



1. **CALL TO ORDER** – Mayor Rudy Patch
  - a. **Pledge of Allegiance**
  - b. **Roll Call**
  
2. **APPROVAL OF AGENDA**
  
3. **CONSENT AGENDA** –*All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.*
  - a. **March 4<sup>th</sup>, 2019 Council Meeting Minutes**
  - b. **March 7<sup>th</sup>, 2019 Golf Board Meeting Minutes**
  - c. **March 22<sup>nd</sup>, 2019 Council Emergency Meeting Minutes**
  - d. **March 25<sup>th</sup>, 2019 Council Work Session Minutes**
  - e. **March 27<sup>th</sup>, 2019 Planning Commission Meeting Minutes**
  - f. **March 2019 Fund Balance Report**
  - g. **March 2019 Bills**
  - h. **YTD March 2019 Income Statements**
    - a. **Water, Sewer, Pine Tree Park, and Golf Course**
    - b. **Liquor Store**
  - i. **March 2019 Month End Remittance Report**
  - j. **February 2019 LG216 Lawful Gambling Monthly Rent Report**
  - k. **Final Approval – 2019 Annual Continuing Disclosure Reporting – Ehlers**
  - l. **Final Approval – 2019 Pine Tree Park Campground Host**
  - m. **Final approval of March 2019 Part-time employees hired**
  - n. **State Auditor 2017 Financial & Investment Report of Volunteer Fire Relief Association – statement**
  - o. **Final approval – Blackduck Police Department Sexual Assault Investigation Policy**
  - p. **Final Approval – Potential Refunding of Existing Bonds Report Ehlers**
  - q. **Final Approval – Sanitary Sewer Discharge Permit 2019-02 Karl Dobmeier**
  
4. **BLACKDUCK FORUM** – *Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. No action will be taken at the time.*
  
5. **PUBLIC WORKS REPORT** – Bob Klug Jr., Public Works Supervisor
  - a. **2019 Irrigation Proposal – additional service quote**
  
6. **LIQUOR STORE REPORT** – Shawnda Lahr, Liquor Store Manager
  
7. **LAW ENFORCEMENT REPORT** – Jace Grangruth, Police Chief
  - a. **2017- 2019 Sunday On-Off Liquor Sales Report -**
  
8. **FIRE DEPARTMENT REPORT** – Brian Larson, Fire Chief
  
9. **GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent

10. **LIBRARY REPORT** – Kelly Hanks, Head Librarian
11. **ADMINISTRATOR’S REPORT** – Christina Regas, City Administrator
  - a. Resolution 2019-02 – Resolution revision of annual appointments and designations for 2019
    - i. **Planning Commission appointment – Ron Rockis**
  - b. Resolution 2019-09 – Resolution adopting a post-issuance debt compliance policy for tax-exempt and tax-advantaged governmental bonds
    - i. **Post-Issuance Debt Compliance Policy**
    - ii. **Post-Issuance Debt Compliance Procedures**
  - c. Donation Request –
    - i. **2019 Blackduck After Prom - history**
    - ii. **2019 Summer Baseball Liability Insurance**
  - d. Council Work Session April 22, 2019 @ 6pm
  - e. Reminder May 6, 2019 Council Meeting
  - f. Annual Spring Council City Wide Tour – Date tentative date June 6<sup>th</sup>, 2019
12. **MAYOR AND/OR COUNCIL MEMBER REPORTS** – Mayor Patch & Council
13. **COMMUNITY EVENTS/GOOD THINGS HAPPENING** –
  - a. City of Blackduck Employee Anniversaries –
    - i. **Mike Mackey – 6 years - April 2013 (Fire Department)**
  - b. Blackduck Development Corporation Meeting –April 10, 2019 @ Good Samaritan Community Room
  - c. Blackduck Chamber Meeting – April 17, 2019 @ Restaurant 71
  - d. Blackduck Planning Commission Meeting – April 17, 2019 @ 2pm @ City Hall
14. **ADJOURN**



BLACKDUCK CITY COUNCIL MEETING  
MONDAY MARCH 4<sup>TH</sup>, 2019 @ 6PM  
REGULAR COUNCIL MEETING MINUTES

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

**ROLL CALL:**

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

**Councilors Absent:** Sellon

**Staff Present:** City Administrator Christina Regas, Liquor Store Manager Shawnda Lahr, and Police Chief Jace Grangruth

**Others Present:** none

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

**CONSENT AGENDA** – Moved by Councilor Gulette and seconded by Councilor Kolb to approve the consent agenda removing items F.; G.; & J.:

- a. February 4<sup>th</sup>, 2019 Council Meeting Minutes
- b. February 19, 2019 Council Work Session Minutes
- c. February 19, 2019 Personnel Meeting Minutes
- d. February 20, 2019 Planning Commission Meeting Minutes
- e. February 28, 2019 Fire Protection Area Annual Meeting Minutes
- f. February 2019 Fund Balance Report
- g. February 2019 Bills
- h. YTD February 2019 Income Statements
  - a. Water, Sewer, Pine Tree Park, and Golf Course
  - b. Liquor Store
- i. February 2019 Month End Remittance Report
- j. January 2019 LG216 Lawful Gambling Monthly Rent Report
- k. Final Approval - Federal Recreational Trail Program 2019 Blackduck Snowmobile Grant Application Draft
- l. Final Approval – Design Angler Professional Services Agreement Default – City Website Hosting
- m. Final Approval – February Voluntary Terminations part-time & Volunteer City employees

Motion carried unanimously.

**CONSENT AGENDA ITEMS REMOVED** – Moved by Councilor Gulette and seconded on Councilor Moore to approve consent agenda items F. G. & J. Discussion on items were as follows:



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- a. February 2019 Fund Balance Report – Councilor Gulette requested explanation of the funds listed on the Fund Balance Report that were in ‘red’. Regas reported on the report as noted below:
  - i. Cemetery fund - typically carries a negative balance in the early parts of the calendar year until budgeted transfers from the Liquor Fund and General fund are made.
  - ii. Golf fund – has been carrying a negative balance for 2 years and has budgeted transfers and levied property taxes to support the fund in 2019 also noting the fund receives little to no revenue in the off-season.
  - iii. Sewer Fund & Water project fund reserve – Regas reported that until the City closes the Summit and Main project out an all invoicing is completed it will carry a negative balance due to early invoices paid at the beginning of the project.
  - iv. 2018 Revolving Loan Fund (new) – Regas reported after the one-time exception pay
- b. February 2019 Bills – Councilor Gulette requested confirmation on why the City was authorizing invoices paid to Sanford Occupational Medicine under the Liquor Fund. Regas reported that Sanford was the vendor that completes pre-employment drug testing for the City. Nothing further.
- c. January 2019 LG216 Lawful Gambling Monthly Rent Report – Councilor Gulette requested confirmation that the pull tabs from January had a shortage of \$53 when close out was completed in January and asked for an explanation. Liquor Manager Lahr reported that the Pond had new employees working at the Liquor store and with \$2 & \$5 pull tab boxes there are shortages from counting mistakes from time to time. Lahr reported she is working on an individual basis to re-train staff. Councilor Gulette further asked for clarification on what the City makes for pull-time rent in January. Nothing further.

Hearing no further discussion on the motion, Mayor Patch called for a vote on the motion. Motion carried unanimously.

**BLACKDUCK FORUM –**

*No one present to speak.*

**PUBLIC WORKS REPORT –** Bob Klug Jr., Public Works Supervisor

*No report submitted.*

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

1. Report – Lahr did not have much to report. Lahr reported on February promotional events (Sweetheart Dance, Month-end Pool Tournament, & Sled Drags) and touched how some Thursdays and Fridays have been really big sale days. Lahr stated February has been a profitable month. Lahr stated with the way the ice on the lakes is at this point she is expecting slower traffic for March. Councilor Gulette asked if the Pond is considering working with the Sled drags more for having additional staffing due to the increased traffic. Mayor Patch stated other local restaurants were not open during the drags and that brought more lunch crowd traffic into town.



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Lahr stated the Pond did a large amount of food sales on that date. Mayor Patch asked if there will be pull-tabs open to sell on Sundays soon. Lahr stated she has discussed the topic with the Fire Relief and has also touched on having a different E-tab vendor in the bar soon. Mayor Patch asked if Lahr believed the pull-tab machine(s) would be a good idea for the bar. Lahr did not know how it would affect the tab revenue. Lahr stated Sunday sales over-all have been low traffic for the bar and off-sale. Councilor Gullette asked if the Council has ever requested a report of Sunday sales. Regas stated it could be generated for review at the April council meeting. Lahr requested the report be broken up to show off & on-sale revenue. Regas agreed. Nothing further.

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

1. Police Squad – Chief Grangruth reported to the Council an update from the February work session on requesting a replacement squad from the approved Dodge Ram in 2018 due to emissions requirements from the Federal government and an unknown delivery date. Grangruth stated the new recommended option for a new squad would be to order the Chevy Tahoe from Ranger Chevrolet in Hibbing, MN with a delivery date of April 2019 and equipped with idle rate system and accessories installed by Rogers Two Way in Bemidji for a total cost of \$52,540. Grangruth reported that Rogers will work with the City of Blackduck for the accessories ordered and received for the Ram and would only incur restocking fees of \$535; Counsel, housing for the counsel and lights for \$1107. Grangruth is contacting other agencies that have ordered and can wait for the Ram to see if they are interested in purchasing the non-returnable accessories.
  - a. Cost of Tahoe vs. Dodge Ram – Grangruth reported the total cost of the Ram vs. the Tahoe (\$52,540 vs. \$44,707) can be supported with the Police restricted fund in 2019 because the Tahoe accessories will cost less than the Ram would. Regas reported to the Council the Police Restricted fund currently sitting at \$39,415 after the 2019 scheduled transfer of \$10,000 in the Spring of 2019 will support the base delivery cost of the Tahoe prior to accessory installation. Grangruth reported the accessories for the Ram would have been \$13,983 and the Tahoe \$15,826 a difference of \$1,843. Regas stated originally the City authorized the payment of the accessories for the Ram from the Police 2018 budget, but after the sale of the two vehicles in 2018 and the end of year budget, the department should be able to fund the Tahoe without any budgetary issues.

Moved by Mayor Patch and seconded by Councilor Kolb to approve the purchase of the 2019 Chevy Tahoe not to exceed \$52,540. Councilor Moore asked what happens if the amount of the Tahoe ends up higher than approved. Chief Grangruth agreed and requested a small amount of overage in case installation of accessories run higher than quoted. Mayor Patch revised the original motion to include a variance of +/- \$1,500 seconded by Councilor Gullette. Councilor Gullette asked for clarification on the warranty for the Tahoe. Grangruth stated from Roger the warranty is one-year. Councilor Gullette asked for the warranty on the Tahoe itself. Grangruth stated power-train is 100,000 miles. Gullette asked if there are additional warranty options for police squads. Grangruth was not aware of any additional. Grangruth further cautioned the Council that after approval of the purchase of the Tahoe there would be no further option for canceling the order. Mayor Patch asked for clarification that the Dodge Ram order can be canceled. Grangruth confirmed. Mayor Patch asked for any further discussion on the motion. Regas read the motion back to Council for clarification. “Moved by Mayor Patch and seconded by Councilor Gullette to approve the purchase of the 2019 Chevy Tahoe for \$52, 540 with a



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*variance of +/- \$1,500.”* Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

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

1. Report – Regas recapped the meeting noting Councilor Moore attended and requested her feedback. Councilor Moore stated she learned a lot of and was very appreciative of the meeting noting she has a better understanding of how the fire protection area is supported and what problems they are facing. Regas noted the meeting was very informative noting the need to re-apply for a grant with other fire agencies to update to ARMER radios and to apply for a stand-alone grant in 2019 to replace the SCBA (breathing apparatus). Regas noted the towns wanted the fire department to be equipped with the safest equipment and is willing to work with the department and the City to budget for additional funds to help with the grant matches if awarded and/or to fund the equipment upgrades if the grants are not funded. Nothing further.

**GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent

1. Golf Board Meeting – Rescheduled for March 7th @ 3:00pm – Blackduck City Hall – Regas reported the golf board rescheduled their meeting for March 7<sup>th</sup>, and she has scheduled interviews with potential staff for the 2019. Nothing further.

**LIBRARY REPORT** – Kelly Hanks, Head Librarian

*No report submitted.*

**ADMINISTRATOR’S REPORT** – Christina Regas, City Administrator

1. City of Blackduck Tobacco Licensing & Sales Ordinance – Ordinance adoption first reading and Public Hearing – March 25<sup>th</sup>, 2019 @ 6:00pm – Regas recapped to Council the discussion of adopting a Tobacco Licensing & Sales Ordinance for the City of Blackduck noting the City is not required by statute to hold a public hearing but encouraged the City Council to hold one due to nature of the ordinance. Regas supplied for Council a sample ordinance for review further noting that if MN Statute were to change by the bill that is going through the Senate and House at this time the City Ordinance would need to be reviewed by the City Attorney prior to posting notice of the public hearing. Councilor Moore asked who the City Attorney is for Blackduck. Regas reported that Joe Boyle from International Falls is our policy and ordinance attorney and Ryan Kieson from Bemidji is the City’s land attorney. Councilor Gulette stated he originally was in favor of adopting a City ordinance to keep the purchasing age at 18 but after careful reflection is now in support of the Tobacco 21 movement throughout the state. Councilor Gulette stated if the moto of our City is “Blackduck a Great Place for Families” then the City needs to lookout for the youth of Blackduck. Mayor Patch added that although he is not a smoker and dislikes how more than even things are being regulated by the state, for the better of the City of Blackduck he is not in favor of pushing an ordinance against Beltrami County’s revised Ordinance. Councilor Kolb stated he is favor of allowing the City of Blackduck be governed by Beltrami County’s ordinance of restricting the age for purchasing tobacco. Councilor Moore stated she is not against adopting the ordinance as she believes the more restrictions are taking away from businesses revenue but she also worries what the amount of work to issuing the licenses for the amount of return will be on the City. Mayor Patch asked if those in attendance to the recent LMC Conference received any feedback from other municipalities. Councilor Gulette noted that regardless of City approval the State will be heading in the direction of Tobacco 21. Mayor Patch





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asked Regas what the procedure is for removing the item for Council approval. Regas stated that since Council did not request a public hearing then all Mayor Patch needs to do is to request the item be removed from the agenda. Regas stated that the City Council did the City justice by discussing the topic in detail and coming to a decision that benefits the whole. Nothing further.

2. Resolution 2019-08 – Resolution in support of City Administrator to seek office to serve as Minnesota clerks and Finance Officers Association (MCFOA) Region 1 Vice President – Moved by Councilor Gullette and seconded by Councilor Moore to approve Resolution 2019-08. Regas reported the current President of the MCFOA asked Regas to seek office to serve as the Region 1 VP for the 2019-2020 term. Regas reported the position would be a good opportunity to network more with other municipalities to run region meetings. Regas stated the application for the office requires Council support. Regas stated that Region 1 is a large region and the current President suggested having an assistant VP in case Regas could not attend a regional meeting. Regas further reported the meetings are covered by MCFOA for mileage and would offer an opportunity for Regas to learn more at a state level for the position she holds for Blackduck. Mayor Patch asked if the City of Blackduck needs to support Regas other than the resolution. Regas stated the City would still need to pay Regas' payroll while in attendance to the meetings. Councilor Moore stated it would be nice to have a representative from Blackduck at this level. Councilor Gullette asked if Regas is receiving any credit for holding the office. Regas stated that the position adds to her accreditation to her MCFOA Master's in Municipal Clerk Designation. Hearing no further discussion on the motion Mayor Patch called for a vote on the motion. Motion carried unanimously.
3. 2018 Financial Audit Office of The State GASB 67/68 New Requirement – Fire Relief Association financial statements pension liabilities – City of Blackduck Bonding Rate – Regas reported to Council the financial audit is requiring an outside actuarial service for new state auditor reporting. Regas stated GASB67/68 are new and require Cities that have a Fire Relief to report on their pension liability. Regas reported that the City has received a quote for the actuarial services from VanIwaarden for \$2,250 for the 2017 Fire relief year. Regas further reported that due to the pension liability showing on the City's financial statement as an asset the City is required to report on the liabilities. Regas further reported that the liability may affect the City's bonding rate. Regas informed the Council how each year the City Fire Department budget has a line stating if there is an additional cost to the fire protection area for Pension Contribution. Regas noted that in the past 3-5 years there has been no need for the pension contribution to be funded noting the success of the relief's investments and contributions from the Charitable Gambling. Regas stated the City outside auditors requested the City receive a quote for the services to determine if the service fee is an amount the City can support or if it will be a financial burden to the City. Regas stated she included the Fire Chief and Assistant Chief in the service further noting the information to be reported on is from the 2017 year and shouldn't be an additional strain on the Fire Relief board members. Councilor Gullette confirmed that VanIwaarden will only be reviewing the Fire Relief reporting and Miller McDonald will be reporting on the City financials. Regas confirmed and further stated that due to this new required reporting from the State Auditor, Miller McDonald still needs the report from VanIwaarden to complete the City audit. Regas did not recommend the City Council not authorize the service. Mayor Patch asked if the City is being forced to have the service completed. Regas stated no but because the reporting to the State Auditor is new it is recommended. Councilor Kolb asked if there are independent auditors that can do the service for Blackduck with the financial audit. Regas stated no. Councilor Kolb asked if there are other cities that do the GASB reporting and if



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Blackduck could contract with them to save costs. Regas stated larger cities that have financial departments do their own reporting but would most likely not do other municipalities. Councilor Gullette stated he believes the concern is when the oldest fire fighter finally retires and potentially 'breaks' the pension fund. Mayor Patch agreed but noted there is no guarantee that it would or would not happen. Gullette agreed noting that the actuarial service is just for reporting. Patch then asked again why the service is required if the Fire Relief is already reporting each year. Mayor Patch asked what the result would be if Blackduck does not do this report. Regas stated that the financial audit would have a footnote stating the City council of the City of Blackduck agreed not to do the service due to a financial hardship. Regas stated if there will be a fine by the state for not reporting would yet to be determined. Mayor Patch went on record by stating it is frustrating when the City and the Relief report each year to the State Auditor their corresponding financial audits why would a new service such as GASB 67/68 be needed. Patch stated that all the information is already notated annually. Regas requested the Council move on the proposed actuarial service.

- a. Van Iwaarden Service Agreement – Moved by Mayor Patch to deny the services from Van Iwaarden for GASB 67/68 reporting. Mayor Patch called for a second on the motion. There was no second on the original motion. Motion dies. Moved by Councilor Gullette and seconded by Councilor Kolb to contract with Van Iwaarden for actuarial services for GASB 67/68 reporting. Discussion by Councilor Gullette stated he has concerns if the reporting is not completed what would be the recourse to the City. Councilor Moore agreed that there could be a fine to the City. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried by the majority with Councilors Moore, Gullette, and Kolb voting 'aye' and Mayor Patch voting 'nay'.
4. Annual LMCIT Liability Coverage – Waiver Form – Moved by Mayor Patch and seconded by Councilor Moore to approve the Annual LMCIT Liability Coverage to waive the limits on the monetary tort liability. Motion carried unanimously.
5. Blandin Community Leadership Program – Approval of City Employee attendance -Regas reported to Council the opportunity for two City employee leaders to attend the Blandin Community Leadership Program April 8-12, 2019. Regas stated the two employees are City Administrator Regas and Chief of Police Grangruth. Regas is requesting the City Council approve the employees to attend the retreat and to be paid their salary while in attendance. Regas reported that once the leaders attend the retreat then the alumni qualify to apply for grant funding from the Blandin foundation to improve upon their community. Regas stated the Blandin foundation has not offered the program to the Blackduck community for almost 20 years but after speaking with several past alumni noted this training, they received was irreplaceable. Regas stated the retreat requires a total of 24 people (12 women and 12 men) and this year's retreat is being offered to a combined effort from the Blackduck, Northome and Kelliher areas. Regas stressed the attendees must work together to apply for future grants. Regas stated Blandin only offers the leadership training to rural Minnesota communities.
  - a. Retreat and Workshop dates – Mayor Patch asked how many days in total the employees would need to be in attendance. Regas stated it is required of the attendees to make the 5-day retreat and 3 additional workshop days. Regas noted that if the City Council would not support paying her salary while in attending the retreat, she would request to use vacation time earned. Councilor Moore asked if Regas and Grangruth would be attending the leadership training if they were not City employees. Regas stated that if she were working someplace else and was offered the opportunity she would still attend.





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Regas reported the Blandin foundation pays for the program, room and board but not wages. Councilor Gullette noted the Blandin foundation has grants available to help pay for lost wages. Regas confirmed the grants to help lost wages are available. Councilor Gullette asked Regas if she has considered the work load while in attendance of the retreat. Regas reported that Deputy Clerk Landowski is fully prepared to fill-in for the April Council meeting. Councilor Kolb asked if Regas is requesting paid wages during the workshops. Regas confirmed. Councilor Gullette asked Chief Grangruth for his feedback. Chief Grangruth stated to his understanding the training is very good, and he would not have this opportunity unless he worked in Blackduck and it would be a great opportunity to give back to the community. Grangruth further noted he would be missing his wife's birthday and the retreat is close to his daughter's first birthday. Councilor Kolb asked if Regas would be working on the workshop prework on City Hall time or personal time. Regas stated when possible she would work on City time but if not, she would request a vacation day. Mayor Patch noted how he believes the training would really benefit the City.

- b. Attendance Approval and Payment of Wages – Mayor Patch suggested the City Council consider paying Regas and Grangruth 50/50 on their wages while in attendance noting vacation would not all need to be used. Councilor Moore stated she believes the wages should either be paid for entirely or not and is advocating for all seeing the benefit in what the training will give the employees. Councilor Gullette was in agreement with Councilor Moore noting that the employees are doing it for the benefit of Blackduck. Grangruth noted how this particular training focuses on Blackduck. Moved by Councilor Gullette and seconded by Councilor Moore to pay the wages of Christina Regas and Jace Grangruth for the eight (8) days in attendance for the Blandin Leadership training and the 3 workshops. Councilor Gullette noted he sees it as a small investment for a very large return, not only for the grant money but for the employees. Mayor Patch asked that any pre-workshop work be done after City Hall hours. Hearing no further discussion on the motion Mayor Patch called for a vote on the motion. Motion carried unanimously.
6. Newly Elected Official Conference recap – feedback – Mayor Patch requested feedback at the March work session. Nothing further.
7. Reminder April 8, 2019 Council Meeting – Regas reminded the Council of the next regular meeting. Nothing further.
8. Requested March Work Session – Mayor Patch requested the March work session for March 25<sup>th</sup>, 2019 due to Regas attendance to the MCFOA annual conference the previous week. Nothing further.
9. 2019 MCFOA Conference March 19-22, 2019 – Christina Regas – nothing further.
10. Annual Spring Council City Wide Tour – Date tentative date June 6<sup>th</sup>, 2019 – nothing further.

**COMMUNITY EVENTS/GOOD THINGS HAPPENING –**

1. City of Blackduck Employee Anniversaries –
  - a. **Jon Ross – 14 years - March 2005 (Fire Department)**
2. Blackduck Development Corporation Meeting –March 13, 2019 @ Good Samaritan Community Room
3. Blackduck Chamber Meeting – March 20, 2019 @ The Pond
4. Blackduck Planning Commission Meeting – March 27, 2019 @ 2pm @ City Hall



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**OTHER NEW BUSINESS** – No new business.

**ADJOURN** – Moved by Mayor Patch and seconded by Councilor Gullette to adjourn the meeting at 7:55pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Rudy Patch, Mayor



BLACKDUCK MUNICIPAL GOLF COURSE  
GOLF BOARD MEETING MINUTES  
THURSDAY MARCH 7, 2019 @ 3:00PM

**CALL TO ORDER:** Golf Members and City Staff met for the purpose of discussing the Blackduck Municipal Golf Course at City Hall at 3:00pm on March 7, 2019.

**ROLL CALL:**

**City Staff present:** Jim Andersen Golf Course Manager & Superintendent & Christina Regas City Administrator

**Members present:** Dawn Jourdan and Kevin Erpelding

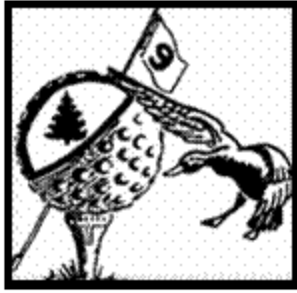
**Councilor present:** Rudy Patch

**Others present:** none

**Members absent:** none

**OLD BUSINESS –**

- a. EOY 2018 Income statements – Regas provided for the board a review of the year end 2018 income statements.
- b. EOY 2018 Trial Balance for Golf Fund – Regas provided for the board of review of the year end (pre-audit) 2018 trial-balance including indebtedness and cash balances of the golf fund. Regas reported the City has approved cash transfers from the Liquor fund and levied public funds to support the course. Erpelding asked where the City stands on future supporting of the course financially. Mayor Patch stated that at this point the Council is in agreement to support the course financially. Erpelding suggested each City Council members ask themselves the question why should the City of Blackduck continue to support and fund the golf course. Mayor Patch stated he believes it is important due in part to the traffic from the tourism it generates and the history. Erpelding stated how large of a benefit it is to the City.
- c. Al Gerner Estate Donation & Senior Tee Box Construction – update
  - a. Dedication date – Regas noted the tee box is still on the agenda due in part to the dedication date still needing to be scheduled.
- d. Tee Box Sponsorships – renew 2017 sponsored greens – Regas noted the tee box sponsorships that will asked to renewed and stated there are still 5 tee boxes that could be sponsored in 2019.
  - a. Bernick's, Paul Bunyan Communications, & Deerwood Bank
- e. MGA Liaison – Regas noted the liaison position is on the agenda to discuss the MGA membership for 2019. Regas reported the membership was added to the 2019 membership form to encourage members to sign up so the list to MGA is current. The board discussed the need to 'sell' the memberships to all golfers regardless of the golfers being Blackduck Golf Course members. Jourdan asked who is going to be the person at the club house that is doing the 'reporting' to the MGA. Andersen also noted the MGA dictates how many golfers need to be reporting is based on the



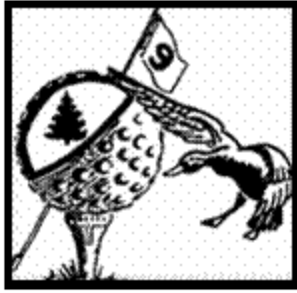
# BLACKDUCK MUNICIPAL GOLF COURSE

## GOLF BOARD MEETING MINUTES

### THURSDAY MARCH 7, 2019 @ 3:00PM

number of members at the course. Jourdan asked if the MGA members have to be Blackduck members noting that the members turned in to MGA just designate where their 'home course' is located. The board decided to continue offering the membership of MGA to all members and non-members and to intend to have the staff to learn how to report the needed information to the MGA.

- f. Traveling League – Regas asked if at this time the course would work on continuing on creating a traveling league. Regas reported the skill set to have staff to report and track scores would need to improve upon prior to offering and working on creating this type of league. Regas asked Jourdan to send her the person from the Grand Rapids area that had participated in a traveling league in the Pokegama area.
- g. Projects to Work on –
  - a. #5 Green –
  - b. Cart Bridge – The board discussed alternative plans for updating Bridge #1 with the potential revision of plans to utilize a culvert instead of a bridge. Andersen requested Bridge #1 be 12' wide to accommodate his machinery. Erpelding stated the board needs to speak with the DNR first to see what is permitted over Coburn Creek before advancing. Jourdan asked if the grant from the County could the funds still be used if a culvert is approved. Regas believed it was allowed.
  - c. New Plants for the Pond –
  - d. Cart Shed Storm Damage – 2019 plan: order class 5 and gravel for inside
  - e. Leak off of Well House – Andersen stated the main line off the well-house is leaking and needs to be replaced. Andersen believes it is below the seam and under ground right off the well house. Andersen reported this leak makes the pumps shut off when the pressure is too low. Erpelding asked if a plumber can replace the part. Andersen stated at another local course he has worked on he would contact Dick's Plumbing and Heating for the parts. Jourdan asked if the leak is visible. Andersen stated when the water is on it was difficult to tell if the leak was the pump or ground water, but he has determined it is the pipe from the pump. Andersen stated that when the system at the end of the season was 'blown-out' for the year he could see the air come up from under-ground. Regas stated that at the point of blowing out the system was Andersen able to tell where the leak was. Andersen reported yes. Jourdan asked in order to fix the leak all the water has to be shut off. Andersen stated his intention is to fix the leak prior to opening up for the season.
  - f. Irrigation Valves on 1, 2, & 8 -
  - g. Greens Mower & Trim Mower need sharpening -
  - h. Trim Mower need left motor fixed – Andersen will call Jacobson to see if it can be repaired. Mayor Patch asked if the mower can be worked on prior to



# BLACKDUCK MUNICIPAL GOLF COURSE

## GOLF BOARD MEETING MINUTES

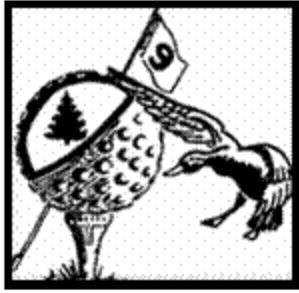
### THURSDAY MARCH 7, 2019 @ 3:00PM

the season. Andersen reported the Randy Pauly comes to the course and works on the mowers on-site. Patch suggested Pauly be contacted now.

- i. Outhouses need painting and good cleaning inside and out – Mayor Patch asked if there was enough hose hooked up to the pump house could the ladies and potentially the men’s outhouses be cleaned out and sprayed clean in the spring with a power sprayer. After careful discussion on the distance from the pump house. Patch suggested using some ‘crud-cutter’ and clean up the roofs on both outhouse buildings. It was also suggested the men be cleaned by hooking a sprayer up to the 50-gallon sprayer to have water accessed.
- j. Pump house bearings and parts in electrical panel (\$1000) – Andersen needs to find someone to work on the pump motor bearings and that Crunden’s is repairing the electrical panel. Erpelding believed he could find someone to work on the pump motor but was concerned for finding parts. Erpelding further stated if the bearings wear out then the pump will need to be completely replaced costing up to \$6,000. Erpelding suggested Randy Pauly that services the bed-knives at the course could potentially work on the bearings. Andersen would ask and attempt to find a resource.
- k. Tee Box #7 – Jourdan asked if #7 Tee box can be leveled out with more black dirt. Andersen stated he planned to do this in the Fall of 2018 but the course closed up early with snow. Erpelding asked if it is possible to level it with the trees and hill. Andersen stated it won’t be easy but it is on his radar.
- l. Replanting of Trees – It was suggested as the course cuts trees down to replant more conifers. Erpelding stated the course should have a tree plan.
- m. Golf Cart Seat Covers – Andersen asked if Bob Klug could order more cart seats this season. Regas will asked to replace 3-4 more.
- h. 2019 Membership – number of members to date – Regas reported on current memberships paid. Erpelding asked if all the players listed have been members in the past. Regas stated the list will need to be updated now that the 2018 season is over.
  - a. Team memberships – Regas reported Northome/Kelliher is paid for the season. Mayor Patch asked if the Red Lake Team has ever been asked to be members. Regas stated no. It was suggested to reach out to the Red Lake AD and offer the membership and benefits to the Red Lake Team. Regas will reach out to Nolan Desjarlait.
- i. 2019 Golf Course Tournament – nothing discussed.

## 2. NEW BUSINESS

- a. Staffing for 2019 – interviewing now
  - a. Golf Course Club House Manager – Regas reported the City is currently interviewing for a golf course club house manager for the full 6 months.



BLACKDUCK MUNICIPAL GOLF COURSE  
GOLF BOARD MEETING MINUTES  
THURSDAY MARCH 7, 2019 @ 3:00PM

Jourdan asked if the position was salaried or hourly. Regas stated hourly 40/week. Regas reported the importance of having a full-time employee that can market and promote the course and take the club house responsibilities from the course manager so the course can succeed. Jourdan stressed the importance of whomever is placed in the position work well with Andersen. Regas agreed and stressed the importance that both positions work together. Andersen asked if the person in the club house manager position will be allowed overtime. Regas stated the candidate should not incur overtime if the scheduling is flexible and accommodates for tournaments.

- b. Club House staff – it was determined the City would need to hire 2 more part-time staff members
  - 1. Returning – Pam, Alex (May 13)
  - 2. Not Returning – Charli, Meghan, Scarlett
- c. Greens staff – it was determined the City would need to hire 2 more part-time staff members.
  - 1. Returning – Jon (April weekends first), and Cal
  - 2. Not Returning – Christian
- b. Opening Date – weather permitted May 1.
  - a. Clean up Day – Mayor Patch suggested offering food on clean up day this year. Regas would love to see it on the weekend stating the course might get more volunteers.

**ADJOURN** – Meeting adjourned at 4:30pm.





BLACKDUCK CITY COUNCIL EMERGENCY MEETING  
FRIDAY, MARCH 22, 2019 @ 6PM  
EMERGENCY COUNCIL MEETING MINUTES

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**CALL TO ORDER:** The Blackduck City Council met in an Emergency Meeting on March 22, 2019 @ 6:00pm at City Hall. Meeting was called to order by Mayor Rudy Patch and the pledge of allegiance was recited,

**ROLL CALL:**

**Councilor Present:** Mayor Patch, Councilor Moore, Sellon, and Gulette

**Councilors Absent:** Councilor Kolb

**Staff Present:** City Administrator Christina Regas, and Public Works Supervisor Bob Klug Jr.

**Others Present:** Lewis Crombie from the office of Pete Stauber

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

**PUBLIC WORKS SUPERVISOR RESIGNATION** - Moved by Mayor Patch and seconded by Councilor Moore to accept the resignation of Public Works Supervisor Bob Klug Jr. Discussion continue as follows:

Councilor Gulette asked Klug if the City Council could change his mind and not resign. Mayor Patch asked Klug if resigning his position as Public Works Supervisor is his preferred decision or if Klug would like to request a leave of absence. Klug informed the City Council that due to a conflict of interest he could not request a leave of absence. Klug stated that National Rural Water would not allow him to work for the the organization and be on a LOA. Gulette acknowledged and stated that Klug could not show 'favorites. Klug further stated he would not be able to enter into a contractual agreement with the City of Blackduck to assist with water and wastewater license services as it too is a conflict of interest. Mayor Patch asked if Klug was completed set on accepting the new offered position with MNRW noting if the City would be able to match the wage being offered to Klug. Regas noted the wage being offered to Klug would be too high for Blackduck to meet. Regas further stated that the opportunity offered to Klug is an opportunity he "would be a fool not to accept". Regas stated if she were in his position, she too would accept the offer. Regas continued stating to the City Council that the offer reflects a lot on Klug and his position and knowledge he has gained working for Blackduck and noted it a compliment for Klug to be offered the position. Councilor Gulette asked if there are any conflicts with the union with releasing Klug of his position. Regas stated there are no conflicts with the Union as Klug is still considered an 'at-will' employee. Councilor Moore asked if the union would be 'dissolved' noting that only 2 members would be in it after Klug's departure. Mayor Patch stated no that in this type of union the



BLACKDUCK CITY COUNCIL EMERGENCY MEETING  
FRIDAY, MARCH 22, 2019 @ 6PM  
EMERGENCY COUNCIL MEETING MINUTES

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number of employees does not dictate it. Mayor Patch asked Klug if he could still assist the City after the position is filled with a suitable replacement in training. Klug stated he was allowed to with his position with MNRW but he would not be able to come all the time as he will be assisting other cities training other apprentices and the position does require him to travel to other parts of Minnesota. Mayor Patch asked if there were any further questions. Klug asked if the City Council is offering something to keep him employed with the City of Blackduck. Regas stated on record that when she took the position as Administrator, her success was due to the collaboration and close working relationship with Klug. Regas stated she is sad to see Klug go. Klug stated so much has changed in his position in a short amount of time, and the responsibility of a water and wastewater operator are much different noting when he first started no reporting was done on a computer. Mayor Patch asked Klug again if there is a 'number' Klug could request that would assist in keeping Klug working for Blackduck. Klug did not know but could come up with a number. Mayor Patch stated he understands Blackduck could not meet the state offer. Klug stated he would like to be at \$33.50 to get close to what MNRW is offering further noting that isn't all they are offering. Regas asked Klug what he would like to do about allowing the City to consider a wage increase. Klug stated he is always open to negotiations noting he would do either, he would stay with Blackduck or he would take the position with MNRW but Klug would not be able to give the Council an answer at this time. Regas recommended the Council request a vote on the motion and if it 'dies' then motion to not accept the resignation but to attempt to negotiate the wage Klug would accept so that he remains with Blackduck. Councilor Moore asked if the Council agreed to negotiate Klug's wage would the personnel committee need to meet first. Regas stated it would be encouraged. Mayor Patch asked the Council if there are any further questions. Hearing no more questions or discussion on the motion Mayor Patch called for a vote on the motion. By a vote of 3 to 1; Councilors Gullette, Moore, and Sellon for and Mayor Patch against. Motion carries. Councilor Gullette wished Klug good luck; and Councilor Sellon noted he did not believe any amount of wages offered could exceed the amount of experience Klug would receive from the new position being offered to him. Councilor Moore agreed noting that new employees filling the position would find it interesting to note that from the experienced gained by working with the City of Blackduck an employee could move on to a better opportunity.

**SEVERANCE LIABILITY TO CITY** - Regas referred Council to the supplied liability to the City to pay vested sick time and unused vacation and compensatory time. Nothing further.

**APPROVAL TO ADVERTISE FOR POSITIONS** - Regas requested approval to post the Public Works Supervisor Position and to hire a second part-time maintenance employee. Moved by Mayor Patch and seconded by Councilor Sellon to post the position of public works supervisor and to post for a second part-time summer maintenance worker.



BLACKDUCK CITY COUNCIL EMERGENCY MEETING  
FRIDAY, MARCH 22, 2019 @ 6PM  
EMERGENCY COUNCIL MEETING MINUTES

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Regas noted she will post the position on MN Rural Water website, League of MN Cities, Indeed, and the designated publication for the City of Blackduck. Klug stated part of his new position is setting up an apprenticeship program for the state of Minnesota stating that 50% of the current workforce in water and wastewater will be retiring in the next 5 years. Councilor Gullette stated if you consider the amount of failing infrastructure throughout the state of Minnesota and the position an operator has to be put in to do their job. Klug stated those operators are responsible so that everyone has safe drinking water and that is the most important utility there is, it is the only utility people consume. Klug stated that is a large liability for making their populations of their cities have safe drinking water. Klug also stated the wages are just now starting to 'catch up' to the responsibility that comes with the position. Councilor Moore asked with the position being union does the City need to hold the position for 45 days in case Klug wants to return. Regas noted that there was nothing noted in the union agreement requiring the City to hold the position. Klug stated his union rep never stated the position needed to remain open and that it is up to the City what it wants to do. Mayor Patch if the City needs to anything further in Klug's absence for water and wastewater reporting. Klug stated no since Burmeister is already licensed. Mayor Patch asked the utility readings could be completed by another employee or the deputy clerk. Klug stated yes. Councilor Gullette asked if Burmeister will step into Klug's position. Patch stated if he wanted to, he could apply. Hearing no further discussion on the motion Mayor Patch called for a vote on the motion. Motion carried unanimously.

**ADJOURN** - Moved by Councilor Moore and seconded by Councilor Gullette to adjourn the meeting at 6:29pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Rudy Patch, Mayor



# BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, MARCH 25, 2019 @ 7:00PM

WORK SESSION MEETING MINUTES

**CALL TO ORDER:** The City Council of the City of Blackduck met in a scheduled work session at the City Hall at 7:00PM on March 25, 2019.

## Roll Call

**Councilors present:** Councilors Moore, Sellon, and Gullette

**Councilors Absent:** Mayor Patch, Councilors Kolb

**Staff Present:** City Administrator, Christina Regas

**Others Present:** none

The meeting was called to order at 7:00pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

## OLD BUSINESS –

1. Housing Rehab Return of funds – nothing discussed
2. City of Blackduck City Wide Tour – Council was reminded of the tentative date of
3. Blackduck HRA & EDA – nothing discussed.
4. Natural Gas –nothing discussed.

## NEW BUSINESS –

1. 2018 Post Audit Trial Balances and report of 2018 Fire Aid paid – Regas supplied to Council a post audit trial balance for 2018 showing fund excess and losses for the year. Regas supplied a more detailed report on just the general fund by department to show where the 2018 excess department remains. Regas reported the 2018 State Fire aid was received in March of 2019 and adjusted the excess for the administration expenditures to reflect a true excess or carry over of \$34,285.77. Regas stated the trial balance is used for many reasons but it is primarily used for the Police and Fire budgets. Regas recommended Council consider utilizing a portion of the General Fund 2018 excess to pay for assessments on the Wayside Rest park for the Frontage Rd and Summit Ave. and for the Liquor fund to utilize excess for their committed assessments. Regas further recommended a portion of the excess from the general fund from the fire department budget be moved into fire reserves.
  - a. Library budgets – Councilor Gullette discussed the budget for the library noting the library board has met and has very little funds to replace their copiers and hardware. Gullette noted some of the projects the library does is paid for with fund raising. Regas asked for the date of the next library board to assist the board with budgeting. Gullette stated it is the third Tuesday each month @ 6:00pm.
2. Beltrami County Highway Department CSAH 2019 Projects & Municipal Responsibility – Regas reported two engineer's estimates from Beltrami County Highway for mill and overlays being completed on CSAH 92 & 47 in 2019 with a municipal responsibility totaling \$7,710.00. Regas and Klug spoke with Hasbargen from the County reporting to him that the City hasn't been responsible for these fees in the past and the City doesn't have the funding set aside to cover the costs. Hasbargen reported to Klug the options for Blackduck would be to pay for the costs in 2019; be invoiced for the costs in 2020 giving the City time to levy for the costs; or speak to the County board requesting the costs be covered. Regas reported the City met with Commissioner Sumner regarding the costs requesting they be covered. Commissioner Sumner stated the road improvements are part of the County 5-year plan but he could meet with the rest of the board and report back to Blackduck. Regas stated it was still a work in progress.



# BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, MARCH 25, 2019 @ 7:00PM

## WORK SESSION MEETING MINUTES

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3. 2019 Pine Tree Park Campground Host – Regas reported to Council the City campground will have a park host in 2019 beginning on around May 6, 2019.
4. 2019 After Prom Donation Request – Regas reported the after-prom committee is requesting a donation from the City Liquor Rent fund. Regas will provide to Council a history of what the City has donated in the past for consideration at the April 4, 2019 council meeting. Councilor Gulette stated that Sandy and Richard Lien do a lot to help make this event great for the kids and if the funds raised do not get spent in 2019 then remaining funds are held over for future year events. Regas stated the Council would have a history of donations made to this organization to review during the April Council meeting for consideration. Nothing further.
5. Cemetery Ordinance Revision – Regas reported the City is in the process of revising the Cemetery Ordinance and would have more to report at a later date. Regas stated there are some outdated regulations that the City should update. Nothing further.
6. Blackduck Child Care Coalition – County Presentation – Regas reported the City will be reporting to the County board April 16, on the successes of the Blackduck Child Care Coalition and the challenges in the Blackduck area expanding on childcare providers. Regas further reported the funds received from the DEED Grant in 2017 since no providers in the Blackduck area applied for any funds the money will open up to the entire 12 county region served by the Northwest Minnesota Foundation. Regas stated Blackduck providers are still eligible to receive the forgivable and low interest loans if the Council has any providers they know can benefit. Regas stated there are several uses for the grant dollars and it is very disappointing the coalition was successful being awarded the funds but no one applied for it. Councilor Gulette asked for clarification of how the loans are ‘forgivable’. Regas stated that once the recipient receives the loan, he/she must operate their childcare business for a number of years prior to the forgiveness beginning. Regas continued stating after a number of years the loan is completely forgivable and will not need to be repaid back.
7. Elected Officials Conference Recap -
- 8.

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

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Christina Regas, City Administrator

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Rudy Patch, Mayor



# BLACKDUCK PLANNING MEETING

WEDNESDAY March 27, 2019 2:00PM

REGULAR MEETING MINUTES

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**CALL TO ORDER:** Commissioner Klug called the Planning meeting to order at 2:00pm.

**ROLL CALL:**

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

**Commissioners Absent:** none

**Councilor Present:** none

**Councilors Absent:** William Sellon

**Staff Present:** City Administrator Christina Regas

**Others Present:** Craig Clark of EAPC Architects, Lynn Eaton of WSN, and Ron Rockis

**Approval of Minutes** – Moved by Commissioner Benson and seconded by Commissioner Tindell to approve the minutes of the February 20, 2018 regular meeting. Motion approved unanimously.

**Old Business**

1. **Vacant Commissioner Seat** – Moved by Commissioner Tindell and seconded by Commissioner Benson to approve Ron Rockis to fill the vacant board seat. Motion carried unanimously.

**New Business** –

1. **Land Use Permit 2019-04 – Sanford Clinic Remodel – Pat Weerts Kraus Anderson** – Moved by Commissioner Benson and seconded by Commissioner Tindell to approve land use permit 2019-04. Clark reported the demolition and remodel of the lower level of the clinic building will support a new pharmacy, waiting room, restroom, and service counters from a new south access. Regas reported to the board the remodel will mostly include interior changes to the lower level plus a new customer entrance. Commissioner Benson confirmed no changing will occur in the upper level. Clark noted that Sanford will not be doing a PT room at this time and the submitted plans do not reflect those changes. Regas confirmed for the board the location for the entrance would be close to the middle of the south facing side. Regas asked if there will be less demolition since the PT room will not be moving forward. Clark confirmed one main load bearing wall will not be removed. Hearing no further discussion Commissioner Klug called for a vote on the motion. Motion carried unanimously.
2. **Sanford Parking Lot Discussion** – Regas briefed the board on the needs of the clinic and pharmacy for a separate parking lot and the interest of the Blackduck Development Corp to determine what size of a lot the City would allow based on the Zoning Ordinance. Regas provided two egress options for parking lots one off of Summit and another off 1<sup>st</sup> Street. Regas reported the number of spaces needed in the lot by ordinance is 36 but the BDC is hoping to reduce that number and not support the employee parking if the City allows. Regas further reported an option to not build a parking lot to supply spaces for the clinic and pharmacy but just the pharmacy. Regas provided for board review two options for review with varied number of parking spaces. Commissioner Benson stated he was not in favor of an access from 1<sup>st</sup> Street due to additional parking and snow removal. Commissioner Tindell asked if an alley access is a possible solution since there is already rear parking to the clinic building. Regas reported the alley is not wide enough to support 2-way traffic and public works was not in favor of that being the main parking area. Benson





# BLACKDUCK PLANNING MEETING

WEDNESDAY March 27, 2019 2:00PM

## REGULAR MEETING MINUTES

stated the alley would be a good access point for a parking lot instead of building a new one off of Summit. Commissioner Cease asked if the current on-street parking could be allowed for employee parking. Regas stated according to the City ordinance the clinic should provide a parking lot but that was up to interpretation of the City. Commissioner Tindell asked if there was parking on Margaret across from the church. Regas stated yes. Klug stated the parking spaces on Margaret was done to accommodate both the church on Sunday and the clinic during the week. Benson stated if a variance is needed then it would be a matter of the application fee but he did not see an issue with the space reduction. Benson suggested requesting an entrance point of the parking lot and the size would be up to the BDC. Regas provided for review 3 options for parking spaces for review. Klug asked if the County would need to allow a permit to have an entrance off Summit. Cease asked if there was ever an access before. Klug believed there was at one time but not known. Benson stated if the entrance came in from the alley then it would be one less curb and gutter to cut into. Eaton from WSN noted there could be an increase of accidents when the entrance is on Summit but it is up to the City. Eaton noted the access from the alley would be a good consideration too noting the lot is going to be a challenge because of the slope. Eaton suggested for consideration the traffic on 1st Street is already slower and the County may request a left turn lane if the access is on Summit. Benson did not believe it would so busy that it would create too large of a traffic issue.

- a. Regas summarized the thoughts of the Commissioners that the City is more in favor of either a Summit access or alley access to a parking lot. Regas asked for feedback on the space count. Cease asked if there is a space count now for the clinic. Regas did not believe there is a space count but an ease of access. Benson did not believe there was a space count now and the City does not have any issues with the patients parking on the street now. Benson did not believe the space count is an issue if the BDC would prefer to make the lot smaller. Benson did not believe the City had to hold the BDC to the City Ordinance stressing the importance for the pharmacy to remain in Blackduck and to work with the project. Klug believed the 36-space lot was overkill. Regas thanked the board for their comments and feedback and noted she will bring the recommendations back to the BDC.

### **3. Upcoming Permit Applications –**

- a. Blackduck Co-op Sign Variance or Application for permit – nothing discussed.
- b. Cheryl Tjepkes new single-family home construction – Bieghley Road – nothing discussed.

### **4. Summer Blight Tour -**

- a. Commissioner Benson requested a tour on blight for the Spring, a scheduled Clean-up Day and to see if Brush with Kindness can be worked on for some of the homes this year. Rockis suggested reaching out to the County for service and dumpsters for clean-up. A tentative date of May 4th was recommended. Regas stated she would look into what could be done from the County.

**5. April Meeting Date** - Next meeting is scheduled for April 17, 2019, Benson noted he would not be in attendance, remaining Commissioners would be present. Nothing further.

**ADJOURN THE PLANNING MEETING** – Moved by Commissioner Tindell and seconded by Commissioner Benson to adjourn the special planning meeting at 2:42pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Bob Klug Sr., Chairperson

April 8, 2019

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 04/04/2019	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 04/04/2019	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$208,666.29	\$13,492.64	\$195,173.65	\$80,660.85	\$0.00	\$80,660.85	
POLICE RESTRICTED CASH	\$39,215.21	\$0.00	\$39,215.21	\$0.00	\$0.00	\$0.00	
CEMETERY	(\$1,213.03)	\$0.00	(\$1,213.03)	\$1,741.91	\$0.00	\$1,741.91	
PERPETUAL CARE	\$6,928.13	\$0.00	\$6,928.13	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$68,785.65	\$0.00	\$68,785.65	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$8,626.97	\$0.00	\$8,626.97	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$37,068.44	\$0.00	\$37,068.44	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$195,515.87	\$0.00	\$195,515.87	
PINE TREE PARK	\$44,079.76	\$103.90	\$43,975.86	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.01	\$0.00	\$0.01	\$120,405.86	\$0.00	\$120,405.86	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$17,289.80	\$0.00	\$17,289.80	
Fire Dept Special Equip Fund	\$172,472.44	\$0.00	\$172,472.44	\$26,030.46	\$0.00	\$26,030.46	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$227,616.66	\$0.00	\$227,616.66	
2006 GO BOND	\$16,310.05	\$0.00	\$16,310.05	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond	\$30,532.76	\$0.00	\$30,532.76	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan	\$7,503.31	\$0.00	\$7,503.31	\$0.00	\$0.00	\$0.00	
2012A Refund Bond Golf/Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan	\$15,362.42	\$0.00	\$15,362.42	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Main	\$39,864.25	\$0.00	\$39,864.25	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan	\$14,753.94	\$0.00	\$14,753.94	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service	\$24,943.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING	\$87,910.09	\$0.00	\$87,910.09	\$0.00	\$0.00	\$0.00	
WATER FUND	\$207,099.18	\$1,851.21	\$205,247.97	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$106,292.83	\$1,434.51	\$104,858.32	(\$1,283.00)	\$0.00	(\$1,283.00)	
LIQUOR FUND	\$264,902.82	\$51,422.86	\$213,479.96	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$18,930.19	\$0.00	\$18,930.19	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$96,337.33)	\$1,117.74	(\$97,455.07)	\$0.00	\$0.00	\$0.00	
WATER PROJECT FUND	\$20,044.93	\$0.00	\$20,044.93	(\$1,389.00)	\$0.00	(\$1,389.00)	
SEWER PROJECT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total:</b>	<b>\$1,228,262.18</b>	<b>\$69,422.86</b>	<b>\$1,133,895.39</b>	<b>\$881,799.60</b>	<b>\$0.00</b>	<b>\$881,799.60</b>	<b>\$2,015,694.99</b>

Transfer Recommended:

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

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

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CITY OF BLACKDUCK

Monthly Bills

March 2019

Check Name	Amount		
<b>Fund 101 GENERAL FUND</b>		<b>Fund 609 MUNICIPAL LIQUOR FUND</b>	
Marco Technologies LLC	\$182.01	AMERIPRIDE LINEN & APPAREL	\$468.87
AMERIPRIDE LINEN & APPAREL	\$58.12	BANYON DATA SYTEMS	\$206.52
BANYON DATA SYTEMS	\$396.66	BELL BOY CORPORATION	\$253.25
BELTRAMI ELECTRIC COOP	\$3,987.51	BELTRAMI ELECTRIC COOP	\$814.26
BLACKDUCK AUTO PARTS, INC	\$1,055.99	BEMIDJI COCA-COLA	\$206.80
Blackduck Collision	\$347.90	BERNATELLOS	\$290.25
BLACKDUCK CO-OP	\$133.05	Bernick Companies	\$6,008.10
BLACKDUCK FAMILY FOODS	\$12.53	BLACKDUCK FAMILY FOODS	\$2,007.20
BOB KLUG	\$71.15	Breakthru Beverage	\$979.68
BOGART'S	\$915.54	D & D BEVERAGE	\$60.00
CARD SERVICE CENTER	\$817.49	DICK DISTRIBUTING	\$11,007.05
CDW	\$259.99	GUARDIAN PEST CONTROL	\$42.56
FRONTIER REPAIR	\$34.36	HEGGIES PIZZA LLC	\$511.50
GRAYBAR	\$3,297.50	HENRYS	\$2,867.59
NORTHWOODS LUMBER CO	\$24.15	JIM DANDY SNACK FOOD CO.	\$138.00
PAUL BUNYAN BROADCASTING CO	\$419.92	JOHNSON BROTHERS LIQUOR CO.	\$7,855.00
QUILL CORPORATION	\$360.34	MIKINNON CO., INC	\$7,044.75
REGAS, CHRISTINA	\$197.20	NEI BOTTLING INC	\$515.50
ROGER'S TWO WAY RADIO	\$93.00	NORTHWOODS ICE, INC	\$48.00
TIMBERLINE SPORTS, INC	\$426.46	NORTHWOODS LUMBER CO	\$33.68
VERIZON WIRELESS	\$175.05	OLD DUTCH	\$273.66
Ziegler Inc	\$226.72	PAUL BUNYAN BROADCASTING CO	\$263.31
<b>Fund 101 GENERAL FUND</b>	\$13,492.64	PAUSTIS WINE COMPANY	\$661.00
<b>Fund 209 PINE TREE PARK FUND</b>		Phillips Wine and Spirits	\$1,610.35
BELTRAMI ELECTRIC COOP	\$103.90	QUILL CORPORATION	\$218.99
<b>Fund 209 PINE TREE PARK FUND</b>	\$103.90	RP BROADCASTING COMPANY	\$100.00
<b>Fund 601 WATER FUND</b>		Southern Glazer's of MN	\$5,808.72
BANYON DATA SYTEMS	\$396.66	TOTAL TAP SERVICES	\$64.00
BELTRAMI ELECTRIC COOP	\$1,189.71	US FOODS	\$352.74
BLACKDUCK AUTO PARTS, INC	\$87.81	VINOCOPIA INC	\$462.00
BOB KLUG	\$71.15	WASTE MANAGEMENT OF WI-MN	\$249.53
PAUL BUNYAN BROADCASTING CO	\$34.08	<b>Fund 609 MUNICIPAL LIQUOR FUN</b>	\$51,422.86
TIMBERLINE SPORTS, INC	\$71.80	<b>Fund 613 GOLF COURSE</b>	
<b>Fund 601 WATER FUND</b>	\$1,851.21	BANYON DATA SYTEMS	\$88.50
<b>Fund 602 SEWER FUND</b>		BELTRAMI ELECTRIC COOP	\$388.29
BANYON DATA SYTEMS	\$396.66	CARD SERVICE CENTER	\$195.93
BELTRAMI ELECTRIC COOP	\$825.31	MN GOLF ASSOCIATION	\$90.00
BLACKDUCK AUTO PARTS, INC	\$92.40	MTI Distributing	\$215.93
BOB KLUG	\$71.14	NORTHWOODS LUMBER CO	\$94.65
RMB ENVIRONMENTAL LABORATORIES	\$49.00	PAUL BUNYAN BROADCASTING CO	\$44.44
<b>Fund 602 SEWER FUND</b>	\$1,434.51	<b>Fund 613 GOLF COURSE</b>	\$1,117.74

Check Name	Amount
	<u>\$69,422.86</u>

## Water Fund

Year to Date Income Statement thru 03/31/2019

Water Operating Revenue:		Budget:
Water Meter Sales	\$0.00	\$0.00
Health Dept Charges	(\$1.97)	\$1,500.00
Penalties and Interest	\$49.00	\$0.00
Water Sales	\$46,259.59	\$212,000.00
Water Connect/Reconnect Fee	\$195.16	\$1,000.00
Water Penalty	\$388.54	\$1,750.00
Miscellaneous Revenues	\$0.00	\$0.00
Interest Earnings	\$740.11	\$0.00
Reimbursements	\$0.00	\$400.00
<b>Total Water Revenues</b>	<b>\$47,630.43</b>	<b>\$216,650.00</b>

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$13,398.78	\$58,621.00	\$45,222.22
Full-Time Employees OT	\$507.26	\$500.00	(\$7.26)
Part-Time Employees	\$0.00	\$1,250.00	\$1,250.00
PERA	\$1,043.02	\$4,490.00	\$3,446.98
FICA	\$1,042.33	\$4,580.00	\$3,537.67
Employer Paid Health	\$3,194.94	\$12,648.00	\$9,453.06
Office Supplies (GENERAL)	\$8.75	\$200.00	\$191.25
Printed Forms	\$0.00	\$0.00	\$0.00
Electricity	\$2,842.35	\$11,000.00	\$8,157.65
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating Supplies (GENERAL)	\$43.85	\$600.00	\$556.15
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$333.45	\$1,000.00	\$666.55
Lubricants and Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$734.80	\$7,000.00	\$6,265.20
Fluoride	\$0.00	\$500.00	\$500.00
Repairs/Maint Supply	\$0.00	\$1,500.00	\$1,500.00
Equipment Parts	\$0.00	\$1,000.00	\$1,000.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$0.00	\$500.00	\$500.00
Merchandise for Resale	\$0.00	\$750.00	\$750.00
Auditing and Acc't	\$0.00	\$3,000.00	\$3,000.00
Legal Fees	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$0.00	\$0.00	\$0.00
Engineering Fees	\$0.00	\$0.00	\$0.00
Professional Services	\$100.00	\$500.00	\$400.00
Other Professional Services	\$0.00	\$0.00	\$0.00
Telephone	\$33.92	\$500.00	\$466.08
Postage	\$126.00	\$750.00	\$624.00
Travel Expense	\$0.00	\$500.00	\$500.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$300.00	\$300.00
Property Insurance	\$0.00	\$1,600.00	\$1,600.00
Workers Compensation	\$71.15	\$2,000.00	\$1,928.85
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$449.00	\$1,800.00	\$1,351.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$22.99	\$10,000.00	\$9,977.01
Repairs/Maintenance Machinery	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$894.29	\$2,100.00	\$1,205.71
Uncollectable Checks/Bad Debt	\$249.00	\$0.00	(\$249.00)
Cash Short	\$0.00	\$0.00	\$0.00
Miscellaneous	\$207.96	\$0.00	(\$207.96)
Bank Service Charges	\$8.00	\$500.00	\$492.00
<b>Total Water Expenditures</b>	<b>\$25,311.84</b>	<b>\$130,189.00</b>	<b>\$104,877.16</b>

<b>Other Water Expenditures:</b>		<b>Budget</b>	<b>Remaining</b>
Transfer Fr Other Fund	\$0.00	\$0.00	\$0.00
Debt Service Bond Principal	\$45,000.00	\$45,000.00	\$0.00
Debt Service Bond Interest	\$9,318.75	\$18,356.25	\$9,037.50
Depreciation/Capital Outlay	\$0.00	\$10,000.00	\$10,000.00
<b>Total</b>	<b>\$54,318.75</b>	<b>\$73,356.25</b>	<b>\$19,037.50</b>
<b>Net Tot</b>	<b>(\$32,000.16)</b>	<b>\$203,545.25</b>	<b>\$123,914.66</b>



**Sewer Fund**  
**Year to Date Income Statement thru 03/31/2019**

<b>Sewer Operating Revenue:</b>		<b>Budget</b>
Reimbursements (insurance proceeds)	\$115.00	\$0.00
Penalties and Interest	\$0.00	\$0.00
Interest Earnings	\$382.55	\$0.00
Sewer Sales	\$34,226.54	\$163,000.00
Farm Lease Agreement Revenue	\$0.00	\$6,098.00
Sewer Connect/Reconnect Fee	\$0.00	\$0.00
Swr Penalty	\$372.27	\$1,500.00
Charges for Service	\$0.00	\$0.00
<b>Total Sewer Revenues</b>	<b>\$35,096.36</b>	<b>\$170,598.00</b>

<b>Sewer Operating Expenditures:</b>		<b>Budget</b>	<b>Remaining</b>
Full-Time Employees Regular	\$14,632.51	\$61,986.00	\$47,353.49
Part-Time Employees	\$0.00	\$625.00	\$625.00
PERA	\$1,097.42	\$4,673.00	\$3,575.58
FICA	\$1,096.51	\$4,767.00	\$3,670.49
Employer Paid Health	\$3,333.67	\$13,199.00	\$9,865.33
Office Supplies (GENERAL)	\$8.74	\$200.00	\$191.26
Electricity	\$3,557.03	\$16,000.00	\$12,442.97
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating Supplies (GENERA	\$43.85	\$500.00	\$456.15
Motor Fuels	\$292.06	\$1,200.00	\$907.94
Lubricants and Additives	\$0.00	\$500.00	\$500.00
Repairs/Maint Supply	\$0.00	\$500.00	\$500.00
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	\$3,000.00	\$3,000.00
Legal Fees	\$0.00	\$0.00	\$0.00
Chemicals and Chem Products	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$49.00	\$750.00	\$701.00
Other Professional Services	\$217.86	\$1,000.00	\$782.14
Telephone	\$68.06	\$500.00	\$431.94
Postage	\$40.00	\$500.00	\$460.00
Travel Expense	\$0.00	\$500.00	\$500.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$2,100.00	\$2,100.00
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	\$71.14	\$2,200.00	\$2,128.86
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	\$0.00	\$8,000.00	\$8,000.00
Repairs/Maintenance Machine	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$735.66	\$3,200.00	\$2,464.34
Miscellaneous	\$207.95	\$0.00	(\$207.95)
Debt Service Bond Interest	\$0.00	\$0.00	\$0.00
Fiscal Agent Fee	\$0.00	\$0.00	\$0.00
Other Equipment (irrigator)	\$0.00	\$6,500.00	\$6,500.00
<b>Total Sewer Expenditures</b>	<b>\$25,451.46</b>	<b>\$135,000.00</b>	<b>\$109,548.54</b>

		<b>Budget</b>	<b>Remaining</b>
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
<b>Total</b>	<b>\$3,000.00</b>	<b>\$28,000.00</b>	<b>\$25,000.00</b>

**Net Total                    \$6,644.90                    \$163,000.00                    \$134,548.54**

**Pine Tree Park**  
**Year to Date Income Statement thru 3/31/2019**

<b>PTP Revenues</b>	<b>2019</b>	<b>2018</b>
Reservation Fees	\$45.00	\$120.00
Grants	\$0.00	\$0.00
Camping Fees	\$429.00	\$1,500.00
Other Revenue	\$103.50	\$0.00
Contributions and Donations	\$0.00	\$0.00
Interest Earnings	\$169.91	\$0.00
<b>Total PTP Revenues</b>	<b>\$747.41</b>	<b>\$1,620.00</b>

<b>PTP Expenditures</b>	<b>2019 YTD</b>	<b>2018 YTD</b>	<b>2019 Budget</b>	<b>Remaining</b>
Full-Time Employees Regular	\$923.07	\$831.06	\$3,832.00	\$2,908.93
Part-Time Employees Regular	\$0.00	\$0.00	\$1,560.00	\$1,560.00
PERA	\$69.25	\$62.33	\$280.00	\$210.75
FICA	\$67.69	\$63.57	\$405.00	\$337.31
Employer Paid Health	\$193.04	\$130.68	\$767.00	\$573.96
Office Supplies	\$8.75	\$6.13	\$0.00	(\$8.75)
Electricity	\$313.44	\$302.68	\$2,500.00	\$2,186.56
Operating Supplies (GENERAL)	\$5.96	\$0.00	\$700.00	\$694.04
Cleaning Supplies	\$0.00	\$0.00	\$100.00	\$100.00
Motor Fuels	\$0.00	\$0.00	\$900.00	\$900.00
Repairs/Maint Supply	\$0.00	\$37.98	\$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	\$0.00	\$0.00	\$1,750.00	\$1,750.00
Repairs/Maint Building	\$0.00	\$0.00	\$2,500.00	\$2,500.00
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	\$813.00	\$1,500.00	\$1,500.00
Portable Restrooms	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General	\$0.00	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$0.00	\$0.00	\$275.00	\$275.00
<b>Total PTP Expenditures</b>	<b>\$1,581.20</b>	<b>\$2,247.43</b>	<b>\$22,119.00</b>	<b>\$20,537.80</b>
<b>Net Profit</b>	<b>(\$833.79)</b>	<b>(\$627.43)</b>		
<b>Total</b>	<b>(\$833.79)</b>	<b>(\$627.43)</b>		

**Blackduck Municipal Golf Course**  
**Year-To-Date Income Statement 3/31/2019**

	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!	\$500.00	\$500.00
Clothing	\$0.00	\$0.00	\$0.00	#DIV/0!	\$500.00	\$500.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$8,500.00</b>	<b>\$8,500.00</b>

**Charges for Services**

Green Fees	\$0.00
Membership Fees	\$3,668.50
Trail Fees	\$90.00
Cart Storage	\$211.50
Rentals (Clubs, Carts)	\$202.50
Power Carts	\$0.00
Clubhouse Rental	\$100.00
Golf Tournament Revenue	\$0.00
<b>Total Charges for Services</b>	<b>\$4,272.50</b>

**Total Income \$4,272.50**

**Less Operating Expense**

		Budget	Remaining
Wages	\$0.00	\$50,000.00	\$50,000.00
PERA	\$0.00	\$3,000.00	\$3,000.00
FICA	\$0.00	\$3,825.00	\$3,825.00
Office Supplies	\$8.75	\$0.00	(\$8.75)
Heating Fuel	\$0.00	\$0.00	\$0.00
Electricity	\$1,401.43	\$6,000.00	\$4,598.57
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$53.44	\$1,000.00	\$946.56
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$87.20	\$3,000.00	\$2,912.80
Lubricants/Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$4,500.00	\$4,500.00
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	\$137.54	\$600.00	\$462.46
Cable Television	\$30.00	\$0.00	(\$30.00)
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$0.00	\$0.00	\$0.00
Postage	\$0.00	\$100.00	\$100.00
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	\$700.00	\$700.00
Unemployment	\$1,580.00	\$5,000.00	\$3,420.00
Insurance	\$0.00	\$0.00	\$0.00
Garbage Disposal	\$88.91	\$750.00	\$661.09
Repair/Maint Building	\$0.00	\$1,000.00	\$1,000.00
Repair/Main Structure	\$0.00	\$0.00	\$0.00
Repairs/Maint Machinery	\$2,246.08	\$4,000.00	\$1,753.92
Maintenance Course	\$0.00	\$3,000.00	\$3,000.00
Golf Cart Lease	\$0.00	\$0.00	\$0.00
Other Rentals	\$0.00	\$0.00	\$0.00
Leasehold Improvement	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$820.26	\$1,500.00	\$679.74
Bank Service Charges	\$36.00	\$1,000.00	\$964.00
Debt Service Bond Principal	\$10,000.00	\$10,000.00	\$0.00
Interest	\$500.00	\$937.50	\$437.50
Equipment Bond Interest 2016	\$1,162.50	\$2,175.00	\$1,012.50
Equipment Bond Principal 2016	\$12,000.00	\$12,000.00	\$0.00
<b>Total Expense</b>	<b>\$30,152.11</b>	<b>\$120,937.50</b>	<b>\$90,785.39</b>

**OPERATING INCOME OR LOSS** **(\$25,879.61)**

**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
<b>Total Other Expenses</b>	<b>\$0.00</b>

**Other Income**

Transfer Fr Other Funds	\$0.00
Transfer Fr Liq Str	\$10,000.00
Interest Earned	\$0.00
Reimbursements	\$0.00
Other Revenues	\$0.00
Cash Over	\$0.00
Proceeds-Gen Obligation Equip	\$0.00
<b>Total Other Income</b>	<b>\$10,000.00</b>

**NET INCOME OR LOSS YEAR TO DATE** **(\$15,879.61)**

<b>Sales Comparison YTD</b>	<b>2018 thru November</b>	<b>2019</b>
Green Fees	\$35,789.41	\$0.00

<b>YTD Comparisons:</b>	<b>2018</b>	<b>2019</b>
Operating Revenue	\$525.00	\$14,272.50
Operating Expense	\$3,014.07	\$30,152.11
	<b>(\$2,489.07)</b>	<b>(\$15,879.61)</b>

**Blackduck Municipal Liquor Store Income Statement**  
**Year to Date Ending 03/31/2019**

164472.65

	Sales	Cost of Goods	Gross Profit	
Liquor Sales Off-Sale	\$61,517.78	\$47,112.53	\$14,405.25	23.42%
Beer Sales Off-Sale	\$102,795.95	\$79,625.04	\$23,170.91	22.54%
Wine Sales Off-Sale	\$10,038.95	\$5,601.98	\$4,436.97	44.20%
Other Sales On/Off-Sale	\$1,982.47	\$2,154.90	(\$172.43)	-8.70%
Liquor Sales On-Sale	\$32,480.53	\$6,862.77	\$25,617.76	78.87%
Beer Sales On-Sale	\$38,809.60	\$7,969.23	\$30,840.37	79.47%
Wine Sales On-Sale	\$249.14	\$128.27	\$120.87	48.51%
Cigarette Sales	\$2,072.99	\$985.17	\$1,087.82	52.48%
Clothing	\$575.01	\$448.65	\$126.36	21.98%
Soft Drinks On Sale	\$3,498.59	\$2,114.33	\$1,384.26	39.57%
Food Sales	\$25,286.58	\$15,439.59	\$9,846.99	38.94%

GPM				
Total	\$279,307.59	\$168,442.46	\$110,865.13	39.69%
Less Operating Expense	2019 YTD		Budget	Remaining
Wages FT		\$12,941.74	\$59,398.00	\$46,456.26
Wages PT		\$26,763.70	\$118,778.00	\$92,014.30
PERA		\$2,380.07	\$12,996.00	\$10,615.93
FICA		\$3,036.73	\$13,554.00	\$10,517.27
Health Insurance		\$3,047.26	\$13,130.00	\$10,082.74
Office Supplies		\$616.19	\$750.00	\$133.81
Electricity		\$5,717.31	\$23,000.00	\$17,282.69
Computer Supplies		\$0.00	\$0.00	\$0.00
Training and Instruction		\$250.00	\$500.00	\$250.00
Operating & Bar Supplies		\$4,268.17	\$11,000.00	\$6,731.83
Cleaning Supplies		\$11.79	\$0.00	(\$11.79)
Bar Supply		\$0.00	\$0.00	\$0.00
Building Repair Supplies		\$0.00	\$0.00	\$0.00
Mix Expense		\$2,390.84	\$9,000.00	\$6,609.16
Auditing / Acc'tg Services		\$0.00	\$6,500.00	\$6,500.00
Legal Fees		\$0.00	\$0.00	\$0.00
Other Professional Services/Cleaning		\$0.00	\$0.00	\$0.00
Telephone		\$355.35	\$1,350.00	\$994.65
Postage		\$178.50	\$300.00	\$121.50
Cable Television		\$223.95	\$1,000.00	\$776.05
Internet Access		\$250.98	\$1,000.00	\$749.02
Travel Expense		\$620.00	\$500.00	(\$120.00)
Freight		\$1,342.86	\$4,500.00	\$3,157.14
Advertising		\$0.00	\$0.00	\$0.00
Promotions/Entertainment		\$4,446.12	\$9,000.00	\$4,553.88
Legal Notices		\$0.00	\$0.00	\$0.00
Liability Insurance		\$0.00	\$2,200.00	\$2,200.00
Property Insurance		\$0.00	\$7,200.00	\$7,200.00
Dram Shop/Liquor Liability		\$0.00	\$4,500.00	\$4,500.00
Other Insurance		\$0.00	\$0.00	\$0.00
Work Comp		\$0.00	\$6,200.00	\$6,200.00
Water Utility		\$487.67	\$2,700.00	\$2,212.33
Garbage Disposal		\$1,402.82	\$6,000.00	\$4,597.18
Sewer Utility		\$0.00	\$0.00	\$0.00
Repairs & Maintenance		\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building		\$234.52	\$10,000.00	\$9,765.48
Uncollectable Checks		\$0.00	\$200.00	\$200.00
Dues and Subscriptions		\$541.52	\$3,500.00	\$2,958.48
Bank Service Charges		\$4,905.24	\$15,500.00	\$10,594.76
Furniture & Fixtures		\$0.00	\$5,000.00	\$5,000.00
Office Equip & Furnishings		\$0.00	\$0.00	\$0.00
Improvements Other		\$0.00	\$0.00	\$0.00
Building & Structures		\$0.00	\$0.00	\$0.00
Medical Fees		\$92.00	\$350.00	\$258.00
Other Equipment		\$0.00	\$0.00	\$0.00
<b>Total Operating Expense</b>		<b>\$76,505.33</b>	<b>\$349,606.00</b>	<b>\$273,100.67</b>
<b>Inventory Expense</b>			<b>(\$3,969.81)</b>	
<b>NET INCOME OR LOSS</b>			<b>\$38,329.61</b>	
<b>Other Expenses</b>				
Donations		\$0.00		
Transfer to Golf		\$10,000.00		
Unemployment Paid		\$98.50		
Cash Short		\$16.22		
Misc. Expense		\$96.63		
<b>Total Other Expenses</b>		<b>\$10,211.35</b>		
<b>Other Income</b>				
Reimbursements (NSF)		\$198.75		
Rent Income		\$2,402.72		

Vending Income	\$1,172.75
Interest	\$906.91
Cash Over	\$48.23
<b>Total Other Income</b>	<b>\$4,729.36</b>

**Gross Profit Before Transfers** **\$32,847.62**

**Transfer to General Fund** \$0.00

**Net Profit After Inventory Exp & Transfers** **\$32,847.62**

Inventory at 1/1/2019 after inventory total	\$101,307.45
Inventory at 03/31/2019	\$113,765.41
Difference	\$12,457.96

### Sales Comparison Year to Date Ending 03/31/2019

	2017	2018	2019	% of Increase from 2018-2019
Off-Sale Liquor	\$50,734.65	\$57,062.62	\$61,517.78	7.81%
Off-Sale Beer	\$91,458.50	\$100,348.20	\$102,795.95	2.44%
Off-Sale Wine	\$7,739.18	\$9,244.23	\$10,038.95	8.60%
<b>Total Off-Sale</b>	<b>\$149,932.33</b>	<b>\$166,655.05</b>	<b>\$174,352.68</b>	<b>4.62%</b>
On-Sale Liquor	\$23,174.64	\$27,161.49	\$32,480.53	19.58%
On-Sale Beer	\$29,722.60	\$34,604.19	\$38,809.60	12.15%
On-Sale Wine	\$116.51	\$321.48	\$249.14	-22.50%
<b>Total On-Sale</b>	<b>\$53,013.75</b>	<b>\$62,087.16</b>	<b>\$71,539.27</b>	<b>15.22%</b>
<b>Total On and Off Sale</b>	<b>\$202,946.08</b>	<b>\$228,742.21</b>	<b>\$245,891.95</b>	<b>7.50%</b>



# Month End Remittance Report for March 2019

STATE OF MINNESOTA

Check Number: 888888 Printed: 4/1/2019 Account: Wells Fargo Bank Bemidji Checking (Swept)

## Beltrami County

### County Revenue

Line	GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
1a	Law Library-Civil	M.S. 134A.10 S1		000019597500 1	1,010.00
1b	Law Library - Criminal	M.S. 134A.10 S3		000019597500 1	3,551.03
2	Sheriff's Contingency Fund	M.S 387.213		000019597500 1	592.50
9	Prosecution Costs	M.S. 631.48; 609.49		000019597500 1	1,338.06
10	DWI Assessment/County	M.S. 169A.285		000019597500 1	790.08
15	Prostitution Assess/County LE	M.S. 609.3421(c)(1)		000019597500 1	(280.00)

**County Revenue Total** **\$7,001.67**

### Municipalities

GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
DWI Assessment/Bemidji			000019294100 1	418.41
Bemidji 100%			000019294100 1	1,011.14
Bemidji 2/3			000019294100 1	7,749.89
Bemidji 1st Late Penalty			000019294100 1	319.75
Bemidji 2nd Late Penalty			000019294100 1	1,207.63
Prostitution Assess/Bemidji LE	M.S. 609.3421(c)(1)		000019294100 1	280.00
<b>Sub-Total</b>				<b>\$10,986.82</b>

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
<b>Sub-Total</b>				<b>\$19.99</b>

**Municipalities Total** **\$11,006.81**

### County Specific

Line	GL Account	Statute	Inter-Agency Nbr	Vendor Nbr	Amount
1	Beltrami County DARE Advisory Board			000019294100 1	1,031.86
3	Bemidji Prosecution Costs			000019294100 1	250.00
4	Drug Task Force			000019597500 1	10.00
6	Northwood Coalition Battered Women's Shelter			000020502400 1	234.97
58	Beltrami County Victim Services			000019597500 1	27.36
59	Support Within Reach			000020327600 1	11.29

**County Specific Total** **\$1,565.48**

### Designated Funds

# LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name <b>Blackduck Fire Relief</b>	License Number <b>01944</b>	<b>Booth Operation Rent</b> 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 <b>Bar Operation Rent</b> 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 by the lessor or lessor's employees
Site Name <b>MUNICIPAL LIQUOR STORE</b>	Site Number <b>001</b>	
Bar op		

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 Col's 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.
2 / 2019	0.00	0.00	5125.00	1025.00	1025.00	0.00	0.00	1025.00	195.00	830.00

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

MAR 20 2019



## 2019 ANNUAL CONTINUING DISCLOSURE REPORTING

The City of Blackduck, Minnesota has covenanted to comply with Limited continuing disclosure requirements as required by the SEC Rule 15c2-12 (the "Rule") for certain outstanding obligations, requiring the City to provide an annual update to bondholders on the status of the financial and economic condition of the City. The required contents of the Annual Report are set forth in the Continuing Disclosure Certificate(s) for all applicable outstanding debt. The Continuing Disclosure Certificate is prepared by your bond attorney as part of the closing documentation that is executed with each of your issues subject to the Rule, and also includes the requirement of reporting the occurrence of certain "reportable events."

As Dissemination Agent to the City, we will complete and submit the Annual Disclosure Report on your behalf.

<b>Issuer and/or Other Obligated Person:</b>	City of Blackduck, Minnesota
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<b>Annual Report Deadline or As Soon As Available:</b>	<b>December 31, 2019</b>
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<b>Report Timeline and Deadlines:</b>	
Deadline for Client to Complete Questionnaire	May 13, 2019
Deadline for Ehlers to File Report on EMMA	December 31, 2019

**To help us complete the remainder of this year's Report, please complete and provide the following information to us by May 13, 2019:**

- 1) Please forward, or have your Auditor / CPA provide, your **Final December 31, 2018 Audit** (*If you do not have your final audit yet, please provide us with a status. Financial Statements or a Draft Audit is required to be filed by the Report Due Date*).
- 2) Attached, for your review and reference, you will find the outstanding debt schedule(s) we have on record for the City. If any new debt has been issued, please provide us with the following items for each issuance: the purpose of the issue, the amount of the issue, the maturity schedule, the interest rates, the date when issued, the resolution, the legal opinion and the continuing disclosure certificate. **If any debt has been paid in full, please list the issue(s) below and the date paid.**

- 3) The Following Issues are currently subject to Continuing Disclosure Reporting and represent one Continuing Disclosure Undertaking (“CDU”):

**Issues Subject to Limited Disclosure:**

Issue Identification	Issue Date	6-Digit CUSIP No.
\$445,000 General Obligation Refunding Bonds, Series 2009A	12/28/2009	092282
\$1,165,000 General Obligation Bonds, Series 2012A	12/27/2012	092282

**Issues Subject to Limited or Full (Only Upon Request) Disclosure:**

Issue Identification	Issue Date	6-Digit CUSIP No.
\$495,000 General Obligation Bonds, Series 2006A	8/17/2006	092282

Below is the Ehlers' Disclosure Dissemination fee schedule:

**Full Disclosure Services fees** shall be assessed as follows:

Number of Issuer Continuing Disclosure Undertakings	Annual Fee
One (1) to three (3) CDU's	\$2,800
Four (4) to six (6) CDU's	\$3,300
Seven (7) or more CDU's	\$3,800

Plus any out of pocket expenses.

Special Circumstances

If an Issuer's CDU requires periodic filings (quarterly or semiannually) in addition to the annual filings, a fee of \$500 per required CDU filing shall be assessed.

**Limited Disclosure Services** shall be provided annually for a fee of \$750.

- 4) Below is a list of events that require a Reportable Event Notice to be filed on EMMA. Please indicate if any of the following Events occurred during the past year:

Event	Circle
1. Principal and interest payment delinquencies	Y / <input checked="" type="radio"/> N
2. Non-payment related defaults, if material	Y / <input checked="" type="radio"/> N
3. Unscheduled draws on debt service reserves reflecting financial difficulties	Y / <input checked="" type="radio"/> N
4. Unscheduled draws on credit enhancements reflecting financial difficulties	Y / <input checked="" type="radio"/> N
5. Substitution of credit or liquidity providers, or their failure to perform	Y / <input checked="" type="radio"/> N
6. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Issuer's bonds or notes, or other material events affecting the tax status of the Issuer's bonds or notes	Y / <input checked="" type="radio"/> N
7. Modification to rights of holders of the Issuer's bonds or notes, if material	Y / <input checked="" type="radio"/> N
8. Calls of the Issuer's bonds or notes, if material, and tender offers If Yes, please describe which bonds: _____	Y / <input checked="" type="radio"/> N
9. Defeasances of the Issuer's bonds or notes	Y / <input checked="" type="radio"/> N
10. Release, substitution or sale of property securing repayment of the Issuer's bonds or notes, if material	Y / <input checked="" type="radio"/> N

- 11. Rating changes Y  N  
If Yes, please describe rating change: \_\_\_\_\_
- 12. Bankruptcy, insolvency, receivership or similar event of the Issuer Y  N
- 13. The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material Y  N
- 14. Appointment of a successor or additional trustee or the change of name of a trustee, if material Y  N
- 15. Incurrence of a Financial Obligation of the Issuer, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the Issuer, any of which affect holders of the Securities, if material; and (if applicable\*) Y  N
- 16. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the Financial Obligation of the Issuer, any of which reflect financial difficulties. (if applicable\*) Y  N

\* New reporting requirements as of February 27, 2019.

Please sign and date questionnaire:

Signature  Date 3/14/2019

Feel free to call Sara Beecher (262.796.6172) or Annie Mallon (262.796.6188), or e-mail sbeecher@ehlers-inc.com or amallon@ehlers-inc.com, if you have any questions or comments regarding continuing disclosure or to further discuss how we may be of service to you in complying with these regulations.

**CITY OF BLACKDUCK, MINNESOTA**  
 Schedule of Bonded Indebtedness  
 General Obligation Debt Being Paid From Revenues  
 (As of 6/1/19)

**GO Water Note  
 PFA Loan  
 Series 2016**

Dated Amount	09/28/16 \$468,834	Maturity	8/20
Fiscal Year Ending	Principal	Interest	Total Principal
2019	14,000	5,259	14,000
2020	14,000	10,423	14,000
2021	14,000	10,311	14,000
2022	14,000	10,185	14,000
2023	14,000	10,037	14,000
2024	15,000	9,862	15,000
2025	15,000	9,644	15,000
2026	15,000	9,404	15,000
2027	15,000	9,145	15,000
2028	15,000	8,838	15,000
2029	15,000	8,489	15,000
2030	16,000	8,107	16,000
2031	16,000	7,668	16,000
2032	16,000	7,199	16,000
2033	16,000	6,705	16,000
2034	16,000	6,193	16,000
2035	16,000	5,665	16,000
2036	16,000	5,124	16,000
2037	17,000	4,569	17,000
2038	17,000	4,156	17,000
2039	17,000	3,733	17,000
2040	17,000	3,299	17,000
2041	17,000	2,857	17,000
2042	18,000	2,410	18,000
2043	18,000	1,935	18,000
2044	18,000	1,458	18,000
2045	18,000	979	18,000
2046	18,600	498	18,600
	447,600	174,153	447,600

Total Interest	Total P & I	Principal Outstanding	% Paid	Fiscal Year Ending
5,259	19,259	433,600	3.13%	2019
10,423	24,423	419,600	6.26%	2020
10,311	24,311	405,600	9.38%	2021
10,185	24,185	391,600	12.51%	2022
10,037	24,037	377,600	15.64%	2023
9,862	24,862	362,600	18.99%	2024
9,644	24,644	347,600	22.34%	2025
9,404	24,404	332,600	25.69%	2026
9,145	24,145	317,600	29.04%	2027
8,838	302,600	302,600	32.39%	2028
8,489	23,489	287,600	35.75%	2029
8,107	24,107	271,600	39.32%	2030
7,668	23,668	255,600	42.90%	2031
7,199	23,199	239,600	46.47%	2032
6,705	22,705	223,600	50.04%	2033
6,193	22,193	207,600	53.62%	2034
5,665	21,665	191,600	57.19%	2035
5,124	21,124	175,600	60.77%	2036
4,569	21,569	158,600	64.57%	2037
4,156	21,156	141,600	68.36%	2038
3,733	20,733	124,600	72.16%	2039
3,299	20,299	107,600	75.96%	2040
2,857	19,857	90,600	79.76%	2041
2,410	20,410	72,600	83.78%	2042
1,935	19,935	54,600	87.80%	2043
1,458	19,458	36,600	91.82%	2044
979	18,979	18,600	95.84%	2045
498	19,098	0	100.00%	2046
	174,153	621,753		

**CITY OF BLACKDUCK, MINNESOTA**  
 Schedule of Bonded Indebtedness  
 General Obligation Debt Being Paid From Special Assessments and Taxes  
 (As of 6/1/19)

**Bonds 1)  
 Series 2006A**

Fiscal Year Ending	Dated Amount	Maturity	8/17/06 \$495,000		Total Principal	Total Interest	Total P & I	Total Principal Outstanding	% Paid	Fiscal Year Ending
			Principal	Interest						
2019		2/01		2,558	0	2,558	110,000	0.00%	2019	
2020			35,000	4,301	35,000	4,301	75,000	31.82%	2020	
2021			35,000	2,674	35,000	2,674	40,000	63.64%	2021	
2022			40,000	930	40,000	930	0	100.00%	2022	
			110,000	10,463	110,000	10,463	120,463			

1) The equipment portion of this issue is subject to the Statutory Debt Limit.

**CITY OF BLACKDUCK, MINNESOTA**

Schedule of Bonded Indebtedness  
 General Obligation Debt Being Paid From Revenues, Special Assessments and Taxes  
 (As of 6/1/19)

**Refunding 1)  
 Series 2009A**

Dated	12/28/09											
Amount	445,000											
Maturity	1/01											
<b>Fiscal Year Ending</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Principal</b>	<b>Total Interest</b>	<b>Total P &amp; I</b>	<b>Outstanding</b>	<b>Principal</b>	<b>% Paid</b>	<b>Fiscal Year Ending</b>			
2019		1,483	0	1,483	1,483	75,000		0.00%	2019			
2020	15,000	2,696	15,000	2,696	17,696	60,000		20.00%	2020			
2021	15,000	2,141	15,000	2,141	17,141	45,000		40.00%	2021			
2022	15,000	1,556	15,000	1,556	16,556	30,000		60.00%	2022			
2023	15,000	947	15,000	947	15,947	15,000		80.00%	2023			
2024	15,000	319	15,000	319	15,319	0		100.00%	2024			
	75,000	9,143	75,000	9,143	84,143							

1) This issue refunded the 2011 through 2024 maturities of the City's \$222,000 General Obligation Sewer and Water Revenue Bond, Series 1994A, dated June 22, 1994; the 2011 through 2024 maturities of the City's \$38,000 General Obligation Sewer and Water Revenue Bond, Series 1994B, dated June 22, 1994; the 2011 through 2016 maturities of the City's \$410,000 General Obligation Sewer Refunding Bonds, Series 1998, dated March 12, 1998; the 2010 through 2013 maturities of the City's \$171,869.59 General Obligation Improvement Bond, Series 1999, dated August 1, 1999; and the 2010 through 2013 maturities of the City's \$73,000 General Obligation Improvement Bond, Series 2000, dated December 1, 2000.



**CITY OF BLACKDUCK, MINNESOTA**

Schedule of Bonded Indebtedness  
 General Obligation Debt Being Paid From Revenues, Taxes, & Tax abatement Revenues  
 (As of 6/1/19)

Refunding 1)  
 Series 2012A

Dated	Amount	Maturity	Principal	Interest	Total Principal	Total Interest	Total P & I	Principal Outstanding	% Paid	Fiscal Year Ending
12/27/12	\$1,165,000	2/01								
Fiscal Year Ending										
2019			9,475	18,606	0	9,475	9,475	875,000	0.00%	2019
2020			55,000	17,768	55,000	18,606	73,606	820,000	6.29%	2020
2021			55,000	16,778	55,000	17,768	72,768	765,000	12.57%	2021
2022			55,000	15,788	55,000	16,778	71,778	710,000	18.86%	2022
2023			55,000	14,715	55,000	15,788	70,788	655,000	25.14%	2023
2024			50,000	13,613	50,000	14,715	69,715	600,000	31.43%	2024
2025			50,000	12,563	50,000	13,613	63,613	550,000	37.14%	2025
2026			50,000	11,475	50,000	12,563	62,563	500,000	42.86%	2026
2027			50,000	10,350	50,000	11,475	61,475	450,000	48.57%	2027
2028			50,000	9,169	50,000	10,350	60,350	400,000	54.29%	2028
2029			55,000	7,890	55,000	9,169	64,169	345,000	60.57%	2029
2030			55,000	6,570	55,000	7,890	62,890	290,000	66.86%	2030
2031			55,000	5,250	55,000	6,570	61,570	235,000	73.14%	2031
2032			60,000	3,825	60,000	5,250	60,250	180,000	79.43%	2032
2033			60,000	2,295	60,000	3,825	63,825	120,000	86.29%	2033
2034			60,000	765	60,000	2,295	62,295	60,000	93.14%	2034
2035			875,000	176,893	875,000	765	60,765	0	100.00%	2035
			875,000	176,893	875,000	176,893	1,051,893			

1) A portion of this issue current refunded the August 10, 2013 through August 10, 2018 maturities of the City's \$140,000 Lease-Purchase Agreement of 1998, dated August 10, 1998.  
 A portion of this issue also current refunded the 2013 through 2045 maturities of the City's \$1,067,000 General Obligation Water Revenue Bond of 2005, dated June 16, 2005.

**City of Blackduck**  
**Agreement between City and Volunteer Campground Host**  
**Camping Season 2019**

**Name of Campground:** Pine Tree Park

**Dates of Voluntary Agreement:** May 6th (weather permitting) – Closing of Park

**Names of Parties to the Agreement:** Dave Larson & The City of Blackduck

**Start Date:** May 6, 2019 (weather permitting) – Close of Park

**Excluding Dates:** None

**Jobs Performed by Volunteer Campground Host:**

Public Relations

Distribute information about Pine Tree Park rules and regulations, and information about the community in general. Assist people with directions to particular locations if needed; make people feel comfortable and welcome without being intrusive.

Routine Maintenance

Perform routine maintenance work including:

- Clean restrooms daily;
- Clean shower stall floors daily;
- Clean campsites after campers leave, as needed;
- Clean picnic shelters after they are used, as needed;
- General litter pickup in the Park;
- Other light duties as deemed necessary;

Safety

Inform the Blackduck Police Chief or Beltrami County Sheriff's office if any problems arise in the campground. Use your own good judgment as to when a call is necessary; however, the City of Blackduck stresses the importance of the Volunteer Host's safety and the safety of the campers first. Do not hesitate to call Law Enforcement if needed.

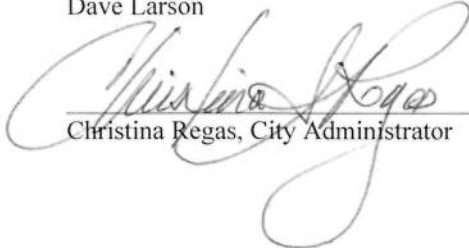
Communication

Inform Public Works, if any critical problems should arise. Call 835-4804 and leave a detailed message – this will directly page the weekend public works worker. We will work with you to solve any problems that may arise.

Remuneration

This is a volunteer position and to reward your desire to be such the City of Blackduck will offer you free golfing at the Blackduck Municipal Golf Course for the 2019 season. In addition, there will be no charge for your stay at Pine Tree Park.

 3/14/19  
\_\_\_\_\_  
Dave Larson Date

 3-14-19  
\_\_\_\_\_  
Christina Regas, City Administrator Date

# Requesting Final Council Approval for the Following

Requesting Final Approval of Part-time Employees:

<b>Name:</b>	<b>Position:</b>	<b>Date of Hire:</b>	<b>Wage:</b>
<b>Justin Baumgartner</b>	Off-Sale Clerk	03/14/2019	\$9.86
<b>Christine Christian</b>	Part-time Bartender		\$9.86



*The Office of the*  
**Minnesota  
State Auditor**

For Immediate Release  
March 11, 2019

Contact: Donald McFarland  
Phone: 651-236-0494

## **State Auditor Julie Blaha Concerned with Health of Firefighters**

2017 Financial and Investment Report of Volunteer Fire Relief Associations shows impressive financial health of funds, but finds a 101.1% increase in survivor and disability payouts

St. Paul, MN – Earlier today, State Auditor Julie Blaha released the 2017 Financial and Investment Report of Volunteer Fire Relief Associations. The report summarizes and evaluates the finances, basic benefit structure, and investment performance of Minnesota’s volunteer fire relief associations for the year ended December 31, 2017.

“While we are happy with the health of the funds, we are concerned with the health of the firefighters,” said State Auditor Julie Blaha. “We will continue to monitor the magnitude of survivor and disability benefit payouts and their financial impacts on these pension funds.”

While the financial health of the relief associations is impressive, the large increase in the amount paid in survivor and disability benefits is cause for concern. The amount paid in survivor and disability benefits increased by 101.1 percent between 2016 and 2017.

Highlights of this report include:

- Information on nearly all of the 580 relief associations that were in existence during 2017, and shows that, overall, the plans were well funded.
- The average funding ratio for the defined-benefit lump-sum relief associations was 138.5 percent, and only 49 relief associations had a funding ratio below 100 percent for the year (meaning they had a deficit).
- A total of \$34.7 million in service pensions was paid out by 329 different relief associations in 2017. The \$34.7 million paid out represents a 21.4 percent increase from the \$28.6 million paid in 2016.
- Other benefits, such as disability and survivor benefit payments, totaled \$1.7 million, a 101.1% increase from the 2016 total of \$840,401.

-more-

Auditor Blaha will be testifying before the Legislative Commission on Pensions and Retirement Tuesday, March 11, at 5:00 pm in room Capitol G-3 on the State Auditor's Volunteer Fire Relief Association Working Group bill.

The entire report can be found at <http://www.auditor.state.mn.us/default.aspx?page=20190308.000>.

xxx

*The Office of the State Auditor is the constitutional office that oversees more than \$20 billion in local government finances for Minnesota taxpayers. The Office of the State Auditor helps to ensure financial integrity and accountability in local government financial activities. Julie Blaha is Minnesota's 19th State Auditor. Follow us on Twitter @MNStateAuditor.*



## I. PURPOSE

The purpose of this policy is to provide employees with guidelines for responding to reports of sexual assault. This agency will strive:

- a) To afford maximum protection and support to victims of sexual assault or abuse through a coordinated program of law enforcement and available victim services with an emphasis on a victim centered approach;
- b) To reaffirm peace officers' authority and responsibility to conducting thorough preliminary and follow up investigations and to make arrest decisions in accordance with established probable cause standards;
- c) To increase the opportunity for prosecution and victim services.

## II. POLICY

It is the policy of the Blackduck Police Department to recognize sexual assault as a serious problem in society and to protect victims of sexual assault by ensuring its peace officers understand the laws governing this area. Sexual assault crimes are under-reported to law enforcement and the goal of this policy is in part to improve victim experience in reporting so that more people are encouraged to report.

All employees should take a professional, victim-centered approach to sexual assaults, protectively investigate these crimes, and coordinate with prosecution in a manner that helps restore the victim's dignity and autonomy. While doing so, it shall be this agency's goal to decrease the victim's distress, increase the victim's understanding of the criminal justice system and process, and promote public safety.

Peace officers will utilize this policy in response to sexual assault reported to this agency. This agency will aggressively enforce the laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, or national origin.

## III. DEFINITIONS

For purpose of this policy, the words and phrases in this section have the following meaning given to them, unless another intention clearly appears.

A. **Consent:** As defined by Minn. Stat. 609.341, which states:

- (1) Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.
- (2) A person who is mentally incapacitated or physically helpless as defined by Minnesota Statute 609.341 cannot consent to a sexual act.
- (3) Corroboration of the victim's testimony is not required to show lack of consent.



- B. **Child or Minor:** a person under the age of 18.
- C. **Medical Forensic Examiner:** The health care provider conducting a sexual assault medical forensic examination.
- D. **Sexual Assault:** A person who engages in sexual contact or penetration with another person in a criminal manner as identified in MN Statute 609.342 to 609.3451.
- E. **Family and Household Member:** As defined in Minn. Stat. 518.B.01 Subd.2.b. to include:
- (1) spouses or former spouses;
  - (2) parents and children;
  - (3) persons related by blood;
  - (4) persons who are presently residing together or who have resided together in the past;
  - (5) persons who have a child in common regardless of whether they have been married or have lived together at any time;
  - (6) a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
  - (7) persons involved in a significant romantic or sexual relationship
- F. **Sexual Assault Medical Forensic Examination:** An examination of a sexual assault patient by a health care provider, ideally one who has specialized education and clinical experience in the collection of forensic evidence and treatment of these patients.
- G. **Victim Advocate:** A Sexual Assault Counselor defined by Minn. Stat. 595.02, subd. 1(k) and/or Domestic Abuse Advocate as defined by Minn. Stat. 595.02, subd. 1(1) who provide confidential advocacy services to victims of sexual assault and domestic abuse. Victim advocates as defined provide coverage in all counties in Minnesota. Minnesota Office of Justice Programs (MN OJP) can assist departments in locating their local victim advocacy agency for the purposes outlined in this policy.
- H. **Victim Centered:** A victim-centered approach prioritizes the safety, privacy and well-being of the victim and aims to create a supportive environment in which the victim's rights are respected and in which they are treated with dignity and respect. This approach acknowledges and respects a victims' input into the criminal justice response and recognizes victims are not responsible for the crimes committed against them.
- I. **Vulnerable Adult:** any person 18 years of age or older who:
- (1) is a resident inpatient of a facility as defined in Minn. Stat. 626.5572. Subd. 6;
  - (2) receives services at or from a facility required to be licensed to serve adults under sections [245A.01](#) to [245A.15](#), except that a person receiving outpatient services for treatment of chemical dependency or mental illness, or one who is committed as a sexual psychopathic personality or as a sexually dangerous person under chapter 253B, is not considered a vulnerable adult unless the person meets the



- requirements of clause (4);
- (3) receives services from a home care provider required to be licensed under sections [144A.43](#) to [144A.482](#); or from a person or organization that exclusively offers, provides, or arranges for personal care assistance services under the medical assistance program as authorized under sections [256B.0625, subdivision 19a, 256B.0651](#) to [256B.0654](#), and [256B.0659](#); or
  - (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction:
    - (i) that impairs the individual's ability to provide adequately for the individual's own care without assistance, including the provision of food, shelter, clothing, health care, or supervision; and
    - (ii) because of the dysfunction or infirmity and the need for assistance, the individual has an impaired ability to protect the individual from maltreatment.

#### IV. PROCEDURES

##### A. Communications Personnel Response/Additional Actions by Responding Officers

Communications personnel and/or law enforcement officers should inform the victim of ways to ensure critical evidence is not lost, to include the following:

- 1) Suggest that the victim not bathe, or clean him or herself if the assault took place recently.
- 2) Recommend that if a victim needs to relieve themselves, they should collect urine in a clean jar for testing, and should avoid wiping after urination.
- 3) Asking the victim to collect any clothing worn during or after the assault and if possible, place in a paper bag, instructing the victim not to wash the clothing (per department policy).
- 4) Reassure the victim that other evidence may still be identified and recovered even if they have bathed or made other physical changes.

##### B. Initial Officer Response

When responding to a scene involving a sexual assault, officers shall follow standard incident response procedures. In addition, when interacting with victims, officers shall do the following:

- 1) Recognize that the victim experienced a traumatic incident and may not be willing or able to immediately assist with the criminal investigation.
- 2) The officer shall attempt to determine the location/jurisdiction where the assault took place.
- 3) Explain the reporting process including the roles of the first responder, investigator, and anyone else with whom the victim will likely interact during the course of the investigation.





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- 4) Officers are encouraged to connect the victim with local victim advocates as soon as possible. Inform the victim that there are confidential victim advocates available to address any needs they might have and to support them through the criminal justice system process. Provide the victim with contact information for the local victim advocate. Upon victim request the officer can offer to contact local victim advocate on behalf of the victim.
- 5) Ask about and document signs and symptoms of injury, to include strangulation. Officers shall attempt to obtain a signed medical release from the victim.
- 6) Ensure that the victim knows they can go to a designated facility for a forensic medical exam. Offer to arrange for transportation for the victim.
- 7) Identify and attempt to interview potential witnesses to the sexual assault and/or anyone the victim told about the sexual assault.
- 8) Request preferred contact information for the victim for follow-up.

### C. Victim Interviews

This agency recognizes that victims of sexual assault due to their age or physical, mental or emotional distress, are better served by utilizing trauma informed interviewing techniques and strategies. Such interview techniques and strategies eliminate the duplication of interviews and use a question and answer interviewing format with questioning nondirective as possible to elicit spontaneous responses.

In recognizing the need for non-traditional interviewing techniques for sexual assault victims, officers should consider the following:

- Offer to have a confidential victim advocate present (if possible) if the victim would benefit from additional support during the process
  - Whenever possible, conduct victim interviews in person
  - Make an effort to conduct the interview in a welcoming environment
  - Let the victim share the details at their own pace
  - Recognize victims of trauma may have difficulty remembering incidents in a linear fashion and may remember details in days and weeks following the assault
  - After the initial interview, consider reaching out to the victim within a few days, after at least one sleep cycle to ask if they remember any additional details.
  - Depending on the victim, additional interviews might be needed to gather additional information. Offer support from a victim advocate to the victim to help facilitate engagement with the investigative process and healing.
  - Some victims do remember details vividly and might want to be interviewed immediately.
  - During initial and subsequent victim interviews, officers should note the following information as victims share it, recognizing that a victim may not be able to recall all the details of the assault during a particular interview.
- 1) Whether the suspect was known to the victim



- 2) How long the victim knew the suspect
- 3) The circumstances of their meeting and if there is any indication of the use of drugs or alcohol to facilitate the sexual assault
- 4) The extent of their previous or current relationship
- 5) Any behavioral changes that led the situation from one based on consent to one of submission, coercion, fear, or force
- 6) Specific actions, statements, and/or thoughts of both victim and suspect immediately prior, during, and after assault
- 7) Relevant communication through social media, email, text messages, or any other forms of communication

**D. Special Considerations—Minors and Vulnerable Adults/Domestic Abuse Victims**

**1. Minors and Vulnerable Adults**

This agency recognizes that certain victims, due to their age or a physical, mental, or emotional distress, are better served by utilizing interview techniques and strategies that eliminate the duplication of interviews and use a question and answer interviewing format with questioning as nondirective as possible to elicit spontaneous responses. Members of this agency will be alert for victims who would be best served by the use of these specialized interview techniques. Officers, in making this determination, should consider the victim's age, level of maturity, communication skills, intellectual capacity, emotional state, and any other observable factors that would indicate specialized interview techniques would be appropriate for a particular victim. When an officer determines that a victim requires the use of these specialized interview techniques, the officer should follow the guidance below.

- a. Officers responding to reports of sexual assaults involving these sensitive population groups shall limit their actions to the following:
  - (1) Ensuring the safety of the victim;
  - (2) Ensuring the scene is safe;
  - (3) Safeguarding evidence where appropriate;
  - (4) Collecting any information necessary to identify the suspect; and
  - (5) Addressing the immediate medical needs of individuals at the scene
- b. Initial responding officers should not attempt to interview the victim in these situations, but should instead attempt to obtain basic information and facts about the situation, including the jurisdiction where the incident occurred and that a crime most likely occurred. Officers should seek to obtain this information from parents, caregivers, the reporting party, or other adult witnesses, unless those individuals are believed to be the perpetrators.
- c. Officers responding to victims with special considerations must comply with the mandated reporting requirements of Minnesota Statute 626.556 and 626.557, as applicable. Officers investigating cases involving victims with special



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considerations should coordinate these investigations with the appropriate local human services agency where required. Any victim or witness interviews conducted with individuals having special considerations must be audio and video recorded whenever possible. All other interviews must be audio recorded whenever possible.

Not all sexual assaults of minor victims require a mandatory report to social services. This policy recognizes that in certain cases, notifying and/or the involvement of a parent/guardian can cause harm to the minor and/or impede the investigation. Officers responding to the sexual assault of a minor victim that does not trigger a mandated report under Minn. Stat. 626.556 should assess for the impact on the victim and the investigation if parents/guardians were notified before making a decision to involve them.

- d. Officers should obtain necessary contact information for the victim's caregiver, guardian or parents and where the victim may be located at a later time. Officers should advise the victim and/or any accompanying adult(s), guardians or caregivers that an investigating officer will follow up with information on a forensic interview.
- e. The officer should advise the victim's caregiver, guardian or parent that if the victim starts to talk about the incident they should listen to them but not question them as this may influence any future statements.

2. Victims of Domestic Abuse

Officers responding to a report of sexual assault committed against a family and household member must also follow the requirements and guidelines in this agency's domestic abuse policy and protocol, in addition to the guidelines in this policy.

**E. Protecting Victim Rights**

- 1) Confidentiality: Officers should explain to victims the limitations of confidentiality in a criminal investigation and that the victim's identifying information is not accessible to the public, as specified in Minn. Stat. section 13.82, subd. 17(b)
- 2) Crime Victim Rights: Officers must provide the following information to the victim:
  - a. Crime victim rights and resource information required to be provided to all victims as specified by Minn. Stat. section 611A.02, subd. 2(b)
  - b. If the suspect is a family or household member to the victim, crime victim rights and resource information required to be provided to domestic abuse victims, as specified by Minn. Stat. section 629.341, subd. 3.
  - c. The victim's right to be informed of the status of a sexual assault examination kit upon request as provided for under Minn. Stat. section 611A.27, subd. 1.
  - d. Pursuant to Minn. Stat. 611A.26, subd. 1, no law enforcement agency or prosecutor shall require that a complainant of a criminal sexual conduct or sex trafficking offense submit to a polygraph examination as part of or a condition to proceeding with the investigation, charging or prosecution of such offense.



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- 3) Other information: Officers should provide to the victim the agency's crime report/ICR number, and contact information for the reporting officer and/or investigator or person handling the follow up.
- 4) Language access: All officers shall follow agency policy regarding limited English proficiency.

**F. Evidence Collection**

1) Considerations for Evidence Collection

Officers shall follow this agency's policy on crime scene response. In addition, officers may do the following:

- a. Collect evidence regarding the environment in which the assault took place, including indications of isolation and soundproofing. The agency should consider utilizing their agency or county crime lab in obtaining or processing the scene where the assault took place. This should be in accordance to any/all other policies and procedures relating to evidence collections.
- b. Document any evidence of threats or any communications made by the suspect, or made on behalf of the suspect, to include those made to individuals other than the victim.
- c. In situations where it is suspected that drugs or alcohol may have facilitated the assault, officers should assess the scene for evidence such as drinking glasses, alcohol bottles or cans, or other related items.
- d. If the victim has declined or a medical forensic exam will not be conducted, the officer should obtain victim consent and attempt to take photographs of visible physical injuries, including any healing or old injuries. Victim should be given directions about how to document any bruising or injury that becomes evidence later after these photographs are taken.

**G. Sexual Assault Medical Forensic Examinations**

1) Prior to the sexual assault medical forensic examination the investigating officer should do the following:

- a. Ensure the victim understands the purpose of the sexual assault medical forensic exam and its importance to both their general health and wellness and to the investigation. Offer assurance to the victim that they will not incur any out-of-pocket expenses for forensic medical exams and provide information about evidence collection, storage and preservation in sexual assault cases.
- b. Provide the victim with general information about the procedure, and encourage them to seek further detail and guidance from the forensic examiner, health care professional, or a victim advocate. Officers and investigators cannot deny a victim the opportunity to have an exam.
- c. Officers should be aware and if necessary, relay to victims who do not want to undergo an exam that there might be additional treatments or medications they



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are entitled to even if they do not want to have an exam done or have evidence collected. Victims can seek that information from a health care provider or a victim advocate. If possible, transport or arrange transportation for the victim to the designated medical facility.

- d. Ask the victim for a signed release for access to medical records from the exam.
- 2) Officers should not be present during any part of the exam, including during the medical history.
- 3) Following the exam, evidence collected during the exam shall be handled according to the requirements of agency policy and Minnesota Statute 299C.106.

#### H. Contacting and Interviewing Suspects

Prior to contacting the suspect, officers should consider the following:

- 1) Conduct a background and criminal history check specifically looking for accusations, criminal charges, and convictions for interconnected crimes, especially crimes involving violence.
- 2) Consider conducting a pretext or confrontational call or messaging depending on jurisdictional statutes. Involvement of a victim should be based on strong consideration of the victim's emotional and physical state. A victim advocate should be present whenever possible to offer support.
- 3) When possible, an attempt would be made to interview the suspect in person.
- 4) In situations where suspects do not deny that a sexual act occurred, but rather assert that it was with the consent of the victim, officers should do the following:
  - a. Collect evidence of past communication, including but not limited to all relevant interaction (including social media) between the suspect and victim.
  - b. Identify events that transpired prior to, during, and after the assault in an effort to locate additional witnesses and physical locations that might lead to additional evidence.
- 5) For sexual assaults involving strangers, officers should focus investigative efforts on the collection of video, DNA, and other trace evidence used for analysis to identify the perpetrator (handle evidence collection per agency policy).

#### I. Forensic Examination and/or the Collection of Evidence from the Suspect

Note: A suspect's forensic examination and/or the collection of evidence from a suspect may be done by either an investigating officer/investigator, Forensic Medical Examiner, or the agency/county crime lab personnel.

- 1) Prior to or immediately after the preliminary suspect interview, photograph any injuries.
- 2) Determine whether a sexual assault medical forensic examination should be conducted.
- 3) Ask for the suspect's consent to collect evidence from their body and clothing. However, officers/investigators should consider obtaining a search warrant, with specific details about what evidence will be collected, and should be prepared in advance to eliminate the opportunity for the suspect to destroy or alter evidence if consent is denied.
- 4) During the suspect's sexual assault medical forensic examination, the investigator, evidence technician, or forensic examiner should do the following:



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- a. Strongly consider penile swabbing, pubic hair combings, and collection of other potential DNA evidence;
- b. Collect biological and trace evidence from the suspect's body;
- c. Document information about the suspect's clothing, appearance, scars, tattoos, piercings, and other identifiable marks;
- d. Seize all clothing worn by the suspect during the assault, particularly any clothing touching the genital area;
- e. Document the suspect's relevant medical condition and injuries.

**J. Role of the Supervisor**

Supervisors may do the following:

- 1) Assist officers investigating incidents of sexual assault when possible or if requested by an officer.
- 2) Provide guidance and direction as needed.
- 3) Review sexual assault reports to ensure that necessary steps were taken during initial response and investigations.

**K. Case Review/Case Summary**

A supervisor should ensure cases are reviewed on an on-going basis. The review process should include an analysis of:

- 1) Case dispositions
- 2) Decisions to collect evidence
- 3) Submissions of evidence for lab testing

March 22, 2019

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

RE: Potential Refunding of Existing Bonds

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

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

Sincerely,

Ehlers



Todd Hagen CIPMA  
Senior Municipal Advisor/ Vice President

**City of Blackduck**  
 Status Report on Refunding of Existing Bond Issues

Original Bond Amount	Title	Call Date	Callable Amount	Callable Rates		Status
				Low	High	
\$495,000	General Obligation Bonds, Series 2006A	02/01/2015	\$110,000	4.650%	4.650%	As of March 22, 2019, we estimate that this refunding would not generate sufficient savings to be considered.
\$445,000	General Obligation Refunding Bonds, Series 2009A	01/01/2018	\$75,000	3.600%	4.250%	As of March 22, 2019, we estimate that this refunding would not generate sufficient savings to be considered.
\$1,165,000	General Obligation Bonds, Series 2012A	02/01/2023	\$655,000	2.100%	2.550%	As of March 22, 2019, we estimate that this refunding would not generate sufficient savings to be considered.
\$468,834	General Obligation Water Revenue Note of 2016	09/28/2016	\$447,600	0.680%	3.466%	As of March 22, 2019, we estimate that this refunding would not generate sufficient savings to be considered.





SANITARY SEWER DISCHARGE FOR HOLDING TANK WASTE

Date Received: MAR 26 2019

PRINT all information on this application.

PERMIT NUMBER: 2019-02

1. Business Name: Dobmeier Karl

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

3. Address: 21440 Hines Rd NE City: Hines State: MN Zip: 56447

4. E-mail address

5. Minnesota Pollution Control A (MPCA) Permit Number: Certification 8300 Permit Expires:

6. Business FEIN:

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

7. Signed by Applicant: [Signature] Date: 3/23/19

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

Sanitary Sewer Permit Approved By: Date: Permit Fee: \$100.00
Sanitary Sewer Permit Denied for Date:
Public Works Supervisor: Date:

# Northern Irrigation Contractors, Inc.

45214 County Road 80 East  
P.O. Box 264  
Perham, MN 56573  
218-346-7246 nici@arvig.net

05/03/2018

## PROPOSAL

City of Blackduck  
PO Box 380  
Blackduck, MN 56630

### Convert 4 tower pivot to new controls

- 1) Pivot Panel
- 2) Standard tower box
- 1) NTL tower box
- 1) Last tower box
- 1) Installation & wiring

TOTAL      \$ 6,500.00

Thank You,

Steve Kempenich

This proposal is for information purposes only.  
This is not a contract and it is subject to change.

Authorized Dealer for : Lindsay Zimmatic Irrigation Systems ~ John Deere Lawn & Garden ~ Stihl

*Billed 8-9-18  
7-10-18 PO #1 Northampton*

**NORTHERN IRRIGATION CONTRACTOR'S INC.**  
**45214 COUNTY ROAD 80 EAST**  
**PERHAM MINN. 56573**  
**PHONE 218-346-7246      FAX 218-346-6992**

# QUOTATION

**CUSTOMER      CITY OF BACKDUCK PO BOX 380 BLACKDUCK MN. 56630**

<b>DATE</b>	<b>SALESMAN</b>	<b>CUSTOMER PHONE</b>
3-29-2019	STEVE KEMPENICH	

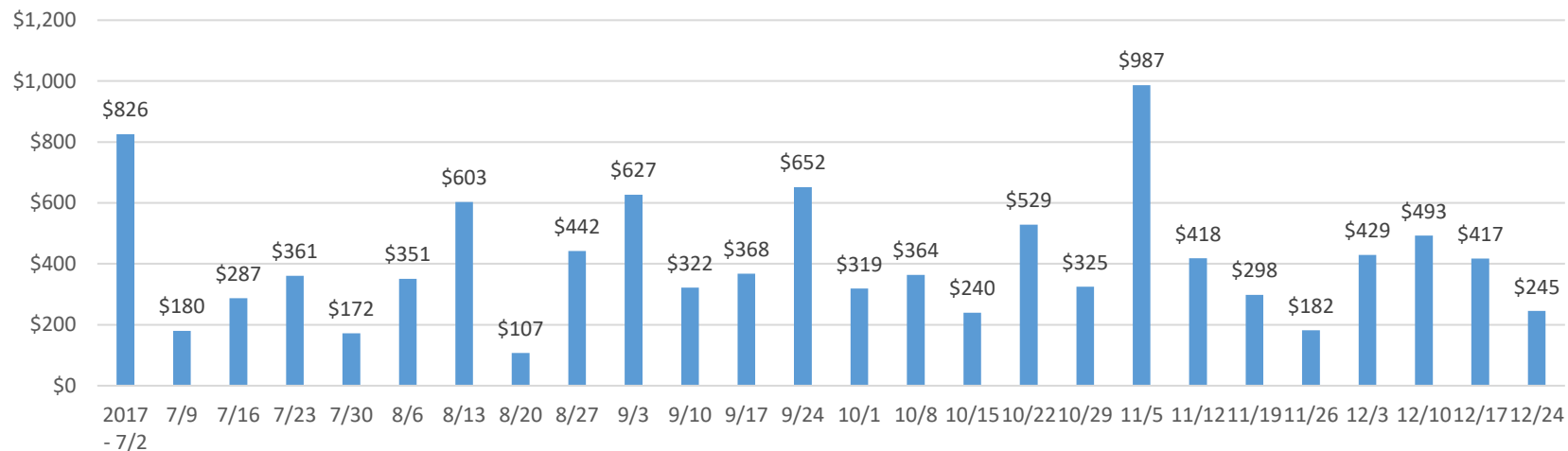
<b>MODEL AND DESCRIPTION</b>		<b>QUOTE PRICE</b>
SR100 NELSON END GUN		\$1025.00
NELSON 800P VALVE		\$409.00
LABOR INSTALLATION		\$200.00
	<b>TOTAL</b>	<b>\$1634.00</b>

AUTHORIZED SIGNATURE

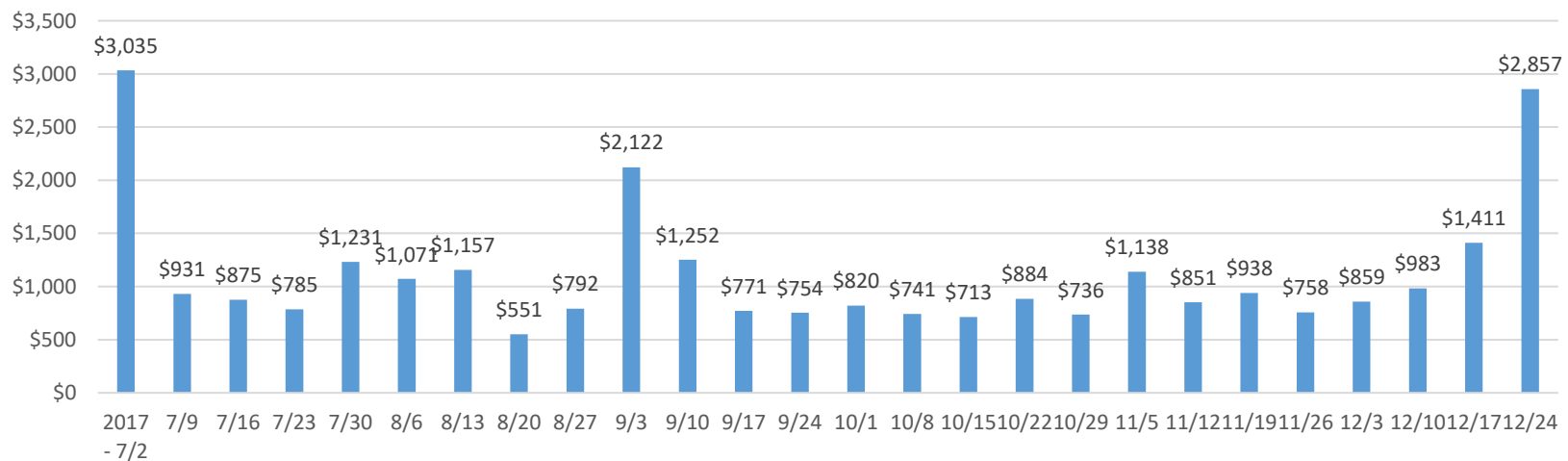
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**QUOTE IN EFFECT FOR 90 DAYS**

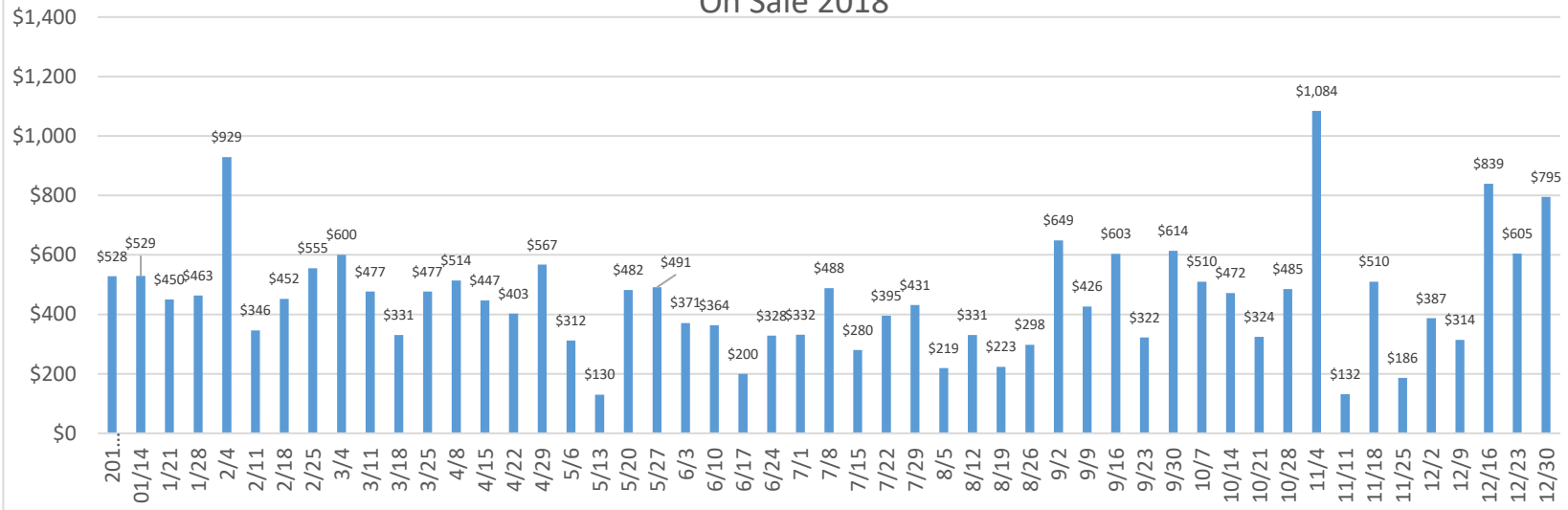
### On Sale 2017



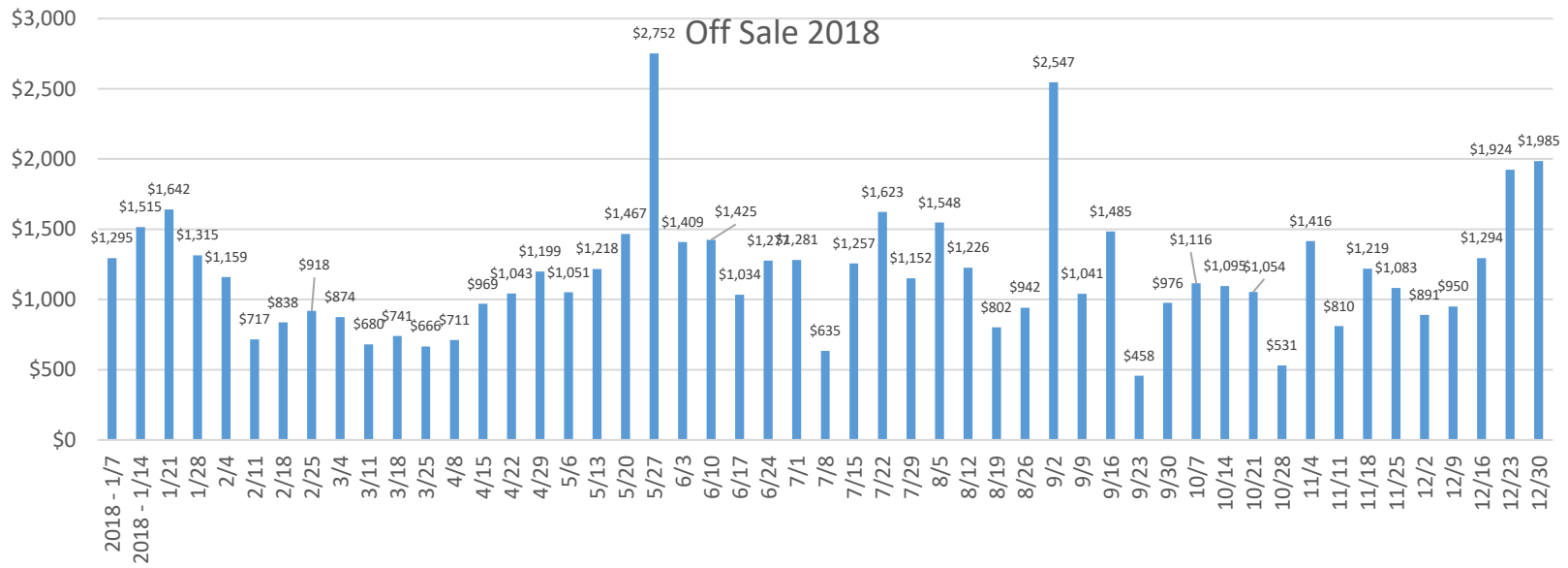
### Off Sale 2017

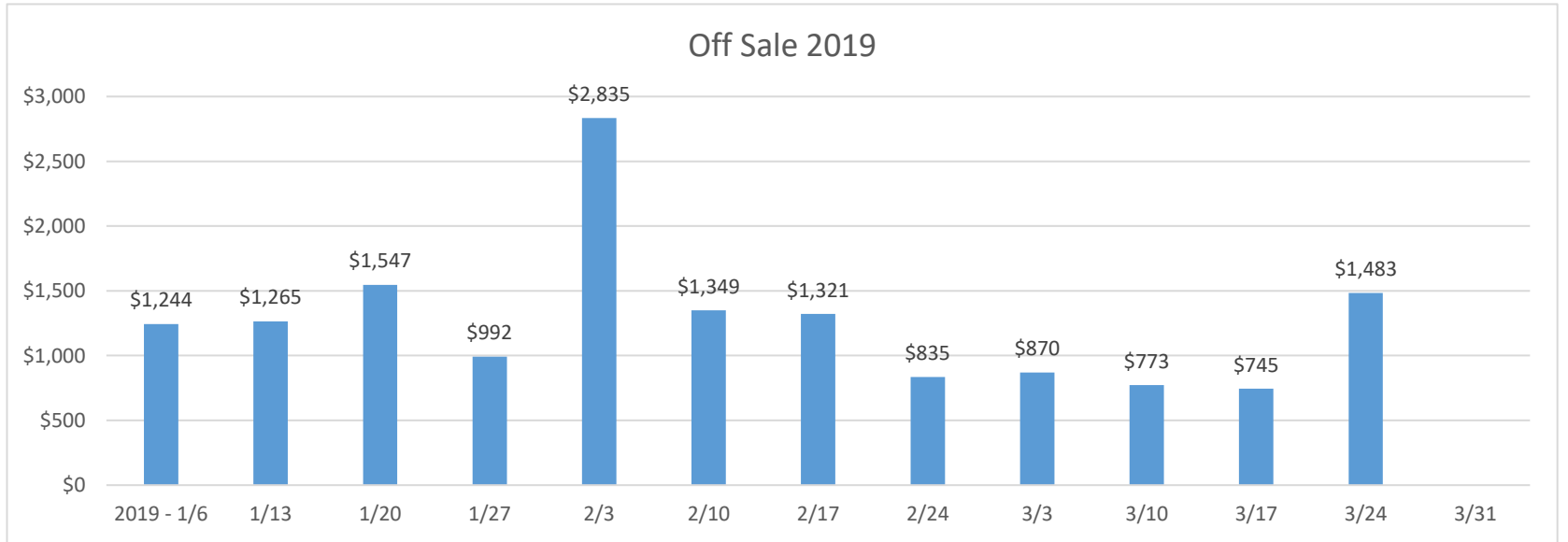
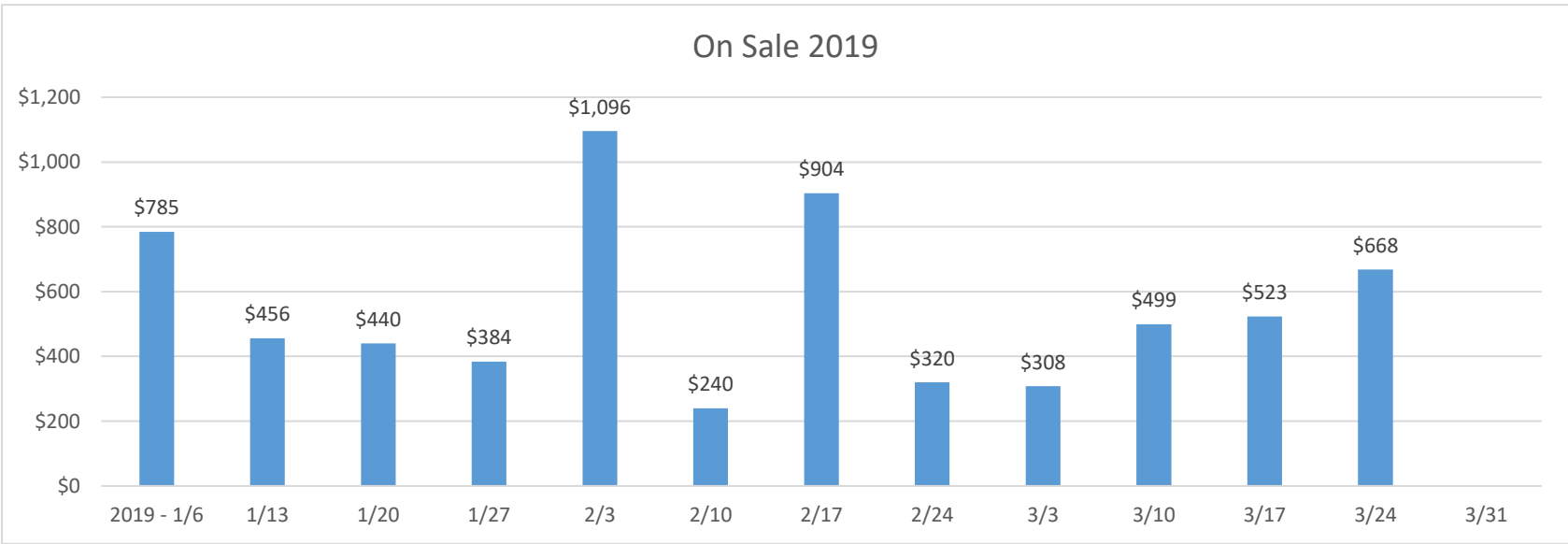


### On Sale 2018



### Off Sale 2018









# CITY OF BLACKDUCK RESOLUTION NO: 2019-02

## A RESOLUTION OF ANNUAL APPOINTMENTS AND DESIGNATIONS FOR 2019

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

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

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

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

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

Revised by the Blackduck City Council this 8<sup>th</sup> day of April 2019.

APPROVED:

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Rudy Patch, Mayor

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Christina Regas, City Administrator





# CITY OF BLACKDUCK RESOLUTION NO: 2019-02

## **EXHIBIT A**

### **DESIGNATIONS**

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



# CITY OF BLACKDUCK

## RESOLUTION NO: 2019-02

### **EXHIBIT B**

#### **APPOINTMENTS AND REPRESENTATION ON VARIOUS COMMITTEES**

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



# CITY OF BLACKDUCK RESOLUTION NO: 2019-02

Joint Powers Emergency Services  
Board:

Rudy Patch

Safety Committee:

Bob Klug Jr., Gabrielle Landowski, Andrew Jespersen, and  
Shawnda Lahr

Historical Preservation Committee:

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

Blackduck Municipal Golf Board:

Dawn Jourdan, Kevin Erpelding, Christina Regas, Rudy  
Patch, and Jim Andersen



# CITY OF BLACKDUCK

## RESOLUTION NO: 2019-09

### **RESOLUTION ADOPTING A POST-ISSUANCE DEBT COMPLIANCE POLICY FOR TAX-EXEMPT AND TAX-ADVANTAGED GOVERNMENTAL BONDS**

**WHEREAS**, the City of Blackduck, Minnesota (the “City”) from time to time will issue tax-exempt and tax-advantaged governmental bonds; and

**WHEREAS**, under the Internal Revenue Code of 1986, as amended and related regulations (the “Code”), and Securities and Exchange Commission (the “SEC”) the City is required to take certain actions after bond issuance to ensure that interest on those bonds remains in compliance with the Code and SEC; and

**WHEREAS**, the City has determined to adopt a policy regarding how the City will carry out its compliance responsibilities via written procedures, and to that end, has caused to be prepared documents titled Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures; and

**WHEREAS**, The City Council (the “Council”) of the City has reviewed the Post-Issuance Debt Compliance Policy in connection with the Post-Issuance Debt Compliance Procedures and has determined that it is in the best interest of the City to adopt the Policy.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF  
BLACKDUCK, MINNESOTA;** the Council approves the Policy as shown in the form attached; and

**BE IT FURTHER RESOLVED;** the City staff is authorized to take all actions necessary to carry out the Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures.

**ATTEST:**

Adopted by the City Council this 8<sup>th</sup> day of April 2019.

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Rudy Patch, Mayor

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Christina Regas – City Administrator

## **City of Blackduck, Minnesota Post-Issuance Debt Compliance Policy**

The City Council (the “Council”) of the City of Blackduck, Minnesota (the “City”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

### **IRS Background**

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

### **SEC Background**

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

### **Post-Issuance Debt Compliance Policy Objective**

The City desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the City has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

### **Post-Issuance Debt Compliance Policy**

The City Administrator of the City is designated as the City’s agent who is responsible for post-issuance compliance of these obligations.

The City Administrator shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The City Administrator shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the City Administrator will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The City Administrator or any other individuals responsible for assisting the City Administrator in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the City may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the City Administrator shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

### **Private Activity Bonds**

The City may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the City but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the City Administrator shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the City Administrator may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the City under federal law. In a case where the City Administrator is concerned about the compliance ability of a private party, the City Administrator may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The City Administrator is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the City is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted this date: April 8, 2019 by the City of Blackduck, Minnesota

## **City of Blackduck, Minnesota Post-Issuance Debt Compliance Procedures**

The City Council (the “Council”) of the City of Blackduck, Minnesota (the “City”) has adopted the attached Post-Issuance Debt Compliance Policy dated April 8, 2019. The Post-Issuance Debt Compliance Policy applies to qualifying debt obligations issued by the City. As directed by the adoption of the Post-Issuance Debt Compliance Policy, the City Administrator of the City will perform the following Post-Issuance Debt Compliance Procedures for all of the City’s outstanding debt.

### 1) General Post-Issuance Compliance

- a) Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
- b) Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
- c) The City Administrator understands that there are options for voluntarily correcting failures to comply with post-issuance compliance requirements (e.g. as remedial actions under Section 1.141-12 of the Treasury Regulations and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31(the “VCAP Program”).

### 2) General Recordkeeping

- a) Retain records and documents for the obligation and all obligations issued to refund the obligation for a period of at least seven years following the final payment of the obligation. If an obligation is refunded, then the final payment of the refunding obligation becomes the beginning of the period unless otherwise directed by the City’s bond counsel.
- b) Retain electronic (preferred) and/or paper versions of records and documents for the obligation.
- c) General records and documentation to be assembled and retained:
  - i) Description of the purpose of the obligation (i.e. the project or projects) and the state statute authorizing the project.
  - ii) Record of tax-exempt status or revocation of tax-exempt status, if applicable.
  - iii) Any correspondence between the City and the IRS.
  - iv) Audited financial statements.
  - v) All accounting audits of property financed by the obligation.
  - vi) Obligation transcripts, official statements, and other offering documents of the obligation.
  - vii) Minutes and resolutions authorizing the issuance of the obligation.
  - viii) Certifications of the issue price of the obligation.
  - ix) Any formal elections for the obligation (i.e. an election to employ an accounting methodology other than the specific tracing method).



- x) Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
  - xi) All information reports filed for the obligations.
  - xii) All management contracts and other service agreements, research contracts, and naming rights contracts.
  - xiii) Documents related to governmental grants associated with construction, renovation or purchase of property financed by the obligation.
  - xiv) Reports of any prior IRS examinations of the City or the City's obligation.
  - xv) All correspondence related to the above (faxes, emails, or letters).
- 3) Arbitrage Yield Restriction and Rebate Recordkeeping
- a) Investment and arbitrage documentation to be assembled and retained:
    - i) An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the debt service fund to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
    - ii) Statements prepared by Trustee and/or Investment Provider.
    - iii) Documentation of at least quarterly allocations of investments and investment earnings to each obligation.
    - iv) Documentation for investments made with obligation proceeds such as:
      - (1) investment contracts (i.e. guaranteed investment contracts),
      - (2) credit enhancement transactions (i.e. obligation insurance contracts),
      - (3) financial derivatives (e.g. swaps, caps, and collars), and
      - (4) bidding of financial products:
        - (a) Investments acquired with obligation proceeds are purchased at fair market value (e.g. three bid safe harbor rule for open market securities needed in advance refunding escrows).
  - b) Computations of the arbitrage yield.
  - c) Computations of yield restriction and rebate amounts including but not limited to:
    - i) Compliance in meeting the "Temporary Period from Yield Restriction Exception" and limiting the investment of funds after the temporary period expires.
    - ii) Compliance in meeting the "Rebate Exception."
      - (1) qualifying for the "Small Issuer Exception,"
      - (2) qualifying for a "Spending Exception,"
        - (a) 6-Month Spending Exception
        - (b) 18-Month Spending Exception
        - (c) 24-Month Spending Exception
      - (3) qualifying for the "Bona Fide Debt Service Fund Exception," and
      - (4) quantifying arbitrage on all funds established in connection with the obligation in lieu of satisfying arbitrage exceptions including reserve funds and debt service funds.
  - d) Computations of yield restriction and rebate payments.
  - e) Timely Tax Form 8038-T filing, if applicable.

- i) Remit any arbitrage liability associated with the obligation to the IRS at each five-year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.
  - f) Timely Tax Form 8038-R filing, if applicable.
    - i) Remit the form after the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 2 years of said date.
  - g) Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of obligation proceeds in lower yielding investments (e.g. reinvestment in zero coupon SLGS).
- 4) Expenditure and Asset Documentation to be Assembled and Retained
  - a) Documentation of allocations of obligation proceeds to expenditures (e.g. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes).
    - i) Such allocation will be done not later than the earlier of:
      - (1) eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the obligation is placed in service; or
      - (2) the date sixty (60) days after the earlier of the fifth anniversary of the issue date of the obligation, or the date sixty (60) days after the retirement of the obligation.
  - b) Documentation of allocations of obligation proceeds to issuance costs.
  - c) Copies of requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks related to obligation proceed expenditures during the construction period.
  - d) Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.
  - e) Records of expenditure reimbursements incurred prior to issuing obligations for projects financed with obligation proceeds (declaration of official intent/reimbursement resolutions including all modifications).
  - f) List of all facilities and equipment financed with obligation proceeds.
  - g) Depreciation schedules for depreciable property financed with obligation proceeds.
  - h) Documentation that tracks the purchase and sale of assets financed with obligation proceeds.
  - i) Documentation of timely payment of principal and interest payments on the obligation.
  - j) Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.
  - k) Documentation that excess earnings from a Reserve Fund are transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.
- 5) Miscellaneous Documentation to be Assembled and Retained

- a) Ensure that the project, while the obligation is outstanding, will avoid IRS private activity concerns.
  - b) The City Administrator shall monitor the use of all obligation-financed facilities in order to:
    - i) Determine whether private business uses of obligation-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of:
      - (1) sale of the facilities;
      - (2) sale of City capacity rights;
      - (3) leases and subleases of facilities including easements or use arrangements for areas outside the four walls (e.g. hosting of cell phone towers);
      - (4) leasehold improvement contracts, licenses, management contracts in which the City authorizes a third party to operate a facility (e.g. cafeteria);
      - (5) research contracts;
      - (6) preference arrangements in which the City permits a third-party preference (e.g. parking in a public parking lot, joint ventures, limited liability companies or partnership arrangements);
      - (7) output contracts or other contracts for use of utility facilities including contracts with large utility users;
      - (8) development agreements which provide for guaranteed payments or property values from a developer;
      - (9) grants or loans made to private entities including special assessment agreements;
      - (10) naming rights agreements; and
      - (11) any other arrangements that provide special legal entitlements to nongovernmental persons.
    - ii) Determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such obligation-financed facilities.
  - c) The City Administrator shall provide training and educational resources to any City staff that have the primary responsibility for the operation, maintenance, or inspection of obligation-financed facilities with regard to the limitations on the private business use of obligation-financed facilities and as to the limitations on the private security or payments with respect to obligation-financed facilities.
  - d) The City shall undertake the following with respect to the obligations:
    - i) An annual review of the books and records maintained by the City with respect to such obligations.
    - ii) An annual physical inspection of the facilities financed with the proceeds of such obligations, conducted by the City Administrator with the assistance of any City staff who have the primary responsibility for the operation, maintenance, or inspection of such obligation-financed facilities.
  - e) Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.
- 6) Additional Undertakings and Activities that Support Sections 1 through 5 above:

- a) The City Administrator will notify the City’s bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt. Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above-mentioned data and must be in writing. As much time as possible is helpful in preparing the response.
  - b) The City Administrator will consult with the City’s bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (e.g. obligation insurance, letter of credit, or hedging transaction).
  - c) The City Administrator will monitor all “qualified tax-exempt debt obligations” (often referred to as “bank qualified” obligations) within the first calendar year to determine if the limit is exceeded, and if exceeded, will address accordingly. For obligations issued during years 2009 and 2010 the limit was \$30,000,000. During this period, the limit also applied to pooled financings of the governing body and provides a separate \$30,000,000 for each 501 (c)(3) conduit borrower. In 2011 and thereafter it is \$10,000,000 unless changed by Congress.
  - d) Identify any post-issuance change to terms of obligations which could be treated as a current refunding of “old” obligations by “new” obligations, often referred to as a “reissuance.”
  - e) The City Administrator will consult with the City’s bond counsel prior to any sale, transfer, change in use or change in users of obligation-financed property which may require “remedial action” under applicable Treasury Regulations or resolution pursuant to the VCAP Program.
    - i) A remedial action has the effect of curing a deliberate action taken by the City which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d)(e) and (f) include the redemption of non-qualified obligations and/or the alternative uses of proceeds or the facility (i.e. to be used for another qualified purpose).
  - f) The City Administrator will ensure that the appropriate tax form for federal subsidy payments is prepared and filed in a timely fashion for applicable obligations (e.g. Build America Bonds).
- 7) Continuing Disclosure Obligations
- a) Identify a position at the City to be responsible for compliance with continuing disclosure obligations as defined by the Rule and any policies of the City.
  - b) The position responsible for compliance may have the ability to assign responsibilities, delegate where appropriate or engage a dissemination agent or third-party service providers to perform all or some of the duties described in this section. The City cannot delegate its compliance responsibilities.
  - c) The City should specify how providers or delegated authorities will be monitored and supervised.
  - d) The City should identify the documents that set forth the respective requirements being monitored at the time of closing for each obligation.

- e) The City should catalog all outstanding Continuing Disclosure Agreements and establish consolidated filing requirements based on the outstanding CDAs.
- f) The City should identify the frequency of the actions to be undertaken to ensure compliance, establish a system or filing alerts or reminders to administer the filing requirements.
- g) The City Administrator for compliance must be made aware of any new outstanding debt, changes to obligation or loan covenants, events of acceleration or default that would materially affect investors.
- h) The City should review a compliance checklist to verify compliance with CDA requirements, at least annually, although it may be advisable to provide more frequent reviews in connection to specific material events.
- i) The City should monitor mandatory material events specifically identified in accordance with the Rule and file required notices within 10 days of occurrence.
  - i) Principal and interest payment delinquencies.
  - ii) Non-payment related defaults, if material.
  - iii) Unscheduled draws on debt service reserves reflecting financial difficulties.
  - iv) Unscheduled draws on credit enhancements reflecting financial difficulties.
  - v) Substitution of credit or liquidity providers or their failure to perform.
  - vi) Adverse tax opinion, IRS notices or material events affecting the tax status of the obligation.
  - vii) Modifications to rights of security holders, if material.
  - viii) Obligation calls, if material.
  - ix) Defeasances.
  - x) Release, substitution or sale of property securing repayment of the obligations, if material.
  - xi) Rating Changes.
  - xii) Bankruptcy, insolvency, receivership, or similar event of the obligated person(s).
  - xiii) Merger, consolidation, or acquisition of the obligated person, if material.
  - xiv) Appointment of a successor or additional trustee, or change of name of a trustee, if material.
  - xv) Incurrence of financial obligation of the City, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the City, any of which affect security holders, if material.
  - xvi) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the City, any of which reflect financial difficulties.
- j) In addition to the mandatory material events, the City should review and file any additional or voluntary event notices.
- k) The City should maintain a catalog of all outstanding obligations whether publicly offered or privately placed, and the terms and conditions that govern default or acceleration provisions.
- l) Any missed filing requirement should be remedied with a failure to file notice as soon as possible once the late filing is identified and the required information is available to file.

- m) Sensitive information such as bank accounts and wire information should be redacted from documents prior to posting on EMMA.
  - n) The City needs to monitor for changes in law and regulations that effect continuing disclosure obligations and review disclosure policies and procedures periodically to ensure compliance and consistency with regulation and market expectations.
- 8) Compliance with Future Requirements
- a) Take measures to comply with any future requirements issued beyond the date of these Post-Issuance Debt Compliance Procedures which are essential to ensuring compliance with the applicable state and federal regulations.

February 26<sup>th</sup>, 2019

Dear Area Business Owners, Suppliers and Organizations:

AFTER-PROM has been a tradition at Blackduck High School since 1995 and been successful in providing a safe, adult supervised, fantastic fun event. There's evidence that "prom night" safety issues are dramatically reduced in communities such as ours that sponsor AFTER-PROM. Last year we had roughly 100 students who participated in our AFTER-PROM.

This year's prom will be held on Saturday May 4<sup>th</sup>, 2019 at Blackduck High school with AFTER-PROM to follow from 12:00am until 4:30am. There will be a meal and variety of activities such as: volleyball, minute to win-it, corn hole, photo booth, dodgeball, giant jenga, hungry hippos, basketball, and much more. There will also be a wide variety of prizes to be won such as: Little Buddy Heaters, TV's, microwaves, mini refrigerators, Bluetooth speakers, speakers, and more.

Our goal is to raise \$6,000 to provide food, entertainment, games and prizes. Please consider being a supporter of our Blackduck teen's safety and donate to our AFTER-PROM.

Please make checks payable to **Blackduck High School After-Prom**. Please send donations to:

Sandy Lien  
P. O. Box 550  
Blackduck, MN 56630

If you choose to donate prizes please call for prize(s) pick up:  
Sandy Lien: (218) 766-3733

We appreciate anything you can do and would like a response by April 10, 2019.

Thank you for your consideration.

Sincerely,

The AFTER-PROM Committee, Blackduck High School

MAR 22 2019



CITY OF BLACKDUCK

PUBLIC FUNDS REQUEST FORM

PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:

Blackduck After Prom

What type of project will the Public Funds used for:

Prizes for students for After Prom

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

The purpose of After Prom is to keep kids safe and to stay at the After Prom at school instead of going out and partying!

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

All money's will be used for After Prom Prizes for students

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

Blk Fire Dept, Local Businesses, Beltram Electric, Paul Bunyan Comm., Forseen Excavating, Deerwood Bank, Bemidj. Orth, Fosner Petroleum, no amount is requested

Date Funds are being requested:

March 22, 2019

Date the project starts and completes:

May 4-5, 2019



Posted	Tp	Act Code	Act Description	Updated	Amount	Vendor/Customer	Comments	Check Nbr
April 2018	E	609-49750-490	Donations to Civic Org s	10-Apr-18	\$1,000.00	BLACKDUCK AFTERPROM	2018 Prom donation	7002
April 2017	E	609-49750-490	Donations to Civic Org s	05-Apr-17	\$1,000.00	BLACKDUCK AFTERPROM	2017 AFTER PROM DONATION	65379
April 2016	E	609-49750-490	Donations to Civic Org s	05-Apr-16	\$750.00	BLACKDUCK AFTERPROM	2016 AFTER PROM	64436
April 2015	E	609-49750-490	Donations to Civic Org s	07-Apr-15	\$750.00	BLACKDUCK AFTERPROM	Donation for 2015 After Prom	63483
March 2014	E	609-49750-490	Donations to Civic Org s	20-Jun-14	\$750.00	BLACKDUCK AFTERPROM	Correct cash account for donation	62190
March 2013	E	609-49750-490	Donations to Civic Org s	15-Mar-13	\$750.00	BLACKDUCK AFTERPROM	2013 After Prom Donation	60997
May 2012	E	609-49750-490	Donations to Civic Org s	15-May-12	\$750.00	BLACKDUCK AFTERPROM	Blackduck 2012 After-Prom Event	59962
April 2011	E	609-49750-490	Donations to Civic Org s	19-Apr-11	\$750.00	BLACKDUCK AFTERPROM	After Prom Party 2011	58878
February 2010	E	609-49750-490	Donations to Civic Org s	18-Feb-10	\$750.00	BLACKDUCK AFTERPROM	After Prom Committee Donation	57413
March 2009	E	609-49750-490	Donations to Civic Org s	11-Mar-09	\$750.00	BLACKDUCK AFTERPROM	After-Prom Donation	56096
April 2008	E	609-49750-490	Donations to Civic Org s	15-Apr-08	\$750.00	BLACKDUCK AFTERPROM	Council approved 4/7/08	54688

\$8,750.00



CITY OF BLACKDUCK

PUBLIC FUNDS REQUEST FORM

PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:

Blackduck Summer Baseball

What type of project will the Public Funds used for:

It will help cover the cost of the Insurance for the program. We are looking at the cost of Insurance that runs about \$850,000/yr.

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

It helps our summer program offset the cost of Ins. It will provide the children of Blackduck and surrounding area the opportunity to learn the games of baseball & softball in a safe and fun environment.

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

It will help offset the cost of Insurance for the program.

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

all of the program is donation based, the kids pay a portion to help offset the T-shirt costs, bats, etc. Local Business' & community members also donate, we are all ran

Date Funds are being requested: April 8, 2019

by volunteers

Date the project starts and completes: June 1 - July 31