rossberg	Liquor Store off-sale clerk / temporary janitor	01/13/2020	\$11.00



A GREAT PLACE FOR FAMILIES

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

February 10, 2020

Paul G. and Kandi L. Kohman
72 Morris Avenue NW
Blackduck, MN 56630

Dear Paul and Kandi,

As of February 10, 2020, the Lead Hazard Control Grant Repayment Agreement with the City of Blackduck is satisfied in full. I have enclosed the original agreement marked 'PAID' for your records. Also, included is the satisfaction of agreement 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"

Bi-CAP

OFFICE OF COUNTY RECORDER
COUNTY OF BELTRAMI, MINNESOTA

PAID FEB 10 2020

THIS IS TO CERTIFY
THAT THIS INSTRUMENT
WAS FILED IN THIS
OFFICE ON 02/11/2010 AT
01:06:01PM BY DOCUMENT NUMBER

BELTRAMI COUNTY RECEIPT # _____

2-11-10 AMOUNT \$ Exempt

KAY L. MACK AUDITOR-TREASURER
AUDITOR-TREASURER

Paula R Coons DEPUTY

CHARLENE D. STURK
COUNTY RECORDER

PAGES: 4

**LEAD HAZARD CONTROL GRANT
REPAYMENT AGREEMENT**

THIS AGREEMENT, made and entered into this 15th day of May, 2009 by and between Paul G. Kohman and Kandi L. Kohman, husband and wife (hereinafter referred to as "Borrower"), and Bi-County CAP having it's principal office at 2529 15th Street NW, Bemidji, Minnesota (hereinafter referred to as "Grantor"); and where applicable, the contract for deed vendor(s), remaindermen, or separated spouses or others not in possession joining in this Agreement at the place provided below: _____

WHEREAS, on May 15, 2009, the Grantor agreed to grant to Borrower a rehabilitation Deferred Payment Loan (hereinafter referred to as "Deferred Loan," relating to the real estate hereinafter described, in the amount of Two Thousand Two Hundred Eighty Nine and no/100 dollars (\$2,289.00), but only on condition that Borrower executes this Agreement.

NOW THEREFORE, in consideration of the said Deferred Loan, the parties do hereby agree as follows:

1. Borrower covenants and agrees with the Grantor that if the real estate hereinafter described is sold, transferred or otherwise conveyed, voluntarily or involuntarily, either while the Owner is living or by reason of the death of the Owner:
 - (a) within a period of up to two (2) years after the date of the Loan, Borrower shall repay to the Grantor a sum equal to the full amount of the Deferred Loan as set forth above;
 - (b) between the 2nd and 4th year after the date of the loan Borrower shall repay to the Grantor a sum equal to seventy-five percent (75%) of the amount of the loan;
 - (c) between the 4th and 6th year after the date of the loan Borrower shall repay to the Grantor a sum equal to fifty percent (50%) of the amount of the loan;
 - (d) between the 6th and 7th year after the date of the loan Borrower shall repay to the Grantor a sum equal to twenty-five percent (25%) of the amount of the loan;
 - (e) after the 7th year after the date of the Loan, or at any time thereafter, Borrower shall have no obligation to repay the Loan or any portion thereof.

Any such repayment shall be made to the Grantor no later than the 30th day following such sale, transfer or other conveyance, or on such later date or dates as Grantor, in its sole discretion, may designate.

2. As security for Borrower's obligation of repayment, and subject to the terms and conditions of this Agreement, Borrower hereby grants and Grantor shall and hereby does have, a lien on the real estate hereinafter described as the full amount necessary to satisfy said repayment obligation and the cost including reasonable attorney's fees, of collecting the same. The real estate subject to said lien is situated in Cass County, Minnesota, and is legally described as:

Lot 8 and the East 25 feet of Lot 9, Block 14, First Addition to Blackduck

3. Promptly after the date of any sale, transfer or other conveyance of the above-described real estate (or, in the event of a sale by contract or deed at least ten (10) days prior to such date of sale), Borrower or his/her heirs, executors, or representatives, shall give the Grantor notice thereof.

4. In the event Borrower or his/her heirs, executors or representatives shall fail or refuse to make a required repayment within said limited period, the Grantor may, with or without notice of Borrower, foreclose said lien in the same manner as an action for the foreclosure of mortgages upon said real estate, as by statute provided.

5. Said lien shall terminate and shall be of no further force or effect in the event the Grantor has not, on or before May 15, 2016 commenced an action in the aforesaid manner to foreclose the same.

6. This Agreement shall run with the aforesaid real estate and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors, and assigns.

7. If this Agreement is executed by a contract for deed vendor or a mortgagee of the property, as one of the Owners, such execution shall be deemed for the purpose of establishing and continuing the existence of the indebtedness described herein and the lien granted herein. However, in the event of default of the terms hereof, neither the Grantor nor its assigns shall take any action against such contract for deed vendor except such as may be necessary in order to subject to the satisfaction of said indebtedness the property described herein.

IN TESTIMONY WHEREOF, the parties have executed this Agreement as of the day and year first written above.

Remaindermen (if applicable) Paul G. Kohman
Borrower Paul G. Kohman

Remaindermen (if applicable) Kandi L. Kohman
Borrower Kandi L. Kohman

Remaindermen (if applicable) _____
Contract Vendor (if applicable)

Remaindermen (if applicable) _____
Contract Vendor (if applicable)

Remaindermen (if applicable)

Remaindermen (if applicable)

PAID FEB 10 2020

Remaindermen (if applicable)

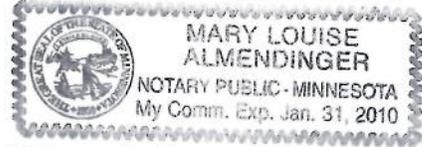
Remaindermen (if applicable)

STATE OF MINNESOTA
(COUNTY OF BELTRAMI)

On this 15th day of May, 2009, before me, a Notary Public within and for said County, Paul G. and Kandi L. Kohman, husband and wife personally appeared to me known to be the person(s) described in and who executed the foregoing instrument and acknowledging that he executed the same as their free act and deed.

Mary Almendinger
Notary Public

My Commission Expires: 1-31-10



STATE OF MINNESOTA
(COUNTY OF BELTRAMI)

On this _____ day of _____, 200__, before me, a Notary Public within and for said County, _____ personally appeared to me known to be the person(s) described in and who executed the foregoing instrument and acknowledging that he executed the same as _____ free act and deed.

Notary Public

My Commission Expires: _____

STATE OF MINNESOTA
(COUNTY OF BELTRAMI)

On this _____ day of _____, 200__, before me, a Notary Public within and for said County, _____ personally appeared to me known to be the person(s) described in and who executed the foregoing instrument and acknowledging that he executed the same as _____ free act and deed.

Notary Public

My Commission Expires: _____

STATE OF MINNESOTA
(COUNTY OF BELTRAMI)

On this _____ day of _____, 200__, before me, a Notary Public within and for said County, _____ personally appeared to me known to be the person(s) described in and who executed the foregoing instrument and acknowledging that he executed the same as _____ free act and deed.

Notary Public

My Commission Expires: _____

THIS INSTRUMENT WS DRAFTED BY:
Bi-County CAP, Inc.
PO Box 579
Bemidji, MN 56619

MINNESOTA REVENUE
Mortgage Registry Tax

PAID FEB 10 2020

MRT1

Form MRT1 may be used to document your claim for an exemption from mortgage taxes. The mortgage registry tax rate is .0023 of the amount of the debt being secured (.0024 for Hennepin and Ramsey counties).

Mortgage registry tax	Name of borrower				Amount secured by mortgage		
	Paul G. Kohman and Kandi L. Kohman				\$ 2,289.00		
	Address	City	State	Zip code	Taxable amount		
	72 Morris Avenue NW	Blackduck	MN	56630	\$ 0		
Name of lender				Mortgage tax due			
Bi-County CAP, Inc.				\$ 0			
Address				City	State	Zip code	Reason code (see below)
PO Box 579				Bemidji	MN	56619	7

Mortgagor or authorized agent, sign below.

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Sign here	Signature of mortgagor or authorized agent	Title	Date	Daytime phone
	<i>Mary A. Mendinger</i>	Housing Assistant	2-10-10	333-9848

If you have questions, call 651-556-4721. TTY: Call 711 for Minnesota Relay. Fax: 651-297-1939.

Reason codes

- 1 Notwithstanding anything to the contrary herein, enforcement of this mortgage in Minnesota is limited to a debt amount of \$ _____ under Chapter 287 of Minnesota Statutes.
- 2 Decree of marriage dissolution or an instrument made pursuant to it.
- 3 Mortgage given to correct a misdescription of the mortgaged property.
- 4 Mortgage or other instrument that adds additional security for the same debt for which mortgage registry tax has been paid.
- 5 Mortgage executed as part of a plan of reorganization under a Chapter 11 or Chapter 12 bankruptcy case. (*Federal bankruptcy codes 1146[c] and 1231[c]*).
- 6 Mortgage secured by real property subject to the minerals production tax (*M. S. 298.24 to 298.28*).
- 7 Mortgage loan made under a low and moderate income or other affordable housing program if the mortgagee is a federal, state, or local government agency (*Revenue Notice # 01-05*).
- 8 A mortgage granted by a Fraternal Benefit Society (borrower) (*M. S. 64B*).
- 9 Mortgage amendment or extension, as defined in *M. S. 287.01*.
- 10 Reverse Mortgage/Home Equity Conversion Mortgage — tax is due on the expected total disbursements less interest, mortgage insurance premiums, and lender service fees. *M. S. 287.05, subd. 6*.
- 11 Agricultural mortgage whose proceeds are being used to acquire or improve real property that is or will be used for the production of agricultural products. Note: The exemption does not apply to the portion of the proceeds used for nonexempt purposes (e.g., the construction or improvement of a house). The lender must allocate the taxable and nontaxable portion of the mortgage.
- 12 Mortgage encumbering real property located within the boundaries of a federally recognized American Indian tribe if the mortgagor (i.e., borrower) is (1) the tribe or a member of the tribe; or (2) purchasing the property from the tribe or a member of the tribe and the mortgage is a purchase-money mortgage.
- 13 Federal government and agencies:
 - A. Mortgages exempt if one of these entities is acting as either mortgagor (borrower) or mortgagee (lender):
 - Commodity Credit Corporation
 - Farm Credit Banks
 - Agribank (i.e., Farm Credit Bank of St. Paul)
 - AgAmerica Farm Credit Bank
 - Farm Housing Assistance
 - USDA Rural Housing Service mortgages that secure a Section 502, 504, 514, 516 or Rural Rental Housing Preservation Direct Loan.
 - Farm Service Agency
 - Federal Financing Bank
 - Federal Home Loan Mortgage Corporation (“Freddie Mac”)
 - B. Mortgages exempt if one of these entities is acting as mortgagor (borrower):
 - Federal Credit Unions
 - Federal Deposit Insurance Corporations
 - Federal Reserve Banks
 - Resolution Trust Corporations
 - U.S. Department of Housing and Urban Development
 - U.S. Postal Service
 - U.S. Rural Telephone Bank
 - U.S. Rural Utilities Service (RUS)
 - U.S. Dept. of Veterans Affairs
- 14 If the above codes do not apply, use Code 13 and explain below.

SATISFACTION OF AGREEMENT

Date: February 10, 2020

THAT-CERTAIN AGREEMENT owned by the undersigned, dated May 15, 2009, executed by Paul G. and Kandi L. Kohman, as Borrower, to Bi-County Cap on behalf of the City of Blackduck, as Grantor, and filed for record February 11, 2010, by document #A000500150 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 _____, 2020, 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

January 2020 Short Settlement Property Tax Statement

Received 1/27/2020

FUND	DESCRIPTION	AMOUNT	SPEC ASSES #	SUBTOTALS:	
R/P	101-31000 Gen Prop Tax	\$5,132.63			
	309-31000 89 GO Bond Prop Tax	\$0.00			
	309-31000 94 GO Bond Prop Tax	\$0.51			
	101-36100 98 GO Bond Prop Tax	\$2.40			
	309-31000 99 GO Bond Prop Tax	\$0.77		307 Tax	\$832.42
	306-31000 2000 GO Bond Prop Tax	\$0.00		307 Spec	\$218.85
	307-31000 2006 GO Bond Prop Tax	\$813.11			
	613-31000 2012 Refunding Golf Prop Tax	\$155.58		309 Tax	\$560.51
	613-31000 Equipm Cert Prop Tax	\$237.17		309 Spec	\$0.00
	309-31000 2009 GO Bond Prop Tax	\$545.83			
	311-31000 Industrial Lane	\$4.14		311 Tax	\$4.25
	314-31000 2014 Go Bond Prop Tax	\$228.80		311 Spec	\$0.00
				\$7,120.94	
M	101-31030 Mobile Home Tax Credit	\$121.41		314 Tax	\$234.15
	309-31030 89 GO Bond MHTC	\$0.00		314 Spec	\$124.45
	309-31030 94 GO Bond MHTC	\$0.00			
	101-31030 98 GO Bond MHTC	\$0.00			
	309-31030 99 GO Bond MHTC	\$0.00			
	306-31030 2000 GO Bond MHTC	\$0.00		376 Tax	\$0.00
	307-31030 2006 GO Bond MHTC	\$19.31		376 Spec	0
	309-31030 2009 GO Bond MHTC	\$13.40			
	311-31030 Industrial Lane	\$0.11		613 Tax	\$403.82
	613-31030 Equipm Cert MHTC	\$6.68			
	613-31030 2012 Refunding Golf MHTC	\$4.39			
	314-31030 2014 Go Bond	\$5.35		Front/Pine 325 Spec	\$0.00
				\$170.65	
OTHER	101-31900 Pen&Int Del Tax	\$20.35		Sewer 317 Spec	\$128.41
	101-31000 Gen Prop Tax (Excess TIF)	\$0.00		Water 320 Spec	\$223.00
	307-31000 2006 GO Bond (Excess TIF)	\$0.00			
	309-31000 2009 GO Bond Prop Tax (Excess TIF)	\$0.00			
	311-31000 Industrial Lane (Excess TIF)	\$0.00			
	314-31000 2014 Go Bond (Excess TIF)	\$0.00			
				\$20.35	
TIFF	376-31050 Tax Increments	\$0.00			\$7,311.94
SPEC ASSES	101-36100 Special Assessments	\$0.00	8116, 8118		
	101-36100 98 Spec. Assessments	\$0.00	8101, 8102		
	309-36100 99 Spec. Assessments	\$0.00	8119, 8121, 8120		
	309-36100 2000 Spec. Assessments	\$0.00	8122		
	602-36100 Sewer Spec. Assessments	\$0.00	8123		
	307-36100 2006 Spec. Assessments	\$218.85	8124		
	309-36100 2009 Spec Assessments	\$0.00			
	311-36100 Industrial Ln Assessment	\$0.00	8125		
	314-36100 2014 Spec. Assessments	\$124.45	8126		
	325-36100 2018 Spec. Frontage/Pine	\$0.00	8127		\$754.43
	320-36100 2018 Spec. Summit/Main	\$223.00	8128		63.46%
	317-36100 2018 Spec. Summit/Main	\$128.41	8128		36.54%
					\$351.41
					\$694.71
	101-31900 Penalties & Interest	\$59.72			
	101-34000 Delinquent Lighting Fees	\$0.00			
	101-31900 98 Pen & Int	\$0.00			
	309-31900 99 Pen & Int	\$0.00			
	309-31900 2000 Pen & Int	\$0.00			
	602-31900 Sewer Pen & Int	\$0.00			
	307-31900 2006 Pen & Int	\$0.00	8124		
	101-34000 Charges for Services	\$0.00			
	602-37200 Sewer Sales	\$0.00			
	601-37100 Water Sales	\$0.00			
	309-31900 2009 Pen & Int	\$0.00			\$59.72
	311-31900 Industrial Lane Pen & Int	\$0.00			
	GRAND TOTAL:	\$8,066.37			\$8,066.37

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

Roll	Tax Type	Total	2019	2018	2017	2016	2015	2014	All Prior
	GRAND TOTAL	8,066.37	6,974.48	1,038.91	.00	.00	.00	.00	52.98
	AMOUNT OF CHECK	8,066.37							
R/P	NET TC TAX	5,132.63	4,303.45	800.89	.00	.00	.00	.00	28.29
	027 EQP CT <i>1615</i>	237.17	237.17	.00	.00	.00	.00	.00	.00
	029 94 ST <i>309</i>	.51	.00	.00	.00	.00	.00	.00	.51
	033 98 SNR <i>101</i>	2.40	.00	.00	.00	.00	.00	.00	2.40
	034 99 GO <i>309</i>	.77	.00	.00	.00	.00	.00	.00	.77
	039 06 IMP <i>307</i>	813.11	683.97	128.48	.00	.00	.00	.00	.66
	041 12 REF <i>1613</i>	155.58	155.58	.00	.00	.00	.00	.00	.00
	042 09 REF <i>309</i>	545.83	475.43	70.40	.00	.00	.00	.00	.00
	045 IND LN <i>311</i>	4.14	4.14	.00	.00	.00	.00	.00	.00
	047 14 BND <i>314</i>	228.80	189.66	39.14	.00	.00	.00	.00	.00
	TOTAL NET TC TAX	7,120.94	6,049.40	1,038.91	.00	.00	.00	.00	32.63
TOTAL R/P	001 REV	5,132.63	4,303.45	800.89	.00	.00	.00	.00	28.29
	027 EQP CT	237.17	237.17	.00	.00	.00	.00	.00	.00
	029 94 ST	.51	.00	.00	.00	.00	.00	.00	.51
	033 98 SNR	2.40	.00	.00	.00	.00	.00	.00	2.40
	034 99 GO	.77	.00	.00	.00	.00	.00	.00	.77
	039 06 IMP	813.11	683.97	128.48	.00	.00	.00	.00	.66
	041 12 REF	155.58	155.58	.00	.00	.00	.00	.00	.00
	042 09 REF	545.83	475.43	70.40	.00	.00	.00	.00	.00
	045 IND LN	4.14	4.14	.00	.00	.00	.00	.00	.00
	047 14 BND	228.80	189.66	39.14	.00	.00	.00	.00	.00
	TOTAL R/P	7,120.94	6,049.40	1,038.91	.00	.00	.00	.00	32.63
M	NET TC TAX	121.41	121.41	.00	.00	.00	.00	.00	.00
	027 EQP CT	6.68	6.68	.00	.00	.00	.00	.00	.00
	039 06 IMP <i>307</i>	19.31	19.31	.00	.00	.00	.00	.00	.00
	041 12 REF <i>1613</i>	4.39	4.39	.00	.00	.00	.00	.00	.00
	042 09 REF <i>309</i>	13.40	13.40	.00	.00	.00	.00	.00	.00
	045 IND LN <i>311</i>	.11	.11	.00	.00	.00	.00	.00	.00
	047 14 BND <i>314</i>	5.35	5.35	.00	.00	.00	.00	.00	.00
	TOTAL NET TC TAX	170.65	170.65	.00	.00	.00	.00	.00	.00
TOTAL M	001 REV	121.41	121.41	.00	.00	.00	.00	.00	.00
	027 EQP CT	6.68	6.68	.00	.00	.00	.00	.00	.00
	039 06 IMP	19.31	19.31	.00	.00	.00	.00	.00	.00
	041 12 REF	4.39	4.39	.00	.00	.00	.00	.00	.00
	042 09 REF	13.40	13.40	.00	.00	.00	.00	.00	.00
	045 IND LN	.11	.11	.00	.00	.00	.00	.00	.00
	047 14 BND	5.35	5.35	.00	.00	.00	.00	.00	.00
	TOTAL M	170.65	170.65	.00	.00	.00	.00	.00	.00
OTHER	INTEREST	20.35	.00	.00	.00	.00	.00	.00	20.35
	TOTAL INTEREST	20.35	.00	.00	.00	.00	.00	.00	20.35
TOTAL OTHER	999 SUM	20.35	.00	.00	.00	.00	.00	.00	20.35
	TOTAL OTHER	20.35	.00	.00	.00	.00	.00	.00	20.35
TOTAL TAX	001 REV	5,254.04	4,424.86	800.89	.00	.00	.00	.00	28.29
	027 EQP CT	243.85	243.85	.00	.00	.00	.00	.00	.00
	029 94 ST	.51	.00	.00	.00	.00	.00	.00	.51
	033 98 SNR	2.40	.00	.00	.00	.00	.00	.00	2.40
	034 99 GO	.77	.00	.00	.00	.00	.00	.00	.77
	039 06 IMP	832.42	703.28	128.48	.00	.00	.00	.00	.66
	041 12 REF	159.97	159.97	.00	.00	.00	.00	.00	.00
	042 09 REF	559.23	488.83	70.40	.00	.00	.00	.00	.00

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

Roll	Tax Type	Total	2019	2018	2017	2016	2015	2014	All Prior
	045 IND LN	4.25	4.25	.00	.00	.00	.00	.00	.00
	047 14 BND	234.15	195.01	39.14	.00	.00	.00	.00	.00
	999 SUM	20.35	.00	.00	.00	.00	.00	.00	20.35
	TOTAL TAX	7,311.94	6,220.05	1,038.91	.00	.00	.00	.00	52.98
	SPASMT SPEC ASMT	81240 307	218.85	.00	.00	.00	.00	.00	.00
		81260 314	124.45	.00	.00	.00	.00	.00	.00
		81280 320/317	351.41	.00	.00	.00	.00	.00	.00
	TOTAL SPEC ASMT	694.71	694.71	.00	.00	.00	.00	.00	.00
	Subtotal	694.71	694.71	.00	.00	.00	.00	.00	.00
	S-ASMT PEN	59.72	59.72	.00	.00	.00	.00	.00	.00
	Subtotal	59.72	59.72	.00	.00	.00	.00	.00	.00
	TOTAL SPASMT	754.43	754.43	.00	.00	.00	.00	.00	.00



SANITARY SEWER DISCHARGE FOR HOLDING TANK WASTE
ADOPTED JUNE 5TH, 2017

Date Received:

PRINT all information on this application.

PERMIT NUMBER: 2020-01

1. Business Name: Dobmeyer Karl

2. Phone Day: (218) 368-2818 Night: () -

3. Address: 21440 Hines Rd NE City: Hines State: MN Zip: 52647

4. E-mail address _____

5. Minnesota Pollution Control A (MPCA) ^{Liscense} ~~Permit~~ Number: 3006 ^{Certification 8300} Permit Expires: _____

6. Business FEIN: _____

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

7. Signed by Applicant: [Signature]

Date: 1/18/2020

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

Sanitary Sewer Permit Approved By: _____ Date: ___/___/___ Permit Fee: \$100.00

Sanitary Sewer Permit Denied for _____ Date: ___/___/___

Public Works Supervisor: _____ Date: ___/___/___

Pd ck # 7519

\$100.00

**SANITARY SEWER
DISCHARGE PERMIT**

No. 2020-01

License is hereby Granted to:

Karl Dobmeier

MPCA License Number: 3006 certification #8300

**TO DISCHARGE: WASTEWATER
PREMISES LOCATED AT**

City of Blackduck Wastewater Facility Stabilization Ponds

In the City of Blackduck, County of Beltrami, State of Minnesota
for the period commencing February 10, 2020 and terminating December 31, 2020 at mid-
night.

This license is granted pursuant to application and payment of fee therefore and is subject to all the provisions and conditions of the

WITNESS THE GOVERNING BODY of the CITY OF BLACKDUCK and the seal thereof this 10th day of February 2020.
The Council of the City of Blackduck

Attest:
Administrator

by _____
Mayor

January 9, 2020

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

RE: Potential Refunding of Existing Bonds

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

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

Sincerely,

Ehlers



Todd Hagen CIPMA
Senior Municipal Advisor/ Vice President



Shelly Eldridge CIPMA
Senior Municipal Advisor/ Vice President

City of Blackduck

Status Report on Refunding of Existing Bond Issues

Original Bond Amount	Title	Call Date	Callable Amount	Callable Rates		Status
				Low	High	
\$495,000	General Obligation Bonds, Series 2006A	02/01/2015	\$110,000	4.650%	4.650%	As of January 9, 2020, we estimate that this refunding would not generate sufficient savings to be considered.
\$445,000	General Obligation Refunding Bonds, Series 2009A	01/01/2018	\$60,000	3.800%	4.250%	As of January 9, 2020, we estimate that this refunding would not generate sufficient savings to be considered.
\$1,165,000	General Obligation Bonds, Series 2012A	02/01/2023	\$655,000	2.100%	2.550%	As of January 9, 2020, we estimate that this refunding would not generate sufficient savings to be considered.
\$468,834	General Obligation Water Revenue Note of 2016	09/28/2016	\$433,600	0.800%	3.466%	As of January 9, 2020, we estimate that a current refunding would not generate sufficient savings to be considered.



LMCIT No-Fault Sewer Back-up and Water Main Break Coverage

Re: City of Blackduck
Renewal Period: 06/01/2020 – 06/01/2021

According to the Underwriting Criteria for LMCIT's Optional No-Fault Sewer Back-Up Coverage, the City needs to qualify for this coverage each year. I have reviewed the City's expiring covenant along with sewer back-up claim information, if any, and I am pleased to advise that the City of Blackduck continues to meet the Underwriting Criteria necessary to qualify for No-Fault Sewer Back-Up Coverage. Please note, the No-Fault Sewer Back-Up questions are no longer part of our online renewal application. Coverage will continue as per expiring.

LMCIT is here to help. If we can be of any further assistance regarding the maintenance of the City's Sewer Program, feel free to contact me directly at **651-215-4091**.



Beltrami County Environmental Services Department

701 Minnesota Ave NW, Suite 113, Bemidji MN 56601-3177

Phone: 218-333-4158

Fax 218-333-8486

<http://www.co.beltrami.mn.us>

Application Package for Building Permit

REQUIRED INFORMATION:

1. Copy of Deed/Purchase Agreement to property where permit is being issued. The name on the permit AND deed/purchase agreement must match. Copies available at Recorder's Office for \$1.00/page.
2. E-911 address and mailing address, if different.
3. Scale Sketch of proposed building, indicating North direction, property lines and distances from all property lines, shoreline and road right of way.
4. **You are required to stake out exact location of proposed building.**
5. Current copy of ISTS (Individual Sewage Treatment System) Compliance inspection. Your permit is valid contingent on the issuance of a compliant ISTS inspection. Stipulation Agreements signed are legally binding documents. Failure to comply may result in legal action.

The County will maintain and enhance the environmental quality of the area.

We appreciate you becoming a partner with us in preserving and enhancing our environment.



Beltrami County Environmental Services Application for Building Permit

Tax Parcel # 18.00148.00 E911 Property Address: 20857 Blackduck Lake Road NE

Hines
Township Name Lake Name/Number/Classification

Current Septic Compliance: Yes () No () Date of Inspection: n/a City Sewer

Owner: City of Blackduck Regas, Christina City Administrator Phone: 218-835-4803

Last, First Initial

Mailing Address: PO Box 380 Cell: 218-368-9394

Blackduck, MN 56630

Building Contractor & License #: Northwoods Lumber Phone: 218-835-4181

Type of Work: New Building (x) Alteration () Additional Bedroom () Other () _____

Proposed Use: Home () Garage () Storage (x) Seasonal () Other () _____

Construction Size: 28' X 104' Square Feet: 2912' Bathrooms: _____ Bedrooms: _____

finished size includes 2' overhang W 32' x L 108' x H 16'

Estimated Cost of Construction: \$55,000

Agreement: I, the undersigned, hereby make application for work described and located as shown herein. I hereby certify that the information contained herein is correct and agree to do the work in accordance with the provisions of the Ordinances of Beltrami County, MN. I further agree that any plans and specifications submitted herewith shall become part of this application and agree to an onsite inspection visit by Beltrami County without further notice.

01/16/2020 Christina A. Regas On behalf of City of Blackduck

Date Signature of Owner

01/16/2020 Christina Regas Christina A. Regas

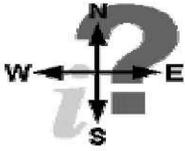
Date Printed Name of Applicant Signature of Applicant

NOTE: Any change in the approved permit, design, or other plans must be reviewed and authorized by ESD prior to installation.

Permit: Permission is hereby granted to the above named applicant to perform the work described in the above statement. This permit is granted upon the express condition that the person to whom it is granted, his/her agent, employees and workers shall conform in all respects to the Ordinances of Beltrami County, MN This permit may be revoked at any time upon violation of said Ordinances.

Date Environmental Services

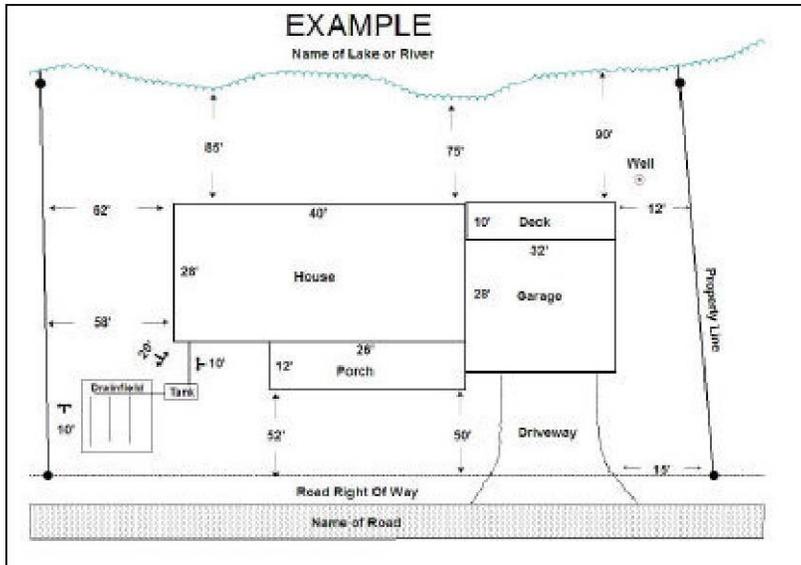
Permit Fee: \$ _____ Check Number: _____ (Please make check payable to Beltrami County Treasurer)



SEE ATTACHED DRAWING FROM GIS

Any work or dirt moving in the Shore Impact Zone Area requires a Shoreland Alteration Permit

*Shore Impact Zone: General Development Lake (GD) 75' from Ordinary High Water Mark
 Recreational Development Lake (RD) 100' from Ordinary High Water Mark
 Natural Environmental Lake (NE) 150' from Ordinary High Water Mark*



You **must** include all buildings, existing and proposed, on your property and label them. You **must** include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks.

I hereby swear that the information provided in this sketch is true, accurate, and complete.

Christina A. Regas
 Applicant Signature Date



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

UPDATED DRAWING WITH CORRECT BUILDING SIZE

1:704	Date: 2/7/2020
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	

**Beltrami
County
Minnesota**

N



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



QUOTE

1909-098668 R2 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	09/17/2019
EXPIRES ON	12/31/2019
BRANCH	1000
CUSTOMER PO#	
STATION	DSL1
CASHIER	ADAM
SALESPERSON	
ORDER ENTRY	ADAM
MODIFIED BY	ADAM

28X104X10 W/ 1 10X8 OH DOOR
 AND
 SERVICE DOOR PER END 2'OH
 POLYCARBONATE CLEAR RIDGE

Item	Description	D	Quantity	U/M	Price	Per	Amount
CBS250	POST PAD RND-11.5"X4" CEMENT PAD		30	EACH	6.3900	EACH	191.70
LTT3616	TITAN 3-PLY 2x6-16'		28	EACH	77.4900	EACH	2169.72
LTT3618	TITAN 3-PLY 2x6-18'		4	EACH	87.1800	EACH	348.72
LT2520616	2x6-16' TREATED ABOVE GROUND		16	PC	15.3900	PC	246.24
LFH21012	2x10-12' HEM FIR		4	PC	14.3900	PC	57.56
LELVL912	LVL 1-3/4 x 9-1/2" 8 - 32', 4 - 40'		416	LFT	3.9900	LFT	1659.84
SOTRUSS	28' TRUSS PKG 2'OH 2'OC SUPPLIED TRUSS HANGERS MUST BE USED TO GUARANTEE MANUFACTURERS TRUSS WARRANTY.		1	EACH	3053.7500	EACH	3053.75
TRUSSPACKET	CUSTOMER TRUSS JOB PACKET		1	PKG	1.0000	PKG	1.00
LP20416	2x4-16' #2 SPF HILINE		52	PC	7.0900	PC	368.68
LP20420	2x4-20' #2 SPF		16	PC	9.5900	PC	153.44
LP20416	2x4-16' #2 SPF HILINE		81	PC	7.0900	PC	574.29
LP20418	2x4-18' #2 SPF		36	PC	8.6900	PC	312.84
LP20606S	2x6-96" SPF STUD		24	PC	4.4900	PC	107.76
LP20410	2x4-10' #2 SPF HILINE		52	PC	4.3900	PC	228.28
LP20618	2x6-18' #2 SPF		8	PC	12.9900	PC	103.92
LP20616	2x6-16' #2 SPF HILINE		9	PC	10.9900	PC	98.91
LP20416	2x4-16' #2 SPF HILINE		84	PC	7.0900	PC	595.56
LP20612	2x6-12' #2 SPF HILINE		8	PC	8.3900	PC	67.12
SSFPP3806	PRO-PANEL 38" PANEL BLACK 72 - 16' 11", 70 - 9' 7", 4 - 15' 0", 4 - 14' 0", 4 - 13' 0", 4 - 12' 0", 4 - 11' 0"		2,148.83	LFT	2.7000	LFT	5801.85

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

1909-098668 R2 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	09/17/2019
EXPIRES ON	12/31/2019
BRANCH	1000
CUSTOMER PO#	
STATION	DSL1
CASHIER	ADAM
SALESPERSON	
ORDER ENTRY	ADAM
MODIFIED BY	ADAM

28X104X10 W/ 1 10X8 OH DOOR
 AND
 SERVICE DOOR PER END 2'OH
 POLYCARBONATE CLEAR RIDGE

Item	Description	D	Quantity	U/M	Price	Per	Amount
SSF6198300	POLYCARBONATE RIDGELITE 24" CLEAR		11	EACH	49.9900	EACH	549.89
SSF6441399	36" GLUED BOTTOM CLOSURE IS PPII		72	EACH	1.4700	EACH	105.84
SSFMULTI3	MULTIVENT 2x1-3/4x 36"w/ADH CLOSR		72	EACH	7.9900	EACH	575.28
SSF4204006	10'6 BASE MLDG BLACK		24	EACH	7.6900	EACH	184.56
SSF4206506	10'6 OHD TRIM BLACK		4	EACH	24.9900	EACH	99.96
SSF4206606	10'6 OHD DRIPCAP BLACK		2	EACH	24.7900	EACH	49.58
SSF4227406	10'6 C METAL J TRIM BLACK		16	EACH	7.9900	EACH	127.84
SSF4216306	10'6 OSC RAKE/CORNER BLACK		12	EACH	17.1900	EACH	206.28
SSF4205806	10'6 RESID FASCIA BLACK		29	EACH	16.2900	EACH	472.41
SSF4204506	10'6 ANG EAV MLDG 3-1/2 BLACK		22	EACH	12.3900	EACH	272.58
SSF5866206	10'2 SOFF STARTR 3/8 BLACK		29	EACH	19.3900	EACH	562.31
SSF5866006	16x24" PERF SOFFIT BLACK		208	EACH	7.2800	EACH	1514.24
SFSPFBL1	1" POST/FRAME BLACK 250/BAG		7	BAG	16.9900	BAG	118.93
SFSPFBL15	1-1/2" POST/FRAME BLACK 250/BAG		15	BAG	19.9900	BAG	299.85
MDFGF5630RDB	3-0 6PNL STEEL DOOR RH 6+9 FG DBL BORE		2	EACH	262.4400	EACH	524.88
MDFGFC6	ADD FOR 6 9/16 CLAD JAMB		2	EACH	204.9900	EACH	409.98
MDFGFDB	ADD FOR DEADBOLT BORE		2	EACH	12.9900	EACH	25.98
7064801	BE365V CAM619 ELEC D-BOLT S.NCKL		2	EACH	109.9900	EACH	219.98
9599754	FB50VGEO505 EN/DBT COMB BR.BRASS		2	EACH	59.9900	EACH	119.98
SOOVERHEADDOOR	RP-24 GA 10X8 WHITE OH DOOR W WINDOWS		2	EACH	669.0900	EACH	1338.18
BHGDZC5T08	8' CHAIN DRIVE T-RAIL 5T08		2	EACH	67.9900	EACH	135.98

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

1909-098668 R2 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	09/17/2019
EXPIRES ON	12/31/2019
BRANCH	1000
CUSTOMER PO#	
STATION	DSL1
CASHIER	ADAM
SALESPERSON	
ORDER ENTRY	ADAM
MODIFIED BY	ADAM

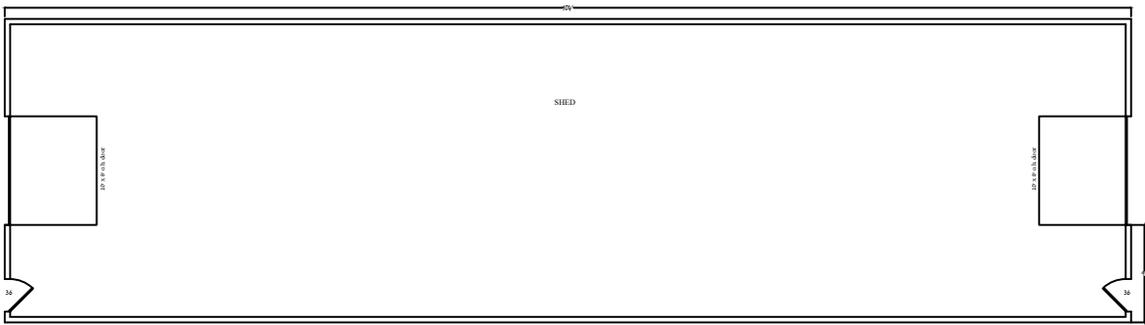
28X104X10 W/ 1 10X8 OH DOOR
 AND
 SERVICE DOOR PER END 2'OH
 POLYCARBONATE CLEAR RIDGE

Item	Description	D	Quantity	U/M	Price	Per	Amount
BHGDZ2LDC0800	1/2HP DC VOLT OPERATOR LDC0800		2	EACH	156.9900	EACH	313.98
MPLDSW16	16' WHITE DOOR STOP JAMBSEAL GOS		2	EACH	15.9900	EACH	31.98
MPLDSW16	16' WHITE DOOR STOP JAMBSEAL GOS		2	EACH	15.9900	EACH	31.98
MISC	MISF FASTENER ALLOWANCE	N	1	EACH	850.0000	EACH	850.00
Adjustment	Misc Labor or Repair						11000.00

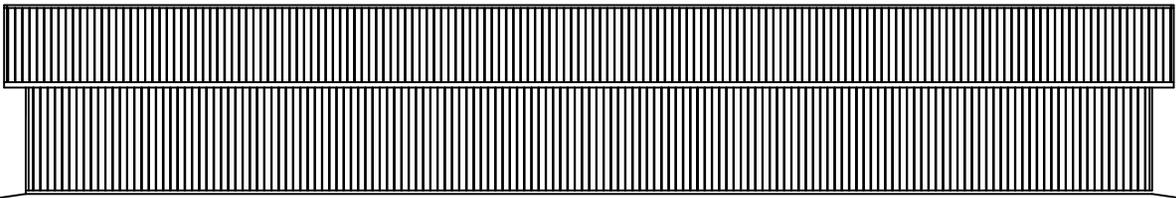
BECAUSE OF VARYING BUILDING PRACTICES, THE ACTUAL AMOUNT OF MATERIALS USED MAY VARY FROM THE ABOVE QUANTITIES. PLEASE CHECK FOR ANY ERRORS OR OMMISIONS. THANK YOU FOR GIVING US THE OPPORTUNITY TO BE OF SERVICE TO YOU. ALL SALES FINAL ON SPECIAL ORDERS.	MNBLTR 7.375%	Subtotal	36,283.63
		Sales Tax	1,864.67
		Total	38,148.30

Buyer:

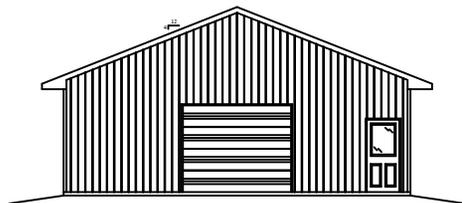
Signature



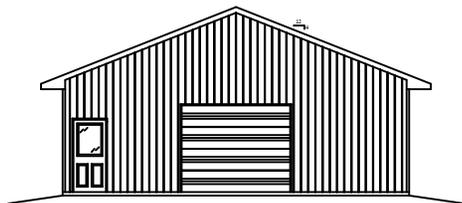
FLOOR PLAN
SCALE: 1/4" = 1'-0"



FRONT ELEVATION
SCALE: 1/4" = 1'-0"



LEFT ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



BELTRAMI COUNTY
 ENVIRONMENTAL SERVICES
 Phone: 218-333-4158
<http://www.co.beltrami.mn.us>
esd@co.beltrami.mn.us

Date submitted: _____
Date of requested hearing: _____

VARIANCE APPLICATION

PLEASE PRINT

1. NAME OF APPLICANT(s): City of Blackduck DBA: Blackduck Golf Course
 PROPERTY ADDRESS: 20857 Blackduck Lake Road NE Blackduck, MN 56630
 MAILING ADDRESS: PO Box 380
 MAILING ADDRESS CITY: Blackduck STATE: MN ZIP: 56630
 DAYTIME PHONE: 218-835-4803 CELL: 218-368-9394
 E-MAIL: christina.regas@blackduckmn.com
 PARCEL(s): 18.00148.00
 ACREAGE: 5 TOWNSHIP: Hines

LEGAL DESCRIPTION OF PROPERTY AFFECTED:
Sect - 11 Twp - 149 Range - 031 5.00 acres S 1/2 of W 10 acres of SE 1/4 of SW 1/4

CHECK WHAT ORDINANCE THE VARIANCE PERMIT IS BEING APPLIED FOR:

- 1. SHORELAND _____
 LAKE NAME/#: _____ RIVER NAME/#: _____
- 2. SUBDIVISION _____
- 3. OTHER _____

DOES APPLICANT OWN LAND ADJACENT TO THE PARCEL(s)? Yes No

If Yes list parcel(s): 18.00146.00 ; 18.00145.00 ; 18.00147.00 ; 18.00140.00 ; 18.00143.00
18.00141.00 ; 18.00142.00

Explain your requested Variance need(s). You must provide details of type, size and purpose of proposed changes. State what section your Variance is being sought for from the Ordinance:

The City of Blackduck DBA The Blackduck Golf Course requests a variance to the setback of CSAH 31

This requested variance is for 25 feet from the road right of way (Blackduck Lake Road NE) to erect a
golf cart shed for member and course owned golf carts. The structure size of the cart shed will be
W 28' x L 104' x H 16' and will have a 2' overhang. Finished size will be W 32' x L 108' x H 16'.

Ordinance #46 Section 1.09 Beltrami County for the Management of Public Right-of-ways.

Update: road variance request is 17' and shoreland variance request to creek is ~~15~~ 20'

Easements or covenants that could affect this property and its proposed changes? Yes No
If so, what are they?

Road setback for CSAH 30 & Coborn Creek setback

Is the Variance request an After-the-Fact (the work already been done)? Yes No

If Yes After-the-Fact penalties required per county approved fee schedule: \$ n/a

Please place an **X** by each item below that applies to your Variance request and fill out only the following applicable section(s) which apply as directed. If a section does not apply request then place **N/A** in that section. What is the reason(s) that you are applying for a Variance?

Setback from the Ordinary High Water Mark (OWHM) including roof overhang

Property boundary setback

Top-of-Bluff setback

Road Right-of-Way (ROW) setback

Subsurface Treatment Sewage System (SSTS) setback

Removal of a nonconforming structure with the construction of a new structure at the same setback but outside the existing structures dimensions.

Remodeling or construction of an addition onto a nonconforming structure.

Increase to roof height

Impervious surface coverage limits

Section 1

Check the item(s) for which you are requesting a Variance. Measurements in feet.

<input type="checkbox"/> OHWM	Proposed setback _____
<input type="checkbox"/> Property boundary	Proposed setback _____
<input type="checkbox"/> Top-of-Bluff setback	Proposed setback _____
<input checked="" type="checkbox"/> Road ROW	Proposed setback 26' 17'
<input type="checkbox"/> SSTS	Proposed setback _____
<input type="checkbox"/> Roof height	Proposed new roof height _____

Section 2

Indicate the type of Shoreland Alteration activity proposed? (If applicable)

Grading Vegetation Filling Other

Section 3

When (date) was your lot initially created/recorded? _____ (A copy of the first deed or a copy of the portion of your abstract must be submitted with your application.)

Was the lot recorded prior to January, 1971? Yes No

Was your lot created after May 5, 1992? Yes No

Will this be a new parcel? Yes No

Section 4

A scaled site layout of your lot with the following items shown on it shall be required. North direction must be indicated on the site layout.

1. All existing buildings.
2. The height, width and length of all existing buildings to include roof overhang and decks.
3. All existing buildings labeled. (i.e. garage, cabin, house, storage)
4. All proposed new buildings or additions with their height, width and length.
5. Answer the following questions. All measurements in feet. If not applicable mark N/A.
 - Proposed setback from the OHWM? n/a
 - Proposed setback from nearest property line? n/a
 - Proposed setback from the road ROW? ~~26'~~ 17'
 - What is the structure footprint in square feet (L x W = sq. ft.) 3456 sq. ft.
 - Have there been other additions added since January 1972? Yes No
 - Does the existing structure have a basement? Yes No
 - Will the newly revised structure have a basement? Yes No

- Is there a second story on the existing structure? Yes No
- What is the current number of bedrooms in the existing structure? n/a
- Will the current number of bedrooms change with the new addition? Yes No
- What is the roof height of the existing structure? n/a
- Will there be a change to the existing roof height? Yes No
- What is the proposed change to the roof height? n/a
- Will there be a change in the square footage of living space? Yes No
 If so what is the proposed square footage? n/a

6. Submit digital pictures of all structures on the lot.
7. Location of existing and/or proposed septic systems, if applicable.
8. Significant topographic features, if applicable
9. All impervious surfaces including buildings, driveways, sidewalks, etc.

Reference the attached application check-list. When complete submit this application plus all supporting documents to the Environmental Services Department (ESD). You will notified whether the application was deemed complete and what must be addressed to make it complete. When complete it be placed before the county Board of Adjustment for a public hearing and you will be notified of the date/time.

If approved you are required to obtain all required permits prior to doing the work.

Christina A. Regas
 Signature

01/15/2020
 Date

Beltrami County Environmental Services Department Use only

VARIANCE FEE: _____ (payable to Beltrami County Treasurer) PAID? Yes or No		
CHECK #: _____	CASH: _____	RECEIPT #: _____
RECORDING FEE: _____ (payable to Beltrami County Recorder) PAID? Yes or No		
CHECK #: _____	CASH: _____	RECEIPT #: _____
DATE REVIEWED BY BOARD OF ADJUSTMENT: _____		
COMMENTS: _____		

Beltrami County Environmental Services Department

Variance Application Check List

(complete and submit with the application)

1. Completed variance application: Yes No
2. Copy of the property deed or purchase agreement: Yes No
3. Site layout to scale, no smaller than 11" x 17" as required by Section 4, showing all structures and setbacks: Yes No
4. Sewer design if new SSTS to be installed: Yes No
5. Current SSTS compliance inspection: Yes No
 - 5 years for new systems
 - 3 years for existing systems
6. Digital photos emailed to the Environmental Services Department of all structures located on the property: Yes No
7. New structures & additions, area corners must be staked out with north, south, east & west directions labeled. A stake must be placed at the distance being requested on a setback variance from either the ordinary high water mark, road right of way or side yard setback: Yes No

NOTE: Failure to stake out your proposed structures as in #7 will result in your application being tabled until the next meeting.

***Upon Variance approval you MUST obtain and properly display the approved building permit before any work is started.**



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

UPDATED DRAWING WITH CORRECT BUILDING SIZE	
1:704	Date: 2/7/2020
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	

**Beltrami
County
Minnesota**

From: [City Of Blackduck](#)
To: [Christina Regas](#)
Subject: FW: Payable 2020 Local Government Aid (LGA) for Cities
Date: Friday, February 7, 2020 2:46:48 PM
Attachments: [image007.png](#)

[EXTERNAL]

From: MN_MDOR_PropTax Admin [mailto:PropTax.Admin@state.mn.us]
Sent: Friday, February 07, 2020 2:22 PM
Subject: Payable 2020 Local Government Aid (LGA) for Cities

Greetings!

Local Government Aid (LGA) to Cities Payable 2020

LGA amounts, initially certified in July 2019, have changed and have been posted to our web page. You can find the updated amounts for payable 2020 LGA [here](#). All Minnesota cities receiving aid will see either no change or a slight increase in their distribution.

Why are the amounts changing?

The Department of Revenue discovered the calculation originally used to certify Local Government Aid for Cities was not accurate. This resulted in a recalculation and recertification of the payable 2020 Local Government Aid (LGA) for Cities. We apologize for any inconvenience this may have caused. Please contact us if you have any questions.

If you have questions please contact:

Sarah JB Adam
Auditor/Treasurer Supervisor
Property Tax Division
651-556-4861
Sarah.Adam@state.mn.us

or

proptax.admin@state.mn.us

Thank you,

Auditor/Treasurer Services Unit

Property Tax Division

Minnesota Department of Revenue

Office: 651-556-6091

Fax: 651-556-5128

www.revenue.state.mn.us

Working together to fund Minnesota's future.



Blackduck Personnel Committee Recommendation to City Council –

After careful review of the staffing levels at the Liquor Store it is the unanimous decision and recommendation of the Blackduck Personnel Committee to approve the addition of a new position – Liquor Store Assistant Store Manager. This position will be a full-time benefited position. The job description and the wage range have been included in this recommendation is included for approval.

Job Description:

Job Title:	Liquor Store Assistant Manager
Department:	Liquor
Organizational Relationships:	
Reports to:	Liquor Store Manager
Communicates with:	<i>Internally</i> – Lead Bartender, Janitor, Off-Sale Clerk, Bartenders, City Administrator, and Public Works Supervisor <i>Externally</i> – Liquor store customers and general public
Supervises:	Lead-Bartender, Part time bartenders, off-sale clerks/cooks, and Janitor

Summary of Position:

The Liquor Store Assistant Manager is responsible for managing the daily operations of the Liquor store including the selection, development and performance management of employees. The ASM oversees the inventory and ordering of food and supplies, optimizes profits, and ensures that guests are satisfied with their experience. The ASM assists with day-to-day operations of the liquor store, including, but not limited to: opening and closing the store; performing all sales clerk functions, such as cash register transactions, stocking coolers and shelves, balancing sales receipts, and general store maintenance. The Liquor Store Assistant Manager is responsible for becoming knowledgeable of all product lines sold in the store.

Duties and Responsibilities:

1. Oversee and manage all areas of The Pond and make final decisions on matters of importance to guest service.
2. Enforce sanitary practices for food handling, general cleanliness, and maintenance of kitchen.
3. Ensure compliance with operational standards, City polices, Federal/State/Local laws, and ordinances.
4. Responsible for ensuring consistent high quality of food preparation and service.
5. Estimate food and beverage costs.
6. Work with the manager for efficient provisioning and purchasing of supplies.
7. Supervise portion control and quantities of preparation to minimize waste.
8. Estimate food needs, place orders with distributors, and schedule the delivery of fresh food and supplies.
9. Will uphold all ServSafe guidelines.
10. Ensure positive guest service in all areas. Respond to complaints, taking any and all appropriate actions to turn dissatisfied guests into return guests.
11. Completes accident reports promptly in the event that a guest or employee is injured.
12. Manage shifts which include: daily decision making, scheduling, planning while upholding standards, product quality and cleanliness.

13. Investigate and resolve complaints concerning food quality and service.
14. Provide direction to employees regarding operational and procedural issues.
15. Supervises liquor store employees; assigns work, disciplines, evaluates, and trains subordinates.
16. Performs all purchasing duties; confers with wholesale personnel; selects merchandise to achieve maximum profits.
17. Establishes prices and discounts; promotes highest profit potential items.
18. Reviews purchase requisitions, bills and payroll reports.
19. Prepares, supervises, and participates in inventory.
20. Sets up displays to interest customers and introduce new products.
21. Performs selling and stocking duties.
22. Serves liquor in compliance with standards set by the Liquor Control Commission and municipal ordinances relating to the consumption and display of intoxicating beverages.
23. Waits on customers in the bar, including making drinks, ringing up purchases on the cash register, collecting money, and making change.
24. Checks patron ID's, determines whether to serve, and handles behavior problems.
25. Stocks the coolers in the bar area with liquor, pop, juice; makes coffee.
26. Cooking orders in accordance to food health and safety standards
27. Assists with cleaning the store and bar, including cleaning tables and bar area, washing glasses, emptying and washing ashtrays, sweeping the floor and dusting shelves and merchandise.
28. Assist customers in the off-sale area by locating merchandise, ringing up purchases on the cash register, collecting money, and making change.
29. Assists the customer in carrying merchandise to their vehicles as needed.
30. Records transfers of liquor from off-sale to on-sale.
31. Performs daily banking and brings deposit tickets to clerk every day.
32. Prepares the store for opening and closing, including but not limited to: ringing out the cash registers; verifying cash drawers, void slips, and pull-tab reports; turning on and off alarm system; and assuring the appearance of the store is ready for business.
33. Be knowledgeable of product line and appropriate sales techniques and will assure compliance with all store procedures and applicable laws.
34. Rings up retail sales, receives payments and gives change. Checks identification to sell liquor. Supervises the receipt and deposit of money, counts cash, balances cash receipts, and prepares bank deposit forms.
35. Reports monthly to City Council in Store Manager absence.

Requirements and Qualifications:

1. An individual in this position normally should be a high school graduate having completed some post-secondary training in business administration with some coursework in retail marketing or related subjects and should have had considerable previous progressively responsible liquor store operations experience. Previous background normally should have been sufficient to provide the employee with the following knowledge and abilities:
 - a. Considerable knowledge of liquor store sales and general operations.
 - b. Good knowledge of liquor store management and of the principles and practices of supervision and training.
 - c. Ability to manage operations of a liquor store and to supervise assigned staff.
 - d. Ability to establish and maintain effective working relations with others.
 - e. Ability to express oneself, clearly and concisely, both orally and in writing.
 - f. A combination of training and experience substantially equivalent to graduation from high school and six years of progressively responsible work experience, including at least

- four years in liquor store operations.
 - g. Ability to promote and market products and answer customer questions regarding product lines.
 - h. Ability to proactively greet customers, be friendly, professional, polite and helpful in dealing with customers and employees.
2. Demonstrate knowledge and ability to use a computer.
 3. Able to work in a fast-paced environment
 4. Self-discipline, initiative, leadership ability and outgoing.
 5. Pleasant, polite manner and a neat and clean appearance.
 6. Ability to motivate employees to work as a team to ensure that food and service meet appropriate standards.
 7. Must be able to handle the pressures of simultaneously coordinating a wide range of activities and recommend appropriate solutions to problems.
 8. Must possess good communication skills for dealing with diverse staff.
 9. Able to multitask, prioritize, and manage time efficiently
 10. Physical endurance to stand for entire shift
 11. Self-motivated and self-directed
 12. Works well as part of a team and on individual tasks
 13. Able to quickly memorize complex or multiple orders
 14. Legally able to work in establishments which serve alcohol
 15. Available to work a variety of shifts including nights, and weekends
 16. Able to bend, move, and lift up to 25 pounds or more
 17. Must pass a background check and drug test

Position will follow the policies and procedures adopted by the City of Blackduck provided to you in the employee handbook. Position will be terminated immediately if you are caught stealing or drinking on the job. Position will be full-time 40+ hours per week including weekdays, weeknights, Saturdays, and holidays. The position reports directly to the City Administrator.

Wage Range:

2020 wage scales with new ASM Liquor position												
Points	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Top of Range
342	Liquor Store Manager	\$18.95	\$19.52	\$20.10	\$20.71	\$21.33	\$21.97	\$22.63	\$23.31	\$24.01	\$24.73	\$25.47
291	Assistant Liquor Store Manager	\$16.09	\$16.41	\$16.90	\$17.41	\$17.93	\$18.47	\$19.03	\$19.60	\$20.18	\$20.79	\$21.41
180	PT Lead Bartender	\$12.00	\$12.50	\$13.00	\$13.65	\$14.06	\$14.48	\$14.92	\$15.36	\$15.82	\$16.30	\$16.79
173	PT Bartender	\$10.00	\$10.50	\$11.03	\$11.58	\$11.92	\$12.28	\$12.65	\$13.03	\$13.42	\$13.82	\$14.24
153	PT Liquor Store Clerk/Cook	\$10.00	\$10.50	\$11.03	\$11.58	\$11.92	\$12.28	\$12.65	\$13.03	\$13.42	\$13.82	\$14.24
134	PT Liquor Store Janitor	\$12.00	\$12.60	\$13.23	\$13.89	\$14.31	\$14.74	\$15.18	\$15.64	\$16.10	\$16.59	\$17.08

Additional Committee Recommendation Notes:

The addition of an assistant store manager will increase the accountability of the liquor store staff and improve the efficiencies of both the on and off sale of its growing business.

The position if approved by City Council will be internally advertised with the current City staff for 30 days. If there are no qualified candidates that apply internally at that point the City will advertise the position externally to the public.

The personnel committee with the assistance of the liquor store manager will interview candidates and make a final recommendation to the Blackduck City Council for hire.

As with all full-time employees there will be 6-month probationary period for the hired candidate, however benefits will begin by policy on day 30 of the employee's hire date.

Additional 2020 Budget expenses include:

Wages	\$5,977.40
PERA	\$448.31
FICA	\$457.27
Benefits	\$11,316.24
Total:	\$18,199.22

Question & Answer Period -



Bemidji
315 5th Street NW
Bemidji, MN 56601

218.444.1859 
218.444.1860 
Bemidji@wsn.us.com 

WidsethSmithNolting.com

February 5, 2020

Ms. Christina Regas
City Administrator
City of Blackduck
PO Box 308
Blackduck, MN 56630-0380

**RE: Proposal for Engineering Services
PER and ER for Water and Wastewater Systems
Blackduck, MN**

Dear Ms. Regas:

Thank you for allowing WSN to present a proposal for a Preliminary Engineering Report and Environmental Report for the City's water and wastewater systems.

We understand the city staff has expressed the desire to looking into funding opportunities for needed improvements. The first step in the process is to prepare a Preliminary Engineering Report and a corresponding Environmental Report to identify needs, propose feasible solutions and estimate the costs associated with any improvements to the water and wastewater systems.

Report and Funding Application Assistance:

To submit any possible wastewater improvements to potential funding agencies, the report format will follow MN 1780 Guides for preparation of the report. While the Preliminary Engineering Report is being prepared, the Environmental Report shall also be prepared. Once the reports have been completed and reviewed by the City, WSN will submit the reports to be reviewed by the proper agencies. If desired, WSN can also help prepare funding applications to potential funding agencies (this work is not included in this proposal). Our proposed scope of services includes the following tasks:

- Meet with City staff to review records
- Prepare the Preliminary Engineering Report for submission to funding agencies
- Prepare the Environmental Report following the RUS Bulletin 1794-602
- Identify potential funding sources

WSN proposes to perform the services described above for a fixed fee of **\$45,000** with work completed within 180 days from receipt of the signed proposal.

If you agree with our proposed scope of services, please sign and return one copy of this letter as our authorization to proceed. We thank you for giving us the opportunity to submit this proposal and look forward to working with City staff to make this proposed project a reality.

Sincerely,



Curt Meyer, P.E.
Vice President

.....
Proposed by Widseth Smith Nolting



Curt Meyer, Vice President

2/5/20
Date

Accepted by the City of Blackduck: The above proposal and attached General Provisions of Professional Services Agreement are satisfactory and WSN is authorized to do the work as specified. Payment will be made monthly in accordance with the terms on the fee schedule.

Rudy Patch, Mayor

Date

February 4, 2020

Christina Regas, City Administrator
City of Blackduck
8 Summit Ave NE
Blackduck, MN 56630



Bemidji
315 5th Street NW
Bemidji, MN 56601

218.444.1859
218.444.1860
Bemidji@wsn.us.com

WidethSmithNolting.com

Re: City Buildings Review
Liquor Store Needs Assessment & Programing
City Hall Programing
Maintenance/Police Facility Programing

Dear Ms. Regas:

The City of Blackduck is facing the challenge of how to effectively serve the public from three aging facilities. This is a consistent theme throughout the state, and we are working with other communities that are experiencing similar facility challenges. Wideth Smith Nolting (WSN) looks forward to working with the city of Blackduck to provide an analysis of your facilities and solutions that are specific to the public you serve, the buildings you occupy and the services you provide. WSN is delighted to submit this proposal for professional services to conduct a Physical Needs Assessment of your existing Liquor Store, and Preliminary Program for both your City Hall and your Maintenance Facility.

Physical Needs Assessment & Preliminary Program:
Liquor Store (excluding Lounge Area)

Based on our recent discussions, and store walk-thru, our review of the existing building will encompass, at a very minimum, the following areas:

- Building Envelope
- Building Code and Life Safety deficiencies
- Structural Review of roof systems
- Heating, Ventilating and Air Conditioning
- Cold Storage System
- Electrical systems

Our work will include touring the building with our team of specialists who have Architectural, Civil, Structural, Mechanical, and Electrical engineering expertise. We will visually observe site conditions, use of various spaces in the building, structural systems, electrical system, heating, ventilating and air conditioning systems, including the refrigeration system used for your walk-in cooler.

We will include a review of any existing drawings of the building you may have, and photography of the conditions observed. Upon completion of our on-site observation and analysis, we will estimate approximate costs for correction of deficient items, along with recommendations for prioritizing improvements.

Upon completion of this facilities assessment, WSN will provide a written report describing the condition of various systems, and identify deficiencies observed. We will include a photographic inventory of the items, associated estimates for the costs of corrections, and recommended priorities.

Based on these findings, and Preliminary Programing for the store operations, WSN will provide a Preliminary Plan Sketch to determine approximate building addition size, and flow diagram. Once the building size is determined, an estimate of probable costs will be determined based on cost per square foot.



We are estimating that the evaluation will require 80 – 90 hours of staff time by the team described above. At an average billing rate of \$110/hour for the staff involved, we propose to complete the assessment for a maximum fee of \$9,600.00. We propose to bill you for our services on a time and material basis and will not exceed the amount without prior authorization from you.

**Preliminary Program:
City Hall
Maintenance/Police Facility**

WSN will work with the City staff to establish programing for a proposed City Hall Design, and a Maintenance Facility Design. WSN will interview current staff, to analyze current and future needs of the City of Blackduck. This design exercise will provide you with a basic floor plan that will identify the following:

- Programming:
 - Quantify space requirements for each department
 - Identify support spaces for specific departments and spaces that can be shared by multiple departments.
- Layout Diagram
 - Identify the efficiencies that can be gained through proper placement of departments, spaces, entrances, and other support spaces.
 - Illustrate how processes can be improved for the Public requesting services.
- Building Size
 - Establish City hall size based on programming requirements, and layout diagram.
 - Establish Maintenance Facility size based on equipment within, other programing requirements, and layout diagram.
 - Once building sizes are determined, an estimate of probable costs will be determined based on cost per square foot.

We are estimating that the Preliminary Design will require 38-48 hours of staff time described above. At an average billing rate of \$110/hour for the staff involved, we propose to complete the preliminary design for a fee of \$5,200.00. We propose to bill for our services on a time and material basis and will not exceed this amount without prior authorization from you.

Upon approval of this proposal, WSN will begin work immediately. WSN sincerely appreciates the opportunity to work with the City of Blackduck, and please let us know if you have any questions regarding this proposal.

Sincerely,

A handwritten signature in blue ink that reads "Stephen J. Rose" with a date "1/20" written at the end.

Stephen J Rose, AIA NCARB
Project Architect



PROPOSED BY WIDSETH SMITH NOLTING & ASSOC., INC.

A handwritten signature in blue ink that reads "Curt Meyer".

Curt Meyer, Civil Engineer
Vice President
Widseth Smith Nolting

Accepted by the City of Blackduck

The above proposal is satisfactory and WSN is authorized to do the work as specified.

Signature

title

Date



Maintenance Facilities

WSN's building department, consisting of architects and engineers working in the structural, mechanical, electrical, and civil disciplines, has collaborated on the design of many maintenance facilities throughout Minnesota for counties, cities, and MnDot. These facilities range from 6,000 sq. ft. shops to 50,000 sq. ft. office/storage/maintenance buildings. Our team has the experience to help you bring your project from a vision to reality.

Crosslake—Crow Wing County Joint Public Works Facility

This campus is shared by the City of Crosslake, Crow Wing County, and Crow Wing Power. The site is home to three newly constructed buildings—a 23,927 sq. ft. heated maintenance garage facility with storage and office space; a 9,216 sq. ft. salt/sand storage area; and a 10,800 sq. ft. building for equipment cold storage—as well as a wastewater treatment facility and a Crow Wing Power substation. The campus also includes a canopied fuel-dispensing island with a 12,000-gallon underground compartment tank for diesel and unleaded gasoline.

Douglas County Public Works Facility

Consolidating several county functions into a campus setting, the Douglas County Public Works facility is comprised of an 11,600 sq. ft. maintenance area; 27,360 sq. ft. vehicle storage; 4,000 sq. ft. cold storage; four-pump fueling station; and plans for a future 5,600 sq. ft. sand/salt storage area. Individual office spaces are provided for department heads, and an open area accommodates technical staff. A shared 2,000 sq. ft. multi-use meeting space has a separate entrance, making it accessible to any county department. The vehicle storage area includes a mezzanine and built-in storage shelves. The maintenance area includes storage mezzanine, overhead crane system, vehicle lifts, and enclosed wash bay.

Design Considerations

- Site Adaptation
- Traffic Patterns and Code Requirements
- Balancing Garage and Office Space
- Storage
- Environmental Controls
- Interior and Exterior Lighting
- Security
- Green Space





Municipal Liquor Stores

Alexandria Municipal Liquor Store

Taking advantage of 1,500 sq. ft. of newly available retail space in the existing building, the City expanded its liquor store. About 700 sq. ft. has been used for storage and remodeled restrooms; the remaining 800 sq. ft. has been turned into a wine sales and display room. The store's original 2,500 sq. ft. has been remodeled for beer/liquor sales and office space. The new sales counter is in the approximate center of the store near the front entrance, allowing one person to easily observe the entire store.

Benson Municipal Liquor Store

WSN worked with the City of Benson on an interior remodel of both the on- and off-sale spaces. Improvements included expanding the bar's size, adding additional seating, and remodeling restrooms to meet accessibility requirements. New coolers were installed, a food preparation area was added, and the mechanical ventilation system was revamped to improve air quality.

Fifty Lakes Municipal Liquor Store

The City of Fifty Lakes took on the challenge of replacing its "well worn" municipal liquor store and city offices by constructing this 6,000 sq. ft. combined facility. The municipal liquor store portion houses a luxurious bar area, off-sale liquor space, and ample storage and support areas. The city office space makes up approximately 2,100 sq. ft. of the building. The structure is very simple in design, with wood-framed walls, conventional roof trusses, and cement-board siding. This economical structure will serve as a community landmark for many years.

Walker Municipal Liquor Store

The year the Works Progress Administration (WPA) Conservation Building was added to the National Register of Historic Places, the City of Walker undertook a historic renovation of the structure. In addition to the liquor store—Walker Bay Spirits—the building houses Walker City Hall.

Design Considerations

- Code review
- Life safety requirements
- Handicap accessibility
- Determine current watts/sq. ft. and ability to handle additional coolers
- Perimeter lighting evaluation
- Security system needs
- Foot traffic flow
- Bar equipment coordination and layout
- Space utilization
- Structural integrity of existing facility
- Façade improvements to enhance curb appeal





Staples City Hall & Library

At approximately 9,600 sq. ft., this facility includes offices for city staff, council chamber, and library space. The community was successful in receiving a \$420,000 grant from the Minnesota Department of Education. With the inclusion of state funding, the project was constructed to meet the requirements of the State's B3 Sustainable Building Guidelines.

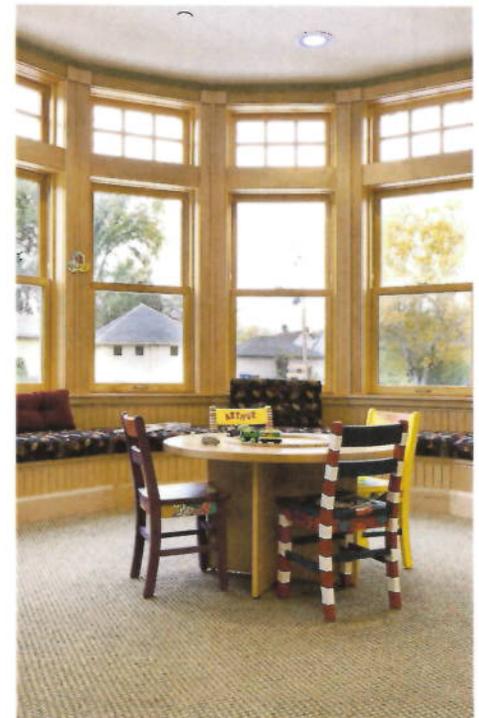
Sustainable site design features include native and drought tolerant landscaping and a parking lot constructed of pervious asphalt pavement which allows runoff to filter through. Exterior windows are outfitted with sunshades to block direct sunlight during the summer months. Tubular skylights are provided to bring natural light into the central area of the building. Interior finishes constructed of recycled materials and low VOC adhesives improve the indoor air quality.

The interior lighting includes a daylight harvesting system which adjusts the light levels based on the amount of sunlight entering the building. Occupancy sensors automatically turn lights off in unoccupied rooms to reduce energy use.

The HVAC system consists of air handling units, energy recovery ventilation, and variable air volume terminal units. The building also includes a radon ventilation system which collects the radon below the floor and exhausts it through the roof where it can dissipate harmlessly.

Project Highlights

- Approximately 9,600 sq. ft.
- Meets the requirements of Minnesota's B3 Sustainable Building Guidelines
- Sustainable design used throughout:
 - » Landscaping
 - » Parking lot
 - » Exterior windows
 - » Tubular skylights
 - » Interior finishes
 - » Lighting
 - » HVAC system





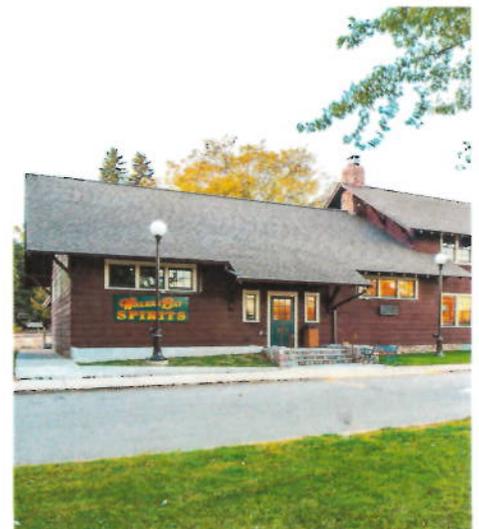
Walker Liquor Store & City Hall

The City of Walker undertook a historic renovation of the Works Progress Administration (WPA) Conservation Building, which was added to the National Register of Historic Places that same year. The building was originally constructed during the Great Depression (between 1934 and 1936) to promote the conservation of Minnesota's natural resources.

In addition to the liquor store—Walker Bay Spirits—the building houses Walker City Hall.

Additional Experience

- Plaza Liquor Store—Alexandria, MN
- Municipal Liquor Store—Alexandria, MN
- The Pickle Factory, Municipal Liquor Store, On- and Off-Sale—Nisswa, MN
- Municipal Liquor Store—Benson, MN
- Municipal Liquor Store Addition—Sacred Heart, MN
- Northern Lakes Wines & Spirits Phase II Environmental Assessment—Baxter, MN
- Municipal Liquor Store—Fifty Lakes, MN
- Pink Liquor Store Boundary Survey—Baxter, MN
- Pink Liquor Store Phase I Environmental Assessment—Baxter, MN



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
445 Minnesota St., Suite 222, St. Paul, MN 55101
(651)201-7500 FAX (651)297-5259 TTY (612)282-6555

APPLICATION FOR CATERER'S PERMIT
PERMIT FEE \$300

Please check if application is an original or a renewal.

Federal Tax ID # 41-6004988

To obtain a Caterer's Permit, applicant must currently hold a valid retail on-sale intoxicating liquor license at a restaurant. All liquor laws and rules apply to both the on-sale license as well as this caterer's permit. Liquor liability and workers compensation insurance are mandatory and a certificate showing off premises coverage must accompany this application for a caterer's permit. Cancellation or suspension of the on-sale license invalidates the caterer's permit also. You, as the licensee, are required to notify the city police chief or county sheriff (if located outside city limits) before any catered events take place in their jurisdiction. Only the licensee holding the caterer's permit shall provide food and liquor at catered events. A pre-license inspection will be conducted by this office prior to caterer's permit approval.

City of Blackduck

04/25/1970 475720759

Applicant Name (Individual, Partnership, Corporation – (If Corporation State full Corporate Name)

(DOB) (Social Security #)

The Pond

Trade Name or DBA of Restaurant

224 Frontage Road

218-835-4820

Address of Restaurant

Telephone #

Blackduck

christina.regas@blackduckmn.com

City or county where on-sale license issued

Valid e-mail address

I certify that the above information provided by the applicant is true, complete, correct and made in good faith and agree to comply with the above paragraph's requirements and all other applicable law in the use of the caterer's permit.

Christina A. Regas
Signature - Authorized Applicant

12/10/19
Date

Christina Regas
Print Full Name of Person Signing

Please attach the following documents to this form:

- 1) A copy of the applicant's valid on-sale intoxicating liquor license
- 2) A copy of the applicant's valid restaurant license issued by local Health Department
- 3) A certificate of liquor liability insurance that states "off premises coverage included" (No applications, binders or declarations)
- 4) \$300.00 check or money order payable to the Alcohol and Gambling Enforcement Division

TO AVOID DELAYS OR DENIAL OF THIS APPLICATION, ALL ITEMS MUST BE COMPLETED IN FULL OR IT WILL BE RETURNED FOR COMPLETION

MAKE CHECK PAYABLE TO: DIRECTOR OF ALCOHOL AND GAMBLING ENFORCEMENT

Cash _____

Check _____

2019 Blackduck Fire Department Budget vs Actual through 12/31/2019

		2019 Final	2019 Actual	Revenue to		
		Budget	Expenditures	offset YTD	2019 Balance	2020 Budget
				Total:		
E 101-42200-103	Part-Time Employees	\$13,500.00	\$11,742.00	\$0.00	\$1,758.00	\$13,500.00
E 101-42200-122	FICA	\$1,200.00	\$898.36	\$0.00	\$301.64	\$1,100.00
E 101-42200-124	Fire Pension Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-200	Office Supplies (GENERAL)	\$200.00	\$221.86	\$0.00	(\$21.86)	\$0.00
E 101-42200-205	Heating Fuel	\$2,000.00	\$2,141.25	\$0.00	(\$141.25)	\$2,500.00
E 101-42200-206	Electricity	\$5,000.00	\$3,172.91	\$0.00	\$1,827.09	\$5,000.00
E 101-42200-207	Computer Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-208	Training and Instruction	\$2,000.00	\$360.00	\$1,200.00	\$2,840.00	\$2,000.00
E 101-42200-210	Operating Supplies (GENERAL)	\$1,000.00	\$3,725.84	\$0.00	(\$2,725.84)	\$1,000.00
E 101-42200-211	Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-212	Motor Fuels	\$2,000.00	\$1,065.88	\$0.00	\$934.12	\$2,000.00
E 101-42200-221	Equipment Parts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-222	Tires	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-233	Uniforms	\$5,000.00	\$11,847.34	\$0.00	(\$6,847.34)	\$5,000.00
E 101-42200-240	Small Tools and Minor Equip	\$2,000.00	\$2,853.83	\$1,319.19	\$465.36	\$2,000.00
E 101-42200-304	Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-305	Medical Fees	\$500.00	\$136.00	\$0.00	\$364.00	\$1,200.00
E 101-42200-307	Management Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-310	Other Professional Services	\$0.00	\$405.09	\$0.00	(\$405.09)	\$0.00
E 101-42200-321	Telephone	\$800.00	\$752.30	\$0.00	\$47.70	\$800.00
E 101-42200-322	Postage	\$100.00	\$36.60	\$0.00	\$63.40	\$100.00
E 101-42200-323	Radio/Communications Expenses	\$3,250.00	\$3,607.55	\$0.00	(\$357.55)	\$3,500.00
E 101-42200-331	Travel Expenses	\$250.00	\$0.00	\$0.00	\$250.00	\$250.00
E 101-42200-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-352	General Notices and Pub Info	\$50.00	\$0.00	\$0.00	\$50.00	\$50.00
E 101-42200-361	General Liability Ins	\$250.00	\$235.56	\$0.00	\$14.44	\$250.00
E 101-42200-362	Property Ins	\$950.00	\$908.00	\$0.00	\$42.00	\$950.00
E 101-42200-363	Automotive Ins	\$2,000.00	\$1,242.00	\$0.00	\$758.00	\$1,300.00
E 101-42200-366	Workers Compensation Insurance	\$6,000.00	\$5,577.03	\$0.00	\$422.97	\$6,000.00
E 101-42200-367	Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-401	Repairs/Maint Buildings	\$3,750.00	\$13,480.99	\$6,680.70	(\$3,050.29)	\$3,750.00
E 101-42200-404	Repairs/Maint Machinery/Equip	\$13,000.00	\$4,912.53	\$0.00	\$8,087.47	\$12,450.00
E 101-42200-420	Tower Lease	\$500.00	\$480.00	\$0.00	\$20.00	\$500.00
E 101-42200-425	Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-433	Dues and Subscriptions	\$100.00	\$214.00	\$0.00	(\$114.00)	\$200.00
E 101-42200-437	Bad Debt Expense	\$0.00	\$425.00	\$0.00	(\$425.00)	\$0.00
E 101-42200-500	Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-520	Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-550	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-580	Other Equipment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
E 101-42200-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-708	Transfer to Fire Dept Reserve	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00
		\$96,400.00	\$100,441.92	\$9,199.89	\$5,157.97	\$96,400.00

DNR 1/2 Grant

Relief Contribution

State Training Reimbursement

2020 FINAL Budget

Government Unit	2020 FINAL Budget	2019 Market Value of Structures	Percentage of Total Evaluation	Annual Charge
Hines	\$96,400.00	\$34,134,000.00	24.47%	\$23,588.89
Hornet	\$96,400.00	\$8,317,400.00	5.96%	\$5,747.88
Birch	\$96,400.00	\$7,055,700.00	5.06%	\$4,875.96
Summit	\$96,400.00	\$10,157,900.00	7.28%	\$7,019.79
Taylor	\$96,400.00	\$7,992,300.00	5.73%	\$5,523.22
Hagali	\$96,400.00	\$23,398,600.00	16.77%	\$16,170.00
O'Brien	\$96,400.00	\$2,438,600.00	1.75%	\$1,685.24
Tenstrike	\$96,400.00	\$8,984,200.00	6.44%	\$6,208.69
Funkley	\$96,400.00	\$256,300.00	0.18%	\$177.12
Langor	\$96,400.00	\$8,442,500.00	6.05%	\$5,834.33
Moose Park	\$96,400.00	\$2,598,800.00	1.86%	\$1,795.95
Blackduck	\$96,400.00	\$25,718,100.00	18.44%	\$17,772.93
	\$96,400.00	\$139,494,400.00	100.00%	\$96,400.00

2019 Fire Department Incident Report

Incident #	DOI	Address - Name - Location	City or Township	Description	Fire/Accident	Action
1901	1/16/2019	County Road 13	Squaw Lake	Dispatched and cancelled en route	alarm for large unknown fire in the woods east of Itasca Cty 13	canceled response (controled burn)
1902	1/19/2019	605 2nd Street	Bemidji	Cover assignment, standby, moveup	assistance, other mutual aid needed for a structure fire in Bemidji	BDK Fire stage at Bemidji firehall respond if needed
1903	1/24/2019	24873 Everts	Tenstrike	carbon monoxide detector activation, no CO	suppression systems and services, other	alarm for CO @ residence, occupants were out of home, alarm was faulty, new detector provided
1904	2/3/2019	152 Margaret Ave.	Blackduck	sprinkler activation, no fire - unintentional	shut down system, remove water - nursing home	no fire, residents were evacuated, sprinkler system shut down (frozen pipe)
1905	2/14/2019	581 Main Street	Kelliher	Dispatched and cancelled en route	mutual aid requested for structure fire	
1906	2/16/2019	172 Summit Ave	Blackduck	detector activation, no fire - unintentional	restore fire alarm system - nursing home	general alarm at Good Sam.was found to be overheated crock pot, unplugged and reset alarm
1907	2/19/2019	22636 Gull Lake Loop	Tenstrike	extrication of victim(s) from vehicle	extricate, disentagle	alarm for accident w/injuries. Removed victim from pickup & assisted EMS, controlled traffic until clear
1908	3/29/2019	28392 O'brien Creek Rd	Hines	building fire	mutual aid - extinguishment by fire service personnel investigate	pole building w/two pieces of agriculture equipment, heavy fire on arrival
1909	4/11/2019	Hwy 72	Blackduck	grass fire	fire control or extinguishment, other	alarm for small grass fire (mile marker 2)
1910	4/24/2019	16675 Sharp Rock Rd	Hines	passenger vehicle fire	extinguishment by fire service personnel	vehicle fire completely engulfed/fire extinguished & removed from roadway
1911	5/7/2019	406 Three Culverts Rd	Hines	brush/brush-&-grass mixture fire	extinguishment by fire service personnel	small grass fire behind residence/assistance to MN DNR/no fire ring or approved burn container present
1912	5/10/2019	22277 Turtle River Lake RS	Hines	grass fire	mutual aid provided DNR	fire control or extinguishment, other
1913	5/11/2019	12940 Nebish Rd NE	Tenstrike	brush/brush-&-grass mixture fire	fire control or extinguishment, other	alarm for grass/brush fire at County garage. Extinguished and cleared
1914	5/12/2019	28733 Everts Rd	Tenstrike	forest, woods or wildland fire	mutual aid provided DNR	fill-in, standby, other/controlled burn behind resident/active MN DNR permit
1915	5/15/2019	16254 Nebish Rd	Hines	brush/brush-&-grass mixture fire	mutual aid provided DNR	standby/controlled burn out of control & threatening homes/attack line used for protection against impeding fire
1916	5/18/2019	Nebish Rd	Hines	extrication of victim(s) from vehicle	rescue, removed from harm	
1917	5/18/2019	17988 Hines Rd	Hines	rescure, EMS incident, other	search & rescue, other	alarm for one vehicle accident w/possible multiple vistims
1918	5/19/2019	172 Summit Ave	Blackduck	false alarm or false call, other	restore fire alarm system - nursing home	general alarm at Good Sam. Was a false alarm/resident pulled alarm
1919	5/21/2019	152 Margaret Ave.	Blackduck	Smoke detector activaiton, no fire-unintentional	restore fire alarm system - nursing home	alarm for general fire alarm at assisted living. Resident burnt toast & set off alarm
1920	5/21/2019	36974 Corral	Kelliher	building fire	mutual aid provided	fill-in, standby, other / for out of control brush fire that had started house on fire
1921	5/26/2019	81 Oscar Ave	Blackduck	medical assist, assist EMS crew	assistance, other	
1922	6/21/2019	Hwy 71 / Sprucewood	Hines	passenger vehicle fire	extinguishment by fire service personnel / investigate	alarm for two vehicle head on collision on Hwy 71
1923	6/22/2019	Summit & 2nd Street SW	Blackduck	vehicle accident, general cleanup	provide first aid & check for injuries	control traffic on two vehicle crash. Traffic was controlled until scen could be cleared
1924	7/6/2019	Creek Court	Hines	water vehicle fire	investigate	engine fire on boat on Blackduck Lake; evacuated boat; fire investigated for cause
1925	7/8/2019	Old Buckhorn Rd	Hines	passenger vehicle fire	extinguishment by fire service personnel	alarm for car fire; car partially in the lake; extinguished fire & investigated
1926	8/24/2019	41st 2nd Street	Blackduck	building fire	extinguishment by fire service personnel	fire in ktichen;
1927	9/10/2019	Rabidue Lake Road (Harvey cross-street)	Birch	medical assist, assist EMS crew	provide manpower	
1928	9/24/2019	Nebish Rd	Hines	extrication of victim(s) from vehicle	extricate, disentagle	control traffic on two vehicle crash. Traffic was controlled until scen could be cleared
1929	9/27/2019	152 Margaret Ave.	Blackduck	false alarm or false call, other	investigate fire alarm @ Good Samaratin Home	
1930	11/9/2019	19100 Hines Road	Hines	medical assist, assist EMS crew	provide manpower	provode equipment
1931	11/9/2019	15082 Scenic Hwy	Birch	Outside storage fire	assistance, investigate	scene was transferred to Federal Forestry
1932	12/3/2019	12940 Nebish Rd NE	City of Tenstrike	mobile property (vehicle) fire, other	fire control or extinguishment, other	investigate County plow truck on fire in storage garage

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 29th, 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 were to happen or to assist in the

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

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

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

were removed from the KOPP formula. Larson stated the formula changes were 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.

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

MEETING MINUTES

- 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 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.



CITY OF BLACKDUCK RESOLUTION NO: 2020-03

RESOLUTION APPROVING THE TERMS OF AN INTERNAL LOAN IN CONNECTION WITH CONSTRUCTION OF THE BLACKDUCK GOLF COURSE CART SHED

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

Section 1. Background.

1.01. The City determined a need to incur certain costs in connection with the improvement of the Blackduck Municipal Golf Course Cart Shed (*Project*),

1.02. The City has determined to finance the construction & administration costs for the Project from the New Unrestricted Revolving Loan Fund (*collectively, the “Fund”*), for a total of **\$55,000**, which fund is administered by the City and has a balance that is legally available for such purposes,

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

Section 2. Terms of Internal Loan.

2.01. The City shall repay to the Fund the principal amount of funds advanced for Project together with interest on the principal amount advanced, accruing from the date of each initial expenditure or advance, at the rate of interest specified by the Blackduck City Council. **The first \$40,000 will be classified as a Storefront Rehab loan @ an interest rate of 0.0% for a term of 10 years & the remaining \$15,000 classified as a Commercial development loan @ current prime interest rate of 4.75% for a term of 10 years.** (*which rate shall be generally comparable to the average rate of earnings on investment of City funds or the average rate on general obligation bonds of the City*).

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

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

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



CITY OF BLACKDUCK RESOLUTION NO: 2020-03

subdivision thereof is pledged to the payment of the principal of or interest on this Internal Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Internal Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

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

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

Adoption this 10th day of February 2020.

Rudy Patch, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2020-06

A RESOLUTION TO APPOINT ELECTION JUDGES FOR THE 2020 PRESIDENTIAL PRIMARY, STATE PRIMARY, AND GENERAL ELECTIONS

WHEREAS, The City Council of the City of Blackduck is required by MS 204B.21, Sec. 2, to officially approve the appointment of election judges; and

WHEREAS, The Blackduck City Council hereby adopts the judges listed on Exhibit A, hereto attached, as the official judges for the March 3, 2020 Presidential Primary; August 11, 2020 Primary Election; & the November 6th, 2020 General Election, with the understanding that amendments may be necessary to the appointments in order to fill vacancies and meet party splits.

EXHIBIT A

**CHRISTINA REGAS
MISTY FRENZEL
GABRIELLE LANDOWSKI
LORRAINE WARDEN**

NOW, THEREFORE, BE IT RESOLVED, that the City of Blackduck, in accordance with State Law, hereby appoints the persons listed on Exhibit A to serve as election judges for the Primary & General Elections in 2020 and approves payment of an hourly wage of \$12.00 per hour during election time served on election day or current wage as city employee.

Adopted by the Blackduck City Council this the 10th day of February 2020.

ATTEST:

Rudy Patch, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2020-07

**RESOLUTION SUPPORTING A GRANT APPLICATION
MADE TO THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR
THE FEDERAL RECREATIONAL TRAIL PROGRAM BY THE BLACKDUCK
STUMPJUMPERS SNOWMOBILE CLUB & ACKNOWLEDGING THE CITY OF
BLACKDUCK TO ACT AS THE FISCAL AGENT ON BEHALF OF THE GRANT**

WHEREAS, the City of Blackduck supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program by the Blackduck Snowmobile Club. The application is to acquire property and construct trail head parking for the Blue Ox Trail located within the municipal boundaries of the City of Blackduck, and

AND WHEREAS, the City of Blackduck recognizes that the Blackduck Snowmobile Club has secured local cash matching funds for this project and must provide a twenty-five percent (25%) cash match,

AND WHEREAS, if the City of Blackduck is awarded a grant by the Minnesota Department of Natural resources, the City of Blackduck agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Blackduck will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement,

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, the City Council of the City of Blackduck names the fiscal agent for the City of Blackduck for this project as:

Christina Regas
City Administrator
City of Blackduck
PO Box 380 / 8 Summit Avenue East
Blackduck, MN 56630

BE IT FURTHER RESOLVED, the City of Blackduck hereby assures the Blue Ox Trail Head parking lot will be maintained for a period of no less than 20 years.

Adopted this 10th day of February, 2020 by the City Council of the City of Blackduck

ATTEST:

Rudy Patch, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2020-08

RESOLUTION REQUESTING RECONVEYANCE OF FORFEITED LANDS TO THE STATE OF MINNESOTA BY THE CITY OF BLACKDUCK

WHEREAS, pursuant to the statute now codified as Minnesota Statutes, §282.01, subdivision 1a(e), the State of Minnesota, on the 30th day of April, 2016 conveyed to the City of Blackduck, a governmental subdivision of the State of Minnesota, by state deed numbered 0212014, the real property described below to be used for an authorized public use, and

WHEREAS, the City of Blackduck has failed to put the property to the public use for which it was conveyed, and now desires to reconvey the property under Minnesota statutes §282.01, subdivision 1d to the State of Minnesota, to be held in trust according to Minnesota statutes §281.25,

NOW THEREFORE BE IT RESOLVED, that the City of Blackduck, pursuant to said laws does hereby convey and quitclaim the property in the County of Beltrami, described as follows, together with all appurtenances thereunto belonging:

*Parcel #81.00368.00 Brown's Subdivision Lot-001
Block -001 Lots 2 & 3 & Lots 1-4 Blk 3 &
Lots 1-3 Blk 4 Township – 149 Range – 30 Section - 18*

Adopted by the City Council this 10th day of February 2020.

Rudy Patch, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2020-08

State of Minnesota
County of Beltrami
City of Blackduck

I do hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of Blackduck, Minnesota at a duly authorized meeting thereof held on the 10th day of February 2020, as shown by the minutes of said meeting in my possession.

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2020-09

RESOLUTION REQUESTING RECONVEYANCE OF FORFEITED LANDS TO THE STATE OF MINNESOTA BY THE CITY OF BLACKDUCK

WHEREAS, pursuant to the statute now codified as Minnesota Statutes, §282.01, subdivision 1a(e), the State of Minnesota, on the 30th day of April, 2016 conveyed to the City of Blackduck, a governmental subdivision of the State of Minnesota, by state deed numbered 0212015, the real property described below to be used for an authorized public use, and

WHEREAS, the City of Blackduck has failed to put the property to the public use for which it was conveyed, and now desires to reconvey the property under Minnesota statutes §282.01, subdivision 1d to the State of Minnesota, to be held in trust according to Minnesota statutes §281.25,

NOW THEREFORE BE IT RESOLVED, that the City of Blackduck, pursuant to said laws does hereby convey and quitclaim the property in the County of Beltrami, described as follows, together with all appurtenances thereunto belonging:

*Parcel #81.00454.00 Stelmach's Addition
Lot-008 Block-005 & Lots 9 & 10
Township – 149 Range – 30 Section - 18*

Adopted by the City Council this 10th day of February 2020.

Rudy Patch, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2020-09

State of Minnesota
County of Beltrami
City of Blackduck

I do hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of Blackduck, Minnesota at a duly authorized meeting thereof held on the 10th day of February 2020, as shown by the minutes of said meeting in my possession.

Christina Regas, City Administrator



CITY OF BLACKDUCK

RESOLUTION NO: 2020-11

RESOLUTION AUTHORIZING PERA CONTRIBUTIONS FOR QUALIFYING PART-TIME POLICE OFFICERS FOR THE CITY OF BLACKDUCK

WHEREAS, Minnesota Statutes 353.64, Subdivision 2, permits the governing body of a governmental subdivision to declare that a position is that of a police officer and that the person who holds said position on a part-time basis is to be covered by the Police and Fire retirement plan if the following employment duties and qualification requirements are met.

1. The position requires a license by the Minnesota peace officer standards and training board and the employee is so licensed;
2. The primary (over 50%) duty of the position is to enforce the general criminal laws of the state;
3. The position charges the employee with the prevention and detection of crime;
4. The position gives this employee the full power of arrest, and
5. The position is assigned to a designated police or sheriff's department.

THEREFORE, BE IT RESOLVED that the City of Blackduck hereby declares that the position of part-time police officer in the Blackduck Police Department satisfies all of the requirements listed above and declares its desire to provide all future employees holding said part-time law enforcement position with coverage under the Police and Fire plan; AND

BE IT FURTHER RESOLVED that this governmental unit will provide a copy of this resolution to PERA each time it provides Police and Fire membership to a person who is hired to said part-time position and will indicate the name of the employee eligible for such coverage.

STATE OF MINNESOTA COUNTY OF BELTRAMI

I, Christina Regas, clerk of the City of Blackduck, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 10th day of February 2020; the original of which is on file in this office. I further certify that ___ members voted in favor of this resolution and that ___ members were present and voting.

Adopted by the City Council this 10th day of February 2020.

Rudy Patch, Mayor

Christina Regas, City Administrator

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

To Whom It May Concern,

My name is Tylor M. Roth and this is my letter of concern to fill the seat for the city council of Blackduck, MN. Why should I be allowed to fill the seat? Well, it's easier to see our faults than it is to view our merits, probably my biggest fault is people's concern with me supporting cannabis. With that being said, people that support cannabis are not all bad, kind of like an officer is not bad. It is the person behind the badge that determines if the cop is good or bad but here's my answer to why I think I should be allowed to fill the seat on the city council.

Well, I'm a person who overcame multiple things in my life. Along the lines of childhood disabilities to being terminally ill and obesity and I am a moral activist who has created and is slowly building a community youth project, who is taking great strides to improve oneself and accomplish in life to make a difference in other people's lives. For if I can help one person in my life for the better that will make my whole life worth living. I am from the people and I am for the people. Step up step out and be the difference!!!

Sincerely,

Tylor Roth

JAN 23 2020



CITY OF BLACKDUCK RESOLUTION NO: 2020-10

RESOLUTION APPOINTING TYLER ROTH TO SERVE THE TERM OF THE VACANT COUNCIL MEMBER SEAT THROUGH DECEMBER 31, 2020; OR WHEN 2020 GENERAL ELECTION RESULTS HAVE BEEN FINALIZED

WHEREAS, the Blackduck City Council by Resolution declared a vacancy effective September 9, 2019 for the Special Council Member seat following the certification of the City of Blackduck 2020 General Election;

AND WHEREAS, the City of Blackduck seeks to appoint an individual to fill the existing term of the vacant council member seat through December 31, 2020;

AND WHEREAS, Tyler Roth has applied to fill the vacant council member seat through December 31, 2020;

NOW THEREFORE BE IT RESOLVED, that Tyler Roth is appointed City Council member to serve the existing term of the vacant seat.

Adopted by the City Council of the City of Blackduck on February 10, 2020.

Rudy Patch, Mayor

Christina Regas – City Administrator



A GREAT PLACE FOR FAMILIES

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

NOTICE OF PUBLIC HEARING TO RECEIVE PUBLIC COMMENT

NOTICE IS HEREBY GIVEN, The CITY OF BLACKDUCK will conduct a public meeting on February 26, 2020 @ 6pm at Blackduck City Hall 8 Summit Ave. E.

This will be an informational meeting to discuss the purchase of public works equipment, including economic and environmental impacts, service area, alternatives to the project, and potential funding sources, included USDA Rural Development. All residents and property owners within the City of Blackduck are encouraged to attend.

The City of Blackduck must by Statute §1942.17 (j) (9) to become eligible for financial assistance pertaining to loans for community facilities provide the general public the opportunity to become acquainted with the proposed project and to comment.

The notice of preapplication review from USDA Rural Development and supporting documents will be available for review on the city website www.blackduckmn.com and hard copy available at Blackduck City Hall prior to the Public Hearing. All public comment is encouraged at the scheduled meeting.

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"