



AGENDA

Blackduck City Council Meeting

6:00 PM - Monday, March 9, 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. February 10, 2020 Council Meeting Minutes	4 - 10
b. February 13, 2020 Blackduck Fire Protection Annual Meeting of towns	11 - 13
c. February 26, 2020 Public hearing minutes USDA Community Facilities Grant Request	14 - 15
d. February 26, 2020 City Council Work Session Minutes	16 - 19
e. February 2020 Fund Balance Report & Scheduled Transfers & 2020 Bond Payments	20
f. February bills	21 - 22
g. February 2020 Water income statement	23
h. February 2020 Sewer Income statement	24
i. February 2020 Pine Tree Park Income Statement	25
j. February 2020 Golf income statement	26 - 27
k. February 2020 Liquor Store income statements	28 - 29
l. February 2020 Month End Remittance Report	30
m. December 2019 & January 2020 Lawful Gambling Report from the Blackduck Firemens ReliefLG216 December 2019 & Janaury 2020	31 - 32
n. Final Approval - Order Approving Detachment - MBAU AdministratorD-613 Order	33 - 35
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. REPORTS OF COMMITTEES AND CITY STAFF	

- 5.1. Public Works Report - Mike Schwanke, Public Works Supervisor
- 5.2. Liquor Store Report - Shawnda Lahr, Liquor Store Manager
 - a. [Action Needed - Labor bids for bathroom and wall liquor store - John Joy & Gene Theisen](#) 36 - 40
- 5.3. Law Enforcement Report - Jace Grangruth, Police Chief
- 5.4. Fire Department Report - Brian Larson, Fire Chief
- 5.5. Golf Course Report - Jim Andersen, Golf Course Superintendent & Pam Exner, Club House Manager
- 5.6. Library Report - Kelly Hanks, Head Librarian
 - a. Library Board Meeting - March 17, 2020 @ 6pm
- 6. BLACKDUCK BLANDIN GROUP
 - a. [Public Waters Work Permit - MN DNR Blackduck Beach #2019-3238 permit](#) 41 - 43
- 7. ADMINISTRATOR'S REPORT
 - a. [Action Needed - 2020-12 Resolution adopting a long-term plan to repay the liquor store fund for negative cash balances of the Blackduck Golf Course fund](#) 44
 - b. [Action Needed - 2020-13 Resolution supporting the 2020 Census Partnership 2020-Census-Slides](#) 45 - 68
 - c. [Action Needed - Revise 2020-01-Resolution of annual appointments and designations for 2020](#) 69 - 72
 - d. [Blackduck Area History & Art Center letter to Council](#) 73
 - e. MCFOA Annual Conference - March 16 - 19, 2020 - St. Cloud
 - f. City Council Work Session - March 23, 2020 @ 6pm
 - g. LMC Safety & Loss Control Workshops - Bemidji Sanford Convention Center - March 25, 2020
 - h. Reminder April 6, 2020 Council Meeting
 - i. Board of Review Meeting for City of Blackduck - April 27th, 2020 @ 9am Blackduck City Hall
- 8. MAYOR AND/OR COUNCIL MEMBER REPORTS
- 9. COMMUNITY EVENTS/GOOD THINGS HAPPENING
 - a. City of Blackduck Employee Anniversaries -
 - a. *Jim Andersen - 9 years - March 2012 (Golf Course)*
 - b. *Jon Ross - 15 years - March 2005 (Fire Department)*
 - b. Blackduck Development Corporation Meeting - March 11, 2020 @ 11am
 - c. Blackduck Area Chamber of Commerce Meeting - March 18, 2020 @ Noon @ The Pond
 - d. Chamber Bingo @ The Pond - March 22, 2020 @ 3-5pm
 - e. Blackduck Planning Commission Meeting - March 25, 2020 @ 2pm @ City Hall

f. 2020 Spring Clean-up Event - May 16, 2020 - 8am-11am - REGISTRATION
REQUIRED

10. ADJOURNMENT



BLACKDUCK CITY COUNCIL MEETING
MONDAY, FEBRUARY 10, 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 6:10pm. February 10, 2020. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

ROLL CALL:

Councilors present: Mayor Patch, Councilors Kolb, and Gulette

Councilors Absent: Moore

Staff Present: City Administrator Christina Regas, Public Works Supervisor Mike Schwanke, Liquor Store Manager Shawnda Lahr and Lead Bartender Melissa Gulette

Others Present: Steven Rose of WSN, Jennifer Parker of the Blackduck American, and Tyler Roth Resident

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

CONSENT AGENDA – Moved by Councilor Kolb and seconded by Councilor Gulette to approve the consent agenda. Motion carried unanimously.

- a. January 6, 2020 Council Meeting Minutes
- b. January 9, 2020 Golf Board Meeting Minutes
- c. January 15, 2020 Liquor Committee Meeting Minutes
- d. January 15, 2020 Planning Commission Meeting Minutes
- e. January 16, 2020 Revolving Loan Fund Committee Meeting Minutes
- f. January 16, 2020 Personnel Committee Meeting Minutes
- g. January 21, 2020 City Council Work Session Meeting Minutes
- h. February 6, 2020 Golf Board Meeting Minutes
- i. November 21, 2019 Kitchigami Regional Library Board Meeting Minutes & 2020 Operating Budget for Blackduck Branch - FINAL
- j. January 2020 Fund Balance Report & Scheduled Transfers & 2020 Bond Payments
- k. January 2020 Bills
- l. YTD 2020 January Water Income Statement
- m. YTD 2020 January Sewer income Statement
- n. YTD 2020 January Pine Tree Park Income Statement
- o. YTD 2020 January Golf Income Statement
- p. YTD 2020 January Liquor Income Statement
- q. January 2020 Month End Remittance Report
- r. Final Approval – January 2020 Part-time employee hires
- s. Final Approval – Paul & Kandi Kohman Lead Hazard Control Grant Repayment Agreement Satisfaction
- t. Final Approval – January 2020 Short Settlement Property tax statement
- u. Final Approval – Sanitary Sewer Discharge Permit 2020-01 – Karl Dobmeier
- v. Final Approval – Ehlers Potential refunding of existing bonds



BLACKDUCK CITY COUNCIL MEETING
MONDAY, FEBRUARY 10, 2020 @ 6:00PM
REGULAR COUNCIL MEETING MINUTES

- w. Final Approval – LMCIT No-Fault Sewer Back-up & Water Main Break Coverage – 2020 Renewal
- x. Final Approval – Application package for building permit to Beltrami County– Golf Course cart shed
- y. Final Approval – Application for variance to Beltrami County – Golf Course Cart shed
- z. Updated – 2020 Local Government Aid (LGA) to Cities Payable Recertified 02/07/2020 – City of Blackduck increases to \$269,305

BLACKDUCK FORUM –

No one present to speak.

PERSONNEL COMMITTEE RECOMMENDATION –

1. Approval Needed - Addition - Full-time Assistant Manager Liquor Store position – Moved by Mayor Patch and seconded by Councilor Gulette to approve the addition of a new full-time position Assistant Liquor Store Manager. Administrator Regas summarized the submitted proposal to approve a new position at the Liquor store with an Assistant Manager position. Regas stated the position would be benefited and full-time earning vacation and sick time. Regas provided the job description draft, wage range, and expenditure commitment to the Liquor store if approved. Councilor Kolb asked if the position would be day-time or night-time. Regas stated the position would be staffed based on the needs of the business. Councilor Kolb asked if adding the position would eliminate Lahr from being on the sales floor and in the office more. Lahr stated the position would be in addition to the responsibilities she currently has but delegating kitchen focused expectations to the role removes her from the time she commits to it. Lahr stated the position would support the manager when she is not present and specializing responsibilities that focus in the kitchen. Lahr stated in 2020 her goal is to ‘fine tune’ many of the new items that were introduced in 2019 and having an ASM assists in the consistency needed to accomplish those goals. Councilor Kolb stated he was in favor of the idea as long as it will minimize the time Lahr spends outside the office. Lahr stated the customer is the most important person in the building and that she will not stop servicing them. Kolb asked if by hiring an ASM will that role be eliminated for Lahr. Regas stated no. Lahr further stated if she doesn’t service the customers at all then she will ‘lose touch’ with what the customer wants and needs. Regas used an example of other businesses that have multiple levels of management that have focused responsibilities but still service the customers. Kolb stated using the term eliminate may not be the correct term but perhaps minimize is better. Lahr stated it will clear more time for her to focus on analyze reports etc. Mayor Patch stated adding the ASM provides an additional person that is a key holder and assist with having another level of management to go to for staff. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

ROAD PROJECTS & CITY BUILDING EVALUATIONS – WSN Representatives

1. Approval Needed -WSN Proposal for Engineering Services PER & ER for Water & Wastewater systems – Moved by Mayor Patch and seconded by Councilor Kolb to approve a proposal from WSN for engineering services PER & ER for water & wastewater systems. Councilor Gulette asked Regas how long the report is good for. Regas stated it doesn’t expire except for the environmental section. Mayor Patch asked Regas how the reports should be paid for. Regas recommended utilizing reserve funds noting that when projects are funded the costs associated



BLACKDUCK CITY COUNCIL MEETING
MONDAY, FEBRUARY 10, 2020 @ 6:00PM
REGULAR COUNCIL MEETING MINUTES

with the report could be refunded by those funds. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

2. Approval Needed – WSN City Building Review – Physical Needs Assessment for Liquor Store, City Hall, & Maintenance Facility- Moved by Councilor Kolb and seconded by Councilor Gulette to approve a proposal from WSN for City buildings review for a physical needs' assessment for the Liquor store; City Hall; and maintenance facility. Rose noted the costs to complete the review for the Liquor store would cost more due in part to needing to review the HVAC, heating, the potential remodeling possibility of the existing building. Rose further stated starting from the ground up with a new building is less work. Mayor Patch asked how the reports would be funded. Regas stated the maintenance and city hall portion from the dedicated funds in the general fund for remodeling of City hall and liquor would fund that side of the reporting. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
3. Consideration of Croswell Avenue – Council should consider how to proceed – Next steps include – Regas reported to Council that the City receive word from Hines Township board that the township is not in the position of assisting in funding the Croswell reconstruction project. Regas stated she discussed with Curt Meyer if the project could be completed by the City public works department but in the end decided it would take less time and money to complete the reconstruction by a local contractor. Regas further stated once the plans are completed and the City orders the project then quotes from contractors could give the City a better idea of how much the project will cost noting the estimates are just that.
 - a. Order the remaining plans be completed – Moved by Councilor Gulette and seconded by Councilor Kolb to order the remaining plans for Croswell Avenue be completed by WSN. Motion carried.
 - b. Order the project – March – Councilor Gulette stated ordering the project can happen at a later date. Schwanke stated that if the road holds this year the project could wait a year which would assist in funding.
 - c. Call for quotes from contractors – mid-April

PUBLIC WORKS REPORT – Mike Schwanke, Public Works Supervisor

1. Report – Schwanke reported the weather is providing the staff to get caught up with snow removal and having equipment repaired. Schwanke stated he has had some demo equipment brought in a Front-End Loader and a Skid steer to test out around the City. Councilor Gulette asked if Cat had reviewed the costs associated with repairing the tractor and what it is valued at for a potential trade. Councilor Kolb stated that the roads look great. Nothing further.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Caterer's Permit Application – Moved by Councilor Gulette and seconded by Councilor Kolb to approve the application for a caterer's permit from the State of Minnesota for The Pond. Discussion from Councilor Kolb asked if any further questions have found answers. Lahr provided to the board a review of how much a wedding could net for liquor sales from a sample wedding. Lahr stated provided for the number of people in attendance a wedding that size could gross about \$6100. Kolb asked Lahr to provide the board with an answer of what size of venue the catering license will service. Kolb asked if there will be a minimum of people serviced. Lahr stated that those details could be worked out with the contracts and with potential deposits based on the size on the events. Lahr stated the focus customer the license would service are the



BLACKDUCK CITY COUNCIL MEETING
MONDAY, FEBRUARY 10, 2020 @ 6:00PM
REGULAR COUNCIL MEETING MINUTES

weddings. Lahr stated non-refundable fees are charged all the time by other businesses. Lahr stated those fees could cover the set-up time and costs for the event. Kolb asked if those fees are in the packet to review. Lahr stated not at this time. Lahr stated after the City agrees to the application of the license then she and Regas would dedicate the time into the logistics and legalities of fees and contracts. Mayor Patch asked what the net would be on a \$6,100 of liquor. Lahr stated she believes it would be about \$4,100 and that is just cost of goods. Patch asked after holding the event and charging the deposit but only have 30 people attend the event what would net be to the store after wages are paid. Regas stated the contracts would need clauses drafted to not allow cancelations and costs that cannot be recouped. Kolb stated he has a conflict approving the license without knowing what all the possibilities are out there. Patch stated his concern to only caterer the events that will cash flow. Regas stated that the liquor store catering would ensure the events that are going to be serviced would do just that. Lahr stated the catering would be offered throughout the year and would not only cater to just one location. Lahr stated the overhead for catering is just cost of goods and labor. Gulette stated this is something the community wants and needs. Kolb asked if the inquiries are smaller events or larger ones. Lahr stated most are weddings. Kolb asked if the 6 events allowed will only be weddings or smaller events. Lahr stated that the catered events could have different levels of liquor service from 'rail' to 'top shelf' and the costs would be more as the liquor cost is higher. Kolb stated he has concerns authorizing the funding of the license without a more detailed business plan. Lahr stated that there is time and energy that is needed to create the business plan and without the license she does not want to put more into it. Lahr further stated she knows the business well and believes she is recommending a good idea to the council to approve. Lahr asked the council to trust her. Kolb asked for more details on how the business will run before authorizing the license. Gulette stated that much involvement will place a serious hindrance on how the business is run. Kolb stated he wants something in black and white to hold accountable. Lahr stated again that providing a contract is not a simple thing it takes time. Kolb agreed but noted that if the board approves the license then there is not validation process. Regas stated she did not believe that is true. Lahr stated she wanted to just 'try it' and did not think the risk was high. Patch asked if the Pond would subcontract food like a sit-down meal. Lahr stated no, she would only cater the liquor and appetizers. Patch asked if food needs to be provided. Lahr stated to fulfill the regulations of the license the Pond has to provide food and come out of their facility. Lahr further stated she would use other caterer's contracts or MMBA businesses that offer catering for assistance on the contracts. Patch requested a log on the events and what/how much is revenue. Melissa Gulette stated the state regulates the log already. Lahr stated she would provide a recap for the board to review. Councilor Gulette stated he thinks it is worth a shot. Kolb asked if the catering is offered at the golf course does that take away from the 6 events allowed in the year. Regas stated that the 6 number that the board is focused on is not mandated by the state but the what the liquor store liability insurance is quoted for and covers. Regas further stated the number of catered events within a year is not restricted. Patch stated he understood the 6 is limited by the state. Regas stated no that only reflects what the dram insurance costs the Pond. Kolb asked what the next threshold is for costs when the number of events exceeds 6. Regas stated she would find out and report back. Kolb stated the clarification on the 6 is better understood. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.



BLACKDUCK CITY COUNCIL MEETING
MONDAY, FEBRUARY 10, 2020 @ 6:00PM
REGULAR COUNCIL MEETING MINUTES

2. Report – Lahr reported that sales are down for January due to poor ice and most of the lost revenue is in the off-sale. Lahr stated there has been more snowmobiler traffic and less ice fishermen.

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief

No report submitted.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. Fire Protection Contract Meeting – February 13, 2020 @ 6:00pm – Regas reported the townships will meet this week on the 13th. Nothing further.

GOLF COURSE REPORT – Jim Andersen, Golf Superintendent

No report submitted.

LIBRARY REPORT – Kelly Hanks, Head Librarian

No report submitted.

ADMINISTRATOR’S REPORT – Christina Regas, City Administrator

1. Resolution 2020-03 – Resolution approving the terms of an internal loan in connection with construction of the Blackduck golf course cart shed – Moved by Councilor Gullette and seconded by Mayor Patch to approve Resolution 2020-03 a Resolution approving the terms of an internal loan in connection with construction of the Blackduck Golf Course Cart Shed. Motion carried unanimously.
2. Resolution 2020-06 – Resolution to appoint election judges for the 2020 Presidential primary, state primary, and general elections – Moved by Councilor Gullette and seconded by Councilor Kolb to approve Resolution 2020-06 a Resolution appointing election judges for the 2020 Presidential primary, state primary, and general elections. Motion carried unanimously.
3. Resolution 2020-07 – Resolution supporting a grant application made to the MN DNR 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 – Moved by Councilor Gullette and seconded by Councilor Kolb to approved Resolution 2020-07 a resolution supporting a grant application made to the MN DNR 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. Councilor Gullette asked if the club has a better chance of being granted this year. Regas stated yes. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
4. Resolution 2020-08 – Resolution requesting Reconveyance of Forfeited Lands to the State of Minnesota Parcel #81.00368.00 – Moved by Mayor Patch and seconded by Councilor Gullette to approve Resolution 2020-08 a resolution requesting reconveyance of forfeited lands to the State of Minnesota for parcel #81.00368.00. Motion carried unanimously.
5. Resolution 2020-09 – Resolution requesting Reconveyance of Forfeited Lands to the State of Minnesota – parcel #81.00454.00 – Moved by Councilor Kolb and seconded by Councilor Gullette to approve Resolution 2020-09 a resolution requesting reconveyance of forfeited lands to the State of Minnesota for parcel #81.00454.00. Motion carried unanimously.



BLACKDUCK CITY COUNCIL MEETING
MONDAY, FEBRUARY 10, 2020 @ 6:00PM
REGULAR COUNCIL MEETING MINUTES

6. Resolution 2020-11 – Resolution authorizing PERA contributions for qualifying part-time Police officers for the City of Blackduck – Moved by Councilor Gullette and seconded by Councilor Kolb to approve Resolution 2020-11 a resolution authorizing PERA contributions for qualifying part-time Police officers for the City of Blackduck. Motion carried unanimously.
7. Council Consideration - Annual LMCIT Liability Coverage – Waiver Form – Moved by Mayor Patch and seconded by Councilor Kolb to approve the annual LMCIT Liability coverage waiver for the City of Blackduck tort limits. Motion carried unanimously.
8. Resolution 2020-10 – Resolution appointing Tylor Roth to the Blackduck City Council – Moved by Councilor Gullette and seconded by Councilor Kolb to approve Resolution 2020-10 a resolution appointing Tylor Roth to the Blackduck City Council. Regas stated Roth has submitted a formal letter of intent to file for the vacant seat and it was submitted for council review.

Discussion proceeded as follows:

Q. Councilor Gullette – Where do feel your biggest strengths are to provide to the council.

A. Roth- Roth stated although he has a lot off faults in his past, he is working towards rectifying them. Roth is in the middle of getting his GED and believes he can be a great asset to the town. Roth feels he can bring influence to a side of the population of Blackduck that is very beneficial.

Q. Mayor Patch – Where is your commitment for meetings. Why did you not attend the meetings he asked for with Patch or return phone calls to Administrator Regas recently.

A. Roth – Roth believes his meeting was attempted to be only with Patch and not with more than one board members and that he sent a message to Patch to reschedule. Roth stated he has not received any phone calls or messages from Regas and apologizes. Roth stated he is very anxious about filling the role of councilor and would like to be considered. Roth committed to being accessible in the future noting he has a new phone and new contact number. Roth further stated he can be reached through Councilor Kolb at any time.

S. Councilor Kolb – Kolb stated he would personally drop off a letter to Roth’s mailbox if communication is needed and is failing.

Q. Gullette – Gullette noted that a personal agenda cannot be moved when considering legalizing Cannabis at a city government level. Gullette further stated that if Roth is speaking about Cannabis it should be noted that Roth is speaking about it on a personal level that has no connection to the City Council.

A. Roth – Roth understood further stating he is a moral activist not a Cannabis activist. Roth stated he speaks frequently with law enforcement and the public on his community project. Hearing no further discussion on the motion Mayor Patch called for a vote on the motion. Motion passes with a vote of 2-1 with Councilors Gullette and Kolb in favor and Mayor Patch opposed.

Oath of Office will be presented at the end of the City Council Meeting.

9. 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 - Mayor Patch called for a public hearing on February 26, 2020 @ 6pm prior to the Council work session. Nothing further.
10. Reminder City offices closed February 17, 2020 President’s Day
11. City Hall Closed early for Election Judge Training – February 19, 2020 @ 2pm
12. Reminder Presidential Caucus February 25, 2020 *No Public meetings allowed.*
13. Request Wednesday, February 26, 2020 Work Session immediately following Public Hearing @ 6pm



BLACKDUCK CITY COUNCIL MEETING
MONDAY, FEBRUARY 10, 2020 @ 6:00PM
REGULAR COUNCIL MEETING MINUTES

14. Reminder 2020 Elected Official Conference – February 28 – 29, 2020 Baxter, MN
15. Presidential Primary – March 3, 2020 Blackduck City Hall
16. Reminder March 9, 2020 Council Meeting
17. MCFOA Annual Conference – March 16-19, 2020 – St. Cloud
18. Board of Review Meeting for City of Blackduck – April 27th, 2020 @ 9am Blackduck City Hall

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

Nothing discussed.

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

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

OTHER NEW BUSINESS –

1. New Councilor Oath of Office – City Administrator Regas presented the Oath of Office to approve Tylor Roth. Nothing further.

ADJOURN – Moved by Councilor Kolb and seconded by Councilor Gullette to adjourn the meeting at 7:52pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor

TOWNSHIP ANNUAL MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 13, 2020 6:00PM

MEETING MINUTES

The Blackduck Fire Department Chief Brian Larson held the Annual Meeting of Parties in City Hall on February 13, 2020 at 6:00pm.

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

Roll Call was taken by City Administrator Christina Regas those present included: Fire Chief Brian Larson; City of Blackduck Administrator Christina Regas; Terry Frenzel of Langor Township; Milo Barclay & Bill Rabe of Hines Township; Jerome Geerdes & Scott Burns of Birch Township; and Gerald Sizer of Taylor Township

City/Townships Absent: Hornet, Summit, Hagali, O'Brien, 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. Regas reported an update of expenditures was updated prior to the meeting and should be closer to the year-end budget.
- b. **2020 BUDGET –**
 - i. **Turn-out Gear** – Larson reported the remaining turnout gear that hasn't been turned over will be completed in 2020.
 - ii. **SCBA's** – Regas reported the AFG grant timeline has opened up and the grant writer is working on the narrative and financial requirements. Larson stated that AFG is focusing on PPE in 2020 and the current department owned SCBA's are 2 cycles out before needing to be replaced. Larson stated he is hoping the federal government will take that into consideration on the grant request. Larson stated if funded @ 82% the department match would not need to be funded until 2021.
 - iii. **Radios** - Larson stated although complicated the department is continuing to work on a plan to acquire the much needed ARMER radios required by Beltrami County. Regas reported there is another grant being processed at this time.
- c. **2020 KOPP** – Regas asked if there were further questions regarding the formula.
- d. **YTD 2019 FIRE DEPT. INCIDENT REPORT** – Regas & Larson asked for questions on the incident report. Larson stated the current report provided the City/Township tagged on an incident only reports by postal code and the Fire reports Larson supplies to the state does not allow for an accurate reporting of the actual township. After much discussion it was discussed to add another column that reports township and city/postal code moving forward. Larson stated the number of calls in 2019 (32) was average based on recent years. Larson further stated there were several grass fires in the Spring and the county decided mutual aid (every department responding) will respond to those fires so they do not get out of hand.

TOWNSHIP ANNUAL MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 13, 2020 6:00PM**MEETING MINUTES****2. NEW BUSINESS –**

- a. **New Contract** – Rabe asked if the City wanted to begin working on the details of the next contract. Regas stated she would like to begin working on the contract 2 years out from expiration. Rabe stated at this time he did not see any needed details on the new contract. Nothing further.

3. OTHER BUSINESS –

- a. **Charging for vehicle calls** – Geerdes asked if the City will be charging for calls that involve vehicles. Larson stated no. Burns asked if the department has the Jaws of Life. Frenzel stated yes and all firefighters are trained to administer them. Burns asked if there is a policy against charging for calls that involve vehicles and if other departments charge what that amount is. Larson stated if an insurance company is charged just for the basis that the owner has insurance the department/city would be called on for fraud. Larson further commented the department cannot pick and chose who/what calls are charged. Larson stated that by charging the owners/insurance companies the department is basically 'taxing' or charging them twice since the costs associated with running a fire department are funded by the tax payer. Burns asked if dispatch is sending out volunteers differently now then in the past. Burns stated in the past volunteer fire fighters would only be dispatched for fires, now it appears the departments are being dispatched for more. Burns stated he thought there is something different to the calls that are deemed 'all response'. Frenzel stated when the department took on the jaws of life it evolved into fire and rescue. Larson stated that there are less fires no due in part to education and training and technology. Burns stated that the townships marry up with the department due in part their insurance companies state they need fire coverage, but on an education level it is good to note the department is more than fire. Burns further stated when noting the calls and seeing less fire calls and more rescue calls it becomes a need for the towns to understand there is more to the department than before. Larson reported that even Bemidji doesn't charge for response calls now. Larson further stated the department volunteers are all trained to Firefighter I level trained. Frenzel stated the townships in most cases are not supporting the funding that goes with the firefighter I training or the jaws of life for instance as most of the funding for that has come from a federal grant. Frenzel stated that although the calls that come in may not be fire based the department is still required to have certain equipment for when other calls come in. Burns stated that the knowledge on the township level to understand the department has evolved to this level is good and should be shared with the taxpayers. Burns further stated everyone wants the responders to have the right equipment when the calls come out. Geerdes stated he just thought the volunteers could get more of a 'kick-back' if the department could charge for the vehicle calls. Geerdes stated he thinks that would be nice and could further assist the department. Frenzel stated that if you would ask the volunteers on the department why they are serving on the fire department they would most likely tell you it isn't about the money. Frenzel stated if there was more of a revenue stream then the volunteers could be paid more however, even after the state created a stipend to reward retention it didn't work well for the departments of Beltrami County.

TOWNSHIP ANNUAL MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 13, 2020 6:00PM

MEETING MINUTES

- b. **Responding to Calls** – Larson stated that in 2018 the county created a new policy for response and in 2019 it worked really well. Larson reported the responses from a department like Bemidji assisted in a call when it would have been just the Feds or DNR that should report. Larson stated this process provides a quicker response with this type of PSA to respond to a fire. Burns again stated it is nice to see something new that is working and the department is receiving funding. Barclay stated he is very appreciative for his township to have the ability to come to a fire protection meeting that is civil and the parties learn and work well together. Frenzel further stated that all the funds for home owners insurance paid 2% of those funds go to the state to fund the Fire Aid the department receives and is then paid toward the Fire Relief. Regas further reported that for now there hasn't been a Fire Pension contribution added to the City budget because the Fire Aid is supporting the need. Frenzel stated there is room to raise retirement however there is cause to hold off due to upcoming retirements. Nothing further.

Motion by Terry Frenzel of Langor Township and seconded by Milo Barclay of Hines Township to adjourn the meeting at 7:05pm. Motion passed.

Meeting minutes submitted by Christina Regas City of Blackduck Administrator.



BLACKDUCK CITY COUNCIL PUBLIC HEARING
WEDNESDAY, FEBRUARY 26, 2020 @ 6:00PM
USDA COMMUNITY FACILITIES GRANT REQUEST
PUBLIC HEARING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in Public Hearing at Blackduck City Hall at 6:00pm. February 26, 2020. Meeting called to order by Vice Mayor Paige Moore and the Pledge of Allegiance was not stated.

ROLL CALL:

Councilors present: Councilors Kolb, Moore, Roth, and Gulette

Councilors Absent: Mayor Patch

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

Others Present: Tony Rossberg

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

1. USDA Community Facilities Fact Sheet – City Administrator Regas provided the highlights regarding the grant request requirements from USDA. Regas summarized the requirements of the Community Facilities Direct Loan & Grant program. Regas stated those requirements include: who is eligible to apply for the program; how the funds may be used; how the grant is approved; and local match requirements. Regas stated grant funds must be available which they are in 2020 and that community of Blackduck that has a population of 5,000 or fewer in population and the MHI requirement. Regas further stated that with the qualifications for Blackduck provide the City with the potential to receiving a maximum amount of \$50,000 with remaining funding for the equipment being the fiscal responsibility of the City.
2. Feasibility Report/Narrative - Regas summarized the feasibility report included in the agenda that states the on-going concern the City of Blackduck currently has for the state of the aging public works equipment and the issues that arise every year while removing snow from the local streets. Regas further stated the community facilities grant provides Blackduck with the opportunity to acquire a piece of equipment that will have various uses throughout the year and in clearing snow in the winter months. Regas stated that public works would benefit from adding a skidsteer to the equipment inventory to accomplish this. Regas further stated that based on the limited grant funding of \$50,000 a skidsteer would be the best candidate for the request. Regas further stated the entire inventory of the public works department is up for review and will need careful consideration for replacement in the coming years.
3. Project Cost – Regas reported that based on vendor estimates the cost of a skidsteer could cost \$64,000 - \$72,000. Regas stated these estimates provide create a local match after the grant of \$15,000 - \$25,000. Regas further stated the local match could be funded in many ways including local reserves, or loan for the life of the equipment.
4. General Questions & Answers – Vice Mayor Moore opened the floor to questions. Regas requested the public state their name prior to asking questions for the record.
There were no questions from the public.
5. Second Call for Questions – Vice Mayor Moore called for questions a second time.
There were no questions from the public.
6. Third Call for Questions – Vice Mayor Moore called for questions a third time.
There were no questions from the public.



BLACKDUCK CITY COUNCIL PUBLIC HEARING
WEDNESDAY, FEBRUARY 26, 2020 @ 6:00PM
USDA COMMUNITY FACILITIES GRANT REQUEST
PUBLIC HEARING MINUTES

ADJOURN – Moved by Councilor Kolb and seconded by Vice Mayor Moore to adjourn the meeting at 6:10pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK CITY COUNCIL WORK SESSION

WEDNESDAY, FEBRUARY 26, 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 February 26, 2020.

Roll Call

Councilors present: Councilors Moore, Kolb, Roth, and Gulette

Councilors Absent: Mayor Patch

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

Others Present: Tony Rossberg

The meeting was called to order at 6:16pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

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

OLD BUSINESS –

1. City Building Designs & Redesigns – Administrator Regas reported the City is still waiting for WSN to supply the City with reporting involving the city building designs and redesigns.
2. Golf Course Cart Shed Update – Regas reported attending the Beltrami County Board of review meeting was attended to request a variance from Coburn Creek and CSAH31 to rebuild the cart shed. Regas stated there were little questions from the board and was unanimously approved. Regas stated the only requirement prior to building is to present a storm water plan to the County. Regas stated there is a tentative golf board meeting scheduled for March 5, 2020 to continue plans. Councilor Gulette asked what is included in the storm water plan. Regas stated the plan would include where water will be directed from the building where gutters will be installed and storm drain. Nothing further.
3. Rural Development Grant Application – Public Hearing Recap – Regas provided the City Council time to discuss the USDA grant application and public hearing at this time.
 - a. Councilor Roth – Has the City contacted MN DOT if there is any available equipment that is for sale the City of Blackduck could purchase? Public Works Supervisor Schwanke stated no.
 - b. Councilor Roth – To save the taxpayers money would it be wise to look for equipment that has been inspected by mechanics and well taken care of instead of buying new with the grant. Schwanke stated it is difficult to pin point what is well taken care of. Schwanke stated you can have the equipment looked at and someone will say it is fine and then 10 hours later something go wrong with the internals. Schwanke further stated you also need to look at resale value. Schwanke stated if you buy something that is already used and put the money into it when it is time to replace it and now has no value.
 - c. Councilor Roth – Can we look for a piece of equipment that has a warranty? Schwanke stated all new equipment will have some length of a warranty but buying used you don't always have that option. Schwanke stated he can look around. Councilor Roth stated that he has met many mechanics that will



BLACKDUCK CITY COUNCIL WORK SESSION

WEDNESDAY, FEBRUARY 26, 2020 @ 6:00PM

WORK SESSION MEETING MINUTES

put faith behind their work. Schwanke stated if Councilor Roth knows someone that is selling used heavy equipment with warranties to send him their numbers.
Nothing further.

NEW BUSINESS –

1. 2020-12 Resolution adopting a long-term plan to repay the liquor store fund for negative cash balances of the Blackduck Golf Course fund – Regas reported to the council the request from the auditors from Miller McDonald for the City to have on record an agreement that commits to a repayment to the liquor store fund for covering the negative cash balances of the golf course at a point in the future. Regas stated the resolution draft submitted for review would provide the state auditor with a commitment to the repayment. Councilor Roth asked what who pays for the cart shed if the golf course cannot. Roth asked if the taxpayers pay for it. Regas stated the resolution supports the reimbursement of the negative cash balances accrued in the last few years not the cart shed. Roth asked how many years has the golf course been in the red. Regas stated she believed it started in 2016 when the general obligation loans principal payments rose and could not be covered by the golf course net revenue. Councilor Kolb asked if the resolution covers from when the negative cash balance started or from today on. Regas stated it would cover the amount of when the negative started for the golf course. Kolb asked if there is an end date. Regas stated it is difficult to put an end date in the resolution but noted the auditors do see the positive movement the City is working on to gain more revenue for the golf course. Regas stated the auditors see the movements as a positive but that they understand the end date could be a long way into the future. Roth confirmed the golf course has been in the red for about four years can you provide the amount each year the golf course has lost. Regas stated she did not have the financial information to provide at this meeting but could provide it to Councilor Roth later. Councilor Kolb asked if there is a payment plan that will be built into the resolution. Regas stated the resolution is very general and will not provide the City will detailed parameters not knowing if the golf course can meet those requirements but when the golf course has a positive net revenue then those funds can be repaid. Councilor Roth asked how many years is the City going to allow the golf course be in the red if the resolution is approved. Regas stated that is up to the City council but should be reviewed every year. Councilor Roth asked how much the golf course cart shed would cost the City. Regas stated what was budgeted is \$55,000. Roth asked what the total budget is for the golf course. Vice Mayor Moore asked Roth if he wants the total budget for the golf course annually or what the cart shed will cost. Roth stated he is asking for both the shed and the current debt of the golf course. Regas stated she was not prepared for this work session to provide those financial details but would be open to discussing them with Roth later. Councilor Kolb asked Liquor Store Manager Lahr how much could the liquor store safely move over to the golf course and still cover the needs of the liquor store business. Lahr stated she and Regas have worked out a budget for \$10,000 of liquor revenues to the golf course. Kolb asked if the golf course memberships will be higher in 2020 than 2019 and that is why only \$10,000 was set aside to



BLACKDUCK CITY COUNCIL WORK SESSION

WEDNESDAY, FEBRUARY 26, 2020 @ 6:00PM

WORK SESSION MEETING MINUTES

transfer. Regas stated the amount budgeted is the same as the 2019 budget and that is only to cover the golf course debt from general obligation debt. Roth asked how many memberships the golf course sells a year. Regas stated about 52. Roth asked if Regas could provide how much of the member revenue is received each year. Regas stated she does not have an income statement present but could provide Roth with that information later. Nothing further at this time.

2. Liquor Store Ladies room and wall updates materials and labor quotes – Lahr provided for the council the plans in place to update the ladies’ bathroom and the north wall in the bar. Lahr stated these plans have been on the store list for a couple of years and stated this is a good time to proceed. Lahr stated the ladies’ room would get new partitions, new sink and vanity, fresh coat of paint etc. Lahr stated the bar wall will receive new shiplap that is cohesive with the south wall and some electrical. Regas stated many of the updates are cosmetic but needed. Regas stated the partitions are very nice and updated. Kolb asked for photos or if he can get a walk thru the locations in the bar that would be updated. Lahr offered to provide Kolb with a tour. Regas stated the new partitions would be similar to the new partition in the men’s room. Tony Rossberg spoke on behalf of the Pond as the current janitor and stated the current ladies’ partitions are damaged and have hole in them and are need of replacement. Rossberg stated the men’s room updates are nice and look great but the ladies’ room has needed updates for a few years. Councilor Gullette stated that there is a bill going through the House that will make it a requirement to put changing stations in all bathrooms. Regas asked if the bill includes bars. Gullette stated he understands it may be the first thing damaged. Lahr asked if the bill requires men’s and women’s bathrooms. Gullette stated that is being discussed noting many bathrooms do not have the space for changing stations. Vice Mayor Moore stated updating the bathroom is great and it is just a comfort that customers like to return to businesses that have nice bathrooms. Lahr agreed stating that there is a story she has heard in MMBA of an off-sale that received large amounts of business but the bathroom wasn’t updated and it kept customers from returning. Rossberg stated that there are certain places he cannot go because he needs to be able to have a changing station for his daughter and without that benefit it keeps him away from certain locations. Roth asked Lahr how many contractors have been called for quotes for labor. Lahr stated only the one. Roth asked if there is a cheaper method to find other ways to complete the project and save the city money. Lahr stated she could solicit other bids. Roth stated he likes keeping all business in Blackduck and asked if there are any other lumberyards the materials for the projects could come from. Regas stated no. Nothing further at this time.
3. Donation Solicitation – North Country First Responders & Blackduck Drakes Robotics- Regas stated that although the two mailed solicitations have not formally applied through the City process with a public funds request she wanted to inform the council they could come later. Kolb asked if Regas had reached out to the History Center yet. Regas stated no. Kolb asked if Regas had reached out to the organizations provided at the meeting tonight. Regas stated the organizations sent the request to the City it was not requested by Regas. Roth stated he likes the idea of the Robotics team and asked if as a councilmember he is allowed to ask for donations from other businesses for the team. Regas



BLACKDUCK CITY COUNCIL WORK SESSION

WEDNESDAY, FEBRUARY 26, 2020 @ 6:00PM

WORK SESSION MEETING MINUTES

stated as the City a councilmember should not solicit for donations. Roth asked if there are other ways to procure donations what resources the City has. Regas stated the City only has the Liquor Rent Fund which are funds received from selling pull tabs at the liquor store for the Blackduck Firemen's Relief. Gulette stated in the past the City has declined the Robotics team donations due to the organization being part of the Boosters. Roth asked for clarification on what the Boosters are. Gulette stated the school cannot solicit for donations for organizations but the Boosters can. Gulette further noted several organization at the school receive funding from the Boosters and if those organizations were part of the Boosters, it would not be good for the City to pick one organization to donate to.

ADJOURN – Moved by Councilor Kolb and seconded by Councilor Roth to adjourn the work session at 6:47pm. Motion carried.

Christina Regas, City Administrator

Rudy Patch, Mayor

March 9, 2020

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 03/05/2020	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 03/05/2020	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$172,865.80	\$25,402.00	\$147,463.80	\$81,249.76	\$0.00	\$81,249.76	
POLICE RESTRICTED CASH	\$1,129.09	\$0.00	\$1,129.09	\$0.00	\$0.00	\$0.00	
CEMETERY	(\$2,024.27)	\$0.00	(\$2,024.27)	\$2,130.63	\$0.00	\$2,130.63	
PERPETUAL CARE	\$7,780.31	\$0.00	\$7,780.31	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$69,287.84	\$0.00	\$69,287.84	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$8,689.95	\$0.00	\$8,689.95	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$72,904.81	\$0.00	\$72,904.81	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$227,070.49	\$0.00	\$227,070.49	
PINE TREE PARK	\$63,770.59	\$110.69	\$63,659.90	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.00	\$0.00	\$0.00	\$139,949.70	\$0.00	\$139,949.70	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$17,416.02	\$0.00	\$17,416.02	
Fire Dept Special Equip Fund	\$201,958.74	\$0.00	\$201,958.74	\$26,220.50	\$0.00	\$26,220.50	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$82,044.88	\$0.00	\$82,044.88	
2006 GO BOND	\$17,395.93	\$0.00	\$17,395.93	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond	\$32,942.54	\$0.00	\$32,942.54	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan	\$7,358.35	\$0.00	\$7,358.35	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan	\$15,642.04	\$0.00	\$15,642.04	\$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	\$34,712.43	\$0.00	\$34,712.43	\$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	\$265.00	\$90,015.42	\$0.00	\$0.00	\$0.00	
WATER FUND	\$210,939.89	\$4,673.79	\$206,266.10	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$97,436.12	\$919.01	\$96,517.11	\$0.00	\$0.00	\$0.00	
LIQUOR FUND	\$312,412.48	\$60,005.88	\$252,406.60	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$23,666.10	\$0.00	\$23,666.10	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$130,075.29)	\$512.29	(\$130,587.58)	\$0.00	\$0.00	\$0.00	
WATER PROJECT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
SEWER PROJECT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$1,209,021.61	\$91,888.66	\$1,081,540.35	\$827,693.71	\$0.00	\$827,693.71	\$1,909,234.06

Transfer Recommended:

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

2020 First Half Bond Payments: Principal: Interest: Fees: Total:

CITY OF BLACKDUCK

Monthly Bills

February 2020

Check Name	Amount		
Fund 101 GENERAL FUND		MN DEPT OF HEALTH	\$687.00
Marco Technologies LLC	\$187.87	NORTHWOODS LUMBER CO	\$6.32
ADVANCED FIRST AID INC	\$338.00	QUILL CORPORATION	\$15.00
AMERIPRIDE LINEN & APPAREL	\$64.13	Fund 601 WATER FUND	\$4,673.79
BAAI TRAINING ASSOCIATION	\$960.00	Fund 602 SEWER FUND	
BELTRAMI COUNTY RECORDER	\$92.00	BELTRAMI ELECTRIC COOP	\$860.86
BELTRAMI ELECTRIC COOP	\$4,539.32	GOVERNMENT FORMS & SUPPLIES	\$23.85
BLACKDUCK AUTO PARTS, INC	\$879.65	PAUL BUNYAN COMMUNICATIONS	\$34.30
BLACKDUCK CO-OP	\$513.86	Fund 602 SEWER FUND	\$919.01
BOGARTS REPAIR AND RECOVERY	\$25.63	Fund 609 MUNICIPAL LIQUOR FUND	
CARD SERVICE CENTER	\$1,122.37	AMERIPRIDE LINEN & APPAREL	\$778.99
DELAGE LANDEN PUBLIC FINANCE	\$8,500.00	BELTRAMI ELECTRIC COOP	\$2,834.92
EVOLVE CREATIVE LLC	\$235.00	BEMIDJI COCA-COLA	\$276.90
GOVERNMENT FORMS & SUPPLIES	\$12.54	BERNATELLOS	\$310.00
MERLES STEAM CLEAN	\$918.00	Bernick Companies	\$6,989.90
MN CHIEFS OF POLICE ASSN.	\$1,160.00	BLACKDUCK FAMILY FOODS	\$2,262.49
MN STATE COMM.&TECH COLLEGES	\$260.00	Breakthru Beverage	\$1,976.60
MOORE PAIGE	\$141.52	CARD SERVICE CENTER	\$322.11
NORTHWOODS LUMBER CO	\$1,768.78	DICK DISTRIBUTING	\$10,683.15
PAUL BUNYAN COMMUNICATIONS	\$418.92	GOLD MINE RANCH	\$150.00
QUILL CORPORATION	\$220.71	GOVERNMENT FORMS & SUPPLIES	\$47.71
REGAS, CHRISTINA	\$116.00	GUARDIAN PEST CONTROL	\$42.56
ROGER'S TWO WAY RADIO	\$90.00	HEGGIES PIZZA LLC	\$278.25
RUDYS REPAIR	\$341.00	HENRYS	\$2,055.10
TIMBERLINE SPORTS, INC	\$424.24	JIM DANDY SNACK FOOD CO.	\$69.00
VERIZON WIRELESS	\$175.05	JOHNSON BROTHERS LIQUOR CO.	\$10,096.45
Ziegler Inc	\$1,897.41	MIKINNON CO., INC	\$8,199.90
Fund 101 GENERAL FUND	\$25,402.00	MOTION TECHNOLOGY, INC	\$201.38
Fund 209 PINE TREE PARK FUND		NEI BOTTLING INC	\$723.23
BELTRAMI ELECTRIC COOP	\$104.73	NORTHWOODS ICE, INC	\$132.60
GOVERNMENT FORMS & SUPPLIES	\$5.96	NORTHWOODS LUMBER CO	\$100.62
Fund 209 PINE TREE PARK FUND	\$110.69	OLD DUTCH	\$70.04
Fund 376 TAX INCREMENT FINANCING		PAUL BUNYAN COMMUNICATIONS	\$263.16
EHLERS AND ASSOCIATES	\$265.00	Phillips Wine and Spirits	\$2,947.18
Fund 376 TAX INCREMENT FINANCI	\$265.00	QUILL CORPORATION	\$154.36
Fund 601 WATER FUND		RP BROADCASTING COMPANY	\$120.00
BELTRAMI ELECTRIC COOP	\$1,280.38	Southern Glazer's of MN	\$4,779.38
CARD SERVICE CENTER	\$4.65	SYSCO	\$1,095.81
Gopher State One Call	\$2.70	TOTAL TAP SERVICES	\$68.00
GOVERNMENT FORMS & SUPPLIES	\$23.85	US FOODS	\$1,529.20
Grainger	\$2,563.63	VINOPIA INC	\$205.00
HACH COMPANY	\$90.26	WASTE MANAGEMENT OF WI-MN	\$241.89
		Fund 609 MUNICIPAL LIQUOR FUN	\$60,005.88

Check Name	Amount
Fund 613 GOLF COURSE	
BELTRAMI ELECTRIC COOP	\$444.02
CARD SERVICE CENTER	\$17.49
GOVERNMENT FORMS & SUPPLIES	\$5.96
PAUL BUNYAN COMMUNICATIONS	\$44.82
Fund 613 GOLF COURSE	<u>\$512.29</u>
	<u>\$91,888.66</u>

Water Fund

Year to Date Income Statement thru 02/29/2020

Water Operating Revenue:	Budget:	
Water Meter Sales	\$0.00	\$0.00
Health Dept Charges	\$23.28	\$2,994.00
Penalties and Interest	\$0.00	\$2,000.00
Water Sales	\$30,286.91	\$216,473.00
Water Connect/Reconnect Fee	\$155.00	\$1,000.00
Water Penalty	\$263.00	\$1,750.00
Miscellaneous Revenues	\$0.00	\$0.00
Interest Earnings	\$736.52	\$0.00
Reimbursements	\$0.00	\$0.00
Total Water Revenues	\$31,464.71	\$224,217.00

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$9,825.30	\$61,965.00	\$52,139.70
Full-Time Employees OT	\$1,203.18	\$1,500.00	\$296.82
Part-Time Employees	\$0.00	\$1,344.00	\$1,344.00
PERA	\$827.20	\$4,748.00	\$3,920.80
FICA	\$832.83	\$4,843.00	\$4,010.17
Employer Paid Health	\$2,223.85	\$13,400.00	\$11,176.15
Office Supplies (GENERAL)	\$21.00	\$300.00	\$279.00
Printed Forms	\$0.00	\$0.00	\$0.00
Electricity	\$2,716.89	\$11,000.00	\$8,283.11
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$0.00	\$750.00	\$750.00
Operating Supplies (GENERAL)	\$2,694.04	\$1,600.00	(\$1,094.04)
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	\$189.09	\$750.00	\$560.91
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	\$687.00	\$2,994.00	\$2,307.00
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	\$407.25	\$3,000.00	\$2,592.75
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	\$216.56	\$500.00	\$283.44
Total Water Expenditures	\$21,844.19	\$148,319.00	\$126,474.81

Other Water Expenditures:	Budget		Remaining
Transfer Fr Other Fund	\$0.00	\$0.00	\$0.00
PFA Debt Service Principal	\$0.00	\$3,000.00	\$0.00
PFA Debt Service Interest	\$0.00	\$104.50	\$0.00
Debt Service Bond Principal	\$45,000.00	\$45,000.00	\$0.00
Debt Service Bond Interest	\$9,037.50	\$17,793.75	\$8,756.25
Depreciation/Capital Outlay	\$0.00	\$10,000.00	\$10,000.00
Total	\$54,037.50	\$75,898.25	\$18,756.25

Net Total	(\$44,416.98)	\$224,217.25	\$145,231.06
------------------	----------------------	---------------------	---------------------

Sewer Fund

Year to Date Income Statement thru 02/29/2020

Sewer Operating Revenue:		Budget
Reimbursements	\$1,283.00	\$0.00
Penalties and Interest	\$0.00	\$750.00
Interest Earnings	\$340.20	\$0.00
Sewer Sales	\$24,061.20	\$179,485.00
Farm Lease Agreement Revenue	\$0.00	\$6,098.00
Sewer Connect/Reconnect Fee	\$0.00	\$0.00
Swr Penalty	\$248.00	\$1,500.00
Charges for Service	\$275.00	\$1,000.00
Total Sewer Revenues	\$26,207.40	\$188,833.00

Sewer Operating Expenditures:		Budget	Remaining
Full-Time Employees Regular	\$6,239.80	\$66,492.00	\$60,252.20
Part-Time Employees	\$11,611.00	\$672.00	(\$10,939.00)
PERA	\$870.78	\$4,925.00	\$4,054.22
FICA	\$877.14	\$5,023.00	\$4,145.86
Employer Paid Health	\$2,320.25	\$13,971.00	\$11,650.75
Office Supplies (GENERAL)	\$13.87	\$200.00	\$186.13
Electricity	\$1,815.44	\$16,500.00	\$14,684.56
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating Supplies (GENERAL)	\$23.85	\$500.00	\$476.15
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	\$68.60	\$500.00	\$431.40
Postage	\$75.00	\$500.00	\$425.00
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	\$1,685.00	\$3,500.00	\$1,815.00
Interfund transfer	\$1,283.00	\$0.00	(\$1,283.00)
Fiscal Agent Fee	\$0.00	\$0.00	\$0.00
Other Equipment (irrigator)	\$0.00	\$6,700.00	\$6,700.00
Total Sewer Expenditures	\$27,280.25	\$150,583.00	\$123,302.75

		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 (\$7,072.85) \$190,460.50 \$157,180.25

Pine Tree Park
Year to Date Income Statement thru 2/29/2020

PTP Revenues	2020	Beach	2019
Reservation Fees	\$35.00		\$15.00
Grants	\$0.00		\$0.00
Camping Fees	\$403.00		\$140.00
Other Revenue	\$0.00		\$103.50
Contributions and Donations	\$250.00	\$250.00	\$0.00
Interest Earnings	\$225.96		\$119.46
Total PTP Revenues	\$913.96	\$250.00	\$377.96

PTP Expenditures	2020 YTD	Beach	2019 YTD	2020 Budget	Remaining
Full-Time Employees Regular	\$629.30		\$597.18	\$4,182.00	\$3,552.70
Part-Time Employees Regular	\$107.15		\$0.00	\$1,680.00	\$1,572.85
PERA	\$55.30		\$44.80	\$295.00	\$239.70
FICA	\$54.46		\$43.73	\$430.00	\$375.54
Employer Paid Health	\$134.55		\$128.71	\$806.00	\$671.45
Office Supplies	\$0.00		\$8.75	\$0.00	\$0.00
Electricity	\$314.51		\$209.54	\$2,700.00	\$2,385.49
Operating Supplies (GENERAL)	\$5.96		\$5.96	\$800.00	\$794.04
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	\$1,443.48		\$1,038.67	\$42,568.00	\$41,124.52
Net Profit	(\$529.52)		(\$660.71)		
Total	(\$529.52)		(\$660.71)		

Blackduck Municipal Golf Course
Year-To-Date Income Statement 02/29/2020

	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	\$853.25	\$6,000.00	\$5,146.75
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$29.41	\$2,200.00	\$2,170.59
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	\$69.64	\$600.00	\$530.36
Cable Television	\$20.00	\$375.00	\$355.00
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	\$45.75	\$1,300.00	\$1,254.25
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	\$31,368.56	\$130,974.00	\$99,605.44

OPERATING INCOME OR LOSS (\$30,728.56)

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	\$10,000.00
Interest Earned	\$0.00
Reimbursements	\$288.88
Other Revenues	\$0.00
Cash Over	\$0.00
Tee Box Revenue	\$2,250.00
Total Other Income	\$12,942.70

NET INCOME OR LOSS YEAR TO DATE (\$17,785.86)

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

YTD Comparisons:	2019	2020
Operating Revenue	\$10,707.50	\$13,582.70
Operating Expense	\$28,988.37	\$31,368.56
	(\$18,280.87)	(\$17,785.86)

Misc. Expense	\$0.00
Total Other Expenses	\$67.37
Other Income	
Reimbursements (NSF)	\$231.47
Rent Income	\$1,477.20
Vending Income	\$748.30
Interest	\$1,053.98
Catering Revenue	\$182.03
Cash Over	\$198.56
Total Other Income	\$3,891.54
Gross Profit Before Transfers	\$2,955.51
Transfer to General Fund & Other Funds	\$10,000.00
Net Profit After Inventory Exp & Transfers	(\$7,044.49)

Inventory at 1/1/2020 after inventory total	\$107,545.49
Inventory at 02/29/2020	\$114,540.67
Difference	\$6,995.18

Sales Comparison Year to Date Ending 02/29/2020

	2018	2019	2020	% of Increase from 2019-2020
Off-Sale Liquor	\$40,977.25	\$43,153.91	\$42,329.62	-1.91%
Off-Sale Beer	\$68,323.75	\$71,980.61	\$62,403.07	-13.31%
Off-Sale Wine	\$5,620.52	\$6,951.37	\$6,401.12	-7.92%
Total Off-Sale	\$114,921.52	\$122,085.89	\$111,133.81	-8.97%
On-Sale Liquor	\$17,279.48	\$20,237.99	\$18,401.88	-9.07%
On-Sale Beer	\$22,310.08	\$24,996.24	\$25,996.10	4.00%
On-Sale Wine	\$224.10	\$150.40	\$210.24	39.79%
Total On-Sale	\$39,813.66	\$45,384.63	\$44,608.22	-1.71%
Total On and Off Sale	\$154,735.18	\$167,470.52	\$155,742.03	-7.00%
Total Food Sales	\$15,113.13	\$16,973.06	\$24,448.78	44.04%

Month End Remittance Report for February 2020

STATE OF MINNESOTA

Check Number: 888888 Printed: 3/2/2020 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	860.00
1b	Law Library - Criminal	M.S. 134A.10 S3		000019597500 1	4,895.54
2	Sheriff's Contingency Fund	M.S 387.213		000019597500 1	1,150.00
4	Child Support Motion Fee	M.S. 357.021 S1a(d)		000019597500 1	20.00
9	Prosecution Costs	M.S. 631.48; 609.49		000019597500 1	1,005.00
10	DWI Assessment/County	M.S. 169A.285		000019597500 1	607.77

County Revenue Total **\$8,538.31**

Municipalities

GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
DWI Assessment/Bemidji			000019294100 1	678.54
Bemidji 100%			000019294100 1	1,030.75
Bemidji 2/3			000019294100 1	13,896.77
Bemidji 1st Late Penalty			000019294100 1	451.34
Bemidji 2nd Late Penalty			000019294100 1	2,006.60
Sub-Total				\$18,064.00

GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
Blackduck 1st Late Penalty			000020137600 1	3.33
Blackduck 2nd Late Penalty			000020137600 1	16.66
Sub-Total				\$19.99

Municipalities Total **\$18,083.99**

County Specific

Line	GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
1	Beltrami County DARE Advisory Board			000019294100 1	1,777.46
3	Bemidji Prosecution Costs			000019294100 1	495.00
6	Northwood Coalition Battered Women's Shelter			000020502400 1	1,047.52
58	Beltrami County Victim Services			000019597500 1	43.79
59	Support Within Reach			000020327600 1	10.38

County Specific Total **\$3,374.15**

MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name
Blackduck Fire Relief

Licence Number
01944

Site Name
POND

Site Number
001

(Use one worksheet for each site. If lease changes, use new worksheet)

Booth Operation Rent
1 List the % to be paid for paper pull-tabs, tipboards, paddletickets, electronic pull-tabs and electronic linked bingo conducted by the organization's employees

Bar Operation Rent
2 List the % to be paid for paper pull-tabs, tipboards and paddletickets conducted by the lessor or lessor's employees

3 List the % to be paid for electronic pull-tabs and electronic linked bingo conducted the lessor or lessor's employees

1

2 **20.00%**

3

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent	Bar Operation	
Month and Year 12/2019	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E Report amount on Schedule A, line 22h	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. In month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
			3960.00	792.00	792.00			792.00	(82.00)	710.00

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

FEB 19 2021

MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name

Blackduck Fire Relief

Licence Number

01944

Site Name

POND

Site Number

001

(Use one worksheet for each site. If lease changes, use new worksheet)

Booth Operation Rent
 1 List the % to be paid for paper pull-tabs, tipboards, paddletickets, electronic pull-tabs and electronic linked bingo conducted by the organization's employees

1

Bar Operation Rent
 2 List the % to be paid for paper pull-tabs, tipboards and paddletickets conducted by the lessor or lessor's employees

2

3 List the % to be paid for electronic pull-tabs and electronic linked bingo conducted the lessor or lessor's employees

3

20.00%

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent	Bar Operation	
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E Report amount on Schedule A, line 22h	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. In month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
1/2020			3836.00	767.20	767.20			767.20	0.00	767.20

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

FEB 19 2021

March 5, 2020

Daryl and Lori Lundberg
PO Box 416
Blackduck, MN 56630

Summit Town Board
c/o, Wanda Anderson, Clerk
28037 Everton Creek Rd NE
Blackduck, MN 56630

City of Blackduck
c/o Christina Regas, Administrator
Blackduck City Hall
PO Box 380
Blackduck, MN 56630-0380

Re: OAH 71-0331-36750 (MBAU D-613 Blackduck/Summit Township)

Dear Mr. and Ms. Lundberg, Ms. Anderson, and Ms. Regas:

Attached and served upon you is the **ORDER APPROVING DETACHMENT** in the above-entitled matter. The Office of Administrative Hearings' file in this matter is now closed.

Please contact me at 651-361-7909 or star.holman@state.mn.us if you have any questions.

Sincerely,



STARLENE J. HOLMAN
MBAU Administrator

Attachment

MAR 0 9 2020

STATE OF MINNESOTA
OFFICE OF ADMINISTRATIVE HEARINGS

In the Matter of the Detachment of
Certain Real Property from the City
of Blackduck to Summit Township
(MBAU Docket D-613)

**ORDER APPROVING
DETACHMENT**

On March 4, 2020, a Petition for Detachment by all of the property owners (Petition for Detachment) was filed with the Office of Administrative Hearings requesting detachment, pursuant to Minn. Stat. § 414.06 (2018), of certain real property (Property) from the City of Blackduck (City) legally described as follows:

Sect-18 Twp-149 Range-030 33.08 AC NE1/4 of NE1/4 LESS E495' THEREOF & LESS N500' OF W467' OF E962' THEREOF & NW1/4 OF NE1/4 LESS W990' THEREOF OLD # 44.00172.00 BELTRAMI COUNTY

On January 6, 2020, the City adopted Resolution Number 2020-02 (City Resolution) supporting the Petition for Detachment. On January 21, 2020, the Summit Town Board (Township) adopted a Resolution (Township Resolution) supporting the Petition for Detachment. The City Resolution and Township Resolution were filed with the Office of Administrative Hearings on March 4, 2020.

Based upon a review of the Petition for Detachment, the City Resolution, and the Township Resolution, the Administrative Law Judge makes the following:

ORDER

1. Pursuant to Minn. Stat. § 414.06, the Petition for Detachment, the City Resolution, and the Township Resolution are deemed adequate in all legal respects and found to properly support this Order.

2. Pursuant to this Order, the Property is **DETACHED** from the City of Blackduck.

Dated: March 5, 2020


JESSICA A. PALMER-DENIG
Administrative Law Judge

NOTICE

This Order is the final administrative order in this case under Minn. Stat. §§ 414.06, .07, .09, .12 (2018). Pursuant to Minn. Stat. § 414.07, subd. 2, any person aggrieved by this Order may appeal to Beltrami County District Court by filing an Application for Review with the Court Administrator within 30 days of this Order. An appeal does not stay the effect of this Order.

Any party may submit a written request for an amendment of this Order within seven days from the date of the mailing of the Order pursuant to Minn. R. 6000.3100 (2019). However, no request for amendment shall extend the time of appeal from this Order.



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



QUOTE

2002-117808

PAGE 1 OF 1

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

JOB ADDRESS
THE POND P.O. BOX 380 BLACKDUCK MN 56630 218-835-4803

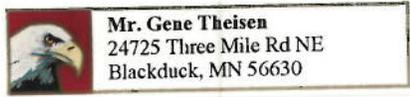
ACCOUNT	JOB
DCI700	15
CREATED ON	02/19/2020
EXPIRES ON	03/05/2020
BRANCH	1000
CUSTOMER PO#	
STATION	DSL1
CASHIER	ADAM
SALESPERSON	
ORDER ENTRY	ADAM
MODIFIED BY	

Item	Description	D	Quantity	U/M	Price	Per	Amount
SOBUILDERS	SOLID PLASTIC BATHROOM PARTITIONS PER PLAN		1	EACH	2625.0000	EACH	2625.00
5719844	SINK LAV OVAL DROP-IN WHITE		1	EACH	66.0000	EACH	66.00
6214498	CAL84502 1H LAV FAUCET ADLER		1	EACH	59.9900	EACH	59.99
SOCABINET	3522-46 PERLATO GRANITE TOP 52.5" W/BACKSPLASH THESE CABINETS ARE A SPECIAL ORDER. ALL SALES ARE FINAL. THERE ARE NO RETURNS.		1	EACH	78.5700	EACH	78.57
SOBUILDERS	30X30 GRILL WHITE		1	EACH	63.4400	EACH	63.44
LPJ010416CC	1x4-16' EWP S4S TRIMBOARD CLRCT		6	PC	16.6200	PC	99.72
LPJ010812NSCC	1x8-12' NCKL SPCE T&G EM CLR PF (REVERSIBLE)		36	PC	20.8900	PC	752.04
LPJ010808NSCC	1x8-8' NCKL SPACE T&G EM CLR PF (REVERSIBLE)		36	PC	13.9900	PC	503.64
MISC	MISC PLUMBING	N	1	EACH	100.0000	EACH	100.00
MISC	PAINT & ACCESORIES	N	1	EACH	200.0000	EACH	200.00

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	4,548.40
		Sales Tax	335.44
		Total	4,883.84

Buyer:

Signature



Mr. Gene Theisen
 24725 Three Mile Rd NE
 Blackduck, MN 56630

393726

INVOICE

SOLD TO: <i>The Pond</i>			SHIPPED TO:		
ADDRESS			ADDRESS		
CITY, STATE, ZIP <i>BLACKDUCK</i>			CITY, STATE, ZIP		
CUSTOMER'S ORDER	SALESPERSON	TERMS	VIA	F.O.B.	DATE <i>3-6-2020</i>

<i>LABOR CHARGES FOR REMOVAL OF WOMEN'S BATHROOM 9' X 38" WALL TO INCLUDE</i>					
<i>PAINT WOMEN'S BATHROOM 2-COATS</i>					
<i>REPAIR SHEETROCK WHERE NEEDED</i>					
<i>R&R MIRROR</i>					
<i>REMOVE & REPLACE BATHROOM PARTITIONS</i>					
<i>R&R COUNTER TOP SINK & FAUCET</i>					
<i>INSTALL TOUNGED GROVER ON WALL</i>					
<i>BY BATHROOMS 9 X 38</i>					
<i>HAUL AWAY DEBRIS</i>				<i>LABOR</i>	<i>\$ 2350⁰⁰</i>
<i>CITY TO PROVIDE MATERIALS THROUGH NORTHWOODS LUMBER</i>					
<i>NO-ELECTRICAL</i>					
<i>Gene Theisen (218-556-6531)</i>					



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



QUOTE

2002-117808 R2 PAGE 1 OF 1

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

JOB ADDRESS
THE POND P.O. BOX 380 BLACKDUCK MN 56630 218-835-4803

ACCOUNT	JOB
DCI700	15
CREATED ON	02/19/2020
EXPIRES ON	03/05/2020
BRANCH	1000
CUSTOMER PO#	
STATION	DSL1
CASHIER	ADAM
SALESPERSON	
ORDER ENTRY	ADAM
MODIFIED BY	ADAM

Item	Description	D	Quantity	U/M	Price	Per	Amount
SOBUILDERS	SOLID PLASTIC BATHROOM PARTITIONS PER PLAN		1	EACH	2625.0000	EACH	2625.00
5719844	SINK LAV OVAL DROP-IN WHITE		1	EACH	66.0000	EACH	66.00
6214498	CAL84502 1H LAV FAUCET ADLER		1	EACH	59.9900	EACH	59.99
SOCABINET	3522-46 PERLATO GRANITE TOP 52.5" W/BACKSPLASH THESE CABINETS ARE A SPECIAL ORDER. ALL SALES ARE FINAL. THERE ARE NO RETURNS.		1	EACH	78.5700	EACH	78.57
SOBUILDERS	30X30 GRILL WHITE		1	EACH	63.4400	EACH	63.44
MMP204	1-5/16 x 1-5/16" PINE OSC		9	LFT	1.7900	LFT	16.11
MMP2058	1-1/8 x 1-1/8" x 8' PINE OSC		8	EACH	14.9900	EACH	119.92
LP0010612RLP	1x6-12' RED LODGE V-JOINT PREF		48	PC	15.0000	PC	720.00
LP0010614RLP	1x6-14' RED LODGE V-JOINT PREF		24	PC	17.5000	PC	420.00
6271167	201180 24X30 BVLD RECT MIRROR		1	EACH	25.9900	EACH	25.99
MISC	MISC PLUMBING	N	1	EACH	100.0000	EACH	100.00
MISC	PAINT & ACCESORIES	N	1	EACH	200.0000	EACH	200.00
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		4,495.02
					Sales Tax		331.51
					Total		4,826.53

Buyer:

Signature

Permit Number
2019-3238

Public Waters Work Permit

Expiration Date: 12/31/2021

Pursuant to Minnesota Statutes, Chapter 103G, and on the basis of statements and information contained in the permit application, letters, maps, and plans submitted by the applicant and other supporting data, all of which are made part hereof by reference, **PERMISSION IS HEREBY GRANTED** to the applicant to perform actions as authorized below.

Project Name: Pine Tree Park Beach & Recreation Area	County: Beltrami	Watershed: Upper/Lower Red Lake	Resource: Lake: Blackduck (04006900)
Purpose of Permit: Sand Blanket w/ Excavation, Debris/Snag/Vegetation Removal & Rock Moving		Authorized Action: To remove rock and woody debris from 75 feet of the shoreline of Blackduck Lake (04006900) and install a 75 foot long (along the shoreline) x 10 foot wide (waterward of the Ordinary High Water Level) x 6 inch deep layer of clean washed sand on the bed of Blackduck Lake (04006900) as indicated in the construction plans attached to this permit titled "Pine Tree Park Beach - DNR Approved Construction Plans". * All of the material removed from the bed of Blackduck Lake (04006900) must be disposed of in an upland area above the Ordinary High Water Level of any public water of the State of Minnesota and placed sufficiently far enough away from wetlands and waterbodies to prevent later re-deposition through erosion. *Contractor Responsibility form (attached to this permit) must be completed and sent into the DNR Regional Enforcement Office prior to the commencement of any work authorized by this permit.	
Permittee: CITY OF BLACKDUCK CONTACT: REGAS, CHRISTINA, (218) 835-4810 PO BOX 380 BLACKDUCK, MN 56630 (218) 835-4803		Authorized Agent: NATE LIEN 156 1ST ST NE BLACKDUCK, MN 56630 (218) 835-5219 mpars@natelien.com	
Property Description (land owned or leased or where work will be conducted): UTM zone 15N, 380835m east, 5288039m north (centroid), Meandered water body of Section 11, T149N, R31W			
Issued Date: 02/28/2020		Effective Date: 02/28/2020	
		Expiration Date: 12/31/2021	
Authorized Issuer: Brent Mason	Title: Area Hydrologist	Email Address: brent.mason@state.mn.us	Phone Number: 218-308-2463

This permit is granted **subject to** the following **CONDITIONS**:

APPLICABLE FEDERAL, STATE, OR LOCAL REGULATIONS: The permittee is not released from any rules, regulations, requirements, or standards of any applicable federal, state, or local agencies; including, but not limited to, the U.S. Army Corps of Engineers, Board of Water and Soil Resources, MN Pollution Control Agency, watershed districts, water management organizations, county, city and township zoning.

CONDITIONS (Continued from previous page)

NOT ASSIGNABLE: This permit is not assignable by the permittee except with the written consent of the Commissioner of Natural Resources.

NO CHANGES: The permittee shall make no changes, without written permission or amendment previously obtained from the Commissioner of Natural Resources, in the dimensions, capacity or location of any items of work authorized hereunder.

SITE ACCESS: The permittee shall grant access to the site at all reasonable times during and after construction to authorized representatives of the Commissioner of Natural Resources for inspection of the work authorized hereunder.

TERMINATION: This permit may be terminated by the Commissioner of Natural Resources at any time deemed necessary for the conservation of water resources of the state, or in the interest of public health and welfare, or for violation of any of the conditions or applicable laws, unless otherwise provided in the permit.

COMPLETION DATE: Construction work authorized under this permit shall be completed on or before the date specified above. The permittee may request an extension of the time to complete the project by submitting a written request, stating the reason thereof, to the Commissioner of Natural Resources.

WRITTEN CONSENT: In all cases where the permittee by performing the work authorized by this permit shall involve the taking, using, or damaging of any property rights or interests of any other person or persons, or of any publicly owned lands or improvements thereon or interests therein, the permittee, before proceeding, shall obtain the written consent of all persons, agencies, or authorities concerned, and shall acquire all property, rights, and interests needed for the work.

PERMISSIVE ONLY / NO LIABILITY: This permit is permissive only. No liability shall be imposed by the State of Minnesota or any of its officers, agents or employees, officially or personally, on account of the granting hereof or on account of any damage to any person or property resulting from any act or omission of the permittee or any of its agents, employees, or contractors. This permit shall not be construed as estopping or limiting any legal claims or right of action of any person other than the state against the permittee, its agents, employees, or contractors, for any damage or injury resulting from any such act or omission, or as estopping or limiting any legal claim or right of action of the state against the permittee, its agents, employees, or contractors for violation of or failure to comply with the permit or applicable conditions.

EXTENSION OF PUBLIC WATERS: Any extension of the surface of public waters from work authorized by this permit shall become public waters and left open and unobstructed for use by the public.

WETLAND CONSERVATION ACT: Where the work authorized by this permit involves the draining or filling of wetlands not subject to DNR regulations, the permittee shall not initiate any work under this permit until the permittee has obtained official approval from the responsible local government unit as required by the Minnesota Wetland Conservation Act.

CONTRACTOR RESPONSIBILITY: The permittee shall ensure the contractor has received and thoroughly understands all conditions of this permit. Contractors must obtain a signed statement from the property owner stating that permits required for work have been obtained or that a permit is not required, and mail a copy of the statement to the regional DNR Enforcement office where the proposed work is located. The Landowner Statement and Contractor Responsibility Form can be found at: https://bwsr.state.mn.us/sites/default/files/2019-01/Wetland_WCA_Contractor_Responsibility_Form.doc

INVASIVE SPECIES - EQUIPMENT DECONTAMINATION: All equipment intended for use at a project site must be free of prohibited invasive species and aquatic plants prior to being transported into or within the state and placed into state waters. All equipment used in designated infested waters, shall be inspected by the Permittee or their authorized agent and adequately decontaminated prior to being transported from the worksite. The DNR is available to train inspectors and/or assist in these inspections. For more information refer to the "Best Practices for Preventing the Spread of Aquatic Invasive Species" at http://files.dnr.state.mn.us/publications/ewr/invasives/ais/best_practices_for_prevention_ais.pdf. Contact your regional Invasive Species Specialist for assistance at www.mndnr.gov/invasives/contacts.html. A list of designated infested waters is available at www.mndnr.gov/invasives/ais/infested.html. A list of prohibited invasive species is available at www.mndnr.gov/invasives/laws.html#prohibited.

SAND BLANKETS: The beach material must be clean and washed so that it is free of fine particles and must be coarse sand or larger, so that the material will stay in place under wave action.

EROSION AND SEDIMENT CONTROL: In all cases, methods that have been determined to be the most effective and practical means of preventing or reducing sediment from leaving the worksite shall be installed in areas that slope to the water and on worksite areas that have the potential for direct discharge due to pumping or draining of areas from within the

CONDITIONS (Continued from previous page)

worksite (e.g., coffer dams, temporary ponds, stormwater inlets). These methods, such as mulches, erosion control blankets, temporary coverings, silt fence, silt curtains or barriers, vegetation preservation, redundant methods, isolation of flow, or other engineering practices, shall be installed concurrently or within 24 hours after the start of the project, and will be maintained for the duration of the project in order to prevent sediment from leaving the worksite. DNR requirements may be waived in writing by the authorized DNR staff based on site conditions, expected weather conditions, or project completion timelines.

EXCAVATED MATERIALS - FLOODPLAIN CONCERN: Excavated material shall not be permanently placed within community designated floodplain areas or shoreland areas, unless all necessary local permits and approvals have been obtained.

FISHERY PROTECTION - EXCLUSION DATES: No activity affecting the bed of the protected water may be conducted between April 1st and June 30th, to minimize impacts on fish spawning and migration. If work during this time is essential, it shall be done only upon written approval of the Area Fisheries Manager. See contact list at: http://files.dnr.state.mn.us/fisheries/management/dnr_fisheries_managers.pdf. Should work begin elsewhere in the project area within these dates, all exposed soils that are within 200 feet of Public Waters and drain to those waters must complete erosion control measures within 24 hours of its disturbance to prevent sediment from entering Public Waters.

INVASIVE SPECIES - PURPLE LOOSESTRIFE: The permittee shall monitor all disturbed areas for the presence of purple loosestrife and control the plant as described on the Purple Loosestrife Management Program web page at www.mndnr.gov/invasives/aquaticplants/purpleloosestrife/index.html. The DNR Invasive Species Specialist should be contacted for additional information. See contact list at www.mndnr.gov/invasives/contacts.html

PHOTOS AND AS-BUILTS: Upon completion of the authorized work, the permittee shall submit representative photographs and any as-built surveys, as appropriate, of the project area to the DNR Division of Ecological & Water Resources.

EXCAVATED MATERIALS - RUNOFF CONCERN: Excavated materials must be deposited or stored in an upland area, in a manner where the materials will not be redeposited into the public water by reasonably expected high water or runoff. Departure from any previously approved spoil disposal plans may be allowed only through permit amendment.

STRUCTURES - SAFE MATERIALS: The structure shall be constructed with materials that will not have a detrimental impact on aquatic organisms or water quality.

SMOOTH TRANSITION / MINIMUM ENCROACHMENT: At each end of the stabilized shoreline, the finished slope of the riprap shall be varied in a fashion to produce a smooth transition with the natural shoreline. Also, riprap encroachment into the water is to be limited to the minimum amount necessary and shall not create an obstruction to normal flows.

cc: Tom Groshens, EWR District Manager
Demo Regas, Conservation Officers, Blackduck #1
Matt Johnson, BWSR Wetland Specialists, Beltrami
Christine Herwig, DNR Regional Nongame Specialists, Region 1
Jaime Thibodeaux, DNR Regional Environmental Assessment Ecologist, Region 1
Dave Rave, DNR Wildlife, Bemidji
Andy Thompson, DNR Fisheries, Bemidji Area
Brent Rud, County, Beltrami
Shane Foley, County, Beltrami
William Best, County, Beltrami
Myron Jesme, Watershed District, RED LAKE WD
Corps of Engineers, Corps of Engineers, Beltrami
Zach Gutknecht, SWCD, Beltrami SWCD
Aly Bergstrom, SWCD, Beltrami SWCD



CITY OF BLACKDUCK RESOLUTION NO: 2020-12

RESOLUTION ADOPTING A LONG-TERM PLAN TO REPAY THE CITY OF BLACKDUCK LIQUOR FUND FOR NEGATIVE CASH BALANCES OF THE BLACKDUCK GOLF COURSE FUND

WHEREAS, The City of Blackduck has determined for the better of the community the need to further support the operation of the Blackduck Golf Course, and

WHEREAS, The Blackduck Golf Course fund has incurred a negative cash balance in recent operating years due to long-standing improvements to aging equipment and the 9-hole course, and

WHEREAS, The City of Blackduck has secured cash balances from the Blackduck Liquor Store fund to cover the negative cash balances of the Blackduck Golf Course fund,

BE IT RESOLVED THAT, The City Council of the City of Blackduck has committed to be fiscally responsible to the tax payers of the City of Blackduck and it is in the best interest of the tax payers to reimburse the Blackduck Liquor Store fund for the financial support of the Blackduck Golf Course fund,

BE IT FURTHER RESOLVED THAT, The City Council of the City of Blackduck does agree here unto a long-term plan for the Blackduck Golf Course fund to repay the Blackduck Liquor Store fund at an undetermined point in the future when the Blackduck Golf Course maintains a positive cash balance.

Adopted by the Blackduck City Council this the 9th day of March 2020.

ATTEST:

Rudy Patch, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2020-13

RESOLUTION SUPPORTING THE 2020 CENSUS PARTNERSHIP

WHEREAS, the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy;

WHEREAS, The City of Blackduck is committed to ensuring every resident is counted;

AND WHEREAS, Federal and State funding is allocated to communities and decisions are made on matters of national and local importance based, in part, on census data and housing;

AND WHEREAS, Census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for the an accurate and fair redistricting of state legislative seats, County and City Councils and voting districts;

AND WHEREAS, information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment;

AND WHEREAS, the information collected by the Census is confidential and protected by law;

AND WHEREAS, a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our citizens;

NOW THEREFORE BE IT RESOLVED that the City of Blackduck is committed to partnering with the U.S. Census Bureau and the State of Minnesota and will:

1. Support the goals and ideals for the 2020 Census and will disseminate 2020 Census information.
2. Encourage all City of Blackduck residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation.
3. Provide Census advocates to speak to City and Community Organizations.



CITY OF BLACKDUCK RESOLUTION NO: 2020-13

4. Support Census takers as they help our City complete an accurate count.
5. Strive to achieve a complete and accurate count of all persons within our borders.

Adopted by the City Council on March 9th, 2020

Rudy Patch, Mayor

Christina Regas – City Administrator



What You Need to Know for the 2020 Census— Organizing for a Complete Count November 19, 2018

Susan Brower, Minnesota State Demographer

Use a blue or black pen.

Start here

The Census must count every person living in the United States on April 1, 2010.

Before you answer Question 1, count the people living in this house, apartment, or mobile home using our guidelines.

- Count all people, including babies, who live and sleep here most of the time.

The Census Bureau also conducts counts in institutions and other places, so:

- Do not count anyone living away either at college or in the Armed Forces.
- Do not count anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2010.
- Leave these people off your form, even if they will return to live here after they leave college, the nursing home, the military, jail, etc. Otherwise, they may be counted twice.

The Census must also include people without a permanent place to stay, so:

- If someone who has no permanent place to stay is staying here on April 1, 2010, count that person. Otherwise, he or she may be missed in the census.

1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2010?

Number of people =

5. Please provide information for each person living here. Start with a person living here who owns or rents this house, apartment, or mobile home. If the owner or renter lives somewhere else, start with any adult living here. This will be Person 1.

What is Person 1's name? *Print name below.*

Last Name

First Name

MI

6. What is Person 1's sex? Mark ONE box.

Male Female

7. What is Person 1's age and what is Person 1's date of birth?

Please report babies as age 0 when the child is less than 1 year old.

Print numbers in boxes.

Age on April 1, 2010

Month

Day

Year of birth

→ NOTE: Please answer BOTH Question 8 about Hispanic origin and Question 9 about race. For this census, Hispanic origins are not races.

8. Is Person 1 of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin — *Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.* ↴

9. What is Person 1's race? Mark one or more boxes.

2020 Census

A Complete and Accurate Count of the Population and Housing



Why the Census is Important



Equal
representation

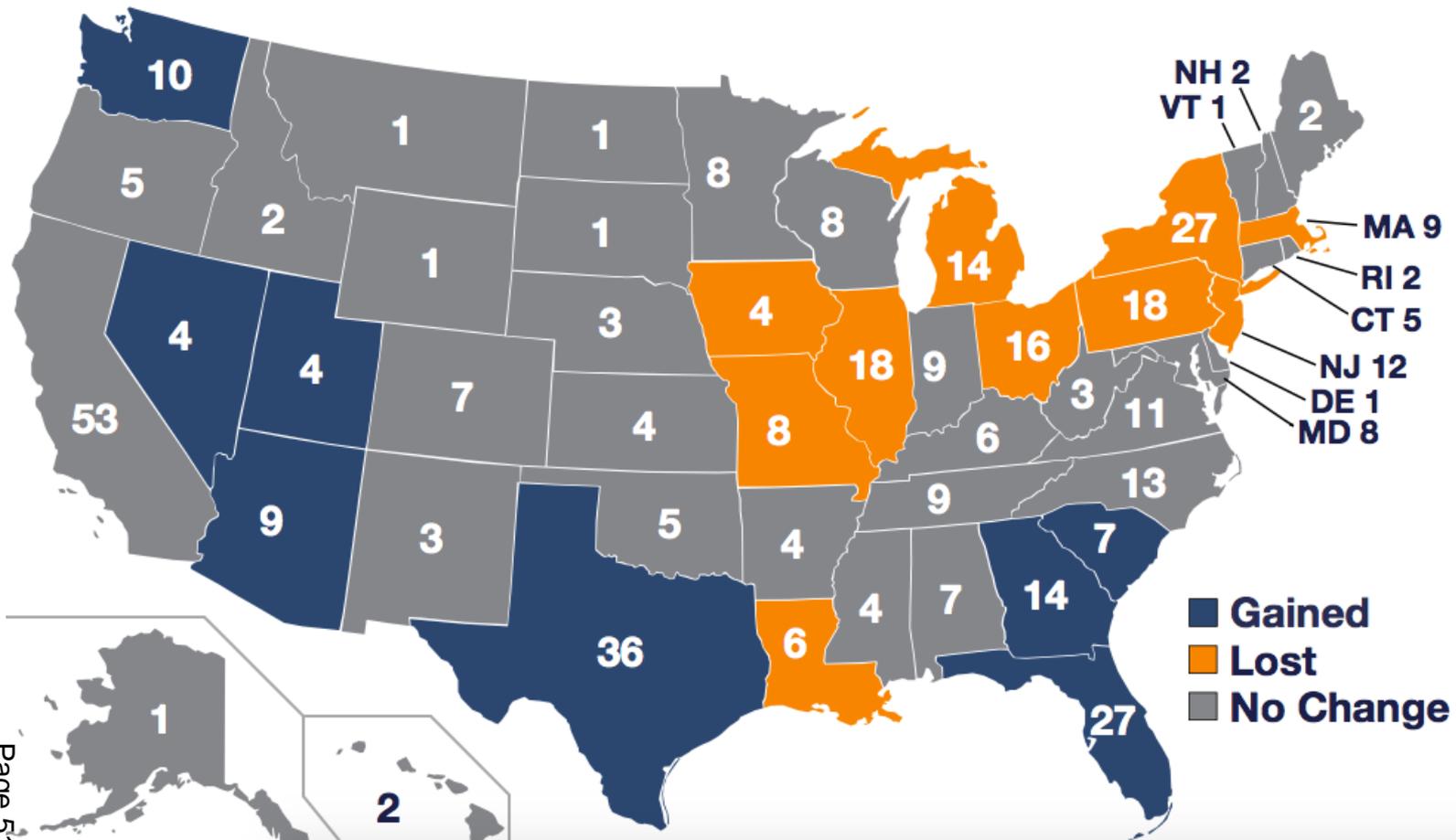


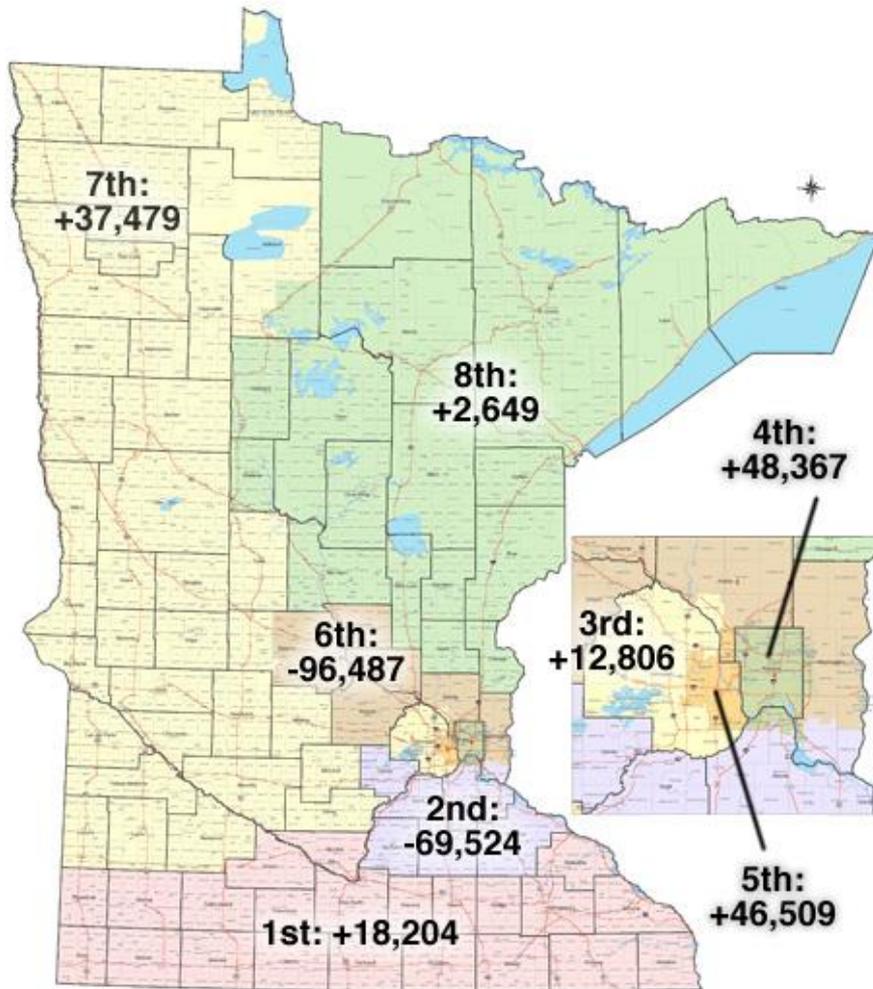
Fair distribution
of resources



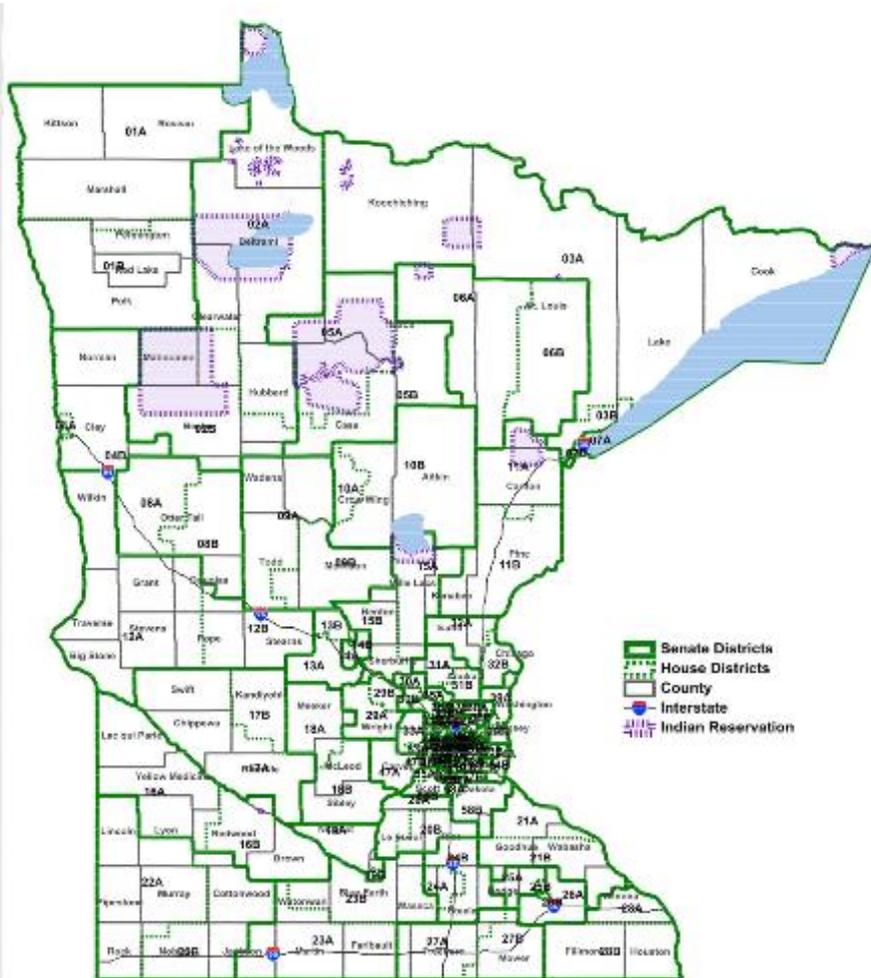
Data to make
smart decisions

Congressional Reapportionment after the 2010 Census





Political representation at the state-level based on census counts



Districts with lower counts **expand**; higher counts **contract** after redistricting

Total Program Obligations: \$8,411,135,752

Per Capita: \$1,532

- More than federal dollars distributed to local governments each year (total for the decade)
- At least \$1 billion is allocated to state governments each year (total for the decade)

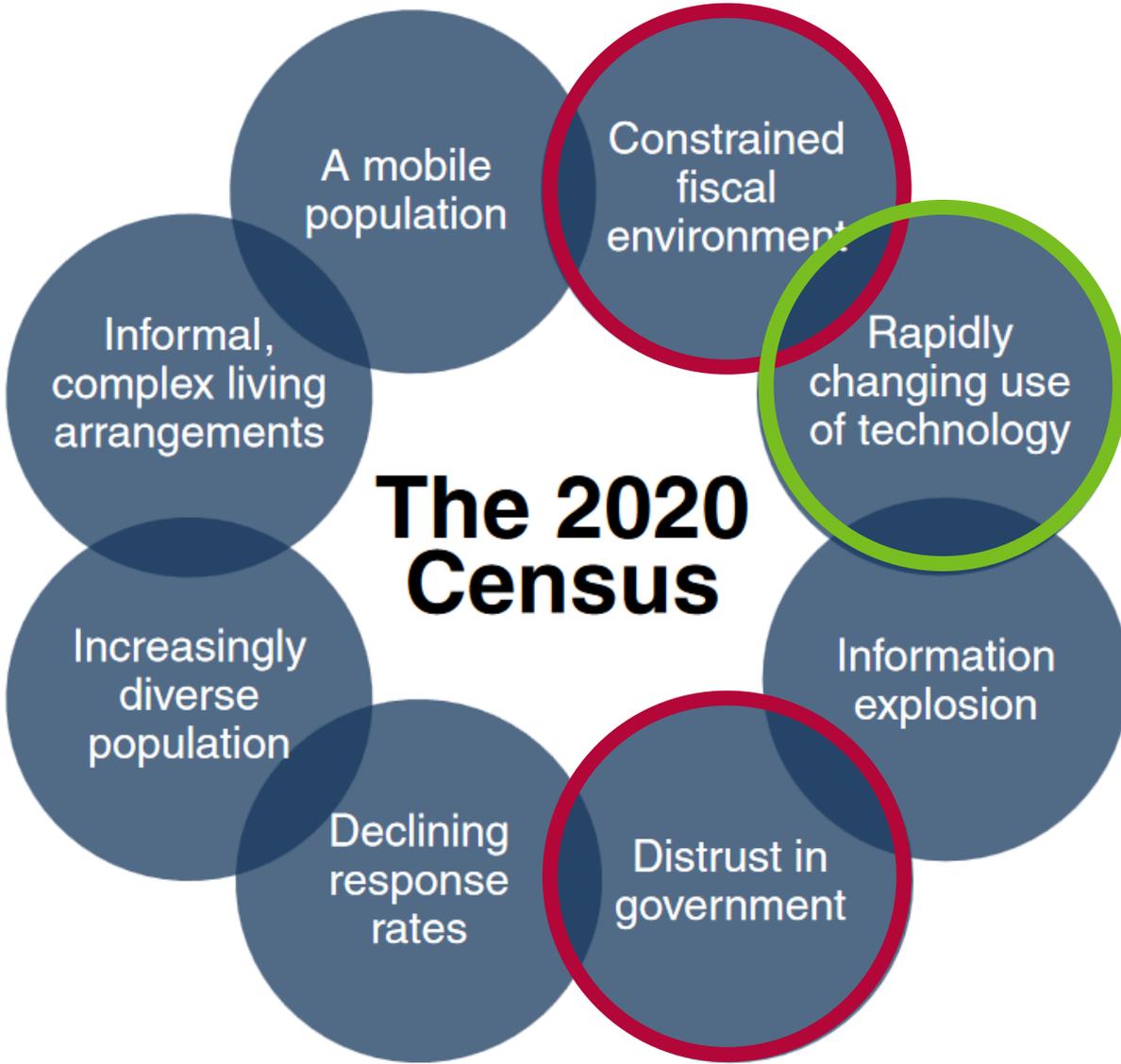
CFDA #	Program Name	Dept.	Type	Recipients	Obligations
93.778	Medical Assistance Program (Medicaid)	HHS	Grants	States	\$5,148,945,675
20.205	Highway Planning and Construction	DOT	Grants	States	\$673,309,975
10.551	Supplemental Nutrition Assistance Program (SNAP)	USDA	Direct Pay	Households	\$627,557,916
93.774	Medicare Part B (Supplemental Medical Insurance) – Physicians Fee Schedule Services	HHS	Direct Pay	Providers	\$585,541,241
14.871	Section 8 Housing Choice Vouchers	HUD	Direct Pay	Owners	\$232,959,000
84.027	Special Education Grants (IDEA)	ED	Grants	States	\$187,400,949
10.555	National School Lunch Program	USDA	Grants	States	\$156,002,538
14.195	Section 8 Housing Assistance Payments Program (Project-based)	HUD	Direct Pay	Owners	\$154,342,214
84.010	Title I Grants to Local Education Agencies	ED	Grants	LEAs	\$146,378,464
93.568	Low Income Home Energy Assistance (LIHEAP)	HHS	Grants	States	\$114,669,262
93.600	Head Start/Early Head Start	HHS	Grants	Providers	\$112,595,410
10.557	Supplemental Nutrition Program for Women, Infants, and Children (WIC)	USDA	Grants	States	\$93,911,121
93.596	Child Care and Development Fund-Entitlement	HHS	Grants	States	\$52,665,000
93.658	Foster Care (Title IV-E)	HHS	Grants	States	\$46,930,000
93.767	State Children's Health Insurance Program (S-CHIP)	HHS	Grants	States	\$41,135,000
93.527/ 93.224	Health Center Programs (Community, Migrant, Homeless, Public Housing)	HHS	Grants	Providers	\$36,791,987

Cities that will be especially hard-to-count in 2020

- Rapidly growing cities
- Cities with high immigrant/Non-native-English-speaking residents
- College/University Cities
- Cities with Snowbirds



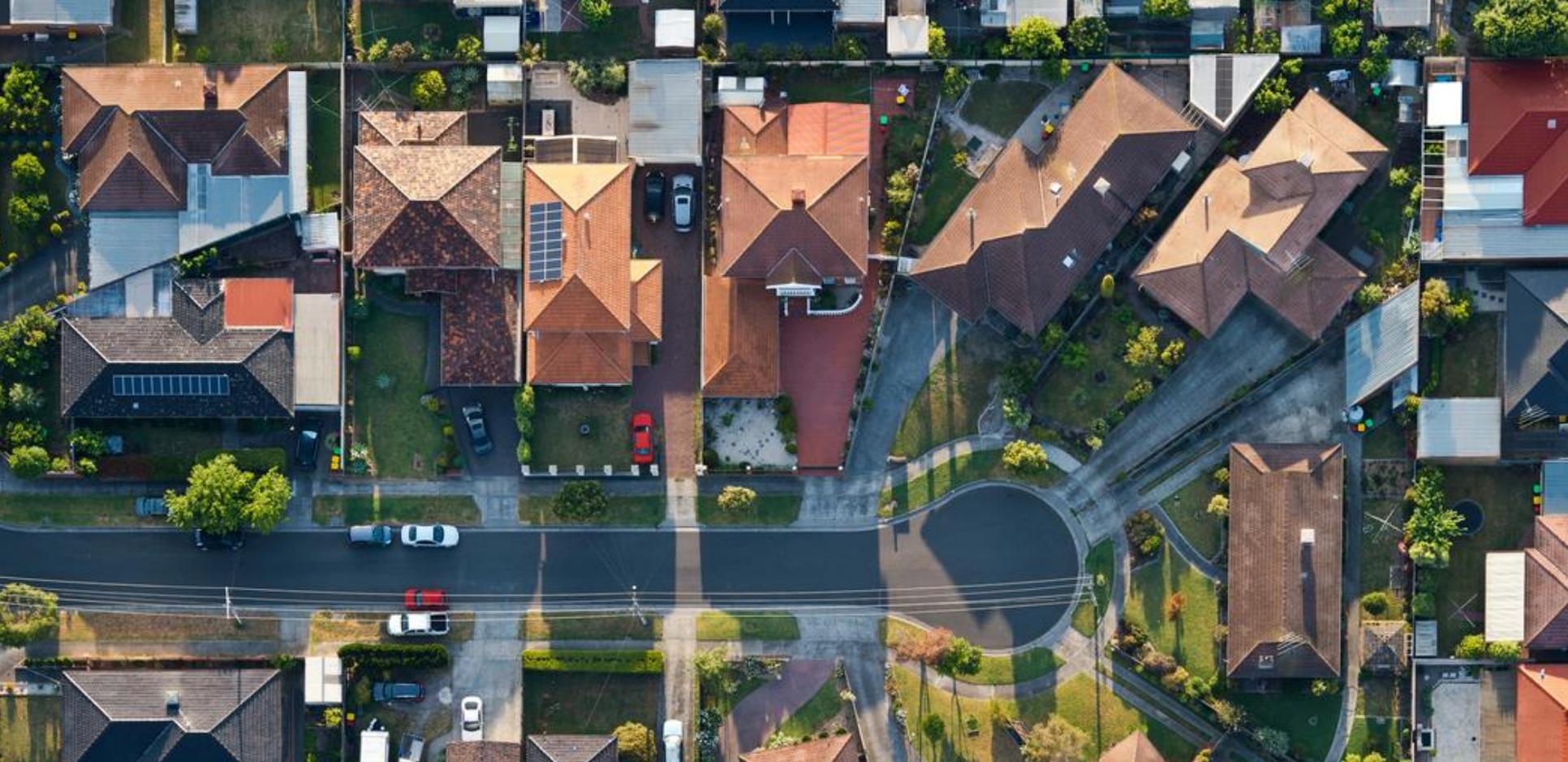
The 2020 Census Environment



Answering the Census is Safe

The Law Protects Your Answers. By law, the Census Bureau cannot share your answers with the IRS, FBI, Welfare, Immigration or any other government agency. No court of law, not even the President of the United States, can find out your answers. And the same law that keeps your answers out of the hands of these agencies, prevents the Census Bureau from selling or giving away your address to people who want to send you mail.

Highly Motivated Employees Protect Your Answers. Census workers are sworn for life to secrecy. They know that if they give out any information they see on a form, they can face a \$250,000 fine and a five-year prison term. Census workers must pass security and employment reference checks. Protecting the privacy of people who reply to the census is an important part of every census takers training.



What do cities need to do to prepare for the 2020 Census?



Roles of the Census Bureau, State Demographic Center, & Cities

- The U.S. Census Bureau is ultimately responsible for **all** aspects of the 2020 Census.
- The State Demographic Center role is to help recruit, train, organize, and support local governments and organizations as they promote the 2020 Census.
- A city's primary role is design and implement a local strategies to promote the 2020 Census. This is typically done through a county- or city-level Complete Count Committee.

Key Census Tasks for Cities

2018

- Enroll in the Local Update of Census Address (LUCA) program. Receive, update and return my city's LUCA review materials.
- Form a Complete Count Committee (CCC).
- Hold first CCC meeting.

2019

- Develop a CCC action plan for our city.
- Ensure our city's workforce board is making our community aware of enumerator and other field and area office positions and is facilitating applications.
- Participate in the New Construction Program.

2020

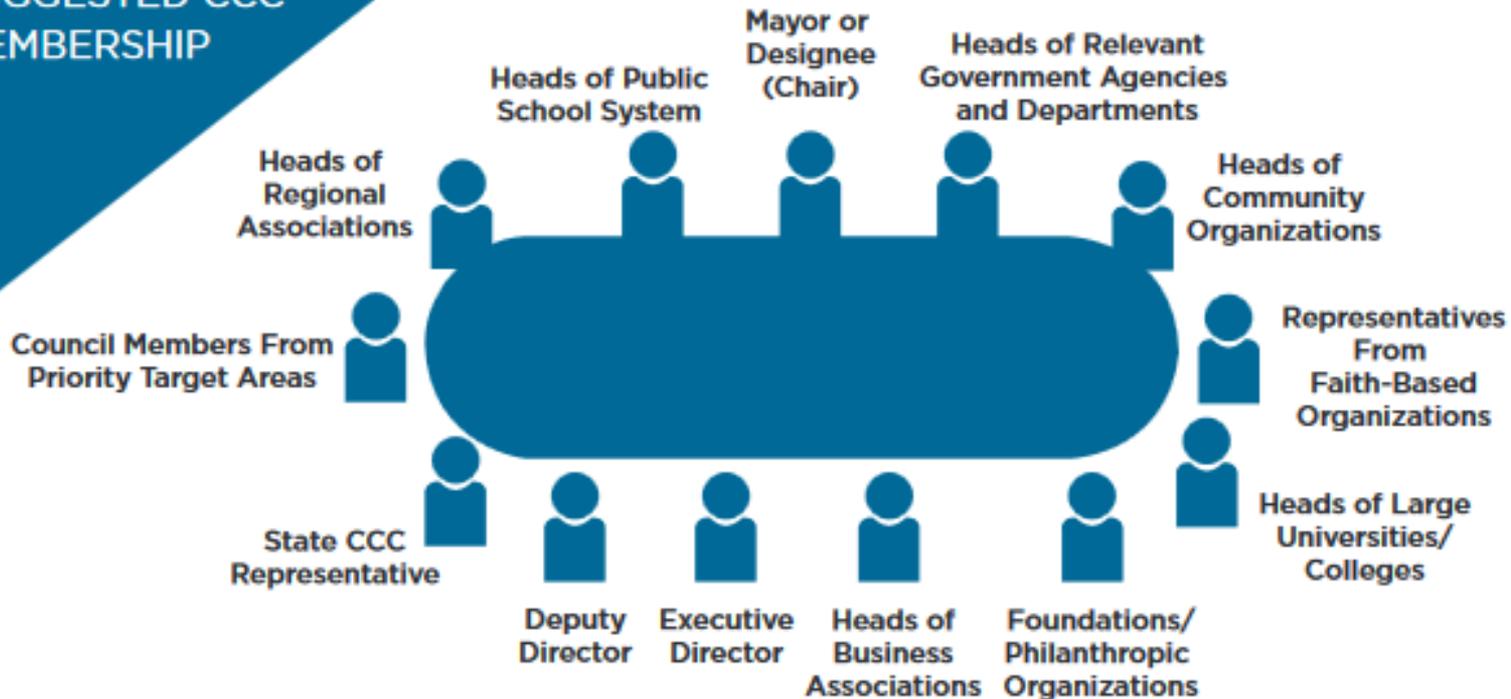
- Install online response kiosk(s) in a publicly-accessible city building such as city hall or library.
- Use our city's social media presence to amplify messages about the upcoming census.
- Hold a public event to promote civic engagement and 2020 Census participation.

What is a Complete Count Committee?



Who should be part of a CCC?

SUGGESTED CCC MEMBERSHIP

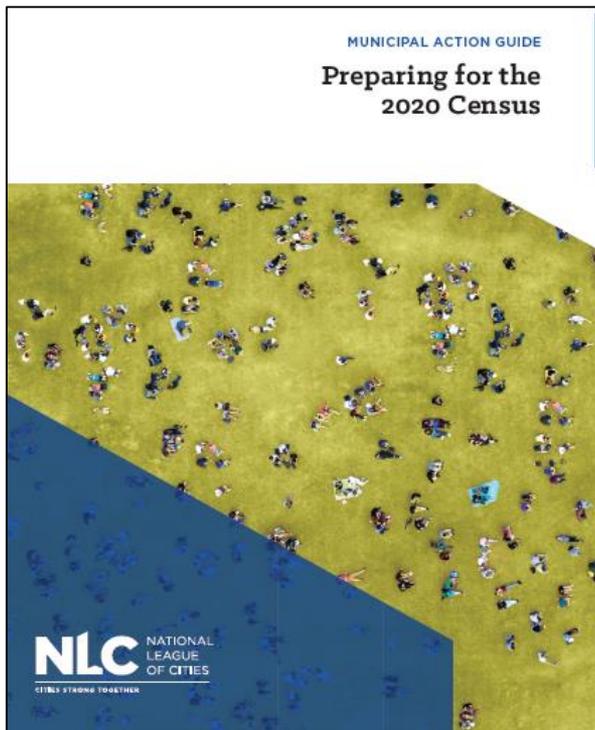


*Partnership Specialist is advisor and Census Bureau liaison to Municipal CCCs

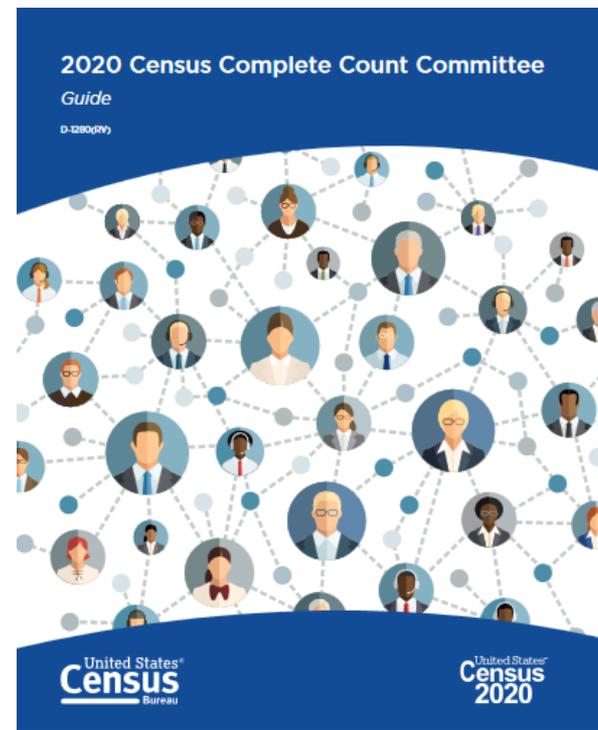


What resources and training opportunities are available to MN cities?

Guidebooks



[National League of Cities
“Municipal Action Guide:
Preparing for the 2020
Census”](#)



[U.S. Census Bureau “2020
Census Complete Count
Committee Guide”](#)

Regional workshops for Minnesota cities and counties

Jan. 16—St. Paul

Jan. 17—Staples

Feb. 6—Marshall

Feb. 7—Sartell

Feb. 20—Mountain Iron

Feb. 27—Thief River Falls

Feb. 28—Fergus Falls

March 6—North Mankato

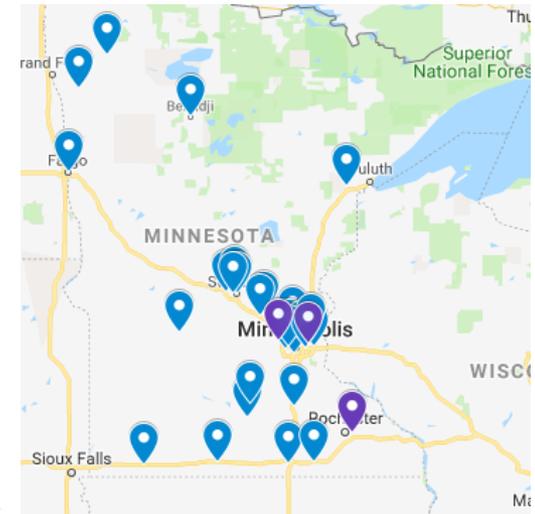
March 7—Rochester



- *Census 101: What Is the Census and Why Should I Care?*
This half-day session from 9:30 a.m.-12 p.m. is meant for those who are new to census planning. You will discover basic information about the importance and impact of the census, who is involved, and how it impacts individuals, local, and state government. The content is modeled after the census prep workshops delivered by Susan Brower, the state demographer, in 2018.
- *Census 201: Strategies for Effective Census Outreach*
This half-day afternoon session from 1-3:30 p.m. is meant for those who have completed the Census 101 session, or those who have done the 2018 census prep workshop *AND* are interested in identifying tangible steps to ensure a fair and accurate count through Complete Count Committee outreach. This session includes new content meant to complement the work from the 2018 workshops and/or Census 101 session above.

On-going support and peer networking

- Contact the Minnesota State Demographic Center with questions AND let us know your plans for forming a CCC. Email or call Andrew Virden, Director of Census Operations and Engagement andrew.virden@state.mn.us
- Third Thursday Census telephone conference for cities and counties. Contact andrew.virden@state.mn.us to participate.
- Census 2020 resources on the State Demographic Center website mn.gov/admin/demography/census2020
- Twin Cities Metro Local Governments Roundtable on 2020 Census. Meetings are held quarterly, with next meeting Dec 7 1-2:30 in Roseville. Email Todd Graham at todd.graham@metc.state.mn.us



Keep in touch

Andrew Virden, Director of Census Operations and Engagement

andrew.virden@state.mn.us

Susan Brower, Minnesota State Demographer

susan.brower@state.mn.us

Website

<https://mn.gov/admin/demography/census2020/>

www.lmc.org/censuswebinar2018



CITY OF BLACKDUCK RESOLUTION NO: 2020-01

A RESOLUTION OF ANNUAL APPOINTMENTS AND DESIGNATIONS FOR 2020

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

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

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

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

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

Revised by the Blackduck City Council this 9th day of March 2020.

APPROVED:

Rudy Patch, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2020-01

EXHIBIT A

DESIGNATIONS

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



CITY OF BLACKDUCK RESOLUTION NO: 2020-01

EXHIBIT B

APPOINTMENTS AND REPRESENTATION ON VARIOUS COMMITTEES

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



CITY OF BLACKDUCK RESOLUTION NO: 2020-01

Joint Powers Emergency Services
Board:

Rudy Patch

Safety Committee:

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

Historical Preservation Committee:

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

Blackduck Municipal Golf Board:

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



Blackduck Area History & Art Center

218-835-4478



133 Main Street, Suite B, P.O. Box 233, Blackduck, MN 56630

February 15, 2020

Dear City Council Members,

The Blackduck Area History and Art Center is entering its 14th year of service to our community and we would like to thank you for supporting us during these years.

We continue to make improvements and changes in our displays and collections. This past year we added the wildlife room which became the new home for a collection of taxidermy done by pioneer and long-time banker in Blackduck, Ollie Jamtaas.

“The Blackduck Historian”, our newsletter published quarterly, is a popular item and subscriber/membership continues to grow. If you have historical information from your area (township history, community activities, schools, churches, residents, etc.) that you would like to see made part of our collection here at the Center or published in our newsletter, we would be happy to have it.

Many use our resources when searching for historical information about the area, family connections, old pictures and much more. School groups come to learn about the past, school alumni, celebrating their class reunions, come in to reminisce with their friends. Others learn about us on our website and stop by. Everyone seems to be impressed by what we have to offer.

Again, we are inviting you to help us continue our mission here at the Blackduck Area History and Art Center by making a donation. And thank you again for your continuing support.

Sincerely,

Rob Ingersoll, Treasurer and the Volunteers of the Blackduck Area History and Art Center.

MAR 01 2020