AGENDA
Blackduck City Council Meeting
6:00 PM - Monday, August 5, 2024
City Hall, 8 Summit Drive, Blackduck MN

			Page
1.	CALL TO ORDER		
	a.	Roll Call	
	b.	Pledge of Allegiance	
2.	APPROVAL OF AGENDA		
3.	ORDINANCE AMENDMENT - FINAL READING		
	a.	Second & Final Reading - Ordinance Amendment 2024-01, An Ordinance amending Chapter 11, Licensing, revising Section 1150 Rental Licensing Ordinance 2024-01 revisions accepted 2025 COB Rental Housing Licensing Application Legal Notice Ordinance 204-01	5 - 13
4.	CONSENT AGENDA *All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.*		
	a.	July 8, 2024 Blackduck City Council Meeting Minutes Council - Jul 08 2024 - Minutes - Pdf	14 - 19
	b.	July 18, 2024 Kitchigami Regional Library Board Meeting packet and Minutes from June 2024 2024-07-18 KRLS Board Meeting Packet COMPRESSED	20 - 62
	c.	July 22, 2024 Blackduck City Council Public Hearing Minutes - Conditional Use Permit Application 2024-01 Council - Public Hearing - Jul 22 2024 - Minutes - Pdf	63 - 64
	d.	July 22, 2024 Blackduck City Council Work Session Council - Work Session - Jul 22 2024 - Minutes - Pdf	65 - 68
	e.	July 24, 2024 Blackduck Planning Commission Meeting Minutes Minutes 07242024	69 - 70
	f.	July 2024 Fund Balance Report & Budgeted Transfers for August 2024 July 2024 Fund Balance Report-2	71
	g.	July 2024 Bill Report July Bill Report	72 - 73
	h.	July 2024 Sewer Income Statement July 2024 Sewer Income Statement	74
	i.	July 2024 Water Income Statement July 2024 Water Income Statement	75
	j.	July 2024 Pine Tree Park Income Statement	76

July 2024 Pine Tree Park Income Statement

k. July 2024 Golf Course Income Statement 77
July 2024 Golf Income statement

l. July 2024 Liquor Store Income Statement 78
July 2024 Liquor Store income statements

m. July 2024 Blackduck DMV Office Income Statement 79
July 2024 DMV Office Income Statement

n. June 2024 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association 80
LG216 Blackduck Fire Relief Gambling Rent 062024

o. February 2023 - June 2024 LG216 Lawful Gambling Monthly Rent Report - CORRECTED FOR E-TAB RENT 81 - 83
LG216 Corrected Etab rent 022023 - 062024

p. Final Approval - July 2024 Business Credit Card Payment 84
July 2024 Bisiness Credit Card Payment

q. Final Approval - Golf Course Cart Lease Payment June 2024 85 - 86
Golf Cart Payment

r. Final Approval - 2024 First Half Local Government Aid & Small Cities Assistance 87
LGA 2024 1st half

s. Final Approval Needed - Ehlers Public Finance 2023 TIF Reports to OSA confirmation of upload 88
2023 OSA Memo

t. Final Approval - Application for Public Fireworks Display - North Star Fireworks 89 - 94
Northstar Fireworks

u. Final Approval - 2024A Series Equipment Bond Closing Documents & Ziegler CAT Invoice #IN001567761 95 - 164
00 Blackduck GO Equipment Certificate of Indebtedness 2024A TRANSCRIPT (add filed 8038G)
Ziegler Invoice 1567761

v. Final Approval - Blackduck Police Department - Police Pursuit Policy - POST updates 07/24/2024 165 - 173
Vehicle Pursuits Policy updated 072024

w. Final Approval - City of Blackduck Analytics Report July 2024 - blackduckmn.com 174 - 175
City_of_Blackduck_GA4_Report

5. 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.

6. REPORTS OF COMMITTEES AND CITY STAFF

6.1. Public Works Report - Mike Schwanke, Public Works Director

a. Council Approval Needed - Minnesota Pump Works Quote for Main Lift Station Repairs - Quote #6823 — 176 - 177

MN Pumpworks Main Liftstation Quote for repairs

6.2. Liquor Store Report - Shawnda Lahr, Director of Liquor Operations

6.3. Fire Department Report - Brian Larson, Fire Chief

a. Council Discussion - Fire Truck replacement

6.4. Golf Course Report - Misty Frenzel, Golf Course Director

7. ADMINISTRATOR'S REPORT

a. Council Approval Needed - Ordinance Amendment 2024-01 - Ordinance amending Chapter 11, Licensing, revising Section 1150 Rental Licensing — 178 - 182

Ordinance 2024-01 revisions accepted

b. Council Approval Needed - Conditional Use Permit 2024-02 - Taler Tarigny 217 Main Street South - Review Findings of Fact — 183 - 191

Tarigny 2024-02
Permit 2024-01 Taler Taurigny
Council Packet 2024-02

c. Council Consideration - Widseth Feasibility Study for City Hall — 192 - 269

2024-10722 CiBlackduck City Hall Facility Study + Appendix

d. Council Consideration - Donation solicitation from Blackduck Boys and Girls Club Branch — 270 - 274

BandG Club
2024 Donations to date

e. Council Information - Historic Duck Restoration - Project Status

f. June 28 - August 12, 2024 - Minnesota Primary Election Early Voting

g. July 30 - August 13, 2024 City of Blackduck Municipal Candidate Filing Period

h. August 8, 2024 - Minnesota Primary Election Healthcare Facility Voting

i. August 13, 2024 - Minnesota State Primary Election Day

j. August 14, 2024 @ 2pm - 2025 Financial Budget Committee Meeting - Finance Committee

k. August 19, 2024 @ 6pm - Blackduck City Council Work Session

l. August 21, 2024 @ 2pm - Blackduck Planning Commission Meeting

m. August 28, 2024 @ 2pm - 2025 Financial Budget Meeting - Finance Committee

n. September 2, 2024 - Labor Day Holiday Observed - City Offices Closed

o. September 9, 2024 @ 6pm - Blackduck City Council Regular Meeting

p. Press Release - Upper / Lower Red Lake Comprehensive Watershed Plan — 275 - 276

ULRL 1W1P Public Comment Press Release

8. MAYOR AND/OR COUNCIL MEMBER REPORTS

9. COMMUNITY EVENTS/GOOD THINGS HAPPENING
10. ADJOURNMENT

CITY OF BLACKDUCK ORDINANCE #2024-01

AN ORDINANCE AMENDING CHAPTER 11, LICENSING, REVISING SECTION 1150 RENTAL LICENSING

Findings and Purpose:

The City Council of the City of Blackduck finds that it is in the public interest to revise Section 1150 Rental Licensing to assist in Ordinance enforcement and protect landlords and their renters.

The City Council of Blackduck, Minnesota, ordains:

Section 1. City Code as Section 1150.02 in Chapter 11 – Licensing - Rental Licensing, is modified as follows, with new language underlined and deleted language struck out.

Commented [A1]: I try to avoid highlighting as it does not show up in copies.

§1150.02 – Definitions

Rental unit or residential rental unit - Shall mean a building that is rented, leased, let or sublet and used in whole or in part as a dwelling, including single-family units such as apartments, and structures containing both dwelling units and units used for non-dwelling purposes, and includes manufactured homes.

Dwelling - shall mean any building or other permanent or temporary structure, including a manufactured home, which is wholly or partly used, or intended to be used, for living or sleeping by human occupants.

Rent, Lease, Let or Sublet shall mean providing a rental unit to a non-owner for a fixed or non-fixed period of time, and shall include lease to buy, installment sales, and other similar arrangements whereby nonpayment of a periodic payment means the occupants may be evicted without the necessity of a statutory mortgage foreclosure procedure, a procedure or a statutory termination of contract for deed procedure or a statutory repossession procedure.

Shall or Must - as used in this Ordinance ~~is~~ are each mandatory.

Should or May – as used in this Ordinance are each permissive or directory.

City Administrator - shall mean the City of Blackduck City Administrator or such other person as the City Administrator may designate to carry out the responsibilities of the City Administrator as provided in this Ordinance.

Registration Holder – means a person or entity to whom registration for a rental unit is issued under this Ordinance.
Local Property Manager – mean a natural person residing within 50 miles of the City of Blackduck who is authorized by the rental unit owner to make decisions for the owner about rental, occupancy and maintenance of the rental unit.

Qualified Family Member – means parent or child and Grandparent or Grandchild

Section 2. The following language is added to the City Code as Section 1150.03 in Chapter 11 – Licensing - Rental Licensing

§1150.03 – Registration and License Requirements

Subdivision 1. It is unlawful for any person to hereafter occupy, allow to be occupied, or let to another person for occupancy any residential rental property within the City for which a registration statement has not been properly made and filed with the Blackduck City Hall and for which there is not an effective license.

Subdivision 2. Initial registration and renewal shall be made upon forms furnished by the City for such purpose and shall specifically require the following minimum information:

A. Name, address, and phone number of the property owner. In cases where the property is subject to a Contract for Deed, the Contract for Deed Vendee shall be considered the owner for the purpose of this Ordinance.
B. Name, address, phone number of the Local Property Manager.
C. Name, phone number, and address of any person authorized to make or order repairs or services for the property, if in violation of City or State Codes if the person is different than the owners.
D. The street address of the rental property
E. . The number and types of units within the rental property (dwelling unit or sleeping room)
F. The maximum number of occupants permitted for each dwelling unit or sleeping room.
G. Off street parking arrangements.

Subdivision 3. Each rental unit must have an owner, or Local Property Manager designated by the owner, who resides within 50 miles of the City of Blackduck.

Section 3. The following language is added to the City Code as Section 1150.04 in Chapter 11 – Licensing - Rental Licensing

§1150.04 – Manner of Registration and Renewal

Subdivision 1. The owner or designated agent shall make initial registration before offering the dwelling for lease.

Section 4. The following language is added to the City Code as Section 1150.08 in Chapter 11 – Licensing - Rental Licensing

Commented [A2]: The lettering will need to be fixed.

Commented [A3R2]: Will strike / update language per recommendations.

§1150.08 – Fees

Subdivision 1. The Council may establish from time to time in the Ordinance Establishing Fees and Charges the fees for license and inspection. Failure to pay appropriate fees will result revocation of the rental license.

Section 5. The following language is added to the City Code as Section 1150.10 in Chapter 11 – Licensing - Rental Licensing

§1150.10 – Minimum standards: Maintenance standards

Subdivision 1 - Minimum standards
Every rental unit must be maintained in compliance with City Ordinances as well as State law, including the building code and fire code, as now in force and hereafter amended. Rental unit registration does not constitute compliance with any codes, standards, ordinances or statutes by the City of Blackduck. No person or entity shall rent, lease, let or sublet a rental unit to another person or entity for human occupancy unless that rental unit meets the following minimum standards:

A. Every single dwelling or apartment shall contain a kitchen sink in good working condition and properly connected to a water-sewer system.
B. Every single dwelling and apartment shall contain a room which affords privacy to a person within said room and which is equipped with a flush water closet and a lavatory basin in good working condition and properly connected to a water and sewer system.
C. Every single dwelling and apartment shall contain, a room, which affords privacy to a person within said room, a bathtub or shower in good working condition and properly connected to a water and sewer system.
D. Every kitchen sink, lavatory basin, and bathtub or required herein shall be properly connected with both hot water and cold water lines.
E. Every single dwelling and apartment shall be supplied with adequate refuse storage facilities. All refuse containers shall be made of rust-resistant material equipped with suitable handles and tight-fitting covers, shall be water tight and vermin proof, with tapered side walls and shall have a capacity of not more than thirty-two gallons. Refuse containers shall be kept by the responsible tenant, or by the collector when supplied by the collector, in good repair of, free of ragged or sharp edges and other defects likely to injure or hamper the person using the same or collecting the contents thereof. All refuse containers shall be kept as near the rear of the premise as practical at the alley if there be an alley as such place, and shall be located so as to be easily accessible to the collector. Such containers shall be kept at least 12 inches above the ground on impervious surface. All garbage before being placed in containers shall be drained of all free liquids and wrapped in paper. Garbage may be disposed of by means of garbage disposal units connected to the sanitary sewer system of the city.
F. Every dwelling shall have two independent unobstructed exits neither of which is through another rental unit. When the secondary exit is a window, it shall:
    1. Be not less than 5.7 square feet in area
    2. Have a minimum width of 20 inches
    3. Have a minimum height of 24 inches
    4. Have a maximum sill height of 4 feet

The exits shall lead to safe and open space as required by the laws of the State of Minnesota.

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G. Every dwelling shall have adequate natural and artificial lighting.
H. Every dwelling shall have adequate ventilation and every bedroom shall have at least one window or skylight, which can be easily opened.
I. Every dwelling shall have heating facilities that are properly installed, are maintained in a safe and good working condition, and are capable of safely heating all habitable rooms and bathrooms to a temperature of at least 68 degrees Fahrenheit at a distance of three feet above the floor and three feet from an outside wall, window or door when the outside temperature is –25 Fahrenheit.
J. Every public hall and stairway in every apartment house shall be lighted at all times so as to provide illumination of at least 2-foot candles on every part of such area.
K. Smoke alarms shall be installed in the following locations: each sleeping room; outside of each sleeping room in the immediate vicinity of the sleeping rooms; on each story of the dwelling including basements and cellars.
L. Every sleeping room must have an egress window that shall:
    1. Be not less than 5.7 square feet in area
    2. Have a minimum width of 20 inches
    3. Have a minimum height of 24 inches
    4. Have a maximum sill height of 4 feet

Section 6. The following language is added to the City Code as Section 1150.11 in Chapter 11 – Licensing - Rental Licensing

§1150.11 – Inspections and investigations

Subdivision 1. Authorized Personnel

Except as otherwise provided herein, all inspections will be undertaken by the City Building Official. Fire Department personnel, City Administrator, Police Officers, and the Public Works Director and their respective designees and representatives are hereby authorized to make inspections reasonably necessary to the enforcement of this Ordinance.

Section 7. The following language is added to the City Code as Section 1150.12 in Chapter 11 – Licensing - Rental Licensing

§1150.12 – Conduct of Licensed Premises

Subdivision 1 - Definition of Disorderly Conduct

It shall be the primary responsibility of the licensee to require and ensure that occupants of the licensed premises conduct themselves in such a manner as to not cause the premises to be disorderly or to be used, occupied, or maintained in violation of any law, local Ordinance, or regulation. Unlawful activities include, but are not limited to, the following:

A. Conduct which constitutes a violation of Minnesota Statutes or City Code relating to nuisances as it now exists or as hereafter amended.
B. Conduct which constitutes a violation of Minnesota Statutes or City Code relating to noise as it now exists or as hereafter amended.
C. Conduct which constitutes disorderly conduct in violation of Minnesota Statute § 609.72 as it now exists or as hereafter amended.

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D. Conduct which constitutes a violation of laws relating to possession of controlled substances pursuant to Minnesota Statutes Chapter 152 as it now exists or as hereafter amended.
E. Conduct which constitutes a violation of any City Ordinance or State Law relating to minors possessing or consuming alcohol, or relating to providing, furnishing or serving alcohol to minors, or relating to sale of alcoholic beverages.
F. Conduct which constitutes a violation of State Laws or City Ordinances relating to prostitution, indecent exposure or acts related to prostitution as defined by State Law.
G. Conduct which constitutes a violation of City Ordinances and State Laws relating to weapons or fire arms.
H. Conduct which constitutes a violation of City Ordinances or State Laws relating to assault, specifically including domestic assaults and criminal sexual conduct.
I. Conduct which constitutes a violation of Ordinances or laws relating to contributing to the need for protection, services or delinquency of a minor as defined in MN Statutes 260.315 as it now exists or as hereafter amended.
J. Conduct which constitutes a violation of any other federal, state or local code, ordinance or regulation and which is reasonably likely to threaten, any or harass tenants or visitors to rental units, or to residents, visitors or occupants of neighboring properties.
K. Conduct which constitutes a violation of any other federal, state, or local code, ordinance or regulation.

Section 8. The following language is added to the City Code as Section 1150.16 in Chapter 11 – Licensing - Rental Licensing

§1150.16 – Violations: Injunctive Relief

Subdivision 2 – Penalty
Any person violating any of the provisions of this Ordinance by doing any act or omitting to do any act which constitutes a breach of any Section of this Ordinance, shall, upon conviction thereof by lawful authority, be punished by a fine not to exceed seven hundred dollars ($700.00) and/or by imprisonment not to exceed ninety (90) days, together with the costs of prosecution. Each day that a violation continues shall be deemed a separate punishable offense. No provision of this Ordinance designating the duties of any official or employee of the City of Blackduck shall be so construed as to make such official or employee liable for the penalty provided in this Section because of failure to perform such duty, unless the intention of the City Council to impose such penalty on such official or employee is specifically and clearly express in the Section creating the Duty.

Commented [A4]: I believe the max fine is $1K under 609.02

Commented [A5R4]: Ok, I will provide that feedback to council for approval of fine amount not to exceed.

Subdivision 9. Effective Date. This ordinance shall be effective from and after its passage and publication.

Passed by the City Council of Blackduck, Minnesota this ___ day of _____, 2024.

_____ Attested:_____
Maxwell Gullette, Mayor Christina Regas, City Administrator

CITY OF BLACKDUCK RENTAL HOUSING APPLICATION
JANUARY 1, 2025 – DECEMBER 31, 2025

8 Summit Ave. E. PO Box 380 Blackduck, MN 56630
Office: 218-835-4803 Fax: 218-835-4801 Email: city@paulbunyan.net

- ✓ **Application and Payment are due by November 30.**
- ✓ **Required Inspections and re-inspections are to be completed bi-annually (even years) no later than May 31.**
- ✓ **A separate application must be completed for each rental property.**
- ✓ **All rental properties must apply for a license annually.**

RENTAL PROPERTY ADDRESS:_____ _____

PARCEL NUMBER OF PROPERTY:_____

OWNER INFORMATION:

Name_____

Mailing Address:_____City: _____

State:_____ Zip:_____ Phone: _____

Email:_____

PROPERTY MANAGER/CARETAKER INFORMATION (If different from owner):

Name_____

Mailing Address:_____City: _____

State:_____ Zip:_____ Phone: _____

Email:_____

Rental Unit Information:

1. Type of Dwelling: ____Single-Family ____ Multi-Family ____ Two Family ___ Mobile Home
2. Maximum number of occupants permitted by owner: _____
3. Number of sleeping rooms in this rental dwelling:_____
4. Number of apartments/sleeping rooms located in the basement of the rental property:
   _____Basement Apartments _____Basement Sleeping Rooms
5. Is off-street parking provided? _____Yes _____No _____Number of Spaces

If the owner lives more than 50 miles from the City of Blackduck, there MUST be a designated Property Manager or caretaker locally to contact in case of an emergency.

CITY OF BLACKDUCK RENTAL HOUSING APPLICATION
JANUARY 1, 2025 – DECEMBER 31, 2025

8 Summit Ave. E. PO Box 380 Blackduck, MN 56630
Office: 218-835-4803 Fax: 218-835-4801 Email: city@paulbunyan.net

LICENSE FEE AND SCHEDULE:

A Rental License will be issued upon receipt of a completed application and required fees. Inspections are completed bi-annually on even years.

- The registration fee for a rental housing license is $30.00 *pursuant to §1150.08*.
- The fee for a single-family rental dwelling inspection shall be $82.00 for the first inspection and $60.00 for all follow-up inspections *pursuant to §1150.08*.
- The fee for a multi-family dwelling inspection shall be $82.00 per apartment or unit for the first inspection and $60.00 for all follow-up inspections *pursuant to §1150.08*.

Rental Inspection Scheduling:
Applicant is responsible for scheduling all required inspections with the City Building Official, Andy Sharpe by contacting him at (320) 219-1145. ***Note-**All inspections must be completed by May 31.

Notice to Applicants:

1. The City Clerk must be notified, in writing, within five (5) business days of any transfer of control.
2. Copies of the Rental Housing Licensing Ordinance 1150, of the City of Blackduck, are available from the city office. Owners, agents and managers should become familiar with its provisions.
3. Failure to register rental property within thirty (30) days after the due date will result in late charge, which will be in accordance to the Registration and Renewal section of the Rental Housing Ordinance (§1150.05 C.)
4. The undersigned herby applies for a rental dwelling registration as required by City Ordinance 1150, acknowledges that the provisions of the Rental Registration Program have been reviewed and attest that the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees that the subject premises may be inspected by the compliance official. The applicant further certifies that all statements and facts in this application are true and authorizes the City of Blackduck to investigate any or all statements or facts contained herein; acknowledging that the misrepresentation or the omission of facts called for will be just course for the disqualification or repeal of this registration.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND I UNDERSTAND ALL MAILINGS INCLUDING THE RENTAL LICENSE BILLING STATEMENT WILL BE MAILED TO THE APPOINTED AGENT/CONTACT PERSON UNLESS CITY CLERK IS NOTIFIED OF ANY CHANGES

_____ _____
Signature of Owner Date

_____ _____
Signature of Property Manager if other than owner Date

**Caution:* *Your signature as Property Manager on this form will make you responsible for the maintenance and management of this rental property.*

IMPORTANT NOTICE

Per State Statute all owners must now provide their Social Security number or Minnesota business ID number with an application for business license. Please fill out the attached "Tax Identification Form" and submit with this application. Failure to provide this information will result in the denial of your rental license.

Reference: Minn. Stat. §270C.72, subd. 4

CITY OF BLACKDUCK RENTAL HOUSING APPLICATION
JANUARY 1, 2025 – DECEMBER 31, 2025
8 Summit Ave. E. PO Box 380 Blackduck, MN 56630
Office: 218-835-4803 Fax: 218-835-4801 Email: city@paulbunyan.net

TO BE SUBMITTED WITH RENTAL LICENSE APPLICATION

TAX IDENTIFICATION FORM

LICENSE APPLICANT:

Pursuant to Minn. Stat. § 270C.72, subd. 4, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest:

2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service:

3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license.

DO NOT RETURN TO THE DEPARTMENT OF REVENUE.

Name and address of Applicant

_____

Name and address of Business

_____

*Social Security #_____

*For individual business owners (sole proprietors) only, not for partnerships, corporations, etc.

Minnesota Tax Identification #

_____

Signed by_____Date_____

Print Name of Person Signing: _____

If a Minnesota Tax Identification Number is not required, please explain below.

_____

_____

_____

NOTICE OF ORDINANCE REVISION READING

NOTICE IS HEREBY GIVEN, The CITY OF BLACKDUCK will have a reading at a regular work session on July 22, 2024 and final reading at a regular council meeting on August 5, 2024 @ 6:30pm of Ordinance #2024-01: an Ordinance of the City of Blackduck, Minnesota, Amending Chapter 11, Licensing, revising Section 1150 Rental Licensing.

All public comment is encouraged at the next scheduled meeting prior to the reading. A copy of the full Ordinance revision is available for review at www.blackduckmn.com or by requesting a copy at City Hall in Blackduck 8 Summit Ave. Blackduck MN 56630.

Christina Regas
City Administrator

MINUTES
Council Meeting

6:00 PM - Monday, July 8, 2024
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, July 8, 2024, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

COUNCILORS PRESENT:	Mayor Maxwell Gullette, Councilor Nicholas Seitz, Councilor Donald Johnson, and Council member Ronald Fredrickson
COUNCILORS EXCUSED:	Councilor Laurie Hamilton
STAFF PRESENT:	City Administrator Christina Regas, Assistant Liquor Store Manager Melissa Gullette, and Public Works Director Mike Schwanke
OTHERS PRESENT:	Caleb Strandlie, Widseth and Todd Hagen of Ehlers

1. CALL TO ORDER

a. Roll Call
Regas took roll call of those present to the meeting.

b. Pledge of Allegiance
Mayor Gullette led the meeting with the pledge of allegiance.

2. APPROVAL OF AGENDA

a.

Nicholas Seitz moved to approve the agenda as presented Ronald Fredrickson seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Ronald Fredrickson	For

3. CONSENT AGENDA

All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.

a. June 10, 2024 Blackduck City Council Meeting Minutes

b. June 10, 2024 Blackduck Personnel Committee Meeting Minutes

c. June 20, 2024 Kitchigami Regional Library Board Meeting agenda and minutes

d. June 26, 2024 Blackduck Planning Commission Meeting Minutes

e. June 2024 Fund Balance Report

f. ~~June 2024 Bill Report~~

g. June 2024 Sewer Income Statement

h. June 2024 Water Income Statement

i. June 2024 Pine Tree Park Income Statement

j. June 2024 Golf Course Income Statement

k. June 2024 Liquor Store Income Statement

l. June 2024 Blackduck DMV Office Income Statement

m. Q2 2024 General Fund Income Statement

n. ~~May 2024 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association~~

o. Final Approval - June 2024 Business Credit Card Payment

p. Final Approval - New Hires Report for July 2024

q. Final Approval - 2024-2025 Delta Dental Contract Renewal

r. ~~Final Approval - Local Union MOU and City of Blackduck - Central Pension Fund~~

s. Final Approval - Municipal Secondary Market Disclosure Annual Report - Ehlers

t. Final Approval - Lease Agreement between Beltrami County and City of Blackduck for Remote Recycling Collection Site

u. Final Approval - MDH Service Line Inventory Technical Assistance Program - Widseth and City of Blackduck

v. Final Approval - Resolution 2024-08 City Administrator's Certificate of Publication

w. Final Approval - June 2024 Property Tax Settlement Statement - Beltrami County Auditor

x. Final Approval - ARPA Funds Approval - Minnesota Pump Works June Invoices - *(Golf Expense not covered by ARPA)*

Maxwell Gullette moved to approve the consent agenda removing items 'f, n, and r' for further discussion Nicholas Seitz seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Ronald Fredrickson	For

y. Consent agenda items removed for further discussion.

f. June 2024 Bill Report -

Councilor Fredrickson requested clarification as to the invoice paid to Crunden Electric. Regas reports Crunden Electric provided updates to the Fire Hall by that vendor.

Councilor Fredrickson requested clarification as to the invoice(s) paid to Southern Glaziers. Regas reports Southern Glaziers is a liquor distributor and provide product to the off-sale.

n. May 2024 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association

Mayor Gullette requested details on E-game sales and how those are paid out in the rent report. Melissa Gullette deferred those questions to the Fire Relief Gambling Managers to answer.

r. Final Approval - Local Union MOU and City of Blackduck - Central Pension Fund -

Councilor Johnson requested clarification as to the language in the MOU asking if the contributions are coming from the employee(s) not the employer. Regas reports the language does state the employer pays the contributions. Regas states that is because the employer sends the contributions deducted from the employee's wages after payroll is completed.

Ronald Fredrickson moved to approve removed consent agenda items 'f, n. and r.' Donald Johnson seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Ronald Fredrickson	For

z.

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.

a. there was no one present to speak for the Blackduck Forum.

5. REPORTS OF COMMITTEES AND CITY STAFF

5.1. PUBLIC WORKS REPORT - MIKE SCHWANKE, PUBLIC WORKS DIRECTOR

5.1.1. Council Consideration - Sale Day Report for City of Blackduck, MN $180,000 General Obligation Equipment Certificates, Series 2024A & Bid Tabulation Report - Todd Hagen, Ehlers

Hagen was present to discuss the Sale Day Report and the Bid tabulation. Low bid came from Huntington Bank.

5.1.2. Council Approval Needed - Proposal Form for General Obligation Equipment Certificate, Series 2024A, Huntington National Bank

Nicholas Seitz moved to approve the Proposal Form for Gen. Obligation Equipment Certificate, Series 2024A, Huntington National Bank Donald Johnson seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For

Donald Johnson	For
Ronald Fredrickson	For

5.1.3. Council Approval Needed - Resolution 2024-11 - Resolution providing for the issuance and sale of $180,000 General Obligation Equipment Certificate, Series 2024A and levying tax for the payment thereof

Donald Johnson moved to approve Resolution 2024-11 Nicholas Seitz seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Ronald Fredrickson	For

5.1.4. Report -
Schwanke reports his staff has been working on mowing when the rain stops and waiting on better weather to start needed projects. Schwanke reports the cracked pipe in the main lift station has not been repaired but all the water is now being routed to the another. Schwanke has received quotes for repairs and the cost will be high when he has them finalized to report.

5.2. LIQUOR STORE REPORT - SHAWNDA LAHR, DIRECTOR OF LIQUOR OPERATIONS

5.2.1. Report -
Melissa Gullette reports June sales were down and so was traffic. Gullette states the bar is running new specials to gain traffic. Gullette reports participating in the upcoming Crazy Dayz Chamber event. Nothing further.

5.3. GOLF COURSE REPORT - MISTY FRENZEL, GOLF COURSE DIRECTOR

5.3.1. Report -
Regas discussed June traffic and July 4th traffic noting green fees are up.

6. ADMINISTRATOR'S REPORT

a. Council Approval Needed - Resolution 2024-09 - Resolution re-affirming support for authority to impose a local sales tax to fund specific capital improvements providing regional benefit, to establish the duration of the tax and the revenue to be raised by the tax, and to authorize the City of Blackduck to issue bonds supported by the sales tax revenue.

Nicholas Seitz moved to approve Resolution 2024-09 Donald Johnson seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Ronald Fredrickson	For

b. Council Approval Needed - City of Blackduck 2024 General Election Local Sales Tax Questions

Ronald Fredrickson moved to approve the 2024 General Election Local Sales Tax Questions Donald Johnson seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Ronald Fredrickson	For

c. Council Approval Needed - Local Sales Tax Marketing Campaign Proposal - Pinnnacle Marketing Group or Widseth

Maxwell Gullette moved to approve the Direct Mailer Campaign from Pinnacle Marketing Group for the local sales tax questions Nicholas Seitz seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Ronald Fredrickson	For

d. Council Approval Needed - Resolution 2024-10 - Resolution approving an excluded Bingo License for the Blackduck Area Chamber of Commerce.

Ronald Fredrickson moved to approve Resolution 2024-10 Donald Johnson seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Ronald Fredrickson	For

e. Council Consideration - City of Blackduck Commitment of Revolving Loan Funds - USDA Rural Development City of Blackduck City Hall Renovations 20% Contribution
Regas provided documentation requiring the City commit 20% towards the USDA Rural Development REDLG funding for City Hall improvements. Regas asked for commitment from the City for that 20% from the RLF non-restricted funds. Board members did not want to make any commitments prior to seeing the results of the feasibility study from Widseth.

f. Council Consideration - City of Blackduck Ordinance Amendment 2024-01 - Chapter 11, Rental Licensing
Regas requested final feedback on the Ordinance Amendment for Chapter 11, Rental Licensing prior to public notice printing for first and final readings. Board members agreed to move forward with the revisions and to schedule the readings on July 22, and August 5.

Page 3 of 3

g. Council Information - 2024 YTD Liquor Rent Fund Committed Donations
Regas provided a summary of 2024 Liquor Fund donations for council. Nothing further.

h. July 22, 2024 6pm - Public Hearing - Conditional Use Permit Application - 2024-02

i. July 22, 2024 City Council Work Session

j. July 22, 2024 - 2023 Financial Audit Presentation - Jon Roscoe, Miller McDonald

k. June 28 - August 12, 2024 Early Primary Voting

l. July 30, 2024 - August 13, 2024 @ 5pm - City of Blackduck General Election Candidate Filing Period

m. August 5, 2024 City Council Regular Meeting

n. August 13, 2024 Minnesota State Primary Election

o. Finance Committee Budget Meetings - 2025 Budget Process - Late July - September 2024

7. MAYOR AND/OR COUNCIL MEMBER REPORTS

a. Mayor Gullette -

Gullette reports the receiving complaints after the Reading of the New Testament event held on June 29 and 30, 2024 at the Wayside Rest Park Pavilion stating volume and duration were too high and long.

8. COMMUNITY EVENTS/GOOD THINGS HAPPENING

9. ADJOURNMENT

a.

Nicholas Seitz moved to adjourn the meeting at 7:02pm Donald Johnson seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Ronald Fredrickson	For

City Administrator, Christina Regas

Maxwell Gullette, Mayor

Page 19 of 276

Kitchigami Regional Library

Board Meeting July 18, 2024, 6:00 p.m.

Kitchigami Regional Headquarters Building, Pine River, MN

A G E N D A

1. Call to order and Pledge of Allegiance
2. KRLS Oath of Office (as needed)
3. Approval of Agenda
4. Public Input
5. Consent Agenda
    a. Minutes: June 2024, pg. 4
    b. Bills: June 2024, pg. 7
    c. Financial Statements: 2024 YTD, pg. 10
    d. ACHF FY23 FRF, pg. 12
    e. Director's Report, pg. 13
6. Old Business
    a. 2025 1st Draft Operating Budgets: City and Counties, pg. 15
    b. Other
7. New Business
    a. Old Delivery Van Disposal, pg. 35
    b. Hoopla Activity Update, pg. 39
    c. Walker IT Infrastructure Proposal, pg. 41
    d. Other
8. Chair's Report
9. Adjournment

Please contact Svetlana Lang at 218-587-2171 x 224 or langs@krls.org with your attendance preference, or if you are unable to attend.

FUTURE BOARD MEETINGS

Thursday September 19, 2024	Thursday November 21, 2024	Thursday January 16, 2025
Thursday March 20, 2025	Thursday May 15, 2025	Thursday, June 19, 2025

2024 Kitchigami Regional Library Board Members (revised 1/19/24)

Kitchigami Director Melissa Whatley (whatleym@krls.org)

BELTRAMI COUNTY
Joe Gould (County Commissioner)
1621 Birch Lane NE, Bemidji, MN 56601
Ph: 218-259-4342; E: joe.gould@co.beltrami.mn.us
Alternate: Vacant

CASS COUNTY
Scott Bruns (County Commissioner)
PO Box 1059, Walker, MN 56484
Ph: 218-820-6545; E : scott.bruns@casscountymn.gov
Alternate: Neal Gaalswyk (County Commissioner)
11745 Maplewood Dr., East Gull Lake, MN 56401
Ph: 218-839-1841; E: neal.gaalswyk@casscountymn.gov

CROW WING COUNTY
Jon Lubke (County Commissioner)
34013 North Oak Drive, Jenkins, MN 56472
Ph: 218-232-2124; E: jon.lubke@crowwing.us
Alternate: Steve Barrows (County Commissioner)
12679 Noble Fir Dr, Baxter, MN 56425
Ph: 218-820-8199; E: Steve.Barrows@crowwing.us

HUBBARD COUNTY
Tom Krueger (County Commissioner)
12621 Bethel Trail, Nevis, MN 56467
Ph: 218-616-4069; E: tkrueger@co.hubbard.mn.us
Alternate: Charlene Christenson (Cty Commissioner)
26390 Island Air Dr., Park Rapids, MN 56470
Ph: 218-616-2181; E: cchristenson@co.hubbard.mn.us

WADENA COUNTY
Murlyn Kreklau (County Commissioner)
17656 – 260th St, Sebeka, MN 56477
Ph: 218-837-5352; Cell: 218-639-2011
E: murlyn.kreklau@co.wadena.mn.us
Alternate: Ron Noon
10380 Mohawk St, Wadena, MN 56482
Ph: 218-639-0797; E: ron.noon@wcmn.us

CITY OF BEMIDJI
Lynn Eaton
3500 Sherman Dr. NE, Bemidji, MN 56601
Ph: 218-766-4722; E: lynn.eaton@ci.bemidji.mn.us
Alternate: Jorge Prince
2085 Grotte Ave NE, Bemidji, MN 56601
Ph: 218-407-7312; E: Jorge.prince@ci.bemidji.mn.us

CITY OF BLACKDUCK
Laurie Hamilton
165 Liberty Dr. NE, Blackduck, MN 56630
Ph: 218-760-3920
E: laurie.hamilton@blackduckmn.com
Alternate: Vacant

CITY OF BRAINERD
Mary Koep
123 Laurel St., Brainerd, MN 56401
Ph: 218-829-9793; E: marywaltk@icloud.com
Alternate: Vacant

CITY OF CASS LAKE
Diane "Annie" Sevenich
PO Box 1019, Cass Lake, MN 56633
Ph: 218-368-1404; E: ~~diane.sevenich@lltc.edu~~ / skysevenich@gmail.com / casslakecouncil1@gmail.com
Alternate: Vacant

CITY OF LONGVILLE
Neil Tobiason
104 Johnson Shores, Unit B, Longville, MN 56655
C: 763-442-5066; E: neil.tobiason@gmail.com
Alternate: Phyllis Eck
191 Riverside Dr., Longville, MN 56655
Ph: 218-539-0354; E: 1849pe@gmail.com

CITY OF PARK RAPIDS
Tim Little
615 Lindy Dr., Park Rapids, MN 56470
Ph: 218-616-4271; E: tim.little@ci.park-rapids.mn.us
Alternate: Vacant

CITY OF PINE RIVER
Brent Norman
403 Jefferson Ave., Pine River, MN 56474
Ph: 218-536-0668; E: nscleaners@gmail.com
Alternate: Tamara Hansen
PO Box 622, Pine River, MN 56474
Ph: 218-587-2440; E: mayor@cityofpineriver.org

CITY OF WADENA
George Deiss
1206 16th St. SW, Wadena, MN 56482
Ph: 218-639-2097; E: gdeiss@wadena.org
Alternate: Dan Sartell
Ph: 218-640-1952; E: dsartell@wadena.org

CITY OF WALKER
Mary Beth Hansen
PO Box 1426, Walker, MN 56484
Ph: 218-828-9861; E: mbhansen@ci.walker.mn.us
Alternate: Vacant

2024 KITCHIGAMI REGIONAL LIBRARY BOARD COMMITTEES

(Revised 1/30/2024)

Board Officers

Chair	Tom Krueger
Vice-Chair	Murlyn Kreklau
Treasurer	George Deiss
Secretary	Brent Norman

BUDGET COMMITTEE
Tom Krueger, Chair
Joe Gould
Murlyn Kreklau
Jon Lubke
Scott Bruns

PERSONNEL / UNION NEGOTIATION COMMITTEE
Tom Krueger, Chair
Mary Beth Hansen
Tim Little

AUDIT COMMITTEE
Tom Krueger, Chair
George Deiss

OUTREACH COMMITTEE
Committee of the Whole

STRATEGIC PLANNING / POLICY COMMITTEE
Tom Krueger, Chair
Murlyn Kreklau
Brent Norman

INTERNET / ELECTRONIC RESOURCES COMMITTEE
Tom Krueger, Chair
Tim Little
Jon Lubke

EXTERNAL BOARDS

NORTHERN LIGHTS LIBRARY NETWORK
Governing Board Members:
Delegates: Joe Gould
George Deiss

NWLinks
Delegate: Director Melissa Whatley

Kitchigami Regional Library System
Board Meeting, June 20, 2024, 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN

Board members present:	Tom Krueger (Hubbard Co.); Tim Little (Park Rapids); Mary Koep (Brainerd); Neil Tobiason (Longville); Murlyn Kreklau (Wadena Co.); Scott Bruns (Cass Co.)
Board members present by interactive technology:	Mary Beth Hansen (Walker); Joe Gould (Beltrami Co.); Laurie Hamilton (Blackduck)
Board members absent:	George Deiss (Wadena); Lynn Eaton (Bemidji); Jon Lubke (Crow Wing Co.); Brent Norman (Pine River); Diane "Annie" Sevenich (Cass Lake)
Others present non-voting:	Staff members: KRLS Director Melissa Whatley, Admin Asst. Svetlana Lang.

Chair Tom Krueger called the meeting to order at 6:05 p.m. and requested participation in reciting the Pledge of Allegiance.

Approval of Agenda	Director Whatley requested to add section 7d – Van Wrapping. The additional item was emailed to board members just prior to the meeting. Estimates are being requested from several businesses for the wrapping of Kitchigami graphics on the new delivery vehicle. **Motion by Mary Koep, seconded by Neil Tobiason, to approve the agenda with the addition of 7d – Old Business, Van Wrapping**. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, Mary Beth Hansen. **Motion carried.**
Public Input	There was no public input at this meeting.
Consent Agenda	**Motion by Murlyn Kreklau, seconded by Scott Bruns, to approve the consent agenda items A-E.** **a. Minutes: May 16, 2024** **b. Bills: May 2024** **c. Financial Statements: 2024 YTD** **d. ACHF FY23 FRF December 2023 – March 2024, pg.** **e. Director's Report** Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, Mary Beth Hansen. **Motion carried.**

Delivery Van Purchase Confirmation	During May 2024 meeting, the Board elected to have the Executive Committee of Officers review the available delivery vehicle options and make a choice. The committee decided to purchase a new 2023 Ford 350 High-Roof Extended-Length Cargo Rear-Wheel Drive Transit Van for $55,775, plus title and licensing fee. A bulkhead was also added. This information was all included in the meeting packet for the Board members.
Other Old Business	There was no further old business discussed.
2025 1st Draft Operating Budgets: City and Counties	Operating budget information was sent separately, but along with the June meeting packet to all Board members. Also included was a comparison document showing budgets 2020 – 2023. It was requested in May that Director Whatley develop a 2, 3, and 4 percent COLA increase for staff and present those budget comparisons at the June meeting. Approval was not requested at this meeting but further direction of how the Board would like the budgets developed. KRLS Budget Policy has the Board review the initial budgets in June. In July, they will be reviewed for final distribution to the cities and counties. Joe Gould joined the meeting at 6:13 p.m.
2025 RLBSS Application	Discussion of the 2025 Regional Library Basic System Report Application, which is the main grant from the State of Minnesota and requests funding for the future fiscal year. **Motion by Tim Little, seconded by Scott Bruns, to approve signature and submission of the 2025 RLBSS Application.** Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, Mary Beth Hansen. **Motion carried.**
2025 ACHF Application	Discussion of the Arts and Cultural Heritage Fund for Legacy programs. The grant application was attached to the meeting packet. It was noted that Legacy funding is a three-year grant process, and that the grants must be spent in fiscal year order. **Motion by Murlyn Kreklau, seconded by Neil Tobiason, to approve signature and submission of the 2025 ACHF Application.** Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, Mary Beth Hansen. **Motion carried.**
Other	An additional item was added for which documentation was handed out and emailed to the Board members. The new delivery vehicle has been delivered and will be "wrapped" with the Kitchigami graphic and logo. Estimates have been requested, and Director Whatley asked the

Board to approve the vendors. She also recommended using the vehicle immediately rather than waiting until it has been wrapped.

Motion by Mary Koep, seconded by Murlyn Kreklau, to approve Studio Wraps to apply graphics to the delivery van for the estimated amount of $2,449.56. Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, Mary Beth Hansen. **Motion carried.**

Chair's Report

Chairman Krueger asked if there had been any additional costs to send the electric van back to the dealer. Director Whatley said there had not.

Updated pages for the Trustee handbook will be distributed to the Board members before the July meeting.

Director Whatley answered a question the Chairman had asked regarding the director's and officers' insurance and said that it is usually paid in July.

Tim Little commented that the Park Rapids Library is re-opening their library building on June 24.

Motion by Scott Bruns, seconded by Tim Little, to adjourn at 6:37 p.m. Roll call vote was taken. No: Joe Gould. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, Mary Beth Hansen. **Motion carried.**

Minutes respectfully submitted by Administrative Assistant Svetlana Maria Lang.

Minutes signed by Board Secretary Brent Norman_____

Date_____

KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
June 10, 2024

Check Number	Name	GL Account Title	Amount
25214	AFSCME COUNCIL 65	UNION DUES PAYABLE FOR MAY	914.97
25215	ALLEGRA	LIBRARY SUPPLIES FOR PARK RAPIDS	104.95
25216	AMAZON BUSINESS	LIBRARY SUPPLIES PK & HQ CUSTODIAL SUPPLIES	252.58
25217	ARVIG	PHONES, LG,CL,WK & WD	287.39
25218	AUTO OWNERS INSURANCE	VEHICLE INSURANCE	6,346.40
25219	BETO, TAMI	ADMINISTRATION TRAVEL REIMBURSEMENT	46.90
25220	BLUE CROSS BLUD SHIELD	EMPLOYER PAID VISION PLAN	134.61
25221	CENTER POINT LARGE PRINT	BOOKS, SHARED COLLECTION & LONGVILLE	326.04
25222	CENTURY LINK	PHONES, BR & BJ	298.58
25223	CITY OF PINE RIVER	HQ WATER	40.72
25224	CLA, CLIFTON LARSON ALLEN	PROFESSIONAL FEES, AUDIT	525.00
25225	DAVIDGE, CHRISTINE	LEGACY FUND EXPENSE	1,200.00
25226	DEERWOOK TECHNOLOGIES, INC	CONTRACTED NETWORK SUPPORT	16,041.00
25227	DEMCO	LIBRARY SUPPLIES FOR BLACKDUCK & WALKER	319.79
25228	FORUM COMMUNICATIONS	HIRING ADS & INTERVIEWS, LEGACY AD	883.90
25229	GARDINER HARDWARE	OFFICE SUPPLIES	31.98
25230	HOOPLA BY MIDWEST TAPE	E-RESOURCES	14,916.36
25231	LIBERTY BUSINESS	COPIER LEASE/INSURANCE FOR WADENA	394.23
25232	MIDWEST TAPE	VIDEO/DVD/AUDIO REGION WIDE	2,381.74
25233	MN PEIP	EMPLOYER PAID HEALTH & DENTAL INSURANCE	22,966.27
25234	NORTH STAR MUTUAL INSURANCE	HQ LIABILITY INSURANCE	7,946.00
25235	OFFFICE SUPPLY	COPIER CONTRACT & OFFICE SUPPLIES	232.07
25236	PAUL BUNYAN COMMUNICATIONS	PHONES, BEMIDJI & BLACKDUCK	84.72
25237	PINE RIVER SANITARY DISTRICT	HQ SEWER	47.00
25238	REGENTS OF U OF M	LIBRARY SUPPLIES	275.00
25239	ROCHESTER TELECOM SYSTEMS	PHONES, LONG DISTANCE REGION WIDE	158.25
25240	SEBCO BOOKS	BOOKS, WADENA	81.86
25241	SIMAR, CANDACE	LEGACY FUND EXPENSE	250.00
25242	SWENSON, KATHERINE	DELIVERY TRAVEL REIMBURSEMENT	71.02
25243	VERIZONML	MOBILE LIBRARY REMOTE ACCESS	140.02
25244	WASTE PARTNERS	HQ GARBAGE	76.56
25245	XCEL ENERGY	HQ HEAT	54.94
		TOTAL A/P CHECK RUN MAIN CHECKING	**$ 77,830.85**

KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for May (16th - 31st) 2024

Pay Day	Check Numbers	Account	Amount
6/10/2024	48804-48875	Direct Deposits	61,507.74
		Paper Checks	1,536.54
		Minnesota Withholding Tax	2,589.62
		Federal Withholding Tax	17,229.14
		PERA-Public Employee Retirement Association	10,950.39
		Union Dues Withholding $472.87	
		Total Payroll Expense	**$ 93,813.43**
		AMOUNT EXPENSED	**$ 171,644.28**

KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
June 25, 2024

Check Number	Name	GL Account Title	Amount
25246	AMAZON BUSINESS	BOOKS, REGION WIDE	606.75
25247	AMAZON OFFICE	OFFICE SUPPIES, BR LIBRARY SUPPLIES	78.39
25248	ARVIG	PHONES, PARK RAPIDS	51.32
25249	BAKER & TAYLOR L4409322	BOOKS, REGION WIDE	13,853.05
25250	BAKER & TAYLOR L4409332	BOOKS, REGION WIDE	323.65
25251	BAKER & TAYLOR L4409342	BOOKS, BR, PR & ML	183.96
25252	BAKER & TAYLOR L4409362	BOOKS, BR. WL & ML	86.91
25253	BETO, TAMI	TRAVEL REIMBURSEMENT	59.63
25254	BRANDT-LOER, AUDREY	LEGACY FUND EXPENSE	440.00
25255	CALEIGH INC.	LEGACY FUND EXPENSE	500.00
25256	CANON	COPIER LEASE, PINE RIVER LIBRARY	85.10
25257	CENTER POINT LARGE PRINT	SHARED COLLECTION & LG	326.04
25258	CHRISTENSEN, CAROL	T&D WALKER & LIBRARY SUPPLY REIMBURSEMENT	161.87
25259	CITY OF BLACKDUCK	CAPTIAL GRANT	8,100.00
25260	CLIMB THEATRE, INC	LEGACY FUND EXPENSE	1,500.00
25261	DEERWOOD TECHNOLOGIES, INC	CONTRACTED NETWORK SUPPORT	20,849.62
25262	DIAMOND BUILT	HQ PROPERTY MAINTANANCE LAWN CARE	200.00
25263	EVENT ROOM PARK RAPIDS	LEGACY FUND EXPENSE	180.00
25264	GALE, CENGAGE LEARNING	BOOKS, REGION WIDE	1,898.90
25265	HAYNES, TRICIA	LEGACY FUND EXPENSE	1,500.00
25266	HOMEWARD BOUND THEATRE	LEGACY FUND EXPENSE	1,250.00
25267	KIMBER CREEK	MOBILE LIBRARY VAN OIL CHANGE	54.18
25268	KIMBER CREEK FORD	2023 FORD TRANSIT VAN, DELIVERY	56,817.50
25269	KLINE, PATRICIA	ADMIN TRAVEL REIMBURSEMENT	42.61
25270	KOEP, MARY	BOARD MEETING TRAVEL REIMBURSEMENT	42.88
25271	KREKLAU, MURLYN	BOARD MEETING TRAVEL REIMBURSEMENT	49.58
25272	KRUEGER, TOHOMAS	BOARD MEETING TRAVEL REIMBURSEMENT	40.20
25273	KULJU, THOMAS AUSTIN	LEGACY FUND EXPENSE	175.00
25274	LARSSON, SARAH	LEGACY FUND EXPENSE	900.00
25275	LITTLE, TIM	BOARD MEETING TRAVEL REIMBURSEMENT	62.98
25276	MINNESOTA POWER	HQ ELECTRICITY	446.00
25277	NCPERS	EMPLOYEE PAID LIFE INSURANCE	256.00
25278	OFFICE SHOP	VOID CHECK, TOO MANY INVOICES FOR ONE CHECK	-
25279	OFFICE SHOP	LIBRARY SUPPLIES REGION WIDE QUARTERLY	7,643.13
25280	OLSON, GEORGE C.	LEGACY FUND EXPENSE	250.00
25281	PITNEY BOWENS	POSTAGE METER CONTRACT	240.00
25282	QUINLIVAN & HUGHES, P.A.	PROFESSIONAL FEES	75.00
25283	SIMAR, CANDACE	LEGACY FUND EXPENSE	80.40
25284	STUDIO WRAPS	DELIVERY VAN WRAP 1/2 DOWNPAYMENT	1,224.78
25285	TDS TELCOM 587-2171	PHONES, HQ ADMINISTRATION	194.84
25286	TDS TELCOM 587-3001	PHONES, HQ ADMINISTRATION	50.41
25287	TDS TELCOM 587-4639	PHONES, PINE RIVER LIBRARY	97.30
25288	TOBIASON, NEIL	BOARD MEETING TRAVEL REIMBURSEMENT	33.50
25289	VERIZON	ADMIN CELL PHONES & SHARED HOT SPOTS	1,102.12
25290	VISA	SEE NEXT PAGE	2,392.01
25291	WHATLY, MELISSA	DIRECTOR TRAVEL REIMBURSEMENT	224.45
			124,730.06

KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for June (1st - 15th) 2024

Pay Day	Check Numbers	GL Account Title	Amount
6/25/2024	48876-48946	Direct Deposits	57,616.01
		Paper Checks	1,228.12
		Minnesota Withholding Tax	2,380.72
		Federal Withholding Tax	16,123.06
		PERA-Public Employee Retirement Association	9,474.93
		Union Dues Withholding-$430.94	
		Total Payroll Expense	**$ 86,822.84**

AMOUNT EXPENSED PAGE 1	**171,644.28**
AMOUNT EXPENSED PAGE 2	**211,552.90**
TOTAL AMOUNT EXPENSED	**383,197.18**

VISA PINE RIVER STATE BANK — May 15- June 13

3728

DATE	VAL
5/31/24	127.65
6/6/24	93.35
6/11/24	124.14
VAL	345.14

8002

DATE	RICHARD
5/14/24	56.45
5/15/24	58.50
5/17/24	58.79
5/20/24	59.73
5/22/24	61.04
5/24/24	61.46
5/28/24	58.94
5/29/24	60.45
5/31/24	58.70
6/3/24	56.99
6/4/24	32.36
6/5/24	60.46
6/7/24	58.49
6/10/24	57.63
6/12/24	58.28
RICHARD	858.27

773

DATE	MELISSA	PO#	Vendor	Description	Acct
5/15/24	125.00	11967	LIBRARY WORKS	T&D BR,BJ,2PK, ADMIN	6222.000
5/15/24	165.20	11972	Candlewood Suites BJ	Legacy Expense-Fred Keller	5620.000
5/18/24	126.86	11975	AmericInn Pequot	Legacy Expense-Fred Keller	5620.000
6/3/24	171.69		ZOOM	Administration Software	5655.000
6/4/24	144.42		ADOBE	Administration Software	5655.000
MELISSA	733.17				

4768

DATE	ISAAC
5/16/24	106.79
5/23/24	113.54
ISAAC	220.33

4889

DATE	TAMI	PO#	Vendor	Description	Acct

2568

DATE	SVETLANA	PO#	Vendor	Description	Acct
5/16/24	153.43	11973	Americinn Park Rapids	Legacy Expense-Fred Keller	5620.000
5/17/24	81.67	11974	Walker Hotel	Legacy Expense-Fred Keller	5620.000
	235.10				

CARD	ACCT	DESCRIPTION	AMOUNT
VAL	5410.040	Gas for Mobile Library	345.14
ISAAC	5410.040	Gas for Mobile Library	220.33
RICHARD	5310.020	Gas for Delivery Van	858.27
MELISSA	5620.000	Legacy Fund Expense	292.06
MELISSA	5655.000	Administration Software	316.11
MELISSA	6222.000	Training & Development	125.00
SVETLANA	5620.000	Legacy Fund Expense	235.10
		TOTAL	2,392.01

KITCHIGAMI REGIONAL LIBRARY
INCOME STATEMENT
2024

	May	June	Year-to-Date	Budget	Budget Balance
STATE AND FEDERAL FUNDS					
State RLBSS			281,743.11	935,381.00	653,637.89
State RLTA Priority 1			-	37,885.00	37,885.00
State MN LINKS			-	3,259.00	3,259.00
State RLTA Priority 2			84,357.54	81,102.00	(3,255.54)
Misc. State Funds			629.92	10,000.00	9,370.08
Legacy Funds	11,773.75		58,868.77	117,738.00	58,869.23
TOTAL STATE AND FEDERAL FUNDS	11,773.75	-	425,599.34	1,185,365.00	759,765.66
COUNTY GOVERNMENTS					
Beltrami County	218,958.50		218,958.50	437,725.00	218,766.50
Cass County			230,082.50	460,165.00	230,082.50
Crow Wing County		254,563.50	254,563.50	509,127.00	254,563.50
Hubbard County		126,506.00	126,506.00	248,711.00	122,205.00
Wadena County	76,952.50		76,952.50	141,961.00	65,008.50
TOTAL COUNTY GOVERNEMENTS	295,911.00	381,069.50	907,063.00	1,797,689.00	890,626.00
CITY GOVERNMENTS					
Bemidji			73,400.00	146,800.00	73,400.00
Blackduck			9,723.00	19,446.00	9,723.00
Brainerd		39,750.00	39,750.00	79,500.00	39,750.00
Cass Lake			9,460.00	9,460.00	-
Longville			5,737.50	10,693.00	4,955.50
Park Rapids		25,185.00	25,185.00	52,700.00	27,515.00
Pine River			14,800.00	14,800.00	-
Wadena			44,700.00	89,400.00	44,700.00
Walker			8,750.00	17,500.00	8,750.00
TOTAL CITY GOVERNMENTS	-	64,935.00	231,505.50	440,299.00	208,793.50
AUTOMATION RR					
Bemidji			5,647.00	5,647.00	-
Blackduck			350.00	350.00	-
Brainerd		4,659.00	4,659.00	4,659.00	-
Cass Lake	300.00		300.00	300.00	-
Longville			289.00	289.00	-
Park Rapids		3,601.00	3,601.00	3,601.00	-
Pine River			255.00	255.00	-
Wadena			1,374.00	1,374.00	-
Walker			406.00	406.00	-
TOTAL AUTOMATION RR	300.00	8,260.00	16,881.00	16,881.00	-
OTHER INCOME					
Interest	8,066.85	7,834.31	46,543.34	50,000.00	3,456.66
Endowment Income			5,347.95	5,500.00	152.05
NLLN Grants			7,500.00	7,500.00	-
Donations Region Wide	4,246.31	25.00	19,965.96	15,000.00	(4,965.96)
Branch Sales & Fees	2,541.84	2,520.21	12,915.26	25,000.00	12,084.74
Winter Reading Program	70.51		168.09		(168.09)
Inter Library Loan	30.00	33.00	93.00		(93.00)
Miscellaneous			-	6,741.00	6,741.00
Over/Short	0.09	(0.11)	44.27		(44.27)
TOTAL OTHER INCOME	14,955.60	10,412.41	92,577.87	109,741.00	17,163.13
TOTAL INCOME BEFORE TRANSFERS	322,940.35	464,676.91	1,673,626.71	3,549,975.00	1,876,348.29

KITCHIGAMI REIONAL LIBRARY
EXPENSE STATEMENT
2024

	May	June	Year-to-Date	Budget	Budget Balance
PERSONNEL					
Wages and Benefits	177,653.98	179,888.23	1,038,494.36	2,304,086.00	1,265,591.64
Health Plan + Supplement	26,059.85	25,016.67	153,264.90	365,480.00	212,215.10
Training & Development	278.72	269.72	2,024.19	21,500.00	19,475.81
Regional Travel				2,500.00	2,500.00
Hiring Ads & Interviews	448.96	728.90		8,500.00	8,500.00
Custodial Services Brainerd			2,460.00	-	(2,460.00)
TOTAL PERSONNEL	204,441.51	205,903.52	1,196,243.45	2,702,066.00	1,505,822.55
LIBRARY MATERIALS					
Books, Collections & Processing	22,565.29	13,990.90	114,109.15	205,676.00	91,566.85
Video/DVD/Audio	2,028.56	1,160.60	32,864.50	64,867.00	32,002.50
Periodicals			14,267.48	12,060.00	(2,207.48)
Professional Materials				1,000.00	1,000.00
Shared Collections (Assets)				53,316.00	53,316.00
Hot Spots	927.06	834.90	5,348.07	20,000.00	14,651.93
E-Resources	14,466.84	14,916.36	88,058.90	222,683.00	134,624.10
Data Based Platforms			8,998.21	15,000.00	6,001.79
TOTAL LIBRARY MATERIALS	39,987.75	30,902.76	263,646.31	594,602.00	330,955.69
LIBRARY OPERATIONS					
Postage/Meter Rental/Box Rental		240.00	3,029.63	6,000.00	2,970.37
Telecommunications/ML Remote	1,596.44	1,630.05	9,082.30	18,575.00	9,492.70
Supplies, Library & Office	1,849.90	8,678.46	19,938.23	35,000.00	15,061.77
Copier Contracts/Leases	479.33	612.40	3,971.58	6,415.00	2,443.42
Data Lines NW Links			16,117.56	37,885.00	21,767.44
ARR Reserve Expenses		1,061.12	7,636.07	500.00	(7,136.07)
Capital Grant Expense (Reserves)		8,100.00	257,771.20		(257,771.20)
Contracted Network Support	20,069.88	35,829.50	130,653.34	245,718.00	115,064.66
ILS Maintenance	3,575.00		3,575.00	60,000.00	56,425.00
Processing Records				24,153.00	24,153.00
Summer Reading Program	7,718.34		9,352.13	11,000.00	1,647.87
Winter Reading Program			396.23	11,000.00	10,603.77
Inter Library Loans			85.95		(85.95)
TOTAL LIBRARY OPERATIONS	35,288.89	56,151.53	461,609.22	456,246.00	(5,363.22)
DELIVERY & STAFF VAN					
Mileage/Route Expense	644.69	929.29	4,745.34	11,880.00	7,134.66
Insurance on vehicles & drivers		3,835.24	3,835.24	4,000.00	164.76
Van Replacement (Assets)				68,600.00	68,600.00
Repairs and Maintenance/Rentals	6,632.83		8,678.35	3,100.00	(5,578.35)
TOTAL DELIVERY & STAFF VAN	7,277.52	4,764.53	17,258.93	87,580.00	70,321.07
MOBILE VEHICLE, Reginal Outreach					
Mileage/Route Expense	493.30	619.65	2,761.88	7,000.00	4,238.12
Insurance		3,544.00	3,544.00	3,000.00	(544.00)
Repairs and Maintenance			147.82	1,000.00	852.18
			-		
TOTAL MOBIL LIBRARY VEHICLE	493.30	4,163.65	6,453.70	11,000.00	4,546.30
HEADQUARTERS FACILITY					
Utilities	701.09	665.22	4,757.99	10,000.00	5,242.01
Insurance-Contents & Liability		7,946.00	7,946.00	9,000.00	1,054.00
Building Renovations, Sign replacement				208,000.00	208,000.00
Building Repair & Maintenance	317.78	343.51	3,666.00	9,000.00	5,334.00
TOTAL HEADQUARTERS FACILITY	1,018.87	8,954.73	16,369.99	236,000.00	219,630.01
KRL BOARD & ADMINISTRATION					
Board Meetings	227.80	229.14	1,014.38	14,900.00	13,885.62
Special Projects			-	5,000.00	5,000.00
Legacy Fund Expenses	8,890.00	8,907.56	30,769.30	117,738.00	86,968.70
Professional Fees		600.00	4,305.00	32,500.00	28,195.00
Board Insurance			-	4,500.00	4,500.00
Administration Software/Fees	171.69	316.11	5,219.81	4,000.00	(1,219.81)
TOTAL KRL BOARD	9,289.49	10,052.81	41,308.49	178,638.00	137,329.51
OTHER					
Administration Travel	446.89	373.59	1,479.77	4,000.00	2,520.23
Associate Service Crosslake			-	5,000.00	5,000.00
Associate Service Pequot Lakes			-	5,000.00	5,000.00
Banking Fees	5.00	5.00	75.00		(75.00)
Miscellaneous, (Income) or Expense		(1,032.84)	1,327.52		(1,327.52)
TOTAL OTHER	451.89	(654.25)	2,882.29	14,000.00	11,117.71
TOTAL EXPENSES	298,249.22	320,239.28	2,009,286.80	4,280,132.00	2,270,845.20
TOTAL INCOME	322,940.35	464,676.91	1,673,626.71	3,549,975.00	1,876,348.29
TRANSFERS APPROVED				730,157.00	
EXCESS (DEFICIT) OVER EXP.	24,691.13	144,437.63	(335,660.09)	-	

STATE OF MINNESOTA - MN Department of Education

Cumulative Report

Financial Reporting Form

Fill in only 'current' columns. Enter actual expenditures for the period and the amount of advance 'spend down'.

Grantee: Kitchigami Regional Library System
Fund Source: Arts & Cultural Heritage - Library Legacy
Project Title: FY23 Funds
Grant ID: 6447
Grant Period: 9/1/2022-6/30/2025
Expenditures Through: 3/31/2024
Current Reimbursement Period Dates: 04/01/2024 Thru 06/30/2024

Grant Total: $107,034.13
Claim Number: 5

Return/Mail To: Deb Rose
MN Department of Education
Grant Services Division
400 NE Stinson Blvd.
Minneapolis, MN 55413

Phone: (651) 582-8853
Email: debra.rose@state.mn.us

	Grants				
Code\Description	Budget	Expended	Cur. Balance	Cur. Expended	New Balance
Adm Administration	$5,351.70	$5,351.70	$0.00	$0.00	$0.00
Statewide initiative (up to 10%)	$0.00	$0.00	$0.00	$0.00	$0.00
Other (estimate of expenses are in application)	$101,682.43	$46,362.79	$55,319.64	$27,063.74	$28,255.90
	$107,034.13	$51,714.49	$55,319.64	$27,063.74	$28,255.90

Amount To Be Paid	$27,063.74
Apply To Advance	$0.00
Amount To Be Paid on this request	$27,063.74
Previous Amount Remaining To Be Paid	$51,714.49
Outstanding Advance Amount	$0.00

Please indicate if this is a final payment. Final Payment? ☐ Yes ☑ No Any remaining funds will be cancelled if 'YES' is marked.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

ALLISON ROYCE — Completed By — 7/9/2024 Date

Authorized By — 7-10-24 Date

Notes:

5e Director's Report

Summer Reading Program

The Summer Reading Program is going well in KRLS branches with lots of signups, events, and excited children checking out materials. Some program highlights so far include registrations - Brainerd with 479, Park Rapids with 207, and Wadena with 130 – as well as an incredible number of minutes read by our participants - 67,997 minutes read just in Wadena so far. I want to extend a big thanks to our staff for their amazing customer service during this hectic time and for their encouragement and support for the children coming into the branches excited to read.



New Delivery Van Update

KRLS' new 2023 Ford T350 delivery was picked up from Kimber Creek Ford in Pine River on Tuesday, June 25, and the bulkhead was installed the next week. The van was delivered to Studio Wraps in Baxter for the decal install, which was completed on Wednesday, July 3. It took a little longer and cost a little more due to the new van being bigger than the previous van. The new cost was $2,780.00 with the extra material and time. The previous quote was $2,449.56, but the KRLS Board approved that purchase up to $3,000. Insurance coverage was added for the 2023 Ford on Monday, June 24, with First National Bank Insurance in Walker. Temporary ID card was added to the van when picked up on June 25. Monday, July 8, items were transferred from the previous delivery van to the new delivery van. New stickers were added to the 2023 Ford with height, weight, width, and ground clearance information. The first delivery route with the 2023 Ford took place Monday, July 8. Board discussion of disposal of the old delivery van should complete the project.

Request for Reconsideration

Just for Board information, a reconsideration request was received on the title *The Young Prince* by author Ronald L. Smith. After careful review, the reconsideration committee unanimously agreed to keep the book on the shelves and in circulation. It meets the selection criteria set forth in the KRLS Collection Development Policy with positive reviews from credible sources and representative of current popular culture and interest. No further request for reconsideration was received to bring the issue before the Board, but the reconsideration documents are available if requested by Board members.

Director Activities:
6/3 MN Libraries Professional Learning Network (PLN) meeting
6/4 City of Menahga meeting to discuss library service options
6/5 Manager Meeting; ACHF Coordinator Meeting
Week of 6/10 Manager one-on-one check-in meetings
Week of 6/10 Audit team field work days
6/12 Deerwood Technologies meeting
6/18 Beltrami County work session budget presentation
6/19 Library Closed – Juneteenth
7/3 Manager Meeting; early closing at 5pm due to Independence Day Holiday
7/4 Library Closed – Independence Day
Week of 7/8 Manager one-on-one check-in meetings
7/9 NWLinks Governance Council meeting
7/11 MN Libraries PLN Coordinating Council meeting
7/18 KRLS Board Meeting

Upcoming:
7/24 Annual State Park Library Program meeting
7/25-26 CRPLSA meeting in Mankato (Traverse des Sioux library system)
8/1 MLA Legislative Forum meeting
8/7 Manager Meeting
Week of 8/12 Manager one-on-one check-in meetings
8/19 Minnesota Digital Library (MDL) Governance meeting

6a 2025 City/County Operating Budgets: 1st Drafts

Action Request: For Board discussion

In May, the Board requested that 3 versions of the city/county 1st draft budgets be prepared, including a 2%, 3%, and 4% COLA (Cost of Living Adjustment) option for staff. The KRLS Budget Committee reviewed these drafts and brought them before the Board in June for discussion and further direction. In July, the KRLS Board reviews the budget and modifies/approves it for distribution to the cities and counties.

In general, the KRLS wage scale allows for a 2% step increase yearly for staff, and the KRLS Board advises the director on a COLA percentage to use in developing the budgets. For the 2024 budget, the Board approved a 3% COLA and 2% step increase.

Please approve a set of drafts for distribution to the cities and counties for their feedback. The KRLS Board will review responses from the cities and counties as they are received, then approve a final budget in January 2025.

2024 KRLS Wage Scale

Job Title	Grades	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Tech Services Manager	23	30.44	31.05	31.67	32.30	32.95	33.60	34.28	34.96	35.66	36.37	37.10	37.84	38.60
Branch Manager IV	21	27.67	28.22	28.78	29.36	29.95	30.55	31.16	31.78	32.41	33.06	33.72	34.40	35.09
Branch Manager III	19	25.15	25.66	26.17	26.69	27.23	27.77	28.33	28.89	29.47	30.06	30.66	31.27	31.90
Branch Manager II	17	22.87	23.32	23.79	24.27	24.75	25.25	25.75	26.27	26.79	27.33	27.87	28.43	29.00
Regional Program Coordinator	17	22.87	23.32	23.79	24.27	24.75	25.25	25.75	26.27	26.79	27.33	27.87	28.43	29.00
Library Assistant IV	16	21.77	22.21	22.65	23.11	23.57	24.04	24.52	25.01	25.51	26.02	26.54	27.07	27.61
Bookkeeper/Payroll	16	21.77	22.21	22.65	23.11	23.57	24.04	24.52	25.01	25.51	26.02	26.54	27.07	27.61
HR Generalist	15	21.06	21.48	21.91	22.35	22.79	23.25	23.71	24.19	24.67	25.16	25.67	26.18	26.71
Branch Manager I	14	20.05	20.46	20.86	21.28	21.71	22.14	22.58	23.04	23.50	23.97	24.45	24.93	25.43
Admin Asst/Legacy Coord	14	20.05	20.46	20.86	21.28	21.71	22.14	22.58	23.04	23.50	23.97	24.45	24.93	25.43
Acquisitions Assistant	13	19.10	19.48	19.87	20.27	20.68	21.09	21.51	21.94	22.38	22.83	23.28	23.75	24.22
Library Assistant III	13	19.10	19.48	19.87	20.27	20.68	21.09	21.51	21.94	22.38	22.83	23.28	23.75	24.22
Outreach Assistant	10	16.96	17.30	17.65	18.00	18.36	18.73	19.10	19.48	19.87	20.27	20.67	21.09	21.51
Custodian II	9	16.34	16.67	17.00	17.34	17.69	18.04	18.40	18.77	19.14	19.53	19.92	20.32	20.72
ILL Assistant	8	15.78	16.10	16.42	16.75	17.09	17.43	17.78	18.13	18.49	18.86	19.24	19.63	20.02
Library Assistant II	8	15.78	16.10	16.42	16.75	17.09	17.43	17.78	18.13	18.49	18.86	19.24	19.63	20.02
Delivery Driver	7	15.26	15.57	15.88	16.20	16.52	16.85	17.19	17.53	17.88	18.24	18.61	18.98	19.36
Processor	5	14.33	14.62	14.91	15.21	15.51	15.82	16.14	16.46	16.79	17.13	17.47	17.82	18.18
Library Assistant I	5	14.33	14.62	14.91	15.21	15.51	15.82	16.14	16.46	16.79	17.13	17.47	17.82	18.18
Custodian I	2	13.18	13.44	13.71	13.98	14.26	14.55	14.84	15.14	15.44	15.75	16.06	16.39	16.71
Delivery Clerk	2	13.18	13.44	13.71	13.98	14.26	14.55	14.84	15.14	15.44	15.75	16.06	16.39	16.71

2% 2025 wage scale (2% steps for individuals and 2% increase overall for COLA)															$/hour over KRLS 2024
Job Title	Grades	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	
Tech Services Manager	23	31.05	31.98	32.62	33.27	33.93	34.61	35.30	36.01	36.73	37.47	38.21	38.98	39.76	0.61
Branch Manager IV	21	28.22	29.07	29.65	30.24	30.84	31.46	32.09	32.73	33.39	34.06	34.74	35.43	36.14	0.55
Branch Manager III	19	25.66	26.43	26.95	27.49	28.04	28.60	29.18	29.76	30.35	30.96	31.58	32.21	32.86	0.50
Branch Manager II	17	23.32	24.02	24.50	24.99	25.49	26.00	26.52	27.05	27.59	28.15	28.71	29.28	29.87	0.46
Regional Program Coordinator	17	23.32	24.02	24.50	24.99	25.49	26.00	26.52	27.05	27.59	28.15	28.71	29.28	29.87	0.46
Library Assistant IV	16	22.21	22.88	23.33	23.80	24.28	24.76	25.26	25.76	26.28	26.80	27.34	27.89	28.44	0.44
Bookkeeper/Payroll	16	22.21	22.88	23.33	23.80	24.28	24.76	25.26	25.76	26.28	26.80	27.34	27.89	28.44	0.44
HR Generalist	15	21.48	22.12	22.56	23.02	23.48	23.95	24.42	24.91	25.41	25.92	26.44	26.97	27.51	0.42
Branch Manager I	14	20.46	21.07	21.49	21.92	22.36	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	0.40
Admin Asst/Legacy Coord	14	20.46	21.07	21.49	21.92	22.36	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	0.40
Acquisitions Assistant	13	19.48	20.07	20.47	20.88	21.30	21.72	22.16	22.60	23.05	23.51	23.98	24.46	24.95	0.38
Library Assistant III	13	19.48	20.07	20.47	20.88	21.30	21.72	22.16	22.60	23.05	23.51	23.98	24.46	24.95	0.38
Outreach Assistant	10	17.30	17.82	18.17	18.54	18.91	19.29	19.67	20.07	20.47	20.88	21.29	21.72	22.16	0.34
Custodian II	9	16.67	17.17	17.51	17.86	18.22	18.58	18.95	19.33	19.72	20.11	20.51	20.93	21.34	0.33
ILL Assistant	8	16.10	16.58	16.91	17.25	17.60	17.95	18.31	18.68	19.05	19.43	19.82	20.21	20.62	0.32
Library Assistant II	8	16.10	16.58	16.91	17.25	17.60	17.95	18.31	18.68	19.05	19.43	19.82	20.21	20.62	0.32
Delivery Driver	7	15.57	16.04	16.36	16.68	17.02	17.36	17.70	18.06	18.42	18.79	19.16	19.55	19.94	0.31
Processor	5	14.62	15.06	15.36	15.67	15.98	16.30	16.62	16.96	17.30	17.64	17.99	18.35	18.72	0.29
Library Assistant I	5	14.62	15.06	15.36	15.67	15.98	16.30	16.62	16.96	17.30	17.64	17.99	18.35	18.72	0.29
Custodian I	2	13.44	13.84	14.12	14.40	14.69	14.99	15.29	15.59	15.90	16.22	16.55	16.88	17.21	0.26
Delivery Clerk	2	13.44	13.84	14.12	14.40	14.69	14.99	15.29	15.59	15.90	16.22	16.55	16.88	17.21	0.26

3% 2025 KRLS-proposed wage scale (2% steps for individuals, but 3% increase overall for COLA)															$/hour over KRLS 2024
Job Title	Grades	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	
Tech Services Manager	23	31.35	31.98	32.62	33.27	33.93	34.61	35.30	36.01	36.73	37.47	38.21	38.98	39.76	0.91
Branch Manager IV	21	28.50	29.07	29.65	30.24	30.84	31.46	32.09	32.73	33.39	34.06	34.74	35.43	36.14	0.83
Branch Manager III	19	25.91	26.43	26.95	27.49	28.04	28.60	29.18	29.76	30.35	30.96	31.58	32.21	32.86	0.75
Branch Manager II	17	23.55	24.02	24.50	24.99	25.49	26.00	26.52	27.05	27.59	28.15	28.71	29.28	29.87	0.69
Regional Program Coordinator	17	23.55	24.02	24.50	24.99	25.49	26.00	26.52	27.05	27.59	28.15	28.71	29.28	29.87	0.69
Library Assistant IV	16	22.43	22.88	23.33	23.80	24.28	24.76	25.26	25.76	26.28	26.80	27.34	27.89	28.44	0.65
Bookkeeper/Payroll	16	22.43	22.88	23.33	23.80	24.28	24.76	25.26	25.76	26.28	26.80	27.34	27.89	28.44	0.65
HR Generalist	15	21.69	22.12	22.56	23.02	23.48	23.95	24.42	24.91	25.41	25.92	26.44	26.97	27.51	0.63
Branch Manager I	14	20.66	21.07	21.49	21.92	22.36	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	0.60
Admin Asst/Legacy Coord	14	20.66	21.07	21.49	21.92	22.36	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	0.60
Acquisitions Assistant	13	19.67	20.07	20.47	20.88	21.30	21.72	22.16	22.60	23.05	23.51	23.98	24.46	24.95	0.57
Library Assistant III	13	19.67	20.07	20.47	20.88	21.30	21.72	22.16	22.60	23.05	23.51	23.98	24.46	24.95	0.57
Outreach Assistant	10	17.47	17.82	18.17	18.54	18.91	19.29	19.67	20.07	20.47	20.88	21.29	21.72	22.16	0.51
Custodian II	9	16.83	17.17	17.51	17.86	18.22	18.58	18.95	19.33	19.72	20.11	20.51	20.93	21.34	0.49
ILL Assistant	8	16.26	16.58	16.91	17.25	17.60	17.95	18.31	18.68	19.05	19.43	19.82	20.21	20.62	0.47
Library Assistant II	8	16.26	16.58	16.91	17.25	17.60	17.95	18.31	18.68	19.05	19.43	19.82	20.21	20.62	0.47
Delivery Driver	7	15.72	16.04	16.36	16.68	17.02	17.36	17.70	18.06	18.42	18.79	19.16	19.55	19.94	0.46
Processor	5	14.76	15.06	15.36	15.67	15.98	16.30	16.62	16.96	17.30	17.64	17.99	18.35	18.72	0.43
Library Assistant I	5	14.76	15.06	15.36	15.67	15.98	16.30	16.62	16.96	17.30	17.64	17.99	18.35	18.72	0.43
Custodian I	2	13.57	13.84	14.12	14.40	14.69	14.99	15.29	15.59	15.90	16.22	16.55	16.88	17.21	0.40
Delivery Clerk	2	13.57	13.84	14.12	14.40	14.69	14.99	15.29	15.59	15.90	16.22	16.55	16.88	17.21	0.40

4% 2025 KRLS-proposed wage scale (2% steps for individuals, but 4% increase overall for COLA)															$/hour over KRLS 2024
Job Title	Grades	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	
Tech Services Manager	23	31.65	31.98	32.62	33.27	33.93	34.61	35.30	36.01	36.73	37.47	38.21	38.98	39.76	1.22
Branch Manager IV	21	28.77	29.07	29.65	30.24	30.84	31.46	32.09	32.73	33.39	34.06	34.74	35.43	36.14	1.11
Branch Manager III	19	26.16	26.43	26.95	27.49	28.04	28.60	29.18	29.76	30.35	30.96	31.58	32.21	32.86	1.01
Branch Manager II	17	23.78	24.02	24.50	24.99	25.49	26.00	26.52	27.05	27.59	28.15	28.71	29.28	29.87	0.91
Regional Program Coordinator	17	23.78	24.02	24.50	24.99	25.49	26.00	26.52	27.05	27.59	28.15	28.71	29.28	29.87	0.91
Library Assistant IV	16	22.65	22.88	23.33	23.80	24.28	24.76	25.26	25.76	26.28	26.80	27.34	27.89	28.44	0.87
Bookkeeper/Payroll	16	22.65	22.88	23.33	23.80	24.28	24.76	25.26	25.76	26.28	26.80	27.34	27.89	28.44	0.87
HR Generalist	15	21.90	22.12	22.56	23.02	23.48	23.95	24.42	24.91	25.41	25.92	26.44	26.97	27.51	0.84
Branch Manager I	14	20.86	21.07	21.49	21.92	22.36	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	0.80
Admin Asst/Legacy Coord	14	20.86	21.07	21.49	21.92	22.36	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	0.80
Acquisitions Assistant	13	19.87	20.07	20.47	20.88	21.30	21.72	22.16	22.60	23.05	23.51	23.98	24.46	24.95	0.76
Library Assistant III	13	19.87	20.07	20.47	20.88	21.30	21.72	22.16	22.60	23.05	23.51	23.98	24.46	24.95	0.76
Outreach Assistant	10	17.64	17.82	18.17	18.54	18.91	19.29	19.67	20.07	20.47	20.88	21.29	21.72	22.16	0.68
Custodian II	9	16.99	17.17	17.51	17.86	18.22	18.58	18.95	19.33	19.72	20.11	20.51	20.93	21.34	0.65
ILL Assistant	8	16.42	16.58	16.91	17.25	17.60	17.95	18.31	18.68	19.05	19.43	19.82	20.21	20.62	0.63
Library Assistant II	8	16.42	16.58	16.91	17.25	17.60	17.95	18.31	18.68	19.05	19.43	19.82	20.21	20.62	0.63
Delivery Driver	7	15.87	16.04	16.36	16.68	17.02	17.36	17.70	18.06	18.42	18.79	19.16	19.55	19.94	0.61
Processor	5	14.90	15.06	15.36	15.67	15.98	16.30	16.62	16.96	17.30	17.64	17.99	18.35	18.72	0.57
Library Assistant I	5	14.90	15.06	15.36	15.67	15.98	16.30	16.62	16.96	17.30	17.64	17.99	18.35	18.72	0.57
Custodian I	2	13.71	13.84	14.12	14.40	14.69	14.99	15.29	15.59	15.90	16.22	16.55	16.88	17.21	0.53
Delivery Clerk	2	13.71	13.84	14.12	14.40	14.69	14.99	15.29	15.59	15.90	16.22	16.55	16.88	17.21	0.53

2025 Operating Budget City/County Totals

Highlights:

	2024 Approved	2025 2%	2025 3%	2025 4%
County Expense				
KRL Board	$ 4,250	$ 4,250	$ 4,250	$ 4,250
Outreach				
Operating	$ 129,842	$ 129,842	$ 129,842	$ 129,842
Capital	$ -	$ -	$ -	$ -
Total:	**$ 32,972**	**$ 129,842**	**$ 32,972**	**$ 32,972**
Branch Libraries				
Personnel	$ 1,887,626	$ 1,936,640	$ 1,954,640	$ 1,970,140
Communications	$ 42,415	$ 43,145	$ 43,145	$ 43,145
Materials	$ 345,415	$ 359,283	$ 357,283	$ 354,783
Technical Services	$ 93,550	$ 97,463	$ 95,465	$ 94,551
Delivery	$ 6,480	$ 6,480	$ 6,480	$ 6,480
City KRL Board	$ 7,650	$ 7,650	$ 7,650	$ 7,650
Total:	**$ 2,383,136**	**$ 2,450,661**	**$ 2,464,663**	**$ 2,476,749**
Branch Library Costs Total	$ 2,420,358	$ 2,584,753	$ 2,501,885	$ 2,513,971
Revenue				
City Levy Requests: Beltrami Co				
Bemidji	**$ (146,800)**	**$ (149,750)**	**$ (149,750)**	**$ (149,750)**
Blackduck	**$ (19,446)**	**$ (20,265)**	**$ (20,380)**	**$ (20,495)**
City Levy Requests: Cass County				
Cass Lake	**$ (9,460)**	**$ (9,915)**	**$ (10,030)**	**$ (10,085)**
Longville	**$ (11,475)**	**$ (12,185)**	**$ (12,255)**	**$ (12,370)**
Pine River	**$ (14,800)**	**$ (15,125)**	**$ (15,260)**	**$ (15,340)**
Walker	**$ (17,500)**	**$ (18,620)**	**$ (18,725)**	**$ (18,885)**
City Levy Requests: Crow Wing County				
Brainerd	**$ (79,500)**	**$ (81,400)**	**$ (82,125)**	**$ (82,600)**
City Levy Requests: Hubbard County				
Park Rapids	**$ (52,700)**	**$ (53,700)**	**$ (54,000)**	**$ (54,400)**
City Levy Requests: Wadena County				
Wadena	**$ (89,400)**	**$ (91,725)**	**$ (92,265)**	**$ (92,890)**
City Levy Request Total	**$ (441,081)**	**$ (452,685)**	**$ (454,790)**	**$ (456,815)**
County Levy Request:	**$ 1,797,881**	**$ 1,889,728**	**$ 1,900,815**	**$ 1,910,067**
% Increase over 2024 >		5.1%	5.7%	6.2%
Additional Contributing Revenue Totals	$ (278,266)	$ (242,340)	$ (243,150)	$ (243,959)
	-32340	-32340	-32340	-32340 **contributions from RLTA reserve - Budgeted from RLTA P**
	-171590	-128693	-128693	-128693 **County levy buydown**
	-25000	-25000	-25000	-25000 **Contributions from Outreach Reserve**
	0	-5881	-5881	-5881 **Contributions from Cass County 2024 Levy Overpayment**
	-10000	-10000	-10000	-10000 Contributions from CWC Reserve for Asst. Library
	-39336	-40426	-41236	-42045 Regional Funding of BR Branch Manager position

2025 Operating Budget Beltramig County: 1st Draft with COLA Options

Highlights:

	2024 Approved	2025 1 draft 2%	2025 1 draft 3%	2025 1 draft 4%	
Expense					
KRL Board	$ 850	$ 850	$ 850	$ 850	
Outreach					
Operating	$ -	$ -	$ -	$ -	
Capital	$ -	$ -	$ -	$ -	
Total:	$ -	$ -	$ -	$ -	
Branch Libraries (Bemidji and Blackduck)					
Personnel	$ 533,850	$ 531,600	$ 536,100	$ 540,100	
Communications	$ 9,260	$ 9,630	$ 9,630	$ 9,630	
Materials	$ 67,952	$ 80,452	$ 78,452	$ 75,952	
Technical Services	$ 25,953	$ 29,866	$ 27,868	$ 26,954	
Delivery	$ 1,440	$ 1,440	$ 1,440	$ 1,440	
City KRL Board	$ 1,700	$ 1,700	$ 1,700	$ 1,700	
Total:	$ 640,155	$ 654,688	$ 655,190	$ 655,776	
County Total:	$ 641,005	$ 655,538	$ 656,040	$ 656,626	
Revenue					
City Levy Requests					
Bemidji	$ (146,800)	$ (149,750)	$ (149,750)	$ (149,750)	
Blackduck	$ (19,446)	$ (20,265)	$ (20,380)	$ (20,495)	
City Levy Request Total	$ (166,246)	$ (170,015)	$ (170,130)	$ (170,245)	
County Levy Request:	$ 437,917	$ 456,289	$ 456,676	$ 457,147	
% Increase over 2024 >		4.2%	4.3%	4.4%	
Additional Contributing Revenue					
	$ (6,410)	$ (6,410)	$ (6,410)	$ (6,410)	Transfer from RLTA res
	$ (30,432)	$ (22,824)	$ (22,824)	$ (22,824)	County Levy Buydown

2025 Operating Budget Bemidji: 1st Draft with COLA Options

Highlights:

Expense

	2024 Approved	2025 2%	2025 3%	2025 4%	
KRL Board	$ 850	$ 850	$ 850	$ 850	
Personnel					
Wages	$ 401,000	$ 392,000	$ 396,000	$ 399,500	
Health Plan and Supplement	$ 71,400	$ 73,800	$ 73,800	$ 73,800	
Training and Development	$ 1,900	$ 3,000	$ 3,000	$ 3,000	
Personnel Total:	$ 474,300	$ 468,800	$ 472,800	$ 476,300	
Communications					
Postage	$ -	$ -	$ -	$ -	Covered by HQ
Telecommunications	$ 2,300	$ 2,600	$ 2,600	$ 2,600	caller ID added
Data Lines	$ 3,205	$ 3,205	$ 3,205	$ 3,205	Budgeted from RLTA P1
Communications Total:	$ 5,505	$ 5,805	$ 5,805	$ 5,805	
Materials					
Books	$ 29,500	$ 40,000	$ 39,000	$ 36,500	increased at mgr request, lost 11k in 2024
Audiovisual	$ 5,000	$ 7,000	$ 6,000	$ 6,000	DVD/CD/Audiobook
Periodicals	$ 2,500	$ 2,500	$ 2,500	$ 2,500	Newspapers/Magazine
Database platforms	$ -	$ -	$ -	$ -	Currently covered by HQ
Shared Collections	$ 4,809	$ 4,809	$ 4,809	$ 4,809	Rotating large print- audio removed
E-materials	$ 12,024	$ 12,024	$ 12,024	$ 12,024	eMaterial platform - rotating audio funding added h
Supplemental processing	$ 1,000	$ 1,000	$ 1,000	$ 1,000	To catalog and process donated and misc. materia
Supplies	$ 3,000	$ 3,000	$ 3,000	$ 3,000	Library supplies
Total Materials	$ 57,833	$ 70,333	$ 68,333	$ 65,833	
Technical Services					
Technical Support	$ 21,467	$ 25,380	$ 23,382	$ 22,468	want to add 2 more laptops and possibly a staff pri
Technical Services Total:	$ 21,467	$ 25,380	$ 23,382	$ 22,468	
Delivery					
Thursday delivery route					
Operating	$ 320	$ 320	$ 320	$ 320	
Captial (van replacement)	$ 400	$ 400	$ 400	$ 400	
Total Delivery:	$ 720	$ 720	$ 720	$ 720	
Branch TOTAL	$ 560,675	$ 571,888	$ 571,890	$ 571,976	
Total with City COVID19 Fund Balance Offset					
City Levy Request	$ 146,800	$ 149,750	$ 149,750	$ 149,750	
City ARR Reserve	$ 5,647	$ 5,647	$ 5,647	$ 5,647	**Automation Reserve and Replacement**
% Levy Increase over 2024 >		2.0%	2.0%	2.0%	
Branch Costs not Paid by City Levy:	$ 410,670	$ 418,933	$ 418,935	$ 419,021	
Additional Contributing Revenue					
	$ (3,205)	$ (3,205)	$ (3,205)	$ (3,205)	**Budgeted from RLTA Priority 1 application**

2025 Operating Budget Blackduck: 1st Draft with COLA Options

Highlights:

	2024 Approved	2025 2%	2025 3%	2025 4%	
City KRL Board	$ 850	$ 850	$ 850	$ 850	
Personnel					
Wages	$ 55,750	$ 59,000	$ 59,500	$ 60,000	
Health Plan and Supplement	$ 2,400	$ 2,400	$ 2,400	$ 2,400	
Training and Development	$ 1,400	$ 1,400	$ 1,400	$ 1,400	
Personnel Total:	$ 59,550	$ 62,800	$ 63,300	$ 63,800	
Communications					
Postage	$ -	$ -	$ -	$ -	Covered by HQ
Telecommunications	$ 550	$ 620	$ 620	$ 620	
Data Lines	$ 3,205	$ 3,205	$ 3,205	$ 3,205	Budgeted from RLTA P1
Communications Total:	$ 3,755	$ 3,825	$ 3,825	$ 3,825	
Materials					
Books	$ 6,250	$ 6,250	$ 6,250	$ 6,250	
Audiovisual	$ 1,100	$ 1,100	$ 1,100	$ 1,100	DVD/CD/Audiobook
Periodicals	$ 60	$ 60	$ 60	$ 60	Newspapers/Magazine
Database platforms	$ -	$ -	$ -	$ -	Currently covered by HQ
Shared Collections	$ 488	$ 488	$ 488	$ 488	Rotating large print- audio removed
E-materials	$ 1,221	$ 1,221	$ 1,221	$ 1,221	eMaterial platform - rotating audio funding a
Supplemental processing	$ 500	$ 500	$ 500	$ 500	To catalog and process donated and misc.
Supplies	$ 500	$ 500	$ 500	$ 500	Library supplies
Software and licenses					
Total Materials	$ 10,119	$ 10,119	$ 10,119	$ 10,119	
Technical Support	$ 4,486	$ 4,486	$ 4,486	$ 4,486	
Technical Services Total:	$ 4,486	$ 4,486	$ 4,486	$ 4,486	
Delivery					
Operating	320	320	320	320	
Capital	400	400	400	400	
Delivery Total:	720	720	720	720	
Branch TOTAL	$ 79,480	$ 82,800	$ 83,300	$ 83,800	
City COVID19 Fund Balance Offset					
City Levy Request	$ 19,446	$ 20,265	$ 20,380	$ 20,495	
City ARR Reserve	$ 350	$ 350	$ 350	$ 350	**Automation Reserve and Replacement**
% Levy Increase over 2024 >		4.2%	4.8%	5.4%	
Branch Costs not Paid by City Levy:	$ 56,829	$ 59,330	$ 59,715	$ 60,100	
Additional Contributing Revenue					
	$ (3,205)	$ (3,205)	$ (3,205)	$ (3,205)	**Budgeted from RLTA Priority 1 applicati**

2025 Operating Budget Crow Wing County: 1st Draft with COLA Options

Highlights

	2024 Approved	2025 2%	2025 3%	2025 4%	
Expense					
KRL Board	$ 850	$ 850	$ 850	$ 850	
Outreach					
Operating	$ 29,279	$ 29,279	$ 29,279	$ 29,279	
Capital	$ -	$ -	$ -	$ -	Includes associate library costs
Total:	$ 29,279	$ 29,279	$ 29,279	$ 29,279	
Branch Library: Brainerd					
Personnel	$ 532,736	$ 548,900	$ 554,900	$ 558,900	
Communications	$ 7,043	$ 7,043	$ 7,043	$ 7,043	
Materials	$ 98,310	$ 98,310	$ 98,310	$ 98,310	
Technical Services	$ 28,105	$ 28,105	$ 28,105	$ 28,105	
Delivery	$ 720	$ 720	$ 720	$ 720	
City KRL Board	$ 850	$ 850	$ 850	$ 850	
Total:	$ 667,764	$ 683,928	$ 689,928	$ 693,928	
County Total:	$ 697,893	$ 714,057	$ 720,057	$ 724,057	
County Levy Request:	$ 509,127	$ 534,849	$ 539,314	$ 542,030	
Addidtiona % Increase over 2024 >		5.1%	5.9%	6.5%	
City Levy Requests					
Brainerd	$ (79,500)	$ (81,400)	$ (82,125)	$ (82,600)	
City Levy Request Total	$ (79,500)	$ (81,400)	$ (82,125)	$ (82,600)	
Transfers from reserves					
	$ -	$ -	$ -	$ -	KRLS health insurance carryover reserve
					Contributions from KRLS General Fund
	-10000	-10000	-10000	-10000	Contributions from CWC Reserve for Asst. Lib
	-50192	-37644	-37644	-37644	County Levy Buydown program
	-4943	**-4943**	**-4943**	**-4943**	Contribution from RLTA reserve
	-4795	**-4795**	**-4795**	**-4795**	Contribution from Outreach reserve
	-39336	**-40426**	**-41236**	**-42045**	Regional Funding of Branch Manager position

2025 Operating Budget Brainerd: 1st Draft With COLA Comparisons

Highlights:

Expense

	2024 Approved	2025 2%	2025 3%	2025 4%	
KRL Board	$ 850	$ 850	$ 850	$ 850	
Personnel					
Wages	$ 459,336	$ 474,500	$ 480,500	$ 484,500	8.61 FTE; .5 FTE paid from Regional funds
Health Plan and Supplement	$ 71,400	$ 71,400	$ 71,400	$ 71,400	5 FT health plans and 3 PT health supplements
Training and Development	$ 2,000	$ 3,000	$ 3,000	$ 3,000	Increasing costs of conference attendance
Personnel Total:	$ 532,736	$ 548,900	$ 554,900	$ 558,900	
Communications					
Postage	$ -	$ -	$ -	$ -	HQ Covers
Telecommunications	$ 2,100	$ 2,100	$ 2,100	$ 2,100	
Data Lines	$ 4,943	$ 4,943	$ 4,943	$ 4,943	Budgeted from RLTA P1 Funding
Communications Total:	$ 7,043	$ 7,043	$ 7,043	$ 7,043	
Materials					
Books	$ 53,500	$ 53,500	$ 53,500	$ 53,500	
Audiovisual	$ 13,000	$ 13,000	$ 13,000	$ 13,000	DVD/CD/Audiobook
Periodicals	$ 4,000	$ 4,000	$ 4,000	$ 4,000	Newspapers/Magazine
Database platforms	$ -	$ -	$ -	$ -	Currently covered by HQ
Shared Collections	$ 6,970	$ 6,970	$ 6,970	$ 6,970	Rotating large print - audiobook removed
E-materials	$ 16,425	$ 16,425	$ 16,425	$ 16,425	eMaterial costs - rotating audiobook funds added to Hoopla
Supplemental processing	$ 1,000	$ 1,000	$ 1,000	$ 1,000	To catalog and process donated and misc. materials.
Supplies	$ 3,415	$ 3,415	$ 3,415	$ 3,415	Library supplies
Software and licences	$ -	$ -	$ -	$ -	
Total Materials	$ 98,310	$ 98,310	$ 98,310	$ 98,310	
Technical Services					
Technical Support	$ 28,105	$ 28,105	$ 28,105	$ 28,105	
Technical Services Total:	$ 28,105	$ 28,105	$ 28,105	$ 28,105	
Delivery					
Thursday delivery route					Thursday delivery dropped
Operating	$ 320	$ 320	$ 320	$ 320	
Captial (van replacement)	$ 400	$ 400	$ 400	$ 400	
Total Delivery:	$ 720	$ 720	$ 720	$ 720	
Branch TOTAL	$ 667,764	$ 683,928	$ 689,928	$ 693,928	
City Levy Request	$ 79,500	$ 81,400	$ 82,125	$ 82,600	
City ARR Reserve	$ 4,659	$ 4,659	$ 4,659	$ 4,659	**Automation Reserve and Replacement**
% Levy Increase over 2024 >		2.4%	3.3%	3.9%	
Branch Costs not Paid by City Levy:	$ 543,985	$ 557,159	$ 561,624	$ 564,340	

Revenue

					Transfer from KRLS health insurance carryover reserve
	$ (4,943)	-4943	-4943	-4943	Transfer from RLTA reserve
	$ (39,336)	-40426	-41236	-42045	Regional Funding of Branch Manager position

2025 Operating Budget Cass County: 1st Draft with COLA Options

Highlights:

	2024 Approved	2025 2%	2025 3%	2025 4%
Expense				
KRL Board	$ 850	$ 850	$ 850	$ 850
Outreach				
Operating	$ 32,972	$ 32,972	$ 32,972	$ 32,972
Capital	$ -	$ -	$ -	$ -
Total:	**$ 32,972**	**$ 32,972**	**$ 32,972**	**$ 32,972**
Branch Libraries (Cass Lake, Longville, Pine River, Walker)				
Personnel	$ 382,980	$ 406,180	$ 410,180	$ 414,180
Communications	$ 17,060	$ 17,270	$ 17,270	$ 17,270
Materials	$ 98,911	$ 100,232	$ 100,232	$ 100,232
Technical Services	$ 19,453	$ 19,453	$ 19,453	$ 19,453
Delivery	$ 2,880	$ 2,880	$ 2,880	$ 2,880
City KRL Board	$ 3,400	$ 3,400	$ 3,400	$ 3,400
Total:	**$ 524,684**	**$ 549,415**	**$ 553,415**	**$ 557,415**
County Total:	$ 558,506	$ 583,237	$ 587,237	$ 591,237
Revenue				
City Levy Requests				
Cass Lake	$ (9,460)	$ (9,915)	$ (10,030)	$ (10,085)
Longville	$ (11,475)	$ (12,185)	$ (12,255)	$ (12,370)
Pine River	$ (14,800)	$ (15,125)	$ (15,260)	$ (15,340)
Walker	$ (17,500)	$ (18,620)	$ (18,725)	$ (18,885)
City Levy Request Total	**$ (53,235)**	**$ (55,845)**	**$ (56,270)**	**$ (56,680)**
County Levy Request:	**$ 460,165**	**$ 482,575**	**$ 486,150**	**$ 489,740**
% Increase over 2024 >		4.9%	5.6%	6.4%
Additional Contributing Revenue				
	$ -	$ -	$ -	$ -	**KRLS health insurance carryover reserve**
					Contributions from KRLS General Fund
	-13960	-13960	-13960	-13960	**contributions from RLTA reserve - Budgeted from RLTA F**
	-24681	-18511	-18511	-18511	**County levy buydown**
	-6465	-6465	-6465	-6465	**Contributions from Outreach Reserve**
		-5881	-5881	-5881	**Contributions from Cass County 2024 Levy Overpayment**

2025 Operating Budget Cass Lake: 1st Draft with COLA Options

Highlights: Cass Lake would like to add 3 hours for their custodian to clean the building

Expense

	2024 Approved	2025 2%	2025 3%	2025 4%	
KRL Board	$ 850	$ 850	$ 850	$ 850	
Personnel					
Wages	$ 51,000	$ 54,000	$ 55,000	$ 55,500	3 PT staff = .98FTE
Health Plan and Supplement	$ 2,400	$ 2,400	$ 2,400	$ 2,400	1 PT health supplement
Training and Development	$ 750	$ 750	$ 750	$ 750	
Personnel Total:	$ 54,150	$ 57,150	$ 58,150	$ 58,650	
Communications					
Postage	$ -	$ -	$ -	$ -	Covered by HQ
Telecommunications	$ 700	$ 770	$ 770	$ 770	caller ID added
Data Lines	$ 2,809	$ 2,809	$ 2,809	$ 2,809	NW Links membership costs - Paid from RLTA Funds
Communications Total:	$ 3,509	$ 3,579	$ 3,579	$ 3,579	
Materials					
Books	$ 12,179	$ 13,000	$ 13,000	$ 13,000	
Audiovisual	$ 4,978	$ 4,978	$ 4,978	$ 4,978	DVD/CD/Audiobook
Periodicals	$ 300	$ 300	$ 300	$ 300	Newspapers/Magazine
Database platforms	$ -	$ -	$ -	$ -	Currently covered by HQ
Shared Collections	$ 455	$ 455	$ 455	$ 455	Rotating large print - removing audiobooks
Shared eMaterials	$ 1,138	$ 1,138	$ 1,138	$ 1,138	eMaterial platform and portion of eAudio - audiobook funding add
Supplemental processing	$ 50	$ 50	$ 50	$ 50	To catalog and process donated and misc. materials.
Supplies	$ 650	$ 650	$ 650	$ 650	Library supplies
Total Materials	$ 19,750	$ 20,571	$ 20,571	$ 20,571	
Technical Services					
Technical Support	$ 2,851	$ 2,851	$ 2,851	$ 2,851	
Technical Services Total:	$ 2,851	$ 2,851	$ 2,851	$ 2,851	
Delivery					
Thursday delivery route					
Operating	$ 320	$ 320	$ 320	$ 320	
Captial (van replacement)	$ 400	$ 400	$ 400	$ 400	
Total Delivery:	$ 720	$ 720	$ 720	$ 720	
Branch TOTAL	$ 81,830	$ 85,721	$ 86,721	$ 87,221	
City Levy Request	$ 9,460	$ 9,915	$ 10,030	$ 10,085	
City ARR Reserve	$ 300	$ 300	$ 300	$ 300	**Automation Reserve and Replacement**
% Levy Increase over 2024 >		4.8%	6.0%	6.6%	
Branch Costs not Paid by City Levy:	$ 69,561	$ 72,997	$ 73,882	$ 74,327	

Additonal Contributing Revenue

$ (2,809)	$ (2,809)	$ (2,809)	$ (2,809)	**rlta**

2025 Operating Budget Longville: 1st Draft with COLA Options

Highlights:

	2024 Approved	2025 2%	2025 3%	2025 4%	
City KRL Board	$ 850	$ 850	$ 850	$ 850	
Personnel					
Wages	$ 60,500	$ 63,500	$ 64,000	$ 65,000	3 PT
Health Plan and Supplement	$ 2,400	$ 4,800	$ 4,800	$ 4,800	2 stipend
Training and Development	$ 750	$ 750	$ 750	$ 750	
Personnel Total:	$ 63,650	$ 69,050	$ 69,550	$ 70,550	
Communications					
Postage	$ -	$ -	$ -	$ -	
Telecommunications	$ 500	$ 570	$ 570	$ 570	
Data Lines	$ 2,809	$ 2,809	$ 2,809	$ 2,809	Budgeted to be paid from RLTA P1 State Aid
Communications Total:	$ 3,309	$ 3,379	$ 3,379	$ 3,379	
Materials					
Books	$ 13,929	$ 13,929	$ 13,929	$ 13,929	
Audiovisual	$ 5,100	$ 5,600	$ 5,600	$ 5,600	Increased need for audiobooks with removal of rotating collection
Periodicals	$ 600	$ 600	$ 600	$ 600	
Database platforms	$ -	$ -	$ -	$ -	
Shared Collections	$ 573	$ 573	$ 573	$ 573	Audio collection dropped, funding put into ematerials
Shared eMaterials	$ 1,433	$ 1,433	$ 1,433	$ 1,433	
Supplemental processing	$ 200	$ 200	$ 200	$ 200	
Supplies	$ 650	$ 650	$ 650	$ 650	
Total Materials	$ 22,485	$ 22,985	$ 22,985	$ 22,985	
Technical Support	$ 4,814	$ 4,814	$ 4,814	$ 4,814	
Technical Services Total:	$ 4,814	$ 4,814	$ 4,814	$ 4,814	
Delivery					
Operating	320	320	320	320	
Capital	400	400	400	400	
Delivery Total:	720	720	720	720	
Branch TOTAL	$ 95,828	$ 101,798	$ 102,298	$ 103,298	
Total with City COVID19 Fund Balance Offset					
City Levy Request	$ 11,475	$ 12,185	$ 12,255	$ 12,370	
City ARR Reserve	$ 289	$ 289	$ 289	$ 289	
% Levy Increase over 2024 >		6.2%	6.8%	7.8%	
Branch Costs not Paid by City Levy:	$ 81,544	$ 86,804	$ 87,234	$ 88,119	
Additional Contributing Revenue					
	-2809	-2809	-2809	-2809	Budgeted from RLTA

2025 Operating Budget Pine River: 1st Draft with COLA Options

Highlights:

	2024 Approved	2025 2%	2025 3%	2025 4%	
City KRL Board	$ 850	$ 850	$ 850	$ 850	
Personnel					
Wages	$ 118,500	$ 120,000	$ 121,500	$ 122,500	
Health Plan and Supplement	$ 15,240	$ 17,640	$ 17,640	$ 17,640	
Training and Development	$ 1,500	$ 1,500	$ 1,500	$ 1,500	
Personnel Total:	$ 135,240	$ 139,140	$ 140,640	$ 141,640	
Communications					
Postage	$ -	$ -	$ -	$ -	Covered by HQ
Telecommunications	$ 1,300	$ 1,300	$ 1,300	$ 1,300	
Data Lines	$ 5,545	$ 5,545	$ 5,545	$ 5,545	Budgeted to be paid from RLTA P1 State Aid
Communications Total:	$ 6,845	$ 6,845	$ 6,845	$ 6,845	
Materials					
Books	$ 13,827	$ 13,827	$ 13,827	$ 13,827	
Audiovisual	$ 6,206	$ 6,206	$ 6,206	$ 6,206	
Periodicals	$ 1,250	$ 1,250	$ 1,250	$ 1,250	
Database platforms	$ -	$ -	$ -	$ -	Currently covered by HQ
Shared Collections	$ 1,141	$ 1,141	$ 1,141	$ 1,141	
Shared eMaterials	$ 2,852	$ 2,852	$ 2,852	$ 2,852	
Supplemental processing	$ 450	$ 450	$ 450	$ 450	
Supplies	$ 1,000	$ 1,000	$ 1,000	$ 1,000	
Total Materials	$ 26,726	$ 26,726	$ 26,726	$ 26,726	
Technical Support	$ 6,277	$ 6,277	$ 6,277	$ 6,277	
Technical Services Total:	$ 6,277	$ 6,277	$ 6,277	$ 6,277	
Delivery					
Operating	320	320	320	320	
Capital	400	400	400	400	
Delivery Total:	720	720	720	720	
Branch TOTAL	$ 176,658	$ 180,558	$ 182,058	$ 183,058	
Total with City COVID19 Fund Balance Offset					
City Levy Request	$ 14,800	$ 15,125	$ 15,260	$ 15,340	
City ARR Reserve	$ 255	$ 255	$ 255	$ 255	**Automation Reserve and Replacement**
% Levy Increase over 2024 >		2.2%	3.1%	3.6%	
Branch Costs not Paid by City Levy:	$ 156,313	$ 159,888	$ 161,253	$ 162,173	
Revenue	0	0	0	0	
	-5545	-5545	-5545	-5545	**From RLTA reserve**

2025 Operating Budget Walker: 1st Draft with COLA Options

Highlights:

	2024 Approved	2025 2%	2025 3%	2025 4%	
City KRL Board	$ 850	$ 850	$ 850	$ 850	
Personnel					
Wages	$ 115,500	$ 124,000	$ 125,000	$ 126,500	
Health Plan and Supplement	$ 12,840	$ 15,240	$ 15,240	$ 15,240	
Training and Development	$ 1,600	$ 1,600	$ 1,600	$ 1,600	
Personnel Total:	$ 129,940	$ 140,840	$ 141,840	$ 143,340	
Communications					
Postage	$ -	$ -	$ -	$ -	
Telecommunications	$ 600	$ 670	$ 670	$ 670	
Data Lines	$ 2,797	$ 2,797	$ 2,797	$ 2,797	Budgeted to be paid from RLTA P1 State Aid
Communications Total:	$ 3,397	$ 3,467	$ 3,467	$ 3,467	
Materials					
Books	$ 16,825	$ 16,825	$ 16,825	$ 16,825	
Audiovisual	$ 7,247	$ 7,247	$ 7,247	$ 7,247	
Periodicals	$ 1,000	$ 1,000	$ 1,000	$ 1,000	
Database platforms					
Shared Collections	$ 1,008	$ 1,008	$ 1,008	$ 1,008	Removing rotating audio, put $ towards sharec
Shared eMaterials	$ 2,520	$ 2,520	$ 2,520	$ 2,520	
Supplemental processing	$ 350	$ 350	$ 350	$ 350	
Supplies	$ 1,000	$ 1,000	$ 1,000	$ 1,000	
Software and licences	$ -	$ -	$ -	$ -	
Total Materials	$ 29,950	$ 29,950	$ 29,950	$ 29,950	
Technical Support	$ 5,511	$ 5,511	$ 5,511	$ 5,511	
Technical Services Total:	$ 5,511	$ 5,511	$ 5,511	$ 5,511	
Delivery					
Operating	320	320	320	320	
Capital	400	400	400	400	
Delivery Total:	720	720	720	720	
Branch TOTAL	$ 170,368	$ 181,338	$ 182,338	$ 183,838	
Total with City COVID19 Fund Balance Offset					
City Levy Request	$ 17,500	$ 18,620	$ 18,725	$ 18,885	
City ARR Reserve	$ 406	$ 406	$ 406	$ 406	
% Levy Increase over 2024 >		6.4%	7.0%	7.9%	
Branch Costs not Paid by City Levy:	$ 150,071	$ 159,921	$ 160,816	$ 162,156	
Additional Contributing Revenue					
	0	0	0	0	
	$ (2,797)	$ (2,797)	$ (2,797)	$ (2,797)	**From RLTA reserve**

2025 Operating Budget Hubbard County: 1st Draft with COLA Options

Highlights:

	2024 Approved	2025 2%	2025 3%	2025 4%	
Expense					
KRL Board	$ 850	$ 850	$ 850	$ 850	
Outreach					
Operating	$ 22,608	$ 22,608	$ 22,608	$ 22,608	
Capital	$ -	$ -	$ -	$ -	
Total:	$ 22,608	$ 22,608	$ 22,608	$ 22,608	
Branch Library: Park Rapids					
Personnel	$ 245,980	$ 251,880	$ 253,880	$ 255,880	
Communications	$ 4,430	$ 4,505	$ 4,505	$ 4,505	
Materials	$ 51,850	$ 51,897	$ 51,897	$ 51,897	
Technical Services	$ 11,146	$ 11,146	$ 11,146	$ 11,146	
Delivery	$ 720	$ 720	$ 720	$ 720	
City KRL Board	$ 850	$ 850	$ 850	$ 850	
Total:	$ 314,976	$ 320,998	$ 322,998	$ 324,998	
County Total:	$ 338,434	$ 344,456	$ 346,456	$ 348,456	
Revenue					
City Levy Requests					
Park Rapids	$ (52,700)	$ (53,700)	$ (54,000)	$ (54,400)	
City Levy Request Total	$ (52,700)	$ (53,700)	$ (54,000)	$ (54,400)	
County Levy Request:	$ 248,711	$ 260,968	$ 262,668	$ 264,268	
% Increase over 2024 >		4.9%	5.6%	6.3%	
Additional Contributing Revenue					
	$ -	$ -	$ -	$ -	KRLS health insurance carryover re
	$ (28,941)	$ (21,706)	$ (21,706)	$ (21,706)	**Contributions from County Levy I**
	-3805	-3805	-3805	-3805	RLTA Reserve
	-4277	-4277	-4277	-4277	Contribution from Outreach Reserve

2025 Operating Budget Park Rapids: 1st Draft With COLA Comparisons

Highlights:

Expense

	2024 Approved	2025 2%	2025 3%	2025 4%
KRL Board	$ 850	$ 850	$ 850	$ 850
Personnel				
Wages	$ 213,000	$ 216,500	$ 218,500	$ 220,500
Health Plan and Supplement	$ 30,480	$ 32,880	$ 32,880	$ 32,880
Training and Development	$ 2,500	$ 2,500	$ 2,500	$ 2,500
Personnel Total:	$ 245,980	$ 251,880	$ 253,880	$ 255,880
Communications				
Postage	$ -	$ -	$ -	$ -
Telecommunications	$ 625	$ 700	$ 700	$ 700
Data Lines	$ 3,805	$ 3,805	$ 3,805	$ 3,805
Communications Total:	$ 4,430	$ 4,505	$ 4,505	$ 4,505
Materials				
Books	$ 29,991	$ 29,991	$ 29,991	$ 29,991
Audiovisual	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Periodicals	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Database platforms	$ -	$ -	$ -	$ -
Shared Collections	$ 2,516	$ 2,516	$ 2,516	$ 2,516
E-materials	$ 6,290	$ 6,290	$ 6,290	$ 6,290
Supplemental processing	$ 453	$ 500	$ 500	$ 500
Supplies	$ 1,100	$ 1,100	$ 1,100	$ 1,100
Total Materials	$ 51,850	$ 51,897	$ 51,897	$ 51,897
Technical Services				
Technical Support	$ 11,146	$ 11,146	$ 11,146	$ 11,146
Technical Services Total:	$ 11,146	$ 11,146	$ 11,146	$ 11,146
Delivery				
Thursday delivery route				
Operating	$ 320	$ 320	$ 320	$ 320
Captial (van replacement)	$ 400	$ 400	$ 400	$ 400
Total Delivery:	$ 720	$ 720	$ 720	$ 720
Branch TOTAL	$ 314,976	$ 320,998	$ 322,998	$ 324,998
City Levy Request	$ 52,700	$ 53,700	$ 54,000	$ 54,400
City ARR Reserve	$ 3,601	$ 3,601	$ 3,601	$ 3,601
% Levy Increase over 2024 >		1.9%	2.5%	3.2%
Branch Costs not Paid by City Levy:	$ 258,471	$ 263,493	$ 265,193	$ 266,793
	$ -	$ -	$ -	$ -
	-3805	-3805	-3805	-3805 Transfer from RLTA Reserve (budgtec

2025 Operating Budget Wadena County: 1st Draft with COLA Options

Highlights:

	2024 Approved	2025 2%	2025 3%	2025 4%
Expense				
KRL Board	$ 850	$ 850	$ 850	$ 850
Outreach				
Operating	$ 44,983	$ 44,983	$ 44,983	$ 44,983
Capital	$ -	$ -	$ -	$ -
Total:	$ 44,983	$ 44,983	$ 44,983	$ 44,983
Branch Library: Wadena				
Personnel	$ 192,080	$ 198,080	$ 199,580	$ 201,080
Communications	$ 4,622	$ 4,697	$ 4,697	$ 4,697
Materials	$ 28,392	$ 28,392	$ 28,392	$ 28,392
Technical Services	$ 8,893	$ 8,893	$ 8,893	$ 8,893
Delivery	$ 720	$ 720	$ 720	$ 720
City KRL Board	$ 850	$ 850	$ 850	$ 850
Total:	$ 235,557	$ 241,632	$ 243,132	$ 244,632
County Total:	$ 281,390	$ 287,465	$ 288,965	$ 290,465
Revenue				
City Levy Requests				
Wadena	$ (89,400)	$ (91,725)	$ (92,265)	$ (92,890)
City Levy Request Total	$ (89,400)	$ (91,725)	$ (92,265)	$ (92,890)
County Levy Request:	$ 141,961	$ 155,047	$ 156,007	$ 156,882
% Increase over 2024 >		9.2%	9.9%	10.5%
Transfers from reserves	$ -	$ -	$ -	$ -
	-3222	**-3222**	**-3222**	**-3222** From RLTA reserve
	-37344	-28008	-28008	-28008 KRLS County Levy Buydown Prog
	-9463	-9463	-9463	-9463 Contributions from Outreach reser

2025 Operating Budget Wadena: 1st Draft With COLA Comparisons

Highlights:

Expense

	2024 Proposed	2025 2%	2025 3%	2025 4%	
KRL Board	$ 850	$ 850	$ 850	$ 850	
Personnel					
Wages	$ 159,500	$ 165,500	$ 167,000	$ 168,500	2 FT, 3 PT staff
Health Plan and Supplement	$ 30,480	$ 30,480	$ 30,480	$ 30,480	2 FT staff and 2 PT Insurance stipend
Training and Development	$ 2,100	$ 2,100	$ 2,100	$ 2,100	Increasing cost of conference attendance
Personnel Total:	$ 192,080	$ 198,080	$ 199,580	$ 201,080	
Communications					
Postage	$ -	$ -	$ -	$ -	Covered by HQ
Telecommunications	$ 1,400	$ 1,475	$ 1,475	$ 1,475	adding caller ID
Data Lines	$ 3,222	$ 3,222	$ 3,222	$ 3,222	NW Links - Paid from RLTA P1 funds
Communications Total:	$ 4,622	$ 4,697	$ 4,697	$ 4,697	
Materials					
Books	$ 16,500	$ 16,500	$ 16,500	$ 16,500	
Audiovisual	$ 5,000	$ 5,000	$ 5,000	$ 5,000	DVD/CD/Audiobook
Periodicals	$ 850	$ 850	$ 850	$ 850	Newspapers/Magazine
Database platforms	$ -	$ -	$ -	$ -	Currently covered by HQ
Shared Collections	$ 1,512	$ 1,512	$ 1,512	$ 1,512	Rotating large print and audiobooks
E-materials	$ 3,780	$ 3,780	$ 3,780	$ 3,780	eMaterial platform and portion of eAudio
Supplemental processing	$ 150	$ 150	$ 150	$ 150	To catalog and process donated and misc. materi
Supplies	$ 600	$ 600	$ 600	$ 600	Library supplies
Total Materials	$ 28,392	$ 28,392	$ 28,392	$ 28,392	
Technical Services					
Technical Support	$ 8,893	$ 8,893	$ 8,893	$ 8,893	
Technical Services Total:	$ 8,893	$ 8,893	$ 8,893	$ 8,893	
Delivery					
Thursday delivery route					Thursday delivery dropped
Operating	$ 320	$ 320	$ 320	$ 320	
Captial (van replacement)	$ 400	$ 400	$ 400	$ 400	
Total Delivery:	$ 720	$ 720	$ 720	$ 720	
Branch TOTAL	$ 235,557	$ 241,632	$ 243,132	$ 244,632	
City Levy Request	$ 89,400	$ 91,725	$ 92,265	$ 92,890	
City ARR Reserve	$ 1,374	$ 1,374	$ 1,374	$ 1,374	**Automation Reserve and Replacement**
% Levy Increase over 2024 >		2.6%	3.2%	3.9%	
Branch Costs not Paid by City Levy:	$ 142,935	$ 146,685	$ 147,645	$ 148,520	
Additional Contributing Revenue	$ - -3222	$ - -3222	$ - -3222	$ - -3222	from RLTA reserve, budgted RLTA P1

7a Old Delivery Van Disposal

Action Request: For Board discussion and approval.

In January, the delivery vehicle was involved in an accident, which accelerated the scheduled and budgeted timeline for replacement of the vehicle. KRLS staff continued to use the van while waiting for the delivery of a new vehicle which was put into service on Monday, July 8. The insurance claim for the accident was put on hold while staff determined the timeline for vehicle replacement. But now that the new vehicle has arrived, we can discuss disposal of the old vehicle.

The insurance claim determined that the vehicle is a total loss and made two settlement offers: one for settlement before salvage (in which the insurance company keeps the vehicle), and one for settlement after salvage (in which KRLS keeps the vehicle). The settlement before salvage total is $10,481.29 (including $689.29 sales tax – KRLS is requesting that the sales tax be removed, as a tax-exempt organization), while the settlement after salvage total is $5,707.29 (again with the $689.29 sales tax that we are requesting be removed).

At the time of purchasing our new vehicle, Kimber Creek offered $1,000 for a trade-in on the old vehicle. KRLS could also keep and try to sell the old vehicle, but with it being deemed a total loss by insurance and having a salvage title on it, it may not be worth the effort of listing it or finding another buyer.

I recommend accepting the total loss before salvage offer in the range of $10,481.29 (sales tax included) to $11,170.58 (sales tax removed) from Auto-Owners Insurance. please see attached documentation for details.

Auto-Owners INSURANCE
LIFE · HOME · CAR · BUSINESS

Minnesota Regional Team
PO Box 64358 | St Paul MN 55164-9897
8574 Eagle Point Circle | Lake Elmo MN 55042-8647
p. 800.332.2886 | f. 855.376.5174 | auto-owners.com
MNRegionalClaims.clm@aoins.com

June 14, 2024

Kitchigami Regional Library
PO Box 84
Pine River, MN 56474

RE:	Insured	:	Kitchigami Regional Library
	Policy No.	:	
	Claim No.	:	
	Date of Loss	:	01/22/2024

Dear Melissa,

It has been determined that your 2019 Ford Transit is a total loss. Enclosed are the calculations regarding the total losses to your 2019 Ford Transit.

The ***Amount of Settlement, before Salvage*** represents the amount of the settlement should you choose to not retain the vehicle. The ***Amount of Settlement, after Salvage*** represents the amount of the settlement should you choose to retain the vehicle.

If you decide to not keep the vehicle, please have the listed owner(s) on the title sign the "Seller's Signature" line on the front of the title, and send to us along with the lien release card (if one applies).

If you decide to keep the vehicle, you may need to send the vehicle title to us so we may stamp it "salvage", after which we will then return it to you.

Please contact our office if you have further questions.

Sincerely,

Rosemary Mejia

Auto-Owners Insurance Company
Rosemary Mejia, Branch Claim Representative
Phone: 1(800) 332-2886 Ext. 50941
Mejia.rosemary@aoins.com

Vehicle: 2019 FORD TRANSIT T-350

Total Loss Financials	
Initial Settlement Offer	06/12/2024
Appraisal ACV	$10,026.00
Actual Cash Value	$10,026.00
State Sales Tax	6.875
	$689.29
County Sales Tax	
City Sales Tax	
License/Title Fees	$36.00
Miscellaneous Fees	
Registration Fees	$230.00
Owner Retaining Salvage	No
Subtotal	**$10,981.29**
Less Deductible	$500.00
Total Settlement	**$10,481.29**
Advance Payments	
Lienholder Settlement	**$0.00**
Owner Settlement	**$10,481.29**

Vehicle: 2019 FORD TRANSIT T-350

Total Loss Financials	
Initial Settlement Offer	06/12/2024
Appraisal ACV	$10,026.00
Actual Cash Value	$10,026.00
State Sales Tax	6.875
	$689.29
County Sales Tax	
City Sales Tax	
License/Title Fees	$36.00
Miscellaneous Fees	
Registration Fees	$230.00
Owner Retaining Salvage	Yes
Subtotal	**$10,981.29**
Less Deductible	$500.00
Less Salvage	$4,774.00
Total Settlement	**$5,707.29**
Advance Payments	
Lienholder Settlement	**$0.00**
Owner Settlement	**$5,707.29**

7b Hoopla Budget Update

Action Request: For Board info and discussion.

In January 2024 the board approved an increase in monthly Hoopla checkouts from 3 to 5 with the goal of monitoring patron usage and adjusting the budget as needed. The Board also approved creating a Hoopla reserve to cover costs over budget for 2024. Over the last year, Hoopla monthly costs have been:

MONTH	TOTAL SPENT
Jul 2023	$8,708.26
Aug 2023	$9,296.43
Sep 2023	$9,339.94
Oct 2023	$9,870.39
Nov 2023	$9,272.87
Dec 2023	$9,416.80
Jan 2024	$11,235.33
Feb 2024	$13,150.93
Mar 2024	$14,173.62
Apr 2024	$14,466.84
May 2024	$14,916.36
Jun 2024	$14,861.61

If this general trend continues, the 2024 Hoopla expenditures are expected to reach $165k-173k. The total budget for ematerials approved for 2024 was $222,683; CloudLibrary materials have so far this year cost KRLS $17,240.28 – if that trend continues for the rest of year we'd anticipate about $35k in total costs for CloudLibrary. Overall, we anticipate being under budget for ematerials based on those trends and will adjust our CloudLibrary purchasing to take full advantage of the funding available to us. The $200,000 Hoopla Overage reserve will remain in place to protect from budget overages on that patron-activity-driven platform and will be re-assessed in the 2025 HQ/Regional Budget development process.

2024 Hoopla Costs by Month		
Jan-24	$11,235.33	
Feb-24	$13,150.93	
Mar-24	$14,173.62	
Apr-24	$14,466.84	
May-24	$14,916.36	
Jun-24	$14,861.61	
	$82,804.69	2024 Hoopla Actual Costs January-June
	$13,800.78	2024 Monthly average Hoopla costs
	$82,804.69	July-Dec anticipated costs using average monthly cost for 2024
$165,609.38	2024 Anticipated Hoopla Costs using monthly average	
	$89,498.16	July-Dec anticipated costs using maximum monthly cost so far in 2024
$172,302.85	2024 Anticipated Hoopla Costs using maximum monthly cost so far in 2024	

2024 Cloud Library Costs		
	$17,240.28	January-June actual costs
$34,480.56	2024 Anticipated CloudLibrary costs based on Jan-June usage	

$200,089.94	**2024 Anticipated Total Ematerials cost using Hoopla monthly average**
$206,783.41	**2024 Anticipated Total Ematerials cost using Hoopla maximum monthly cost so far in 2024**

7c Walker IT Infrastructure Proposal

Action Request: For Board approval of the Deerwood proposal of $12,853 for equipment upgrades at the Dale & Harriet Jones Walker Public Library

Sometime this fall, the new Dale & Harriet Jones Walker Public Library will open, and staff are working to finalize details on the new building. Some network infrastructure upgrades are necessary due to hardware being out of warranty with the manufacturer. (See Deerwood proposal for warranty/service date information for the existing hardware.) In order to create the best possible IT network environment for the new library, Deerwood recommends approving the following proposal.

Other recent network infrastructure upgrade projects were well-timed to take advantage of outside funding opportunities (ARPA/NWLinks for the new Wadena Public Library and for improvements at Longville, Pine River, and Park Rapids). In the absence of outside funding for this project, I recommend KRLS take on the cost of this network infrastructure upgrade and assist the Dale & Harriet Jones Walker Public Library in meeting its IT needs for its new space.

Deerwood TECHNOLOGIES
IT Security for Business

Walker New Library - Network Infrastructure

Quote #DTQ005322 v1

Prepared For:
Kitchigami Regional Library System
Melissa Whatley
203 Tower Avenue PO Box 550
Walker, MN 56484

P: (218) 587-2171
E: whatleym@krls.org

Prepared By:
Deerwood Technologies, Inc.
Jim Mayne
21301 Archibald Road PO Box 393
Deerwood , MN 56444-0393

P: 218-394-5001
E: Jim.Mayne@deertech.com

Date Issued:
06.14.2024
Expires:
07.14.2024

Products	Price	Qty	Ext. Price
Walker Library Assumptions/Recommendations ISP Bandwidth: 200MB Existing infrastructure - end-of-life / end-of-support:/ most out of warranty • **Sonicwall TZ-400 - Deployed: August/Sept 2016 - Warranty Expiration: 8/29/2022** • **HP V1910-24G - Deployed: 7/25/2012 - Warranty Expiration: 7/24/2015** • **HP Aruba Access Point (1) - Deployed: 10/5/2016** • **Eaton 5P750 UPS - Deployed: 3/29/2016 - Warranty Expiration: 2/7/2019** Recommendation: • Upgrade/refresh network and power infrastructure to ensure technology supports security and connectivity to achieve library mission/goals			
Fortinet FortiGate Network Security/Firewall Appliance - 3 Year 24x7 FortiCare, FortiCloud, FortiGuard (Unified Threat Protection)	**$2,427.00**	**1**	**$2,427.00**
Fortinet FortiSwitch Ethernet Switch - 48 Ports - Manageable - Layer Supported - Modular - 895.70 W Power Consumption - 370 W PoE Budget - Optical Fiber, Twisted Pair - 1U High - Rack-mountable - 3-year FortiCare Support	**$3,331.00**	**1**	**$3,331.00**
Fortinet FortiAP 802.11ax 1.73 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 2 x Network (RJ-45) - Gigabit Ethernet - 17 W - Ceiling Mountable, Wall Mountable, Rail-mountable - 3-year FortiCare Support	**$507.00**	**3**	**$1,521.00**
Eaton Tower UPS - Tower - 5 Minute Full Load Stand-by - 110 V AC Input - 10 x NEMA 5-15R - Network Card - 5 Year Extended Warranty	**$1,374.00**	**1**	**$1,374.00**
	Subtotal		**$8,653.00**

Services	Price	Qty	Ext. Price
Network Engineering Configure routing, access control and Unified Threat Management/CIPA filtering. Fully test connectivity. Configure network switch, VLANs, and subnets. Configure secure business and guest wireless networks. Test basic local network and internet wireless connectivity and security policies. Configure UPS for network management, monitoring and alerting. Site visit to client location. Deliver, install, and test new network equipment and UPS.	$4,200.00	1	$4,200.00
	Subtotal		**$4,200.00**

Quote Summary	Amount
Products	$8,653.00
Services	$4,200.00
Total:	**$12,853.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Acceptance

Deerwood Technologies, Inc.



Jim Mayne

Signature / Name

06/14/2024

Date

Kitchigami Regional Library System

Signature / Name Initials

Date

MINUTES
Council - Public Hearing Meeting

6:00 PM - Monday, July 22, 2024
City Hall, 8 Summit Drive, Blackduck MN

The Council - Public Hearing of the City of Blackduck was called to order on Monday, July 22, 2024, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

COUNCILORS PRESENT:	Councilor Nicholas Seitz, Councilor Donald Johnson, and Council member Ronald Fredrickson
COUNCILORS EXCUSED:	Mayor Maxwell Gullette and Councilor Laurie Hamilton
STAFF PRESENT:	City Administrator Christina Regas, Public Works Director Mike Schwanke, and Golf Director Misty Frenzel
OTHERS PRESENT:	Caleb Strandlie, Widseth, Jon Roscoe, Miller McDonald, Carmen, George, & Matthew Zaleski Residents

1 CALL TO ORDER

a) Vice Mayor Johnson called the public hearing to order.

2 PUBLIC HEARING AGENDA

a) Description of Project for Public Hearing - Conditional Use Permit 2024-01 - Taler Taurigny - 217 Main St. S.
Administrator Regas provided background on the public hearing for a Conditional Use Permit for Taler Taurigny for 217 Main St. S. after which provided Vice Mayor Johnson opportunity to call for questions or comments.

b) General Questions & Answers from Public
Vice Mayor called for questions from the public.

Carmen Zaleski stated their support for the approval of the conditional use permit stating Taurigny is a good person and will provide a great addition to the city with his business and family.

Vice Mayor called for questions from the public for a second time.

Council member Fredrickson stated he was in favor of the approval of the conditional use permit noting several businesses began in Blackduck with residential living within a commercial business.

Vice Mayor called for questions from the public for a third time.

There were no further questions.

3 ADJOURNMENT

a)

1

Ronald Fredrickson moved to adjourn the public hearing and open the regular work session at 6:06pm Nicholas Seitz seconded the motion.

Carried 3 to 0

Nicholas Seitz	For
Donald Johnson	For
Ronald Fredrickson	For

Christina Regas, City Administrator

Maxwell Gullette, Mayor

MINUTES
Council - Work Session Meeting

6:00 PM - Monday, July 22, 2024
City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, July 22, 2024, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

COUNCILORS PRESENT:	Councilor Nicholas Seitz, Councilor Donald Johnson, and Council member Ronald Fredrickson
COUNCILORS EXCUSED:	Mayor Maxwell Gullette and Councilor Laurie Hamilton
STAFF PRESENT:	City Administrator Christina Regas, Public Works Director Mike Schwanke, and Golf Director Misty Frenzel
OTHERS PRESENT:	Caleb Strandlie, Widseth, Jon Roscoe, Miller McDonald, and George, Carmen and Matthew Zaleski residents

1 CALL TO ORDER

a) Roll Call
Administrator Regas took roll call of those present to the meeting.

b) Pledge of Allegiance
Vice Mayor Johnson opened the work session at 6:06pm and dispensed with the pledge of allegiance.

2 APPROVAL OF AGENDA

a)

Nicholas Seitz moved to approve the agenda as presented Ronald Fredrickson seconded the motion.

Carried 3 to 0

Nicholas Seitz	For
Donald Johnson	For
Ronald Fredrickson	For

3 ORDINANCE AMENDMENT - FIRST READING

a) First Reading - Ordinance Amendment 2024-01, An Ordinance amending Chapter 11, Licensing, revising Section 1150 Rental Licensing
Administrator Regas provided the first reading of Ordinance Amendment 2024-01 into the record.

There were no questions or comments from the public.

4 OLD BUSINESS

a) FY2023 Financial Audit Presentation - Jon Roscoe, Miller McDonald

Jon Roscoe provided an overview of the financial statement for 2023 and took questions from the board members and public. Roscoe further stated the City of Blackduck was required to conduct a federal audit due to the USDA loan for the public facility and no deficiencies were noted. Roscoe commented on 2023 deficiencies and those that repeat each year due to lack of segregation of duties which is common in a City of the size of Blackduck. Roscoe recommends monitoring and review processes as much as possible to avoid adjustments.

Council member Fredrickson requested a correction to the listed Vice Mayor for 2023 noting the designated council member was not accurate.

b) PER / ER Report Updates - Widseth

There were no updates.

c) Kitchigami Regional Library Capital Appropriation Project & Feasibility Study -

Regas reviewed the feasibility study with council members and highlighted the section regarding updating the existing floor plan and/or an addition to the building with cost estimates. Regas requested feedback from the council and stated the library board members had not received the document. Council member Fredrickson stated overall assumption was the existing structure size is not adequate and the city should not consider any other option but to add on. Fredrickson further stated that only 800sq. feet seems too small for the cost estimates to consider. Fredrickson continued stating the estimates for retrofitting the existing space also seem very high and if the city is going to renovate then having the addition appears a better path. Fredrickson would like to see more estimates on retrofitting the existing space and an addition before moving forward.

Council members in attendance to the work session requested the topic be discussed at the August work session and requested the Library board members attend and provides time to review the report prior to August 19. Nothing further at this time.

d) Blackduck Co-op Railbank Conveyance Property - updates

Regas reports the state offices are continuing review of assessed value to the additional section of land to convey and will provide updates in late August.

e) Historic Black Duck and Lions Duck Restoration Project -

Regas reports the project has taken a few turns in recent days. Regas reports the City received a $10,000 grant from Blandin to complete the beautification of the land surrounding the statute. Regas further provided notice to council that Jensen Conservation had to terminate their contract for services to do personal reasons. Regas sought out additional recommended conservator businesses and provided two vendors from Minneapolis that were interested in completing the restoration. Regas stated that both vendors want to complete their own assessment of the statues for restoration as the existing review from Jensen Conservation was not detailed enough. Regas is seeking guidance and feedback on how to proceed. Regas stated the vendors could complete the assessment in 2024 but not complete the restoration until 2025. Council members agreed it would be best to have a conservator complete the restoration and requested Regas select one of the two. Regas stated she will contact KCI for an assessment.

f) Blackduck City Hall Repairs - USDA & Beltrami Electric Partnership & Feasibility Study

Regas provided the feasibility study on City hall for discussion. Regas summarized the study by stating the City should complete the plans from the main street demolition plans and complete the water intrusion plans from 2023 and that with fixing the roof would stop the water issues. Fredrickson believed the water intrusion, completion of the north wall and flashing on the wall is the priority of the City. Fredrickson also states the scupper isn't working and the roof replacement is needed. Fredrickson also stated that neighboring property has no water direction from that

Page 2 of 4

roof away from the building. Regas states the need to understand more needs to the neighboring property if the parapet comes down. Regas was not surprised at the costs estimates to repair the roof and exterior of the building. Regas called attention to the cost estimates and the timelines for all repairs noting the full repairs could cost up to $700,000. Fredrickson states the city should minimize what is done to the basement since there will be no activity. Regas asked for guidance as the narrative for BEC REDGL program needs completion and the shared 20% would need to be agreed to based on the renovations agreed to. Regas also requested feedback based on the study if the city will continue with the restoration path or scrap it and move forward with a new building. Councilor Johnson states the costs increase when an old building is being retrofitted. Johnson further stated that even with the retrofitting the city still has a 100 year old building. Johnson states the water control issues will take most of the costs and Johnson is on the side of Schwanke to build new instead. Schwanke stated the owner of the vacant Main Street lot would sell it back to the City for the same price they bought it for. Schwanke states you can then build there and take the old city hall down. Regas stated the City would be responsible for the $186,000 from Deed for taken the other buildings down on top of costs to build new. Regas stated once a commercial building is constructed on the Main Street lot then half of the $186,000 is forgiven. Schwanke states it will still be cheaper. Regas asked the board members if the full council was present to tonight's work session where do they believe the full board would land regarding build new vs. renovate. Fredrickson could not comment without the Mayor and Hamilton. Councilor Seitz states the board would like to know what the costs for a new building would be and where will the funds come from. Seitz states funding has been exceeded on projects and has to stop spending at some point. Fredrickson states renovations could be staged at any amount of time and some items are grandfathered in due to the age of the building. Fredrickson states some items like the wiring could be budgeted for later years. Regas states the water infiltration and roof fix before anything else maintaining the building. Johnson asked to have the topic discussed further at the August 5th council meeting. Nothing further.

g) Combined Maintenance & Police Facility Warranty Punchlist - remaining items
Regas stated the punch list is still on old business as there is the FRP in the wash bay to discuss. Schwanke states now that the summer is halfway and has been use he reports the FRP has been peeling up. Strandlie states he will provide feedback.

h) MnDOT SP 0410-53 TH 71-Summit Ave. Lighting Agreement - update
Regas requested feedback on the replacement of the street lights for the MnDot 2027 Summit and TH71 intersection. Regas would like to inform Ethan if the city does want to replace the lights and retain them. Schwanke states it is cheaper for the city to replace the lights and should retain the old lights as they are 'not old'. Regas will provide feedback to MnDot. Nothing further.

5 NEW BUSINESS

a) Blackduck Boys and Girls Club Branch Kick Off & Support Request
Regas provided information regarding the Blackduck Branch opening and donation drive. Council members requested the topic be placed on the August 5, 2024 meeting agenda for discussion. Nothing further.

b) Main Lift Station Repairs - updates
Schwanke provided an update on the cost estimates to repair both pipes in the main lift station. Schwanke states the quote for parts and an estimate on labor is $24, 290. Schwanke states the city could save money and only repair one pipe however with the set up and labor needed to access the pipe and route the water that empties into the hole it is best to repair both. Regas stated the Sewer Replacement reserve fund was set up for this exact reason and should be used. Fredrickson asked for the balance of the fund. Regas stated that information could be provided on August 5, 2024 for consideration. Schwanke further stated the quote does not include the labor

to move the sewage around the pit while the pipes are being repaired. Schwanke is confident that between himself, MN Pump works, and Rural Water a plan will be established correctly and will try to provide closer costs for consideration. Nothing further.

6 ADJOURNMENT

a)

Nicholas Seitz moved to adjourn the meeting at 7:45pm Ronald Fredrickson seconded the motion.

Carried 3 to 0

Nicholas Seitz	For
Donald Johnson	For
Ronald Fredrickson	For

Christina Regas, City Administrator

Maxwell Gullette, Mayor

BLACKDUCK PLANNING MEETING

Regular Planning Meeting

Blackduck City Hall

July 24, 2024 @ 2pm

ROLL CALL:
Commissioners present: Christie Christian, Ernie Tindell, John Winnett, Ron Rockis, and Curt Cease

Commissioners Absent: n/a

Staff Present: Christina Regas

Meeting was called to order at 2:03pm

Approval of Minutes – *Moved by Tindell and seconded Cease by to approve the minutes of the June 26, 2024 meeting. Motion carried.*

Old Business –

Variance Permit Requests for Consideration –

a. Permit 2024-01 – Joyce Dalton – 348 4th St. SE – Consider recommendation of previously erected shed and carport outside setback requirements & refer to variance approval process.
    i. Regas provided a recap of the previous meeting highlights and reports meeting with Henry Dalton on site and measuring the road. Road is paltted 60'. Regas measured road from utility to utility (W-E) and reports distance is 45'. Regas states ROW would add an additional 15' (7.5' on each side). Regas reports carport is built inside ROW. Regas reports house was built in 1925 and on a hill with no other location for a carport. Regas reports public works were notified and staff does not have issue with location of carport. Regas recommends Planning Commission forgoe with the variance permiting process and approve the carport as erected.
        1. *Moved by Winnett and seconded by Tindell to approve the placement of the carport as is and provide no further requirements on the property owner. Motion carried.*
b. Permit 2024-02- Taler Tourigny – 217 Main St. S. – Consider recommendation of living quarters inside commercial building & refer to conditional use permit approval process.
    i. Regas reports the public hearing was held on July 22, 2024 and no adjacent property owners were against the conditional use permit application. Regas reports the Blackduck City Council will make final approval on August 5, 2024. Nothing further.

New Business –

2024 City Wide Clean-Up Feedback – Commissioner Christian requested history of the event how it was developed and what organization 'owns' the event. Regas reports the event began as a request

and idea of the Planning Commission and it has continued for 5-7 years now. Commissioner Christian requests the board consider alternate means of holding the event in coming years stating the amount of volunteer time and effort was placed on them in 2024 and how some participants were unsatisfied with the results noting items not being picked up. Winnett states 2024 was not manageable and there was a miss communication between transfer stations. Winnett states the Blackduck Station was not equipped to accept the items. Regas recommends a difference process in the future. Nothing further.

Adjourn – Moved by Commission Winnett and seconded by Commission Rockis to adjourn the planning meeting at 2:23pm. Motion carried.

August 5, 2024

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 08/05/2024	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 08/5/2024	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL (101)	$418,530.32	$9,670.03	$408,860.29	$130,602.88	.	#VALUE!	
POLICE RESTRICTED CASH	$6,468.99	$3,271.78	$3,197.21	$0.00	$0.00	$0.00	
CEMETERY (201)	($12,559.70)	$264.02	($12,823.72)	$5,885.33	$0.00	$5,885.33	
PERPETUAL CARE (202)	$14,097.11	$0.00	$14,097.11	$53,418.01	$0.00	$53,418.01	
SEWER MAINTENANCE (204)	$0.00	$0.00	$0.00	$63,718.69	$0.00	$63,718.69	
SEWER REPLACE. (205)	$0.00	$0.00	$0.00	$138,620.42	$0.00	$138,620.42	
SCDP REVOLVING LOAN FUND (207)	$0.00	$0.00	$0.00	$21,775.99	$0.00	$21,775.99	
FIRE DEPT RESERVE (TruckFund) (208)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
PINE TREE PARK (209)	$25,551.68	$1,169.38	$24,382.30	$4,601.74	$0.00	$4,601.74	
WATER SINKING FUND (212)	$0.00	$0.00	$0.00	$197,946.63	$0.00	$197,946.63	
PUBLIC WORKS RESERVE FUND (215)	$0.00	$0.00	$0.00	$3,424.46	$0.00	$3,424.46	
Fire Dept Special Equip Fund (216)	$573,860.40	$0.00	$573,860.40	$8,407.31	$0.00	$8,407.31	
2018 Revolving Loan Fund (250)	$0.00	$0.00	$0.00	$322,062.64	$7,218.00	$314,844.64	
1989 Go Bond (301)	$195.23	$0.00	$195.23	$0.00	$0.00	$0.00	
2006 GO BOND (307)	$245.48	$0.00	$245.48	$0.00	$0.00	$0.00	
2009A Refunding Bond (309)	$51,376.15	$0.00	$51,376.15	$13,942.37	$0.00	$13,942.37	
2011 Industrial Lane IntraLoan (311)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
2014A Disposal System Loan (314)	$24,386.40	$0.00	$24,386.40	$0.00	$0.00	$0.00	
2017A Disposal System Project/Sum/Main (316)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
2017A Disposal Sys Loan (317)	$17,752.03	$0.00	$17,752.03	$0.00	$0.00	$0.00	
2017 PFA Debt Sys Bond Debt Service (320)	$77,761.88	$4,750.00	$73,011.88	$0.00	$0.00	$0.00	
2018 Frontage/Pine Ave Internal Loan (325)	$16,151.04	$0.00	$16,151.04	$0.00	$0.00	$0.00	
2024A Gen. Obligation Equipment Project fund (330)	$1,300.00	$0.00	$1,300.00	$0.00	$0.00	$0.00	
2024A Gen. Obligation Equipment Debt Fund (331)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
TAX INCREMENT FINANCING (376)	$20,949.05	$0.00	$20,949.05	$133,267.20	$0.00	$133,267.20	
Blackduck HRA Fund (210)	$22,844.78	$0.00	$22,844.78	$0.00	$0.00	$0.00	
2022 CIP Project Fund (380) *PW/PS Facility*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
2023A Go Bond (381)	($8,962.46)	$0.00	($8,962.46)	$0.00	$0.00	$0.00	
2023B Go Bond (382)	($1,527.26)	$0.00	($1,527.26)	$0.00	$0.00	$0.00	
Capital Project Fund (401) *for city projects*	$41,198.62	$0.00	$41,198.62	($18,201.84)	$0.00	($18,201.84)	
WATER FUND (601)	$31,222.92	$1,612.03	$29,610.89	$0.00	$0.00	$0.00	
SEWER FUND (602)	$95,074.35	$5,067.34	$90,007.01	$0.00	$0.00	$0.00	
LIQUOR FUND (609)	$134,129.09	$84,520.58	$49,608.51	$0.00	$0.00	$0.00	
LIQUOR RENT FUND	$20,098.87	$0.00	$20,098.87	$0.00	$0.00	$0.00	
GOLF COURSE (613)	($197,653.24)	$9,042.58	($206,695.82)	$0.00	$0.00	$0.00	
Total:	**$1,372,491.73**	**$119,367.74**	**$1,253,123.99**	**$1,079,471.83**	**$7,218.00**	**$1,072,253.83**	**$2,325,377.82**

Transfers:

Fund Transfer from:	Fund transfer to:	Reason:	Amount of Transfer:	
General Fund DW Checking (101)	Cemetery Fund DW Checking (201)	Budgeted Transfer	$2,000.00	
Liquor Fund DW Checking (609)	Cemetery Fund DW Checking (201)	Budgeted Transfer	$3,500.00	
Perpetual Care DW Checking (202)	Cemetery Fund DW Checking (201)	Budgeted Transfer	$2,100.00	
Liquor Fund DW Checking (609)	Golf Fund DW Checking (613)	Budgeted Transfer	$10,000.00	
General Fund DW Checking (101)	Police Restricted Fund DW Savings (101)	Budgeted Transfer	$10,000.00	
General Fund DW Checking (101)	Fire Departmnet Truck Fund - DW Savings (208)	Budgeted Transfer	$30,000.00	
General Fund DW Checking (101)	Fire Department Special Equipment - DW Savings (216)	Budgeted Transfer	$5,000.00	Armer Radios

2024 Bond Payments:	Principal:	Interest:	Fees:	Total:	
Deed Loan Main Street Project #RDLP-21-0001-o-FY21 (250)	$5,656.98	$1,561.02	$0.00	$7,218.00	
PFA Loan Payment #MPFA-DWRF-L-022-FY17 (320)	$4,000.00	$750.00	$0.00	$4,750.00	
Golf Course Equipment Intern. Loan Rough Mower (613)	$1,603.40	$221.97	$0.00	$1,825.37	*included in bill total*
2023A General Obligation CIP Debt Service (381)	$25,950.49	$37,237.51	$0.00	$63,188.00	
2023B General Obligation CIP Debt Service (382)	$4,997.50	$6,587.50	$0.00	$11,585.00	

CITY OF BLACKDUCK

Monthly Bills

July 2024

Check Name	Amount
101 GENERAL FUND	
Marco Technologies LLC	$215.90
BELTRAMI ELECTRIC COOP	$2,069.29
BLACKDUCK AUTO PARTS, INC	$1,515.91
BLACKDUCK CO-OP	$149.29
BLACKDUCK LEEVERS FOODS	$45.86
BOGARTS REPAIR AND RECOVERY	$35.99
COLUMN SOFTWARE PBC	$82.28
EHLERS AND ASSOCIATES	$850.00
NORTHWOODS LUMBER CO	$361.43
PAUL BUNYAN COMMUNICATIONS	$507.51
QUILL CORPERATION	$395.54
RATWIK, ROSZAK & MALONEY, P.A.	$153.00
ROGER'S TWO WAY RADIO	$3,271.78
TIMBERLINE SPORTS, INC	$741.09
TOWNSHIP AND RANGE, LLC	$448.15
ULTIMATE SAFETY CONCEPTS	$1,320.00
VERIZON WIRELESS	$615.96
VESTIS	$162.83
101 GENERAL FUND	$12,941.81
201 CEMETERY FUND	
BLACKDUCK AUTO PARTS, INC	$264.02
201 CEMETERY FUND	$264.02
209 PINE TREE PARK FUND	
BELTRAMI ELECTRIC COOP	$426.84
BEMIDJI PAPER	-$48.33
DOBMEIER EXCAVATING	$400.00
JONS REFUSE SOLUTIONS INC	$360.87
LAUREL RIDLON	$30.00
209 PINE TREE PARK FUND	$1,169.38
250 2018 REVOLVING LOAN FUND	
MN DEPT OF EMPLOYMENT & ECONO	$7,218.00
250 2018 REVOLVING LOAN FUND	$7,218.00
320 2017A PFA DISP SYS BOND DEBT S	
MN PUBLIC FACILITIES AUTHORITY	$4,750.00
320 2017A PFA DISP SYS BOND DE	$4,750.00
601 WATER FUND	
Marco Technologies LLC	$165.52
BELTRAMI ELECTRIC COOP	$694.28
MN RURAL WATER ASSOCIATION	$420.00
PAUL BUNYAN COMMUNICATIONS	$77.22
THEIN WELL CO	$215.00
VERIZON WIRELESS	$40.01
601 WATER FUND	$1,612.03
602 SEWER FUND	
Marco Technologies LLC	$165.52
BELTRAMI ELECTRIC COOP	$4,356.66
BLACKDUCK AUTO PARTS, INC	$334.89
Gopher State One Call	$14.85
RMB ENVIRONMENTAL LABORATORIES	$195.42
602 SEWER FUND	$5,067.34
609 MUNICIPAL LIQUOR FUND	
Marco Technologies LLC	$215.33
ABSOLUTE ICE	$1,219.60
ASCAP	$319.61
BELTRAMI ELECTRIC COOP	$1,752.57
BEMIDJI COCA-COLA	$618.28
BEMIDJI PAPER	$489.55
BERNATELLOS	$294.00
Bernick Companies	$15,837.70
BLACKDUCK BOOSTERS	$150.00
BLACKDUCK CO-OP	$902.72
BLACKDUCK LEEVERS FOODS	$1,218.19
Breakthru Beverage	$6,074.92
DAHLHEIMER BEVERAGE BRAINERD	$734.80
D-S BEVERAGES, INC.	$13,856.24
GUARDIAN PEST CONTROL	$167.08
HEGGIES PIZZA LLC	$279.60
JOHNSON BROTHERS LIQUOR CO.	$6,263.13
JONS REFUSE SOLUTIONS INC	$375.40
MELISSAS CLEANING	$1,320.00
MIKINNON CO., INC	$3,610.25
MMBA (MN MUNICIPAL BEVERAGE)	$1,700.00
NEI BOTTLING INC	$1,091.55
NORTHWOODS LUMBER CO	$2.80
OLD DUTCH	$415.20
PAUL BUNYAN COMMUNICATIONS	$367.87
PERFORMANCE FOOD SERVICE	$9,168.02
Phillips Wine and Spirits	$3,304.01
PINNACLE MARKETING GROUP	$79.00
QUILL CORPERATION	$290.11
Southern Glazer's of MN	$4,581.36
TONY ROSSBERG	$46.00
US FOODs	$5,422.47
VESTIS	$1,085.72

Check Name	Amount
VINOCOPIA INC	$277.50
YOUR HOMETOWN HEMP CO.	$990.00
609 MUNICIPAL LIQUOR FUND	$84,520.58
613 GOLF COURSE	
ABSOLUTE ICE	$204.00
BELTRAMI ELECTRIC COOP	$519.44
BEMIDJI COCA-COLA	$607.80
Bernick Companies	$677.10
BLACKDUCK LEEVERS FOODS	$115.50
DEERWOOD BANK	$175.00
DOBMEIER EXCAVATING	$100.00
D-S BEVERAGES, INC.	$670.65
GIOVANNIS FROZEN PIZZA	$394.05
HORNUNGS	$124.55
JONS REFUSE SOLUTIONS INC	$108.73
MIKINNON CO., INC	$380.20
MN UNEMPLOYMENT INSURANCE	$316.52
MTI Distributing	$129.23
NEI BOTTLING INC	$983.71
NORTHWOODS LUMBER CO	$92.32
PAUL BUNYAN COMMUNICATIONS	$109.66
PERFORMANCE FOOD SERVICE	$746.34
PINNACLE MARKETING GROUP	$79.00
VERSATILE VEHICLES, INC	$388.20
VESTIS	$295.21
613 GOLF COURSE	$7,217.21
	$124,760.37

Sewer Fun

Year to Date Income Statement thru 7/31/2024

Sewer Operating Revenue:		Budget
Reimbursements	$28.47	$0.00
Interest Earnings	$1,619.10	$750.00
Sewer Sales	$122,332.83	$221,000.00
Farm Lease Agreement Revenue	$3,049.00	$6,098.00
Swr Penalty	$764.66	$1,500.00
Transfer from Money Market - ARPA Funds	$13,104.58	$1,500.00
Sewer Connet/Reconnect	$32.50	$0.00
Charges for Service	$6,425.00	$2,500.00
Total Sewer Revenues	**$147,356.14**	**$233,348.00**

Sewer Operating Expenditures:		Budget	Remaining
Full-Time Employees Regular	$58,907.56	$83,048.32	$24,140.76
Part-Time Employees	$1,739.88	$1,464.34	($275.54)
PERA	$4,646.29	$6,098.75	$1,452.46
FICA	$4,607.88	$6,220.73	$1,612.85
Employer Paid Health	$8,715.95	$13,788.31	$5,072.36
Office Supplies (GENERAL)	$233.69	$400.00	$166.31
Heating Fuel	$0.00	$1,000.00	$1,000.00
Electricity	$13,165.23	$20,500.00	$7,334.77
Training and Instruction	$0.00	$1,000.00	$1,000.00
Operating Supplies (GENERAL)	$741.77	$1,000.00	$258.23
Motor Fuels	$334.89	$2,000.00	$1,665.11
Lubricants and Additives	$101.99	$500.00	$398.01
Repairs/Maint Supply	$0.00	$1,500.00	$1,500.00
Equipment Parts	$0.00	$0.00	$0.00
Computer Supplies	$0.00	$850.00	$850.00
Merchandise Resale	$0.00	$0.00	$0.00
Building Repair Supply	$39.97	$0.00	($39.97)
Tires	$0.00	$1,500.00	$1,500.00
Small Tools	$0.00	$600.00	$600.00
Auditing and Acc't	$0.00	$3,500.00	$3,500.00
Architect Fees	$0.00	$0.00	$0.00
Legal Fees - for project	$0.00	$100.00	$100.00
Testing/Analysis	$843.05	$1,700.00	$856.95
Other Professional Services	$1,542.20	$4,000.00	$2,457.80
Telephone	$0.00	$0.00	$0.00
Postage	$0.00	$700.00	$700.00
Travel Expense	$63.45	$1,000.00	$936.55
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	$1,320.02	$2,732.72	$1,412.70
Property Insurance	$2,802.40	$6,522.18	$3,719.78
Other Insurance	$0.00	$0.00	$0.00
Automotive Insurance	$0.00	$0.00	$0.00
Workers Compensation	$3,688.21	$4,614.02	$925.81
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	$984.53	$10,000.00	$9,015.47
Repairs/Main Machinery/Equip	$0.00	$4,500.00	$4,500.00
Dues and Subscriptions	$4,262.40	$4,500.00	$237.60
Buildings & Structures - *ARPA Funds Liftstations*	$13,104.58	$0.00	($13,104.58)
Improvements other	$0.00	$0.00	$0.00
Refuse/Garbage Dispsal -	$0.00	$1,000.00	$1,000.00
Medical Fees	$0.00	$0.00	$0.00
Miscellaneous -	$0.00	$0.00	$0.00
Other Equipment *marco printer*	$748.16	$933.72	$185.56
Total Sewer Expenditures	**$122,594.10**	**$187,273.09**	**$64,678.99**

			Budget	Remaining
2019 Micro Loan Principal		$0.00	$0.00	$0.00
2019 Micro Loan Interest		$0.00	$0.00	$0.00
Debt Srv Principal 2014 Go Bond		$3,000.00	$3,000.00	$0.00
2023A Go Bond Principal		$12,286.43	$12,286.43	$0.00
2023A Go Bond Interest		$8,342.67	$8,342.67	$0.00
2023B Go Bond Principal		$2,436.40	$2,436.40	$0.00
2023B Go Bond Interest		$1,475.07	$1,475.07	$0.00
Depreciation/Capital Outlay		$0.00	$20,000.00	$20,000.00
	Total	**$27,540.57**	**$47,540.57**	**$20,000.00**
	Net Total	**($2,778.53)**	**$234,813.66**	**$84,678.99**

Water Fund

Year to Date Income Statement thru 7/31/2024

Water Operating Revenue:		Budget:
Water Meter Sales	$317.72	$0.00
Health Dept Charges	$21.64	$2,994.00
Penalties and Interest	$0.00	$0.00
Water Sales	$124,778.81	$251,000.00
Water Connect/Reconnect Fee	$182.50	$1,500.00
Water Penalty	$822.01	$1,750.00
Interest Earnings	$740.78	$890.00
Reimbursements	$40.70	$0.00
Total Water Revenues	**$126,904.16**	**$258,134.00**

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	$52,929.46	$77,305.05	$24,375.59
Full-Time Employees OT	$3,015.34	$2,000.00	($1,015.34)
Part-Time Employees	$1,154.09	$2,936.68	$1,782.59
PERA	$4,240.37	$6,018.13	$1,777.76
FICA	$4,336.59	$6,138.49	$1,801.90
Employer Paid Health	$8,345.39	$13,413.66	$5,068.27
Office Supplies (GENERAL)	$489.47	$400.00	($89.47)
Printed Forms	$0.00	$0.00	$0.00
Heating	$0.00	$1,000.00	$1,000.00
Electricity	$5,549.54	$12,000.00	$6,450.46
Computer Supplies	$0.00	$850.00	$850.00
Training and Instruction	$0.00	$1,000.00	$1,000.00
Operating Supplies (GENERAL)	$1,011.85	$2,600.00	$1,588.15
Cleaning Supplies	$0.00	$0.00	$0.00
Motor Fuels	$0.00	$1,500.00	$1,500.00
Lubricants and Additives	$0.00	$0.00	$0.00
Chemicals	$0.00	$0.00	$0.00
Chlorine	$5,515.52	$7,000.00	$1,484.48
Fluoride	$0.00	$1,300.00	$1,300.00
Repairs/Maint Supply	$596.53	$1,100.00	$503.47
Equipment Parts	$0.00	$0.00	$0.00
Building Repair Supply	$0.00	$0.00	$0.00
Utility Maint Supply	$0.00	$0.00	$0.00
Small Tools	$0.00	$500.00	$500.00
Merchandise for Resale	$328.08	$750.00	$421.92
Auditing and Acc't	$0.00	$3,500.00	$3,500.00
Legal fees -	$0.00	$200.00	$200.00
Testing/Analysis	$0.00	$0.00	$0.00
Professional Services	$0.00	$0.00	$0.00
Other Professional Services	$2,637.72	$1,000.00	($1,637.72)
Telephone	$320.93	$911.40	$590.47
Radio/communications Expense	$286.47	$480.12	$193.65
Internet	$294.00	$504.00	$210.00
Postage	$18.35	$1,100.00	$1,081.65
Travel Expense	$85.26	$1,000.00	$914.74
Other Equipment Rentals	$0.00	$0.00	$0.00
Legal Notices/Publications	$0.00	$0.00	$0.00
General Liability Insurance	$339.76	$645.32	$305.56
Property Insurance	$3,150.90	$6,095.88	$2,944.98
Workers Compensation	$2,990.41	$3,728.95	$738.54
Unemployment Paid	$0.00	$0.00	$0.00
Refuse/Garbage Disposal	$344.92	$350.00	$5.08
State Connection Fee	$1,374.00	$2,994.00	$1,620.00
Repairs/Maint Building -	$0.00	$0.00	$0.00
Repairs/Maintenance Structure	$3,670.03	$12,000.00	$8,329.97
Repairs/Maintenance Machinery	$59.99	$2,500.00	$2,440.01
Dues and Subscriptions	$3,588.32	$4,000.00	$411.68
Uncolletable Checks/Bad Debt	$80.34	$100.00	$19.66
Medical Fees	$0.00	$0.00	$0.00
Office Equipment and furniture	$0.00	$0.00	$0.00
Other Equipment Marco Printer	$748.17	$933.72	$185.55
Miscellaneous -	$0.00	$0.00	$0.00
Bank Service Charges	$0.00	$150.00	$150.00
Total Water Expenditures	**$107,501.80**	**$180,005.40**	**$72,503.60**

Other Water Expenditures:		Budget	Remaining
Transfer Fr Other Fund	$0.00	$0.00	$0.00
2023A Go bond principal	$12,286.43	$12,286.43	$0.00
2023A Go Bond Interet	$8,342.67	$8,342.67	$0.00
2023B Go Bond Principal	$2,436.40	$2,436.40	$0.00
2023B Go Bond Interest	$1,475.07	$1,475.07	$0.00
Debt Service Bond Principal	$45,000.00	$45,000.00	$0.00
Debt Service Bond Interest	$14,610.00	$14,610.00	$0.00
Depreciation/Capital Outlay	$0.00	$13,000.00	$13,000.00
Total	**$84,150.57**	**$97,150.57**	**$13,000.00**
Net Total	**($64,748.21)**	**$277,155.97**	**$85,503.60**

Pine Tree Park
Year to Date Income Statement thru 7/31/2024

PTP Revenues -	2024	2023	2024 Budget
Reservation Fees	$511.00	$425.00	$750.00
Grants	$11,000.00	$11,000.00	$11,000.00
Camping Fees	$15,383.00	$16,878.00	$25,000.00
Other Revenue	$1,029.72	$0.00	$0.00
Transfer from Golf Course - mower	$10,500.00	$5,000.00	$0.00
Interest Earnings	$464.02	$52.33	$150.00
Total PTP Revenues	**$38,887.74**	**$33,355.33**	**$36,900.00**

PTP Expenditures	2024 YTD	2023 YTD	2024 Budget	Remaining
Full-Time Employees Regular	$4,537.59	$2,800.49	$6,224.46	$1,686.87
Part-Time Employees Regular	$1,554.99	$2,267.36	$3,177.36	$1,622.37
PERA	$351.86	$210.09	$580.47	$228.61
FICA	$465.97	$387.69	$592.08	$126.11
Employer Paid Health	$547.34	$424.43	$838.33	$290.99
Office Supplies	$0.00	$52.99	$0.00	$0.00
Electricity	$1,539.61	$1,285.62	$3,500.00	$1,960.39
Operating Supplies (GENERAL)	$289.49	$467.57	$500.00	$210.51
Cleaning Supplies	$11.97	$0.00	$0.00	($11.97)
Motor Fuels	$767.59	$298.22	$1,400.00	$632.41
Repairs/Maint Supply	$75.51	$58.64	$750.00	$674.49
Equipment Parts	$302.01	$304.96	$200.00	($102.01)
Other Professional Services	$700.00	$75.00	$1,750.00	$1,050.00
Postage	$0.00	$0.00	$0.00	$0.00
Advertising	$0.00	$0.00	$1,000.00	$1,000.00
Other Printing/Binding	$0.00	$0.00	$250.00	$250.00
General Liability Insurance	$679.52	$592.04	$988.93	$309.41
Property Insurance	$1,166.50	$1,112.50	$1,876.35	$709.85
Workers Compensation Insurance	$0.00	$0.00	$0.00	$0.00
Garbage	$1,400.29	$1,207.20	$2,100.00	$699.71
Repairs/Maint Building	$0.00	$886.53	$4,000.00	$4,000.00
Repairs/Maintenance Structure	$0.00	$0.00	$0.00	$0.00
Improvements Other	$970.00	$0.00	$5,000.00	$4,030.00
Repairs/Maintenance Machinery	$146.21	$727.49	$1,500.00	$1,353.79
Other Equipment - *new mower*	$17,559.44	$14,500.00	$0.00	($17,559.44)
Depreciation	$0.00	$5,000.00	$5,000.00	$5,000.00
Miscellaneous -	$0.00	$0.00	$0.00	$0.00
Portable Restrooms	$0.00	$0.00	$0.00	$0.00
Dues and Subscriptions - includes refunds	$190.00	$522.00	$375.00	$185.00
Total PTP Expenditures	**$33,255.89**	**$33,180.82**	**$41,602.98**	**$8,347.09**
Net Profit	**$5,631.85**	**$174.51**		

Blackduck Municipal Golf Course
Year-To-Date Income Statement 07/31/2024

	Actual 2024 Sales	2024 Revenue Budget	2024 Cost of Goods	2024 Gross Profit	2024 Gross Margin	2024 Expense Budget	Remaining Expense Budget
Beer	$11,355.35	$20,000.00	$8,449.12	$2,906.23	25.59%	$10,000.00	$1,550.88
Liquor	$5,070.58	$4,000.00	$338.50	$4,732.08	93.32%	$1,000.00	$661.50
Soft Drinks	$5,080.93	$10,000.00	$6,341.00	($1,260.07)	-24.80%	$6,000.00	($341.00)
Food	$6,616.39	$10,000.00	$6,392.41	$223.98	3.39%	$9,000.00	$2,607.59
Golf Merchandise & Clubs for Sale	$2,632.84	$4,000.00	$2,166.55	$466.29	17.71%	$2,000.00	($166.55)
Clothing	$3,238.99	$4,000.00	$3,243.85	($4.86)	-0.15%	$3,500.00	$256.15
Total	**$33,995.08**	**$52,000.00**	**$26,931.43**	**$7,063.65**	**20.78%**	**$31,500.00**	**$4,568.57**

Charges for Services	*Actual 2024 Revenue*	**Revenue Budget**
Green Fees	$60,421.59	$90,000.00
Membership Fees	$36,845.79	$38,000.00
Trail Fees	$1,200.00	$1,000.00
Cart Storage	$1,584.00	$2,000.00
Rentals (Clubs, Carts)	$889.13	$1,850.00
Power Carts	$37,880.72	$50,000.00
Clubhouse Rental	$900.00	$1,000.00
Kayak Rental	$175.00	$500.00
Golf Tournament Revenue	$0.00	$8,000.00
Total Charges for Services	**$139,896.23**	**$192,350.00**

Total Income **$173,891.31**

Less Operating Expense		**Budget**	**Remaining**
FT Wages	$16,488.30	$28,700.79	$12,212.49
PT Wages	$34,996.54	$57,760.06	$22,763.52
PERA	$2,282.65	$6,599.18	$4,316.53
FICA	$3,947.79	$8,809.89	$4,862.10
Employer Paid Health	$7,035.63	$12,061.08	$5,025.45
Office Supplies	$181.36	$400.00	$218.64
Heating Fuel	$0.00	$0.00	$0.00
Electricity	$3,089.05	$6,000.00	$2,910.95
Computer Supplies	$0.00	$350.00	$350.00
Training & Instructions	$0.00	$0.00	$0.00
Operating Supplies	$3,353.42	$3,500.00	$146.58
Cleaning Supplies	$0.00	$0.00	$0.00
Motor Fuels	$1,507.03	$4,000.00	$2,492.97
Lubricants/Additives	$0.00	$0.00	$0.00
Chemicals	$5,738.21	$6,000.00	$261.79
Repair/Maint/Supplies	$174.84	$0.00	($174.84)
Equipment parts	$0.00	$0.00	$0.00
Building Repair supply	$0.00	$0.00	$0.00
Small Tools/Equipment	$88.85	$1,000.00	$911.15
Tires	$0.00	$0.00	$0.00
Auditing/Accounting	$0.00	$0.00	$0.00
Mix Expense	$0.00	$0.00	$0.00
Other for Resale - ice	$0.00	$0.00	$0.00
Medical Fees	$0.00	$0.00	$0.00
Legal Fees	$0.00	$0.00	$0.00
Telephone	$616.40	$1,200.00	$583.60
Internet	$349.65	$600.00	$250.35
Travel Expense	$0.00	$0.00	$0.00
Other Equipment	$0.00	$0.00	$0.00
Other Professional services	$0.00	$0.00	$0.00
Website Development & Maintenance	$395.00	$950.00	$555.00
Sponsorship Expense	$0.00	$1,000.00	$1,000.00
Postage	$0.00	$100.00	$100.00
Advertising	$1,805.36	$1,000.00	($805.36)
Promotional Expenses	$623.13	$2,000.00	$1,376.87
Liability Insurance	$2,463.26	$4,678.61	$2,215.35
Property Insurance	$1,198.50	$2,391.90	$1,193.40
Work Comp	$1,385.05	$1,507.13	$122.08
Unemployment	$2,532.91	$4,250.00	$1,717.09
Dram Insurance	$0.00	$750.00	$750.00
Garbage Disposal	$705.21	$1,300.00	$594.79
Repair/Maint Building	$1,386.34	$4,000.00	$2,613.66
Improvements other than Bldgs -	$11,470.00	$8,000.00	($3,470.00)
Repairs/Maint Machinery	$11,723.00	$9,000.00	($2,723.00)
Maintenance Course	$7,531.69	$5,000.00	($2,531.69)
Golf Cart Maintenance - ONLY	$1,174.22	$2,500.00	$1,325.78
Furniture & Fixtures	$0.00	$0.00	$0.00
Motor Vehicles - *golf cart purchase*	$15,426.99	$15,300.00	($126.99)
Club House renovations	$0.00	$0.00	$0.00
Other Equipment *new rental clubs*	$2,000.76	$0.00	($2,000.76)
Uncollectable Checks	$0.00	$0.00	$0.00
Dues and Subscriptions	$1,659.30	$2,500.00	$840.70
Bank Service Charges	$3,064.74	$4,000.00	$935.26
Cart Shed Internal Loan 2020	$6,118.00	$6,118.00	$0.00
Golf Rough Mower Internal Loan - 2022	$1,825.37	$3,650.74	$1,825.37
Cart Lease - Huntington Bank - 2021	$7,335.00	$14,670.00	$7,335.00
Club House Debt Principal 2012	$10,000.00	$10,000.00	$0.00
Club House Debt Interest 2012	$105.00	$105.00	$0.00
Equipment Bond Interest 2016	$350.00	$350.00	$0.00
Equipment Bond Principal 2016	$14,000.00	$14,000.00	$0.00
Total Expense	**$186,128.55**	**$256,102.38**	**$69,973.83**

OPERATING INCOME OR LOSS **($39,168.67)**

Other Expenses	
Misc. Expenses	$0.00
Equipment - Gator	$0.00
Gift Certificates / Discounts *discounts for punch cards & savings cards*	$7,509.07
Cash Short -	$217.75
Total Other Expenses	**$7,726.82**

Other Income	
General Property taxes	$708.46
Transfer Fr Liq Str	$0.00
Reimbursements	$2,143.56
Donations and Contributions	$570.00
Promotional Event Revenue	$0.00
Cash Over	$2,771.00
Sponsorship Revenue *(cart / tee box)*	$7,500.00
Total Other Income	**$13,693.02**

NET INCOME OR LOSS YEAR TO DATE **($33,202.47)**

Inventory On-Hand at 1/1/2024 after inventory total	$3,363.99
Inventory On-Hand at 7/31/2024	$2,896.54
Difference	($467.45)

Sales Comparison YTD	**2021 thru July**	**2022 thru July**	**2023 thru July**	**2024**	**+/- over prior year**
Green Fees	$35,790.69	$33,907.00	$59,328.54	$60,421.59	1.81%
Cart Rental	$26,281.95	$20,222.12	$27,567.48	$37,880.72	27.23%

YTD Comparisons:	**2021 thru July**	**2022 thru July**	**2023 thru July**	**2024**	**+/- over prior year**
Operating Revenue	$127,928.40	$135,567.29	$181,380.32	$187,584.33	3.31%
Operating Expense	$129,643.60	$180,310.34	$168,201.02	$220,786.80	23.82%
	($1,715.20)	($44,743.05)	$13,179.30	($33,202.47)	139.69%

Blackduck Municipal Liquor Store Income Statement
Year to Date Ending 7/31/2024

$566,009.60 *How much we paid for our inventory (expenses)*

	YTD Sales	Cost of Goods	Gross Profit	Gross Profit Margin	2024 Liquor Expense Budget	2024 Liquor Revenue Budget	Percent of sales +/- to budget
THC Edibles - Off-Sale	$4,287.61	$2,532.17	$1,755.44	40.94%	$0.00	$0.00	100.00%
THC Beverages - Off-Sale	$10,732.69	$6,850.95	$3,881.74	36.17%	$5,000.00	$9,000.00	16.14%
Liquor Sales Off-Sale	$185,464.49	$135,052.46	$50,412.03	27.18%	$292,260.00	$350,000.00	-88.72%
Beer Sales Off-Sale	$305,268.30	$236,578.95	$68,689.35	22.50%	$483,540.00	$625,000.00	-104.74%
Wine Sales Off-Sale	$29,164.85	$18,002.45	$11,162.40	38.27%	$24,876.00	$50,000.00	-71.44%
Other Sales On/Off-Sale	$15,818.11	$9,253.41	$6,564.70	41.50%	$6,000.00	$25,596.00	-61.81%
Liquor Sales On-Sale	$79,192.26	$15,475.31	$63,716.95	80.46%	$0.00	$135,000.00	-70.47%
Beer Sales On-Sale	$96,971.01	$19,018.47	$77,952.54	80.39%	$0.00	$170,000.00	-75.31%
Wine Sales On-Sale	$1,189.39	$539.30	$650.09	54.66%	$0.00	$2,161.00	-81.69%
Clothing	$2,908.99	$2,126.62	$782.37	26.89%	$7,000.00	$8,000.00	-175.01%
Soft Drinks On Sale	$18,672.68	$8,280.28	$10,392.40	55.66%	$10,548.00	$26,503.00	-41.93%
Food Sales	$237,887.19	$127,116.79	$110,770.40	46.56%	$224,000.00	$382,950.00	-60.98%
Total	**$987,557.57**	**$580,827.16**	**$406,730.41**	**41.19%**	**$1,053,224.00**	**$1,784,210.00**	**-44.65%**
		cost of our inventory					

Less Operating Expense	2024 YTD	Budget	Remaining
Wages FT	$136,801.99	$228,128.00	$91,326.01
Wages PT	$61,164.27	$106,837.00	$45,672.73
PERA	$16,834.00	$23,954.00	$7,120.00
FICA	$17,902.05	$25,510.00	$7,607.95
Health Insurance	$37,089.49	$62,201.00	$25,111.51
Office Supplies	$554.02	$1,200.00	$645.98
Electricity	$9,252.07	$20,000.00	$10,747.93
Heating Fuel	$2,041.82	$10,000.00	$7,958.18
Computer Supplies	$3,670.52	$3,500.00	($170.52)
Training and Instruction	$105.00	$500.00	$395.00
Operating & Bar Supplies	$4,552.40	$15,000.00	$10,447.60
Cleaning Supplies	$0.00	$0.00	$0.00
Bar Supply	$0.00	$0.00	$0.00
Building Repair Supplies	$0.00	$0.00	$0.00
Mix Expense	$8,464.10	$12,000.00	$3,535.90
Auditing /Acct'g Services	$3,500.00	$6,500.00	$3,000.00
Other Professional Services- *Cleaning & Aramark Services*	$17,265.77	$20,000.00	$2,734.23
Website Development	$632.00	$1,000.00	$368.00
Telephone	$1,241.92	$2,000.00	$758.08
Postage	$0.00	$850.00	$850.00
Cable Television	$1,151.79	$1,600.00	$448.21
Internet Access	$594.65	$1,200.00	$605.35
Advertising	$100.00	$300.00	$200.00
Travel Expense	$0.00	$300.00	$300.00
Freight	$4,262.81	$6,000.00	$1,737.19
Legal Fees	$0.00	$0.00	$0.00
Promotions/Entertainment	$4,589.24	$6,000.00	$1,410.76
Legal Notices	$0.00	$0.00	$0.00
Liability Insurance	$2,463.26	$4,678.61	$2,215.35
Property Insurance	$3,853.50	$7,676.55	$3,823.05
Dram Shop/Liquor Liability	$3,388.00	$3,589.00	$201.00
Other Insurance	$0.00	$0.00	$0.00
Work Comp	$13,240.23	$16,416.08	$3,175.85
Unemployment	$0.00	$500.00	$500.00
Water Utility	$1,622.01	$3,100.00	$1,477.99
Garbage Disposal	$4,351.62	$7,000.00	$2,648.38
Catering Expense	$0.00	$500.00	$500.00
Repairs & Maintenance	$0.00	$0.00	$0.00
Repairs/Maintenance Building	$9,733.17	$10,000.00	$266.83
Uncollectable Checks	$526.39	$200.00	($326.39)
Dues and Subscriptions	$3,763.61	$4,500.00	$736.39
Bank Service Charges	$20,709.98	$20,000.00	($709.98)
Furniture & Fixtures	$2,444.48	$2,000.00	($444.48)
Office Equip & Furnishings -	$0.00	$0.00	$0.00
Improvements Other than Buildings - remodel	$0.00	$0.00	$0.00
Building & Structures	$0.00	$0.00	$0.00
Medical Fees	$0.00	$150.00	$150.00
Assessment	$1,028.42	$1,065.00	$36.58
Obligation Debt - Remodel/Addition - Principal	$30,000.00	$30,000.00	$0.00
Obligation Debt - Remodel/Addition - Interest	$10,345.00	$10,345.00	$0.00
Other Equipment - Message board debt & copier lease	$9,082.45	$14,307.50	$5,225.05
Total Operating Expense	**$448,322.03**	**$690,607.74**	**$242,285.71**

Inventory Expense **($14,817.56)**

NET INCOME OR LOSS **($26,774.06)** *(gross profit - expenses)*

Other Expenses

Donations	***$5,477.98*** *2024 Budget - $6,000.00*
Capital Outlay	$0.00
Unemployment Paid	$0.00
Cash Short	($99.33)
Misc. Expense	$0.00
Total Other Expenses	**$5,378.65**

Other Income

Reimbursements (NSF)	$2,338.60
Rent Income	***$21,515.12***
Vending Income	$2,577.40
Interest	$2,007.31
Catering Revenue	$489.40
Bank Service Fees Charged to customers	$12,059.55
Transfer from Liquor Rent Fund	***$12,000.00***
Cash Over	$2.47
Total Other Income	**$52,989.85**

Gross Profit Before Transfers	**$20,837.14**
Transfer to General Fund & Other Funds	**$20,000.00**
Net Profit After Inventory Exp & Transfers	**$837.14**

Inventory On-Hand at 1/1/2024 after inventory total	$88,758.76
Inventory On-Hand at 7/31/2024	$122,568.51
Difference	$33,809.75

YTD 4-year Sales Comparison Ending 7/31/2024

	2021	2022	2023	2024	% of Increase from 2023-2024
Off-Sale THC Edibles	$0.00	$0.00	$0.00	$4,287.61	#DIV/0!
Off-Sale THC Beverages	$0.00	$0.00	$0.00	$10,732.69	#DIV/0!
Off -Sale Liquor	$170,683.54	$173,634.45	$190,320.84	$185,464.49	-2.55%
Off-Sale Beer	$326,971.94	$304,198.17	$320,925.22	$305,268.30	-4.88%
Off -Sale Wine	$26,052.14	$28,195.65	$27,015.25	$29,164.85	7.96%
Total Off-Sale	$523,707.62	$506,028.27	$538,261.31	$534,917.94	-0.62%
On-Sale Liquor	$58,215.25	$80,393.68	$84,352.01	$79,192.26	-6.12%
On-Sale Beer	$79,039.72	$101,420.97	$97,030.18	$96,971.01	-0.06%
On-Sale Wine	$996.49	$1,499.04	$1,013.23	$1,189.39	17.39%
Total On-Sale	$138,251.46	$183,313.69	$182,395.42	$177,352.66	-2.76%
Total On and Off Sale	**$661,959.08**	**$689,341.96**	**$720,656.73**	**$712,270.60**	**-1.16%**
Total Food Sales	$117,048.01	$170,711.97	$190,480.39	$237,887.19	24.89%
Gross Liquor Store Sales Comparison	$816,376.03	$925,741.44	$971,967.71	$1,040,547.42	7.06%

Blackduck DMV Office Income Statement

Year to date Revenue thru 07/31/2024

	DMV Sales	DNR Sales	Total Office Sales	DMV Office Retain	DNR Office Retain	Remit to DMV - State	Remit to DNR State	Net Office Revenue	YTD DMV Expenses	YTD Net Profit
January	$55,575.77	$5,864.70	$61,440.47	$2,872.01	$552.00	$52,703.76	$5,312.70	$3,424.01	$740.19	$2,683.82
February	$83,140.88	$3,108.20	$86,249.08	$4,840.14	$271.00	$78,300.74	$2,837.20	$5,111.14	$1,622.48	$3,488.66
March	$50,054.59	$2,855.08	$52,909.67	$4,177.86	$253.50	$45,876.73	$2,601.58	$4,431.36	$1,250.84	$3,180.52
April	$57,501.69	$5,057.20	$62,558.89	$3,565.00	$382.00	$53,936.69	$4,675.20	$3,947.00	$1,172.31	$2,774.69
May	$57,300.38	$10,045.80	$67,346.18	$4,294.00	$678.00	$53,006.38	$9,367.80	$4,972.00	$851.30	$4,120.70
June	$53,676.27	$3,547.60	$57,223.87	$3,618.11	$309.50	$50,058.16	$3,238.10	$3,927.61	$1,156.44	$2,771.17
July	$37,207.13	$1,531.80	$38,738.93	$2,948.21	$190.50	$34,258.92	$1,341.30	$3,138.71	$747.16	$2,391.55
August	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
September	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
October	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
November	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
December	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00
	$394,456.71	$32,010.38	$426,467.09	$26,315.33	$2,636.50	$368,141.38	$29,373.88	$28,951.83	$7,540.72	$21,411.11

MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name: **Blackduck Fire Relief**

Licence Number: **01944**

Site Name: **POND**

Site Number: **001**

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

Booth Operation Rent

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

Bar Operation Rent

2 List the % to be paid for paper pull-tabs, tipboards and paddletickets conducted by the lessor or lessor's employees — 2 **20.00%**

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

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent	Bar Operation	
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of $1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E. Report amount on Schedule A, line 22h	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m, in month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
6/2024			6634.00	1326.80	1326.80	15752.80		1326.80	(142.58)	1184.22

1 This amount may not exceed 10%
2 Enter no more than 10% if paper or electronic pull-tabs, tipboards, paddletickets (other then paddlewheel 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.

MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name: **Blackduck Fire Relief**

Licence Number: **01944**

Site Name: **POND**

Site Number: **001**

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

Booth Operation Rent

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

Bar Operation Rent

2 List the % to be paid for paper pull-tabs, tipboards and paddletickets conducted by the lessor or lessor's employees — 2 **20.00%**

3 List the % to be paid for electronic pull-tabs and electronic linked bingo conducted the lessor or lessor's employees — 3 **15.00%**

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent	Bar Operation	
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of $1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E. Report amount on Schedule A, line 22h	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m, in month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
6/2024			6634.00	1326.80	1326.80	15752.80	2362.92	3689.72	(142.58)	3547.14

1 This amount may not exceed 10%
2 Enter no more than 10% if paper or electronic pull-tabs, tipboards, paddletickets (other then paddlewheel 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.

MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name: **Blackduck Fire Relief**

Licence Number: **01944**

Site Name: **POND**

Site Number: **001**

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

Booth Operation Rent

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

Bar Operation Rent

2 List the % to be paid for paper pull-tabs, tipboards and paddletickets conducted by the lessor or lessor's employees — 2 **20.00%**

3 List the % to be paid for electronic pull-tabs and electronic linked bingo conducted the lessor or lessor's employees — 3 **15.00%**

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent	Bar Operation	
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of $1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E. Report amount on Schedule A, line 22h	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m, in month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
3/2024			4835.00	967.00	967.00	4732.50	709.88	1676.88	0.00	1676.88
4/2024			2437.00	487.40	487.40	12448.20	1867.23	2354.63	0.00	2354.63
5/2024			4639.00	927.80	927.80	1853.05	277.96	1205.76	0.00	1205.76
6/2024			6634.00	1326.80	1326.80	15752.80	2362.92	3689.72	(142.58)	3547.14

1 This amount may not exceed 10%
2 Enter no more than 10% if paper or electronic pull-tabs, tipboards, paddletickets (other then paddlewheel 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.

MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name: **Blackduck Fire Relief**

Licence Number: **01944**

Site Name: **POND**

Site Number: **001**

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

Booth Operation Rent

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

Bar Operation Rent

2 List the % to be paid for paper pull-tabs, tipboards and paddletickets conducted by the lessor or lessor's employees — 2 **20.00%**

3 List the % to be paid for electronic pull-tabs and electronic linked bingo conducted the lessor or lessor's employees — 3 **15.00%**

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent	Bar Operation	
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of $1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E. Report amount on Schedule A, line 22h	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. in month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
1/2023			4840.00	968.00	968.00			968.00	(1.00)	967.00
2/2023			2673.00	534.60	534.60			534.60	0.00	534.60
3/2023			5457.00	1091.40	1091.40	2001.75	300.26	1391.66	0.00	1391.66
4/2023			3639.00	727.80	727.80	2756.05	413.41	1141.21	0.00	1141.21
5/2023			3961.00	792.20	792.20	4479.50	671.93	1464.13	(206.20)	1257.93
6/2023			8000.00	1600.00	1600.00	1857.05	278.56	1878.56	0.00	1878.56
7/2023			6664.00	1332.80	1332.80	2784.00	417.60	1750.40	(23.74)	1726.66
8/2023			6375.00	1275.00	1275.00	5988.15	898.22	2173.22	0.00	2173.22
9/2023			3980.00	796.00	796.00	8009.65	1201.45	1997.45	(32.49)	1964.96
10/2023			4830.00	966.00	966.00	10065.65	1509.85	2475.85	(48.42)	2427.43
11/2023			7434.00	1486.80	1486.80	10037.80	1505.67	2992.47	0.00	2992.47
12/2023			5713.00	1142.60	1142.60	5508.80	826.32	1968.92	(8.25)	1960.67
1/2024			5170.00	1034.00	1034.00	4864.00	729.60	1763.60	0.00	1763.60
2/2024			4855.00	971.00	971.00	5628.90	844.34	1815.34	(5.55)	1809.79

CITY OF BLACKDUCK

Payments

Current Period: July 2024

Payment Batch DWDCCPMT071624 $1,063.26

Refer	94709 *CARDMEMBER SERVICE -DEERW*	Ck# 013602 7/16/2024				
Cash Payment	E 101-42110-210 Operating Supplies (GEN	Business Card Holder - Christina Regas				$304.34
Invoice						
Cash Payment	E 101-42200-210 Operating Supplies (GEN	Business Card Holder - Christina Regas				$200.49
Invoice						
Cash Payment	E 101-41400-433 Dues and Subscriptions	Business Card Holder - Christina Regas				$171.69
Invoice						
Cash Payment	E 101-41400-433 Dues and Subscriptions	Business Card Holder - Christina Regas				$8.86
Invoice						
Transaction Date	7/16/2024	DW Checking	10100	**Total**		$685.38
Refer	94710 *CARDMEMBER SERVICE -DEERW*	Ck# 013602 7/16/2024				
Cash Payment	E 209-45183-220 Repair/Maint Supply (GE	Business Credit Card Holder - Mike Schwanke				$68.52
Invoice						
Cash Payment	E 601-43200-321 Telephone	Business Credit Card Holder - Mike Schwanke				$1.99
Invoice						
Transaction Date	7/16/2024	DW Checking	10100	**Total**		$70.51
Refer	94714 *CARDMEMBER SERVICE -DEERW*	Ck# 013602 7/16/2024				
Cash Payment	E 613-49830-407 Golf Cart Maintenance/R	Business Credit Card Holder - Misty Frenzel				$236.25
Invoice						
Cash Payment	E 613-49830-406 Maintenance Course Pro	Business Credit Card Holder - Misty Frenzel				$71.12
Invoice						
Transaction Date	7/16/2024	DW Checking	10100	**Total**		$307.37

Fund Summary

	10100 DW Checking
101 GENERAL FUND	$685.38
209 PINE TREE PARK FUND	$68.52
601 WATER FUND	$1.99
613 GOLF COURSE	$307.37
	$1,063.26

Pre-Written Checks	$1,063.26
Checks to be Generated by the Computer	$0.00
Total	$1,063.26

CITY OF BLACKDUCK

Payments

Current Period: July 2024

Payment Batch HuntingtonGolf062024 $2,445.00

Refer	94674 *HUNTINGTON*	Ck# 013583 7/10/2024			
Cash Payment	E 613-49830-419 Golf Cart Lease	Golf cart payment June 2024			$2,445.00
Invoice 8942560	7/3/2024				
Transaction Date	7/10/2024	DW Checking	10100	**Total**	$2,445.00

Fund Summary

	10100 DW Checking
613 GOLF COURSE	$2,445.00
	$2,445.00

Pre-Written Checks	$2,445.00
Checks to be Generated by the Computer	$0.00
Total	$2,445.00

Huntington

11100 Wayzata Blvd - Suite 700 Minnetonka, MN 55305

Address Service Requested

Please See Reverse Side for Important Information

7334000542 PRESORT PBPS002 <B>

CITY OF BLACKDUCK
ATTN: ACCOUNTS PAYABLE
PO BOX 380
ATTN: CHRISTINA REYAS
BLACKDUCK MN 56630-0380

Remittance Section

Invoice Number:	8942560
Customer Number:	777379
Contract Number(s):	008-0777379-301
Past Due Amount:	$0.00
Total Amount Due:	$2,445.00

Use enclosed envelope and make check payable to:

The Huntington National Bank
PO Box 77077
Minneapolis MN 55480-7777

00000000000000 0000777379 08942560 000244500 8

Please detach the above remittance portion and return with your payment. Thank You

PLEASE NOTE:

- **Future invoices will have a new layout.**
- **Our 'Remit to' address will also change on the new invoice layout.**
- **Online Portal is being replaced with a new portal. If you currently make online payments, please pay by check or contact Customer Service to set up an ACH payment or discuss other payment options.**

Huntington

11100 Wayzata Blvd - Suite 700
Minnetonka, MN 55305

RECEIVED BLACKDUCK

JUL 10 2024

For Customer Service, Call 800-643-4354

Invoice Number:	8942560
Customer Number:	777379
Invoice Date:	07/03/24
Invoice Due Date:	07/25/24
Past Due Amount:	$0.00
Total Amount Due:	$2,445.00

Invoice Details

Contract Number	Invoice Description	Current Charges	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61+ Days	Total Due
008-0777379-301	(15) E-Z-GO RXV Electric Payment Due	2,445.00	0.00	0.00	0.00	2,445.00
Total		$2,445.00	$0.00	$0.00	$0.00	$2,445.00

Biller Code: 0801
Token: 7BY6JNQF

For invoice questions, contact us at
800-643-4354 or EFCustomerService@huntington.com

Payment Advice

To

Vendor ID: 0000201376
Vendor Location: 001
Vendor Name: BLACKDUCK CITY OF T
Vendor Address: PO BOX 380
BLACKDUCK, MN 56630-0380

Reference Information

Pay Cycle: DLYEFT
Pay Cycle Seq Number: 3286

Payment Information

Payment Reference: 0008972065
Payment Date: 07/18/2024
Payment Method: Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
G90 / REVENUE/INTERGOVT	651/556-6092	00 11004412 LOCAL GOVERNMENT AID	07/19/2024	23576A20402002L001	CITY-040200 LOCAL_GOVT_AID	161,722.50
G90 / REVENUE/INTERGOVT	651/556-6092	00 11007129 SMALL CITY ASSIST	07/19/2024	23576C20402002F001	CITY-040200 SML_CT_ASSIST	14,936.50
					Total:	**176,659.00 USD**

Private and Confidential

MEMORANDUM

TO: Christina Regas, City Administrator
City of Blackduck

FROM: Kyle Sawyer, Senior Fiscal Consultant

DATE: July 23, 2024

SUBJECT: 2023 TIF Reports to OSA

Christina:

The Office of the State Auditor (OSA) files were uploaded to the OSA on-line reporting system on July 23, 2024. The following needs to be completed:

(1) Ehlers will submit the annual disclosure information for publication in the Blackduck American for publication on or before 8/15/24. A copy of the 2023 Disclosure that will be submitted for publication is attached to the e-mail.

(2) Ehlers will send a copy of the "Annual Disclosure of Tax Increment Districts for the Year Ended 12/31/2023" that is to be published in (1) to the County Auditor and County Board.

(3) Ehlers will provide a copy of the forms to the County Auditor.

A copy of the OSA's excel files, which were submitted on your behalf, were attached to the email. Following are copies of the Confirmation information from the OSA system for each of the files which were uploaded on 07/23/2024:

Confirmation of Uploaded Files

2023 Blackduck	Confirmation Number	
TIF 1-4 Adult Day Care	8cdd1603-0a7b-43a1-b12a-741aa958d23f	07/23/2024
TIF 1-6	eb87d58e-093f-4caf-b8b1-49ca0ddc83cf	07/23/2024

Our preparation of the reporting forms does not constitute a compliance review. The reporting forms were completed based upon information provided by the City. Please note that our preparation of the forms does not ensure that the OSA will not audit the City, nor does it ensure that the OSA will not raise issues with the City's Districts.

Again, I want to thank you for the opportunity to assist you in the preparation of the City's 2023 TIF reports. As always, if you have any questions, please don't hesitate to contact me.

(FOR USE BY LOCAL JURISDICTIONS)

APPLICATION / PERMIT OUTDOOR
PUBLIC FIREWORKS DISPLAY

Applicant instructions:

1. This application is for an **outdoor** public fireworks display only and is **not** valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.
3. Fee upon application is $_____ and must be made payable to_____

Name of Applicant (Sponsoring Organization): Blackduck Chamber of Commerce Backwoods Bash
Address of Applicant: 72 Frontage Rd, Blackduck MN 56630

Name of Applicant's Authorized Agent: Tracy Wright North Star Fireworks

Address of Agent: 701 Charles St, Brainerd MN 56401

Telephone Number of Agent:612-743-3512 Date of Display:8/17/24 Time of Display: 8-11pm
Location of Display: City recycling center lot

Manner and place of storage of fireworks prior to display: ATF approved bunker

Type and number of fireworks to be discharged: 2-3" aerial shells and cakes

MINNESOTA STATE LAW REQUIRES THAT THIS DISPLAY BE CONDUCTED UNDER THE DIRECT SUPERVISION OF A PYROTECHNIC OPERATOR CERTIFIED BY THE STATE FIRE MARSHAL.

Name of Supervising Operator: Tracy Wright Certificate No.: 1102

Required attachments. The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in amount of at least $ see attached
   (Suggested Amount: $1.5 million minimum)
2. A diagram of the ground at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display.

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any:

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority and will ensure that the fireworks are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of Applicant (or Agent) _____ Date: 7/25/24

Signature of Fire Chief/County Sheriff: _____ Date: 7-25-24

Signature of Issuing Authority: Melissa Kopp City Admin Date: 7-25-24



Entrance to recycling center must be closed by 1:00 pm on day of event and no parking allowed on Railroad Ave for the full width of recycling center lot starting at 1:00pm. Per contract this is the sponsors responsibility.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ryder Rosacker McCue & Huston (MGD by Hull & Company) 509 W Koenig St Grand Island NE 68801	**CONTACT NAME:** Kristy Wolfe **PHONE (A/C, No, Ext):** 308-382-2330 **FAX (A/C, No):** 308-382-7109 **E-MAIL ADDRESS:** kwolfe@ryderinsurance.com
	INSURER(S) AFFORDING COVERAGE / **NAIC #**
	INSURER A : SCOTTSDALE INS CO — 41297
INSURED North Star Fireworks LLC 701 Charles St Brainerd MN 56401	**INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1182561693 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**GENERAL LIABILITY** [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC			CPS4054460	9/24/2023	9/24/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,500,000 $ 100,000 $ 5,000 $ 1,500,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	[ ] **UMBRELLA LIAB** [ ] OCCUR [ ] **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Regarding the General Liability coverage, Waiver of Subrogation applies to the entities listed below per attached form CG 24 04 when required by written agreement.
Regarding the General Liability coverage, Blanket Additional Insured applies to the entities listed below per attached form GLS-150s when required by written agreement.
Display date 8/17/24
Blackduck Chamber of Commerce Backwoods Bash

CERTIFICATE HOLDER

Blackduck Chamber of Commerce Backwoods Bash
72 Frontage Rd
Blackduck MN 56630

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:
Any person or organization with whom the insured has agreed to waive rights of recovery, provided such agreement is made in writing and prior to the loss. Additional Premium is Included
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV - Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

Copyright, Insurance Services Office, Inc., 2008
INSURED

SCOTTSDALE INSURANCE COMPANY®

ENDORSEMENT NO. _____

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

With respect to this endorsement, **SECTION II—WHO IS AN INSURED** is amended to include as an additional insured any person or organization whom you are required to add as an additional insured on this policy under a written contract, written agreement or written permit which must be:

a. Currently in effect or becoming effective during the term of the policy; and

b. Executed prior to the "bodily injury," "property damage," or "personal and advertising injury."

The insurance provided to these additional insureds is limited as follows:

1. That person or organization is an additional insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:

a. Your acts or omissions; or

b. The acts or omissions of those acting on your behalf.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

2. With respect to the insurance afforded to these additional insureds, the following exclusions are added to item **2. Exclusions** of **SECTION I—COVERAGES:**

This insurance does not apply to "bodily injury," "property damage" or "personal and advertising injury" occurring after:

a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

3. The limits of insurance applicable to the additional insured are those specified in the written contract, written agreement or written permit or in the Declarations for this policy, whichever is less. These limits of insurance are inclusive of, and not in addition to, the Limits of Insurance shown in the Declarations for this policy.

4. Coverage is not provided for "bodily injury," "property damage," or "personal and advertising injury" arising out of the sole negligence of the additional insured.

5. The insurance provided to the additional insured does not apply to "bodily injury," "property damage," or "personal and advertising injury" arising out of an architect's, engineer's or surveyor's rendering of or failure to render any professional services including:

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a. The preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and

b. Supervisory, inspection, architectural or engineering activities.

6. Any coverage provided hereunder will be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis unless a written contract specifically requires that this insurance be primary.

When this insurance is excess, we will have no duty under **SECTION I—COVERAGES** to defend the additional insured against any "suit" if any other insurer has a duty to defend the additional insured against that "suit." If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured's rights against all those other insurers.

AUTHORIZED REPRESENTATIVE DATE

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Taft/

CITY OF BLACKDUCK, MINNESOTA

$180,000 GENERAL OBLIGATION EQUIPMENT CERTIFICATE , SERIES 2024A

Closed/Issued: July 25, 2024

1. Table of Contents
2. Distribution List
3. Publication of Resolution Determining the Necessity to issue General Obligation Equipment Certificate
4. Award Resolution Providing for the Issuance and Sale of a General Obligation Equipment Certificate, Series 2024A (July 8, 2024)
5. Post-Sale Schedules from Ehlers & Associates, Inc.
6. Bid Tabulation
7. Winning Bid (Executed Proposal Form)
8. Term Sheet
9. County Auditor's Certificate as to Tax Levy and Registration
10. Signature and Nonlitigation Certificate
11. Issuer's Receipt
12. Nonarbitrage Certificate
13. Certificate of Registrar and Register
14. Certificate of Purchaser
15. Certificate of Municipal Advisor
16. Specimen Certificate
17. Legal Opinion (July 25, 2024)
18. Closing Memo and Arbitrage Best Practice Recommendation prepared by Ehlers & Associates, Inc.
19. 8038-G Filing Correspondence (Including Certified Mail Receipt)
20. Form 8038-G (IRS Information Report)

Distribution List
City of Blackduck, Minnesota
$180,000 General Obligation Equipment Certificates, Series 2024A

ISSUER

City of Blackduck, Minnesota
8 Summit Ave NE
PO Box 380
Blackduck, Minnesota 56630-0380
(218) 835-4803 (general phone)

Christina Regas
City Administrator
Phone: (218) 835-4803
Christina.regas@blackduckmn.com

UNDERWRITER

Huntington Public Capital Corporation
1036 W Juneau Ave
Milwaukee, Wisconsin 53205

Jonathan Schatz
Assistant V.P.
Phone: (414) 351-8503
jonathan.k.schatz@huntington.com

BOND COUNSEL

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Minneapolis, Minnesota 55402
(612) 977-8400 (general phone)

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Partner
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Phone:
dandersen@taftlaw.com

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Paralegal
Phone: (612) 977-8185
mwebster@taftlaw.com

PAYING AGENT

City of Blackduck, Minnesota
8 Summit Ave NE
PO Box 380
Blackduck, Minnesota 56630-0380
(218) 835-4803 (general phone)

MUNICIPAL ADVISOR

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3060 Centre Pointe Drive
Roseville, Minnesota 55113-1122
(651) 697-8500 (general phone)

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Public Finance Analyst
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Christina.regas@blackduckmn.com; jonathan.k.schatz@huntington.com; mippel@taftlaw.com; dandersen@taftlaw.com; mwebster@taftlaw.com ; thagen@ehlers-inc.com; dtienter@ehlers-inc.com; kdahl@ehlers-inc.com; agage@ehlers-inc.com; sjohnson@ehlers-inc.com; bdagnew@ehlers-inc.com;

Column

INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **The American** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(701) 561-0669**.

Notice ID: CtK80NHaUoioiVgYyy4j | **Proof Updated: Jun. 12, 2024 at 01:50pm CDT**
Notice Name: Published language for RESOLUTION DETERMINING THE NECESSITY TO ISSUE A.docx

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER

Christina Regas
christina.regas@blackduckmn.com
(218) 835-4803

FILING FOR

The American

Columns Wide: 1

Ad Class: Legals

Total Column Inches: 6.55

Number of Lines: 67

06/22/2024: Foreclosures	45.85

Subtotal	$45.85
Tax	$0.00
Processing Fee	$0.00
Total	**$45.85**

RESOLUTION DETERMINING THE NECESSITY TO ISSUE A $177,000 GENERAL OBLIGATION EQUIPMENT CERTIFICATE, SERIES 2024A

WHEREAS, Minnesota Statutes, Section 412.301, authorizes the council to issue equipment certificates within existing debt limits for the purpose of purchasing capital equipment; and

WHEREAS, said statute also provides that if the amount of the equipment certificates to be issued to finance such equipment exceeds 0.25% of the market value of taxable property in the City of Blackduck (the "City"), excluding money and credits, the equipment certificates shall not be issued for at least ten days after publication in the official newspaper of a council resolution determining to issue them; and if before the end of that time, a petition asking for an election on the proposition signed by voters equal to ten percent of the number of voters at the last regular municipal election is filed with the clerk, the equipment certificates shall not be issued until the proposition of their issuance has been approved by a majority of the votes cast on the question at a regular or special election; and

WHEREAS, the council proposes to issue the equipment certificates for said purposes in an amount which exceeds 0.25% of the market value of taxable property in the City, excluding money and credits; and

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

1. That it is necessary and expedient for the City Council to issue a General Obligation Equipment Certificate, Series 2024A, pursuant to Minnesota Statutes, Section 412.301, in the amount of $177,000 for the purpose of financing of various capital equipment for the City of Blackduck (the "Certificate").

2. The amount of the Certificate is hereby determined and declared to be in excess of 0.25% of the market value of taxable property in the City, excluding money and credits.

3. The City Administrator is authorized and directed to publish forthwith this resolution in the official newspaper.

4. At least ten days shall elapse after publication in the official newspaper of this resolution before the Certificate shall be issued.

(Jun. 22, 2024)

CITY OF BLACKDUCK
RESOLUTION NO: 2024-11

EXTRACT OF MINUTES OF A MEETING OF THE CITY COUNCIL OF THE CITY OF BLACKDUCK, MINNESOTA

HELD: JULY 8, 2024

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Blackduck, Beltrami County, Minnesota, was duly called and held at the City Hall on July 8, 2024, at 6:00 P.M., for the purpose, in part, of authorizing the issuance and awarding the sale of a $180,000 General Obligation Equipment Certificate, Series 2024A.

The following members were present: Guellette, Seitz, Fredrickson, Johnson and the following were absent: Hamilton

Member Johnson introduced the following resolution and moved its adoption:

RESOLUTION NO: 2024-11

PROVIDING FOR THE ISSUANCE AND SALE OF A $180,000 GENERAL OBLIGATION EQUIPMENT CERTIFICATE, SERIES 2024A AND LEVYING A TAX FOR THE PAYMENT THEREOF

A. **WHEREAS**, the City of Blackduck, Minnesota (the "City"), has heretofore determined and declared that it is necessary and expedient to issue a $180,000 General Obligation Equipment Certificate, Series 2024A (the "Certificate"), pursuant to Minnesota Statutes, Chapter 475 and Minnesota Statutes, Section 412.301, to finance the acquisition of capital equipment for the City (the "Equipment"); and

B. **WHEREAS**, each item of the equipment to be financed by the Certificate has an expected useful life at least as long as the term of the Certificate; and

C. **WHEREAS**, the principal amount of the Certificate exceeds one-quarter of one percent (0.25%) of the estimated market value of the taxable property in the City ($43,795,867 times 0.25% is $109,489.67); and

D. **WHEREAS**, on June 22, 2024, there was published in the official newspaper of the City a resolution duly adopted by the City Council on June 10, 2024, determining to issue the Certificate and no petition asking for an election on the proposition signed by voters equal to ten percent of the number of voters at the last regular municipal election was filed with the City Administrator within ten days after the date the resolution was published; and

E. **WHEREAS**, no other obligations have been sold pursuant to a private sale within the last twelve calendar months of the date hereof which when combined with this issue would exceed the $1,200,000 limitation on negotiated sales as required by Minnesota Statutes, Section 475.60, Subdivision 2(2); and

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

1. Acceptance of Offer. The offer of Huntington Public Capital Corporation, in Las Vegas, Nevada (the "Purchaser"), to purchase the Certificate and to pay therefor the sum of $180,000, all in accordance with the terms and at the rate of interest hereinafter set forth, is hereby accepted.

2. Original Issue Date; Denominations; Maturities; Interest. The City shall forthwith issue the Certificate, which shall be in fully registered form without interest coupons, shall be dated, mature, bear interest, be subject to redemption and be payable as provided in the form of the Certificate.

3. Purpose. The Certificate shall provide funds to finance the acquisition of the Equipment. The total cost of the Equipment, which shall include all costs enumerated in Minnesota Statutes, Section 475.65, is estimated to be at least equal to the amount of the Certificate.

4. Registrar. The City Administrator of the City of Blackduck, Minnesota, is appointed to act as registrar and transfer agent with respect to the Certificate (the "Registrar"), and shall do so unless and until a successor Registrar is duly appointed, all pursuant to any contract the City and Registrar shall execute which is consistent herewith. The Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. Principal and interest on the Certificate shall be paid to the registered holder (or record holder) of the Certificate in the manner set forth in the form of Certificate.

5. Form of Certificate. The Certificate, together with the Registrar's Certificate of Registration, shall be in substantially the following form:

CITY OF BLACKDUCK
RESOLUTION NO: 2024-11

UNITED STATES OF AMERICA
STATE OF MINNESOTA
BELTRAMI COUNTY
CITY OF BLACKDUCK

R-1 $180,000

GENERAL OBLIGATION EQUIPMENT CERTIFICATE, SERIES 2024A

Interest Rate	Maturity Date	Date of Original Issue
4.83%	February 1, 2032	July 25, 2024

REGISTERED OWNER: HUNTINGTON PUBLIC CAPITAL CORPORATION, LAS VEGAS, NEVADA

PRINCIPAL AMOUNT: ONE HUNDRED AND EIGHTY THOUSAND DOLLARS

THE CITY OF BLACKDUCK, BELTRAMI COUNTY, MINNESOTA (the "Issuer"), certifies that it is indebted and for value received promises to pay to the registered owner specified above, or assigns, duly certified on the Certificate of Registration attached to and made a part of this Certificate (the "Registered Owner"), unless called for earlier redemption, in the manner hereinafter set forth, the $180,000 principal amount of this Certificate in the principal installments due on February 1 of the years and in the amounts, respectively, as follows, with each such principal installment bearing interest until paid at the interest rate of 4.83% per annum:

Principal Installments Due February 1	Amount
2026	$18,000
2027	24,000
2028	25,000
2028	26,000
2030	28,000
2031	29,000
2032	30,000

Interest. Interest shall be payable semiannually on February 1 and August 1 of each year, commencing August 1, 2025, and shall be calculated on the basis of a 360 day year consisting of twelve 30 day months.

Payment Instructions. Principal installments and interest shall be paid by the City Administrator of the City of Blackduck, Minnesota (the "Registrar") by check, ACH debit, wire transfer or draft mailed to the Registered Owner at the address listed on the Certificate of Registration attached to and made a part of this Certificate. On the maturity date or final redemption payment, the Registered Owner shall surrender this Certificate to the Registrar.

Date of Payment Not a Business Day. If the nominal date for payment of any principal of or interest on this Certificate shall not be a business day of the Issuer or of the Registered Owner, then the date for such payment shall be the next such business day and payment on such business day shall have the same force and effect as if made on the nominal date of payment.

Redemption. This Certificate shall be subject to redemption and prepayment at the option of the Issuer on any date at a price of par plus accrued interest, in whole or in multiples of $1,000, upon written notice to the Registered Owner, at the redemption price equal to par plus accrued interest to date of prepayment. If redemption is in part, the Issuer may select the specific principal installments hereof, or applicable portions thereof, to be prepaid. Mailed notice of redemption shall be given to the Registrar and the Registered Owner of the Certificate at least thirty (30) days prior to the date fixed for redemption.

Issuance; Purpose; General Obligation. This Certificate is issued as a single instrument pursuant to and in full conformity with the Constitution and laws of the State of Minnesota and pursuant to a resolution adopted by the City Council on July 8, 2024 (the "Resolution"), for the purpose of providing money to finance the acquisition of capital equipment for the City. This Certificate is payable out of the General Obligation Equipment Certificate, Series 2024A Fund of the Issuer. This Certificate constitutes a general obligation of the Issuer and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Transfer. This Certificate is transferable, as provided in the Resolution, upon the Register kept by the City Administrator upon surrender of this Certificate together with a written instrument of transfer duly executed by the Registered Owner or the Registered Owner's attorney duly authorized in writing, and thereupon a new, fully registered Certificate in the same aggregate principal amount shall be issued to the transferee in exchange therefor (or the transfer shall be duly recorded on the Register and the Certificate of Registration hereof), upon the payment of charges and satisfaction of applicable conditions, if any, as therein prescribed; provided that such transfer may occur only with respect to the entire Certificate and all of the remaining principal amount of the sole final maturity

hereof. The Issuer may treat and consider the person in whose name this Certificate is registered as the absolute Registered Owner hereof for the purpose of receiving payment of or on account of the principal of and interest on this Certificate and for all other purposes whatsoever.

Fees upon Transfer or Loss. The Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Certificate and any legal or unusual costs regarding transfers and lost Certificate.

Registration. This Certificate shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Registration hereon shall have been executed by the Registrar.

Qualified Tax-Exempt Obligation. This Certificate has been designated by the Issuer as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Certificate, have been done, have happened and have been performed, in regular and due form, time and manner as required by law and that this Certificate, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Blackduck, Beltrami County, Minnesota, by its City Council has caused this Certificate to be executed on its behalf by the manual or facsimile signatures of its Mayor and its City Administrator, the corporate seal of the Issuer having been intentionally omitted as permitted by law.

Date of Registration:

July 25, 2024

CITY OF BLACKDUCK
BELTRAMI COUNTY
MINNESOTA

(do not sign)
Mayor

REGISTRABLE BY AND
PAYABLE AT:

OFFICE OF THE
CITY ADMINISTRATOR
City of Blackduck, Minnesota

(do not sign)
City Administrator

CITY OF BLACKDUCK
RESOLUTION NO: 2024-11

CERTIFICATE OF REGISTRATION

The transfer of ownership of the principal amount of the attached Certificate may be made only by the registered owner or the registered owner's legal representative last noted below:

DATE OF REGISTRATION	REGISTERED OWNER	SIGNATURE OF REGISTRAR (CITY ADMINISTRATOR)
July 25, 2024	Huntington Public Capital Corporation 3993 Howard Hughes Pkwy. Suite 250 Las Vegas, NV, 89169	(Do not sign)

6. Execution. The Certificate shall be executed on behalf of the City by the manual or facsimile signatures of its Mayor and City Administrator, the seal having been omitted as permitted by law. In the event of disability or resignation or other absence of either such officer, the Certificate may be signed by the signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature shall appear on the Certificate shall cease to be such officer before the delivery of the Certificate, such signature shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery.

7. Delivery; Application of Proceeds. The Certificate when so prepared and executed shall be delivered by the City Administrator to the Purchaser upon receipt of the purchase price and the Purchaser shall not be obliged to see to the proper application thereof.

8. Funds and Accounts. There is hereby created a special fund to be designated the "General Obligation Equipment Certificate, Series 2024A Fund" (the "Fund") to be administered and maintained by the City Administrator as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Fund shall be maintained in the manner herein specified until the Certificate and the interest thereon have been fully paid. There shall be maintained in the Fund the following separate accounts:

(a) Capital Account. To the Capital Account there shall be credited the proceeds of the sale of the Certificate, less capitalized interest. From the Capital Account there shall be paid all costs and expenses of the acquisition of the Equipment and costs of issuance of the Certificate, including all costs incurred and to be incurred of the kind authorized in Minnesota Statutes, Section 475.65. The moneys in the Capital Account shall be used for no other purpose except as otherwise provided by law; provided that the proceeds of the Certificate may also be used to the extent necessary to pay interest on the Certificate due prior to the anticipated date of commencement of the collection of taxes herein levied.

(b) Debt Service Account. There are hereby irrevocably appropriated and pledged to, and there shall be credited to, the Debt Service Account: (i) all collections of taxes herein or hereafter levied for the payment of the Certificate and interest thereon; (i) all funds remaining in the Capital Account after the payment of all costs of acquisition of the Equipment; (iii) all investment earnings on funds held in the Debt Service Account; and (iv) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The amount of any surplus remaining in the Debt Service Account when the Certificate and interest thereon are paid shall be used consistent with Minnesota Statutes, Section 475.61, Subdivision 4. The Debt Service Account shall be used solely to pay the principal and interest of the Certificate and any other general obligation bonds of the City hereafter issued by the City and made payable from said account as provided by law.

No portion of the proceeds of the Certificate shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Certificate was issued and (2) in addition to the above in an amount not greater than the lesser of five percent of the proceeds of the Certificate or $100,000. To this effect, any proceeds of the Certificate and any sums from time to time held in the Capital Account or Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the certificates payable therefrom) in excess of amounts which under then applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by said arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Certificate to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

9. Tax Levy; Coverage Test. To provide moneys for payment of the principal and interest on the Certificate there is hereby levied upon all of the taxable property in the City a direct annual ad valorem tax which shall be spread upon the tax rolls and collected with and as part of other general property taxes in the City for the years and in the amounts as follows:

Year of Tax Levy	Year of Tax Collection	Amount
2024	2025	$32,745.20
2025	2026	33,415.83
2026	2027	33,248.67
2027	2028	33,030.80
2028	2029	33,812.21
2029	2030	33,442.19
2030	2031	33,021.45

The tax levies are such that if collected in full they will produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Certificate. The tax levies shall be irrepealable so long as the Certificate is outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, Subdivision 3.

10. General Obligation Pledge. For the prompt and full payment of the principal and interest on the Certificate, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are hereby irrevocably pledged. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Certificate and any other certificates payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

11. Defeasance. When the Certificate has been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered holder of the Certificate shall, to the extent permitted by law, cease. The City may discharge its obligations with respect to any installment of principal of the Certificate which are due on any date by irrevocably depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or if any installment of principal of the Certificate should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also at any time discharge its obligations with respect to any installment of principal of the Certificate, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date.

12. Compliance With Reimbursement Certificate Regulations. The provisions of this paragraph are intended to establish and provide for the City's compliance with United States Treasury Regulations Section 1.150-2 (the "Reimbursement Regulations") applicable to the "reimbursement proceeds" of the Certificate, being those portions thereof which will be used by the City to reimburse itself for any expenditure which the City paid or will have paid prior to the Closing Date (a "Reimbursement Expenditure").

The City hereby certifies and/or covenants as follows:

(a) Not later than sixty days after the date of payment of a Reimbursement Expenditure, the City (or person designated to do so on behalf of the City) has made or will have made a written declaration of the City's official intent (a "Declaration") which effectively (i) states the City's reasonable expectation to reimburse itself for the payment of the Reimbursement Expenditure out of the proceeds of a subsequent borrowing; (ii) gives a general and functional description of the property, project or program to which the Declaration relates and for which the Reimbursement Expenditure is paid, or identifies a specific fund or account of the City and the general functional

purpose thereof from which the Reimbursement Expenditure was to be paid (collectively the "Project"); and (iii) states the maximum principal amount of debt expected to be issued by the City for the purpose of financing the Project; provided, however, that no such Declaration shall necessarily have been made with respect to: (i) "preliminary expenditures" for the Project, defined in the Reimbursement Regulations to include engineering or architectural, surveying and soil testing expenses and similar prefatory costs, which in the aggregate do not exceed 20% of the "issue price" of the Certificate, and (ii) a de minimis amount of Reimbursement Expenditures not in excess of the lesser of $100,000 or five percent of the proceeds of the Certificate.

(b) Each Reimbursement Expenditure is a capital expenditure or a cost of issuance of the Certificate or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Reimbursement Regulations.

(c) The "reimbursement allocation" described in the Reimbursement Regulations for each Reimbursement Expenditure shall and will be made forthwith following (but not prior to) the issuance of the Certificate, and not later than three years after the later of (i) the date of the payment of the Reimbursement Expenditure, or (ii) the date on which the Project to which the Reimbursement Expenditure relates is first placed in service.

Each such reimbursement allocation will be made in a writing that evidences the City's use of Certificate proceeds to reimburse the Reimbursement Expenditure and, if made within thirty days after the Certificate is issued, shall be treated as made on the day the Certificate is issued.

Provided, however, that the City may take action contrary to any of the foregoing covenants in this paragraph upon receipt of an opinion of its bond counsel for the Certificate stating in effect that such action will not impair the tax-exempt status of the Certificate.

13. Certificate of Registration and Tax Levy. The City Administrator is hereby directed to file a certified copy of this resolution with the County Auditor of Beltrami County, Minnesota, together with such other information as the County Auditor shall require, and to obtain from the County Auditor a certificate that the Certificate has been entered in the County Auditor's Register and that the tax levy required by law has been made.

14. Records and Certificate. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the issuance of the Certificate, certified copies of all proceedings and records of the City relating to the Certificate and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Certificate as the same appear from the books and records under their custody and control or as

otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein

15. Negative Covenant as to Use of Proceeds and Equipment. The City hereby covenants not to use the proceeds of the Certificate or to use the Equipment, or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Equipment, in such a manner as to cause the Certificate to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

16. Tax-Exempt Status of the Certificate; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Certificate, including without limitation (i) requirements relating to temporary periods for investments, (ii) limitations on amounts invested at a yield greater than the yield on the Certificate, and (iii) the rebate of excess investment earnings to the United States, if the Certificate (together with other obligations reasonably expected to be issued and outstanding at one time in this calendar year) exceeds the small issuer exception amount of $5,000,000.

For purposes of qualifying for the small issuer exception to the federal arbitrage rebate requirements for governmental units issuing $5,000,000 or less of bonds, the City hereby finds, determines and declares that (i) the Certificate is issued by a governmental unit with general taxing powers, (ii) no Certificate is a private activity bond, (iii) ninety-five percent or more of the net proceeds of the Certificate is to be used for local governmental activities of the City (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the City), and (iv) the aggregate face amount of all tax exempt bonds (other than private activity bonds) issued by the City (and all subordinate entities thereof, and all entities treated as one issuer with the City) during the calendar year in which the Certificate is issued and outstanding at one time is not reasonably expected to exceed $5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

17. Designation of Qualified Tax-Exempt Obligations. In order to qualify the Certificate as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:

(a) the Certificate is issued after August 7, 1986;

(b) the Certificate is not a "private activity bond" as defined in Section 141 of the Code;

(c) the City hereby designates the Certificate as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code;

(d) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the City (and all entities treated as one issuer with the City, and all subordinate entities whose obligations are treated as issued by the City) during this calendar year 2024 will not exceed $10,000,000;

(e) not more than $10,000,000 of obligations issued by the City during this calendar year 2024 have been designated for purposes of Section 265(b)(3) of the Code, and

(f) the aggregate face amount of the Certificate does not exceed $10,000,000.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

18. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

19. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was duly seconded by member Seitz and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof: Guillette, Seitz, Hedrickson, Johnson and the following voted against the same: n/a

Whereupon the resolution was declared duly passed and adopted.

CITY OF BLACKDUCK
RESOLUTION NO: 2024-11

STATE OF MINNESOTA

COUNTY OF BELTRAMI

CITY OF BLACKDUCK

I, the undersigned, being the duly qualified and acting City Administrator of the City of Blackduck, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council duly called and held on the date therein indicated, insofar as such minutes relate to providing for the issuance and sale of a $180,000 General Obligation Equipment Certificate, Series 2024A.

WITNESS my hand on July 8, 2024.

City Administrator

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Sources & Uses

Dated 07/25/2024 | Delivered 07/25/2024

Sources Of Funds

Par Amount of Bonds	$180,000.00
Total Sources	**$180,000.00**

Uses Of Funds

Costs of Issuance	15,700.00
Deposit to Project Construction Fund	164,300.00
Total Uses	**$180,000.00**

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
07/25/2024	-	-	-	-	-
08/01/2025	-	-	8,838.90	8,838.90	-
02/01/2026	18,000.00	4.830%	4,347.00	22,347.00	31,185.90
08/01/2026	-	-	3,912.30	3,912.30	-
02/01/2027	24,000.00	4.830%	3,912.30	27,912.30	31,824.60
08/01/2027	-	-	3,332.70	3,332.70	-
02/01/2028	25,000.00	4.830%	3,332.70	28,332.70	31,665.40
08/01/2028	-	-	2,728.95	2,728.95	-
02/01/2029	26,000.00	4.830%	2,728.95	28,728.95	31,457.90
08/01/2029	-	-	2,101.05	2,101.05	-
02/01/2030	28,000.00	4.830%	2,101.05	30,101.05	32,202.10
08/01/2030	-	-	1,424.85	1,424.85	-
02/01/2031	29,000.00	4.830%	1,424.85	30,424.85	31,849.70
08/01/2031	-	-	724.50	724.50	-
02/01/2032	30,000.00	4.830%	724.50	30,724.50	31,449.00
Total	**$180,000.00**	**-**	**$41,634.60**	**$221,634.60**	**-**

Yield Statistics

Bond Year Dollars	$862.00
Average Life	4.789 Years
Average Coupon	4.8300000%
Net Interest Cost (NIC)	4.8300000%
True Interest Cost (TIC)	4.8160045%
Bond Yield for Arbitrage Purposes	4.8160045%
All Inclusive Cost (AIC)	7.0378282%

IRS Form 8038

Net Interest Cost	4.8300000%
Weighted Average Maturity	4.789 Years

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	Fiscal Total
07/25/2024	-	-	-	-	-	-
08/01/2025	-	-	8,838.90	8,838.90	8,838.90	-
02/01/2026	18,000.00	4.830%	4,347.00	22,347.00	22,347.00	31,185.90
08/01/2026	-	-	3,912.30	3,912.30	3,912.30	-
02/01/2027	24,000.00	4.830%	3,912.30	27,912.30	27,912.30	31,824.60
08/01/2027	-	-	3,332.70	3,332.70	3,332.70	-
02/01/2028	25,000.00	4.830%	3,332.70	28,332.70	28,332.70	31,665.40
08/01/2028	-	-	2,728.95	2,728.95	2,728.95	-
02/01/2029	26,000.00	4.830%	2,728.95	28,728.95	28,728.95	31,457.90
08/01/2029	-	-	2,101.05	2,101.05	2,101.05	-
02/01/2030	28,000.00	4.830%	2,101.05	30,101.05	30,101.05	32,202.10
08/01/2030	-	-	1,424.85	1,424.85	1,424.85	-
02/01/2031	29,000.00	4.830%	1,424.85	30,424.85	30,424.85	31,849.70
08/01/2031	-	-	724.50	724.50	724.50	-
02/01/2032	30,000.00	4.830%	724.50	30,724.50	30,724.50	31,449.00
Total	**$180,000.00**	**-**	**$41,634.60**	**$221,634.60**	**$221,634.60**	**-**

Significant Dates

Dated	7/25/2024
First available call date	

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
02/01/2032	Term 1 Coupon	4.830%	4.830%	180,000.00	100.000%	180,000.00
Total	-	-	-	**$180,000.00**	-	**$180,000.00**

Bid Information

Par Amount of Bonds	$180,000.00
Gross Production	$180,000.00
Bid (100.000%)	180,000.00
Total Purchase Price	$180,000.00
Bond Year Dollars	$862.00
Average Life	4.789 Years
Average Coupon	4.8300000%
Net Interest Cost (NIC)	4.8300000%
True Interest Cost (TIC)	4.8160045%

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Proof of Bond Yield @ 4.8160045%

Date	Cashflow	PV Factor	Present Value	Cumulative PV
07/25/2024	-	1.0000000x	-	-
08/01/2025	8,838.90	0.9527693x	8,421.43	8,421.43
02/01/2026	22,347.00	0.9303661x	20,790.89	29,212.32
08/01/2026	3,912.30	0.9084896x	3,554.28	32,766.61
02/01/2027	27,912.30	0.8871276x	24,761.77	57,528.38
08/01/2027	3,332.70	0.8662678x	2,887.01	60,415.39
02/01/2028	28,332.70	0.8458985x	23,966.59	84,381.98
08/01/2028	2,728.95	0.8260082x	2,254.14	86,636.11
02/01/2029	28,728.95	0.8065856x	23,172.36	109,808.47
08/01/2029	2,101.05	0.7876197x	1,654.83	111,463.30
02/01/2030	30,101.05	0.7690998x	23,150.71	134,614.01
08/01/2030	1,424.85	0.7510153x	1,070.08	135,684.10
02/01/2031	30,424.85	0.7333561x	22,312.25	157,996.35
08/01/2031	724.50	0.7161121x	518.82	158,515.17
02/01/2032	30,724.50	0.6992736x	21,484.83	180,000.00
Total	**$221,634.60**	-	**$180,000.00**	-

Derivation Of Target Amount

Par Amount of Bonds	$180,000.00
Original Issue Proceeds	$180,000.00

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Derivation Of Form 8038 Yield Statistics

Maturity	Issuance Value	Coupon	Price	Issuance Price	Exponent	Bond Years
02/01/2026	18,000.00	4.830%	100.000%	18,000.00	1.5166667x	27,300.00
02/01/2027	24,000.00	4.830%	100.000%	24,000.00	2.5166667x	60,400.00
02/01/2028	25,000.00	4.830%	100.000%	25,000.00	3.5166667x	87,916.67
02/01/2029	26,000.00	4.830%	100.000%	26,000.00	4.5166667x	117,433.33
02/01/2030	28,000.00	4.830%	100.000%	28,000.00	5.5166667x	154,466.67
02/01/2031	29,000.00	4.830%	100.000%	29,000.00	6.5166667x	188,983.33
02/01/2032	30,000.00	4.830%	100.000%	30,000.00	7.5166667x	225,500.00
Total	**$180,000.00**	-	-	**$180,000.00**	-	**$862,000.00**

Description of Bonds

Final Maturity Date	2/01/2032
Issue price of entire issue	180,000.00
Stated Redemption at Maturity	180,000.00
Weighted Average Maturity = Bond Years/Issue Price	4.789 Years
Bond Yield for Arbitrage Purposes	4.8160045%

Uses of Proceeds of Issue

Proceeds used for accrued interest	-
Proceeds used for bond issuance costs (including underwriters' discount)	15,700.00
Proceeds used for credit enhancement	-
Proceeds allocated to reasonably required reserve or replacement fund	-

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Operation Of Project Construction Fund

Date	Principal	Rate	Receipts	Disbursements	Cash Balance
07/25/2024	164,300.00	-	164,300.00	164,300.00	-
Total	**$164,300.00**	-	**$164,300.00**	**$164,300.00**	-

Investment Parameters

Investment Model [PV, GIC, or Securities]	GIC
Default investment yield target	Unrestricted
Cost of Investments Purchased with Bond Proceeds	164,300.00
Total Cost of Investments	$164,300.00
Target Cost of Investments at bond yield	$164,300.00
Yield to Receipt	-
Yield for Arbitrage Purposes	4.8160045%

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Primary Purpose Fund Proof Of Yield @ 0.0000000%

Date	Cashflow	PV Factor	Present Value	Cumulative PV
07/25/2024	164,300.00	1.0000000x	164,300.00	164,300.00
Total	**$164,300.00**	-	**$164,300.00**	-

Composition Of Initial Deposit

Cost of Investments Purchased with Bond Proceeds	164,300.00
Adjusted Cost of Investments	164,300.00

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Detail Costs Of Issuance

Dated 07/25/2024 | Delivered 07/25/2024

COSTS OF ISSUANCE DETAIL

Municipal Advisor	$8,200.00
Bond Counsel (Taft Stettinius & Hollister)	$7,500.00
TOTAL	**$15,700.00**

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Overlevy
02/01/2025	-	-	-	-	-
02/01/2026	18,000.00	4.830%	13,185.90	31,185.90	32,745.20
02/01/2027	24,000.00	4.830%	7,824.60	31,824.60	33,415.83
02/01/2028	25,000.00	4.830%	6,665.40	31,665.40	33,248.67
02/01/2029	26,000.00	4.830%	5,457.90	31,457.90	33,030.80
02/01/2030	28,000.00	4.830%	4,202.10	32,202.10	33,812.21
02/01/2031	29,000.00	4.830%	2,849.70	31,849.70	33,442.19
02/01/2032	30,000.00	4.830%	1,449.00	31,449.00	33,021.45
Total	**$180,000.00**	**-**	**$41,634.60**	**$221,634.60**	**$232,716.33**

Significant Dates

Dated	7/25/2024
First Coupon Date	8/01/2025

Yield Statistics

Bond Year Dollars	$862.00
Average Life	4.789 Years
Average Coupon	4.8300000%
Net Interest Cost (NIC)	4.8300000%
True Interest Cost (TIC)	4.8160045%
Bond Yield for Arbitrage Purposes	4.8160045%
All Inclusive Cost (AIC)	7.0378282%

IRS Form 8038

Net Interest Cost	4.8300000%
Weighted Average Maturity	4.789 Years

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Tax Levy Schedule

Tax Levy Year	Tax Collect Year	Bond Pay Year	Total P+I	Net New D/S	P & I @105%	Net Levy
2024	2025	2026	31,185.90	31,185.90	32,745.20	32,745.20
2025	2026	2027	31,824.60	31,824.60	33,415.83	33,415.83
2026	2027	2028	31,665.40	31,665.40	33,248.67	33,248.67
2027	2028	2029	31,457.90	31,457.90	33,030.80	33,030.80
2028	2029	2030	32,202.10	32,202.10	33,812.21	33,812.21
2029	2030	2031	31,849.70	31,849.70	33,442.19	33,442.19
2030	2031	2032	31,449.00	31,449.00	33,021.45	33,021.45
Total			**$221,634.60**	**$221,634.60**	**$232,716.33**	**$232,716.33**

Bond Data

Dated Date	7/25/2024

BID TABULATION

$180,000 General Obligation Equipment Certificates, Series 2024A

City of Blackduck, Minnesota

SALE: July 3, 2024

AWARD: HUNTINGTON PUBLIC CAPITAL CORPORATION

Non-Rated

Tax Exempt - Bank Qualified

NAME OF BIDDER	MATURITY (February 1)	RATE	PRICE
HUNTINGTON PUBLIC CAPITAL CORPORATION Milwaukee, Wisconsin			$177,000.00
	2026[1]	4.830%	
	2027[1]	4.830%	
	2028[1]	4.830%	
	2029[1]	4.830%	
	2030[1]	4.830%	
	2031[1]	4.830%	
	2032[1]	4.830%	
		4.86%	
DEERWOOD BANK Baxter, Minnesota			
CITIZENS STATE BANK Roseau, Minnesota		4.99%	
		5.287%	
U.S. BANCORP GOVERNMENT LEASING AND FINANCE, INC. Denver, Colorado			
SECURITY BANK & TRUST CO. Glencoe, Minnesota		5.85%	

* Subsequent to bid opening the issue size was increased to $180,000.00
Adjusted Price: $180,000.00 Adjusted Net Interest Cost: $41,634.60

[1] $180,000 Term Bond due 2032 with mandatory redemption in 2026-2031.

PROPOSAL FORM

City Council
City of Blackduck, Minnesota (the "City")

July 3, 2024

RE: $177,000* General Obligation Equipment Certificate, Series 2024A (the "Certificate")
DATED: July 25, 2024

For all or none of the above Certificate, we will pay you $177,000 plus accrued interest to date of delivery for such Certificate, with a final principal installment on February 1, 2032 and bearing interest at the following rate:

4.83 %

The City reserves the right to increase or decrease the principal amount of the Certificate on the day of sale, in increments of $1,000 each. Increases or decreases may be made in any principal installment. If any principal amounts are adjusted, the purchase price proposed will be adjusted to maintain the same gross spread per $1,000.

Interest on the Certificate will be payable on August 1, 2025 and semi-annually thereafter.

The Certificate will be subject to call and prior payment on any date after the settlement date at a price of par plus accrued interest.

The Lender shall agree to purchase the debt instrument for investment and not with a present view to the distribution, transfer or resale thereof. The Lender intends to hold and book the Certificate as a loan in its loan portfolio; the Lender acknowledges that the use of the word "Certificate" in the name of the debt instrument is for convenience only and is not intended to indicate that the instrument is a security within the meaning of the Securities Act of 1933. The Lender shall be required to hold such Certificate for its own account and for an indefinite period of time and does not intend to dispose of all or any portion of such Certificate and understands that transfer of such Certificate is restricted pursuant to the terms of the financing agreement.

The City has not requested a rating on this issue. *A rating may not be requested without contacting Ehlers and receiving the permission of the City.*

This proposal is for consideration and acceptance by the City Council on July 8, 2024, and is conditional upon delivery of said Certificate to us within 40 days of award. Delivery is anticipated on or about July 25, 2024. The Certificate will be in typewritten form, registrable as to principal and interest. The City Administrator shall be designated as the paying agent. The Certificate will be "bank qualified" and tax exempt, as evidenced by a legal opinion of Taft Stettinius & Hollister LLP, Minneapolis, Minnesota, as bond counsel.

Submitted by:

Name of Institution: Huntington National Bank

Submitted By: Jonathan K Schatz

Title: Assistant Vice President, Huntington Public Capital

Signature: Jonathan K Schatz

The City reserves the right to reject any and all proposals and to waive any informality in any proposal.

The foregoing offer is hereby accepted by and on behalf of the City Council of the City of Blackduck, Minnesota, this 8 day of July 2024.

By: [signature] By: [signature]

Title: City Administrator Title: Mayor

* Subsequent to bid opening the issue size was increased to $180,000.00
Adjusted Price: $180,000.00 Adjusted Net Interest Cost: $41,634.60

FINAL TERM SHEET DATED JULY 3, 2024

City of Blackduck, Minnesota (the "City")
Beltrami County

$180,000 General Obligation Equipment Certificate, Series 2024A (the "Certificate")

Purpose: The Certificate is being issued to finance the acquisition of various capital equipment for the City, including a backhoe and loader.

Authority: Minnesota Statutes, Section 412.301 and Chapter 475.

All equipment has an expected useful life at least as long as the term of the Certificate. Pursuant to Minnesota Statutes, Section 412.301, because the Certificate exceeds 0.25% of the estimated market value of taxable property in the City, the City Council adopted a resolution determining to issue the Certificate.

Security: The Certificate is a general obligation of the City, backed by its full faith, credit and taxing authority.

The City anticipates that the debt service on the Certificate will be paid from ad valorem property taxes. In accordance with Minnesota Statutes, the City will levy each year an amount not less than 105% of the debt service requirements on the Certificate. In the event funds on hand for payment of principal and interest are at any time insufficient, the City is required to levy an additional ad valorem tax upon all taxable properties within its boundaries without limit as to rate or amount to make up any deficiency.

Date of Certificate: July 25, 2024

Delivery Date: July 25, 2024

Interest Rate: 4.830%

Principal Installments: Principal on the Certificate will be due on February 1 in the years 2026 through 2032.

Year	Amount	Year	Amount
2026	$18,000	2030	$28,000
2027	24,000	2031	29,000
2028	25,000	2032	30,000
2029	26,000		

Sources and Uses

Sources		
Par Amount of Certificate	$180,000	
Total Sources		**$180,000**
Uses		
Project Costs	$164,300	
Costs of Issuance	15,700	
Total Uses		**$180,000**

Interest:	Interest will be payable on February 1 and August 1 of each year, commencing August 1, 2025, to the registered owner of the Certificate. Interest will be computed on the basis of a 360-day year of twelve 30-day months.
Optional Redemption:	The Certificate will be subject to call and prior payment on any date after the settlement date at a price of par plus accrued interest.
Purchase Price:	$180,000.00
Form of Certificate:	The Certificate will be in typewritten form, registrable as to principal and interest.
Qualified Tax-Exempt Obligation:	The Certificate will be designated as a qualified tax-exempt obligation ("bank qualified") pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, which permits financial institutions to deduct interest expenses allocable to the Certificate to the extent permitted under prior law.
Financial Disclosure:	The City will offer to provide its financial data annually to the Lender upon request.
Rating:	The City has not requested a rating for the Certificate. *A rating may not be requested without contacting Ehlers and receiving the permission of the City.*
Offering Documents:	Offering documents shall take the form of this Final Term Sheet.
Costs of Issuance:	Financing and legal costs will be paid for out of the proceeds of the Certificate. No additional costs proposed by the Lender will be considered.
Legal Opinion:	An opinion as to the validity of the Certificate and the exemption from taxation of the interest thereon will be furnished by Taft Stettinius & Hollister LLP, Minneapolis, Minnesota, bond counsel to the City, and will accompany the Certificate.
Resale of Certificate:	The Lender shall agree to purchase the debt instrument for investment and not with a present view to the distribution, transfer or resale thereof. The Lender intends to hold and book the Certificate as a loan in its loan portfolio; the Lender acknowledges that the use of the word "Certificate" in the name of the debt instrument is for convenience only and is not intended to indicate that the instrument is a security within the meaning of the Securities Act of 1933. The Lender shall be required to hold such Certificate for its own account and for an indefinite period of time and does not intend to dispose of all or any portion of such Certificate and understands that transfer of such Certificate is restricted pursuant to the terms of the financing agreement.
Lender:	Huntington Public Capital Corporation, Milwaukee, Wisconsin.
Paying Agent:	The City Administrator shall be designated as the paying agent.
Bond Counsel:	Mary Ippel; Taft Stettinius & Hollister LLP, Minneapolis, Minnesota
Municipal Advisor:	Ehlers 3060 Centre Pointe Drive Roseville, MN 55113

STATE OF MINNESOTA

COUNTY OF BELTRAMI

COUNTY AUDITOR'S CERTIFICATE

AS TO TAX LEVY AND REGISTRATION

I, the undersigned, being the duly qualified and acting County Auditor of Beltrami County, Minnesota, DO HEREBY CERTIFY that on the date hereof there was filed in my office a certified copy of a resolution adopted on July 8, 2024, by the City Council of the City of Blackduck, Minnesota, authorizing the issuance of a $180,000 General Obligation Equipment Certificate, Series 2024A (the "Certificate"), and levying a tax for the payment thereof, together with full information regarding the Certificate for which the tax was levied; and the Certificate has been entered in my Register and the tax levy required by law has been made.

WITNESS my hand and the seal of the County Auditor on July 19, 2024.

County Auditor



133356101v1

SIGNATURE AND NONLITIGATION CERTIFICATE

We, the undersigned, being respectively the duly qualified and acting Mayor and City Administrator of the City of Blackduck, Beltrami County, Minnesota, (the "City"), DO HEREBY CERTIFY that we did, in our official capacities as such officers, sign our own proper names on the City's $180,000 General Obligation Equipment Certificate, Series 2024A (the "Certificate"), dated July 25, 2024, as the date of original issue, numbered R-1, in the denomination equal to the total principal amount of the $180,000 Certificate due on February 1, 2026 through 2032 and bearing interest until paid or discharged at the rate of 4.83%.

WE FURTHER CERTIFY that we are now and were on the date of signing the Certificate, the duly qualified and acting officers therein indicated, and duly authorized to execute the same.

WE FURTHER CERTIFY that the Certificate has been in all respects duly executed for delivery pursuant to authority conferred upon us as such officers; and no obligations other than the Certificate have been issued pursuant to such authority, and that none of the proceedings or records which have been certified to the purchaser of the Certificate or the attorneys approving the same have been in any manner repealed, amended or changed, and that there has been no change in the financial condition of the City or of the facts affecting the Certificate.

WE FURTHER CERTIFY that there is no litigation pending or, to our knowledge, threatened questioning the organization or boundaries of the City, or the right of any of us to our respective offices, or in any manner questioning our right and power to execute and deliver the Certificate, or otherwise questioning the validity of the Certificate or the levy of taxes for the payment of the Certificate and the interest thereon.

Dated: July 25, 2024.

CITY OF BLACKDUCK, MINNESOTA

Mayor

City Administrator

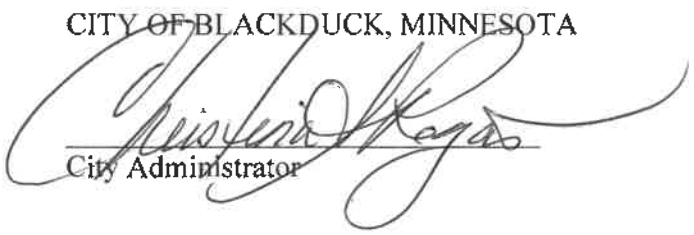
(Signature Page to Signature and Nonlitigation Certificate)

CITY ADMINISTRATOR'S RECEIPT

I, the undersigned, being the duly qualified and acting City Administrator of the City of Blackduck, Beltrami County, Minnesota, DO HEREBY CERTIFY AND ACKNOWLEDGE that on the date hereof, I received from Huntington Public Capital Corporation, Las Vegas, Nevada, the purchaser of the $180,000 General Obligation Equipment Certificate, Series 2024A (the "Certificate"), dated July 25, 2024, as the date of original issue, the purchase price thereof $180,000, no interest having accrued to the date hereof and I did thereupon deliver the Certificate to the purchaser.

Dated: July 25, 2024.

CITY OF BLACKDUCK, MINNESOTA



City Administrator

(Signature Page to City Administrator's Receipt)

133356101v1

NONARBITRAGE CERTIFICATE

The undersigned are the duly qualified and acting Mayor and City Administrator of the City of Blackduck, Beltrami County, Minnesota (the "City"), charged, either alone or with others, with the responsibility of issuing a $180,000 General Obligation Equipment Certificate, Series 2024A, dated July 25, 2024, as the date of original issue (the "Certificate"). This Nonarbitrage Certificate is being executed in accordance with the income tax regulations relating to arbitrage bonds (the "Regulations") and may be relied upon as a certification under Section 1.148-2(b)(2) of the Regulations and under Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"). The undersigned, having made an investigation of the facts, circumstances and estimates pertaining to and in connection with the Certificate, hereby certify in good faith and reasonably expect as follows with respect to the Certificate:

1. Purpose; Statement. The proceeds of the Certificate will be used to finance the acquisition of capital equipment for the City (the "Equipment"). As of the date hereof, all of the representations and statements of fact contained in the resolution adopted by the City Council on July 8, 2024 (the "Resolution"), relating to the Certificate are true and correct, and nothing has occurred between the date of adoption of the Resolution and the date hereof to cause any expectation or covenant stated in the Resolution to become unlikely or impossible of occurrence or performance, unreasonable or otherwise invalid.

2. Only Issue. No bonds (in addition to the Certificate) (i) are sold or are to be sold at substantially the same time as the Certificate, (ii) are sold pursuant to the same plan of financing with the Certificate, and (iii) are reasonably expected to be paid from substantially the same source of funds as the Certificate will be paid.

3. Proceeds and Uses. The Certificate was delivered and paid for on the date of this Nonarbitrage Certificate. "Sale Proceeds" is the issue price of the Certificate or the offering price of the Certificate to the public. The total Sale Proceeds of the Certificate is $180,000, which together with earnings thereon (estimated to be $0.00), do not exceed the total of:

(i) $164,300, estimated total financeable costs of the acquisition of the Equipment; and

(ii) $15,700, expenses anticipated to be incurred in connection with the issuance of the Certificate.

4. Governmental Purposes; No Over-burdening of Tax-Exempt Market. The stated purposes of the Certificate are governmental purposes within the meaning of applicable law and regulations. Sale Proceeds of the Certificate, less any amounts used to pay issuance expenses, together with estimated earnings thereon, will not exceed the estimated dollar cost of acquiring the Equipment less all other funds to be expended for paying such costs.

5. Fund and Accounts. The Certificate is payable from the City's General Obligation Equipment Certificate, Series 2024A Fund (the "Fund"), which Fund contains a Capital Account (for the acquisition of the Equipment) and a Debt Service Account (for payment of debt service on the Certificate).

6. Capital Account: Time Test; Due Diligence Test; Expenditure Test.

(a) Costs of Acquisition and Issuance. The costs of acquiring the Equipment and issuing the Certificate will be paid from the Capital Account in the Fund. The City reasonably expects to satisfy the time test, the due diligence test and the expenditure test as set forth below:

(i) Time Test. Substantial binding contracts or commitments for acquiring the Equipment obligating the expenditure of not less than $9,000 (five percent of the Net Sale Proceeds of the Certificate) have heretofore been entered into or made or will be entered into or made within six months from the date hereof. "Net Sale Proceeds" is the issue price of the Certificate less the accrued interest and less any Certificate proceeds deposited in any reserve fund or account. All such contracts are, or will be, binding obligations of the City.

(ii) Due Diligence Test. The acquisition of the Equipment and the allocation of the Net Sale Proceeds of the Certificate to expenditures has proceeded and will continue to proceed with due diligence to completion. The Equipment will be purchased by the City by September 1, 2024.

(iii) Expenditure Test. Any contract or commitment for the acquisition of the Equipment heretofore or hereafter executed has provided or will provide for the acquisition of the Equipment in less than three years from the date hereof; and proceeds of the Certificate in an amount equal to at least eighty five percent of the Net Sale Proceeds of the Certificate will be spent in paying the cost of acquisition of the Equipment within three years from the date hereof.

(b) Costs of Issuance; Transfer. The costs of issuing the Certificate will be incurred and paid within three years from the date hereof. Any moneys remaining in the Capital Account after acquisition of the Equipment and payment of the costs of issuing the Certificate will be transferred to the Debt Service Account unless transferred to the fund of any other purchase as authorized by law.

(c) Investments. The City shall not invest amounts in the Capital Account at a yield materially higher than the yield on the Certificate or in obligations exempt from federal income taxation under Section 103(a) of the Code if and to the extent moneys remain therein after the earlier of (i) acquisition of the Equipment is complete or (ii) three years from the date hereof.

7. Debt Service Account; Funding; Investment Covenants. The principal and interest on the Certificate are payable from the Debt Service Account. The City has covenanted that any sums from time to time held in the Capital Account and the Debt Service Account (or any other account of the City which will be used to pay debt service on the Certificate) in excess of amounts which under then applicable federal arbitrage regulations may be invested without regard to yield (after taking into account all temporary periods) shall not be invested at a yield in excess of the applicable yield restrictions imposed by the arbitrage regulations on such investments. Other than the Debt Service Account, there is no other fund or account of cash or securities which the City has set aside and expects to invest or maintain at a yield greater than the yield on the Certificate for the purpose of paying debt service on the Certificate.

8. Debt Service Account: Bona Fide Debt Service Fund; Minor Portion; Temporary Periods; Yield. The Debt Service Account serves two functions: (i) a bona fide debt service fund (within the meaning of Section 1.148-1(b) of the Regulations) which is used primarily to achieve a proper matching of revenues and principal and interest payments within each Bond Year and is depleted at least once a Bond Year except for a reasonable carryover amount not to exceed the greater of the earnings on the Debt Service Account for the immediately preceding Bond Year or one-twelfth of principal and interest payments on the Certificate for the immediately preceding Bond Year, and (ii) a sinking fund (within the meaning of Section 1.148-1(c)(2) of the Regulations), and each such function shall be treated for the purposes hereof as if it occurred in a separate account.

Amounts deposited in the Debt Service Account which are to be used to pay debt service on the Certificate within twelve months of their receipt by the City (or which are a reasonable carryover amount with respect thereto) will be invested without regard to yield for a temporary period not longer than thirteen months. Receipts in the Debt Service Account which will not be used to pay debt service on the Certificate within thirteen months of their receipt will be invested without regard to yield to the extent they do not exceed the "minor portion" of $9,000, which is an amount equal to the lesser of $100,000 or five percent of the Net Sale Proceeds of the Certificate.

All receipts in the Debt Service Account may be invested without regard to yield for a temporary period of thirty days from receipt, and investment earnings on such sums may be invested without regard to yield for a longer temporary period of one year from receipt. Amounts not entitled to a temporary period or within said minor portion will not be invested at a yield which is materially higher than the yield on the Certificate, or will be invested without regard to yield in tax-exempt bonds as defined in Section 150(a)(6) of the Code, being obligations the interest on which is excluded from gross income under Section 103(a) of the Code.

9. Yield Determination; Materially Higher. The yield on the Certificate is based on the issue price paid by Huntington Public Capital Corporation for the Certificate, as shown in the Certificate of Purchaser has been calculated to be 4.8160045%; this yield on the Certificate will be recalculated if and as required by the Code or the Regulations. A "materially higher" yield is defined at Section 1.148-2(d)(2) of the Regulations and is generally one-eighth of one percent (0.125%).

10. Rebate. The City is a small issuer not subject to the rebate requirement imposed by Section 148(f) of the Code by reason of issuing (together with all subordinate entities thereof, and all entities treated as one with the City) less than $5,000,000 of tax exempt governmental obligations during the calendar year as provided in Section 148(f)(4)(D) of the Code.

11. Intentional Acts. The City shall not take any deliberate, intentional action after the date hereof to earn arbitrage profit except to the extent such action would not have caused the Certificate to be arbitrage bonds had it been reasonably expected on the date hereof.

12. Basis For Expectations. The facts and estimates on which the foregoing expectations are based are (a) the documents included in the "Transcript" prepared for the

Certificate closing, (b) all contracts, if any, heretofore executed for the acquisition of the Equipment, (c) all expenditures which were heretofore made by the City for the acquisition of the Equipment and which are to be reimbursed out of the proceeds of the Certificate, and (e) such other facts and estimates, if any, as may be set forth in an Exhibit A attached hereto; if any.

13. No Abusive Arbitrage Device. No "abusive arbitrage device" within the meaning of Section 1.148-10 of the Regulations is used in connection with the Certificate. No action relating to the Certificate has the effect of (a) enabling the City to exploit the difference between tax-exempt and taxable interest rates to obtain a material financial advantage and (b) overburdening the tax-exempt bond market.

14. Reimbursement Expenditures. None of the proceeds of the Certificate will be used to reimburse the Issuer for reimbursement expenditures.

15. Monitoring of Expenditures and Investments. The City will monitor the investment of Certificate proceeds to assure compliance with Section 148 of the Code, and the City will consult with bond counsel periodically with regard to arbitrage issues and compliance.

16. Familiarity; Conclusion. We are generally familiar with the requirements of the Regulations, and nothing has been called to our attention to cause us to believe that the proceeds of the Certificate will be used in a manner which would cause the Certificate to be arbitrage bonds within the meaning of Section 148 of the Code.

17. No Other Facts. To the best of the knowledge and belief of the undersigned, there are no other facts, estimates or circumstances which would materially change the foregoing facts and conclusions.

Dated: July 25, 2024.

CITY OF BLACKDUCK, MINNESOTA

Mayor

City Administrator

(Signature Page to Nonarbitrage Certificate)

CERTIFICATE OF REGISTRAR

The undersigned hereby certifies that I am the duly qualified and acting City Administrator, City of Blackduck, Minnesota (the "Issuer"), and as such official do hereby further certify as follows:

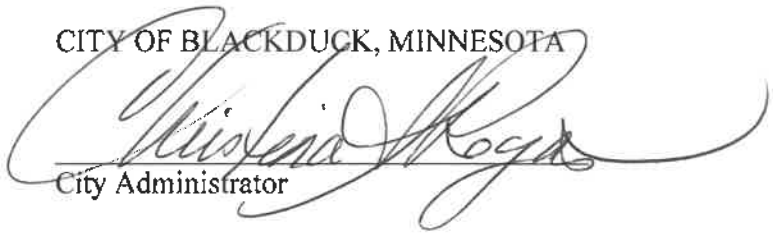
1. I am the official charged with the responsibility of acting as Registrar for and registering the ownership and transfer of the Issuer's $180,000 General Obligation Equipment Certificate, Series 2024A (the "Certificate").

2. On the date hereof I have registered the Certificate delivered this day.

3. Attached hereto is a true and correct copy of my register for the Certificate.

Dated: July 25, 2024.

CITY OF BLACKDUCK, MINNESOTA



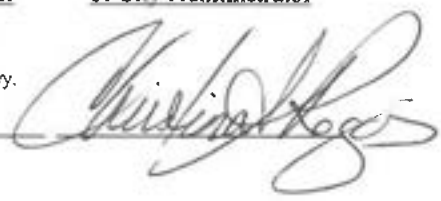
City Administrator

(Signature Page to Certificate of Registrar)

REGISTER

$180,000 GENERAL OBLIGATION EQUIPMENT
CERTIFICATE, SERIES 2024A
CITY OF BLACKDUCK, MINNESOTA

This Register is maintained for the above Certificate issued by the City Administrator of the City of Blackduck, Minnesota, as Registrar. The ownership of the Certificate and the interest accruing thereon is registered on the books of the City of Blackduck, Minnesota, in the name of the owner noted below.

Certificate Number	Final Maturity Date	Principal Amount	Date of Registration	Name and Address of Registered Owner	Signature of City Administrator
R-1	02/01/2032	$180,000	07/25/2024	Huntington Public Capital Corporation 3993 Howard Hughes Pkwy. Suite 250 Las Vegas, MN 89169	

CERTIFICATE OF THE PURCHASER

The undersigned, on behalf of Huntington Public Capital Corporation, in Las Vegas, Nevada (the "Purchaser"), hereby certifies as set forth below with respect to the purchase of the General Obligation Equipment Certificate, Series 2024A (the "Certificate") of the City of Blackduck, Minnesota (the "Issuer").

1. Purchase of the Certificate. On the date of this certificate, the Purchaser is purchasing the Certificate for the amount of $180,000. The Purchaser is not acting as an Underwriter with respect to the Certificate. The Purchaser has no present intention to sell, reoffer, or otherwise dispose of the Certificate (or any portion of the Certificate or any interest in the Certificate). The Purchaser has not contracted with any person pursuant to a written agreement to have such person participate in the initial sale of the Certificate and the Purchaser has not agreed with the Issuer pursuant to a written agreement to sell the Certificate to persons other than the Purchaser or a related party to the Purchaser.

2. Defined Terms.

(a) *Public* means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party. The term "related party" for purposes of this certificate generally means any two or more persons who have greater than 50 percent common ownership, directly or indirectly.

(b) *Underwriter* means (i) any person that agrees pursuant to a written contract with the Issuer (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Certificate to the Public, and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of the Certificate to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Certificate to the Public).

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents the Purchaser's interpretation of any laws, including specifically Sections 103 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. The undersigned understands that the foregoing information will be relied upon by the Issuer with respect to certain of the representations set forth in the Nonarbitrage Certificate and with respect to compliance with the federal income tax rules affecting the Certificate, and by Taft Stettinius & Hollister LLP, Bond Counsel, in connection with rendering its opinion that the interest on the Certificate is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G, and other federal income tax advice that it may give to the Issuer from time to time relating to the Certificate.

Dated: July 25, 2024.

HUNTINGTON PUBLIC CAPITAL CORPORATION, as Purchaser

By: Carmel Viado

Name: Carmel Viado

Its: Vice President

(Signature Page to Certificate of the Purchaser)

CERTIFICATE OF MUNICIPAL ADVISOR

The undersigned, being duly authorized to execute this Certificate on behalf of Ehlers & Associates, Inc. (the "Municipal Advisor"), hereby certifies:

1. We have served as Municipal Advisor in connection with the sale of a $180,000 General Obligation Equipment Certificate, Series 2024A (the “Certificate”) issued by the City of Blackduck, Minnesota (the “Issuer”), dated July 25, 2024.

2. The information set forth in the resolution of the governing body of the Issuer, adopted on July 8, 2024, providing for the issuance of the Certificate, are true and correct in all respects.

3. We have examined the Nonarbitrage Certificate of even date herewith and hereby certify that we furnished the Issuer the information on which the Certificate of Municipal Advisor has been based, that such information is to the best of our knowledge true and correct in all respects and that no matters have come to our attention which make unreasonable or incorrect the representations made in the Nonarbitrage Certificate.

4. We hereby certify that the following information is true and correct and is furnished for the exclusive purpose of completing Form 8038-G, Information Return for Tax-Exempt Governmental Obligations (“Form 8038-G”), for the Certificate issued by the Issuer:

(a) the Issuer’s federal employer identification number (EIN) is 41-6004988;

(b) the weighted average maturity based on the issue price of the Certificate and from its date of issue (not based on the face amount of the Certificate or from its dated date) is 4.789 years; and

(c) the yield on the Certificate to maturity, based on the information supplied by the original purchaser of the Certificate in the Certificate of the Purchaser is 4.8160045%.

Dated: July 25, 2024.

EHLERS & ASSOCIATES, INC.

By: _____
Its Authorized Officer

UNITED STATES OF AMERICA
STATE OF MINNESOTA
BELTRAMI COUNTY
CITY OF BLACKDUCK

R-1 $180,000

GENERAL OBLIGATION EQUIPMENT CERTIFICATE, SERIES 2024A

Interest Rate	Maturity Date	Date of Original Issue
4.83%	February 1, 2032	July 25, 2024

REGISTERED OWNER: HUNTINGTON PUBLIC CAPITAL CORPORATION, LAS VEGAS, NEVADA

PRINCIPAL AMOUNT: ONE HUNDRED AND EIGHTY THOUSAND DOLLARS

THE CITY OF BLACKDUCK, BELTRAMI COUNTY, MINNESOTA (the "Issuer"), certifies that it is indebted and for value received promises to pay to the registered owner specified above, or assigns, duly certified on the Certificate of Registration attached to and made a part of this Certificate (the "Registered Owner"), unless called for earlier redemption, in the manner hereinafter set forth, the $180,000 principal amount of this Certificate in the principal installments due on February 1 of the years and in the amounts, respectively, as follows, with each such principal installment bearing interest until paid at the interest rate of 4.83% per annum:

Principal Installments Due February 1	Amount
2026	$18,000
2027	24,000
2028	25,000
2028	26,000
2030	28,000
2031	29,000
2032	30,000

Interest. Interest shall be payable semiannually on February 1 and August 1 of each year, commencing August 1, 2025, and shall be calculated on the basis of a 360 day year consisting of twelve 30 day months.

Payment Instructions. Principal installments and interest shall be paid by the City Administrator of the City of Blackduck, Minnesota (the "Registrar") by check, ACH debit, wire transfer or draft mailed to the Registered Owner at the address listed on the Certificate of Registration attached to and made a part of this Certificate. On the maturity date or final redemption payment, the Registered Owner shall surrender this Certificate to the Registrar.

SPECIMEN

Date of Payment Not a Business Day. If the nominal date for payment of any principal of or interest on this Certificate shall not be a business day of the Issuer or of the Registered Owner, then the date for such payment shall be the next such business day and payment on such business day shall have the same force and effect as if made on the nominal date of payment.

Redemption. This Certificate shall be subject to redemption and prepayment at the option of the Issuer on any date at a price of par plus accrued interest, in whole or in multiples of $1,000, upon written notice to the Registered Owner, at the redemption price equal to par plus accrued interest to date of prepayment. If redemption is in part, the Issuer may select the specific principal installments hereof, or applicable portions thereof, to be prepaid. Mailed notice of redemption shall be given to the Registrar and the Registered Owner of the Certificate at least thirty (30) days prior to the date fixed for redemption.

Issuance; Purpose; General Obligation. This Certificate is issued as a single instrument pursuant to and in full conformity with the Constitution and laws of the State of Minnesota and pursuant to a resolution adopted by the City Council on July 8, 2024 (the "Resolution"), for the purpose of providing money to finance the acquisition of capital equipment for the City. This Certificate is payable out of the General Obligation Equipment Certificate, Series 2024A Fund of the Issuer. This Certificate constitutes a general obligation of the Issuer and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Transfer. This Certificate is transferable, as provided in the Resolution, upon the Register kept by the City Administrator upon surrender of this Certificate together with a written instrument of transfer duly executed by the Registered Owner or the Registered Owner's attorney duly authorized in writing, and thereupon a new, fully registered Certificate in the same aggregate principal amount shall be issued to the transferee in exchange therefor (or the transfer shall be duly recorded on the Register and the Certificate of Registration hereof), upon the payment of charges and satisfaction of applicable conditions, if any, as therein prescribed; provided that such transfer may occur only with respect to the entire Certificate and all of the remaining principal amount of the sole final maturity hereof. The Issuer may treat and consider the person in whose name this Certificate is registered as the absolute Registered Owner hereof for the purpose of receiving payment of or on account of the principal of and interest on this Certificate and for all other purposes whatsoever.

Fees upon Transfer or Loss. The Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Certificate and any legal or unusual costs regarding transfers and lost Certificate.

Registration. This Certificate shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Registration hereon shall have been executed by the Registrar.

Qualified Tax-Exempt Obligation. This Certificate has been designated by the Issuer as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

SPECIMEN

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Certificate, have been done, have happened and have been performed, in regular and due form, time and manner as required by law and that this Certificate, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Blackduck, Beltrami County, Minnesota, by its City Council has caused this Certificate to be executed on its behalf by the manual or facsimile signatures of its Mayor and its City Administrator, the corporate seal of the Issuer having been intentionally omitted as permitted by law.

Date of Registration:

July 25, 2024

CITY OF BLACKDUCK
BELTRAMI COUNTY
MINNESOTA



REGISTRABLE BY AND
PAYABLE AT:

OFFICE OF THE
CITY ADMINISTRATOR
City of Blackduck, Minnesota

SPECIMEN

CERTIFICATE OF REGISTRATION

The transfer of ownership of the principal amount of the attached Certificate may be made only by the registered owner or the registered owner's legal representative last noted below:

DATE OF REGISTRATION	REGISTERED OWNER	SIGNATURE OF REGISTRAR (CITY ADMINISTRATOR)
July 25, 2024	Huntington Public Capital Corporation 3993 Howard Hughes Pkwy. Suite 250 Las Vegas, NV, 89169	

SPECIMEN

Taft/

2200 IDS Center
80 South 8th Street
Minneapolis, MN 55402-2210
Tel: 612.977.8400 | Fax: 612.977.8650

Affirmative Action, Equal Opportunity Employer

$180,000
GENERAL OBLIGATION EQUIPMENT CERTIFICATE,
SERIES 2024A
CITY OF BLACKDUCK
BELTRAMI COUNTY
MINNESOTA

We have acted as bond counsel in connection with the issuance by the City of Blackduck, Beltrami County, Minnesota (the "Issuer"), of its $180,000 General Obligation Equipment Certificate, Series 2024A, bearing a date of original issue of July 25, 2024 (the "Certificate"). We have examined the law and such certified proceedings and other documents as we deem necessary to render this opinion.

We have not been engaged or undertaken to review the accuracy, completeness or sufficiency of any offering material relating to the Certificate, and we express no opinion relating thereto.

As to questions of fact material to our opinion, we have relied upon the certified proceedings and other certifications of public officials furnished to us without undertaking to verify the same by independent investigation.

Based upon such examinations, and assuming the authenticity of all documents submitted to us as originals, the conformity to original documents of all documents submitted to us as certified or photostatic copies and the authenticity of the originals of such documents, and the accuracy of the statements of fact contained in such documents, and based upon present Minnesota and federal laws (which excludes any pending legislation which may have a retroactive effect on or before the date hereof), regulations, rulings and decisions, it is our opinion that:

(1) The proceedings show lawful authority for the issuance of the Certificate according to their terms under the Constitution and laws of the State of Minnesota now in force.

(2) The Certificate is a valid and binding general obligation of the Issuer and all of the taxable property within the Issuer's jurisdiction is subject to the levy of an ad valorem tax to pay the same without limitation as to rate or amount; provided that the enforceability (but not the validity) of the Certificate and the pledge of taxes for the payment of the principal and interest thereon is subject to the exercise of judicial discretion in accordance with general principles of equity, to the constitutional powers of the United States of America and to bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights heretofore or hereafter enacted.

(3) At the time of the issuance and delivery of the Certificate to the original purchaser, the interest on the Certificate is excluded from gross income for United States income tax purposes and is excluded, to the same extent, from both gross income and taxable net income for State of Minnesota income tax purposes (other than Minnesota franchise taxes measured by income and imposed on corporations and financial institutions), and is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals or the Minnesota alternative minimum tax applicable to individuals, estates or trusts; however, interest on the Certificates is taken into account in determining "annual adjusted financial statement income" for the purpose of computing the federal alternative minimum tax imposed on certain corporations for tax years beginning after December 31, 2022. The opinions set forth in the preceding sentence are subject to the condition that the Issuer comply with all requirements of the Internal Revenue Code of 1986, as amended, that must be satisfied subsequent to the issuance of the Certificate in order that interest thereon be, or continue to be, excluded from gross income for federal income tax purposes and from both gross income and taxable net income for State of Minnesota income tax purposes. Failure to comply with certain of such requirements may cause the inclusion of interest on the Certificate in gross income and taxable net income retroactive to the date of issuance of the Certificate.

We express no opinion regarding other state or federal tax consequences caused by the receipt or accrual of interest on the Certificate or arising with respect to ownership of the Certificate.

This opinion is given as of the date hereof, and we assume no obligation to update, revise, or supplement this opinion to reflect any facts or circumstances that may hereafter come to our attention or any changes in law that may hereafter occur and be retroactive.

Dated at Minneapolis, Minnesota, this 25th day of July, 2024.

Taft Stettinius & Hollister LLP

TAFT STETTINIUS & HOLLISTER LLP

July 25, 2024

CLOSING MEMORANDUM FOR:

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

CLOSING MEMORANDUM

TO:	Christina Regas, City Administrator Mary Ippel, Taft Stettinius & Hollister LLP Dan Anderson, Taft Stettinius & Hollister LLP Jonathan Schatz, Huntington Public Capital Corporation
FROM:	Todd Hagen/Dan Tienter/Keith Dahl/Silvia Johnson, Ehlers
DATE:	July 22, 2024
SUBJECT:	City of Blackduck, Minnesota, (the "City") $180,000 General Obligation Equipment Certificate, Series 2024A (the "Certificate")

Funds to be delivered by Huntington Public Capital Corporation (the "Purchaser"):

Delivery Instructions		Amount
1)	To the City:	$164,300.00
2)	To Wells Fargo Bank[1]:	15,700.00
	Total Proceeds:	**$180,000.00**

If you would like to verify the disbursement instructions in detail, please contact Ehlers at (651) 697-8500 and ask for the Bond Sale Department.

[1] Costs of issuance detailed on the following page will be disbursed via Wells Fargo Bank.

Calculation of Available Funds

Par Amount of the Certificate		$180,000.00
ISSUE PRICE/GROSS PRODUCTION		**$180,000.00**
PURCHASE PRICE		**$180,000.00**
TOTAL AVAILABLE FUNDS		**$180,000.00**
Less: Costs of Issuance[1]		
Ehlers (Municipal Advisor)	$8,200.00	
Taft Stettinius & Hollister LLP (Bond Counsel)	7,500.00	
Total Issuance Costs		(15,700.00)
NET AVAILABLE FUNDS		**$164,300.00**

Distribution of Available Funds

	Certificate Proceeds	Total
FUNDS RECEIVED BY THE CITY		
Deposit to Capital Account		
Proceeds available for Project Costs	$164,300.00	
Total Deposit to Capital Account		**$164,300.00**
TOTAL FUNDS RECEIVED BY THE CITY	**$164,300.00**	
TOTAL DISTRIBUTION OF NET AVAILABLE FUNDS		**$164,300.00**

Interest Earnings on Capital Account

Monies in the Capital Account may be invested temporarily during construction in investments permitted by Minnesota Statutes. Any balance remaining in the Capital Account after completion of the project(s) may be used for any other public use authorized by law and approved by resolution adopted or vote taken in the manner required to authorize the application of the proceeds of the Certificate for such new use and purpose, or credited to the Debt Service Account or other City debt service fund, all in accordance with applicable law and the requirements of the Internal Revenue Code applicable to the tax exempt status of the Certificate.

[1] Wells Fargo Bank will disburse the costs of issuance listed above.

Summary of Funds Available for Financing Project Costs

Source of Funds	Amount
Certificate Proceeds Deposited to Capital Account	$164,300.00
Total Funds Available for Financing Project Costs	**$164,300.00**

Use of Funds	Amount
To finance the acquisition of various capital equipment for the City, including a backhoe and loader	$164,300.00
Total Funds Available for Financing Project Costs	**$164,300.00**

Payment Schedule and Issuance Details

The Schedule(s) of Principal and Interest Payments as well as the Tax Levy Calculation(s) are shown in the Attachments following this report.

Debt Service Payment Instructions

The Paying Agent for the Certificate will be the City Administrator.

On a semi-annual basis the City will pay the interest and on an annual basis for the principal coming due on the Certificates.

By acting as Paying Agent on the Certificate, the City has accepted the responsibility for tracking and monitoring debt service payment dates, and therefore, is solely responsible for ensuring that all debt service payments are made timely and in full.

The City should provide a copy of this Closing Memorandum to their auditor for year-end purposes. For all details of the Certificates and Issuer responsibilities, please refer to the Final Term Sheet and Resolutions.

If you have any questions regarding the closing, the calculation and use of proceeds, or debt service payments, you can reach us at the following phone numbers or e-mails:

Name	Phone	E-mail
Todd Hagen	(651) 697-8508	thagen@ehlers-inc.com
Dan Tienter	(651) 697-8537	dtienter@ehlers-inc.com
Keith Dahl	(651) 697-8595	kdahl@ehlers-inc.com
Silvia Johnson	(651) 697-8580	sjohnson@ehlers-inc.com

Attachments:

A. Sources and Uses
B. Principal & Interest Payment Schedule(s)
C. Tax Levy Calculation(s)

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Sources & Uses

Dated 07/25/2024 | Delivered 07/25/2024

Sources Of Funds

Par Amount of Certificate	$180,000.00
Total Sources	**$180,000.00**

Uses Of Funds

Costs of Issuance	15,700.00
Deposit to Construction Fund	164,300.00
Total Uses	**$180,000.00**

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	Fiscal Total
07/25/2024	-	-	-	-	-	-
08/01/2025	-	-	8,838.90	8,838.90	8,838.90	-
02/01/2026	18,000.00	4.830%	4,347.00	22,347.00	22,347.00	31,185.90
08/01/2026	-	-	3,912.30	3,912.30	3,912.30	-
02/01/2027	24,000.00	4.830%	3,912.30	27,912.30	27,912.30	31,824.60
08/01/2027	-	-	3,332.70	3,332.70	3,332.70	-
02/01/2028	25,000.00	4.830%	3,332.70	28,332.70	28,332.70	31,665.40
08/01/2028	-	-	2,728.95	2,728.95	2,728.95	-
02/01/2029	26,000.00	4.830%	2,728.95	28,728.95	28,728.95	31,457.90
08/01/2029	-	-	2,101.05	2,101.05	2,101.05	-
02/01/2030	28,000.00	4.830%	2,101.05	30,101.05	30,101.05	32,202.10
08/01/2030	-	-	1,424.85	1,424.85	1,424.85	-
02/01/2031	29,000.00	4.830%	1,424.85	30,424.85	30,424.85	31,849.70
08/01/2031	-	-	724.50	724.50	724.50	-
02/01/2032	30,000.00	4.830%	724.50	30,724.50	30,724.50	31,449.00
Total	**$180,000.00**	**-**	**$41,634.60**	**$221,634.60**	**$221,634.60**	**-**

Significant Dates

Dated	7/25/2024
First available call date	Anytime

City of Blackduck, Minnesota

$180,000 General Obligation Equipment Certificate, Series 2024A

Tax Levy Schedule

Tax Levy Year	Tax Collect Year	Bond Pay Year	Total P+I	Net New D/S	P & I @105%	Net Levy
2024	2025	2026	31,185.90	31,185.90	32,745.20	32,745.20
2025	2026	2027	31,824.60	31,824.60	33,415.83	33,415.83
2026	2027	2028	31,665.40	31,665.40	33,248.67	33,248.67
2027	2028	2029	31,457.90	31,457.90	33,030.80	33,030.80
2028	2029	2030	32,202.10	32,202.10	33,812.21	33,812.21
2029	2030	2031	31,849.70	31,849.70	33,442.19	33,442.19
2030	2031	2032	31,449.00	31,449.00	33,021.45	33,021.45
Total			**$221,634.60**	**$221,634.60**	**$232,716.33**	**$232,716.33**

Bond Data

Dated Date	7/25/2024

Ehlers Best Practice Recommendation On Managing Funds and Accounts related to Tax-Exempt Debt Proceeds

(*Dated March 20, 2020*)

Within GFOA's Best Practice on the "Investment and Management of Bond Proceeds" (September 2018), GFOA recommends that:

- *Issuers should have an Investment Policy that addresses a bond indenture's permitted investments and other investment requirements related to bond proceeds with that policy.*
- *Issuers should be aware of unique considerations related to investing bond proceeds such as multiple accounts that may be required for a bond issue, the Municipal Advisor Rule as it relates to investment advice on bond proceeds, and tax compliance issues related to tax-exempt bond proceeds.*
- *Issuers should coordinate the management of bond proceeds with the necessary staff in their government to ensure funds are spent properly and cash flows are matched with investment maturities.*

For most debt issues, the investment of bond proceeds will be subject to the federal arbitrage rules. These rules are complicated and require a detailed examination of the issuer's investment and expenditure activities to ensure compliance. In an effort to maintain adequate records for IRS examination purposes, minimize arbitrage reporting costs and properly structure future refunding issues, Ehlers recommends that issuers consider taking the following steps when setting up their accounting records:

- Review the Closing Memo and closing certificates prepared by bond or special tax counsel prior to the closing date for the debt issue.
- Seek professional advice, as needed.
- Reimburse prior eligible expenditures and/or spend bond proceeds before other non-bond proceeds, if possible.
- Establish accounts in accordance with the Closing Memo after consideration is given to reimbursement of prior costs and expenditure of non-bond proceeds.
- Deposit bond proceeds to accounts on the issue date in conformity with the Closing Memo.
- Track all expenditures, receipts and interest income associated with each account on a daily basis.
    - Construction Account - Establish a separate account with check writing and/or wire transfer capabilities. Write checks and/or wire funds for all eligible project expenses directly from this account. If a reimbursement resolution is effective for the project, use bond proceeds to reimburse expedited funds used for qualified project costs as soon as possible after closing.
    - Debt Service Account - Establish a separate account with check writing and/or wire transfer capabilities. Deposit revenues as required to make future principal and interest payments on the debt issue. To the extent capitalized

interest and debt service reserve funds are held in this account, establish separate subaccounts for each purpose within.
    - Capitalized Interest Account - Deposit the required amount to this account. On the day the interest payment is due, transfer the payment amount to the Debt Service Account to make the necessary interest payment.
    - Debt Service Reserve Account - Deposit the required amount to this account. Monitor the account to ensure the balance does not drop below the required amount. Deposit any interest earnings to this account. Transfer any amounts in excess of the required amount, determined annually at the time of the principal payment, to the Debt Service Account. Investment fees for this account should only be paid from this account if there are sufficient funds above the required amount. For a common debt service reserve account, recalculate the required amount as necessary to reflect the full redemption or final maturity of a debt issue.
- Use best efforts to invest funds on the issue date and on the maturity date of each investment.
- Avoid depositing non-bond proceeds to be used for construction purposes in the same construction account funded with bond proceeds. Failure to do so will cause an uncomingling analysis which will incur increased arbitrage costs.
- Deposit all applicable investment earnings to each account.
- Document your plan to expend 85% of the bond proceeds of the Construction Account over three years and, if that does not occur, the reasons for the change.
- Retain all accounting records, investment statements, bond documents, arbitrage reports and Tax Forms 8038-T and 8038-R in connection with each debt issue subject to the federal arbitrage rules for a period of at least three years after the debt issue is no longer outstanding (the full redemption or final maturity of a debt issue).
- To the extent a project is financed by multiple debt issues, continue to establish separate accounts for each debt issue, however, in accordance with the federal arbitrage rules, determine the appropriate expenditure strategy (i.e. allocating bond proceeds of the debt issue with the lowest arbitrage limit to expenditures first).

While it is easier and more convenient to deposit bond proceeds using your current cash management approach, the commingling of non-bond proceeds with bond proceeds significantly complicates efforts to perform arbitrage analysis on an account by account basis, resulting in higher arbitrage reporting costs. Maintaining separate accounts in accordance with this Ehlers recommended best practice will minimize such costs and ensure the availability of funds when investment markets generate federal arbitrage payments.

Form **8038-G**

(Rev. October 2021)

Department of the Treasury
Internal Revenue Service

Information Return for Tax-Exempt Governmental Bonds

▶ **Under Internal Revenue Code section 149(e)**
▶ **See separate instructions.**

Caution: *If the issue price is under $100,000, use Form 8038-GC.*
▶ **Go to *www.irs.gov/F8038G* for instructions and the latest information.**

OMB No. 1545-0047

Part I Reporting Authority

Check box if **Amended Return** ▶ ☐

1 Issuer's name City of Blackduck, Minnesota	**2** Issuer's employer identification number (EIN) 41-6004988
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)	**3b** Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) Room/suite 8 Summit Ave NE	**5** Report number *(For IRS Use Only)* 3
6 City, town, or post office, state, and ZIP code Blackduck, MN 56630	**7** Date of issue 07/25/2024
8 Name of issue General Obligation Equipment Certificate, Series 2024A	**9** CUSIP number None
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information Christina Regas, City Administrator	**10b** Telephone number of officer or other employee shown on 10a 218-835-4803

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11	Education	**11**		
12	Health and hospital	**12**		
13	Transportation	**13**		
14	Public safety	**14**		
15	Environment (including sewage bonds)	**15**		
16	Housing	**16**		
17	Utilities	**17**		
18	Other. Describe ▶ Various equipment	**18**	180,000	
19a	If bonds are TANs or RANs, check only box 19a ▶ ☐			
b	If bonds are BANs, check only box 19b ▶ ☐			
20	If bonds are in the form of a lease or installment sale, check box ▶ ☐			

Part III Description of Bonds. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	02/01/2032	$180,000	$180,000	4.789 years	4.8160 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22	Proceeds used for accrued interest			**22**		
23	Issue price of entire issue (enter amount from line 21, column (b))			**23**	180,000	
24	Proceeds used for bond issuance costs (including underwriters' discount)	**24**	15,700			
25	Proceeds used for credit enhancement	**25**				
26	Proceeds allocated to reasonably required reserve or replacement fund	**26**				
27	Proceeds used to refund prior tax-exempt bonds. Complete Part V	**27**				
28	Proceeds used to refund prior taxable bonds. Complete Part V	**28**				
29	Total (add lines 24 through 28)			**29**	15,700	
30	Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)			**30**	164,300	

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31	Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded ▶	years
32	Enter the remaining weighted average maturity of the taxable bonds to be refunded ▶	years
33	Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY) ▶	
34	Enter the date(s) the refunded bonds were issued ▶ (MM/DD/YYYY)	

Part VI Miscellaneous

35	Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	**35**		
36a	Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions	**36a**		
b	Enter the final maturity date of the GIC ► (MM/DD/YYYY)			
c	Enter the name of the GIC provider ►			
37	Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units	**37**		

38a If this issue is a loan made from the proceeds of another tax-exempt issue, check box ► ☐ and enter the following information:

b Enter the date of the master pool bond ► (MM/DD/YYYY)

c Enter the EIN of the issuer of the master pool bond ►

d Enter the name of the issuer of the master pool bond ►

39 If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ► ☒

40 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ► ☐

41a If the issuer has identified a hedge, check here ► ☐ and enter the following information:

b Name of hedge provider ►

c Type of hedge ►

d Term of hedge ►

42 If the issuer has superintegrated the hedge, check box ► ☐

43 If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ► ☒

44 If the issuer has established written procedures to monitor the requirements of section 148, check box ► ☒

45a If some portion of the proceeds was used to reimburse expenditures, check here ► ☐ and enter the amount of reimbursement ► $

b Enter the date the official intent was adopted ► (MM/DD/YYYY)

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

Signature of issuer's authorized representative	Date	Type or print name and title
	07/25/2024	Christina Regas, City Administrator

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Mary L. Ippel		07/25/2024		P01071163

Firm's name ► Taft Stettinius & Hollister LLP	Firm's EIN ► 31-0541755
Firm's address ► 2200 IDS Center, 80 South 8th Street, Minneapolis, MN 55402	Phone no. 612-977-8400

Form **8038-G** (Rev. 10-2021)

133867613v1

ZIEGLER
COMPANIES
901 West 94th Street
Minneapolis MN 55420-4236

Minnesota	800-352-2812
Iowa	800-342-7002
Missouri	800-342-7002
Wisconsin	800-342-7002

Invoice

Invoice	IN001567761
Date	7/25/2024
Account #	0966400
Page	1 / 4

Sold to: CITY OF BLACKDUCK
PO BOX 380
BLACKDUCK, MN 56630-0380

Ship to: CITY OF BLACKDUCK
PO BOX 380
BLACKDUCK, MN 56630-0380

Salesperson	PO #	Store	Order #	Ship Date	Terms
Ryan Davies	2024-07 2024 -08	111	SO03215691		AR - Net 20 Days

ORD	SHP	Model	Description	Total
1.00	1.00	306	Caterpillar **Equipment ID:** I8545 306 Mini Excavator **Serial Number**: 6G600811 **Model Year:** 2020	75,000.00
1.00	1.00	WT-HYD	Caterpillar **Equipment ID:** X82877 HYDKIT **Serial Number**: KIT5813794X82877	
1.00	1.00	WT-MHE	Caterpillar **Equipment ID:** EQ0015453 5T Mini Excavator Bucket 24” General Purpose Dig **Serial Number**: A4212BK30433 **Model Year:** 2021	
1.00	1.00	CPL305HYD	Caterpillar **Equipment ID:** X82639 5T, Excavator Hydraulic Coupler **Serial Number**: 25603085	

A service charge of 1 1/2% per month will be assessed on all past due accounts.

To ensure proper credit, please detach this portion and return with remittance.

CITY OF BLACKDUCK
PO BOX 380
BLACKDUCK, MN 56630-0380

Invoice	IN001567761
Date	7/25/2024
Account #	0966400

Please Remit to:

Ziegler Inc.
SDS 12-0436
PO BOX 86
MINNEAPOLIS,MN 55486-0436

Amount Due:	**$163,000.00**
Amount Enclosed:	

ZIEGLER
COMPANIES
901 West 94th Street
Minneapolis MN 55420-4236

Minnesota 800-352-2812
Iowa 800-342-7002
Missouri 800-342-7002
Wisconsin 800-342-7002

ORD	SHP	Model	Description	Total
1.00	1.00	THB305HYD	Caterpillar **Equipment ID:** X82640 5T, Hydraulic Excavator Thumb **Serial Number**: A4204TH20141	
1.00	1.00	908M	Caterpillar **Equipment ID:** L7695 908M Compact Wheel Loader **Serial Number**: H8803625 **Model Year:** 2019	85,000.00
1.00	1.00	WT-CWL	Caterpillar **Equipment ID:** EQ0109169 903-908 Compact Wheel Loader Bucket 1.5 **Serial Number**: A4237BK20303	3,000.00

Item Configuration:306

1.00	5792610	306 07A CR MHE DCA3A
1.00	3828757	
1.00	5106085	
1.00	5116170	
1.00	5116219	
1.00	5226460	
1.00	5226498	
1.00	5237568	
1.00	5237583	
1.00	5237593	
1.00	5238003	
1.00	5272800	
1.00	5327890	
1.00	5327892	
1.00	5328607	
1.00	5328634	
1.00	5358483	
1.00	5382663	
1.00	5382697	
1.00	5414573	
1.00	5456721	
1.00	5525984	
1.00	5558731	
1.00	5571709	
1.00	5571710	
1.00	5571711	
1.00	5571713	
1.00	5575067	
1.00	5660462	
1.00	5697627	
1.00	5792604	
1.00	5792625	
1.00	5575068	
1.00	0P9001	LANE 1 ORDER
1.00	4218926	SERIALIZED TECHNICAL MEDIA KIT

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Wisconsin 800-342-7002

ORD	SHP	Model	Description	Total
1.00		0P2266	SHIPPING/STORAGE PROTECTION	
1.00		0P4299	PACKING, LAST MILE PROGRAM	
1.00		5159511	ENGINE S/N 7KZ2703	
Item Configuration:WT-HYD				
1.00			305-304C ATTACHMENT	
1.00		5813794	KIT-2ND AUX LINES	
1.00			FOR 306 ONLY	
Item Configuration:WT-MHE				
1.00		4649911	BUCKET-HD, 24", 4.6 FT3, 5T	
Item Configuration:WT-MHE				
1.00			305-304C COUPLER	
1.00		4855301	COUPLER, PG, HYDR.D.LOCK, 5T	
Item Configuration:WT-MHE				
1.00			305-304C THUMB	
1.00		5750496	THUMB, HYDRAULIC, 5-6T	
Item Configuration:908M				
1.00		4379013	908M WHEEL LOADER S3B CERT	
1.00		0P9003	LANE 3 ORDER	
1.00		3131722	LIGHTS,ROADING,RH DIP,HALOGEN	
1.00		4379054	ENGINE, 55KW, C3.3B, T4F, HRC	
1.00		4379070	TRANS 22 MPH DIFF LOCK E/H	
1.00		4379056	SOUND SUPPRESSION, STANDARD	
1.00		3080189	VALVE, DRAIN, ECO	
1.00		3777559	PRECLEANER	
1.00		4479417	FAN, COOLING, ON DEMAND	
1.00		4514357	CPLR, VERT, STD FLOW	
1.00		4379132	AIR CONDITIONER, AND HEATER	
1.00		4379092	JOYSTICK,E/H,TANDEM VALVE	
1.00		4333258	SECURITY SYSTEM, NONE	
1.00		4470747	FEATURE PACKAGE, LOAD/ROAD	
1.00		4542908	HYDRAULIC OIL, STANDARD	
1.00		4542910	ANTIFREEZE, -50C (-58F)	
1.00		4620852	INSTRUCTIONS, ANSI	
1.00		4489539	LIGHTS, STD, HALOGEN	
1.00		4233083	ALARM, BACK UP	
1.00		4558485	HARNESS, WIRING, WT, VERTICAL	
1.00		3453556	HEATER, ENGINE COOLANT, 120V	
1.00		0G3273	RUST PREVENTATIVE APPLICATOR	
1.00		0G3150	PACK, ROLL ON/ROLL OFF BY SEA	
1.00		2954000	TIRES, 400/70 R20, MX, XMCL	
1.00		5080797	PRODUCT LINK, CELLULAR, PL240	
1.00		4218926	SERIALIZED TECHNICAL MEDIA KIT	
1.00		4381874	CAB, STANDARD, SINGLE BRAKE	
1.00		5509815	SEAT BELT, RETRACTABLE 2"	
1.00		5414413	RADIO, AM/FM, BT/USB/AUX/MIC	
1.00		5397204	SEAT, DELUXE	
1.00		2605499	RADIO READY, FOR BASE CAB	
1.00		4166088	ENGINE S/N 8JQ2476	
Item Configuration:WT-CWL				

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Invoice IN001567761 **Date** 7/25/2024 **Account #** 0966400 **Page** 4 / 4

ORD	SHP	Model	Description	Total
1.00		0P0199	COMPACT WHEEL LOADER WORK TOOL	
1.00		5696180	BUCKET-GP, 1.5 YD3, SSL, BOCE	

Notes:

Subtotal	163,000.00
Sales Tax	0.00
Total	**$163,000.00**

City of Blackduck Police Department
Police Pursuit Policy
MN Rules 6700.2701
Adopted: March 2007 Updated: August 2024

I. POLICY

The primary purpose of this policy is to ensure officers and any member of the Blackduck Police Department respects the sanctity of life when making decisions regarding vehicle pursuits. Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The intent of this policy is to provide officers with guidance in balancing the safety of the public, safety of other officers and themselves, and law enforcement's duty to apprehend violators of the law, while minimizing the potential for pursuit related crashes.

II. GUIDING PRINCIPLES

- A decision to pursue should be based upon the totality of information and circumstances reasonably known to the officer at the time the decision is made, recognizing that law enforcement must often make immediate decisions with partial information.

- The safety of all persons involved in or by a police pursuit is of primary importance. It also must balance the risks of the pursuit to the public and peace officers with the consequences of failing to pursue (Minn. Stat. § 626.8458 Sub. 2 (1).

- No officer will be disciplined for terminating a pursuit.

- Officers, when responding to an emergency call or pursuing a fleeing vehicle shall, when approaching a stop sign or red light, slow down as necessary for safety, but may proceed cautiously if they sound a siren or display at least one red light to the front (Minn. Stat. §169.03(2).

- The speed limitations do not apply to an authorized emergency vehicle responding to an emergency call or vehicle pursuit, although this does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of persons using the street, nor does it protect the driver of an authorized emergency vehicle from the consequence of a reckless disregard of the safety of others (Minn. Stat. §169. 177). Officer(s) should consider reducing their speeds and ensuring that the way is clear before proceeding thru an intersection or other locations where there is an increased likelihood of a collision with another vehicle or pedestrian. Evaluation of vehicle speeds should take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

- Involved officers should frequently re-evaluate factors and conditions to assess the continuation of the pursuit.

III. DEFINITIONS

A. Pursuit: An active attempt by a sworn member operating a patrol unit or specialty unmarked unit to apprehend a driver of a motor vehicle who, having been given a visual and audible signal by a peace officer directing said driver to bring their vehicle to a stop, increases speed, extinguishes motor vehicle headlights or taillights, refuses to stop the vehicle, or uses other means with intent to attempt to elude a peace officer (Minn. Stat. §609.487).

B. Termination of a Pursuit: A pursuit is terminated when the pursuing officer(s) notify dispatch, turn off their emergency lights and sirens, and reduce speed to the posted speed limit.

C. Divided Highway: Any highway that is separated into two or more roadways by:

1. A physical barrier, or
2. A clearly indicated dividing section constructed so as to impede vehicular traffic.

D. Channeling: To direct vehicular traffic into a progressively narrowing passageway or lane location on the roadway.

E. Compelling Path: The use of channeling technique with a modified roadblock located at its narrowed end. The compelling path differs from a termination roadblock in that the driver or any vehicle traveling the path has an exit option at the narrowed end.

F. Pursuit Intervention Technique (PIT): A driving maneuver designed to stop a fleeing motorist by applying precision vehicle-to-vehicle-contact resulting in a predictable spin of the suspect's vehicle, bringing it to a stop.

G. Flee: The term "flee" means to increase speed, extinguish motor vehicle headlights or taillights, refuse to stop the vehicle, or use other means with intent to attempt to elude a peace officer following a signal given by any peace officer to the driver of a motor vehicle (Minn. Stat. § 609.487 Subd. 1).

H. Primary Unit: The law enforcement unit that initiates a pursuit or any other unit that assumes control of the pursuit.

I. Support Units: The primary responsibility is to remain in close proximity to the pursuing vehicle(s) so that officers are immediately available to render aid or assistance to anyone who may require it as a result of the pursuit. Support officers may also assume responsibility for radio traffic, and do not take over/assume control of the pursuit.

J. Other Assisting Units: Units not actively involved in the pursuit itself but assisting by deploying stop sticks, blocking intersections, compelling paths, or otherwise working to minimize risk.

K. Ramming: The deliberate act of impacting a fleeing offender's vehicle with another vehicle to functionally damage or otherwise force the violator to stop.

L. Portable Tire Deflation Device:-A device that extends across the roadway and is designed to puncture the tires of the fleeing offender's pursued vehicle.

M. Blocking or vehicle intercept: A slow-speed coordinated maneuver where two or more law enforcement vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary roadblock.

N. Boxing-in: A tactic designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

O. Paralleling: The practice of non-pursuing squad vehicles driving on streets nearby to the active pursuit, in a manner parallel to the pursuit route. Parallel driving does not exempt officers from obeying traffic laws. Minn. Stat. § 169.14, subd. 1.

IV. PROCEDURE

A. Pursuit Considerations – Minn. Stat §626.8458 Subd. 2 (2).

1. Pursuit is justified when the need for immediate apprehension or the risk to public safety outweighs the risk created as a result of the pursuit.

2. Factors to be considered when weighing risks:
   - Severity of the offense (in cases of non-violent offenses, officers should consider terminating the pursuit).
   - Speed of the pursuit
   - Area of the pursuit (including the geographical area, time of day, amount of vehicular and pedestrian traffic)
   - Divided highways and one-way roads (Minn. Stat. § 169.03 Subd. 3)
   - Approach to intersections that are controlled by traffic signals, signs, or other location where there is an increased likelihood of a collision (Minn. Stat. §169.03)
   - Environmental conditions (weather, visibility, road surface conditions)
   - Special hazards (school zones, road construction, parades, special events)
   - The ability to identify the offender at a later time
   - Age of the suspect and occupants
   - Other persons in or on the suspect vehicle

3. Standards applied to the ongoing evaluation of a pursuit, as well as the decision to continue a pursuit shall include the following considerations:

   - The immediate need to apprehend the offender outweighs the risk created by the pursuit.
   - The dangers created by the pursuit exceed the dangers posed by allowing the offender to escape.
   - Involved officers should frequently re-evaluate factors and conditions to assess the continuation of the pursuit.

B. Procedures & Tactics for an Officer Engaging in a Pursuit– Minn. Stat. § 626.8458 Subd. 2 (3)

1. Emergency vehicles shall be driven in a safe manner and with due regard for public safety.
2. Emergency vehicles operating in emergency mode are permitted to violate certain traffic regulations, when necessary, as long as the operator continues to exercise due care in vehicle operation.

C. Responsibilities of the Primary Unit – Minn. Stat. § 626.8458 Subd. 2 (4)

The driver of the primary unit shall notify dispatch of the pursuit and shall provide at least the following critical information to dispatch when possible:

- **T**ravel direction/location/traffic and road conditions
- **R**eason for initial contact (specific violations)
- **I**dentity of fleeing driver, if known
- **P**late number, if available, and/or vehicle description
- **S**peed of fleeing vehicle

1. Provide relevant evolving information to dispatch

2. No officer will intentionally make vehicle-to-vehicle contact unless this action is in conformance with agency policy on use of force (see agency policy on use of force)

3. Roadblocks must conform to the agency's policy on use of force

4. Only law enforcement vehicles with emergency lights and siren will be used as pursuit vehicles

5. Unmarked and low-profile agency vehicles may engage in pursuits until a marked vehicle can take over as the primary vehicle. Officers shall not become engaged in pursuits while operating a non-departmental (private) motor vehicle or departmental vehicles not equipped with required emergency equipment.

D. Procedures & Tactics for support units

1. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public.
2. When possible, non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, obeying all non-emergency traffic laws.
3. All participating units should operate under emergency conditions.

E. Supervision of Pursuit Activities

1. The use of a detached supervisor that is not directly involved in the pursuit, when available, should be considered.

   Based on the known information the supervisor, when available, shall monitor the pursuit in order to take appropriate action to continue or terminate the pursuit (Minn. Stat. §626.8458 Subd. 2 (4).

2. Procedures regarding control over pursuit activities should include:
   - Verbally acknowledge they are monitoring the pursuit.
   - Assess critical information necessary to evaluate the continuation of the pursuit. Evaluate and ensure pursuit is within policy.
   - Direct that the pursuit should be discontinued if it is not justified to continue under the guidelines of this policy or for any other reason.
   - Communicate to all involved units if the pursuit should be terminated

3. Options to keep in mind during a pursuit include, but are not limited to:
   - Parallel pursuits
   - Channeling techniques
   - Creating a compelling path
   - Air support
   - Spike strips or other tire deflation device
   - Pursuit Intervention Techniques (PIT)
   - Blocking or Vehicle Intercept
   - Boxing-in
   - Other apprehension or GPS tracking methods - Minn. Stat. §626.8458 Subd 2 (3)

4. ***Post-pursuit chain of command notifications are required and shall be identified in each agency's policy.***

F. Dispatch Responsibilities

Upon notification that a pursuit has been initiated, Dispatch will be responsible for the following (Minn. Stat. § 626.8458 Subd. 2 (4) :

- Coordinate pursuit communications of the involved units and personnel.
- Notify and coordinate with other involved or affected agencies as practicable.
- Ensure that a supervisor, if available, is notified of the pursuit.
- Assign an incident number and log all pursuit activities.
- Broadcast pursuit updates as well as other pertinent information as necessary.

G. Factors Influencing the Termination of a Pursuit:

1. **The driver of the primary unit and the supervisor shall continually evaluate the risks and likelihood of a successful apprehension of the suspect and shall consider terminating the pursuit under the following conditions.**
   a. The officer deems the conditions of the pursuit too risky for the safe continuation of the pursuit.
   b. A supervisor orders it terminated.
   c. Information is communicated that indicates the pursuit is out of compliance with policy.
   d. Communication is broken.
   e. Visual contact is lost for a reasonable period of time or the direction of travel cannot be determined.

2. The suspect is known and could be apprehended later, and delaying apprehension does not create a substantial known risk of injury or death to another.

H. Interjurisdictional Pursuit – Minn. Stat. § 626.8458 Subd. 2 (5).

1. The primary unit shall update critical information to the dispatcher before leaving its jurisdiction.
2. The primary law enforcement vehicle shall remain the primary vehicle in other jurisdictions unless the controlling pursuit authority transfers its authority to another jurisdiction.
3. Upon receiving notification the pursuit is entering another agency's jurisdiction, the dispatcher shall forward all critical information possessed by the dispatcher to that agency.
4. When a pursuit enters this law enforcement agency's jurisdiction:
   - The dispatcher shall update the critical information to the shift supervisor or other authorized individual identified by the law enforcement agency.
   - The controlling pursuit authority shall determine if the pursuit is in conformance with policy and shall provide appropriate direction to their units.

5. When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to the dispatcher and to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist (Minn. Stat. § 626.8458 Subd. 2 (5).

   If a pursuit from another agency enters the Department's jurisdiction, Dispatch should update the on-duty supervisor. No pursuit will continue into another state unless permission is received from a supervisor, if available and as soon as is practical. Prior to, or as soon as possible after crossing the state line, the dispatcher will notify the appropriate out of state authority to coordinate the pursuit and the channels to be used for communications.

I. Fresh pursuit outside state boundaries

Subject to the conditions identified under H.5. above the officer may continue the pursuit across state lines with those states, which grant reciprocity. This would include North Dakota, South Dakota, Iowa, and Wisconsin (Minn. Stat. §626.65, Uniform Law on Fresh Pursuit; Reciprocal.)

J. Air Support

1. When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider whether the participation of an aircraft warrants their continued involvement in the pursuit (Minn. Stat. § 626.8458 Subd. 2 (4)). The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit should recommend terminating the pursuit.

K. Pursuit Summary Report

1. The primary officer and the supervisor shall file a pursuit summary report.
2. To ensure compliance with Minn. Stat. § 626.5532, the chief law enforcement officer shall ensure the completion of the State pursuit report form and forward it to the Commissioner of Public Safety within 30 days following the pursuit.
3. As required in Minn. Stat. §626.5532, the report must contain the following elements:
   a) the reason(s) for, and the circumstances surrounding the pursuit;
   b) the alleged offense;

c) the length of the pursuit in distance and time;
d) the outcome of the pursuit;
e) any injuries or property damage resulting from the pursuit; and
f) any pending criminal charges against the driver.
g) other information deemed relevant by the Commissioner of Public Safety.

L. Care and Consideration of Victims

If during a pursuit an officer observes or is made aware of an injury to an individual, the officer shall immediately notify the dispatcher to have the appropriate emergency units respond. Rendering assistance includes, but is not limited to:
Minn. Stat. §626.8458 Subd. 2 (6)

- Calling an ambulance
- Rendering first aid until the officers are no longer needed at the injury scene
- Summoning additional units to the scene for assistance with the injured persons and/or traffic control

M. Use of Firearms

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not discharge firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

N. Capture of Suspects

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects shall be consistent with the agency use of force policy and Minn. Stat. §609.06.

O. Evaluation and Critique

After each pursuit, the supervisor and law enforcement agency units involved with the pursuit will evaluate the pursuit and make recommendations to the chief law enforcement officer on ways to improve the agency's pursuit policy and tactics.

P. Training

In accordance with POST requirements, all sworn members shall be given initial and periodic updated training in the department's pursuit policy and safe emergency vehicle operation tactics.

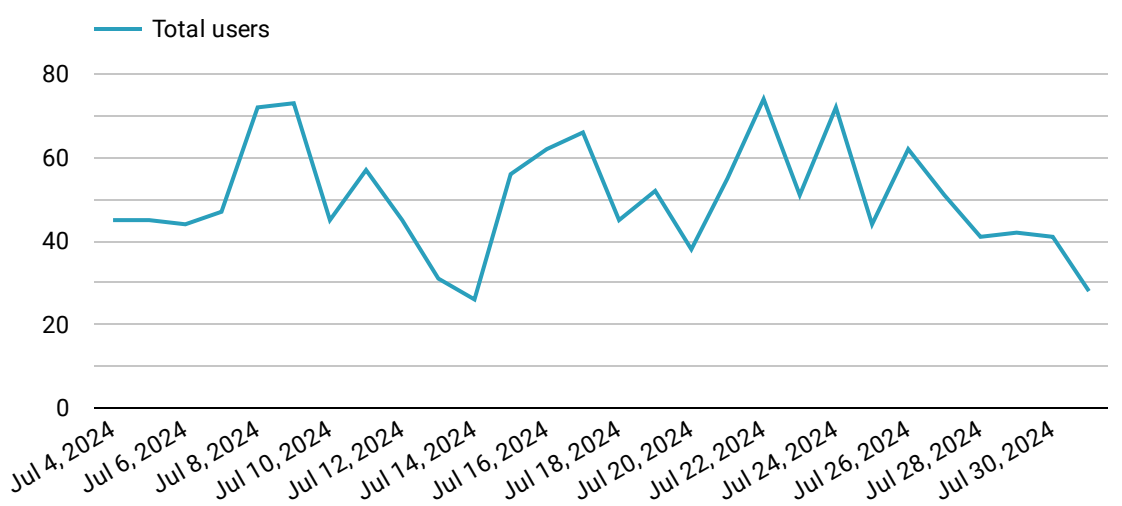
In accordance with Minn. Stat. §626.8458, the chief law enforcement officer shall provide in-service training in emergency vehicle operations and in the conduct of police pursuits to every peace officer and part-time peace officer employed by the agency who the chief law enforcement officer determines may be involved in a police pursuit given the officer's responsibilities.

This training shall comply with learning objectives developed and approved by the board and shall minimally consist of at least eight hours of classroom and skills-based training every five years. Continual training should also be considered for those officers authorized to use the PIT maneuver, tire deflation device deployment, GPS tracking, and related pursuit intervention procedures, tactics, and technologies.

If the chief law enforcement officer determines an officer will not be involved in police pursuits, the CLEO must notify POST of the officer's exemption status.

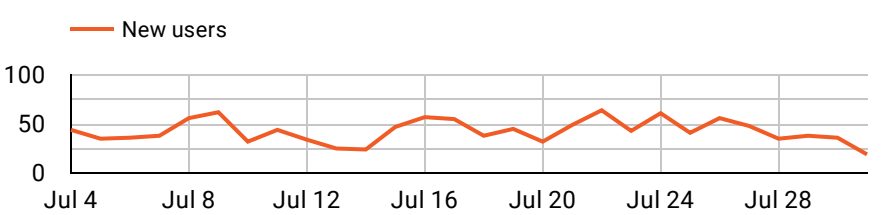
City of Blackduck Analytics Report

Country | Region | Device category | Session campaign | Jul 2, 2024 - Jul 31, 2024



	First user source	Total users ▼	New users
1.	google	670	632
2.	(direct)	447	437
3.	bing	57	54
4.	yahoo	23	21

1 - 19 / 19



Total users
1,249



New users
1,194



Sessions per user
1.3



Sessions
1,561



Views
2,271



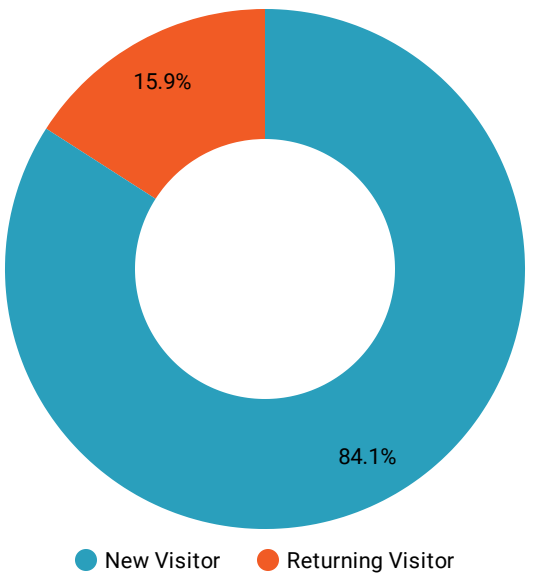
Events per session
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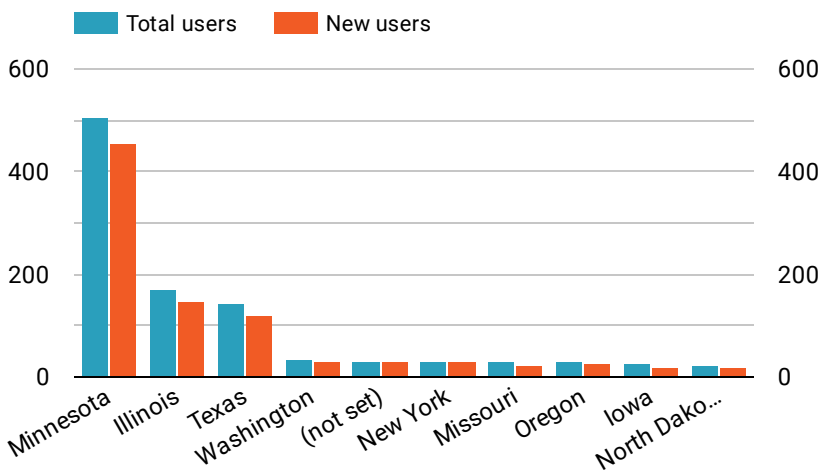


Engaged sessions
885.0



Engagement rate
56.7%







Total users
1 • 1,188

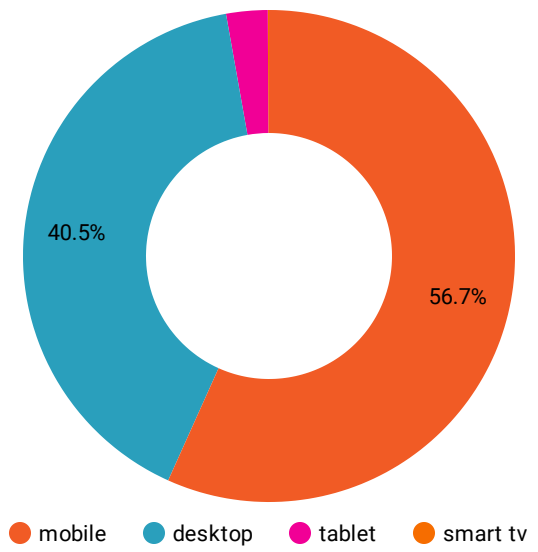
Country ID
US CA PK (not set) KR DE FR ID
PH GB CZ IE IT JP MT NG

	Region	Total users ▼	New use…
1.	Minnesota	505	457
2.	Illinois	171	149
3.	Texas	146	119
4.	Washington	37	33
5.	(not set)	33	33
6.	New York	32	31
7.	Missouri	31	24
8.	Oregon	30	29

1 - 71 / 71

	Country	Total users ▼	New users
1.	United States	1,188	1,135
2.	Canada	13	12
3.	Pakistan	9	8
4.	(not set)	8	8
5.	South Korea	8	8

1 - 20 / 20



	Device category	Total users ▼
1.	mobile	709
2.	desktop	506
3.	tablet	34

	Page path	Views ▼	Average Engagment Time
1.	/	691	00:00:18
2.	/campground/	386	00:00:56
3.	/visit/	123	00:00:23
4.	/rentals/	107	00:00:27
5.	/contact-us/	98	00:00:16
6.	/dining/	97	00:00:25
7.	/lodging/	77	00:00:44

1 - 50 / 50

MINNESOTA PUMP WORKS
·a UFT Company·

Quote
#QTE006823
06/21/2024

Minnesota Pump Works
1 Cannon St W
Dundas, MN 55019

CITY OF BLACKDUCK

JUL 23 2024

Bill To
Blackduck MN, City of
PO Box 380
Blackduck MN 56630
United States
Phone:

Ship To
Blackduck MN, City of
8 Summit Ave
Blackduck MN 56630
United States

Details
Sale and Installation of Base Elbows and Guide Rails in Main LS. Check Valves in Main & Black Mallard LS. Bypass by Others While Work in Progress. Freight Not Included.

Prepared By	Phone	Email
Bailey Mueller	877-645-8004	info@minnesotapumpworks.com

Sales Rep	Expires	Terms
Justin MacPherson	07/31/2024	Net 30

Item	Comment	QTY	Rate	Amount
19836 PIPE 6" DUCTILE IRON SPOOL 6" x 10' FLXPE	Main LS	2	$1,490.00	$2,980.00
23883 FCA 6" SB FLANGE COUPLING ADAPTER WITHOUT PINS		2	$480.00	$960.00
14818 ELBOW 6" FLANGED 90 DEGREE		2	$375.00	$750.00
14816 ELBOW 6" BASE DUAL RAIL		2	$1,700.00	$3,400.00
21925 WEDGE ANCHOR 3/4 X 6-1/4 SS		8	$32.00	$256.00
12213 ADAPTER BRACKET 6"X4" FLANGE GROMMETED	IF NEEDED	2	$990.00	$1,980.00
25455 VALVE CHECK PRATT 0600-851FL-1-FS-C 6" FLG SWING FLEX CHECK VALVE	15" LL to Replace Existing W&L 17-5/8" LL at Main LS	2	$1,545.00	$3,090.00
15069 FLANGE 6"X1" FILLER		2	$300.00	$600.00
15559 GASKET 6" FULL FACE 1/8"		12	$10.50	$126.00
15561 GASKET 6" RR 1/4" THICK		8	$18.00	$144.00

Thank you for your business.
Toll Free: 877-645-8004 | Email: info@minnesotapumpworks.com | Website: http://www.minnesotapumpworks.com

QTE006823

MINNESOTA PUMP WORKS
a UFT Company

Minnesota Pump Works
1 Cannon St W
Dundas, MN 55019

Quote
#QTE006823
06/21/2024

Item	Comment	QTY	Rate	Amount
24860 BOLT 3/4 x 3-1/2" STUD BOLT ZINC		64	$7.40	$473.60
19369 NUT 3/4" ZINC		96	$0.50	$48.00
13144 BOLT 3/4 x 5 HEX BOLT ZINC	Additional Length for Check Spacers	32	$10.00	$320.00
25454 VALVE CHECK PRATT 0400-851FL-1-FS-C 4" FLG SWING FLEX CHECK VALVE	Existing 11-1/2" LL at Black Mallard LS	2	$1,030.00	$2,060.00
15545 GASKET 4" X 1/8" FULL FACE GASKET		4	$7.00	$28.00
13160 BOLT 5/8 X 3 HEX BOLT SS		16	$3.40	$54.40
19371 NUT 5/8" ZINC		16	$0.40	$6.40
INSTALL SERVICES		1		$7,013.85

Subtotal	$24,290.25
Total	$24,290.25

Pricing is valid for 10 days and does not include freight charges or applicable taxes.

Items quoted for repair and leftover 30 days, without a decision to repair, will be discarded.

Signature:_____ Date:_____

Thank you for your business.
Toll Free: 877-645-8004 | Email: info@minnesotapumpworks.com | Website: http://www.minnesotapumpworks.com

QTE006823

CITY OF BLACKDUCK
ORDINANCE #2024-01

AN ORDINANCE AMENDING CHAPTER 11, LICENSING, REVISING SECTION 1150 RENTAL LICENSING

Findings and Purpose:

The City Council of the City of Blackduck finds that it is in the public interest to revise Section 1150 Rental Licensing to assist in Ordinance enforcement and protect landlords and their renters.

The City Council of Blackduck, Minnesota, ordains:

Section 1. City Code as Section 1150.02 in Chapter 11 – Licensing - Rental Licensing, is modified as follows, with new language underlined and deleted language struck out.

Commented [A1]: I try to avoid highlighting as it does not show up in copies.

§1150.02 – Definitions

Rental unit or residential rental unit - Shall mean a building that is rented, leased, let or sublet and used in whole or in part as a dwelling, including single-family units such as apartments, and structures containing both dwelling units and units used for non-dwelling purposes, and includes manufactured homes.

Dwelling - shall mean any building or other permanent or temporary structure, including a manufactured home, which is wholly or partly used, or intended to be used, for living or sleeping by human occupants.

Rent, Lease, Let or Sublet shall mean providing a rental unit to a non-owner for a fixed or non-fixed period of time, and shall include lease to buy, installment sales, and other similar arrangements whereby nonpayment of a periodic payment means the occupants may be evicted without the necessity of a statutory mortgage foreclosure procedure, a procedure or a statutory termination of contract for deed procedure or a statutory repossession procedure.

Shall or Must - as used in this Ordinance ~~is~~ are each mandatory.

Should or May – as used in this Ordinance are each permissive or directory.

City Administrator - shall mean the City of Blackduck City Administrator or such other person as the City Administrator may designate to carry out the responsibilities of the City Administrator as provided in this Ordinance.

Registration Holder – means a person or entity to whom registration for a rental unit is issued under this Ordinance.
Local Property Manager – mean a natural person residing within 50 miles of the City of Blackduck who is authorized by the rental unit owner to make decisions for the owner about rental, occupancy and maintenance of the rental unit.

Qualified Family Member – means parent or child and Grandparent or Grandchild

Section 2. The following language is added to the City Code as Section 1150.03 in Chapter 11 – Licensing - Rental Licensing

§1150.03 – Registration and License Requirements

Subdivision 1. It is unlawful for any person to hereafter occupy, allow to be occupied, or let to another person for occupancy any residential rental property within the City for which a registration statement has not been properly made and filed with the Blackduck City Hall and for which there is not an effective license.

Subdivision 2. Initial registration and renewal shall be made upon forms furnished by the City for such purpose and shall specifically require the following minimum information:

A. Name, address, and phone number of the property owner. In cases where the property is subject to a Contract for Deed, the Contract for Deed Vendee shall be considered the owner for the purpose of this Ordinance.
B. Name, address, phone number of the Local Property Manager.
C. Name, phone number, and address of any person authorized to make or order repairs or services for the property, if in violation of City or State Codes if the person is different than the owners.
D. The street address of the rental property
E. . The number and types of units within the rental property (dwelling unit or sleeping room)
F. The maximum number of occupants permitted for each dwelling unit or sleeping room.
G. Off street parking arrangements.

Subdivision 3. Each rental unit must have an owner, or Local Property Manager designated by the owner, who resides within 50 miles of the City of Blackduck.

Section 3. The following language is added to the City Code as Section 1150.04 in Chapter 11 – Licensing - Rental Licensing

§1150.04 – Manner of Registration and Renewal

Subdivision 1. The owner or designated agent shall make initial registration before offering the dwelling for lease.

Section 4. The following language is added to the City Code as Section 1150.08 in Chapter 11 – Licensing - Rental Licensing

Commented [A2]: The lettering will need to be fixed.

Commented [A3R2]: Will strike / update language per recommendations.

DRAFT

§1150.08 – Fees

Subdivision 1. The Council may establish from time to time in the Ordinance Establishing Fees and Charges the fees for license and inspection. Failure to pay appropriate fees will result revocation of the rental license.

Section 5. The following language is added to the City Code as Section 1150.10 in Chapter 11 – Licensing - Rental Licensing

§1150.10 – Minimum standards: Maintenance standards

Subdivision 1 - Minimum standards
Every rental unit must be maintained in compliance with City Ordinances as well as State law, including the building code and fire code, as now in force and hereafter amended. Rental unit registration does not constitute compliance with any codes, standards, ordinances or statutes by the City of Blackduck. No person or entity shall rent, lease, let or sublet a rental unit to another person or entity for human occupancy unless that rental unit meets the following minimum standards:

A. Every single dwelling or apartment shall contain a kitchen sink in good working condition and properly connected to a water-sewer system.
B. Every single dwelling and apartment shall contain a room which affords privacy to a person within said room and which is equipped with a flush water closet and a lavatory basin in good working condition and properly connected to a water and sewer system.
C. Every single dwelling and apartment shall contain, a room, which affords privacy to a person within said room, a bathtub or shower in good working condition and properly connected to a water and sewer system.
D. Every kitchen sink, lavatory basin, and bathtub or required herein shall be properly connected with both hot water and cold water lines.
E. Every single dwelling and apartment shall be supplied with adequate refuse storage facilities. All refuse containers shall be made of rust-resistant material equipped with suitable handles and tight-fitting covers, shall be water tight and vermin proof, with tapered side walls and shall have a capacity of not more than thirty-two gallons. Refuse containers shall be kept by the responsible tenant, or by the collector when supplied by the collector, in good repair of, free of ragged or sharp edges and other defects likely to injure or hamper the person using the same or collecting the contents thereof. All refuse containers shall be kept as near the rear of the premise as practical at the alley if there be an alley as such place, and shall be located so as to be easily accessible to the collector. Such containers shall be kept at least 12 inches above the ground on impervious surface. All garbage before being placed in containers shall be drained of all free liquids and wrapped in paper. Garbage may be disposed of by means of garbage disposal units connected to the sanitary sewer system of the city.
F. Every dwelling shall have two independent unobstructed exits neither of which is through another rental unit. When the secondary exit is a window, it shall:
    1. Be not less than 5.7 square feet in area
    2. Have a minimum width of 20 inches
    3. Have a minimum height of 24 inches
    4. Have a maximum sill height of 4 feet

The exits shall lead to safe and open space as required by the laws of the State of Minnesota.

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G. Every dwelling shall have adequate natural and artificial lighting.
H. Every dwelling shall have adequate ventilation and every bedroom shall have at least one window or skylight, which can be easily opened.
I. Every dwelling shall have heating facilities that are properly installed, are maintained in a safe and good working condition, and are capable of safely heating all habitable rooms and bathrooms to a temperature of at least 68 degrees Fahrenheit at a distance of three feet above the floor and three feet from an outside wall, window or door when the outside temperature is –25 Fahrenheit.
J. Every public hall and stairway in every apartment house shall be lighted at all times so as to provide illumination of at least 2-foot candles on every part of such area.
K. Smoke alarms shall be installed in the following locations: each sleeping room; outside of each sleeping room in the immediate vicinity of the sleeping rooms; on each story of the dwelling including basements and cellars.
L. Every sleeping room must have an egress window that shall:
    1. Be not less than 5.7 square feet in area
    2. Have a minimum width of 20 inches
    3. Have a minimum height of 24 inches
    4. Have a maximum sill height of 4 feet

Section 6. The following language is added to the City Code as Section 1150.11 in Chapter 11 – Licensing - Rental Licensing

§1150.11 – Inspections and investigations

Subdivision 1. Authorized Personnel

Except as otherwise provided herein, all inspections will be undertaken by the City Building Official. Fire Department personnel, City Administrator, Police Officers, and the Public Works Director and their respective designees and representatives are hereby authorized to make inspections reasonably necessary to the enforcement of this Ordinance.

Section 7. The following language is added to the City Code as Section 1150.12 in Chapter 11 – Licensing - Rental Licensing

§1150.12 – Conduct of Licensed Premises

Subdivision 1 - Definition of Disorderly Conduct

It shall be the primary responsibility of the licensee to require and ensure that occupants of the licensed premises conduct themselves in such a manner as to not cause the premises to be disorderly or to be used, occupied, or maintained in violation of any law, local Ordinance, or regulation. Unlawful activities include, but are not limited to, the following:

A. Conduct which constitutes a violation of Minnesota Statutes or City Code relating to nuisances as it now exists or as hereafter amended.
B. Conduct which constitutes a violation of Minnesota Statutes or City Code relating to noise as it now exists or as hereafter amended.
C. Conduct which constitutes disorderly conduct in violation of Minnesota Statute § 609.72 as it now exists or as hereafter amended.

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D. Conduct which constitutes a violation of laws relating to possession of controlled substances pursuant to Minnesota Statutes Chapter 152 as it now exists or as hereafter amended.
E. Conduct which constitutes a violation of any City Ordinance or State Law relating to minors possessing or consuming alcohol, or relating to providing, furnishing or serving alcohol to minors, or relating to sale of alcoholic beverages.
F. Conduct which constitutes a violation of State Laws or City Ordinances relating to prostitution, indecent exposure or acts related to prostitution as defined by State Law.
G. Conduct which constitutes a violation of City Ordinances and State Laws relating to weapons or fire arms.
H. Conduct which constitutes a violation of City Ordinances or State Laws relating to assault, specifically including domestic assaults and criminal sexual conduct.
I. Conduct which constitutes a violation of Ordinances or laws relating to contributing to the need for protection, services or delinquency of a minor as defined in MN Statutes 260.315 as it now exists or as hereafter amended.
J. Conduct which constitutes a violation of any other federal, state or local code, ordinance or regulation and which is reasonably likely to threaten, any or harass tenants or visitors to rental units, or to residents, visitors or occupants of neighboring properties.
K. Conduct which constitutes a violation of any other federal, state, or local code, ordinance or regulation.

Section 8. The following language is added to the City Code as Section 1150.16 in Chapter 11 – Licensing - Rental Licensing

§1150.16 – Violations: Injunctive Relief

Subdivision 2 – Penalty
Any person violating any of the provisions of this Ordinance by doing any act or omitting to do any act which constitutes a breach of any Section of this Ordinance, shall, upon conviction thereof by lawful authority, be punished by a fine not to exceed seven hundred dollars ($700.00) and/or by imprisonment not to exceed ninety (90) days, together with the costs of prosecution. Each day that a violation continues shall be deemed a separate punishable offense. No provision of this Ordinance designating the duties of any official or employee of the City of Blackduck shall be so construed as to make such official or employee liable for the penalty provided in this Section because of failure to perform such duty, unless the intention of the City Council to impose such penalty on such official or employee is specifically and clearly express in the Section creating the Duty.

Commented [A4]: I believe the max fine is $1K under 609.02

Commented [A5R4]: Ok, I will provide that feedback to council for approval of fine amount not to exceed.

Subdivision 9. Effective Date. This ordinance shall be effective from and after its passage and publication.

Passed by the City Council of Blackduck, Minnesota this ___ day of _____, 2024.

_____ Attested:_____
Maxwell Gullette, Mayor Christina Regas, City Administrator

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CITY OF BLACKDUCK
CRITERIA FOR EVALUATING
CONDITIONAL USE PERMIT REQUESTS
APPLICATION #2024-02

Name of Applicant: Taler Tarigny **Hearing Date:** July 22, 2024

Conditional Use Request: allow living quarters inside a commercial building (Zone B-3)

Is the proposed use identified as a conditional use in this zoning district? Yes ( ) No ( )
(Land Matrix – Other Commercial Uses – Conditional in B-1, B-2, and B-3)

If the answer is NO, a permit cannot be granted. If the answer is YES, a permit may be granted. The granting of a permit may be subject to conditions designed to ensure compatibility with the intent of the Blackduck Zoning Ordinance.

PERMIT EVALUATION

1. Given the nature of the land, is the requested use compatible with the general welfare, public health and safety of the city's residents? Yes ( ) No ( )

Why or why not?

2. Does the proposed use present any unique concerns regarding erosion, water pollution, sedimentation, or water run-off? Yes ( ) No ( )

Why or why not?

3. Could the proposed use cause any special problems with parking? Yes ( ) No ( )

Why or why not?

4. Would the proposed use cause any problems with access or traffic generation?
Yes ( ) No ( )

Why or why not?

5. Is the proposed use incompatible with other uses located in the zoning district?
Yes ( ) No ( )

Why or why not?

CITY OF BLACKDUCK
CRITERIA FOR EVALUATING
CONDITIONAL USE PERMIT REQUESTS
APPLICATION #2024-02

For each response answered affirmatively, are there conditions that could be attached to the granting of a permit that would mitigate the adverse impact? Yes ( ) No ( )

If the answer is YES, the permit shall be granted with the appropriate conditions attached. If the answer is NO, the permit shall be denied.

Planning Commission Recommendations

Based upon the findings, the Planning Commission ( ) recommends ( ) does not recommend the granting of a Conditional Use Permit with the conditions noted above.

_____ _____

Chairperson, Blackduck Planning Commission Date

CITY OF BLACKDUCK CONDITIONAL USE PERMIT APPLICATION #2024-01

On this 15th day of August 2024, the City of Blackduck City Council approved a Conditional Use Permit, in accordance with the provisions of the Blackduck Zoning Ordinance, for Taler Taurigny

This permit authorizes the above named property owner to use the land described as: (Legal Description) PID#81.00070.00 217 Main Street S. SECT-13 TWP-149 RANGE-031 BLACKDUCK LOT-008 BLOCK-001 THAT PART OF EUCLID AVE & BLOCK 1 DESC AS FOLLOWS: BEG AT N'RLY MOST CORNER OF LOT 11 BLOCK 1, THENCE RUNNING SW'RLY ALONG NW BDRY OF LOTS 11 & 12 & AN EXTENSION OF SAID BDRY LINE TO ITS PT OF INTERS WITH SW'RLY BDRY OF EUCLID AVE, THENCE SE'RLY ALONG SW'RLY BDRY OF EUCLID AVE TO PT OF INTERS WITH SW'RLY EXTENSION OF SE'RLY BDRY LINE OF LOTS 11 & 12, THENCE NE'RLY ALONG SAID EXTENSION OF SE'RLY BDRY LINE OF LOTS 11 & 12 & ALONG THE SE'RLY BDRY LINES OF LOTS 12, 11, 10, 9, & 8 BLK 1 A TOTAL DIS OF 176.71' TO A PT THENCE ALONG A STRAIGHT LINE TO PT OF BEG

For the following purposes:
Mixed Use of Commercial building – residential living

Subject to the following conditions:
See Attached Findings of Fact

Any violation of the terms and conditions of this permit shall result in the immediate revocation of this permit.

_____ _____

Planning Administrator, Blackduck Planning Commission Date

Blackduck
A GREAT PLACE FOR FAMILIES
8 Summit Ave. NE, PO Box 380, Blackduck, MN 56630-0380

June 28, 2024

Dear property owner,

On behalf of the Blackduck Planning Commission this letter is to provide notice that Taler Tarigny, owner of PID#81.00070.00 - 217 Main Street South Blackduck, MN 56630 has made application to the City of Blackduck to provide a mixed-use opportunity for the commercial property. The application is for conditional use of the commercial property which by ordinance may be allowable if conditions are met.

The Blackduck Planning Commission requests adjacent property owners provide reasons for or against the application. The Blackduck Planning commission has made recommendation to the Blackduck City Council to hold a public hearing on July 22, 2024 @ 6pm at Blackduck City Hall to receive said feedback. The Blackduck City Council will consider final approval of the conditional use application on August 5, 2025.

The Planning and Zoning Commission have made the recommendation to approve the application with consideration to the following:

1. The use or development is an appropriate conditional use in the land use zone.
2. The use or development, with conditions, conforms to the comprehensive land use plan.
3. The use with conditions is compatible with the existing neighborhood.
4. The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the City.

The following was also considered:

1. The conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminish or impair values in the immediate vicinity.
2. The conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
3. The conditional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
4. The conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or an indifference with traffic on surrounding public thoroughfares.
5. Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.
6. Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so none of these will constitute a nuisance and to control lights and signs in such a manner, that no disturbance to neighboring properties will result.
7. The conditional use will not result in the destruction, loss or damage of a natural, scenic or historical feature of major significance.
8. The conditional use will promote the prevention and control of pollution of the ground and surface waters including sedimentation and control of nutrients.

If any property owner has reason the Blackduck City Council not make final approval please provide notice to the Planning Administrator at christina.regas@blackduckmn.com or by mail at PO Box 380 Blackduck, MN 56630 by July 17, 2024. Attendance to the Blackduck City Council meeting on July 22, 2024 @ 6pm is also encouraged.

Best Regards, Christina Regas, City Administrator

CITY OF BLACKDUCK
CONDITIONAL USE PERMIT
APPLICATION #2023-01

Permit Fee Paid: _____

Name of Owner Taler Taurigny Date 5/30/2024

Address: 217 Main St. S.

City, State, ZIP Blackduck, MN 56630 Phone 705-622-3757

Legal Description of Property: 81.00070.00

Existing Use/Zoning District: B-3

Description of Request:

Moving from Canada and looking to expand our decorative business here in Blackduck. I am looking to allow living quarters inside the building for full time living as we would operate the business from there as well. Garden Center is planned in the future, we offer landscaping, and wholesale birch poles and other decorative products.

How will this request affect water run-off from the property?

n/a

Attach any additional information requested by the Zoning Administrator.

I hereby certify that I am the owner or authorized agent of the owner of the above property and that all uses shall conform to the Blackduck Zoning Ordinance.

_____ _____

Signature of Applicant Date

CITY OF BLACKDUCK
MAY 30 2024

CITY OF BLACKDUCK
APPLICATION FOR VARIANCE PERMIT

APPLICATION ~~#2021~~ 2024-02 FEE PAID:

Name of Owner Tyler Tourigny Date May 30th 24

Address 217 Main St

City, State, ZIP 56630 Phone 705-622-3757

Legal Description
81.00070.00

Present Use of Property
Storage.

Intended Use of Property
Garden center and Whdesale decorative products.

Use and Character of Surrounding Property
Commercial

Brief Summary of Why a Variance is Requested Moving from Canada and Looking to expand our decorative Business there in Blackduck, we are Looking to do living quarters inside the Building for full time living as we would operate the Business from there as well. Garden center is planned in future, we offer landscaping, and Wholesale Birch Poles and other decorative Products.

A variance may be granted only where the strict application of the Blackduck Zoning Ordinance results in undue hardship. Please summarize the facts supporting the alleged hardship resulting from the denial of the land use permit. Attach additional sheets if necessary.

if it is denied there could be potentially closed deal.

Signature of Applicant:



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

81.00070.00

1:1,690

Date: 5/30/2024

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

Beltrami County
Minnesota

N

CITY OF BLACKDUCK
CRITERIA FOR EVALUATING
CONDITIONAL USE PERMIT REQUESTS
APPLICATION #2024-02

Name of Applicant: Taler Tarigny **Hearing Date:** July 22, 2024

Conditional Use Request: allow living quarters inside a commercial building (Zone B-3)

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(Land Matrix – Other Commercial Uses – Conditional in B-1, B-2, and B-3)

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PERMIT EVALUATION

1. Given the nature of the land, is the requested use compatible with the general welfare, public health and safety of the city's residents? Yes ( ) No ( )

Why or why not?

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Why or why not?

CITY OF BLACKDUCK
CRITERIA FOR EVALUATING
CONDITIONAL USE PERMIT REQUESTS
APPLICATION #2024-02

For each response answered affirmatively, are there conditions that could be attached to the granting of a permit that would mitigate the adverse impact? Yes ( ) No ( )

If the answer is YES, the permit shall be granted with the appropriate conditions attached. If the answer is NO, the permit shall be denied.

Planning Commission Recommendations

Based upon the findings, the Planning Commission ( ) recommends ( ) does not recommend the granting of a Conditional Use Permit with the conditions noted above.

_____ _____

Chairperson, Blackduck Planning Commission Date

WiDSETH
ARCHITECTS ▪ ENGINEERS
SCIENTISTS ▪ SURVEYORS

City of Blackduck

City Hall Facility Study

8 Summit Ave. East
Blackduck, MN 56630

WiDSETH Project No: 2024-10722

Facility Study: June 28, 2024



TABLE OF CONTENTS

Table of Contents

Table of Contents	03
Executive Summary: Overview	04
Facility Assessment: Criteria & Rating	07
: Civil	10
: Architectural	16
: Mechanical	36
: Electrical	42
Budgetary Cost Assessment	56

Appendix A

- Blackduck Commercial Demolition Project
- City Hall Building Water Infiltration memo

EXECUTIVE SUMMARY

Executive Summary: Overview

Executive Summary

The material presented in this written report has been formulated for the use of the City of Blackduck. The purpose of this report is to aid the City of Blackduck in assessing the needs and improvement measures to be taken in accordance with the facility maintenance of the existing facility.

The contents of this report include :

1. Table of contents
2. Descriptive information comprised of text and graphics highlighting specific items where improvements are needed for maintaining this facility.
3. A non-exhaustive cost summary and supporting documentation.

The purpose of this investigation is to create a baseline summary of the facility in an “As-Is” state of current conditions. The report will provide recommendations for maintenance planning and will provide a budgetary cost estimate describing maintenance values suggested for maintained operation of the organization.

Maintenance and planning efforts carried out by the organization should not be considered through a narrow lens, instead considering the needs and assets in a unified approach.

Executive Summary: Overview

WiDSETH's Assignment to Investigate and Report

The City of Blackduck selected WiDSETH to conduct a facility study of the existing site & building, located at 8 Summit Ave. East, Blackduck, MN 56630. WiDSETH was chosen to investigate, evaluate, and report on general current conditions of the site, building and mechanical and electrical systems.

To accomplish the investigation, WiDSETH assembled their in-house team of specialists including: an architect, civil engineer, mechanical engineer and electrical engineer. Together, a tour is conducted of all parts of the buildings and site to see first-hand the conditions and use of the overall facility, to visually observe how the facility is holding-up physically - both on the interior and exterior, and how the mechanical, electrical and plumbing systems are operating. WiDSETH's team took note of, and photographed deficiencies, noncompliant items, and specific instances where improvements could be addressed. The team reviewed existing documents and spoke with key facility & board personal, soliciting their knowledge to ensure a high level of information quality and completeness. Upon completion of this on-site facilities tour, the team prepared the following report which describes the conditions observed.

Each evaluation is formatted in the following way:

- Each deficient item is numbered and described.
- Recommendations for future action are provided.
- Photographic inventory is provided to help the reader understand the depth of the subject matter.
- Each numbered item is directly linked and identified on the budgetary cost spreadsheet.

The report includes an itemized, non-exhaustive cost summary that directly ties to each highlighted deficiency. Budgetary cost estimate values are provided to reflect current maintenance needs as well as primary upgrade costs that are required to operate. These estimate values are provided in current [2024] dollars.

Facility Assessment: Criteria & Rating

The assessment team evaluated the facility and grounds based on the following categories:

1. Site: Physical surface conditions of the Parking / Hardscape / Access.
2. General Physical Conditions: Including exterior envelope (roof, wall, exterior doors & windows, sidewalks & stoops), interior elements and finishes (partition walls, doors, windows, floor finishes, ceiling finishes), and State Building Code / ADA deficiencies.
3. Mechanical / Electrical / Plumbing Conditions: Including HVAC, Ventilation, and Plumbing systems.

The Facility Report presents Data Sheets delineated by a general overview of conditions followed by the specific analysis of individual deficiencies. Each zone or building analysis contains the associated line-item element breakdown. This spreadsheet tool aims to capture existing information such as last known year of replacement and replacement cost along with relevant comments. Current Unit Costs for repair / replacement are provided and shown as current year [2024] values (representing the time of the most recent assessment).

The spreadsheet prioritizes these values in categoric terms of “LOW – MEDIUM – HIGH”



- LOW (estimated replacement 10 years or beyond)
- MEDIUM (estimated replacement 5-10 years)
- HIGH (estimated replacement 0-5 years)

This Facility Report & Budgetary Cost Estimate Spreadsheet provides both a general overview and specific highlight of general condition & deficiencies (versus listing every item regardless of its condition).

Facility Assessment: Criteria & Rating

The following assessment considers information gathered from field observations, review of existing plans, and information provided by key staff and personnel. The assessments performed on site were limited to nondestructive, visual reviews of existing systems. The following categories were reviewed within the scope of this assessment:

Site & Parking
Review of existing building site including parking spaces, concrete walks, and other horizontal site elements. Site circulation, grading, paving, parking, stormwater, and accessory areas were also reviewed.

Building Exterior
Review of the building's exterior, observing conditions of the structure, foundation, exterior walls, windows and doors, existing roofs, gutters, downspouts.

Life Safety
Review of life safety, egress, and potential code deficiencies as discovered during field observation. Also includes conditions of fire alarm system.

Accessibility
Review of existing conditions for conformance with the Minnesota Accessibility Code. Accessible parking, access into the building and entrances, accessibility routes inside of building, and restroom facilities were observed.

Building Interior
Examination of finishes, furniture, equipment, and similar.

Structural
Observe and consider the structural integrity of existing assemblies, including columns, walls, and roof.

Mechanical
Review of existing mechanical systems and their components including verification that HVAC systems, as well as plumbing fixture counts, water piping, and water supply meet current building codes.

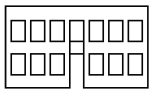
Electrical
Review of existing electrical systems including electrical service, distribution, and lighting. Observe and document technology systems, security systems and others as applicable.

Plumbing
Review of existing building plumbing systems including water service, water fountains, sinks, toilets, etc.

Security
Observe & document security equipment installed throughout the building. Review of existing primary entryways into the facility including door locations and public access.

Hazardous Material
Identification of potential hazardous material noted during visual field observations.

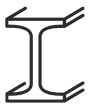

Site & Parking


Building Exterior


Life Safety


Accessibility


Building Interior


Structural


Mechanical


Electrical


Plumbing


Security


Hazardous Material

Overview of Existing Conditions and Recommendations:

The City of Blackduck City Hall site was assessed on June 10, 2024. The property was inspected to identify the quality and condition of the existing site facility items. The site amenities are limited, as there is no parking lot, right-of-way (R/W) essentially abuts 2 sides of the building, another business is located on the east wall, and there is a greenspace area on the north end of the building that is not city property.

The civil portion of the feasibly study focused on the following items:.

- Concrete pavement condition
- ADA accessible parking, access and signage
- Drainage and turf establishment

This site is a little unique in a sense that all the parking is on street with county roads abutting two sides of the building. The ability of the city to modify the adjacent R/W is dependent on the county incorporating requests into proposed improvements to their R/W. ADA accessible parking does not necessarily need to be provided on the street. Two ADA accessible parking stalls have been painted with one being on Main Street and the other on Summit Avenue. Neither handicapped stall meets ADA standards and signage is either not provided or does not meet standards. The City, if desired, could incorporate ADA handicapped accessible stalls at the time county improvements are brought forward.

City hall has one ADA accessible entrance, which an access route must be provided to this entrance. The access route must follow the Americans with Disabilities Act (ADA), which limits ramp slopes to 8.33%, running slopes to 5.00%, and landing and cross slopes of the route to 2.00%. The access route to the ADA accessible entrance does not comply with current ADA standards. Further complicating the situation is the fact that handicapped parking has been painted on the adjacent streets and does not comply with ADA staandards. Decisions will need to be made whether to provide ADA parking in the future, provide a ramp at that time, or eliminate the ramp with these ADA improvements. To make the current locations comply in the future would require the curb line to be raised to reduce the cross slope of the abutting county road. Coordination with the sidewalk and handicapped parking would be needed to minimize removing and replacing work, if they were not completed concurrently.

Drainage has been noted to be a concern on the west and north sides of the building. Some corrections have been incorporated to try to minimize water entering the building. Additional improvements are necessary to further address this issue.

The sidewalks along the building are in adjacent county road R/W and will need future maintenance. Some areas will need immediate correction, whereas others will be able to be maintained over time. Following, are recommendations for site improvements.

Concrete Pavement

CE01 Concern: Pavement Maintenance

Priority: Med



The majority of the concrete surrounding the building is contained in county road right-of-way (R/W). Outside of the ADA accessibility route, there is one area ponding on the sidewalk north of the accessible entrance. This could be corrected immediately but may be dictated by cooperation with the county on addressing this issue. The remainder of the walks are in okay condition.

CE01 Recommendation:

As the county comes forward with road improvement plans, sidewalk improvements should be incorporated as part of those plans. The sidewalk north of the west ADA accessible entrance to the building could be replaced immediately. This would require coordination with the county for responsibility and timing of improvements.



Sidewalk north of ADA entrance– Water Ponding



Curb along South side of city hall



ADA ramp could use updating

ADA Accessibility

CE02 Concern: ADA accessibility route compliance

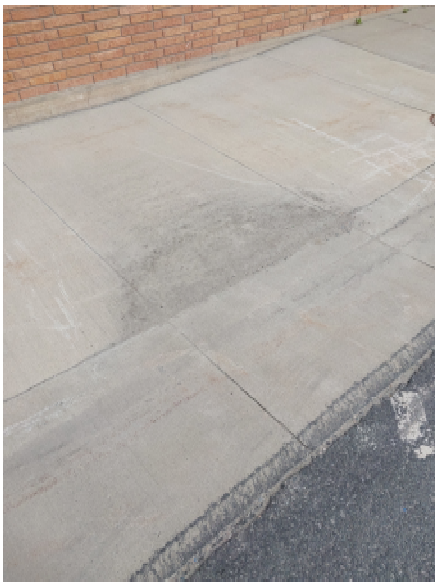
Priority: High



The majority of the concrete surrounding the building is an access route to the ADA accessible entrance on the west side of the building. This route has cracks that exceed the 5/8-inch gap, cross slopes steeper than 2%, landing areas that exceed 2% slope, ponding in the access route, and the vertical difference at the door entrance from the landing area to the door exceeds 1/4-inch.

CE02 Recommendation:

The sidewalk from the intersection of Summit Avenue and Main Street to the westerly entrance of city hall needs to be removed and replaced. This would be considered a high priority, as this does not meet current ADA standards. Coordination between street ADA parking and the construction of the sidewalk would be necessary to minimize redoing work if they are not completed simultaneously.



West ADA Ramp – Water Ponding



Crack in Curb at South ADA Ramp



3.9% Cross Slope at West ADA Ramp

ADA Accessibility

CE03 Concern: Handicapped parking and signage

Priority: Med



With no parking lot, it is not necessary to provide on street parking. Areas of the handicap accessible parking stalls are over 2 percent grade. Handicap signage is not compliant for both stalls.

CE03 Recommendation:

If the City desires, handicapped accessible stalls could be provided when Summit and Main are repaved in the future. Relocating the ADA accessible to more suitable locations may be warranted. New handicapped parking signage would need to be provided along with the appropriate ramps.



South Handicap Parking Stall



West Handicap Parking Stall



Handicap Sign

Drainage and turf establishment

CE04 Concern: Drainage Issues

Priority: High



Water is entering the basement of city hall on the north end of the building. A building was recently removed, resulting in changed conditions for the drainage on the north end of the building. Settlement has occurred adjacent to the building. Backfill was placed adjacent to the building to promote drainage away from the building. The north side of the building has areas of bare soil draining water away from the building.

C04 Recommendation:

Gutters should be installed on the Anderson Fabric building to remove roof drainage from the north end of the building. Any sidewalk and Curb and gutter that ponds water or drains towards the building should be corrected to avoid water intrusion at the building. Turf establishment is recommended on the North side of the building to maintain backfill to direct drainage away from the building.



Settlement North Side of Building



Poor Drainage in West Curbline



Exposed Soils on North Side of Building

Architectural Exterior: Overview Summary

The Blackduck City Hall facility is currently occupying a corner building consisting of a sidewalk access main level and a below grade basement level. The main level is served with accessible ingress/egress and is suitable for public functions. There is no accessible access to the basement level, so it is must remain used only for non-public functions. The current state of existing exterior conditions for the Blackduck City Hall facility can be considered to be in mix of conditions, ranging from [**Poor**, **Fair**, ~~Good~~]. It has been experiencing significant issues related to water infiltration and a failing rooftop façade that require immediate attention to prevent further deterioration and failure. The City of Blackduck is recommended to determine property limits and responsibilities prior to engaging in work at the rooftop façade.

Should these issues be adequately resolved, this facility could receive an overall [Poor, **Fair**, Good] architectural rating.

The Blackduck City Hall facility can be considered as part of an integrated and interconnected series of structures along the downtown streets of Summit Ave & Main Street. Prior to the facility study assessment, it is known that three interconnected properties directly north of the City Hall structure were demolished. This work was performed as part of the effort related to the Blackduck Commercial Demolition Project, professionally designed by Widseth (2021). The Project Documents provided instructions to protect the newly exposed vertical and horizontal surfaces were finished in such a way as to direct water off and away from the remaining City Hall building.

Following the demolition and reconstruction efforts (performed by others) the City Hall was experiencing significant levels of water intrusion in the basement, primarily along the northern and northwestern walls. Additionally, significant water intrusion was occurring at the roof. November of 2023, the City of Blackduck requested Widseth to investigate and provide recommendations related to water infiltration issues. The City Hall Building Water Infiltration memo and the 2021 Blackduck Commercial Demolition Project are provided in the Appendix.

It is important to establish the direct correlation between the unprotected horizontal/vertical surfaces with the issues of water intrusion. The state of the reconstruction efforts following demolition have left remaining a partial interior south wall of the demo'd building and the unprotected north exterior wall of the City Hall building. This has created a condition allowing water to freely enter the cavities of these block walls and slowly release that water, much of which is finding it's way into the City Hall basement spaces.

It is recommended that the City take necessary measures to complete the reconstruction efforts by returning to the Blackduck Commercial Demolition Project documents. These efforts should now be coordinated with the recommendations provided in this facility study and the recent City Hall Building Water Infiltration memo.

These recommendations cannot serve as a guarantee against the current water infiltration issues, but it is recognized that these unfinished paths are the most logical place to start.

At the time of this facility study, the following exterior conditions were *observed:

**It is noted that the following observations are also documented in the 2023 City Hall Building Water Infiltration memo, which includes detailed recommendations and budgetary cost summaries.*

Due to the recent and relevant information included in the 2023 memo, this facility study will be designed to direct the City's attention back to the 2023 memo for detailed recommendations and summaries.

- The rooftop wall façade (with the applied stucco finish) is showing significant signs of deterioration and is on verge of failure. The risk of collapse is significant and is also viewed as a critical life/safety issue. This wall section is requiring remediation efforts in the near immediate future.
- The existing roof assembly is beyond its useful life and should be completely replaced. (Refer to the Mechanical section for recommendations on drainage considerations).
- Horizontal (Finish Grading) of the open lot has been observed by staff to be directing surface water toward the southwest corner of the lot, causing it to collect and accumulate along the north wall of City Hall and also the adjacent section of public sidewalk. Finish grading should be verified and adjusted as required for positive slope drainage away from buildings and sidewalks.
- Vertical wall surfaces exposed during the demolition project have not been reconstructed in accordance with the 2021 Blackduck Commercial Demolition Project documents. Vertical surfaces should be made weather-tight. Repair "top of wall" and parapet issues prior to remediating localized deficiencies.
- Exterior wall face brick and mortar are generally in fair condition but there are signs of structural settlement cracking and also a few sections of broken, deteriorated, or missing pieces of mortar. Deteriorating and missing mortar needs to be replaced, and these areas need to be "repointed" or "tuckpointed" to ensure that the exterior envelope is air and watertight.
- Two of the five windows along the western wall have been replaced at some point, but sealant and caulking are beyond their useful life; needing to be stripped and replaced.
    - *It appears the windows were likely installed on existing wood nailers, further reinforcing the urgency of reapplying these protective measures to slow the decay of the wood.*
- Significant gaps between the sidewalk and the building façade are allowing water to drain at the wall foundation.
- Front Entry handrailing does not meet current life/safety requirements. Handrail extensions should return to a floor or wall, so as to avoid risk of catching on clothing, straps, or equipment.

Main Level

The current state of existing interior conditions for the Blackduck City Hall facility can be considered to be in mix of conditions, ranging from [**Poor**, **Fair**, **Good**]. The sidewalk (main) level is primarily in [Poor, **Fair**, **Good**] condition. Recent interior renovations of finish materials and minor remodeling of spaces has occurred within the last few years across the main level, significantly increasing the functionality and desirability of the main level. There remains a few locations suffering from water infiltration, and the existing vault space suffers from insufficient ventilation, but things are overall functioning well and in decent condition.

Basement Level

It is at the lower basement that conditions are generally [**Poor**, Fair, Good]. Public access is restricted from this level due to lack of vertical accessibility (elevator). The lack of vertical circulation also means that the storage items cannot be sized greater than what is capable of being moved up or down stairs. Finish floor elevation varies significantly from one end to the other, for reasons that are currently unknown. Two restrooms are existing and currently not in use. Both are considered to be in [**Poor**, Fair, Good] condition, requiring complete renovation should they ever be desired for use in the future. Existing conditions at the lower-level range from unfinished to partially finished spaces, with all the existing finish materials being considered as beyond their useful life. Ceiling spaces are mostly unfinished. (Current building code requires ceiling heights to be no less than 7’-6” throughout the majority of spaces, with provision for heights reduced to 7’-0” in limited conditions).

Although *unobserved, it is our opinion that the existing foundation walls are not damp-proofed. (*An “observed” level of observation will require significant excavation to determine the degree and condition of existing damp-proofing.). The lack of adequate damp-proofing results in the migration of moisture moving from exterior to interior. Corrections to finish grade slope, roof assembly, and vertical face weather proofing will significantly reduce the amount of moisture migrating to the interior spaces.

The City should make considerations to have the facility professionally investigated for mold and hazardous materials (and mitigate/abate, if necessary).

At the time of this facility study, the following interior conditions were observed:

Main Level

- Accessible ingress/egress is provided at the western door. The front door is not ADA compliant and would require considerable effort to make the necessary modifications.
- This space is functioning well and primarily in fair to good condition. Exception is taken at the Vault storage room, where significant build up of moisture related deposit on the wall and ceiling is evident; likely due to the lack of adequate room ventilation, and possible water intrusion from the roof level.
- Roof leaks continue to be problematic, with certain areas exhibiting evidence of significant leaking. (These issues should be significantly reduced if the existing roof assembly is replaced. Please refer to the 2023 City Hall Building Water Infiltration memo.

Lower Level

- This portion of the building lacks accessible access and can not function as a public space.
- Foundation wall leaks continue to be problematic, with certain areas exhibiting evidence of significant leaking. (These issues should be significantly reduced if the existing roof assembly is replaced. Please refer to the 2023 City Hall Building Water Infiltration memo for additional observations and recommendations.
- Existing floor, wall, and ceiling finish materials are well beyond their useful life and should be replaced. Floor finishes should be tested for hazardous material.
- Existing restrooms are unusable and require complete renovation.
- City staff have indicated there is no intention to use the lower level for purposes other than storage and necessary operational systems such as those related to mechanical/electrical/etc. As such, no further recommendations are provided.

Protect vertical wall surfaces

AE01 Concern:

Priority: High



There are visible gaps between the south wall of the demoed building and the north wall of city hall that is allowing water to infiltrate into the building.

[Item # Recommendation:]

Refer to Project Document details and memo recommendations. The City Hall Building Water Infiltration memo and the 2021 Blackduck Commercial Demolition Project are provided in the Appendix.



Unprotected exterior wall face



Unprotected exterior wall face



Unprotected exterior wall cap

Stucco façade & roof conditions

AE02 Concern:

Priority: High



The roofing along the east side of the building needs to be tied into the adjacent building to provide a waterproof condition. This will require some demolition of the adjacent building's exterior stucco.

The existing roof has a single overflow scupper, which is undersized for the overall roof, and there should be at least two for this building. Further conversation should be had prior to reroofing taking place.

[Item # Recommendation:]

Refer to Project Document details and memo recommendations. The City Hall Building Water Infiltration memo and the 2021 Blackduck Commercial Demolition Project are provided in the Appendix.



Failing and leaking stucco wall facade



Rain Scupper - Covered over



Unprotected roof drain

Cracked and missing mortar

AE03 Concern:

Priority: High



Various and numerous locations around the perimeter are showing signs of mortar & joint deterioration.

Exterior Envelope : Across the facility, there are indications of settlement cracking and missing mortar that are both indicative of, and introduce, water and air infiltration issues for the building envelope. There are multiple instances where the exterior masonry and mortar are showing signs of significant deterioration due to the unintended presence of consistent moisture. Problems such as these as are the result of moisture movement and buildup. Each of these (and all similar) instances warrant further investigation to determine the sources of moisture intrusion prior to work.

[Item # Recommendation:]

Repair “top of wall” and parapet issues prior to remediating localized deficiencies. Deteriorating and missing mortar needs to be replaced, and these areas need to be “repointed” or “tuckpointed” to ensure that the exterior envelope is air and watertight.

Prior to any mortar replacement work commencing, the building will need to be washed to remove the dirt and debris that has accumulated on the building over time. It is critical for the mortar to be in similar color, texture and compressive strength to match the existing mortar.



Structural cracking along mortar



Structural cracking along mortar

Deteriorated sealant at openings

AE04 Concern:

Priority: High



Exterior window systems are showing significant damage & degradation at key sealant locations, allowing moisture and air to infiltrate, and resulting in substantially reduced energy efficiency as well as indoor comfort levels for those who occupy the building.

[Item # Recommendation:]

Remove thermally inefficient existing windows and install new, thermally broken aluminum storefront windows and associated sealant, flashing and caulking. The new aluminum storefront windows will be energy efficient, prevent water and air infiltration into the building.

Two of the original windows have recently been replaced with new windows. However, an area of concern is that the existing wood sill, jambs and head trim were left in place. The concern is related to the integrity and durability of the existing wood nailers. Considerations should be made to replace all deteriorated wood at the exterior of the windows and wrapping the new nailers with prefinished metal.



Deteriorated sealant



Deteriorated sealant



Weathered framing due to exposure

Non-compliant handrail extension

AE05 Concern:

Priority: High



Front Entry handrailing does not meet current life/safety requirements. Handrail extensions should return to a floor or wall, so as to avoid risk of catching on clothing, straps, or equipment.

[Item # Recommendation:]

Replace existing handrail. Provide a new and compliant handrail.





Non-compliant handrail extension

Flagpole mount

AE06 Concern:

Priority: High



The City Hall is required to present its flag. The existing mount is significantly degraded.

[Item # Recommendation:]

Replace the flagpole mount.



City Hall Flagpole Mount

Interior trim

AI01 Concern:

Priority: High



Interior wall paneling at the entry hallway has exposed end faces, which are likely to become snagged and broken.

[Item # Recommendation:]

Protect the end faces with appropriate strips of end trim along the two wall surfaces and ceiling surface.



End faces of wall paneling

Ceiling panel & wall water stains

AI02 Concern:

Priority: High



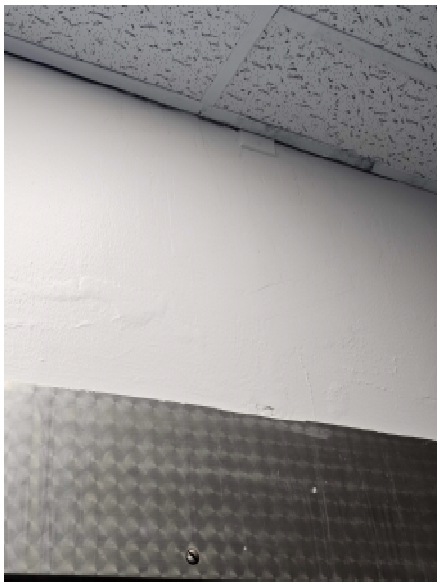
A few locations continue to suffer from roof leaks, causing interior staining of the walls and ceiling tiles.

[Item # Recommendation:]

Once the roof has been repaired, stained ceiling tiles can be replaced and damaged portions of interior walls can be refinished and repainted.



Water stains from roof leaks



Wall damage from roof leaks



Evidence of water streaking on the wall face.

Moisture related staining and buildup

AI03 Concern:

Priority: High



Staining and buildup is present on the walls and ceiling at the vault storage room, likely due to moisture coming through the roof & walls, showing up as efflorescence.

[Item # Recommendation:]

Once functioning as a bank vault, it is likely difficult to integrate new ventilation into this space. If possible, provide a room dehumidifier to reduce the relative humidity and protect against future mold growth.



Moisture related staining and buildup

Provide transition strip between materials

AI04 Concern:

Priority: High



The transition strip will help to reduce unnecessary wear on the material edges.

[Item # Recommendation:]

It is recommended to provide a carpet to VCT transition strip at the restroom location.



Lack of transition strip between dissimilar floor materials

Adjust height of restroom accessories

AI05 Concern:

Priority: High



Heights of the restroom accessories is above the allowable range identified by MN Accessibility Code, Section 603 Toilet and Bathing Rooms.

[Item # Recommendation:]

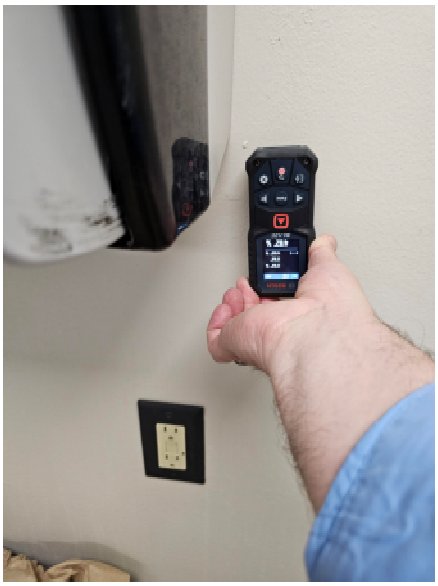
Where mirrors are located above lavatories, a mirror shall be located over the accessible lavatory and shall be mounted with the bottom edge of the reflecting surface 40 inches.

Other items with operable parts shall comply with Table 603.6.

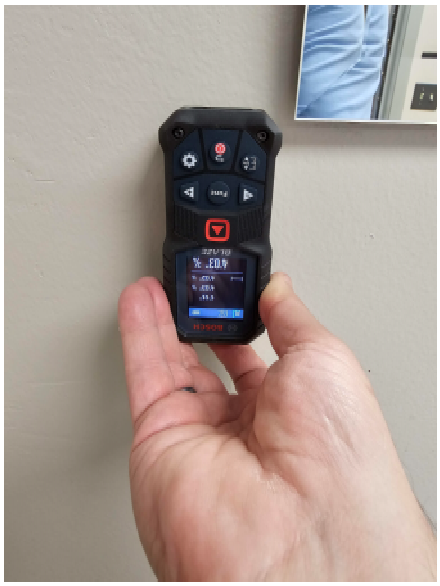
TABLE 603.6

MAXIMUM REACH DEPTH AND HEIGHT

Maximum Reach Depth	0.5 inch (13 mm)	2 inches (51 mm)	5 inches (125 mm)	6 inches (150 mm)	9 inches (230 mm)	11 inches (280 mm)
Maximum Reach Height	48 inches (1220 mm)	46 inches (1170 mm)	42 inches (1065 mm)	40 inches (1015 mm)	36 inches (915 mm)	34 inches (865 mm)



Operable height set too high



Bottom of mirror set too high

Provide consistency with windowsills

AI06 Concern:

Priority: Med



Although cosmetic, it may be worth considering the replacement of the windowsill in the meeting room to match the character of the original windowsills.

[Item # Recommendation:]

Consider the replacement of the windowsill in the meeting room to match the character of the original windowsills. Special care should be taken to match the shape and contours of the wall opening.





Non-compliant handrail

AI07 Concern:

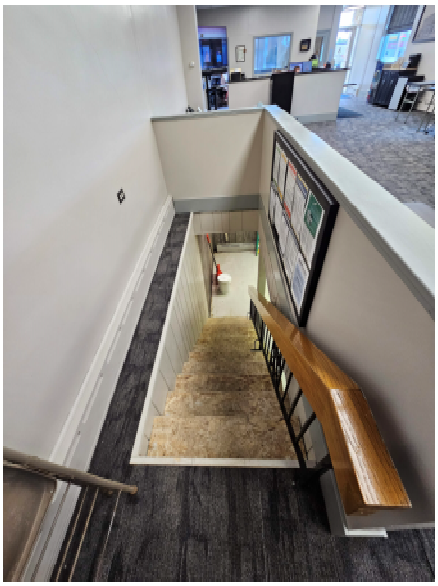
Priority: High



Handrails should be designed such that their extension is returned to the floor or to the wall, so as to eliminate the risk that something gets caught by the handrail in the event of an emergency.

[Item # Recommendation:]

Provide a new and compliant handrail.



Non-compliant handrail extension



Non-compliant handrail extension\

Finish Materials (walls, floors, ceilings)

AI08 Concern:

Priority: High



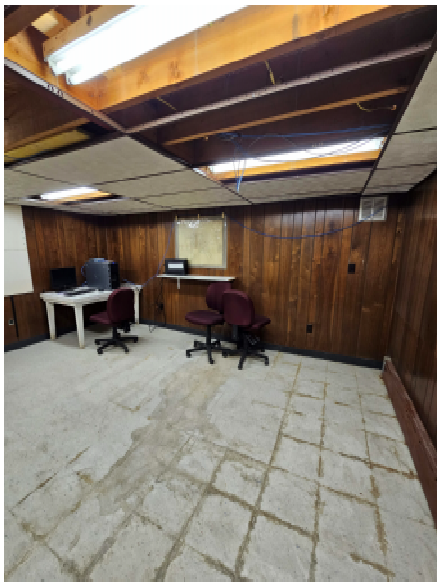
Finish materials in the lower level are beyond their useful life.

[Item # Recommendation:]

Existing finish materials should be removed. Prior to removal, secure professional investigation and testing for hazardous materials and molds.

Provide new finish materials only if deemed necessary or desirable by City Staff.





Water infiltration

AI09 Concern:

Priority: High



There are visible indications of significant and repeated water infiltration.

[Item # Recommendation:]

Refer to Project Document details and memo recommendations. The City Hall Building Water Infiltration memo and the 2021 Blackduck Commercial Demolition Project are provided in the Appendix.



Water infiltration



Water infiltration



Water infiltration

Restrooms

AI10 Concern:

Priority: High



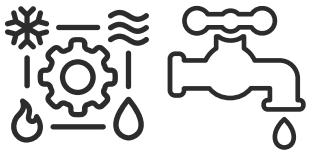
The restrooms are non-compliant and unusable. Finish materials and fixtures are beyond their useful life.

[Item # Recommendation:]

The lower-level restrooms will require complete renovation should they be considered for future use.







Overview of Existing Conditions and Recommendations:

PLUMBING

Plumbing systems including fixtures and piping throughout the building are in fair condition and function as designed.

As described in the 2023 City of Blackduck Water Infiltration memo, there are issues with the building roof drainage. There is a single roof drain which appears to be undersized for the building footprint and adjacent vertical wall. The overflow scupper has a membrane over it and is not functional. The roof also appears to have minimal sloping toward the roof drain.

HVAC

The building heating, ventilation, and air-cooling systems (HVAC) consist of electric baseboard for heating and a rooftop unit (RTU) for cooling. The existing electric boiler and associated hydronic system are not operational. The building lacks code required outdoor air and bathroom exhaust.

RECOMMENDATIONS

- Provide roof drains and overflow drains in accordance with the MN Plumbing Code.
- Replace RTU. Select a unit with appropriately sized heating, cooling, and outdoor air intake to provide building ventilation
- Install ceiling exhaust fans and duct to outside.

Roof Drain

ME01 Concern:

Priority: High



There is a single roof drain which appears to be undersized for the building footprint and adjacent vertical wall. The roof drain also has new grate over the opening. The overflow scupper has a membrane over it and is not functional.

ME01 Recommendation:

Provide roof drains and overflow drains in accordance with the MN Plumbing Code.



Roof Drain

Rooftop Unit and Building Ventilation

ME02 Concern:

Priority: Med



According to the unit model number, the Rooftop Unit is cooling only. Age of the unit is unknown, but the expected life expectancy of a RTU is approximately 15 years.

It does not appear the RTU is capable of bringing in outdoor air as required for proper ventilation.

ME02 Recommendation:

Upon unit failure or if significant repairs are required, replace unit with appropriately sized heating, cooling, and outdoor air intake to provide building ventilation.



RTU (Front)



RTU (Back)

Bathroom Exhaust

ME03 Concern:

Priority: Med



The bathroom currently has no exhaust as required by the MN Mechanical Code.

ME03 Recommendation:

Install ceiling exhaust fans and duct to outside.



Restroom

Bathroom Fixtures

ME04 Concern:

Priority: Med



Although the bathroom fixtures are functional, they appear dated and should be budgeted for replacement.

ME03 Recommendation:

Budget for replacement of bathroom fixtures.



Restroom



Water Closet



Lavatory

Overview of Existing Conditions and Recommendations:

The existing electrical systems and equipment are in varied condition. Portions of it are in good condition with useful life remaining while others are in poor condition and are in need of immediate replacement.

The electrical utility provider is Beltrami Electric Cooperative, which serves the building with a 120/240 volt, 1-phase electrical service via an overhead service drop from the rooftop. There are several pieces of electrical distribution equipment located in the basement; a 100A main panel, a 100A, 6 space load center, and a separate system for the electric boiler. The main electrical panel is a 100A Wadsworth ceramic fuse style panel. The 100A load center appears to be a through-feed connection from the main electrical panel. The boiler electrical system was previously arranged for off-peak metering of the electric boiler but has since had the off-peak meter removed and been converted to run off the primary meter.

The main floor level has LED light fixtures from a recent remodel; the basement lighting is a mix of recessed and surface mounted fluorescent fixtures utilizing T8 style tubes, and A26 style bulb bases.

The existing exterior lighting consists of a single 2’x2’ surface mounted fixture at the main entrance.

There are lighting control changes that Widseth recommends for reducing energy consumption while also giving the end user more control/comfort (dimming, daylighting), however, some of these will be contingent depending on the type of LED light fixture upgrades that the City Hall currently has and decides to continue with.

No exit signs or emergency lighting were observed.

It is recommended to provide tamper proof receptacles in all areas accessible to the public. No tamper proof receptacles were observed in the building. City staff also indicated tripping issues with some of the receptacle circuits on the main floor.

No security systems (door access system, surveillance cameras, etc.) were observed.

The facility’s fire alarm system appears to be via battery powered smoke detectors.

Lighting:

The lighting system throughout the building appears to be in good working condition.

The existing facility lighting is primarily incandescent and fluorescent fixtures utilizing T8 style tubes. Some of the facility lighting has recently been replaced with new LED fixtures or retrofitted existing fixtures to utilize LED T8 pattern replacement tubes; the staff indicated that the retrofitting of the remaining fluorescent fixtures is ongoing.

There are several options when replacing or retrofitting existing light fixtures to LED, these are:

- Lamp-Only LED Replacements
- LED Retrofit Kits
- Dedicated LED Fixtures

When retrofitting or replacing existing lighting fixtures to LED, unless upfront cost is the primary concern, Widseth recommends replacing the entire fixture with new dedicated LED lighting fixtures over the various LED tube replacement or retrofit kit options.

Recognizing that Widseth's typical recommendation may be a departure from the current light fixture retrofitting work that has been completed and is ongoing, Widseth would like to offer the following information regarding the various options so that, however it is decided to proceed, the City is able to do so informed of the advantages and disadvantages of each option.

Lighting:

Option #1 – Lamp-Only Upgrades (TLEDs):

There are three ways to accomplish an LED retrofit with lamp-only upgrades.

1. UL Type A, LED replacements. This TLED tube type is compatible with existing fluorescent ballasts and only the tubes need to be replaced. This type of tube replacement is the cheapest and simplest way to convert existing fluorescent fixtures to TLED, however, they usually are not dimmable, and there may be compatibility issues between the TLED lamps and the existing fluorescent ballasts, even among the same manufacturers.
2. UL Type B, LED replacements. This TLED tube type are also known as “ballast bypass lamps” or “direct wire lamps”, and, as the name suggests, require rewiring the existing light fixture to bypass the existing fluorescent ballast and directly wire the lamp holders. While this option is typically more expensive than Type A installations, because of rewiring the fixtures, they do not have the same compatibility issues.
3. UL Type C LED replacements. This TLED tube type requires the existing fluorescent ballast to be replaced with a new driver. This option is the more expensive than retrofitting an existing fixture with Types A or B TLED tubes, but they also have the longest lifespan of the three, are more efficient, and offer dimming capabilities.

Advantages:

- Cheapest upfront cost
- Quickest Installation with the least amount of downtime
- Existing fixture and all optical components remain
- Typical energy saving of 40-60% (compared to fluorescent)

Disadvantages:

- Performance depends on existing fixture/ballast
- May not be compatible with existing or desired controls (ie: dimmers, etc.)
- Possible electrocution, flickering and surge protection issues (with UL Type B)
- Potential for difficulty in upgrading to future emerging technologies
- Narrow light distribution with poor light uniformity
- More frequent maintenance/replacement than dedicated LED fixtures
- Depending on the electrical utility provider, may not be eligible for LED rebates

Lighting:

Option #2 – LED Retrofit Kits:

An LED retrofit kit replaces all the internal components of the existing fluorescent light fixture but utilize the existing housing. The new components fit inside the existing housing but make it look like a completely new fixture. Retrofit kits are less expensive upfront than new fixtures and offer increased energy savings and performance upgrades over TLEDs.

Advantages:

- Lower upfront cost vs. new fixture
- Keeps the existing fixture housing installed
- Longer lifespan vs. lamp-only replacement
- Wider range of lumen output and distribution, etc. than lamp-only options
- Potential for dimming and control capabilities
- Typically eligible for electrical utility LED rebates
- Typical energy saving of 50-70% (compared to fluorescent)

Disadvantages:

- Higher upfront cost vs. lamp-only replacement
- Longer installation time with more downtime than lamp-only replacement
- Potential for difficulty in upgrading to future emerging technologies

Lighting:

Option #3 – New, Dedicated LED Fixtures:

This solution completely replaces existing fixtures in their entirety with new LED fixtures. The LED components are an integral part of the light fixture rather than the traditional lamp or bulb. Dedicated LED fixtures are the most efficient and offer a wide selection of options, such as, but not limited to, lumen packages, color temperatures, CRI levels, control options, etc. While dedicated fixtures still tend to cost more than lamp-only or retrofit kits, the cost difference between them has been steadily decreasing in recent years.

Advantages:

- Wide selection of control options (dimming, occupancy sensing, daylight harvesting, etc.)
- Wider range of options for lumen output and distribution, etc. than other options
- Longer lifespan vs. lamp-only or retrofit replacement
- Typically eligible for electrical utility LED rebates
- Typical energy saving of 50-70% (compared to fluorescent)

Disadvantages:

- Highest upfront cost for both material and labor
- Longer installation time with more downtime than other options

LIGHTING CONTROLS (INTERIOR)

EL01 Concern:

Priority: Low



The main floor lighting has recently been replaced and is primarily LED fixtures.

The basement lighting is a mixture of fluorescent fixtures and A26 style bulb bases.

ELO1 Recommendation:

It is recommended to replace the basement light fixtures with new LED light fixtures.







Examples of existing basement light fixtures

LIGHTING CONTROLS (INTERIOR)

EL02 Concern:

Priority: Low



The lighting controls throughout the building are primarily via standard on/off switching with very few spaces having energy reducing measures such as dimmers, occupancy sensors or daylighting. While occupancy sensors can be installed in combination with any light fixtures, installation of dimmers and daylighting sensors is contingent upon existing and/or future light fixtures being compatible with these types of controls (some lamp-only LED retrofit tubes are not compatible with dimming or daylight sensors).

ELO1 Recommendation:

It is recommended to:

1. Provide occupancy sensors throughout the building (Offices, Hallways, Bathrooms, Meeting Rooms, etc.), except for areas where automatic controls may present a safety concern (Mechanical, Electrical and Server Rooms, etc.).
2. Provide dimming controls in office, main meeting area and back meeting room.
3. Provide daylighting sensors in spaces with incoming natural light, such as the main office, the first-floor meeting space, and the back meeting room.

NOTE: The related cost estimate included in this report is a lump sum item, however, these improvements could easily be made a room at a time to spread out the costs.







Examples of standard on/off switching that is typical throughout the building

EXIT SIGNS & EMERGENCY LIGHTS

ELO3 Concern:

Priority: High



No exit signs or emergency lights were observed.

ELO3a Recommendation:

It is recommended to provide illuminated exit signs and emergency lights throughout the building.

ELO3b Recommendation:

It is recommended to conduct annual testing of all powered exit sign and emergency lights, and repair and/or replacement of exit signs and emergency lights as needed.







illuminated exit signs and/or emergency lights

ELECTRICAL DISTRIBUTION EQUIPMENT

EL04 Concern:

Priority: High



The electrical utility provider is Beltrami Electric Cooperative, which serves the building with a 120/240 volt, 1-phase electrical service via an overhead service drop from the rooftop. There are several pieces of electrical distribution equipment located in the basement; a 100A main panel, a 100A, 6 space load center, and a separate system for the electric boiler. The main electrical panel is a 100A Wadsworth ceramic fuse style panel. The 100A load center appears to be a through-feed connection from the main electrical panel. The boiler electrical system was previously arranged for off-peak metering of the electric boiler but has since had the off-peak meter removed and been converted to run off the primary meter.

ELO4a Recommendation:

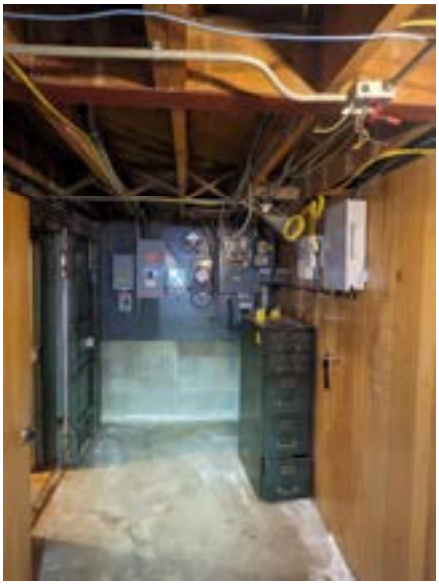
It is recommended that all the existing electrical panels and distribution equipment are removed and replaced with one new service entrance rated electrical panel, and all existing electrical loads terminated in the new panel. The City staff indicated that they desired to move the current location of the distribution equipment to the north wall of the basement mechanical room; the new panel could be installed at this location, and the existing loads terminated in the new panel.

ELO4b Recommendation:

The City staff indicated that they desired to have the existing overhead service drop, located on the rooftop, relocated to the north side of the building. This would allow the service to be separated from the adjacent building and place the secondary wiring underground. It is recommended that the electrician replacing and relocating the electrical panel also coordinate with the electrical utility to relocate the electrical service entrance at the same time.



Existing Overhead Service



Existing Electrical Distribution Equipment



Ceramic Fuse Style Panelboard

ELECTRICAL DISTRIBUTION EQUIPMENT

EL05 Concern:

Priority: Med



Annual Preventative Maintenance Items.

EL05 Recommendation:

As an annual preventative maintenance item, it is recommended to:

ELO 5a - Have thermal testing conducted on all electrical distribution equipment (ie: transformers, metering cabinets, panels, disconnects, VFD's, etc.). This can help find loose connections, detect overloaded circuits or potential failure points that could lead to costly equipment damage and/or injuries to personnel.

ELO 5b - Have electrical panels and distribution equipment cleaned. Dust build-up in panels can lead to nuisance tripping of circuit breakers, or even arcing and catastrophic failure in extreme cases.

RECEPTACLES

EL06 Concern:

Priority: Med



Many of the receptacles throughout the building are quite old, some are damaged. Most seem to be functioning; however, these do wear out over time and may pose a shocking hazard. City staff also indicated that there were several circuits on the main floor that had tripping issues. Additionally, it is recommended to install tamper-resistant receptacles in all areas open to the public. No tamper-resistant receptacles were observed.

EL06 Recommendation:

It is recommended to replace all the receptacles throughout the building with new tamper-resistant receptacles. Provide tamper-resistant GFCI electrical devices in all locations required by the current edition of the National Electrical Code.

It is further recommended to replace all the existing receptacle wiring with new 20 amp rated wiring.







Examples of receptacles typical throughout

RECEPTACLES

EL07 Concern:

Priority: High

No service/maintenance receptacle was observed on the roof. The current edition of the National Electric Code requires that a maintenance/service receptacle be located within 25 feet of HVAC equipment (article 210.63(A)).



ELO7 Recommendation:

It is recommended to provide a 20-amp, weather resistant, GFCI maintenance/service receptacle on the rooftop within 25 feet of the roof mounted HVAC equipment.



Rooftop HVAC Equipment

FIRE ALARM / SMOKE DETECTORS

EL08 Concern:

Priority: Med

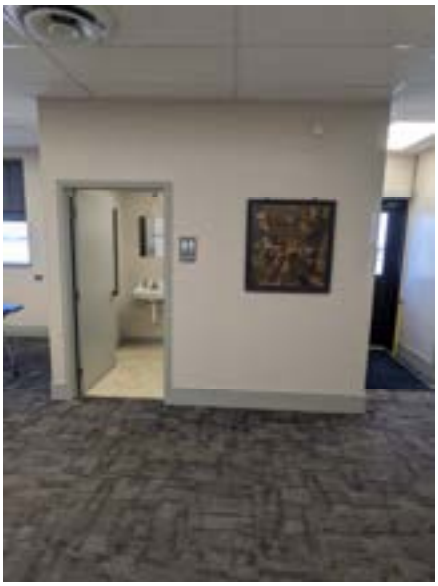


The facility's fire alarm system appears to be via battery powered smoke detectors.

EL08 Recommendation:

It is recommended to replace the existing battery powered smoke detectors with hard-wired smoke detectors with battery backup.

It is further recommended to install hard-wired carbon monoxide sensors with battery backup in the basement mechanical rooms.



Battery Powered Smoke Detector on Wall Outside the bathroom

Security / Surveillance System

ELO9 Concern:

Priority: Low



No security system or surveillance system of any kind was observed in the building.

EL09 Recommendation:

It is recommended to hire a security consultant to provide and install a security and surveillance system in the building.

BUDGETARY COST ESTIMATE

Discipline	Item #		Price	Year New	Comments
Civil					
	Item 01:	Conrete Pavement Maintenance		N/A	Concrete on the north side of ADA route and around postal drop box
	Item 02:	ADA Accessibility Route		N/A	Remove and replace concrete on west side of library, add ADA ramp, and improve landing at entrance
	Item 03:	Handicapped Parking & Signage		N/A	Remove curb & gutter, bituminous pavement, replace with ADA compliant surfaces and slopes, and provide handicapped parking stall signage
	Item 04:	Drainage, Turf Establishment and Grading		N/A	Establish vegetation on East side of building with topsoil and seed and acquire easement over draintile outlet (Does not include improvements needed for building addition)
Discipline Sub-Total					

Discipline	Item #		Useful Life (Years)	Repair/Replace Cost	Repair/Replace Quantity	UOM	Value Total 2024	Priority Low (10-Beyond)	Priority Medium (5-10 Years)	Priority High (0-5 Years)
Civil										
	Item 01:	Conrete Pavement Maintenance	20	$3,000.00	1	LS	$3,000.00		$3,000.00	
	Item 02:	ADA Accessibility Route	20	$10,000.00	1	LS	$10,000.00			$10,000.00
	Item 03:	Handicapped Parking & Signage	20	$16,000.00	1	LS	$16,000.00		$16,000.00	
	Item 04:	Drainage, Turf Establishment and Grading	20	$6,000.00	1	LS	$6,000.00		$2,500.00	$3,500.00
Discipline Sub-Total							**$35,000.00**	**$0.00**	**$21,500.00**	**$13,500.00**

Discipline	Item #		Price	Year New	Comments
Architectural Exterior					
	Item 01:	Protect vertical wall surfaces			Refer to Project Document details and memo recommendations. The City Hall Building Water Infiltration memo and the 2021 Blackduck Commercial Demolition Project are provided in the Appendix.
	Item 02:	Stucco façade & roof conditions			Refer to Project Document details and memo recommendations. The City Hall Building Water Infiltration memo and the 2021 Blackduck Commercial Demolition Project are provided in the Appendix.
	Item 03:	Cracked and missing mortar			Repair "top of wall" and parapet issues prior to remediating localized deficiencies. Deteriorating and missing mortar needs to be replaced, and these areas need to be "repointed" or "tuckpointed" to ensure that the exterior envelope is air and watertight. Prior to any mortar replacement work commencing, the building will need to be washed to remove the dirt and debris that has accumulated on the building over time. It is critical for the mortar to be in similar color, texture and compressive strength to match the existing mortar.
	Item 04:	Deteriorated sealant at openings			Remove thermally inefficient existing windows and install new, thermally broken aluminum storefront windows and associated sealant, flashing and caulking. The new aluminum storefront windows will be energy efficient, prevent water and air infiltration into the building. Two of the original windows have recently been replaced with new windows. However, an area of concern is that the existing wood sill, jambs and head trim were left in place. The concern is related to the integrity and durability of the existing wood nailers. Considerations should be made to replace all deteriorated wood at the exterior of the windows and wrapping the new nailers with prefinished metal.
	Item 05:	Non-compliant handrail extension			Replace existing handrail. Provide a new and compliant handrail.
	Item 06:	Flagpole mount			Replace the flagpole mount.
	Discipline Sub-Total				
Architectural Interior					
	Item 01:	Interior trim			Protect the end faces with appropriate strips of end trim along the two wall surfaces and ceiling surface.
	Item 02:	Ceiling panel & wall water stains			Once the roof has been repaired, stained ceiling tiles can be replaced and damaged portions of interior walls can be refinished and repainted.
	Item 03:	Moisture related staining and buildup			Once functioning as a bank vault, it is likely difficult to integrate new ventilation into this space. If possible, provide a room dehumidifier to reduce the relative humidity.
	Item 04:	Provide transition strip between materials			It is recommended to provide a carpet to VCT transition strip at the restroom location.
	Item 05:	Adjust height of restroom accessories			Where mirrors are located above lavatories, a mirror shall be located over the accessible lavatory and shall be mounted with the bottom edge of the reflecting surface 40 inches. Other items with operable parts shall comply with Table 603.6.
	Item 06:	Provide consistency with windowsills			Consider the replacement of the windowsill in the meeting room to match the character of the original windowsills. Special care should be taken to match the shape and contours of the wall opening.
	Item 07:	Non-compliant handrail			Provide a new and compliant handrail.
	Item 08:	Finish Materials (walls, floors, ceilings)			Existing finish materials should be removed. Prior to removal, secure professional investigation and testing for hazardous materials and molds. Provide new finish materials only if deemed necessary or desirable by City Staff.
	Item 09:	Water Infiltration			Refer to Project Document details and memo recommendations. The City Hall Building Water Infiltration memo and the 2021 Blackduck Commercial Demolition Project are provided in the Appendix.
	Item 10:	Restrooms			The lower-level restrooms will require complete renovation should they be considered for future use.
	Discipline Sub-Total				

Discipline	Item #		Useful Life (Years)	Repair/Replace Cost	Quantity	UOM	Value Total 2024	Priority Low (10-Beyond)	Priority Medium (5-10 Years)	Priority High (0-5 Years)
Architectural Exterior										
	Item 01:	Protect vertical wall surfaces		$5,000.00	1	LS	$5,000.00			$5,000.00
	Item 02:	Stucco façade & roof conditions		$122,500.00	1	LS	$122,500.00			$122,500.00
	Item 03:	Cracked and missing mortar		$25,000.00	1	LS	$25,000.00			$25,000.00
	Item 04:	Deteriorated sealant at openings		$7,100.00	1	LS	$7,100.00			$7,100.00
	Item 05:	Non-compliant handrail extension		$400.00	1	LS	$400.00			$400.00
	Item 06:	Flagpole mount		$50.00	1	LS	$50.00			$50.00
	Discipline Sub-Total						**$160,050.00**	**$0.00**	**$0.00**	**$160,050.00**
Architectural Interior										
	Item 01:	Interior trim		$150.00	1	LS	$150.00			$150.00
	Item 02:	Ceiling panel & wall water stains		$250.00	1	LS	$250.00			$250.00
	Item 03:	Moisture related staining and buildup		$500.00	1	LS	$500.00			$500.00
	Item 04:	Provide transition strip between materials		$100.00	1	LS	$100.00			$100.00
	Item 05:	Adjust height of restroom accessories		$100.00	1	LS	$100.00			$100.00
	Item 06:	Provide consistency with windowsills		$250.00	1	LS	$250.00		$250.00	
	Item 07:	Non-compliant handrail		$2,000.00	1	LS	$2,000.00			$2,000.00
	Item 08:	Finish Materials (walls, floors, ceilings)		$2,250.00	1	LS	$2,250.00			$2,250.00
	Item 09:	Water Infiltration		$79,500.00	1	LS	$79,500.00			$79,500.00
	Item 10:	Restrooms		$8,000.00	2	EA	$16,000.00			$16,000.00
	Discipline Sub-Total						**$101,100.00**	**$0.00**	**$250.00**	**$100,850.00**

Discipline	Item #		Price	Year New	Comments
Mechanical					
	ME01:	Roof Drain	$12,000	-	Install new roofdrain and overflow
	ME02:	Replace RTU	$44,000	-	Install new RTU with electric heat, DX cooling, OA intake
	ME03:	Bathroom Exhaust	$1,600	-	Install controls capable of connecting to the existing JCI building automation system.
	ME04:	Bathroom Fixtures	$2,400	-	Install new restroom fixtures
	Discipline Sub-Total				
Electrical					
	Item 1:	Basement Lighting	$10,000.00		Replacement of basement light fixtures.
	Item 2:	Lighting Controls (Interior)	$6,500.00		Replacement of lighting controls recommended in select areas.
	Item 3a:	Exit Signs & Emergency Lights	$8,000.00		Provide Exit Signs and Emergency Lights throughout.
	Item 3b:	Exit Signs & Emergency Lights	$600 / year		Conduct annual testing of all powered exit signs and emergency lights. Repair and/or replace as needed.
	Item 4a:	Electrical Distribution Equipment	$7,500.00		Replace existing electrical distribution equipment with one new electrical panel, move to north wall of mechanical room in basement.
	Item 4b:	Relocate Electrical Utility Service	$5,500.00		Relocate electrical utility service underground to north wall.
	Item 5a:	Annual Preventative Maintenance	$800 / year		Budget for annual preventative maintenance for electrical panel - thermal testing.
	Item 5b:	Annual Preventative Maintenance	$500 / year		Budget for annual preventative maintenance for electrical panel - panelboard cleaning.
	Item 6:	Receptacles	$12,000.00		Replace existing receptacles and receptacle wiring in the building, as indicated in the report.
	Item 7:	Receptacles	$500.00		Provide and install rooftop maintenance/service receptacle for HVAC equipment.
	Item 8:	Fire Alarm / Smoke Detectors	$2,500.00		Provide hard-wired smoke and carbon monoxide detection.
	Item 9:	Security / Surveillance System	$5,000.00		Hire security consultant to provide and install a security and surveillance system in the building.
	Discipline Sub-Total				

PROJECT SUB-TOTAL
CONTINGENCY
SUB-TOTAL
GENERAL CONTRACTOR/CONSTRUCTION MANAGER
SUB-TOTAL
A/E DESIGN
TOTAL

Discipline	Item #		Useful Life (Years)	Repair/Replace Cost	Quantity	UOM	Value Total 2024	Priority Low (10-Beyond)	Priority Medium (5-10 Years)	Priority High (0-5 Years)
Mechanical										
	ME01:	Roof Drain	50	$12,000	1	EA	$12,000			$12,000
	ME02:	Replace RTU	15	$44,000	1	EA	$44,000		$44,000	
	ME03:	Bathroom Exhaust	10	$1,600	1	EA	$1,600		$1,600	
	ME04:	Bathroom Fixtures	15	$2,400	1	EA	$2,400		$2,400	
	Discipline Sub-Total						**$60,000.00**	**$0.00**	**$48,000.00**	**$12,000.00**
Electrical										
	Item 1:	Basement Lighting	20+	$10,000.00	1	LS	$10,000.00	$10,000.00		
	Item 2:	Lighting Controls (Interior)	20+	$6,500.00	1	LS	$6,500.00	$6,500.00		
	Item 3a:	Exit Signs & Emergency Lights	20+	$8,000.00	1	LS	$8,000.00			$8,000.00
	Item 3b:	Exit Signs & Emergency Lights	Yearly	$600.00	1	$/year	$600.00			$600.00
	Item 4a:	Electrical Distribution Equipment	20+	$7,500.00	1	LS	$7,500.00			$7,500.00
	Item 4b:	Relocate Electrical Utility Service	20+	$5,500	1	LS	$5,500.00			$5,500.00
	Item 5a:	Annual Preventative Maintenance	Yearly	$800.00	1	$/year	$800.00		$800.00	
	Item 5b:	Annual Preventative Maintenance	Yearly	$500.00	1	$/year	$500.00		$500.00	
	Item 6:	Receptacles	20+	$12,000.00	1	LS	$12,000.00		$12,000.00	
	Item 7:	Receptacles	20+	$500.00	1	LS	$500.00			$500.00
	Item 8:	Fire Alarm / Smoke Detectors	20+	$250.00	10	EA	$2,500.00		$2,500.00	
	Item 9:	Security / Surveillance System	10+	$5,000.00	1	LS	$5,000.00	$5,000.00		
	Discipline Sub-Total						**$59,400.00**	**$21,500.00**	**$15,800.00**	**$22,100.00**

		Totals	10+ Year	5-10 Year	0-5 Year
PROJECT SUB-TOTAL			**$21,500.00**	**$85,550.00**	**$308,500.00**
		$415,550.00			
CONTINGENCY			**$4,300.00**	**$17,110.00**	**$61,700.00**
	20%	**$83,110.00**			
SUB-TOTAL			**$25,800.00**	**$102,660.00**	**$370,200.00**
		$498,660.00			
GENERAL CONTRACTOR/CONS			**$5,160.00**	**$20,532.00**	**$74,040.00**
	20%	**$99,732.00**			
SUB-TOTAL			**$30,960.00**	**$123,192.00**	**$444,240.00**
		$598,392.00			
A/E DESIGN			**$3,715.20**	**$14,783.04**	**$53,308.80**
	12%	**$71,807.04**			
TOTAL			**$34,675.20**	**$137,975.04**	**$497,548.80**
		$670,199.04			

APPENDIX FILES

BLACKDUCK COMMERCIAL DEMOLITION PROJECT

CITY OF BLACKDUCK, MINNESOTA

DRAWING INDEX	
	GENERAL
G1.1	TITLE SHEET
	ARCHITECTURAL
A1.1	DEMOLITION FLOOR PLAN
A1.2	ENLARGED PARTIAL FOUNDATION PLANS
A2.1	EXISTING SECTIONS - FOR REFERENCE ONLY
A2.2	NEW WALL SECTIONS

DESIGN TEAM:

ARCHITECT: WiDSETH
315 - 5th Street NW
Bemidji, MN 56601
Phone: (218) 444-1859

ABBREVIATIONS

@	AT
AFF	ABOVE FINISHED FLOOR
AP	ACCESS PANEL
ACT	ACOUSTIC CEILING TILE
A/C	AIR CONDITIONING
AB	ANCHOR BOLT
ALT	ALTERNATE
AL	ALUMINUM
∠	ANGLE
APX	APPROXIMATE
ARCH	ARCHITECT (URAL)
BSMT	BASEMENT
BM	BEAM or BENCHMARK
BRG	BEARING
BPL	BEARING PLATE
BIT	BITUMINOUS
BLK	BLOCK
BLKG	BLOCKING
BRK	BRICK
BLDG	BUILDING
CAB	CABINET
CPT	CARPET (ED)
CSMT	CASEMENT
CI	CAST IRON
CB	CATCH BASIN
CLG	CEILING
℄	CENTERLINE
C	CHANNEL
CHBD	CHALKBOARD
CO	CLEANOUT
CLR	CLEAR
CL	CLOSET
COL	COLUMN
CONC	CONCRETE
CMU	CONCRETE MASONRY UNIT
CONST	CONSTRUCTION
CONT	CONTINUOUS
CONTR	CONTRACTOR
CJT	CONTROL JOINT
DL	DEAD LOAD
°	DEGREE (S)
DEPT	DEPARTMENT
DTL	DETAIL
DIAM or Ø	DIAMETER
DIM	DIMENSION
DPR	DISPENSER
DR	DOOR
DH	DOUBLE HUNG
DN	DOWN
DN	DOWNSPOUT
DWG	DRAWING
DF	DRINKING FOUNTAIN
E	EAST
EA	EACH
EF	EACH FACE
EW	EACH WAY
ELECT	ELECTRIC (AL)
EWC	ELECTRIC WATER COOLER
EL	ELEVATION
ELEV	ELEVATOR
EQ	EQUAL
EQP	EQUIPMENT
EXIST	EXISTING
EXP	EXPANSION
EB	EXPANSION BOLT
EJ	EXPANSION JOINT
EXT	EXTERIOR

FB	FACE BRICK
FOC	FACE OF CONCRETE
FOM	FACE OF MASONRY
FOS	FACE OF STUDS
FIN	FINISH
FFE	FINISHED FLOOR ELEVATION
FRBK	FIRE BRICK
FE	FIRE EXTINGUISHER
FEC	FIRE EXTINGUISHER CABINET
FP	FIRE PROOF
FLG	FLASHING
FLR	FLOOR (ING)
FD	FLOOR DRAIN
FT	FOOT
FTG	FOOTING
FND	FOUNDATION
FRA	FRESH AIR
FBO	FURNISHED BY OTHERS
FUR	FURRED (ING)
FV	FIELD VERIFY
GALV	GALVANIZED
GI	GALVANIZED IRON
GA	GAUGE
GC	GENERAL CONTRACTOR
GL	GLASS
GB	GRAB BAR
GD	GRADE (ING)
GYP BD	GYPSUM BOARD
HDW	HARDWARE
HDR	HEADER
HTG	HEATING
HVAC	HEATING/VENTILATING/AIR CONDITIONING
HD	HEAVY DUTY
HT	HEIGHT
HC	HOLLOW CORE
HM	HOLLOW METAL
HOR	HORIZONTAL
HB	HOSE BIBB
HWH	HOT WATER HEATER
HR	HOUR
ID	INSIDE DIAMETER
INS	INSULATE (D), (ION), (ING)
INT	INTERIOR
JT	JOINT
J	JOIST
LB	LAG BOLT
LAM	LAMINATE (ED)
LAV	LAVATORY
LH	LEFT HAND
L	LENGTH
LT	LIGHT
LL	LIVE LOAD
LLH	LONG LEG HORIZONTAL
LLV	LONG LEG VERTICAL
LVR	LOUVER
MFR	MANUFACTURER
MAS	MASONRY
MO	MASONRY OPENING
MTL	MATERIAL (S)
MAX	MAXIMUM
MECH	MECHANICAL
MC	MEDICINE CABINET
MED	MEDIUM
MBR	MEMBER
MMB	MEMBRANE
MET	METAL
MrL	MICROLAM
MIN	MINIMUM
MIR	MIRROR
MISC	MISCELLANEOUS
MLD	MOLDING
MT	MOUNT (ED), (ING)
MULL	MULLION

NOM	NOMINAL
N	NORTH
NA	NOT APPLICABLE
NIC	NOT IN CONTRACT
NTS	NOT TO SCALE
NO	NUMBER
OC	ON CENTER
OPP	OPPOSITE
OSB	ORIENTED STRAND BOARD
OD	OUTSIDE DIAMETER
OA	OVERALL
OH	OVERHEAD
PNT	PAINT
PR	PAIR
PNL	PANEL
PB	PANIC BAR
PTD	PAPER TOWEL DISPENSER
PTR	PAPER TOWEL RECEPTOR
PAR	PARALLEL
PBD	PARTICLE BOARD
PTN	PARTITION
PVMT	PAVEMENT
PERF	PERFORATE (ED)
PERI	PERIMETER
PLAS	PLASTER
PLAM	PLASTIC LAMINATE
PL or ℄	PLATE
PLBG	PLUMBING
±	PLUS OR MINUS
PWD	PLYWOOD
PT	POINT
LBS	POUNDS
PSI	POUNDS PER SQUARE INCH
PC	PRECAST
PFN	PREFINISHED
QT	QUARRY TILE
RAD	RADIUS
REFR	REFRIGERATOR
RE	REINFORCE (D), (ING), (MENT)
REQ'D	REQUIRED
RA	RETURN AIR
RVS	REVERSE
REV	REVISION
RH	RIGHT HAND
ROW	RIGHT OF WAY
R	RISER
RD	ROOF DRAIN
RM	ROOM
RO	ROUGH OPENING
SND	SANITARY NAPKIN DISPENSER
SNR	SANITARY NAPKIN RECEPTOR
SCH	SCHEDULE
SEC	SECTION
S.D.	SEE DETAIL
SHT	SHEET
SHTH	SHEATHING
SIM	SIMILAR
SC	SOLID CORE
SABI	SOUND ATTENUATING BATT INSULATION

SP	SOUNDPROOF
S	SOUTH
SPK	SPEAKER
SPEC	SPECIFICATION (S)
SQ	SQUARE
SS	STAINLESS STEEL
STD	STANDARD
STL	STEEL
SJ	STEEL JOIST
STO	STORAGE
STR	STRUCTURAL
SUS	SUSPENDED
SYM	SYMMETRICAL
SYS	SYSTEM
TKBD	TACK BOARD
TKS	TACK STRIP
TEL	TELEPHONE
TV	TELEVISION
TZ	TERRAZZO
THK	THICK (NESS)
THR	THRESHOLD
TPTN	TOILET PARTITION
TPD	TOILET PAPER DISPENSER
T&G	TONGUE AND GROOVE
TOB	TOP OF BLOCK
TOD	TOP OF DECK
TOS	TOP OF STEEL
T	TREAD
TYP	TYPICAL
UG	UNDERGROUND
UNF	UNFINISHED
UNO	UNLESS NOTED OTHERWISE
UR	URINAL
VB	VAPOR BARRIER
VNR	VENEER
VERT	VERTICAL
VEST	VESTIBULE
VIN	VINYL
VCT	VINYL COMPOSITION TILE
WH	WALL HUNG
WC	WATER CLOSET
WP	WATERPROOFING
WWF	WELDED WIRE FABRIC
W	WEST or WIDTH, WIDE
WDW	WINDOW
WG	WIRED GLASS
WM	WIRE MESH
W/	WITH
W/O	WITHOUT
WD	WOOD
WI	WROUGHT IRON



1 VICINITY MAP - BLACKDUCK, MN

N
W E
S

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STEPHEN J. ROSE DATE: 12-23-2021 LIC. NO. 42490

DATE	REV#	REVISIONS DESCRIPTION	BY

DATE: DECEMBER 23, 2021
SCALE: AS SHOWN
DRAWN BY: T.J.S.
CHECKED BY: S.J.R.
JOB NUMBER: 2020-12126

BLACKDUCK COMMERCIAL DEMOLITION PROJECT
CITY OF BLACKDUCK
BLACKDUCK, MINNESOTA

TITLE SHEET

SHEET NO.
G1.1

GENERAL NOTES:

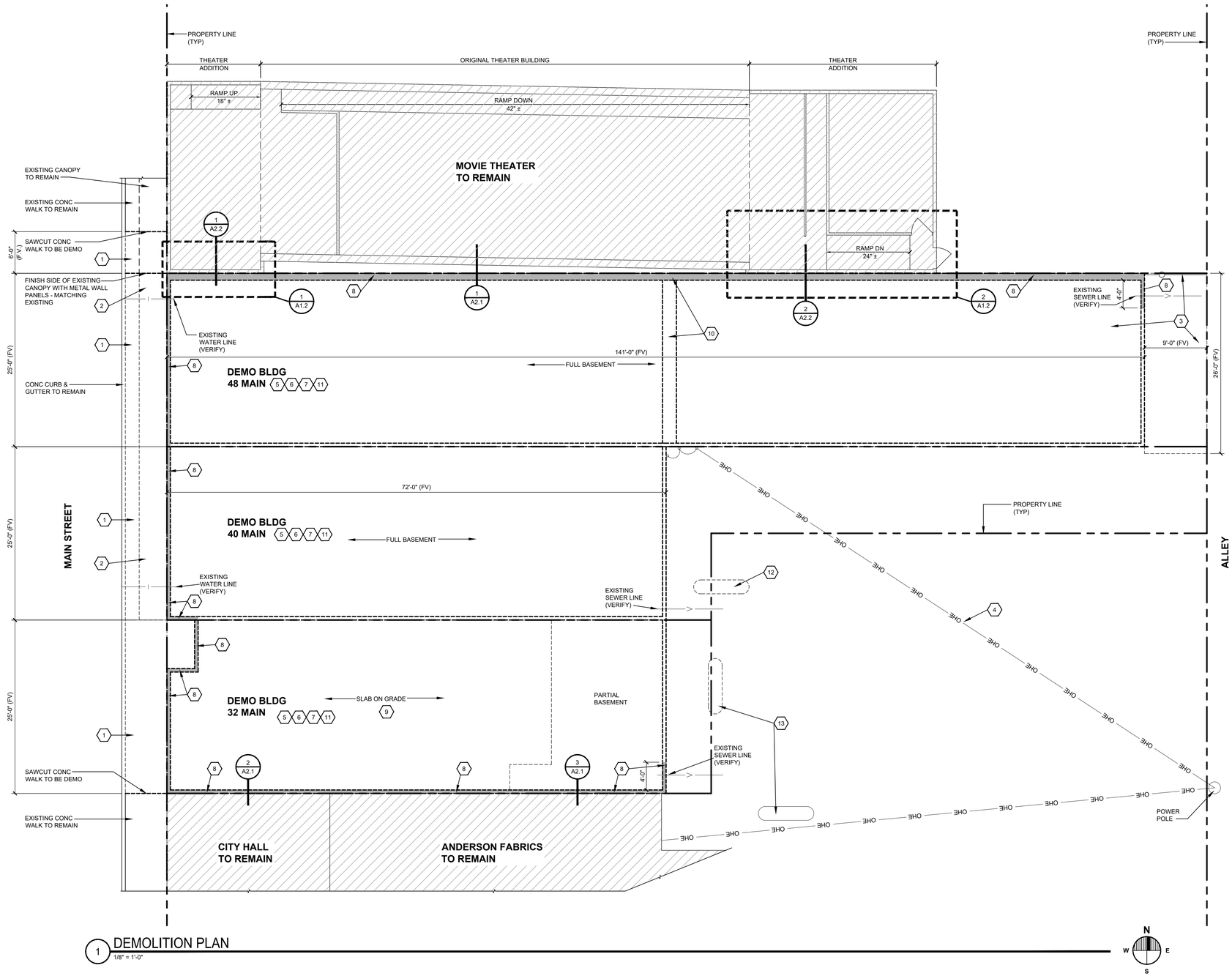
1. THE WORK SHALL CONSIST OF THE DEMOLITION OF BUILDINGS 32 MAIN, 40 MAIN AND 48 MAIN, BLACKDUCK MINNESOTA. REMOVAL OF ALL MATERIALS AND TRANSPORTATION TO THE DISPOSAL SITE (FEES) SHALL BE INCLUDED. IN ADDITION TO THE DEMOLITION, THE RECONSTRUCTION OF PORTIONS OF THE SOUTH WALL OF THE MOVIE THEATER, 56 MAIN AND PARTIAL REPAIRS WHERE DEMO' D BUILDINGS ABUT THE ADJOINING BUILDINGS SHALL BE INCLUDED.
2. A COMPLETED PROJECT WILL CONSIST OF THE FINISHED SOUTH WALL OF THE MOVIE THEATER, NEW MAIN STREET SIDEWALK, AND INFILLED, GRADED AND SEEDED LOTS OF THE FORMER BUILDINGS.
3. EXISTING UTILITY CONNECTIONS AND SERVICES SHALL BE REMOVED AS REQUIRED BY THE UTILITY COMPANY(S).
4. AN ASBESTOS ABATEMENT SURVEY AND REMOVAL HAS BEEN COMPLETED FOR THESE BUILDINGS. CONTACT THE OWNER FOR ANY DETAILS.
5. THE CONTRACTOR SHALL CONTRACT DIRECTLY WITH THE CITY OF BLACKDUCK FOR THE DEMOLITION OF BUILDINGS 32 MAIN, 40, MAIN AND 48 MAIN, AND THE MINOR REBUILDING OF THE SOUTH WALL OF THE MOVIE THEATER AS INDICATED ON THE DRAWINGS.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MATERIALS AND METHODS TO COMPLETE THE WORK.
7. THE CONTRACTOR SHALL PROVIDE A COMPLETE ESTIMATED SCHEDULE INDICATING THE START OF WORK ANY MILESTONES, AND THE COMPLETION OF THE WORK TO THE OWNER PRIOR COMMENCING THE WORK. OWNER AND CONTRACTOR SHALL AGREE TO THE ESTIMATED SCHEDULE PRIOR TO START OF THE WORK.
8. CONTRACTOR SHALL FURNISH A SCHEDULE OF ESTIMATED PERIOTIC REQUESTS FOR PAYMENT FOR THE OWNER'S FINANCIAL PLANNING GUIDANCE. THE SCHEDULE SHALL INDICATE THE ANTICIPATED AMOUNT EACH MONTH, TAKING INTO CONSIDERATION THE WORK SCHEDULE, EXPECTED DELIVERIES, AND DISPOSAL FEES. CONTRACTOR SHALL ONLY BILL FOR WORK COMPLETED TO DATE. THE CONTRACTOR SHALL NOT BE BOUND TO THE ESTIMATED AMOUNTS, BUT SHOULD THE ACTUAL REQUESTED AMOUNTS TEND TO VARY SUBSTANTIALLY FROM THE ESTIMATES, THE CONTRACTOR SHALL REVISE THE SCHEDULE AT THE REQUEST OF THE OWNER.
9. THE CONTRACTOR SHALL INDICATE THE PERCENTAGE OF COMPLETION WITH EACH PAY REQUEST.
10. THE CONTRACTOR SHALL PROVIDE INSURANCE BONDS FOR WORKERS COMPENSATION AND GENERAL LIABILITY TO COMPLETE THE WORK. THE OWNER AND THE ARCHITECT/ENGINEER ASSUME NO RESPONSIBILITY IN THE EVENT THE MINIMUM COVERAGES SET FORTH OR REQUIRED BY LAW ARE INADEQUATE. THE CONTRACTOR SHALL FURNISH THE OWNER ONE COPY OF THE CERTIFICATE OF INSURANCE. THE OWNER AND THE ARCHITECT/ENGINEER AND HIS CONSULTANTS SHALL BE NAMED ON THE POLICY OR POLICIES AS ADDITIONAL INSURED, WITH A 30-DAY WRITTEN NOTICE OF CANCELLATION PROVISION.
11. CONTRACTOR SHALL LIMIT HIS USE OF PREMISES TO WORK AREAS INDICATED. DO NOT DISTURB PORTIONS OF THE SITE BEYOND THE AREAS IN WHICH THE WORK IS INDICATED.
12. CONTRACTOR SHALL FENCE OFF OR BARRICADE ALL WORK AREAS FORM THE PUBLIC TO PREVENT ALL PUBLIC ACCESS. CONTRACTOR SHALL PROVIDE AND KEEP CLEAR, A DEMOLITION REMOVAL ENTRANCE. THIS ENTRANCE MUST BE BARRICADED OFF DURING NON-WORKING HOURS.

DEMOLITION GENERAL NOTES:

1. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS FOR ACTUAL CONSTRUCTION, QUANTITIES AND DIMENSIONS, ALSO OBTAIN ALL REQUIRED PERMITS.
2. THE CONTRACTOR SHALL VERIFY EXISTING WATER SERVICE LOCATIONS; SHUT THEM DOWN AT THE GATE VALVE AND CAP THE SERVICE AT THE FOUNDATION WALL.
3. THE CONTRACTOR SHALL VERIFY EXISTING SANITARY SEWER LOCATIONS AND CAP THE MAIN LINE AT THE FOUNDATION WALL.
4. THE CONTRACTOR SHALL VERIFY AND DISCONNECT ANY REMAINING UTILITIES WITH THE PROPER AUTHORITIES.
5. THE CONTRACTOR TO INVESTIGATE, SHORE AND PROTECT THE ADJACENT STRUCTURES TO REMAIN. THE ADJACENT STRUCTURE SHALL REMAIN WEATHER TIGHT AT ALL TIMES.
6. REFER TO THE DEMOLITION NOTES FOR ADDITIONAL ITEMS.
7. REFER TO THE SECTIONS NOTED FOR ADDITIONAL INFORMATION.

DEMOLITION NOTES:

1. SAWCUT AND DEMO EXISTING CONCRETE SIDEWALK. THE EXISTING CONCRETE CURB AND GUTTER TO REMAIN. ONCE THE DEMOLITION IS COMPLETE, PROVIDE NEW CONCRETE SIDEWALK TO MATCH EXISTING.
2. SAWCUT AND DEMO EXISTING WOOD STRUCTURE CANOPIES. PATCH TO MATCH THE EXISTING CANOPY TO REMAIN. FIELD VERIFY EXISTING CONDITION AND DIMENSIONS.
3. DEMO EXISTING CONCRETE PAVING AND WOOD FENCE IN ITS ENTIRETY.
4. THE CONTRACTOR SHALL COORDINATE POWER DISCONNECT WITH THE POWER COMPANY AND REMOVAL OF OVERHEAD WIRE BACK TO POWER POLE.
5. THE CONTRACTOR SHALL REMOVE AND DEMO ALL FURNITURE, GARBAGE AND DEBRIS FROM THE BUILDING AREAS PRIOR TO DEMOLITION OF THE BUILDING.
6. THE CONTRACTOR SHALL REMOVE AND DEMO ALL MECHANICAL AND ELECTRICAL EQUIPMENT, PIPING, CONDUIT, DUCTWORK, ETC FROM THE BUILDING AREAS PRIOR TO DEMOLITION OF THE BUILDING.
7. THE CONTRACTOR SHALL DEMOLISH THE BUILDINGS, INCLUDING THE FOUNDATION WALLS, FOOTINGS AND BASEMENT SLABS . NOTE: THE SHADED WALLS SHALL HAVE THE CONCRETE (OR MASONRY) FOUNDATION WALLS AND FOOTINGS TO REMAIN IN PLACE.
8. SAWCUT AND LEAVE IN PLACE THE CONCRETE (OR MASONRY) FOUNDATION WALL AND FOOTING AS INDICATED WITH A SHADED WALL. THE CONTRACTOR SHALL SAWCUT AND DEMOLISH THE TOP OF THE EXISTING FOUNDATION WALLS THAT REMAIN ARE 12-INCHES BELOW FINISH GRADE. REMOVE THE TOP OF THE FOUNDATION WALL ONLY AFTER PARTIAL OF THE BUILDING FOOTPRINT IS BACKFILLED.
9. THE CONTRACTOR TO DEMOLISH THE CONCRETE SLAB ON GRADE.
10. THE CONTRACTOR TO DEMOLISH THE CONCRETE BEAM IN BASEMENT AND PATCH TO MATCH FOUNDATION WALL TO REMAIN IN PLACE.
11. THE BUILDING AREAS SHALL BE ENGINEERED BACK FILLED WITHIN 12 INCHES OF THE FINISH GRADE AND INSTALL NEW FINISH GRADE SOIL TO MATCH EXISTING ELEVATIONS AND PROVIDES A POSITIVE SLOPE FROM THE BUILDINGS.
12. REMOVE EXISTING LP TANK, COORDINATE WITH LP PROVIDER.
13. RELOCATE EXISTING LP TANK, COORDINATE WITH LP PROVIDER AND ANDERSON FABRICS.



1 DEMOLITION PLAN
1/8" = 1'-0"

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STEPHEN J. ROSE
DATE: 12-23-2021 LIC. NO. 43490

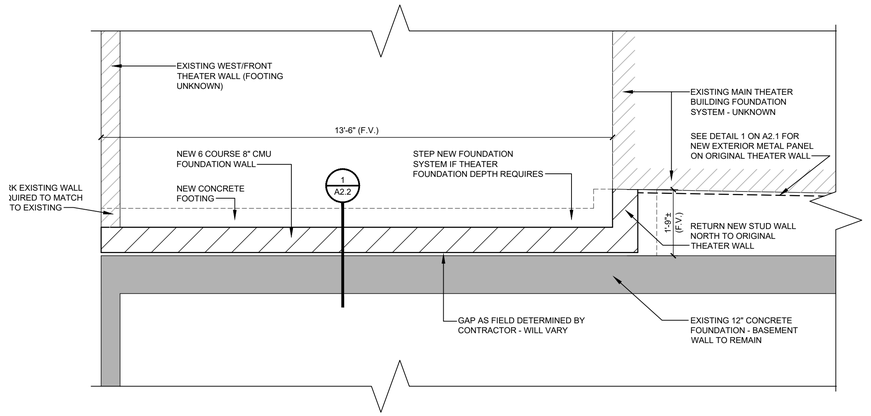
NO.	DESCRIPTION	DATE	BY
	REVISIONS	REV#	

DATE: DECEMBER 23, 2021
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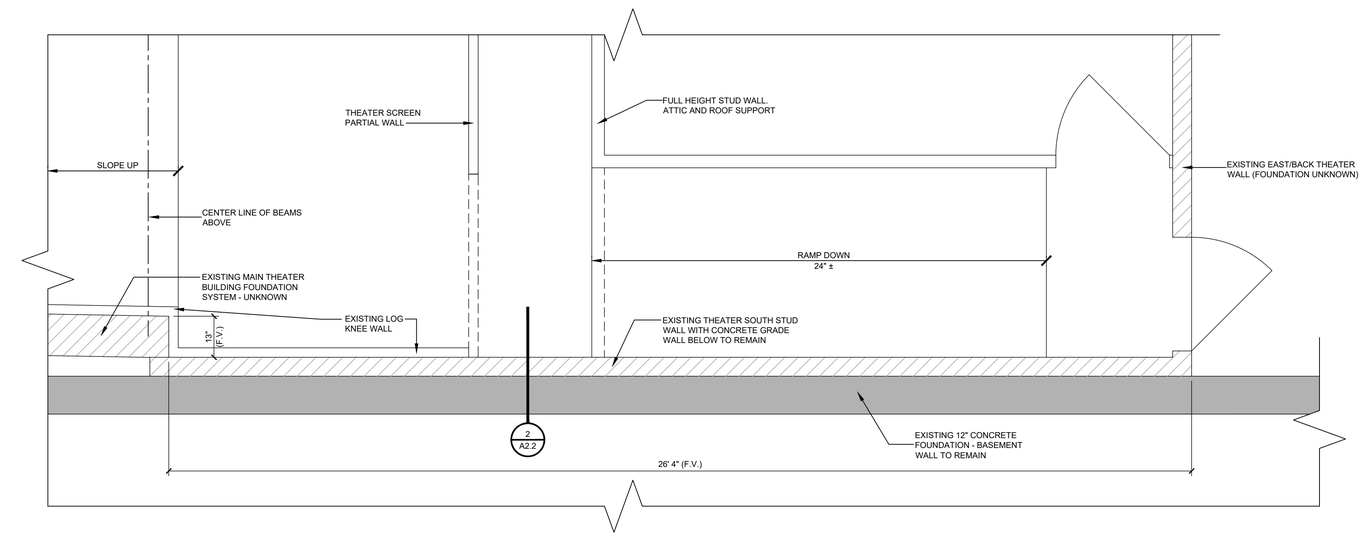
BLACKDUCK COMMERCIAL DEMOLITION PROJECT
CITY OF BLACKDUCK
BLACKDUCK, MINNESOTA
DEMOLITION FLOOR PLAN

SHEET NO.
A1.1

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1 ENLARGED PARTIAL FOUNDATION PLAN
1/2" = 1'-0"



2 ENLARGED PARTIAL FOUNDATION PLAN
1/2" = 1'-0"

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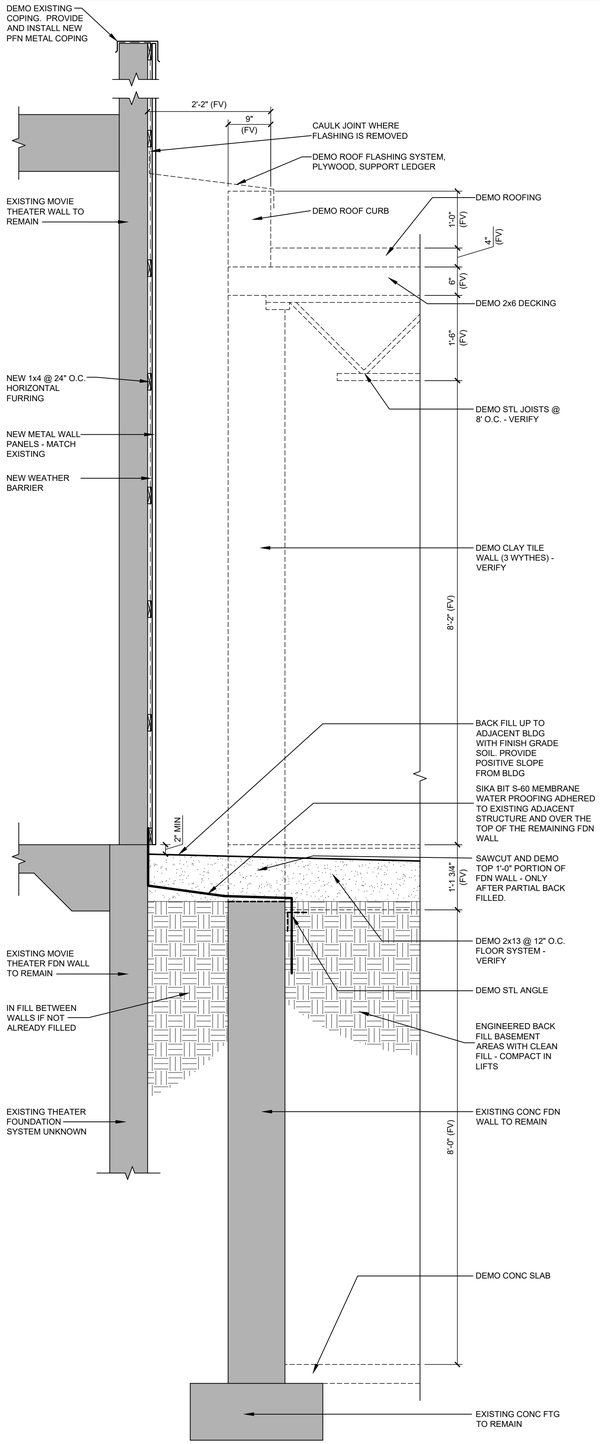
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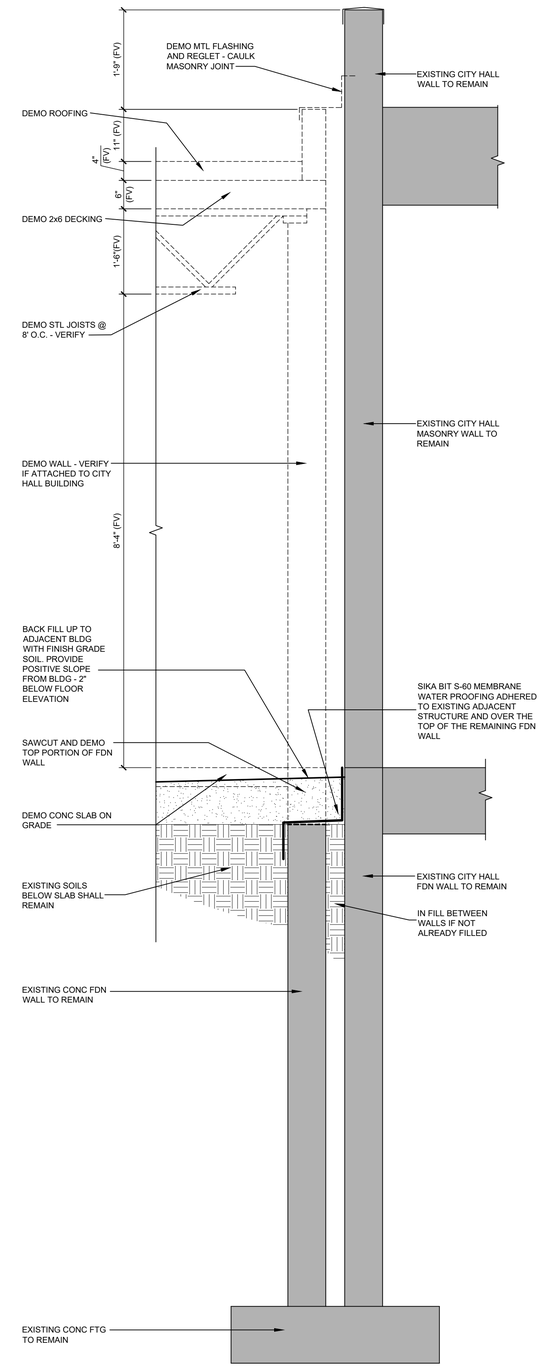
BLACKDUCK COMMERCIAL DEMOLITION PROJECT
CITY OF BLACKDUCK
BLACKDUCK, MINNESOTA

ENLARGED PARTIAL FOUNDATION PLANS

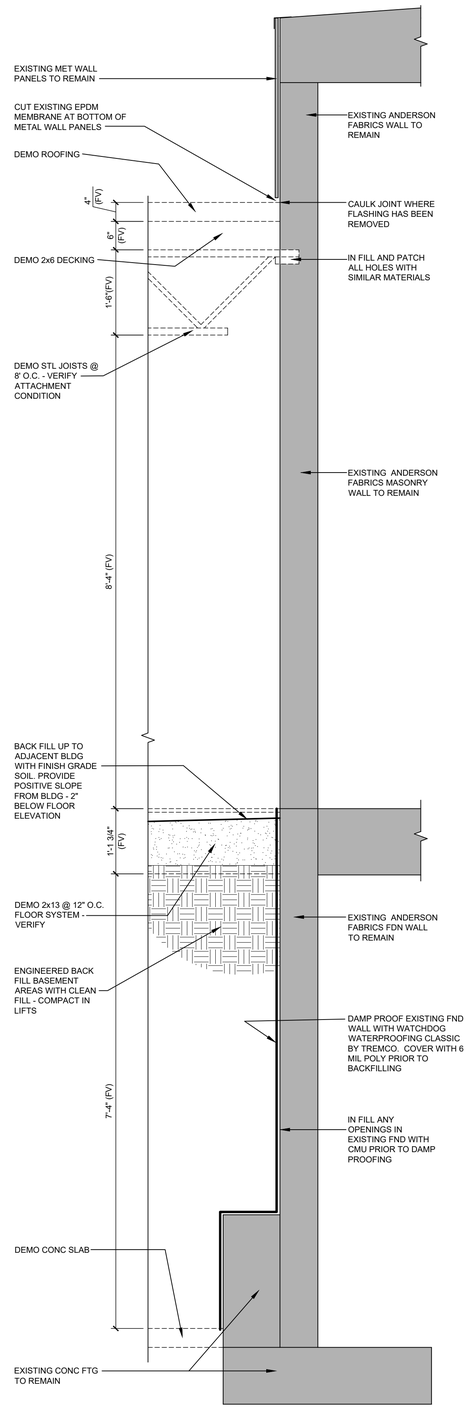
SHEET NO.
A1.2



1 EXISTING SECTION - FOR REFERENCE ONLY
3/4" = 1'-0"



2 EXISTING SECTION - FOR REFERENCE ONLY
3/4" = 1'-0"



3 EXISTING SECTION - FOR REFERENCE ONLY
3/4" = 1'-0"

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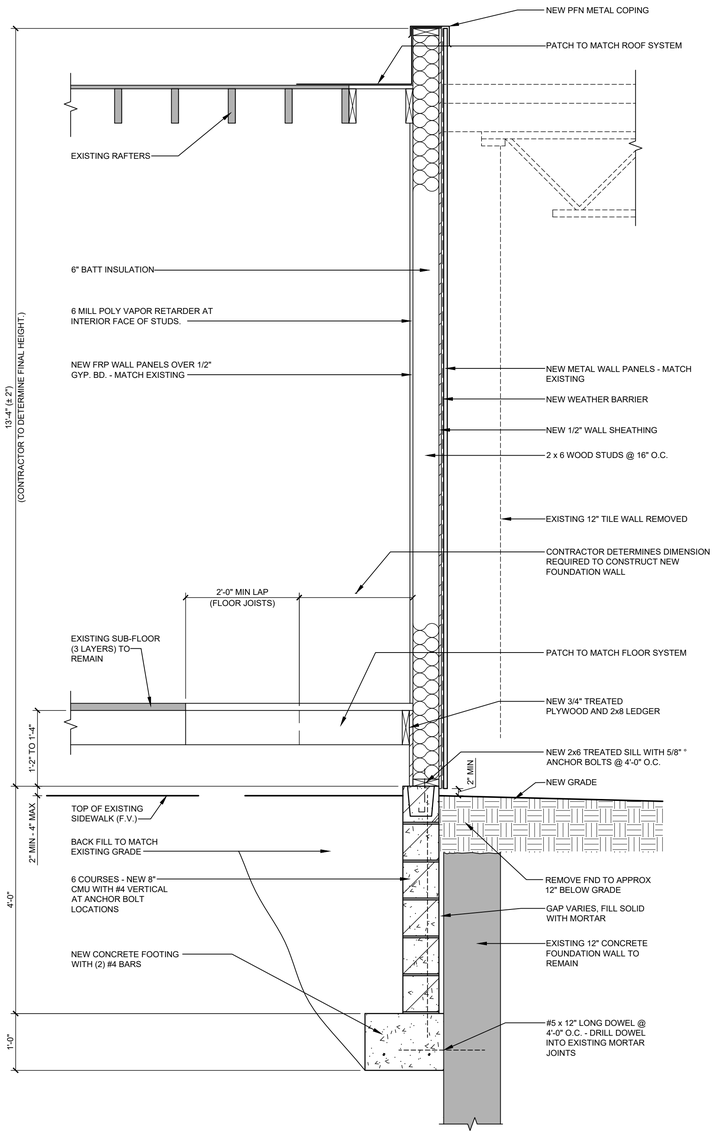
BLACKDUCK COMMERCIAL DEMOLITION PROJECT
CITY OF BLACKDUCK
BLACKDUCK, MINNESOTA

EXISTING SECTIONS - FOR REFERENCE ONLY

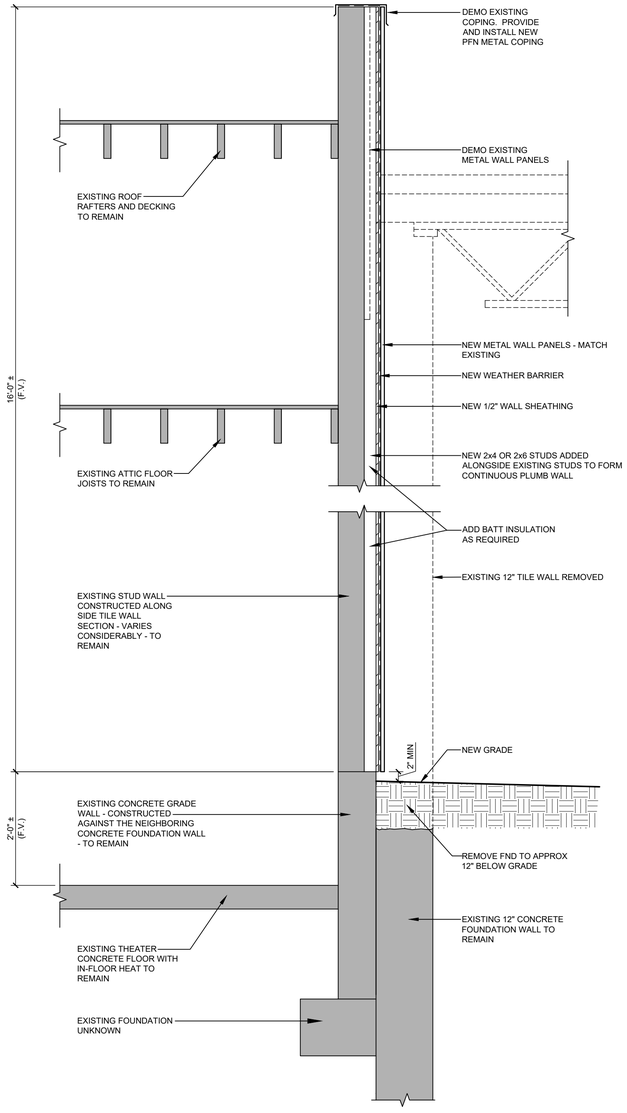
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A2.1

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1 NEW WALL SECTION - FRONT ADDITION
3/4" = 1'-0"



2 NEW WALL SECTION - REAR ADDITION
3/4" = 1'-0"

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STEPHEN J. ROSE — DATE: 12-23-2021 LIC. NO. 43490

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BLACKDUCK COMMERCIAL DEMOLITION PROJECT
CITY OF BLACKDUCK
BLACKDUCK, MINNESOTA

NEW WALL SECTIONS

SHEET NO.
A2.2

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November 21, 2023

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

Brainerd/Baxter
7804 Industrial Park Road
PO Box 2720
Baxter MN 56425-2720

218.829.5117
Baxter@Widseth.com
Widseth.com

Re: City Hall Building Water Infiltration
City Hall
Blackduck, MN

Dear Ms. Regas,

On November 8, 2023, I had the opportunity to visit the Blackduck City Hall building, review the existing conditions and discuss the water infiltration issues that have recently occurred. It was very helpful to see the building in person and listen to the information that you have gathered thus far regarding this issue. It is apparent that measures need to be taken to prevent further damage from water infiltrating along the north and west walls of the city hall building. Please refer to the following memo that describes the existing conditions and recommendations for addressing what was observed on site.

Existing Conditions

- Exterior
  - North Wall
    - The building to the north of city hall was demoed recently, however the south wall of the demoed building remains in place. This creates a situation where there is uncertainty regarding the exterior waterproofing of the north city hall wall and the general condition of the cmu foundation. This condition also presents a potential issue with the south wall of the demoed building and the north wall of city hall, where there could be water infiltration occurring between the two walls at the top of the wall and the lack of proper roof flashing.
    - Additional grading was recently placed along the north side of the city hall north wall, which has created a condition where water is draining positively away from the building and has reduced the amount of water infiltration in the lower level.
  - West Wall
    - There are visible gaps between the south wall of the demoed building and the north wall of city hall that is allowing water to infiltrate into the building.
    - There are gaps between the sidewalk and the west wall of city hall that allow water to run down the exterior face of the foundation wall. These gaps have been filled in by city staff recently, which has resulted in less water within the lower level. This supports the idea that the city hall cmu foundation is not properly waterproofed and is allowing water to enter into the building.
  - Roof
    - Although I did not observe the roof in person, the City of Blackduck has solicited a proposal for reroofing the building.
    - Per the proposal, the roofing along the east side of the building needs to be tied into the adjacent building to provide a waterproof condition. This will require some demolition of the adjacent building's exterior stucco.
    - The existing roof has a single overflow scupper, which is undersized for the overall roof, and there should be at least two for this building. Further conversation should be had prior to reroofing taking place.

Exterior Photos



South wall of demoed building.



Gap in between the demoed south wall and city hall north wall



Top of wall conditions at demoed south wall and city hall north wall.



Northwest corner condition of city hall west wall and the sidewalk.



Existing roof scupper on city hall west wall.



Gap between city hall west wall and sidewalk.

- Interior (Lower Level)
    - North Wall
        - There are visible indications of water infiltration in the mechanical room along the surface of the cmu wall.
        - It appears that the northwest corner is experiencing the most damage from water infiltration.
        - There has been a large amount of water ponding up within the bank vault space as you can see from the water staining the concrete floor.
        - There is water infiltration occurring along the northeast corner of the ceiling within the lower level bank vault space, which is consistent with the main level bank vault space.
    - West Wall
        - There have been instances of water infiltration at the water meter location, which is most likely caused by water infiltrating between the sidewalk and the exterior face of the building above.
        - There is an existing sump pail towards the middle of the lower level along the west side.
    - South Wall
        - There is an existing sump pail towards the south end of the building.

- Interior (Main Level)
    - North Wall
        - There are visible indications of water infiltration in the main level bank vault area in the northeast corner of the space, at the ceiling.

Interior Photos



North wall of city hall, indications of water infiltration with staining on the concrete and efflorescence on the face of the cmu.



North wall of city hall, indications of water infiltration with staining on the floor and ceiling.



Existing sump pail serving the north half of the building.



Ceiling of vault space in the lower level.



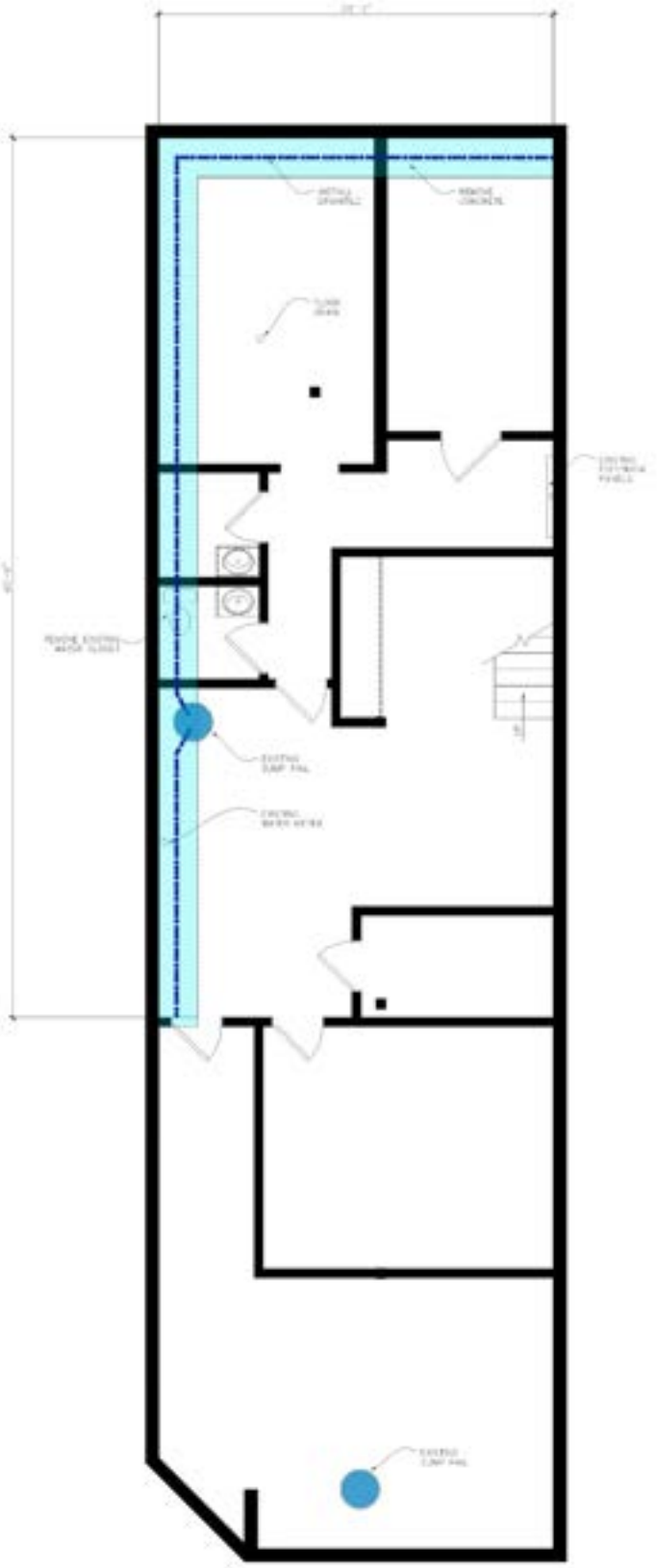
Existing sump pail serving the north half of the building.

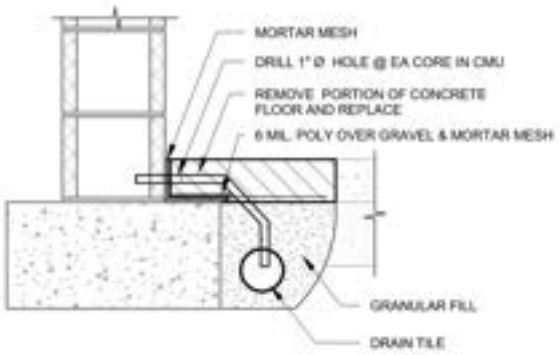


Indications of water infiltration in the bank vault on the main floor.

Recommendations

- Exterior
  - Infill gaps between the demoed building south wall and the city hall north wall.
  - Infill gaps between the sidewalk and the exterior building face of the city hall west wall.
  - Reroof the city hall building, which will include extending roofing up the face of the adjacent building.
  - Install roof flashing that extends over the demoed building south wall and the city hall north wall condition.
- Interior
  - Drain Tile
    - Demo existing concrete slab along the exterior perimeter of the west and north walls in order to install additional drain tile that can drain into the existing sump pail.
    - Install drain tile within the new trench alongside the existing footing.
    - Install plastic tubing within each CMU core that drains into the new drain tile.
    - Please refer to the following drawing, detail and photo as reference.




MORTAR MESH
DRILL 1" Ø HOLE @ EA CORE IN CMU
REMOVE PORTION OF CONCRETE FLOOR AND REPLACE
6 MIL. POLY OVER GRAVEL & MORTAR MESH
GRANULAR FILL
DRAIN TILE



In addition to this memo, please refer to the attached project cost summary that includes all items related to preserving and maintaining the Blackduck City Hall building. This project summary includes costs associated with addressing water infiltration as well as the electrical panel upgrade and the reroofing project. Please let me know if you have any questions related to the observations and recommendations as described above and the attached project cost summary.

Sincerely,

Mike Angland, AIA, LEED AP
Widseth Smith Nolting & Assoc., Inc.

Cc: Tim Ramerth, P.E.

Attachments: Blackduck City Hall Project Cost Summary

CITY OF BLACKDUCK
CITY HALL IMPROVEMENTS
PROJECT COST
11/24/2023

PROJECT COSTS							
CONSTRUCTION PROJECT							
DIVISION	CATEGORY	VENDOR	DESCRIPTION	QTY	UOM	COST PER UNIT	TOTAL
DIVISION 01	GENERAL REQUIREMENTS						
		T.B.D.	GENERAL REQUIREMENTS (TYPICALLY 11-13% OF CONSTRUCTION PROJECT COSTS)	1	LS	$22,500	$22,500
		T.B.D.	INTERIOR DEMOLITION - LOWER LEVEL CONCRETE FOR DRAINTILE	1	LS	$8,500	$8,500
		T.B.D.	EXTERIOR DEMOLITION - STUCCO WALL FOR WALL FLASHING	1	LS	$4,500	$4,500
						SUB-TOTAL	$35,500.00
DIVISION 02	SITE CONSTRUCTION						
						SUB-TOTAL	$0.00
DIVISION 03	CONCRETE						
		T.B.D.	INTERIOR SLAB ON GRADE - REPLACE CONCRETE SLAB THAT WAS REMOVED TO INSTALL DRAINTILE	175	SF	$10.00	$1,750.00
		T.B.D.	INSTALL DRAINTILE & TUBING	65	LF	$100.00	$6,500.00
						SUB-TOTAL	$8,250.00
DIVISION 04	MASONRY						
		T.B.D.	EXTERIOR BRICK BREATHABLE SEALANT	1,200	SF	$12.00	$14,400.00
							$14,400.00
DIVISION 05	METALS						
						SUB-TOTAL	$0.00
DIVISION 06	WOOD AND PLASTICS						
						SUB-TOTAL	$0.00
DIVISION 07	THERMAL AND MOISTURE PROTECTION						
		RANGE CORNICE & ROOFING COMPANY	INSTALL NEW FULLY ADHERED EPDM ROOF & WALL FLASHING	1	LS	$78,636.00	$78,636.00
						SUB-TOTAL	$78,636.00
DIVISION 08	DOORS AND WINDOWS						
						SUB-TOTAL	$0.00
DIVISION 09	FINISHES						
						SUB-TOTAL	$0.00
DIVISION 10	SPECIALTIES						
						SUB-TOTAL	$0.00
DIVISION 11	EQUIPMENT						
						SUB-TOTAL	$0.00
DIVISION 12	FURNISHINGS						
						SUB-TOTAL	$0.00
DIVISION 13	SPECIAL CONSTRUCTION						
						SUB-TOTAL	$0.00
DIVISION 14	CONVEYING SYSTEMS						
						SUB-TOTAL	$0.00
DIVISION 21	FIRE SUPRESSION						
						SUB-TOTAL	$0.00
DIVISION 22-25	MECHANICAL						
		T.B.D.	REMOVE EXISTING TOILET AND CAP EXISTING PLUMBING	1	LS	$2,500.00	$2,500.00
		CRUNDEN ELECTRIC INC. + MECHANICAL T.B.D.	INSTALLATION OF STEFFES BOILER = MATERIAL ($6,592.70 + 7.38% SALES TAX) + LABOR ($5,500.00)	1	LS	$12,580.00	$12,580.00
						SUB-TOTAL	$15,080.00
DIVISION 26-28	ELECTRICAL						

		CRUNDEN ELECTRIC INC.	ELECTRICAL PANEL RELOCATION	1	LS	$12,657.90	$12,657.90
						SUB-TOTAL	$12,657.90
CONSTRUCTION PROJECT							$181,023.90
						CONTINGENCY %	10%
						CONTINGENCY $	$18,102.39
						TOTAL	$199,126.29
OWNER PROVIDED ITEMS							
	ITEM	VENDOR	DESCRIPTION	QTY	QTY	COST PER UNIT	TOTAL
TOTAL							$0.00
TOTAL PROJECT COST							$199,126.29
OWNER FUNDING							$0.00
NET DIFFERENCE							($199,126.29)

BOYS & GIRLS CLUB
OF THE BEMIDJI AREA

BLACKDUCK BRANCH

For more information:

- www.bgcbemidji.org
- 218-444-4171
- Join the REMIND group by texting **@BGCBduck** to the number **81010**

WEBSITE

NEW! BLACKDUCK BRANCH OPENING FALL 2024!

Currently accepting applications for both youth memberships and staff to join our team!



HOMEWORK HELP | FUN, ENGAGING ACTIVITIES | CARING ADULT STAFF
GYM & OUTDOOR PROGRAMS | ARTS, CRAFTS, AND STEM PROJECTS
HEALTHY SNACK EACH DAY | FAMILY EVENTS | AND MUCH MORE!

Boys & Girls Clubs are youth development programs aimed at providing **safe, enriching, and consistent** out-of-school time options for young people.

The Blackduck Branch will serve **grades K-8** as a school-based site within Blackduck School.

SCHOOL YEAR PROGRAM HOURS:

Afterschool | 3:50-6:30PM

Mondays | 8AM-5PM*

See full calendar on Club website.

COST: $125/SCHOOL YEAR

Financial-aid available for qualifying families.

HOW TO JOIN:

1. Submit online youth application
2. Club staff will connect with families in August about next steps to complete registration
3. Attend a registration event in August
4. Have a blast starting on the first day of the school year!

YOUTH APP

*Please note that the Club may adjust program offerings, hours, or number of youth admitted based on adequate staffing levels, facilities, and/or other needs.

WANT TO GET INVOLVED?

1. Join our Club Kickoff Crew!
   a. We're looking for community members to support the launch of this new program - putting together foosball tables, pouring lemonade, sharing the message - there are opportunities for everyone!
2. Apply to be a staff member!
   a. Know someone who'd be interested? Let them know we are hiring! Positions to be posted by June!
3. Apply to be a volunteer!
4. Attend grand opening event in September!

BOYS & GIRLS CLUB
OF THE BEMIDJI AREA

BLACKDUCK BRANCH

Date: Aug 1 **Time**: 4:30-5:30PM
Location: Blackduck High School Media Center
Doors: Enter through door #1 or #3

CLUB KICKOFF CREW

We are seeking community champions to help us launch the Blackduck Branch! Many hands make light work!
Join the CREW to support the Club during the first year of program and operations!
This crew will be called upon when projects, tasks, or help is needed to ensure a successful launch of the Blackduck Branch in order to positively impact Blackduck youth and families!

Launch Projects

Connections

Help us by connecting our team with potential staff or volunteers, recruit youth and families to join the program, and link us to potential resources, donors, and funders to ensure sustainability of the Blackduck Branch for years to come!

Shout it loud!

We need people to share about the good work! Shout it from the rooftops, create a social media post, or share it with friends and families! We want everyone to know about the Blackduck Branch!

Moving & Grooving

We will be creating a BRAND NEW space for students during out-of-school time. Supplies, furniture, and more will need to be moved and put together in August before the start of the school year!

Volunteer

Help us fill the gaps and serve as a volunteer! From direct service, to writing thank you cards, to joining at events - the possibilities are endless for volunteer opportunities!

Let's Celebrate!

Help plan and host a community open house event to celebrate the launch of the Blackduck Branch! Event to be hosted at end of summer just in time for the school year!

JOIN NOW!

Puzzle Solvers

A Club is all about finding the right pieces of the puzzle and putting them together to best serve youth and families! When we have a gap, project, or task help us find the right piece or person we need to keep moving forward!



3 WAYS TO SUPPORT BOYS & GIRLS CLUB BLACKDUCK BRANCH

Amazon Wishlist

Outfit the new Club

01

You can support the opening of our new Boys & Girls Club Blackduck Branch by purchasing needed items off our Amazon Wishlist.

Scan the QR Code to purchase supplies.

Kidstock Scholarship

Invest with a donation

02

One share of Kidstock costs only $125 and provides a scholarship for one child to attend the Club for the school year.

Scan the QR Code to sponsor a kid and invest in great futures.

Shop Local

Basic school supplies

03

Check out the supplies list, shop local and bring items to Choice Therapy in Blackduck and Bemidji

Scan the QR Code for a list of supplies needed for the Club.



INVEST IN SUCCESS AT THE BOYS & GIRLS CLUB BLACKDUCK BRANCH

Great futures start here! The Boys & Girls Club of the Bemidji Area is opening a new branch in Blackduck, where kids will have a safe place to learn, connect with caring mentors, and grow into community leaders. The branch will open this September, but we need your help to fund some final details, including technology, art supplies, and gym equipment. **Make your gift today** and it will be used to support the Blackduck Branch in the most impactful way.

- ○ **$5,000** Computers & technology
- ○ **$2,500** Academic enrichment & mentoring from caring staff
- ○ **$1,000** Large game tables (foosball, pool, ping pong)
- ○ **$500** Gym equipment (balls, tumbling mats, jump ropes)
- ○ **$250** Program supplies (board games, Legos, books, art materials, etc)

Ways to Give

- **Give online** at bgcbemidji.org/give
- **Write a check** payable to BGCBA with memo line as Blackduck Branch
- Make your gift a **pledge**:
  Quarterly: ☐ Twice-yearly: ☐
  Total Pledge: $_____

Join our Club Kickoff Crew

Sign me up for the Blackduck Branch newsletter Yes ☐ No ☐

_____
Name

_____
Business

_____
Phone

_____
Email

_____
Address

2024 Liquor Rent Fund Donations

2024 Budget = $6,000.00

Month	Donation Made to:	Check #	Date	Amount:	Reason for Donation
2024-02 February	NORTHWOODS LUMBER CO - Ice Fishing Derby	012962	2/9/2024	$427.98	February Donation to Ice Fishing Derby
2024-04 April	BLACKDUCK AFTER PROM	013109	4/9/2024	$1,000.00	After Prom 2024
2024-06 June	BLACKDUCK COMMUNITY EDUCATION	013328	6/11/2024	$2,000.00	Blackduck Pickle Ball Donation approved 06/10/2024
	BLACKDUCK HIGH SCHOOL TRAP TEAM	013329	6/11/2024	$2,050.00	2024 Trap Team Tournament Donation
			Total:	$5,477.98	
			Remaining:	$522.02	
			Pending Donations Awarded:	$1,000.00	Duck Restore 2024 Amount - amwarded 2023
			Pending Donations:	$830.00	Blackduck History and Art Center 2023 amount
				$2,000.00	Blackduck Area Toys for Kids - 2023 amount
				($3,307.98)	

Beltrami Soil and Water Conservation District

FOR IMMEDIATE RELEASE **Contact: Katelyn Bergstrom**
Date: August 1st, 2024 **Phone:(218) 333-4157**

BELTRAMI, CLEARWATER, KOOCHICHING, AND ITASCA COUNTIES REQUEST COMMENTS ON THE PROPOSED UPPER/LOWEER RED LAKE COMPREHENSIVE WATERSHED PLAN

The Beltrami Soil and Water Conservation District (SWCD) and planning partners request public comment on the proposed Upper/Lower Red Lake Comprehensive Watershed Plan. To view the Plan, visit https://www.beltramiswcd.org/about-5

Written comments will be accepted until **Monday, September 30th, 2024, at 4:30 PM.** Comments can be submitted to Beltrami SWCD for all Upper/Lower Red Lake Watershed Residents (see attached map). E-mail comments to Katelyn Bergstrom: Katelyn.bergstrom@co.beltrami.mn.us and CC, Chad Severts: chad.severts@state.mn.us. You may also mail comments to 701 Minnesota Ave. Suite 113 Bemidji, MN 56601.

After nearly two years of collaborative planning, the comprehensive watershed management plan is nearly complete. This watershed plan aligns water planning along watershed boundaries and enhances existing county water plans. It sets goals and actions for the next 10 years to help prioritize and fund projects with the purpose of maintaining and improving water quality in this area.

Facts about the Upper/Lower Red Lake Watershed:

- The Upper/Lower Red Lake Watershed spans 1,940 square miles.
- Upper and Lower Red Lake combined is the largest lake (288,800 acres) in Minnesota.
- Primary communities include Red Lake Nation Reservation, Kelliher, Blackduck, and Funkley.
- Parts of Beltrami, Koochiching, Itasca, and Clearwater Counties.

This voluntary program is administered through the Board of Water and Soil Resources. Red Lake Nation and Beltrami SWCD teamed up to develop this plan. A voluntary technical advisory committee helped develop the Plan. Partners will complete plan action items that are measurable and trackable to improve and protect soil and water in this area.

For more information on the plan and map of the watershed, visit https://www.beltramiswcd.org/about-5

Contact Beltrami SWCD at (218) 333-4157 or katelyn.bergstrom@co.beltrami.mn.us.

Program funded through the Board of Water Soil Resources One Watershed One Plan and the Clean Water Land and Legacy Amendment.

Upper/Lower Red Lake Watershed Planning Area

