



AGENDA

Blackduck City Council - Work Session Meeting

6:00 PM - Monday, September 20, 2021
City Hall, 8 Summit Drive, Blackduck MN

| | Page |
|---|---------|
| 1. CALL TO ORDER | |
| a. Roll Call | |
| b. Pledge of Allegiance | |
| 2. APPROVAL OF AGENDA | |
| 3. OLD BUSINESS | |
| a. Public Works / Police Facility Updates | |
| b. Liquor Store Remodel / Addition Updates | 3 - 4 |
| The Pond Weekly Update 091721 | |
| c. American Rescue Plan Act Funding - | |
| d. Blackduck Stumpjumpers Public Parking Lot - Update | |
| e. Downtown Redevelopment Project - Updates | |
| f. City Sales Tax - Regional Significance - Curt Meyer, Widseth | |
| g. Ordinance Section 310.01 Council Pay - Ordinance Amendment Draft | 5 - 6 |
| Ordinance 2021-03 An Ordinance amending Chapter 3 section 310 Salaries of Mayor and Council Members | |
| h. Resolution 2021-01 - Revision - Standing Committees | 7 - 12 |
| 2021-01-5-Resolution of annual appointments and designations for 2021 | |
| 4. NEW BUSINESS | |
| a. 2022 General Fund Budget Preliminary Recommendation | 13 - 27 |
| General Fund budget highlights 2022 | |
| General Fund Budgets Revenue and Expenditures for 2022 option B reduced levy | |
| Go Bonds v3 | |
| TNT Example 2022 Option B 09082021 | |
| 09162021 | |
| b. Blackduck Golf Course - Capital Improvements & Purchases to consider | 28 - 29 |
| 1. Rough Mower | |
| 2. Pump Drives improvements for irrigation system | |
| IMG 2460 | |
| Blackduck GC VFD's 8-27-21 cond | |
| c. City of Blackduck Communications Policy - recommended revisions | 30 - 32 |
| Communications personnel policy recommended update for 2021 | |

- d. City of Blackduck Police Administration Agreement - Robert Fraik
[police administrative Services Contract 10012021 Fraik](#)
- e. City Council Fall Tour of the City - discuss and schedule

33 - 34

5. ADJOURNMENT

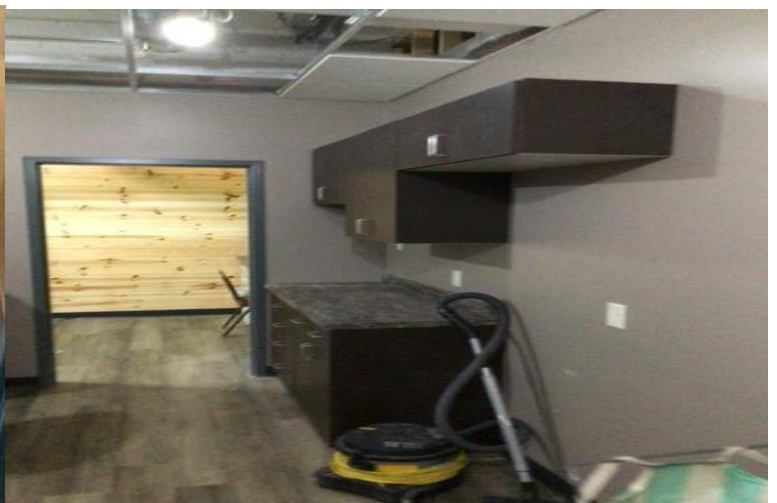


KRAUS-ANDERSON®

The Pond Addition & Remodeling

9-13-21 – 9-17-21

Since my last report the concrete has been poured, the windows have been installed, and the break room cabinets have been installed, as well as the new checkout counter. This week we got the windows trimmed out and caulked. The old checkout was removed and framing was started on the kitchen wall, that will be used as a construction barrier. The pavement was laid outside. We are looking into options as the water is not draining completely from the center of the new pavement. The rest of the addition, minus the beer cooler walls, have been sheet rocked in preparation for the opening between the new and old sides. The tile floor was installed in the bathroom and we added Acrovyn sheeting for easier cleaning. Cabinets were adjusted in the break area and handles were installed.







CITY OF BLACKDUCK

ORDINANCE # 2021-03

AN ORDINANCE AMENDING CHAPTER 3 ENTITLED "Salaries of Mayor and Council Members"

THE CITY COUNCIL OF THE CITY OF BLACKDUCK DOES ORDAIN:

Blackduck City Code Chapter 3, entitled "Salaries of Mayor and Council Members" is hereby amended and reads as follows:

Section 1: City code Section 310.01 entitled "Amount of Salaries" is amended to read as follows:

Subdivision 1.

Effective January 1, 2003, the salary of the mayor shall be \$150.00 per month and the salary of each council member shall be \$50.00 per meeting attended.

Commented [CR1]: 2021

Commented [CR2]: \$175.00

Commented [CR3]: \$75.00

The following duties shall be defined as part of the annual salary.

- a. All regularly scheduled council meetings – 12 per year
- b. Individual meetings with the city administrator and/or city staff members reviewing council agendas, concerns or other city actions items.
- c. Ground breaking, open houses, dedication ceremonies, public relations, and other invited social functions.

Section 2: City code Section 310.02 entitled "Special Meetings and Board or Commission Meetings" is amended to read as follows:

Subdivision 2.

Each council member, and Mayor shall be paid \$25.00 per meeting for attendance at special meetings and those board and commission meetings that are council authorized and required to attend due to being that said board, committee, or commission liaison member. This amount is limited to two meetings per month per committee.

Commented [CR4]: \$50.00

The following duties shall fall under this section:

- a. Special council meetings as scheduled
- b. Council liaison for commission or board meetings
- c. Special commission or board meetings.
- d. Council approved committee and/or task force meetings
- e. Board of review meetings
- f. Budget review meetings
- g. Council retreat or training

Commented [CR5]: Council Consideration to revise language to unlimited attendance.

Section 3: City code Section 310.03 entitled "Compensation for out of town meetings" is amended to read as follows:

The mayor and each council person shall be paid \$50.00 per 8 hour day and \$25.00 per 4 hour day for attendance at any meeting, seminar or conference beyond the city limits of the City of Blackduck, when attendance at such meeting, seminar or conference is in the performance or furtherance of their duties as an elected official, and when the nature of the meeting and the travel time incident thereto, is such that the workday is expended in

Commented [CR6]: \$75.00

Commented [CR7]: \$50.00



CITY OF BLACKDUCK

ORDINANCE # 2021-03

attendance and travel. When required to use his or her own vehicle when attending a meeting, conference, or seminar, reimbursement shall be made at the federal rate.

This Ordinance shall be effective immediately upon its second and final reading, passage, and publication and codified into Blackduck City Ordinance Chapter 3 Administration.

ADOPTED this 8th day of November 2021 by the City Council of the City of Blackduck.

Attest:

Approved:

Christina Regas, City Administrator

Maxwell Gullette, Mayor



CITY OF BLACKDUCK RESOLUTION NO: 2021-01

A RESOLUTION OF ANNUAL APPOINTMENTS AND DESIGNATIONS FOR 2021

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

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

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

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

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

Revised by the Blackduck City Council this ~~9th day of August 2021.~~

Commented [CR1]: October 11, 2021

APPROVED:

Maxwell Gullette, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2021-01

EXHIBIT A

DESIGNATIONS

OFFICIAL NEWSPAPER: Blackduck American

OFFICIAL POSTING LOCATION: Blackduck City Hall
8 Summit Avenue NE, Blackduck

OFFICIAL DEPOSITORY: Deerwood Bank

CITY ATTORNEY: Joseph J. Langel of RRM Ratwik,
Roszak & Maloney, P.A.



CITY OF BLACKDUCK RESOLUTION NO: 2021-01

EXHIBIT B

APPOINTMENTS AND REPRESENTATION ON VARIOUS COMMITTEES

Vice Mayor: Nicholas Seitz

City Assessor: County Assessor, Joe Skerik

City Engineer: Curt Meyer, Widseth

Park & Trail Board (4): Public Works Supervisor, Mike Schwanke
City Administrator, Christina Regas

Council Member/ Other Sandra Miller
Other Meghan Klein

Personnel Committee (3): City Administrator, Christina Regas

Council member Jason Kolb
Other Shawnda Lahr
Other Jace Grangruth
Other Mike Schwanke

Commented [CR2]: Open Seat for Councilor temporarily held by Donald Johnson

Commented [CR3]: Open Seat for Councilor

Public Works Committee (4): Public Works Supervisor, Mike Schwanke
City Administrator, Christina Regas

Council Member Nicholas Seitz
Other Donald Johnson

Liquor Committee (4): Liquor Store Manager, Shawnda Lahr
City Administrator, Christina Regas
Councilor Donald Johnson

Council Member Nicholas Seitz

Finance Committee (3): City Administrator, Christina Regas

Council Member Jason Kolb
Other Mike Schwanke

Commented [CR4]: Open Seat for Councilor temporarily held by Nick Seitz

Public Safety Committee (up to 5): Police Chief Jace Grangruth
Fire Chief Brian Larson
City Administrator, Christina Regas
Public Works Supervisor, Mike Schwanke

Council Member Maxwell Gullette

Commented [CR5]: Open Seat - temporary



CITY OF BLACKDUCK RESOLUTION NO: 2021-01

Golf Board (up to 6): City Administrator, Christina Regas
Golf Manager, Pam Exner
Golf Course Superintendent, Jim Andersen
Golf Member Misty Frenzel
Golf Member Kevin Erpelding
Council Member Maxwell Gullette
Council Member Jason Kolb

Commented [CR6]: Open Seat for Councilor

Safety Committee (4): Public Works Supervisor, Mike Schwanke
Liquor Store Manager, Shawnda Lahr
Deputy Clerk, Paige Moore
Other/ Council Member

Planning Commissioners (5): Kurt Benson
Kurt Cease
Bob Klug Sr.
Ernie Tindell
Ron Rockis

Zoning Administrator: City Administrator, Christina Regas

Library Board: Mary Salmonson
Miriam Osborn
Katie Click
Lorraine Warden
Paula Erickson
Nance Kunkel
Amy Granlund
Blackduck Librarian Kelly West
Council Member Liason Nicholas Seitz

Kitchigami Regional Library Representative: Nicholas Seitz

HRA (up to 5): Mayor Maxwell Gullette
Councilor Jason Kolb
Vacant Seat
Councilor Nicholas Seitz
Councilor Donald Johnson

City Administrator, Christina Regas

Commented [CR7]: Seat to be replaced with BobbieJo Kewitsch

Commented [CR8]: Vacant seat to be replaced with Laurie Hamilton



CITY OF BLACKDUCK RESOLUTION NO: 2021-01

Revolving Loan Fund Committee (up to 5): City Administrator, Christina Regas
Dwight Kalvig (Kalvig & Associates)
Grant Frenzel (Deerwood Bank)
Council Member Maxwell Gullette
Headwaters Regional Development Center Rep Sarah Linda

Historical Preservation Committee (up to 8): Gene Kjelberg
Glennis Moon
Avonel Kjelberg
Shirley Gilmore
Mary Joy
Marilyn Page
Lavone Peterson
Ann May Floura
Carol Hannigan
Marie Juelson

Ambulance Board Representative (BAII): City Administrator, Christina Regas

Ambulance Joint Powers Emergency Services: Mayor Maxwell Gullette

Chapter 3 Administration §1. 300.07 Committees.

Subdivision 1. Standing Committees

Committees designated - there shall be the following standing committees.

1. *Liquor Committee*
2. ~~*Park and Tree Board*~~
3. *Golf Board*
4. *Revolving Loan Committee*
5. *Library Board*
6. *Personnel*
7. *Public Works*
8. *Finance*
9. *Public Safety*
10. ~~*Safety*~~

Commented [CR9]: Amending to 'Park and Trail Board'

Commented [CR10]: Amending to add 'Safety Committee'

Subdivision 2. Membership

Each committee shall be appointed by the mayor with the approval of the majority of the council. Each committee member shall serve as appointed unless excused by a majority of the members of the council.

Subdivision 3. Referral Reports.

Any matter brought before the council for consideration may be referred by the presiding officer to the appropriate committee or to the special committee appointed by him or her for a written report and committee report shall be signed by a majority of the members and shall be filed with the administrator prior to the council meeting at which it is to be submitted. Minority reports may be submitted.



CITY OF BLACKDUCK RESOLUTION NO: 2021-01

Each committee shall act promptly and faithfully on the matter referred to it.



CITY OF BLACKDUCK 2022 GENERAL FUND BUDGET HIGHLIGHTS

SEPTEMBER 20, 2021 @ 6:00PM CITY HALL BLACKDUCK, MN

BLACKDUCK CITY COUNCIL WORK SESSION

1. REVENUE:

- a. 2022 Property Tax Proposal includes the Levy at: \$275,009 *(increase of \$44,861)*
- b. 2022 Local Government Aid is estimated @ \$283,737 *(increase of \$5,203)*
- c. Contribution from Liquor Fund total to transfer = \$65,000

2. EXPENDITURES:

- a. Payroll & Benefits:
 - i. Recommended 3% Cost of Living Adjustment for Rae, Chris, Andrew, Christina, Deputy Clerk, and Mike
 - ii. Recommended Step Increases:
 1. Police Chief = step TOR = \$32.55 *(includes COLA of 3%)*
 2. Full-time Officer = step TOR = \$25.70 *(includes COLA of 3%)*
 3. Paige Watson = step TOR = \$23.90 *(includes COLA of 3%)*
 4. Christina Regas = step TOR = \$34.65 *(includes COLA of 3%)*
 5. Mike Schwanke = step TOR = \$31.73 *(includes COLA of 3%)*
 - iii. Health Insurance premium \$617.50 *(no change)*
 - iv. Health Care Savings Account contribution @ \$266.67/month a \$3,200 deductible *(no change)*
 - v. Dental Insurance premium \$29.53 *(change for 2022 = .58)*
 - vi. PERA *(no full-time employee increase for 2022)*
 - vii. PERA Police & Fire 17.7% *(no change for 2022)*
 - viii. PERA part time employees **REMAIN SAME** (base withholding of 6.5% factored for all PT grossing + \$5,100/yr)
- b. Fire:
 - i. No municipal contribution to Fire Relief Association *(no change for 2022)*
- c. Police:
 - i. No significant increase to budgets except payroll.
- d. Street Lighting:
 - i. Recommend to continue plan for replacement of Street Light Heads to LED *(replacement of fixtures @ \$3,500 in 2022)*



CITY OF BLACKDUCK 2022 GENERAL FUND BUDGET HIGHLIGHTS

SEPTEMBER 20, 2021 @ 6:00PM CITY HALL BLACKDUCK, MN

BLACKDUCK CITY COUNCIL WORK SESSION

- e. Library:
 - i. Automation and Repair for Library \$350 – *(increase of \$61)*
 - ii. 2022 Library Levy request \$16,000 *(decrease of \$600)*
 - iii. Increase to repairs to buildings to retrofit to LED lighting *(increase of \$3,000)*
- f. Streets:
 - i. 2021 PW truck(s) lease payment 2022. *(\$14,237.58 payment)*
 - ii. Skid Steer annual payment – *(\$3,406)*
 - iii. Tractor payment – *(\$10,822.58)*
 - iv. #2 Part-time employee 2022 - *(increase to \$14.00/hour)*
 - v. Street Materials Budget to remain @ \$20,000
 - vi. Sunset of Industrial Blvd Assessment *(decrease of \$1500)*
- g. Parks:
 - i. Assessments for 2016-2017 road improvements will affect park budgets *(@ \$2,360)*
 - ii. Building maintenance materials to improve on restroom – *(\$4,000 increased for 2022)*
- h. Other:
 - i. Most Liability, Auto, Workers Compensation, and Property Insurance is estimated to increase 2-5% in 2022
- i. Administration:
 - i. Council Packet Software *(no change - cost \$2,600/annually)*
 - ii. City Website Support *(no change - \$2,820/annually)*
 - iii. City Council training budget - \$2,000 *(no change)*
 - iv. City Attorney Contract budget - \$3,5000 *(increase of \$1,700)*
- j. Buildings & Planning:
 - i. 2022 Rental Inspections *(increase of \$10,000)*

Minnesota Minimum Wage ***will increase*** for part time employees to **\$10.33** beginning January 1, 2022.

2022 General Fund Revenues through 09/9/2021

| General Fund Revenue | 2020 Budget | 2020 Amount | 2021 Budget | 2021 YTD Amount | 2022 Budget |
|---|--------------|----------------|--------------|-----------------|--------------|
| R 101-31000 General Property Taxes | \$224,964.00 | \$228,651.19 | \$230,148.00 | \$139,572.13 | \$800.00 |
| R 101-31030 Mobile Home Tax | \$800.00 | \$1,062.44 | \$800.00 | \$525.61 | \$800.00 |
| R 101-31900 Penalties and Interest DelTax | \$1,000.00 | \$1,773.16 | \$1,500.00 | \$440.09 | \$1,500.00 |
| R 101-32000 Licenses and Permits | \$10,000.00 | \$14,345.00 | \$3,500.00 | -\$430.00 | \$14,500.00 |
| R 101-32240 Animal Licenses | \$250.00 | \$0.00 | \$250.00 | \$80.00 | \$250.00 |
| R 101-33100 Federal Grants and Aids | \$0.00 | \$113,286.00 | \$0.00 | \$44,072.79 | \$0.00 |
| R 101-33130 CDBG | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-33400 State Grants and Aids | \$0.00 | \$0.00 | \$0.00 | \$54,669.29 | \$0.00 |
| R 101-33401 Local Government Aid | \$269,305.00 | \$269,305.00 | \$278,534.00 | \$139,267.00 | \$283,737.00 |
| R 101-33403 Market Value Credit-MH | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-33404 PERA AID | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-33405 Market Value Credit - Real | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-33406 Market Value Credit-TIF | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-33407 Market Value Credit-AG | \$0.00 | \$50.79 | \$0.00 | \$0.00 | \$0.00 |
| R 101-33416 Police Training Reimbursement | \$1,500.00 | \$1,881.82 | \$1,500.00 | \$1,433.92 | \$1,500.00 |
| R 101-33423 State Police Aid | \$14,000.00 | \$18,206.98 | \$15,000.00 | \$0.00 | \$15,000.00 |
| R 101-33424 State Fire Aid | \$19,000.00 | \$40,632.73 | \$19,000.00 | \$0.00 | \$19,000.00 |
| R 101-33620 Other County Grants/Aid | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-34000 Charges for Services | \$8,000.00 | \$9,320.00 | \$8,000.00 | \$8,384.95 | \$8,000.00 |
| R 101-34103 Zoning and Subdivision Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-34108 Admin Charges to Other Funds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-34110 Sale of Property | \$0.00 | \$0.00 | \$0.00 | \$842.00 | \$0.00 |
| R 101-34202 Fire Protection Svcs | \$78,627.00 | \$78,627.07 | \$83,761.00 | \$89,716.64 | \$83,655.28 |
| R 101-34781 Reservation Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-35000 Fines and Forfeits | \$3,000.00 | \$403.31 | \$1,500.00 | \$309.97 | \$1,000.00 |
| R 101-35102 Parking Fines | \$100.00 | \$25.00 | \$100.00 | \$45.00 | \$100.00 |
| R 101-36100 Special Assessments | \$0.00 | \$2.40 | \$0.00 | \$0.00 | \$0.00 |
| R 101-36102 Penalties and Interest | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-36200 Miscellaneous Revenues | \$3,000.00 | \$1,350.61 | \$2,000.00 | \$15.46 | \$2,000.00 |
| R 101-36210 Interest Earnings | \$3,000.00 | \$2,360.01 | \$2,500.00 | \$595.01 | \$2,000.00 |
| R 101-36220 Other Rents and Royalties | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-36230 Contributions and Donations | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-36231 Community Development Grants | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-36240 Reimbursements | \$250.00 | \$11,957.45 | \$250.00 | \$3,353.83 | \$250.00 |
| R 101-39101 Sales of General Fixed Assets | \$0.00 | \$9,750.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-39200 Interfund Transfer | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-39203 Transfer from Other Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-39204 Intrafund Transfer | \$0.00 | \$49,613.00 | \$0.00 | \$10,000.00 | \$0.00 |
| R 101-39269 Transfer from Liquor Fund | \$75,000.00 | \$75,000.00 | \$65,000.00 | \$40,000.00 | \$65,000.00 |
| R 101-39282 Transfer fm Debt Service Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-39300 Proceeds-Gen Long-term Debt | \$0.00 | \$30,000.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-39330 Inception-Capital Lease Agmt | \$0.00 | \$76,823.00 | \$0.00 | \$0.00 | \$0.00 |
| R 101-39331 Insurance Proceeds | \$0.00 | \$1,587.50 | \$0.00 | \$0.00 | \$0.00 |
| | \$711,796.00 | \$1,036,014.46 | \$713,343.00 | \$532,893.69 | \$498,292.28 |

| General Fund Expenditure Total: | 2022 Budget | % +/- 2021 | 2021 Actual | 2021 Budget |
|--|--------------|------------|--------------|--------------|
| Administration & Transfer for Cemetery | \$162,722.00 | 5.45% | \$105,344.87 | \$154,311.00 |
| Police | \$231,094.00 | 6.67% | \$184,722.55 | \$216,647.00 |
| Fire | \$101,400.00 | 0.00% | \$80,866.20 | \$101,400.00 |
| Streets | \$169,761.61 | 7.61% | \$156,387.70 | \$157,750.00 |
| Wayside Rest Park | \$27,110.00 | 26.08% | \$18,475.96 | \$21,503.00 |
| Library | \$26,095.00 | 10.85% | \$12,082.01 | \$23,541.00 |
| Buildings | \$15,035.00 | 0.12% | \$31,246.88 | \$15,017.00 |
| Street Lighting | \$14,000.00 | 12.00% | \$10,928.87 | \$12,500.00 |
| Planning & Zoning (rental inspections) | \$11,000.00 | #DIV/0! | \$1,540.86 | \$0.00 |
| City Council | \$15,084.00 | 41.32% | \$5,833.98 | \$10,674.00 |
| | \$773,301.61 | 8.41% | \$607,429.88 | \$713,343.00 |

\$275,009.33

2021 Blackduck Administration Department Budget vs Actual through 09/7/2021

| | 2021 Budget | 2021 Actual Expenditures | 2021 Balance | 2022 Budget | |
|---|---------------------|--------------------------|--------------------|---------------------|--------------------------|
| E 101-41400-101 Full-Time Employees Regular | \$79,430.00 | \$53,608.11 | \$25,821.89 | \$86,123.10 | |
| E 101-41400-102 Full-Time Employees Overtime | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-41400-103 Part-Time Employees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-41400-121 PERA | \$5,957.00 | \$4,020.72 | \$1,936.28 | \$6,459.23 | |
| E 101-41400-122 FICA | \$6,076.00 | \$4,079.15 | \$1,996.85 | \$6,588.42 | |
| E 101-41400-131 Employer Paid Health | \$6,687.79 | \$4,850.61 | \$1,837.18 | \$6,691.27 | |
| E 101-41400-200 Office Supplies (GENERAL) | \$1,500.00 | \$1,250.82 | \$249.18 | \$1,500.00 | |
| E 101-41400-207 Computer Supplies | \$1,000.00 | \$4,912.99 | -\$3,912.99 | \$1,000.00 | |
| E 101-41400-208 Training and Instruction | \$1,000.00 | \$577.27 | \$422.73 | \$1,000.00 | |
| E 101-41400-210 Operating Supplies (GENERAL) | \$600.00 | \$733.08 | -\$133.08 | \$600.00 | |
| E 101-41400-300 Professional Svcs (GENERAL) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-41400-301 Auditing and Acct g Services | \$6,000.00 | \$5,700.00 | \$300.00 | \$6,000.00 | |
| E 101-41400-303 Engineering Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-41400-304 Legal Fees | \$1,800.00 | \$7,056.92 | -\$5,256.92 | \$3,500.00 | |
| E 101-41400-305 Medical Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-41400-310 Other Professional Services | \$5,070.00 | \$755.00 | \$4,315.00 | \$5,070.00 | website & GASB reporting |
| E 101-41400-321 Telephone | \$2,250.00 | \$2,822.59 | -\$572.59 | \$2,250.00 | |
| E 101-41400-322 Postage | \$500.00 | \$659.50 | -\$159.50 | \$500.00 | |
| E 101-41400-327 Internet Access | \$1,000.00 | \$1,027.90 | -\$27.90 | \$1,000.00 | |
| E 101-41400-331 Travel Expenses | \$2,000.00 | \$529.38 | \$1,470.62 | \$2,000.00 | |
| E 101-41400-351 Legal Notices Publishing | \$300.00 | \$504.42 | -\$204.42 | \$300.00 | |
| E 101-41400-352 General Notices and Pub Info | \$350.00 | \$0.00 | \$350.00 | \$350.00 | |
| E 101-41400-353 Ordinance Publication | \$150.00 | \$39.90 | \$110.10 | \$150.00 | |
| E 101-41400-355 Election Expense | \$2,000.00 | \$1,507.47 | \$492.53 | \$2,000.00 | |
| E 101-41400-366 Workers Compensation Insurance | \$500.00 | \$555.09 | -\$55.09 | \$500.00 | |
| E 101-41400-367 Unemployment Paid | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-41400-384 Refuse/Garbage Disposal | \$0.00 | \$153.90 | -\$153.90 | \$0.00 | |
| E 101-41400-433 Dues and Subscriptions | \$4,640.00 | \$3,288.84 | \$1,351.16 | \$4,640.00 | Icompass, LMC dues, MIS |
| E 101-41400-437 Bad Debt Expense | \$0.00 | \$1,223.98 | -\$1,223.98 | \$0.00 | |
| E 101-41400-438 Bank Service Charges | \$1,500.00 | \$1,578.57 | -\$78.57 | \$500.00 | |
| E 101-41400-490 Donations to Civic Org s | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-41400-570 Office Equip and Furnishings | \$500.00 | \$426.24 | \$73.76 | \$500.00 | |
| E 101-41400-603 Short-Term Debt Principal <i>(Copier Lease)</i> | \$2,000.00 | \$1,482.42 | \$517.58 | \$2,000.00 | |
| E 101-41400-786 State Fire Aid | \$19,500.00 | \$0.00 | \$19,500.00 | \$19,500.00 | |
| | \$152,310.79 | \$103,344.87 | \$48,965.92 | \$160,722.02 | |

Police Department Budgeted Expenditures for 2021 through 9/7/2021

| | 2020 Budget | 2020 Expenditures | 2021 Budget | 2021 Expenditures | 2022 Budget | |
|-----------------|--------------------------------|-------------------|--------------|-------------------|--------------|--------------|
| E 101-42110-101 | Full-Time Employees Regular | \$106,712.00 | \$110,997.52 | \$115,115.00 | \$72,174.57 | \$121,917.25 |
| E 101-42110-102 | Full-Time Employees Overtime | \$1,155.00 | \$3,387.14 | \$1,260.00 | \$1,064.13 | \$1,200.00 |
| E 101-42110-103 | Part-Time Employees | \$5,300.00 | \$3,670.00 | \$5,202.60 | \$3,270.00 | \$5,000.00 |
| E 101-42110-106 | School Resource Officer - wage | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42110-121 | PERA | \$19,995.00 | \$20,348.58 | \$21,519.00 | \$13,542.04 | \$24,579.37 |
| E 101-42110-122 | FICA | \$1,638.00 | \$1,585.11 | \$1,763.00 | \$1,062.14 | \$2,013.56 |
| E 101-42110-131 | Employer Paid Health | \$23,191.00 | \$23,196.42 | \$23,212.00 | \$16,435.25 | \$23,225.64 |
| E 101-42110-205 | Heating Fuel | \$1,000.00 | \$749.23 | \$1,000.00 | \$1,554.23 | \$1,200.00 |
| E 101-42110-206 | Electricity | \$2,500.00 | \$1,934.59 | \$2,500.00 | \$1,374.51 | \$2,500.00 |
| E 101-42110-208 | Training and Instruction | \$2,000.00 | \$1,579.36 | \$2,000.00 | \$218.00 | \$2,000.00 |
| E 101-42110-209 | Other Office Supplies | \$500.00 | \$355.45 | \$500.00 | \$7.32 | \$500.00 |
| E 101-42110-210 | Operating Supplies (GENERAL) | \$1,000.00 | \$779.98 | \$1,000.00 | \$281.46 | \$1,000.00 |
| E 101-42110-212 | Motor Fuels | \$8,000.00 | \$5,151.62 | \$6,000.00 | \$3,345.23 | \$6,000.00 |
| E 101-42110-213 | Lubricants and Additives | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42110-222 | Tires | \$1,000.00 | \$1,240.62 | \$1,000.00 | \$420.00 | \$1,000.00 |
| E 101-42110-223 | Building Repair Supplies | \$0.00 | \$0.00 | \$0.00 | \$110.00 | \$0.00 |
| E 101-42110-230 | Equipment | \$3,200.00 | \$4,758.76 | \$2,200.00 | \$940.00 | \$2,200.00 |
| E 101-42110-233 | Uniforms | \$1,500.00 | \$1,130.95 | \$1,500.00 | \$720.46 | \$1,500.00 |
| E 101-42110-302 | Architect Fees | \$0.00 | \$2,366.00 | \$0.00 | \$33,649.24 | unknown |
| E 101-42110-310 | Other Professional Service | \$0.00 | \$0.00 | \$0.00 | \$645.00 | \$0.00 |
| E 101-42110-305 | Medical Fees | \$500.00 | \$143.00 | \$500.00 | \$2,271.74 | \$1,100.00 |
| E 101-42110-321 | Telephone | \$1,500.00 | \$1,809.26 | \$1,500.00 | \$652.26 | \$996.00 |
| E 101-42110-322 | Postage | \$50.00 | \$106.50 | \$50.00 | \$55.00 | \$50.00 |
| E 101-42110-331 | Travel Expenses | \$500.00 | \$642.87 | \$500.00 | \$380.00 | \$500.00 |
| E 101-42110-351 | Legal Notices Publishing | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42110-361 | General Liability Ins | \$5,664.00 | \$5,822.80 | \$5,834 | \$3,461.39 | \$6,924.00 |
| E 101-42110-362 | Property Ins | \$1,411.00 | \$1,373.00 | \$1,453 | \$704.00 | \$1,408.00 |
| E 101-42110-363 | Automotive Ins | \$1,250.00 | \$2,484.00 | \$1,288 | \$1,112.50 | \$2,225.00 |
| E 101-42110-366 | Workers Compensation Insurance | \$4,320.00 | \$4,486.46 | \$4,450 | \$6,527.22 | \$6,500.00 |
| E 101-42110-384 | Refuse/Garbage Disposal | \$0.00 | \$0.00 | \$0 | \$153.90 | \$155.00 |
| E 101-42110-401 | Repairs/Maint Buildings | \$1,000.00 | \$125.00 | \$1,000.00 | \$0.00 | \$1,100.00 |
| E 101-42110-404 | Repairs/Maint Machinery/Equip | \$5,000.00 | \$4,857.98 | \$2,500.00 | \$936.02 | \$2,500.00 |
| E 101-42110-420 | Tower Lease | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 |
| E 101-42110-425 | Depreciation | \$10,000.00 | \$0.00 | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| E 101-42110-433 | Dues and Subscriptions | \$800.00 | \$561.88 | \$800.00 | \$234.25 | \$800.00 |
| E 101-42110-436 | Towing Charges | \$500.00 | \$65.00 | \$500.00 | \$0.00 | \$500.00 |
| E 101-42110-437 | Bad Debt Expense | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42110-550 | Motor Vehicles | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42110-580 | Other Equipment | \$0.00 | \$0.00 | \$0.00 | \$7,470.69 | \$0.00 |
| E 101-42110-700 | Inter Fund Transfer | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42110-782 | Intrafund Transfer | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | \$211,686.00 | \$205,709.08 | \$216,645.95 | \$184,772.55 | \$231,093.82 |

2014 Squad replace in 2022
2019 Squad replace in 2025

2021 Blackduck Fire Department Budget vs. Actual through 09/7/2021

| | 2021 Budget | 2021 YTD Expenditures | Revenue to offset Expenses | 2021 Balance | 2022 Budget | |
|-----------------|--------------------------------|-----------------------|----------------------------|--------------|-------------|--------------|
| E 101-42200-103 | Part-Time Employees | \$13,500.00 | \$11,713.00 | \$0.00 | \$1,787.00 | \$16,000.00 |
| E 101-42200-122 | FICA | \$1,100.00 | \$896.11 | \$0.00 | \$203.89 | \$1,750.00 |
| E 101-42200-124 | Fire Pension Contributions | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-200 | Office Supplies (GENERAL) | \$0.00 | \$66.99 | \$0.00 | -\$66.99 | \$0.00 |
| E 101-42200-205 | Heating Fuel | \$2,500.00 | \$3,743.38 | \$0.00 | -\$1,243.38 | \$2,500.00 |
| E 101-42200-206 | Electricity | \$5,000.00 | \$2,366.95 | \$0.00 | \$2,633.05 | \$4,000.00 |
| E 101-42200-207 | Computer Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-208 | Training and Instruction | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | \$2,000.00 |
| E 101-42200-210 | Operating Supplies (GENERAL) | \$1,000.00 | \$278.60 | \$0.00 | \$721.40 | \$1,000.00 |
| E 101-42200-211 | Cleaning Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-212 | Motor Fuels | \$2,000.00 | \$835.14 | \$0.00 | \$1,164.86 | \$2,000.00 |
| E 101-42200-221 | Equipment Parts | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-222 | Tires | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-223 | Building Repair Supplies | \$0.00 | \$179.36 | \$0.00 | -\$179.36 | \$0.00 |
| E 101-42200-233 | Uniforms | \$5,000.00 | \$1,202.39 | \$0.00 | \$3,797.61 | \$5,000.00 |
| E 101-42200-240 | Small Tools and Minor Equip | \$2,000.00 | \$2,624.88 | \$0.00 | -\$624.88 | \$2,000.00 |
| E 101-42200-304 | Legal Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-305 | Medical Fees | \$1,200.00 | \$0.00 | \$0.00 | \$1,200.00 | \$500.00 |
| E 101-42200-307 | Management Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-310 | Other Professional Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-321 | Telephone | \$800.00 | \$558.15 | \$0.00 | \$241.85 | \$800.00 |
| E 101-42200-322 | Postage | \$100.00 | \$24.70 | \$0.00 | \$75.30 | \$100.00 |
| E 101-42200-323 | Radio/Communications Expenses | \$3,500.00 | \$4,835.31 | \$0.00 | -\$1,335.31 | \$4,500.00 |
| E 101-42200-331 | Travel Expenses | \$250.00 | \$0.00 | \$0.00 | \$250.00 | \$250.00 |
| E 101-42200-351 | Legal Notices Publishing | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-352 | General Notices and Pub Info | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-361 | General Liability Ins | \$255.00 | \$145.89 | \$0.00 | \$109.11 | \$250.00 |
| E 101-42200-362 | Property Ins | \$978.00 | \$561.00 | \$0.00 | \$417.00 | \$1,000.00 |
| E 101-42200-363 | Automotive Ins | \$1,337.00 | \$613.50 | \$0.00 | \$723.50 | \$1,400.00 |
| E 101-42200-366 | Workers Compensation Insurance | \$6,180.00 | \$5,790.44 | \$0.00 | \$389.56 | \$6,200.00 |
| E 101-42200-384 | Refuse/Garbage Disosal | \$0.00 | \$153.90 | \$0.00 | -\$153.90 | \$300.00 |
| E 101-42200-367 | Unemployment Paid | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-401 | Repairs/Maint Buildings | \$3,750.00 | \$4,880.15 | \$0.00 | -\$1,130.15 | \$3,750.00 |
| E 101-42200-404 | Repairs/Maint Machinery/Equip | \$12,250.00 | \$3,096.36 | \$0.00 | \$9,153.64 | \$9,400.00 |
| E 101-42200-420 | Tower Lease | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$500.00 |
| E 101-42200-425 | Depreciation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-433 | Dues and Subscriptions | \$200.00 | \$300.00 | \$0.00 | -\$100.00 | \$200.00 |
| E 101-42200-436 | Towing Charges | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-437 | Bad Debt Expense | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-500 | Capital Outlay (Armer Radios) | \$5,000.00 | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 |
| E 101-42200-520 | Buildings and Structures | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-550 | Motor Vehicles | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-580 | Other Equipment | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 |
| E 101-42200-701 | Transfer to General Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-42200-708 | Transfer to Fire Dept Reserve | \$30,000.00 | \$30,000.00 | \$0.00 | \$0.00 | \$30,000.00 |
| E 101-42200-782 | Intrafund Transfer | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | \$101,400.00 | \$80,866.20 | \$0.00 | \$20,533.80 | \$101,400.00 |

2021 Blackduck Streets Department Budget vs. Actual through 09/7/2021

| | 2021 Budget | 2021 Actual Expenditures | 2021 Balance | 2022 Budget | |
|-----------------|--|--------------------------|--------------|--------------|----------------------------------|
| E 101-43100-101 | Full-Time Employees Regular | \$51,765.00 | \$36,045.42 | \$15,719.58 | \$54,133.04 |
| E 101-43100-102 | Full-Time Employees Overtime | \$1,000.00 | \$1,176.63 | -\$176.63 | \$1,000.00 |
| E 101-43100-103 | Part-Time Employees | \$1,700.00 | \$398.48 | \$1,301.52 | \$1,814.40 |
| E 101-43100-121 | PERA | \$3,958.00 | \$2,821.47 | \$1,136.53 | \$4,191.74 |
| E 101-43100-122 | FICA | \$4,090.00 | \$2,822.93 | \$1,267.07 | \$4,279.98 |
| E 101-43100-131 | Employer Paid Health | \$9,665.00 | \$7,320.18 | \$2,344.82 | \$9,670.29 |
| E 101-43100-142 | Unemployment Benefit Payments | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-200 | Office Supplies (GENERAL) | \$400.00 | \$0.00 | \$400.00 | \$400.00 |
| E 101-43100-205 | Heating Fuel | \$2,000.00 | \$1,462.37 | \$537.63 | \$2,000.00 |
| E 101-43100-206 | Electricity | \$4,300.00 | \$3,705.81 | \$594.19 | \$4,300.00 |
| E 101-43100-208 | Training and Instruction | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-210 | Operating Supplies (GENERAL) | \$1,600.00 | \$816.49 | \$783.51 | \$1,600.00 |
| E 101-43100-212 | Motor Fuels | \$8,750.00 | \$1,481.70 | \$7,268.30 | \$8,750.00 |
| E 101-43100-213 | Lubricants and Additives | \$1,050.00 | \$797.98 | \$252.02 | \$1,500.00 |
| E 101-43100-220 | Repair/Maint Supply (GENERAL) | \$2,100.00 | \$87.57 | \$2,012.43 | \$2,100.00 |
| E 101-43100-221 | Equipment Parts | \$750.00 | \$603.57 | \$146.43 | \$1,000.00 |
| E 101-43100-222 | Tires | \$1,000.00 | \$335.78 | \$664.22 | \$2,600.00 |
| E 101-43100-223 | Building Repair Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-224 | Street Maint Materials | \$20,000.00 | \$4,650.00 | \$15,350.00 | \$20,000.00 |
| E 101-43100-233 | Uniforms | \$1,200.00 | \$477.15 | \$722.85 | \$1,200.00 |
| E 101-43100-235 | Personal Protective Equipment | \$1,600.00 | \$339.87 | \$1,260.13 | \$1,600.00 |
| E 101-43100-240 | Small Tools and Minor Equip | \$525.00 | \$305.54 | \$219.46 | \$1,050.00 |
| E 101-43100-302 | Architect Fees | \$0.00 | \$33,649.24 | -\$33,649.24 | |
| E 101-43100-303 | Engineering Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-310 | Other Professional Services | \$2,000.00 | \$2,271.74 | -\$271.74 | \$2,000.00 |
| E 101-43100-321 | Telephone | \$100.00 | \$1,379.19 | -\$1,279.19 | \$600.00 |
| E 101-43100-322 | Postage | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-331 | Travel Expenses | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-351 | Legal Notices Publishing | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-361 | General Liability Ins | \$252.00 | \$145.89 | \$106.11 | \$292.00 |
| E 101-43100-362 | Property Ins | \$923.00 | \$921.00 | \$2.00 | \$1,850.00 |
| E 101-43100-363 | Automotive Ins | \$1,081.00 | \$1,112.50 | -\$31.50 | \$2,225.00 |
| E 101-43100-366 | Workers Compensation Insurance | \$3,512.00 | \$4,120.34 | -\$608.34 | \$4,051.00 |
| E 101-43100-384 | Refuse/Garbage Disposal | \$0.00 | \$307.80 | -\$307.80 | \$388.00 |
| E 101-43100-387 | Snow Removal | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-400 | Repairs & Maint Cont (GENERAL) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-401 | Repairs/Maint Buildings | \$1,000.00 | \$244.09 | \$755.91 | \$1,000.00 |
| E 101-43100-404 | Repairs/Maint Machinery/Equip | \$5,700.00 | \$3,968.73 | \$1,731.27 | \$5,700.00 |
| E 101-43100-433 | Dues and Subscriptions | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-436 | Towing Charges | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-500 | Capital Outlay | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-501 | Assessment | \$1,500.00 | \$1,472.73 | \$27.27 | \$0.00 Last payment made in 2021 |
| E 101-43100-530 | Improvements Other Than Bldgs | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-550 | Motor Vehicles - GMC Lease Trucks | \$10,000.00 | \$23,248.08 | -\$13,248.08 | \$14,237.58 |
| E 101-43100-580 | Other Equipment - CAT Lease Tractor & Skid Steer | \$14,229.00 | \$17,897.43 | -\$3,668.43 | \$14,228.58 |
| E 101-43100-601 | Debt Srv Bond Principal | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-43100-610 | PFA Debt Srv Interest | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | \$157,750.00 | \$156,387.70 | \$1,362.30 | \$169,761.61 |

2021 Blackduck Wayside Park Department Budget vs Actual through 09/7/2021

| | 2021 Budget | 2021 YTD Amount | 2021 Balance | 2022 Budget | |
|--|-------------|-----------------|--------------|-------------|------------------------------------|
| E 101-45200-101 Full-Time Employees Regular | \$3,519.00 | \$2,372.54 | \$1,146.46 | \$3,643.24 | |
| E 101-45200-102 Full-Time Employees Overtime | \$300.00 | \$113.89 | \$186.11 | \$350.00 | |
| E 101-45200-103 Part-Time Employees | \$2,832.00 | \$3,427.88 | -\$595.88 | \$2,928.00 | |
| E 101-45200-106 School Resource Officer - wage | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-45200-121 PERA | \$390.00 | \$236.34 | \$153.66 | \$492.84 | |
| E 101-45200-122 FICA | \$486.00 | \$445.57 | \$40.43 | \$502.70 | |
| E 101-45200-131 Employer Paid Health | \$695.00 | \$520.10 | \$174.90 | \$694.96 | |
| E 101-45200-206 Electricity | \$2,000.00 | \$1,772.76 | \$227.24 | \$2,000.00 | |
| E 101-45200-208 Training and Instruction | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-45200-210 Operating Supplies (GENERAL) | \$900.00 | \$931.16 | -\$31.16 | \$900.00 | |
| E 101-45200-211 Cleaning Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-45200-212 Motor Fuels | \$1,550.00 | \$1,407.94 | \$142.06 | \$1,550.00 | |
| E 101-45200-221 Equipment Parts | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-45200-225 Landscaping Materials | \$1,000.00 | \$1,000.00 | \$0.00 | \$2,000.00 | |
| E 101-45200-240 Small Tools and Minor Equip | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-45200-305 Medical Fees | \$50.00 | \$0.00 | \$50.00 | \$50.00 | |
| E 101-45200-361 General Liability Ins | \$834.00 | \$486.30 | \$347.70 | \$972 | |
| E 101-45200-362 Property Ins | \$2,354.00 | \$1,507.00 | \$847.00 | \$3,014 | |
| E 101-45200-366 Workers Compensation Insurance | \$443.00 | \$681.47 | -\$238.47 | \$1,352 | |
| E 101-45200-401 Repairs/Maint Buildings | \$1,500.00 | \$1,025.56 | \$474.44 | \$4,000.00 | updates to one restroom (fixtures) |
| E 101-45200-430 Miscellaneous (GENERAL) | \$300.00 | \$301.19 | -\$1.19 | \$300.00 | |
| E 101-45200-433 Dues and Subscriptions | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 101-45200-501 Assessment | \$2,350.00 | \$2,246.26 | \$103.74 | \$2,360.00 | |
| E 101-45200-530 Improvements Other Than Bldgs | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| | \$21,503.00 | \$18,475.96 | \$3,027.04 | \$27,109.74 | |

2021 Blackduck Council Budget vs Actual Expenditures through 09/7/21

| | 2021 Budget | 2021 Actual Expenditures | 2021 Balance | 2022 Budget |
|---|-------------|--------------------------|--------------|--------------------------------|
| E 101-41110-101 Full-Time Employees Regular | \$6,800.00 | \$1,150.00 | \$5,650.00 | \$10,900.00 <i>amended pay</i> |
| E 101-41110-121 PERA | \$0.00 | \$3,775.03 | -\$3,775.03 | \$0.00 |
| E 101-41110-122 FICA | \$525.00 | \$87.98 | \$437.02 | \$834.00 |
| E 101-41110-207 Computer Supplies | \$500.00 | \$0.00 | \$500.00 | \$500.00 |
| E 101-41110-208 Training and Instruction | \$2,000.00 | \$540.00 | \$1,460.00 | \$2,000.00 |
| E 101-41110-322 Postage | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-41110-331 Travel Expenses | \$700.00 | \$280.97 | \$419.03 | \$700.00 |
| E 101-41110-361 General Liability Ins | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-41110-433 Dues and Subscriptions | \$150.00 | \$19.25 | \$130.75 | \$150.00 |
| E 101-41110-437 Bad Debt Expense | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$10,675.00 | \$5,853.23 | \$4,821.77 | \$15,084.00 |

2021 Blackduck Street Lighting Budget vs. Actual Expenditures through 09/7/21

| | 2021 Budget | 2021 Actual Expenditures | 2021 Balance | 2022 Budget |
|---|-------------|--------------------------|--------------|-------------|
| E 101-43160-206 Electricity | \$8,000.00 | \$7,211.10 | \$788.90 | \$9,500.00 |
| E 101-43160-210 Operating Supplies (GENERAL) | \$3,500.00 | \$2,717.77 | \$782.23 | \$3,500.00 |
| E 101-43160-220 Repair/Maint Supply (GENERAL) | \$1,000.00 | \$1,000.00 | \$0.00 | \$1,000.00 |
| | \$12,500.00 | \$10,928.87 | \$1,571.13 | \$14,000.00 |

2021 Blackduck Government Bldgs. Budget vs. Actual Expenditures through 09/7/21

| | 2021 Budget | 2021 Actual Expenditures | 2021 Balance | 2022 Budget |
|--|-------------|--------------------------|--------------|-------------|
| E 101-41940-206 Electricity | \$8,000.00 | \$4,331.76 | \$3,668.24 | \$8,000.00 |
| E 101-41940-210 Operating Supplies (GENERAL) | \$500.00 | \$943.83 | -\$443.83 | \$500.00 |
| E 101-41940-211 Cleaning Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-41940-223 Building Repair Supplies | \$400.00 | \$1,233.62 | -\$833.62 | \$400.00 |
| E 101-41940-361 General Liability Ins | \$83.00 | \$48.63 | \$34.37 | \$85.00 |
| E 101-41940-362 Property Ins | \$584.00 | \$310.50 | \$273.50 | \$600.00 |
| E 101-41940-380 Utility Services (GENERAL) | \$450.00 | \$401.64 | \$48.36 | \$450.00 |
| E 101-41940-401 Repairs/Maint Buildings | \$5,000.00 | \$23,976.90 | -\$18,976.90 | \$5,000.00 |
| E 101-41940-520 Buildings and Structures | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$15,017.00 | \$31,246.88 | -\$16,229.88 | \$15,035.00 |

2021 Blackduck Planning & Zoning Budget vs. Actual Expenditures through 09/7/21

| | 2021 Budget | 2021 Actual Expenditures | 2021 Balance | 2022 Budget |
|--|-------------|--------------------------|--------------|-------------|
| E 101-41910-101 Full-Time Employees Regular | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-41910-102 Full-Time Employees Overtime | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-41910-103 Part-Time Employees | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-41910-121 PERA | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-41910-122 FICA | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-41910-126 Medicare | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-41910-131 Employer Paid Health | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-41910-300 Professional Svcs (GENERAL) | \$0.00 | \$1,540.86 | -\$1,540.86 | \$11,000.00 |
| | \$0.00 | \$1,540.86 | -\$1,540.86 | \$11,000.00 |

2021 Blackduck Library Department Budget vs. Actual through 09/7/21

| | 2021 Budget | 2021 YTD Expenditures | 2021 Balance | 2022 Budget |
|---|-------------|-----------------------|--------------|-------------|
| E 101-45500-122 FICA | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-45500-200 Office Supplies (GENERAL) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-45500-206 Electricity | \$3,500.00 | \$2,387.91 | \$1,112.09 | \$3,500.00 |
| E 101-45500-210 Operating Supplies (GENERAL) | \$310.00 | \$670.56 | -\$360.56 | \$400.00 |
| E 101-45500-211 Cleaning Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-45500-223 Building Repair Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-45500-330 Transportation (GENERAL) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-45500-331 Travel Expenses | \$210.00 | \$0.00 | \$210.00 | \$210.00 |
| E 101-45500-361 General Liability Ins | \$83.00 | \$48.63 | \$34.37 | \$85.00 |
| E 101-45500-362 Property Ins | \$799.00 | \$378.00 | \$421.00 | \$800.00 |
| E 101-45500-367 Unemployment Paid | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-45500-380 Utility Services (GENERAL) | \$750.00 | \$368.20 | \$381.80 | \$750.00 |
| E 101-45500-401 Repairs/Maint Buildings | \$1,000.00 | \$74.71 | \$925.29 | \$4,000.00 |
| E 101-45500-404 Repairs/Maint Machinery/Equip | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E 101-45500-426 Automation Repair & Replace. | \$289.00 | \$350.00 | -\$61.00 | \$350.00 |
| E 101-45500-433 Dues and Subscriptions | \$16,600.00 | \$7,804.00 | \$8,796.00 | \$16,000.00 |
| E 101-45500-580 Other Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$23,541.00 | \$12,082.01 | \$11,458.99 | \$26,095.00 |

2022 GO BONDS
Budgeting 2022 P/I Payments
Utilizing 2021 Special Assessments

| | Principle Payments | Interest | County Fees | Specials | Property Tax | Revenue | P & I |
|-----------------------------------|--------------------|-------------|-------------|-------------|--------------|--------------|--------------|
| GO ImpBond (307) | \$40,000.00 | \$1,860.00 | \$5,000.00 | \$12,264.52 | \$36,938.48 | \$0.00 | \$49,203.00 |
| Refunding (309) | \$15,000.00 | \$1,556.26 | \$650.00 | \$0.00 | \$18,066.57 | \$0.00 | \$18,066.57 |
| Intra Loan (311) | \$4,983.33 | \$0.00 | \$0.00 | \$12,304.11 | \$0.00 | \$0.00 | \$4,983.33 |
| Rural Water (314) | \$10,000.00 | \$1,170.00 | \$0.00 | \$818.46 | \$8,021.74 | \$3,000.00 | \$11,840.20 |
| Intra Loan (325) | \$5,147.81 | \$1,240.23 | \$0.00 | \$7,489.51 | \$0.00 | \$0.00 | \$6,579.68 |
| Revenue GO (601) | \$45,000.00 | \$16,297.50 | \$0.00 | \$0.00 | \$0.00 | \$61,297.50 | \$64,362.38 |
| Revenue Go (320) | \$4,000.00 | \$1,580.00 | \$0.00 | \$12,836.99 | \$0.00 | \$0.00 | \$5,747.40 |
| Rural Water (317 & 602) | \$17,000.00 | \$918.75 | \$0.00 | \$7,391.48 | \$0.00 | \$10,527.27 | \$18,456.31 |
| Go Bond 2020A Temporary | \$0.00 | \$23,859.58 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$24,575.37 |
| Go Bond 2020A USDA | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TCF National Bank Lease (609) | \$12,385.60 | \$1,921.90 | \$0.00 | \$0.00 | \$0.00 | \$15,022.88 | \$15,022.88 |
| Revenue 2021A Go Bond (609) | \$0.00 | \$12,767.11 | \$0.00 | \$0.00 | \$0.00 | \$13,405.47 | \$13,405.47 |
| USDA Loan#09 Skid Steer (352) | \$3,406.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,406.00 |
| CAT Financial Tractor Lease (101) | \$10,822.58 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,822.58 |
| GM Financial Lease (101) | \$11,958.93 | \$2,278.65 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$14,237.58 |
| TCF Bank Lease (613) | \$14,670.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$14,670.00 | \$14,670.00 |
| Intra Loan Shed (613) | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 | \$5,000.00 |
| Intra Loan Shed (613) | \$787.09 | \$330.91 | \$0.00 | \$0.00 | \$0.00 | \$1,118.00 | \$1,118.00 |
| Revenue GO Equip (613) | \$3,000.00 | \$144.00 | \$0.00 | \$0.00 | \$1,801.20 | \$1,500.00 | \$3,301.20 |
| Revenue GO Club House(613) | \$7,000.00 | \$336.00 | \$0.00 | \$0.00 | \$4,202.80 | \$3,500.00 | \$7,702.80 |
| Revenue Go Equipment (613) | \$13,000.00 | \$1,212.50 | \$0.00 | \$0.00 | \$9,923.13 | \$5,000.00 | \$14,923.13 |
| Blackduck HRA Levy | | | | | \$6,196 | | |
| Totals | \$223,161.34 | \$67,473.39 | \$5,650.00 | \$53,105.07 | \$85,150.36 | \$134,041.11 | \$307,423.86 |

| Bond Maturity Dates: | Description: | Balance After 2022 Payments: |
|----------------------|------------------------------------|------------------------------|
| 2/1/2022 | 2006A Go Bond (307) | \$0.00 |
| 1/1/2024 | 2009A Go Bond (309) | \$32,193.76 |
| 2/1/2022 | Industrial Lane Loan (311) | \$0.00 |
| 2/1/2035 | Water Tower (601) | \$812,212.50 |
| 8/10/2024 | 2012 Golf Equip & Club House (613) | \$20,690.00 |
| 2/1/2025 | 4th Street Sewer (314) | \$38,590.00 |
| 8/20/2046 | Water (Main & Summit) (320) | \$226,442.10 |
| 2/1/2024 | Sewer (Main & Summit) (602 & 317) | \$23,144.53 |
| 2/1/2029 | Frontage/Pine Ave (325) | \$41,522.28 |
| 2/1/2025 | 2016 Golf Equipment (613) | \$44,262.50 |
| 3/1/2031 | 2020 Golf Cart Shed (613) | \$8,953.44 |
| 3/1/2031 | 2020 Golf Cart Shed (613) | \$40,000.00 |
| 2/1/2042 | 2021 Go Bond (609) | \$777,260.00 |
| 2/1/2031 | USDA Loan #09 Skid Steer (318) | \$30,654.00 |
| 1/1/2025 | TCF Bank Lease (609) | \$35,768.75 |
| 1/13/2025 | GM Financial Lease (101-43100) | \$42,712.74 |
| 2/15/2025 | CAT Financial Lease (101-43100) | \$32,467.74 |
| 10/1/2026 | TCF Bank Lease (613) carts | \$58,680.00 |
| | | \$2,265,554.34 |

| | |
|--------------------|----------------|
| General Fund | \$275,009.00 |
| Levy: | \$360,159.36 |
| Total Golf Debt: | \$172,585.94 |
| Total Liquor Debt: | \$813,028.75 |
| Total Water Debt: | \$1,038,654.60 |
| Total Sewer Debt: | \$93,928.29 |
| Total Street Debt: | \$147,356.76 |

| Property Tax Levy History: | | |
|----------------------------|--------------|-----------|
| 2017 | \$209,000.00 | Certified |
| 2018 | \$221,400.00 | Certified |
| 2019 | \$252,138.00 | Certified |
| 2020 | \$303,411.00 | Certified |
| 2021 | \$305,866.00 | Certified |
| 2022 | \$360,159.36 | Proposed |

17.75%

| City of Blackduck | | |
|-------------------------------------|------------------|---------------------|
| 2019 Total Net Tax Capacity: | | \$300,416.00 |
| | updated 10/16/18 | |
| Levy: | | |
| General Revenue | \$179,372.00 | |
| 2006 GO Impv Bond | \$28,505.00 | |
| 2009 Refunding | \$19,815.00 | |
| 2014A Disp Sys Bond | \$7,906.00 | |
| 2012 Go Bond Golf | 6,484.00 | |
| 2016 Go Bond Golf | 9,884.00 | |
| | \$251,966 | \$251,966 |
| (Mill) Rate: | | 84% |
| Estimated Market Value: | | \$100,000.00 |
| Homestead Exclusion: | | |
| 1st 76,000 of EMV: | \$76,000.00 | |
| | 40% | |
| | \$30,400 | |
| Remainder | \$24,000 | |
| | 9% | |
| | \$2,160 | |
| Homestead Exclusion: | \$28,240 | (28,240) |
| Taxable Market Value | | \$71,760 |
| Homestead Class Rate | | 1% |
| Net Tax Capacity | | \$718 |
| City of Blackduck Tax | | \$602 |

| City of Blackduck | | |
|-------------------------------------|-------------------|---------------------|
| 2020 Total Net Tax Capacity: | | \$301,958.00 |
| | update 10/18/2019 | |
| Levy: | | |
| General Revenue | \$224,964.00 | |
| 2006 GO Impv Bond | \$33,278.00 | |
| 2009 Refunding | \$19,263.00 | |
| 2011 Ind. Ln Loan | \$351.00 | |
| 2014A Disp Sys Bond | \$8,595.00 | |
| 2012 Go Bond Golf | 6,352.00 | |
| 2016 Go Bond Golf | 10,605.00 | |
| | \$303,408 | \$303,408 |
| (Mill) Rate: | | 100% |
| Estimated Market Value: | | \$100,000.00 |
| Homestead Exclusion: | | |
| 1st 76,000 of EMV: | \$76,000.00 | |
| | 40% | |
| | \$30,400 | |
| Remainder | \$24,000 | |
| | 9% | |
| | \$2,160 | |
| Homestead Exclusion: | \$28,240 | (28,240) |
| Taxable Market Value | | \$71,760 |
| Homestead Class Rate | | 1% |
| Net Tax Capacity | | \$718 |
| City of Blackduck Tax | | \$721 |

| City of Blackduck | | |
|-------------------------------------|-------------------|---------------------|
| 2021 Total Net Tax Capacity: | | \$336,639.00 |
| | UPDATED 8/31/2020 | |
| Levy: | | |
| General Revenue | \$230,148.00 | |
| 2006 GO Impv Bond | \$31,862.00 | |
| 2009 Refunding | \$18,681.00 | |
| 2011 Ind. Ln Loan | \$531.00 | |
| 2014A Disp Sys Bond | \$8,187.00 | |
| 2012 Go Bond Golf | 6,193.00 | |
| 2016 Go Bond Golf | 10,264.00 | |
| | \$305,866 | \$305,866 |
| (Mill) Rate: | | 91% |
| Estimated Market Value: | | \$100,000.00 |
| Homestead Exclusion: | | |
| 1st 76,000 of EMV: | \$76,000.00 | |
| | 40% | |
| | \$30,400 | |
| Remainder | \$24,000 | |
| | 9% | |
| | \$2,160 | |
| Homestead Exclusion: | \$28,240 | (28,240) |
| Taxable Market Value | | \$71,760 |
| Homestead Class Rate | | 1% |
| Net Tax Capacity | | \$718 |
| City of Blackduck Tax | | \$652 |

| City of Blackduck | | |
|-------------------------------------|--------------|----------------------------------|
| 2022 Total Net Tax Capacity: | | \$344,156.00 |
| Levy: | | |
| General Revenue | \$275,009.00 | <i>Option B increase to levy</i> |
| 2006 GO Impv Bond | \$36,938.00 | |
| 2009 Refunding | \$18,067.00 | |
| Blackduck HRA Levy | \$6,196.00 | |
| 2014A Disp Sys Bond | \$8,022.00 | |
| 2012 Go Bond Golf | 6,004.00 | |
| 2016 Go Bond Golf | 9,923.00 | |
| | \$360,159 | \$360,159 |
| (Mill) Rate: | | 105% |
| Estimated Market Value: | | \$100,000.00 |
| Homestead Exclusion: | | |
| 1st 76,000 of EMV: | \$76,000.00 | |
| | 40% | |
| | \$30,400 | |
| Remainder | \$24,000 | |
| | 9% | |
| | \$2,160 | |
| Homestead Exclusion: | \$28,240 | (28,240) |
| Taxable Market Value | | \$71,760 |
| Homestead Class Rate | | 1% |
| Net Tax Capacity | | \$718 |
| City of Blackduck Tax | | \$751 |



BLACKDUCK FINANCE COMMITTEE MEETING

WEDNESDAY, SEPTEMBER 8, 2021 @ 3:00PM

BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

CALL TO ORDER: The Finance Committee for the City of Blackduck met in a scheduled work session in council chambers at City Hall at 3:00PM on September 8, 2021.

Roll Call

Councilors present: Councilor Seitz

Councilors Absent: none

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

Others Present: none

The meeting was called to order at 3:00pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

REVENUE – Regas provided revisions to revenue budget and how it affects the levy noting an increase over 2021.

EXPENDITURES: Regas provided updates on the general fund budgets for discussion:

Changes discussed after reviewing department budgets included:

1. Capitalize a \$12,000 in the streets budget for replacement of equipment to begin in 10 years.
2. Increase repairs building for the Library to improve the lighting to LED to \$4,000.
3. Increase to Legal fees budget to \$7,000.

Total Budget and Affect to the Levy – Regas provided 2022 bond payment schedules and requested Blackduck HRA levy and how totals affect the levy. Regas provided the potential increase the current draft of the budget would affect the levy without knowing the Net Tax Capacity of the City. Regas reported Net Tax Capacity will be provided by Beltrami County on September 9, 2021.

ACTION ITEM – Regas will report how the NTC affects the current draft of the 2022 levy once received.

After discussing the current draft and proposed tax increase using 2021 NTC the committee agree to lower department budgets in light of the construction of the new Public Works / Police Facility in 2022. By lowering budget lines the committee cut the proposed tax increase in half of the original draft.

ACTION ITEM – Regas will provide Option A (*original draft*) and Option B (*revised draft*) to committee members in email format for review once NTC from County is provided. Committee agreed to meet again to discuss further in one week.

Next Meeting – The Finance Committee will meet again on September 16, 2021 @ 3:00pm



BLACKDUCK FINANCE COMMITTEE MEETING
WEDNESDAY, SEPTEMBER 8, 2021 @ 3:00PM
BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

ADJOURN – Finance Committee adjourned their work session at 3:40pm.

Christina Regas, City Administrator

Maxwell Gullette, Mayor



BLACKDUCK FINANCE COMMITTEE MEETING

THURSDAY, SEPTEMBER 16, 2021 @ 3:00PM

BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

CALL TO ORDER: The Finance Committee for the City of Blackduck met in a scheduled work session in council chambers at City Hall at 3:00PM on September 16, 2021.

Roll Call

Councilors present: Councilor Seitz

Councilors Absent: none

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

The meeting was called to order at 3:00pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

General Fund Budget Options A & B – Regas provided the committee 2 options for the 2022 budget the original with all recommended increases and a revised option lowering the potential levy to a more suitable increase. Regas provided to the committee how both options may affect a residential tax payers based on the 2022 Net Tax Capacity provided by Beltrami County Assessor's office.

Total Budget and Affect to the Levy – Regas provided 2 samples for the 2022 budget and levy increase:

1. Option A – *(higher option containing increases to the street materials budget; capital outlay for street equipment replacement; and increase to part-time police officer hours of service)*. This option provides a potential levy increase of 34.11% over 2021 with an increase to the City Mill Rate to 119% *(an increase of 28% over 2021 but 19% over 2020)*
2. Option B – *(lower option removing Option A increases and maintaining the general fund operating budget closer to the 2021 budget)*. This option provides a potential levy increase of 17.75% over 2021 with an increase to the City Mill Rate to 105% *(an increase of 13% over 2021 but 5% over 2020)*.

The committee discussed the effect to the tax payers and how in 2021 the budget was kept lower due to the uncertainty of how COVID-19 restrictions would potential affect the income of the city. The committee further discussed the importance to keep the city budget lower in light of the new public works / police facility construction in the future.

ACTION ITEM – Regas will provide to the City Council for the September 20, 2021 work session Option B for discussion and preliminary approval. Additionally, Regas will provide a summary of the 2022 budget changes at the work session.

ADJOURN – Finance Committee adjourned their work session at 3:23pm.



BLACKDUCK FINANCE COMMITTEE MEETING

THURSDAY, SEPTEMBER 16, 2021 @ 3:00PM

BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

Christina Regas, City Administrator

Maxwell Gullette, Mayor

4:18

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2001 John Deere 1600

\$14,000

Vehicles

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Exterior color: Other · Interior color:



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4830 AZELIA AVE NORTH
BROOKLYN CENTER, MN 55429
PHONE (763)-592-5600
FAX (763)-592-6600**

BLACKDUCK GOLF COURSE

PUMP DRIVES

Material Quotation August 27, 2021

EXHIBIT "A"

| QTY | PART # | DESCRIPTIONS - PUMP STATION VFD RETROFIT | UNIT PRICE | EXTENSION |
|-----|------------|--|------------|-----------------|
| 2 | 70-27-2015 | ABB ACQ580 Variable Frequency Drive, 15hp, 230v, 3 Phase, w/ NEMA1 Kit | 2,156.70 | 4,313.40 |
| 2 | 69-20-1425 | IFM Pressure Transducer, 0-250 psi | 179.61 | 359.22 |
| 2 | 69-20-1422 | Cable, IFM Pressure Transducers | 33.36 | 66.72 |
| 2 | 15-03-4150 | Temp Switch, Normally Closed w/ 20' Cable (ABB Drives) | 89.85 | 179.70 |
| 6 | 21-30-0060 | FUSE,0JTD060.T,60 AMP,600V | 15.69 | 94.14 |
| 2 | 21-01-6106 | Fuse Block, 600V, 60A, 3PH LPJ | 42.83 | 85.66 |
| 1 | L717 | MTI Labor/Programming/Consultation | 2,080.00 | 2,080.00 |
| | | <i>Final electrical connections are the responsibility of the owner.</i> | | |
| | | SUB TOTAL | | 7,178.84 |

This is a material quotation only! This quote may not represent actual quantities needed for the project. The purchaser of the product must supply MTI Distributing with their list of materials to be delivered.

SUMMARY

| | |
|----------------|--------------------|
| MATERIAL TOTAL | 7,178.84 |
| TOTAL | 7,178.84 |
| SALES TAX | 350.55 |
| GRAND TOTAL | 7,529.39 |
| PAYMENT TERMS | NET 30 DAYS |

This Quote reflects pricing for complete package purchases only. Prices may be higher for less than complete material package purchases. Pricing is subject to change without notice. Fuel charges may apply.

City of Blackduck Personnel Committee

December 8, 2020 | Communications Policy Proposed Amendment

COMMUNICATIONS POLICY

Commented [CR1]: Updated Date – October 11, 2021
per Personnel Committee

To better serve our citizens and give our workforce the best tools to do their jobs, the City of Blackduck continues to adopt and make use of new means of communication and information exchange. Many of our employees have access to one or more forms of electronic media and services, including, but not limited to, computers, e-mail, telephones, cellular telephones, pagers, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet and the World Wide Web.

The City encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. This policy cannot provide rules to cover every possible situation, but will express the City's philosophy and set forth general guidelines governing the use of electronic media and services. The City's intent is to ensure that the electronic communication systems are used to their maximum potential for business purposes and not used in a way that is disruptive, offensive to others or contrary to the best interest of the City of Blackduck.

GENERAL

This policy applies to all full-time, part-time and temporary employees, contractors, volunteers, customers and all other individuals who are provided access to the City of Blackduck communication systems. This policy does not constitute a contract and revisions may be made from time to time at the discretion of the City Council. Incidental and occasional personal use of electronic communications resources is permitted if it does not interfere with the use of equipment for City purpose and is not excessive, or does not unduly interfere with an employee's work time, job activities or the job activities of other employees. All employees will be provided with a written copy of this policy.

MAIL

Personal mail items may be included with the City's delivery of mail to the US Post Office.

FAX

City of Blackduck employees may use the City's fax machine on lunch breaks, rest breaks, before work hours, or after work hours to fax personal communications. No charge will apply to local faxes. Employees will reimburse the City for the cost of any long distance faxes on a monthly basis.

TELEPHONE

Personal telephone calls shall be kept as brief as possible and shall be made during lunch breaks or rest breaks whenever possible. No charge will apply to local calls. Employees may use their own personal phones to make long distance calls or will reimburse the City for the cost of long distance calls on a monthly basis. Incoming personal calls or messages may be answered by the employee, but shall be kept as brief as possible. If an incoming message or call represents an emergency, City staff will make every effort to contact the employee immediately.

CELLULAR PHONE

General Policy

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Department heads are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit department head discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.

A department head may authorize an employee to use his/her own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business related calls without prior authorization from his/her department head. Department heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the department head.

All personal calls made by employees on a City-provided cellular phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City’s phone bill. Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible. Certain employees, due to the nature of their job, shall be excluded from this requirement, in that personal calls are permitted. It is the responsibility of the employee to make every effort to keep the personal use of a City-provided cell phone limited.

Use of personal phones instead of using a City-provided cell phone is another option for City employees. The following positions shall be reimbursed the following amounts for reimbursement of their personal cellphones for business use:

| | |
|-------------------------------------|-----------------------------------|
| City Administrator | \$40.00 (<i>data and voice</i>) |
| Public Works Supervisor | \$40.00 (<i>data and voice</i>) |
| Liquor Store Mgr | \$40.00 (<i>data and voice</i>) |
| Assistant Liquor Store Mgr | \$40.00 (<i>data and voice</i>) |
| Golf Course Mgr | \$20.00 (<i>voice</i>) |
| Maintenance Worker 1 (non-seasonal) | \$20.00 (<i>voice</i>) |
| Maintenance Worker 2(non-seasonal) | \$20.00 (<i>voice</i>) |

Commented [CR2]: Addition of Deputy Clerk \$40.00 (data and voice)

Commented [CR3]: Delete language -City issued phone provided as of June 2021

Commented [CR4]: Delete language - City issued phone will be provided after amendment approved October 11, 2021

Commented [CR5]: Delete language – City issued phone will be provided after amendment approved October 11, 2021

Procedures

It is the objective of the City of Blackduck to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action and or reimburse the City.

Responsibility

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All department heads will be responsible for enforcement within their departments.



CITY OF BLACKDUCK POLICE ADMINISTRATION AGREEMENT

THIS AGREEMENT is made and entered into by and between the CITY OF BLACKDUCK, a Minnesota municipal corporation (hereinafter the "City") and ROBERT FRAIK (hereinafter "Fraik") as Interim Blackduck Police Chief as of the 14th of September, 2021.

WHEREAS, the City wishes to engage Fraik's services for the police department for a specific time period in lieu of the current chief of police officer vacancy; and

WHEREAS, the parties wish to set forth the terms and conditions of their relationship in this Agreement in order to assure the requisite flexibility to enable the police services for the City of Blackduck as Interim Blackduck Police Chief; and

NOW, THEREFORE, in consideration of the mutual covenants set forth in this agreement, City and Officer Fraik agree as follows:

EMPLOYMENT

Officer Fraik shall be employed by the City as Interim Blackduck Police Chief commencing the 11th day of October and ending the 31st day of December, 2021 or when a suitable replacement is hired.

DUTIES AND RESPONSIBILITIES

The duties of the Interim Blackduck Police Chief position will include representation of the Blackduck Police Department, which includes, but is not limited to, the following:

1. Overseeing and complying with policies, procedures, standards, and practices for the department and developing short-range goals;
2. Ensuring compliance with Peace Officer Standards and Training (POST) Board policies and procedures, including maintaining appropriate licensure;
3. Reviewing daily reports made by other officers to determine activity in the community, potential problems, thoroughness and accuracy;
4. Both parties understand that this contract is subject to all other existing contracts regarding law enforcement previously existing, if any.

REMUNERATION AND OTHER CONDITIONS

1. The City agrees to provide a wage of \$27.20/hour (*step 6 Police Chief Wage scale*).
2. The City shall pay the employer's portion of the Minnesota Public Employment Retirement Association contribution on Officer Fraik's salary.



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3. The Interim Blackduck Police Chief schedule allows for flexibility and may include days, evenings, and weekends. The hours will be dedicated by the Interim Blackduck Police Chief to the needs of the City of Blackduck and can only be increased by a written authorization of the City Administrator.
4. The Interim Blackduck Police Chief will be provided a take-home squad for the sole purpose of community from the officer's residence in Bemidji to Blackduck and to perform job related functions such as attending training or traveling to the Beltrami LEC in Bemidji, MN.
5. The Interim Blackduck Police Chief agrees to provide assist with recruiting, interviewing, and searching for candidates to employee the vacant positions of the Blackduck Police Department.

TERMINATION

This contract may be terminated by either party upon thirty (30) days written notice.

SEVERABILITY

In case any one or more of the provisions of this Agreement shall be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this Agreement will not in any way be affected or impaired thereby.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year written below.

THE CITY OF BLACKDUCK,

MINNESOTA

INTERIM
BLACKDUCK POLICE CHIEF

By _____
Maxwell Gullette, Its Mayor

Robert Fraik

Date: _____

Date: _____

By _____
Christina Regas, Its City Administrator

Date: _____